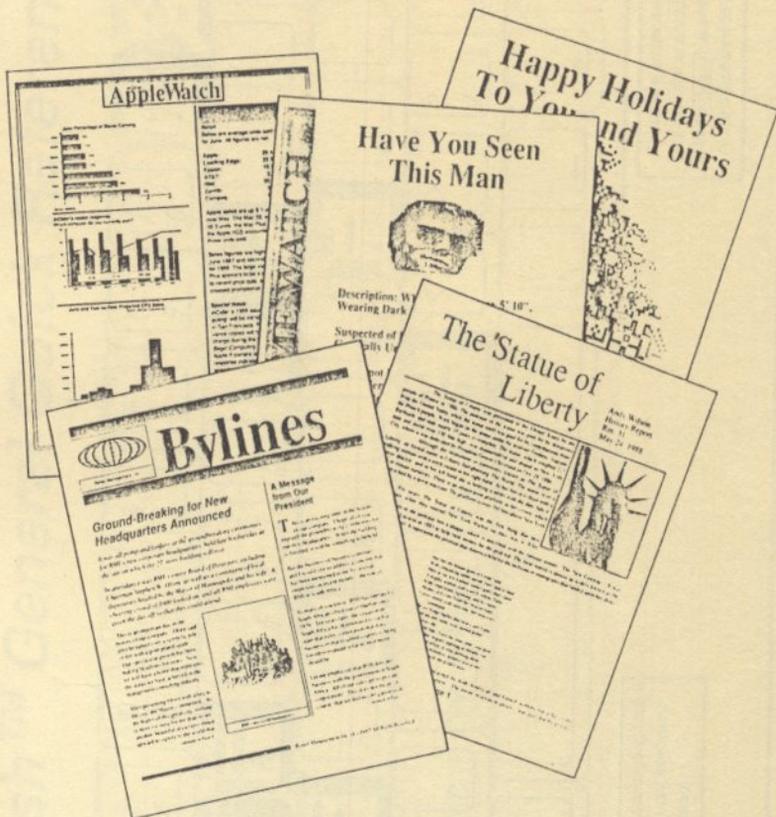


GEO PUBLISH™

FOR THE APPLE® II SERIES

Graphically-Oriented, Fully Integrated Productivity Software

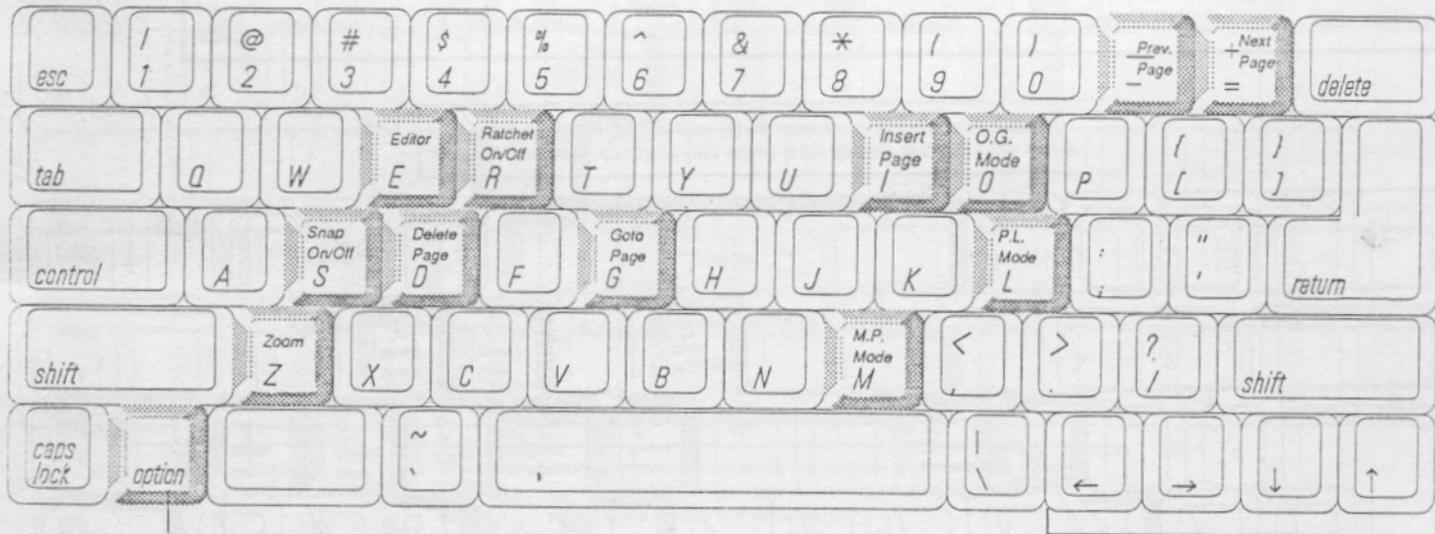


GEO PUBLISH UTILITIES

- Graphics Grabber
- Text Grabber
- geoPubLaser

 **Berkeley
Softworks**

geoPublish™ General Quick Reference

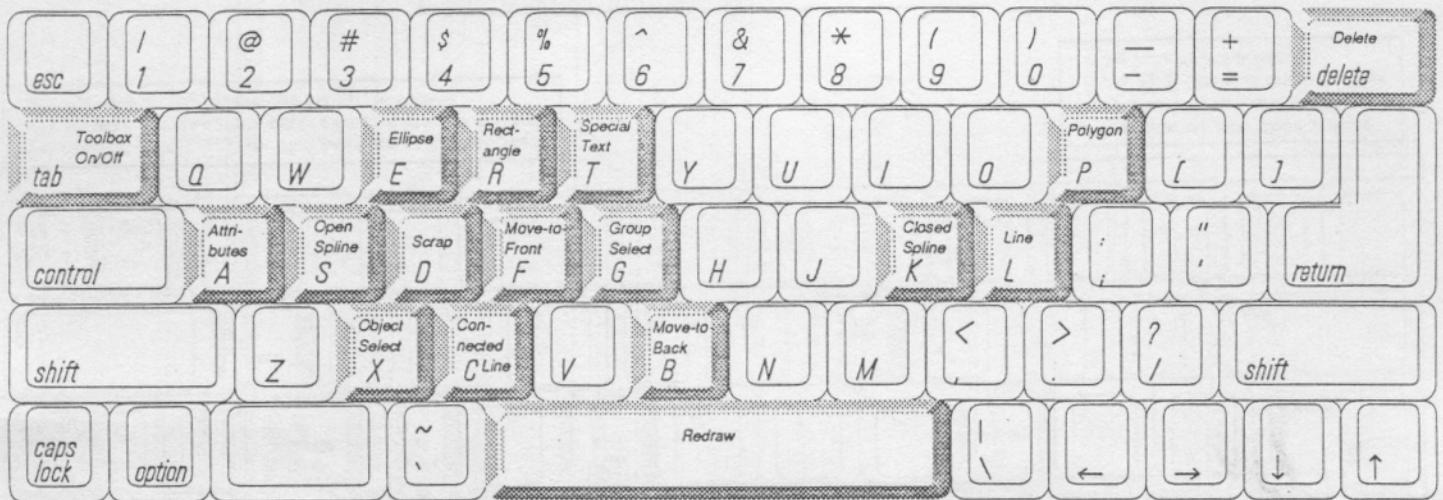


Press and hold the **Option** key, then press one of the highlighted keys shown in the diagram to select a function. If your keyboard does not have an **Option** key, use the **⌘** key instead.

Press the arrow keys alone to move the pointer in small increments. Press **Return** alone to simulate a click of the input device button.

Note: The Editor is only available in the full-sized version of geoPublish and is only accessible in Page Layout mode. The zoom feature is not accessible in Page Layout mode.

