

SPRINGBOARD



Disk Apple II+ *Ile, Iic
*Requires 64K

The Newsroom™

Creative Paths Series

A dynamic program designed to stimulate creativity in journalists of all ages.

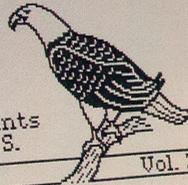
- Design, produce and print out a newspaper for your family, club, class or business.
- Select from over 600 pieces of art or design your own with powerful graphic tools.
- Word process with five type styles and sizes. Type automatically arranges itself around pictures. Easy to use and simple to correct.
- Electronically transfer text and even pictures between most popular computers.
- Two disk program accompanied by an informative 85 page Idea Book.

Guaranteed satisfaction or your money back. (See back for details.)

NORTHEAST HIGH SCHOOL NEWSPAPER

Created by The Students and Faculty of N.H.S.

March 15, 1985



Vol. 2

BULLDOGS TAKE A BITE OUT OF BAYVIEW

What a game! The final score was 49-28 and I don't think the Bayview Bonafers knew what hit them. Strategic plays, keen football techniques and the biggest players on the team helped make our win exciting.

There were moments of hand-wringing anticipation, like when they announced that the Bayview cheerleaders would not perform at half-time. Or when our own coach McFadden put Big Joe Blake in during the third quarter. I say everyone loves Big Joe, but we all know from prior games that his depth perception is poor and that he keeps running into the referees. It happened again. Big Joe dicked the



tive of Mr. Siapson so while (page 23) continued

NOMINATIONS FOR STUDENT COUNCIL THIS WEEK

Students, now is your chance to make a difference. Get yourself nominated for Student Council by your friends. We all know that there is an abundance of you possess leadership skills in your class and that one of the ways you can learn besides learning you will also learn process work. You will be added to your decision-making process around you. One of the benefits of getting on the Student Council is that you will probably give you an increase in your allowance and the other benefit is that you will be one of the dollars are spent on your class. So do you have a chance of your where your class a chance of your beyond the means of it. Then you can



THE FLYING LEMON MERINGUE PIE

A catastrophe occurred in the lunch room this week which may affect all of the student body. Greg Snickers took a pie from the luncheon counter and poised it as if he were going to throw it at Karen Snickers (his sister) when all of a sudden someone pushed Greg from behind launching the pie. It that same moment Mr. Siapson walked into the line of fire and you can guess the rest.

STOP THIEF—WHOEVER YOU ARE

Someone has been stealing Mr. Fud's broom. It is very hard for our school custodian to keep our halls and classrooms clean if he does not have the proper tools. Please find whoever you stole it from, give it back to Mr. Fud or else he will deck you.



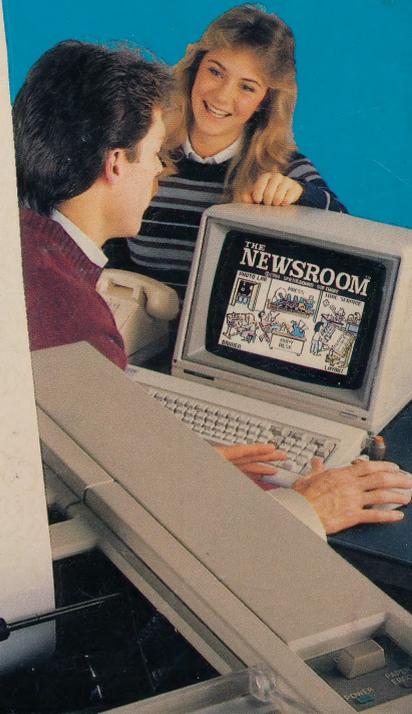
WANTED VOLUNTEERS TO HELP PAINT THE NEW COMPUTER CENTER

Any student who is relatively good with a paint brush or who owns a Heener Power Painter is encouraged to sign up with Mr. Linn to volunteer their services to paint the new computer center. Please sign up at Mr. Fud won't waste his precious time.



DON'T LITTER THE HALLS WITH COOKIES

The students have been asked to help keep the hall floors off of the floor. The reason for this is that a number of these individuals have tripped over a little obstacle, called a broken chair. If you do not see a broken chair, do not step on it. If you see a broken chair, do not step on it. If you see a broken chair, do not step on it.



SPRINGBOARD



The Newsroom™

Creative Paths Series - For journalists of all ages

Disk Apple II + * 11e, 11c
Requires 64K

SPRINGBOARD

The Newsroom™

Creative Paths Series

Welcome to *The Newsroom* where you can unleash your creativity and use your computer to design your own newspaper, from pictures to text, quickly and easily, with professional results.

■ In the **Photo Lab** you can select from a library of over 600 pieces of clip art, combine them as you wish, alter them, or even create your own unique pictures with a powerful array of artist tools. Even add captions if you choose.

■ Create distinctive **Banners** using extra-large type faces, borders and tones.

■ At the **Copy Desk**, you can select from five fonts to enter text with a sophisticated, easy-to-use Word Processor.

■ As **Layout Editor**, you can completely control all design elements of your newspaper... position your stories exactly where you think they should appear. Position your photos wherever you wish... your text will automatically rearrange itself around the photos each time.

■ If you have a modern, the **Wire Service** allows you to send and receive text and even pictures between previously incompatible Apple II® series, IBM PC® PCjr® and Commodore 64® computers. As Editor-in-Chief, collect stories from fellow Contributing Editors and apply the finishing touches to your newspaper.



The Picture Menu offers easy access to the six areas of activity.

■ Print out your newspaper on any popular computer printer using letter or legal size paper.

■ 85-page illustrated Idea Book inside offers everything you need to know to begin creating your own newspaper.

The Springboard Guarantee:

If within 30 days of the date of purchase, you are not satisfied with *The Newsroom*™ we'll give you your money back. Just return the package, its contents and your sales receipt to Springboard, P.O. Box 35809, Mpls., MN 55435, for a full refund.



Use your imagination along with the creativity of *The Newsroom* to design an endless number of newspapers for your:

- family
- favorite club
- office
- friends across the country
- class
- business associates
- church
- sorority
- fraternity etc., etc., etc...

The Cat Chronicle
Volume 6 Number 10
TABBY CAT ISSUE

DIAGRAM OF A TABBY CAT
The tabby cat like most cats is quite fickle. It will only eat what it likes. It will not eat anything that is not fresh. It will not eat anything that is not fresh. It will not eat anything that is not fresh.

TABBY CAT KITTENS
Tabby cat kittens are among the cutest of pets. Not only are they cute, they are also very smart. They will learn to walk, run, and jump very quickly. They will also learn to play with their toys and to interact with their owners.

ACE MOVERS NEWSLETTER
February 14, 1985 Number 21

LET ARRIVES
If you have finally got your new office staff out on to witness their own manufactured products company everybody all of the times the roomy for a driver. They are all nice, clean and just bucket of rain and just bucket of rain and just bucket of rain.

GOOD ORGANIZATION SAVES SEARCH TIME
Always remember to organize your work by labeling all boxes. Also remember to pack your packing tools and put that box in a place that may be used again. The best way to avoid losing your packing materials is to consider them as your tool box, and then hold the box closed.

NEW COST ESTIMATE FORMULA TO BE USED
As February 1st a new formula for determining the estimate for the cost of work will be installed. The new formula is quite a bit like the old one in that the size and weight of the load plus the distance are the main factors. That though is where the similarity ends. The new formula for every little thing you can think of. If they question a charge, call it something else, double the charge and put that new 'pen on the bill. The rule of thumb should always be when in doubt charge the customer, when questioned, double.

PROFITS CONTINUE RISE
Since the beginning of our company eight years ago, we have been able to sustain a fairly steady rate of growth. This is due mainly to the professional way that our sales staff has been able to deal with all of our clients the large and the small equally.

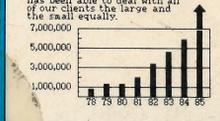
ALWAYS BE FRIENDLY AND COURTEOUS

When you happen to smash up everything that someone holds as dear and dear, remember to say "See Ya Sorry"

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SPRINGBOARD



Apple II+*, IIe, IIc
*Requires 64K
Disk

The Newsroom™

Disk 1 Master Program

Creative Paths Series For journalists of all ages.

©1984 Springboard Software Inc.



(Detach here and mail)
Springboard Software, Inc.
WARRANTY CARD

Name _____ Your age _____ Sex M F
Phone () _____

Street Address _____

City _____ State _____ ZIP _____

Product purchased: _____ Date purchased: _____
Month Year

- | | | |
|--|---|---|
| 01 <input type="checkbox"/> Early Games | 07 <input type="checkbox"/> Clip Art Collection 1 | 17 <input type="checkbox"/> Art a la Mac 1 |
| 02 <input type="checkbox"/> Easy as ABC | 08 <input type="checkbox"/> Clip Art Collection 2 | 18 <input type="checkbox"/> Art a la Mac 2 |
| 03 <input type="checkbox"/> Stickers | 09 <input type="checkbox"/> Clip Art Collection 3 | 20 <input type="checkbox"/> Certificate Maker |
| 04 <input type="checkbox"/> Piece of Cake Math | 14 <input type="checkbox"/> Mask Parade | 21 <input type="checkbox"/> Certificate Library 1 |
| 05 <input type="checkbox"/> Fraction Factory | 15 <input type="checkbox"/> Puzzle Master | 25 <input type="checkbox"/> Graphics Expander 1 |
| 06 <input type="checkbox"/> The Newsroom | 16 <input type="checkbox"/> Rainbow Painter | 99 <input type="checkbox"/> Other _____ |

- Where purchased:
- | | | |
|---|---|--|
| 01 <input type="checkbox"/> Computer chain store | 03 <input type="checkbox"/> Toy store | 06 <input type="checkbox"/> Discount store |
| 02 <input type="checkbox"/> Independent comp. store | 04 <input type="checkbox"/> Software-only store | 07 <input type="checkbox"/> Mail order |
| | 05 <input type="checkbox"/> Department store | 08 <input type="checkbox"/> Other _____ |

Reason purchased: 01 Home use 02 In-school use 03 Business/organization use
Satisfied with purchase: Yes No Why? _____

- Type of hardware:
- | | | |
|--|---------------------------------------|--|
| 01 <input type="checkbox"/> Apple II+, IIe, IIc or comp. | 04 <input type="checkbox"/> Macintosh | <input type="checkbox"/> Floppy disk drive |
| 02 <input type="checkbox"/> IBM PC or compatible | 09 <input type="checkbox"/> Atari | <input type="checkbox"/> Hard disk drive |
| 03 <input type="checkbox"/> Commodore 64/128 | 99 <input type="checkbox"/> Other | <input type="checkbox"/> Printer |
| | | <input type="checkbox"/> Modem |

Springboard Software, Inc.

Warranty, Back-up and Technical Support Policies

30-day Defective Warranty

The manufacturer warrants this software product against defects in manufacturing for a period of 30 days following purchase. If, during that period, you cannot properly load the program, you may return it along with proof-of-purchase to the manufacturer for a free replacement.

Extended Warranty

By filling out and returning the warranty card, you will be eligible for an extended warranty: after 30 days, a replacement for a defective disk can be obtained by sending the original product and \$5.00 (per disk being returned) to the manufacturer, provided that the software product is then being manufactured by the manufacturer.

Back-Up Policy

WARNING: MANY SPRINGBOARD PROGRAMS ARE COPY PROTECTED. PLEASE DO NOT ATTEMPT TO DUPLICATE THEM, OR YOU MAY DAMAGE YOUR DISK. See the attached Back-up Certificate for instructions on ordering a back-up disk.

Technical Support Hot-Line

Springboard offers you continuing support in the form of telephone advice. Should you encounter any difficulty in using this product, feel free to call our technical support department, Monday through Friday during normal business hours (central time) at (612) 944-3912. Please be at your computer, with the program running, when you call.

BACK-UP DISK CERTIFICATE

(for copy protected programs)

This certificate grants only the original purchaser of a Springboard program the right to purchase one (1) copy of that same program for back-up use only, subject to the following conditions:

1. You must return BOTH the Springboard warranty card for the program you purchased AND this certificate.
2. This certificate and your warranty card must be filled out completely. Please make sure the exact name of the program purchased appears under "Program Title" and the type of computer you own is filled in properly.
3. You must enclose your proof-of-purchase of the Springboard product. (Please keep a copy of your proof-of-purchase for yourself.)
4. You must enclose a check or money order for \$12.00. (No purchase orders will be accepted.)

After receipt of the above items, your back-up disk will be delivered within 2-4 weeks.

Thank you for choosing Springboard programs.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Program Title _____

Computer _____

(Detach here and send along with warranty card and payment.)

The logo for Springboard Software, featuring the word "SPRINGBOARD" in a bold, sans-serif font. Below the text is a graphic consisting of eleven vertical bars of varying heights, resembling a stylized springboard or a bar chart. A small trademark symbol (TM) is located to the right of the bars.

SPRINGBOARD
™

BACK-UP DISK CERTIFICATE

To receive a single back-up copy of this Springboard program, fill out this certificate and send it, along with the warranty card and your payment, to:
Springboard Software, 7808 CreekrIDGE Circle,
Minneapolis, MN 55435.

VERY IMPORTANT

To be eligible for coverage under the Springboard warranty or to order a back-up disk, you **MUST** completely fill out the **WARRANTY CARD** below and return it to us.

This will allow us to register your purchase and replace your disk if you damage it.

SPRINGBOARD
■■■■■■■■■■■■■■■■■■■■

PLACE
STAMP
HERE

**Springboard Software, Inc.
7808 Creekrige Circle
Minneapolis, MN 55435**

SPRINGBOARD

Quick Reference Guide To The Newsroom™

NORTHEAST HIGH SCHOOL NEWSPAPER

Created by The Students and Faculty of N. H. S.

December 18, 1984



BULLDOGS TAKE A BITE OUT OF BAYVIEW

What a game! The final score was 49-28 and I don't think the Bayview Bombers knew what hit them.

Strategic plays, keen football techniques and the biggest players on the team helped make our win exciting. There were moments of hand-wringing anticipation like when they announced that the Bayview cheerleaders would not perform at half-time. Or when our own coach McFarlen put Big Joe Blake in during the third quarter. Gasp! Everyone loves Big Joe, but we all know from prior games that his depth perception is poor and that he keeps running into the referees. Well, it happened. Big Joe decked Mr.



NOT EVERY ONE LIKES LEMON MERINGUE PIE

A catastrophe this year of the student body took a pie and poised to throw it. Sister rushed the pie Simpson and STC WFS

BLUE SKY TRAVEL AGENCY

Pack your bags and see the world with THE FAR EAST IS BECKONING



Embark on your next



NOMINATING STUDENT COUNCIL THIS YEAR

Students is your chance to make a difference. You should stand for Student Council by your friends know it is an honor of leadership.



TEAM TRY OUTS MONDAY 5:00 WRIGLEY FIELD

BRING UNIFORM AND LOCKER FEE



TEAM PICNIC SAT. 3:00, COMMONS PARK BRING YOUR PARENTS

The annual Team Picnic will be coming up soon. Make sure to tell your parents all about it. This year we have scheduled activities for the team members and parents too. This will be your opportunity to see how athletic your parents really are. You know it. Maybe Coach Farley will



EVERYONE SHOULD GET READY FOR A SEASON OF TOUGH WORKOUTS

Everyone who wants to be on the team should be prepared for a season of tough workouts. Coach Farley believes in building strong bodies and team spirit through daily exercise and field practice.

Workouts will be held every day after school. In case of rain, the Coach has permission to use the workout facilities under the bleachers. That means that there is no getting away from being in shape if you want to be on this team. Coach Farley says, "A fighting penguin is a team penguin."



A TEAM TRIP TO THE HOUSTON ASTRODOME IS PLANNED FOR NEXT YEAR. MATCH FOR FURTHER DETAILS.



OF AN OLD SET SAIL

he says blue water the Caribbean is a perfect setting for the person who simply wants to relax and sip cool refreshments watching some colorful set sail with a



ITS

This guide is intended to give you a quick reference to what you can do in The Newsroom.

You have access to six areas of activity highlighted here. In each area we have presented the main points of how to go about creating your newspaper. To get more details of newspaper creation and learn more about the creative power available, please read the manual that comes with The Newsroom.

Creating an entire newspaper does take a lot of thought and planning, but if you follow these steps, you can quickly overview the procedures and print out a banner, photo, panel or whatever you wish to get some immediate feedback. Try it and you'll soon find how easy it is to create newspapers as simple or sophisticated as you choose.



Springboard Software, Inc.
7808 CreekrIDGE Circle
Minneapolis, MN 55435



1 MAKE A BANNER



Select Banner Area from Picture Menu and you will be brought to Banner Work Area. (Selection key indicated on back.) Select Picture Icon for a list of available clip art pages.



Move cursor bar onto the page name you want and select it.

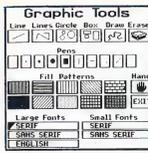


Move the hand cursor onto the piece you want. Pick it up by pressing SELECT key.



Move this piece anywhere in Banner Work Area and drop it by pressing SELECT key.

A second image can be dropped or move the image off work area into Icon area. Select Crayon to display Graphic Tools Menu.



Select large SERIF font EXIT box. Return to banner.

2 MAKE A PHOTO



Select Photo Lab Area from Picture Menu and you will be brought to Photo Lab Work Area. (Notice it's bigger than Banner Work Area.) Select Picture Icon for a list of available clip art pages.



Move cursor bar onto the page name you want and select it. (Our example is from Clip Art B of The Newsroom Clip Art Disk)



Move the hand cursor onto the piece you want. Pick it up by pressing SELECT key.



Move this piece to the center of Photo Lab Work Area and drop it in place by pressing SELECT key.

A second image can be dropped or move the image off work area into Icon area. You will now "crop" the part of the art that you want as a PHOTO. Then you'll save it to disk. Select the Camera Icon.

Move cursor in area. It takes the crosshair (+).



Position crosshair clip art and pre

3 CREATE A PANEL



Select Copy Desk from Picture Menu and you will be brought to Copy Desk Work Area. Notice it's the same size as Photo Lab Work Area, but the first icon at the top left is FONT. (Meaning TYPE STYLE)

In this area, you'll combine the photo you've saved with the text you'll write. The result is called a PANEL.

