

TextAppeal

INTRODUCTION

TextAppeal lets you create eye-catching headlines, logos, bursts, and other type-styling effects quickly and easily. You can have text bend along a circle, follow a free-form curving line, or increase in size in a perspective field. You can also draw graphic elements, add colors and textured fills, and import clip art to complete the design.

TextAppeal also comes with over 50 professionally-designed custom tools. These are TextAppeal templates that contain the basic elements of the design already in place. You can use them as a starting point for your own designs or create your own custom tools from scratch.

In the following sections you will find information covering the following subjects.

- * System requirements
- * Using this manual
- * Product support Using Help

Enjoy using SoftKey TextAppeal.

System requirements

TextAppeal requires the following hardware and software:

- * Microsoft Windows 3.0 or later
- * An IBM 286 computer (or 100% compatible) or higher processor
- * 2 Mb of RAM ò A hard disk with at least 3 Mb of available disk space
- * Version 3.3 or later of DOS

The Setup program copies TextAppeal to your hard disk and modifies your Windows system files.

Using Help

If you get confused while you are using TextAppeal, use our on-line help system. It has concise explanations of features and terms, and it provides steps that you can follow to get tasks done.

To learn more about using Help:

1. Choose Help | Using Help or press ALT+F1.
2. Follow the instructions on screen. You can get help on the, specific function of the program you are using, even if you are in a dialog box, by pressing SHIFT+F1.

To use Help:

1. Choose Help | Index or press FI. .
2. The Index of help topics appears in the window. Click the forward and backward Browse buttons to move through the screens of information on help topics. Click an underlined topic to read more about it. Terms with a dotted underline have definitions attached to them. Click and hold down the button with the cursor over one of these terms to read its definition. Click Back to go back to a screen that you viewed previously. You can click Index from any point to see the Index.
3. To look for a particular topic, click Search. Use the scrollbars to view the list of search commands. Highlight a topic and click the Search button. The topics attached to this search term appear in the lower list box. Highlight a topic and click Go To or press ENTER to get more information on that topic.
4. To quit Help, choose File | Exit.

Basics

This section covers the concepts that you should understand to use TextAppeal. It describes how to start the program, use the menus and tools, and understand what you will see on the screen. It also briefly describes a few general program options.

This chapter assumes that you have installed Windows, a font manager such as Adobe Type Manager Ö, and TextAppeal. If you have not yet installed Windows, see your Windows manual for instructions.

Starting TextAppeal

1. Start Windows as you normally do.
2. Find the TextAppeal application icon in the Power Up! program TextAppeal group.
3. Double-click the TextAppeal icon. The TextAppeal application window appears. The Tools
 - * Arrow: Use the Arrow tool to select, move, and resize objects. When you select an object, handles appear to show that it is selected.
 - * Text: Lets you select and edit text. Drag the Text tool (it looks like an I-beam) across text to select it. Click the I-beam in a block of text to edit. (You will see a blinking cursor indicating that you are in edit mode.)
 - * Straight Text: Creates a rectangular text object so you can enter regular text.
 - * Perspective Text: Creates a text object that is larger on one end than the other.
 - * Elliptical Arc Text: Creates a text object in the shape of an arc. It can be any portion of an arc or a complete circle.
 - * Bezier Curve Text: Draws a free-form curve, called a Bezier curve, that holds text.
 - * Rectangle Draw: Draws rectangles.
 - * Ellipse Draw: Draws ellipses.
 - * Line Draw: Draws lines.
 - * Polygon Draw: Draws polygons (objects with three or more sides).
 - * Star Draw: Draws stars with 3 to 100 points.
 - * Rotate: Moves objects in a circle up to 360 degrees.
 - * Custom: Lets you access a custom tool directly from the tool box.

The tools are in a separate window that you can move and resize. The menu bar runs along the top, and the scroll bars are on the bottom and right side of the window. The middle area is the document window or work space where you create TextAppeal objects.

Moving the tool box

The tool box is a floating window: It can be resized and placed anywhere on the screen. You can keep it as a floating window or move it to the left side of the screen.

To place the tool box on the left side of the screen

- * Choose Options | Tools Flush Left. To change the tool box to floating
- * Choose Options | Tools Floating.

Specifying a different option for the Tool box automatically sets the default: When you start TextAppeal, it will use the same setting that was in use when you last exited TextAppeal.

Pointer shapes

The mouse pointer allows you to perform actions in TextAppeal with a mouse. When you move the mouse on your desk or mouse pad, the pointer moves around the screen. Normally, the pointer appears as an arrow, which you can use to select menu commands and objects, work the scroll bars, or select a tool. However, depending on what you're doing, the pointer may change its shape to one of the following:

- * An I-beam pointer appears when you're working in Text mode. It lets you position the text cursor at a given character position so you can enter or edit text.
- * A hand pointer appears when you move an object by dragging it.
- * A pointing hand appears when the pointer is over a selected object's handle. You can then drag the handle to change the size and or shape of the object. As you drag the pointer, it appears as a double-headed arrow.
- * An hourglass pointer indicates that you must wait while TextAppeal carries out your last request. You cannot do anything with the hourglass pointer other than move it around.
- * A cross-hair pointer appears when you select a tool for drawing an object, or when you paste an object or import a graphic.
- * A double-headed arrow appears when you choose Edit | Paste. You use it to indicate where to paste the object stored in the Clipboard.
- * A magnifying glass pointer appears when you are zooming in on part of a page.

Saving your work

It is important to save your work frequently, even if you are just transferring it to another program

through the clipboard. A power failure or other unexpected event could cause you to lose all the work that has not been saved.

To save a TextAppeal document:

1. Choose File | Save or press CTRL+ F10. The Save A TextAppeal Document dialog box appears.
2. The File name *. TAP is highlighted in the field. Type in a unique name of up to eight characters. The .TAP extension will be added automatically.
3. The current directory appears in the Directory field. This shows you where TextAppeal will save your document. Use the Directories list box to change the current directory. Double-click a folder to open it.
4. Select a new drive from the Drives list box to move to a different drive.
5. The Files list box shows you the files in that directory with the .TAP extension.
6. When the Drives and Directories fields show the correct path and you have typed in the file name, click OK to save the file. To close this dialog box without saving the file, click Cancel or press ESC.

Using Save As

Use the Save As command to save an existing TextAppeal document under a new name.

1. Choose File | Save As. The Save A TextAppeal Document dialog box appears.
2. Follow the steps in the previous section for saving a new file.

Opening a document

To open a document in TextAppeal:

1. Choose File | Open. The Open a TextAppeal Document dialog box appears.
2. Use the Drives and Directories list boxes to locate the document you wish to open.
3. When the document name is selected, click OK or press ENTER to open the document.

