

**DATA PAK SOFTWARE**  
**DATAFLOW SYSTEMS**

TM

Designed for the Apple IIGs

# INSTRUCTION MANUAL

WRITTEN BY GARY CRANDALL FOR  
DATAPAK SOFTWARE, INC. 1986

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## Chapter One

# Introduction



Welcome! This exciting new program was designed exclusively for the **Apple II GS** computer and is simple enough so that anyone can learn how to use it.

The program is actually the result of a very special technical breakthrough. It is a unique Word Processing and Graphics System package contained in a single program. It can be boldly stated that there is no other program like it!

Much of this is due to the new, incredible **Apple II GS** computer which is quite ahead of its time. Most other computers can only display **TEXT** (letters and numbers) on the screen and "force" you into heavy use of the keyboard. However, the **Apple II GS** is capable of displaying **COLORED PICTURES** that represent various functions of the program which YOU select with the aid of a "mouse" that is simply maneuvered about your desktop.

Your mind "thinks" in terms of **PICTURES**, right? Therefore, the **Apple II GS** is naturally a true personal computer!

Of course, no computer means a thing without a good program to tell it what to do. You now have such a program! We call this **GraphicWriter**: a combination of typing and drawing tools. It is YOURS to use, yours to enjoy.

May your computering never be the same...

## 1.1 A Word from the Author

The author of your program, Gary Crandall, has many years of experience writing programs for computers. He has become quite an expert programmer with all Apple computers. He enjoys talking with his many friends around the country in order to design and write the best and most useful software possible. He would love to hear from you, too! Feel free to write to him (c/o DataPak) and let him know what you think about your new program.

We asked Mr. Crandall to write a special message for the users of this program. Feeling free to say anything he wanted, this is what he chose to tell you:

**"I have two very important rules to offer you while learning all about GraphicWriter:**

- (1) Know all about your Apple ][ GS and how to use it, and**
- (2) Do not confuse GraphicWriter with other Apple ][ software.**

**"I have discovered, through my own personal contact with users of GraphicWriter, that the single most confusion and trouble is the failure to grasp its simplicity.**

**"These same people who were confused required little or no training to take a felt marker and start drawing on a piece of paper. They had very little trouble drawing lines or even 'pasting' pictures on some kind of art layout.**

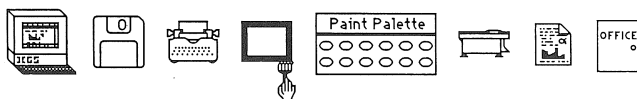
**"And yet what I just described is about as complicated as GraphicWriter ever has to get! So I have found that un-learning some other bizarre computer ideas, concepts or practices was usually the solution to most people's "trouble" with GraphicWriter.**

**"But just because it's simple doesn't mean it's not powerful. There isn't one single piece of software that even comes close to GraphicWriter, regardless of their fantastic claims for the Apple ][ GS. I happen to know this, since GraphicWriter was designed specifically to fill a gaping hole in the market place for versatile, useful software.**

**"So remember the two rules: Learn about your Apple ][ GS, and don't confuse GraphicWriter with other Apple ][ programs -- and you can't go wrong!"**

***Gary Crandall***

## 1.2 About the Program



**GraphicWriter** is easy and fun to use! Simply turn on the computer and

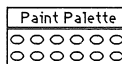
Type Letters or Documents with the **WORD PROCESSOR**:



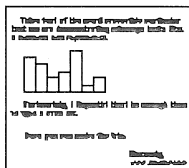
Draw right on the screen to create special **ARTWORK**:



Paint with **COLORS** using the artist's **PALETTE**:



Combine **TEXT AND GRAPHICS** for real desktop publishing:



**PRINTING** is as easy as using a copier machine:



And out comes your final printed **DOCUMENT**:



Then, open the **DOOR** to other Offices:



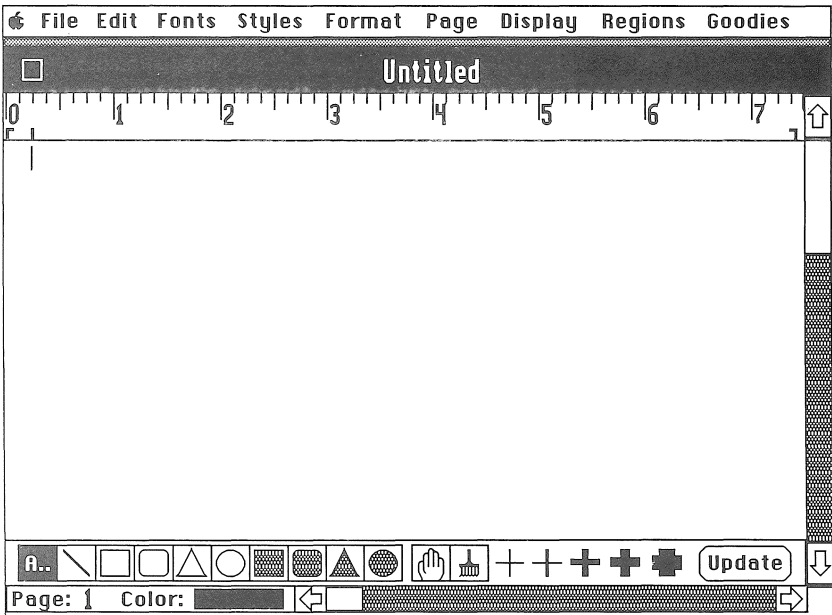
# 1.3 Getting Started



## Booting-Up

The very first thing you do is:

- 1) EJECT and REMOVE any disks from the disk drive that you might be currently using and turn off your Apple ][ GS.
- 2) Insert the GraphicWriter program master diskette into the external disk drive. If you have a second disk drive, insert a data-only disk as desired.
- 3) Ensure the write-protect tab is shut. This allows writing to the disk.
- 4) Turn the computer on. In a moment or two you will arrive inside GraphicWriter and see the following screen:



GraphicWriter's main screen. Please refer to this picture as you study.

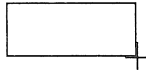
## Clicking the Mouse

Move the pointer to the bottom left corner of the screen so that it is directly on the **RECTANGLE**, as shown below, and **PRESS THE MOUSE BUTTON**. This is called "**CLICKING THE MOUSE**":




Notice how the **RECTANGLE** becomes **HIGHLIGHTED** (black). This means it has been **SELECTED** (which is how we choose which **TOOL** we wish to use). Now, move the pointer up to the middle of the screen. The **ARROW** will change to a **CROSS**. This will aid us during our drawings.

Here's how we draw a simple rectangle: **CLICK** the mouse button, but this time **KEEP THE BUTTON HELD DOWN** and **MOVE THE MOUSE DOWNWARD**, and to the right. You will see that a **RECTANGLE** is formed as the pointer moves. Keep moving the pointer in various directions. When you release the mouse button, a final **RECTANGLE** will remain on the screen:



This activity is called "**DRAGGING**". Go ahead and experiment with some of the other **TOOLS** at the bottom of the screen (The "**A..**", for "**ASCII**" characters, is used for typing).

## Menus

At the top of the screen are what we call **MENUS**. These allow you to choose a variety of features or functions that tell the program what you want to do. Move the pointer up to the top left corner of the screen, and **PRESS AND HOLD DOWN** the mouse button directly on the **Apple**  character:



Notice how the **MENU** "drops down" and comes to view. Slowly **DRAG** the pointer downward (keeping the button depressed) across the "items" of the **MENU** as shown above.



## 1.4 For Beginners Only

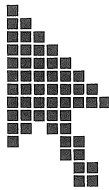
All advanced wizards may skip this section and go on ahead. You beginners probably don't mind admitting that you want some extra help before plunging into the program. Well, we don't want you to feel "left out" or "stupid". We all started at the very beginning some time. There's nothing embarrassing about simply **NOT KNOWING** what to do. For these reasons, we have devoted this section just to beginners.

Of course, the **BEST** learning tool is your Apple ][ GS User's Manual that came with your new computer. Please look it over and carefully study it first. Doing so will give you many extra benefits than you would normally get if you were to just read this manual alone.

There is really only a **HANDFUL** of things you need to know about the Apple ][ GS in order to do well with **GraphicWriter**. Please refer to the previous picture of the **main screen (1.3 Getting Started)** as you try out the following examples:

### The Pointer

The first thing to learn about is called the **POINTER**:



When you move the **MOUSE** on your table, this **ARROW** will likewise change its position on the screen. Go ahead and try this right now.

The **POINTER** is used, as you can guess, to "point" to various images on the computer screen in order to tell the program **WHAT** you would like to do.

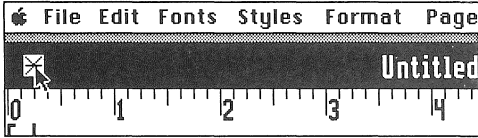
As the **POINTER** passes over an item, that item becomes **HIGHLIGHTED** (black). Upon releasing the mouse button, that **ITEM FUNCTION WILL BEGIN**, that is, **GraphicWriter** will then perform whatever task the **MENU ITEM TELLS IT TO DO**.

When the arrow is over "**About GraphicWriter**", let go of the mouse button. This will present a little window on the screen telling you a few things about the program. When finished, click the mouse button and the little window will disappear.

It is safe for you to "pull down" the other **MENUS** to see what is on them, but be careful **NOT** to select anything else (don't let go of the mouse button). We shall learn all about them later on.

## Closing the Window

In order to prepare for the next chapter you will have to put away the current window you've been playing with. This is done by moving the pointer to the little square **CLOSE BOX** and clicking in it, as shown below:



Be sure the pointer remains within the little square when you release the mouse button. Another window will then appear asking you if you want to **Save the Changes** (your drawing tests). At this time click on the "**No**" button. The screen will be cleared and you will be all set for the next chapter.

So, you see this isn't going to be very hard at all, right? You've learned how to **MOVE** the pointer, how to **CLICK** on something to select it, how to **DRAG** the mouse in order to **DRAW** a simple rectangle, as well as how to choose something from the **MENUS** and how to **CLOSE** a window.

Hey, you're already a pro!

## NOTES

## Chapter Two

# Word Processing



Words on the Apple ][ GS screen can be formed in many different shapes and sizes. **GraphicWriter** has a built-in Word Processor that allows you to "process" these words and change their appearance. Word Processing also involves what is known as "Cut & Paste". This is similar to the way a layout artist takes a document, cuts out various words or paragraphs with a pair of scissors, then pastes them onto a "workboard" to create a final master template that will be used for printing.

The Apple ][ GS is ideal for creating and editing documents right on the screen. Using **GraphicWriter** is as easy as using a typewriter, but **GraphicWriter** lets you easily correct any typing "mistakes" you might make by allowing you to quickly take out words or move them around to different places within your document with the aid of the mouse.

**GraphicWriter** also offers you various typefaces which are called **FONTS**. These are used for typing characters of different sizes, shapes and styles. Included are your general Word Processing features such as left and right margins, tab settings, aligning text on the page in various justifications, not to mention the capability of typing in **COLORS**.

