EC MEMORIAL PRINT

Memorial Folder and Prayer Card Printing Program

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▊ PROGRAM OVERVIEW & INSTALLATION

EC Memorial Print is an in-house printing program that lets you print out your prayer cards and service folders with your computer and laser printer.

With EC Memorial print you save time and you save money.

No more running to the printer to drop off copy and paper stock; no more running out to pick up the printed memorials.

With the ability to directly control the printing you can reduce wasteful over-prints. Yet if you should run short or if a service looks like it may be more heavily attended than was initially anticipated, you can just reprint more as needed.

The services you provide for your families will also benefit.

If a relative or friend comes in after the service, whether 2 days, 2 months or 2 years later and wants an additional memorial to send to a distant relation or friend, no problem - just print 1 up.

The plain paper memorial folder lets you provide an economical folder for minimum or alternative services at a very low cost.

The time and money savings, the added service, the 'Near Typeset' output quality and ease of use will have you wondering why you did not attempt this earlier.

For an introductory price of $45 you can't lose. And with the 'Try, before you buy, Shareware' approach it's almost guaranteed.

▊ WHAT DO YOU NEED TO USE EC MEMORIAL PRINT?

Basically just about any IBM or compatible personal computer system that you can go out and buy today from a high end computer dealer, a membership warehouse or anyplace in-between will run the E C Memorial Print Program.

If your system is older, no problem, it should work fine
if it has a hard drive, 640K RAM and a EGA/VGA video
graphics system (however a dual floppy computer with no
hard drive will NOT work as it does not have proper
storage capacity).   A faster computer will perform
better, however.

Your printer must be a laser printer, an HP LaserJet model
2D, 2P, 3P, 3 or 3D is recommended. (For these purposes,
consider an HP LJ4 as a LJ3) Other brands of laser
printers will also work; how well depends on how closely
they emulate the HP LaserJet's PCL4/5 language. Generally
most laser printers will work properly if they can be set
to emulate a HP LaserJet 2P or higher. The original HP
LaserJet printers (with just a serial interface port) will
NOT work - they can't use soft fonts.

The following notes on 'Program Installation' cover a few
fine points on hardware requirements. Generally however,
if you are using a HP LaserJet 2P or better printer and
have a 286 or faster computer with VGA you are all set to
proceed with program installation.

For information, the basic entry level computer now
typically selling for under $900 as a complete package is
a 486SX-33 with VGA, 2MB Ram and a harddrive - more than
adequate for EC Memorial. An HP Laserjet 4L can be
frequently bought for under $700, although used HP LJ3's
are available at bargain prices, and the LJ3 is a
'Perfect' printer for EC Memorial Print.

You can try some printing right away with plain copy
machine paper (letter size) if you have not obtained any
sample paperware yet. These is a sample layout you can
view and print, delete it when you are finished using it.

▌   DETAILS AND HARDWARE REQUIREMENTS

The following notes about the requirements and operation
of E C Memorial Print Program should be reviewed. Please
read through them before using the program. With an
overall understanding of the program your mastery of it
will be accelerated and the frustrations of 'Trial &
Error' will be minimized.

▌ CONFIG.SYS & AUTOEXEC.BAT

Your computer's Config.Sys should have FILES=40 and
BUFFERS=15 for best results (these are minimums and may be
higher as needed by other programs). Your Autoexec.bat
should have a MODE command that enables continuous retries
of the printer to eliminate printer time out error
messages. For example, MODE LPT1:,,P or MODE LPT1:
RETRY=P should be in your Autoexec.bat if you laser
printer is connected to a parallel interface. Your
printer's installation guide will tell you more about
this. The install program for E C Memorial Print Program
does not arbitrarily rewrite your Config.Sys and
Autoexec.Bat files, so if changes are needed, you will
have to make them.

You may want to refer to your DOS manual or computer
retailer for assistance if you are unsure about modifying
the Config.Sys and Autoexec.Bat files.

▌ THE COMPUTER

Your computer should be an IBM or compatible XT, AT
(286/386/486), PS/1 or PS/2. We recommend a 286-16 or
faster computer for optimum processing speed, although a
386 or 486 is preferred if a new computer purchase is
anticipated. A 'Mouse' is not needed with EC Memorial.

A hard drive with at least 5-10MB free is also required,
as is 640KB of conventional RAM memory. If you have many
TSR's or drivers loaded and have less than 525KB free, you
may have problems with insufficient memory errors.

The program will run on an XT type computer (8088-8086),
but it will be slower (sluggish) in screen changes and
data entry, as well as creating the PCL files that are
down-loaded to the laser printer.

▌ VIDEO MONITOR

Your computer needs a VGA or EGA video graphics adapter to
use the 'Page Preview' option. A color VGA or EGA monitor
is preferred, although a monochrome VGA will work.

Users of E C Memorial Print Program without the required
VGA/EGA video will not be able to use the 'Preview'
function - all other aspects of the program will function
normally.

██   OPERATING SYSTEMS AND ENVIRONMENTS

You should be using MS-DOS 3.1 or greater - MS-DOS 5 or
6.2 is recommended for it's ability to free up
conventional memory.

E C Memorial Print Program is not a Microsoft Windows type
program although it is 'Windows Aware', and if run under
Windows 3.1 it should be in a full screen, not in a
window. E C Memorial Print Program should be given 640KB.

It is recommended that the program not be installed on a
network and printed through a network printer. During
printing the E C Memorial Print Program needs exclusive
control over the printer.

If you are using memory management programs on a 386/486
computer, such as QEMM386, DOS MEMMAKER etc., be careful
not to map the VGA's graphic memory improperly, or
problems using the graphics screen 'Page Preview' in E C
Memorial Print Program may result. Make sure the proper
VGA Graphics RAM areas are Excluded. Refer to your memory
management program's documentation if problems result with
graphics displays. Do not use the 'Page Preview' if you
have QEMM's Vidram ON, as it disables graphics mode.

██   PRINTER

Your laser printer should be a Hewlett Packard Series
IIP/IID/III/IIIP/IIID or a 100% HP IIP compatible with
PCL4 or PCL5 language. The HP Model 2, unless it has font
rotation capability, (as does the 2P/D) will not print out
prayer cards in landscape mode properly. Consider the LJ4
as a III for this program.

No added printer memory is normally needed, but can be
used if available. It is recommended that the printer's
default control panel settings be used. The printer
should be connected to the computer's LPT1, LPT2 or LPT3
parallel printer interface.   Your printer's manual
contains printer installation instructions and what
modifications need to be made to Autoexec.Bat, if any.

If your monthly printing needs are modest, the HP model
IIP/IIIP/4L should work well. Heavier usage may be better
handled by a HP II/III/4 series.

If you are using a LJ2 or clone, see the file in the
\MEMORIAL\DATA directory titled LJ2FORMS.DOC

If you are using a HP LJ 4P, the resolution should be set
to 300DPI instead of 600.

On the Series IIP/IIIP the face-up output tray should be
used (the detachable tray attached in front). On the
series II or III the rear fold out tray should be used.
The face-up output has a more direct paper path and
lessens the chance of paper jamming in the printer or
excessive curling of the printed memorials.