Exiting TextAppeal

To exit from TextAppeal:

1. Choose File | Exit.
2. If your document has changed since you last saved it, you will be prompted to save it again before exiting. Click Yes to save your document before leaving TextAppeal. Click No to exit without saving your document.

TextAppeal closes and you are back at the Windows Program Manager or any other active application.

Program options

Introducing Auto Font Size

AutoFont Size is a special TextAppeal feature that scales the font size to fit the vertical height of the text object. It is turned on automatically when you create a TextAppeal text object that supports it. This means that as you make a text object larger, the font size also increases.

Setting defaults

Many dialog boxes have a Make Default button that lets you specify the selected options as program defaults. A default is a setting that is automatically assumed until you specify a different setting.

For example, if you specify blue as the color for an object and then click Make Default, every object that you draw subsequently will be blue. You can still select an individual object and change its color.

Tutorial

This tutorial shows you how to use TextAppeal's features in two lessons. In the first lesson, you will learn how to work with custom tools by creating an announcement for a sale. In the second lesson, you will create a logo for Around The World Travel, a travel agency that caters to the

adventurous traveler. Each lesson should take less than 30 minutes.

This Tutorial assumes that you have read "Basics," and that you understand the fundamentals of working in TextAppeal. If not, go back and read the section "Basics".

Creating an announcement

In this lesson you will use a predefined custom tool as a starting point for the announcement of a clearance sale. A custom tool is any combination of text and graphic objects saved as a special type of TextAppeal object. To create this announcement, you will select a custom tool, place it into your document, and make a few modifications and additions.

Setting your view

When working in TextAppeal, you can view your object in detail or see the whole page at once. Before you start working on this object, set the view that you will be working in.

To switch to Actual Size view:

ò Choose View | Actual Size. To view the whole page at once:

ò Choose View | Full Page. You can switch between two views while working on your object.

Select the custom

1. Select Edit | Select Custom Tool. The Select Custom Tool dialog box appears.
2. Select the first tool on the first row of the custom tool palette by clicking it
3. Click Paste to place a full-size copy of the custom tool into your document.
4. The dialog box disappears. The pointer changes to a hand with an outline of the object attached to it.
5. To place this object, move the pointer to the center of the document window. The outline of the object moves with the pointer. When the outline is in position, click to place the object. The object, a combination of two stars, appears in your document.

Resizing the object

With the Scale command, you can resize the object and still retain its proportions.

To scale the object: 1. Select the object by clicking it once with the arrow pointer. Handles appear around the object showing it as selected. 2. Choose Objects | Scale. The Scale Object dialog box appears. 3. Enter 200 in the Scale Percent field. This means the object will double in size. 4. Click OK to scale the object.

NOTE: If you get an error message that says that the scaled object will not fit on the page, move the object to the center of the page and try again.

Saving your work

It is important to save your work frequently while you are creating an object. This section shows you how to name and save a new document. After you name a new, untitled document, you can press F10 at any time to save additional changes.

To save a TextAppeal document:

1. Choose File | Save or press F10. The Save A TextAppeal Document dialog box appears.
2. The File name *.TAP is highlighted in the field. Type in a unique name of up to eight characters. The .TAP extension will be added automatically.
3. The current directory appears in the Directory field. This shows you where TextAppeal will save your document. Use the Directories list box to change the current directory Double-click a folder to open it. Select a new drive from the Drives list box to move to a different drive.
4. The Files list box shows you the files in that directory with the .TAP extension.
5. When the Drives and Directories fields show the correct path and you have The pointer changes to an hourglass to indicate that TextAppeal is carrying out your last request. In the file name, click OK to save the file.

Choosing a font

You can select a font for a text object before you create it. To do so:

1. Choose Text | Font or press CTRL + F. The Choose Font dialog box appears.
2. Make the following selections in the Choose Font dialog box: Click Copperplate29ab in the Typeface list box. This is a good eye-catching typeface for an advertisement.

Select 28 for the Size, or type the number in the Points field. Select Bold in the Style box. Enter 70 in the X Scaling box. This scales the character to 70 percent of its normal width. Make sure that there is an x in the Shadow check box. 3. Click Make Default to make this font selection the program default. This means that this font will be used automatically when you create new text objects. 4. Click OK to keep these settings and close the Font dialog box.

NOTE: If Copperplate 29ab is not listed substitute any font for this lesson.

Drawing the object and adding textNext, you will create a few different text objects for the sale information. The first two objects are straight text objects, the third is a perspective text object.

The Straight Text tool.

1. Select the Straight Text tool. The Arrow pointer becomes a cross-hair.
 2. Move the cross-hair pointer over the upper left portion of the inside star. Drag to the right to draw the text object. (Don't worry about the height of the object; you will adjust it later.) When you get close to the edge of the white star, release the mouse button. Drawing the text object
 3. When you release the mouse button, the outline of the object is filled in and the text cursor appears in the object. Type Save up to (that is all) and then select the Arrow pointer.
- All of the text may not yet fit in the object, so you may need to adjust the size of the text object so that all of the text fits. This is covered in the next section.

Modifying the text object

Checking for Auto Font Size

When you resize a text object, you can take advantage of TextAppeal's Auto Font Size feature. When Auto Font Size is enabled, TextAppeal automatically scales the character size to fit the vertical height of the text object.

Auto Font Size is on automatically when you create a new text object. To make sure that it is on:

1. Select the text object with the arrow cursor.
2. Click the Options menu to pull it down (don't select anything.)
3. The first option, Auto Font Size, will have a check mark next to it showing that it is enabled. If it does, click elsewhere in the window to close the menu without making any changes or press ESC. If there is no check mark next to Auto Font Size, select it to turn it on. (If the option is dimmed, the object is not selected.)

Resizing the object

1. Select the straight text object with the Arrow pointer.
 2. Drag the handles of the object to resize it. The font size gets larger as you make the object larger.
- Resize it so that the text fills up the white space from left to right. (Don't worry if the lines overlap the star because they will not be visible in the final object).
3. Some of the text may disappear from the object. If the font size becomes so large that the object is not wide enough to accommodate all of the letters, some letters may drop out. To bring the letters back into the object, just reduce the height of the object.

Duplicating the object

Now you will make a copy of the first text object and use the copy as the second text object.

1. Select the text object with the Arrow pointer.
2. Choose Edit | Duplicate. The Duplicate dialog box appears.
3. Make sure that there is a 1 in the Number Of Copies field. Don't change any of the other settings.
4. Click OK to duplicate the text object.

Modifying the second object

Now you will move this new object into position, change the text, second object and resize it.

