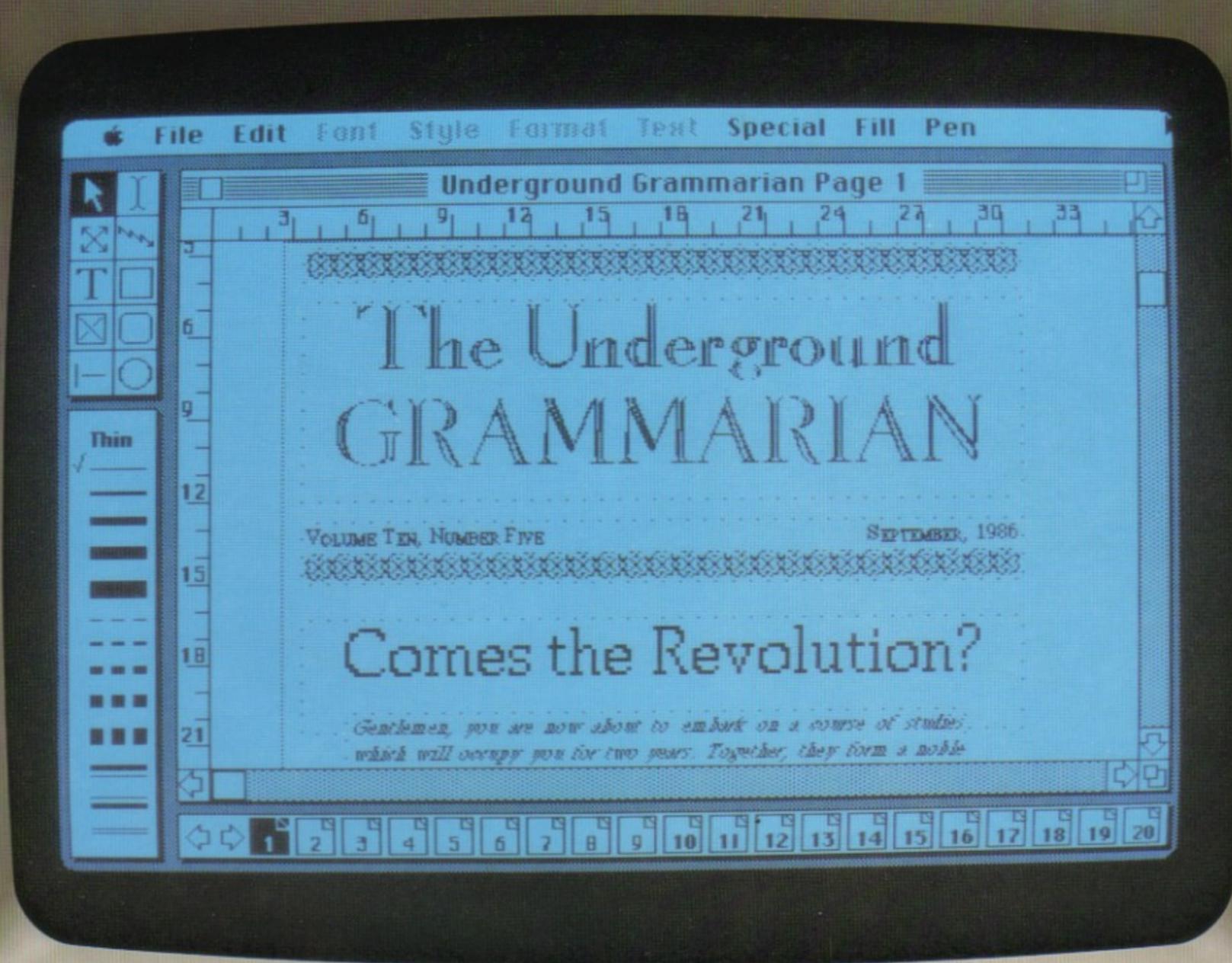


Ready,^{three} Set, Go!

Premiere Edition



DESKTOP PUBLISHING POWER REDEFINED

- *Hyphenation*
- *Text Runarounds*
- *Kerning*
- *Word Processing and More!*

MAN DOES NOT LIVE BY HELVETICA® AND TIMES ROMAN® ALONE.

Sometimes it takes the drama of Benguiat to get the message across. Or the immediacy of American Typewriter. Or the authority of Bookman Bold.

So why limit your LaserWriter® or POSTSCRIPT® printer to standard Helvetica and Times Roman?

Today, Adobe Systems' Type Library offers you a veritable feast of type styles which have been licensed from the world famous libraries of Mergenthaler and International Typeface Corporation. With versions in regular, *italic*, **bold** and **bold italic**. Over 45 classic styles in all—and more to come.

Adobe type styles let you produce professional quality newsletters, direct mail pieces, client presentations and ads just like this one.

Right on the spot.

Let your POSTSCRIPT printer start doing the whole job for you. Ask your Apple LaserWriter dealer about the Adobe Type Library today. Or call us directly at 415-852-0271.

P.S. Also ask your dealer about POSTSCRIPT, Adobe Systems' internationally recognized page description language.

A sampling from the Adobe Type Library:
ITC American Typewriter® ITC Avant Garde Gothic® ITC Benguiat® ITC Bookman® Friz Quadrata. ITC Garamond® Glypha® ITC Lubalin Graph® **ITC MACHINE**® New Century Schoolbook. Optima® Palatino® ITC Souvenir® *ITC Zapf Chancery*® ITC Zapf Dingbats® 

POSTSCRIPT is a registered trademark of Adobe Systems Incorporated. LaserWriter is a trademark of Apple Computer, Inc. Helvetica, Times Roman, Glypha, Optima, and Palatino are all trademarks of Allied Corporation. ITC American Typewriter, ITC Avant Garde Gothic, ITC Benguiat, ITC Bookman, ITC Garamond, ITC Lubalin Graph, ITC Machine, ITC Souvenir, ITC Zapf Chancery and ITC Zapf Dingbats are all trademarks of International Typeface Corporation.

Ready,Set,Go!

November 1986

2 Publisher's Note
Acknowledgments

3 Ready...Set?
What you need to know about starting Ready,Set,Go!

9 A Quick Tour
A hands-on Ready,Set,Go! tutorial

21 The Essence Of Ready,Set,Go!
Understanding the concepts of objects

25 Document Design
How to layout Ready,Set,Go!'s pages

29 Processing Words
The nitty gritty of text entry and formatting

37 Picture Perfect
A complete guide graphics integration

41 Printout!
The moment of glory

45 Layout Basics
A quick overview of design principles

49 On The Menu
A reference section to menu items

57 Glossary
Desktop publishing terms from Acetate to Zapf Dingbats

61 Index

Letraset USA
40 Eisenhower Drive
P.O. Box 281
Paramus N.J. 07653

Registering Ready,Set,Go!

In order to qualify for Letraset USA's product support, please take a moment to fill out and return the postage-paid warranty registration card enclosed in your Ready,Set,Go! package. As a registered user, you will be entitled to the following services:

Technical support

If you experience any difficulty with Ready,Set,Go!, call us at 1-800-634-3463 Monday through Friday between 9:00am and 6:00pm Eastern time.

Upgrade information

Letraset USA is committed to continually improving its product line. Registered users are automatically notified when upgrades become available.

User newsletter

As a registered user, you will be entitled to receive Letraset USA's "Communication by Design" user newsletter.

This quarterly resource includes program tips, shortcuts, design advice, new product information, special offers, etc.

Requirements

To use Ready,Set,Go!, you need a 512K Macintosh or Macintosh Plus with a single 800K drive or two 400K drives.

We also recommend that you have at your disposal either an ImageWriter or LaserWriter printer.

Limited warranty

The program is provided on an *as is* basis. The entire risk as to the results and performance of the program is assumed by you.

Should the program prove defective, you (and not Letraset USA or its dealers) assume the entire cost of all necessary repair or correction. Further, Letraset USA does not warrant, guarantee or make any representations regarding the use of, or the results of the use of, the program in terms of correctness,

accuracy, reliability, currentness, or otherwise; and you rely on the program and results solely at your own risk.

Letraset USA does warrant that the Ready,Set,Go! System Disk and Program Disk are free from defects in media and of materials and workmanship, assuming normal use, for a period of 90 days from date of purchase.

If a defect occurs during this period, you may return the disk to Letraset USA for replacement free of charge, provided your registration card is on file. If your registration card is not on file, you must provide a dated proof of purchase with the defective disk.

The above is the only warranty of any kind, either expressed or implied, including but not limited to the warranties of merchantability and fitness for a particular purpose that is made by Letraset USA on this program. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

Neither Letraset USA nor anyone else who has been involved in the creation, production, or delivery of this program shall be liable for any direct, indirect, consequential, or incidental damages resulting from the use, or inability to use such product even if Letraset USA has been advised of the possibility of such damages or claim.

Some states do not allow the exclusion or limitation of liability for consequential or incidental damages so the above limitation may not apply to you.

Copyright

The program and its related documents are copyrighted.

Except for back-up purposes, you may not copy the program or its documentation.

Multi-use license

To use the program on more than one computer or with shared-disk systems, you can purchase a multi-use license direct from Letraset USA.

Publisher's Notes

About eight months ago, we conceived the notion of producing a Ready,Set,Go! magazine instead of another humdrum computer manual. We hope you'll agree that the results were well worth the effort.

We had no idea then that the new Ready,Set,Go! would contribute so much to the magazine's creation.

Automatic hyphenation, picture runarounds, grids, find, replace, glossaries and the multiple window environment proved especially invaluable to the process of laying out and editing this *pièce de resistance*.

Ready,Set,Go!, the magazine, is based on a manuscript by David Kater, best known for his Microsoft Word book. Kater's manuscript was directly read using Ready,Set,Go!'s Microsoft Word import feature.

All editing, content amplification, and layout was subsequently performed with Ready,Set,Go! in about ten days.

Adobe's assistance in supplying fonts, beyond the call of duty, must be acknowledged.

We also wish we had Infosphere's LaserServe LaserWriter spooler from day one. It proved to be a formidable timesaver. Affinity's Tempo was a solid hit too. Its macros dramatically speeded up repetitive operations. The simultaneous use of Tempo and LaserServe, underscores Ready,Set,Go!'s solid performance with desk accessories.

Another desk accessory worth noting is Keith Esau's Camera. Camera lets you take pictures of whatever you're doing on screen. We want to compensate you, Keith, wherever you are.

In order of hardware importance were the Macintosh Plus, the LaserWriter Plus, SuperMac's DataFrame 20, and Mirror Technologies' MagNet 20 hard disks.

Our thanks go to Richard Mitchell, a faithful Ready,Set,Go! user, who supplied us with the type chase featured on the backcover.

Lastly, we thank Cynthia Ahart for her copy editing expertise.

— Michael Tchong

Letraset USA

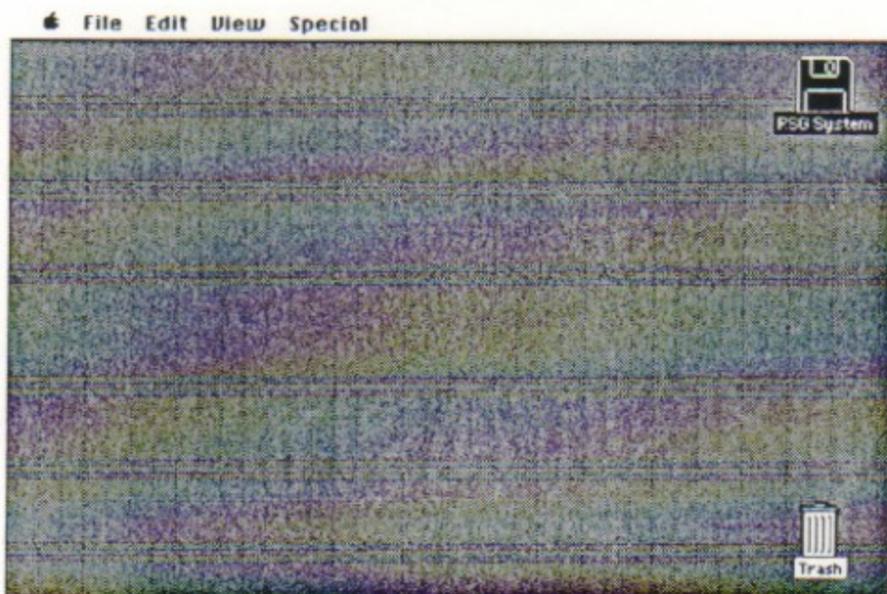
40 Eisenhower Drive, P.O. Box 281, Paramus NJ 07653 Telephone 1-201-845-6100

Ready. . . Set?

What you need to know about starting Ready,Set,Go!

Before you do anything, you should make a backup copy of the Ready,Set,Go! disks.

On a two-drive system, place the RSG System disk in the internal disk drive. When the Macintosh desktop appears (see below), place a blank disk in the external drive.



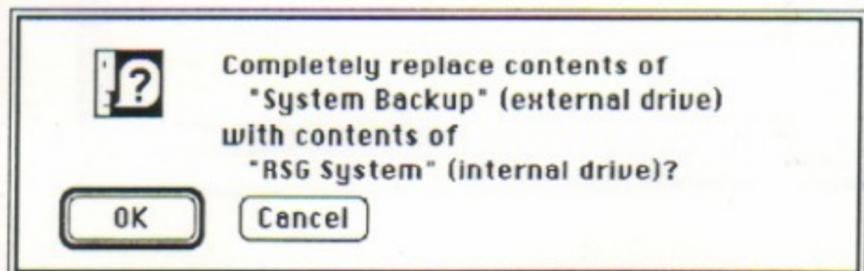
A dialog box appears asking you whether you want to initialize the blank disk.

Click on the Initialize button, and wait until the Initializing Disk message disappears.

Now you'll be asked to name the newly initialized disk. Type in: System Backup.

If you make a mistake, use the Backspace key to correct your error. When you have finished typing, click on the OK button with the mouse or press the return key. An icon for the System Backup disk now appears on the desktop.

Place the pointer on the RSG System icon, hold down the button and drag the image of that icon until it is on top of System Backup, and release the mouse button.



A dialog box now appears asking if you want to replace the contents of System Backup with the contents of the RSG System disk. Click OK. A message will appear telling you how many files remain to be copied. Wait until the message disappears.

Pull down the File menu and select the

Getting Started

Eject command to take out the backup disk. Now place a blank disk in the external disk drive, initialize it and name it RSG Backup.

After naming the disk, click on the RSG System disk to highlight it and eject it with Eject from the File menu.

Insert the RSG Program disk in the now empty internal drive and drag its disk icon onto the RSG Backup icon. The dialog box should say: "Replace contents of RSG Backup with contents of RSG Program?" Click Yes. Once all files are copied, store the original Ready,Set,Go! disks in a safe place.

Backing up with a hard-disk system

Copy the contents of the Ready,Set,Go! Program disk to your hard disk.

Make sure that Ready,Set,Go! and the RSG Dictionary reside on the desktop or in the same folder.

Starting Ready,Set,Go!

Insert your Ready,Set,Go! disk copies into the computer. After the screen displays the Macintosh desktop, double-click on the RSG Backup icon to open a window showing its contents.

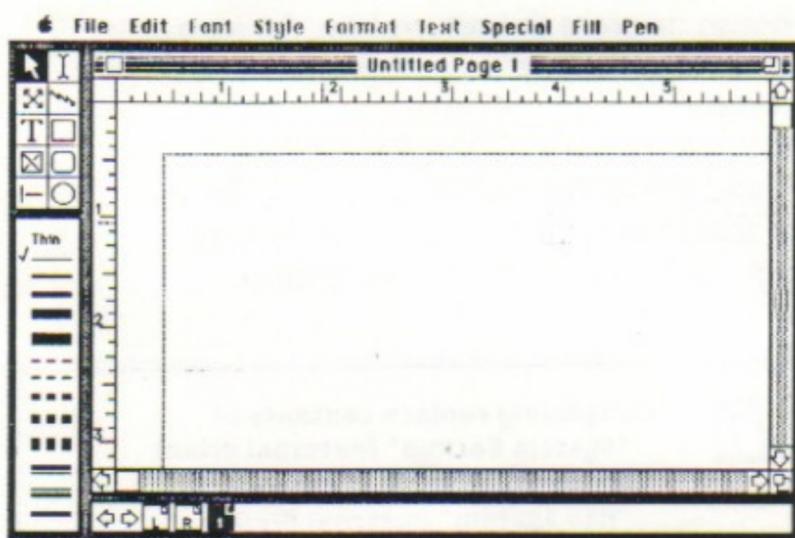


Ready,Set,Go! 3

Double-click the Ready,Set,Go! program icon. A copyright message will be displayed briefly, followed by

Program icon

Ready,Set,Go!'s desktop. Take a moment to familiarize yourself with the desktop:



The top bar contains the menus from which you choose commands. The large box with the file name *Untitled Page 1* is a Ready,Set,Go! document window. This window currently shows the top left corner of an electronic page.

The little white box on the top left side of the document window closes the window. If you are using a Macintosh Plus, 512E, or upgraded Mac, you will also see a zoom box on the right side of the title

bar. The zoom box alternately expands the window to fill the entire screen or contracts it to original size.

The vertical scroll bar along the right edge of the window moves the page up or down — bringing other parts of the page into view. You may scroll up and down three ways: the scroll arrows at either end of the bar move the page by small increments; dragging the scroll box along the bar allows you to scroll to a particular section of the page; clicking on the grey section moves you to the top or bottom of the page quickly.

A horizontal scroll bar at the bottom of the window moves the page view from side to side. Operation of the horizontal scroll bar is identical to that of vertical scroll bar.

The size box, located in the lower right-hand corner of the document window, lets you to resize the window.

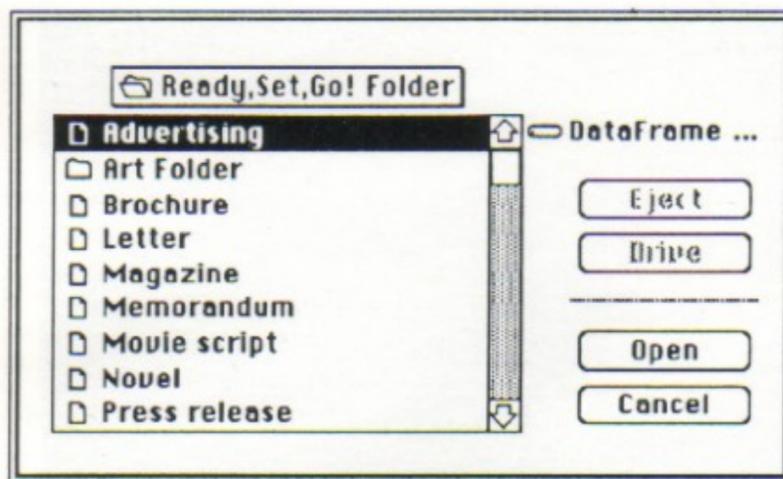
Along the top and left side of the document window are rulers that provide reference for placing objects on a page. The outside edge of the blank page is a dotted rectangle. This marks the margin required by the printer in use.

The page scrollbox at the bottom of the screen keeps track of the number of pages in your document, and lets you to scroll from page to page, or select master pages (indicated by an L and an R).

To the left of the Ready,Set,Go! screen are the tool boxes.

Retrieving existing documents

To open an existing document, choose Open from the File menu. Ready,Set,Go! displays the Open dialog box from which you can choose any existing Ready,Set,Go! document:



The Open file dialog box displays a listing of documents and folders on your disk.

Use the Drive and Eject buttons to select another disk, if necessary. Cancel terminates the Open command.

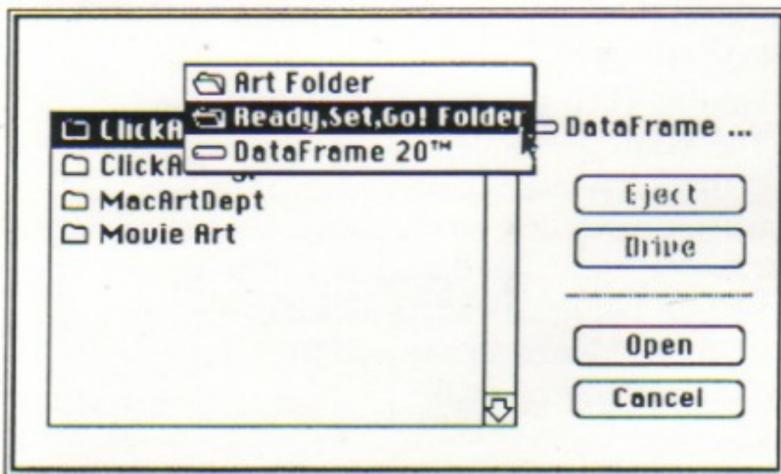
Scroll through the file list and select the docu-



Getting Started

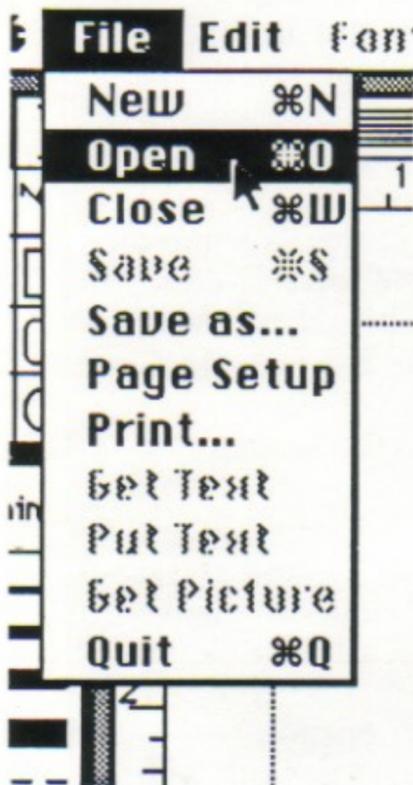
ment you want, then click the Open button. You can also double-click on a file name to open it.

If the selected drive is hierarchical, the open dialog box also displays folders. You open folders in the same way as documents by clicking on the Open button or double-clicking on the folder title. Opening a folder lets you view its contents. To move back up one level, click on the folder title above the file listing to display the folder menu. Drag down this menu to choose another folder.



To move up back one level through your nested folders, click on the name of the current folder

Note: Ready,Set,Go! 3 can translate 2.0 and 2.1 files to the new 3 format. To do this, 2.X files must be opened from within Ready,Set,Go! 3. Double-clicking a 2.X file from the desktop does not work.



Creating new documents

To open a new document, choose New from the File menu (shown, left), or press Command-N.

If you open Ready,Set,Go! from the startup desktop (also called Finder) by double-clicking on its icon, Ready,Set,Go! will automatically display a new document.

Multiple windows

Ready,Set,Go! lets you open as many document windows as your computer's memory capacity allows. Each new window

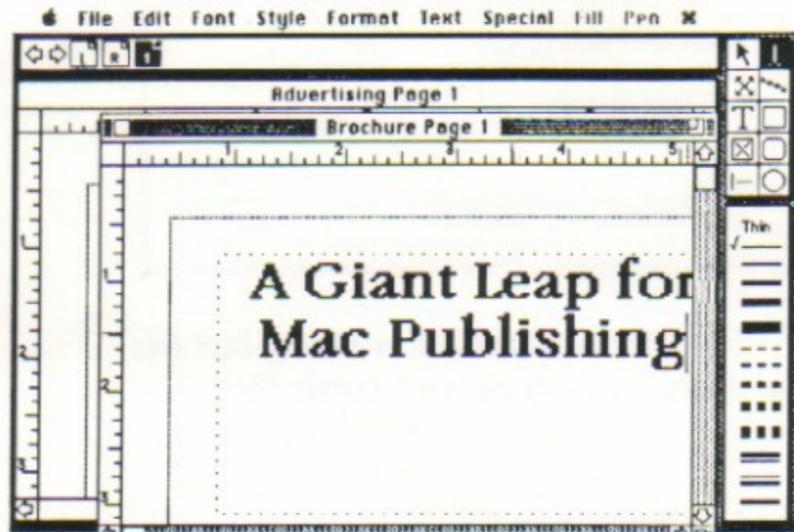
partially overlays the preceding window(s).

To arrange windows for convenient viewing, select a window by placing the pointer tool anywhere

on a window, and clicking the mouse once. This will bring the window to the front. To move a window, click on its title bar and hold the mouse button while dragging it to a new location.

Windows may be resized by clicking on the size box at the lower right hand corner of the screen and dragging the pointer horizontally, vertically, or diagonally.

Moved or resized windows may cover up



A custom desktop with multiple windows and toolboxes moved

Ready,Set,Go!'s toolboxes and page scrollbox. To move these items, hold down the Command key, click on the box that needs moving, and drag it to a new location.

An interesting use for multiple windows is to view different pages of the same document simultaneously. Note: Changes made in one window will not be reflected in the other. Use this technique for viewing only, not for editing.

Disk storage

Although Ready,Set,Go! can be made to work on a single-drive Macintosh with either 400K or 800K disks, a second disk drive is needed to use Ready,Set,Go!'s spelling checker.

The single-sided System disk comes pre-installed with LaserWriter and ImageWriter printer drivers, as well as a full complement of ImageWriter and LaserWriter fonts.

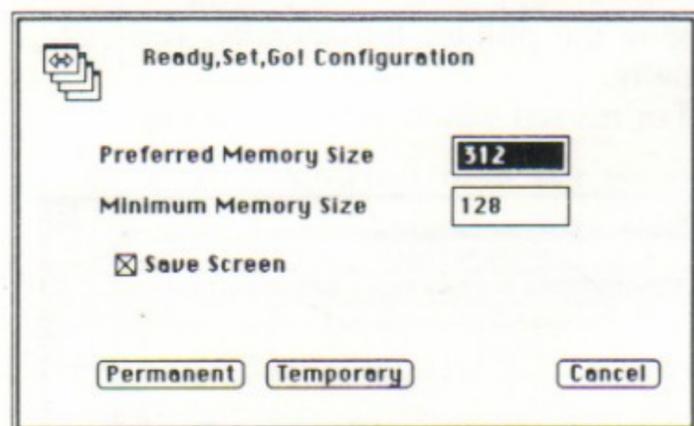
Higher-capacity 800K drives — like the ones included with the Macintosh Plus and 512E — are recommended for efficiency. These drives make accessing picture libraries, large text files, utilities and other programs much more convenient.

Ready,Set,Go! works with any hard disk currently on the market. Hard disk drives that work with the Macintosh Plus' SCSI port are particularly effective. SCSI drives are manufactured by Mirror Technologies (MagNet 20), SuperMac (DataFrame 20) and AST (AST 2000 and 4000).

Getting Started

Switcher

Ready,Set,Go! requires a minimum 312K memory when used with Switcher. Use Configure Then Install... from the Switcher menu to permanently specify Ready,Set,Go!'s memory allocation.



The Switcher configuration dialog box lets you install Ready,Set,Go! correctly.

Where to go from here

You may have noticed that this is not a typical user's manual. We decided that an innovative product would be better complemented by a similarly auspicious magazine.

Moreover, what better way to showcase desktop publishing and Ready,Set,Go! than with a publication created entirely with this advanced technology. The magazine is divided in two sections.

Feature articles present Ready,Set,Go!'s page composition capabilities in detail. If you would like a hands-on demonstration, proceed directly to the next article *A Quick Tour*. If you prefer to skip the *Quick Tour*, then read the articles that follow.

The Essence of Ready,Set,Go! explains blocks and objects. *Document Design* provides information on adding pages and grid systems. *Processing Words* covers text entry, formatting and block linking. *Picture Perfect* discusses the addition of graphics. *Prinout!* gives a printing and saving overview.

Layout Basics gives the novice desktop publisher some basic design advice.

The second section contains *On The Menu*, a reference section on Ready,Set,Go! menu commands; a *Glossary*, listing popular desktop publishing terms; and the *Index*.

For advanced users

If you feel comfortable with all aspects of Macintosh software and have a fair amount of desktop publishing experience, we recommend that you read *Processing Words* to gain insight into Ready,Set,Go!'s powerful hyphenation, kerning and block linking concepts and suggest you use *On The Menu* as a reference guide.

The Font/DA Mover

The Font/DA Mover (Font and Desk Accessory Mover) is a Macintosh household program that copies or removes fonts and desk accessories. All program startup disks contain fonts and desk accessories in the System file (found in the System folder).

To add new fonts or desk accessories to the Ready,Set,Go! System disk, you use the Font/DA Mover.

1. Double-click the Font/DA Mover icon.
2. The Font/DA Mover will list your System's fonts in the left window upon startup. To add desk accessories, click on the Desk Accessory button displayed in the dialog box. The list displayed on the left includes all fonts or desk accessories contained in the System on the Ready,Set,Go! startup disk.

3. Click the Open buttons to view lists of other System, font, or desk accessory files on any other disk. Each open button controls what is displayed in each list. Both the file and the disk it is on are shown below each list. Click the Drive button to view files on other disks.

4. Open a file by double-clicking its name.
5. Select the fonts or desk accessories you want to copy or remove. You may make selections from either list. Click to make a single selection, hold down the Shift key while you click additional fonts or accessories, or drag to select a group. The number of bytes selected and the space available on the disk are displayed. The name, size and a font sample are displayed (if desk accessories or more than one font is selected nothing is shown).

6. Click Copy or Remove in the direction the arrows point to copy or remove fonts or desk accessories. Clicking Copy copies them to the opposite file; clicking Remove removes them from the file they are in. (You will not be allowed to remove certain fonts the System needs.)

7. Click Quit.

To fully enjoy the maximum 15 desk accessories and unlimited fonts the Macintosh allows, you'll need 800K disk drives or a hard disk. (The system folder used for this magazine contains close to 1.2 megabytes of information!)

Ready,Set,Go! users who need to work with 400K disk drives should refer to the following sidebar, *A One-Drive System*.

Enhancing Ready,Set,Go!