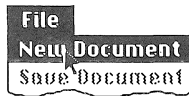
Even though it is fun to play with the pretty fonts and styles, you can also get down to some serious business creating professional documents or reports, and print them just as easily.

## 2.1 The Word Processor

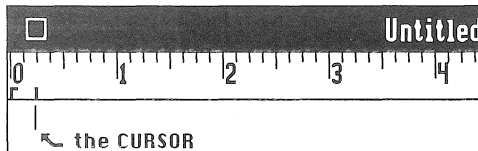
In order to get the most out of the **WORD PROCESSOR**, it is very important that you fully understand how it operates and what it can do for you. It is quite true that an entire book could be written on the subject of Word Processing, but here you will find we have broken down the steps so that you **CAN** understand how it all works.

### Creating a New Document

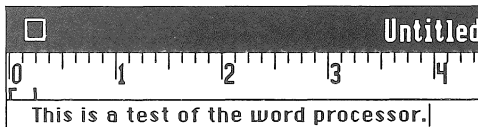
To create a new document simply start up **GraphicWriter** and you're ready to begin typing. Or, if you performed the mouse "tests" in the "**Beginners Only**" section, then **CLOSE** the window (without saving the changes) and go up to the **File** menu and select "**New Document**":



This brings up a new, "**Untitled**" window, just the same as if you booted-up from scratch. A blinking cursor awaits your keystrokes:



The word "**cursor**" literally means "**a pointer**" or "**point of insertion**". It represents the position of where the next character will appear on the document when you start typing. Begin typing "**This is a test of the word processor.**", as shown below:



The blinking cursor advances along as you type indicating the eventual position of the next typed character.

As you are typing, the **POINTER** changes from an arrow to what we call an "**I-Beam**":

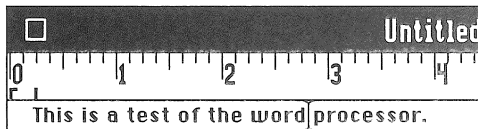


By moving the mouse you can select where you would like the blinking cursor to be positioned and inserted within your document. You can maneuver this **I-Beam POINTER** between characters, click the mouse button and a new position of the blinking cursor will be obtained. From there you can begin typing in new characters, or **BACKSPACING** out characters on the left. Try this out on your "test" sentence.

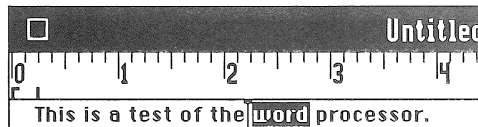
## Highlighting Text

The **KEY** to using the Word Processor centers around **HIGHLIGHTING TEXT**. By "**HIGHLIGHTING**" we really mean "**SELECTING**". Thus, to process words, you need to tell **GraphicWriter** which **WORDS** you want to **PROCESS** and **HOW** you would like this done.

Now, position the pointer just to the right of the letter "d" in "word", as shown below:



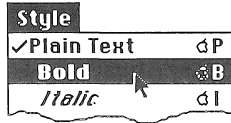
Click and hold down the mouse button while **DRAGGING** the **POINTER** to the left across "word" so that it becomes highlighted (blackened):



(Of course, you could have started to the left of "word" and dragged to the right).

## Processing Highlighted Text

When some text has been highlighted (selected), you can perform various operations on it. Let's select "Bold" from the **Style** menu:



"Word" will then appear in **BOLDFACE**. You can see this, if you'd like, by clicking somewhere else on the window. Note that whenever you click the mouse, any highlighting will be eliminated, so you'll have to RE-HIGHLIGHT the words to continue our example.

You can also choose a different **FONT** from the **Font** menu, or a different **SIZE** from the **Style** menu, or use them in **COMBINATION**. Just the text that is highlighted will be changed. As your document grows, you can even highlight multiple paragraphs (by dragging across them) and "operate" on the entire sum of highlighted text.

## Other Ways to Highlight Text

There are a few other ways to highlight text besides dragging the pointer over it: **DOUBLE-CLICKING ON A WORD** (2 quick presses of the mouse button) will highlight that particular word. It doesn't matter which character of the word the **POINTER** is on when you **DOUBLE-CLICK**, the **WHOLE WORD** will become highlighted (selected) allowing you to choose a new font or style (or color) just for this word.

**SHIFT-CLICK** (holding down the **SHIFT** key while clicking) will highlight **ALL OF THE TEXT BETWEEN** the current position of the "blinking" edit cursor and the position of the click. For example, suppose the "blinking" cursor is located at the **BEGINNING** of a sentence. If you were to position the **I-Beam** pointer at the **END** of the sentence and do a **SHIFT-CLICK**, then **ALL OF THE WORDS OF THE SENTENCE** will become highlighted. In this way, multiple paragraphs, or even an **ENTIRE DOCUMENT** (through the use of "scrolling", as covered later) can be highlighted and operated upon.

## 2.2 Cut-Copy-Paste

### The Edit Menu

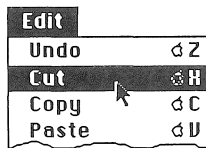
The Edit menu offers some "tools" that you can use while working with a document. It will allow you to take characters or words in your document and **Cut** them out, **Copy** them, or **Paste** the **Copy** back into your document. These are used so often that they have keystroke equivalents for them: OPEN APPLE-X to **Cut**, OPEN APPLE-C to **Copy** and OPEN APPLE-V to **Paste**. Notice that these 3 keys are altogether at the left side of the keyboard.

### Removing Text

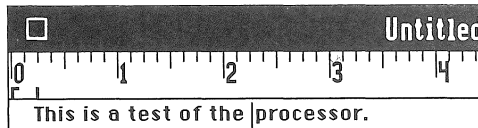
It is very easy to **REMOVE** text from a document. All you have to do is highlight the desired text, then press the **BACKSPACE** key. Another way is to highlight the text and just start typing. The first keystroke will eliminate the highlighted text before inserting the newly typed characters. The text will be removed permanently. (However, if "**Undo**" is active on the **Edit** menu, you may select it to cancel the last activity).

### Cutting Text

A more sophisticated way to remove the text is to highlight the desired section and then **Cut** it from the document. Let's try this out. Ensure that "**word**" is once again highlighted and then select "**Cut**" from the **Edit** menu, or press OPEN APPLE-X:



You will see that, indeed, "**word**" has been removed from the sentence:





## The Clipboard

When you **Cut** out some text, it isn't gone forever. It goes into what we call the **Clipboard**. This "stores" the text in memory for future use (replacing whatever text was there before it). You can always **REVIEW** the contents of the **Clipboard** by selecting "**Show Clipboard**" from the **Edit** menu. The **Clipboard** window can be moved about the screen by dragging the window by its top "black" part. You can put this **Clipboard** window away by clicking in its **CLOSE BOX** or by selecting "**Hide Clipboard**" from the **Edit** menu when presented (or by clicking directly on the title of your document).

## Copying Text

Another function you can employ while text is highlighted is to make a **Copy** of it. By selecting "**Copy**" from the **Edit** menu, the highlighted text will also be moved into the **Clipboard**, but this time the highlighted text will **NOT** be taken away from the document.

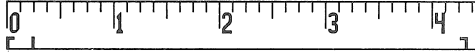
Therefore, the only difference between **Cut** and **Copy** is that **Cut** removes the text from the body of the document. They both will "save" the text on the **Clipboard**. Using the **BACKSPACE** key or just typing when text is highlighted will, of course, remove the text **WITHOUT** placing it onto the **Clipboard**.

## Pasting Text

When the **Clipboard** has some text in it, either by **Cut** or **Copy**, you can then take its **CONTENTS**, and **Paste** it anywhere back **INTO** your document. To do this, position the **I-Beam** pointer and click the mouse button at the desired **STARTING** location so that the edit cursor is "blinking" there. The pasted text will be **INSERTED** into the document beginning at this point upon selecting "**Paste**" from the **Edit** menu. You might notice that the new text is placed into the document while retaining its original font, size and style.

It should also be pointed out that if any text is highlighted when selecting "**Paste**", then the highlighted text will first be eliminated before the new text is inserted. This is exactly like removing the highlighted text by first hitting the **BACKSPACE** key just prior to **Pasting**.

## 2.3 Ruler Settings



The **RULER** is used as a "measuring stick". Although it is displayed across the top of your document, it is only **IMAGINARY** in that it will **NOT** appear when you print your final document. It simply serves as a "guide" for **FORMATTING** your documents, which we will cover very shortly. By selecting various **SETTINGS**, the text can be "molded" or confined within certain boundaries dictated by left and right margins, or it can be forced into certain positions on a line by using what we call **TAB MARKS**.

### Rulers vs. Paragraphs

A Ruler is always related to a specific **PARAGRAPH**. There is only one Ruler per paragraph and each paragraph will contain a Ruler. A paragraph is simply defined as a body of words or sentences that **ENDS** with a carriage return. When you are typing, as soon as you press the **RETURN** key, the paragraph ends and a new one begins. A new Ruler is automatically created for this new paragraph and will conveniently be an exact "copy" of the same Ruler from the previous paragraph just finished.

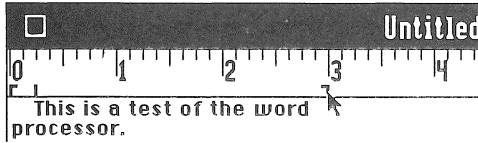
Since each paragraph has a Ruler, you can actually have **SEPARATE** Ruler settings for your paragraphs. A Ruler is set for a particular paragraph **WITHOUT** effecting any other paragraphs. The rule to remember is:

**THE RULER YOU SEE ON THE SCREEN WILL ALWAYS BE RELATED TO THE PARAGRAPH THE "BLINKING" CURSOR IS LOCATED IN AT THE TIME.**

### Formatting a Document

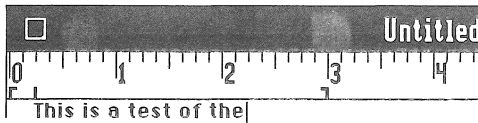
There are 4 possible **ALIGNMENTS**: Left; Right; Centered and Fully Justified, as found under the **Format** menu. Select the type of justification and begin typing. The new text entered will then appear in the chosen **ALIGNMENT**. Or, for previously typed text, you can highlight the text (actually, any characters in the paragraph) and then select the justification. Multiple paragraphs can be highlighted, in the usual manner, and then justified all at once.

Then we will drag this RIGHT MARGIN MARK towards the left to the 3 inch line. Upon releasing the mouse button, the text will CONFORM to the boundaries of our new settings:

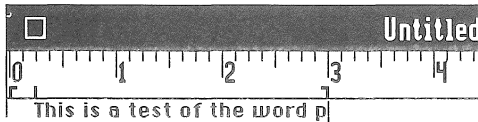


## Word Wrap

You will notice in the above example that "processor." moved down to the next line. This is because it would have extended PAST THE 3 INCH RIGHT MARGIN MARK. Let's look at this more closely. We will place the pointer just to the right of "processor." and BACKSPACE the characters out. The "blinking" cursor is now right after the word "the":



When we begin re-typing "processor", we will get to the "p" and run out of room on that line:



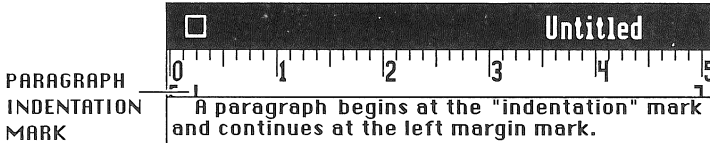
As soon as we type the rest of "processor", the whole word will NOT FIT on the line, so it must "wrap" down to the next line.

