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CREATING A POSTER OR A BANNER

Introduction.
Poster is a great program for creating signs, posters, banners, murals, etc. It is generally applicable to a broad range of uses - all dealing with printing large posters and signs which are not supported by standard Windows word processors and graphics programs.

Getting Started:
1. Select the poster shape.
2. Select QUICK START and fill out the template.
3. Edit the resulting poster, if desired.
4. Add any graphics.
5. Print the poster or banner.

1. Select the poster shape.
a. Select VERTICAL to make a poster that is taller than it is wide.
b. Select HORIZONTAL to make a poster that is wider than tall.
(These shapes are based on the *currently selected paper size for the currently selected printer.*
For a poster which is not the same shape as your paper, select Page->Custom size.)
c. Select BANNER to make a long, narrow banner.   To change the banner size, or to make it taller, first select Banner, then select Page->Custom size.

For more info, see <u>Setting Page Size and Margin</u>

2. Use Quick-Start, or Just Start Typing.
a. Just begin typing in the information. The default font and character size are set to get you going immediately.
b. Use the text->fonts menu to select other fonts, and the 'text' menu to change the size and other characteristics.
c. Use text->Special effects for 3D, shadow, subscript, inverse, and other special effects.
You can edit your poster like any other windows word processor.

3. Make a Border.
a. Select Page->Border and select a simple border, or import one from a file or the clipboard.
b. Select Page->Background to select a background color.

4. Add Graphics:
You can create graphics in 4 ways:
1. Using OLE and the "Insert Object" command:
Use the "Edit" "Insert Object" command to start an OLE server like Draw, Paintbrush, etc. After you create the object, exit the program; the picture will be pasted into your poster.
2. Pasting from the Windows Clipboard.
Create graphics with 'Draw', 'Paintbrush' or some other program, and then copy them into the windows clipboard.   Then, in the poster program, you can paste them into your poster. You may also use a clipart program, such as Corel Gallery.
3. Import graphics files.
Import bitmap files (*.bmp files) or windows metafiles (*.wmf files). Metafiles are recommended, as they will scale smoothly when enlarged and printed.   Bitmaps will generally look jagged when enlarged and printed.
Graphics can be used as a picture inserted into the text, or a border or background.
4. Draw your own simple graphics.
Use the graphics tools in the 'draw' menu, or the toolbox, to create simple graphics.

5. Print the Poster.
When you are done, save the poster, and then print it.   You can print it as a single sheet, or up to ten times bigger (which takes 100 sheets of paper).   You then have to paste the sheets together to make a single, big poster or sign.

Each poster is 1 page on the display screen - usually 8 1/2 x 11 inches (21.6 x 28 cm.) - when you create it; but when you print it, you scale it up to be as big as you want (up to 9 feet - 266 cm. - wide or high)!

Each banner is about 10 inches wide on the screen, but it prints 10 times bigger, making it 109 inches (almost 9 feet -   266 cm.) wide.

Support and Registration - version 3.0.

Problems and Questions:
For questions, help on any problems or suggestions, send me a note.   My email address is:
       Internet: PosterSW@aol.com
       AOL: PosterSW
       Compuserv: 75754,2174.
       Phone: (206) 848-0467

Updates:
  WWW: For the latest information and the very latest version of POSTER, visit our web site:
       http://members.aol.com/PosterSW.
  The WEB site also contains a poster FAQ (frequently asked questions).

  FTP: You may download the latest version of POSTER using FTP: connect to user.aol.com, change to directory "postersw", and download the latest poster*xx*.zip file.

Registration:
 POSTER is shareware. PLEASE register this program if you find it useful.   Registration is only $14 (+1$ shipping), which is very reasonable for a program as powerful and flexible as   POSTER.

When you register, you will be emailed the registration code immediately.   (Be sure to indicate your email address).   In addition, you will be mailed a disk full of fancy borders and the latest version of poster. Registration unlocks certain poster features, such as text special effects, which automatically lock after 6 posters are printed. Registration also entitles you to full support, and all   future upgrades.

To enter the code, select Help->Registration, and click on "enter   registration code". Then type the code into the box, and click on OK.

To register:

From Compuserv: GO SWREG, and register ID 4249.

By Mail: Send $15 ($16 overseas) to:
       Poster Software
       11002 48th St. E.
       Puyallup, WA, 98372
       USA

Credit Card Orders (Visa, MC, Amex, Discover) are handled by Public Software Library:

Call 1-800-2424-PSL,   or 713-524-6394,   or FAX to 713-524-6398
or email to CIS at 71355,470 (71355.470@compuserv.com).
or mail credit card orders to
  PsL
  P.O.Box 35705
  Houston, TX 77235-5705.
Ask for POSTER, ID 14375.
The cost is $14 + $1 shipping ($2 shipping for overseas).
Do NOT use these numbers for any support questions.
Instead, call me at (206) 848-0467.

Thanks,
Bob Bedoll

WHAT'S NEW.

Version 3.0:
Quick-Start to create a poster or banner in a minute.
Number of characters allowed in a poster is increased from 2,000 to 32,000.
Full screen display with variable zoom and display of page breaks.
TEXT FEATURES:
  Character limit raised from 2,000 to 32,000.
  Arch, rotate, and many more special effects.
  Multiple colors on text special effects.
  Apply bitmap patterns to text.
  Greater precision for better printing of small text.
  Import text from a file.
GRAPHICS FEATURES.
  Zoom.
  Graphics group and ungroup.
  Ruler, Grid, and Snap to grid.
  Rotation and flip.
BORDERS and BACKGROUNDS:
  Backgrounds can be stretched to fit, not stretched, or tiled.
  Gradient colored backgrounds.
  99 built-in simple borders

Version 2.3C:
Cursor keys will move objects.   Handles are smaller for easier graphics object manipulation.
Minor bug fixes.
Registration code.

