

THE NEWSROOM • PRO™



User's Manual

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◆ How to use this manual

There are two ways to approach the User's Manual. One way is to start with the tutorial. It's a kind of expanded Guided Tour. The tutorial takes you step-by-step through the creation of a sample one-page newsletter that incorporates most of the advanced features of The Newsroom Pro. When you finish the tutorial, you can turn to selected chapters and learn in greater detail about all of The Newsroom Pro's features.

If you would prefer to learn in detail about the program's features, and to do some creative experimentation along the way, then you can start at the Photo Lab chapter and work your way through. You can read a little bit at a time, or you can plow through the whole thing in one sitting. When you're done, you can do the tutorial as a way to review what you've learned.

The User's Manual is organized into the following chapters:

Introduction: What you can do with The Newsroom Pro; how to use the keyboard.

Setting Up and Running: Installing the program on your computer; startup and exit instructions; setting up your printer.

The Photo Lab: Creating photos and personal clip art; using graphic tools and clip art.

The Banner: Creating the banner for your newsletter.

The Copy Desk: Entering text and loading photos into a column; choosing a page layout; loading ASCII files; loading files from *The Newsroom*.

The Press: Printing The Newsroom Pro files.

The Wire Service: Sending and receiving The Newsroom Pro files via modem.


Appendix A: Data File Management: Detailed information on filenames; saving, loading, and deleting files; the directory structure created on a hard disk.

Appendix B: The Tutorial: Step-by-step instructions for creating a sample one-page newsletter.

Clip Art Catalog: Pictures of the clip art available on the three clip art disks.

Conventions

As you read the instructions in the User's Manual, keep in mind the following conventions:

- The names of special keys on the keyboard, such as ENTER () and CTRL, are shown in SMALL CAPITAL LETTERS.
- When there are instructions to Enter something from the keyboard, that means you should type the appropriate text, then press the ENTER key.
- When you must type some specific text, that text is shown in **bold type**.
- When you must hold down one key and, at the same time, press some other key, the keys are connected with a hyphen.
Example: CTRL-L
- Information that applies only to users of floppy disk systems is shaded in grey.
- Information that applies only to users of hard disk systems is shaded in blue.

Chapter 1

Introduction



In this chapter...

- What you can do with The Newsroom Pro
- The Picture Menu
- The elements of a newsletter
- Icons
- How to use the cursor
- How to use the keyboard

Sample newsletter

Design, create and print professional newsletters with sophisticated results.

Choose your layout: letter or legal sized, with or without a banner.

Compose an entire column of text and graphics at one time.

Create distinctive banners with extra large type.

Choose from five different type styles including headline and body copy sizes.

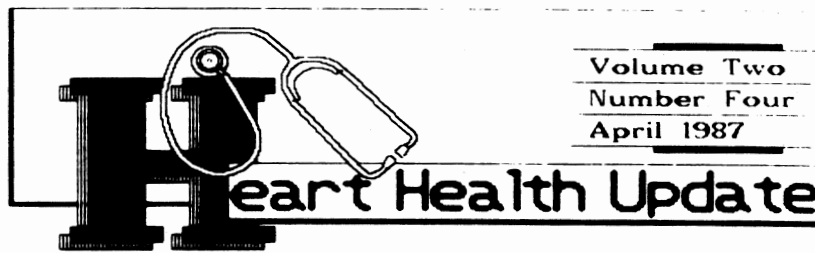
Choose from five different line spacing settings.

Choose from over 2000 pieces of ready to use clip art.

Resize, flip and overlap clip art.

Create pictures, even charts and graphs with powerful drawing and editing tools.

Text automatically wraps around graphics and flows between columns.



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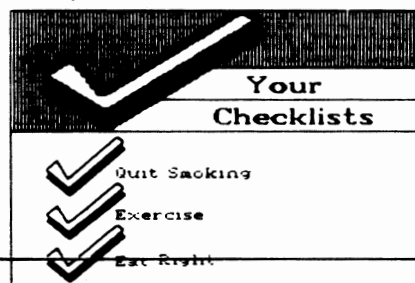
The way we live makes a difference.

You already know that heart disease is a major health problem in this country. More American adults die from heart attacks and strokes than from any other cause. But maybe you didn't know that 9 out of 10 premature heart attacks and strokes could be prevented.

Researchers have identified three major risk factors for heart and blood-vessel disease that are related to the way we live:

- cigarette smoking
- high blood pressure
- high cholesterol levels

Fortunately, each of these factors is within your control.



Smoking: Help yourself or a friend kick the habit. Most smokers know that cigarette smoking can cause lung cancer. What you may not know is that smokers are twice as likely to die from heart and blood-vessel (cardiovascular) disease as from cancer.



But, quitting is worth the effort. Your body starts to repair itself the day you quit smoking. Consequently, your risk of dying suddenly from a heart attack or stroke is reduced.

Exercise, on a regular basis, may help reduce or prevent the development of heart attack and stroke risk factors. Add more physical activity to your daily routine by walking, climbing stairs, stretching, or aerobic and other steady movement activities.



At night, two of the major risk factors for heart disease, cholesterol and high blood pressure, are affected by what we eat.

Saturated fats affect cholesterol levels, while sodium increases blood pressure. Reduce your intake of these substances today.



**What can you
do with
The Newsroom Pro?**

The Newsroom Pro helps you create a great variety of publications, including newsletters, brochures, flyers, and forms. With The Newsroom Pro, you can spread the news about your business, school, club, or family.

The Newsroom Pro enables you to direct all the activities necessary to create a newsletter. When writing your stories, you can use The Newsroom Pro's sophisticated text editor or import ASCII files from other sources. And to illustrate your stories, you can choose from more than 2000 pieces of clip art or use the program's graphic tools to create your own artwork.

Building on the proven success and reliability of its predecessor, *The Newsroom*, The Newsroom Pro was created to take advantage of the power of IBM personal computers. If you have been using The Newsroom, you will find The Newsroom Pro to be a familiar friend who has made some noteworthy improvements. If this is your first meeting with Newsroom products, you will be pleasantly surprised at the program's powerful yet easy-to-use features.

The Picture Menu

When you start up The Newsroom Pro, the first thing you see is the Picture Menu. The Picture Menu displays each of the five departments, as well as an Exit option for when you want to return to DOS. When you select one of the departments, the Picture Menu disappears and you advance to the selected department.



The elements of a newsletter

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

A front page also has columns, where photos and text appear. On inside pages, which do not have a banner, the columns are longer. You create photos in the **Photo Lab**, and then combine them with text in the **Copy Desk** to make the columns that comprise a page.

The Copy Desk is also the department in which you define your page layout, which includes the size of the paper (8½" × 11" or 8½" × 14") and the presence or absence of a banner.

When you have finished creating your newsletter, you can send it to a dot matrix or laser printer in the **Press**. Finally, in the **Wire Service**, you can use your modem to send banners, photos, or entire pages to other users of The Newsroom Pro.

Icons



Selecting an icon

Each of the three "creation" department—Banner, Photo Lab, and Copy Desk—has a menu composed of picture symbols, called icons. Each icon represents a specific function or tool. Sometimes, selecting an icon will reveal another menu of options.

Several of the icons are common to all three departments. For example, there is a garbage can icon, selected when you want to get rid of all the text and graphics on the screen. And there is a disk icon for when you want to save your work or load into the work area a previously saved file. In all there are 16 icons. The Quick Reference Guide provides an excellent overview of the icons available in each department.

There are two ways to select an icon. You can:

- Move the cursor (using the arrow keys or a mouse or joystick) until it points to the icon you want to select, and then press `ENTER` or the selection key on your mouse or joystick.
- Press the function key assigned to the icon. The function key name (F1-F10) appears to the left of each icon.

The cursor



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

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

The keyboard

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

Function	Key	Banner	Photo Lab	Copy Desk	Description
Select	ENTER	X	X	X	Use ENTER to: <ul style="list-style-type: none"> ■ Select the icons or items from a menu or list of options. ■ Select the point where you want to begin using one of the graphic tools. ■ Pick up or drop a photo or clip art. Instead of the ENTER key, you can use the designated function key to select an icon or an option on a menu.
	Function keys	X	X	X	
Small steps	SHIFT-ARROW	X	X	X	By holding down the SHIFT key and an arrow key at the same time, you can move the cursor in very small steps. This allows for precise positioning of photos and clip art, and for detailed, accurate drawings.
Leap	CTRL-L	X	X	X	Pressing CTRL-L makes the cursor Leap from the work area to the icon area and back again. It's a great time-saver.
Move/Enter toggle	ALT	X	X		Press ALT to ALTERNATE between cursor movement mode and text entry mode. When you are drawing with one of the graphic tools, hold down ALT while you are drawing, and release it when you want to move to another part of the work area. With the magnifying glass, hold down ALT to turn pixels on and off, and release it when you want to move to another part of the work area.
Delete	BKSP DEL			X X	Use BACKSPACE to delete the character to the left of the cursor, and use DEL to delete the character on which the cursor rests.
Cancel	ESC	X	X	X	In almost any menu or list of options, you can press ESC to cancel what you are doing and start over.
Audio	CTRL-A	X	X	X	As the cursor moves from one item to another in a list of options, it makes a faint clicking sound. You can turn this sound off and on by pressing CTRL-A.
Quick scroll	PG UP PG DN HOME END	X X X X	X X X X	X X X X	The quick scroll keys move you rapidly from one place to another. PG UP moves you part way toward the beginning of a list or work area; HOME takes you all the way back. PG DN takes you part way to the end of a list or work area; END moves you all the way to the end.
Column scroll	CTRL-S			X	Press CTRL-S to move onto the scroll bar. From there, you can move the cursor to highlight the part of the column that you want to appear in the work area.

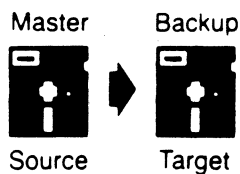
Chapter 2

Setting Up and Starting



In this chapter...

- How to set up The Newsroom Pro on your computer
- How to start The Newsroom Pro
- How to exit from The Newsroom Pro
- How to set up your printer



Before you begin

1. Make backup copies of the Master Program disk and Clip Art disks.

Use the DOS (Disk Operating System) command DISKCOPY with the master disk as the source disk and a blank disk as the target disk.

Note: When you DISKCOPY the Clip Art disks, you will receive an error message similar to "Unrecoverable read error on Side 0, track 39." This is not dangerous; your backup disk will be perfectly usable.

When you have finished making the backup disks, use the DISKCOMP command to verify that the system made the backups correctly. Then, put the master disks in a safe place. Always use your backup disks when running The Newsroom Pro.

2. Format a floppy disk for data file storage.

Each individual banner, photo, and page that you create is contained in its own file. These files are called "data files," because they are made up of the data that you enter into them.

Data files should be stored on one of your own floppy disks, not on the program disk or a clip art disk. A single floppy disk can hold many data files.

To be on the safe side, you should have two disks ready to go so that you can make backup copies of the files you create. A backup disk is cheap but effective insurance against the accidental loss of valuable data.

The program will create a directory for data files on your hard disk, but it is a good idea to back up this directory on a floppy disk.

Note: Information that applies only to floppy disk systems is shaded in grey; information that applies only to hard disk systems is shaded in blue.

Chapter overview

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



Setting Up

This section explains how to install the program on your computer. There are instructions for floppy disk systems, RAM disk systems, and hard disk systems. Setup is a one-time procedure and should take you only a few minutes.



Starting

This brief section provides instructions for daily startup of The Newsroom Pro.



Exiting

This section explains how to leave The Newsroom Pro and return to DOS.



Setting up your printer

This section explains how to make The Newsroom Pro compatible with your printer.

1 Setting up

To set up The Newsroom Pro is to prepare it to run on your computer. The program disk includes a setup procedure that makes setup a quick and easy operation. Setup is a one-time procedure: once it's done, it's done. You would need to repeat the setup procedure only if you changed your system configuration by installing another disk drive or by adding a cursor movement device such as a mouse or a joystick.

The setup procedure consists of a series of screens that request information about your computer system. All you have to do is select the options that best describe your system.

The first seven steps apply to all computer systems. From there the procedure varies, depending on whether or not you have a hard disk.

Setup steps for all computers

1. Boot up your computer (if necessary) and get the DOS prompt.

On most computers, the DOS prompt is A> for floppy systems and C> for hard disk systems. Those symbols are used throughout the User's Manual.

2. Insert your backup program disk in drive A.

If you do not have a backup program disk, see *Before you begin*, page 10.

3. Enter **A:SETUP**

This loads and starts the setup program.

4. From the Main Menu, select Proceed to set up Program disk.

5. From the Computer Selection screen, select the option that describes your system.

6. From the Joystick or Mouse Configuration screen, select the option that describes your system.

7. From the Hard Disk Configuration screen, select the option that describes *how you intend to use* your system.

If you intend to run **The Newsroom Pro** off a RAM disk, select the No hard disk option.

If you have a hard disk but do not want to use it to run **The Newsroom Pro**, select the No hard disk option.

What you do next depends on your system configuration:

- Go to Step 8, *Setting up on a floppy disk system*, page 14, if your response on the previous screen indicated that you do not intend to run **The Newsroom Pro** from a hard disk.
- Go to Step 8, *Setting up on a hard disk system*, page 15, if your response on the previous screen indicated that you do intend to run **The Newsroom Pro** from a hard disk.

Setting up on a floppy disk system

8. The program asks how many floppy drives your system has. Indicate the number of mechanical drives only; do not count RAM disks.
9. The program displays the RAM Disk Configuration screen.

If you do not have a RAM disk: Press ENTER

If you have a RAM disk with at least 300K free memory: Enter your RAM disk designation. Another screen, Data Disk Drive Selection, appears. Enter the letter of the drive to be used for your data disk. In multi-drive machines it can be any drive except drive A, because clip art disks must reside in drive A. Clip art cannot be loaded into a RAM disk.

The setup procedure is done. Proceed to Starting, page 16.

Setting up on a hard disk system

8. The program displays the Floppy Disk Configuration screen.
Enter the number that indicates how many floppy drives your computer has.

If you have one floppy drive, the system immediately begins to copy The Newsroom Pro to your hard disk.

If you have more than one floppy drive, the system displays the Data Disk Drive Selection screen. Enter the letter of the drive that you want to use for data disks. When that's done, the system copies The Newsroom Pro to your hard disk.

9. Any time after the setup procedure is done, you may copy one or more of the clip art disks to your hard disk. You can always access clip art from its floppy disk, but it is faster and more convenient to do so from your hard disk.
 - a. If you are not in the NRPRO directory, enter **CD\NRPRO**
 - b. Put a clip art disk in drive A.
 - c. Enter **COPYART**
 - d. Clip art files are copied to the directory **\NRPRO \CLIPART**. When the disk has been copied, the program asks if you want to copy another clip art disk to the hard disk. Enter **Y** or **N**.

Appendix A, Data File Management, contains a description of the directory structure created by The Newsroom Pro.

Starting

Floppy disk or RAM disk startup

1. Boot your system and get the A> prompt.
2. Insert your backup copy of the program disk into drive A.
3. Enter **PRO**

The program will start. You'll see the Springboard logo, followed by the Picture Menu.

Note to RAM disk users: When you see the Picture Menu, you can take out the program disk and insert a clip art disk in drive A.

Hard disk startup

1. Boot your system and get the C> prompt.
2. Enter **CD\NRPRO**
3. Enter **NRPRO**

The program will start. You will see the Springboard logo, then the Picture Menu.

3 Exiting



EXIT F9

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

1. Return to the Picture Menu.
2. Double-select the Exit option.

There are two ways to double-select:

- Move the cursor to the Exit option and press ENTER or F9
or
- Press F9 twice when the cursor is on some other option.

4 Setting up your printer



Change setup

IEM Froprinter

Menu

Setting up your printer to work with The Newsroom Pro is a simple matter of selecting your brand of printer from a list displayed on the screen. Printer setup is a one-time procedure; once you have defined your printer, The Newsroom Pro remembers it.

1. Select Press from the Picture Menu.

The program displays a screen of printing options. At the top of the screen is the name of the printer currently set up.

If the printer name displayed *is* the name of your printer, you're all set. Go to Step 4.

If the printer name displayed *is not* the name of your printer, go to Step 2.

2. Select the Change setup option.

The program displays an alphabetical list of all the printers that can be used with The Newsroom Pro.

3. Select your printer.

Using the down arrow key, scroll through the list until the cursor highlights your printer, then press ENTER.

The program may ask you one or two questions about the printer's settings. If you're not sure of the correct responses, select the default setting.

4. Exit from the Press.

Select the Menu option.

You return to the Picture Menu. Your printer is ready to go.

Chapter 3

The Photo Lab



In this chapter...

- What you do in the Photo Lab
- How to recognize the Photo Lab icons
- Clip art
- Graphic tools
- How to add a caption to a photo
- How to take a snapshot
- How to save and load photos and personal clip art

The Photo Lab work area

Icon area

This is the area from which you tell The Newsroom Pro what you want to do. It shows the options available and the function keys used to select each of the options.

Work Area

This is the area in which you create your photos. The work area is the same width as a column, and about one-fourth as long. A photo can be as small as you can make it or as large as the entire work area.



The Photo Lab Icons

To select an icon use the designated function key, or move the arrow next to the icon and press *ENTER*.



Clip art accesses The Newsroom Pro's collection of ready-to-use artwork, as well as the personal clip art you create in the Photo Lab.



Resize enlarges or reduces a piece of clip art to whatever size you want it to be.



Flip flips a piece of clip art left to right or top to bottom.



The **crayon** accesses the Graphic Tools Menu from which you can select a drawing pen, a predefined shape, or a fill pattern. And if you make a mistake, you can select the eraser. The Graphic Tools Menu is also the place from which you select the font (type style) for a photo's caption.



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



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



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



The **disk** is used when you want to save the photo you've been working on or when you want to load into the work area a previously saved photo.

MENU

MENU returns you to the Picture Menu. If you have made any additions or changes to your photo, the program gives you a chance to save your work before you leave the Photo Lab.

OOPS

OOPS cancels your most recent action in the work area. Thus, you can remove something added or restore something deleted. And if you don't like what happens, you can select OOPS again to cancel your first OOPS.



The **Watch** appears at the bottom of the screen when the program is occupied with certain time-consuming operations. When the program is ready to accept your input again, the watch disappears.

What is a photo?



A photo is a picture that appears in a column of a newsletter. Artwork—whether it be clip art or something you make with graphic tools—cannot be put directly into a column; to appear in a column, artwork must first be created in the Photo Lab and saved as a photo.

A finished photo is placed into a column at the Copy Desk. Photos can be as small as you like, or they can be as large as the Photo Lab work area, which is the same width as a column and about one-fourth the length of a column.

The Newsroom Pro provides the tools you need to create photos that are just right for your newsletter. As you can see in the illustrations below, there are three elements that make up a photo. The elements are:

Clip Art

The Newsroom Pro comes with three disks containing more than 2000 ready-to-use illustrations from which you may choose. In addition, you can create your own "personal" clip art here in the Photo Lab.

Graphic Tools

A photo can include lines in a variety of thicknesses, boxes and circles, fill patterns that fill in an enclosed area with a design, and your own freehand drawings. A special Graphic Tools Menu displays your options.

Text

Text used to describe a photo is commonly referred to as a caption. The Newsroom Pro has five fonts, or type styles, from which you may choose.

Overview: How do you create a photo?

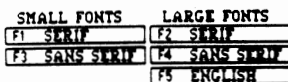
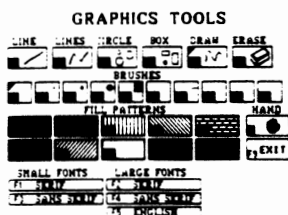


Photo creation is a six step procedure. Not all steps have to be followed for every photo; for example, you can make a photo that doesn't have any clip art. Brief descriptions of each step appear below; complete instructions appear on the following pages.

1 Put in clip art.

In this step, you access the desired clip art disk, pick up the piece of art you want, and return to the work area to position the art. At this time you may also **resize** the piece of art or **flip** it.

The Clip Art Catalog at the back of this book has illustrations of all the clip art.

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

Once you have positioned the clip art exactly where you want it, you can use the **magnifying glass** to make detailed changes, or the **graphic tools** to create your own artwork.

3 Enter text.

The first step in entering text is to select a font from the Graphic Tools Menu. Then all you have to do is drop the cursor where you want the text to start, and type away!

4 Take the snapshot.

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

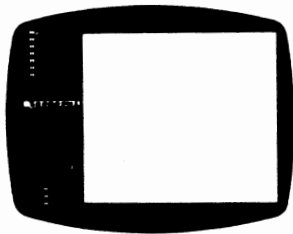
5 Save the photo.

You can save your work as a photo, and you can also save it as personal clip art. Photos ultimately appear in the columns of your newsletter; personal clip art is clip art and may be a component of a photo or of a banner.

6 Print the photo.

Complete instructions for each step appear on the following pages.

1 Put in clip art



Scrolling through the list:

- *Use the up and down arrow keys*
- *Use the quick scroll keys (Pg Up, Pg Dn, Home, End)*

1. Choose a piece of clip art from the Clip Art Catalog at the back of this book. Make note of which disk and page the art is on.
2. Insert that disk in the disk drive (if you have not loaded it onto your hard disk).
3. Select the clip art icon.

If you have loaded one or more clip art volumes onto your hard disk, select from the following options:

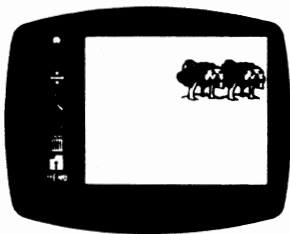
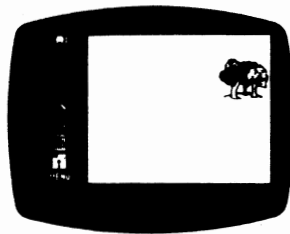
- The names of the clip art disks that you have loaded onto the hard disk.
 - Clip art on A:, selected if you want to access a floppy disk.
 - Personal clip art, a directory containing the clip art you create here in the Photo Lab. (This option appears only after you have created a piece of personal clip art.)
4. The screen displays an alphabetical listing of the clip art page names on the left side of the screen.

In addition to the page names, the list has three other items:

- New Disk, selected when you want to insert a different clip art disk (or access a different volume from the hard disk).
- Escape, if you want to return to the Photo Lab without selecting a piece of clip art.
- Clip Art A, a point of reference that indicates your relative position in the list. About halfway through the list, there is a Clip Art B entry.

Move the cursor (now appearing as an inverse bar) to the page name you want, and select it. That page of art appears on the screen.

The cursor stays in the list, so if the page does not have the clip art you want, you can select another page.



5. Move the cursor from the list onto the page. (You can use CTRL-L to make the cursor "Leap" from the list to the middle of the page.) The cursor takes the form of a hand.
6. Move the hand to the piece of art you want and select it.

The program returns to the work area with a *copy* of the piece of clip art. The original always stays on the clip art disk; it is never changed by any modifications you may make to the copy.

You can't see the cursor now, but it is carrying the piece of clip art.

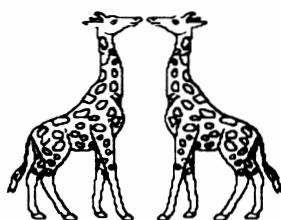
7. Position the clip art precisely where you want it, then drop it at that location.

