

# SPRINGBOARD

# THE NEWSROOM PRO™



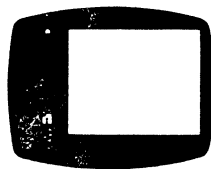
## A Guided Tour & Quick Reference Guide

**G**et acquainted with The Newroom Pro. The Guided Tour and Quick Reference Guide will show you how easy it is to design, create and print a newsletter with professional results.

## The Picture Menu

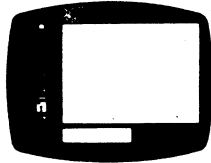


The Picture Menu is the first screen you see when you start the program. From here you can go to the five departments of activity, or exit the program. Here's what you can do in each of the departments:



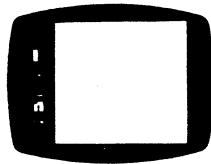
### The Photo Lab

- Create photos using clip art, graphic tools and text. Photos are loaded into columns in the Copy Desk.



### The Banner

- Create a banner for the top of your newsletter using clip art, graphic tools and text.



### The Copy Desk

- Choose your page layout: Letter- or legal-size paper, with or without a banner.
- Specify the banner to appear on the page.
- Choose font and line spacing.
- Type in your stories.
- Load in photos.
- Load in ASCII files or pages from *The Newsroom*.

### The Press

- Specify your printer type.
- Print banners, photos, or complete pages.

### The Wire Service

- Using a modem, share text and graphics with any owner of The Newsroom Pro.

# The Icons

Icon	Banner	Photo Lab	Copy Desk	Function
clip art	X	X		Select clip art.
resize	X	X		Reduce or enlarge clip art.
flip	X	X		Flip clip art left to right or top to bottom.
crayon	X	X		Access Graphic Tools Menu.
magnifying glass	X	X		Zoom in on a portion of the work area for detailed editing.
<b>SHOW</b> show	X			Display the entire banner.
camera		X		Define the borders of a photo and "take a snapshot".
<b>FONT</b> font			X	Select a font (type style) and vertical line spacing.
<b>PAGE</b> page			X	Select a page layout.
banner		X		Specify the banner to appear on the page layout.
column			X	Move from one column to the other; delete all the text in a column; move or copy text from one column to the other.
garbage can	X	X	X	Clear the work area.
disk	X	X	X	<b>Banner:</b> Load or save a banner. <b>Photo Lab:</b> Load or save a photo. <b>Copy Desk:</b> Load a photo. Load or save a page; load an ASCII file; convert a file from The Newsroom.
<b>MENU</b> menu	X	X	X	Return to the Picture Menu.
<b>OOPS</b> oops	X	X	X	Undo what you just did.
watch	X	X	X	Program indicator: timeout

# Graphic Tools Menu

**GRAPHICS TOOLS**

LINE   
 LINES   
 CIRCLE   
 BOX   
 DRAW   
 ERASE

**BRUSHES**

**FILL PATTERNS**                      **HAND**

**F9 EXIT**

**SMALL FONTS**            **LARGE FONTS**            **FONT SIZE**

F1 SERIF   
 F2 SERIF   
 F6 REGULAR

F3 SANS SERIF   
 F4 SANS SERIF   
 F7 BANNER

F5 ENGLISH

# Font Options

Serif Small

Sans Serif Small

Serif

Sans Serif

English

Line Spacing: 2

# Layout Options

<table border="1" style="width: 100%; height: 100%;"> <tr><th colspan="2">BANNER</th></tr> <tr><td>C O L U M N</td><td>C O L U M N</td></tr> </table>	BANNER		C O L U M N	C O L U M N	<table border="1" style="width: 100%; height: 100%;"> <tr><td>C O L U M N</td><td>C O L U M N</td></tr> </table>	C O L U M N	C O L U M N	<table border="1" style="width: 100%; height: 100%;"> <tr><th colspan="2">BANNER</th></tr> <tr><td>C O L U M N</td><td>C O L U M N</td></tr> </table>	BANNER		C O L U M N	C O L U M N	<table border="1" style="width: 100%; height: 100%;"> <tr><td>C O L U M N</td><td>C O L U M N</td></tr> </table>	C O L U M N	C O L U M N
BANNER															
C O L U M N	C O L U M N														
C O L U M N	C O L U M N														
BANNER															
C O L U M N	C O L U M N														
C O L U M N	C O L U M N														

