Help Topics

Help on Help

Walkthrough

QuickTour

Screen Ref

Glossary

Tech Support

Serif
MailPlus

Help on Help

The MailPlus online help system is designed to work for you.   For a suggested learning sequence, see **Where to begin...?** below. Whatever your background, you'll find it easy to navigate through online help:

n To begin learning about MailPlus tools and menus, just move the mouse pointer around the screen. Watch the **HintLine** at the lower left for capsule descriptions of each feature.

n Click the **Contents** button above to display an outline of help topics.

n Click **Index** to pop up the alphabetical list of help topics.

n Click **Help Menu** to return to the starting help screen, which provides links to:

  n The Screen Reference, a visual guide to MailPlus menus and buttons.

  n The MailPlus QuickTour, an animated overview of how MailPlus works for you.

  n The MailPlus Walkthrough, a self-paced, guided tour that helps you compose and send your first graphic E-mail message.

Where to begin...?

1 If you haven't already viewed the MailPlus QuickTour, take a few moments to do so.

2 Try the MailPlus Walkthrough, for a hands-on introduction to graphic E-mail.

3 Peruse the half-dozen introductory help topics in the Basics of Graphic E-mail section, starting with Composing Graphics. Click the **Next** and **Previous** (right and left arrow) buttons to step through topic sequences.

MailPlus is remarkably easy to use, and rewards a playful, experimental approach. However, it does offer a couple of unique concepts (such as Intelligent Formatting) — so covering those introductory help topics may spare you some confusion.

Once you're off and running, the Contents outline and Index provide speedy access to all the additional help you'll need, no matter what you want to accomplish. Enjoy!

For more information...

Layout packs are available that let you extend MailPlus' capabilities in new directions. For more information, visit the MailPlus Add-on Pack page on the World Wide Web, or contact your SPC dealer.

For late-breaking tips on using MailPlus, consult the MailPlus Frequently Asked Questions page on the World Wide Web.

For direct contact information, see Contact Information and Technical Support.

Help Contents

Basics of Graphic E-mail

Modifying Graphics

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Reference

Screen Reference

Click a category:

Menus File Edit Insert Help   **Gallery Tabs**   **Main Buttons**   **Edit Buttons**

Gallery Tabs

Layouts

Shows the different ways MailPlus can present your information. **Layouts** are graphic compositions that deliver a message. There are two basic kinds of MailPlus layouts: **picture layouts** (such as Greeting Cards) for illustrated notices and correspondence, and **structure layouts** (such as Calendars) for presenting organized information. See Exploring the Layouts.

Designs

Shows the different ways MailPlus can present your information. **Designs** offer a range of backgrounds you can apply to structure layouts. Greyed out if not available. See Choosing a Design.

Color Schemes

Shows alternative color combinations for elements in a MailPlus graphic. The color scheme determines the color of each element; the colors are coordinated to work together. Greyed out if not available. See Choosing a Color Scheme.

Stamps

Shows a collection of foreground visual elements (often combined with text) used to send a particular message. For example, add a light bulb to identify a new idea. Most stamps go on the Foreground layer of the MailPlus graphic. See Adding Stamps and Floating Text.

Textures

Shows a collection of effects you can add to the background of a MailPlus graphic or to certain elements within it. For example, show boxed text on a background of pebbles or satin. Greyed out if not available. See Adding Texture.

Menus

File menu

New	Displays the original sample graphic in the Edit Window so you can begin composing a new graphic.
Open...	Displays a standard Windows dialog that lets you open an existing MailPlus graphic (*.MPC) file.
Save	Saves the active graphic under its current name. If it's still unsaved ("Untitled"), the Save As... dialog automatically appears.
Save As...	Displays a dialog prompting you to enter a directory and file name for the active graphic, then saves it under that name.
Save As GIF...	Saves the active graphic as a GIF file that can be attached to any E-mail message or used for other purposes (such as in a Web page). See Sending Graphics.
Package GIF	Turns the active graphic into a GIF object that can be dragged and dropped into a suitable E-mail program. See Sending Graphics.
Print...	Prints the active graphic.
Send	Turns the active graphic into a message in the designated, compatible E-mail program. See Sending Graphics.
Send Setup...	Displays a dialog that lets you designate which compatible E-mail program to use with the Send command.
Exit	Closes MailPlus. You'll be prompted to save changes made since the last save.

Edit menu

|	
Undo	Undoes the most recent change to the active graphic. Dimmed when not available.
Cut	Deletes the selected element from the Edit Window AND places a copy on the Windows Clipboard. **TIp:** You can also right-click a stamp or point.
Copy	Copies the selected element to the Windows Clipboard. **Tip:** You can also right-click a stamp or point, or a picture on the Foreground or Background layer.
Paste	Inserts the contents of the Windows Clipboard at the selection point. **Tip:** You can also right-click a stamp or point, or a picture on the Foreground or Background layer.
Paste Special...	Displays a dialog box that lets you choose one of several formats to be used when pasting. Then inserts the contents of the Windows Clipboard at the insertion point, using the selected format.
Clear	Deletes the selected element. You can use **Undo** to reverse the deletion. Same as pressing the **Delete** key.
Turn Off/On Sample Text	Switches sample text on and off. Available only after you have changed some text. See Replacing Sample Text.
Spelling...	Performs a spelling check and (if possible errors are found) displays a dialog that lets you specify replacement text. **Tip:** You can also right-click on the active graphic.
Font...	Displays a dialog that lets you select a font for all text used in the graphic.
Links...	Opens linked documents or changes links.
Object	Allows editing of an OLE object. This is the standard OLE Object menu command; it changes according to the type of object selected. See Adding an OLE Object.

Insert menu

Text	Displays a submenu with a choice of text elements you can to insert on the graphic's Intelligent layer. Choices are greyed out if unavailable. See Adding a Title, Subtitle, Top/Bottom Text, or Sign-off.
Picture...	Displays a dialog that lets you choose a picture file (for example, .BMP or .GIF) to insert on the graphic's Intelligent layer. See Adding a Picture or Background.
Object...	Displays a dialog that lets you choose an object to insert on the graphic's Intelligent layer. See Adding an OLE Object.

Help menu

Help	Displays the main menu screen of MailPlus' online help.
QuickTour...	Plays the MailPlus QuickTour, a brief overview of the product.
About...	Displays version and copyright information for MailPlus.

Main Buttons
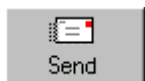
Send
Click to turn the active graphic into a message in the designated, compatible E-mail program. Same as menu command **File/Send**.

Package GIF
Click to turn the active graphic into a GIF object that can be dragged and dropped into a suitable E-mail program. Same as menu command **File/Package GIF**.

Save As GIF
  Click to save the active graphic as a GIF file that can be attached to any E-mail message or used for other purposes (such as in a Web page). Same as menu command **File/Save as GIF**.

Print
  Click to print the active graphic. Same as menu command **File/Print**.

New
  Click to begin composing a new graphic. The original sample graphic will be displayed in the Edit Window. Same as menu command **File/New**.

Principal Edit Buttons

Use these buttons at the bottom of the Gallery to change the appearance of the current MailPlus graphic. The first row contains general purpose buttons.

Note

These and other Edit buttons vary, depending on the current layout and selection. To learn more about them, see the help for the current type of layout.

Insert
  Click to see invitations for adding text elements. See Inserting New Elements.

Bigger
  Click to make the selected element and other elements like it bigger.

Smaller
  Click to make the selected element and other elements like it smaller.

Reset
  Click to restore the selected element (or the whole layout) to its default size and style.

