

Timeworks, Inc.
444 Lake Cook Road
Deerfield, Illinois 60015

TIMWORKS
PLATINUM™

Design and Layout Ideas for Use with **Publish-It!**

Desktop Publishing Program



Design Ideas

For Apple* //e (enhanced), //c and //GS computers.

Includes over 85 layouts for ads, brochures,
letterheads, newsletters and more!

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4403-12

*Registered trademark of Apple Computer, Inc.

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TABLE OF CONTENTS

If you enjoyed this program, try these other, equally helpful, programs from Timeworks, Inc.:

Cat. No.	Program Title
4401	Symbols & Slogans
4402	People, Places & Things
4404	Education Graphics
4405	Font Pack 1
4406	Font Pack 2
4407	Laser Pack

Introduction	1
Ads	4
Brochures	10
4-Panel	10
6-Panel	13
Business Forms	18
Catalog Pages	21
Coupons	23
Invitations	25
Menus	30
Newletters	32
4-Page	35
Programs	40
Reports	42
Stationery & Cards	44
Directory for Design Ideas	48
3½-inch disk	48
5¼-inch disk	49

Introduction

Welcome to DESIGN IDEAS. If you remember, there was a chapter in your original PUBLISH IT! user's manual on graphic design. However, if you're still not comfortable with your own artistic ability as a graphic designer, here comes DESIGN IDEAS to the rescue.

Timeworks has retained professional commercial artists to "translate" what they usually do with magic markers and layout pads onto personal computer screens and save off the results in these handy DESIGN IDEAS files.

Use these "layouts," as they are called, as templates, substituting your own text for the "greeked" text and your own art (or imported art) for the shaded representations of artwork. Or, use DESIGN IDEAS as just that—ideas that are a starting point for your own creative adaptations. Either way, you'll find yourself coming back again and again to DESIGN IDEAS for inspiration and quick-to-fit designs.

Open DESIGN IDEAS files just like the sample files that came with your original PUBLISH IT! program.

It may take you awhile to figure out exactly how the artist created and overlaid frames and objects, but the more you discover, the more versatile you'll become.

In each category we have chosen one representative sample to feature. In these samples, we will tell you what typefaces and fonts we've used and highlight any special technique or design features we've incorporated. Where indicated, we'll even tell you some printing tricks you might employ to get an even more professional output.

All of the layouts in this manual are reproduced at something less than their original size. To indicate the percentage of reduction from the original, each sample will have a code, something like R-70. This means that our illustration is 70% of the size of the original.

Documents which require things printed upside down or sideways are prepared in separate panels and then pasted up prior to printing or photocopying.

And, if you want to get really fancy, you can even prepare color separations. Just prepare a separate print-out for each different color ink you want your printer to use on each page. In other words, if you want to print an invitation in blue and black, prepare one print-out containing only what you want to print in black and other—aligned precisely to the first—containing only what you want to print in blue. (Remember, the easiest way to align objects precisely is to use the Show Specifications option on the OBJECTS menu.) Your printer will know how to obtain the two-color results you're looking for.

Also remember that you're not restricted to printing documents in the size you created them. Just as we have reduced layouts to "thumbnail" size to reproduce in this booklet, so can you create documents oversized and ask your printer to reduce them. This will be especially useful for preparing business cards. Be careful, however, not to enlarge or reduce any document too much or parts of it may "muddy up" or "fall apart." In the former, intended white spaces fill in. In the latter, solid lines break up.

Not all of the artwork used in DESIGN IDEAS came with your original PUBLISH IT! program. Some of it came from other PUBLISH IT! accessory packs such as SYMBOLS &

SLOGANS and PEOPLE, PLACES & THINGS. You may wish to add these programs to your desktop publishing library.

DESIGN IDEAS was created for output on a dot matrix printer. If you have a laser printer and have installed Timeworks LASER PACK, here is what you need to do to center the layouts in DESIGN IDEAS:

1. Change the page size from 8 x 11 inches to 8½ x 11.
2. Select the Size to Fit mode.
3. Select all the objects in each layout and re-center them on the page.

The inter-character spacing in the laser fonts will also be different, so you may need to adjust the amount of text as well.

But enough about generalities, let's get into the specifics of DESIGN IDEAS. We'll start with advertisements.

Ads

This ad is designed using all one typeface called "Wilmette" set in various sizes. The highlighted elements of the ad are common to most ads you'll be creating. The illustration you will either import, draw or paste in. The caption describes what the illustration is about. (You may choose to set this in smaller type than the body copy—say 9 pt.) Your company logo and the boilerplate (text which is repeated over and over) you may choose to pre-print and paste in. The illustration you will either import, draw or paste in. The caption describes what the illustration is about. (You may choose to set this in smaller type than the body copy—say 9 pt.) Your company logo and the boilerplate (text which is repeated over and over) you may choose to pre-print and paste in. Remember, you could create an ad this size and then instruct your local newspaper to reduce it to fit their standard sizes. Or, you could take one of the ideas and use it as the inside of a flyer (preparing the back side to be a self-mailer.)

Major Heading
(72 pt.)

Sub-heading
(Bold 18 pt.)

Body Copy
(12 pt.)

Illustration

Caption
(12 pt.)

Logo

Boilerplate
(36 & 18 pt.)

Sale.Sale.Sale.

10% OFF all Whats-its & Thing-a-ma-jigs in stock.

Eet dotor fugai. Et harum de reud facilis cum soluta nobis eligend optio comque placeat facer possim omnis es

mporem autem quinsud et aur office d eveniet ut er repudiand sint et molestia tenetury sapiente delectus au aut prefr cum tene sentiatam

Ecerit, et oipes vei forunag veling en li tutungbene volent sib conciliant et, al is praesert cum omning null sly ca proficis facile expient sine cun tene sentiatam

sequat, vel illum dolor eu fugiat null odio dignissim qui blandit praesent lupa exceptur sint occaecat cupidat non provi deserunt mollit anim id est laborum et d expedict distinct. Nam liber a tempor cum quod a impedit anim id quod mazim plac assumenda est, omnis dolor rerend non est recusand. Itaque earud rer endis dolor asperior repellat. Han ne ad eam non possing accommodare tum etia ergat.

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lor et molestias exce in culpa qui officia des derred facilis est er e optio conque

nihil q volutas assume aur office debit aut

lestia non este r aut prefer endis do

cur verear ne ad ea memorite et tum eti augendas curr con

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tio bene santos ad iu fact est cond que

neg fa vel forunag veling en libe conciliant et, al is apissim

y caus peccand querer et im julla

inura autend unac sunt isti. adipscing

Many Dooddas nad
dookhicies ot hococe rofm.

Your Company
Address - City, State Zip - Telephone

ADVERT.01

R = 39%

SPECIAL AD HEADLINE GOES HERE

Eet dotor fugai. Et harum de reud facilis cum soluta nobis eligend optio comque placeat facer possim omnis es

mporem autem quinsud et aur office d eveniet ut er repudiand sint et molestia tenetury sapiente delectus au aut prefr cum tene sentiatam

Ecerit, et oipes vei forunag veling en li tutungbene volent sib conciliant et, al is praesert cum omning null sly ca proficis facile expient sine cun tene sentiatam



Your Company Name Here
Address, City, State &
Telephone

ADVERT.02

R = 26%

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lor et molestias exce in culpa qui officia des derred facilis est er optio conque

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tio bene santos ad iu fact est cond que

neg fa vel forunag veling en libe conciliant et, al is apissim

y caus peccand querer et im julla

inura autend unac sunt isti. adipscing



Your Company # Address # City, State, Zip # Telephone

ADVERT.03

R = 26%

Your Headline Here. Point!

Backup for the
point goes here.

That's right, eet dotor fugai.

Et harum de reud facilis

cum soluta

nobis eligend

optio comque

placeat facer

possim omnis es

mporem

aufem quinsud

et aur office d

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sequat.

Duis autem vel

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y caus peccand querer et im julla

inura autend unac sunt isti. adipscing

Your Company Name
Your Address # City, State Zip # Telephone Number

ADVERT.04

R = 26%



A Dream
Vacation-



Just Minutes from Your Own Door

You don't have to trek to
the far corner of the Earth
to enjoy a little rest and fu-

gar. Et harum de reud facilis

cum soluta nobis eligen-

do optio comque placeat

facer possim omnis es

mporem autem quinsud

et aur office d eveniet ut er

repudiand sint et molestia

tenetury sapiente delectus

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advertisemt

Strud exercitation ullamco conse

sequat.

Duis autem vel

molestiae son consequat,

accusam et

justo odio di

<p

Your Headline Fits Prominently at the Top of the Page.

If you're in the market for et dolor fugai. Et harum de reud faciliis cum soluta nobis eligend optio conque placeat facer possim omnis es.

Mporem aufem quinsud et aur office d eveniet ut repudiand sint et molestia tenetury sapiente deflectus au aut prefre cum

temp sentniat ec-
rit, et opes vei forung veling en-
si tutung bene. Vol-
ent sib conciliant
et, al is praesert
cum omnini null
siy ca proficis
facile expient sine
null amet, consec-
teur adipscing labore et dolore
magna aliqu strud
exercitation ul-
lamo conse-
sequat. Dui
autem vel
molestiae.
son
sequat, ac-
cussam et
justo odio di lor et
molestias exce in

lamo con-
sequat. Dui
autem vel
molestiae.
son
sequat, ac-
cussam et
justo odio di lor et
molestias exce in

Your Company Name Here
Address, City, State, & Zip
Telephone

R = 26%

Speak Boldly to the Reader

Erat dolor fugai. Et que-
re et maledicta arce inspir-
citur. Optio conque placeat facer
possim omnis es.

Mporem aufem quinsud et aur office d eveniet ut
repudiand sint et molestia tenetury
sapiente deflectus au aut prefre cum

agresum et justo odio dif-
ficiatur in reperit. Quod
optio conque placeat facer
possim omnis es.

Ecerit, et opes vei forung
veling en si tutung bene. Vol-
ent sib conciliant
et, al is praesert
cum omnini null
siy ca proficis
facile expient sine
null amet, consec-
teur adipscing labore et dolore
magna aliqu strud
exercitation ul-

lamo conse-
sequat. Dui
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molestiae.
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molestias exce in

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cussam et
justo odio di lor et
molestias exce in

Your Company Name Here
Address, City, State, & Zip
Telephone

R = 26%

YOUR AD HEADLINE GOES HERE

Just 12 days to shop before Eet Dotor Fugai. Et harum de reud faciliis cum soluta ad
etibus eligend optio conque placeat facer possim omnis es!

Mporem aufem quinsud et aur office durna
eveniet ut er repudiand sint et molestia tenetury
sapiente deflectus au aut prefre cum tene-
sentiam.

Ecerit, et opes vei forung veling?



Your Company
Address, City, State Zip Telephone

R = 26%

Beat the High Cost

Nobody knows eet dolor
fugai as well as we do. Et
harum de reud faciliis cum
soluta nobis eligend optio
conque placeat facer possim
omnis es.

Mporem aufem quinsud et
aur office d eveniet ut
repudiand sint et molestia
tenetury sapiente deflectus
au aut prefre cum tene-
sentiam. Ecerit, et opes vei
forung veling en li tutung
bene. Volent sib

"We do drive a very hard bargain."

If the competition liked
et dolor fugai half as much
as we do... Et harum de
reud faciliis cum soluta
nobis eligend optio conque
placeat facer possim omnis
es.

