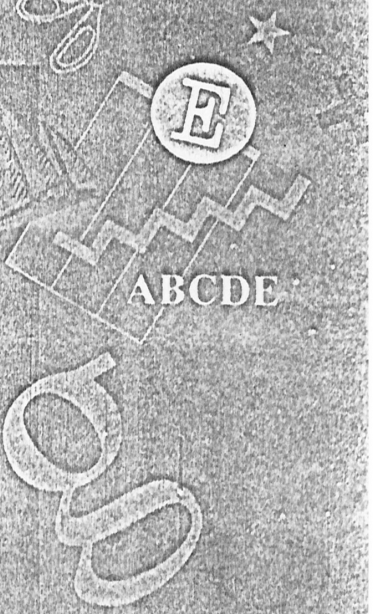
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7808 Creekridge Circle
Minneapolis, Minnesota 55435
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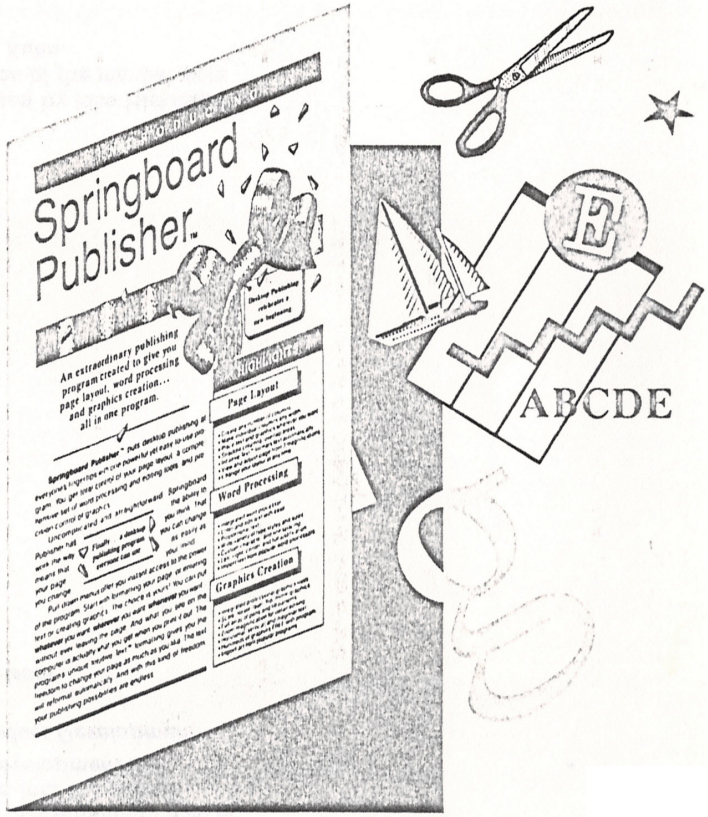
Springboard Publisher™





Reference

Springboard Publisher™



Reference

Customer Support Hotline
612-944-3912

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Starting Springboard Publisher™



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Where should you begin?

If you...	Then do this...
Are new to Apple II computers	Read the owner's manual for your computer.
Are new to a mouse	Read the owner's manual for your mouse.
Are looking for an introduction to Springboard Publisher	Read the *Getting Started* manual.
Are looking for specific information about Springboard Publisher's page layout, word processing, or graphics features	Read the appropriate chapter in this manual.

About this manual

This manual contains detailed instructions for everything you can do in Springboard Publisher. You can check the table of contents or the index to quickly find specific information, or you can go through the manual page by page to discover all the features of the program.

If you are looking for an introduction to Springboard Publisher, you should read the *Getting Started* manual first. It contains background information on how to use a mouse and the keyboard, and a hands-on lesson in which you can create a practice page. Even if you know how to do word processing and graphics creation in the desktop environment, you should read the Page Layout section of the tutorial in the *Getting Started* manual.

Overview

This manual is organized into the following chapters:

Starting Springboard Publisher contains introductory information and explains how to change your setup options.

Page Layout describes the commands you'll use to arrange your text and graphics on each page. Included in this chapter are instructions for getting around in page mode, as well as information on defining columns, text frames, and graphics frames.

Word Processing provides information on what you can do in text mode. There are instructions for entering and editing text, for choosing fonts and font styles, and for defining how you want to format each paragraph of a document. You'll also learn how to bring in documents from other word processing programs.

Graphics explains what you can do in the graphics mode of Springboard Publisher. It includes information on how to create your own graphics and how to bring in graphics from outside sources such as Springboard Software's *Works of Art* and *Clip Art Collections*.

Managing Documents provides instructions for accessing, saving, retrieving, deleting, and printing documents. There is also information on the maximum size for a Springboard Publisher document and what to do when a document reaches that size.

Quick Reference has brief definitions of all the menu commands, a list of the program's preset options, a chart that summarizes all the keystroke commands, explanations of the alert box messages, and a table of the international character set.

At the end of the book there are illustrations of the sample artwork included on the Master program disk, as well as a glossary and an index.

Definitions

- Keyboard shortcuts to menu commands appear in brackets. Example: choose the Paste command from the Edit menu [⌘-V].
- The "Springboard" menu refers to the ☰ menu at the left of the menu bar.
- Apple keyboards are not all alike. In this manual:

When you see...	Use this key...
⌘	⌘ or ⌘
⌥ [Option]	⌥ or Option

A review of the basics

Keyboard reminders

The instructions in this manual use terms that assume you are using a mouse. If you are using your keyboard to control the pointer:

When you see the term...	It refers to this key...
Select/Choose	Return or ⌥
Click	⌥
Double-click	⌥ - ⌥
Drag	⌥ -arrows
Mouse button	⌥

For keyboard access, the pull-down menus are numbered from left to right. The ☰ (Springboard) menu, at the far left of the menu bar, is number 1; the Graphics menu is number 8.

To use the keyboard to pull down a menu, hold down ⌘ and type the number corresponding to the menu you want to pull down.

Choosing a command

Once you have pulled down a menu, you can choose a command from that menu. Use the down arrow key to select the command, then press ⌥ or Return.

For those commands that have a keyboard shortcut, you can use the shortcut without pulling down the menu.

To close a menu without choosing a command, press Esc.

Getting around in a dialog box

Dialog boxes present specific options for a command. For example, the Print command has a dialog box in which you can specify the pages you want to print and the type of paper you intend to use.

If you want to...	Then press...
Move the pointer to the next option	Tab
Select OK	Return or ⌥
Select Cancel	Esc
Select any option	⌥ when the pointer is on that option

Changing pointer steps

When you use the arrow keys, the pointer normally moves in fairly large steps. When you require more precise movement, press Control-C. This is a "toggle" switch. The first time you use it, the pointer moves in small steps. When you press Control-C again, you go back to large pointer steps.

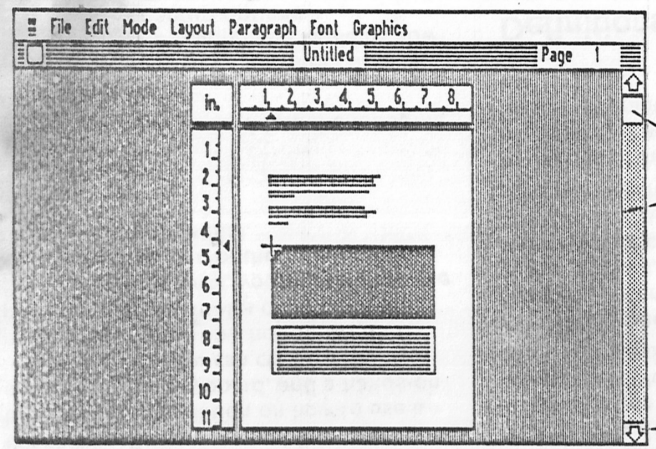
Using the scroll bar

The vertical scroll bar represents the length of your document. It runs down the right side of the screen whenever a document is open. You can use the vertical scroll bar to go from one part of your document to another.

In graphics mode only, there is a horizontal scroll bar that represents the width of your page.

The components of the scroll bar are described in the illustration below. To use the scroll bar:

Move the pointer to the desired part of the scroll bar. You can get there in the normal fashion (moving the pointer with your mouse or keyboard arrow keys), or you can press Control-S to jump instantly to the "thumb."



The scroll bar represents the length of your document.

Drag the "thumb" to scroll the document.

Click above or below the thumb to scroll one screen at a time.

Click an arrow to move a document up or down one line at a time. Hold down the mouse button to scroll the document.

Starting the program

The very first time you start Springboard Publisher, the program leads you through a setup procedure. After that, the program starts according to the instructions you provided in the setup procedure. If you want to change a setup option, see Changing your setup options, page 16.

A word about /RAM

Springboard Publisher uses 128K memory. If you are switching from another application, Springboard Publisher disconnects the special /RAM that ProDOS installs in memory when you boot a ProDOS disk. (This /RAM is not related to any RAM disk you may have installed in your computer.) Before you switch applications, be sure to save anything that the other application may have stored on /RAM.

5.25" disk

1. Insert the Master program disk in drive 1.

   If your computer has a built-in disk drive, then that is drive 1.
2. Turn on your computer and monitor.

   If your computer is already on, press Control-Ó-Reset.

   The Springboard Publisher title screen appears, followed by the desktop.

If, during the setup procedure, you instructed the program to run from a backup disk, the program will ask you to insert that disk.

3.5" disk

1. If your computer has a built-in 5.25" drive, open the drive door and leave the drive empty.
2. Insert the Master program disk in the 3.5" disk drive.
3. Turn on your computer and monitor.

   If your computer is already on, press Control-Ó-Reset.

   The Springboard Publisher title screen appears, followed by the desktop.

   If, during the setup procedure, you instructed the program to run from a backup disk, the program will ask you to insert that disk.

Hard disk

1. In BASIC, go to the directory that contains the Springboard Publisher program. (The preset option is /root/SP, where "root" is the name of your root directory).
2. Type **-SP.SYSTEM**
3. Press Return

   The Springboard Publisher title screen appears, followed by the desktop.
4. Insert the Master program disk into a disk drive, and remove it, when the program instructs you to do so.

RAM disk

1. Insert the Master program disk into drive 1.
2. Turn on your computer and monitor.

   If your computer is already on, press Control-Ó-Reset.

   The program copies the necessary files to RAM. Then the Springboard Publisher title screen appears, followed by the desktop.
3. Remove the Master program disk from the disk drive.

Changing your setup options

The very first time you use Springboard Publisher, the program leads you through a setup procedure. The options you define in the setup procedure, and how you can change them, are shown in the table below.

Option	How to change
Floppy disk users: run from the original Master program disk or from a copy.	Redo the setup procedure. (Insert the Master program disk, then press Esc.)
Location of the program disk (floppy, RAM disk, or hard disk).	Redo the setup procedure.
Name of scratch disk.	First format the disk, then do the Scratch Disk Setup command from an empty desktop.
Type of printer and interface card.	Printer Setup command.
Language (International character set) Use of mouse Sound on/off Double-click speed	System Setup command.

Changing your system settings

With the System Setup command on the Springboard menu, you can:

- Turn your mouse on and off
- Turn your computer's sound on and off
- Change the language in which you write
- Adjust the double-click speed

1. Choose the System Setup command from the Springboard menu.

   The program displays the System Setup dialog box.

   Keyboard reminder: if you are using the keyboard instead of a mouse, press ⌘ -1 to pull down the Springboard menu. (⌘ alerts the program that you want to pull down a menu; 1 specifies the first menu from the left.) Then use the down arrow key to choose the System Setup command and click or press Return.

2. If you do not wish to hear a beep when the program displays a warning message, click inside the Sound button to de-select it.

3. If you want to change the double-click speed, type a different number.

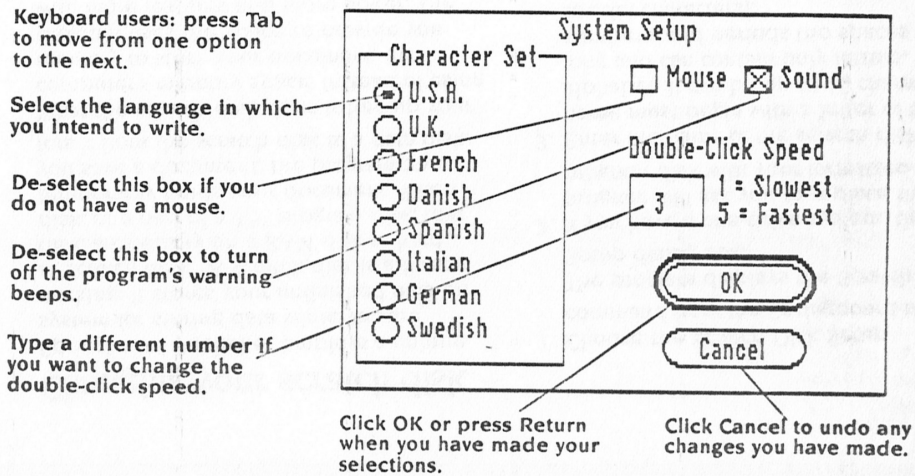
   Double-clicking is usually a quick operation—two rapid pushes of the mouse button or ⌘ [Option]. To have the program recognize two fairly slow clicks as a double-click, type a smaller number.

   Note to IIgs users: the faster operating speed of your computer requires you to double-click more rapidly than IIe or IIc users. You will probably not wish to select the fastest speed.

4. Click the box next to the language in which you intend to write.

   The Quick Reference chapter contains a keyboard table for the international character set and instructions for switching temporarily from one set to another.

5. Click the OK button or press Return. The program returns to the desktop.



Changing your brand of printer

In order to set page margins for your printer, Springboard Publisher must know what kind of printer you have.

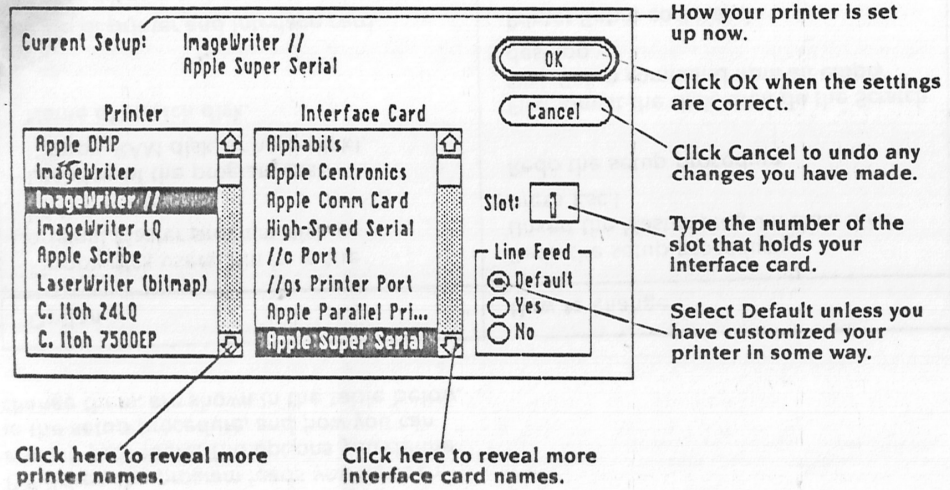
Note: the brand of printer you select determines the maximum number of characters that can appear on a given line of text. Thus, if you change printers, the documents you have already created may display and print differently.

1. Choose the Printer Setup command from the Springboard menu.
2. Select your brand of printer.

   Use the scroll bar if you need to display more printer names.
3. Select your brand of interface card.
4. Type the number of the slot in which you have your printer interface card.
5. Click the desired Line Feed button.

   Unless you have customized your printer in some way, select the Default option.
6. Click the OK button.

   The program returns to the desktop.



Changing your scratch disk

Springboard Publisher employs a unique system for storing data while you are working: it stores your unfinished data on a "scratch disk." A scratch disk is a floppy disk, a directory on a RAM disk or hard disk, or a part of a 3.5" program disk, that temporarily holds your document. When you save a document, the program transfers it from the scratch disk to a data disk.

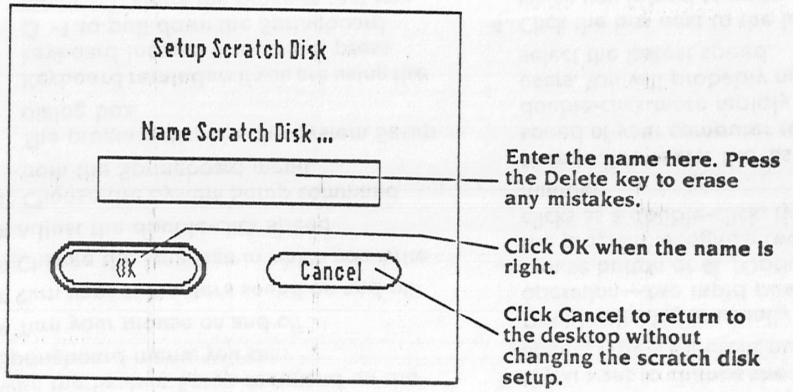
What the scratch disk does is free up your computer's memory space. Instead of using memory to store your document, the program uses the space to provide you with more features and more power. The benefits of this "extra" memory include the ability for you to undo cut and paste operations and other actions, and to experiment quickly and easily with different layouts of your text and graphics.

You need to do this procedure only if you were to change the name of the scratch disk that you defined in the setup procedure the first time you started Springboard Publisher.

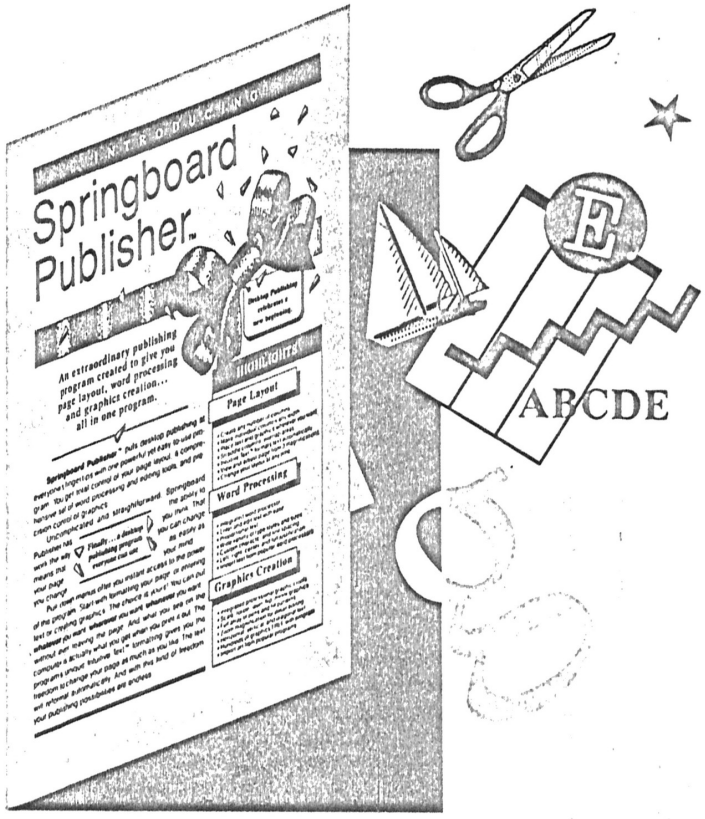
1. Choose the Scratch Disk Setup command from the Springboard menu.

   The program displays the Scratch Disk Setup dialog box.
2. If you have a one-drive system, the program will ask you to replace the program disk with your formatted disk.
3. Enter the name of the scratch disk. The name must begin with a letter of the alphabet. It can be up to 15 characters long and can contain only letters, numbers, and periods (no spaces or special characters).

   If you make a typing mistake, press the Delete key to erase it. Pressing Delete moves the insertion point to the left and erases the character that it backs over.
4. Click the OK button or press Return.



Page Layout


Springboard Publisher
An extraordinary publishing program created to give you page layout, word processing and graphics creation... all in one program.
Page Layout
Word Processing
Graphics Creation
ABCDE

In this chapter...

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24 **Page layout commands**
25 Suggested sequence
25 Which mode should you use?

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Introduction

Page layout is the process of arranging text and graphics on each page of your document. There are several decisions for you to make, including the size of paper to print on, the number and width of columns for regular text, and where to put text and graphics frames.

Many people like to lay out their pages before entering any text or graphics. They find it helpful to decide in advance how much space they intend to use for each element on a page. But the program does not demand that you lay out a page at any particular time.

With Springboard Publisher, your page design is not final until you say so. You can change the number of columns, or make a frame bigger, or move an illustration, or make any other change, whenever you want. No matter what changes you make, the program always wraps your text to conform to your page layout.

Page layout commands

All of the page layout commands are contained in the Layout menu. Here is a summary:

Command	Purpose	Preset option
Document	Select page size and margins	1" margin all around the page; US letter paper (8½" x 11")
Columns	Define number and width of columns for a page or a text frame	One column
Page Numbering	Select automatic page numbering, page number format and location, and pages on which to print page numbers	No page numbering
Define Text Frame	Define dimensions and location for a text frame	No text frames in document
Define Graphics Frame	Define dimensions and location for a graphics frame	No graphics frames in document
Set Frame Borders	Select borders for text frames and graphics frames	Thin, solid line around frames
Send To Back	On overlapping frames, move selected frame to the bottom	Leave selected graphics frame on top; leave selected text frame in its current position
Bring To Front	On overlapping frames, move selected frame to the top	Selected graphics frame is automatically brought to the front; selected text frame maintains its current position

Suggested sequence for using page layout commands

Springboard Publisher lets you do page layout whenever you want. Generally speaking, however, it is a good idea to define your page layout before you enter any text or graphics, and to do it in the following sequence:

1. **Document**
   With the Document command, you select your paper size and set the page margins. Knowing these settings makes it easier for you to position your columns and frames accurately.
2. **Columns**
   Define how many columns you want, set the width of each column, and define the gutter width. Defining your columns and gutter width makes it easier for you to position frames and to see how much text you will be able to fit in the regular text area.
3. **Define text and graphics frames**
   Frames are used for all graphics and for special text such as headlines. They must be created before you can put anything in them. As you are entering text or graphics, it's easy to create, move, and resize frames to fit your exact needs.
4. **Page numbering**
   You can define automatic page numbering whenever you want. The advantage to doing it before you enter text or graphics is that you will be able to see the page numbers in position while you are working on the document.

Which mode should you us for page layout?

You can use all of the Layout commands any of the three modes. Here are some tips for most efficient operation:

Page mode is the best one to use when you are setting up your overall page design. This includes the steps in the "Suggested sequence" above. Other pa layout tasks best accomplished in page mode include:

- Creating frames that are bigger than t text mode window
- Moving frames within or between documents
- Seeing how your changes affect the entire page

Text mode is good for creating text or graphics frames that are no larger than t text mode window—about one-third of a page. Text mode is also good for moving frame just an inch or two.

Graphics mode does not offer much for page layout, because it shows only a sm portion of a page. Graphics mode can b helpful when you want to create frames that are no bigger than the graphics window, and when you want to move a frame just a little bit.

Page mode

In page mode, you can see the entire page at one time. This is a real advantage when you are laying out the various elements of your page.

Getting into page mode

Page mode is selected automatically when you start a new document or open an existing one.

From text mode you can go to page mode by choosing the Page command from the Mode menu. From graphics mode you can choose the Page command or double-click the hand icon.

The page mode window

Close box
Closes the document. Same as the Close command on the File menu.

Document name

Page number
Shows which page of a document you are working on. (This is the actual page number and may differ from the number you assign with the Page Numbering command.)

Scroll bar
Lets you go quickly from one part of the document to another.

Rulers
Help you position the various page elements. The unit of measure can be inches, centimeters, or pixels.

Regular text
Regular text fills all areas of the page that are not defined as text frames or graphics frames.

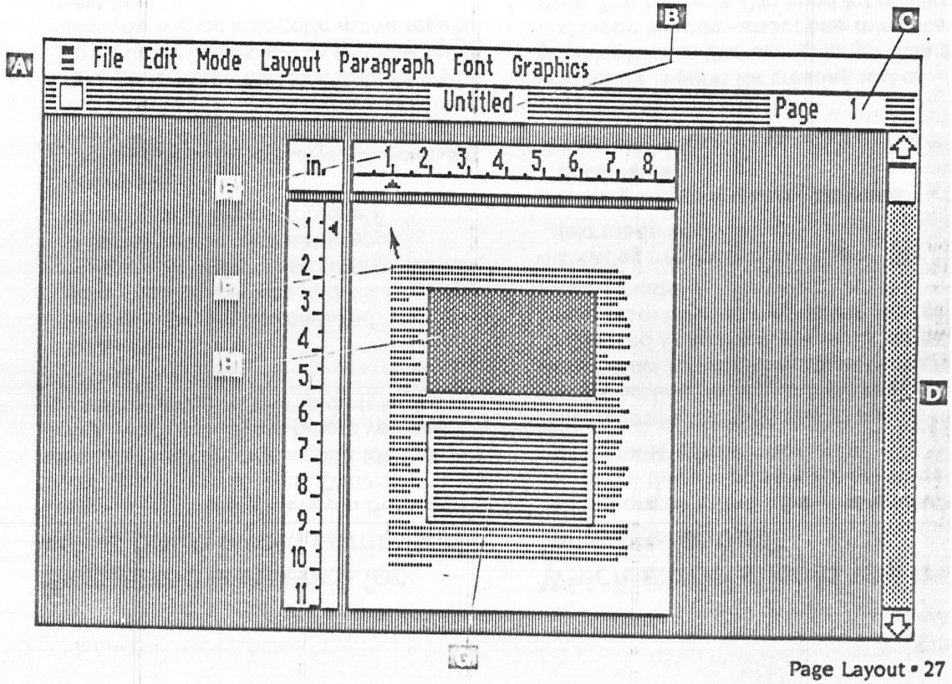
Double-clicking in the regular text area puts you in the area, in text mode.

Text frame
Text frames are shown by thin horizontal lines enclosed by a solid border.

Double-clicking in a text frame puts you in that frame, in text mode.

Graphics frame
Graphics frames are shown by a shaded rectangle enclosed by a solid border.

Double-clicking in a graphics frame puts you in that frame, in graphics mode.

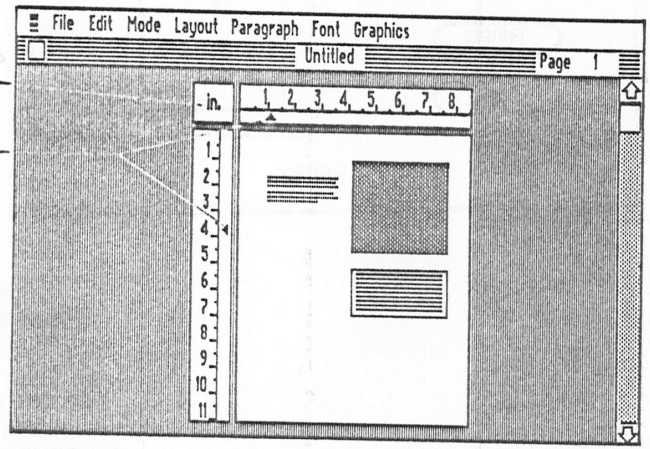


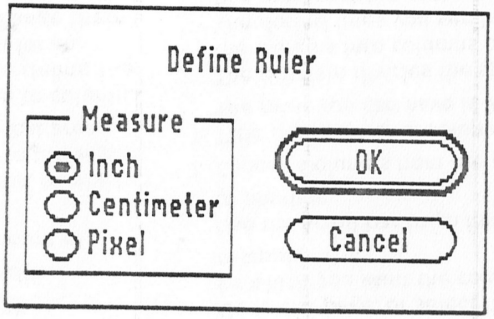
Using the rulers

In page mode, there is one ruler across the top of the page and another down the side. The arrows on the rulers move as you move the pointer around on the page. This makes it easy for you to position columns and frames exactly where you want them.

The preset unit of measure is inches. You can change it to centimeters or pixels with the Define Ruler command on the Edit menu or by clicking in the unit of measure box.

The ruler's measurements are relative to the printed page, not to the dimensions of the screen.





