Readme.doc - Letterhead Pro For WordPerfect For Windows
[Select COURIER 10cpi under FONT menu above to read and print this document]

Directions: Letterhead Pro may be used to design and order professionally created custom letterheads for WordPerfect. There are **16** sample letterheads, **6** logos, and **1** watermark installed. The letterhead may be placed into any WordPerfect document by running a *macro*. After running the macro, you may print the letterhead, alter it with your own information, and send it to CPI Software. You will then receive your own customized letterhead with a macro that will automatically place it into any WordPerfect document. The macro may be assigned to the menu. Each letterhead with a macro costs only **$29.95** plus shipping. *See the Order Form below.*

Running a *macro* in WordPerfect is easily done by selecting **Macro** and then **Play** from the menu (or **ALT + F10** if using **CUA** keys). Select one of the macros listed below from the menu. The macros are named to give you an idea of the *type* of letterhead that the macro will place into the current document. Each letterhead is a **graphical PCX image.**

The following is a list of macros installed by Letterhead Pro:

1. _BOX		10. _MODERN	
2. _CIRCLE		11. _ONELINE	
3. _CLIPART		12. _REALTY	
4. _COMPUTE		13. _REGULAR	
5. _GEOMET		14. _RIGHT	
6. _LEFT		15. _SIDE	
7. _LEGAL		16. _TWOLINE	
8. _LOGOLET		17. _LOGO	
9. _MEDICAL		18. _WATERMK	

Each macro will display a graphical image by the same name. Using a graphical image for a letterhead, logo, or watermark allows you to use a very professional appearing design that could not be obtained using the regular text capabilities of WordPerfect.

The **_Logo** macro will display **6** logos that may be printed and customized to your design. The watermark (**_WATERMK**) is a light image of about **5% density** that is placed *behind* the text of a document. You may obtain your own custom designed logo or watermark for **$29.95** plus shipping. The watermark has a macro that will place it properly on the page. The logo, however, does not come with a macro, since the location on a page cannot be predetermined by CPI Software. Use the **Graphics** option to insert the Logo into a document.

You will note that each macro begins with an underline. This is to distinguish these letterhead macros from any other macros that you may have in the same directory, and it keeps all the Letterhead Pro macros together. Be sure to type the underline when using the macro.

If you already have a letterhead that you would like **copied,** follow the instructions below to obtain your graphic letterhead image for WordPerfect. However, we suggest that you print out some of the above letterheads. You may wish to order an additional letterhead or alter your present letterhead.

The letterhead designs used in these samples are only suggestions. You may use any text design of your own. If you wish to include clip art in your letterhead, you must have registered the clip art with the manufacturer or shareware author. You should also read the copyright information to make sure that you are able to use the clip art in this manner. If in doubt, contact the manufacturer to obtain permission for its use.

How to Proceed

If you have not already done so, print this **README.DOC** file by selecting **File** and then **Print** from the **File** menu. You may then use these written instructions to execute the macros, and you will have a copy of the Order Form, Information and Suggestions, and Worksheet. The instructions below uses the Menu to access the various selections. Use the Function Keys, if you prefer. Follow the directions in **A, B,** or **C,** below:

A. If you do not presently have a letterhead, but would like to get some good ideas to help you design your own customized letterhead:

 1. It is best to place each letterhead on a separate document. If you place several letterheads on the same page, you will lose the effect that the letterhead attempts to create. In some instances a *macro error* will occur because you are placing one macro image over another.

 2. Open a *new* document. Do **not** save it to any file name, as you will use it only to print one full sheet containing only a letterhead. Select **Macro** from the menu, and then **Play**. From the list of macros displayed, choose **_COMPUTER**. **(Don't forget to type the underline character before the word)**

 3. The macro will execute, causing the screen to change as the letterhead is installed. When it stops, you will see part of the bottom portion of the letterhead. You will **not** see the entire letterhead, because the letterheads are usually placed higher on the page than the normal top margin.

 4. You may get a good view of the graphical letterhead by using WordPerfect's **Print Preview** located on the **File Menu**. Zoom to **Full Width,** so you may see more detail.

 5. Print the letterhead by selecting **Print** from the **File Menu** or button bar. WordPerfect normally has the **graphics quality** set to **Medium**. This is not good enough for letterheads, but you will not have to worry about it. The macro automatically sets the graphics quality to **High**. Any printer that prints graphics (dot matrix, ink jet, or laser) will print the letterhead as long as you have the correct WordPerfect or Windows driver installed for your printer.

