Personal Newsletter

Commodore 64

Personal Newsletter

Desktop Publishing Made Easy

Commodore 64 and 128

Written By
Raymond Fowkes

Table of Contents

Chapter 1:
Introduction

Personal Newsletter brings desktop publishing to the
Commodore 64 and 128 computers. Personal Newsletter will
enable you to meet your publishing needs quickly and easily.

This manual will take you through the setup of some
publishing applications. There are also some samples on
disk that we encourage you to load and observe.

**How the
Manual is
Organized**

At first glance, it seems like there is a lot to learn in order to
use Personal Newsletter. Desktop Publishing, you might
think, is something that can't be learned overnight. With
Personal Newsletter, your introduction into desktop
publishing will be short and easy.

We provide plenty of information to make you proficient
quickly. And you can skim over sections that cover material
you already understand. The book is organized like this:

- - How to set up your disks and hardware.
- - A quick tour through an existing newsletter.
- - How to design a layout, enter text , make graphics.
- - A sample built step-by-step.
- - Hints and tips.
- - Reference section and appendix.

**Instructions
& Samples**

This book contains step-by-step instructions that cover each
section. These sections go into great detail as they
introduce each function in the same order that you would

Hints

References

naturally discover it. The manual also takes you through the creation of a sample newsletter so that you can become familiar with the creation and design.

There is also a section containing some hints and tips on newsletter design.

A reference section contains a feature by feature description of the options available in Personal Newsletter.

Chapter 2:
Getting Started

Contents

Personal Newsletter comes with two disks: the Master, with clip art and samples; and an additional Clip Art Disk.

System Requirements

Commodore 64 or 128 computer.

Disk drive

80 column display

Joystick or mouse

GEOS system disk

Printer

Personal Newsletter requires GEOS to operate (1.2 or 1.3). The latest updated files of GEOS (1.3 at time of printing) have more features. If you have an older version (1.2) updates are available from the publisher, Berkeley Softworks by calling (415) 644-0890 or writing them at 2150 Shattuck Avenue, Berkeley, CA 94704. Updates can be downloaded from Quantum Link as well. See GEOS manual for details.

The program will operate on either the Commodore 64 or the Commodore 128 in the 64 mode. The program display is 80 column. The program works with one or two disk drives.

A printer is needed to generate newsletters. Most common Dot Matrix printers and interfaces are supported. (Daisy Wheel printers do not work with Personal Newsletter.)

Either a joystick or a mouse can be used. The device should be plugged into Port 1 on the right side of the computer.

Loading

Assuming the computer, monitor, disk drive and printer are hooked up, you are ready. Start with the computer power on. You should have a blue screen and the word READY with a flashing prompt.

Insert the GEOS disk label side up into the disk drive and
close the door. The oval slot that exposes the disk itself
goes in first. (That exposed section should never be touched
with your fingers because it contains data, and it's delicate.)

Type **LOAD "GEOS",8,1** and press RETURN. A message
appears that says "Booting GEOS" and the GEOS desktop
appears on screen with the various GEOS icons.

geos I file I view I disk I special

GEOS SYSTEM

31 Files	155 K bytes used	11 K bytes free

64			1.3
Geos	Geos Boot	Geos Kernal	Desk Top
Com Compat	Joystick	Read Me	Configure

1
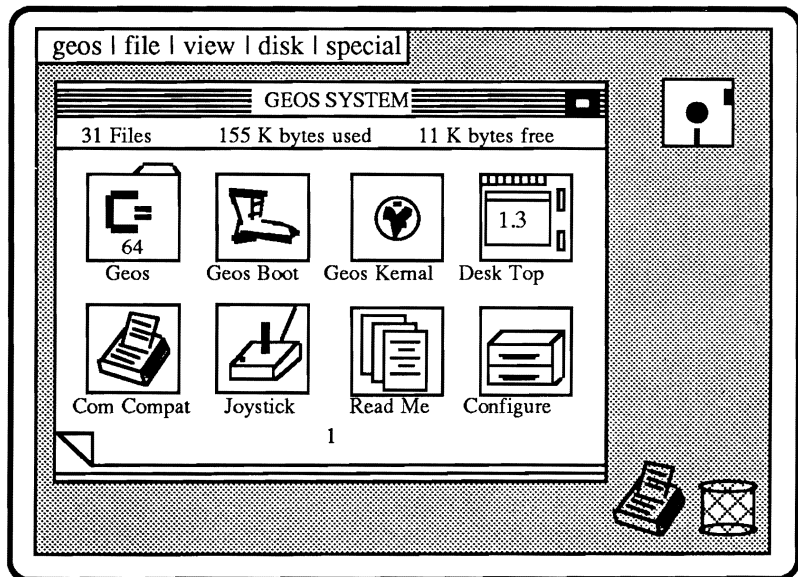
There is also a pointer on screen that is moved with the joystick or mouse. To select an option, move the pointer over the icon and press the mouse or joystick button twice. This is referred to as "double clicking" and should be done without too much pause between clicks.

A menu is also displayed across the top. This can be pulled down by moving the pointer over the selection you want and pressing the mouse button or fire button once. When the menu is displayed, you can move the pointer over the option you want and click on it to select it.

Refer to the GEOS manual for more detailed instructions.

**Input
Device**

If you use GEOS, you've probably set up your input device, often a joystick. In version 1.3 of GEOS you can designate a Commodore 1351 mouse, Inkwell or Koala Pad too..

Click on the geos menu on the desktop and choose "Select Input" option. (Note: pressing the Commodore and "I" keys will select this too.) Designate the device you plan to use and click OK. The input device driver must be on your disk.

Single Drive

Remove the GEOS disk from the drive, insert the Personal Newsletter in the drive and close the door.

Click on the disk icon to display the Personal Newsletter icons. To select one, move the pointer over any icon and double click it with the mouse or joystick button.

To load Personal Newsletter, move the pointer over the "Newsletter" icon on the master disk and double click.

Two Drives

If you have two disk drives, keep GEOS in the first drive and insert Personal Newsletter into the second one. Then you won't have to swap disks as you use both programs.

Load GEOS using your first drive When the desktop is displayed, move the pointer over the menu selection "File" and click. Select "Add Drive" to configure a second drive. Then follow the instructions on screen.

With GEOS 1.3, 1571 drives can be set to device #8 and 9 and will appear on the desktop. If you have questions refer to the GEOS manual

If you have two drives on line, view the contents of each disk by clicking on the icons at the top right side of the screen.

To load Personal Newsletter, move the pointer over the "Newsletter" icon on the master disk and double click.

Personal
Newsletter
Desktop

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT	100% Free
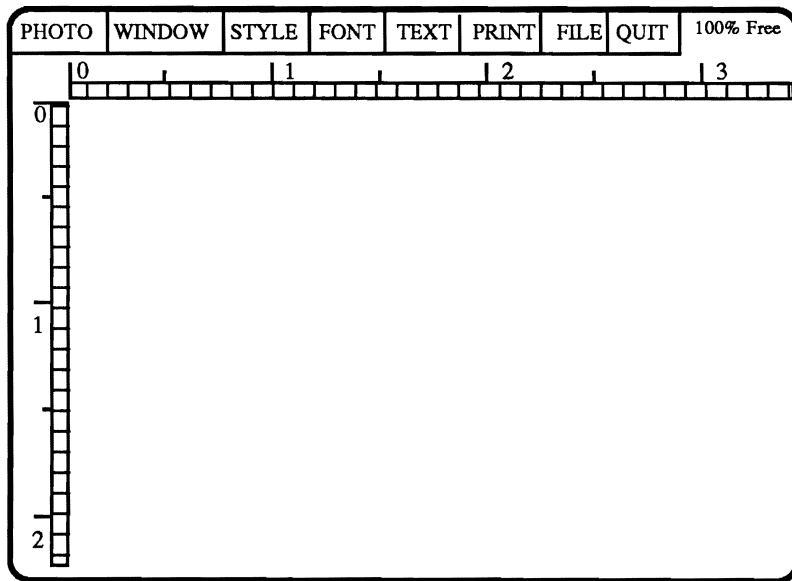
Work Disks

Once loaded the Personal Newsletter work area appears on screen. It too has menus at the top of the screen.

Menus can be opened by clicking on them with the pointer. And the options displayed below a menu are selected by clicking on them as well.

When you use GEOS, it is recommended that you set up various work disks with the applications you need, such as geoPaint, notepad, fonts, etc.

You should also set up Personal Newsletter Work Disks. These disks should have:

- - The Personal Newsletter icon. Then you can load the program from your work disk,

- - Font icons. Various fonts will be available when you enter text with the Personal Newsletter word processor. The "University" font is required.

- - A printer driver. When you print it will read the driver that GEOS provided to configure your printer to work.

- - The desktop. This allows you to return to the GEOS desktop without putting the original disk in.

- - Photo Manager. This moves pictures into an album.

- - A photo album that you'll be using in a newsletter. Pictures you use will be available when you create a "Photo window."

- - Put three sample newsletters on the work disk that will be used during the tutorial sections. They are "Form," "Text" and "PhotoPhinish."

You can also put geoPaint on the disk. If you need to create or edit pictures you don't have to switch disks. But it is recommended that you set up a special "art work disk" which contains geoPaint, the Photo Manager and different art albums. This disk is used when you need to create or edit art.

You can make as many work disks as you need. To make a work disk, you need to be at the GEOS desktop with the various icons showing. (If you have Personal

Format

Newsletter loaded, select Quit from the menu to return to the desktop.)

Click on the "Disk" menu and select Format. As prompted insert a blank disk and enter the name "PN DATA.". When the disk is formatted you can move the various icons you need to the disk from the GEOS system and Personal Newsletter disks as follows:

1. Insert the Personal Newsletter master disk and click on the disk icon.

2. Pull down the "Disk" menu and select "Copy."

3. When prompted for a "destination disk," insert a blank disk in the drive and click OK..

4. You'll be prompted to respond "Yes" to whether you want to replace the contents of the "PN DATA" disk with the Newsletter master. Click "Yes" and the contents of the master will be copied to the data disk. You'll be prompted to swap disks a number of times.

5. Remove the write protect (silver label over the notch) from the GEOS master or from a GEOS work disk. Insert the disk into the drive and click the disk icon.

6. You need to move some GEOS icons to the edge of the desktop so they can be copied to the Personal Newsletter work disk.

First, click on the "Desktop" icon once, pause and click again. A "ghost" of the icon should appear. This can be moved to the bottom edge of the screen.

Using the same method, move the Printer Driver that works with your printer and the Input Device Driver of your choice to the border.

7. Insert the Personal Newsletter data disk ("PN DATA") and move the Desktop icon onto the disk Swap disks as prompted. Move the printer and device driver icons onto the PN DATA disk too.

8. Insert the GEOS system disk again and move the icons that are on the border back onto the disk again.

9. Using the same procedure, move the Photo Manager
    and any of the Font icons you want to use onto the
    PN DATA disk.

This work disk should contain the Personal Newsletter
program, a Photo Album, some sample pages, the
desktop, printer and device drivers, Photo Manager and
various Fonts. Once you've created this you can make up
more work disks by copying it.

Setting up the work disk is the same as setting up a
GEOS work disk, which is described in detail in the
GEOS manual. If you have questions about this file
copying procedure, refer to the GEOS manual.

**In Memory
and On Disk**

When you use Personal Newsletter, there are times when
information is in the memory of the computer and other times
when it is on a disk set up to store information. This is an
important distinction because you will need to save the data
from the computer onto a disk.

When you load Personal Newsletter into the computer, the
program is in the memory of the computer. Yet it is still

25

stored on the master disk. Why? Because the computer retrieved a COPY of the program from the disk. The original remains on the master, unless you erase it.

However, when you design a newsletter or document using Personal Newsletter, the document resides in the memory of the computer only until you save it to a disk. If you make changes in the document or erase a portion of it, these changes only exist in the memory of the computer, until they have been saved to disk.

When you select the save option, the data goes onto your work disk. Save your data often to avoid losing any of it.

Backing Up Data

The data that you store on disk usually represents many hours of work. Therefore you should exercise a great deal of caution to make sure you can retrieve the data.

Disks are delicate. They are vulnerable to dust particles, dirt, pollutants, fingerprints, heat, cold, magnetic fields and anything else that prevents the drive from reading the information on the disk. And they fail at critical moments.

It is imperative that you make frequent back up copies of data files. Whenever you are working on a document, stop occasionally, insert your data disk and save a copy of your work. If the power should fail after that, you may lose some data but you'll at least have what you saved on the disk.

You should also keep two data disks around. Save your file onto the first one, then save the same file onto the second one. If the first disk fails, you'll be able to regain the data from the back up.

Taking a moment each time you save to make at least one, or two copies of the file you are working on is a worthwhile investment. Another good investment is buying high quality, reliable disks.

28

Chapter 3:
A Quick Tour

Personal Newsletter is pretty simple to figure out. The menus are easy to follow and the commands are intuitive.

You can get a sense of how it works by going through this quick tour of the program. We use a sample newsletter to show you how the "pieces" work and take you through a few steps that you need to know to create a document.

To start insert the GEOS master and load it. Type LOAD"GEOS",8,1 and press RETURN. When the desktop

appears, insert a Personal Newsletter work disk and click on the disk icon on the right side of the screen. When the Personal Newsletter icon appears, double click on it.

After loading up Personal Newsletter, the program will display a screen that looks like this:

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 100% Free |
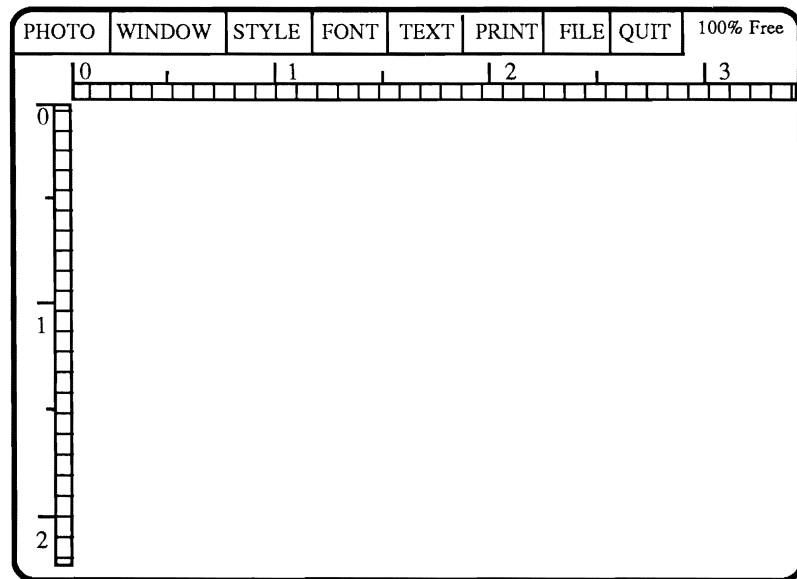
The cursor is located near the top left of the "work area."
The "work area" is where you begin design on a newsletter.
The top portion of the screen also displays the menu options.

Move the pointer to an option on the menu bar and press the mouse or joystick button to select it. When the menu opens to display a number of specific choices, move the pointer over the one you want and press the mouse or joystick button.

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT
	CREATE	REMOVE	MOVE	CHANGE SIZE	CANCEL		
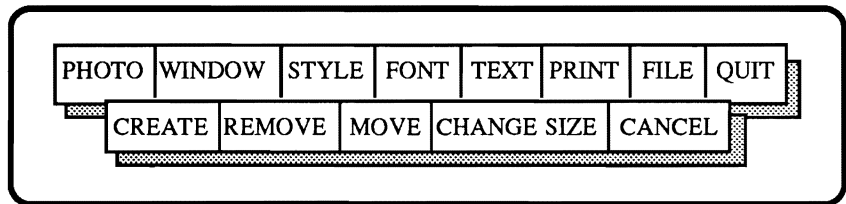
To close a menu, move the pointer off the bar and the options disappear.

At the end of the menu is the message "100% Free." This is the amount of available memory.you have. As you add information you will notice that the percentage decreases.

Rulers

At the top and left of the work area are rulers that help you keep track of where you are on a page. If you move the mouse or joystick to the right, you'll see the pointer pass across the screen and, when it reaches the end, the ruler will move as well.

31

If you move the pointer down, the left ruler changes as well. To move back up the screen put the pointer on the top ruler and hold the button down. It must be right on the ruler line:

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT	100% Free
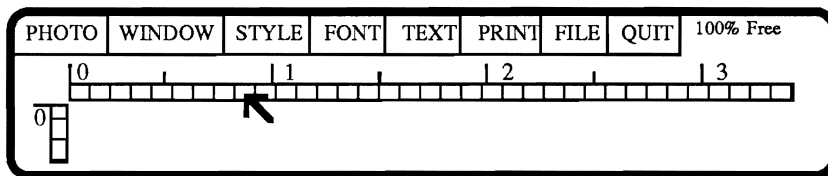
Imagine the monitor screen as a window through which you view a portion of a newsletter page. Moving the pointer causes the window to go to different parts of the page.

Text Entry

You should also see a faintly flashing cursor at the top left corner of the work area. This indicates where text will appear when you type. More information about this is coming up soon.

Loading a Newsletter

The best way to learn Personal Newsletter is to use it. To see an example of the kind of newsletter you can create we will load a file that resides on your disk.

The example we have chosen, called FORM, is on the Personal Newsletter work disk which is in the drive.

