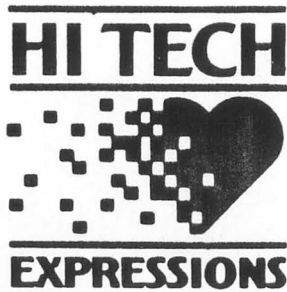


O.F.X.



PROGRAM GUIDE

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INTRODUCTION

The Print Kit is an exciting and unique printing program. Now you can design and print your very own posters, banners, greeting cards, and more, quickly and easily. The wonderful characters appeal to computer users of all ages. The program provides hours of unlimited entertainment.

Options include:

- Greeting cards, invitations, and announcements
- Signs, posters, and flyers
- Banners with variable letter sizes, borders, and graphics
- Stationery, letterhead, memos, note paper, and postcards
- Storybook pages
- **Plus:** Masks and puppets to color and assemble

You can create your own party invitation, or to reward a job well done. Your child can dictate a story and assign a favorite character to each page of a storybook. You can personalize announcements and note paper with your favorite pal. For a special birthday, make decorations or advertise a garage sale with a banner. The creative possibilities are endless.

So if you're ready for fun, let's begin!

USING THE PROGRAM

GETTING STARTED

This manual will help you understand how to use the different features of the Print Kit and will provide useful suggestions. Read the Reference Card included in the box for specific instructions on how to boot your system and to setup your printer. The Reference Card also contains a description of the command keys that run the program. Take a minute to review this card and keep it near your computer while using the program.

Remember to make a working copy of your disk. Refer to the manual that came with your computer for information about copying disks. Then, put the Master disk away in a safe place.

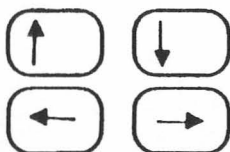
Important Note: The Printer Setup must be completed the first time you use the program. The setup information is stored on your disk; therefore, repeat this step only if you change printers.

Important Terms

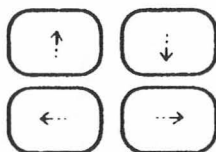
You need to know the following to use the menus:

Cursor. The cursor keys highlight your choices on each menu. Use these keys as the cursor keys:

For IBM Machines:



For Apple Machines:



For Commodore Machines:



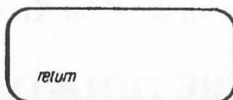
Initial Consonants and Vowels. On many menus, there is a letter to the right of a design choice. You can press this key to make your selection.

Select. Once your choice is highlighted, you must enter that choice. Use this key as the select key:

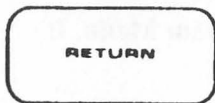
For IBM Machines:



For Apple Machines:

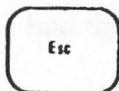


For Commodore Machines:

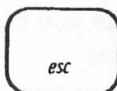


Escape. At this time, press escape to return to the previous menu. Use this key as the escape key:

For IBM Machines:



For Apple Machines:

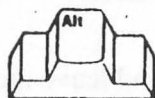


For Commodore Machines:



Command. The text editing functions require the simultaneous use of two keys: the command key and the appropriate editing key. Use this key as the command key:

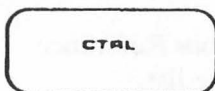
For IBM Machines:



For Apple Machines:



For Commodore Machines:



CREATE A CARD TUTORIAL

It's time to be creative. This section of the manual describes a step-by-step explanation of the program with illustrations that show you how to design a card.

Look at the Reference Card once more. Follow the instructions to boot your computer with the Print Kit working disk you have already made.

