

## Getting Started

### Installation

To install Cosmi Desktop Publisher for Windows, insert the disk marked DISK 1 into the proper disk drive. (The actual number of floppies that you have in your installation set may vary with the type and size of the floppies and the version of the software.)

Go to the **File** section of the Program Manager in Windows. Click on the **Run** option in the menu bar. Type A:SETUP and click on the OK button. The installation program will prompt you to put in other disks if necessary.

When the Desktop Publisher has been installed, you will notice a new group in Program Manager named DESKTOP. Double click on the Desktop icon to open the group. Double click on the Desktop icon in the group to run the Desktop Publisher.

### Ready To Go

The program should now be ready to go. You should see the desktop on your screen. This is where all work is done. For practice, let's start a simple newsletter to get the feel of how various objects, like text boxes, are introduced into a document and how they are sized and placed.

Click on the **Objects** option. Then select **Text Box** from the menu. A cross hair will appear on the desktop. Using the left mouse button, click and hold down the mouse button where you want to start your text. For our example we will place the cross hair in the upper left hand corner of the margin boundary (the dotted box on the desktop). Drag the mouse down and to the right until the drawn box is about 1 inch high and approximately the full width of the margin box. Release the mouse button. You should see a box that is the full width of the margin box and about 1 inch high. Now let's enter a page heading for our newsletter. Click somewhere within the text box that we just drew to select the text box. The text box will be outlined and have four black squares in each corner. The black squares are used to resize the box. If you click and drag the mouse anywhere else in the box, it will move the entire box.

Now that you have the text box selected, click on the **Text** option and select **Font** from the menu. Pick a font from the list provided and select a size. This will select a font to use in the currently selected text box. Click on OK to accept your choices.

Now double click on the text box which will bring up a text entry area and allow you to enter text as you want it to appear in the text box. Click on OK to accept your text. You may reselect the text box to change the font and size. If you resize the entire text box, the text inside will automatically change to fit. After adding a few text boxes your desktop might look something like this:

You have now mastered the basics to efficiently use Desktop Publisher for Windows. Experiment with other objects. Try importing graphics and moving and resizing objects just as you did with the text boxes in the above example. If you get stuck, refer to the function reference that follows or click on the **Help** option.

Function Overview

File Section

**New:**

**New** clears the current document (if any) and readies the program to start a new document. If you are currently working on a document and have not saved your work, Desktop Publisher will ask if you want to save now. Click YES to save, NO to abandon your work, and CANCEL to go back to editing the current document.

**Open:**

This option will display a dialog box containing a list of all the Desktop Publisher files. All of the directories are listed in the box on the right. You can move from directory to directory by double-clicking on the directory name. All of the DTP files in that directory will then be displayed in the box on the left.

If you want to see files other than DTP files, then select **Templates** or **All Files** from the **List Files of Type** box at the lower left. Template files are similar to DTP files. For a description of template files see **Save-as Templates** below.

When you see the file that you wish to work with in the **File Name Selection** box, select the file name by clicking on the name and then clicking on the OK button. This will invoke the file that was selected and display it on the desktop. If you entered the open option by mistake, you can click on the CANCEL button to exit without damaging the current document.

**Save:**

This option will save the current document under the current document name. If you have not yet named your document then Desktop Publisher will ask you to enter a file name. You may enter a full length description in the description box.

**Save-as:**

This option will allow you to rename the current document and save the document to a new file name. This is helpful in creating several documents that have general similarities yet are slightly different.

You can create a master document and save it as 'MASTER.DTP' then create customized versions by loading 'MASTER.DTP', and saving it under a different file name, for example 'BOBSLTR.DTP'. You can then make changes to the document now named 'BOBSLTR.DTP' without effecting the original master file.

**Save-as Template:**

This option will save your document as a template. The template differs from an ordinary document in that when you save a document which was previously saved as a template, Desktop Publisher will always ask you for a new file name as if this particular document had never before been saved. This will prevent you from inadvertently overwriting the master template.

