# Springboard Publisher™

*An extraordinary publishing program created to give you page layout, word processing and graphics creation... all in one program.*

## Getting Started

▪ Welcome! ▪ Starting the Program ▪ Creating Your First Document

# Springboard
# Publisher™

# Getting Started

# Credits

This product was conceived, designed, and coded by the Product Development staff at Springboard Software, Inc. The people responsible for its development are:

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Special thanks to Bruce Jaeger, Lloyd Mann, Pamela McElwain, and Beth Anderson.

# Table of Contents

# Welcome!

# In this chapter...

# About this manual

This manual will help you to become familiar with Springboard Publisher. Once you have completed this manual, you may set it aside. When you want to learn in detail about everything that Springboard Publisher can do, turn to the *Reference* manual. And when you need a reminder about the keystrokes required to accomplish a certain task, check the Desktop Reference card.

This manual is organized into the following chapters:

*Welcome!* presents the basic concepts behind Springboard Publisher. There is a list of the equipment that you need, and a chart that will help you decide how to approach the program and the manuals.

***Starting Springboard Publisher*** explains how to start the program.

***Creating your first document*** takes you step by step through the creation of a sample document. It is organized in such a way that you can spend just a few minutes to learn the basics, or invest a little more time and learn some of the program's more advanced features.

# What will you need?

## Basic equipment

To use Springboard Publisher you need:

- an Apple IIe, IIc, or IIGS computer with at least 128K memory
- one 3.5" disk drive
- a printer
- the original Master program disk
- a storage disk for the documents you create. You can use a floppy disk or hard disk.

This additional hardware is recommended:

- A RAM disk, second disk drive, or hard disk
- A mouse

## Other considerations

### Backup the program disk!

To protect against accidents, you should make a copy of the program disk and use your copy to run the program. To make a backup, use the "disk copy" option of the Apple system utilities or your favorite copy program. After you make your backup, store the original disk in a safe location. Do not give a copy of the program to anyone else; that would be a violation of copyright laws.

### Free artwork

The Master program disk includes samples of the professionally designed art created especially for Springboard Publisher. By purchasing this program, you are entitled to receive one free Springboard WORKS OF ART package* and other special offers. See the Bonus Pack for details.

*There is a nominal shipping and handling service charge for the free artwork.

# Where should you begin?

| If you... | Then do this... |
|---|---|
| Are new to Apple computers | Read the owner's manual for your computer. |
| Are using a mouse for the first time | Read the owner's manual for your mouse. |
| Want to learn the basics of Springboard Publisher before you start using it | Finish reading this chapter. |
| Want to start using Springboard Publisher right away | Make a backup copy of the original disk. Insert your copy of the Master program disk and turn on your computer. After a setup procedure in which you'll identify the type of equipment you have, you will be able to start the program. |
| Have a RAM card that needs to be initialized as a RAM disk whenever you start an application (for example, RamWorks) | Read the Starting Springboard Publisher chapter in this manual. |
| Want to learn how to use Springboard Publisher's page layout, word processing, or graphics features | Finish reading this chapter, then complete the Creating your first document chapter in this manual. Everyone should complete Lesson 2: Laying out the page. If you are familiar with mouse-based word processing and graphics applications, you can skip those sections. |
| Know the basics of Springboard Publisher but want to learn the advanced features of the program | Read the *Reference* manual. |

# What is Springboard Publisher?

Springboard Publisher combines three applications—page layout, word processing, and graphics creation—in one powerful package. And yet it is so easy to use that you will be producing attractive documents in no time. With Springboard Publisher you can create newsletters, advertising flyers, school and business reports, fanciful or functional artwork, books, calendars, indeed any combination of text and graphics.

For each application, Springboard Publisher displays a different mode, or viewpoint of your page:

- *Page mode* is the best mode to use when you are creating your page layout. In page mode, you see a reduced version of an entire page. (The page is reduced because your computer screen is not large enough to show a page at actual size.)

- *Text mode* is the mode to use for word processing. Text mode shows a page at actual size; you see the entire width of the page and about one-third its length.

- *Graphics mode* is the one to use for creating illustrations. Graphics mode shows a slightly enlarged view of your page; this enables the program to show more accurately how your illustrations will look when printed.

Switching from one mode to another is quick and easy; you never have to leave the page. At any time you can interrupt your word processing, for example, and change your page design.
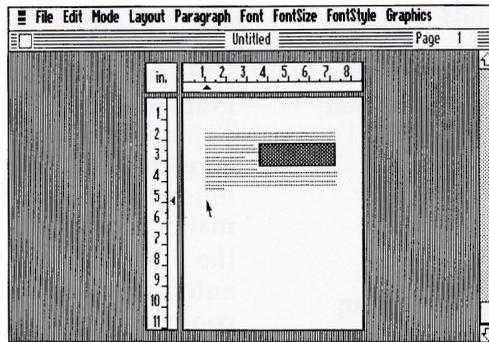
**Page mode**
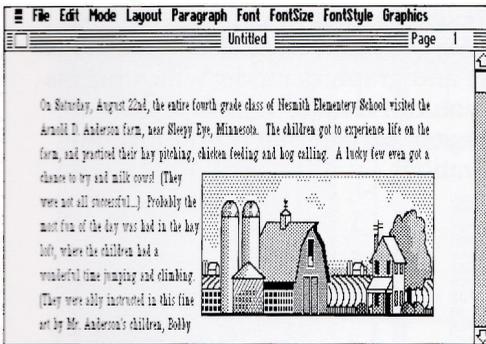


**Text mode**  ⟷  **Graphics mode**

Whenever you want, you can switch from one
mode to another without leaving the page.

# How does it work?

The key to Springboard Publisher's power and simplicity is that you can put whatever you want, wherever you want, whenever you want. Let's see what that means for each of Springboard Publisher's three applications:

## Page layout

Page layout is the process of arranging the various elements of a page. Springboard Publisher imposes virtually no rules about how you must lay out a page; you can arrange the various elements however you want. There are four elements that comprise a page layout:

- Page margins: the white space around the outside of your page.

- Text frames: rectangular areas you create for special text such as a quotation or a headline.

- Graphics frames: rectangular areas you create for your illustrations.

- Regular text area: the rest of the page—whatever is not defined as a margin, text frame, or graphics frame—is the regular text area. In a typical document the regular text area is where you will put most of your text. The regular text area can be divided into as many as nine columns.

With Springboard Publisher, it's easy to change your page layout. At any time, you can create a new text frame or graphics frame. You can change the number of columns even after you have entered text. You can move an illustration, shrink it, or enlarge it. No matter what you do or when you do it, the program's Intuitive Text™ feature automatically arranges your text to conform with your page layout.

For most page layout operations you will want to use page mode, because it allows you to see an entire page at one time. However, all of Springboard Publisher's page layout commands also work in text mode and graphics mode, which means that you can change your layout even while you are entering text or creating illustrations.

**A** *Page mode* shows the entire page at one time.

**B** *Text frame:* an area you define for special text. You can create text frames of any size and put them anywhere on the page. You can divide text frames into as many as 9 columns.

**C** *Graphics frame:* an area you define for your illustrations. You can create graphics frames of any size and put them anywhere on the page.

**D** *Regular text area:* any part of the page that is not defined as a text frame, graphics frame, or page margin. You can divide the area into as many as 9 columns.

**E** *Rulers* help you position frames exactly where you want them.
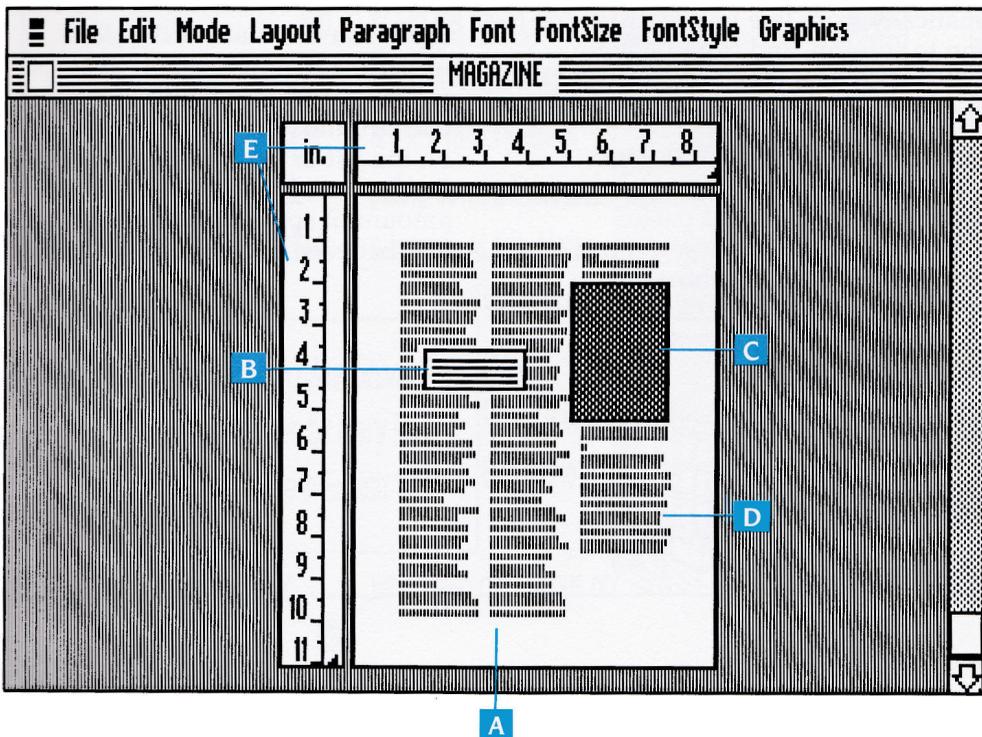
# Word processing

Word processing is composed of two major functions:

- **Entering text.** You can enter and edit text using Springboard Publisher's own word processing program, or you can import documents from popular word processing applications such as AppleWorks or Bank Street Writer.

  When you are entering text in the regular text area it wraps automatically from line to line, from column to column, and from page to page. If you change your page layout, the text adjusts itself to the new layout.

  It's easy to make changes to the text you have entered. Springboard Publisher provides cut and paste functions that allow you to select text and move it anywhere within or between documents.

  Text frames are completely independent from the regular text area. All of Springboard Publisher's text entry and editing features work inside a text frame without affecting the text in the regular text area.

- **Formatting text.** Springboard Publisher gives you tremendous flexibility in the appearance, or formatting, of your text. You can choose from several styles and sizes of type. You can make text bold, underline it, italicize it, or even print white characters on a black background. You can align paragraphs on the left or right margin or center them. Finally, you can adjust the amount of space between lines of text and between individual characters.

**A** In *text mode,* you can see the entire width of the page and about one-third its length.

**B** *Regular text area.* Notice how the text wraps around a frame.

**C** *Columns.* Each text area can have up to 9 columns. The program makes all columns the same width but allows you to adjust the width of each column individually.

**D** *Text frame.* The text in the frame is completely separate from the text in the regular text area.

**E** *Scroll bar.* Lets you move the page up and down.



**File Edit Mode Layout Paragraph Font FontSize FontStyle Graphics**

**MAGAZINE**

Right Part of Town. Bob sat at a desk in his own office, talking to people on his telephone and writing memos for all to read and putting disks in and out of his own computer.

would get mean, and say that "Nora works in a paint factory--she's pulling down a thousand a week!" At this, Nora would put out her Player's in Bob's Brie. Nora would also get jealous of

*"Financing the Stone"* was written by Mary Post, a sophomore in English 1003.

# Graphics

The graphics capabilities of Springboard Publisher are powerful and fun to use. There are two ways to add artwork to a document:

- *Create your own artwork.* Springboard Publisher offers many of the artistic tools you might expect to find in an artist's studio. For example, there is a pencil with which you can draw thin black lines. There is a paintbrush, a spray can, and a paint bucket. There are 24 patterns to embellish your artwork. And there are tools for creating rectangles, ovals, and other predefined shapes.

  In addition to the basic graphic tools, Springboard Publisher offers many advanced features for customizing your artwork. You can move an image within or between graphics frames. You can make an image larger or smaller. You can turn an image on its side or upside down. You can even temporarily magnify part of an image so that you can make detailed changes to it.

- *Import artwork from outside sources.* When you need top quality artwork in a hurry, Springboard Publisher lets you bring in artwork from outside sources. Most exciting is Springboard's WORKS OF ART series. Each WORKS OF ART volume contains more than 500 pieces of beautiful and functional artwork created at double high resolution especially for Springboard Publisher. See the Bonus Pack for details about receiving one free volume of Springboard's WORKS OF ART series*.

  You can also import artwork from Springboard's Clip Art Collections as well as MousePaint and many other sources.

*There is a nominal shipping and handling charge.

**A** *Graphic tools*

**B** *Patterns*

*In graphics mode, the page is magnified slightly to show how your illustrations will look when printed.*

**C** You can use the *scroll bars* to move the page up and down and side to side.



☰ File Edit Mode Layout Paragraph Font FontSize FontStyle Graphics

MAGAZINE
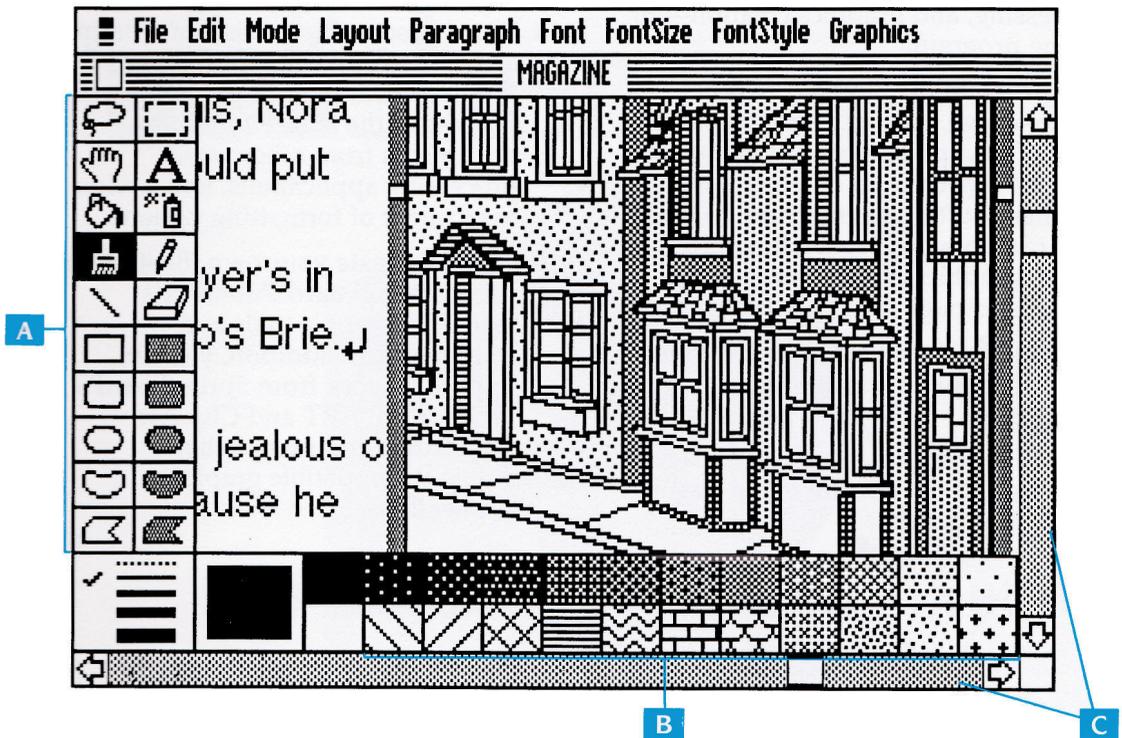
# Summary

This chapter has introduced you to the features of Springboard Publisher.

