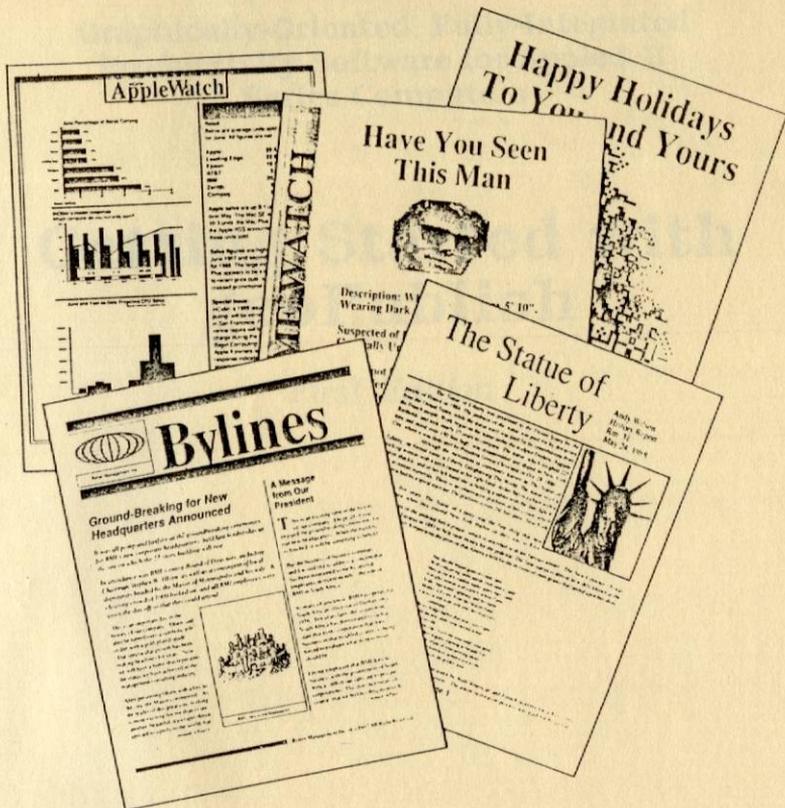


# GEO PUBLISH™

FOR THE APPLE® II SERIES

*Graphically-Oriented, Fully Integrated Productivity Software*



## GETTING STARTED WITH GEOPUBLISH

- Introduction
- Elements of GEOS™
- Installation
- Work Disks and Disk Maker
- Learning geoPublish
- Troubleshooting

 **Berkeley  
Softworks**

First Edition, October 1988

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# Getting Started with geoPublish

This manual provides the information you need to start using geoPublish™. If you are new to GEOS™, you will also find information in this manual that will help you use all GEOS applications. Getting Started contains five chapters, a glossary, and a special troubleshooting guide:

- Introduction
- Elements of GEOS
- Installation
- Work Disks and Disk Maker
- Learning geoPublish
- Glossary
- Troubleshooting

Once you finish this manual, you will have the foundation for using geoPublish and other GEOS applications.

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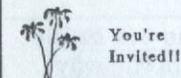
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# INTRODUCTION

Welcome to geoPublish, the GEOS desktop publishing application that lets you create newsletters, flyers, invoices, posters, invitations, letterheads, reports, and anything else that requires the power of a graphically-based page layout program.



You're  
Invited!!

BEACH PARTY!!

July 17, 1988

Pismo Beach, South

5:00 PM

(I hosted by your friends, Flob and Jackie)

With geoPublish it is easy to mix text and graphics.

And because geoPublish is part of the GEOS family of products, even the most complicated pages are just a few point and clicks away.



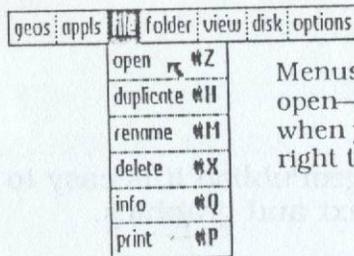
# What You Get in This Package

## GEOS

GEOS (pronounced *gee'-ohs*)—the Graphic Environment Operating System—for Apple II™ series computers is at the heart of the geoPublish product. It gives you point-and-click access to a new world of features.



Now you can select icons to open files, open applications and perform computer housekeeping.



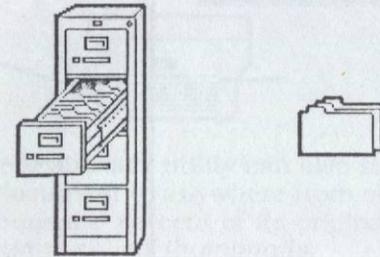
Menus bring options out in the open—they are out of the way when you are not using them and right there when you need them.

GEOS makes operating your computer simple by giving it a new operating system. New brains. It also gives it better tools. Tools for sharing text and graphics between applications, tools for icons, menus, and windows, and tools for manipulating files. In short: tools for enhancing *your* productivity.

## The GEOS deskTop

The GEOS deskTop is a point-and-click way to manage your disks and documents. It is like having an automated office inside your computer, complete with

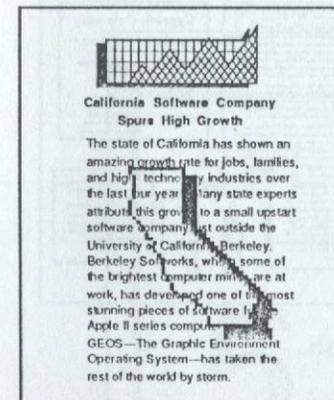
filing cabinets and folders to keep everything neat and organized.



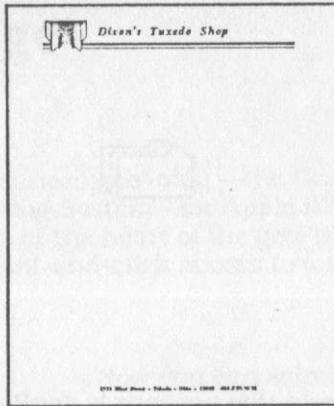
## geoPublish

The star application in this package is **geoPublish**, a What-You-See-Is-What-You-Get desktop publishing application.

Use geoPublish to create everything from **promotional flyers...**



to letterheads...



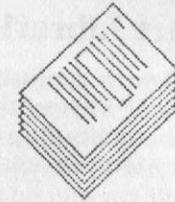
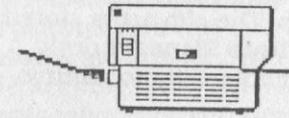
to complete newsletters...



All this is simple with geoPublish.

### geoPubLaser™

As an added bonus, if you have access to an Apple LaserWriter® printer, you can use geoPubLaser to produce professional, high-quality documents with the click of an icon.



The geoPubLaser utility can also shrink or enlarge your document to anywhere from one percent to nearly one-thousand percent of its original size. Print tiny reductions called *thumbnails*.



Or print huge enlargements as posters.



9 feet,  
3 inches

---

## Clip Art Libraries

Included with geoPublish are libraries of clip art that you can use in your documents. The clip art is stored in GEOS photo albums. Use the **Photo Manager** desk accessory to open and use the clip art photo albums.

## The Grabbers

Also included in this package are the **Graphic Grabber™** and **Text Grabber™** applications.



**Graphic Grabber** converts graphics from other clip art libraries into the GEOS photo scrap or photo album format. **Text Grabber** converts text files from other word processors into the GEOS geoWrite document format.

## Desk Accessories

These handy companions are available at all times from any GEOS application.



There is an **Alarm Clock** desk accessory that not only tells the time of day but also reminds you of special times, regardless of what you are doing in GEOS.



The **Calculator** is just like your pocket calculator, except it does not need batteries and never gets lost.



The **Note Pad** desk accessory is available anytime you want to jot down an idea.



The **Photo Manager** and **Text Manager** provide albums for pictures and text you use often. Once the text and pictures are created, you paste them into albums for safe keeping. They are ready for copying into documents whenever you need them. The clip art libraries supplied with geoPublish are in photo albums. Use the **Photo Manager** desk accessory to extract them.

**Everything is in one easy-to-use package!**

geoPublish is a powerful product by itself, but it is only part of a larger family of GEOS applications such as the **geoFile™** database and the **geoCalc™** spreadsheet. Additional GEOS applications add power to your computer with the same commands and keystrokes—nothing new to learn and a lot more to use!

## Equipment for Using GEOS and geoPublish

GEOS and geoPublish are designed for use with the following hardware.

### Required

Apple IIe, IIc, IIc Plus, IIGS®, Laser 128®, or Laser 128EX® computers with 128K memory for double hi-res graphics capability

The Apple IIe does not need to be enhanced. GEOS works on the Apple IIGS in IIe emulation mode

5 -1/4 inch or 3-1/2 inch disk drive

Blank diskettes

---

If you are using an Apple IIe without a mouse, you must install the Interrupt Manager Card. You will not need the Interrupt Manager Card on any other machine. See the *Installation* chapter of this section for instructions on installing the card.

<b>Optional</b>	Mouse—highly recommended—or a joystick
	Printer and printer interface card (GEOS-supported printers are listed in <i>Appendix B of Using GEOS</i> )
	Additional disk drives (as many as four are allowed)
	Hardware clock (standard with the Apple II GS)
	Memory expansion card (such as the Apple Memory Expansion Card)

## About The Manuals

The manuals in this package provide the information you need to use GEOS and geoPublish. They are divided into logical groupings, such as *Getting Started with geoPublish* and *geoPublish Utilities*. Each manual has its own table of contents, index, and individual chapters.

<b>Getting Started with geoPublish</b>	<b>Chapter 1: Introduction</b> Provides an equipment list and general information to get you up and running. Terminology and GEOS conventions get you started using GEOS.
	<b>Chapter 2: Elements of GEOS</b> Describes actions and features common to all GEOS products, such

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as clicking, icons, and choosing from menus.

### **Chapter 3: Installation**

Provides information for installing and configuring GEOS and geoPublish for your particular computer.

### **Chapter 4: Work Disks and Disk Maker**

Describes work disks and how to use the Disk Maker application to create them.

### **Chapter 5: Learning geoPublish**

Leads you through two step-by-step tutorials that create geoPublish documents.

### **GEOS Glossary**

Defines special words and terms that are common in the GEOS environment. Terms that are specific to geoPublish are in *Glossary in geoPublish*. If a term is unfamiliar, look for it in the glossary.

### **Troubleshooting**

Discusses common problems and their solutions.

### **Using GEOS**

#### **Chapter 1: Disk Concepts**

Describes how GEOS uses disks and disk devices and explains the use of the dialog box from which you choose files.

#### **Chapter 2: The deskTop**

Discusses how to maintain files and organize disks using the GEOS deskTop.

---

**Chapter 3: Desk Accessories**

Describes tools available from within any GEOS application. The Alarm Clock, Calculator, Note Pad, Photo Manager, and Text Manager are discussed.

**Chapter 4: Drivers**

Describes installing and using the software that controls the various devices you can attach to your Apple II computer. The Configure application is also discussed.

**Appendices**

License Agreement  
Driver Compatibility  
ProDOS Compatibility  
Disk Scanning Procedures  
Font Samples  
The Puzzle Desk Accessory  
How To Get Help

**geoPublish****Chapter 1: Using geoPublish**

Introduces the geoPublish application and discusses the basic concepts behind geoPublish.

**Chapter 2: Page Graphics**

Discusses the Page Graphics object-oriented drawing tools that can be used to draw on the page in Master Page and Page Layout modes.

**Chapter 3: Master Page**

Describes how to use Master Page mode to create master pages, which act as templates for your document. Master pages contain positioning guidelines and text and graphics that appear on every page.

**Chapter 4: Page Layout**

Shows how to define text and graphics regions in Page Layout mode.

**Chapter 5: Overlay Graphics**

Describes how to use Overlay Graphics mode to add graphic embellishments to your pages.

**Chapter 6: The Editor**

Gives instructions on using the text editor that is part of the full-sized geoPublish application.

**Chapter 7: Techniques**

Discusses techniques for using geoPublish, including printing, file management, and special page layout effects.

**Chapter 8: geoPublish Reference**

Includes a complete reference to the various geoPublish tools, menus, and keyboard shortcuts.

**Error Messages**

A listing of error and status messages for GEOS and geoPublish.

**geoPublish Glossary**

Defines words that are specific to publishing and geoPublish.

**geoPublish  
Utilities****Chapter 1: Graphic Grabber**

Gives details on converting graphics from other clip-art libraries.

**Chapter 2: Text Grabber**

Describes converting documents from other word processors into the GEOS geoWrite text format for use in geoPublish documents.

**Chapter 3: geoPubLaser**

Describes how to produce high-quality documents and wall-sized posters with a LaserWriter® printer.

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## If You Are New to GEOS

Before you use any of the GEOS applications, you should be familiar with the information in this manual, *Getting Started with geoPublish*.

If you have used other graphic operating systems, it is important that you know how this operating system is different. Be sure to read through the tutorial and the other chapters in this manual.

If you are already familiar with GEOS, you will be able to skim over much of the introductory information and move quickly to the tutorials (see *Learning geoPublish* in this section).

## Manual Conventions

You should be aware of certain conventions used in GEOS manuals.

### System Configurations

The GEOS programs can be used on any Apple II series computer and with a variety of devices. In order to be concise, references to every possible configuration have been omitted.

**Input Devices** Most descriptions do not refer to moving any particular input device, but instead only refer to moving the pointer.

Most descriptions will also use the generic terms *click* and *double-click* instead of referring to a particular input device.

**Disk Drives** The descriptions of installation and creating work disks include

instructions for single or multiple disk drives.

The manuals usually describe using GEOS with only one disk drive—those procedures are often the most detailed. If you have more than one disk drive, or a hard disk, you will be able to eliminate the disk swapping described for a single drive system.

### Key Designators

This manual uses the closed apple symbol  to represent a special key and certain keyboard shortcuts.

**The  Key** Apple IIc and older Apple IIe

**The  Key** Laser 128

**Option Key** Apple IIGS, Apple IIc Plus, and newer Apple IIe

The open apple  is found on all Apple II computers. Use the  on the Laser 128.

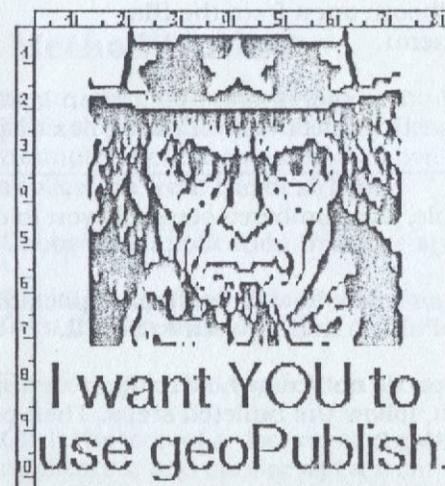
You will be instructed to press some keys simultaneously, such as A. This sequence means to hold down the  key and, while continuing to hold the  key, press A on the keyboard.

# 5

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## LEARNING GEOPUBLISH

This tutorial illustrates the basic skills you need to use the GEOS deskTop and geoPublish. When you finish this tutorial you will have created and printed your first geoPublish documents.



You should have already installed GEOS and geoPublish according to the directions in the *Installation* chapter.

---

## How to Use This Tutorial

Instructions in this tutorial are presented in a two-step format. Each numbered instruction describes an action to be taken. The bulleted items detail the steps to complete the action.

If you know how to perform the action described in the numbered step, perform it and do not follow the bulleted steps. However, if you are unsure how to perform the action, follow the bulleted steps, one-by-one.

### An Example

1. Open geoPublish.
  - Click the **geoPublish** icon.
  - Choose **open** from the **file** menu.
    - ✓ The geoPublish application loads and the Select Option dialog box displays.

In the example, the numbered step tells you to open geoPublish.

- If you know how to open an application, open geoPublish and proceed to Step 2.
- If you do not know how to open an application, follow the bulleted steps. Then proceed to Step 2.

### Boldface

Note the boldface type in the example above. Characters you type, menu items you choose, icons you select, and keys you press are printed in boldface type.

---

### Input Device

Most descriptions do not refer to moving any particular input device, but instead only refer to moving the pointer.

Most descriptions will also use the generic terms "click" and "double-click" instead of referring to a particular input device.

### Multiple Keys

You will be instructed to press some keys simultaneously, such as **⌘A**. This sequence means to hold down the **⌘** key and press the letter **A**.

### Milestones

As you proceed through the exercises, the result of an action you take is marked with a ✓ milestone. Be sure to read these descriptions to assure yourself that you are following the instructions correctly.

## Which Method Works?

While there are often several ways to accomplish a task in GEOS, this tutorial usually only describes one way. For example, there are as many as five ways to open an application from the deskTop:

- Choose the application from the **appls** menu.
- Click the application icon and choose **open** from the **file** menu.
- Double-click the application icon.
- Click the icon of a document created with the application and choose **open** from the **file** menu.
- Double-click the document icon.

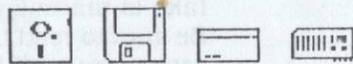
This tutorial describes only one method at a time to avoid confusion. You may use any method you are familiar with, however.

## Drives and Disks

The assumption made in much of this tutorial is that you have only one floppy disk drive. If you have additional disk drives, such as a second 5-1/4 inch disk drive, a 3-1/2 inch disk drive, a RAM disk (memory expansion card), or a hard disk, you will learn to take advantage of this extra equipment in other portions of the manual.

### Disk Icons

GEOS uses different icons to represent different types of disk devices:



Illustrations in this tutorial show the 5-1/4 inch disk drive icon:



If you are using the 3-1/2 inch version of geoPublish, the icon on your screen will appear as a 3-1/2 inch disk drive icon:



## If You Are New to GEOS

If you are new to GEOS, this tutorial will introduce you to operating GEOS and the GEOS deskTop as well as get you started with geoPublish.