To load this Personal Newsletter file select the File option from the menu bar at the top of the screen. Move the pointer over it and click the joystick or mouse button.

A sub-menu will open giving you the option to either "Load," "Save," "Preview" or "New." For this example, move the pointer over "Load" and click. A dialogue box will open with a list of the newsletter pages on disk.

You can scroll the list by clicking on the up or down arrows at the bottom of the box.

When you see the file "FORM" move the pointer over top of it and click to select it. Then move the pointer to the "Open" box and click to load it. Soon the sample will appear on screen:

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 67% Free |

Softsync, Inc. Pre

Personal N

This first column contains text. Well that's pretty obvious, isn't it. But actually it could just as easily contain a picture too. Or both.

This column was created to show that text and pictures mix well with Personal Newsletter. If fact the text will wrap around

Like this. And if you change the text or move the picture, the text will reformat, automatically.

You are viewing the top left corner of the page, about 1/6th of the whole page. You can create columns or windows, within which text or graphics can be placed. And various type fonts, sizes and styles can be mixed together on a page.

Creating a Page

Creating a newsletter page is a three step process. Generally the best approach is to design the layout of the

**Creating
Windows**

page, enter the text, and then create the graphics. The
following section outlines briefly how to do each step.

One of the powerful features of Personal Newsletter is its
ability to create up to twenty "windows." Using windows,
you are actually formatting the way a newsletter page will
look.

When you first load the program, there are no windows
defined, except the whole page is defined as one big window.

You can use the whole page as a large area to put text and
graphics in but it is much better to define each area for text
and graphics by setting up individual windows.

Move the pointer over the "Window" menu option and click.
Then, from the sub menu, select "Create."

You can move the pointer anywhere on screen to put a
window. You can even set up a window within a window.

The sample has four already set up, but to see how to stretch

a window to the size you want, move the pointer down the page where there's no text and click. A small box appears. Move the pointer down and to the right and the box will grow larger. When the window is the size you want, click again to "freeze" it.

A window defines an area of the page. Each window can contain text, each "Photo" window can contain graphics. Once you set up windows to reflect your layout, you can remove them, change their size or move them by selecting those options from the "Window" or "Photo" menu.

Windows allow flexibility to create a free-form design, while still providing you with a framework to implement the design. You can create a layout with as many as twenty columns and they can be different widths and heights. But windows also allow you to have columns of text, which will word wrap as you type it in and edit it.

Creating Text

The top line of the Form newsletter sample has a headline in a window. If you wanted to create it, you would first select the "Font" option from the menu bar. There are a number of

different fonts listed on the menu and the first one -- BSW -
- has an asterisk next to it. This indicates that BSW is the
currently selected font and if you were to type, it would
appear in BSW font.

For the headline, change the font to "Roma" by moving the
pointer over it and clicking. Then press RETURN.·

Another menu opens that offers various font sizes. You can
select the large 24 point size by moving the pointer over the
"24" and clicking.

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT

BSW	10 point
University	12 point
* California	>14 point
Roma	18 point
Cory	
Dwinelle	
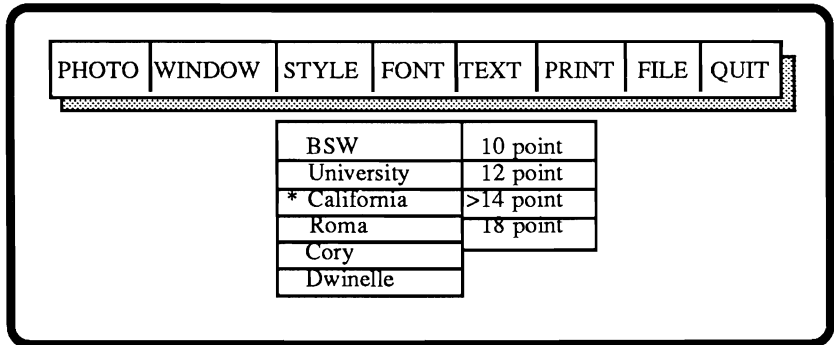
Type Styles

You can also change the style of text by selecting the "Style"
option from the menu bar. There are five style options

available: Plain, Underline, Bold, Italic and Reverse. You can select one style or a combination of the style options by clicking on them A style option inverts when it is selected. To turn off an option click on it again.

There is also a shortcut for selecting styles. Hold down the Commodore key (bottom left) and press the first letter of the style to turn it on. Press those keys again to turn it off. If you press the Commodore and "B" keys, Bold is turned on.

The heading "Personal Newsletter" uses the style options "Bold" and "Reverse." It is 24 point Roma font.

If you wanted to type in the heading, put the text entry cursor at the top of the page and type in the letters. They will appear in Bold and Reverse type. In the sample there are three spaces at the beginning, between the two words and at the end so there is a black border all around.

The rest of the text was entered using other font selections and styles. Column 1 is written in 12 point Cory font, Bold and Italic. Column 2 uses plain California font in both 24 and 6 point size.

Centering

There is also an option in the Style menu for centering text which works the same way as the other style options.

Select the Center option and press RETURN. The subsequent text you type will be centered within the column. Or you can define a range of text and then select Center.

Cut, Paste and Copy

As you enter and edit text you can define blocks that can be cut, pasted and copied. Select "Text" from the menu bar.

If you wanted to move a block of text to a different part of the page, you would select Cut. Then follow these steps:

1. Move the pointer to the beginning of the text to cut and click.

2. Hold the button down, move the pointer to the end of the text to cut and click. This defines a block, which is darkened.

3. Select "Cut" from the Text menu.

39

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 67% Free |

```
0              1              2              3
```

How to....
The Cut and Paste Letter

| The text in the right column has been selected for cutting. It will be stored as a text scrap which can be pasted elsewhere on the page. | | Like this. And if you change the text or move the picture, the text will reformat, automatically. |
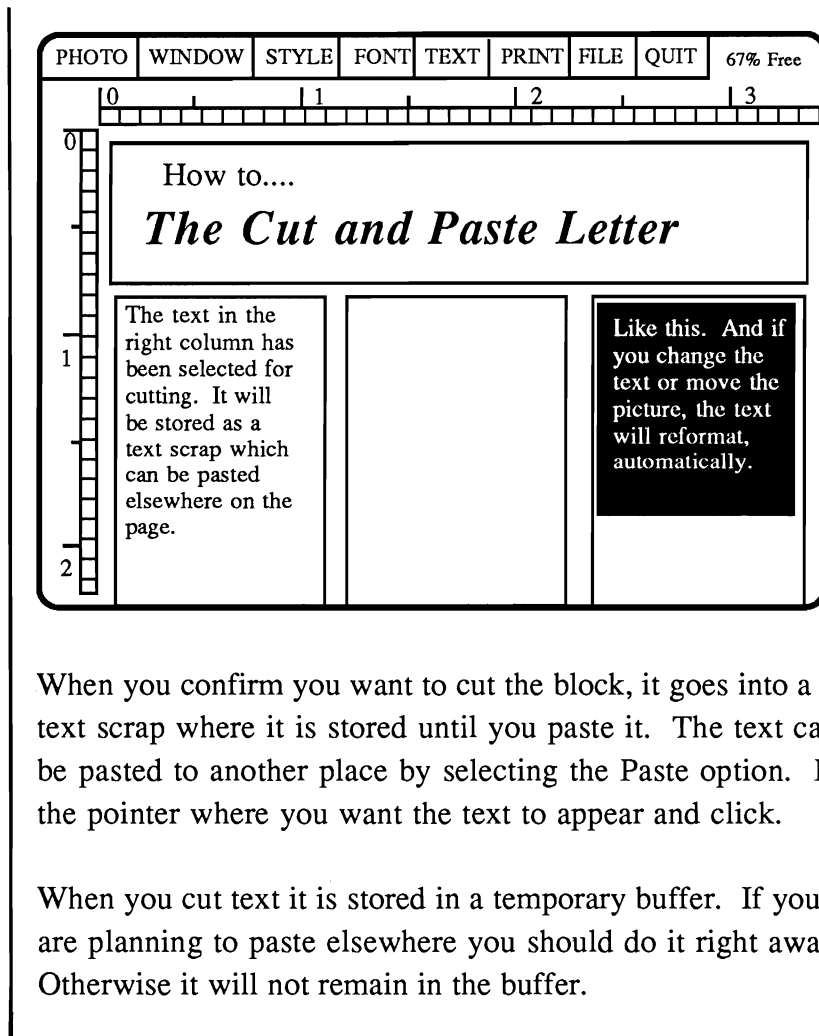
When you confirm you want to cut the block, it goes into a text scrap where it is stored until you paste it. The text can be pasted to another place by selecting the Paste option. Put the pointer where you want the text to appear and click.

When you cut text it is stored in a temporary buffer. If you are planning to paste elsewhere you should do it right away. Otherwise it will not remain in the buffer.

To copy a block of text designate a range and select "Copy" from the "Text" menu. Move the pointer to the place you want to copy it and click and a copy of the text will appear.

**Creating
Graphics**

The third step in creating a page is to place graphics on it. This is done using the "Photo" option on the menu bar.

The Photo option is like the text window. You can create a photo window, move it around, change its size or delete it, using the menu options.

Art is created either using geoPaint or by using existing pictures from clip art disks created for Personal Newsletter and Print Shop. Even photos that have been digitized with a video camera can be used.

**Scraps
and Albums**

A picture can be created using geoPaint and stored as a "Photo Scrap." Photo Scraps are moved into Photo Albums which you can insert onto a newsletter page. Although the process is discussed in detail in upcoming chapters, the following pages briefly go through the steps you take.

geoPaint

If you wanted to create pictures using geoPaint, you can load it from the GEOS desktop by double clicking on it. Then you can draw and edit using the various geoPaint tools. They are described in detail in the GEOS manual.

Photo Manager

Once you've drawn the image you want, you can create photo albums using a GEOS desk accessory called Photo Manager. These albums are stored on the data disks.

A photo album can contain up to 127 pages of graphics. You can organize albums by putting similar images together.
To put a picture into an album you must be in geoPaint with the picture on screen. Click the Edit Box and select a section containing the part of the picture you want.

Select copy from the Edit menu and the section you selected is copied into the GEOS Photo Scrap. Next it should be placed into a Photo Album.
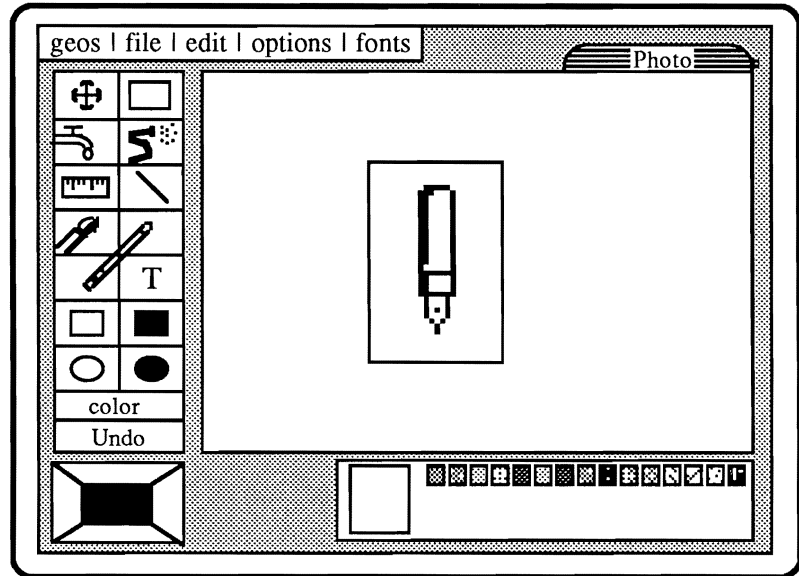
Create a
Photo Album

Select the Photo Manager from the GEOS menu. This can be done from the desktop or from geoPaint. You'll be asked if you want to Create a new album or Open an existing one. Click on the Create box and enter an album name.

The empty photo album is opened on screen and you can
paste the art you created in geoPaint into the album. Click
on the "Edit" menu selection and it provides a Cut, Copy or
Paste option. Select "Paste' and the photo that was copied
into the Photo Scrap will be pasted into the album.

geos I file I edit I options I fonts   Photo

File I Edit   Photos

1 of 5

color

Undo
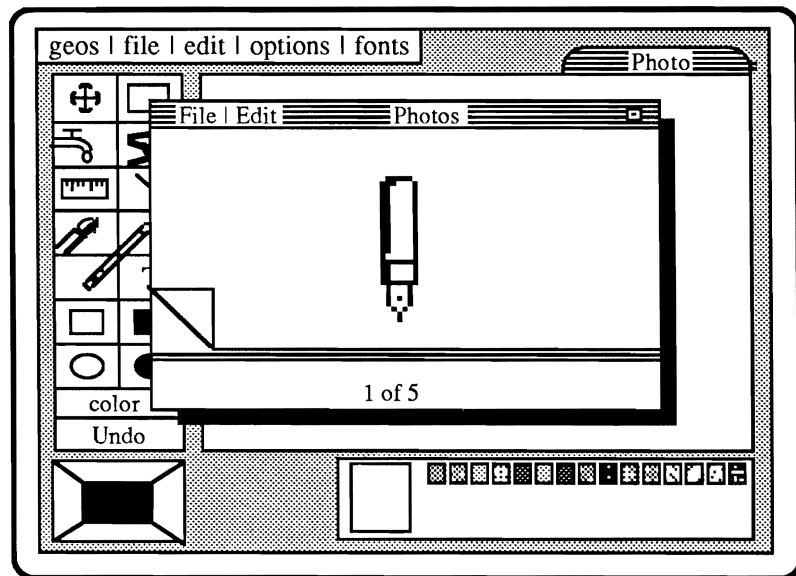
You can open as many albums as you like on data disks and
add up to 127 images to each album. These can be accessed
by Personal Newsletter and placed anywhere on a page.

Open an
Album

You can only use one photo album at a time on a page. If you have many photo albums, move the one with the pictures that will be contained on the page you are creating onto the work disk that the page is stored on.

If your pictures are spread among different albums, you can transfer them into the album on the work disk using the cut and paste features of the Photo Manager. To cut and paste pictures between albums,

1. Select Photo Manager from the geos menu on the desktop.

2. From the dialogue box, highlight the album you want to cut a photo from and click Open.

3. Pick the picture and select "Copy" from the Edit menu. Close the album by clicking in the top right corner.

4. Load the Photo Manager again and open the album you want to paste the picture into.

**Import Onto
a Page**

5. Select the Paste option from the Edit menu.

Load Personal Newsletter from the desktop by double clicking on its icon. Then load in the newsletter page you plan to put graphics into. (Select "File" and "Load" from the menu. Highlight the file name and click on "Open.")

**Add a
Picture**

Click on the "Photo" option from the menu bar and select "Create" from the sub-menu.

Creating a Photo window is like creating a text window. Move the pointer to the place where you want the top left of the photo to appear and click. Move the pointer to enlarge the window until it's the size you want and click to lock it.

When you click, the first photo in the album you selected is displayed. Another menu opens at the top of the screen which displays options to move the photo within the box or to scan through the pictures in the album.
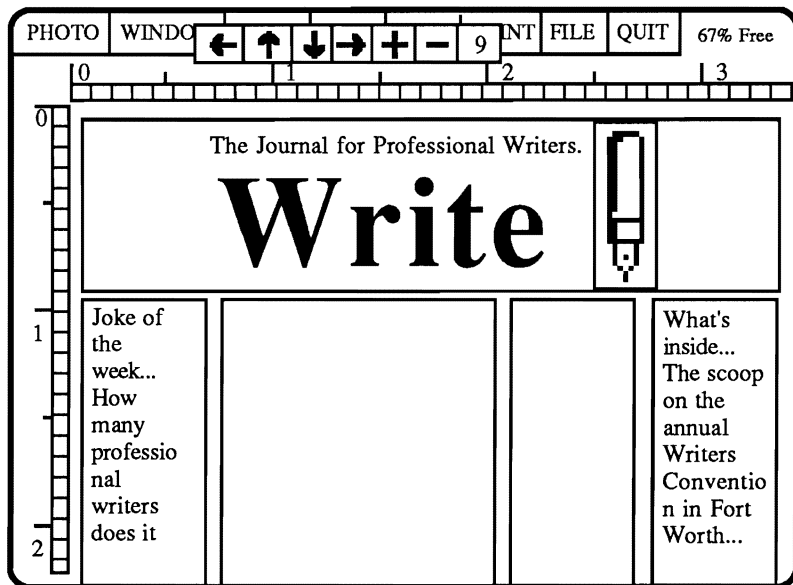
Click on the Plus (+) key to view the next picture or the Minus (-) key to view the previous one. Move the picture within the box by clicking on the four arrow keys.

The photo is locked into place when you move the pointer off the placement menu. To change the photo's position within the window or change pictures, double click on the picture and that last menu will reappear.

Preview

You can also remove, move or change the size of a photo window by clicking on "Photo" and selecting the option you want. Move the pointer to the window to change and click.

To remove a photo window click on it. It disappears. Without moving the pointer, click again to delete it.

To move it, click on it, and the pointer will go to the top left corner. Move the pointer to the new position and click again.

To change the size of a window, click on it and the pointer will go to the bottom right corner. Move the pointer to enlarge or reduce the size of the window and click to lock it.

When you have finished writing the newsletter text and adding graphics,you may want to preview what the newsletter will look like before actually printing it.