STARTING THE TUTORIAL

Main Menu

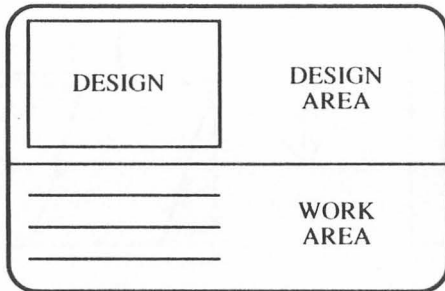
The first screen you see after the title screen is the Main Menu. It contains these choices:

- **Printer Setup** allows you to indicate which printer you will be using.
- **Cards** lets you create or edit greeting cards.
- **Signs/Stationery** lets you create or edit signs, letterheads and personalized stationery.
- **Banners** lets you create or edit large signs with a maximum length of 20 computer-paper pages.
- **Storybook** lets you create individual pages that can be fastened together to read and color.
- **Masks** lets you print out wearable masks of your favorite characters.
- **Puppets** lets you print out easy-to-assemble finger puppets.
- **Load A Saved Program** lets you edit a previously saved application.
- **Exit Print Kit** allows you to save your last design and leave the program.

Printer Setup. Select the Printer Setup Menu. See your Reference Card to make sure you use the correct printer from the list.

When the setup procedure is complete, you have the option to test your system. After running the printer test, the Main Menu reappears on the screen. Now you are ready to begin.

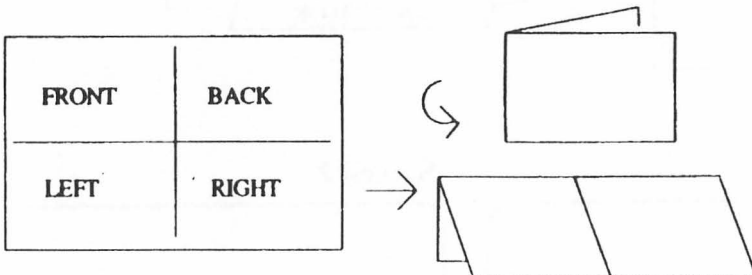
The Print Kit screens have this format.



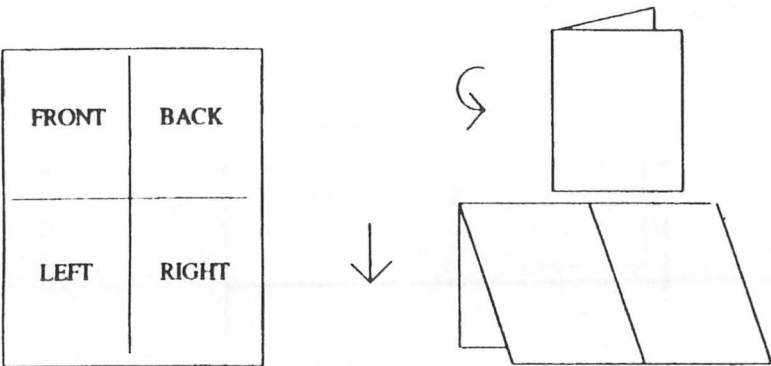
The screen is split in half. The top half is the design area. Each time you add or delete a feature, the change is represented here. The bottom part of the screen contains program menus and is where you enter and edit.

Creating a Card. Select the Card option from the Main Menu. Then choose the Create a New Card option. There are three card styles to choose from: a wide card, a tall card, and a tent card. The wide and tall cards are two-fold cards. See the illustrations below for clarification and folding instructions.

WIDE CARD

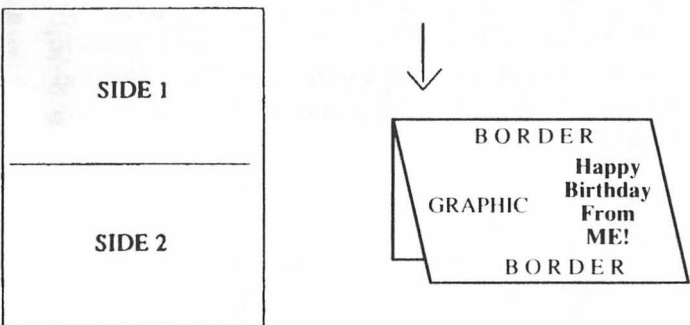


TALL CARD



For this lesson, select the Tent Card option. The following instructions will help you create this Tent Card:

TENT CARD



Screen 1

Create a new Card	C	Select Card option.
Edit Last Card	E	
Exit to the Main Menu	X	

Screen 2

Wide	W	Select Card type. See your manual for an illustration of each type.
Tall	T	
Tent	N	

You have completed the choices indicated in screen illustrations one and two below. Move the cursor to select each of the highlighted choices on screens three and four.