## If You Have Used GEOS Before

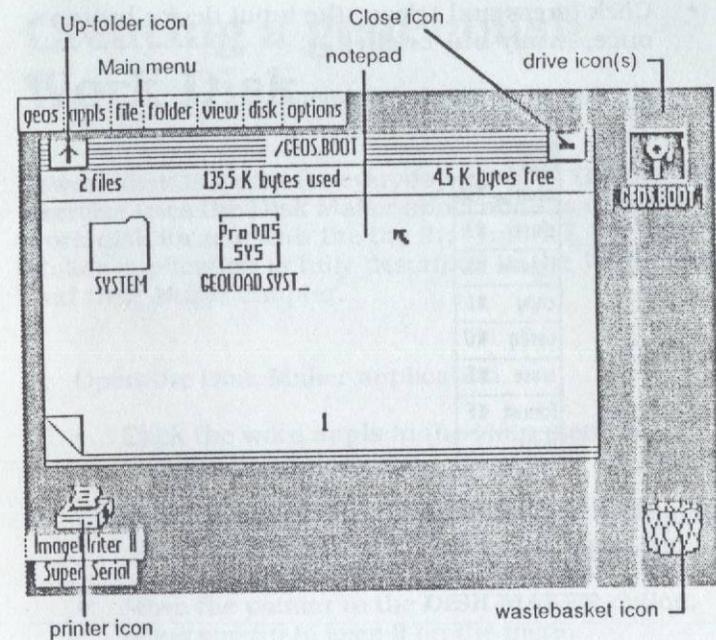
If you have used GEOS before and you are already familiar with booting and the basic operation of the deskTop and the Disk Maker utility application, you may want to skip ahead to the first geoPublish tutorial "Document #1—The Flyer."

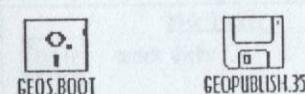
# Booting GEOS

Booting GEOS is what you do to begin using the GEOS environment. This exercise describes how to boot GEOS.

Before you begin, you should review the *Elements of GEOS* chapter in this section for definitions of terms like icon, clicking and double-clicking, and for a brief description of the GEOS deskTop.

1. Insert the GEOS boot disk, the disk labeled BOOT, into the disk drive.
  - Open the disk drive door if necessary.
  - Holding the boot disk by the label, insert it into the drive with the label side facing up.
  - Close the disk drive door.
2. Turn on the peripherals and turn on or reset the computer.
  - Turn on the monitor, disk drives, and printer as necessary.
  - If the computer is off, flip the **On/Off** switch.
  - If the computer is already on, press the **Ctrl-C-Reset** keys (press all three keys at the same time).
    - ✓ "BOOTING GEOS..." appears on the screen, followed by a brief display of the copyright notice. Finally, the deskTop is displayed on the screen.



3. Find the boot disk icon.
    - Look along the right edge of the deskTop screen where the drive icons are displayed.
      - ✓ A drive icon labeled **GEOS.BOOT** or **GEOPUBLISH.35** should be on the screen.
- 
4. Display the **disk** menu.
    - Move the pointer until it is on the word **disk** in the Main menu.

- Click (press and release the input device button once, firmly but briefly).

✓ The **disk** menu displays.



- Move the pointer off the menu.
- ✓ The menu disappears.

## Creating a geoPublish Work Disk

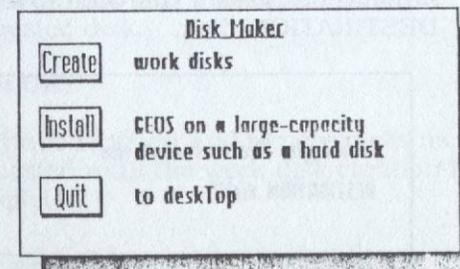
A work disk is a disk for everyday use with GEOS. This exercise uses the Disk Maker application to create a work disk for use with the the first tutorial. The Disk Maker application is fully described in the *Work Disks and Disk Maker* chapter.

1. Open the Disk Maker application.

- Click the word **apps** in the Main menu to display the **apps** menu.
- ✓ The menu displays. On the 5-1/4 inch boot disk, this menu will have only one item.
- Move the pointer to the **DISK MAKER** option, being careful to keep it on the menu.



- Click to open the Disk Maker application.
- ✓ A dialog box displays the Create, Install, and Quit options.



---

2. Choose the Tutorial #1 Work Disk configuration.

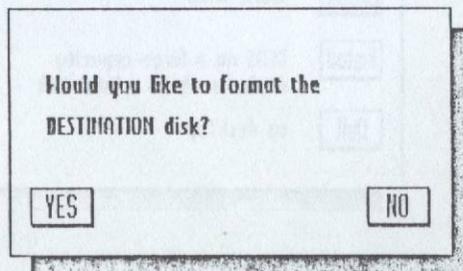
- Click the **Create** icon. Note: you may be requested to insert a different disk. If so, replace the boot disk with the requested disk and click **OK**.
- ✓ A dialog box appears, listing possible work disk configurations.
- Click to select the box next to the **Tutorial #1 Work Disk** configuration.

Tutorial #1 Work Disk

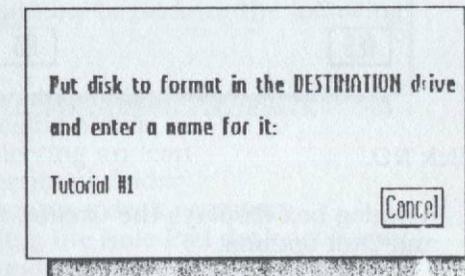
- ✓ The box highlights to indicate the selection.

3. Create the Tutorial #1 Work Disk and name it TUTORIAL #1.

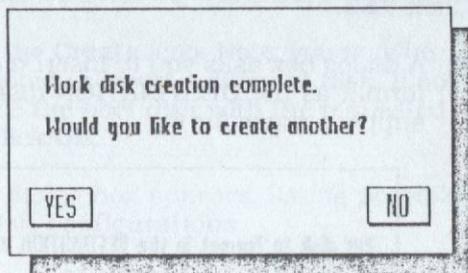
- Click the **Create** icon.
- ✓ If you have more than one disk drive, you will be asked to choose a SOURCE drive, then a DESTINATION drive. In both dialog boxes, click **OK** to use the default. If you only have one disk drive, Disk Maker will automatically choose that drive as both the SOURCE and the DESTINATION.
- ✓ A dialog box asks if you want to format the DESTINATION disk.



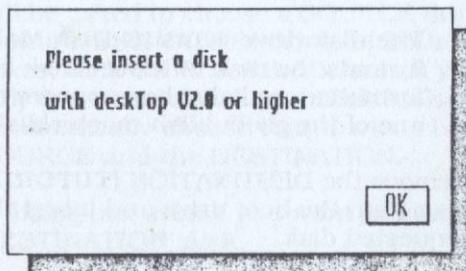
- Click **YES**.
- ✓ A dialog box asks you to insert a disk to format as the DESTINATION disk and supply a name for it.



- Use a new, unformatted disk—label it **TUTORIAL #1**.
- Remove the disk from the boot drive and replace it with the **TUTORIAL #1** disk.
- Type **TUTORIAL #1** and press **Return**.
- ✓ The disk drive whirs as Disk Maker formats the disk. After the disk has been formatted, a dialog box appears asking for one of the geoPublish master disks.
- Remove the DESTINATION (**TUTORIAL #1**) disk from the boot drive and insert the requested disk.
- Click **OK**.
- Continue to insert and remove disks as requested until the work disk creation is completed.
- ✓ A dialog box indicates that the work disk is complete and asks if you want to create another work disk.



- Click **NO**.
  - ✓ A dialog box displays the Create, Install, and Quit options.
4. Quit Disk Maker and return to the deskTop.
- Click **Quit**.
  - ✓ Disk Maker exits and a dialog box requests a copy of the GEOS deskTop.



- Remove the **TUTORIAL #1** work disk from the boot drive and reinsert the GEOS boot disk (labeled BOOT), which contains a copy of the deskTop.
- Click **OK**.
- ✓ The deskTop screen displays.

## Up and Running

Now that you have created a work disk, you can experiment with GEOS. This exercise will show you how to use some of the icons and menus on the deskTop, and how to perform the following operations:

- Opening a disk
- Closing a disk
- Selecting an icon
- Opening a folder
- Opening a desk accessory
- Using the Note Pad desk accessory
- Removing a file from the disk
- Closing a folder

If you are already familiar with GEOS, you may want to skip ahead to "Tutorial #1—The Flyer."

1. Close the GEOS boot disk.

- Click the **Close** icon in the upper-right corner of the deskTop notepad.



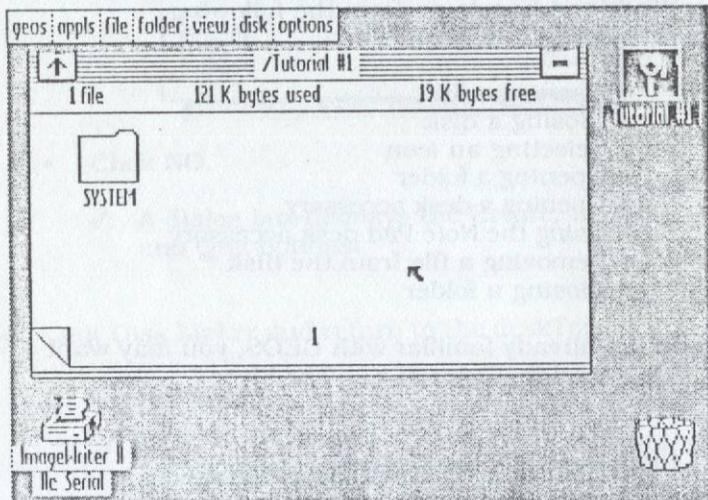
- ✓ The notepad clears and the question-mark disk icon is displayed in place of the drive icon.



2. Open the TUTORIAL #1 disk.

- Remove the boot disk from the boot drive and replace it with the **TUTORIAL #1** disk.

- Click the question-mark disk icon that corresponds to the boot drive.
- ✓ The TUTORIAL #1 disk opens, and its contents display on the deskTop notepad.



3. Select the SYSTEM folder.

- Move the pointer until it is on top of the **SYSTEM** folder icon.

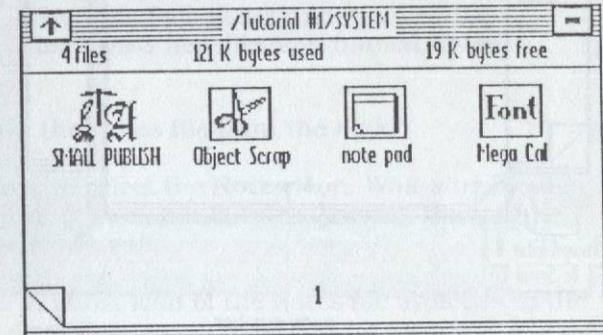


- Click to select the folder.
- ✓ The folder highlights to indicate the selection.



4. Open the SYSTEM folder.

- With the SYSTEM folder selected, choose **open** from the **file** menu.
- ✓ The SYSTEM folder opens and its contents display on the deskTop notepad.

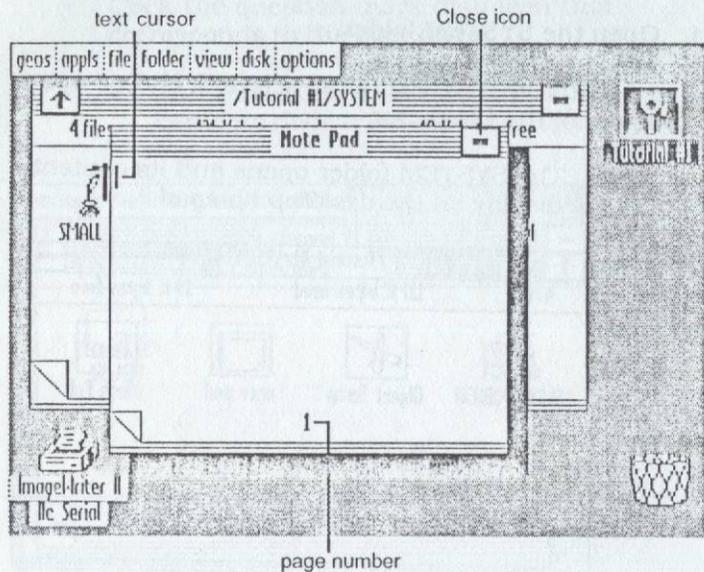


5. Open the Note Pad desk accessory.

- Double-click the **note pad** icon. (A double-click—which is two quick clicks in a row—is equivalent to selecting and opening a file, folder, or document in one step).

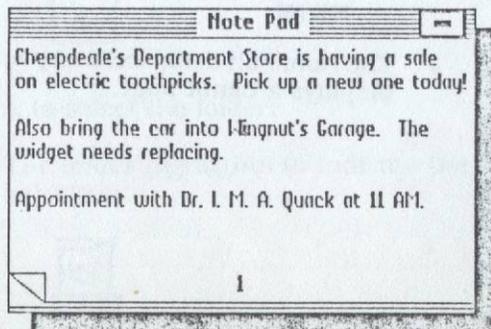


- ✓ The Note Pad desk accessory opens and displays a blank page.



6. Write a note to yourself on the Note Pad.

- Type characters on the keyboard. Press **Delete** to backspace over any mistakes.
- ✓ The characters you type appear on the Note Pad page. The words automatically word wrap for you; you do not have to press the **Return** key.



7. Close the Note Pad and return to the deskTop.

- Click the **Close** icon in the upper-right corner of the Note Pad.



- ✓ The Note Pad closes and the deskTop displays a new file icon named Notes.

8. Remove the Notes file from the disk.

- Click to select the **Notes** icon. Wait a moment (a count of two should be sufficient), then click the icon again.

- ✓ A ghost icon of the Notes file attaches to the pointer.



- Move the pointer to the **wastebasket** icon in the lower-right corner of the screen.

- ✓ The ghost icon moves with the pointer.

- With the pointer on top of the **wastebasket** icon, click.



- ✓ The disk drive whirs and the icon is removed from the disk as well as from the screen.

9. Close the SYSTEM folder.

- Click the **Up-folder** icon.



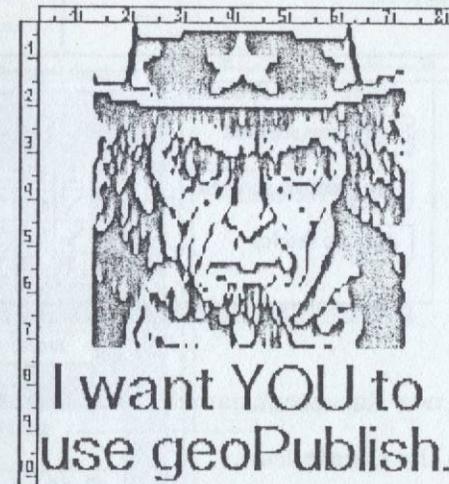
- ✓ The SYSTEM folder closes and the root (top level) directory of the disk is displayed again.

## Tutorial #1—The Flyer

Now that you have GEOS running and you know how to use the pointer for selecting items and choosing from menus, you are ready to start using geoPublish. This tutorial is designed to give you a quick look at the power and capabilities of geoPublish. The geoPublish application is so efficient and easy to use that you will have a printout from this first tutorial within 20 minutes of beginning this section.

### The Flyer

The flyer you will create in this tutorial will have a full-page enlarged graphic of Uncle Sam with a pointing finger and a caption saying "I want YOU to use geoPublish."



### Disk Notes for Tutorial #1

Tutorial #1 is designed to work with only one 5-1/4 inch disk drive. For that reason, the Tutorial #1 disk is a minimal work disk configuration—it contains

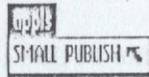
only one font and uses the Small Publish version of geoPublish.

## Entering geoPublish

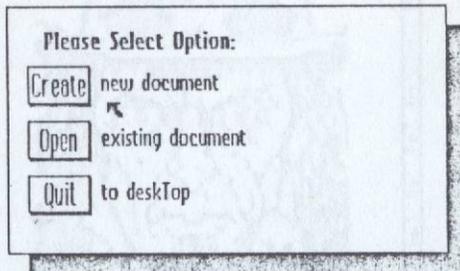
In this exercise, you will enter geoPublish and create a new document.

### 1. Open geoPublish.

- Choose **SMALL PUBLISH** from the **appls** menu.

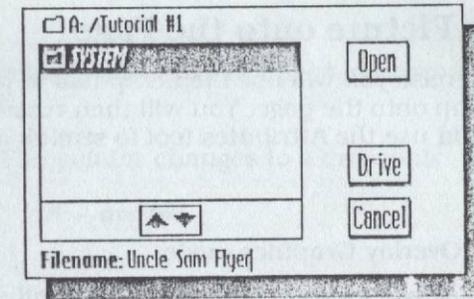


- ✓ The geoPublish application displays a dialog box with **Create**, **Open**, and **Quit** options.

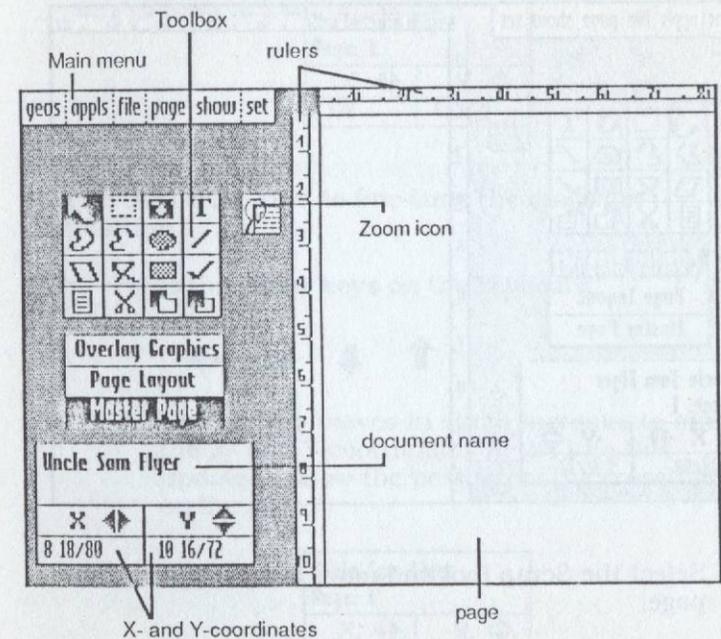


### 2. Create a new document named Uncle Sam Flyer.

- Click the **Create** icon.
- ✓ A dialog box displays. The blinking text cursor is positioned in an entry field for you to type a filename. The other options in the box allow you to change folders, disks, or drives or cancel the dialog box.