Click on the "File" option and select "Preview" from the menu. A reduced picture of the full page is shown. You can see the overall look in case you want to make adjustments.

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 100% Free |
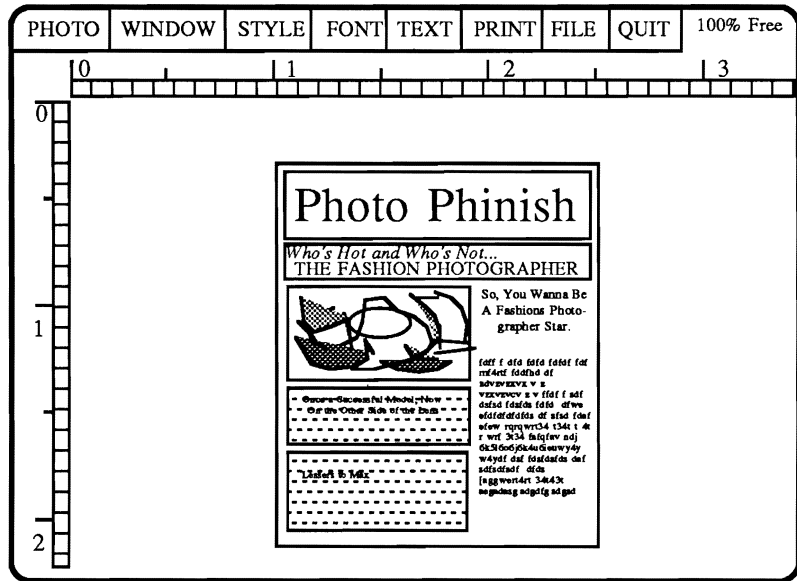
Save

When you create a page, you can save it for future use. It is strongly advised that you save the page as you are creating it in case a power outage causes the computer to lose the file in memory.

To save, click on "File" and select the "Save" option. Enter a file name. The name can be up to 16 characters as long as it starts with a letter. Enter the name and press RETURN.

Print

If you have saved a page earlier and are updating it, the file name will be displayed. By pressing RETURN, you will replace the original file with the current page. If you want to keep the old page and create another file with the current page, change the file name by backspacing over it.

When you have finished creating the newsletter page, you can print it by selecting the "Print" option from the menu bar. You'll be asked to confirm that you want to print by clicking on the "OK" box or you can cancel the printing. Be sure your printer is hooked up and ready to go before proceeding.

If you have problems with your printer, refer to the chapter on "Printing and Saving" or the printer section in the Appendix.

Quit

When finished, you can go back to the desktop by clicking on the "Quit" option. You'll be asked to confirm you want to quit by clicking "OK." Save your page before quitting.

Chapter 4:
Creating A Layout

The first step in creating a newsletter is to design your layout. In the last chapter we looked at the layout design for FORM.

FORM's layout consisted of a heading and three columns. In the program, we represent these columns as windows.

As your newsletter designs become a little more interesting, and more complex, it's a good idea to work out your design first, then enter in the text and graphics to fit the design.

Windows

If you do a newsletter regularly, you might already have a design which simply needs to be transferred to a Personal Newsletter template that you'll use over and over.

If you are starting with a new idea, you might have a picture in your mind of how the page will be designed.

This chapter shows how to first set up all the windows that will give your page the "look" you want. It's a good idea to have the Personal Newsletter program loaded with a blank page to follow this chapter. (Use the "New" option in the "File" menu to clear a page.)

You create the layout using the Window and Photo options on the menu.

You can type right on a newsletter page without creating any windows, but the best approach to page layout is to put windows on the page to represent columns and areas for text. When you type in and edit text, it will automatically format and word wrap within the area of the window.

Move the pointer over the "Window" option on the menu bar and click. This sub-menu will appear:

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT

CREATE	REMOVE	MOVE	CHANGE SIZE	CANCEL
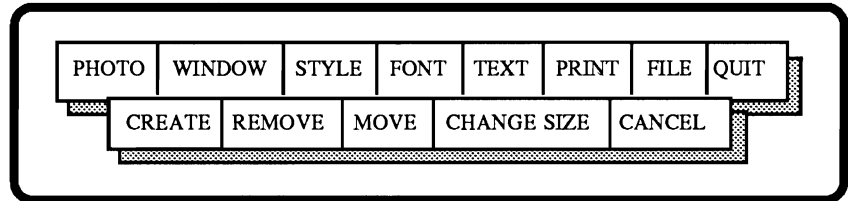
Select "Create" from the menu by clicking on it. Move the
pointer to a place on screen where you would like the top left
corner of the window to appear and click once.

Then you can stretch the window to the size you want, using
the joystick or the mouse to move the pointer. When it's the
size you want, click and it will lock into place.

As you can see there are rulers on the left and at the top of
the page. They are used to measure the windows you create.
As you move across or down the page, the rulers will
change, indicating where you are on the page.

Instead of simply designating that a newsletter will have two
or three or more columns, this allows you to design a layout
that has more flexibility, with more columns in any shape you
want.

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 97% Free |
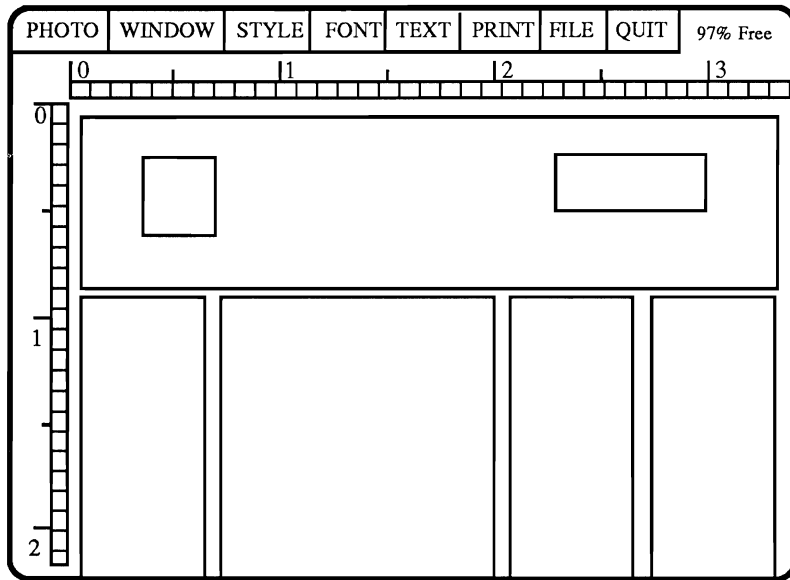
Preview

You can set up your columns by putting windows side by side. Photo windows can be inside text windows when you want to wrap text around a picture.

You can see how the layout looks as you go along by selecting the Preview feature. First select the "File" option from the menu bar, then click on "Preview."

A reduced view of the whole page is displayed on screen. This will give you an idea of the overall look of the page so you can make adjustments as you continue your design.

You can also print out a partially completed page to see how it looks. Click the "Print" option on the menu bar and confirm you want to print it by clicking on the "OK" button. Be sure your printer is hooked up and ready to go. If you have any problems printing, read the chapter on "Printing" or refer to the printer section in the Appendix or read the printer sections in the GEOS manual.

Change Size

Once you've created a few windows, you might look over your design and decide there won't be enough room for a certain picture you have in mind or that a wider column will be needed for text.

You can change the size of any window by selecting the "Window" option and "Change Size." Move the pointer over the window to change and click. Then move the pointer to make the window the size you want. Click the mouse or joystick button to "freeze" the window.

55

Remove

A window can easily be deleted. First select "Window" and the "Remove" option. Move the pointer to the window that you want to delete and click on it. The window disappears. To delete it, click again (without moving the pointer) and it will be removed permanently.

Move

A window can also be moved to a different place on the page. First select "Window" and the "Move" option. Move the pointer to the window and click on it. You can tell it is selected because the lines around the box become bold. Then move the pointer to the place you want the window to appear. When you click again, the window will be locked into the new position.

Graphics

In the previous chapter the "Photo Album" was covered. This is a folder where you can store up to 127 pages of graphics called "Scraps" that you can create using geoPaint.

Personal Newsletter can display photos stored in albums which you can select and insert onto the newsletter page.

Creating graphics will be covered in Chapter 6. But you need to know how to access the photos when you create photo windows in the next section. For this example we will use an existing photo album that is on the Work Disk.

Photo Manager

Photo albums can be created using a GEOS desk accessory called Photo Manager. Albums are stored on work disks.

To access the Photo Manager, exit Personal Newsletter by selecting "Quit" from the menu and go back to the desktop.

If you were using the "FORM" sample or had created a new one, you'll be asked to confirm that you want to return to the desktop. If you haven't saved changes you made, this is an opportunity to cancel and go back to save changes. Select the "Save"option and either indicate a file name or save under the existing name. Then you'll be back on the desktop.

Open an Album

When you plan to add graphics to a newsletter page, you need to be sure a particular album is installed on your work disk first. For example, there is an album on the Personal

57

Newsletter Work Disk called "Personal." If it's not there you can copy it from the Personal Newsletter master using the desktop file copy option.

You can also look at the contents of a photo album at any time. If you are on the desktop, and the work disk is in the drive, click on the disk icon and the Photo Album icon should be on one of the pages.

Click on the geos menu and select the "Photo Manager" desk accessory. Then click on the "Open" box and the names of all the albums on the current disk will be displayed. Highlight the one you want to access and click "Open."
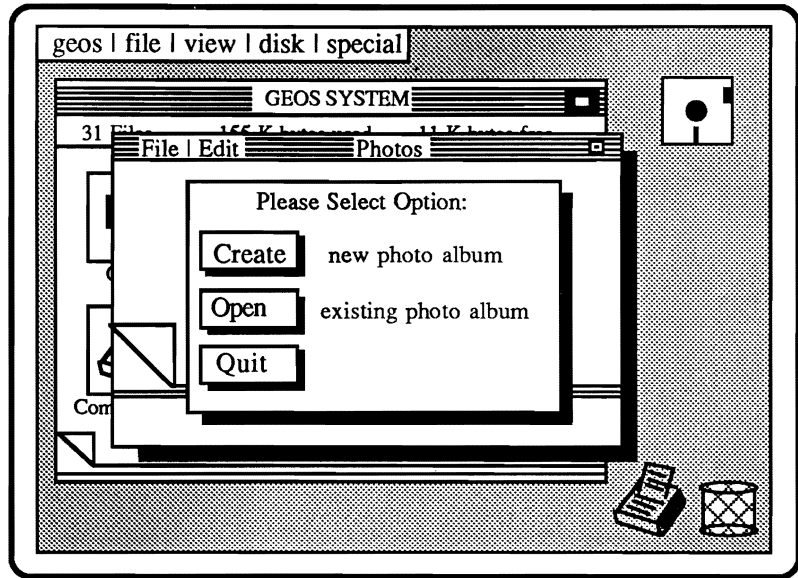
The first picture is displayed. The bottom of the screen
indicates how many pictures are in the album. Display the
next one by clicking on the left bottom corner where it's
folded over. When you are finished looking at the pictures,
click on the close box on the top right corner.

You can only have one photo album on a work disk at once.
Those photos will appear in a Photo Window on your page.

59

Import Onto a Page

Load Personal Newsletter from the desktop by double clicking on its icon. Then load the page you plan to put graphics into such as "FORM." (Select "File" and "Load" from the menu. Highlight FORM and click on "Open.")

Now when you create a Photo Window, the pictures in the "Personal" photo album will be displayed.

Photo Windows

You create windows for photos that will appear in your newsletter in the same way that you create text windows

Move the pointer to "Photo" in the menu bar and click. Select "Create" from the "Photo" menu by clicking on it. Then, like creating a text window, move the pointer to a place on screen where you want the top left corner of the photo window to appear and click once.

Stretch the window, by moving the pointer. When it's the size you want, click to lock it into place.

(Don't move the pointer yet. A menu opens at the top with positioning arrows and the pointer will appear in the menu.)

When you lock in the photo window, the first picture in the photo album that you selected will be displayed.

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 67% Free |

```
 0            1            2            3
```

We've Had Eno

Fox and Dog Just Plain Tired
Of Tedious Typing Test !!

The quick brown fox jumped over the dog. The quick brown fox jumped over the dog again. And the quick brown fox jumped over the dog yet again.

stupid. I don't want to go through life jumping over you. What's the point! This whole exercise who dreamed up by some crazy typing teacher. Instead of

Another menu is displayed which gives you the ability the move the picture around or move to another picture.

Click on the arrow keys to move the picture within the window. Click on the plus symbol to move forward to another picture, or the minus symbol to move back. The picture's number is shown at the right side of the menu. If you hold the button down on the Plus or Minus   the program will scan quickly through the numbers so you can jump to a particular picture.

When you have selected a photo and positioned it in the window, move the cursor off the menu and the picture is set.

You can set up photo windows anywhere on the page. You can also cause text to wrap around a picture by placing the photo window in the text where you want it to wrap.

If there is already text there, it will wrap around the picture automatically. Or, if you enter text later, it will wrap as well. If you edit or change the text, it will automatically readjust around the picture.

**Change
Photo Size**

If there isn't enough room for the picture, you can change the size of the window by selecting the "Photo" option and

"Change Size." Like text windows, move the pointer over the window to change and click. Move the pointer to make the window the size you want. Click to "freeze" the window.

You can readjust the position of the photo by clicking on it. The adjust menu will appear at the top.

**Remove
Photo**

A window can easily be deleted. Select "Photo" and the "Remove" option. Click on the window to delete. It will disappear. Click again to remove it permanently.

Move Photo

A photo window can also be moved to a different place on the page. First select "Photo" and the "Move" option. Move the pointer to the window and click on it. Then move the pointer to the place you want the window to appear. When you click again, the window will be locked into the new position.

Saving

When you've finished the layout, you can save it, even though you haven't put all the text in yet.

Save as you go along in case something happens to interrupt the power to the computer.

Click on the File menu and select "Save." A dialogue box prompts for a file name. Enter a name up to 16 characters long and press RETURN. If you have been using an existing page file, its name is displayed and you can press RETURN.

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 67% Free |

```
0              1              2              3
```

How   tter

The

ENTER FILE NAME:

Sample1

The text
right col
been sele
cutting.
be stored
text scrap
can be pasted
elsewhere on the
page.

Cancel

Like this. And if
you change the
text or move the
picture, the text
will reformat,
automatically.
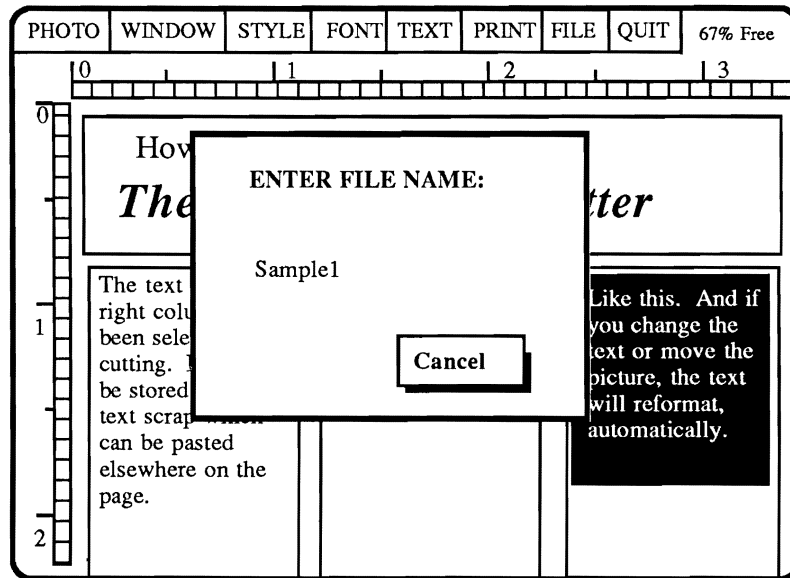
Templates

If you intend to use the same layout for your page each time, save a "generic" copy of the layout. This might include the banner or title at the top and anything else that is the same from issue to issue. Saved it as "News.Temp" for example.

**Design a
Newsletter**

Each time you use "News.Temp," load it from disk, using the
File menu. Then, after you enter in the current newletter
information, instead of resaving it as "News.Temp" save it
with a different file name, like "June1.News."

An important consideration is the "direction" of your
newsletter. Is the newsletter being created to address
business issues, educational or leisure activities.

To get ideas, look at newsletters that appeal to you and that
you think get their message across effectively. The main
purpose is to communicate your message or idea while
making the newsletter aesthetically pleasing. Model your
design on newsletters that exhibit both these qualities.

**Layout
the Page**

Once you have a design that appeals to you, use this section
to try it out and experiment with modifications.

Try the design out on different people. Often other people
have some great ideas on improving a draft design.

65

A slick headline or graphic is a good attention getter. People like pictures. A nice looking picture will draw their attention and make them want to see what your newsletter is about.

You have probably achieved a good design if the layout appeals to you and your "critics." There are a couple of hints you should keep in mind for newsletters.

Try not to use a lot of columns. For example, the FORM newsletter uses three columns. Generally, using more than three columns makes the newsletter appear cluttered.

The same is true for pictures and graphics. Pictures and graphics are effective for grabbing the attention of readers but too many pictures will make reading the newsletter (which is the main purpose) a chore.

Chapter 5:
Creating Text

Entering text into Personal Newsletter is a simple process, but there are a number of editing and style options available that can embellish your documents.

Entering text is usually the second step in creating a newsletter, after you have designed a general layout.