Screen 3

Yes

No

Y

N

Print on both sides?

Screen 4

Yes

No

Y

N

Should both sides be identical?

Important Note: If at any point in the design process you make a mistake, you can use the Escape key to undo your mistakes. The previous menu will reappear, allowing you to change your selection.

Screen 5: Notice the rectangle in the design area of your screen. This represents your tent card. You may choose to have no border, a half-inch border, or a one-inch border. Note that the size of the border limits the space available for your text. Choose the one-inch border size option as shown below.

No Border

Half-inch

One-inch

N

H

O

SIDE 1
Select border size.

Screen 6: There are several border display options. You can place a border around the entire card, on the left or right sides only, on the top or bottom only, on both sides, or on both the top and bottom of the card. Choose the top and bottom option, as shown below.

All Around

Left Side

Right Side

Top

Bottom

Both Sides

Top and Bottom

A

L

R

T

B

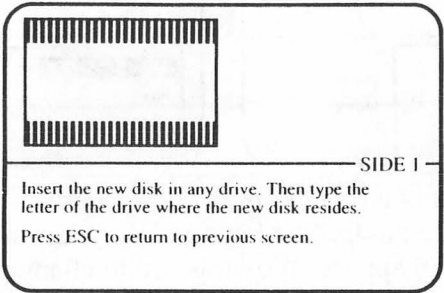
S

H

SIDE 1
Select border position.

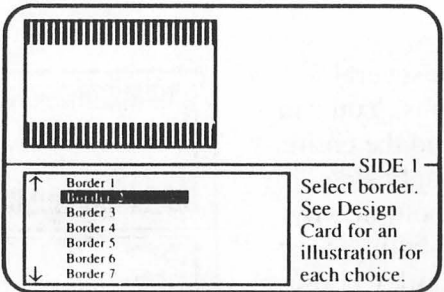
Notice that the border you have chosen is displayed on your screen as a bar at the top and bottom of the design area.

Screen 7: This screen asks for the number of the disk drive in which you have inserted the graphics disk. If you are using only one disk drive, press 1. If you are using two disk drives, press either 1 or 2, to indicate where you intend to insert the graphics disk.



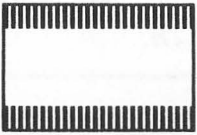
Important Note: If you are using an IBM computer, this screen does not appear automatically. This screen will only appear if you do not have a graphics disk in your drive. The IBM program disk is considered the graphics disk.

Screen 8: Now you must choose a border design for this example. Border 2 was chosen for this example. Move the cursor down the screen to view a list of the border choices. Select the border option of your choice and press the Enter or Return key.



Important Note: You can use a shortcut to move through this long list. Simply type in any letter of the alphabet and the cursor will move to the border choices on the list beginning with that letter.

Screen 9: Now you must choose the size for your graphic. Depending on the option you select, the graphic will fill either the entire space available on your card (Big), half the available space (Half), or one-quarter of the available space (Quarter). Or, you can choose the two-inch or one-inch graphic size options which describe the width of the graphic. Select the Two-inch option.



No Graphic

Big

Half

Quarter

Two-inch

One-inch

N

B

H

Q

T


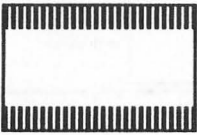
O

SIDE 1

Select graphic size.

Important Note: Some graphics are not suitable to be printed in smaller sizes. To view the graphic choices, see the Design Card.