The Hewlett Packard LaserJet printers are not going to
rapidly wear out from printing memorials. After 100,000
copies or so you may need to have the rubber rollers
looked at. The filters may also need to be changed. The
actual printer life for a II/III may well give you 1
million or more copies with reasonable care. Refer to
your printer's manual for care and maintenance tips.
Refilled toner cartridges can cause streaks on printed
memorials, especially if the cartridge has been refilled
several times.

█   FONTS

Users' with a HP series III or 4 can print memorials using
the built in scalable Univers or CG Times fonts. In
addition, E C Memorial Print Program comes with 6
Helvetica fonts which may be used if you don't have a HP
series III or 4. During the install process you will
select which printer set-up you will be using.

The E C Memorial Print Program uses fonts in 6, 8, 10 & 12
points in a medium typeface, as well as 12 & 14 in a bold
typeface. Additionally, 8 and 10 point italic typefaces
are available to HP series III or 4 users.

Other bit-mapped fonts, particularly the decorative type
scripts, were tested and generally found to be less
desirable. In the smaller font sizes, such as 6, 8 and 10
points, those decorative fonts tended to be harder to read
clearly.

█   PROGRAM INSTALLATION

Normally you will have obtained thru downloading a single
file, ECMEMO.ZIP, that contains the program files.
Unzipping ECMEMO.ZIP unarchives MEMORIAL.ZIP, this file:
MEMORIAL.DOC, and a README.NOW file.

Installing E C Memorial Print Program is quite simple.
Place the file MEMORIAL.ZIP on your hard drive and type
the command (while in the same directory as MEMORIAL.ZIP):

INSTALL C:

In any case, don't forget to add the colon (:) after the C
(or D, ect) and note the single space between INSTALL and
C:. The install program will create some directories
(\MEMORIAL, \MEMORIAL\DATA & \MEMORIAL\FONT) on your hard
disk and copy the program, data and font files to the
proper directories. The UnZIPping program you use must be
able to create stored directories, such as PKUNZIP V1.1
does with the -d option. If your UnZIPping program uses a
different option letter, you can edit the INSTALL.BAT file
and make the substitutions as needed, then run
INSTALL.BAT.

█   FONT SET SELECTION   (REGISTERED VERSION ONLY)

If you are using an HP LaserJet series III or 4 you can
select either the Univers font set (ULJ3) or the CG Times
(TLJ3) font set. If you are using a IIP or IID printer
select ONLY the HP IIP/IID Standard Default (HSTD). This
will use the program's included Helvetica soft fonts.

These fonts are 'Near Typeset Quality' and in many cases
will be all you ever need to produce memorials with a
professionally printed appearance. Using a LJ III or 4
font set (TLJ3 or ULJ3) with a Laserjet 2P/D printer or
clone will result in fixed pitch printing with severe
justification problems - IT WILL NOT WORK.

If you are not sure you can skip this process and leave
the Standard font set installed. As shipped, EC Memorial
comes with the HSTD font set installed. It does not need
to be changed unless you have a LJ3/4 AND WANT to use the
internal fonts in those printers. See font listing in the
appendix section. Demo version uses the HSTD font set only.

To change the font sets, exit the program, and remain at a
C: (or D:, E:, ect) prompt in the \MEMORIAL directory.

Type the command: PRINTER ULJ3

(Note: 1 space between PRINTER and ULJ3)

This will install the 'Univers' font set for a HP LJ 3/4.

Other font set choices:

TLJ3 installs the CG Times font set for the LJ 3/4
HSTD installs the Helvetica default soft font set for
2P/D.

Install these as shown, substituting as needed, ie.
PRINTER HSTD or PRINTER TLJ3

A final note about fonts. If you have entered verses and
memorial layouts in ECMemo using 1 font set, changing to
another font set MAY cause printing results less than
desirable. In that case you will have to go back to each
verse and layout and enter the new font ID numbers line by
line.

Whether or not the results will vary depends primarily on
each font's point size and how that point size will print
out - especially on prayer cards. We suggest you run a
few trials using all available font sets for your printer
and make a selection - then stick with it. Other than the
above, there is no reason why you can't repeat the font
selection process as often as desired.

█   STARTING THE PROGRAM

Once the program has been installed, you are ready to use
it. Make sure you are in the \Memorial directory before
starting the program, use the command:

        CD\MEMORIAL

At a C: prompt (or D:, E:, ect) type the following command
to start the program:

        MEMORIAL

Before doing anything else in the program, go to 'System
Set-Up and enter the requested configuration information
about your system.

You are now ready to start using the E C Memorial Print
Program to print your memorials inhouse.

BUT, Before you order paper stock please note:

When ordering any blank memorial paper stock, either
memorial service folders or prayer cards, we suggest first
obtaining a small or sample quantity of the various styles
you will be printing. Some types of paper may feed better
in your printer than others. It would be better to find
out about paper problems with a small quantity rather than
a full order.

During program development paper stock from Merrick,
Messenger and P&S Products was used, with no apparent
problems. But we suggest that you verify a papers
suitability from any supplier before you order.

When you do order paper stock, make sure the supplier
knows that you want memorials suitable for use in a laser
printer. Materials rated for copy machine use may or may
not be suitable for use in a laser printer - find out
first.

Your printer manual has information on selecting the
correct paper. It is possible to damage the internal
parts of your laser printer if the wrong type of materials
are run through it. Some copier grade stock may use a ink
that melts at the higher temperatures found in the laser
printer's fuser rollers; and NEVER run any paper thru your
printer that has any staples or paper clips on it, severe
damage can result.

The 2-Up memorial folders have a very fine perforation
between the 2 folders that is quite smooth. However, if
you find it objectionable, and some do, we suggest
printing single copies of memorial service folders - they
print just as well and have no perforations on the edges.

With the prayer cards you don't have much choice - you are
limited to printing the 8-UP type (8 cards per sheet) or
none.

Plain or colored paper, suitable for laser printers, can
be used for the 'Plain Paper' memorial.

◾ PROGRAM OVERVIEW

The following material is a brief orientation to E.C.
Memorial Print. More detailed instructions follow in
later sections. The program is very easy to use. Once
you have printed your first memorials with it you will
probably be done with the manual, but keep it available
for reference.

NOTE: When we refer to 'Memorials' we mean it to include
either prayer cards or service folders.

◾ REGISTRATION

E.C. Memorial Print requires a registration file for full
use. Please complete the form in the back of this manual
and return it (after your 30 day trial). A registration
password will be sent to you promptly. Use the password
to create a registered user version from this 'Shareware'
demo version. Registered users receive free updates, as
well as other product information, such as new font files,
form files, etc.

Users who obtained this program from CIS (Compuserve
Information Service) may be able to register it on-line.
Refer to the ECMemo.Inf file in the CIS LIB where you
obtained this 'Shareware' version for current Shareware
Registration ID#. Then, on CIS, GO SWREG to register by
ID#. After confirmation from CIS that the program has
been registered (usually 1 day) you will receive the
password, by E-Mail. The registration fee will be added
to your CIS account billing by CIS. See REGISTER.DOC for
complete details.