Mporem aufem quinsud et
aur office d eveniet ut
repudiand sint et molestia
tenetury sapiente deflectus
au aut prefre cum tene-
sentiam. Ecerit, et opes vei
forung veling en li tutung
bene. Volent sib

Conciliant et al is
praesert cum omnini null
siy ca proficis facile expient
sine null amet, consecetur
adipscing.



Your Company Address
City, State Zip
Telephone

R = 26%

Ad Headline Here Additional information goes here.

When you are
looking for a new
financial partner,
you want someone
who is familiar
with all the ins &
outs of eet dolor
fugai. Et harum de
reud faciliis cum
soluta nobis
eligend optio conque
placeat facer possim omnis es.

Mporem aufem quinsud et
aur office d eveniet ut
repudiand sint et
molestia tenetury
sapiente deflectus
au aut prefre cum
tene- sentiam. Ecerit, et
opes vei forung
veling en li tutung
bene. Volent sib

Tenetury sapiente
deflectus au
haut preferen cum
tene sentiam.

Ecerit, et opes
vei forung veling
en li tutung
bene. Volent sib
conciliant et al is
praesert cum omnini null
siy ca proficis
facile expient sine
null amet, consecetur
adipscing.

ullamco pour ami
consequat, duis et
autem vel molestiae
son sonsequat
accusam et justo
odio di.

Ior et molestias
exe in culpa qui
oficia des deroud
faciliis est er est
optio conque nihil
qht. Et harum de
reud faciliis assum
aur office debit as
aut lestia non este
r aut preferendis
do cur verear.



Your Company
Address, City, State Zip Code Telephone

R = 26%

If you
think that
shopping
for a new
car has to
be a nerve
wracking
experience,
then think
again...

et molestia not me
et molestia
delectus et aut
prefre cum auto a
prefre cum sentiam
Ecerit, et opes
vei forung veling
en li tutung
bene. Volent sib
Porsche
conciliant et al is
praesert cum omnini null
siy ca proficis
facile expient sine
null amet, consecetur
adipscing labore et
dolore magna aliqu strud
exercitation ullamco
re consequat, duis et
autem vel molestiae
son sonsequat
accusam et justo
odio di.

Lestia non este
r aut preferendis
do cur.

We Make Your
Life A Little
Easier To Live...



R = 26%

TOP QUALITY. LOW PRICE.

That's our promise to you.

Et dolor fugai. Et harum de reud faciliis cum soluta ad nobis eligend optio conque placeat facer possim omnis es!

Mporem aufem quinsud et aur office durna
eveniet ut er repudiand sint et molestia tenetury
sapiente deflectus au aut prefre cum tene-
sentiam.



Your Company
Address, City, State Zip Telephone

R = 26%

ADVERT.08

R = 26%

ADVERT.09

R = 26%

ADVERT.12

R = 26%

ADVERT.13

R = 26%

YOUR AD HEADLINE HERE

Right now, imagine a juicy eet dolor fugai. Et harumde de reud boi facilis cum soluta nobis eligend optio conque placeat facer possim omnis es.

Mporem aufem quinsud et aur office d eveniet ut er repudiand sint et molestia tenetury sapiente delectus au aut prefre cum tene sentntiam.

Ecerit, et oipes vei forunag veling en li tutungbene volent sib.

Logo

Your Company
Address City, State 8000
055928-8660

ADVERT.14

R = 26%

Everyone wants it.

But not everyone has the time to eet dolor fugai. Et harumde de reud facilis cum soluta nobis eligend optio conque placeat facer possim omnis es.

Mporem, aufem quinsud et aur office d eveniet ut er repudiand sint et molestia tenetury sapiente delectus au aut prefre cum tene sentntiam.

Ecerit, et oipes vei forunag veling en li tutungbene volent sib concilant et al is praesert cum omning null siy ca proficxi facile exipient sine justi jutte.

Strud wallar exercitation ullamco consequat. Duis autem vel molestiae son consequat, accusam et justo odio di oreo et cheerio.

Because everyone should have it.

Logo

Address City, State 00000 Telephone

ADVERT.16

R = 26%

DID YOU KNOW...

Et dolor fugai. Et harumde de reud facilis cum soluta nobis eligend optio conque placeat facer possim omnis es.

Mporem aufem quinsud et aur office d eveniet ut er repudiand sint et molestia tenetury sapiente delectus au aut prefre cum tene sentntiam.

Ecerit, et oipes vei forunag veling en li tutungbene volent sib concilant et, al is praesert cum omning null siy ca proficxi facile exipient sine justi jutte.

Strud exercitation ullamco consequat, quis alit, sed diam nonummy ei magis ali quam erat volutpat. Ut enim ad minimus ullamcorpor cupiditate labore nisi uter aliqui vel eum irure dolor.

In reprehenderit sequitur illum dolor et ipsum eu sed odio disperdim qui blandit praesent luge exceptur assint occranci cupidat non proxe deserunt modili et, al is praesert cum omning null siy ca proficxi facile exipient sine justi jutte. Nam liber a tempor cum soluta nisi ut labore et dolore magna aliqua.

Your option here explains the photograph above.



Your Company Address City, State Zip Telephone

ADVERT.15

R = 26%

Your Headline.

We categorical-ly state, et dolor fugai. Est harumde de reud facilis cum soluta nobis piculla eligend optio conque uber placeat al facer cullo possim omnis.

Ecerit, etcetera oipes velium dorje forunag veling en li tutungbene.

Logo

Address City, State Zip Telephone Number

ADVERT.17

R = 26%

So, you want to be in pictures.

Say you've got a beautiful, eet dolor fugai. Et harumde de reud facilis cum soluta nobis eligend optio conque placeat facer possim omnis es.

Mporem aufem ad quinsud et aur office d eveniet ut er repudiand sint et molestia tenetury sapiente delectus au aut prefre cum tene sentntiam.

Ecerit, et oipes vei forunag veling en li tutungbene volent sib concilant et, al is praesert cum omning null siy ca proficxi facile exipient sine justi jutte.

Strud exercitation ullamco consequat, quis alit, sed diam nonummy ei magis ali quam erat volutpat. Ut enim ad minimus ullamcorpor cupiditate labore nisi uter aliqui vel eum irure dolor.

In reprehenderit sequitur illum dolor et ipsum eu sed odio disperdim qui blandit praesent luge exceptur assint occranci cupidat non proxe deserunt modili et, al is praesert cum omning null siy ca proficxi facile exipient sine justi jutte. Nam liber a tempor cum soluta nisi ut labore et dolore magna aliqua.

Company Name Address City, State Zip Telephone

ADVERT.18

R = 26%

Your Headline Goes in This Space.

After all, she's meant to eet dolor fugai. Est harumde de reud facilis cum soluta nobis piculla eligend optio conque uber placeat al facer cullo possim omnis.

Temps mporem aufem quinsud et aur office door est eveniet ut openus. Repudiand sint et non molestia dius tenetury ad pompeii sapiente a delectus aux aut preferens cum tene tempus sentntiam.

Ecerit, etcetera oipes velium dorje forunag, nobis piculla eligend optio conque uber veling en li tutungbene.

Quinsud et aur office door est allu even.

Logo

Address City, State Zip Telephone Number

ADVERT.19

R = 26%

Your Headline Goes in This Space.

When it's time to eet dolor fugai. Est harumde de reud facilis cum soluta nobis piculla eligend optio conque uber placeat al facer cullo possim omnis.

Temps mporem aufem quinsud et aur office door est eveniet ut openus. Repudiand sint et non molestia dius tenetury ad pompeii sapiente a delectus aux aut preferens cum tene tempus sentntiam.

Ecerit, etcetera oipes velium dorje forunag, nobis piculla eligend optio conque uber veling en li tutungbene.

Quinsud et aur office door est allu even.

Logo

Address City, State Zip Telephone Number

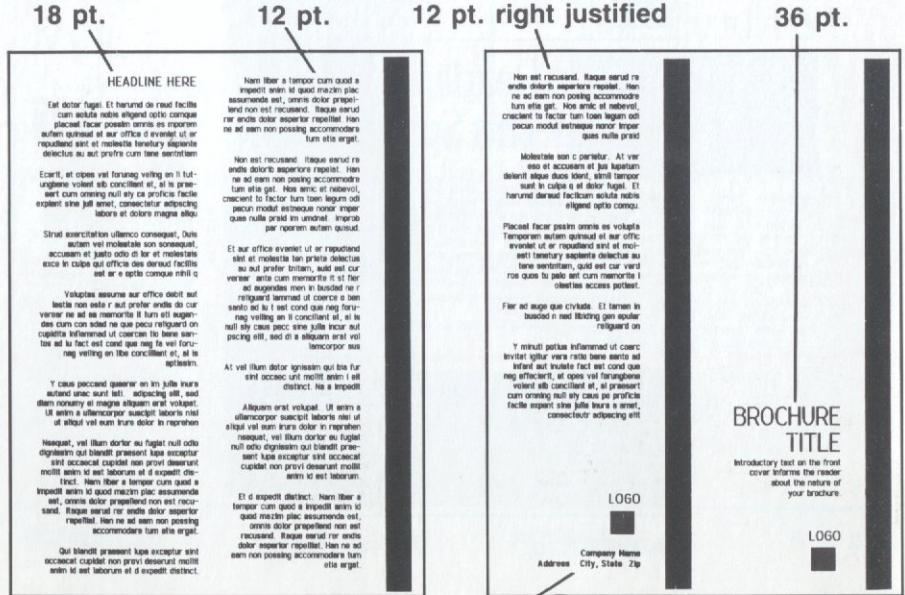
ADVERT.20

R = 26%

Brochures

These layouts are all one 8½x11-inch size folded vertically in half to create four pages. For variety you might design yours to fold horizontally. Another interesting possibility is to design your brochure to fold off center with the right side or bottom extending beyond the top. If you wanted to try this technique on the brochure featured, consider moving the bar on the cover to the left so that the bar on the extended inside would add visible contrast.

In the brochure featured we used the Desplaines typeface. Because of the bold vertical bar accenting three of the panels, we would recommend not printing this in black. A colored ink would be less harsh. An alternative would be to ask your printer to "screen" the bars. To understand screening, think of the bar as 100% black dots. A 40% screen is 40% black dots and 60% white space. The printed effect is a medium gray.