Software

Ready,Set,Go! readily uses pictures and text created by other applications. Useful programs for desktop publishing include drawing programs like FullPaint, MacPaint, MacDraw, MacDraft and Easy 3D, and clip-art libraries like those manufactured by T/Maker under the ClickArt label and The MacArt Dept. by Simon & Schuster.

You can store rapidly expanding clip-art libraries in Picture-Base, which lets you retrieve art quickly without long searches through many folders.

Although Ready,Set,Go! has its own word processor, it reads files created by Microsoft Word and MacWrite. Files created by ThinkTank and MORE can also be imported in the text (ASCII) format.

Macros

To speed up projects that require repetitive commands you can use Ready,Set,Go! with programs like Affinity's Tempo.

Macros were used with this project to store frequently used set/clear paragraph indent commands.

Network software

Ready,Set,Go! has been tested with the MacServe network from InfoSphere.

MacServe requires two minor adjustments. When you use Switcher with MacServe, reserve

an additional 32K in each memory partition upon installation.

MacServe also overrides Apple's Chooser desk accessory. To switch printers, use Page Set-

find a scanner useful. The best-known scanners are those manufactured by Abaton, Datacopy, Dest, Microtek, and Thunderware (Thunderscan).

Any MacPaint-compatible file created by these scanners can be read directly by Ready,Set,Go!

Large screens

Ready,Set,Go! has been successfully tested with large monitor screens from E-Machines, Micrographic Images, and Radius.

To use some of these monitors, your Macintosh needs to be modified by the screen's manufacturer.

With these large screens you can view several Ready,Set,Go! documents simultaneously in actual size.

Fontographer

All typefaces created with Fontographer are compatible with Ready,Set,Go!

Fontographer produces typefaces that are automatically downloaded to the LaserWriter whenever needed.

LaserWriter spoolers

Infosphere's LaserServe spooler works with Ready,Set,Go!

Please note that any downloadable fonts should be downloaded before spooling otherwise they will not print.

Modems

Use a modem to send articles to other Ready,Set,Go! editors. Modems also let you send documents to copy or typesetting services for printing on high resolution output devices

Scanners

If you intend to use existing line art or other graphics, you may



A drawing created with Easy 3D and imported from the Scrapbook

A Quick Tour

Now that you have made Ready,Set,Go! backup copies, you are ready for a hands-on tutorial.

Familiarize yourself with the Macintosh desktop, including how to use a mouse, keyboard, windows, icons, menus and dialog boxes before you begin. If necessary, review the basics by consulting your Macintosh user's manual.

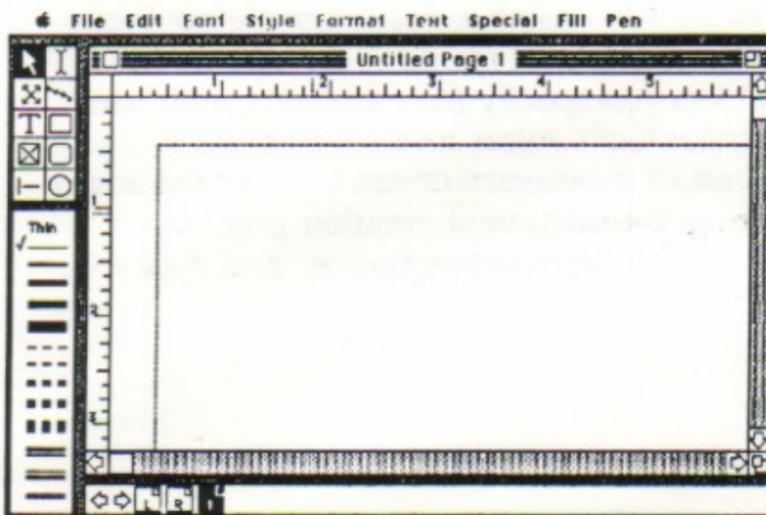
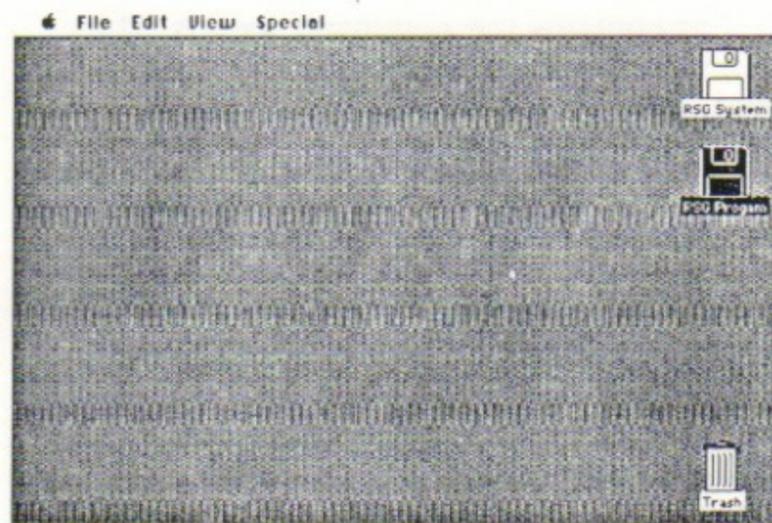
Starting Ready,Set,Go!

To start this quick tour, turn the Macintosh on and insert System Backup disk in the internal disk drive and the Program Backup disk in the external drive. The Macintosh desktop will appear (see top, right).

Point on the disk icon and click the mouse button twice in rapid succession (double-click). Now double-click on the Ready,Set,Go! icon.

After a brief delay and a copyright notice, you will see the Ready,Set,Go! desktop shown at right.

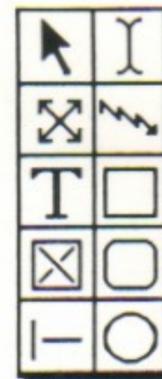
From this desktop you will begin to create your first document.



At the left side of the screen are Ready,Set,Go!'s toolboxes. From left to right, you see the pointer tool which is used to select, move or resize objects and the I-beam tool which edits text.

One row down, is the cropping tool (crossed arrows) which selects picture blocks and moves pictures within them. The linker tool (lightning bolt) is used to link text blocks. The T stands for text block tool which creates text blocks. The rectangle tool draws boxes.

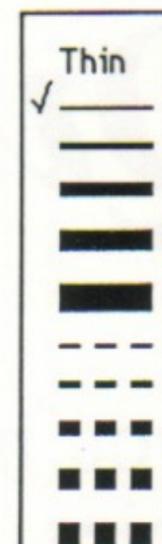
The X tool is used to create picture blocks. The three last tools draw round-cornered rectangles, lines, and ovals.



Immediately, below these tools are the Ready,Set,Go! line patterns.

These patterns can be applied to lines and the borders of rectangles, round-cornered rectangles and ovals.

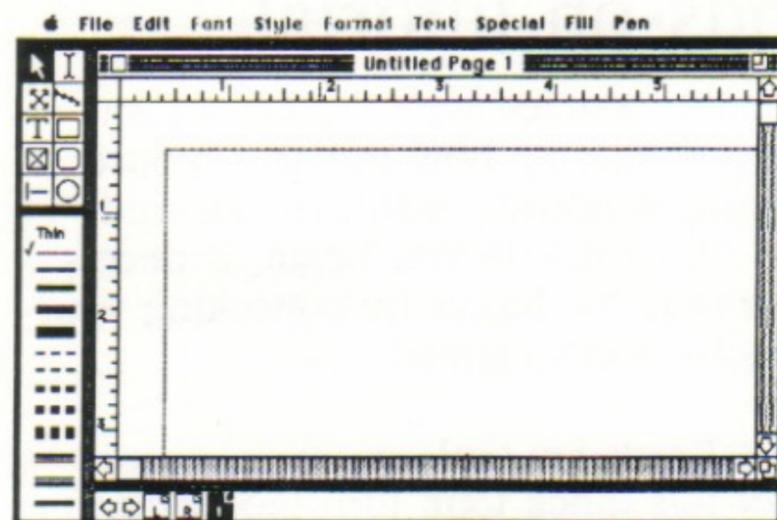
Since lines and rectangles are often used in desktop publishing, the patterns have been placed on the desktop for easy access.



The top bar contains the command menus. The large box with the file name *Untitled Page 1* is a document window. The window currently shows the top left corner of a Ready,Set,Go! page.

Scroll bars at the bottom and right side of the window move the pages left and right or up and down. To resize the window, use the size box located at the bottom right of the document window.

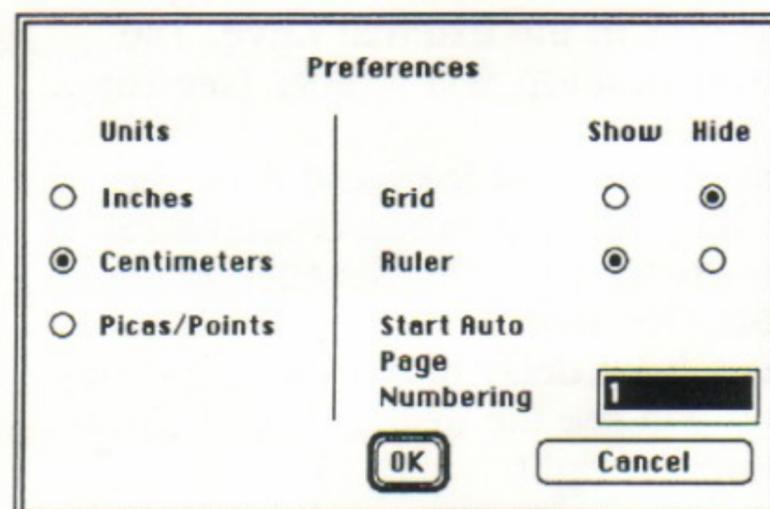
Along the window's top and left side are rulers marked in inches to help place page objects. Below the window is the page scrollbox which lets you move between pages by clicking on numbered page icons.



Now let's start to design a document. Select Preferences from the Special menu. A dialog box will appear that lets you specify the measuring units used by Ready,Set,Go!'s rulers and spec sheets.

The unit of measurement can be changed at any time during the document creation process.

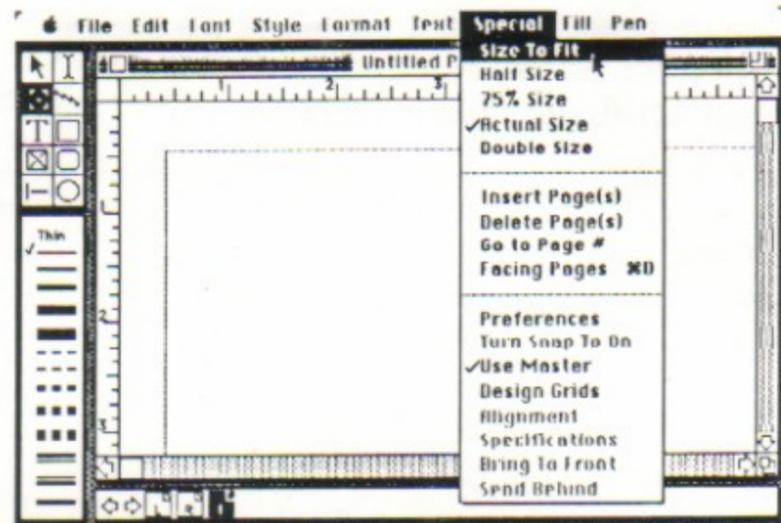
Click on the Centimeters button, and click OK.



Choose Size to Fit from the Special menu. You can look at and work on Ready,Set,Go! documents in several different views.

The Size to Fit view reduces the document to show the full page. Half Size, 75%, Actual Size and Double Size are progressively larger magnifications of your page.

All views are fully interactive — you can lay out a whole page with Size to Fit, enter text in Actual Size, then visually align objects in Double Size, for example.

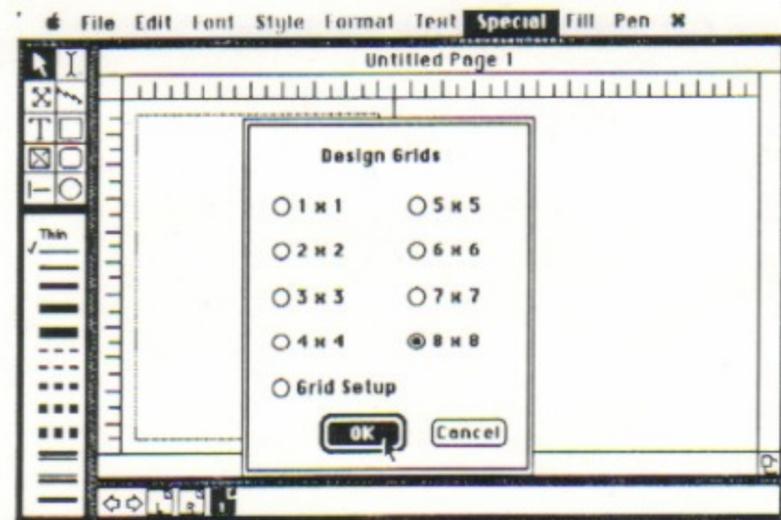


Design Grids position items on the page. Select Design Grids from the Special menu. A dialog box with various preformatted grids will pop up. Click on the 8 Column/8 Row button.

Now any page object you create will automatically snap to the nearest grid lines. This makes creating multi-column documents literally a snap!

You can customize a grid by entering your own specs if you click Grid Setup. You can also compose free-form pages with no grid at all. Or combine free-form with grids by turning snap-to on or off from the Special menu.

Now click OK.

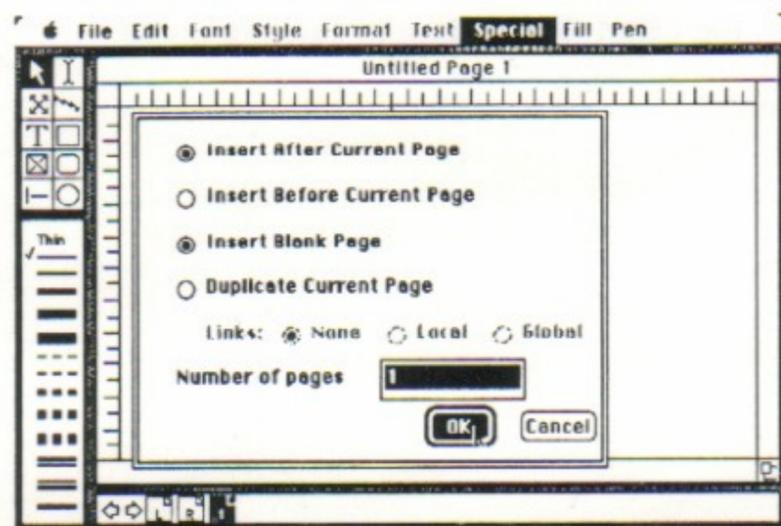


Choose Insert Page(s) from the Special menu. Select Insert Blank Page. You can create a document of any length — limited only by your Macintosh's memory — by filling in the Number of pages field.

For this sample we need only one more page, so click OK.

Notice that another page icon has appeared in the page scrollbox and that you are now on page 2.

Click on page icon number 1 to go back to the first page.

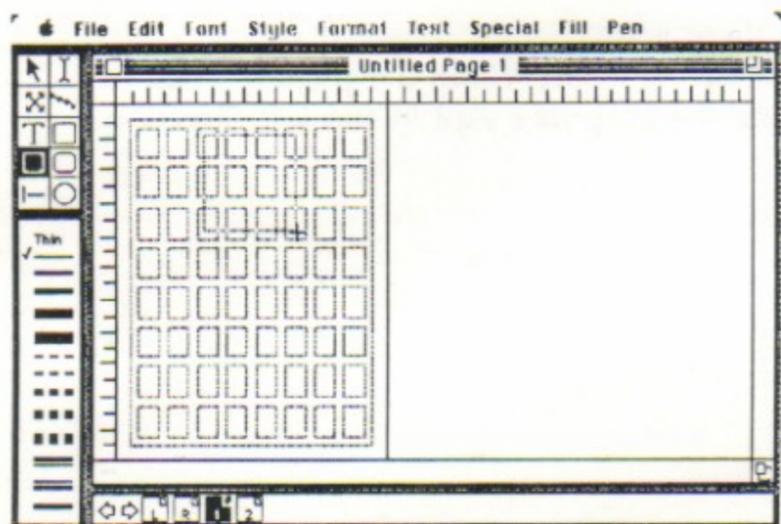


Begin laying out your first page by selecting the picture tool and drawing a picture block as shown.

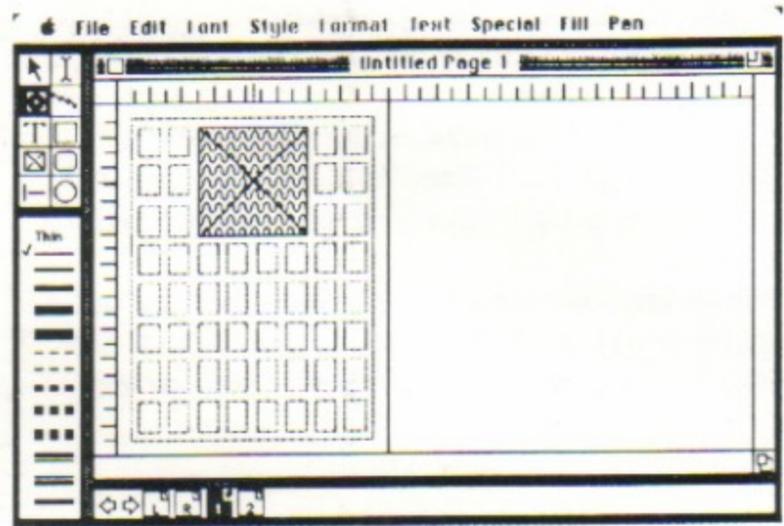
You build blocks by clicking on the page where you would like your block to begin and dragging the mouse in a diagonal direction — usually down and to the right.

Don't worry about being accurate, the snap-to grid takes care of the details.

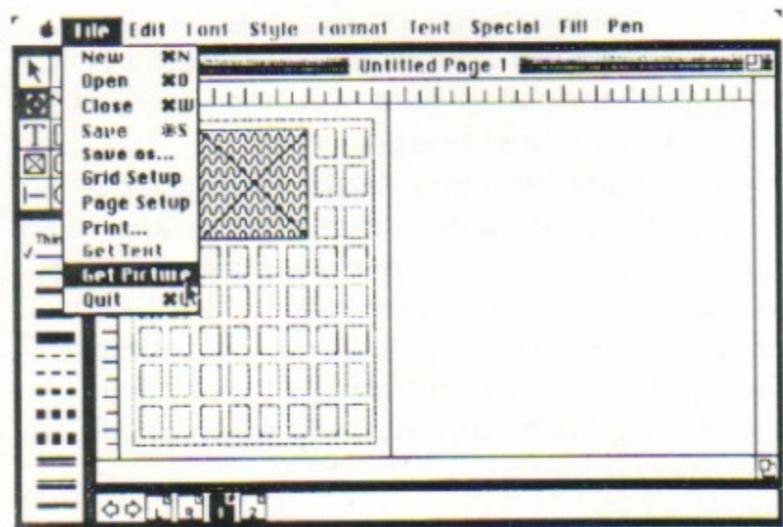
If you end up with a larger picture block than you intended, hit the Backspace key and the block will disappear. Then try again.



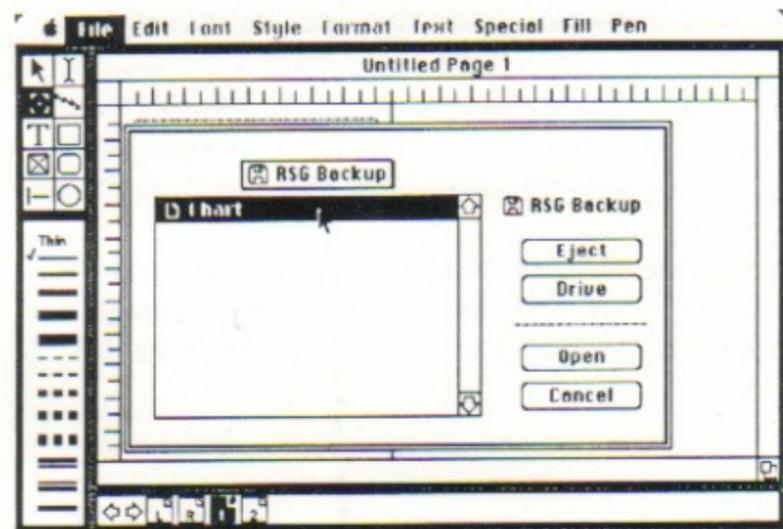
Now you are going to place a graphic in the picture block. Select the picture block you just created by clicking on it with the cropping tool...



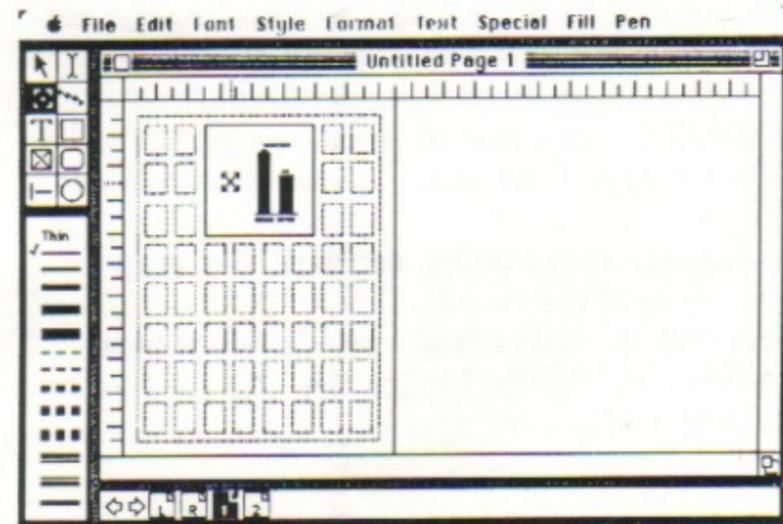
...choose Get Picture from the File menu...



...open the Chart file by double-clicking on its name...

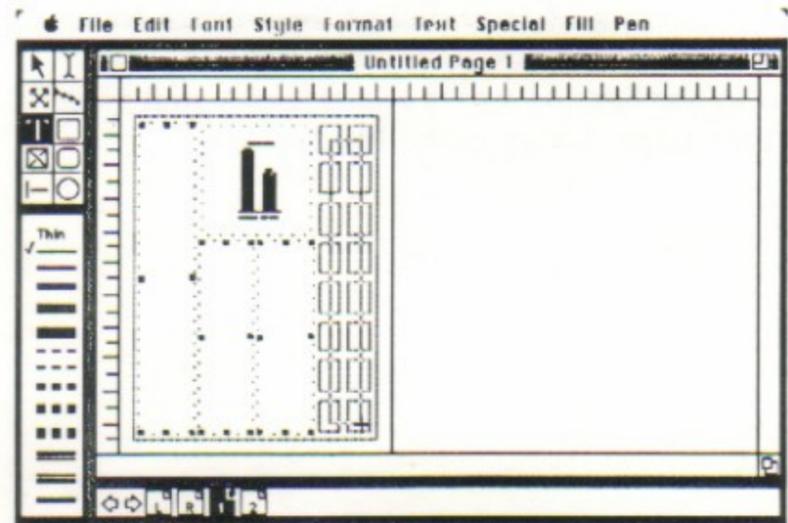


...and there it is!
Position the chart within the picture block by dragging the cropping tool in top left direction.



Now let's create some text columns. Select the text block tool and draw four columns of any size. Notice how text blocks snap to grids.

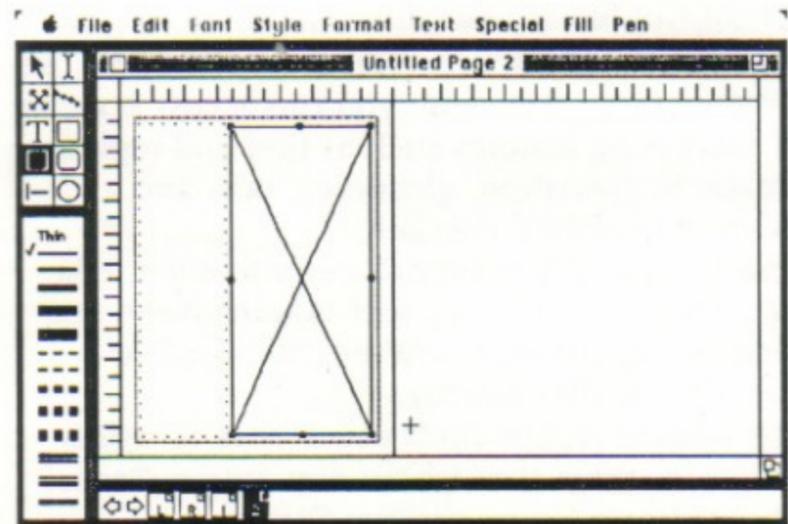
(If you prefer, you can draw free-form blocks by turning snap to off in the Special menu. But we will continue to use Design Grids for a while longer.)



Click on the page 2 icon. Since the text block tool is still selected, create one more text column about 3 grid sections wide.

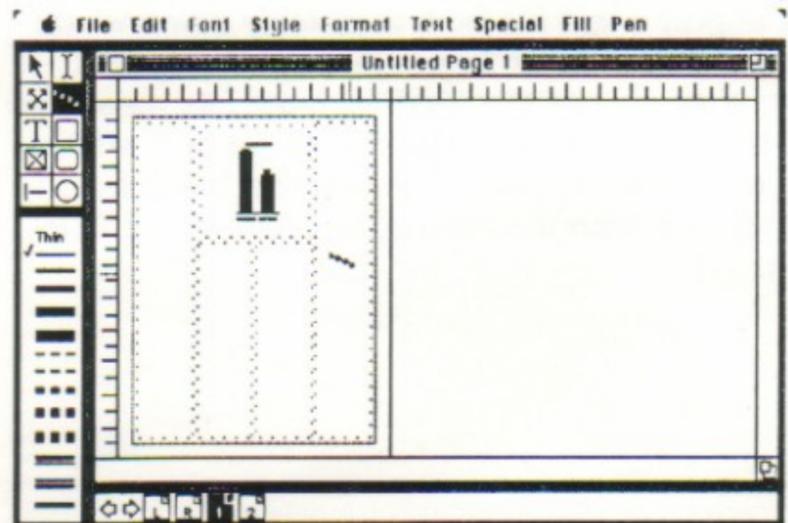
Then add a large picture block with the picture tool to fill up the rest of the page.

The grid system lets you lay out pages with maximum flexibility and makes position calculations unnecessary.



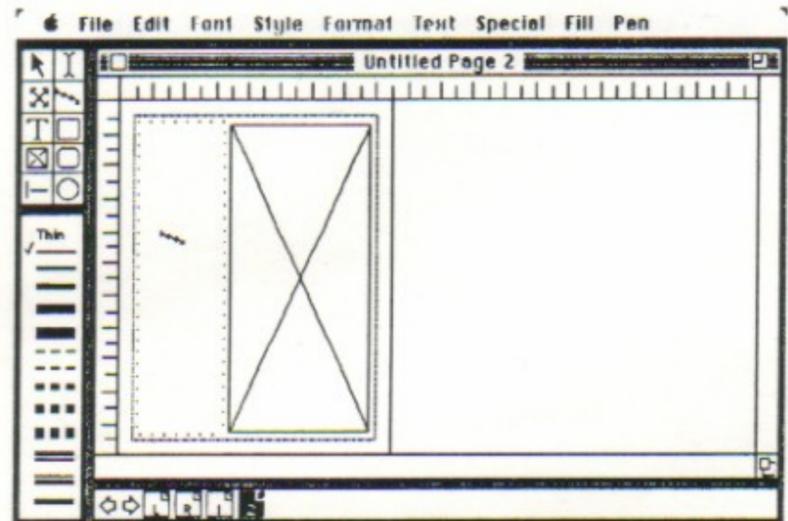
Return to page one by clicking on the page 1 icon. Select the linker tool and link all text blocks on the page by clicking inside each column.

After the first column is linked, the linker tool will flash to acknowledge that the current text block is being linked to the previous one.



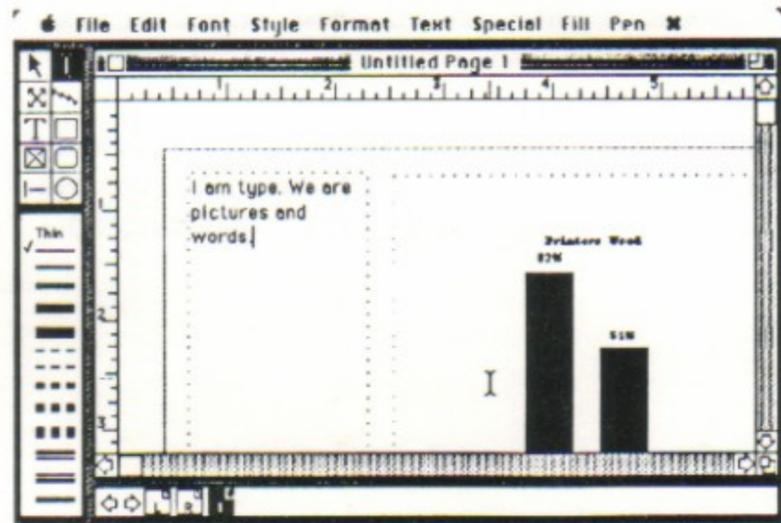
To end the sequence, go to page two and link its text block by clicking on it twice. (A double-click lets the program know that the text chain is complete and allows you to immediately begin linking other chains.)

You may link text blocks before or after they are filled with text, in any sequence. This lets you run a story from page one to page four, another from page two to five and back to three, etc.



Click on the page 1 icon. Select the I-beam tool, and click on the first text column.