Defining page size and margins

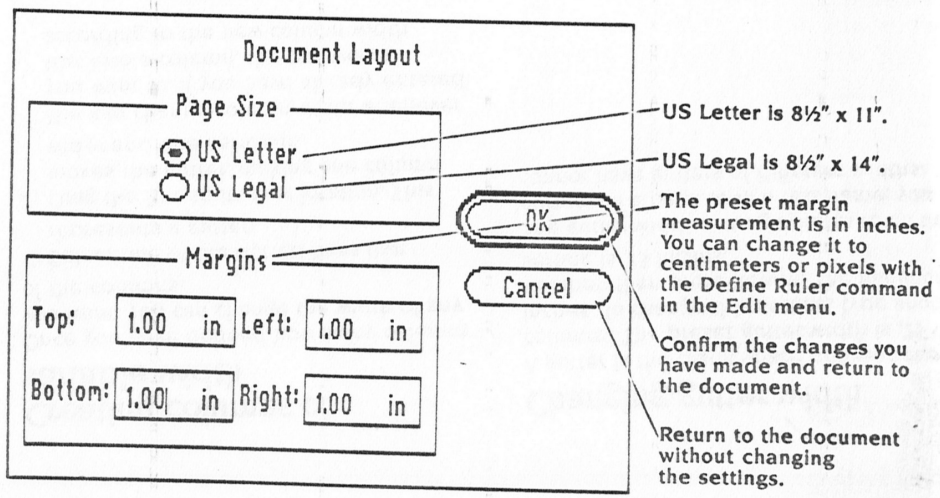
The Document command on the Layout menu lets you specify page size and margins. It's a good idea to define these options as the first step when you are creating a new document. Knowing your page size and margins makes it easier for you to position your columns and frames accurately.

Page size applies to the entire document; you cannot change it from one page to the next. The preset option is US letter paper, 8½" x 11".

Margins refer to the amount of white space at the top, bottom, and sides of a page or a text frame:

- If you define margins when the regular text area is selected, then the margins apply to the page. The preset page margins are 1 inch top and bottom, and 1 inch left and right. Page margins apply to the entire document; you cannot change them from one page to the next.

  The narrowest page margins that the program allows are 0.5 inches top and bottom, and 0.5 inches left and right. These margins may be wider on some brands of printers.
- If you define margins when a text frame is selected, then the margins apply to that frame. The preset (and narrowest) text frame margin is 0.13 inches around the inside of the frame.
- There are no margins in a graphics frame. You can fill a graphics frame right up to the edges.



Defining columns

Columns can be defined for regular text and for text frames. Using the Columns command on the Layout menu, you can:

- Create columns of equal width
- Create columns of varying width
- Change gutter width (the amount of space between columns)

The preset option is one column, in which text flows from the left margin to the right margin of the frame or regular text area.

Regular text wraps from column to column, and from page to page. You can define the column settings for regular text for an entire document, or you can change them from one page to the next.

Column settings in a text frame apply only to that frame. As with regular text, the text in a frame wraps from column to column, but it does not wrap anywhere outside the frame.

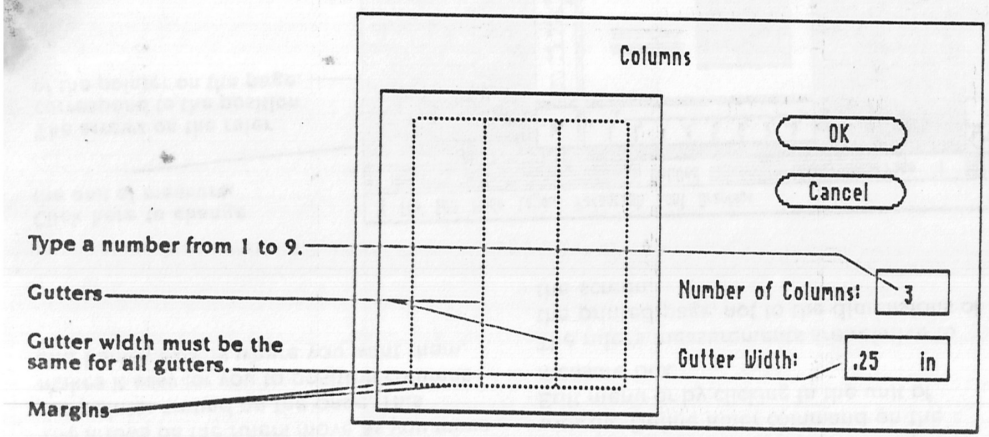
At any time, you can change your column settings. Any text that you have already entered will rewrap accordingly.

Creating columns of equal width

1. Go to the page, or select the text frame, for which you want the column settings to apply.

   Use the scroll bar to go from one page to another.
2. Choose Columns from the Layout menu.
3. Type the number of columns you want. The most you can have is 9.

   The program divides the space between the margins into columns of equal width. The dotted lines you see in the dialog box represent the gutters and margins; these lines do not appear on the printed page.



Creating columns of variable width

Once you have defined how many columns you want, you can change the width of any of the columns.

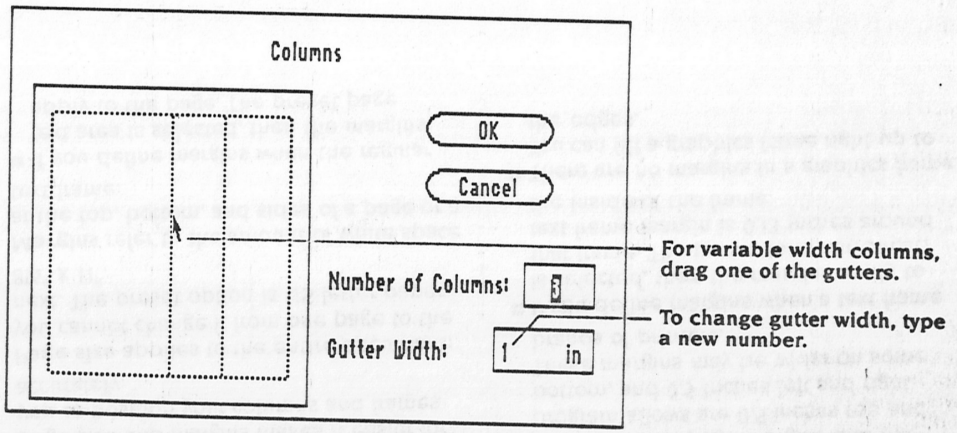
1. Select one of the dotted lines that represents a gutter.
2. Drag the line to its new location. This moves the gutter, making one column wider and one narrower.

   You can change column width whenever you want to. If you have already entered text into a column, the text wraps according to the new column width.

Changing gutter width

A gutter is the blank space between two columns. The preset gutter width is .25 inches. To change this setting, type another number, then press Return. The minimum setting is .13 inches.

The gutter width setting applies to all the gutters on a page or in a text frame; you cannot have gutters of different widths.



Automatic page numbering

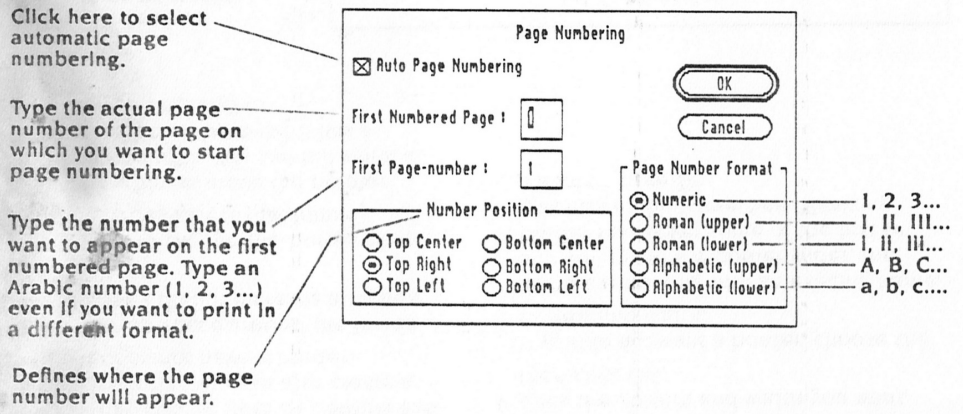
When you request it, Springboard Publisher will display and print page numbers. The Page Numbering command on the Layout menu lets you decide which pages should be numbered, what style of numbers to use, and where the numbers appear on the page.

The preset option is no page numbering. The settings you choose apply to the entire document; they cannot be changed from one page to the next.

Whether or not you request page numbering, the program shows the actual page number to the right of the document name.

Not all pages in a document must have a page number, and the number that appears on the page can be different from the actual page number. Examples:

- You have a four-page document. You do not want a page number on the first page, but you want the numbers 2, 3, and 4 to print on the second, third, and fourth pages. Type 2 for First Numbered Page, and type 2 for First Page-number.
- You are preparing a twenty-page report and want numbers on every page. Because of limited disk capacity you must create the report as two ten-page documents. In the first document, type I for First Numbered Page, and type I for First Page-number. In the second document, type I for First Numbered Page, and type II for First Page-number.



Frames

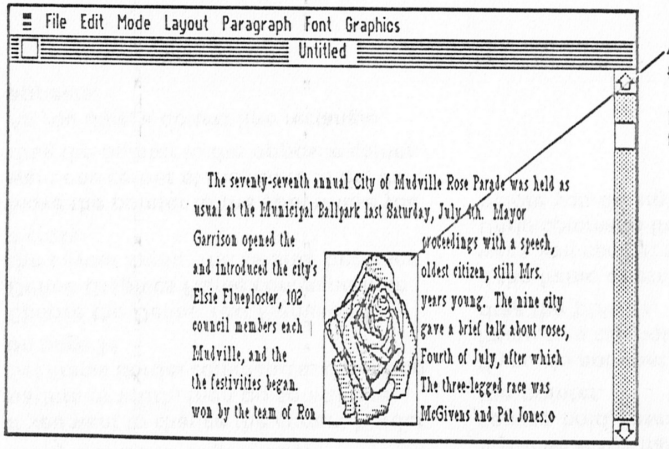
On a typical page, most of the space is taken up by the regular text area. But you can also create independent rectangular areas–called frames–anywhere on a page. The text in the regular text area automatically wraps around frames.

You can have up to 30 frames per page and 256 frames per document. There are frames for text and frames for graphics:

Text frames can be used for a headline at the top of a newsletter, for a noteworthy quotation in an interview, or for any other special text you may have. Inside a text frame you still have all of Springboard Publisher's layout, text entry, and formatting features. Columns, wordwrap, tabs, cut and paste, paragraph formats–all work in a text frame without affecting regular text.

Graphics frames contain your illustrations

Frames can appear anywhere on a page. They can straddle two or more columns. They can sit in the page margins (if your margin settings are wider than the minimum allowed by your printer). You ca overlap two frames, or even put one frame completely inside another.



Borders

When you create a new frame, the program automatically draws a border around it. A border helps draw attention to a frame and set it apart from the regular text area.

The preset border is a solid line one pixel wide. You may choose from 24 borders and four border widths. You can also create a frame that does not have a border.

Borders take up space around the inside of a frame; they do not increase a frame's overall size.

1. If you want to change the border of an existing frame, select that frame.

   To select a frame, move the pointer inside it and click. You can tell when a frame is selected because it has a selection box around it.

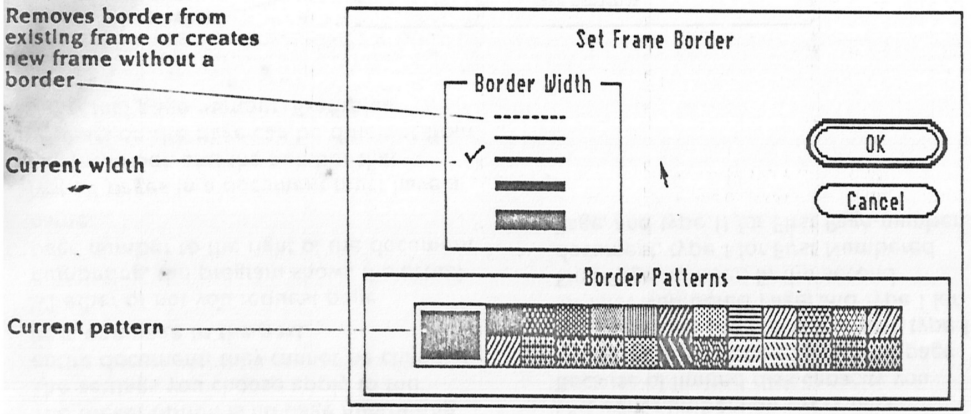
2. Choose the Set Frame Border command from the Layout menu.

   The current border pattern appears in the larger box at the left; the current width is checked.

3. Click the pattern and width you want, then click OK.

   If you do not want a border, choose the dotted line width.

   If you are working with an existing frame, and you make the border wider, the border may cover some of the text or graphics in the frame. See "Resizing a frame," page 36.



Creating a frame

1. Go to the mode in which you want to create the frame. Areas larger than the text or graphics mode window are most easily created in page mode.
2. If you want to change the current border pattern or width, then do so with the Set Frame Border command as described on page 34.
3. Choose the Define Text Frame or the Define Graphics Frame command from the Layout menu. The pointer becomes a cross.
4. Move the pointer to the spot where you want one corner of the frame to be, then drag the pointer to the opposite corner.

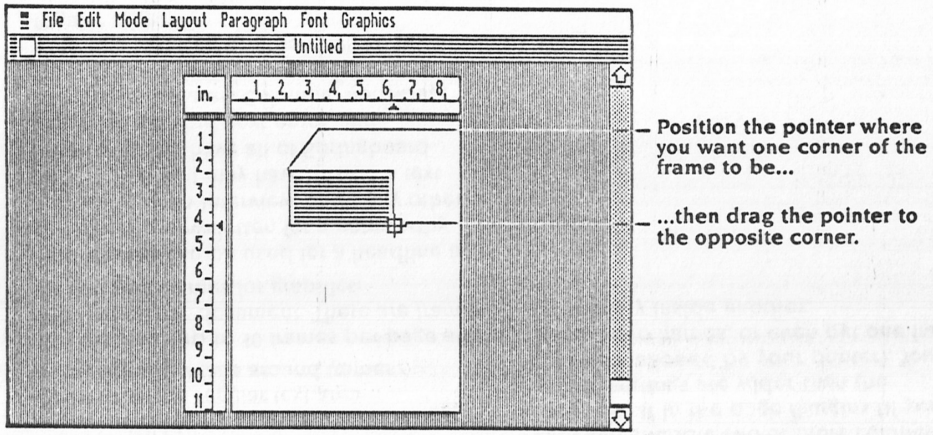
   As you drag, a dotted-line rectangle appears.

When you release the mouse button, the dotted lines are replaced by the box that represents the frame.

If you want the frame to be a perfect square, hold down Tilde while you drag the pointer.

If you do not want a border around the frame, you can hold down ⌘ while you drag the pointer.

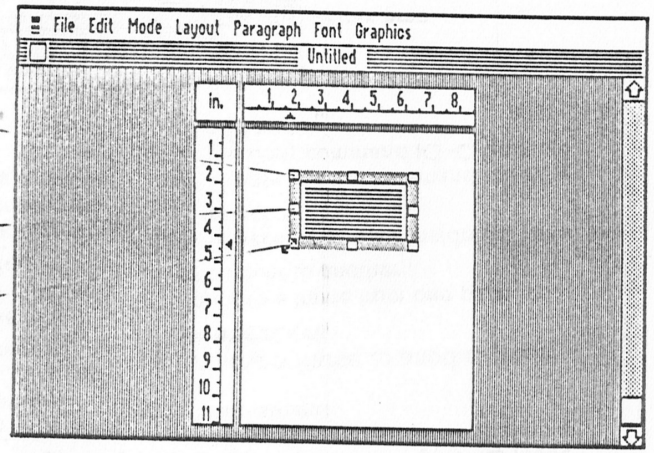
If the frame doesn't turn out the way you want, you can get rid of it. Choose the Undo command from the Edit menu before you do anything else.



Resizing a frame

Any time after you create a frame, you can change its size. Text you have already entered in the regular text area wraps automatically to conform to the new dimensions of the frame.

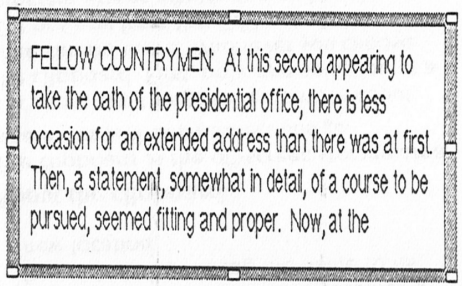
1. (If necessary) Click inside the frame to select it. A selection box will appear around the frame, with small "handles" around the edges.
2. Move the pointer to one of the handles, so that the pointer becomes a two-sided arrow. Click and drag in the direction you want to go. The frame will change shape as you drag.
3. Release when the frame is the size you want.



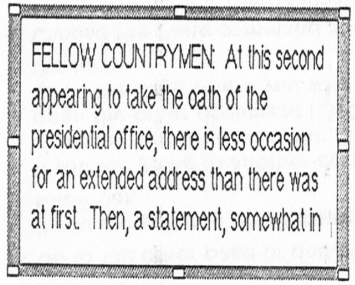
What happens when you resize a text frame

If you enlarge a text frame, the text in the frame wraps to fit the new dimensions.

If you reduce the size of a frame that already has text in it, you may temporarily lose some of the text. The program stores the text in a special storage area (not the clipboard). To get the text back, make the frame bigger again.



Making a text frame smaller can cause you to lose some text. To get the text back, make the frame bigger again.



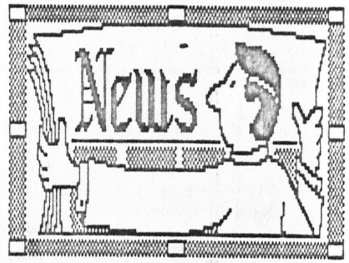
What happens when you resize a graphics frame

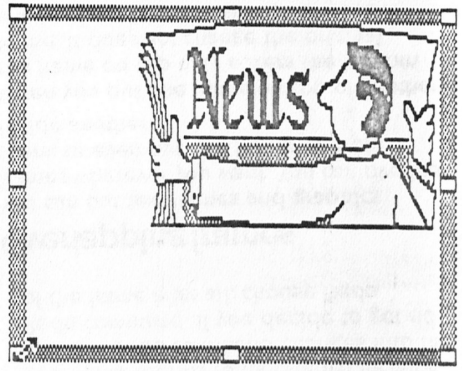
Changing the size of a graphics frame affects only the frame; it does not change the size of the artwork inside the frame.

To change the size of the artwork itself, see "Resizing an image," page 103.

If you increase the size of a graphics frame, you create more blank space around the artwork.

Before

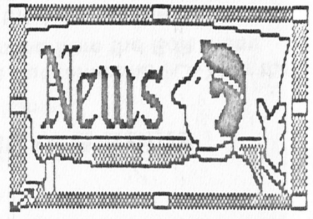




After

If you decrease the size of a graphics frame, the frame may no longer be large enough to show all the artwork inside it. This is a good way to "crop" your artwork—to hide those parts of the artwork that you do not want.

The program keeps the hidden artwork in a special storage area (not the clipboard). To make the artwork appear again, enlarge the graphics frame.



Moving a frame

Whenever you want to, you can move a frame to another part of a page, to another page, or even to another document. Regular text you have already entered will wrap to conform to the new layout.

Minor adjustments

If you want to move a frame just a little bit:

1. Choose the mode in which you want to make the move. For precise movements, text mode or graphics mode is best.
2. (If necessary) Click inside the frame to select it. The selection box appears around the frame.
3. Move the pointer to the gray area of the selection box, so that the pointer becomes a four-sided arrow. Click and drag the frame to its new location.

   If you want to move the frame in a straight horizontal or vertical direction, hold down Tilde while you drag it.

   If you are in text mode or graphics mode and reach the edge of the window, the page will scroll as long as you continue to drag.

Major moves: same page

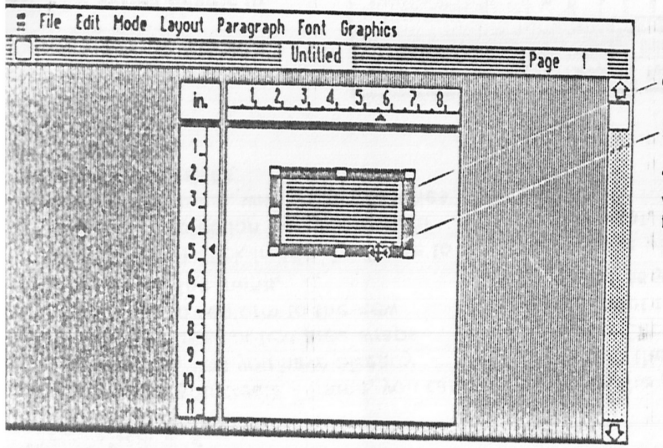
If you want to move a frame several inches on a page:

1. Choose the mode in which you want to make the move. In most cases, page mode is best because it lets you see the entire page.
2. (If necessary) Click inside the frame to select it.
3. With the pointer on the gray area of the selection box (not on a handle), drag the frame to its new location.
4. Go to text mode or graphics mode to see if you need to make a minor adjustment.

Moving a frame to another page or document

To move a frame from one page or document to another:

1. (If necessary) Click inside the frame to select it.
2. Choose the Cut command [⌘-X] or the Copy command [⌘-C] from the Edit menu.



Cut removes the frame from the page and puts it in a storage area called the clipboard.

Copy leaves the frame where it is but also puts a copy into the clipboard. Using the Copy command is an easy way to create two or more frames of the same size.

3. Go to the other page or document.

   If you are going to another page, use the scroll bar.

   If you are going to another document, close the current document [⌘-W] and open the other document [⌘-O]. Then go to the page where you want to put the frame.

4. Choose the Paste command from the Edit menu [⌘-V]. The frame appears in the middle of the window and is selected.
5. Move the pointer to the gray area of the selection box, so that it becomes a four-sided arrow. Drag the frame to its new location.

About the clipboard

The clipboard is the off-screen storage area where Cut and Copy selections go.

There are two things to remember about the clipboard. First, only one selection at a time can be there. Whenever you choose Cut or Copy from the Edit menu, the program erases whatever may have been on the clipboard and replaces it with your new selection.

Second, a copy of your selection remains on the clipboard even after you Paste. A copy stays there until you do another Cut or Copy command, or until you quit Springboard Publisher. That means that you can paste several copies of a selection, anywhere in your document.

Getting rid of a frame

1. Select the frame.
2. Choose the Cut command [⌘-X] or the Clear command from the Edit menu.

   Cut moves the frame to the clipboard, where it stays until you do another Cut or Copy operation.

   Clear moves the frame to a different storage area, leaving the clipboard unchanged.

If you get rid of a frame by mistake, you can get it back with the Undo command.

- Choose the Undo command [⌘-Z] from the Edit menu before you do anything else.

  The frame returns to its original location, and the Undo command changes into the Redo command. If you decide to get rid of the frame after all, choose Redo.

Overlapping frames

You can put text frames and graphics frames wherever you want. You can overlap them, or even put one frame entirely inside another.

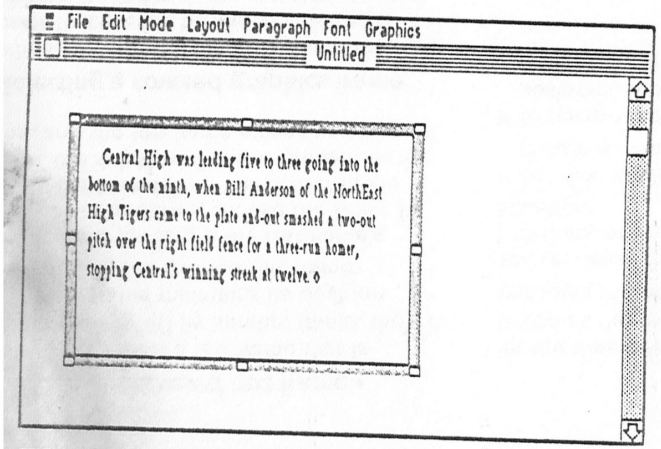
When you put one frame on top of another, the frame on top only *covers* the bottom frame. It does not change the original shape of the bottom frame, nor does it destroy the text or graphics in the underlying frame.

Covering a text frame

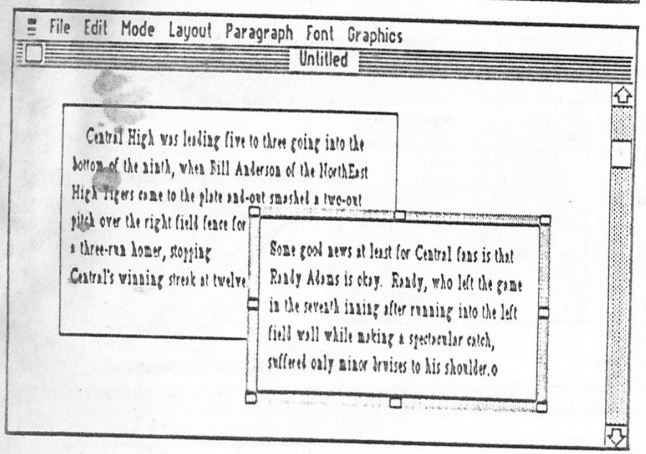
If you cover part of a text frame, the top frame forms a temporary boundary for the bottom frame, and the text in the bottom frame wraps to conform to the new boundaries.

If the bottom frame was full of text, there will no longer be room for all the text. Some text will go to an off-screen storage area, where it will stay indefinitely—even if you quit the program and turn off your computer. To get that text back, you must move one of the frames or enlarge the bottom frame.

When the top frame is moved, the text and original boundaries of the bottom frame are restored.



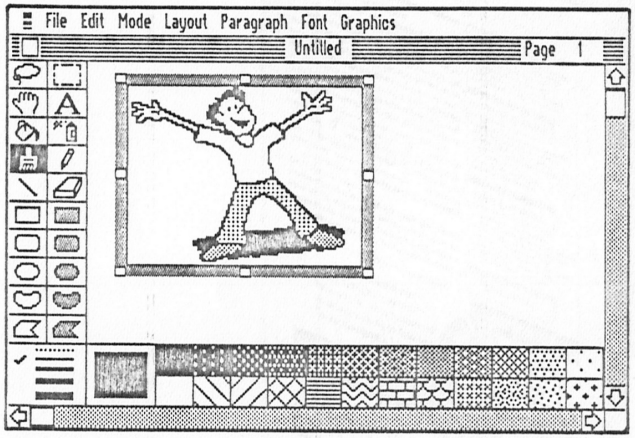
This is the text frame before...



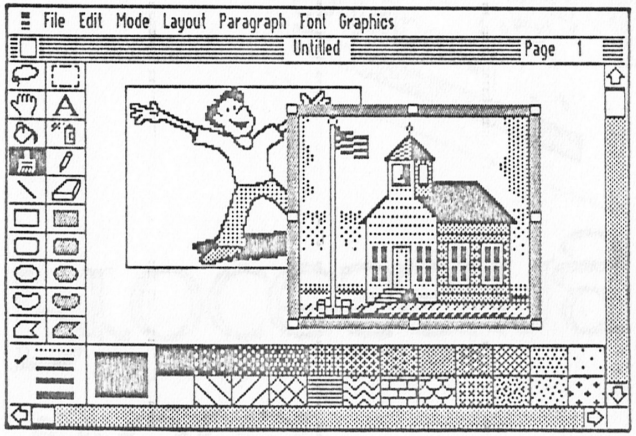
...and after another frame was put on top.

Covering a graphics frame

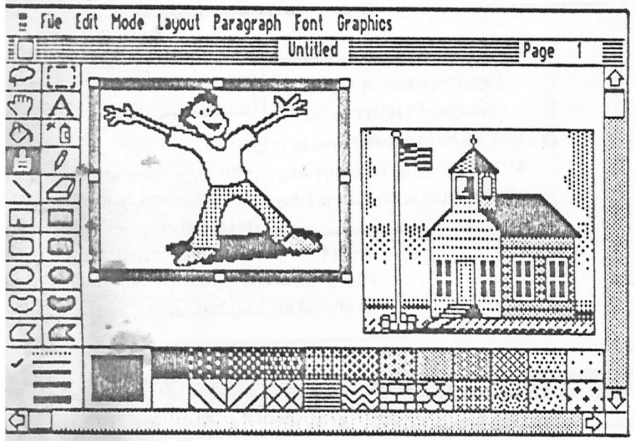
If you cover part of a graphics frame, the frame on top will mask, or hide, the graphics underneath.



Here's the graphics frame before...



...and after another frame was put on top.



Moving the top frame restores the graphics and boundaries of the bottom frame.

Selecting a covered text frame

When you select a text frame that is partially covered by another frame, the selected frame maintains its position underneath the overlapping frame.

If you want to restore the text frame's original boundaries, choose the Bring To Front command from the Layout menu. Now, the selected frame is brought to the top, and the top frame moves underneath.