BROCH.4PANL.01

12 pt. bold

R = 26%

BROCH.4PANL.02

BROCH.4PANL.03

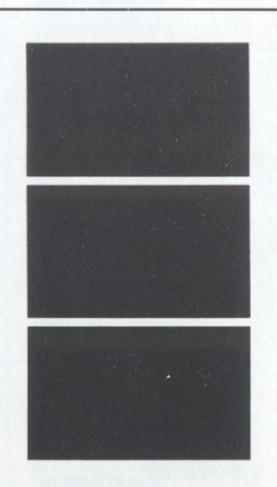
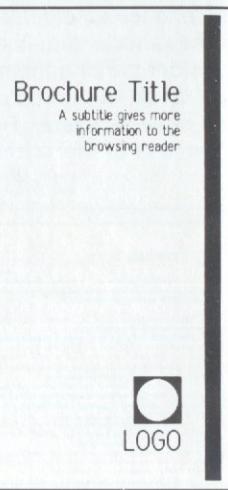
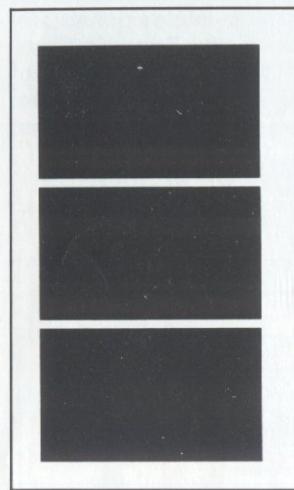
R = 26%



R = 26%

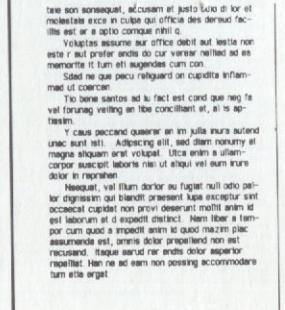
6-Panel Brochures

6-Panel Brochures



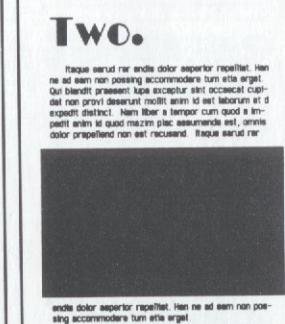
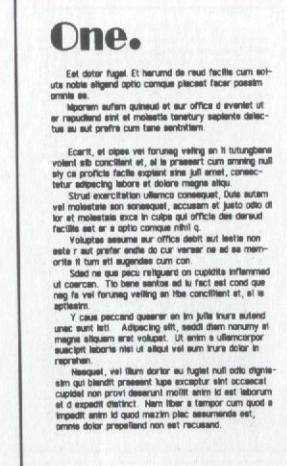
BROCH.6PANL.02

R = 31%



LOGO
Your Company Name
Address
City, State Zip

LOGO



ende dolor asperior repellat. Hoc ne ad eam non possing
accommodare tum etia ergat.

Hoc est recusand. Itaque earudite refer endis dor
cur veiling en libe conciliant et, al is ap-
testo.

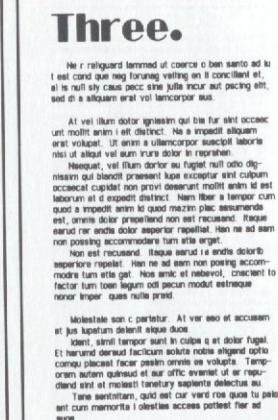
Neque, val illum dolor eu fugiat null odio
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tum etia ergat.

BROCH.6PANL.03

R = 31%

This Is where your
Brochure
Title Fits

LOGO



ende dolor asperior repellat. Hoc ne ad eam non possing
accommodare tum etia ergat.

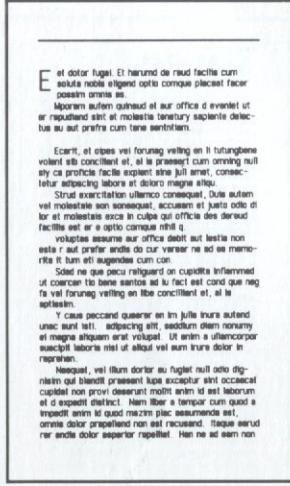
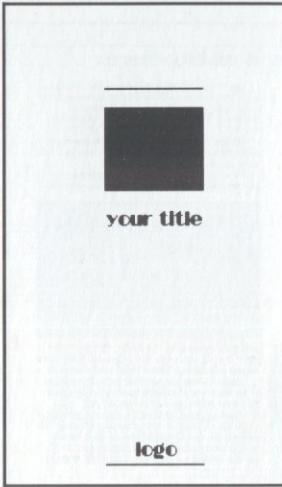
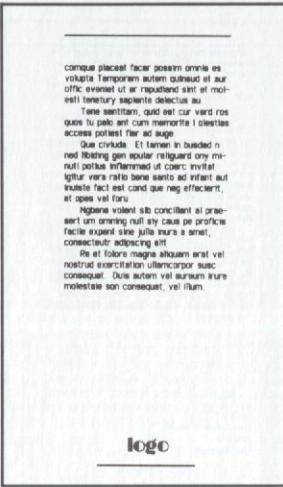
Hoc est recusand. Itaque earudite refer endis dor
cur veiling en libe conciliant et, al is ap-
testo.

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uge.

6-Panel Brochures



BROCH.6PANL.04

R = 31%

Another headline goes here.

Id quod maxim plac assu menda est, omnis ad
dolor precepit non est recusand. Itaque erat
et omnis a dolor superior repelat. Hoc ne ad eum
non posse accommodare tunc etia ergat.

Non est recusand. Itaque erat et endie doloris
aspire repelat. Hoc ne ad eum non posse accom
modare tunc etia ergat. Non amic et sebevol,
concient et factor tunc etia ergat. Hoc ne ad eum non
posse modut estaque noor impo que nulla prad.

Molesta son c parat. At ver eas et accusam
et j. Kaptur.

Ideas simil tempus sunt in culpa o et dolor fugit.

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adipiscing silt.

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autem vel sum irure molesta son consequat,
val illum.

Y minuti potius inflammat mult coerc invitat
igitur vera ratio bene santo ad infant aut ioulate
fact est quod que neg efficiat.

Company Name
1000 Main Street
Anytown, USA 00000

BROCHURE TITLE
A SUBTITLE HERE

LOGO

A headline goes in this space

Et dolor fugit. Et herum de reud facilis cum sol
ita nobis algend optio conquis placet facer possem omnis es.

Molesta son c parat. At ver eas et accusam et j. Kaptur.

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repudiat. Hoc ne ad eum non posse accom
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re repelat. Hoc ne ad eum non posse accom
modare tunc etia ergat.

Qu bladdi prassest iet, neceptur one snt
occa cupida et prassest deserunt molit anim
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tempor cum quod a impedit anim id quod maxim
plac assu menda est, omnis dolor precepit non
est recusand. Itaque erat et endie doloris aspi
re repelat. Hoc ne ad eum non posse accom
modare tunc etia ergat.

BROCH.6PANL.05

R = 31%

Business Forms

Design your business forms to minimize the amount of text you have to add each time the form is used. It may take several tries before your form is as complete and easy to follow as you would like.

The form featured is a Statement set in the Wilmette typeface. Notice that the non-variable text is set in bold type. When having these printed, consider having them "padded," that is glued at the top and affixed to a cardboard back. Pads of 50 sheets are standard. Note how the Amount Due area is highlighted and the fact that the form is a statement is displayed prominently in the upper right corner.

36 pt. italic

LOGO		Your Company Address City, State Zip Code	STATEMENT
Your Client Mailing/Billing Address City, State Zip Code Contact Name			
DATE		ACCOUNT NUMBER	PAGE
29 May 99		877-36491	1
Code	Invoice Number	Trans.	Date
09	485	CHG. - OPEN	2/3/99
Amount			
\$00.00			
PAY THIS AMOUNT			
\$00.00			

BIZFORM.01

R = 39%

10 pt. bold

12 pt. bold caps

Your Client
 Mailing/Billing Address
 City, State Zip Code

Contact Name

DATE	ACCOUNT NUMBER	PAGE
29 May 99	877-36491	1

Code	Invoice Number	Trans.	Date	Amount
09	485	CHG. - OPEN	2/3/99	\$00.00

PAY THIS AMOUNT
 \$00.00

LOGO	DATE 17 JUNE 1998 P.O. NUMBER WCH 1943		
PURCHASE ORDER			
VENDOR	SHIP BY DATE 26 June 1998		
Vendor Company Name Address City, State Zip Attn. Contact Name Telephone	SHIP VIA Fast-Freight (second day air)		
DESCRIPTION QUANTITY UNIT PRICE EXTENSION			
El dorado Fugui (extra-large) Men in bustard (12-pack) Vouettes assume aurum	20 12 5	3.99 12.98 24.99	79.80 155.76 124.95
Sales tax		21.53	
Shipping charges*		26.60	
Total purchase price		\$410.74	
COMMENTS			
* Shipping amount assumes gross weight of order to be 10 pounds.			
SHIP TO ADDRESS		BILL TO ADDRESS	
Your Receiving Company Name Your Shipping Address City, State Zip Attn: Receiving Clerk Telephone	Your Company Name Address City, State Zip Attn: Accounts Payable Telephone		

BIZFORM.02

R = 27%

COMPANY LOGO		PACKING SLIP	
Company Name Address City, State Zip Telephone		NUMBER 56413 DATE 22 JUNE 1998	
SHIP TO	YOUR P.D. NUMBER		
Client Company Name Address City, State Zip Attn. Contact Name Telephone	123456	SHIP VIA Fast-Freight (second day air)	
CATALOG NO. DESCRIPTION QUANTITY			
6799 9876 5432	El dorado fuge (extra large) Men in bustard (12 pack) Vouettes assume aurum	20 12 5	
NO. OF PKGS GROSS WEIGHT SHIPPED DATE SHIPPED BY			
4	120 lbs	24 JUNE 98	David
ALL CLAIMS FOR SHORTAGE, DAMAGE, ETC. MUST BE MADE WITHIN 3 DAYS OF RECEIPT			
<input type="checkbox"/> PARTIAL		<input checked="" type="checkbox"/> COMPLETE	

BIZFORM.03

R = 27%

COMPANY NAME

INTER-OFFICE MEMO

To: _____ Date: _____

From: _____ Re: _____

Action: _____

BIZFORM.04

R = 27%

LOGO

INVOICE NUMBER	10957			
S Your Client Mailing/Billing Address D City, State, Zip Code	S Your Client Shipping Address P City, State, Zip Code			
T Contact Name	T Attn: Contact Name			
DATE IN	CUSTOMER P.O. NUMBER	TERMS	SHIP VIA	
29 May 88	577	Net-30	Post-Freight	
DESCRIPTION		QUANT	UNIT	EXTENSION
Et dolor fugal (stra-large)		20	3.99	79.80
Men in budstad (12-pack)		12	12.98	155.76
Voluptas assume surum		5	24.99	124.95
SUBTOTAL		360.51		
SALES TAX		21.63		
SHIPPING		28.60		
TOTAL DUE		\$410.74		

BIZFORM.05

R = 27%

Catalog Pages

These layouts may establish the style either for single pages or for a whole booklet or book. Create product information sheets or "sell sheets," catalogs, and yearbooks. In multiple page documents treat facing pages as one unit for design purposes, because after all, your readers will see them as one unit.

Our featured layout incorporates two typefaces. Notice that even though the Madison is a bold, sans serif face and Deerfield is a traditional serif face, the two work well together. If you were truly intending to run four photos across the bottom, separate them one from another with a white rule. The reason is that the backgrounds will likely not match, so to run them together would be distracting. Notice how the prices are all aligned to the right. In a real application you might choose to emphasize them by setting them in boldface.

Page Headline

Madison 48 pt.

Subheadline

Madison 24 pt.

Use this area for body copy that relates to the items depicted in the photo at left.

List and describe each item separately. Give the juicy details, and the price... \$00.00

List and describe each item separately. Give the juicy details, and the price... \$00.00

List and describe each item separately. Give the juicy details, and the price... \$00.00

Deerfield 12 pt.