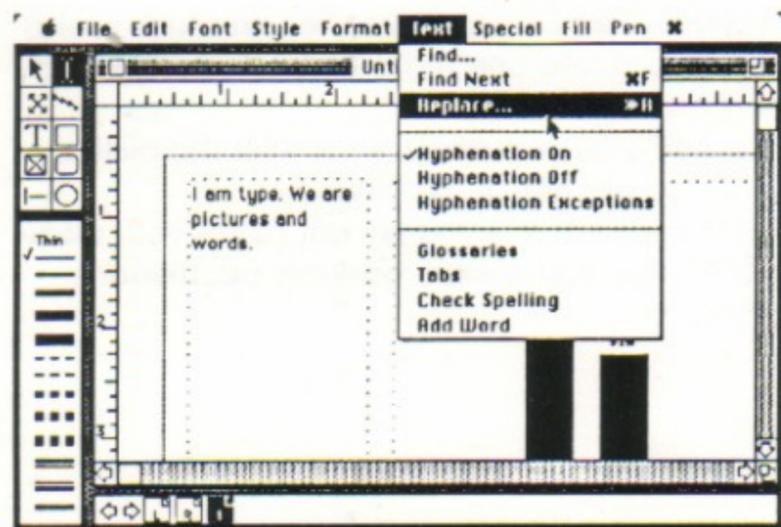
Go to the Special menu and select Actual Size. Now type some letters in the block.



Ready, Set, Go! has a powerful, built-in word processor. To get a feel for its versatility, pull down the Text menu. From this menu you can access popular word processing features such as find and replace, automatic hyphenation, glossaries, tabs and a 60,000-word spelling checker.

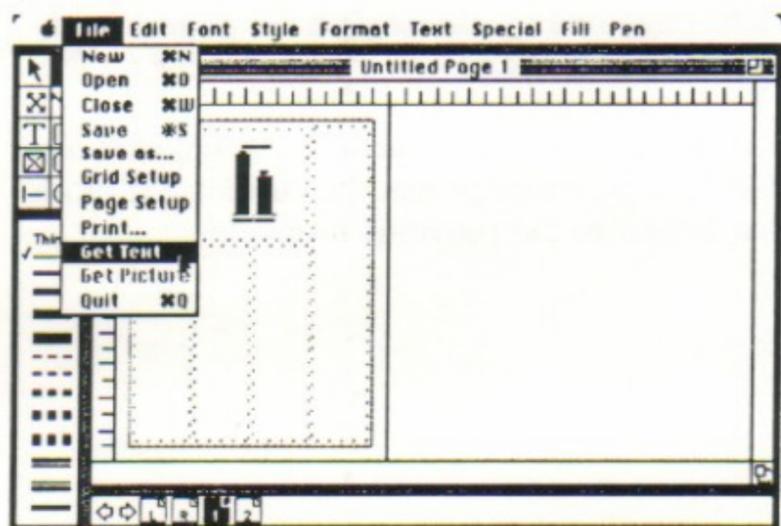
You can use this word processor to enter, edit, format, and proof all your text. Alternatively, you can import formatted MacWrite, Microsoft Word or text files (ASCII) directly.

The replace feature finds occurrences of words and replaces them throughout any article. Cancel this dialog box now by clicking Cancel.

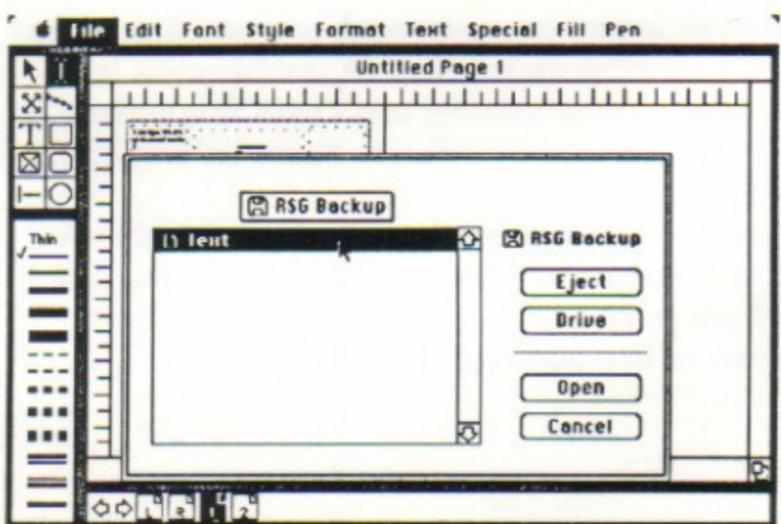


We'll import a text file here to quickly demonstrate how text flows. Select Size to Fit from the Special menu. Now choose Get Text from the File menu.

If nothing happened, check to make sure you have an insertion point in the first text block by clicking on it with the I-beam, then select Get Text again.



Open the Text file by double-clicking on its file name. Text flows into the blocks in the order they were linked.

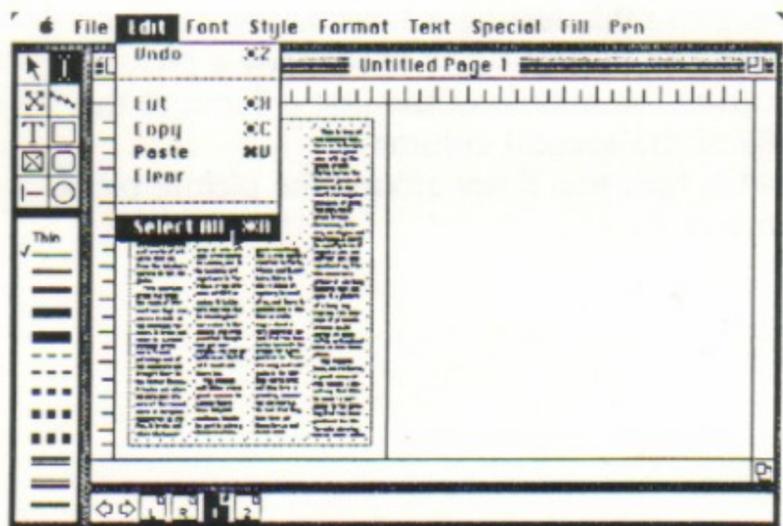


Select the I-beam tool, and get an insertion point in the first column by clicking on it anywhere, then enter some more text. (It doesn't make any difference what you type. We are only trying to demonstrate Ready,Set,Go!'s dynamic editing capabilities.)

Although you would normally add text in Actual Size, this view clearly demonstrates how text changes ripple throughout an entire article.

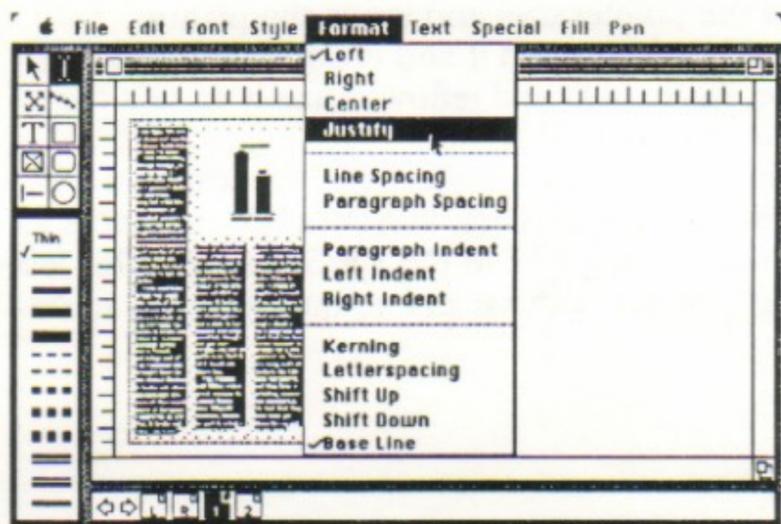


Choose Select All from the Edit menu. The entire article is now highlighted — including page two. (If this did not happen you may not have had a text insertion point. Click anywhere in the chain with the I-beam to get an insertion point, and choose Select All again.)



Select Justify from the Format menu. The entire article will now reformat itself with flush right and left justification.

It is also possible to change font, point size, linespacing, paragraph spacing, indents, etc. once text is selected.



Select the pointer tool and click on a text block. Handles will appear that let you resize the block in any direction.

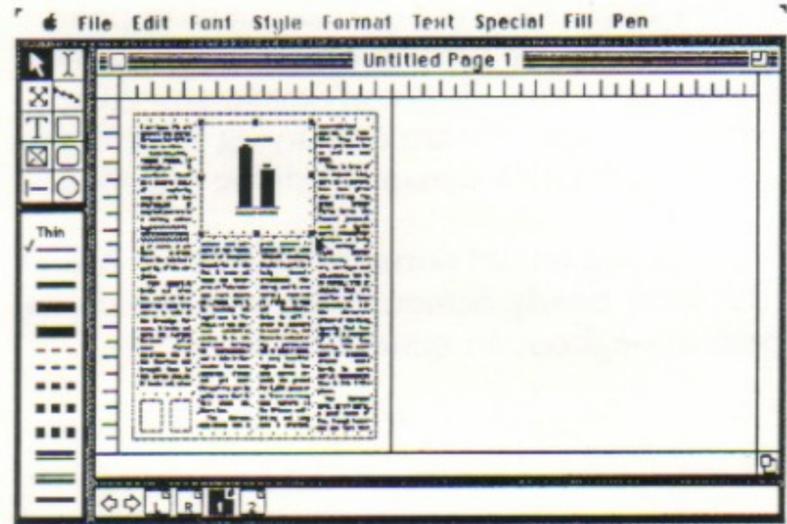
Toggle Snap To off from the Special menu. Now resize the text block by dragging any of its handles.

As you resize one block, text reflows throughout all linked blocks.



Picture blocks can be resized in a similar way. Click on the picture block to make it active and grab one of its handles.

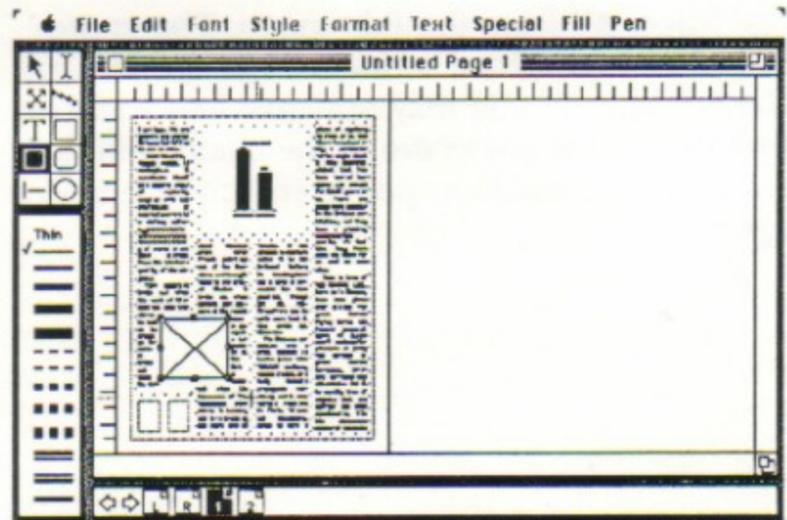
Resize the picture block in any direction. If you make the picture block large enough to cover some of the adjacent text columns, you'll notice one of Ready,Set,Go!'s most powerful features: automatic text runarounds.



Let's explore this feature a little more.

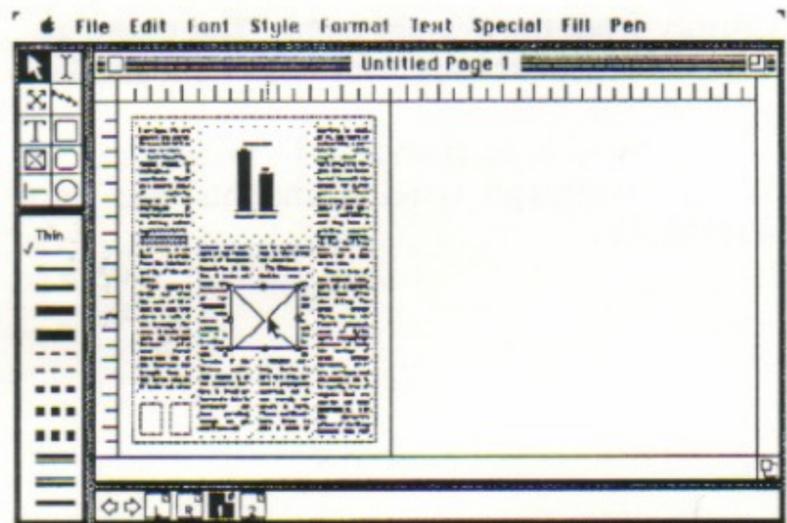
Select the picture block tool. Draw a picture block from the middle of the first column to the middle of the second column.

Watch how text flows around the picture block automatically.



Select the pointer tool and move the picture around by clicking on it and dragging it somewhere. Again, text will reflow instantly to refit the picture block's new contours.

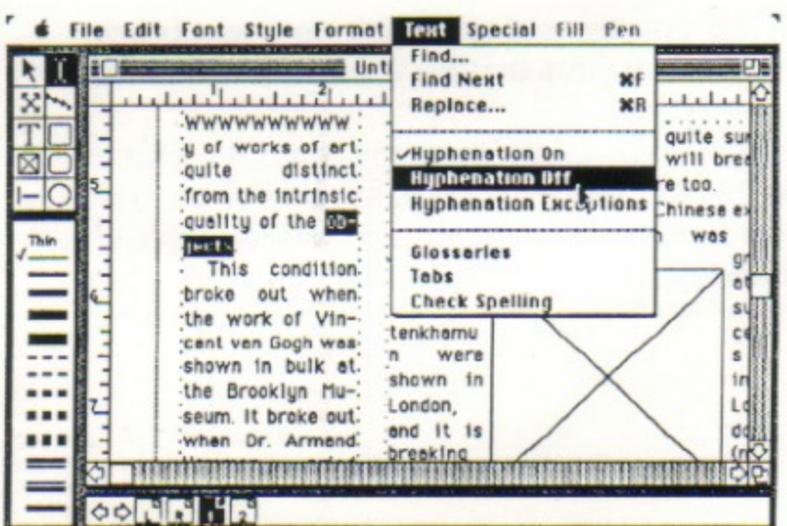
Any Ready,Set,Go! object can be designated as a runaround by selecting Run Around from the Specifications dialog box in the Special menu. This lets you to flow text around a large quotation, for example.



Choose Actual Size from the Special menu. Select the I-beam and double-click on any hyphenated word. The word will be highlighted on both lines.

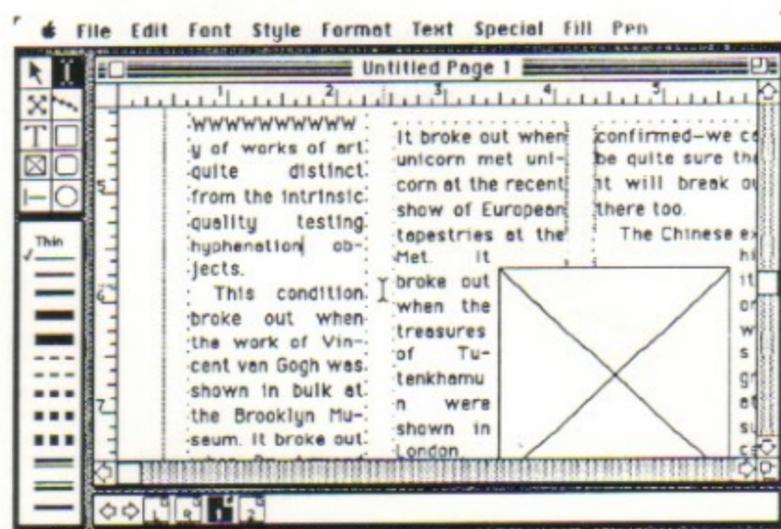
Choose Hyphenation Off from the Text menu and the entire word will wrap to the next line. This option lets you selectively turn off hyphenation word by word or for an entire range of text.

Rehyphenate the word by choosing Hyphenation On from the Text menu.

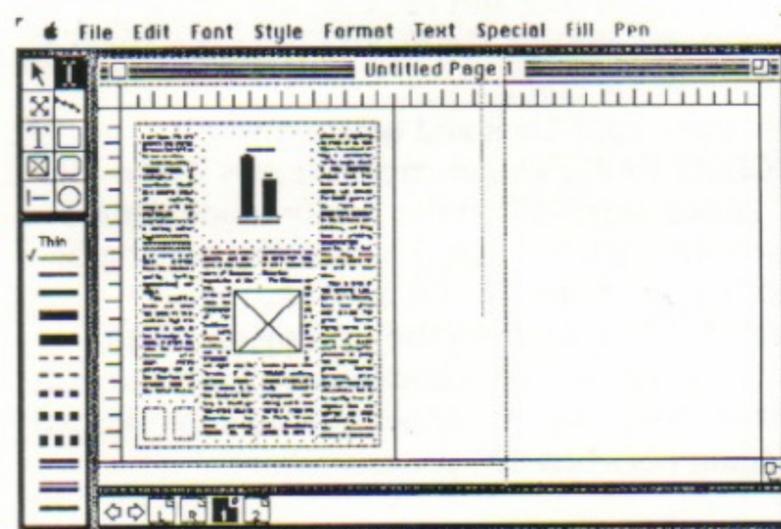


Get an insertion point before the word and backspace slowly. The word is automatically rehyphenated and brought up a line.

Typing in extra letters changes hyphenation automatically. Ready,Set,Go!'s real-time hyphenation does not use a dictionary. Instead, it relies on a sophisticated algorithm that is fast enough to hyphenate as you type!



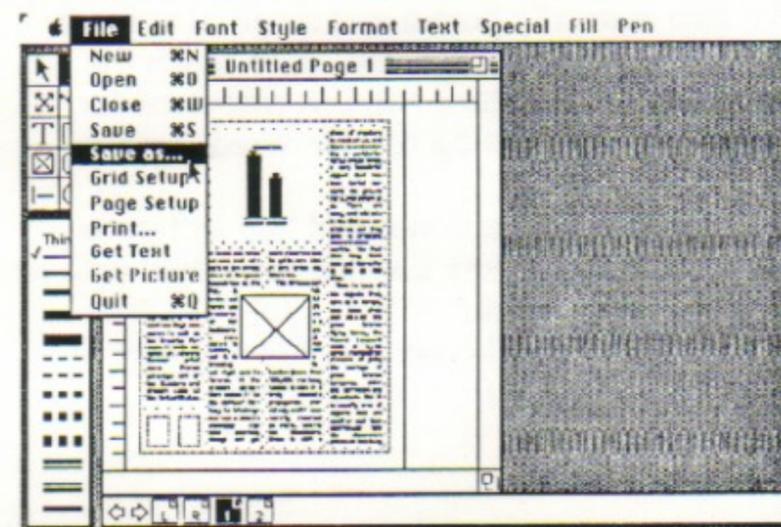
Choose Size to Fit from the Special menu. Make the window smaller by dragging the size box to the left.



Saving your documents frequently is a very important aspect of computing. This lets you retrieve recently saved documents, should any mishaps occur. Let's save this document now.

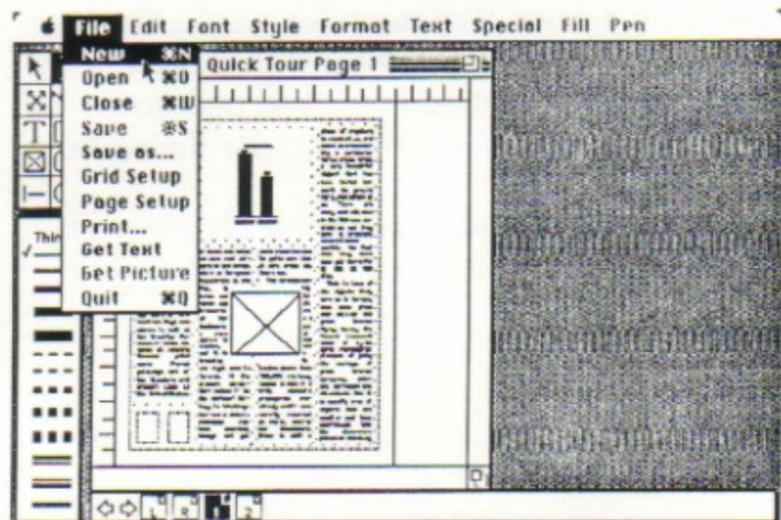
Select Save as... from the File menu and type in the name *Quick Tour*, then click the Save button.

After a few seconds, the file's name appears in the window's title bar.

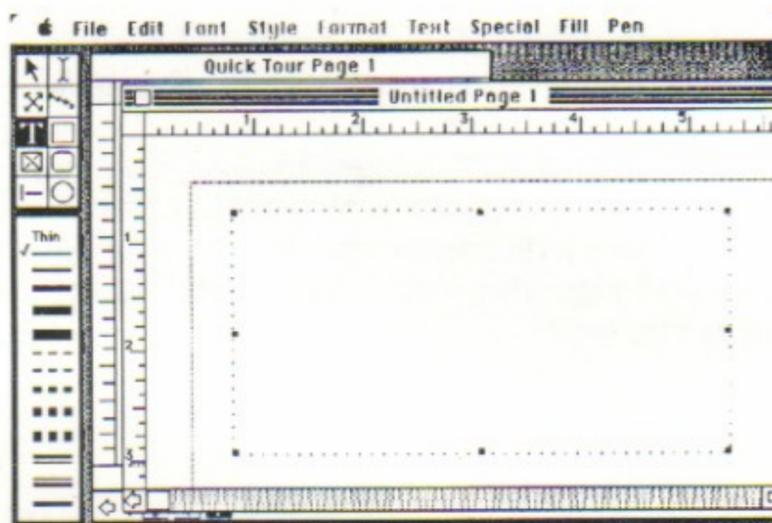


Select New from the File menu. This opens a new document window.

Ready,Set,Go! lets you open as many document windows as computer memory allows.



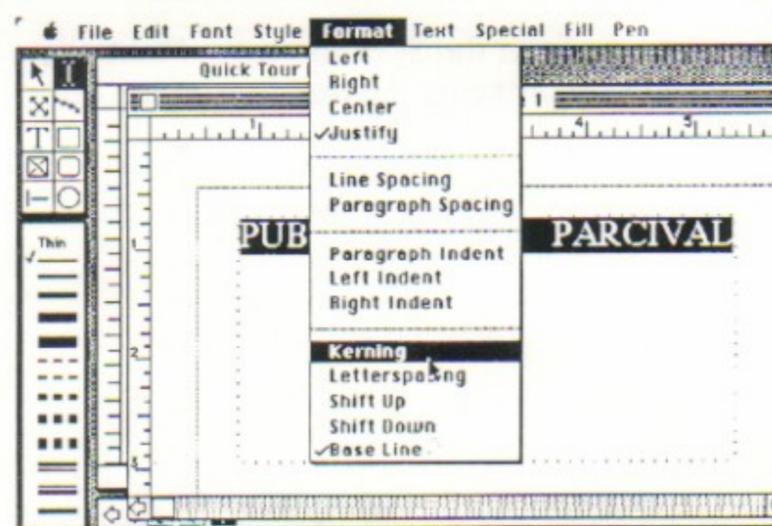
In the new window change the view to Actual Size (Special menu). Now select the text block tool and draw a block of the same approximate dimensions as shown here.



Select the I-beam tool and click on the block. From the Font menu choose Times, and from the Style menu choose 24 Point.

Now press Caps Lock and type the words PUBLICITAS PARCIVAL in capital letters in the text block. (Since we're still in the Justify mode, letters will come in from the right.) Notice the spacing between the letter pairs TA, PA and VA.

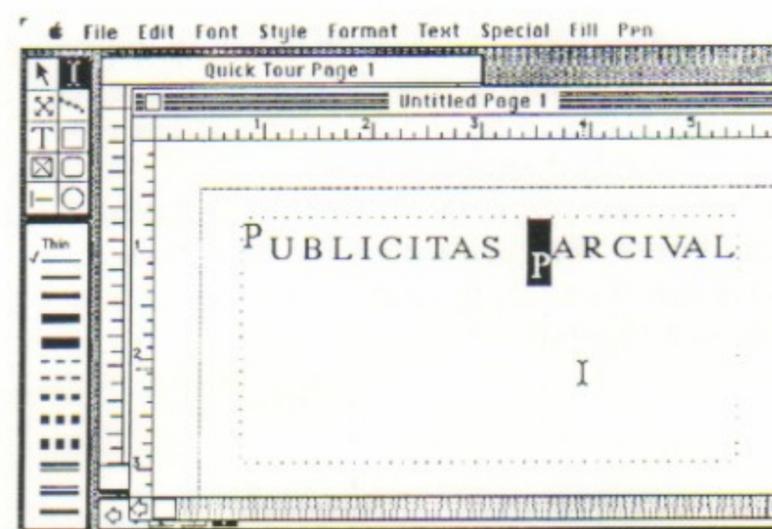
Choose Select All from the Edit menu. With both words highlighted, choose Kern from the Format menu. Instantly Ready,Set,Go! tightens (kerns) the spacing between TA, PA and VA.



You can also manually kern a text range. If you are using a Macintosh Plus keyboard, hold down the Command key while hitting the Left Arrow cursor key. Every keystroke will tighten the words by one point.

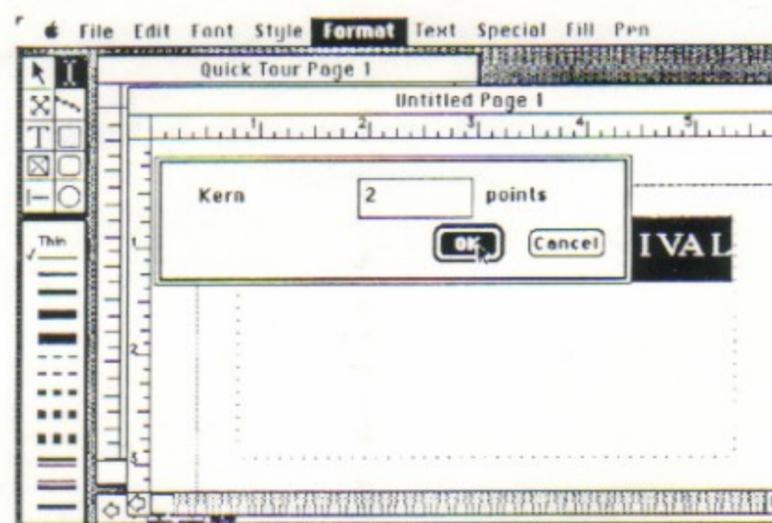
If you hold down the Command key and press the Right Arrow cursor key instead, the letters will space away by one point.

Try Command with the up and down arrows to shift some letters away from the baseline.

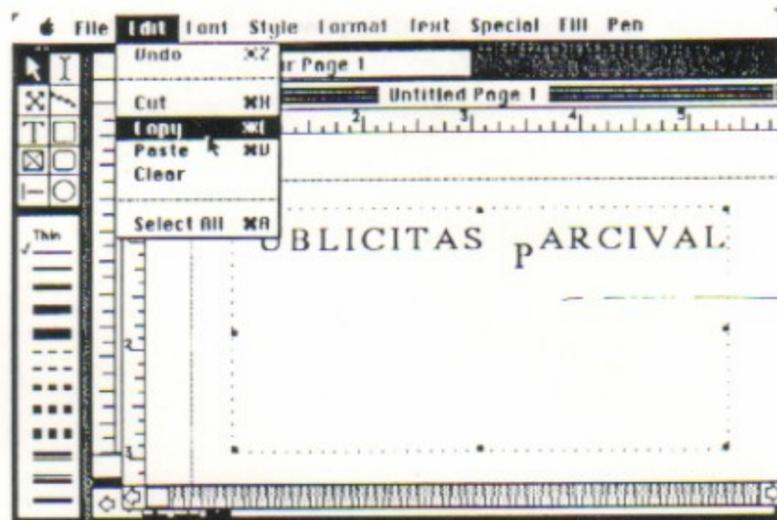


If you are using a 512K Macintosh (or would like to control kerning via the dialog box with a Macintosh Plus), hold down the Option key, *then* pull down the Format menu and select Kern. In the dialog box enter a 2 and click OK.

This action will tighten the spacing between letters two points.



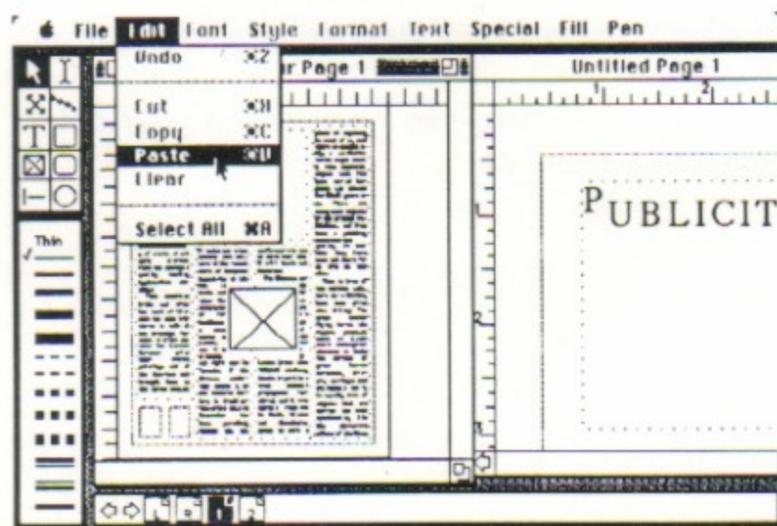
Select the PUBLICITAS PARCIVAL text block with pointer tool and choose Copy from the Edit menu.



Move the *Untitled* window to get to the resize box by clicking on its title bar and dragging it up. Resize it so that *Quick Tour* becomes visible. Click on the *Quick Tour* window to make it active.

Choose Paste from the Edit menu. The text block you just created in the *Untitled* window now appears in the *Quick Tour* document.

You've just transferred material between two different documents. You will find this a very useful feature in desktop publishing.