Page Graphics Toolbox Quick Reference

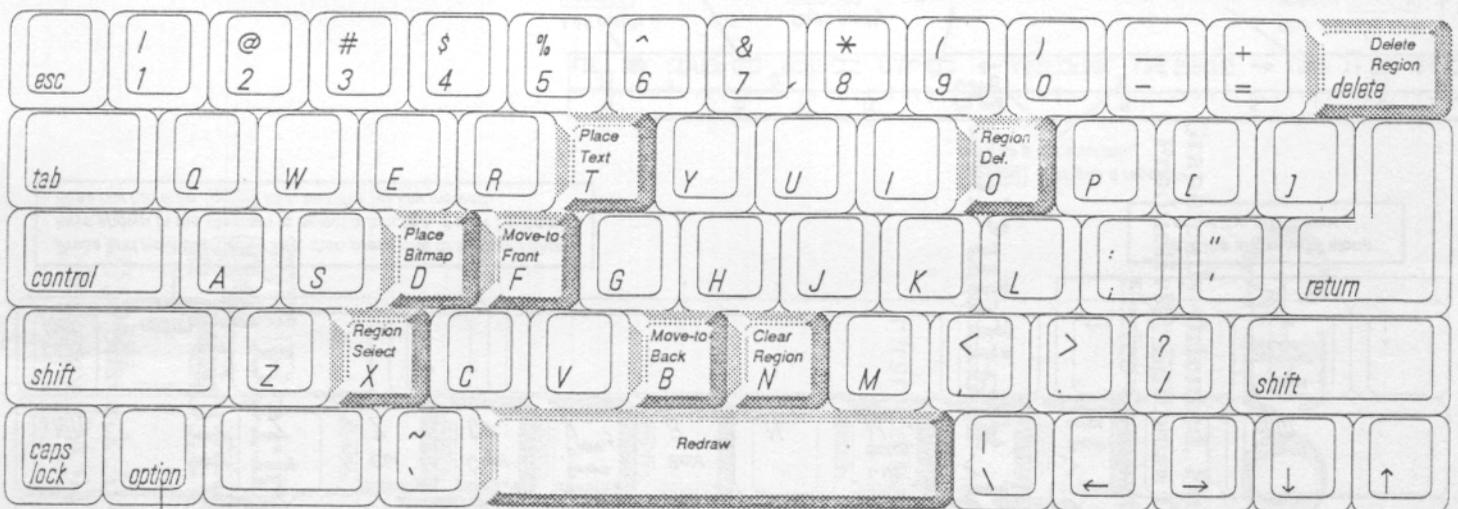


Press one of the highlighted keys shown in the diagram to select a tool. Do not press and hold the **Option** key or **Command** key while pressing the highlighted key.

Double-click the Group Select tool to select all objects on the page.

Object Select X	Special Text T	Line L	Ellipse E	Move-to-Back B	Delete Delete
Group Select G	Closed Spline K	Connected Line C	Rectangle R	Move-to-Front F	Zoom Command-Z
Scrap D	Open Spline S	Polygon P	Attributes A	Redraw Spacebar	

Page Layout Toolbox Quick Reference

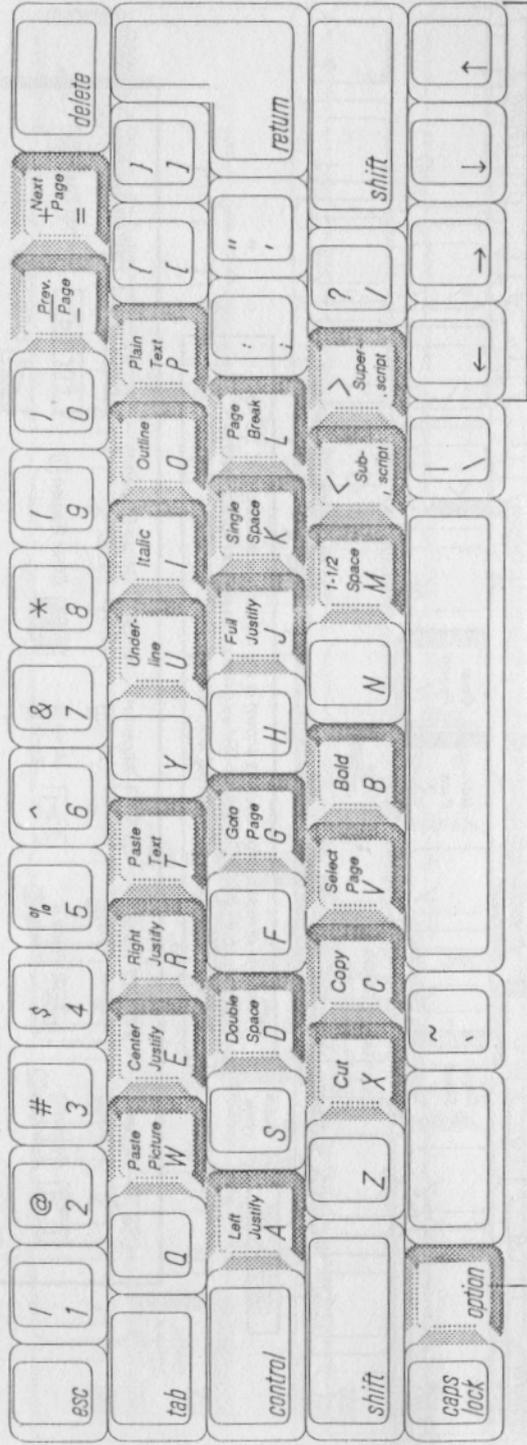


Option = **Command**

Press one of the highlighted keys shown in the diagram to select a tool. Do not press and hold the **Option** key or **Command** key while pressing the highlighted key, except when selecting the Format tool, which is **Command-F**.

Region Select X	Place Text T	Move-to-Front F	Delete Region Delete	Redraw Redraw Spacebar
Region Definition O	Place Bitmap D	Move-to-Back B	Clear Region N	Format Format Text Command-F
				Editor Command-E

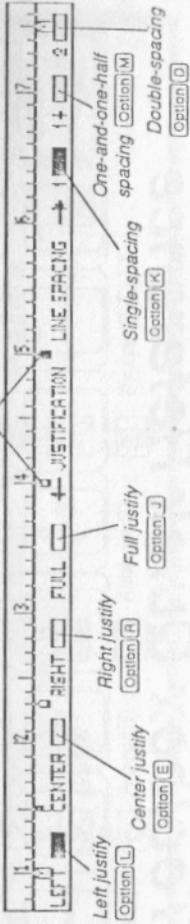
geoPublish™ Editor Quick Reference



Press and hold the **Option** key, then press one of the highlighted keys shown in the diagram to select a function. If your keyboard does not have an **Option** key, use the **Command** key instead.

Press the arrow keys alone to move the text cursor.

Spacebar changes a regular tab into a decimal tab.



Part number 14-1025-0122

GEOS

Graphically-Oriented, Fully-Integrated
Productivity Software for Apple® II
Series Computers

geoPublish Utilities

First Edition

 **Berkeley
Softworks**

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Berkeley, CA 94704

First Edition, August 1988

Software designed by Mike Vargas, Andrew Wilson, Brian Chin, Alice Ng, Eric Del Sesto, Tony Requist, Steve Scholl, Shawna Guinn, and Clayton Jung.

Manual written by Matthew Loveless and Robert Siegel. (Portions based on other manuals written by Patricia Huey, Matthew Loveless, Jacqueline Hale, Richard Sanford, and Clayton Jung.)

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geoPublish Utilities

The geoPublish utilities add functionality and flexibility to the geoPublish application.

This manual provides the information you need for converting graphics from other paint programs and clip art libraries, converting text files from other word processors, and printing your geoPublish documents on an Apple LaserWriter printer.

This manual has three chapters:

- Graphic Grabber
- Text Grabber
- geoPubLaser

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2

GRAPHIC GRABBER

The Graphic Grabber application lets you convert graphics and clip art libraries from other programs—The Print Shop®, Print-Master Plus®, The Newsroom®, and Dazzle Draw™—into GEOS photo scraps, which you can paste into your geoPublish documents.