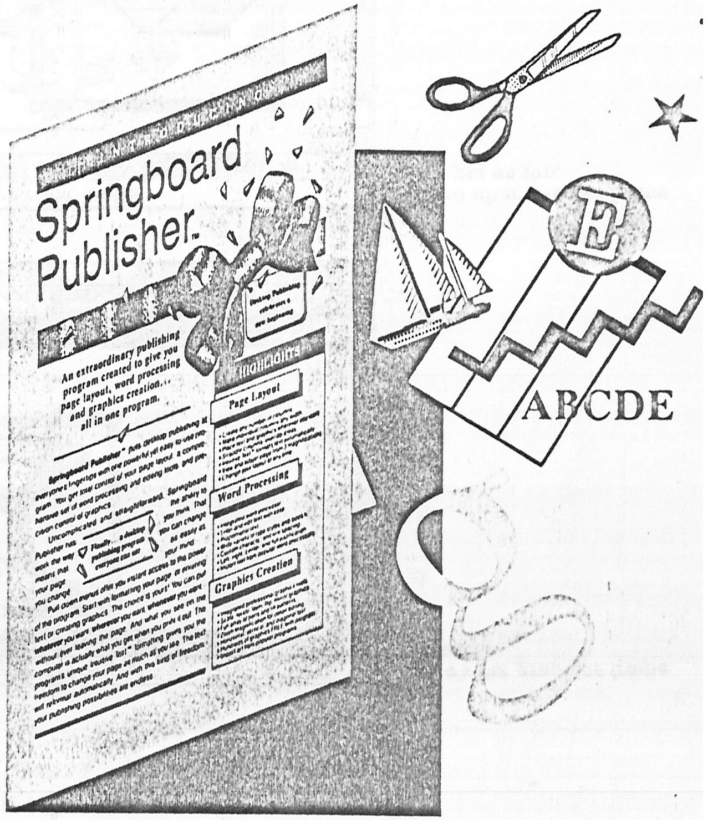
Selecting a covered graphics frame

When you select a graphics frame that is partially covered by another frame, its original boundaries are restored. At least for the time being, the bottom frame becomes the top frame, and the top frame becomes the bottom frame.

You can leave the frames in their new positions, or you can restore the original situation:

- To leave the frames in their new positions, simply leave them as they are.
- To restore the frames to their original positions, choose the Send To Back command from the Layout menu.

Word Processing



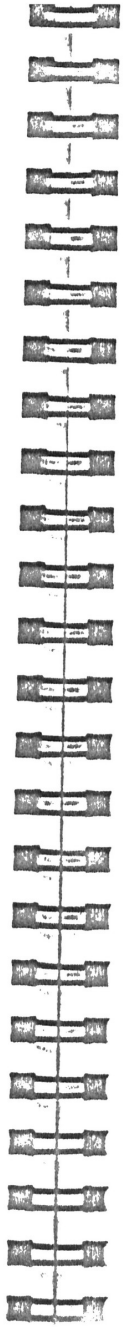
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Introduction

Word processing is what you do to enter and format the text in your document.

Entering text

There are two ways to enter text. You can:

- Type from the keyboard.

or

- Paste text from other documents. In addition to being able to move text from one Springboard Publisher document to another, the program has a special feature that lets you import documents from other word processing applications.

The program also has editing commands that make it easy for you to change what you have entered.

Formatting

Springboard Publisher has a full range of formatting capabilities to help you create readable and attractive text:

- The program offers three fonts (Serif, Sans Serif, and Gothic), font styles (bold, underlined, inverted, etc.), and font sizes ranging from 9 point to 72 point.
- There are several paragraph formatting options, including left, right, and full justification.
- There are commands that let you adjust the amount of space between lines of text and between individual characters.

Text mode

Text mode is the only mode in which you can use the program's word processing features.

In graphics mode, you can do some limited text entry in a graphics frame. See "Entering text in a graphics frame," page 106.

You cannot enter text in page mode.

Getting into text mode

There are two ways to get from page mode or graphics mode into text mode:

- Double-click in the regular text area or the text frame in which you want to work. You'll enter text mode at the pointer's location.

or

- Choose the Text command from the Mode menu. You'll enter text mode in the regular area or a text frame, whichever is closest to the top of the current page.

The text mode window

A Close box
Closes the document. Same as the Close command on the File menu.

B Page number
Shows which page of a document you are working on. (This is the actual page number and may differ from the number you assign with the Page Numbering command.)

C Scroll bar
Lets you go quickly from one part of the document to another.

D Regular text area
Any part of a page that is not defined as a text frame or graphics frame is part of the regular text area. This is where you enter most of your text.

E Text frame
This is an area in which you can enter special text such as a headline or a quotation. Text in the regular text area wraps around text frames.

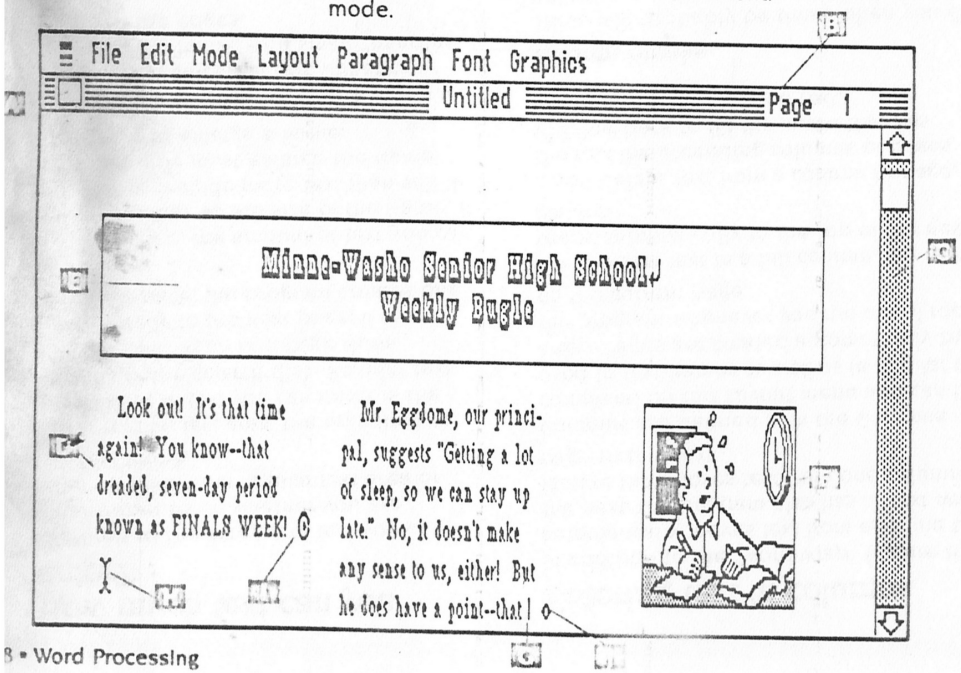
F Graphics frame
You can double-click on a graphics frame to switch from text mode to graphics mode.

G Insertion point
This blinking vertical line indicates where the next character you type will appear.

H Pointer
In text mode, the pointer becomes an I-beam when it is in the regular text area or in a text frame.

I Column break
A character you can enter to mark the end of a column.

J End-of-text marker
Shows the end of your document.



Entering and editing text

You can enter text into the regular text area or into a text frame.

All the space within the page margins that is not defined as a text frame or a graphics frame is part of the regular text area. Text in the regular text area automatically wraps around frames.

Text frames can be used for a headline at the top of a newsletter, for a noteworthy quotation in an interview, or for any other special text you may have. Inside a text frame you still have all of Springboard Publisher's layout, text entry, and formatting features. Columns, wordwrap, tabs, cut and paste, paragraph formats–all work in a text frame without affecting regular text.

When you go into a regular text area or text frame for the first time, you see an insertion point–a thin, blinking vertical line–to indicate that the program is ready for you to enter text. As you type, there are a few things to keep in mind:

- The text will start at the upper left corner of the area or frame. If you want to start below that point, begin your entry by pressing Return one or more times.
- Do not use the Return key as you would on a typewriter. Words wrap (move from one line to the next) when they reach the right margin. Words also wrap around graphics frames and text frames.

  With Springboard Publisher, you use the Return key when you want to end a paragraph or add space between lines of text.

Pressing Return inserts an invisible paragraph character into your document. You can display paragraph characters by choosing the Show Paragraphs command from the Edit menu.

If you press Return by mistake, don't worry. You can delete the Paragraph character as easily as you can delete any other character.

- To correct typing mistakes, use the Delete key. The Delete key backs up the insertion point one character at a time, erasing the characters that it backs over.
- When you reach the bottom of the window and continue typing, the page scrolls automatically.
- If you don't like what you have typed, you can get rid of it by choosing the Undo command from the Edit menu [⌘-Z].
- When you move the pointer to a place where you have already entered some text, the pointer looks like an I-beam (I). To enter more text, put the I-beam where you want to start the new text, then click. This selects a new insertion point.

  Mouse users: when you select an insertion point, be careful not to drag the mouse. Clicking and dragging is one method used to select text. If you do this by accident, you will see that the text is highlighted. To correct the situation, simply move the pointer back to the desired location and click again.

How much text can you enter?

The limit to the amount of text you can enter depends on whether you are entering text in the regular text area or in a text frame.

In the regular text area, the only limit to the amount of text you can enter is the capacity of the scratch disk. Regular text that does not fit on one page flows automatically to the next page. If there is no next page, the program creates one for you.

In a text frame, the amount of text you can enter is limited by the size of the frame. If you want to include more text than will fit in a frame, you must enlarge the frame. Here's how to enlarge a frame:

1. (If necessary) Click inside the frame to select it. A selection box will appear around the frame, with small "handles" around the edges.
2. Move the pointer to one of the handles, so that the pointer becomes a two-sided arrow. Click and drag in the direction you want to go. The frame will change shape as you drag.
3. Release when the frame is the size you want.

For information on creating and moving frames, see the Page Layout chapter, pages 35-39.

Entering text in columns

In addition to the "word wrap" feature that automatically moves text from one line to the next, the program also has a "text wrap" feature that moves text from one column or page to the next.

Columns are defined with the Columns command on the Layout menu and can be used in text frames as well as in regular text areas. Pages are created automatically by the program whenever you run out of room on the current page.

If you **insert** text in a full column, the text wraps automatically to the top of the next column.

If you **delete** text from a column or page, the text in succeeding columns or pages will flow back to fill the space that was occupied by the deleted text.

Column breaks

There will probably be times when you do not want text to wrap automatically from one column to another. For example, you may want to leave some blank space at the bottom of a column, or start a certain paragraph at the top of a column.

When you know exactly where you want to end a column, you can enter a "column break," a special character that marks the end of a column. To enter a column break:

1. (If necessary) Move the pointer to the right of the last character that you want in the column and click to select a new insertion point.
2. Press ⌘-Return.

   The column break is represented by the character ⓒ.

   If there is any text in the column past the column break, it wraps automatically to the top of the next column.

Page breaks

A column break in the last column on a page is a page break. Succeeding text is forced onto the next page.

When you enter a page break, the program automatically creates a new page for you. The regular text area of the new page has the same column formatting as the previous page, but you may change it if you like.

To enter a page break:

- Enter a column break (press ⌘-Return) when you are in the last column on the page.

  If you want to create a page break before you reach the last column, you must enter column breaks in the columns that you want to leave blank. For example, if you want text only in the first column of a four-column page, first enter a column break at the end of the text in the first column. Next, enter a column break in each of the other three columns. The program will create a new page and put the insertion point at the top of the page.

Deleting text from a column that has a column break

If you delete text from a column that has a column break, no other columns are affected. A column break prevents the text in succeeding columns from wrapping back to fill the space left by the deleted text.

Adding text to a column that has a column break

If you enter text in a column anywhere before the column break, and the new text causes the column to overfill, then the "overflow" text *and the column break* will wrap to the top of the next column. As a result, you may want to insert a new column break in the first column and delete the column break that has moved to the second column.

If you try to select an insertion point after a column break, the insertion point will move to the top of the next column, and the current column will remain unchanged.

Deleting a column break

You can restore automatic text wrap between columns by removing a column break:

1. Move the pointer to the immediate left of the column break.
2. Click and drag over the column break character. The character will be highlighted.
3. Press the Delete key.

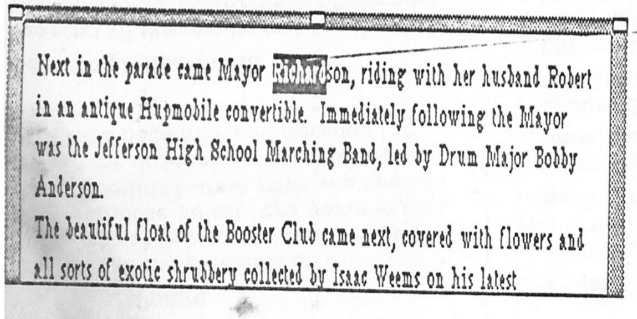
Selecting text

Once you have entered text, there are a variety of things you can do to change it. For example, you can move a paragraph from one location to another, or delete a sentence, or change the font of a headline. But before making any changes you must first select, or identify, the text that you want to change. Springboard Publisher lets you select any amount of text, from a single character to the entire document.

Selected text is highlighted to show exactly what you have selected.

Selecting one or more characters

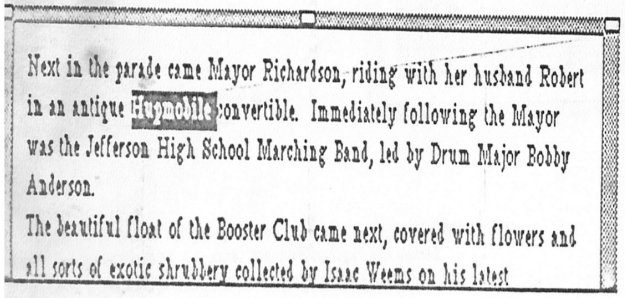
Move the pointer to the character at one end of the desired selection. Click and drag to the character at the other end, then release the mouse button.



Click and drag.

Selecting a word

Move the pointer anywhere onto the word and double-click. The space after the word is also selected.



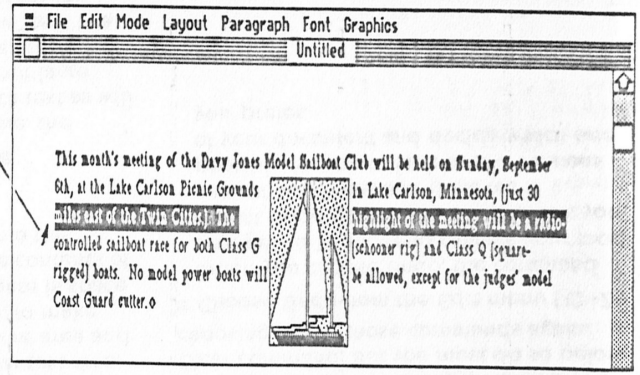
Double-click on the word.

Selecting a line

To select all the text on a particular line within a column, move the pointer to the left margin on that line (the pointer will become a right-facing arrow). Click.

Put the pointer in the margin, then click.

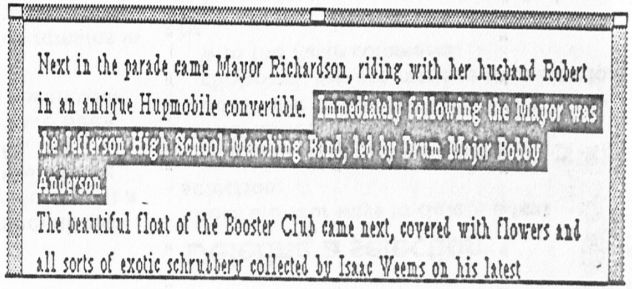
The program selects the entire line, even if there is a frame in the way.



Selecting a sentence

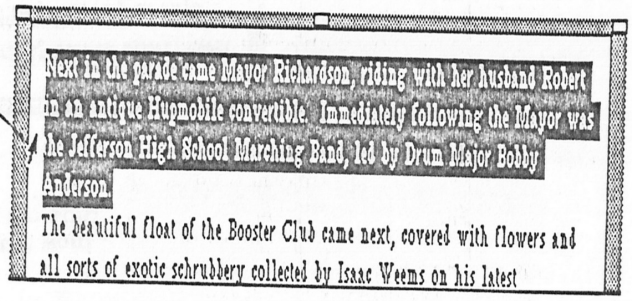
Move the pointer anywhere within the sentence, hold down ⌘ and click. One or two spaces at the end of the sentence (if there are any) are also selected.

Put the pointer in the sentence, then hold down ⌘ and click.



Selecting a paragraph

Move the pointer to the left margin anywhere next to the paragraph, so that it becomes a right-facing arrow. Hold down ⌘ and click.



Selecting a page

To select all the elements on a page—regular text, text frames, and graphics frames—choose Select Page from the Edit menu. Use this feature when you need to change the order of pages in a document or move a page from one document to another.

Selecting a document

To select all the regular text on all pages of your document, choose Select Document from the Edit menu. Text frames and graphics frames are not selected. Use this feature when you want to change the format of all your regular text.

Canceling a selection

Click anywhere in the document.

Moving a selection

Using the Cut, Copy, and Paste commands on the Edit menu, you can move a selection anywhere you want.

1. Select the text using any of the methods described in "Selecting text" above.
2. Choose Cut | ⌘ -X| or Copy | ⌘ -C| from the Edit menu.

   Cut removes the selection from your document and places it in a special off-screen storage area called the clipboard.

   Copy leaves the selection where it is and also places a copy in the clipboard.

   The clipboard holds the selection until you do another Cut or Copy command, or until you quit Springboard Publisher.
3. Put the insertion point where you want the text to start (move the pointer to the desired location and click).
4. Choose Paste from the Edit menu | ⌘ -V|. The text in the clipboard appears in the new location.

About the clipboard

There are two things to remember about the clipboard. First, only one selection at a time can be there. Whenever you choose Cut or Copy from the Edit menu, the program erases whatever may have been in the clipboard and replaces it with your new selection.

Second, a copy of your selection remains in the clipboard even after you Paste. A copy stays there until you do another Cut or Copy command, or until you quit Springboard Publisher. That means that you can paste several copies of a selection, anywhere in your document. You can even close one document and open another, and then paste your selection in the new document.

Moving text into the regular text area

If you paste text into the regular text area, the program will fill up the entire area and create new pages, if necessary, to make room for the text. As long as there is space on your scratch disk, the entire contents of the clipboard will be pasted into the regular text area.

Moving text into a text frame

If you paste text into a text frame, the program will paste only as much text as will fit in the frame. If the frame is not large enough to hold all the text, then the program will store the "overflow" text in a special off-screen storage area (not the clipboard). The overflow text remains in storage as long as the frame is too small—even if you quit the program and turn off your computer. At any time, you can delete some text from the frame, or enlarge the frame, to make room for the overflow text.

Deleting a selection

There are four ways to delete a text selection:

- Choose Cut from the Edit menu | ⌘ -X|. This removes the selection from the document but places a copy of it in the clipboard. You can retrieve the selection with the Paste command.

or

- Type over the selection. As soon as you type over the first character in the selection, the entire selection is deleted.

or

- Press the Delete key.

or

- Choose Clear from the Edit menu. Clear removes the selection from the document but places a copy of it in a special storage area (not the clipboard).

It's easy to undo a Cut, Copy, Paste, or Clear command. But you must do so before choosing any of those commands again.

- Choose Undo from the Edit menu | ⌘ -Z|.

  When you choose Undo, the command changes to Redo. Redo cancels your most recent Undo operation. This protects you against accidents, and it makes it possible for you to look at two versions of your document and decide which one you prefer.

Importing text from other applications

If you have standard ASCII text files or documents from another word processing application such as Bank Street Writer or AppleWorks, you can turn them into Springboard Publisher documents. This powerful feature gives you two distinct advantages:

- First, you don't have to retype any of your existing documents. All the text-only documents you have created with your word processor can be brought in to Springboard Publisher where you can add graphics and an attractive page layout.
- Second, if you are familiar and comfortable with the word processor that you have been using, you can continue to use it. Simply import your text and take advantage of Springboard Publisher's page layout and graphics features to embellish and print your documents.

Overview

Here's a summary of how it works:

You choose the Import Text command from the File menu and specify the document that you want to use. Without making any changes to your original document, the program creates a Springboard Publisher version of the document and opens it.

The newly converted document retains many of the character formatting features that you assigned in your word processing application—bold, underlining, etc. On the other hand, it has Springboard Publisher's preset options for page layout—8½" x 11" paper, one column of regular text, one-inch margins, and no text or graphics frames.

At this point, you have two choices:

- You can accept the document as it is and start creating your page layout and graphics around it.

or

- You can copy the document to the clipboard and then paste it into an existing Springboard Publisher document that already has some page layout settings, text, and graphics in it.

Instructions

1. (If necessary) Working in your other word processing application or text editor, create a document that contains only the text that you want to use in Springboard Publisher.

   If your original document contains more text than you want to bring into Springboard Publisher, you can delete the extra text or copy the text that you do want into a new document.
2. Quit your word processing application or text editor and start Springboard Publisher.
3. Starting from an empty desktop (when no document is open), choose Import Text from the Springboard menu.

   The program displays the Import Text dialog box.
4. Replace the program disk with the disk that has the document you want to import, then click the Drive button.
5. Choose the type of document that you want to import.

   The program displays the names of documents of that type that are on your disk.
6. Choose the document you want.

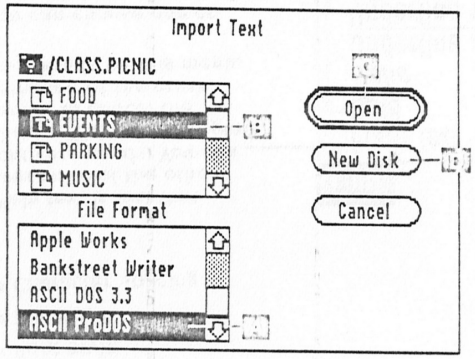
   Use the scroll bar, if necessary, to reveal the names of other documents.
7. Click the Open button.

   The program will display the Save As dialog box.
8. Type a new name for the Springboard Publisher version of the document, then click Save.

   The program will convert the document to the Springboard Publisher format and then open the document in page mode. All your text will be in the regular text area, in a one-column format.

   If you want to add page layout commands and graphics to this document, you're all set. You don't need to do steps 9-13.

   If you want to move the document into another Springboard Publisher document, then do steps 9-13.



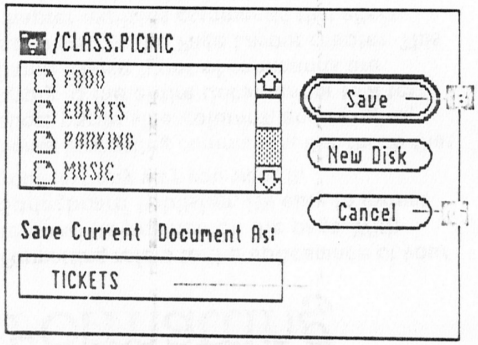
Start from an empty desktop (when no document is open).

Choose the document type...

then the document name.

When you click Open, the program will display the Save As dialog box.

Click New Disk if you inserted the wrong disk by mistake.



Enter a new name for the Springboard Publisher version of the document.

Click Save when the name is correct.

Click Cancel to return to the desktop.

9. Select the entire document, or whatever part you want, and cut or copy it into the clipboard.

   If you need help with this step, see the sections "Selecting text," pages 52-54, and "Moving a selection or Deleting a selection," pages 54-55.

10. Close the document, using the close box or the Close command on the File menu [⌘-W].

    The program will ask if you want to save the document. Click the No button.

11. Open the document in which you want to put the selection, using the Open command on the File menu [⌘-O].

12. Go to text mode and select the insertion point where you want to paste the selection.

    Move the I-beam pointer to the place where you want the first character to appear, and click.

13. Paste the selection.

    Choose the Paste command from the Edit menu [⌘-V].

Hyphenation

Springboard Publisher wraps words from one line to the next according to how you hyphenate them.

You should do all your hyphenation just before you print your document. If you make any changes to your text after you hyphenate it, a word and its hyphen may move to the middle of a line, and there may be new words that you would want to hyphenate. To avoid having to do hyphenation more than once, do it just before you save and print a document.

Here's how:

1. Start at the beginning of your document. Look for a gap at the right margin, followed by a long word at the left margin on the next line.

   If you are working with a paragraph that has a justified alignment, look for lines that have lots of white space between the words.

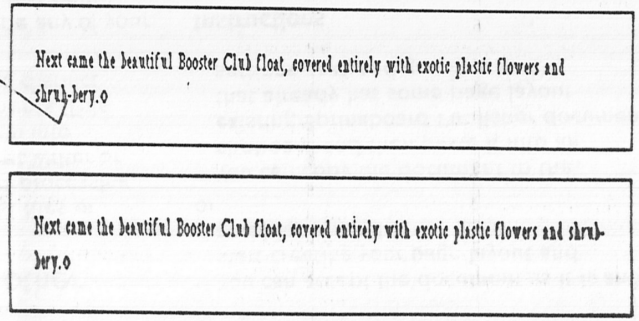
2. Select an insertion point just after the letter where you want to insert a hyphen.

3. Type the hyphen, which is the unshifted key above the letter P.

   If there is enough room, the program will move the first part of the word and the hyphen back to the end of the previous line.

   If there is not enough room, nothing happens. Delete the hyphen and try another place.

Typing a hyphen here...



...moves the first part of the word back to the previous line.

Formatting

Formatting refers to the appearance of your text and its position on the page. With Springboard Publisher, it's easy to format your text any way you want it.

Some formatting commands, like those that affect paper size, columns, and margins, apply to the entire document or to a text frame. These types of commands are explained in the Page Layout chapter. This chapter explains commands that affect the formatting of individual characters and of paragraphs.

Character formats

The formats that affect individual characters are:

- Font
- Font style
- Font size
- Character spacing

There are two ways to assign character formats:

- To enter new characters in a different format, first define the format, then start typing. The new characters appear in the new format, but the existing text keeps its old formatting.

or

- To change the character formatting of existing text, first select the text, then assign the new format.

Font style

The Font menu contains commands that determine the appearance of individual characters.

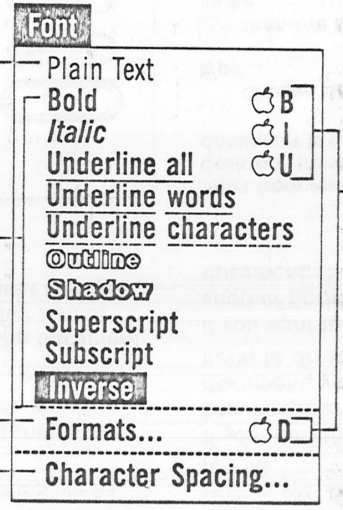
Most of the time you will want to use plain text. Other font styles, such as Bold and Outline, should be reserved to draw attention to important information.

Plain text is text that uses none of the other font commands. You can choose Plain to enter plain text or to cancel the selection of the other commands on this menu.

You can choose one or more of these commands to change font style. A check mark appears next to the commands you choose.

The Formats command [⌘-D] lets you change font, font style, and font size.

The Character Spacing command lets you control the amount of space between each character.

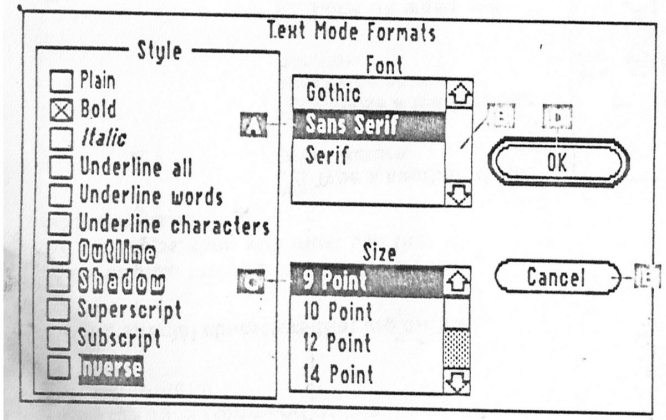


Keyboard shortcuts: instead of pulling down the menu and choosing a command, press ⌘ and the shortcut key.

Font and font size

The Formats command on the Font menu [⌘-D] reveals a dialog box that provides all the font styles found on the menu, and also has options for font and font size.

SMALL CAPS is a font style not found on the Font menu. You can get small caps by choosing the font size that is one smaller than that of the surrounding text and typing with the Caps Lock key down.



A. Select the name of the font that you want to use.

B. If you have a Springboard Publisher *Font* package, use the scroll bar to reveal more fonts.

C. Select the desired font size. Some fonts offer more sizes than others.

D. Click OK when the style, font, and size are the ones you want.

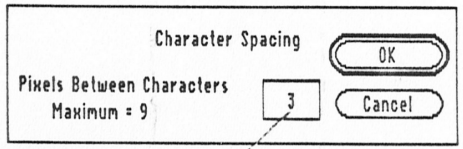
E. Click Cancel to cancel any changes you may have made in this dialog box.