Glyph Style
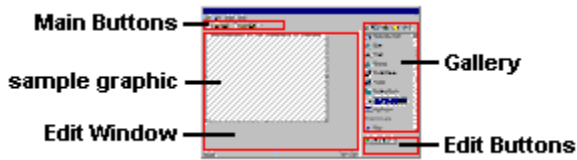 Click to cycle through a set of glyph styles.

Border Style
  Click to cycle through a set of border styles.

Bar Style
 Click to cycle through a set of bar styles.

Composing Graphics

When you first open MailPlus, here's what you'll see:

To learn about a specific feature of the MailPlus interface, consult the Screen Reference.

Creating your own graphic

To create a new graphic, you modify the **sample graphic** in the **Edit Window** – simply by typing your own text and clicking to make selections from the tabs on the MailPlus **Gallery**:
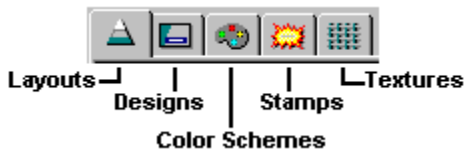
Here's a quick summary of the key steps to create your own graphic:

Basic steps:	For details, see:
n Use the **Layouts** tab to load a new MailPlus layout—a basic graphic message.	Next topic
n Read and replace the layout's sample text text with your own added text.	Replacing Sample Text

Optional steps:	For details, see:
n Customize the layout elements to suit your message.	Inserting New Elements
n Add your own picture or background.	Adding a Picture or Background
n Use the **Stamps** tab to attach a colorful callout or cartoon element (starburst, thought bubble, and so on).	Adding Stamps and Floating Text
n To customize your graphic, use the **Designs**, **Color Schemes**, or **Textures** tab and apply any of the available effects.	Choosing a Design Choosing a Color Scheme Adding Texture

Where to go from here:

n To continue the sequence of help topics covering basic information, click the Next Topic (right arrow) button above.

n For a self-paced, guided tour that helps you compose and send your first graphic E-mail message, take the MailPlus Walkthrough.

n For greater depth and details, consult the help topics in the section, Modifying Graphics.

About Intelligent Formatting

Intelligent **FORMATTING**

MailPlus' Intelligent Formatting handles design details for you!

- It arranges elements according to the layout and design you choose.
- It manages color coordination, overall size, and proportions.
- It selects a font size for text based on the number and size of elements in the MailPlus graphic.
- It adjusts the size of elements when you make changes, so everything always fits and looks balanced.

Regions and Layers

To maintain an attractive appearance when you make changes, MailPlus uses regions on the Intelligent layer to position elements. Intelligent Formatting controls the placement of text and picture elements inside regions, but you can move these elements from one region to another.

If you want precise control of the placement of pictures, move them from the Intelligent layer to the Background layer or Foreground layer. Elements on the Intelligent layer appear on top of pictures on the Background layer and beneath pictures on the Foreground layer.

Note

- To see the regions, select an element on the Intelligent layer and start to move it. If you select a text element, MailPlus displays drop targets for text. If you select a picture, you see drop targets for pictures.

Exploring the Layouts

Layouts in MailPlus are graphic compositions that deliver a message. There are two basic kinds of MailPlus layouts: **picture layouts** (such as Greeting Cards) for illustrated notices and correspondence, and **structure layouts** (such as Calendars) for presenting organized information. Structure layouts are based on familiar idioms like relationships, scheduling diagrams, charts, and tables. For details, see the help topics in the section, Working with Structure Layouts.

MailPlus' Intelligent Formatting (see the previous topic) fosters "visual brainstorming" — just explore the various layouts, applying them to your graphic as you go, until you find the effect you like best.

To explore the layouts:

1 Click the [icon] **Layouts** tab if it's not already on top.
On the Layouts tab, the layouts are grouped into categories for quick access. Layouts shown with a small down arrow

[arrow] provide additional alternatives as variations.

2 Click to display the layouts you're interested in.

- n To expand or collapse the list, click any category heading.

- n To display a layout's variations, click the down arrow [arrow] to its right. To close the variations, click the layout heading or one of the small circles to the right of the list. Alternatively, click another layout name to display the variations of another layout.

3 Click a layout's name to apply it to the graphic in the Edit Window. Intelligent Formatting retains any text you've added while supplying appropriate sample text.

Tip: You can also press the **Up Arrow** or **Down Arrow** key repeatedly to step through the displayed layouts.

As you preview each layout, read its sample text to understand its elements and choose the most appropriate way of communicating your message. When you find the most suitable layout, you're ready to replace the sample text and customize the graphic (see the following topics).

Note

- n If you choose a variation and then close the variations for the layout, MailPlus substitutes your chosen variation for the layout. For example, display the variations for the Pie layout, click 3-D, and then close the Pie variations. The picture of the 3-D pie replaces the picture of the basic pie; when you choose the Pie layout, MailPlus uses the 3-D variation instead of the basic pie.

Aquiring additonal layouts

Layout packs are available that let you extend MailPlus' capabilities in new directions. For more information, visit the MailPlus Add-on Pack page on the World Wide Web, or contact your SPC dealer.

See Also

Adding a Picture or Background

Topics in the section Modifying Graphics

Replacing Sample Text

Sample text is built-in sample text supplied by MailPlus. You replace it with the actual text you want to appear in the graphic.

To replace sample text:

1 Click the first <u>sample text</u> element to select it.
2 Type your text and press **Tab** to select the next sample text element.
3 Continue typing text and pressing Tab until you type all your information.
4 Click the background of the MailPlus graphic when you finish typing.

Notes

- To delete unneeded sample text, click it and press **Delete**.
- To delete all sample text after you have added your own text, choose **Turn Off Sample Text** from the Edit menu. Choose **Turn On Sample Text** to restore sample text.
- For the Day, Week, and Month layouts, you can use **Turn Off Sample Text** to remove all sample text before adding your own. **Turn Off Sample Text** is not available for Chart layouts.

See Also

[Inserting New Elements](#)

Topics in the section, [Working with Text](#).

Sending Graphics

MailPlus can send graphic E-mail in three ways. The one you choose depends on which E-mail program you're using:

- If you're using a compatible E-mail program, MailPlus can launch it automatically and pass the graphic on as a message.
- You can "package" the graphic as a GIF object that can be dragged and dropped into many E-mail programs.
- A third option (that works with any E-mail program) is to save the graphic as a separate GIF file and then use the E-mail program's Attach command to insert the graphic into a message.

Here's a quick summary of these methods, in order of preference:

If you're using:	Click:	To:
America Online 3.0 Eudora Pro 3.0 Microsoft Exchange Outlook 97/Express	**Send**	Turn the active graphic into a message in the designated, compatible E-mail program.
Netscape Mail + others		Turn the graphic into a GIF object that can be dragged and dropped into a suitable E-mail program.
Any E-mail program		Save the graphic as a GIF file that can be attached to any E-mail message or used in another program. (Use the E-mail program's Attach command.)

We recommend that you try each of the methods in order (until one works) to determine how your particular E-mail program responds.

To use the direct send method:

1 Click the **Send** button or choose **Send** from the File menu.
2 If you have more than one compatible E-mail program installed, you'll see a dialog asking you to designate one for sending graphic E-mail.
MailPlus opens the designated E-mail program with the graphic inserted into a new message.
3 Complete the message with Send To and Subject information, and accompanying text if any, then send it.

Note (America Online users only)

- If you're using America Online's E-mail program, start AOL before clicking the **Send** button. You only need to have the AOL application running — it's not necessary to connect to the service until you've finished addressing your message and are ready to deliver it.