This chapter documents the Graphic Grabber application.

What is Graphic Grabber?

The Graphic Grabber application



creates photo scraps and photo albums



using picture and artwork files from the following packages:

- The Print Shop and The Print Shop Graphics Libraries® (Broderbund Software®)
- PrintMaster Plus and the PrintMaster Art Gallery™ series (Unison World®)
- The Newsroom and the Clip Art Collection™ volumes (Springboard Software™)
- Dazzle Draw (Broderbund Software)

Graphic Grabber and Work Disks

You can create a work disk that has a copy of Graphic Grabber on it by using the Disk Maker utility, or you can copy Graphic Grabber onto a work disk using the GEOS deskTop. For more information on using Disk Maker or creating work disks, refer to *Work Disks and Disk Maker* in *Getting Started*.

SYSTEM Folder You can place Graphic Grabber into the SYSTEM folder of a work disk, which will make it appear on the

appls menu along with the other applications in the SYSTEM folder of that disk.

If your work disk does not have a SYSTEM folder, you can place Graphic Grabber into the root (topmost) directory of the disk. GEOS treats the root directory as a SYSTEM folder when it cannot find a SYSTEM folder.

Other Folders

If Graphic Grabber is in a folder other than the SYSTEM folder, it will only show up on the **appls** menu when that folder is the current folder.

One Drive Systems

If you have only one drive attached to your computer, Graphic Grabber will need to use that drive to read the original data and write the converted image to a photo scrap or album. Graphic Grabber will let you swap between clip art disks and GEOS disks by clicking the **Disk** icon in a getfiles dialog box.

Two or More Drive Systems

If you are using more than one drive, you can place the Graphic Grabber work disk in one drive and the original graphics data on a disk in another drive. You can then create photo scraps and albums on the Graphic Grabber work disk.

Photo Manager

It is not necessary to have the Photo Manager desk accessory on the work disk to create photo albums with Graphic Grabber. To access photo albums from within another application, however, you will need a copy of the Photo Manager on the appropriate work disk.

Disk Notes

Graphic Grabber deals with disks in unique ways. You should be aware of these peculiarities before using the program.

Disk Swapping You should never remove a disk from a drive unless Graphic Grabber specifically requests you to insert a new disk. Although this is true within all GEOS applications, it is especially true within Graphic Grabber. If you need to swap disks (as you will on a one-drive system) Graphic Grabber will let you do so by clicking the **Disk** icon in a getfiles dialog box.

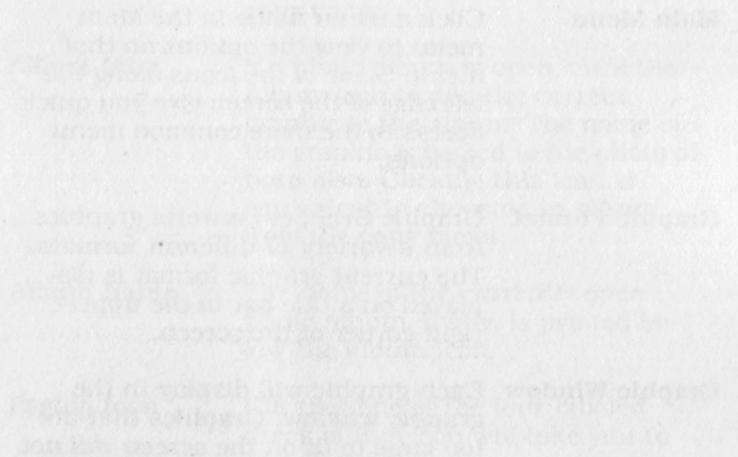
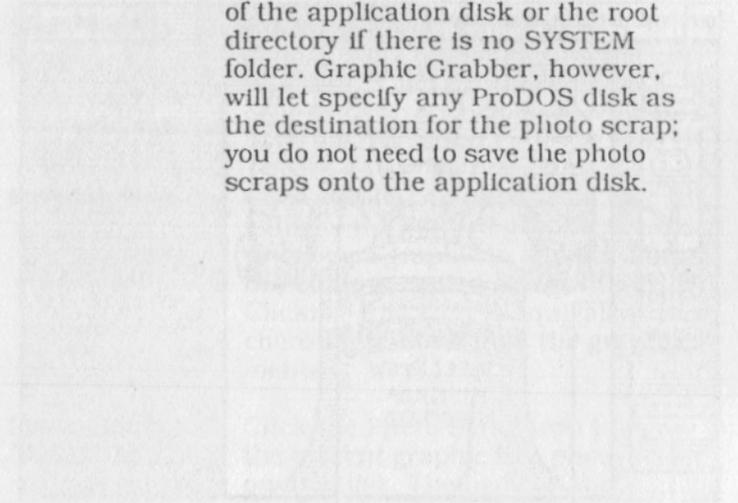
Disk Names When Graphic Grabber requests you to reinsert a specific clip art disk, it will usually identify it by name (for example, "Newsroom Clip Art Collection Volume 2"). Some clip art disks, however, have no identifiable name. In these cases, Graphic Grabber will ask you to insert the graphic disk you last used.

Disk Errors Because Graphic Grabber reads and processes non-GEOS disks and files, it cannot always recover from major disk errors. If the data on a graphic disk is severely damaged, Graphic Grabber may freeze or give you a system error, forcing you to reboot GEOS.

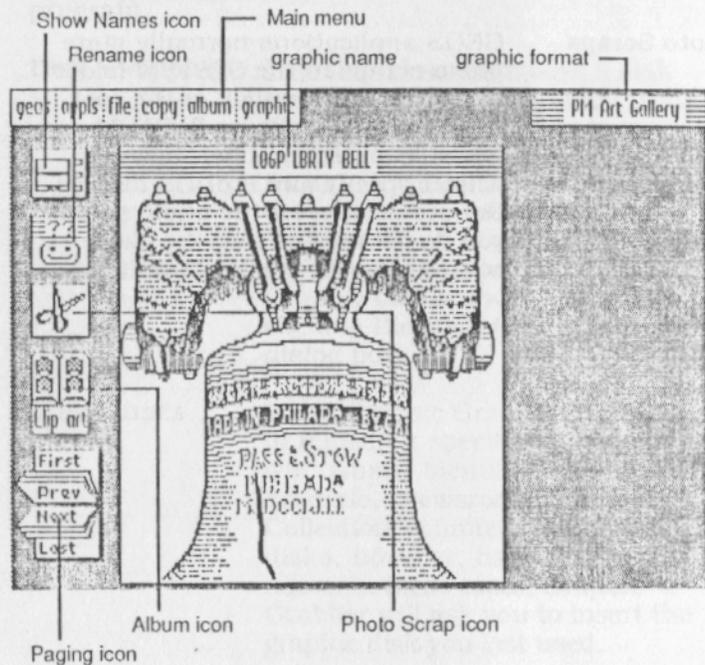
Not a ProDOS Disk This message will appear when Graphic Grabber expects a ProDOS or GEOS format disk and the disk in the current drive is neither. Click **Disk** to insert a new disk or click **Drive** to check a different drive.

No Graphics on Disk This message will appear if Graphic Grabber is looking for graphics of a specific format and cannot find any on the disk in the current drive. Click **Disk** to insert a new disk or **Drive** to check a different drive.

Photo Scraps GEOS applications normally store photo scraps in the SYSTEM folder of the application disk or the root directory if there is no SYSTEM folder. Graphic Grabber, however, will let specify any ProDOS disk as the destination for the photo scrap; you do not need to save the photo scraps onto the application disk.



The Graphic Grabber Screen



Main Menu

Click a menu name in the Main menu to view the options on that menu. Some of the icons along the left edge of the screen give you quick access to the more common menu options.

Graphic Format

Graphic Grabber converts graphics from a variety of different formats. The current graphic format is displayed on a title bar in the upper-right corner of the screen.