Character spacing

Springboard Publisher puts a preset amount of space between each character you type. The preset character spacing, which changes depending on font and font size, is best for easy-to-read text. But for special effects, you can increase or decrease character spacing.

Increasing the space between characters helps to draw the reader's attention to a certain word or phrase. **Decreasing** the space lets you fit more characters in a smaller area.

When you choose the Character Spacing command from the Font menu, the program reveals this dialog box:



Type any number from 0 to 9, then click OK.

The preset spacing varies according to font and font size.

Paragraph formats

A paragraph is any amount of text which is set apart from the text that comes before and after. Whenever you press Return, you are creating a paragraph. In all, a paragraph includes the characters you type, plus the formatting you assign, plus the Return.

The format settings that you can assign to a paragraph include:

- Tab stops
- Alignment
- Line spacing
- Paragraph spacing
- Indentation

There are three ways to assign paragraph formatting:

- To enter new paragraphs in a different format, first define the format, then start typing. The new paragraphs appear in the new format, but the existing text keeps its old formatting.

or

- To change the formatting of one paragraph, select an insertion point anywhere in the paragraph, then assign the new format.

or

- To change the formatting of two or more consecutive paragraphs, select the paragraphs by dragging the pointer over the paragraphs, then assign the new format.

Identifying paragraphs

When you want to change the paragraph formatting of existing text, it helps to know the boundaries of each paragraph. Normally, the paragraph character is invisible. But with the Show Paragraph command on the Edit menu, you can display all the paragraph characters in your document.

When you choose Show Paragraph, the command changes to Hide Paragraph. Choose this command to turn off the display of paragraph characters.

Tab stops

A tab stop is a position on which you can align groups of text or numbers. There are two steps involved in using tab stops. The first is to define where you want them. Then, as you are entering text, you press the Tab key to position your text at the tab stop.

You can set tabs anywhere in a document, and you can change them whenever you want. The tab stops in a regular text area do not affect text frames; if you want tab stops in a frame, you must define them while that frame is selected.

The program offers four different tab leaders to fill the space between tab stops. Leaders are commonly used in a Table of Contents to connect an entry with its page number.

Springboard Publisher offers two methods for defining tab stops:

- Using the Tabs command on the Paragraph menu

or

- Moving special characters that are on the ruler

If you want to include leaders between the tab stops, then you must use the Tabs command.

Setting tab stops with the Tabs command

Choosing the Tabs command on the Paragraph menu [⌘-T] causes the program to display the ruler (if it isn't already) and the Tabs dialog box.

1. Type a number that corresponds to a position on the ruler where you want a tab stop. Press Return. For example, when the ruler measure is inches, typing 1.5 puts a tab stop one-and-one-half inches from the left edge of the paper.

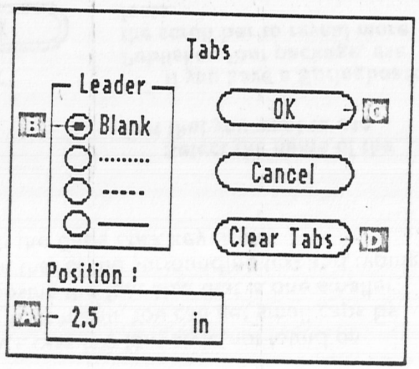
   The ruler's unit of measure (inches, centimeters, or pixels) can be changed with the Define Rulers command on the Edit menu.
2. If you want that tab stop to have a leader, click the one you want.
3. Repeat steps 1 and 2 until you have set all the tab stops you want.
4. Click OK.

A Type a number, then press Return.

B Choose a leader after specifying each tab position.

C Click OK when you have set all your tabs.

D Choose Clear Tabs to remove all the tabs from the ruler.



Deleting tab stops with the Tabs command

- Click the Clear Tabs button. This removes all the tabs.

Setting tab stops with the ruler (mouse only)

For tab stops without leaders, you may find it convenient to use the ruler to set your tab stops. If you want to use leaders, however, you must use the Tabs command on the Paragraph menu.

1. If the ruler is not displayed, choose the Show Ruler command from the Edit menu [⌘-R].
2. If you want the tabs to affect already-entered text, select that text.
3. Move the pointer to the tab character (⌊) to the left of the left margin (△). Drag the tab character to its desired location.

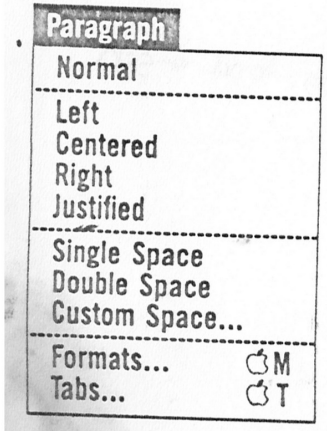
   Once you have a tab on the ruler, you can create more tabs by dragging any tab character to the desired location.

Deleting tab stops from the ruler

To remove a tab stop, drag it up and off the ruler.

Paragraph alignment

The Paragraph menu provides several options for aligning text. You can keep the same alignment throughout your entire document, or you can change alignment from one paragraph to the next.



A "normal" paragraph format is one that is aligned left, with single spacing, and with no identation.

The text in this paragraph is aligned left. The text lines up on the left margin, but it is uneven, or ragged, on the right. This is a common paragraph format and is the preset option on Springboard Publisher.

This text is centered.

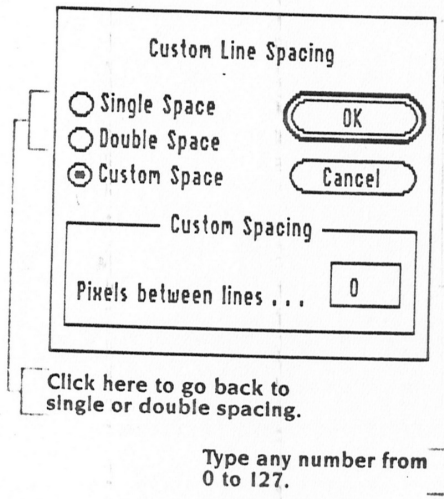
This is a paragraph with right alignment. The text lines up on the right margin, but it is ragged on the left margin.

This is a justified paragraph. The text lines up on both the left and right margins. To achieve this formatting, the program adjusts the amount of space between each word.

Line spacing

Line spacing refers to the amount of space between each line of type in a paragraph. With Springboard Publisher, you can adjust line spacing to fit any need.

When you choose the Custom Space command, the program reveals a dialog box that lets you specify the number of pixels between each line of type.

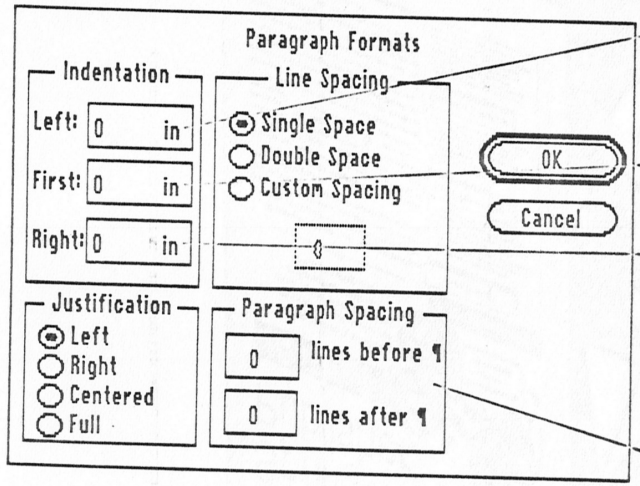


Paragraph spacing

Choosing the Formats command on the Paragraph menu [⌘-M] reveals a dialog box that gives you the alignment and line spacing options described on the previous pages, as well as a couple of additional choices.

Indentation

Indentation is measured from the margin of the page or text frame. For example, to indent the first line of a paragraph one-hal inch from the left margin, type .5 in the First box.



Left indentation indents the entire paragraph from the left margin. It's a good way to create a temporary left margin.

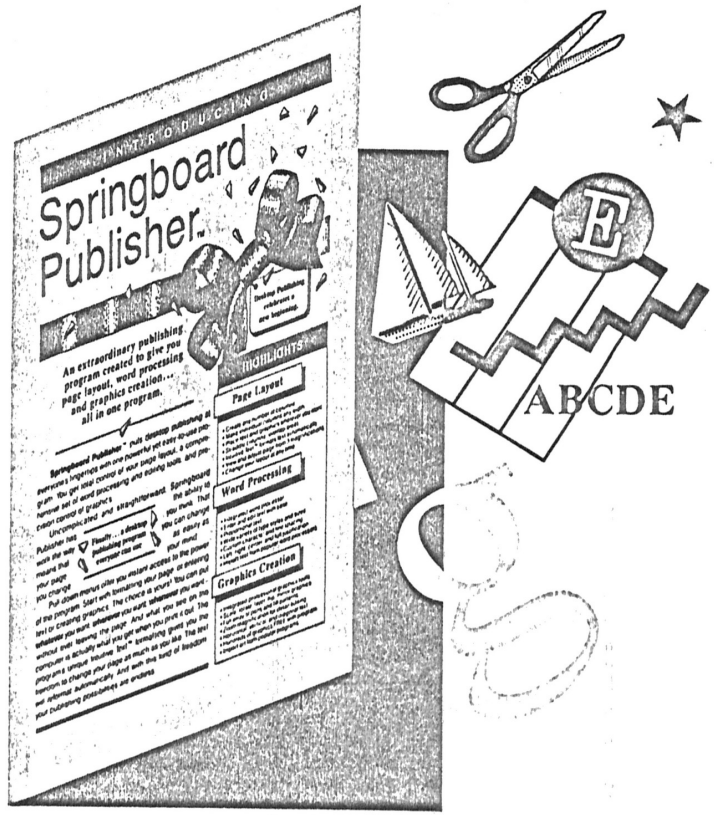
First indentation indents only the first line of a paragraph.

Right indentation indents the entire paragraph from the right margin.

You can use any combination of the indentation settings in the same paragraph.

Paragraph spacing allows you to change the amount of space that the program inserts when you press Return. The preset option is single spacing before and after each paragraph.

Graphics


Springboard Publisher
An extraordinary publishing program created to give you page layout, word processing, and graphics creation... all in one program.
HIGHLIGHTS
Page Layout
Word Processing
Graphics Creation
ABCDE

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Introduction

With the Springboard Publisher graphic tools and commands, everyone can be an artist. The program offers the flexibility of freehand drawing and the convenience of automatic shapes and patterns. And if you prefer, you can use the professional artwork created for Springboard Publisher in *Works of Art* (free when you send in your Warranty Registration card) or bring in Apple Hi-Res graphics from a variety of sources.

The best way to learn how to create graphics is to put down this book and experiment on your own in the graphics mode. After you have become familiar with the various tools and commands, you can read this chapter to learn in detail about the many advanced artistic features of Springboard Publisher.

Graphics mode

With the exception of importing artwork, which you can do in any mode, all graphics work must be done in graphics mode.

Getting into graphics mode

There are two ways to get from page mode or text mode into graphics mode:

- Double-click in the graphics frame in which you want to work. You'll enter graphics mode in that frame, and the frame will be selected.

or

- Choose the Graphics command from the Mode menu.

  If there is a graphics frame selected, the program displays that frame.

  If there is no graphics frame selected, the program displays the top of the page. From there you can select a frame, or you can create a graphics frame using the Define Graphics Frame command on the Layout menu.

Moving the page under the window

Because graphics mode displays only a small part of the page, you may sometimes have a graphics frame that is bigger than the window. To move the page and display what you need to see, do either of the following:

- Use the vertical and horizontal scroll bars.

or

- Select the hand tool, then drag the page under the window. When the hand reaches the edge of the window, the page continues to scroll.

Making the window bigger

You can reveal more of the page by removing the palette or tool box from the window:

- Choose Hide Palette or Hide Tools from the Edit menu.

  When selected, these commands change to Show Palette and Show Tools. Choose them again to make the tools and palette reappear.

  As a shortcut, you can press the space bar instead of choosing a Hide command from the menu.

Special keys

There are a few keys that perform similar functions with most or all of the graphic tools.

Key	Function
Tilde [~]	"Symmetrical": draws straight lines, perfect squares and circles, etc.
Control-C	Pointer steps: when you use the arrow keys, the pointer normally moves in fairly large steps. When you require more precise movement, press Control-C. This is a "toggle" switch. The first time you press it, the pointer moves in small steps. When you press Control-C again, you go back to large pointer steps.
⌘-Z or Esc	Shortcut for Undo command.
Delete	Shortcut for Clear command.
⌘ - drag	"Transparent" paint and patterns for filled shapes.
⌘ [Option] – drag (mouse only)	"Opaque" patterns for lines and borders of shapes; the pattern covers whatever you draw over.
⌘-⌘ [Option] – drag (mouse only)	"Transparent" patterns for lines and borders for shapes; the artwork that you draw over shows through.

The graphics mode window

Graphics frame
This is where you create your artwork.

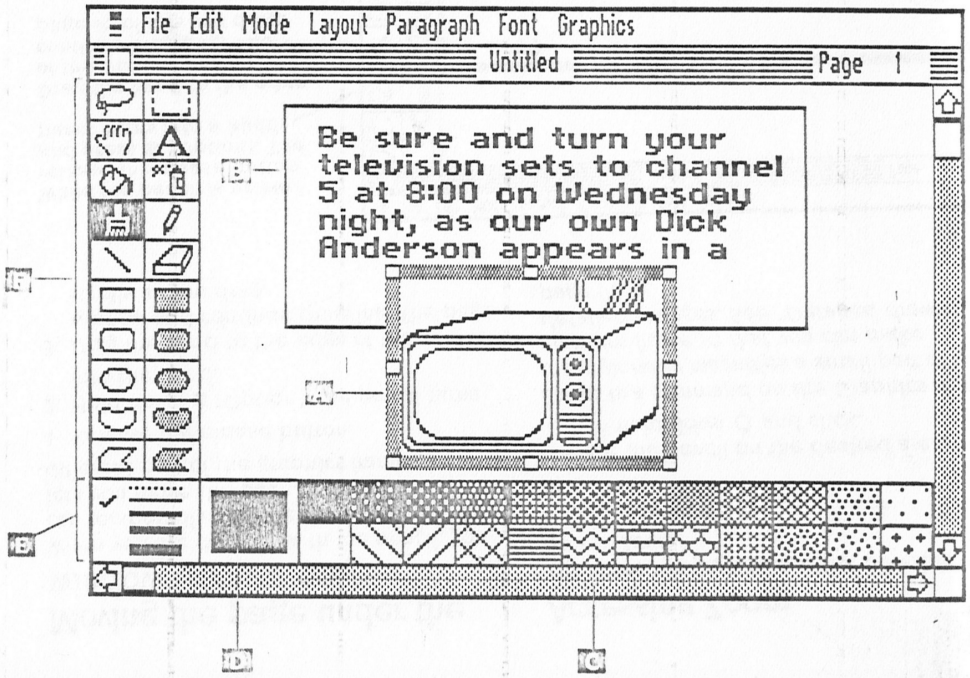
Text frame
You can double-click anywhere in a text frame or in the regular text area to go from graphics mode to text mode.

Palette
The palette presents 24 patterns that you can use for painting, drawing lines, and filling in enclosed parts of a picture.

Current pattern

Line widths
The line widths provide a range of thicknesses for the line tool and hollow freeform shape and for the borders that go around shapes. The current width is checked.

Toolbox
The toolbox contains tools with which you can draw, paint, erase, enter text, move the page under the window, and select.

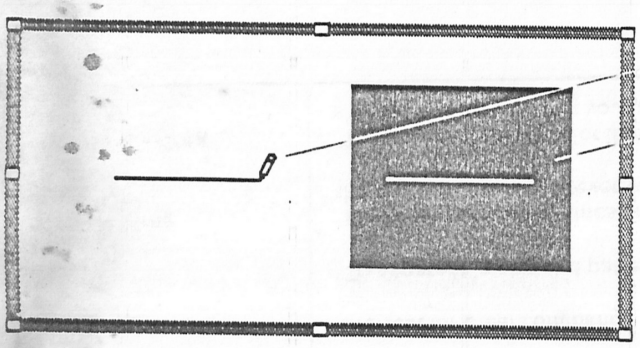


Freehand drawing (the pencil)

To do freehand drawing as you might do with a pen or pencil on paper, use the pencil tool. The pencil draws a thin line (one pixel wide) wherever you drag it. The pencil draws black lines when you start on a white background, and it draws white lines when you start on a black background.

If you want to do freehand drawing with a thicker line, use the hollow freeform shape, described under "Freeform shapes" on page 85.

If you don't like the most recent line you have drawn, you can get rid of it by choosing Undo from the Edit menu [⌘-Z].



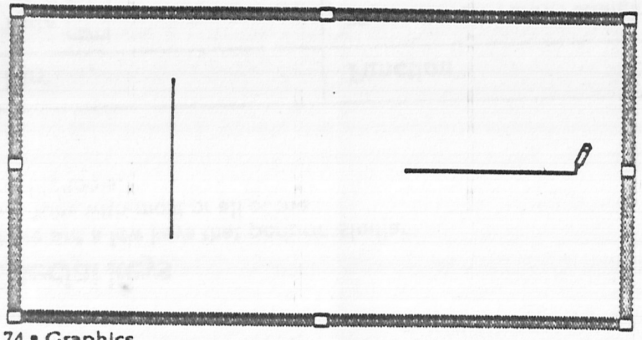
The pencil draws black if you start on a white background.

The pencil draws white if you start on a black background.

Drawing in a straight line

When you are using the pencil, you can draw in precise horizontal or vertical lines. Hold down Tilde while you drag the pencil.

You can also get straight lines with the line tool, described on page 83.



For straight lines, hold down Tilde while you drag the pencil.

Moving the page under the window (mouse only)

When you are drawing with the pencil, you can temporarily activate the hand tool. This lets you move the page to reveal a different part of the graphics frame.

1. Release the mouse button.
2. Hold down ⌘ [Option]; the pencil turns into the hand.
3. Drag the hand to the edge of the window and continue dragging. The page scrolls as you drag.

Accessing Zoom

There are two ways to use the pencil to access Zoom:

- Double-click on the pencil icon

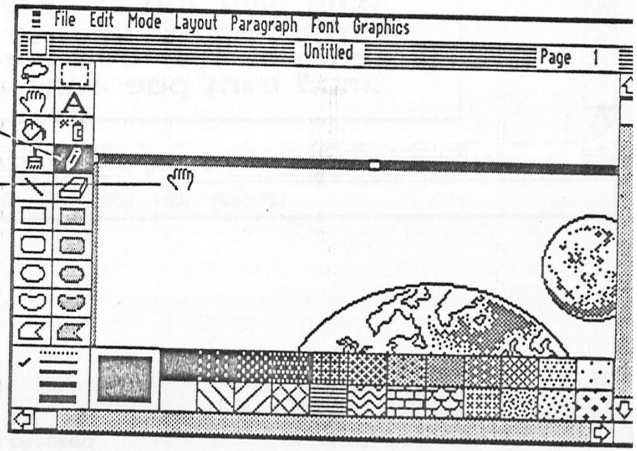
or

- Place the pencil on the desired area, then hold down ⌘ and click.

Zoom is a command on the Graphics menu. It temporarily magnifies a small part of the graphics frame so that you can make detailed changes. See "Detailed drawing," page 92.

While the pencil is active, release the mouse button and press ⌘ [Option]. The pencil turns into a hand.

Drag the hand to the edge of the window and continue dragging. The page scrolls as you drag.



Painting

Painting gives you more flexibility than drawing. Unlike the pencil, which gives you only a thin black or white line, painting provides a variety of patterns and line thicknesses. There are three tools you can use for painting:

- Paintbrush
- Spray can
- Paint bucket

Paintbrush

The paintbrush draws freehand wherever you drag it.

The paintbrush paints using the current pattern. Choose from the palette at the bottom of the screen. The current pattern is shown in the slightly larger box at the left of the palette.

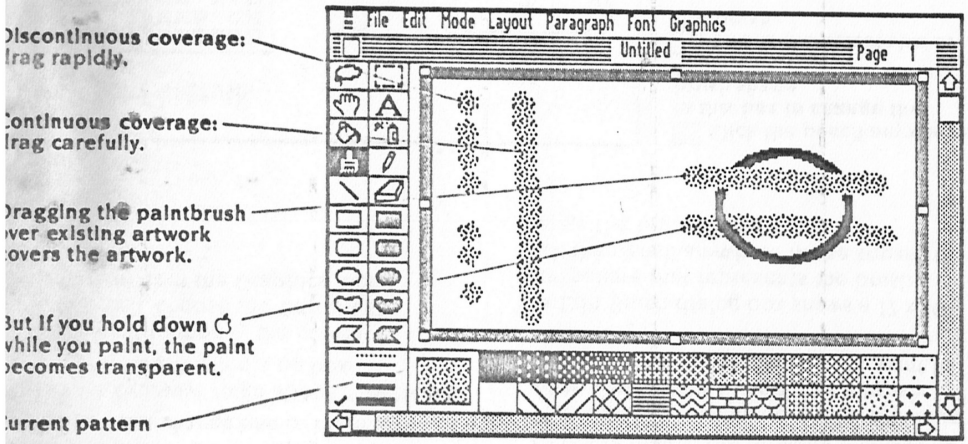
Springboard Publisher's paintbrush works like a real paintbrush. If you drag it quickly, you get discontinuous coverage—the paint does not cover completely. If you drag the paintbrush slowly, however, you do get complete coverage.

Mouse users: you can get continuous coverage with rapid dragging by holding down ⌘ while you drag the paintbrush.

Opaque and transparent paint

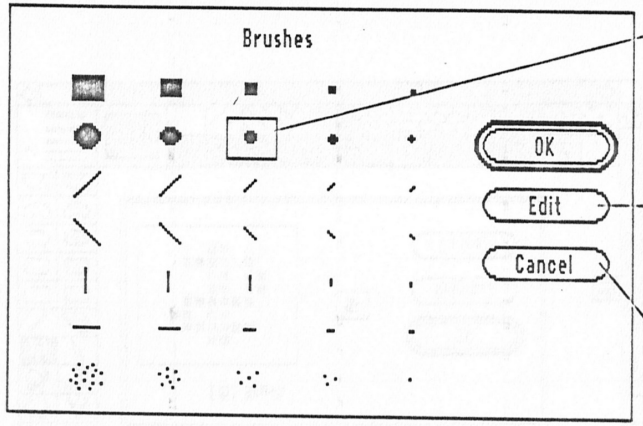
When you paint in the normal fashion, the paint is "opaque." That is, it covers whatever you draw over. But by holding down ⌥ while you drag, you can draw with "transparent" paint. Transparent paint covers white space, but it allows artwork that you draw over to show through.

Mouse users: you can get continuous, transparent paint by holding down ⌥ and ⌘ while you drag the paintbrush.



Choosing a different paintbrush

In addition to choosing a pattern, you may also choose a shape for the paintbrush. To choose a shape, double-click on the paintbrush icon. You'll see that Springboard Publisher offers 35 paintbrushes:



The current paintbrush is enclosed by a box.

Click on the brush you want; the screen returns to the window with that paintbrush.

Click the Edit button to modify the current paintbrush. To modify any other paintbrush, hold down ⌥ and click on the brush.

To return to the window without changing the paintbrush, click the current shape or click the Cancel button.

Editing a paintbrush

If none of the 35 brush shapes fits your need, you can change one of them.

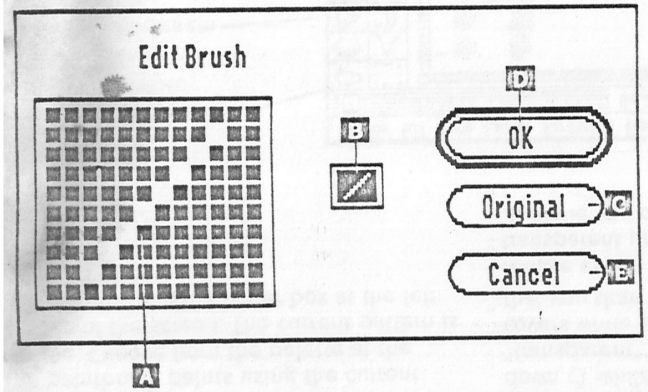
There are two ways to go about it. Both get you to the Edit Brush dialog box:

- If you want to modify the current paintbrush, choose the Edit Brush command from the Graphics menu.

or

- If you want to modify another paintbrush, choose the Brushes command from the Graphics menu. The program displays its 35 brushes, as explained on the previous page. Hold down ⌥ and click a brush that looks similar to the one you want to create.

The Edit Brush dialog box shows a 12 x 10 pixel square that represents the brush. Click the pencil anywhere in the square to change the brush shape.



A Click the pencil anywhere in this box to change the brush shape.

B This is the actual size of the brush.

C Click Original to restore the brush to its preset shape.

D Click OK to return to the window with the current brush shape.

E Click Cancel to put the brush back to the shape it was.

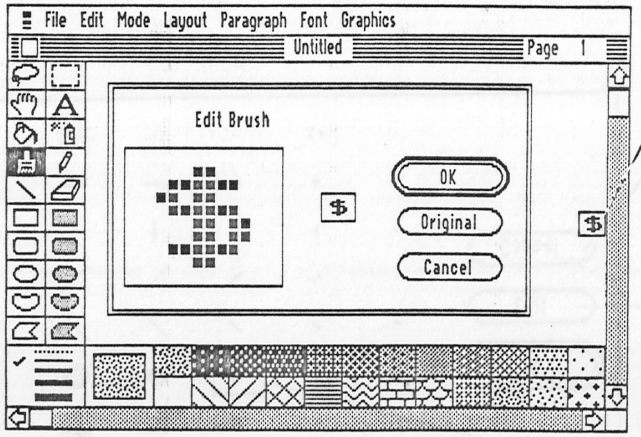
Creating your own paintbrush

You can make your own paintbrush from a design you have created in the graphics frame.

1. Make sure the design you want to use is in a corner of the window—so that you can see it when the Edit Brush dialog box is displayed.

   Use the hand tool, if necessary, to move the graphics frame under the window.
2. Double-click the paintbrush tool, or choose the Edit Brush command from the Graphics menu.
3. Move the pointer outside the dialog box. The pointer becomes a rectangular selection box. Click on the design you want to use.

   That design is displayed in the dialog box.
4. Change the pattern if you like, then click OK.

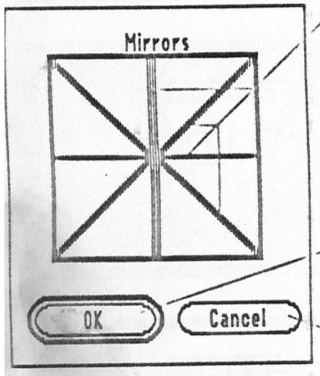


Click on the design to bring it into the dialog box.

Painting with mirrors

You can use the paintbrush to create symmetrical designs by choosing the Mirrors command from the Graphics menu. The program automatically creates a mirror image of every stroke you make with the paintbrush.

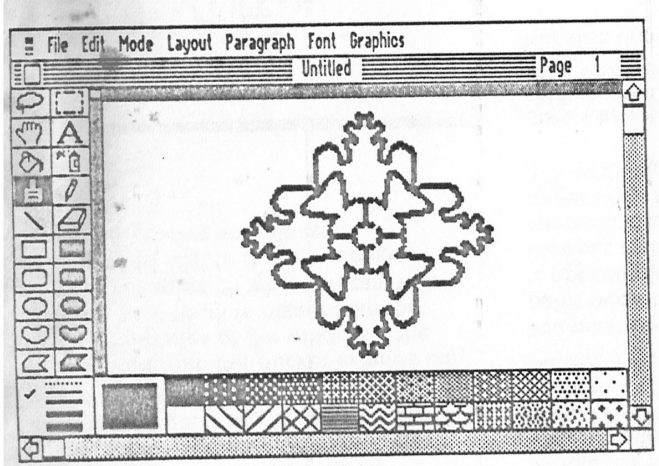
To turn each mirror on and off, click on the desired line in the dialog box.



Each of the four lines represents a different mirror. Click on the lines to turn them on and off.

Click OK when you have selected the mirrors you want.

Click Cancel to undo any changes you made.