Version 2.3:
Automatic word-wrap is now supported. See text->word wrap.
Automatic character map, as in previous versions of Poster, is also supported.
Text boxes may now be multiple lines.   All attributes of normal text may be applied.
A number of problems are fixed with deleting and selecting text in text boxes.
There is a toolbox selection for text boxes with borders and fill, and for text boxes without borders and fill
(invisible boxes).

Version 2.2:
  Thick dashed and dotted lines.
  Arrows.
  Arcs, Pies, Polygons, and Polylines.

Automatic Drop shadows for shapes. See Draw->Shadow.
Control over spacing between characters and between lines.   See Text->Spacing
More special effects for text, with a preview box. See Text->Special.
Subscript and superscript for text.   See Text->Special
Inverted (White on Black) text. See Text->Special.
Tab support. Tab stops align every 1/2 inch (12 cm).
Selectable colors and patterns for backgrounds.
Text boxes of a single line of disconnected text.
Bug fixes for background bitmaps and metafile borders.

Version 2.1:
Special effects for text.
Bug fix for jagged lines when printing in method A or method B.

Version 2.0:
Graphics drawing tools.
Ability to place graphics anywhere on the page.

QUICK-START.

Quick-Start will help you create a poster or a banner in less than a minute. Quick-start automatically calculates the optimum font size and spacing, based on the text you enter. After you create a poster or banner with quick-start, you can edit it using all the normal POSTER features and special effects.

1. Answer YES to the Quick-Start question, or select File->Quick-Start.
2. Fill in your text, with as many lines as you want.
     Each line becomes 1 line on the poster or banner
        (no automatic word wrap).
     Empty lines (lines where you entered NO characters or blanks) are ignored.
     If you specify at least 1 blank in a line, that line will NOT be ignored.
     Use TAB to move to the next line (don't use ENTER or RETURN)
3. Select the underline:relative font size.
     'Medium' is 2/3 the size of 'Big'. 'Small' is 1/3 the size of 'Big'.
4. If you don't like the default   font (Arial), click on the font box for that
      line, and select the font you want.   Quick-start allows only 1 font per line.
       (Once quick-start is done, you can change fonts on a character by character basis.
      (Don't bother to select the size in the 'font' dialog box;Poster ignores it.)
5. When done, click on OK.

POSTER will calculate the biggest font size that will work for your poster or banner,
while still ensuring that each line you entered appears as a single line on the poster.   The size of the
medium and small fonts will be set to 2/3 and 1/3 of the size of the big font.

When Quick-start is done, it presents your poster or banner to you.   Now you can edit it in any way you want, changing the text and adding graphics as you wish.

PRINTING

General

To print a poster or banner, select Print in the "File" menu.

Posters:

To print a single page exactly as it looks on the screen, select "1 page".

To print a double size poster, which is actually 4 sheets of paper, select the "2X" option.   Everything on the poster, including all the text and all the graphics, will be automatically printed in double size.   This is a good size to use if you are going to paste the poster onto standard size 'poster board'.

The text will be printed with smooth lines.   However, the graphics may look ragged because there is no way to smooth the lines in the picture.

To print bigger posters, select the "3x", "4x", etc. option. Everything on the poster will automatically be scaled up.

If you have specified a Custom Size, the print scale will be automatically set to print your poster at the full size you specified.   You can still check "1 sheet" to print a sample sheet.

Maximum Size.
The maximum size allowed by Windows is 32,767 pixels.   At 300 dpi (standard laser printer resolution), this is 109 inches, or a little over 9 feet.
At 360 dpi (cannon ink-jet resolution), the maximum size is 102 inches.
If you decrease your printer resolution, such as to 150 dpi, then the maximum poster size will increase as long as the printer driver reports this to Poster - and most do not!

Banners:

The banner is setup with a default print scale factor of   10x.   This will print a banner that is 8.5 inches high (1 page high) and up to 105   inches wide (19 cm x 266 cm). This gives a standard banner.

You may select other print sizes to give you different effects.

Preview.
To preview the entire printed poster:
1. Select File->Print.

2. Select the scale factor.
3. Select PREVIEW.
The preview option will show you exactly how the poster will look on the printed page, at the scale you have selected.   Each rectangle corresponds to a printed page.

To see the page marks on your working copy:
1. Select View->Page Breaks.
The page marks will reflect the last print scale factor set in File->Print.

Margins.
To change the margin between the text and the edge of the printed poster:
1. Select   "Page"->"Page Size and Margins" dialog box.
2. Enter the desired margins.

The Poster program assumes that the maximum printable area on a page of standard 8 1/2 x 11 paper is actually 7 1/2 by 10 inches (19 x 25.4 cm) - in other words, it puts a 1/2 inch (1.3 cm) margin around the entire page.
So, for a 1x poster of standard size, the actually printed size is 7 1/2 x 10 inches (19 x 25.4 cm).
For a 2x poster, the actual printed size is 15 x 20 inches (38 x 50.8 cm), and so on.

POSTER determines the size of the paper you are using from the paper selection you make in your Printer Setup. So, if you are using 8 1/2 x 14 inch paper   (legal size) for example, POSTER will automatically take that into account.   POSTER always leaves a 1/2 inch margin all around each page.