If the direct send method doesn't work...

- Your E-mail program most likely is not compatible. Try sending your message using the **Package GIF** option. For further information on E-mail program compatibility, check the MailPlus World Wide Web support page.

To use the Package GIF method:

1 Make sure your E-mail program is running, and open a new message window.
2 Click the **Package GIF** button or choose **Package GIF** from the File menu. You will see a dialog with a small icon.
3 Drop the icon into the E-mail message window.
Tip: If your E-mail message window is hidden, drag the Package icon down to the Windows Taskbar and pause over the button for your open E-mail message. The E-mail message window pops to the top.
4 Complete the message with Send To and Subject information, and accompanying text if any, then send it.

If the Package GIF method doesn't work:

If you see a **No Drop** ⊘ symbol when attempting to drop the icon, your E-mail program won't accept drag-and-drop GIF attachments. Send your message using the **Save GIF** method.

To use the Save As GIF method:

1 Click the [Send] **Save As GIF** button or choose **Save As GIF...** from the File menu.

2 In the dialog, choose a path and file name for the graphic.

3 Run your E-mail program and open a new message window.

4 Click the Attach command (or equivalent) and browse to locate and attach the GIF file you saved.

5 Complete the message with Send To and Subject information, and accompanying text if any, then send it.

Note

If you have more than one compatible E-mail program installed, choose **Send Setup...** from the File menu if you want to designate a different program as your default for graphic E-mail.

Saving Graphics

Saving the active graphic

If you want to continue working on the graphic later on, save it as a MailPlus (.MPC) graphic. To turn the graphic into a picture file (for example, to use in an E-mail message or a Web page), save it as a .GIF file.

To save the graphic:

ⁿ Choose **Save...** from the File menu.

If the graphic is still Untitled, you'll see the Save As dialog.

To save the graphic under a different name or in a different format:

ⁿ Choose **Save As...** from the File menu.

To save the graphic as a GIF file:

ⁿ Click the ⬛ Send **Save As GIF** button or choose **Save As GIF** from the File menu.

Saving a custom layout

You can also save a MailPlus graphic as a **custom layout** that appears in the "Custom" category in the Gallery's **Layouts** tab. (MailPlus creates this category when you save the first custom layout; it removes the category if you delete the last custom layout.)

To save a graphic as a custom layout:

1 Right-click on the graphic and choose **Add to Custom**.

2 Type a name for the custom layout and click **Add**. To maintain an attractive look for the Gallery's layout list, use a short name (maximum 20 characters).

To rename a custom layout:

ⁿ In Windows Explorer, change the layout's file name in the **\Custom** subfolder of the folder where you installed MailPlus. Keep the name short, and don't change the number or filename extension.

To delete a custom layout:

ⁿ In MailPlus, right-click the layout's name and choose **Delete**.

See Also

Composing Graphics

Adding Stamps and Floating Text

Stamps are colorful graphic elements (often combined with text) that can add emphasis to a graphic message. **Floating text** is a special stamp that lets you place text anywhere on your graphic. Most stamps go on the Foreground layer of the MailPlus graphic. (An exception is the Compass stamp, which functions as a background "watermark.")

To add a stamp to your graphic:

1 Click the [Send button] **Stamps** tab if it's not already on top.

2 Click a stamp's name to add the stamp to the graphic in the Edit Window.
   OR
   Drag the stamp from the Gallery and drop it into position on the layout.
   The stamp appears on the Foreground layer of the active graphic.

3 If there's sample text, type your own text to replace it. (See Replacing Sample Text.)

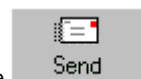**To add floating text:**

n Choose the **Plain Text** stamp.

To cut, copy, paste, or delete a stamp:

1 If the stamp isn't selected, click it. Selection handles appear around the stamp.

2 Right-click on the stamp and choose **Cut**, **Copy**, or **Paste**, or press the **Delete** key.

To resize a stamp:

1 If the stamp isn't selected, click it anywhere except on its text. Selection handles appear around the stamp.

2 Drag a selection handle to change the stamp's size.
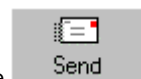
To return to the stamp's original size, select the stamp if necessary by clicking it, then click the [Send button] **Reset** button.

To move a stamp:

1 If the stamp isn't selected, click it anywhere except on its text. Selection handles appear around the stamp.

2 Drag the stamp to the new location.

To change one stamp to another stamp:

1 If the stamp isn't selected, click it. Selection handles appear around the stamp.

2 Click the stamp you want to change to in the Gallery. The new stamp replaces the old one, but added text stays the same.

See Also

About Intelligent Formatting

Choosing a Design

Designs offer a range of backgrounds you can apply (to structure layouts only) to achieve a specific visual impact. Choose a design that's appropriate for your audience and the tone of your message.

Selecting a new design applies a visible border and background. MailPlus graphics using the Transparent design have a see-through background with no border.

To choose a design:

1 Click the [Send] **Designs** tab if it's not already on top.
2 Click a design's name to apply the design to the graphic in the Edit Window. Intelligent Formatting retains both sample text and added text.

Differences between transparent and non-transparent designs

n By default, MailPlus graphics created with a Transparent design do not have a title or subtitle. You can add these elements using the **Text...** command on MailPlus' Insert menu.

n Graphics using the Transparent design have a Fit to Content option when resized. (See Resizing.)

n If you switch between transparent and non-transparent designs, MailPlus may add or remove sample text. Also, a texture you've added to the background of the graphic may appear or disappear.

See Also

Topics in the section, Working with Structure Layouts

Choosing a Color Scheme

MailPlus provides three types of **color schemes** (for structure layouts only): monochrome, light background, and dark background. You can easily identify the colors used in a particular scheme by looking at the picture to the left of the color scheme's name in the Gallery. The color of the palette is the background color.

To choose a color scheme:

1 Click the [Send] **Color Schemes** tab if it's not already on top.
2 Click a color scheme's name to apply the scheme to the graphic in the Edit Window.

See Also

Topics in the section Working with Structure Layouts

Adding Texture

A **texture** is a visual effect that can add interest to the background of a MailPlus graphic (for structure layouts only) or to certain elements in the graphic.

To add texture to the background of a MailPlus graphic:

1 Click the [Send] **Textures** tab if it's not already on top.

2 Click a <u>texture.</u>

To add texture to the background and all elements that accept texture:

n Hold down the **Ctrl** key when you click a texture.

To remove a texture:

n Apply the **Clear** texture.

Notes

n You can also add texture to the <u>elements</u> that accept texture and not to the background. Elements that accept texture include, for example, tables, positions in an Org Chart, satellites in an Orbit layout, or the boxes around text in some <u>designs.</u> Drag a texture and drop it on the element. If you drop a texture on a boxed <u>point,</u> MailPlus adds texture to all the points at that level.

n Chart elements (for example, bars, pie slices, and areas) do not accept texture.

n MailPlus graphics with the <u>Transparent design</u> don't display texture in their background. Clicking a texture in the <u>Gallery</u> when one of these graphics is active adds texture to any elements in the graphic that accept texture. Switching between transparent and non-transparent designs may make background texture appear or disappear.

n If you change designs after adding a texture to the box around text, you won't see the texture if the text isn't boxed in the new design. The texture reappears if you switch to a design with boxed text.

See Also

Topics in the section <u>Working with Structure Layouts</u>

Note

This topic concludes the "Basics of Graphic E-mail" section. To continue perusing topics, click the **Contents** button.