If you are using the keyboard's arrow keys, you can use the SHIFT key to move the clip art in small steps.

If you move the piece of clip art off the left edge of the work area before dropping it, it disappears. Select the OOPS icon to make it reappear.

8. When you start to move the cursor after dropping the piece of clip art, a second copy of the clip art appears. This feature allows you to drop several copies of the same piece of clip art into the work area.
9. When you have as many copies as you want you can move the cursor back to the icon area, or you can select another icon from the work area by pressing its function key.

Flip the clip art or change its size



The piece of clip art you have selected may be *almost* exactly what you want, but it may be facing in the wrong direction, or it may be too big or too small. The Newsroom Pro provides two features to eliminate these problems.

The **Flip** icon flips a piece of clip art from left to right or from top to bottom.

Flip works on Newsroom Pro-supplied clip art and on the personal clip art you create. It does not work, however, on any artwork you add to the work area with the graphic tools or the magnifying glass. Therefore, if you want to flip a piece of clip art, do so *before* making any modifications to it.

1. Select the flip icon. The left-right function is activated; select again if you want to activate the up-down function.
2. Move into the work area; the cursor becomes a hand.
3. Move the hand to the piece of clip art you want to flip and select it. It flips!
4. If you want to move the flipped piece of clip art, select it again and drop it in its desired location.

The **Resize** icon lets you reduce or enlarge clip art. This lets you fit almost any piece of clip art into whatever space you have available.

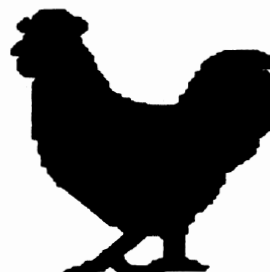
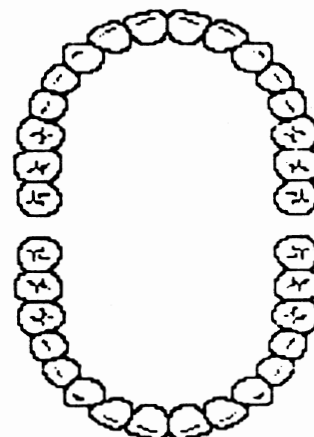
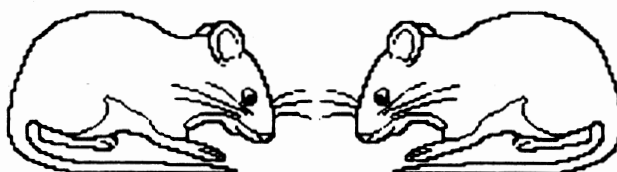
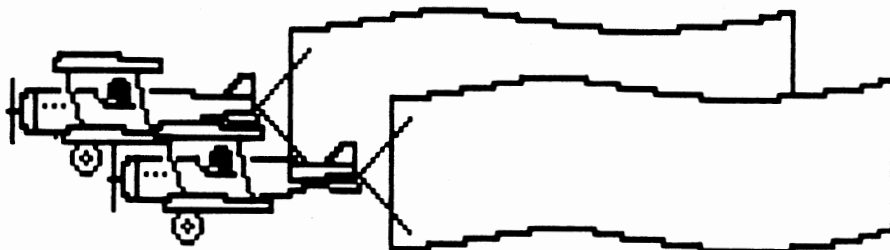
1. Select the resize icon and move into the work area. The cursor becomes a hand.
2. Move the hand to the piece of clip art and select it. A box appears around the clip art.
3. Using the cursor keys, change the size of the clip art until it looks the way you want it to, then select.

The watch icon appears at the bottom of the screen; wait until it disappears before continuing.

The layered effect

For a layered effect, you can put one piece of clip art on top of another. The piece on top hides, or masks, the piece on the bottom.

Here are some examples of layered, flipped, and resized clip art.



Modify the clip art or create your own artwork

Modifications to clip art, and creation of your own artwork, can be done with the magnifying glass and with the graphic tools. Both of these features are explained on the following pages.

But before you use either the magnifying glass or the graphic tools, make doubly sure that:

All the clip art you want is in the photo
It's the right size
It's facing the right direction
It's placed exactly where you want it

Here's why:

Clip art is the only element of a photo that can be moved, resized or flipped. Let's say you had a clip art map in the work area, and filled in Florida with a fill pattern. If you were to move the map, the fill pattern would not move with it.

You can eliminate the limitations of modifying artwork by saving your artwork as personal clip art. In this way, your artwork becomes clip art and can be moved, flipped, and resized.

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

1. Select the magnifying glass icon.
2. Move into the work area. The cursor takes the shape of a small rectangle. This rectangle encloses the area that will be magnified.
3. Move the rectangle to the area that you want to change and select it.

The work area makes a rather drastic change in appearance. What you see is a checkerboard of black and white squares representing the part of the work area enclosed by the rectangle. This screen demonstrates that the work area is actually composed of hundreds of individual dots. In computer language, these dots are called pixels.

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

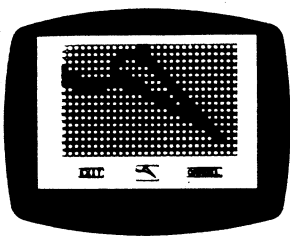
Notice the small box at the bottom of the screen. It shows the part of the work area that is being magnified. As you turn pixels on and off, the change is recorded in the small box as well as on the checkerboard.

4. Select the pixels that you want to change.

You can move around the checkerboard anywhere you want with the cursor keys. When you get to a pixel that you want to change, press **ALT**. (The **ALT** key **AL**ternates you between cursor movement and pixel changing.) For rapid change to several adjacent pixels, hold down **ALT** while you move the cursor.

5. When you have finished making changes, select the Exit box to return to the work area with your changes intact, or select the Cancel box to undo all the changes you have made.

If you select Exit, you can still cancel your changes by selecting the **OOPS** icon when you return to the work area.



The Graphic Tools Menu

The small triangle in the upper left corner indicates the active graphic tool.

The Drawing tools help you create predefined lines, boxes, circles, and free hand drawings. The eraser is also a drawing tool.

The brushes provide a variety of shapes and thicknesses for the drawing tools.

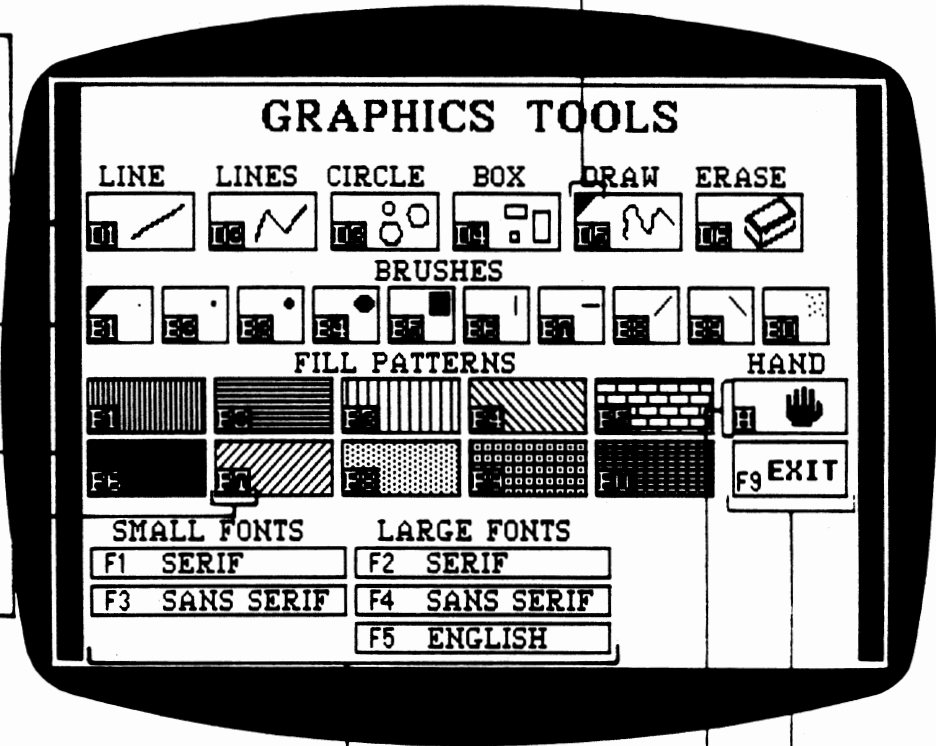
Fill patterns fill in enclosed areas with a pattern.

You can use the labels to select a tool without having to move the cursor.

The font options provide a variety of type styles for photo captions.

Use the hand to pick up and move clip art.

Select the Exit box to return to the work area.





The crayon icon opens up a whole world of artistic options. When you select it the program displays the Graphic Tools Menu, as shown on the opposite page.

There are two ways to select a graphic tool:

- Move the cursor to it so that it blinks, then select it, or
- Enter its label (B1 for small Brush, H for Hand, and so on).

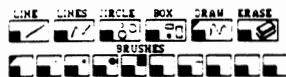
Each of the graphic tools is described below. If you prefer to know the rules before starting, read on. However, if you would rather learn how to use the graphic tools by experimentation, by all means go ahead. You can't hurt anything, and you'll certainly have a good time.

HAND



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

Immediately after moving a piece of clip art, you can select OOPS to return the clip art to its original position.



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

LINE



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

LINES



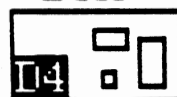
Lines draws a series of connected lines, the ending point of one being the starting point of the next.

CIRCLE



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

BOX



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

DRAW



ERASE



The **Draw** mode draws freehand, wherever you move the cursor.

1. Move the cursor to the point where you want to begin drawing.
2. Hold down **ALT** and move the cursor. The drawing takes shape.

Holding down **ALT** takes you out of the normal cursor mode and activates the drawing mode.

3. Release **ALT** when you are done.

This returns you to cursor movement mode. You can go to another part of the work area resume drawing, or you can select another icon.

You can use the **Erase** function to erase anything in the work area. Like the shapes and lines, the eraser is used in conjunction with one of the brushes. For big erasures, choose a wide-tipped brush; for detailed work use a smaller brush. (Detailed erasures can also be made with the magnifying glass, described above.) To use the eraser:

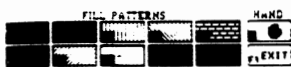
1. Move the cursor to the point where you want to begin erasing.
2. Hold down **ALT** and move the cursor over the art you want to erase.

Holding down **ALT** takes you out of cursor movement mode and activates the eraser.

The eraser can be a little tricky, because it becomes invisible while you are using it. It helps to move in small steps. If you lose track of where you are, release **ALT** to make the eraser reappear.

3. Release **ALT** when you are done.

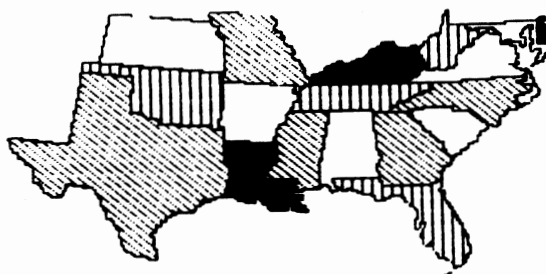
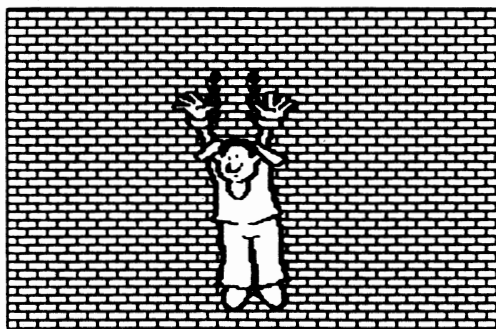
This returns you to cursor movement mode. You can go to another part of the work area and erase some more, or you can select another icon.



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

If you don't like the looks of the fill pattern, just OOPS it away before selecting a different icon.

If you think that you might want to use a piece of art both with and without a fill pattern, it's a good idea to save it both ways.





When you have completed the artistic part of a photo, you may want to enter some text (usually a caption). So that it will always remain together with its photo, a caption should be entered in the Photo Lab.

1. Select the crayon icon to access the Graphic Tools Menu.
2. From the Graphic Tools Menu, select the font you want. (The labels represent function keys.) Here is what the fonts look like:

Small Serif

Small Sans Serif

Large Serif

Large Sans Serif

English

3. Select the Exit box, then return to the work area; the cursor becomes a box the size of the chosen font.
4. Move the cursor to the spot where you want the text to start.
5. To enter text mode, press ALT. When you are dealing with text, ALT is the selection key because ENTER signifies a carriage return.

ALT is a toggle (on/off) switch. It alternates you between cursor mode and text mode. Cursor mode allows you to move to the place where you want to enter text; text mode allows you to enter text.

6. Enter the text. Keep in mind these characteristics of text mode:
 - If you reach the right edge of the work area, and continue to type, the next character (but not the part of the word that precedes it) will wrap around to the next line.
 - If you want to start a new line of text, press ENTER. The cursor will move to the space below the starting point of the text.
 - To correct a typing mistake, press ALT to return to cursor mode, move to the mistake, press ALT again to go back into text mode, and type over the mistake.
7. When you finish entering text, press ALT to return to cursor mode in the work area, or press CTRL-L to go back to the icon area.

4 Take the snapshot

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

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

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

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

3. When the box encloses the part of the work area that you want in the photo, press ENTER. The cropped area will be reversed for a moment (appearing similar to a photographic negative), signifying that the snapshot has been taken.

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

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

Photo tips

- For headlines and other special text, you may consider creating the text in the Photo Lab. In the example below, the oversized first character is actually a photo.

S moking: Help yourself or a friend kick the habit. Most smokers know that cigarette smoking can cause lung cancer. What you may not know is that smokers are twice as likely to die from heart and block-vessel (cardiovascular) disease as from cancer.



And in this example, text is combined with graphics created with the Line graphic tool to create a distinctive headline.

The way we live makes a difference.

- As you know, photos are loaded into the Copy Desk, where you enter the text for your newsletter. The Newsroom Pro automatically formats your text to wrap around your photos.

The columns in the Copy Desk are the same width as the work area in the Photo Lab. By making your cropping box enclose some extra blank space, you can prevent text from wrapping around your photo.

In the examples below, the dotted lines indicate where the cropping box was positioned when the photo was taken.

Exercise, on a regular basis, may help reduce or prevent the development of heart attack and stroke risk factors. Add more physical activity to your daily routine by walking, climbing stairs, stretching, or aerobic and other steady movement activities.



Exercise, on a regular basis, may help reduce or prevent the development of heart attack and stroke risk factors. Add more physical activity to your daily routine by walking, climbing stairs, stretching, or aerobic and other steady movement activities.



5 Save the snapshot

You must save a snapshot to disk immediately after taking it. Performing any other operation would cancel the snapshot, and you would have to take the snapshot again.

In general, saving a snapshot is a four step procedure, summarized below. The program provides clear, on-screen instructions. At every step of the way, there is a Cancel option to allow you to return to the work area without saving the file.

For a detailed look at the complete save procedure, including information on filenames and The Newsroom Pro hard disk directory structure, see Appendix A, Data File Management.



Save photo

Save clip art

1. Select the disk icon.
2. Select Save photo or Save personal clip art.

See page 39 for information on the similarities and differences between photos and personal clip art.

3. Decide where you want to save the file.

The best way to organize The Newsroom Pro data files is to keep all files for the same page of a newsletter on the same disk/directory.

If you have loaded clip art onto your hard disk, then personal clip art is saved automatically to the \NRPRO\CLIPART directory.

4. Enter a filename.

A filename can be up to eight characters long and should help you remember the contents of the file.

You cannot add a filename extension; that is done automatically by the program.

Loading a photo

To load a photo is to bring into the work area a previously saved photo so that you can make changes to it. When you load a photo, anything currently in the work area is erased from the screen.

As you may remember from the Take the snapshot step, a photo contains only what is in the part of the work area that you enclose with the cropping box. When you load a saved photo, however, everything from the work area is restored to the screen. In this way, the program enables you to re-crop a photo and include elements that you had previously cropped out.

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

As with the Save procedure, the program provides complete Load instructions on the screen. Here is a summary of the procedure; for complete instructions, see Appendix A, Data File Management.

1. Select the disk icon.
2. Select the Load Photo option.
3. Select the name of the photo that you want to load.

Loading personal clip art

Personal clip art can also be loaded into the Photo Lab work area. Because it is clip art, personal clip art is accessed by selecting the clip art icon.

Photo vs. personal clip art

When it comes time to save the artwork you create in the Photo Lab, it's a very good idea to save it both as a photo and as personal clip art. It takes only a few extra seconds, and it keeps your options open for future use of your artwork. The only disadvantage to saving your work in both formats is that it takes more disk space.

How are photos and personal clip art similar? How do they differ? There are two major similarities between photos and personal clip art:

- The appearance of the finished product: If you were to look at a printout of a piece of artwork, there would be no way to tell if it was personal clip art or a photo.
- Both photos and personal clip art can be loaded into the Photo Lab work area for editing.

There are two important differences between photos and personal clip art, however:

- You can load a photo into a column, but not into a banner; you can load personal clip art into a banner but not into a column.
- You can flip or resize personal clip art; you can't do either to a photo.

All of this information can be summarized in two statements and a table. The statements are:

- If you want to put your artwork in a column, save it as a photo.
- If you want to modify your artwork or put it in a banner, save it as personal clip art.

And here's the table:

Feature	Photo	Personal clip art
Components	Clip art graphics text	Same
Load into the Photo Lab	Yes	Yes
Load into a banner	No	Yes
Load into a column	Yes	No
Flip	No	Yes
Resize	No	Yes

6 Print the photo

If you are reading this manual for the first time, now is a good time to check your progress. The best way to do this is to print out a photo on paper.

1. Make sure your printer is turned on and on-line.
2. If you haven't already, complete the Printer Setup procedure as explained in Chapter 2, Setting Up and Starting.
3. If you haven't already, save a photo to disk. (It has to be a photo; you can't print a personal clip art file by itself.)
4. Return to the Picture Menu and select the Press.

If your photo is on a floppy disk, put the disk in the disk drive.

5. From the list of options, select Print photo.
6. Select the name of your photo.

The printing will start almost right away.

If you experience problems with your printer, turn to Chapter 6, The Press, for more information on setting up your printer.

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



In this chapter:

- The Banner work area
- The Banner icons
- Saving and loading a banner

The Banner work area

Icon area

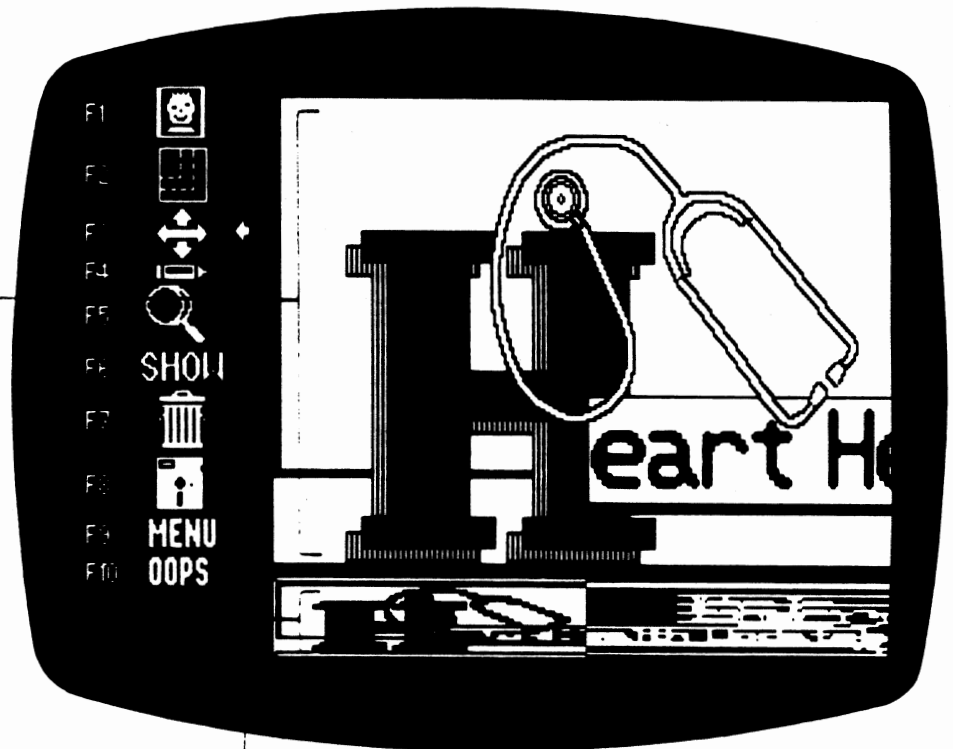
This is the area from which you tell The Newsroom Pro what you want to do. It shows the options available and the function keys used to select each of the options.

Work area

This is the area in which you create your banner. On the screen, you can see only about one-half of the total work area. As you put artwork and text into the banner, the work area scrolls horizontally.

Scroll bar

The scroll bar is a scaled-down picture of the entire work area. It shows which part of the work area is on the screen at any given time, and it provides a rough illustration of the contents of the entire banner.



The Banner icons

To select an icon use the designated function key, or move the arrow next to the icon and press ENTER.



Clip art accesses The Newsroom Pro's collection of ready-to-use artwork, as well as the personal clip art you create in the Photo Lab.



Resize enlarges or reduces a piece of clip art to whatever size you want it to be.



Flip flips a piece of clip art left to right or top to bottom.



The **crayon** accesses the Graphic Tools Menu from which you can select a drawing pen, a predefined shape, or a fill pattern. And if you make a mistake, you can select the eraser. The Graphic Tools Menu is also the place from which you select a font for text.



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

SHOW

SHOW displays on the screen a reduced version of the entire work area. This is a "view-only" feature: when Show is active, you cannot do any work on the banner.



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



The **disk** lets you save the banner you've been working on or load into the work area a previously saved banner

MENU

MENU returns you to the Picture Menu. If you have made any additions or changes to your banner, the program gives you a chance to save your work before you exit.

OOPS

OOPS cancels your most recent action in the work area. Thus, you can remove something added or restore something deleted. And if you don't like what happens you can select OOPS again to cancel your first OOPS.

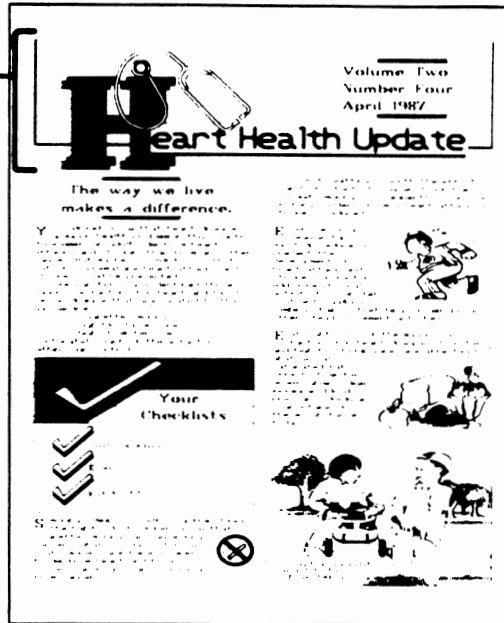


The **Watch** appears at the bottom of the screen when the program is occupied with certain time-consuming operations. When the program is ready to accept your input again, the watch disappears.

What is a banner?

