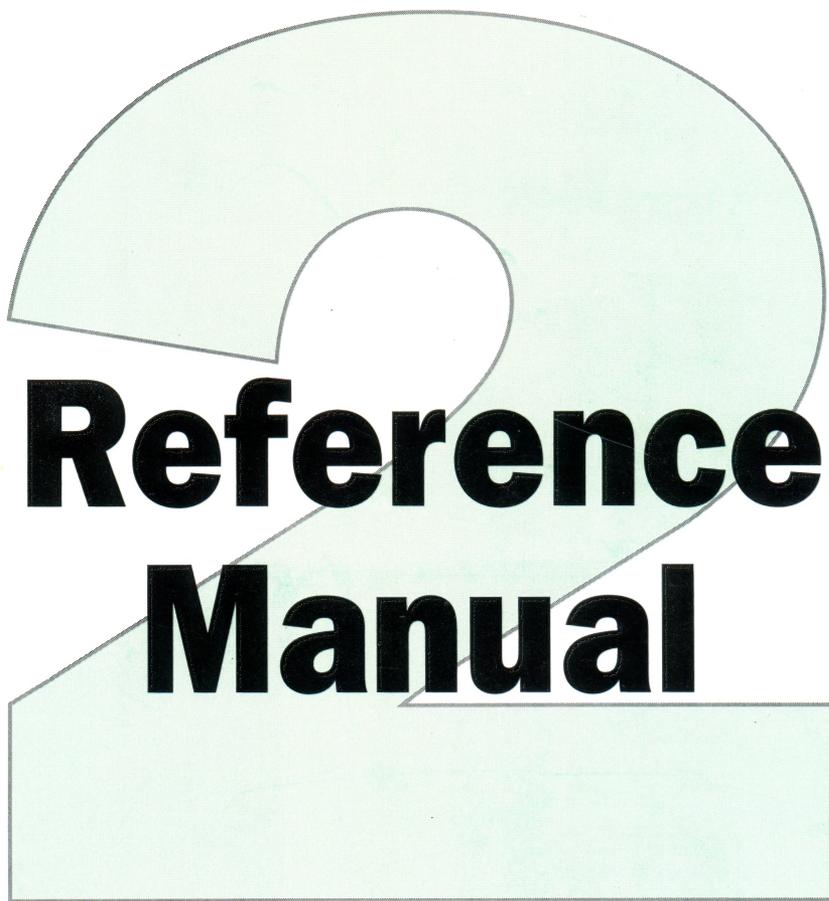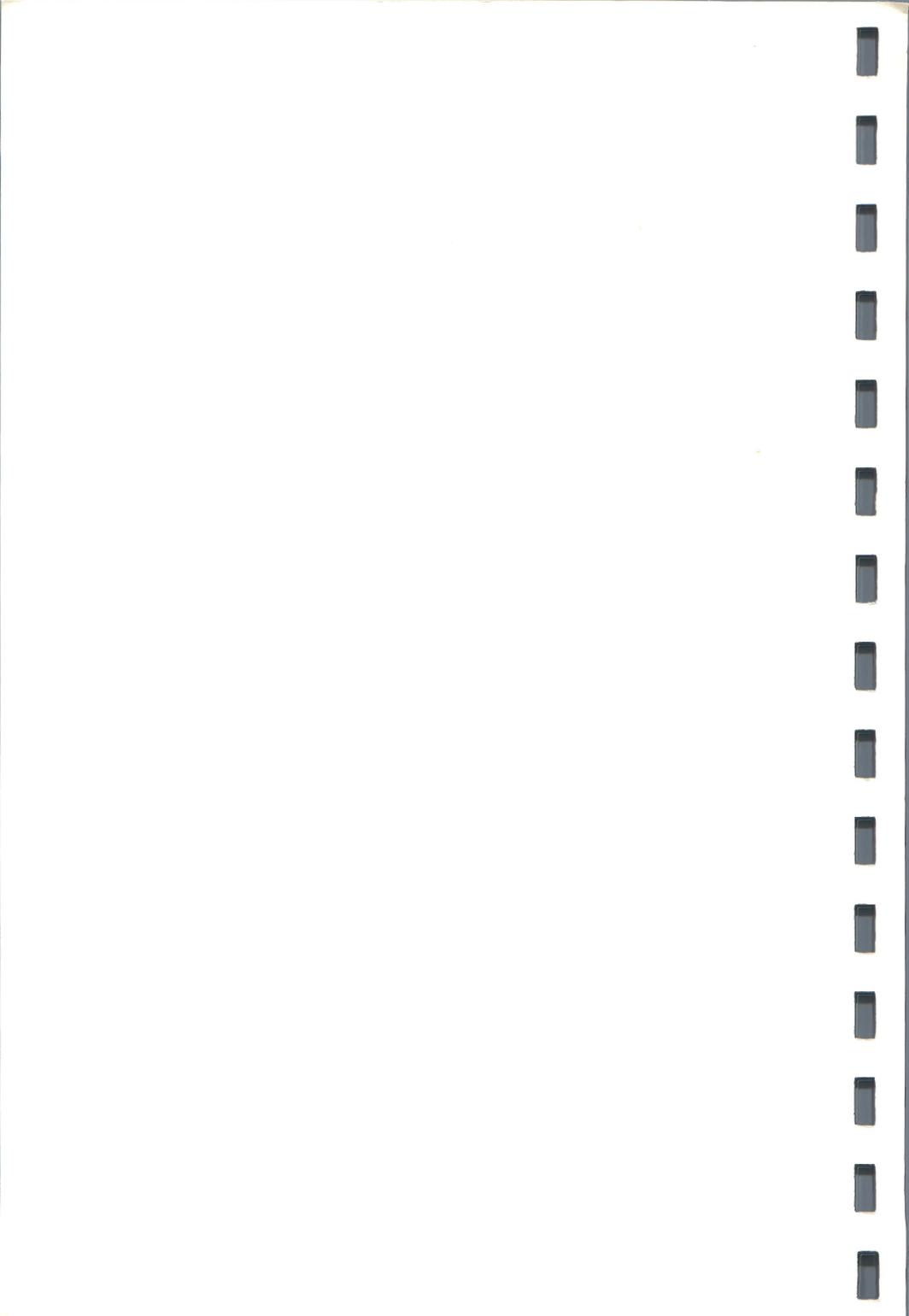# GraphicWriter III™

Superior Desktop Publishing For Your Apple IIGS®

Reference Manual

2

Seven Hills
Software

GraphicWriter III

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

This *Reference* manual contains complete information about specific features, as well as tips and other information that will be useful as you use GraphicWriter III. This manual is divided into four main sections:

— The *Menus* section describes what each menu item does and how to use it. It also lists the keyboard shortcut for each menu item.

— The *Tools* section covers the tools that are available in a document window.

— The *Painting Frames* section describes how to create and work with painting frames.

— The *Dithering* section explains how colors are displayed and printed with GraphicWriter III.

In addition, the Appendices section contains tips, a glossary of common terms, and other useful information.

The *Guided Tour* manual teaches all about using GraphicWriter III to its fullest. You should read that manual and follow the Guided Tour first, then use the Reference manual to learn more about a particular feature.

Enjoy!

12/91

Notes

About Seven Hills Software

No Copy Protection

We don't believe in copy protection—all it does is impair the honest user's ability to use software to its fullest. We strive to provide high quality products at reasonable prices. We hope you will support our efforts by not allowing your family or friends to copy this software.

Postage-Paid Registration

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

Questions and Comments

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

Contacting Us

For orders and product information call (904) 575-0566 from 9 a.m. to 5 p.m. ET, Monday-Friday.

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

Contact us electronically for fastest written communication:

America Online, AppleLink, GEnie: SevenHills

CompuServe: 75300,1743

FAX: (904) 575-2015

To contact us the "old-fashioned way," write to:

Seven Hills Software
2310 Oxford Road
Tallahassee, FL 32304-3930

Notes

About GraphicWriter III

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

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

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

- Translators so you can import text and graphics from many popular programs. Text, with formatting intact, can be imported from Classic AppleWorks (even with SuperFonts!), AppleWriter, Bank Street Writer, FrEdWriter, MouseWrite, and Teach. Import graphics from Print Shop, Print Shop GS, and any program that uses standard single-, double-, or super-high resolution graphics.

- Fonts and clip art images so you can design a variety of layouts.

- A small "program launcher" to replace the Finder when using 3.5" disks, thus giving you more space for saving files.

- A New Desk Accessory for formatting 3.5" and 5.25" disks from within GraphicWriter III and other programs that operate under GS/OS.

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

Thanks to...

Steve Stephenson for his excellent text translators and advice. **Tom Dorris** for his great paint graphic translators. **Matt Deatherage** and the other supportive people at Apple Computer, Inc. **GS+ Magazine** for providing their "Teach" text translator, and for producing a great magazine. **Kathryn Beth Willig** for providing tips and suggestions that made this manual better. The Reference Card is dedicated to her. **Our user group "Partners"** for their help beta testing and telling people about our products. **And you,** for supporting our IIGS publishing efforts!

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Menus

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Menus

Menus contain all the commands available with GraphicWriter III. The titles of all the menus are shown in the menu bar at the top of the screen. To see the commands available in a menu, pull it down by pointing to its title and pressing the mouse button. When a command is dim it is not available at the moment.

This section is organized by the menu titles and menu commands.

Command Keys

There are many shortcuts that help you work quicker with GraphicWriter III. Among these are the keyboard shortcuts that let you choose a menu item without using the mouse. These shortcuts are listed to the right of the corresponding commands in the menus.

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

For example, pull down the File menu and you will see several keyboard shortcuts listed: ⌘n for New, ⌘o for Open, and so on.

To use a keyboard shortcut, hold down the Command key (⌘) and press the letter listed on the menu. The Command key has a hollow apple and a cloverleaf on it and it is located between the Option key and the tilde key at the lower-left of the keyboard.

*NOTE: All shortcuts, other than those on the Style menu, are accessed by holding down the Command key and typing a **lower case** letter—do not hold down the Shift key unless you are choosing a Style command (the Caps Lock key is ignored).*

¿ (Apple) Menu

The ¿ menu contains the standard About
command and New Desk Accessories.

About GraphicWriter III... ¿?
Control Panels
Disk Initializer

About GraphicWriter III

Shortcut: ¿?

Choose About GraphicWriter III from the ¿ (Apple) menu to display the
version number and copyright information.

GraphicWriter III
U.S. Version 1.1

Copyright 1991 by
Seven Hills Software Corp.
All Rights Reserved

[OK]

Written by Gary Crandall
Developer and Trademark: DataPak Software, Inc.
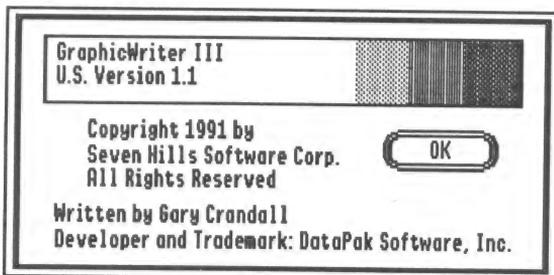
The About GraphicWriter III dialog box

Desk Accessories

When you start the computer, each desk accessory uses some memory
that cannot be used by GraphicWriter III.

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

New Desk Accessories

New Desk Accessories (NDAs) you installed appear under the ♦ (Apple) menu. NDAs are stored in the System/Desk.Accs folder of your startup disk (filetype $B8).

To use an NDA, choose it from the ♦ (Apple) menu like any other command. For information about using a particular NDA you must refer to the documentation that came with it.

Control Panels

Control Panels lets you change various system-related options, including your printer setup. Refer to the documentation that came with your Apple IIGS for information about changing the printer type, connection method, and other settings.

Disk Initializer

Disk Initializer is provided free with GraphicWriter III. It allows you to initialize 3.5" and 5.25" disks without having to quit the program you are using.

Classic Desk Accessories

To access any Classic Desk Accessories (CDAs) stored in the System/Desk.Accessories folder of your startup disk (filetype $B9), hold down ⌃-Control while you press and release Esc.

For information about using a particular CDA you must refer to the documentation that came with it.

File Menu

The File menu contains commands relating to the whole document. Use this menu to create, load, print, and save your documents. This menu also is used to import text and graphics from other applications and to export text and graphics for use by other applications.

File	
New...	án
Open...	áo
Close	ák
Save	ás
Save As...	
Export...	
Import...	ái
Page Setup...	
Print...	áp
Quit	áq

New

Shortcut: ⌘n

Choose New from the File menu to start a new document. You can have several files open at one time; the total number depends on available memory. *NOTE: To start a document from a template file, do not choose New. Instead, open the template file (see "Open," below).*

After choosing New the first page of the document is displayed. The new document is created from the preset options for Page Setup, Font, Size, and so on. Many preset options can be changed by choosing the appropriate menu item when no document is open.

Open

Shortcut: ⌂o

Choose Open from the File menu to open an existing document or template file that is stored on disk. You can have multiple files open at one time; the total number depends on available memory (you will be notified if there is not enough available memory to open another file).

```
┌─────────────────────────────────────────────┐
│ ▼ ⬆ GraphicWriter (ProDOS)                   │
│ Open GraphicWriter File:                     │
│ ┌───────────────────────────┐┌─┐  ┌────────┐ │
│ │ ▣ Guided.Tour             ││⬆│  │  Disk  │ │
│ │ ▢ GW.Translators          │└─┘  ├────────┤ │
│ │ ▢ Samples                 │     │  Open  │ │
│ │                           │     ├────────┤ │
│ │                           │┌─┐  │ Close  │ │
│ │                           ││⬇│  ├────────┤ │
│ └───────────────────────────┘└─┘  │ Cancel │ │
│                                    └────────┘ │
│ Open File As:  ◉ Original  ○ Copy            │
└─────────────────────────────────────────────┘
```
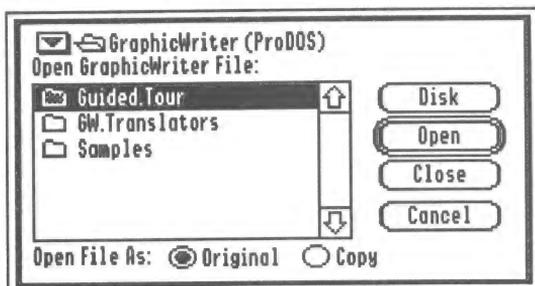
GraphicWriter III's "Open" file dialog box
(the exact appearance depends upon
the system software being used)

Use the "Open" dialog box to find and highlight the file you want to open.

Leave the Original button selected if you want to modify the original file. To keep the original file intact (e.g. if it's a template file), select the Copy button. When you open a copy of a file, you are asked to name the new file and select the location to save it.

Close

Shortcut: ⌘k

Choose Close from the File menu to close the document with which you are working. Another way to close a document is by clicking the close box in the upper-left corner of the document window.

If you made changes to the document you are asked if you want to save those changes.
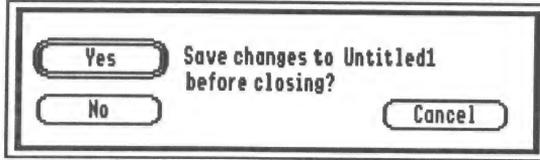
The "Save Changes?" dialog box

Click **Yes** to save all the changes you made to the document. If you haven't named the document yet you will be asked to name and select the location to save it.

Click **No** to discard the changes you made.

Click **Cancel** if you chose Close by mistake.

Save

Shortcut: ⌘S

Choose Save from the File menu to save the document with which you are working. If the document has not been saved before, you will be asked to name it and select the location to save it.

```
┌──────────────────────────────────┐
│ ▼ 🖴 GraphicWriter (ProDOS)       │
│ 232 free of 800K.   ┌──────────┐  │
│                     │ Volumes  │  │
│ 🖥 GraphicWriter  ⬆  └──────────┘  │
│ ▓▓ Guided.Tour       ┌───────────┐ │
│ 🗂 GW.Dictionary     │New Folder │ │
│ 🗂 GW.Resources      └───────────┘ │
│ 🗂 GW.Translators    ┌──────────┐  │
│ 🗂 Samples        ⬇  │  Open    │  │
│                      └──────────┘  │
│ Save File As:        ┌──────────┐  │
│                      │  Close   │  │
│ ┌──────────────┐     └──────────┘  │
│ │ Untitled1    │     ┌──────────┐  │
│ └──────────────┘     │  Save    │  │
│                      └──────────┘  │
│                      ┌──────────┐  │
│                      │  Cancel  │  │
│                      └──────────┘  │
└──────────────────────────────────┘
```
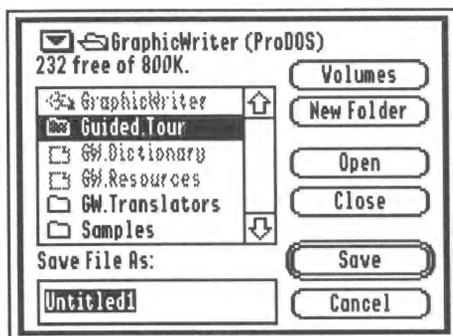
The "Save" file dialog box
(the exact appearance depends upon
the system software being used)

If you have only one disk drive, saving documents on your Graphic-Writer III *Startup* or *Program* disk will reduce disk swapping. If you want to save the new document on a separate data disk, insert the data disk and click Disk until the data disk name is displayed at the top of the dialog box.

Saving periodically helps prevent disasters (e.g. if the power goes out you won't lose all of your work, just the changes you made since the last Save command). Saving also frees up memory, which makes it less likely that you will encounter an "out of memory" message.

Save As

Choose Save As from the File menu to save a copy of the active document under a different name.

The file that was originally opened remains as it was the last time you saved it. The newly created file is as you see it on-screen. After using Save As you are working with that newly saved version—if you want to modify the original file you must open it.

Export

Choose Export from the File menu to save GraphicWriter III's text or graphics in a format that another program can use (for example, you can export text to standard ASCII files or graphics in a standard format).

Exporting is accomplished by using translators which translate Graphic-Writer III information into a form that can be used by other programs. Several translators are provided with GraphicWriter III.

Each translator that supports exporting transfers as much information as possible. Information applicable to the file format is translated; information that does not belong is ignored. Some translators have special options which can be set to allow a smoother translation between programs.

For complete information about what a specific translator recognizes and ignores, as well as any special options, see the "Text Translators" and "Paint Graphic Translators" appendices.

Exporting Text

To export text, use the I-Beam tool and click anywhere within the typing frame that contains the text you are exporting. Choose Export from the File menu and a dialog box listing all the available translators is displayed.

```
Translator:
  AppleWorks        ⬆    Exporting Text
  AppleWriter
  Bank Street
  Teach
  Universal
  MouseWrite
                            ┌──────────┐
                            │    OK    │
                            └──────────┘
                            ┌──────────┐
                    ⬇       │  Cancel  │
                            └──────────┘
```
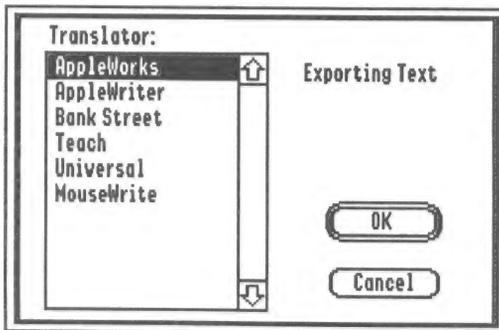
The translator display when exporting text

NOTE: Currently GraphicWriter III lists all translators, not just the ones capable of exporting. Currently only the Teach and Universal translators support exporting; nothing will happen if you use any of the other translators.

After highlighting the translator to use, click OK and the standard "Save" dialog box is displayed so you can name the file and specify where to save it.

Exporting Paint Graphics

To export graphics, use the Arrow tool to select the painting frame that contains the graphic you are exporting. Choose Export from the File menu and a dialog box listing all the available translators is displayed.


```
Translator:
┌─────────────────────┐
│ MacPaint         ⬆  │   Exporting Graphics
│ Print Shop PSGS     │
│ Single Double       │
│ Super Hires         │
│                     │
│                  ┌──────────┐
│                  │    OK    │
│                  └──────────┘
│                 ┌──────────┐
│              ⬇  │  Cancel  │
└─────────────────┘──────────┘
```

The translator display when exporting graphics

NOTE: Currently GraphicWriter III lists all translators, not just the ones capable of exporting. Currently only the Super Hires translator supports exporting; nothing will happen if you use any of the other translators.

After highlighting the translator to use, click OK and the standard "Save" dialog box is displayed so you can name the file and specify where to save it.

Import

Shortcut: ⌘i

Choose Import from the File menu to bring text and graphics into GraphicWriter III from other programs (for example, you can import text from AppleWorks and graphics from PaintWorks Gold).

Importing is accomplished by using translators which translate the contents of a file into the format that GraphicWriter III understands (the original file that is imported is not modified in any way). There are several translators provided with GraphicWriter III.

Each translator recognizes and translates as much information as possible. Information applicable to GraphicWriter III is translated; information that does not make sense is ignored. Some translators have special options which can be set to allow a smoother translation between programs.

For complete information about what a specific translator recognizes and ignores, as well as any special options, see the "Text Translators" and "Paint Graphic Translators" appendices.

Whether you are importing text or graphics, each translator does its best to display only those files that are applicable. Some translators can determine immediately from a file "signature" which files it can translate; other translators cannot.

When you import a questionable file, the translator examines its contents to determine if it can be supported. Even after examining an "illegal" file, a translator might not see any problem translating it. In this case the translator imports the file with no error message, but the resulting information may be gibberish. If this happens, delete the gibberish and import a different file.

Importing Text

To import text, click in the typing frame you want to import into (text is inserted at the blinking insertion point). If a typing frame does not exist, create one.

Choose Import from the File menu and a dialog box listing all the available translators is displayed.
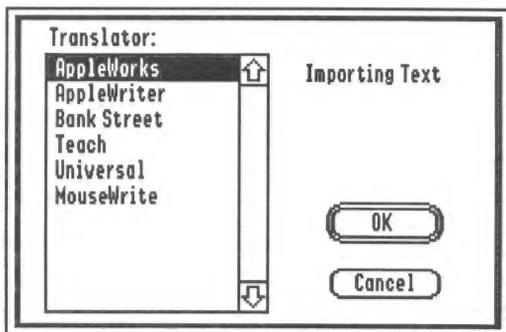
The translator display when importing text

After highlighting the translator to use, click OK and the standard "Open" dialog box is displayed so you can select the file to import.

Importing Paint Graphics

To import paint graphics, select the painting frame you want to import into. If a painting frame does not exist, choose a painting-only tool (Brush, Pencil, Eraser, Marquee, or Magnifying Glass) and create one.

Choose Import from the File menu and a dialog box listing all the available translators is displayed.

```
┌─────────────────────────────────────────────┐
│  Translator:                                 │
│  ┌─────────────────────┐                     │
│  │ MacPaint         ⬆ │  Importing Graphics  │
│  │ Print Shop PSGS    │                      │
│  │ Single Double      │                      │
│  │ Super Hires        │                      │
│  │                    │                      │
│  │                    │   ╭───────────╮      │
│  │                    │   │    OK     │      │
│  │                 ⬇ │   ╰───────────╯      │
│  └─────────────────────┘   ╭─────────╮       │
│                            │ Cancel  │       │
│                            ╰─────────╯       │
└─────────────────────────────────────────────┘
```
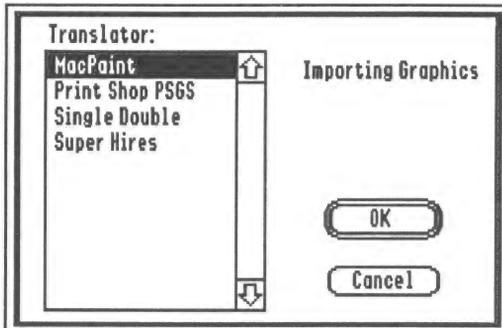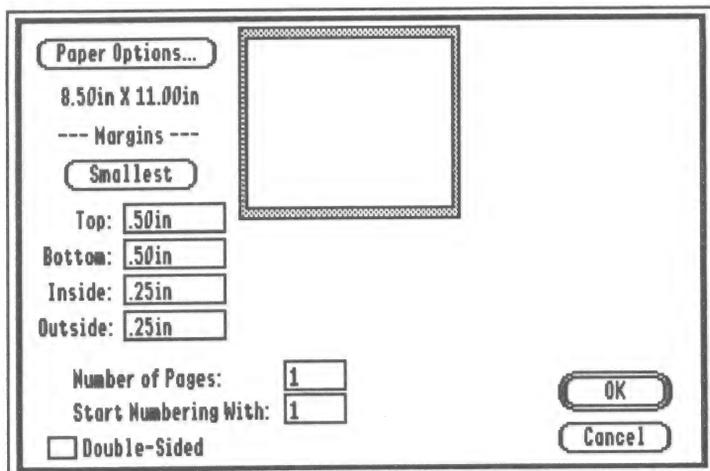
The translator display when importing graphics

After highlighting the translator to use, click OK and the standard "Open" dialog box is displayed so you can select the file to import.

NOTE: If you're importing the clip art that came with GraphicWriter III, check the Half Height option if the translator has one.

Page Setup

Choose Page Setup from the File menu to specify the paper size and margins for the document with which you are working. If no document is open, choosing Page Setup allows you to change GraphicWriter III's preset page options.

```
┌─────────────────────────────────────────────────┐
│  ( Paper Options... )   ┌───────────────────┐    │
│    8.50in X 11.00in     │                   │    │
│    --- Margins ---      │                   │    │
│   ( Smallest )          │                   │    │
│      Top: [.50in]       │                   │    │
│   Bottom: [.50in]       └───────────────────┘    │
│   Inside: [.25in]                                │
│  Outside: [.25in]                                │
│                                                  │
│   Number of Pages:      [1]      ( OK )           │
│   Start Numbering With: [1]                      │
│   ☐ Double-Sided                ( Cancel )        │
└─────────────────────────────────────────────────┘
```

The Page Setup dialog box

After setting the various page setup options, click OK to keep your changes or click Cancel to leave the page setup as it was.

Paper Options

Clicking the Paper Options button presents the standard Page Setup dialog box for the specific printer you have chosen. The options available in that dialog box are strictly up to the printer driver you are using.