 6. When the printer returns control to the screen, select **Close** from the **File Menu**. You will be asked if you wish to **Save Changes** to the document. Select "**No**." The screen will clear and you may then select another macro to view and print. *Always clear the screen in this manner before printing another letterhead.* Print each letterhead using a new document. If not, you will lose the effect that the letterhead attempts to create. You may repeat this process until you have printed all the sample letterheads and logos.

 7. Gather together all the printed sheets of letterheads. Go through them and find the

letterhead that most suits you. Use a ball point pen to cross out the sample letterhead text and insert your own information. Relocate and add text, if necessary, and indicate any spacing changes. Print very plainly and be exact about the **spelling** of text that you wish to change or add. Make sure that numbers are written clearly. Write notes, use arrows, or any other method to indicate which text, typefaces, or spacing you wish to alter. Use the same method for Logos and watermarks.

   8. **Typefaces:** We have a large selection of proprietary typefaces that may be used to match any you choose. Clip any additional letterhead sheets together that may contain the preferred typefaces. Be sure to indicate which lines should contain the desired typefaces. If possible, include any other samples (from magazines, letterheads, or even advertisements) of the typefaces you would prefer. Include a typeface name if you know it.

   9. Fill out the order form below, and mail to **CPI Software, PO Box 47097, St. Petersburg, Florida 33743-7097 with your remittance.** If you wish, you may select the *FAX BACK* option. We will fax the completed letterhead to you (if you provide us with a fax number) and hold your order. This will give you an opportunity to edit and fax back an edited letterhead. We will then make corrections to the letterhead and ship it to you. Should we not hear from you after **seven** days, we will send you the letterhead as is.

B. If you presently have a printed letterhead, and wish to have it transferred to a graphic image (with macro) for use in WordPerfect:

   1. Send a copy of the letterhead with the Order Form below. You may include any additions or changes. Print clearly and carefully whatever changes you would like. Also enclose any samples of typefaces that you would like us to use, should you want to change the typeface. If possible, give the *name* of the typeface.
   2. If you want to make extensive changes, follow the instructions in "**A**" above. Send us any copies of letterheads from Letterhead Pro that may help convey the changes that you wish.

   3. Letterheads are usually *not* scanned directly into a graphic image. The quality of a scanned image generally is not good enough for the text and smaller typefaces used in a letterhead.

   4. The *FAX BACK* option (see the order form) may be included. This gives you the opportunity to view the finished letterhead and make any necessary changes. With the FAX BACK option, we will hold shipment of the letterhead for seven days **or** until we hear from you.

C. If you do not have a letterhead, and would like us to design one for you:

   1. We would appreciate your filling out the *Optional Information* below. This gives us some direction, so that we may produce a suitable letterhead.

   2. Follow the instructions in "**A**" above to produce letterheads from Letterhead Pro. Select any that appeals to you with notes on what you prefer as to design and typefaces.

   3. The *FAX BACK* option comes in very handy in this case. After it is faxed to you, the letterhead may be edited, and faxed back to us. We must, however, have a fax number

from you (See the Order Form).

ALLOW AT LEAST THREE WEEKS TO RECEIVE YOUR CUSTOMIZED LETTERHEAD, LOGO, OR WATERMARK. ALL ORDERS ARE PROCESSED IN THE SAME SEQUENCE THAT THEY ARE RECEIVED. THE AMOUNT OF TIME IT TAKES TO PROCESS YOUR ORDER DEPENDS UPON THE CURRENT LOAD OF ORDERS AHEAD OF YOU. THIS MAY VARY SHARPLY FROM TIME TO TIME.

Conditions and Limitations

CPI Software may refuse any offer deemed as unreasonable or beyond the scope of this offer. All letterheads or logos are shipped in compressed PCX format. WordPerfect's WPG format does not produce the quality of image necessary for image text graphic letterheads. Drawings, clip art, logos, or images that are to be included in a letterhead, must be copyrighted by the customer, or have permission of the author or company who created the image, to include it in a letterhead. Under no circumstance will CPI Software be liable for the inclusion of such material by the creator or owner of the image. The signature of the customer on the order form signifies that the customer transfers all liability to the individual or company who is represented by that signature. All diskettes, forms, and instructions sent to CPI Software cannot be returned unless specific request has been made.

CPI software will not be liable to the user or any third party for use of this software or its printed output, or damages arising from its use, even if apprised of the possibility of such damages occurring. This software and accompanying instructions or other written material, are to be used without any warranty of merchantability, fitness for a particular purpose, performance, or otherwise. CPI Software does not copyright letterheads, logos, or watermarks created for a customer, user, or entity through this software; they are the sole property of the user or entity for whom it was created. When a letterhead, logo, or watermark has been shipped, CPI Software surrenders all ownership of the image, and all benefits or liabilities, are assumed by that user or entity.