Here are the main points:

- Springboard Publisher is three applications—page layout, word processing, and graphics creation—all in one program.

- The program displays a different mode—page, text, or graphics—for each of the applications. At any time, you can switch from one mode to another without leaving your page. You can do word processing in text mode, graphics creation in graphics mode, and page layout in any mode.

- Page mode is the best mode in which to create your basic page layout, which consists of:

    - Page margins—the white space around the outside of the page

    - Text frames—areas you define for special text
    - Graphics frames—areas you define for illustrations
    - Regular text area—the rest of the page, for most of your text

- Word processing consists of entering and formatting text. Springboard Publisher has its own powerful word processor, the ability to import documents from other word processing applications, and a wide assortment of formatting options.

- You can create your own illustrations using Springboard Publisher's extensive graphic tools and commands. In addition, you can import artwork from Springboard's WORKS OF ART and Clip Art Collections and many other Apple II-compatible graphics applications.

# Starting Springboard Publisher™
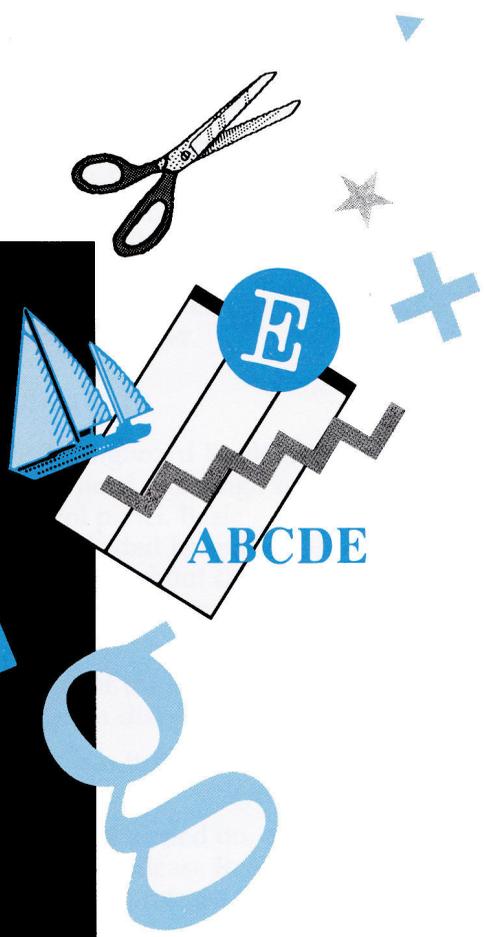
# In this chapter...

# Before you begin

## A word about /RAM

Springboard Publisher uses 128K memory. If you have been running another ProDOS program immediately before starting Springboard Publisher, Springboard Publisher disconnects the special /RAM that ProDOS installs in memory. (This /RAM is part of your computer's Random Access Memory and is not related to any RAM disk card you may have installed.) Before you switch applications, be sure to save anything that the other application may have stored on /RAM.

## Apple keyboards

Apple keyboards are not all alike. In this manual:

| When you see... | Use this key... |
|---|---|
| ⌂ | ⌂ or ⌂ ⌘ |
| ⬤ [Option] | ⬤ or Option |

## Hardware setup

Before you install Springboard Publisher, make sure your hardware is set for optimal performance. Springboard Publisher's performance is greatly enhanced when you use a RAM disk. A RAM disk is extra memory that operates as a disk drive. The instructions that follow are organized according to the type of computer you have: IIe or IIc, or IIGS.

**NOTE:** If you are an Apple IIe or IIc user whose RAM disk is either RamWorks or MultiRam, be sure to read the instructions in the IIe and IIc section that describe how you can automatically initialize your RAM disk each time you start Springboard Publisher.

### Apple IIGS users

Before you use Springboard Publisher for the first time, you need to change some items in the control panel. Basic instructions are provided here; for additional information about the control panel, see your Apple IIGS owner's manual.

1. Insert your copy of the Springboard Publisher program disk in drive 1.

2. If your computer is turned off, turn it on.

   If your computer is turned on, press Control-⌂-Reset. Release Reset first, pause a second, then release the other keys.

3. The program begins the setup procedure. Do not answer the question about the mouse. Instead, go to the Apple IIGS desk accessories by pressing Control-⌂ -Esc. Use the up/down arrow keys to select the control panel, then press Return.

4. Set the system speed. Use the up or down arrow to select System Speed, then use the left or right arrow to select Fast, then press Return.

5. Set the startup slot. Use the up or down arrow to select Slots, then use the up or down arrow to select Slot 5, then press Return.

6. Select the RAM disk option.

   ■ If you have 256K extended memory, set RAM disk maximum and minimum size to 0 (zero) K.

   ■ If you have 512K extended memory, set RAM disk maximum and minimum size to 512K.

   ■ If you have 1Mg extended memory, set RAM disk size to the largest size possible.

   If you will be working on large documents, you may want to put *all* available extended memory (1Mg) on your RAM disk.

   If you will be working on small documents, leave some room for Diversi-Cache to operate. (Diversi-Cache is a program built into Springboard Publisher that speeds up the process of saving documents.) Set the size to 768K.

   For Springboard Publisher Copy, Save, Import Text, and Import Graphics commands, always put your data disk in drive 1.

This RAM disk setup takes best advantage of the Diversi-Cache program. Diversi-Cache stays active even when you quit Springboard Publisher. If you wish to disable Diversi-Cache after you quit Springboard Publisher, go to the desk accessories, choose Diversi-Cache, and change Enabled to No.

7. If you intend to use the AppleTalk network, AppleTalk must be installed in the control panel.

   a. Go to the control panel.

   b. Choose Slots.

   c. Select Slot 7. You want Slot 7 to say *Built-in AppleTalk*. (If it does, go on to d.)

      If Slot 7 says *Your Card*, press the right arrow to toggle it so it will say *Built-in AppleTalk*.

      *Note:* At this point, there is a chance that you will get a message that says "Warning: Printer/ Modem/AppleTalk cannot be active at the same time!!!" If this happens, before completing the Slot 7 setup, you need to look at Slot 1 and Slot 2—one of them needs to say *Your Card*. If neither Slot 1 nor Slot 2 says *Your Card*, go to Slot 1, select it, and toggle it (using the right arrow) until you see *Your Card*. Now go back to Slot 7 and set it up to say *Built-in AppleTalk*.

      (In this installation, *Your Card* does not mean you are installing an actual card.)

d. Now select the slot for AppleTalk.

   If AppleTalk is connected to your printer port, select Slot 1. If it says *Your Card*, you are finished with the AppleTalk installation. If it doesn't say *Your Card*, press the right arrow to toggle.

   If AppleTalk is connected to your modem port, select Slot 2. If it says *Your Card*, you are finished with the AppleTalk installation. If it doesn't say *Your Card*, press the right arrow to toggle.

   When you are finished, Slot 7 will say *Built-in AppleTalk*, and either Slot 1 or Slot 2 will say *Your Card*.

8. Quit the control panel. Use the up or down arrow to select Quit, then press Return. From the Desk Accessories menu, select Quit again, then press Return.

9. Turn off your computer.

10. If you are using the AppleTalk network, insert the IIGS system disk and turn on your computer. Then, using the Finder or the Launcher, start Springboard Publisher using the file called *SP.SYSTEM*.

    If you are not using the AppleTalk network, insert your copy of the Springboard Publisher program disk and turn on your computer.

11. Complete the Springboard Publisher setup procedure.

12. If you must reset the control panel for another application, repeat this procedure before you start Springboard Publisher again.

## Apple IIe and IIc RAM disk users

Depending on the brand of RAM disk and the amount of memory available, Springboard Publisher will use the RAM disk for the scratch disk*, the program, or both.

In general, it works like this:

| Available RAM disk memory | RAM disk use |
|---|---|
| Less than 512k | scratch disk |
| 512K-768K | scratch disk or program |
| 768k and up | scratch disk and program |

*The scratch disk must be available at all times when you are running Springboard Publisher. The scratch disk is what Springboard Publisher uses to store a document while you are working on it. This frees up memory space for the program.

*If you have:*

- *RamFactor or Apple IIe Memory Expansion Card*, we recommend that you install it in slot 7, drive 1.

- *Laser 128EX RAM*, we recommend that you install it in slot 5, drive 1.

- *Z-Ram,
  Z-Ram Ultra 1, 2, or 3,
  or RamWorks I, II, or III*

   You have two options for setting up your RAM disk. You can either initialize it each time, immediately before you start Springboard

Publisher, or you can do a one-time setup procedure that will automatically initialize it for you thereafter. The instructions for each option follow.

*To initialize automatically* (this is a one-time operation):

Using your favorite copy utility, copy ProDrive to the SETUPS directory on your Springboard Publisher disk.

ProDrive is used to initialize the RAM disk. After copying ProDrive, whenever you start Springboard Publisher a program called SETUP.SYSTEM** will run all files in the SETUPS directory, then it will start Springboard Publisher.

(Remember, SETUPS is important to your RAM disk initialization; don't delete it from your Springboard Publisher disk some day when you're cleaning up directories!)

*To initialize manually*:

If you want to initialize manually, you must format your RAM card every time, immediately before you start Springboard Publisher. You need to use ProDrive to configure the RAM disk for slot 3, drive 2.

*Note:* If you do not do this procedure before you start Springboard Publisher, the program will let you know with a message that begins "The RAM card is not initialized as a RAM disk." Press Esc to quit, then proceed to set up your RAM disk as described below.

**SETUP.SYSTEM is a public domain program written by Sean Nolan and described in Call – A.P.P.L.E., November, 1987.

*Caution:* Pressing Control-Reset or typing PR# disconnects the RAM disk.

1. Insert the ProDrive utility disk and turn on your computer.

2. Select the ProDrive Options Menu.

3. Select "Install ProDrive."

4. Insert your copy of the Springboard Publisher Master program disk.

5. At the BASIC prompt, type -/SP/SP.SYSTEM and press Return.

6. If this is the first time you are using Springboard Publisher, the program begins the setup procedure.

▪ *MultiRam IIe*

You have two options for setting up your RAM disk. You can either initialize it each time, immediately before you start Springboard Publisher, or you can do a one-time setup procedure that will automatically initialize it for you thereafter. The instructions for each option follow.

*To initialize automatically* (this is a one-time operation):

Using your favorite copy utility, copy MultiDrive.Pro to the SETUPS directory on your Springboard Publisher disk.

MultiDrive.Pro is used to initialize the RAM disk. After copying MultiDrive.Pro, whenever you start Springboard Publisher a program called SETUP.SYSTEM will run all files in the SETUPS directory, then it will start Springboard Publisher.

(Remember, SETUPS is important to your RAM disk initialization; don't delete it from your Springboard Publisher disk some day when you're cleaning up directories!)

*To initialize manually:*

If you will manually initialize, you must format your RAM card every time, immediately before you start Springboard Publisher. You need to use MultiDrive.Pro to configure the RAM disk for slot 3, drive 1.

*Note:* If you do not do this procedure before you start Springboard Publisher, the program will let you know with a message that begins "The RAM card is not initialized as a RAM disk." Press Esc to quit, then proceed to set up your RAM disk as described below.

*Caution:* Pressing Control-Reset or typing PR# disconnects the RAM disk.

1. Insert the MultiRam format utility disk and turn on your computer.

2. Select "Install MULTIDRIVE.PRO (ProDOS RAM disk)."

3. Select "Install MultiDrive.PRO."

4. Respond *N* to the question "Run the FILER now (Y/N)?"

5. Select "Exit to BASIC."

6. Insert your copy of the Springboard Publisher Master program disk.

7. At the BASIC prompt, type -/SP/SP.SYSTEM and press Return.

8. If this is the first time you are using Springboard Publisher, the program begins the setup procedure.

# The setup procedure

The very first time you start Springboard Publisher, the program leads you through a setup procedure. In addition to setting up Springboard Publisher to work on your computer, the setup procedure teaches you a little about how Springboard Publisher works. When you have completed the setup procedure, the program will install itself with the settings you chose.

The next time you start Springboard Publisher, the program will start right away without going through the setup procedure. If you ever need to repeat the setup procedure (to make a change), you can do so when you start the program. Press Esc when you see the "bouncing" Springboard logo or the Springboard Publisher title screen.

If you haven't completed the hardware setup yet, do so before completing these steps. See the previous section of this chapter, called Hardware setup, for instructions.

1. Insert your copy of the Master program disk in drive 1.
   - If your computer has a built-in disk drive, then that is drive 1.
   - If your computer has a built-in 5-1/4" disk drive, open the 5-1/4" drive door and leave the drive empty.

2. If your computer is turned off, turn it on.
   - If your computer is already on, press Control- ⌂ -Reset. Release the Reset key first.

3. The program asks if you have a mouse and then displays some general information about how to use your mouse or keyboard. (If you later forget how to use the mouse or keyboard, you can see the setup procedure's Help information by pressing H, or you can refer to

"Entering data in a dialog box" later in this chapter.)

*Note:* If you do not see the mouse question, then the setup procedure has already been completed. Take the time now to read about entering data in a dialog box, then proceed to the Creating your first document chapter in this manual.

4. When you have read the mouse or keyboard information and pressed Return, the program displays the first of many dialog boxes that you will use in Springboard Publisher. A dialog box is a message from the program that requests information from you. For example, the Summary dialog box that you see now shows how Springboard Publisher is currently set up and asks if you want to change any of the setup items.

5. Review the preset items. Descriptions of each item appear on the following pages.

6. Select any one item that you wish to change. (After you change an item, the program returns to this screen to allow you to select another item to change.) To select an item:
   - *Mouse users:* Point to the "button" next to the item you want to change and "click" (press and release the mouse button). Then click OK.
   - *Keyboard users:* Press the up or down arrow key on your keyboard to select the item you want to change. A dot appears in the "button" of the selected item. "Click" (press ⌂ or press Return) when the desired item is selected.

7. When all items are correct, "click" the No changes button, then click OK or press Return.

# Entering data in a dialog box

Here are the keys you need to use in a
dialog box:

| Action | Keyboard users | Mouse users |
|---|---|---|
| Move pointer | Within a category, press the up and down arrow keys on your keyboard to move from one option to the next.<br><br>In dialog boxes that contain more than one category of information, press Tab to move from one category to the next. | Move the mouse on your desk. |
| Select option ("Click") | Press the 🍎 or Option key when the pointer lands on your desired selection. | Move pointer to option then click mouse button. |
| Confirm all selections | Press Return when all your selections are correct. | Click the OK button, or double-click, or press Return. |
| Get help | Press H if you need Help. The program will display information to assist you in making the proper selection. You can choose Help throughout the setup procedure, but not in the regular program. | Same as keyboard. |
| Go back to previous step | Press Esc if you make a mistake and want to go back to the previous step. | Click the Cancel button or press Esc. |

# Device options

This dialog box allows you to specify the disk from which you wish to run Springboard Publisher.

## Set up on hard disk

You should choose this option if you have a hard disk.

## Set up on current disk

This is the recommended option if you do not have a hard disk.
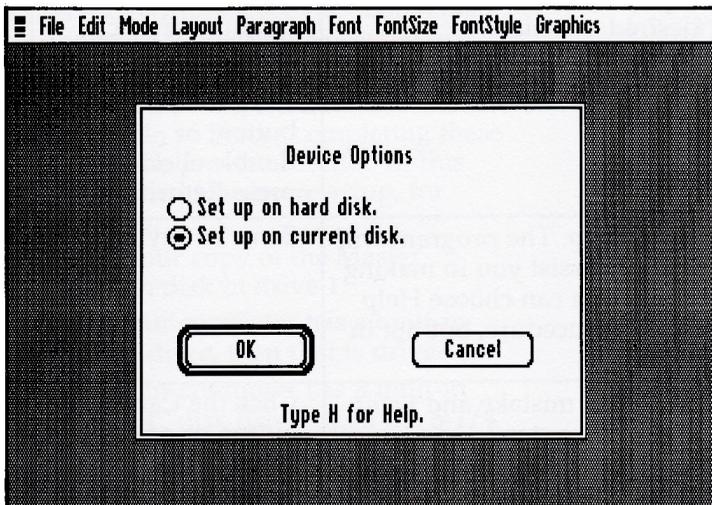
# RAM disk

As part of the setup procedure, the program searches your computer for a RAM disk. If you have more than one RAM disk, or if you do not want Springboard Publisher to use the RAM disk, you may change the current setup.