Moving the object into position

1. Select the object with the Arrow pointer and drag to place it below the first text object.

Changing the text

2. Select the Text tool and click in the text object to place the text cursor. You will see a blinking cursor indicating that you are in text mode.

3. Choose Edit | Select All. All of the text in the object is selected.

4. Type 50%. When you type, the selected text will be replaced.

5. Choose the Arrow tool and click on the second text object. Drag the bottom middle handle of the object to resize it so that the text fills up most of the remaining space in the white star. Auto Font Size is still on for this object, so the font size will change as you resize it.

Grouping the objects

Now you will group the two text objects so that they function as one object.

1. Select one of the text objects with the Arrow pointer.

2. While the first object is still selected, hold down the SHIFT key and select the second object. Make sure that you do not select the star underneath the text objects; If you do, click in the document window where there are no objects so that you deselect all objects and start over again.

3. When the two text objects are selected, choose Objects | Group. The two objects are now grouped and have one set of handles surrounding them.

Changing the colors and lines

Now you will make the lines invisible and the background transparent for the grouped object so that only the text is visible.

Making the lines invisible

1. Select the grouped text object with the Arrow pointer if it isn't already selected.

2. Choose Draw | Line.

3. Select Invisible in the Style box.

4. Click OK to make the lines invisible.

Changing the color of the text and making the object transparent

1. While the grouped object is still selected, choose Draw | Color. The Select Color dialog box appears.

2. With the object button selected, click the Transparent check box to make the object transparent.

3. Click the text button and then select a dark color for the text such as black or dark blue.

4. Click the Shadow button and select light gray.

5. Click Make Default to make these settings the program defaults.

6. Click OK.

Drawing the Perspective text object

The next step is drawing the perspective text object.

1. Select the Perspective Text tool. The pointer changes to a cross-hair.

2. Click in the document window and drag down and to the right. Don't worry about the exact size; you will adjust it later.

3. When you release the mouse button, the text cursor appears in the perspective object. Type BIG SALE! in all capitals.

Changing the font

Now you will change the font of this object so that it stands out.

1. Select the Text tool.

2. Place it in the perspective text object.

3. Choose Edit | Select All. The text is selected.

4. Choose Text | Font. The Font dialog box appears.
5. Select CaslonOpenFace as the Typeface.
6. Click OK.

Adjusting the perspective object

You will need to adjust the perspective object to make it look the way you want it.

1. Select it with the Arrow pointer.
2. Drag any of the handles to make the object wider or bring the lines closer to each other. Adjust the object until it looks the way you want it.

As you make adjustments to the perspective object, the individual letters are scaled to fill the height of the object (the distance between the top and bottom lines).

3. After adjusting the size and shape of the object, drag it to move it into position above the other objects.

Making the lines invisible

To make the lines invisible:

1. Select the object with the Arrow pointer.
2. Choose Draw | Line. The Set Line dialog box appears.
3. Select Invisible in the Style box.
4. Click OK to make the lines invisible.

Printing the announcement

Before you attempt to print, make sure your printer is on-line and has paper.

To print the announcement:

1. Choose File | Print or press F4. The Print dialog box appears. It shows your active printer and printer port.
2. Enter the number of copies that you want.
3. Click OK to Print.

Creating a logo

In this lesson, you will create a logo for Around The World Travel.

The Around The World Travel logo

Setting your view

Before you start working on this object, set the view that you will be working in.

To switch to Actual Size view: *Choose View | Actual Size.

To view the whole page at once: * Choose View | Full Page.

The best view for creating this object is Actual Size.

Setting defaults

TextAppeal lets you create objects with many variations of colors, fonts, line types, and so on.

The easiest way to work in TextAppeal is to specify these preferences before you begin to create the object.

Colors

To specify the default color settings:

1. Choose Draw | Colors or press CTRL+C.
2. The Select Color dialog box appears.
3. The Object button is selected, and the current color is displayed in the color palette. Select a pale yellow box from the color palette to set the objects color to pale yellow.
4. Click the Text button so that you can change the default color of text. Select an olive green box to set the color of text to green.
5. Click the Shadow button to change the color of text shadows. Select royal blue.
6. Click the Line button to change the color of lines and object borders. Select black (you will

change this color later).

7. Click the Fill Pattern button and change the color to white.
8. Click the Make Default button. This sets these colors as the program defaults, which means that all of the items will be set to those colors when you draw them.
9. Click OK to close the dialog box.

Text alignment

Alignment controls where text sits within its text object. You can specify how text should be placed horizontally within the object: to the left, to the right, in the center, or full (filling the object from left to right). You can also specify how text should be placed vertically: towards the top, towards the bottom, or in the center of the object.

To change text alignment and set the default:

1. Choose Text | Alignment or press CTRL + J. The Alignment dialog box appears.
2. Click Center in the Align Horizontally box.
3. Click Middle in the Align Vertically box.
4. Click Make Default to specify these settings as the program defaults.
5. Click OK.

Rulers

To set up the rulers:

1. Choose Options | Rulers And Grid. The Set Rulers and Grid dialog box appears.
2. Select the Inches in the Measurement box.
3. Select any number of Marks Per Inch in the Rulers box (any number will work for this tutorial).
4. Click the Show Rulers check box to turn on the rulers if they are not already enabled. When the rulers are on, they appear in the preview box.
5. Click OK.

Drawing a star

You can create many different types of stars in TextAppeal. To draw a star, you choose the star tool and drag in the document window. You can use the Star dialog box to specify the options for a star either before or after drawing it. For this object, you will specify the options first.

1. Choose Draw | Star or press CTRL + S. The Star Shape dialog box appears.
2. Drag the Depth control thumb to adjust the star's depth to 20. You can also click the bar above or below the thumb to change the depth by increments of eight percent, or click either end of the depth bar to change it by increments of one. The preview box shows a sample star that displays the settings as you select them. Drag the Points control thumb to adjust the number of the star's points to 30. You can click the bar above or below the thumb to decrease or increase the number of points by eight at a time, or click either end of the points bar to change the number in increments of one.
3. Click OK to save these settings and close the dialog box.
4. Click the Star tool in the tool box to select it. The pointer changes to a cross-hair.
5. Press and hold down the CTRL key. Pressing the CTRL key as you Draw an object keeps the height and width of the object equal as you draw it. While still pressing CTRL, drag the pointer in the document window to create a star about 2.5 inches wide. Use the tick marks on the ruler to help you create a star that is the right size.
6. When you have finished drawing the star, release the mouse button and the CTRL key.