Inserting New Elements

Elements are the "active" components of a layout's <u>Intelligent layer</u>: text, pictures, tables, charts, and so on. To guide you when adding new elements to a graphic, MailPlus provides <u>Invitations</u> — visual prompts with sample text ready for you to type over.

To insert a new element:

ⁿ Click the ⌐⌐⌐⌐⌐ **Insert** button. Invitations appear when the **Insert** button is down.
ⁿ Click an Invitation prompt to edit it.

Invitations in <u>picture layouts</u> are generally limited to sample text at various locations. In <u>structure layouts,</u> invitations often include other layout components. As soon as you edit an invitation (for example, by replacing its sample text), you've added an element to the graphic. Edit only the invitations you wish to become elements, and delete or turn off the others.

To turn off invitations:
ⁿ Click the **Insert** button again. Unedited Invitations disappear when the Insert button is up.

See Also
<u>Adding a Point or Sub-point</u>
For more on modifying graphics, see the next several topics.
For details on specific structure layouts, see the topics in the section <u>Working with Structure Layouts</u>.

Resizing

To resize a graphic:

n Drag a handle on the graphic's bounding outline.

To restore the graphic to default size:

n Click the current <u>layout</u> again.

Fitting a graphic's size to its contents

The size and shape of a non-transparent MailPlus graphic (that is, those with a design other than Transparent) is not affected by the graphic's contents. When you add or remove elements, <u>Intelligent Formatting</u> scales the contents to fit inside the graphic.

The size and shape of MailPlus graphics with the <u>Transparent design</u> are affected by the setting for **Fit Contents**. To see the setting for **Fit Contents**, right-click a transparent graphic. (**Fit Contents** appears on the right-click menu only for graphics with the Transparent design.)

n When **Fit Contents** is checked, MailPlus removes unused space around <u>elements</u> in the graphic. When you add or remove elements, MailPlus changes the graphic's size as necessary to just fit its contents.

n If **Fit Contents** is off (unchecked) for a transparent graphic, MailPlus treats it like a non-transparent graphic design.

See Also

[Changing the Size of Text](#)
[Changing the Size of a Picture](#)

Changing the Background and Border

To add or remove the background and border:

1 Click the [Send] **Designs** tab if it's not already on top.

2 Change the <u>design.</u>

<u>To:</u>	<u>Click:</u>
Remove the background and border	The <u>Transparent design</u>
Add a background and border	Another design

See Also

<u>Choosing a Design</u>

Changing Style

To change the style of a structure layout:

n Click a Style button below the Gallery.

The appearance and action of the Style button(s) depend on the layout of the MailPlus graphic and what's selected in it. (The Style button is not available for some layouts.)

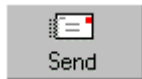**Click:**   **To change the:**

    Glyph

    Look of boxes that contain text when no text is selected.

    Appearance of such things as bars, axes, axis labels, and the background area within the axes.

All designs have a default style that overrides the current style settings. You can use the Style button to make changes to the default style of most designs.

To return to the default style:

n Click the   **Reset** button. This also restores default sizes and resets changes made with several other buttons.

Editing Text

To insert text in existing text:

n Click where you want to insert and begin typing.

To change existing text:

n Highlight the text you want to change; then type the change, or press **Ctrl**+**V** to paste text from the clipboard.

To delete a text element:

n Select all of the element's text and press **Delete**.

To select all the text in a text element:

n Click just to the left of the element. You can also select all the text by dragging.

To select the next or previous element:

n Press **Tab** to select the next element.
n Press **Shift**+**Tab** to select the previous element.

To undo editing changes:

n Choose **Undo** from the Edit menu.

To insert a line break at a particular place:

n Press **Shift+Enter**.

Notes

n Don't be concerned with where lines end when you edit text. MailPlus adjusts line breaks when you finish editing.
n When selecting bullet points, you can press the **Up** or **Down Arrow** keys to select the next or previous element.
n When you finish editing, click the background of the MailPlus graphic.

See Also

Replacing Sample Text

For more on working with pictures, see the next several topics.

Adding a Title, Subtitle, Top/Bottom Text, or Sign-off

To add a title, subtitle, top/bottom text, or sign-off:

1 Choose **Text...** from the Insert menu and select the element you want to add from the submenu.

2 Type your text, replacing the <u>sample text.</u>

3 Click the background of the MailPlus graphic when you finish typing.

Notes

- The available choices on the **Insert/Text...** submenu vary, depending on the <u>design</u> of the MailPlus graphic and the elements it contains.

- You can use the Insert button to add most text <u>elements</u> to most designs, but use **Insert/Text...** to add a title or subtitle to a graphic with the <u>Transparent design.</u>

See Also

Adding Stamps and Floating Text

Adding a Point or Sub-point

Hierarchies of points and sub-points are especially important in structure layouts, where they serve to organize the information in your message. MailPlus makes it easy to modify points and sub-points, and uses Intelligent Formatting to preserve these relationships as you switch layouts.

To add a point:

1 Click the point above or before where you want to make the addition.

2 Press **Enter**.

3 Type the text for the new point.

4 Click the background of the MailPlus graphic when you finish typing.

To add a point before an existing point:

n Click the existing point and then click the **Send** **Insert** button.

When you click the button, an invitation for adding a new point appears before a selected point, or at the end of the body if no point is selected.

To add a sub-point:

1 Click the point you want to add a sub-point to.

2 Press **Ctrl+Enter**.

3 Type the text for the sub-point.

4 Click the background of the MailPlus graphic when you finish typing.

You can also add a point using the Insert menu (see previous topic). To add more points or sub-points, press **Enter** when you finish typing instead of clicking the background.

Notes

n Some points don't support adding further points or sub-points.

n To add another sub-point to a point that already has sub-points, click an existing sub-point and press **Enter**.

Splitting and merging points

To split an existing point into two points:

n Click where you want the second point to begin and press **Ctrl+Down Arrow**.

To merge two points:

n Click the second point and press **Ctrl+Up Arrow**.

Note: Some points don't support splitting or merging.

To start a new line within a point:

n Click where you want the new line to begin and press **Shift+Enter**.

See Also

Changing the Indent of a Point or Sub-point

Changing the Size of Text

To make text bigger or smaller:

1 Click the text you want to change.

2 Click a button to change the size.

Click:	**To:**
Send	Make the text bigger.
Send	Make the text smaller.

To return to the original text size:

 Send

n Click the **Reset** button. This also restores the default style and resets changes made with several other buttons.

Notes

n If you're changing the size of points or sub-points, select just one of them. MailPlus changes all the points at the same level.

n If no text is selected, the Bigger and Smaller buttons change the size of body text.

n To make text as large as possible, hold down the **Ctrl** key when you click the Bigger button.

n You can fix unattractive line breaks by changing the size of the text. For example, make text smaller to move a single word on the last line up to the previous line.

n When you change text size, MailPlus adjusts the size of other items on the Intelligent layer.

See Also

Resizing

Changing Style

Moving or Copying Text

To move text:

1 Move the pointer to the left of the text until the pointer changes to an arrow that points to the right.

2 When you see the right-pointing arrow, drag the text to the new location.

3 Release the mouse button to drop the text.

If you're moving:	Drop the text:
Within the body	At the new location.
Outside the body	On one of the drop targets that appear on the Intelligent layer.

To copy text:

1 Hold down the **Ctrl** key while you drag the text.

2 Drop the copy as if you had moved it.

Notes

n When you move or copy a point, its sub-points stay with it.

n Text is restricted to the Intelligent layer; you can't move it to the Background layer or Foreground layer. To put text on the Foreground layer, add a Plain Text stamp.

n You can also use the **Cut** or **Copy** and **Paste** commands on the Edit menu (or right-click menu) to move or copy a point.