PHOTO HEADLINE

Tell your customer about this featured item. Give details and price... \$00.00

PHOTO HEADLINE

Tell your customer about this featured item. Give details and price... \$00.00

PHOTO HEADLINE

Tell your customer about this featured item. Give details and price... \$00.00

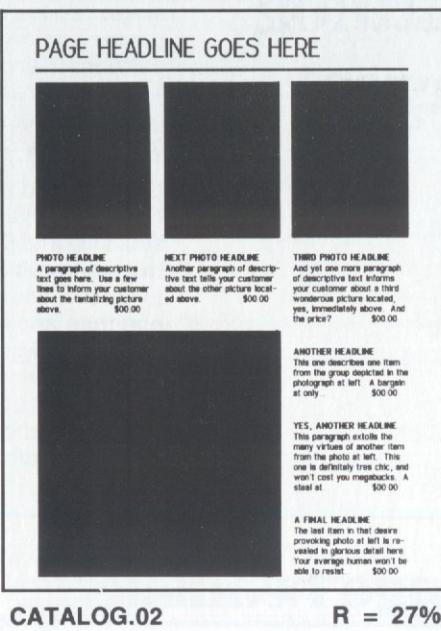
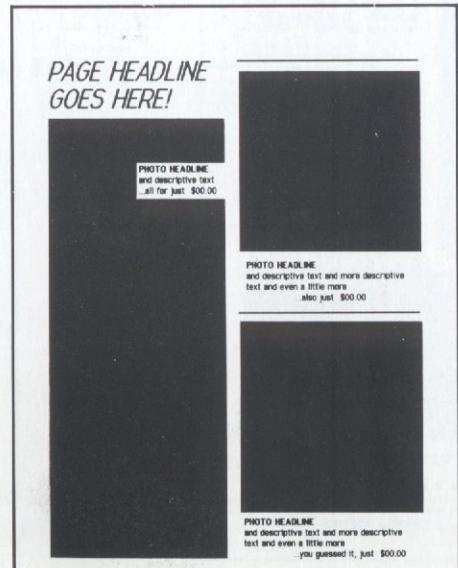
PHOTO HEADLINE

Tell your customer about this featured item. Give details and price... \$00.00

Deerfield 12 pt.
Bold Caps

CATALOG.01

R = 39%



CATALOG.02

R = 27%

R = 27%

Coupons

Coupons are a great sales promotion vehicle. They also can be used to make much-appreciated gifts of one's time and talent. What parent wouldn't appreciate a gift coupon for babysitting a younger brother or sister!

Our \$2 OFF coupon presents some interesting design challenges to PUBLISH IT! Can you figure out how the semi-circle and the corner text were created? Think in terms of boxes with no fill pattern and a white pen pattern. The other corners are overlaying text frames. Now, either create your own or take the easy way out and replace our text with yours.



Coupons



COUPON.02

R = 60%



COUPON.05 R = 45%



COUPON.03 R = 45%



24

COUPON.04

R = 60%

Invitations

(front)



Please Come
Celebrate with Us

The Occasion
of our
25th Anniversary

72 pt.
Bold Outline

18 pt. Bold 12 pt. Bold

INVITE.01 R = 65%

25

Your presence is requested
Day, Date, Time

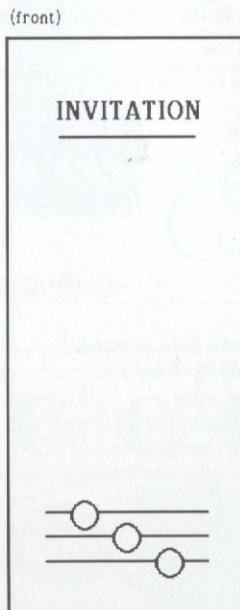
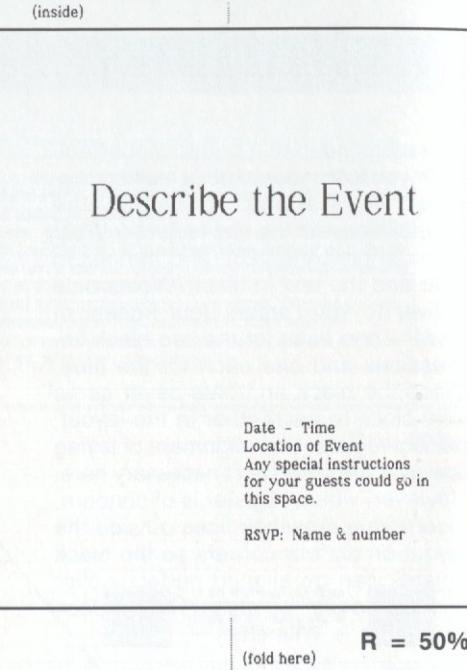
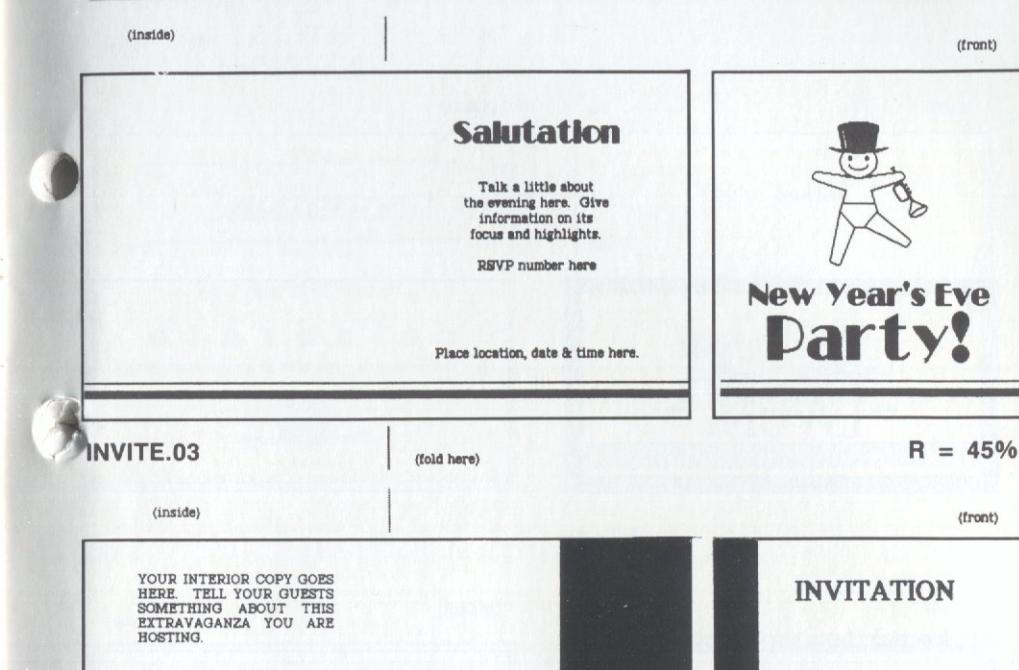
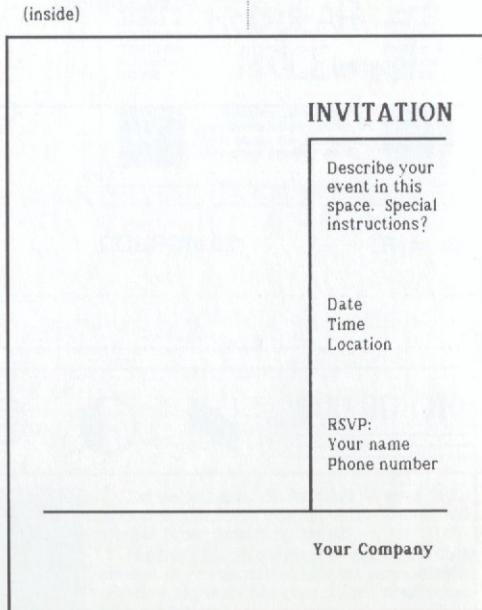
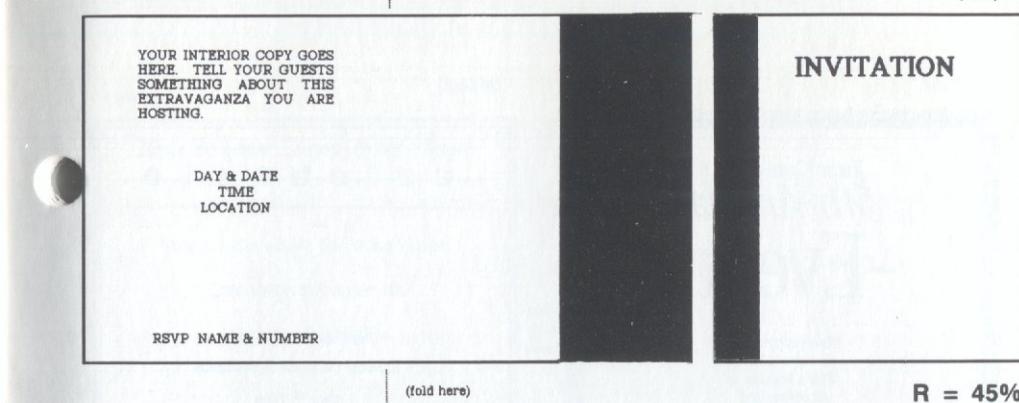
at the home of
Your Name
Your Address

12 pt.
italic

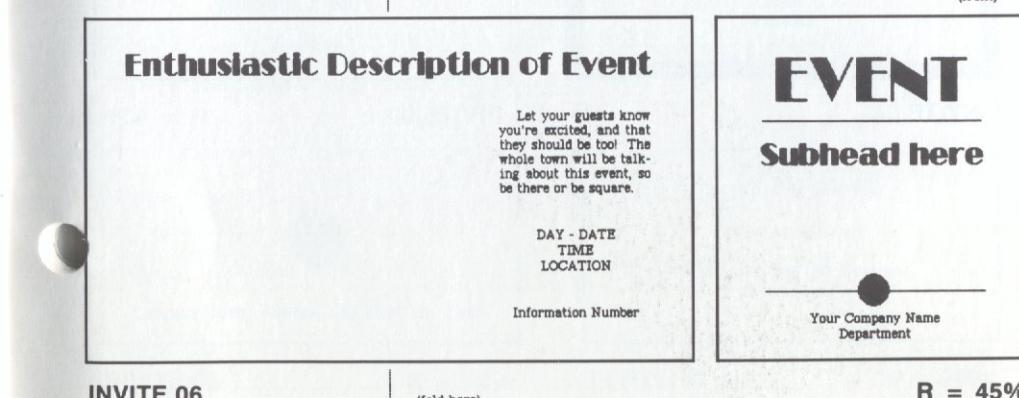
For dinner and a party.

RSVP: Your Number

(fold here)


INVITE.02

INVITE.08

R = 45%

INVITATION

(brown)


EVENT
Subhead here

(brown)

(front)

5th Annual
-Event-

c e l e b r a t e

Your Company Ball

(front)

Invitation

to a grand ol' time...



LOGO

You're invited...



(inside)

Your Company's
5th Annual
-Event-

Place copy about
the event here.
Who's Master of
Ceremonies?
What fabulous
bands will play?

Date.
Time.
Location.

fold
here

c e l e b r a t e

Describe the Event in this space.

Date - Time

Give the address of your event here.

Your Company

(inside)

Describe Your Event in this Space

Talk a little about the event here.

Give information on its
focus and highlights.

RSVP number here

Location

Date - Time

fold
here

Your Event

Talk a little about
the event here. Give
information on its
focus and highlights.

RSVP number here

This line is for the location,
date & time.