The banner is the space at the top of the first page of a newsletter. It contains information such as the name of the newsletter, the issue number, the date, the name of the organization producing the newsletter, and perhaps a slogan.

The banner



As you can see from the illustration, a banner contains the same elements that are found in a photo: clip art, graphics, and text. Indeed, the process of creating a banner is very similar to that of creating a photo. There are only two major differences between creating a banner and creating a photo:

- You don't have to "take a snapshot" of a banner.
- In the Photo Lab, the entire work area fits on the screen. In the Banner, however, only about half of the work area fits on the screen. The Banner work area scrolls horizontally.

Moving around in the work area

The work area on the screen comprises about one-half of the total Banner work area. The Banner work area is twice as wide as the work area of the Photo Lab or Copy Desk, because when printed a banner is twice as wide as a column.

There are three ways to scroll the work area:

- You can move the cursor to the edge of the screen and continue holding down the right or left arrow key.

- You can use the "quick scroll" keys:

PG UP	scroll to the left
PG DN	scroll to the right
HOME	display the left half of the work area
END	display the right half of the work area

- When you are inserting artwork or text, and you reach the right edge of the screen, the work area scrolls automatically.

The scroll bar



The scroll bar at the bottom of the screen indicates what part of the banner is displayed in the work area at any given time. The active part of the banner is highlighted, and the part off-screen is shown in black.

When you select the final placement for text or artwork in the work area, a rough illustration of the text or art appears in the scroll bar.

Displaying the entire work area

You can display the entire banner on the screen, at about half its normal size, by selecting the **SHOW** icon. When **SHOW** is active you can look at your banner, but you cannot make any changes to it.






When you select **SHOW**, its icon changes to **WORK**, and only its function key (F6) is displayed. This is to remind you that you cannot work on the banner while you are in the **SHOW** mode.

SHOW

To return to working on your banner, press F6 or any other key.

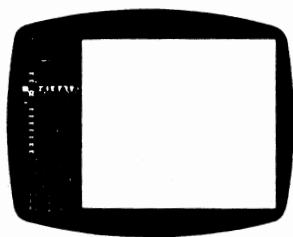
Overview: How do you make a banner?

Banner creation is a five step procedure. All steps are also performed when you create a photo. If you have completed the Photo Lab chapter, you will have a pretty good idea of how to do the same steps to create a banner. The steps are:

-  **Put in clip art.**
-  **Modify the clip art or add artwork of your own.**
-  **Enter text.**
-  **Save the banner.**
-  **Print the banner.**

Specific information on how to complete these steps appears on the following pages.

1 Put in clip art



*Scrolling through
the list:*

- Use the up and down arrow keys
- Use the quick scroll keys (Pg Up, Pg, Dn, Home, End)

1. Move to the part of the work area where you want to insert the piece of clip art.
2. Choose a piece of clip art from the Clip Art Catalog at the back of this book. Make note of which disk and page the art is on. Or, you may decide to put in a piece of your personal clip art.
3. Insert the appropriate disk in the disk drive.
4. Select the clip art icon.

If you have loaded one or more clip art volumes onto your hard disk, or if you have created any personal clip art, select from the following options:

- The names of the clip art disks that you have loaded onto the hard disk.
 - Clip art on A:, selected if you want to access a floppy disk.
 - Personal clip art.
5. The screen displays an alphabetical listing of the clip art page names on the left side of the screen.

In addition to the page names, the list has three other items:

- New Disk, selected when you want to insert a different clip art disk (or access a different volume from the hard disk).
- Escape, if you want to return to the Banner without selecting a piece of clip art.
- Clip Art A, a point of reference that indicates your relative position in the list. About halfway through the list, there is a Clip Art B entry.

Move the cursor (now appearing as an inverse bar) to the page name you want, and select it. That page of art appears on the screen.

The cursor stays in the list, so if the page does not have the clip art you want, you can select another page.



6. Move the cursor from the list onto the page. (You can use CTRL-L to make the cursor "Leap" from the list to the middle of the page.) The cursor takes the form of a hand.
7. Move the hand to the piece of art you want and select it.

The program returns to the work area with a *copy* of the piece of clip art. The original always stays on the disk; it is never changed by any modifications you may make to the copy.

You can't see the cursor now, but it is carrying the piece of clip art.

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

If you are using the keyboard's arrow keys, you can use the SHIFT key to move the clip art in small steps.

If you move the piece of clip art off the left edge of the work area before dropping it, it disappears. Select the oops icon to make it reappear.

There is no problem with moving clip art into a part of the banner that is not on the screen. You can move the clip art to the edge of the screen and continue pressing an arrow key, or you can use the quick scroll keys:

PG UP	scroll to the left
PG DN	scroll to the right
HOME	move to the left half of the banner
END	move to the right half of the banner

9. When you start to move the cursor after dropping the piece of clip art, a second copy of the clip art appears. This feature allows you to drop several copies of the same piece of clip art into the work area.
10. When you have as many copies as you want you can move the cursor back to the icon area, or you can select another icon from the work area by pressing its function key. If you want to flip or resize the clip art, now is the time to do so.

2 Modify the clip art or add artwork of your own

Once you have positioned clip art exactly where you want it, you can use the magnifying glass to make detailed changes to the clip art, or the graphic tools to create your own artwork. These features are explained in the Photo Lab chapter.

It's easy to extend a line or a box into a part of the banner that is not on the screen. As you move the artwork to the edge of the screen, the work area scrolls automatically.

If you think that you may want to...

- Move the artwork to another part of the banner
- Use the artwork again in a different banner
- Use the artwork in a column

...then you should create the artwork in the Photo Lab. *save it both as a photo and as personal clip art*, and then load the personal clip art into your banner.

The Banner font options

*Small serif,
regular scale*

It was a dark and stormy night.

*Small sans serif,
regular scale*

It was a dark and stormy night.

*Large serif,
regular scale*

It was a dark and stormy

*Large serif,
banner scale*

It was a dark

*Large sans serif,
regular scale*

It was a dark and stormy

*Large sans serif,
banner scale*

It was a dark

*English font,
regular scale*

It was a dark and stormy

*English font,
banner scale*

It was a dark

In addition to the five fonts that are available in the Photo Lab, the Banner also provides two *scale* options (regular and banner) to take advantage of the greater width of a printed banner. The illustration on the opposite page shows the actual size of the various fonts as they appear in a printed banner.

1. Select the crayon icon to access the Graphic Tools Menu.
2. From the Graphic Tools Menu, select the font and scale you want, then select the Exit box.
3. Move the cursor to the work area; the cursor becomes a box the size of the chosen font.
4. Move the cursor to the spot where you want the text to start.
5. To enter text mode, press ALT. When you are dealing with text, ALT is the selection key because ENTER signifies a carriage return.

ALT is a toggle (on/off) switch. It alternates between cursor mode and text mode. Cursor mode allows you to move to the place where you want the text to begin; text mode allows you to enter text.

6. Enter the text you want to appear in the banner. Keep in mind the following characteristics of text mode:
 - If you reach the edge of the screen, you can keep typing. The work area scrolls automatically.
 - If you want to start a new line of text, press ENTER. The cursor will move to the space below the starting point of the text.
 - If you reach the edge of the work area and continue to type, the next character (but not the part of the word that precedes it) will wrap to the next line.
 - To correct a typing mistake, press ALT to return to cursor mode, move to the mistake, press ALT again to go back into text mode, and type over the mistake.
7. When you finish entering text, press ALT to return to cursor mode. A rough representation of the text will appear in the scroll bar.

At this point, you may wish to select the SHOW icon to take a look at how your text fits into the banner.

4 Save the banner

Once you have finished creating a banner you must store it on a data disk directory. Then, at the Copy Desk, you can retrieve the banner and "paste it down" on the page.

In general, saving a banner is a four step procedure, summarized below. The program provides clear, on-screen instructions. At every step of the way, there is a Cancel option to allow you to return to the work area without saving the file.

For a detailed look at the complete save procedure, including information on filenames and The Newsroom Pro hard disk directory structure, see Appendix A, Data File Management.

1. Select the disk icon.
2. Select the Save banner option.
3. Decide where you want to save the banner.

The best way to organize The Newsroom Pro data files is to keep all files for the same page of a newsletter on the same disk/directory.

4. Enter a filename.

A filename can be up to eight characters long and should help you remember the contents of the file.

You cannot add a filename extension; that is done automatically by the program.

Loading a banner

To load a banner is to bring into the work area a previously saved banner. You would load a banner to complete work on an unfinished banner, or to make changes to a banner. When you load a banner, anything currently in the work area is erased from the screen.

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

As with the Save procedure, the program provides complete Load instructions on the screen. Here is a summary of the procedure; for complete instructions, see Appendix A, Data File Management.

1. Select the disk icon.
2. Select the Load Banner option.
3. Select the name of the banner that you want to load.

5 Print the banner

It's a good idea to print your banner right after you save it. This gives you a chance to make alterations to it before you print an entire page.

1. Make sure your printer is turned on and on-line.
2. If you haven't already, complete the Printer Setup procedure as explained in Chapter 2, Setting Up and Starting.
3. Return to the Picture Menu and select the Press.
If your banner is on a floppy disk, put the disk in the disk drive.
4. From the list of options, select Print banner.
5. Select the name of your banner.

If you experience problems with your printer, turn to Chapter 6, The Press, for more information on setting up your printer.

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



In this chapter...

- What the Copy Desk is
- How to recognize the Copy Desk icons
- What a column is
- How to select a page layout
- How to select a banner for a page
- How to enter text
- How to load and position photos
- How to save and load a page
- How to load ASCII text files
- How to load pages from *The Newsroom*

The Copy Desk work area

Position marker

Used only when you want to change the length of your columns.

Icon area

Shows the options available and the function keys used to select them.

Work area

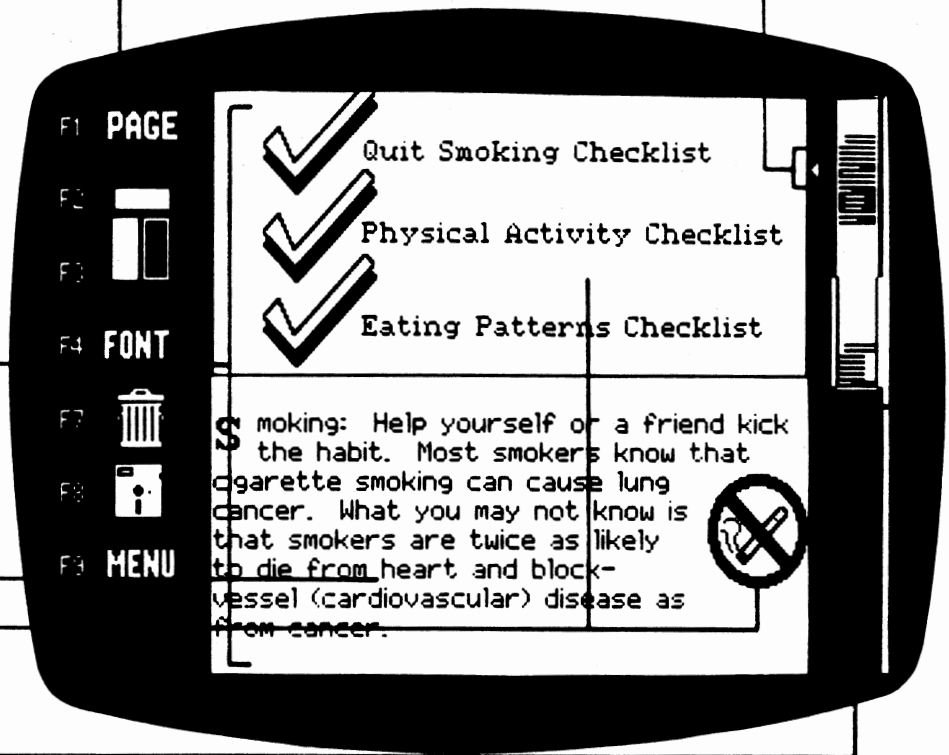
This is where you create a column. On the screen, you can see only part of the work area. As you put photos and text into a column, the work area scrolls up and down.

Text

Photo

Scroll bar

Highlights the part of the work area, that is on the screen at any given time.



PAGE



FONT



MENU

OOPS



The Copy Desk icons

To select an icon use the designated function key, or move the arrow next to the icon and press **ENTER**.

PAGE selects the page layout. The options are letter (8½" x 11") or legal (8½" x 14") paper, with or without a banner. All pages have two columns of equal width. The default is letter paper with a banner.

The **Banner** icon is used to specify the banner you want to appear on the page.

The **Column** icon is used to select which of the two columns you want to work in, and to copy, delete, and move text within and between columns. The active column is highlighted.

FONT is used to select a style of type. The Copy Desk offers the same fonts as the Photo Lab. The default is small sans serif.

FONT also sets line spacing, which is the amount of space between each line of type. You may specify a line spacing of from 0 to 4 pixels between each line of type. The default is 2 pixels.

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

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

Other options from the disk icon include loading ASCII files into a Newsroom Pro page, and loading pages from Springboard Software's program *The Newsroom*.

MENU returns you to the Picture Menu. If you have made any additions or changes to the page, the program gives you a chance to save your work before you exit.

OOPS cancels your most recent action in the work area. Thus, you can remove something added or restore something deleted. And if you don't like what happens you can select OOPS again to cancel your first OOPS.

The **Watch** appears at the bottom of the screen when the program is occupied with certain time-consuming operations. When the program is ready to accept your input again, the watch disappears.

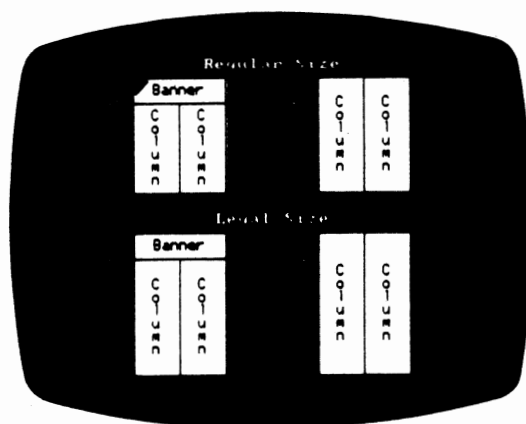
What is the Copy Desk?

The Copy Desk is the area where you create the pages of your newsletter. This involves selecting your banner and page layout, "pasting down" photos, and entering text.

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

What is a column?

A column is the area into which you load photos and enter text. Every page has two side-by-side columns. The length of a column varies, depending on your page layout (letter or legal paper, with or without a banner). The width of a column is the same for every page.



Moving around in the work area

The work area on the screen comprises about one-fourth of one column. There are four ways to scroll the work area:

- When you are inserting text, and you reach the bottom of the screen, the work area scrolls automatically.
- You can move the cursor to the top or bottom of the screen and continue holding down the up or down arrow key.
- You can use the "quick scroll" keys:

PG DN	Scroll down about one-fourth of the column.
PG UP	Scroll up about one-fourth of the column.
HOME	Display the top one-fourth of the column: press HOME again to move the cursor to the top of the column.
END	Display the bottom one-fourth of the column: press END again to move the cursor to the end of the column.

- You can press CTRL-S to move the cursor to the scroll bar. When the scroll bar is active, you can use the arrow keys or quick scroll keys to position the column before changing the display in the work area. When the desired part of the column is highlighted, press ENTER.

Moving from column to column

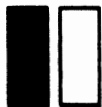


To move from one column to another, double-select the column icon.

You can do this either by pressing the F3 function key twice or by moving the arrow next to the icon and pressing F3 or ENTER.

Overview:
**How do you
create a page?**

PAGE



Creation of a page can take up to four steps, depending on what you decide to include. For best results, you should do the steps in the following sequence:

1) **Select a page layout.**

Selecting the PAGE icon lets you specify a page on letter- or legal-sized paper, with or without a banner.

Select a banner.

This step is necessary only if your page layout includes a banner.

Compose the columns.

This is a two-part step: entering text and putting in photos. The order in which you perform these operations depends on where you want the text and photos to appear. Even after you have entered text and photos, however, it's easy to move them around.

2) **Save the page.**

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

Detailed information on each step appears on the following pages.

↕ Select a page layout

PAGE

The page layout specifies whether you want to use letter (8½" x 11") or legal (8½" x 14") paper, and whether or not you want the page to have a banner.

The default is letter-sized paper with a banner, so if that's the layout you want, you can skip this step.

To choose a page layout, select the PAGE icon, then select the layout you want.

You can change your page layout even after entering text and photos onto the page. However, if you choose a shorter layout, and if there is too much data on the page for the shorter layout, then you will have to delete some data. Deleting data in order to fit a shorter page layout is described on page 75.

Select a banner

You need to do this step only if your page layout calls for a page with a banner.

1. Insert a data disk into the disk drive.
2. Select the Banner icon (F2). The program displays a list of the banner files on the disk, and two other options:
 - Escape, if you decide not to select a banner after all.
 - New Disk, selected if you don't find the banner you're looking for and you want to access a different disk. To save time, put a new data disk into the drive before selecting this option.
3. When you find the banner you want, select it.

1. Select the Banner icon (F2). The program displays a list of the banner files in the current directory, and three other options:
 - New Dir, selected if you want to access a different directory on the hard disk.
 - Drive A: (or whatever drive you specified during setup), selected if you want a banner that's stored on a floppy disk. When you activate the floppy disk drive, the program provides a New Disk option, allowing you to replace one data disk with another and resume your search.
 - Escape, if you decide not to select a banner after all.
2. When you find the banner you want, select it.

The banner itself never appears in the Copy Desk work area, but it will appear above the two columns when you print the page.

Changing banners

If, after selecting a banner for a page, you decide that you want a different banner, or no banner after all, select the banner icon again. The program offers the following options:

- Replace, if you want to select a different banner.
- Clear, if you want nothing to appear in the banner area.
- Escape, to keep the banner already selected.

3 Composing columns

Composing columns involves two major operations:

- 3 A Loading photos from disk (page 64)
- 3 B Entering text from the keyboard (pages 65-70), or from an ASCII file (page 79)

Text/photo entry sequence

The most efficient sequence in which to perform these operations depends on where you want your text and photos to appear. The advantage to using the most efficient sequence is that you will know how much column space you have used and how much is still available.

Follow these guidelines to determine when to enter text and when to enter photos:

- If the exact position of your photo is important to the layout of a column, then load the photo before you enter any text.
- If you want a photo to appear somewhere in the middle of a column, first enter the text that you want to appear above the photo. Next put in the photo, and then resume entering text.
- If you want a photo to appear at either the top or the bottom of a column, put it in before you enter any text into the column.

There will be times, of course, when you are not sure exactly where you want your photos to appear, or exactly how much space you'll need for text. In these cases, just go ahead and do things in whatever order seems best. Don't worry if your layout doesn't turn out perfectly the first time, because The Newsroom Pro has a very efficient and wonderfully easy method for rearranging photos and text.

Column entry sequence

You should always complete work in the left column before entering any text in the right column.

3 A Put in photos



Load photo



A column may contain as many photos as you can fit into it, but each photo must fit entirely within one column or the other. To make use of the most space possible, you should position a photo along the edges of a column.

The following steps explain how to load a photo from disk into a column.


1. Make sure the column in which you want the photo to appear is active. A photo cannot be moved from one column to the other.
2. Select the disk icon, then the Load photo option. The program will display the names of the photos on the current disk/directory, as well as options for changing to a different disk or directory. When you find the photo you want, select it.
3. When you return to the work area, the cursor will be a box the size of the photo you are going to load. Move the box to the location in the column where you want it to appear, and drop it there. The outline box is replaced by an image of the photo, and the cursor becomes a hand.


There is no problem with dropping a photo on top of the text you have entered. When you drop the outline box over the text, the text disappears momentarily, but then reappears around the photo.

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

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

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



 B Enter text

Define the type

The first step in entering text is to select the font and line spacing. These options are accessed through the FONT icon.

Select a font

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

Small Serif

Small Sans Serif

Large Serif

Large Sans Serif

English

The default font is small sans serif.

Only one small font and one large font may be used per column.

You can change the font style (but not the size) of text that has already been entered. For example, if you have entered some text in the small serif font, you can change it to small sans serif by selecting that font. Likewise, any large font can be changed to any other large font.

Select line spacing

Line spacing refers to the number of pixels of blank space separating each line of text. You can specify any number from 0 to 4; the higher the number, the more space between lines.

There can be only one line spacing setting per column; the default line spacing is 2 pixels.

To change line spacing, select F7 from the Font menu, then type the number you want. You can even change your line spacing after you have entered text.

When you have selected the font and line spacing, select the OK box to return to the work area.

Insert text into the left column

1. Select the font and line spacing, as described on the previous page.
2. Activate the left column, if necessary.

The active column is highlighted in the column icon (F3). To change from one column to the other, double-select the column icon.

3. Move into the work area and start typing.

When you move into the work area, the cursor will be a hand. (If you happen to move onto a photo the hand will blink, but that's important only when you want to move a photo.)

As soon as you start typing, the cursor changes from a hand to a box the size of the selected font. The text automatically begins at the upper left corner of the area that is not occupied by a photo. To start below that point, begin your entry with ENTER.

As you type, the text wraps automatically from line to line. You do not need to use the ENTER key except when you want to end a paragraph or add a space between lines.

When you reach the bottom of the work area and continue typing, the screen scrolls automatically until you reach the end of the column.

Indent or center

Text entry and editing tips

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

Blank lines

To insert one or more blank lines, such as between paragraphs, use the ENTER key.

Word wrap

A word that is too long to fit in the space remaining on a line normally wraps around to the next line. Especially when you are working in a small area around a photo, this can result in the loss of valuable space.

However, you can make use of this space by breaking up a word with a hyphen (the unshifted key above the letter P), followed by ENTER. Then continue typing on the next line.

Delete

- To delete one character at a time:

Use BACKSPACE to delete the character to the left of the cursor.

Use DEL to delete the character on which the cursor rests.

- To delete large amounts of text, see Block operations, page 73.

Insert new text at the end of existing text

1. Move into a non-text part of the work area.

When you are in a non-text area, the cursor is a hand. (If the hand is blinking, then you're on a photo, but that's OK.)

2. Start typing.

The new text will begin where the existing text left off. Most likely, you will want to start your text entry with ENTER or SPACE to put some blank space between the existing text and the new text.

Insert new text into the middle of existing text

1. Move to the point where you want to start inserting the new text.

The cursor will be a box the size of the selected font.

2. Start typing.

The existing text automatically reformats itself to make room for the new text.

What to do when you finish the left column

When you finish working in the left column and want to start the right column, you have two choices:

- You can make your text flow from the bottom of the left column to the top of the right column.

This is a good choice when you have an unfinished story in the left column that you want to continue in the right column.

To make the text flow, you must type at least one more character than will fit in the left column. The program will sound two low-pitched beeps to let you know this is happening.

The extra characters will flow into the right column, but the screen still displays the left column. Once you have typed an extra character or two, it's a good idea to switch to the right column so that you can see what you're doing.

- You can stop work in the left column, *before it overflows*, and start working in the right column.

This is a good option when you want to prevent text from flowing from the bottom of the left column to the top of the right column.

To activate the right column, double-select the column icon.

When you activate the right column, the program inserts a special character called a left-column break at the end of the text in the left column. The left-column break character consists of two vertical broken lines (||). Its sole purpose is to prevent text from moving from the right column back into the left column.