See Also

For basic information about MailPlus layers, About Intelligent Formatting

Changing the Indent of a Point or Sub-point

Adding Stamps and Floating Text

Changing the Font

To change the text font:

1 Choose **Font** from the Edit menu.

2 Select the new font, then click **OK**.

Note

n   You can set only one font at a time for a MailPlus graphic.

Checking Spelling

To check spelling:

1 Choose **Spelling...** from the Edit menu, or right-click the graphic and choose **Spelling...**.

2 When MailPlus displays a questionable word, correct or accept the word.

To:	Do this:
Skip the word	Click **Ignore**.
Fix the word	Type a correction in the Replacement box and click **Replace**.
Use a suggestion	Double-click a word in the Suggestions box.

Notes

- To add a word to your custom dictionary so it isn't questioned again, click **Add to Dictionary**.
- To prevent MailPlus from questioning words, like acronyms, that use only capital letters, set **Ignore words in ALL CAPS**.
- When MailPlus checks spelling, it questions a word that differs only in capitalization from a word in your custom dictionary. To prevent this, add the word again with the alternative capitalization.

Changing the Indent of a Point or Sub-point

To promote (move left):
1 Click the <u>point</u> or <u>sub-point.</u>
2 Press **Ctrl**+Left Arrow.

To demote (move right):
1 Click the point or sub-point.
2 Press **Ctrl**+Right Arrow.

Note
n You can also drag the point or sub-point to the new indentation.

See Also
Adding a Point or Sub-point

Adding a Picture or Background

It's easy to add a picture to your graphic. You import the picture to the Intelligent layer, and can then move or resize it, or create a background from it. Your picture file can be in any of these formats:

> Windows Metafile (.WMF, .EMF)
> Windows Bitmap (.BMP, .DIB)
> Tagged Image Format (.TIF)
> Graphics Interchange Format (.GIF)
> PC Paintbrush (.PCX)

For basic information on MailPlus' layers, see About Intelligent Formatting.

To add a picture to the Intelligent layer:

1 Choose **Picture...** from the Insert menu.

2 Select the picture file and click **Open**.

To create a background from a picture:

1 Click the picture.D_picture

2 Click the [icon] **Background** button.

MailPlus moves the picture to the Background layer, and scales it to full frame.

ⁿ If the full-frame picture appears distorted, set **Normal** scaling (see Changing Scale Settings).

ⁿ If text on top of the picture (the Intelligent layer) is difficult to read, click the picture and then click the [icon] **Fade Color** button. You can also resize and move a picture on the Background layer so text does not appear on top of the picture (see the next topic).

Notes

ⁿ To tint a bitmap picture on the Background layer to match the color scheme of the MailPlus graphic, click the [icon] **Match Color** button.

ⁿ To restore the original colors, click the picture and then click [Send button icon] **Fade Color**.

See Also

For more on working with pictures, see the next several topics.

Moving or Copying a Picture

The way you move or copy a picture depends on whether it's on the <u>Intelligent layer,</u> the <u>Foreground layer,</u> or the <u>Background layer.</u> MailPlus restricts the placement of pictures on the Intelligent layer, but you can drag a picture anywhere on the Foreground or Background layer. To determine which layer a picture is on, make sure it's selected and check which placement button is depressed. Click the picture to select it, if necessary.

For basic information on MailPlus' layers, see <u>About Intelligent Formatting</u>**.**

To move a picture on the Intelligent layer:

n Drag the picture to a **drop target** (shown as a small rectangular symbol).

To copy a picture on the Intelligent layer:

n Hold down the **Ctrl** key as you drag.

When you move or copy a picture on the Intelligent layer, MailPlus adjusts the picture's size and the size of other <u>elements</u> on the layer.

To move a picture from the Intelligent layer to the Foreground or Background layer:

1 Click the picture, if it's not already selected.

2 Click a button to indicate the destination.

<u>Click:</u>	<u>To move to the:</u>
	Foreground layer.
	Background layer. When you move a picture to the Background layer, MailPlus resizes it to fill the layer.

To move a picture on the Foreground or Background layer:

n Drag the picture to a new location.

To copy a picture on the Foreground or Background layer:

n Use **Copy** and **Paste** on the Edit menu (or the right-click menu).

   MailPlus pastes a copied picture on top of the original picture. Drag the copy to its new position.

Changing the Size of a Picture

To change the size of a picture on the Intelligent layer:

1 If the picture isn't selected, click it.

2 Click a button to change the size.

Click:	**To:**
Send	Make the picture bigger.
Send	Make the picture smaller.

To change the size of a picture on the Foreground layer or Background layer:

n Drag a handle at the corner of the picture.

To change the proportions of a selected picture on the Foreground or Background layer:

n Set the picture's scale option to **Stretch** and drag a handle on a side of the picture.

See Also

Changing Scale Settings

Changing Scale Settings

Scale settings determine how the size of a picture adjusts to fit inside the graphic as a whole.

- Set **Normal** scaling to allow MailPlus to control the size of the picture. Depending on its placement, the size of the picture might change, but its proportions remain the same.
- Set **None** for a bitmap file, like a <u>logo,</u> that you don't want MailPlus to scale. The picture's size is determined by the number of <u>pixels</u> in its height and width. The size might change depending on the resolution of the output device (printer or screen), but does not vary with placement.
- If you set **Stretch**, you can change the proportions of a picture placed on the <u>Foreground layer</u> or <u>Background layer</u> by dragging the handle on a side of the picture.

To set scaling for a picture:

1 Right-click a <u>picture</u> on the <u>Intelligent layer</u> and select **Properties...**.

2 Set the scaling.

<u>Set:</u>	<u>To:</u>
Normal	Maintain the original picture's proportions
Stretch	Fill the <u>region</u> with the picture
None	Remove any scaling from a bitmap

4 Click **OK**.

Adding an OLE Object

To add an OLE object:

1 Choose **Object** from the Insert menu.

2 Set a Create button.

Set:	To:
Create New	Create a new <u>OLE object</u>.
Create from File	Insert an existing object file.

3 Set options in the dialog box.

If you set:	Do this:
Create New	Click the program you'll use to create the OLE object.
Create from File	Select an existing file. (Click **Browse** to locate the file.)

   n To <u>link</u> the OLE object in the MailPlus graphic with the OLE object's file, set **Link**.

4 Click **OK**.

Notes

n To edit an OLE object, double-click it in the MailPlus graphic.

n If you don't set **Link**, you put a copy of the OLE object file in the MailPlus graphic. Changes you make in this copy don't appear in the original file, and changes in the original file don't appear in the copy.

n You can also add an OLE object by copying it in the source program, then choosing **Paste Special...** from the Edit menu.

See Also

Moving or Copying a Picture

Changing the Size of a Picture

Comparisons

Ratings

To change a rating:

n Click the cell with the rating you want to change.

n For Ratings layouts using circle and diamond symbols, click the cell repeatedly to cycle through the rating alternatives.

<u>For:</u>	<u>Click to see:</u>
Circles	No circle, empty circle, half-filled circle, filled circle
Diamonds	Zero to four diamonds

Stock Arrows

To edit data in a Stock Arrows layout:

1 Click the value you want to change.

2 Make changes in the edit box.

3 Click the background of the MailPlus graphic when you finish editing the data.

To add a note to the right of a stock arrow:

1 Click the stock's name.

2 Click the _____ **Insert** button and type the note at the sub-point <u>invitation.</u>

3 Click the background of the MailPlus graphic when you finish typing.

To add a third (or additional) arrow:

n Press **Enter**.