Graphic Window

Each graphic will display in the graphic window. Graphics that are too large to fit on the screen will not

show completely, but the information will be stored internally and the complete graphic will be placed into the photo scrap or album.

Graphic Name

Each graphic can have a name. The name will be stored with the graphic when it is added to a photo album.

Show Names Icon

Click the Show Names icon to display a list of graphics on the current disk. Clicking this icon is equivalent to choosing **show names** from the **file** menu.

Rename Icon

Click the Rename icon to change the name of the current graphic; when you copy a graphic to a photo album, the name is copied along with it. Clicking this icon is equivalent to choosing **rename** from the **graphic** menu.

Photo Scrap Icon

Click the Photo Scrap icon to copy the current graphic to a photo scrap on any disk. The name of the graphic is not copied to the photo scrap. Clicking this icon is equivalent to choosing **to scrap** from the **copy** menu.

Album Icon

If a photo album is open, click the Album icon to add the current graphic to the album. The name of the graphic is copied to the photo album also. Clicking this icon is equivalent to choosing **to album** from the **copy** menu.

Album Name

The name of the currently open photo album, if any, is printed below the album icon.

Paging Icon

Clicking one of the four labeled areas of this icon will take you to

the first, previous, next, or last graphic.

Entering Graphic Grabber

You can enter Graphic Grabber from the GEOS deskTop using one of the following methods:

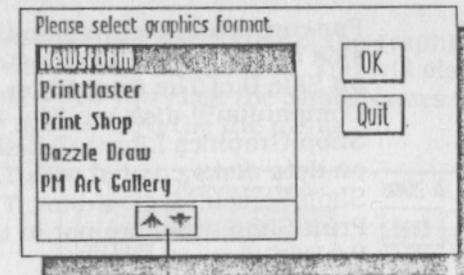
- Choose GRAPHIC GRABBER from the **appls** menu.
- Click to select the GRAPHIC GRABBER icon and choose **open** from the **file** menu.
- Double-click the GRAPHIC GRABBER icon.

You can enter Graphic Grabber from another GEOS application using one of the following methods:

- Choose GRAPHIC GRABBER from the **appls** menu.
- Hold down the **⌘** key and click **Quit** in any dialog box that has a **Quit** icon. Another dialog box will let you choose an application. Click to select GRAPHIC GRABBER, then click **Open**.

Choosing a Graphic Format

When you first run Graphic Grabber, and thereafter whenever you choose **new format** from the **file** menu, a dialog box will request you to select a graphic format.



scroll arrows

- Click the scroll arrows to see more of the list.
- Click to select one of the graphic formats listed in the dialog box then click **OK** to begin converting pictures from this format.
- Click **Quit** to exit to the GEOS deskTop. If you hold down the **⌘** key while clicking **Quit**, a getfiles dialog box will let you choose another application.

There are six graphic formats that Graphic Grabber will recognize and convert:

- Newsroom** For converting pictures from the Newsroom Clip Art A and Clip Art B disks included with Newsroom, as well as those on the Springboard Clip Art Collection volumes. Graphic Grabber cannot convert artwork created with the Newsroom Graphics Tools. Newsroom disks are not in the ProDOS format.
- PrintMaster** For converting pictures from the PrintMaster Plus Disk 2. If PrintMaster is installed on a hard disk, Graphic Grabber will look in the PM2 directory for the PrintMaster Plus Disk 2 graphics. The PM2 directory must be in the root directory.

Print Shop

For converting pictures on the front side of The Print Shop master disk, on Side B of The Print Shop Companion™ disk, on The Print Shop Graphics Library® disks, and on data disks created with The Print Shop Screen Magic Editor. The Print Shop disks are not in the ProDOS format.

Dazzle Draw

For converting portions of Dazzle Draw pictures saved as Sections. Sections may be saved from Dazzle Draw using the Easy File or Professional File methods. Graphic Grabber does not convert Dazzle Draw files saved in the Picture format. Dazzle Draw disks are standard ProDOS disks.

PM Art Gallery

For converting pictures on the PrintMaster Art Gallery disks (Art Gallery I™, Art Gallery II™, American History Art Gallery™, and so on). PrintMaster Art Gallery disks are not in the standard ProDOS format.

PM Drawing Pad

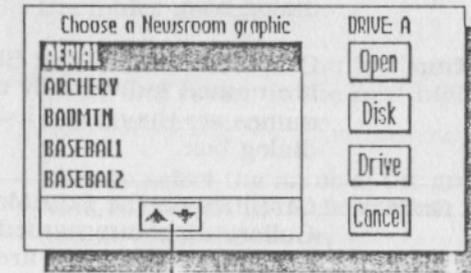
For converting any graphics created with the PrintMaster Plus Drawing Pad. Graphics created with the Drawing Pad can be stored in any directory on a standard ProDOS disk.

Choosing a Graphic

Newsroom, PrintMaster, Print Shop, or PM Art Gallery

If the graphic format is Newsroom, PrintMaster, Print Shop, or PM Art Gallery, then you will encounter dia-

log box that lists the names of the graphics or groups of graphics it finds on the disk. You will also see this dialog box when you click the Show Names icon or choose **show names** from the **file** menu.



scroll arrows

- Click the scroll arrows to scroll the list.
- Click to select the name of the graphic you want to convert then click **Open**. You can also double-click the name.
- Click **Disk** to insert a new disk into the current drive (Graphic Grabber expects a disk of the same graphic format).
- Click **Drive** to change the current drive.
- Click **Cancel** to choose a new graphic format.

Because each graphic format has a different method of storing the picture data, there are variations to be aware of:

Newsroom

Graphics on the Newsroom and Springboard Clip Art disks are named in groups and these names are listed in the dialog box. When you choose a group, Graphic Grabber will display the first graphic in the group and let you view the others by clicking the Paging icon. Each graphic in the group will have the name of the group.

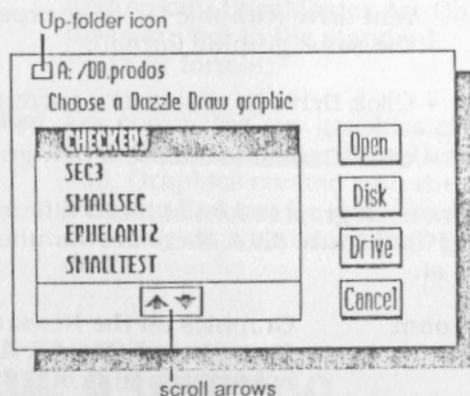
PrintMaster Graphics on the PrintMaster Disk 2 are named individually and these names are the names listed in the dialog box.

Print Shop Graphics on The Print Shop disks are named individually and these names are the names listed in the dialog box.

PM Art Gallery Graphics on the PrintMaster Art Gallery disks are named individually and these names are the names listed in the dialog box.

Dazzle Draw and PrintMaster Drawing Pad

If the graphic format is Dazzle Draw or PrintMaster Drawing Pad, you will encounter a standard getfiles dialog box that displays the files in that particular format.



- Click the scroll arrows to scroll the list of graphics in the current directory.
- Click **Disk** to insert a new disk into the current drive (Graphic Grabber expects a disk of the same format graphics).

- Click **Drive** to change the current drive.
- Click to select the name of a folder, then click **Open** to open that folder and view the graphics in its directory. You may also double-click the folder name.
- Click the Up-folder icon to close the current folder and return to the next higher level in the directory structure.
- Click to select the name of the graphic you want to convert then click **Open**. You can also double-click the name.
- Click **Cancel** to choose a new graphic format.

Paging Through the Graphics

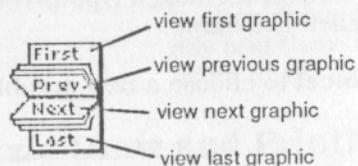
After you have selected the name of the graphic or group of graphics you want to view, Graphic Grabber will load the graphic into memory, convert it to GEOS format, and display it on the screen in the graphic window.