To override the default page size and page margin:
1. Select "Print" -> "More".
2. The dialog box will show the page size and page margin FOR EACH SHEET OF PAPER.
3. Change these items to fine-tune how POSTER prints on your printer.
4. Use PRINT PREVIEW will show the effect of changing the page size of each sheet.
5. Changing the MARGIN affects where on each sheet POSTER prints the image.
These settings reset EVERY TIME you select PRINT.

Dot-matrix printer users: to print over the fold, try setting top/bottom margin to zero, OR try setting a very long page size. BUT GENERALLY YOU CANNOT PRINT OVER THE FOLD - Windows prevents this, and POSTER can do nothing about it.

Pasting pages together.

Each page will be printed separately, and the pages must be pasted together.   This is true even for a dot-matrix printer.   To help you do this, you can specify 'alignment marks'.

Alignment Marks.

There are two different kinds of alignment marks:
Corner marks: small marks will be printed in each corner of each page.   By lining these marks up when pasting the pages together, you can get accurately placed pages.
Cut lines: dotted lines are printed on each edge which must be pasted to another edge.

Overlap: This option is independent of corner marks and cut lines. If selected, a small amount of poster overlap is printed on the edge of each page to make it easier to mate pages together. The overlap is out to the printable edge of each sheet.

Custom Sizes.

NOTE: Custom size on the Print dialog box scales up your current poster equally in both height and width (the aspect ratio is preserved).   To change the ratio of width to height (the shape of the poster), set a Custom Size in the Page->Custom Size menu.

If you want a poster size other than an even multiple of your page size, you may set a custom size in the print dialog box.   The poster will be scaled up as you requested, and printed on as many sheets of paper as necessary to hold the scaled up poster.   (Note that the printable area of each page remains as the size of one sheet of paper, minus a 1/2 inch margin on each side. BUT - you may change this with the "MORE - Page size and Margins" entry)

Possible entries:

One of the following can be set, and it causes the other two to automatically be set:

SCALE FACTOR: A decimal number between 1.0 and the maximum indicated on the menu.   This is a multiplier, not a percent. (To make the poster twice as big, use 2.0, not 200).
Example: A scale factor of 5.5 multiplies the page height and width by 5.5, so the standard size poster (7.5 x 10) becomes 41.25 x 55 inches.

WIDTH: A decimal number between 1.0 and 105.0 specifying the width of the poster, in inches or centimeters.   The height will automatically be set, based on the original size of a single page.

HEIGHT: A decimal number between 1.0 and 105.0, specifying the height of the poster, in inches or centimeters.   The width will automatically be set, based on the original size of a single page.

Printing Method A, B, C.

If you are having trouble printing the poster, and especially if you loose characters at page edges, try the alternate printing methods.   These will cause all text to be sent to the printer as a bitmap graphic, rather than as characters.
If your printer is dropping characters at the end of pages when you print at 2x or greater, then check   one of the alternate printing methods. If you get postscript errors or color errors, try this also.

Method A, B, and C are three different approaches to printing the poster text (graphics are not affected). Each is more successful on different types of printers.   Try method A first; if that fails, try B, then C.   If they all fail, send me a note.
.
Method A & B: These methods work best for black text.   Colored text will change color when printed against a non-white background.   White text will not print.

Method C: This method will work for all colors and backgrounds, but is very slow.   Allow 30 seconds/character to generate the print file.

Color.

POSTER will print in color if your printer and printer driver support it.   All graphics, borders, and text will print in the same colors as shown on the screen - within the capabilities of your printer.

Printing a Range of   Pages.

To print a range of sheets of a multi-sheet poster, select PRINT->MORE.   Then enter the page number

start and end of the range you want to print. Pages are numbered in rows from left to right, then top to bottom.   Page 1 is in the upper left-hand corner.   You may use PREVIEW to ensure that you are printing the correct sheet.

Print Each Page Immediately.

When this box is checked (default), each page is sent to the printer as soon as it is generated.   Each page becomes a separate print file.
CLEAR this box to put all pages into a single print file (the standard Windows treatment).   This is useful when:

        1. Sending a FAX. (Otherwise each page is a separate fax).
        2. Sending to a network printer that generates a banner page for each print job.

Printing Problems.

If you are having problems printing, see the special printer instructions below.   If these don't work, try EACH of the following, one at a time:
1. select "Method A" or "Method B"   in the "Printing Method "box.
2. In Print->More, unselect "Print each page immediately".
Finally, send me some email if neither of these work for you!

Special Printer Instructions.

LASERJET III USERS.
If the posters you print are missing characters at page edges, then do the following:
1. In the PRINT dialog box, check the button marked "Method A".
Also, be sure your printer is set to 300 dpi.

LASERJET 4 USERS.
To successfully print posters, you must configure your printer as follows:
1. From the control panel, select printers, select 'Setup':
2. Set resolution to 300 dpi. (At 600dpi, printing takes a very long time, and may hang the printer.)
3. Select "options".
4. Select "Graphics Mode" = "raster", "Graphics Quality"="high", and
     check "print true-type as graphics".
5. Close the control panel.
6. Start "POSTER".
If posters still do not print properly, then in the PRINT dialog box, check the button marked "Method A". This should always work.

POSTSCRIPT PRINTER USERS.
Poster may be unable to set the printer to horizontal or vertical page orientation. If "Preview" shows that the paper is not properly oriented for your poster, use the "Print Setup" selection to set the Page Orientation manually.