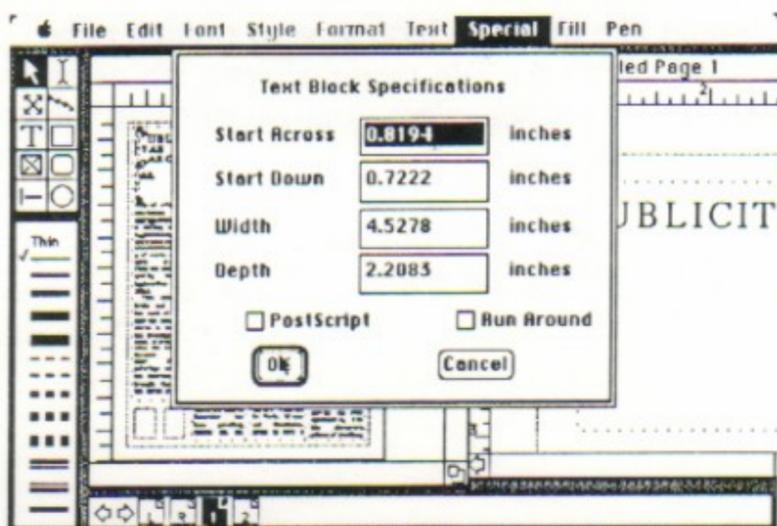


The block you just copied to *Quick Tour* was placed in the same location as where the original was created in the *Untitled* window.

You can, however, position this text block very accurately on the page with Specifications from the Special menu. This dialog box lets you enter precise coordinates and dimensions spec-sheet style for any page object.

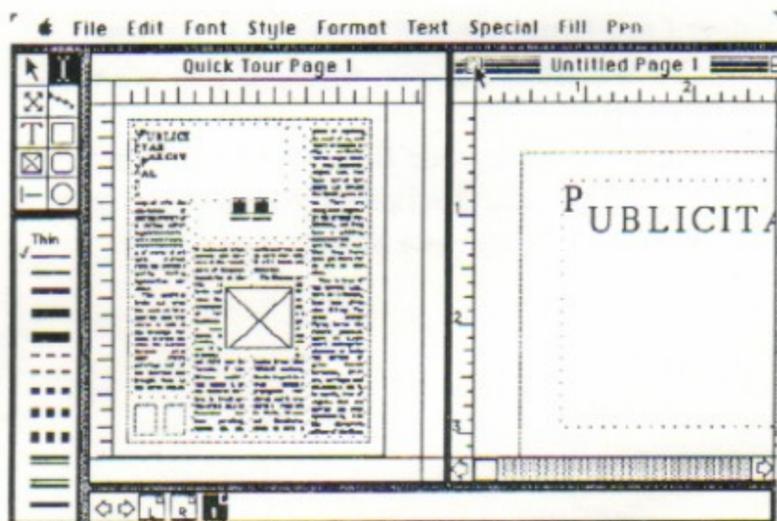
(The PostScript option lets you program the LaserWriter directly for special effects, like rotating text.)

Click Cancel to close Specifications.

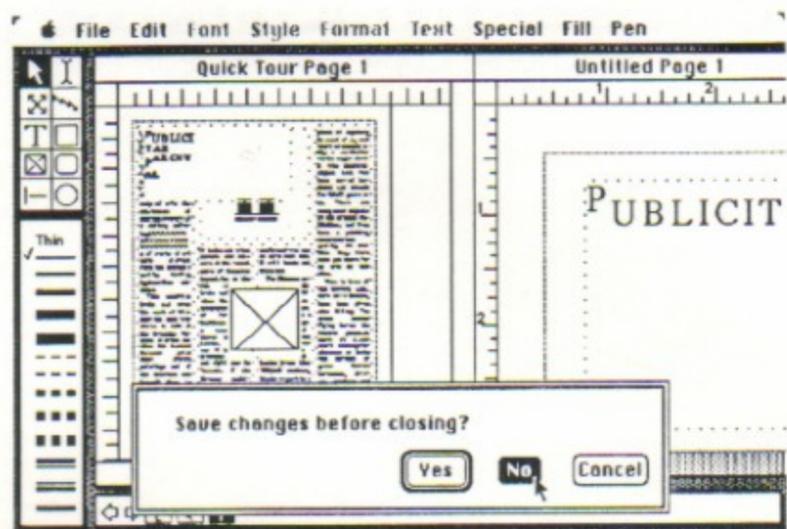


To end the Quick Tour, let's close the *Untitled* window. Click on the *Untitled* window to make it active and click its close box in the upper left-hand corner of the window.

(Notice that, whenever you change windows, the page icon list changes to reflect the newly-selected document.)

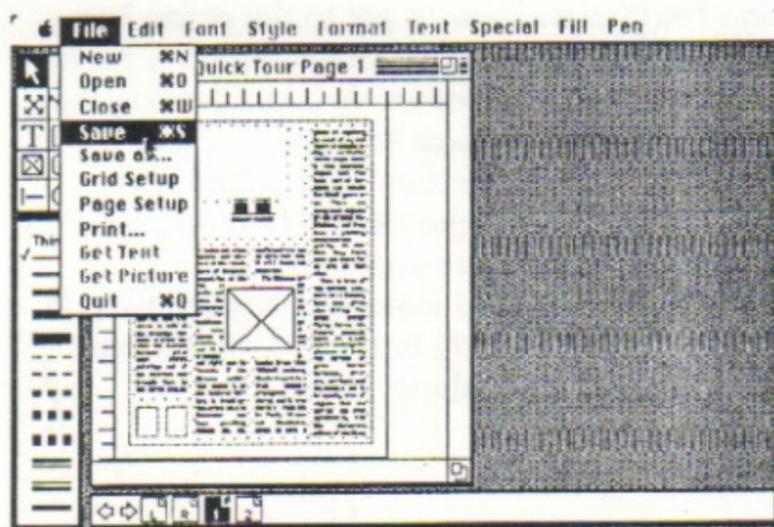


A dialog box will appear asking you whether you want to save changes before closing. We don't want to save the *Untitled* document so click on the No button.



We do want to save *Quick Tour*, so select Save from the File menu.

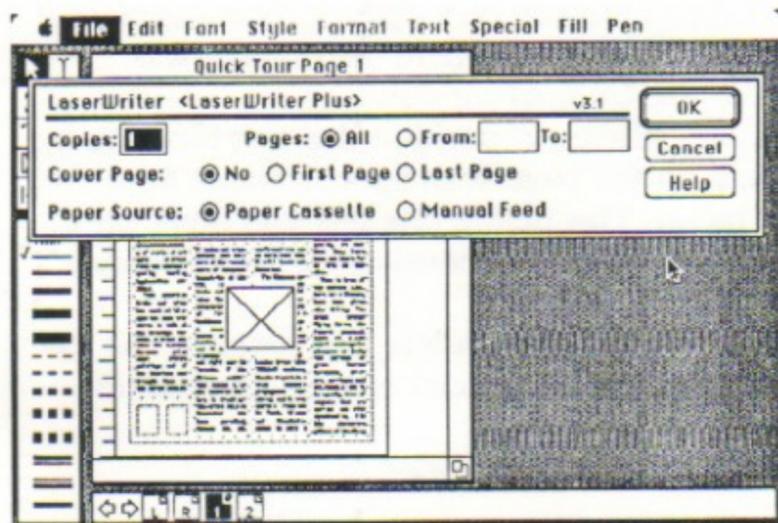
The cursor will change to a watch and your disk will whirl for a moment.



If you would like to take a look at your printed page, select Print... from the File menu. (If you are using an ImageWriter printer, select your printer first with Chooser from the Apple menu.)

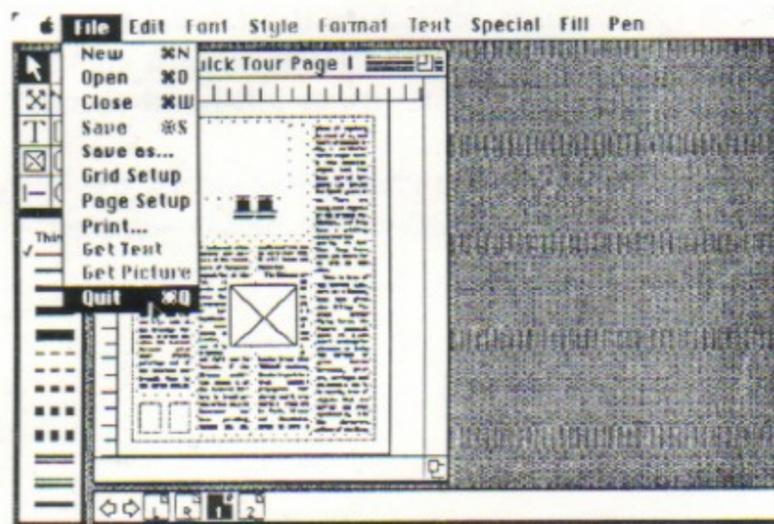
Click OK in the print dialog box.

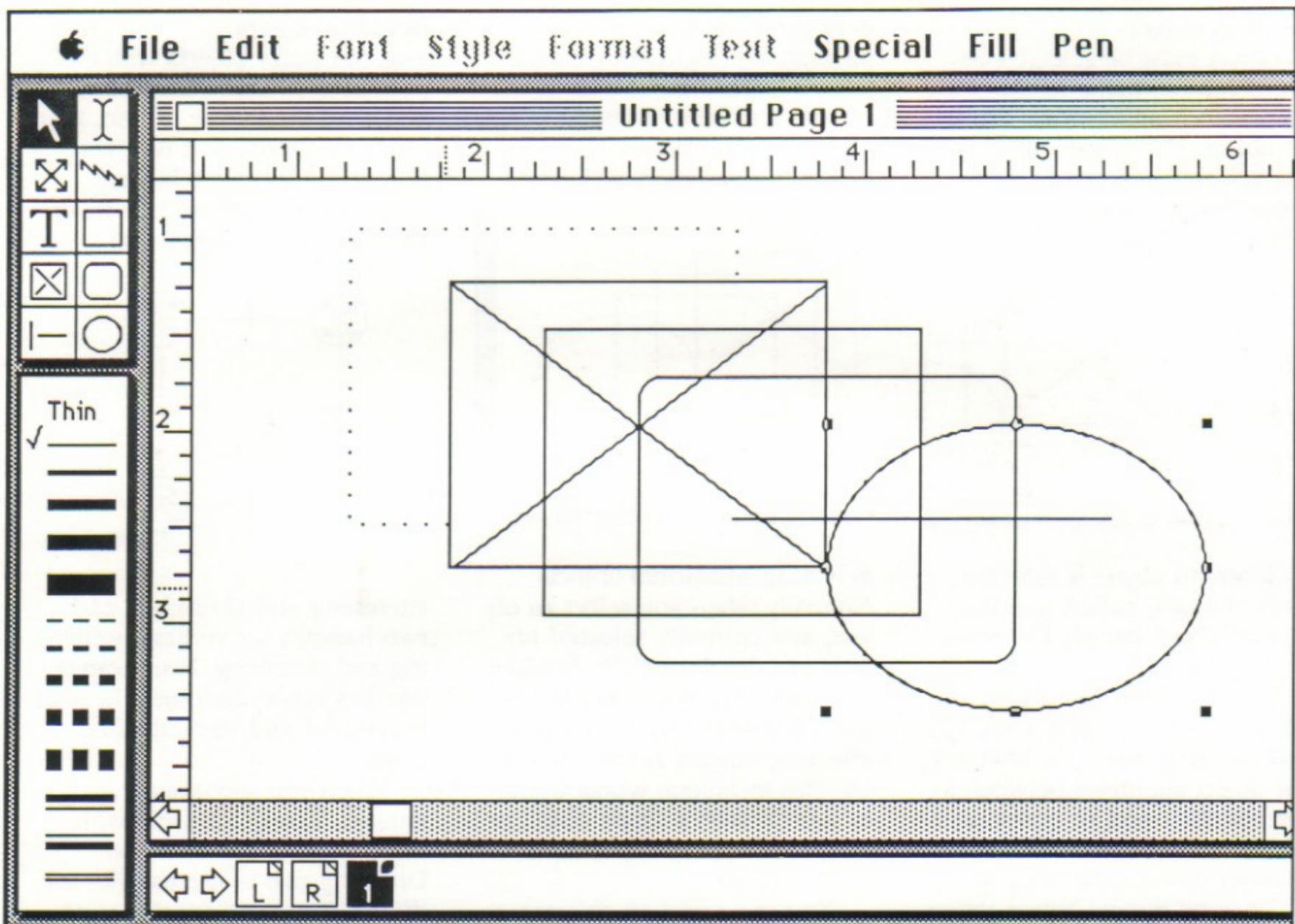
After a few moments, your document will emerge as shown on the screen.



Now select Quit from the File menu to leave the program, or New from the File menu if you want to keep practicing.

(If you did not save your file prior to selecting Quit, you would be asked whether you want to save your file before quitting — a safety measure.)





Ready,Set,Go! is an object-oriented desktop publishing program. With the toolbox, located at the upper left of the screen, you can create seven types of objects. The objects are: text blocks (the one with the T), picture blocks (block with crosshairs), rectangles, round-cornered rectangles, ovals, and horizontal and vertical lines.

These objects can be manipulated, either individually or in groups. This is done by selecting the object(s) and performing an operation, such as moving or changing size(s).

To create an object, first click on the desired tool and then move the pointer to the spot on the page where you want to place one corner of the object. Press the mouse button and drag to where you want the opposite corner, then release the mouse.

Several objects drawn on a single page may overlap each other (see illustration above). Each object is actually on a single plane, with the most recently created object on top.

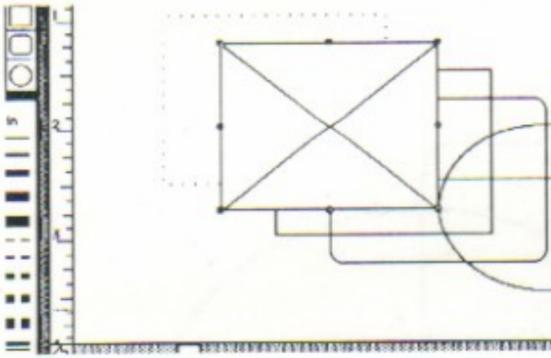
Newly created objects are automatically selected. If you create several similar objects, however, all are selected until you click on another tool.

The Essence of Ready,Set,Go!

Understanding the concept of objects

Selecting objects

An object must be selected before it can be manipulated. With the pointer tool, click on the target object. The target object is now selected. Selecting a new object deselects any other objects on the page.



When an object is selected small squares, called handles, appear. These are used to resize the object.

If you click repeatedly on an object with the pointer tool, while holding down the Shift key, that object alternates between a selected state and an unselected state. If one object is obscured by other objects, the ones on top must be moved before the objects beneath can be selected.

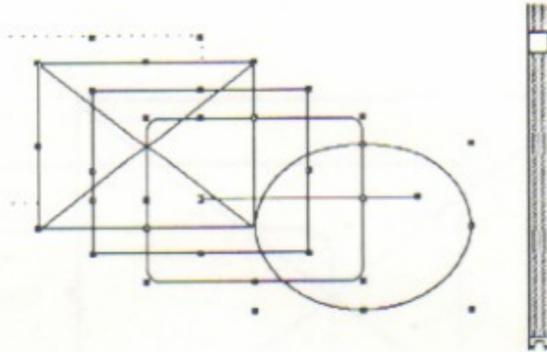
To access obscured objects, click to select the object on top, then choose Send Behind from the Special menu. Repeat this process for the other objects until you can select the one you need.

Group object selection

To select more than one object, use the pointer tool and point to a blank area of the page. Click and hold the mouse button, and

drag the pointer diagonally through the objects to create a rectangle that contains all of the objects you wish to select.

When you release the mouse button, every object within the



rectangle's area is selected.

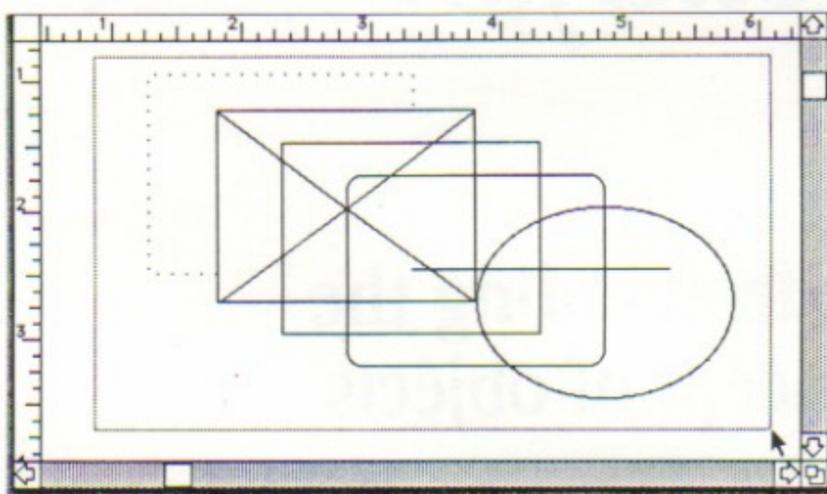
Selecting additional objects

Normally when you select an object, any currently selected objects are deselected. By holding down the Shift key, you can select additional objects without affecting objects already selected. This technique works whether you click on a single object or drag to select a group of additional objects.

You can select all objects on a page by using the Select All option from the Edit menu.

Deselecting objects

As above, an object is automatically deselected when you select another object. To deselect a single object of a selected group, Shift-click on the object to be deselected. This object is then deselected and no other objects are affected. To deselect all selected objects, simply click in a blank area of the page.

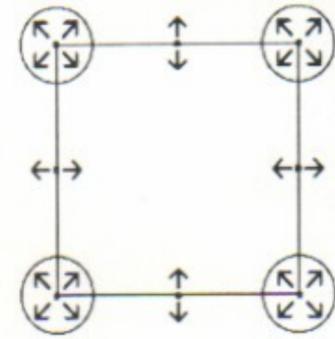


Dragging the pointer around group of objects will select all objects contained within its rectangle. Shift-clicking inside the rectangle can also deselect certain objects.

Resizing objects

You can resize objects with the pointer tool. Click on a handle, and hold the mouse button, then move the mouse to a new location and release the button.

Ready,Set,Go! objects have two handles for horizontal

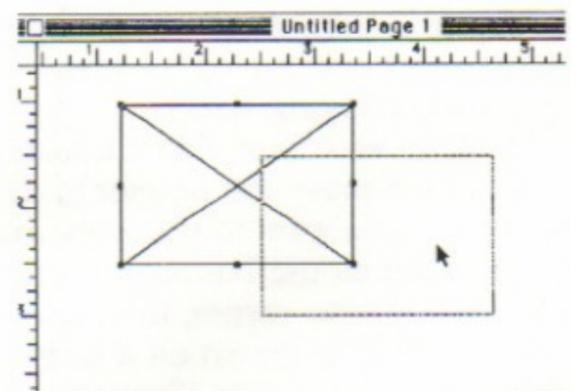


stretching and shrinking, and two handles for vertical stretching and shrinking. Four corner handles resize the object in both horizontal and vertical directions.

When you successfully grab a handle, Ready,Set,Go! displays the border as a dotted line. Dragging one of the handles off the screen automatically scrolls the window allowing you to stretch a object to any size.

Moving objects

Objects can be moved with the pointer tool. Place the pointer in the middle of the object, click, and drag the object to a new location.



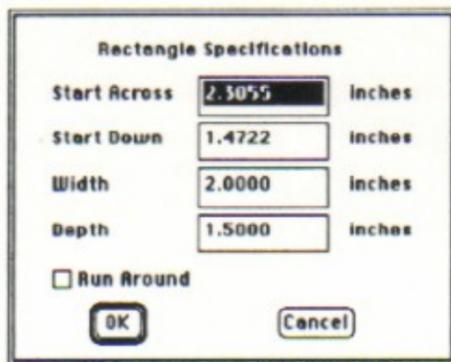
Dragging an object past the window border automatically scrolls the window. If several objects are selected, the entire group can be moved by pointing to one selected object and drag-

ging it to a new location. The other objects will move in unison.

Specifying objects

Ready,Set,Go! objects can be moved or resized with the pointer tool. For more precise work, you can choose Specifications from the Special menu, to examine the object's specification sheet and use coordinates to control the exact position and dimensions of the object.

Specification sheets vary with



the type of object selected, but all have Start Across and Start Down coordinates. The positions indicated in these fields are relative to the upper left corner of the page.

With the exception of lines, all specification sheets also contain fields for width and depth. Horizontal lines only have a Width field, while vertical lines only have a Depth field.

You may resize and reposition the selected objects with precision by changing any of these numbers using the mouse and the keyboard.

Specifying multiple objects

When Specifications is chosen with more than one object selected, Ready,Set,Go! will display a dialog box for each object in sequence. Click OK or Cancel to display the dialog box for the next object.

Using the clipboard

The capabilities of the clipboard change with each tool you select from the toolbox.

When working at the object level with the pointer tool, the clipboard can hold an entire object or group of objects. If you want to duplicate an object, use the pointer tool to select the object, then choose Copy from the Edit menu to copy the object to the clipboard. Choose Paste from the Edit menu to retrieve the object. The pasted object will appear in the exact position of the original object, unless the original object was moved prior to pasting.

Once an object has been copied to the clipboard, the original object can be moved or deleted without affecting the size or position of the copy in the clipboard.

You can duplicate groups of objects by selecting the objects and using Copy and Paste. Once in the clipboard, objects may be pasted onto another page in the same document or even a different document.

Deleting objects

You can delete objects using one of two methods: with the backspace key or the cut method.

To delete an object or group of objects using the backspace key, select objects to be deleted with the pointer tool then press backspace. The objects are erased from the screen.

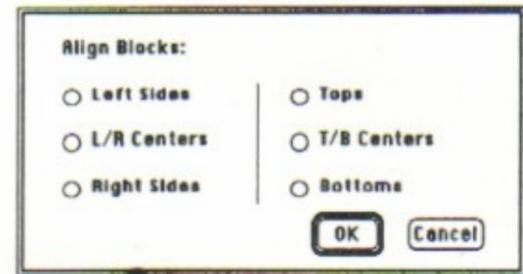
The Cut option (Edit menu) also deletes objects. Unlike the backspace method, cut objects are copied to the clipboard and can later be recalled with Paste (Edit menu), providing nothing else has been cut or copied to the clipboard in the meantime.

Aligning objects

Ready,Set,Go! can align multiple objects precisely using the Alignment option from the Special menu. This may be done horizontally and/or vertically.

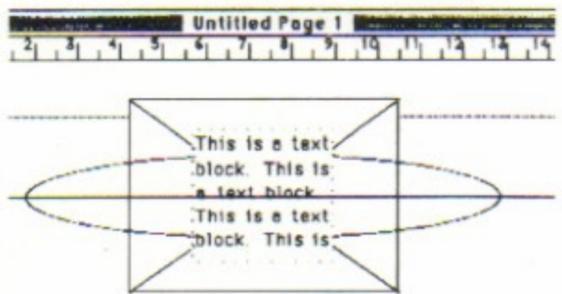
First, select the objects to be aligned, then choose Alignment from the Special menu.

For left, right, top, and bottom alignment, the selected objects are aligned with the border



of the object that lies farthest in the chosen direction.

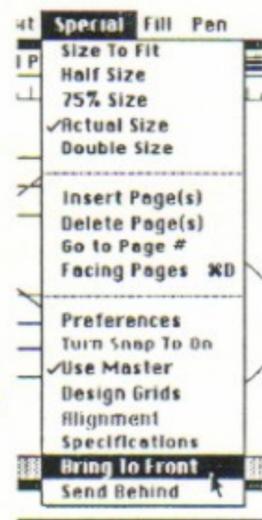
To align centers, Ready,Set,Go! calculates a new center and aligns all selected objects to that position.



Bring to Front/Send Behind

Ready,Set,Go! objects may overlap each other on the two-dimensional plane of the page. You may change the overlap order of the objects by selecting one or more objects with the pointer tool and choosing either Bring to Front or Send Behind from the Special menu.

If more than one object is selected, the entire group moves to the front or behind but the sequence of the individual objects in the group relative to each other remains the same.



Faint text at the top left of the page.

Faint text in the upper middle section.

Faint text in the middle section.

Faint text in the lower middle section.

Faint text in the lower section.

Faint text in the bottom section.

Faint text at the bottom left.

Faint text at the bottom center.

Faint text in the top middle section.

Faint text in the upper middle section.

Faint text in the middle section.

Faint text in the lower middle section.

Faint text in the lower section.

Faint text in the bottom section.

Faint text at the bottom left.

Faint text at the bottom center.

Faint text in the top right section.

Faint text in the upper middle section.

Faint text in the middle section.

Faint text in the lower middle section.

Faint text in the lower section.

Faint text in the bottom section.

Faint text at the bottom left.

Faint text at the bottom center.



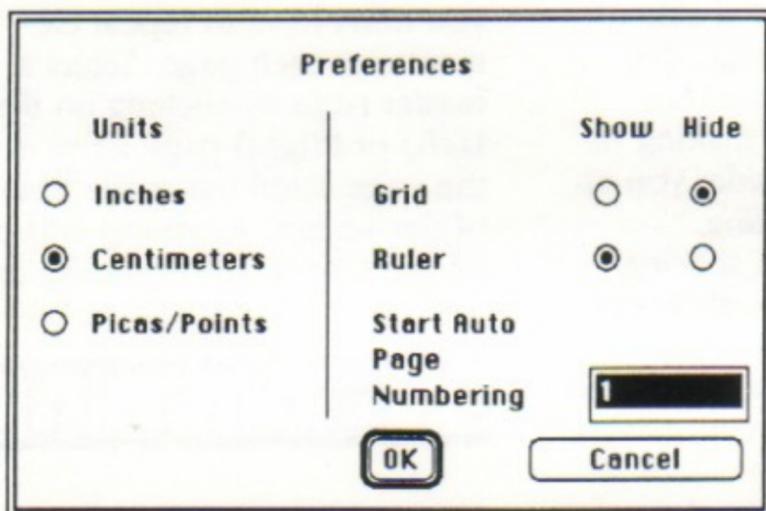


Document Design

How to layout Ready,Set,Go! pages

The first thing you should do, is customize Ready,Set,Go! for your particular needs.

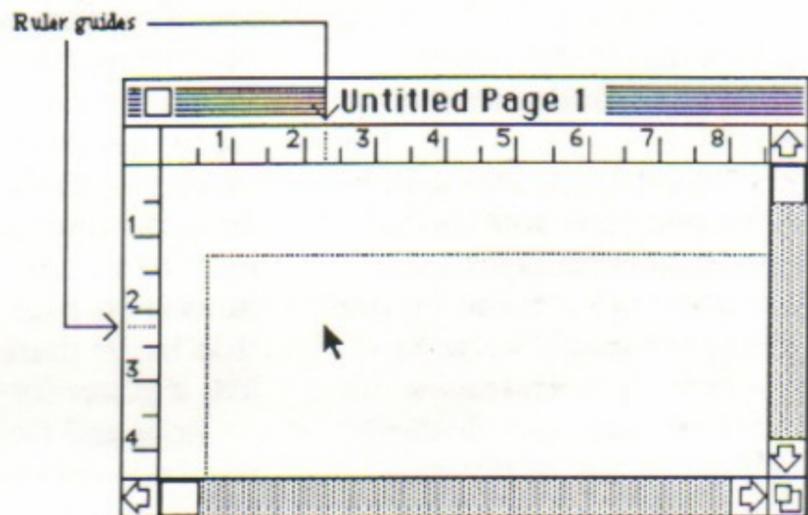
The preferences dialog box, found in the Special menu, presents you with several options:



Choose measurement units: inches, centimeters, or picas; show or hide the ruler; show or hide a layout grid; and a start number for automatic page numbering. The default settings are inches, show rulers, hide grid, and start automatic page numbering at page 1.

Your choice of measurement units affects Ready,Set,Go! in several ways. If Show Rulers is checked in Preferences, the window rulers will use the selected measuring system.

Rulers are visible to the left and top sides of the document window:



Rulers help place items and size them on the page with reasonable precision. Two indicators, one on each ruler, show the position of the mouse pointer at any time. As you scroll the window, the rulers change to reflect the current position.

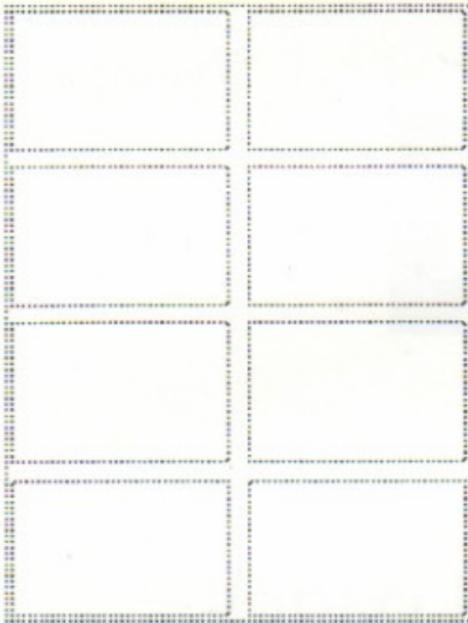
The measuring system you select also affects object coordinates in Specifications and the Design Grids both available from the Special menu.

Design Grids

To make layout easier, Ready,Set,Go! provides a grid system that helps position objects quickly and accurately on the page.

Adding Pages

Once a grid is activated, blocks you create or resize automatically snap to the nearest grid lines.