8 1/2" x 11" letter size page with banner
8 1/2" x 11" letter size page without banner
8 1/2" x 14" legal size page with banner
8 1/2" x 14" legal size page without banner

# Take The Guided Tour

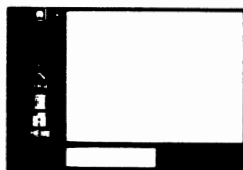
The Guided Tour is a quick step-by-step overview in which you will create a sample newsletter. Follow along and have fun. When you've completed the tour, you can turn to the User's Manual to learn about The Newsroom Pro in detail.

## Getting started

Before you take the Guided Tour, you must install the program and set up your printer. Let's begin.

1. Format a floppy disk for data file storage.
2. Make a backup copy of the program disk, then insert it into drive A.
3. Enter **A:SETUP**
4. Respond to the questions that appear on the screen.
5. If you are using a hard disk system, enter **NRPRO**. If you are using a floppy disk system, enter **PRO**.
6. Select Press from the Picture Menu. Select the type of printer you are using, then return to the Picture Menu.

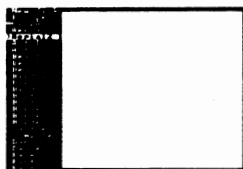
## 1 Make a banner



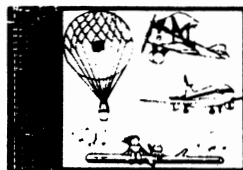
Select Banner from the Picture Menu. (To select, you can use ENTER or the function key.)

The Banner area has three parts:

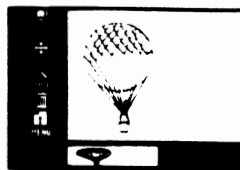
- The **icon area**, from which you select the tool you want to use.
- The **work area**, where you create your banner. What you can see on the screen represents about one-half of a banner; the screen scrolls horizontally when you need to see the other half of the banner.
- The **scroll bar**, which indicates what part of the work area is on the screen at any given time.



Insert the Clip Art Volume 1 disk into a disk drive and select the clip art icon. Move the cursor onto the page name "Aerial 2" and select it.



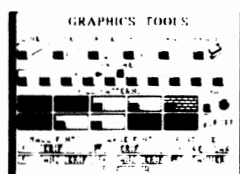
Move onto the clip art page, then move the "hand" cursor onto the balloon and pick it up (press ENTER).



Move the balloon to the left corner of the work area, then drop it there (press ENTER).

If you move a piece of art out of the work area by mistake, select **OOPS** to make it reappear.

If you move the cursor after dropping a piece of art, you may see a second image of the piece of art. The program allows you to drop as many copies of a piece of art as you like.



Press F4 to select the crayon icon and display the Graphic Tools Menu.

Select the large serif font (F2), the banner scale (F7), then select Exit (F9) to return to the work area.



Move the "box" cursor to the right of the balloon and lock it in place by pressing ALT, then type your banner title: **The Hot Air Digest**

As the title reaches the edge of the work area, the screen scrolls automatically. Press ALT to mark the end of your text.



Save banner

To save your banner, first insert a data disk. Then, select the disk icon (F8) and the Save banner option. Finally, enter a name for your banner.

Return to the Picture Menu by selecting the MENU icon.

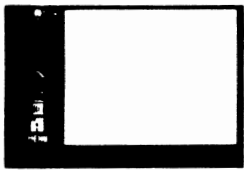


Print banner

Let's see what your banner looks like on paper. Select Press from the Picture Menu, then the Print banner option, then the name of your banner.

