

Pressworks Cue Cards

These Cue Cards will help you to complete your document.

What document do you need Help with?

-  Fax
 -  Memo
 -  Notice
 -  Newsletter
 -  Report
 -  Manual
 -  Book
 -  Leaflet
 -  Flier
 -  Letterhead
 -  Business card
 -  Envelope
-

LOADING CUE CARDS.....



Fax PagePilot

These Cue Cards will help you to complete your fax.

What do you need help with?

-  Typing in new text
-  Editing existing text
-  Changing the font
-  Resizing text
-  Checking the spelling
-  Saving my fax
-  Printing my fax

Tip 

If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your fax is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:

- ◆ To insert text: Start typing
- ◆ To delete text: Press **Backspace** or **Delete**
- ◆ To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to change the font



Select Text mode from the mode box. Select the text whose font you want to change, then click on the arrow next to the **Font** box:



A list of available fonts drops down; to see more fonts, scroll the list.
Click on the font that you want for the selected text.



To change the font of all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.



How to resize text



Select Text mode from the mode box. Select the text that you want to resize, then click on the arrow next to the **Point Size** box:



A list of available point sizes drops down; to see more point sizes, scroll the list. Click on the point size that you want for the selected text.



To resize all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your fax

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your fax, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your fax

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.



For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Memo PagePilot

These Cue Cards will help you to complete your memo.

What do you need help with?



Typing in new text



Editing existing text



Resizing text



Coloring text



Checking the spelling



Saving my memo



Printing my memo



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your memo is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:

- ◆ To insert text: Start typing
- ◆ To delete text: Press **Backspace** or **Delete**
- ◆ To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to resize text



Select Text mode from the mode box. Select the text that you want to resize, then click on the arrow next to the **Point Size** box :



A list of available point sizes drops down; to see more point sizes, scroll the list.
Click on the point size that you want for the selected text.



To resize all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.



How to color text



Select Text mode from the mode box. Select the text to which you want to apply color, then click on a color in the color bar:



To add more colors to the color bar, click on the + button at the right-hand edge. The **Add Color** dialog box appears for you to mix the color of your choice.



- ◆ To color all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.
- ◆ For a full description of the various options on the **Add Color** dialog box, click on its Help button.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your memo

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your memo, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your memo

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.



For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Notice PagePilot

These Cue Cards will help you to complete your notice.

What do you need help with?



Typing in new text



Editing existing text



Resizing text



Coloring text



Checking the spelling



Saving my notice



Printing my notice



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your notice is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:



To insert text: Start typing



To delete text: Press **Backspace** or **Delete**



To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to resize text



Select Text mode from the mode box. Select the text that you want to resize, then click on the arrow next to the **Point Size** box:



A list of available point sizes drops down; to see more point sizes, scroll the list.
Click on the point size that you want for the selected text.



To resize all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.



How to color text



Select Text mode from the mode box. Select the text to which you want to apply color, then click on a color in the color bar:



To add more colors to the color bar, click on the + button at the right-hand edge. The **Add Color** dialog box appears for you to mix the color of your choice.





To color all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.



For a full description of the various options on the **Add Color** dialog box, click on its Help button.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your notice

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your notice, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your notice

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.



For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Newsletter PagePilot

These Cue Cards will help you to complete your newsletter.

What do you need help with?



Deleting example text



Typing in new text



Editing existing text



Adding a picture



Checking the spelling



Saving my newsletter



Printing my newsletter



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to delete example text

The Latin text in your newsletter is an imported file. To delete this file:



Select Frame mode from the mode box, then click on a frame that is filled with Latin text.

The corresponding text file is highlighted in the Contents box.



Click on the **Delete Item** button at the foot of the Contents box, then click on **Yes** when prompted.



Any remaining example text can be deleted by selecting the text in Text mode, then pressing the **Delete** key on your keyboard.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your newsletter is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:



To insert text: Start typing



To delete text: Press **Backspace** or **Delete**



To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to add a picture

If you didn't choose a picture during the PagePilot, you can do so now:



Select Frame mode from the mode box, then select an empty frame in which to place the picture.



Click on the **Import Picture** button in the Contents box. The **Import Picture** dialog box appears. Select the picture you want to import, then click on **OK**.



For a full description of the various options on the **Import Picture** dialog box, click on its Help button.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your newsletter

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your newsletter, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your newsletter

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.



For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Report PagePilot

These Cue Cards will help you to complete your report.

What do you need help with?



Deleting example text



Typing in new text



Editing existing text



Editing headers and footers



Checking the spelling



Saving my report



Printing my report



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to delete example text

The Latin text in your report is an imported file. To delete this file:



Select Frame mode from the mode box, then click on a frame that is filled with the Latin text.

