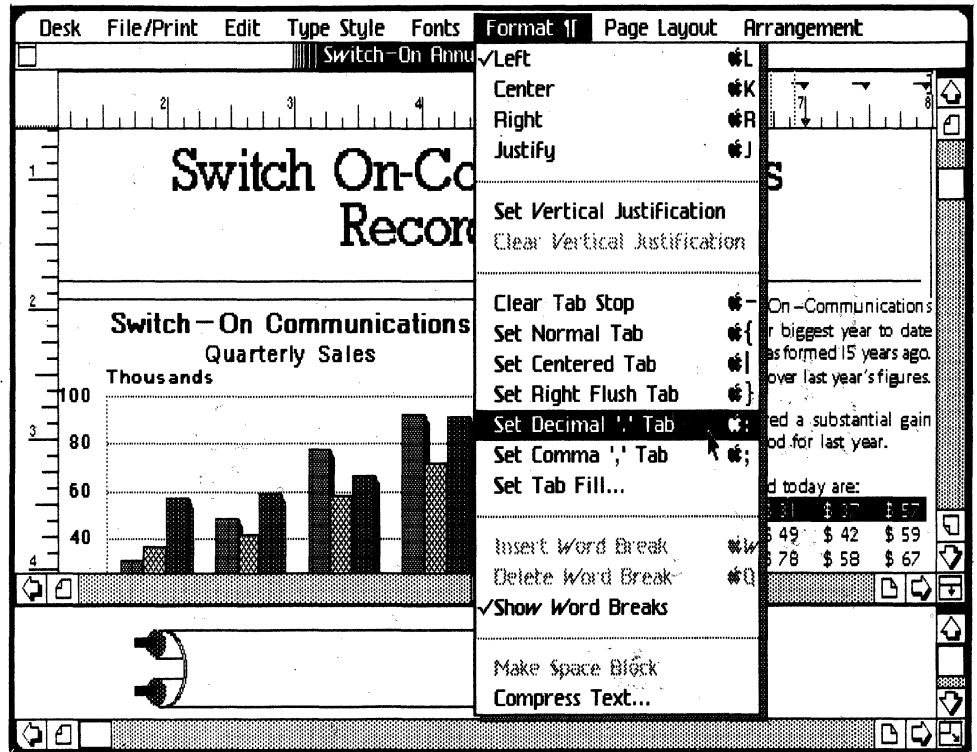


Cg Compose 2



Personal Composition System

Cg Compose 2
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© March 1985
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Apple, Lisa, and ProFile are trademarks of Apple Computer, Inc.

This manual describes the configurations and operating procedures of
Cg Compose 2 software and the Personal Composition System. Due to
the many forms of applications, the recommended procedures should
be adhered to.

This document is an instruction aid in the operation of this system.
Compugraphic Corporation shall not be responsible for any claims or
damages resulting from any errors or omissions. Please report any errors
or omissions to Course Development, Educational Services.

Cg Compose 2

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Using the Manuals

Cg Compose 2 Manual

Getting Started

Your Personal Composition System will be installed following the procedures in Chapter 6, *Setting Up Your System*, in the *Lisa Office System Manual*. Each of the Personal Composition System software tools has a manual that teaches how to use the tool.

This manual will teach you to use of Cg Compose 2 software. It also includes a separate chapter on each one of the output devices and a quick reference section describing the *set up* of output devices. If you are already familiar with the Personal Composition System you may want to turn to *Chapter 3: Cg Compose 2 Reference*, to learn about the software enhancements. If you are new to the Personal Composition System, you should follow the steps listed below.

- 1 Go through Chapters 1 and 2 in the *Lisa Office System Manual* for an introduction to the Lisa. This includes *booting* the system with LisaGuide and completing the interactive training.
- 2 The *Lisa Office System Manual* also contains other information about how to use your System. For example, it has a *trouble shooting* section to help you solve problems when the System is not working as it should. As you become more familiar with the System and need more information, check the *Table of Contents* or the *Index* for assistance. This may include installing software, setting Preferences, using the calculator, tips on caring for the Lisa, and other desktop management activities.
- 3 When you are familiar with Personal Composition System basic operating procedures, turn to each of the *tool* manuals to learn the essentials of using that tool. To learn Compose you will have to know at least the LisaWrite and LisaDraw tools.
 - ▶ Go to Chapter 1 of each tool manual to learn about a tool.
 - ▶ Go to Chapter 2 for self-paced instructions on using a tool.
 - ▶ Go to Chapter 3 for specific instructions for performing a task with a tool.
- 4 When you feel confident that you can create documents in LisaWrite and LisaDraw you will be ready to learn Cg Compose 2. Go to Chapter 1 of this manual to begin learning about the Compose tool.
- 5 Your Personal Composition System may be set up with a number of different output devices. You can identify the devices and where they are connected by opening your System *Preferences*. General instructions for checking and changing device connections are found in the *Lisa Office Systems Manual*. Specific instructions for connecting the typesetter or EP 308 are found in *Chapter 4: System Set Up*, of this manual.

Introducing Compose

With Cg Compose 2 you can merge text with all kinds of drawings, such as organization charts, diagrams, flowcharts, and graphics for slide presentations. You can assemble page layouts for reports, brochures, pamphlets, and small newspaper productions. The page on your Personal Composition System screen is displayed as it will appear on the printed page.

Compose (Cg Compose 2) can assist you in communicating information with professional looking graphics. It is a tool that makes it easy to merge text with figures. After you *copy* and *paste* in information from other document tools, you *Compose* them so they can be output on a typesetter or EP 308. You use the mouse to produce compartments for text, create rules, and move information around on the screen. Text can be added in your choice of size and style to complete the page.

About This Manual

This manual contains three approaches for learning to use Compose:

- *Chapter 1: Learning Cg Compose 2*, gives you practice with the basic skills of Compose by taking you step by step through a typical example.
- *Chapter 2: Using Cg Compose 2*, contains detailed instructions for performing specific tasks with Compose. This Chapter is also a step-by-step guide. It includes three sample jobs that demonstrate how to apply Compose efficiently and effectively.
- *Chapter 3: Cg Compose 2 Reference*, summarizes the functions of Compose menus and menu items. It covers how each menu item and dialog box works.

Chapters 4 through 8 of this manual contain reference information about specific procedures to set up and operate your Personal Composition System. *Chapter 4: System Set up*, contains preventive maintenance, daily operating procedures, and trouble shooting information that will be of specific help to all Personal Composition System users. Chapter 5 covers installing fonts on to the System. You may only need to use the information in this chapter when you first purchase your fonts. Some of the chapters may refer to the configuration of equipment that is not part of your system.

Each Chapter begins with a table of contents so you can look up different topics easily. If you can't find what you need in the table of contents, check the index at the end of this manual. The index lists many topics in several ways to help you find the information you are looking for—even if your not sure what it's called.

Chapter 1

Learning Cg Compose 2

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Introduction

This Chapter gives you actual hands-on experience with Compose. By going step-by-step through an easy example, you will become familiar with the basic Compose operations. Use this example to experiment with each menu item. Try out several ways to change the text with each new function you learn. Use this time to gain experience and understanding of how Compose works.

It's OK if your screen is a little different than the pictures in the manual, especially if you are developing confidence in using the tool. After completing this chapter you will be able to create, edit, store, and print Compose documents.

The material in this manual assumes that you have gone through LisaGuide, which teaches you the fundamentals of using the Lisa. The LisaGuide diskette comes in the Lisa 7/7 package. Instructions for using LisaGuide appear in Chapter 1 of the *Lisa Office System manual*. Important background information about the *desktop* is found in Chapter 2 of that manual. Make sure you understand the concepts in that section before going on with this manual.

Have you gone through LisaGuide?

What You'll Need To Get Started

- 1 A Personal Composition System set up and plugged in.
- 2 The Disk set up with Lisa Office System and tools, Compugraphic fonts, and Cg Compose 2 software installed.
- 3 The system turned on.
- 4 A basic understanding of tool operations, especially LisaDraw and LisaWrite.
- 5 About 45 minutes.

Note: If Your System is not set up, or if you need to install the Cg Compose 2 tool, the Cg Compose 2 Examples Folder, or the Cg Compose 2 Software, see Chapter 4 System Set Up, in this manual.

Seeing What's On A Disk

To get the document you'll work with, you first need to have a duplicate of the **Examples Folder** copied on your Disk. An explanation of how to duplicate the folder is in Chapter 4. Open the **Disk** icon as described in the steps below. The icon you will open may be called the ProFile, Internal Hard Disk, Disk, or you may have already named it something else. When you open the Disk you access information stored on the hard disk.

The way you open the Disk will illustrate the most general principle of your Personal Composition System:

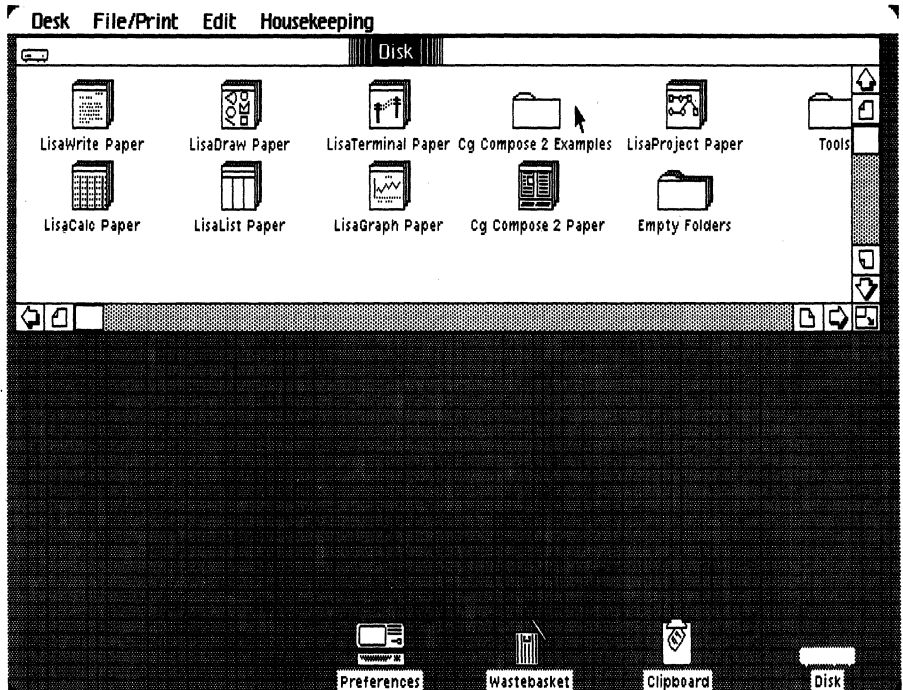
- First you select something.
- Then you do something to what you've selected.

To Open the Disk Icon

- 1 Select (highlight) the **Disk** icon by placing the tip of the pointer on it and clicking the mouse button. (Icon not highlighted? Try again.)
- 2 To open the **Disk** icon, choose **Open "Disk"** from the File/Print menu.
 - ▶ Press and hold down the mouse button with the tip of the pointer on **File/Print** in the menu bar.
 - ▶ Move the pointer down and release when **Open "Disk"** is highlighted. (Is the **Open** menu item dim? You probably clicked somewhere else on the gray part of the screen and deselected the **Disk** icon. Go back to step 1 and make sure the **Disk** icon is selected.)



- 3 Notice the **Disk** window zooms open on your Lisa's desktop. Your **Disk** is like a very large file drawer—it's where you'll perform most of your work.



Opening a Document

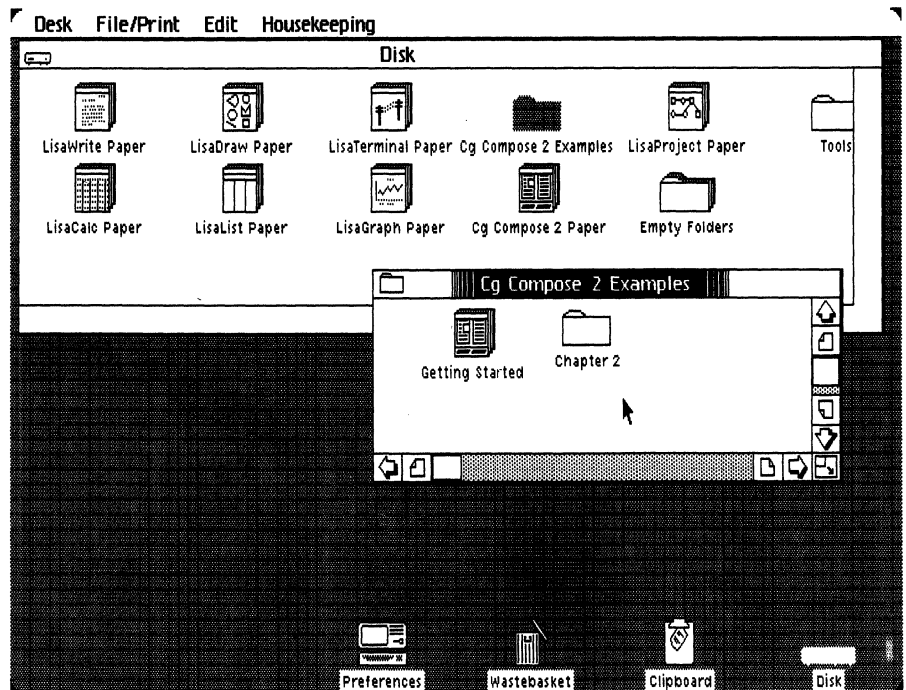
To Open the Compose Examples Folder

Inside the Disk window you should see several stationery pads and folders. The **Compose Examples** folder contains the example you'll be working on here. In the steps below, you will:

- Open the Compose Examples folder.
- Tear off a sheet from the Getting Started stationery pad.
- Move the new sheet, or document, to a clear spot in the folder.
- Give the new document the name *Annual Report*.
- Open the document.