■ Click *Use It* if you want Springboard Publisher to use the RAM disk shown.

■ Click *Next* if you have another RAM disk that you want Springboard Publisher to use.

■ Click *Don't Use* if you do not want Springboard Publisher to use a RAM disk. This choice will cause the program to run considerably slower. Springboard Publisher performance is greatly enhanced if you use a RAM disk.

Found RAM disk in Slot 5, Drive 2    [ Use It ]

[ Next ]

[ Don't Use ]
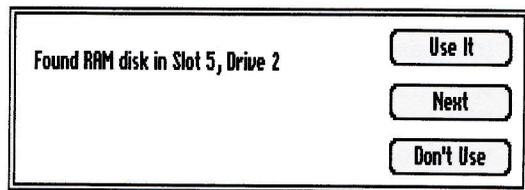
# Printer

The brand of printer you select determines the maximum amount of text, measured in pixels, that can appear on a given line.

1. Click the button next to your type of printer.

   ■ AppleTalk LW refers to a setup in which your computer is connected to a LaserWriter or compatible printer via AppleTalk.

   ■ Serial LW refers to a setup in which one computer is connected to a LaserWriter or other laser printer via a normal serial communication channel.

   ■ AppleTalk IW refers to a setup in which your computer is connected to an ImageWriter or compatible printer via AppleTalk.

   ■ Dot Matrix refers to a setup in which one computer is connected to any strictly dot-matrix printer.

2. Depending on your computer equipment and which option you choose, you may need to select the name of your printer and interface card. If you do not see your brand, use the scroll bar to reveal more brands:

   ■ *Mouse users:* Point to one of the scroll bar arrows and hold down the mouse button. Release when you see your brand, then click your brand.

   ■ *Keyboard users:* Press Tab to move the pointer to the desired list.

   Hold down the down arrow key on your keyboard to scroll the list.

   Use the up or down arrow key to highlight your brand.

3. If you selected an AppleTalk setup, select the correct printer, if necessary, then type your name in the User Name box. You *must* type a name or it won't let you continue.
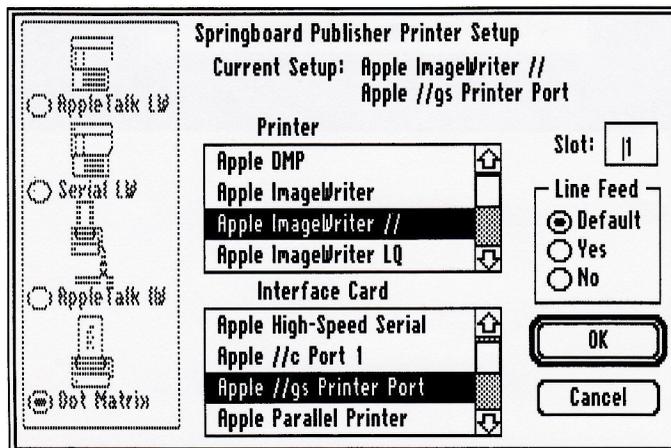
4. If necessary, change the number of the slot in which you have your interface card.

   ■ *Mouse users:* Point to the slot number. Hold down the mouse button and "drag" (move) the pointer across the number. The number is highlighted.

   Type the correct number.

   ■ *Keyboard users:* Press Tab until the slot number is highlighted. Type the correct number.

5. If necessary, change the Line Feed setting. Unless you have customized your printer in some way, choose the Default setting.

   ■ *Mouse users:* Click the button next to the desired setting.

   ■ *Keyboard users:* Press Tab to move to the Line Feed box, then press the down arrow key on your keyboard to highlight the desired setting.

6. When all settings are correct, click OK or press Return. The program returns to the setup summary.

# Mouse, character set, sound, double-click speed

1. Click the Mouse box to turn the mouse on and off. When Springboard Publisher is set up for a mouse, an X appears in the box.

    ■ A mouse makes Springboard Publisher easier to use, and it provides a few extra features that are not available to keyboard users.

2. Click the Sound box to turn Sound on and off. If you do not wish to hear a beep when the program displays a warning message, turn Sound off.

3. If you want to change the double-click speed, type a different number.

    ■ Double-clicking is a common procedure, used to make a selection of some type. It is usually a quick operation—two rapid presses of the mouse button or 🍎.

    ■ *Note to IIGS users:* The faster operating speed of your computer requires you to double-click more rapidly than IIc or IIe users. You will probably not wish to select the fastest speed.

4. Click the button next to the language in which you intend to write.

    ■ The Quick Reference chapter in the Reference manual contains a table for the international character set and instructions for switching temporarily from one set to another.

5. When all settings are correct, click OK or press Return.

# Scratch disk

A scratch disk is what Springboard Publisher uses to store a document while you are working on it. The scratch disk must be available at all times when you are working on a document. Preparing a scratch disk is taken care of during the setup procedure that happens the very first time you start Springboard Publisher.

During the setup procedure, Springboard Publisher identifies the best location for the scratch disk: the program disk, your RAM disk, or your hard disk. It is not a good idea to change the scratch disk setup.

```
┌─────────────────────────────────────┐
│                                     │
│           Setup Scratch Disk        │
│                                     │
│                                     │
│         Name Scratch Disk ...       │
│                                     │
│     ┌───────────────────────────┐   │
│     │                           │   │
│     └───────────────────────────┘   │
│                                     │
│                                     │
│    (───────────)  (───────────)    │
│    (    OK     )  (   Cancel  )    │
│    (───────────)  (───────────)    │
│                                     │
└─────────────────────────────────────┘
```

If you have inserted a blank disk, type a name for the disk, then select OK or press Return. The name must begin with a letter and can consist only of letters, numbers, and periods.

If you have inserted a formatted disk, the program will display its volume name. Make sure you want to use that disk as the scratch disk, then select OK.

Select Cancel if you decide to use a diferent disk.

# Everyday startup procedure

As you know by now, the very first time you start Springboard Publisher, the program runs the setup procedure. The next time you start Springboard Publisher, and all times after that, the program starts without going through the setup procedure. For future reference, here's how it works:

1. If you have a RAM disk that must be formatted each time you start Springboard Publisher, do so. See "Apple IIe and IIc RAM disk users" earlier in this chapter.

2. Insert your copy of the original Master program disk in drive 1. If your computer has a built-in disk drive, then that is drive 1. If your computer has a built-in 5 1/4" drive, open the drive door and leave the drive empty.

3. Turn on your computer and monitor. If your computer is already on, press Control-⌂ -Reset. Release Reset first.

   If you set up Springboard Publisher to run from a RAM disk, the program copies the necessary files to that device.

4. Choose the New command from the File menu if you want to start a new document, or choose the Open command if you want to work on an existing document.

# Creating Your
# First Document

# In this chapter...

*When you have completed this chapter, you will have created and printed a page that looks similar to this one.*

# Independence Day: America Celebrates Its Freedom
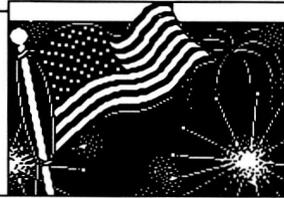


Every year the United States celebrates the Fourth of July. There are fireworks and picnics in the park.

Amid the celebrations, however, it is important for us to remember what we are celebrating: the signing of one of the most influential documents in history, the Declaration of Independence.

The Declaration begins: "When in the course of human events, it becomes necessary for one people to dissolve the political bonds which have connected them with another, and to assume among the Powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitles them, a decent respect to the opinions of mankind requires that they should

declare the causes which impel them to the separation."

The Declaration continues with these



immortal words:

"We hold these truths to be self-evident, that all men are created equal, and that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed..."

Readers of the Declaration of Independence are generally most impressed with those magnificent

unalienable rights, but let us consider for a moment the simple phrase "the consent of the governed." It asserts that ordinary citizens have the right to choose their leaders and to remove from office those who cease to represent their will.

This was a radical concept in 1776; indeed, it was viewed by many as unworkable. Eighty-seven years later, Abraham Lincoln would acknowledge that this concept was still under trial. In his famed Gettysburg Address, Lincoln stated that America had yet to demonstrate "...that government of the people, by the people, and for the people, shall not perish from the Earth."

# Terms you need to know

Certain terms appear throughout this manual. If you did the setup procedure yourself, you will be familiar with at least some of them. Look over the terms now. Then, as you are working through this chapter, feel free to turn back to this page or to look up the terms on the Desktop Reference card.

| When you are instructed to... | You should... |
|---|---|
| *Press* a key | Apply pressure for just a moment, then let up on the key. |
| *Hold down* a key | Apply continued pressure to the key. |
| *Click* | Press the mouse button, or, if you do not have a mouse, press  [Option]. |
| *Double-click* | Press the mouse button or  [Option] twice in rapid succession |
| *Move* the pointer | Move your mouse on your desk, or press an arrow key on your keyboard. |
| *Drag* | First, move the pointer to the desired location. Next, hold down the mouse button and move the mouse on your desk, or hold down  [Option] and press an arrow key. |

# Overview of this chapter

This chapter will help you learn how to use Springboard Publisher as quickly as possible. Here's how it works:

- The chapter is divided into seven short lessons:

  - Lesson 1: Starting a new document
  - Lesson 2: Laying out the page
  - Lesson 3: Word processing
  - Lesson 4: Graphics
  - Lesson 5: Printing a document
  - Lesson 6: Closing a document
  - Lesson 7: Opening a document

- Each lesson is composed of several tasks. Most of the tasks are used in the creation of even the simplest document. Upon completion of the tasks, which will take only a few minutes, you will be ready to create your own documents.

- At the end of some lessons is a section titled "Details, Details," which contains information about some of the more advanced features of Springboard Publisher. When you get to these sections, read the major headings. If a certain topic interests you, you can learn about it; otherwise, you can move on. You are liable to discover that many of these advanced features are really very easy to learn and do, and that you will want to use them regularly.

- For this exercise, you will create a simple, one-page document. The length and complexity of your own documents are restricted only by the storage capacity of your data disks.

- The sequence of steps—first laying out the page, then entering text, and then creating graphics—is only one way to create a document. When you create your own documents, you can do whatever you want whenever you want.

- By no means does this chapter attempt to cover everything you can do with Springboard Publisher. For that you can turn to the *Reference* manual.

- You should try to complete this chapter in one sitting. If you need to stop part way through, however, first do Lesson 6: Closing a document. When you are ready to continue, start with Chapter 7: Opening a document, then pick up where you left off.

# Lesson 1: Starting a new document

*Note:* Your computer screen should show Springboard Publisher's desktop. If not, start the program following the instructions in the Starting Springboard Publisher chapter.

When you start Springboard Publisher, the program displays a "desktop." The desktop is the area on which you do your work. Right now, the desktop is blank, but soon it will display your new document. The various parts of the desktop are defined in the illustration below.
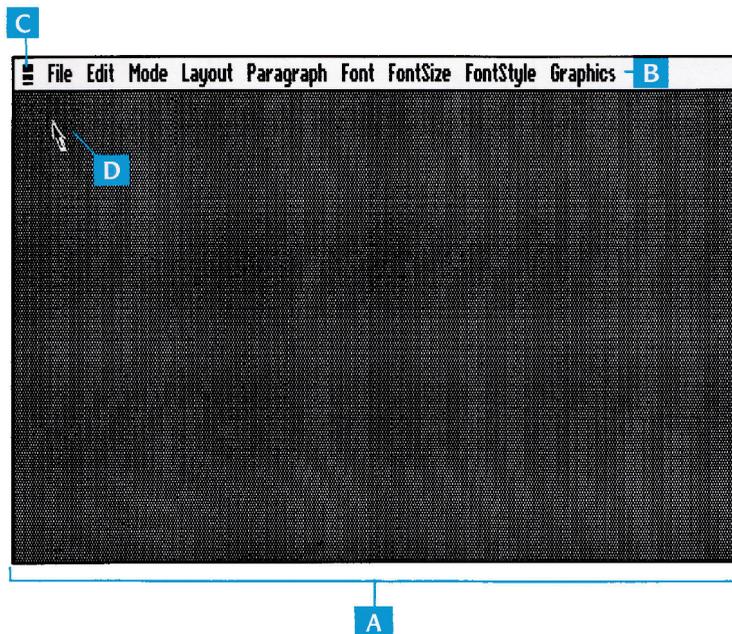


**A** The desktop is your work area.

**B** The menu bar sits at the top of the desktop all the time.

You can "pull down" each menu to reveal its commands. All of the program's commands are contained in the menus.

**C** Menu

**D** The pointer follows the movement of your mouse or arrow keys on your keyboard.

# The menu bar

The menu bar is a device that Springboard Publisher uses to organize and display the program's commands. The menu bar sits along the top of the desktop; it consists of ten menus. By "pulling down" the various menus, you can quickly choose any of the program's commands. A brief summary of each menu appears below.

| ▤ |
|---|
| About Springboard Publisher... |
| System Setup...<br>Printer Setup...<br>Scratch Disk Setup... |
| Import Text...<br>Import Graphics... |
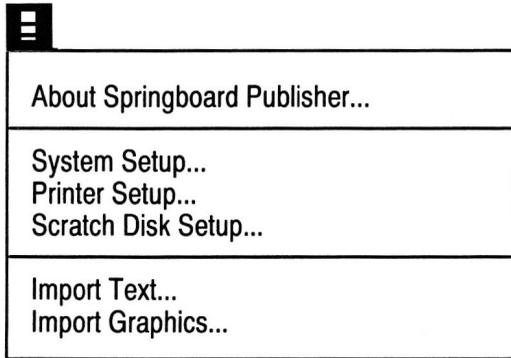
The Springboard menu contains a variety of commands for performing system-related functions. The Setup commands allow you to change some of the options you selected during the setup procedure. The Import commands let you bring in text and graphics files from outside sources.

| File | |
|---|---|
| New | ⌘ N |
| Open... | ⌘ O |
| Close | ⌘ W |
| Save | ⌘ S |
| Save As... | |
| Rename... | |
| Revert | |
| Print | ⌘ P |
| Delete... | |
| Format Disk... | |
| Quit | ⌘ Q |
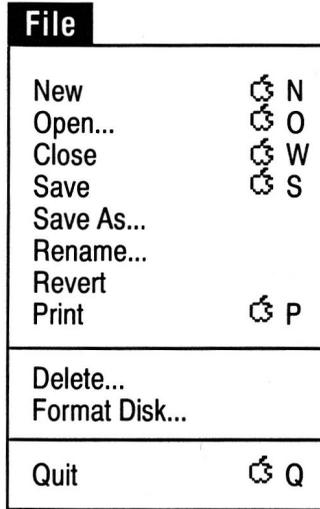
The File menu has the commands you need to manage your documents. In addition to commands for opening, saving, and printing documents, there are Rename, Delete, and Format Disk commands so that you can perform these functions without leaving Springboard Publisher.