If you make a mistake

If you make a mistake when drawing the star, it is easy to delete it and start over. When you finish drawing a graphic element in TextAppeal (one that does not hold text), it is selected, which means that handles surround it. The handles indicate that the object will be affected by your next action.

To delete the star:

- * Press the DELETE key immediately after drawing it. The object is removed from your document. Go back to the beginning of these instructions and try again.

Drawing the arc

The next object that you will draw is the arc that goes inside the star. It will hold the logo's text.

The Arc tool

1. Select the Arc tool. The pointer changes to a cross-hair. Drawing the arc
When you are drawing an arc, the line that you see is the inside curve, or the baseline, where the text sits. For this object you should make the arc small enough so that the text can sit on the baseline and still fit completely inside the star.
2. Your starting point for drawing the arc is the upper left part of the star (it would be between 10 and 11 on a clock). Hold down the CTRL key as you draw the arc so that it will be proportional (it will be in the shape of a half circle). Drag down and to the right. As you drag, an outline of the arc appears in the window.

Entering text

1. When you release the mouse button, the Arc appears with the text cursor placed in it.
2. Type the name of the company, Around The World Travel. Don't worry if all of the text doesn't fit. The next section shows you how to make the arc into a full circle.

Saving your work

Make sure you save your work often as you create or revise objects in TextAppeal. Remember, after you name a new, untitled document, you can press F10 at any time to save additional changes.

To save an untitled document:

1. Choose File | Save or press F10. The Save A TextAppeal Document dialog box appears.
2. Type in a unique name of up to eight characters in the File Name field.
3. The Directories list box shows you where the file will be saved. Change to a different directory to save the file elsewhere.
4. Click OK to Save the file.

Changing the arc into a full circle

To modify the arc so that it is a complete circle, all you have to do is pull the window shade.

1. Select the arc with the Arrow pointer. The arc and its window shade
2. Place the pointer over the window shade. The pointer changes to the pointing hand. To modify the arc, click and hold down the mouse button and move the mouse down. This action is called dragging. Drag the window shade until the two ends of the arc meet. Dragging the window shade to make a full circle

Most of the text that did not fit in the arc previously will fit now.

The next section shows you how to modify the font.

Changing the font

1. Select the Text tool. The pointer changes to an I-beam.
2. Click in the arc to place the cursor.
3. Choose Edit | Select All. All of the text in the arc is selected.
4. Choose Text | Font, or press CTRL+F. The Choose Font dialog box appears.
5. Make the following selections in the Choose Font dialog box: Click BodoniPoster in the Typeface list box. This is a good serif typeface for headings and logos because it is easy to read. Select 24 for the Size, or type the number in the Points field. Select Bold in the Style box. Enter 80 in the X Scaling box. This scales the character to 80 percent of its normal width.

Click the Shadow check box so that an x appears. This enables the text shadow. Do not change the settings for the shadow. The X Scaling of 100% makes the shadow width equal to the width of the text, the X and Y Offset values make the shadow sit slightly below and to the right of the original text so that you can see it.

6. Click OK to make the changes to the selected text and close the dialog box. The text appears in the new font.

Changing the borders

While creating an object, it is a good idea to keep its lines visible so that you can see the outline of the object while you are working with it. After completing some aspect of the design, however, you may want to hide the lines of an object because they aren't needed anymore. This is the next step for completing the logo.

To hide the black lines of the arc:

1. Use the Arrow pointer to select the arc. Make sure that you click somewhere between the two circles (where the text sits). If you select inside or outside of the arc, you will probably select the star underneath it. If you do this, just try again. When you successfully select the arc, the star underneath it will be deselected.
2. Choose Draw | Line.
3. Select Invisible in the Style Box and click OK. The lines around the arc disappear, but the rest of the object remains intact.

Grouping the object

Grouping objects keeps them together as one object until you ungroup them. In this section, you will use the Group command to join the first two objects that you have created. After grouping them, you cannot accidentally move one object away from the other.

To use the Group command, you must first select both objects.

1. Press SHIFT while selecting both objects. You will see handles appear for the first object when it is selected. It will stay selected when you select the second object as long as you continue pressing SHIFT.
Both objects are selected
2. When both objects are selected, choose Objects | Group or press CTRL + F7. When the two objects are grouped, one set of handles appears around the whole group.

Adding a picture

Let's add a picture to the logo and place it in the center of the circle. To do so:

1. Choose File | Import.
2. In the Directories list box, move to the directory where the setup program copied the file. Choose CGM in the List Files Of Type list box. The file GLOBE.CGM will appear in the Files list box. Select it and click OK to import the file.
3. The CGM Graphics Import dialog box appears. Make sure that the Retain Background checkbox is off (there is no x in the box). Select Normal in the Color Translation box.
4. Click OK to import the picture. The Import Progress box appears, showing the progress as the picture is imported.
5. When the conversion is complete, the progress box goes away and the cursor appears as a hand. Click in the document window to place the picture.

Moving the picture into place

The last thing you need to do is move the picture into position.

1. If it is not already selected, place the Arrow pointer over the picture to select it. The picture is selected if it is surrounded by handles.
2. Keep the pointer over the object and drag the picture towards the center of the logo. The pointer shape changes to a hand while you drag. An outline of the picture moves with the pointer. Tick marks appear on the rulers displaying the position of the object.
3. When the picture is in the desired location, release the mouse button. You may have to drag the picture a few times to get it into the right position.

Printing the logo

Congratulations! You have finished the logo for Around the World Travel. Before you attempt to print, make sure your printer is on-line and has paper.

To print the logo,

1. Choose File | Print or press F4. The Print dialog box appears. It shows your active printer and printer port.

2. Enter the number of copies that you want.
3. Click OK to Print your document.

Using custom tools

A custom tool is a TextAppeal template. It is a combination of text and graphic objects saved as a special type of TextAppeal object. TextAppeal displays a thumbnail representing this saved object on the custom tool palette. To use it, all you have to do is select the shape and paste it into your document. Then you can scale it, add or change text and colors, and even use the Ungroup command to take it apart.

TextAppeal includes a variety of custom tool designs for logos, bursts, and headlines. The predefined custom tools provide a starting point for your own designs: You can start with a template of a popular design and then modify it to your own specifications.

This chapter describes how to use TextAppeal's predefined custom tools and also how to create your own. It has the following sections:

- *Working with custom tools
- *Creating custom tools
- *Deleting custom tools

Working with custom tools

The Select Custom Tool command lets you work with a predefined custom tool or one of your own. You can paste the tool into your document or add it to the Tool box.

Hints for using custom tools

*Text and formatting settings are saved with the custom tool. If you create an object that has a combination of fonts, effects, and a particular shape that you like, save it as a custom tool. Use it to make other TextAppeal objects quickly and easily.