- Type **Uncle Sam Flyer** and press **Return** to create a new document file.
- ✓ The disk drive whirs while it creates the geoPublish document, then the first page of the document is displayed on the screen, ready to create a flyer.



## Place a Picture onto the Page

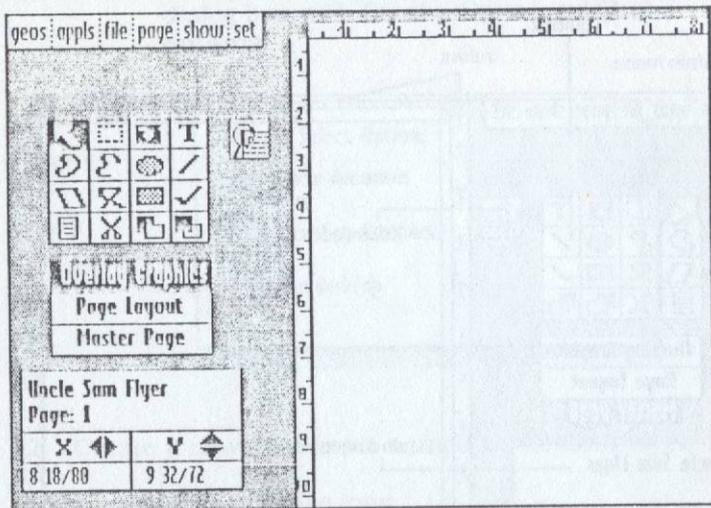
In this exercise you will use the Scrap tool to paste an object scrap onto the page. You will then resize the graphic and use the Attributes tool to stretch and scale it to fit.

1. Enter Overlay Graphics mode.

- Click the **Overlay Graphics** icon that is below the Toolbox.

Overlay Graphics

- The screen will change slightly and you will enter Overlay Graphics mode.



2. Select the Scrap tool and move the pointer to the page.

- Click the **Scrap tool** icon in the Toolbox.



- Move the pointer in the upper-left corner of the page.

- The pointer changes to a crosshair.

—crosshair

3. Observe how the X- and Y-coordinates in the Info Box change to reflect the position of the pointer.

- Move the crosshair around the page.

- The X- and Y-coordinates in the Info Box update to show the position of the crosshair on the page (in inches).

Uncle Sam Flyer	
Page: 1	
X	Y
2 5/8	4 53/72

4. Use the arrow-keys to fine-tune the crosshair position.

- Press the **arrow keys** on the keyboard.



- The pointer moves in small increments and the X- and Y-coordinates in the Info Box update to show the position of the crosshair on the page.

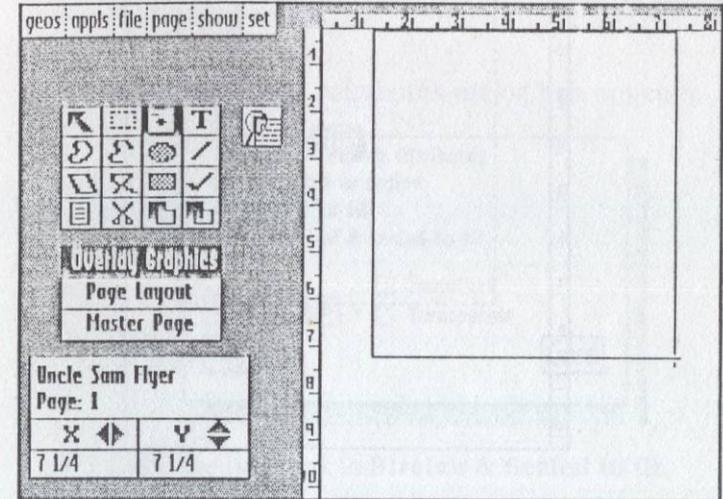
Uncle Sam Flyer	
Page: 1	
X	Y
2 46/80	4 48/72

5. Paste the object scrap onto the page.

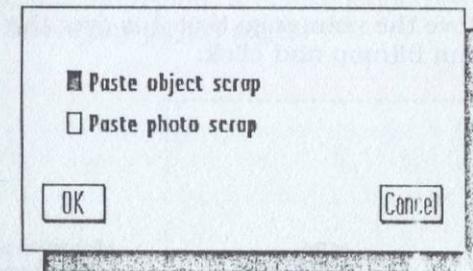
- Move the crosshair to the top left of the page so that the X- and Y-coordinates are **1-1/4** and **0-20/72**, respectively. Use the arrow keys to fine-tune the crosshair if necessary.

Uncle Sam Flyer	
Page: 1	
X	Y
1 1/4	0 20/72

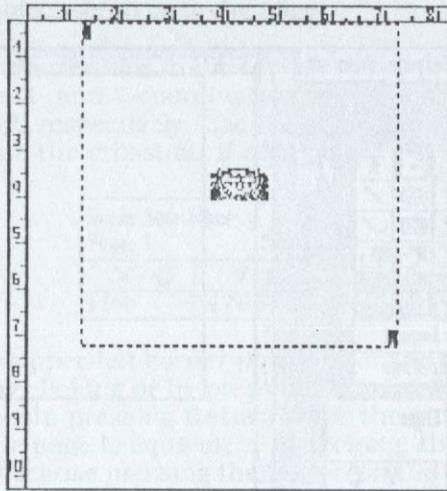
- Set the upper-left corner position for the object scrap by clicking or by pressing **Return**. (In geoPublish, pressing **Return** while the pointer is on the page is equivalent to clicking; this is useful because pressing the button on the input device will sometimes move the crosshair.)
  - ✓ A rubber-banding box attaches to the crosshair.
- Move the crosshair down and right to stretch the box out so that the X- and Y-coordinates are both **7-1/4**. Use the arrow keys to fine-tune the crosshair if necessary.



- Click or press **Return** to define the lower-right corner of the region.
  - ✓ A dialog box appears.



- Click **OK**.
  - ✓ The object scrap is read from the disk and pasted into the center of the region. The object scrap is a tiny picture of Uncle Sam.

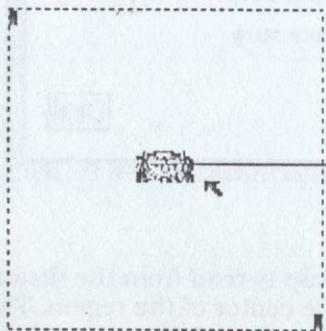


4. Scale, stretch, and smooth the Uncle Sam bitmap.

- Click the **Object Select** icon in the Toolbox.



- Move the pointer so that it is over the Uncle Sam bitmap and click.



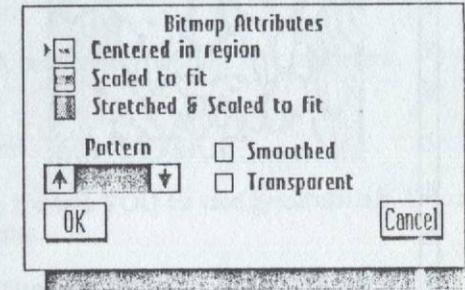
click when pointer is over bitmap

- ✓ The bitmap is selected.

- Click the **Attributes** icon in the Toolbox.



- ✓ The Bitmap Attributes dialog box appears.



- Click the box next to **Stretch & Scaled to fit**.
- Click the box next to **Smoothed**.
- Click **OK**.
- ✓ The bitmap is stretched and scaled to fit within the region. It is also smoothed to remove any jagged edges.



## Place Text onto the Page

In this exercise you will use the Special Text tool to place a large caption under the picture of Uncle Sam.

1. Select the Special Text tool and position the starting point for text.

- Click the **Special Text** tool in the Toolbox.



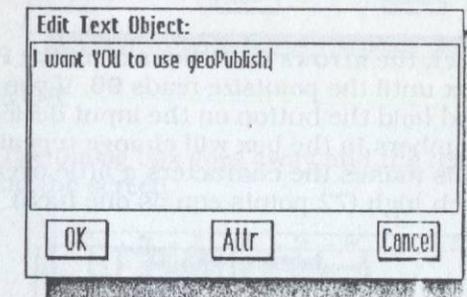
- Move the pointer to the page.
  - ✓ The pointer changes to a crosshair.
- Move the crosshair so that the X- and Y-coordinates are **0-1/4** and **7-1/2**, respectively. Use the arrow keys to fine-tune the crosshair if necessary.

Uncle Sam Flyer	
Page: 1	
X ◀▶	Y ▲▼
0 1/4	7 1/2

- Click or press **Return** to set the position for the text.
  - ✓ A text-entry dialog box appears.

2. Enter text.

- Type **I want YOU to use geoPublish**. Do not press **Return**.
  - ✓ The text appears in the dialog box.



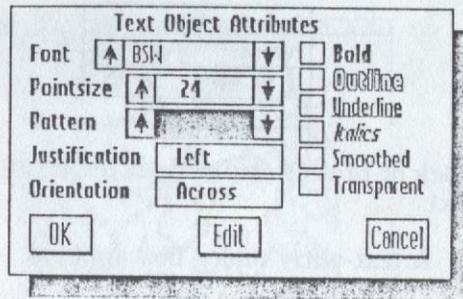
- If you made any mistakes, press **Delete** to backspace over characters, then retype the text.

3. Change the text attributes.

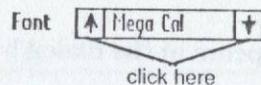
- Click the **Attr** icon at the bottom of the dialog box.



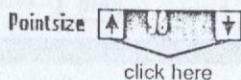
- ✓ An attributes dialog box appears.



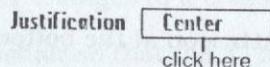
- Click the **arrows** on either side of the **Font** box until the font **Mega Cal** appears in the box. This selects the Mega Cal font.



- Click the **arrows** on either side of the **Pointsized** box until the pointsized reads **96**. If you press and hold the button on the input device, the numbers in the box will change repeatedly. This makes the characters a little over one inch high (72 points equals one inch).



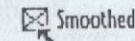
- Click inside the **Justification** box until the justification reads **Center**. This centers the text.



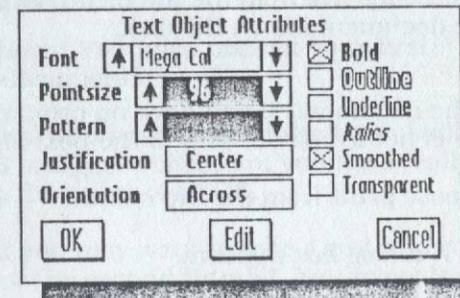
- Click the box next to **Bold**. This makes the text boldfaced.



- Click the box next to **Smoothed**. This smooths the text.

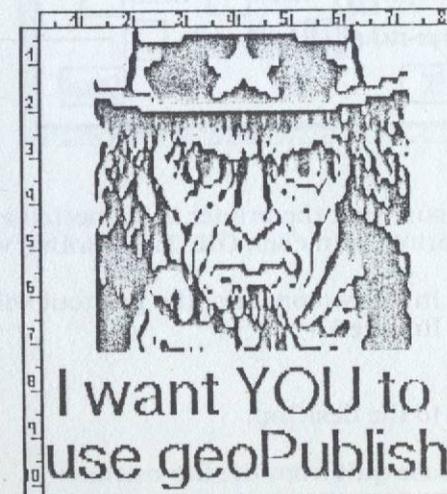


- ✓ If you have followed the steps properly, the items in the dialog box should appear as in the diagram below.



- Click **OK**.

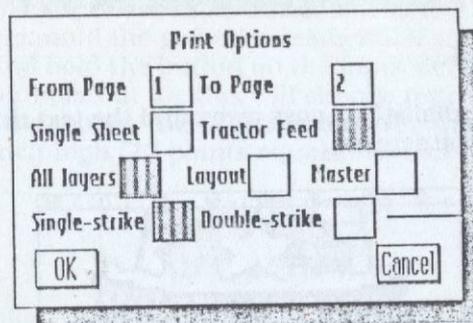
- ✓ The dialog box goes away and the text draws on the screen.



## Save and Print

In this exercise you will save the document to disk, then print it out on the printer.

1. Save the document.
  - Choose **update** from the **file** menu. This updates the document file on the disk.
2. Print the document. If you have no printer or your printer is not available, skip to the next step.
  - Choose **print** from the **file** menu.
    - ✓ A dialog box appears.



*single/double-strike option not available with all printers*

- Be sure that the printer is connected and ready to print, then click **OK**. The printing will begin.
    - ✓ In a few moments, the printout will be finished.
3. Return to the deskTop.
    - Choose **quit** from the **file** menu.

- ✓ You are requested to insert a disk with the deskTop.
- Replace the **TUTORIAL #1** disk with the **BOOT** disk and click **OK**.
  - ✓ The deskTop displays.

## Conclusion

Congratulations! You have printed your first geoPublish document.

In this tutorial you have learned the basic skills for using GEOS and geoPublish, but you have really only begun to tap the power of GEOS.

At this point you may want to take a rest and come back later for the second tutorial. You may also want to read other parts of the manual at this time.

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## Tutorial #2—The Newsletter

This second tutorial uses some of the powerful features of geoPublish to create a simple two-page newsletter.

### The Late Night

In this tutorial you will create a whimsical newsletter called *The Late Night*, a newsletter for insomniacs and people who do not like to sleep. Creating this newsletter will demonstrate a variety of geoPublish techniques.

### Disk Notes for Tutorial #2

Like the first tutorial, this tutorial is designed to work with all system configurations, even if you only have one 5-1/4 inch disk drive. The work disk for this tutorial will contain two geoWrite text files, a photo scrap picture, the California font and the Small geoPublish application.

### Creating Another geoPublish Work Disk

This exercise uses the Disk Maker application to create a work disk for use with the second tutorial. The Disk Maker application is fully described in the *Work Disks and Disk Maker* chapter in this section.

In creating this second work disk, you will be given the opportunity to use more than one disk drive and to take advantage of faster disk devices such as a RAM disk.

#### Suggestion

Because this exercise is designed to use Disk Maker with a variety of system configurations, it will help if you have a basic understanding of how Disk Maker works. Read the

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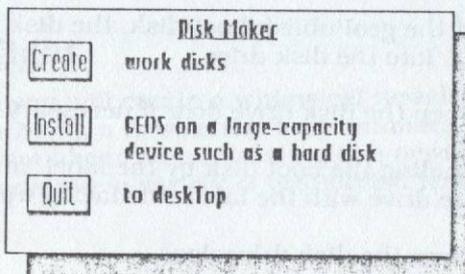
*Work Disks and Disk Maker* chapter for this information.

1. If the geoPublish BOOT disk is in the disk drive and the GEOS deskTop is displaying, skip ahead to step 4.
2. Insert the geoPublish boot disk, the disk labeled BOOT, into the disk drive.
  - Open the disk drive door if necessary.
  - Holding the boot disk by the label, insert it into the drive with the label side facing up.
  - Close the disk drive door.
3. Turn on the peripherals and turn on or reset the computer.
  - Turn on the monitor, disk drives, and printer as necessary.
  - If the computer is off, flip the **On/Off** switch.
  - If the computer is already on, press the **Ctrl- $\square$ -Reset** keys (press all three keys at the same time).
    - ✓ "BOOTING GEOS..." appears on the screen, followed by a brief display of the copyright notice. Finally, the deskTop is displayed on the screen.
4. Open the Disk Maker application.

- Choose **DISK MAKER** from the **apps** menu.



- ✓ A dialog box displays the Create, Install, and Quit options.

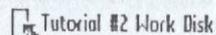


5. Choose to create work disks.

- Click the **Create** icon. You may be requested to insert a different disk. If so, replace the boot disk with the requested disk and click **OK**.
- ✓ A dialog box appears, listing possible work disk configurations.

6. Choose the Tutorial #2 Work Disk configuration.

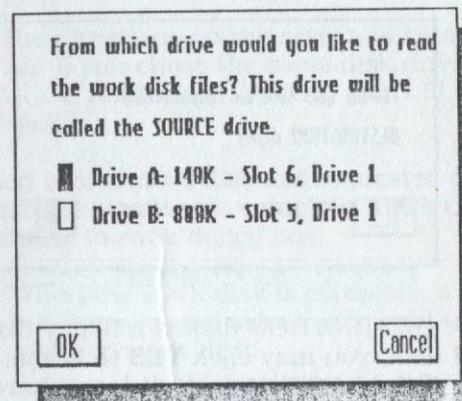
- Click to select the box next to **Tutorial #2 Work Disk**.



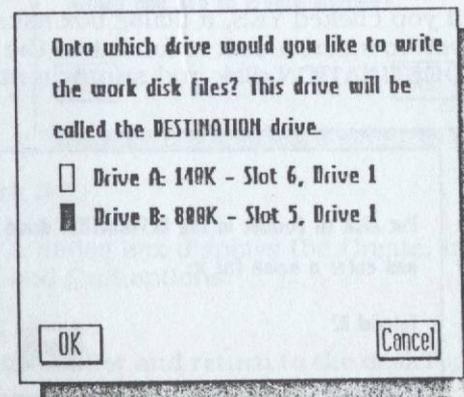
- ✓ The box highlights to indicate the selection.
- Click the **Create** icon.
- ✓ The screen clears and a dialog box appears.

7. If you have more than one disk drive, choose the appropriate source and destination drives for creating the work disk. If you have only one disk drive, skip ahead to step 8.

- In the dialog box that asks you to select a **SOURCE** drive, click the box next to the drive that you used to boot GEOS (usually drive A), then click **OK**.



- ✓ A dialog box appears, asking you to select a **DESTINATION** drive.