The corresponding text file is highlighted in the Contents box.



Click on the **Delete Item** button at the foot of the Contents box, then click on **Yes** when prompted.



Any remaining example text can be deleted by selecting the text in Text mode, then pressing the **Delete** key on your keyboard.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your report is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:



To insert text: Start typing



To delete text: Press **Backspace** or **Delete**



To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to edit headers and footers

Select **Headers & Footers** from the **Page** menu. The **Headers & Footers** dialog box appears.

Type in the text that you want displayed in the relative positions of the header or footer, i.e. left, right, center.

Click on **OK**.



For a full description of the various options on the **Headers & Footers** dialog box, click on its Help button.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your report

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your report, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your report

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.



For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Manual PagePilot

These Cue Cards will help you to complete your manual.

What do you need help with?



Typing in new text



Editing existing text



Coloring text



Editing headers and footers



Checking the spelling



Saving my manual



Printing my manual



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your manual is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:



To insert text: Start typing



To delete text: Press **Backspace** or **Delete**



To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to color text



Select Text mode from the mode box. Select the text to which you want to apply color, then click on a color in the color bar:



To add more colors to the color bar, click on the + button at the right-hand edge. The **Add Color** dialog box appear for you to mix the color of your choice.



To resize all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.



How to edit headers and footers

Select **Headers & Footers** from the **Page** menu. The **Headers & Footers** dialog box appears.

Type in the text that you want displayed in the relative positions of the header or footer, i.e. left, right, center.

Click on **OK**.



For a full description of the various options on the **Headers & Footers** dialog box, click on its Help button.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your manual

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your manual, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your manual

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.



For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Book PagePilot

These Cue Cards will help you to complete your book.

What do you need help with?



Turning between pages



Deleting example text



Typing in new text



Editing existing text



Checking the spelling



Saving my book



Printing my book



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to turn between pages

There are various ways to turn backwards and forwards through the pages of your book; one of the quickest is to use the page indicator at the bottom of the Pressworks window:



Click on the **Next Page** button to turn forward a page; click on the **Previous Page** button to turn back a page.



If you click on the **Next Page** button when you are already on the last page of your document, a message box will appear asking if you want to add a new page to your document. Click on **Yes** or **No** as appropriate.



How to delete example text

The Latin text on page two of your book is an imported file. To delete this file:



Select Frame mode from the mode box, then click on a frame that is filled with Latin text.

The corresponding text file is highlighted in the Contents box.



Click on the **Delete Item** button at the foot of the Contents box, then click on **Yes** when prompted.



Any remaining example text can be deleted by selecting the text in Text mode, then pressing the **Delete** key on your keyboard.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your book is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:



To insert text: Start typing



To delete text: Press **Backspace** or **Delete**



To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your book

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your book, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your book

Select **Print** from the **File** menu. The **Print** dialog box appears.

Select **Booklet printing** from the **Paper Mapping** group box, then choose any other print options you require.

Click on **OK** to display the **Booklet Printing** dialog box.

Select the paper options applicable to your printer, then click on **OK** to print your book.



For a full description of the various options on either the **Print** dialog box or the **Booklet Printing** dialog box, click on the dialogs Help button.

LOADING CUE CARDS.....



Leaflet PagePilot

These Cue Cards will help you to complete your leaflet.

What do you need help with?



Turning between pages



Typing in new text



Editing existing text



Adding a picture



Checking the spelling



Saving my leaflet



Printing my leaflet



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to turn between pages

There are various ways to turn backwards and forwards through the pages of your leaflet; one of the quickest is to use the page indicator at the bottom of the Pressworks window:



Click on the **Next Page** button to turn forward a page; click on the **Previous Page** button to turn back a page.



If you click on the **Next Page** button when you are already on the last page of your document, a message box will appear asking if you want to add a new page to your document. Click on **Yes** or **No** as appropriate.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your leaflet is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:



To insert text: Start typing



To delete text: Press **Backspace** or **Delete**



To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to add a picture

If you didn't choose a picture during the PagePilot, you can do so now:



Select Frame mode from the mode box, then select an empty frame in which to place the picture.



Click on the **Import Picture** button in the Contents box. The **Import Picture** dialog box appears.

Select the picture you want to import, then click on **OK**.



For a full description of the various options on the **Import Picture** dialog box, click on its Help button.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your leaflet

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your leaflet, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your leaflet

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.



For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Flier PagePilot

These Cue Cards will help you to complete your flier.

What do you need help with?