Typically there are options for choosing paper size, orientation, and whether the page should be vertically condensed. Other options might include reduction or enlargement factors, font substitution, bitmap graphic smoothing, and so on.

NOTE: If the printer driver you are using has a "Vertical Condense" option, we strongly recommend that it be checked in order to get the best quality printed output.

Below the Paper Options button GraphicWriter III displays the paper size. *NOTE: GraphicWriter III calculates the page dimensions using numbers provided by the printer driver. Depending upon the printer driver you are using you may see dimensions such as "11.01" instead of "11.00." These small differences are caused by rounding. A difference of .01 inches will not cause any layout problems.*

Margins

Page margins are set by entering values into the Top, Bottom, Inside, and Outside boxes.

The page margins are used *only as a guide* to show where to place text and graphics—you *can* place objects outside the margins. Page margins are typically set to show where the main text and graphics will be placed. Items such as running headers or footers are usually placed outside the margins.

You can set all the margins to zero if you desire, but most printers cannot print that close to the edge of the paper. The actual smallest margins you can use without "losing" the edges of your document depends on your printer. Clicking the Smallest button enters the smallest margins possible according to the Paper Options you've set. *NOTE: Most printers can print with .5" top and bottom margins and .25" inside and outside margins, so these are the preset margins that GraphicWriter III uses.*

Number of Pages

If no document is open, the Number of Pages box can be changed to indicate how many pages a brand new document should contain.

If a document is already open, the Number of Pages box shows how many pages are currently in the document. Changing the number has no effect on the document.

Start Numbering With

The Start Numbering With box contains the number that should be used for the first page of the document. Changing this number is useful if you break large documents into several smaller ones.

For example, a 20 page book could be divided into two sections: pages 1-10 and pages 11-20. In the first document the "Start Numbering With" box would be "1" to start numbering the pages with 1. In the second document it would be "11" so the first page would be page 11.

Double-Sided

The check box for Double-Sided determines if there will be a gutter (or white space) for binding.
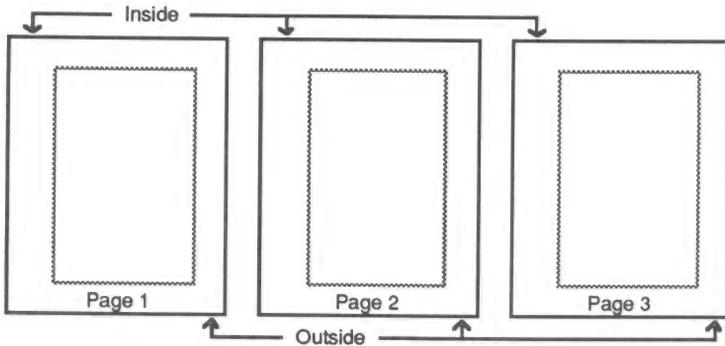
*If Double-Sided is not checked, the inside and outside margins
do not alternate from page to page.*
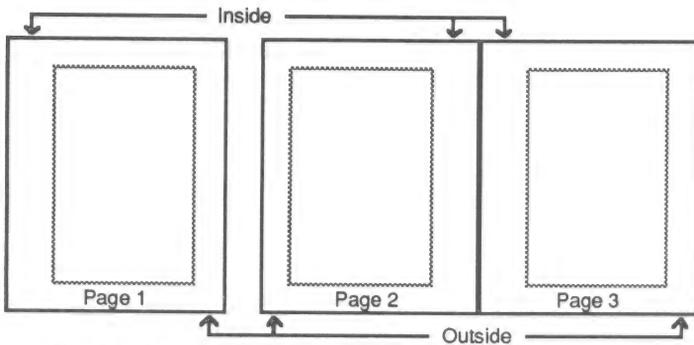
*If Double-Sided is checked, the inside and outside margins
automatically alternate from page to page.
The Inside margin is on the left side of odd numbered pages
and on the right side of even numbered pages; likewise,
the Outside margin is on the right side of odd numbered pages
and on the left side of even numbered pages.*

Print

Shortcut: Ćp

Choose Print from the File menu to print the document with which you are working. The specific dialog box that appears depends upon which printer is currently chosen. See "Standard Dialog Boxes" for information about a particular printer dialog box.

NOTE: To cancel while a document is printing, hold down the Ć key and press the Period key.

For the best quality text output on a dot matrix printer, choose the "Better Text" or "Best" printing option. Also make sure that the point sizes in your document have a double-sized version drawn. For example, if you are using a 12 point font make sure that the 24 point is available*. See "Choose Font" for information on determining which point sizes are available.

Printing with PostScript Files

If you don't have a LaserWriter but want to take advantage of LaserWriter output, there may be local shops that will print your document on a LaserWriter (for a fee). The problem is that often these shops have LaserWriters connected only to Apple Macintosh computers and not to an Apple IIGS. PostScript files are the solution.

NOTE: The process described in this section is provided by Apple's LaserWriter driver and is not guaranteed to work in all cases.

---

* *The technical reason:* When text is printed high quality, a font twice the desired size is reduced to the desired size. Reducing this "double-size" font produces very high resolution characters. If a double-size font does not exist the single-size font is used, so the result is similar to standard quality.

First: Prepare your document for printing.

For the best print quality on a LaserWriter you should only use fonts that exist in the LaserWriter. If you use a font that doesn't exist in the LaserWriter, Courier is substituted.

The original LaserWriter contains four font families: Courier, Helvetica, Symbol and Times.

The LaserWriter Plus, NT and NTX contain eleven font families: Avant Garde, Bookman, Courier, Helvetica, Helvetica Narrow, New Century Schoolbook, Palatino, Symbol, Times, Zapf Chancery and Zapf Dingbats.

Second: Print your document as a PostScript file.

Copy the LaserWriter driver into the System/Drivers folder on your startup disk. Rename the file "LaserWriter" to "LaserWriter.PS". Choose Control Panels from the (Apple) menu and use the DC Printer icon to select "LaserWriter.PS" as the printer type.

Choose Print from the File menu. In the LaserWriter's print dialog box, hold down the Ú and F keys when you click OK. Release the keys after a dialog box states the driver is "Creating PostScript file."

The PostScript file is created in the System/Drivers folder of your startup disk and is given the name "PostScript.GS##" where ## is the number of the file being created. You may want to change the name to something identifiable (e.g. "Newsletter.PS").

Third: Transfer the PostScript file to the Macintosh.

After the PostScript file is saved to an Apple IIGS disk, the file must be transferred to the Macintosh for downloading.

One way to accomplish this is using a modem to transfer the file. Another way is using Apple File Exchange (AFE) with its "default" translation option. AFE is a program supplied with the Macintosh that lets you transfer files directly from an Apple IIGS disk. In either case, you'll probably need the help of someone who knows about the Macintosh.

Fourth: Download the PostScript file to the LaserWriter.

Use a Macintosh program to download the PostScript file to the LaserWriter. Adobe Systems Incorporated provides a downloading utility with the fonts that it sells, and there are other downloading programs available. The site at which you are printing may have such a program. Refer to the downloading program's documentation for information on using it to download the file.

Quit

Shortcut: ⌂q

Choose Quit from the File menu to quit GraphicWriter III.

If any documents are open when you choose Quit, each one will be closed just as if you chose Close from the File menu. When there are no open documents, GraphicWriter III will quit and the launching program will re-appear.

Edit Menu

The Edit menu contains commands for using the Clipboard, changing paragraph related options, finding and replacing text, and for checking spelling in your document.

Edit	
Undo	⌂z
Cut	⌂x
Copy	⌂c
Paste	⌂v
Clear	
Select All	⌂a
Paragraph...	⌂m
Set Tab Leader...	
Show ¶	⌂y
Find/Change...	⌂h
Spelling...	⌂l
Preferences...	

The Clipboard* is a temporary holding area for text and graphics. Anything that is cut or copied from a document is held on the Clipboard until another cut or copy command is issued. Choose Show Clipboard from the View menu to see what is currently on the Clipboard.

Most Edit menu commands act on the "current selection," which can be a variety of things:

• One or more objects or frames can be selected with the Arrow tool.

• All or part of the text in a typing frame can be selected with the I-Beam tool.

• Part of a painting in a painting frame can be selected with the Marquee tool.

Undo

Shortcut: ⌂z

Choose Undo from the Edit menu to undo the last change you made to the document. This command is dim when you cannot Undo.

Actions like moving a graphic, deleting text, changing the size of a frame, and others, are undo-able. You cannot reverse an undo command.

Some actions, such as deleting pages, cannot be undone. For critical actions that cannot be undone, the program verifies that you really want to perform the action.

---

* Currently GraphicWriter III does not use the IIGS system clipboard. This means you cannot use the Edit menu's Cut, Copy and Paste commands to copy and paste text or graphics directly between GraphicWriter III and other IIGS programs or desk accessories. However, you *can* export text or graphics from one program and import into another.

Cut

Shortcut: ⌘x

Choose Cut from the Edit menu to remove the current selection from the document and place it on the Clipboard.

Copy

Shortcut: ⌘c

Choose Copy from the Edit menu to copy the current selection and place it on the Clipboard (the current selection is not removed).

Paste

Shortcut: ⌘v

Choose Paste from the Edit menu to paste the contents of the Clipboard into the document.

The Clipboard contains whatever was last cut or copied. The contents of the Clipboard dictate when you can choose Paste. For example, if text is on the Clipboard you can only paste when you are typing.

Clear

Choose Clear from the Edit menu to remove the current selection from the document without placing it on the Clipboard.

When there is a selection, pressing Delete is a keyboard shortcut for choosing Clear from the Edit menu.

Select All

Shortcut: ⌘a

Choose Select All from the Edit menu to select all text or objects within the document.

If you are typing, Select All selects all the text in the typing frame that contains the insertion point. If typing frames are linked together, Select All selects all the text in all the linked frames.

TIP: To remove all the text in a chain of linked typing frames, choose Select All then press Delete.

TIP: To move quickly to the beginning or ending of a story, choose Select All then press the Up Arrow or Down Arrow to move to the beginning or ending, respectively.
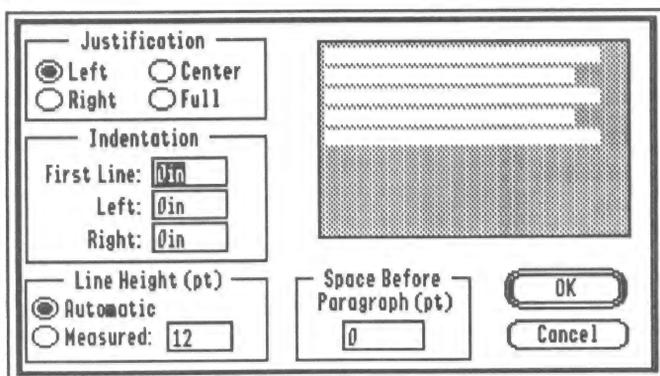
If you are not using the I-Beam tool, Select All selects all the objects on the page (all typing frames, painting frames, and object graphics).

TIP: To remove all the objects on a page, choose Select All then press Delete.

Paragraph

Shortcut: ⌘m

Choose Paragraph from the Edit menu to change paragraph related options such as justification, indentations, line height, and space before paragraphs.

The Paragraph dialog box

The text representation in the top right of the dialog shows the effect of each option as changes are made.

Each paragraph can have its own formatting information. To change the formatting of a single paragraph the insertion point must be anywhere within that paragraph (or text within that paragraph must be selected). To change the formatting of several paragraphs, all the paragraphs you want to affect must be highlighted.

Justification

Click Left, Center, Right, or Full to choose the justification most appropriate for its purpose.

Left justified aligns the left side of each line with either the first-line or left indentation mark only; the right side is not aligned. Left justified is sometimes called "flush left" or "ragged right" because the left side of the text is aligned while the right side is ragged. This alignment is normally used because it lends itself to informal, contemporary documents. Each word is separated by the same amount of space and the lines generally end where words end. The irregular line endings create white space, which lightens a document.

Center justified centers each line of the paragraph between the specified indentation marks for that line. Centering is particularly useful for short headlines that are more than one column wide. Avoid long centered blocks of type, such as headlines that spread over three or four lines. Centered blocks are more difficult to read because readers have to search for the beginning of each line.

Right justified aligns the right side of each line with the right indentation mark only; the left side is not aligned. Right justification is sometimes called "flush right" or "ragged left" because the left side of the text is ragged. Because readers normally read from left to right, flush right type should be used with discretion because it forces the reader to slow down.

Full justified aligns the left side of each line with either the first-line or left indentation mark, and the right side of each line with the right indentation mark. Equal line length is achieved by adjusting the space between words. Because white space is missing at the end of lines, justified columns darken a document. Many magazines and newspapers use justified text because the word density is higher, which means fewer pages and less space are needed to communicate the same amount of information.

Indentation

Change the values under Indentation to specify how you want the text in the selected paragraph(s) indented.

The First-Line and Left indentations are each measured from the left edge of the typing frame and the Right indentation is measured from the right side of the typing frame.

To change the indentations without opening the Paragraph dialog box, drag the indentation marks on the ruler. The top half of the split triangle adjusts the first-line indentation; the bottom half adjusts the left indentation of all remaining lines. The right indentation is changed by moving the triangle on the right.

Line Height

The Line Height option determines the vertical space each line in the selected paragraph(s) should use. The line height is always displayed as point size.

Automatic line height automatically determines the line height for each line in a paragraph. If the paragraph contains various point sizes, the line height is adjusted so the largest point size will fit on the line.

Measured line height lets you set practically any line height (you are not limited to single or double spacing). If you are using a 10 point font, you can double space by setting 20 point line height. Likewise, a 30 point line height will triple space, and 15 point is one-and-a-half space. *NOTE: Measured height determines the __minimum__ line height. For example, if 24 point line spacing is specified and you use a 36 point font, the line height will be increased so that point size will fit.*

Space Before Paragraph

Space Before Paragraph lets you specify how much white space should be added above the selected paragraph(s).

If you were typing a single-spaced document but wanted a blank line between each paragraph you *could* press Return twice to make that blank line. But if you later decided that you didn't want the extra space between each paragraph, you would have to manually remove each of the extra Returns you entered. By using Space Before Paragraph, you can increase or decrease the space between paragraphs just by changing a number.

Set Tab Leader

Choose Set Tab Leader from the Edit menu to specify a character to repeat before a Tab.

Typically, tab leaders are used in a table of contents, such as:

Item .... Page Number

In this case, the tab leader is a period. GraphicWriter III lets you use any character for a tab leader.

Setting and Removing Tabs

Before a tab leader can be specified, a tab must be set on the ruler. Different tabs and tab leaders can be set for each paragraph. To change the tabs in a single paragraph, the insertion point must be somewhere within that paragraph (or text within that paragraph must be selected). To change the tabs in several paragraphs, all the paragraphs you want to affect must be highlighted.

At the top-left of the document window (under the close box) are the four different tabs that are available in GraphicWriter III: Left, Center, Right, and Decimal.

Left Tab	Center Tab	Right Tab	Decimal Tab.
12345678.90	12345678.90	12345678.90	12345678.90
Hello.There	Hello.There	Hello.There	Hello.There

The tab that is selected in the top-left of the document window will be the tab that is placed on the ruler. If the type of tab you want to set is not selected already, click on the desired tab type.

To set a tab, point to the ruler at the location where you want to set the tab and click. You can move this tab to another location by dragging it.

To remove a tab, drag it *up* off the ruler and release the mouse button while pointing above the ruler.

TIP: When dragging a tab to a new location, drag down into the document window and point exactly where you'd like the tab set.

Setting a Tab Leader

After setting a tab, press the Tab key to move the insertion point under it. If text is already typed, place the insertion point after the tab (turn Show ¶ on to make it easy to see the tab mark).

```
┌─────────────────────────────────┐
│ Introduction ◆            ⌐1     │
└─────────────────────────────────┘
```

Choose Set Tab Leader from the Edit menu, then specify which leader character you want to use.
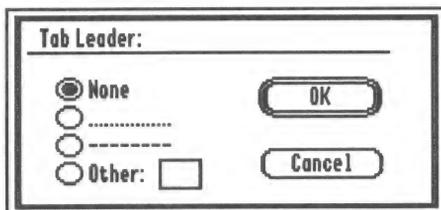
The Set Tab Leader dialog box

No symbol, dots, or dashes are commonly used. To set any other character, type the character. Click OK to apply your choice.

```
┌─────────────────────────────────┐
│ Introduction ◆...............1   │
└─────────────────────────────────┘
```

Show ¶

Shortcut: ⌘y

Choose Show ¶ from the Edit menu to show tab and paragraph marks. Tabs are displayed as diamonds and paragraph marks are displayed as paragraph symbols.
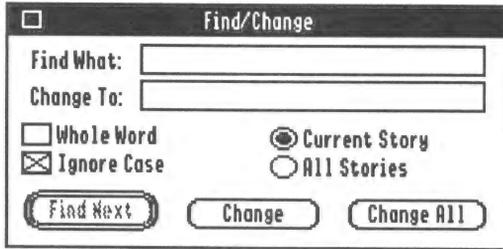
> Tab   and paragraph marks are normally invisible.
>
> Tab◆   and paragraph marks are normally invisible.¶

Find/Change

Shortcut: ⌘h

Choose Find/Change from the Edit menu to find and change text.

```
┌──────────────────────────────────────┐
│ □            Find/Change              │
│  Find What: [                        ]│
│  Change To: [                        ]│
│  ☐ Whole Word      ● Current Story    │
│  ☒ Ignore Case     ○ All Stories      │
│ ┌───────────┐ ┌────────┐ ┌───────────┐│
│ │ Find Next │ │ Change │ │ Change All││
│ └───────────┘ └────────┘ └───────────┘│
└──────────────────────────────────────┘
```

The Find/Change dialog box

Type the text you want to find in the box next to Find What. If you want to change the text when you find it, type the new text in the Change To box.

Click Find Next to find the next occurrence of the text you specified.

Click Change to change the selected text in the document to the text you specified in the Change To box.

Click Change All to change all the occurrences of the text specified in the Find What box to the new text you specified (Change All cannot be undone, so be sure you are changing the proper text).

Searching Options

Whole Word determines whether all occurrences of the Find What text is found, or whether only whole word occurrences are found. For example, if Whole Word is checked, finding "first" would not find "firsthand."

Ignore Case determines whether the search should be case sensitive, or whether the capitalization of the Find What text is not important. For example, if Ignore Case is not checked, finding "first" would not find "First."
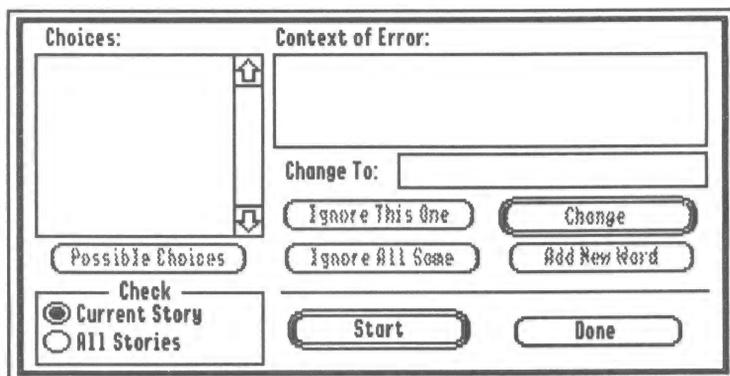
If Current Story is chosen, just the chain of linked typing frames you are typing in is searched.

If All Stories is chosen, all the typing frames on all the pages are searched.

Spelling

Shortcut: ⌘l (the letter L, not the number 1)

Choose Spelling from the Edit menu to check the spelling of the text in your document.

```
┌─────────────────────────────────────────────────────────────┐
│  Choices:              Context of Error:                      │
│  ┌───────────────┐◸   ┌─────────────────────────────────┐    │
│  │               │    │                                  │    │
│  │               │    │                                  │    │
│  │               │    └─────────────────────────────────┘    │
│  │               │     Change To:                             │
│  │               │    ┌─────────────────────────────────┐    │
│  │               │◿   └─────────────────────────────────┘    │
│  │               │     ( Ignore This One )  ( Change )        │
│  ( Possible Choices )  ( Ignore All Some )  ( Add New Word )  │
│  ┌─ Check ──────                                              │
│  ◉ Current Story      (    Start    )    (    Done    )       │
│  ○ All Stories                                                │
└─────────────────────────────────────────────────────────────┘
```

The Spelling dialog box

At the bottom-left of the dialog box you can specify what text should be checked. Current Story will search just the chain of linked typing frames you are typing in; All Stories will search all the typing frames on all the pages.

To start checking the spelling, click Start at the bottom of the dialog box to load the dictionary and begin checking words. If GraphicWriter III can't locate the dictionary, it asks you to select the dictionary.

When a word cannot be found in the dictionary the text surrounding the word is displayed in the "Context of Error" box and the unknown word is highlighted. The word is also highlighted in the Change To box. *NOTE: The spelling checker looks at words in alphabetical order. This means that in the sentence "We went to the zop ans had fun," the spelling checker will first stop on the misspelled word "ans," then later it will go back and display "zop" as unknown.*

If the Unknown Word is Spelled Wrong

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

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

If the Unknown Word is Correct

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

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

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

Preferences

Choose Preferences from the Edit menu to customize several options.


```
┌─────────────────────────────────────────────────┐
│  Preferences              ╭──────────╮            │
│ ────────────────────────  │    OK    │            │
│  ┌─ Measurement ─────┐     ╰──────────╯            │
│  │ ◉ Inches (in)     │     ╭──────────╮            │
│  │ ○ Centimeters (cm)│     │  Cancel  │            │
│  │ ○ Points (pt)     │   ⊠ Display In Color        │
│  │ ○ Picas (ps)      │   ⊠ Show Typing Frames      │
│  └───────────────────┘   ☐ Auto-Save              │
└─────────────────────────────────────────────────┘
```
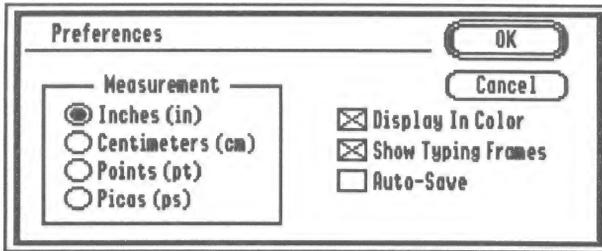
The Preferences dialog box

Measurement

Measurement determines which measurement system will be displayed on the ruler and used in dialog boxes. When entering numbers in a dialog box, this measurement type is assumed. For example, if inches is chosen here, dialog boxes display values in inches. To set 4 inches you just need to type 4 (4in or 4 in is also acceptable).

You can override the preferred measurement system by using the abbreviation for a different system. For example, to set 4 centimeters, type 4cm or 4 cm.

Display In Color

Display In Color lets owners of a color monitor turn the color off to preview how the document will look when printed in black and white.

Show Typing Frames

Show Typing Frames draws a thin dotted line around all the typing frames so you can see where the frames are without having to select them. The dotted line is just for on-screen display; it does not appear when the document is printed.

Auto-Save

Auto-Save gives GraphicWriter III permission to automatically save open documents whenever available memory is low (saving a document can free up memory).

Font Menu

The Font menu allows you to apply different fonts and sizes to a selection of characters. If no characters are selected (i.e. the insertion point is blinking) any font/size changes will appear when you begin typing. If you make selections from the Font menu while you are using the Arrow tool, the font and size you set becomes the default font and size that is used whenever you create a new typing frame and begin typing.

Font
Choose Font...
✓Helvetica
Times
Venice
8 Point
9 Point
10 Point
✓12 Point
14 Point
16 Point
18 Point
24 Point
32 Point
36 Point
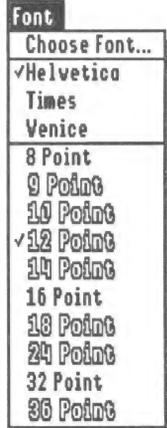
Choose Font

Choose the Choose Font command from the Font menu to select any font or point size available in the System/Fonts folder of the startup disk. This command also lets you customize the Font menu so it contains just the fonts and sizes you desire. *NOTE: A font or size does* **not** *have to be on the Font menu in order to use it! Just highlight the desired font and/or size, then click OK.*

Font:		Helvetica	
Shaston	(Add Font)	Times	
Helvetica		Venice	
Times		8 Point	
Venice		9 Point	
		10 Point	
		12 Point	
		14 Point	(Remove)
Point Size:		16 Point	
		18 Point	
		24 Point	
		32 Point	
		36 Point	(OK)
	(Add Point)		
Other: [ ]			(Cancel)
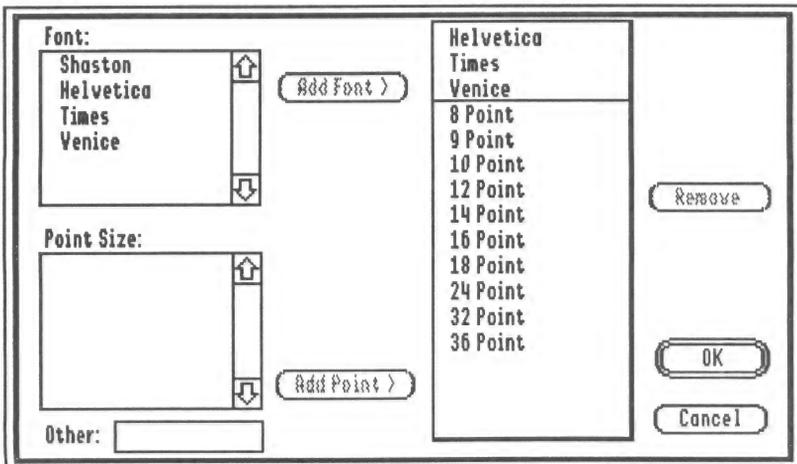
The Choose Font dialog box

The fonts and point sizes available via Choose Font are located in the System/Fonts folder of the startup disk. If available disk space is limited you can delete unused fonts from this folder. Different fonts can be added by copying them into the System/Fonts folder and restarting the computer.

There are many fonts and point sizes provided with GraphicWriter III and more are available from Seven Hills Software. Also, Seven Hills publishes Font Factory GS, a powerful font editing program that is used to create new point sizes of existing fonts and to create totally new fonts or individual characters.