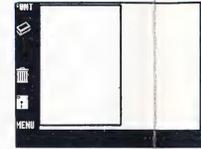
To get the photo you just created, insert your data disk into the proper drive. Select Disk Icon, then LOAD PHOTO option.



Load photo

A list of all photos you've saved will be displayed. Move cursor bar onto the one you want and press SELECT key.

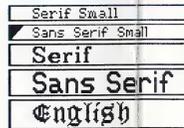
Return to Copy Desk Work Area with a box the same size as the outline of your photo. Position box where you want the photo and press SELECT key. The box will be replaced by your photo.



You'll be returned to Copy Desk Work Area with a text cursor the size of the font. Your starting point is automatically selected. Simply begin typing.



That is your headline.



Now select Font Icon again and choose SANS SERIF SMALL.



Move the cursor to your panel and press RETURN key.

Cursor will go to the next line and you can begin entering your body text.



When panel is full of text, save it by selecting Disk Icon, then the SAVE PANEL Option.



Save panel

Insert data disk into your drive and assign a name to your panel. Press RETURN key and your panel will be saved to disk.

Continue to create all six panels the same way. We suggest that you create all photos first, then bring them in one by one as you are creating the appropriate panel.

4 LAYOUT YOUR PAPER



Select Layout Area from Picture Menu. Next, select LAYOUT PAGE WITH BANNER option. Then, select the option LETTER SIZE 8 1/2" x 11".

Insert data disk holding all BANNERS, PHOTOS, & PANELS that you have created.



Move cursor to Banner shape and press SELECT key.

The program will automatically read the names of all Banners that you have stored on that data disk.

Scroll through the list until you find the name you want to assign to this Banner. Then press SELECT key.

Repeat the process for all six Panel areas. One by one, assign names of Panels that you have created to these specific areas.

Once every space has a name assigned to it, you'll save the entire paper to disk. Select SAVE

Save

at the bottom of the screen.

5 GO TO THE PRESS AND PRINT IT OUT!



Select Press Area from Picture Menu and you will be brought to the Press Work Area.

First make sure the program is set up for the exact printer you have. If not, select

Change setup

CHANGE SET UP for a list of printers The Newsroom Works on. Select yours.

Next, the program will prompt you to determine exactly what you want to print. Select PRINT PAGE Option. At this point, you will be asked to insert your data disk. Next thing you know, the presses will be rolling.

6 IF YOU HAVE A MODEM, SEND YOUR NEWS



Select Wire Service from Picture Menu and you will be brought to the Wire Service Work Area. As in the Press, be sure you have set up the Wire Service for your particular modem.

The program will prompt you to specify the modem. Once you have specified the modem, you will be prompted to enter the phone number of the newspaper you want to send the news to. The program will then dial the number and send the news to the newspaper.

cursor
into the
name
want and
it.



Move the hand cursor onto the piece you want. Pick it up by pressing SELECT key.



Move this piece anywhere in Banner Work Area and drop it by pressing SELECT key.

A second image can be dropped or move the image off work area into Icon area. Select Crayon to display Graphic Tools Menu.



Select large SERIF font and EXIT box. Return to banner.

Position cursor in work area. Lock in place by pressing SELECT key. Type



banner name. When done, press SELECT key again.

To save your banner, select Disk Icon, then choose SAVE BANNER option.



Save banner

Insert a data disk into your drive and assign a name to your banner. Press RETURN key and banner will be saved to disk.

If you would like to get some immediate feedback and print out the banner you have just created, select PRESS in the Picture Menu and follow the instructions to PRINT A BANNER. Return to Picture Menu by selecting Menu Icon.

MENU

ove cursor
into the
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u want and
lect it. (Our
mple is
om Clip Art
of The
wsroom
ip Art Disk)



Move the hand cursor onto the piece you want. Pick it up by pressing SELECT key.



Move this piece to the center of Photo Lab Work Area and drop it in place by pressing SELECT key.

A second image can be dropped or move the image off work area into Icon area. You will now "crop" the part of the art that you want as a PHOTO. Then you'll save it to disk. Select the Camera Icon.

Move cursor into the work area. It takes the shape of a crosshair (+).



Position crosshair at top left of clip art and press SELECT key.

Move the crosshair diagonally across art. Notice a "cropping" box taking shape.



When box encloses art, press SELECT again. The boxed area is inverted for a moment (like a negative of a photograph) indicating a snapshot has been taken.

To save your photo, select Disk Icon, then the SAVE PHOTO option.



Save photo

Insert data disk into your drive and assign a name to your photo. Press RETURN key and photo will be saved to disk. Return to Picture Menu by selecting Menu Icon.

MENU

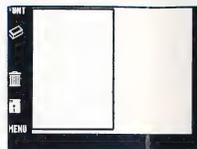
To get the photo you just created, insert your data disk into the proper drive. Select Disk Icon, then LOAD PHOTO option.



Load photo

A list of all photos you've saved will be displayed. Move cursor bar onto the one you want and press SELECT key.

Return to Copy Desk Work Area with a box the same size as the outline of your photo. Position box where you want the photo and press SELECT key. The box will be replaced by your photo.



To enter a headline, select Font Icon and a list of five fonts will be displayed. Select large SANS SERIF.

Look what else you can do! We now have two Clip Art Collection Volumes which offer a wide variety of additional clip art to use in The Newsroom.



When panel is full of text, save it by selecting Disk Icon, then the SAVE PANEL Option.



Save panel

Insert data disk into your drive and assign a name to your panel. Press RETURN key and your panel will be saved to disk.

Continue to create all six panels the same way. We suggest that you create all photos first, then bring them in one by one as you are creating the appropriate panel.

If you would like to get some immediate feedback and print out the paper you have just created, select PRESS in the Picture Menu and follow the instructions to PRINT A PANEL.

Return to Picture Menu by selecting Menu Icon.

MENU



Move cursor to Banner shape and press SELECT key.

The program will automatically read the names of all Banners that you have stored on that data disk.

Scroll through the list until you find the name you want to assign to this Banner. Then press SELECT key.

Repeat the process for all six Panel areas. One by one, assign names of Panels that you have created to these specific areas.

Once every space has a name assigned to it, you'll save the entire paper to disk. Select SAVE

Save

at the bottom of the screen.

You will be asked to name & save this paper. We suggest you save it on the same data disk. It will eliminate a lot of disk swapping.

Return to Picture Menu by selecting Menu Icon.

MENU

6 IF YOU HAVE A MODEM, SEND YOUR NEWS

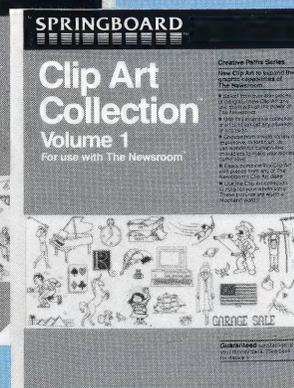
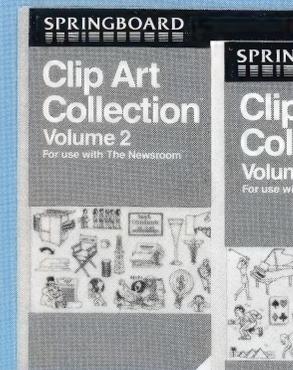


Select Wire Service from Picture Menu and you will be brought to the Wire Service Work Area. As in the Press, be sure you have set up the Wire Service for your particular modem.

The program will prompt you with specific questions. Once answered, you will be able to send portions of, or whole pages to your friends who also have The Newsroom and a modem.

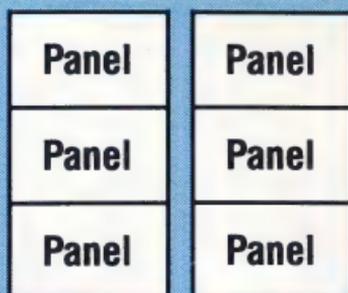
Clip Art Collection Volume 1
Over 600 pieces of clip art in dozens of categories that offer a wide variety of subjects to choose from.

Clip Art Collection Volume 2
Over 800 pieces of clip art for businesses large and small.

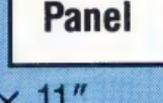
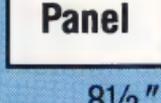
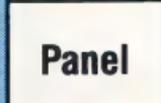


LAYOUT OPTIONS:

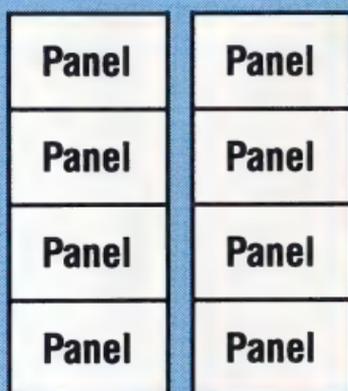
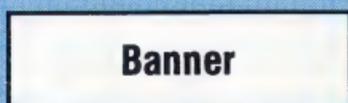
The Newsroom offers four types of page layout, each with a particular combination of panels and banner:



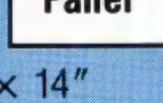
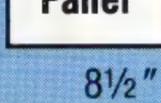
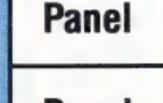
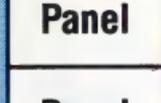
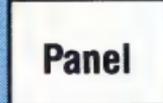
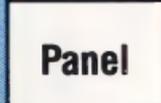
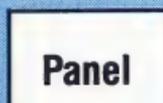
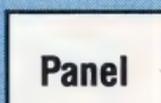
8½" × 11"
letter size page
with banner



8½" × 11"
letter size page
without banner



8½" × 14"
legal size page
with banner



8½" × 14"
legal size page
without banner

TYPE FONTS TO CHOOSE FROM:

Serif Small

Sans Serif Small

Serif

Sans Serif

English

The Newsroom has five type styles, or fonts, from which you may choose. Fonts can be used in the Banner, Photo Lab and Copy Desk Work Areas.

CURSOR MOVEMENT AND SELECTION GUIDE:

The Newsroom cursor takes on different shapes depending on the function it is performing. The most common ones are:

An **arrow** when pointing to an icon.

A **hand** when ready to pick up a piece of clip art.

A **box** when text is being entered.

The following table shows the keys used to control the cursor for Apple, IBM and Commodore computers. (If you have a mouse or joystick, you can still use these keyboard keys.)

FUNCTION	APPLE	IBM	COMMODORE
To SELECT an item from a menu or list, or the point to enter text or graphics, or to pick up or drop a piece of clip art use:	open/closed APPLE key (I/e/c) or ESC (II+)	Alt Key	COMMODORE key
"SELECT" can be done with the selection button if you have a joystick or mouse.			
To move cursor (without a separate cursor movement device) use:	the arrow keys (I/e/c) or the [CTRL-ijklm] keys (II+)	the arrow keys on the numeric keypad	the two CRSR keys
To move cursor small steps use:	[CTRL-S] Toggle	[SHIFT-ARROW]	[CTRL-CRSR]
To move cursor from middle of screen to icon area and back use:	[CTRL-L]	[CTRL-L]	[CTRL-L]
To turn cursor sound on or off use:	[CTRL-A]	[CTRL-A]	[CTRL-A]

QUICK REFERENCE TIPS FOR ICONS:

The power of THE NEWSROOM is so easy to access because of the **ICONS**, or small pictures on the left side of each Work Area. Icons are found in the Banner, Photo Lab and Copy Desk Work Areas.

To make it easy for you to reference which **ICON** does what, use this guide:

ICON	BANNER	PHOTO LAB	COPY DESK
 picture	Select from the library of clip art.	Select from the library of clip art.	
 flip	Flip pieces of clip art.	Flip pieces of clip art.	
 crayon	Produces the Graphic Tools Menu.	Produces the Graphic Tools Menu.	
 magnifying glass	Zoom in on a portion of the screen for detail editing.	Zoom in on a portion of the screen for detail editing.	
OOPS oops	Undo what you just did.	Undo what you just did.	Undo what you just did.
FONT font			Select a font.
 eraser			Erases all text from Work Area. (Double Select)
 garbage can	Clears the Work Area. (Double Select)	Clears the Work Area. (Double Select)	Clears the Work Area of text & photos. (Double Select)
 camera		Define and crop a photo.	
 disk	Load or save a banner.	Load or save a photo.	Load photos or load or save panels.
MENU menu	Return to The Newsroom Picture Menu.	Return to The Newsroom Picture Menu.	Return to The Newsroom Picture Menu.

Double Select is an added safety precaution for you. To insure that you don't wipe out anything by accident, those icons must be selected twice.

OVERVIEW TIPS:

This is the
Picture
Menu
in
The Newsroom.



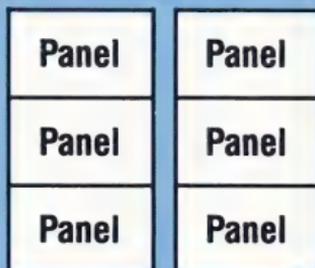
From here you can go to any of the six areas of activity. Each area is packed with creative opportunity that will let you create a paper as simple or sophisticated as you choose.

A paper from THE NEWSROOM is made up of

A **Banner**



and **Panels**
(which have
Photos in them).



TIP: As a general overview:

First, you will create a Banner.

Second, you need to plan out what your entire paper will be about and then you will create all of the photos you want at one time, saving them to disk one by one.

Third, as you go to the Copy Desk to begin writing your stories you will pull in the appropriate photos one by one and then enter your text around them. These will be the panels that will make up your final paper.

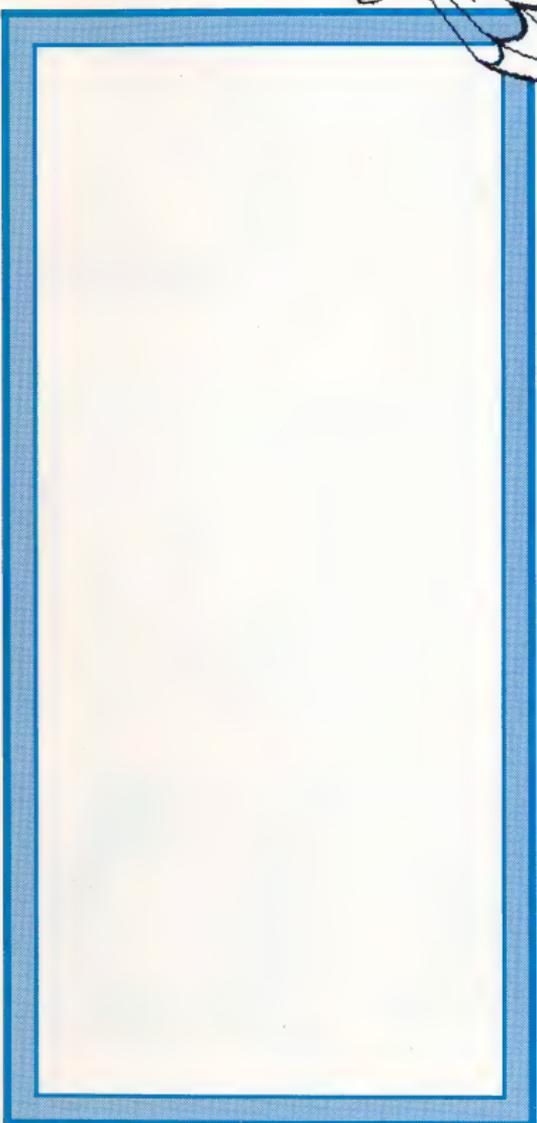
This is the sequence of thought presented on the other side of this guide. Once you get the overall concept down, you should have an easier time at creating your entire newspaper.

SPRINGBOARD

7808 Creekridge Circle
Minneapolis, MN 55435



Dropping in with
helpful hints
for owners of
The Newsroom

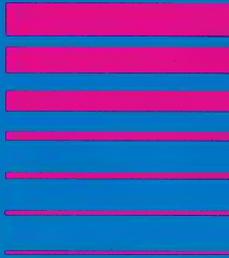


SPRINGBOARD



Apple

The Newsroom™



READ THIS FIRST

To run The Newsroom you need an Apple II+, IIe, or IIc computer including:

- DOS 3.3
- 64K memory
- One disk drive
- A parallel or serial interface
- A dot-matrix parallel or serial printer

Optional equipment includes:

- A joystick or mouse
- A second disk drive
- A serial interface (for a modem)
- A modem

WARNING: DO NOT COPY THE NEWSROOM MASTER PROGRAM OR CLIP ART DISK. These disks are copy protected. Attempting to copy these disks could damage them. Backup disks are available directly from Springboard Software; see the Backup Order form included in this package.

Hardware requirements

Hardware options

Warning

The Newsroom[®]

**User's
Manual**

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How to Use this Manual

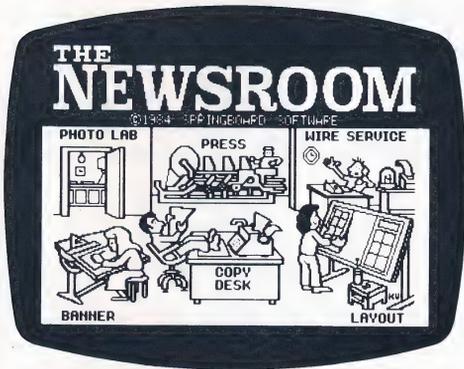
This manual is organized in the same fashion as The Newsroom itself. After a couple of preliminary chapters that explain some basic concepts and how to get The Newsroom up and running, there are six chapters describing the six parts of The Newsroom. Next comes a tutorial that teaches you how to create a sample newspaper. Finally, there are two appendices containing newspaper creation tips and illustrations of the clip art.

The first step for all users is to read the Introduction and Getting Started chapters.

Next, most users will want to read the chapters explaining the six parts of The Newsroom. As you read about The Banner, The Photo Lab, and the other areas, be sure to spend some time experimenting with The Newsroom's many powerful features. You'll find that The Newsroom is fun to use and easy to learn.

If you consider yourself at least fairly proficient with computers, you may choose to jump from Chapter 2, Getting Started, right to the Tutorial. The Tutorial's abbreviated instructions can be used as a shortcut method of learning the basics of The Newsroom. Then you can return to the earlier chapters to learn the advanced features. Those who have already completed the earlier chapters will find that the Tutorial provides an excellent review of the basic concepts of The Newsroom.