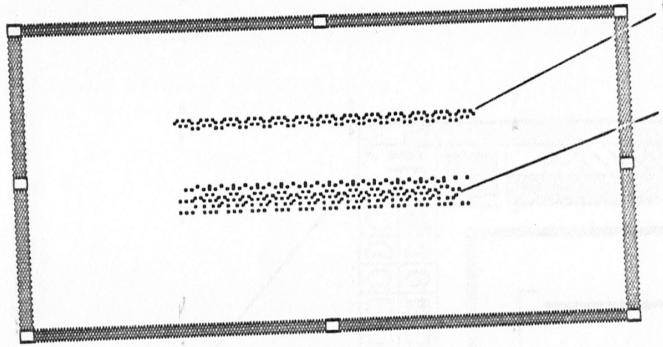


Only part of this design was drawn with the paintbrush. The rest was drawn automatically by the program.

Spray can

The **spray can** is similar to the paintbrush in that it uses the current pattern, but the stroke with which it paints is wider and less concentrated.

Dragging the spray can quickly produces a light spray of paint. For a more concentrated spray, drag the spray can slowly.



Using the same brush and pattern, this is what you get with the paintbrush...

...and this is what you get with the spray can.

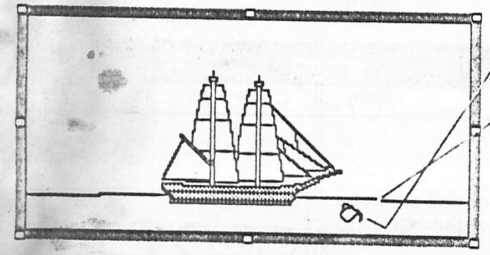
Paint bucket

The **paint bucket** fills an enclosed area with the current pattern. It's a good way to spread a lot of paint in a short time.

Paint spilled from the bucket extends only to the boundaries of the window. If the area you want to fill is bigger than the window, you must fill what you can, then use the hand tool to move the page under the window and fill again.

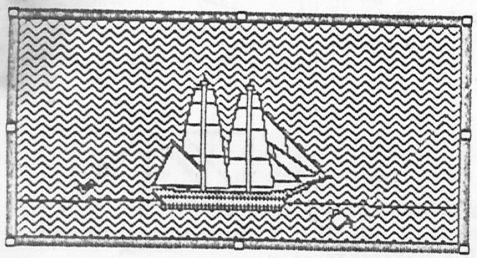
To use the paint bucket, put the tip of the spilling paint in the enclosed area and click. You can fill a marquee or lasso selection by double-clicking the paint bucket icon.

You must be careful when you use the paint bucket. If the area you want to fill is not completely enclosed, the paint will leak out and fill the entire window. If this happens, choose Undo from the Edit menu to get rid of the paint. Then patch the gap before filling the area again.

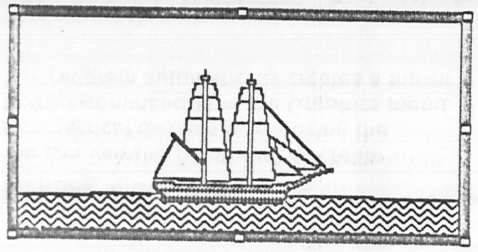


Click when the tip of the spilling paint is inside the enclosed area.

Because there was a gap...



...the paint escaped and filled the window.



Choose the Undo command, then patch the gap and fill again.

Lines

The **line** tool draws a straight, black line no matter where you start the line. Unlike the pencil, the line does not draw white on a black background.

Click where you want to start a line; the pointer becomes a cross. Drag to change the line's length and its angle. When you release the mouse button, the line is set in place.

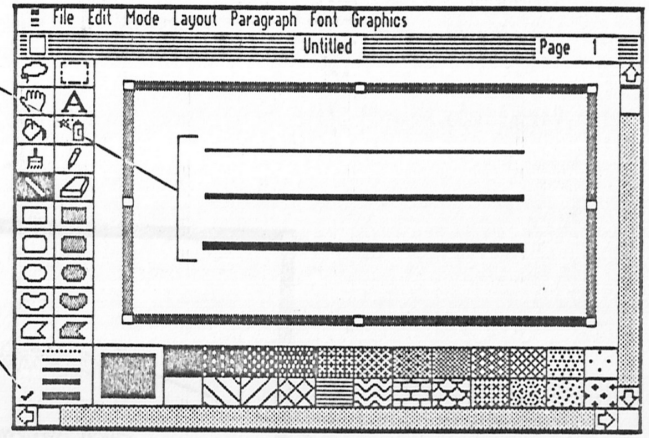
To draw in precise horizontal, vertical, or 45-degree lines, hold down Tilde while you drag.

Changing line width

You can change the line's thickness in the line width box at the bottom of the toolbox. The current thickness is checked.

Click-and-drag to draw lines.

Current line thickness is checked.

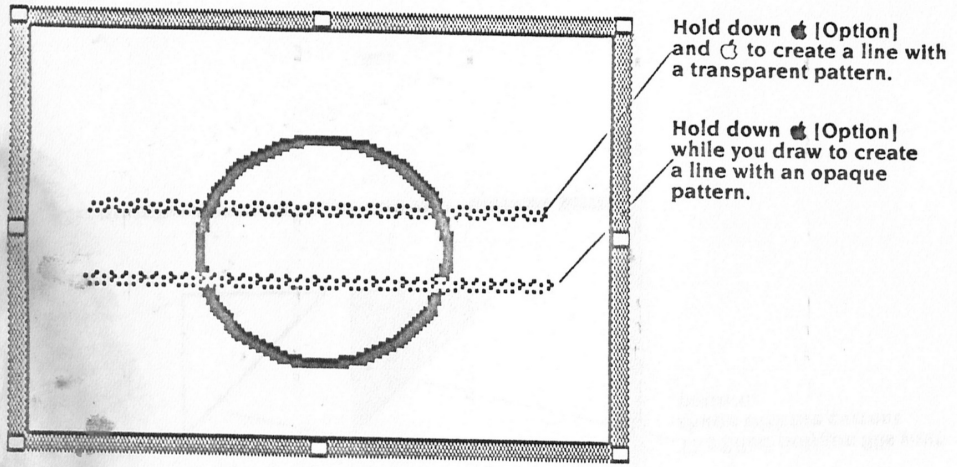


Changing the line pattern (mouse only)

You can draw lines using the current pattern.

If you hold down ⌘ [Option] while you draw, the pattern is opaque—it covers whatever you draw over.

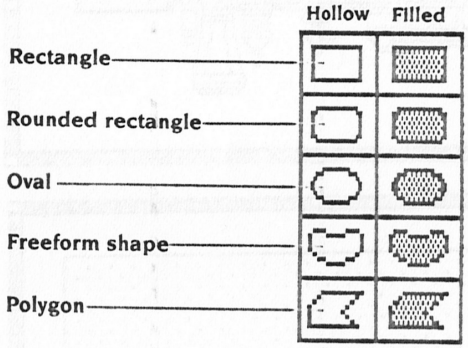
If you hold down ⌘ and ⌘ [Option] while you draw, the pattern is transparent—any artwork that you draw over shows through.



Shapes

You draw shapes with the same click-and-drag motion that you use in freehand drawing and painting. In the graphics window, the pointer becomes a cross to help you pinpoint the exact starting point for a shape.

The tools on the right side of the toolbox draw shapes that are automatically filled with the current pattern. The tools on the left draw "hollow," unfilled shapes.



Rectangles and ovals

To draw **rectangles,** put the pointer where you want one corner of the rectangle to be, then drag to the opposite corner. To draw **ovals,** put the pointer where you want one edge of the oval to be, then drag until the oval is the desired diameter.

To draw perfect squares and circles, hold down Tilde while you drag the pointer.

Freeform shapes



The **hollow freeform shape** draws freehand, like the pencil. But there are two differences between the pencil and the freeform shape:

- The pencil always draws a line one pixel wide. With the freeform shape, you can change line thickness using the line width box.
- The pencil draws black when you start on a white background and vice versa. The freeform shape draws black no matter where you start.

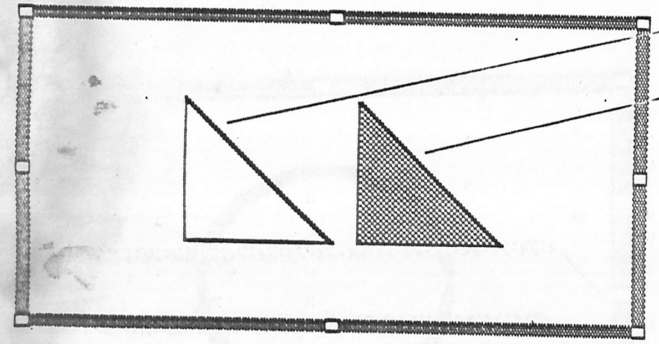


The **filled freeform shape** fills in your shape with the current pattern. In addition, if you do not draw a completely enclosed area, the program connects the loose ends. (Otherwise, the pattern would leak out and cover the entire window.)

Polygons

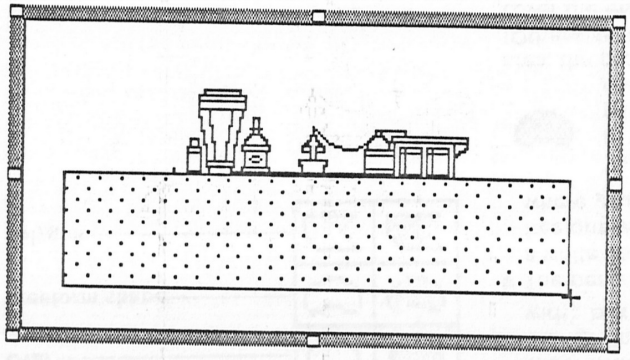
Like the line tool, the **hollow polygon** (many-sided shape) draws straight black lines. What's different about the hollow polygon is that it connects the beginning point of one line with the ending point of the previous line. Click once to start drawing and to mark the end of a line; double-click (or click on the beginning point) to mark the end of the last line.

The **filled polygon** fills in your polygon with the current pattern. In addition, if your shape is not completely enclosed, the program connects the loose ends.

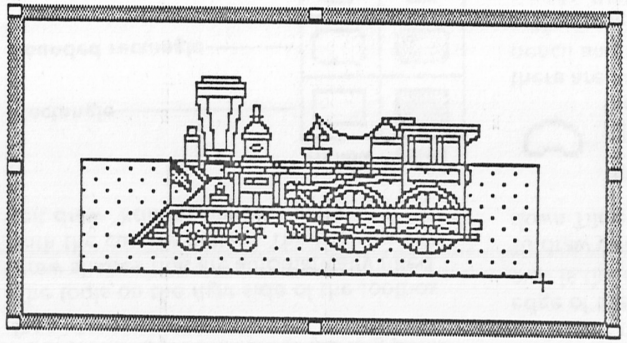


Transparent patterns for filled shapes

Normally, the pattern in filled shapes is opaque. That is, it covers any artwork that you draw over. But if you hold down ⌘ while you create the shape, the pattern becomes transparent; it lets the artwork show through.



Opaque pattern (drag)



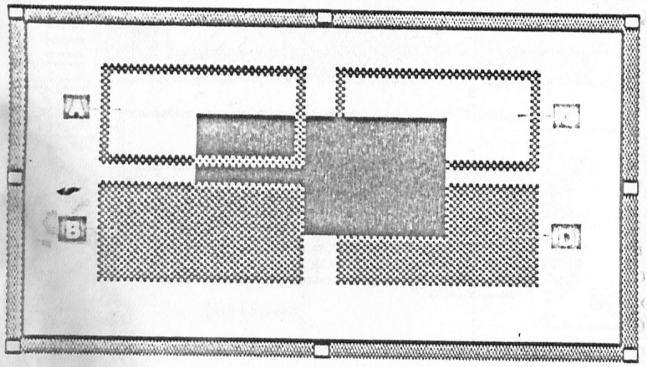
Transparent pattern (⌘-drag)

Borders for shapes

The program automatically draws a black border around shapes. You can change the thickness of the border with the line width box at the bottom of the toolbox. The current thickness is checked.

The dotted line thickness produces a thin border when used with a hollow shape and no border when used with a filled shape.

Mouse only: you can create borders that are drawn in the current pattern. Hold down ⌘ [Option] to create an opaque border in the current pattern. Hold down ⇧ and ⌘ [Option] to create a transparent border (and a transparent pattern if you are drawing a filled shape).



Opaque border, hollow shape (⌘ [Option]-drag)

Opaque border, filled shape (⌘ [Option]-drag)

Transparent border, hollow shape (⇧-⌘ [Option]-drag)

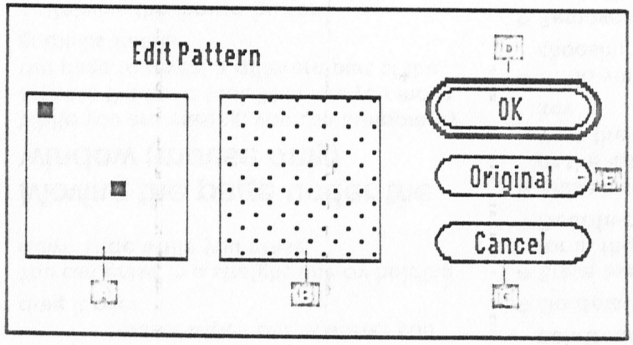
Transparent border, filled shape (⇧-⌘ [Option]-drag)

Patterns

Patterns are displayed in the palette at the bottom of the screen. The larger box at the left of the palette displays the current pattern. The preset option is solid black. There are many uses for patterns:

- As you are creating a filled shape, the current pattern fills the shape.
- When you are using the paintbrush, the brush paints in the current pattern.
- When using the line tool or the hollow polygon, you can draw in the current pattern by holding down ⌘ [Option] while you draw (mouse only).
- You can use the pure white pattern as an eraser.
- With the paint bucket, you can fill in any enclosed area with the current pattern.
- You can use the spray can to spray a less concentrated version of the pattern.

Current pattern



A Click the pencil anywhere in this box to change the pattern.

B This is how the pattern will look.

C Click here to cancel the changes you've made.

D Click here when the pattern looks the way you want it to look.

E Click here to restore the pattern to its preset design.

Editing a pattern

You can modify any of the program's patterns. When you save your document, the program also saves the edited pattern.

It's easiest to change the pattern that looks most similar to the pattern you want to create. At any time, you can restore the program's preset pattern.

When you select a pattern to modify, the program displays an 8-pixel square of the pattern. You can then change any of the pixels.

There are two ways to select the pattern that you want to modify:

- Select the pattern, then choose the Edit Pattern command from the Graphics menu.

or

- Double-click on the pattern.

The program displays the following:

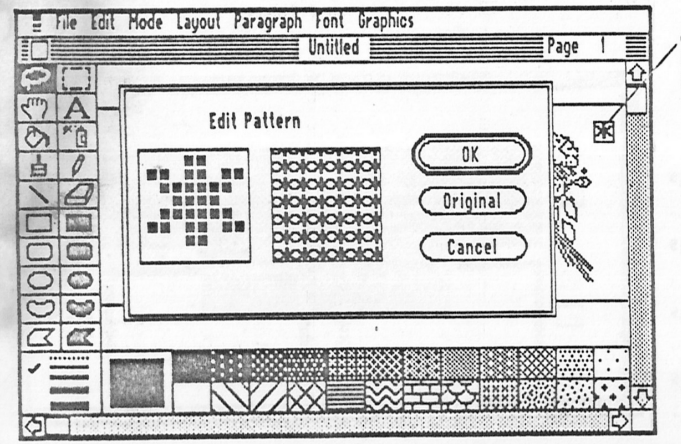
Creating your own pattern

You can create a pattern using a design that is in a graphics frame.

1. Make sure the design you want to use is in a corner of the window—so that you can see it when the Edit Pattern dialog box is displayed.

   Use the hand tool, if necessary, to move the graphics frame under the window.
2. Double-click on a pattern or choose the Edit Pattern command from the Graphics menu.
3. Move the pointer outside the dialog box. The pointer becomes a rectangular selection box. Click on the design that you want to use.

   An 8-pixel square of that design is displayed in the dialog box.
4. Change the pattern if you like, then click OK.



Click on the design to bring it into the dialog box.

Erasing

There are many ways to erase in graphics mode. The most obvious way is to use the **eraser** tool. The eraser wipes out whatever you drag it over.

You can erase in a straight line by holding down Tilde while you erase.

Moving the page under the window (mouse only)

While you are erasing, you can temporarily activate the hand tool. This lets you move the page to reveal a different part of the graphics frame.

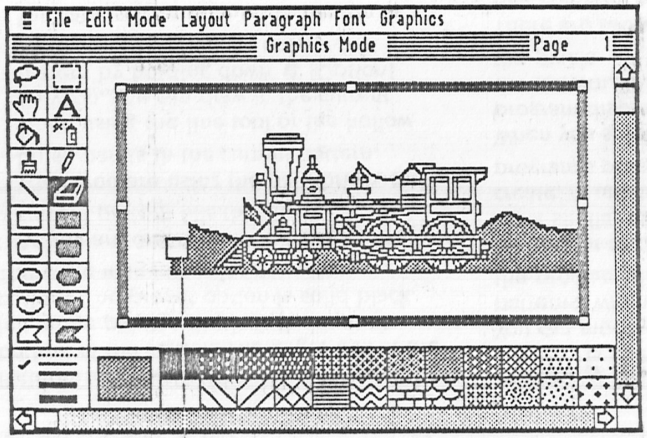
1. Release the mouse button.
2. Hold down ⌘ [Option]; the eraser turns into the hand.
3. Drag the hand to the edge of the window and continue dragging. The page scrolls as you drag.

Other ways to erase

- Do detailed erasing with a small paintbrush and the white pattern.
- Do detailed erasing in Zoom.
- Erase everything in the graphics frame (or in the window, whichever is smaller). Double-click the eraser icon.
- Erase a selected area. Use the marquee or the lasso, then choose Cut or Clear from the Edit menu, or press the Delete key.
- Undo your most recent action by choosing Undo from the Edit menu.
- Remove the graphics frame from the page. First, make sure that neither the marquee nor the lasso is active. Then select the frame and choose Cut or Clear from the Edit menu, or press the Delete key.

Restoring an erasure

If you erase something by mistake, you can make it reappear by choosing Undo from the Edit menu before you do anything else



Eraser

Detailed drawing (Zoom)

When you require a close-up view of your artwork, you can use the Zoom command to zoom in on a small portion of a graphics frame. Zoom temporarily magnifies a small portion of the frame so that you can see and make changes to each individual pixel.

When Zoom is selected, you can use the pencil to turn pixels from black to white or from white to black. All the other tools also work in Zoom.

To turn on Zoom, use any one of the following methods:

- Choose the Zoom command from the Graphics menu. The program displays the area of your most recent action.

or

- Double-click on the pencil icon. The program displays the area of your most recent action.

or

- Select the pencil; move it to the area you want to zoom in on; then hold down ⌘ and click. The program displays the area occupied by the pencil.

Moving the page under the window

To reveal a different part of the page while you are working in Zoom, select the hand tool and drag the page under the window.

Mouse users: you can move the page when the pencil or eraser is active. Hold down ⌘ [Option] and drag. Also, you can move the position box if it is in your way. No matter what tool is active, move into the position box, hold down ⌘ [Option] and drag.

Getting out of Zoom

There are several ways to get out of Zoom. You can:

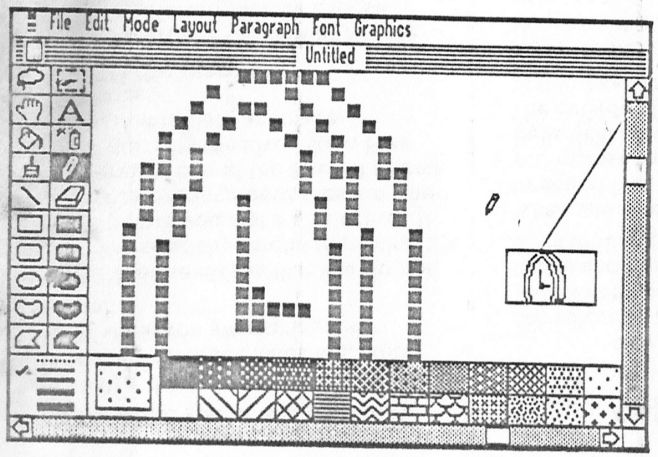
- Click in the position box.

or

- Choose the Zoom command from the Graphics menu.

or

- Double-click the pencil icon.



The small "position box" shows what part of the page you are working on. You can click the box to turn off Zoom and return to the full-sized window.

Hold down ⌘ [Option] and drag the box to move it out of the way (mouse only).

Selecting an image

There are two tools–the marquee and the lasso–that you can use to select, or activate, an image within a graphics frame. There are lots of things you can do to a selected image. For example, you can move it anywhere in the document or to another document. You can make it bigger or smaller. You can make one or more identical copies of it. You can even flip it on its side or turn it upside down.

Selecting with the marquee

The **marquee** (pronounced mar-kee) selects a rectangular area. When you click the marquee icon and move into the window, the pointer becomes a cross, similar to its appearance when you are drawing with one of the shape tools.

Move the cross to one corner of the area you want to select, then click and drag to the opposite corner. Everything inside the marquee, including any white space, will be selected. As long as it is selected, the rectangle created by the marquee flashes

Moving an image

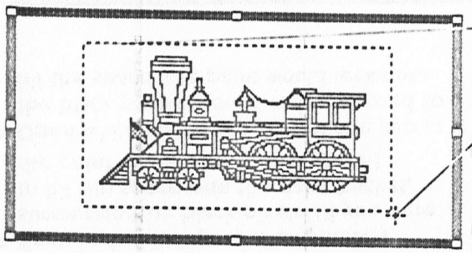
One thing you can do with an image selected by the marquee is move it.

- Click anywhere inside the selection and drag it to its new location.

  If you drop the selection on top of some other artwork, the artwork underneath will be hidden, but not erased. At any time, you can move the "top" artwork to reveal what's underneath.

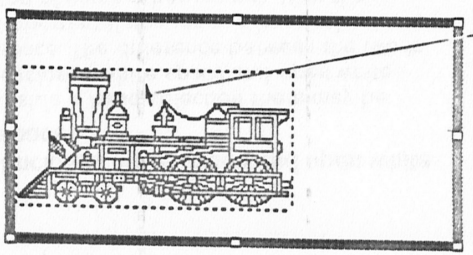
Selecting everything in a frame

You can double-click on the marquee icon in the toolbox to select everything inside frame or whatever part of it that is in the window.



Click on one corner of the area you want to select...

...and drag to the other corner.



Click inside the selection and drag the image to its new location.

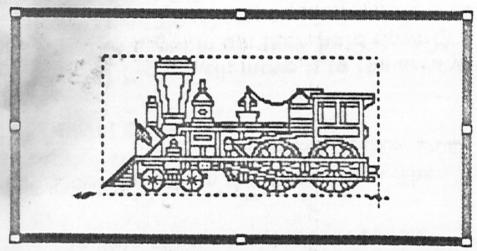
Keeping white space to a minimum

To minimize the amount of white space included in a marquee selection, hold down ⌥ while you are making the selection.

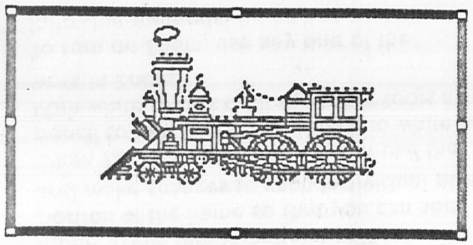
Using this feature means that you do not have to be especially careful in placing the marquee before you make a selection. It also tends to produce better results when you plan to use one of the Special Effects (Scale, Distort, Perspective, Skew, Free Rotate) to manipulate an image.

Turning off the marquee

To turn the marquee off, click anywhere outside the selected area, or choose another tool or command.



If you hold down ⌥ while you make the selection, the marquee tightens up around the edges of the selected artwork.



The lasso pulls tight around the image.

Selecting with the lasso

While the marquee can select only a rectangular area, the **lasso** can select an area of any shape. Use the lasso when you want to select only an image and none of the white space surrounding it.

When you drag the lasso, you draw a thin freehand line, similar to the pencil. When you release the mouse button, the lasso pulls tight around the image and selects it. The outside of the image flashes to show that it is selected.

If you do not make a complete loop with the lasso, the program connects the loose ends for you.

Enclosed white space and open white space

Inside a lasso selection there may be *enclosed* white space and *open* white space. The difference between the two is important if you move a lasso selection on top of some other artwork. (See the illustration below.)

- **Enclosed** white space is completely surrounded by black pixels. (If you were to fill the space with the paint bucket, the paint would stay in that space.)
- **Open** white space has at least one gap in the black pixels around it. (If you tried to fill the space, the paint would leak out.)

Moving a lasso-selected image

To move a lasso-selected image, click on the selection and drag it to its new location.

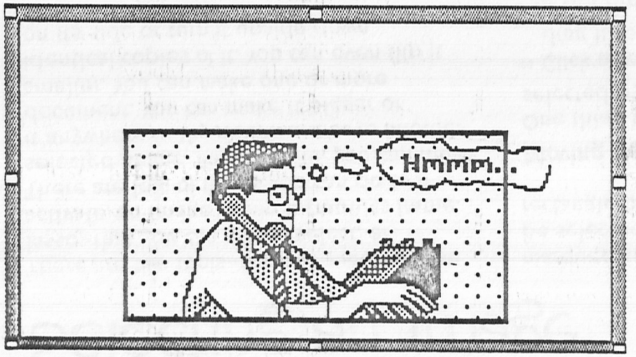
If you move a lasso selection on top of another image, the enclosed white space within the selection will hide the image underneath, but the open white space will let the image underneath show through. At any time, you can move the "top" image to reveal what was hidden.

Turning off the lasso

To turn off the lasso, click anywhere outside the enclosed area or select another tool.



Enclosed white space in a lasso selection covers the artwork underneath...



...but open white space lets the artwork show through.

Making copies of an image

There are several ways to make copies of an image, depending on where you want to put the copies, and whether or not you have a mouse.

- If you want to put copies within the active graphics frame, and you do not have a mouse, you must use the Copy and Paste commands from the Edit menu.
- If you want to put copies within the active graphics frame, and you have a mouse, you can use the keyboard and mouse or the Copy and Paste commands.
- If you want to put copies into another graphics frame, whether or not you have a mouse, you must use the Copy and Paste commands.

Using the Copy and Paste commands

With the Copy and Paste commands on the Edit menu, you can copy an image within the active graphics frame or from one frame to another. You can even have the program create a new frame for the image.

The Copy command places a copy of the image in the clipboard, where it remains even after you paste it. This allows you to use the Paste command over and over, pasting as many copies of your selection as you want. The clipboard can store only one selection at a time; whenever you use the Cut or Copy command, you erase whatever may have been in the clipboard.

Select an image with the marquee or the lasso.

Choose Copy from the Edit menu [⌘-C].

Select the area where you want to put the image.

If you want to put the copy in the selected graphics frame, go to step 4.

If you want to put the copy into another graphics frame, click inside that frame to select it.

If you want the program to create a new frame for the copy, click in the regular text area or in a text frame so that no graphics frame is selected.

Choose Paste from the Edit menu [⌘-V].

The image appears in the middle of the window.

If you put the copy into an existing graphics frame, click inside the image and drag it to its new location.

If you had the program make a new frame for the image, put the pointer in the gray area of the selection box and move the frame to its new location.

Using the keyboard and mouse

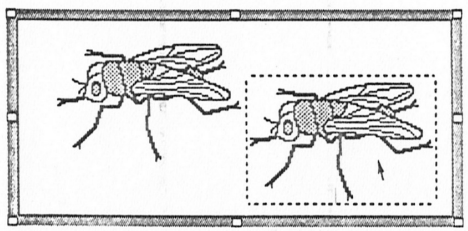
With the keyboard and mouse, you can make one or more copies of a selection within the active graphics frame.

1. Select the image that you want to copy, using either the marquee or the lasso.
2. Hold down [Option] and drag the selection to its new location, then release the mouse button.

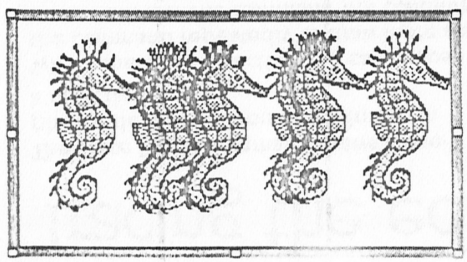
   You can repeat the process if you want more copies. Click outside the image to turn off the selection.

   If you want to put the copies along a straight horizontal or vertical line, hold down Tilde while you drag the selection.

   You can make repeated copies of a selection by holding down ⌘ and [Option] while you drag. The number of copies you create depends on how fast you drag. The slower you drag, the more copies you make.