*Custom tools are great for designs that contain time-relevant information. For example, create a custom tool for part of an advertisement that says "AR widgets on sale through the month of October!" You can quickly change the wording and use the object in an advertisement for a January sale as well.

* The custom tools that you create in one session are available for all subsequent documents until you remove the tools from the custom tool palette.

*Be careful about removing custom tools. Once deleted, you must create them again to use them again.

Selecting and placing custom tools

1. Choose Edit | Select Custom Tool (CTRL+T).
2. Select a custom tool from the choices in the box. An enlarged version of the currently selected tool appears above the selection box. Scroll to see the tools not visible in the list box. TextAppeal comes with 40 predefined tools, and it can hold up to 64 tools. You can remove any of the custom tools with the Remove Tool command (described later).
3. Click Make Tool to add the selected tool to the Tool box. This tool functions like the other drawing tools in the tool box. Use this option for custom tools that you will use often.
NOTE: You can have only one custom tool in the Tool box at a time. When you click Make Tool, the new tool replaces the current custom tool in the Tool box, if there is one.
4. If you do not wish to add the tool to the Tool box, but would like to use it, click Paste. An outline of the predefined tool appears with the hand icon in the center. Move the object to the desired location and click.
5. Work with the pasted object just as you would any other object. You can scale, resize, add color to, and even Ungroup it.
6. Click Cancel to cancel the command without choosing a custom tool.

Using a custom tool from the tool box

There are two ways to place a custom tool from the tool box. You can:

- *Click in the document window to place the object or
- *Drag to draw the object in the same way that you use the other drawing tools

1. Select the custom tool from the tool box. The pointer changes to a cross-hair.
2. To paste the object, click in the document window. This places the object into your document and retains its original size.
3. To draw the object, just drag in the document window. Press CTRL while dragging to retain the objects original proportions. When the object is the size that you want, release the mouse button.
4. The complete object appears in your document.

Ungrouping the object

If the object consists of multiple elements, use the Ungroup command to work with the individual parts of the object.

1. Select the object. Handles appear around the object, showing it as selected.
2. Choose Objects | Ungroup or press CTRL + SHIFT+ F7. The object is ungrouped.

Creating custom tools

With the Create Custom Tool command, you can turn your designs into custom tools. You can start a TextAppeal document with your favorite text object and graphic combinations already in place.

1. Use the arrow pointer to select a grouped object, or use the lasso or SHIFT-click to select multiple objects. (You can also select a single object.)
2. Choose Edit | Create Custom Tool. The Create Custom Tool dialog box appears.
3. The icon for this new custom tool appears in the icon box. Click OK to create the tool, or Cancel to close the dialog box without creating the tool.
4. When you click OK, the Select Custom Tool dialog box appears. It shows the new tool in position in the custom palette and gives you the option of using it immediately. Click Make Tool to add the new tool to the tool box. The tool is added to the tool box and the pointer changes to a cross-hair so that you can draw the object immediately. Click Paste to paste the new tool into your document. An outline of the object appears in the window. Click to place the object. Click Done if you do not want to use the tool right away. The tool is saved in the palette and the dialog box closes.

Deleting custom tools

There is a limit of 64 custom tools. If you run out of space, you may want to remove custom tools that you do not use to make room for others.

To delete a custom tool:

1. Choose Edit | Remove Custom Tool. The Remove Custom Tool dialog box appears.
2. Select the custom tool that you want to remove and click Remove. You can remove as many tools as you want. If you remove any of the predefined tools that came with TextAppeal, you will have to reinstall the program to get them back. Be sure to remove only the tools that you do not want.
3. Click OK to remove the tools, or click Cancel to close the dialog box without deleting any tools. If you click Cancel, any tools that you removed since opening the dialog box will not be deleted.

Importing and exporting

This section describes the procedures for importing pictures into your TextAppeal documents and exporting your TextAppeal objects for use in other programs. It has the following sections:

- * Importing graphics
- * Exporting TextAppeal objects
- * Importing TextAppeal objects into other applications

Importing graphics

Use TextAppeal's import feature to add graphic images to your designs. TextAppeal can import pictures created by most of the popular graphics programs.

You can resize and group imported images.

You can import the following graphics formats into TextAppeal:

BMP Microsoft Paintbrush

CGM Computer Graphics MetaFile
DRW Micrografx designer
EPI Express Publisher
DOS EPS Encapsulated PostScript
PCX PC Paint
TIF Tagged Image File Format
WMF Windows MetaFile

Importing

To import a graphic:

1. Choose Import from the File menu. The Import File dialog box appears.
2. Use the Directories and Drives list boxes to locate the file you are looking for.
3. The File Name field defaults to the graphic type that you last imported. Files in the default format that reside in the current directory appear in the File Name List box. To view all files of a certain type, select a file type in the List Files Of Type box. For example, to see all TIFF files in the current directory, click the downward pointing arrow to display the list of file types supported. Scroll down the list until you find TIFF and select it.
To see all files in the current directory, type field and press ENTER.
4. Select the file you want to import.
5. Click OK to import the file, or click Cancel to close the dialog box without importing a file. The Graphics Import dialog box appears for the specific file type you are importing.
6. Choose among the picture and color translation options that apply to the picture format you are importing. Retain Background: Place a check in this box if you want to keep the background color of the image. If you retain the background, TextAppeal draws the image with a background rectangle of that color. Leave this checkbox blank if you do not want the picture's background to show. This option applies to .CGM and .DRW files only.

Color translation

These options apply to all import formats except .WMF and .EPS.

- * Normal: Uses the colors exactly as specified in the image. This is the default.
- * Inverse: Inverts all color values. This means that each color will be changed to its opposite color value.
- * Inverse Grays Only: Invert only black, white and gray colors. This means that only black, white, and shades of gray will be changed to their opposite color values. All other colors remain the same.
- * Gray Scale: Converts all colors to shades of gray.
- * Inverse Gray Scale: Converts all colors to shades of gray and then inverts them (assigns the opposite shade of gray).

7. Click OK to continue with the import. A status box appears showing you the progress of the file conversion. When it is complete, the status box disappears and the cursor changes to the hand. Click in the document window to place the graphic. The point of intersection of the cross-hair is where the upper left corner of the graphic will be placed.