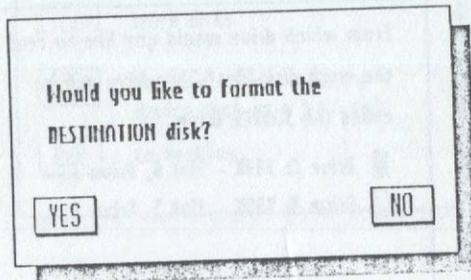


- Click the box next to the drive you want to create the work disk on, then click **OK**. If you have a RAM disk, you may want to select it as the

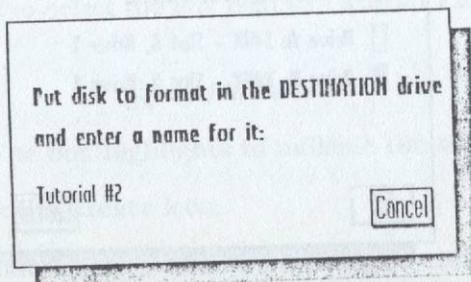
destination because geoPublish will operate more efficiently when running from a RAM disk.

- ✓ A dialog box appears, asking if you want to format the destination disk.

8. Format the destination disk if this is appropriate.



- If the DESTINATION disk is a floppy disk or a RAM disk, you may click **YES** to format the disk. If the DESTINATION disk is a hard disk, click **NO** and skip ahead to the next step. (You should never need to format a hard disk from within GEOS.)
- ✓ If you clicked YES, a dialog box asks you to insert a disk to format as the DESTINATION disk and supply a name for it.

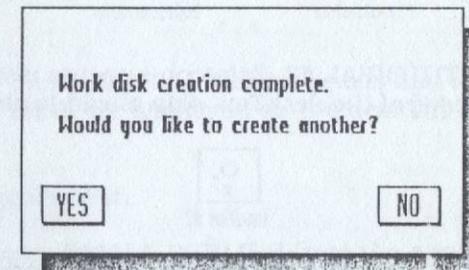


- Use a new, unformatted disk—label it **TUTORIAL #2** (does not apply to a RAM disk).

- Insert the **TUTORIAL #2** disk into the DESTINATION drive (does not apply to a RAM disk).
- Type **TUTORIAL #2** and press **Return**.
  - ✓ The disk drive whirs as Disk Maker formats the disk.

9. Follow the directions on the screen to create the work disk. If you chose the same disk drive as both the SOURCE and DESTINATION, you will need to swap disks.

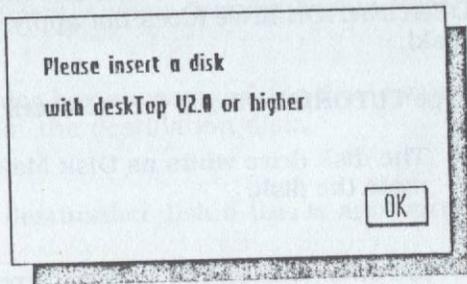
- Insert and remove disks as requested until the work disk creation is complete. Click **OK** to continue in each dialog box.
  - ✓ When the work disk is complete, a dialog box appears and asks if you want to create another work disk.



- Click **NO**.
  - ✓ A dialog box displays the Create, Install, and Quit options.

10. Quit Disk Maker and return to the deskTop.

- Click **Quit**.
  - ✓ Disk Maker exits. The following dialog box may appear:



- If the above dialog box appears, remove the disk from the boot drive and reinsert the GEOS boot disk (labeled BOOT), which contains a copy of the deskTop, then click **OK**.
  - ✓ The deskTop screen displays.

## Entering geoPublish

In this exercise, you will enter geoPublish and create the empty document file for *The Late Night* newsletter.

1. If the TUTORIAL #2 disk icon appears along the right edge of the deskTop, skip ahead to step 3.



2. If you replaced the TUTORIAL #2 disk with the BOOT disk to load the deskTop, close and remove the BOOT disk, then open the TUTORIAL #2 disk.

- Click the **Close** icon in the upper-right corner of the deskTop notepad.



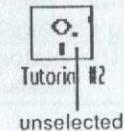
- ✓ The BOOT disk closes and the question-mark disk icon displays.



- Remove the boot disk from the drive and insert the TUTORIAL #2 disk.
- Click the question-mark disk icon that corresponds to the drive.
  - ✓ The TUTORIAL #2 disk opens and its contents are displayed on the deskTop notepad.
- Skip ahead to step 4.

3. Open the TUTORIAL #2 disk.

- If the TUTORIAL #2 disk icon along the right edge of the screen is unselected, click its disk icon.



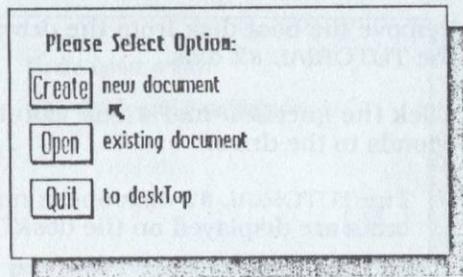
- ✓ The TUTORIAL #2 disk opens and its contents are displayed on the deskTop notepad.

4. Open geoPublish.

- Choose **SMALL PUBLISH** from the **appls** menu.

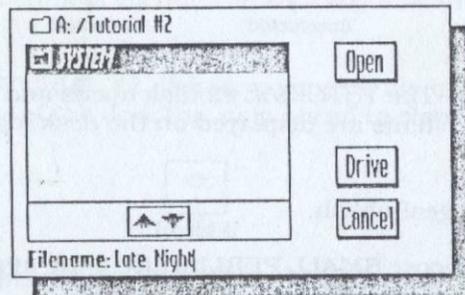


- ✓ The geoPublish application displays a dialog box with Create, Open, and Quit options.

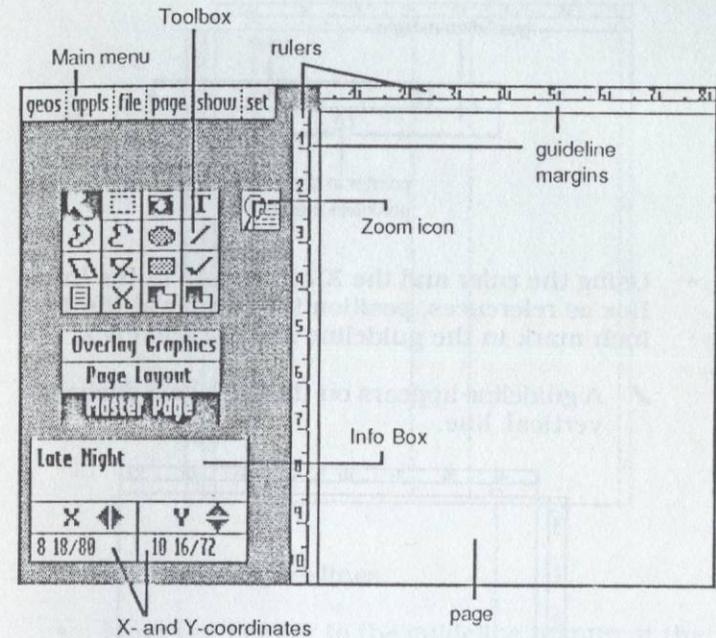


5. Create a new document named Late Night.

- Click the **Create** icon.
- ✓ A dialog box displays. The blinking text cursor is positioned in an entry field for you to type a filename. The other options in the box allow you to change folders, disks, or drives or cancel the dialog box.



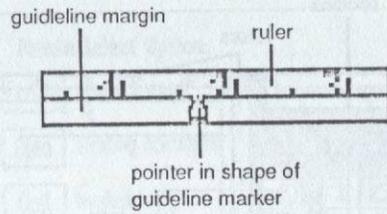
- Type **Late Night** and press **Return** to create a new document file.
- ✓ The disk drive whirs while it creates the geoPublish document, then the first page of the document is displayed on the screen, in Master Page mode.



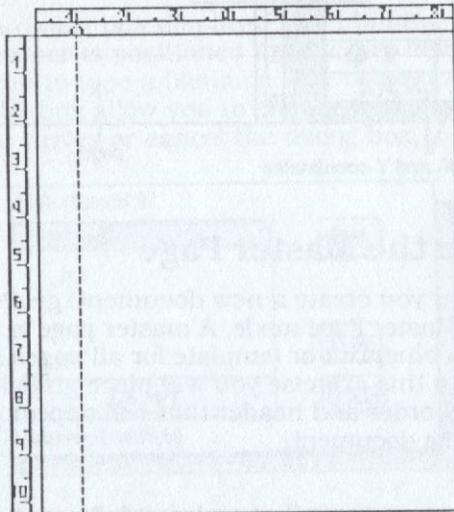
## Create the Master Page

Whenever you create a new document, geoPublish will start in Master Page mode. A master page is a page that acts as a blueprint or template for all pages in the document. In this exercise you will place guidelines and create a border and header that will appear on every page of the document.

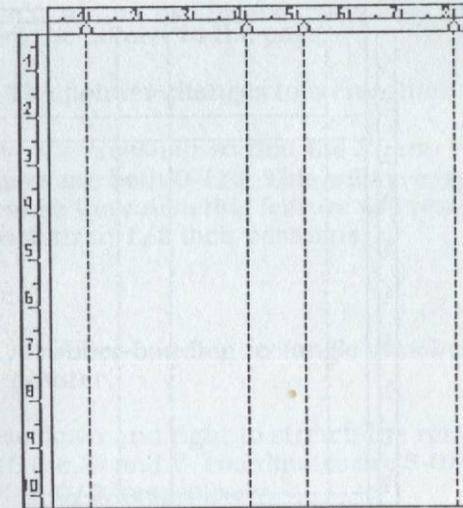
1. Set vertical guidelines for *The Late Night* newsletter.
  - Move the pointer to the guideline margin at the top of the page.
  - ✓ The pointer changes to the shape of a guideline marker.



- Using the ruler and the X-coordinate in the Info Box as references, position the pointer at the 1 inch mark in the guideline margin and click.
- ✓ A guideline appears on the page as a dashed vertical line.

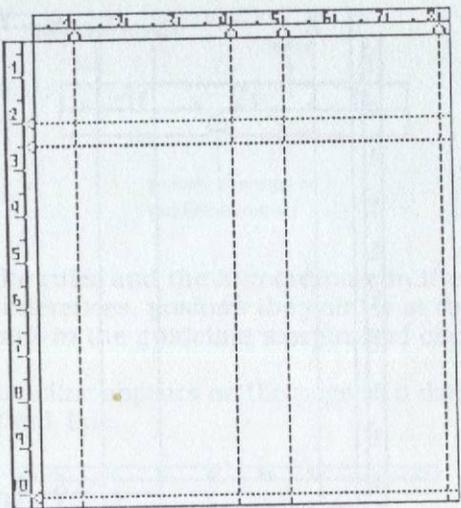


- Place additional guidelines by clicking at the 4, 5, and 8 inch positions in the guideline margin.
- ✓ Three more guidelines are added.



## 2. Set horizontal guidelines.

- Move the pointer to the guideline margin at the left edge of the page.
- ✓ The pointer changes to the shape of a guideline marker.
- Using the ruler and the Y-coordinate in the Info Box as references, click at the 2, 2-1/2, and 10 inch marks in the guideline margin.
- ✓ Three horizontal guidelines appear.



3. Enable ratcheting. Ratcheting restricts the pointer to 1/2 inch increments on the page.

- Choose **ratchet** from the **set** menu.
- ✓ Ratcheting is enabled. If you open the **set** menu again, an asterisk (\*) appears in front of the word **ratchet** to indicate that ratcheting is enabled.



4. Draw a rectangular border to frame the page.

- Click the Rectangle tool in the Toolbox.



- Move the pointer to the page
- ✓ The pointer changes to a crosshair.
- Move the crosshair so that the X- and Y-coordinates are both **0-1/2**. This will be easy to do because the ratcheting feature will restrict the crosshair to 1/2 inch positions.
- Click.
- ✓ A rubber-banding rectangle attaches to the pointer.
- Move down and right to stretch the rectangle until the X- and Y- coordinates are **8-0/0** and **10-0/0**, respectively.
- Click again.
- ✓ The rectangle is drawn on the page.

5. Disable ratcheting.

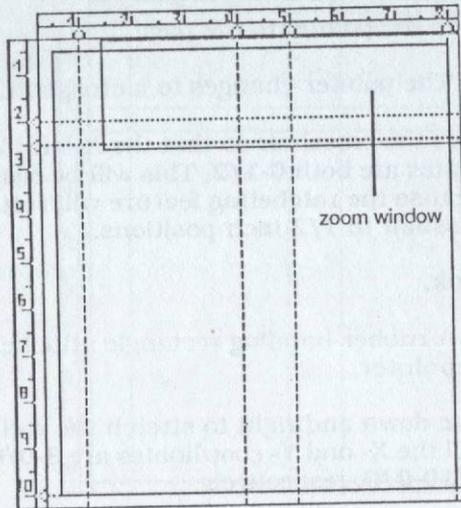
- Choose **\*ratchet** from the **set** menu. (The asterisk (\*) in front of the choice indicates that ratcheting is currently enabled and that choosing it will disable ratcheting.)
- ✓ Ratcheting is disabled.

6. Zoom in on the top right corner of the page to place a header.

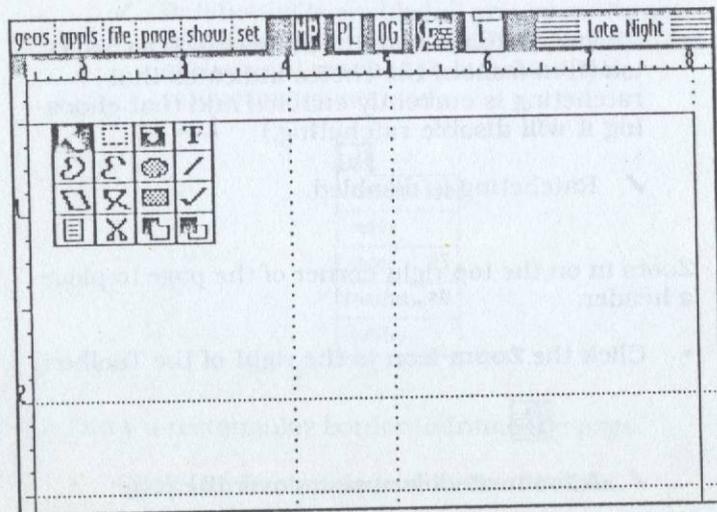
- Click the **Zoom** icon to the right of the Toolbox.



- ✓ A zoom window appears over the page.



- Move the zoom window to the upper-right corner of the page and click.
- ✓ The screen zooms in to show the portion of the page that was in the zoom window.

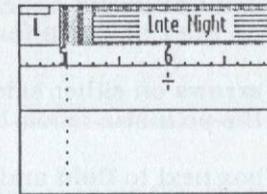


7. Use the Special Text tool to place a header at the top of the page.

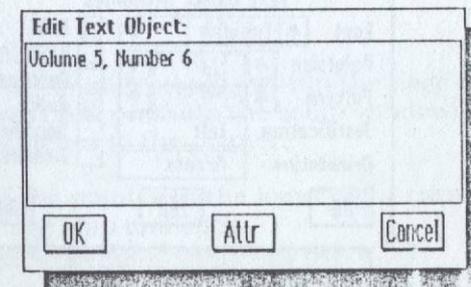
- Click the **Special Text** icon in the Toolbox.



- Move the pointer off of the Toolbox and onto the page.
- ✓ The pointer changes to a crosshair.
- Using the rulers as a guide, position the crosshair near the very top of the page, approximately six inches in and click.

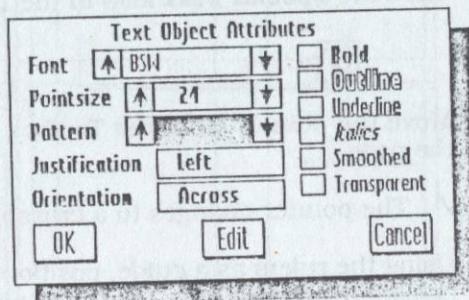


- ✓ A text-entry dialog box appears.
- Type **Volume 5, Number 6**. Do not press **Return**.
- ✓ The text appears in the dialog box.

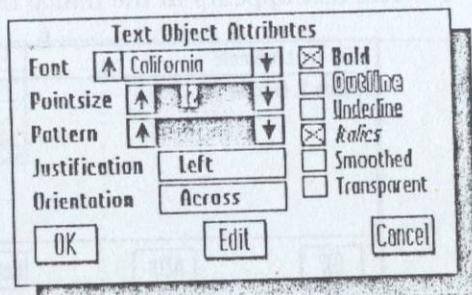


- If you made any mistakes, press **Delete** to backspace over characters, then retype the text.
- Click the **Attr** icon at the bottom of the dialog box.

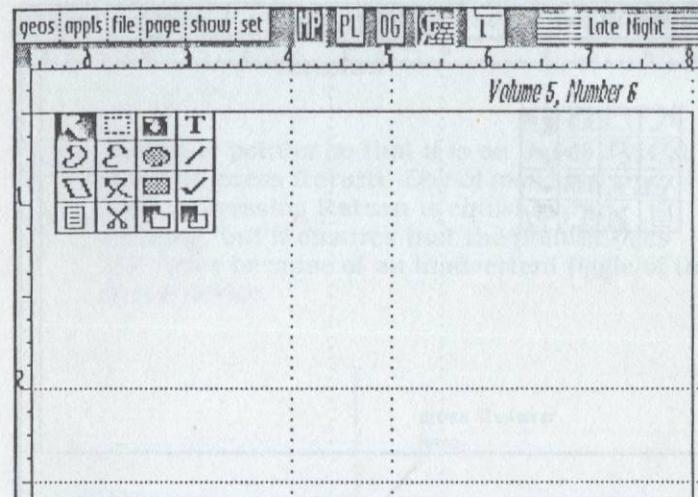
✓ An attributes dialog box appears.



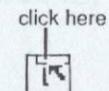
- Click the **arrows** on either side of the **Font** box until the font **California** appears in the box. This selects the California font.
- Click the **arrows** on either side of the **Pointsize** box until the pointsize reads **12**.
- Click the box next to **Bold** and the box next to **Italics**
- ✓ If you have followed the steps properly, the items in the dialog box should appear as in the diagram below:



- Click **OK**.
- ✓ The dialog box goes away and the text draws on the screen.

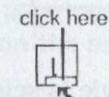


8. Use the Page Map to move the zoom window to the lower-right corner of the page.
  - Click the Page Map at the top of the screen..