To illustrate the text editing and style features of Personal Newsletter it may help to load a file that contains a block of text.

Click on the File menu and select Load. A list of file names is displayed. Move the pointer over "Text" and select it. Then click on Open. A short story will appear on screen.

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 67% Free |

0   1   2   3

We've Had Eno

Fox and Dog Just Plain Tired
Of Tedious Typing Test !!

| The quick brown fox jumped over the dog. The quick brown fox jumped over the dog again. And the quick brown fox jumped over the dog yet again. | stupid. I don't want to go through life jumping over you. What's the point! This whole exercise who dreamed up by some crazy typing teacher. Instead of |

Entering Text

You can enter text in any window by pressing the keys. Select a window by moving the pointer to the window and clicking. If you continue to move the pointer down the page it will display more of the existing text and a blank window.

Text Edit

Personal Newsletter works like a word processor. Type in text at the cursor. When the cursor reaches the end of a line in the column it will go to the next line. If a word is too long to fit at the end of a line, it "wraps" around to the next line.

If you make a mistake, you can backspace over a letter or word using the delete key (top, right corner of the keyboard).

To edit text anywhere on a page simply move the pointer to the word and click. The cursor will flash at the edit point and you can add text or delete.

The program uses a style called BSW font but it can be changed to other fonts, which is explained in this chapter.

Insert

The program is always in insert mode. That means if you type text in the middle of a sentence, all text after it will be pushed forward so the new text can be inserted.

Moving Around

Use your mouse or joystick to move the pointer around the screen. When you get to the place you want to be, click on the button to bring the cursor to where the pointer is.

Cut, Copy, Paste

Another feature of Personal Newsletter is the ability to cut, copy and paste text in blocks. The program creates a "scrap" where it stores text that can be pasted elsewhere on a page.

To use the Text option, you need to define the range of text first. Move the pointer to the left of the first character in the block of text to define and click to bring the cursor there.

Hold down the button and move the pointer to the last character in the range. The text you have selected inverses.

Click on the Text menu. You'll see three options: Cut, Copy, and Paste.

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT
	CUT	PASTE	COPY	CANCEL			
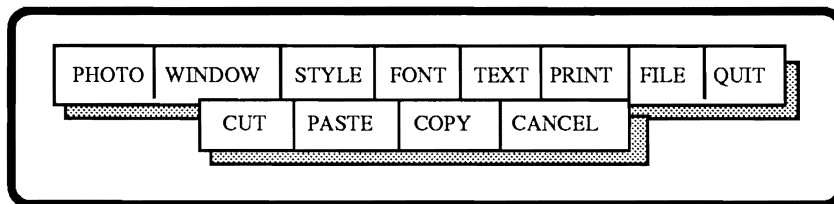
Cut

First try cutting some text and pasting it elsewhere. Move the pointer to the beginning of the text in the first column,

"The quick.." Click on the left of the T and hold the button down. Move the pointer down to the end of line four, after "jumped." The block will be highlighted.

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT	67% Free

```
|0          |1          |2          |3
```

We've Had Eno

Fox and Dog Just Plain Tired
Of Tedious Typing Test !!

The quick brown fox jumped over the dog. The quick brown fox jumped over the dog again. And the quick brown fox

stupid. I don't want to go through life jumping over you. What's the point! This whole exercise who dreamed up by some crazy typing teacher. Instead of

Select the Cut option from the Text menu by clicking on it. The text will disappear from the window but it is actually stored as a text scrap.

Paste

The text scrap can be pasted elsewhere on the page.

Click on the Text menu option again and select Paste. It will darken, indicating that there is text available for pasting. (If you didn't cut some text, paste wouldn't be activated.)

Move the pointer to the place where you want to put the text and click. After a moment the text will appear at that point.

If you select cut again and copy text into a scrap, the previous text stored there will be erased. The text scrap only holds one block of text at once.

Copy

If you want to leave a range of text intact but put a copy of it elsewhere on the page, use the Copy option. First, define the range by clicking at the first character to copy, hold down the button, and move to the last character.

Select Copy from the Text menu. It will darken, indicating that you have selected some text. Then move the pointer to the place in the text where you want to copy it and click.

Style

Another feature of Personal Newsletter is the ability to change the style of the text. The style options available are bold, underline, italics and reverse.

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT
Plain	Underline	**Bold**	*Italic*	Reverse	Center		
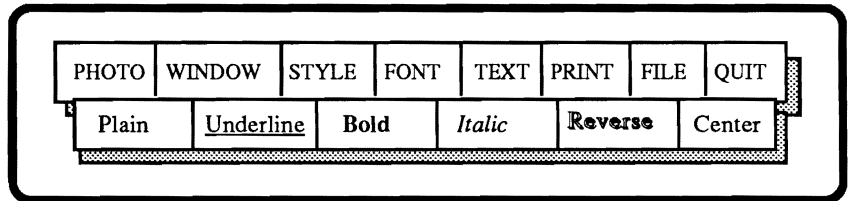
To change the style of text select "Style" from the menu and click on the one you want. It will be highlighted. You can select combinations such as bold, italic and reverse and all will be highlighted in the menu. Click on a highlighted option to deselect it. Choosing "Plain" turns off all the other styles.

Remember there is also a shortcut for selecting styles. Hold down the Commodore key (bottom left) and press the first letter of the style to turn it on. Press those keys again to turn it off. So if you press the Commodore key and "I" keys, Italic is turned on.

You can either select the styles before or after you type in text. If you set the style to bold, all subsequent text that you type will appear bold until you change the style.

73

Later, if you want to highlight certain words or sentences in bold you can change the style of existing text. You have to define the range of text and then select the style options.

Put the pointer at the beginning of the text to change and click so it flashes there. Hold down the mouse or joystick button and move the pointer to the end of the text. It is highlighted.

Then choose the style from the menu as you normally would and the range of text will change to reflect it.

Centering

There is also an option in the Style menu for centering text which works the same way as the other style options.

Select the Center option (or press the Commodore and "C" keys) and press RETURN. The subsequent text you type will be centered within the column. Or you can define a range of text and then select Center.
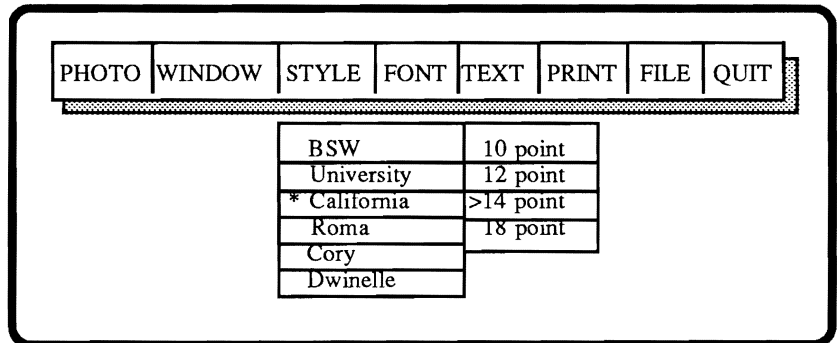
Change Fonts

When Personal Newsletter loads it uses the system font called BSW. A font is the design of the text. There are

many fonts available in printing as you can see by looking at magazines. Fonts have names like "California" or "Roma."

GEOS comes with different fonts so you can change them in a newsletter. You may have seen the font icons on the disk. These have to be on your Personal Newsletter work disk.

Click on the Font menu option and the various fonts will be shown. The number of fonts displayed depends on how many font icons you have on your Personal Newsletter work disk.

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT

BSW	10 point
University	12 point
* California	>14 point
Roma	18 point
Cory	
Dwinelle	

These fonts come with the GEOS System disk and can be moved to the newsletter work disk. Setting up work disks was explained in the Getting Started chapter.

75

There is an asterisk next to the first font -- BSW -- which indicates that font is selected and whatever you type will be in that font.

Move the pointer down the menu to pick another font. When you click on one, another menu opens that provides various font sizes, which are measured in points. Some fonts have more sizes available. For example:

BSW (system font)	9 point
University	6, 10, 12, 14, 18, 24 point
California	10, 12, 14, 18 point
Roma	9, 12, 18, 24 point
Cory	12, 24 point
Dwinelle	18 point

If you select California 14 point, that font will appear when you type, after you press RETURN. If you click on the Font menu again you'll see an asterisk next to the font selected. You can use various fonts in a newsletter. However you need to change to the font when you are ready to start typing.

When creating a page, it's a good idea to pick a bigger font size and write the headline. You might pick University 18 or 24 point.

Then, when you begin typing the main text, you should select a standard font and size like BSW, 9 point.

You should really avoid mixing a lot of fonts on a page, for two reasons. One reason is that fonts are memory hungry and they will use up all the available memory before you finish the page. But the second reason is because a mixture of fonts usually looks unprofessional. The page gets hard to read and confusing.

Making Adjustments

If text doesn't fit into a window, you can usually make an adjustment to the window size and the text will reformat to fit.

To adjust the size, click on "Window" and "Change Size." Then move to the window to change and click on it. Stretch or shrink the window to the size you want and click again to lock it. The text will reformat automatically.

Wrap Text Around Photos

You can also get text to automatically wrap around a picture in your newsletter. The process of bringing graphics into your page will be covered in the next chapter.

Briefly, the way it works is that you open up a Photo window and place it in the text where you want a photo to appear. The text will wrap around the photo when it's inserted. And if you move the Photo window, the text will reformat automatically.

Preview

You can see a preview of the page at anytime during the process of laying out a page or entering text. Click on "File" and select "Preview." A reduced facsimile of the whole page appears on screen.

Printing

You don't have to wait until you finish a newsletter page to print it. At some point you should print a copy to see how it's going to look.
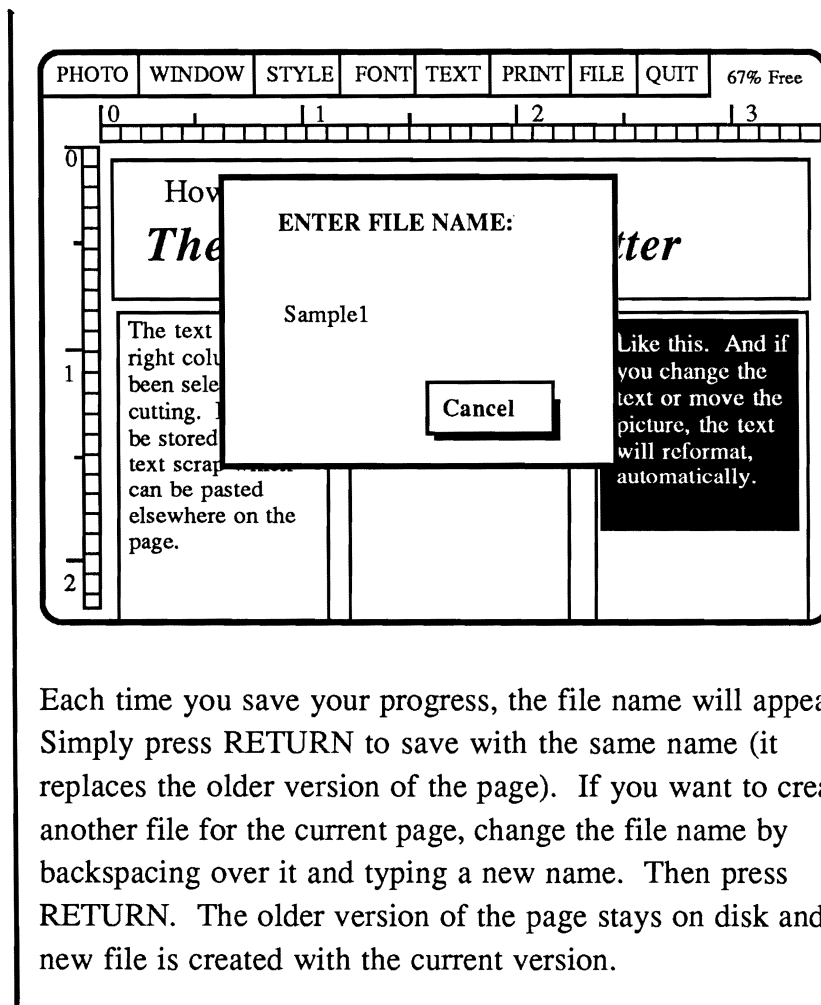
Click on the "Print" menu and confirm that you want to proceed by clicking the OK button. Be sure your printer is hooked up properly and has paper loaded.

If you printer doesn't respond, be sure the cables are hooked up correctly, that the "select" light is on, and that you have the right printer driver icon on the disk.

If you have questions, refer to the chapter about printing as well as the information provided in the GEOS manual. If your printer works with the GEOS system, it should work with Personal Newsletter.

Saving

You should never wait until you've finished a newsletter page to save it. The file should be saved at least once every hour in case the power is interrupted and the page you are working on is lost.

Save a page by clicking on "File" and selecting "Save." The first time you save, enter a file name (up to 16 characters) and press RETURN.

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 67% Free |

```
0            1          2          3

Hov
The                    tter

The text          ENTER FILE NAME:      Like this.  And if
right colu                             you change the
been sele         Sample1              text or move the
cutting.                               picture, the text
be stored                              will reformat,
text scrap        Cancel               automatically.
can be pasted
elsewhere on the
page.
```

Each time you save your progress, the file name will appear.
Simply press RETURN to save with the same name (it
replaces the older version of the page). If you want to create
another file for the current page, change the file name by
backspacing over it and typing a new name. Then press
RETURN. The older version of the page stays on disk and a
new file is created with the current version.

New Page

When you have finished a page and saved it, you can clear out the screen by clicking on "File" and selecting "New." You'll be prompted to confirm that you want to "Clear This Page?" by clicking OK. This means erase the page from the screen -- not the disk.

In a few moments, you'll have a clean page to start the next newsletter page.

Those are all the features available for entering text into your newsletter or document.

The next chapter is devoted to creating graphics and how to merge the two. If you have questions about entering text or need more information, refer to the sample newsletter in the upcoming chapter.

Chapter 6:
Creating Graphics

The other half of creating a great looking document is the ability to merge in graphics.

With Personal Newsletter, you can create original artwork with geoPaint or use the clip art disk provided with the Personal Newsletter. You can also get additional Personal Newsletter Clip Art disks from your dealer or use clip art from Print Shop. You can even use digitized images created by video cameras.

This chapter will begin with the process of creating Photo windows on a page in Personal Newsletter. You will see how a photo album is used and how the pictures are put into the window.

Then the chapter will review how to create more art using geoPaint. And how to use the Photo Manager to create more Photo Albums. If you are familiar with these two GEOS applications, you can skip this section.

Finally, this chapter will describe how to import graphics from other clip art disks like Print Shop.

Photo Album

The Photo Album that comes with the Personal Newsletter disk contains a number of clip art pictures. You can put these directly into a newsletter page or move them into geoPaint and customize them.

This album is called "Personal" and should be installed on the work disk. From the desktop, insert the Personal Newsletter work disk and make sure the icon called "Personal" is on it. If it isn't go back to the Personal Newsletter master and transfer it to the work disk.
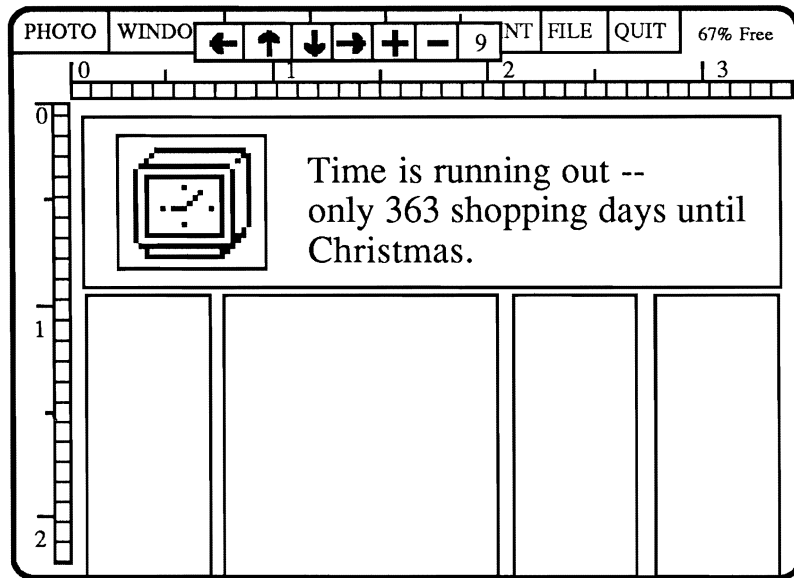
Photo Windows

Next, load Personal Newsletter. When the page appears with the menu at the top, click on the "Photo" option.

The photo window is similar to a text window except it will accommodate a picture. Select "Create" and move the pointer to the place on screen where you want the picture to appear.

Click once to lock the left corner and then stretch the window to the size of the picture you'll be inserting. (If you make a box the wrong size it can be changed later.) Then click again to lock the window size.

Whenever you create a Photo window the art in the "Personal" album (or whichever album is on the work disk) will be displayed, one at a time.

| PHOTO | WINDO | ← | ↑ | ↓ | → | + | − | 9 | NT | FILE | QUIT | 67% Free |

```
0                    1                    2                    3
```

Time is running out --
only 363 shopping days until
Christmas.

The first picture is displayed and a new menu opens at
the top. The arrows allow you to move the picture within
the frame, to better center or crop it.

If you click on plus and minus, the next or previous
pictures in the album are displayed in the window. Each
picture is numbered and a print out is included with the
Personal Newsletter package.