**Adding text after
a left-column
break**

**Deleting the left-
column break**

**Overfilling the left
column**

**Moving text to the
right column**

**Inserting vertical
broken lines as
regular text**

Left-column break tips

- You cannot enter text in the left-column past the point where the left-column break sits. To add text at the end of your existing text move the cursor to the left-column break character, so that the cursor is a hand, and continue typing.
- To reinstate the program's automatic column-flow feature, you can delete the left-column break. Move the cursor to the two vertical broken lines and press DEL twice.
- If you enter more text than will fit into a column that has a left-column break, the extra text will go to the top of the right column, and the left-column break will be deleted.
- If you want to force a paragraph from the bottom of the left column to the top of the right column, you can insert a left-column break at the end of the preceding paragraph.
To insert a left-column break move the cursor to the desired spot. The cursor must be a text cursor, not a hand. Then enter two vertical broken lines (next to the LeftShift key on most keyboards).
- Only *two consecutive* vertical broken lines *in the left column* signify a left-column break. As long as you don't type it twice in succession, you can use the vertical broken line if you want to enter that character into the left column. And in the right column, two consecutive vertical broken lines have no special significance.

Insert text into the right column

What to do when you reach the end of the right column

1. Activate the right column.
2. Select the font and line spacing, if you want them to be different from what you specified for the left column.
3. Move into the work area and start typing.

When you move into the work area, the cursor will be a hand. (If you happen to move onto a photo the hand will blink, but that's important only when you want to move a photo.)

As soon as you start typing, the cursor changes from a hand to a box the size of the selected font. The text automatically begins at the upper left corner of the area that is not occupied by a photo. If you want to start below that point, begin your entry with ENTER.

When you reach the bottom of the work area and continue typing, the screen scrolls automatically until you reach the end of the column.

4. If you reach the end of the right column and continue to type, the program will beep, indicating that there is no more room. To continue your text, you'll have to save the page and start a new page.

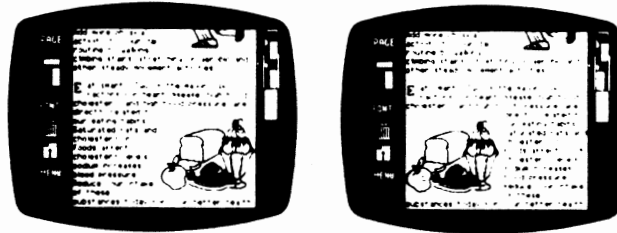
Any extra characters you type will go into an off-screen buffer. If you delete some text or a photo, thereby opening up some space in the column, then the overflow text will reappear at the bottom of the column.

Rearranging photos and text

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

To move a photo after text has been entered:

1. Move the cursor onto the photo (so that it becomes a blinking hand).
2. Pick up the photo. The text disappears for the moment, and the cursor becomes a box the size of the photo.
3. Drop the box where you want the photo to be. Both the text and the photo reappear.



When you move a photo, however, you may change the amount of space available for text, and it's possible that part of the text will no longer fit inside the column. What happens to the "overflow" text depends on which column you are in.:

- If you are in the right column, then the overflow text is put temporarily in an off-screen storage buffer.
- If you are in the left column, the left column will fill to capacity, and overflow text will go to the top of the right column. This may cause some text in the right column to overflow into the off-screen storage buffer.

For suggestions on dealing with the text in the storage buffer see Overflow text, page 72.

Overflow text

If you enter text or a photo into a full left column, the "overflow" text will move from the bottom of the column to the top of the right column.

If you enter some new text or a photo onto an almost-full page, it's possible that some of the existing text will no longer fit on the page. If this occurs, the program will beep to indicate that the text has overflowed the right column. The program stores overflow text in a storage buffer that you cannot see on the screen.

There are four things you can do:

- If there are photos on the page, you may be able to move them into a location that will allow more room for text. See *Rearranging photos and text*, page 71.
- You can rewrite or delete part of the text to make the story fit in the space available. See *Block operations*, page 73, for information on deleting large amounts of text.
- You can accept the page as it is, and re-type the overflow text onto a new page. (There is no way to move the overflow text onto another page.)
- You can select a smaller line spacing setting. Decreasing the number of pixels between each line of type may free up the extra space you need.

Block operations

Define a block

A **block** of text is any part of the total text in a column that you select for some specific purpose. A block includes beginning and ending points and all the characters in between.

Once you have defined a block of text you can delete it, move it, or copy it within or between columns.

1. Move into the text area so that the cursor becomes a box.
2. Press **ALT** to select the character at one end of the block. That character is highlighted.

(When you're working with text, **ALT** is the selection key because **ENTER** is used as a carriage return.)

3. Move the cursor to the other end of the block and select that character, too. Now, all the characters in the block are highlighted.

After you have defined a block:

To delete a block, press **DEL**.

To copy a block—to leave it where it is *and* repeat it elsewhere in the column:

1. Press **CTRL-C**
2. Move the cursor to the new location.

To copy the block at the end of the existing text, move the cursor out of the text area so that it becomes a non-blinking hand.

3. Press **CTRL-W**

To help you remember which keys to use, think of **CTRL-C** as *Copying* the block, and **CTRL-W** as *Writing* the block in its new location.

Delete

Copy within a column

**Copy a block
from one
column to the
other**

**Move within a
column**

**Move to the
other column**

Undo

To leave the block in its column *and* put a copy of it in the other column:

1. Press CTRL-C
2. Double-select the column icon (F3) to activate the other column.
3. Move the cursor into the work area, to the point where you want to copy the block.
4. Press CTRL-W

To move a block (sometimes referred to as "cut and paste"):

1. Press DEL
2. Move the cursor to the desired location.

To move to the end of the existing text, move the cursor out of the text area so that it becomes a non-blinking hand.

3. Press CTRL-W

To move a block of text from one column to the other:

1. Press DEL
2. Double-select the column icon to activate the other column.
3. Move the cursor to the point where you want to move the block.
4. Press CTRL-W

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

If, after defining a block, you decide not to do anything with it after all, press CTRL-C to un-mark the block.



**A special block operation:
Shortening your page layout**

Using the block delete procedure, you can shorten legal-sized pages to letter size, and pages that do not have a banner to ones that do. These are the situations in which you need to make use of the position markers (◀) outside the bottom right corner of the work area.

Note: This procedure is necessary only if the longer columns have more data than will fit into a shorter page layout.

Here's how it works:

1. Define a block of text.

Start at the top of the work area or the first line occupied by a position marker; end on the line even with the next position marker you come to.

2. Delete the block.

For no-banner to banner pages, and from legal to letter pages, one block is enough.

To shorten a no-banner, legal-sized page to a letter-sized page with a banner, you must define and delete two blocks.

3. Delete the photo(s) from that area.

Move onto the photo, so that the cursor becomes a blinking hand. Pick up the photo and move it out of the work area (toward the icon area).

4. Repeat the process for the other column, if necessary.

5. Select the PAGE icon, then select your new page layout.

If you have deleted enough data, there will be no problem. If one or the other of the columns still has too much data, the program will tell you so.

Another way to shorten a page is to delete a combination of text and photos from various places on the page. This method is less precise, however, than deleting a measured amount of data, and it may take you a few tries to delete as much as you need to.



Column operations

Delete the text and photos from a column

The column delete operation affects both text and photos; column copy and move operations affect only text.

To get rid of everything in a column—text and photos—select the column icon (F3), then press DEL.

To recover accidentally deleted text and photos, press CTRL-W immediately after the accidental deletion.

If you want to get rid of everything in both columns, use the garbage can icon. (But be careful! You cannot recover anything from the garbage can.)

Copy a column

To copy all the text from one column to another:

1. Select the column icon.
You can move the cursor to it, or you can press F3 once.
2. Press CTRL-C
3. Activate the other column by selecting the column icon again.
4. Press CTRL-W

Move a column

To move all the text from one column to the other:

1. Select the column icon.
2. Press DEL
3. Activate the other column by selecting the column icon again.
4. Press CTRL-W

Save the page



Save page

Once you have finished creating a page you must store it on a data disk/directory. Then, at the Press, you can print it.

In general, saving a page is a four step procedure:

1. Select the disk icon.
2. Select the Save page option.
3. Decide where you want to save the page.

The best way to organize The Newsroom Pro data files is to keep your page on the same disk/directory that you have used to store the banner and photo files that make up the page.

4. Enter a filename.

A filename can be up to eight characters long and should help you remember the contents of the file.

You cannot add a filename extension: that is done automatically by the program.

The program provides clear, on-screen instructions that lead you through the save procedure. At every step of the way, there is a Cancel option to allow you to return to the work area without saving the file.

For a detailed look at the complete save procedure, including information on filenames and The Newsroom Pro hard disk directory structure, see Appendix A, Data File Management.

Loading a page



Load page

To load a page is to bring into the work area a previously saved page. You would load a page to complete work on an unfinished page or to make changes to a page. When you load a page, anything currently in the work area is erased from the screen.

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

As with the Save procedure, the program provides complete Load instructions on the screen. Here is a summary of the procedure: for complete instructions, see Appendix A, Data File Management.

1. Select the disk icon.
2. Select the Load Page option.
3. Select the name of the page that you want to load.

◆ Loading an ASCII file

Instead of entering text using The Newsroom Pro text editor, you can load ASCII text files from your own word processor or text editor.

Note: You cannot load a file directly from a word processing program; the file must first be converted to ASCII format.

The file is loaded in the standard two-column format of the page on the screen. It starts at the first space unoccupied by a photo. The program fills the left column first, then goes to the right column.

The exact amount of text that fits on a page varies with the page layout, the font, and the line spacing. As a rule of thumb, you can figure that a column can fit 40 characters per line of a small font.

If the file is too big for the page, up to 3000 characters will go to the off-screen storage buffer at the end of the right column. See Overflow text, page 72, for information on retrieving this text.

1. Select the font and line spacing for the text to be loaded.
2. Select the disk icon.
3. Select the Load ASCII file option.

The program displays the name of the default drive and directory, and a list of options:

- OK, selected if the file you want to load is in the drive/directory named. The program asks you to enter the name of the file.
- Change drive/directory, selected if your file is not in the drive/directory named. The program asks you to specify a new drive/directory, in the format drive:\ pathname. Do not enter the filename yet. Examples:

A:
C:\MYDIR
C:\MYDIR\SUBDIR

When you enter the path, then the program asks for the filename.

- Escape, selected if you decide not to load an ASCII file.

FONT



Load ASCII file

◆ Loading pages from the Newsroom

FONT



LOAD ORIGINAL NEWSROOM PAGE

If you have created files using Springboard Software's program *The Newsroom*, you can use them in The Newsroom Pro.

Only entire pages may be loaded from *The Newsroom* to The Newsroom Pro. In the process the component banner, photo, and panel files are converted to The Newsroom Pro format. The banner and photos may then be used on any new pages you create. The panels on the left side of *The Newsroom* page become the left column on a new page of The Newsroom Pro, and the panels on the right side become the right column.

1. Make sure all the files comprising the page (banner, photos, panels, and page layout) are on the same disk/directory.
2. Select the font and line spacing from the FONT icon.
3. Select the disk icon.
4. Select the Load original Newsroom page option.

The program displays the name of the default drive and directory, and a list of options:

- OK, selected if the page you want to load is in the drive/directory named. The program asks you to enter the name of the page file.
- Change drive/directory, selected if the page is not in the drive/directory named. The program asks you to specify a new drive/directory, in the format drive:\pathname. Do not enter the page filename here. Examples:

A:

C:\MYDIR

C:\MYDIR\SUBDIR

When you enter the path, then the program asks for the filename.

- Escape, selected if you decide not to load a page.
5. The program indicates the default Save disk/directory in The Newsroom Pro. You have the same options as with Load in Step 4.
 6. The program asks for a name for the new page. The name can be up to 8 characters long and cannot include a filename extension.



In this chapter...

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

What is the Press?

Overview: How do you print a file?

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

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

1 Specify the type of printer you are using.

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

2 Align the paper in your printer.

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

3 Select the file to print.

4 Select the number of copies to print (page files only).

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

1 Specify your type of printer

When you select The Press from the Picture Menu, The Newsroom Pro displays a screen of printing options. At the top of the screen is the name of the printer currently set up.

- If the printer name displayed *is not* the name of your printer, select the Change setup option. The program will show an alphabetical list of all the printers that can be used with The Newsroom Pro. Scroll through the list until you find your printer, then select it.
- If the printer name displayed *is* the name of your printer, you're all set. Proceed to the next step.

Note: Laser printers work in the bit map graphics mode only.

2 Align the paper in your printer

Note: Omit this step if you are using a laser printer.

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

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

◀ Select the file to print

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

1. Select the type of file you want to print. The Newsroom Pro displays a list of the files, and two or three other options:
 - Escape, if you decide not to print a file after all.
 - New Disk, selected if you don't find the file you're looking for. Insert a different data disk and resume your search.
 - Escape, if you decide not to print a file after all.
 - New Dir, selected if you want to change to a different directory on the hard disk.
 - Drive A: (or the drive you designated during setup procedures for data disks), to allow you to select files stored on a floppy data disk. When you select this option, the program provides a New Disk option, allowing you to insert a different data disk.
2. When you find the filename you want, select it. The program reminds you to make sure that you have the right kind of paper in the printer. When you're set to go, select the OK box.

If you are printing a photo or banner by itself, the printing will start at this point.

4 Select the number of copies to print

This prompt appears only when you are printing a page; if you print a banner or photo, you can print only one copy at a time.

There is no limit to the number of copies you can print, but to save wear and tear on your printer and ribbon, it's better to use a copy machine to print large numbers of copies.

When you specify the number of copies, the program sends the file to the printer, and after a few seconds, the printing starts. (The width and quality of the printed material may vary slightly from one printer to another.)

If something goes wrong during the printing, press ESC to stop the printer.

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

Problem solving

If your printer fails to print the file, chances are that you entered some incorrect information during the setup process. **Turn your printer off and back on again**, then go back to the Change setup option and try again.

If the file still won't print, there may be something wrong with your printer. Examine your printer and make sure that:

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



In this chapter...

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

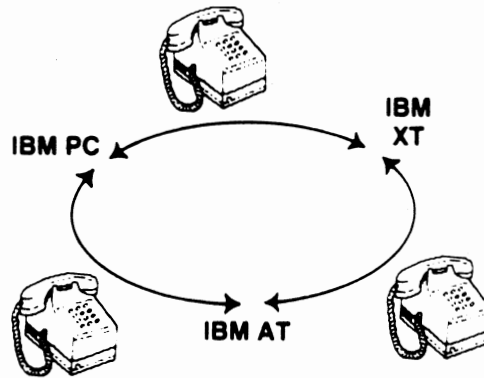
What is the Wire Service?

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

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

What do you need to operate the Wire Service?

To operate the Wire Service, both the sender and receiver must have a modem and The Newsroom Pro. The Newsroom Pro allows for the transmission of its files between IBM PC, PC/XT, and AT computers.





Sending and receiving files

1. First, sender and receiver must make a preparatory phone call to make sure both are ready for the transmission and to decide what baud rate to use.
2. Both sender and receiver must select The Wire Service from The Newsroom Pro Picture Menu.
3. The screen at both sites displays the current modem setup and the following options:
 - Change the modem setup
 - Receive data
 - Send data
 - Menu

Are the modems at both sites set to the same baud rate? If not, select the Change the modem setup option and make the necessary adjustments. Follow carefully the instructions on the screen.

4. After the preparatory phone call, the sender should wait for a minute or two to make sure the receiver is ready to go, then place the "modem" phone call.

The Wire Service will display a set of easy-to-follow instructions. It will tell you when to dial or answer the phone, when the transmission is in progress, and when the transmission has been completed. It's as simple as that.

Problem solving

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

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

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



In this chapter...

- Saving files
- Loading files
- Filenames
- Filename extensions
- Organizing files
- Directories
- Managing personal clip art files
- Deleting files

Introduction

Data files are the files you create in The Newsroom Pro. They must be stored on a data disk (or in a separate directory, if you have a hard disk). Data files should not be stored on a program or clip art disk/directory.

There are three departments in The Newsroom Pro in which data files are created:

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

The **Photo Lab**, where you create **photos** and **personal clip art**.

The **Copy Desk**, where you create columns by loading photos and entering text, then assemble banners and columns into **pages**.

Saving data files

Each of these departments includes a file save option, accessed through the disk icon. When you have created a file that you want to keep for later use, you must save it before returning to the Picture Menu or working on another file.

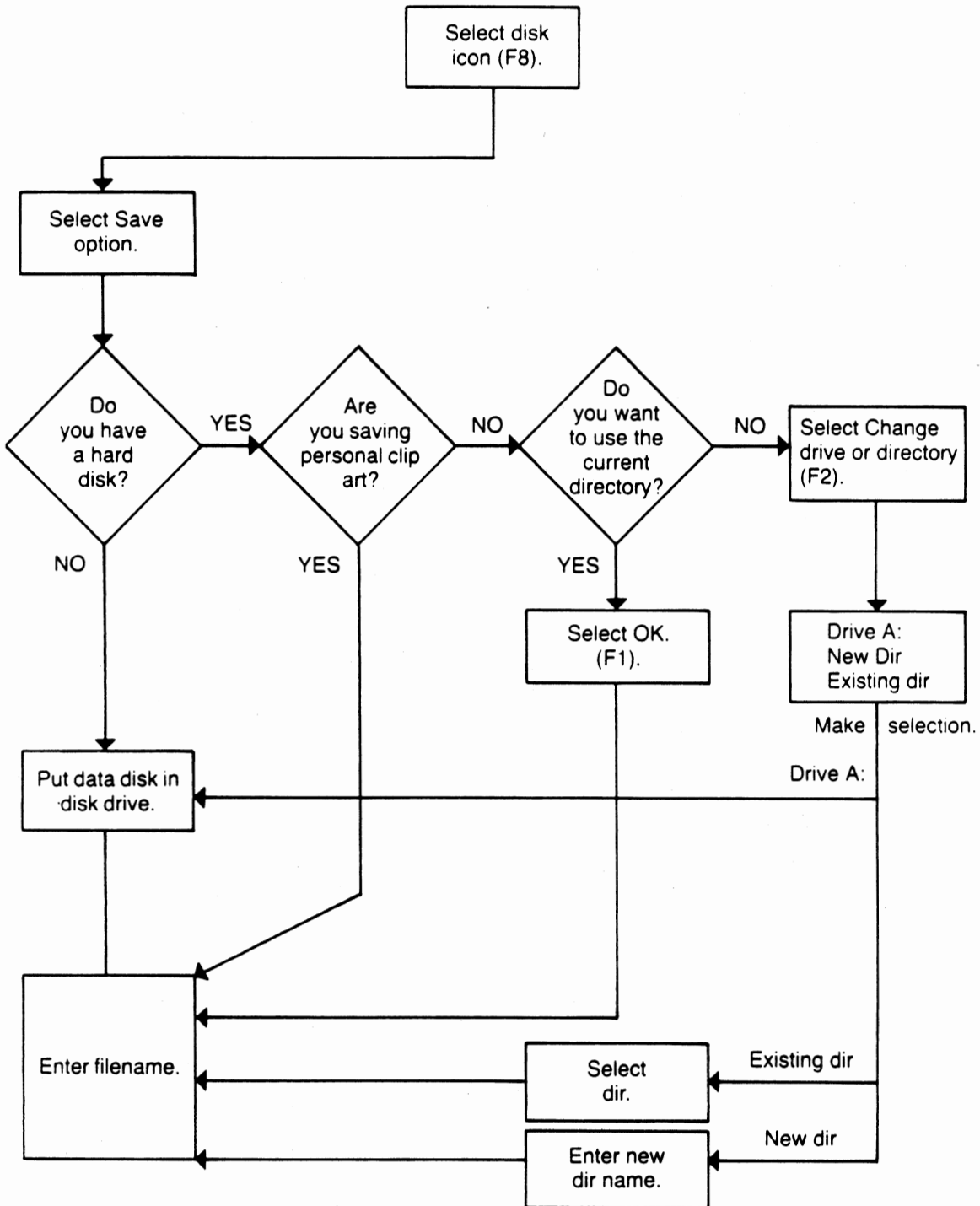
Loading data files

To load a data file is to bring into the work area a previously saved file so that you can make changes to it.

The Newsroom Pro provides clear on-screen instructions that lead you through the save and load procedures. The procedures are shown in flow charts on the following pages.

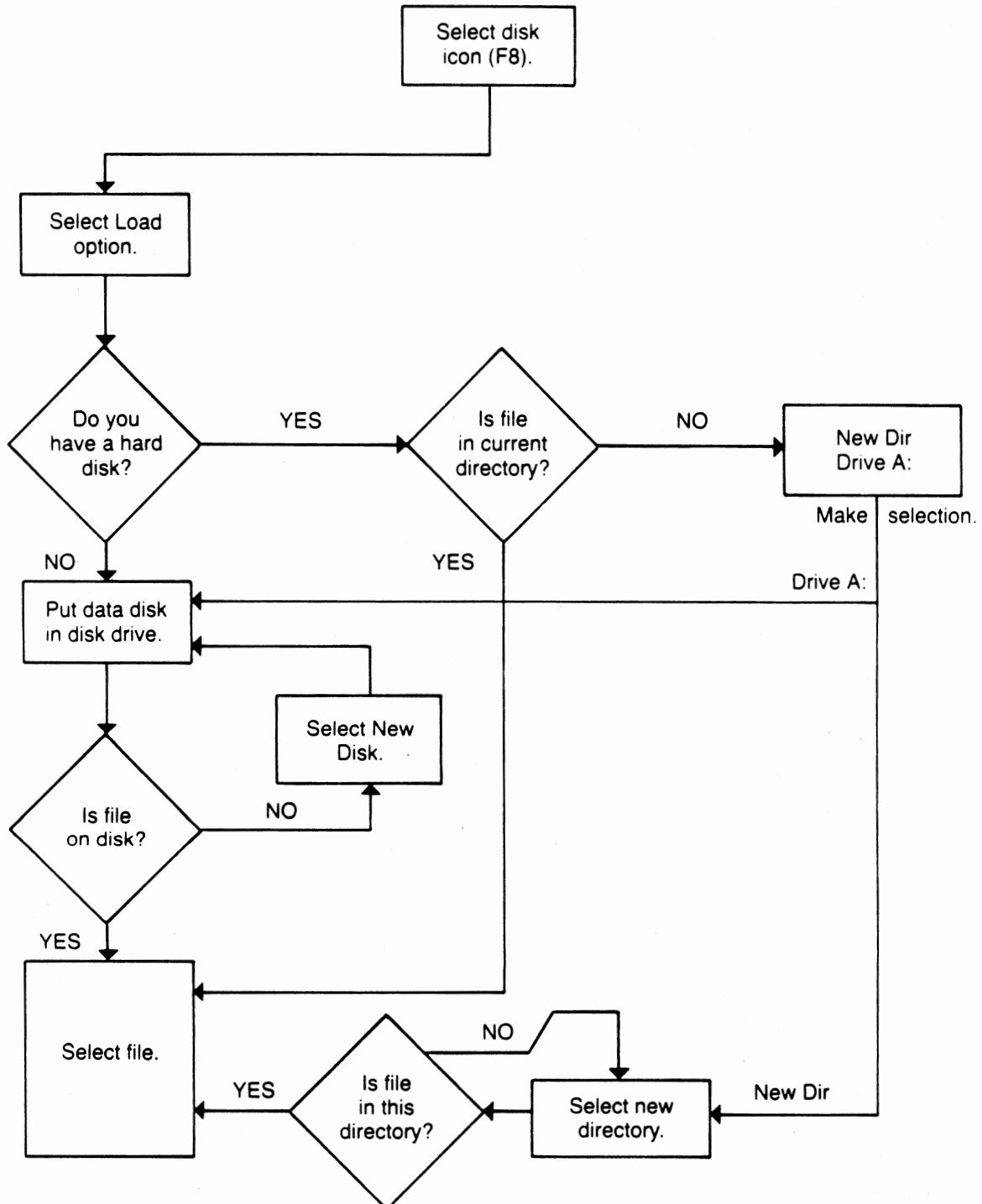
Save Procedure

For banners, photos, personal clip art, and pages



Load Procedure

For banners, photos, and pages
For personal art, use the clip art icon



Filenames

When you save a data file you must give it a name. Data file names can be from one to eight characters long and can contain any of the following characters:

- the letters of the alphabet (A-Z)
- numerals (0-9)
- these symbols: ! (@ # \$ % ^ & () - _ [] ~ `

Spaces and periods are not allowed in filenames.