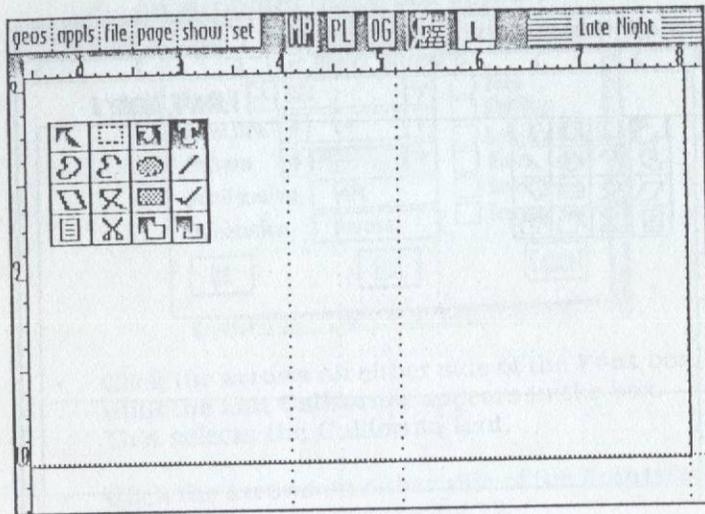


- ✓ The small rectangle within the page map (which represents the zoom window) attaches to the pointer.

- Move the pointer to the lower-right corner of the Page Map and click.



- ✓ The zoom window now displays the lower-right corner of the page.

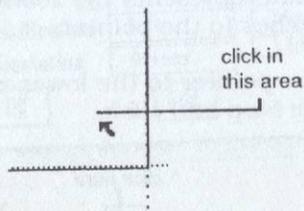


9. Resize the rectangle the rectangle you drew earlier so that it extends just slightly beyond the right and bottom guidelines.

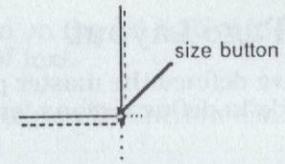
- Click the **Object Select** icon in the Toolbox.



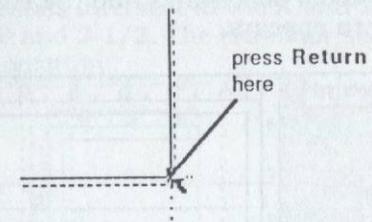
- Move the pointer onto the page, then click within the rectangle.



- ✓ The rectangle is selected. In the lower-right corner of the rectangle is a size button.



- Move the pointer so that it is on top of the size button and press **Return**. Do not move the input device. Pressing **Return** is equivalent to clicking, but it ensures that the pointer does not move because of an inadvertent jiggle of the input device.



- ✓ A rubber-banding rectangle attaches to the pointer
  - Press the **right-arrow** key once.
- 
- ✓ The rectangle widens by 1/80 inch (one horizontal pixel on the screen).
  - Press the **down-arrow** key once.
- ↓
- ✓ The rectangle lengthens by 1/72 inch (one vertical pixel on the screen).
  - Press **Return**.
  - ✓ The rectangle redraws in its new size.

## Create the Page Layout

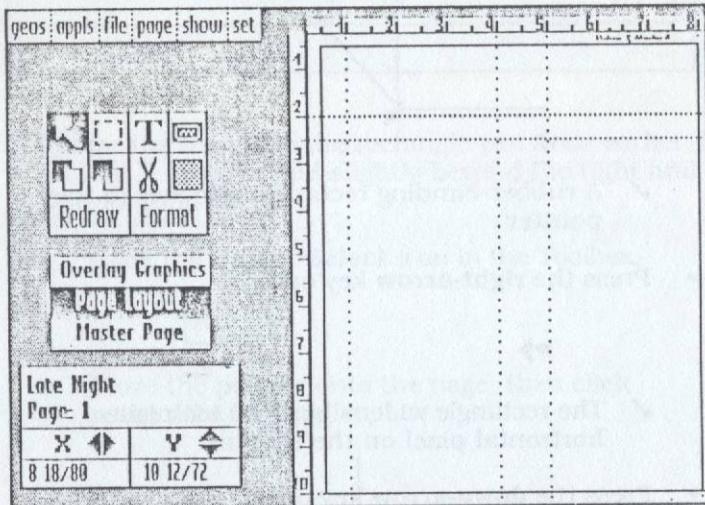
Now that you have defined the master page, you can use Page Layout mode to define regions for text and graphics.

### 1. Enter Page Layout mode.

- Click the **PL** icon at the top of the screen.



- ✓ The zoom deactivates and the Page Layout screen appears.



### 2. Enable snapping. Snapping causes the crosshair to snap or gravitate towards the guidelines you set on the master page. This makes it easy to define regions that match the position of the guidelines.

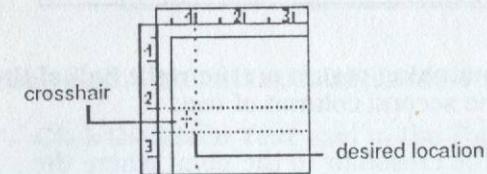
- Choose **snap** from the **set** menu.
- ✓ Snapping is enabled.

### 3. Define a region on the left half of the page for the first column of text.

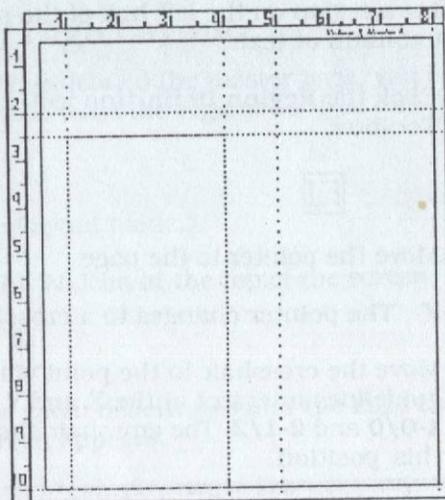
- Click the **Region Definition** icon in the Toolbox.



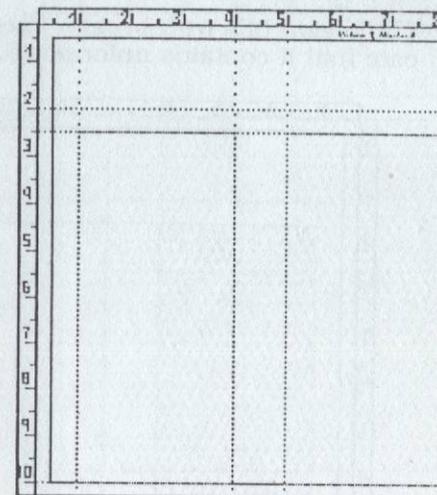
- Move the pointer to the page
  - ✓ The pointer changes to a crosshair.
- Move the crosshair to the point where the guidelines intersect at the X and Y position of **1-0/0** and **2-1/2**. The crosshair should "snap" to this position.



- Click.
  - ✓ A rubber-banding rectangle attaches to the pointer.
- Move down and right to stretch the rectangle until it snaps to the X and Y position of **4-0/0** and **10-0/0**.
- Click again.
  - ✓ The region is drawn on the page.



4. Define a matching region on the right half of the page for the second column of text.
- Move the crosshair to the point where the guidelines intersect at the X and Y position of **5-0/0** and **2-1/2**. The crosshair should "snap" to this position.
  - Click, then stretch the rubber-banding box down and to the right until it snaps to the X and Y position of **8-0/0** and **10-0/0**.
  - Click again.
- ✓ The region is drawn on the page.

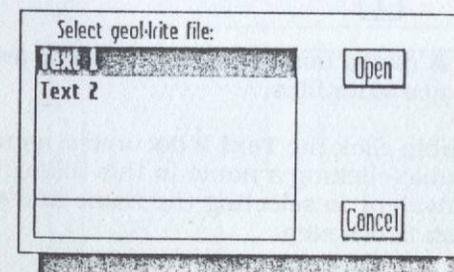


5. Place a geoWrite text document into the left region.

- Click the **Place Text** icon in the Toolbox.

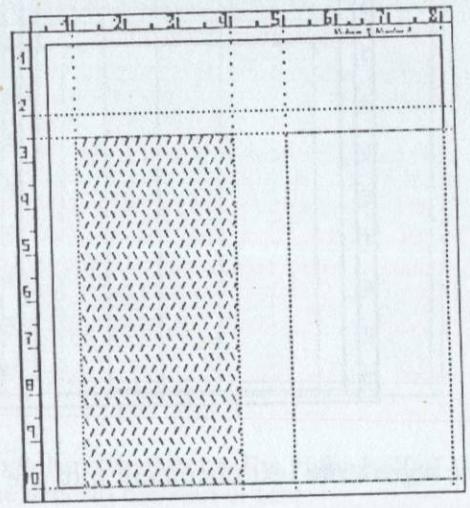


- A dialog box appears listing the available geoWrite files.



- Click to select the document named **Text 1**.
- Click **Open** to open the selected file.
- Move the pointer until it is over the left text region on the page and click.

- ✓ The region fills with broken lines to indicate that it contains unformatted text.

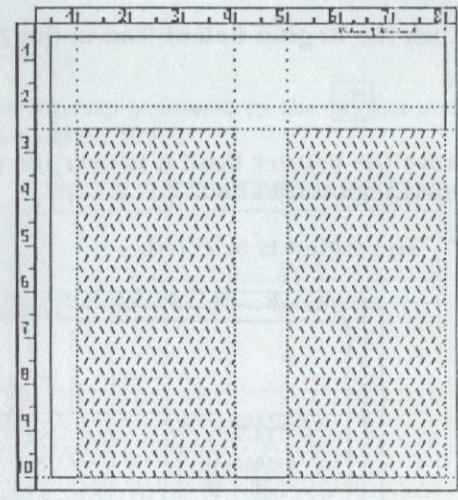


6. Place a different geoWrite text document into the right region.

- Click the **Place Text** icon in the Toolbox.

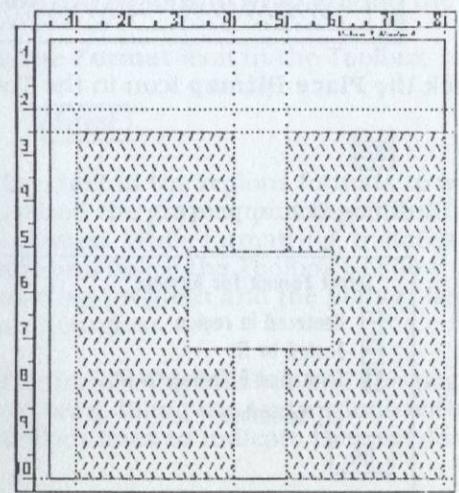


- ✓ A dialog box appears listing the available geoWrite files.
- Double-click the **Text 2** document name. Double-clicking a name in this dialog box is equivalent to selecting the name and clicking **Open** in one step.
- Move the pointer until it is over the right text region on the page and click.
- ✓ The region fills with broken lines to indicate that it contains unformatted text.



7. Place a bitmap onto the page.

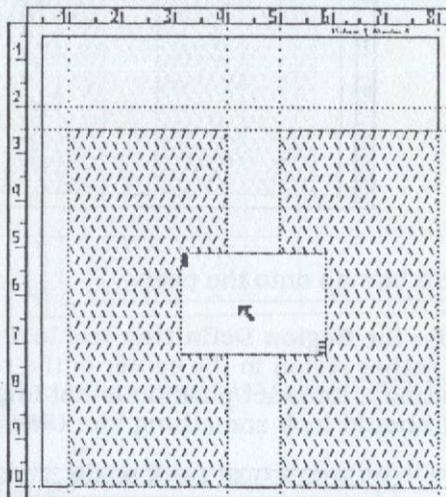
- Use the **Region Definition** tool to define another region in the center of the page for the bitmap. Its exact position is not important, but it should look something like this:



- Click the **Region Select** icon in the Toolbox.



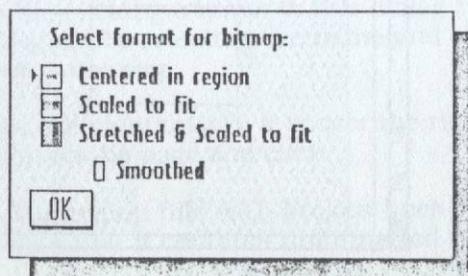
- Move the pointer until it is over the newly-defined region and click.
- ✓ The region is selected.



- Click the **Place Bitmap** icon in the Toolbox.



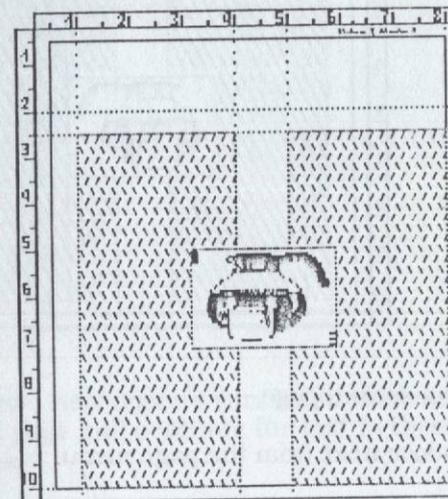
- ✓ A dialog box appears.



- Click the box next to **Stretched & Scaled to fit**.

- Click **OK**.

- ✓ The bitmap is drawn in the region stretched and scaled to fit.

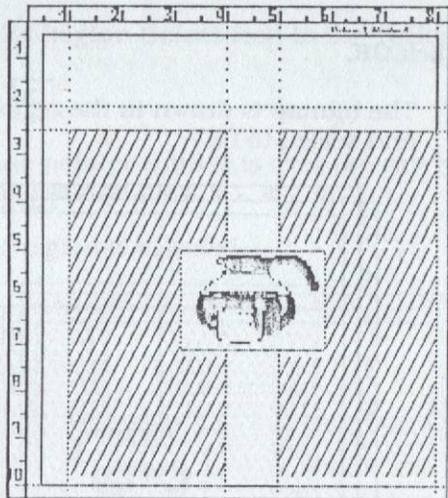


- Format the text regions to wrap around the bitmap.

- Click the **Format** icon in the Toolbox.

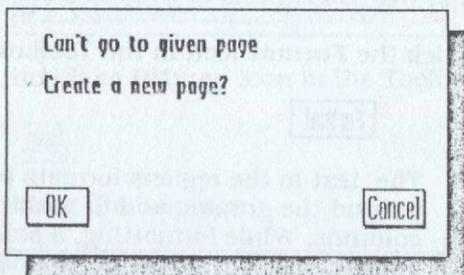


- ✓ The text in the regions formats to wrap around the graphic and fit within the columns. While formatting, a status box appears below the Toolbox to show the formatting progress and the pointer becomes an hourglass.
- ✓ The formatting finishes and the page redraws, filling the text regions with unbroken lines to indicate they are formatted.

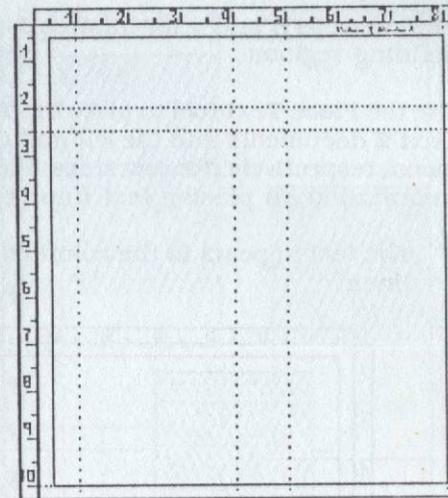


9. Create a second page.

- Choose **next** from the **page** menu.
- ✓ A dialog box appears, asking you if you want to create a new page.

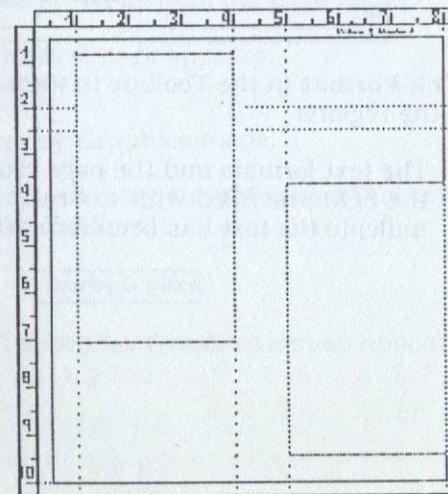


- Click **OK**.
- ✓ A new page is created and the screen re-draws. All items on the master page appear on the new page.



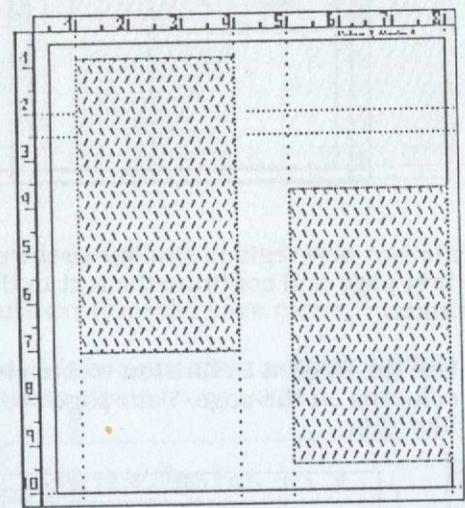
10. Create two new regions similar to the columns on the first page and continue the text in these columns.

- Use the **Region Definition** tool to create two columns on the page. Your page should look like this:

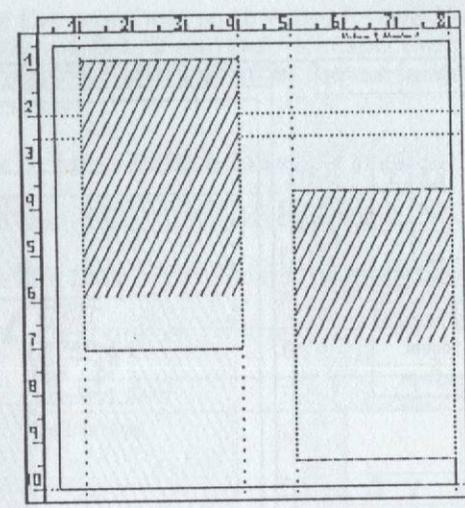


Review steps 3 and 4 for information on defining regions.