The reverse is also true. If we start BACKSPACING out "processor", then when we get to the "p", which will once again FIT on the top line, it will "reverse wrap" back up to that line. Needless to say, we could have MADE the word fit on the top line by simply dragging the RIGHT MARGIN from the 3 inch MARK out to the 4 inch MARK.

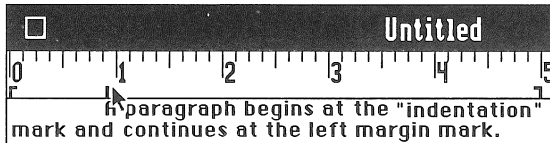
Remember, these MARGINS pertain ONLY to the paragraph you are in at the time, and you can have different MARGIN settings for each paragraph throughout your document.

## Paragraph Indentation

The INDENTATION MARK, at the LEFT SIDE of the Ruler, signifies where the FIRST WORD of a paragraph will be positioned. As you type, and the sentence "wraps", a new line will begin at the LEFT MARGIN MARK:



The INDENTATION MARK can be moved by placing the pointer on it and dragging it to a new setting:



In this case the paragraph begins at the INDENTATION MARK and "wraps" to the next line (continuing on from the LEFT MARGIN). The LEFT MARGIN can likewise be set inward from the left side to align the text of the paragraph much more attractively. BOTH MARGINS can be used in combination with the INDENTATION MARK.

## Single & Double Line Spacing

The body of text of a document can also be formatted with **Single** or **Double Line Spacing**. Selecting "**Double Spacing**" from the **Format** menu will insert a **BLANK LINE** between every line. Re-selecting "**Single Spacing**" will remove the added lines. Note that the chosen **Spacing** will affect the **ENTIRE** document.

## Tab Markers

A **TAB MARK** is used to designate **WHERE** you want the cursor to go when you hit the **TAB** key. These **MARKERS**, when placed on the **Ruler**, will "**force**" the text to be positioned on the screen. When a **TAB MARK** setting is changed, the text will **ADJUST** to specific locations, as called for by the **MARKS**.

There are 3 types of **TABS**: Left; Center and Decimal, as found under the **Format** menu. They can be selected using OPEN APPLE-1, 2 or 3, respectively. They can be used individually or in COMBINATION. You may select up to a total of 6 for each paragraph.

## Left Tabs

When you select "**Set Left Tab**", a new mark will appear on the Ruler. To change this MARK, position the pointer on it and **DRAG** it to a new location. This will act upon the text in that paragraph only.

In the picture below, we have positioned into place a **Left Tab MARK** at the 1 inch line on the Ruler. Note the current position of the "blinking" edit cursor (just under the INDENTATION MARK):



When a **Left Tab** has been positioned, and you press the **TAB** key, the cursor will ADVANCE to it:

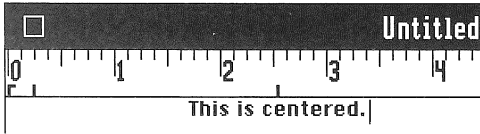


Any typing you now do will begin AT THIS TAB MARK.

You can also place multiple **Left Tabs** on the Ruler. For example, if a second **Left Tab** is placed at the 3 inch MARK, the edit cursor will move to the 3 inch MARK when you hit the TAB key again. In this way you can control where the edit cursor will move, but more importantly, you can begin to dictate where the typing will occur on the document window. This process is very important when it comes to designing the desired document.

## Center Tabs

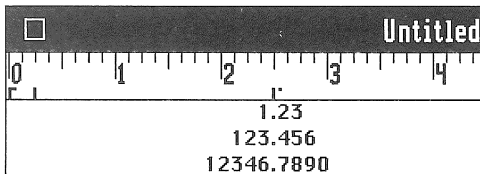
A **Center Tab** can be placed in a similar manner and causes the text, after pressing the TAB key, to be **CENTERED** as you begin typing:



Note that the mid-point of the sentence is directly below the **Center Tab** (on the Ruler). The position of a sentence on a line will therefore be determined by its LENGTH when centered beneath this MARK.

## Decimal Tabs

In the next example, we selected "**Decimal Tab**" and positioned it at the 2.5 inch MARK. Again, pressing TAB will advance the edit cursor to it:



Notice that this MARK has a "dot" to its right. This is how you can tell the difference between a **Decimal Tab** and the other TABS. The interesting thing about a **Decimal Tab** is that when typing begins, any numerical values will have their **DECIMAL POINTS** aligned vertically, as shown above. This sets up the possibility of creating a professional report which will show a LIST OF AMOUNTS, such as PRICES or DOLLAR TOTALS and so forth.

## Removing Tabs

A **TAB MARK** can be removed at any time by simply dragging it off the Ruler and letting go of the mouse button.

## 2.4 Paging

### Page Numbers

You can type out a very long document without stopping (although you should always **Save** your document from time to time for "insurance" against unforeseen disasters). The Word Processor uses what we call VIRTUAL PAGE which means it acts as if you had an infinitely long piece of paper fed "forever" through the program's "typewriter".

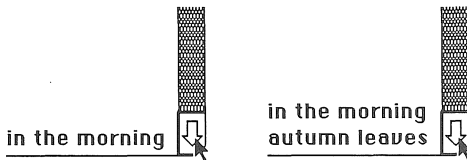
As you type, the document will be separated into **NUMBERED PAGES**. These PAGES will simply be the divisions of what the document will look like when printed. Each PAGE therefore represents ONE PIECE OF PAPER. The **Page Number** that you are currently typing in will be shown at the lower left corner of the window:

Page: 1

### Scroll Bars

On the right side and along the bottom of the document window are what we call **SCROLL BARS**. These allow you to move through a large document rather swiftly, in order to pin-point the exact **Page** you would like to edit.

Clicking on the **DOWN ARROW** moves the contents of the window upward a **LINE** or two at a time:



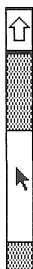
Or clicking on the **UP ARROW** will move the contents downward on the screen (as you would essentially be heading towards the very top of the document).

Holding down the mouse button on an **ARROW** will act like "consecutive clicks" and continue moving the contents. This, then, is called **SCROLLING** since the lines of text will be seen to "scroll" up or down on your document window.

You can also **SCROLL RIGHT** or **LEFT** by using the bottom **SCROLL BAR** which works in a similar fashion. However, you will really only need to do this when your **RIGHT MARGIN** is set beyond 8 inches. Note that you can go out to the right up to 15 inches, but you can ONLY print such a document on the **Wide ImageWriter**.

## The Thumb

The way to move through the document a few "screens" at a time is by dragging the white rectangle called the **THUMB**:



You might have noticed that when you clicked on the **ARROWS**, this **THUMB** also moved. The **THUMB** rectangle is positioned along the **SCROLL BAR** in the exact **PROPORTION** of the contents you currently see with respect to the **ENTIRE DOCUMENT**. Thus, if the **THUMB** is at the top of the **SCROLL BAR**, then you will know that you are at the very beginning of your document. If you drag it to the middle of the **SCROLL BAR**, then release the mouse button, you'll be at the halfway point of your document, and so forth. Clicking on the actual gray part of the **SCROLL BAR** will also advance the contents a few "screens" at a time. You can reverse the direction of the "scroll" by clicking on the **OTHER SIDE** of the **THUMB** (when the gray appears on that side).

As you drag the **THUMB**, the **Page Number** of its position will also be shown (in its usual place at the bottom left corner). Therefore, you can drag the **THUMB** while examining the displayed **Page Number** in order to "pinpoint" the exact page you'd like to go to. Note that the actual **SIZE** of the white rectangle represents how much memory remains for your document. As your document grows in length, the **THUMB** rectangle will shrink.



## Page Breaks

As you are typing a document, you will come to the end of a page (as it would be printed on paper). At this time a line will be displayed across the screen indicating the fact. This is known as a **PAGE BREAK**. What this means is that during printing, the paper will be fed through the printer to the next sheet. You can force this to happen at any time by positioning the "blinking" cursor at the desired place and then selecting "**Insert Page Break**" from the **Page** menu. During printing, a form feed will occur exactly at this point, with subsequent printing continuing on the next sheet of paper.

You can always tell where a **Page Break** exists by the fact that the screen will be "empty" between the **Break** and the bottom of that **Page**. Of course, you aren't allowed to type within this area. Upon reaching such a **Break** during typing, the cursor will "hop" down to the next **Page**. However, an inserted **Page Break** can be removed by positioning the cursor anywhere within the **LAST PARAGRAPH** of the **Page** and selecting "**Remove Page Break**" from the **Page** menu thereby removing the **Break** "area" from the document.

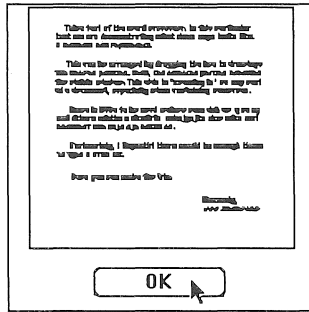
## Headers and Footers

A **HEADER**, or a **FOOTER**, is simply a line, or a few lines, that you would like to have printed at the top or bottom of every page. To create a **HEADER** or **FOOTER** simply type the text and then **HIGHLIGHT** it. Immediately select "**Copy as Header**" or "**Copy as Footer**" from the **Page** menu. The text will be saved (replacing any previous ones) and will appear during printing. You can examine a **HEADER** or **FOOTER** by selecting "**Show Header**" or "**Show Footer**" from the **Page** menu in which case they will appear on the screen. Common usages for **HEADERS** or **FOOTERS** include your company's name and address (or logos and other **Graphics** drawings as covered later) which will then become your special **Letterhead** stationery:



## Show Full Page

Since an entire 8 1/2 by 11 page cannot "fit" onto the screen all at once, there is an item under the **Page** menu called "**Show Full Page**". By selecting this you will be shown a miniature representation of the current page of your document:



This function is often used to see what your page will look like prior to printing, especially when it contains numerous graphics drawings or complex layouts. By examining the **Full Page** from time to time, you can then create your document with full assurance it will be taking the form you had originally planned.

Click the "**OK**" button when done viewing the **Full Page** window and you will be returned back to the normal editing mode.

After you have studied the next chapter concerning **Graphics** drawings, we will learn more about **Show Full Page** in the **Page Making** chapter (5.4 **Layouts**).

## Chapter Three

# Documents



You can elect to create anything from simple notes and letters to fancy business reports. The number of documents you create is only limited by disk space, and you can always create a separate disk to be used as data only.