Font

In the scroll box under Font, click on the name of the font you want to use.

Clicking OK applies that font to the current text selection (or to the blinking insertion point).

Clicking Add Font adds that font to the menu. Add Font is active only if there is room to add the font (any combination of up to 16 fonts and sizes can be placed on the Font menu). The sample Font menu is updated as you make changes. When the sample menu contains the fonts and sizes you desire, click OK.

Point Size

When a font is highlighted, the sizes in the scroll box under Point Size indicate the sizes in which the chosen font is drawn.

Either click on the point size you want to use or type the desired size in the Other box (located below the Point Size scroll box). Clicking on a point size copies that size into the "other" box. Any point size from 1 to 170 can be used, but keep in mind the limitations of your printer. Depending on the font you've chosen, the smallest point size you should use with an ImageWriter is about 8 point; on a LaserWriter the smallest size is about 4 point.

If you are using a dot matrix printer, choosing a size from the scroll box yields better printed results than entering a custom size. To achieve the best quality printed output, make sure that a double-sized version of the font is available. For example, if you are typing with 12 point make sure that 24 point is listed in the scroll box*. *NOTE: If you are printing on the LaserWriter, any point size will print well.*

Clicking OK applies the chosen point size to the current text selection (or to the blinking insertion point).

Clicking Add Point adds the selected point size to the menu. Add Point is active only if there is room to add the size (up to 16 fonts and sizes can be placed on the Font menu). The sample Font menu is updated as you make changes. When the sample menu contains the fonts and sizes you desire, click OK.

Removing Fonts and Point Sizes from the Font Menu

To remove a font or point size from the Font menu, highlight the font or size in the sample menu and click the Remove button.

Click OK when the sample menu contains the fonts and sizes you desire.

Fonts and Point Sizes

The fonts and sizes listed below the Choose Font command are chosen by you. The list can be modified at any time by using the Choose Font command.

If you choose a font or point size from the menu, a checkmark appears beside the item. The point sizes that are drawn for the chosen font are outlined, so choosing an outlined point size will look better than a point size that is not outlined (see "Point Size," above).

---

*   *The technical reason:* When text is printed high quality, a font twice the desired size is reduced to the desired size. Reducing this "double-size" font produces very high resolution characters. If a double-size font does not exist the single-size font is used, so the result is similar to standard quality.

Style Menu

The Style menu allows you to apply different styles to a selection of characters. If no characters are selected (i.e. the insertion point is blinking) style changes will appear when you begin typing. If you make selections from the Style menu while you are using the Arrow tool, the style you set becomes the default style that is used whenever you create a new typing frame and begin typing.

There are keyboard shortcuts for choosing most character styles while you are typing (so you don't have to choose the style with the mouse). Be careful when typing the shortcuts for the Style menu—make sure you hold down both the Command _and_ Shift keys, then press the command letter. Without the Shift key down you'd be typing a regular Command, which might be confusing (e.g. ⌘-Shift-P applies the Plain style, but ⌘p displays the Print dialog box).

Style	
✓Plain	⌘P
Bold	⌘B
Italic	⌘I
Underline	⌘U
Outline	⌘O
Shadow	⌘S
Superscript	
Subscript	
ALL CAPS	
all lower case	
All Proper Names	
Character...	

Plain

Shortcut: ⌘-Shift-P

Choose Plain from the Style menu to remove all other styles (bold, italic, etc.) from the selection.

Bold

Shortcut: ⌘-Shift-B

Choose Bold from the Style menu to **boldface** the selection. If the entire selection is already bold, the bold style will be turned off.

Italic

Shortcut: ⌘-Shift-I

Choose Italic from the Style menu to *italicize* the selection. If the entire selection is already italic, the italic style will be turned off.

Underline

Shortcut: ⌘-Shift-U

Choose Underline from the Style menu to <u>underline</u> the selection. If the entire selection is already underlined, the underline style will be turned off.

NOTE: Due to conditions in the Apple IIGS ROM, underline style does not appear on some fonts (e.g. Shaston 8 point).

Outline

Shortcut: ⌘-Shift-O

Choose Outline from the Style menu to **outline** the selection. If the entire selection is already outlined, the outline style will be turned off.

Shadow

Shortcut: ⌘-Shift-S

Choose Shadow from the Style menu to **shadow** the selection. If the entire selection is already shadow, the shadow style will be turned off.

Superscript

Choose Superscript from the Style menu to ^{superscript} the selection. If the entire selection is already superscript, the superscript style will be turned off.

Subscript

Choose Subscript from the Style menu to $_{subscript}$ the selection. If the entire selection is already subscript, the subscript style will be turned off.

ALL CAPS

Choose ALL CAPS from the Style menu to convert the selection into ALL CAPITAL LETTERS. This command is dim unless text is selected.

all lower case

Choose all lower case from the Style menu to convert the selection into all lower case letters. This command is dim unless text is selected.

All Proper Names

Choose All Proper Names from the Style menu to convert the selection into All Proper Names (the first letter of each word is capitalized). This command is dim unless text is selected.

Character

Choose Character from the Style menu to change the character spacing and position.

```
For spacing and position: The Quick Brown Fox Jumps
Over The Lazy Dog.


              Spacing  [1      ]  (+/- pixels)
              Position [0      ]  (+/- pixels)
  ( ═══ OK ═══ )                  ( Cancel )
```
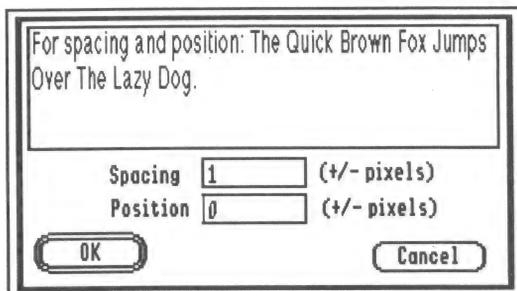
The Character dialog box

Spacing

Every font has a pre-defined amount of space after each character, but sometimes it is desirable to add to or subtract from that pre-defined space. Adjusting the space between individual letters is called **kerning**.

Kerning is especially useful for large point sizes where letter spacing is more obvious than for smaller sizes. For example, you can adjust the space between "AV" to bring the letters closer together. Usually kerning is used to adjust the spacing between certain pairs of letters as opposed to a selection of characters, but you can expand or condense a whole selection of characters to achieve a different look.

To change the amount of space between two characters, or between each character in a selection, enter the number of pixels you want to add or subtract (positive numbers increase the space, negative numbers decrease the space). Press the Tab key to see the spacing change in the sample text.

When printing on an ImageWriter, letters are nicely spaced with a spacing value of 1. A spacing value of $\varnothing$ is best for higher quality printers.

Position

Character Position determines how to place characters vertically. You can raise characters (superscript) by entering a positive number. Likewise, you can lower characters (subscript) by entering a negative number.

Object Menu

The Object menu allows you to change object oriented options.

Object	
Bring to Front	⌂f
Send to Back	⌂b
Group	⌂g
Ungroup	⌂u
Lock	
Unlock	
Align Objects...	⌂e
Make Same Size	⌂=
Rotate Right	⌂r
Text Wrap...	⌂t

Bring to Front

Shortcut: ⌘f

Choose Bring to Front from the Object menu to move selected objects to the front layer.

As you create typing frames, painting frames and object graphics, each object is placed in a layer. If you draw a circle, then draw a square, the square appears in front of the circle. If you want the circle placed in front of the square, select the circle and choose Bring to Front.

Send to Back

Shortcut: ⌘b

Choose Send to Back from the Object menu to move selected objects to the back layer.

As you create typing frames, painting frames, and object graphics, each object is placed in a layer. If you draw a circle, then draw a square, the square appears in front of the circle. If you want the square positioned in back of the circle, select the square and choose Send to Back.

Group

Shortcut: ⌘g

Choose Group from the Object menu to combine selected objects into a single object.

Sometimes you want to treat several objects as if they were a single object. Instead of shift-clicking to select the objects every time you want to move them, you can use Group so they are considered a single object. Dragging one object in a group moves all the objects in the group. Likewise, changing the line, pen, or fill affects all the objects in the group.

To make changes to an individual object within a group, you must Ungroup the objects, change the individual object, then Group again. For example, when a typing frame is grouped with another object, you cannot edit the text. Ungrouping allows you to edit the text as usual.

TIP: If you have a graphic and a caption, select them both and choose Group. When you move the graphic the caption stays with it.

Ungroup

Shortcut: ⌘u

Choose Ungroup from the Object menu to ungroup objects previously grouped together.

To make changes to a single object in a group you must Ungroup first.

Lock

Choose Lock from the Object menu to lock selected objects so they cannot be moved, resized, or deleted.

To move, resize, or delete a locked object you must Unlock it first.

Unlock

Choose Unlock from the Object menu to unlock objects you previously locked. Unlocking an object lets you move, resize, or delete it.

Align Objects

Shortcut: ⌘e

Choose Align Objects from the Object menu to align selected objects.
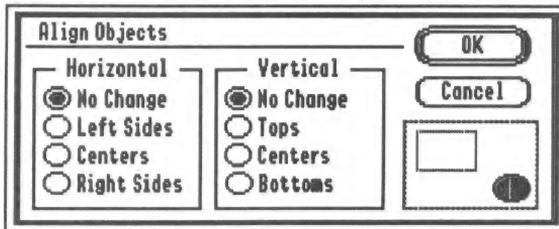
The Align Objects dialog box

Objects can be aligned horizontally and vertically by clicking the appropriate buttons. The effects of the alignment options are represented in the example.

Make Same Size

Shortcut: ⌘=

Choose Make Same Size from the Object menu to make the selected objects the same size.

Rotate Right

Shortcut: ⌘r

Choose Rotate Right from the Object menu to rotate selected graphic objects (painting and typing frames cannot be rotated).

Text Wrap

Shortcut: ⌘t

Choose Text Wrap from the Object menu to specify how text should wrap around the selected objects.

```
Text Wrap:

   [None]      [Skip Over]   [Wrap Around]   [Wrap To]

Standoff:

Left:  [0in]      Top:    [0in]       (    OK    )
Right: [0in]      Bottom: [0in]       (  Cancel  )
```
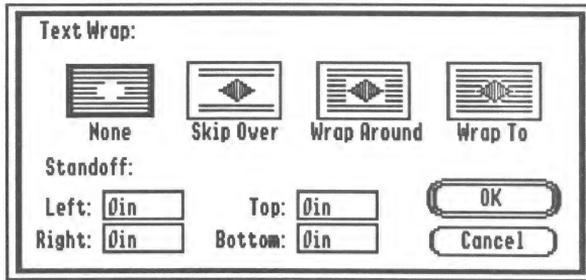
The Text Wrap dialog box

There are four ways to wrap text around a selected object:

- No Wrap—Text flows through the object.

- Skip Over—Text flows to the top of the rectangular frame of the object, skips over the object and continues after the object.

- Wrap Around—Text is wrapped around the rectangular frame surrounding the object.

- Wrap To—Text is wrapped to the shape of the painting (applicable only to painting frames).

The Standoff measurements are used to indicate how close the text should come to the selected object. Standoff measurements of zero will let text touch the object.

TIP: While the text wrap option cannot be applied to typing frames, it can be applied to the backmost object in a group. Here is one way to make "pull quotes" (where text wraps around a typing frame):

① *Using the I-Beam tool, create a typing frame for your pull quote. Type the quote and format it as desired (e.g. 18 point, bold, centered).*

② *Select the Rectangle tool and draw a rectangle around the entire typing frame. Choose None from the Pen menu to remove the line around the rectangle. Choose Send to Back from the Object menu to move the rectangle behind the typing frame (required because the text wrap option will be applied to the backmost object in the group).*

③ *Using the Arrow tool, select both the rectangle and the pull-quote typing frame (select one, then Shift-click on the other to select it also). Choose Group from the Object menu to group the two objects (grouping is necessary because it prevents the text inside the pull-quote typing frame from being wrapped).*

④ *Choose Text Wrap from the Object menu, select "Wrap Around," then click OK. Finally, use the Arrow tool to position the pull quote in the middle of some text and you'll see the text wrap around the rectangle.*

Line Menu

Choose different line thicknesses from the Line menu to change the outline of any object (including typing and painting frames). Line thickness also determines how big the brush is when using the Brush tool.

The line thicknesses are shown as they will be displayed in the Tall Text view. In actual size the horizontal and vertical lines will be the same width.

When one or more objects is selected, making a selection from the Line menu applies the chosen line to all the selected objects.

When no objects are selected, making a selection from the Line menu determines the line thickness that will be used for new objects you draw.

When no document is open, making a selection from the Line menu determines the line thickness that will be used for objects you draw in new documents.

NOTE: If you don't want the line of an object to be displayed, such as the line around a painting frame, choose None from the Pen menu.

Pen Menu

Choose a coloring option or color from the Pen menu to change the pen color:

- While typing, Pen color changes the text color. Because colors are "dithered" some parts of text seem to disappear from the screen because the color partly consists of white or yellow dots (the printout is not affected). See the "Dithering" section for more information about dithered colors.

- While drawing with the Brush, pen color changes the color used for painting.

- While using the Arrow tool or drawing with a graphic tool, pen color changes the color used for drawing the outline of the selected object.

NOTE: If you don't want the line of an object to be displayed, such as the line around a painting frame, choose None from the Pen menu.

When no objects are selected, making a selection from the Pen menu determines the pen settings that will be used for new objects you draw.

When no document is open, making a selection from the Pen menu determines the pen settings that will be used for objects you draw in new documents.

Coloring Options

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

- Heavy Paint completely covers existing objects.

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

- Dye colors only the dark areas of existing objects (light areas are not affected). *NOTE: Nothing appears if you draw an object with the Dye option on an entirely white background—choose a different coloring option or move the object on top of a black area to see the object.*

Coloring options can also be set for the fill color by using the Fill menu. Filled objects are drawn by first filling the object, then by drawing its outline with the selected Line and Pen settings. Thus, the pen coloring options combine with the fill colors to give an even wider variety of Pen colors.

Fill Menu

Choose a coloring option or color from the Fill menu to change the color which is used to fill the inside of all objects (including typing and painting frames). To remove the fill color from an object, choose None from the Fill menu.

When one or more objects is selected, making a selection from the Fill menu applies the chosen fill to all the selected objects.

When no objects are selected, making a selection from the Fill menu determines the fill settings that will be used for new objects you draw.

When no document is open, making a selection from the Fill menu determines the fill settings that will be used for objects you draw in new documents.

Coloring Options

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

- Heavy Paint completely covers existing objects.

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

- Dye colors only the dark areas of existing objects (light areas are not affected). *NOTE: Nothing appears if you draw an object with the Dye option on an entirely white background—choose a different coloring option or move the object on top of a black area to see the object.*

Page Menu

The Page menu contains options relating to whole pages.

```
Page
  Set Column Guides...
✓ Show Guides
✓ Snap to Guides
  Jump To Page...          ⌂j
  Insert Pages...
  Delete Pages...
  Display Master Items
  Enter Page Variable  ⌂#
```

Set Column Guides

Choose Set Column Guides from the Page menu to specify the number of columns and space between them.

```
  Number of Columns: [1        ]
  Distance Between:  [.25in    ]
  ( OK )              ( Cancel )
```
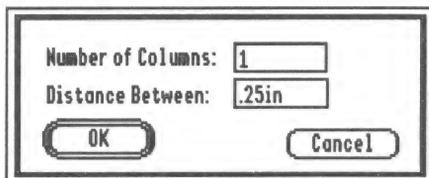
The Set Column Guides dialog box

In the box next to Number of Columns, type the number of columns you want. In the box next to Distance Between, enter the amount of space to allow between each column.

Column guides are used to create, size and align typing frames evenly. One way to create a typing frame is by positioning the mouse between two column guides and clicking. If you don't want a typing frame to be created this way, you can set Number of Columns to Ø (if there are no column guides a new typing frame will have to be drawn because clicking won't create one).

Setting Number of Columns to 1 makes one wide column that starts at the left margin and ends at the right margin.

To move an existing column guide, point at the portion of the column guide that is in the ruler and drag it to the new location.

Show Guides

Choose Show/Hide Guides from the Page menu to show or hide any guides on the page.

Guides are used to help align objects at a specific point on a page. There are two types of guides: Column Guides and Arbitrary Guides. Column Guides are discussed in the previous section.

Arbitrary Guides (both vertical and horizontal) are set by dragging from the Guide Area (the intersection of the rulers) to the point where you want to align objects. As you drag, the guide is shown on the screen. When you release the mouse button, the guide stays in position until you move it.

To move an existing guide to a different location, point at the portion of the guide that is in the ruler and drag it to the new location. To remove a guide completely, drag it out of the area where the document is shown (drag it onto the ruler, or past the scroll bar).

Snap To Guides

Choose Snap To Guides from the Page menu to turn the snap to option on and off. When Snap To Guides is on there is a check before the name.

Guides help align objects visually, but snap to makes alignment even easier. When this option is turned on all guides act like magnets (after creating or moving an object near a guide, the object will be snapped to the guide after you release the mouse button).

Jump To Page

Shortcut: ⌘j

Choose Jump To Page from the Page menu to go to a specific page.

```
Select Page:
┌─────────────────────────────────────────┬──┐
│ Page L - Left Master                     │⬆ │
│ Page R - Right Master                    │  │
│ Page 1                                   │  │
│                                          │  │
│                                          │⬇ │
└─────────────────────────────────────────┴──┘

  Page Title: [                              ]
 ( Jump To Page )  ( Set Title )  ( Cancel )
```
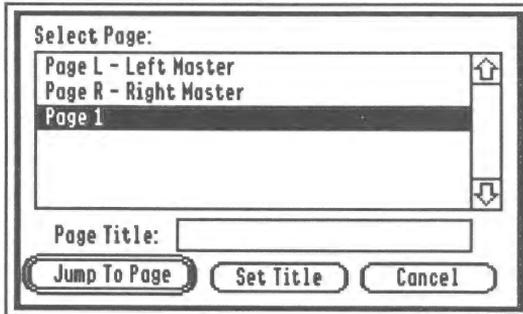
The Jump To Page dialog box

To jump to a page, click on the page number in the scroll box, then click Jump To Page (or double-click on the desired page number).

Page Titles

Each page can have a title associated with it for easy reference. For example, you can title one page "Editorials" and another "Classified Ads" and you won't have to remember on which page *number* they were located (which is especially difficult if you've inserted or deleted pages).

To add a title, click on the page number in the scroll box, type the title in the Page Title box, then click Set Title. The title appears next to the page number.

Insert Pages

Choose Insert Pages from the Page menu to add pages to your document.
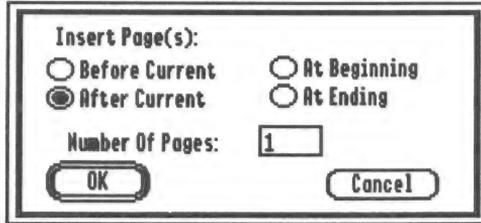
```
Insert Page(s):
○ Before Current    ○ At Beginning
◉ After Current     ○ At Ending

Number Of Pages:  [1    ]
   ( OK )              ( Cancel )
```

The Insert Pages dialog box

Any number of new, blank pages can be inserted at a variety of locations:

- Before Current inserts pages before the page number displayed at the bottom-left corner of the document window.

- After Current inserts pages after the page number displayed at the bottom-left corner of the document window.

- At Beginning inserts pages before page 1.

- At Ending inserts pages after the last page in the document.

After choosing the location for the blank pages, type the number of pages to insert and click OK.

The column and arbitrary guides for the new pages are copied from the appropriate master page.

Delete Pages

Choose Delete Pages from the Page menu to delete pages from your document. This command is dim if there is only one page in the document.
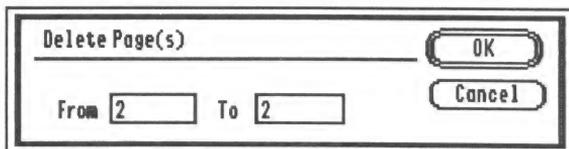
```
┌─────────────────────────────────────────────────┐
│  Delete Page(s)                      ┌───  OK  ───┐ │
│                                      └───────────┘ │
│    From ⌈2    ⌉   To ⌈2    ⌉         ┌─ Cancel ─┐ │
│                                      └──────────┘ │
└─────────────────────────────────────────────────┘
```
The Delete Pages dialog box

In the boxes next to From and To, type the range of page numbers to permanently remove from your document. Initially, the number of the current page appears in both boxes.

Because Delete Pages cannot be undone, after you click OK a second dialog box asks you to verify that you really want to delete the specified range of pages.
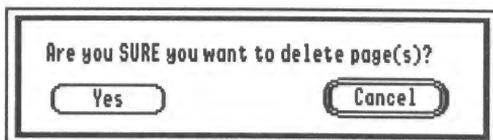
```
┌──────────────────────────────────────────────┐
│   Are you SURE you want to delete page(s)?    │
│  ┌─────  Yes  ─────┐   ┌────  Cancel  ────┐  │
│  └─────────────────┘   └──────────────────┘  │
└──────────────────────────────────────────────┘
```
The Delete Pages confirmation dialog box

Click OK to delete the pages you specified, or click Cancel if you change your mind or accidently specified the wrong pages to delete.

Display Master Items

Choose Display Master Items from the Page menu to display the items that were placed on the master page. A check appears before this item when the option is on.

Master Pages

Master pages contain items that are common to most pages. They are the foundation for regular pages—it's as if the master pages have been printed on paper already and you are just adding additional text or graphics to them. You can hide the master items from a particular page (perhaps a title page) by choosing Display Master Items on the Page menu to remove the checkmark before that item.

The master pages are optional, but if your document has items that repeat on many pages you would save time by placing them on a master page. To place items on a master page, choose Jump To Page from the Page menu and go to either Page L or Page R. When a document is double-sided, items on the Left Master page appear on even numbered pages and items on the Right Master page appear on odd numbered pages. If a document is not double-sided the Right Master page is used for all the pages.

A header or footer is a typical use for a master page—instead of repeating "This is page number X" on every page, a typing frame with the page number variable can be placed on a master page.

Another use for the master pages is for setting column and arbitrary guides that you want repeated on several pages. First set the desired guides on the appropriate master page, then insert new pages. The guides will appear on the new pages you insert, just as if you manually set the guides on each page.

Enter Page Variable

Shortcut: ⌘#

Choose Enter Page Variable from the Page menu to insert the page number variable at the blinking insertion point.

The page number variable automatically changes to be the page number it appears on. This is meant for automatically numbering the pages in your document—by placing the page number variable on a master page, each page will display the proper page number.

View Menu

The View menu controls different screen display options.

NOTE: In some views, text in wide typing frames or large point sizes will display in gray (it will still print correctly).

View	
✓ Tall Text	⌘2
Actual Size	⌘1
Fit in Window	⌘w
Scale To...	⌘0
Show Clipboard	
✓ Untitled1	

Tall Text

Shortcut: ⌘2

Choose Tall Text from the View menu to set the horizontal scaling factor to 100% and the vertical scaling factor to 200%.

With these scaling factors, the page "stretches" so it is taller and makes the text on-screen most readable.

NOTE: The ruler changes to remain accurate as the page is reduced and enlarged.

Actual Size

Shortcut: ⌘1 (the number 1, not the letter L)

Choose Actual Size from the View menu to set horizontal and vertical scaling factors to 100%.

In Actual Size the *placement* of text and graphics is shown as it will print, so this is the What-You-See-Is-What-You-Get view (WYSIWYG). The term WYSIWYG is slightly misleading because the printed output ("What-You-Get") is actually much better than the screen display ("What-You-See").

In Actual Size view, text is reduced to half its height (just as when it is printed). Choose Tall Text to make the text more readable.

NOTE: The ruler changes to remain accurate as the page is reduced and enlarged.

Fit In Window

Shortcut: ⌘w

Choose Fit In Window from the View menu to set the horizontal and vertical scaling factors to reduce the entire page so it fits in the window.

This command allows you to get a quick overview of what the whole page looks like. It is most useful for creating layouts and for coarse placement of objects (typing is possible but not practical). Use Actual Size or Tall Text view for more exact positioning.

NOTE: The ruler changes to remain accurate as the page is reduced and enlarged.

Scale To

Shortcut: ⌘Ø

Choose Scale To from the View menu to scale the page to a custom size.
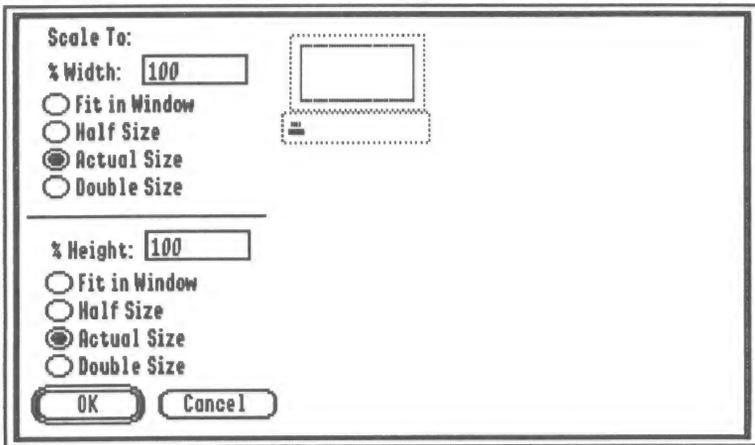
The Scale To dialog box

Scale To allows you to specify different scaling factors for the vertical and horizontal axis. Usually you will scale both width and height to the same percentage, but in some cases you might want to use different percentages (such with the Tall Text command which scales to 100% width, 200% height).

Several buttons allow you to set "standard" percentages for each dimension:

- Fit In Window calculates the percentage needed to fit the page in the window.
- Half Size enters 50%.
- Actual Size enters 100%.
- Double Size enters 200%.

The sample is changed to represent the size of the page as you change the scaling. The page also can be scaled by clicking within the page on the sample and dragging to expand or shrink it. If you size the sample page to equal the screen size, the whole page will not actually be displayed on-screen because part of the screen is used for the menu bar, tools, and scroll bars.

NOTE: The ruler changes to remain accurate as the page is reduced and enlarged.