If you get postscript errors, or you are loosing characters at page boundaries:
1. From the control panel, select Printers, then select 'Setup.
2. Select "options", then select "advanced".
3. Select "print true type fonts as" "Bitmap (type 3)".
4. Close the control panel.
5. Start POSTER.
If posters still do not print properly, or print too slow, then in the PRINT dialog box, check the button marked "Method A".

If you don't get all the pages, go to Print->More and UNselect "Print each page separately".

CHANGING TEXT.

All the following attributes apply to text in both the main section of the poster, AND in any disconnected text boxes.

Alignment (Center, left, right).
Apply Bitmap
Arch
Bold, Italics, Underline.
Character size.
Color.
Fonts.
Multiple columns.
Rotated text
Size.
Special Effects (3D, etc).
Spacing (line and character).
Tabs.
Word wrap.

ENTERING TEXT.
To enter text:
1. Into the main text flow:
        Just start typing.
2. Manual Text box:
        Use the text box tool.
        This creates a box, with edges and fill, that holds text.
        The text is separate from the main text flow.
        The text outside the box will not display.
3. Automatic text box:
        Use the automatic text box tool.
        This creates an invisible box, that holds text
        you enter.   The box expands automatically.
        The text is separate from the main text flow.
        The edges and fill of the box never show.

FONTS.
To change fonts:
1. highlight the desired text.
2. select the "Font" menu and click on the desired text.
3. If you select a font without first highlighting text, the font applies to subsequent characters you type in.

The font menu is automatically filled with pictures of all the TRUE-TYPE fonts you have installed.

If you have more than 68 fonts:
1. Select "Font"
2. Select the "more..." menu item - this will bring up a separate font selection box.

If you have Type 1 fonts installed and use Adobe Type Manager (ATM)
1. Select "Fonts".
2. Select   "more..."   (Type 1 fonts are not shown in the pull-down Font menu).

BOLD, ITALICS, UNDERLINE.
These font attributes are selected by highlighting the desired text, and then selecting them.
They can also be selected using Ctrl-B, Ctrl-I, and Ctrl-U.
These attributes apply to all text entered after they are selected, until they are changed or the cursor is moved with the mouse or cursor keys.   Then the attribute of the adjacent characters is used.
Normal will clear Bold, Italics, Underline, and any special effects.

SPECIAL EFFECTS.
There are over 20 different special effects in the special effects dialog box.
To change   a 3-D effect:
1. Highlight the text to change.
2. Select Text->Special Effects.
3. Select the desired special effect.
4. Set the Position field to upper left, upper right, lower left, or lower right.   This changes where the 3D character will be printed.

To change the color of special effect characters:
1. Select Text->Special Effects.
2. Select **Front color** to change the color of the character.
3. Select **Back color** to change the color of the 3-D effect (the portion of the character that is visible behind the front color.

SPACING - CHARACTER.
Use this option to increase or decrease the space between characters. The actual characters themselves do NOT change. To use spacing:
1. Select the characters.
2. Select Text->Spacing.
3. Select Character Expand or Compress.   Each time the width between characters is changed by about 0.1 inches (25 mm).
4. Use the command over again to expand or compress some more.
CAUTION: If you change the characters, the expanded or compressed setting will be lost, and you must reset it.

SPACING - LINE.
Use this option to increase or decrease the space between lines. The actual characters themselves do NOT change.
1. Select all the characters in a line.
2. Select Text->Spacing
3. Select Line Taller or Shorter.   The line becomes shorter or taller, increasing or decreasing the space between the line and the line ABOVE it.
4. Use the command over again to expand or compress some more.
NOTE: to change line spacing for the entire poster, select Page->Spacing.
CAUTION: If you change the characters, the expanded or compressed setting will be lost, and you must reset it.

BIGGER/SMALLER.
These enlarge or reduce the font size by 0.1 inches each time.   If the font is 1 inches or less, each size increment is 0.05 inches.
For METRIC, these enlarge of reduce the font size by 0.1 cm.

SIZE.
This selects the size font to use.

Important: font sizes are always entered relative to a single size, 8 1/2 x 11 page. For example, a 1 inch font would be 1 inch high when printed at 1x,
but if you print at 2x (for a 17 x 22 inch poster), your 1 inch fonts will actually be 2 inches high.

You may use the 'Text-> Size' entry in the font menu to make a font of any size, up to the maximum printable size of a single page (usually 7 1/2 x 10 inches).
Again, if you scale the poster up when you print it, your font will scale up in the same manner.

Type-1 fonts, the kind supported by Adobe Type Manager, ARE supported - but you must choose "more" from the "Font" menu, and select them from the dialog box.

Bitmap fonts and vector fonts (like 'Modern') are not supported.

If you want to use fancy fonts, there are many sources for them.   Most bulletin boards contain many decorative true-type fonts, which can be down-loaded at no cost.   Collections such as "Key Fonts Pro" feature over 1000 fonts for about $20.

COLOR.
You can select the color to display and print text by using the "Color" menu in the "text" pull-down menu. The text will be printed in the same color as it is displayed - within the capabilities of your printer. POSTER retains the color as a full-color (24 bit) value; the display driver and printer driver then interpret this value and come as close to it as they can.

NOTE FOR SPECIAL EFFECTS: If you use Text->Color for special effect fonts, only the FRONT COLOR will be changed, and the BACK COLOR will be lost.   Instead, use the color buttons in Text->Special Effects.