Simple notes and memos are the easiest of all to make. Simply type and save. On the other hand, a business letter would probably need to make use of various tab settings and justifications. A report utilizing columns of numbers will look very nice with decimal tabs, and so forth.

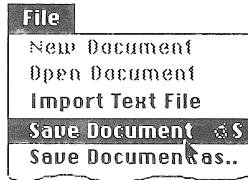
The more demanding your needs, the more complex the document will become and in this case it will be important to know the various functions of the word processor **RULER** (as explained in the previous section). But once you've got the hang of it you can jump right in and type in colors or add graphics drawings to your documents!

## 3.1 Creating Documents

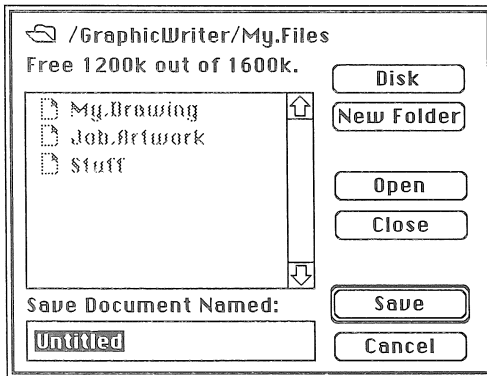
A brand new document is always called "**Untitled**" until it is saved. You simply run **GraphicWriter** and this "**Untitled**" window appears with a "blinking" edit cursor asking you to begin typing. It's that easy.

### Saving Documents

When you have finished typing your document and are ready to save it to your disk, simply go up to the **File** menu and select "**Save Document**" or press OPEN APPLE-S instead:



Upon doing so, you will be asked to give your new document a NAME:



The default name "**Untitled**" appears at the bottom of this **Save** window. Note that it is highlighted. As usual, it can be edited by simply typing in a name or by clicking the pointer between characters and begin typing or backspacing.


### Save Document Named:

Letter.to.Joe|


When ready, click on the "Save" button, or press the RETURN key (the "ring" around the button means it is the default button), and the document will be saved. You will then be returned back to your document. Notice that the **TITLE** of the window will change from "Untitled" to "Letter.to.Joe" (the name you enter).

## About the Save Window


It is important to know some more things about the **Save** window. At the top you will be shown the name of the current **PATHNAME**. A **PATHNAME** is nothing more than an "address" on the disk of where you can find your documents. The **Disk** icon will be followed by a name that indicates the main directory to where your document will be **Saved** (and where you can find it in the future). You are also given the amount of disk space remaining (where "k" stands for 1,024 characters):

 /GraphicWriter  
Free 1200k out of 1600k.

Those items in the window which are grayed mean they do NOT apply to the activity. For example, **Prodos**, which is the Operating System File, has nothing to do with saving a document. Clicking on it does nothing. Also, program applications (as noted by the "hand" that is writing) will also be de-highlighted:

 Prodos

Actual documents themselves will be de-highlighted since you can not save "into" them. These files are indicated by the **Paper** icon:

 My.Drawing

Saving your new document with the same name as "My.Drawing" will, of course, completely destroy this original file by writing over it with the new data.

And finally, the "Cancel" button, when clicked, will simply return you back to your document WITHOUT saving the document.

## Saving to a Folder

What you are really trying to do when you save a document, is to save it **INTO A FOLDER**. Thus, you locate the **FOLDER** you want (clicking on the **Up** or **Down Arrows** to scroll through a large list of them) and then click "**Open**" or press RETURN, or you may even double-click on the folder name. In any case, **THIS IS WHERE THE DOCUMENT WILL BE SAVED!**

A **Folder** icon represents a **SUB-DIRECTORY** which in itself can hold other files, and these files can only be found by examining this particular **FOLDER**:

 /GraphicWriter/My.Files

You can recognize this as a **SUB-DIRECTORY** since the name includes slashes "/", each one meaning a "folder within a folder". Again, this will be the **FOLDER** your document will be saved in (when you click on "**Save**"). When a **Folder** icon is showing, the "**Close**" button will become activated. Clicking this will take you back to the previous **FOLDER** (if you have ventured a few folders deep).

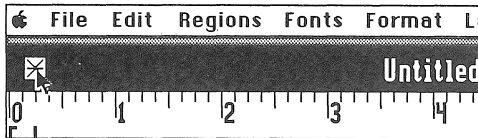
You can create a brand new folder by typing in a name for it then clicking on "**New Folder**". After this is done you would then type in the name for the document itself and **Save** it into this new folder.

The "**Disk**" button is used by first ejecting your disk and inserting another disk. Clicking "**Disk**" will then read the new disk for all of its **FOLDERS**, and then you can carry on as explained above.

## 3.2 Retrieving Documents

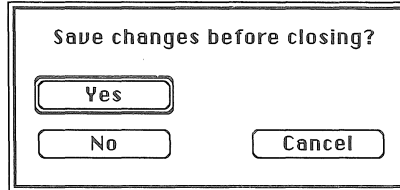
### Closing a Document

You can put away your document (in order to get to a different document) by clicking in its **CLOSE BOX**:



(Note that if the top part of the window is white, instead of black, the **CLOSE BOX** will not appear. In this case, you will have to first click at the top of the window (on its title), and then the **CLOSE BOX** will become activated and visible).

If you have been typing before closing your document and you haven't saved these changes yet, then you will be prompted as follows:



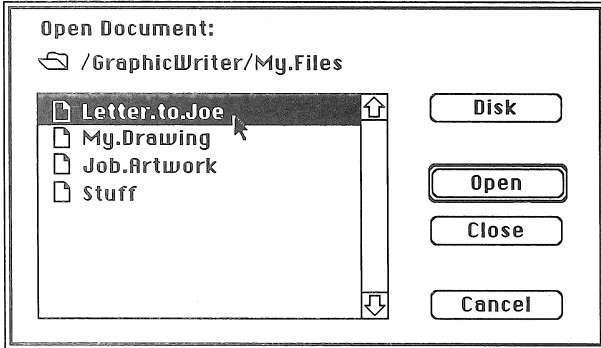
Clicking "**Yes**" (or pressing RETURN) will automatically save the document before putting it away. Clicking "**No**" will put the document away **WITHOUT** saving any changes. "**Cancel**" will simply return you back to your document for further editing.

### New Documents

Once the current document is put away and the screen clears, you may then select "**New Document**" from the **File** menu which will bring up a blank, "**Untitled**" window, the same as if you just entered **GraphicWriter**. Or you can re-open a document which you have already created and saved prior to this session.

## Opening Documents

When a document is put away, you can then open a previously saved document by selecting "Open Document" from the File menu. In this case the following window will appear. Here we are choosing a FOLDER called "My.Files" to examine (as evidenced by the pathname "/GraphicWriter/My.Files":



Clicking the "Open" button (or pressing RETURN, or double-clicking on the file's name, as shown above) will open the document. The new window will have the document's name as its title.

## Working with Documents

You can then start working with this document in the usual fashion. When finished, you have the option of Saving any changes and then Closing the window, or Close it and save it (or not) directly from the prompt window (explained earlier).

Sometimes one might just want to "see" a document, or "copy" some of its text (or graphics), then close the document and bring up another and paste the copy into this newly opened document. Once you get the hang of it you will find there are a number of options available for creating and retrieving documents.



## 3.3 Other Documents

### Save Document As...

You can work with an existing document by bringing it up, typing new data or making some changes to it and then selecting "**Save As...**" from the **File** menu. This will allow you to save this altered document to a different file (name). In this way you can make a "copy" of an entire document. The original document stays intact as the window's title then changes to the new document's name (that you entered in the **Save** window). This is how you can create "templates" and other such files that you would like to have saved aside. Many documents might actually contain the same "structure", such as "**Letterhead**" or reports, and by saving a "copy" you won't have to always create a new document entirely from scratch. We shall cover **TEMPLATES** in more detail in a later chapter.

### Save As Text File

By selecting "**Save As Text**" from the **File** menu you can save just the data you have typed (no pictures). A TEXT ONLY file will be created which will consist of just the numbers and letters. The fonts, sizes, styles and colors are "stripped out". In this way, the data can be moved over to other **Apple ][ GS** programs (or even to other computers). Note that saving as TEXT does NOT eliminate the "**Save Changes?**" factor on your current document.

### Importing Text Files

A document can also be created from TEXT type files. This is the process you can use to bring into **GraphicWriter** any documents or TEXT created from other programs. When you select "**Import Text File**" from the **File** menu, another "**Open**" type window will be presented allowing you to choose a TEXT file (you may insert other disks during this "search"). You then select the TEXT file just like you were opening a normal document, but this time the DATA from that file will be inserted into your document. The insertion of the TEXT will occur at the current point of the "blinking" cursor. Thus, you should first position this cursor and then select "**Import Text File**". After the TEXT is inserted, you are welcome to edit it (cut-copy-paste, etc.). You can also just bring up a "**New Document**" then import the TEXT. When ready you can **Save** this new document, or use "**Save As...**" to a completely different file for an altered document.

## NOTES

## Chapter Four

# Graphics



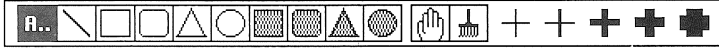
Along with typing characters on your document using the Word Processor, you can use **GraphicWriter** to draw figures of various shapes, sizes and colors.

When you create a document that is comprised of a mixture of text and graphics, you have the makings of real Page Making. You can create logos for your letterhead, charts for your business reports, sophisticated artwork layouts, or just have plain fun doodling.

Accomplishing a successful graphic drawing is based entirely upon your understanding and usage of the various drawing "tools". Once you have learned all the options at your disposal and have absorbed them into your increasing skills, then you will be able to capture those great "ideas" in your mind, and duplicate them precisely on paper with speed and confidence.

## 4.1 The Drawing Tools

Each **DRAWING TOOL** can be selected by simply clicking on its **ICON** (picture) at the bottom of the screen:



The "A.." (for **ASCII**) is used for what we call the **TYPING MODE**. Clicking on it (so that the square becomes highlighted) means you can then begin typing on the document. Clicking on any of the other squares means you will go into the **GRAPHICS MODE**.

Next to the "A.." we have the **LINE TOOL**. After selecting it, the arrow pointer becomes a **CROSS** when you drag it up to the middle of the screen. This is also how you can tell that you are in the **DRAWING** or **GRAPHICS MODE** and that you can not type at this time.

To use the **LINE TOOL** you first click and hold down the mouse button and **DRAG** the **CROSS** about the screen. A **LINE** will be drawn **FROM THE STARTING POINT** of where you **FIRST** clicked, **TO THE ENDING POINT** of where the **CROSS** is when you **RELEASE** the mouse button. You can "eyeball" the **LINE** until it is perfectly straight. Step 1 shows a **LINE** being dragged towards the left. Step 2 shows the **CROSS** then being dragged slightly upwards. The **LINE** begins to straighten out. Finally, Step 3 shows the **LINE** all set to release the mouse button:

- 1)
- 2)
- 3)

Next to the **LINE** there are four **SHAPE TOOLS**: a rectangle; a rounded rectangle; a triangle and a circle (or oval). These tools work the same way, that is, you click and **DRAG** to draw with them.