**CPI Software
is a Member of the
Association of Shareware
Authors and Distributors**

Letterhead Pro for WordPerfect for Windows has been produced by a member of the Association of Shareware Authors and Distributors, and as such, has met their demands for professional programming. Any problems of a shareware nature that cannot be resolved by CPI Software, may be brought to the attention of the ASAD Ombudsman for

possible correction. Please send all information, including the name and address of the person or company you received Letterhead Pro for WordPerfect for Windows from, to: ASAD, ATTN: Ombudsman, 2425 North Limestone Street, Springfield, Ohio 45503-1109.

NOTE: ORDER FORM REQUIRES COURIER 10 CPI FONT TO PRINT CORRECTLY

The form below requires a fixed width (monospaced) COURIER 10cpi font to set up all the lines and text correctly. WordPerfect varies the spacing of text on screen relative to the type of printer and font installed.

Unless you are in DRAFT mode and using COURIER 10cpi, the order form below may be disjointed and distorted on screen. If it appears normal in DRAFT mode, it will print normally on your printer. Switch to Draft Mode (Under *View* on *Menu*) and use a COURIER 10cpi (Under Font on Menu) monospaced font to view it correctly or to fill in and print it.]

If you are filling in the Order Form in WordPerfect, press the INSERT key so you are in TYPEOVER mode (indicated on status bar at bottom-left of screen). Use the ARROW keys instead of ENTER and avoid using the DELETE or BACKSPACE keys. This will keep the lines and boxes of the form intact.

LETTERHEAD PRO ORDER FORM: WORDPERFECT FOR WINDOWS WPW293

Name:

Business Name:

Address:

Telephone: (   )   Fax: (   )

Disk Size: ___5.25"   ___3.5"   FAX BACK Option ___Yes   ___No

Check One:
___ A. Designing Own Letterhead. Letterhead Pro Examples are enclosed
     with Worksheet and other materials.
___ B. Copy present letterhead. Printed Letterhead to copy is enclosed

with instructions.

___ **C.** Design my letterhead for me. Optional Information is enclosed with Worksheet, instructions, and preferences.

FAX BACK OPTION: When the letterhead (or logo) is completed, CPI will fax it to the above customer's fax number. The customer may make any changes desired, and fax it back to CPI. If no changes are to be made, a faxed statement will indicate this. CPI will make changes as per faxed reply and ship the product. If no reply to the CPI fax is made within seven (7) days, the product will be shipped as is. The cost for this option is **$5.00** and must be included below.

Amt		
Letterhead(s) with Macro for WordPerfect @ $29.95 ea	$	
Logo(s) in PCX format for WordPerfect @ $29.95 ea	$	
FAX BACK Option as described above - $5.00	$	
Florida Residents add 6% (Pinellas County 7%) State Tax	$	
Shipping and Handling $5.00 (US and Canada - Others $10)	$	
Total Amount of Enclosed Check or Money Order ->	$	

Make Checks or Money Orders Payable to **CPI Software**, and Mail to **Post Office Box 47097, St. Petersburg, Florida 33743-7097 USA.** Due to the low price of this offer, we cannot accept credit cards. All currency in US dollars with checks on bank or branch in the US.

Clip art or images may be included if these images are the property of the above customer. Commercial images must have the express permission of manufacturer to include them in a letterhead. All images must be on a diskette in bit map or outline form (PCX, TIF, BMP, WPG, EPS, etc.). If this is true, and you have read Conditions and Limitations above, please sign in this box. | Signature:

Optional Information and Suggestions

All information here is confidential and will be used for designing the graphic letterhead or logo. Nothing is circulated to a third party. All information is optional.

A. Is letterhead/logo for business or personal use? __Business __Personal
B. If for a business, please answer the following:
Does the business deal in 1. Services, 2. Selling a product, 3. Medical Profession, Attorney, or Teaching Institution.   Answer 1, 2, or 3:_____

If you sell a product, please indicate what type of product:_____
If you deal in services, please indicate the type of service:_____

If you have a special message, phrase or slogan, please indicate:

_____

If a professional, please indicate field of practice:_____

C. Circle the **number** in front of the selections below to indicate your <u>preferences</u> in a letterhead: (Select as many as you wish)

1. Conservative
2. Different
3. Modern
4. Traditional
5. Use Clip Art
6. Use Geometric Figures, such as triangles, circles, squares
7. Use a baseline under the letterhead
8. Box in or frame the letterhead
9. Place a shadow around a box/frame
10. Underline the company name
11. Place company name in header and address in footer at bottom of page
12. Keep letterhead small at top of page
13. Use a large letterhead of 2" height
14. Company name in large letters, but keep address and other info small
15. Company name only slightly larger than address or other info