◾ ARCHIVAL PROGRAM BACKUP DISK

Before program installation, make a backup copy of the
original program disk. Use DISKCOPY for making this
archival backup copy. Your program license entitles you
to make 1 archival copy of the original program disk.

◾ PRINTING

E.C. Memorial Print handles printing in a slightly
different manner than most programs. When you enter
memorial layout data, the data is used to create a PCL
(Page Control Language) file. The PCL file contains all
the instructions for text placement, such as centering,
margins, alignment, etc. in 1/300th's of an inch. It also
contains font information for each line of text.

When you issue a print request, the included soft fonts,
if needed, and PCL file are downloaded and stored in the
printer's memory and then printed as many times as you
requested (1-99).

NOTE: During the process of downloading the PCL files,
and fonts if you are using the Standard Default printer
selection, any other 'Soft' fonts or 'Macro's' you may
have downloaded in earlier programs are erased to free
printer memory. If they are needed yet, you will have to
download them again.

Once the fonts and PCL file have been downloaded, the
printer takes over. You can use your computer for other
work, or even switch it off. Printing will continue until
the correct number of copies has been printed. Because
laser printers typically print from 4 to 8 pages per
minute, this background printing frees up your computer
for some significant time if printing 99 copies.

You may print from 1 to 99 copies at a time, and may
reprint as often as needed for larger quantities. Note
that 99 is a limitation imposed by the LaserJet, not the
program. If you are printing 2-UP memorials, 99 copies
will be 198 memorials; 99 8-UP prayer card sheets would be
792 prayer cards. The 'Shareware' un-registered version
only prints 2 copies at a time and does not allow instant
reprints.

███   STORAGE OF DATA

You can store all of your memorial page layouts on your
computer's hard drive as space permits. When to delete
them is a matter of discretion, but periodic
'disk-cleaning' is recommended.

The data-base of verses and poems may be kept
indefinitely, as they can be used for any memorial print
job. Limited use entries, such as an Order of Service or
Obituary may be deleted as desired. Probably when you
delete the page layouts that used them would be an
appropriate time.

The data-base of titles, such as 'Clergy', 'Officiating',
ect, are those likely to be used over and over. That
being the case, you probably will not delete these unless
they become obsolete. Frequently used terms such as
cemeteries, clergy names, nearby cities and so forth are
all stored in this data-base for quick entry with just a
keystroke and all but eliminating spelling 'typos'.

We like to recommended that users have at least 5MB of
free disk space when installing E.C. Memorial Print, but
more, perhaps 10MB plus may be needed if you plan on
maintaining all your memorial layouts without periodic
'disk-cleaning' or if your firm has a high volume.

██ MAIN MENU SELECTIONS

The opening menu screen of E C Memorial Print has 9 menu
choices from which to chose. You can move from choice to
choice with the cursor arrows or just press the key
corresponding to the first letter of the desired menu
choice. When the selection bar is on a desired menu
choice, press [ENTER] to access that choice. A brief
introduction to the various choices follows.

██ MEMORIAL LAYOUT

This is the where you enter the actual page layout data
for a memorial. You will be presented with a scrolling
table of existing entries from which to choose for editing
or deleting. Selecting a record to edit (view) or delete
is done by placing the high-light bar on a record with the
cursor arrow keys. To enter a new layout, press the [Ins]
key to insert a new record. You may print a hard copy
listing by pressing [F7] You can store an unlimited
number of layouts (upto your system's disk capacity).

The 'Shareware' un-registered version only allow 2 layouts
to be saved. You will need to delete a layout to make
room for a new layout if you have 3 already created and
saved.

██ VERSE DATA-BASE

Here you maintain the verses, phrases, poems, ect. that
you select for a memorial imprint, if desired. As in
'Memorial Layout', you will be presented with a scrolling
table of existing entries from which to choose for editing
or deleting. To enter a new verse, press the [Ins] key to
insert a new record. You may print a hard copy listing of
all the verses by pressing [F7]. Several sample verses
are installed, use or delete and add your own.

■ TITLE DATA-BASE

Here you maintain the standard 'Title' data that you
frequently use in memorials, such as 'Clergy', Vocalist,
ect. Just as in the first two choices above, you will be
presented with a scrolling table of existing entries from
which to choose for editing or deleting. To enter a new
title, press the [Ins] key to insert a new record. You
may print a hard copy listing of all the titles by
pressing [F7].

■ PRINT MEMORIALS

Here you enter the actual printer setup and start the
print run. You enter the memorial layout name, the verse,
if any, to be used, the type of memorial you are printing
and the number of copies desired. You can select a
'Instant' reprint of the last run (same number, name, form
& verse).

■ BACK-UP FILES

This will provide the opportunity to backup all your data
files from within the program. The data files used in E C
Memorial Print are very stable and almost impossible to
corrupt - but it's the successful computer user who runs
frequent backups.

■ SYSTEM SET-UP

This is where you enter some basic configuration
information about your system, such as which LPT port your
printer is attached to, what type of video graphics
adapter you have, ect.

■ NEW LAYOUT FORM

This will print out one copy of a memorial page 'file
load' worksheet. Using this sheet as a source document to
enter the memorial layout data will speed the entry
considerably, organize your material and help minimize
errors. Whenever you need a new copy, select this option
- making sure your printer is ready first.

█   NEW VERSE FORM

This will print out one copy of a verse 'file load'
worksheet. As with the Layout Sheet, the use of this
sheet as a source document to enter verses, poems, ect.
will speed the entry considerably, organize your material
and help minimize errors. Whenever you need a new copy,
select this option.

█   EXIT PROGRAM

When you are finished with the E C Memorial Print Program
and ready to exit, select this choice. You will be
prompted as to whether or not to issue a printer reset, [F10],
before exiting. If the printer is still printing, DO NOT
reset it. If the printer is finished with the run, you
may want to reset it. Resetting the printer erases the
previously downloaded 'soft' fonts and 'macros', leaving
the printer memory clear and ready for another program's
print output. It is recommended that users always properly
exit from a program; just turning off the switch at any
point when you are finished will lead to problems.

█   USING THE VERSE DATA-BASE

The E C Memorial Print Program contains a data-base of
verses that you may select from to print on memorial
folders and prayer cards. By using this data-base you
avoid having to maintain an inventory of paper stock
pre-printed with various verses. Whether or not you
select a verse to imprint is optional - if you wish no
verse - select 'AAA NONE' as the verse when printing.
Using 'None' allows you to use paper with pre-printed
verses if desired. Do not delete the empty 'AAA NONE'
verse. If you do not wish to print a verse you have to
select 'AAA NONE'.

You can be creative here, adding your own or a families
favorite selection. Or perhaps you might use an obituary
as an imprint, or an 'Order of Service'. The
possibilities are varied. One time obituary or 'Order of
Service' entries can be deleted after use, or saved as a
type of 'Style Sheet' guide for future entries.