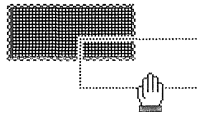


A final shape is maintained when you release the mouse button.

The next four **FILL SHAPES** work exactly the same way, but instead of drawing a "border", the entire area is filled in:



The **HAND** tool is used for moving pictures about the screen. It works by clicking **ON** the picture, holding the mouse button down, and **DRAGGING** the picture with the **HAND**:



A "ghost" picture moves with the **HAND** and when the mouse button is released, the picture will move from its original position to the new destination. If not satisfied with this position, simply drag it again to another place.

The **LINE THICKNESS** is determined by selecting one of the 5 **CROSSES** before you draw. Of course, only the **NON-FILL SHAPES** are affected by **LINE THICKNESS** since the **FILL SHAPES** are essentially "solids".



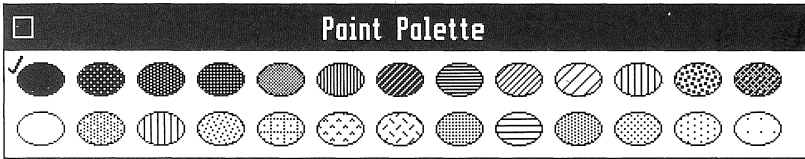
You click on one of these drawing pointers and then choose the **TOOL** you wish to draw with. To understand their differences, let's examine how the thinnest one can be utilized to create the same effects as the thicker ones. Using the smallest **CROSS** pointer, draw a rectangle, then position the pointer just inside the upper left corner and drag into place a new, internal rectangle:



Repeating this process creates a thicker "border" just as if you used a larger **CROSS**. Therefore, as you draw with one of the larger **CROSSES**, adjacent multiple lines or "dots" are formed at the same time, thus yielding larger "rectangles".

## 4.2 The Paint Palette

Drawing in color is done with the aid of what we call the **PAINT PALETTE**. This is called up on the screen by selecting "**Paint Palette**" from the **Goodies** menu or using OPEN APPLE-A (for "**Artist**");



This is like an artist's tray of colors used during painting. The **PAINT PALETTE** can be kept on the screen as you are drawing and can be moved about by dragging on its top black part. It can be put away by selecting "**Hide Paint Palette**" from the **Goodies** menu, or by clicking in its **CLOSE BOX**. (Clicking on the title of your document at the very top of the window also puts the **PAINT PALETTE** away).

### Selecting a Color

A **COLOR** is selected by simply clicking in one of the 26 colored ovals. A checkmark next to the oval signifies that it has been selected. Also, the selected color will appear in the **COLOR BOX** at the bottom of the screen. All subsequent typing or drawing will be displayed in this color.



Note that **DOUBLE-CLICKING** a colored oval on the **PAINT PALETTE** will select that color and put the **PALETTE** window away.

### Typing in Colors

The way to type in color is by first selecting one from the **PAINT PALETTE** just prior to typing. You can change the color of existing text by highlighting it and then selecting a color. Note that the text will remain highlighted and appear in an **INVERTED** color until you click the mouse to reveal its true color.

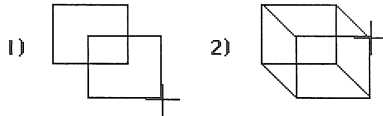
## 4.3 Painting Modes

There are **3 PAINTING MODES**. The current **MODE** will always be checked on the **Goodies** menu:



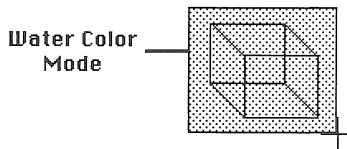
**HEAVY PAINT** is very simple to understand. Any color you draw with will paint directly over any drawings underneath it.

**WATER COLOR** results in "mixed" colors when painting over a different color than the currently selected drawing color. The drawings below it will often "come through" resulting in bizarre combinations of colors. However, the primary purpose of **WATER COLOR** is **TO LET THE BLACK SHOW THROUGH**. In Figure 1, below, we have drawn 2 rectangles in black:

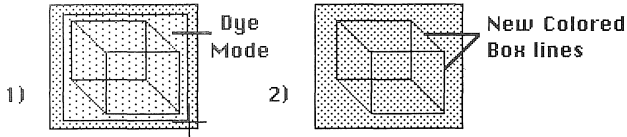


and then connected the corners, in Figure 2, using the **LINE TOOL**. This yields the illusion of a "solid" object.

Now, we select "**Water Color**", choose a color and then surround the whole picture with a new rectangle. Upon releasing the mouse button, the picture is "painted" with this **WATER COLOR** and the **BLACK** lines show through:



**DYE** simply paints over any **BLACK** parts of a picture. On an empty screen, a drawing done in **DYE** will end-up being transparent, but when you paint over a picture that contains the color **BLACK**, then just the **BLACK** portions of the drawing underneath become **DYED**. If we paint over our example box, as in Figure 1 below, then just the **BLACK** lines become colored, shown in Figure 2:



## Hiding Colors

On the **Display** menu you will find "**Hide Red, Blue, Green or Yellow**".



Selecting one of these will temporarily **HIDE** that particular color from the screen. The **Display** menu will then change to "**Show Red**" or "**Show Blue**", etc. Re-selecting one will once again **SHOW** that color. This is how you can view various colored **OVERLAYS**.

## Living Color or Black & White

You can also select "**Black & White**" from the **Display** menu in which case the entire screen will be displayed in black and white, or shades of gray where there are different colors. Selecting "**Living Color**" returns the screen back to all color again regardless of which colors were previously "hidden".

"**Living Color**" therefore **SHOWS ALL COLORS**, as if you selected them from the menu one by one. "**Black & White**" will override any "**Show Colors**" and **HIDE** them all at the same time.

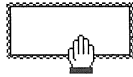


## 4.4 Objects

When you draw a shape, it becomes what we call an **OBJECT**. This means it is **INDEPENDENT** from the rest of the document or other **OBJECTS** (pictures).

### Selecting & Changing an OBJECT

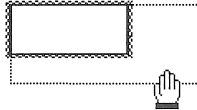
This is proven by the fact that you can change the size, position or color of an **OBJECT** without disturbing the others. This is done by **SELECTING** the **OBJECT** (clicking on it with the **HAND TOOL**):



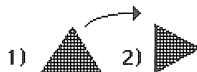
A "marquis" type border will surround the **OBJECT** telling you that it is currently **SELECTED**, which means you can now do various things with the **OBJECT**. (You already know how to drag it with the **HAND** to another position).

An **OBJECT'S LINE THICKNESS** can be altered by selecting the **OBJECT** and then immediately selecting a different **CROSS**.

An **OBJECT** can be **RE-SIZED** by holding down the **CONTROL** key while dragging it with the **HAND TOOL**:



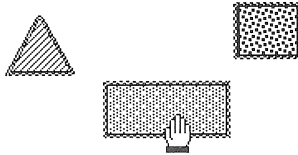
An **OBJECT** can also be **ROTATED** by selecting "**Rotate**" from the **Goodies** menu. This is ideally used on **TRIANGLES** to obtain "arrows" of different direction. (The following example is deceiving: a single figure being rotated on the screen has **NO** horizontal motion):



You can change an **OBJECT'S COLOR** by clicking a different colored oval on the **PAINT PALETTE**. Likewise, the **DRAWING MODE** for this particular **OBJECT** can be changed by selecting "**Heavy Paint**", "**Water Color**" or "**Dye**" from the **Goodies** menu.

## Selecting Multiple OBJECTS

You can select a number of different **OBJECTS** at the same time by holding down the **SHIFT** key while clicking on them one by one. Each one of the **OBJECTS** will appear with a "marquis" frame.



These selected **OBJECTS** will then behave as a **GROUP**. You can change all their **COLORS** to the same color, as well as change their **LINE THICKNESSES** or **DRAWING MODES**. You can move **ALL** of them in unison by holding down the **SHIFT** key while dragging. However, if you try to **RE-SIZE** any one of them (with the **CONTROL** key), only that one particular **OBJECT** will be altered since the others will then become "de-selected".

## Cut/Copy/Paste with OBJECTS

Just as you highlighted text and performed **Cut**, **Copy** or **Paste**, so can you select an **OBJECT** (or multiple **OBJECTS** with the **SHIFT** key) and choose **Cut** or **Copy** from the **Edit** menu. The copied **OBJECT** will appear on the **Clipboard**, replacing whatever was there before it. As you'll recall, the **Clipboard's** contents can be viewed as desired by selecting "**Show Clipboard**".

When an **OBJECT** exists on the **Clipboard**, you can then select "**Paste**" from the **Edit** menu and the **OBJECT** will reappear at the top-left corner of the **CURRENTLY SELECTED REGION**. For example, if you **Cut** an **OBJECT** from your document, and then select a different **REGION**, the **Pasted OBJECT** will be placed at the top-left position of this **REGION** -- no matter what **Page** you are on (or have scrolled to). You may, of course, **DRAG** a **Pasted OBJECT** away from this position by using the **HAND TOOL**. When you **Paste** an **OBJECT** directly on top of another **OBJECT**, you might wish to move it away (using the **HAND**) in order to expose any "hidden" **OBJECTS** beneath it.

## 4.5 Regions

A **REGION** can be simply defined as "an area". A **REGION** is usually comprised of a "group" of multiple **OBJECTS** that form a single picture.

### Typing REGIONS

The simplest **REGION** is called the **TYPING REGION**. When you create a new document, a large **TYPING REGION** is automatically created which essentially "covers" the entire document. You don't have to worry about it. You just keep typing and as you hit **RETURN**, the lines of text keep growing and growing.

### Bottomless REGIONS

This beginning **TYPING REGION** is also known as a **BOTTOMLESS REGION** in that an imaginary "rectangle" surrounds the whole document, with no tangible **BOTTOM**. You can virtually type forever downwards. And just as you can keep typing, so can you keep drawing and adding **OBJECTS** into a **BOTTOMLESS REGION**.

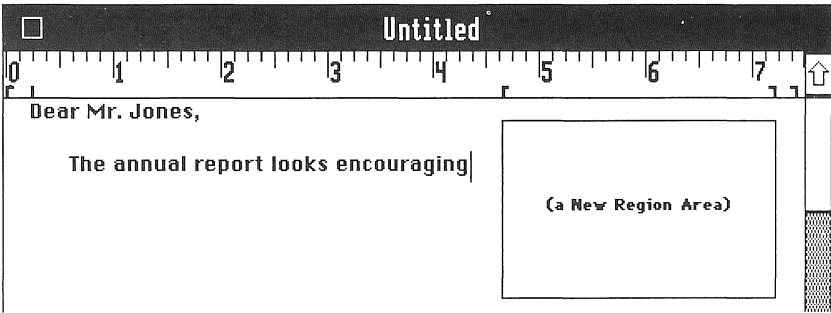
### Boxed REGIONS

A **BOXED REGION** is one that does have a bottom. It is finite to the degree that if you were to type in this **REGION**, you would eventually come to a point where you could no longer type, that is, the **REGION'S** boundaries will restrict the typing to the specified dimensions.

