

GraphicWriter III™

Superior Desktop Publishing For Your Apple IIGS®



Getting Started

Seven Hills

S o f t w a r e



GraphicWriter III

Congratulations on your purchase of GraphicWriter III, the superior desktop publishing program for the Apple IIGS. Be sure to complete and return the postage-paid registration card so we can notify you as new versions of this program become available.

This *Getting Started* manual teaches all about using GraphicWriter III to its fullest. This manual is divided into two main sections:

- The *Getting Started* section guides you through making working copies of the disks that are supplied. These instructions must be followed to begin using GraphicWriter III.
- The *Guided Tour* section teaches you how to use GraphicWriter III in easy steps.

The *Reference* manual contains complete information about specific features, as well as tips and other information that will be useful as you use GraphicWriter III.

Enjoy!

Notes

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Be sure to complete and return the postage-paid registration card so we can notify you as new versions of this program become available. Updates are always reasonably priced.

Questions and Comments

We always welcome feedback—if you have any questions, comments, or suggestions for improving this product, please let us know! In addition, we would like to hear your ideas for new programs.

Contacting Us

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For technical questions about a specific product call (904) 576-9415 from 11 a.m. to 5 p.m. ET, Monday-Friday.

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Notes

About GraphicWriter III

GraphicWriter III is like four programs in one: A word processor, a painting program, a drawing program, and a page layout program. And these four programs are seamlessly combined into the most powerful desktop publishing program available for the Apple IIGS.

Using the What-You-See-Is-What-You-Get (WYSIWYG) approach you can easily arrange text and graphics to create fliers, brochures, newsletters, reports, classroom materials and almost anything else you can dream of! Even complicated layouts are a snap with GraphicWriter III.

In addition to a fantastic program, we've included several "extras" for free:

- Translators so you can import text and graphics from many popular programs. Text, with formatting intact, can be imported from Classic AppleWorks (even with SuperFonts!), AppleWriter, Bank Street Writer, FrEdWriter, MouseWrite, and Teach. Import graphics from Print Shop, Print Shop GS, and any program that uses standard single-, double-, or super-high resolution graphics.
- Fonts and clip art images so you can design a variety of layouts.
- A small "program launcher" to replace the Finder when using 3.5" disks, thus giving you more space for saving files.
- A New Desk Accessory for formatting 3.5" and 5.25" disks from within GraphicWriter III and other programs that operate under GS/OS.

Our goal was to make GraphicWriter III the best desktop publishing program, and to make it valuable to you personally. By making a quality program available at a reasonable price, by including "extras" for free, and by not copy-protecting the disk, we think we have succeeded. We hope that you support our efforts and encourage future products by not allowing your family or friends to copy GraphicWriter III. To borrow a phrase, "Just say no."

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Getting Started

We know you are anxious to start using GraphicWriter III right away, but please read this section first because it leads you through several important steps which you need to do only once:

- Learning conventions and terminology
- Getting your IIGS ready to start a IIGS-specific program
- Making working copies of the GraphicWriter III program

After completing the *Getting Started* section, you will use the *Guided Tour*. It teaches you GraphicWriter III by letting you use many of its features.

The *Reference* manual covers every aspect of GraphicWriter III. It's the best place to look when you need added information or help with a particular feature.

Notes

Things You Need To Know

Hardware Requirements

To use GraphicWriter III you need:

- An Apple IIGS with at least 1MB of memory.
- GraphicWriter III includes GS/OS—the “disk operating system”. GS/OS requires internal ROM version of at least 01—when you turn on the computer, if the bottom of the screen does not show a version number, contact your authorized Apple dealer for an upgrade.
- One 3.5" disk drive (a second 3.5" disk drive or a hard disk drive is strongly recommended).
- To make printed copies of the documents you create, you need any printer that works with a standard IIGS printer driver. Included are Apple's printer drivers for the Apple ImageWriter I, II, and LQ, Apple LaserWriters (except SC), and Epson FX-compatibles.

Other printers can be supported by using third party printer drivers, such as Independence from Seven Hills Software. Independence lets you print high quality, 300dpi pages using a Hewlett-Packard DeskJet, DeskWriter, or LaserJet.

Steps

Steps you should follow are indented and numbered. For example:

- ① Learn GraphicWriter III.
- ② Produce beautiful documents.

The Keyboard

Keys on the keyboard are referred to by the name printed on them (*Delete*, *Option*, *A*, etc.). The Open-Apple key is shown as .

The Mouse

Four terms are used to describe the different ways you can use the mouse:

Clicking means quickly pushing down and releasing the mouse button while the mouse remains motionless. Some uses of clicking are to select an object or move the insertion point.

Double-Clicking means quickly clicking twice. Double-clicking is commonly used as a shortcut for some action. For example, double-clicking on a word selects it (a shortcut for dragging through it).

Pressing means holding the mouse button down while the mouse remains motionless. The most common use for pressing is pressing on a scroll bar's arrow to cause the document to scroll until the mouse button is released.

Dragging means holding the mouse button down, moving the mouse to a new position, and finally releasing the mouse button. Common uses are selecting a range of text, choosing a menu item, and positioning or resizing an object.

The Menu Bar

When you are using a IIGS-specific “desktop” program, a menu bar is always at the top of the screen. Menus contain commands applicable to the program you are using.

Menus are normally “rolled up”; to see the available commands, you **pull down** the menu. This action is demonstrated in the following sections.

Preparing Your Apple IIGs

There are several things you must do in order to use any software that is written specifically for the Apple IIGS. These are common settings so it is likely that your IIGS is already prepared to run GraphicWriter III.

Control Panel Settings

To enter the Control Panel:

- ① While the computer is off, verify that the mouse is plugged into your keyboard.
- ② Turn the monitor on.
- ③ Hold down the Option key while you turn on the computer's power switch.
- ④ When you see several choices on the screen, release the Option key.
- ⑤ Press 1 to enter the Control Panel.

Slot Settings

Enter the Slots display:

- ① Press the Up Arrow until Slots is highlighted, then press Return.

Make sure that Slot 4 indicates you are using the Mouse Port:

- ② Press the Down Arrow until Slot 4 is highlighted.
- ③ If Slot 4 reads Your Card, press Right Arrow to change the option to read Mouse Port.

If you choose, you can tell the IIGS to start up from the 3.5" disk drive:

- ④ Press Down Arrow until Startup Slot is highlighted.
- ⑤ Press Right Arrow until the desired slot number appears (if you have the 3.5" disk connected to the back of the IIGS, the number is 5).

Save the Slot Settings:

- ⑥ Press Return to save the current settings for the Slots display.

RAM Disk Setting

RAM disks use memory that could be used by the program. Graphic-Writer III needs at least 1MB memory to operate, so verify there is at least this much memory free for it to use:

- ① At the Control Panel, press Down Arrow until RAM Disk is highlighted, then press Return.
- ② Press Down Arrow to highlight Maximum RAM Disk Size (or "Select RAM Disk Size" on the newer IIGS model).
- ③ As a general rule, IIGS-specific software works better with more memory available to it. Thus, we suggest setting the RAM Disk size to ØK. If the Maximum RAM Disk Size needs to be reduced, press Left Arrow until its size is acceptable.
- ④ Press Return to save the current RAM Disk settings.
- ⑤ If you changed the Maximum RAM Disk Size, turn off the computer. *NOTE: Changes to the RAM Disk display don't take effect until the computer is turned off. If you turn off the computer, wait 15 seconds before turning it back on.*

Other Settings

This manual assumes you already have your printer connected and working with the Apple IIGS. If not, refer to the documentation that came with your printer to connect it and set any necessary Control Panel settings.

Some popular printer configurations are listed below, along with any necessary Control Panel Settings.

Direct-Connect ImageWriter

With the ImageWriter directly connected to the Printer Port on the Apple IIGS, the following Control Panel settings should be in effect:

Slots: Slot 1 should be Printer Port

Printer Port: Every option should have a checkmark to the left of it.

AppleTalk ImageWriter or AppleTalk LaserWriter

With an ImageWriter or LaserWriter connected via AppleTalk to the Printer or Modem Port, the following Control Panel settings should be in effect:

Slots: Set Slot 7 to AppleTalk (a warning message may appear below the slot list). If the printer is connected to the Printer Port change Slot 1 so the warning disappears; likewise, if the printer is connected to the Modem Port change Slot 2 so the warning disappears.

Quit the Control Panel

After changing all the Control Panel settings,

- ① Press the Down Arrow to highlight Quit, then press Return.
- ② If you changed the Maximum RAM Disk Size, turn the computer off (changes to the RAM Disk won't take effect until the computer is turned off). If you turn the computer off, wait 15 seconds before turning it back on.

Notes

Making Working Copies

Before proceeding, protect the original disks by making sure that they are write-protected! Look at the hole in the upper-right corner of each of the original disks. The disk is write-protected if you can see through the hole. If you can't see through the hole, slide the tab so you can.

Whenever you purchase software you should make a working copy of each original disk. *NOTE: GraphicWriter III is not copy-protected, but it is copy**righted**. Please do not make copies for your family or friends—every illegal copy you see is a vote **against** friendly software and **for** copy-protection and higher prices.*

After making your working copies (either onto a hard drive or onto 3.5" disks) you should store the original disks in a safe place so if a problem ever develops with a working copy another can be made from the original disk. If a problem ever develops with an original disk, contact Seven Hills Software for replacement information.

The process of making working copies takes a little time, but is a straightforward process: First you copy the supplied original disks either onto a hard disk drive or onto blank disks that you provide. Second, you customize your working copies for your particular system.

NOTE: Throughout the entire Getting Started section, you will be using both the original disks and your working copies—you will not be done with the original disks until you begin the Guided Tour section. The original disks are safe as long as you can see through the hole in the upper-right corner of the original disks.

The Finder

Apple's "Finder" program lets you do disk "housekeeping" tasks, such as copying disks and deleting files. We'll use the Finder to make working copies of all the supplied disks.

Before making your working copies, we'll first learn a little about using the Finder.

Starting the Finder

If you have a hard disk drive, start it and launch Apple's Finder. When the Finder appears, insert the disk labeled Original "Disk.1" and skip to the next section ("Using the Finder").

If you don't have a hard disk drive, follow these steps:

- ① Insert the disk labeled *Original Disk.1* into the startup disk drive.
- ② Turn on the monitor and computer (if the computer is on already, hold ⌘-Control down and press Reset). The 3.5" disk drive will come on and begin loading the Out To Launch program launcher. *NOTE: If you did not set your 3.5" disk drive to be the startup slot, the computer will try to start up from some other disk drive. If you get the message "Check Startup Device," hold Control and press Reset. At the prompt type PR#5 (assuming your 3.5" disk is in slot 5) and press Return.*
- ③ When the Out To Launch window appears, click the Launch Other button.
- ④ Open the Extra.Stuff folder (it should already be highlighted, so just click the Open button).
- ⑤ Open the Finder program (it should already be highlighted, so just click the Open button).

When the Finder is finished loading, you will see a blue desktop with a menu bar at the top of the screen, an Original.Disk.1 disk icon at the top-right of the screen, and a Trash can icon at the bottom-right of the screen.

The Menu Bar

At the top of the screen is the menu bar with various commands available in the particular program you are using. We're using Apple's Finder right now, so the menu bar reads  (Apple), File, Edit, View, Disk, Special, and Color. *NOTE: This is true for System Disk 5.0.4; other versions might be different.*

Menus are normally "rolled up." To see the available commands you **pull down** a menu.

For example, to look at the  (Apple) menu:

- ① Move the mouse and you will notice an arrow pointer follows the mouse movement on the screen.
- ② Position the arrow pointer on the  at the left side of the menu bar.
- ③ Press and hold the mouse button to pull down the  menu.

If you continue holding down the mouse button, you can drag (move) the mouse to the right to pull down other menus. As the arrow pointer moves over the titles of the other menus, you will see all the commands available in the particular program you are using.

- ④ When you are done looking at the menus, release the mouse button while pointing to a title in the menu bar. This just "rolls up" the menu.

Let's try choosing the About the Finder command from the  (Apple) menu:

- ⑤ Move the arrow pointer over the  in the menu bar.
- ⑥ Press and hold the mouse button to pull down the  (Apple) menu.
- ⑦ Continue holding the mouse button and drag down to highlight the command "About the Finder."
- ⑧ Release the mouse button and the command will be executed.

If you follow those steps you'll see the Finder's "About the Finder" dialog box. Click the mouse or press any key to make that dialog box disappear.

Whenever you see the word **choose** in this manual, it means you should choose a command from the menu bar at the top of the screen.

Opening a Disk Icon

The Original.Disk.1 icon should be visible at the top-right of the screen. To open the disk and view its contents,

- ① Move the arrow pointer over the Original.Disk.1 icon and click to select it.
- ② Choose Open from the File menu (move the pointer over the File menu, press and hold down the mouse button, drag down to highlight Open, then release the mouse button).

When you open a disk icon, a new window is opened to show the contents of the disk.

Opening a Folder Icon

Opening a folder to view its contents is just like opening a disk:

- ① Click on the Icons folder to select it.
- ② Choose Open from the File menu. *NOTE: As a shortcut to clicking an icon once then choosing Open from the File menu, you can double-click the icon.*

Just like opening a disk, a new window is opened to show the contents of the Icons folder. Notice that the Icons window is in front of the Original.Disk.1 window (the title bar is “active” and the Icons window obscures most of the Original.Disk.1 window).

Closing a Window

To close the two open windows (the Original.Disk.1 window and the Icons window):

- ① Choose Close from the File menu to close the Icons window (it closes the Icons window because it is the active window).
- ② Choose Close from the File menu to close the Original.Disk.1 window. *NOTE: As a shortcut to choosing Close from the File menu you can click the close box at the top-left of the window.*

Installing Onto 3.5" Disks

This section describes installing GraphicWriter III onto 3.5" disks. If you are installing GraphicWriter III onto a hard disk drive, skip to the section titled "Installing Onto A Hard Disk Drive."