From the main menu you may select, 'New Verse Form' to
print out a blank "file-load" entry form to ease the input
of the verse. You may copy this blank form for future
uses or print one out each time it is needed.

You may print out a hardcopy listing of your verses by
pressing the [F7] key at the selection table screen - make
sure your printer is on first.

■   ADDING VERSES

The verse data-base functions in the same way as do the
'Titles' data-base and the 'Layouts' data-base. When you
first access the verse data-base you are at the scrolling
selection table screen.   From this screen you chose to
add, edit (view) or delete a verse data-base entry.

To view or edit an existing verse entry, place the
highlight bar on the desired verse, use the cursor arrows
to move the bar. Then press [ENTER] to bring up the form.
Make your desired changes and press [F8] to save it.
Backing out of the form with [ESC] will exit the form,
leaving it unchanged.

If instead you want to delete the verse, select it with
the highlight bar, as above, and press the [DEL] Key. It
will bring up the form for your verification. To then
actually delete it, press the [F3] Key. To cancel the
delete, press [ESC] instead.

To enter a new verse, press the [Ins] Key to insert a new
verse, no selection with the highlight bar is needed. You
will be presented with a blank data entry form to fill in.
You may move forward from field to field with the [ENTER]
key or backward with the [ESC] Key. Pressing enter on
the last field saves the form and exits back to the table.
Pressing [F8] saves the form from any field position and
exits back to the table. Backing out of a field or the
form with [ESC] exits without saving.

■   TYPE OF VERSE

When entering verses in the data-base there are several
points to consider. First, will this verse be for use on
a memorial folder, a prayer card, or both. If it will be
used on a prayer card, or both prayer cards and memorial
folders, you must avoid using verses with long lines of
text.

The space on a prayer card is limited. As a guideline -
look at the entry for the 23rd Psalm. The 23rd Psalm is
about as large an entry as can be printed on a prayer
card. Each line should have less than 48 characters in it
if it is to print properly. It is possible to add lines
as long as 65 characters - don't for a prayer card.

Memorial folders, with their larger format, are more
spacious, and allow for larger verses than prayer cards.
Here you can use the full 65 characters per line if
needed. Note that while typing the lines will scroll left
as they are filled in. Don't worry if not all the text
shows on the entry form screen, each line prints out in
it's entirety on a memorial folder.

After determining the use of the verse, enter it with a
[M] for memorial folder use only, [P] for prayer card use,
or [B] if it can be used for both. If you select a verse
to print on a prayer card that is flagged with a [M], for
memorial cards, you will see a warning message. You can
disregard the message if desired, but, be forewarned that
lines in excess of 48 characters will not print out
correctly on a prayer card; there is simply not enough
room.

Each verse must have some unique ID code to serve as a way
of identifying it, such as the '23rd Psalm' Ect. These
codes are not printed on the memorials - they just help
you select it at printing time. When adding a new verse,
enter a unique ID code for it.

If the verse has a title line that you wish to print,
enter that on the 'Title Line'. When printed, the title
line is set slightly above the balance of the text body.
If there is no title, leave it blank. Because of the fact
that some verses will have no title, the scrolling pop-up
verse table at 'Print Setup' lists, instead, the first
line of the text, rather than the title.

█   SELECTING A FONT

Finally, select a printer font for the verse. As a
suggestion, use 8 or 10 point fonts for memorial folders.
Also, if the text lines are long - close to the maximum,
try using 8 points. Using 10, 12 or 14 point fonts will
cause longer text lines to extend beyond the normal area.
Very short verses, however, may use a larger font.

When a verse is printed on a prayer card, font 1 (6
point), is used automatically for the verse text, no
matter what font is entered here on the verse form. The
verse title line is printed with font 2 (8 point). When a
verse is printed on a memorial folder the font used is
what you specified here during verse entry.

This font selection process allows a verse to be printed
on both prayer cards and memorial folders in a font size
appropriate for either, without having to change the font
and the verse entry before printing.

■   ENTERING TEXT

Each line of text is left-justified, so you may indent
lines as needed. Unlike memorial layouts, each line will
not center automatically when printed. You can center the
body of text by leaving some lines blank at the top of the
form, especially with shorter verses. You can save the
form by pressing [ENTER] while on the last entry field, or
by pressing [F8] at any point. You may now wish to print
the verse on a single folder or prayer card, as
appropriate, to view text placement and make changes, if
desired.

Due to the 'Free Form' nature of the verse data-base
entry, some experimentation with layout may be needed when
entering new verses, especially very short or very long
verses. The pre-loaded verses E C Memorial Print Program
is supplied with may serve as a guide.

■   PREVIEW

If your computer system has a EGA or VGA graphics video
monitor you may press the [F5] Key while at the entry form
to see an approximate image of how the verse will look
when it is printed. By approximate we mean that the font
size and appearance will be approximate, not an exact
image of the printed output. Smaller fonts will display
as smaller fonts on screen, however. This graphic screen
may be printed by pressing the [F7] Key if your printer is
on.

Once you have a verse entered, and know it's correct, you
can use it over and over. Just select it at printing
time. If you entered an obituary or 'Order of Service' as
a verse, you can use it as a style sheet or guide for
future use, maintaining the same general layout and font
size.

█   USING THE TITLES DATA-BASE

The 'Titles' data base is provided to help you quickly and
accurately 'layout' a memorial to print. Many times the
terms used on memorials are duplicated over and over.
Those such as 'In Memory', Clergyman', 'Vocalist', ect.,
are probably used on most of your memorials on a regular
basis. When you have a title in the data-base you can
select it with just a keystroke - speeding your data entry
and eliminating spelling typo's (of course it must first
be correctly entered into the data-base).

E C Memorial Print is shipped with a pre-loaded list,
which you may use as is, edit, add to or delete. We
suggest entering any names, clergy, cities, churches,
cemeteries or titles that you use on your memorials on a
regular basis. We have entered titles such as 'Vocalist'
in upper case letters, and prefer to enter names in the
normal capitalized first letter then lower case style, but
this is purely a matter of preference in memorial layout.

You may print out a hard copy listing of your titles by
pressing the [F7] key while at the selection table screen
- make sure printer is ready first.

You will actually use the titles in Memorial Layout, but
here is a brief introduction as to how. When you are
entering a memorial layout you move from field to field
entering data. When the cursor is on a text field,
pressing the [F2] key will pop-up a scrolling table of
these titles. Place the highlight bar on the desired
title and press [ENTER] to copy that selected title to the
memorial layout form. It's a quick, easy and accurate
method of laying out memorials.

Here is a hint on how to make it even easier. When you
are laying out the memorial if you type in the first
letter or two of the desired title - THEN press the [F2]
key for the pop-up table - you will find the highlight bar
already pre-positioned at the first title entry that
begins with the letter or letters you entered. This saves
scrolling through the table to find the desired title,

Using the titles data-base is optional during memorial
layout. You can enter anything you like. Only if you
press [F2] do you access the title data-base.

█   ADDING TITLES

The 'Titles' data-base functions the same way as the
'Verses' data-base and the 'Layouts' data-base. When you
first access the data-base you are at the scrolling
selection table screen.   From this screen you may chose
to add, edit (view) or delete a title data-base entry.