- 1 Select the **Compose Examples** folder by clicking on it.
- 2 Choose **Open Compose Examples** from the File/Print menu.

Notice the window zooms to the Compose Examples folder and its contents zooms open, as shown. In the folder one of the icons is a stationery pad that has column patterns to indicate it is a Compose icon. This Stationery pad is entitled *Getting Started*. It contains an example document you will use to learn Cg Compose 2.

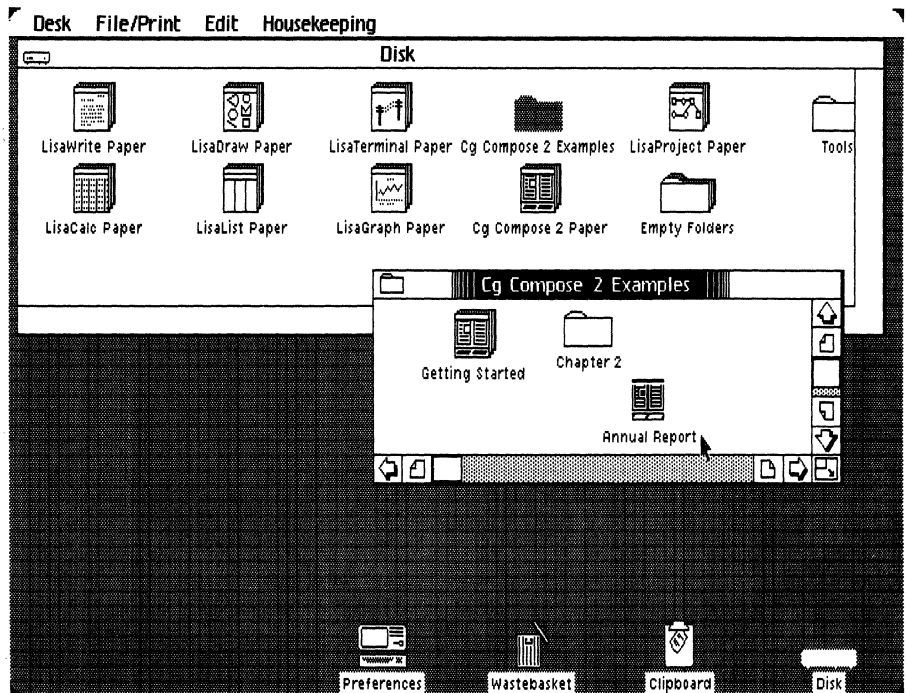


To Tear off Stationery

- 1 Select the **Getting Started** stationery pad icon.
- 2 Choose **Tear Off Stationery** from the File/Print menu and wait a moment until the new document appears, as shown.
- 3 Move the new icon out of the way to a clear spot in the folder:
 - ▶ Place the pointer on the icon.
 - ▶ Press and hold down the mouse button and move the icon as shown.
 - ▶ Release the mouse button.

To Rename the New Document

- 1 Make sure the new document icon is still selected (highlighted). If you've deselected the icon by clicking elsewhere on the screen, select it again by clicking on it once.
- 2 Type the name **Annual Report**. (Typing mistake? Use the **Backspace** key to correct it.)

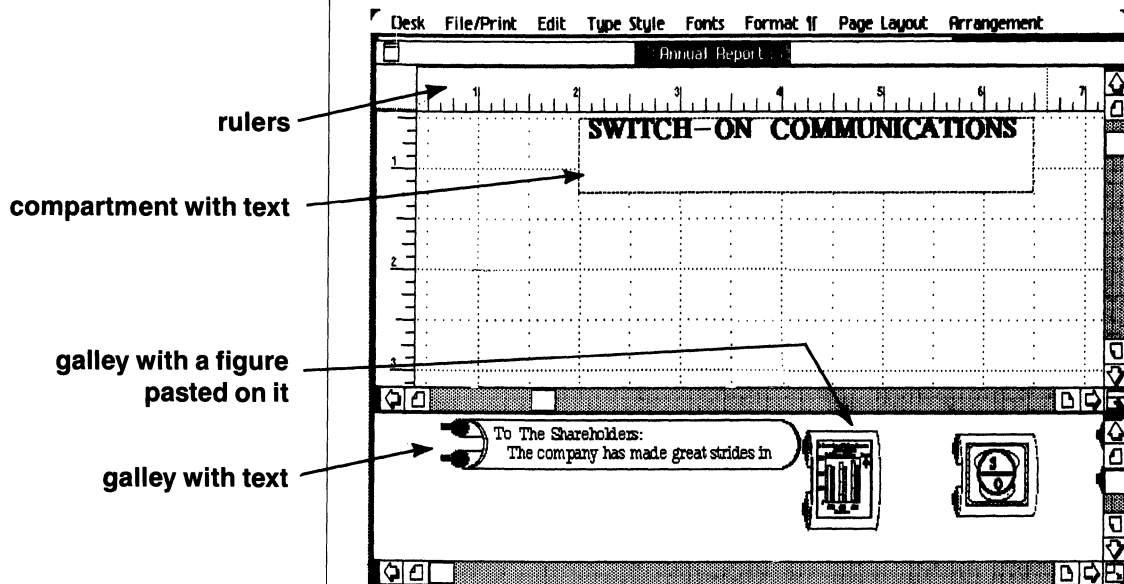


To Open the Annual Report

- 1 Make sure the document icon is selected (highlighted).
- 2 Choose **Open “Annual Report”** from the File/Print menu.

Notice how the icon zooms open into a window. Wait a minute—the hourglass means wait—until the Compose tool displays the Annual Report document.

The Compose document is made up of several items that may be new to you. Study the Annual Report document below before going to work on it.



Compose Document

The Annual Report document is now open on your desktop.

Across the menu bar at the top of the screen are the Compose menu names. Each menu contains a list of actions you can use in a Compose document.

The Compose tool combines the writing and text editing features of LisaWrite with the drawing capabilities of LisaDraw. Text, spreadsheets, lists, drawings, and other graphics can be cut or copied from other Lisa tools and stored on *galleys* that are created at the bottom of the Compose window.

Compose is a paste-up tool for assembling text and graphics. The most efficient way to work is to perform the major editing in the source tools, and assemble the final page in Compose for the typesetter or printer. A page layout is accomplished by drawing *compartments* in the Compose document and then filling the compartments with text and figures from the galley. Compartments can be varied in size. They can be individually styled for a page, or you can select to repeat the same layout for each page of the document. When a graphic is placed into a compartment, the text will automatically indent to run around the graphic.

Practice with Compose

Once the page layout is displayed the way that you want it, you may choose to accept the page from the Edit menu. This prohibits any changes to that page unless you choose to edit it again from the Edit menu.

When possible you should make stationery pads out of your most commonly used page layouts and store them on micro diskettes. This will greatly reduce your production time and minimize the time you will have to spend setting up your documents.

Without pressing the mouse button, move the pointer around the screen and notice that it is shaped like an arrow. In Compose this is how it appears when you move compartments and galleys and select menu items.

You will see other kinds of pointers as you go through Getting Started. To enter text into a compartment you will create a text insertion point by placing the change pointer into the compartment, holding down the **Apple** key, and clicking the mouse button. The shape of the pointer changes to a drawing symbol when you draw a rule or choose **Make A Compartment** from the Page Layout menu.

Imagine you work for a fictional company called Switch-On Communications, Inc. You will put the finishing touches on last year's Annual Report for the big annual meeting.

Text for the Annual Report has been written, edited, and copied as a LisaWrite document. A galley has been created at the bottom of the Compose document on your screen, and the text has been pasted on it through the clipboard.

Two graphs and the company logo have been completed in LisaDraw and copied onto three other galleys at the bottom of the Compose document. You will assemble these components into the Annual Report.

In the next several pages you will learn to:

- Make compartments.
- Move a figure to a page.
- Format text in a galley.
- Merge text from the galley into a compartment.
- Enter text into a compartment.
- Change the typestyle of text.
- Kern text.
- Cut unwanted material from the text.

- Insert a rule into the report.
- Change the Composition Defaults.
- Use Vertical Jusification.
- Make a Space Block.
- Insert Word Breaks.
- Make a Header and Footer
- Insert a page number.
- Accept a page.
- Design a new page.
- Align and Match
- Set Tabs
- Output the report on an ImageWriter
- Output the report on a Typesetter or EP 308.
- Change the selected printer
- Put Your Document Away.

When you are finished, the first page of your report will look like the three pages tht follow. If you should have trouble with one of the steps as you go through the example, try comparing the Annual Report document on the screen with the finished pages.

SWITCH-ON COMMUNICATIONS Annual Report

To The Shareholders:

During fiscal 1984, operating results at Switch-On Communications were substantially improved and the Company's financial position was significantly strengthened. The return to profitability in 1984 was the result of the successful completion of four major corporate initiatives:

- The introduction of a number of options and enhancements for the new Switch-On Teleport Products (STEP™).
- The improvement of productivity through cost reduction programs, consolidation of operations and more efficient use of personnel and facilities.
- The improvement of the corporate financial position through the purchase of two component supply houses that were responsible for 75% of our finished product costs.
- The improvement of office communications using a Personal Composition System.

New Options

Throughout 1984, we continued to expand the number of system configurations for the new product, and also to develop and introduce add-on options and enhancements designed to broaden the applications and the price range of this product family.

Within the business environment, equipment can be of limited utility if it lacks versatility

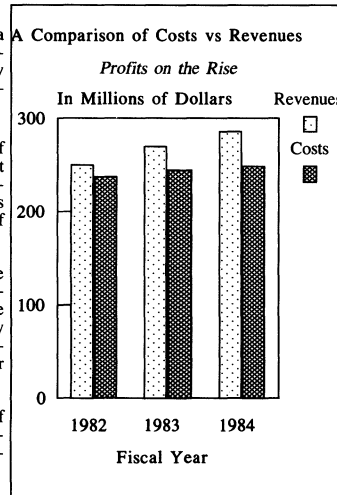
and compatibility. A computer that performs one kind of information processing very often will not perform another, and even computers of similar design and function often will not communicate with each other. The Company met this need with new software and hardware products.

Software

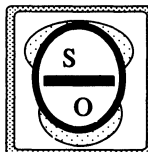
1984 was the year the Software Products Division began full scale marketing and manufacturing. When it was formed in 1981, we projected that it would develop, license and sell telephone and communication products for systems. This year, our plans reached fruition when the division began to manufacture and deliver the new Memory Re-Dial Option for STEP Systems.

Hardware

The company has developed important hardware compatibility enhancements as well. This year, for example, the STEP System's ability to "listen to," or accept, information from other computers was upgraded to a two-way, "listen and talk," to receive information from word and data processing systems and convert it into typesetting keystrokes. It can also transmit information back to the original workstation for additional editing. This is called "telecommunications," because it can occur over ordinary telephone



SWITCH-ON COMMUNICATIONS Annual Report



lines or by direct cable. It makes STEP capable of complete interaction with the multifunction networks and systems in modern businesses.

All of the Company's telecommunications devices are supported by the Communications Assistance Center, which expanded its staff and resources this year. The center offers nationwide set-up and diagnostic assistance to customers with telecommunications.

Cost Control And Productivity

During the first half of 1984, our manufacturing organization met a steadily accelerating STEP production schedule while systematically phasing out our obsolete products. With the purchase of A-1 Radio Supply and Eastern Data Bits, we now have direct control

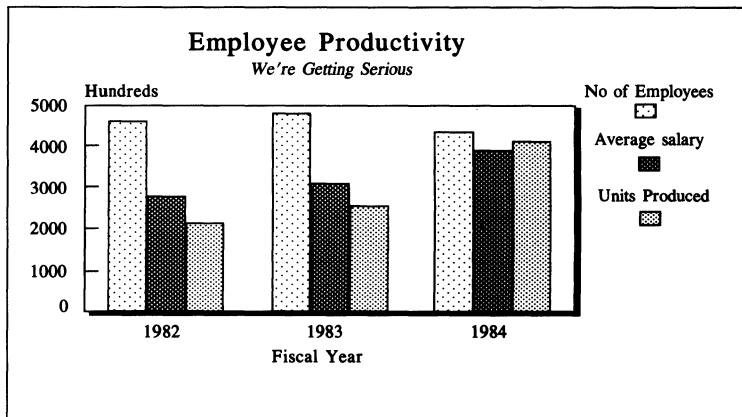
over the price of the microchips that are used in the STEP System.

Cost Reduction Programs

The overall productivity of our employees has improved as a result of the hiring freeze and reduction of the work force. It has become apparent that our new company motto "Get Serious Or Get Out" has indeed been taken seriously. With this new program, each employee's salary will correspond directly to the meeting of department objectives.