If you hold down the button on the plus or minus sign, you can quickly go to a specific picture. Refer to the clip art book to choose the photo you want and note its number.

The picture number is displayed to the right of the menu. These change rapidly when you hold the button down, so you can get to the picture you want quickly.

Text Wrap

You can open up a total of twenty windows on a page and they can be placed anywhere.

If you put a Photo Window in the middle of some text, the text will automatically wrap around the picture. If you move the Photo Window, the text will reformat again.

If you want to break up a long section of text, open a Photo Window and place it in the text. Select the photo and crop it using the arrows at the top. Hold down the button on the up/down arrows to move the picture faster.

geoPaint

If you want to create your own graphics or touch up existing ones, use the geoPaint program that comes with the GEOS disk.

The art you create can be stored in the Personal Newsletter photo albums or you can create new albums.

Detailed instructions for using geoPaint are included with the GEOS system manual. If you are not familiar with the program, you should review those instructions.

The next few pages review some of the program's highlights for you.

When you load geoPaint, you'll first be asked if you want to create a new document or open an existing one.

If you select "Create" you'll be prompted to enter a name (up to 16 characters) and press RETURN.

If you select "Open" a list of existing file names will be displayed. Highlight one and click on "Open."

When geoPaint opens the screen should look like this:
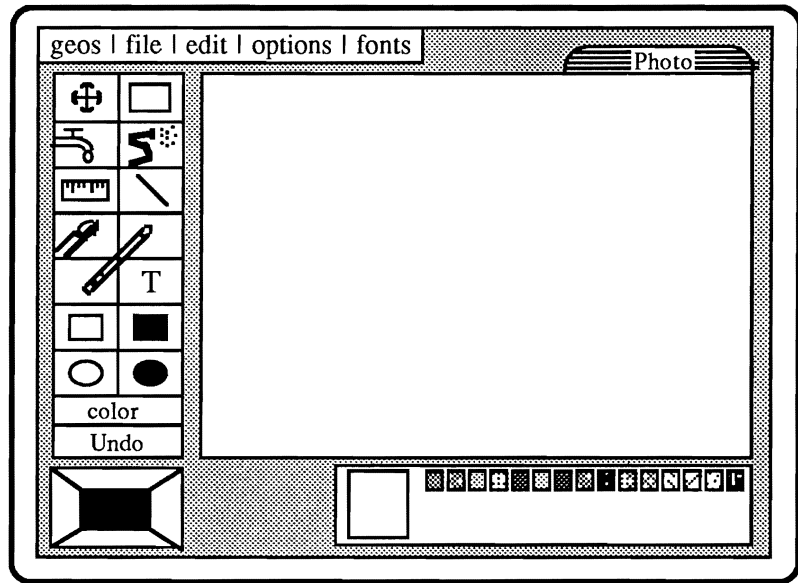
The center of the screen is the drawing area. On the left side
are drawing tools. At the bottom are colors for drawing.
Personal Newsletter doesn't use color so you can switch it
off by clicking on "Options" and selecting "Color off."

The bottom will change to show various options according to
the tool you are using. For example, when drawing a
rectangle, it provides the measurements.

Arrows

This is a brief rundown of the drawing tools:

When you load the program the left quarter of the page is displayed. The arrows are used to move around the page so you can work on different areas.
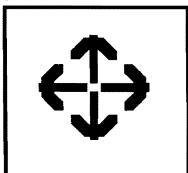
The position of the screen on the page is shown at the bottom.

Drawing Lines

Click on the line tool. Move the pointer to the place you want the line to begin and click. Move the cursor to draw the line and click again when complete.

Pencil

Free hand lines can be drawn using the pencil.

Brush

The paint brush is used for free hand drawing of lines in various sizes and shapes.

Brush Size

Click on the "Options" menu and select "Change Brush" from the menu. Then choose a shape and thickness by moving around the box at the bottom of the screen. Click on the style you want.

Circles

To draw an circle, select the circle tool and move the pointer to the place where you want the center to be.
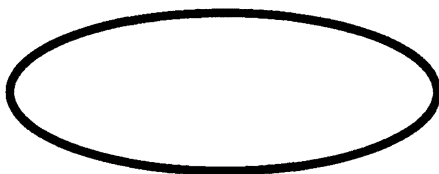
Then move the pointer to stretch the circle to the size you want it.and click to lock it. You can also draw a filled circle using the other circle tool.

Rectangles

Click on the rectangle and place the pointer where you want the rectangle to begin.

Move the pointer to stretch the rectangle into the size and shape you want it and click to lock it.

Text

Text can be entered in geoPaint, however it's not the same as text in Personal Newsletter. On a Personal Newsletter page text can be changed, edited and reformatted. Here, text is treated like a graphic. Text created here should be used to add to a picture, not as normal text in a newsletter.

Select the Text tool by pressing the "T." Then designate a rectangular area by clicking on screen and moving the pointer. When the rectangle is large enough to accommodate the text, click again. The pointer turns to an I beam, indicating that you can type.

ABCDEF

If you make a mistake when you are typing, press the delete key to backspace over the letters. Once you click the button again, text becomes a graphic which you can't backspace over.

Text Style

At the bottom of the screen you can pick the style of text you want -- bold, italic, underline, outline, reverse -- by clicking in the boxes.

Fonts

Fonts can be changed as well. Pull down the "Font" menu and pick from the ones in the system. Then select the point size. This is the same process as selecting fonts on a Personal Newsletter page.
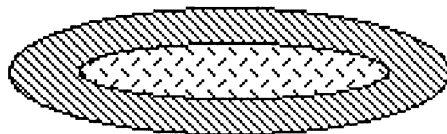
You can also copy a block of text or cut and paste it, using the menu option.

93

Measure

Select the ruler to measure the length of a graphic. Click at the beginning and stretch the length of the object.

Fill

Fill any enclosed area by selecting the Faucet and clicking on the area. It will fill in with black but you can change that to other patterns (see below).
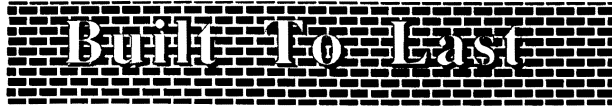
Spray

Spray gives an effect of dots instead of solid fill. The default is black but other patterns can be used.

Patterns

You can paint, spray or fill an area with one of the 32 patterns available.

Click on the box at the bottom left corner to display the patterns and click on one to choose it. When you use the brush, spray paint or fill, the pattern will be used.

Erase

The other end of the pencil is an eraser. Select this and move the square to the screen. If you click once, the square turns red and will erase when you move the square. To stop erasing and move to another position, click again and the square turns blue. Click again to turn the eraser on again.

Editing Graphics

A rectangular area can be moved, copied, inverted, cleared, rotated or flipped. Choose the Edit box.

Move the pointer to the top left corner of the area you are going to define with a rectangle and click. Then stretch the rectangle to size and click again. The menu at the bottom provides the editing options.

95

Edit Mode	■ Move	□ Copy
□ Mirror X	□ Invert	□ Clear
□ Mirror Y	□ Rotate	
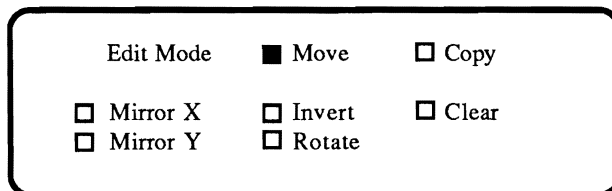
Undo

If you change your mind you can undo the last thing you did. "Undo" will undo only the last action. If you fill an area with a texture you don't like, press undo right away to remove it.

Pixel Edit

The Pixel Edit tool under the Option menu can help you fine tune a graphic and touch up work. It magnifies an area of the drawing so you can make changes one pixel at a time.
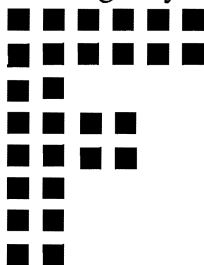
A box is displayed over a part of the graphic which is the area that is blown up. This can be moved to an area to edit using the pointer. To go back to the standard drawing size, click on the Option menu and select "Normal Edit."

This is a quick overview of using geoPaint. There are more details and shortcuts that can be learned by reading the GEOS system manual.

**Moving
Graphics
to Albums**

When you finish creating a graphic, move it to a photo album so it can be used in Personal Newsletter.

1. Select the Edit box from the tools. Click at the top left corner of the picture and stretch the dotted line around it. You can grab a whole picture or use the rectangle to crop the part you want. Click once to freeze the rectangle.

2. Select the Edit menu at the top of the screen and choose the Copy option to copy the picture into a scrap file.

3. Click the geos menu and select "Photo Manager." You'll be asked if you want to open an album or create a new one. Existing album names are displayed. If the "Personal" album is on the work disk, it is displayed here. Click on the name and on the Open button and the first picture in the album is displayed.

4. The album has a small menu bar on it. Click on "Edit"
    and select "Paste." The photo scrap that you took from
    geoPaint will be pasted into your Photo Album and be
    accessible when you create a photo window.
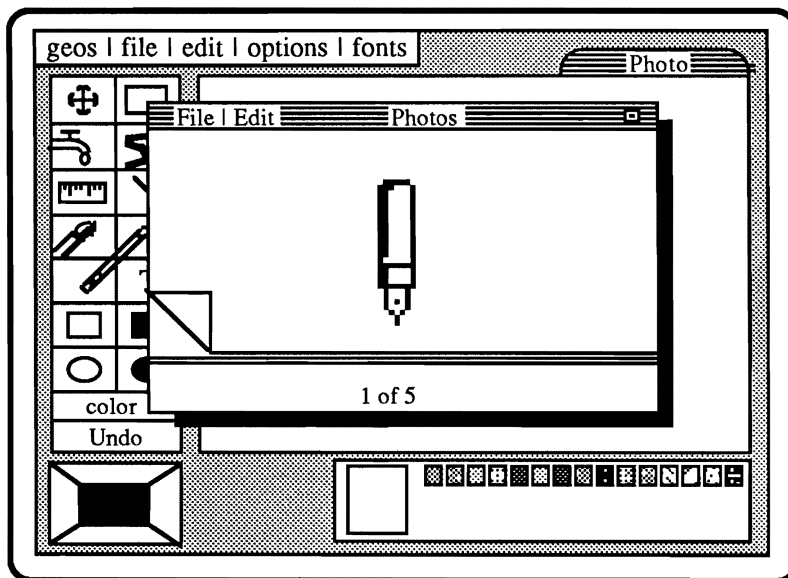
**Using Photo
Albums**

A Photo Album can have up to 127 pages of pictures. And
you can create as many albums as you want. But you should

use care in organizing pictures so it's less work to get them onto a newsletter page.

When you create a photo window, Personal Newsletter looks for the first album on the work disk. More than one album per disk is not recommended.

There are two approaches to handling pictures. You can put all pictures you create into the same album. When you create a window you can scan through and pick the picture you want by number.

Or you can put pictures into various albums. When you need to use one, put the album on the work disk for the page you are creating.

A newsletter page doesn't actually store pictures. It goes out and gets them from the photo album when it needs them for display or printing. This saves disk and computer memory space.

It means that you have to keep the photo album and the newsletter page together on the same work disk.

It also means that if you add pictures to the beginning of an album it will change the order of the existing ones so a different picture may appear in a newsletter. This is unusual since an album that was used with a page normally remains unchanged on the work disk. New pictures are usually added to a master photo album which is copied to a work disk when a new page is created.

Importing Graphics

Personal Newsletter will also allow you to import graphics that were created by other programs.

There are three utility programs on the Personal Newsletter disk that are used for importing or converting existing art: "Import," "Scrapper" and "Convert."

Each has a different function. Refer to the chapter called File Management for instructions.

Chapter 7:
Printing

The best part of creating a newsletter is the moment when
the first copy comes off the press, or, in this case, the printer.

Printing Personal Newsletter pages is just like printing
documents created by GEOS programs like geoWrite and
geoPaint. If your printer is configured and working for GEOS,
you won't need to make any adjustments for Personal
Newsletter.

101

Printer
Drivers

Like GEOS programs, you'll need to have a printer driver on the work disk. GEOS comes with many drivers. You should keep only the driver that your printer needs on the disk.

There are many combinations of printers and printer interfaces available for the Commodore. If your printer is not named, it probably works like some other printer listed.

There is a Printer section in the Appendix that provides more detail. Refer to the GEOS manual for a list of printers and interfaces. It also provides information on switch settings.
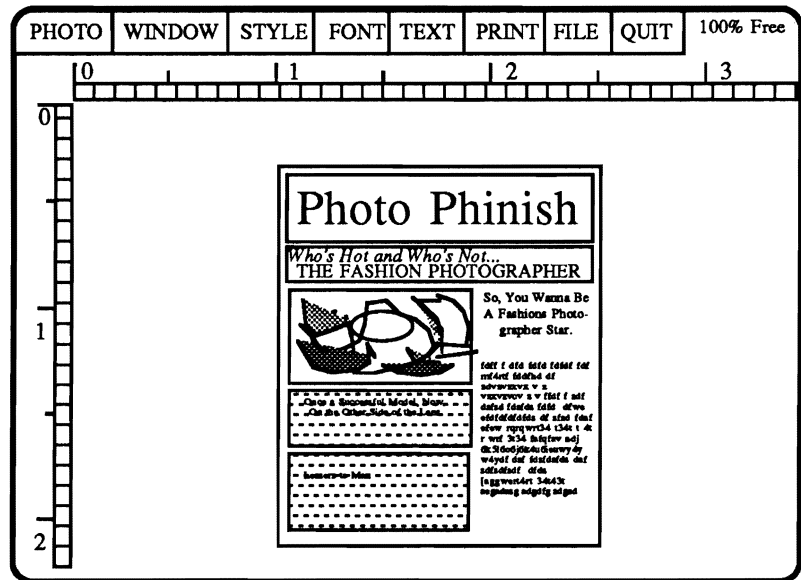
Once your drivers are set up, you can print a newsletter page when it is loaded in Personal Newsletter. To load Personal Newsletter, insert the work disk in the drive and click on the disk icon. Then double click on the Personal Newsletter icon. Or you can double click on the page you want to print. Both the program and file will load.

Preview

Personal Newsletter pages can be printed during the process of designing and creating a page. You can see what the page will look like before you print it using the Preview feature.

Click on the "File" menu and select "Preview." A reduced facsimile of the whole page will be displayed on screen so you can see what the page will look like when it's printed.

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 100% Free |

```
0            1            2            3
```

Photo Phinish

Who's Hot and Who's Not...
THE FASHION PHOTOGRAPHER

So, You Wanna Be
A Fashions Photo-
grapher Star.

**Printing
A Page**

When you are ready to print your newsletter page, click on the "Print" menu and confirm it by clicking the OK button. Be sure the printer is turned on and the paper is aligned.

Trouble
Shooting

If the printer is not working, there are a number of possible solutions. These are some symptoms and recommendations.

If nothing is happening:

1. The printer drivers provided with the GEOS system should work with all GEOS compatible documents. If your newsletter page is not printing, try printing a sample from another program such as geoWrite to determine if the hardware is correctly configured.

Refer to the GEOS manual to configure your printer to work with GEOS.compatible programs. There is information about how to set up your specific printer and interface.

If the printer doesn't work with any GEOS program and you can't find the information in the GEOS manual, the publisher of GEOS, Berkeley Softworks, has a customer service department that may be able to help you. Their number is (415) 644-0890 and they are available between 9 am and 5 pm Pacific time.

2. Make sure the printer is turned on.

3. Check that it is "on line" or selected. This is usually a button or switch on top of the printer.

4. Be sure the removable top of the printer is securely in place if that is required for the printer to be on line.

5. Check to be sure you've picked the correct driver. If your interface or printer is not on the list in the GEOS manual,check the printer and interface manuals to see which one on the list the hardware emulates.

6. Check the cables to be sure they are firmly plugged into the computer and printer.

7. Check the DIP switches on the printer and interface. If they have been changed from the factory positions, try resetting them. Each time you reset a switch, turn off the printer to clear the old setting from the printer memory.

8. Restart the system. Turn off everything. Then turn on the printer first, followed by the computer.

If everything is printing on the same line or leaving too many spaces between lines:

Check the printer and interface DIP switch that controls "Line Feed" or "Carriage Return." If the printout skips lines while printing, then the line feed switch might be turned on. Personal Newsletter provides a line feed so the switch should be off.

If the printer is skipping lines, acting up:

If the printer is beginning to skip lines or not print very well, then it might be heating up. Pages with a lot of graphics can cause the print head to heat up. If you are working the printer hard, give it a break and let it cool down.

If the print quality is deteriorating:

Generally when you print out a newsletter you will probably use it as "camera ready" copy that will be laid out on boards and sent to a printer or photocopier for reproduction.

Therefore it's important to get a clean, crisp printout so the copies will be readable too.

The quality of the printout depends a lot on the ribbon you are using. The ribbon moves past the print head where it is struck against the paper to leave an ink impression.

An old ribbon doesn't have enough ink left on it so the quality of the printout is probably going to be faint. It's time to change the ribbon if your printouts look washed out.

On the other hand, a new ribbon might have a little too much ink on it to give you a crisp print out. If the letters or graphics are filling in with ink, you might want to use the ribbon for word processing or something else for awhile before printing the newsletter.