At this point Apple's Finder should be started from the *Original Disk.1* and you should be somewhat familiar with how to use it.

Initializing Disks

To make working copies of GraphicWriter III on 3.5" disks, you need five initialized (but otherwise blank) 3.5" disks.

The Finder has the ability to initialize disks, but we'll use the Disk Initializer NDA (new desk accessory) for simplicity, and to demonstrate how to use it. Disk Initializer is provided free with GraphicWriter III.

To use Disk Initializer,

- ① Choose Disk Initializer from the  menu (move the pointer over the  (Apple) menu, press and hold down the mouse button, drag down to highlight Disk Initializer, then release the mouse button).



The Disk Initializer dialog box

The scroll box displays the slots and drives that have a 3.5" or 5.25" disk drive (for safety it does not show RAM disks or hard disk drives). To initialize a disk,

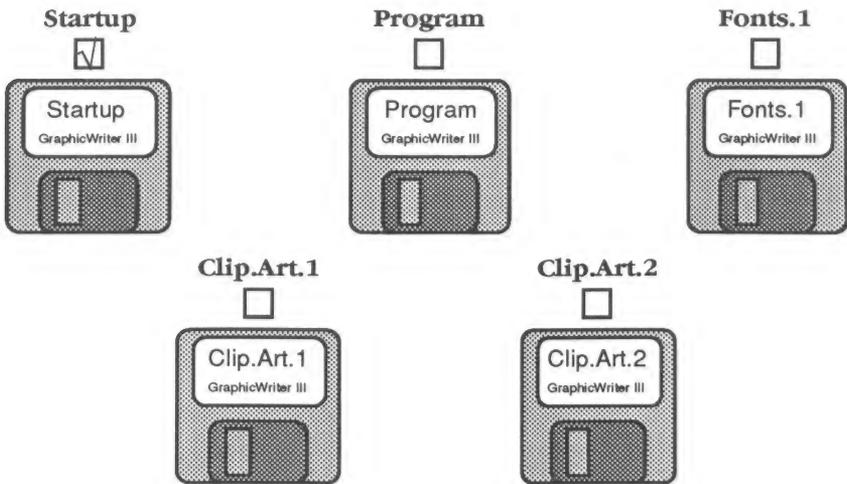
- ② Click on the slot/drive you want to use for initializing (usually 3.5" disk drives are located in slot 5). *NOTE: For the best speed performance you should initialize the disk in the same slot and drive that the disk will be used in. For example, if you are initializing a startup disk then you should initialize the disk in the startup disk drive. If you are initializing a data disk then you should initialize the disk in the data disk drive.*
- ③ Insert a blank disk.

- ④ Type the name for the new disk (the first disk is named "Startup"). The name cannot be longer than 15 characters, and it must begin with a letter and contain only letters, numbers, and periods.
- ⑤ Click the Initialize button. *NOTE: This button is active only if a valid disk name is entered.*

After you click Initialize, the disk in the slot and drive you specified is checked. If the disk is blank it will be initialized immediately. If the disk is not blank you will be asked to confirm your decision to initialize it. **Never initialize an original disk!** *NOTE: If you can see through the hole in the upper-right corner of a disk, you will never accidentally initialize it (the hole prevents anything from being written on the disk).*

After the disk is initialized it will be ejected and you will be told whether the initialization was successful. If initialization fails for a disk, discard that disk and use another one. If initialization was successful, apply a disk label and write the appropriate name on it.

Repeat steps ②-⑤ to create one disk with each of the following names:



After you have initialized and applied a label to all five disks, click Cancel to return to the Finder. Add the subtitle "GraphicWriter III" to the outside label of each disk.

Copying the Original Disks

Now we'll use Apple's Finder to copy each of the supplied disks, starting with *Original Disk 1*.

- ① Insert the disk you want to copy *onto* (one of the disks that you initialized and hand-labeled). The first "destination disk" is the disk you labeled *Startup*, so insert that disk.
- ② Insert the disk you want to copy *from* (one of the original disks supplied with GraphicWriter III). The first "source disk" is the disk labeled *Original Disk 1* so insert that disk (if you have only one 3.5" disk drive, you will have to eject your hand-labeled disk to make room for it).
- ③ Drag the original disk icon onto the hand-labeled disk icon (position the arrow pointer over the original disk icon, hold down the mouse button, drag the icon onto the hand-labeled disk icon (it turns black) then release the mouse button). The first copy is made by dragging the Original.Disk.1 icon onto the Startup icon.
- ④ The Finder asks if you want to replace the contents of the destination disk with the contents of the source disk. Click OK to proceed. *NOTE: If you get a message stating that the destination disk is write-protected, you are trying to copy in the wrong direction—click the Cancel button and go back to step ③, making sure you drag the source disk icon onto the destination disk icon.*

During the copy process the Finder may ask you to insert a particular disk. Find the desired disk, insert it, then click OK to continue.

When the Finder is finished copying the disk,

- ⑤ Drag the source disk icon onto the Trash icon. This ejects the disk and removes its icon from the "desktop".
- ⑥ Drag the destination disk icon into the Trash to eject it and remove its icon from the desktop.

Repeat steps ①-⑥ for each of the following disks:

DRAG:	ONTO:	<i>check box when done</i>
Original.Disk.1	Startup	<input checked="" type="checkbox"/>
Original.Disk.2	Program	<input type="checkbox"/>
Font.Disk.1	Fonts.1	<input type="checkbox"/>
Clip.Art.Disk.1	Clip.Art.1	<input type="checkbox"/>
Clip.Art.Disk.2	Clip.Art.2	<input type="checkbox"/>

Removing Extra Stuff

On your working disks are some extra files that can be removed in order to have disk space for storing new files you create. *NOTE: At this point the Finder should still be operating from Original Disk 1. Do **not** restart with your Startup disk until you are instructed to do so (otherwise the instructions in this section will not work).*

To remove the unnecessary files from your *Startup* disk,

- ① Insert your hand-labeled *Startup* disk.
- ② Click on the Startup disk icon to select it, then choose Open from the File menu.
- ③ Drag the Extra.Stuff folder into the Trash.
- ④ Drag the Startup disk icon into the Trash to eject the disk and remove its icon from the desktop.

To remove the unnecessary files from the *Program* disk,

- ⑤ Insert your hand-labeled *Program* disk.
- ⑥ Click on the Program disk icon to select it, then choose Open from the File menu.
- ⑦ Drag the Extra.Stuff folder into the Trash.
- ⑧ Drag the Program disk icon into the Trash to eject the disk and remove its icon from the desktop.

Quitting the Finder

Let's quit Apple's Finder and return to Out To Launch:

- ① Choose Shut Down from the Special menu.
- ② Click to select the "Return to launching application" option.
- ③ Click OK to return to Out To Launch (you will be asked to insert Original.Disk.1).

Printer Driver

In order to print from GraphicWriter III an appropriate "printer driver" must be installed.

Direct-Connect Apple ImageWriter I or II

The printer drivers needed for a directly-connected ImageWriter I or II are already installed, so if you are using an ImageWriter I or II:

- ① Choose Shut Down from the File menu.
- ② Store all the original GraphicWriter III disks in a safe place.
- ③ Skip to the *Guided Tour* section to begin using GraphicWriter III.

Other Printers

If you are using some printer other than a directly-connected ImageWriter I or II, you must first remove the unnecessary ImageWriter drivers, then install the printer driver for your printer.

Apple's printer drivers are included to support ImageWriters, LaserWriters (except SC), and Epson FX-compatible printers. Follow the instructions below to install one of these printer drivers (because several files must be copied and placed in specific folders on your startup disk, we've provided Apple's Installer program to make the process easy). *NOTE: If you don't have one of these printers we assume you've purchased a third-party printer driver to support your particular printer. To install that driver, follow the installation instructions that came with the printer driver package.*

Starting the Installer

To start Apple's Installer,

- ① Click the Launch Other button.
- ② Open the Extra.Stuff folder.
- ③ Open the Installer program.

In the scroll box on the left side of the Installer window are custom "scripts" that will be used to add the printer drivers you desire. *NOTE: During the installation process you will be prompted to insert an original disk. This is normal. The original disks are safe as long as you can see through the hole in the upper-right corner of each original disk.*

Removing the Current Printer's Files

Currently your disk hand-labeled *Startup* contains all the files necessary to use an ImageWriter I or II. Those files are not necessary because you are not using this type of printer, so we'll remove them first:

- ① Click the *DC ImageWriter* script.
- ② If your hand-labeled *Startup* disk is not in a drive, insert it (if necessary, eject a disk to make room for it).
- ③ Click the Disk button until the upper-left of the window reads, "Disk to update: Startup."
- ④ Click the Remove button to remove the files that provide support for the ImageWriter I and II.

A message will notify you when the procedure is complete. Click OK to continue.

Installing the Desired Printer's Files

Now we'll install the files for the printer that you will be using:

- ① Click the script for the particular printer you will be using (AT stands for AppleTalk printers and DC stands for Direct-Connect printers). For example, if you are using an ImageWriter LQ connected directly to the back of the IIGS, click on the DC ImageWriter LQ script.
- ② If your hand-labeled *Startup* disk is not in a drive, insert it (if necessary, eject a disk to make room for it).
- ③ Click the Disk button until the upper-left of the window reads, "Disk to update: Startup."
- ④ Click the Install button to install the files needed to support the printer you selected.

A message will notify you when the procedure is complete. Click OK to continue.

Quitting the Installer

The printer drivers needed to support your printer are now installed!

- ① Choose Quit from the File menu to return to Out To Launch.
- ② Choose Shut Down from the File menu.
- ③ Store all the original GraphicWriter III disks in a safe place.
- ④ Skip to the *Guided Tour* section to begin using GraphicWriter III.

Installing Onto A Hard Disk Drive

At this point Apple's Finder should be started from your hard drive.

Installing GraphicWriter III on a hard drive is just a matter of copying some files from each of the supplied disks to your hard drive. This section describes which files to copy and where to put them.

Because you have a hard drive, we assume you are familiar with file management and using the Finder, so that topic is not covered in-depth here. If you need more information on using the Finder, refer to the manuals that came with your Apple IIGS.

Installing GraphicWriter III

Insert the disk labeled *Original Disk.2* into a drive and open it. Drag the GraphicWriter folder onto the hard drive icon.

After the GraphicWriter folder is copied, drag the Original.Disk.2 icon into the Trash to eject it and remove it from the desktop.

Installing Some Fonts

You may want to install some of the supplied fonts onto your hard drive. If so, first open the System folder on your hard drive and locate the Fonts folder. Next, insert the disk labeled *Font Disk Number 1* and open the Fonts folder on that disk. Finally, drag the font files you want to use into the Fonts folder on your hard drive.

You may want to verify that at least the following fonts are installed (they are used in the *Guided Tour* section):

Helvetica.9	Times.9	Venice.12
Helvetica.10	Times.10	Venice.14
Helvetica.12	Times.12	Venice.24
Helvetica.14	Times.14	Venice.28
Helvetica.18	Times.18	
Helvetica.24	Times.24	

After you have copied all the fonts you want, drag the Font.Disk.1 icon into the Trash to eject it and remove it from the desktop.

Copying the Clip Art Disks

We suggest creating a folder named "Clip.Art" on your hard drive for storing all the clip art.

To copy the clip art to your hard drive, insert one of the clip art disks and open it. Select all the folders and drag them into the Clip.Art folder on your hard drive.

After you have copied a Clip Art disk, drag the disk icon into the Trash to eject it and remove it from the desktop. *NOTE: The Guided Tour section demonstrates how to import and use the clip art with GraphicWriter III.*

Check Your Desk Accessories

Desk Accessories are stored in the System/Desk.Accs folder of your hard drive.

We have provided a new desk accessory named "Disk Initializer" that lets you initialize 3.5" and 5.25" disks from within a program like GraphicWriter III. To install this onto your hard drive, first open the System folder on your hard drive and locate the Desk.Accs folder. Next, insert the disk labeled *Original Disk.1*, open the System folder, then open the Desk.Accs folder on that disk. Finally, drag the Initializer.NDA icon into the System/Desk.Accs folder on your hard drive.

NOTE: GraphicWriter III has been tested extensively. If you experience strange problems with GraphicWriter III, remove all desk accessories, then add them back one at a time to see if a particular accessory is causing the problem. If the problem still exists with no accessories installed, please send a report to technical support.

Printer Driver

Because you have a hard drive, we assume that it is already configured for printing to the particular printer you are using.

Guided Tour

There are two guided tours in this section of the manual.

The first tour teaches you several fundamental aspects of GraphicWriter III—creating a new document, drawing graphics, typing and printing.

The second tour expands on the knowledge gained in the first tour. In the second tour you use almost every feature available in GraphicWriter III to create a four page newsletter.

*NOTE: The "Guided.Tour" folder contains files that will be imported in the second tour—they are **not** GraphicWriter III documents so they cannot be "opened."*

Notes

Preparing For The Tours

This short section teaches you how to start GraphicWriter III, customize it for the Guided Tour, and how to quit when you're done using GraphicWriter III.

IMPORTANT: *If you haven't followed the instructions in the Getting Started section, do so now!*

Starting GraphicWriter III

If you installed GraphicWriter III on a hard drive, start the computer, open the GraphicWriter program, and skip to the next section.