Hold down [Option] and drag the selection to its new location.



Hold down ⌘ and [Option] to make repeated copies. The slower you drag, the more copies you make.

Creating a scrapbook

You will probably want to use certain pieces of your artwork in several different documents. Instead of trying to remember which document has a certain piece of artwork, you can create a separate Springboard Publisher document that contains nothing but artwork. You can think of this separate document as a "scrapbook" which holds your artwork until you need it.

The scrapbook document should consist of one page that is composed entirely of graphics frames.

When you want to retrieve a piece of artwork, open your scrapbook document and go to graphics mode. Then, select the piece of artwork you want and use the Copy and Paste commands to move the artwork into your other document.

Getting rid of an image

To erase an image, first select it with the marquee or the lasso. Then choose the Clear command or the Cut command [⌘-X] from the Edit menu.

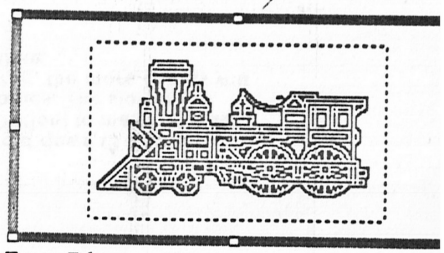
If you choose Clear or Cut without selecting an image, the program gets rid of the active graphics frame and everything in it.

Once cleared or cut, a selection can be recovered by choosing the Undo command before doing anything else.

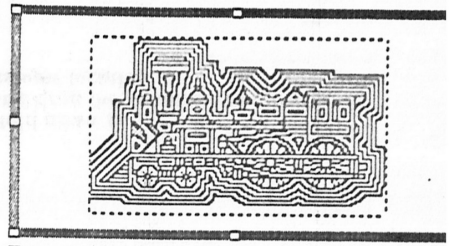
Tracing the edges of an image

The Trace Edges command draws a one-pixel wide outline around the image in a selection.

With a marquee selection you can choose the command repeatedly to draw more and more outlines. The command will continue to work until the outlines reach the boundaries of the marquee.



Trace Edges once

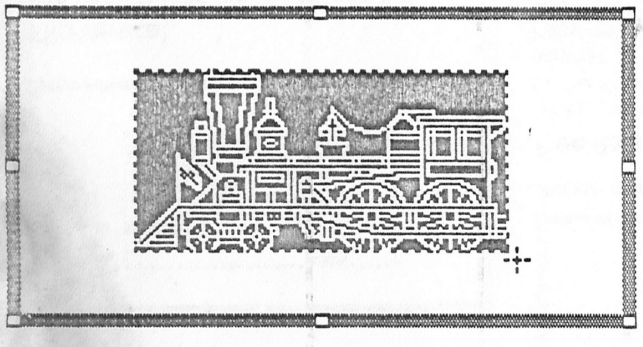


Trace Edges to marquee boundaries

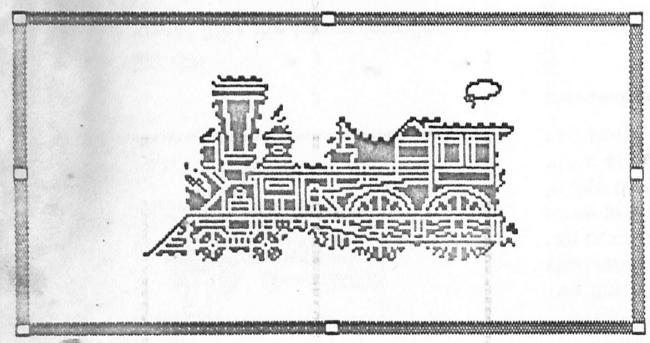
Inverting an image

The Invert command on the Graphics menu lets you change all the black pixels in a marquee selection to white and all the white pixels to black.

When you invert a lasso selection, the results may be different. All the black pixels turn white; completely enclosed white areas turn black; and open white areas stay white.



A marquee selection inverted



The same image, inverted as a lasso selection

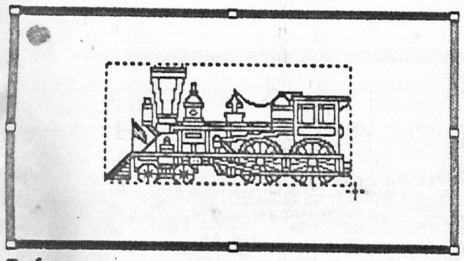
Marquee-selection commands

The features described on the previous pages (moving, copying, inverting, and getting rid of an image) work with images selected with either the marquee or the lasso. In addition, Springboard Publisher has several Graphics menu commands that work only with images selected with the marquee. They include:

- Flipping the image from left to right or from top to bottom (Flip Horizontal and Flip Vertical commands)
- Rotating the image 90 degrees at a time (Rotate command) or any amount you wish (Free Rotate option of the Special Effects command)
- Making the image larger or smaller (Scale option of the Special Effects command)
- Dragging one or more corners of the marquee to change the appearance of the image (Skew, Perspective, and Distort options of the Special Effects command)

Flipping an image

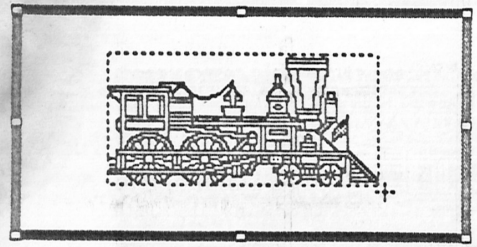
Springboard Publisher has two commands you can use to change the orientation of an image selected with the marquee.



Before

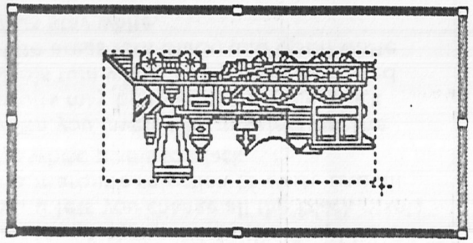
Flip Horizontal

Flip Horizontal flips the image from left to right.



Flip Vertical

Flip Vertical flips the image from top to bottom.



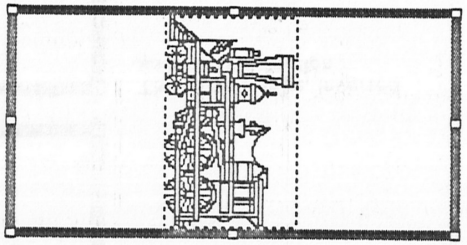
Rotating an image

There are two ways to rotate an image selected with the marquee.

90-degree Rotate

The Rotate command on the Graphics menu turns an image 90 degrees at a time.

The first time you choose this command, your selection turns on its left side. Choose the command a second time and the image turns upside down. Rotate again and the image turns on its right side. Choose once more and the image returns to its original position.



Rotate command used once

Free Rotate

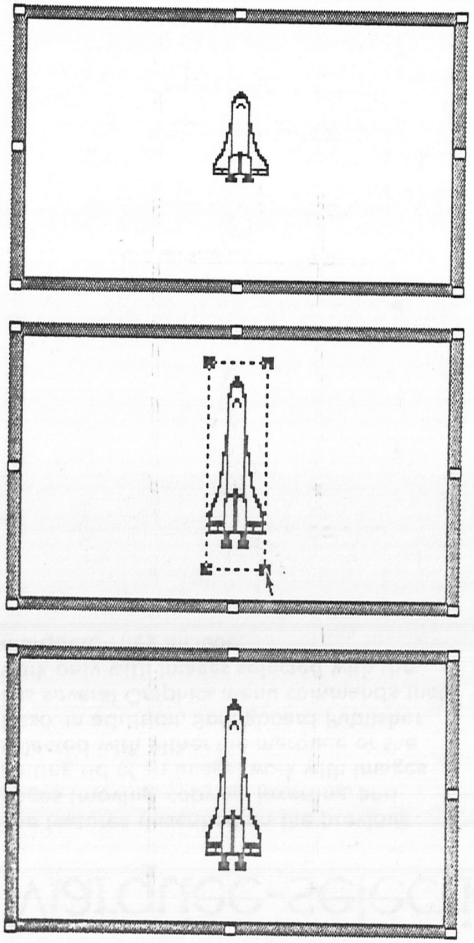
When you choose the Free Rotate option of the Special Effects command, handles appear on the marquee. Drag one of the handles to rotate the image any amount you like.

Resizing an image (Scale)

The Scale option of the Special Effects command lets you shrink or enlarge an image selected with the marquee.

When you choose Scale and return to the graphics window, handles appear on the corners of the marquee. Drag one of the handles and watch your selection shrink or grow. If your Scale operation doesn't turn out the way you like, you can choose Undo from the Edit menu and try again.

To change scale along straight vertical, horizontal, or diagonal lines, hold down Tilde while you drag a handle.

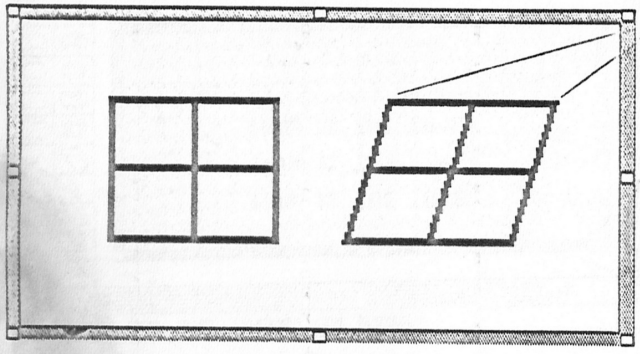


Skewing an image

The Skew option of the Special Effects command changes the appearance of an image selected with the marquee.

When you choose Skew and return to the window, the selection has handles on each of its four corners. To skew the image, all you need to do is drag one of the handles.

Skew makes a selection slant in the direction in which you drag. When you drag a handle, the top or bottom corners move in the same direction.

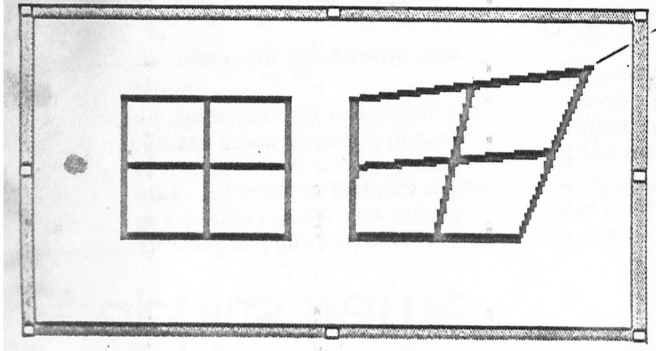


With Skew, the top or bottom corners move in the same direction.

Distorting an image

Distort, like Skew, slants an image selected with the marquee, but the result is slightly different.

When you drag, the only corner that moves is the one that you drag; the others stay in place.



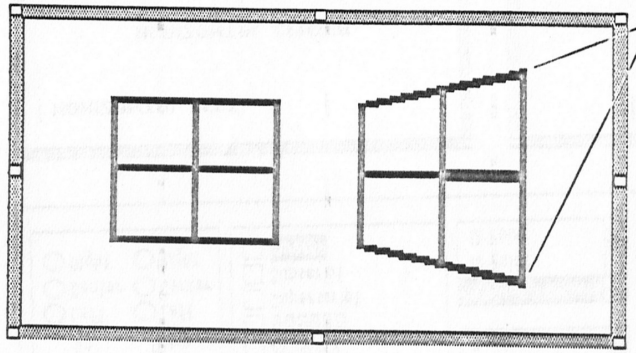
Distort moves only the corner that you drag.

Changing the perspective of an image

The other option of the Special Effects command is Perspective. With this option, you can make an image selected with the marquee appear to be three-dimensional.

When you choose Perspective and return to the window, the selection has handles on each of its four corners. To change the image's perspective, drag one of the handles.

Depending on which corner you drag, Perspective moves the top or bottom corners in opposite directions.



Perspective moves the top or bottom corners in opposite directions.

Entering text in a graphics frame

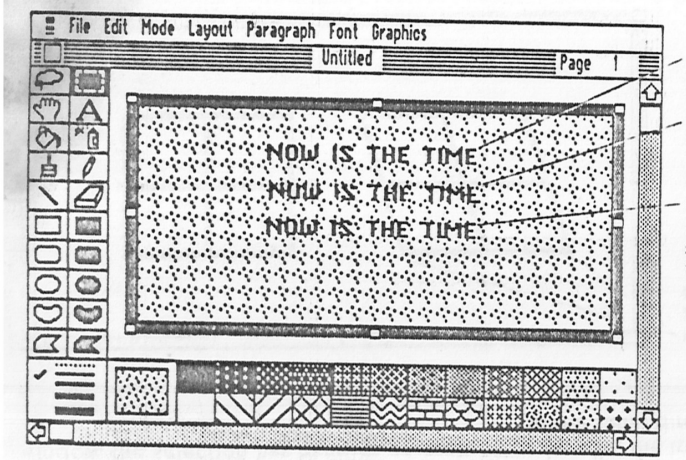
The **text** tool lets you enter text in a graphics frame. The pointer works the same in graphics mode as it does in text mode: it is an I-beam while you move it around in the window, and when you click you select the insertion point.

Graphics text acts more like artwork than text:

- Wordwrap does not work in Graphics mode. When you want to go from one line to the next, press the Return key.
- You can change the appearance of graphics text by using the commands on the Font menu, but you cannot use any of the Paragraph menu commands.
- If you want to move or copy graphics text, use the marquee or the lasso just as you would for any other graphics image.
- If you print your document on a laser printer, the text in a graphics frame does not use the laser fonts; it uses the same bit image printing as the other artwork.

Opaque, transparent, and overlapping text

By typing over existing graphics text, you can get a variety of effects as shown in the illustration below.



Opaque text: select an insertion point and type.

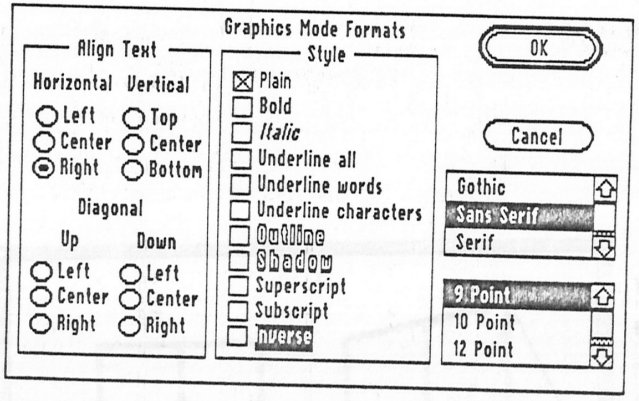
Transparent text: hold down ⌘ and select an insertion point, then type.

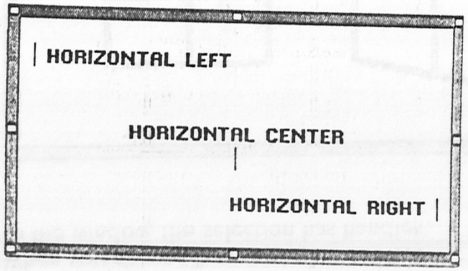
Overlapping text (mouse only): hold down ⌘ [Option] and select an insertion point, then type.

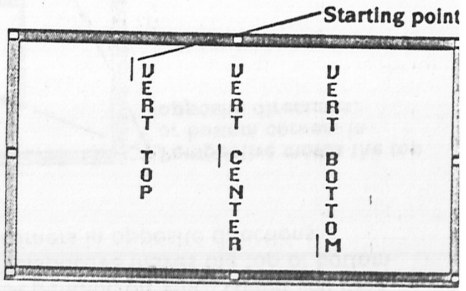
Vertical and diagonal text

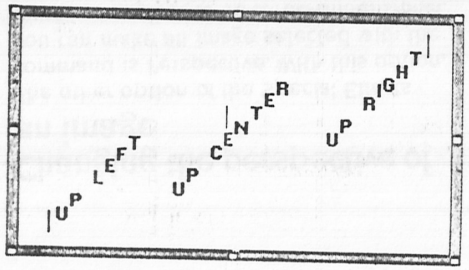
There are two very special features you can use when entering text in the graphics mode: vertical and diagonal text. These options present themselves in graphics mode when you choose the Formats command from the Font menu.

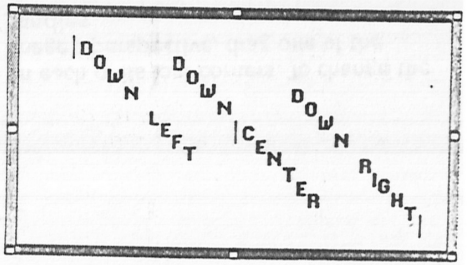
Choose the option you want. When you return to the graphics frame, select an insertion point as shown in the illustration below.











Importing graphics

There are many sources from which you can import graphics onto your page:

- The sample *Works of Art* that come with the program
- Springboard's *Works of Art* series
- *The Newsroom* clip art disk
- Springboard's *Clip Art Collections*
- Standard ProDOS or AppleDOS Hi-Res format graphics from other sources

You can import graphics while you are working in any mode—page, text, or graphics.

If a graphics frame is selected before you begin the import procedure, the program will put the graphic into that frame. If *no* graphics frame is selected, the program will create a new frame.

1. Go into the mode you want.
2. If you want to import into an existing frame, select that frame.

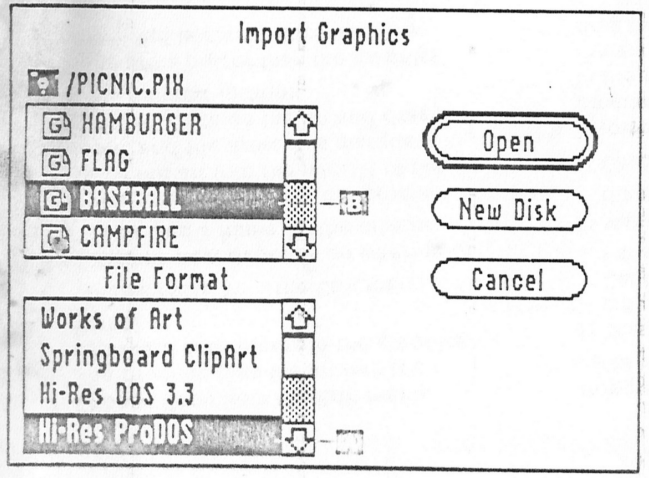
   If you want the program to create a new frame, make sure that no graphics frame is selected. (If a graphics frame is selected, click anywhere outside the frame.)
3. Choose Import Graphics from the Springboard menu.

   The program displays the Import Graphics dialog box.
4. Replace the program disk with the disk that has your artwork, then click the New Disk button.
5. Click the type of graphic that you want to import.

   The program looks on the disk for all the documents of that type and displays those document names.
6. Choose the specific document you want, then click Open.

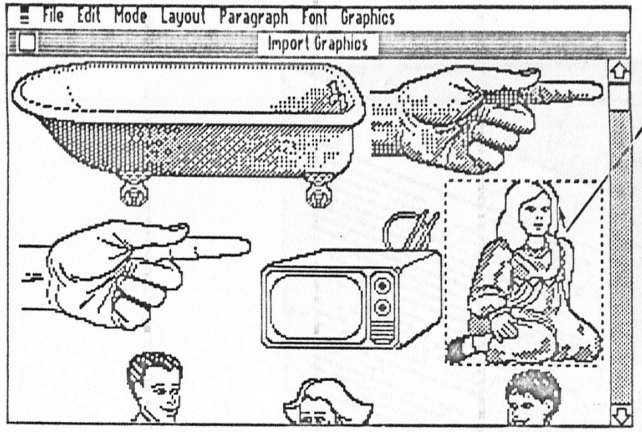
   The program opens a new window and displays the document.
7. If you want to select an entire piece of Springboard art (from *Works of Art* or the *Clip Art Collections*), double-click on that piece.

   If you want to select a piece of non-Springboard art, or crop any piece of art, or select two or more pieces, drag the pointer to enclose whatever you want. If you want to select an entire page of non-Springboard art, double-click anywhere on the page.

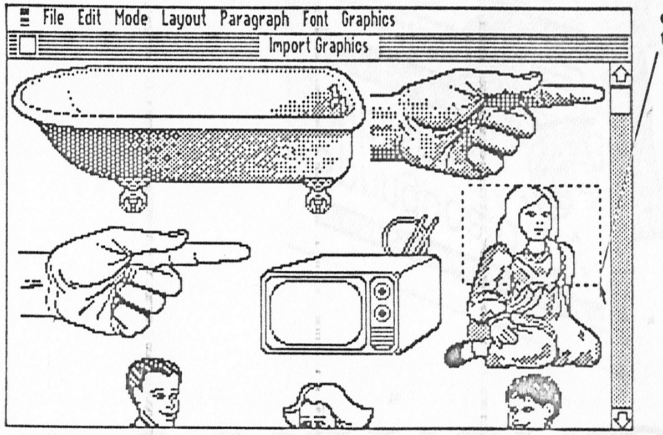


Click the type of art that you want to import.

Next, click the name of the document that contains the art you want.



Move the pointer to the piece of art and double-click (Springboard art only), or...



drag the pointer to enclose the artwork that you want.

8. Choose Copy from the Edit menu. The program puts the art into the clipboard and returns to the graphics frame.

9. Choose Paste from the Edit menu.

What happens next depends on whether or not you selected a frame for the artwork.

10a. If you selected a frame, the program drops the art into the middle of the frame, and the artwork is marquee-selected. Click on the art and drag it to its desired location.

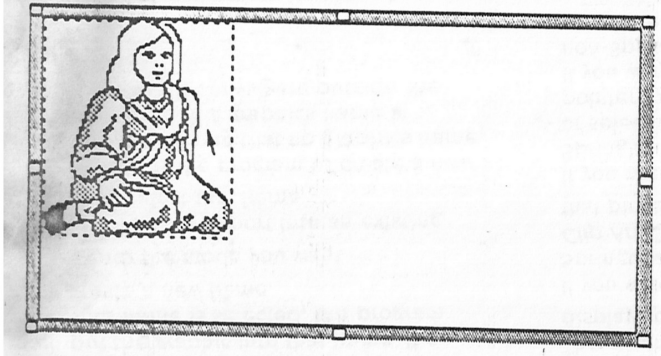
If the art is bigger than the graphics frame, the part that does not fit is cropped. If you want to get the whole piece of art, you must:

1) Temporarily delete the piece of cropped art by choosing Clear or Cut from the Edit menu while the art is still selected.

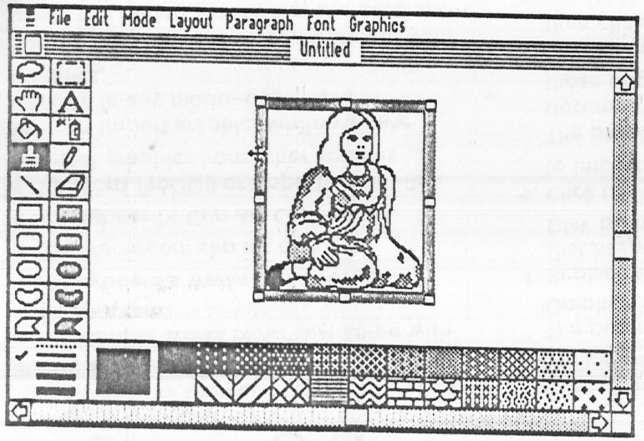
2) Make the graphics frame bigger by dragging one of its handles.

3) Choose Paste from the Edit menu.

10b. If you did not select a frame, the program creates a frame and drops it in the middle of the window. Click on the gray area of the selection box and drag the frame to its desired location.

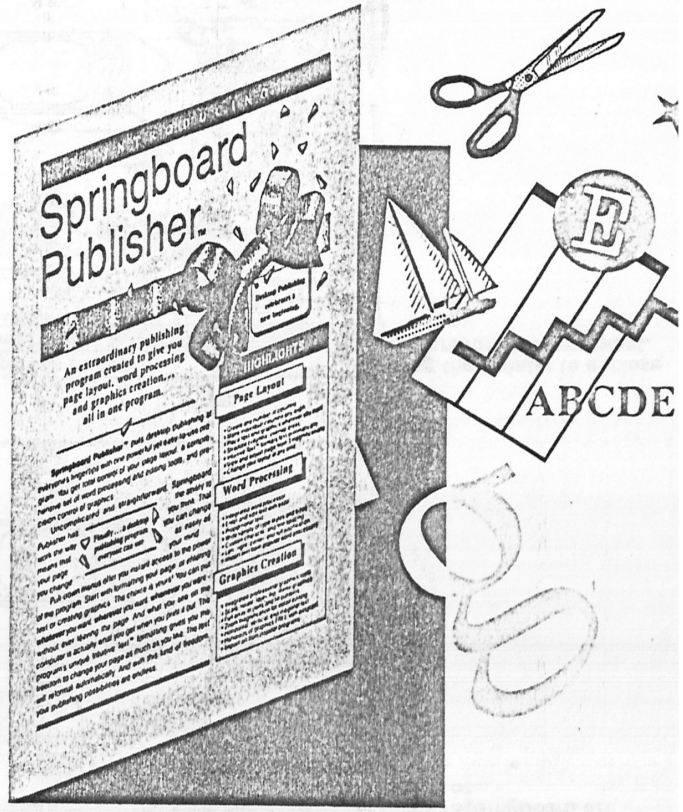


If you pasted the art into an existing frame, click on the art and drag it to the desired location.



If you have the program create a new frame for the art, click on the gray area of the selection box and drag the frame to the desired location.

Managing Documents



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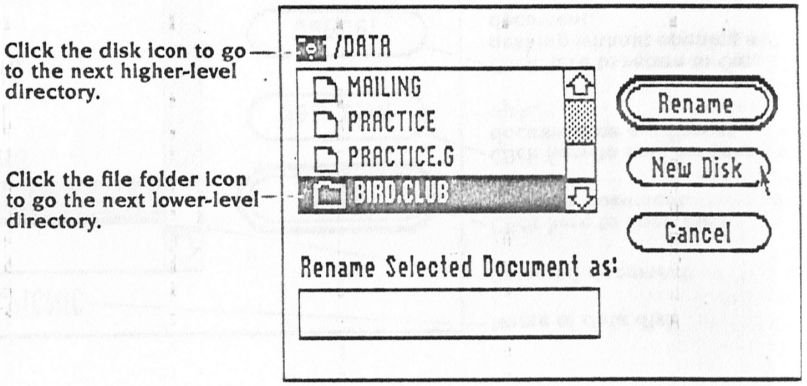
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Changing directories

The File menu commands in which you must specify a document name (Open, Close, Save, Rename, and Delete) allow you to change directories. This means you can access any document on disk without having to quit Springboard Publisher.

- If you want to go to a lower-level directory (for example, from /Data to /Data/Bird.Club), then double-click on the name of the directory in the list box. Directories have a "file folder" icon.
- If you want to go to the next higher-level directory (from /Data/Bird.Club to /Data), double-click on the disk icon at the top of the list box.



Creating a new document

The New command is the one to use when you want to start work on a brand new document. There are two times when you may choose the New command:

- When you begin a session with Springboard Publisher
- When you have closed one document and want to create a new one

When you choose the New command, the program displays a blank page in page mode.

Only one document at a time can be open, so you cannot use this command when you are working on a document.

When you choose the New command, the program clears your scratch disk to make room for your new document.

Opening an existing document

The Open command lets you get a Springboard Publisher document from disk. Only one document at a time can be open, so you cannot use this command when you are working on a document. Here's how it works:

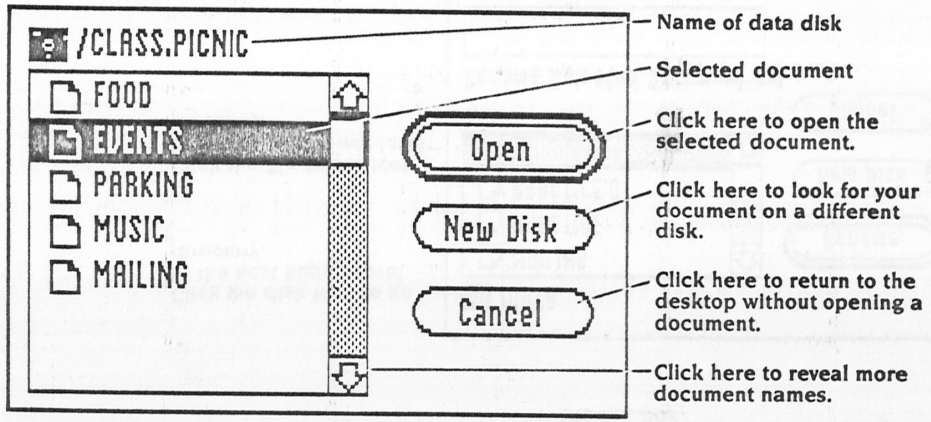
1. Choose the Open command from the File menu.
2. Replace the program disk with the disk that has the document you want to open, then click the New Disk button.