If you try to assign an existing filename to a new or edited file, the program displays the message "Replace existing file *filename*?"

- Select Yes if you want to replace the existing file with the new file. The existing file will be destroyed.
- Select No if you want to keep the existing file. The program gives you the option to change to a different disk/directory, then asks you to assign a new filename.

Filename extensions

As you may know from your experience with DOS, filenames may also have a **filename extension** to categorize them and assist in their management. For example, DOS command files all have a .COM filename extension. (A period always separates a filename and its extension.)

In The Newsroom Pro, all data files have filename extensions, but the extensions are assigned by the program automatically. You cannot include a filename extension when naming a data file.

Filename extensions correspond to each type of data file. The extensions are:

Type of data file	Extension
Banner	PBN
Photo	PPH
Page	PPG

For example, a banner file named SPORTS would appear in DOS as SPORTS.PBN.

Filename extensions are never seen when you are working in The Newsroom Pro, but they come in handy when you are working in DOS. Here's why:

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

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



Organizing files

When you first start using The Newsroom Pro, a single disk or directory will provide ample storage for all your data files. But as you continue to create files for a variety of purposes, you will find it helpful to categorize your files and keep them on separate disks/directories.

As you categorize your data files, it's important to remember that the program can access only one data disk/directory at a time. Therefore, the key to organizing your data files is this:

**Save all files for the same page
on the same disk/directory.**

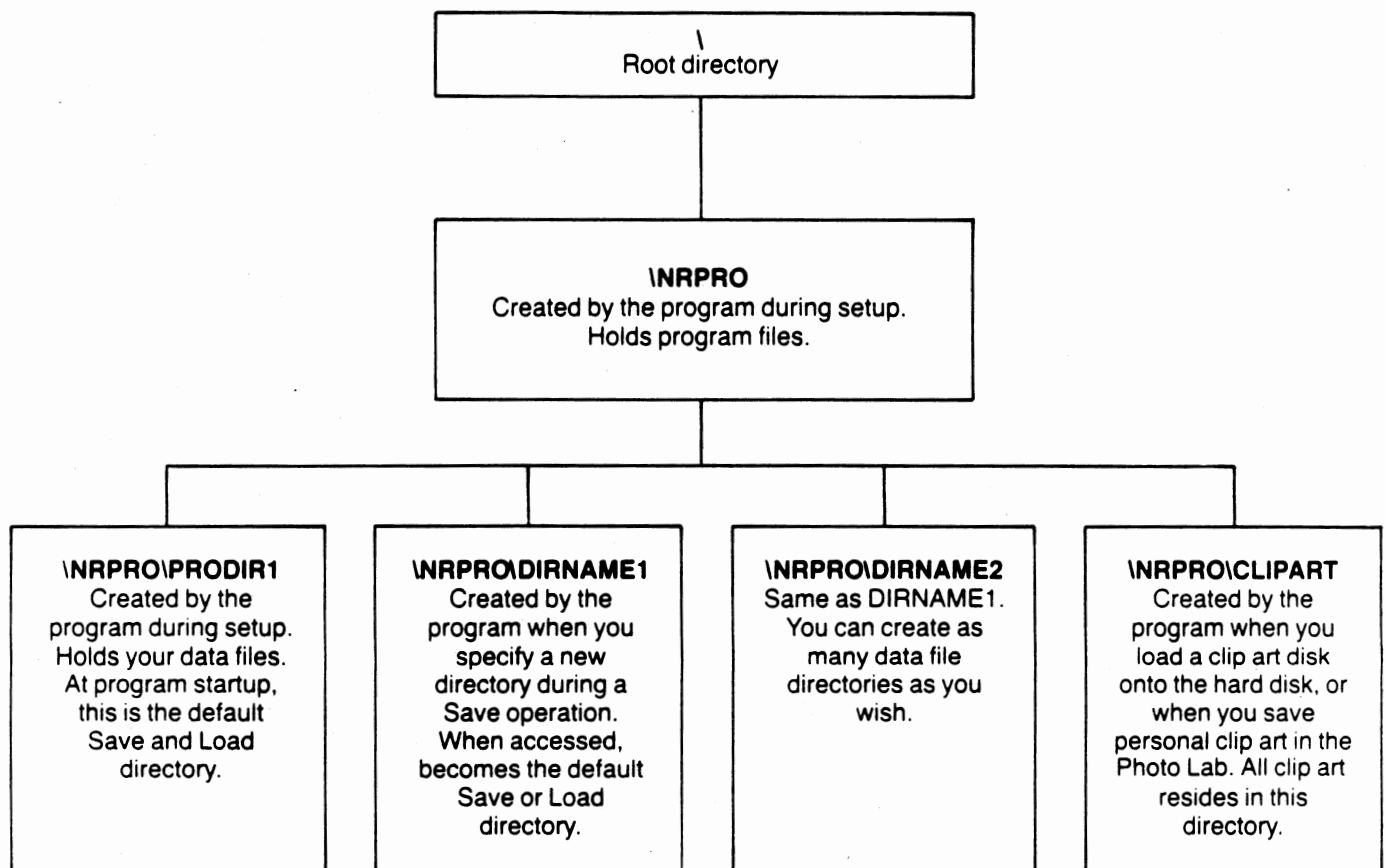
By following this easy rule, you will save yourself from swapping disks or searching for files when you want to load a photo into a column or when you want to print a page.

Directories

When you install the program on your hard disk, The Newsroom Pro creates a directory named NRPRO for the program files, and a subdirectory named NRPRO\PRODIR1 for the data files you create. If you load clip art onto your hard disk, or if you save any personal clip art, the program creates a subdirectory named NRPRO\CLIPART for the art.

In addition, when you save a data file, the program provides you with the option to create a new subdirectory for that file.

The Newsroom Pro directory structure



Default directories

When you start up the program, PRODIR1 is the default directory for both saving and loading files. Whenever you save or load a file, the program lets you save to or load from the default directory, a different directory, or a floppy disk.

If you change to a different disk or directory for one function (save or load), it becomes the default directory for that function. The default directory for the other function remains as PRODIR1 unless you change it, too. In this way, you can have one default directory for saving files and another default directory for loading files.

For example, if you save a file to DIRNAME1, then DIRNAME1 becomes the default save directory, but PRODIR1 remains the default load directory.

If the preceding paragraphs seem a little confusing, don't worry; the name of the default directory is shown on the screen at the start of every save or load operation.

Managing personal clip art files

The program creates two types of files to help in its internal management of your personal clip art files:

POxxx.CA
PO1ZZ.CA

These files go onto every floppy disk onto which you put personal clip art, and into the NRPRO\CLIPART directory on a hard disk.

Never tamper with the PO1ZZ.CA file. Altering this file may make it impossible for you to access your personal clip art.

PO1ZZ.CA is a pointer file; it contains the names you assign to each piece of personal clip art. When you save a piece of personal clip art, the program puts your filename in PO1ZZ.CA, and then assigns another name for its own internal purposes.

POxxx.CA, where xxx is a three-digit number assigned sequentially by date and time of file creation, is the program's name for each piece of personal clip art you create. The first piece of personal clip art you create is named PO101.CA, the second piece PO102.CA, and so on.

When you load a piece of personal clip art, you specify the filename you gave it; the program looks for that name in PO1ZZ.CA and finds the corresponding POxxx.CA file.

Backing up personal clip art files

To make a backup copy of your personal clip art files, use the DOS COPY command:

COPY A:PO*.* B: (from one floppy disk to another)

COPY C:\NRPRO\CLIPART\PO*.* A: (from a hard disk to a floppy)

Deleting a personal clip art file

There is only one way to delete a personal clip art file: When you are saving a newly created piece of personal clip art, assign it the name of the file you want to delete. The drawback, of course, is that the name may not be a good description of the new piece of art.

Deleting data files

To delete a data file is to get rid of it. This is a desirable thing to do only when you are absolutely positive that you will never need the file again, because once you have deleted a file it's gone.

Deleting data files from a disk or directory must be done using the DOS command DEL.

Deleting banners and photos

1. Insert your data disk or go to the directory containing the file you want to delete.
2. Enter **DEL filename.PBN** (banner) or
DEL filename.PPH (photo)

A special case: Deleting pages

When you create a page, the data file you create does not really contain the banner, photos, and text you enter in the Copy Desk. A page file actually contains only the name of the banner you specified (if any), the page layout specification (letter- or legal-sized paper), and the names and locations of photos.

A page file, then, may more accurately be called a page layout file, because all it contains are instructions for which component files should appear on the page. In this way, The Newsroom Pro conserves lots of disk space. For example, rather than creating a new file every time you want to put a photo on a page, the program just remembers the name and location of the photo, then retrieves it from disk at print time.

In addition to the files mentioned above, the program also creates one file for each column on the page. These files are for internal program use only. You never have to deal with these "column" files except when you want to delete a page from disk. The files are:

pagename.PCL	left column of a page
pagename.PCR	right column of a page

...where *pagename* is the name of the page you assigned in the Save procedure.

So, if you want to delete a page from disk, go to the disk/directory in which the files are located and enter the following command:

DEL pagename.*

This command deletes the two "column" files as well as the pagename.PPG file created when you saved the file. The banner and photo files assigned to the page are *not* deleted.



In this chapter...

- How to compose a photo and take a snapshot
- How to create a banner
- How to enter a banner, photos, and text onto a page
- How to print a page



The Office Oracle

Volume 3, Number 32



SALES HIT RECORD HIGH

The Company has announced that sales set an all-time high during the second quarter.

Part of the sales can be attributed to the traditional summer buying season, but industry figures show that the sales of our competitors have dropped during this same time period.

Asked for an explanation, Wall Street analyst Mary T. Pointthead said simply, "It hasn't got a clue."



MORE DAYS OFF AT XMAS

In the shocker of the century, our Personnel Department informs us that we will all be given paid time off for the entire week between Christmas and New Year's. E. played MP Emma Ployee, "Nobody does any work then anyway, so what's the difference?"



OFFICE AUTOMATION IN FULL SWING

It seems that everyone is getting a computer these days.

Just last week, our Accounting Department was outfitted with 17 powerful new Oringosh Model 3 computers and printers. NOW can we expect to get our paychecks on time? Don't bet the ranch on it.

And of course, up on Executive Row, the bigwigs are getting the latest in personal computers. Our fearless leaders are now equipped with at least five different kinds of PCs to help them make decisions. I guess you just can't fight progress.

By the way, the Company hopes to provide all employees with a computer to use at home, as well as one for our automobiles. We'll be cranking out data in our sleep.

DON'T FORGET THE COMPANY PICNIC!

August 24, 3:00 PM until dark
All food and drink provided

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

Getting started

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

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

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

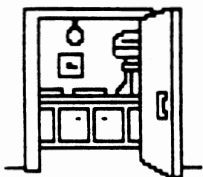
If you have not done so already, read the Introduction to this manual; it provides information on how to use the cursor and selection keys. Next, set up The Newsroom Pro on your computer following the instructions in Chapter 2, Setting Up and Starting.

With the Introduction and setup out of the way, you are ready to go. Turn the page, and start the Tutorial. If you run into trouble, turn to the page number listed in parentheses next to the instructions for most steps.

Note: The Tutorial assumes that you are working with a floppy disk system. If you have loaded the program and clip art disks onto a hard disk the program will operate a little differently, but you should have no trouble following along.

◆ Exercise 1: The Photo Lab

PHOTO LAB F1



At the completion of this exercise, you will have created and saved the four photos that will appear in the sample newspaper. For information on specific steps, refer to the page numbers shown in parentheses.

1. Select Photo Lab from the Picture Menu. (7)

If you are not using a mouse or a joystick, use **ENTER** as the selection key. Also, whenever you see **F1**, **F2**, and so on, it means you can use the corresponding function key. Thus, no matter where the cursor is in the Picture Menu, you can press the function key **F1** to access the Photo Lab.

2. Insert the Clip Art Collection Volume 2 disk into the "data" drive you specified in the setup procedure.

3. Get the "towering computers" piece of clip art. (24)

- a. Select the clip art icon. From the list of clip art pages, select the page named "Compute 1."

- b. Move the cursor to the piece of art and pick it up.

4. Position the art in the work area. (25)

- a. Move the art so that it is near the middle of the work area. For precise movement, you can hold down **SHIFT** while moving the cursor.

- b. When the art is where you want it, press **ENTER** to lock it in place.

Disregard the second image of the clip art that appears if you move the cursor; it's there to give you the option of using two copies of the same piece of art.

5. Enter the caption for the photo. (34)

- a. Select the crayon icon (**F4**).

The Graphic Tools Menu appears. From here, you can access tools to help you modify clip art, create your own artwork, or select a font (type style) for text.

- b. Select the large sans serif font (**F4**).

- c. Select the Exit box (**F9**) to return to the Photo Lab work area.

- d. In the work area, the cursor takes on the shape of a box the size of the font you have selected. Move the box below the piece of art, where you want the text to start.



Save photo

- e. Press ALT to begin text mode.

The ALT key ALTERNATES between cursor movement mode and data entry mode.

- f. Enter the text:

OFFICE AUTOMATION ENTER
IN FULL SWING ENTER

- g. Press ALT to go back to cursor mode.

If you made a typing mistake, you can move to the spot, press ALT to go back into text mode, and re-enter the correct character(s).

5. Take the snapshot. (35)

- a. Select the camera icon and move into the work area. Notice that the cursor takes the shape of a cross.
- b. Position the cross just above and to the left of the box and select (ENTER) that spot.
- c. Move the cross down and to the right. Notice a box taking shape. When the box encloses the photo, select again. The boxed area is reversed for a moment (like the negative of a photograph), indicating that the snapshot has been taken.
- d. Return to the icon area. The cropping box continues to flash, reminding you that you have not yet saved the photo.

6. Save the photo. (37)

- a. Insert a data disk into the drive you specified during the setup procedure.
- b. Select the disk icon (F8), then the Save Photo option. Assign the name COMPUTER to the photo.

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

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



Suggestions for the "Sales" photo:

- The "up arrow" piece of clip art is in Clip Art Collection Volume 2, on the page named "Chart2."
- To make the arrow bigger, select the resize icon (F2). Move the cursor (now appearing as a hand) to the arrow and select it. A box forms around the arrow. As you move the box, the arrow changes size. When the arrow is the size you want it, press ENTER.
- To enter the caption, first select the large sans serif font from the Graphic Tools Menu (accessed by the crayon icon). In the work area, move to the place where you want to begin and press ALT to ALTERNATE from cursor mode into text mode. When you're done, press ALT again.

You must press ENTER at the end of each line. In the Photo Lab, complete words do not wrap from one line to the next.

- To put a box around the photo, first select the crayon icon to access the Graphic Tools Menu. Then, select the box drawing tool (D4), and the second smallest Brush (B2). When both are selected, select Exit (F9) to return to the work area.

There are two ways to select a graphic tool: You can move the cursor to it and press ENTER, or you can type its label.

In the work area, the cursor is a small square, representing the size of the brush you selected. Move the square above and to the left of the arrow, and select that as the starting point.

Now, move the cursor down and to the right; a box takes shape. When the box encloses the art and the caption, select again. If the box doesn't turn out right, move the cursor to the icon area, then back into the work area and try again.

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



MORE DAYS OFF AT XMAS

Suggestions for the "Santa" photo:

- The piece of clip art is on Clip Art Collection Volume 1, on the page named "Holiday 2."

To scroll through the list of page names, move the cursor to the bottom of the screen and continue scrolling, or use the PG DN key.

- Position Santa at the very top of the work area.
- To enter the caption, first select the large sans serif font from the Graphic Tools Menu. Move to the bottom of the work area and press ALT to go into text mode. When you're done, press ALT again.
- Use the magnifying glass icon to make Santa's buttons black.

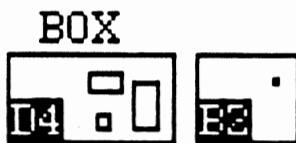
When you move into the work area, the cursor takes the shape of a small rectangle. Move the rectangle over the top two buttons and select that spot. The screen display changes to show the individual pixels in the area enclosed by the rectangle. The cursor is indicated by the flashing pixel. A small box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

Move the cursor inside one button. Now, hold down ALT while you are moving the cursor; the pixels turn black. When you're done, release ALT, move inside the other button, and repeat the process.

When you're done, select the Exit box. If you make a mistake and want to start over, select the Cancel box.

Optional: Repeat the process for the other two buttons.

- When you take the snapshot (using the camera icon), position the cross in one corner of the work area, then move to the opposite corner. You may not be able to see the box taking shape, because it will have the same outline as the work area.
- Save the photo (using the disk icon). Assign the name SANTA, then clear the work area by double-selecting the garbage can icon.



MENU

- c. Select the Exit box (F9) to return to the banner.
 - d. Put the cursor just to the right of the clip art.
 - e. Press ALT to begin text entry mode, then type **The Office Oracle**.
As you reach the edge of the work area, the screen scrolls automatically to make room for the text. When you finish typing the text, press ALT again to go back to cursor mode.
 - f. Select the crayon icon again, change to the large serif font, regular scale. Return to the work area, select your starting point, and type **Volume 3, Number 32**.
6. Put a box around the banner. (32)
 - a. Select the box and the second smallest pen size from the Graphic Tools Menu. Then select the Exit box.
 - b. Move into the work area. Make sure that the screen is displaying the left half of the banner. (To move quickly, you can press HOME.)
In the work area, the cursor takes the shape of a small square, representing the size of the pen. Move the cursor to the top left corner of the work area and select that as the starting point of the box.
 - c. First, move the cursor down to the bottom of the work area. Next, press END to move quickly to the right half of the banner, and then use the right cursor key to move to the edge of the banner. A box takes shape. Press ENTER to set the box in place.
If the box does not look right, select OOPS to cancel it and try again.
 7. Save the banner. (52)
 - a. Insert your data disk into the drive you specified for this purpose in the Setup procedure.
 - b. Select the disk icon, then the Save option. Assign the name OFFICE to the banner.
 8. Return to the Picture Menu by selecting the MENU icon.

Exercise 3: The Copy Desk

At the completion of this exercise, you will have created and saved the columns comprising the sample newspaper. The first column is shown below; the other appears on the following page. For information on specific steps, refer to the page numbers shown in parentheses.



The company has announced that sales will hit a record high during the year-end period.

Each of the sales can be attributed to the additional customer base we have built, which is a result of the fact that the sales are not dependent on the weather during the year-end period.

Asked for more elaborate Wall Street analysis, Mary E. Pritchard said simply that the record will be set.



MORE DAYS OFF AT XMAS

In the thicker of the center, our Personnel Department informs us that we will all be working hard for the week between Christmas and New Year's. E. J. O'Connell, VP, Human Resources, says that the week between Christmas and New Year's is the best time to be in the office.



PAGE

1. Select Copy Desk from the Picture Menu. (7)

Like the Banner, the Copy Desk work area is too big to be displayed on the screen at one time. What you see is about one-fourth of one column.

The scroll bar to the right of the work area highlights the part of the column that is on screen; the column icon (F3) highlights the active column.

2. Select your page layout. (61)

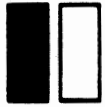
The page layout specifies whether you want a banner, and whether you want to print on letter-sized paper, or on legal paper.

Select the PAGE icon. The screen displays the four page layout options. Select letter (8½" x 11") paper, with a banner.

3. Insert your data disk into the disk drive.
4. Specify the banner you want to appear on the page. (62)

Select the banner icon (F2), then select your OFFICE banner.

The banner itself does not appear in the Copy Desk work area, but it will appear above the two columns when you print the page.



FONT

5. Put the SALES photo in the left column. (64)
 - a. Make sure the left column is active. It should be highlighted in the column icon (F3).
 - b. Select the disk icon, then the Load photo option. From the list of photo names, select SALES.
 - c. Move the outline of the photo to the top of the column. Select that spot for the photo. The outline box is replaced by the photo.
6. Select the font and line spacing for your text.
 - a. Select the FONT icon (F4). You'll see a menu of the same fonts as are in the Photo Lab. Select either small font.

You'll also see a new option: line spacing. Line spacing refers to the number of pixels of blank space separating each line of type. You can specify any number from 0 to 4. The higher the number, the more space between lines. The default line spacing is 2 pixels.
 - b. When you have the font and line spacing you want, select OK.
7. Make up a story to go along with the photo, and type it in.

All you have to do is move into the work area and start typing. In the Copy Desk, you do not select a starting point for the text; that's done for you automatically.

If you don't like the starting point, delete any characters you've entered (see below), and press ENTER to move the cursor down.

For this exercise, it doesn't matter what you type, but you should enter enough characters to fill the work area so that you can see how the screen automatically scrolls.

Keep in mind these points about entering text in the Copy Desk:

- You do not need to press ENTER at the end of each line. The words will "wrap" automatically from line to line. Use ENTER only when you want to end a paragraph or put extra space between lines of text.
- To make a correction by deleting a character, use BACKSPACE to delete the character to the left of the cursor, or use DEL to delete the character on which the cursor rests.
- To make a correction by inserting a character, move to the desired point of insertion and enter the correct character(s).



Save page

MENU

8. Put the SANTA photo into the column, following the directions in Step 5 above.

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

9. Type in a story about the SANTA photo, following the directions in Step 7 above.

If you reach the very bottom of the work area and continue typing, you will hear a beep indicating that there is no more room in the left column. If you were to keep on typing, the "overflow" characters would automatically be moved to the top of the right column.

10. Activate the right column.

All you have to do is double-select the column icon (F3). It takes some time for the program to switch from one column to the other, so it displays a watch indicating that you must wait. When the watch disappears you may continue.

11. Put the COMPUTER photo at the top of the column, following the directions in Step 5 above.

12. Put the PICNIC photo at the bottom of the column.

When you plan to have a photo at the bottom of a column, you should put it there before you enter any text into the column. That way, you will know how much space your photo takes, and how much space remains for text.

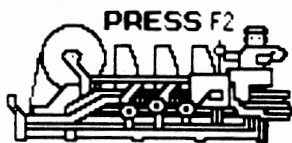
13. Go back to the top of the column and type in a story about the COMPUTER photo, following the instructions in Step 7 above.