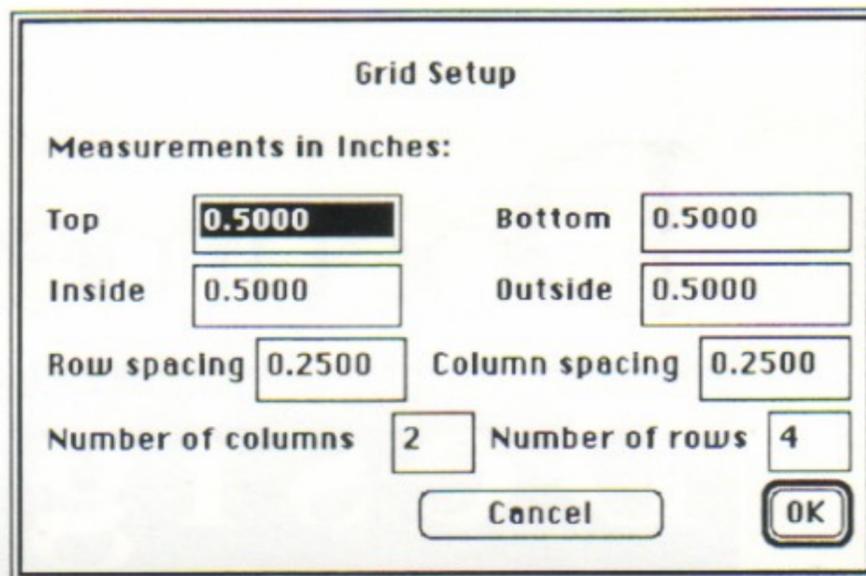
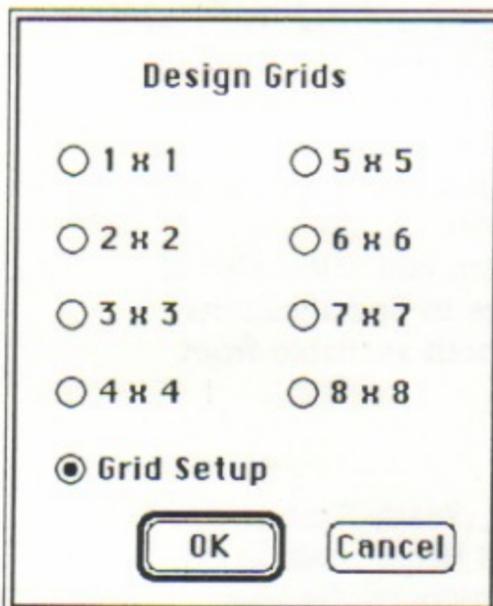


A grid created with Grid Setup from the Design Grids dialog

Show Grid in the Preferences dialog box makes the current grid visible — Hide Grid does the opposite.

The Design Grids dialog box (Special menu) lets you choose from pre-formatted grids — ranging from one column by one row to eight columns by eight rows — or lets you customize grids to your own specifications.

Clicking on any of the pre-formatted grids automatically performs three operations. First,



The Grid Setup dialog box lets you build your own custom grids. Grids may be specified in inches, centimeters or picas.

it selects a basic grid design; second, it makes the grid visible; and third, it turns Snap To on.

To change any grid setting, click the Grid Setup button then OK, and the dialog box, shown above, will appear.

Change the Top, Bottom, Inside, or Outside numbers to specify different margins for the outermost grid lines. Inside refers to the side of the page nearest the center of a two-page spread — the left-hand side of an odd-numbered page, the right-hand side of an even-numbered page. By making inside larger than outside, you allow a gutter for binding.

Row and Column spacing numbers control the distances between rows and columns.

Number of columns and rows lets you specify any conceivable grid combination.

With multiple-page documents, you'll find it useful to establish a basic layout on page one then duplicate that layout on all following pages.

Note: To avoid accidental resizing, turn Snap To off (Special menu) when you create custom blocks.

Auto page numbering

Start Auto Page Numbering in the Preferences dialog box lets you choose a starting page number for the first document page.

You can specify page numbering from any page by holding down the Command, Option and Shift keys and pressing 3. Page numbering can also be specified on master pages.

Master pages

Use Master Pages to create recurring page elements such as running heads, page numbers, time or date stamps, or graphics. Master pages act as a template for other document pages, so you don't have to repeat elements on each page. Select a master page by clicking on the L(ef) or R(ight) page icons on the page scroll bar at the bottom of the screen. Anything created on the L page automatically ap-



pears on all left-hand pages (2, 4, 6, etc.). The R master page stamps all right-hand pages (1,3,5, etc.).

Creating text and graphics on master pages is the same as for normal pages. Master page elements, however, can only be viewed on numbered pages, not edited. To selectively disable the master page background for a selected page, simply uncheck the Use Master option from the Special menu.



Adding Pages

Time/date/page-numbering

Entering Command-Shift-Option-3 in any master page text block automatically numbers all pages. Two number signs (##) mark the page number location on master pages. These are replaced with the actual page numbers throughout the document.

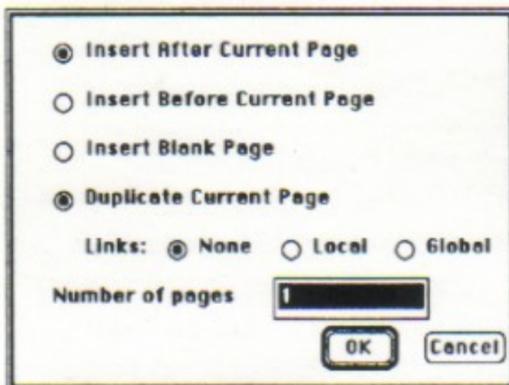
To start at a page number other than 1, choose Start Auto Page Numbering in Preferences from the Special menu.

To get a short date (i.e. 10/13/86), press Command-Option-d. For a long date (Monday, October 13, 1986), enter Command-Option-Shift-d.

To add the time anywhere in a document, enter Command-Option-t.

Adding pages

To add pages to a Ready,Set,Go! document, choose the Insert Page(s) dialog box from the Special menu:



From the Insert Pages dialog box you can create documents of any size complete with linked text blocks

Insert Pages lets you add blank or duplicate pages either before or after the current page.

Type in the number of pages you wish to insert — limited only by your computer's memory capacity.

If there are linked text blocks on the current page, you can choose Duplicate Current Page. Text blocks on the new page(s) can be connected in one of three ways:

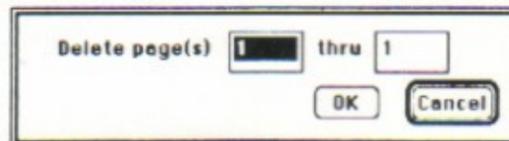
★ None: blocks on new pages are

not linked

- ★ Local: blocks on new pages are linked only with other blocks on the same page.
- ★ Global: blocks are linked on the same page *and* to previous and subsequent pages.

Deleting pages

Delete Page(s) (Special menu) brings up this dialog box.



Delete pages dialog box

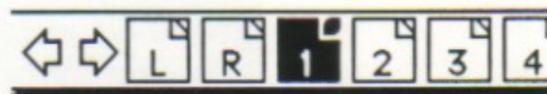
Type in the page range to delete, from starting page number to ending page number, and click OK. If you decide not to delete pages, click Cancel or press Enter.

Note: Delete Pages erases blocks and reflows text through the remaining chain. Text that is part of a chain will not be lost, if any linked block remains.

Selecting pages

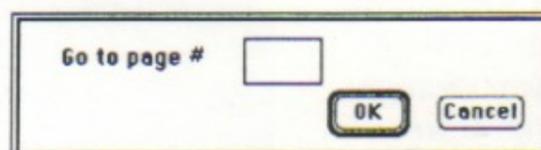
You select pages by clicking on a page number icon on the page scrollbar at the bottom of the screen.

To scroll a large number of pages, use the left and right arrows. The right arrow scrolls



numbers to the right, exposing smaller pages numbers. The left arrow scrolls the numbers to the left, exposing larger numbers.

To jump to a particular page, use the Go to Page # command from the Special menu.



Viewing pages

Ready,Set,Go! lets you work on a document page in five different views. To change to a different view, choose a size from the Special menu:

Special

Size To Fit

Half Size

75% Size

Actual Size

Double Size

Text can be edited or objects moved and resized in any of these views. If several documents are open at once, you can view each document in a different mode.

Size to Fit reduces the page to fit the screen. Half Size reduces the page 50%. 75% Size provides a slight reduction so you can see more of the page. Actual Size is the normal Ready,Set,Go! view. Double Size magnifies the page 200%. This close-up option is useful for centering rules between columns, etc.

Facing pages

Facing Pages (Special menu) shows the current page and its facing page in a dialog box.

This view follows publication folios and shows page 0 and 1, page 2 and 3, page 4 and 5, etc.

Facing Pages does not allow text to be edited or objects to be manipulated.

When you are done, click OK to return to the last view selected.

Page size

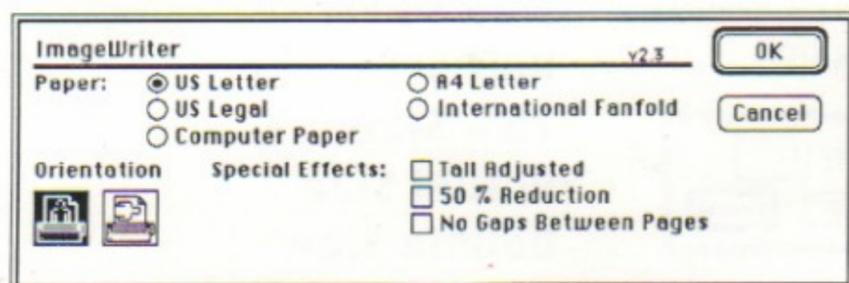
To set paper size and orientation, select Page Setup from the File menu. Page Setup displays one of two dialog boxes, depending on the printer you have selected. (You choose the printer with Chooser from the Apple menu.



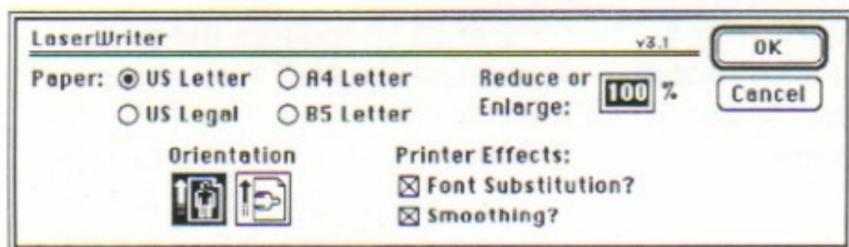
Adding Pages

More information on Chooser can be found in *Printout!*

The ImageWriter dialog box displays three special effects options. Tall Adjusted changes the aspect ratio of the printout to more closely match the screen. 50% Reduction reproduces the entire page at half its size. No Gaps Between Pages enables printing without top and bottom margins.



The LaserWriter dialog box offers two Printer Effects: Font Substitution? and Smoothing? Font Substitution substitutes the LaserWriter's built-in fonts for any ImageWriter fonts that are used in the document when printing. This speeds up the printing process, but distorts the spacing between charac-



ters. For best results, always use LaserWriter fonts in your documents.

The Smoothing option attempts to smooth out the graphics. Smoothing takes advantage of the higher resolution of a printer. It does not, however, improve the look of all pictures. Digitized pictures often print better with Smoothing off.

Live area

Around the edge of each Ready,Set,Go! page is dotted line. This rectangle indicates the live area of the printer you selected in Chooser.

Objects placed outside this rectangle are visible on the screen, but will not print. The live area of the LaserWriter printer is slightly smaller than that of the ImageWriter.

Page Setup should be selected each time you switch printers with Chooser. Clicking OK in the Page Setup dialog box lets Ready,Set,Go! know that the printer type has changed so that it can change the live area rectangle on the screen. If you change printers without going through Page Setup, your printouts may be shifted to one side, and you may lose characters to the unprintable area.

“The grid makes it possible to bring together all of the elements of design — typography, photography, and drawings — into harmony with each other. The grid process is a means of bringing order to design.”

*Joseph Müller-Brockman
Swiss Designer*

Ever since 1946, when LeCorbusier patented a design system known as the Modulor, an asymmetrical grid linked to the scale and proportions of the human figure, page designers have improvised and improved upon grids to give order to their publications.

There's nothing new or mysterious to the concept of grid systems. A grid simply helps you layout a series of pages consistently; it's a style template that gives you the freedom to design quickly.

A grid establishes top, bottom and side margins for your publication. It also determines margins between columns of text or how much space should surround pictures.

Daily newspapers, which are still pasted-up by hand for the most part, have actual page-sized grids printed in light blue ink. These sheets show positions of standard folios (page numbers, date, name of publication) and have column-by-column, line-by-line detailing.

Steady hands and good eyesight are all it takes to paste-up a newspaper with the aid of these grids.

Magazine art directors also use grids. *LOOK* magazine's oversized pages called for a 12-column by 9-row grid to give it's designer the leeway to layout dramatic photo essays.

When Le Corbusier patented his Modulor, Albert Einstein defined this famous grid as “a range of dimensions that makes the bad difficult and the good easy.”





Processing Words

The nitty gritty of text entry and formatting

Ready,Set,Go! offers two ways to enter text. Use its built-in word processor or import text from other applications. Before you can enter any text, you need to create a text block.

To create text blocks, select the text block tool (see illustration below) from the tool box. When the text block tool is selected, the pointer arrow turns into a crossbar over the document window. Click the mouse where you want the upper left corner of the text block to begin then drag the crossbar.

Ready,Set,Go! displays a dotted rectangle to indicate the border of the new text block, so you can judge its size and shape as you create it. If you move the pointer past the window boundary while creating a text block, the window scrolls automatically.

Release the mouse button when the block is the right size. If a grid is active, your text block will snap to the nearest grid boundaries.

Once text blocks are created, you can move or resize them using the pointer tool or Specifications from the Special menu.

To enter text, select the I-beam tool (see illustration, right) and click on the text block. A flashing vertical line marks the insertion point where text will begin when you type. As you type, lines wrap automatically so there is no need to end each line with a return. Text will fill the block and any excess will flow instantly into linked blocks if any have been created (See *Linking Text Blocks*).



Left: The tool that creates text blocks. Right: The I-Beam text editing tool

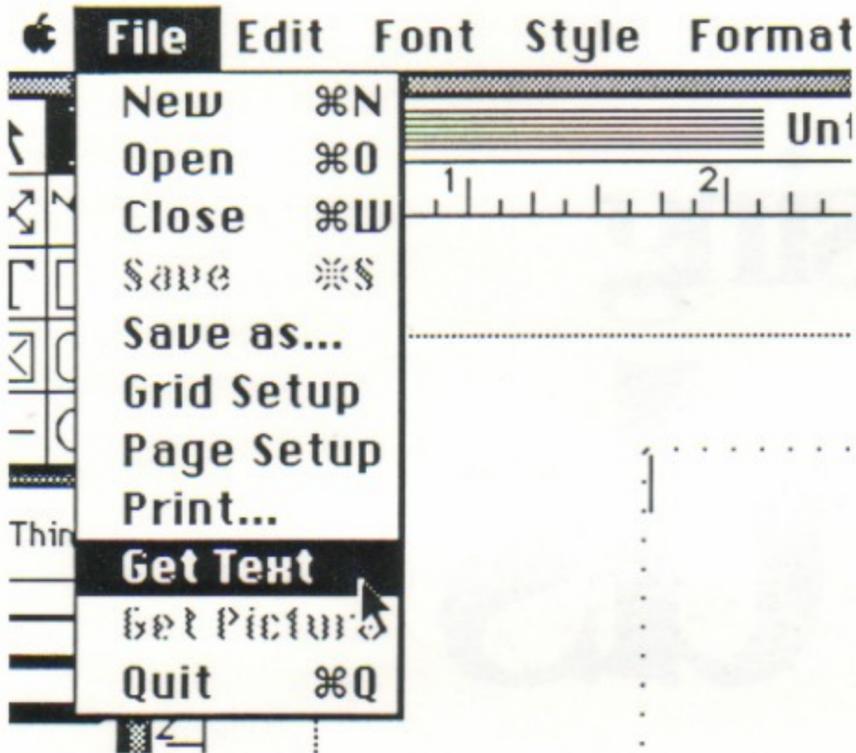
Importing text

Text blocks may also be filled with text imported from other documents. Ready,Set,Go! reads documents created by Mac-

Text Editing

Write, Microsoft Word, or any documents saved in text (ASCII) format.

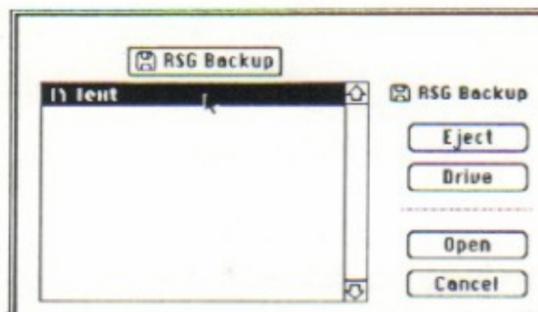
To import text, select the I-beam from the tool box, click on the target text block, then transfer the text with Get Text from the File menu:



Right: Insertion point created with I-beam tool in text block. Left: Get Text selection

Unless an insertion point or selection range exists in a text block, Get Text will be dim and unavailable.

A Get Text dialog box appears, listing all MacWrite, Word, and text files on the active disk drive. Click through all drives, folders, and volumes to find the document that contains the text you want. Double-click on the file name to transfer the entire contents of the document to the target text block. If only a portion of a document is desired, use the clipboard method described below.



Imported text files will assume the format active at the point of insertion. MacWrite or Microsoft Word text retains all font, style, and size information. Other formatting attributes, such as tabs and indents, must be assigned in Ready,Set,Go!

Clipboard and Scrapbook text

Text can be brought into your Ready,Set,Go! documents via the Macintosh clipboard. First open the program document that contains the desired text and Copy it to the clipboard. Quit the other program and open your Ready,Set,Go! document. Click on the target text block with the I-beam, then

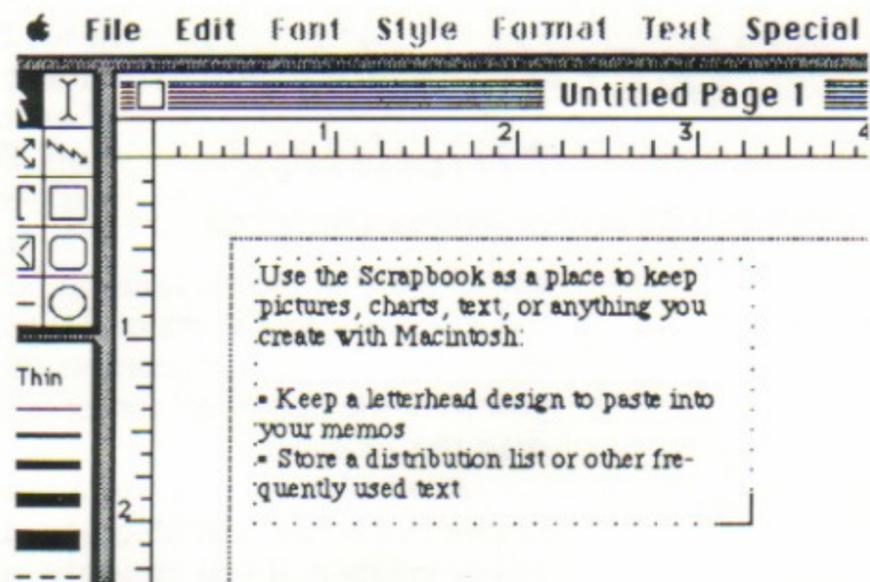
Paste the text from the clipboard. The clipboard text begins at the insertion point and automatically flows into that block.

To avoid switching repeatedly between programs you can use Ready,Set,Go! with either the Scrapbook or Switcher. The Scrapbook lets you copy many text and graphics elements from other programs and paste them into Ready,Set,Go! all at once.

Switcher lets you copy text from favorite programs and instantly switch back to Ready,Set,Go! for pasting. Make sure that the clipboard's contents are transferred when changing to Ready,Set,Go! This is done by either holding the Option key when switching programs, or by checking Always Convert Clipboard from the Switcher menu before exporting.

Text overflow indicator

All text pasted into Ready,Set,Go! will be transferred to the selected text block, whether it fits or not. A block that contains overflow text looks as follows:



The text overflow indicator indicates more text exists than is displayed in the block

To view the remaining text either enlarge the block, reduce text size or link the block to other text blocks.

Selecting text

With the I-beam you can select text in one of five ways. Double-clicking on a single word selects that word and the space that follows. Clicking and dragging selects an arbitrary range.

Another way to select a portion of text is to Shift-click at the beginning and end of a text range.

To select all the text in a block choose Select All from the Edit menu. If the block is linked to other text blocks, Select All will highlight the entire chain. To select text in one block of a linked chain, press Option-Select All.

Linking Text Blocks

Ready,Set,Go! text blocks are usually independent objects.

To support articles that span several columns and even pages, Ready,Set,Go! lets you link text blocks together into a single chain. If text in a linked block is edited the entire chain is automatically updated.

For example, if you enter text in the first of two linked blocks, text overflows automatically into the second block. If you resize a text block, Ready,Set,Go! dynamically reflows the text to fit the new block size.

Blocks are linked using the linker tool from the tool box.



Linker tool

To link text blocks, click the linker tool on blocks in the exact order you want them linked.

If the text blocks are on different pages, scroll the pages between clicks of the linker tool. When you are finished creating the chain, select the pointer tool or double-click on the last text block to end the linking process. You can create any number of linked chains in this manner.

Inserting blocks

To insert new blocks in an existing chain, use the linker tool to click on a text block in the existing chain, then click on one or more new text blocks. To finish linking, select the pointer tool or double-click on the last block added.

New blocks are inserted in the chain after the first text block is clicked. To insert new blocks be-

fore a block in an existing chain, hold the Option key as you click the linker tool on the first text block.

If you paste linked text blocks from another page or document, you must use the linker tool to relink the text blocks. If the inserted block(s) belongs to another chain, that chain reflows itself.

Deleting blocks

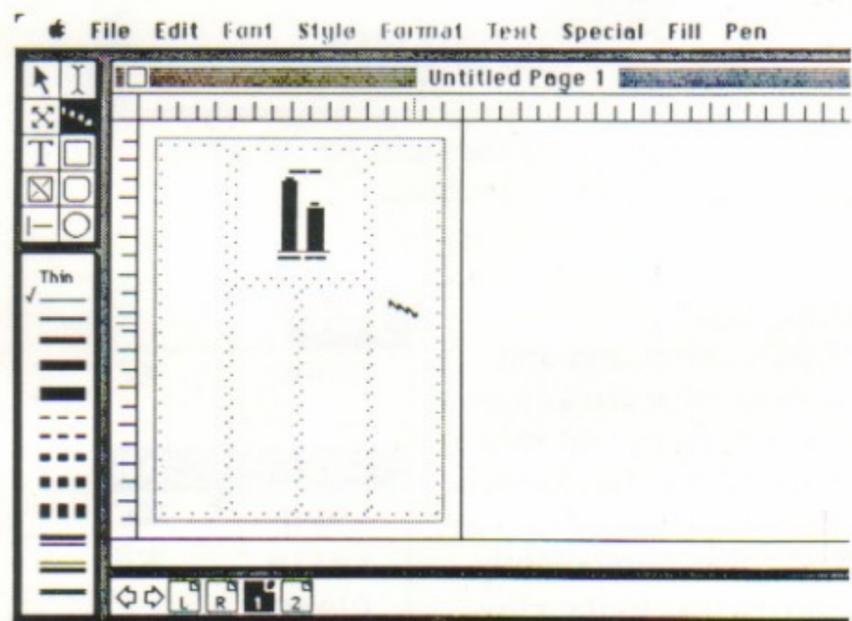
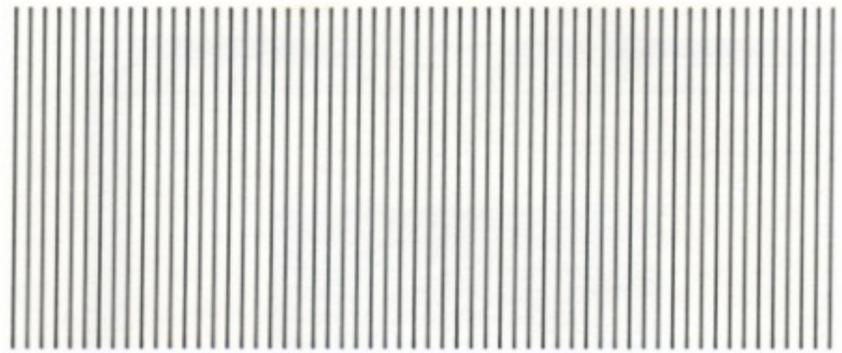
There are three ways to delete blocks chains.

One method is to select the block(s) with the pointer tool, then press the Backspace key. This deletes the block(s) but leaves text intact, to be reflowed into any remaining blocks.

The second method uses Cut from the Edit menu. This deletes both the text blocks and their contents from the chain, and the rest of the chain relinks itself. If you've linked blocks A, B, and C, and cut block B, blocks A and C remain linked.

Cut copies text blocks to the clipboard, but all linking information is lost. So if you cut three linked blocks out of a chain, they are copied to the clipboard as three independent text blocks.

Clicking on any linked block with the linker tool while holding down the Command key will



Connecting text columns with the linker tool

unlink that block from the chain.

Linking rules

★ The first click of the linker tool establishes the start of a chain or the insertion point into an existing chain, subsequent clicks create the links. Double-clicking ends the chain.

★ Blocks selected with the pointer tool, are deleted by Backspace, but the text remains and is distributed to other blocks — if any remain — in the chain. If no blocks remain, all text is lost.

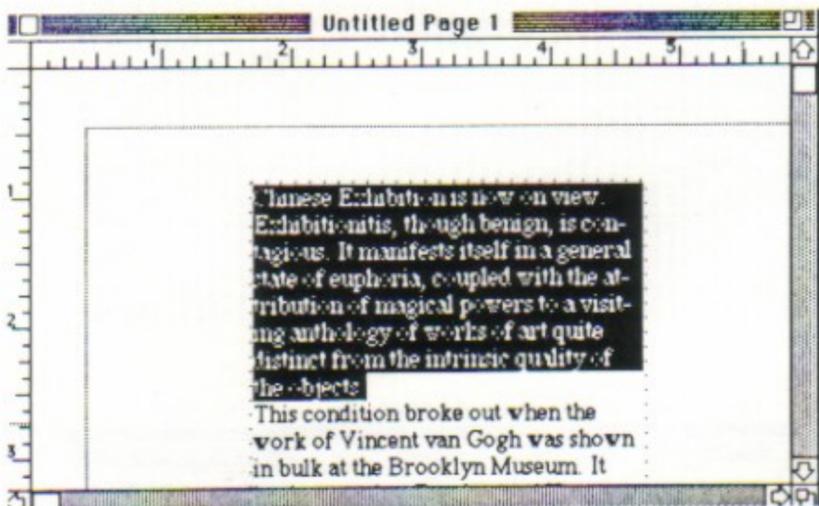
★ Blocks selected with the pointer tool, are removed completely from a chain by Cut and copied to the Clipboard. All linking information is lost, however.

★ Paste does not insert a block into a chain. Use the linker tool to link blocks

★ A block can only belong to one chain at a time.

★ Command and a click with the linker tool unlinks a text block from a chain.

Text Editing



A selection range forms the basis for all of Ready, Set, Go!'s text operations

Deleting text

To delete, select text and press the Backspace key or choose Cut from Edit menu (Command-X). Backspace and Clear from the Edit menu erase text permanently. Cut moves text to the clipboard where it can later be recovered with Paste. Note, that in the I-beam mode, Cut deletes text but not the text block.

Edit	
Undo	⌘Z
<hr/>	
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	

Moving text

To move, select a text range and choose Cut from the Edit menu or use Command-X to delete the text from the screen. Choose a new insertion point, and select Paste from the Edit menu (Command-V). Paste retrieves the text from the clipboard and places it at the new insertion point.

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	

Copying text

To copy, select a text range and choose Copy from Edit menu, or use Command-C. A duplicate of the original text is placed in the clipboard.

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	

Fonts and styles

Text font, style, and size attributes are chosen from the Font and Style menus. As with other text attributes, these are assigned by selecting a text range, then choosing the appropriate menu options.

Ready, Set, Go! automatically chooses Geneva 12-point as the start-up text font. To change to a new font, select text, then make a selection from the Font menu.

Style and size attributes are selected from the Style menu. Style choices include Plain, Bold, Italic, Underline, Outline, and Shadow.

In addition to the standard sizes listed in the menu, you can specify any font size from 1 to 127 points by choosing Other, and typing in the desired point size.

If you establish a new text type (font, size, and style) before characters are selected, the insertion point takes on the chosen text type, so any characters typed from that point on will have the new attributes.

Justifying lines

The commands that control text justification are found in the Format menu. Text can be arranged on a line in one of four ways.

Left aligns text flush against the left block margin leaving a ragged right margin. Right aligns text lines against the right margin, leaving a ragged left margin. Center centers text between margins.

Justify fills out each line between left and right margins so text is set flush left and flush right.

To change justification, select text and choose the desired arrangement from the Format menu.

If the first character of the line is left, center, or right justified, the entire line is left, center, or right justified. Justification can be specified on a line-by-line basis.

Style

✓Plain ⌘P
Bold ⌘B
Italic ⌘I
Underline
Outline
Shadow

9 Point
 10 Point
 ✓12 Point
 14 Point
 18 Point
 24 Point
 36 Point
 Other

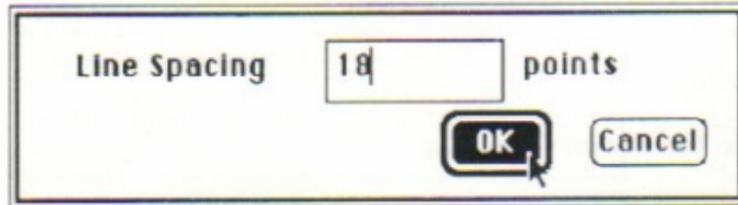
The style menu



Text Editing

Line spacing

Text can also be arranged vertically within a block. To change line spacing (also referred to as leading), select your text and choose Line Spacing from the Format menu. Type the desired spacing in points in the dialog box.