Inter-Office Communication

The communication requirements to meet department objectives have been satisfied by the purchase of Personal Composition Systems for each department. The reduction of typing, filing and copying activities has increased the amount of time available for project goals and customer problems. The economy of typeset communications has



SWITCH-ON COMMUNICATIONS Annual Report



proven itself. Our customers have responded positively to the professional approach of our fiscal 1984 "Are You Really Satisfied" campaign. The concept was bold and unorthodox; but backed up with the excellent brochure and return questionnaire, response was an incredible 54% return by customers. The graph on the preceding page shows the increase of productivity, performance and income.

Market reception to the STEP System and its growing number of options and upgrades has been quite favorable. The underlying popularity and programmability features of this line of systems give our customers the latest communication capabilities. Yet STEP Systems are sufficiently flexible to allow up-

grades and system expansion when we develop new capabilities or when the customer's needs change. This versatile system is the foundation to our continued growth.

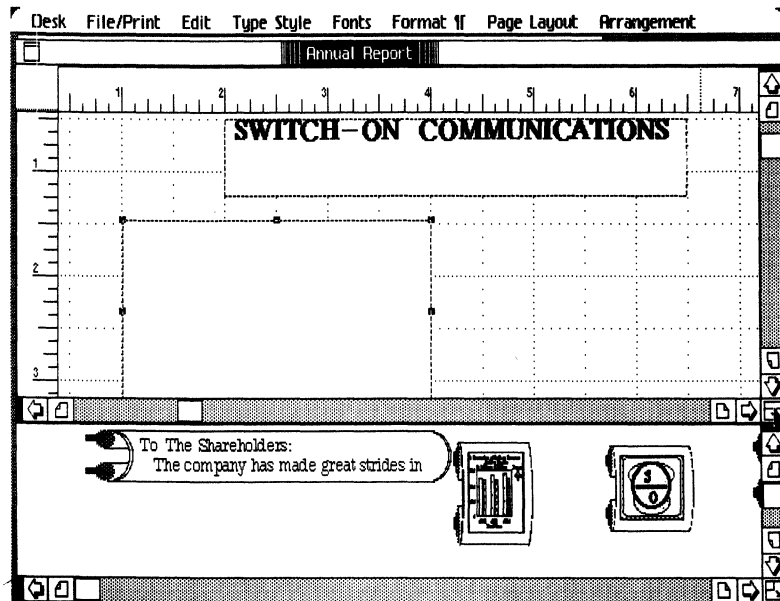
Total Number of Units

	1983	1984
Hardware	240	320
Software	150	850
Support	57	980

Making A Compartment

The Annual Report requires finishing touches. To layout your page you must make *compartments*. Compartments control the position of the text on the page. You make a compartment by drawing a rectangle, just like in LisaDraw.

- 1 Choose **Make a Compartment** from the Page Layout menu. Notice how the pointer changes to a drawing pointer when the menu item is chosen.
- 2 Use the pointer to draw the compartment beginning $1\frac{1}{2}$ inches from the top of the page, and 1 inch from the left side of the page. Draw the compartment to the 4 inch mark on the top *margin ruler* and down to the $9\frac{1}{2}$ inch mark on the side, *page ruler*.
 - ▶ Place the pointer where the upper-left corner of the compartment will be located (see the figure).
 - ▶ Press and hold down the mouse button as you move the pointer down to the $9\frac{1}{2}$ inch mark and to the right to the 4 inch mark. A box will appear.
 - ▶ Release the mouse button when you reach the correct size.



Duplicating a Compartment

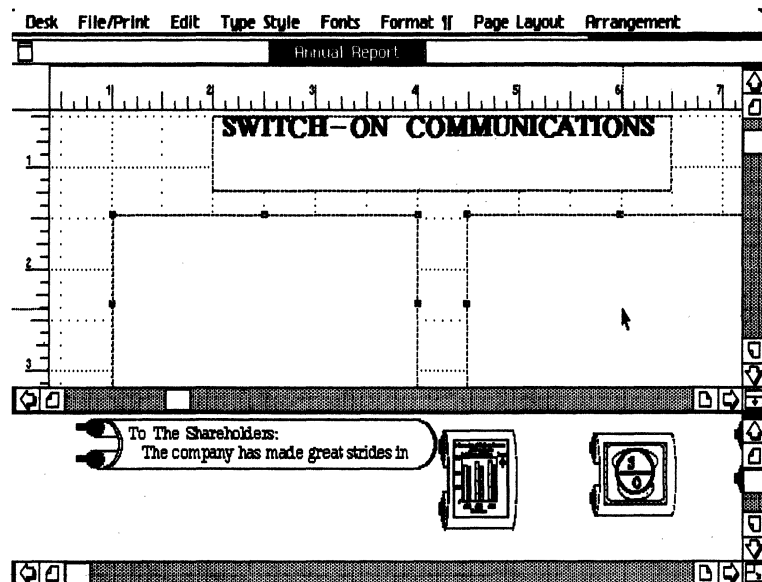
The text for the report will be set in dual columns so the compartment that you just made must be duplicated and the new compartment must be placed correctly on the page. Follow the steps below to duplicate the compartment and position it on the right side of the page.

- 1 With the compartment selected, choose **Duplicate** from the Edit menu. (Pull down the menu, point to the menu item, and release the mouse button.)
- 2 Place the duplicate compartment 4 ½ inches from the left margin. Align the top edges of both compartments. (Box not in the right spot? Place the pointer into the box and move it into position.)

Aligning Compartments

If you have trouble aligning the top edges of the compartments, you may choose a menu item to help you. Notice what happens when you select a compartment. Handles appear on the edge of the drawing, showing that it's selected. You can change the shape of the compartment by selecting and moving the handles. You may choose more than one compartment at a time by holding down the **Shift** key as you select another compartment.

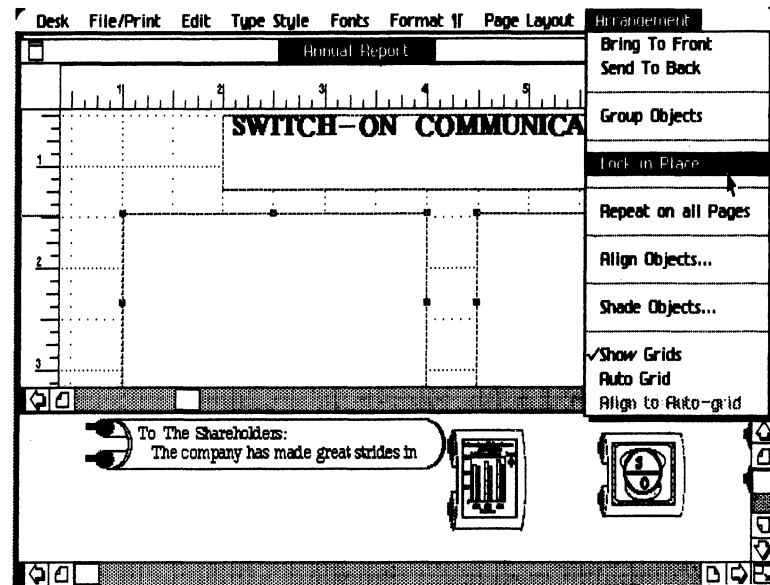
- 1 Press down and hold the **Shift** key and select both compartments.
 - ▶ Place the pointer on a compartment.
 - ▶ Click the mouse button as you continue holding down the **Shift** key.
 - ▶ Select the other compartment.
- 2 Choose **Align Objects...** from the Arrangement menu.
- 3 Choose **Align... Tops** from the dialog box that appears.



Locking In Place

You will find that it is easier to work with compartments if they are locked to the page. Then you will not accidentally move them around when you are trying to perform other functions.

- 1 With both compartments still selected choose **Lock in Place** from the Arrangement menu. You will notice that this places a check mark in front of the item on the menu. If you were to select the menu item again, the check mark would be removed and you could again move the compartments.



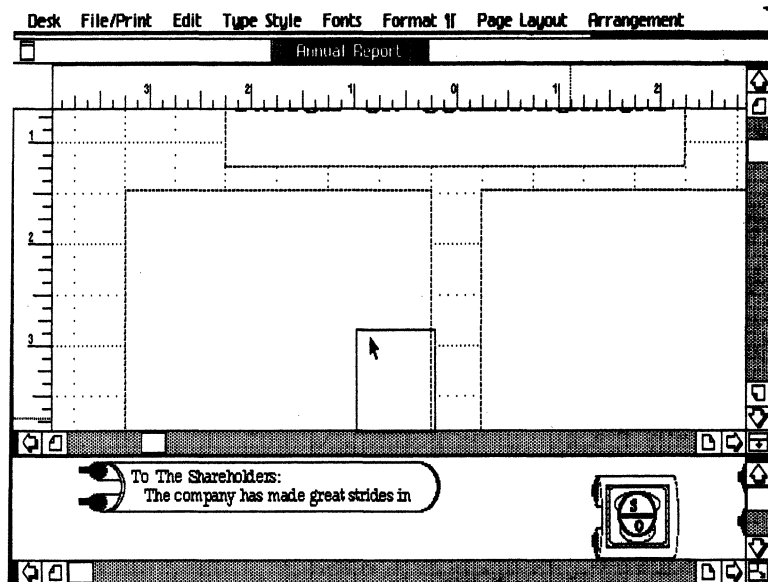
Moving a Figure to the Page

The galley is the mechanism for entering documents into Compose. A figure can be copied from LisaDraw, LisaProject, or LisaGraph and pasted onto a galley. It will remain on the galley until you merge it into the Compose document. You will take the graphic from the galley and move it into the Annual Report. It can be placed anywhere on the page. The most dramatic position will be to place it in the middle of the page so it slightly overlaps both columns of text.

- 1 You may change the rulers to help you with your layout.
 - ▶ Choose **Customize Rulers...** from the Page Layout menu.
 - ▶ Choose **Adjustable Zero-Point: On** from the dialog box that appears.
 - ▶ Choose **OK**.
 - ▶ Click the mouse button on the $4\frac{1}{4}$ inch mark on the ruler. Notice that the ruler now displays a 0 (zero). This will help in centering the graph figure.

- 2 Move the graph figure from the galley to the page.
 - ▶ Place the pointer in the upper left corner of the galley with the graph. Press and hold down the mouse button to select it.
 - ▶ Move the pointer to drag the galley onto the page. Release the mouse button when the figure is centered between the compartments. The upper left corner will be positioned automatically where the mouse button was released. You may move it around by selecting it.

Note: The figure should be correctly sized before it is brought into Compose. You can not change the size or content of a figure after it has been pasted on a Compose galley.

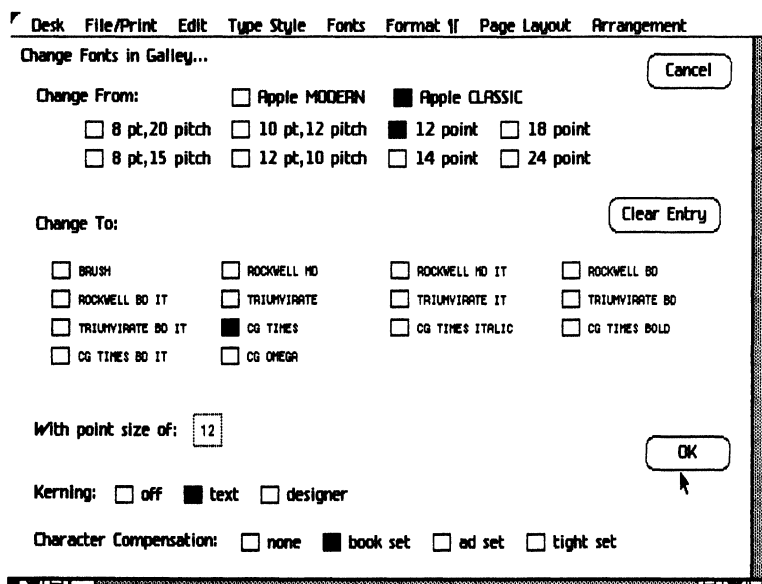


Formatting Text in a Galley

Text that is created in LisaWrite, LisaCalc, and LisaList can be copied and pasted into a Compose document by placing it first in a galley. While it is being stored in the galley you may change the typestyle, point size, and *compress* the text by adding *character compensation* or *Kerning*. By applying these format attributes to text when it is in the galley you can determine how it will appear *before* it is placed into a compartment. You can always select blocks of text on the page and change them after you have merged it into Compartments.

- 1 Select the galley that contains two lines of text by placing the pointer on it and clicking the mouse button.

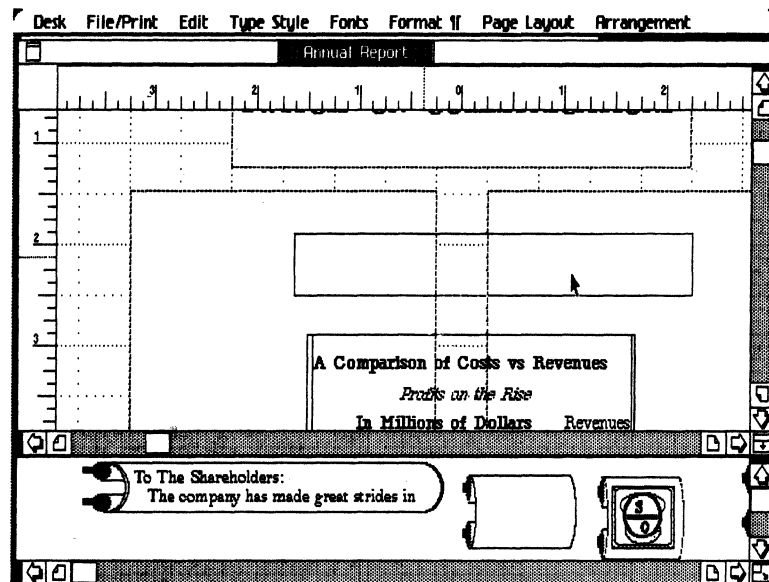
- 2 Choose **Change Fonts in Galley** from the Fonts menu. Select the following items to format the text:
 - ▶ Change from **Apple Classic**
 - ▶ **12 point**
 - ▶ Change to **Cg Times**
 - ▶ With a point size of: **12**
 - ▶ Kerning: **Text**
 - ▶ Character Compensation: **Book**
- 3 Click **OK**. The text on the galley will now change.