To begin using your hand-labeled 3.5" disks, follow these steps now (and whenever you want to start GraphicWriter III):

- ① Insert the disk hand-labeled *Startup* into the startup 3.5" disk drive.
- ② Turn on your monitor and computer (if the computer is already on, hold ⌘ -Control down and press Reset). The 3.5" disk drive will come on and begin loading the program launcher (Finder or Out To Launch). *NOTE: If you did not set your 3.5" disk drive to be the startup slot, the computer will try to start up from some other disk drive. If you get the message "Check Startup Device," hold Control and press Reset. At the prompt type PR#5 (assuming your 3.5" disk is in slot 5) and press Return.*
- ③ When the Out To Launch program appears, click the Launch Other button. *NOTE: See the "Out To Launch" appendix for more information about using Out To Launch.*
- ④ Insert the disk hand-labeled *Program* (if you have only one 3.5" disk drive, eject the *Startup* disk and insert the *Program* disk).
- ⑤ Click the Disk button until *Program* is displayed at the top of the dialog box.
- ⑥ Open the GraphicWriter folder.
- ⑦ Open the GraphicWriter program icon.

If you have only one 3.5" disk drive you will be prompted to switch disks as GraphicWriter is loading. When you are asked to insert a particular disk, insert it and click OK (do not click Cancel). *NOTE: A second 3.5" disk drive or a hard disk drive is strongly recommended.*

After the program is loaded, you'll see a blank desktop with GraphicWriter III's menu bar at the top of the screen.

Customizing GraphicWriter III

There are many options available in GraphicWriter III. Instead of being limited to what *we* feel are the best settings, GraphicWriter III can be customized to meet *your* needs.

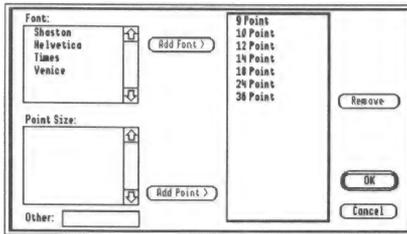
For example, you can customize the Font menu so it contains the fonts and sizes you use frequently. To use fonts and sizes that are not listed on the menu you can use the Choose Font command.

Customizing the Font Menu

Changing the Font menu so it contains the fonts and sizes you want is very easy. Because you probably don't know which fonts you want to use yet, we'll add the fonts that are used in the *Guided Tour* (later you can customize the menu to your liking).

To customize the Font menu:

- ① Choose the Choose Font command from the Font menu. **REMEMBER:** To choose a menu item, move the pointer over the menu title you want (Font), press and hold the mouse button down while you drag down to highlight the menu item you want (Choose Font), then release the mouse button.



The Choose Font dialog box

The right side of the dialog box shows what the Font menu looks like (currently there are no fonts, just point sizes). This sample menu changes as you add or remove fonts and sizes so you can see what the Font menu will look like.

The fonts we will use in the tour are Helvetica, Times and Venice. To add these three fonts:

- ② In the Font scroll box at the top-left of the dialog box, click on Times to highlight it.
- ③ Click Add Font > to add it to the menu (notice that the sample menu changes to include this font).
- ④ In the Font scroll box click on Helvetica, then click Add Font >.
- ⑤ Click on Venice, then click Add Font >.

The sizes we will use in the *Guided Tour* are already on the menu so we're finished customizing the Font menu.

- ⑥ Click OK to keep the changes you made to the menu.
- ⑦ Pull down the Font menu to see the changes you made (point to the Font menu title and hold the mouse button down; don't choose anything).

Changing A Preset Option

In addition to letting you customize the Font menu, GraphicWriter III lets you change several "preset options" that are used when creating new documents. For example, you can change the standard paper size, page margins and so on.

Let's specify the font and size that should be used for new documents.

- ① Choose Helvetica from the Font menu.
- ② Choose 12 Point from the Font menu.

If you pull down the Font menu you will see one checkmark next to Helvetica and one next to 12 Point.

Changing other preset options is equally simple—just choose the particular menu item when no document is open. From that point on, any new documents will be created using those options. *NOTE: You should not change other preset options until after you use the Guided Tour. As you create more documents in real situations it will become apparent what preset options you want changed.*

Quitting GraphicWriter III

During the *Guided Tour* you might want to take a break. You probably don't want to quit right now, but when you do, simply follow these steps:

- ① Choose Quit from the File menu.
- ② If you made changes to the document that is open you will be asked if you want to save the changes. Click Yes to save the document; click No to throw away any changes you made; click Cancel if you decide not to quit.

If you stop during the *Guided Tour*, click Yes when you are asked if you want to save your changes. To resume the tour, start GraphicWriter III, then choose Open from the File menu to open the tour file you were using. The document will be opened and displayed as it was when you quit.

- ③ If the launching program is *Out To Launch*, you can shut the computer down by choosing Shut Down from the File menu.

Creating An Award

This first guided tour is a quick introduction to GraphicWriter III. While you are making a simple award certificate, you will be learning how to start a new document, use some tools, save, and print.

It is highly recommended that you follow each step precisely to produce the finished document. After finishing the award you can either move on to the next tour or you can experiment on your own. After completing both guided tours you will know how to use most of GraphicWriter III's features.

IMPORTANT: If you haven't followed the instructions in the Getting Started and Preparing For The Tours sections, do so now!

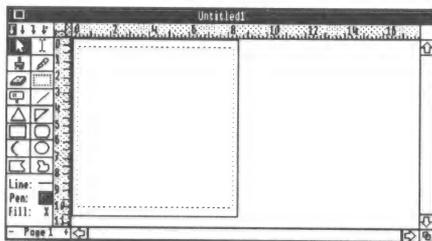
The Document Window

To start a new document,

- ① Choose New from the File menu and a new document window will appear.

To make some features of the document window easier to see, we'll hide the column guides that are currently visible:

- ② Choose Show Guides from the Page menu to turn that option off.
- ③ Choose Fit in Window from the View menu so we can see the whole page in the window.



A new document window

The title of the document is displayed at the top of the window. The document has not been named yet, so the title is "Untitled1."

The tools you use to create your documents are at the left side of the window. Below the tools are the current line, pen, and fill settings that are used when you create new objects.

Next to the tools and across the top of the window are rulers that are used for sizing and positioning objects.

Just inside the rulers is the area in which your document is displayed. The black lines show the outside dimensions of the paper and the light blue lines indicate the current page margins (the page margins are initially set to .5" top and bottom, and .25" left and right).

Along the right side and bottom edge of the window are scroll bars that are used to move different parts of the document into view. The vertical scroll bar (on the right) is used to move top to bottom and the horizontal scroll bar (on the bottom) is used to move left to right.

The Rectangle Tool



The first step in creating our Award Certificate is to draw a box around the whole page. Drawing this box will be easy because we can see the whole page in the window.

To draw the border we will use the Rectangle tool.

- ① Position the mouse pointer over the Rectangle tool (the rectangle drawn with a **solid** black line, located below the triangle) and click to select it (the Rectangle icon becomes highlighted).
- ② When you move the pointer into the window it changes to a cross-hair. Position the cross-hair pointer at the top-left intersection of the blue page margins and drag to the bottom-right intersection of the blue page margins.

The rectangle you just drew is **selected**. You can tell an object is selected by its gray outline and the eight square **handles** (one at each corner and one halfway between each side).

- ③ Choose a thick line from the Line menu and the line thickness is applied to the rectangle. Notice the change on the screen.
- ④ Choose a color from the Pen menu to change the color of the line. Try choosing other colors and proceed when you are happy with your choice.

The I-Beam Tool



Now that a border is drawn around the page, let's type the wording for the Award Certificate.

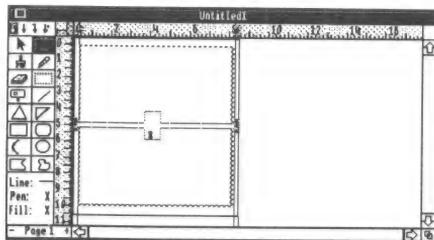
Typing is always done with the I-Beam tool. Before you can type you must create a **typing frame** to indicate where you want text to appear. As you type, the text will stay within the outline of the typing frame, and if you resize the frame the text wraps to fit the new frame dimensions.

Let's show the column guides that we hid earlier:

- ① Choose Show Guides from the Page menu to re-display the column guides.

Creating a typing frame is easy:

- ② Position the pointer over the I-Beam tool (to the right of the Arrow tool) and click to select it.
- ③ When you move the pointer into the area where your document is displayed, notice that it changes to an X. The X pointer indicates that you will be creating a new frame.
- ④ Position the X pointer in the center of the page and click. Clicking creates a typing frame that extends from the column guide on the left to the column guide on the right.



Just like the rectangle you created, the typing frame is selected. Notice that the top and bottom handles on the typing frame look different from the handles on the rectangle you created. Currently the top handle is empty, which means that this typing frame is the first frame of a "story". The bottom handle contains the # sign which means that this frame is last frame of a story and the entire text of the story is visible.

After you create a typing frame, a blinking vertical bar (the **insertion point**) is placed in the frame so you can begin typing. If you look very closely you'll see it blinking at the far left side of the typing frame.

Although the Fit in Window view is good for beginning a document and page layout, it is impossible to read what you type in that view. Let's switch to the Actual Size (What-You-See-Is-What-You-Get) view:

- ⑤ Choose Actual Size from the View menu and GraphicWriter III displays the top-left corner of the document. Note that the rulers change to reflect the actual size view.

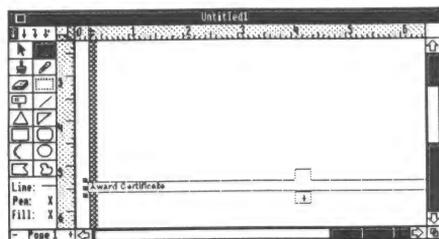
Choosing Actual Size displays the top-left corner of the Award. To see where we want to type, there are two ways to **scroll** the typing frame into view. One way is to click the scroll down arrow until the frame is in view, but the second way is much easier—make GraphicWriter III scroll the document for you!

Even though you cannot see it, the insertion point is still blinking in the typing frame. GraphicWriter III makes sure you can see the insertion point as you type, so as soon as you begin typing the document will scroll to display the insertion point:

- ⑥ Type **Award Certificate**. When you type the first A you'll see the document scroll to display the text you are typing. *NOTE: If you make a mistake while typing, press Delete to correct it.*
- ⑦ Press Return to begin a new paragraph, and...wait a minute! You cannot see what you're typing!

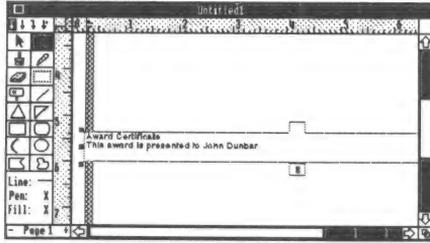
Resizing a Frame

The typing frame you created touches the left and right column guides, but it is only tall enough to display a single line. When you press Return, the bottom handle changes to a + which indicates that some text is hidden (just an empty paragraph at the moment).



To make room for the second line of the award, position the pointer over the bottom handle and when the pointer changes to an Arrow, drag the handle down to make the typing frame taller. *NOTE: Notice that you can resize the frame without changing tools! Anytime you see handles on an object, you can resize it simply by moving the mouse pointer over it. When the pointer changes to an Arrow, you are over the handle and can drag to resize.*

- ① Now type **This award is presented to** (insert your name).

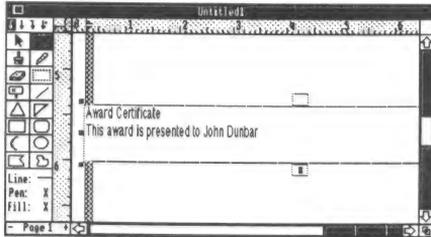


Tall Text View

You may notice that the text on the screen is hard to read. This demonstrates a problem with the concept of WYSIWYG on the Apple IIGS. When printing a document, text is condensed vertically to half its normal size to give the best quality output. For a program to be truly WYSIWYG, that same vertical condensing must happen to the text on the screen. Unfortunately, the screen “resolution” is not high enough to display the condensed text, so it is hard to read.

Fortunately, GraphicWriter III provides an easy solution!

- ① Choose Tall Text from the View menu. The Tall Text option scales the height of the display so text isn't condensed. This means that the text is a little stretched, but *very* readable. *NOTE: You may have to scroll down to see the text—click in the scroll down arrow until you see the text.*



While you are typing you can use Tall Text so the text is more readable, then use Actual Size for WYSIWYG page layout. Another advantage to typing in the Tall Text view is speed. Typing is much faster in the Tall Text view.

Mouse Pointer Shapes

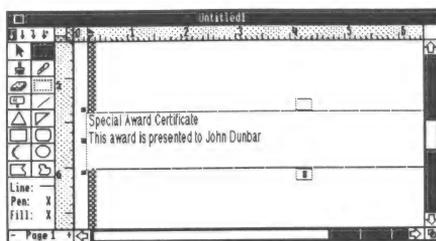
The mouse pointer changes shape to show you what you are doing. Already you have seen several shapes of pointers—the crosshair for drawing a graphic, the X for creating a frame, and the general purpose arrow. While you are using the I-Beam tool, move the mouse around the screen and notice how the pointer changes:

- I If the pointer is within the typing frame you created, it becomes an I-Beam to show that you can edit text in that frame.
- X If the pointer is **not** within the typing frame, it becomes an X to show that you can create a new typing frame.
- ↖ If the pointer is over a handle on the typing frame (or not within the document area), it is an arrow showing you can resize or select something.

Editing Text

Let's make a small addition to the certificate:

- ① If the words "Award Certificate" are not visible, use the arrows on the scroll bar to scroll them into view.
- ② Position the I-Beam pointer before the words "Award Certificate" and click to place the insertion point before the "A". *REMEMBER: If the pointer is not an I-beam, you are not within a typing frame—make sure the pointer is an I-beam before you click!*
- ③ Type **Special** (and add a space to separate the words "Special Award").