- Use the **Place Text** tool to place the **Text 1** and **Text 2** documents into the left and right regions, respectively. Review steps 5 and 6 for information on placing text into regions.
- ✓ The text appears in the columns as broken lines.



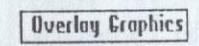
- Click **Format** in the Toolbox to format the text in the regions
- ✓ The text formats and the page redraws with the columns filled with unbroken lines to indicate the text has been formatted.



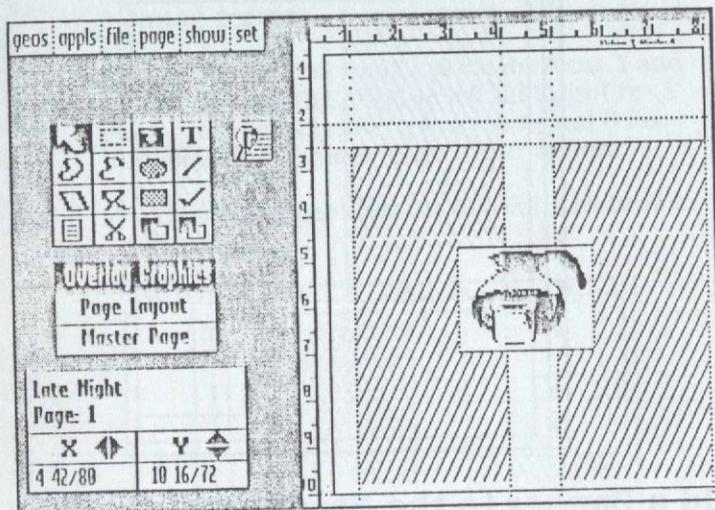
### Add a Banner to the Newsletter

This exercise will use the Overlay Graphics mode to place a large title banner at the top of the first page.

1. Go back to the first page.
  - Choose **previous** from the **page** menu.
  - ✓ The first page appears.
2. Enter Overlay Graphics mode.
  - Click the **Overlay Graphics** icon that is just below the Toolbox.



- ✓ The Overlay Graphics screen appears.



3. Disable snapping. (The previous exercise left it enabled.)

- Choose **\*snap** from the **set** menu. (The asterisk in front of the choice indicates that snapping is currently enabled and that choosing it will disable the snap feature.)

✓ Snapping is disabled.

4. Use the Special Text tool to place a banner at the top of the page.

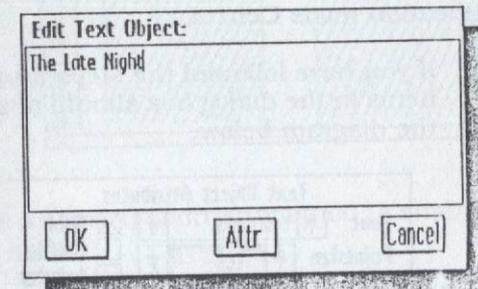
- Click the **Special Text** icon in the Toolbox.



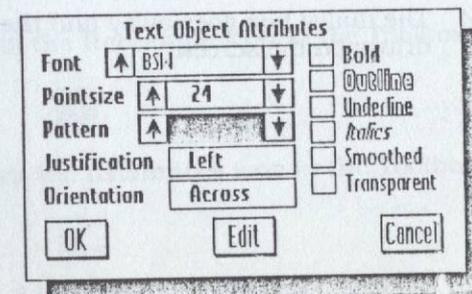
- Move the pointer off of the Toolbox and onto the page.

✓ The pointer changes to a crosshair.

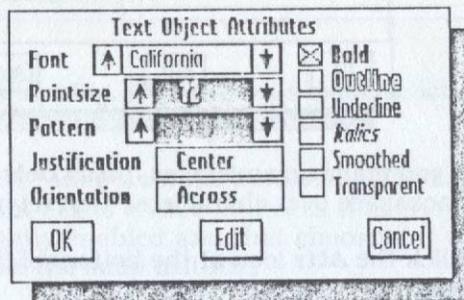
- Move the crosshair so that the X- and Y-coordinates are **0-1/2** and **0-3/4**, respectively. Use the arrow keys to fine-tune the crosshair if necessary.
- Click or press **Return** to set the position.
  - ✓ A text-entry dialog box appears.
- Type **The Late Night**. Do not press **Return**.
  - ✓ The text appears in the dialog box.



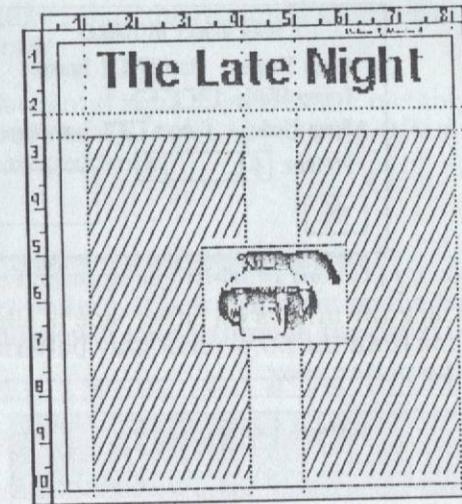
- If you made any mistakes, press **Delete** to backspace over characters, then retype the text.
- Click the **Attr** icon at the bottom of the dialog box.
  - ✓ An attributes dialog box appears.



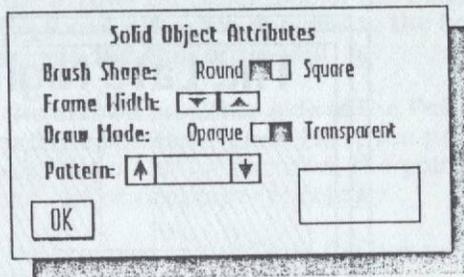
- Click the **arrows** on either side of the **Font** box until the font **California** appears in the box. This selects the California font.
  - Click the **arrows** on either side of the **Pointsize** box until the pointsize reads **72**. If you press and hold one of the font arrows, the pointsize will increase or decrease repeatedly.
  - Click the box next to **Bold** and the box next to **Smoothed**.
  - Click inside the **Justification** box until the justification reads **Center**.
- ✓ If you have followed the steps properly, the items in the dialog box should appear as in the diagram below.



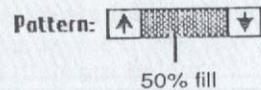
- Click **OK**.
- ✓ The dialog box goes away and the headline draws on the screen.



5. Use the keyboard shortcut method to enable ratcheting.
  - Hold down the **⌘** key and press **R** on the keyboard. This is the keyboard shortcut for ratcheting; it is equivalent to choosing **ratchet** from the **set** menu.
  - ✓ Ratcheting is enabled
6. Draw a transparent gray rectangle over the banner.
  - Click the **Rectangle** icon in the Toolbox.
  - Click the **Attributes** icon in the Toolbox.
  - ✓ An attributes dialog box appears.



- Click the arrows on either side of the **Pattern** box until the 50 percent gray pattern appears in the pattern box.



- If the **Square** brush shape is not selected, then click the box next to **Square** to select it.

Brush Shape: Round   Square

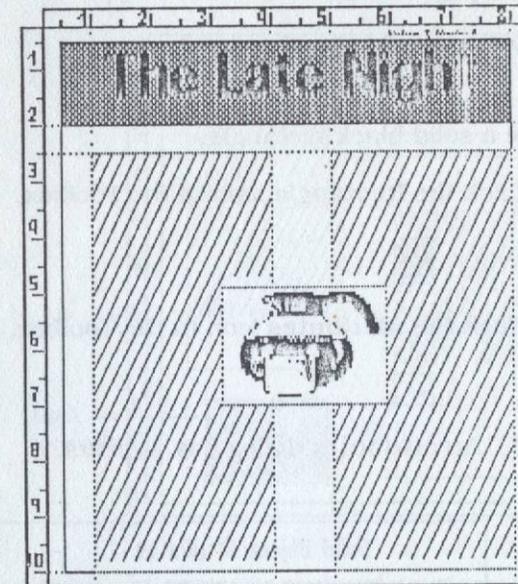
- If the **Transparent** draw mode is not selected, then click the box next to **Transparent** to make the pattern see-through.

Draw Mode: Opaque   Transparent

- Click **OK**.
  - ✓ The dialog box goes away. You have just set the default solid object attributes (solid objects include filled rectangles and ellipses).
- Move the pointer to the page
  - ✓ The pointer changes to a crosshair.
- Move the crosshair so that the X- and Y-coordinates are both **0-1/2**. This will be easy to do because ratcheting is enabled.
- Click.

- ✓ A rubber-banding rectangle attaches to the pointer.

- Move down and right to stretch the rectangle until the X- and Y- coordinates are **8-0/0** and **2-0/0**, respectively.
- Click.
  - ✓ The rectangle is drawn in the 50 percent gray pattern. It is transparent so the banner text below it shows through the pattern.



7. Use the keyboard shortcut method to disable ratcheting.

- Hold down the **⌘** key and press **R** on the keyboard. Since ratcheting is enabled, this will toggle its status, thereby disabling it.
  - ✓ Ratcheting is disabled.

## Add a Shadow Box with Text to the Second Page

This exercise will use the Overlay Graphics mode to place a shadowed box with text on the second page of the newsletter.

1. Go to page two using the keyboard shortcut method.
  - Hold down the **Alt** key and press **=** on the keyboard. This is equivalent to choosing **next** from the **page** menu.

✓ Page two displays

2. Draw a solid black rectangle.

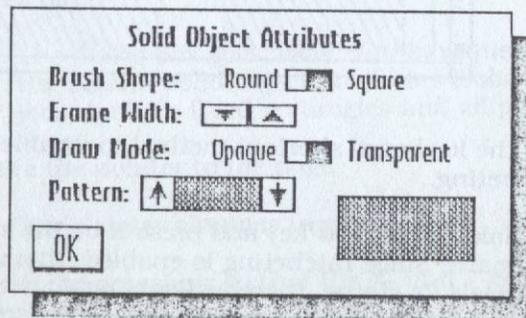
- Click the **Rectangle** icon in the Toolbox.



- Click the **Attributes** icon in the Toolbox.



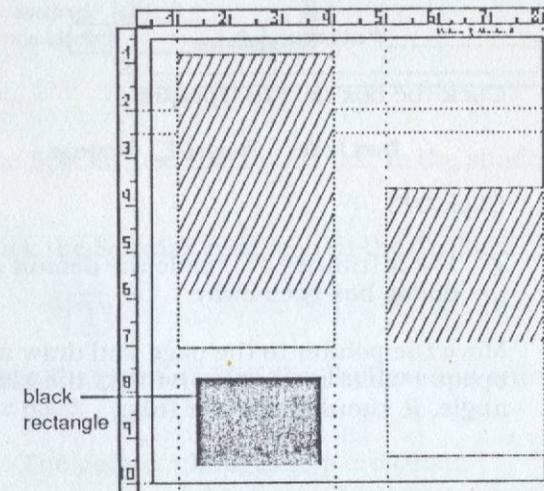
✓ An attributes dialog box appears.



- Click the arrows on either side of the **Pattern** box until the solid black pattern appears in the pattern box.

Pattern:

- Click **OK**.
  - ✓ The attributes are made the default and the dialog box goes away.
- Move the pointer to the page and draw a rectangle that appears somewhat like this one:

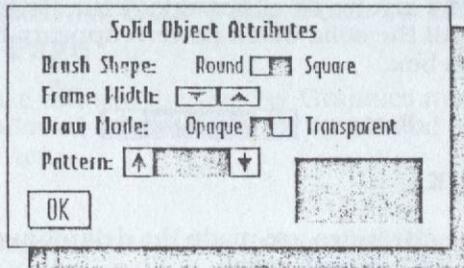


3. Draw a solid white opaque rectangle on top of the black rectangle; offset it slightly so it appears as if the black rectangle below it is actually a shadow.

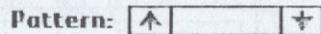
- Click the **Attributes** icon in the Toolbox.



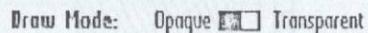
✓ An attributes dialog box appears.



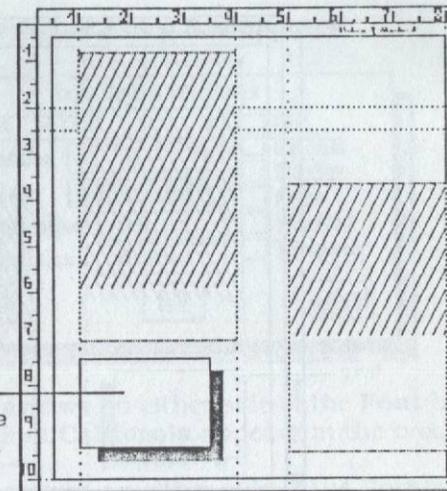
- Click the arrows on either side of the **Pattern** box until the solid white pattern appears in the pattern box.



- Click the box next to **Opaque**.



- Click **OK**.
- ✓ The attributes are made the default and the dialog box goes away.
- Move the pointer to the page and draw an opaque white rectangle on top of the black rectangle. It should look like this:

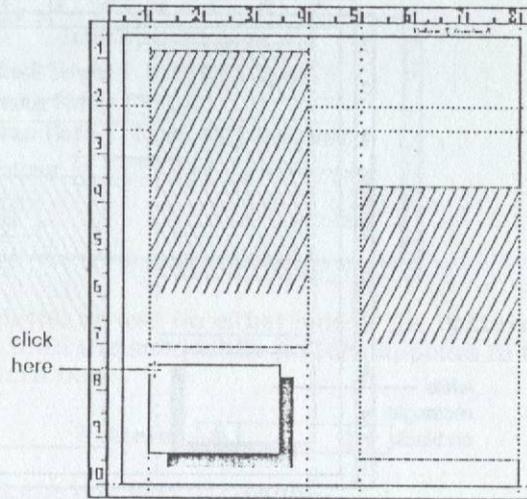


- Use the **Special Text** tool to add text to the shadow box.

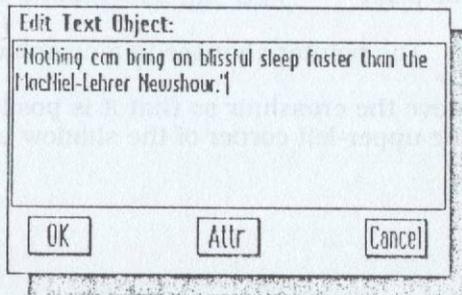
- Click the **Special Text** icon in the Toolbox.



- Move the pointer off of the Toolbox and onto the page.
- ✓ The pointer changes to a crosshair.
- Move the crosshair so that it is positioned near the upper-left corner of the shadow box.

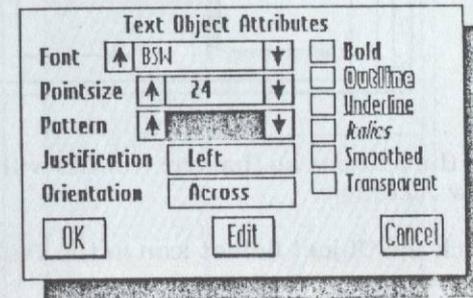


- Click.
  - ✓ A text-entry dialog box appears.
- Type "Nothing can bring on blissful sleep faster than the MacNeil-Lehrer Newshour." Do type the quotes (") but do not press **Return**.
  - ✓ The text appears in the dialog box.

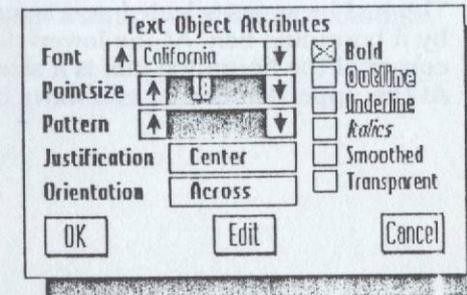


- If you made any mistakes, press **Delete** to backspace over characters, then retype the text.
- Click the **Attr** icon at the bottom of the dialog box.

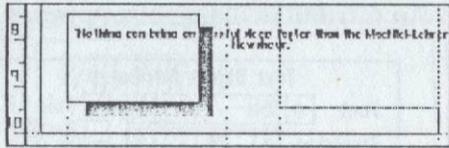
- ✓ An attributes dialog box appears.



- Click the **arrows** on either side of the **Font** box until the font **California** appears in the box..
- Click the **arrows** on either side of the **Pointsize** box until the pointsize reads **18**.
- Click the box next to **Bold**.
- Click inside the **Justification** box until the justification reads **Center**.
- ✓ If you have followed the steps properly, the items in the dialog box should appear as in the diagram below:



- Click **OK**.
  - ✓ The dialog box goes away and the text draws across the entire page.

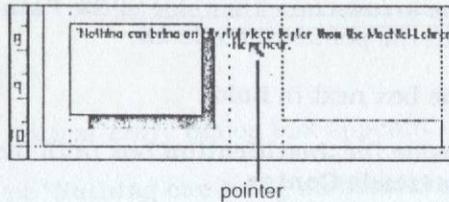


5. Resize the text box so that the text fits within the shadow rectangle.

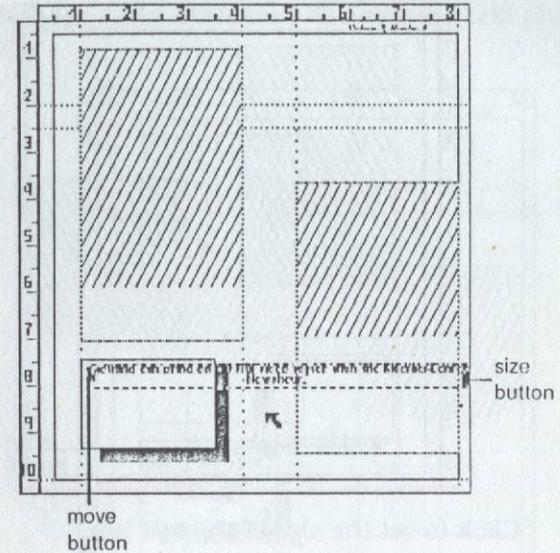
- Click the **Object Select** icon in the Toolbox.