Large Graphics

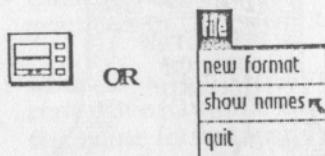
Some clip art graphics will not fit completely on the screen; Graphic Grabber will only display a portion of them. The entire graphic will be saved to the photo scrap or album, however.

Once the first graphic is displayed, you can page through the available graphics by clicking the Paging icon.



- Click **First** to view the first graphic in the series.
- Click **Prev** to view the previous graphic in the series. If you are currently viewing the first graphic, clicking **Prev** will wrap around to the last graphic.
- Click **Next** to view the next graphic in the series. If you are currently viewing the last graphic, clicking **Next** will wrap around to the first graphic.
- Click **Last** to view the last graphic in the series.

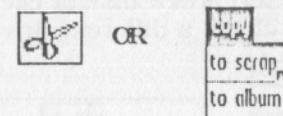
At any time you can return to the dialog box that lists the names of graphics by clicking the Show Names icon or choosing **show names** from the **file** menu.



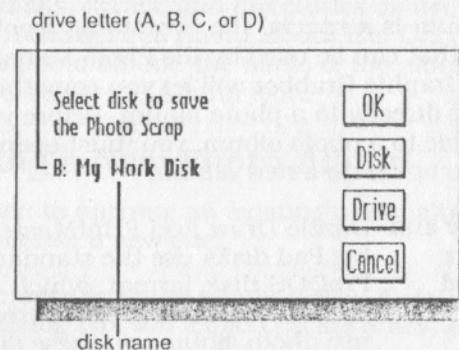
Copying to a Photo Scrap

You can copy the current graphic to a photo scrap on any disk. The photo scrap is always saved into the SYSTEM folder of the specified disk (or the root directory if there is no SYSTEM folder).

1. Click the Photo Scrap icon or choose **to scrap** from the **copy** menu.



2. A dialog box will appear, requesting a destination disk for the photo scrap.



- Click **Disk** to insert a different disk into the current drive.
- Click **Drive** to change the current drive.
- Click **OK** to save the photo scrap to the current drive.

Dazzle Draw and PrintMaster Drawing Pad Dazzle Draw and PrintMaster Drawing Pad disks use the standard ProDOS disk format, which allows Graphic Grabber to save photo scraps to these disks. This is especially useful on a one-drive system

because you can avoid disk swapping when converting graphics from these formats.

Not a ProDOS Disk

This message will appear in place of the disk name, and there will be no **OK** icon, if the disk in the current drive is not a ProDOS or GEOS format disk. Graphic Grabber will only save photo scraps onto a ProDOS or GEOS format disk. Click **Disk** to insert a new disk or click **Drive** to check a different drive.

Copying to a Photo Album

A photo album is a special file containing a collection of graphics that can be used by the Photo Manager desk accessory. Graphic Grabber will let you copy the current graphic directly to a photo album. Before you can copy a graphic to a photo album, you must open an existing album or create a new album.

Dazzle Draw and PrintMaster Drawing Pad Dazzle Draw and PrintMaster Drawing Pad disks use the standard ProDOS disk format, which allows Graphic Grabber to open, create, and use photo albums on these disks. This is especially useful on a one-drive system because you can avoid disk swapping when converting graphics from these programs.

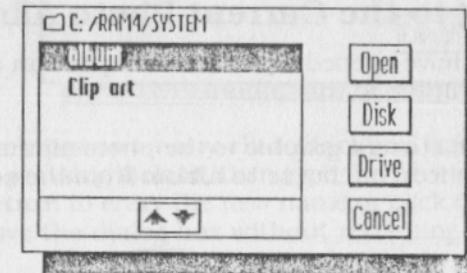
Not a ProDOS Disk

This message will appear and you will not be able to open, create, or use a photo album on the current disk if the disk in the current drive is not a ProDOS or GEOS format disk. You must change disks or drives to a ProDOS format disk.

Opening an Existing Photo Album

Before you can add graphics to a photo album, you must first open it.

Choose **open** from the **album** menu. A standard getfiles dialog box will let you choose a photo album to open.

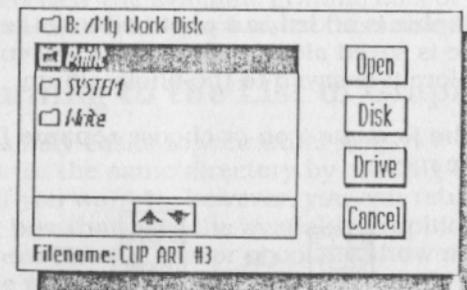


Change disks, drives, and directories as necessary, then open the desired photo album file. Once you have opened a photo album, the name of the album will be displayed below the Album icon.

Creating a New Photo Album

In addition to opening an existing photo album, you can also create a new one.

Choose **create** from the **album** menu. A standard getfiles dialog box will let you create a new photo album.



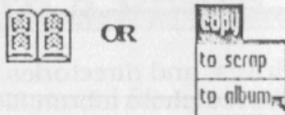
Change disks, drives, and directories as necessary to open to the desired disk and folder where you would

like to create the photo album. (You will usually want to place the photo album in the SYSTEM folder of a disk). Enter a name for the photo album and press **Return**. Once you have created a photo album, the name of the album will be displayed below the Album icon as if you had opened it.

Adding to the Current Photo Album

Once you have opened a photo album you can add the current graphic to that album.

To add the current graphic to the photo album, click the Album icon or choose **to album** from the **copy** menu.



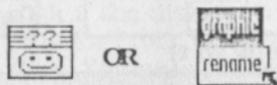
The current graphic will be added to the end of the photo album. The name of the graphic (shown in the title bar of the graphic window) will be added to the photo album to identify the graphic.

Note If the disk with the photo album is not in the drive, Graphic Grabber will ask you to reinsert it.

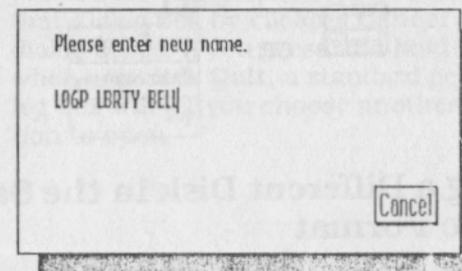
Renaming a Graphic for an Album

When a graphic is added to a photo album, the name of the graphic is saved along with it. You can rename the graphic before it is saved to the photo album.

1. Click the Rename icon or choose **rename** from the **graphic** menu.



2. A dialog box will request a new name.



Backspace over any characters you want to change by pressing **Delete**, then type the new name. Press **Return** to enter the new name or click **Cancel** to leave the dialog box without renaming the graphic.

The new name will appear in the title bar of the graphic window. If you now add the graphic to a photo album, this new name will be saved along with it.

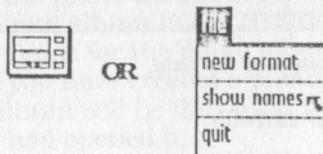
Note The renaming only stays in effect while the graphic is in memory; it does not change the name of the original graphic on the disk.

Show Names

You can view the available graphic files or change to a different disk with graphics in the same format.

Returning to the List of Graphics

It is usually easier to view other graphics on the same disk or in the same directory by clicking the Paging icon. If you want to, however, you can return to the dialog box that lists the available graphics by clicking the **Show Names** icon or choosing **show names** from the **file** menu.



Viewing a Different Disk in the Same Graphic Format

Once you have returned to the list of graphics, you can start viewing the graphics on a different disk of the same format by choosing a new disk or drive.

Choosing a New Graphic Format

If you want to view and convert graphics from a different format, choose **new format** from the **file** menu.

Leaving Graphic Grabber

There are three ways to leave Graphic Grabber:

- Choose another application from the **appl**s menu. The **appl**s menu lists the first nine applications it finds on the original Graphic Grabber work disk. You will be asked to reinsert the Graphic Grabber work disk if it is not already in its original drive.
- Choose **quit** from the **file** menu to return to the deskTop.
- Return to the dialog box that lists the graphic formats and click **Quit** to return to the deskTop. You can return to that dialog box by

choosing **new format** from the **file** menu once you are viewing graphics, or you can return to that dialog box by clicking **Cancel** in other dialog boxes. If you press and hold the **⌘** key when you click **Quit**, a standard getfiles dialog box will let you choose another application to open.