Linking Compartments

The text that has been pasted into the galley area can be moved into the compartments after you establish the way you want the compartments to be *linked*. By linking compartments, text will fill the one compartment and then begin filling the next in the order that you link them together. The line length of the text will become the same width as the compartment. If the size of the compartment is changed at any time, the text will *recompose* through all of the compartments that are linked together.

- 1 Create a galley at the bottom of the Compose document.
 - ▶ Place the pointer in an open space in the lower part of the document.
 - ▶ Draw a rectangle at least 1 inch by 1 inch.
- 2 Drag the galley into the compartment at the top left side of the page.
 - ▶ Place the pointer on the empty compartment. Press down and hold the mouse button.
 - ▶ Move the pointer to the compartment on the left side of the page and release the mouse button.
 - ▶ Select the galley again. This time move it to the right compartment and release the mouse button. These two compartments are now linked so that text will flow from left to right. Changes in the size or content in one of the compartments will ripple through both of them to keep them full.



Merging Text into Compartments

- 1 Select the galley that shows text on the top two lines by placing the pointer on it. Press and hold down the mouse button. Drag the galley up to the first compartment that you made and release the mouse button.
- 2 As you watch the compartment, text will flow from the galley into it. Once the compartment is full text will begin to fill the second compartment on the right, because it is linked with the left one.

Entering Text Into A Compartment

- 3 Choose **Save and Continue** from the File/Print menu. Then if you want to come back to this arrangement of your document, you can choose **Revert to Previous Version**.

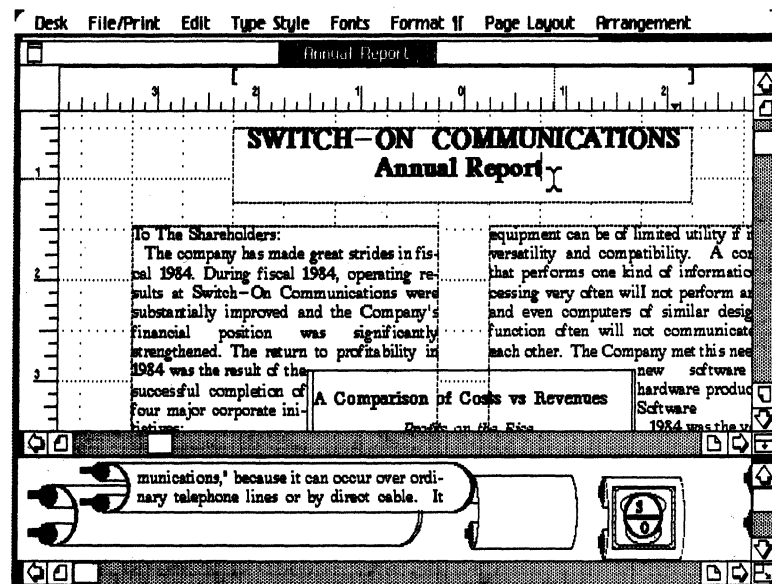
To work on any text that is in a compartment you must use the **Apple** key before you perform an operation. Otherwise, you will only select the compartment that holds the text. In the next few pages you will make use of this principle. First, you will add to the title of your document.

- 1 To select an insertion point.

- ▶ Press down and hold the **Apple** key.
- ▶ Place the pointer at the end of the title after the "S" in COMMUNICATIONS.
- ▶ Press down, then release the mouse button, and the **Apple** key
- ▶ The pointer will become a blinking insertion mark.

- 2 Type the text you want to enter.

- ▶ **Return**
- ▶ **Annual Report**



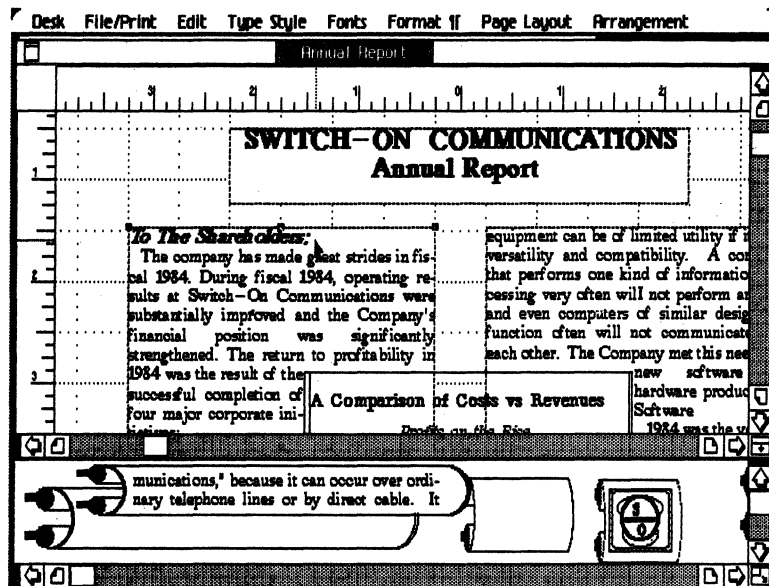
Changing Typestyle

To change the typestyle of the text, you will work as you do in any of the other Lisa tools, except you will use the **Apple** key. Change the typestyle of the first sentence to make it a subtitle by following the instructions on the next page.

- 1 First select the text.
 - ▶ Press down and hold the **Apple** key.
 - ▶ Place the pointer in front of the “T” in *To the Shareholders*.
 - ▶ Press down and hold the mouse button.
 - ▶ Drag the pointer through the colon “:” at the end of the sentence.
- 2 Choose **Cg Times Bd It** (Bold Italic) from the Fonts menu.

Note: This text assumes that you have the true fonts Cg Times Bold and Cg Times Bold Italic. You should use the true fonts when they are available. You may use the pseudo Bold and Italic from the Typstyle menu if you do not have the true fonts.

- 3 Choose **Other Cg Pt. Size...** from the Typestyle menu.
- 4 Type: 14 point in the dialog box that appears. Click OK.

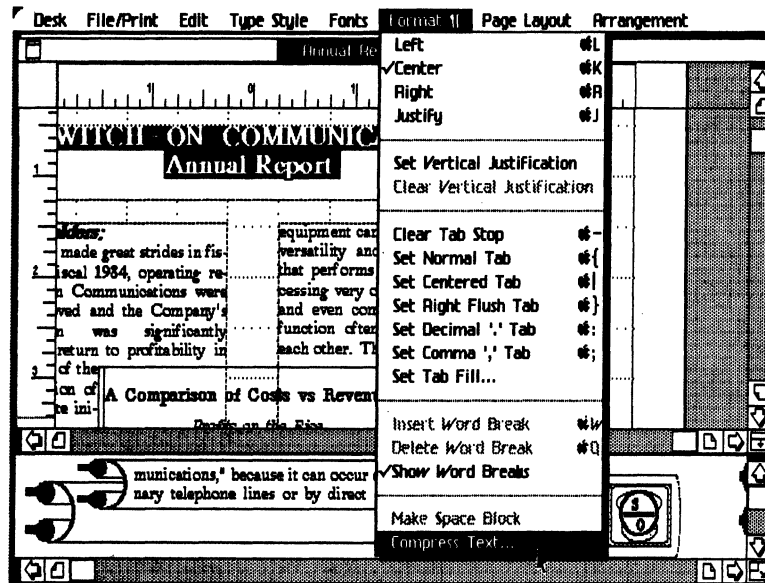


Kerning Text

To kern the report title (remove extra white space from certain letter pairs), you will select all of the title and apply *designer* kerning. (If you do not have Designer Kerning, choose Text)

- 1 Select all of the text in the title.
 - ▶ Press and hold down the **Apple** key.
 - ▶ Place the pointer in front of the “S” in *SWITCH—ON COMMUNICATIONS Annual Report*.

- ▶ Press and hold down the mouse button.
 - ▶ Drag the pointer through the text.
 - ▶ Release the mouse button.
- 2 Choose **Compress Text** from the Format \mathcal{F} menu.
 - 3 Choose **Designer** from the dialog box that appears. Click **OK**.



Cutting Text

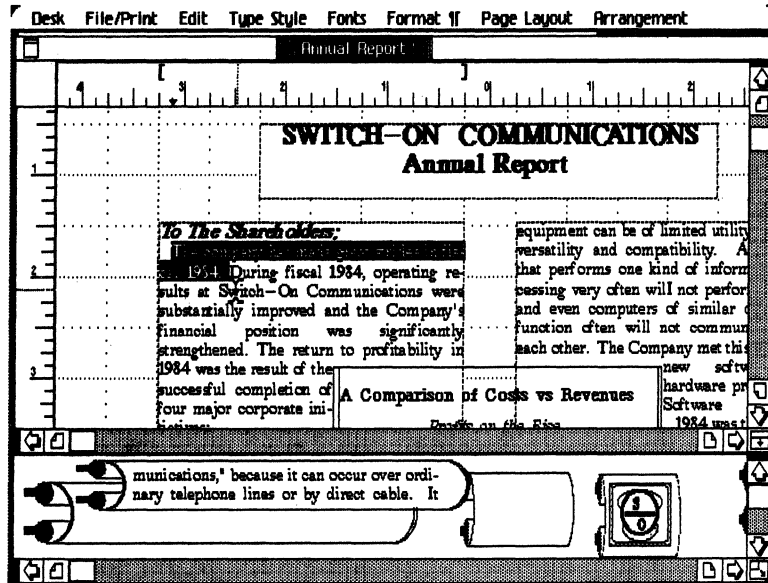
To cut the first sentence of the Annual Report, *The Company made great strides in fiscal 1984*, you must also use the **Apple** key.

- 1 Press and hold down the **Apple** key.
- 2 To select the entire first sentence of the Annual Report, press the mouse button before the “T” in *The* and release after the “. ” at the end of the sentence. It will highlight when selected.

If you have trouble selecting the sentence, remember to hold the **Apple** key before each attempt. If you did not *lock* the compartment to the page, you may accidentally move the entire compartment. If so choose **Undo “Move Fig./Comp.”** (the last change) from the Edit Menu and try again.

- 4 Choose **Cut** from the Edit menu when the entire sentence and the space up to the next sentence is highlighted.

Cutting something will place it on the clipboard. If you don't want to *save* the text, it is faster to select the text and press the **Backspace** key on the keyboard.

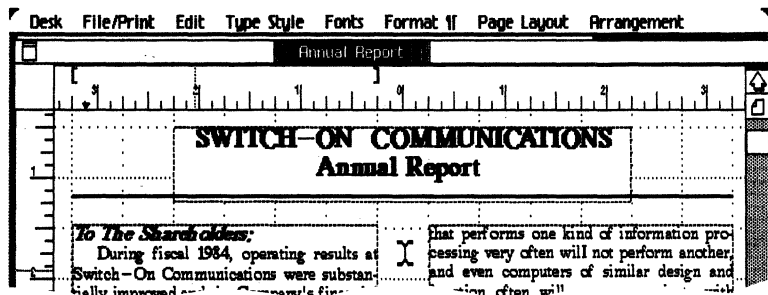


Inserting Rules

Next you need to place rules (lines) on the page to set off the title from the rest of the text. A rule is placed in a document the same way that a line is made in LisaDraw.

- 1 Activate the rule size you will draw by selecting **2.0 pt. Rule** from the Page Layout menu.
- 2 Move the pointer on to the page below the compartment that contains the title *SWITCH-ON COMMUNICATIONS*. Place the pointer at the far left side of the page and begin the rule at the left edge of the text compartment.
- 3 Press the mouse button and move the pointer horizontally across the page.
- 4 Release the mouse when the rule is at the edge of the right compartment.

Note: Notice how handles appear on ends of the line. The length can be changed by moving one of the handles. The position can be changed by placing the pointer on the line between the handles, pressing down the mouse button and dragging the rule.