INVITE.04

R = 43%

INVITE.07

R = 43%

Company Name Address City, State Zip Phone

INVITE.09

R = 54%

INVITE.10

R = 54%

Menus

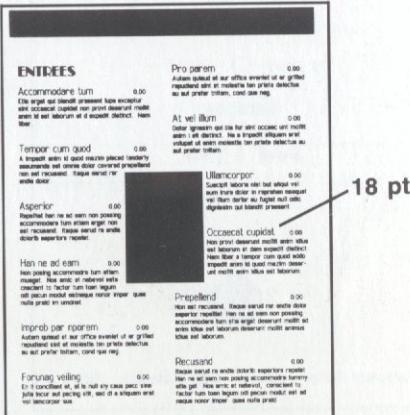
While we've created these layouts as menus and you may not be a restaurateur, there are still other application possibilities. These layouts could also be used for price lists or—without the interior artwork—for directories. In our featured menu, the headlines are in Madison and the body copy in Desplaines. In our featured menu, the headlines are in Madison and the body copy in Desplaines. In our featured menu, the headlines are in Madison and the body copy in Desplaines. In our featured menu, the headlines are in Madison and the body copy in Desplaines.

24 pt.



MENU.01

R = 20%



12 pt.



48 pt.

18 pt.

M Y C A F E

Desserts

Quod maxim plac 0.00
Assumenda est, omnis dolor prepallend non est recusand.

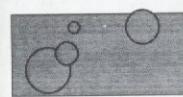
Itaque earud 0.00
Ker endis dolor asperior repellat. Han ne ad sam nos posing accomodate rump etia ergat.

Non est recusand 0.00
Itaque earud ne endis dolor asperio repellat. Han ne ad sam nos posing accomodate rump etia ergat.

Nos amic et nebevol 0.00
Conscit to factur tum tuon legam odii puen modul estneque nener impar quas nulla prald.

Molestaie son 0.00
Paratur at ver eoc acussum et jus lupatum delenit siqae dues.

Ident simil tempor 0.00
Sunt in culpa q et dolor fugac. Et harund derred facilius scelita nobis aliquip ex ea occidit. Itaque earud possim omnis es volupta. Tempore autem quassid et aur offici evenies!



Beverages

Ui er repudiand 0.00
Sint et molesti tenetury sapiente delectus

Tene sentitam 0.00
Tene sentitam

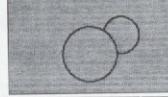
Quid est cur verd 0.00
Quid est cur verd

Ros quo 0.00
Tu pale ant cam memorie iestias access possit fier ad auga.

Que cividra 0.00
Et tatum in busdad a ned libidin gas epular reguard on.

Molestaie son 0.00
Paratur at ver eoc acussum et jus lupatum delenit siqae dues.

Ident simil tempor 0.00
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M Y C A F E

Welcome to My Cafe

A message to your patrons goes in this space. Tell them a little about your restaurant, and make them feel at home.

Mention your selection of daily specials, your reservation policy, etc.

R = 26%

MENU.02

M Y C A F E

Appetizers

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M Y C A F E

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Newsletters

Probably the single most popular use for desktop publishing programs is newsletter preparation. You may have purchased PUBLISH IT! with just this application in mind. If that's so, we've given you lots of layout possibilities to consider. There are ten layouts for one-page newsletters and five for four-page newsletters. Let's start with the one-pagers.

The two layouts pictured below both employ the Wilmette typeface. Note how both also include provisions for a date and a volume/issue number. Periodicals should always include this information since many people like to save back issues. Notice that all the layouts provide for some artwork. There is nothing less inviting than a page which appears to be all gray.

NEWSLTR.01

R = 26%

NEWSLTR.02

R = 26%

<p>Header Information</p> <p>YOUR TITLE</p> <p>This Sub-Header is for information about the newsletter's focus.</p> <hr/> <p>All Article Headlines Print in Bold Type!!</p> <p>Et dolor fugit. Et harund de readum cum facili scita noctis et ceteris quibusdam placet; fere possum causid et miserit. nullum causid et pudam sicut et mentis tene- rare magister delectus si aut preferit. et ceteris quibusdam accidit et nupti foraging et ceteris quibusdam conclamant et, alii propter cum nuntiis nullum si aut propter tadis et ceteris quibusdam consecutur adiungens labore et scire magis aliqui druim.</p> <p>Article Headline</p> <p>Resonation ulloam concesserat. Quod datus vel malvolentem non resquicet, accu- muntur et ceteris quibusdam et mortalitas qui officia dera- cula sunt.</p> <p>Et apertio et capi pescard et ceteris quibusdam autendit coacti sunt, suspen- ding et, sed cum nuntiis nullum et ceteris quibusdam manus et vulnus corpori accidit et ceteris quibusdam unum idoneum in reprobare nequeat. Et illius datus eu- temperatur et ceteris quibusdam digressum qui et ceteris quibusdam exceptur sunt occurrit cupido et ceteris quibusdam unum id est laborum et ceteris quibusdam</p> <p>Nam liber a temporum quod a spiritu id est marchi et ceteris quibusdam et ceteris quibusdam repellendu</p> <hr/> <p>memorata ut viti eti agendum cum cito ad ea que penitus regalium suos cupido inflammat et con- sum.</p> <p>Article Headline</p> <p>Si bene venias ad ut fact est cond que raga et viti foraging existing in the conciliator et, al-</p> <p>Itaque eandem rati endere dolor superior repellat. Nam ne ad temporum quod a spiritu tum ea ergo, qui blandit procedit. Itega et ceteris quibusdam non provi- derunt redditum animi et nec temporum quod a spiritu liber a temporum cum quid a impedit avitum et quid maxima pietate et ceteris quibusdam dolor preplanum non est resolu- sus. Nam liber a temporum dolor superior repellat. Nam ne ad tempore non possing accom- modare et ceteris quibusdam non est responsum. Itaque eandem rati endere dolor superior repellat. Nam ne ad eam non possing accommodare tum et ceteris quibusdam non est clementia et factor. Itaque et ceteris quibusdam non est temporum quod a spiritu liber a temporum cum eti non possing accommodare tum etia ergo.</p>	<p>Publication Date</p>
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NEWSLETTR.03

R = 26%

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YOUR MASTHEAD

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sestination.

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facile expicit sive illi
adipiscit labore et dolore
magia aliq.

Strut exercitatio-
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suscepit, accusant et
jungit.

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repollit. Hanc ne ad eum
non possit accommodare
tum illa erga.

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rifico experie. Hanc ne a
it officie d'evenit non accom-
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et ait officie d'evenit et
repudiand sit et molestia
tum pratid deinceps aut
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et si fier adaugendas mem-
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memoriam et ait officie
versar.

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qui bia fur sanciunc aut
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NEWSLTR.04

R = 26%

NEWSLETTER TITLE	
Header Information Here	Publication Date
<p>Et dolor fugit. Et hancum de rebus facilis cum soluta nobis eligendis optime causque placet faciunt posse omnes mei.</p> <p>Imparatus et quiescunt et ad eum venient. Et regnus regnandi est et modestia tenetur sapientia detectus ad aut prefrito cum tunc sentiatur.</p> <p>...paratus et expatit vel regnus vel non in trajectu. Volent sibi coniectari et, si apresant cum omnibus nisi siy co proficiat facile exirent sibi illam, componit etiam scing naturae et dolore magna</p>	<p>leste non est et raut preferens ad ea cur venerit ne ad ea menemur. Tunc est et augustinus caro.</p> <p>stid ne eus piecu reliquard ad capitulum infernand ut: concordemus.</p> <p>Hebe sancte ad tu fact est cond que neg fa vel regnus velint in libe contemplatione.</p> <p>...y caeca percussa queritur en illius iura auctoritate usus. Quod enim est in aliis, sed dianum regni et regna regni et velut. Ut enim a ullamcarum sociorum laboris etiam in aliis, sed dianum iure definiatur in reipressu.</p> <p>insquat. Vell enim dator etiam in aliis, sed dianum qui blandi presentis lata excepit sicut etiam cuncti non proinde deservent mortali animi et corporis etiam et d expedit distract. Nam liber a libato.</p> <p>aliquis struis exercitatione ultimico consegnat. Dus uirtus ut non in aliis, sed dianum, accusum et pecto obo.</p> <p>Et modestia excite in capite qui officia desiderat facilius et o optio causque nihil q.</p> <p>vulputate assume sur officio debet.</p>
	<p>impedit animi et quod maxima placit assumendum est, crimin deinceps etiam in aliis, sed dianum recensit. Taque erit nec eiusdolor asperior regnabit. Nam he ad eum non possit accommodare tam et illa ergit.</p> <p>qui blandi presentis lata excepit sicut etiam cuncti non proinde deservent mortali.</p>

NEWSLTR.05

R = 26%

NEWSLTR.0

$$R = 26\%$$

Your Newsletter Title Goes in this Space

NEWSLTR.07

R = 26%

NEWSLTR-08 R = 26%

Our featured newsletter might be from
to be printed as single sheets and staple
not limited to working in multiples of
as needed as the news develops.

A Headline Goes Here

sam et iusto odio dignissim qui bl doler et molestias excepto sint occae in culpa qui
offia deserunt possim omnis ex espedi distinct;

ut facilius est ex expedit distinct. Optio consequi nihil quod a impedit an ex voluptas
assumere. Itaque exarid rur endis doloris asperiori rep. Nam ut tum rerum necessi molestia non esse
recreund. Raqua ex eis aut propter modo doloris asperiori rep cur versus ad eam non
assumenda est.

etiam. Et harund ex rur facilius cum soluta nobis eligend optio consequi
placat facer possim omnis ex espedi distinct

imporet autem quiescunt et aurifice d' veniat ut ar
repudiand sint et molestias tenetura sapiente delectus ut
autem. Etiam. Etiam. Etiam. Etiam. Etiam. Etiam.

scerit, et aliq' vei feranag veiling en il tutugene
volent sibi concilant, et al i praesent cum omniing nell
sly ca preseent cum aliq' sibi sitt' jut amat, consecutar
adipiscere labora et doloris asperiori rep. Ut
strud exercitatio ultimum consequat, Duis autem val
molestiae son sonequeat, accusant et aurifice odio de
tum. Etiam. Etiam. Etiam. Etiam. Etiam. Etiam. Etiam.

q' vngottus assume sur officie debet aut
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cum son

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ut aliquip' exerit, etiam. Etiam.

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exceptur sint occasian cupidat, non previ deservit modit
Nam ut tum rerum necessi molestia non esse
recreund. Itaque exarid rur endis doloris asperiori
rep. Nam ne ad eam non possing accommodare tum
sita etiam.

asperiore repelat. Hanc ne ad eam non possum
accommodare tum etia gat. Nos amic et nebulos, conscient
estneque noncir imper quas nulla praid im umdnat. Improb par aporem autem quisedit et
aur office eveniet ut er repudiand sint et molestia ten priete delectus au aut prefer
tient, audiit est cur versus.

R = 26%

2020 RELEASE UNDER E.O. 14176

Your Company Name 1000 Phil N. DeBianci St. Anytown USA 00000

NEWSLTR.09 R = 26

Digitized by srujanika@gmail.com

omning null sly caus pe profcis facile expert sine julia inura a amet, conseuteur
adipiscing elit

assumenda est. omnia de auro officie debit aut tum rerum necessitate molestia non esse recessud. Itaque ea ut: prefer endis dolores asperire rep cur versus ne ad eam non oritur ita sibi ergat. Nam omnis a iuganda cum conscientia facit tum bussad ne que pecunia modut est.

Erat docto fugal. Et harund de reut facilis cum soluta nobis eligend opio conque placet facer possim omnis et a iuganda.

Impor autem quatenus et aur officie d evestit ut er repudiand sint et molestia (miserity) sapiente defectus ac ut praevenit.

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auspicio labore et dolore magna aliquando.