To edit an existing title entry, place the highlight bar
on the desired title, using the cursor arrows to move the
bar, then press [ENTER] to bring up the form. Make your
desired changes and press [ENTER] to save and exit.
Backing out of the form with [ESC] will exit the form,
leaving it unchanged.

If instead you want to delete the title, select it with
the high-light bar, as above, and press [DEL]. It will
bring up the form for your verification. To then actually
delete it, press the [F3] Key. To cancel the delete,
press [ESC] instead.

To enter a new title, press the [Ins] Key to insert a new
title, no selection with the high-light bar is needed.
You will be presented with a blank form to fill in.
Pressing [ENTER] after completing the 'Title' field saves
the form and exits back to the table. Backing out of the
form with [ESC] exits without saving.

Use either upper case or lower case text as desired for
the 'Titles'. Perhaps category type titles, such as
MUSICIAN, would be in upper case, and other titles, such
as names of clergy, cemeteries and so forth would be in
lower case. Use whichever style suits your needs. Titles
for 'Born' and 'Died' should be in lower case since they
are combined with the date, and the date is by default in
lower case.

Maintaining the 'Titles' data-base with current and
accurate information will make laying out memorials quick,
easy and almost eliminate the possibility of 'typo'
mistakes.

█   ENTERING A LAYOUT

   █   BASIC FILE FUNCTIONS

To enter a new layout, press [INS] at the selection table
of layout entries - you will be presented with a blank
layout screen to fill out. To edit an existing entry -
place the high-light bar on the desired entry and press
[ENTER]. To delete an entry - place the high-light bar on
the entry and press [DELETE] - then when the screen comes
up push [F3] as prompted to confirm the delete. To cancel
the delete, press [ESC] at the layout screen when prompted
to confirm with [F3].

To find an entry you can use the locator field by typing
in the deceased's name. As each letter is entered (after
a pause so you can enter several letters before the bar
moves) the bar will travel to the first name with that
letter(s), continuing the process with each letter until
you are zeroed in on the desired entry or close to it so
you can use the cursor arrows to position the high-light
bar.

If you would like to print out a listing of all the
layouts you have entered, press [F7] at the scrolling
layout selection table. You might want to periodically
print the listing, review it and cross off all un-needed
layouts. When you come back to the program you can use
the list to make your deletions.

█   SPECIAL FUNCTIONS

Before starting - a word about some special functions
available during entry of layout data. First, you can use
the 'Titles' database entries in all TEXT fields (except
name). When you have moved to a text field press the [F2]
key to pop-up a selection screen. Place the high-light
bar on the desired entry and press [ENTER]. The entry
will have moved into your layout. It's fast and accurate;
and with so much of a memorial's data being used again and
again it's a time saver.

If you enter several letters of a text line, such as 'Cl'
where you want the title 'Clergyman Officiating' to appear
and then press [F2] the high-light bar will already be
positioned on the first entry in the Titles database that
begins with the letters CL.

Use the titles data base to store any material that is
used frequently - it will save you time, and if you make
sure it's entered accurately in 'Titles' it will always be
accurate in your memorials - no typo's.

If you have a VGA (or EGA) video monitor, and have
indicated it in 'System Setup', you will also have
available a 'Page Preview'. Pressing [F5] will cause a
screen to come up showing your placement of text on a
'Blank Memorial'. Use it to judge overall layout design.
The screen fonts are not exact copies of print fonts, but
merely to help judge placement. If your printer is
on-line you can press [F7] to print out this 'Preview'
screen.

Finally there is the [F8] key. Normally you go from field
to field during entry or editing of a layout; when you get
to the last field pressing [ENTER] saves the form and
exits. As a speed up function, when you are ready to exit
you can just press [F8] to SAVE the layout and exit from
any field.

█   FONTS & POINT SIZES

A quick note about font point sizes before you start. You
can use font sizes that are up to 14 points. Unless the
deceased has a short name such as 'Sam Doe', don't use 14
points on Prayer cards, and be careful with memorial
folders. With a long name, many times only the 10 point
font will fit on a prayer card. See the appendix for a
font listing reference.

Of course, you could set up the layout with a 10 point
font and print the prayer cards, then go back to that
layout entry and change the name point size to 12 or 14
and print the memorial folders.

The small 6 point font is usually used for prayer card
verses and page footer lines, ect. It's quite small for
anything else.

█   ENTERING LAYOUT DATA

Entering the memorial layout data is quick and easy once
you understand the basics - and they are 'basic'. Your
layout screen is divided into 2 sections - the 'Basic
Service' biographical data and the 'Detail Service Data'.

All memorials, either prayer cards or memorial folders
will use material from the biographical 'Basic Service'
data. The 'Detail Service Data', however, is used only on
memorial folders. If you will just be printing prayer
cards you can skip over the entire detail service data
area - it's not used on cards. But if you are printing
also (or only) memorial folders then you need to enter
'Detail Service Data' as appropriate.

As you enter data there is a pattern - first the text line
and then the point size for that line. There are two
exceptions, the 'Born' and 'Died' line. The phrase you
enter for 'Born' is combined with the birthdate to print
on 1 line - so the font ID# is after the date entry. The
same holds true for the 'Died' line. The dates entered
are also used to calculate the 'Aged' line. If you do not
wish the aged line to print just blank it out when you
come to it. You may want to verify that the aged line is
correct. Entering a 'Died' date earlier than a 'Born'
date will cause an error reminder to appear in the aged
line. Back up to the dates and verify that they are
correct.

As each line is printed it will automatically center, so
do not attempt to center the text during your page layout
- doing so will not work properly.

As you enter 'Detail Service' data the fields will scroll
left so that each field holds 65 characters although only
the first 30 are visible; in 'Basic Service' data each
line holds 50 characters although only 27 are visible.
All will print however, and with page preview you can see
the entire line. At the end of the space available on a
line the computer will beep and refuse to allow further
entry, press [ENTER] to go to the next line. This
scrolling allows you to use several names on one line.
For example, in the sample layout you will see that 3
casket bearers have been entered on one line.

In the 'Detail Service' section you have 20 lines you can
use. Some placement trials will determine what styles
will work best for you. If you have many categories for a
layout, such as ORGANIST and MUSICIAN we would suggest
using several names per line. You can easily enter 3
names per line, such as for casket bearers. If you have
plenty of room, as when fewer categories being used, you
can use 1 or more blank lines between categories.

You might want to create 1 or more styles, using the
category titles and XXXs for actual names and dates.
Reuse these, re-entering current data as needed for a
specific style. You will soon find a method that works
for you. With the 'Page Preview' option you can see just
how your placement is going to look.

█   FOOTERS

When a memorial folder or prayer card is printed, at the
very bottom of the printable area, a 'Footer Line' is placed.
Use a small font, normally the #1 6 point font. If you do
not want the footer, just leave that line blank while in
the 'Layout' edit screen.

