HEADERS AND FOOTERS: Headers are used like an introduction describing the purpose of a document.

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To make this selection: First press <Alt F9> Select Options..Then 1 for right side and bottom Press Thick lines. Then 9 for 25% gray. Now use Alt F9 select WPG

All of the accompanying files in this collection were captured using WordPerfect Corporation's "Grab" utility. Many of the files were in formats which WordPerfect 5.0 could not utilize directly. All of the files were created by others; all I have done here is "ported" them over to a format that WordPerfect 5.0 can understand. Some minor cropping and editing may be necessary with some of these images. Although the capture process is simple, it is time-consuming. If you're like me, you'd rather not stop right in the middle of your work to prepare a graphic for inclusion in your document. The collections represent a broad range of graphics, so you should be able to find what you need. In most cases, an intermediate graphics utility was used to read the initial formats onto the screen so that they could be "grabbed". The utility used depended on the initial format of the graphic. Initially, most were in the .pnt format; later, some were converted from the .mac format. Since there is no de facto standard format for graphics on the PC, I encourage you to experiment with all that you can. I believe you will be pleasantly surprised (as I was). For previous users of version 4.2 who have not yet upgraded, all that I can say is: WHAT ARE YOU WAITING FOR ! For those of

you already using version 5.0, you already know what a tremendous product it is. The "grab" utility is a fine tool, and it's

included in the cost of the program!

(David) May 20, 1990 123 Park Ave Plant City, FL 33566

Mr. Henry G. Howard Execitive Vice Pressident 345 Cherry Street Orlando, FL 32812

Dear Mr. Howard:

Thank you fro the order of 500 rolls of special foil. This item is very popilar during the holidays. We

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muld. Samples are being prepared you and should be shiped in about IO days. Lets us know how you like the produik.

We apprecate your bisiness and and thanks again.

Sincerly

Jessie Mc Owen

2

(David2) May 20, 1990 (Bold) 123 Park Ave Plant City, FL 33566

Mr. Henry G. Howard(Large) **Execitive Vice Pressident** 345 Cherry Street Orlando, FL 32812

Dear Mr. Howard: (Italic) (Color)

Thank you for the order of 500 rolls of special foil. This item is very popilar during the holidays. We always try to to have a large inventoriy on hand for this holiday. This is a a fine quality itim. We feel sure that you will be pleased with the new merchandise.

(Underline) Our research staff has developed a new item called XP27. It has excellent properties against rist and muld. Samples are being prepared you and should be shiped in about IO days. Lets us know how you like the produik.

We apprecate your bisiness and and thanks again.

Sincerly

Jessie Mc Owen (Small)

HEADERS AND FOOTERS: Headers are used like an introduction describing the purpose of a document.

Footers are used for references or special dates for an event. The contents of this document is from a reader telling his experience with the Grabber utility.

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