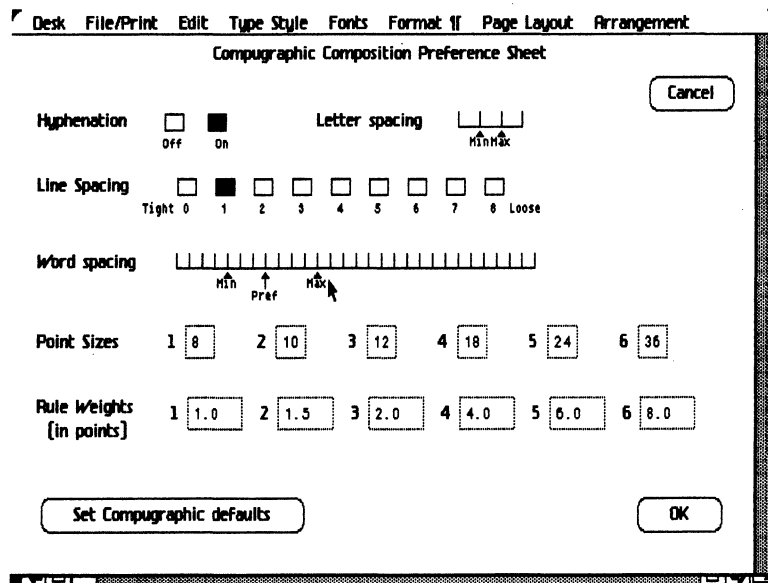


Changing Composition Defaults

Text is positioned on the page by information that is entered in the *Composition Defaults* dialog box in the Edit menu. Word, letter and line spacing, hyphenation, and several other features are controlled by checking or pointing to items in the box. The defaults that you set will apply to an entire page of the document. After you become familiar with positioning text on the whole page with Composition Defaults, you will learn how to manipulate the location of individual lines and paragraphs of text.

- 1 Choose **Save and Continue** from the File/Print menu.
- 2 Choose **Composition Defaults** from the Edit Menu.
- 3 In the Line Spacing item choose **1**. This will make the line spacing tighter.
- 4 In the Word Spacing item move both the **Pref** pointer and the pointer on the right of the matrix to the left. This will close the space between words as text is justified on a line.
- 5 In the Point Sizes item, replace the 36 with the number **14**. The 14 will now show in the last position on the Timestep menu. Choose **OK** to bring your document back to the screen and see the changes.

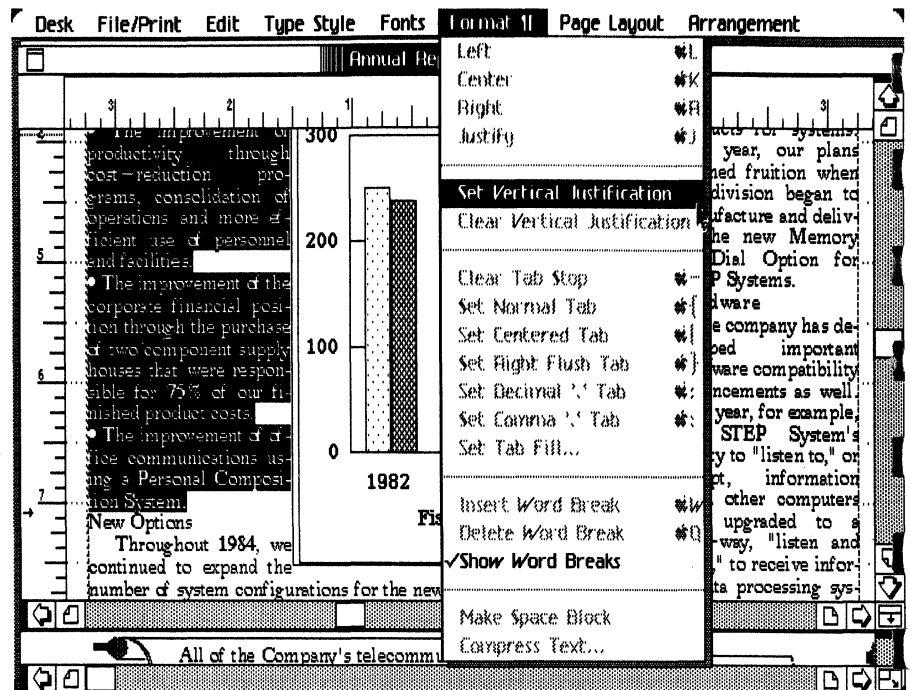
*Note: Try other settings and see how the text is displayed on the page. When you select the box **Set Compugraphic Defaults** at the lower left of the dialog box the settings will revert to the automatic defaults.*



Using Vertical Justification

If you want to change the line spacing of selected amounts of text on the page, you can manipulate the *vertical justification*. This can be done over a few lines or over an entire compartment of text.

- 1 First you must select the text. Select the section of text on the left side of the graph. Select all of the paragraphs that begin with (•) bullets.
 - ▶ Place the pointer in front of the first bullet.
 - ▶ Press and hold down the **Apple** key.
 - ▶ Press and hold down the mouse button as you drag the pointer through the text. The amount of text can be two or more lines. In this case select the text through the end of the word *System*.
- 2 Choose **Set Vertical Justification** from the Format Text menu. Small arrows will appear on the page ruler pointing to the top and bottom of the selected text.
- 3 Select the bottom arrow and pull it upward about $\frac{1}{4}$ inch on the ruler. Gray dotted lines will connect the arrows with the selected text. The text will compress and you will see less space between each line.



Making a Space Block

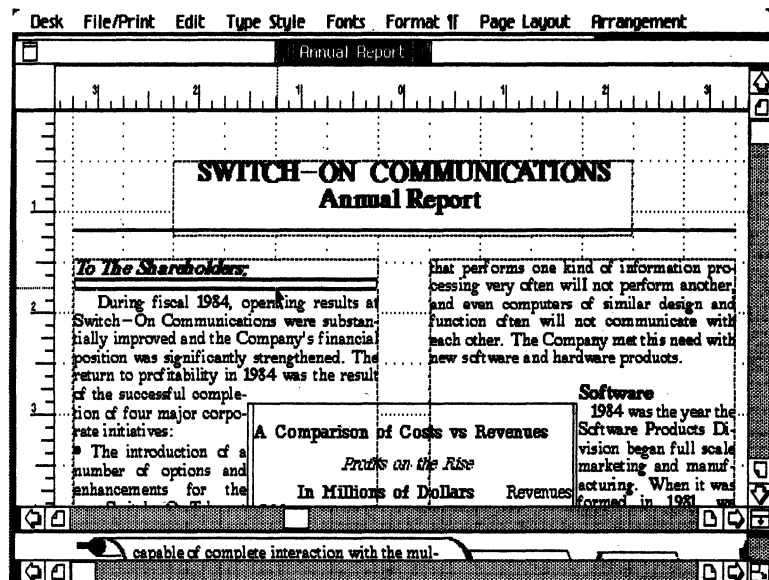
You can add extra line space between paragraphs by making a *space block* at the end of a paragraph.

- 1 To make a space block you must place an insertion point at the end of sentence on a paragraph return.
 - ▶ Place the pointer after the : colon at the end of the first paragraph.
 - ▶ Press and hold down the **Apple** key.
 - ▶ Click the the mouse button.
- 2 Choose **Make Space Block** from the Format Text menu. A double line will appear in the text between the paragraphs.
- 3 Scroll through the document and put a space block between each paragraph and subheading. The space block can be made larger by holding down the **Apple** key, selecting the bottom line of the space block, and pulling it downward. If you accidently move the compartment while you are selecting an insertion point, you can always choose to **Undo“Move Fig./Comp.”** from the Edit menu.

Final Editing

As you go through the text adding space blocks, you can put the finishing touches on this page before you make the next page. You should change each subheading and improve the hyphenation if line endings are unsatisfactory.

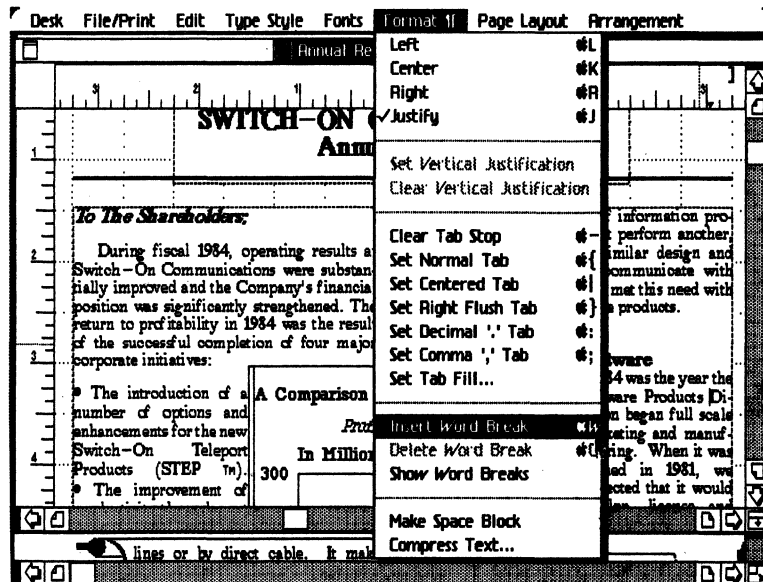
- ▶ Choose *Cg Times Bold* and 14 point type for each of the subheadings: **New Options, Software, Hardware**
- ▶ To learn more about changing the line endings, look at the next section on word breaks before you go through and edit the page.



Inserting Word Breaks

In some cases you may want to change the hyphenation that occurs automatically. You can insert a word break manually to change the automatic hyphenation of a particular line. You can turn off the automatic hyphenation for the whole page in the **Composition Defaults** dialog box.

- 1 As you scroll through the Annual Report look at each line and choose a hyphenated word, or a sentence that has a large gap and could be improved if a hyphen were placed differently. Because there are so many factors that determine line endings, it will be difficult to say where the unsatisfactory word breaks may be in your Annual Report. Place an insertion point at another place in the word where it might be better to make the hyphen.
- ▶ Press down and hold the **Apple** key.
- ▶ Click the mouse button.
- 2 Choose **Insert Word Break** from the Format Text menu. The word will now hyphenate where you have chosen. There are certain limits to how much you can change the hyphenation. The control you have over these limits is in the word and letter space settings that you make in the Composition Defaults. If you choose to allow more word and letter space, you have a wider range of control. If you do not want a word to hyphenate, you may place a word break before or after a word. If the entire word will fit on the line, the word will not be hyphenated.
- 3 To remove the word breaks you've inserted, choose **Delete Word Break** from the Edit menu.

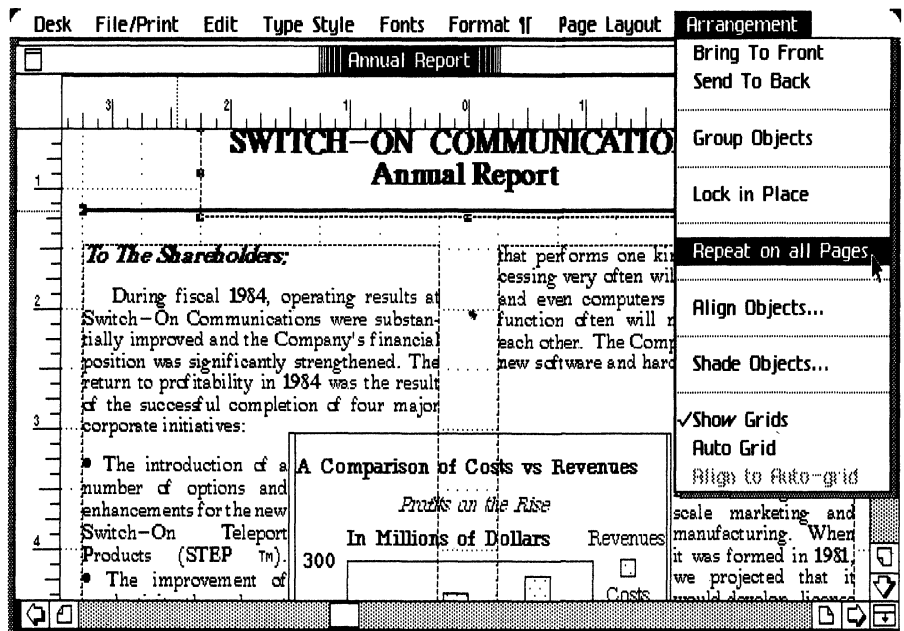


Making A Header

Thus far we have been working with a one page document. In the next few pages you will learn how to carry the page design through a longer document. A header will carry the title and the rule to all other pages of the document.

- 1 Select the compartment that contains the title by placing the pointer on it and clicking the mouse button.
- 2 Press and hold the **Shift** key.
- 3 Select the rule so that both the compartment and the rule are highlighted at the same time.
- 4 Choose **Repeat on all Pages** from the Arrangement menu.

The objects will now appear on each page of the document.



Making A Footer

At the bottom of the page you can place a footer that will appear on all pages of your document. Next to the footer compartment you can insert a page number that will increase by one on each page.