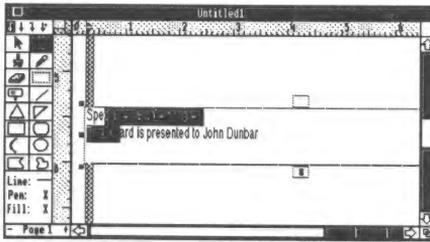


Paragraph Formatting

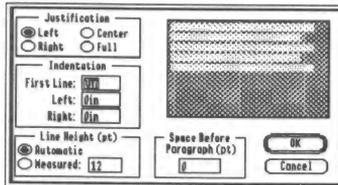
Each paragraph has its own formatting information such as indents, tabs, alignment, etc. To change the formatting of a single paragraph, the insertion point must be *anywhere* within that paragraph. To change formatting of several paragraphs, all the paragraphs you want to affect must be highlighted.

Let's center both of the paragraphs in the award:

- ① Position the I-Beam anywhere in the first paragraph (the "Special Award Certificate" line) and drag anywhere into the second paragraph (the "This award is presented to..." line). The highlighted text is called a **selection**. When you have a selection, any commands you choose act on that selection.



- ② Choose Paragraph from the Edit menu to present the Paragraph dialog box:



The Paragraph dialog box

- ③ Under Justification, click Center and notice the graphic sample change to show the effect of that option.
- ④ Click OK and the formatting is applied to the selection. Because you changed a *paragraph option*, the change affects the *paragraphs* that were selected.

Changing Fonts and Sizes

Let's spice the award up by using different fonts and sizes.

- ① Position the I-Beam before "Special" and drag to highlight "Special Award Certificate" (There may be a highlighted space after the word "Certificate". This is normal because an invisible paragraph mark is there—later we'll show how to make this mark visible.)
- ② Choose a different font from the Font menu and the selection changes to that font.
- ③ Choose a different point size from the Font menu and the selection changes to that size. The sizes that are outlined will look better than a size that is not outlined.
- ④ If you choose a large point size, some text might get "pushed" past the bottom of the typing frame (if text is hidden, the bottom handle will contain a +). To make the typing frame bigger, position the pointer over the bottom handle and drag the handle down.
- ⑤ Now select the entire second line and change the font and size to something appealing. (Position the I-Beam before the first letter of the second paragraph—you may need to use the scroll bars to get the first letter into view. Drag to highlight all the letters in the second paragraph, then choose a font and size from the Font menu.) If text is hidden, make the typing frame taller by dragging the handle down.

Let's add some space between the two lines:

- ⑥ Position the I-Beam pointer after the word "Certificate" and click.
- ⑦ Press Return once or twice. Pressing Return may push the text past the bottom of the typing frame—if so, drag the bottom of the frame down further.

The Arrow Tool



The Arrow tool is used to select, resize and reposition objects (graphics, typing frames, etc.).

First let's scale the whole page so it will fit in the window:

- ① Choose Fit In Window from the View menu.

Now let's center the typing frame in the middle of the page. We'll use the Arrow tool because we want to move the whole typing frame instead of resizing it. To move the frame up or down only (it's centered left to right already) we'll use the Shift key to **constrain** the movement.

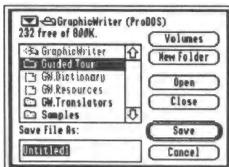
- ② Click the Arrow tool.
- ③ Move the pointer over the white area past the right side of the page and click. This "de-selects" all the objects. *NOTE: Click past the right edge of the page—don't click the area above or below the typing frame because you'll select the large rectangle that you drew first.*
- ④ On the keyboard, hold the Shift key down. The Shift key constrains movement to either vertical or horizontal motion only.
- ⑤ Position the arrow pointer anywhere within the typing frame. *While holding the Shift key down, drag the typing frame up or down to center it on the page. NOTE: Once you start dragging the typing frame up or down you won't be able to move it left or right (try it!). If you accidentally drag left or right, or if you drag the typing frame to a location you don't like, choose Undo from the Edit menu and the typing frame will return to its original location. Then repeat steps ②-④.*

When you have the typing frame in position your award is complete!

Saving

We've been working a while now so we should save our document. It's also a good idea to always save before printing.

- ① Choose Save from the File menu. When you do, Apple's standard "Save" dialog appears.



*Example of Apple's "Save" dialog box
(the exact appearance depends upon
the system software being used).*

- ② Because this is an award, type **Award**. *NOTE: You can name the award differently, but keep in mind that ProDOS file names must begin with a letter and contain only letters, numbers, and periods. For example, "John's Award" is not a valid ProDOS name, but "Johns.Award" is.*
- ③ If you have only one disk drive, you should save documents on your hand-labeled *Program* disk to reduce disk swapping. If you want to save the award on a separate data disk, insert the data disk and click Disk until the name of your data disk is displayed at the top-left of the dialog box (the data disk must be initialized already).
- ④ Click Save and the award document will be saved to disk. If there is a problem saving (e.g. the disk is full or write-protected) you will be notified. *NOTE: If the disk is write-protected, slide the write-protect tab so you cannot see through the hole in the upper-right corner of the disk, then try again. Your working disks should not be write-protected; only the original disks should be.*

Printing

Now let's print the finished Award Certificate! Turn on your printer and make sure it has paper and is ready to print.

- ① Choose Print from the File menu.
- ② If your printer supports color printing (and if you want to print in color) click the Color checkbox. Make sure your printer has a color ribbon.
- ③ The other preset options should be satisfactory, so click OK to print your Special Award Certificate.

Closing

Now that you are done working with your award document, close it:

- ① Choose Close from the File menu.
- ② If you are asked if you want to save the changes before closing, click Yes to save the Award.

Congratulations! You now know how to start GraphicWriter III, customize some of its features, create a new document, draw an object (the rectangle), type, print the results, and store the file for future use.

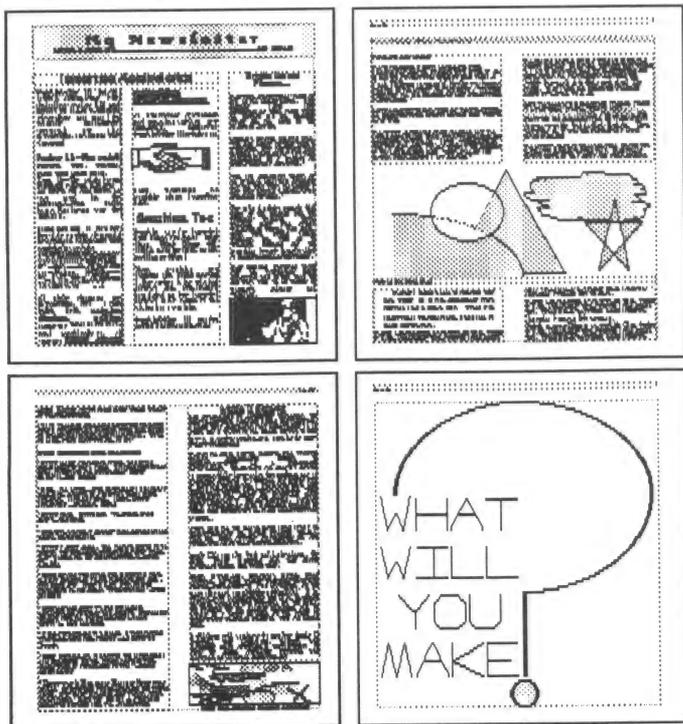
In the second guided tour you will create a newsletter, complete with columns and graphics. During the tour each tool is explained fully.

Creating A Newsletter

During the second guided tour you'll learn more about GraphicWriter III while producing a four page newsletter. This second guided tour builds on the fundamentals you learned in the first tour, "Creating An Award". For this reason we strongly suggest that you follow that tour if you haven't done so already.

GraphicWriter III has many powerful features that are very easy to use once you know how—just take time to understand each feature before you move on. After completing both tours you will know how to use most of GraphicWriter III's features.

Also, it is highly recommended that you follow each step precisely to produce the finished document. After finishing the newsletter you can experiment as you wish (in fact, the tour reserves page 4 for you to complete entirely on your own)!



Sample of the final newsletter

Command Keys

There are many shortcuts that help you work quicker with Graphic-Writer III. Among these are the keyboard shortcuts that allow you to choose a menu item without using the mouse. Pull down the File menu, for instance, and you will see several keyboard shortcuts listed: ⌘n for New, ⌘o for Open, and so on.

File	
New...	⌘n
Open...	⌘o
Close	⌘k
Save	⌘s
Save As...	
Export...	
Import...	⌘i
Page Setup...	
Print...	⌘p
Quit	⌘q

The File menu

To use a keyboard shortcut, hold down the Command key (⌘) and press the letter listed on the menu. The Command key has a hollow apple and a cloverleaf on it and it is located between the Option key and the tilde key at the lower-left of the keyboard. *NOTE: All shortcuts, other than those on the Style menu, are accessed by holding down the Command key and typing a **lower case** letter—do not hold down the Shift key unless you are choosing a Style command (the Caps Lock key is ignored).*

Start A New Document

To start a new document,

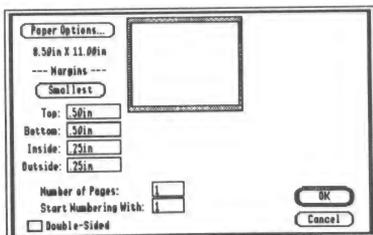
- ① Choose New from the File menu, or press Cn , and a new document window will appear.

Page Setup

The first step after creating a new document window is to describe the basic document (e.g. the paper size, orientation, margins, and so on). This sets the “foundation” for the entire document that you’re working with.

Naturally, you can change the foundation at any point along the way, but that would probably require you to reformat the completed pages (e.g. you initially start with US Letter size paper, but after completing three pages you decide to change to US Legal size paper). Therefore it’s much easier to determine the basic format of your document before doing any layout.

- ① Choose Page Setup from the File menu.



The Page Setup dialog box

- ② Click the Paper Options button. This presents a Page Setup dialog that is *specific* to the printer you have chosen. The options presented in that dialog box are strictly up to the particular printer driver, and they vary from one printer to another. You can typically choose the Paper Size, Orientation, and whether you want the printout to be vertically condensed.
- ③ Examine the printer driver's Page Setup dialog box that's on your screen and make the following settings:

U.S. Letter (8.5" x 11") Paper Size

Tall (not wide or sideways) Orientation

If there's a vertical condense option, it *should* be checked for best quality output.

After making those settings, click OK to return to GraphicWriter III's Page Setup dialog box.

GraphicWriter III's Page Setup dialog box contains options that aren't specific to a particular printer.

Individual top, bottom, inside and outside margins can be set. If you click the Smallest button, GraphicWriter III will fill in the smallest possible margins according to the options you set in the printer driver's Page Setup dialog box.

Pages shows how many pages are currently in the document.
NOTE: Changing this number is only meaningful when no document is open

Start On indicates which number to start numbering pages.

The Double-Sided checkbox is used to indicate whether the final document will be printed on both sides of the paper. If it is checked, GraphicWriter III will alternate margins automatically to create extra space for binding.

Experiment with the Page Setup dialog box by entering different values in the boxes. You can press Tab to move from box to box. The graphic page sample changes as you make changes.

When you are ready to continue, set the following page specifications:

- ④ Set the following margins (the “in”—which stands for “inches”—is optional):

Top margin 1 in
Bottom margin .5 in
Inside margin .75 in
Outside margin .5 in

NOTE: The top margin has extra space for a page heading that will go on every page; the inside margin is larger than the outside margin to provide a little extra space for binding.

- ⑤ Click Double-Sided because the final newsletter will be printed on both sides. Checking this option makes the Inside and Outside margins alternate from page to page so the Inside measurement will always be on the edge that is folded or bound.
- ⑥ Type **1** in the Start On box because the first page is page 1.
- ⑦ Click OK to accept the page setup and continue.

Changing Preset Options

Earlier in the *Guided Tour* section you set Helvetica 12 point as the preset font and size that will be used for new documents (you chose Helvetica 12 when no document was open). For this newsletter, though, we are usually going to be using Times 12 point. To make this the preset font just for the newsletter,

- ① Make sure the Arrow tool is selected. To change a preset option in the open document, no objects can be selected. Because we haven't created anything yet, nothing is selected.
- ② Choose Times from the Font menu (12 Point should be selected already—choose it if it isn't).

Now that Times 12 is the preset option for this document, you'll see Times 12 point whenever you type in a new typing frame.

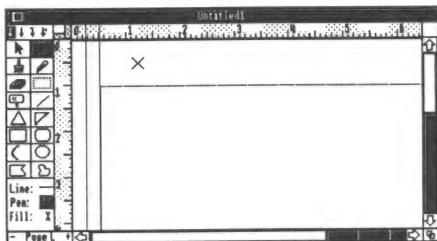
Master Pages

For this newsletter, we want the page number at the top, outside edge of each page. Instead of typing a page number on every page of the newsletter we will use **Master Pages**. Items which appear on most (or all) pages should be placed on a Master Page.

- ① Choose Actual Size from the View menu, or press ⌘1 (the number one, not the letter "L") to switch to the WYSIWYG view.
- ② Choose Jump To Page from the Page menu, or press ⌘j. Click Left Master, then click Jump To Page to display the Left Master Page. You can tell that you are on the Left Master Page because "Page L" appears at the bottom-left of the window.

To create the new typing frame and type the page number,

- ③ Select the I-Beam tool.
- ④ Position the center of the X pointer between the column guides at about 1/2" on the vertical ruler (the one on the left) and click.