   The program displays the names of all the Springboard Publisher documents on the disk.
3. From the list of document names, choose the one you want.

   If you are using a mouse, click on the selected document name and then click the Open button, or double-click on the document name.

   If you are using the keyboard, move the highlight bar until it is on the document you want, then press Return.

   The program displays the document in page mode. It also clears your scratch disk to make room for the document.

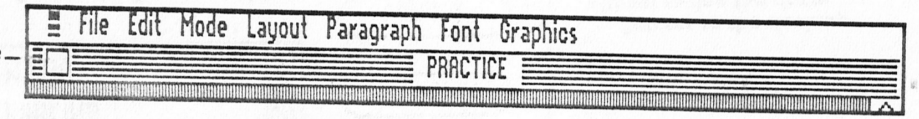


Closing a document

You'll use the Close command when you want to stop working on one document and start working on another. When you close a document, the program returns to the desktop.

If you have made any changes to your document, the program will ask if you want to save those changes before closing.

Mouse users: you may also close a document by clicking the close box at the left corner of the title bar.



Saving a document

To save a document is to transfer it from your scratch disk to a data disk. Saving creates a permanent copy of your document that you can print or edit whenever you want to.

Always save a document just before you print it, close it, or quit Springboard Publisher. In addition, you should make it a habit to save every 10 or 15 minutes while you are working. Frequent saving ensures that if there is a power outage or computer failure, you will always have a recent copy of your work stored safely on disk.

The name you assign when you save a document can be up to 15 characters long. The first character must be a letter of the alphabet, and the other characters must be letters, numbers, or a period. Springboard Publisher has two save-related commands:

- Choose the Save As command when you want to save both the original and edited versions of an existing document.
- Choose the Save command when you want to save only the edited version of an existing document.
- Choose either command when you want to save a new document for the first time.

Saving both the original and edited versions

1. Choose the Save As command from the File menu.

   The program displays the Save As dialo box. The document name appears in th text area.

2. Type the name you want to assign to the document, then click the Save button o press Return.

   If you type the name of a document already on the disk, the program asks if you want to replace that document with the current one. Click Yes or No.

   If you click the Save button without typing a new name, the program replaces the original document with the edited version.

Saving only the edited version

1. Choose the Save command from the File menu.

   If you are saving an existing document, the program replaces the original document with the edited version without any more input on your part.

   If you are saving a document for the first time, the program displays the Save As dialog box. Do Steps 2 and 3 below.

2. Type the name you want to assign to the document, then press Return or click the Save button.

   If you type the name of a document already on the disk, the program asks if you want to replace that document with the current one. Click Yes or No.

Making backup copies

It is a very good idea to save all your documents on two different disks. This is cheap but effective insurance against the accidental loss of valuable information. Here's how you can make backup copies with Springboard Publisher:

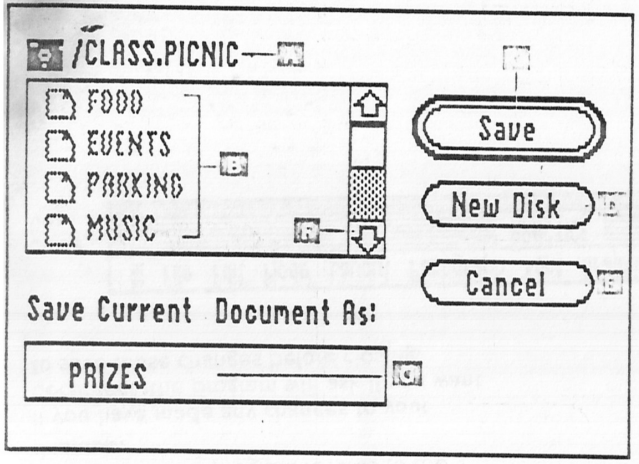
1. Save your document on your original data disk.

   Use the Save or Save As command as explained on the preceding pages.

2. Insert your backup data disk.
3. Choose the Save command.

   The program will save a copy of your document under the same name.

4. Store your original and backup disks in separate locations.



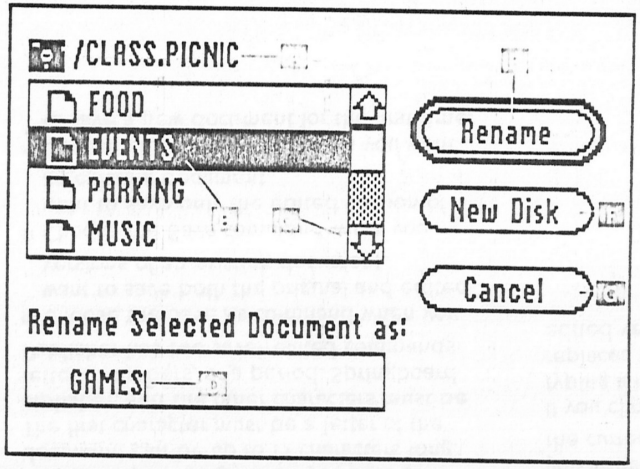
- Name of data disk
- Names of other documents on the data disk
- Saves the document
- Lets you save your document onto a different disk
- Returns to the desktop without saving the document
- Use the scroll bar to reveal more document names
- Type a name if you are saving a document for the first time, or if you want to save both the original and edited versions of a document.

Renaming a document

With Springboard Publisher, it's easy to change the name of any of your documents. This feature is offered within the program; you don't need to return to ProDOS to do it.

Renaming does not create a second copy of the document; it only changes the document's name.

1. Choose the Rename command from the File menu.
2. From the list of document names, select the one you want to change.
3. Type the new name for the document.
4. Click the Rename button or press Return.



- Name of data disk
- Selected document
- Use the scroll bar to reveal more document names.
- Enter the new name here.
- Click here after you have entered the new name.
- Lets you look for your document on a different disk.
- Cancels the operation.

Canceling your changes

When you want to cancel all the changes you have made to a document and start over, you can use the Revert command. The Revert command combines the actions of two other commands: it closes your document without saving any changes and then opens it again.

When you choose the Revert command, the program displays an alert message asking you to confirm the command.

Printing a document

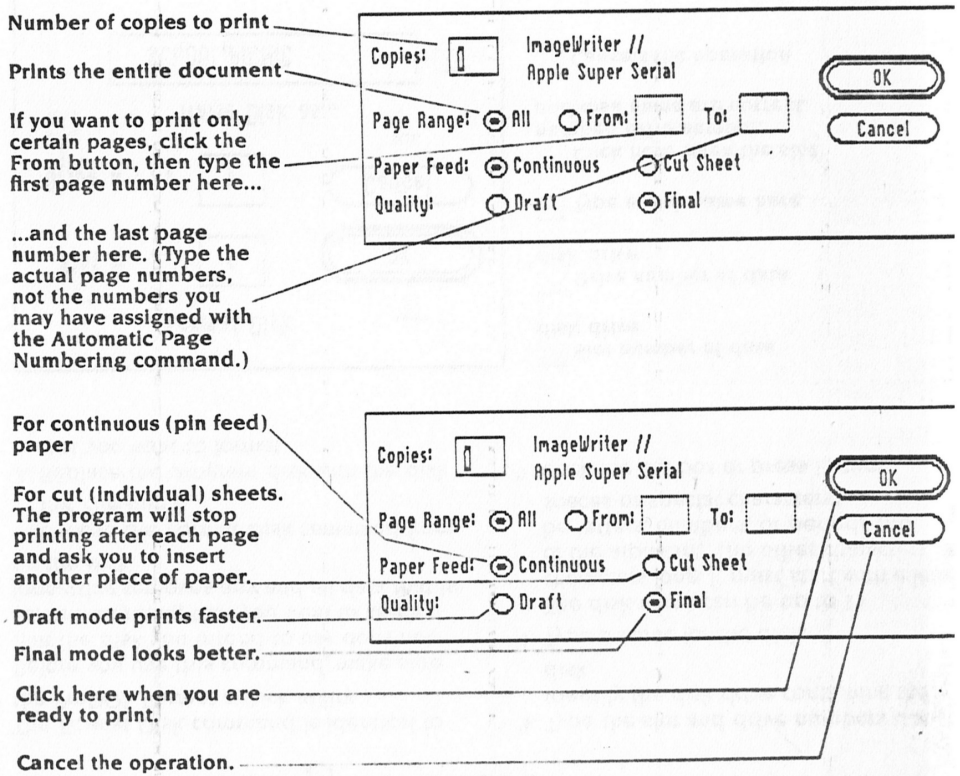
The Print command lets you print the current document. It's a good idea to save your document just before you print it.

The program provides several options including how many copies to print, which pages of the document to print, and paper type. The preset options are:

- One copy of the document
- All pages printed
- Continuous forms paper

1. Make sure that your printer is turned on, ready for input, and that you have loaded the correct paper (letter or legal size).
2. Choose the Print command from the File menu.
3. Change any of the preset options, if desired.

   The program remembers your Paper Feed and Quality settings and makes them the preset options.
4. Click OK or press Return.



Deleting a document from disk

The Delete command removes a document from your data disk. Forever. This Springboard Publisher command performs the same function as the ProDOS Erase command.

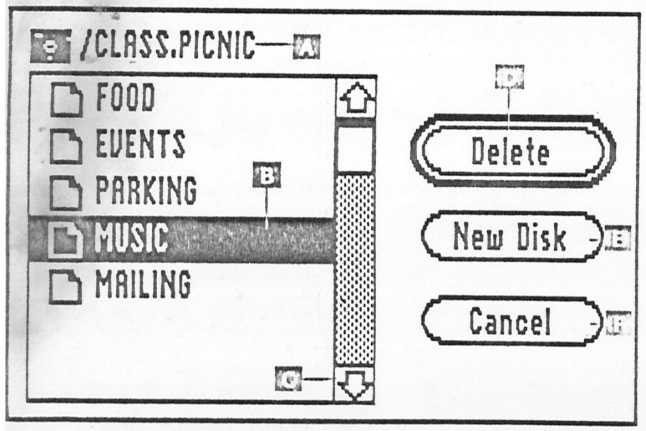
Use the Delete command only when you are absolutely certain that you will never again need a document.

1. Choose the Delete command from the File menu.
2. Replace the program disk with the disk that has the document you want to delete, then click the New Disk button.
3. From the list of document names, choose the one you want.

   Mouse users: click on the selected document name and then click the Delete box, or, double-click on the document name.

   Keyboard users: move the highlight bar until it is on the document you want, then press Return.

   When you choose the document to delete, the program displays an alert message asking you to confirm the command.



A. Name of data disk

B. Selected document

C. Use the scroll bar to reveal more document names.

D. Deletes the selected document.

E. Lets you look for your document on a different disk.

F. Cancels the operation.

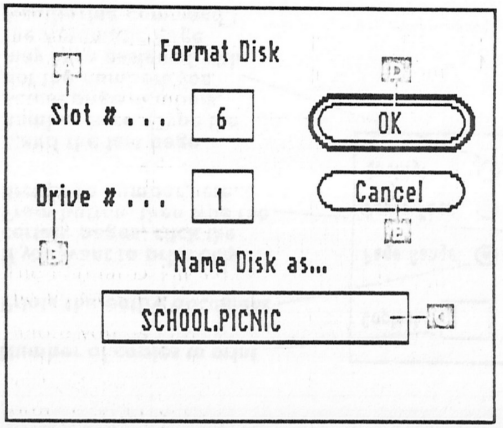
Formatting a disk

The Format Disk command is identical to the ProDOS Format a Disk utility.

Before you use this command, make sure that the disk you intend to use does not contain anything that you want to keep; formatting removes any and all data that is on the disk.

1. Choose the Format Disk command from the File menu.
2. Replace the program disk with the disk that you want to format.
3. Type the slot and drive numbers that identify the disk drive containing the disk.
4. Type a name for the disk.

   The disk name can be up to 15 characters long. It must start with a letter of the alphabet. The other characters can be letters, numbers, or periods (no spaces or special characters).
5. Click the OK box or press Return.



A. Slot number of data disk drive

B. Drive number of data disk drive

C. Type a disk name here.

D. Click here when the slot number, drive number, and disk name are correct.

E. Cancels the operation

Quitting Springboard Publisher

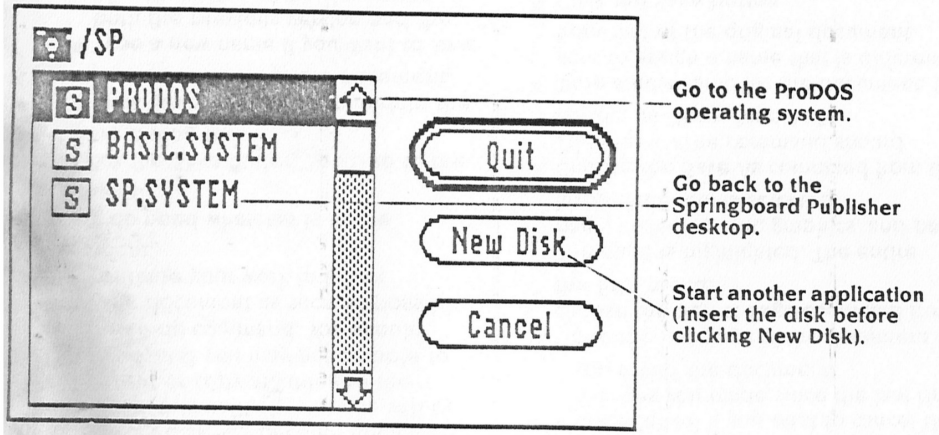
Use the Quit command when you are ready to leave Springboard Publisher.

If you have made any changes to your document since your last Save, the program asks if you want to save the changes before you quit.

After you tell the program whether or not you want to save your document, you must specify what you want to do next.

If you want to restart Springboard Publisher or go to ProDOS, double-click on your choice.

If you want to start some other application, insert that disk and click the New Disk button. The program will display the names of files on that disk; double-click the one you want.



Working with large documents

There are two factors that affect how big a Springboard Publisher document can be:

- the amount of text and graphics in the document
- the capacity of your data disk

Text takes up a relatively small amount of space, graphics a relatively large amount. Thus, the more graphics a document contains, the faster it will fill up a data disk.

With a 5.25" disk, a document composed entirely of text may be up to 20 pages long before it fills the disk. The maximum size for a document composed of an equal amount of text and graphics may be 6 or 8 pages. And one or two pages composed of nothing but graphics may fill up the disk.

With a 3.5" disk, the numbers mentioned above may be multiplied roughly by 5. Thus, you could have a 100-page all-text document, 30 or 40 pages of a text-and-graphics mix, and 5 or 10 pages of nothing but graphics.

With a hard disk, your documents can be longer yet. Hard disks contain at least 10 times the storage capacity of a 3.5" disk.

What should you do if you need to create a document that would exceed the capacity of your data disk? The answer is to break up your document into two or more separate documents. When you suspect that you may be reaching the capacity of your disk, save your document at the conclusion of a page, insert a new data disk into your disk drive, and start a new document.

If you want to print consecutive page numbers on two or more Springboard Publisher documents, use the Automatic Page Numbering command as explained on page 32.

"Scratch disk full" messages

There may be times when your scratch disk does not have enough room to continue working. If this happens, the program will display one of three "Scratch disk full" messages. There is no cause for alarm; by following the instructions below, you will never lose any of your data.

Scratch disk is full. Cannot do operation.

There are three situations that can make this happen:

- You try to open a document whose size exceeds the capacity of your scratch disk. This can happen only if the scratch disk you used when you created the document is bigger than the scratch disk you are using to try to open the document.

  The only thing you can do is make your scratch disk bigger. You can do this by switching from a 5.25" disk to a 3.5" disk, or from any floppy disk to a RAM disk or hard disk. For more information, see changing your scratch disk, page 19.
- You try to import a text document from another application such as Bank Street Writer. In this situation you can either get a bigger scratch disk, as described above, or you can go back to your other application and break up the document into two or more smaller documents and import them one at a time.
- You try to import some artwork into a document, and the artwork would make your document exceed the capacity of your scratch disk. Your only option at this point is to break up your Springboard Publisher document into two smaller documents and then import the artwork. This procedure is explained under "Scratch disk is full. Save document" on page 126.

Scratch disk is full. Erase clipboard or save document.

This situation can arise when your document fills the scratch disk, but the clipboard, which also resides on the scratch disk, has something in it. You have two choices:

- If you do not need whatever is in the clipboard, click the Erase button. The program will erase the clipboard, which will free up some space on the scratch disk.

  Now you may continue working on your document, but you should expect that the scratch disk will become full again very soon. It is unlikely that you will be able to cut or copy anything to the clipboard, and you may not be able to use the Undo command. You should close the document as soon as possible and continue your work in a new document.
- If you do need whatever is in the clipboard:
  1. Click the Save button. You'll go to the Save dialog box.
     - Click Save if you want to update the previous version of the document.
     - Type a new name if you want to save both the previous version and the current version of the document, then click Save.
     - Click Cancel if you want to cancel the changes you made since the last time you saved the document. The contents of the clipboard will remain intact.
  2. Close the document using the Close command on the File menu. You do not need to save the document again.
  3. Start a new document, then paste the contents of the clipboard using the Paste command on the Edit menu.

Scratch disk is full. Save document.

You will see this message when your scratch disk is full and there is nothing in the clipboard. What you will have to do is move the last page of your document into a new document. Here's how:

1. Click the Save button. You'll go to the Save dialog box.
   - Click Save if you want to update the previous version of the document.
   - Type a new name if you want to save both the previous version and the current version of the document, then click Save.
   - Click Cancel if you want to cancel the changes you made since the last time you saved the document.
2. Go to the last page of the document and choose the Select Page command from the Edit menu.

   The page is highlighted. The entire page, including text, graphics, and page layout features, is selected.
3. Choose the Save As command from the File menu. (The command should appear as "Save Page As.")
4. Type a new name for the document. Be sure to assign a name that is different from that of the original document.
5. Click the Save button.

   The program saves the page as a new document and keeps that document open. Keep in mind, however, that the page still exists at the end of the original document.
6. Before you print the original document, delete the last page.
   a. Open the document and go to the last page.
   b. Select the page using the Select Page command from the Edit menu.
   c. Delete the page using the Clear command from the Edit menu.
   d. Save the document.

"Selection is too large for clipboard" message

This situation can arise when your scratch disk is almost full, and you try to copy a selection to the clipboard.

Your best alternative at this point is to save your document and continue your work in a new document. The act of saving may free up enough space to allow you to complete the last page of the document. If not, follow the instructions for the "Scratch disk is full. Save document" message, page 126.

The other thing you can do is make a smaller clipboard selection. Go back to the text or graphics you wanted to put into the clipboard and select a smaller amount. If you are able to cut or copy and paste this smaller selection, you can repeat the process with another piece of the original selection.

Quick Reference



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Preset options

Printer	
Type	ImageWriter II, Draft mode
Interface card	Apple Super Serial, Slot 1
Sound (beeps on errors)	On
Mouse	
Installed	No
Double-click speed	3 (medium)
International character set	U.S. English
Print	
Copies	1
Page Range	All
Paper Feed	Continuous
Ruler unit of measure	Inches
Document Layout	
Page Size	US Letter (8½" x 11")
Margins	1" all around the page
Columns	1
Page Numbering	Off
Paragraph Format	Left aligned; single spaced; no indentation; no paragraph spacing
Tabs	
Stops	None
Leader	None
Font	Sans serif
Style	Plain
Size	12 point

Mouse and keyboard commands

PAGE MODE

Action	Command
Create square frame	Tilde-drag
Borderless frame	⌘-drag
Move frame in straight line	Tilde-drag

TEXT MODE

Action	Command
Selecting text:	
One or more characters	Drag
Word	Double-click on word
Line	Click in left margin
Sentence	⌘-click in sentence
Paragraph	⌘-click in left margin
Column/page break	Drag
Enter Column/page break	⌘-return

OTHER

Action	Command
Print screen	⌘-4-click
Turn mouse on and off	Control-X

GRAPHICS MODE

Tool	Action	Command
Lasso	Move image	Drag
	Copy and move*	⌘-drag
	Repeated copies*	⌘-⌥-drag
Marquee	Move image	Drag
	Select entire frame (or window if smaller)	Double-click
	Select minimum area	⌘-drag
	Copy and move*	⌥-drag
	Repeated copies*	⌘-⌥-drag
Hand	Switch to page mode	Double-click
Text	Transparent	⌘-click
	Overlay*	⌥-click
Paintbrush	Choose new brush	Double-click
	Transparent	⌘-drag
	Continuous*	⌥-drag
	Transparent and continuous*	⌘-⌥-drag
Pencil	In and out of Zoom	Double-click
	Into Zoom at pencil's location	⌘-click
	Get hand*	⌥
Line	Opaque pattern*	⌥-drag
	Transparent pattern*	⌘-⌥-drag
Eraser	Erase contents of frame (or window if smaller)	Double-click
	Get hand*	⌥
Patterns	Edit pattern	Double-click
Shapes	Black border	Drag
	Black border, transparent pattern	⌘-drag
	Opaque pattern for border and fill*	⌥-drag
	Transparent pattern for border and fill*	⌘-⌥ drag
Other	Draw/paint straight lines	Tilde-drag
	Draw perfect squares and circles	Tilde-drag
	Move selection in a straight line	Tilde-drag

⌥ = Option
*Mouse-only feature

Mouse/Keyboard Equivalents

Term	Mouse	Keyboard
Drag	Hold down mouse button and move mouse	Hold down ⌘ and press arrow key
Click	Press mouse button	Press ⌘
Double-click	Press mouse button twice in rapid succession	Press ⌘ twice in rapid succession

Moving Around in a Document

Action	Command
Go to beginning	Control-B
Go to end	Control-E
Go to scroll bar	Control-S
Small/big arrow steps	Control-C

International character set

To change the preset character set, use the System Setup command on the Springboard menu.

To change your keyboard temporarily, use the command shown in the chart below. After you have entered the desired character(s) use the command that restores your preset language.

Language	Command	Equivalent characters								
U.S.A.*	Control-⍁-A	#	@	[	\	]	^	{	|	}	~
U.K.	Control-⍁-B	£	@	[	\	]	^	{	|	}	~
French	Control-⍁-F	£	à	°	ç	§	^	é	ù	è	¨
Danish	Control-⍁-D	#	@		Ø	Å	^		ø	å	~
Spanish	Control-⍁-E	£	§	¡	Ñ	¿	^	¨	ñ	ç	~
Italian	Control-⍁-I	£	§	°	ç	é	ù	à	ò	è	ì
German	Control-⍁-G	#	§	Ä	Ö	Ü	^	ä	ö	ü	ß
Swedish	Control-⍁-S	#	@	Ä	Ö	Å	^	ä	ö	å	~

*Characters as they appear on standard Apple keyboard.

Springboard menu



About Springboard Publisher...	This command displays copyright information about the Springboard Publisher program.
System Setup...	Use this command to turn the computer's sound on and off, to tell the program whether or not you have a mouse, to set your double-click speed, and to change the preset international character set.
Printer Setup...	Springboard Publisher works with several different kinds of printers. Use this command to tell the program what kind of printer you have.
Scratch Disk Setup...	Use this command to identify your scratch disk. A scratch disk stores your document until you are ready to save it.
Import Text...	This command lets you bring in ASCII text files as well as documents from other word processing applications such as AppleWorks and Bank Street Writer.
Import Graphics...	Springboard Publisher lets you import graphics from outside sources. You can bring in graphics from Springboard Software's *Works of Art, Clip Art Collections* and *The Newsroom*, and Apple Hi-Res graphics from DOS 3.3 and ProDOS.

File menu

File

New ⌘N	The New command lets you start creating a new document. The program displays a blank page in page mode.
Open... ⌘O	The Open command retrieves an existing document from disk. The program displays the first page of the document in page mode.
Close ⌘W	The Close command lets you stop work on one document and begin work on another. If you have made any changes to your document, the program asks if you want to save the changes. You may also close a document by clicking the Close box to the left of the document name.
Save ⌘S	The Save command transfers a document from the scratch disk to a data disk. If you are saving a new document for the first time, the program asks you to give the document a name. If you are saving an existing document, the program saves the document under the existing name, replacing the old version with the new. To protect yourself from losing your work due to a power failure or computer breakdown, it is a good idea to save your documents every fifteen minutes or so.
Save As...	The Save As command lets you save both the pre-edited version and the edited version of a document. When you choose Save As, the program displays the name of the existing document. You may accept this name (replacing the old version with the new), or you may type a new name (creating a new document and also keeping the old version).
Rename...	The Rename command lets you change the name of a document.

Continued

Revert	The Revert command cancels the changes made to a document since you last saved it, allowing you to start over. The Revert command is really a combination of the Close command and the Open command. It closes the document, without saving changes, and then opens it.
Print... ⌘P	The Print command prints all or part of the current document. The program asks you to specify which page(s) you want to print and what kind of paper you are using.
Delete...	The Delete command removes a document from disk. The Delete command cannot be canceled. Use Delete only when you are absolutely certain that you will never again want to edit, review, or print the document.
Format Disk...	The Format Disk command lets you format a floppy disk without leaving Springboard Publisher.
Quit ⌘Q	The Quit command takes you out of Springboard Publisher and into the next application of your choice. If you have made changes to the current document, the program asks if you want to save the changes before you quit.

Edit menu

Edit

Undo ⌘Z	The Undo command cancels your most recent action. It can be used in all three modes—page, text, and graphics. In page mode you can undo the creation, moving, or resizing of a frame. In text mode you can undo the same things that you can undo in page mode. In addition, you can undo typing, the Cut, Paste, or Clear command, or a deletion made with the Delete key. In graphics mode you can undo the same things that you can undo in page mode. In addition, you can undo the Cut, Paste, and Clear commands, and you can undo anything you have done with the pencil, painting tools, shape tools, or the eraser. Whenever you choose Undo, the command changes to Redo. Use Redo to cancel the Undo command and put things back the way they were. If you redo something, you can undo it again.
Cut ⌘X **Copy** ⌘C **Paste** ⌘V	The Cut and Copy commands put selected text or graphics into an off-screen storage area called the clipboard. Cut removes the selection from the page; Copy leaves the selection where it is. Once you Cut or Copy something the Paste command becomes active, so that you can insert the contents of the clipboard anywhere in your document. The contents of the clipboard remain there even if you close one document and open another, so that you can move a selection from one document to another.
Clear	The Clear command, like the Cut command, removes selected text or graphics from a document. Cleared text, however, does not go to the clipboard, so it does not affect any Cut or Copy operation in progress.

Continued

Select Page	This command lets you select all the elements on the page—regular text, text frames, and graphics frames—which is helpful when you want to move an entire page within or between documents.
Select Document	This command lets you select all the regular text in the entire document. It does not select any text frames or graphics frames.
Show Paragraphs	The Show Paragraphs command lets you see where you have pressed Return and Tab. When you choose this command, the program displays the following characters: ↵ for paragraph (wherever you have pressed Return) ▶ for tab These characters appear on-screen only; you cannot print them with the rest of your document. When you choose Show Paragraphs, the command changes to Hide Paragraphs so that you can make the characters disappear.
Show Ruler ⌘R	The ruler can be displayed in text mode or graphics mode to help you position the elements of your page. (In page mode, there are two rulers displayed at all times.) When you choose Show Ruler, the command changes to Hide Ruler so that you can make the ruler disappear.
Define Ruler...	This command lets you change the ruler's unit of measure. The preset option is inches; the other options are centimeters and pixels. Page mode has a horizontal and a vertical ruler which are always displayed. Text mode and graphics mode have a horizontal ruler which can be displayed by choosing the Show Ruler command.

Continued

Hide Tools	In graphics mode this command removes the toolbox from the window, allowing you to see more of your page. When you choose this command, it changes to Show Tools so that you can redisplay the tools.
Hide Palette	In graphics mode this command removes the palette and line width box from the window, allowing you to see more of your page. When you choose this command, it changes to Show Palette so that you can display it again.

Mode menu

Mode

Page	Choosing this command puts you in page mode, in which you can see the entire page at one time. In page mode it's easy to create and move text frames and graphics frames.
Text	Choosing this command puts you in text mode at the top of the current page. You can also enter text mode by double-clicking in the regular text area or in any text frame.
Graphics	Choosing this command puts you in graphics mode in the graphics frame that is closest to the top of the current page. You can also enter graphics mode by double-clicking in any graphics frame.