Screen 10: Now you will choose a graphic for the front and back of your card (remember, in Screen 4 you selected the option that prints the same border, graphic and text on each side of the card). *The cursor keys allow you to move the graphic. Use the cursor keys to review the list of graphics until you see the name and number of your choice. Or, type the first letter of the selected graphic name to move quickly through the list. Press the Enter or Return key.*



↑

Graphic 1

Graphic 2

Graphic 3

Graphic 4

Graphic 5

Graphic 6

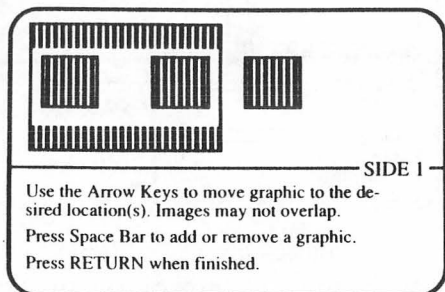
Graphic 7

↓

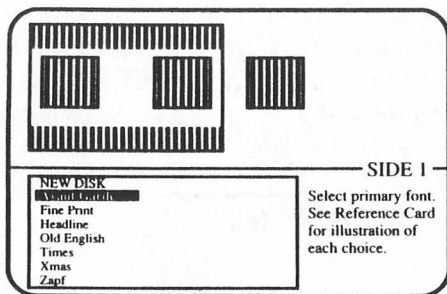
SIDE 1

Select graphic. See Design Card for an illustration of each choice.

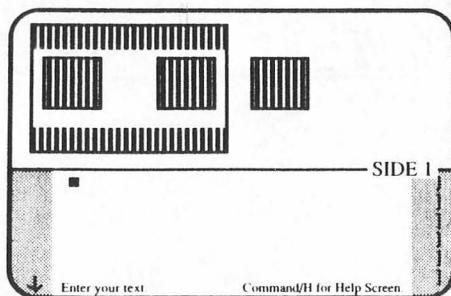
Screen 11: Now you must place the selected graphic in the location you desire. The Space Bar places or removes a graphic from a location on the design area. You may place your graphic in as many locations as you like, but they cannot overlap. *Use the cursor keys to position the graphic in the top left corner of the design area and press the Space Bar. Now, use the cursor keys and move to the top right corner of the design area. Press the Space Bar to place the graphic in this location. Press the Enter or Return keys to go on.*



Screen 12: Now you must select the primary font (type face) for your design. Move the cursor to select Avant Garde and press the Enter or Return key.



Screen 13: After choosing the primary font, the Text Editor screen appears.



You can select the other design features you want to see on your card such as text styles, text size, justification (Left, right, and center), and fonts (as many as four). Three of the design features are set to a default mode. Your text automatically formats according to the following conditions:

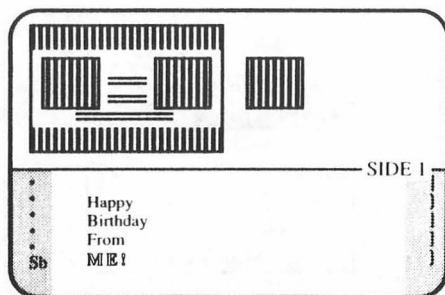
Text Style: Normal

Text Size: One

Justification: Centered

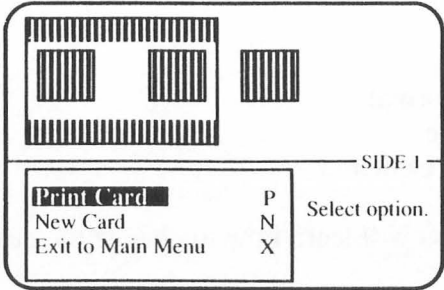
In the next step, you will learn how to change the default selections.

Screen 14: Now you are ready to enter text on your card. You must press the Enter or Return key after typing each line of text or when skipping a line. Each time you type a line of text, a representation of it will appear in the design area. *Press Enter or Return and type "Happy" on line 2. Then type "Birthday" on line 3, type "from" on line 4, and type your name on line 5.*

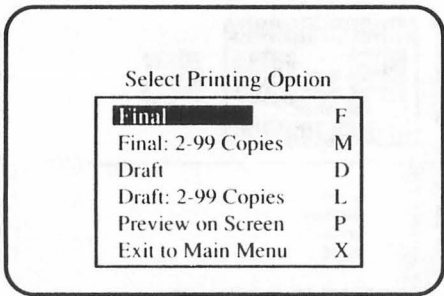


Now move the cursor back to line 5. *Press the command and F keys to change the font. Then, press your command and G keys to designate Headline as font selection b. Now, add the Shadow text style by pressing the command and S keys. Press the command and X keys to exit the Text Editor.*