For example, say you are in charge of producing a newsletter for your club; "Pit Poodle Breeders of America: The Most Vicious Prissy Dogs in the World!". The newsletter has a specific format that you need to adhere to every month. You can create the format once, getting your columns, titles, fonts, logos etc., just the way you need them. Save the whole document as a template named 'PPBAMSTR.DTP'. Next month you can open 'PPBAMSTR.DTP', make your changes, and save. The program will ask you for a new file name. You could enter, for example, 'PPBAJUNE.DTP'. This prevents you from inadvertently saving over last month's newsletter.

**Preferences:**

This option allows you to change some of the working parameters of Desktop Publisher. For example, you can work in measurement units that you are familiar with (i.e. inches, centimeters, Picas and points). You may also

specify the working directory where your documents will be saved to and retrieved from and where the clip-art library is kept.

The **Create.Bak Files** box at the bottom, if checked, tells Desktop Publisher to create a backup file every time you save a file. This is a helpful feature if there is a power failure or other problem while you are working on a document because you can always retrieve the backup file. If this box is not checked, Desktop Publisher will not create the backup files.

To retrieve a backup file, go to the file section and select **Open**. When the dialog box opens, select **All Files** in the **List of File Types** menu bar. Select the name of your file with the .BAK extension. Your document will appear as it was the last time you edited it.

#### **Import Text:**

This option allows you to read DOS text (.TXT) files and import them into a text box. This is useful for transferring data from other word processors or programs into the Desktop Publisher program.

#### **Import Graphics:**

This option allows you to use graphics in the .BMP or .WMF formats. You will see a dialog box exactly like the **Open** option described above. Select the files you want to import and then click on OK.

#### **Printer Setup:**

This option allows you to select the output device that you want your document printed to. You can select the default printer, which is the printer you selected as a default when you installed your printer drivers, or you can select another printer, assuming you have installed more than one. See your Windows documentation or your printer manual for more information on installing printer drivers.

You can also select the paper size and orientation. Click on the options button to change the specific printer setups. The options presented will change depending on the printer selected and its capabilities. Click OK to accept your changes.

#### **Print:**

This option allows you to send your document to a printer or a file. You select the range of pages that you want to print. Printing all pages of the document is the program default. Select the **Selection** option to print just the selected pages. Select **Pages** to tell Desktop Publisher what pages you want to print.

Select the print quality from the **Print Quality** menu. The higher the print quality the darker the output and the longer it takes to print. If you are just

printing your rough draft, set the print quality to Draft. If you are printing your final copy then set the print quality to High. If you have a laser printer then the print quality setting may be limited to the amount of memory that you have in the printer.

Select the **Print to File** box if you want your output sent to a file instead of to the printer. This option may be useful in transferring your document to another computer for printing or importing your document into another application.

Select the number of copies that you want to print by entering a number in the **Copies** box.

**Exit:**

This option leaves the program and returns you to the Windows Program Manager. If you have not saved your document, the program will ask you if you want to save before exiting. Answer YES to save, NO to abandon your document, or CANCEL to return to Desktop Publisher.  
Edit Section

**Cut:**

This will cut the selected text to the clipboard. The selected text will be removed from the document and placed on the clipboard.

**Copy:**

This will copy the selected text to the clipboard without deleting the text from the document.

**Duplicate:**

This will place a duplicate of the selected object on the desktop. The duplicate will be offset slightly from the original. You can drag and drop the duplicate to place it where desired.

**Paste:**

This will place text that is on the clipboard into your document at the current cursor position.

**Delete:**

This will delete the selected text from the document.

**Bring to Front:**

If two objects are overlapping, this option will bring the selected object to the front, or most visible position.

**Send to Back:**

If two objects are overlapping, this option will bring the selected object to the back or least visible position.

## Page Section

### **Insert Page Before:**

This option will insert a blank page before the current page.

### **Insert Page After:**

This option will insert a blank page after the current page.

### **Delete Page:**

This option will delete the current page.

### **Page Setup:**

This option allows you to set the page margins. Enter values for top, bottom, left and right margins. Click on OK to accept the values or click CANCEL to exit without change.