Show Clipboard

Choose Show Clipboard from the View menu to display the current contents of the Clipboard (whatever was last cut or copied...see the "Edit Menu" section for more information). Click the Clipboard's close box to close the Clipboard window.

Document Titles

The title of each open document is listed at the bottom of the View menu. The active document window has a check before its title. To activate another document, choose its name from the View menu, or click anywhere in the window of the document you wish to activate. Eight open documents can be listed on the menu. To activate an open document that is not listed on the View menu you must click within the window of that document.

You can also move and resize each window. To move a window to a new location, point to the document title in the top-center of the window, then drag. To resize a window, drag the size box located in the bottom-right corner of the window.

Notes

Tools

Using the tools available with GraphicWriter III you can type, paint, draw, position and size objects to your liking. The tools are displayed at the left side of each document window so they are always available.

NOTE: If you resize the window to make it shorter, some tools may be hidden past the bottom of the window. To use the hidden tools you must resize the window so it is tall enough to display them.

Arrow Tool

The Arrow tool is used to select, resize, or move objects in a document.

Selecting Objects

To select an object, move the arrow pointer over it and click. When you click to select an object, other objects are de-selected. Selected objects are shown with a gray outline and eight handles.

Not Selected   *Selected*

To select several objects, select the first object you want, then hold down the Shift key and click on the additional objects to select. Holding down the Shift key and clicking on objects will reverse it's current selection state. That is, if an object is already selected, Shift-clicking on the object will de-select just that object. If an object is not selected, Shift-clicking on the object will select just that object.

Another way to select several objects is to point where there are no objects, hold down the mouse button and drag. As you drag, a gray selection box appears. When you release the mouse button all objects within the selection rectangle are selected.

Finally, to select all the objects on the page choose Select All from the Edit menu.

Resizing Objects

To resize an object, first select it, then drag the appropriate handle in the direction you want to resize. The handles at the corners of the object allow movement of two sides of the object. To move just one side, drag the handle on the side you want to move.

If you hold down the Shift key before dragging the bottom-right handle, the size will be constrained to equilateral (all sides will be equal). For example, if you hold down the Shift key and resize an oval, the result will be a circle; if you hold down the Shift key and resize a rectangle, the result will be a square. *NOTE: If you are not working in Actual Size view it will appear that the object is not square, but if you switch to Actual Size view you will see it is square.*

Resizing a Painting Frame

Dragging a handle on a painting frame resizes the drawing area. Any painting contained in the frame is still positioned at the same relative distance from the top-left corner of the frame.

After resizing a painting frame, the graphic is still positioned the same relative distance from the top-left of the frame.

To move the painting *within* the frame, see "Moving a Painting Within Its Frame."

Stretching/Shrinking a Painting

The painting itself can be stretched and shrunk along with the painting frame by holding down ⌘ before you drag a handle on the painting frame. When you release the mouse the new image is painted into the painting frame. *NOTE: You can stretch/shrink a painting to any size; currently there is no option to scale the painting proportionally.*

Moving Objects

To move an object, point to it and drag it into position. To move several objects at once, select all the objects you want to move, then drag one of the objects into position and the others will follow. *NOTE: If the selected objects should always be moved together, choose Group from the Object menu to group them as a single object.*

To position objects at an exact ruler location you can set an arbitrary guide for alignment (be sure the Snap To Guides option is on).

Moving A Painting Within Its Frame

A painting is positioned relative to the top-left corner of the painting frame. You can "slide" a painting around within its frame to change its position. Using any painting tool, hold down the Option key, point at the painting, then drag the painting to a new location within the frame. When you release the mouse, any part of the painting that was slid above or to the left of the frame is lost.
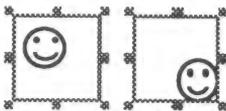
*Use any painting tool and hold down the Option key
to slide a painting within its frame.*

Changing Preset Options

Choosing a menu item when no document is open changes the preset option that is used every time you begin a new document. For example, initially GraphicWriter III's preset options for the Line, Pen, and Fill menus are "thinnest, black, and none." If you would prefer to always start with a thicker line, a blue pen, and a red fill color, make those menu choices when no document is open. From that point on, every time you start a new document you'll start with those settings!

You can also affect the "preset" options just for a particular document: With the Arrow tool selected, make sure that no objects are selected. Choose the menu items you want to change for this document and those settings will be in effect. For example, normally the Style setting for new documents is "Plain." If you're working with a document that usually uses bold, choose Bold from the Style menu when no object is selected. From then on, when you create a new typing frame the Bold style will be chosen already.

The following options are chosen when you first start GraphicWriter III. You can change a preset option by selecting it when no document window is open.

File Menu

Page Setup:
US Letter
1/2" top and bottom
1/4" inside and outside
Normal orientation
Double-sided is not checked
1 page, start numbering at 1

Edit Menu

Paragraph:
Left Justify
Indents all zero
Automatic line height
No space before paragraph

Show ¶ is off (not checked)

Preferences:
Inch measurement checked
Display in color checked
Show Typing Frames checked

Font Menu

No fonts

Point sizes 9, 10, 12, 14, 18, 24, 36

Shaston, 8 point is chosen

Style Menu

Plain is checked

Character Spacing is 1 pixel,
Character Position is Ø pixels

Line Menu

The thinnest line

Pen Menu

Heavy Paint

Black

Fill Menu

Heavy Paint

None

Page Menu

Column Guides: 1 column
with .25" space between

Show Guides is checked

Snap to Guides is checked

Display Master Items is checked

View Menu

Tall Text is checked

I-Beam Tool

Click the I-Beam tool to create typing frames, or to type or import text into existing typing frames. When you create a new document there are no frames drawn, so one must be created before you begin typing.

Creating Typing Frames

All typing is done inside a typing frame. Individual typing frames are created for each separate text area in a document (e.g. a headline, a column, a caption, etc.). Each frame can be linked together so text flows automatically from one frame to another (e.g. from a headline to column one to column two, etc.).

Choose the I-Beam tool to create a typing frame. When the pointer is positioned within the document window it changes to an X to indicate a frame can be created. There are three ways to create a typing frame:

- Position the X pointer at one corner of the desired frame then drag to create the frame. This creates the frame to exactly the size you want. Hold down the Shift key before dragging to create a square typing frame.

- Position the pointer between two column guides and click. This creates a short typing frame that fills the width of the column (the top of the frame is aligned where you clicked).

- Position the pointer between two column guides, hold down the Option key and click. This creates a typing frame that fills the width of the column *and* extends the bottom of the frame to the bottom margin (the top of the frame is aligned where you clicked).

NOTE: If you have Ø column guides set, a typing frame will not be created by clicking or option-clicking. Also make sure the Show Guides option is on. See "Set Column Guides" for information about setting column guides

Bottom Margin
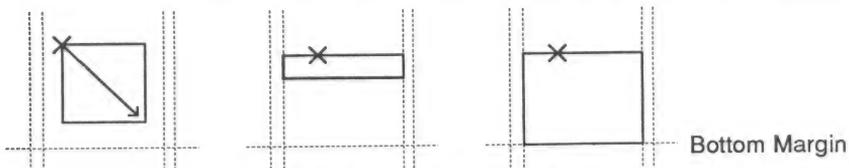
*Three different ways to create a typing frame:
Dragging, clicking, and option-clicking.*

Like all the other objects you create, the typing frame you create is initially selected (its handles are visible). If you wish to de-select the typing frame, *do not click* because you will just create another typing frame. To de-select the typing frame, choose the Arrow tool and click in the document window where there are no objects.

To show a light outline of typing frames when they aren't selected, you can turn on the Show Typing Frames feature (see "Preferences").

Linking Typing Frames

Linking typing frames establishes the flow of text from one typing frame to any other typing frame. Typically linking is used so the text of a story will flow from the headline to column one to column two, and so on.

To begin setting a link, click the bottom handle of the typing frame you are flowing *from*. When you click the bottom handle, the pointer changes to indicate you are flowing text somewhere (if the pointer does not change, be sure to click without moving the mouse). There are two ways to complete the link between two typing frames:

- To link *to* an existing typing frame, click anywhere within the destination frame. *NOTE: Typing frames are easy to see if the Preferences/Show Typing Frames option is on.*

- To link *to* a new typing frame, use the tip of the linking pointer arrow to create a new typing frame (all the options described in "Creating Typing Frames" are applicable). After the new frame is created it will be linked automatically.

While you are establishing a link you can do whatever is necessary in order to set the link where you need it—scroll the document with the scroll bars, use Fit in Window to see the entire page, go to another page, insert pages, and so on.

Handles On Typing Frames

The top and bottom handles on typing frames change to indicate different conditions:
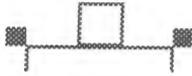
A blank top handle indicates that the typing frame is the first (or only) typing frame. Text is stored in this frame.
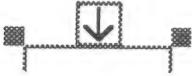
An arrow in the top handle indicates that another typing frame is linked to this one (text flows into this typing frame from another frame).

A # in the bottom handle indicates that the typing frame is the last, or only, frame and all the text is displayed.

A + in the bottom handle indicates that the typing frame is the last, or only, frame and some of the text is not shown (expand the frame or link it to another frame to show the hidden text).

An arrow in the bottom handle indicates that the typing frame is linked to another frame.

Copying and Deleting Typing Frames

Use the Arrow tool to select the typing frame you want to copy, cut or delete. Copying, cutting and deleting a typing frame is straightforward when it is not linked to another frame, but when frames are linked these functions might be confusing unless you know the rules.

All the text that appears in the linked frames is stored in the first typing frame (the one with a blank top handle).

Copying the first typing frame copies the text that appears in all the frames. Copying a subsequent frame does not copy any text. In either case the frame dimensions and its line/pen/fill settings are copied but the link is not retained.

Cutting or deleting a typing frame removes the frame from the linked chain of frames. Removing the first typing frame removes the text and the display frame. Removing a subsequent typing frame in a chain removes only the display frame, not the text within the display frame.
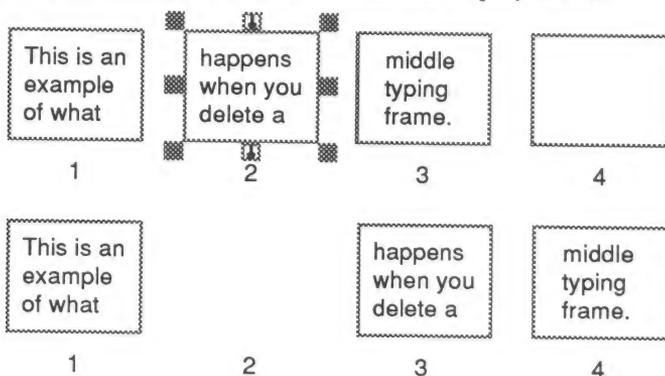
After deleting the second frame the text flows 1-3-4 (and none of the text is deleted because it is all stored in the first frame).

Typing and Importing Text

When you create a new typing frame the insertion point blinks to show where text will appear. If you have several typing frames on the page and the insertion point isn't blinking in the typing frame you want to type in, position the I-Beam where you want to begin typing and click. When the mouse pointer is over a typing frame the pointer changes to an I-Beam (if the pointer is not an I-Beam, it is not over a typing frame). *NOTE: To show a light outline of typing frames when they aren't selected, you can turn on the Show Typing Frames feature (see "Preferences").*

While you are editing text, the typing frame is temporarily filled with white so you can type without disrupting other parts of the layout. The typing frame is restored to its original color when you click in a different typing frame or select a tool other than the I-Beam.

As you type, GraphicWriter III scrolls the screen so the insertion point is always visible. If you type past the bottom of a typing frame the insertion point automatically jumps to the next linked frame (turning the page and scrolling the screen as necessary). *NOTE: If the typing frame is not linked to another typing frame you can still type, but the insertion point will not be visible.*

In addition to typing you can also import text. Importing text is essentially the same as typing: Just put the insertion point where you want the text to be imported, then choose Import from the File menu. See the "Import" section for more information.

Whether you are typing or importing text, there is a 32K character limit per chain of typing frames. If you reach this limit a message is shown that states, "There is too much text to fit in this frame (or linked frames). Try breaking up the text into smaller sections and re-try this operation." *NOTE: A GraphicWriter III document can contain more than 32K of text, but a chain of text is limited to 32K. A "chain" can mean a single typing frame, or one typing frame that is linked to other typing frames.*

If you're writing text with another word processor with the intention of importing it into GraphicWriter III, you might want to check the size of the file *before* exiting the program. If the file is larger than about 30K, split it into two or more parts and save it. This way you will not have to exit GraphicWriter III and re-enter your word processing program after GraphicWriter III tells you the file is too large to import.

Option Keys

Besides typing with the usual keyboard characters, another full keyboard of characters is available by holding down the Option or Option-Shift keys. *NOTE: Some fonts do not contain special characters. If a character does not exist in a font, a "missing symbol" character will be displayed (usually a rectangle). Additional characters or whole fonts may be created or changed using Font Factory GS, an Apple IIGS font editor from Seven Hills Software.*

Intelligent "key translations" are done (e.g. pressing option-p displays π) if that option is chosen in the Control Panels NDA*. Without the standard key translation, finding a special character would be difficult (e.g. to display π you would have to press option-9).

Special Character	Looks Like	Press
Opening double quote	"	Option-[
Closing double quote	"	Option-Shift-[
Opening single quote	'	Option-]
Closing single quote	'	Option-Shift-]
Bullet	•	Option-8
Degree	°	Option-Shift-8
Trademark	™	Option-2
Registered Trademark	®	Option-r
Copyright	©	Option-g
Pounds	£	Option-3
Cents	¢	Option-4
Pi	π	Option-p
Section mark	§	Option-6
Paragraph mark	¶	Option-7

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* With System Disk version 5.0.4 choose Control Panel from the (Apple) menu and select the Alphabet icon. With System Disk version 6.0 choose Control Panels from the (Apple) menu and open the General icon. In both cases set the Translation option to "Standard."

Minus Sign—At the end of a line, a hyphenated word such as "lower-left" can be divided after the dash. To keep from dividing after a hyphen, enter the minus sign by typing Option-Hyphen (useful to keep fractions such as "1-1/2" together on a single line).

Sticky Space—Normally individual words can be split after a space from one line to the next. To prevent two words from being divided, enter the sticky space by typing Option-Spacebar (useful for words like "Graphic-Writer III").

Em Dash—Instead of two hyphens (--), one long "em-dash" (—) can be entered by typing Shift-Option-Hyphen.

Foreign Characters—Including diacritics above some foreign letters involves two keypresses while other foreign characters are typed with one keypress. The first table below shows common diacritics that are accessed with two keypresses (e.g. you type Option-e then press a to display á). The second table shows some characters that are entered with a single keypress.

To Add	Over	Press
`	à è ì ò ù À	Option-` then the letter
´	á é í ó ú É	Option-e then the letter
^	â ê î ô û	Option-i then the letter
~	ã ñ õ Ã Ñ Õ	Option-n then the letter
¨	ä ë ï ö ü ÿ Ä Ö Ü	Option-u then the letter

The first column in each box below shows the special character and next to it is the key to press while holding down the Option or Option-Shift keys (e.g. the key to produce Á is capital Y, so you would press Option-Shift-Y).

Á	Y	È	I	Ì	G	Ò	L	Ù	X	Ÿ	~	æ	´	¡	1
Â	R	Ê	T	Í	S	Ó	H	Û	Z			Æ	"	¿	?
å	a	Ë	U	Î	D	Ô	J					ç	c	ß	s
Å	A			Ï	F							Ç	C		
												œ	q		
												Œ	Q		

Highlighting Text

As you are typing and formatting a story, the I-Beam tool can be used to highlight text several ways:

- Drag to highlight the text.

- Double-click on a word to select it.

- Double-click on a word and hold down the mouse button on the second click, then drag the mouse to highlight by words.

- Click before the text you want to select, then hold down the Shift key and click at the end of the text you want to select.

- Click in a typing frame and choose Select All from the Edit menu to select all the text in the story.

There are several things that can be done with text that is highlighted:

- *Move the highlighted text to another location:* Choose Cut from the Edit menu, position the insertion point where you want text to appear, then choose Paste from the Edit menu.

- *Copy the highlighted text to another location:* Choose Copy from the Edit menu, position the insertion point where you want text to appear, then choose Paste from the Edit menu.

- *Delete the highlighted text:* Press Delete or choose Clear from the Edit menu.

- *Replace the highlighted text with new text:* Type the new text (the selected text is deleted automatically and the new text appears in its place). You can also replace the selected text by pasting text from the Clipboard.

- *Format the highlighted text:* Choose commands from the appropriate menu. Most commands also work when the insertion point is blinking and no text is highlighted. For example:

Choose Paragraph from the Edit menu to change paragraph alignment, indentation and spacing. The settings in the Paragraph dialog box are applied to all of the selected paragraphs. If the insertion point is blinking in a paragraph the settings are applied only to that paragraph; if parts of two paragraphs are highlighted the settings are applied to both paragraphs.

Choose items from the Font menu to change the font or point size of the selected text. If no text is selected (e.g. the insertion point is blinking) the new font and point size will appear when you start typing. *NOTE: If you want to use a font or size that isn't on the Font menu, choose Choose Font from the Font menu, highlight the desired font and/or size, then click OK. You don't have to add the font or size to the Font menu in order to use it!*

Choose items from the Style menu to change the style, spacing, or position of the selected text. ALL CAPS, all lower case, and All Proper Names *convert* selected characters, so these are not available unless text is selected. The other styles can be chosen when the insertion point is blinking and the new style will appear when you start typing.

Choose a color from the Pen menu to change the text color. The painting options (Heavy Paint, Water Color, and Dye) and the pen color of None are not applicable to text. *NOTE: Colored text might be difficult to read on the screen. We suggest changing to colored text after you are done editing the text using the Black pen color.*

Brush Tool

Click the Brush tool to create painting frames and to paint with the brush. All painting is done in a painting frame. When you create a new document there are no frames drawn, so one must be created before you can begin painting. *NOTE: This section describes using the Brush tool specifically; see the "Painting Frames" section for complete information about creating and working with painting frames in general.*

Moving the mouse pointer over a painting frame changes the pointer to a square dot. If the pointer is not a square dot, it is not over a painting frame. *NOTE: You must be in Tall Text view in order to paint.*

Position the brush over the area you want to paint, hold down the mouse button, then drag. To brush in straight vertical or horizontal lines, hold down the Shift key before pressing the mouse button.

The size of the brush is determined by the setting on the Line menu. The brush color and paint mode (Heavy Paint, Water Color, Dye) are determined by the settings on the Pen menu.

Pencil Tool

Click the Pencil tool to create painting frames and to paint with the pencil. All painting is done in a painting frame. When you create a new document there are no frames drawn, so one must be created before you can begin painting. *NOTE: This section describes using the Pencil tool specifically; see the "Painting Frames" section for complete information about creating and working with painting frames in general.*

Moving the mouse pointer over a painting frame changes the pointer to a pencil. If the pointer is not a pencil, it is not over a painting frame. *NOTE: You must be in Tall Text view in order to paint.*

Position the pencil over the area you want to paint, hold down the mouse button, then drag. To paint in straight vertical or horizontal lines, hold down the Shift key before pressing the mouse button.

The Pencil always paints either black or white. If you click on a white dot to start painting the pencil paints in black, otherwise it paints in white.

Eraser Tool

Click the Eraser tool to create painting frames and to erase parts of a painting. All painting is done in a painting frame. When you create a new document there are no frames drawn, so one must be created before you can begin painting. *NOTE: This section describes using the Eraser tool specifically; see the "Painting Frames" section for complete information about creating and working with painting frames in general.*

Moving the mouse pointer over a painting frame changes the pointer to a square eraser. If the pointer is not a square eraser, it is not over a painting frame. *NOTE: You must be in Tall Text view in order to paint.*

Position the eraser over the area you want to erase, hold down the mouse button, then drag. To erase in straight vertical or horizontal lines, hold down the Shift key before you press the mouse button.

Another way to erase is to choose the Brush tool and draw using the White Pen color (this also allows you to change the size of the eraser, as well as the color used to erase).

Marquee Tool

Click the Marquee tool to create painting frames and to select part of a painting. All painting is done in a painting frame. When you create a new document there are no frames drawn, so one must be created before you can begin painting. *NOTE: This section describes using the Marquee tool specifically; see the "Painting Frames" section for complete information about creating and working with painting frames in general.*

Moving the mouse pointer over a painting frame changes the pointer to a dotted crosshair. If the pointer is not a dotted crosshair, it is not over a painting frame. *NOTE: You must be in Tall Text view in order to paint.*

To select a portion of a painting, position the crosshair at one corner of the area you want to select and drag to the other corner. When you release the mouse button the selection is surrounded by a marquee ("marching ants").

There are several things that can be done with a marqueed area:

- *Move the marqueed area to a new location in the same painting:* Position the mouse pointer within the marqueed area. When it changes to an arrow, drag the selection to a new location.

- *Move the marqueed area to a different painting frame:* Choose Cut or Copy from the Edit menu to place the marqueed area on the Clipboard, then select the other painting frame and choose Paste from the Edit menu. *NOTE: The pasted marquee erases anything it covers so you might want to paste it into a particular spot (see below).*

- *Paste a painting from the Clipboard into the marqueed area:* Choose Paste from the Edit menu and the painting on the Clipboard is stretched or shrunk to match the size of the marqueed area, then it is pasted into the marquee.

- *Remove the marqueed area from the painting frame:* Choose Clear from the Edit menu or press Delete.

- *Stretch or shrink the marqueed area:* Position the pointer inside the marqueed area. When it changes to an arrow, hold down the ⌘ key and drag. You will see the painting stretch and shrink as you resize the marquee.

- *Fill the marqueed area with a color:* Make sure the desired fill option (Heavy Paint, Water Color, Dye) is correct, then choose a fill color from the Fill menu.

TIP: To "colorize" a black and white graphic, marquee the graphic, choose Dye from the Fill menu, then choose the desired color from the Fill menu. Dye will fill the black parts of the graphic with the chosen color. To fill the white areas only you could choose Water Color from the Fill menu then fill with a color, but it's easier if you select the Arrow tool then change the fill color of the painting frame itself.

Magnifying Glass Tool

Click the Magnifying Glass tool to create painting frames and to magnify a portion of a painting. All painting is done in a painting frame. When you create a new document there are no frames drawn, so one must be created before you can begin painting. *NOTE: This section describes using the Magnifying Glass tool specifically; see the "Painting Frames" section for complete information about creating and working with painting frames in general.*

Moving the pointer over a painting frame changes the pointer to a Magnifying Glass. If the pointer is not a Magnifying Glass, it is not over a painting frame. *NOTE: You must be in Tall Text view in order to paint.*

Position the Magnifying Glass over the area you want to magnify and click. A window with the enlarged image appears. *NOTE: If the Magnified View window covers the part of the graphic you were trying to magnify, drag the Magnified View window to the left side of the screen, then click again on the area you want to magnify.*

To magnify different portions of the painting you don't have to close the Magnified View window—just move the pointer over the new area you want to magnify and click. *NOTE: Don't move the Magnified View window on top of an area you just edited with the Magnifying Glass because the changes will revert back to the original painting. If you need to edit a different part of the painting but it would require moving the Magnified View window on top of an area you have already edited, close the Magnified View window (this saves the changes to the painting), then click on the new area you want to edit.*

Drawing in the Magnified View uses a pencil. Clicking on a colored dot changes it to white; clicking on a white dot changes it to the selected Pen color. Click the close box on the Magnified View window when you are finished.

The Magnified View may be confusing because colors are generated by a process called "dithering"—different "pure" colors are mixed or combined to create the illusion of a solid color. When clicking on a white dot seems to have no effect, either the Pen color is White or the color you are using is made by mixing white dots with colored dots. See "Dithering" for more information.

Line Tool

Click the Line tool to draw lines. Lines can be object-oriented (highest print quality) or they can be painted into a painting frame.

To draw a line, position the crosshair within the document window and drag. Holding down the Shift key before you drag constrains the line to either vertical or horizontal. Line thickness and color are determined by the settings on the Line and Pen menus.

Triangle Tools
(Isosceles and Right)

Click one of the Triangle tools to draw triangles. Triangles can be object-oriented (highest print quality) or they can be painted into a painting frame.

To draw a triangle, position the crosshair within the document window and drag. Holding down the Shift key makes the triangle's width and height equal. Line thickness and color are determined by the settings on the Line and Pen menus. The fill color is determined by the Fill menu settings.

The direction you drag the mouse affects how a triangle is drawn:
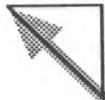
| *Top-Left to Bottom-Right* | *Top-Right to Bottom-Left* | *Bottom-Right to Top-Left* | *Bottom-Left to Top-Right* |

Rectangle Tools
(Square- and Round-Corner)

Click one of the Rectangle tools to draw rectangles.
Rectangles can be object-oriented (highest print
quality) or they can be painted into a painting frame.
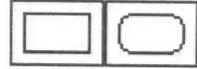
To draw a rectangle, position the crosshair within the document window
and drag. Holding down the Shift key constrains the rectangle so it only
draws squares. Line thickness and color are determined by the settings on
the Line and Pen menus. The fill color is determined by the Fill menu
settings.

Arc Tool

Click the Arc tool to draw arcs. Arcs can be object-oriented (highest print quality) or they can be painted into a painting frame.

To draw an arc, position the crosshair within the document window and drag. Holding down the Shift key makes the arc's width and height equal. Line thickness and color are determined by the settings on the Line and Pen menus. The fill color is determined by the Fill menu settings.

The direction you drag the mouse affects how an arc is drawn:

Top-Left to Bottom-Right   *Top-Right to Bottom-Left*   *Bottom-Right to Top-Left*   *Bottom-Left to Top-Right*

Oval Tool

Click the Oval tool to draw ovals. Ovals can be object-oriented (highest print quality) or they can be painted into a painting frame.

To draw an oval, position the crosshair within the document window and drag. Holding down the Shift key constrains the oval so it only draws circles. Line thickness and color are determined by the settings on the Line and Pen menus. The fill color is determined by the Fill menu settings.

Polygon Tool

Click the Polygon tool to draw polygons. Polygons can be object-oriented (highest print quality) or they can be painted into a painting frame.