Typing in new text



Editing existing text



Coloring text



Adding a picture



Checking the spelling



Saving my flier



Printing my flier



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your flier is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:



To insert text: Start typing



To delete text: Press **Backspace** or **Delete**



To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to color text



Select Text mode from the mode box. Select the text to which you want to apply color, then click on a color in the color bar:



To add more colors to the color bar, click on the + button at the right-hand edge. The **Add Color** dialog box appears for you to mix the color of your choice.





To color all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.



For a full description of the various options on the **Add Color** dialog box, click on its Help button.



How to add a picture

If you didn't choose a picture during the PagePilot, you can do so now:



Select Frame mode from the mode box, then select an empty frame in which to place the picture.



Click on the **Import Picture** button in the Contents box. The **Import Picture** dialog box appears.

Select the picture you want to import, then click on **OK**.



For a full description of the various options on the **Import Picture** dialog box, click on its Help button.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your flier

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your flier, then type in a name thats easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your flier

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.



For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Letterhead PagePilot

These Cue Cards will help you to complete your letter.

What do you need help with?



Typing in new text



Editing existing text



Resizing text



Editing my Company logo



Checking the spelling



Saving my letter



Printing my letter



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to type in new text



Select Text mode from the mode box. Click the pointer where you want to type in your text, then start typing. Continue typing until your letter is complete.



Text in a Pressworks document must be in a frame; this document already has frames for you to use.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:



To insert text: Start typing



To delete text: Press **Backspace** or **Delete**



To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to resize text



Select Text mode from the mode box. Select the text that you want to resize, then click on the arrow next to the **Point Size** box :



A list of available point sizes drops down; to see more point sizes, scroll the list.
Click on the point size that you want for the selected text.



To resize all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.



How to edit your Company logo

If the PagePilot created a PowerText logo for your Company, you can now edit the logo with ease:



Select Frame mode from the mode box, then double-click on the frame that contains your logo. The **PowerText** dialog box appears.

Choose from the various effects on this dialog box, then click on **OK**.



For a full description of the various options on the **PowerText** dialog box, click on its Help button.



How to check the spelling

Click the pointer outside the page area to ensure that there are no frames or blocks of text selected.



Click on the **Check Spelling** button in the General Tools.

If Pressworks finds a word that it does not recognize, the **Check Spelling** dialog box appears offering you alternative spelling suggestions.



For a full description of the various options on the **Check Spelling** dialog box, click on its Help button.



How to save your letter

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your letter, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your letter

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.





For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Business Cards PagePilot

These Cue Cards will help you to complete your business cards.

What do you need help with?



Editing existing text



Resizing text



Editing my Company logo



Saving my business cards



Printing my business cards



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



How to edit existing text



Select Text mode from the mode box. Click the pointer where you want to edit your text, then do any of the following:



To insert text: Start typing



To delete text: Press **Backspace** or **Delete**



To replace existing text with new text: Select the text that you want to replace, then start typing.



To select text, position the pointer where you want the selection to start, then drag the pointer to the end of the selection.



How to resize text



Select Text mode from the mode box. Select the text that you want to resize, then click on the arrow next to the **Point Size** box:



A list of available point sizes drops down; to see more point sizes, scroll the list.
Click on the point size that you want for the selected text.



To resize all text styled in a particular paragraph style, use Paragraph mode instead of Text mode to make your selection.



How to edit your Company logo

If the PagePilot created a PowerText logo for your Company, you can now edit the logo with ease:



Select Frame mode from the mode box, then double-click on the frame that contains the logo. The **PowerText** dialog box appears.

Choose from the various effects on this dialog box, then click on **OK**.



For a full description of the various options on the **PowerText** dialog box, click on its Help button.



How to save your business cards

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your business cards, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your business cards

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.





For a full description of the various options on the **Print** dialog box, click on its Help button.

LOADING CUE CARDS.....



Envelope PagePilot

These Cue Cards will help you to complete your envelope.

What do you need help with?



Editing existing text



Resizing text



Editing my Company logo



Saving my envelope



Printing my envelope



If the task you need help with isn't listed, select **Contents** from the Pressworks **Help** menu for a concise guide to all the Pressworks features.



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How to save your envelope

Select **Save As** from the **File** menu. The **Save Document As** dialog box appears.

Select the disk drive and directory where you want to save your envelope, then type in a name that's easy to remember.

Click on **OK**.



For a full description of the various options on the **Save Document As** dialog box, click on its Help button.



How to print your envelope

Select **Print** from the **File** menu. The **Print** dialog box appears.

Choose from the various print options on this dialog box, then click on **OK**. A box appears to let you know how your printout is progressing.

To abandon printing, click on **Cancel**.





For a full description of the various options on the **Print** dialog box, click on its Help button.