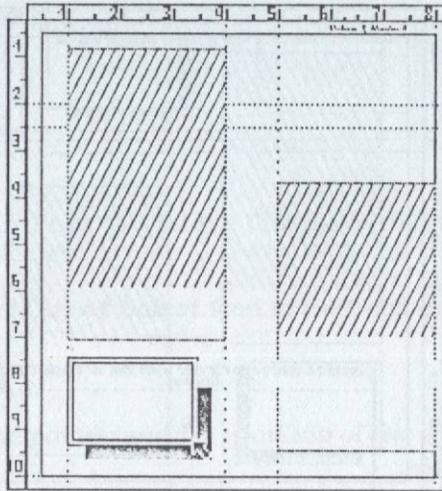
- Move the pointer until it is on top of the text.



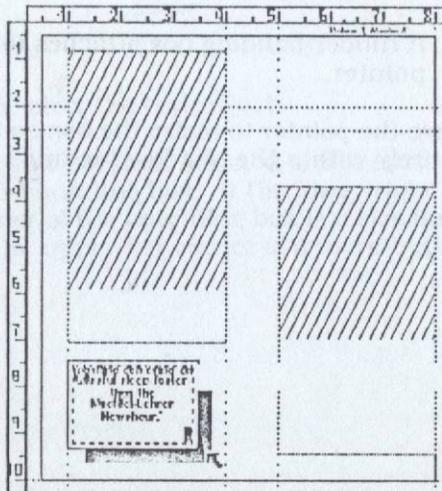
- Click to select the text object
  - ✓ The text becomes selected and is surrounded by a bounding box. At the lower-right corner of the bounding box is a size button. At the upper-left corner is a move button.



- Click the size button. (It may be hard to see if it is partially off of the screen.)
  - ✓ A rubber-banding box attaches to the pointer.
- Move the pointer to resize the box so that it is entirely within the shadow rectangle.

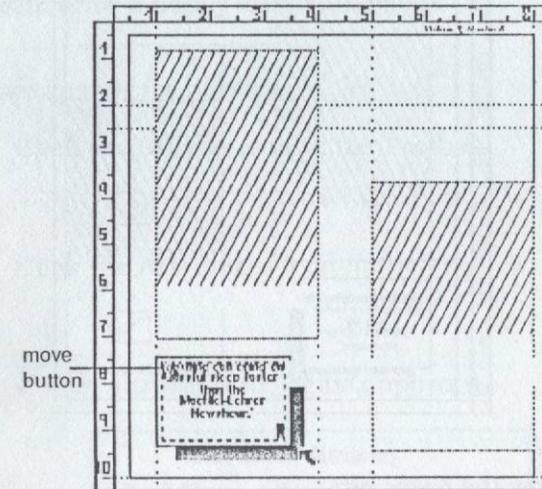


- Click to set the size of the text box.
- ✓ The text redraws to fit within the resized box.

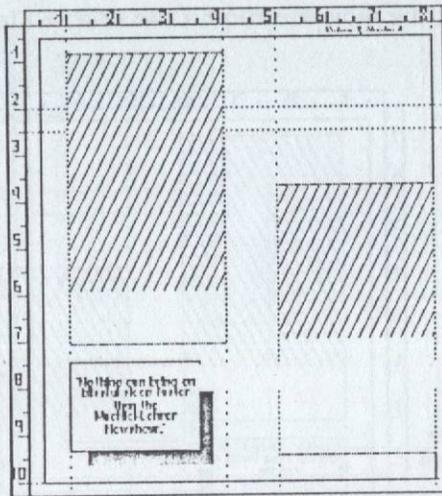


6. Reposition the text so that it is centered within the shadow rectangle.

- Click the move button on the selected text object.



- ✓ A fixed-size box attaches to the pointer.
- Move the pointer to reposition the text box.
- Click to set the new position of the text box.
- ✓ The text redraws at its new position.

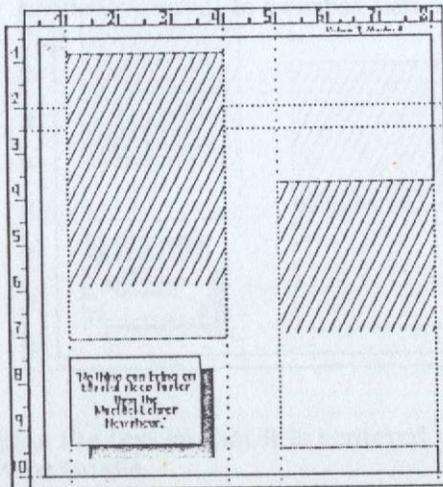


7. Redraw the page.

- Click the redraw icon.



- ✓ The page redraws.



## Put on a Happy Face

This exercise will use the Page Graphics tools in the Toolbox to draw a happy face on the page.

1. Draw a circle for the face.

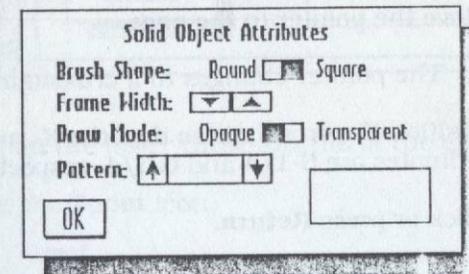
- Click the **Ellipse** icon in the Toolbox.



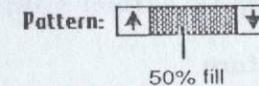
- Click the **Attributes** icon in the Toolbox.



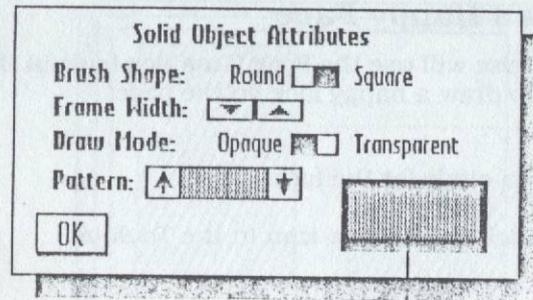
- ✓ An attributes dialog box appears.



- Click the arrows on either side of the **Pattern** box until the 50 percent gray pattern appears in the pattern box.

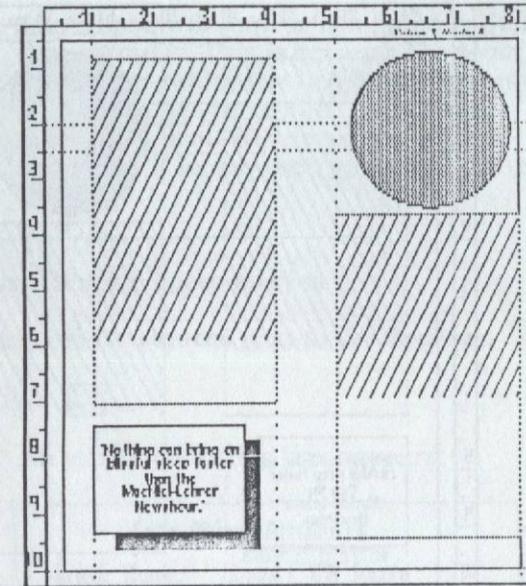


- Click the arrows next to **Frame Width** to choose a medium-thick frame. (Watch the frame change on the example object in the lower-right corner of the dialog box.)



example object

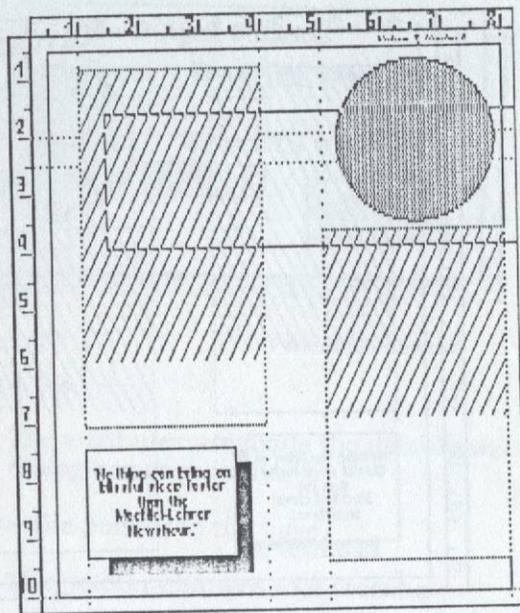
- Click **OK**.
- ✓ The attributes are made the default and the dialog box goes away.
- Move the pointer to the page.
- ✓ The pointer changes to a crosshair.
- Position the crosshair so that the X- and Y- coordinates are  $5\text{-}1/4$  and  $0\text{-}3/4$ , respectively.
- Click or press **Return**.
- ✓ A rubber-banding ellipse attaches to the pointer.
- Move down and right to stretch the ellipse until the X- and Y- coordinates are  $7\text{-}7/8$  and  $3\text{-}40/72$ , respectively.
- Click or press **Return**.
- ✓ The ellipse draws on the page.



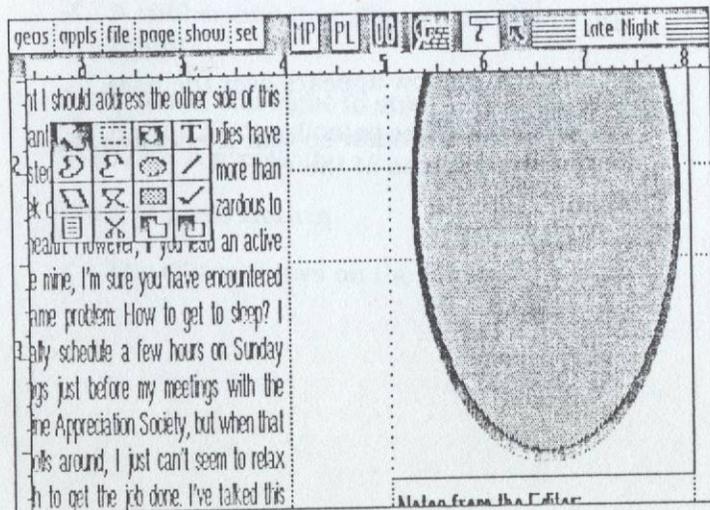
2. Zoom in on the lower three-fourths of the ellipse.
  - Click the **Zoom** icon.



- ✓ A zoom window appears over the page.
- Move the zoom window so that it encloses the lower three-fourths of the ellipse.



- Click.
- ✓ The screen zooms in to show the portion of the page that was in the zoom window.

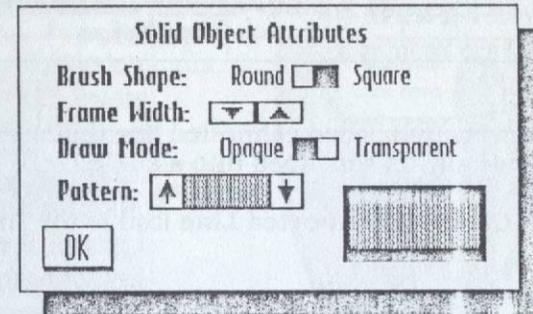


The ellipse will appear elongated rather than circular. This is because the zoom feature magnifies the height twice as much as it magnifies the width. When you eventually print the document, it will appear as it looks when you are viewing the full-page.

- Draw two black ellipses as eyes.
  - Click the **Attributes** icon in the Toolbox.



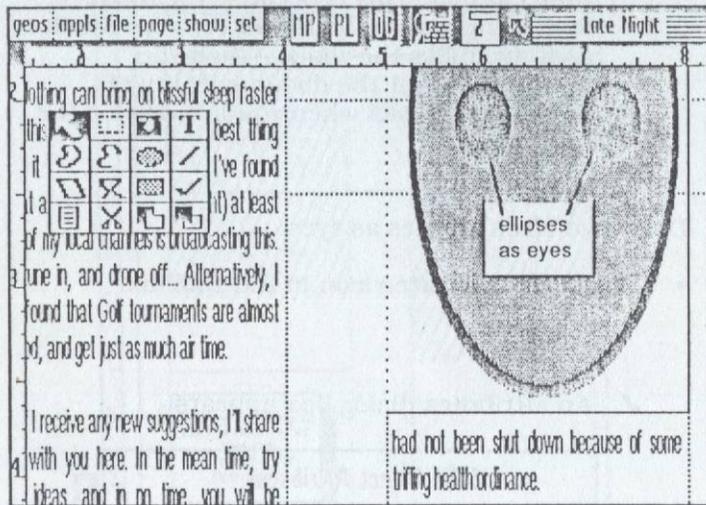
- ✓ An attributes dialog box appears.



- Click the arrows on either side of the **Pattern** box until the black pattern appears in the pattern box.



- Click **OK**.
- ✓ The attributes are made the default and the dialog box goes away.
- Move the pointer to the page and draw two slightly elongated ellipses for eyes so that the screen looks something like the following:



- Draw a cup-shaped connected line that will eventually be smoothed into a smile.

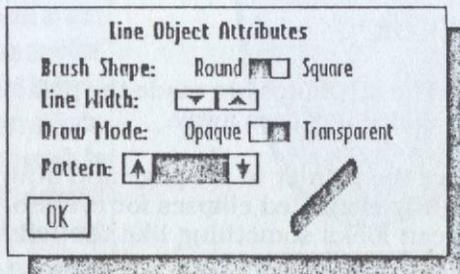
- Click the **Connected Line** icon in the Toolbox.



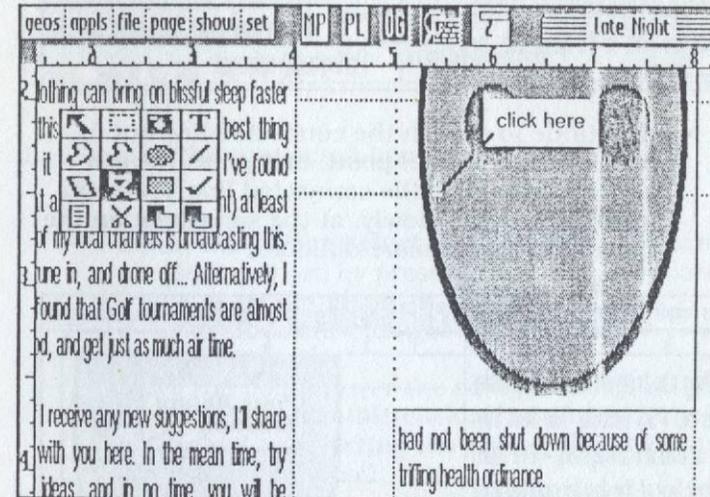
- Click the **Attributes** icon in the Toolbox.



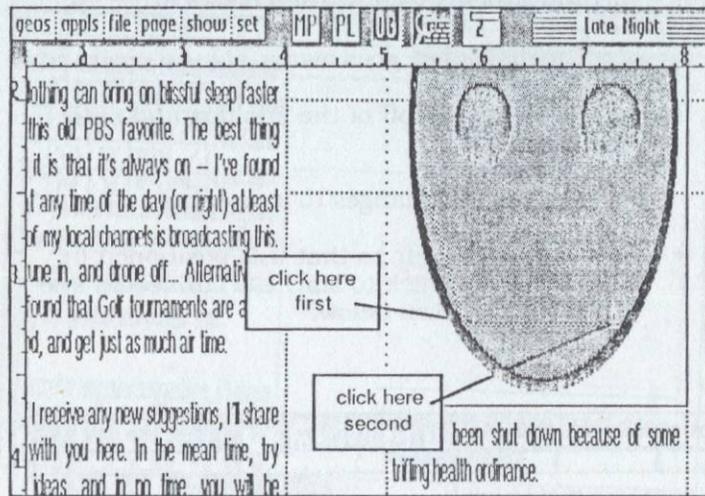
- An attributes dialog box appears.



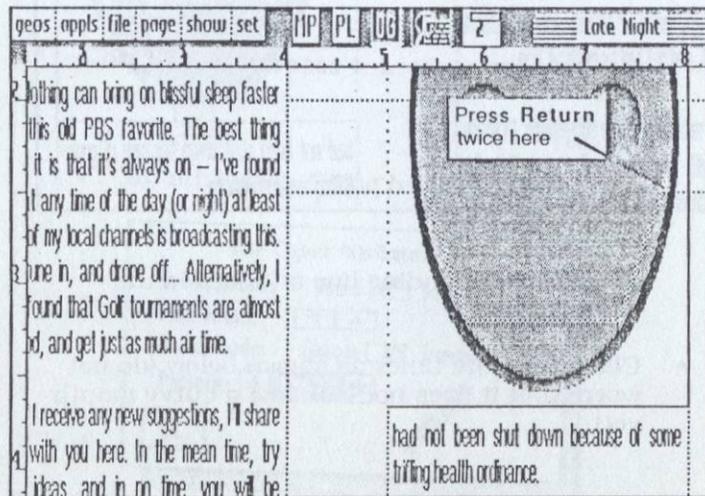
- Click the arrows next to **Line Width** to select a medium-thickness line, then click **OK**.
  - The dialog box goes away.
- Move the pointer off of the Toolbox and onto the page.
  - The pointer changes to a crosshair.
- Move the crosshair so that it is positioned in the ellipse and click to start the connected line at the point shown below.



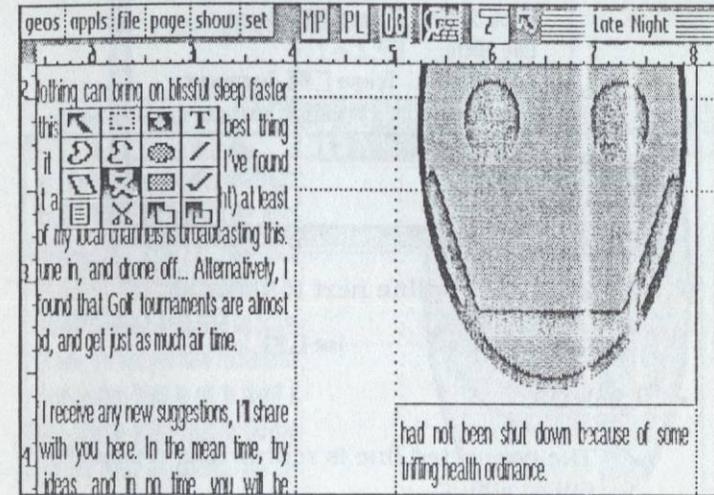
- A rubber-banding line attaches to the crosshair.
- Click two more times as shown below (do not worry that it does not look like a curvy mouth yet).