Exporting TextAppeal objects

Exporting files

Use the Export command to save a TextAppeal document in another file format for use with word processors, desktop publishers, presentation graphics applications, and other graphic- programs. TextAppeal supports the following export file formats:

Extension Source
CGM Computer Graphics MetaFile
PCX PC Paintbrush
TIF Tagged Image File Format
WMF Windows MetaFile

Exporting

To export a TextAppeal file:

1. Select the objects that you want to export with the Arrow pointer.
2. Choose Export from the File menu. The Export File dialog box appears.
3. Use the Directories and Drives list boxes to move to the directory where you want to store the exported file.
4. Select a file type for the exported file in the Save File As Type list box. Click the downward-pointing arrow to view the supported file types.
5. Enter the file name in the File Name field.
6. Click OK to export the file. The Output Filter dialog box appears for the file type you are exporting to. (WMF files are exported with standard options, so this dialog box does not appear.)
7. Select the Output options for the export file type.

Color translation

PCX, TIF, and CGM: Select a color translation option.

Normal: Uses the colors exactly as specified in the image. This is the default.

Inverse: Inverts all color values. This means that each color will be changed to its opposite color value.

Inverse Grays Only: Invert only black, white and gray colors. This means that only black, white, and shades of gray will be changed to their opposite color values. All other colors remain the same.

Gray Scale: Converts all colors to shades of gray.

Resolution

PCX and TIF: Select the resolution (dots per inch) for the exported picture. Higher resolution results in more defined, higher quality pictures that also take up more space on disk. You may want to choose a lower resolution (150 dpi) if you want to create a smaller file or if you will be printing to a 150 dpi printer.

Profiles

CGM: This lets you specify a detailed file format for the CGM file. Because there are various options within the CGM file format, not all applications read CGM files in exactly the same way. If you will be importing the file into Harvard Graphics or a compatible program, select the Harvard Graphics profile. If you will be using another program or you don't know which application you will be using, try ANSI.

8. Click OK to continue with the export. A status box appears showing you the progress of the file conversion. The status box disappears when the file export conversion is complete. The exported file will appear on the disk that you saved it to.

Importing TextAppeal objects into other applications

Express Publisher for Windows

There are two ways to bring your TextAppeal object into Express Publisher for Windows. You can:

- *Use the Clipboard
- *Use TextAppeal's Export command

Using the Clipboard

If you have both applications running at the same time, it is very convenient to use the Clipboard.

To do so:

1. In TextAppeal, select the entire object that you want to transfer to Express Publisher for Windows.
2. Choose Edit | Copy, or press CTRL+INS, to copy the object to the Clipboard.
3. Make Express Publisher the active application in Windows by clicking the Express publisher window, if it is visible, or by using the Control menu to switch applications.
4. In Express Publisher, choose Edit | Paste, or press SHIFT+INS. The cursor changes to the paste pointer. Move the pointer to the position where you want to place the upper left-hand corner of the object and click to place the object.

Using Export and Import

It is convenient to use the Export command to save the object in a graphics format if you do not intend to use it right away. To do so:

1. In TextAppeal, select the entire object that you want export.
2. Choose File | Export. Export the object in the Windows MetaFile (.WMF) format for the best results. For more detailed instructions on using the Export command, see the earlier section entitled "Exporting TextAppeal objects."
3. Use the Place Art And Text command in Express Publisher for Windows to import the TextAppeal object. For detailed instructions on using this command, see your Express Publisher for Windows manual.

Corel Draw

If you will be importing a TextAppeal object that contains rotated text into Corel Draw, export the TextAppeal object in the TIFF format. The text in the object will retain the same degree of font rotation that it had in TextAppeal.

Printing

TextAppeal supports a wide variety of popular printers and offers printing options that control the destination and quality of your output. This chapter addresses TextAppeal's printing functions and offers some advice on how to get the best results.

NOTE: You must install your printer into Windows to print from any Windows application, including TextAppeal.

This chapter covers:

- * Setting up your printer
- * Printing a document There are two commands that control printing in TextAppeal: Setup Printer and Print. Use Printer Setup to select the printer you want to use. Use the Print command to specify the number of copies you want and print your document. You can modify your printer configuration from either of these dialog boxes or from the Windows Control Panel.

Setting up your printer

Before you print a TextAppeal document for the first time, use the Printer Setup command to check the configuration of the active printer. (You may have already configured your printer from the Windows Control Panel, so you may not need to make any changes.) After that, use Printer Setup any time you want to change printer-specific settings such as paper size, orientation, and printing resolution.

To check your current printer and printing options,

1. Choose File | Printer Setup. The Printer Setup dialog box appears.
2. The Printer Setup dialog box displays the names of the printer drivers that you installed into Windows. The active printer is highlighted. If you don't see the printer that you want, use the Printers option in the Windows Control Panel to add the printer.
3. Select the printer that you want to use from the list of available printers.
4. To configure the printer, click Setup. The Printer Setup dialog box appears with information about the current printer.
5. This dialog box may vary depending on the printer you are using. You should examine all the options to see what your printer can do.
 - * Printer: Choose the printer model you are using. Most printer drivers support more than one printer model, so you can select your printer model or one that is compatible with your printer.
 - * Paper: Choose the paper size and type (for dot-matrix printers) or source (for laser printers).
 - * Orientation: Choose either Portrait (normal) or Landscape (sideways).
 - * Graphics resolution: Select a printing resolution. Select a lower resolution when you want to print a quick draft copy. Since TextAppeal doesn't have to send so much information to the printer, printing goes a lot faster. Select the highest resolution option when printing the final copy.
 - * Copies: Enter the number of copies you want.
6. Click OK to make the changes, or click Cancel to close the dialog box without changing the settings of the selected printer. The Printer Setup dialog box appears again.

7. Click OK to confirm any changes, or click Cancel to close the dialog box without making any changes.

Printing

Before printing a document, make sure that you have selected the correct printer driver and resolution option with Printer Setup.

These instructions tell you how to print a document:

1. Choose File | Print.

The Print dialog box appears. It displays the currently selected printer and the name of the file.

2. Type the number of copies you want in the Number of Copies field.

3. Click OK to print. If your current printer has File specified as the active printer port, the Print To File dialog box appears. Type in a name for the output file in the Output File Name field and click OK. The Printing dialog box appears. It displays the name of the file being printed and the percentage of the print job completed.

4. To cancel printing, click Abort.

Troubleshooting

Problems using TextAppeal

I rotated a grouped object, but the imported graphic did not rotate.

You cannot rotate a graphic, even when it is part of a grouped object. All other objects in the group will rotate.

All of the colors in my object have changed.

You can use colors from only one color palette at a time. When you switch color palettes, each color in your document will automatically be changed to the color that is in the same position on the palette. Use the Select Colors dialog box to switch back to the original palette and restore the colors. You cannot use Undo to switch back to the original color palette.

Error messages

Following is an alphabetical listing of all the error messages you may get while working in TextAppeal. Each message is followed by a suggested resolution, when there is one. If you get a message that doesn't appear in this list, it may be a Windows message. Check your Windows manual.