Graphic Grabber Quick Reference

Menu Descriptions

The **geos** menu contains information about Graphic Grabber and lets you open desk accessories that are on the Graphic Grabber work disk. The **appls** menu provides easy access to other GEOS applications that are on the Graphic Grabber work disk. The options in the other Graphic Grabber menus are described below.

file menu

- new format** Choose a new graphic format. The available formats: Newsroom, PrintMaster, Print Shop, Dazzle Draw, PM Art Gallery, and PM Drawing Pad.
- show names** View the names of the graphics on the current disk. You can also search a new directory or disk for graphics in the current format. Choosing this menu item is equivalent to clicking the Show Names icon.
- quit** Quit Graphic Grabber and return to the deskTop.
- If you want to go to a different application on the same disk, choose it from the **appls** menu.

copy menu

- to scrap** Copy the current graphic to a photo scrap on any disk. Choosing this menu item is equivalent to clicking the Scrap icon.

-
- to album** Add the current graphic to a photo album. The photo album must already be open. You can open a photo album by choosing **open** or **create** from the **album** menu. Choosing this menu item is equivalent to clicking the Album icon.

album menu

- open** Open a photo album. If a photo album is already open, this will close the current album and open a new one.
- create** Create a new photo album. If a photo album is already open, this will close the current album and open the newly created one.

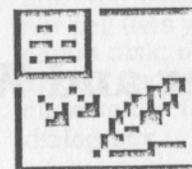
graphic menu

- rename** Rename the current graphic. When you copy a graphic into a photo album, the name of the graphic is saved along with it. The name of the graphic does not affect photo scraps.

2

TEXT GRABBER

The GEOS Text Grabber application converts files from the most popular ProDOS™-compatible word processors, such as AppleWorks™, MultiScribe™, and WordPerfect™, into geoWrite files. Once a file is converted to geoWrite, it is a simple matter to place it into a geoPublish document.



TEXT GRABBER

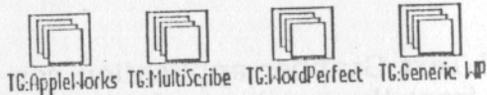
Most formatting in the original file—like margins and justification—will be preserved when the geoWrite version is created.

What is Text Grabber?

The Text Grabber application



uses the translation tables in TG data files



to convert data files created with ProDOS-compatible word processors into geoWrite documents. The original data file is left unchanged.



Text Grabber and Work Disks

You can create a work disk that has a copy of Text Grabber and the TG data files by using the Disk Maker utility, or you can copy Text Grabber and the TG data files onto a work disk using the GEOS deskTop. For more information on using Disk Maker or creating work disks, refer to *Work Disks and Disk Maker in Getting Started*.

SYSTEM Folder You can place Text Grabber and the TG data files into the SYSTEM folder of a work disk. Placing Text Grabber into the SYSTEM folder will make it appear on the **applis** menu along with the other applica-

tions in the SYSTEM folder of that disk.

If your work disk does not have a SYSTEM folder, you can place Text Grabber and the TG data files into the root (topmost) directory of the disk. GEOS treats the root directory as a SYSTEM folder when it cannot find a SYSTEM folder.

Other Folders

If you place Text Grabber into a folder other than the SYSTEM folder, it will only show up on the **applis** menu when that folder is the current folder.

One Drive Systems

If you have only one drive attached to your computer, you may want to copy the original ProDOS documents onto the same work disk as Text Grabber to minimize disk swapping. This is not necessary, however, because Text Grabber does not peg (lets you remove) the application disk; once Text Grabber is loaded, you can insert a new disk by clicking the **Disk** icon in the getfiles dialog box.

Two or More Drive Systems

If you are using more than one drive, you may keep the original ProDOS documents on a disk in a different drive. You can access files from this other drive by clicking the **Drive** icon in the getfiles dialog box.

Using Text Grabber

Converting a ProDOS™ Document

The files you will convert are ProDOS files. If the TG data file for the word processing program you are con-

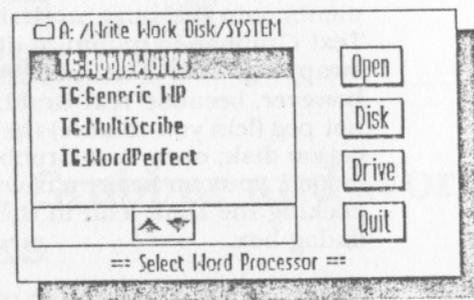
verting from is not listed, use the **TG:Generic WP** file. This TG data file will read in all characters from the document file, ignoring non-printable characters and formatting commands. You can then reformat the document in geoWrite.

Entering Text Grabber

Suppose you have an AppleWorks document entitled NEWSLETTER. It contains the text for your club's monthly newsletter. Once you convert the document, you may use geoWrite to add fonts and styles and geoPaint to add graphics.

To create a geoWrite version of the file, you would follow these steps:

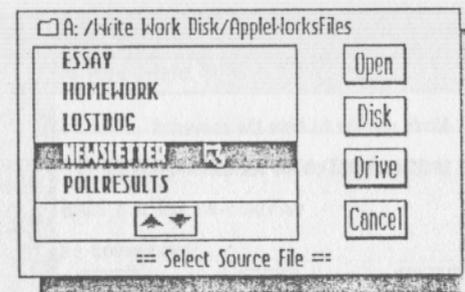
1. Open Text Grabber. A dialog box appears:



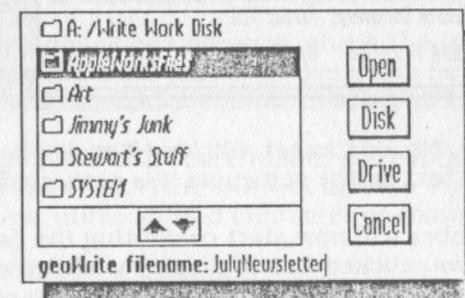
2. Find and open the TG:AppleWorks data file.

Changing Drives and Disks If TG: AppleWorks is on a disk in another disk drive, click **Drive**. If TG:AppleWorks is on another disk not in any drive, click **Disk** to remove the current disk and insert a new one.

3. Another dialog box appears, requesting a source file. The source file is the AppleWorks file you want to convert.



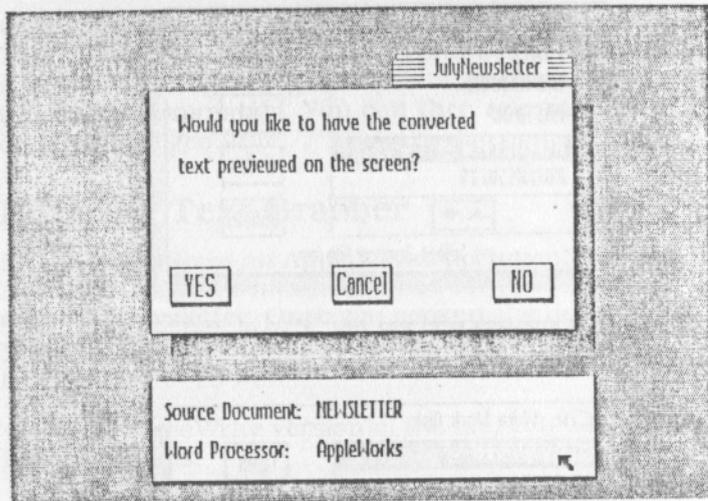
4. Open the NEWSLETTER file. A new dialog box appears.



5. Text Grabber is now ready to create a geoWrite version of NEWSLETTER. Select a folder where you wish to create the geoWrite file.
6. Type a new name and press **Return**.