The Line Spacing Dialog Box

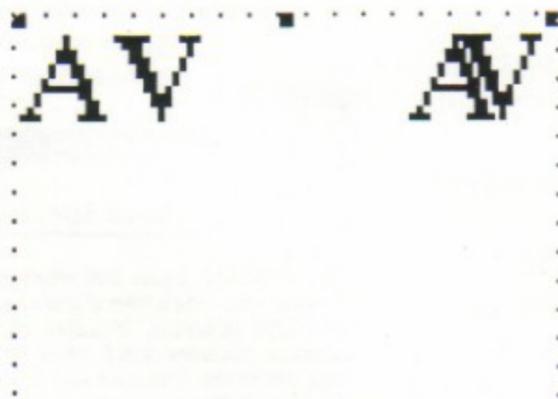
The value you specify represents the distance between the base lines of each line of text. To spread out text, change spacing to a value larger than the current point size. For example, if you are using 12-point type, enter 18 to specify one and a half line spacing.

To return to the initial setting, select the text, and type auto (in any combination of uppercase or lowercase letters) and click OK.

Kerning

Spacing between letters is controlled by the defined width of each character. In certain cases you may wish to change this spacing on a character-by-character basis. Ready,Set,Go!, lets you reposition individual characters, moving them together using Kern from the Format menu.

A typical situation where a change in character spacing is warranted is with certain combination of letters, like AV, that show too much white space between them. To move the letters AV together, select both letters, then choose Kern from the Format menu, this will automatically kern these letters



Left: Two letters unkered. Right: kerned

based on available pair kerning information.

To manually kern, select the letter V, choose Kern, and type 3 in the displayed dialog box, and

click OK. The letter V will moves left three points (about 3/72 inch).

An alternative — and more visual — method of kerning involves using the Macintosh Plus keyboard. When text is selected and the Command-Left Arrow is pressed, letters will kern by one point. Repeat these keys to specify more kerning.

Note: If you want to manually kern a range of text using the dialog box, hold down the Option key before pulling down the Format menu to select Kern, and the dialog box will appear.

Letterspacing

Letterspacing is the exact opposite of kerning: moving characters apart. In fact, when a character has been kerned three points, as in the above example, the Letterspacing dialog box will show -3 points.

To space apart letters, type a value in the Letterspacing dialog box or use the Command-Right Arrow keyboard combination.

Baseline shifts

All text rests on a baseline. The Shift Up and Shift Down options from the Format menu move characters vertically by a chosen number of points. These options are opposites and are originally set at zero. A character shifted up four points will show as -4 in the Shift Down dialog box.

Baseline shifts can also be performed from the Macintosh Plus keyboard. Command-Up Arrow and Command-Down Arrow move characters up or down by one point.

Base Line in the Format menu returns characters to their original vertical position.

Note: All positioning text attributes are assignable to an individual character or a selected range of characters. If you change positioning when no characters are selected, the insertion point takes on the chosen characteristics, so any characters inserted at that point will have the newly chosen attributes.

Paragraph spacing

Paragraph spacing is the amount of space that sets paragraphs apart from each other. Normally, spacing between paragraphs is the same as between lines.

Paragraph spacing is changed by selecting a range of paragraphs, choosing Paragraph Spacing from the Format menu, and typing a new value in the dialog box, followed by clicking OK.

Ready,Set,Go! then adds the point value as extra space before that paragraph.

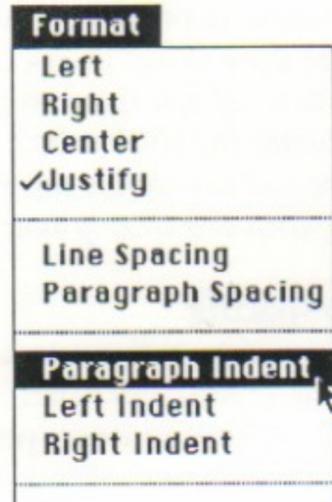
Indents

Ready,Set,Go! features three indent options in the

Text Editing

Format menu: Paragraph Indent, Left Indent, and Right Indent. Each option displays a simple dialog box in which indentation can be specified. The normal setting is zero.

Paragraph Indent determines the first line indent value from the left-hand border of the text block. To change the first line indent of a paragraph, you must include the first character of the paragraph in your selection range. If you resize the text block, the text automatically adjusts to maintain the same indent.



To change the paragraph indent, type a value in the dialog box and click OK. Values in the dialog box are in inches, centimeters, or picas/points, depending on the Preferences settings.

Left and right indents can be specified in a similar fashion. Left Indent indents all lines except the first line of the paragraph (also referred to as a hanging indent). Right Indent affects all lines in the paragraph.

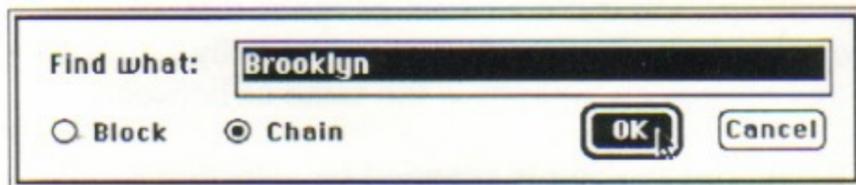
Select a range of characters, choose Left or Right Indent from the Format menu, then type a value in the dialog box, and click OK.

Like paragraph indents, left and right indent values are only used by Ready,Set,Go! if they have been assigned to the first character of a line.

Find and replace

Ready,Set,Go! can search your text for a particular word or number and, optionally, replace it with something else. These functions are found in the Text menu labeled as Find..., Find Next, and Replace...

To find a particular word, type the text in the Find dialog box. Decide whether the search should



The Find dialog box

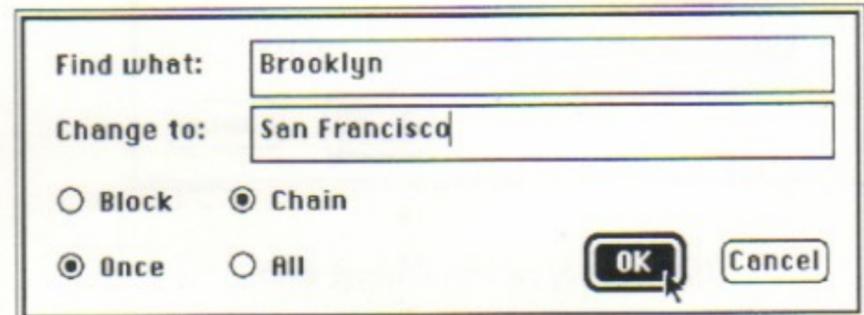
cover the current block only or the entire chain by clicking the appropriate button.

To repeat the search, select Find Next or press Command-F. Find Next will display the Find... dia-

log box if no search string has previously been defined.

To replace a text string in your document, use Replace... from the Text menu. The dialog box will request your search string and the text you want to replace it with.

Two additional options — Once and All — let



The Replace dialog box specifies a text string search and replacement

you control the number of replacements.

Note: Any highlighted text will automatically appear in the Find... and Replace... dialog boxes. Highlighting a word and pressing Command-F will immediately locate the next occurrence of that word.

Glossaries

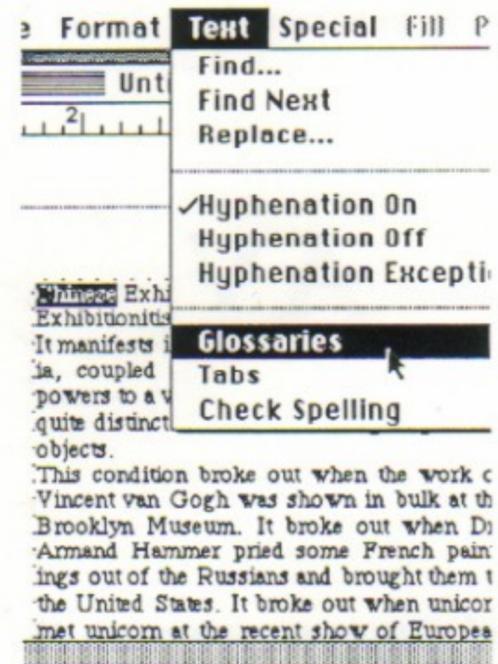
Glossaries let you recall any selection of text with a single keystroke. To store a frequently used word, phrase or paragraph in a glossary, select the text with the I-beam, then choose Glossaries from the Text menu.

Now, type a single character identification into the displayed Glossaries dialog box, and click OK. Ready,Set,Go! stores the selected range of text and all of its font and

style attributes in a glossary associated with that character. Once specified, you can recall the text string by pressing Command and the character simultaneously.

Note: Glossary keys override

Ready,Set,Go!'s command key equivalents for menu items. Glossaries are limited to 46 character keys on the main keyboard. When defining a glossary, you need not press the command key.



Selecting text glossaries

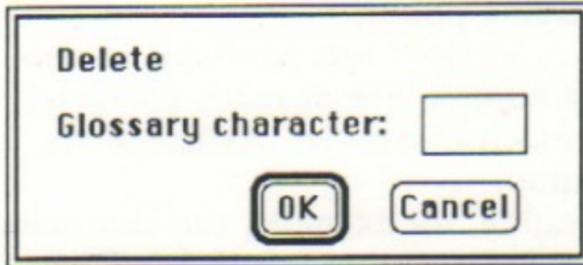


Text Editing

Glossaries are saved with each document. When a document is reopened, previously-defined glossaries that pertain to that document will again be available.

Deleting Glossaries

To delete a glossary, obtain an insertion point anywhere in your text and select Glossaries. Now you'll see the following dialog box:



Type the letter of the glossary you want to delete and click OK.

Hyphenation

Ready,Set,Go!'s real-time hyphenation feature automatically hyphenates words as you type. If you resize a text block, words rehyphenate instantly.

To turn hyphenation off, select a word or a range of text, and choose Hyphenation Off from the Text menu.

A hyphenation exception dictionary lets you add or remove words that follow specialized hyphenation rules. To do this, select Hyphenation Exceptions from the Text menu, and type the word with hyphens in the dialog box. If you are done, click on the Done button.

Click on New Word to add more words to the dictionary. To edit dictionary entries, click on Previous Word and Next Word until you find the word you want and choose Remove Word to delete the entry. To change hyphenation points, delete the word and re-enter it as a new word.

The number of exceptions that can be included in this dictionary is unlimited.

Discretionary hyphen/Non-breaking space

A discretionary hyphen lets you specify that a word can be broken at a point not ordinarily hyphenated. These hyphens — entered with Command-Hyphen — only appear when needed.

A fixed-size, non-breaking space keeps two words from being split at the end of a line. Hold the Option key while pressing the spacebar to specify a non-breaking space.

Spelling checker

Check Spelling, found in the Text menu, can proof read Ready,Set,Go! documents.

To check your spelling, designate a starting point by moving the I-beam to the desired location and clicking. Select Check Spelling from the Text menu. The spelling checker will immediately load the file RSG Dictionary into memory. (*Note: RSG Dictionary must be in the same place as Ready,Set,Go!, i.e. in the same folder*)

As soon as the spelling checker finds a misspelled or unknown word it will be highlighted. You can choose to correct the word by typing over it, or you can add it to the dictionary by selecting Add Word from the Text menu, or by pressing Command-U.

Words added to the dictionary will be placed in a file called User Dictionary. This is a plain text file which can be edited with Ready,Set,Go! (see Put Text below)

To continue spell checking, select Check Spelling again or press Command-K.

If you would like to check the spelling of single block in an article, hold down the Option key before selecting Check Spelling.

Note: Modifying the RSG Dictionary or User Dictionary file names in any way could disrupt the spelling checker.

Put Text

You can save any portion of a Ready,Set,Go! document as plain text by selecting the desired text and choosing Put Text from the File menu.

This is a particularly convenient feature for users of other text editing programs. Put Text lets you export modified text to your favorite word processor or for further manipulation or file sharing.

You can edit the spelling checker's User Dictionary using Put Text. Create a text block and select Get Text from the File menu, then Open the User Dictionary.

To add an entry, place an insertion point, type the word and hit Return. To delete a word, double-click it and hit backspace. After you've added or subtracted words, use Select All to highlight the entire file and select Put Text. In the dialog box, write the file to User Dictionary.

Note: Never use the spelling checker during a dictionary update session, as conflicts may arise between the User Dictionary edited during the session and the memory-based User Dictionary modified by Add Word.



Text Editing

Tab Settings		Measurements in Inches					
On	Off	Indent	Measure	L	R	C	J
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Tabs dialog box controls settings for nine tabs. The Measurement in ... message changes in accordance to the units specified.

Tabs

A Ready,Set,Go! text block can have up to nine different tabs. There are four tab styles available: left, right, centered, and justified.

To set tabs, make the desired text block active by clicking on it with the I-beam and select Tabs from the Text menu.

The above dialog box will be displayed.

Each tab setting has its own On and Off button, an Indent and Measure field, and four tab style buttons: Left, Right, Center and Justified.

To set a tab, first click the On button. In Indent, enter the desired distance between left margin and first tab. Measure specifies tab width and provides a powerful feature: each time your text overflows a tab, it automatically wraps words to the next line.

If, for example, you would like to set two left-justified tabs, one beginning half an inch and the other two and a half inches from the left margin, you would enter 0.5 in the first Indent field, 1.0 in the Measure field, and click the L button. Then specify 2.5 and 1.0 for the second Indent and Measure, and click OK.

The first time you hit the Tab key, you'll jump to the 0.5" mark. A second Tab moves you to 2.5". Pressing Tab again or Return, brings you to the second line. The Tab key always moves you to the next tab stop, depending on your insertion point.

Note: Tabs are properties of an article. It is, therefore, not possible to vary tab setting by block in a linked chain.

Also be aware that a linked chain may contain blocks of differing widths. This may cause some blocks to have tabs set for a distance greater than the block's width.

(See pages 65 to 68 for additional information on tabs)

Text Attributes

While other programs can assign character attributes that determine font, style, and size, Ready,Set,Go! offers the user more advanced text formatting power.

Ready,Set,Go!'s text attributes also include justification, line spacing, paragraph spacing, indents, kerning, baseline shifts, and hyphenation.

Justification, for example, can determine whether a line is centered, flush left, flush right, or left and right justified. Even though this formatting characteristic affects the entire line, each character can have its own justification value. One line, you might have some characters set flush right, others set centered, and others still set flush left.

What determines justification of the entire line? Ready,Set,Go! looks only to the first character of each line for justification information. Justification attributes of the other characters in the line have no effect on the format. These attributes are dormant until the character happens to be first on a line.

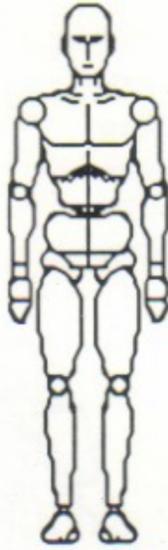
Similarly, if you change Kerning, Letter-spacing or Shift Up or Down with no characters selected, the insertion point will assume the chosen characteristics, and any characters inserted at that point will have the new attributes.

The normal setting for all words is hyphenation on. Should you change this attribute by choosing Hyphenation Off from the Text menu, all words entered from that point on will not be hyphenated.

Line spacing is determined automatically by Ready,Set,Go! from the character's point size. You can change the standard line spacing by changing the value of the first character of a line.

Paragraph spacing, margins and first line indents attributed to the first character of a paragraph determine formatting for the *entire* paragraph.

This means that when you copy text from another Ready,Set,Go! page or document it brings along an entire set of formatting instructions, which might have to be changed to suit its new environment.



Picture Perfect

A complete guide to graphics integration

Ready,Set,Go! lets you add graphic elements to your documents, lending them a professional appearance.



Picture tool

Before you can insert pictures on a page, you must create picture blocks to house the artwork. Picture blocks are created with the picture block tool from the

tool box.

Position the picture block pointer in the area where you want to insert the picture, and drag it across the page to define the size of your picture block. If you have an active grid with snap to on, the block will snap to the nearest grid boundaries automatically. See *Document Design* for information on using grids.

Clipboard pictures

After creating a picture block, select the cropping tool from the

Ready,Set,Go! tool box.

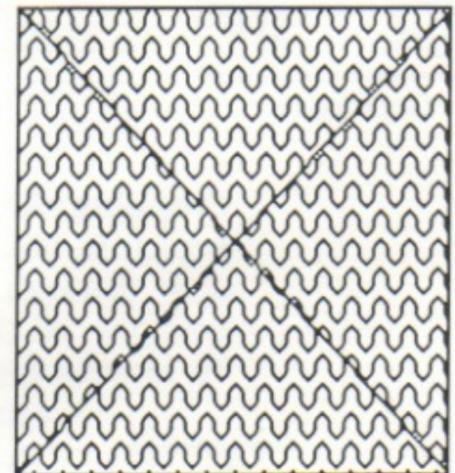


Cropping tool

With the cropping tool click on the picture block. This fills the picture block with a background pattern indicating the picture block is ready to receive a graphic.

Insert pictures using the Paste option from the Edit menu. The picture will be transferred automatically from the clipboard into the picture block, with the upper left hand corner of the picture positioned at the upper left hand corner of the picture block.

If the picture block appears empty, or if only a portion of the graphic appears, you may have





Graphics

to reposition the picture within the block with the cropping tool. Click on the block with the cropping tool and drag it around to bring the picture into view.

To retrieve a picture from the Scrapbook, pull down the Apple menu, select the Scrapbook, choose your picture from the Scrapbook window and copy it to the clipboard using Copy from the Edit menu. Close the Scrapbook, and Paste the graphics from the clipboard into the picture block.

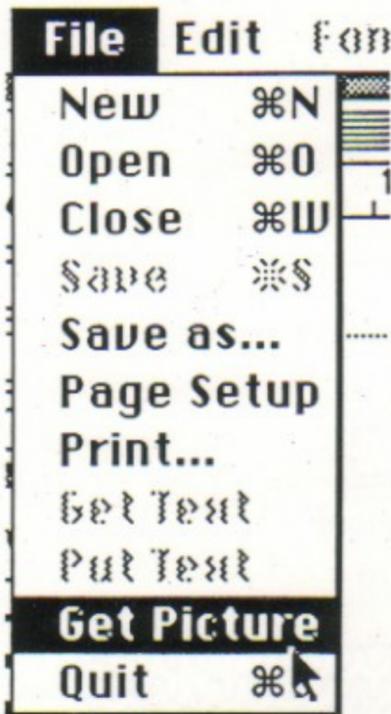
Get Picture

Ready,Set,Go! can directly access MacPaint, FullPaint, MacDraw (PICT) and MacDraft (PICT) files or any other pictures compatible with these formats.

To import these pictures, use Get Picture from the File menu.

Select a picture block by clicking on it with the cropping tool and choose Get Picture from the Edit menu.

A dialog box appears, listing all the MacPaint and PICT documents on the active drive. If necessary, click the Drive button to locate the picture you wish to transfer. Double-click on the file name. The picture immediately appears in the Ready,Set,Go! picture block.



Get Picture

Cropping pictures

A picture block acts like a window through which you view portions of the picture inside. To move a picture so that different portions are visible use the cropping tool.

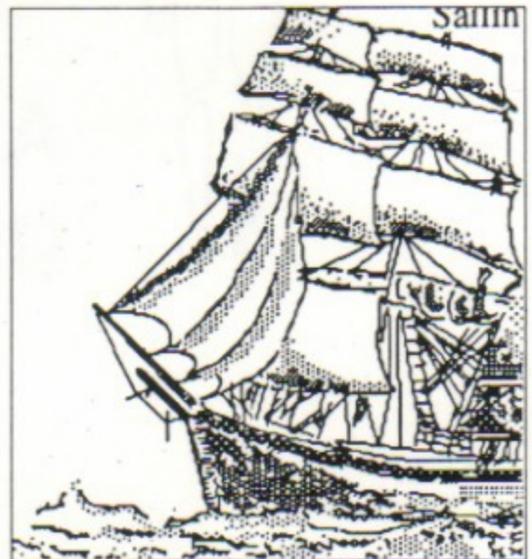


With the cropping tool click inside the picture block and drag the picture until the desired portion is visible. The crop-

ping tool does not actually crop or clip off any of the picture, it just hides everything that lies outside the picture block boundaries. If you want to see more of the picture, either resize the picture block or scale the picture.

Resizing picture blocks

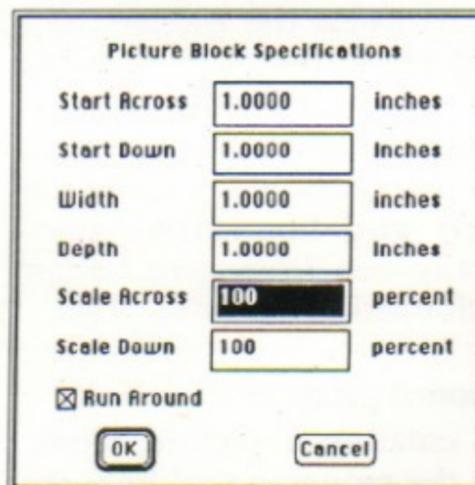
If you find that your artwork doesn't quite fit the picture block, you may have to resize the block. Use the pointer tool to select the picture block, then grab one of the handles along the outline of the block and resize the block to any dimension by dragging the handles up, down, or across the screen.



For more precise positioning, you can specify the exact block size and position using Specifications from the Special menu. Resizing a picture block does not stretch or compress the picture inside the block, it only changes the size of the viewing window.

Scaling pictures

Scaling modifies the amount of picture visible in a picture window. To scale a picture, select Specifications from the Special menu. The Specifications dialog box presents two scaling values for picture blocks — Scale



The Specifications dialog box for pictures blocks allows accurate percentage scaling in horizontal and vertical planes

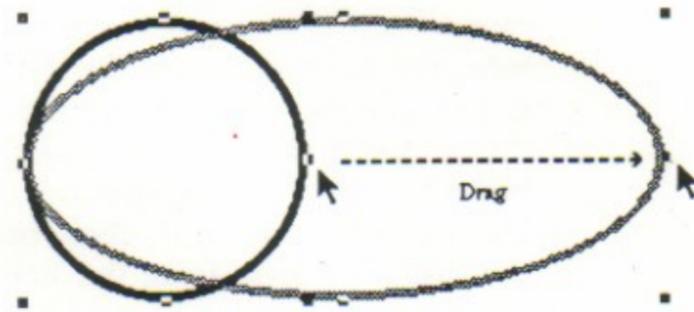


Graphics

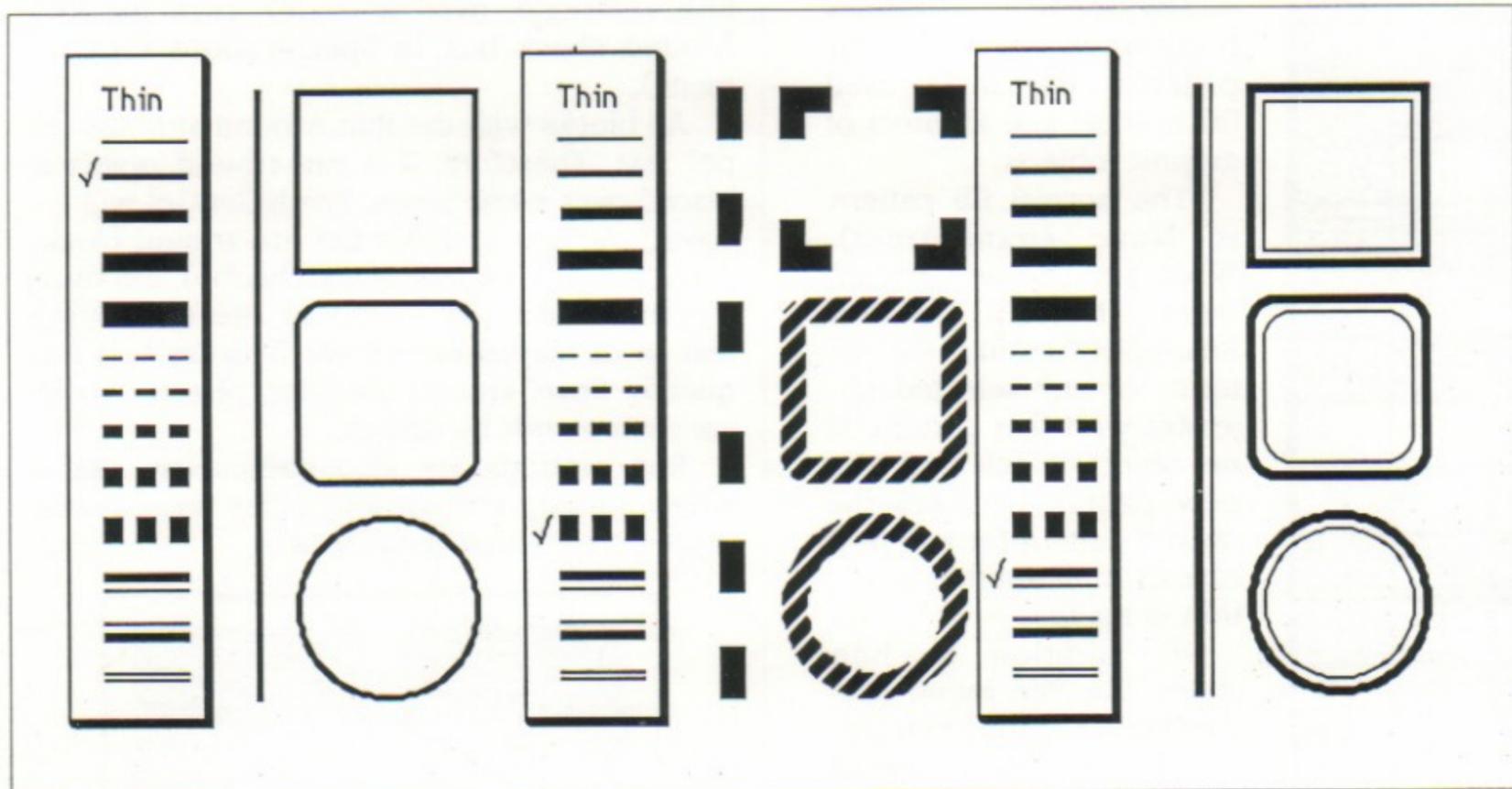
Across and Scale Down. These values let you compress or expand pictures to fit your layout. They do not change the size of the picture block, only the size of the picture itself.

Graphic objects

You can add lines, rectangles, ovals, and circles to your pages using a variety of line types and widths:



(lines have two handles) with the pointer tool. Handles appear when an object is selected. The



Ready,Set,Go! provides four graphic object tools: rectangle, round-cornered rectangle, oval, and line. To draw an object, select the desired tool. The pointer changes to a crossbar in the document window. Place the crossbar where you want the corner of the object. Press the mouse button and drag the crossbar diagonally to position the opposite corner of the object. A dotted rectangle indicates the size of the object being drawn. Release the mouse button when the object reaches the desired size. If the pointer leaves the window area, the window scrolls automatically.

Resizing objects

Objects can be resized by dragging one of the eight handles

top and bottom handles stretch the object horizontally. Left and right handles resize the object vertically. Corner handles stretch objects in horizontal and the vertical directions.

Resizing lines

To resize a line, point to one of the two handles with the pointer tool, hold down the mouse button and drag the handle to shorten or lengthen the line. A dotted shows the length of the new line.

Pen widths and styles

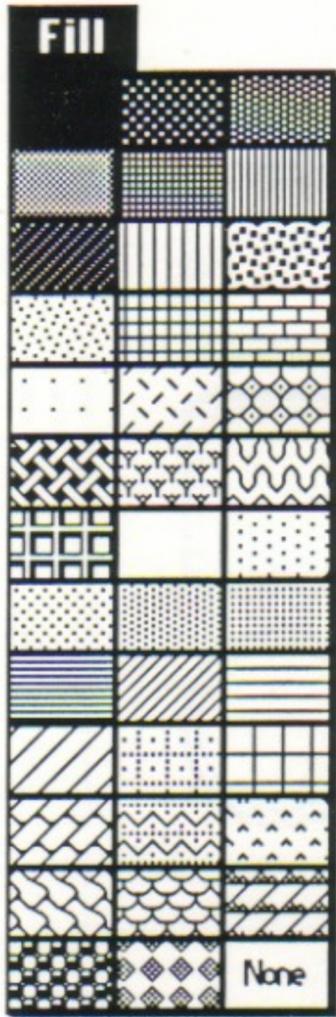
Ready,Set,Go! provides a large assortment of widths and styles for object borders and lines in the line patterns box. You can choose from six solid line widths, five dashed line widths,



Graphics

two scotch rules, and a double rule. The default line width/style is a solid narrow line. To change the width or style of an object border, select the object with the pointer tool, and click on the width or style from the line pattern box.

Note: Thin produces hairlines on LaserWriter output only.