14. Save the page. (77)

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

15. Return to the work area by selecting the MENU icon.

◆ Exercise 4: The Press



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

1. If it isn't there already, insert your data disk in the proper disk drive.
2. Select the Press from the Picture Menu.
3. From the list of options, select Print page if the name of your printer is displayed at the top of the screen.

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

4. From the list of options, select the TUTORIAL filename.
5. Make sure that you have paper in the printer and that it is aligned at the top of form. Select the OK box.
6. Press ENTER to accept the default of printing one copy.

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

7. When the printing is done, take your printer off line and do a form feed.
If you notice any major problems with your printout, you may wish to return to the Tutorial or to the appropriate chapter for assistance.
8. Return to the Picture Menu by selecting Menu from the list of options.
9. Exit from The Newsroom Pro only when the Picture Menu is displayed. Double-select the Exit option.

The Newsroom Pro prints in a special graphics mode. When you are finished printing in The Newsroom Pro and want to print from another software program, turn your printer off and back on again. This will restore your printer's normal print mode.



The Newsroom Pro package includes three clip art disks:

- The Newsroom Pro Clip Art, with more than 600 pieces of clip art
- Clip Art Collection Volume 1, with 600 additional pieces of all-occasion clip art
- Clip Art Collection Volume 2, with more than 800 pieces of business-related clip art



Clip Art Catalog

For quick access, the clip art is organized into categories and arranged on pages. For each clip art disk the page names are shown on the screen, and in this catalog, in alphabetical order.

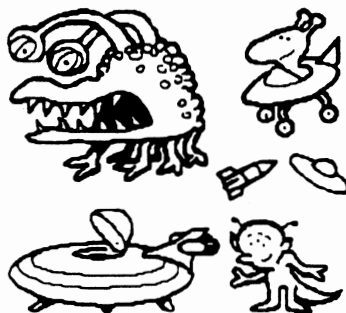
Clip Art A (side 1)

Ad 1

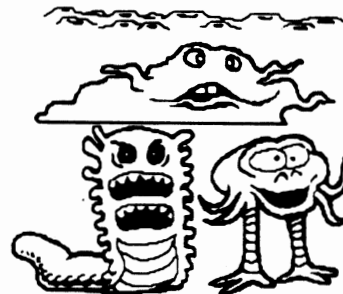
was a 98 pound weakling both mentally and physically until I bought my first educational product from SPRINGBOARD. Now I'm a hunk!

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

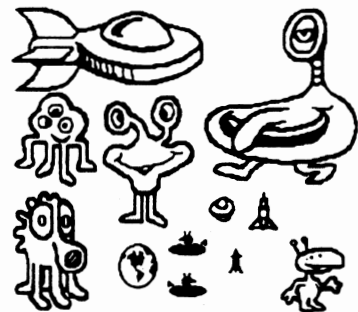
Aliens 1



Aliens 2



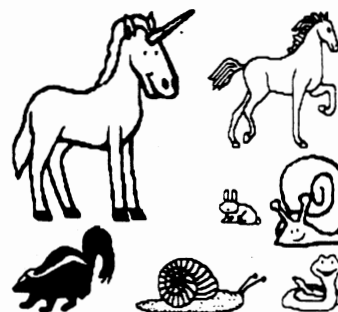
Aliens 3



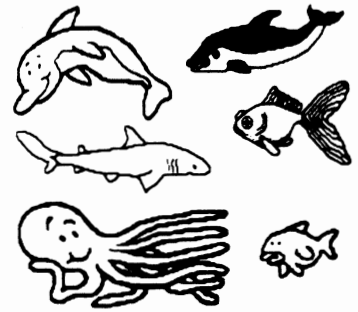
Bears 1



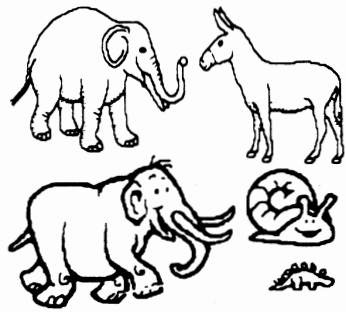
Beasts 1



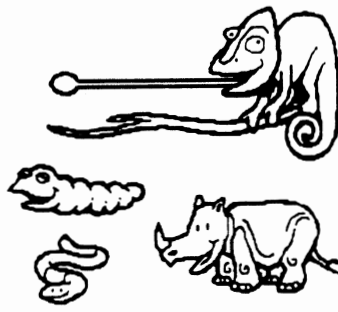
Beasts 2



Beasts 3



Beasts 4



Beasts 5



Beasts 6

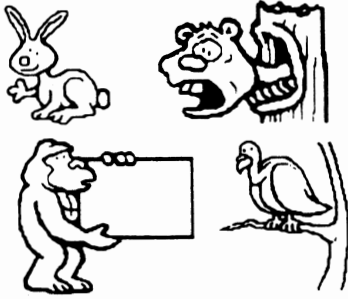


Beasts 7

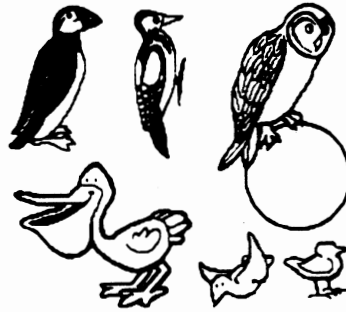


Clip Art A (side 1)

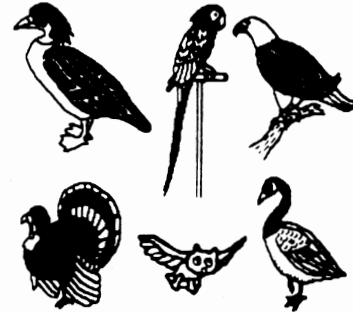
Beasts 8



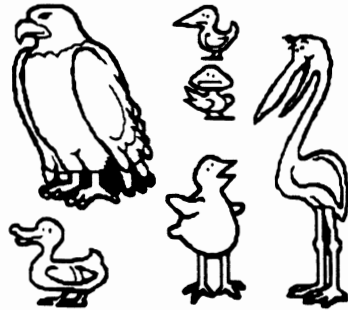
Birds 1



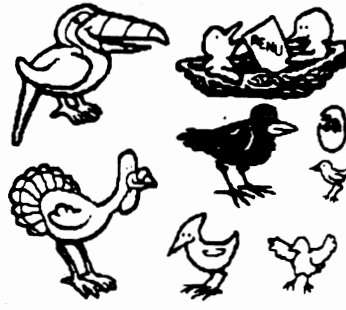
Birds 2



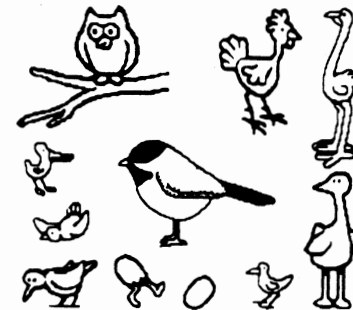
Birds 3



Birds 4



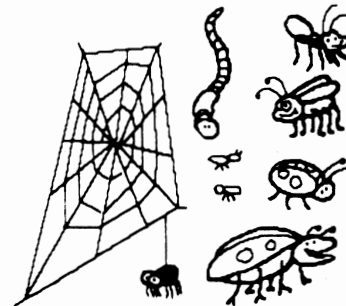
Birds 5



Bugs 1



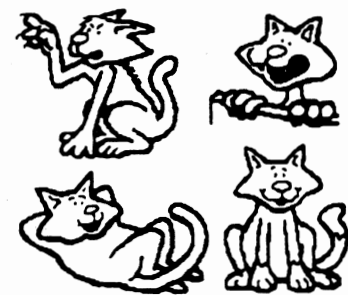
Bugs 2



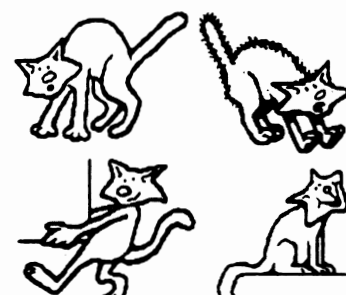
Cats 1



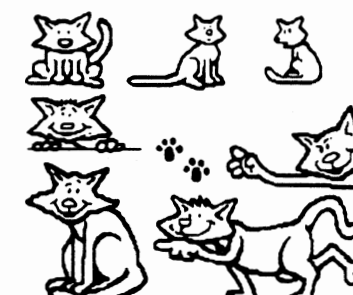
Cats 2



Cats 3

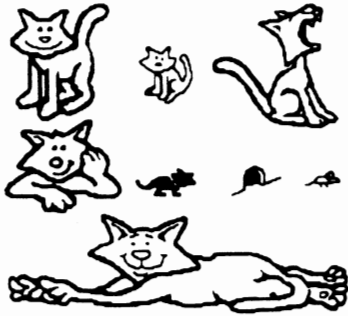


Cats 4

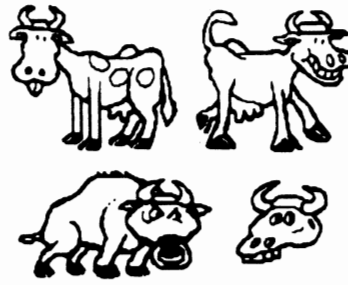


Clip Art A (side 1)

Cats 5



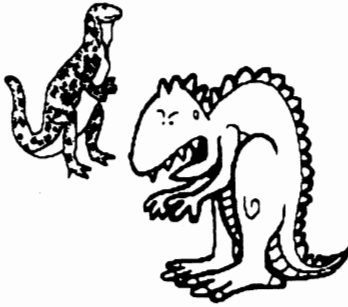
Cattle 1



Dinos 1



Dinos 2



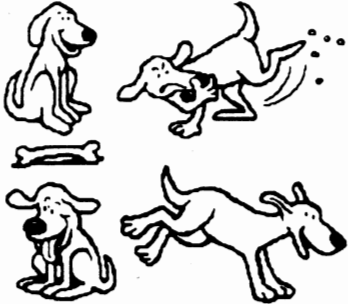
Dinos 3



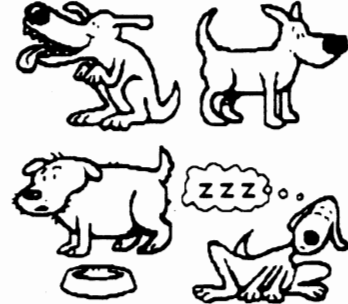
Dogs 1



Dogs 2



Dogs 3



Dogs 4



Frogs 1



Frogs 2



Frogs 3



Clip Art A (side 1)

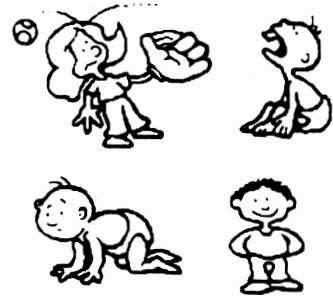
Holiday 1



Kids 1



Kids 2



Kids 3



Kids 4



Kids 5



Maps 1



Maps 2



Maps 3



Maps 4



Maps 5



Maps 6



Clip Art A (side 1)

Maps 7



Maps 8



Maps 9



Maps 10



Maps 11



Maps 12



Men 1



Clip Art B (side 2)

Men 2



Men 3



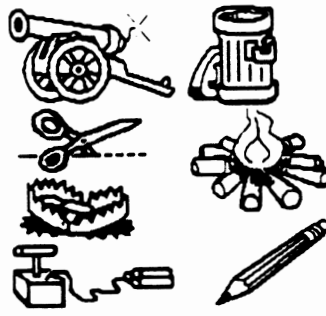
Men 4



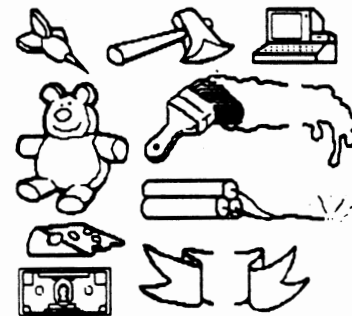
Men 5



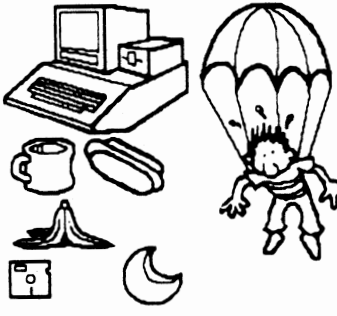
Misc 1



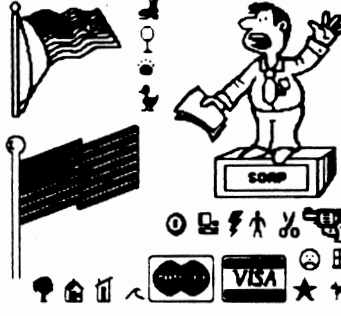
Misc 2



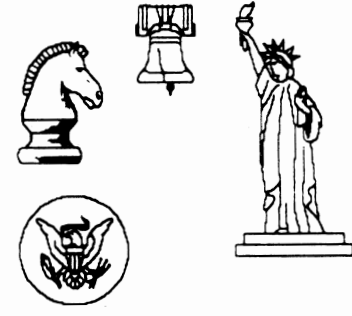
Misc 3



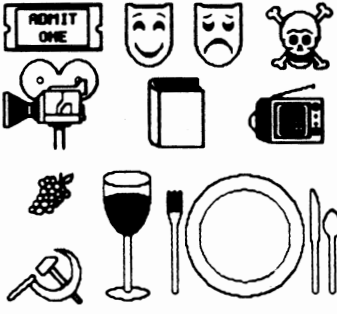
Misc 4



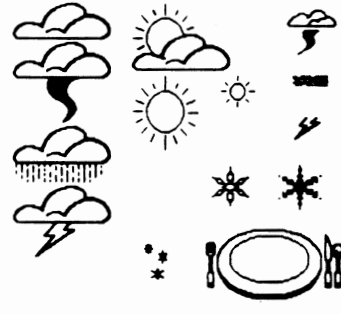
Misc 5



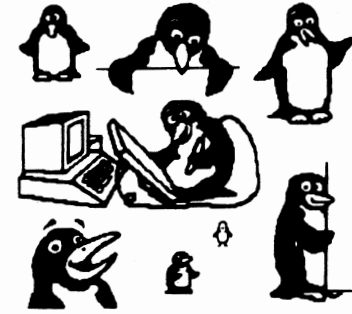
Misc 6



Misc 7



Penguin 1

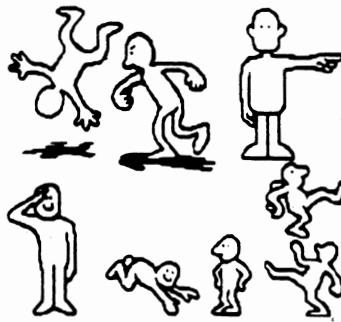


Clip Art B (side 2)

Penguin 2



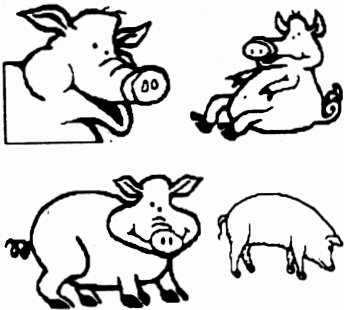
People 1



People 2



Pigs 1



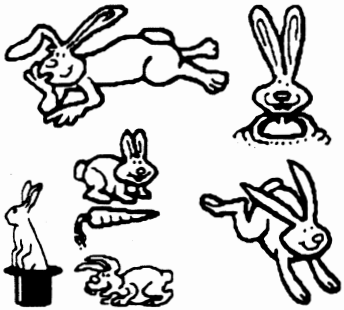
Pigs 2



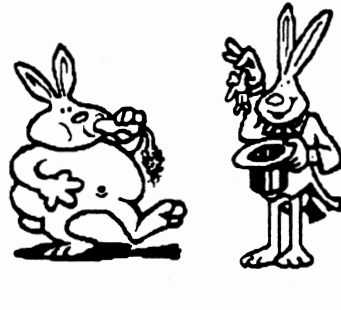
Pigs 3



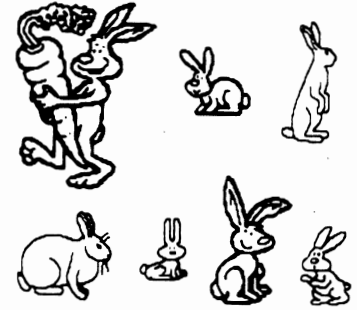
Rabbits 1



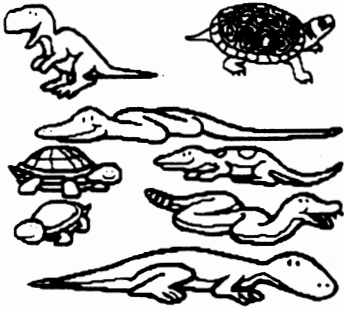
Rabbits 2



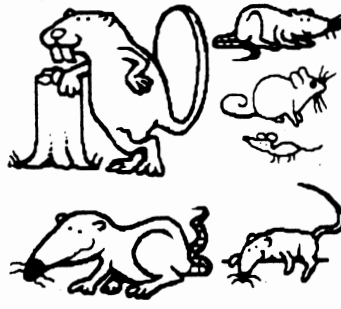
Rabbits 3



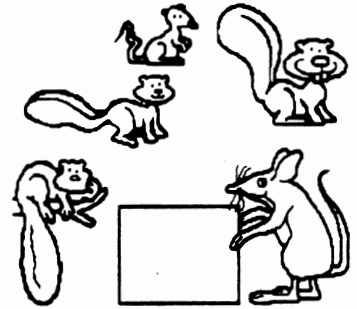
Reptile 1



Rodents 1

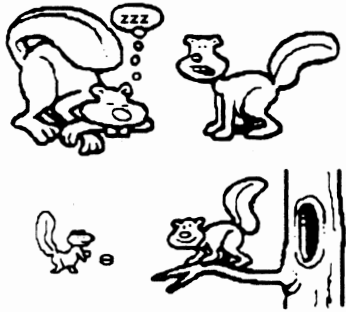


Rodents 2



Clip Art B (side 2)

Rodents 3



Scary 1



Scary 2



Scary 3



Scary 4



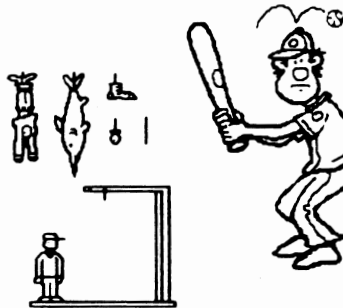
Sports 1



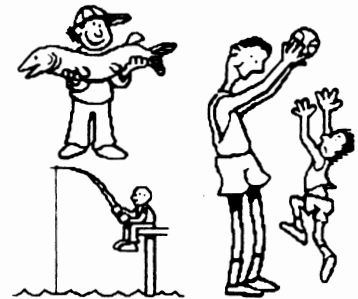
Sports 2



Sports 3



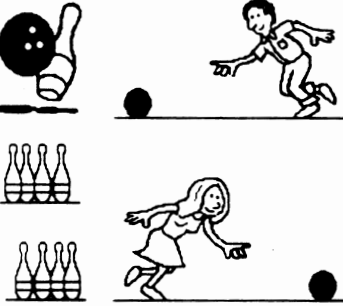
Sports 4



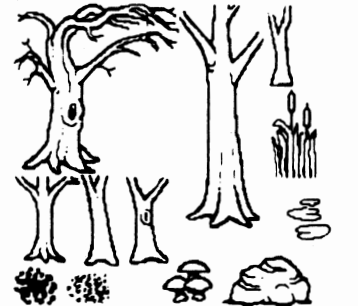
Sports 5



Sports 6

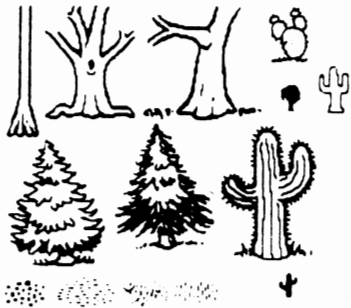


Trees 1

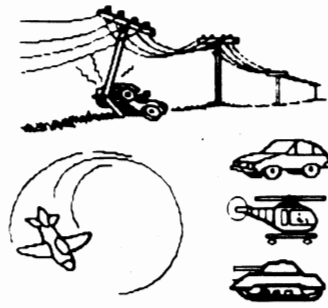


Clip Art B (side 2)

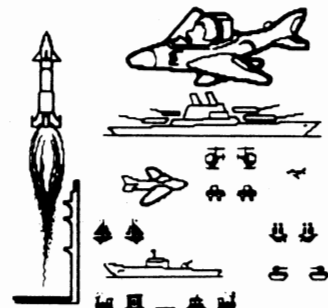
Trees 2



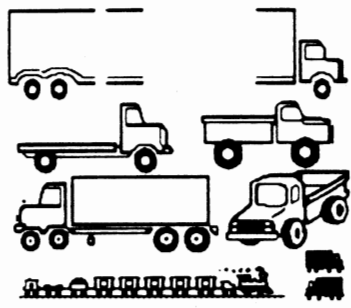
Vehicle 1



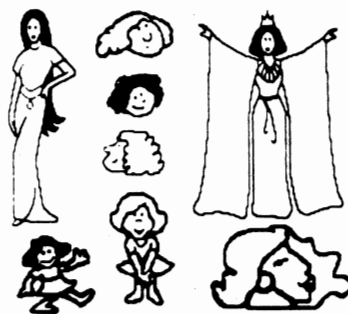
Vehicle 2



Vehicle 3



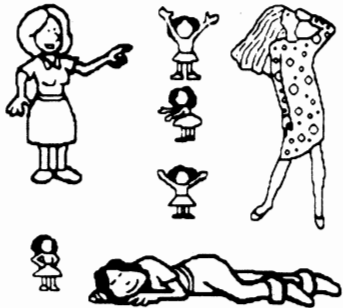
Women 1



Women 2



Women 3



Women 4



Women 5



Women 6



Women 7



Words 1

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

Clip Art B (side 2)

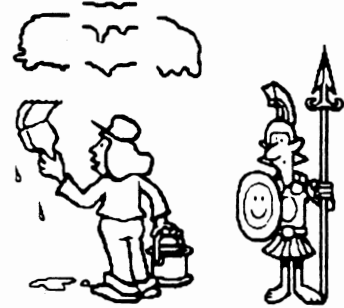
Words 2

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

Workers 1



Workers 2



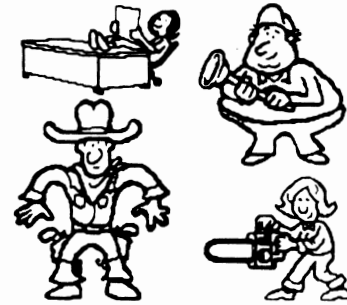
Workers 3



Workers 4

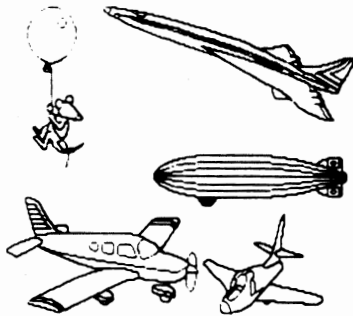


Workers 5

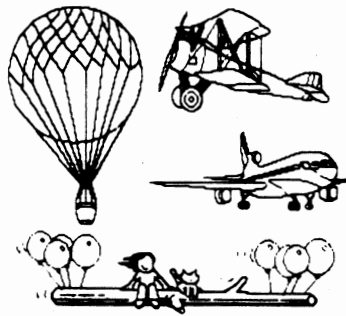


Clip Art A (Side 1)