Screen 15: You are now ready to print your Tent Card. Make sure the printer is properly connected to your computer and that the paper is properly aligned. *From the print option menu, select the Print Card option.*



Screen 16: *From the print option menu, select F (final) for high quality printing. If you select D (draft), your printout appears lighter, but requires less printing time. (For IBM users: the P command prints out your design on the screen for preview). You can stop your printer by selecting Q (quit). Please be patient, printing takes time.*



Important Note: If you use a laser printer, always select D (draft) to print. F (final) will print your creation in miniature.

ADDITIONAL FEATURES OF THE TEXT EDITOR

This section contains additional information about the Text Editor. The Tent Card you have just designed used the basic features of the Print Kit. You will discover many more possibilities when you experiment with the other powerful design features the program has to offer.

The features assigned to each line of the text in a design are represented in the columns that appear on each side of the Text Editor screen. The illustration below shows where an indication of each design feature will appear.

VERTICAL SCROLL	TEXT STYLE	FONT	HORIZONTAL SCROLL		HORIZONTAL SCROLL	TEXT SIZE	JUSTIFICATION
--------------------	---------------	------	----------------------	--	----------------------	--------------	---------------

The program default settings do not appear on the screen. They are as follows:

Font: Assignment to Font a

Text Style: Normal

Text Size: One

Justification: Centered

Fonts. It is possible to use four fonts in a single design. Each of the font choices is assigned a letter (a-d). You select the primary font, Font a, before entering the Text Editor. This selection becomes the default mode for your design.

To assign or change fonts, first press the command and F keys. You will notice the letter in the left hand column of the Text Editor changes from b through d each time you execute the command. Then, to assign a font to each letter, press the command and G keys. The Font Menu appears. Now, choose the font you would like to use. Repeat this procedure for each of the four assignments you intend to use. You may change the fonts in your design the same way.

The following illustration shows the seven font choices provided by the Print Kit.

Fine Print
Avant Garde
Headline
Times
Old English
Zapf
Xmas

Text Styles. You can enhance your text by using different text styles. It is possible to change the text styles for each line of text. Press the command key and the letter for the style you would like to use. The letter in the text style column of the Text Editor indicates your selection. The following list illustrates the seven text styles provided by the Print Kit.

Normal
Bold
Italic
Outline
Jazz
Shadow
Raised

Text Size. The program allows you to vary the text size in your design. To increase the size of text, press the command and A keys. To reduce the size of text, press the command and Z keys. The number of text lines that will fit in your design will vary according to your border and text selection.

There are three text sizes available for cards, signs, and stationery:

Size 1
(three-eighths inch)

Size 2
(three-fourths inch)

Size 4
(one and one-half inches)

There are eleven text sizes available for banners. Be sure to watch your design area to make certain both your design and text fit on the banner.

Important Note: When creating multi-line banners, you must assign text sizes to each line; otherwise they will not print.

Important Note: If the color of a text line changes when you are entering text, it means you have entered more text than the line can accommodate. The text must be shortened before you can leave the Text Editor. You may want to try moving some text to the following line. Or, you may need to reduce the text size.

Justification. To justify a line of text on the left margin, press the command and L keys. To justify text on the right margin, press the command and T keys. To center a Line of text, press the command and C keys.

Vertical Scroll. If an up or down arrow appears in the text editing columns, it indicates that there are available lines above and/or below your text. The number of lines available depends on the amount of space left over after you have chosen the border.

Horizontal Scroll. If an arrow pointing to the left or right appears, it indicates that some of the text has moved off the screen. Though you cannot see it, this text still exists. This occurs most often when designing multi-page banners. To see this text, simply move the cursor to the end of the line.

ADDITIONAL EDITING FEATURES

Masking Text. When you overlay text on a graphic, press the command and M keys. This function highlights your text on the printout, making your text easier to read. Press the two keys again to turn off the highlighting.