Chapter 1 Introduction



In this chapter you will learn...

- What you can do with The Newsroom
- The elements of a Newsroom newspaper
- What the Picture Menu is
- What icons are
- How to recognize and use the cursor

The Newsroom®

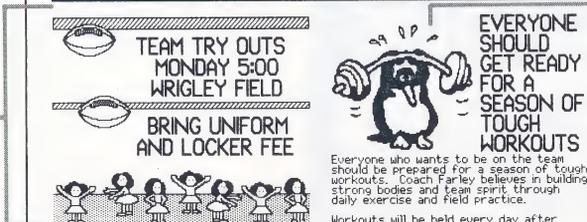
Design, Create and Print Out Your Very Own Newspaper.

Choose to layout your paper with a banner or two additional panels.



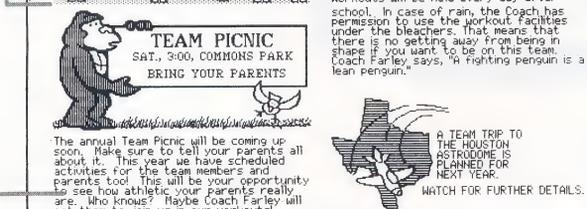
Select from over 600 wonderful pieces of ready to use clip art.

Combine a myriad selection of clip art elements to create dramatic effects. Use multiple photos in one panel or design your photo as large as the panel.



Use multiple panels for a single story.

Enter text into your panel with a sophisticated word processor. Choose from five different type styles including headline and body copy sizes.



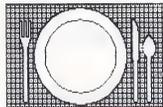
**KEEP UP THE GOOD GRADES
COACH FARLEY IS AN
ADVOCATE OF:
"NO PASS, NO PLAY"**



**BREAKFAST FUND RAISER
FOR NEW TEAM UNIFORMS**

Round up your family and friends for next Sunday's fund-raising pancake breakfast.

The success of this breakfast will determine the number of new uniforms we are able to buy. So, let's make this year's fund raiser a big success. We need volunteers, so sign up with the coach.



Compose pictures, even charts and graphs easily with powerful graphics tools.

Layout and print both letter and legal-sized newspapers.

The Newsroom was created for journalists of all ages and abilities. Experienced writers will find that it has the tools and flexibility to create stylish and sophisticated publications. Novices, young and old, will find The Newsroom a fascinating introduction into the world of journalism and newspapers.

With The Newsroom you can design, write, and illustrate a wide range of publications, including newspapers, newsletters, brochures, flyers, and forms. You can spread the news about your business, school, club, team, family, or neighborhood. Thousands of users already have created countless original publications with The Newsroom.

The Newsroom enables you to direct all the activities necessary to create a newspaper. This includes banner creation, photo production, copy writing, layout, printing, and transmitting files via the wire service. There are four types of pages that can be made, each with a particular combination of panels and banner:

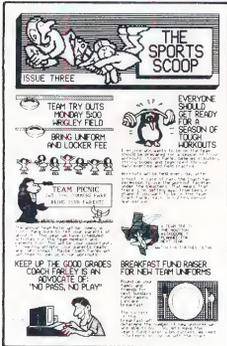
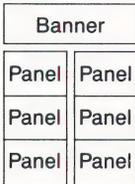
Banner		Panel	Panel	Banner		Panel	Panel
Panel	Panel	Panel	Panel	Panel	Panel	Panel	Panel
Panel	Panel	Panel	Panel	Panel	Panel	Panel	Panel
Panel	Panel	Panel	Panel	Panel	Panel	Panel	Panel
8½" x 11" letter size page with banner		8½" x 11" letter size page without banner		8½" x 14" legal size page with banner		8½" x 14" legal size page without banner	

When you start up The Newsroom, the first thing you see is the Picture Menu. It shows each of the six departments. When you select one of the departments, the Picture Menu disappears and you advance to the selected department.

What can you do with The Newsroom?



The elements of a newspaper



The front page of a newspaper usually has an area at the top which contains the name of the newspaper in large type. Sometimes it contains additional information such as the name of the publisher, the date, a slogan, or a short note about a featured story. This area is called the banner or flag and is created in **The Banner** area of The Newsroom.

A front page also has panels, where text and photos appear. On inside pages, additional panels appear in the place of a banner. Photos are created in the **Photo Lab**, and then combined with text in **The Copy Desk** to make a panel. The page formats pictured on the previous page have box outlines around the panels and banners in order to help you understand their relative size and position. These box outlines do not appear when a page is printed out.

You arrange the panels on the page in **The Layout** area, and then send the finished newspaper to a dot matrix printer in **The Press**. Finally, using **The Wire Service**, you can send or receive banners, photos, panels, or entire newspapers with your computer's modem (optional). There is no computer compatibility problem at The Newsroom; Apple, IBM, and Commodore computers can all communicate with each other.

The work area

The three newspaper creation areas—Banner, Photo Lab, and Copy Desk—contain a work area in which you enter the elements of your newspaper. The work area is the same relative size as the banner or panel that will appear on the printed page.

Arrow Cursor

Icons in the
Banner Work Area

The Banner
Work Area



Each of the three creation areas also has a menu composed of picture symbols, called icons. Icons represent a specific function or tool that you may use in the work area. Sometimes, selecting an icon will reveal yet another set of options.

Several of the icons are common to all three work areas. For example, there is a garbage can icon, selected when you want to get rid of all the text and graphics on the screen. And there is a disk icon for when you want to save your work or load into the work area a previously saved file. In all there are 11 icons. The quick reference card provides an excellent overview of the icons available in each work area.

The Newsroom has a "smart" cursor that not only shows its location on the screen but also changes shape according to the function it can perform at any given time. The cursor takes on many different shapes; here are the most common ones:

- It may look like an arrow, pointing to an icon.
- It may take the shape of a hand, indicating that it is ready to pick up a piece of clip art.
- When you start to enter text, the cursor becomes a box that is the same size as the letters that will appear.

Except for entering text, almost all functions in The Newsroom are performed in two steps:

1. First, you must move the cursor so that it highlights or points to the option or object you want to work with.

If you have a mouse or a joystick, you can use it to move the cursor anywhere on the screen. When you first start using The Newsroom, you will have to orient the device so that the motion of your hand corresponds to the cursor movement you expect.

If you don't have a mouse or joystick, you can move the cursor with the arrow keys (H/e/c) or the [control-ijklm] (H+) keys. Other cursor control keys are shown on the chart on the following page.

Icons



The cursor



Move and Select

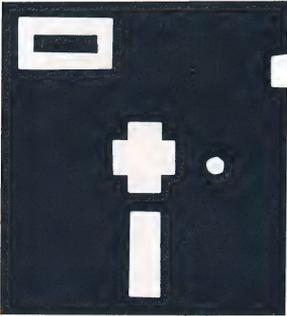
2. Next, you must "select" the option or object. This is done with the selection button if you have a joystick or mouse, or with either Apple key (IIe or IIc) or the [esc] key (II+) if you are using the keyboard.

The following table shows the keys used to control the cursor. (If you have a mouse or joystick, you can still use these keyboard keys.)

Function	Key	Description
Select	(Apple) (IIe/c)	Use either Apple key (open or closed) or [esc] to:
	[esc] (II+)	■ Select an item from a menu or a list of options.
		■ Select the point where you want to start entering text or graphics.
		■ Pick up and drop a piece of clip art.
Large/ Small Steps	[control-S]	Pressing [control-S] toggles cursor movement between large and small steps. Moving in small steps allows for precise positioning of clip art and photos.
Leap	[control-L]	Pressing [control-L] makes the cursor Leap from the middle of the screen to the icon area and back again.
Audio	[control-A]	As the cursor moves from one item to another on a menu or list of options, it makes a faint clicking sound. You can turn this sound off and on by pressing [control-A].

Note: When you must hold down one key and, at the same time, press some other key, the keys are connected with a hyphen. Examples: [control-L], [control-A].

Chapter 2 Getting Started



In this chapter you will learn...

- How to start The Newsroom
- How to exit from The Newsroom
- How to manage data files
- What comes next

Chapter overview

This chapter contains the information you need to get The Newsroom up and running quickly and easily. The chapter is divided into three sections:

1 Starting The Newsroom

This section provides instructions for daily startup of The Newsroom and information on how to run The Newsroom on one and two disk drive systems.

2 Exiting from The Newsroom

This section explains how to leave The Newsroom and return to the computer's operating system.

3 Managing data files

This section explains the recommended procedure for storing and maintaining the files you create in The Newsroom.

1 Starting The Newsroom

1. Insert The Newsroom Master Program disk into drive 1.
2. Turn on your computer and monitor.

You may be asked how many disk drives your computer has. Select the appropriate number. (For instructions on moving the cursor and selecting an option, see the Introduction chapter in this manual.)

The program will start. You will see the Springboard company logo, followed by The Newsroom Picture Menu.

To run The Newsroom on a one disk drive system, you must keep the Master Program disk in the drive except when you are loading clip art or saving or loading data files. On-screen instructions will tell you when to swap disks.

With two disk drives, you can keep the Master Program disk in drive 1 all the time and use drive 2 for data or Clip Art disks.

**Using a one disk
drive system**

**Using a two disk
drive system**

2 Exiting from The Newsroom

When you complete a work session in The Newsroom, you will find it helpful to know how to get out and return to DOS. There's really nothing to it; all you have to do is:

1. Insert in drive 1 the disk of the next program you want to run.
2. Press these three keys all at the same time:

[control-OpenApple-reset]

Let go of [OpenApple] last.

3 Managing data files

Data files are the files you create in The Newsroom. They must be stored on a data disk. Data files cannot be stored on the Master Program disk or on the Clip Art disk.

Before you start using The Newsroom, make sure that you have at least one floppy disk for storing your data files. In fact, you should have two disks so that you can make backup copies of the files you create. A backup disk is cheap but effective insurance against the accidental loss of valuable data. Refer to your DOS 3.3 manual for instructions on initializing a data disk.

There are four areas of The Newsroom in which data files are created:

The Banner, where you create **banners**.

The Photo Lab, where you create **photos**.

The Copy Desk, where you create **panels** by loading photos and entering text.

The Layout area, where you assemble banners and panels to create **pages**.

For easiest handling of all your data files, it is highly recommended that you save all the files comprising a page (banner, photos, panels, and page layout) on a single data disk.

Each of these areas includes a file save option, represented by the **disk icon** or a box with the word Save in it. When you have created a file that you want to keep for later use, you must save it before returning to the Picture Menu or working on another file. The Newsroom provides clear on-screen instructions that lead you through the save procedure.

Data disks may be initialized during The Newsroom's save procedure.

Saving data files



Save photo

Filenames

When you save a data file you must give it a name. Data file names can be from one to eight letters long. Do not use spaces or periods in a filename.

As you may know from your experience with DOS, filenames may also include a filename prefix to categorize them and assist in their management.

In The Newsroom, all data files have filename prefixes, but the prefixes are assigned by The Newsroom automatically. You cannot include a filename prefix when naming a Newsroom data file.

The Newsroom filename prefixes correspond to each type of data file. The prefixes are:

Prefix	Type of data file
BN	Banner
PH	Photo
PN	Panel
PG	Page

For example, a banner file named SPORTS would appear in DOS as BN.SPORTS. Filename prefixes are never seen when you are working in The Newsroom, but they come in handy when you are working in DOS. Here's why:

When you are working in The Newsroom, only one type of filename is shown on the screen at any given time. For example, when you instruct The Newsroom to print a banner, the system displays a list of the names of the banners on the data disk; it does not display the names of photos, panels, or pages. This makes it impossible for you to confuse one type of file with another.

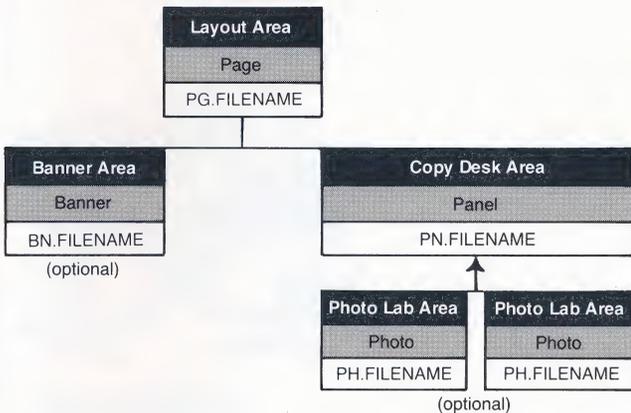
When you are working in DOS, all the filenames in the specified disk or directory may be displayed. By looking at the filename prefixes, you can tell whether a file is a banner, a photo, a panel, or a page layout.

Perhaps the most important concept in managing data files is this:

SAVE ALL FILES FOR THE SAME PAGE ON THE SAME DISK.

By following this easy rule, you will save yourself from swapping disks or searching for files when it comes time to print a page.

The diagram below shows how the various data files combine to form a page layout.



Deleting data files from a disk must be done using the DOS command Erase.

You are now armed with all the background information you need to start using The Newsroom. The next six chapters describe each of The Newsroom's departments. You should complete each chapter in sequence.

The best way to learn is to experiment with The Newsroom's features as you read about them. No matter what keys or buttons you press, you can't hurt either The Newsroom or your computer. Sit back, relax, and have fun.

Organizing files

Deleting files

What comes next?



Chapter 3 The Banner



BANNER

In this chapter you will learn...

- What a banner is
- How to recognize the Banner icons
- How to create a banner
- How to use clip art
- How to use graphics tools
- How to save and load a banner

The Banner Icons

To select an icon move the arrow next to it and press [esc] (II+), either Apple key (IIe/c), or the selection button on your mouse or joystick.



The **clip art icon** accesses The Newsroom's collection of ready-to-use artwork. You can select only one piece of clip art at a time, but you can return to the clip art disk as often as you like. The banner may include as many as 30 pieces of clip art.



The **flip icon** causes the specified piece of clip art to flip from left to right, producing a mirror image of the original artwork. This icon appears only when there is a piece of clip art in the work area.



The **crayon icon** accesses the Graphics Tools Menu from which you can select a drawing pen, a predefined shape, or a fill pattern to enhance your banner. And if you make a mistake, you can use the eraser. The Graphics Tools Menu is also the place from which you select the font for the text you want in the banner.



The **magnifying glass icon** enables you to zoom in on a portion of the work area for detailed editing of the clip art and graphics you've put in the banner.



The **OOPS icon** cancels your most recent action in the work area. Thus, you can remove something added or restore something deleted.



The **garbage can icon** clears the work area. Any work done on the banner since it was last saved, is lost. As a safeguard against accidents, this icon must be selected twice in succession before it takes effect.



The **disk icon** is used to save the banner you've been working on, to load into the work area a previously saved banner, to initialize a data disk, or to convert other Apple DOS 3.3 compatible graphics to The Newsroom's format.



The **MENU icon** returns you to The Newsroom Picture Menu. If you have made any additions or changes to your banner, The Newsroom asks if you want to save your work before you exit.

The banner is the space at the top of the first page of a newspaper. It contains information such as the name of the newspaper, the issue number, the date, the name of the organization producing the newspaper, and perhaps a slogan like "All The News That Fits We Print."

On those pages that you decide not to include a banner, The Newsroom puts two panels in the banner's place. An illustration of how The Newsroom lays out a page with and without a banner appears in the Introduction of this manual and on the quick reference card.

The Newsroom provides the tools you need to create a banner that's just right for your newspaper. As you can see in the illustration in the margin, there are three elements that make up a banner. The elements are:

Clip Art

The Newsroom comes with a disk containing more than 600 ready-to-use illustrations from which you may choose. Supplemental Clip Art Collection volumes can be purchased from your favorite software store.

In addition, you can convert other Apple DOS 3.3 compatible graphics for use in The Newsroom.

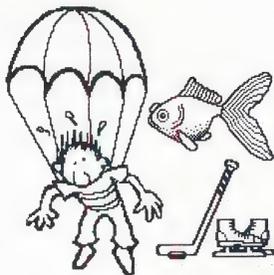
Graphics Tools

The banner can include lines, boxes, circles, fill patterns that fill in an enclosed area with a design, and your own freehand drawings. A special Graphics Tools Menu displays your options.

Text

The Newsroom has five type styles, or fonts, from which you may choose. The sample banner at the top of the page has sans serif fonts. Fonts are selected from the Graphics Tools Menu.

What is a banner?



Choose from five type styles or fonts.

Overview: How do you make a banner?

Banner creation is a four step procedure. Not all steps have to be followed for every banner; for example, you can create a banner that doesn't have any clip art. Brief descriptions of each of the four steps appear below; complete instructions appear on the following pages.

1 Put in clip art.

The Newsroom's clip art is a collection of pre-drawn illustrations stored on Disk 2, the Clip Art disk. The disk contains over 600 pieces of art, organized into categories and arranged on pages. The pages all have names that indicate the category of clip art they contain. For example, the page named "Birds 1" has clip art of six different birds from which you may choose.

When you access the clip art disk, you first select a page to display, then select the exact piece of clip art you want. Then you return to the work area and position the piece of art in the banner.

Appendix B has illustrations of all the clip art pages to help you find the exact piece of clip art you want.

2 Modify the clip art or add artwork of your own.

The Newsroom offers three features to help you customize the artwork in your banner:

The **flip** feature reverses the image of a piece of clip art. For example, a picture of a hand pointing to the right can be made to point to the left.

The crayon icon accesses the **Graphics Tools** Menu which offers tools for making lines, circles, and squares, and for creating your own freehand drawings. Other tools enable you to fill in parts of the banner with a variety of patterns, and to erase what you don't want.

For detailed editing, the **magnifying glass** zooms in on a portion of the banner. Using this feature, you can make small but significant changes to a piece of clip art or to art made with the graphics tools.

3 Enter text.

The first step in entering text is to select a font from the Graphics Tools Menu. Then all you have to do is drop the cursor where you want the text to start, and type away! The Newsroom provides five fonts from which you may choose.

4 Save the banner.

Once you have finished creating the banner you must store it on a data disk. Then, in the Layout area, you can retrieve the banner and "paste it down" on the page.