## Edit

| | |
|---|---|
| Undo | ⌘ Z |
| Cut | ⌘ X |
| Copy | ⌘ C |
| Paste | ⌘ V |
| Clear | |
| | |
| Select Page | |
| Select Regular Text | |
| | |
| Show Paragraphs | |
| Show Ruler | ⌘ R |
| Define Ruler... | |
| | |
| Hide Tools | |
| Hide Palette | |

## Mode

| | |
|---|---|
| Page | ⌘ H |
| Text | |
| Graphics | |
| | |
| Intuitive Text | ⌘ G |
| Reformat | ⌘ F |

The Mode menu provides one method for switching between page, text, and graphics modes. The Intuitive Text and Reformat commands speed up program operation when you edit text or change page layout.

The Edit menu helps you make changes to text and move or copy a selection of text or a graphic image.

In addition, you can use the Ruler commands to assist in laying out your page. You can display a ruler that measures in inches, centimeters, or pixels.

**Layout**

Document...
Columns...
Page Numbering...

Define Text Frame ⌘ J
Define Graphics Frame ⌘ K
Set Frame Border... ⌘ L

Bring To Front
Send To Back

The Layout menu provides commands to help you design your page. You have complete control over where to put your page margins; how many columns you want for text and how wide you want each column to be; and where to place text frames and graphics frames.

Also, you can use the Page Numbering command to instruct the program to print page numbers automatically.

**Paragraph**

Normal

Left
Centered
Right
Justified

Single Space
Double Space
Custom Space...

Formats... ⌘ M
Tabs... ⌘ T

The Paragraph menu helps you format your text. You can keep the same format for your entire document, or you can change it from one paragraph to the next.

In addition, the Paragraph menu offers tab stops and tab "leaders"—characters such as dots or dashes that appear automatically in the spaces between tabs.

**Font**

Gothic
Sans Serif
Serif

Formats...  ⌘ D

---

**Font Size**

9 point
10 point
12 point
14 point
18 point
24 point
36 point
48 point
72 point

---

**Font Style**

Plain Text
**Bold**  ⌘ B
*Italic*  ⌘ I
Underline all  ⌘ U
Underline words
Underline characters
Outline
Shadow
**Superscript**
**Subscript**
Inverse

---

The Font, Font Size, and Font Style menus reveal the commands that control the appearance of your text.

If you are entering text in a graphics frame, you can instruct the program to format the text horizontally, vertically, or even diagonally.

**Graphics**

Zoom

Scale  ⌘ Y
Flip Horizontal
Flip Vertical
Rotate
Trace Edges  ⌘ E
Invert

Special Effects...
Mirrors...

Brushes...
Edit Pattern...
Edit Brush...

---

The Graphics menu contains a variety of powerful commands for creating and modifying your artwork. You can zoom in on a small portion of an illustration for detail work; flip your artwork left to right or top to bottom; make an image larger or smaller; or modify the program's paintbrush and fill patterns to fit your specific needs.

# Choosing a command

Now that you are familiar with the menu bar, you are ready to choose your first command. The procedure is different for mouse users and keyboard users; follow the instructions that apply to you.

## Mouse users

1. Move the pointer to the File menu, then hold down the mouse button.

   The file menu will open up, revealing its list of commands.

2. Still holding down the mouse button, move the pointer to the New command; the command will be highlighted.

3. Release the mouse button.

   The program will display a blank page.

## Keyboard users

You pull down a menu by holding down the ⌘ key and typing the number corresponding to a particular menu:

1. Press ⌘-2 to pull down the File menu.

2. Press your down arrow key until the New command is highlighted.

3. Press Return.

   The program will display a blank page.

## The watch

The pointer turns into a watch when the program is busy carrying out a command. When the program is ready to accept your input again, the watch disappears.

## Dimmed commands

You may have noticed that some of the commands on the File menu were shown in light, "dimmed" type. The program dims those commands that are inactive at any given time. For example, the Save command was dimmed because there was no document to save.

| 1 2 3 | 4 | 5 | 6 | 7 8 | 9 | 0 |
|-------|---|---|---|-----|---|---|
| ☰ File | Edit | Mode | Layout | Paragraph | Font | FontSize | FontStyle | Graphics |
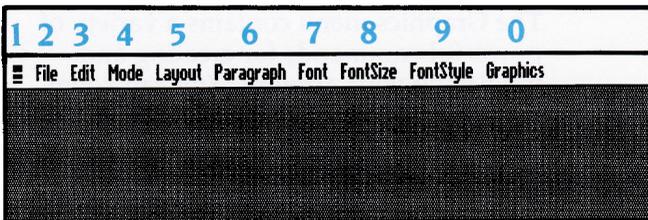
# Lesson 2: Laying out the page

At the completion of this lesson you will have created the basic design for the document, including paper size, page margins, columns, a text frame, and a graphics frame.

When you are creating a document, it pays to give some serious thought to your page layout, because the appearance of a page affects the reader's reaction to it. An attractive page invites a reader to examine the information you have to present. A disorganized or cluttered page makes a reader less likely to read it. The main idea of page layout is to design a page in such a way that the *information* on the page, and not the page's appearance, makes a positive first impression on the reader.

When you start a new document, the program displays a blank page in page mode. This is a good place to start, for two reasons:

- Page mode is the best mode in which to lay out your page, because you can see the entire page at one time.

- It's a good idea to design your page layout before you enter text or graphics. Your layout determines not only where your text and graphics will go, but also how much you can fit on the page. Later, when you are entering text or creating illustrations, it's easy to fine-tune the layout to fit your exact needs.

## Preset page layout options

Springboard Publisher has certain "preset" page layout options—settings that the program uses unless you specify something else. The preset options are:

- **Page size:** 8-1/2" by 11". This is the standard page size, officially called US letter size. You may also create documents with 8-1/2" x 14" paper, known as US legal size. All the pages in a document must be the same size.

- **Margins:** 1" all around the page. The margins define the boundaries of the regular text area; no regular text can appear outside the margins. All pages of a document must have the same margins.

- **Columns:** One. Text flows across the page from the left margin to the right margin.

- **Text frames:** None. Until you create a text frame, all the text you enter will appear in the regular text area.

- **Graphics frames:** None. The program awaits your instructions on the size and location of graphics frames.

For this exercise, we will accept the preset page size and margin settings. But we will do three other page layout tasks: define columns, create a text frame, and create a graphics frame.

**This is what you see when you choose the New command from the File menu. It is a blank page awaiting your layout instructions.**

**A** *Close box* closes the document. It works the same as the Close command on the File menu.

**B** You assign a name to a new document the first time you save the document. Until then, it is untitled.

**C** *Page number* shows which page of a document you are working on.

**D** *Scroll bar* lets you go quickly from one part of the document to another. It works the same as the scroll bar in a dialog box.

**E** *Preset page margins* are 1″ all around the page.

**F** When you start a new document, the entire page within the margins is a regular text area; there are no preset text frames or graphics frames.

**G** *Rulers* help you place text frames and graphics frames exactly where you want them. The measurements correspond to the printed page, not to the computer screen.

**H** *Ruler guides* indicate the pointer's position on the page.

**I** The rulers' preset unit of measure is inches. By clicking in this box, you can change it to centimeters or pixels.
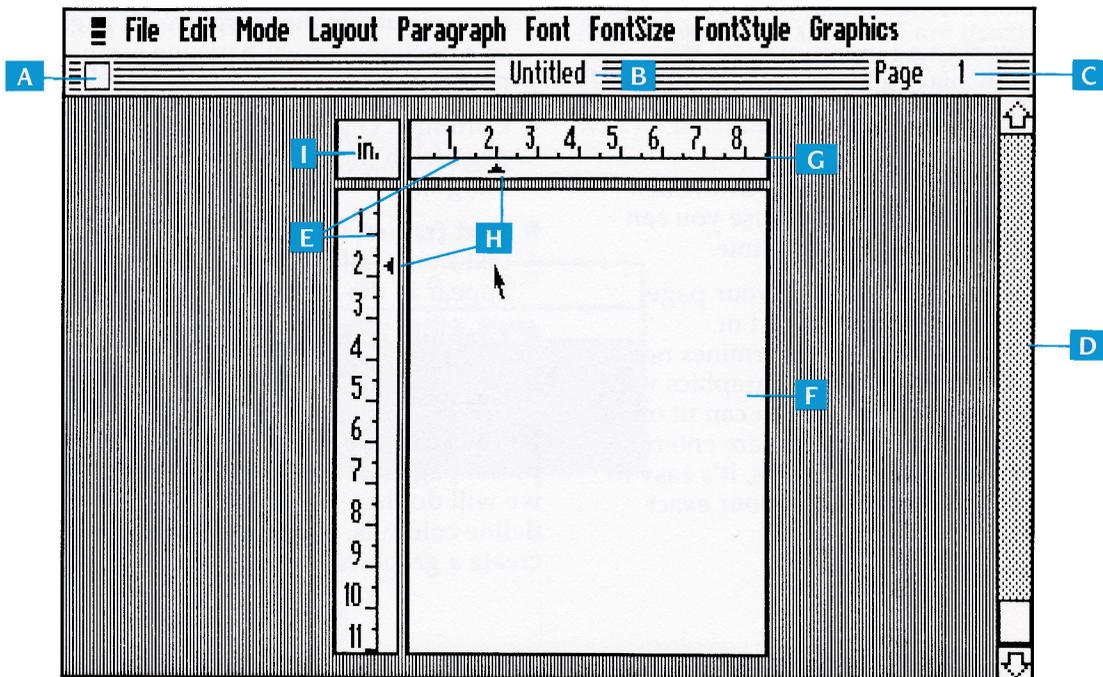
# Defining columns

Columns divide a page lengthwise. You usually create columns to improve the appearance or readability of text. It is sometimes easier to read two or three narrow columns of text than to read one wide column that stretches across a page.

As you enter or erase text with Springboard Publisher, the text flows from column to column, and from page to page, to fill the space available. Even if you change the number or width of columns after entering your text, the text adjusts automatically.

When you start a new document the page consists of one column, in which the text you enter would stretch from the left margin of the page to the right margin. For this exercise, let's create three columns.

1. Choose the Columns command from the Layout menu.

   The program displays the Columns dialog box. The outer rectangle in the left of the dialog box represents the page. The inner rectangle represents the margins.

2. In the Number of Columns box, type 3 to create three columns.

The page now displays two vertical shaded lines. These represent the "gutters," or space between each column.

3. The preset gutter width is .25"; we won't change it now.

   Gutters are an important part of the layout. They provide blank space between the columns, which makes the text easier to read.

   The gutter width setting applies to all gutters on the page. This is the accepted practice; pages almost never have gutters of different widths.

4. Click the OK button.

   The program closes the dialog box and displays your page. Because you have not yet entered any text, the page looks the same as it did before you defined your columns.

We have a blank page that is set up to align text in three columns. (You won't actually see the columns until you start entering text.) Now we need a special area at the top of the page for the document's headline. For that we will need to create a text frame.



File  Edit  Mode  Layout  Paragraph  Font  FontSize  FontStyle  Graphics

Untitled

Columns

OK

Cancel

Enter #, Press Return.

Number of Columns:  3
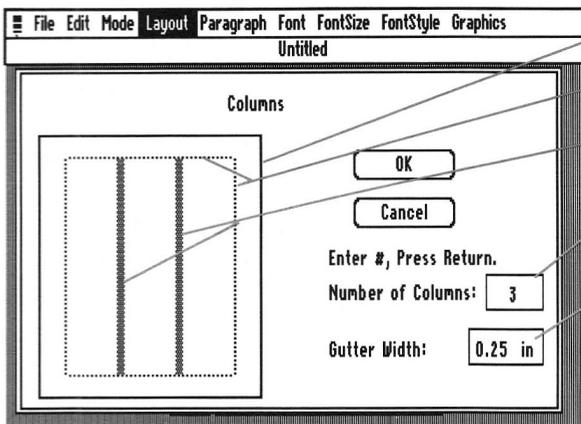
Gutter Width:  0.25 in

Page

Margins

Gutters

Each page can have up to 9 columns.

Gutter width must be the same for all gutters.

# Creating a text frame

Text frames are one of the more remarkable features of Springboard Publisher. They allow you to put special text anywhere on a page. Some uses for text frames include:

- Headlines that run across two or more columns of text
- Captions for illustrations
- "Pull quotes:" boxes containing information that repeats or summarizes something in the regular text area.

What you do in a text frame has no effect on the regular text area. For example, entering text into a text frame does not change the layout of the text in the regular text area. Also, even though you might set up the regular text area for two columns, you can define a different number of columns for a text frame.

Here's how to create a text frame:

1. Choose the Define Text Frame command from the Layout menu.

   When the pointer rests on the page, it becomes a cross.

2. Move the pointer to the top left margin of the page. The ruler guides should indicate that the pointer is 1" from the top of the page and 1" from the left edge of the page.

3. "Drag" the pointer so that the top ruler guide is at 7-1/2" and the side ruler guide is at 2-1/2". As you drag, the program draws a rectangle that represents your text frame.

4. When the rectangle is in the proper position, release the mouse button

(mouse users) or  [Option] (keyboard users).

The rectangle is replaced by a lined box that represents the text frame.

# Undoing your mistakes

Springboard Publisher has a powerful feature that lets you undo your most recent action. For example, if your text frame did not turn out the way you wanted it, you could instantly erase it and start over. Let's try it:

- Choose the Undo command from the Edit menu.

Your most recent action is canceled. Now, if you did not draw the frame properly, you can try again. But what if you decided that the "undone" frame was OK after all? Simple. *Redo* it!

- Choose the Redo command from the Edit menu.

The frame returns to its previous condition.

Whenever you choose the Undo command, it changes into the Redo command. And when you choose Redo, it changes back to Undo. This not only protects you against accidents, it also allows you to undo and redo repeatedly so that you can look at two versions of your document and decide which one you prefer.

The Undo command works on more than just text frames. In fact, almost anything that you do in Springboard Publisher you can Undo. Undo affects *your most recent action*, so be sure to use it right away if you want to use it at all.

**File  Edit  Mode  Layout  Paragraph  Font  FontSize  FontStyle  Graphics**

Untitled · · · · · · · · · · · · · · · · · · · · · · · · · Page  1

in. · · · 1 · 2 · 3 · 4 · 5 · 6 · 7 · 8

1
2
3
4
5
6
7
8
9
10
11
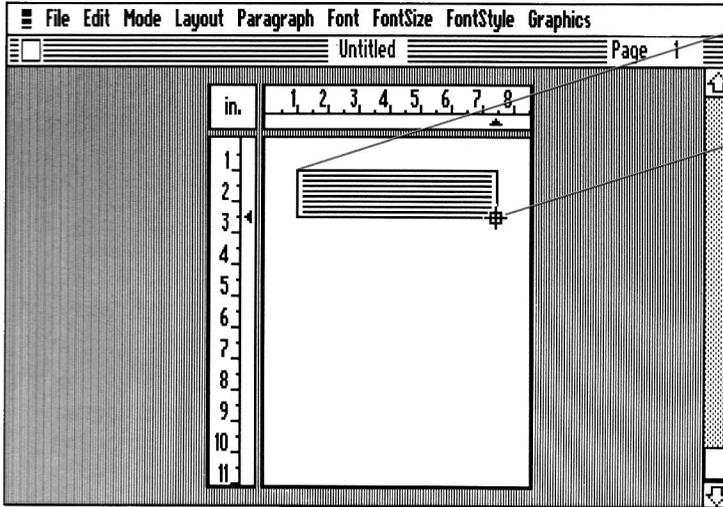
Position the pointer where
you want one corner of
the frame to be...

...then drag the pointer to
the opposite corner.

---

**File  Edit  Mode  Layout  Paragraph  Font  FontSize  FontStyle  Graphics**

RAILROAD

Model Railroad Club
TIMETABLE

The October meeting of the East Side Model
Railroad Club will be held on Monday, October
5th. The highlight of the meeting will be a movie
featuring the Union Pacific's "Big Boy" locomotive.