A **BOXED REGION** is most often used when you want to confine certain **OBJECTS** within a particular area and act on them without disturbing any others. Such is the case of a complex drawing that is complete to your satisfaction, and you wouldn't want it to be changed. The "set" of **OBJECTS** can be copied and sent to other places on your document, into other **REGIONS** or even to other documents (via the **Clipboard** or **GraphicWriter Scraps**).

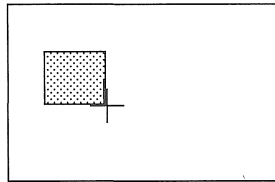
## Creating a New REGION

As previously mentioned, a new, "Untitled" document begins with a **BOTTOMLESS TYPING REGION**. To create and define a totally **NEW REGION**, simply select "New Region" from the **Regions** menu and a default "rectangle" will appear on the screen:



## The OBJECT MODE

**REGIONS** have 2 different **MODES**. The **OBJECT MODE** is fairly straight forward. The **REGION** is simply made up of a collection of **OBJECTS** brought together to form a single picture. You create and draw the **OBJECT** directly within the **REGION**:

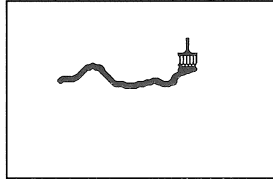


The **OBJECTS** within a **REGION** can be **Cut** or **Copied**. You may also create an **OBJECT** outside the **REGION**, **Copy** the **OBJECT** then **Paste** it into the selected **REGION**.

Therefore, the purpose of a **REGION** is to "group" **OBJECTS** together. The **REGION** will then behave as a single entity, which we shall learn more about in a moment. The reasons why you would want to use **REGIONS** will become much more evident in the next chapter concerning **Page Making**.

## The CANVAS MODE

The **CANVAS MODE** is quite different. This is where you draw within the selected **REGION** using the **PAINT BRUSH TOOL** to do "free hand" drawings:



You must understand that the drawings performed in the **CANVAS MODE** are **NOT OBJECTS**. The drawings are nothing more than "dots on the screen". These "dots" **CAN NOT BE MOVED** nor can they be re-sized. They merely form a picture within the **REGION** and have become "blended" into the area. You can, however, draw right over them, or erase them by selecting and drawing with "White" paint. You may also **Cut** or **Copy** an **ENTIRE CANVAS REGION** and **Paste** it into another **CANVAS REGION**, but **NEVER** into an **OBJECT REGION**.

**IMPORTANT RULE:** Once you have selected either the **OBJECT MODE** or **CANVAS MODE** and have started to draw in the **REGION**, you may **NOT** revert to the other **MODE** while working in that **REGION**.

## Black on White/White on Black

The "normal" mode for most applications is "Black on White" which means "black text on white paper", much like a typewriter. However, **GraphicWriter** allows you to do the reverse by selecting "White on Black" from the **Regions** menu:

This is Black on White

This is White on Black

This **ONLY EFFECTS NON-COLORED TEXT** and pertains to the **ENTIRE REGION**. You can subsequently paint "over" any part of the **REGION**. You can revert to the opposite by re-selecting the other "inversion" from the **Regions** menu.

## Selecting & Operating upon REGIONS

A **REGION** becomes selected by holding down the **OPEN APPLE** key while clicking on it with the **HAND TOOL**. The **OPEN APPLE** key is necessary so as to distinguish the **REGIONS** from **OBJECTS**. Upon selection, you can operate on the entire area of the **REGION** at once, such as **RE-SIZING** it to different dimensions by holding down the **OPEN APPLE** plus the **CONTROL** key at the same time while "tugging" on the **REGION** with the **HAND**. Note that by using the **SCROLL BARS** it is possible to create a **REGION** which is larger than the viewable screen. You would alternately **RE-SIZE** and **SCROLL**. However, due to memory limitations, a **CANVAS REGION** may **NOT** be larger than 8 inches wide by 10 inches long.

You can change the **REGION** from "**Boxed**" to "**Bottomless**", or you may choose to put a **BORDER** around a **REGION** by selecting "**Framed**" from the **Regions** menu. This will draw a **BOUNDARY FRAME**, which can thereafter be removed by selecting "**Unframed**".

Selecting "**Show Regions**" will allow you to see the positions and sizes of your **REGIONS** in the form of rectangular "frames" on the screen. Thereafter, the **Regions** menu will say "**Hide Regions**" which will, of course, remove the viewing "frames".

## Helpful Rules

The **OPEN APPLE** key always pertains to **REGIONS**. If you do **NOT** use the **OPEN APPLE** key, then you will be acting upon **OBJECTS** or **TEXT**.

The **CONTROL** key gives you "control" of a **REGION** or an **OBJECT**.

The **HAND** is used for **SELECTING**, **MOVING** and **RE-SIZING** both **REGIONS** and **OBJECTS**.

The **SHIFT** key, while used to select **MULTIPLE OBJECTS** or **TEXT**, unfortunately may **NOT** be used to select multiple **REGIONS**. However, you can **Copy** **OBJECTS** within **REGIONS**, or **CANVAS** pictures, individually into or out of the **Clipboard** or **GraphicWriter Scraps** and **Paste** them elsewhere as desired.

## Chapter Five

# Page Making



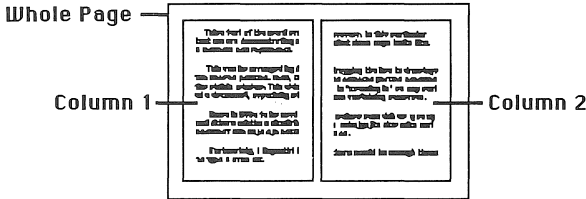
**Page Making** is the term used for designing and creating a "mixed" document that contains both typing and drawings, that is to say, text plus graphics. The REGIONS are laid down and the "pages" begin to take form.

With **GraphicWriter** you can type on your document or draw on it. You can type labels for your pictures and so forth. The end-results are aesthetic and professional documents that range from simple "doodles" to fancy invitations or letters, special promotional artwork, business reports showing trends by aid of graphs and so forth.

It's all quite up to you what kinds of documents you'll want to create. All of the drawing tools are at your disposal, and you are limited only by your imagination.

# 5.1 Page Design

For the advanced user or desktop publisher, **REGIONS** become almost mandatory for sophisticated page layout. For example, multiple text columns (required for creating a **NEWSLETTER**) can be defined by laying down **REGIONS** for these columns:



The **2 COLUMNS** on the example document, pictured above, are independent from each other. You can type just in **Column 1** (by clicking the **POINTER** there) or you can type in **Column 2**. You can **Cut** or **Copy** from one **REGION** and **Paste** into the other.

You can choose separate colors for the entered text as well as separate justifications for each **REGION**. Changing one **REGION** will not alter the other. In this way, a body of text could be typed in one column with the writing carrying over and continuing on in the other column.

You can create as many columns as you wish, with each **REGION** having a unique size, and you can scatter these **REGIONS** around a page as well as using multiple pages. (You may want to refer to "6.1 Page Setup" in the chapter on **Printing** to learn how you can change the actual page lengths).

Documents can also be created that are "mixed". In the following example we see two **REGIONS** of text along with a third **REGION** dedicated to some artwork drawings:

The diagram shows three separate rectangular boxes arranged in a 2x2 grid. The top-left box contains the text "Big Book Sale" on the first line and "Saturday 3:00 PM" on the second line. The top-right box contains a small illustration of a book on the left and a drawing of a hand holding a pencil on the right. The bottom-right box contains the text "Don't Forget!!". The top-left and bottom-right boxes are empty on their right sides, indicating they are separate regions.



## 5.2 Text Plus Graphics

The basic rule to remember when combining text and graphics pictures is that the pictures will always "override" the typed text. This is because a drawing is really a "painting" and will usually cover-up the text. Of course, a **WATER COLOR** or **DYE** will change the apparent color of any underlapping text (until you move one of these **OBJECTS** away).

### Typing Over Pictures

As you are typing, the characters might run right under an **OBJECT**, as the text will tend to "disappear". In fact, you might even see a "blank line" across the screen during backspacing of text. What this means is that because you are in the **TYPING MODE** at the time, there will be an illusion of parts being "erased". You will experience this whenever you are typing and there are pictures that "get in the way".

To review the pictures or text, that is, to see what the document "really" looks like, all you have to do is click on the **"Update"** button at the bottom right corner of the screen:

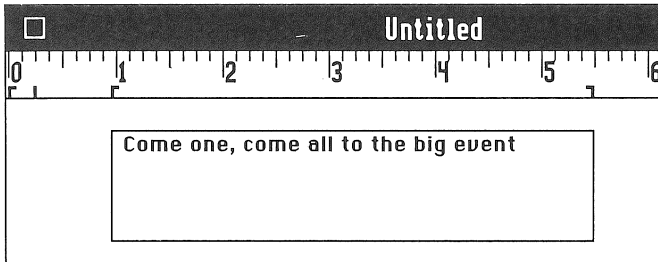


This will show the **OBJECTS** in their proper and full pictures, in which case if any text is underneath them, the **OBJECTS** will "smother" the text so that the text will not be seen. (except for most **Water Color** and **Dye OBJECTS**).

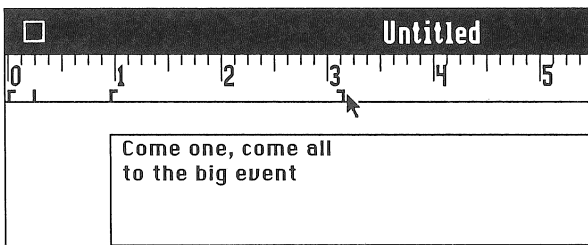
### TEXT within REGIONS

The text entered into a **BOTTOMLESS** or **BOXED REGION** can be operated upon with the normal editing functions such as cut & paste, highlighting and changing font, size or color, and so forth. However, the **REGION** can also maintain a set of **TABS** and **MARGINS** and because of this, the real power of **GraphicWriter** begins to be noticed.

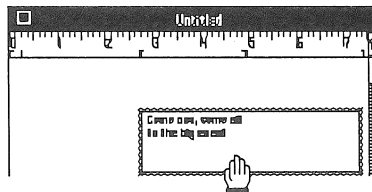
When we create a **NEW REGION**, the **MARGINS** are set, as a default, to the left and right boundaries of the **REGION**, as illustrated in the following example:



You'll recall the rule that the **RULER** you see is for the current paragraph. Well, in this case it's our **REGION**! The **LEFT** and **RIGHT MARGINS** are set at the **1 inch** and **5.5 inches** MARKS. As with any paragraph, dragging the **RIGHT MARGIN MARK** to a new setting will alter the text within that **REGION**:



This is the same Word Processing "test" we performed much earlier, except the difference here is that we can actually **DRAG** this entire **REGION** about the screen:



Carefully notice that not only has the text moved along with the **REGION**, but the **MARGIN MARKS** on the **RULER** have also been adjusted to satisfy the new position! Now, here's where the real **Page Making** begins to take shape! You can scatter **REGIONS** throughout your document's **Pages**, creating these "typing fields" wherever desired.