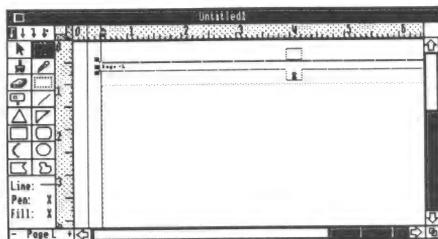
This creates a typing frame that extends from one guide to the other, and the top of the typing frame is near 1/2" (the frame is above the blue margin line).

- ⑤ Because we want the page number to change for each page it appears on, we'll enter the **page number variable**: First type **Page**, press the Spacebar, then choose Enter Page Variable from the Page menu, or press $\text{⌘} \#$ (or $\text{⌘} 3$). On the Left Master Page, "Page -1" is displayed in the typing frame.

This header should be a little smaller than the document's body copy:

- ⑥ Choose Select All from the Edit menu to select all the text in the typing frame, then choose 9 Point from the Font menu.

The Left Master Page holds the items that will appear on the even-numbered pages of your double-sided layout. On even-numbered pages the page number should be at the top-left of the page, so the current position is fine.



Now you can make the Right Master Page:

- ⑦ Instead of using Jump To Page, click the + that is located to the right of the page number in the bottom-left of the window. Page R is displayed.
- ⑧ As in steps ③-⑥, create a typing frame, enter the page heading, and change its size to 9 point. On the Right Master Page, "Page 0" is displayed in the typing frame.

The Right Master Page holds the items that will appear on the odd-numbered pages of your double-sided layout (in a single-sided layout, the Right Master Page appears on both odd- and even-numbered pages).

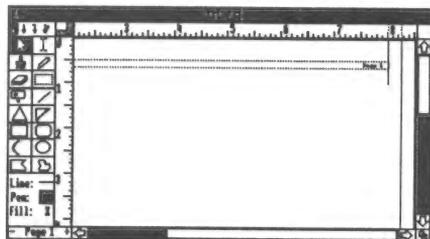
For the odd-numbered pages the page number should be at the top-right of the page:

- ⑨ Choose Paragraph from the Edit menu. Click Right under Justification, then click OK.

Now that the Right Master Page is done,

- ⑩ Turn to Page 1 (click the + next to Page R at the bottom-left of the window).

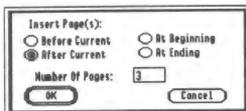
At the top of Page 1 the outline of the typing frame you created on the Right Master Page is displayed (scroll to the right to see the page number).



Inserting Pages

Let's insert three additional pages to make your four page newsletter:

- ① Choose Insert Pages from the Page menu.
- ② Type 3 to insert three new pages.



- ③ You can see there are several options for *where* to insert the blank pages. We're currently on Page 1, and we want the new pages to be inserted after this page. Therefore, click OK because the current choice is acceptable.

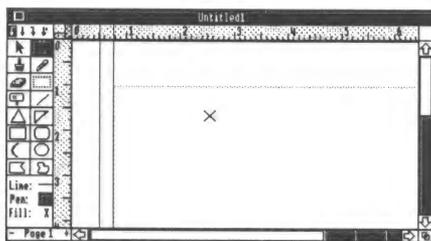
When you insert pages, the first new page is displayed (Page 2 in this case). There are now four pages for creating the newsletter. *NOTE: If we later decide to make a larger or smaller newsletter we can insert or delete more pages as needed.*

- ④ Turn back to Page 1 (click the – next to Page 2 at the bottom-left of the window).

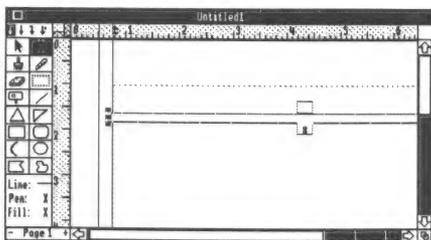
The Masthead

On Page 1 we'll have a masthead for our newsletter, so we don't need to show the page number that was entered on the Master Page.

- ① Choose Display Master Items from the Page menu to remove the checkmark. This hides the Master Page items so they will not be printed on Page 1.
- ② To type the masthead, make sure that 1 column guide is set (choose Set Column Guides from the Page menu, type 1, then click OK).
- ③ The I-Beam tool should still be selected. Position the X pointer anywhere between the column guides...



...and click to create a typing frame.



- ④ Choose Tall Text from the View menu to make what you're going to be typing easier to read.
- ⑤ Type **My Newsletter** and press Return to go to the next line (you'll have to make the typing frame taller in order to see more than the first line).
- ⑥ Type **Volume 3, Number 9**, press Tab, then type **Fall Edition**. Pressing Tab will make "Fall Edition" line up at a tab stop (which we will set soon).
- ⑦ Click anywhere in the "My Newsletter" paragraph.
- ⑧ Choose Paragraph from the Edit menu, or press ⌘m . Click Center under Justification, then click OK. This centers the first line of the masthead.

Lines, Pens, Fills

To draw the border around the masthead, we'll choose a line, pen, and fill for the typing frame. GraphicWriter III initially sets the thinnest line, and a pen and fill color of None for typing frames.

- ① Select the Arrow tool (otherwise your pen color choices will affect the text color, not the typing frame's border color). Because you were editing text in the typing frame, the typing frame stays selected.
- ② Choose different lines and colors from the Line, Pen, and Fill menus.
NOTE: Initially the Pen color is "None," so a line won't appear until you choose a different Pen color.

If you choose a very thick line it might completely fill the typing frame. If necessary, drag the bottom handle to make the frame taller. Even after resizing the frame the text might be covered still—the next section explains how to solve that.

Also note that you won't be able to read the text if you choose darker colors from the Fill menu.

NOTE: The effects of the "coloring options"—Heavy Paint, Water Color, and Dye—won't be apparent until later. For now, leave Heavy Paint selected.

Insetting The Text

Depending on the line and pen color you selected, the text in the typing frame might be covered. Let's inset the text a little to make sure it's visible.

The first paragraph is centered so it doesn't conflict with the left or right border, but it might need to be moved down so it won't conflict with the top border. To accomplish this formatting:

- ① Click the I-Beam to continue typing. Because you are editing text in this typing frame, you'll notice that any line, pen, or fill color settings disappear—this happens temporarily so you can see what you are typing.
- ② Click before the "M" in "My Newsletter."
- ③ Press Return once or twice to move the text down (make the typing frame taller as necessary).

Now let's inset the second paragraph so it doesn't conflict with the left or right borders:

- ④ Click anywhere in the second paragraph ("Volume...").
- ⑤ Choose Paragraph from the Edit menu to change the First Line, Left and Right Indentations so they each are 1/2" (left justification should be selected already). *NOTE: When you open the Paragraph dialog box, the number in the First Line box is already selected, so just type .5 to change it (the "in" for inches is not needed). You can press Tab instead of using the mouse to move to the next box.*
- ⑥ Anytime a button has a double-outline, such as the OK button, you can press Return or Enter on the keyboard to select that button. So, after you change the indentations to .5 press Return to accept the paragraph settings.

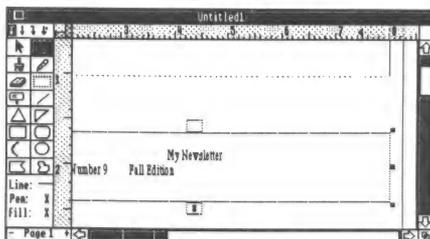
Click the Arrow tool to see if the text is inset enough. This redraws the typing frame with your line, pen, and fill choices. Make any necessary adjustments to show all the text.

Tabs

Now that you've formatted the paragraphs within the masthead's border, we'll set a tab in the second line to make the words "Fall Edition" align near the right side of the frame.

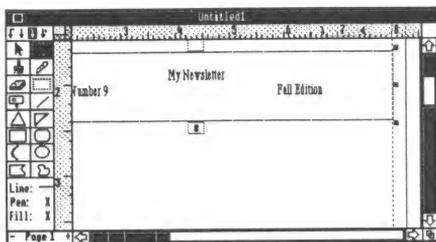
- ① If the I-Beam tool isn't already selected, click it to continue typing.
- ② Click anywhere in the second paragraph ("Volume...").
- ③ Use the scroll bar on the bottom of the screen to scroll to the right so you can see the right side of the masthead.

Around the 7-1/2" mark you'll notice a blue triangle on the top ruler. This triangle shows where the Right Indentation is. We want "Fall Edition" to line up at this position, so we'll set a right tab.

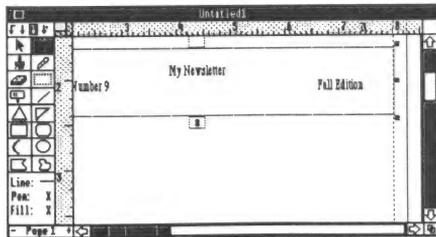


At the far left of the top ruler there are four different arrows. The arrows represent Left, Center, Right and Decimal tabs, respectively. To set a right tab:

- ④ Click on the Right tab icon: 
- ⑤ Point to the top ruler between 6" and 7" and click on the ruler. Because the Right tab icon was selected, a right tab is placed where you clicked. You'll also notice that the right side of "Fall Edition" is aligned at the tab stop.



- ⑥ Drag the tab stop closer to the indentation marker. When you release the mouse button the text is aligned at the new position. *NOTE: If you drag the tab stop past the indent marker the text will wrap to the next line.*



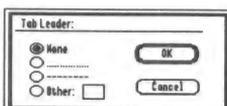
Tab Leaders

Let's set a tab leader (pronounced "leeder"). A tab leader is any character that is automatically repeated before a tab. They are typically used in a table of contents, such as:

Item.....Page Number

Let's set a tab leader in the heading:

- ① First, choose Show ¶ from the Edit menu to show the normally invisible tab and ¶ marks.
- ② The tab is displayed as a diamond. Click after the diamond character (the insertion point will blink just before the "F" in "Fall").
- ③ Choose Set Tab Leader from the Edit menu to specify which character you want to use:



- ④ There are several standard choices, or you can type any character you want to use as the leader. After you make your choice, click OK and the tab leader will appear.
- ⑤ Choose Show ¶ from the Edit menu to hide the paragraph and tab marks.

Changing Characters

- ① Drag to highlight the entire “My Newsletter” paragraph.
- ② Change the font to Venice, 24 Point. *NOTE: If you didn't turn Show ¶ marks off you'll notice a hollow box appears instead of a ¶ symbol. That's because the Venice font does not have a ¶ symbol drawn. Turn Show ¶ off and the box will disappear.*
- ③ Choose Bold from the Style menu, or press **⌘-Shift-B**, to boldface the letters. *NOTE: The keyboard shortcut for all styles is a capital letter (all other shortcuts are lower case letters). In this manual we'll remind you to hold Shift along with ⌘ when choosing a style.*

While the first line is highlighted, let's try some interesting features:

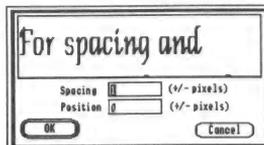
- ④ Choose ALL CAPS from the Style menu. This command converts all the selected characters into upper case. Also try choosing all lower case from the Style menu.
- ⑤ Choose All Proper Names from the Style menu. This command capitalizes the first character of every word.



Character Spacing (Kerning)

Kerning is usually used to adjust the amount of space between individual letters, but it can also be used on several characters at a time to achieve some interesting effects.

- ① Choose Character from the Style menu.



The Character dialog box

At the top of the dialog box is a “Tall Text” sample so you can see how the adjustments you make will affect the spacing of the letters.

- ② Currently Spacing is set to 1. To change this number, type **10** and press Tab to redraw the sample so you can preview the new spacing.
- ③ Click OK to apply that spacing value to the selected characters. Notice that the headline is spread out.



- ④ Drag to highlight the entire second paragraph ("Volume..."). *NOTE: While selecting text, the document will scroll automatically if the I-Beam is dragged outside the viewing area.*
- ⑤ Now change the font, size, and style of the second paragraph to Helvetica, 10 Point, Bold.

Because we've changed the size of the text, some of the text might be hidden. Click the Arrow tool to show the typing frame with its line and pen color. Drag the bottom handle up or down to balance the spacing of the masthead.



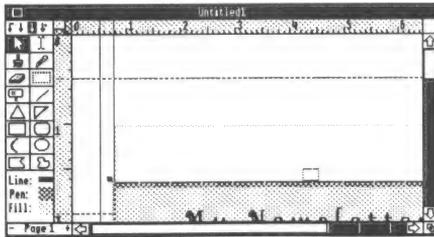
Guides

Arbitrary Guides

“Arbitrary Guides” are vertical or horizontal guides that can be placed anywhere to aid in the alignment of objects. That’s more simple than it sounds. Let’s set two guides—one for aligning the masthead and one for aligning the stories below the masthead.

The first guide will be set at the 1/2" mark on the vertical ruler, so make sure that you can see this point (use the scroll bar on the right, if necessary).

- ① Point to the orange shaded block above the vertical ruler and drag down until the guide is over the 1/2" mark. Release the mouse button to set the guide at the 1/2" mark.
- ② Now drag another guide down to the 2" mark and release it.



Now there are two guides set, one at 1/2" and one at 2". If you need to move a guide, point to the part of the guide that is on the ruler, then drag the guide to the new location. To remove a guide completely, drag it past the scroll bar or back onto the top ruler.

Snap To Guides

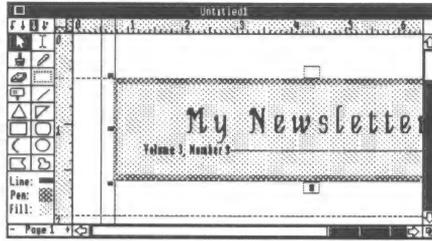
The Snap To Guides option is used in combination with column and arbitrary guides. When the option is on, any object that is moved near a guide will be “snapped” to the guide.