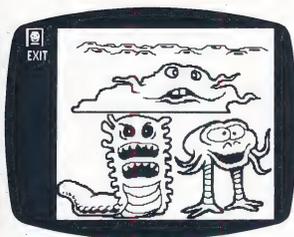
Now that you have an overview of the entire process of creating a banner, you can proceed to the following pages for complete instructions.

1 Put in clip art

Go to the clip art disk



Select a page



Select the clip art icon. If you haven't already done so, The Newsroom asks you to insert a clip art disk into a disk drive. Put in the desired disk (side 1 or 2), then select the OK box. If you decide not to look at clip art after all, select the Cancel box.

When the clip art disk is activated, you see a list of the clip art page names. Each page contains several pieces of clip art. In addition to the page names, the list has three other items:

- **New Disk**, selected when you want to access the other side of the current disk or insert a different clip art disk.
- **Cancel**, if you want to return to the banner without selecting a piece of clip art.
- **Clip Art A or B**, to indicate which side of the disk you have inserted.

There are more page names than can fit on the screen at one time. You can scroll the list to reveal the other page names by moving the cursor to the bottom of the screen and continuing to hold down the cursor key. Likewise, you can scroll back to the top of the list by moving the cursor to the top of the screen and continuing to hold down the cursor key.

When the cursor highlights the page name you want, select it. The Newsroom shows that page on the screen. To the left of the page are two options:

- **Clip art icon**, selected if you want to look at a different page.
- **Exit**, if you want to return to the banner without selecting a piece of clip art.

As you move the cursor from the list onto the page, the cursor takes the form of a hand. Move the hand to the piece of art you want and pick it up.

The Newsroom returns to the work area with a copy of the piece of clip art. The original always stays on the clip art disk. You can't see the cursor now, but it is carrying the piece of clip art.

Position the clip art precisely where you want it, then drop it at that location.

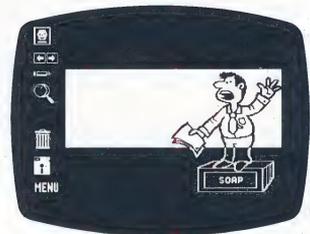
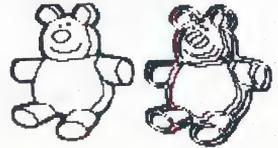
When you drop the piece of clip art, a second copy of it appears. This is a feature of The Newsroom that allows you to place several copies of the same piece of clip art into a banner. There is no limit to the number of copies you can make. When you have as many copies as you want (whether it be one or a dozen), move the piece of clip art to the icon area. The piece of clip art disappears, and you are free to select another icon.

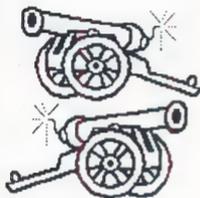
Here are some tips for positioning clip art:

- If you are using the keyboard's arrow keys, you can use the [control-S] key to toggle between big and small cursor movement.
- If you move the piece of clip art off the left edge of the work area before dropping it, it disappears. Select the OOPS icon to make it reappear.
- You can position a piece of clip art entirely within the work area, or, if you want to use only a certain part, you can position the part that you *don't want* outside the work area. Only that part of the artwork that is inside the work area will appear when you print the banner.
- Some pieces of clip art are too big to fit entirely inside the banner area. These pieces of art do, however, fit in a panel, where they may appear as photos.

Select a piece of clip art

Position the clip art





The **flip icon** flips a piece of clip art from left to right, producing a mirror image. When you select this option and move into the work area, the cursor becomes a hand; move the hand atop the piece of clip art you want to flip and select it. Then, if you want to move the piece of clip art, select it again and drop it in its desired location.

The flip feature works only on original clip art; you cannot flip anything created with the graphics tools or modified with the magnifying glass. Therefore, if you want to flip a piece of clip art, do so *before* making any modifications to it.

A rule of thumb in composing the appearance of the banner, or any artwork on a page, is to face the artwork inward. Thus, if you're using the chickadee clip art, you would probably want the bird to be looking in toward the center of the banner rather than staring off the page someplace.

Add other clip art

The time to put in additional pieces of clip art is before you make any modifications to the first piece. Select the clip art icon again and pick out another piece of art.

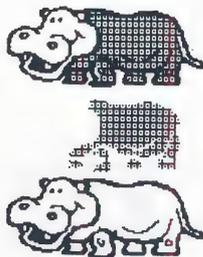
2 Modify the clip art or create your own artwork

Before you make any additions or changes to the banner, make doubly sure that you have all the clip art you want, that it is exactly where you want it, and that it is facing the right way. Here's why:

Clip art is the only element of a banner that can be moved or flipped. Let's say you had a clip art hippopotamus in the banner, and filled it in with a fill pattern. If you were to move that clip art, the hippo would move but the fill pattern would stay right where it was.

Likewise, if you create your own piece of artwork, you can't move it somewhere else to make room for a piece of clip art.

The crayon icon opens up a whole world of modification and creation options. When you select it, the screen displays the Graphics Tools Menu.



Graphic Tools

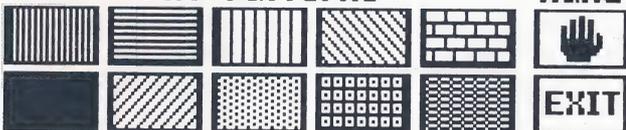
Line Lines Circle Box Draw Erase



Pens



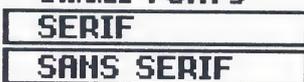
Fill Patterns



Large Fonts



Small Fonts



From this menu you can select tools to...

- Add predefined lines, boxes, and circles
- Make your own drawings
- Erase part of the banner
- Fill in enclosed areas with various fill patterns
- Reposition your clip art
- Add text to the banner

Select a tool



You'll notice that one or two menu items have a small triangle in the upper left corner. The triangle indicates the active graphics tool. Notice also that one of the tools is blinking. The blinking indicates the cursor position. To select a graphics tool, first make it blink, then press the selection button or key.



Select the Exit box when you are ready to return to the work area. When you return, the tool you selected is active.

Each of the graphics tools is described on the following pages. If you prefer to know the rules before starting, read on. However, if you would rather learn how to use the graphics tools by experimentation, by all means go ahead. You can't hurt anything, and you'll certainly have a good time.

When using graphics tools, remember that you can toggle between large and small cursor movement by pressing [control-S].

The **Hand** enables you to pick up a piece of clip art and drop it at another location in the banner. Remember, though, that the hand does not pick up any changes you may have made to the clip art with the magnifying glass function or with any of the graphics tools. That's why it is so important to drop clip art exactly where you want it before you do any other work on the banner.

The six tools across the top of the page are used in conjunction with the ten pens below them. After you select something from the top row, be sure to select the pen you want to use. When you return to the work area, the cursor takes the shape and thickness of the selected pen.

Note to II+ users: When using a pen in the work area, press [esc] to switch between drawing mode and cursor movement mode.

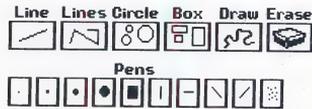
The **Line** draws individual lines. Select the point at which you want the line to begin; as you move the cursor the line "rubberbands," always connecting the starting point to the cursor position. When the end point is where you want it, select again; the line will be drawn.

Lines draws a series of lines, the ending point of one being the starting point of the next.

For **Circles**, select the center point and watch it expand or contract as you move the cursor. Hit the selection key again when the circle is the size you want it.

To make a **Box**, first select a point for one corner. An outline of the box rubberbands as you move the cursor diagonally from the starting point. Select again when the box is the size you want it. The Box is used most frequently to "frame" part or all of the banner.

Hand



Line



Lines



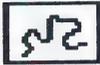
Circle



Box



Draw



The **Draw** mode draws freehand, wherever you move the cursor. Select the beginning point and hold down the selection button or key while you move the cursor, then release it when you are done. The Draw function is a good one to use when you are trying out the various pen shapes and sizes.

Erase

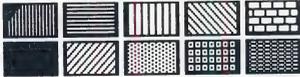


You can use the **Erase** function to erase anything in the banner. Like the shapes and lines, the eraser is used in conjunction with one of the pens. For big erasures, choose a wide-tipped pen; for detailed work use a smaller pen.

To start erasing, move the cursor to the desired spot. Then hold down the selection key and move the cursor over the artwork you want to erase. It's a little tricky, because the eraser becomes invisible while you are using it. It helps to move in small steps. If you lose track of the eraser, use the [control-L] cursor movement function to return the cursor to the icon area.

Erasures can also be made with the magnifying glass feature, described on the following page.

Fill Patterns



Fill patterns are used to fill in enclosed areas with a pattern. After you have selected a fill pattern and returned to the work area, the cursor appears as a large crosshair (+). Move the center of the crosshair inside the area you want to fill, then hit the selection button or key.

If you don't like the looks of the fill pattern, just OOPS it away.

Experiment!

If you are reading about graphics tools for the first time, take some time now to become familiar with how to use them.

When you are done, leave some artwork in the work area so that you can learn how to use the magnifying glass, described on the following page.

The **magnifying glass** is a good tool for making detailed changes to a small area in the banner.

First, select the magnifying glass icon. Then, as you move into the work area, the cursor takes the shape of a small rectangle. This rectangle encloses the area that will be magnified. Move the rectangle over the area you want to change and select it.

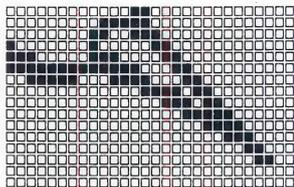
The work area makes a rather drastic change in appearance. What you see is a checkerboard of black and white squares representing the part of the banner enclosed by the rectangle. This screen demonstrates that the banner is actually composed of hundreds of individual dots. In computer language, these dots are called pixels. The photographs in a newspaper are composed in the same fashion. (If you doubt this, try looking at a newspaper photo through a magnifying glass.)

A pixel that is turned on is black and will appear on a printed banner. A pixel that is turned off is the color displayed on your monitor (usually green, white, or amber) and will not appear on the printed page.

Notice the small box at the bottom of the screen. It shows the part of the work area that is being magnified. As you turn pixels on and off, the change is recorded in the small box.

You can move around the checkerboard anywhere you want, turning pixels on and off. For rapid change to several adjacent pixels, hold down the selection button or key while you move the cursor.

When you have finished making changes, select the Exit box to return to the work area with your changes intact, or select the Cancel box to undo all the changes you have made. (And if you select the wrong box by mistake, you can always OOPS!)



EXIT



CANCEL



The procedure for adding text to a banner starts with selecting the crayon icon to access the Graphics Tools Menu. From there you can select one of five fonts. The fonts look like this:

Small Serif
Small Sans Serif
Large Serif
Large Sans Serif
Large English

When you select a font and return to the work area, the cursor takes the shape of a box the size of the chosen font. Select the spot where you want the text to start. That puts you into text mode, ready to type.

Here are the rules of text entry in the banner:

- The selection button or key is a toggle (on/off) switch. It changes between text mode and cursor mode. The cursor mode allows you to move to the place where you want the text to begin; the text mode allows you to enter text.
- The cursor moves one space to the right for each character you type.
- If you reach the right-hand border of the work area, and continue to type, the text will wrap around to the next line. The left margin will be the same as the starting point of the text.
- Pressing the [return] key moves the cursor down to the next line, below the starting point.

Note to II+ users: Pressing [return] moves the cursor straight down. Pressing [control-R] moves the cursor to the next line, below the starting point.

- You can correct a mistake by moving the cursor to the incorrect character and typing over it.

The text mode works the same in the Photo Lab. At the Copy Desk, however, The Newsroom has a much more sophisticated text editor.

To save a banner is to store it on a data disk. You must do this if you intend to print the banner. Banner files must be saved on a data disk. Never save a data file on the Master Program disk.

It is not necessary to complete a banner before saving it. You can save a work in progress, then later retrieve it and finish working on it. Retrieving a banner is a process called loading and is explained on the following page.

The most important thing to remember when selecting the disk or directory on which to save a file is this:

All the files comprising a page of a newspaper should be saved on the same disk.

When you save a banner, The Newsroom requests a name for the file. The name should help you remember the contents of the banner. A name can have up to eight letters.

For more information about data disks and filenames, see Chapter 2, Getting Started.

To save a banner, select the disk icon, then the save option. From there, the exact procedure depends on whether you have one or two disk drives. Whatever choices you make, The Newsroom always provides clear instructions for how to proceed. At every step of the way, there is a Cancel option to allow you to get out of the save procedure and return to the Banner work area.

The Newsroom allows you to use pictures created with other programs. Once converted, pictures can be modified with graphics tools, clip art, or the magnifying glass.

Only pictures that have been saved in standard Apple DOS 3.3 high-resolution picture format can be converted.

Before selecting this option, save the banner you are working on. When you convert a picture, the contents of the work area are lost.



Save banner

Converting a picture

Initializing a data disk

This option is provided to make it easy to prepare a new data disk on which to save a file. When you select this option, the system initializes a disk just as if you had used the DOS 3.3 INIT command.

Loading a banner



Load banner

To load a banner is to bring into the work area a previously saved banner. You would load a banner to complete work on an unfinished banner, or to make changes to a banner.

Like Save, the Load function is started by selecting the disk icon. Then, when you select the Load option, The Newsroom displays the names of the banners on the data disk and an option for changing to a different disk. When you find the banner you want, select it.

In order to keep the changes you make to an existing banner, you must save it again. You can keep both versions of the banner by saving the changed version under a new name, or you can get rid of the original version by assigning its name to the new version.

Printing a banner

If you are eager to see what a banner looks like on the printed page, then you may turn to Chapter 7, The Press, and learn how to print a file.

Summary

The skills you have gained in this chapter—the use of clip art and graphics tools and the save and load functions—are used in other areas of The Newsroom. Here is a review of the information presented in this chapter:

The banner is the area at the top of the first page of a newspaper where you put the newspaper name, the issue number and date, and the name of your organization.

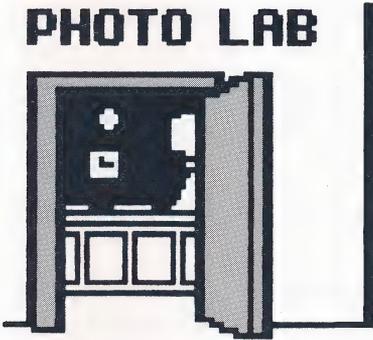
Clip art is a collection of ready-made illustrations, provided on a Newsroom Clip Art disk, that you can add to a banner.

Graphics tools enable you to modify clip art, to create your own artwork, and to insert text.

To save a banner is to store it on disk for later use, and to load a banner is to bring to the work area a previously saved banner so that you can make changes to it.

Chapter 4 The Photo Lab

PHOTO LAB



In this chapter you will learn...

- What the Photo Lab is
- How to recognize the Photo Lab icons
- How to compose a photo using clip art and graphics tools
- How to add a caption to a photo
- How to take a snapshot
- How to save and load photos

The Photo Lab Icons

To select an icon move the arrow next to it and press [esc] (II+), either Apple key (IIe/c), or the selection button on your mouse or joystick.



The **clip art icon** accesses The Newsroom's collection of artwork. You can select only one piece of clip art at a time, but you can return to the Clip Art disk as often as you like. A photo may include as many as 30 pieces of clip art.



The **flip icon** causes the specified piece of clip art to flip from left to right, producing a mirror image of the original.



The **crayon icon** accesses the Graphics Tools Menu from which you can select a drawing pen, predefined shapes, and fill patterns to enhance your photo. And if you make a mistake, you can select the eraser to correct it. The Graphics Tools Menu is also the place from which you select the font for a photo's caption.



The **magnifying glass icon** enables you to zoom in on a portion of the work area so that you can perform detailed editing on clip art and graphics.

OOPS

The **OOPS icon** cancels your most recent action in the work area. Thus, you can remove something added or restore something deleted.



The **garbage can icon** clears the work area. Any work done on a photo since it was last saved, is lost. As a safeguard against accidents, this icon must be selected twice in succession before it takes effect.



The **camera icon** is used to define the borders of a photo and to "take a snapshot."



The **disk icon** is used to save the photo you've been working on, to load into the work area a previously saved photo, to initialize a floppy disk, or to convert other Apple DOS compatible graphics to The Newsroom's format.

MENU

The **MENU icon** returns you to The Newsroom Picture Menu.

A photo is a picture that appears in the main body of a newspaper. Photos can be used to illustrate a story, or they can stand by themselves.

As you can see from the illustration, a photo contains the same elements that are found in a banner—clip art, graphics, and text. Indeed, the process of creating a photo is almost the same as that of creating a banner.

Banners and photos may be similar in the way that they are created, but they are not interchangeable. A banner cannot be used as a photo, and a photo cannot be put into a banner.

Photos can be as small as you like, or they can be as large as a single panel. As with the Banner, the Photo Lab work area defines the amount of space you have to work with.

A finished photo is placed into a panel at the Copy Desk. Then, as you type in a story, the words automatically wrap around the photo. A completed panel is "pasted down" on the page in the Layout area. A photo cannot be transferred directly from the Photo Lab to the Layout area; it must first be pasted down in the Copy Desk as part of a panel.

The procedures for using clip art, graphics tools, and text are the same for photos as they are for banners. These procedures are explained in the Banner chapter and are not repeated in this chapter. If you have not completed the Banner chapter, you should do so before trying to learn about the Photo Lab.

What is a photo?



Overview: How do you make a photo?

Photo creation is a five step procedure. Steps 1, 2, 3, and 5 are the same as Steps 1-4 of banner creation. Only Step 4 of photo creation, Take the Snapshot, is unique to The Photo Lab. The steps are:

- 1 Put in clip art.**
- 2 Modify the clip art or add artwork of your own.**
- 3 Enter text.**

Text used to describe a photo is commonly referred to as a caption. So that it will always remain together with its photo, a caption should be added in the Photo Lab instead of in the Copy Desk.

- 4 Take the snapshot.**

In this step, you define that part of the work area that you want to include in the photo. This is comparable to composing a photo in a camera's viewfinder and then clicking the shutter.

- 5 Save the photo.**

Once you have finished creating the photo, you must store it on a data disk. This process is comparable to developing your exposed film into a photograph. Then, at the Copy Desk, you can "paste down" the photo in a panel.