## Mixing Text and Graphics

You can also combine **GRAPHICS** pictures within the same **REGION** containing **TEXT**. For example, if you had a drawing in one **REGION**, and typed a "label" in a separate **REGION** just below the drawing, then if you wanted to move both the drawing and label to another position on the page (or to another page), you would have to move them individually.

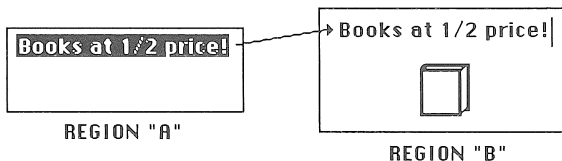
However, the correct way to do this is to **COMBINE** them all into one single **REGION**, making this unit much easier to work with:



In the above example we see that the **TEXT** is within the same **REGION** (the **CANVAS TYPE**, evidenced by the fancy artwork drawings) as the **PICTURES**. This entire **REGION** can be moved about the document. Of course, the **TEXT** in the example has become "dots" within the **CANVAS** and can only thereafter be **COPIED** as a **PICTURE** (to another **CANVAS**) or **ERASED** (by using the color **WHITE**). You realize, therefore, that this "text" can not be "highlighted" and acted upon. It has become nothing more than a picture, just as if you took the brush and drew all of the "dots" to form the words.

## Cut-Copy-Paste

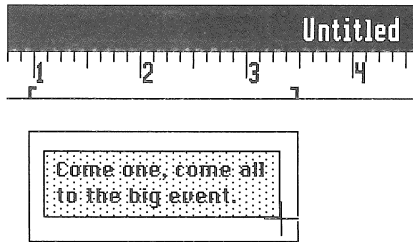
But you can use **Cut**, **Copy** or **Paste** on any **TEXT** within the **OBJECT REGIONS**. The **TEXT** is called **REAL TEXT** in that it is considered to be "loose" and movable. This is best understood when you think of each **REGION** as being miniature "documents" within themselves. You can take the **TEXT** from one **REGION** and **Paste** it into another:



## 5.3 Overlays

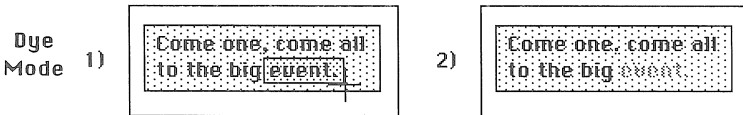
An **OVERLAY** is the term used for when we "**mask**" an **OBJECT** or a **REGION** by placing a **WATER COLOR** or a **DYE OBJECT** directly over it. (Of course, using **HEAVY PAINT** will cover an **OBJECT** or **REGION** completely).

Let's take our previous example and place a new **WATER COLOR MASK** over our text:



As expected, the **BLACK** will "shine through".

We can perform further **OVERLAYS** by again "**masking**" some more text, such as shown on the word "event":



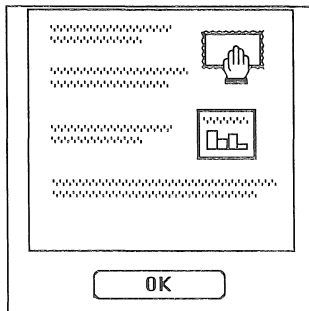
Through the use of the "**typing fields**" and **OVERLAYS**, sophisticated artwork can be obtained. Keep in mind as well that when your creative ideas come to life in the form of a really good drawing, make **Copies** of them for safe-keeping. After all, they can be used again on other documents! (See **5.5 Templates**).

## 5.4 Layouts

You'll recall that **"Show Full Page"** can be selected from the **Page** menu in order to view a miniature representation of the **PAGE** on which you are currently working. This process proves very valuable when applied to **Page Making**.

### Using "Show Full Page"

When brought up on the screen, **Show Full Page** presents for your inspection the "overall view" of a document **Page**:



Lines of **TEXT** in this window will be displayed as "waves", as shown above. The window represents a single page, about 8 1/2 inches across (the "viewable" section of the document window, which will be just a portion of a wider document) and you can view different pages by first scrolling to them prior to selecting **"Show Full Page"**.

### Rearranging the Layouts

One of the best usages for **Show Full Page** is that, by using the **HAND**, you can actually drag and maneuver the **OBJECTS** or **REGIONS** about the page, as shown in the example above. In this way, **Page Making** becomes much easier to accomplish. The **OBJECTS** or **REGIONS** can also be **Cut**, **Copied** or **Pasted** directly on the window (or into the Scrapboard). Any other process that you can perform on the "regular" document window with an **OBJECT** or **REGION** can also be done on **Show Full Page**. The **ONLY** function you can not do is to **RE-SIZE** an **OBJECT** or **REGION** during **Show Full Page**.

## 5.5 Templates

A **TEMPLATE** is the term used for a document which serves as a "model" that can be used to create similar type documents. This is so you don't have to keep creating the same drawings or layouts over and over.

### Creating a TEMPLATE

It is very easy to create a **TEMPLATE**. All you do is perform your drawings and then **Save** it back to the disk. For example, a document that has a logo at the top can be used as **Letterhead** stationery. Then, you open up this **TEMPLATE** and begin typing a letter. When ready to save this new document you **MUST** select "**Save As..**" from the **File** menu. This allows you to save the document to a new file with a different name. But take caution: Should you use "**Save Document**" to save it, you'll be saving the **TEMPLATE** itself! The **TEMPLATE** will still have the typing on it and therefore become "ruined"!

To avoid this problem, you might want to save away another **COPY** of the **TEMPLATE** so that the original **NEVER** gets altered.


### Examples of TEMPLATES

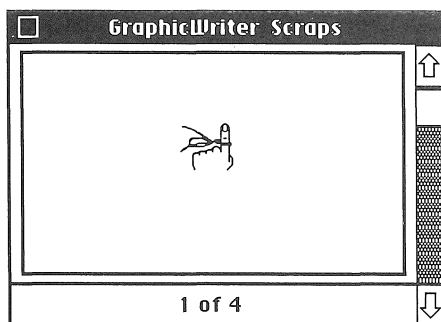
The main reason for creating **TEMPLATES** is to avoid doing extra work. When you create a document or a report containing numerous **REGIONS** all carefully laid out, or sophisticated drawings, or special areas of the document set aside for graphs, etc., then stashing this "raw" document aside will allow you to use it again.

Of course, if the **ONLY** difference amongst your documents is the actual text you type in the **REGIONS**, then you could always bring up one of them, highlight the text and **Cut** it out, then begin typing anew.

It is also a very wise thing to set aside a **FOLDER** on the disk for special drawings, artwork, laid out **REGIONS** and so forth. The extra time spent in creating **TEMPLATES** and **FOLDERS** may very well prove worth it.

## 5.6 GraphicWriter Scraps

**GraphicWriter Scraps** is a collection of sample drawings combined together within a second **Clipboard**. This **Scrapboard**, as it is often called, can be brought up on the screen by selecting "**GraphicWriter Scraps**" under the **Apple**  menu:



A picture in this **Scrapboard** is like a "frame on film". The number of the picture is shown along with the total number of pictures (**1 of 4**, etc.). You can move through the series of "frames" in the usual manner of clicking on the arrows to scroll up or down, or by clicking in the scroll bar (gray area), or by dragging the scroll "thumb".

A picture can be **Cut** or **Copied** (by using the **Edit** menu) from your document and into the **Scrapboard**, or a picture can be **Cut** or **Copied** from the **Scrapboard** and then **Pasted** into your document.

There is an important rule to remember which is called the **FRONT WINDOW**. If the **Scraps** window is the frontmost window at the time, the editing functions (**Cut**, **Copy** or **Paste**) apply **ONLY** to the **Scraps** window and **NOT** the document. When you **CLOSE** the **Scraps** window (or click on the document window), then the document itself becomes the **FRONT WINDOW** and all editing functions behave as usual upon the document.

You can store various pictures of your choice into the **GraphicWriter Scraps** so that all of your documents can access and share them.

## NOTES



## Chapter Six

# Printing



Once you have created your document, with all its fancy typing and drawings with colors, objects and regions, you can then print the document using your special ImageWriter II color printer (or a compatible printer) or your daisywheel.

Printing your document is very easy. You have a number of choices in how you would like this to be done. It's as easy as using a copier machine, and as simple as clicking the mouse.

## 6.1 Page Setup

Printing your document is accomplished by first selecting "**Page Setup**" from the **File** menu. Upon doing so you will be presented with the following window:

Page Setup		
<b>Printer:</b>	<b>Quality:</b>	<b>Paper:</b>
<input checked="" type="radio"/> ImageWriter	<input type="radio"/> Draft	<input checked="" type="radio"/> US Letter
<input type="radio"/> ImageWriter II	<input checked="" type="radio"/> Standard	<input type="radio"/> US Legal
<input type="radio"/> LaserWriter	<input type="radio"/> High	<input type="radio"/> A4
<input type="radio"/> DaisyWheel		<input type="radio"/> Computer
<input checked="" type="checkbox"/> Page Numbers	<input checked="" type="checkbox"/> Headers	<input checked="" type="checkbox"/> Footers
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>

The **Page Setup** window allows you to choose various ways of printing. You may bring up this window at any time just to "set" the parameters. However, there may be times when you'll want to make changes to these parameters just prior to printing special documents.

**PRINTER** represents the type of printer you will be using. You can choose the **ImageWriter**, the **ImageWriter II** (which can print in colors), the **LaserWriter**, or a **Daisywheel** type printer. (The latter can only print in **DRAFT**). To select a printer, simply click in one of the "radio" buttons.

**QUALITY** represents the type of printing you want to use. The **DRAFT** button signifies that you want to print the **TEXT ONLY**. This, of course, means that **NONE** of your graphics drawings will be printed nor will the **TEXT** be able to be printed in the different fonts, sizes or styles (except bold and underline). This printing mode is used most often for business letters and reports.

**STANDARD** represents the normal mode for printing graphics. This mode does allow the fonts, sizes and styles of your text to be printed. **HIGH QUALITY** mode is a "double-pass" graphics printing which results in a much sharper picture than with **STANDARD** (although this takes a few moments longer to accomplish).

**PAPER** is for setting the paper length of each **PAGE** of your document. Note that you can control this length while you are creating a document. The **Page Number** on the screen, as well as **Page Breaks**, will be affected by this length. **US Letter** is your normal 8 1/2 by 11 inches while **US Legal** is 8 1/2 by 14. **A4** stands for the common European size. **Computer** represents paper that is 15 inches wide. Note that you can only print 15 inches wide **PROVIDED** you are using the **Wide ImageWriter**.

**PAGE NUMBERS, HEADERS** and **FOOTERS** are selected individually by clicking in their respective "boxes" (until a check appears). These are additional functions which allow you to print the **Page Number, Header** or **Footer** for each page during the actual printing. Clicking a checked box a second time will "un-check" it.