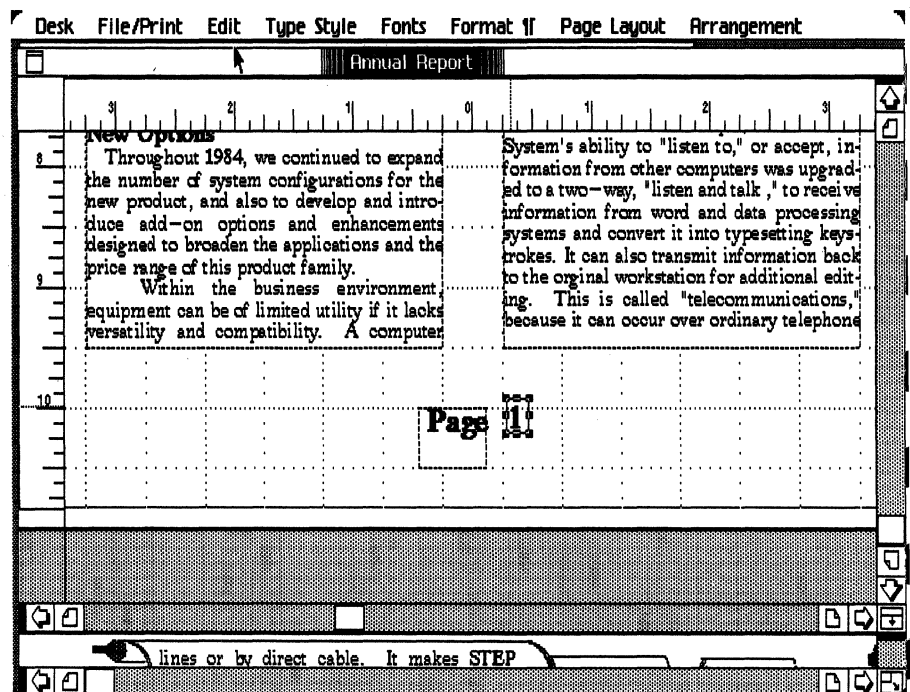
- 1 Scroll to the bottom of the page and draw a compartment in the middle of the page about $\frac{1}{2}$ inch wide and $\frac{1}{2}$ inch deep.
- Choose **Make a Compartment** from the Page Layout menu.
 - Draw the rectangle as shown in the figure on the next page.

Inserting Page Number

- 2 Insert the word **Page** into the compartment by placing the pointer in the compartment, pressing down the **Apple** key, and clicking the mouse button. A blinking insertion point will appear. Type the word **Page**.
- 3 To format the footer
 - ▶ choose **Right** from the Format Text menu.
 - ▶ Choose **Cg Times Bold** from the Fonts menu.
 - ▶ Choose 18 point from the Typestyle menu.
- 4 Select the **Page** compartment and choose **Repeat on all Pages** from the Arrangement menu.

A page number can be inserted anywhere on the page except in a compartment. Once a page number is inserted on a page, it will repeat on all pages and appear in the same place on subsequent pages.

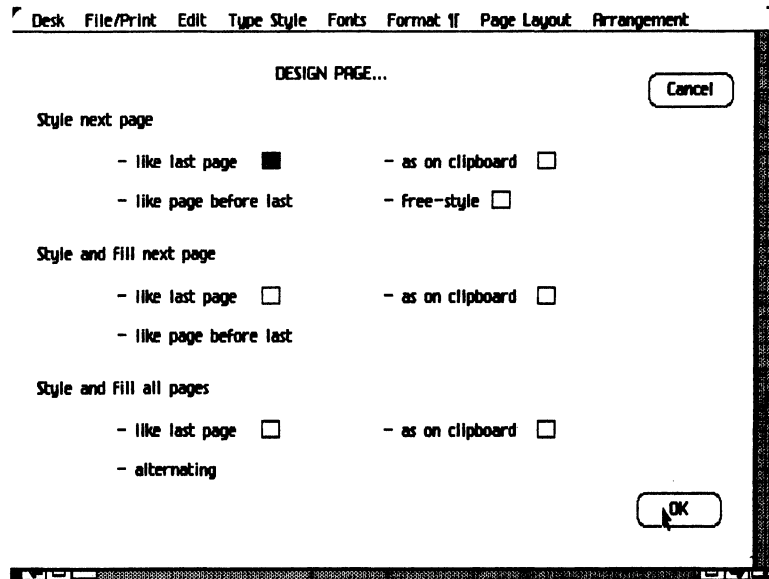
- 1 Click to place an insertion mark to the right of the *Page* compartment you just made.
- 2 Choose **Insert Page Number** from the Page Layout menu.
- 3 While the unique page number compartment is still highlighted, choose **Cg Times Bold** from the Fonts menu.
 - ▶ Choose **18 point** from the Typestyle menu.



Accept and Design a Page

Once you have finished working on a page you must *accept* it to be able to work on the next page.

- 1 Choose **Accept page 1** from the Edit menu. The grid lines will disappear.
- 2 Choose **Design Page** from the Page Layout menu. When the dialog box appears, choose **Style next page - like last page**. Click **OK**. This will draw compartments in the same position as the first page. You will automatically scroll to the next page.



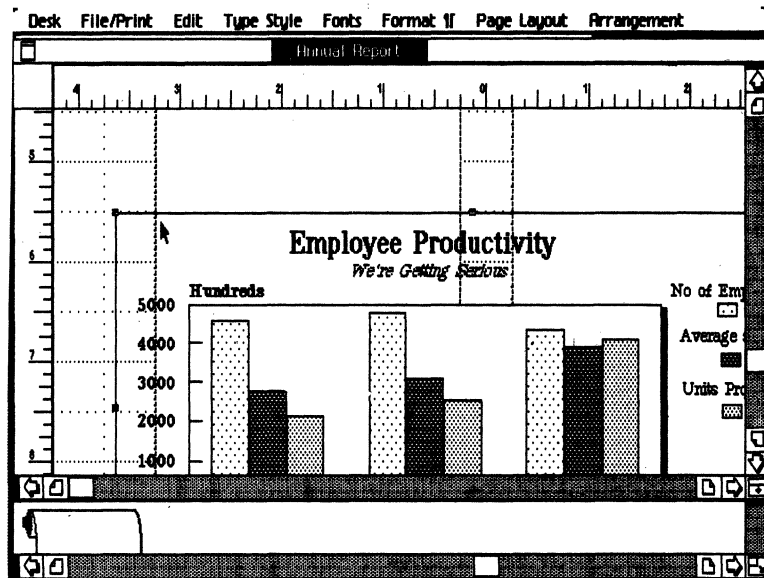
- 3 The compartments and text of the repeating header and footer, including the page number 2 will appear on the page. Click on the page to activate it.

Page 2 Layout

You will perform work on page 2 as you did on the first page. You will arrange the compartments and figures. Then you will pour text from the galley into the compartments. Finally you will scroll through and edit the page placing space blocks, making the subheadings bold, and inserting other editing touches to finish up the page.

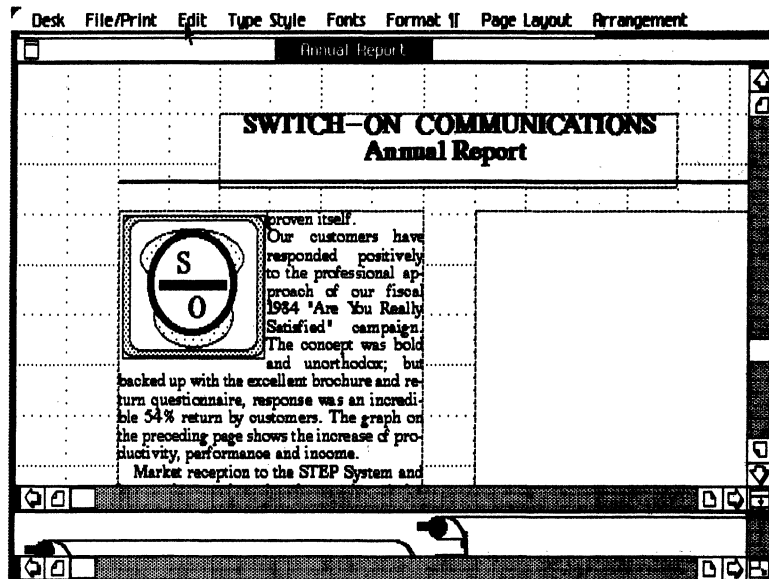
- 1 A graph will be placed at the bottom of the page that will occupy approximately one third of the page.
 - ▶ Press the *view control* at the very bottom right of the Compose document. There you will find another figure that has been pasted onto a galley. It is the graph that will be placed on the page 2.

- ▶ Scroll down so that you can see the 6 inch mark on the side page ruler.
- ▶ Select the galley by placing the pointer in the upper left corner.
- ▶ Press and hold down the mouse button.
- ▶ Drag the galley to the far left side of the page just outside the left text column about 5 ½ inches down from the top of the page and release the mouse button. Center the figure on the page. The lower line in the figure should be even with bottom of the compartments.



- 2 In the galley area you will see the company logo. It is a small figure with an S/O on it. You will place the logo in the upper left corner of this page, and format it to repeat on the remaining pages.
- ▶ Place the pointer in the upper left corner of the figure. Press and hold down the mouse button. Drag the figure to the upper left corner of the compartment on the page. When the pointer is on the corner, release the mouse button.
 - ▶ Choose **Repeat on all Pages** from the Arrangement menu. You will see the figure when you design the next page.

- 3 Take the text galley and place it in the left compartment.
 - ▶ Place the pointer on the galley.
 - ▶ Press and hold the mouse button.
 - ▶ Drag the galley into the compartment and release the mouse button.
- 4 Scroll through the text and edit it like the first page.
 - ▶ Place Space Blocks at the end of each paragraph.
 - ▶ Choose **Cg Times Bold** and choose **14 point type** for each of the subheadings: **Cost Control and Productivity**, **Cost Reduction Programs**.
 - ▶ Check the hyphenation and insert word breaks where needed.
- 5 After going through this page, you should *accept* it and begin to design the final page.
 - ▶ Choose **Accept Page** from the Edit menu.
 - ▶ Choose **Design Page** from the Page Layout menu.
 - ▶ Choose **Style and Fill next Page—like last page** from the dialog box that appears. By selecting this menu item, you will see page 3 with text already placed in the compartment on the left side of the page.



Page 3 Layout

The third page will have two short columns with a table placed at the end of the text. You will go to the bottom of the third page and make the compartments smaller by dragging them up the page.

- 1 Scroll to the bottom of the page.
- 2 Select both compartments using the **Shift** key.
- 3 Choose **Lock in Place** from the Arrangement menu. This will remove the check mark and unlock the compartments.
- 4 Place the pointer on the center handle at the base of one of the compartments.
 - ▶ Press down and hold the mouse button
 - ▶ Drag the bottom of the compartments up to the 5½ inch mark on the page.

Setting Tabs

One method for organizing a list of numbers is to place them in a table using tab stops. In Compose, tabs are inserted into text the same way that they are used in LisaWrite. If tabs are already in your LisaWrite *source* document they will appear in Compose.

Insert the table in the lower part of the right column at the end of the text in the compartment.

- ▶ Place the pointer into the compartment.
 - ▶ Press down and hold the **Apple** key.
 - ▶ Click the mouse button. You will see a blinking insertion point where you can begin to enter text.
- 2 Press the **Return** key twice.
 - 3 You will enter text in **Cg Times Bold 18 point**.
 - ▶ Choose **Cg 18 point** from the Timestep menu.
 - ▶ Choose **Cg Times Bold** from the Fonts menu.
 - ▶ Type: **Total Number of Units**.
 - ▶ Press **Return Return Return**.
 - 4 Choose **Show Rulers** from the Page Layout menu.

5 To set up the first tab stop.

- ▶ Place the pointer on the ruler at the 2 inch mark. Click the mouse button.
- ▶ Choose **Set Centered Tab** from the Format ¶ menu.
- ▶ Choose **Set Tab Fill** from the Format ¶ menu.
- ▶ Place a . (period) in the dialog box. Check **OK**.

6 To set the second tab stop.

- ▶ Place the pointer on the ruler at the 1 inch mark. Click the mouse button.
- ▶ Choose **Set Centered Tab** from the Format ¶ menu.
- ▶ Choose **Set Tab Fill** from the Format ¶ menu.
- ▶ Place a . (period) in the dialog box. Check **OK**.

5 Choose **14 point** from the Typestyle menu.

- ▶ Press **Tab** Type: 1983
- ▶ Press **Tab** Type: 1984
- ▶ Press **Return** **Return**.

6 Choose **Cg Times** (This text will be 14 point not bold)

- ▶ Type: **Hardware**
- ▶ Press the **Tab** key.
- ▶ Type: 240 **Tab** 320
- ▶ Press **Return** **Return**.

7 Type: **Software**

- ▶ Press the **Tab** key.
- ▶ Type: 150 **Tab** 850
- ▶ Press **Return** **Return**.

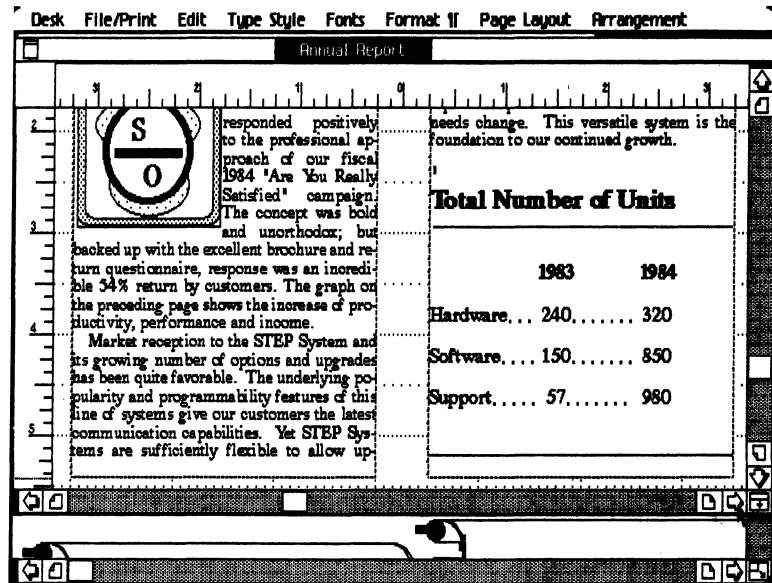
8 Type: **Support**

- ▶ Press the **Tab** key
- ▶ Type: 57 **Tab** 980

9 To emphasize the information in the table, place a 1.0 point rule above and below it on the page.

- ▶ Choose **1 pt. Rule** from the Page Layout menu

- ▶ Place the pointer on the left side of the left compartment above the dates and draw the rule to the right side of the compartment.
- ▶ Release the mouse button
- ▶ Click the mouse on a blank place on the page.
- ▶ Follow the same procedure to place a rule below the table.