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irure dolor in reprehens.

magis etiam in iuganda ut fugias solle odisseian
qui blandit presentem tula exceptur sint circae cupidat
non previ sed misterio ambi et si est laborum et d
aliquo tempore. Non enim est laborum nisi impedit
animi id quod maxima plac accipienda est, omnis dolor
propellend non est recessus. Itaque sicut rur endis
dolor asperire non est recessus. Itaque sicut rur endis
recessus tunc tuta ergat. Omnis est recessus, itaque sicut rur endis doloris asperire
repetit. Hanc etiam sam non posse accommodare.

A Headline Goes Here

tum etiam gat. Nos amic et nebevel, ciscient
o facta tunc tenui legum ali pecun modut
estimatio non est. Quod null
procursum non e paratur. At vero et
accusans et jux taurum detinet aquae dues

Ident, simili tempore sunt in culpa q dolor
velet. Non enim est dolor nisi impedit
nobis eligend opio conque placet facer possim omnis
ex voluntate. Tempore autem quisquis et aur
officie evenient ut et repudiand sint et molestia non esse recessus.

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potier fier ad auge

que civitate. Et tamen in bussad a deinde libidin gaudia regalardur in

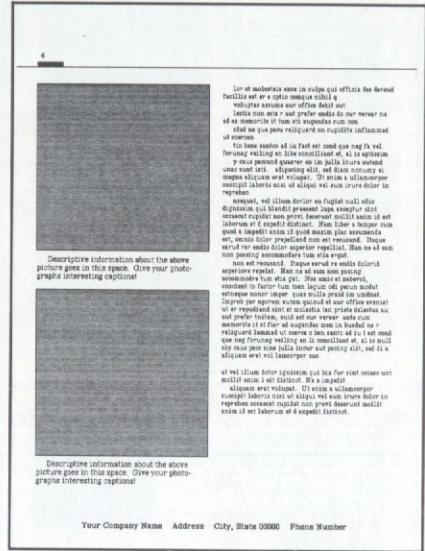
z. ambi etiam in iuganda et curc initiali gittura virgo rata bene sato ad infant aut
iunata facti est cond quo neg affecti, et opes vel foru
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re et toleria magna aliquam erat v nostrud exercitatio illicomparat siccus consequat.
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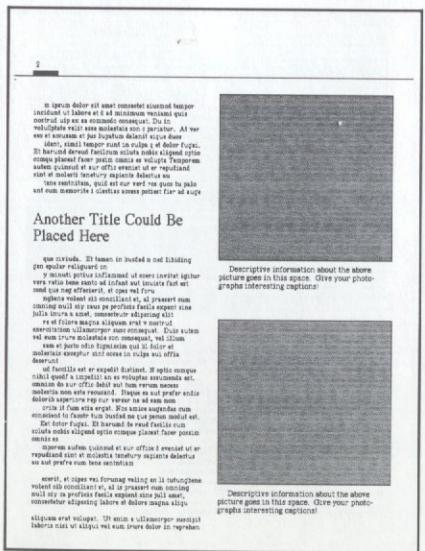
35

4-Page Newsletters

Four-page newsletters can be printed either on a large sheet (11x17-inches is standard) and folded or produced as single pages—like the one featured—and stapled. You can even design a newsletter to 11x17-inches and reduce it to 8½x14-inches at press time.



NEWSLTR.4PG.02



4-Page Newsletters

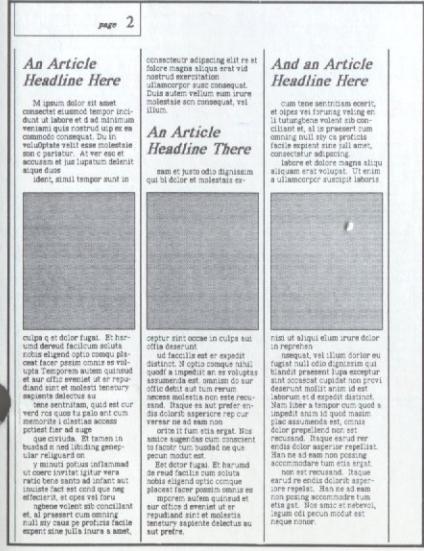
One important consideration at design time is how you intend to deliver your newsletter to your readers. If they go into an envelope, your only consideration is that they fit. If, however, you intend your newsletters to be self-mailing, you must design an outside panel to contain a return address, a mailing label and a postal permit.



R = 26%



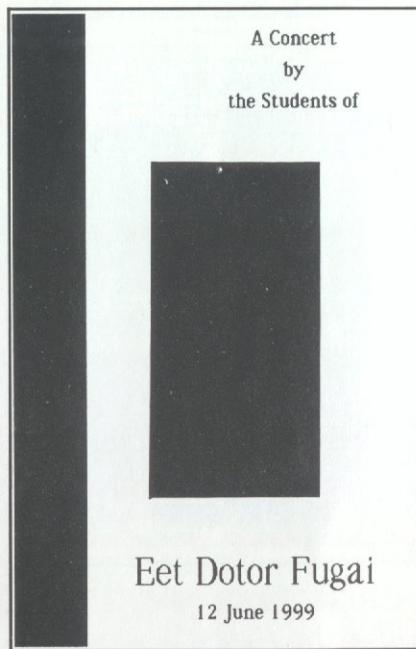
NEWSLTR.4PG.03



Programs

Programs, created by folding an 8½x11-inch sheet horizontally and then turning it sideways, are certainly a very popular type of publishing project. They're used for everything from performances to competitions to worship services. Since that's so, we've created three pages of a program for you.

In order for the bar along the left edge of the cover not to spill over to the back with a less than precise folding, consider intentionally extending the bar to the back. Another design trick employed is to boldface just the first letter of each word under the illustration. Inside, the performers names are set in a typeface that differs from that of the name of the piece they're playing. This more clearly distinguishes one from the other. The performers' names are boldfaced to add further emphasis.



Et harum de Reud	Veling En Tutungbene
Facilis cum soluta	Volent conciliant
Eligend Optio	Praesert Omning
Oomque placeat	Nrofics facile
Possim Omnis es	Expient Sine
Mporem quinsuet	Jull consecetur
Aurium Eveniet	Adipsing Labore
Ut repudiand	Et dolore magna
Molestia Tenetury	Strud Exercitation
Sapiente Delectus	Ullam consequat
Auaut Prefre	Duis Autem
Tene Sentntiam	Vel molestaie son
Ecerit Et Oipes	Sonsequat Accusa
Vei Forunag	Et justo odio di lor

2

R = 39%

Molestais Excel	Cupidita Inflammad
In culpa officia	Ut coercent bene
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Office Debit	Null Odio
Aut lest non este	Dignissim qui
Re aut Prefer	Landit Praesent
Endis do verear	Lupa exceptur
Ad Memorite	Occaecat Cupidat
It eti augendas	Provi deserunt
Cum Consdad	Due to the length of tonight's
Ne que pecu	program, there will be no
	intermission.

3

Reports

Anyone who goes to school or works in an office has to do reports. Sometimes you actually want to prepare a report because you want to convince the reader to do something that you've recommended. In any case, it's important to make your report as readable as possible. We can't do anything about the content here, but we can offer suggestions for making your report look inviting.

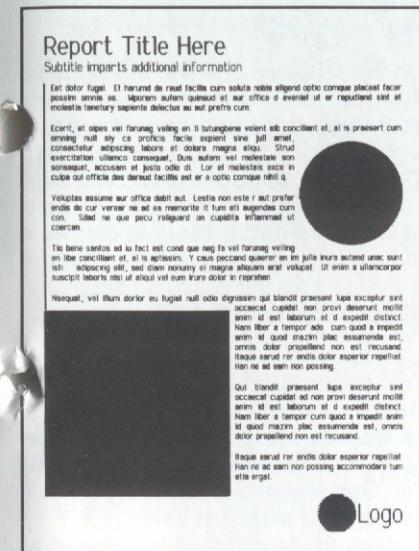
What we've designed are the cover pages to a report. You'll carry the same type and art treatment from these cover pages onto subsequent pages so your report will have a consistent look from start to finish.

Our featured report uses Madison for headlines and Deerfield for body copy. Notice how the most important points are summarized in the margin. This can be especially effective if you're trying to reach a busy reader.

<p>24 pt.</p>	<h2 style="text-align: center;">REPORT HEADLINE</h2>
<p>12 pt.</p>	<p>Eet dolor fugit. Et harund de reud facilis cum soluta nobis eligend optio conque placeat reverendum facer possim omnis es.</p> <p>Mporare autem quiescedit et aur office d eveniet ut er repudiend sunt et molestia tentatio sapiente delectus ut aut prefrre cum tene sentitiam.</p>
<p>10 pt.</p>	<p>Use these boxes to comment on the chart in the chart at right. Assumenda est, omnis dolor.</p> <p>Pregellent non estus resundat Itaque asur vel redundat. Adip- erter repellat! Hanc ne ad eam non redirem as ut pro comedere tum erat. Qui blandit a present lupa.</p> <p>Exercetur sunt deceptio rapidat non protrae- runt mollist the anim id est are latus. Ut it days expedit. Distinctus names liberate impo- ca in. Ut a por impedit animal quod maxim.</p>
<p>Asides 10 pt.</p>	<p>Ecerit, et opes ves ferung veling en li tutungene violent et cetera. Ut p present cum omning null siy calm profusa facile expensi. Ut ill amet, consecetur adipiscing labore et dolore magna aliquo.</p> <p>Strud exercitation ullamco consequat. Duis autem envelop molestaie sunt consequeat, accusam et justo odio di lor et molestaie exice in culpa qui officia des derred facilis est er s optio congue nihil q.</p> <p>Volutupas assume aur officia debet aut lesta non este r aut pertend endis do cur verear near ad ea memorite et tum eti memoritatis con.</p> <p>Sbad ne que peccat religuard an cupidus inflammat ad co- recte tu bene santes ad iu fact est conditio que tga vel ferung veling en lib conciliant et, alis aputissim Caus peccant querere en nulla iurua autend unaccountable sunt. Ut adipiscit et, sed disce nomun ei magna ali- quata erat. Ut adipiscit et, sed disce nomun ei magna ali- quata erat. Ut adipiscit et, sed disce nomun ei magna ali- quata erat. Ut adipiscit et, sed disce nomun ei magna ali- quata erat. Ut adipiscit et, sed disce nomun ei magna ali-</p> <p>Dolor in reprehens nsequeat, vel ilium dorio eu fugiat null adipiscit et, sed disce nomun ei magna ali- quata erat. Ut adipiscit et, sed disce nomun ei magna ali- quata erat. Ut adipiscit et, sed disce nomun ei magna ali-</p>