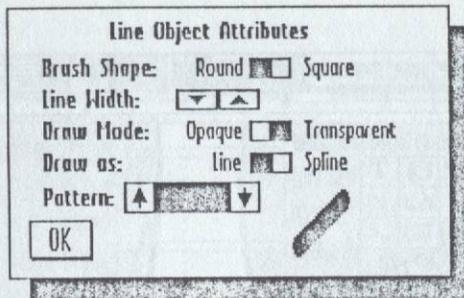
- Continue to stretch the connected line out to the fourth and final point, and press **Return** twice to complete the connected line. (You can also click twice, slowly, at the same spot on the page, but this is more difficult.)



- ✓ The connected line draws.



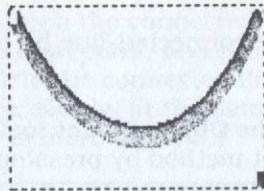
5. Smooth the connected-line by converting it to a spline.
  - Select the **Object Select** tool using the keyboard shortcut method by pressing **X** on the keyboard.
    - ✓ The crosshair changes to a pointer.
  - Move the pointer over the connected line and double-click. (Double-clicking on an object is equivalent to selecting the object, then clicking the Attributes icon.)
    - ✓ An attributes dialog box appears.



- Click to select **Spline** next to **Draw as**.

Draw as:      Line  Spline

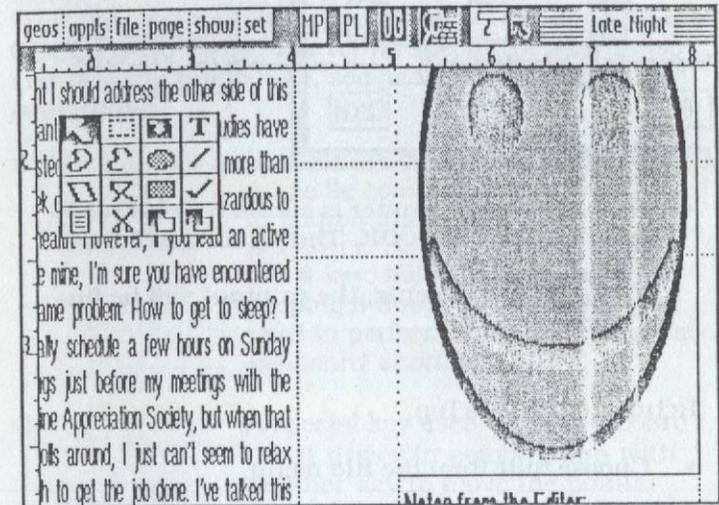
- Click **OK**.
- ✓ The connected line is redrawn as a smooth-curve spline.



- Redraw the page using the keyboard shortcut method.

- Press **space bar** on the keyboard. This is equivalent to clicking the Redraw icon in the Toolbox.

- ✓ The page redraws.



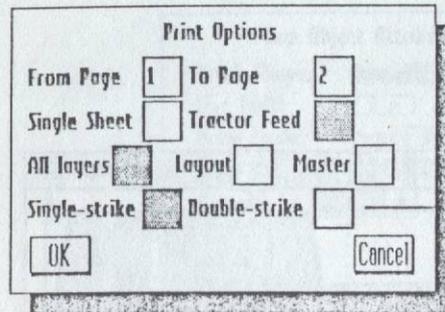
## Save and Print

In this exercise you will save the document to disk then print it out on the printer.

- Save the document.
  - Choose **update** from the **file** menu. This updates the document file on the disk.
- Print the document. If you have no printer or your printer is not available, skip to the next step.
  - Choose **print** from the **file** menu.
  - ✓ A dialog box appears.

# GEOS Glossary

This glossary contains general terms that apply to the GEOS environment. For terms specific to geoPublish and desktop publishing, see *geoPublish Glossary* in *geoPublish*.



single/double-strike option not available with all printers

- Be sure that the printer is connected and ready to print, then click **OK**. The printing will begin.
    - ✓ In a few moments, the printout will be finished.
3. Return to the deskTop.
- Choose **quit** from the **file** menu.
  - If you are requested to insert a disk with a copy of the GEOS deskTop, replace the **TUTORIAL #2** disk with the **BOOT** disk and click **OK**.
    - ✓ The deskTop displays.

## Conclusion to Tutorial #2

Now that you have completed the two tutorials, you are ready to begin harnessing the power of GEOS and geoPublish on your own desktop publishing creations.



In the older (beige) Apple IIc and the Apple IIc computers, this key is used in combination with other keys to perform certain functions. To use the key, hold it down, and while keeping it down, press the key you need to perform the action. See also *keyboard shortcuts*.



A special key used by the keyboard input driver in combination with another key to move the pointer around the screen. See *keyboard driver*.



The slash character separates directory (folder) names in a *pathname*.



Characters representing the next highest folder level in a *pathname*. They can be used in the **goto** option under the **folder** menu to begin a relative *pathname* (for example, **../Homework**).

## 3-1/2 inch disk drive

On Apple II computers, a disk device that typically uses double-sided microfloppy disks with a capacity of 800 kilobytes of data. With the label facing up, slide the movable notch at the upper-right so the small opening is clear to write protect the disk.

# \$10 REBATE!

When you purchase either of the following Berkeley Softworks products:

- GEOS™ for the Apple® IIe, IIc, or IIgs
- GEOS for the Apple IIc Plus

## OFFICIAL REBATE RULES

1. Purchase any of the Berkeley Softworks products listed above between November 1, 1988 and February 28, 1989.
2. Obtain a dated sales receipt and circle the price paid. Receipt must be dated before February 28, 1989. Limit one rebate per household or address.
3. Fill out this official rebate form, including your zip code. Only this form may be used to obtain the rebate and it may not be reproduced in any manner.
4. For proof of purchase cut the UPC symbol from the GEOS package (not the package that contained this coupon).



5. Put the following items in a stamped envelope: (1) this completed official rebate form, (2) the dated receipt, and (3) the appropriate proof of purchase. The letter must be postmarked by March 15, 1989 and mailed to:

GEOS Apple II Series Rebate Offer  
Berkeley Softworks  
2150 Shattuck Avenue  
Berkeley, CA 94704

Allow 6-8 weeks for delivery. No customer, address, or household may receive more than one rebate. Duplicate requests will receive no response. Sales receipts and proofs of purchase will not be returned. Resellers are not entitled to receive a rebate. Any questions will be resolved by Berkeley Softworks at its sole discretion. Void where taxed or otherwise restricted. Employees of Berkeley Softworks or any of its agents are not eligible. Cannot be used in conjunction with any other offer.

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ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Please print.

Part no. 14-1025-0124

## Berkeley Softworks' Replacement Procedure

If you experience any difficulties with GEOS for the Apple® IIc Plus software or geoMouse that cannot be solved by:

- a) reading the User Manual
- b) contacting Berkeley Softworks Customer Service (415) 644-3413
- c) consulting your retailer

you may return the defective product elements for replacement. Please follow the procedure described below. This procedure is governed by the Berkeley Softworks Limited Warranty and Disclaimer which is in your User Manual, Appendix A of "Using GEOS."

### Replacement Procedure

1. Any defective Berkeley Softworks software or geoMouse must be returned directly to Berkeley Softworks. Please send the defective disk(s) and/or geoMouse, along with proof of purchase, to the following address:

Customer Service—Apple® IIc Plus Replacement  
Berkeley Softworks  
2150 Shattuck Avenue  
Berkeley, CA 94704

We will send you a replacement copy (or replacement geoMouse) within 7 days of receipt of your request. DO NOT RETURN THE PRODUCT TO YOUR RETAILER AS THE RETAILER IS NOT AUTHORIZED TO GIVE REPLACEMENTS FOR DEFECTIVE SOFTWARE OR MOUSE.

2. Any defective software or mouse must be returned within ninety (90) days of purchase in order to receive replacement software or mouse.
3. For user induced problems, or problems occurring outside of the ninety (90) day warranty period, please contact Customer Service for charges and return instructions.

Part No.:14-1001-0123

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## GEOPUBLISH™ ADDENDUM

### 3-1/2 Inch Disk Contents

The geoPublish package is shipped with two 3-1/2 inch macro-floppy disks. Below is a complete listing of the 3-1/2 inch disk contents (in alphabetical order, by type).

#### Disk 1: BOOT

BOOT  
 GEOLoad.SYSTEM for loading and running ProDOS™ files from the GEOS DeskTop™

#### SYSTEM FOLDER

DESK TOP system file  
 DISK MAKER application  
 GEOPUBLISH application  
 GEOPUBLISH application  
 GRAPHIC GRABBER application  
 SMALL PUBLISH application  
 TEXT GRABBER application  
 about piracy desk accessory  
 alarm clock desk accessory  
 calculator desk accessory  
 note pad desk accessory  
 photo manager desk accessory  
 puzzle desk accessory  
 text manager desk accessory  
 California font  
 LW\_Barrows font  
 LW\_Cal font  
 LW\_Greek font  
 LW\_Roma font  
 Mega Barrows font  
 Mega Cal font  
 Mega Roma font  
 Fanta clip art photo album  
 Holidays clip art photo album  
 Just For Fun clip art photo album  
 U.S. History clip art photo album  
 Work And Play clip art photo album  
 Graphics geoPublish library  
 Master Pages geoPublish library  
 Page Layouts geoPublish library  
 TG:AppleWorks Text Grabber data  
 TG:Generic WP Text Grabber data  
 TG:MultiScribe Text Grabber data  
 TG:WordPerfect Text Grabber data

Installation data file  
 Disk Maker data file  
 geoWrite file  
 geoWrite file  
 scrap file  
 scrap file

#### Disk 2: Resource

BOOT  
 Calc.dmo  
 File.dmo  
 GEOS.dmo  
 geoCalc demo  
 geoFile demo  
 geoPublish demo

#### SYSTEM FOLDER

CONFIGURE application  
 SYSTEM MAKE application  
 genibus.a file input driver  
 Joystick input driver  
 Keyboard Input input driver  
 Mouse input driver  
 ASCII Parallel printer driver  
 ASCII Serial printer driver  
 C. Boh 8510A printer driver  
 Epson LQ-1500 printer driver  
 Epson MX-80 printer driver  
 Eson FX-80 printer driver  
 ImageWriter I printer driver  
 ImageWriter II printer driver  
 LaserWriter printer driver  
 No Printer printer driver  
 Okidata 92 printer driver  
 Panasonic printer driver  
 Star NX-10 printer driver  
 7 Bit Parallel interface driver  
 8 Bit Parallel interface driver  
 Dumpling-GX interface driver  
 Grappler+ (P) interface driver  
 HotLink interface driver  
 Ilc Serial interface driver  
 IIGS Serial interface driver  
 Image Perfect interface driver

No Interface	<i>interface driver</i>	ThunderClock	<i>clock driver</i>
Parallel Pro	<i>interface driver</i>	Timemaster	<i>clock driver</i>
PKASOU	<i>interface driver</i>	Z-RAM Clock	<i>clock driver</i>
PrinterMate	<i>interface driver</i>	AUX RAMdisk	<i>auxiliary driver</i>
Super Serial 2	<i>interface driver</i>	No Aux Driver	<i>auxiliary driver</i>
Super Serial	<i>interface driver</i>	RAMdisk II	<i>auxiliary driver</i>
Uniprint	<i>interface driver</i>	Screen->Laser	<i>auxiliary driver</i>
GS Clock	<i>clock driver</i>	Screen->Printer	<i>auxiliary driver</i>
NoSlot Clock	<i>clock driver</i>		
SerialPro Clock	<i>clock driver</i>		
Soft Clock	<i>clock driver</i>		

## 5-1/4 Inch Disk Contents

The geoPublish package is shipped with five 5-1/4 inch floppy disks. Below is a complete listing of the 5-1/4 inch disk contents (in alphabetical order, by type).

### Disk 1, Side 1: BOOT

<b>ROOT</b>	
GELOAD.SYSTEM	<i>for loading and running ProDOS™ files from the GEOS deskTop™.</i>

<b>SYSTEM FOLDER</b>	
DESK TOP	<i>system file</i>
DISK MAKER	<i>application</i>
about piracy	<i>desk accessory</i>

### Disk 1, Side 2: Demonstrations

<b>ROOT</b>	
Calc.dmo	<i>geoCalc demo</i>
File.dmo	<i>geoFile demo</i>
GEOS.dmo	<i>geoPublish demo</i>

### Disk 2, Side 1: Utilities, Input and Printer Drivers

<b>SYSTEM FOLDER</b>	
CONFIGURE	<i>application</i>
SYSTEM MERGE	<i>application</i>
geoMouse IIe	<i>input driver</i>
Joystick	<i>input driver</i>
Keyboard Input	<i>input driver</i>
Mouse	<i>input driver</i>
ASCII Parallel	<i>printer driver</i>
ASCII Serial	<i>printer driver</i>
C. Itoh 8510A	<i>printer driver</i>

Epson LQ-1500	<i>printer driver</i>
Epson MX-80	<i>printer driver</i>
Eson FX-80	<i>printer driver</i>
ImageWriter I	<i>printer driver</i>
ImageWriter II	<i>printer driver</i>
LaserWriter	<i>printer driver</i>
No Printer	<i>printer driver</i>
Okidata 92	<i>printer driver</i>
Panasonic	<i>printer driver</i>
Star NX-10	<i>printer driver</i>

### Disk 2, Side 2: Interface, Clock, and Aux Drivers

<b>SYSTEM FOLDER</b>	
7 Bit Parallel	<i>interface driver</i>
8 Bit Parallel	<i>interface driver</i>
Dumpling-GX	<i>interface driver</i>
Grappler+ (P)	<i>interface driver</i>
HotLink	<i>interface driver</i>
IIc Serial	<i>interface driver</i>
IGS Serial	<i>interface driver</i>
Image Perfect	<i>interface driver</i>
No Interface	<i>interface driver</i>
Parallel Pro	<i>interface driver</i>
PKASOU	<i>interface driver</i>
PrinterMate	<i>interface driver</i>
Super Serial 2	<i>interface driver</i>
Super Serial	<i>interface driver</i>
Uniprint	<i>interface driver</i>
GS Clock	<i>clock driver</i>
NoSlot Clock	<i>clock driver</i>
SerialPro Clock	<i>clock driver</i>
Soft Clock	<i>clock driver</i>
ThunderClock	<i>clock driver</i>
Timemaster	<i>clock driver</i>

Z-RAM Clock	<i>clock driver</i>
AUX RAMdisk	<i>auxiliary driver</i>
No Aux Driver	<i>auxiliary driver</i>
RAMdisk II	<i>auxiliary driver</i>
Screen->Laser	<i>auxiliary driver</i>
Screen->Printer	<i>auxiliary driver</i>

### Disk 3, Side 1: geoPublish

<b>SYSTEM FOLDER</b>	
GEOPUBLISH	<i>application</i>
Install.data	<i>Installation data file</i>
WD.data	<i>Disk Maker data file</i>

### Disk 3, Side 2: Small geoPublish

<b>SYSTEM FOLDER</b>	
SMALL PUBLISH	<i>application</i>
Text 1	<i>geoWrite file</i>
Text 2	<i>geoWrite file</i>
Object Scrap	<i>scrap file</i>
Photo Scrap	<i>scrap file</i>

### Disk 4, Side 1: Desk Accessories, Grabbers, Libraries

<b>SYSTEM FOLDER</b>	
GRAPHIC GRABBER	<i>application</i>
TEXT GRABBER	<i>application</i>
about piracy	<i>desk accessory</i>
alarm clock	<i>desk accessory</i>
calculator	<i>desk accessory</i>
note pad	<i>desk accessory</i>
photo manager	<i>desk accessory</i>
puzzle	<i>desk accessory</i>
text manager	<i>desk accessory</i>
Graphics	<i>geoPublish library</i>

## Errata

The following items reflect last-minute changes to the manuals and software in this package.

### Driver Compatibility

In Appendix B of *Using GEOS*, the Epson RX-80 is listed as being compatible with the Epson FX-80 printer driver. This is incorrect. It is actually compatible with the Star NX-10 printer driver.

Master Pages	<i>geoPublish library</i>
Page Layouts	<i>geoPublish library</i>
TG:AppleWorks	<i>Text Grabber data</i>
TG:Generic WP	<i>Text Grabber data</i>
TG:MultiScribe	<i>Text Grabber data</i>
TG:WordPerfect	<i>Text Grabber data</i>

### Disk 4, Side 2: Photo Manager, Clip Art

<b>SYSTEM FOLDER</b>	
photo manager	<i>desk accessory</i>
Fantasy	<i>clip art photo album</i>
Holidays	<i>clip art photo album</i>
Just For Fun	<i>clip art photo album</i>
U.S. History	<i>clip art photo album</i>
Work And Play	<i>clip art photo album</i>

### Disk 5, Side 1: geoPubLaser, Fonts

<b>SYSTEM FOLDER</b>	
GEOPUBLASER	<i>application</i>
California	<i>font</i>
LW_Barrows	<i>font</i>
LW_Cal	<i>font</i>
LW_Greek	<i>font</i>
LW_Roma	<i>font</i>

### Disk 5, Side 2: Mega Fonts

<b>SYSTEM FOLDER</b>	
Mega Barrows	<i>font</i>
Mega Cal	<i>font</i>
Mega Roma	<i>font</i>

Also, the Laser 128 Serial Port is listed as being compatible with the Super Serial Interface driver. It is actually compatible with the IIC Serial interface driver.

## About Piracy and Demos

Choose **about piracy** from the menu on the Laser BOOT disk. It contains a message about piracy and its consequences.

Open any of three files **GEOS.dmo**, **Other.dmo**, or **Files.dmo** to view demonstrations of other GEOS integrated applications.

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Or, your document could look like this.

Or, like this.

Ανδ τησ.

And this.

And this.

☆■\* ▼\*\*▲☞

In fact, your document could look any of eleven different ways, other than the dot-matrix font pictured above.

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