To draw a polygon, position the crosshair within the document window and click to set the starting point, then click each additional point on the polygon. To finish the polygon either click on the starting point or click the polygon tool. Line thickness and color are determined by the settings on the Line and Pen menus. The fill color is determined by the Fill menu settings.

Freehand Tool

Click the Freehand tool to draw freehand shapes. Freehand shapes can be object-oriented (highest print quality) or they can be painted into a painting frame.

To draw a freehand shape, position the crosshair within the document window and drag. Line thickness and color are determined by the settings on the Line and Pen menus. The fill color is determined by the Fill menu settings.

Notes

Painting Frames

All painting is done in a painting frame. One painting frame is created for each picture in a document. This section describes how to create and work with the painting frames. See the *Tools* section for further information about painting within a frame.

Creating Painting Frames

To create a painting frame, choose one of the painting-only tools. When the pointer is positioned within the document window it changes to an X to indicate a frame will be created. Position the X pointer at one corner of the desired frame then drag to create the frame. To create a square frame, hold down the Shift key before you drag.
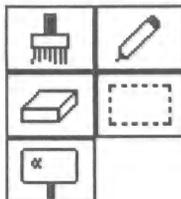
The maximum size for a painting frame is 640 dots wide by 400 dots high (about half of an 8-1/2" x 11" page). For graphic formats that can exceed this size, the import translator will have an option to specify which part of the graphic you want to import. Using that option you can simulate a full page graphic:

① Create a maximum-size painting frame and import the top half of the graphic.

② Create a second maximum-size frame under the first frame and import the second part of the graphic. If the second part of the graphic doesn't completely fill the painting frame you can shorten the height of the painting frame.

③ Use the Arrow tool to align the top of the second frame with the bottom of the first frame. *TIP: To align the left sides of the painting frames you can use the Align Objects command on the Object menu.*

④ Select both frames and choose Group from the Object menu (this will prevent accidently moving one and not the other).

⑤ Choose None from the Pen menu to remove the border around each painting frame.

Painting Inside Painting Frames

You must be in Tall Text view in order to paint inside a painting frame.

While it may seem strange to paint pictures in this view, it provides the opportunity to create superb printed output. In typical programs a single dot on the screen prints out as a tall dot on the printer, thus producing "chunky" printer output. With GraphicWriter III, however, a single screen dot represents a single dot on the printout.

To take advantage of the extra printing resolution you must improve the quality of the original graphic. This can be done by either importing graphics at half their original height or by using the Magnifying Glass to smooth out rough edges of a normal imported graphic.

If you paint from scratch in GraphicWriter III remember to paint everything twice as tall as it should be. To check the perspective, choose Actual Size from the View menu.

*TIP: Instead of painting everything twice as tall as it should be, paint at regular height (you still need to be in Tall Text view). Then to exactly double the height of the painting, use the Super Hires translator to first Export the painting with the Half Height option **not** checked, then Import the file with the Half Height option **not** checked. The end result is a painting that is exactly twice as tall as it started (and you can touch it up further).*

Painting Versus Objects

All the tools below the Arrow and I-Beam tools can be used to paint inside a painting frame. While the Brush, Pencil, Eraser, Marquee, and Magnifying Glass tools can be used only in a painting frame, the other graphic tools can be used both inside and outside a painting frame. Why?

A painting frame is an area where you can turn individual dots on and off by painting with various tools. Using a "double-duty" graphic tool, such as the Arc tool, in a painting frame just fills in a pattern of dots so the arc becomes part of the painting. Using the Arc tool outside a painting frame creates an entirely separate entity that can be resized, moved, deleted, or otherwise altered any time. To change the arc in the painting would require erasing and redrawing it.

Whenever practical you should use "Object-Oriented" graphics in the document instead of paintings for three primary reasons: 1) You can manipulate objects as separate entities, 2) Objects take *much less* disk space and computer memory, and 3) Objects print at the best resolution possible (paintings are limited to the resolution they were painted).

Below is an example of the difference between painted graphics and object graphics. As you can tell, there is quite a difference, especially when the graphic is stretched.

	Paint	Object
Original	☺	☺
Stretched	☺	☺
Shrunk	☺	☺

Dithering

Colors in GraphicWriter III are displayed and printed by a process called "dithering" in which different "pure" colors are mixed or combined to create the illusion of a solid color. For example, deep red is made of red and black dots, and light blue is made of white and blue dots.

Knowing how colors are printed helps you make better color choices when you are painting. For example, because printing deep red prints black and red dots, this often yields almost a total black instead of a deep red color (especially when printing in best quality). By examining how the different colors are mixed you can usually use a different screen color to produce a printed color that is closer to the one you want.

For example, the purest red that could be printed would be done by just using the red part of the ribbon and no other parts. Examining the "Dithered Color Combinations" table shows that color #47 consists of only red and white dots (thus only the red ribbon would be used). Referring to the menu you can see where to choose color #47.

Color Numbers

To find how a particular color is mixed, find the color number below then look on the next page to see what colors are used. Likewise, if you want to use a particular color combination found in the "Dithered Color Combinations" chart, use the color number to see where to choose it from the menu.

Colors					
Heavy Paint					
Water Color					
Dye					
None					
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48

Dithered Color Combinations

#	Col1	Col2	Col3	Col4
1	black / black	black / black	black / black	black / black
2	white / green	black / black	green / white	black / black
3	white / black	black / black	black / white	black / black
4	green / white	white / black	white / green	black / white
5	white / black	black / white	white / black	black / white
6	black / white	white / white	white / black	white / white
7	white / white	white / blue	white / white	blue / white
8	white / white	blue / blue	white / white	blue / blue
9	white / green	blue / blue	green / white	blue / blue
10	green / green	blue / blue	green / green	blue / blue
11	black / black	white / blue	black / black	blue / white
12	red / green	blue / blue	green / red	blue / blue
13	black / black	blue / black	black / black	black / blue
14	black / black	blue / blue	black / black	blue / blue
15	green / black	blue / blue	black / green	blue / blue
16	green / black	black / blue	black / green	blue / black
17	black / green	black / black	green / black	black / black
18	green / green	black / black	green / green	black / black
19	green / green	yellow / black	green / green	black / yellow
20	green / green	white / blue	green / green	blue / white
21	green / green	black / white	green / green	white / black
22	green / black	yellow / yellow	black / green	yellow / yellow
23	green / green	yellow / yellow	green / green	yellow / yellow
24	green / green	yellow / white	green / green	white / yellow
25	white / green	yellow / yellow	green / white	yellow / yellow
26	white / white	yellow / yellow	white / white	yellow / yellow
27	white / white	yellow / white	white / white	white / yellow
28	white / white	white / white	white / white	white / white
29	white / green	white / white	green / white	white / white
30	green / green	white / white	green / green	white / white
31	black / white	yellow / yellow	white / black	yellow / yellow
32	red / white	yellow / yellow	white / red	yellow / yellow
33	red / green	yellow / yellow	green / red	yellow / yellow
34	black / red	yellow / yellow	red / black	yellow / yellow
35	red / red	yellow / yellow	red / red	yellow / yellow
36	red / red	yellow / black	red / red	black / yellow
37	red / black	yellow / black	black / red	black / yellow
38	black / black	yellow / yellow	black / black	yellow / yellow
39	black / black	yellow / black	black / black	black / yellow
40	green / red	black / black	red / green	black / black
41	red / white	black / black	white / red	black / black
42	red / black	black / black	black / red	black / black
43	red / red	black / black	red / red	black / black
44	red / white	blue / blue	white / red	blue / blue
45	red / red	blue / blue	red / red	blue / blue
46	red / red	white / blue	red / red	blue / white
47	red / red	white / white	red / red	white / white
48	red / white	white / white	white / red	white / white

Notes

Appendices

Notes

Appendix A
Tips and Techniques

This appendix contains tips and techniques for using GraphicWriter III to its fullest.

3.5" and 5.25" Disk Drive Users

If you are using a single 3.5" disk drive, we strongly recommend either a second 3.5" disk drive or a hard disk drive because disk swapping can be a chore (this is true of any IIGS-specific software that uses GS/OS).

If you are using a computer with only one 3.5" disk drive you can minimize disk swapping by saving new documents onto the *Program* disk instead of a third data disk (thus swapping would only be between the *Startup* and *Program* disks). When you are finished working with a file, copy it to another disk then remove it from the *Program* disk.

If you have a 5.25" disk drive you can use it for storing the files you create (you would still be swapping between the *Startup* and *Program* disks, but you wouldn't have to worry about moving finished files off the *Program* disk).

If you plan to purchase a second 3.5" disk drive, compare the cost of a hard disk drive from your favorite mail order store. You will probably find a hard disk drive is only slightly more expensive, yet it provides much greater storage space and it's much faster than using 3.5" disk drives. With a hard disk drive you can eliminate disk swapping completely!

If you have a 5.25" disk drive but no disk is in the drive, you may find the drive is accessed for a long time when GS/OS is looking for a file. If you don't plan to ever use the 5.25" drive with GraphicWriter III you can delete or inactivate the AppleDisk5.25 driver (located in the System/Drivers folder of your Startup disk). This will prevent the 5.25" drive from ever being accessed.

However, if you think you might want to access the 5.25" drive (for storing data files or importing files that are stored on a 5.25" disk), a better solution would be to insert *any* formatted, ProDOS disk into the drive. That way, GS/OS will read the disk name and immediately continue (instead of getting an error and attempting to read the drive several more times before continuing).

Optional Files

To save disk space you can customize your working 3.5" disks by adding or removing additional files (restart the computer after adding or removing files for the changes to take effect).

To actually remove files you need to use a program that lets you delete files, such as Apple's Finder. Refer to the manuals that came with your computer for information on using Apple's Finder. Also, your local dealer or users' group may be able to provide assistance.

Desk Accessories are located in the System/Desk.Accs folder of your Startup disk. Removing unused desk accessories from the Desk.Accs folder saves disk and memory space. *NOTE: For information on using a particular desk accessory, you must refer to the documentation that came it.*

Fonts are located in the System/Fonts folder of the startup disk. Removing unused fonts from the Fonts folder saves disk space.

Translators are located in the GW.Translators folder of your Program disk (the GW.Translators folder is inside the GraphicWriter folder). If you never import a particular file format (say, AppleWriter), you can remove the translator from the GW.Translators folder to save a little space.

Tours and Sample Files are located in the Guided.Tour folder of your Program disk (the Guided.Tour folder is inside the GraphicWriter folder). After completing the guided tour in the *Getting Started* manual you can delete the Guided.Tour folder to save some space. Likewise, if there are some samples you don't want, you can remove them from the Samples folder.

Design Tips

This section gives some general guidelines to follow when designing good-looking page layouts. None of these suggestions is the "final word"—don't be afraid to experiment!

For other design tips, refer to the following books or publications:

> *The Desktop Publishing Newsletter.* Sage Productions, 5677 Oberlin Drive, Suite 102, San Diego, CA 92121. (619) 455-7513.

> *Looking Good in Print* by Rodger Parker (Ventana Press). An **excellent** book with **lots** of examples. We highly recommend this book.

Fonts

Don't mix more than three fonts in one document. A good combination of fonts is to use a serif font (letters have "tails" on them) for the body copy and a sans-serif font (no "tails") for headlines, page headers/footers, and other special text. Two commonly used fonts which go together well are Times or New York (serif) and Helvetica or Geneva (sans serif).

Tables and other tabular material look good in a sans serif font.

For captions, italicize the same font used for the body copy.

Use decorative fonts such as London, Venice, or Script only for special items.

If you are printing on a LaserWriter, only use the fonts built into the LaserWriter (see the "Font Reference" appendix). *NOTE: LaserWriter fonts print fine on an ImageWriter.*

Point Sizes

Select legible fonts and sizes, keeping the limitations of your printer in mind. For example, 10 point Times is easy to read if it is printed with the LaserWriter but it is harder to read if printed with the ImageWriter. You can choose a suitable font and size knowing on which printer you are printing the final copy.

Body copy should be between 8 and 12 points.

Headlines should be three times the body copy size (for 12 point body copy, use 36 point headlines). Larger sizes are acceptable but avoid anything smaller. Type declares its importance by its size. Don't make a headline smaller than the body copy but don't make them so large that they dominate everything else on the page.

The ideal point size for large-cap initial letters is around three times the body copy size.

If you are printing on an ImageWriter use point sizes which also have the "double-size" drawn. For instance, use 12 point type if the 24 point size is available. In GraphicWriter III you can tell which sizes a particular font is drawn in by choosing Choose Font from the Font menu and clicking on the name of the font. The sizes that are listed in the Size scroll box are the sizes that the chosen font is drawn in. On an ImageWriter, these are the sizes that look best because they don't have to be "scaled."

Writing and Typing

Good headlines are five to seven words with at least one key word. A story without a picture has only the headline to sell it. Therefore, take special care with these headlines.

To import text from a program that is not supported directly by Graphic-Writer III, you must save the file in ASCII format. ASCII files lose all formatting information, such as margin, indents, boldface, underline, and so on, so don't do a lot of formatting in an unsupported word-processor.

Use margin settings or indentation features (not tabs or spaces) to indent paragraphs. This makes changing the copy easier.

Use tabs (not spaces) to line up tables and other columnar material. When using the proportional fonts, unequal character widths make it almost impossible to line up words or numbers with spaces.

Watch for "widows" and "orphans"—these single lines or words that are alone on a line can be removed by hyphenating, by rewriting a sentence, or by adjusting kerning.

Graphics and Pictures

Avoid overuse of rules, lines, and boxes.

Use thin lines or rules to separate unrelated blocks of copy. Thin lines can also go around graphics or photos.

Don't use copyrighted art without permission from the artist. The clip art supplied with GraphicWriter III may be used in your publication with no permission needed.

Choose art that enhances or clarifies the copy, rather than distracting from it.

Everyone sees pictures first.

Mugshots (photos of someone's head) don't need to be larger than 1" wide by 1-1/2" deep.

All pictures (except mugshots) have some internal movement. Use these movements to lead readers to other pictures, to captions, blurbs, or the optical center.

Color

Use a second color for clarification, not decoration.

Black and brown inks are good "people colors" in printing, but greens, blues and reds are not.

When you use two colors, one of which is black, you have seven possible combinations: 1) Black in full strength, 2) The color in full strength, 3) Black in all shade variations, 4) The color in all tint variations, 5) Black and the color combined, 6) Black over the color, and 7) reverses in both black and the color.

Layout

Don't use very small margins—use at least 1/4" margins all the way around the page (some computer printers may require larger margins). 1/2" to 1" margins are common.

If you are going to punch holes for binding, use a bigger inside margin.

Leave at least 1/4" white space between columns.

In general, columns are hard to read if they are wider than about 5" or smaller than about 2".

If you justify text, check for large white gaps on a line, which indicates you should hyphenate.

You don't need to fill every area of the page with text or artwork—leave white space!

Draw a box around tables and other columnar material.

Don't use more than two large-cap initial letters on a page (three or more tend to spell words).

Miscellaneous

Grammar and spelling errors will detract from your document no matter how attractive it is. Use GraphicWriter III to check the spelling in your document and proofread diligently. If possible, have people unfamiliar with the copy proofread it (the more you are familiar with the copy the more you tend to read with your mind and not your eyes). Remember, even a spelling checker won't find some errors (e.g. "to" instead "two" or "too").

Templates

Creating and using templates can save a lot of layout time. If you find yourself creating several documents where you do the same steps (e.g. set 1" margins, create four pages with two columns on page 1 and three columns on pages 2-4), then it might be time to create a template.

Any document can be a template...just create whatever items you want as your starting point. To open a template, choose Open from the File menu and click the Copy button. By opening a Copy of the template, the original template is never modified. *NOTE: If you forget to select the Copy button and accidently open the original template file, immediately either close the file or choose Save As from the File menu to create a new file (the template won't be modified).*

Text can be imported into the existing typing frames by selecting the I-Beam tool and clicking within the typing frame you want to import into. Choose Import from the File menu and you can select the text to import. Once a text is imported you can change fonts and sizes (if necessary) and adjust the layout to suit your particular needs.

Paintings can be imported like text—use the Arrow tool to select the painting frame, then choose Import from the File menu. The painting you import will appear in the painting frame.

Some Samples

Some sample templates are provided with GraphicWriter III. Even if you don't find an immediate use for these sample layouts, they should give you several ideas for either layout or how to use a particular feature in GraphicWriter III.

Word.Processing

This document simulates a word processor: Each page has a large typing frame on it and the typing frames are linked together from one page to the next. Thus, text automatically flows from page 1 to 2, from 2 to 3, and from 3 to 4, just like a word processor.

The Right master page contains a typing frame that displays the current page number at the bottom of each page.

Calendar

The basic lines of the calendar are drawn on the Right Master Page so they are automatically repeated for each month. This is also convenient for changing the color of the lines—if you wanted a different color you'd just have to change the lines once on the Master Page instead of twelve times (once for each month).

Guides were set on the Right Master Page to aid the creation of the typing frames for the name of the month and for each day of the month.

Choose Jump To Page from the Page menu and you'll see that the Set Title option was used to title each page.

Common Questions and Answers

Can I create templates?

Yes. See the "Templates" section above.

Can I use GraphicWriter III like a word processor?

Yes—just create a full-page typing frame and start typing! The easiest way to create a typing frame that fills the entire page is to verify that you have one column guide set (Set Column Guides on the Page menu). Select the I-Beam tool and position the mouse pointer in the document. To create the typing frame, hold down the Option key and click the mouse button.

Also a Word.Processing template is provided with GraphicWriter III (see the "Templates" section above).

What's the best way to begin a new page layout?

The first two steps are the most important:

① Use the Control Panels from the (Apple) menu to specify which printer will be used for the *final* output. *NOTE: You can skip this step if you use the same printer for rough and final outputs. However, if you normally work with one printer for rough drafts and switch to another printer for final output, you need to choose the printer driver that will be used for the final output. After specifying the printer for the final output, close the Control Panels window.*

② Choose New from the File menu to create the new document (or open an existing template). Choose Page Setup from the File menu, click Paper Options and verify all your page settings. If you have a "Vertical Condense" option, we strongly recommend it be checked for the best quality output.

After those two steps you can proceed however you like...there isn't really a "best" way. Some people prefer to create and link all their typing frame, import text into those frames, then go back and put graphics in at appropriate locations. Others prefer to create and finish a single story at a time.

The method you choose is entirely up to you...GraphicWriter III doesn't care whether you start with typing frames, painting frames, or whatever. Just do what makes sense to you.

When I switch between different printer drivers, why are some page setup settings not retained?

Different printer drivers support different options and use different formats to store their information. If the chosen printer driver recognizes the former printer driver's settings it will use them. Otherwise it will use some "default" settings.

Immediately after choosing a different printer, choose Page Setup from the File menu, then click Paper Options to confirm the settings. If there is a "Vertical Condense" option, we strongly recommend it be checked for the best quality output.

When switching among different printer drivers you may notice that a layout that fit on the page before no longer does. This happens because different printers may support different resolutions, and their paper sizes are affected. Because the chosen printer driver affects the paper size you should always start and work with documents using the printer driver that will be used for the *final* output. If you print rough drafts on a different printer, choose that printer right before printing, print, then immediately choose the printer driver for the final output. *REMEMBER: Each time you switch printer drivers, be sure to choose Page Setup from the File menu and verify the settings under Paper Options.*

Why doesn't the spelling checker recognize the possessive form of a common word?

The possessive form of words like "house" or "car" isn't in the dictionary because their possessive use is rare.

Why doesn't the spelling checker recognize some contractions?

The current spelling checker has a limitation when you use "curly" quotes: The part of the word before the curly quote is checked separately from the part after the curly quote. This means that words like "doesn't" and "shouldn't" will be flagged as "wrong" because "doesn" and "shouldn" are not real words.

If they used the straight quote ("shouldn't" and "doesn't") the words would not be flagged as wrong. *NOTE: Some "curly" contractions are fine (e.g. "I'm" and "can't") because the first part of the word is valid (e.g. "I" and "can" are good words).*

When a word like "shouldn" is shown as misspelled, click the Ignore All Same button to skip other occurrences of that word in the same typing chain.

I'm clicking to create a typing frame, but no frame appears. What's wrong?

First check the obvious: Make sure you're using the I-Beam tool and that the mouse pointer is an X when you are clicking (if the pointer is an I-Beam then you are over an existing typing frame and clicking will put the insertion point in that frame; it won't create a new frame).

Second, make sure that the Show Guides option is checked on the Page menu.

Finally, make sure that at least one column guide exists (choose Set Column Guides from the Page menu). *TIP: Holding down the Option key when you click will quickly create a typing frame that extends to the bottom margin on the page.*

I'm holding down the option key when I click, but the typing frame doesn't extend to the bottom margin. What's wrong?

Some desk accessories (such as MacroMate by Roger Wagner Publishing, TDM/The Desktop Manager by On-Three, and others) use a combination of the ⌘, Option, and Control keys to trigger actions or features. This can keep some of GraphicWriter III's keyboard commands from working.

In this case, GraphicWriter III is creating a typing frame as if you simply clicked instead of Option-clicking, because the desk accessory has already intercepted the Option keypress.

To avoid this problem, usually you can set the desk accessory to read a different key, such as the Control key, or you can de-activate the desk accessory while you are using GraphicWriter III. Check the desk accessory's manual for instructions on how to do either of these things.

When I'm creating a lot of typing frames, it's a pain to scroll all the way to the bottom of the typing frame just to click on the handle to start linking. Is there an easier way?

Definitely! GraphicWriter III doesn't care whether you use the top or bottom handle to being linking, so click in the handle that you're near. When you're creating many frames it's often easier to click in the *top* handle instead of the bottom one.

TIP: If you will be using the same basic typing frame layout in the future, before typing or importing any text into the document, save the file as a template. To do this, close the file and save the changes. Now open the same file, but click the "Copy" button to open a copy of that file.

How can I get rid of the border around an imported painting?

If the border was actually imported as part of the picture you will need to use the eraser tool to erase the border. However, the "border" you see is probably just a line around the painting frame itself (brand new painting frames start off with the settings of Line=Thinnest, Pen=Black, Fill=None). To remove this line, select the Arrow tool, click on the painting frame to select it, then choose None from the Pen menu.

I imported some clip art, but in Actual Size it's double the size it should be! I imported some other art and it's half the size it should be! What's going on?

Most graphic translators have a "Half Height" option. Usually this option should be left alone (*not* checked). However, it should be checked when importing the clip art supplied with GraphicWriter III.

If you think you have the Half Height setting correct, choose Actual Size from the View menu to see the size at which the painting will be printed (in Tall Text view the painting will appear "stretched").

By the way, some of the best clip art we've seen is MacPaint clip art (imported with the MacPaint translator). We now offer several disks of MacPaint clip art—contact Seven Hills Software for information).

Notes

Appendix B
Text Translators

This appendix describes the text translators supplied with Graphic-Writer III.

Each section describes the functions of a particular translator. Each translator converts as much formatting information as possible from the original file. The intent of all the translators is to match the other program's printed output as close as possible.

General Notes

Commands in a word processing file fall into one of four categories:

- Fully Translated Commands—Commands that have a GraphicWriter III equivalent.

- Partially Translated Commands—Commands with no exact equivalent in GraphicWriter III, but some conversion is done.

- Unsupported Commands—Commands with no equivalent in Graphic-Writer III are ignored. Unsupported commands are either not shown at all or are displayed as regular text.

- Specially Treated Commands—Commands that may or may not be supported, depending on certain conditions.

Convert Quotes

To date, all text translators have a "Convert Quotes" option that intelligently converts ordinary single (') and double (") quote marks to their "curly" equivalents (" and ""), like you find in typeset materials. There are two rare exceptions to the quote conversion routine:

- If you have a quotation mark which is preceded immediately by a parentheses or bracket, the translator assumes that the quotation mark is at the end of a quote, and converts it into a closing quotation mark. For example, ("How are you?") becomes ("How are you?")

- If the file contains a quotation mark immediately after a number, that quotation mark is not converted because it assumes the quotation is indicating inches. For example, the "NC-17" movie becomes the "NC-17" movie.

In both cases you can type the correct curly quote from the keyboard (try using Find/Change to save time). See the "Option Keys" section for more information.

AppleWorks (Classic)

This translator was written by Steve Stephenson.

This translator imports Claris' AppleWorks Classic (not AppleWorks GS) files into GraphicWriter III. It also recognizes and translates Beagle Bros' SuperFonts commands, including font changes! It does not support exporting files.

When this translator is selected, only files with filetype $1A (AWP, AppleWorks Word Processor) can be chosen.

When translating AppleWorks files, any left, right, or first-line indents you set from within GraphicWriter III are overridden by the AppleWorks file.

Options When Importing

⊠ **Convert quotes**

The AppleWorks translator's importing options

"Convert quotes" intelligently converts ordinary single (') and double (") quote marks to their "curly" equivalents (' and "). These are also called printer's quotes.

Fully Translated Commands

AppleWorks

LM, RM, IN (Left Margin, Right Margin, Indent after first line)
JU, UJ, CN, RJ (Full Justified, Left Justified, Center Justified, Right Justified)
SS, DS, TS (Single Space, Double Space, Triple Space)
SK (Skip Lines) Carriage return(s) sent.
BB, BE (Boldface Begin, Boldface End)
+B, +E (Superscript Begin, Superscript End)
−B, −E (Subscript Begin, Subscript End)
UB, UE (Underline Begin, Underline End)
PP (Print Page)
Option-Spacebar or ⌘Spacebar (Sticky Space)

SuperFonts

NOTE: If SuperFonts' rules are not followed, the command is treated as normal text.

<IB>, <IE> (Italic Begin, Italic End)

<OB>, <OE> (Outline Begin, Outline End)

<SB>, <SE> (Shadow Begin, Shadow End)

<RJ> (Right Justified)

<X#> (Extra Chars) Translated into option/special characters

<T##.#> (Tabs in the range 0-99.9) Creates a tab marker at the specified position and replaces the command with the TAB character.