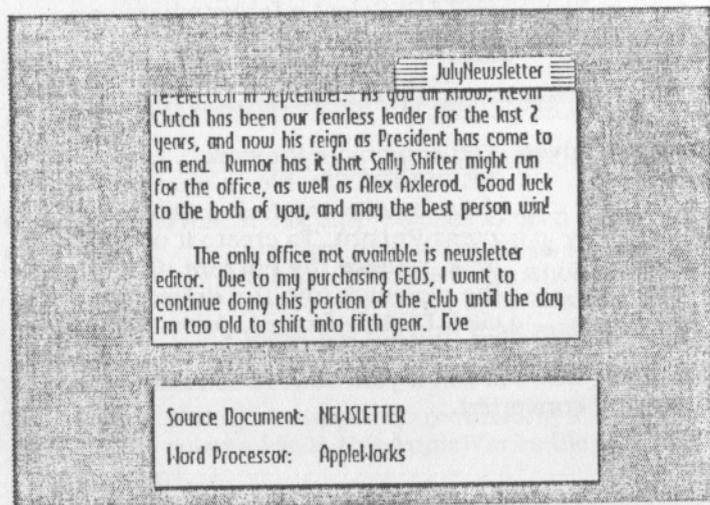
Changing Drives and Disks You can create the new NEWSLETTER file in another disk drive by clicking **Drive** before you press **Return**. To create it on another disk, remove the current disk, insert the new disk into the drive, and click **Disk** before you press **Return**.

7. A dialog box will ask if you want to see the text as it is being converted.

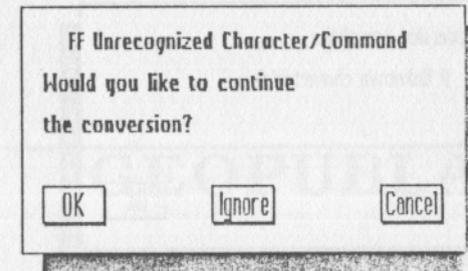


Click **Yes**, **No**, or **Cancel**. Clicking **Yes** displays the printable text on the screen as it is converted.

Text Grabber will now start converting the document. If you clicked **Yes** to display while converting, you will see the document scroll in the window on the screen.



If Text Grabber encounters any characters or commands that are unknown, the following dialog box appears:



If this dialog box appears, check the information box in the lower part of the screen to be sure that the correct word processor is being used.

If you click **OK**, Text Grabber will continue to convert NEWSLETTER, but will insert a ? in the place of that unrecognized character or command in the text.

If you decide that Text Grabber is encountering too many unrecognized items, you can click **Cancel**, which will return to Step 3. If necessary, click **Cancel** again to return to Step 2, where you can select the **TG:Generic WP** file.

If you wish the conversion process to continue without asking you to respond to each unrecognized item, click **Ignore**.

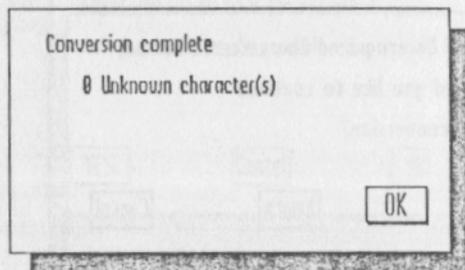
Inserting Another Disk

If Text Grabber cannot find the disk it needs, it will prompt you. Insert the proper one so that the conversion can continue.

Disk Error

In the event that a "Disk Error" message appears, the conversion will be cancelled. If necessary, exit Text Grabber to fix the problem.

8. Text Grabber lets you know when it has converted NEWSLETTER and displays the number of unknown characters it encountered.



Click **OK**.

9. You will be asked to select another AppleWorks source file. If you wish to convert another AppleWorks file, return to Step 3. If you wish to convert a non-AppleWorks document, click **Cancel** and return to Step 2.

Leaving Text Grabber

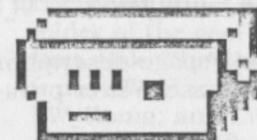
To exit Text Grabber at any point, simply click **Cancel** in the dialog boxes until you return to the dialog box containing **Quit**. Once this dialog box is displayed, click **Quit** to return to the deskTop.

Pressing the **⌘** key while clicking **Quit** displays a dialog box listing other available applications. From this box, you can open any application on the current work disk without returning to the deskTop.

3

GEOPUBLASER

This chapter describes geoPubLaser, a powerful printing tool. With geoPubLaser and an Apple LaserWriter™ printer, you can print high-resolution copies of your geoPublish documents.



GEOPUBLASER

With geoPubLaser, you can also scale the document to print giant posters or tiny thumbnails.

What is geoPubLaser?

The geoPubLaser application



GEOPUBLASER

takes geoPublish documents



Newsletter



Poster



Rob's Flyer

created with special LaserWriter fonts



LW_Roma



LW_Cal

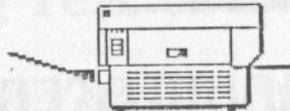


LW_Barrows



LW_Greek

and uses the PostScript™ page-description language to print them on an Apple LaserWriter printer.



geoPubLaser and Work Disks

You can create a work disk that has a copy of geoPubLaser on it by using the Disk Maker utility, or you can copy geoPubLaser onto a work disk using the GEOS deskTop. For more information on using Disk Maker or creating work disks, refer to *Work Disks and Disk Maker* in *Getting Started*.

SYSTEM Folder You can place geoPubLaser into the SYSTEM folder of a work disk,

which will make it appear on the **applis** menu along with the other applications in the SYSTEM folder of that disk.

If your work disk does not have a SYSTEM folder, you can place geoPubLaser into the root (topmost) directory of the disk. GEOS treats the root directory as a SYSTEM folder when it cannot find a SYSTEM folder.

Other Folders

If you place geoPubLaser into a folder other than the SYSTEM folder, it will only show up on the **applis** menu when that folder is the current folder.

Fonts

Any fonts used in the geoPublish document must be in the SYSTEM folder of the geoPubLaser application disk. The special LaserWriter fonts LW_Barrows, LW_CAL, LW_Roma, and LW_Greek are designed for the LaserWriter; other GEOS fonts are designed for dot-matrix printers and may appear coarse in the printout.

One Drive Systems

If you have only one drive attached to your computer, you must copy the geoPublish documents, the geoWrite documents, and the fonts they use onto the same work disk as geoPubLaser. This is necessary because geoPubLaser pegs (does not let you remove) the application disk; once geoPubLaser is loaded, you cannot insert a new disk by clicking the **Disk** icon in the getfiles dialog box.

Two or More Drive Systems

If you are using more than one drive, you may keep the geoPublish and geoWrite documents on a disk in a different drive. You can access a

disk in this other drive by clicking the **Drive** icon in the getfiles dialog box.

Connecting a LaserWriter

Before you use geoPubLaser, be sure that the LaserWriter is connected properly and that the proper interface driver is selected. The LaserWriter must be connected with an RS232 cable to a serial interface card. Many computer supply stores will sell you such a cable. You cannot use the small AppleTalk® or LocalTalk® connectors. The LaserWriter must be set to communicate at either 1200 baud or 9600 baud.

How Files Are Printed

The geoPubLaser program will print any geoPublish documents (including graphics), in high resolution (300 dots per inch) on a LaserWriter printer.

Resident Fonts

The LaserWriter contains several internal fonts that can be printed in high resolution:

- Times®
- Helvetica®
- Symbol
- Courier

These internal LaserWriter fonts (referred to as *resident fonts*) produce the highest quality output. When geoPubLaser prints a file, it instructs the LaserWriter to use these internal fonts in place of their GEOS equivalents. The following table summarizes the resident fonts which are substituted for GEOS fonts:

LaserWriter Fonts

Times
Helvetica
Symbol
Courier

GEOS Fonts

LW_Roma
LW_Cal
LW_Greek
LW_Barrowes

Additional Font Substitution

geoPubLaser will also substitute the Times and Helvetica fonts for the GEOS Roma and California, respectively. The spacing between characters, however, will not be as good as with the LW_Roma and LW_Cal equivalents. All other normal GEOS fonts (those that are not resident fonts) will appear coarse in the printout.

