Welcome

Thank you for purchasing Europress mini Office Publisher, one of the Europress range of low-cost, state-of-the-art Windows products. Enjoy!

Please Note:

mini Office Publisher is based upon Serif PagePlus 3.0. Screenshots and diagrams show the title bar as PagePlus 3.0 but are accurate in all other repects.

Desktop Publishing Power Made Easy

Europress mini Office Publisher is "Desktop Publishing Power made Easy". Despite the low price, mini Office Publisher rivals high-end desktop publishers in functionality and quality of output. It includes an unusually wide range of design features, and all the essential production functions needed for the most spectacular results you've ever achieved - including the highest quality colour work.

mini Office Publisher is also the easiest product in the DTP world, and as you get to know the package you'll find:

- **The ChangeBar**
  The key to the *power* of Europress mini Office Publisher is the ChangeBar. The ChangeBar lets you visually adjust object properties interactively. Despite such power and flexibility, the ChangeBar is also the key to the simplicity of Europress mini Office Publisher - it's a way of working that's so natural you'll wonder how you managed without it.

- **Import and Export**
  Europress mini Office Publisher concentrates on features and ease-of-use for design and layout. mini Office Publisher imports fully formatted text files complete with styles from your word processor and automatically flows into your layout - no matter how complex. Significantly, you can go the other way too. You can select anything, copy it to the clipboard as a picture, and then paste it into your word processor. Great for logos, headings in fancy typefaces, or complete pages.

- **Integrated Word-Processing**
  Europress mini Office Publisher works with your favorite WP package, or you can work entirely with WritePlus, the built-in word processor with a full complement of writing tools.

- **Full Colour Printing**
  mini Office Publisher produces great results on everyday dot-matrix, ink-jet and laser printers, and the advanced colour production features mean that you can produce true commercial quality colour work - whatever desktop printer you use. mini Office Publisher can produce the ultra high resolution "colour separated" print files needed for both spot- and full-colour publications to be printed by your local printer, or for a colour ad you want to run. The proof? All our marketing materials (mailers, flyers, ads, and so on) and product packaging (book covers and boxes) are designed and produced using mini Office Publisher!

- **Beyond Ease of Use**
  Europress mini Office Publisher provides three user levels - Intro, Publisher, and Professional - which provide the appropriate level of features and "hand-holding" to suit complete novices, professional designers, and anyone in between. You choose. ToolHints, QuickHelp, Hints and Tips, and a variety of Assistants are some of the helpful features.

With a combination of functionality, simplicity and low price point, mini Office Publisher addresses the everyday needs of individuals and growing businesses, and a wide range of users within education, government, churches, associations, fund raising, training, design and print. Perhaps uniquely in software, mini Office Publisher users range from beginners to power-hungry corporate users and sophisticated designers and illustrators.

Requirements

Europress mini Office Publisher works with Windows 3.1, Windows 95, or higher, and the principal requirement is a PC setup which runs Windows adequately, with a printer connected and ready to print. If you need help installing Windows, or setting up your printer, see the *Microsoft Windows User's Guide.*

- You need a minimum of a 386SX or higher, with at least 3 Mb of RAM, running Windows in Enhanced Mode.

- You need a mouse, and adequate hard disk space. Europress mini Office Publisher takes a minimum of 5 Mb.

Things you are expected to know

Before installing and using Europress mini Office Publisher you should have a working knowledge of the following. You may find it helpful to spend a little time using Windows and/or reading the *Microsoft Windows User's Guide*, before you proceed.

- PC and DOS terminology and concepts. For example you should understand the terms "filename", "sub-directory" and "drive letter".

- Europress mini Office Publisher makes full use of the Windows environment. You should be familiar with the programs Paintbrush, Write, Clipboard, Help, and Program Manager, terminology such as "icons" and "clicking", and use of printers via Windows.

Installation

Install

To install Europress mini Office Publisher, run the install program on the mini Office Publisher CD-ROM. It is a simple Windows program that should take about 5-10 minutes.

► Install Europress mini Office Publisher now.

1. Insert the mini Office Publisher CD-ROM.
2. Select **File/Run** from the Program Manager menu bar.
3. Type the letter for the drive you are usingfollowed by **:\install** and press the **ENTER** key.

   Follow the on-screen instructions. Click on the Help button if you need Help at any point, e.g. on what options to pick.