Partially Translated Commands

AppleWorks

HE (Header) Substitutes <HEADER>

FO (Footer Begin) Substitutes <FOOTER>

EK (Enter Keyboard) Substitutes <ENTER-KEYBOARD>

MM (Mail Merge) Substitutes <MAIL-MERGE>

PD (Print Date) Substitutes <PRINT-DATE>

PT (Print Time) Substitutes <PRINT-TIME>

SC# (Special Code, # is a number 1-6) Substitutes <SPECIAL-CODE-#>

Unsupported Commands

AppleWorks

PW (Platen Width)

CI (Chars per Inch)

P1, P2 (Proportional-1, Proportional-2)

PL (Paper Length)

TM, BM (Top Margin, Bottom Margin)

LI (Lines per Inch)

NP (New Page)

GB, GE (Group Begin, Group End)

PN (Page Number)

PE, PH (Pause Each page, Pause Here)

SM (Set a Marker)

Reserved or otherwise unknown commands are not displayed.

SuperFonts

<NB> (Inverse Begin) Passed as normal text.

<NE> (Inverse End) Passed as normal text.

<P#=PictureName> (Load Picture) Passed as normal text.

<P#> (Print Picture) Passed as normal text.

Reserved or otherwise unknown commands are not displayed.

Specially Treated Commands

SuperFonts

<##=FontName.Size> (Load Font) The font name and point size is
determined and compared to the list of fonts available to Graphic-
Writer III. If there's a match, the font is stored for possible use and
any remaining characters on the line are lost. If no match was found,
the line is displayed as normal text.

<##> (Change Font) If the font was defined, the visible command is
removed and the font and point size is applied. If the font wasn't
defined (by Load Font, or if the font defined in Load Font isn't
available to GraphicWriter III) the command is passed as normal text
(and no change is made to the font or point size).

<< (Print <) If SuperFonts is known to be in use (by virtue of a valid
SuperFonts command having been processed) then only one bracket
is passed. If SuperFonts is not known to be in use, then both brackets
are passed.

AppleWriter (and FrEdWriter)

This translator was written by Steve Stephenson.

This translator imports AppleWriter and FrEdWriter files into Graphic-Writer III. It does not support exporting files.

When this translator is selected, only files with filetype $Ø4 (TXT, ASCII Text) can be chosen.

Because a file with type $Ø4 is a generic text file, some files may be listed that are not actually AppleWriter or FrEdWriter files. After you choose a file to import, this translator examines it for any characters that it cannot translate. If it finds "illegal" characters, it aborts the translation and no text appears in GraphicWriter III. If this happens, the file was not created by AppleWriter or FrEdWriter (you can use the Universal translator to import the file).

When translating AppleWriter or FrEdWriter files, any justification, line height, or indents you set from within GraphicWriter III are overridden by the file.

Symbols used in the descriptions below:

means a number between 0 and 255

% means a number either 0 or 1 (boolean)

{} encloses items that are optional to the AppleWriter command

+– means either plus or minus sign may be used

x means a character or free form string.

NOTE: AppleWriter ignores any characters between the last required character of a command and the next Return. This translator does the same by removing all characters to the end of the line/paragraph.

Options When Importing

☒ Convert quotes

The AppleWriter translator's importing options

"Convert quotes" intelligently converts ordinary single (') and double (") quote marks to their "curly" equivalents (" and ""). These are also called printer's quotes.

Fully Translated Commands

.FJ, .LJ, .RJ, .CJ (Full Justified, Left Justified, Right Justified, Center Justified)
.LI# (Line Interval) Sets single space, double space, etc.
.LM{+-}# (Left Margin) Each # = 1/10".
.PM+-# (Paragraph Margin) This is Indent/Outdent relative to LM, but is
    not allowed to be less than zero.
.UTx (Underline Token) The following character is established as the
    underline toggle and used next time it is encountered.

Partially Translated Commands

.RM{+-}# (Right Margin) In AppleWriter, # is measured from the left edge
    of the paper, but in GraphicWriter III the Right Margin is an offset
    from right edge of the typing frame, so: If a relative amount is given,
    a difference is calculated from last known RM; if a new absolute is
    given, GraphicWriter III's RM is reset to zero.

Unsupported Commands

.FF{#} (Form Feed)
.TM#, .BM# (Top Margin, Bottom Margin)
.PN# (Page Number)
.PL# (Printed Lines)
.PI# (Page Interval)
.PD# (Print Destination)
.IN{xxx} (Insert Note)
.SP% (Single Page)
.CR% (Carriage Return)
.EP% (Enable Printer) Passed as normal text
.TL{xxx} (Top Line) Passed as normal text
.BL{xxx} (Bottom Line) Passed as normal text
.PAGE (New Page in FrEdWriter)

Because AppleWriter and FrEdWriter can include embedded "control"
    characters. These control characters are passed as their visible,
    normal text equivalent, preceded by a caret (^). For example, an
    embedded "control-Y" would appear as ^Y.

Reserved or otherwise unknown commands are not displayed.

Bank Street

This translator was written by Steve Stephenson.

This translator imports Bank Street Writer files into GraphicWriter III. It does not support exporting files.

When this translator is selected, only files with filetype $Ø6 (BIN, Binary) can be chosen.

Because a file with type $Ø6 is a generic binary file, some files may be listed that are not actually Bank Street Writer files. After you choose a file to import, this translator examines the file for any characters that it cannot translate. If it finds "illegal" characters, it aborts the translation and no text appears in GraphicWriter III. If this happens, the file was not created by Bank Street Writer (you can use the Universal translator to import the file).

When translating Bank Street Writer files, any justification, left, right, or first-line indents you set from within GraphicWriter III are overridden by the Bank Street Writer file.

Options When Importing

> ☒ Convert quotes

The Bank Street translator's importing options

"Convert quotes" intelligently converts ordinary single (') and double (") quote marks to their "curly" equivalents (" and "). These are also called printer's quotes.

Fully Translated Commands

—CENTER— (Center) Next paragraph returns to left justified.
—MARGIN— (Move first-line and left indents in 1/2") Next paragraph
    returns to first-line and left indents to 0".
—QUOTE— (Move first-line, left, and right indents in 1/2") Next
    paragraph returns to indents to 0".
—A— (Printer code; pre-defined as Underline Begin)
—B— (Printer code; pre-defined as Underline End)
—C— (Printer code; pre-defined as Bold Begin)
—D— (Printer code; pre-defined as Bold End)

Partially Translated Commands

—E— through —P— (Printer codes) Substitutes <E> through <P>.

Unsupported Commands

—PAGE— (New Page)
—OPEN— (Frozen Text Begin) The associated text passed as normal text.
—CLOSE— (Frozen Text End) The associated text passed as normal text.
Reserved or otherwise unknown commands are not displayed.

MouseWrite

This translator was written by Steve Stephenson.

This translator imports MouseWrite files into GraphicWriter III. It does not support exporting files.

When this translator is selected, only files with filetype $F1 (User-Defined File Type #1) can be chosen.

Because a file with type $F1 may be used by applications other than MouseWrite, some files may be listed that are not actually MouseWrite files. After you choose a file to import, this translator examines the file for any characters that it cannot translate. If it finds "illegal" characters, it aborts the translation and no text appears in GraphicWriter III. If this happens, the file was not created by MouseWrite (you can use the Universal translator to import the file).

Because MouseWrite files contain screen line oriented text, it is likely that the text will contain unused spaces between the last character on the line and the end of the line. The translator removes these extra spaces, effectively converting from "line" mode to "paragraph" mode, which better approximates the original intent of the file. The rules for removing these spaces are:

- If the line ends in a Return (or any formatting command) then all spaces are removed.

- If the line ends in a character, then one space is left for word spacing.

- If the line ends in a period, then two spaces are left for sentence spacing.

Options When Importing

> ☒ Convert quotes

The MouseWrite translator's importing options

"Convert quotes" intelligently converts ordinary single (') and double (") quote marks to their "curly" equivalents (' and "). These are also called printer's quotes.

Fully Translated Commands
Full, Left, Right Justify (Paragraph Alignment)
Single, Double, Triple Space (Paragraph Line Height)
Bold, Underline, Superscript, Subscript (Styles)
Red, Blue, Yellow, Orange, Green, Purple (Colors)

Partially Translated Commands

NOTE: Reserved and unknown commands are replaced by a less than and greater than symbol, with descriptive information in all capital letters (e.g. <INFORMATION>).

Narrow (Narrow Print) Substitutes <NARROW>.

Wide (Wide Print) Substitutes <WIDE>.

Extra Style 1 (Extra Style 1) Substitutes <EXTRASTYLE1>.

Extra Style 2 (Extra Style 2) Substitutes <EXTRASTYLE2>.

Page (New Page) Substitutes a Return.

Footnote (Footnote text) Substitutes a Return, <FOOTNOTE> (following
    text is unaltered).

Custom Font (Loads custom font) Substitutes <CUSTOMFONT^ (following
    text is unaltered).

Unsupported Commands

Pause

Reserved or otherwise unknown commands are not displayed.

Teach

This translator was written and provided by EGO Systems, publisher of *GS+ Magazine*—the first Apple IIGS Magazine + Disk publication! To order a sample issue, contact GS+ magazine at (615) 870-4960 from 9 a.m. to 6 p.m. ET, Monday-Friday. Or write to them at *GS+ Magazine*, PO Box 15366, Chattanooga, TN 37415-0366.

This translator imports Teach (formerly called "TeachText") files into GraphicWriter III. It also supports exporting from GraphicWriter III to standard Teach files.

The Teach format supports font, size, and most style specifications and is a good choice for exchanging formatted files with other applications that support the Teach format. Among the applications that support this format are Apple's "Teach" program, and EGO System's EGOed text editor NDA (available through *GS+ Magazine*).

When this translator is selected, only files with filetype $50 (Teach) can be chosen.

Options When Importing

☒ Convert quotes

The Teach translator's importing options

"Convert quotes" intelligently converts ordinary single (') and double (") quote marks to their "curly" equivalents (' and ""). These are also called printer's quotes.

Fully Translated Commands

The entire Teach file format is supported

Options When Exporting

⊠ Convert quotes

The Teach translator's exporting options

"Convert quotes" converts "curly" quotes (" and "") into ordinary single (')
and double (") quote marks.

Fully Translated Commands

Font, size, and normal styles (Plain, Bold, Italic, Underline, Outline,
Shadow)

Unsupported Commands

Superscript/Subscript styles
Character Spacing and Position
Character color
Paragraph settings (justification, line spacing, and so on)
Tab positions and leaders

Universal

This translator was written by Steve Stephenson.

Usually this translator is used to import ASCII text with GraphicWriter III (ASCII text consists of keystrokes only—there is no formatting information). The translator is named "Universal" instead of "ASCII Text" because it also provides the ability to import any file into GraphicWriter III. The Universal translator can also export ASCII Text files.

When you import a non-ASCII text file, it's likely that you'll see a combination of normal text and "gibberish" where formatting codes are. This gibberish can be deleted using the normal text editing procedures to leave the good text. While this process is time-consuming, you can at least import files from other programs that are not supported directly by a translator.

If there is a particular program you use that we do not support, please let us know as we are interested in adding support for more programs.

NOTE: The default import and export options are the common settings for plain ASCII text files. If you don't know you need a particular option, just accept the default options.

Options When Importing

```
┌─────────────────────────────────────┐
│          Import Options             │
│  ☒ Choose from TEXT files only      │
│  ☒ Convert lines to paragraphs      │
│  ☒ Replace CR/LF with just CR       │
│  ☒ Convert all characters to low ASCII │
│  ☒ Remove unnecessary control characters │
│  ☒ Convert quotes                   │
│                                     │
│    ( Cancel )      ( OK )           │
└─────────────────────────────────────┘
```
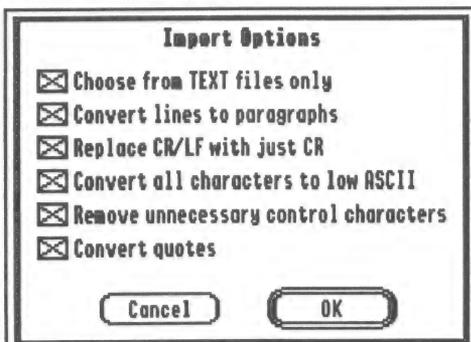
The Universal translator's importing options

"Choose from TEXT files only" lets you specify whether you want to display just the ASCII text files or all the files on the disk. If you choose Text, then only files with filetype $Ø4 (TXT, ASCII Text) can be chosen.

"Convert lines to paragraphs" converts text from line mode (a Return at the end of every line) to paragraph mode (a Return only at the end of a paragraph). This option works by substituting a solitary Return with a space and two consecutive Returns are left unaltered.

"Replace CR/LF with just CR" replaces each Carriage Return/LineFeed combination (often found in IBM files and files from communication programs) with just a Return. If this option is off, then the LF is subject to the "Remove unnecessary control characters" option.

"Convert all characters to low ASCII" converts high ASCII characters (used in some programs) to low ASCII characters (the standard keyboard characters) by removing the "high bit." If this option is off and a file contains high ASCII characters, special characters will appear in Graphic-Writer III.

"Remove unnecessary control characters" removes all control characters except Tab and Return from the text. If the option is off, control characters in the range 128-159 ($8Ø-$9F) are passed as-is, and those in the range 0-31 ($ØØ-$1F) are displayed as a caret followed by a standard text character (e.g. Control-C in the text would appear as ^C).

"Convert quotes" intelligently converts ordinary single (') and double (") quote marks to their "curly" equivalents (' and " "). These are also called printer's quotes.

Notes for "Techies"

If you have characters in the range of $8Ø-$9F that you wish to keep, you must uncheck both the "Convert all characters to low ASCII" and "Remove unnecessary control characters" options.

In order for "Replace CR/LF with just CR" to remove a CR/LF combination, the CR and LF must be of the same variety (that is, $ØD/$ØA or $8D/$8A). If the "high bit" of the linefeed is different from the Return, then it is handled as an ordinary control character.

Options When Exporting

```
                    Export Options
    ☐ Convert to lines of  80   characters
    ☐ Replace CR with CR/LF
    ☐ Replace tabs with   5   spaces
    ☒ Convert all characters to low ASCII
    ☒ Convert quotes


        ( Cancel )      (   OK   )
```

The Universal translator's exporting options

"Convert to lines of ### characters" inserts a Return at the end of every line of ### characters. If possible, the Return replaces the space immediately preceding the word that wouldn't fit on the line. If a word is longer than ###, it is split at the # point.

"Replace CR with CR/LF" replaces each Carriage Return with a Carriage Return/LineFeed combination (often found in IBM files and files from communication programs).

"Replace tabs with ## spaces" replaces each Tab character with the specified number of spaces (replacing tabs with 0 spaces removes the Tab character completely).

"Convert all characters to low ASCII" converts high ASCII characters (the "option" characters in GraphicWriter III) to low ASCII characters (standard keyboard characters) by removing the "high bit."

"Convert quotes" converts "curly" quotes (" and ") into ordinary single (') and double (") quote marks.

Notes for "Techies"

The output file is always a generic text file.

Tab expansion is done prior to line mode handling, therefore the expanded spaces count as characters toward the line's maximum length (and therefore may be involved in a line split).

Sticky spaces are converted back to regular spaces because most word processors don't support this feature, and those that do often use a different implementation. This conversion is done prior to line mode handling, so "glued together" words may be split to insert a line break on a word boundary.

Appendix C
Paint Graphic Translators

This appendix describes the paint-type graphic translator programs supplied with GraphicWriter III. Each section describes the functions of a particular translator, what it recognizes, and any translator-specific options that can be set.

MacPaint

This translator was written by Tom Dorris.

This translator imports files from MacPaint (a popular paint format used on the Apple Macintosh computer). It does not support exporting files. *NOTE: In order to be recognized, the MacPaint graphic must reside on a disk that GS/OS recognizes. With System Disk 5.0.4 you must transfer the graphic from the Macintosh disk onto a IIGS ProDOS disk. With System Disk 6.0 you can install the Macintosh FST and access a Macintosh disk directly.*

When this translator is selected, the following files can be imported:

• Files of type $00 or $06

Options When Importing

| ☐ Bottom | ☐ Skip Header |

The MacPaint translator's importing options

"Bottom" lets you import the bottom part of a tall picture. Because of the way GraphicWriter III supports pictures, a full size super hires picture may not fit into one painting frame. If you import a picture into a full size painting frame and the bottom part is missing, create another painting frame and import the same graphic with the Bottom option checked.

"Skip Header" is helpful if you've downloaded a MacPaint graphic from an online service and the file has a "MacBinary" header attached. If a MacPaint file doesn't import correctly the first time, try again with the Skip Header option checked.

What Is Translated

The selected portion (top or bottom part) of the MacPaint graphic is translated into GraphicWriter III in black and white. The resulting graphic is identical to the Macintosh version, which results in a high quality image. *NOTE: Some of the best bitmap art we've seen has been done in MacPaint. We offer several disks of MacPaint clip art...contact Seven Hills for availability.*

Print Shop PSGS

This translator was written by Tom Dorris.

This translator imports files from Brøderbund's Print Shop and Print Shop GS into GraphicWriter III. It does not support exporting files. *NOTE: In order to be recognized, the original DOS 3.3 Print Shop graphic must reside on a disk that GS/OS recognizes. With System Disk 5.0.4 you must transfer the graphic from the DOS 3.3 disk onto a IIGS ProDOS disk. With System Disk 6.0 you can install the DOS 3.3 FST and access a DOS 3.3 disk directly.*

When this translator is selected, the following files can be imported:

* Files of type $06 or $F8 that are 572, 576, or 1716 bytes long

Options When Importing

☐ Half Height

The Print Shop PSGS translator's importing options

"Half Height" (when checked) imports the picture and makes it half its original height. Because of the way GraphicWriter III supports pictures, no picture quality is lost when this option is on.

What Is Translated

The entire graphic is translated into GraphicWriter III. Regular Print Shop files are imported in black and white, and Print Shop. GS files are imported in color.

Single Double

This translator was written by Tom Dorris.

This translator imports Single and Double High-Resolution (Hires) graphic file formats. It does not support exporting files.

Single and Double Hires graphics are usually created with software that is not IIGS-specific. These graphics are not as high a resolution as the "Super Hires" screen on the IIGS, but there are many excellent pictures in this format and they are widely available.

When this translator is selected, the following files can be imported:

• Files of type $06 that are 17 or 33 blocks long

• Files of type $08 with auxtype of $4000 or $4001

• Files of type $08 with an auxtype less than $3FFF that are 17 or 33 blocks long.

Below is a partial list of programs that produce files that can be imported with the Single Double Hires translator:

816/Paint (Baudville)
Deluxe Paint II (Electronic Arts)
MousePaint (Apple Computer)
Publish-It! (Timeworks)

Options When Importing

☐ Half Height   ☐ Color

The Single Double translator's importing options

"Half Height" (when checked) imports the picture and makes it half its original height. Because of the way GraphicWriter III supports pictures, no picture quality is lost when this option is on.

"Color" (when checked) lets you specify whether the picture is in color or black and white (the single and double hires formats do not indicate this). The option is initially not checked so the picture will appear as black and white (if the picture was in color originally, check the Color option).

What Is Translated

The entire Single or Double Hires picture is imported into Graphic-Writer III. If the Color option is on, intelligent color translation is done in order to best approximate the picture's original colors.

Super Hires

This translator was written by Tom Dorris.

This translator imports most Super High-Resolution (Hires) graphic file formats and it exports Apple Preferred files.

Most, if not all, IIGS-specific painting programs save their pictures in one of the standard Super Hires formats. If you have a Super Hires painting program that isn't supported, please let Seven Hills Software know about it!

When this translator is selected, the following files can be imported:

- Files of type $C0
- Files of type $06 or $C1 that are 65 blocks long

Below is a partial list of programs that produce files that can be imported with the Super Hires translator:

816/Paint (Baudville)
AppleWorks GS (Claris)
GraphicWriter III (Seven Hills Software)
HyperStudio (Roger Wagner Publishing)
Medley (Milliken)
PaintWorks Gold (Activision)
SuperConvert (Seven Hills Software)
Thunderscan (Thunderware)

Options When Importing

```
┌──────────────────────────────────────┐
│  ☐ Half Height        ☐ Bottom Half  │
└──────────────────────────────────────┘
```
The Super Hires translator's importing options

"Half Height" (when checked) imports the picture and makes it half its original height. Because of the way GraphicWriter III supports pictures, no picture quality is lost when this option is on. *NOTE: Check this option when importing any of the art supplied with GraphicWriter III.*

"Bottom Half" lets you import the bottom half of a tall picture. Because of the way GraphicWriter III supports pictures, a full size super hires picture may not fit into one painting frame. If you import a picture into a full size painting frame and the bottom part is missing, create another painting frame and import the same graphic with the Bottom Half option checked. *NOTE: The Bottom Half option is dim when Half Height is checked because the entire picture will fit.*

What Is Translated

The color palette of the selected graphic is examined and intelligent color translations are made in order to best approximate the picture's original colors (GraphicWriter III's color palette never changes).

Options When Exporting

```
┌──────────────────────────────────────┐
│  ☒ Half Height                       │
└──────────────────────────────────────┘
```
The Super Hires translator's exporting options

"Half Height" shrinks the height of the picture so it will not be stretched out in other programs. This option is normally checked because Graphic-Writer III pictures are twice the height of pictures in other programs. *NOTE: If you touch up a graphic in GraphicWriter III and want to retain the improved resolution, make sure this option is not checked.*

Appendix D
Out To Launch

Out To Launch is a simple "program launcher" that is meant to replace the program-launching function of Apple's Finder, thus saving a lot of disk space. It can launch applications and it provides access to the New Desk Accessories on the (Apple) menu. This is especially useful with an NDA such as Disk Access, which provides all the functions of the Finder, plus other functions such as Find File and Show File.

Reference

Out To Launch uses about 7K on disk and in memory, and it requires an Apple IIGS with at least 512K memory (ROM 01 or higher) and GS/OS. It should be named Start and placed in the System folder of your startup disk (it is possible to run it from another launcher, but that would defeat its purpose).

The Menus

◆ (Apple) Menu

About Out To Launch—Shows version number, credits, and general information.

File Menu

Shut Down—Ejects all "ejectable" disks and shows the message "You may now switch off your Apple IIGS safely." This shut down is configured so it will not reset RAM disks in case you decide to Restart.

Quit—Quits Out To Launch and returns to the previous program (presumably another launcher). If there is no previous program, then the System launches Out To Launch again.

Edit Menu

This menu is provided for desk accessories.

The Command Buttons

Launch Item

Launch Item launches the highlighted item, unless it is a "dummy line" (a line with no application attached—see *Add Item*).

Launch Other

Launch Other displays the standard "get file" dialog box for you to choose a program to launch (only Folders, P8 System files, and GS/OS applications are displayed).

Add Item

Add Item displays the standard "get file" dialog box for you to choose an application to add to the list (only Folders, P8 System files, and GS/OS applications are displayed).

After selecting an application, a second dialog box appears to let you customize the name of the application as it appears in the list (this does *not* rename the file). See *Edit Item* for information.

You can create a "dummy line" for filler or spacing by holding down the Option key when you click the Add Item button. This skips the file selection and goes directly to the editing dialog box.

Remove Item

Remove Item deletes the highlighted item from the list.

Edit Item

Edit Item opens a dialog box to let you edit the name of the highlighted item as it appears in the list. You are allowed up to 31 characters of free-form entry (anything you can type is acceptable). The items in the list are sorted in ascending ASCII order.

The optional code is not displayed in the list. It is used if you want to group items together on the list (for example, to group graphic applications together you could code each application with a "g").

Clicking the OK button (or pressing Return) stores any changes. Clicking the Cancel button aborts the process.

Error Handling

Out To Launch requires GS/OS, otherwise a "GS/OS required" message will be shown.

The startup disk must be available at program startup and shutdown to load and save your list. If it can't find */System, then you will be prompted to insert the System disk.

Any disk error while loading your custom list of applications presents a message "Problem loading. Error $####" (it is not an error to have no list at all). It is possible to get a memory error during the load; if so, an "out of memory" message is shown and the remainder of the load is aborted.

When saving the list, if the disk is write-protected you will get a message and a chance to try again. Any other disk error presents a message "Problem saving. Error $####."

The program you are trying to launch is verified to be available, otherwise you get a "Can't find program" message and a chance to swap disks.

If there's not enough room to add an item you will get an "out of memory" message, and the item is not added to the list.

Appendix E
Glossary

A

activate: To make a nonactive window active by clicking anywhere inside it.

active window: The frontmost window on the desktop; the window where the next action will take place. An active window's **title bar** is highlighted.

American Standard Code for Information Interchange: See **ASCII**.

Apple key: See **Command key, Open Apple key, Solid Apple key**.

Apple menu: The menu farthest to the left in the menu bar, indicated by an Apple symbol, from which you choose **desk accessories** such as Disk Initializer and Control Panel.

AppleTalk: The system of network software and hardware used in various implementations of Apple's communications network.

arrow keys: The four directional keys in the lower-right corner of the keyboard. You can use the arrow keys to move the insertion point while typing text.

arrow pointer: A general purpose pointer for choosing menu items, moving and resizing objects, etc.

ASCII: Acronym for *American Standard Code for Information Interchange* (pronounced "ASK-ee"). a standard that assigns a unique binary number to each text character and control character. ASCII code is used for representing text inside a computer and for transmitting text between computers or between a computer and a peripheral device. See also **high ASCII characters**, **low ASCII characters**.

aspect ratio: The ratio of an image's width to its height.

B

backspace: To move to the left in a line of text, erasing the character or selection; thus synonymous with **delete**.

body copy: The main portion of text in a document.

boot: Another way to say **start up**. A computer boots by loading a program into memory from an external storage medium such as a disk. Starting up is often accomplished by first loading a small program, which then reads a larger program into memory. The program is said to "pull itself up by its own bootstraps"—hence the term *bootstrapping* or *booting*.

button: A pushbutton-like image in dialog boxes where you click to designate, confirm, or cancel an action.

C

camera-ready: Final output that is ready to be printed or photocopied.

Cancel button: A button that appears in a dialog box. Clicking it cancels the command.