Stock Tables

To edit data in a Stock Table layout:

1 Click the cell you want to change.

2 Make changes in the edit box.

3 Click the background of the MailPlus graphic when you finish editing.

To change the value in a Volume cell:

1 Click the cell.

2 Type the new value.

3 Click the background.

See the next topic for instructions on adding extra rows and columns.

See Also

Choosing a Design
Choosing a Color Scheme
Adding Texture

Tables

To add a row to a table:

1 Click a cell in the row below where you want the new row.

2 Click the ⬚ **Send** **Insert** button.

3 Click the <u>invitation</u> for a new row.

4 Type your text or data, replacing the sample text.

5 Press the Right Arrow key and type the contents for the next cell.

6 Continue pressing the Right Arrow key and typing until the row is complete.

7 Click the background of the MailPlus graphic when you finish typing.

Note: To add a row after the last row, click in the first cell of the last row and press **Enter**.

To add a column to a table:

1 Click a cell in the column to the right of where you want the new column.

2 Click the ⬚ **Send** **Insert** button.

3 Click the <u>invitation</u> for a new column.

4 Type your text or data, replacing the sample text.

5 Press the **Down Arrow** key and type the contents for the next cell.

6 Continue pressing the **Down Arrow** key and typing until the column is complete.

7 Click the background of the MailPlus graphic when you finish typing.

Note: To add a column after the last column, click in the first cell of the last column and press **Enter**.

To delete a row or column:

n   Select the text or data in the first cell of the row or column and press **Delete**.

To transpose a table (swap rows and columns):

n   Click the ⬚ **Flip** button.

See Also
<u>Choosing a Design</u>
<u>Choosing a Color Scheme</u>
<u>Adding Texture</u>

Charts

Working with Chart Data
To review chart data:

1 Click the ⊞ **Show Chart as Table** button. Chart data appears in a table when the button is down.

2 Click the button again when you finish examining the data. The chart reappears when the button is up.

To add data to a chart:

1 Click the ⊞ **Show Chart as Table** button.

2 Add a row or column to the table, as appropriate.

3 Click the button again when you finish adding the data.

Note

You can also add data directly to the chart by clicking a chart element and then pressing **Enter**.

To edit data values and labels:

1 Click the value or label you want to change.

2 Type your change.

3 Click the background of the MailPlus graphic when you finish typing.

Note

n If you want to make many changes, it may be easier to switch to a table layout before editing.

Changing the Chart Display
To change the display of data values:

n Click the **Values** button repeatedly to see the alternatives.

The appearance and action of the **Values** button depend on the type of chart:

Click:	To:
#	Show or hide data values for Bar, Column, Line, and Area charts.
#%	Cycle through the alternatives for Proportional Bar and Column charts, Pie charts, and Pyramid charts. You see values only, both values and percentages, percentages only, or neither values or percentages.

To show or hide a legend:

n Click the ▦ **Legend** button.

To transpose the axes of an Area, Bar, Column, or Line chart:

n Click the ▦ Send **Flip** button. This swaps the dimension shown in the chart's legend for the dimension shown on the non-numeric axis.

Notes

n Pie and Pyramid charts don't have legends.

n Click the legend title region to add a legend title. Click the title to edit it.

To rotate a chart:

n Click the ▦ **Rotate** button repeatedly to cycle through different rotation angles.

Note

You can rotate Area charts, Pie charts and the 3-D varieties of Bar, Column, Line, and Pyramid charts.

Pie Charts
To separate a pie slice:
1 Click the slice you want to separate.

2 Click the **Slice** button.
Repeat these steps to return the slice to the pie.

Note
The Slice button is not available for separated <u>variations</u> of the Pie layout.

See Also
Choosing a Design
Choosing a Color Scheme
Adding Texture

Lists

To check off items on a To Do list:

n   Click the box in front of the item. Click again to remove the check mark.

See Also

Choosing a Design

Choosing a Color Scheme

Adding Texture

Calendars

To change the day, week, or month:

1 Click the element you want to change.

2 Make changes in the edit box.

3 Click the background of the MailPlus graphic when you finish editing.

Notes

n To change a time period in the Agenda layout, click it and type your change.

n You can set any date in the Week layout. MailPlus displays the dates for the Sunday and Saturday of the appropriate week.

n In the Day, Week, or Month layout, you can quickly change to the previous or next day, week, or month:

Click:	For the:
←	Previous day, week, or month.
→	Next day, week, or month.

n MailPlus uses the Regional Settings from the Windows Control Panel for displaying dates. Use the Control Panel to change date format.

To highlight a date in the Month layout:

1 Click below the number of the date you want to highlight.

2 If the date has an appointment, click the appointment.

3 Click the ▦ **Highlight** button.

Notes

n You can highlight more than one date.

To remove a highlight, repeat the steps for adding the highlight.

See Also

Choosing a Design

Choosing a Color Scheme

Adding Texture

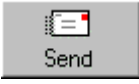## Scheduling

Timeline layouts

In a **timeline** layout, you can change the appearance of the bar below the events or add glyphs to the events.

To change the appearance of the bar below the events:

n   Click the [icon] **Format Dateline** button.

To add glyphs to the events:

1   Click an event.

2   Click the [Send icon] **Glyph Style** button. Glyphs appear to the left of the event names.

Gantt chart layouts

In a **Gantt chart** layout, you can change the starting date or duration of a task, add a task, display a milestone, change the appearance of the date bar or duration bar, or add glyphs to the events.

To change the starting date or duration of a task:

1   Right-click the name of the task.
2   Choose **Start and Duration**.
3   Make changes in the dialog, then click **OK**.

To add a task:

1   Click the name of the task that's above the position where you want the new task.
2   Press **Enter**. The task appears as a milestone (diamond) symbol.
3   Type a name for the new task.
4   Press **Tab**.
5   Make changes in the edit box.
6   Click the background of the MailPlus graphic when you finish editing. Tasks with durations appear as bars.

To display a milestone:

n   Click a task's duration and set it to zero.

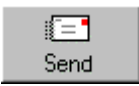**To change the appearance of the bar containing the dates:**

n   Click the [icon] **Format Dateline** button.

To change the appearance of the duration bars:

1   Make sure you have not clicked a duration bar.

2   Click the [Send icon] **Border Style** button.

To add glyphs to the events:

1   Click an event.

2   Click the [Send icon] **Glyph Style** button.

Notes

n   To change the starting date of the chart, change the starting date of the first task. You can set any date as the starting date. MailPlus calculates the end date based on the duration of the tasks.
n   Milestones appear as a diamonds.

n   Clicking the <u>Style</u> button changes the <u>glyph</u> when the insertion point is in a task or a task's name is selected.

See Also
[Choosing a Design](#)
[Choosing a Color Scheme](#)
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Glossary

Click a word to see its definition.

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Background layer

The underlying layer of a MailPlus graphic. Elements on the Intelligent layer and Foreground layer appear on top of the Background layer.

body

The main region of a MailPlus graphic that contains points and sub-points.

bottom text

Text you can add to the bottom of a MailPlus graphic.

caption

Text you can add to a picture in a MailPlus graphic. A caption appears below the picture. If you move the picture, the caption moves with it.

category

Calendars

A collection of layouts having a common purpose. For example, the Calendars category includes layouts for graphically representing daily, weekly, and monthly time frames.

Color Scheme

A choice on the third tab of the MailPlus Gallery. Color schemes select and coordinate the colors used in MailPlus structure layouts.