Some printers like an Okidata, cut off the right edge of the newsletter because the Okidata uses a different pixel size. You should check this when you first set up the page by doing a test printout. If the edge is trimmed, you can make the right columns a little narrower to accommodate the difference.

107

Quit

Finished? Just click on "Quit" and confirm you want to stop using Personal Newsletter. You'll be returned to the desktop. Remember to save your page before quitting.

Chapter 8:
File Management

Between GEOS and Personal Newsletter, there are a lot of different file types and options. Therefore this chapter is devoted to giving you information on saving, copying, moving files and keeping track of what you have.

The Desktop

Generally the first thing you see when you are using Personal Newsletter is the GEOS desktop. There are a number of file and disk management functions that can be performed here, as follows.

109

Files on Disk

If you insert a disk into the drive and click on the disk icon all the file names will be displayed. The icons indicate the type of file each is. For example, Personal Newsletter is a newspaper, a newsletter page has "Extra" written on the icon, and a printer driver is a small printer.
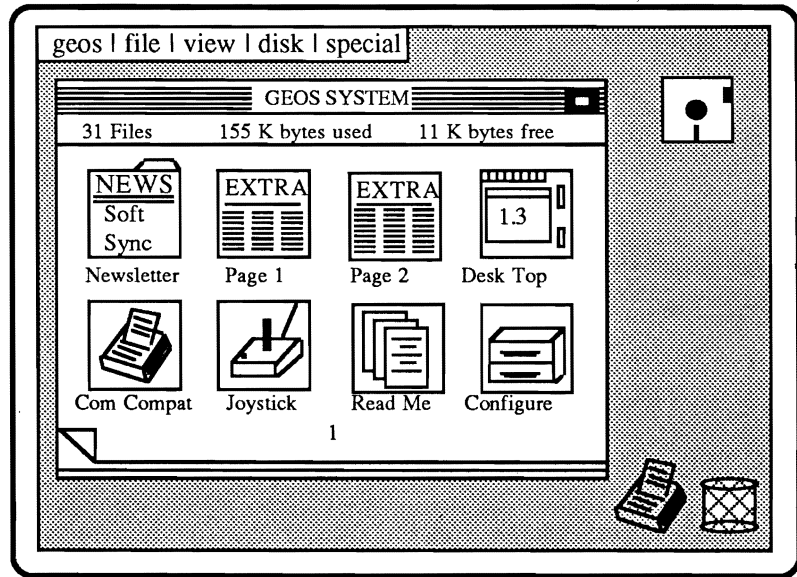
Disk
Options

If you click on the "Disk" menu these options are available:

You can open or close a disk. When you select "Open" the file names and icons are displayed. You should close a disk before removing it from the drive.

You can rename a disk. Disk names are displayed at the top of the disk notepad. You can select this option, delete the old name and type in a new one, up to 16 characters long, and press RETURN. Never use disks with the same name.

Disks can be copied by selecting that option from the "Disk" menu. You'll be prompted when to insert the source (original) and destination (copy) disk.

If you have two disk drives, select "Add Drive" from the "Disk" menu. The prompts will tell you to turn off the original drive, turn the second one on and then turn the first one on again.

File Options

Format a disk from the "Disk" menu. This prepares a disk to store data you are going to create. Be sure to use a new disk or one with files you don't need.

During the process of creating newsletters, you'll want to move files around, make copies, rename them or remove them from disk. Use these file options to do so.

A Personal Newsletter file can be opened or loaded from the desktop by clicking on it's icon once, then clicking on the "File" menu and selecting "Open." A shortcut is to simply double click (quickly) on the icon and it will load.

You can copy a file by selecting it (clicking on it once so it is highlighted) and picking "Duplicate" from the "File" menu. Enter a new file name and press RETURN.

Files can be renamed too. Click on the file icon once and select "Rename" from the "File" menu. Enter the new name and press RETURN.

Some information about each file, like its type and size, is stored and can be viewed by clicking on the file icon and selecting "Info" from the "File" menu. You can write protect a file. If the box is open, it means the file can be removed from disk. If you click on it to make it solid, it can't be removed.

Copy Files

Often you'll need to copy a file from one disk to another, particularly when you create a work disk. This is covered next.

To do so, click on the file you want copy and pause. Then click on it again. A blue "ghost" of the icon should appear. Move that to the border below the disk notepad and click. The icon should appear in the border.

Next, insert the disk where you want to copy the file and click on the disk icon to display the file names. Click once on the file you want to move, pause and click again to get the ghost back. Then move it to the disk and click. The program will prompt you to insert the disk where the file was and then the current disk so the file can be copied.

Work Disks

After it's copied, insert the first disk again and move the icon back onto the disk notepad. Now you have a copy on each disk.

In the chapter about getting started, it explained that you should set up work disks, with any files you need when creating a newsletter.

Putting together work disks is simply a matter of copying files to the various disks, as described above.

Typically a Personal Newsletter should have the program, a photo album, a printer driver, an input device driver, the desktop (optional), the fonts you'll use in your newsletter, and any newsletter pages you might be working on.

You can have many different Photo Albums but you can only use one at a time. And the one you used to create a newsletter page must be on the same disk as the page. This means you sometimes have to move pictures from one album to another, which is explained later in this chapter.

Another work disk can be created for graphics management. This might include other photo albums, geoPaint, the Photo Manager, the Personal Newsletter Import, Scrapper and Convert programs and any clip art conversions you might do from Print Shop disks.

Moving
Photos
To Albums

You can move a photo from geoPaint into a Photo Album as follows:

1. Select the Edit Box tool and surround the part of the picture you want to put in the album.

2. Select "Copy" from the "Edit" menu

3. Click on the GEOS menu and pick "Photo Manager."

4. Either open an existing album or create a new one.

5. Select "Paste" from the "Edit" menu in the Photo Manager and the photo will appear. Close the album by clicking on the box at the top left.

115

You should organize your pictures according to how you use them so you can avoid having to move them to different albums. It's a good idea to print out each picture and keep a record of it's number in the album so you can find it quickly when using Personal Newsletter.

Move Photos Among Albums

There are other times when you'll just want to move pictures from one album to another, and don't need to use geoPaint. For example if you wanted to move a picture from Album A to Album B:

1. Select the Photo Manager when the desktop is loaded and open Album A.

2. Go to the picture you want to move by flipping the pages and select "Copy" from the "Edit" menu. Close the album.

3. Select the Photo Manager again from the GEOS menu and open Album B.

Importing Art

4. Select "Paste" from the "Edit" menu and the picture you copied from Album A will appear here. Close the album.

There are other sources of art that you can use with Personal Newsletter such as clip art disks, pictures created with a digitizer or other graphics. The Personal Newsletter master disk has three utility programs on it that can make art from those sources usable with your newsletters.

If you have a disk with graphics on it, but it is not a GEOS disk, you will probably get a message to that effect when you try to read the disk directory from the GEOS desktop.

GEOS has to convert the format of a non-GEOS disk first so the file names are displayed as folders on the GEOS desktop. This is how to do that:

1. First make a copy of the art disks you want to import.

2. Load the GEOS system.

3. Put the clip art disk copy in the drive and click on the disk icon to get a list of the files on it. You'll get a message

117

Import

saying this is not a GEOS disk. Click yes to make it into one. The file names will appear in GEOS type folders.

There is a utility called "Import" that moves graphics files into geoPaint. Art that is stored in Commodore graphics files can be imported into photos that can be used in Personal Newsletter.

These could be pictures created with a digitizing device such as Computer Eyes or other programs.

1. Insert the Personal Newsletter master disk and copy a file called "Import" from it to the clip art disk.

2. Copy geoPaint to the clip art disk too.

3. Double click on the "Import" icon and a list of the pictures will be shown. Click on the one to import and on the "Open" button. It will be displayed on screen and written to disk as a geoPaint file. You will be prompted to click OK if you want to invert the photo which can improve its appearance.

4. From the desktop, load geoPaint and then the file you imported. You can use the standard process to move the art (or a section of it) into your Photo Album.

To review moving art into a photo album, use the Edit Box to select the picture, click on the "Edit" menu, choose "Copy." From the GEOS menu, choose "Photo Manager" and open the album. Select "Paste" from the album's menu and the picture will appear in it.

Scrapper

Another method of importing art is to use the Scrapper. This creates a file that can be loaded directly into a photo album without using geoPaint. This is used when you want to grab a large picture that needs no editing.

1. Click on the Scrapper icon and open the file you want to convert. The image will be displayed full screen.

2. When you return to the desktop, select the Photo Manager from the GEOS menu.

3. Open the photo album that you want to store the imported picture in.

4. Select "Paste" from the "Edit" menu. A portion of the picture will appear in the album, but if you load a Personal Newsletter page and put this picture in a photo window it will be full sized. You will be prompted to click OK if you want to invert the photo which can improve its appearance. Note that this creates a large file, about 9K.

Converting Clip Art

You can also import art from the many clip art disks that are available for Print Shop, using the "Convert" program

Double click on the "Convert" icon, The program will prompt you to insert the Clip Art disk you want to convert.

The names of each piece of clip art on a disk will be displayed. You can select the ones you want to convert by highlighting each and clicking on the Yes button.

Each time you select a picture, the counter will increment. When you finish, click on the Quit button. The program will create a file for each picture with the same name as the original file.
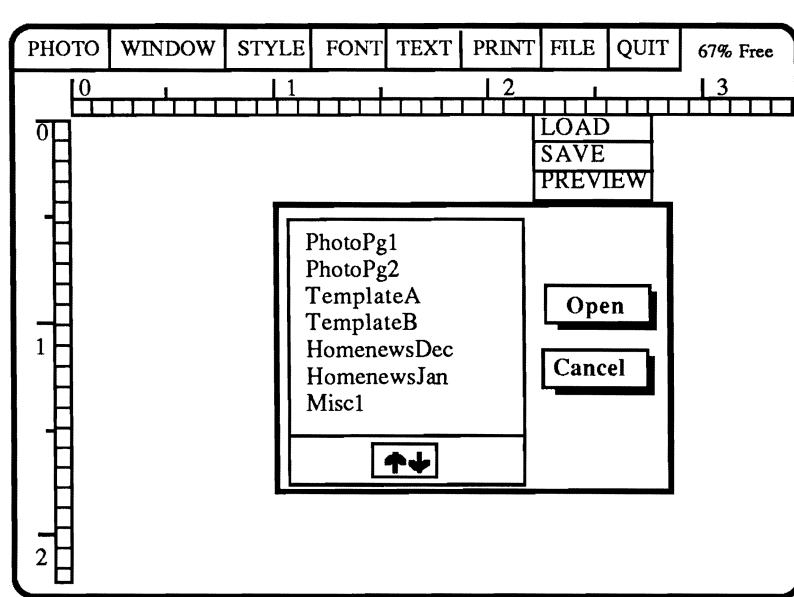
The Convert utility is capable of converting up to 40 Print Shop pictures into geoPaint format. Then you can edit them as you wish using the standard geoPaint tools. And they can be pasted into Photo Albums for use with Personal Newsletter. Be sure to have plenty of room on your work disk because this can create a file as large as 20K if you select a lot of pictures at once.

Storing Pages

Newsletters are created and stored by page. During the process of creating a page, you should be periodically saving it. That way, if there was a power failure or other interruption, the work you've done up until the last save would still exist.

Loading

To load a newsletter or a template select the File menu and Load. A list of files is displayed. Highlight one and click on "Open."

121

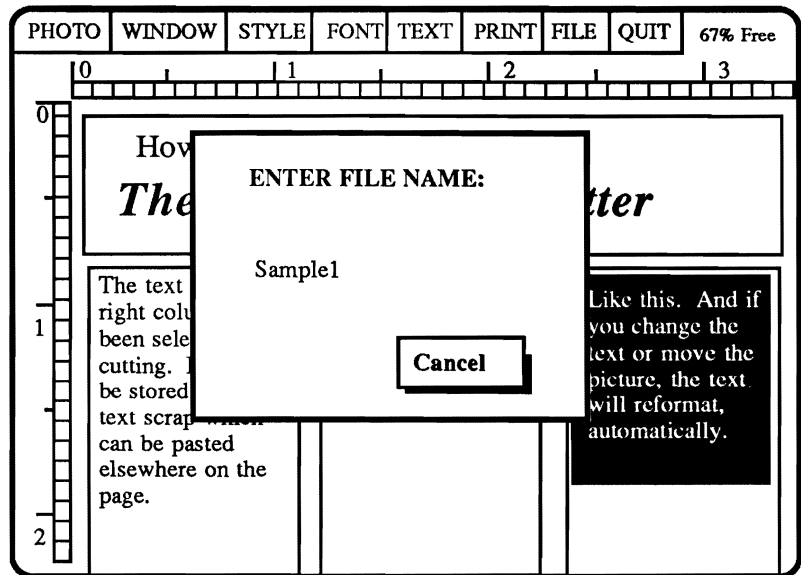| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 67% Free |

```
0                 1              2              3
```

```
0

                                              LOAD
                                              SAVE
                                              PREVIEW

        PhotoPg1
        PhotoPg2
        TemplateA
        TemplateB              Open
        HomenewsDec
1       HomenewsJan            Cancel
        Misc1


                  ↑↓

2
```

Save

To save a newsletter, click on the "File" menu and select "Save." Enter a file name, up to 16 characters long. Then press RETURN and the page is saved onto the work disk.

Later, as your work progresses, select the Save option again to update the file on disk. Instead of being prompted for a name, the program will display the existing file name. Press RETURN to replace the file on disk with the latest version of

the newsletter. If you want to create another file for the page, backspace over the file name and enter another one. The original file remains the same.

PHOTO	WINDOW	STYLE	FONT	TEXT	PRINT	FILE	QUIT	67% Free

ENTER FILE NAME:

Sample1

Cancel

Ho...

The ...tter

The text right col... been sele... cutting. ... be stored text scrap... can be pasted elsewhere on the page.

Like this. And if you change the text or move the picture, the text will reformat, automatically.

Newletter Templates

If you use the same format but change the contents of the newsletter periodically, then you should create a "template" or standard page layout.

123

Normally when you use a template you load the file, say "Temp" and fill in this month's news. After a while you will want to save your work to date but you don't want to save it as "Temp" because this will replace your "clean" template with the current month's newsletter.

Instead, select "Save" and change the file name to something like "News9/89." The page will be saved with the new name and the "Temp" template file will remain unchanged.

**Clearing
A Page**

When you are done working on a page and you have saved it, you might want to clear it out and start a new page. This is done by selecting the "File" menu and "New." You have to confirm this by clicking OK. Be sure to save your current page before clearing it.

**A Few
Cautions**

A disk should be closed before removing it from the drive, unless you are instructed to do so by a dialogue box.

Don't use the same name on two disks or files.

Always create work disks.

Close the disk drive door after you insert a disk.

**GEOS
Questions**

Most of the File Management routines are part of the GEOS
system. If you have problems and don't find the answer here,
check your GEOS manual. Berkeley Softworks, the
publisher of the GEOS system software, often updates the
system and makes upgrade available to customers.

If you have any problems related to the GEOS system or
need information about GEOS system updates, you can talk
to their customer service department at (415) 644-0890
between 9 am and 5 pm Pacific Standard Time.

126

Chapter 9:
Sample Newsletter

This chapter is devoted to building a newsletter page from scratch, step by step. This page uses about all the features of Personal Newsletter so if you build this one you'll be a pro.

The newsletter is called "Photo Phinish" and it's a gossipy, information monthly about photography as art.

If you want to look at the finished version of the front page, it's stored on disk as "PhotoPhinish." Load it and print it so you can follow the progression of actually building it.

Art Prep

When you start a page you should pull together all the pictures you think you'll want to use and get them into the Photo Album that will be on the newsletter disk.

You might need to move some photos from different albums, draw some new ones, import graphics from a digitizer or convert Print Shop pictures. This process is called Art Prep.

Before starting the newsletter page, there is a picture that we will need to create using geoPaint which needs to be loaded into the Photo Album. (It's already in the "Personal" album on your work disk if you don't want to create it.) The other pictures we need are already in the album.

Load the GEOS system disk. When the desktop appears, insert a disk with geoPaint and load it. This might be your "art work disk" that you use when editing or creating graphics.

Create a new document at the prompt which you can call any name. Now you are ready to create the logo for the "Photo Phinish" newsletter that you can use each time you write the newsletter.

The logo in this example is going to be hand drawn. You can do anything you want to create the logo here and the results, of course, will depend on how good you are doing free hand lettering. This is intended to illustrate how you can use geoPaint to create a newsletter logo that is distinctive and can be used over again.

Double click on the Paint Brush tool on the left of the screen. The bottom of the screen will display the brush shapes available.

For this sample, select the broad stroke brush that slants to the right by moving the pointer over it and clicking.

Now, starting at the top left of the screen, draw the title using the brush. Practice a few times to get the feel of moving the brush.

If you want to erase a practice run, double click on the Eraser and the whole screen will disappear. If you make a mistake and want to back up one step, click on the Undo button and it will erase the last piece drawn.

If you don't like the brush shape, double click on the brush again and select another style.

Once you are satisfied with the results, you need to paste it into a photo album.

As mentioned earlier, you should keep an Art Work Disk with geoPaint, Photo Manager and the Personal Newsletter graphics utilities on it. This disk should have a "work photo album" on it which you can use to store the art you create.

Later, photos can be transferred from the "work photo album" into the other albums you may keep by category. This is an example of storing the logo in this album until you get around to moving it into the "Personal" Photo Album.