#### **Headers:**

This option allows you to create page headers that will appear on every page. This option is useful to place page numbers, time, date, or title text on the left, center or right at the top of the document.

#### **Footers:**

This option is exactly the same as the **Header** option above except that the text, etc., will be placed at the bottom of every page.

#### **Zoom In:**

This option allows you to zoom in on the document. This is useful to see exact placement of text and graphics and to get a closer look at your work. Each time you select this option the displayed area will increase. Pressing the CONTROL + keys on the numeric keypad performs the same function.

#### **Zoom Out:**

This option is exactly the same as the **Zoom In** option. Every time you select this option the displayed area decreases. Pressing the CONTROL - keys on the numeric keypad performs the same function.

#### **Next Page:**

This option advances you to the next page, if there is one. The PAGE DOWN key performs the same function.

**Previous Page:**

This option goes back to the previous page, if there is one. The PAGE UP key performs the same function.

**Go to Page:**

This option will go to the page number that you enter in the box. Click on OK to go to the selected page. Click on CANCEL to go back to the same page.

**Align:**

This option allows you to align a selected object horizontally (left, right, center, or none) and vertically (top, bottom, center, or none).

**Grid:**

This option allows you to turn a grid on or off. The size of the grid is entered in the current units as set by the **File Preferences** section.

You can also set whether the grid is to be visible or not and whether the cursor will be locked to the grid. This allows accurate placement of text and objects. Click on OK to accept the settings or click on CANCEL to abandon any changes.

**Ruler On/Off:**

This option simply turns the ruler on or off. The ruler appears at the top of the page and reflects the current units as set by the **File Preferences** section.

**Position On/Off:**

This provides you with the option to display a box that shows the cursor's X,Y position in current units on a grid. The box will also display the starting position of a drawn object.

**Objects Section****Rectangle:**

This option allows you to place a rectangle in the document. The rectangle, and other objects, can be moved and resized by first selecting the object and then "picking up" a corner of it to resize. "Pick up" any other spot on the shape to place it. All other shapes can be manipulated in this same manner.

**Round Rectangle:**

This option places a rectangle with rounded corners into the document.

**Circle:**

This option places a circle into the document.

**Ellipse:**

This option places an ellipse into the document.

**Line:**

This option allows you to draw lines in the document.

**Text Box:**

This option places a text box into the document. This object is used to place and display text only. The text will be confined to the boundaries of the text box.

**Line Style:**

This option allows you to select the line style that the Desktop Publisher will use to draw objects in a document. You can also select colors. Click on OK to accept the selections or click on CANCEL to leave the line style box without any changes.

**Fill Pattern:**

This option allows you to select the type of fill pattern that will be used with the various objects. When you draw a shape such as a circle, you can select the type of pattern that will be used to fill in the object. You can also select whether the pattern is opaque or transparent. If the object is transparent then you will be able to see one object underneath another.

**Position:**

This option allows you to set the position of the upper left hand corner and the width and height of the selected object for exact positioning.

Text Section

**Select Font:**

This selection allows you to set the text font that will be used. You can also set the character attributes such as underline, bold, text color, and size. Click on OK to accept the selected font or click CANCEL to abandon any changes.

**Normal:**

This selection will change any selected text to normal text. Normal text is text that does not have any special attributes.

**Bold:**

This will change selected text to **bold** text.

**Italics:**

This will change selected text to *italicized* text.

**Underline:**

This will underline all selected text.

**Strike-Through:**

This will make all selected text strike through.

**Left Justify:**

This will align all selected text with the left margin.

**Right Justify:**

This will align all selected text with the right margin.

**Center Justify:**

This will center all selected text.

**Full Justify:**

This will align text with both the left and the right margins to give a straight text edge on both sides of a column.

**Help Section****Index:**

This option displays an index of all the help topics.

**Using Help:**

This option displays Windows Help on Desktop Publisher's Using Help. This will allow you to move throughout, search for and print help topics.

**About:**

This option will display a box with information about this program.

**DESKTOP PUBLISHER**  
for Windows

User's Guide

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