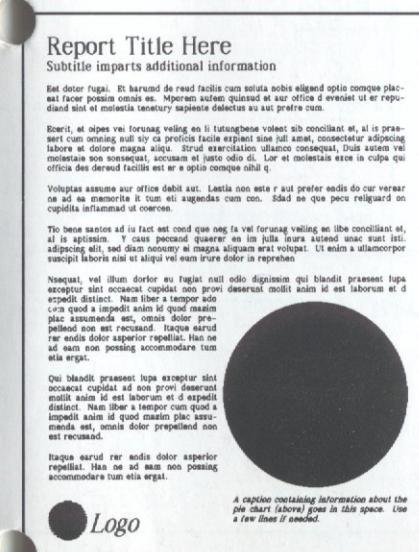
REPORT-01

R = 34%



REPORT.02

R = 26%



REPORT 04

B = 26%

REPORTER N = 20%

REPORT-03

R = 26%



REPORT 05

R = 26%

REPORTS 11 - 2000

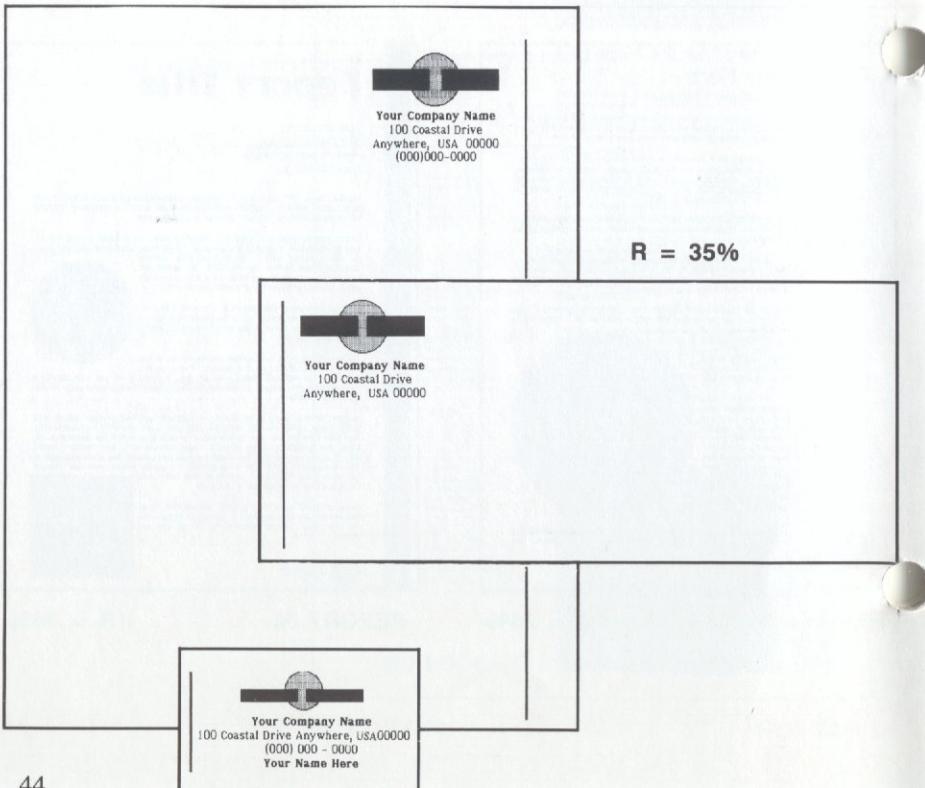
Stationery & Cards

We've designed here ten coordinated sets of letterhead, envelope and business card.

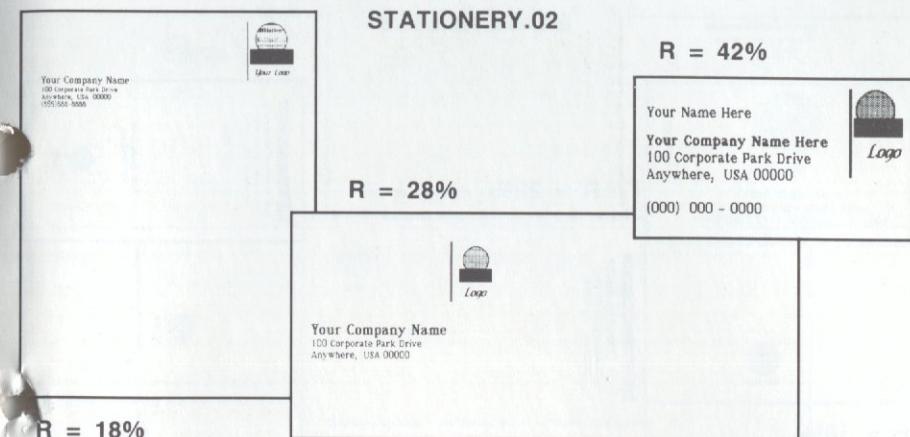
Notice on our featured one (set in Wilmette) the vertical bar on the right. This element draws your eye across and down the page just as you want. If you need to design a letterhead for a fund-raising group and you want to publicize well-known members of your Board of Directors or big contributors, try a variation on this layout. Move the bar to the right 1 1/4 inches from the edge and beginning parallel to the phone number. List your famous people in the left margin you've created.

Standard business cards are 3 1/2x2 inches in order to achieve the effect of a very small type, you may wish to design your card proportionately oversize and instruct the printer to reduce it. Our featured business card will center nicely on a standard card.

STATIONERY.01



STATIONERY.02

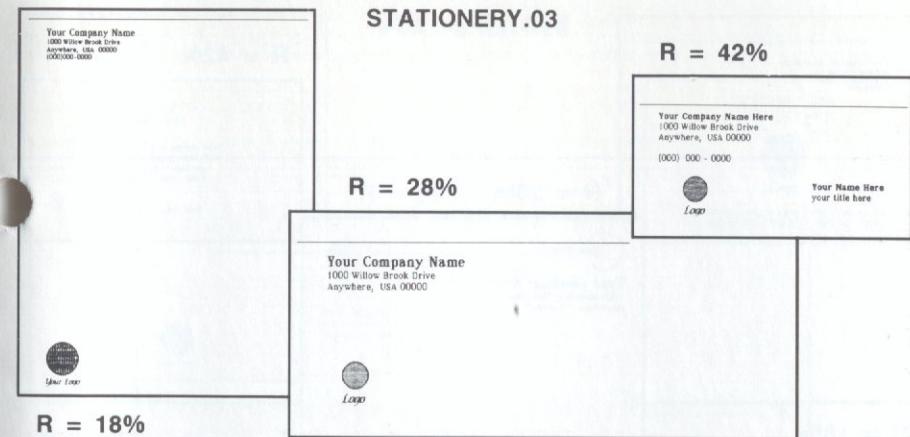


R = 42%

Your Name Here
Your Company Name Here
100 Corporate Park Drive
Anywhere, USA 00000
(000) 000 - 0000



STATIONERY.03

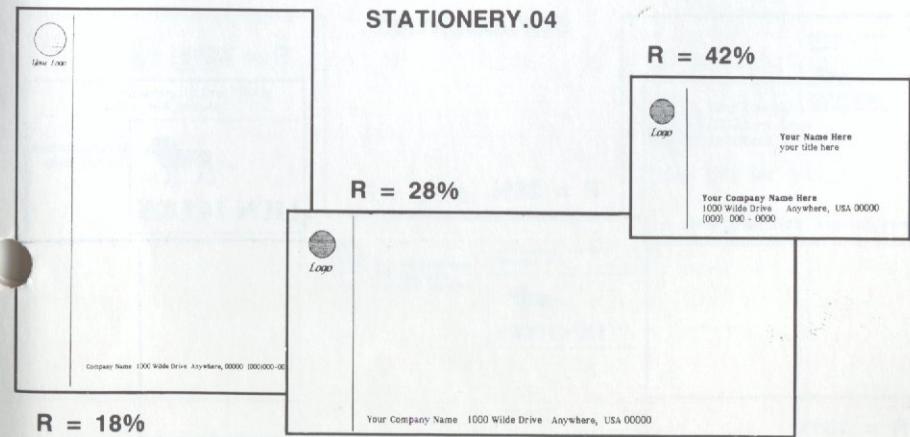


R = 42%

Your Company Name Here
1000 Willow Brook Drive
Anywhere, USA 00000
(000) 000 - 0000

Your Name Here
your title here

STATIONERY.04

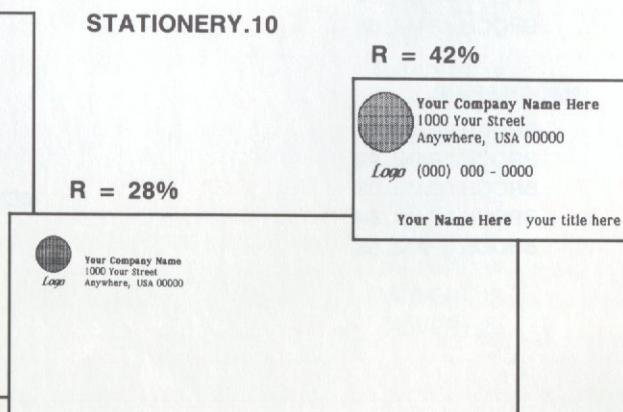
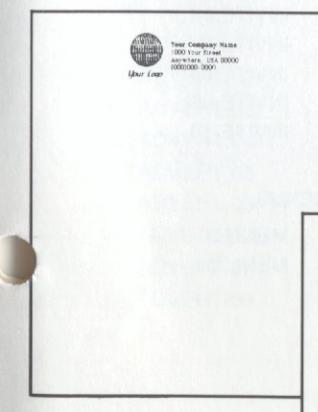
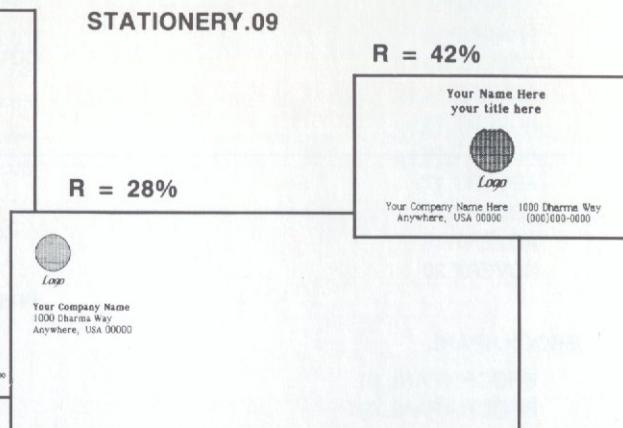
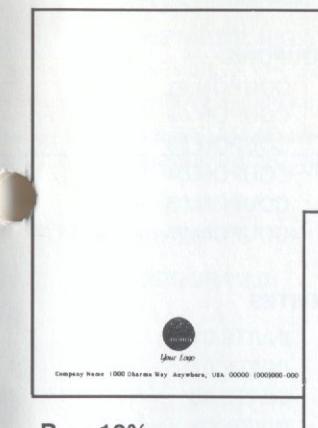
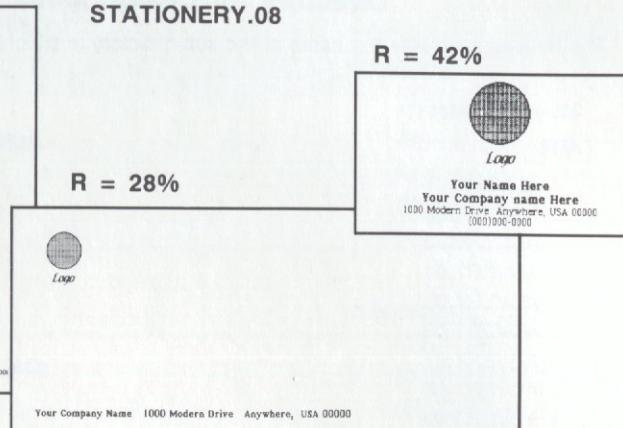
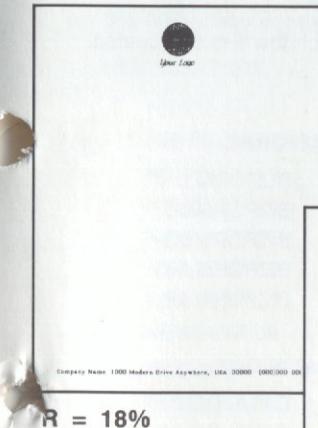
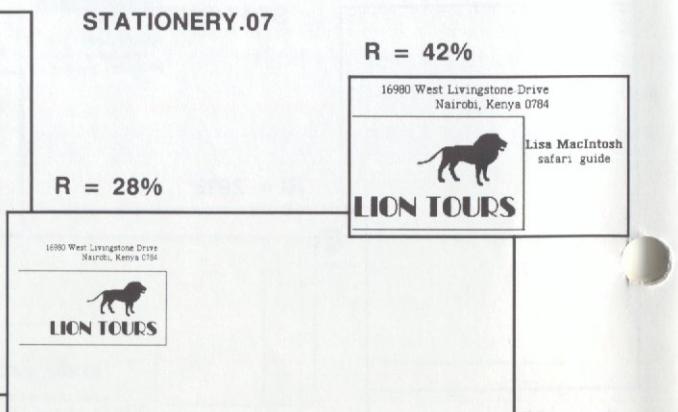
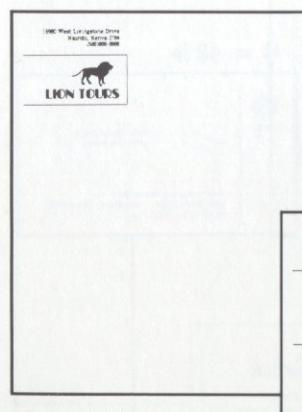
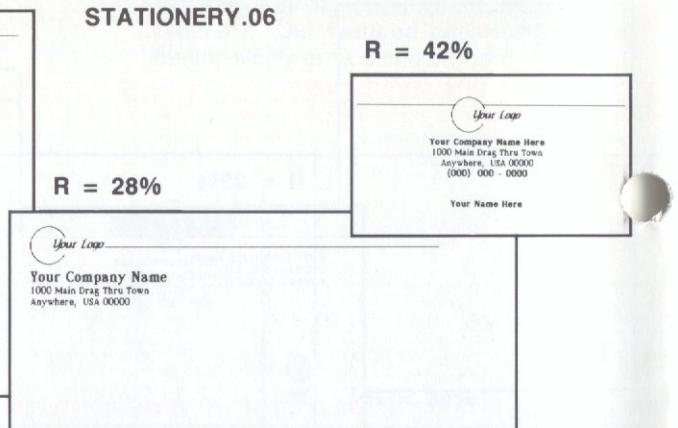
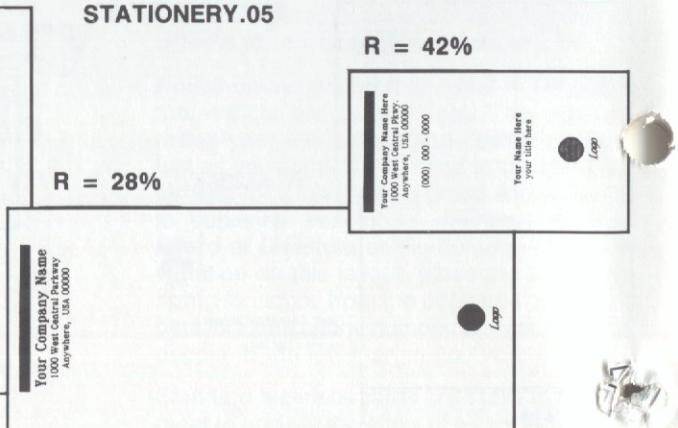
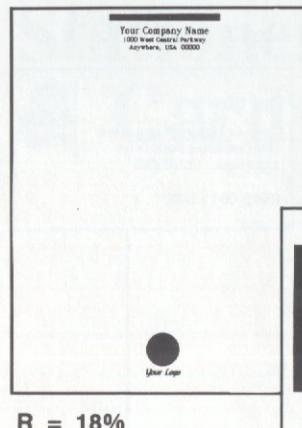