Make sure that the Snap To Guides option is on:

- ① Look at the Page menu (point to the Page menu and hold the mouse down without moving the mouse).
- ② If there is **not** a checkmark next to Snap To Guides, then choose Snap To Guides to turn the option on (a checkmark means the option is on).

Now use the Snap To Guides option when positioning the masthead:

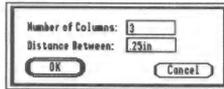
- ③ Click the Arrow tool if it's not already selected.
- ④ Point to the middle of the masthead, then drag it so the top of it is *near* the guide you set at 1/2" (the document will scroll automatically if you drag outside the viewing area). When you release the mouse button, the top of the masthead will be snapped into position under the guide.



Column Guides

To create and position the three columns on the first page we will use the Set Column Guides feature.

- ① Choose Set Column Guides from the Page menu.
- ② Type **3**, press Tab and type **.25** to set 3 columns with 1/4" space between.



- ③ Press Return (or click OK) and guides marking three columns with 1/4" of space between will appear on the page.

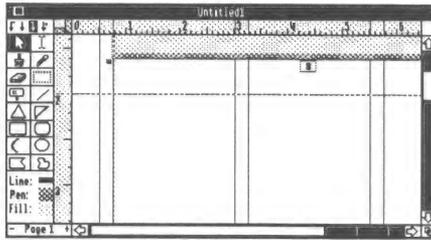
Typing Frames For Story 1

The first story will consist of three typing frames: One for the story's headline, one for the first column, and one for the second column.

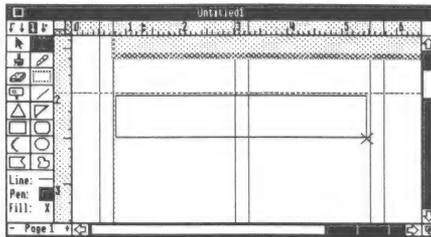
The Headline Frame

The first typing frame (for the headline) spreads across the first two columns, so we will draw that one by hand.

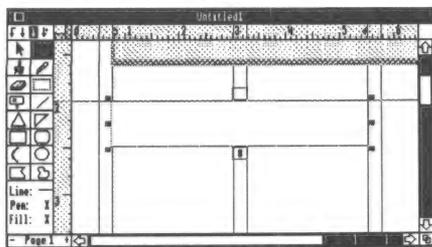
- ① Use the scroll bars to scroll all the way to the left, and scroll down so the 2" mark on the vertical ruler is visible.



- ② Select the I-Beam tool (which is used to create typing frames and type text). *NOTE: When you select the I-Beam tool, the masthead becomes active because GraphicWriter III assumes you are continuing to edit it. Ignore this now because you are creating a new typing frame.*
- ③ Position the pointer at the intersection of the left margin and the guide you set at 2" (the pointer is an X, which indicates you will be creating a new frame). Drag the mouse to the right and down to create a frame that spans two columns and is about 1/2" high...



...and when you release the mouse, the new typing frame appears just like others you have created.



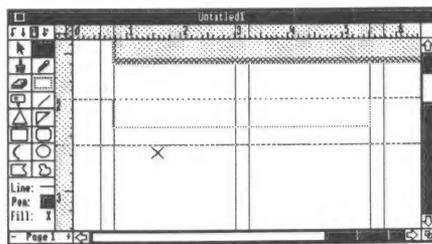
The Body Copy Frames

The top of the second and third typing frames should start at the same position.

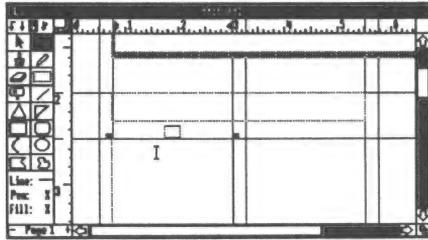
- ① Set a vertical guide at the 2-1/2" mark (you do not have to choose the Arrow tool to do this—just drag a new guide down). *NOTE: If the bottom of the headline frame extends below the guide, drag the bottom handle above the guide.*

The two columns of the story extend to the bottom margin. Just clicking between the column guides would make a frame that would hold a single line, but because the columns extend to the bottom margin, let's do something a little different:

- ② Position the X pointer in the first column, close to the guide at 2-1/2"...



...hold down the Option key on the keyboard, then click. Option-clicking creates a frame that not only fits between the column guides, but it also sets the bottom of the frame on the bottom margin.

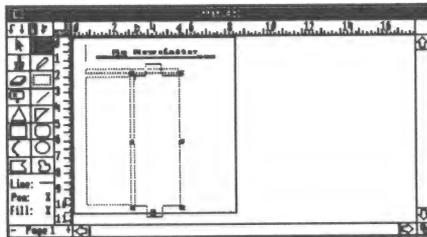


- ③ Create the second column the same way: Hold Option down, position the X pointer in the middle of the second column close to the guide at 2-1/2", then click.

Linking the Frames

Let's look at the whole page to see what you did:

- ① Choose Fit in Window from the View menu, or press $\text{⌘}w$. In this view you can see the whole page, including the three frames you just created (the last frame you created is selected). *NOTE: All the guides may be confusing. Choose Show Guides from the Page menu for a clearer look at the page. Choose Show Guides again to re-display the guides.*



Put the cursor into the first typing frame so we can begin the story:

- ② Move the I-Beam over the first frame (where the headline will go) and click. *NOTE: Until you have more experience with the Fit in Window you may find it difficult to know which typing frame you are over. If you find it difficult to click in the headline frame, choose Tall Text or Actual Size from the View menu to make it easier to see.*

When we are typing the story we want the text to automatically flow from frame #1 to #2 to #3. Fortunately, this is easily accomplished:

- ③ Move the pointer over the bottom handle of the headline frame (the handle with # in it). When the pointer changes to an arrow, click the mouse button (**don't move the mouse; just click**). When you click in the bottom handle without moving the mouse, you see a new pointer shape! This pointer shows that you are setting a **link**.



The linking pointer

- ④ Point anywhere inside the second frame of the story and click. This establishes a link between the first and second typing frames—you can see this by looking at the top handle of the second frame—it has an arrow that shows that text comes into this frame from somewhere else.
- ⑤ Move the pointer over the bottom handle of the second frame and click (remember not to move the mouse when you click). *NOTE: If you changed to Actual Size view you'll either have to scroll to see the bottom handle or choose Fit in Window from the View menu.*
- ⑥ Click anywhere within the third frame to set the link.

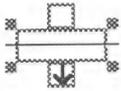
The three typing frames are now linked together so text will automatically flow from frame to frame as you type and edit the text.

Selecting Multiple Objects

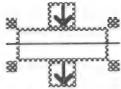
Let's select the three typing frames that you created and linked so we can see several differences:

- ① Select the Arrow tool (used to select, move, and resize objects).
- ② Position the pointer over the headline frame and click to select it.
- ③ Hold down the Shift key (the Shift key is used to select multiple objects). Position the pointer over the second typing frame and click. This extends the selection to include the second frame.
- ④ Select the third typing frame (hold Shift down when you click on the frame).

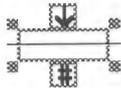
Now the three typing frames are selected and you can see some differences among them:



The first typing frame has a blank handle at the top which indicates that it is the first typing frame. The bottom handle has an arrow which indicates that the typing frame is linked to another frame. The first frame is the beginning of a chain of linked frames.



The second typing frame has an arrow in both the top and bottom handles. This shows that text enters from one frame and continues to another frame. The second typing frame is in the middle of a chain of linked frames.



The third typing frame has an arrow in the top handle which indicates that text enters from another frame. The bottom handle has a # which indicates it is the last frame in the chain of linked typing frames. *NOTE: The last frame can have either a # or a + in the bottom handle. A # means all the text is shown; a + means some text is hidden.*

In a *chain* of frames there is only one starting frame and one ending frame, but there can be many frames in the middle.

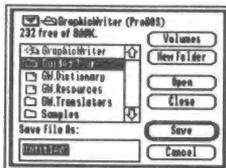
As an exercise, remove just the first typing frame from the current selection:

- ⑤ Hold Shift and click on the first frame. Now just the second and third frames are selected. As this demonstrates, Shift can be used to add or remove individual items from a selection.

Saving Your Work

We've been working a while now so we should save our document.

- ① Choose Save from the File menu. When you do, Apple's standard "Save" dialog appears.



Example of Apple's "Save" dialog box (the exact appearance depends upon the system software being used).

- ② Type **Newsletter** to name the document. *NOTE: You can name the newsletter differently, but keep in mind that ProDOS file names must begin with a letter and contain only letters, numbers, and periods. For example, "January News" is not a valid ProDOS name, but "January.News" is.*
- ③ If you have only one disk drive, you should save documents on your hand-labeled *Program* disk to reduce disk swapping. If you want to save the newsletter on a separate data disk, insert the data disk and click Disk until the name of your data disk is displayed at the top-left of the dialog box (the data disk must be initialized already).
- ④ Click Save and the newsletter document will be saved to disk. If there is a problem saving (e.g. the disk is full or write-protected) you will be notified. *NOTE: If the disk is write-protected, slide the write-protect tab so you cannot see through the hole in the upper-right corner of the disk, then try again. Your working disks should not be write-protected; only the original disks should be.*

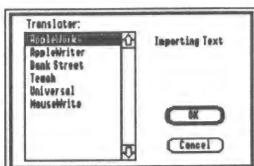
Importing Text

Instead of typing the first story, we'll import it from an AppleWorks (Classic) file. Importing is similar to typing text because the insertion point is placed where you want text to appear.

- ① Choose Tall Text from the View menu.
- ② After selecting the I-Beam tool, click in the first frame of the story (the headline).

The insertion point is blinking in the headline frame, ready for you to begin typing. Instead of typing the story,

- ③ Choose Import from the File menu, or press **⌘i**.



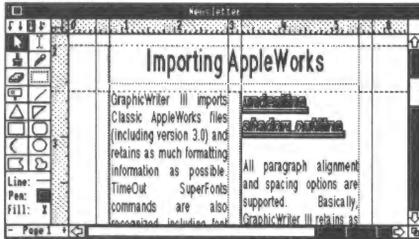
The translator display when importing text

The dialog box shows the list of all the available text **translators** (GraphicWriter III knows you are importing text because the insertion point is blinking). A translator converts information from other programs into a form that GraphicWriter III understands (some translators can even go the other way—*from* GraphicWriter III *to* other programs). All translators retain as much formatting information as possible, while information that doesn't apply to GraphicWriter III is ignored. See the "Text Translators" appendix for complete information on text translators.

- ④ The file you want to import was typed with AppleWorks, so click to highlight "AppleWorks," then click OK.
- ⑤ The standard "open file" dialog box is presented so you can choose which AppleWorks file to import. Find "Story.1" in the Guided.Tour folder and click to highlight it.
- ⑥ Click Open and the file is imported into your document and the story automatically flows along the chain of typing frames you created and linked. *NOTE: When importing, the original file is not changed in any way; a copy of the file is placed into the document.*

You'll notice that the AppleWorks translator converted boldface, underlining and other formatting information from the original file—it even recognized Beagle Bros. SuperFonts commands to change fonts and point sizes!

If the headline doesn't fit in the first frame, make the first frame taller so the headline will fit. If the first typing frame contains the headline and part of the first paragraph, shorten the first frame enough to "push" the line into the second frame (so only the headline is shown in the first frame).



Importing Graphics

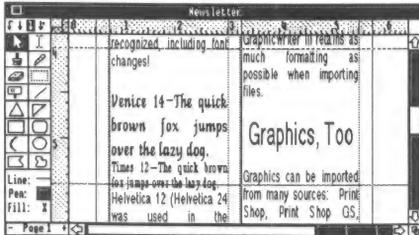
Let's import a graphic into the second column. Importing paintings is as easy as importing text—you just tell GraphicWriter III what to import and where to put it!

Creating a Painting Frame

Just as all typing is done in a typing frame, all painting is done in a painting frame. A painting frame must be created before a painting can be imported.

First we'll set some guides to make creating the painting frame easier, then we'll create the frame.

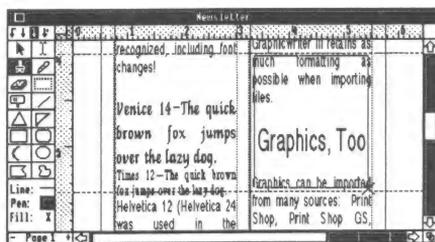
- ① Pull down a guide and set it at the 4" mark (remember, first make sure you can see the 4" mark, then pull the guide down).
- ② Pull another guide down to the 5-1/2" mark.



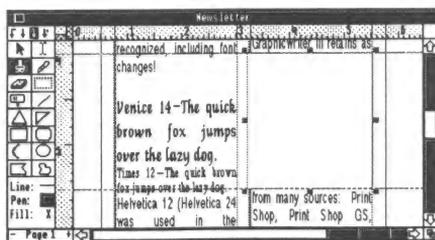
- ③ Select any painting-only tool (the Brush, Pencil, Eraser, Marquee or Magnifying Glass).

When you drag the mouse pointer into the document area you'll see the pointer change to an X. Like creating a typing frame, the X pointer means you'll be creating a new frame (in this case it will be a new *painting* frame).

- ④ In the second column, between the guides you just set, drag to create the painting frame.



Remember that you don't have to position the mouse pointer exactly on the guides—get it *near* the guides and the new frame will be snapped to the guides.

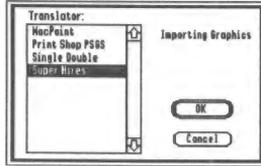


NOTE: The painting frame covers some of the text in the second column. This is normal—soon we'll show how to change this.