When the printing is done, take your printer off line and do a form feed. Then put your printer back on line and return to the Picture Menu by selecting the Menu option.

## 2 Make a photo

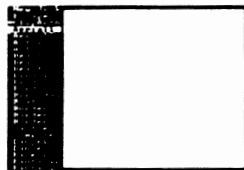


Select Photo Lab from the Picture Menu.

Like the Banner, the Photo Lab has an icon area and a work area. Unlike the Banner, the entire work area is displayed at one time.



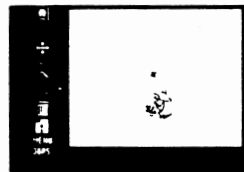
As you did for the Banner, insert the Clip Art Volume 1 disk, then select the clip art icon.



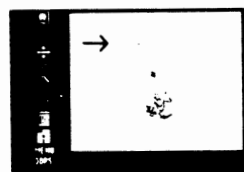
Move the cursor onto the page name "Aerial 1" and select it.



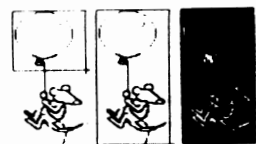
Move the cursor onto the mouse and pick it up.



Move the mouse into the middle of the work area, then drop it there.



Now it's time to take a snapshot of your artwork. Select F6 to activate the camera icon. The cursor takes the shape of a cross. Move the cross just above and to the left of the mouse and select.



Move the cross below and to the right of the mouse. A box takes shape, enclosing the part of the work area that will be included in your snapshot. When the box

encloses the entire piece of art, select again.

The boxed area is reversed for a moment (like a photographic negative), indicating that the snapshot has been taken.



Save photo

To save your snapshot, first insert your data disk. Then select the disk icon and the Save photo option, and finally enter a name for your

photo. Return to the Picture Menu by selecting the MENU icon.

## 3 Create a page



Select Copy Desk from the Picture Menu.

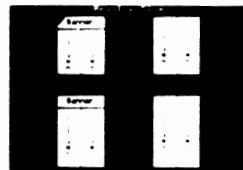
Like the Banner, the screen displays only part of the work area at a time. What you see is about one-third

the length of one column; a printed page contains two columns. The screen scrolls vertically when you need to go to another part of the column.

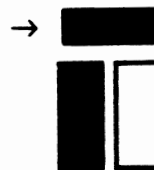
The small box in the upper right corner of the screen is the scroll bar; it indicates what part of the work area is displayed at any given time.

There are four things you need to do in the Copy Desk:

- Select a page layout
- Compose the columns
- Select a banner
- Save the page



Select the PAGE icon (F1). You'll see four page layout options. Select the regular letter-sized (8½" × 11") page with a banner.



Insert your data disk and select the banner icon (F2). From the list of options, select the name of your banner.

There are two tasks involved in composing a column: loading photos and entering text. In this guided tour, we'll load a photo first.



Load photo

Select the disk icon, then the Load photo option. Move the cursor to the name of your photo and select it.



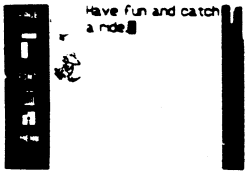
The box you see in the work area represents your photo. Move the box to the top left of the work area and drop it there; the photo appears.



Select the FONT icon (F4). The Font Menu has options for font (type style) and line spacing.

Box

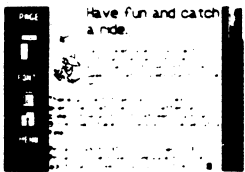
Select the large sans serif font; you can accept the default "2" line spacing assigned by the program. Now select OK.



Move into the work area. When the cursor is a hand, type the headline for your story: **Have fun and catch a ride.**

The starting point for text is chosen by the program; it's the uppermost part of the work area not occupied by a photo. As you enter the headline, the words wrap automatically from line to line, and they also wrap around your photo.

When you have typed your headline, return to the icon area. (Use the arrow keys or press CTRL-L.)