4-4-0 "American" Locomotive

The highlight of the meeting will be a
movie featuring the Union Pacific's "Big
Boy" Locomotive.

Other features will include a
mountain modeling demonstration
by Randy Anderson, a slide show
on bridge building by Rick Pritchard,

On this sample page, you
can see that text in the
regular text area wraps
around text frames.

Uses for text frames
include:

Headline

Caption

Pull quote

# Moving a frame

Whenever you want, you can move a frame. And you can move it wherever you want—to another location on the page, to another page, or even to another document. If you have entered text into the regular text area, that text will adjust itself automatically to your new page layout. The ability to move frames makes it easy for you to change your page layout at any time, without having to worry about what will happen to the text you have already entered.

1. Click anywhere inside the frame.

   The text frame is surrounded by a shaded area that has eight hollow squares in it. Together, the shaded area and the hollow squares comprise the "selection box;" it indicates that the frame is selected. When a frame is selected, it is ready for action: you can move it, resize it, or get rid of it. When a frame is not selected, all you can do is look at it.

The small hollow squares, called "handles," are used to resize a frame; the shaded area is used to move the frame.

*Note:* If, instead of clicking, you *double-click* inside the frame by mistake, you will go into text mode. Easy, isn't it? But it's not what we want to do just yet. To get back to page mode, choose the Page command from the Mode menu.

2. Move the pointer to the shaded area of the selection box (not on one of the handles). The pointer will take the shape of a four-headed arrow.

3. Drag the pointer down to the middle of the page. You'll see an outline of the frame. When you release the mouse button, the frame itself moves.

4. Practice moving the frame again; put it back where it was. (Position both ruler guides at 1".)
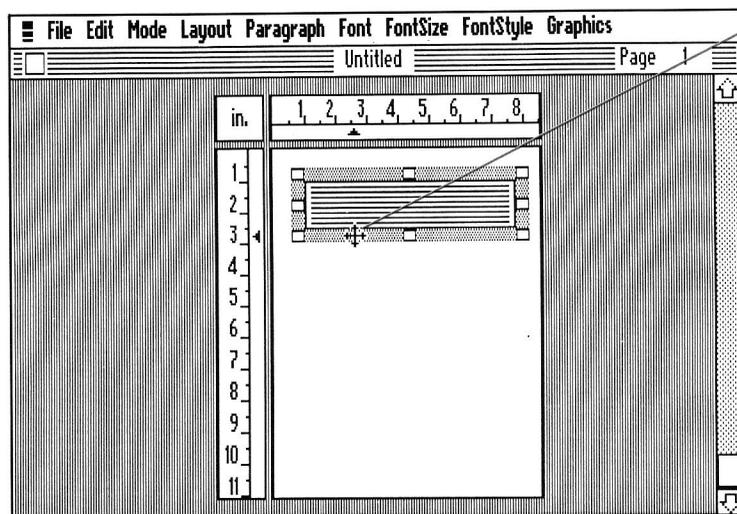


When the pointer is in the shaded area, it becomes a four-headed arrow. Drag the frame to its new location.

# Resizing a frame

Changing the size of a frame is just as easy as moving it:

1. Move the pointer to one of the handles of the selection box. The pointer will take the shape of a two-headed arrow.

2. Drag the handle.

   As you drag, the frame shrinks or grows in the direction in which you drag it.

   You can put a frame anywhere up to 1/2" from the edge of the page. That's as close to the edge as most printers can manage.

3. Try dragging with some of the other handles.

   "Corner" handles allow you to change the length and width of a frame at the same time; "middle" handles allow you to change only one dimension.

4. When you are done, drag the appropriate handle(s) to restore the original dimensions of the frame. (The top left corner of the frame should be at 1" x 1"; the bottom right corner at 7-1/2" x 2-1/2".)
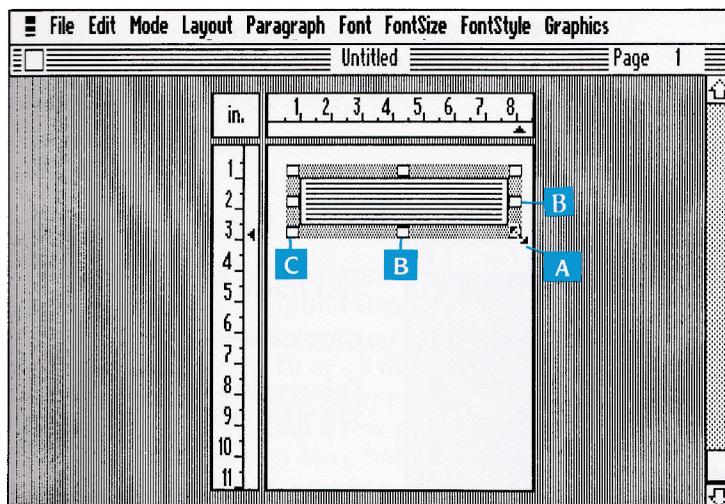
**A** When the pointer is on a handle, it becomes a two-headed arrow.

**B** Drag a middle handle to change the height or the width of a frame.

**C** Drag a corner handle to change both the height and width of a frame.

# Keyboard shortcuts

You probably noticed that several of the Edit menu commands have an Open Apple (⌂) followed by a letter of the alphabet. This represents a keyboard shortcut—a way for you to choose a command without having to pull down the menu.

To use the keyboard shortcut to choose the Undo command:

■ Press ⌂-Z.

■ Press ⌂-Z again to choose the Redo command and restore the proper position for the text frame.

# Creating a graphics frame

To complete this simple page layout, let's block out an area for an illustration.

Whether or not you need to create a graphics frame depends on what you want to include in the document:

■ If you do not want any illustrations in your document, then you do not need to create any graphics frames.

■ If you want to import pre-drawn illustrations from an outside source such as WORKS OF ART or MousePaint, you may create a frame first, or you may have the program create a frame for you.

■ If you want to create your own illustrations, you must create a graphics frame for each illustration.
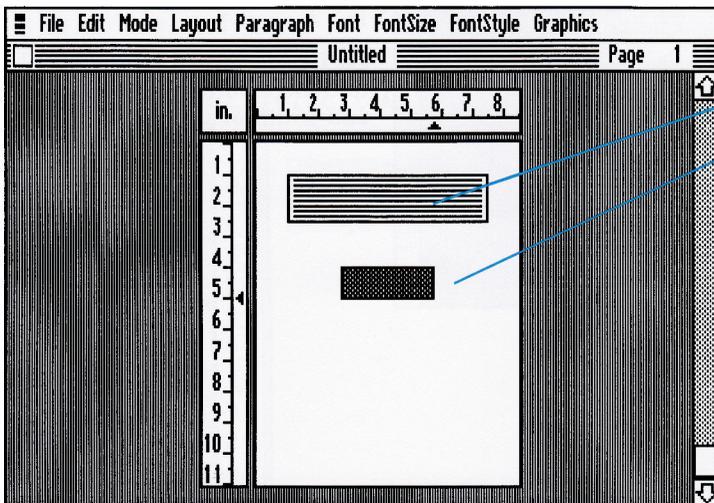
**Text frame**

**Graphics frame**

**Columns are invisible until you start entering text.**

In this exercise, you will be creating your own illustration, so you need to create a graphics frame. The process is almost identical to that for creating a text frame:

1. Choose the Define Graphics Frame command from the Layout menu.

2. Move the pointer so that the top ruler guide is at 2-3/4", and the side ruler guide is at 4".

3. Drag the pointer so that the top ruler guide is at 5-3/4", and the side ruler guide is at 5".

4. As you drag, the program draws a rectangle that represents your graphics frame. When the rectangle is in the proper position, release the mouse button (mouse users) or ♦ [Option] (keyboard users).

If the frame doesn't turn out just right, you can move or resize it using the same procedure as for a text frame, or you can choose the Undo command and start over.

# Saving your work

To protect yourself against minor disasters such as a computer breakdown or power failure, it is a very good idea to save your work every 10 or 15 minutes. That way, no matter what happens, you will never lose more than a few minutes' work. Even though you have not yet finished the document, now is a good time to save it.

You must have a formatted disk on which to save your document; you should never use a program disk or the scratch disk to save your documents. If you do not have a formatted disk, don't worry; you can use Springboard

Publisher's Format Disk command without having to abandon your document. See the "Formatting a Disk" instructions in the Details, Details section that follows.

Here's how to save a document:

1. Choose the Save As command from the File menu.

   The program displays a dialog box as shown below.
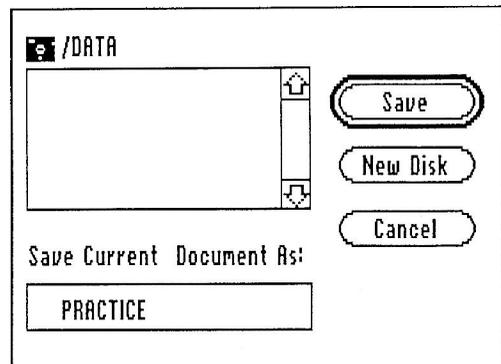


2. Type a name for the document.

   Any name that is easy for you to remember is good. In this chapter, we will refer to the document as PRACTICE. Document names can be up to 13 characters long. They must begin with a letter of the alphabet, and the other characters must be letters, numbers, or periods. Spaces are not allowed.

3. Click the Save box or press Return.

   The program transfers your document from the scratch disk to the document disk. Now you have a permanent copy of the document.

# Details, Details

This section contains information about advanced features of Springboard Publisher. Look at the headings and decide if you want to spend time now learning about any of these features.

**Note:** Feel free to experiment with these or any other features of the program. When you are done, you will need to cancel any changes you have made so that you can continue with the other lessons. It's easy to cancel changes; refer to the Canceling your changes instructions in the Details, Details section.

## Changing page size and margins

- You can change the preset page size and margins with the Document command on the Layout menu.

- The smallest margins Springboard Publisher allows are one-half inch all around the page. This amount may be greater with some brands of printers.

- If you set margins that are wider than the minimum allowed, you can put text frames and graphics frames in the margins.

- The rulers' preset unit of measure is inches. You can change it to centimeters or pixels with the Define Rulers command on the Edit menu, or by clicking in the unit of measure box between the two rulers.

## Creating variable-width columns

When you define columns, the program automatically divides the space between the margins into columns of equal width. Normally, this is how you will want your columns to be. For special purposes, however, you may want to make some columns wider than others. It's easy to do:

1. Choose the Columns command from the Layout menu.

2. In the Columns dialog box, move the pointer to one of the shaded areas that represents a gutter.

3. Point to the gutter, then holding down the mouse button, drag the gutter to its desired location.

## Creating columns in a text frame

You may also define columns for a text frame; you must choose the Columns command when the text frame is selected. Columns in a text frame do not affect the layout of the regular text area.

## Saving your layout as a separate document

For documents that you plan to use repeatedly, such as a monthly newsletter, you should save the document *after* you have completed its page layout and *before* you enter any text or graphics. This makes it easy for you to use your page layout over and over again.

## Backing up your document disk

To protect yourself against the loss or destruction of your document disk, it is a very good idea to make a second copy of the disk. There are two ways to go about it:

- When you save a document in Springboard Publisher, do the Save procedure twice—once for the regular document disk and once for the backup disk.

Or,

- At the end of your session in Springboard Publisher, return to ProDOS and use the utility that copies files from one disk to another. (This option is much faster.)

When you save a document with at least one graphics frame, the program creates and saves a companion file to store all the graphics information for the document. The name of the companion file is FILENAME.G, where FILENAME is the name you assigned to the document. If you use the ProDOS method of copying, you must copy both the main document and its companion graphics file. See "Document names" in the Reference manual for more information.

## Putting borders around frames

Springboard Publisher has 24 border patterns that you can use to enclose text frames and graphics frames. Borders help to set apart a frame from the regular text area, and they provide an artistic touch to a page. Borders are displayed in text mode and graphics mode, but not in page mode.

The program draws the border automatically when you create a frame. The preset border is a thin, solid line.

Here's how to change a frame's border:

1. Make sure the frame is selected (that the selection box encloses it). If the frame is not selected, click inside it to select it.

2. Choose the Set Frame Border command from the Layout menu.

   The current border pattern appears in the larger box at the left; the current width is checked.

3. Click the pattern and width you want, then click OK. If you do not want a border, click the dotted-line width.

Border width options

Removes border from selected frame or creates new frame without a border

Current width

Border patterns

Current pattern

Set Frame Border

Border Width

OK

Cancel

Border Patterns
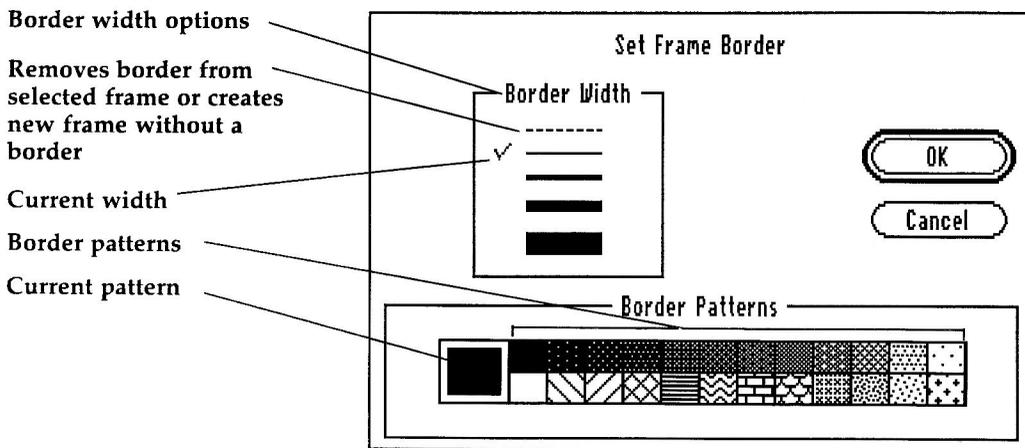
# Formatting a disk

You can format a floppy disk within Springboard Publisher; it's not necessary to return to ProDOS to do it.

Make sure that the disk you intend to format does not contain anything that you want to keep; formatting removes any and all data that is on the disk.

1. Choose the Format Disk command from the File menu.

2. Insert the disk that you want to format.

3. Type the slot and drive numbers that identify the disk drive containing the disk.

4. Type a name for the disk.

   The disk name can be up to 15 characters long. It must start with a letter of the alphabet. The other characters can be letters, numbers, or periods (no spaces or special characters).

5. Click the OK box or press Return.

# Canceling your changes

Springboard Publisher allows you to cancel all changes you have made to a document since the last time you saved it. It's easy:

■ Choose the Revert command from the File menu.

Use Revert now if you have changed the PRACTICE document while using the features described in the Details, Details section. The program will display an "alert box" to make sure you want to choose the command. Click the Yes button.

Format Disk

Slot # . . . [ 6 ]  A  D

( OK )

Drive # . . . [ 1 ]  B  ( Cancel )  E

Name Disk as...

[ /NEWSLETTER———— ]  C
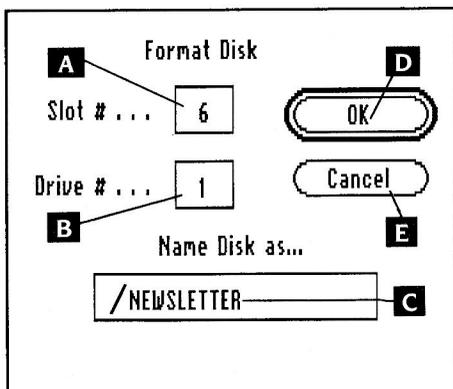
**A** Slot number of data disk drive

**B** Drive number of data disk drive

**C** Type a disk name here.

**D** Click here when the slot number, drive number, and disk name are correct.

**E** Cancels the operation

# Summary

Your basic page layout is complete and stored safely on disk. Here is what you have done so far:

- Started a new document, by using the New command from the File menu.