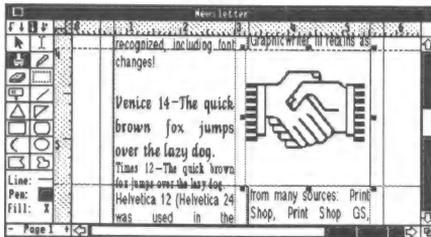
Importing a Painting

Like other objects you create, the painting frame is selected after you create it. Because the painting frame is selected, GraphicWriter III knows you want to import a painting.

- ① Choose Import from the File menu, or press $\text{⌘}i$, to import a painting.
- ② The picture you want to import is a Super Hires picture, so select Super Hires and click OK.



- ③ The standard “open file” dialog box is presented so you can choose which painting to import.
- ④ Because this art was supplied with GraphicWriter III, click the Half Height checkbox at the bottom-left of the dialog box. *NOTE: When you import art from other sources you will normally leave the Half Height box unchecked. However, when importing any of the art that comes with GraphicWriter III the Half Height box should be checked.*
- ⑤ Click on the “Picture.1” file to highlight it.
- ⑥ Click Open and the picture is imported into your document (the original file that is on the disk is not changed in any way).



Changing a Painting Frame's Line, Pen and Fill

A painting frame is created using the preset options shown below the tools. Initially the preset option is to create objects with a thin line, black pen color and no fill color.

- ① Click the Arrow tool and the painting frame will be shown with its line, pen and fill. Because there is no fill color, the hidden text can be seen now.

In Tall Text view, when a painting frame is selected and you choose any painting tool, the painting frame is displayed without its outline or fill so you can paint in it. When you click the Arrow tool, GraphicWriter III remembers any changes you made to the painting and re-displays it with its line, pen and fill.

Let's change the outline and fill of this painting frame:

- ② With the Arrow tool selected, choose different lines and colors from the Line, Pen and Fill menus.

Remove the pen and fill color when you are done experimenting:

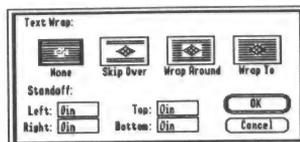
- ③ Choose None from the Pen menu.
- ④ Choose None from the Fill menu.

Text Wrap

Currently the painting frame is in front of the typing frame. Because the painting frame does not have any fill color, you can see the text that is under it. Sometimes this effect is desirable, but in this case we'd rather have the text automatically wrap around the picture. There are four ways to do this.

To specify a text wrap option you have to select the object you want to wrap around. We want to wrap text around the painting frame, and it's already selected, so we're ready to continue:

- ① Choose Text Wrap from the Object menu, or press **⌘t**.

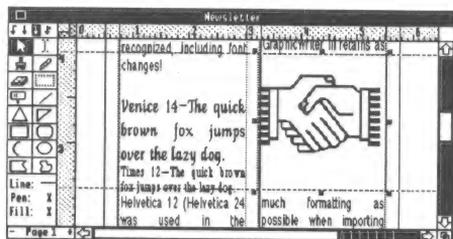


- ② Click one of the four wrapping options:
None allows text to run over or under an object. This is the option that is in effect now.
Skip Over makes the text jump over the painting frame.
Wrap Around makes the text wrap around the outline of the painting frame. This option will look just like Skip Over because the painting frame is as wide as the typing frame and there is no room to wrap text on either side.
Wrap To makes the text wrap to the shape of the painting itself (and thus is only meaningful for painting frames).
- ③ Click OK to see the effects of the option you selected. *NOTE: The effects will be easier to see in the Actual Size view.*

Using the Arrow tool, move the painting frame between the first and second columns so you can see the difference between the Skip Over and Wrap Around options. By entering values in the Standoff boxes you can specify how close text should come to the object. Try entering .25in in each of the Standoff boxes and see how it affects the text.

When you are done experimenting,

- ④ Place the picture back where it was originally then choose the Skip Over option, with 0 inches Standoff.



Locking

The first page of the newsletter is complete except for the third column. Before we begin working with the third column let's lock everything we've done on this page so we won't accidentally move or delete any of it!

First we need to select all the objects on the page. Previously, you selected multiple objects by holding Shift when you clicked on each object with the Arrow tool. That method is fine for selecting a few objects, but there is an easier way to select all the objects on a page.

- ① Select the Arrow tool.
- ② Choose Select All from the Edit menu. This selects all the objects on the page (the painting frame and the four typing frames—the masthead, the headline, column one and column two).

If you like, scroll to see that every object has its eight handles showing—or choose Fit In Window to see everything at once.

Now that all the objects are selected, we'll lock them:

- ③ Choose Lock from the Object menu.

Although nothing appears to happen, all the selected objects are actually locked so they cannot be accidentally moved, resized, or deleted (try it!). You can still edit text, change the line, pen and fill settings, and so on—you just can't move, resize or delete the object. To resize, move or delete a locked object it must be unlocked by using the Unlock command.

Your Turn

It's a good idea to save periodically to prevent losing your work for any reason.

- ① Choose Save from the File menu, or press $\text{⌘}s$, to save the entire document.

Now it's your turn to play! Refer to the steps you did earlier if you need help.

- ② Create a typing frame that fills the entire third column and import the AppleWorks file called "Story.2."
- ③ Create a painting frame and import the Super Hires graphic named "Picture.2" (remember to check the Half Height option).

Show/Hide Guides

Several column and arbitrary guides have been set on this page. If you want to see an unobstructed view of the page, you can hide all the guides:

- ① Choose Show Guides from the Page menu to remove the checkmark before that option.
- ② Choose Fit in Window to view the whole page at once.



- ③ Choose Show Guides from the Page menu to re-display the guides.

Scale To

So far you have seen several different views of the same page: Tall Text, Actual Size, and Fit in Window. Those three views are standard scaled views. There is also an option that lets you scale the page to a custom size.

- ① Choose Scale To from the View menu, or press $\text{⌘} + \text{O}$.
- ② Under % Width, click Half Size to reduce the width by 50%.
- ③ Under % Height, click Half Size to reduce the height by 50%.
- ④ Click OK to view the document at 50% of the actual size.

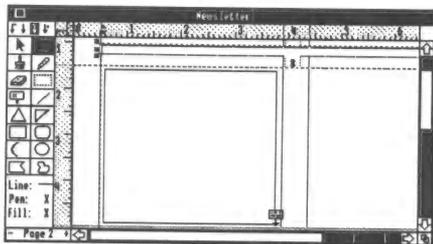
In the Scale To dialog box, you may have noticed that you can change the horizontal and vertical scaling factors independently. Normally, you should specify the same percent for both width and height, but in some cases it is useful to set two different factors (Tall Text, for instance, sets height at 200% of actual size and width at 100% of actual size).

More About Linking

Now we'll create the typing frames on the second page. This time let's create and link all in one step instead of first creating the typing frames and linking them together after they are created.

- ① Turn to page 2 then choose Actual Size from the View menu. Notice the "Page 2" heading is displayed from the Left Master Page.
- ② Select the I-Beam tool and click just below the top margin to create a typing frame that fits across the width of the entire page. *NOTE: The Show Guides option on the Page menu must be checked.*
- ③ Choose Set Column Guides from the Page menu to set 2 column guides with .5in space between them.
- ④ Drag an arbitrary guide down to 1-1/2" on the vertical ruler, and drag another down to 5" (first scroll to see the 5" mark).

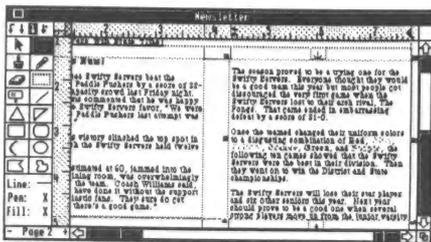
- ⑤ Click in the bottom handle of the first typing frame you drew and the linking pointer appears.
- ⑥ This time, instead of linking to an existing frame, use the tip of the linking pointer's down arrow to draw a typing frame in the first column, between the guides you set. Remember, you do not have to scroll first—you can drag to create the frame and the document will scroll automatically when you drag outside the viewing area.



- ⑦ Click in the bottom of that typing frame to set another link.
- ⑧ Draw the last typing frame in the second column. *NOTE: You don't have to create the frame from the top-left to the bottom-right—just drag from any corner to the opposite corner.*

The insertion point is still blinking in the first frame, ready for you to start typing or import a story (by the way, you aren't limited to one or the other—you can freely intermix typing and importing).

- ⑨ Import the MouseWrite story named "Story.3" (choose Import from the File menu, select MouseWrite and click OK, then find and import Story.3). This story includes some color text that's automatically recognized and displayed in GraphicWriter III.



Linking To Other Pages

Scroll to see the bottom of the text in the second column. It appears that some of the text is missing. Click anywhere in the second column to select the typing frame and you'll see a + in the bottom handle which indicates that some text is hidden.

We can either lengthen the typing frame to show all the text, or link it to another frame. Conveniently, we'll show you how to link a frame to another page!

- ① Click in the bottom handle to start setting the link (you'll see the linking pointer).
- ② At the bottom-left of the window, click the + next to "Page" to turn to page 3.
- ③ Choose Set Column Guides from the Page menu and set 2 columns with .5in space between them.
- ④ Option-click (hold the Option key down and click the mouse button) at the top of the first column to create a column that extends to the bottom margin.

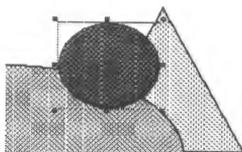
The new typing frame is created, linked, and the text flows automatically into it from page 2. It is important to note that setting a link from one page to another is exactly like setting a link on a single page.

Also note that you can do *whatever* you need to do in order to display the area where you want the new typing frame (e.g. insert new pages, jump to different pages, scroll, etc.).

More About Objects

In the First Guided Tour you drew a simple rectangle. Let's experiment with some other objects. First we'll create some new objects:

- ① Turn back to page 2.
- ② Select one of the triangle tools and draw a triangle below the guide you set at 5" (you'll need to scroll down). Choose any fill color after drawing the triangle.
- ③ Select the Arc tool and draw an arc that overlaps part of the triangle. Choose a different fill color.
- ④ Select the Oval tool (to the right of the Arc tool) and draw an oval that overlaps part of the triangle and the arc. Choose a different fill color.



Layering

Each new object you create lays in front of existing objects (the arc is in front of the triangle and the oval is in front of the arc). You can change the layering order of objects by either bringing an object to the front or sending an object to the back.

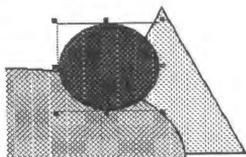
- ① Select the Arrow tool. Click on the oval you drew if it's not already selected.
- ② Choose Send To Back from the Object menu. Notice that the oval is now in back of the arc and triangle.
- ③ Select the other objects and use the Bring To Front and Send to Back commands until you're comfortable with their effects. *NOTE: As you use these commands you may notice that sometimes an object's handles appear to be left behind. This is normal—they will disappear when the window needs to be redrawn (you can force the window to redraw by choosing Actual Size from the View menu).*

Return the objects to their original positions when you're done experimenting:

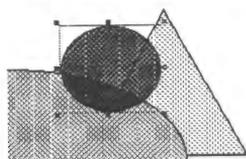
- ④ Select the Triangle and choose Send To Back from the Object menu.
- ⑤ Select the Oval and choose Bring to Front from the Object menu.

Coloring Options

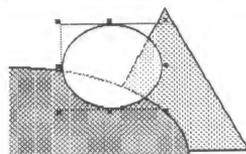
There are three ways to indicate how one object's color affects the color of other objects on the page:



Heavy Paint completely covers existing objects. This is the option currently specified.



Water Color lets dark areas of existing objects show through. Many interesting effects can be achieved by combining the colors of objects using Water Color.



Dye colors only the dark areas of existing objects (light areas are not affected).

Select the oval and choose different coloring options from the Fill menu, as well as choosing different colors, to see the effects of the options.

NOTE: Nothing appears if you draw an object with the Dye option on an entirely white background—choose a different coloring option or move the object on top of a black area to see the object.

Object Similarities and Differences

You may have noticed that all objects are created the same way (even typing and painting frames). Two tools are slightly different:

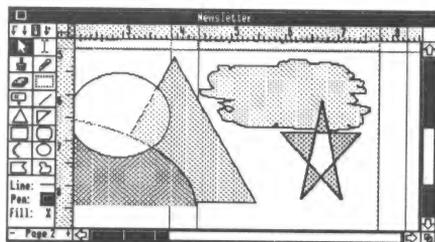
The **Polygon** tool is used by clicking to set the various points of a polygon. To finish creating a polygon you either click the starting point or click the Polygon tool icon.



The **Freehand** tool (under the Oval tool) is used by dragging to create a freehand shape. The freehand shape ends where you release the mouse button.



Experiment with these tools. After you create a polygon or freehand shape, the standard gray rectangle encompasses the shape, along with the handles.



The Benefits of Using Objects

There are several benefits to using objects instead of paintings. The main advantage is that objects are *shapes* that can be stretched or shrunk with no loss in quality. Objects also provide the best printed output—look at the following example:

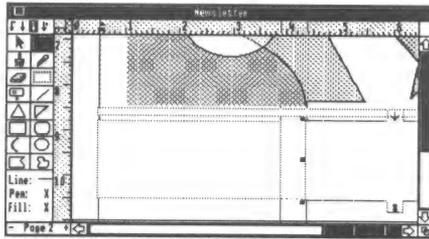
	Paint	Object
Original		
Stretched		
Shrunk		

Another benefit is that objects use *much less* disk space and computer memory.