Clicking the "**OK**" button will accept the parameters, saving them for future printing, and then return you back to your document. Clicking "**Cancel**" will return you back to your document **WITHOUT** saving any changes you may have made to the parameters.

**Important Note:** These **Page Setup** parameters are always saved uniquely for each document. You can therefore have many different documents, all with separate settings.

Should your printing not quite come out as desired, then abort the printing and bring up the **Page Setup** window, select the appropriate option, then continue printing.

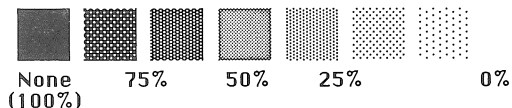
## 6.2 Print Setup

After assuring the **Page Setup** parameters are satisfactory, the very next step towards printing is to select "**Print Setup**" from the **File** menu. Upon doing so you will be presented with the following window:

Print Setup	
<b>Colors:</b>	
<input checked="" type="checkbox"/> Black	<input checked="" type="checkbox"/> Blue
<input checked="" type="checkbox"/> Red	<input checked="" type="checkbox"/> Yellow
<input checked="" type="checkbox"/> Green	
<b>Screen Tones:</b>	
<input checked="" type="radio"/> None	<input type="radio"/> 75%
<input type="radio"/> 50%	<input type="radio"/> 25%
<input checked="" type="radio"/> Form Feed	<input type="radio"/> Cut Sheet
<b>Copies</b>	<input type="text" value="1"/>
<input type="button" value="START"/>	<input type="button" value="Cancel"/>

The **COLORS** boxes allow you to choose which of the main **COLORS** you would like included in your printing. You choose a color by clicking in its box (until it becomes checked). You can de-select (un-check) a **COLOR** by clicking the box a second time. If a **COLOR** is not checked, then it will be excluded from the final printing. In this way it is possible to print **COLORED OVERLAYS** by printing your document a number of times. Each time you can print by selecting different combinations of added or removed colors.

**SCREEN TONES** represent the degree of "screening" to be done during printing. This is as if a screen or "grid" of a specific **DOT DENSITY** was laid over the document, allowing only certain **TINTS** to show through. This is measured by the percentage of **SOLID BLACK**. The following example illustrates a descending scale of **SCREENING** upon the color **BLACK**:



**FORM FEED** is your normal type of paper feed where the printer sends the specially prepared form paper on through during printing. **CUT SHEET** is where YOU manually feed each sheet of paper during printing, one by one when asked to do so.

The number of **COPIES** you wish to print can be entered by editing the **COPIES** box.

Clicking "**Cancel**" returns you back to your document **WITHOUT** saving any changes to the **Print Setup** parameters.

Clicking the "**START**" button will save the current parameters and begin printing according to all of the parameters from both the **Page Setup** and **Print Setup** windows.

You can thereafter abort the actual printing by pressing **OPEN APPLE-PERIOD**.

Remember, these **Print Setup** parameters are saved uniquely for each document.

## NOTES

## Other Offices



**GraphicWriter** is actually only one of a handful of "modules", all of which can be combined into one package. You can move from one **OFFICE**, as they are called, over to another, bringing the data with you as you go. The documents you type can be used entirely by **GraphicWriter**, or you can transfer them into the other **Office Modules**. A powerful package is created when the modules are used altogether.

### Office Works™

By selecting "**Other Offices**" from the **File** menu, you can move over to another **MODULE** in the **Office Works™ Series** from **DataPak** (or just "quit" to other ][ GS programs such as the **Finder**, etc).

**Office Works** contains a fascinating program called "**Central Files**" which will accept the documents you created in **GraphicWriter** and file them into animated file cabinets. Here you click open a drawer of the filing cabinet and out fans the folders of your clients. You can store your documents right into your clients' folders!

Along with this unique, yet intuitive filing system, you can also perform mail merge (printing form letters and labels).

**Office Works™** contains yet another program called "**Ledger Set**" which will handle all of your accounting needs, receivables, payables, inventory, etc. It has a powerful spreadsheet, graphs and statistics generator.

Call **DataPak** to find out more information concerning the **Office Works™ Series Modules** and other new products available for your **Apple ][ GS!**

# APPENDIX A -- Bitmap Files

Certain video scanning devices that **DIGITIZE** images (translate real life pictures into patterns a computer can recognize) have the capability of creating a disk file that, when loaded into the computer's screen memory, will display the digitized picture. Such files are called **BITMAP FILES**. Essentially, they contain **BITS** ("dots") that constitute a graphic picture for the **Apple II GS**. **GraphicWriter** has the capability of importing these **BITMAP FILES** provided they have been generated from **HIGH RESOLUTION** graphics. For the **GS** this is **640 PIXELS** ("dots") per line with **200** lines per screen.

## To Import a Bitmap File:

- 1) **SELECT** or create a **CANVAS REGION** (you can only import a **Bitmap File** into a **CANVAS REGION**).
- 2) Select "**Import Bitmap File**" from the **Goodies** menu.
- 3) A standard file selection list window will be displayed. Select the file you wish to import.

A standard **Bitmap File** contains 32,000 characters which comprises an entire single **GS** screen in the **High Resolution** mode. The initial size of your **CANVAS REGION** is unimportant. The entire **640 X 200** matrix of "dots" is imported into memory. A smaller **CANVAS REGION** can be "stretched" in size in order to see more of the imported picture.

## Exporting Bitmap Files

It is also possible to **EXPORT** a **Bitmap File** from **GraphicWriter** to another program or device (providing, of course, they have the capability of "excepting" such a file). To do this, simply **SELECT** a **CANVAS REGION** and then select "**Export Bitmap Files**" from the **Goodies** menu. As usual, you will be asked to enter a new name for the file just prior to saving it.

**NOTE:** Since **Bitmap Files** require large amounts of disk space, it is **NOT** advisable to use "Import" or "Export" just to transfer pictures between **GraphicWriter** documents. Instead, use either **Cut/Copy/Paste** or **GraphicWriter Scraps**.



# APPENDIX B -- The Master Palette

Since **GraphicWriter** uses "**Super Hi-Res**" graphics, there are certain restrictions applied to the selection of **COLORS**. In the "**Super Hi-Res**" mode, the **GS** can only display **FOUR** unique colors per screen line, and although this restricts the solid color spectrum, it is a necessary trade-off for good quality graphics or word processing.

**GraphicWriter** behaves like it uses more than **FOUR COLORS** by employing a technique known as **DITHERING**. This method, commonly used in the printing industry, blends the different colored "dots" into **PATTERNS** that give the appearance of different hues and shades. For example, the color **PURPLE** is created by displaying alternate **RED** and **BLUE** "dots". **ORANGE** is created with **YELLOW** and **RED** "dots", and so forth.

## Changing the Master Palette

There may be times when **SOLID COLORS** will be preferred over **DITHERED COLORS**. For example, one might be designing a layout which will only have one or two colors for the camera-ready artwork at the printing press. In this case, the restriction to four colors (where **WHITE** and **BLACK** are two of them) is more desirable since solid, undithered colors are preferred.

By selecting "**Set Master Palette**" from the **Display** menu, the following screen will be presented:

**Set Master Palette**

**Dithered**       **Solid Colors**

**Color 1:**     **Red**       **Blue**       **Green**

**Color 2:**     **Red**       **Blue**       **Green**

If you select "**Dithered**", colors will be displayed on your document using the **DITHERING** technique (described above). Note that the color selections have no meaning when **Dithering** is selected.

By selecting "**Solid Colors**", your document will be displayed using **FOUR NON-DITHERED COLORS**. **White** and **Black** are always chosen for two of the four colors as **White** is necessary for "background" and **Black** is necessary for "outlines". But, you can choose **Red, Blue, Green**, or a combination of all three for the remaining two colors.

**Red, Blue** and **Green** are offered as choices that represent the actual colored "beams" that reflect on your monitor. By selecting different combinations, you can obtain the following solid colors. (Note: An **X** means the color box is checked while "--" means it is un-checked):

### Solid Color Table

<u>RED</u>	<u>BLUE</u>	<u>GREEN</u>	<u>SOLID COLOR RESULT</u>
X	--	--	Red
--	X	--	Blue
--	--	X	Green
X	X	--	Violet
--	X	X	Turquoise
X	--	X	Yellow
X	X	X	White
--	--	--	Black

# APPENDIX C -- Colored Printing

**GraphicWriter** version 1.0 supports the **Apple ImageWriter** and **ImageWriter II** printers, as well as some Daisywheel "letter quality" printers (which can only print TEXT). The **LaserWriter** will be supported pending **Apple Computer's** release of the actual **LaserWriter** driver software.

Of these printers, only the **ImageWriter II** is capable of printing in **COLOR**. Printing a colored document to a "black and white" device requires some discussion:

## How Colors will Print

You can determine the exact way **GraphicWriter** will print colors to various printers by understanding three general rules:

- 1) If the selected print device is the **ImageWriter II**, the document is printed with the identical colored patterns as shown on the **GS** screen.
- 2) If the selected print device is the **ImageWriter** or **LaserWriter**, colors will print in **Black** and **White** patterns as follows (See **Appendix B -- The Master Palette**):
  - A) If **DITHERED** is selected for the **Master Palette**, colors will be represented by various shades of gray, depending upon the original colors' relative lightness and darkness.
  - B) If **SOLID COLORS** is selected for the **Master Palette**, then all solid colors are printed as solid **Black** and patterned colors are printed as **Black DOTS**.
- 3) If **SCREEN TONES** has been selected (from **Print Setup**), only the **SOLID** colors are affected. If **DITHERED** is selected for the **Master Palette**, then only **Black** is affected, whereas if **SOLID COLORS** is selected, then **Black** and **ALL SOLID COLORS** will be affected by the **SCREEN TONE** selection.

## Color Separation

**GraphicWriter** is an excellent tool for preparing multi-colored copy for printing. However, it's important to plan your document in advance, keeping in mind the various methods for printing, in order to achieve the desired results.

For example, if you are going to design a two or three colored promotional piece, it is best to force the **Master Palette** into **SOLID COLORS** (See **Appendix B**). Then, you would print each **OVERLAY** one at a time. By selecting one of the colors from the **Print Setup** parameters (and remember, **Black is a color**), only those specific colored portions of the artwork document will be printed in **SOLID BLACK** which is exactly what is required for your camera-ready copy.

## Daisywheel Printing

A Daisywheel printer, of course, can only print **TEXT** characters and only in black and white. The printer's "wheel" (which is nothing more than a metal ball with an engraved alphabet) strikes a ribbon to print a character. It is therefore virtually impossible to print any type of graphic "dots".

However, **Style** variations of **BOLD** and **UNDERLINE** are supported.

**NOTE:** DataPak Software, Inc., only guarantees that **GraphicWriter** will work with the **Apple ImageWriter** and **ImageWriter II**. The **LaserWriter** will be supported by **GraphicWriter** in version **2.0** and above.

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