   Problem? If you have any problems using the install program, click on the Help buttons that are available on the install dialogs. If the install program will not even start, access the help file as follows.

► To read the install help file if the install program won't run:

1. Switch to the Program Manager window.
2. Select **Help/Contents** and wait for the Help application to be run.
3. Select **File/Open.**
4. Select INSTALL.HLP from the mini Office Publisher CD-ROM.

   Problem? If you are unable to access the help file you may have a bad disk or CD-ROM. If you need a replacement simply return them to us for an exchange.

Your first page

Now we'll do a quick check (less than 5 minutes) to make sure that Europress mini Office Publisher is installed OK and ready to go. Follow the instructions below to start mini Office Publisher, create a simple page, and print it. This will give you a very quick introduction to mini Office Publisher, and then you'll be ready to start some real work!

To start Europress mini Office Publisher

► Double-click on the Europress mini Office Publisher icon.

1. In the Windows Program Manager, double-click to open the Europress Applications group.

2. Double-click on the Europress mini Office Publisher icon.

   While Europress mini Office Publisher is loading it displays a startup screen.

   Problem? If Europress mini Office Publisher won't start at all (doesn't display the startup screen), fails part way through starting, or is otherwise unreliable, refer to the Troubleshooting: Machine Setup topic of the Install help file. To access the help file, you must use the Help menu of another program. See the explanation under Install, above.

3. Europress mini Office Publisher displays its initial working screen.

The Europress mini Office Publisher Working screen

Now you can see the normal starting screen. The StartUp Assistant helps you choose between starting from scratch with a blank page, or opening an existing template (a kind of "instant publication" already designed for you) or publication file.

► Choose *Blank Page* from the StartUp Assistant choices.

Blank Page will give you the typical mini Office Publisher working layout. You'll see that mini Office Publisher has a Title bar, Menu bar and Scroll bars just like your other Windows programs. It also has Rulers around the edge of the page/pasteboard area, and a Status Bar along the bottom. All of these will be explained later on. There are also three floating palettes, the ToolBox (the Title bar says "Pointer"), the ChangeBar (the Title bar says "Page") and QuickHelp (a yellow sticky-note with no Title bar).

The idea here is to do a quick check to ensure everything's OK, so you're just getting direct instructions with little explanation. On the other hand...

► The QuickHelp window provides a hint about what functions are available at any given point. Watch it now as you move the mouse around over the ToolBox.

OK, let's go...

► Draw a box

1. Move the mouse pointer over the ToolBox, to the leftmost button of the bottom row (it has a box icon on its face).

   QuickHelp displays a message to help you.

2. Click the left mouse button.

3. Move the mouse into the middle of the page.

   The cursor should display as a cross-hair.

4. Drag out a box shape (click and hold down the left button, move diagonally, then release the button).

   A box appears where you have drawn it, with a set of default properties.

   The ChangeBar also stops displaying page information and now shows information about the box..

Now for some text...

► Type some text

1. Move the mouse pointer over the ToolBox, to the rightmost button of the top row (it has an A on its face).

   Again, QuickHelp displays a helpful message.

2. Now click the left mouse button.

3. Move the mouse to the middle of the page.

   The cursor displays as an I-beam.

4. Click the left mouse button.

   A blinking caret (text edit cursor) is displayed on the page.

5. Type in a few words.

   The text appears with a default set of properties... which means you can't read it in the current fit-page-in-window view. Simply click on the 1:1 button in the Status Bar at the bottom of the screen to get an actual size view.

   Note: as you move the mouse over the icons on the Status Bar you'll notice that QuickHelp again indicates what everything does.

► Print the page

1. Select **File/Print.**

2. Click on the OK button.

   Assuming the page has printed OK, you're ready to start learning Europress mini Office Publisher!

   Problem? If the page does not print OK, check your Windows and printer setup. Try printing from Write and Paintbrush (supplied free with your copy of Windows; it's in the Accessories group). If Write or Paintbrush won't print, take a close look at your *Microsoft Windows User's Guide*. Otherwise refer to the Troubleshooting: printing topic in the on-line Help file.

Closing Europress mini Office Publisher

If you want to close (or exit) Europress mini Office Publisher you can do so at any time, the same way as with your other Windows applications. Simply select **File/Exit.**