TABS.
Tab stops are automatically set every 1/2 inch (12 cm.).   You can use tab stops to align text for tables or columns.   LEFT alignment is recommended when using TAB stops. (Select all characters in a line, then select Text->Left).

MULTIPLE COLUMNS.
To create multiple columns, use the text-box tool to create two (or more) boxes of text.   Shape the boxes as you wish.   Note - each box is independent - text will not flow from one box to the other.

ALIGNMENT.
Text may be aligned with the left edge of the page (or text box), centered in the page (or box), or aligned with the right edge of the page (or box).   Highlight the desired text, and select Text->Left, Center, or Right.
NOTE: The alignment is specified by the FIRST character in the line.

WORD WRAP.
Word wrap->Word is automatically selected for all text.   If the current line overflows the page width or text box width, the line is wrapped at the last word boundary.
Word wrap->Character wraps the line at the last character that will fit on the line.

Word wrap->None does not automatically wrap the line.   The part of the line that does not fit on the page is just not displayed (though it is still present).

ROTATING CHARACTERS AND LINES.
Select Text->Rotate->Characters to rotate individual characters. The line will remain horizontal.

To rotate entire lines:
1. Create a disconnected text box, using the Text tool from the lower left hand corner of the graphics floating tool box.
2. Type in your text.
3. Set any colors, special effects, fonts, etc.
4. Select the text box, using Ctrl+mouse clock on the text.
5. Select Text->Rotate->Lines.
6. Enter the rotation value.
     Values from 0 to 360 degrees rotate the text clockwise around the first character.
     Values from 0 to -360 degrees rotate the text counterclockwise around the first character.

ARCHING TEXT.

To arch entire lines:
1. Create a disconnected text box, using the Text tool from the lower left hand corner of the graphics floating tool box.
2. Type in your text.
3. Set any colors, special effects, fonts, etc.
4. Select the text box, using Ctrl+mouse clock on the text.
5. Select Text->Arch->type of arch or wave.
To change the effect, select a different arch or wave type.

To change colors, special effects, fonts, etc., the easiest way is:
1. Select the text box, using ctrl+mouse click.
2. Select Text->Arch->None.
3. Edit the text.
4. Reselect the text box.
5. Select Text->Arch->type of arch or wave.

APPLYING BITMAPS.

To make characters take on the appearance of a bitmap pattern or picture:
1. Type BLACK characters on a WHITE background.
2. Import a bitmap graphic (File->Import Graphic)
3. Move the graphic so it is immediately behind ONLY those characters you want to change.
You may have to stretch or compress the bitmap to do this.
4. Select Text->Apply Bitmap.
5. The BLACK characters will take on the appearance of the bitmap.   The bitmap will disappear from the white background.

To remove the bitmap:
1. Select the bitmap by holding down CTRL and clicking the mouse on the bitmap.
2. Select Text->Apply Bitmap.   This will remove the 'apply' effect.

ADDING GRAPHICS.

You may add a picture in 4 ways:
1) paste the picture in from the Windows clipboard.
2) Use the "Insert Object" command to start an OLE server like DRAW.
3) import a picture from a *.bmp file or *.wmf file.
4) Drawing using Poster drawing tools.
You may also import a picture to use as a border or background.   See BORDER.   To do this, select the "Border..." menu item.

Other topics:
Picture Location
Resizing
Color
Display
Background

Using the Clipboard.

To add a picture, create it using Draw, Paintbrush or any other windows drawing or painting package. Then,   copy the picture to the Clipboard.   (If you have a choice of the format for the clipboard, choose 'Picture'). In Poster, put the cursor where you want the picture, then from the "Edit" menu, select "Paste from Clipboard".   The picture will be pasted in place.

POSTER supports two types of graphics: Picture (metafile) and Bitmap.

A PICTURE (metafile) is generated by drawing programs (Draw, Corel Draw, Designer) and some clipart packages (Corel Gallery). A PICTURE is actually a set of instructions to Windows to create a graphic using lines and curves.   When a PICTURE is enlarged for printing, it will usually enlarge very smoothly, and generate a high-quality image.

A BITMAP is generated by painting packages (Paintbrush) and many clipart packages, as well as most scanners.   A BITMAP is simply a collection of bits (or pixels). When you print a BITMAP, each bit is enlarged to become multiple bits. Hence, a BITMAP will usually look quite jagged when it is enlarged for printing.

Pictures (metafiles) are usually preferred to bitmaps because they enlarge better.

Importing a bitmap file or metafile.

To import a graphic in a bitmap (*.bmp) file or metafile (*.wmf):
1. Select the 'Import Graphic' from the File menu.
2. Specify the file containing the graphic.
3. Select the picture placement.
4. Position and resize the picture as desired.

Picture Location.

"Stand-alone".   The picture will be completely free standing, and can be moved (or resized) anywhere on the page by selecting it and dragging it with the mouse.   The picture can be moved independently of any

text.   NOTE: Text will overlay any picture - text does NOT move automatically to accommodate the picture.

"Embedded". The picture will be embedded into the text, and treated like a large character.   The picture will move when the text moves.   You can change the size of the picture using the mouse - but you can only move the picture by inserting and deleting text.   This is the way pictures were treated in Poster version 1.x.

"Border".   The picture is stretched and reshaped to cover the entire background of the poster. This is also used for backgrounds.   You cannot move or stretch the picture, since it is automatically sized to cover the entire poster..
All text and other graphics will appear on top of this picture.
To erase a border, select Page->Borders->Delete Border.