Final Editing

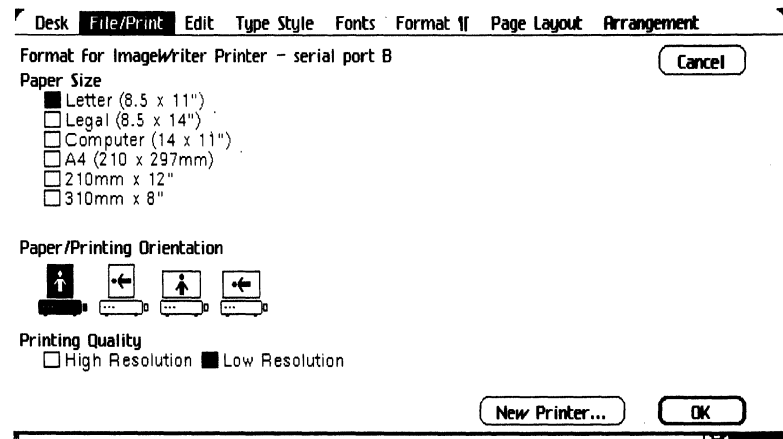
At this time you have worked through the Annual Report and it is almost ready to print. You should scroll to the bottom of the text compartments and adjust them so that the last lines in both compartments are the same depth on the page. If necessary change the depth of the compartments or use vertical justification to make them even.

You have now composed an Annual Report and used the major functions of the tool **Cg Compose 2**. After printing your document you may want to tear off another sheet of paper from the Getting Started stationery pad for more practice, or you can go on to the next section, *Chapter 2: Using Cg Compose 2*, for more information about working with documents in Compose.

Output On the ImageWriter Printer

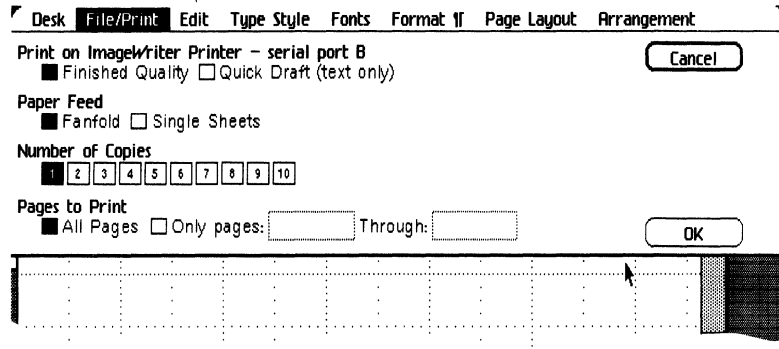
For proofing purposes it is a good idea to first print your document on a Dot Matrix printer before you send it to the typesetter. Follow the steps below to output your document on the ImageWriter printer. If you don't have a Dot Matrix printer, skip ahead to a section covering an output device that you do have connected to your Personal Composition System.

- 1 To be certain that the information displayed on the screen is stored on your disk for future retrieval, pull down the File/Print menu and select **Save and Continue**.
- 2 To select the device on which you will output your report, you must have that device physically connected to your Personal Composition System and have the device indicated in the *Format for Printer* menu.
- 3 Choose **Format for Printer** from the File/Print menu. A dialog box will appear to allow format choices. The information in this dialog box must agree with choices that you've already made in the Page Size dialog box. You will learn more about these choices in Chapter 2, Using Compose.
- 4 The title at the top of the page should be *Format for ImageWriter Printer — serial port B*. If the title is something else, check **New Printer...** and from the dialog box that appears check ImageWriter.



- ▶ The *Printing orientation* should be **portrait**. This means the person icon is straight up and not on it's side. (Landscape printing rotates the image 90° sideways.)
- ▶ Choose **High Resolution** for the Printing Quality.
- ▶ Click **OK**

- 5 Select **Print** from the File/Print menu. The Print dialog box will let you specify some final details concerning the output of your Annual Report.
 - ▶ Check **Finished Quality, Fanfold, 1, and All Pages.**
 - ▶ Check **OK.**



If you have trouble printing your document, turn to the ImageWriter printer section of the *Office System manual* for more information.

Check over the proof copy of your document. Make any needed corrections. You may go to a specific page in your document by choosing **Go to Page...** from the Edit menu and type the page number into the dialog box. Remember, to edit a new page, you must accept the current page on which you are working. Once everything is OK you may output your document on the typesetter or EP 308.

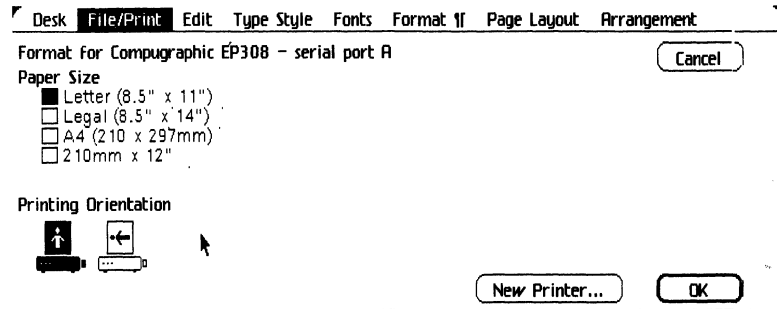
After making the appropriate corrections to your draft, you will output it on the typesetter or EP 308 by following the steps listed below.

- 1 If you make corrections, save the corrections by choosing **Save and Continue** from the File/Print menu.
- 2 You must have the Cg Printer connected at Serial A to output on that device. You must also have Device Driver software installed through your *Preferences*. Instructions for installing this software are found in Chapter 4 of this manual. You must also have the output device listed at the top of the **Format for Printer** dialog box.
- 3 Choose **Format for Printer** from the File/Print menu. A dialog box will appear to allow for additional format choices. The information in this dialog box must agree with choices that you've already made in the Page Size dialog box. You will learn more about these choices in *Chapter 2: Using Compose*.

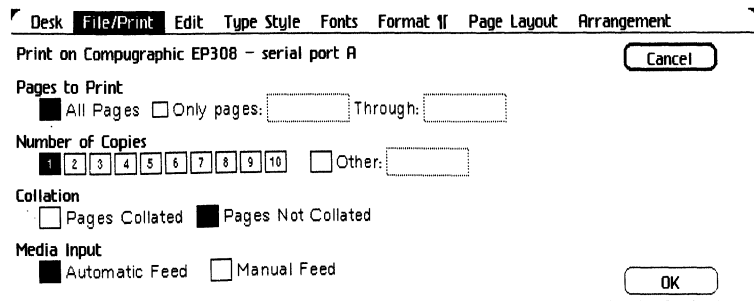
Output on Typesetter or EP 308

- 4 The title at the top of the dialog box should be your finished quality output device. Let's assume that device is the EP 308. Then the dialog box should read: *Format for EP 308 — serial port A*. If the title is something else, check **New Printer...** and check EP 308 from the dialog box that appears.

Note: If EP 308 is not on the list, you must install the Device Driver software



- ▶ The *Printing orientation* should be **portrait**. This means the person icon is straight up and not on it's side. (Landscape printing rotates the image 90° sideways)
 - ▶ The Printing Quality **High Resolution** is automatically selected for the EP 308. Click **OK**
- 5 Select **Print** from the File/Print menu. The Print dialog box will let you specify some final details concerning the output of your Annual Report.
- ▶ For the EP 308 check **All Pages, 1 Copy, Pages Collated, Automatic Feed**

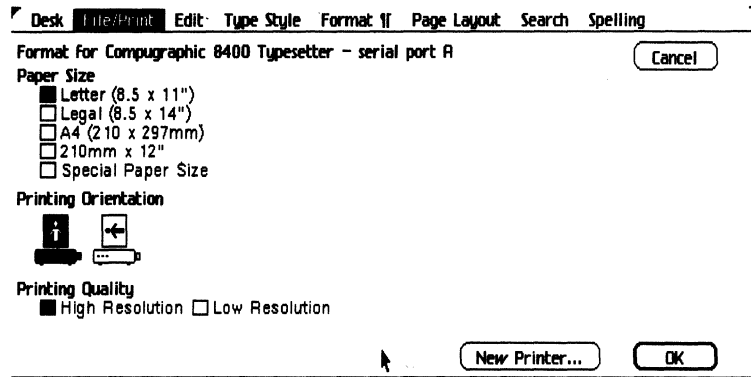


Format and Print for Typesetter

For the 8400 or 8600 Typesetter check *Printing Orientation Portrait* (click on the upright person)

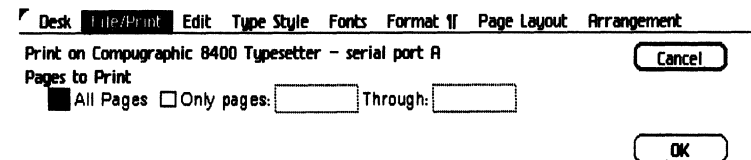
► Check *Print Quality High Resolution*.

► Check **OK**.



► To print check **All Pages**

► Check **OK**.



Putting Your Document Away

Click twice on the document icon in the upper left corner of your page. Your document will take a minute as it is being saved and then it will zoom back into the icon form that you saw before you opened it. It will return to the same spot where you opened it.

Trouble With Printing?

► If you have trouble printing and receive an alert message, try to determine what is causing the error. Make sure that your device is connected in the Preferences, and that the *device driver* software is also installed. Check all of the cable connections and make sure each component of the System is powered up and in good operating order.

This manual has several chapters that can help you with problems. There are also specific chapters in the *Lisa Office System Manual* that can help with various aspects of your System's performance. Look in the table of contents or the index for the Chapter which seems to best describe your problem.

► If you see any other alert message, follow the instructions on the Personal Composition System screen.

► To learn more about printing, refer to the chapter on your output device.

Chapter 2

Using Cg Compose 2

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Introduction

This Chapter explains Cg Compose 2 concepts, describes the screen, menus, pointers and general working environment. It also guides you, step-by-step, through several real-life examples. To get the maximum value from the chapter, you should try out the examples on your Personal Composition System as you go through it. Major Compose features are covered in the examples.

A complete description of each Compose operation can be found in *Chapter 3: Compose 2 Reference* in this manual.

Before you Begin

Before you begin this chapter, be sure you have completed the interactive LisaGuide, and *Chapter 1: Learning Cg Compose 2* in this manual. Chapter 1 introduces you to Compose Operations.

To complete this tutorial, you will need:

- The Cg Compose 2 Stationery paper that is on the Disk.
- The sample documents in the Examples Folder.

You should have duplicated the Cg Compose 2 Examples Folder onto the Disk. Instructions for this procedure are found in *Chapter 4: System Set Up*. When you have finished learning Compose, you will probably want to throw the Examples Folder into the *Wastebasket* to make room on your Disk. If you need it again, you can duplicate the original folder that is on the micro diskette.

You should understand the following procedures before beginning this chapter:

- How to move the pointer around the screen using the mouse.
- How to open menus and choose menu items.
- How to select text or objects on the screen.
- How to open and save documents.
- How to change the size of a window and move it around on the desktop.
- How to prepare text in LisaWrite.
- How to make LisaDraw figures.
- How to copy and paste documents.
- How to scroll the window to see different parts of the document. -

The arrow symbol appears before each activity in the chapter and indicates "Do something." For example,

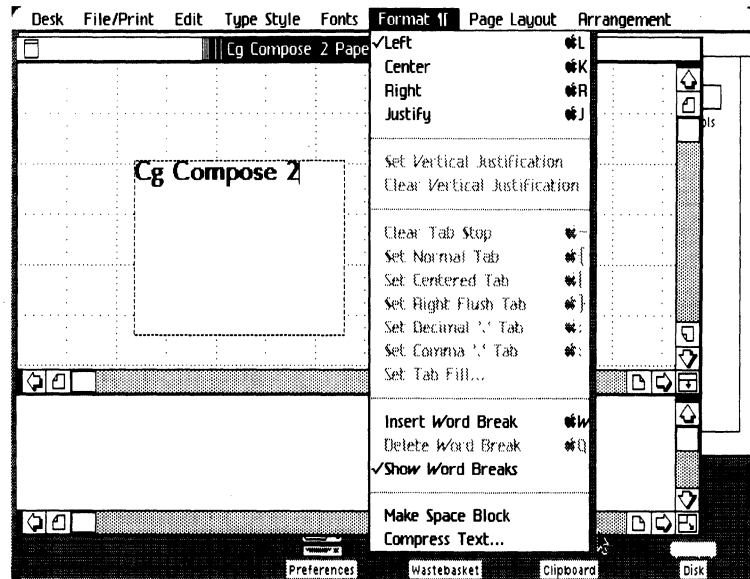
- ▶ Turn the page to learn more about Cg Compose 2.