- Accepted Springboard Publisher's preset options for page size ( 8-1/2" x 11") and margins (1" all around the page).

- Created a three-column format for the regular text area, by using the Columns command from the Layout menu.

- Created a text frame across the top of the page, by using the Define Text Frame command from the Layout menu.

- Accepted the preset option for a thin, solid-line border around the frame.

- Created a graphics frame that stretches across the columns in the regular text area, by using the Define Graphics Frame command from the Layout menu. Again, accepted the preset thin border.

- Saved the document by choosing the Save As command from the File menu.

# Lesson 3: Word processing

## Getting into text mode

The PRACTICE document is laid out to accept text in two different places: in the text frame at the top of the page and in the three-column regular text area. So far, you have done all your work in page mode (although you can do page layout in any of the three modes). In order to do word processing, you must get out of page mode and into text mode. Let's do that now:

■ Double-click anywhere in the text frame at the top of the page.

The program displays text mode, with the text frame selected. You can tell that the frame is selected because it has the selection box around it.

Had you double-clicked in the regular text area, the program would have displayed that part of the page. When you want to switch from page mode to text mode, the most efficient way is to double-click the part of the page on which you want to work. Another way is to choose the Text command from the Mode menu.

In text mode, you can see the whole width of the page and about one-third its length. This allows you to see text on the screen at about the same size that it will be when you print it.

**A** *Close box:* closes the document. Same as the Close command on the File menu.

**B** *Page number:* shows which page of a document you are working on.

**C** *Scroll bar:* lets you go quickly from one part of the document to another.

**D** *Text frame*

**E** *Insertion point:* this blinking vertical line indicates where the next character you type will appear.

**F** *Pointer:* in text mode, the pointer becomes an

I-beam when it is in the regular text area or in a text frame.

**G** *End-of-text marker:* shows the end of your document.
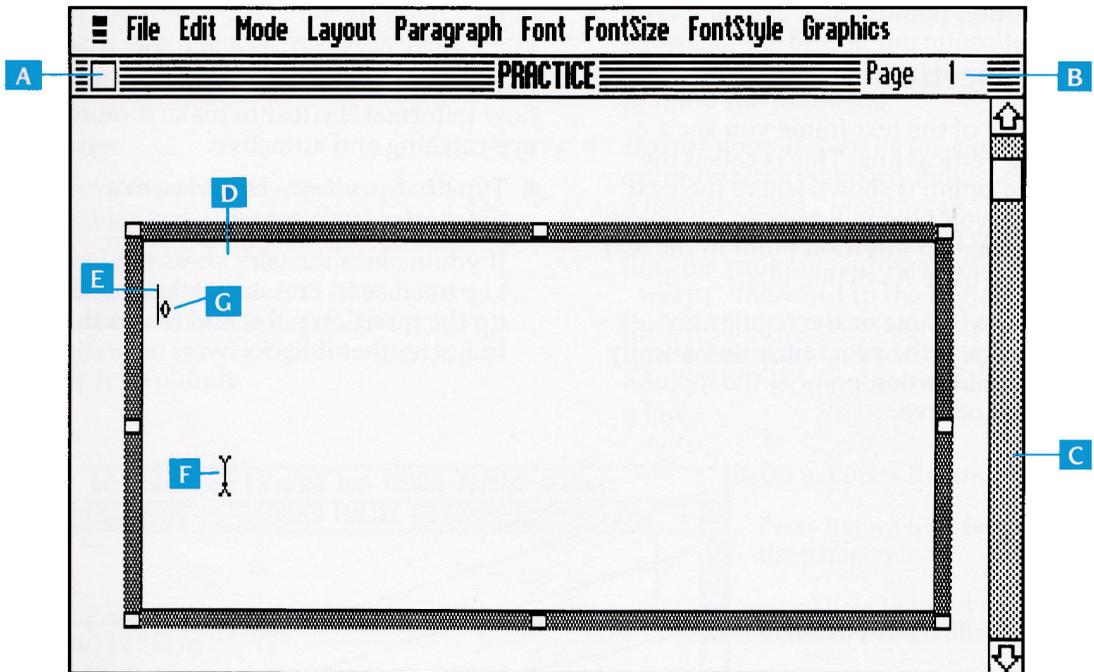
# Entering text

Entering text with Springboard Publisher's word processor involves little more than selecting a place to start and typing away. Here's how it works:

## The pointer

In text mode, the pointer looks like an I-beam when it is in an area where you can enter text. You can use the pointer to select already-entered text that you want to change in some way, and also to select the insertion point.

## The insertion point

At the top of the text frame you see a blinking vertical line. This is called the insertion point; it shows where the next character you type will appear. You have already seen an insertion point in the text box of the Save As dialog box.

When a text frame or the regular text area is empty, the program automatically selects the insertion point at the top of the frame or area.

When there is already text in the area or frame, you select the insertion point by moving the pointer to the desired location within the text and clicking.

## Entering text in a text frame

All you have to do to enter text into a text frame is select the insertion point and start typing. Because this frame is empty, the program has already selected the top left of the frame as the insertion point.

Now, enter the text below into the text frame. Later in this lesson you will learn how to format the text to make it more eye-catching and attractive.

■ Type *Independence Day: America Celebrates Its Freedom*

If you make a mistake, press the Delete key to erase it. Pressing Delete backs up the insertion point and erases the character that it backs over.

# Entering text in the regular text area

The procedure for entering text in the regular text area is the same as for entering text in a text frame. The only difference between a text frame and the regular text area is that there is no limit to the size of the regular text area. In a text frame, you can enter only as much text as can fit in the frame (although you can make the frame bigger whenever you want). In the regular text area, if you run out of room on a page, the program creates a new page on which you can continue entering your text.

Here's how to enter text in the regular text area:

1.  Move the pointer anywhere in the regular text area and click.

    This de-selects the text frame and selects the regular text area. Because the area has no text in it, the program selects an insertion point at the top of the left column.

2.  Choose the Show Paragraphs command from the Edit menu.

    This step is not required for entering text, but it will help you to understand when to use the Return key. When the Show Paragraphs command is turned on, the program displays the Paragraph character | ↵ | whenever you press the Return key.

3.  Type the first two paragraphs as shown in the box on the opposite page. As you are entering text, keep in mind the following:

■  *Do not press Return at the end of every line.* Springboard Publisher has a feature called "word wrap." When a word is too long to fit at the end of a line, the program automatically "wraps" the word to the beginning of the next line. Word wrap helps you to type more quickly, because you do not have to worry about when to end a line.
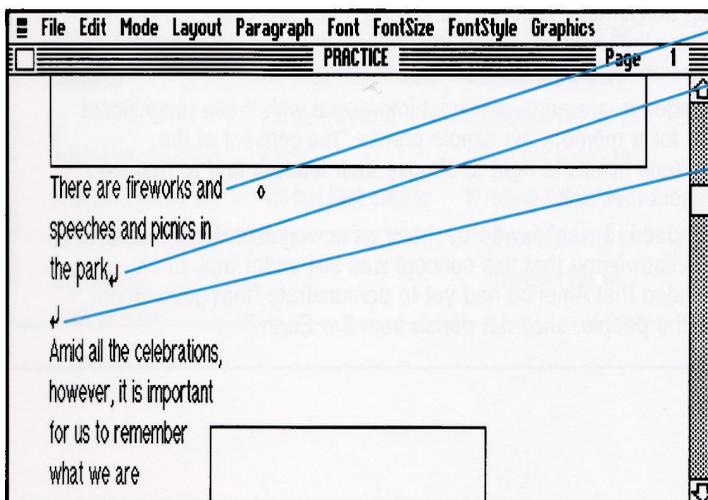


**Do not press Return here.**

**Press Return here to end the paragraph...**

**...and here to insert space between paragraphs.**

Word wrap operates not only at the end of a line, but also around text frames and graphics frames.

■ *Press Return only when you want to end a paragraph.* You need to press the Return key only when you want to end a paragraph, and when you want to add extra space between lines of text. Within a paragraph, you should always let Springboard Publisher's word wrap feature decide when to end a line.

4. Enter the remainder of the text. Watch what happens:

■ When the text reaches the bottom of the screen, the program scrolls the page one line at a time.

■ When you fill the first column, the program scrolls the page to the top of the second column and places the insertion point there. You will hear a beep to remind you to stop typing until the program is able to reposition the insertion point.

(If you get tired of typing, it is not necessary to type all the text. Do type enough, however, to see how the program scrolls text from one column to the next.)

---

There are fireworks and speeches and picnics in the park.

Amid all the celebrations, however, it is important for us to remember what we are celebrating: the signing of one of the most influential documents in history, the Declaration of Independence.

The Declaration begins: "When in the course of human events, it becomes necessary for one people to dissolve the political bonds which have connected them with another, and to assume among the Powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitles them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation."

The Declaration continues with these immortal words:

"We hold these truths to be self-evident, that all men are created equal, and that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed."

Readers of the Declaration of Independence are generally most impressed with those magnificent unalienable rights, but let us consider for a moment the simple phrase "the consent of the governed." It asserts that ordinary citizens have the right to choose their leaders and to remove from office those who cease to represent their will.

This was a radical concept in 1776; indeed, it was viewed by many as unworkable. Eighty-seven years later, Abraham Lincoln would acknowledge that this concept was still under trial. In his famed Gettysburg Address, Lincoln stated that America had yet to demonstrate "that government of the people, by the people, and for the people, shall not perish from the Earth."

# Moving around in the document

In text mode, you can see the entire width of a page, but only about one-third its length. In this document, you have entered more text on the page than you can see in the window. Naturally, there will be times when you need to go to a part of a document that you cannot see on the screen. In those situations you use the scroll bar.

The scroll bar, which sits on the right side of the screen, symbolizes the length of your document. With a one-page document, the top of the scroll bar represents the top of the page; the middle of the scroll bar represents the middle of the page; and the bottom represents the bottom of the page. With a five-page document, the top would represent page 1, the middle would be page 3, and the bottom would be page 5.

While you are scrolling, text and graphics scroll off the screen. Meanwhile, nothing new scrolls onto the screen except the borders of frames. When you stop scrolling, the program redraws the entire screen.

■ Experiment with the various scroll bar techniques as explained in the illustration below. To get to the scroll bar:

*Mouse users:* Move the pointer to the desired part of the scroll bar.

*Keyboard users:* Press Control-S to move the pointer to the scroll bar, then use the arrow keys to move to the desired part.
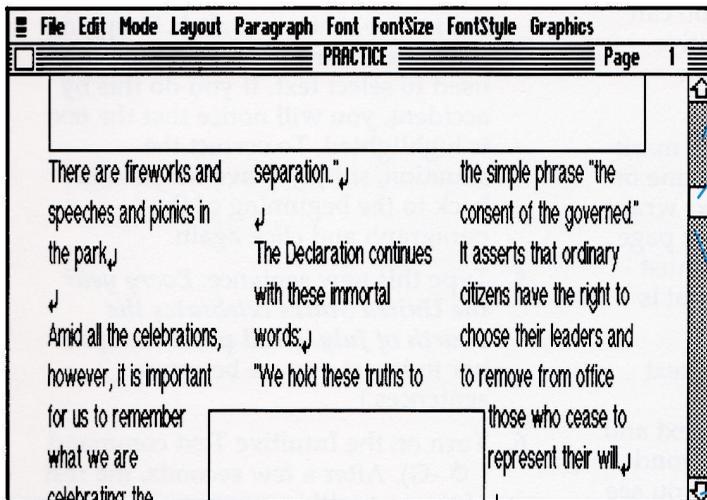


**Click in the gray area above the scroll box to move the document up one screen at a time.**

**Drag the scroll box to move quickly from one part of the document to another. For example, to move to the end of a document, drag the scroll box to the bottom of the scroll bar.**

**Click in the gray area below the scroll box to move the document down one screen at a time.**

**Use the arrows to move the document up and down. Click an arrow to move the document one line at a time; hold down an arrow to scroll the document continuously.**

# Editing text

It's easy to make changes to the text you have entered. You can add more text; you can delete text; you can move text from one location to another; and you can repeat text in several locations. No matter what changes you make, Springboard Publisher's Intuitive Text adjusts to fit the space available. In this lesson, you will:

- Use the Intuitive Text and Reformat commands

- Insert a new sentence

- Delete a word

- Move a sentence

## Using the Intuitive Text command

When you want to enter or edit text in an area that already has text in it, you can save time by turning off the Intuitive Text command on the Mode menu ( ⌘ -G).

When Intuitive Text is on, a check mark appears next to the command's name on the Mode menu. As you type, text wraps from line to line according to your page layout. In addition, the program must also rewrap all the existing text that is beyond the insertion point.

When you turn Intuitive Text off, text wrapping of the existing text is suspended temporarily. Regular text and the contents of frames that are beyond the insertion point disappear; all you see

are the borders of frames. This allows you to type more quickly. Later, when you have finished editing, you can turn on Intuitive Text or use the Reformat command to make the existing text wrap again.

## Inserting a new sentence

1. Turn off the Intuitive Text command. (On the Mode menu there will be no check mark next to the command when it is off.)

2. Use the scroll bar, if necessary, to display the top of the page.

3. Move the I-beam pointer to the beginning of the first paragraph of the first column.

4. Click to select a new insertion point.

   *Mouse users:* Be careful not to drag the mouse when you click. Dragging the pointer across text is one method used to select text. If you do this by accident, you will notice that the text is highlighted. To correct the situation, simply move the pointer back to the beginning of the paragraph and click again.

5. Type this new sentence: *Every year the United States celebrates the Fourth of July.* (And press the space bar to insert a space between sentences.)

6. Turn on the Intuitive Text command ( ⌘ -G). After a few seconds, the rest of the text will reappear.

When you add text, the
existing text wraps
automatically.
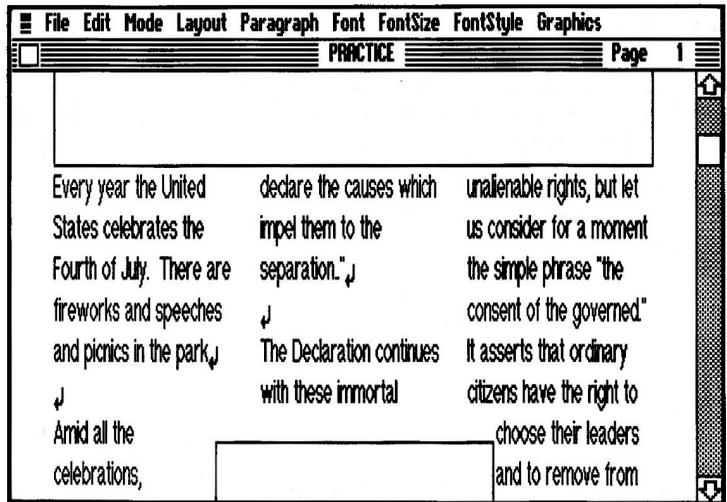
# Deleting a word

1. Move the pointer to the left of the "a" in "all" in the second paragraph of the first column.

2. Drag the pointer to the space after the word. The word and the space will be highlighted.

   Dragging the pointer across text is one way to *select* text. You must select text before you can change it. When text is selected, you can move it, copy it, delete it, or change its appearance.

   If you make a mistake, try again. When you drag the pointer a second time, you cancel the first selection.

3. Press Delete. The word is deleted.

---

File  Edit  Mode  Layout  Paragraph  Font  FontSize  FontStyle  Graphics

| | PRACTICE | Page 1 |

Every year the United States celebrates the Fourth of July. There are fireworks and speeches and picnics in the park↵

↵

Amid ▮ the celebrations, however, it is

declare the causes which impel them to the separation."↵

↵

The Declaration continues with these immortal

unalienable rights, but let us consider for a moment the simple phrase "the consent of the governed." It asserts that ordinary citizens have the right to choose their leaders and to remove from office those who

# Moving a sentence

One of the best things about a word processor is its ability to let you reorganize your text. With Springboard Publisher, it's easy to move words, sentences, or even paragraphs of text.