"Background". Identical to "Border", BUT the picture is NOT reshaped - the original aspect ratio is preserved. However, the picture will be resized to cover the entire poster.   This usually means that part of the picture will be off the screen. The upper left-hand corner of the picture is aligned with the upper left-hand corner of the poster.
To erase a background, select Page->Borders->Delete Border.

"Tile". The picture is repeated as often as necessary to cover the entire background.   This is identical to tiling a picture for a Window's display screen background.
To erase a tile, select Page->Borders->Delete Border.

Preview.
The "Automatic Preview" box instructs POSTER is automatically display a preview of the graphic in a file when you click on that filename.
If you turn "Automatic Preview" off, you can still preview a file by clicking on the PREVIEW button.   This will display the last file selected, or the file name you have typed in.

Inserting an OLE Object.

You may use the OLE capabilities of programs like Draw, Paintbrush, WordArt, etc., to easily insert a picture into Poster.   To insert a picture, select "Edit" and "Insert Object".   This starts the OLE server program.   When your picture is created, exit the OLE server, and presto, the picture appears in Poster.
    To Edit the picture, double click on it - this will restart the OLE server with your picture.
    To resize the picture, click on it, then use the mouse to move or resize it.   Do NOT double click on the object, as this will restart the OLE server.

 Moving and Resizing the Picture.

To move the picture: single click with the mouse, then hold down the mouse button and move it.
(Embedded pictures can only be moved by inserting or deleting text).

To resize the picture: single click with the mouse, then position the mouse over one of the 6 resize handles, depress the mouse button, and pull it.

Deleting.
To delete a picture, use the DEL or Backspace key, just like deleting text.

Displaying.

By default, a dashed rectangle shows the outline of the picture - this box is never printed.   To turn off the box, see the options menu.

Displaying a metafile can take a long time.   You may wish to turn off the display of these graphics - but still print them.   To do so, see the Options menu.

Creating graphics

Any program which will allow a metafile (picture) or bitmap to be copied into the Windows Clipboard can be used to create a graphic.   If you want to import clipart files in formats such as *.TIF, you must first import them into a program like PaintShop PRO, Paintbrush, Corel Draw,   or Write, and then copy them to the Clipboard.

You can also draw graphics using Poster drawing tools.

Saving

When a poster is saved, the pictures are saved along with it.

When a poster is reloaded, the pictures are reloaded with it.

CAUTION: This can make for some very big 'save' files.

Backgrounds.

When a picture (bitmap or metafile) is imported as a background, it is stretched to fill the entire page. There are 3 flavors of stretching:

1. Border - width and height are stretch independently - aspect ratio is not preserved, but no part of the picture is lost.

2. Background - width and height are stretch simultaneously and aspect ratio is preserved - however part of the picture may not be displayed if it is a different shape than the poster.   The display always begins at the upper left hand corner of the background - not at the center.

3. Tile - the picture is repeated across and down the page, based on its original size.

Backgrounds are independent of simple borders.   However, you can have either a background OR a fancy border (a border imported from a metafile).

To delete a background: Select Page->Background->Delete.

Color.

POSTER will keep each picture in the maximum color 'depth' that it is available.   256 color pictures are always kept internally in 256 color mode; True-color pictures are always kept internally in true-color mode. The following rules apply:

1. Pictures are always displayed in the maximum color depth that you have selected for your display (usually 16 color or 256 color, but poster will support true-color as well).

2. Pictures are always printed in the maximum color depth that your printer will support, regardless of how they are displayed.   Example: You import a 256-color bitmap, but your display is only setup for 16 colors. POSTER will display it in 16 colors, but will print it in 256 colors.

3. If you have multiple 256-color pictures displayed simultaneously and your display is setup for 256-color mode, the colors may not all be displayed correctly, because windows can only display 256 DIFFERENT colors at once. However, the pictures WILL print correctly, because most color printers are not limited to 256 colors.

Setting Page Size and Margin.

POSTER works with a single page, which is <u>normally</u> a standard size of 7 1/2 x 10 inches, plus a 1/2 inch margin on each edge, giving a total size of 8 1/2 x 11 inches. This is automatically set based on the currently selected paper size of the currently selected printer. To make a poster that is not an even multiple of a page size, see <u>Custom Size</u>.

When you set font sizes - such as 1 inch, the default - those sizes are relative to the SCREEN SIZE: a single sheet of   paper.

When you print the poster, you tell POSTER how big to print it - that is - how big to scale up the "Screen Size". (See <u>Printing a Poster</u>).   This is called the PRINT SIZE. The poster is only enlarged when it is printed.

Changing Paper Size.

POSTER picks up the paper size from your printer driver setting.
To change paper size:
1. select 'Printer Setup'
2. change the size.
3. reselect 'Page->Horizontal' or 'Page->Vertical'.

To change the printer:
1. use the 'Control Panel' to select a different printer
2. change paper size as above.

Text Margin<u>.</u>

The "Text Margin" is the space between the edge of the printed area, and the start of the text. The following rules apply:
1. The margin is the same on all sides.
2. The margin defaults to 0.1 inches (3 mm).
3. If you are using SIMPLE BORDERS, the margin is relative to the innermost boarder, NOT the end of the printed page.
4. If you are using a BORDER or BACKGROUND from a file or from the clipboard, the margin is relative the end of the printed page.
5. If you IMPORT a BORDER from a METAFILE, the text margin is automatically set to 0.5 inches for you.
6. You may change the text margin at any time, using "Page"->"Size and Margin".