█   PRINTING MEMORIALS

A Suggestion: Before buying ANY memorial paper stock to
print, have your supplier send you some free samples to
evaluate and test out. All memorials and prayer cards
must be suitable for printing on a laser printer. The
continuous form tractor feed style memorials for computer
printing are NOT usable in that form. (Existing stocks
MAY be usable, although you will have to separate the
forms into single pages, removing the tractor feed edge
perforations)

After you have entered a memorial layout and any verse you
may wish to use on it, the next logical step is to print
the memorial or prayer card. From the 'Main Menu' select
'Print Memorials' to access the printing module, it takes
a few seconds to load. When it is loaded a 'Print Run
Set-Up' screen will come up. From this screen you
accomplish all memorial printing operations.

As you work your way down the selections you can back up
to a prior selection with the [ESC] key, each key press
will back you up 1 selection choice. If you are at the
'Select Which Form' area (the first selection), pressing
[ESC] will exit 'Print Run Set-Up' back to the main menu.

█   SELECT A FORM

The first selection you make is which form to print.
Place the high-light bar on the desired form and press
[ENTER]. Your possible choices are:

   > Memorial Folder - Double

This is a standard 2 UP style memorial folder as supplied
by most vendors for printing on laser printers or copy
machines. It has a perforation to separate it into 2
memorials. It may or may not have a verse imprinted on it
on the left (of the memorial data side). 1 page will
print 2 memorials.

   > Memorial Folder - Single

This is a standard single memorial also as supplied by
most vendors. It may or may not have a verse imprinted on
the left side. 1 page will print 1 memorial.

   > Plain Paper memorial

This is a plain paper memorial. Uses a plain sheet of 8
1/2" x 11" copier/laser printer paper (colored optional).
After the plain paper memorial is printed you fold it in
half and then in half again to form a booklet
memorial. 1 page will print 1 memorial.

   > Prayer Card - 8UP format No Leader (KM Merrick)

The prayer cards are 8 to a sheet. You may or may not
have a verse imprinted on the lower section (if room
remains for the biographical data on the top 1/3). This
style has no leader tear-off strip on it, it is just a
page of 8 up prayer cards, separated by perforations.
This type may be supplied by the K.M Merrick Company,
although other suppliers may have this page format as
well. If your prayer cards are in this format - select
this choice. 1 page will print 8 prayer cards (1 full
sheet).

> Prayer Card - 8UP format 1/2" Leader   (Messenger)

The prayer cards are 8 to a sheet. You may or may not
have a verse imprinted on the lower section (if room
remains for the biographical data on the top 1/3). This
style has a 1/2" leader tear-off strip on a page of 8 up
prayer cards, separated by perforations. This type may be
supplied by the Messenger Company, although other
suppliers may have this page format as well. If your
prayer cards are in this format - select this choice. 1
page will print 8 prayer cards (1 full sheet).

> Prayer Card - 8UP format 1" Leader   (P&S Prod)

The prayer cards are 8 to a sheet. You may or may not
have a verse imprinted on the lower section (if room
remains for the biographical data on the top 1/3). This
style has a 1" leader tear-off strip on a page of 8 up
prayer cards, separated by perforations. This type may be
supplied by P&S Products in New York, although other
suppliers may have this page format as well. If your
prayer cards are in this format - select this choice. 1
page will print 8 prayer cards (1 full sheet).

Note: There is an option to permit SLIGHT print shift
changes if your memorials seem to be printing slightly off
center. Select 'Temporary Alignment' to make a shift
either up or down, right or left (make SMALL changes only,
as large shifts will cause parts of the printed page to
run off the page).

For example, the HP LaserJet II has a slightly
different page format registration than the HP Laserjet
III. This option can correct for this if it is a problem
for you. See also in \MEMORIAL\DATA the file LJ2FORMS.DOC

When you load paper in your printer you load it as you
would 'Letterhead' style paper. Before running a full
runs you should print some sample pages to get used to
paper loading, print formats, ect. You may also want to
print a single memorial on EACH run to verify spelling,
ect.

█   SELECT A VERSE

Verses may be printed on memorials and prayer cards. For
prayer cards you should have entered the verse as either B
for both or P for prayer cards. Using a verse that was
entered using a larger font size will cause printing to be
run-together, especially on a prayer card. For this
reason ALWAYS print 1 sample using the selected verse to
verify appearance. If you are not using any verse, for
example the memorial has a pre-printed verse, select: AAA
NONE. Verses are entered in the 'Main Menu' section of
the program. To select, place the high-light bar on the
selection and press [ENTER].

█   SELECT A LAYOUT NAME

Now select the name for who this memorial is for. It
should have already been entered in the 'Main Menu'.
Place high-light bar on desired name and press [ENTER].

█   NUMBER OF PAGES

Enter a number between 1-99 pages (demo version has limit
on page number). Remember, this is for the number of
pages going thru the printer. If you need 50 memorials
and you are using the double (2 UP) memorial, then enter
25 pages. 1 blank form will be ejected after the print
run - this is normal, so to print 99 pages, load in 100
blank sheets.

HINT: Use the [F5] 'REPRINT' selection if you need more
than 99 pages. 'Reprints' will reprint the LAST full
print run exactly, same form, verse, name and number of
pages. If you need to print 150 memorials, make your
initial run 75 pages, then by selecting 'Reprint' you can
reprint another 75 pages. (Option not available in the
demo version).

█   START PRINTING

Now press [ENTER] to 'Start Printing Now' or use the
cursor arrows to goto 'Temporary Alignment' or 'Return to
Main Menu'. You can also press [ESC] to back up to
earlier selections.

Before printing, make sure printer is loaded with paper,
is powered on and on-line. The ON-LINE status at screen
top will indicate current printer status. During printing
it will switch 'On-Line' and 'Not Ready' frequently as it
prints, this is normal - just make sure it reads ON-LINE
before you start printing.

As mentioned above, it is always a good idea to print up a
single copy first as a PROOF to verify spelling, layout,
ect.

Once the printing has started and the set-up screen has
returned, you can toggle from 'BEGIN PRINTING' to 'RETURN
TO MAIN MENU' and exit the 'Print Run Set-Up' screen. You
may, if desired, exit the program (although DO NOT reset
the printer if it is still printing) and turn off your
computer or switch to another program; but wait on
printing from another program until all memorials are
printed.

If all went well, you have mastered EC Memorial Print. As
you gain experience with it you will find it quick and
easy to use for all your memorial printing needs. If you
are using the DEMO version, please register it for full
use.

■   SYSTEM SETUP

'System Setup' accesses a file that you maintain some
basic system configuration data in. It keeps track of how
the program should function in your system's environment.
Most fields are self explanatory. If your system has a
EGA/VGA video display, make sure that the entry for graphics
adapter type is set to EGA or VGA, depending on what you have.
If you have neither, but instead a mono adapter or CGA adapter
then make sure 'NONE' is entered. Needed for the [F5] Preview
in Layout and Verse entry screens.

     > Entry Fields:

1) Company Name [Enter your firm's name

Enter the name of your firm to display on Menu's, ect.