LaserWriter Plus Fonts

If you have access to a LaserWriter Plus™, you can order additional fonts from Berkeley Softworks for use with this printer. Contact Berkeley Softworks Customer Service for price and availability information.

Non-resident Fonts

Non-resident fonts (fonts not supported by the LaserWriter) are printed by sending a pixel-by-pixel image of each character to the printer. Because the resolution of these images is 80 dots per inch, non-resident fonts appear less smooth than resident fonts. Documents using non-resident fonts also require significantly longer to print.

Font Scaling

To improve the appearance of non-resident fonts, geoPubLaser will send the largest available point size of the font to the LaserWriter, then request the LaserWriter to scale this larger point size down to the point size in the document. This often gives better results because each character will have more pixels.

(This is much like using a reducing photocopier to improve the appearance of dot-matrix printouts.)

Entering geoPubLaser

You can enter geoPubLaser from the GEOS deskTop using one of the following methods:

- Choose GEOPUBLASER from the **appl**s menu.
- Click to select the GEOPUBLASER icon and choose **open** from the **file** menu.
- Double-click the GEOPUBLASER icon.

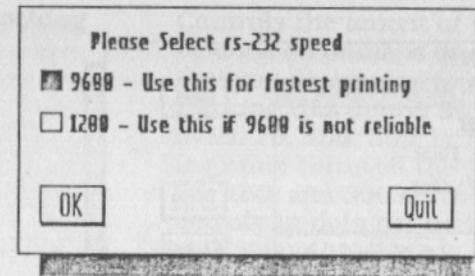
You can enter geoPubLaser from another GEOS application using one of the following methods:

- Choose GEOPUBLASER from the **appl**s menu.
- Hold down the **⌘** key and click **Quit** in a dialog box that has a **Quit** icon. Another dialog box will appear, letting you choose another application. Click to select GEOPUBLASER, then click **Open**.

Printing with geoPubLaser

Selecting a Baud Rate

After loading geoPubLaser, a dialog box appears, letting you select a baud rate.



Not all system configurations operate reliably at the faster, 9600 baud rate, so the option to print at 1200 baud is provided. First try printing the document at 9600 baud. If the document does not print at 9600 baud, try printing it again at 1200 baud.

Click to select the desired baud rate, then click **OK**. Click **Quit** to exit to the deskTop. Hold down the **Option** key and click **Quit** to exit to another application. Clicking **Cancel** in other dialog boxes will eventually return you to this dialog box.

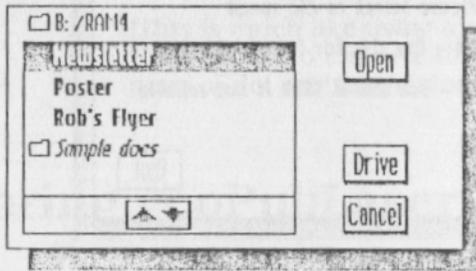
Be sure that the switch on the side of the LaserWriter is set to the selected baud rate before printing.

Note

Not all system configurations operate reliably at the faster 9600 baud rate, so the option to print at 1200 baud is provided. First try printing the document at 9600 baud. If the document does not print at 9600 baud, try printing it again at 1200 baud.

Selecting a File to Print

After selecting a baud rate, a getfiles dialog box appears, letting you select a geoPublish document.



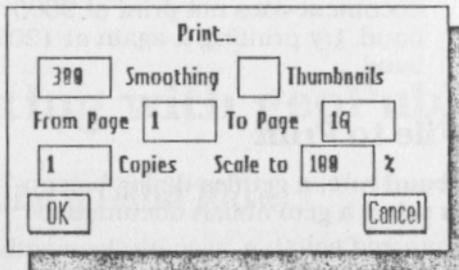
Click to select the geoPublish file to print, then click **Open**.

Changing Drives If you are using more than one drive and wish to print a file in another drive, click **Drive**.

Changing Disks If you wish to replace a data disk with another, click **Disk** then insert the disk you need when requested. *Do not remove the disk containing geoPubLaser and the fonts.*

Printing Options

Once you have selected a file, a dialog box appears listing several print options.



Change any options, then click **OK** to print the file. Click **Cancel** to select a different file.

Smoothing

Controls the amount of smoothing to be done on bitmaps or special text that you designated to be smoothed. Clicking this option switches between **75**, **150**, **300**, or none. Selecting **none** turns off the smoothing. **75**, **150**, and **300** set the smoothing density in dots per inch. Printing with smoothing takes significantly longer than printing without smoothing.

Thumbnails

Set to print a reduced version of all pages of the document onto one printed page. The pages are reduced to 22 percent of their original size.

From Page and To Page

Allows you to print only part of the file. To specify a page range to print, click either of the page number fields, press **Delete** to backspace over the current value, and enter a new page number. The default setting is to print the entire document.

Copies

Allows you to print multiple copies of the file. To change the number of copies, click the **Copies** field, press **Delete** to backspace over the current number of copies, and enter a new value. It is much faster for geoPubLaser to make multiple copies of a document than for you to print each document separately.

Scale to

Allows you to reduce or enlarge a document by a certain percent. For example, 100% (the default) scales to normal size, 200% scales to twice normal size, and 50% scales to half normal size. To change the scaling factor, click the **Scale to** field, press **Delete** to backspace over the current scaling ratio, and enter a new value. Possible scaling ratios are 1% to 999%. Scaling ratios larger than

100% will be printed on several sheets of paper. For instance, scaling one page to 200% causes four pages to be printed. Each enlarged page has tiny cropmarks in the corners indicating where it should be trimmed for proper alignment

Printing Another File or Exiting geoPubLaser

After the document has printed, you can select another file to print. You can click **Cancel** in this dialog box to return to the baud rate dialog box, which contains a **Quit** icon. When you are finished printing, click **Quit** to return to the deskTop.

If you want to quit to another application, hold down the **⌘** key while you click **Quit** and you can select any other application on the disk.

geoPubLaser Printing Characteristics

If you print a document from within geoPublish, the document will print exactly as it appears on the screen. However, because of limitations in the PostScript page-description language in the LaserWriter, there may be some differences between the screen representation and the final output when using geoPubLaser.

Patterns

When printing with geoPubLaser, the normal GEOS patterns will be printed as levels of gray. The GEOS 25 percent, 50 percent, and 75 percent gray patterns are mapped to the appropriate gray scale; all other patterns are mapped to 50 percent gray.

Transparency

PostScript does not print transparent objects; it prints all objects as opaque. geoPubLaser will rearrange the printing order to compensate for this limitation. In most cases, this rearrangement, will simulate the proper transparency effects.

When printing from geoPublish, the page is printed in the following order:

- Master page objects, from the back to the front of the stacking order.
- Page Layout regions, from the back to the front of the stacking order.
- Page Graphics objects, from the back to the front of the stacking order.

When printing from geoPubLaser, the page is printed in the following order:

- Master Page transparent objects, from the back to the front of the stacking order.
- Overlay Graphics transparent objects, from the back to the front of the stacking order.
- Master Page opaque graphics, from the front to the back of the stacking order.
- Page Layout regions, from the front to the back of stacking order.
- Page Graphics opaque objects, from the front to the back of stacking order.

Brush Shapes

PostScript does not support brushes or brush shapes. When printing from geoPubLaser, round or square

line-cap types will be substituted for the round or square brush shape.

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GEOPUBLISH™

FOR THE APPLE II SERIES

Graphically Oriented Page and Layout Productivity Software



- GEOPUBLISH
- Layout Utilities
- Page Utilities
- Master Pages
- Page Layout
- Graphic Objects
- The Editor
- Text Utilities
- Page Utilities



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<http://www.cvxmelody.net/AppleUsersGroupSydneyAppleIIDiskCollection.htm>