While the creation procedure for banners and photos is the same, there is one significant difference between banners and photos:

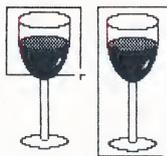
The Banner work area represents the banner of the printed newspaper—where you position things in the work area is where they will appear on the actual banner. The Photo Lab work area, however, does not represent any part of the finished page of a newspaper. The way you arrange the elements of a photo in the Photo Lab work area determines how the photo will look, but not where it will appear in a panel. You don't position a photo on the page until you get to the Copy Desk.

The first three steps in the creation of a photo are identical to the same steps used in creating a banner. Complete instructions appear in the Banner chapter.

If you are reading this chapter for the first time, take a moment now to put a piece of clip art into the work area. You'll need it to be able to learn how to take a snapshot.

- 1 Put in clip art**
- 2 Modify clip art**
- 3 Enter text**

4 Take the snapshot



To take a snapshot is to define the part of the work area that you want to include in a photo. Immediately after taking a snapshot, you must save the photo. Follow these steps to take a snapshot:

1. Select the camera icon.
2. Move the cursor to the work area. The cursor takes the shape of a crosshair (+). Position the cursor in one corner of the area that you want to include in the photo. Select that position and move the cursor diagonally to an opposite corner. A box takes shape, just as if you were using the box feature from the Graphics Tools Menu.

The box is used to "crop" the photo; that is, it defines that part of the work area that you want to be included in the photo. (The crop box does not appear when you print a photo; if you want a border around a photo, add one using the Box tool from the Graphics Tools Menu before you take the snapshot.)

Whatever is inside the crop box will be included in the photo; whatever is outside it will not. By positioning the box just where you want it, you can leave out of your photo some of the artwork in the work area, or you can include some blank space.

3. When the box encloses the part of the work area that you want in the photo, hit the selection button or key again. The cropped area will be inverted for a moment (appearing similar to a photographic negative), signifying that the snapshot has been taken.

Move the cursor back to the icon area. The crop box continues to flash, reminding you that you have not yet saved the photo. If the cropped area is not to your liking, select the camera icon again. This cancels the first cropping and lets you start over.

4. When you are happy with the area cropped, and the crop box is still flashing, select the disk icon to save the photo. If you were to select any other icon the snapshot would be lost and you would have to go back and crop the photo again. Remember, taking a snapshot does not save a photo to disk.

To save a photo is to store it on a data disk. You must do this if you intend to print the photo. Photo files must be saved on a data disk. Never save a data file on the Master Program disk.

It is not necessary to complete a photo before saving it. You can save a work in progress, then later retrieve it and finish working on it. Retrieving a photo is a process called loading and is explained on the following page.

The most important thing to remember when selecting the disk on which to save a file is this:

All the files comprising a page of a newspaper should be saved on the same disk.

When you save a photo, The Newsroom requests a name for the file. The name should help you remember the contents of the photo. A name can have up to eight letters.

For more information about data disks and filenames, see Chapter 2, Getting Started.

To save a photo, select the disk icon, then the save option. From there, the exact procedure depends on whether you have one or two disk drives. Whatever choices you make, The Newsroom always provides clear instructions for how to proceed. At every step of the way, there is a Cancel option to allow you to get out of the save procedure and return to the Photo Lab work area.

The Newsroom allows you to use pictures created with other programs. Once converted, pictures can be modified with graphics tools, clip art, or the magnifying glass.

Only pictures that have been saved in standard Apple DOS 3.3 high-resolution picture format can be converted.

Before selecting this option, save the photo you are working on. When converting a picture, the contents of the work area are lost.

After you have loaded a converted picture, you can modify it with clip art or with the graphics tools.



Save photo

Converting a picture

Initializing a data disk

This option is provided to make it easy to prepare a new data disk on which to save a file. When you select this option, the system initializes a disk just as if you had used the DOS 3.3 INIT command.

Loading a photo



Load photo

To load a photo is to bring into the work area a previously saved photo. You would load a photo to complete work on an unfinished photo, or to make changes to a photo.

Like save, the Load function is started by selecting the disk icon. When you select the Load option, The Newsroom displays the names of the photos on the data disk and an option for changing to a different disk. When you find the photo you want, select it.

In order to keep the changes you make to an existing photo, you must save it again. You can keep both versions of the photo by saving the changed version under a new name, or you can get rid of the original version by assigning its name to the new version.

Summary

Creating a photo in The Photo Lab is similar to taking a picture with a real camera:

- First, you must compose a photo. Using a camera, this means finding something to take a picture of. In The Newsroom you use clip art and graphics tools.
- Next, you must crop the photo. With a real camera, you look through the viewfinder until you see what you want, and then click the shutter. In The Newsroom, you select the camera icon and create a box that encloses the part of the work area that you want to be in your photo.
- After you have taken a snapshot with a camera you must develop the film, either in your own darkroom or at a commercial photo processor. In The Newsroom all you do is select the disk icon and save the photo. A big advantage in The Newsroom is that if the photo doesn't turn out just right, you can change it.
- After you have taken a snapshot and saved the photo, you can paste it down in a panel at the Copy Desk. Remember, a photo must be put into a panel before it can be printed on a newspaper page.

Chapter 5 The Copy Desk



In this chapter you will learn...

- What the Copy Desk is
- How to recognize the Copy Desk icons
- What a panel is
- How to put a photo into a panel
- How to enter text
- How to save and load a panel

Copy Desk Icons

To select an icon move the arrow next to it and press [esc] (II+), either Apple key (IIe/c), or the selection button on your mouse or joystick.

FONT

The **font icon** is used to select a style of type. The Copy Desk offers the same five fonts as the Graphics Tools Menu in the Banner and Photo Lab.



The **eraser icon** removes all text from the work area. As a safety precaution, it must be selected twice in succession.

OOPS

The **OOPS icon** cancels your most recent action in the work area. Thus, you can remove something added or restore something deleted.



The **garbage can icon** clears the work area of all text and photos. Any work done in the panel since it was last saved, is lost. As a safeguard against accidents, this icon must be selected twice in succession before it takes effect.



The **disk icon** is used to save the panel you've been working on, to load into the work area a previously saved panel or photo, or to initialize a data disk.

MENU

The **MENU icon** returns you to The Newsroom Picture Menu. If you have made any additions or changes to your panel, The Newsroom asks if you want to save your work before you exit.

The Copy Desk is the area where photos are "pasted down" and where stories are typed in.

The Copy Desk gets its name from the fact that, in newspaper lingo, written material is called "copy." In The Newsroom, however, "copy" is referred to as text, so as not to confuse it with the computer definition of copy, which is to duplicate something.

A panel is the area in the Copy Desk into which you place previously saved photos and enter text. All panels on a printed page are the same size. Each page has 6, 8, or 10 panels, depending on the length of the paper and the presence or absence of a banner.

Banner	
Panel	Panel
Panel	Panel
Panel	Panel

8½" x 11"
letter size page
with banner

Panel	Panel

8½" x 11"
letter size page
without banner

Banner	
Panel	Panel

8½" x 14"
legal size page
with banner

Panel	Panel

8½" x 14"
legal size page
without banner

The Copy Desk work area represents one panel. Each photo must be contained within a single panel, but a story may consume as many panels as you like. If you fill a panel with text before reaching the end of a story, you can save that panel and continue the story in another panel.

Panels may be created in any order; it is not necessary to create them in the sequence in which you expect them to appear in a newspaper. It is in the Layout work area that you specify where to put each panel on a page.

What is the Copy Desk?

What is a panel?



Overview: How do you make a panel?

When you include both text and a photo, creation of a panel is a three step procedure. However, a panel may consist entirely of a photo, or it may contain all text and no photo; in those cases, panel creation takes only two steps.

1 Put in a photo.

In this step you load a photo and drop it in the desired spot in the panel. If the spot you choose turns out poorly, it's easy to position it again, even after you have entered text.

2 Enter text.

The text editor in the Copy Desk is more powerful than the one used in the Banner and Photo Lab. One extra feature is the easy editing of existing text; you can insert more text without deleting what you've already entered, and you can move a block of text from one place to another anywhere in the panel. Another powerful feature is the automatic wrapping of text around a photo. If you move a photo after entering text, the text repositions itself.

3 Save the panel.

This step is identical to the save procedure in the Banner and Photo Lab areas.

Details of these three steps appear on the following pages.

1 Put in a photo

Putting in a photo is the recommended first step because having the photo in the panel lets you see how much room is left for text. A panel may contain as many photos as you can fit into it. To make use of the most space possible, you should position a photo along the edges of a panel.

The procedure for loading a photo into a panel that already has text is explained under "Rearranging photos and text."

To load a photo, first select the disk icon. This icon also provides options for loading and saving panels, for initializing a disk, and for converting graphics from other programs. Select the Load photo option; The Newsroom will display instructions for selecting the photo you want to load.

When you return to the work area, the cursor will be a box the size of the photo you are going to load. Move the box to the location in the panel where you want it to appear, and drop it there. The outline box is replaced by an image of the photo, and the cursor becomes a hand.

If you don't like the position of the photo, move the hand back onto the photo. Pick up the photo, move it, and drop it in a new location.

If you decide that you don't want the photo in the panel after all, pick it up and move it out of the work area. Should you *re-decide* that you really *do* want the photo in the panel, the OOPS icon is standing by.

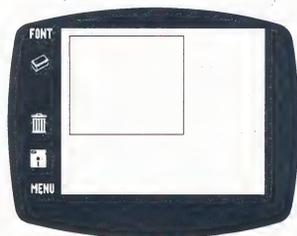
If the photo you load is so small as to be almost not there at all, it means that you did not use the cropping box correctly when you took the snapshot. You will need to return to the Photo Lab and create the photo all over again.

Load the photo



Load photo

Position the photo



2 Enter text

Select a font

The same five fonts that you've used in the Banner and the Photo Lab are also available in the Copy Desk. The fonts are:



Only one small font and one large font may be used in any given panel. In most cases, you'll want the headline to be in a large font and the body of the text to be in a small font.

A quick and powerful feature of the Copy Desk is the ability to change the style (but not the size) of text that has already been entered. For example, if you have entered some text in the small serif font, you can change it to small sans serif by selecting that font. Likewise, any large font can be changed to any other large font.

Text editing functions

In addition to the font-changing feature, there are five major functions in the Copy Desk's text editor. You can:

- Insert text for the first time
- Add new text to existing text
- Delete text one character at a time
- Delete all the text in a panel
- Delete, copy, and move blocks of text

These functions are described on the following pages.

The first step in entering text into a panel is to select a font. This is done with the font icon.

Next, move into the work area and start typing. Unlike entering text in the Banner or Photo Lab areas, you do not need to select a starting point. As soon as you start typing, the cursor changes from a hand to a box the size of the selected font. The text automatically begins at the upper left corner of the area that is not occupied by a photo.

As you type, the text wraps automatically from line to line. Do not use the [return] key except when you want to add a space between lines.

When you are finished entering text in a panel, or when you want to change from one font to another, move the cursor back to the icon area.

The work area represents one panel on a printed newspaper page. Although you can work on only one panel at a time, a single story may consume as many panels as you want.

If you fill a panel before finishing a story, first save the panel. (Assign it a name that will help you remember its proper sequence on the printed page.) Next, jot down the last sentence so that you can remember how to continue the story. Finally, clear the work area using the garbage can icon and start a new panel.

If you want to indent or center a line of text, use the space bar to insert the desired number of spaces.

To insert a blank line, such as between paragraphs, use the [return].

A word that is too long to fit in the space remaining on a line normally wraps around to the next line. Especially when you are working in a small area around a photo, this can result in the loss of valuable space. However, you can make use of this space by breaking up a word with a hyphen (the unshifted key above the letter P), followed by a [return]. The first part of the word and the hyphen stay on the current line, and the rest of the word wraps around to the next line.

Note to II+ users: Use [control-C] to toggle between lower case and capital letters.

**Insert text for
the first time**

FONT

Rearranging photos and text



If you don't like the way that text fits inside a panel, you can move the photo. You can reposition a photo anywhere in a panel, even over the text you've entered. The text will rearrange itself accordingly.

To move a photo after text has been entered, move the cursor off the text area so that it becomes a hand, and pick up the photo. The text disappears for the moment, and the cursor becomes a box the size of the photo. Finally, drop the box where you want the photo to be. Both the text and the photo reappear.

When you move a photo, however, you may change the amount of space available for text, and it's possible that part of the text will no longer fit inside the panel. If this happens, The Newsroom displays only as much of the text as can fit in the panel; the "overflow" is put temporarily in a storage location that you can't see on the screen. There are three things you can do to remedy the situation:

- Move the photo back to its original location, or to some other location that enables the text to fit. As soon as you drop the photo in its new location, the text reformats itself.
- Rewrite or delete part of the text to make the story fit in the space available. See the sections on adding and deleting text for more information.
- Accept the panel as it is, and complete the story in a new panel. If you choose this option, you must first save the panel you're working on and then re-enter the overflow text in the new panel.

To insert additional text into the middle of some existing text, move the cursor to the point where you want the new text to begin and start typing. The cursor takes the box shape as soon as it moves over the text area. As you enter new text, the existing text automatically reformats itself within the panel.

To add new text at the end of the existing text, start typing when the cursor is a hand. The new text will begin where the existing text left off. In this case, you may want to start the new text with a vertical [return] or horizontal (space bar) space.

As can happen when you move a photo, it's possible that when you add new text some of the existing text will no longer fit inside the panel. The same options discussed above apply to this situation, too.

To delete one character, move the cursor onto that character and press the [delete] (IIe/c) or [control-D] (II+). The character and the space it occupied are removed, and the remaining text repositions itself.

To delete all the text from a panel but save the photos, use the eraser icon. Before you resort to this tactic make sure you want to do it, because the OOPS icon cannot restore deleted text to a panel.

To delete both text and photos, use the garbage can icon.

Add new text to existing text

Delete text one character at a time

Delete all the text in a panel



Delete, copy, or move a block



A **block** of text is any part of the total text in a panel that you earmark for some specific purpose. A block includes beginning and ending points and all the characters in between. You can define a block of text and then move, delete, or duplicate it anywhere in a panel.

To define a block, select the character at one end of the block. That character is inverted, meaning that it is displayed in reverse video. Next, move the cursor to the other end and select that character, too. Now, all the characters in the block are inverted.

After you have defined a block:

- To **delete** it, press [delete] (Ile/c) or [control-D] (II+).
 - To **copy** it—to leave it where it is *and* repeat it elsewhere—first press [control-C] (Ile/c) or [control-Q] (II+). Then, move the cursor to the new location and press [control-W].
- To put a copy of the block at the end of the existing text, move the cursor out of the text area so that it becomes a hand, then press [control-W].
- To **move** it (sometimes referred to as "cut and paste"), first delete it, then move the cursor to the desired location and press [control-W].

To move a block to the end of the existing text, move the cursor out of the text area so that it becomes a hand, then press [control-W].

The Copy Desk remembers the block of text, so you can use OOPS to undo any block delete, copy, or move operation.

If, after defining a block, you decide not to do anything with it after all, press [control-C] (Ile/c) or [control-Q] (II+) to un-mark the block.

3 Save the panel

The save operation works the same for a panel as it does for a photo or banner. You can save a panel when you have completed it, or you can save a partially-done panel, then load it back into the work area when you are ready to finish it.

The most important thing to remember when selecting the disk on which to save a file is this:

All the files comprising a page of a newspaper should be saved on the same disk.

When you save a panel, The Newsroom requests a name for the file. The name can be up to eight letters long and should help you remember the contents of the panel.

For more information on data disks and filenames, see Chapter 2, Getting Started.

To save a panel, select the disk icon, then the Save Panel option. From there, the exact procedure depends on whether you have one or two disk drives. Whatever choices you make, The Newsroom always provides clear instructions for how to proceed. At every step of the way, there is a Cancel option to allow you to get out of the save procedure and return to the Copy Desk work area.

This option is provided to make it easy to prepare a new data disk on which to save a file. When you select this option, the system initializes a disk just as if you had used the DOS 3.3 INIT command.



Save panel

Initializing a data disk

Loading a panel



Load panel

To load a panel is to bring into the work area a previously saved panel. You would load a panel to complete work on an unfinished panel, or to make changes to a panel.

Like Save, the Load function is started by selecting the disk icon. When you select the Load option, The Newsroom displays the names of the panels on the data disk and an option for changing to a different disk. When you find the panel you want, select it.

In order to keep the changes you make to an existing panel, you must save it again. You can keep both versions of the panel by saving the changed version under a new name, or you can get rid of the original version by assigning its name to the new version.

Summary

The Copy Desk is the Newsroom area in which you position photos and enter text for your newspaper.

A panel is a segment of a page. The number of panels per page is 6, 8, or 10, depending on the length of the page and the presence or absence of a banner.

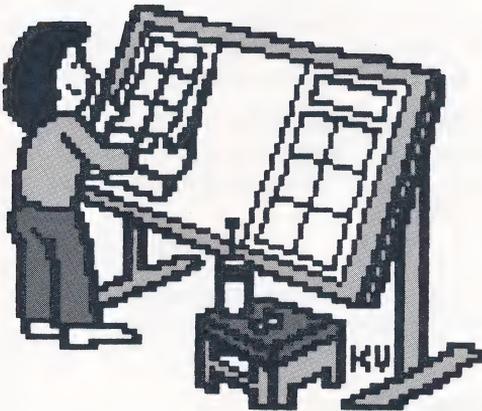
The customary first step in composing a panel is to put in a photo. Positioning a photo along the borders of a panel provides for the most efficient use of space.

As you enter text, the words wrap automatically around the photo. If, after entering text, you decide to move the photo, the text repositions itself.

The Copy Desk has sophisticated text editing features. You can delete a single character, a block of text, or an entire panel full of text at one time. In addition, you can copy a block of text and move it to another location within a panel.

The save operation stores the text you've entered and the name and location of the photo. You should store a panel on the same disk as its photo.

Chapter 6 Layout

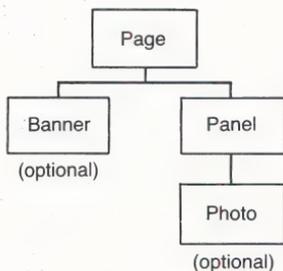
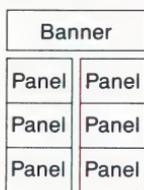


LAYOUT

In this chapter you will learn...