2) Color Monitor? N/Y [Y if you have color

Y if your monitor displays color, N if Monochrome

3) Enhanced Graphics Adapter [VGA, EGA or NONE

VGA if a VGA adapter/monitor is installed, EGA if EGA
adapter/monitor, NONE for all others. Incorrect entry may
cause system to lockup during 'Page Preview' forcing you
to re-boot.

4) Printer LPT Port [1, 2 or 3

Enter which parallel port your laser printer is attached
to. LPT1 is the norm. If your system does not print, try
changing to 2. Consult your computer dealer for
information if you don't have a LPT port (a multi-function
card can be installed for usually $50 or less with a LPT
printer port).

5) Back-Up Drive A/B [A or B

If using DOS 'BACKUP' enter which floppy drive you will be
using. This will not function with DOS 6's MSBACKUP. You
will have to backup data from the command prompt - backup
all files data files to floppy, or obtain from MICROSOFT a
supplemental programs disk that contains the original
BACKUP and install in your \DOS directory.

6) Finished Alarm? N/Y [Y done signal

Tone will sound as operations are completed. Answer N to
cancel these signal tones.

These settings will be in effect the next time you start
your computer, so you may need to exit the program and
restart it.

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■   BACKUPS

From the 'Main Menu' you can select 'Backup Files' as a
menu choice. At the next screen you are prompted to
insert a floppy disk (formatted) into the drive you
specified during 'System Setup'. At this point you can
press the [F10] key to continue, or any other key to
return to the main menu.

DOS 6 Users Note: If your system is running under DOS 6.0
or 6.2 do not use the menu choice 'Backup Files' unless
you have obtained from MICROSOFT a supplemental program
disk that includes BACKUP.EXE and have copied BACKUP.EXE
into your \DOS directory.

Optionally, you can copy the DOS 5 version of BACKUP.EXE,
if you have it, into your \DOS directory. The DOS SETVER
program, if loaded into memory, allows the DOS 5.00
version of BACKUP.EXE to run under DOS 6.2.

DOS 6/6.2 includes instead MSBACKUP which will require you
to run it from the C prompt in the \MEMORIAL\DATA
directory; backing up all files in that directory. See
your DOS manual for more information.

To restore your program and data, no matter which type of
backup you have done, first reinstall the main program
disk or file. Then, with your 'Backup' disk(s), restore
them into the \MEMORIAL\DATA directory.

Using RESTORE.EXE (if you used BACKUP) the command is:

RESTORE A: C:\MEMORIAL\DATA*.*

(substitute drive letters as required for your
installation). Your data will then be as current as the
date of the 'Backup' you installed.

If you used MSBACKUP run MSBACKUP to restore the files.
Full information is available in the 'Help' for MSBACKUP.

See DOS manual or type HELP MSBACKUP at the C Prompt for
more information about the DOS 6/6.2 MSBACKUP.

█ NEW LAYOUT FORM

This prints out a blank worksheet to help in entering
layout data. Make sure printer has paper in it and is
On-Line before using.

█ NEW VERSE FORM

This prints out a blank worksheet to help in entering
verse data. Make sure printer has paper in it and is
On-Line before using. Both this and the 'Layout' form can
be printed out as often as desired.

█ PROGRAM REGISTRATION

EC Memorial print is distributed via direct mail and
'Shareware' channels. If you obtained this program copy
via the 'Shareware' channels, please register it for full
use. Refer to the included file: REGISTER.DOC for info.

The 'Shareware' demo version is fully functional, but it
has limits on it. When registered you can store many
layouts on file instead of just 2. Also, you can print
more than 2 copies at a time as well as using the reprint
option. Furthermore, only registered users can obtain
support if ever needed, as well as free upgrades.

To register, either send a check/money order for $45US,
payable to Charles D. Erickson at Erickson Consulting BOX
82910, College, AK 99708 or check out possible
registration on Compuserve, GO SWREG, program title is
ECMEMO.EXE. After registration information is received,
you will be sent a password that you use to convert the
demo 'Shareware' version to a fully functional registered
user version.

To use the password, exit the program to a C prompt in the
\MEMORIAL directory. Then type the command:

    REGISTER <PASSWORD>

Don't include the <>, just substitute the supplied
registration password for <PASSWORD>. Double check
spelling and letter case.   Restart EC Memorial Print in
it's now fully registered status. Keep the password
confidential and in a safe place if you ever need to again
re-install the program.

Print out the file REGISTER.DOC in \MEMORIAL for further
registration information.

■   SUPPORT

There is support available for registered users (ONLY).
This version is distributed via CIS, so the quickest means
to receive support is via E-Mail to 70062,431 on
Compuserve; on Internet to 70062.431@compuserve.com or
postal mail to: Erickson Consulting, Box 82910, College,
AK 99708. If the situation warrants a phone call will be
made to you, otherwise a response will be by the same mode
as the message was received, postal mail or FAX, so please
include a return address, CIS ID# & FAX number as well as
the name program was registered under.

The low cost of EC Memorial Print does not permit direct
phone support.

Questions relating to setting up and or using your
computer or laser printer must be directed to your
hardware dealer unless you purchased equipment from
Erickson Consulting. Otherwise, those questions are
outside the scope of this program. (CIS = Compuserve
Information Service).

If you don't use CIS, perhaps a computer using
acquaintance does, and can send the message and receive
the reply for you (if you didn't send a FAX number in your
message).

However, EC Memorial Print is so easy to use that most
users will require no support. Support has not been a
widely needed item.

■   PROBLEMS

Very little has ever been reported in the way of problems
with EC Memorial Print. When a error does occur an error
message may be displayed on the screen. If one does
please write it down, exactly as shown. Then look in the
\MEMORIAL directory for an error generated log file called
CLARION.DMP. In the case of an error, print out this file
on your printer (COPY CLARION.DMP LPT1:) and send it for
support, as well as notes on what you were doing and the
note you made of the on screen error message.

Refer to the appendix for some common error conditions.

SOME COMMON EASILY CORRECTED PROBLEMS

Below are listed some areas that can cause problems while
using EC Memorial Print. Most are easily resolved by the
user.

>>Insufficient Memory Error Message

Your system needs 640K with at least 540K or more free
after loading all drivers, TSR'S, ect. If you have too
little memory available, try removing some excess drains
on memory or boot your system from a clean floppy without
all the excess baggage, run EC Memorial then exit and
re-boot normally.

>>Insufficient Disk Space Error Message

Your hard drive may be running out of available disk space
- erase some old files to make some more room.

>>Insufficient Files Available Error Message

Your CONFIG.SYS should have a line in it that says:
FILES=40   (Note 40 is a minimum, it can be higher if
needed by other programs.)

>>Access Denied (Share Violation) Error Message

If you have DOS's SHARE loaded, especially if running on a
network such as LANTASTIC, you may need to edit (increase)
the share files parameter. Consult your LAN or hardware
installer.

>>Prints out just 1 line of 'Garbage' on memorials

This is almost always caused by a loose printer cable
connection at either the printer or computer. Also make
sure that the printer is at the factory defaults and NOT
set to use LEGAL paper size. Setting the default font ID
for a PC-8 internal font and using a PC-8 symbol set is
permissible and in fact desirable.