1. Select the sentence.

   a. Place the pointer on any character in the second sentence.

   b. Hold down ⌕ and click. This is a shortcut; you could select the sentence by dragging the pointer across it, but this method is faster. Springboard Publisher has shortcuts for selecting words and paragraphs in addition to sentences; they are explained in the Details, Details section of this lesson and on the Desktop Reference card.

2. Choose the Cut command from the Edit menu.

You can use the traditional method of choosing a command from a menu, or you can use the keyboard shortcut (⌕–X).

The program removes the sentence and the space that follows it and places it in a special off-screen storage area called the "clipboard." Notice that the remaining text adjusts to fit the space available.

3. Move the pointer to the left of the "E" of Every.

4. Click to select a new insertion point.

5. Choose the Paste command from the Edit menu. You can use the traditional method or the keyboard shortcut (⌕–V).

The program inserts the sentence at the insertion point.

To select a sentence, put the pointer on any character in the sentence, then hold down ⌕ and click.

| File Edit Mode Layout Paragraph Font FontSize FontStyle Graphics |
| --- |

PRACTICE                                                    Page   1

Every year the United States celebrates the Fourth of July. There are fireworks and speeches and picnics in the park.↵

↵

Amid the celebrations, however, it is important for us to

impel them to the separation."↵

↵

The Declaration continues with these immortal words:↵

us consider for a moment the simple phrase "the consent of the governed." It asserts that ordinary citizens have the right to choose their leaders and to remove from office those who cease to represent their will.

The paragraph doesn't read as well now; let's put it back the way it was. Even though you pasted the selection into a new location, a copy of it remains on the clipboard.

1. Choose the Undo command ( ⌘ –Z) from the Edit menu. This cancels the Paste operation, removing the sentence from your document.

2. Move the I-beam to the beginning of the first column and click to select the insertion point.

3. Choose the Paste command ( ⌘ –V) from the Edit menu.

   The selected sentence appears again.

# Formatting text

So far, all of the text you have entered looks the same. It has the same style of type, it's all the same size, and it all starts at the left margin of the page or column. But it doesn't have to—and shouldn't be that way. An important element of page design is *formatting*, which refers to the appearance and positioning of text. Text formatting helps focus a reader's attention on the important words on a page. Springboard Publisher has several text formatting features. In this lesson you will change the font, font style, and font size of the text in the text frame.

## About fonts

A font is a collection of all the characters on the keyboard which has its own unique appearance. For example, the font used for most of the text in this book is called Palatino.

*The font used for this text is called Zapf Chancery; it's sometimes used for formal text such as wedding invitations.*

Ever since the days of Gutenberg and the first printing press, people have been designing fonts to influence their readers' approach to a page of text. Springboard Publisher has three fonts from which you may choose. The preset font, which you have been using up to now, is called Serif.

Every font comes in a variety of sizes and styles. Font size is measured not in inches but in *points*; one point is about 1/72 of an inch. Font styles include bold, italic, underline, and others. Springboard Publisher has font sizes ranging from 9 point to 72 point as well as eleven font styles. The preset options are 12 point size and plain style.

# Changing font, font size, and font style

In Springboard Publisher, you can change these elements before you start entering text, or you can select some already-entered text that you want to change. In this lesson, we'll do the latter.

1. Click anywhere inside the text frame at the top of the page to select it.

2. Move the pointer to the left of the "I" in Independence.

   Use the scroll bar if you need to move that part of the page into the window.

3. Drag the pointer straight down so that all of the text in the frame is selected.

4. Choose the Formats command from the Font menu ( ⌘–D).

5. The Formats command of the Font menu allows you to change font, font style, and font size all at once. We want the headline for this document to stand out from the rest of the text, so choose the following:

   - Shadow style

   - Bold style (you can choose more than one font style)

   - Sans Serif font

   - 18 point size

6. Click the OK button or press Return.

   The text now has the attributes you assigned.

Click each of the options, then click OK or press Return.
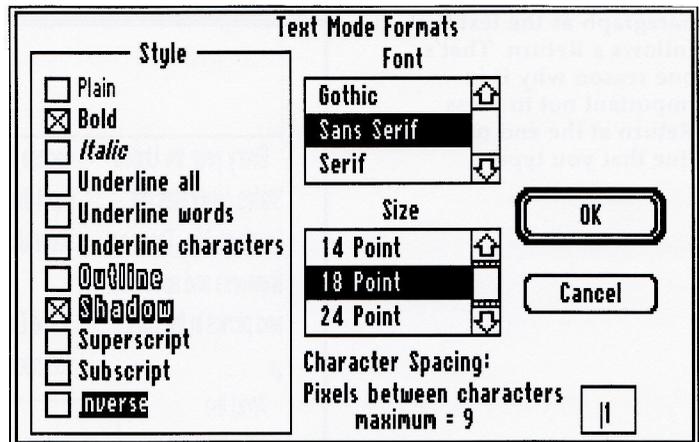
# Changing paragraph indent

Right now the first line of each paragraph starts at the left margin of the columns. There is nothing wrong with that format, but some people prefer to indent the first line of a paragraph. Springboard Publisher can do that automatically with the Formats command on the Paragraph menu.

1. First, choose the Select Regular Text command from the Edit menu. This selects all the regular text in the document, which is what you want to change.

2. Choose the Formats command from the Paragraph menu. The program displays the Paragraph Formats dialog box.

3. Go to the "First" button in the Indentation area.

   *Mouse users:* Click in the box.

   *Keyboard users:* Press Tab to get to the Indentation area, then press the down arrow key.

4. Type *.25*

5. Click the OK button.

   When the program displays your page again, the first line of every paragraph is indented a quarter of an inch.

6. Click anywhere on the page to turn off the Select Regular Text command.

**The program recognizes the first line of the paragraph as the text that follows a Return. That's one reason why it is important not to press Return at the end of every line that you type.**



File Edit Mode Layout Paragraph Font FontSize FontStyle Graphics

PRACTICE          Page    1

Every year the United States celebrates the Fourth of July. There are fireworks and speeches and picnics in the park↵

↵
Amid the celebrations.

declare the causes which impel them to the separation."↵

↵
The Declaration continues with these

unalienable rights, but let us consider for a moment the simple phrase "the consent of the governed." It asserts that ordinary citizens have the right to choose their leaders and to remove from

# Saving the document

Now is a good time to save the document again. The process is faster the second time you do it. When you want to save only the updated version of an existing document all you have to do is:

■ Choose the Save command from the File menu (⌘–S). The program replaces the original document with the updated version without any more input on your part.

When you want to save both the original and updated versions of a document, you must choose the Save As command. The program will display the Save As dialog box, and you can type a new name for the updated document.

# Details, Details

## Selecting units of text

Springboard Publisher offers an easy way to select any unit of text:

| When you want to select... | Then do this... |
|---|---|
| One or more characters | Drag across the character(s). |
| A word | Double-click anywhere on the word. |
| A line | Click in the left margin of the line (when the pointer is an arrow). |
| A sentence | Press ⌘ -click when the pointer is on any of the characters in the sentence. |
| A paragraph | Press ⌘ -click in the left margin of the paragraph (when the pointer is an arrow). |
| All the text in the regular text area | Choose the Select Regular Text command from the Edit menu. |

## Undoing your changes

The Undo command, which you learned about in the Laying out the Page lesson, works also in text mode. You can use it to undo cut and paste operations, formatting changes, and even to erase what you have typed. Remember that the Undo command affects your most recent action, and that you can Redo anything that you Undo.

## Importing documents from other applications

Springboard Publisher allows you to bring in word processing documents from other applications such as AppleWorks and Bank Street Writer. Using this feature, you can transform your plain old word processing documents into attractively formatted and illustrated Springboard Publisher documents.

## Paragraph alignment

The Formats command on the Paragraph menu offers many more options than just the first line indentation you used in this lesson. You can instruct the program to line up text on the right margin, or center it, or line it up on both the left and right margins. You can indent entire paragraphs from the left or right margins, or both. And you can adjust the amount of space that appears between paragraphs.

## Character spacing

In Text mode, you can change the amount of space that appears between each character. You can increase the amount of space, for example, when you want to draw attention to some text or fill up space, or you can decrease the amount of space when you need to fit a few more characters into a limited area. Open the Font menu and choose Formats to access the Character spacing option.

## Line spacing

Another Springboard Publisher formatting feature allows you to change the amount of space between each line of text. The preset option is single spacing; you can change that to double spacing or to any custom spacing that you desire. There are three line spacing commands on the Paragraph menu.

# Summary

Now you have added word processing to your repertoire of Springboard Publisher skills. All that's left to learn is how to create and import graphics, and to print the document. Here is what you learned in this lesson:

*How to get into text mode:* by choosing the Text command from the Mode menu or by double-clicking on the part of the page on which you want to work.

*How to enter text:* by selecting an insertion point and typing. When you need to enter a lot of text, it's a good idea to turn off the Intuitive Text command first.

*How to correct typing mistakes:* by pressing the Delete key.

*How to move around the document:* by using the scroll bar.

*How to select text:* by dragging the pointer over it or by using one of the shortcuts for selecting words, lines, sentences, paragraphs, or everything in the regular text area.

*How to move selected text:* with the Cut and Paste commands on the Edit menu.

*How to change font, font size, and font style:* one at a time, with the commands on the respective menus; or all at once with the Font Formats command on the Font menu.

*How to change paragraph alignment:* with the commands on the Paragraph menu.

# Lesson 4: Graphics

In this lesson you will create your own artwork inside the graphics frame that you created in the Page Layout lesson, and you will import a piece of WORKS OF ART artwork from the Master program disk.

## Getting into graphics mode

Graphics mode is the only mode in which you can create your own artwork. (You can import artwork in any mode.) Getting into graphics mode is easy; there are two ways to do it:

■ You can double-click anywhere inside a graphics frame.

or

■ You can select the frame in which you want to work, then choose the Graphics command from the Mode menu.

For this lesson, select the frame (by clicking on it), then choose Graphics from the Mode menu. The program displays graphics mode, as shown in the illustration on the opposite page.

What you see is a slightly enlarged view of the page. There is one big advantage, and one small disadvantage, to having an enlarged view:

■ The advantage is that the graphics are proportionally accurate to what you will get when you print the document.

■ The disadvantage is that you cannot see the full width of the page at one time. Actually, this is a disadvantage only when a graphics frame is wider than the 3-4 inches you can see on the screen. To enable you to work with wide graphics frames, the program has a graphic tool that lets you move the page under the window, and it has a horizontal scroll bar. The horizontal scroll bar works the same as the vertical scroll bar, which you learned about in the Word Processing lesson.

**A** *Graphics frame:* where you create your artwork

**B** *Toolbox:* contains tools with which you can draw, create shapes, erase, enter text, move the page under the window, and select.

**C** *Lasso*

**D** *Marquee*

**E** *Hand*

**F** *Text*

**G** *Paint bucket*

**H** *Spray can*

**I** *Paint brush*

**J** *Pencil*

**K** *Line*

**L** *Eraser*

**M** *Shapes*

**N** *Line widths:* provide a range of thicknesses for the drawing tools and for the borders that go around shapes. The current width is checked.

**O** *Palette:* presents 24 patterns that you can use for painting, drawing lines, and filling in enclosed parts of a picture.
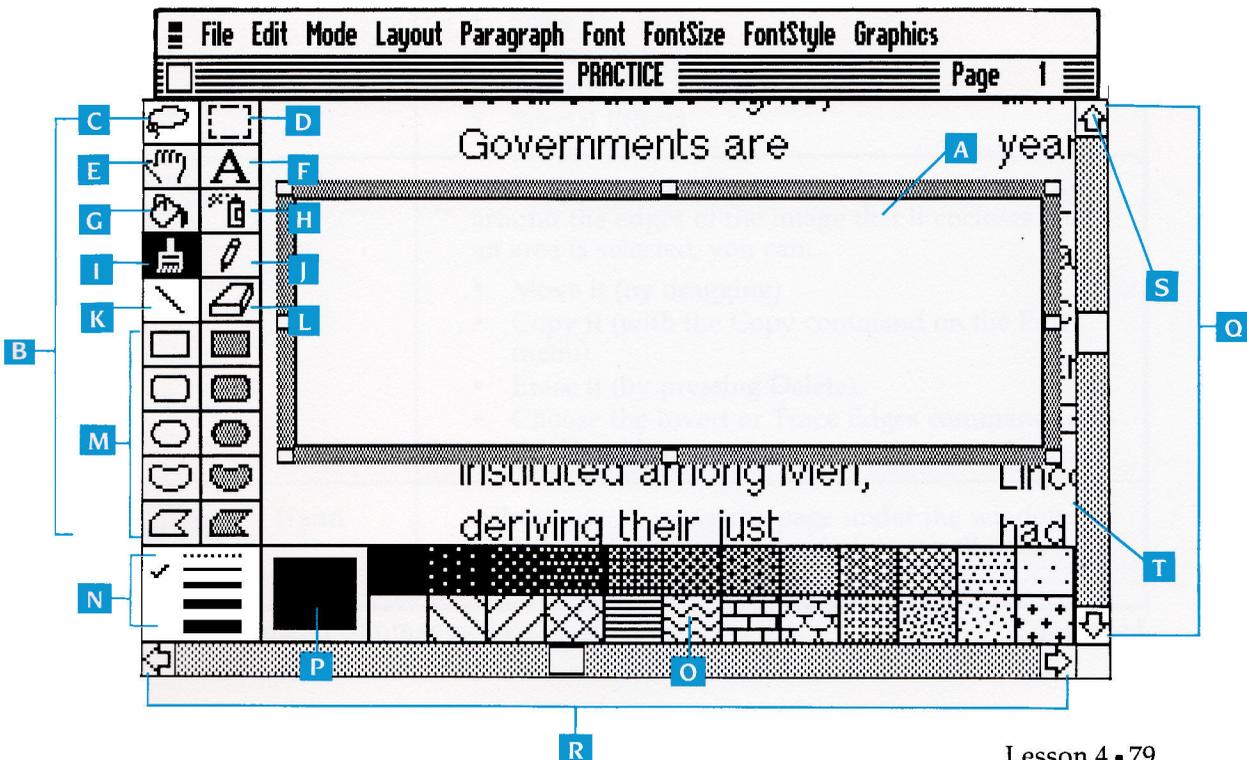
**P** *Current pattern*

**Q** *Vertical scroll bar:* moves the document up and down in the window.

**R** *Horizontal scroll bar:* moves the page from side to side.

**S** Click to scroll just a little bit; press to scroll continuously.

**T** Click anywhere in the shaded area to scroll a screen at a time.

# Creating your own illustrations

Springboard Publisher's graphic tools and commands allow you to create a tremendous variety of artwork. Even if you don't consider yourself an artist, you will be impressed by the quality of the artwork you can create. And best of all, using graphics mode is just plain fun!

## Experiment!

Now, go ahead and experiment with any or all of the graphic tools and commands. No matter what you do, you cannot damage your document, and everything that you do you can undo with an eraser or the Undo command. When you feel comfortable with what you are doing, you can attempt to imitate the artwork that appears in the sample on page 40, or you can create your own masterpiece.

Brief descriptions of the tools and commands appear below to help get you started. Read the descriptions if you like, or just experiment on your own. If you become fascinated with a certain feature, feel free to turn to the Reference manual to learn more about it, or to the Desktop Reference card for a listing of advanced graphics features.