Design

A choice on the second tab of the MailPlus Gallery. Designs determine the overall appearance of a MailPlus graphic. Each design ensures that all elements in the graphic are positioned to look balanced and in proportion. You can use the Designs tab to vary the appearance of structure layouts.

dither

To combine dots of different colors to create the illusion of another color.

drop targets

Phrases or symbols that identify available destinations when you drag elements on the Intelligent layer. Phrases appear for text; small rectangular symbols appear for pictures.

Edit Window

The main window displaying the active graphic.

element

A component of a MailPlus graphic. Text, pictures, tables, charts, and other graphic components of the layouts (for example, a pyramid or a flow diagram) are elements.

embed

To add an object created by another program to a MailPlus graphic. You can use the original program to edit the embedded object within the MailPlus graphic. Embedded objects are not linked to a file created by another program.

Foreground layer

Send

The surface layer of a MailPlus graphic. Elements on the Intelligent layer and Background layer appear beneath the Foreground layer.

Gallery

The area containing the tabs, lists, and buttons you use to compose a MailPlus graphic.

glyph

The number, check mark, or bullet preceding text in some layouts. Bullets can be diamonds, triangles, squares, circles, and dashes.

Intelligent Formatting

The graphic design intelligence built into MailPlus that arranges and scales text and pictures in a MailPlus graphic. Regardless of changes, Intelligent Formatting keeps elements in the graphic looking balanced and in proportion.

Intelligent layer

A "transparent" layer in a MailPlus graphic, where the selected layout and design determine the size and placement of elements. The Intelligent layer appears between the Background layer and the Foreground layer.

Invitation

Text that appears in the active MailPlus graphic when you click the Insert button in the MailPlus Gallery. Invitations indicate which elements you can add to the MailPlus graphic and where to type text for these elements.

Layout

A choice on the first tab of the MailPlus Gallery. Layouts arrange and display information in a MailPlus graphic according to the concept being conveyed. Choose a layout that reinforces the message you want to communicate.

link

To create a connection between an object from another program and an element in a MailPlus graphic.

logo

A distinctive symbol or graphic representing a company, product, or the like. In MailPlus, a logo is a picture that you can add to the left of the title (and often to the right as well).

OLE object

A component that is created with one program and added to a document created by another program. You can embed or link the OLE object when you add it to a MailPlus graphic.

picture

A graphic image that can be added to a MailPlus graphic. A picture can be Microsoft ClipArt or a file in any of the following formats: Windows Metafile (.WMF, .EMF), Windows Bitmap (.BMP, .DIB), Tagged Image File Format (.TIF), Graphics Interchange Format (.GIF), or PC Paintbrush (.PCX).

picture layout

An MailPlus layout (such as a Greeting Card, Invitation, or Certificate)   with a full-frame pictorial background, especially suitable for illustrated notices and correspondence. Picture layouts are usually less complex than structure layouts.

pixel

Picture element. The smallest element of a computer screen that can be assigned color. The greater the number of pixels, the better the clarity of a picture.

point

An element covering a detail about the main idea conveyed by the MailPlus graphic. Points represent different items in different layouts. For example:

Layout:	Point:
Headings	a heading
Org Chart	a position
Flow	a step
Table	a row or column
Pie Chart	a slice
Column Chart	a series or a column
Bullets	an item in the list
Time Line	an event
Gantt Chart	a task

region

An area of the Intelligent layer. Text regions include title, subtitle, top text, bottom text, body, and sign-off. Picture regions include relative locations on the page, such as top, bottom, upper left, and lower left. Not all designs have every region.

sample text

Built-in, helpful text supplied by MailPlus. You replace it with the actual text you want to appear in the graphic.

sign-off

Text you can add to the bottom-right of a MailPlus graphic.

Stamp

An element of a MailPlus graphic that combines text with a graphic to send a particular message. Placed on the Foreground layer (except for the Compass stamp). Intelligent Formatting manages the text size and colors of stamps for you. A stamp can be the only element in a MailPlus graphic.

structure layout

An MailPlus layout (such as a Calendar, Relationship, Table, or Chart) that presents organized information, especially suitable for business and project communcations. Structure layouts are usually more complex than picture layouts.

style
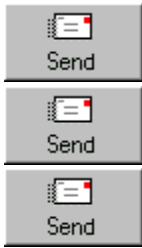
A group of settings that controls details of the appearance of a MailPlus graphic. Clicking the Style button cycles through sets of visual variations for the current layout. The appearance of the Style button changes depending on the current layout and what's selected in the graphic.

sub-point

An element that amplifies or supports the point to which it refers.

top text

Text you can add to the top of a MailPlus graphic.

Texture

A choice on the fifth tab of the MailPlus Gallery. A visual effect that can add interest to the background of a MailPlus structure layout or to certain elements in the graphic.

Transparent design

The first choice on the **Designs** tab in the MailPlus Gallery. MailPlus graphics with the Transparent design have a see-through background. By default, transparent graphics don't have a title, subtitle, sign-off, or top/bottom text, but you can add these text elements if you want.

variation

A modification of a basic layout type. For example, pie chart variations include layouts for 3-D pie charts, pie charts with separated slices, and donut charts.

Contact Information and Technical Support

If you have a technical problem and you can't find the solution in online Help:

1 Note the sequence of events that led to the problem, and any program messages you see.

2 Contact Technical Support. Have MailPlus running on your computer when you call, and have your registration number handy.

Note

For technical information and late-breaking tips on using MailPlus, consult the MailPlus Frequently Asked Questions page on the World Wide Web.

Contacting Technical Support

United States	Call (603) 886-6642
	Fax (603) 889-1127
	E-mail: support@serif.com
Europe	Call +44 115 914 9090
	Fax + 44 115 914 2020
	E-mail: support@serif.co.uk
UK	Call (0115) 914 9090
	Fax (0115) 914 2020
	E-mail: support@serif.co.uk
Australia	Call 1800 657 542
New Zealand	Call 0800 801 727
Other Countries	Contact your local distributor.

Additional Serif contact information

Main office (USA, Canada):

Serif SPC
PO Box 803, Nashua NH 03061, USA

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Registration	(800) 794-6876
Sales	(800) 55-SERIF or 557-3743
Customer Service	(800) 489-6720
General Fax	(603) 889-1127
Sales Fax	(603) 886-4919

European office (UK, Europe):

Serif (Europe) Limited
The Software Centre, PO Box 2000, Nottingham, NG11 7GW, UK

Main	(0115) 914 2000
Registration	(0500) 454 645
Sales	(0800) 376 7070
Customer Service	(0115) 914 9090
General Fax	(0115) 914 2020

On-line product and company information

Internet	http://www.serif.com

Acknowledgments

[Dev Notes]

Help Contents

*1*Send yourself graphic E-mail!{ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Welcome to the Walkthrough...

A few minutes from now, you'll have sent your first MailPlus message!

To continue, click the Next button at left. (Click Menu at any time to return to online help.)

*2*Setting up the Walkthrough{ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

To get started, drag this Walkthrough window over to the lower left corner of your screen.

Drag MailPlus to the upper right.

Tip: Click on either window's titlebar to switch between the two during the Walkthrough.

*3*Parts of the MailPlus window{ewc HLP25632,HLP256_TILE,bkgnd4.bmp}
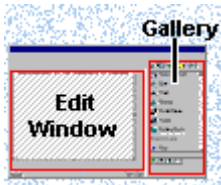
First, notice the parts of the MailPlus window:

• the Edit Window, where you add text and view the active graphic;

• the Gallery, where you use the tabs to select graphic elements.