Click on the Edit Box and surround the whole graphic with a rectangle. Click on the "Edit" menu and select "Copy."

Click on the geos menu and select "Photo Manager." Open
the album. If you don't have one open on this art work disk,
select "Create," enter an album name and press RETURN.

Select "Paste" from the "Edit" menu of the photo album. The
Photo Phinish logo will appear in the album.

You can close the Photo Manager, quit geoPaint and go back
to the desktop.

**Move Photo
Between
Albums**

After working on graphics with your art work disk you may
need to move pictures stored in the photo album to other
photo albums. For example, the logo just created should be
moved to the "Personal" photo album.

Move the "Artwork" album to the Personal Newsletter work
disk which has the "Personal" photo album on it too.

Select the Photo Manager option from the geos menu and
open the "Artwork" album. Find the logo and choose the
"Copy" option from the album menu. Close the album.

Now, in the "Photo Manager" open the "Personal" album and select "Paste" from the menu. The logo will appear in the album. Close the album.

From the desktop, select the "Artwork" album and throw it away. You can only have one album on each work disk.

Starting a Newsletter

From the desktop, with the Personal Newsletter work disk in the drive, load the program. When the empty newsletter page appears, you are ready to begin.

Design Restrictions

The Commodore computer has a set amount of memory and you can run out of it before you get everything on a page if you aren't aware of how the various elements use memory.

You've probably noticed the "100%" message at the top right of the screen. That number keeps track of how much memory you have left and gets smaller as you create the page.

Windows

The maximum number of windows you can have is 20. That is any combination of photo or text windows.

Fonts

The "BSW" 9 point font and "University" 6 point font are part of the system so they take up very little memory. You should use BSW for the body text of a page for maximum memory efficiency.

Other fonts use more memory. Avoid using many different fonts on a single page. Each font you load will eat up some memory. When the memory reaches 30% left on a page, the program won't accept any more fonts. The appendix contains a section with a chart of how much each font and font size uses. You can refer to this when you begin a design.

Graphics designers usually point out that using many fonts on a page is not recommended for a clean, stylish looking document. Mixing fonts often creates a confusing page that is hard to read. Refer to the "Design Hints and Tips" chapter for recommendations.

Changing the style of a font that is loaded does not use much memory. So you can mix plain, bold, underline and reverse styles freely.

Styles should be used with restraint as well. They are used to communicate a point. For example Bold is used for emphasis. If you use it too much, it loses its impact. Mixing a lot of styles in the text usually makes the page look messy.

Photos

Photos don't use much space in memory because they are stored on disk and automatically retrieved when needed. You can use a lot of pictures in your newsletters which makes a page all that much more interesting.

Using the right mixture of elements means you won't run short of space and you'll have a sharp looking page.

Layout

First, set up windows in the form of the newsletter layout. Since many of the windows in this newsletter have photos in them, you'll also be putting in your pictures as you go along. Windows can be moved or resized as you go along so the layout you first create isn't cast in stone.

Click on the "Photo" menu and select "Create" to set up the first photo window.. Move the pointer to the top left and click once. That locks the left corner of the window and a small square appears.

Stretch the window to the right side of the page until you
reach the 2.3" mark on the top ruler and down until you reach
the 2" mark on the side ruler. It might take a few seconds for
the rectangle to catch up to your pointer movement.

Click again to lock the window. This is for the first picture
that will appear in the newsletter banner.

135

The first picture in the Photo Album appears in the window. If it's the picture of the woman, you can adjust its position in the window using the arrow keys at the top of the screen. If you move the pointer over the up or down arrow keys and hold down the button, the picture will move faster.

If it's not the first picture, press the plus (+) sign on the menu to scan through the album. If you put the pointer on the plus sign and hold down the mouse or joystick button, the program scans quickly through the album, displaying photo numbers. If you know what number the picture is, you can get to it fast using this technique.

Once you select the picture and position it, it will lock into place when the pointer is moved off the positioning menu.

The next part of the "Photo Phinish" banner is made up of the logo you created in geoPaint. Create a Photo Window (click on "Photo" and "Create") to the right of the first picture.

Move the pointer to the 2.5" mark on the top ruler and click once. Stretch the box to the 5" mark at the top and down to 2" so it lines up with the bottom of the window on the left. Click again to lock its size.

The same picture from the photo album will appear in the window. Click on the plus sign at the top of the screen until the photo you want -- the Photo Phinish logo -- appears.

Use the arrows if you need to adjust the position of the picture. Or, if the window isn't the right size, use the "Change Size" option in the "Photo" menu.

Next, create a third photo window at the top of the page. Click on the "Photo" menu and select "Create." Move the pointer to the 5.3" mark on the top ruler and click. Stretch it across to the 7.5" mark and down so it's even with the other box and click again to lock it.

Use the plus sign to go to the picture in the album -- the male -- that you want to insert here.

You can move a window or change its size anytime or even remove it from the page. Just click on the "Photo" menu and select the appropriate option.

Text Windows

The next windows you open will be for entering text.

There are three stories on the front page so you should open up three windows to accommodate the text. More photo windows will be added later so that the text will wrap around the pictures.

Click on "Window" and select "Create." Move the pointer to the left side of the page underneath the banner and click. Then stretch the window down to the 5" marker on the side ruler and over to the 4 1/2" marker on the top ruler. Click again to lock the window size.

Go below that and create another text window. This should start below the window you just created and extend to the bottom of the page. It should be the same width.

The third window starts to the right of the two windows at about the 4 1/2" marker on the top ruler. It extends to the right side of the page and down to the bottom of the page. When finished your layout should look something like this if you select the Preview option:
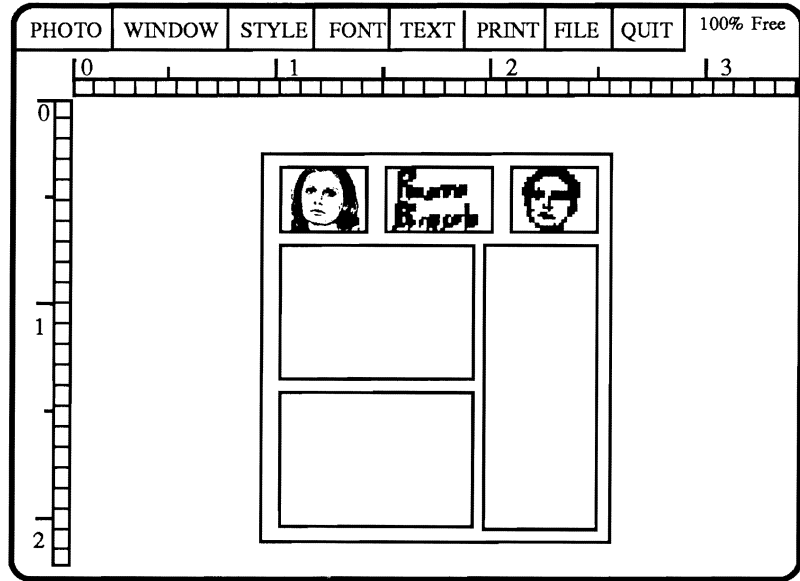
| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 100% Free |

If you don't like the way the page looks, you can move a window or change its size anytime or even remove it from the page. Just click on the "Window" menu and select the appropriate option.

Save

This is also a good time to stop and save your work to date. Click on the "File" menu and select "Save." Enter a file name, up to 16 characters, and press RETURN.

139

Templates

If the front page of the "Photo Phinish" newsletter is always produced in this format, then the copy you just saved might serve as an excellent template. You should keep it "clean" by saving the page under a different name as you work on it. For example, the first time you create the page to this point you could save it as "Photo1Temp" to designate it is a template of Page 1 of Photo Phinish.

When you load it up to do this month's issue, create the current page 1 and save it as "Photo1Jan" for example. That will leave the "Photo1Temp" file untouched and you can load it up next month to create "Photo1Feb" and so forth.

Enter Text

You can type the newsletter text right into the columns. While typing you can select different type fonts and styles by clicking on the menus above. Avoid more than one or two fonts but change the style of the font as needed.

Begin in the right hand column by moving the pointer to the window and clicking in it. A cursor should be flashing in the left corner, indicating that you can type there.

This story begins with a headline, so you need to click on the "Font" menu to change the size. All of the text on this page was typed in "Roma." The BSW default font takes up less memory, but Roma can be used for this page if you prefer it.

From the Font menu, select the Roma font. Then select 18 point because the first couple of lines are a headline and the type should be large.

Next, click on the "Style" menu and select "Bold." Press RETURN and type the headline on two lines:
>   So, You Wanna Be a
>   Fashion Photography Star

After that the text will be normal size. So select "Roma" again from the Font menu but change the size to nine point. And change the style back to Plain.

Then type all the text in. The complete newsletter is stored on disk as "PhotoPhinish" if you don't want type the text in.

| PHOTO | WINDOW | STYLE | FONT | TEXT | PRINT | FILE | QUIT | 64% Free |

4   5   6   7

2

So, You Wanna Be A Fashion Photography Star

If you've been going to the movies or watching TV lately you've probably got the idea that the very pinnacle of photographic stardom is the New York or Los Angles based fashion photographer.

It seems like a world of glamorous locations, beautiful people, big bucks and recognition in your field.

Life in the Fast Lane

We interviewed some of the best known people in the fashion business and found that, yes, if you suceed all those perks you hear about are true.

3

4

The next window to enter text into is the story on the left side about the model turned photographer.

Move the pointer over to that box and click. The cursor will appear at the top left of the box where you can begin typing. Another headline should be typed here so select "Font" and set it to "Roma -- 18 Point." Keep the style plain instead of bold like the last one.

Now type the headline:
    Once a Successfui Model, Now
    On the Other Side of the Lens

Then choose Fonts again and change the Roma font back to 9
point size and continue typing the text.

**Cut, Copy,
Paste**

You can define a range of text that can be cut from one part of
the page and pasted to another. Or you can copy a range of
text.

To define the range, put the pointer at the first character and
click. The cursor should flash there. Hold down the button
and move the pointer to the end of the range. Release the
button. The range should be highlighted.

Click on the "Text" menu, select "Cut" and the range you
defined will disappear. Then move the pointer to another
window and click. Select "Paste" from the "Text" menu and
the range will appear there. You can only store one range of
text at a time in this text scrap file.

Change
Text Style

If you have already typed text you can change its style by defining the range and selecting a new style. Move the pointer to the first letter and click. Hold down the button and move to the end to highlight the range. Release the button.

Click on the "Style" menu and choose the style you want for the range. If you define a block to change to bold, for example, and within that block there is text that had been changed to, say, italics, earlier, then the text will only turn bold up to the point where the italics starts. You may need to experiment to see the effects of style changes.

Add Photos

In the sample, a photo has been added in the middle of the story to make the layout more interesting. Click on the "Photo" menu, select "Create" and draw a photo window in the middle of the text. Text reformats around the window.

Then scan through the pictures in the album until you find the photo that goes here. Position it with the arrow keys and crop it if you wish using the "Change Size" feature. If you move it around the text will reformat again.

Another Window

The bottom window on the left contains the remaining text that appears on the "Photo Phinish" newsletter page.

This is like the window above. First type in all the text. The smaller headline, "Advice, Words of Wisdom, etc.," should be in Roma 18 point. The larger headline, "Letters To Max," can be Roma 18 point bold. Then the body text should be the standard 9 point Roma.

When text is typed in, open a Photo Window where you want the picture to go. Scan the album until you find the right one. Position it with the arrows at the top of the screen.

Preview

That is the complete page. This is a good time to preview it again before printing it. Click on the "File" menu and select "Preview." A reduced version of the full page is shown.

Save

It's also a good time to save again. Click on "File" and select "Save." The current file name is shown. If that is OK, press the RETURN key. To change the name, backspace and type a new one.

Print

Since you have phinished (sorry, couldn't resist) entering everything into this page of "Photo Phinish" you probably would like to print out a copy.

Click on the "Print" menu and click OK if everything is ready to go. Be sure the printer is on and selected and the paper is loaded. Your newsletter page will be printed.

That's the way it's done with Personal Newsletter. Just follow the commands on the menu and the rest is up to your own creativity.

Chapter 10:
Hints and Tips

How come some newsletters or other written communications look so good? It's purely design. Some people have a knack for making a newsletter or document look clean, slick and appealing. Many of those people are accomplished professionals with years of experience. Their job is to create a distinctive page.

If you are not a professional or don't feel you know how to make a page look slick, then there are some things you can do to develop the skill.

Look Around

The best sources of design ideas are all around you. Every day in the mail or in magazines and newspapers you see lots of slick looking ads, newsletters, designs and other pages that use text and graphics to communicate ideas.

In fact there's so much information around that designers have to continually come up with new ideas in order to get attention for their message.

That's what you should do. Observe the works of the greatest designers in the world, clip out the layouts and graphic elements that appeal to you and use Personal Newsletter to help you create your own design.

Keep a file of designs that you think are great. When it's time to design a new document, flip through the file for inspiration. It's easier than looking at a blank layout screen.

What's The Message

When you are ready to create a design, first determine "what's the message?" Your design should reflect an appropriate mood for the message.

If you write a monthly newsletter on a serious topic, you don't want cartoons and silly graphics. But if the topic is kind of light, silly graphics will get the message across just great.

Everything in the layout -- the pictures, headlines, title, text style -- contributes to the tone of the page. They have to fit together logically and appropriately.

Take a newspaper as an example. The information at the top of a page is usually more important than what's at the bottom. The first page of a newspaper reflects the news that the editors felt was most important to readers. And the right column reflects the most important news on the first page.

It's the same with a newsletter. A giant headline isn't usually appropriate at the bottom of a page. Pictures should be next to the story they are about. Headlines should tell what the story is about.

People have expectations about how information is presented, based on experience. If you go against what we are used too, you confuse us. (Sometimes going against the norm can enhance your ability to attract attention.)

Plan the Layout

With this message in mind, the next step is to plan the layout using windows. It doesn't have to be set in stone, but a rough set of windows can help you balance the information that needs to be there. Here are a few rules you can use.

Balance the page. If you know there are three stories that have to make the front page, the layout will help you write to make them fit (or help you plan when to jump a story to another page).

Keep the layout simple. Too many columns on a page will look too cluttered and it will be hard to read.

Leave room for air. A page that is jammed with text, without pictures, headlines and white space is a page that will get ignored.

Lead the reader through the page. The layout does that. Graphics and columns help to distinguish various information. Headlines provide guidance.

Write the Text

With the layout set on screen, you should write the text in the columns that you set aside for stories.

Newsletters generally don't have too much space. They are intended to provide concise information about a specific topic.

So you can't be too wordy. Get right to the point. And you'll see that the page fills up fast.

Go Easy On Style

There's lots of text styles available: bold, italics, underline, reverse, and normal. Plus you can use any combinations of those styles.

But it doesn't mean you have to use all the styles, all the time. For example, if you use boldface or underlining sparingly it will convey more meaning when you need it.

Headlines

Write the headlines to tell the story in a few words. Headlines should be understandable and tell a reader what the article is about without having to read it.

A headline should be a sentence, if somewhat short.

"Board Picks Higgins
As New Chief Executive"

is a better headline than:

"About Higgins" or

"What's New From The Board of Directors"

Write the story, then write the headline and see if it tells the story.

**Every
Picture Tells
a Story,
Don't It.**

Pictures are great. They can tell a lot in a little time. They can sharpen up a message. And they can draw people's interest in reading the story next to it.

That's the reason for the excitement about desktop publishing compared to mere word processing.

So make sure you leave extra room for some pictures. Use the appropriate ones that contribute to the stories.

For most people, using clip art is a whole lot easier than drawing a picture from scratch. Very few people are skilled enough to draw a picture with a pencil, much less master the complexities of a computer and its clumsy input peripherals. Mice and joysticks are nice but they are never easier than pushing a pencil around a piece of paper.

There's a lot of clip art available, either from Softsync or from companies that offer clip art disks for Print Shop Because Personal Newsletter reads files from Print Shop, you have thousands of images available to you.

And geoPaint is perfect for touch up and customization of the graphics.

Create Templates

A lot of a newsletter production can be used over and over. The title section, columns, borders and other elements might stay pretty much the same from month to month.

Good Taste

So if you can figure out the basics of a page, save it as a "generic" file. When you need to do another document like it, you can load it and rename it (using the "Name" option in the "File" section).

Newsletters should reflect good taste. They represent your business or your views so they end up reflecting your credibility. That part is up to you.

Chapter 11:
Definition By Commands

Photo

This chapter has a definition of each Personal Newsletter option. It covers each menu, starting from the left. To select a menu or option simply move the pointer over it and click.

This option is used for managing the photos that can be integrated into a newsletter page.

Create: This is for indicating the size and position of a Photo Window. Click on Create, move the pointer to the place on screen where you want the left corner of the picture

to appear. Click once and stretch the rectangle to the size you want the picture to be on the page. Click again to lock the window into position.

The first picture in the Photo Album on the work disk will appear in the window. You can move through the pictures in the album by clicking on the plus and minus keys.

Pictures can be moved within a window for better cropping by pressing the arrow keys that appear at the top of the screen when a picture appears. You can bring up the cropping arrows anytime by clicking on a picture.

Remove: To remove a photo from the page, select the Remove option from the "Photo" menu and click on the picture to remove. The border will disappear. Without moving the pointer, click again and the window is removed.