- The purpose of the Layout area
- How to select a page style
- How to lay out banners and panels
- How to save and load pages

What is the Layout area?



Overview: How do you lay out a page?

The Layout area is the place where you identify the banner and panels that you want to appear on a printed page. The process of creation—making banners and photos and writing stories—is now complete, and you are ready to begin the process of production. Layout is the first step in the production process. Only when you have finished laying out a page can you print it or send it over the wires.

When you have completed laying out a page, you will have created a **page layout file**. A page layout file contains only the *names* of files, not the files themselves. It tells The Newsroom which banner and panels to print on a page, and where to print them. The diagram in the margin shows how the various data files combine to form a page layout.

You should save the page layout file on the same disk as its component files. Keeping everything on the same disk will save you from swapping disks or searching for files at print time.

Page layout is a three step procedure. Once you've learned how, it takes only a couple of minutes. The steps are:

1 Select a page format.

Here, you select one of the options as illustrated in the margin.

2 Identify the files you want on the page.

The Newsroom displays the page format you've selected. You specify which files to put into the banner and/or panel areas.

3 Save the layout.

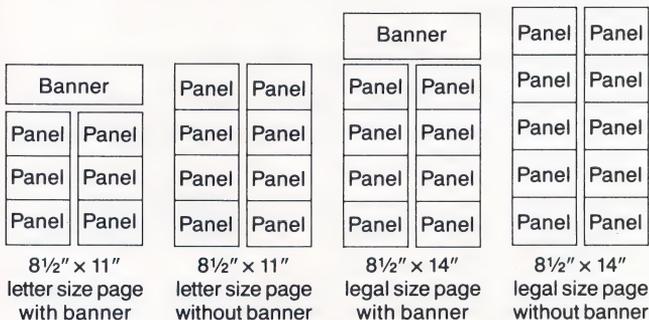
As always, you must make a permanent record of your work. In Layout, however, it is especially important to save all related files on the same data disk. Should your banner, photos, and panels start out on different disks, the Layout save option provides an easy procedure for storing them all together.

1 Select a page format

When you select Layout from the Picture Menu, The Newsroom presents this list of options:

- Lay out a page with a banner
- Lay out a page without a banner
- Load page from disk
- Menu

Select one of the first two options to lay out a new page. The Newsroom asks if you want to lay out a page that is 8 1/2 x 11 inches or one that is 8 1/2 x 14 inches. Select the size of page you want to work with. An outline of the page format appears on the screen.



If you want to make changes to a previously saved page layout, select the Load page from disk option. The Newsroom displays a list of the page layout files on the current disk and also gives you the option of changing to a different disk. When you select a file, the page layout is displayed.

If you want to return to the Picture Menu, select the Menu option.

2 Select the files you want on the page

Select an area

Move the cursor to the banner or a panel into which you want to put a file. When the desired area is blinking, press the selection button or key. The Newsroom fills the area with the names of the files on the data disk that can be laid out in that area—banner filenames in the banner area, panel filenames in the panels.

Note: Photos cannot be transferred directly from the Photo Lab to a page layout; they must first be loaded into a panel in the Copy Desk.

Select a file

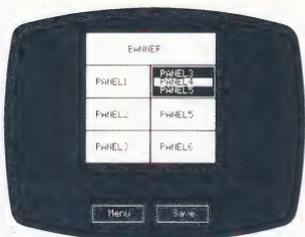
If there are more filenames than can be displayed in the banner or panel, you can scroll up and down until you find the one you want. The Newsroom also provides the following options:

- **Cancel**, if you decide not to select a file after all.
- **Clear**, similar to Cancel. The difference is that, if you have already selected a file for an area, you can remove it by selecting the Clear option.
- **New Disk**, selected if you don't find the file you're looking for. Flip the current disk or insert a different data disk and resume your search.

When you find the filename you want, select it. That name alone will be displayed in the area. Repeat the process for the other areas.

If you do not assign a file to an area, that area will appear blank on the printed page.

If you assign the wrong file to an area, just select that area again and pick out the file you want.



When all the filenames are in place, you are ready to save the page layout file. A page layout file contains only the *names* of the files that you want to appear on the printed page, not the files themselves.

The Layout save operation differs from those in the other Newsroom areas in that it gives you the option of saving files from different data disks onto a single data disk. This option is provided to make sure that you save the page layout file and the page's banner, photo, and panel files to the same disk.

Select the Save box at the bottom of the screen to start the save operation.

If you want to cancel your work and return to the Picture Menu, select the Menu box.

When you select the Save box, The Newsroom requests information on where to save the file and what to name it. These steps are the same as they are in the Banner, Photo Lab, and Copy Desk areas. When you have provided that information, The Newsroom provides a final set of options to help organize the files comprising the page. The options are:

■ **Save page layout file to the same disk.**

Select this option when all the files that make up the page are already on the current disk. The Newsroom will save the page layout file to the current disk.

■ **Create a new page data disk.**

This option makes it easy to copy data files from two or more sources to a single data disk. Select this option if you used more than one disk to retrieve the files that comprise the page layout. This option is also useful for making a backup copy of your data disk.

The Newsroom will save the page layout file *and* copy all its component files to the disk in the disk drive.

Save

Menu

Save options

When you select the Create a new page data disk option, it's possible that one or more files on the source (copy from) disk will have the same names as files on the target (copy to) disk. The "Create a new page data disk" procedure will ask if you want to replace **all**, **some**, or **none** of the files on the target disk.

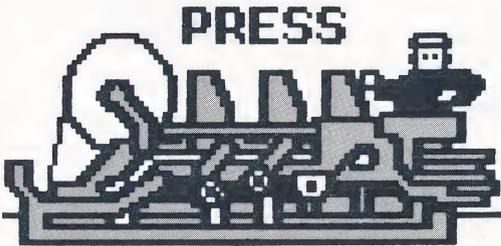
- Select **all** if you want the files on the source disk to replace all files on the target disk that have the same names.
- Select **some** if you want to keep some of the files on the target disk and replace others. The Newsroom prompts you for a decision on each filename that appears on both disks.
- Select **none** if you want to keep the files that are on the target disk. The files of the same name on the source disk will not be copied to the target disk.

Summary

Layout is a process of identifying the names of the banner and panel files that you want to appear on a printed page. Pages may be laid out with or without a banner, and on letter- or legal-sized paper.

When saving your work, it is important that the page layout file and its component banner, photos, and panels all be stored on the same disk.

Chapter 7 The Press



In this chapter you will learn...

- What The Press is
- How to set up your printer to use The Press
- How to print a page, a panel, a photo, and a banner
- What to do if your printer doesn't work

What is The Press?

The Press is the area from which you instruct The Newsroom to print out a finished page. You may also use The Press to print an individual banner, photo, or panel.

Overview: How do you print a file?

Using The Press could not be simpler. The first time you use it, it's a three step procedure. After that, there are only two things you have to do. Here's an overview of the steps:

1 Specify the type of printer you are using.

The Newsroom Press works with many different dot-matrix printers. Once you have specified what type of printer you have, you won't need to do so again unless you change printers.

2 Align the paper in your printer.

The Newsroom starts printing as soon as you give the orders; it's up to you to make sure the paper is positioned where you want it.

3 Select the file to print.

That's all there is to it. Each of the steps is explained in detail on the following pages.

1 Specify your type of printer

1. Insert the Master Program side of The Newsroom program disk into the disk drive.
2. Select The Press from the Picture Menu.

Note to IIc users: The very first time you select The Press, the system goes right to step 3. All subsequent times, you will do step 2.

The Newsroom displays a screen of printing options. At the top of the screen is a description of the default printer setup.

If the printer setup displayed *is* the same as your printer, you're all set. Proceed to the Align Paper step on the following page.

If the printer setup displayed *is not* the same as your printer, select the Change setup option.

Change setup

3. The screen shows an alphabetical list of all the printers that can be used with The Newsroom. Scroll through the list until you find your printer, then select it.
4. The system asks whether or not your setup requires an automatic linefeed. Select the default if you're not sure.

Steps 5 and 6 apply only to IIe and II+ users.

5. Indicate which slot your printer interface card is in (usually slot 1 or slot 2).
6. Indicate which interface card you are using. If you are not sure, select the Apple parallel card or open your computer and look at the card.

2 Align the paper in your printer

When you select a file, The Newsroom starts printing wherever the print head is positioned at the time, and it stops as soon as it is done. The Newsroom does not perform a line feed when it starts to print a file, nor does it do a form feed when it is done.

This method of printer control enables you to do many things that would be impossible if The Newsroom always started printing at the top of a page. For example, the lack of an automatic form feed allows you to print several banners on a single piece of paper. After printing one banner, you can advance the paper an inch or two by hand, then print again.

3 Select the file to print

The screen indicates that you may print a page, a banner, a panel, or a photo. The procedure is the same for all four types of files.

Select the type of file you want to print. The Newsroom displays a list of the files, and two other options:

- **Cancel**, if you decide not to print a file after all.
- **New Disk**, selected if you don't find the file you're looking for. Flip the current disk or insert a different data disk and resume your search.

When you find the filename you want, select it. The Newsroom reminds you to make sure that you have the right kind of paper in the printer. When you're set to go, select the OK box. The Newsroom sends the file to the printer, and after a few seconds, the printing starts. (The width and quality of the printed material may vary slightly from one printer to another.)

If something goes wrong during the printing, press [esc] to stop the printer.

Note: When printing a file, The Newsroom sets up your printer for graphics printing. Before you print files from another software application, you must restore the printer's normal printing mode. The easiest way to do this is to turn your printer off and back on again.

Print photo

Print panel

Print banner

Print page

Problem solving

If your printer fails to print the file, chances are that you entered some incorrect information during the setup process. Turn your printer off and back on again, then go back to the Change setup option and try again. If the file still won't print, there may be something wrong with your printer. Examine your printer and make sure that:

- The power cord is plugged in.
- The cable is connected to the computer.
- The printer is turned on.
- The printer is on-line.
- The printer's dip switches are set properly.
- The printer's removable top (if any) is in place.

Chapter 8 The Wire Service



In this chapter you will learn...

- What the Wire Service is
- What you need to use the Wire Service
- How to send and receive files
- What to do if something goes wrong

What is the Wire Service?

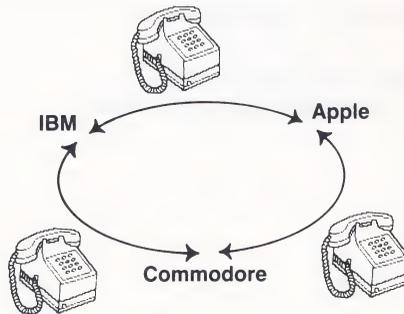
The Wire Service allows you to send and receive pages, banners, photos, and panels over standard telephone lines. With this feature, users at different locations can transmit their work to each other quickly and reliably. All you need is a modem; no additional software is required.

There are many uses for the Wire Service. For example, newspaper staff members at several different locations can send their articles and photographs to an editor for polishing. Finished pages can be sent to the Newsroom user who has the best printer. Time-sensitive material can be distributed almost instantly across town or anywhere.

What do you need to operate the Wire Service?

To operate the Wire Service, both the sender and receiver of Newsroom files must have a modem and The Newsroom software. Surprisingly, however, sender and receiver need not have the same type of computer. The Wire Service bridges the gap between otherwise incompatible computers: It allows for the transmission of Newsroom files between IBM, Apple, and Commodore computers.

For example, a photo created on an Apple IIe could be sent to The Newsroom on an IBM PC, where it could be added to some text in a panel. The IBM PC could then send the panel to a Commodore 64 for incorporation into a page. Finally, the Commodore could send the page to an Apple II+ for final editing and printing. In every instance, regardless of the type of computer, the text and photos would look exactly the same. The Newsroom is a perfect translator.



Sending and receiving files

1. First, sender and receiver must make a preparatory phone call to make sure both are ready for the transmission and to decide what baud rate to use.

If you are communicating with a Commodore 64 computer, you must use 300 baud.
2. Both sender and receiver must select The Wire Service from The Newsroom Picture Menu.
3. The screen at both sites displays the following options:
 - Receive data
 - Send data
 - Menu
4. Select the option that applies to you. Then, select the agreed-upon baud rate.
5. The Wire Service will display a set of easy-to-follow instructions. It will tell you when to dial or answer the phone, when to set the baud rate, when the transmission is in progress, and when the transmission has been completed. It's as simple as that.

Problem solving

If something goes wrong, The Wire Service will cut off the transmission and display a message to that effect on the screen.

There are many possible explanations for a broken transmission: a phone accidentally disconnected, an incoming call on a two-line system, a poor connection, and so on. If the problem is apparent, fix it and start over.

Most likely you will have opted to use 1200 baud. If you are having trouble with a transmission but can't figure out why, try switching to 300 baud.

Summary

The Wire Service is a Newsroom exclusive that lets you send and receive files between Apple, IBM, and Commodore computers. Any two people who have The Newsroom, a telephone, and a modem can send Newsroom files to each other.

The Tutorial



In the Tutorial you will learn...

- How to create a banner
- How to compose a photo and take a snapshot
- How to enter photos and text into a panel
- How to lay out a page
- How to print a newspaper page

The Larson Family Times



July 8, 1988



Coach Larson Wants All Family Members to Get in Shape

Coach Larson (a.k.a. Dad) has issued an ultimatum. Get in shape, or else!

Dad is leading the way by getting up at 5 AM everyday and jogging for two miles.

Betty and Sue have decided to play tennis three times a week.

Tom figures he already gets enough exercise on his newspaper route and by playing on the neighborhood baseball team.

And Mom claims that she, too, is pumping plenty of iron at her job at the steel mill.

Look for the entire Larson family at the 1988 Olympics.



My Three Pups

Our two-year-old cocker spaniel Cinnamon had her first litter of puppies on June 12.

The kennel where we bought Cinnamon provided a good mate for her, and the puppies already look like they will be champions like their mother. Want one? Call us!

The New House is Ready

After years of planning and months of construction. Our dream house is finally complete. We'll be packing our bags as soon as the pups are weaned.



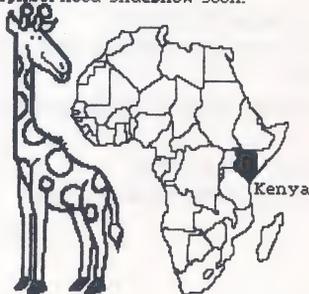
Kenya Expedition, a Grand Success

Our recent trip to Africa was one we'll never forget.

Our goal was to see as many kinds of wildlife as we could in two weeks, and we were successful beyond our wildest dreams.

In Nairobi Park alone, we saw lions, giraffes, hyenas, zebras, and even a pair of rhinos. In all, we saw 47 kinds of mammals and an untold number of birds.

We look forward to having a big neighborhood slideshow soon.



When you have completed the Tutorial, you will have created and printed a newspaper that looks like this.

The Tutorial is intended to reinforce what you have learned in the earlier chapters of this manual. Brief instructions are provided to remind you of the steps involved in the creation of a newspaper. By the time you finish the Tutorial you will have gone through the entire process of creating and producing a complete, one-page newspaper, and you should be well prepared to start work on your own newspaper.

The Tutorial is divided into five exercises, one each for the Banner, Photo Lab, Copy Desk, Layout, and Press areas. Sample parts of a newspaper are pictured, and written instructions guide you through the steps of recreating each sample. Don't worry if your re-creations are not identical to the samples; reasonable likenesses are perfectly alright.

If you are the adventurous type, especially one who has had previous experience with computers, you can use the Tutorial as an introduction to The Newsroom. A period of trial and error will lead to satisfactory results. Even if you do succeed in learning Newsroom basics through the Tutorial, however, it would still be a good idea to page through the rest of the manual. The Newsroom is indeed easy to learn, but it also has many sophisticated features that are discovered most easily by reading about them.

If you have not done so already, read the Introduction to this manual; it provides information on how to use The Newsroom's cursor and selection key.

Next, start The Newsroom. Put The Newsroom Master Program disk (Disk 1, side 1) into drive 1 and turn on your computer. The screen will display the Picture Menu.

You are ready to go. Turn the page, and start the Tutorial. If you run into trouble, turn to the page number listed in parentheses next to the instructions for most steps.

Introduction

Getting started

Exercise 1: The Banner



At the completion of this exercise, you will have created and saved a banner that looks like the one to the left. For information on specific steps, refer to the page numbers shown in parentheses.

1. Select The Banner from the Picture Menu. (5)

If you are using the keyboard and not a mouse or joystick, use the open or closed Apple key (IIe or IIc) or [esc] (II+) as the selection key.

2. Insert side 1 of the Clip Art disk (Disk 2) into a disk drive.

3. Get the "sleeping cat" piece of clip art. (20)

- a. Select the clip art icon. From the list of clip art pages, select the page named "Cats 1."
- b. Move the cursor to the page and pick up the cat.



4. Position the cat in the banner. (21)

- a. Move the cat to its place and drop it there. You can use [control-S] to toggle between large and small cursor movement.
- b. Return to the icon area. Disregard the second image of the piece of clip art that appears; it's there to give you the option of putting two copies of the same piece of art into the banner.



5. Insert the text. (28)

- a. Select the crayon icon, which displays the Graphics Tools Menu.
- b. Select the large serif font, then the Exit box to return to the banner.
- c. Put the cursor in the upper left corner of the work area and select that as the insertion point. Then type:

[return]
[Space] The Larson [return]
[Space] Family [return]
[Space] Times

Large Fonts
SERIF

EXIT

The Larson
Family
Times



- d. Press the selection button or key to mark the completion of text entry, then return to the icon area.
 - e. Select the crayon icon again, change to the small serif font, and enter the date.
6. Put a box around the banner. (25)
- a. Select the box and the second smallest pen size from the Graphics Tools Menu. Then select the Exit box.
 - b. Move into the work area. The cursor will take the shape of a small square, representing the size of the pen. Move the cursor above and to the left of the T in The, and select that as the starting point of the box.
 - c. Move the cursor down and to the right; a box takes shape. When the box surrounds the banner, select again. If you can't make the box surround the banner, move the cursor to the icon area, then back into the work area and try again.
7. Save the banner. (29)
- a. Select the disk icon, then the save option.
 - b. Insert a data disk into drive B (two drive systems) or drive A.
 - c. Assign the name LARSON to the banner.
8. Return to the Picture Menu by selecting the MENU icon.