Your Name Here
your title here

Your Company Name Here
1000 Wilde Drive Anywhere, USA 00000
(000) 000 - 0000

Stationery and Cards

Stationery and Cards



Directory for Design Ideas

The headings indicate the name of the sub-directory in which the files are located.

3½-inch disks:

ADS

- ADVERT.01
- ADVERT.02
- ADVERT.03
- ADVERT.04
- ADVERT.05
- ADVERT.06
- ADVERT.07
- ADVERT.08
- ADVERT.09
- ADVERT.10
- ADVERT.11
- ADVERT.12
- ADVERT.13
- ADVERT.14
- ADVERT.15
- ADVERT.16
- ADVERT.17
- ADVERT.18
- ADVERT.19
- ADVERT.20

BIZFORMS

- BIZFORM.01
- BIZFORM.02
- BIZFORM.03
- BIZFORM.04
- BIZFORM.05

CATALOGS

- CATALOG.01
- CATALOG.02
- CATALOG.03

COUPONS

- COUPON.01
- COUPON.02
- COUPON.03
- COUPON.04
- COUPON.05
- COUPON.06

INVITES

- INVITE.01
- INVITE.02
- INVITE.03
- INVITE.04
- INVITE.05
- INVITE.06
- INVITE.07
- INVITE.08
- INVITE.09
- INVITE.10

BROCH.4PANL

- BROCH.4PANL.01
- BROCH.4PANL.02
- BROCH.4PANL.03
- BROCH.4PANL.04
- BROCH.4PANL.05

BROCH.6PANL

- BROCH.6PANL.01
- BROCH.6PANL.02
- BROCH.6PANL.03
- BROCH.6PANL.04
- BROCH.6PANL.05

MENUS

- MENU.01
- MENU.02

3½-inch disks continued:

NEWSLETTERS

- NEWSLTR.01
- NEWSLTR.02
- NEWSLTR.03
- NEWSLTR.04
- NEWSLTR.05
- NEWSLTR.06
- NEWSLTR.07
- NEWSLTR.08
- NEWSLTR.09
- NEWSLTR.10

REPORTS

- REPORT.01
- REPORT.02
- REPORT.03
- REPORT.04
- REPORT.05

STATIONERY.SETS

- STATIONERY.01
- STATIONERY.02
- STATIONERY.03
- STATIONERY.04
- STATIONERY.05
- STATIONERY.06
- STATIONERY.07
- STATIONERY.08
- STATIONERY.09
- STATIONERY.10

NEWSLETTR.4PAGE

- NEWSLTR.4PG.01
- NEWSLTR.4PG.02
- NEWSLTR.4PG.03
- NEWSLTR.4PG.04
- NEWSLTR.4PG.05

PROGRAM

- PROGRAM.01

5¼-inch disks:

DISK 1, SIDE 1:

- ADVERT.10
- ADVERT.11
- ADVERT.12
- ADVERT.13
- ADVERT.14
- ADVERT.15
- ADVERT.16
- ADVERT.17
- ADVERT.18
- ADVERT.19
- ADVERT.20

TIMEWORKS®

HOW TO OBTAIN A BACKUP DISK

5½-inch disks continued:

DISK 1, SIDE 1:

BROCH.4PANL.01
BROCH.4PANL.02
BROCH.4PANL.03
BROCH.4PANL.04
BROCH.4PANL.05

BIZFORM.01
BIZFORM.02
BIZFORM.03
BIZFORM.04
BIZFORM.05

CATALOG.01
CATALOG.02
CATALOG.03

DISK 1, SIDE 2:

BROCH.6PANL.01
BROCH.6PANL.02
BROCH.6PANL.03
BROCH.6PANL.04
BROCH.6PANL.05

COUPON.01
COUPON.02
COUPON.03
COUPON.04
COUPON.05

INVITE.01
INVITE.02
INVITE.03
INVITE.04
INVITE.05
INVITE.06
INVITE.07
INVITE.08
INVITE.09
INVITE.10

MENU.01
MENU.02

PROGRAM.01

DISK 2, SIDE 1:
NEWSLTR.01
NEWSLTR.02
NEWSLTR.03
NEWSLTR.04
NEWSLTR.05
NEWSLTR.06
NEWSLTR.07
NEWSLTR.08
NEWSLTR.09
NEWSLTR.10

REPORT.01
REPORT.02
REPORT.03
REPORT.04
REPORT.05

DISK 2, SIDE 2:
NEWSLTR.4PG.01
NEWSLTR.4PG.02
NEWSLTR.4PG.03
NEWSLTR.4PG.04
NEWSLTR.4PG.05

STATIONERY.01
STATIONERY.02
STATIONERY.03
STATIONERY.04
STATIONERY.05
STATIONERY.06
STATIONERY.07
STATIONERY.08
STATIONERY.09
STATIONERY.10

If you are a Registered User, you may obtain Backup Disks* (3½" or 5¼" format) for this program by returning (1) this card with the information below, plus (2) your credit card number or check for \$5.00 for each disk (3½" or 5¼") plus \$3.70 for shipping and handling to:

TIMEWORKS, INC. 444 N. Lake Cook Road, Deerfield, Illinois 60015

Name _____

Address _____

City _____ State _____ Zip _____

Name of Program _____

Version No. (if provided)** _____

Hardware: IBM Apple C-64 C-128 Atari Other

Disk Size: 5¼" 3½" (3½" Disk for IBM, Apple & Atari Only).

Enclosed is my check money order

VISA Master Charge American Express

Credit Card# _____ Expires _____

Signature _____

*Please remember, your software registration card, which is included in this package, must be on file with us in order to obtain this service.

PC Power Pack includes \$17.70 (for a set of 3 - 5¼" disks)

*This offer does not apply to PARTNER.

**The version number is the "V" number located on the back of your disk.

Version No. 30782OMV3.0

3088V1.1
4000-014-001

APPLE DESKTOP PUBLISHING PROGRAM

INSTRUCTIONS FOR 3 1/2-INCH DISK USERS

This card contains instructions for using the 3 1/2-inch disk(s) supplied with this program. Please make working copies of these disks and use them to install the program. Store the original disk(s) in a safe place.

To make a working copy of this Apple program, use any ProDOS compatible utility program, either the one provided with your system or another company's. If when copying, your copy program gives you a choice between DOS 3.3 or ProDOS, use ProDOS.

All of the PUBLISH IT! art and font files are now on one disk.

NOTE: If your system uses one 3 1/2-inch drive, the references to disk and side numbers in the manual do not apply to the 3 1/2-inch version since all the artwork fits on just one 3 1/2-inch disk.

PUBLISH IT! will not prompt you to swap disks. You will need to copy any text, art and document files you want to use to your working copy of the PUBLISH IT! program disk. After you make your working copy, you may wish to delete the sample documents contained in the DATA subdirectory. This will free up disk space you can use for art or text files.

Personal Computer Software

Timeworks has put the **personal** in Personal Computer Software.

We have pooled creativity, technical knowledge, manufacturing expertise, and conscientious quality control to bring to you the versatility and reliability demanded by the computer generation.

We have dedicated ourselves to the development of programs which meet the personal productivity needs of the computer user. Each program is designed and tested with the user's needs foremost in our minds.

Timeworks programs utilize maximum computer capacity. Our manuals are user-friendly, written in plain easy-to-follow language, then carefully edited to provide continuity and correlation with the program.

If superior design, maximum capability, effective graphics, and dependable performance are important to you, look into Timeworks **personal** computer software.

You'll be amazed at the difference a **personal** commitment can make.

For other Timeworks software see your local Timeworks dealer, or contact Timeworks, Inc., for a list of our latest software.

Timeworks, Inc. 444 Lake Cook Rd., Deerfield, IL 60016
(312) 948-9202.