Custom Page Size.

To make a poster that is NOT a multiple of your current paper size, select 'Page->Custom Size'.   Enter the *final* size of the poster you want. Poster will calculate the proper size for a 1 page poster, and also set the Print Scale Factor to print your full size poster.

Example: If you wanted a printed poster size of 40 x 40, you would set a page size of   40x40 inches. Poster then sets a page size of 7.7x7.7 (a square poster that will fit on 1 page) and a Print Scale Factor of 5.2x.   When you print the poster, you can print a single test page, or use the scale factor to print a full-size poster.

IMPORTANT: POSTER leaves a 1/2 inch margin along each edge of every sheet, so an 8 1/2 inch sheet has a printed area of 7 1/2 x 10 inches.   A poster 2 sheets wide is actually 15 inches wide, plus the 1/2 inch margin on each side, or 16 inches total.   If you ask for a poster 17 inches wide, it will take 3 sheets

of paper!.

BANNERS.

The "Page->Banner" command automatically sets the SCREEN page size to 1.5 inches by 21 inches. It also sets the print scale to 10x. When the poster is printed, it will print at 7.5 inches x 105 inches (19 cm. x 266 cm.)

You can make the banner narrower by setting "Custom Size" to a size less than 105 inches. You cannot make the banner wider.

You can always make a banner taller:
1. Select Banner if you are not ALREADY in banner mode.
2. Select Page->Custom Size. If you want the banner to be 2 pages tall, make it 17" tall.

You can have as many lines in a banner as you wish. All poster commands, like Border and Background, will work.

DRAWING.

Use the POSTER drawing tools to add simple graphics to your poster.

Tools.

The toolbox and the 'Draw' menu access the same drawing tools:
Line - creates a single line.
      Hold SHIFT key for a horizontal or vertical line.
Box - creates a single rectangle.
      Hold down SHIFT key for a square.
Rounded Box - creates a single rectangle with rounded corners.
      Hold down SHIFT key for a square.
Circle - creates a circle, ellipse,   or oval.
      Hold down SHIFT key for a circle.
Polyline - creates multiple connected line segments.   Note: this is NOT a closed figure.
      Even if you close the figure manually, you cannot fill it.   Use Polygon for fill.
      Each mouse button up and down creates a new side.   DOUBLE-CLICK to end the figure.
Polygon - creates a closed multi-sided figure.
      Each mouse button up and down creates a new side.   DOUBLE-CLICK to end the figure.
      The FILL options will fill the figure.
Arc - creates a section of an ellipse.
Pie - creates a closed section of an ellipse, like a pie.   The fill options will fill this.
Chord - creates a closed section of an ellipse.   The fill options will fill this.
Manual Text Box - creates a text box that holds multiple lines of text, but does NOT resize automatically.
     This text is disconnected from the rest of the poster text.
     You can move this box with the mouse - the text moves with it.
     Use Line and Fill styles like you would any other box.
     To change text, select text mode ('A'), position the cursor, and click.
     You can use the same text styles as normal text.
     You can use this tool to make multiple text columns.
     This box does NOT automatically grow with the text   -You must manually set (and alter) the size of
the box.   Text that does not fit inside the box is not displayed.
     You can NOT rotate or arch a manual text box - you must create an Auto Text Box.
Auto Text Box - this is similar to Text Box, but it DOES resize automatically, and the box is invisible
     If you select the box with the pointer, the box will be shown while
     you move it.
     This box automatically grows with the text.
     The text is never clipped by the box.
     You can ROTATE and ARCH   the entire line in this text box. Select Text->Rotate->Line.

These tools behave like other windows drawing packages.

Line Style.
Select the line width, style, and color from the Draw menu.   This controls both stand-alone lines, and the
Outline (frame) of rectangles and ellipses.   If you don't want an outline, select NONE.

Fill Style.
Select the fill style and color from the Draw menu.   This controls the fill of rectangles and ellipses.   For a
transparent shape, select "Draw->Fill->NONE".
NOTE: Crosshatches don't look very good when printed.

Shadow.
When selected, a black shadow of the figure will be drawn slightly below and to the right of the figure.

Moving and Stretching Objects.
To select an object, click on it.   If you have multiple objects on top of each other, click again - poster will cycle through the objects you can select.
To move it, select it, then use the mouse   OR the cursor keys to move it.
To stretch (resize)   it, select it, then position the mouse over a handle, depress the mouse, and pull the handle.
Hold down the SHIFT key to keep a line horizontal or vertical, or to preserve the aspect ratio (the shape) or the original object.

Move to Front/Back.
Move to front means the selected object will appear on top of other objects.
Move to back means other objects will appear on top of the selected object.
All objects are automatically behind all text, unless On Top of Text is selected.

On top of text/Underneath text.
Underneath text means the text will be drawn on top of the object. (default)
On top of text means the object will be drawn on top of (over) the text.

SNAP and GRID.
Grid will draw a grid with the indicated spacing.   The inch spacing is used unless metric is selected, in which case the metric spacing is used.
The grid does NOT print.

Snap will move each end point of a graphics object to the nearest grid point.

GROUP/UNGROUP.
To group objects:
1. Select multiple objects by holding down the Ctrl key and clicking on each object in succession, OR hold down the left mouse button and draw a bounding box.
2. Select Draw->Group.
All objects in a group can be moved together, stretched together, and altered together.