Caps Lock key: A key that, when engaged, causes subsequently typed letters to appear in uppercase; its effect is like that of the Shift key except that it doesn't affect numbers and other non-letter symbols.

caption: Text directly below a picture or illustration that refers to that graphic. Also called a "cutline."

case sensitive: Able to distinguish between uppercase characters and lowercase characters.

character key: Any of the keys on a computer keyboard—such as letters, numbers, symbols, and punctuation marks—used to generate text or to format text; any key except Caps Lock, Command, Control, Esc, Option, and Shift. Character keys repeat when you press and hold them down.

check box: A small box associated with an option in a dialog box. An X in the box means the option is on or selected; an empty box means the option is off.

choose: To pick a command by dragging through a menu. You often choose a command after you've selected something for the program to act on; for example, selecting a disk and choosing the Open command from the File menu.

Clear: A command in the Edit menu that removes selected material without placing it on the Clipboard. You can use the Undo command immediately after using Clear to reverse the action. The Delete key serves the same function.

click: (v.) To position the pointer on something, and quickly press and release the mouse button. (n.) The act of clicking.

Clipboard: The temporary holding place for what you last cut or copied; a buffer area in memory. Information on the Clipboard can be inserted (pasted) into documents.

close box: The small white box on the left side of the title bar of an active window. Clicking it closes the window.

Command key: A key that, when held down while another key is pressed, causes a command to take effect. The Command key is marked with a propeller-shaped symbol and an open Apple symbol (⌘).

composition: A rough sketch of a graphic or page layout. Also called a comp.

control key: See **modifier key**.

Control Panel: A desk accessory that lets you change the speaker volume, the keyboard repeat speed and delay, mouse tracking, color display, and other features.

copy: To copy something by selecting it and choosing Copy from a menu. What you copy is placed on the Clipboard.

cut: To remove something by selecting it and choosing Cut from a menu. What you cut is placed on the Clipboard.

cut and paste: To move something from one place in a document to another in the same document or a different one. It's the computer equivalent of using scissors to clip something and glue to paste the clipping somewhere else.

D

decimal tab: A tab, represented by a decimal tab marker, that aligns columns of numbers at the decimal point position (or columns of words to the left of the tab).

decimal tab marker: An arrow with a dot on it that indicates the ruler position to which the insertion point will move when you press Tab.

default: See preset option.

delete: To remove something, such as a character or word from a document. Keys such as the Delete key can remove one character at a time by moving to the left. The Cut command removes selected text and places it on the Clipboard; the Clear command removes selected text without placing it on the Clipboard.

Delete key: A key that moves the insertion point backward, removing the previously typed character, or that removes the current selection.

desk accessory: A mini-program (such as Disk Initializer or Control Panel) that is available from the **Apple menu**.

desktop: Your working environment on the computer—the menu bar and the blue area on the screen. You can have a number of documents on the desktop at the same time. At the Finder level, the desktop displays the Trash and the icons (and windows) of disks that have been accessed.

desktop publishing: A system providing you with the ability to produce documents with integrated text and graphics. An Apple IIGS computer with GraphicWriter III provides this capability.

dialog box: (1) A box that contains a message requesting more information from you. Sometimes the message warns you that you're asking your computer to do something it can't do or that you're about to destroy some of your information. (2) A box that GraphicWriter III displays to request information or to report that it is waiting for a process to complete.

dimmed: Used to describe words or icons that appear in gray. For example, menu commands appear dimmed when they are unavailable.

disk drive: The device that holds a disk, retrieves information from it, and saves information to it.

dithering: A technique for alternating the values of adjacent dots or pixels to create the effect of intermediate values. In printing color or displaying color on a computer screen, the technique of making adjacent dots or pixels different colors to give the illusion of a third color. For example, a printed area of alternating cyan and yellow dots appears to be green. Dithering can give the effect of shades of gray on a black-and-white display, or more colors on a color display.

document: Whatever you create with an application program—information you enter, modify, view, or save. See also **file**.

document window: The window that displays a document.

double click: (n.) Two clicks in quick succession, interpreted as a single command. The action of a double click is different from that of a single click. For example, clicking an icon selects the icon; double-clicking an icon opens it.

double-click: (v.) To position the pointer where you want an action to take place, and then press and release the mouse button twice in quick succession without moving the mouse. (The act of doing a double click.)

Double Hi-Res: An Apple II high-resolution display mode, consisting of an array of points 560 wide by 192 high, with 16 available colors.

draft printing: The printing of graphic text in which the printer driver sends ASCII codes to the printer which it prints using its internal fonts. Draft printing is the fastest way to print a document, but it does not reproduce on paper the appearance of the characters on the screen.

drag: To position the pointer on something, press and hold the mouse button, move the mouse, and release the mouse button. When you release the mouse button, you either confirm a selection or move an object to a new location.

drop-cap: A large capital letter that begins a paragraph at the start of an article or main section. An illuminated drop-cap is a capital letter enhanced with graphics or design.

E

eject: To remove a disk from a disk drive.

Enter key: A key that confirms an entry or sometimes a command.

F

file: Any named, ordered collection of information stored on a disk. Application programs and operating systems on disks are examples of files. You make a file when you create text or graphics, give the material a name, and save it to disk; in this sense, file is synonymous with **document**.

file management: A general term for copying files, deleting files, and other chores involving the contents of disks.

filename: The name that identifies a file. The maximum character length of a filename and the rules for naming a file vary under different operating systems. Compare **pathname**.

Finder: The application that maintains the IIGS desktop and starts up other programs at your request. You can use the Finder to manage documents and applications, and to get information to and from disks. You normally see the Finder desktop upon starting up your computer. A more convenient alternative to the Finder is Disk Access, a new desk accessory published by Seven Hills Software.

5.25-inch disk: A flexible plastic disk measuring 5.25 inches in diameter and having a thin, flexible paper or plastic jacket. Compare **hard disk**, **3.5-inch disk**.

fixed-width font: A font whose characters all have the same width (sometimes called monospaced). For example, in Courier font the letter M is the same width as the letter I. Thus, MMMMM takes up the same space as IIIII. Compare **proportional font**.

folder: A holder of documents, applications, and even other folders on the desktop. Folders act as subdirectories, allowing you to organize information in any way you want.

folio: Page number.

font: A complete set of characters in one design, size, and style. In traditional typography usage, *font* may be restricted to a particular size and style or may comprise multiple sizes, or multiple sizes and styles, of a typeface design. See also **font family**, **font scaling**. Font Factory GS, published by Seven Hills Software, provides an easy way to modify and create new fonts for use with GraphicWriter III and other similar applications.

font family: A complete set of characters for one typeface design, including all styles and sizes of the characters in that font. For example, the Geneva font family includes 9-point to 36-point characters in italic, bold, outlined, and other styles.

font scaling: A feature that allows GraphicWriter III to create all sizes of a font from one size. Scaled fonts in larger sizes are usually not as attractive as a size that is drawn.

font size: The size of a font of characters in points. Examples of font size are 12 point and 18 point.

font style: A set of stylistic variations other than size, such as italic, bold, and underline.

footer: Text that appears at the bottom of all or most of the pages in a document. Footers are usually placed on a master page.

format: (n.) (1) The form in which information is organized or presented. (2) The general shape and appearance of a printer's output, including page size, character width and spacing, line spacing, and so on. (v.) To divide a disk into tracks and sectors where information can be stored. Blank disks must be formatted before you can save information on them for the first time; synonymous with **initialize**.

G

graphics: (1) Information presented in the form of pictures or images. (2) The display of pictures or images on a computer's display screen. Compare **text**.

guide area: The area at the intersection of the horizontal and vertical rulers. Vertical and horizontal guides can be set by dragging from this area into the document window.

H

handle: Small gray squares on the corners and each side of a selected object.

hard disk: A disk made of metal and sealed into a drive or cartridge. A hard disk can store very large amounts of information compared to 3.5-inch or 5.25-inch disks.

hard disk drive: A device that holds a hard disk, retrieves information from it, and saves information to it. Hard disks made for microprocessors are permanently sealed into the drives.

header: Text that appears at the top of all or most of the pages in a document. Headers are usually placed on a master page.

headline: The title at the beginning of an article.

highlight: To make something visually distinct. For example, when you select a block of text, the selected text is highlighted—it appears as light letters on a dark background, rather than dark-on-light. Highlighting is usually accomplished by inverting the display (white on a black background).

high ASCII characters: ASCII characters with decimal values of 128 to 255. Called *high ASCII* because their high bit (first binary digit) is set to 1 (for *on*) rather than 0 (for *off*). In GraphicWriter III, high ASCII characters display as "special" characters (created by holding down Option when you press another key). Compare **low ASCII characters**.

Hi-Res: A high-resolution display mode on the Apple II family of computers, consisting of an array of points, 280 wide by 192 high, with six colors.

I

I-beam: A tool with a pointer shaped like the capital letter "I" used in entering and editing text.

icon: An image that graphically represents an object, a concept, or a message. Each tool at the left of the document window is an icon.

indentation marker: A black triangle on each side of the ruler that can be moved to mark the left indent, first-line indent, or right indent of text.

initialize: (1) To set to an initial state or value in preparation for some computation. (2) To prepare a blank disk to receive information by organizing its surface into tracks and sectors; same as **format**.

initialized disk: A disk that has been organized into tracks and sectors by the computer and is therefore ready to store information.

insertion point: The place in a document where something will be added, represented by a blinking vertical bar. You select the insertion point by clicking where you want to make the change in the document.

Installer: A utility program that lets you choose an Installation script for creating customized working copies of GraphicWriter III.

invert: To highlight by changing white pixels to black and vice versa.

J

justify: The horizontal placement of lines of text relative to the edges of the rectangle in which the text is drawn.

K

kern: To increase or decrease the space between letters.

keyboard shortcut: A keystroke that you can use instead of a mouse action to perform a task. For example, pressing the Command and the X keys at the same time is the same as choosing the Cut command from the Edit menu.

L

layout: Arrangement of text and graphics on a page.

Lo-Res: The lowest-resolution graphics mode on the Apple II family of computers, consisting of an array of blocks 48 rows high by 40 columns wide, with 16 available colors.

low ASCII characters: Characters with decimal equivalents between 0 and 127, inclusive. Called *low ASCII* because the high bit (leftmost binary digit) is set to 0 rather than 1. The low ASCII characters make up the standard ASCII character set. Compare **high ASCII characters**.

M

master page: A page where you put text and graphics you want repeated on every left or right page in a publication. It allows for consistency and eliminates the need for repetitive placement of text or graphics. The master page is displayed or not displayed for a particular page by choosing Display Master Items from the Page menu.

menu: A list of choices presented by a program, from which you can select an action. Menus appear when you point to and press menu titles in the **menu bar**. Dragging through the menu and releasing the mouse button while a command is highlighted chooses that command.

menu bar: The horizontal strip at the top of the screen that contains menu titles (a word in the menu bar that designates one menu. Pressing on the menu title causes the title to be highlighted and its menu to appear below it.)

modem port: One of two serial interface ports on the IIGS. May be marked by a telephone handset icon.

modifier key: A general term for a key that doesn't generate a character of its own, but changes the meaning of other keys or mouse actions; for example, Caps Lock, Command, Control, Apple, Option, and Shift. When you hold down or engage a modifier key while pressing another key, the combination makes that other key behave differently. Compare **character key**.

monospaced font: See **fixed-width font**. Compare **proportional font**.

mouse: A small device you move around on a flat surface next to your computer. The mouse controls a pointer on the screen whose movements correspond to those of the mouse. You use the pointer to select operations, to move data, and to draw within graphics programs.

mouse button: The button on the top of the mouse. In general, pressing the mouse button initiates some action on whatever is under the pointer, and releasing the button confirms the action. Compare **button**.

O

object: Any individual element in your page layout. The frame that contains text or a painting is an object, and a rectangle, oval, or other object-graphic is an object. Objects can have a separate Line, Pen, and Fill pattern, and they can be moved and resized at will. Each object is placed in a layer, meaning you can place an object on top of, or underneath, other objects.

OK button: A button that appears in a dialog box. Clicking it confirms the command.

open: To make available. You open files or documents in order to work with them. A file may not be read from or written to until it is open.

Open Apple key: See **Command key**.

Option key: A modifier key that gives a different meaning or action to another key you press or to mouse actions you perform. For example, you can use it to type foreign characters or special symbols contained in the optional character set.

P

paste: To place the contents of the Clipboard—whatever was last cut or copied—at the insertion point.

pathname: The complete name of a document beginning with the name of the disk (also called the volume name), the name of the subdirectory it's in (if it's in one), and the name of the document. The pathname begins with a slash and the parts of the pathname are separated by slashes. It's called a pathname because it describes the route (or path) to the document. Compare **filename**.

pica: A unit of measure, approximately 1/6 of an inch. One pica equals 12 points.

pixel: Short for *picture element;* the smallest dot you can draw on the screen. Also a location in video memory that corresponds to a point on the graphics screen when the viewing window includes that location.

point: A typesetting measurement that equals 1/72 of an inch. Typically used in vertical measurement of a font size.

pointer: (1) A small shape on the screen that follows the movement of the mouse or shows where your next action will take place. Some common pointers are an arrow, an I-beam, a crossbar and a wristwatch.

port: A socket on the back panel of a computer where you plug in a cable for connection to a network or a peripheral device.

preset option: A value, action, or setting that a program assumes, unless you give an explicit instruction to the contrary. Preset options prevent a program from stalling or crashing for lack of a value.

printer driver: A program that controls the exchange of information between a printer and the computer. You must have a separate printer driver for each type of printer that you want to use.

printer port: A socket on the back panel of the computer marked by a printer icon. In addition to being a connection for a printer, a printer port also serves as the usual attachment point for a LocalTalk or AppleTalk connector.

press: (1) To position the pointer over something on the screen and then hold down the mouse button without moving the mouse. (2) To push a key down and then release it; you hold down a key only if you want to repeat a character or if you are using a modifier key with another key.

proof: A copy of the "final" printed output used for correction purposes.

proportional font: Any font in which different characters have different widths; thus, the space taken up by words having the same number of letters may vary. For example, in the typeface used here the letter M is wider than the letter I, so that MMMMM takes up more space than IIIII. Compare **fixed-width font**.

pull down menu: A menu that is hidden until you move the pointer to its title and press the mouse button.

R

resolution: The degree of clarity of your display or printed output. Resolution is usually specified in dots per inch (dpi). The higher the value, the finer the detail of the image.

Return key: A key that causes the cursor or insertion point to move to the beginning of the next line. It is also used in some cases to confirm a command.

rule: A line.

ruler: A graphic representation of a ruler on which you set the format for the document, such as paragraph indentations and tabs. Rulers are marked in inches, centimeters, points, or picas.

S

save: To store information by transferring it from main memory to a disk. Work not saved disappears when you switch off the computer or when the power is interrupted.

scroll: To move a document in its window so that a different part of it is visible.

scroll arrow: An arrow at either end of a scroll bar. Clicking a scroll arrow moves information one line. Pressing a scroll arrow moves information continuously.

scroll bar: The rectangular bar along the right and bottom of a window. Clicking in the scroll bar causes your view of the document to change.

scroll box: The white box in a scroll bar. The position of the scroll box in the scroll bar indicates the position of what's in the window relative to the entire document. Dragging the scroll box causes your view of the document to change.

select: (v.) To designate where the next action will take place. To select using a mouse, you click an icon or drag across information. You can also select items in menus by using a combination keypress.

Select button: A button on a printer that determines whether the printer should accept data from the computer or instructions from other buttons on the printer control panel (such as the line-feed button or form-feed button).

selection: (1) The information or items that will be affected by the next command. The selection is usually highlighted. (2) A series of characters, or a character position, at which the next editing operation will occur. Selected characters in the active window are inversely highlighted (white on a black background).

Select light: A light on the control panel of the ImageWriter printer that indicates that the printer can receive data from a computer. None of the other control panel buttons work when the Select light is on. When the Select light is off, all buttons work, but the printer cannot print.

serial ports: The connectors on the back panel of the computer for devices that use a serial (as opposed to parallel) interface. See also **modem port** and **printer port**.

Shift-click: A technique that allows you to extend or shorten a selection by positioning the pointer at the end of what you want to select and holding down the Shift key while clicking the mouse button.

Shift-drag: A technique that allows you to drag the selected objects either vertically or horizontally, depending on which direction you start dragging.

Shift key: A key that, when pressed, causes the subsequent letter you type to appear in uppercase or the top symbol on a two-character key to be produced. The Shift key can also modify mouse actions. See **Shift-click, Shift-drag**.

size box: A box in the lower-right corner of some active windows. Dragging the size box resizes the window.

Space bar: The long, unlabeled bar along the bottom of the keyboard that you press to generate a **space character**.

space character: A text character whose printed representation is a blank space. You generate the character when you press the Space bar.

start up: To get the computer system running. Starting up is the process of first reading an operating-system program from the disk and then running an application program. Synonymous with **boot**.

startup disk: A disk with all the necessary program files to set the computer into operation. Sometimes called a *boot disk*.

startup drive: The disk drive from which you started your application.

subscript: A letter or number printed lower than the base line of the text that surrounds it; for example, in the value 2_4, the 4 is a subscript. Compare **superscript**.

Super Hi-Res: Either of two high-resolution Apple IIGS display modes. One consists of an array of pixels 320 wide by 200 high, with 16 available colors; the other is an array 640 wide by 200 high, with 16 available colors (with restrictions), or more with **dithering**.

superscript: A letter or number printed higher than the base line of the text that surrounds it; for example, in the value 2^4, the 4 is a superscript. Compare **subscript.**

system disk: A disk that contains the operating system and other system software needed to run applications.

T

tab area: The area above the tools to the left of the horizontal ruler that holds left, center, right, and decimal tabs.

Tab key: A key that, when pressed, generates the horizontal tab character. The key's action is to move the insertion point or cursor to the next tab marker, or, in a dialog box with more than one place to enter information, to the next text box. The Tab key thus works essentially like a typewriter tab key.

tab marker: An arrow on the ruler that marks the position to which the Tab key will move the insertion point. You get additional tabs by selecting the tab type in the **tab area**, then clicking on the ruler.

template: A predefined set of contents (text, graphics, etc.) for a document, designed for some specific purpose or task—for example, a newsletter template.

text: (1) Information presented in the form of readable characters. (2) The display of characters on a display screen. Compare **graphics**.

text box: The place or places in any dialog box where you can type information.

text file: A file that contains information stored in the form of readable characters encoded using the ASCII format. They are known as *Text Only documents* or *TXT files*.

text file format: The Apple IIGS standard format for text files and program source files.

3.5-inch disk: A flexible, plastic disk measuring 3.5 inches in diameter and having a hard-shell plastic jacket. In spite of the hard cover, 3.5-inch disks are often called *floppy disks* as contrasted with hard disks. Two-sided 3.5-inch disks can store almost six times more data than single-sided 5.25-inch disks. Compare **5.25-inch disk, hard disk**.

title bar: The horizontal bar at the top of a window that shows the name of the window's contents. You can move the window by dragging the title bar.

tool: (1) An implement you use to do work. GraphicWriter III has tools for moving objects, typing text, creating graphics, and so on. (2) See **toolbox, tool set**.

toolbox: A collection of built-in routines that programs can call to perform many commonly needed functions. Functions within the Apple IIGS Toolbox are grouped into **tool sets**.

tool set: A group of related routines (usually in firmware) that perform necessary functions or provide programming convenience. They are available to applications and system software. The Memory Manager, the System Loader, and QuickDraw II are Apple IIGS tool sets.

translator: A program that GraphicWriter III uses to translate a document created with another application into a form that can be used by Graphic-Writer III. Translator files are stored in the GW.Translators folder.

type: (v.) To produce characters by pressing keys on a keyboard. (n.) Printed or typewritten characters.

typeface: See font.

V

version: A number indicating the release edition of a particular piece of software. You can determine the version number of most Apple IIGS software by choosing the About command from the **Apple menu**.

volume: A general term referring to a storage device or to part of a storage medium formatted to contain files; a source of, or a destination for, information. A volume can be an entire disk or only part of a disk. A volume has a name and a volume directory with the same name. Its information is organized into files.

W

window: The area that displays information on a desktop; you view a document through a window. You can open or close a window, move it around on the desktop, change its size, scroll through it, and edit its contents.

word processor: A program designed to make writing and editing easier and faster.

word wrap: The automatic continuation of text from the end of one line to the beginning of the next. Word wrap lets you avoid pressing the Return key at the end of each line as you type.

wrap: Flow around; usually refers to wrapping around a graphic.

write-protect: To protect the information on a disk. You write-protect a 5.25-inch disk by covering the write-enable notch with a **write-protect tab**, preventing the disk drive from writing any new information onto the disk. You write-protect a 3.5-inch disk by sliding the small tab in the left corner on the back of the disk toward the disk's edge (thus making the hole see-through).

write-protect tab: (1) A small adhesive sticker used to write-protect a 5.25-inch disk by covering the write-enable notch. (2) The small plastic tab in the corner of a 3.5-inch disk jacket. You write-protect the disk by sliding the tab toward the edge of the disk; you unlock the disk by sliding the tab back so that it covers the rectangular hole.

WYSIWYG: Pronounced "wizzy-wig." An abbreviation for What You See Is What You Get meaning that what you see on the computer screen will be what you get on the printer. In GraphicWriter III, this term is a little misleading because the **resolution** of the final printed output is much better than what you see on the screen.

Z

zone: (1) One or more networks, collectively identified by a zone name, that are part of a larger, interconnected network. Users in a zone can easily share network services such as printers or servers. (2) A network in a series of interconnected networks, joined through bridges.

Appendix F
Font Reference

This appendix contains printouts of all the fonts that come with Graphic-Writer III. Fonts marked with a single asterisk (*) are resident in all of Apple's LaserWriter models; those marked with two asterisks (**) are resident only in the newer models (LaserWriter Plus or better).

In order for GraphicWriter III (or any IIGS-specific application) to recognize and use a font, it must be placed into a special folder on your Startup disk (or hard disk drive). Use the Finder (the program with a trash can icon) or any other file copy program you're familiar with (e.g. Copy II+, Disk Access, others), to copy the desired fonts *from* the font disk *into* the System/Fonts folder on your Startup disk. To do this with the Finder:

① Start Apple's Finder (see the "Starting the Finder" section of the *Getting Started* manual).

② Insert your Startup disk, open the Startup disk icon, open the System folder, then scroll so you can see the Fonts folder.

③ Insert the font disk, open the font disk icon, then open the Fonts folder icon (this may take some time because there are many fonts in the folder).

④ Choose By Name from the View menu to view the fonts in alphabetical order (again, this may take some time because there are many fonts).

⑤ When you find a font you'd like to use, drag it *from* the open Fonts window *onto* the Fonts folder (the one inside the System folder on your Startup disk). The Finder will then copy the font file into the System/Fonts folder. *NOTE: Space on a 3.5" disk is very limited. If you're installing fonts onto a 3.5" disk, see the "Tips and Techniques" appendix for tips on increasing the space available so you can store more fonts.*

⑥ After installing all the fonts you want to use, choose Shut Down from the Special menu. Select the Restart option and click OK.

After restarting the computer with your Startup disk, launch Graphic-Writer III. To use one of the new fonts select Choose Font from the Font menu. *NOTE: The new font does* **not** *have to be added to the Font menu in order to be used! Refer to the "Choose Font" section of this manual for more information.*

AvantGarde — Cairo

AVANTGARDE**   10-12-14-18-24

The quick brown fox jumps over the lazy dog.

BOOKMAN**   10-12-14-18-24

The quick brown fox jumps over the lazy dog.

BOSTON II   9-10-12-18-20-24

The quick brown fox jumps over the lazy dog.

BUBBLES   14-24

The quick brown fox jumps over the lazy do

CACTUS DECO   18-36

The quick brown fox jumps over the lazy dog.

CAIRO   9-18-36

Calligraphy — Helvetica

CALLIGRAPHY   12-18-<u>24</u>-36-48

The quick brown fox jumps over the lazy dog.

CHICAGO   9-<u>12</u>-14-18-24

The quick brown foн jumps over the lazy dog.

CIRCUS   <u>12</u>-18-24-36

The quick brown fox jumps over the lazy d

COURIER*   9-10-<u>12</u>-18-20-24-28

The quick brown fox jumps over the lazy dog.

GENEVA   9-10-11-<u>12</u>-14-18-20-22-24

The quick brown fox jumps over the lazy dog.

HELVETICA*   9-10-<u>12</u>-14-18-24

The quick brown fox jumps over the lazy dog.

Highwood — Mobile

HIGHWOOD 10-12-14-18-20-24

The quick brown fox jumps over the lazy dog.

HOLLYWOOD 12-18-24

The quick brown fox jumps over the lazy dog

LONDON 18-24-36

The quick brown fox jumps over the lazy

LOS ANGELES 12-24

The quick brown fox jumps over the lazy dog.

MICRO 9-10-12-18-20-24

The quick brown fox jumps over the lazy dog.

MOBILE 18

Monaco — Shaston

MONACO   9-<u>12</u>-18-24

The quick brown fox jumps over the lazy dog.

HELVETICA-NARROW**   10-<u>12</u>-14-18-24

The quick brown fox jumps over the lazy dog.

NEW YORK   9-10-<u>12</u>-14-18-20-24

The quick brown fox jumps over the lazy dog.

NEWCENTURYSCHLBK**   10-<u>12</u>-14-18-24

The quick brown fox jumps over the lazy dog.

PALATINO**   10-<u>12</u>-14-18-24

The quick brown fox jumps over the lazy dog.

SHASTON   <u>8</u>-16

The quick brown fox jumps over the lazy dog.

Silicon Valley — Zapf Dingbats

| Silicon Valley | 10-20 |

The quick brown fox jumps over the lazy dog.

| Symbol* | 9-12-18-24 |

Τηε θυιχκ βροων φοξ φυμπσ οϖερ τηε λαζψ δογ.

| Times* | 9-10-12-14-18-24 |

The quick brown fox jumps over the lazy dog.

| Venice | 12-14-24-28 |

The quick brown fox jumps over the lazy dog.

| ZapfChancery** | 10-12-14-18-24 |

The quick brown fox jumps over the lazy dog.

| ZapfDingbats** | 10-12-14-18-24 |

✳✳✳ ❑◆✳✳✳ ❂❑❑❿◼ ✦❑❙ ✳◆❍❑▲ ❑◆✳❑ ▼✳✳ ●◗

Appendix G
Clip Art Reference

This appendix contains printouts of most of the clip art that comes with GraphicWriter III (the "Maps" folder is not included because "Florida" looks like Florida, "California" looks like California, and so on).

