Readme.doc - Letterhead Pro For WordPerfect (DOS)
[Select COURIER 10cpi under FONT menu 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 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. 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 holding down the **ALT** key and striking **F10.** When the word **"Macro:"** appears at the bottom of the screen, simply type in the name of the macro and strike the **ENTER** key. 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 letterheads *and* macros by the same name are installed:

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

The **_LOGO** macro will display and print six types of logos that may be customized to your design. The **_WATERMK** prints a ***watermark*** that 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. Only the logo ordered does **not** come with a macro, since the location on a page cannot be predetermined by CPI Software. Logos should be inserted into a document using WordPerfect's **Graphics** option. Follow the same instructions for ordering a letterhead when designing a logo or watermark.
Use the printed pages of the logo and watermark in the same manner has described below for a letterhead.

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, logo, and watermark 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 holding the **SHIFT** key while pressing **F7**. Then select "**1**" on the Print Menu to print the document. 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 use the **function keys** to access the various menus. Use the **mouse** or the **drop down menus**, 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.

   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. Hold down the **ALT** key while pressing **F10**. The word "**Macro:**" appears at the bottom of the screen. Type the macro name: **_COMPUTER**. **(Don't forget to type the "_")**

   3. The macro will execute, causing the screen to change rapidly as the letterhead is installed. When it stops, you will see part of the **"FIG 1"** graphic box containing the letterhead. You will **not** see the entire box on most of the letterheads.

   4. WordPerfect (DOS) will not show you the contents of the graphic box unless you use the "*View Document*" (sometimes called Print Preview) mode on the **Print Menu**. You may do this by holding down the **SHIFT** key while pressing the **F7** key. Select **6** on the **Print Menu**. The View Document selection will display the graphic letterhead. Select any of the **views** to examine the letterhead closely. When finished, press **F7** to return to the document.

   5. Print the letterhead by holding down the **SHIFT** key while pressing the **F7** key. Select **2** on the **Print Menu** to print the page. Any printer that prints graphics (dot matrix, ink jet, or laser) will print the letterhead as long as you have the correct WordPerfect driver installed for your printer.

   6. When the printer returns control to the screen, press **F7**. You will be asked if you wish to **save** the document. Select " **No**." When asked if you wish to **EXIT** WP, 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.

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. Use the typeface name, if known.

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 UP 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 or logos 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 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 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. Do not use a proportionally spaced font such as CG Times or Univers. These fonts will cause the lines and boxes to become disjointed and distorted.

If you are filling in the Order Form in WordPerfect, press the INSERT key so you are in TYPEOVER mode (indicated 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 DOS   WPDOS293

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.