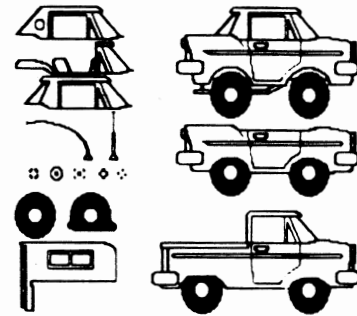
Aerial 1



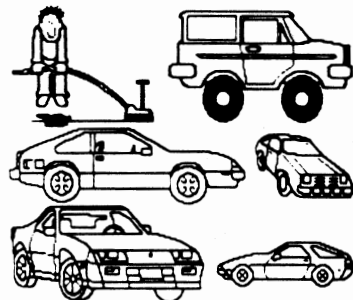
Aerial 2



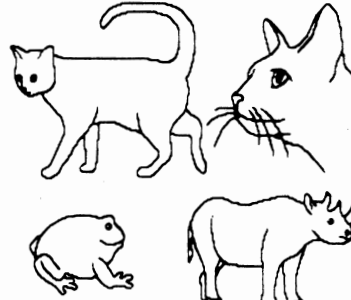
Auto 1



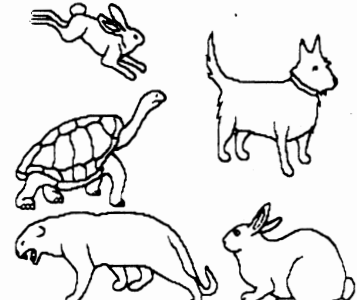
Auto 2



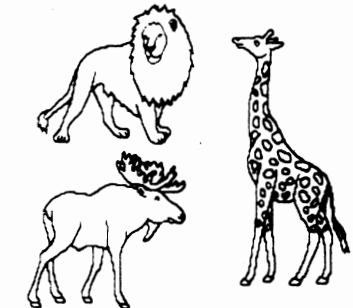
Beasts 1



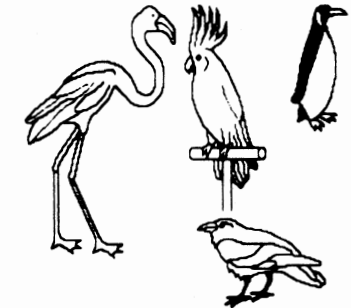
Beasts 2



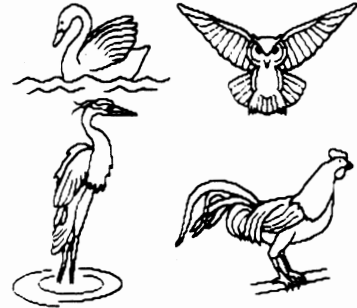
Beasts 3



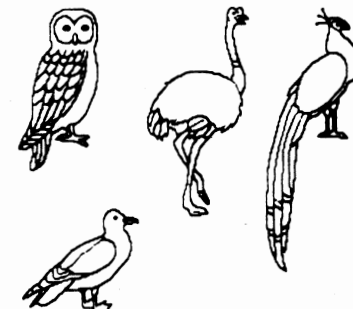
Birds 1



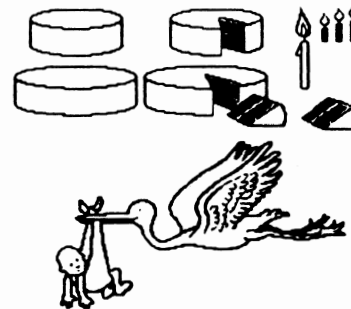
Birds 2



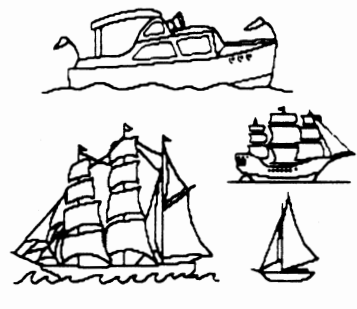
Birds 3



Birthday



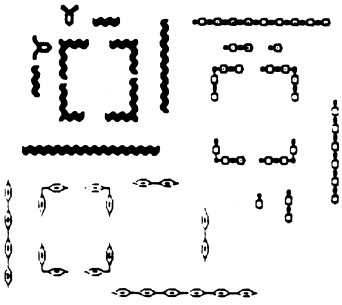
Boats 1



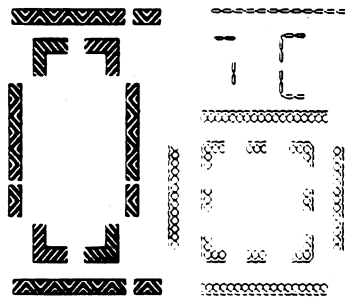
Clip Art Collection
Volume 1

Clip Art A (Side 1)

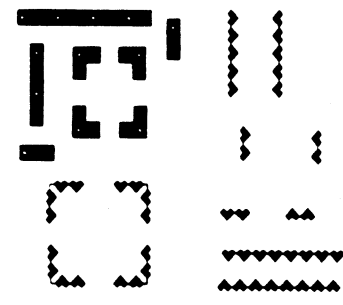
Borders 1



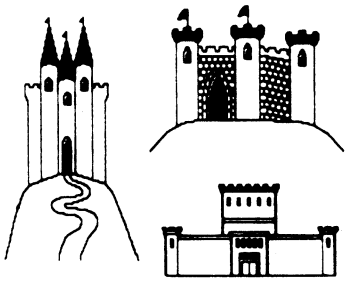
Borders 2



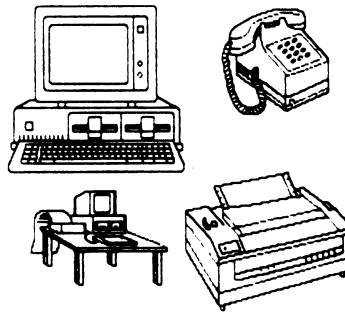
Borders 3



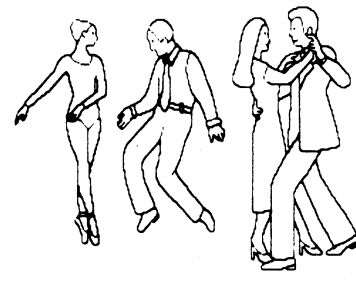
Castles 1



Compute 1



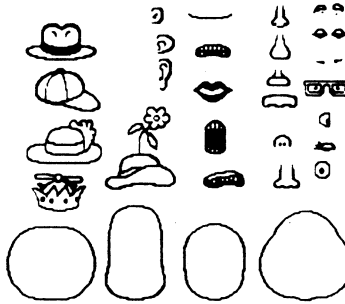
Dance 1



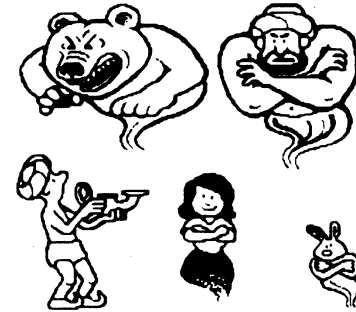
Dance 2



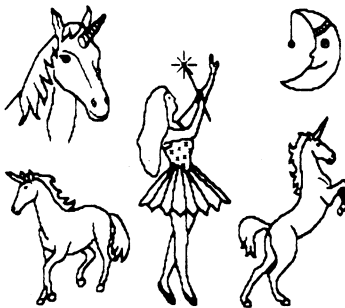
Faces 1



Fantasy 1



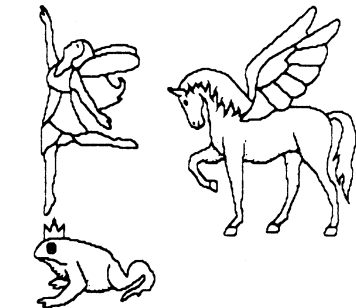
Fantasy 2



Fantasy 3

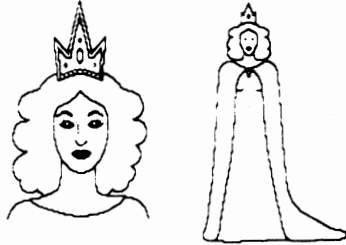


Fantasy 4

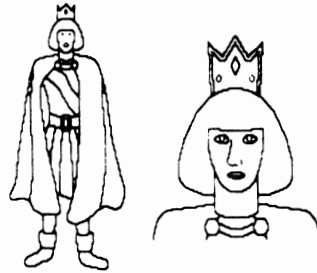


Clip Art A (Side 1)

Fantasy 5



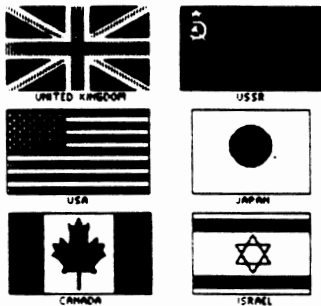
Fantasy 6



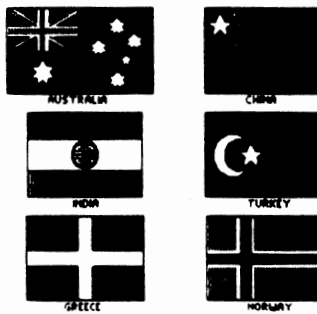
Fantasy 7



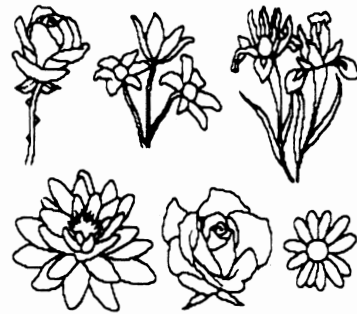
Flags 1



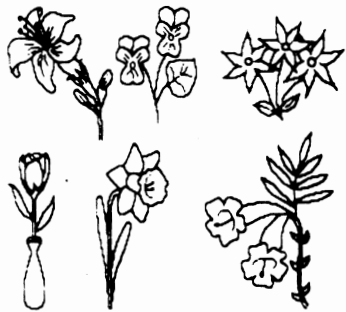
Flags 2



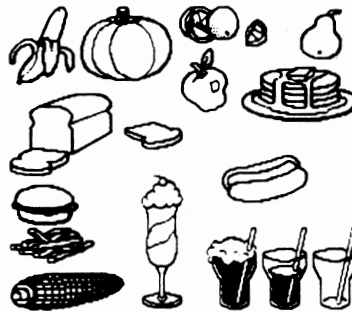
Flowers 1



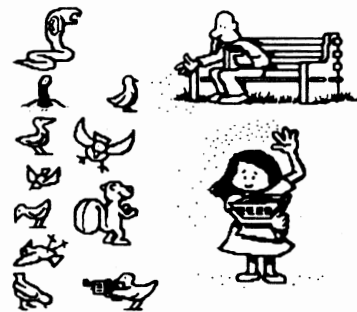
Flowers 2



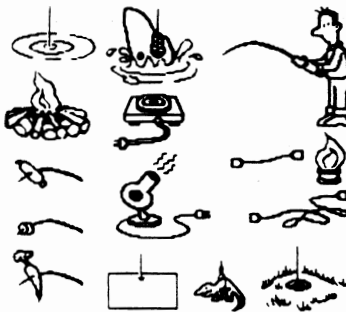
Food 1



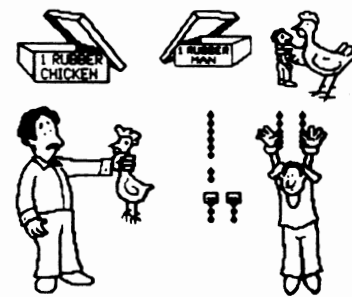
Fun 1



Fun 2



Fun 3

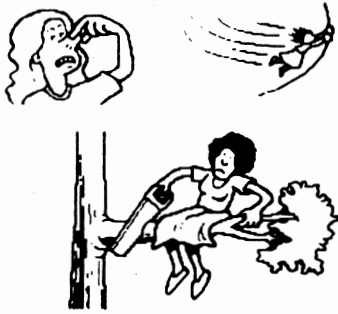


Fun 4

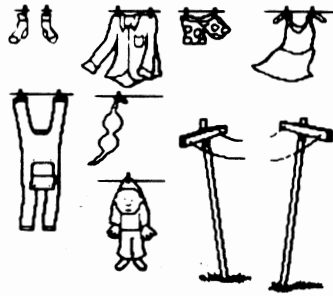


Clip Art A (Side 1)

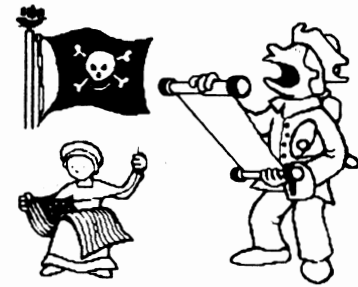
Fun 5



Fun 6



History 1



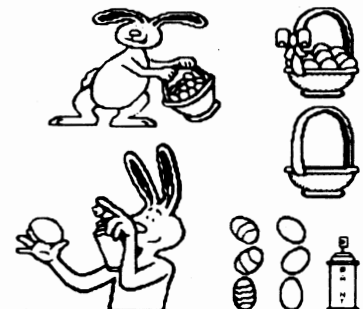
History 2



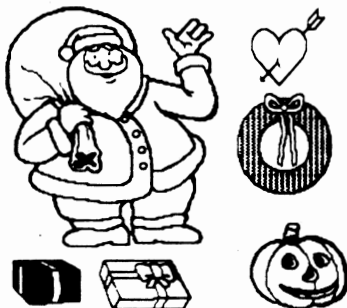
History 3



Holiday 1



Holiday 2



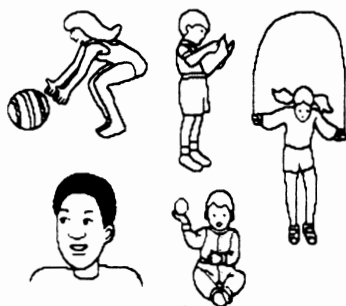
Houses 1



Houses 2



Kids 1



Kids 2



Kids 3

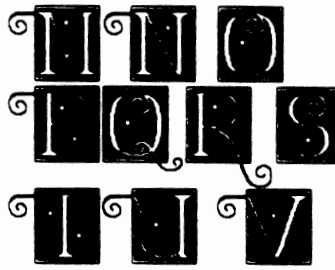


Clip Art B (Side 2)

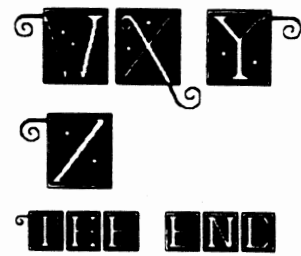
Letters 1



Letters 2



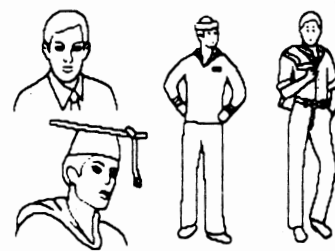
Letters 3



Men 1



Men 2



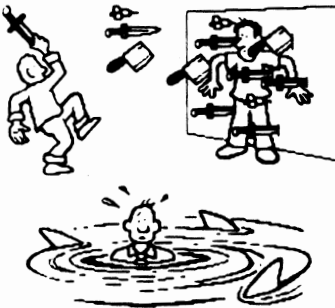
Men 3



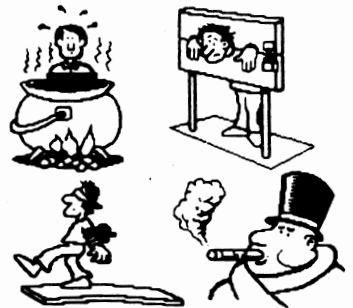
Men 4



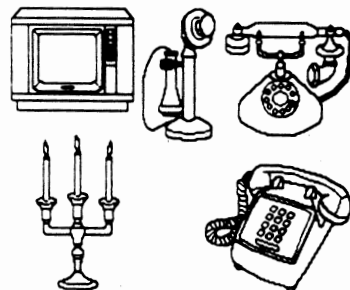
Men 5



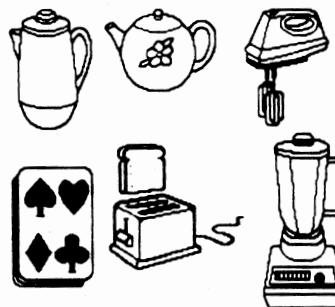
Men 6



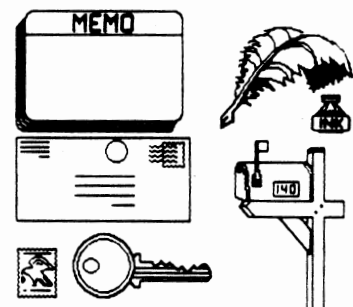
Misc 1



Misc 2

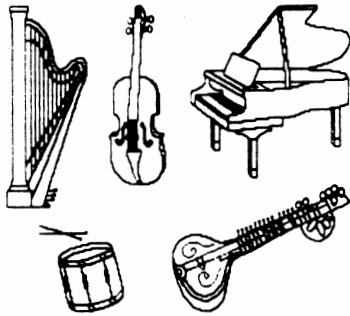


Misc 3

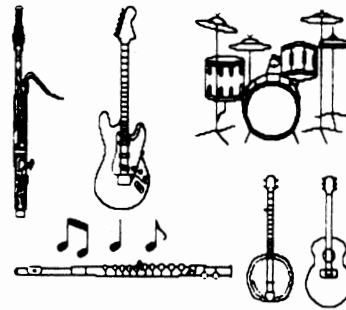


Clip Art B (Side 2)

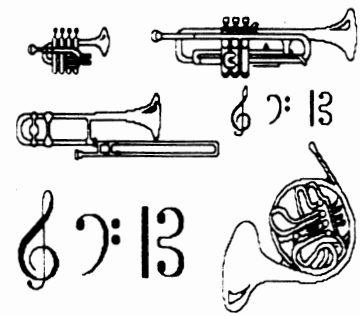
Music 1



Music 2



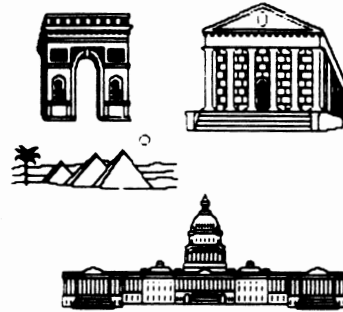
Music 3



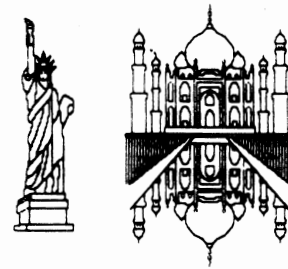
Office 1



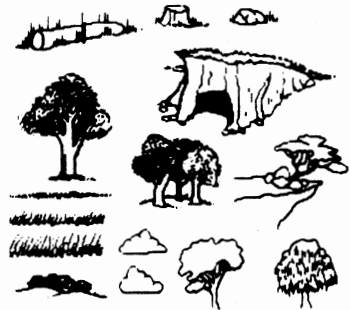
Places 1



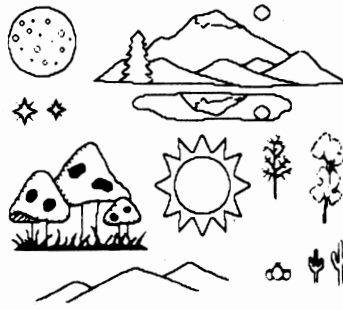
Places 2



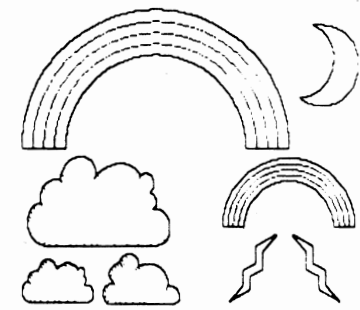
Scenery 1



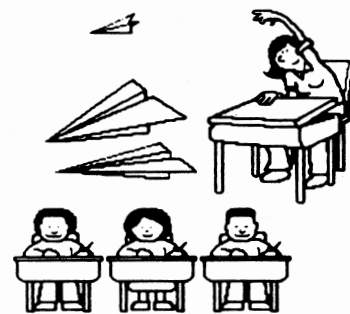
Scenery 2



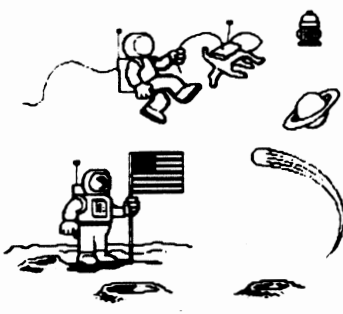
Scenery 3



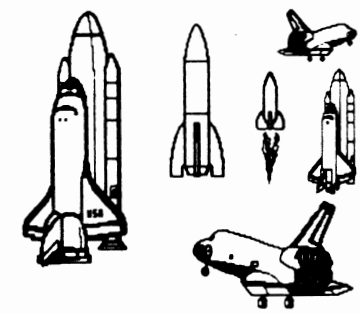
School 1



Space 1



Space 2



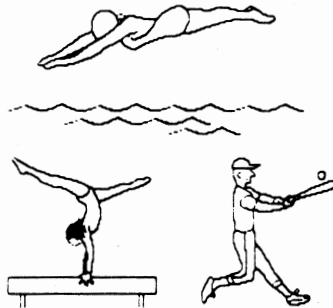
Clip Art Collection
Volume 1

Clip Art B (Side 2)