The clip art that comes with GraphicWriter III is meant to be *imported* into your documents (they are not GraphicWriter III documents so they cannot be *opened*). Follow these steps to import a piece of clip art:

① Start GraphicWriter III and create a new document (or open an existing one).

② Select a painting-only tool (Brush, Pencil, Eraser, Marquee, Magnifying Glass) and draw a rectangle where you want the clip art to be placed. After creating the painting frame it is still selected.

③ Choose Import from the File menu.

④ Select the Super Hires translator and click OK. You will be asked to select the file you want to import.

⑤ Insert the clip art disk and (if necessary) click the Disk button until the name of the clip art disk is displayed in the dialog box.

⑥ Open the folder that contains the clip art you want to import, highlight the file you want, **check the Half Height option,** then click Open. The clip art will be imported into the painting frame you had selected.

All the clip art supplied with GraphicWriter III is in "Super Hires" format. After the first release of GraphicWriter III a "MacPaint" translator was written to import MacPaint graphics. Some of the best art we've seen is in MacPaint format, and we now offer several disks of MacPaint clip art that you can use with GraphicWriter III. Contact Seven Hills Software for more information.

Animals

Angelfish — Fish.2

Angelfish
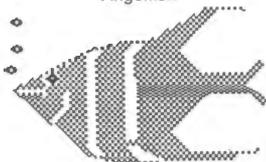
Blue.Crab
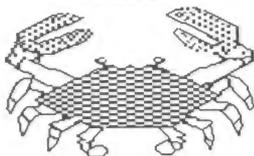
Bug

Bunny

Butterfly.1
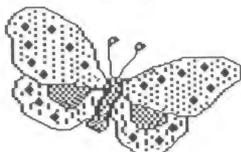
Butterfly.2
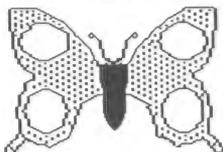
Chick

Dinosaur.1
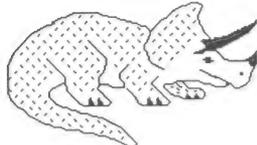
Dinosaur.2
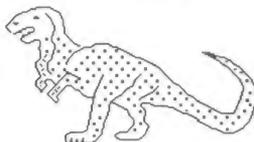
Duck.1
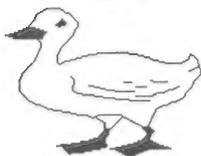
Duck.2
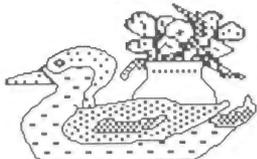
Eagle

Elephant
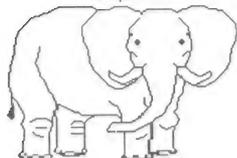
Fish.1
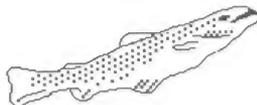
Fish.2
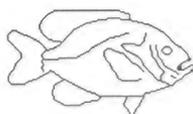
Animals (continued)

Fish.3 — Xmas.Mouse

Fish.3
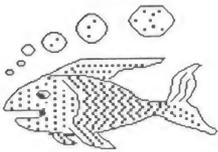
Fishing
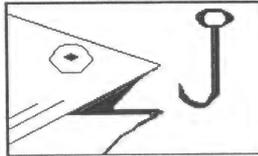
Frog
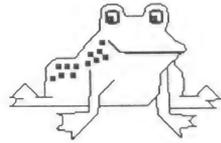
Giraffe

Horse

Kangaroo
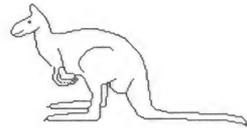
Koala
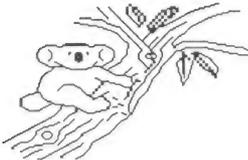
Ladybug
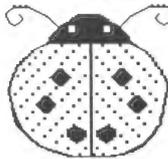
Lion

Manini
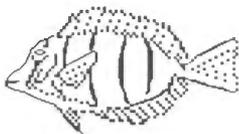
Owl

Raccoon

Teddy.Bear

Whale
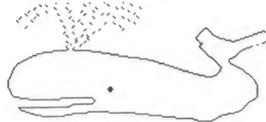
Xmas.Mouse
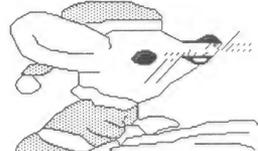
Art

Baby — Liberty

Baby
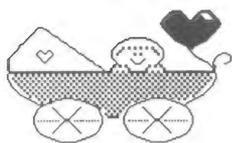
Beach
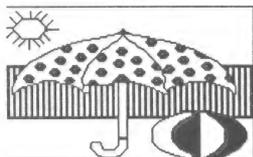
Behind.Bars

Brush
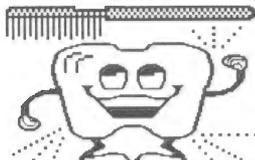
Camp

Cooking

Father.Time
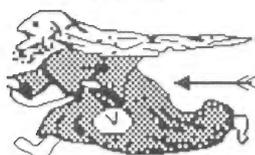
Folk.Heart

Get.Well

Ghostbusters

Hammock

Hands

Handshake

Harvest

Liberty

Art (continued)

Mason — Pool.Billiards

Mason
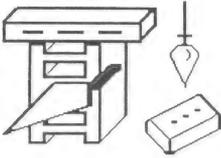
Math.Professor
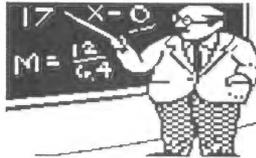
Music

North.Pole
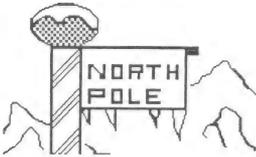
Paint

Paint.Palette
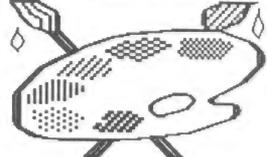
Party

Party.Favor

Pier

Pierced.Heart
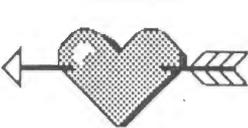
Please.Write

Pool.Billiards

Flags

American — West.German

American

Australian

British

Canadian

Confederate

Israeli

West.German

GraphicWriter III
Version 2.0
Addendum

This document describes the differences between GraphicWriter III version 1.1 and version 2.0. This addendum supplements the original documentation.

Installation

These installation instructions replace those in the original documentation.

GraphicWriter III version 2.0 requires Apple IIGS System Software version 6. If you do not own System 6 you can purchase it from Quality Computers (1-800-443-6697, ask for the "System 6 Book with Software" for approximately $29.95) or contact your local user group.

Installing Onto 3.5" Disks

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

If you are running your system with 3.5" disks (e.g. one startup disk with System 6 and some other program disk, such as GraphicWriter III) then follow these instructions exactly to begin using GraphicWriter III:

① Start up your computer with your startup disk, and get to the point where you can launch an application.

② Make sure the original disk labeled *GraphicWriter III* is **not** write-protected. That is, make sure you **cannot** see through the hole in the upper-right corner of the disk

③ Insert the **original** GraphicWriter III disk (i.e. **not** a copy) and launch the "Run.This.First" application.

④ When you are asked to do so, type your full name then click OK.

Soon Apple's Installer window is displayed. However, you will not use it because you are installing onto 3.5" disks. Therefore:

⑤ Choose Quit from the File menu.

At this point the GraphicWriter III application has been personalized on your original disk. Now:

    ⑥   Write-protect the original disk (i.e. make sure you **can** see through the hole in the upper-right corner of the disk).

    ⑦   Make a backup copy of the original disk.

    ⑧   Store the original disk in a safe place.

    ⑨   If desired, **from your backup** you can delete everything *except* the "GraphicWriter" and "Icons" folders.

To start GraphicWriter III, open the "GraphicWriter" folder on your backup copy, then double-click the "GraphicWriter" program icon.

Installing Onto A Hard Disk Drive

If you are installing GraphicWriter III onto 3.5" disks, go back to the previous section titled "Installing Onto 3.5" Disks."

Follow these instructions exactly to begin using GraphicWriter III:

    ①   Start up your computer and get to the point where you can launch an application.

    ②   Make sure the original disk labeled *GraphicWriter III* is **not** write-protected.

    ③   Insert the **original** GraphicWriter III disk (i.e. **not** a copy) and launch the "Run.This.First" application.

    ④   When you are asked to do so, type your full name then click OK.

Soon Apple's Installer window is displayed. The scroll box on the left side of the window contains "scripts" that can be used.

    ⑤   The "Install GraphicWriter III" script is already highlighted, so just click the Install button and GraphicWriter III will be copied to the disk that was used to start up the computer. *NOTE: If you want to install GraphicWriter III to some other disk, first click the Disk button until the disk is displayed.*

    ⑥   After GraphicWriter III is installed, click the Quit button.

    ⑦   Launch the "SoundPatch" utility to update the "Sound" Control Panel (CDEV) so it displays all the defined sound events.

    ⑧   Click Continue when you are told, "You are about to update your Sound Control Panel."

    ⑨   After the SoundPatch utility quits, eject the original Graphic-Writer III disk and store it in a safe place.

To start GraphicWriter III, open the "GraphicWriter" folder on your hard drive, then double-click the "GraphicWriter" program icon.

What's Different In Version 2.0

General

- The GraphicWriter III application icon is now contains everything you need—the separate "GW.Resources" file can be deleted.

- Most of GraphicWriter III's dialog boxes are now "moveable, modal" dialog boxes, meaning you can move them around the screen.

  Dialog boxes can be navigated using the keyboard. Return or Enter is a shortcut for clicking the button with the extra ring around it. Escape or ⌘Period is a shortcut for clicking the Cancel button.

- The horizontal and vertical rulers now show marks every 1/16th inch instead of every 1/10th inch.

- Dragging out a new guide while the screen is updating used to cause the guide to be offset from the mouse position; now it stays under the mouse.

- Select portions of code were re-written or optimized, squeaking out some extra speed for certain operations.

- Much of GraphicWriter III was rewritten to use newer System features (such as the Resource Manager), resulting in a smaller program on disk.

- When you double-click a GraphicWriter III document in the Finder, GraphicWriter III is launched and the document is opened.

⚫ (Apple) Menu

Help

- New feature! Choosing Help from the ⚫ (Apple) menu opens a window that displays help topics for GraphicWriter III. Select a topic from the popup menu to read more about that topic.

File Menu

Close

- This menu item now responds to the standard ⌘W shortcut key (previously ⌘W changed the View to Fit In Window...now use ⌘0 (zero) to choose Fit In Window).

- The "save changes" dialog box is redesigned.

Export / Import

- When beginning an export or import, GraphicWriter III plays the sound associated with the "beginning long operation" event. When the process is complete the "operation complete" event sound is played.

  Unless you assign a special sound to those events, it is likely that those sounds will play the standard system beep—usually a "bonk" that is sometimes heard when the system crashes. **Do not panic** when you hear this sound! Instead, let the import/export operation complete, then do the following:

  ① Choose Control Panels from the (Apple) menu.

  ② Open the "Sound" CDEV (scroll down if necessary to find it). The system will gather the names of all the new sound events.

  ③ Choose the "Beginning long operation" event and assign a nicer sound to it, then do the same for the "Operation complete" sound event. *NOTE: If these events are not listed, run the "SoundPatch" utility provided on the original GraphicWriter III disk.*

Print

- You are now notified if an error occurs while printing. *NOTE: If you manually cancel a print job you may be notified that an error occurred while printing.*

- While printing, GraphicWriter III tells Twilight II to use background (i.e. friendly) blanking if it decides to blank.

Edit Menu

- The standard system clipboard is now supported, so you can Copy and Paste text and graphics between GraphicWriter III and other applications or desk accessories.

Paste

- If the system clipboard contains text, Paste lets you paste that text into any typing frame (just as if you had copied the text from within GraphicWriter III).

- If the system clipboard contains a IIGS PICTure (e.g. while in Platinum Paint you copied an image to the clipboard, then you launched GraphicWriter III) Paste inserts a new "picture" object into the document. This picture object can be resized without losing any of its original quality.

  TIP: After copying a picture in Platinum Paint (or from a clipboard NDA, etc.), paste it into Graphic Writer III. While the new picture object is selected choose Object Specs from the Object menu, then click the 1/2 or 1/4 button to reduce the picture to exactly 1/2 or 1/4 its original size. This will yield exceptional print quality from high quality printers.

  Currently there is no way to directly create or import a Picture object in GraphicWriter III. To create a picture object you must copy a picture from Platinum Paint, then Paste that picture into GraphicWriter III.

Spelling

- The dialog box has been changed to provide a much larger area in which to display the context of the spelling error.

- Most of the spelling code has been rewritten, and we believe the infamous "Possible Choices" bug has finally been squashed: Spell-checking uses a lot of memory, and in version 1.1 the system would hang if memory got too low when getting Possible Choices. In version 2.0 you will now get an "out of memory" message instead. Often, saving your document is all that is required to resume spell checking with no further memory errors.

- Curly apostrophes are handled correctly. Previously <u>don't</u> (straight) would not be shown as a suspect word, but <u>don't</u> (curly) would be.

- The spell checker recognizes foreign characters and special symbols correctly.

Preferences

- The "Show Frames" option (checked by default) now shows dotted lines around painting frames, as well as typing frames.

  With this change, new painting frames now start with the Pen color set to None (i.e. no border will be visible unless you select the Arrow tool, click on the painting frame, then choose a Pen color).

- Preferences are now stored in the "*:System:Preferences:" folder, or in the user's folder if using AppleShare.

Font Menu

- The Font menu is now "standard" so it will work with utilities such as our nifty "Super Menu Pack"!*

  All the fonts available in your system are listed alphabetically on the Font menu. The menu will be scrollable if you have more fonts than will fit on the screen.

Choose Font

- This option presents the standard Choose Font dialog box, where you can select a Font, Style, and Size all in one step!

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* Super Menu Pack is a "Control Panel Device" (or CDEV) that adds three cool features to your IIGS-specific programs: a "hierarchic" Control Panels menu item, a popup window that displays all the characters in the font you're currently using, and a "pretty" font menu, where each font name is displayed in that font's style (e.g. Helvetica is shown in Helvetica, Times in Times, etc.).

Object Menu

Object Specs

- This new feature lets you position and size an object by exact numbers.
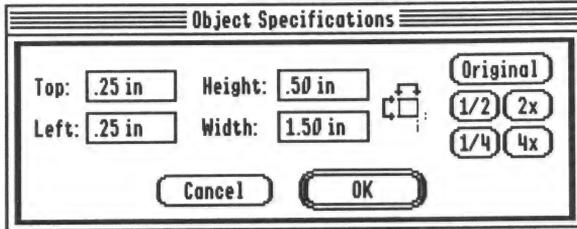
Using the Arrow tool, click to select a single object, then choose Object Specs from the Object menu. The object's current position and size are shown. Initially the Height and Width of the object is shown; click the icon to display the Bottom and Right values.

Common reductions (1/2 and 1/4) and common enlargements (2x and 4x) are provided. Clicking one of the sizing buttons adjusts the Height and Width based the values that were *originally* shown when the dialog box was first opened. For example, clicking 1/2 reduces the object's Height and Width values to 50% of the values that were *originally* shown—clicking 1/2 more than once does not continue to reduce the value by 50%.

For most objects, clicking Original restores the values that were shown when the dialog box was opened. The exception is Picture objects, where clicking Original restores the size of the picture as it appeared immediately after it was first pasted into the document.

Page Menu

Snap To Guides

- The snapping code was greatly improved so that objects will snap to the same position even if they are slightly left/right or above/below the guide being snapped to.

Insert Pages

- In the document window, clicking "+" in the "– Page +" area moves to the next page (as it did before). What's new: If the last page of the document is currently being shown, the "Insert Pages" dialog box appears automatically so you can insert new pages.

Copy Master Guides

- This new feature erases all the guides on the current page, and replaces them with an exact copy of all the guides from the appropriate master page (see *Master Pages* in the original manual's index).

Extras Menu

- This menu is new, and only appears if there are GraphicWriter III extras installed that ask to be added to this menu.

  Currently there are no extras available, but the capability now exists to extend GraphicWriter III's functionality without having to release a whole new version.

Food

Apple.Pie — Whole.Pie

Apple.Pie

Big.Mac
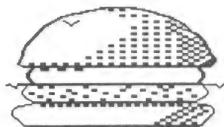
Coffee

Cookies

Drink

Ice.Cream.Bar
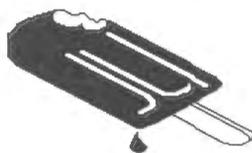
Sandwich

Sundae

Turkey
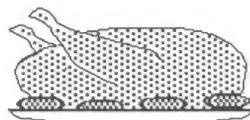
Whole.Pie

Logos

Apple.Comp.1 — Webelos

Apple.Comp.1

Apple.Comp.2

Boy.Scout

Girl.Scout
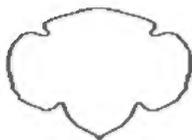
NFL

Webelos

Nature

Carrot — Tree

Carrot
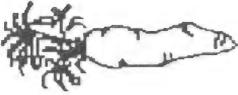
Clover

Coconut.Tree

Fruit
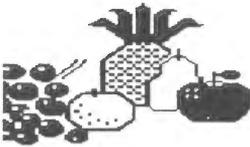
Holly
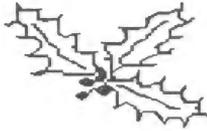
Leaf

Mushroom

Oak
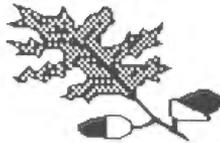
Pear

Pineapple
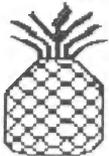
Strawberry
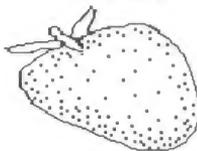
Tree
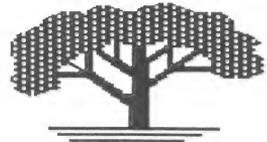
Objects

Ace.of.Diamonds — Eyeglasses

Ace.of.Diamonds
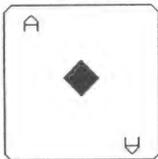
Baseball
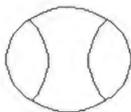
Baseball.Equip
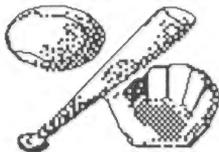
Basketball.Net

Blackboard

TEACHERS
HAVE
CLASS
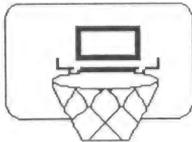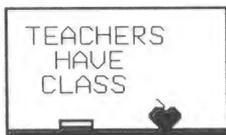
Calculator
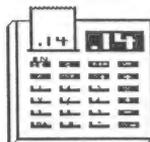
Candle
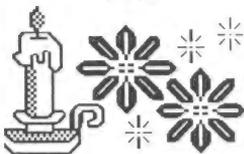
Candlestick

Cannon

BOOM

Chemistry
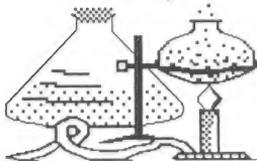
Chisel.Tools
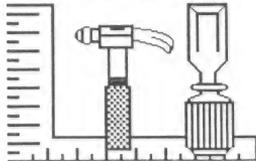
Clipboard
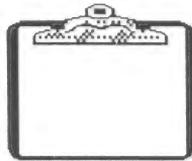
Coffee.Maker
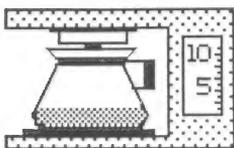
Crown

Eyeglasses

Objects (continued)

False.Nose — Light.Bulb

False.Nose

Faucet
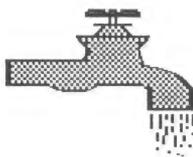
Flugelhorn
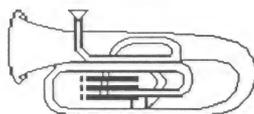
Ham.Radio
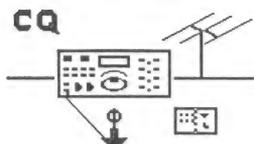
Handgun

IC.Chip
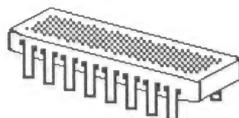
Ice.Skates

Inkwell
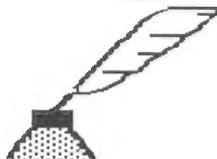
Joystick

Jukebox

Keyboard
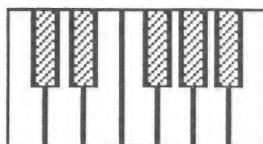
Kite

Lamp.1

Lamp.2
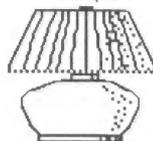
Light.Bulb

Objects (continued)

Lighthouse — Rocker

Lighthouse

Lights

Lunch
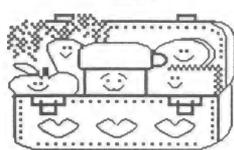
Mailbox

Microscope

Moon

Movie.Camera

Mug
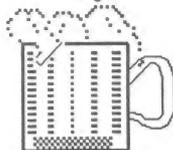
Phone
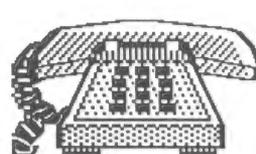
Piano.1

Piano.2

Piggy.Bank
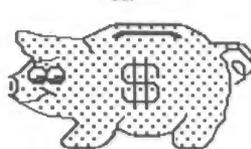
Plate
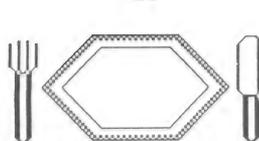
Popcorn

Rocker
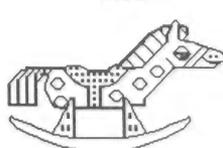
Objects (continued)

RR.Crossing — Snowflake

RR.Crossing

Scales
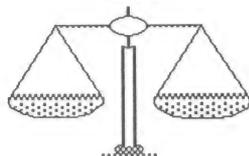
Scissors
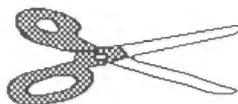
Sew
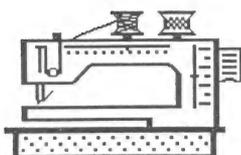
Sewing.Machine
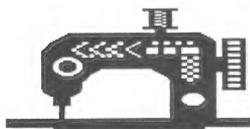
Shell
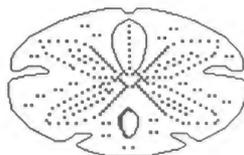
Shoe

Skull.1

Skull.2

Snowflake

Religious

Angel.1 — Star.of.David

Angel.1

Angel.2

Bible

Cross

Faith

Menorah
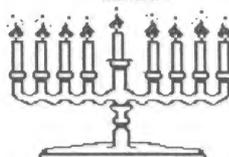
Praying.Hands

Star.of.David
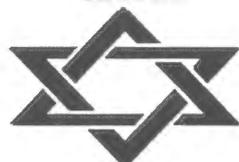
Signs-Symbols

Arrow.Down — Number.1

Arrow.Down

Arrow.Left
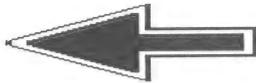
Arrow.Right
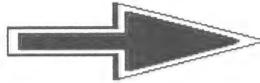
Arrow.Up

Baby.Symbol

Bicycling
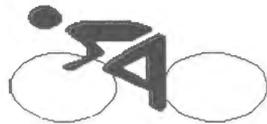
Doctor

Hand.Left
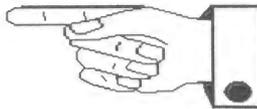
Hand.Right
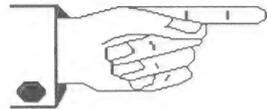
Handicapped

Library
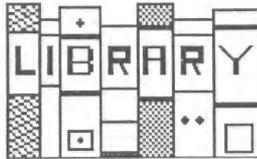
Luck

GOOD
LUCK!

Men

No.Smoking
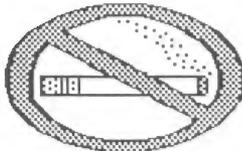
Number.1
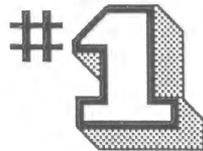
Signs-Symbols (continued)

Price.Tag — Yield

Price.Tag

Rx

Sold.Tag

Stop.Sign

Trashcan

Women

Yield

Transportation/Air

Airplane — Shuttle

Airplane
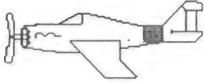
Helicopter
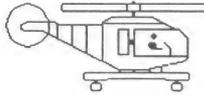
Plane
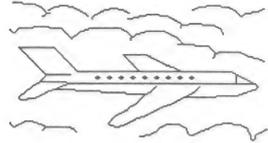
Shuttle
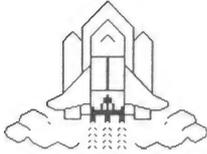
Transportation/Ground

Antique.Car — Wagon

Antique.Car
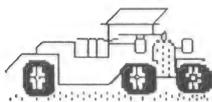
Bike

Bus
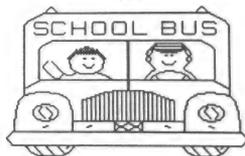
Cable.Car

Dump.Truck

Limo

Semi.Truck

Stagecoach
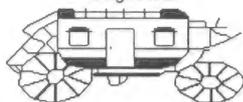
Train.Caboose
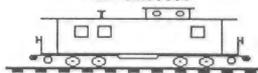
Train.Refrig.
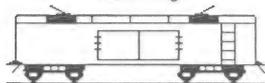
Train.Switcher
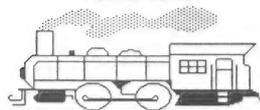
Train.Tank.Car

Tricycle

Wagon
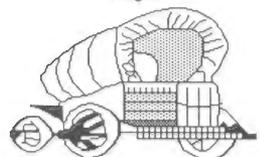
Transportation/Water

Anchor — Sailing

Anchor

Sailboat
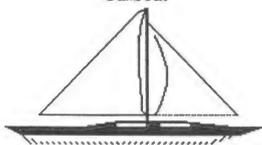
Sailing

Notes

Index

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

Notes

Notes