Move: A photo window can be moved anywhere on the page by selecting "Move" and clicking on the photo window you want to move. The outline will get thicker which means the window has been selected and you can move it with the pointer. Click again to lock its position.

Change Size: The size of a photo window can be changed by selecting "Change Size" and clicking on the window. The outline will get thicker which means the window has been selected and the pointer goes to the right bottom corner. You can stretch it larger or shrink it down with the pointer. Click again to lock its position.

Cancel: If you are in the middle of an operation and want to stop, move the pointer to the Cancel option and click.

Window

This option is similar to the "Photo" menu option except it is used for creating windows that text can be typed into.

Create: This is for indicating the size and position of a text Window. Click on Create, move the pointer to the place on screen where you want the left corner to appear. Click once and stretch the rectangle to the size you want to allocate for the text. Click again to lock it into position.

When you type text it will word wrap when it reaches the end of the window. And if you edit or delete text, the block will reformat automatically.

Remove: To remove a text window from the page, select the Remove option from the "Window" menu and click on the one to remove. The border will disappear. Without moving the pointer, click again and the window is removed.

Move: A window can be moved on a page by selecting "Move" and clicking on the text window you want to move. Move it with the pointer and click again to lock its position.

Change Size: The size of a text window can be changed by selecting "Change Size" and clicking on the window. The outline will get thicker which means the window has been selected and the pointer goes to the right bottom corner. You can stretch it larger or shrink it down with the pointer. Click again to lock its position.

Cancel: If you are in the middle of an operation and want to stop, move the pointer to the Cancel option and click.

Style

This option will change the way text looks and how it appears on the page. It provides various styles that can be selected: Plain, Bold, Italics, Underline, Reverse and Centering.

Select the style or combination of styles you want and any subsequent text you type will be in that style until you change it.

Or you can define an existing range of text and change its style by highlighting it and choosing a style.

If you select Center, all text that you subsequently type will be centered within the column. Or you can define a range of existing text and select the Center option. The centering doesn't take effect until you press a carriage return.

There are short cut keys for selecting styles, instead of clicking on the menu. Hold down the Commodore logo key (bottom left of the keyboard) and press the following:

P   Plain
U   Underline
B   Bold
I   Italic
R   Reverse
C   Center

Fonts

There are a number of fonts available when using Personal Newsletter. Fonts are installed on the work disk from the GEOS system disk so whichever ones you installed will appear on the menu.

The BSW 9 point and University 6 point fonts are part of the system and are always there. The BSW font uses the least amount of memory so it is recommended for use as the body copy on a page if your memory is running low.

A font is selected by highlighting it. An asterisk indicates that it is selected. The selection doesn't take effect until you press RETURN.

A second menu opens offering a selection of font sizes, expressed in points. Highlight the appropriate point size to select it.

Text

Text can be cut from one section and pasted to another, or copied in blocks.

Cut: Move the pointer to the first character in the text you want to cut and click. Hold down the button and move the pointer to the last character. The block of text will be highlighted.

Then click on the "Text" menu and select "Cut." The highlighted block will disappear.

Paste: Move the pointer to the place where you want to put the block of text you cut earlier and click. The text will appear there. If you intend to paste a block of text, be sure to do so right after you have cut it. When you cut, the text goes to a temporary buffer for pasting. If you do something else it will be erased from the buffer.

Copy: This is like cutting text except the range will remain and a copy will appear elsewhere.

Move the pointer to the first character and click. Hold the ·button down and move to the last character, highlighting the range.

Then move to the place where you want the copy and click.

Cancel: If you are in the middle of an operation and want to stop, move the pointer to the Cancel option and click.

Print

Select this option to print out the current page. A prompt will ask you to confirm you want to go ahead. Remember to turn your printer on and align the paper.

If the page doesn't print, refer to the printing chapter and the appendix as well as the GEOS manual. As with any GEOS document, you have to have the correct printer driver on your work disk, and you have to have your printer and interface switches configured correctly.

File

Load: This is to load a Personal Newsletter page. A dialogue box will display the newsletter files on the work disk. Highlight one and click on Open.

If all the names won't fit in the window, click the down arrow to scan through the additional file names.

Be sure to save your current page before loading another one.

Save: This is for saving a newsletter page. A dialogue box will request a file name which can be up to 16 characters. If the page has been saved already and you are updating it, the current file name will be displayed. Press RETURN to accept that and confirm that you want to replace the older file with the current one.

If you want to create another file and keep the old one intact, backspace over the name and type a new one.

Make sure there is enough room on the disk or you will get a Disk Full message.

Preview: Select this option to see what a full page looks like. A reduced version is shown on screen. This is useful during the process of creating a page as well as before printing the final layout.

New: This command will clear the current page if you respond OK to the prompt. Back out by pressing Cancel.

Quit

This clears the page from MEMORY, not the disk.

Quit will ask you to confirm that you want to exit Personal Newsletter and go back to the desktop. Remember to save your page first.

Appendices

Appendix A:
Sample Newsletter
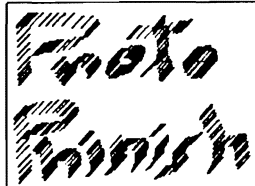
Once A Successful Model, Now On the Other Side of the Lens

In a dingy factory loft underneath the crumbling West Side Highway in lower Manhattan, Pam Brooks is shouting at three incredibly beautiful women, who are wearing clothes and jewelry probably worth more than the GNP of a small country. In between shouts she pops off blinding strobe lights so that different color effects will be picked up by her photographic expertise.

Pam stops briefly to chat with a reporter who is copiously taking notes for yet another article on the women in front of the lens. Pam is telling the reporter pretty much what every successful model already knows. The grass is always greener on the other side of the fence. "People only see the glamour side" says Pam. "You know, fame, fortune and an opportunity to travel. Well its not quite like that simple. You have to get up at unheard of hours and stand in one position for up to J20 minutes at a time while the crew debates the ins and outs of the camera angle on you."

Pam spent six years in front of the lens and she'll be the first to tell you that the money made is well earned, not to mention the high burnout rate that these models go through. Some careers last only a few months and most do not last past five or six years. "People who have not been through have a hard time under-
(continued on pg 3)

Advice, Words of Wisdom, etc.
Letters to Max

Dear Max,
Is it true that photographs will only last a few thousand years? I don't mean to sound like an egomaniac but I was kinda hoping that some of my finest work was going to last for eons, at least. I shutter to think what future generations will do without having an original "Fleamaster" to hang on their living room ceiling.
Signed, Irving "SLR" Fleamaster.

Dear Irv,
The world is already mourning the the passing of the Fleamaster collection. I mourned myself when all of those pictures you sent me accidently caught fire in my ashtray.

Signed, Sincerely
MAX

So You Wanna Be A Fashion Photography Star

If you've been going to the movies or watching TV lately, you've probably got the idea that the very pinnacle of photographic stardomis the New York or Los Angeles based fashion photographer. It seems like a world of glamorous locations, beautiful people, big bucks and recognition in your field.

Fast Lane
We interviewed some of the best known people in the business and found that, yes, if you suceed, all those perks you hear about are true.
You will travel to the most exotic locations in the world. You'll be treated like royalty. And the money? Hoe does 5, 10 even $20,000 per day sound?

1 In A Million
The down side to becoming the next Richard Avedon is that there is a lot of people trying -- and few succeeding.
One seasoned Ad agency art director put it this way: "For every success, there is 1,000 barely making a living and 10,000 who struggled and failed."
How do you find the right path to take even try? We asked some noted experts in the field and the results were rather suprising (except for those pessimists among us).

Nepotism is the Key
The words "Nepotism" and "Inside track" kept copping up again and again. One expert stated it this way: "If you are looking for a qualified photographer and there are thirty eight acceptable candidates, which one are you most likely to hire? The candidate who was recommended by a friend or relative of course."
Quite obviously this is not the most equitable solution to the hiring problem in the fashion industry, but more often than not it appears to be the reality of the situation at hand. There are just too many qualified photographers and too few jobs for them. One noted photographer (who shall remain nameless) had a rather indiscreet
(continued on page 2)

Appendix B:
Memory Allocation

When you create a newsletter page you should observe the use of memory. Using the system fonts -- BSW, 9 point and University, 6 point -- don't use too much memory. Pictures, because they are stored in albums and called in as needed, don't use much space either.

Extra fonts and font sizes use the bulk of the memory. This table shows the approximate use of fonts. As a rule of thumb, limit your mix of fonts.

When a font is loaded into the program it will allocate a percent of space. Then each 100 characters takes up about 1% of additional space. These are estimates, so leave some room for error.

Font	Percent
BSW 9 point	0%
University 6 point	0%
University 10 point	9%
University 12 point	11%

University 14 point	14%
University 18 point	21%
University 24 point	34%
California 10 point	9%
California 12 point	12%
California 14 point	14%
California 18 point	22%
Roma 9 point	8%
Roma 12 point	12%
Roma 18 point	22%
Roma 24 point	36%
Cory 12 point	13%
Cory 24 point	41%
Dwinelle 18 point	26%

Appendix C:
Fonts on Disk

These are samples of the fonts that come with GEOS version 1.3.

University 6 Point

BSW 9 Point

Roma 9 Point

California 12 Point

Cory 12 Point

University 14 Point

California 18 Point

University 18 Point

Roma 24 Point

Cory 24 Point

University 24 Point

𝕯𝔀𝔦𝔫𝔢𝔩𝔩𝔢 18 𝕻𝔬𝔦𝔫𝔱

Appendix D:
Type Styles

These are the various type styles that you can select and some combinations.

Plain
Underline
Bold
Italics
Reverse
Underline & Italics
Italics & Bold
Reverse & Underline
Bold, Italics & Underline
Underline, Reverse & Italics

Appendix E:
Printer Compatibility

These are some common printer settings and drivers used:

Apple ImageWriter, II or Scribe
Use RS-232 interface, use ImageWriter, II or Scribe driver

Blue Chip M120/10
Set card to transparent or Epson, use Blue Chip driver.

C.Itoh 8510, NEC 8023, 8023A
Set interface to transparent or Prowriter, use C.Itoh driver.

Commodore 1525, MPS-801,
Use Commodore MPS-801 driver

Commodore MPS-803, MPS-1000
Use Commodore MPS-1000 driver

Commodore 1526, MPS-802
Use Commodore 1526 driver

Epson MX-80/100
Set interface to transparent or Epson, use MX-80 driver.

Epson FX-80/100, RX-80/100
Set interface to transparent or Epson, use FX-80 driver.

Epson JX-80
Set interface to transparent or Epson, use JX-80 driver.

Ergo Hush 80CD
Use Commodore MPS-1000 driver

Hewlett Packard Laserjet
Use RS-232 interface,HP Laserjet driver

Mannesmann Talley Spirit
Set interface to transparent or Epson, use Blue Chip driver.

Okidata Okimate 10, Okidata 120
Use Okimate 10, Okimate 120 drivers

Okidata Microline 92, 93
Set interface to transparent or Oki, use ML92/93 driver.

Panasonic KX-P1091
Set interface to transparent or Epson, use FX-80 driver.

Seikosha SP-1000VC
Use Commodore driver

Star Gemini 10X
Set interface to transparent or Epson, use Gemini 10X driver.

Star Gemini II
Use Commodore driver.

Star Micronics NX-10
Set interface to transparent or Epson, use Star NX-10 driver.

Star Micronics NX-10C
No interface card, use Star NX-10C driver.

Star SG-10/15
Set interface to transparent or Epson, use SG-10/15 driver.

Star NB-15
Set interface to transparent or Epson, use Star NB-15driver.

Star NL-10 with Commodore interface
Set interface to transparent or Epson, use Star NL-109
driver.

Toshiba PA7253
Set interface to transparent or Prowriter; C.Itoh 8510 driver.

According to the GEOS manual some of the printer cards
that work with GEOS are Cardco Card?+G, GWhiz, Super G;
Micrographix MW350; Telesys TurboprintGT; Xetec Graphic
Printer Interface; Super Graphix and Super Graphix Jr.

You should defeat any auto line-feed settings on the printer
and interface card.

Note that the printer is addressed as device #4 on the serial
bus. Set the printer or card to device #4.

These drivers were created by Berkeley Softworks so you'll
find additional information in the GEOS 1.3 manual.

Appendix F:
Acknowledgements

Personal Newsletter is the result of efforts of these people:

Raymond Fowkes
Programmer

Raymond Fowkes is an award winning programmer who has worked on many computer systems. He has achieved what he set out to do, which was to create an easy-to-use publishing program for Commodore owners.

Raymond is a student at Brigham Young University where he is studying to be an engineer.

Jeff Higgins
Director of Software Development

Jeff Higgins has been working closely with Raymond, through the design, development, coding and debugging phases of the program. He also validated and tested the software.

Jeff has managed the preparation of many Softsync products and has worked with publishers such as CBS and Tandy.

Rod Campbell
Product Manager

Rod put together the package and materials that are included with Personal Newsletter. He selected the free clip art that is provided with the program as well as designing additional collections of art for a library of disks available from Softsync.

Rudolph Daniel
Senior Programmer

Rudy worked with Raymond and the art department to develop methods for creating and transferring high quality clip art for Personal Newsletter.

Rudy is Softsync's Senior Programmer and has worked on many of the company's releases.

Hector Jacome
Artist

Hector created and edited the clip art that is provided with Personal Newsletter.

He is currently an art student in New York City.

Ken Currier
Design

Ken provided the original design for Personal Newsletter and oversaw the production of the software and documentation. He is Softsync's founder.

Trademarks

Softsync and Personal Newsletter are trademarks of Softsync, Inc.; GEOS, geoPaint and geoWrite are trademarks of Berkeley Softworks, Inc.; Print Shop is a trademark of Broderbund Software, Inc.

Appendix G:
Customer Service

**Service and
Replacement
Policy**

If this disk should fail within 90 days of purchase, return with proof of purchase for FREE replacement. After 90 days from date of purchase, include $7.50 for replacement, plus $2.00 for shipping and handling.

Returning the defective copy, with proof of purchase to Softsync, Inc., 162 Madison Avenue, New York, N.Y. 10016. Attn: Customer Service.

Copyright

The manual and software described in it are copyrighted with all rights reserved. The manual or software may not be copied, in whole or part, without written consent of Softsync. You may not sell, rent, lease nor transfer copies of manual or software in any other way without prior written consent of Softsync.

Appendix H:
License Agreements

SOFTSYNC LICENSE AGREEMENT
Carefully read all the terms and conditions of this agreement prior to breaking the disk seal label. Breaking the disk seal indicates your acceptance of these terms and conditions.

If you do not agree to these terms and conditions, return the unopened disk with the disk seal label intact and unbroken together with the other components of this product to the place of purchase and your money will be refunded. No refunds will be given if the product is returned with its disk seal label broken or removed, or if there are missing components.

1. LICENSE: You have the non-exclusive right to use the enclosed software. This software can only be used on a single computer. You may not physically transfer the software from one computer to another over a network. You may not distribute copies of the software or documentation to others. You may not modify or translate the software or documentation without prior written consent of Softsync. You may not use, copy, modify, or transfer the software or documentation, or any copy, except as expressly provided in this agreement.

2. LIMITED WARRANTY: The software and manual are sold "AS IS", without warranty as to their performance. The entire risk as to the quality and performance of the software is assumed by you. Softsync does not warrant, guarantee, or make any representations regarding the use of, or the results of the use of, the software in terms of correctness, accuracy, reliability, currentness, or otherwise, and you rely on the software and results solely at your own risk. You, and not Softsync or

any dealer or distributor, assume the entire cost of necessary servicing, repair, or correction and any incidental or consequential damages.

Softsync warrants to the original purchaser that the medium on which the software is recorded shall be free from defects in materials and workmanship under normal use and service for a period of ninety (90) days from the date of purchase. If during this period a defect in the product should occur, the product may be returned to Softsync postage pre-paid with proof of purchase.

Softsync will replace or repair the product at Softsync's option without charge to you. Your sole and exclusive remedy in the event of a defect is expressly limited to replacement or repair of the product as provided above. If failure of the product resulted from accident, abuse or misapplication, then Softsync shall have no responsibility to replace or repair the product under the above terms.

The above warranties for goods are in lieu of all other express warranties and no implied warranties of merchantability and fitness for a particular purpose or any other warranty obligation on the part of Softsync shall last longer than ninety (90) days. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. In no event shall Softsync be liable for indirect, special, or consequential damages, such as, but not limited to, loss of anticipated profits or benefits resulting from the use of this software, or arising out of any breach of this warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

3. TERM: This license is effective until terminated. You may terminate it by destroying the software and documentation and all copies thereof. This license will also terminate if you fail to comply

with any term or condition of this agreement. You agree, upon such termination, to destroy all copies of the program and documentation.

4. MISC: This license agreement shall be governed by the laws of the State of New York and shall inure to the benefit of Softsync, Inc., its successors, administrators, heirs, and assigns.

5. ACKNOWLEDGEMENT: You acknowledge that you have read this agreement, understand it, and agree to be bound by its terms and conditions. You also agree that this agreement is the complete and exclusive statement of agreement between the parties and supersedes all proposals or prior agreements, verbal or written, and any other communications between the parties relating to the subject matter of this agreement.

SOFTSYNC, INC. MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED REGARDING THE GEOS SOFTWARE PACKAGE, ITS MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. GEOS IS THE PROPERTY OF BERKELEY SOFTWORKS AND IS IN NO WAY ASSOCIATED WITH SOFTSYNC.

Index