# The toolbox

The toolbox contains icons, or picture symbols, that represent the graphic tools described on the following pages. To select a tool, all you have to do is click its icon, then move into the graphics frame and drag the pointer wherever you want the tool to take effect.

For example, to draw with the pencil click on the pencil icon, then move back into the frame. The pointer takes on the shape of a pencil. When you drag the pencil, you get a thin line that resembles what you would get if you drew with a real pencil on paper.

| Graphic Tools | Features |
|---|---|
| **Marquee** | Selects a rectangular area. Once an area is selected, you can:<br><br>• Move it (by dragging it)<br>• Copy it (with the Copy command on the Edit menu)<br>• Erase it (by pressing Delete)<br>• Choose one of these Graphics menu commands:*<br>• Flip Horizontal<br>• Flip Vertical<br>• Rotate<br>• Scale<br>• Trace Edges<br>• Invert<br>• Special Effects |
| **Lasso** | Selects an area. Unlike the marquee, it tightens up around the edges of the image that it encloses. Once an area is selected, you can:<br><br>• Move it (by dragging)<br>• Copy it (with the Copy command on the Edit menu)<br>• Erase it (by pressing Delete)<br>• Choose the Invert or Trace Edges command from the Graphics menu* |
| **Hand** | Allows you to move the page under the window. This tool can be used instead of the scroll bars. |

* The Graphics menu commands are described on page 84.  **Continued**

| Graphic Tools (continued) | Features |
|---|---|
| **A**    **Text** | Enters text into a graphics frame. By choosing the Formats command from the Font menu, you can choose a font, style, and size, as well as vertical and diagonal text. |
| **Paint bucket** | Fills an enclosed area with the current pattern. |
| **Spray can** | Sprays paint in the current pattern. |
| **Paintbrush** | Paints in the current pattern. |
| **Pencil** | Draws a thin line. |
| **Line** | Draws a straight line. |
| **Eraser** | Erases whatever you drag it over. Double - clicking the eraser icon erases everything in the graphics frame. |
| **Rectangle** | Draws rectangles. |
| **Rounded-corner rectangle** | Draws rectangles with rounded corners. |
| **Oval** | Draws ovals. |
| **Freeform shape** | Draws shapes of any form. |
| **Polygon** | Draws many-sided shapes. |
| **Line widths** | Determines the width of lines drawn with the line tool and the shapes. The dotted line width draws a filled shape with no border. |
| **Palette** | The palette has two dozen patterns you can use to add designs to enclosed areas anywhere within a frame. |

## Erasing your most recent action

Just as in page mode and text mode, you can use the Undo command ( ⌘–Z) to undo your most recent action in graphics mode. This is a terrific advantage; it means that you do not need to be cautious about experimenting with your illustrations. If you try something and don't like it, undo it!

## Erasing everything in the frame

When you want to clear the graphics frame and start over, all you have to do is double-click the eraser icon. And if you do that by mistake, you can choose the Undo command to bring everything back.

## Saving your work

When you start using the graphic tools, it can be easy to get absorbed in your work. But don't forget to save your document (using the Save command on the File menu) every 10 or 15 minutes. When the unexpected but inevitable power failure or computer breakdown occurs, you'll be glad you have made it a habit to save regularly.

# The Graphics menu commands

The Graphics menu opens up a whole new world for your artistic expression.

Feel free to try any or all of the commands now.

| Graphics Menu Commands | Actions |
| --- | --- |
| Zoom | Shows a pixel-by-pixel viewpoint of the frame. Helpful when you need to make detailed changes to your artwork. To get out of Zoom, choose the command again. |
| Scale | Resizes a marquee selection. |
| Flip Horizontal | Flips a marquee selection left to right. |
| Flip Vertical | Flips a marquee selection top to bottom. |
| Rotate | Rotates a marquee selection 90 degrees each time you choose the command. |
| Trace Edges | Draws an outline around the outside of a marquee selection. |
| Invert | Changes all the white pixels in a marquee or lasso selection to black, and all the black pixels to white. |
| Special Effects | Provides options that allow you to skew, distort, rotate, or change the perspective of a marquee selection. You've got to see these features to believe them! |
| Mirrors | Instructs the program to draw a mirrored image of whatever you draw with the paintbrush. |
| Brushes | Allows you to select from 35 different paintbrush shapes. |
| Edit Pattern | Lets you change any of the patterns to suit your needs. |
| Edit Brush | Lets you change any of the paintbrush shapes. |

# Importing artwork

No matter how accomplished you become with the graphic tools and commands, you will sometimes want to use professionally created artwork. The program allows you to import artwork from the WORKS OF ART series created especially for Springboard Publisher, from Springboard's Clip Art Collections, and from other graphics programs such as MousePaint.

You can import artwork into an existing graphics frame, or you can have the program create a graphics frame for you. The latter option is particularly helpful because the program creates a frame that is just the right size to enclose whatever piece of artwork you import.

For this lesson, we will have the program create a frame for the Fourth of July WORKS OF ART artwork that is included on your Master program disk. Here's how it works:

1. Display the part of the page where you want the artwork to appear. For large pieces of art such as this, it's easiest to import and position the artwork when you are in page mode. Choose the Page command from the Mode menu.

2. Choose the Import Graphics command from the Springboard menu. Select and open SAMPLE.ART from the file listing.

   The program displays the dialog box as shown below.

3. Choose WORKS OF ART from the File Format list and Sample1 from the File Name list. Then click the Open button.

   The program displays a screen full of artwork.
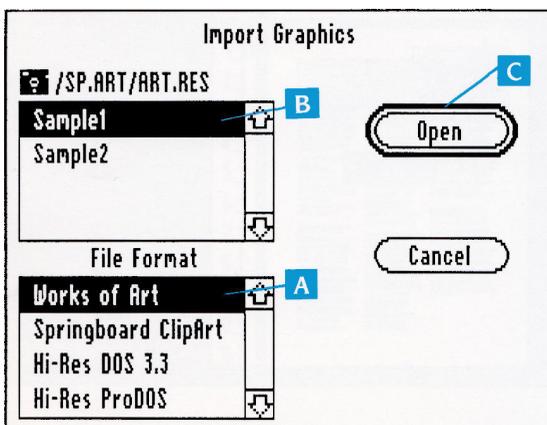
**A** Click the WORKS OF ART File Format . . .

**B** and the Sample1 File Name . . .

**C** then click the Open button.

4. Move the pointer to the American flag artwork and double-click.

   The program draws a marquee-like box around the artwork.

   If you do not see the flag, it means that you picked the wrong filename from the dialog box. Click the Close box (Mouse users) or press Esc (keyboard users), and repeat Step 3.

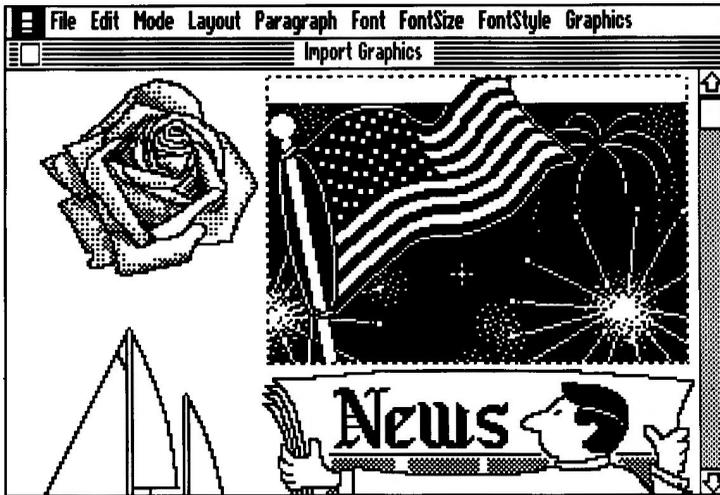5. Choose the Copy command from the Edit menu. ( ⌘–C)

   The program copies the artwork to the clipboard, then returns to the PRACTICE document.

6. Choose the Paste command ( ⌘–V) from the Edit menu. The program displays the frame it created for the artwork.

7. Move the pointer to the shaded area of the selection box, then drag the frame to the bottom right corner of the text frame so that the bottom and right boundaries of the graphics frame match those of the text frame. Release the mouse button when the rectangular area is in proper position.

   You can put a graphics frame anywhere on the page, even on top of another frame. Note that the text wraps around the graphics frame.

8. If you want to see how the flag looks on your page, switch to graphics mode by double-clicking the graphics frame containing the flag. In graphics mode, you may decide to move the frame so that it is precisely where you want it.

Move the pointer onto the flag and double-click. Then choose the Copy command from the Edit menu.
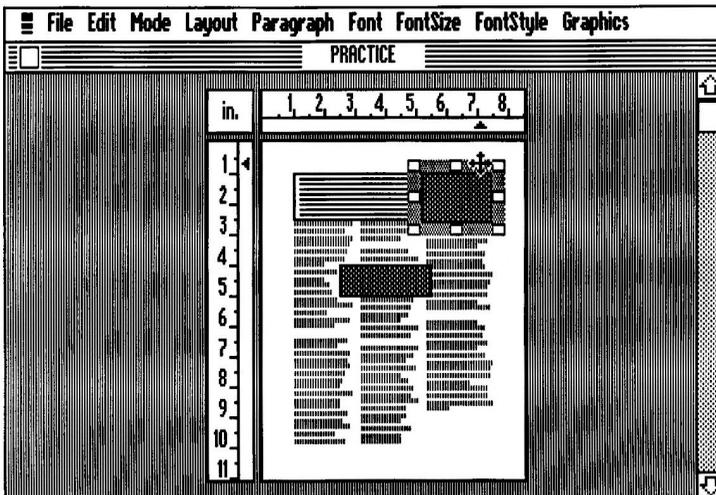


Drag the rectangular area here and release the mouse button.

# Saving your work

If you haven't saved your document in the last 15 or 20 minutes, do so now. Choose the Save command from the File menu.

# Summary

You have just completed your first document! All that's left to do is print it and admire the results.

In this lesson you have learned how to import artwork from other sources, and you have learned by trial and error about Springboard Publisher's graphic tools and commands. If you plan to use the tools and commands frequently, it would be helpful to read carefully all the information in the Graphics chapter of the *Reference* manual. The powerful features of graphics mode are easy to use, but there are several features you may not discover unless you read about them.

# Lesson 5:
# Printing a document

Printing a document is one of the easiest of all Springboard Publisher operations. Here's how it works:

1. Make sure the document that you want to print is displayed on the screen. If it isn't, you need to open it by using the Open command on the File menu.

2. Make sure that your printer is turned on, ready to print, and that your paper is ready.

3. Choose the Print command from the File menu.

   The program displays the Print Document dialog box. The dialog box is different for dot matrix and laser printers.

4. Double-check the options selected and change them, if desired.

5. Click the OK button or press Return.

   If something goes wrong while the document is printing, press Esc to stop the printer.

**A** By typing a number in this box, you can print more than one copy of your document.

**B** The From and To options in the Page Range area allow you to print only certain pages from a multi-page document.

**C** Continuous paper is the kind with little holes along the side that fit into your printer.

**D** A cut sheet is an individual piece of paper.

**E** Click here when all the settings are correct.

**F** Click here if you want to cancel the Print command and return to your document.

**G** Draft mode prints faster; Final mode looks better. (Not available on all printers.)

**H** You can print at normal (100%) size, reduce the printout to as little as 24%, or enlarge it up to 200%.

**I** Smoothing smooths the jagged edges that sometimes appear on graphics.

**J** When you choose Font Substitution, the printer replaces Springboard Publisher's fonts with similar fonts that are installed in the printer.

**K** Automatic prints all pages at once, taking paper as needed from the paper bin.

**L** Manual allows you to insert paper one sheet at a time.
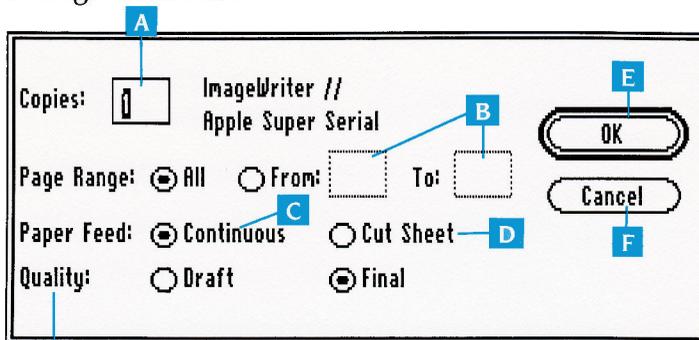


Dot–matrix printer dialog box
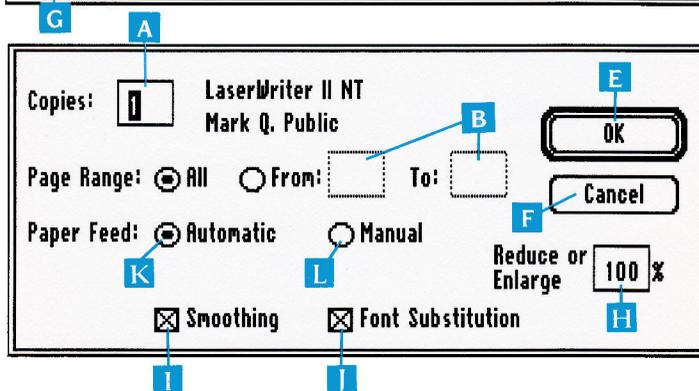


Laser printer dialog box

# Lesson 6:
# Closing a document

Springboard Publisher has two commands on the File menu to use when you are done working on a document. Read about each command, then choose the one that is best for you on this PRACTICE document.

- The *Quit* command lets you quit the Springboard Publisher application. Choose this command if you want to switch applications or turn off your computer.

  If you have made any changes to the document since the last time you saved it, the program asks if you want to save the changes before quitting.

- The *Close* command closes the current document and returns you to the desktop. This is the command to use when you want to stop working on one Springboard Publisher document and start working on another. Choose this command if you want to stop working on the PRACTICE document and start working on your own document.

  If you have made any changes to the document since the last time you saved it, the program asks if you want to save the changes before closing.

# Lesson 7:
# Opening a document

*Note:* The program should display the Springboard Publisher desktop. If it does not, start the program as explained in Everyday startup procedure, page 36.

At the beginning of this chapter you used the New command to start a new Springboard Publisher document. When you want to resume working on a document that is closed, you must use the Open command.

1. Choose the Open command from the File menu.

The program displays the Open dialog box. If you do not see your document listed, then scroll the list as described in the illustration below.

2. Move the pointer to the document name, so that it is highlighted.

3. Double-click the document name, or click the Open button, or press Return. The program displays the document in page mode.



**/DATA**

- FOOD
- EVENTS
- PARKING
- MUSIC
- MAILING
- PRACTICE
- BIRD.CLUB

Open

New Disk

Cancel
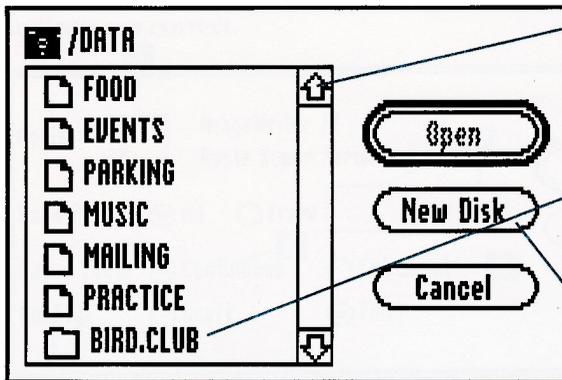
Mouse users: Scroll the list by moving the pointer to one of the arrows and holding down your mouse button.

Keyboard users: Scroll the list by moving the pointer to the top or bottom of the list and holding down the up or down arrow on your keyboard.

Click New Disk to search for your document on a different disk.

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