>>Nothing Prints At All

Verify which LPT port your printer is attached to and make
sure that number is entered in 'System Setup' for the
printer port (1, 2 or 3 - 1 is normally used).

>>System locks up during [F5] View Page, [F7] Prints Partial page

Usually caused by trying to use 'Page Preview' on a
computer system that does NOT have an EGA/VGA video
graphics adapter card and monitor installed. Select NONE
in 'System Setup'. Page preview uses a graphics display
which requires a graphics video system.

This can also be caused by running memory managers that
have mapped out the video graphics RAM in the VGA adapter
or are using QEMM's VIDRAM. Try running with a 'Clean
Floppy Disk Boot' (no excess drivers, TSR's, memory
mapping, ect - just the minimum to get system started.)
For [F7] printing problem, turn printer off, then on (clears it).

>>Text running together or off the page

Re-enter the offending material this time selecting a
smaller FONT size ID number then reprint a sample page.

>>Fixed pitch printing - generally garbage

You are most probably using the wrong printer setup.
Especially if you are not using a HP LJ 3 or 4. Reinstall
the printer files using the HSTD option (Helvetica
Standard Setup), see FONT SET SELECTION.

>>Error 20 on HP Laserjets

Usually caused by insufficient laser printer memory to
hold all incoming data, some data may be lost. EC
Memorial Print was tested extensively with a 512K
Laserjet, but if a large number of soft fonts or macros
are loaded on the printer, memory may be insufficient -
consider adding more memory to the printer or clear out
all the excess fonts, ect. by turning the printer off,
wait a bit, then turn it back on and re-run the print
selections in EC Memorial Print. A 09 reset to factory
defaults may also cure this problem. See printer manual.

>>Printer Timeout Errors

Make sure your AUTOEXEC.BAT file has a MODE COMMAND that
supports continuous retries, ie. :
    C:\DOS\MODE LPT1: RETRY=P (For DOS 5/6)
See your printer manual for more information on setting up
your system. Earlier DOS versions have a different MODE
format - result is the same however.

>>Message: 'Changed By Another Station'

Harmless, could occur (rarely - and only on some systems)
during access to the 'System Set-Up' section upon saving
while exiting. Just re-enter the data and exit out
normally again. Usually caused by disk cache causing
program to think file was changed by another network user.

>>Print Quality Problems

Streaks and bands on the printed memorials are almost
always caused by a dirty printer paper path or a defective
toner cartridge.

White or fade out areas are usually a sign of low toner
(all models), or less often a dirty corona discharge wire
in the printer or cartridge (LJ II/III). See cleaning
instructions in the printer manual.

Sometimes running a few plain sheets of paper thru the
printer will clean up some streak marks, especially if you
have been doing 'Duplex' printing (printing on both sides)
on a non-duplex printer.

Refer all questions about print problems to your HP dealer
or refer to the printer manual. If you are using a LJ2 or
'Clone' see the file LJ2FORMS.DOC in \MEMORIAL\DATA

If you have a problem, have read through this manual and
the above items can't resolve it, you may need to refer it
for support. Send a message with all related data as
specified in SUPPORT.

```
                      FONT LISTING
```

Suggestion: Copy this page and keep handy during layout
entry (for reference).

```
        For the Standard Helvetica Font Set (HSTD)+

        FONT ID        DESC              POINT SIZE
        =========================================
           1           Helv Reg              6
           2           Helv Reg              8
           3           Helv Reg             10
           4           Helv Reg             12*
           5           Helv Bold            12*
           6           Helv Bold            14*



        For the LaserJet 3 or 4 CG Times Font Set (TLJ3)+

        FONT ID        DESC              POINT SIZE
        =========================================
           1           Times Reg             6
           2           Times Reg             8
           3           Times Reg            10
           4           Times Reg            12*
           5           Times Bold           12*
           6           Times Bold           14*
          22           Times Italic          8
          33           Times Italic         10



        For the LaserJet 3 or 4 Univers Font Set (ULJ3)+

        FONT ID        DESC              POINT SIZE
        =========================================
           1           Univers Reg           6
           2           Univers Reg           8
           3           Univers Reg          10
           4           Univers Reg          12*
           5           Univers Bold         12*
           6           Univers Bold         14*
          22           Univers Italic        8
          33           Univers Italic       10
```

* Large size not normally appropriate for use on prayer
cards, long memorial folder names, or long (65 Character)
verse text lines.
+ Shareware Demo version can only use HSTD font set. After
registration other font sets can be installed.

```
                   REGISTRATION FORM

Program registration requires that you either register
ON-LINE in Compuserve (GO SWREG) or complete this form and
mail, with a check, to:

Erickson Consulting
Attn: Charles Erickson
P.O. Box 82910
College, AK  99708

Make $45.00 US dollars check payable to: Charles Erickson
for each license desired.

Make a copy of this form for your records.

    ***********  Please Complete This Section ***********

Dated:_____


Please find a check for: $_____ for ____ copies of
EC Memorial Print.

Program Version: _____

Where did you obtain this program from?:_____

 Comments:_____


Firm Name:_____

Attention:_____        Telephone_____

Address 1:_____

Address 2:_____

 City, ST:_____

 Country:_____        Fax Number_____

For multiple program licenses, please send a copy of this
form for EACH license desired.  Discounts available for
quantity orders, write giving specifics for price quote.

       Send check or money order payable in US funds.
A Paid Invoice will be mailed out upon receipt of this form.
```

PROGRAM LICENSE

You are free to use the 'Shareware' demo version to
evaluate this program in it's DEMO mode in your business.
It may be transferred as long as all files are distributed
intact and unchanged. The registered user version or
access password may NEVER be transferred without the
written permission of Erickson Consulting.

Full usage requires registration and payment of fees.
Upon registration and conversion to the registered user
version you are granted a non-exclusive license to use
this program in your firms business activity. You may
make a backup copy of the registered program. You may use
the registered program on 1 computer at a time. You may
not transfer, sell, give, loan, rent or otherwise permit
unregistered users access to the registered program or
password access code. If you desire to use the program at
multiple locations, then multiple licenses must be
purchased. Your registration indicates you have read and
accept these registration and warranty terms.

WARRANTY

No warranty, of any kind, is made or expressed concerning
the program EC Memorial Print and related materials.

During the free 'Shareware' evaluation period you can
determine if the program will work for you. The low price
and method of distribution reflects this lack of warranty
and below listed limitation of remedy.

LIABILITY DISCLAIMER
LIMITATION OF REMEDIES

In no event will the program author, copyright holder or
Erickson Consulting, it's agents, employees or assigns be
liable for damages, of any kind or nature - including lost
profits - resulting from the use or inability to use this
commercial type software in excess of the registration fee
paid for the use of this program, even if this program
contains a defect of which we are aware. For warranty
claims about this program you may write to Erickson
Consulting, Box 82910, College, AK 99708

Some states do not allow the exclusion of implied
warranties so the above exclusion may not apply to you.
This warranty gives you specific legal rights, and you may
also have other rights which may vary from state to state.