The Larson
Family
Times



July 8, 1988

The Larson
Family
Times



July 8, 1988

The Larson
Family
Times



July 8, 1988



Save banner

MENU

Exercise 2: The Photo Lab



At the completion of this exercise, you will have created and saved the four photos that will appear in the sample newspaper. The first one is shown to the left; the others appear on the following pages. For information on specific steps, refer to the page numbers shown in parentheses.

1. Select The Photo Lab from the Picture Menu. (5)
2. Insert side 2 of the Clip Art disk into a disk drive.
3. Get the "weight lifter" piece of clip art. (20)



- a. Select the clip art icon. From the list of clip art pages, select the page named "Sports 2."

You'll have to move the cursor to the bottom of the screen and keep moving it down through the list of page names.

Note to joystick users: You must use the keyboard cursor keys to scroll through the list of page names.

- b. Move the cursor to the page and pick up the weight lifter.



4. Position the weight lifter in the work area. (21)
 - a. Move the weight lifter so that he fits inside the work area and drop him there. Exact placement within the work area is not important; the photo will be positioned at the Copy Desk.
 - b. Return to the icon area.

5. Take the snapshot. (36)

- a. Select the camera icon and move into the work area. Notice that the cursor takes the shape of a crosshair.
- b. Position the crosshair just above and to the left of the weight lifter and select that spot.
- c. Move the crosshair down and to the right of the weight lifter. Notice a box taking shape. When the box encloses the weight lifter, select again. The boxed area is inverted for a moment (like the negative of a photograph), indicating that the snapshot has been taken.

If you can't make the box enclose the weight lifter, move the cursor out to the icon area, then back into the work area and try again.

- d. Return to the icon area. The cropping box continues to flash, reminding you that you have not yet saved the photo.

6. Save the photo. (37)

- a. Select the disk icon, then the Save option.
- b. Insert the data disk on which you saved the "Larson" banner.
- c. Assign the name COACH to the photo.

7. Repeat the entire process for the other photos. First, clear the work area by selecting the garbage can icon. As a precaution against accidents, the garbage can icon must be selected twice in succession before it takes effect.

Suggestions for composing each of the three remaining photos appear on the following pages.



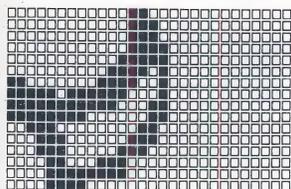
Save photo





Suggestions for the "My Three Pups" photo:

- The piece of clip art is on the page named "Dogs 1", which is on side 1 of the disk. You may have to move the cursor to the bottom of the screen and scroll through the list of page names.
- Drop (select) the first pup near the right edge of the work area. Then, as you move the cursor toward the icon area, a second copy of the pup will appear. Drop the second pup next to the first, and repeat the process for the third pup. Then, return to the icon area.
- Select the magnifying glass icon (27) to make the middle pup's tail black.



EXIT



CANCEL



When you move into the work area, the cursor takes the shape of a small rectangle. Move the rectangle over the pup's tail and select that spot. The screen display changes to show the individual pixels in the area enclosed by the rectangle. The cursor is indicated by the flashing pixel. A small box at the bottom of the screen shows the part of the work area that is being magnified.

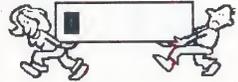
Change the pixels in the pup's tail to black by selecting each one. When you're done, select the Exit box at the bottom of the screen. If you make a mistake and want to start over, select the Cancel box.

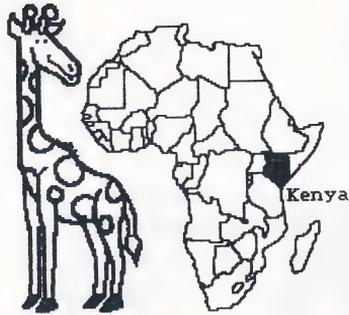
- Take the snapshot (using the camera icon), then save the photo (using the disk icon). Assign the name PUPS to the photo.
- Clear the work area by selecting the garbage can icon.



Suggestions for the "We're Moving" photo:

- The piece of clip art is on the page named "Workers 3", on side 2.
- Select the large sans serif font from the Graphics Tools Menu for the caption. When entering text, you must select both the starting point and the ending point.
- Take the snapshot (using the camera icon), then save the photo (using the disk icon). Assign the name MOVING to the photo.
- Clear the work area by selecting the garbage can icon.





Suggestions for the "Kenya" photo:



- The map of Africa is on the clip art page named "Maps 3" (side 1). Position the map to the right of center so that there will be room for the giraffe on the left and the caption on the right.
- The giraffe is on the page named "Beasts 7" (side 1). When you first drop it in the work area, it will overlap the map a little bit. That will be corrected in the next step.



- To make the giraffe face toward the map, select the flip icon. Move into the work area and select the giraffe. It will flip. Now pick up the giraffe again and reposition it.



- If you have trouble fitting in both pieces of clip art and the caption, select the hand from the Graphics Tools Menu and reposition the map or the giraffe.
- Use the small serif font for the caption "Kenya."
- Use the solid fill pattern from the Graphics Tools Menu to fill in Kenya on the map.

When you move the cursor into the work area, it takes the shape of a crosshair. Put the crosshair into Kenya and select.



- When taking the snapshot, make sure that the box encloses the giraffe, the map, and the caption. The box will have nearly the same outline as the borders of the work area.
- Save the photo (using the disk icon) when you're done. Assign the name KENYA.

This is the last photo. When you're done, return to the Picture Menu by selecting the MENU icon.

Exercise 3: The Copy Desk

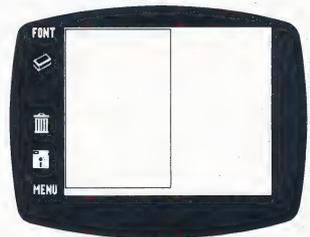
At the completion of this exercise, you will have created and saved the six panels comprising the sample newspaper. The first panel is shown below; the others appear on following pages. For information on specific steps, refer to the page numbers shown in parentheses.



1. Select The Copy Desk from the Picture Menu. (5)
2. Position the "Coach" photo in the work area. (43)
 - a. Select the disk icon, then the Load photo option.
 - b. If it isn't there already, insert your data disk in the proper disk drive.
 - c. From the list of photo names, select COACH.
 - d. Move the outline of the photo to the top left corner of the work area, called a "panel" in the Copy Desk. Select that spot for the photo. The outline box is replaced by the photo.
3. Enter the headline. (44-45)
 - a. Select the FONT icon. From the list of fonts, select large sans serif.
 - b. Move into the work area. At the Copy Desk, you do not select a starting point for the text; that's done for you automatically.



Load photo





- c. Start typing. The text will start at the top left area of the panel that is not occupied by the photo. Keep these points in mind:

You do not need to press [return] (IIe/c) or [control-R] (II+) at the end of each line. The words will "wrap" automatically from line to line.

To make a correction by deleting a character, move the cursor to that character and press [delete] (IIe/c) or [control-d] (II+).

To make a correction by inserting a character, move to the desired point of insertion and enter the correct character(s).

- d. When you have finished entering the text, move the cursor back to the C in Coach and press [return] twice. This will add blank lines at the beginning of the text and center the headline in the panel.

4. Save the panel. (49)

- a. Select the disk icon, then the Save panel option.
- b. Make sure your data disk is in the proper disk drive.
- c. Assign the name PANEL1 to the panel.



Save panel

5. Clear the work area by selecting the garbage can icon twice in succession.
6. Repeat the process for the other panels. Suggestions for creation of each panel appear on the following pages.

Coach Larson (a.k.a. Dad) has issued an ultimatum. Get in shape, or else!

Dad is leading the way by getting up at 5 AM everyday and jogging for two miles.

Betty and Sue have decided to play tennis three times a week.

Tom figures he already gets enough exercise on his newspaper route and by playing on the neighborhood baseball team.

And Mom claims that she, too, is pumping plenty of iron at her job at the steel mill.

Look for the entire Larson family at the 1988 Olympics.

Suggestions for entering text in this panel:

- Select the FONT icon, then the small serif font.
- Move the cursor anywhere into the panel and start typing. The text will start at the top left of the panel.
- You do not need to press [return] (II/c) or [control-R] (II+) at the end of each line. The words will wrap automatically from line to line. *Do* press [return] (II/c) or [control-R] (II+) twice to conclude one paragraph and start the next.
- To make a correction by deleting a character, move the cursor to that character and press [delete] (II/c) or [control-d] (II+).
- To make a correction by inserting a character, move to the desired point of insertion and enter the correct character(s).
- When you are done, save the panel. Assign the name PANEL2. Then, clear the work area to make way for the next panel.



My Three Pups

Our two-year-old cocker spaniel Cinnamon had her first litter of puppies on June 12.

The kennel where we bought Cinnamon provided a good mate for her, and the puppies already look like they will be champions like their mother. Want one? Call us!

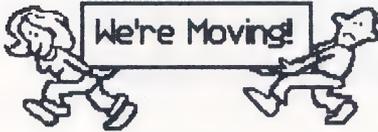
Suggestions for the "Pups" panel:

- First, load the photo named PUPS. Position the photo at the top of the panel.
- Second, select the large sans serif font and enter the headline. Use [space] to center the text beneath the photo.
- Third, move the cursor back to the icon area and select the small serif font. Move back to the work area beneath the headline and press [return] (II/c) or [control-R] (II+) twice. This will position the story below the headline.

When you're done, save the panel under the name PANEL3 and clear the work area.

The New House is Ready

After years of planning and months of construction, our dream house is finally complete. We'll be packing our bags as soon as the pups are weaned.



Suggestions for the "Moving" panel:

- First, load the photo named MOVING. Position the photo at the bottom of the panel.
- Second, select the large sans serif font and enter the headline.
- Third, move the cursor back to the icon area and select the small serif font. Move back to the work area beneath the headline, and press [return] (IIe/c) or [control-R] (II+) twice. This will position the story below the headline.
- When you're done, save the panel under the name PANEL4 and clear the work area.

Kenya Expedition, a Grand Success

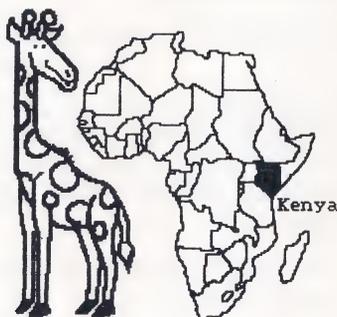
Our recent trip to Africa was one we'll never forget.

Our goal was to see as many kinds of wildlife as we could in two weeks, and we were successful beyond our wildest dreams.

In Nairobi Park alone, we saw lions, giraffes, hyenas, zebras, and even a pair of rhinos. In all, we saw 47 kinds of mammals and an untold number of birds.

We look forward to having a big neighborhood slideshow soon.

- There is no photo in this panel. All you have to enter are the headline and the story.
- When you're done, save the panel under the name PANEL5 and clear the work area.



- There is no story in this panel. All you have to do is load and position the KENYA photo. A photo cannot appear in a newspaper until it is first loaded into a panel.

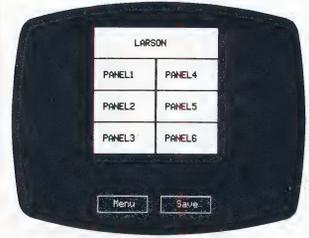
You may not see the box outline when you return to the work area. That is because the box outline is nearly the same size as the work area. When you press the selection button or key, the photo will appear.

- When you're done, save the panel under the name PANEL6 and return to the Picture Menu by selecting the MENU icon.

Exercise 4: The Layout

At the completion of this exercise, you will have created and saved the page layout, which specifies the banner and panels that you want to appear on a printed page. For information on specific steps, refer to the page numbers shown in parentheses.

1. Select the Layout area from the Picture Menu. (5)
2. From the list of options, select Layout page with banner.
3. From the next list of options, select 8 1/2 x 11 paper.
4. If it isn't there already, insert your data disk in the proper disk drive.
5. Enter the banner and panel filenames into the proper areas. (54)
 - a. The screen will display a work area showing a banner area and six panel areas. The banner area should be blinking. Select the banner area.
 - b. The banner area will display the LARSON filename and a couple of other options. Select LARSON.
 - c. Select each of the panel areas, then select the proper filenames as shown to the left.
6. Save the layout. (55)
 - a. Select the Save box.
 - b. Assign the filename TUTORIAL to the page.
 - c. From the list of options, select Save page layout file to same data disk.
7. Return to the Picture Menu by selecting the Menu option.



Exercise 5: The Press



At the completion of this exercise, you will have printed the sample newspaper. Before you start, make sure that your printer is turned on and on-line.

1. Select the Press from the Picture Menu.
2. From the list of options, select Print page if the name of your printer is displayed at the top of the screen.

If the name of your printer is not displayed, select the Change setup option. Then, scroll through the list and select your printer.

3. If it isn't there already, insert your data disk in the proper disk drive.
4. From the list of options, select the TUTORIAL filename.
5. Make sure that you have paper in the printer and that it is aligned at the top of the form. Select the OK box.

The printing will start almost right away and will take about three minutes to complete.

6. When the printing is done, take your printer off line and do a form feed.

When you are finished printing in The Newsroom and want to print from another software program, turn your printer off and back on again. This will restore your printer's default settings.

7. Return to the Picture Menu by selecting Menu from the list of options.

If you notice any major problems with your printout, you may wish to return to the Tutorial or to the appropriate chapter for assistance.

8. Exit from The Newsroom only when the Picture Menu is displayed. Press [control-OpenApple-reset] all at the same time. Let go of [OpenApple] last.

Creative and Organizational Tips

The more you work with The Newsroom, the more you'll learn about what it can do. The following tips may give you a head start in producing unique and attractive publications.

Before you start work in The Newsroom, it's a good idea to fully organize your thoughts concerning the content and visual design of your publication. Planning ahead will make the creation process quicker, easier, and more enjoyable. Consider these points:

- Who will be reading your publication? What are their interests? What information do you need to convey to them?
- What subjects do you want to cover? In every story, tell your readers Who, What, When, and Where.
- What will your publication look like? Will there be a banner? Where will photos appear? Where will headlines and text appear? What clip art will you use?

It is important to know the names and locations of the files that comprise each of your publications. Accurate records help you retrieve files at a moment's notice. Shown below are two reference sheets that you can create using The Newsroom.

1. Create a banner and a panel that look like the ones pictured here.

DISK NAME _____
PAGE LAYOUT NAME _____
BANNER NAME _____

PANEL NAME: _____
PAGE LAYOUT NAME: _____
PHOTOS IN PANEL: _____

2. Create a page layout using the banner and six or eight of the same panel.
3. Print the sheet and make several copies of it.
4. Fill in a sheet for each of your publications and save the sheets in a safe place.

Organize your thoughts

Keep records of your files

DISK NAME _____	
PAGE LAYOUT NAME _____	
BANNER NAME _____	
FILE NAME _____ PAGE LAYOUT NAME _____ PHOTOS IN PANEL: _____	FILE NAME _____ PAGE LAYOUT NAME _____ PHOTOS IN PANEL: _____
FILE NAME _____ PAGE LAYOUT NAME _____ PHOTOS IN PANEL: _____	FILE NAME _____ PAGE LAYOUT NAME _____ PHOTOS IN PANEL: _____
FILE NAME _____ PAGE LAYOUT NAME _____ PHOTOS IN PANEL: _____	FILE NAME _____ PAGE LAYOUT NAME _____ PHOTOS IN PANEL: _____

BLUE SKY TRAVEL AGENCY

Pack your bags and see the world with us.

THE FAR EAST IS BECKONING

Beginner or one of the top 1000 in the world? We have the program for you. The Far East is beckoning. The Far East is beckoning. The Far East is beckoning.



JUMP ON DECK OF AN OLD PIRATE SHIP AND SET SAIL

The ship has sailed. The ship has sailed. The ship has sailed.



PLAN YOUR VACATION NOW AND TAKE ADVANTAGE OF A STRONG DOLLAR

Plan your vacation now and take advantage of a strong dollar. Plan your vacation now and take advantage of a strong dollar.



The Realty Report

From Connors Realty

FOR SALE
Sunrise Estates
10000 Everest Ct. East
Model as shown \$120,000
Others from \$120,000

FOR RENT
Hunters Woods
8767 Hahnway Ave.
Classic Home and Country
Home has 4 bedrooms, 2 1/2 baths, large living room, dining room, kitchen with breakfast room, central air conditioning, and a two car garage. Call for more information. \$1250.00 per month with option to buy at \$125,000.00. Call for more information.

FOR SALE
This is a rare opportunity to find the finest office building in the area. 200 feet of frontage on a 100 foot wide lot. The building is a 3 story office building with 10,000 sq. ft. of office space available. Call for more information. \$200 per foot.

FOR SALE
Crystal Lake address
700 100th St. E.
Model as shown \$120,000
Others from \$120,000

Quality, value, style and location are all here. From the finest construction to the finest materials, this home has it all. Features include: finished basement, central air conditioning, and a two car garage. Call for more information.

The Davis Family News

AMY TAKES FIRST PLACE AT REGIONAL GYMNASTIC MEET

A family athlete is making a name for herself. Amy Davis has been practicing hard and she has been practicing hard. Amy Davis has been practicing hard and she has been practicing hard.



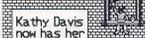
AbraKadabra! Charlie's a Magician!

There's never a dull moment when Charlie's a Magician! Charlie's a Magician! Charlie's a Magician!



TOM TAKES THE CAKE AT BIRTHDAY PARTY

Tom took the cake at his birthday party. Tom took the cake at his birthday party. Tom took the cake at his birthday party.



MOM TAKES ON CONGRESS

Mom has been appearing very busy with her household duties. Mom has been appearing very busy with her household duties. Mom has been appearing very busy with her household duties.



Kathy Davis now has her own phone!