More About Paragraphs

Create three typing frames at the bottom of page 2 to experiment with more paragraph options:

- ① Below the objects on page 2, create a typing frame that extends all the way across the page (for a title).
- ② Click in the bottom handle to begin setting a link (the linking pointer will appear).
- ③ Option-click in the first column, below the headline, to create the first column of the story.
- ④ Click in the top handle of the first column to begin setting a link from that column (notice that you can click the top handle—clicking either the top or bottom handle will begin the linking process).
- ⑤ Option-click in the second column to create the second column of the story.

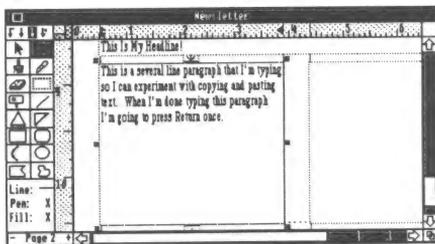


Copy and Paste

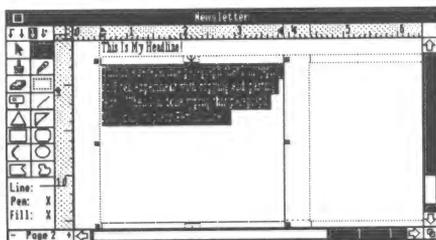
Instead of typing enough to fill these typing frames, we'll use Copy and Paste:

- ① Choose Tall Text from the View menu for readability while you're typing. Select the I-Beam tool if it isn't selected already.
- ② Type a headline and press Return.

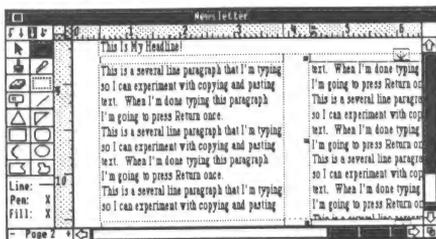
- ③ Type a several line paragraph and press Return once at the end of the paragraph.



- ④ Select the whole paragraph, including the Return, and choose Copy from the Edit menu, or press $\text{⌘}C$. Copying places the selected text on the **Clipboard** (a temporary holding area).



- ⑤ Place the insertion point on the blank line after the paragraph, then choose Paste from the Edit menu. The text you previously copied is inserted at the blinking insertion point.
- ⑥ Continue to paste until text fills both the first and second columns.



Space Before Paragraph

Space Before Paragraph lets you specify how much space should be added before the beginning of a paragraph. If you normally press Return twice at the end of each paragraph to leave blank space between paragraphs, the Space Before Paragraph option is a better option.

Using Space Before Paragraph is better than pressing Return twice because later you can change the spacing just by adjusting the Space Before Paragraph value instead of manually removing or adding Returns.

- ① Choose Select All from the Edit menu to select all the paragraphs.
- ② Choose Paragraph from the Edit menu and enter 5 in the Space Before Paragraph box. Click OK to see how it affects the paragraphs. Repeat step ② with different values.

Indents

In the masthead we changed the indentation of a paragraph using the Paragraph command on the Edit menu. This command is useful for specifying exact measurements, but you can also adjust the paragraph indentation without using the Paragraph command.

- ① Click anywhere in the first paragraph you typed (the I-Beam tool should still be selected).

Notice that triangles appear in the top ruler. These markers show the first-line, left and right indentations. The top-half of the triangle on the left adjusts the indent of the first line of a paragraph. The bottom-half adjusts the left indentation of the remaining lines. The triangle on the right adjusts the right indentation.

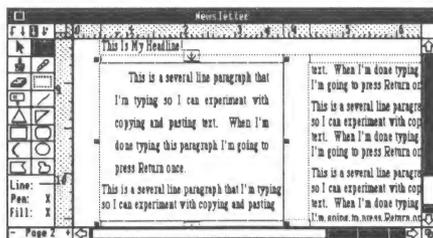
- ② Full-justify the paragraph to make the changes easier to see (Choose Paragraph from the Edit menu, click Full under Justification, then click OK).
- ③ Move the indentation markers to see how the paragraph changes. The first line of the paragraph begins under the first-line indent marker; the rest of the lines begin under the left indent marker. All the lines of the paragraph end at the right indent marker.

Line Height

The Line Height option determines the vertical space that each line in the paragraph uses. The line height is always displayed as a point size. Automatic line height is like single-spacing (the line height is automatically adjusted so the largest point size will fit).

Measured line height is used to set custom line spacing by entering the desired point size. For example, a 24 point line height would be double-spaced if you are using a 12 point font. Likewise, a 36 point line height would be triple-spaced and 18 point would 1-1/2 space.

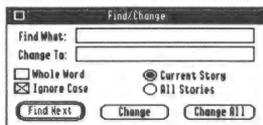
- ① Choose Paragraph from the Edit menu.
- ② Click the Measured option under Line Height and enter 18 in the box. Click OK to see how it affects the paragraph. Repeat step ② with different values.



Find/Change

Finding and changing text is another important feature of Graphic-Writer III.

- ① Turn to page 3 (click on the + next to Page at the bottom-left of the window).
- ② Use the I-Beam tool and option-click in the second column to create a full column.
- ③ Import the AppleWorks file named "Story.4."
- ④ Choose Find/Change from the Edit menu to open the Find/Change dialog box.



- ⑤ Type **first** in the Find What box. Press the Tab key, then type your first name in the Change To box.
- ⑥ Click the Whole Word checkbox so GraphicWriter III will only find the whole word occurrences of “first” (e.g. it will not change “firsthand”).
- ⑦ Leave the Current Story option selected and click the Change All button. GraphicWriter III changes all the whole word occurrences of “first” to your first name. A watch appears while GraphicWriter III changes the words. The Arrow pointer reappears when all changes have been made in the story.
- ⑧ Press the Tab key to select the Find What box, then type **last**. Press the Tab key to select the Change To box, then type your last name.
- ⑨ The Whole Word option is still set, so click Change All. The Arrow pointer reappears when all the changes have been made in the story.
- ⑩ Click the close box in the upper-left of the Find/Change dialog box.

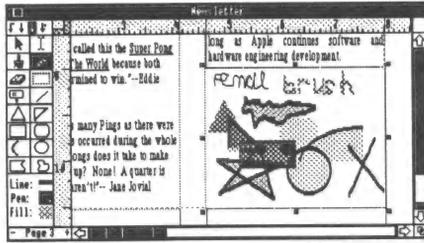
More About Painting Frames

So far, you've created several painting frames and imported paintings into them. GraphicWriter III includes several useful tools for enhancing imported graphics. These tools also can be used to create new paintings.

- ① Scroll to the bottom-right of the current page (page 3).
- ② Resize the typing frame in the second column by dragging its bottom handle up to about 9".
- ③ Create a painting frame below the typing frame in the second column (select a painting-only tool—the Brush, Pencil, Eraser, Marquee or Magnifying Glass—then drag to create a painting frame).
- ④ Make sure you are viewing the document in Tall Text—you can only paint when you are in Tall Text.
- ⑤ Choose different tools and paint inside the painting frame.

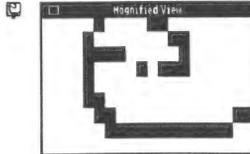
You'll notice the painting-only tools are like the I-Beam tool—unless the mouse pointer is over an existing frame, you'll see the X pointer which indicates a new frame will be created.

You are not limited to using the painting-only tools in a painting frame—you can draw lines, rectangles, ovals, and so on. You can also choose different settings from the Line, Pen and Fill menus to affect the tools you use (choose the settings first, then paint).



Magnifying Glass

Magnify a portion of the picture for precise editing capability: Select the Magnifying Glass tool, point to the area of the painting you want to magnify and click. A new window opens to show you the magnified view of the area you clicked on. If the Magnified View window covers the area you clicked on, drag it to a different location (point to the "Magnified View" window title and drag the window after the pointer changes to an Arrow). Click again on the area of the painting to magnify.



See the *Reference* manual for more information about working with "dithered" colors in the Magnified View.

Moving the mouse pointer over the Magnified View window displays a pencil for editing individual dots. This is the method that was used to enhance the clip art supplied with GraphicWriter III.

To magnify a different area, move the mouse pointer over the painting and click. Click the close box on the Magnified View window when you are done editing.

Grouping

Grouping is useful for a variety of purposes. Among these is grouping a caption to a picture. Let's add a caption to the picture you just made:

- ① Select the Arrow tool. You'll see that the painting frame is redrawn to show its line, pen, and fill.
- ② Drag the bottom handle of the painting frame up to make room for a caption between the bottom of the painting frame and the bottom margin.
- ③ Select the I-Beam tool and click below the painting frame to create a typing frame for the caption.
- ④ Type a caption for your picture. Format the caption any way you like (e.g. center it, change the text to bold and italic, etc.).
- ⑤ Click the Arrow tool.

Both the caption and the picture must be selected in order to group them. Because the caption is already selected, you just need to add the picture to the selection:

- ⑥ Hold the Shift key down and click on the painting. Now both the caption and the painting are selected (notice the handles showing on each frame).
- ⑦ Choose Group from the Object menu to group the two objects together.

Now both objects move when you move either one of them (try it!). You can also wrap text around the whole group by selecting the group and choosing Text Wrap from the Object menu.

Changes cannot be made to individual objects in a group of objects. You must Ungroup in order to alter the painting or edit the text in the caption.

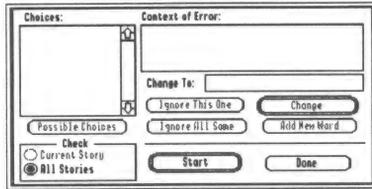
Checking Spelling

You've been working a while now...let's save for safety before we continue! It only takes a few seconds and can save you from recreating a lot of work:

- ① Choose Save from the File menu, or press $\text{⌘}s$.

Now let's check the Spelling of every story in the document.

- Choose Spelling from the Edit menu, or press $\text{⌘}1$ (L, not the number 1).



- Click Start to begin checking. You will be asked to select the dictionary if GraphicWriter III cannot find it.

When GraphicWriter III finds a word it doesn't recognize, the word will display in context in the "Context of Error" box. There are several things you can do.

If the unknown word is spelled wrong—

Because the unknown word is highlighted in the Change To box, you can type the correct word or edit it like any other text.

If you aren't sure how to spell the word, click Possible Choices and several choices appear in the Choices scroll box. The list is ordered from most likely to least likely. If a word in the Possible Choices list is the correct word, click on it to place it in the Change To box. Finally, click Change to replace the misspelled word with the corrected word.

If the unknown word is correct—

Ignore This One ignores just this occurrence of the unknown word; if the word occurs again it still will be shown as unknown.

Ignore All Same ignores all occurrences of the unknown word; if the word occurs again it will be considered correct.

Add New Word adds the unknown word to the dictionary (be careful to only add words that are spelled correctly because any word you add will be considered correctly spelled in the future).

NOTE: The spelling checker looks at words in alphabetical order. This means that in the sentence "We went to the zop ans had fun," the spelling checker will first stop on the misspelled word "ans," then later it will go back and display "zop" as unknown.

When the entire document has been checked, the message "Done: No further errors" appears in the Context box. Click the Done button to close the Spelling dialog box.

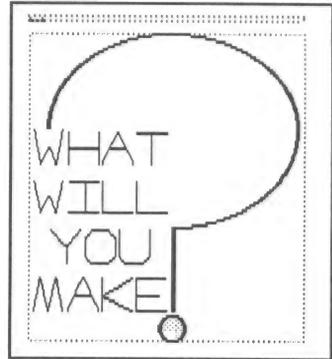
Your Turn Again

- ① Turn to page 4.
- ② Choose Save from the File menu to save the document up to this point.
- ③ Start playing!

Page 4 can be for anything you like—draw objects, import a story, import some clip art, and so on.

If you import art from the Clip Art Disks, use the Super Hires translator and remember to check the Half Height option.

Have fun experimenting!



Preferences

After completing page 4 you're ready to print the newsletter. If you're using a color monitor but printing in black and white, you may want to see a preview of what the printout will look like. Among other preferences, there is an option to display only black and white on the screen:

- ① Choose Preferences from the Edit menu.
- ② Click the Display In Color checkbox to turn that option off.
- ③ Click OK to see the newsletter in black and white (turn the pages to see what each page looks like).

To switch back to the full color display, repeat steps ①-③.

Printing

It's always a good idea to save before printing. It only takes a few seconds and can save you from recreating a lot of work if something unexpected happens.

- ① Choose Save from the File menu, or press $\text{⌘}s$.

Turn on your printer and make sure it has paper and is ready to print.

- ② Choose Print from the File menu.
- ③ If your printer supports color printing (and if you want to print in color), click the Color checkbox. Make sure your printer has a color ribbon.

The other preset options should be satisfactory, so click OK to print your newsletter.

Summary

Now that you are done with the newsletter, close it:

- ① Choose Close from the File menu and click Yes to save the changes to your newsletter. Because you already told GraphicWriter III the name and location to store the file, it immediately saves the document and closes its window.

Congratulations! You have completed the guided tours and have used most of GraphicWriter III's features. Now you should be ready to explore and begin creating your own great documents.

If you want more practice, return to the beginning of the newsletter tour and modify the instructions by using other options to see what happens. The best way to learn is by doing!

Consult the *Reference* manual for answers to any specific questions you have about a particular feature. The manual covers all the features found in GraphicWriter III, including topics not discussed in the tours (such as cropping and resizing paintings).

We always welcome your comments and suggestions. We also like to receive disk and printed samples of the things you create with GraphicWriter III.

Enjoy!

Notes

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This index attempts to reference as many topics as possible. If you are looking for a particular topic and can't find it, please let us know so we can incorporate it in the next printing of the manual.

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