*4*The sample graphic{ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Choose New from the File menu. Notice the sample graphic in the Edit Window that begins each new session.

To create your own graphic, you modify this sample graphic.

*5*Take a look at the Layouts{ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Click the Layouts tab on the Gallery to make sure it's in front.

The Layouts tab offers a selection of message graphics in a variety of categories. Notice that one group is highlighted under the category Greeting Cards.

*6*Layout categories{ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Click any category name (for example, the words Greeting Cards) to collapse the layout categories.

Notice the other category names.

Now click the category Invitations to expand it again.

7 Choosing a layout for your graphic{ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Under Invitations, click the down arrow ▼ next to Other Parties to display the names of the various layouts in this group.

Now click Picnic.
MailPlus applies the selected layout to the active graphic.

8 Exploring some more {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Take a few moments to explore some of the other categories and click other layout names.

Notice that each layout includes its own sample text — a placeholder for your own message text.

Return to the Picnic Invitation.

9 Adding your own text {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

In the active graphic, click on the words It's Picnic Time.

Just start typing to replace the sample text with this new text: Introducing Graphic E-mail

When you're done, click on the graphic outside the text.

10 Resizing the graphic {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}
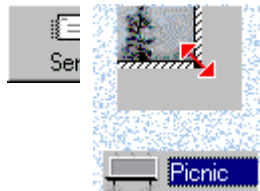
Drag the graphic from its lower right corner to make it smaller.

The graphic's size in the Edit Window determines its size in your E-mail message.

Click the layout name (Picnic) to restore the graphic's original size.

11 Intelligent Formatting {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

As you add text, modify the graphic, or resize it, MailPlus uses Intelligent Formatting to keep all the elements of the graphic in balance.

12 Tabbing through text {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Pressing the Tab key cycles through the blocks of sample text.

Click outside the text, then press Tab until the middle block (All the food...) is highlighted.

Type this replacement text:

Wake 'em up!

13 Deleting text {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Pressing Shift+Tab cycles back through the sample text.

Press Shift+Tab until Friday at 10am is highlighted.

Press the Delete key to delete this block of sample text.

14 Displaying "invitations" for new text {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Tab (if necessary) so that Wake 'em up! is highlighted.

Now click the Insert button to display invitations — sample text at specific locations on the graphic, ready to type over.

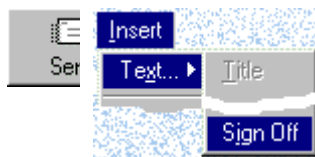### 15 Adding a sub-point {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}
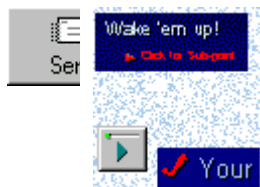
Click on the invitation text Click for Sub-point and type to replace the sample text with Your message deserves attention.

Click the Glyph Style button six times to change the bullet to a check mark.

16 Changing text size {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Select the text Wake 'em up! and then click the Bigger button about 10 times — until the text spans about two-thirds of the billboard space.

17 Inserting a sign-off {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Choose Text from the Insert menu and select Sign Off from the submenu.

Type your name over the sample text in the sign-off region at the lower right.

18 Adding a starburst stamp {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Click the Stamps tab.

Click the Starburst stamp to insert a starburst on the Foreground layer of the active graphic.

Notice the sample text of the stamp is already selected.

19 Customizing the stamp {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

**Type to replace the sample text with the word "POW!"**

When you're done, click the starburst outside its text. (You'll see the selection handles.)

Drag the starburst and position it to the right of Wake 'em up!

20 Using the Insert menu {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Later on, you can try using the Insert menu to import a picture (such as a BMP or GIF) and create a custom background...

...or add new subtitles, points and sub-points, or sign-offs.

21 About Structure Layouts {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}
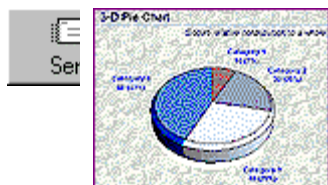
MailPlus' powerful structure layouts (like calendars, charts, schedules, and tables) are great for organizing information in business and project communications.

22 Other Gallery tabs {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

You can use the other Gallery tabs (Designs, Color Schemes, and Textures) to add variety and excitement to structure layouts.

23 And by the way... {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

You can add new layouts, designs, and color schemes to MailPlus with content packs.

You'll find details in online help. (See the Help on Help topic.)

But right now it's time to send your graphic E-mail message!

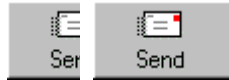### 24 Special note to America Online users {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

If you're using America Online's E-mail program, you'll need to have AOL running before you can send graphic E-mail.

Start AOL now.

(You don't have to connect yet — that comes later.)

25 **First, try the direct Send approach** {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Click the MailPlus **Send** button.

Note: If you see a dialog asking you to designate a particular program for sending graphic E-mail, make your selection now. (You'll only see this if you have more than one E-mail program installed.)
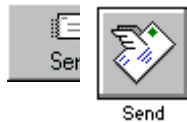
26 **Did the E-mail program respond?** {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

If you have a suitable E-mail program, MailPlus opens it with your graphic inserted into a new message. (To continue, click **Next**.)

Note: If nothing happened, **click here to try a different send option.**

27 **Finishing touches** {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

In your E-mail program, complete the message with:
• Send To and Subject information
• accompanying text if any
    ...and then send it!
(E-mail program button shown)

28 **Misson accomplished!** {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

You can use the direct **Send** method with your current E-mail program.

To return to online help, click **Menu**.

27 **Preparing a new message window** {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Make sure your E-mail program is running, and open a **New Message** window.

(E-mail program button shown)

28 **Packaging the graphic as a GIF** {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Click the MailPlus Package GIF button.

This will bring up a dialog with a small icon, ready to drag and drop into the E-mail message window.

29 How to show the message window {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Tip: If your E-mail message window is hidden, drag the Package icon down to the Windows Taskbar. Pause (with the mouse button down) over the button for the "new message," and the window will pop to the top.

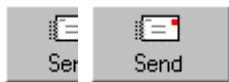## *30* Using drag and drop {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Drop the icon into the message window. If it appears as an attachment, click Next at left.

Note: If you see a No Drop symbol over the message window, click here to try a third send option.

31 Finishing touches {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

In your E-mail program, complete the message with:
• Send To and Subject information
• accompanying text if any
      ...and then send it!
(E-mail program button shown)

32 Mission accomplished! {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

You can use Package GIF with your current E-mail program.
Note: To use direct Send, you'll need to upgrade to a compatible E-mail program.

To return to online help, click Menu.

5   PKG 7 {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

asdf

5   PKG 8 {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

adfasdf

31 Saving the graphic as a GIF file {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

Here's a method that will work with any E-mail program.

Click the MailPlus Save As GIF button.

Use the dialog to specify a path and file name for the graphic.

*32*Attaching the graphic {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

You should already have your E-mail program running, with a New Message window open.

Click the Attach button (or equivalent) and browse to locate and attach the GIF file you saved.

(E-mail program button shown)

*33*Finishing touches {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

In your E-mail program, complete the message with:

• Send To and Subject information

• accompanying text if any

...and then send it!

(E-mail program button shown)

*34*Mission accomplished! {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

You can use Save As GIF with your current E-mail program.

Note: To use direct Send, you'll need to upgrade to a MAPI-compliant E-mail program.

To return to online help, click Menu.

5 SAV 7 {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

adfasdf

5 SAV 8 {ewc HLP25632,HLP256_TILE,bkgnd4.bmp}

adfafd