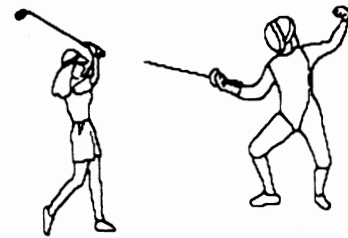
Sports 1



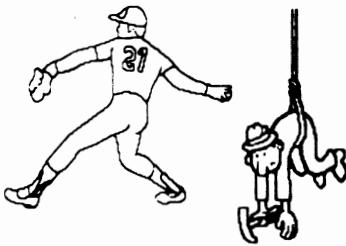
Sports 2



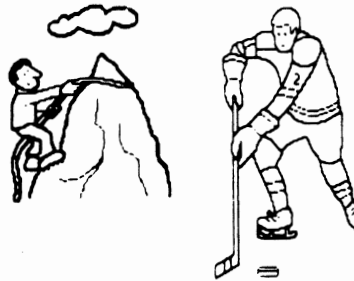
Sports 3



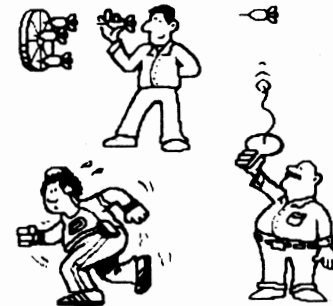
Sports 4



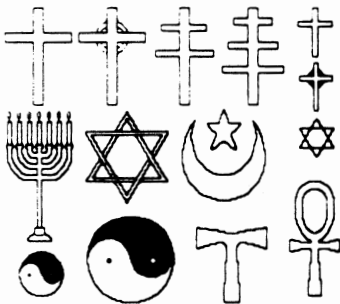
Sports 5



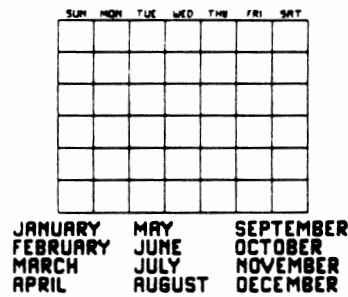
Sports 6



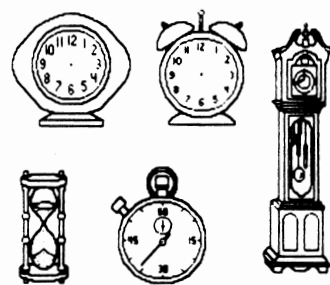
Symbols 1



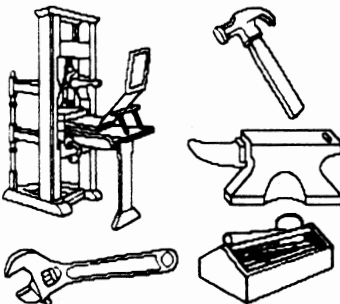
Time 1



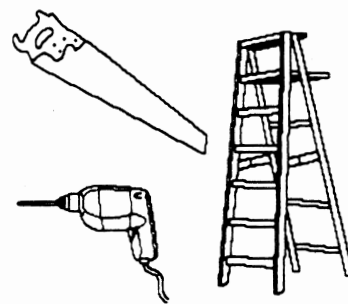
Time 2



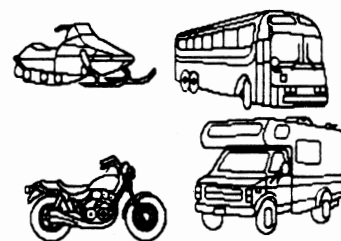
Tools 1



Tools 2



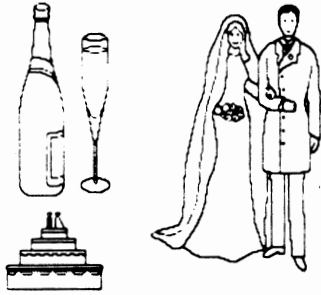
Vehicle 1



Clip Art Catalog
 Volume 1

Clip Art B (Side 2)

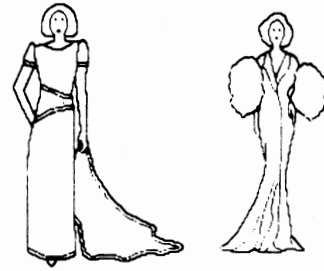
Wedding 1



Women 1



Women 2



Women 3



Words 1

GARAGE SALE OOPS...
 CLEARANCE SALE CENSORED
CENSORED WELCOME
 LOST & FOUND DATE
KEEP OUT DO NOT DISTURB
THE NEWSROOM..
 KEEP OFF THE GRASS

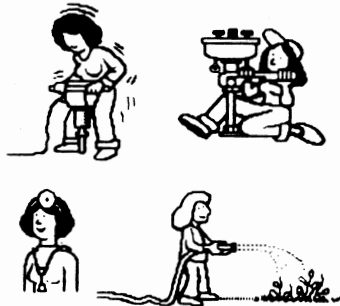
Workers 1



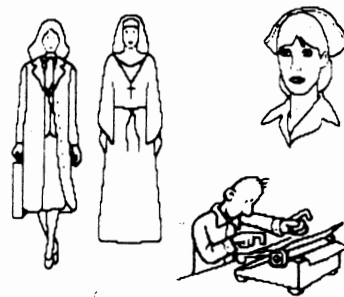
Workers 2



Workers 3

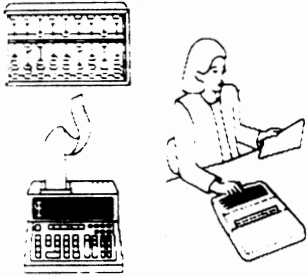


Workers 4

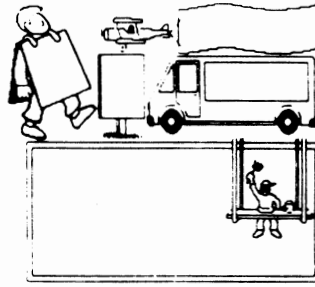


Clip Art A (Side 1)

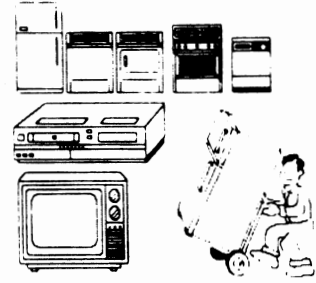
Account1



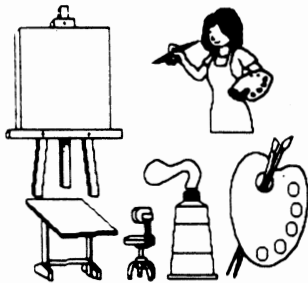
Ads1



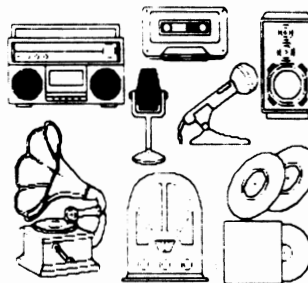
Applnc1



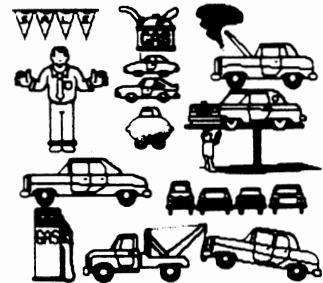
Arts1



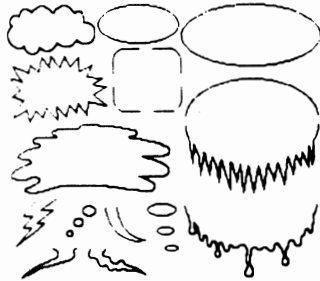
Audio1



Auto1



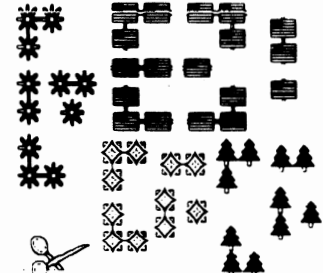
Balloons



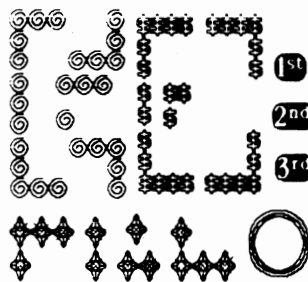
Beauty1



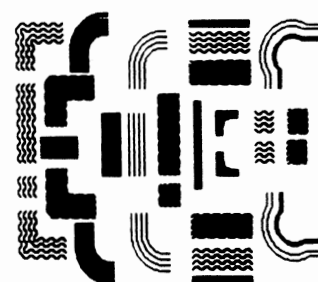
Borders1



Borders2



Borders3



Build1



Clip Art A (Side 1)

Build2

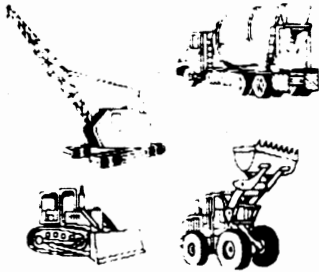


Chart1



Chart2

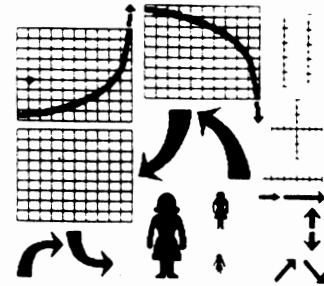
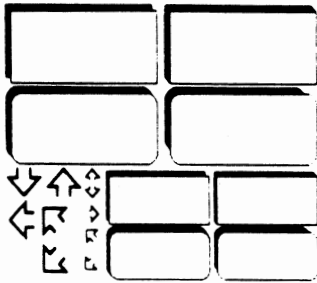
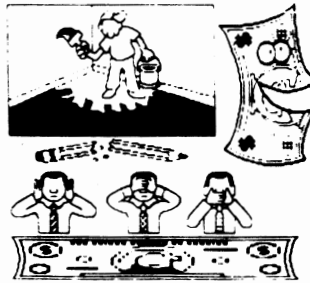


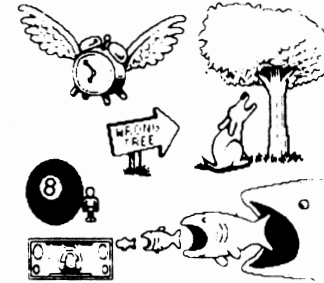
Chart3



Clichés1



Clichés2



Clichés3



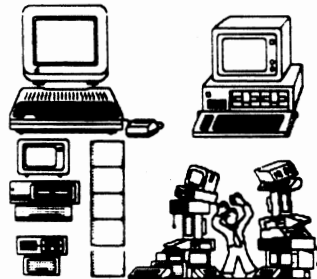
Clichés4



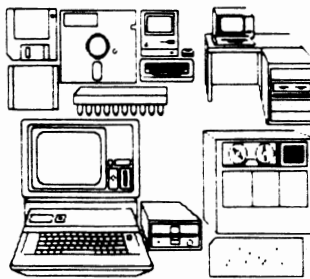
Clichés5



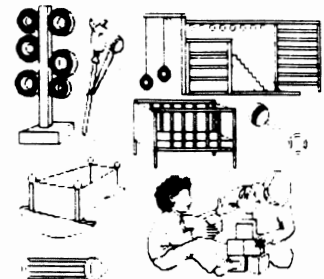
Compute1



Compute2



Daycare1

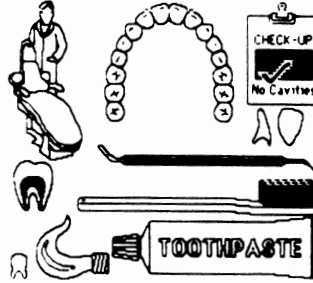


Clip Art A (Side 1)

Daycare2



Dentist1



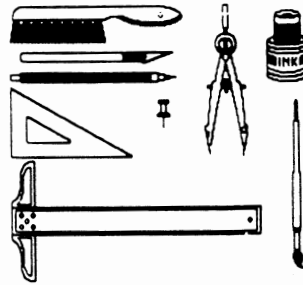
Dining1



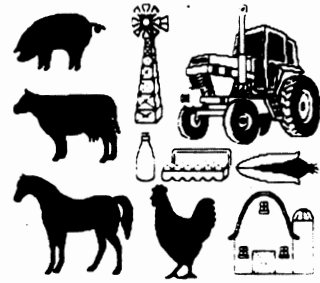
Dining2



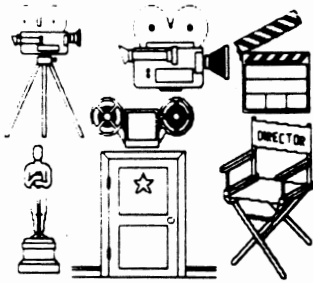
Drawing1



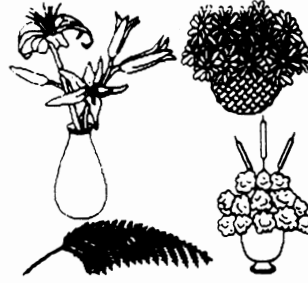
Farming1



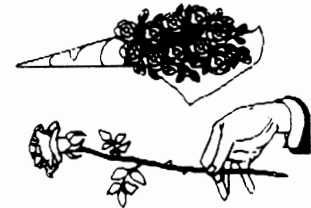
Film1



Florist1



Florist2



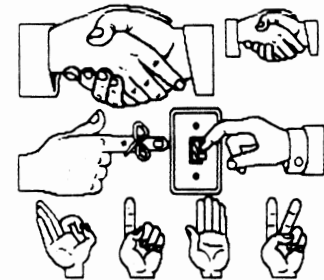
Furnish1



Furnish2

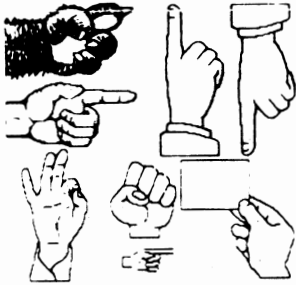


Hands1

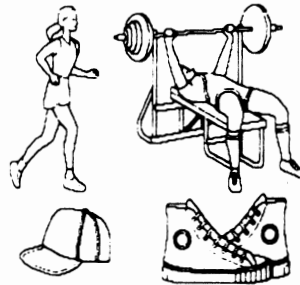


Clip Art A (Side 1)

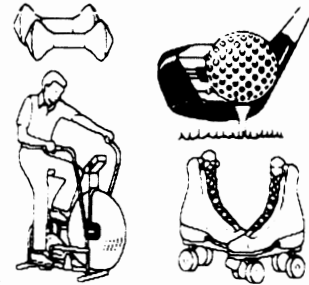
Hands2



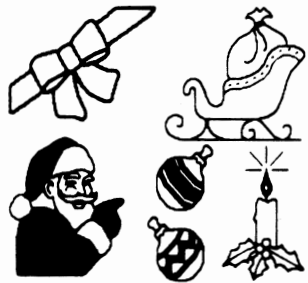
Health1



Health2



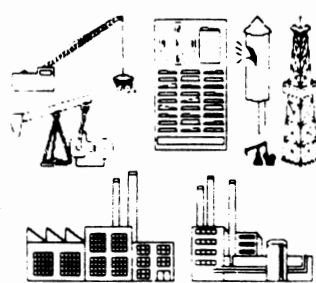
Holiday1



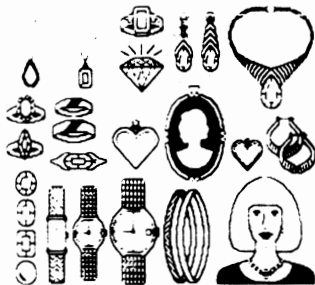
Holiday2



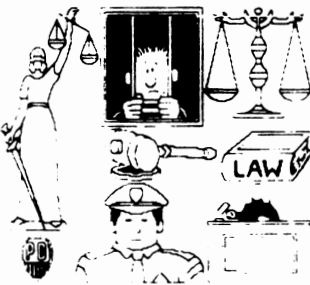
Industry



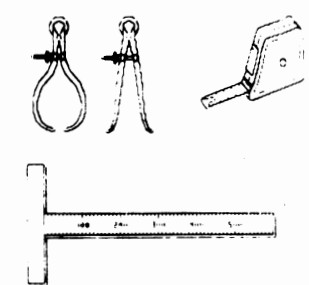
Jeweler1



Legal1



Measure1



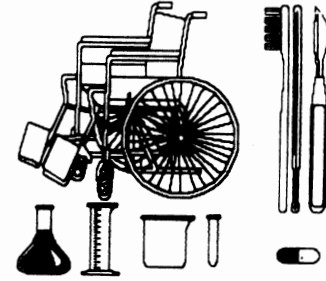
Medical1



Medical2



Medical3

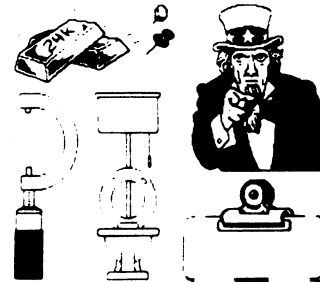


Clip Art B (Side 2)

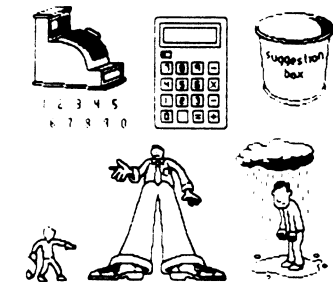
Misc1



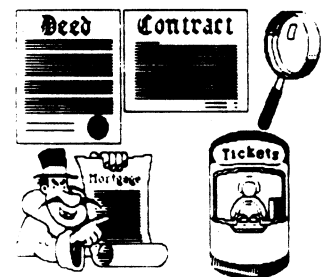
Misc2



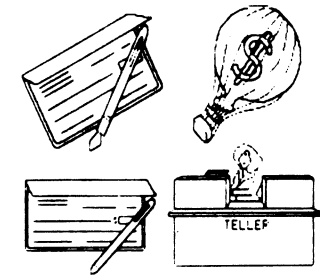
Misc3



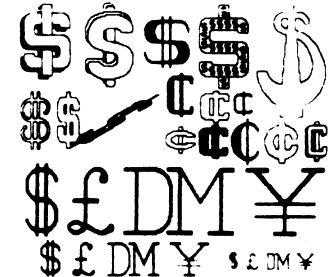
Misc4



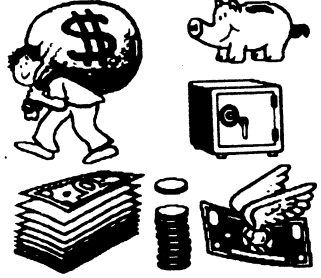
Money1



Money2



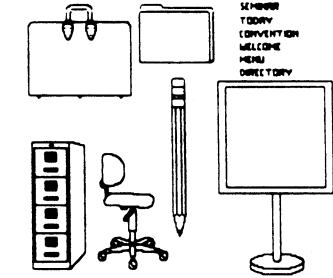
Money3



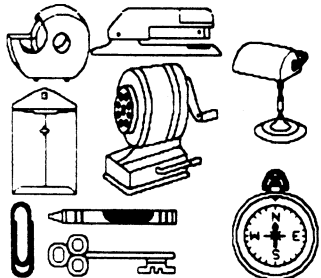
Office1



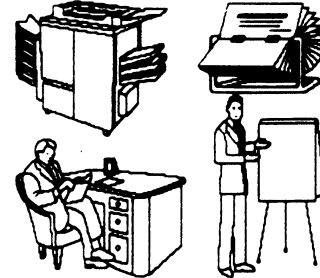
Office2



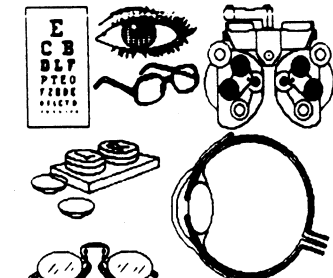
Office3



Office4

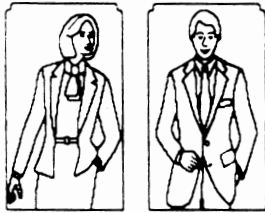


Optics1

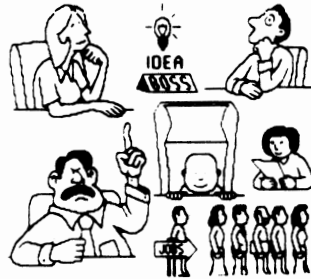


Clip Art B (Side 2)

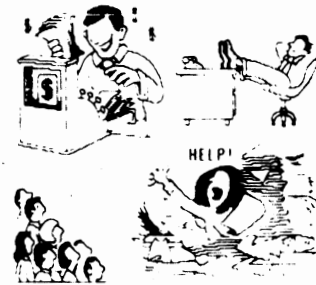
People1



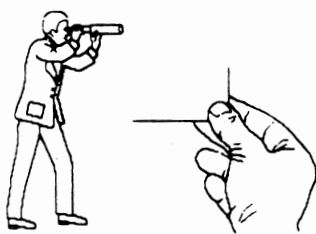
People2



People3



People4



Petshop1



Phones1

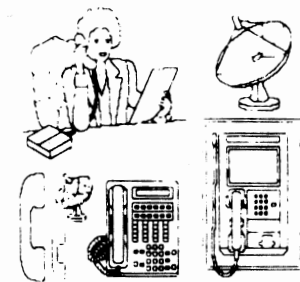
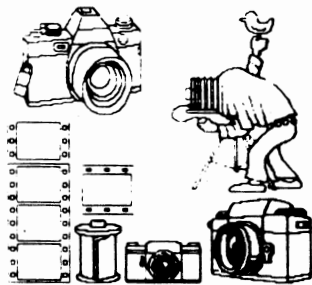
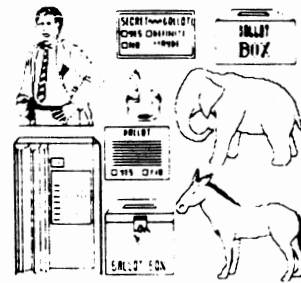


Photo1



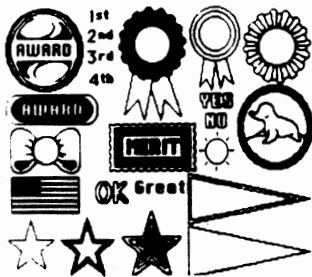
Politics



Realty1



Seals1



Shopping



Skylines



Clip Art Catalog

Clip Art B (Side 2)

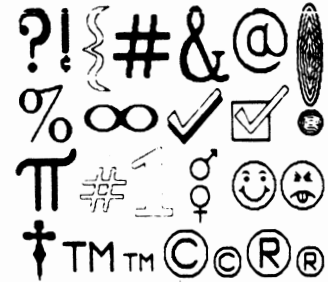
Spirits1



Stocks1



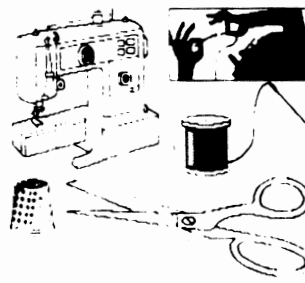
Symbols1



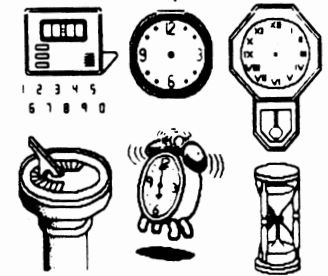
Symbols2



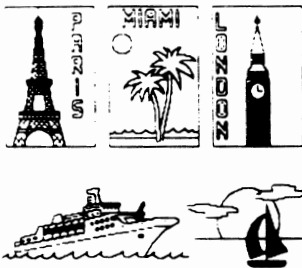
Tailor1



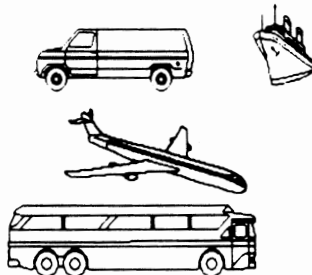
Time1



Travel1



Vehicles1



Words1

GIANT SALE
GRAND OPENING ONE DAY ONLY!
BIG EVENT! RUSH!
ANNOUNCING...
NOW! FREE OFFER NEW!
LOW LOW PRICES
TODAY ONLY!

Words2

INTRODUCING SALE
COMING SOON!
ASPECTACULAR
HALF PRICE
NEW LIMITED OFFER
Super Sale! Elegance

Words3

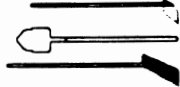
CONGRATULATIONS!
Confidential MEMO
BULLETIN AGENDA
SEMINAR MEETING
Conference MENU
TAXES MONEY
BUDGET USA

Words4

GREAT JOB!
THE STOPS HERE
You're Fired
YOU ARE HIRED
OUT OF BUSINESS

Clip Art B (Side 2)

Yardwork



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