Special Note for Commodore Users: Press the command and K keys to mask and unmask text.

Help Screen. Press the command and H keys for a quick reference of the available design features and their command keys.

Exiting the Text Editor. Press the command and X keys to exit the Text Editor. You can also exit the Text Editor by pressing the Enter or Return key on the last line available for entering text. Remember, you cannot exit the Text Editor if a line of text is too long.

EXPERIMENTING WITH DESIGN OPTIONS

After completing the *Create a Card Tutorial*, you are ready to make any of the many designs available in the Print Kit.

Keep in mind that there are many ways to add flair to your creations. Try some of the following suggestions:

- 1) Use different colored printer paper.
- 2) Use colorful markers or crayons to highlight your designs.

Let us know about your projects. Send us some samples of your creative printouts, so we can pass the ideas along!

SIGNS

There are three sign formats to choose from: vertical, horizontal, and half-page.

The procedure for creating a sign is similar to the one used to design a card. First, choose a border and graphic. Then enter your text.

Experiment with the text editing options: fonts, text style, type sizes. For instance, try the Raised or Shadow text style to enhance your design. Use the Reference Card for a quick review of available fonts and styles.

BANNERS

The length of your banner is determined by the type size and length of your text. It is possible to print a banner up to twenty pages long! The largest type size creates the longest banner. You can also print bumper stickers, small signs and postcards by using the smaller type sizes and adjusting the length of your text.

Select the Banner option from the Main Menu. Choose a border and design.

Select a graphic and position it at either end of your banner. You may want to flip the graphic so as to enclose the banner text as if with bookends. Note that your graphic will be the same height as your text.

Now, type in the text. The number of lines available depends on the presence and size of a border. Note that as you increase the type size, you reduce the number of text lines available.

The Print Kit offers eleven type sizes for banners: Sizes One through Nine, Large (L) and Extra-Large (X). Note that when you enter the Text Editor, the first line is already set on Size One and all the other lines are set on Size Zero. A text line will not printout if it set on Size Zero, thus you must assign a type size to each text line before printing.

STORYBOOKS

Select the Storybook option from the Main Menu to create story, activity or coloring books. Each page of the book must be designed and printed before starting a new one. Try using the Size Two type size for your text. It provides large, legible letters, especially appropriate for young children. After all the pages are printed, assemble them into a book.

PUPPETS

Select the Puppet option from the Main Menu. Choose the puppet you want to printout. Your printout will consist of two pages — the front of the puppet and the back of the puppet. Use crayons or magic markers to color the puppet. Then use scissors to cut it out.

To make a finger puppet, glue, tape, or sew around the edges of the puppet, leaving a hole at the bottom.

To make a stick puppet, first construct the finger puppet, then stuff it with cotton or newspaper. Insert a stick half-way into the stuffed puppet, then glue, tape or sew the bottom edge.

MASKS

Select the Mask option from the Main Menu. Choose the mask you want to printout. Use crayons or magic markers to color the mask. Use scissors to cut it out. Fasten a piece of string or elastic to the insides of the mask. Adjust the string or elastic so it holds the mask snugly against your face.

ACTIVITY SUGGESTIONS

The Print Kit contains hours of entertaining projects that computer users of all ages can enjoy. The activities described below are suggestions to help you get started.

BE CREATIVE

All of your Print Kit projects will be enhanced by adding some color and personal creativity. There are many ways to beautify your projects. Start by using colored paper or a colored ribbon. Then try using felt-tip markers, colored pencils, crayons, pastels, water colors, glitter, etc. to add your own personal touches.

LET'S HAVE A PARTY

For special occasions, name cards will add some distinction to your party table. Use the Card option to create a Tent Card for each place setting. Experiment with different borders and type faces for each name.

Then use the Sign option to make place mats for each diner. Use different graphics to personalize the place mat for each person at your party.

If you are planning a special meal, why not design a menu using the Size option. Pick a deliciously interesting border. Then list and describe the appetizer, main course, beverage and dessert.