To ungroup objects:
1. Select the group.
2. Select Draw->Ungroup.

BORDERS and BACKGROUNDS.

You can have POSTER add a simple border or a fancy border to the entire poster.   The border is printed at the end of the standard poster size, which is 7.5 x 10 inches.   (If you have specified a custom page size, the border is printed   within that size).

Simple borders are generated by poster.
Background single colors and gradients (2 colors blending into eachother) are generated by poster.
Fancy borders and **fancy backgrounds** are handled identically - they are imported from metafiles or bitmaps.

Background and Gradients.
To set a simple background color:
1. Select   Page->Background->(grey or colored value).
They are always displayed underneath all borders and backgrounds imported by files or clipboard.

To set a gradient (2 colors):
1. Select   Page->Background->Gradient.
2. Select the flow - left to right or top to bottom.
3. Select color 1 (the left or top color).
4. Select color 2 (the bottom or right color).
 They are always displayed underneath all borders and backgrounds imported by files or clipboard.
To delete a gradient: Select Page->Background->Gradient->None.
NOTE: Gradients are displayed in 200 incremental steps.   Although the Windows display dithers the colors, your printer will make smooth colors, within the limits of its color capability.

From File.
This option allows you to import any WMF (windows metafile) or BMP (bitmap file) as a border.   The graphic in the file is automatically stretched to fill the entire page.

To change the background, import a new one, or select Page->Border->Delete Border.

POSTER includes a few WMF files with samples of fancy borders.   If you register poster, you will receive a disk full of fancy borders.

NOTE: when you add a WMF file as a border, the TEXT MARGIN is automatically set to 0.5 inches to accommodate a fancy border.   You may reset it with the "Page"->"Size & Margin" menu item.

From Clipboard.
This option allows you to paste a metafile from the clipboard into the border.   This is identical to importing a WMF file as a border.
Fancy borders are clipart borders which are pasted from the clipboard.   The clipart must be in the windows metafile ("picture") format.   It can be imported from a program like Corel Gallery, or created in a program like Draw.
The border is always expanded to fit the entire screen.
Corel Gallery is recommended as an excellent choice of hundreds of borders (as well as thousands of pieces of clip art) for less than $30.

Simple borders.

Simple borders are generated by POSTER.   Try experimenting with the set of borders. Try 1, 2, or 3 lines, and different line widths.

Simple borders can coexist with borders and backgrounds imported from *.wmf and *.bmp files, and the clipboard or with background colors or gradients.

Color.
Border color is treated similarly to text color.   Your printer will print the border in color if it can. The Color only applies to SIMPLE borders.

VIEW OPTIONS.

The options are global, and effect any document edited by POSTER.
Options are saved by SAVE, and are reloaded by OPEN.

ZOOM.
The entire poster is enlarged to the specified magnification.
"Printed Size" sets the ZOOM value to the value closest to the print scale factor selected by the last
PRINT or Print Preview command.

GRID.
Generates a grid to help in graphics alignment.   Set the grid size as desired. "Print Size" means the grid
is relative to the size the poster will be when printed; otherwise the grid is relative to 1 page.

RULER.
Generates a ruler to help in graphics alignment. "Print Size" means the ruler scale is relative to the size
the poster will be when printed; otherwise the scale is relative to 1 page.

PAGE BREAKS.
Shows where page breaks will occur, based on the print scale factor selected by the last Print or Print-
Preview command.

Display Non-Printable characters.
This option displays a paragraph mark where ever a carriage return has been entered. (Sometimes this
mark may not be visible if it is off the side of the page). This is to help you remember where you have
hard line breaks.   These marks are NOT printed with the poster is printed.
This option defaults to OFF.

Display Bounding-box around graphics.
This option displays a dashed line around a bitmap or metafile which has been pasted into the document.
The graphic can be resized with the RESIZE option.
The dashed line is NOT displayed when the poster is printed.
This option defaults to OFF.

Don't display metafiles.
When set, this option bypasses the display of metafiles on the screen - however, the bounding box is
always displayed.   This option is used if the redraw of a metafile takes a lot of time.
The metafile is ALWAYS printed when the poster is printed.
This option defaults to OFF.

Metric.
When this is set, all measurements are expressed in centimeters, rather than inches.   The default font
menu shows fonts in increments of 0.5 cm, and the Text->Bigger/Smaller entries increment the text by 0.5
cm.

NOTE: If you have setup your machine to use METRIC measurements, POSTER automatically comes up
in METRIC mode.   To do this, use the "International" settings in the "Control Panel".

You may switch between Metric and English measurements at any time. However, options like Ruler and
Grid will not automatically recalibrate unless they are reselected.

menu

Keyboard help.

The only special keys recognized by Poster are:
F1 - call for Help
F3 - SAVE
F5 - Redraw. Use this when the display doesn't look quite right.
        Sometimes POSTER does not properly update the screen after a delete
      or insert - this will generally fix the problem.
ESC - If text is selected, deselect it.
Ctrl+B - Bold
Ctrl+U - Toggle underline
Ctrl+I - Toggle Italics
Ctrl+N - Reset text to Normal (No bold, italics, underline, or special effects)
Ctrl+C - Copy to clipboard
Ctrl+X - Cut and copy to clipboard
Ctrl+V - Paste from clipboard
Ctrl+Z - Undo
The cursor keys will move the cursor.
Home - move to start of current line.
End - move to end of current line.
PageUp - move to the start of the poster.
PageDown - move to the end of the poster.
Del - delete the next character, or the current selection.