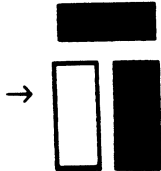
Select the Font icon again, then select the small sans serif font, then OK.

Move into the work area onto a spot not occupied by either your headline or your

photo. The cursor will be a non-blinking hand.

To start your story, press ENTER twice to put some space between your story and the headline. Then type your story.

If you reach the bottom of the screen and continue typing, the work area will scroll automatically to make room for your text.



To enter text into the other column, select the column icon (F3). The left-hand column will blink, indicating that it is the active column. Select again

to activate the right-hand column.

The work area now displays the empty right-hand column. Move into the work area and enter some text.



Save page

To save the page, select the disk icon, then the Save page option. Enter a name for your page, then select Menu to return to the Picture Menu.

## 4 Go to Press & print your page

Insert your data disk, then select: Press from the Picture Menu, the Print Page option, and the name of your page.

The program will ask how many copies of the page you want. Accept the default, 1.

## 5 If you have a modem, send your news

Select Wire Service from the Picture Menu. You'll see a list of modems supported by The Newsroom Pro. Select your type of modem.

The program will display easy-to-follow instructions. You can send banners, photos, and entire pages to anyone who has a modem and The Newsroom Pro.



# The Keyboard

Function	Key				Description
		Banner	Photo Lab	Copy Desk	
Move Cursor	↑↓→←	X	X	X	Use the arrow keys on the numeric keypad, a mouse, or a joystick to move the cursor. The cursor changes shape according to the function it performs. The most common shapes are: an arrow, pointing to an icon; a hand, to pick up art; a box to enter text.
Select	ENTER	X	X	X	<ul style="list-style-type: none"> <li>■ Select the icons or items from a menu or list of options.</li> <li>■ Select the beginning point for using a graphic tool.</li> <li>■ Pick up or drop photos or clip art.</li> </ul>
	Function Keys	X	X	X	Alternative to the ENTER key to select icons or items from a menu or list of options.
Cancel	ESC	X	X	X	Cancel what you are doing and start over.
Small Steps	SHIFT-ARROW	X	X	X	Move the cursor in small steps, pixel by pixel.
Leap	CTRL-L	X	X	X	Move the cursor from the work area to the icon area and back again.
Move/Enter	ALT	X	X		<ul style="list-style-type: none"> <li>■ Alternate between cursor movement mode and text entry mode.</li> <li>■ Hold down ALT to draw or erase with graphic tools. Release ALT to move cursor.</li> <li>■ Hold down ALT to change pixels with magnifying glass.</li> </ul>
Delete Character	BKSP DEL			X X	Delete the character to the left of the cursor. Delete the character on which the cursor rests.
Insert Character				X	Move the cursor to the desired point and type the new character.
Define Block	ALT			X	Define a block of text: Mark the first character and last character by pressing ALT.
Copy Block	CTRL-C			X	Copy a block of text: Define the block, press CTRL-C, move the cursor to the new insertion point, and press CTRL-W.
Delete Block	DEL			X	Delete a block of text: Define the block, then press DEL.
Move Block	CTRL-W			X	Move a block of text: Define the block, delete it, move cursor to new insertion point, and press CTRL-W.
Left-Col. Break	SHIFT-			X	Press SHIFT and   twice to mark the end of the left column.
Quick Scroll	PG UP	X	X	X	Move up a column or list, or to the left in a banner, several lines at a time.
	PG DN	X	X	X	Move down a column or list, or to the right in a banner, several lines at a time.
	HOME	X	X	X	Go to the beginning of a column, list, or banner.
	End	X	X	X	Go to the end of a column, list, or banner.
Column Scroll	CTRL-S			X	Move the cursor onto the scroll bar, then use the arrow keys to scroll.
Audio	CTRL-A	X	X	X	Toggle audio signals on and off.

NOTE: Keys connected with a hyphen must be pressed simultaneously.