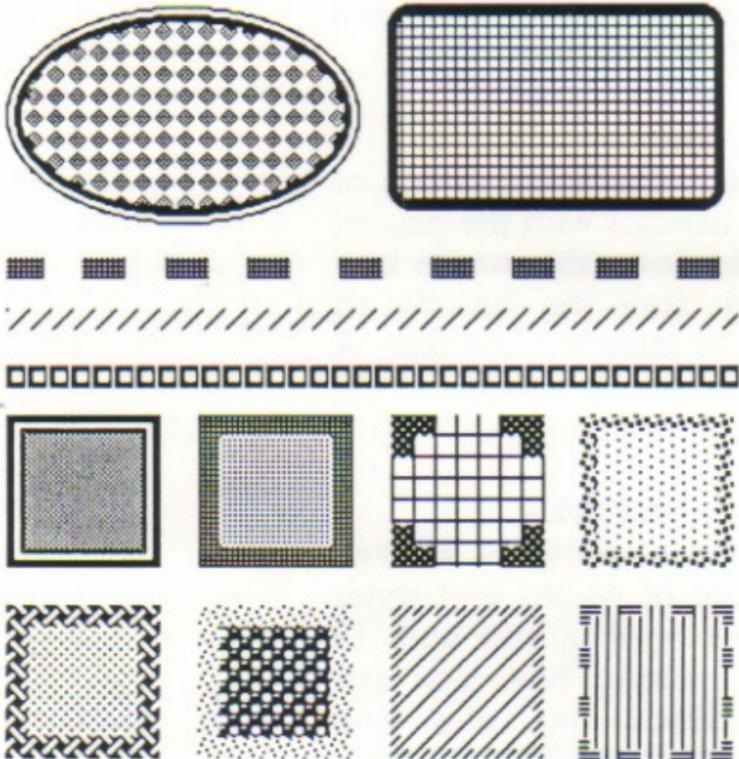


Patterns

Ready,Set,Go! features thirty-nine Fill and Pen patterns that can be used for borders and interiors of graphic objects.

The normal fill pattern is None (transparent). When you choose a pattern from the Fill menu, Ready,Set,Go! fills the interior of any selected object(s) with that pattern. If no object is selected, the new pattern becomes the default pattern for any new objects until another selection is made.

In addition to line styles, the Pen menu enables you to change pen patterns from black to one of thirty-eight others. To change the pattern of an object's border, select the



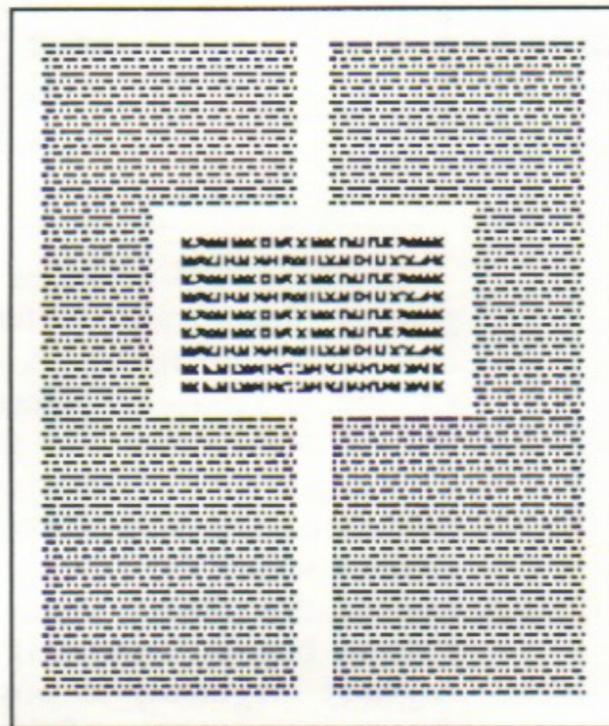
Running Text Around Graphics



One of Ready,Set,Go!'s most powerful features is the ability to run text around any object. To make text flow around any object (text, picture, line, rectangle, oval or circle), click the Run Around check box in Specifications (Special menu).

All blocks with the Run Around attribute repel text. Therefore, if a run-around object is placed over a text block, Ready,Set,Go! will reformat the text to avoid the run-around block. If the run-around box is not checked, the overlapping object will overprint the underlying text as displayed on screen. Because text frequently flows around graphics, picture blocks are run arounds by default.

Run arounds are also particularly useful when running text around other text as with drop caps or large quotations.



object with the pointer tool and choose a pattern from the Pen menu. The border will use the selected pattern in addition to any line patterns that you may have selected from the line pattern box. The last pen pattern selected becomes the default pattern until another selection is made.



Printout!

The moment of glory

Printers are the most important part of your desktop publishing system.

The Apple ImageWriter produces output at a resolution of 144 dots-per-inch — well-suited for inter-office communication, club newsletters, and rough drafts of your work.

At 300 dots-per-inch, the Apple LaserWriter can produce any type of printed communications. If you can't afford your own LaserWriter, check into output services that offer laser printouts for a few dollars a page.

The highest level of printed quality is achieved with phototypesetters working at resolutions of 635 to 2540 dots per inch.

Typesetters compatible with Ready,Set,Go! are the Allied Linotron 100 (635 and 1270 dpi) and the Allied Linotron 300 (635, 1270 and 2540 dpi).

The Macintosh cannot access printers without the proper software. This means that your System Folder should always include an ImageWriter driver and/or a LaserWriter driver. Drivers are computer household programs that translate documents for printout.

The LaserWriter driver converts Ready,Set,Go! documents into a language called PostScript. Because PostScript is rapidly becoming a standard, you can print on any output device that understands this language. This includes the LaserWriter, Laser-

Printing Ready,Set,Go! documents is a rewarding experience. This article will maximize your enjoyment of the ImageWriter and LaserWriter.

Writer Plus, QMS PS-800, Data-products LZR-2662, the Texas Instruments Omnilaser, and the Allied Linotron 100 and 300 typesetters.

The System Folder on the Ready,Set,Go! System disk comes pre-installed with ImageWriter and LaserWriter drivers.

If you use a copy of the System disk, you need not worry about installing printer drivers. For more information on how to install drivers, consult your printer manual.

Selecting printers

The Macintosh lets you alternate between printers from within Ready,Set,Go! Chooser, a desk accessory available from the Apple menu, lets you select your printer for output.

To be able to choose the LaserWriter, you must connect AppleTalk via the Control Panel desk accessory.

After changing printers, select Page Setup from the File menu and click OK to allow

Ready,Set,Go! to adjust the live area.

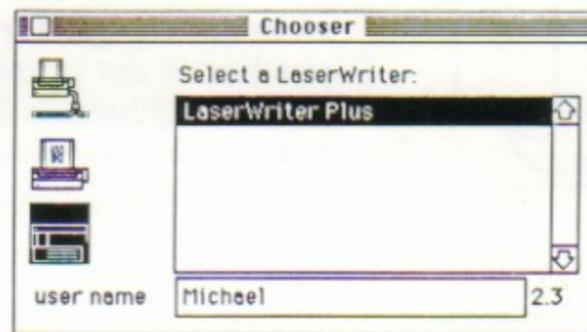
(MacServe users should change printers with the MacServe desk accessory.)

Choosing fonts

Aside from aesthetic considerations, correct font selection can improve your printer's output.

The Ready,Set,Go! System disk contains a set of fonts for both ImageWriter and LaserWriter. (To install more fonts, see the sidebar *The Font/DA Mover* on page 6.)

The Macintosh uses screen fonts in a variety of sizes — typically 9, 10, 12, 14, 18 and 24



The Chooser desk accessory lets you choose printers from within any program

points — to display typefaces on screen. To see which screen fonts are installed for each typeface, pull down the Style menu. All font sizes indicated in outline type are true screen fonts.

It is not necessary to have a

Printing

24-point screen font in order to be able to print 24-point characters. The Macintosh automatically creates any specified size by modifying one of the installed fonts. Screen fonts, however, are much more legible than scaled fonts:

14 point Venice

36 point Venice

A sample of a screen font (14 point) and a scaled font (36 point)

If you intend to print on the LaserWriter, use only laser fonts such as Avant Garde, Helvetica, Palatino or Times. These fonts obtain the maximum possible quality available from the LaserWriter.

No matter how rough laser fonts may look on screen, they reproduce well on the LaserWriter regardless of size. This is due to the fact that LaserWriter fonts are stored in the printer in outline form:



The outline is used to accurately scale fonts up or down to produce high-quality fonts in any point size.

ImageWriter documents and the LaserWriter

When you print an ImageWriter document on the LaserWriter, you can still get the benefit of La-

serWriter fonts by selecting Font Substitution in the Page Setup dialog box. This LaserWriter option substitutes Times for New York and Helvetica for Geneva.

Unfortunately, font substitution produces excessive word spacing. It is, therefore, recom-

mended that you *always* use laser fonts for any document you create, even if it is destined for the ImageWriter.

Printing

To print a Ready,Set,Go! document, select the appropriate window, if necessary, then choose Print from the File menu. The following Print dialog box will appear:

The LaserWriter print dialog box

The top line of the dialog box identifies the printer and version number of the printer driver.

The highlighted field asks how many document copies you want to print. Type any number in this field.

Normally you'll want to print all pages of a document. To print a range of pages or a single page, enter the appropriate numbers in the From: and To: fields. (The LaserWriter stacks printed pages in reverse order in the receiving tray.)

The Cover Page option lets you print a cover page at the top

(Last Page) or bottom (First Page) of your output stack. The cover page contains status information about the document: user, application, document name, date, time, and printer.

Paper can either be fed automatically (Pinfeed or Paper Cassette) or manually (Manual Feed).

The OK and Cancel buttons let you initiate or cancel printing. The Help button displays a screen of helpful hints. Printing can be cancelled at any time by pressing Command and the Period (.) key simultaneously.

Finder printing

If you have several documents to print, you can print from the Macintosh desktop (Finder). To select all the files you want to print, hold down the Shift key as you click or drag icons. Make sure that all icons are Ready,Set,Go! documents. Then choose Print from the File menu to start the process. Ready,Set,Go! is loaded and the screen displays the Print dialog box. The print options you choose will be used for all docu-

ments. Ready,Set,Go! prints your documents one at a time, then returns to the startup desktop.

Printing graphics

Graphics come in two varieties: bit-mapped and object-oriented. Bit-mapped graphics are stored as a collection of dots. MacPaint creates bit-mapped graphics.

Object-oriented graphics are stored as a series of commands that specify objects, such as rectangles, lines, ovals, etc. MacDraw creates object-oriented



graphics.

The distinction is important because the LaserWriter scales object-oriented graphics very well while bit-mapped graphics are scaled less successfully.

If you want to print graphics with the highest possible resolution on a LaserWriter (or typesetter), create them in programs such as MacDraw or MacDraft.

To improve bit-mapped images — use Ready,Set,Go!'s scaling feature to reproduce the final image at 25% or 50% its actual size. Scaling percentages can be specified in the Specifications sheet (Special menu).

Quitting Ready,Set,Go!

Before leaving Ready,Set,Go!, first save each open document, using either Save or Save As... from the File menu.

Save As... lets you save a new document or a copy of an existing one under a different name.

Save is only available for documents previously saved. This command lets you save a file as often as you like with minimal interruption. Save your work frequently! This prevents catastrophic data losses in the event of any system crashes.

You can also close documents you have been working on by clicking on the close box or using Close from the File menu. As a safety precaution, a dialog box will ask whether you want to save the changes before closing a document file. To be on the safe side, always click Yes if you are not sure.

Quit closes all open Ready,Set,Go! documents after displaying the above dialog box for any unsaved files, and returns to the Macintosh desktop.

Once you have been returned to the Macintosh Desktop, you may open other software applications, or select Shut Down from the Special menu to eject all disks and shut off computer power.

Downloadable Typefaces

If you often find yourself wishing you had more fonts to choose from than just Helvetica or Times Roman, here's something for you.

Adobe, the company that brought you PostScript offers an entire type library in downloadable form for the LaserWriter or LaserWriter Plus.

Each package typically contains 4 faces from the same family of type (eg. Melior, Melior Italic, Melior Bold, and Melior Bold Italic) and costs \$185. To use these typefaces, the typeface data files must be transferred from your Macintosh to an allocated space of temporary memory in your PostScript printer called virtual memory. Once a typeface is downloaded, it can be used as easily as the built-in typefaces. The typeface package includes printer fonts for your printer, screen fonts for your Macintosh and all of the utility software required.

To use a downloadable typeface package, a simple setup procedure must first be executed. This procedure includes initializing typefaces for your PostScript printer(s), and moving screen fonts into your system using Apple's Font/DA Mover.

Once printer fonts have been initialized to a printer or set of printers, font files can be copied to as many users of those printers as you like. With your new initialized fonts and screen fonts moved into your system, you're ready to create your document with the fonts of your choice.

To produce a document with these typefaces, select a typeface from the font menu and create your document. When you want to print, select print from the file menu. By storing the fonts in

your system folder, they're automatically downloaded to the printer while your job is being processed. After printing, downloaded fonts are removed from your printer freeing memory for other fonts.

You can also use Adobe's Font Downloader utility and manually download fonts yourself. With this utility, fonts are downloaded permanently until you turn the printer off. This will speed up printing if you use a certain font frequently.

More than one downloaded typeface can reside in a PostScript printer at a time; the actual number depends on the typefaces and the individual printer being used. The LaserWriter, for example, can hold two to six typefaces per document at one time, in addition to the thirteen already built into every PostScript printer. The LaserWriter Plus has slightly more memory for downloadable fonts. With Garamond — a memory-intensive typeface — three fonts (Light, Light Italic and Bold) can be downloaded to the LaserWriter Plus keeping 69K of memory for the Laser Prep.

The Adobe Type Library currently offers 21 typeface packages. The newest typeface families include: Helvetica Light and Black, Helvetica Condensed, Trump Mediaeval, and Melior, each licensed from Mergenthaler, ITC Galliard, ITC New Baskerville, ITC Korinna, each licensed from International Typeface Corporation, Goudy Old Style and Sonata are also new.

This magazine was produced with the downloadable typeface Garamond.



PostScript Programming



Ready,Set,Go! offers a fascinating way to integrate sophisticated graphics in your documents. In each text Specifications sheet is a simple box that, when checked, unlocks the full power of the LaserWriter or any other PostScript device.

To use this feature, enter a PostScript program in a standard text block and select the Specifications sheet from the Special menu. Click the PostScript option and OK, then choose print. Instead of interpreting the text block as regular text, Ready,Set,Go! will send the instructions directly to the LaserWriter.

If you would like to try this feature on your LaserWriter, enter the following program in a text block:

```
/Times-Italic findfont 30 scalefont setfont
/printRSG
{ 0 0 moveto (Ready,Set,Go!) show} def
320 400 translate
.95 -.05 0
(setgray printRSG -1 .5 translate) for
1 setgray printRSG
```

In a minute you will see the words Ready,Set,Go! printed in a jazzy typestyle:



If your PostScript program does not execute, check to make sure that you have entered it *exactly* as shown above. Also see if you checked the PostScript option in the Specifications sheet.

Note: This feature only works with LaserWriter driver versions 3.1 and later.

Using PostScript you can achieve such special effects as rotated type, type made up of radiating lines, or circular type.

Try this program for radiating type:

```
%-----Procedures-----
/Times-BoldItalic findfont
  27 scalefont setfont
/rays
{ 0 1.5 179
{ gsave
rotate
0 0 moveto 108 0 lineto
stroke
grestore
} for
} def
%-----Begin program-----
300 400 translate
.25 setlinewidth
newpath
0 0 moveto
(Starlines) true
charpath clip
newpath
54 -15 translate
rays
```

This program will produce type with radiating lines:



To learn more about PostScript programming, watch out for future issues of *PAGES* or refer to *PostScript Language Tutorial and Cookbook* published by Addison-Wesley.



Layout Basics

If the prospect of laying out pages seems overwhelming, this article is for you.

Although designing Ready,Set,Go! pages bears some resemblance to conventional layout, it requires a fraction of the time and none of the mess.

To be able to produce effective layouts requires a basic understanding of typography and the relationship between text and graphics.

With a little practice and by following the guidelines presented here, your layout skills should improve markedly.

The first step: planning

Start by taking a critical look at the content of your publishing project. What items are most important to your reader? What should be emphasized? Organ-

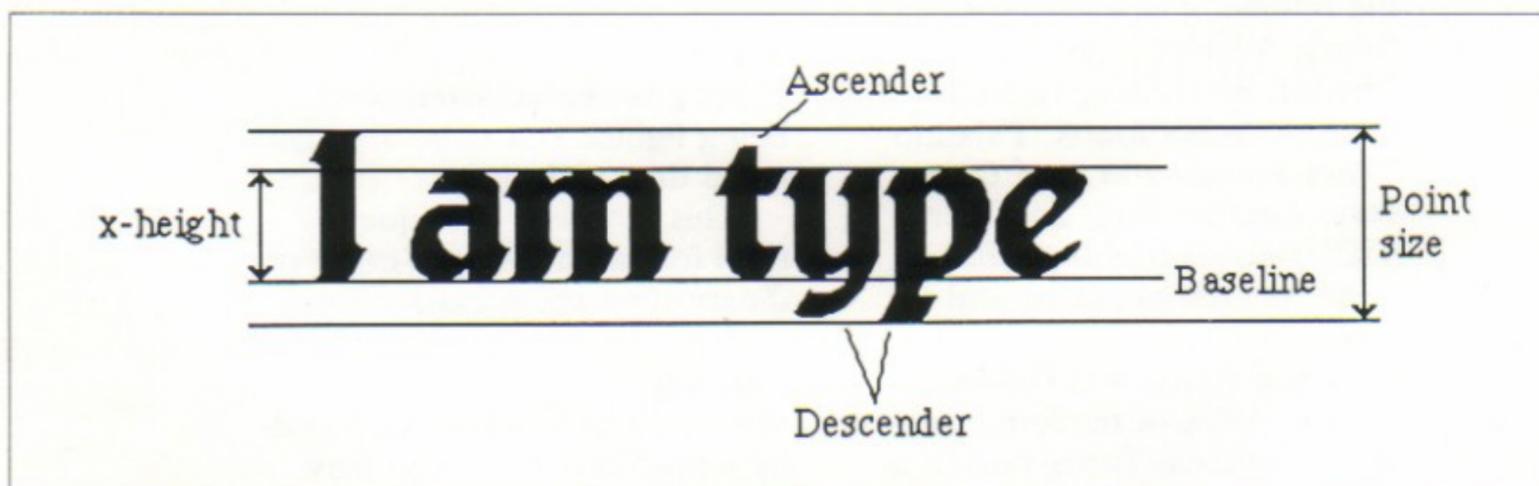
A quick overview of design principles

Next, decide on the publication's size. Does it have to be small enough to fit into a standard #10 envelope, or is it a full-fledged magazine?

If your text will be accompanied by graphics, select ones that most coherently amplify your verbal presentation.

The objective of your publishing project is to communicate to the reader in a concise and effective manner. Embellishments, such as fancy type or distracting graphics, should therefore be used with care.

Your tone of voice: type



ize articles or items in logical sequence, so your thought trend is clear to the casual reader.

Decide which fonts, sizes, and styles to use for headlines, sub-heads, captions and body copy.

It's tempting to make liberal use of the numerous Macintosh



Layout Basics

fonts, but this only reduces the effective-ness of your layout. Keep it simple. Allow only two fonts — three maximum per page.

Before exploring typography, let's first define some basic terminology.

The letters you read right now are called roman — plain in the Macintosh world. When letters are slanted to the right, they are called *Italic*. Fat letters **like this** are called bold.

Capital letters are frequently referred to as caps or uppercase, small letters as lowercase. The illustration below defines other parts of letters.

Typefaces and fonts

Type is divided in families. Families are groups of type variations (fonts) with the same name. The LaserWriter's Times Roman family includes four variations: plain, italic, bold and bold/italic.

The Macintosh breaks tradition by listing each a type family under a font menu.

The LaserWriter Plus offers the following typefaces (or fonts): Avant Garde, Bookman, Courier, Helvetica, Helvetica Narrow, Schoolbook, Palatino, Times Roman and Zapf Chancery. Another font, Zapf Dingbats, supplies useful publishing symbols such as bullets and arrows.

Avant Garde and Helvetica are examples of modern, sans-serif typefaces. Times Roman is a classical, serif typeface.

Display type

The beauty of desktop publishing is that it lets you use type in large point sizes. Designers call

this *display type*.

Display type (24 points and up) is very effective for attention-grabbing headlines, cover titles, etc.

All caps

When designing pages, remember that the eye moves along the upper halves of words.

Since lowercase letters have a more distinctive upper half, they are usually easier to read to than all-capital words.

White type

It is more natural to read black type on white background, so refrain from using too much white type on a black background.

White type is also called reverse type.

Reverse Out

Bold face

Bold faced type should be used for emphasis only. The same applies to bold italic.

Italics

Italics give the appearance of being lighter and more sophisticated than plain type.

This font style is frequently used for emphasis or to make ordinary type seem extraordinary.

Kerning

When you look at text produced by a phototypesetter you may notice that letters are closer together than those generated by computers.

This ability to move letters closer together is called kerning. Use kerning to tighten up head-



Layout Basics

lines and other bodies of display type. It adds a professional appearance to type.

Justification

When setting lines that are left and right justified, avoid making columns too narrow. This will decrease your chances of seeing large, unsightly gaps between your words (also called rivers).

Drop caps

A large capital letter at the beginning of body copy is called a drop cap.

Drop caps are designed to lead the reader's eye into the copy.

White space

Be sure to include plenty of white space in your layout.

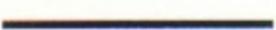
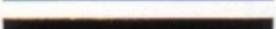
Too much copy and not enough white space tends to overwhelm the reader.

Lines

Lines (called rules in design parlance) are deceptively powerful design tools.

Rules can be used to subdivide copy, call attention to certain page elements or simply for decoration.

Rules come in a variety of widths:

	Hairline (thin in the toolbox)
	One point
	Two point
	Three point
	Four point
	Five point

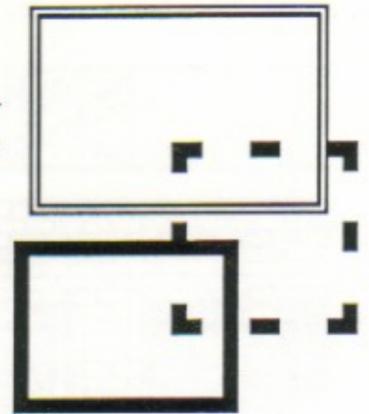
In addition to these lines, there are dashed rules, scotch rules, and double lines.

As with anything in page design, don't overdo it.

Boxes

Boxes or frames are equally effective in segmenting text or isolating subjects that require more attention.

All boxes in Ready,Set,Go! come in any of the line patterns discussed under lines.



What-if design

Unlike conventional layout, desktop publishing makes it unnecessary to create rough sketches, or tissues, of your page before beginning actual layout.

By using Ready,Set,Go! as your drawing board, you immediately get to see the results of any what-if design direction.

Printouts of your layout with show your progress with great accuracy. And a screen preview mode lets you look at up to two pages to gauge the effectiveness of your layout.

Summary

By necessity, this article can only provide a brief glance at the world of design and typography.

Refer to the following listing for books that explore these subjects in greater detail:

Craig, James *Designing with type*. Watson-Guptill Publications, 1980

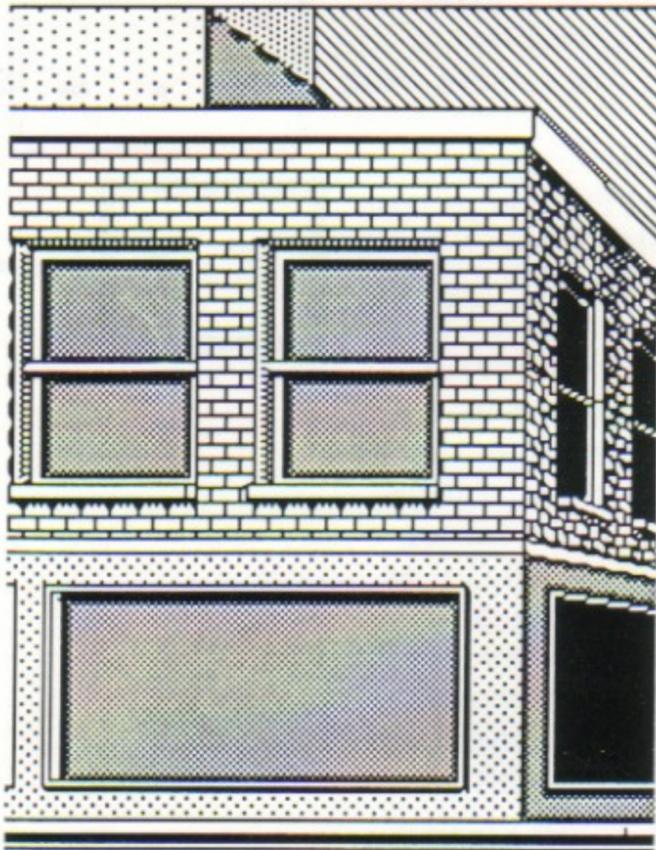
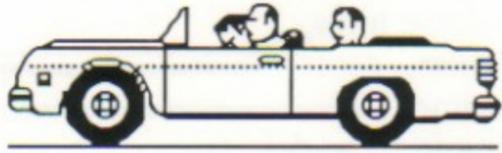
White, Jan *Graphic idea notebook*. Watson-Guptill Publications, 1980

White, Jan *Editing by design*. R.R. Bowker Co., 1982

White, Jan *Designing for magazines*. R.R. Bowker Co., 1982



Layout Basics



How to create outline & condensed type

Two popular special type effects with type are easy to do with Ready,Set,Go!

Printing white type on a black, or tinted background is achieved by first creating a text block of outline type and overlaying it on any object filled with a pattern:

Outline type on background fill

The white type effect can be previewed using the Facing Pages option from the Special menu. Make sure to send the tinted background behind the outline type before printing.

Distorting type

Another popular effect is to condense (shrink) or extend (stretch) type.

To do this, create a type in a text block. Format the type as desired — choosing type style, kerning, etc.— before copying the entire text block to the clipboard with the *pointer* tool.

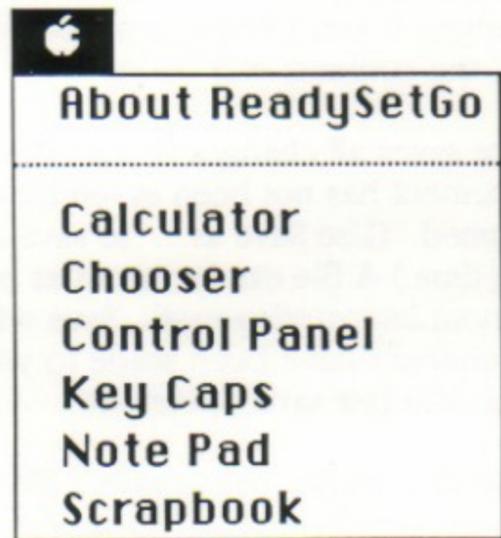
Now draw a picture block with the picture tool, and copy the text block into the picture block. The type will appear in the picture block.

From the Specifications sheet you can scale the type in both the horizontal and vertical direction by specifying any percent in Scale Across and Scale Down.

Normal

Condensed

ON THE MENU



APPLE MENU

The Apple Menu lets you access Macintosh desk accessories from within Ready,Set,Go!

Your Ready,Set,Go! System Disk contains the standard desk accessories supplied by Apple. You can remove or install new desk accessories with the Font/DA Mover (see page 6).

About ReadySetGo displays the Ready,Set,Go! version number, copyright information, and remaining system memory.

Alarm Clock displays a clock in the upper right corner of your screen.

Calculator is a handy desktop calculator for simple calculations involving multiplication, division, addition, and subtraction.

Chooser lets you select a printer, usually the ImageWriter or LaserWriter.

Control Panel lets you control various aspects of the Macintosh interface (speed of double-clicking, desktop background pattern, etc.). This is also the place to turn AppleTalk on or off (the LaserWriter requires that AppleTalk be on).

Key Caps displays a dialog box with the Macintosh keyboard and a text box. As you press keys, in conjunction with the Shift, Option, and Shift-Option keys, the corresponding characters are displayed in the text box.

Notepad lets you jot down notes.

Scrapbook allows you to store text and graphics for later insertion into your document. To insert text copy or graphics from the Scrapbook, select Scrapbook, click on the scroll bar to display the image you want to insert, and choose Copy from the Edit Menu. Close the Scrapbook, click into the block where you wish to insert using the appropriate tool (I-beam for text, Cropping tool for pictures), and choose Paste from the Edit Menu.



On The Menu

File	
New	⌘N
Open	⌘O
Close	⌘W
Save	⌘S
Save as...	
Page Setup	
Print...	
Get Text	
Put Text	
Get Picture	
Quit	⌘Q

FILE MENU

New opens a new Ready,Set,Go! document.

Open lets you retrieve an existing Ready,Set,Go! document. Select the file you want and click Open. Click Cancel to abort the command.

Close closes the current document. If you have made changes to the document since the last save, Ready,Set,Go! will ask whether you want to save the changes. If you close a new document without saving, the contents will be lost.

Save saves all changes to the current document. If a document has not been saved before, Save will be dimmed. (Use Save as... to save a document the first time.) A file can be saved as often as you like, without interrupting work. Save will be dimmed if no changes have been made to your documents since the last save operation.

Save as... allows you to save a file under any name.

Page Setup controls paper size and orientation

Print... displays a dialog box for printing option. After you have made your selections, click OK and printing begins.

Get Text imports text from a a formatted Microsoft Word or MacWrite document or a text file. This option is only available after an insertion point has been specified. After opening the correct file, text automatically flows into the selected block. If the block is part of a linked chain, text will flow into subsequent blocks as well.

Put Text saves any selected text to an ASCII text file.

Get Picture imports graphics from MacPaint or PICT format documents. This option is only available when a picture block has been selected with the Cropping tool. Get Picture displays a dialog box showing available picture files. Choose the desired picture and click Open.

Quit closes all open documents and exits from Ready,Set,Go! to the startup desktop.



On The Menu

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A

Font
Chicago
✓ Geneva
Helvetica
Monaco
Times

EDIT MENU

Cut removes selected text or objects from a page. The cut items are copied to the clipboard, and can be recalled using the Paste option (as long as no other Cut or Copy action take a place in the meantime).

Copy copies selected items to the clipboard, leaving the originals intact. Copied items can later be Pasted into the page.

Paste places copies of Cut or Copied text or objects in the current page.

Clear erases selected text permanently.

Select All lets you select all page objects (at the Pointer level) or text in a text block or chain of blocks (at the I-beam level). If you hold the Option key down while choosing Select All, only the current text block will be selected.