A font in this custom tool is not available on this system.

You have selected a custom tool that uses a font that is not on the system or is no longer installed. TextAppeal will use a font that most closely matches the missing font.

All duplicated object(s) will not fit on the page.

Try different settings. TextAppeal cannot duplicate objects if the new object that results cannot be placed on the page. Check the Horizontal and Vertical Offset fields because these settings may cause the objects to be spread far apart. Also, try creating fewer copies.

Cannot find preferences file. Please reinstall TextAppeal. TextAppeal uses a preferences file to keep track of your default settings and directories. TextAppeal could not load this file (it may be damaged or deleted). Run Setup from your original disks to reinstall the program.

Cannot find the filter. TextAppeal cannot find an import or export filter. This can happen if you have deleted your POWERUP.INI file or any of the program files. Reinstall TextAppeal.

Cannot open Clipboard. TextAppeal cannot access the Windows Clipboard. Exit TextAppeal and restart Windows, then try again.

Custom tool is invalid. The custom tool you have selected is damaged or missing. You should

recreate the tool.

Error saving custom tool. You may be out of disk space. TextAppeal could not save a custom tool to your hard disk. This may be because you are low on disk space. Make more space available on your hard disk and try again

Insufficient memory or resources to run TextAppeal. Close one or more Windows applications and try again. Your system does not have enough available RAM for TextAppeal to run. Closing other applications will make more memory and resources available to TextAppeal.

One or more values entered are invalid. At least one value that you entered in the dialog box (probably a non-numeric character) is not valid. Check all text entry fields in the dialog box and try again.

Preferences file is invalid. Please reinstall TextAppeal. TextAppeal uses a preferences file to keep track of your default settings and directories.

TextAppeal could not load this file (it may be damaged or deleted). Run Setup from your original disks to reinstall the program.

Printing canceled from Print Manager. You canceled a print job from the Print Manager.

Printing canceled from TextAppeal. You canceled a print job while TextAppeal was printing.

Printing error-. Insufficient memory for printing. TextAppeal cannot print your document because your printer does not have enough memory. Turn the printer off and back on again and try printing again.

Printing error. Out of disk space. Check the available space in your TEMP directory. When TextAppeal is printing a document, temporary files are written to your TEMP directory. You may not have enough available disk space to write the file. Make more room available on your hard disk and try again.

Printing error. Unable to begin printing. Check to see if your printer is in use, off, or out of paper. TextAppeal cannot print to your printer. Make sure that it is on-line, has paper, and available. Try printing again.

Printing error. Unable to read printer information from the WIN.INI file. TextAppeal cannot print because it cannot access printer information in your WIN.INI file. Use the Windows control panel to configure your printer and printer port and try again.

Scaled object(s) will not fit on the page. Try a smaller percentage. TextAppeal cannot scale one or more objects if the resized object(s) does not fit on the page. Try a smaller scaling factor or move the object to the center of the page. Try scaling again.

TextAppeal cannot create a file. TextAppeal cannot create a new file. It may be because you are out of disk space. Make more room available on your hard disk and try again.

TextAppeal cannot read this file. TextAppeal cannot load the file you selected. It may be because it is damaged or because it is not a TextAppeal file. -TextAppeal cannot save the defaults file.

TextAppeal cannot create the defaults file. It may be because you are out of disk space. Make more room available on your hard disk and try again.

TextAppeal cannot write the file. Check disk space.

TextAppeal cannot create or save a file. It may be because you are out of disk space. Make more room available on your hard disk and try again.

The typeface <name> in this document is not on this system. TextAppeal will substitute the closest available typeface. You are opening a document that uses a typeface that is not on the system or is no longer installed. TextAppeal will use a typeface that most closely matches the missing typeface.

This Bezier curve is too long. The Bezier Text object that you are creating is too long. You cannot make this Bezier object longer.

This is not a TextAppeal file. You tried to open a file that was not created by TextAppeal. You can only load files that TextAppeal created (files with a .TAP extension) from the Open A TextAppeal File dialog box. Use the Import command to bring graphic images into TextAppeal.

This is not a valid export file name. You must give an exported file a valid file name and file extension. A valid file name has at least eight characters with no spaces. You can use only extensions for supported export file types. See Chapter 6, "Importing and Exporting," for more information.

This is not a valid import file. You can only import graphic images that are in a file format that TextAppeal supports. See Chapter 6, "Importing and Exporting," for more information.

This Polygon is too long. The Polygon that you are creating is too long. You cannot make this Polygon longer.

Unable to print. Check your printer setup. TextAppeal cannot print because it cannot access printer information from Windows. Use the Windows control panel to configure your printer and printer port and try again.

You are low on memory. Save your work and close one or more Windows applications before continuing.

Your system is low on available RAM. Save your document immediately. Closing other applications will make more RAM available to TextAppeal.

You have reached the maximum number of custom tools. Use Remove Custom Tool to delete custom tools.

You have attempted to add a new custom tool to the custom tool palette, but it is full.

The custom tool palette can hold a total of 64 custom tools. Use the Remove Custom Tool command to delete one or more tools from the palette and try again.

You have reached the maximum number of objects allowed for this document. You have too many objects in your document. Delete some objects that you do not need or open a new file.

You must be running Windows in Standard or Enhanced mode to start TextAppeal. TextAppeal cannot run in Windows Real mode. Refer to your Windows manual.

Glossary

.. The symbol in the DOS directory structure that indicates the parent directory, which is one level above the current directory. For example, in the directory structure C:\Express\Art, Express is the parent directory of Art, and C:\ (the root directory) is the parent directory of Express.

anchor point- The point at which the object you're drawing or the text you're selecting is anchored. As you drag the pointer away from the anchor point, the object is drawn between the anchor and the pointer. If you're selecting text, all text between the anchor point and the pointer is selected.

application- An application is just another term for a software program. Express Publisher is an application. In Windows, you can work in several applications at once. Use the Switch To command on the Control menu to access other open applications in Windows.

arrow keys- A set of four keys labeled with arrows that you can use to move your cursor. Your keyboard can have a separate set of arrow keys or they can be part of your numeric keypad.

attribute (font)- An enhancement, such as bold or italic, added to a particular font (a typeface in one size) that changes how it looks.

click- The act of positioning the pointer on an object and briefly pressing and releasing the mouse button.

clip art- Graphic images that are stored in a file format that a computer can read.

clipboard- The clipboard is a part of memory used to temporarily store text and objects. You can use it to move or copy items from one area to another in the same document, between documents, or even between Windows applications.