16. Place shadows behind the letters of the company name
17. Center the letterhead
18. Left Justify the letterhead
19. Right Justify the letterhead
20. Run letterhead down left side of page
21. Run letterhead down right side of page
22. List names of department heads on right/left margin
23. Use script typeface for company name only
24. Use all script typefaces
25. Do not use script typeface
26. Use decorative fancy fonts
27. Use only san serif fonts similar to helvetica
28. Use times roman type fonts

D. Keep in mind that the basic parts of a letterhead may include:

1. Company or Personal Name
2. Street Address or Post Office box number, or both
3. Telephone and/or Fax number
4. Names of officers in a company, department heads, or owner
5. A line indicating business/profession type, such as "Attorney at Law"
6. A Motto or short slogan
7. Logos, graphics, geometric designs, and/or base line

E. Some things to avoid:

1. Unnecessary abbreviations - use complete word where space allows
2. The ampersand (**&**) may be used in a company name, but rarely elsewhere
3. Do not attempt to use quotes (**""**) for emphasis

WORKSHEET FOR LETTERHEAD PRO

This Worksheet is included as a guide. It may be helpful if you are creating a letterhead from "scratch." Print out everything by hand that you want on the letterhead. Even if you are not an artist, attempt to sketch any geometric designs and their placement in the letterhead. If you do not keep things in scale; our design department will accomplish that for you. Some lines may be ignored if they do not suit your purpose.

Line 1 - Company name..:_____

Line 2 - Optional line.:_____

Line 3 - Address/PO Box:_____

Line 4 - City/State/Zip:_____

Line 5 - Telephone/Fax number:_____

Line 6 - Optional line.:_____

The optional lines contain business type, mottos, and slogans. The address line and City/State/Zip may be on one line, if desired. For only a two line letterhead, use the format below:

Line 1 - Company name:_____

Line 2 - Address/PO Box/City/State/Zip/Telephone/Fax/Number:

_____
Draw a brief sketch on how you want to arrange the above information on the letterhead page. Attach additional sheets of paper and any of the letterhead examples that you have selected from the Letterhead Pro selection. Keep things as simple as possible:

Consider these possible problems:

1. When designing a letterhead for WordPerfect, be aware that **all** graphic images are actually boxes. If you design a letterhead that is wide (across the page) and also extends down the page at the left or right margin, the graphic letterhead forms a *box* from the top of the page to just below the last line on the left or right margin.

In order for you to get *into* this box to create a document, we have to indicate to WordPerfect in the macro that the graphic letterhead may be *overwritten.* This means that instead of having text fill in only *below* the letterhead, text may be written *over the letterhead.* Although this means that you may type in the *white space* under and between any portions of your letterhead, it also means that you may **write over** your letterhead. You must be careful not to type over parts of the letterhead when writing a document.

On the other hand, if we were to design your letterhead in two or more *separate* sections, the text would flow **between** each portion. The problem is solved, and you would not overwrite any part of your letterhead. This, however, requires the equivalent of two or more letterheads, *and you would be charged accordingly.*

2. If your letterhead is large, and you are using a **laser printer**, you must have *several* megabytes of ram in your laser printer to accept the large graphic image *and* the page of written document text. If not, the page will only *partially* print. This may be further complicated if you are using a *watermark* (a light density image in the body of your document that forms a background for your text). Large watermarks require megabytes of ram installed in a laser printer. However, most laser printers will allow you to install additional ram memory.

If you are using a laser printer that has *less* than a megabyte of ram installed, do not design a large letterhead. When the document is sent to the printer, it must have enough ram installed to take the typed document, the graphic letterhead, and other pictures, graphics, or watermarks on the page.

Laser printers are **page formatted**. They print an entire page at one time, while dot matrix and most ink jet printers go line by line and utilize print buffers. If your laser printer can manage a similar letterhead, such as in the example letterheads of Letterhead Pro, along with a full page of typed document, it should be able to print your customized letterhead with no problem.

Before sending in your letterhead design, you may test your laser printer
to see if it can print both the written document *and* the graphic letterhead. Select a letterhead of similar design from the Letterhead Pro collection of example letterheads. Type or Retrieve a full document onto the letterhead page. Send it to the printer and see if there is any problem printing it.

If all goes well you should, in all probability, have no trouble printing your custom designed letterhead.

3. If your printer will not print graphics, see if the proper WordPerfect printer driver is installed. Some printers will print text very well using a generic IBM print driver, or one that is intended for a similar printer. Print drivers are small programs that contain all the printer's commands to print text and graphics. If the print driver does not contain all of the proper graphics commands, it will not be able to print letterheads. Contact the WordPerfect Corporation for the proper driver for your printer.