Layout menu

Layout

Document...	The Document command lets you specify paper size (8½" x 11" or 8½" x 14") and margins (the amount of white space at the top, bottom, and sides of a page or text frame.) Paper size and page margins apply to an entire document; they cannot be changed from one page to the next.
Columns...	This command performs three functions: it sets the number of columns for the regular text area or a text frame; it sets the gutter width (amount of white space between columns); and it lets you change the width of an individual column. You can define columns once for an entire document, or you can change them from page to page.
Page Numbering...	With this command you can specify where on the page you want page numbers to appear, the page numbers' format (numeric, Roman numerals, or alphabetic), the page on which you want to start numbering, and the number that you want to appear on the first numbered page.
Define Text Frame	This command lets you block out an area where you can enter text that is independent from the regular text area. You can define a text frame anywhere on the page, including on top of another text or graphics frame.
Define Graphics Frame	You use this command to block out an area in which you can create or import your illustrations. As with a text frame, you can define a graphics frame anywhere on the page, including on top of another frame.
Set Frame Border...	This command lets you choose a border for a text or graphics frame. The preset border is a solid line one pixel wide. There are 24 borders and four border widths from which to choose. You may also create a frame with no border.

Continued

Bring To Front	When you have put one frame on top of another, you can use this command to put the bottom frame on top of the other frame.
Send To Back	When you select a graphics frame that is underneath another frame, the selected frame comes to the front. When you are done working with the frame, you can choose this command to put it underneath again.

Paragraph menu

Paragraph

Normal	The normal paragraph format defines a paragraph to have left-aligned text, single-spaced lines, and no extra lines before or after each paragraph.
Left **Centered** **Right** **Justified**	This text is aligned left. It is flush to the left margin. This text is centered. This text is aligned right. It is flush to the right margin. This paragraph is justified. A justified paragraph is aligned at both the left and right margins. This format is often used in magazines, newspapers, and other publications.
Single Space **Double Space** **Custom Space...**	With these commands you can specify no extra space between lines of text (single), one blank line between each line of text (double), or any number of pixels (custom, with a maximum of 127 pixels) between each line of text.
Formats... ⌘M	The Formats command provides a dialog box in which you can specify line justification and line spacing (same commands as on Paragraph menu), and these additional features: ■ Paragraph spacing (the number of lines before and after each paragraph) ■ Indentation amounts (how much to indent the left margin, right margin, and first line of a paragraph)
Tabs... ⌘T	The Tabs command lets you determine where to put your tabs and what leader to use to fill the blank space between tabs (none, dots, dashes, or a solid line). Tabs work within, not between, columns.

Font menu

Font

Plain Text	These are the font styles. Several of them can be used in combination (for example, Bold and Italic). The font styles you choose have a checkmark next to them. Choosing Plain Text cancels all the other font styles.
Bold ⌘B	
Italic ⌘I	
Underline all ⌘U	
Underline words	
Underline characters	
Outline	
Shadow	
Superscript	
Subscript	
Inverse	
Formats... ⌘D	In text mode the Formats command provides options for font (Serif, Sans Serif, Old English), font size, and font style (plain, bold, italic, etc.). In graphics mode the Formats command provides the same options as it does in text mode, and it also lets you select vertical and diagonal text.
Character Spacing...	Character spacing refers to the number of pixels between each letter, number, or other character. The preset option varies with each font and font size; you may specify any number from zero to nine.

Graphics menu

Graphics

Zoom	When you select Zoom, the display zooms in to magnify a portion of the graphics frame. This enables you to edit your graphics at the pixel level. Choose the command again when you want to return to the full-sized window.
Flip Horizontal Flip Vertical	These commands flip a marquee selection left to right or top to bottom.
Rotate	This command rotates a marquee selection 90 degrees at a time.
Trace Edges	This command draws an outline around a selection. With a marquee selection, you can use the command repeatedly to trace the edges again and again.
Invert	Invert changes all black pixels in a selected area to white and all white pixels to black.
Special Effects...	The Special Effects command reveals a set of five options that enable you to change the dimensions or orientation of a marquee selection. When you choose one of the options, the marquee sprouts handles on each of its four corners. Then you drag one of the handles to produce the desired effect. ■ Scale makes the entire selection larger or smaller. ■ Distort moves one corner of a selection while the other corners remain in place. ■ Perspective moves the top or bottom corners in opposite directions. ■ Skew moves the top or bottom corners in the same direction. ■ Free Rotate lets you rotate the selection to any angle you desire.

Continued

Mirrors...	When you are using the paintbrush, you can select Mirrors to automatically draw a mirrored image of whatever you draw. You can choose a mirrored effect for brush strokes that are vertical, horizontal, diagonal left, diagonal right, or any combination of the four.
Brushes...	This command lets you change paintbrushes. The program has 35 different paintbrushes. You may also choose this command by double-clicking the paintbrush icon.
Edit Pattern...	With this command, you can make pixel-by-pixel changes to any of Springboard Publisher's built-in fill patterns. When you save the document, the edited pattern is also saved.
Edit Brush...	The Edit Brush command lets you change one of the paintbrush shapes. It works the same as the Edit Pattern command.

Alert box messages

Every so often, you tell the program to do something that it is unable to do. Or you choose a command that cannot be undone, such as deleting a document from your data disk. In these situations, the program displays an alert box. An alert box contains an important message about what your options are.

Listed below are all of the alert box messages contained in Springboard Publisher. Your options are described briefly, and, where necessary, there are page numbers indicating where you may turn for additional information.

Note: Words enclosed in brackets, such as [document name], indicate that the message will contain the actual name of a document or device.

Can't access the disk in Slot x, Drive y.
You have inserted an unreadable disk or specified a nonexistent slot or drive number. (X and Y stand for the numbers that you entered.) Clicking the OK button returns you to the program; from there you can insert another disk and try the command again.

Can't find [disk name] (or directory or document name).
You have probably inserted the wrong disk, or specified a nonexistent directory, or mistyped a document name. Clicking OK returns you to the program. If you want to insert a different disk, do so and then click the Retry button.

Can't put another frame on this page (or in this document).
There are limits of 30 frames per page and 256 frames per document. If you try to exceed that limit, you will see this message. If desired, you can make room by using the Clear command to get rid of some other frame.

Can't read [document name].
There is something (unrelated to Springboard Publisher) wrong with the document. It is possible that your disk has been damaged. If you can open the document using some other program, you may be able to salvage part of it; otherwise, it's a lost cause.

The disk [disk name] is write-protected.
On a 5.25" disk, there is no write-enable notch on the disk, or the notch is covered. On a 3.25" disk, the switch is on write-protect status. Before you write-enable the disk, make sure that you want to write on that particular disk.

The document [document name] is incompatible with the program disk.
Using an old version of Springboard Publisher, you have tried to open a document that was created with a newer version of the program. To open the document, you must quit the old version and insert the new version. Choose Continue if you want to continue working with the old version of the program.

The document [document name] is locked.
Using ProDOS, you have locked a document, making it impossible for Springboard Publisher to do one or more of the following: open, import, rename, or delete the document. If you want to complete the operation, you must return to ProDOS and unlock the document.

Duplicate volumes on line.
You have opened a document, then removed its disk and inserted another disk of the same name. Put your original data disk back in the drive.

Fatal error. You must reboot.
(There may be an identification number in this message.) The program has got itself stuck, and all you can do is start over. Any changes made to your document since the last time you saved, are lost. Click the OK button to restart the program.

Insert the next sheet of paper, then click OK.
You have chosen the Cut Sheet option in the Print dialog box. The program waits while you insert another piece of paper into your printer. When you are ready to continue, click OK or press Return.

Interface card is incompatible with printer.
According to our best information, the interface card you have selected will not work with the selected printer. Click Cancel if you have chosen the wrong printer or interface card by mistake. Click Continue if you are certain that the card and printer you have selected will work together.

Invalid entry.
You have entered a number that is either too large or too small. Click OK, then enter a valid number.

Selection is too large for clipboard.
The size of the document, plus the size of what you want to put into the clipboard, exceeds the capacity of your scratch disk. You must make a smaller clipboard selection or save your document as two separate documents. See Working with large documents, page 125, for more information.

Not enough room on [disk name] (or in volume directory).
There is not enough room on your data disk to save the document, or you have reached the limit of 51 documents in your volume directory. You will have to save the document to a different disk or directory. You can use the Format Disk command on the File menu, if necessary, to format a disk before you save the document.

Printing in progress. Press Esc to quit.
If something goes wrong while you are printing a document, you can press Esc to cancel the operation. When you press Esc, the program returns to your document. If all you want to do is interrupt the printing for a moment (for example, to change ribbons), then press the button on your printer that takes the printer off line.

Replace existing document [document name]?
During a Save As or Rename operation, you have specified the name of an existing document. Click Yes if you want to get rid of the existing document and assign its name to the current document. Click No if you want to keep the existing document, then assign a different name to the document.

Revert to most recently saved version of [document]?
The Revert command closes your document, *without saving any changes you have made*, and then re-opens the document. Click Yes if you want to cancel your changes and continue working on the document. Click No if you want to keep the changes you have made to your document since the last time you saved it.

Save changes to [document name] before closing (or quitting)?
You have made changes to your document since the last time you saved it. Click Yes if you want to save those changes; the program will display the Save dialog box. Click No if you want to close the document without saving the changes.

Scratch disk is full. Cannot do operation.
You have attempted to import or open a document that exceeds the capacity of your scratch disk, or you have tried to import some artwork that would make your current document too large. Your only option is to click the OK button. Then:

- If you want to import a document, you must break up that document into two or more separate documents and import them one at a time.
- If you want to open an existing Springboard Publisher document, you must make your scratch disk bigger (perhaps by switching from a 5.25" disk to a RAM disk).
- If you want to import some artwork, you must break up your Springboard Publisher document into two separate documents, then import the artwork into one of the documents.

  Breaking up a Springboard Publisher document is most easily accomplished by 1) Saving the entire document using the Save or Save As command; 2) Selecting the last page of the document with the Select Page command; and 3) Saving the last page as a new document using the Save As command. For more information, see Scratch disk full messages, page 125.

Scratch disk is full. Erase clipboard or save document.
Your scratch disk is full, making it impossible for you to add more data to your document. However, there is something in the clipboard, and by erasing it, you may be able to fit more data into your document.

Click Erase if it's okay to get rid of whatever is in the clipboard. The program will erase the contents of the clipboard, and you may be able to add more data to your document.

Click Save if you need to keep whatever is in the clipboard; the program will keep the clipboard and display the Save dialog box. After you save the document (or cancel the changes you made since the last time you saved), you should close the document and paste the contents of the clipboard into a different document.

Scratch disk is full. Save document.
Your scratch disk is full. To continue, you will have to save the entire document, then save the last page as a new document. When you click Save, the program will display the Save dialog box. In the Save dialog box you can choose Cancel if you do not want to save the changes made since the last time you saved the document. Then you should use the Select Page command, followed by the Save As command, to save the last page as a new document. See Scratch disk full messages, page 125, for more information.

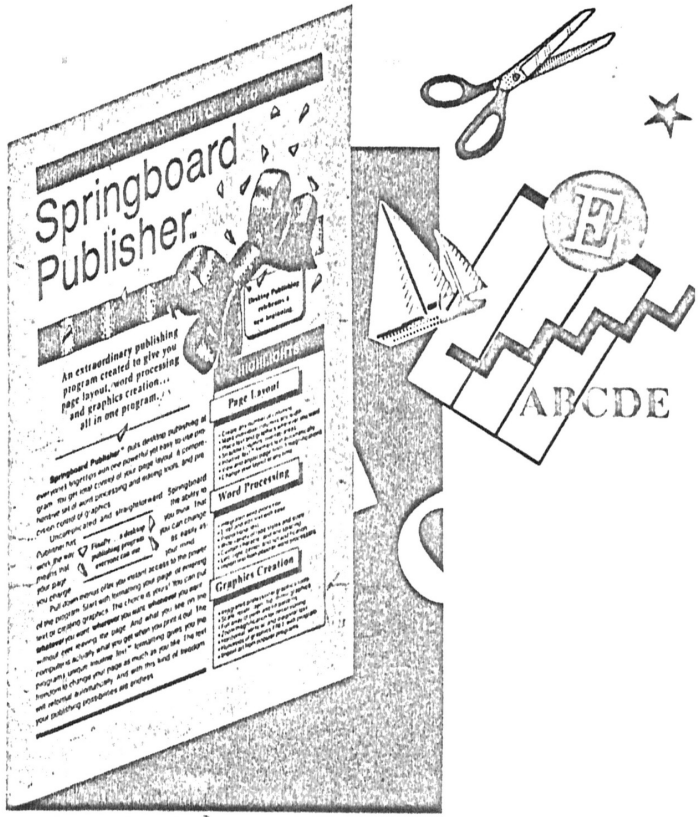
Warning! Are you sure you want to delete [document name]?
Springboard Publisher displays this message as a safety precaution just before it carries out your instructions to delete a document. Click Yes if you want to delete the document; click No if you want to keep the document. Once you have deleted a document, it is gone forever.

Warning! Can't undo this operation.
You have chosen a graphics operation that the program can do, but cannot Undo. If you click OK, the operation cannot be undone with the Undo command. If you click Cancel, you cancel the command. (If you are working with the Paste command, the artwork remains in the clipboard.)

Warning! The contents of the disk in Slot x, Drive y will be lost.
Springboard Publisher displays this message as a safety precaution just before it carries out your instructions to format a disk. Click Yes if you want to format the disk; click No if you want to keep whatever may already be on the disk. Once you have formatted a disk, its previous contents are gone forever.

Warning! This is the last frame you can put on this page (or in this document).
There are limits of 30 frames per page and 256 frames per document. When you hit that limit, you will see this message. Click OK if you want to create the frame; click Cancel if you want to cancel the command.

Works of Art™ Samples

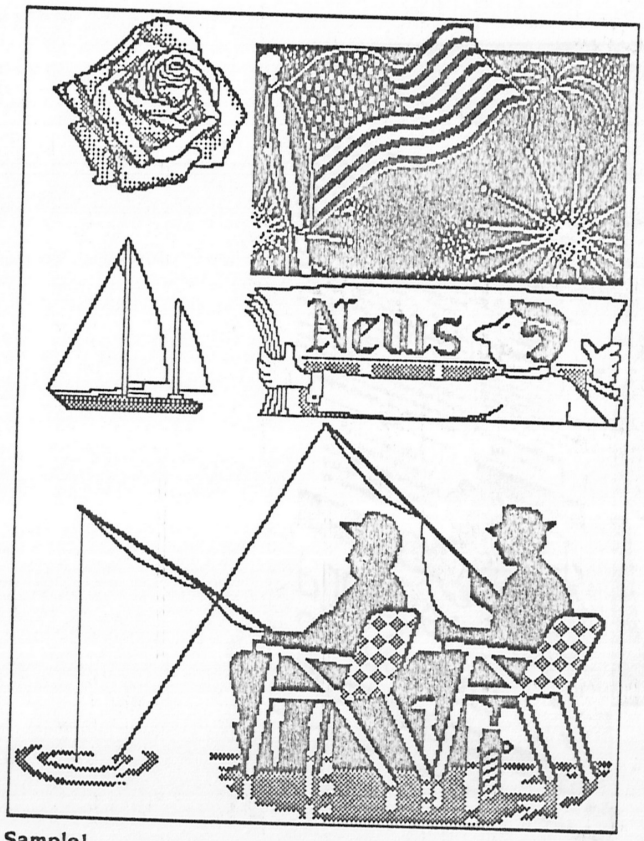


Sample Works of Art

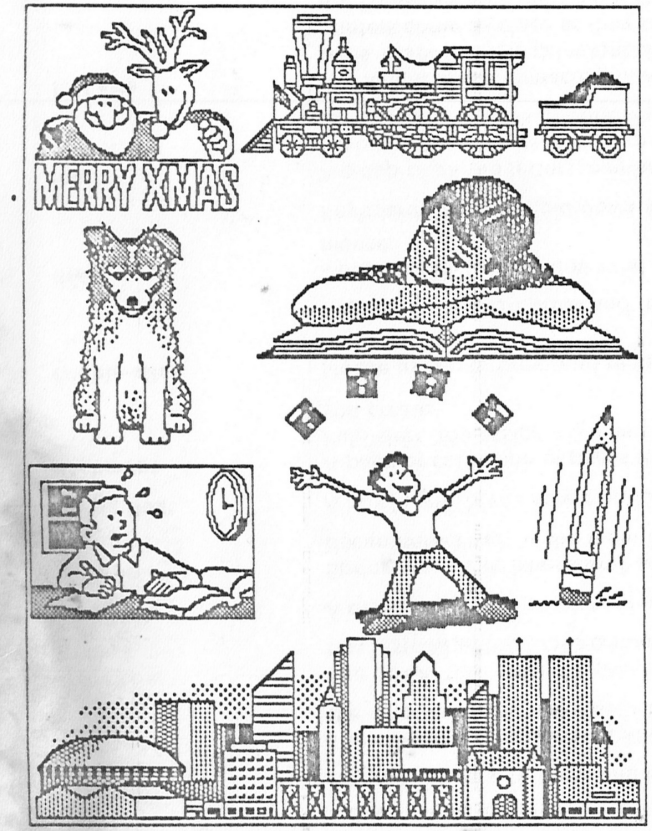
The Master program disk includes samples of the artwork available from Springboard's *Works of Art*. The samples are shown on the opposite page.

The samples are included in the "Samples.art" file on the Master program disk. To import one of these samples into a document, follow the instructions in the Import Graphics section of the Graphics chapter of this manual.

By purchasing Springboard Publisher, you are entitled to receive free one *Works of Art* package. See the Free Works of Art card in the Bonus Pack for details.

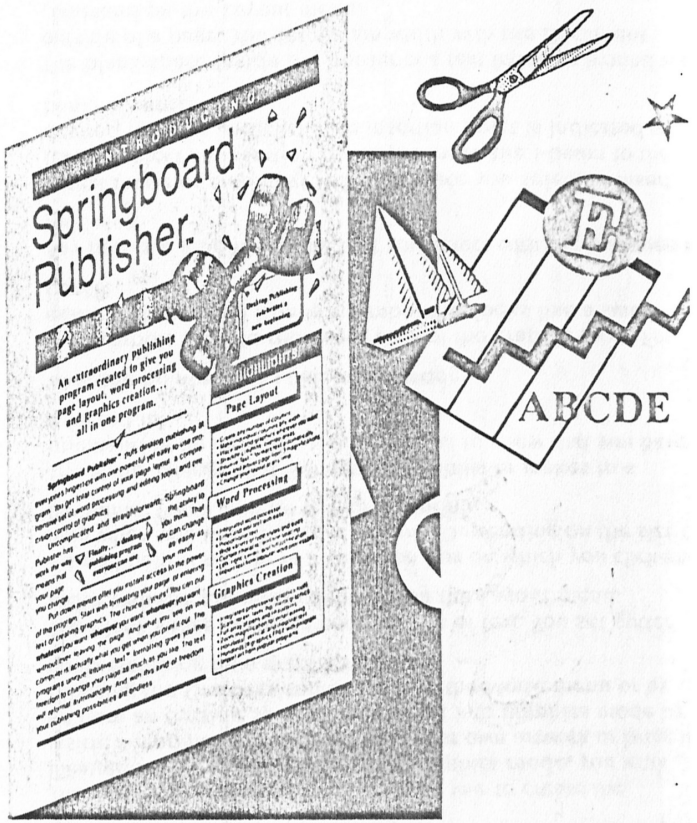


Sample1



Sample2

Glossary



Glossary

artwork Everything inside a graphics frame except the border.

border The line or pattern drawn by the program around a text frame, graphics frame, or one of the shapes (rectangle, oval, etc.) you draw in graphics mode. The preset border is a thin, solid line. There are 24 borders for frames and 36 border patterns for shapes.

button A selection area in a dialog box. You click a button to select an item or turn a feature off and on.

choose To pick a command from a menu. You can choose a command from the menu itself, or, for some commands, you can use a keyboard shortcut.

click Mouse users: to press and release the mouse button.
Keyboard users: to press and release ⌘.

clipboard The off-screen storage area where Springboard Publisher holds the selections you make with the Cut and Copy commands.

close box The box at the left of the title bar. Mouse users can use the close box instead of the Close command to close a document.

data disk A disk you use for permanent storage of your documents.

desktop Springboard Publisher's work area, where it displays your document as well as the menu bar and tools.

dialog box A box in which you select options for a command.

document A page or collection of pages that you create in Springboard Publisher. You assign a document name to each document that you create.

double-click Mouse users: to press and release the mouse button twice in rapid succession.
Keyboard users: to press and release ⌘ twice in rapid succession.

drag Mouse users: to hold down the mouse button and move the mouse.
Keyboard users: to hold down ⌘ and press an arrow key.

font A group of all the letters, numbers, and other characters on your keyboard that has its own unique appearance. Examples of Springboard Publisher fonts: Serif and Sans Serif.

font size The height of the characters in a font. Font size is measured in *points*. Laser printers print font sizes exactly, while dot matrix printers come as close as they can. You choose font sizes from the Formats command on the Fonts menu.

font style A special attribute given to the characters in a font. Examples: **bold**, *italics*, Inverse. You choose font styles from the Font menu.

frame See text frame or graphics frame.

graphics frame An area you create for illustrations.

graphics mode The part of Springboard Publisher you use to create the illustrations for your documents. In graphics mode, you work inside a *graphics frame* to produce your own artwork or bring in art from an outside source. You can get into graphics mode by choosing the Graphics command from the Mode menu or by double-clicking on a graphics frame.

gutter The blank space between each column of text. You set gutter width with the Columns command on the Layout menu.

handle A small hollow square in a selection box on which you click-and-drag when you want to resize a frame. Depending on the size of the frame, there may be 4, 6, or 8 handles.

highlight The visual change that Springboard Publisher makes to a command or an item in a dialog box list to show that you have selected it.

I-beam What the pointer looks like in text mode.

icons The symbols used to represent each of the graphic tools. For example, the pencil icon is a symbol that looks like a small pencil.

image Any part of a graphics frame that you select with the marquee or the lasso.

insertion point In text mode or graphics mode, the place you select to insert text. To select an insertion point, you move the I-beam to the desired location and click. The insertion point is indicated with a blinking vertical line.

margin The blank space inside the border of a text frame or around the outside of a page. You set margin width with the Document command on the Layout menu.

menu A related group of commands, accessible through the menu bar at the top of the screen.

menu bar The area at the top of the screen where the menu items are located.

mouse The physical device used to move the pointer on the screen and to choose and select. Keyboard users can simulate mouse actions with the arrow keys to move the pointer and with ⌘ to choose and select.

page mode

The part of Springboard Publisher you use to do your overall page design. Page mode shows a reduced picture of an entire page on which you can create text frames and graphics frames and perform other page layout tasks. The program enters page mode when you start a new document or open an existing one. You can get into page mode from text mode or graphics mode by choosing the Page command from the Mode menu.

palette

The collection of patterns available in graphics mode. The large rectangle at the left of the palette displays the currently selected pattern.

pattern

A design used by the paintbrush and the filled shapes. Patterns are located in the palette at the bottom of the window in graphics mode. Mouse users may also select a pattern with which to draw lines or borders around shapes.

pixel

Short for **pic**ture **el**ement; the individual units of light that comprise what you see on the screen. Using the Zoom command in graphics mode, you can turn each pixel on and off.

pointer

The symbol that corresponds to the movement of the mouse or pressing of the arrow keys. The pointer's appearance changes according to its function.

preset option

An option used by the program unless you specify something else. For example, the preset number of columns is one. Unless you change that with the Columns command, your page will have one column.

press

To touch and immediately release a key.

regular text area

All parts of your document except the page margins, text frames, and graphics frames. The regular text area is where you enter and edit most of your text.

ruler

The measuring tool displayed by Springboard Publisher to help you position the various elements of your page. In text mode and graphics mode, there is a ruler at the top of the screen; in page mode there is one ruler at the top of the screen and another down the side. The measurements shown on the ruler correspond to the printed page, not to the computer screen. The Edit menu has two ruler commands: you can turn rulers on and off with the Show Ruler command, and you can change the unit of measure (inches, centimeters, or pixels) with the Define Ruler command.

scratch disk

The storage location used by Springboard Publisher to hold yo document until you are ready to save it. In the installation program, you tell Springboard Publisher the location of your scratch disk. You can use the Scratch Disk Setup command on t Springboard menu if you change the name of your scratch disk its location. When you save a document, the program transfers i from the scratch disk to a data disk.

scroll

To move a document under the window. In text mode and graph mode, a document scrolls continuously, as if all the pages were connected. In page mode, a document scrolls from one page t the next.

scroll arrow

The arrow at the top or bottom of a scroll bar. Clicking a scroll arrow moves a document or dialog box list one line at a time. Holding down the mouse button (keyboard users: ⌘) moves document continuously.

scroll bar

The mechanism you use to move a document or dialog box lis under the window. Page mode and text mode have a vertical scroll bar to move the document up and down. Graphics mod has a horizontal scroll bar to move the document from side to side (not accessible to keyboard users).

scroll box

The hollow box in a scroll bar; also called a thumb. Mouse use can drag the box to move a document under the window. Keyboard users can press Control-S to put the pointer on the scroll box, then press the up and down arrow keys to move the document.

select

To identify a certain part of your document for future action. Fo example, in page mode you can select a frame that you want t move. In text mode you can select a paragraph whose format y want to change. In graphics mode you can use the marquee or the lasso to select an image that you want to resize.

selection

In page mode, a text frame or graphics frame that you select by clicking. In text mode, a unit of text (character, word, sentence, etc.) that you select by clicking-and-dragging or some other method. In graphics mode, a part of the graphics frame that yo select with the marquee or the lasso.

selection box

The box that encloses a selected text frame or graphics frame. The selection box is composed of a shaded area, where you click-and-drag to move the frame, and handles, where you click and-drag to resize the frame.

tab stop In text mode, a position on the page you define to line up rows of text or numbers. You use the Tabs command on the Paragraph menu to define tab stops and the Tab key on your keyboard to move the insertion point to a tab stop. Mouse users may also define tab stops by moving the tab characters on the ruler.

text frame An area of a page that you define to hold some special text such as a quotation or a headline. You create text frames with the Define Text Frame command on the Layout menu. In a text frame, the program has all the word processing features available in the regular text area.

text mode The part of Springboard Publisher you use to enter and edit your text. You can get into text mode by choosing the Text command from the Mode menu, or by double-clicking in the regular text area or a text frame.

tilde ~ A key you use to perform special functions in graphics mode.

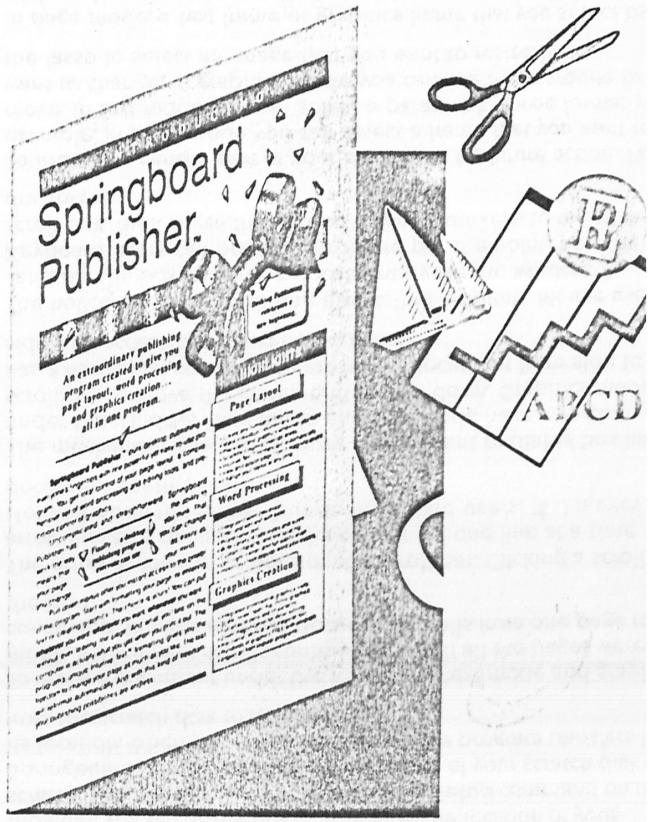
title bar The area near the top of the screen that shows the name of the document that you are working on. The title bar also includes the close box and the document's page number.

tool box In graphics mode, the storage area at the left of the screen for the pencil, paintbrush, and other graphics tools.

window The part of your screen that displays the document you are working on.

wrap What words do to align themselves in columns and around frames. When a word is too long to fit on one line, it wraps automatically to the next line.

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