Control-menu box- The Control-menu box is the boxed niinus sign in the upper left corner of the Express Publisher screen. When you click this box once with the mouse, the Control menu appears. If you double click the control-menu box, you exit the program.

COM1, COM2- Serial port(s) on a computer. A serial device, such as a modem or a serial printer, connects to your computer through a serial port. **Control Thumb-** A control thumb works just like a scroll bar. To change the value by a small amount, click the arrows. Clicking in the gray area of the scroll bar changes the value in increments of 10. To change the value by a large amount quickly, drag the thumb. As the control thumb moves, the value in the corresponding text box changes.

cursor- A blinking thin line (in Replace mode) or thick line (in Insert mode) that indicates on the screen where characters you type will be entered on the screen. You can use the arrow keys or other cursor movement keys, such as PGUP or PGDN, to move the cursor around the screen.

custom tool- TextAppeal comes with many sample TextAppeal templates that you can use to create designs. You can also create your own custom tools, and remove custom tools that you never use. Custom tools are available on a palette accessed with the Edit | Select Custom Tool command. You can also use this command to move a custom tool to the regular tool box for instant access. Custom tools are saved with the program for use with all documents.

default- The initial value used for a field or setting when no other value is specified. For example, the default font is used when you enter text in a new text object without specifying a font.

dialog box- A pop-up window that requests information, contains settings that you can adjust, alerts you to problems, or presents current settings options. Normally you must respond to the dialog box by selecting the current settings or canceling the action.

double-click- To click the mouse quickly, twice in succession. This is one way to select a file to be opened.

DPI- dots per inch. See also resolution.

drag- To click the mouse and continue holding

ESCAPE key- The key that can sometimes be used to cancel a command. For example, when printing, press ESCAPE to cancel the print job.

export- To transfer data, with certain characteristics intact, from one program so that it can be used in a different program.

extension- A suffix of up to three characters attached to a file name. A period separates the extension from the rest of the file name. The extension often indicates the file type. TextAppeal automatically adds the extension .TAP to documents.

font- A complete set of characters in one size, face, and style. 12 point CG Times italic is a font; CG Times is a typeface. See also typestyle and typeface. Fonts (or typefaces) are either serif or sans serif. serif A fine line finishing off the main strokes of a letter. This letter A has serifs at the bottom; this letter A does not. sans serif A typeface without serifs.

function keys- Keys along the top or left-hand side of a keyboard that begin with F, such as F1. These keys have particular tasks assigned to them within a software application.

handles- Handles are small boxes or diamonds that appear on an object or group of objects when selected. You can resize the selected object(s) by dragging one of the handles.

icon- A graphic representation of an object or a concept.

image orientation- The way data is printed on the page. In Landscape orientation, the horizontal dimension is greater than the vertical one. For example, if a letter-sized sheet has Landscape orientation, the printer prints across the 11-inch width (sideways printing). In Portrait orientation, the vertical dimension is greater than the horizontal. Portrait is the normal orientation of letter-sized paper.

import- To bring data, with certain characteristics intact, from one program into the application you are currently using. justification- The alignment of text in a text object. In TextAppeal, a line of text can be horizontally justified to the left, to the right, to the center, or full (filling up the available space), and vertically justified to the top, to the middle, or to the bottom.

K- An abbreviation for kilobyte, as in 135K. landscape- See image orientation.

list box- A type of dialog box that presents choices in a list format. You use the scroll bar to view the list of choices, select the item(s) you want with the mouse, and click OK.

LPT1, LPT2, and so on- Parallel ports found in the back of your computer that transfer data in 8- and 16-bit groups. Parallel printers connect to your computer through a parallel port.

megabyte (Mb)- One thousand kilobytes (1000K).

menu bar- The horizontal strip at the top of the screen that contains the menu options.

object- Objects are the elements in a document that you can change individually. Text and graphic elements that you create with the drawing tools and imported graphics are all separate objects.

paste- To place something from the clipboard (temporary storage) into your document.

pathname- The route that shows the way from the disk's root directory to some other location (subdirectory) on the disk. For example, if EXPRESS is a subdirectory of the root of drive C, the

pathname is C:\EXPRESS.

portrait- See image orientation. printer margins- The area on the outer edge of the page where the printer will not print.

RAM (random access memory)- The computer's temporary memory, it functions only when the computer is on (as opposed to hard disk memory). A software application is loaded into RAM when you start it up. Any changes you make to a document are stored only in RAM until you save the document on disk.

reboot- To restart a computer. To reboot a DOS system, simultaneously press CIRCUMFLEX+ALT+DELETE.

resolution- Resolution is the number of dots used to create an image on a screen or printer. The greater the resolution, the sharper the picture.

root directory- The primary directory on your hard disk. In DOS this is referred to as C: \ (if your hard disk is named C), or just VAR other directories and subdirectories flow from the root directory.

sans serif- See font.

serif- See font. SHIFT-click- To hold down the shift key while clicking the mouse.

Spin buttons- When a text box requires a numeric entry, it will often have arrows, or "spin buttons" on either side of it. You can click these buttons to increase or decrease the existing value in the text box by one. Or hold down the mouse button to spin through increasing or decreasing values. stack- A stack is two or more objects that overlap each other. The object in full view is said to be on the top of the stack. You can use commands on the Object menu to move objects up or down in a stack.

toggle- To switch between two available settings for an option.

typeface- A named type design, such as CG Times. type size- The size of type in points, such as 10 point. t

ypestyle- The font attribute applied to a particular typeface, such as bold or italic. See also font.

wild card characters- Also known as global file name characters, wild card characters such as * and ? give you a method of specifying part of a file name so that several files may match the specification. A question mark (?) substitutes any single character in its place. An asterisk (*) substitutes any number of characters from the asterisk to the end of the file name or extension. For example, *.JAM would match any file with the extension .JAM. The file name LETTER.EW? would match any file named LETTER with an extension beginning with EW.

Notice

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Contacting Technical Support

If you have questions about the program, consult this manual and the program's on-line Help system. If you're still experiencing difficulty, gather the following information:

The name of the program you have a questions about. The versions of Windows and MS-DOS you're using. Amount of RAM in your system. A brief description of your problem, including the exact wording of any error messages. A list of the steps required to replicate the problem. Contact Technical Support at: (770) 428-0008 9:00 am to 8:00 pm Monday through Friday (Eastern Standard Time)

Send correspondence to:
SoftKey International
Technical Support
450 Franklin Road Suite 100
Marietta, GA 30067

For information regarding replacement diskettes and manuals, contact Customer Service at: (800) 227-5609 9:00 am to 6:00 pm Monday through Friday (Eastern Standard Time)