CARDS FOR ALL OCCASIONS

It's fun to send cards to your friends and relatives. Use the Card option to make Birthday Cards, Party Invitations, Thank You Notes, Graduation Announcements, Holiday Cards, and much more.

Use the Design Card to find an interesting and appropriate graphic for the occasion and for the recipient of the card. Experiment with different borders and different fonts. Your friends and relatives will love to receive your individualized cards created with the Print Kit.

Pen Pals. It's fun to have a Pen Pal in a far-away place. Many kids have Pen Pals in different countries from all over the world. Ask your teacher at school how you might get a Pen Pal. Then design a special card for your Pen Pal. Find out what kinds of things your Pen Pal likes to do, and design a special card for your far-away friend.

SIGNS

Stationery. Choose the Sign option to make your own stationery. Select a special graphic that matches your personality, and print it at the top of the paper next to your name and address. You may also want to add an attractive border. Print on colored paper, and you will have some truly exceptional stationery.
(When printed, the Sign will fill exactly one computer page).

Announcements/Posters. Is there an important event that you want your school or community to know about? The Print Kit is the best way to capture everyone's attention. Bake sales, musical events, school plays, sporting events, a car wash, church outings, will all be well attended if you let your pals tell everyone the time and place.

Travel Photo Albums. Do you have any photos from a recent trip? If so, you can organize them in a beautiful travel book. Design each page with a border and choose one of your favorite pals to accompany you on your travels. Mount photographs of your trip in the designated sections of your travel album.

Report Covers. A great way to spice up your school reports is to make special report covers! Use the Sign option. Choose an interesting graphic, then type your name, your grade, the subject and the report title. Color the graphic as needed.

BANNERS

Special Events. Banners are a great way to advertise a school or community event. Does everyone in your school know about your class play? Make a large-lettered banner, and the entire school will know just where and when the event will occur.

Celebration Banners. There's always a cause for celebration. Did one of your parents receive a promotion? Was your sister the star in the school play? Did your dog graduate from obedience school? Make a banner celebrating the special accomplishment. It's a great way to let someone know that you care.

STORYBOOK

Personal Diary. A diary is a great way to remember all of the things that you have done. It's also a great way to express your feelings about your friends and family. Each day, pick out one of your pals, and tell him your thoughts for the day.

Joke Book. The characters are about the funniest bunch of characters around. Use the graphics to create funny scenes. Work with your friends to write a funny caption at the bottom of the page.

PUPPETS

Puppet Plays. Put on your own show! Write a play that involves your favorite characters. You may want to make multiple puppet copies of the same character, but have them wearing different outfits.

Rehearse your play, and practice using different voices for each of the characters. Once you have learned your lines, you will be ready to perform! Invite your friends and family to see your play.

Board Game Pieces. Do you have a favorite boardgame? You can make your own pieces for the game by using the Puppet option. Make a stick puppet as described above. Then place the stick in a small lump of clay so that it stands by itself. Now you can play your boardgame with the help of your pals.

TROUBLE SHOOTING

If you have trouble using the program or printing your designs, complete the following checklist:

- 1) Make sure the printer is turned ON.
- 2) Check all cables and connections, and be sure that your printer has been "selected".
- 3) Turn the printer OFF, then ON again.
- 4) Try the printer setup test (see Reference Card) if you are not certain you have chosen the correct setup.
- 5) Be sure you have an ample supply of printer paper, and that the paper is aligned in your printer correctly.
- 6) When designing banners, if your text does not print, check to make sure you have assigned a type size to each line.
- 7) If you are still unable to solve your problems, or if your printer is not listed on the Reference Card or Printer Setup, please send the name of your computer, the printer model number, the command summary from your printer manual, the printer manufacturer's name and address as well as your name, address, and daytime telephone number to:

ADT-Technical Department
1700 NW 65th Avenue, Suite 9
Plantation, FL 33313

Reorder Information. Send \$5 for each replacement disk or manual. Be sure to specify which disk or manual you would like to receive. Remember to include the name and model number of your computer and printer. Send a check or money order to:

Reorder Department
Hi Tech Expressions, Inc.
584 Broadway, Suite 509
New York, New York 10012