FONT MENU

The Font menu lets you select fonts and is available when working with text.

The Ready,Set,Go! System Disk comes installed with Chicago, Geneva, Helvetica, Monaco, and Times. Other fonts can be installed with the Font/DA Mover (see page 6).

The default font upon startup is Geneva. To choose another font, select a range of text, and select the desired font from the Font Menu.



On The Menu

Style	
✓Plain	⌘P
Bold	⌘B
<i>Italic</i>	⌘I
<u>Underline</u>	
Outline	
Shadow	

9 Point	
10 Point	
✓12 Point	
14 Point	
18 Point	
24 Point	
36 Point	
Other	

STYLE MENU

The Style menu lets you choose the style and size of text characters. Style choices include Plain, Bold, Italic, Underline, Outline, and Shadow.

The Style menu is disabled when the I-beam is not selected.

Plain, Bold, etc. To choose a new font style, select a range of text and choose the desired style from the Style menu.

9 Point, 10 Point, etc. Ready,Set,Go! displays the installed screen sizes of the selected font in outline style. Standard screen fonts include 9, 10, 12, 14, 18, and 24.

Other lets you specify any font size between 1 and 127 points in one-point increments.



On The Menu

Format
✓Left Right Center Justify
Line Spacing Paragraph Spacing
Paragraph Indent Left Indent Right Indent
Kern Letterspace Shift Up Shift Down ✓Base Line

FORMAT MENU

Left justifies text flush left with a ragged right margin.

Right justifies text flush right with a ragged left margin.

Center centers text in a text block.

Justify justifies text flush left and right.

Line Spacing lets you change spacing between lines in point increments. To change line spacing, enter any point size in the dialog box. To return to automatic line spacing enter *auto* in the dialog box.

Paragraph Spacing controls spacing between paragraphs. The default spacing is zero (i.e. the same between paragraphs as between lines of text).

Paragraph Indent controls the first line indent of a paragraph.

Left Indent indents all lines of a paragraph except the first one. This is also called a *hanging indent*.

Right Indent indents all lines from the right margin.

Kern automatically kerns a selection range according to available kerning pairs. Holding the Option key before selecting Kern lets you specify the amount of kerning in points.

Letterspace spaces characters apart in point increments.

Shift Up moves characters up line in point increments.

Shift Down moves characters down in point increments.

Baseline returns a character to the original baseline position.



On The Menu

Text	
Find...	
Find Next	⌘F
Replace...	⌘R

✓Hyphenation On	
Hyphenation Off	
Hyphenation Exceptions	

Glossaries	⌘G
Tabs	⌘T
Check Spelling	⌘K
Add Word	⌘U

TEXT MENU

Find... searches text for a particular word. To find a word, select a starting point with the I-beam, type the word in the Find What dialog box, choose Block or Chain option, and click OK to initiate the search.

Find Next causes the search to continue through the remaining text, and highlights each occurrence of the word(s).

Replace... displays a dialog box requesting search word(s) and replacement word(s).

Hyphenation On toggles hyphenation on. Hyphenation on is the default Ready,Set,Go! mode.

Hyphenation Off turns off automatic hyphenation. To turn hyphenation off, select the text you choose not to hyphenate, and toggle this option.

Hyphenation Exceptions lets you to add exceptions to the hyphenation dictionary.

Glossaries store often-used text for instant recall using a Command-key sequence.

To define a glossary, select a range of text, and choose Glossaries. Type a single character in the displayed dialog box, then click OK. To recall the glossary, press the Command key and the reference key simultaneously.

Tabs lets you specify tabs for a text block or chain.

Check Spelling will proof your copy against the RSG Dictionary beginning from the insertion point.

Add Word will add any highlighted word to the User Dictionary for future spell checking reference.



On The Menu

Special	
Size To Fit	⌘1
Half Size	⌘2
75% Size	⌘3
✓Actual Size	⌘4
Double Size	⌘5

Insert Page(s)	
Delete Page(s)	
Go to Page #	
Facing Pages	

Preferences	
Snap To	
✓Use Master	
Design Grids	⌘D
Alignment	
Specifications	⌘M
Bring To Front	
Send Behind	

SPECIAL MENU

Size To Fit lets you view an entire page on screen.

Half Size reduces everything to half size so more of the page is visible.

75% Size reduces the page to 3/4 size, fitting the entire width of a page in the window.

Actual Size is the normal Ready,Set,Go! view.

Double Size enlarges the page 200%.

Insert Page(s) adds pages to a Ready,Set,Go! document. The dialog box lets you insert blank or duplicate pages before or after the current page.

Delete Page(s) deletes pages from the current document.

Go to Page # lets you go directly to a specific page.

Facing Pages shows the current page and its facing page. When finished viewing, click OK to return to the last view selected.

Preferences allows you to control measurement units, to show or hide rulers and grids, and the start number of automatic page numbering.

Snap To toggles the snap-to features of a grid on or off. It is checked when it is on.

Use Master turns the master pages background on or off. It is checked when it is on.

Design Grids lets you specify grid parameters.

Alignment aligns multiple objects. This command is only available when more than one object is selected.

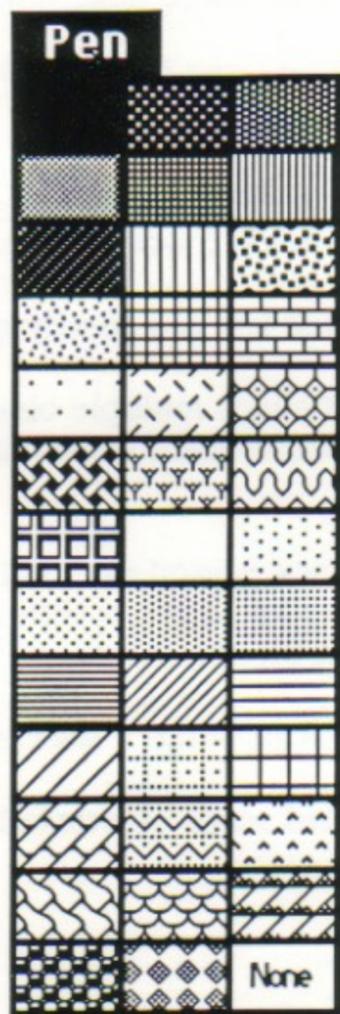
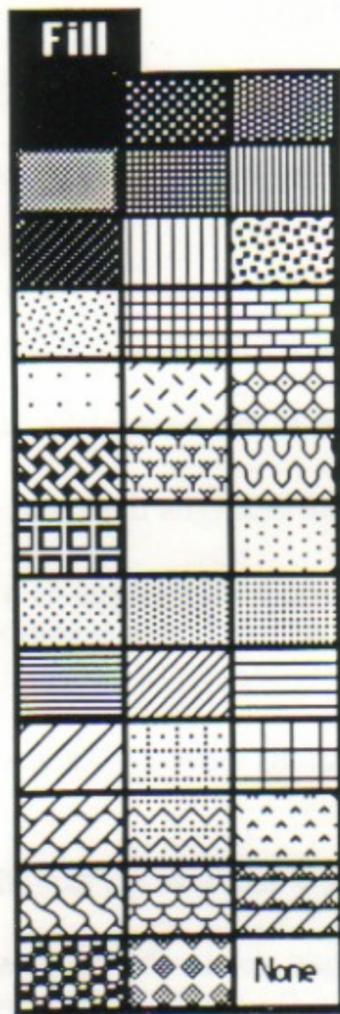
Specifications is used to change certain attributes of objects including size, position, runaround status, and for text blocks, PostScript or normal.

Bring To Front brings a selected object to the front.

Send Behind sends objects behind.



On The Menu



FILL MENU

The Fill Menu provides thirty-nine patterns that can be used to fill rectangles, round-cornered rectangles and ovals. The default pattern is *None* (i.e. transparent).

When you choose a pattern from the Fill Menu, Ready,Set,Go! fills the selected object(s) with that pattern.

If no object is selected, the new pattern becomes the default pattern for any new objects until another selection is made.

PEN MENU

The Pen Menu enables you to change the pen pattern of lines or object borders from black to one of thirty-eight other patterns.

To change a pattern, select the object with the Pointer tool and choose a pattern from the Pen menu. The object changes to the selected pattern.

The last line pen pattern selected becomes the default pattern when new objects are created until another selection is made.

GLOSSARY

Acetate — an overlay used by graphic artists to indicate a different color or element.

Ready,Set,Go! lets you copy certain elements to a different document window so they may be printed separately and used as an overlay.

Baseline — the reference point used for the vertical alignment of characters. Normally, it is the line crossing the bottom-most part of a character.



Bitmap font — a set of characters created by turning individual dots on or off. The Macintosh screen fonts are often referred to as bitmaps. Also, when the LaserWriter does not find a downloadable font used in your document in ROM it will automatically print a bitmap font.

Body copy — the main text of your document.

Boilerplate — text that is used over and over without change, such as an address or even whole sections of text. Use Glossaries from the Special menu to store boilerplate text.

Boldface — a type style with thicker or more pronounced

strokes used for emphasis or visual effect.

Camera ready — pages complete with text and graphics that are ready to be printed.

Caps — short for capital letters.

Column — refers to a vertical section of text in a layout.

Crop — to select a part of a graphic image by reducing the live image area.

Column rule — a vertical line, used to separate text columns.

Comp — short for comprehensive layout, a complete sketch of a page layout. Ready,Set,Go! lets you create comps with much more precision and detail.

Condensed — refers to a type style that is narrower than the normal character width. You can produce this effect by scaling type in a picture block.

Copyfitting — literally: trying to make copy fit the layout. With Ready,Set,Go!'s built-in word processor you can edit an article to fit any layout or vice versa.

Dialog box — a box where you make choices or provide information needed to perform a

GLOSSARY

task.

Digitizer — (see scanner)

Discretionary hyphen — an optional hyphen that separates parts of words, but is invisible until needed. To insert a discretionary hyphen, press the Command and hyphen keys.

Descender — the part of a letter that extends below the baseline like in a *g*.

Field — the entry area in a dialog box that asks for specific information.

Find — To look for specific occurrence of text in a document using the Find command.

Flush — referred to formatting text to the right or left margin.

Font — a complete set of characters in one typeface and size. Since the Macintosh can derive italic and bold, etc. from a single set of characters, it has come to mean typeface family as well.

Footers — see *Running heads*.

Global search — See *Find*.

Glossary — A feature that stores text and later retrieves it by holding down Command and another key. Also see *Boilerplate*.

Gutter margin — the inner margins of facing pages of a document: the left side of odd pages and the right side of even pages.

Use the Design Grids to specify these margins to be wider allowing extra space for binding.

H&J — an abbreviation of hyphenation and justification, the process of adding spaces and hypens to make words fit in a flush right and left line.

Hairline — the thinnest line reproducible by the LaserWriter, about one quarter point. In the Ready,Set,Go! line pattern box it is indicated as Thin.

Halftone — a picture that contains shades of grey created with differing combinations of dot patterns.

Hanging indent — an indent of the first line that is less than the indent of subsequent lines, so that the first line of a paragraph is wider than the rest of the lines. Use Left Indent to create hanging indents.

Hard hyphen — a hyphen, created with the hyphen key only, that is shown whether it falls in the middle of a line or at a line end. Also see *Discretionary hyphen*.

Headers — see *Running heads*.

Insertion point — a blinking vertical bar indicating where text will be inserted into a document as you type.

Justify — to align text along a margin. Typeset material is often justified along both the right and left margins, achieved by

GLOSSARY

adding extra space between words as necessary.

Kerning — refers to the process of decreasing the space between letters.

Layout — the arrangement of the text and graphics elements on a page.

Leading — also known as line spacing, the process of adding space between lines of type to provide additional space. Leading is specified in points with each point being approximately 1/72 inch.

Letterspacing — the addition of space between letters within words in a line in order to make the line come out to a desired length.

Ligature — the actual connection of two letters. Ready,Set,Go! can produce ligatures by kerning letters very tightly.

Line art — pictures containing only blacks or whites (see also *Halftone*).

Line spacing — the amount of space between lines of text within a selection range or entire article. Also see *Leading*.

Live area — the part of a page available for printing. The LaserWriter is unable to print completely to the page edge, leaving an unprintable area measuring 0.45 inches on each side.

Margin — the area from the left of the page to the edge of text. To set margins accurately, use the Specifications sheet from the Special menu for any text block.

Mechanical — the complete layout with text and images ready for printing. Ready,Set,Go! creates camera-ready materials directly from the LaserWriter.

Monospace — refers to type where each character takes up the same amount of space. The LaserWriter has one monospace character set: Courier.

Page makeup — the process of combining text and graphic elements to create a finished, publishable page.

Permanent font — a downloaded font that remains in the LaserWriter until the power is turned off or the printer is reset.

Pica — a typesetting measure equal to 1/6 inch, or 6 picas to an inch.

Point — a measure of size used in typesetting: one point equals 1/12 of a pica and approximately 1/72 of an inch. Used to designate the size of type. Ten point is the size you are reading now, 48 point is a typical headline size and 6 to 8 point is fine print.

PostScript - Adobe's page description language that communicates text and graphics information between a computer and an output device.

GLOSSARY

Proportional characters — a character design where each character has its own character width. Proportional characters reduce the amount of space required for print and are easier to read than constant width or monospaced fonts.

Quad — to align a block of type to the center, left, right or justified.

Ragged — text with an uneven left (ragged left) or right (ragged right) edge. Also see *Justify*.

Running head — Text or graphics that appear at the top (header) or bottom (footer) of printed pages. Running heads can include page numbers, dates, time, titles, or other text and graphics. Ready,Set,Go! lets you create running heads with the master page feature.

Scanner — a hardware device that converts text or graphics into digital information that can be read, stored and manipulated by a computer.

Selection range — a highlighted character or group of characters that will be affected by the next command.

Serif — a small cross stroke or ornament at the end of a letter's main strokes. An example of serif type is Times Roman. Helvetica is a sans serif (without serif) typeface.

Transient font — a downloadable font which remains in the

LaserWriter's memory until the document is finished printing.

Typeface — a family of fonts that share similar characteristics, such as serifs, etc. Times Roman is a typeface. Times Roman Bold is one font.

White space — the unprinted space in a page layout. The amount of white space greatly affects a document's readability and aesthetics.

Wordwrap — the automatic shifting of a word to the next line when you enter text and reach the right margin. Ready,Set,Go! checks to see if the word you type fits completely on the line. If not, Ready,Set,Go! will hyphenate or wrap the entire word to the next line.

WYSIWYG — (pronounced wizzywig) an abbreviation for What You See Is What You Get, referring to the feature that what you see on screen is what will be reproduced by a computer printer.

X-height — the size of a small letter like x, which is also usually the height of the main body of characters.

Zapf Dingbats — a font comprised of bullets, stars, arrows and other symbols. The Dingbats font is included with the LaserWriter Plus.

Index

A

Abaton 8
Actual Size page view 11, 14, 27
Alignment 23
Allied Linotron 41
ASCII 8, 30
Auto page numbering 26

B

Backspace key 11
Backups
 Two-drive system 3
 Hard-disk system 4
Baseline shifts 33
Block tool 10, 29
Blocks 13, 21, 29
Bold (see Fonts and styles)
Boxes 47
Bring to Front 23

C

Center 32
Centimeters (see Measurement units)
Chooser 41
Choosing fonts 41
ClickArt 8
Clip art 8
Close 43
Close box 4
Condense (see Fonts and styles)
Condensed type 48
Control Panel 7
Copy 32
Cropping pictures 38
Cropping tool 10, 12, 37
Cut 32

D

Date stamping 27
Deleting
 Glossaries 35
 Linked text blocks 31
 Objects 11, 23
 Pages 27
 Text 32
Design Grids, 11, 13, 25
Desk accessories 5, 6
Discretionary hyphen 35
Disk storage 5
Double Size 11, 27
Downloadable typefaces 43
Drop caps 47

E

Easy 3D 8
Edit menu 15
Extend (see Fonts and styles)

F

Facing Pages 27
File menu 5
Fill 40
Find 34
Find Next 34
Find and Replace 14, 34
Finder 5
Finder printing 42
Font/DA Mover 6
Font Substitution 28
Fontographer 8
Fonts 41, 46
Fonts and styles 32
FullPaint 8, 38

Index

G

Get Picture 38
Get Text 14, 30
Glossaries 14
Go to Page # 27
Graphic objects 39
Grid Setup 26
Grid systems (see Design Grids)

H

Half Size 11, 27
Hardware requirements 2
Hyphenation 14, 35
Hyphenation On/Off 35
Hyphenation Exceptions 35

I

I-beam 10, 14, 15, 29
ImageWriter 41
Importing graphics 12
Importing text 29
Inches (see Measurement units)
Indents 33
Insert Page(s) 11, 27
Inserting linked text blocks 31
Italic (see Fonts and styles), 46

J

Justification 47
Justify 15, 32
Justifying lines 32

K

Kerning 33, 46

L

Large screens 8
LaserWriter 41, 42
LaserServe spooler 7
Left Indent 33
Left justified 32
Letterspacing 33
Line patterns 10
Line Spacing 33
Line tool 10
Lines 21
Linker tool 10, 13, 31
Linking text blocks 31
Live area 28

M

MacArt Dept. 8
MacDraw, MacDraft 8, 38
MacPaint 8, 38
Macros 8
MacServe 8
Master pages 26
Measuring units 10, 25
Microtek 8
Modems 8
Multiple windows 5

N

Network software 7
New 5
Non-breaking space 35

Index

O

- Objects
 - Aligning
 - Deselecting 22
 - Group selection 22
 - Moving 22
 - Resizing 22
 - Selecting 22
 - Specifying 23
- Open
 - Existing documents 4
 - New documents 5
- Other (see Fonts and styles)
- Outline (see Fonts and styles)
- Outline type 48
- Ovals 10, **21**
- Overflow indicator 30

P

- Page numbering 27
- Page scrollbox 4, 10, 11, **27**
- Page Setup **27**, 28
- Page views 27
- PAGES* 2, 44
- Paragraph Indent 33
- Paragraph Spacing 33
- Paste 32
- Patterns 40
- Pen widths and styles 39
- PICT 38
- Picas (see Measurement units)
- Picture
 - Blocks 21, **37**
 - Clipboard 37
 - Importing 38
 - Cropping 38
 - Resizing 28
 - Scaling 38
- PictureBase 8
- Plain (see Fonts and styles)
- Pointer tool 10

- PostScript programming 44
- Preferences 10, **25**
- Print... 20, **42**
- Printer drivers 5
- Printing 42
- Put Text 35

Q

- Quit 20, **43**
- Quitting Ready,Set,Go! 43

R

- Rectangle tool 10
- Rectangles 21
- Replace 34
- Resizing picture blocks 38
- Reverse out 46
- Right Indent 33
- Right justified 32
- Round-cornered rectangles 21
- Rulers 4, 10, **25**
- Rules 47
- Run Around 40
- Running text around graphics 40

S

- Save/Save as... 43
- Scaled fonts 42
- Scaling pictures 38
- Scanners 8
- Screen fonts 42
- Scroll bars 4, 10
- Send Behind 23
- Select All 15, **30**
- Selecting
 - Objects 22

Index

Printers 41
Text 30
Shadow (see Fonts and styles)
Shift Up/Down (see Baseline shifts)
Size box 4
Size to Fit 14, 27
Smoothing 28
Snap To 11, 13, 26
Special menu 11
Specifications 23
Spelling checker 5, 14, 35
Spoolers 8
Starting Ready,Set,Go! 4, 9
Startup desktop 5
Style menu 32
Switcher 6

T

Tabs 14, 36
Tall Adjusted 28
Technical support 2
Tempo 8
Text
 Baseline shifts 33
 Block tool 10, 29
 Blocks 13, 21, 29
 Clipboard 30
 Copying 32
 Deleting 32
 Discretionary hyphen 35
 Find and replace 34
 Fonts and styles 32
 Hyphenation 35
 Importing 30
 Indents 33
 Justifying 32
 Kerning 33
 Letterspacing 33
 Line Spacing 33
 Moving 32
 Non-breaking space 35
 Overflow 30

Paragraph spacing 33
Put Text 35
Runarounds 40
Scrapbook 30
Spelling checker 35
Tabs 36
Text attributes 36
Thin 40
Thunderscan 8
Time stamping 27
Title bar 4, 5
Tool boxes 4, 10
Tutorial 9-20
Typefaces 41, 43, 46

U

Underline (see Fonts and Styles)
Undo 23

V

Viewing pages 27

W

Warranty 2
White space 47
White type 46
Windows
 Moving 5
 Multiple 5
 Resizing 5
Word processors 7, 14, 29

Z

Zoom box 4

A Guide To Tabs and Indents in Ready,Set,Go! 3:

TABS

1. Each article in a RSG3 document can have a set of up to nine tabs attached to it. An article is defined as a linked set of text blocks which may span multiple pages. An independent text block is a simple example of an article.
2. In RSG3 tabs should be thought of as "mini-lines" or as "lines within lines." As such, each tab column is defined by an INDENT from the left margin of the text block and a MEASURE, or width, for this particular tab column. Within a particular tab column text may either be left aligned, right aligned, centered, or justified.
3. If no measure is assigned to a tab column, RSG3 will automatically define the measure to be the distance between the indent of the tab column and the current right margin of the text block (adjusted for cut-outs and right indents) in which tab is being used.
4. If no alignment (L, R, C or J) is given to a tab column, RSG3 fills in an L by default.
5. TAB COLUMNS MAY OVERLAP.
6. To set up tabs, use the I-beam tool to get a blinking insertion point in any text block in the article you are working on. Choose Tabs from the Text Menu. A large dialog will appear. Fill in as many tab fields as you need and turn them on. The only field that must be entered is the INDENT field. As noted above both the MEASURE field and the L,R,C or J choice are optional.
7. Since an article may span multiple text blocks which may be of different widths, it is possible that one or more tab columns which fit in a particular text block in an article do not fit in a different text block in the same article. When this happens, i.e., when the indent (or the sum of the indent and measure if one is supplied) exceeds the width of a particular text block, RSG3 temporarily turns the tab "off."
8. When you are working in a tab column and your text overflows the column, it will automatically wrap to the next line and stay within the tab column. If you hit the tab key again you will jump to the next available tab column on the current line (if any is available), or the first tab column on the next line. A return will bring you back to the left margin of the text block and to the next line.
9. If you do not set any tabs and hit the tab key, a fixed space of eight points will be inserted in the text.
10. Since RSG3 handles tabs differently from other programs (even earlier versions of RSG), tab settings cannot be imported. The tab keystrokes within the text stream are imported but the tab columns must be reset within RSG3.

11. Some examples:

First consider a simple 4 column table of numbers:

Create a text block 4" wide, choose 12 point Times and set 4 tabs:

Tab 1:	Indent = 0	Measure = .5	Left
Tab 2:	Indent = 1	Measure = .5	Right
Tab 3:	Indent = 2	Measure = .5	Right
Tab 4:	Indent = 3	Measure = .5	Right

Text :

```
(TAB) Hat (TAB) $1.95 (TAB) $2.95 (TAB) $3.95 (RETURN)
(TAB) Pants (TAB) 1.86 (TAB) 2.86 (TAB) 3.86 (RETURN)
(TAB) Shirt (TAB) 1.42 (TAB) 2.42 (TAB) 3.42 (RETURN)
(TAB) Shoes (TAB) 1.71 (TAB) 2.71 (TAB) 3.71 (RETURN)
```

Hat	\$1.95	\$2.95	\$3.95
Pants	1.86	2.86	3.86
Shirt	1.42	2.42	3.42
Shoes	1.71	2.71	3.71

Next consider some indented copy:

Create a text block 4" wide, choose 12 point Helvetica and set a single tab:

Tab 1: Indent = .2"; LEAVE THE MEASURE FIELD AND BUTTONS BLANK.

Text :

```
Option-7 (TAB) Now is the time for all good men to come to the aid of their
country. The quick brown fox jumped over the lazy dog. Now is the time
for all good men to come to the aid of their country. (RETURN)
Option-7 (TAB) Now is the time for all good men to come to the aid of their
country. The quick brown fox jumped over the lazy dog. Now is the time
for all good men to come to the aid of their country. (RETURN)
Option-7 (TAB) Now is the time for all good men to come to the aid of their
country. The quick brown fox jumped over the lazy dog. Now is the time
for all good men to come to the aid of their country. (RETURN)
```

¶ Now is the time for all good men to come to the aid of their country. The quick brown fox jumped over the lazy dog. Now is the time for all good men to come to the aid of their country.
¶ Now is the time for all good men to come to the aid of their country. The quick brown fox jumped over the lazy dog. Now is the time for all good men to come to the aid of their country.
¶ Now is the time for all good men to come to the aid of their country. The quick brown fox jumped over the lazy dog. Now is the time for all good men to come to the aid of their country.

Notice that in this example only the indent was set. Ready,Set,Go! 3 set the measure and left alignment automatically. Also notice that the entire text word wrapped within the tab column.

Next consider a multi-indented outline:

Create a text block 6" wide, choose 12 point Times, and set 4 tabs:

Tab 1: Indent = .25 LEAVE MEASURE BLANK; Justified;
Tab 2: Indent = .50 LEAVE MEASURE BLANK; Justified;
Tab 3: Indent = .75 LEAVE MEASURE BLANK; Justified;
Tab 4: Indent = 1.00 LEAVE MEASURE BLANK; Justified;

Text:

(TAB)I.(TAB)This is an example of an outline.(RETURN)
(TAB)(TAB)A.(TAB)This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country. This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.(RETURN)
(TAB)(TAB)(TAB)1.(TAB)This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country. This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.(RETURN)
(TAB)(TAB)B.(TAB)This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country. This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.(RETURN)

- I. This is an example of an outline.
 - A. This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country. This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.
 - 1. This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country. This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.
 - B. This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country. This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.This outline is being produced with Ready,Set,Go! 3. Now is the time for all good men to come to the aid of their country.

INDENTS

With Ready,Set,Go! 3, paragraph indent, left indent and right indent may be used instead of tabs to solve a wide range of formatting problems. The essential point to remember is that indents are attached to a selection range so that different paragraphs in the same text block or article can have different indents. Paragraph indent refers to the indent of the first line of a paragraph from the left margin of the text block. Left indent refers to the indent of every line of the paragraph *except* the first line from the left margin of the text block. Right indent refers to the indent of *every* line of the paragraph from the right margin of the text block.

The following paragraphs were created in 12 point helvetica in a text block of width 4". The formatting properties assigned to each paragraph are noted in the margin.

Para=.5"
Left=0"
Right=0"

Exhibitionitis, though benign, is contagious. It manifests itself in a general state of euphoria, coupled with the attribution of magical powers to a visiting anthology of works of art quite distinct from the intrinsic quality of the objects.

This condition broke out when the work of Vincent van Gogh was shown in bulk at the Brooklyn Museum. It broke out when Dr. Armand Hammer pried some French paintings out of the Russians and brought them to the United States. It broke out when unicorn met unicorn at the recent show of European tapestries at the Met. It broke out when the treasures of Tutenkhamun were shown in London, and it is breaking out right now in Toronto. If the Chinese exhibition makes it to the National Gallery in Washington—and a date in December has been penciled, though not yet confirmed—we can be quite sure that it will break out there too.

Para=0"
Left=.5"
Right=0"

Para=0"
Left=0"
Right=.5"

The Chinese exhibition was a great success in London (more than 750,000 visitors, thanks in part to a truly demonic propaganda machine); and it was warmly received in Paris, Vienna and Stockholm. China is still a place of mystery to most of us, and there is undeniably a particular white magic about a very beautiful object that has been buried beneath the ground for 2,000 years or so. There are many such objects in the Chinese exhibition; and they have a pristine, unscrutinized quality. We feel that they have been put there for us and no one else.

*The Authoritative
New Magazine
From the Publishers
Of PC World and
Macworld*

Publish!

The How-to Magazine of Desktop Publishing

If you use a Macintosh or PC system to publish reports, newsletters, books, ads, brochures, or any other printed material, then you need *Publish!*, the How-to Magazine of Desktop Publishing.

Act Now for Charter Subscriber Savings— 33% Off!

Publish! is a new magazine that is written, edited, and produced on personal computer-based systems. Because *Publish!* is on the cutting edge of this exciting new technology, you can depend on us for the expert information you need to set up and manage your own personal publishing operation.

Each colorful, feature-filled issue is easy to read and understand, yet comprehensive and authoritative. *Publish!* will answer all your questions about how to use personal computers with laser printers and page makeup software—and even how to drive commercial typesetters with a personal computer. What's more, *Publish!* covers both stand-alone systems and networks.



Publish! shows you the shortcuts and tricks of the trade that can help you get the most from the hardware and software available. You'll learn fundamentals of graphic design and other publishing basics, and you'll save time and money, too.

In coming issues of Publish!...

- Getting the manufacturer support you need
- Advice on designing your pages for maximum impact
- Major New York graphic designers discover desktop publishing
- Cost-saving ways to prepare pages for outside printing
- Hardware and software reviews
- Hundreds of new product listings

All this and more comes to you in *Publish!*, six times a year—and at a low Charter Subscriber price if you act now.

Fast action saves you money!

For a limited time, Charter Subscriptions are available for just \$19.95 for a full year (six bimonthly issues). You save 33% off the basic subscription price others will pay when the Charter offer closes.

Take advantage of this limited-time Charter Subscriber offer now and get the full benefit of *Publish!*'s expertise as soon as possible.

Be a Charter Subscriber and SAVE!

Be sure to use the convenient postpaid order card in the pocket of your ReadySetGo Software Package.

**or call TOLL-FREE
800/222-2990**

VISA and MasterCard accepted.

Publish!
Subscription Department
P.O. Box 51966
Boulder, Colorado 80321-1966

Guarantee: If you're ever dissatisfied with Publish!, let us know, and we'll promptly refund you for every issue remaining on your subscription. No questions, no problems. We guarantee it.