Call her at 654-9000

Sales Productivity Skills



Sales Productivity Skills Workshop

Attendees: Sales Staff
When: Thursday, 9 a.m.
Where: Sales Training Facility
This course covers many important aspects of sales productivity. It includes: 1. Prospecting, 2. Qualifying, 3. Structuring, 4. Presenting, 5. Establishing Relationships, 6. Follow-up, 7. Follow-up, 8. Follow-up, 9. Follow-up, 10. Follow-up.

Workshop Agenda

1. Prospecting
2. Qualifying
3. Structuring
4. Presenting
5. Establishing Relationships
6. Follow-up
7. Follow-up
8. Follow-up
9. Follow-up
10. Follow-up



Each of the modules contain tools which can help you to become more productive. By following the steps in each module, you will be able to increase your sales productivity. This course is designed to help you achieve your sales goals and increase your personal and professional satisfaction.

CARLA'S CHRISTMAS WISH LIST

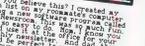
Dear Family, I have a wish list for Christmas. I have a wish list for Christmas. I have a wish list for Christmas.



MEMBERSHIP AT THE LOCAL RACQUET CLUB

PERFECT WAY TO KEEP FIT!

WHEELS!



Call now, believe that I created my wish list for Christmas. Call now, believe that I created my wish list for Christmas.

A PERSONAL COMPUTER



A WARM, VERY COZY, OH SO PRACTICAL FUR COAT TO KEEP ME WARM!



Call now, believe that I created my wish list for Christmas. Call now, believe that I created my wish list for Christmas.

Clip Art Directory

The Newsroom Clip Art disk contains more than 600 pictures that you can use in banners, photos, and panels. The pictures are organized into categories and arranged on pages. Clip art page names are shown on the screen, and in this appendix, in alphabetical order.

The Clip Art disk has two sides:

Clip Art A (side 1) has pages AD 1 to MEN 1.

Clip Art B (side 2) has pages MEN 2 to WORKERS 5.

Once a piece of clip art has been put into a work area, it can be modified by selecting the flip icon, the magnifying glass icon, or the crayon icon. See The Banner, Chapter 3, for details on selecting and modifying clip art.

Clip Art A (side 1)

Ad 1

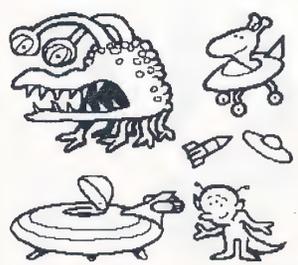
I was a 98 pound weakling both mentally and physically till I bought my first educational product from SPRINGBOARD. Now I'm a Hulk!

BEFORE	AFTER
<ul style="list-style-type: none"> Pointed Glazed Disappointed Weak 	<ul style="list-style-type: none"> Hell Rounded Alert Satisfied Strong

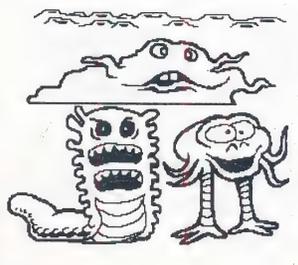
SPRINGBOARD

The guaranteed educational software
SPRINGBOARD Copyright 1984 by
 Springboard Software Inc. TM ©

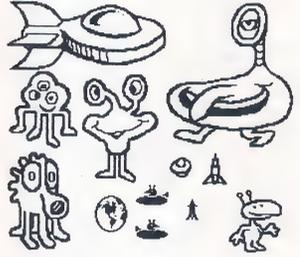
Aliens 1



Aliens 2



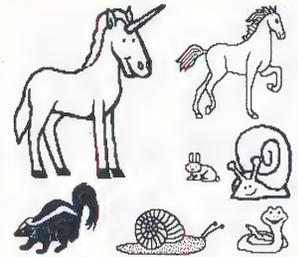
Aliens 3



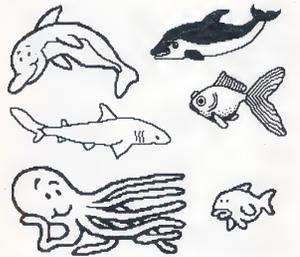
Bears 1



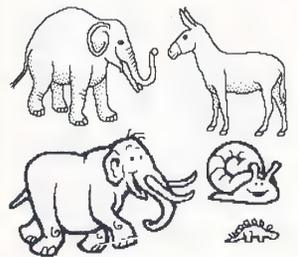
Beasts 1



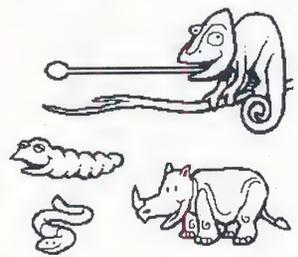
Beasts 2



Beasts 3



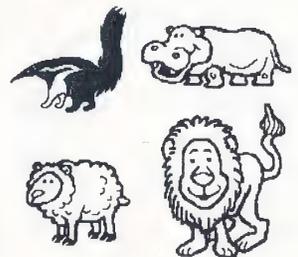
Beasts 4



Beasts 5



Beasts 6

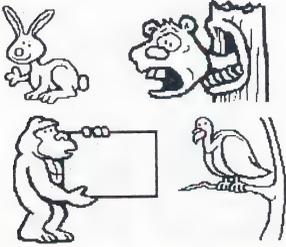


Beasts 7

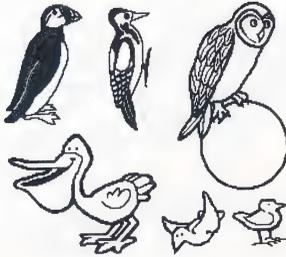


Clip Art A (side 1)

Beasts 8



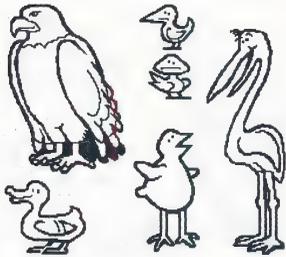
Birds 1



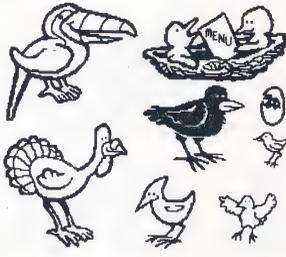
Birds 2



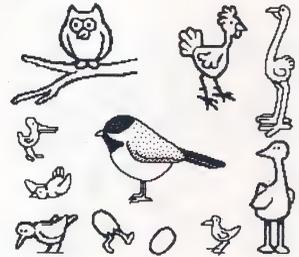
Birds 3



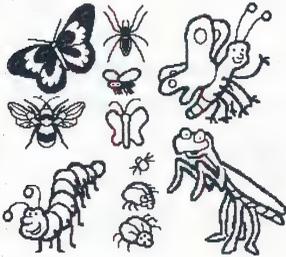
Birds 4



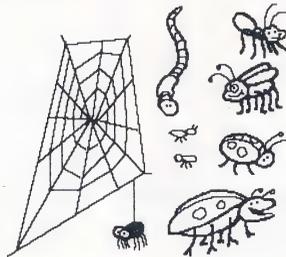
Birds 5



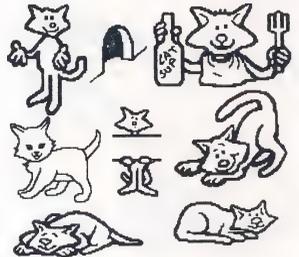
Bugs 1



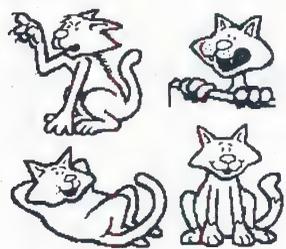
Bugs 2



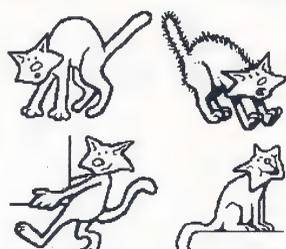
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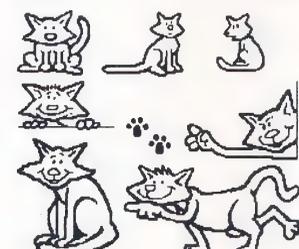
Cats 2



Cats 3

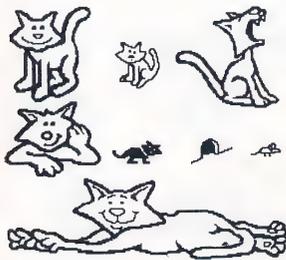


Cats 4

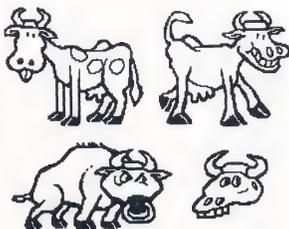


Clip Art A (side 1)

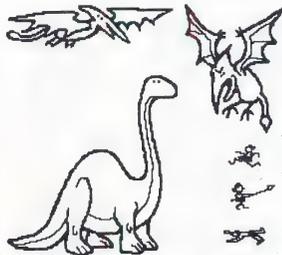
Cats 5



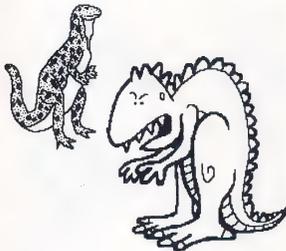
Cattle 1



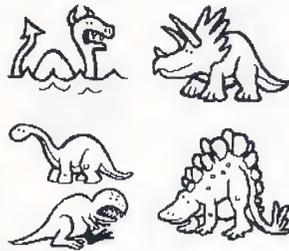
Dinos 1



Dinos 2



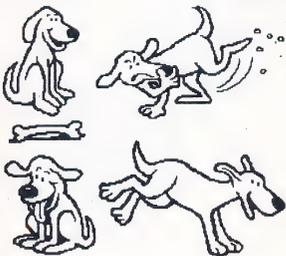
Dinos 3



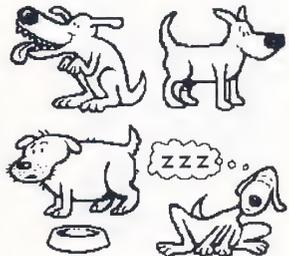
Dogs 1



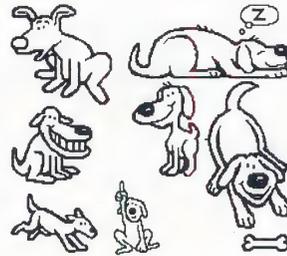
Dogs 2



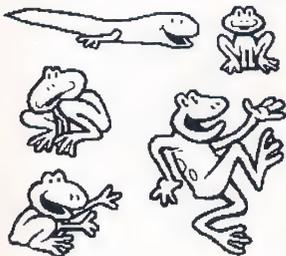
Dogs 3



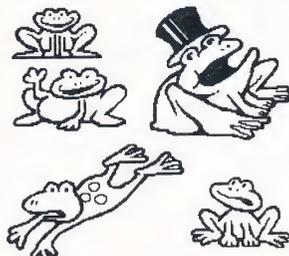
Dogs 4



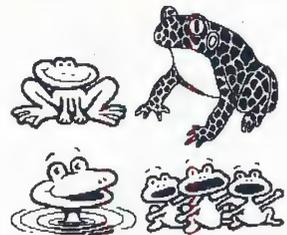
Frogs 1



Frogs 2



Frogs 3



Clip Art A (side 1)

Holiday 1



Kids 1



Kids 2



Kids 3



Kids 4



Kids 5



Maps 1



Maps 2



Maps 3



Maps 4



Maps 5



Maps 6



Clip Art A (side 1)

Maps 7



Maps 8



Maps 9



Maps 10



Maps 11



Maps 12



Men 1



Clip Art B (side 2)

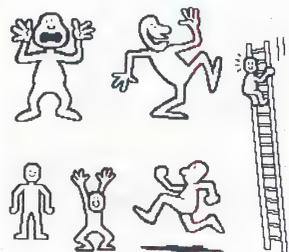
Penguin 2



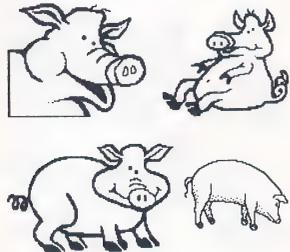
People 1



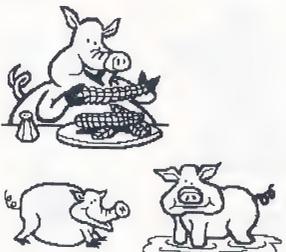
People 2



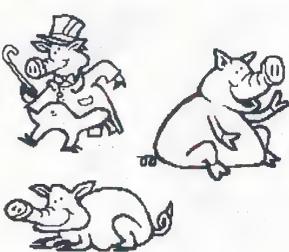
Pigs 1



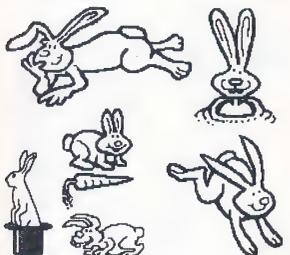
Pigs 2



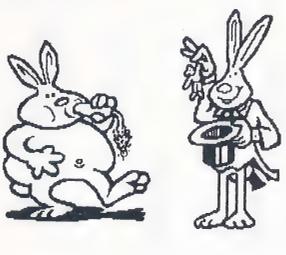
Pigs 3



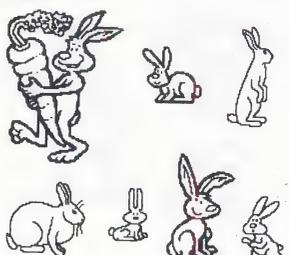
Rabbits 1



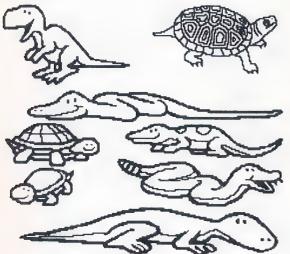
Rabbits 2



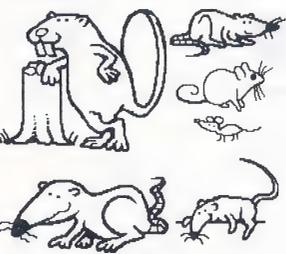
Rabbits 3



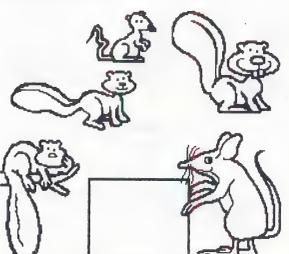
Reptile 1



Rodents 1

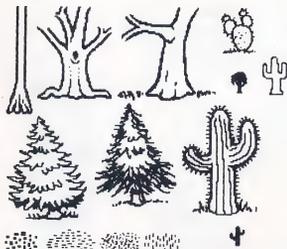


Rodents 2

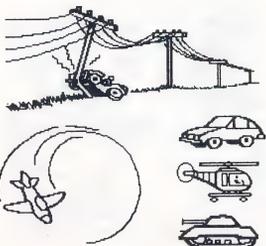


Clip Art B (side 2)

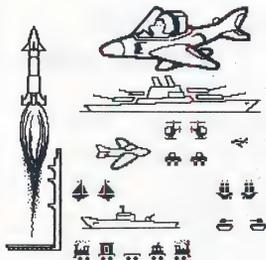
Trees 2



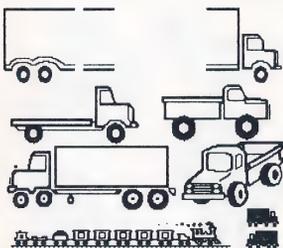
Vehicle 1



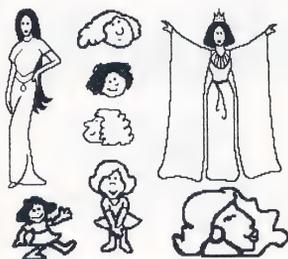
Vehicle 2



Vehicle 3



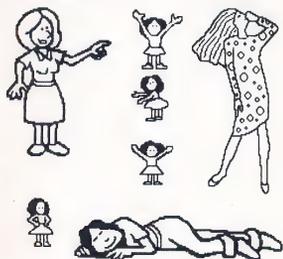
Women 1



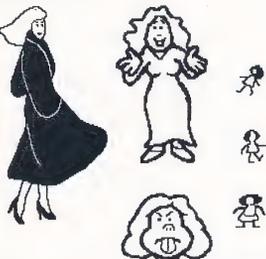
Women 2



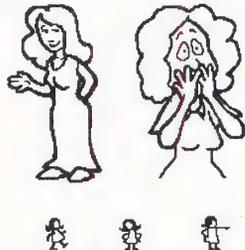
Women 3



Women 4



Women 5



Women 6



Women 7



Words 1

SOBB EXTRA SPORTS
FASHION STYLE
SPECIAL REPORT NEWS
ENTERTAINMENT
COMICS SCIENCE
WANT ADS EDITORIAL
RECIPES party!
SPECIAL NOTICE

Clip Art B (side 2)

Words 2

WARNING!
ELECTION REPORT
VICTORY!
HALLOWEEN 'MUSIC'
FREE CHARGE!
FOR SALE ZAP!
CELEBRATION
VACATION wow!

Workers 1



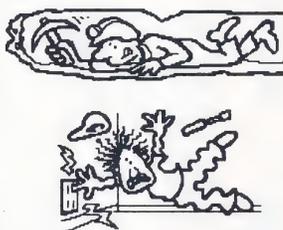
Workers 2



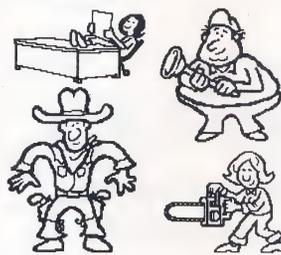
Workers 3



Workers 4



Workers 5



Notes

The Department of Health and Human Services is pleased to announce the availability of the following information:

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Credits

The Springboard Product Development team is led by Mark Dunn, Vice President of Product Development.

Our programmers are Sean Callahan, Jon Clauson, Robert Eyestone, Scott McSpadden, and Robert Mueffelman.

Our artists are Robert Cavey, Karen Christiansen, and Jerry Cratsenberg.

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Returns should be sent to: Springboard Software, Inc., 7808 CreekrIDGE Circle, Minneapolis, MN 55435.

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