This Chapter is divided into two parts. The first part briefly explains basic Compose concepts. The second part contains three examples of work you might perform on your Personal Composition System. Each example gives directions for accomplishing specific tasks. These tasks illustrate important points. You may use Chapter 2 as a reference guide when you want a reminder on how to do a specific task or when you want more information about a particular subject. You can look for specific topics and procedures in the index.

To use Cg Compose 2 you must understand the basic concepts and terminology associated with the Compose document. The basic operations that you perform in Compose, such as selecting, scrolling, entering text, changing text and formatting text, are similar to those you have learned in LisaWrite and LisaDraw. With Compose you will take these operations several steps farther. You will learn to have even more control over the final product—your document.

When you create and edit Cg Compose 2 documents, the desktop looks something like the figure below.

The Cg Compose 2 Window



Cg Compose 2 Terms

Icon	A graphic symbol representing something on the Desktop.
Window	Displays the contents of an open document.
Menu bar	Shows the names of the available menus in Compose.

Title bar	Shows the name of the document.
Menu item	An operation, command, or instruction that is applied to the current selected item.
Pointer	Used to select, move, create, stretch, shrink, or reshape objects on the desktop.
Compartment	Rectangle used to position text on a page.
Design Page...	Used to set the format of the next page after you have accepted the current one.
Rule	A horizontal or vertical line.
Galley	A temporary storage area for moving figures and text into Compose.
Rulers	Used to help layout the page.
Scroll bar	Controls that allow you to move the document within the window to see different parts of it.

Text and Figures

Compose lets you merge graphic figures with text. Compose documents may contain figures such as drawings, company logos, graphs or flowcharts. Figure *objects* include graphs and anything you draw—lines, circles, graphs, boxes, etc. *Text* consists of material pasted in from LisaWrite, LisaList, LisaCalc and the fonts displayed on the screen, including letters, numbers, symbols, and punctuation.

With Compose you can layout your text with multiple columns, perform cut runarounds, indents, and other page layout functions that cannot be performed on a standard typewriter or word processor.

About Menus

Many of the operations performed in Compose are accomplished by choosing an item from a menu. The Compose menus are listed on the menu bar shown in the previous figure. A description of all Compose menu items is found in *Chapter 3: Compose 2 Reference*

To choose a menu item, move the pointer to the menu bar and position it over the name of the menu, press the mouse button and hold it down. Notice that the menu is displayed. Move the pointer to the menu item you want to select. When the item is highlighted, release the mouse button.

Some menu items have an Apple symbol and a letter beside them. As a shortcut you can hold down the **Apple** key and press the letter to select a function rather than choosing the item from the menu with the mouse. Refer to Appendix 2, Apple Keys, in this manual, for a list of menu items that you can choose using the Apple key.

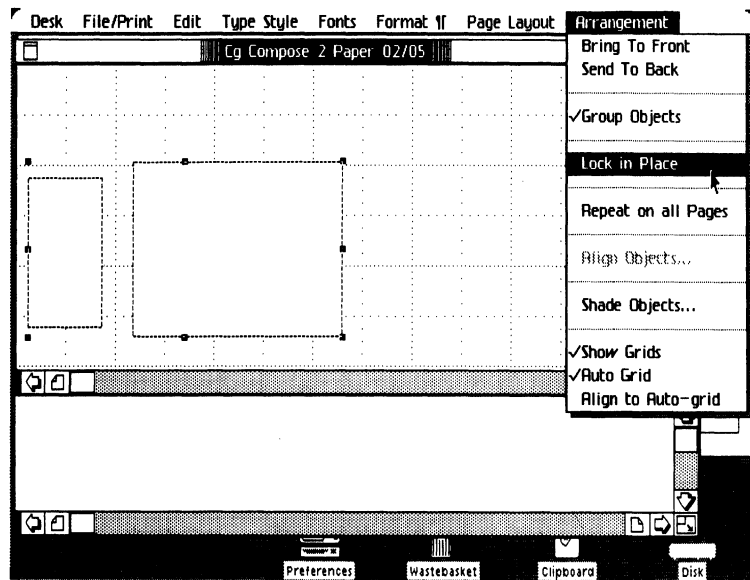
Some menu items are followed by an ellipsis (. . .). When you choose one of these menu items, you must respond to a dialog box before the item takes effect. (Dialog boxes are explained below.)

When a menu item is shown in gray instead of black, it cannot be chosen at that time. This is usually because it does not apply to the current selection.

Some menu items are grouped together and represent the available choices for a particular menu setting. The current setting has a check mark next to it. If you choose another setting, the current one automatically turns off. Choosing one of these menu items excludes the ability to perform other similar operations. For instance, the same text cannot be both Bold and Plain at the same time.

Other menu items have check marks when they are on, but they can also work with other menu items. For example, you can use Bold and Underline at the same time. When you do, both items will be checked on the Typestyle menu. In this case, choosing Plain Text turns off both Bold and Underline.

A few menu items such as **Group Objects** or **Lock in Place**, show check marks when they have been selected and are on. The reselection of the same item will turn them off.



Pointers



As you move the mouse, the pointer moves around the screen. Depending on what you are doing, the pointer can have any of the following shapes:

The check pointer is used to make choices within a dialog box.



The hourglass appears when you must wait while the Lisa finishes a task.



The arrow pointer appears when you can make changes to the screen display. It is used for view controls, menu items, selecting icons, and moving figures around on the desktop.



The drawing pointer appears when you draw a rule or make a compartment.



The text pointer appears when you have pressed the **Apple** key and clicked the mouse button in a compartment. When the text symbol is activated, there is an insertion point marking where the text will appear in the compartment.

Selecting

To work on a passage of text or a graphic object, you must indicate what you want to change or alter by *selecting* it on the screen. To select something place the pointer on it and click the mouse button. This is an important concept: you must always select the text or figure before you can edit or format it.

When you press the **Apple** key and click the mouse button to select a point of insertion, a vertical bar blinks to show where the next typed character will appear. This vertical bar is called the *insertion point*. The text pointer temporarily disappears (it reappears as a text pointer when you move the mouse). Any previously selected text is deselected.

If you try to select a point at the bottom of a document or in a blank area and can't, there is no text to be selected. You can place the insertion point after the last text and press **Return** to move the insertion point down, or you can press the spacebar to move the insertion point to the right across the page.

After selecting text, you can type new text to replace the selection or you can choose a menu item to edit or format the selection. For example, to replace a misspelled word, select the word and type it correctly.

The table on the next page explains how to select a point of insertion, one or more characters, or a text passage of any length. Selected text is highlighted on the screen; however, highlighting doesn't print.

To Select Text

Do the Following

Insertion point

Move the pointer to the desired location and press the **Apple** key as you click the mouse button.

One or more characters

Move the pointer to the left of the first character. Press the **Apple** key. Press and hold the mouse button. Pull through to the last character and release the mouse button.

Select everything

Choose **Select All of Document** from the Edit menu. This selects the text and objects.

Deselect

Click the mouse button when the pointer is in a blank area of the document.

Extend the selection

Move the pointer to the end of the text you want included in the selection. Press and hold the **Shift** key and click the mouse button.

To Select Objects

Do The following

Figures, lines, etc.

Move the pointer so that it touches the object. If the object is filled, you can move the pointer anywhere inside the object. Click the mouse button. Be sure you don't move the mouse while clicking. Handles appear to show that the object is selected.

Multiple objects

Press the **Shift** key and hold it down. Move the pointer to each object you want to select and click the mouse button. Handles appear as the objects are selected. Release the **Shift** key.

Compose Paper

In Compose, you can choose three kinds of paper from the Page Layout menu.

- Plain paper is completely blank with no grid lines.
- Grid paper has grid lines that are useful as a visual drawing aid. Use grid paper to position objects and text manually.
- Auto-grid paper also has grid lines. Everything you draw will snap to these grid lines automatically, as if the lines are magnetic. The auto-grid is useful when you are drawing charts or anything that has to be aligned perfectly.

The Compose Page

With a Compose document you may edit only one page at a time. You must accept the contents of the page you are on before you can change the contents of another page. This is done by choosing **Accept Page** from the Edit menu. You then go to the new page and click the mouse button on it.

Text can only be entered onto the Compose page by placing it into a *compartment*. A compartment is made the same way as drawing a rectangle in LisaDraw. You must choose **Make a Compartment** from the Page Layout menu.

Each block of text or figure that you copy and bring into Compose from another tool must be placed on a *galley*. You draw a galley in the lower part of the Compose document. You must draw separate galleys for holding text and figures, then assemble the text and figures on the page.

You merge text from a galley into a compartment by selecting the galley and dragging it up to the compartment. Release the mouse button when the pointer is in the compartment you are filling with text.

Linking Compartments

You can *link* a galley with several compartments on a page, so that text will merge into one compartment from the galley and then automatically begin filling the next compartment. First create a blank galley at the bottom of the page. Place the pointer onto the galley. Press and hold down the mouse button. Drag the galley into the first compartment and release the mouse button when the arrow is on the compartment. The galley will change shape and become the same length as the compartment. When you bring the text galley into the first compartment, text will fill that and all other compartments that are linked with it.

This procedure allows text to be composed as it moves from the galley into the compartment, and back to the galley again if the compartment size is changed. You may *break* the association link between compartments on the same page by choosing **Break Compartment Links** from the Page Layout menu.

When you choose **Accept Page** from the Edit menu, the link between the galley and the compartment is broken. Because the association is no longer active, if the compartment is made smaller, the text will automatically flow onto an overflow galley, which appears in the galley area. The contents of a galley can be merged into the next compartment that is associated with that galley.

Page Size

When you tear off a piece of stationery for the first time, you see a **Page Size** dialog box that you must complete. The decisions you make will be carried with the document and with duplicates of the document. The Compose document *Page Size* designates the intended output size of the paper (letter or legal), the graphic resolution (high or low), and the mode, of output (landscape or portrait). In the **Format for Print** dialog box you must match the attributes of the page size to output the document. You can paste material from one *size* page to another *size* page to change the output resolution, mode or length of paper.

Note: The EP 308 can only output high resolution pages

Group Objects

You can select several objects and treat them as one single object by *grouping* them. This technique is used when you want to move or change all the objects as a single unit. Later, if you want to edit parts of the group, you can *ungroup* the objects. They will be separate again.

You can also choose **Align Objects...** from the Arrangement menu to straighten selected objects. The dialog box that appears gives you the added choice of matching existing characteristics of some of the items selected.

Lock Objects

You can *lock* selected parts of a document into place. Once locked, these selections cannot be changed, deleted, or moved until you unlock them.

Changing Shapes

In Compose, you can stretch or shrink any compartment, space or rule. You can make it wider or thinner, taller or shorter, or change both dimensions at the same time. The way an object changes when you stretch or shrink it depends on which of the handles you move when the figure is selected.

Entering and Editing Text

When you enter text, you type it for the first time. When you edit text, you add to, rearrange, replace, or remove existing text. Compose allows you to enter new text and edit text that is already in the document.

You can type in Compose without worrying about the length of the line. As you type, any word that exceeds the right compartment edge automatically moves down to start a new line at the left margin. This feature is called *word wrap*. You press the **Return** key only when you want to start a new paragraph.

Text *wrapped* together in one paragraph is treated as a unit for many Compose operations. For example, when you add or remove text from a wrapped paragraph, all gaps between the text and the compartment edge are readjusted automatically. If you change the size of the compartment, the text realigns between the new borders.

When you create, edit, and format a Compose document, its contents can be viewed as groupings of text, paragraphs, and pages.

- *Text* is a group of one or more characters, including letters, numbers, symbols, punctuation, and nonprinting characters such as spaces, tabs, and paragraph returns. Some Compose operations, such as cutting, copying, and replacing text, work with any amount of text that you select in a document, whether it is part of a word in the middle of a line, a sentence in the middle of a paragraph, two paragraphs, or the entire document.
- A *paragraph* is a group of text that ends with a paragraph return character. A paragraph return character by itself is also a paragraph. (A paragraph return character is the result of pressing the **Return** key.) Some of the formatting styles available in Compose work on a paragraph-by-paragraph basis such as the selection of alignment.
- A *page* is text and figures that will print on one piece of paper. Compose has special formatting features for pages. Page length, page numbers, repeating page layout formats, and single page editing create style attributes associated with pages.

Format Text

Formatting text determines the appearance of your document by specifying the fonts, paragraph alignment, and page design. You can set the document format you want before entering text, or you can change it after you've entered text.

Format attributes result from selecting the operations from the Edit, Typestyle, Fonts, and Format ¶ menus. From the **Composition Defaults...** dialog box on the Edit menu you choose letter, word, and line spacing, as well as automatic and manual hyphenation. This dialog box displays the settings in effect for the current page you are editing.

The Format ¶ menu allows you to choose paragraph alignment, set tabs and vertical justification and control the word breaks. The menu item *Compress Text* allows you to apply **book set**, **ad set**, or **tight set** *Character Compensation* and **text** or **designer Kerning** to make the text tighter on the page.

The type used in a document is chosen from the Typestyle and Fonts menu and applied to text that has been selected. The size of the characters is chosen from the Typestyle menu, and the typeface is chosen from those available on the Fonts menu. This is applied when text is first entered into Compose by choosing **Change Fonts in Galley** from the Fonts menu, or it can be added later when the text is edited.

The top of the Typestyle menu is displayed in the same arrangement as the LisaWrite Typestyle menu with the variations of Plain Text, Underline, Boldface, Italic, Subscript and Superscript. The bottom section of the menu shows the available type sizes including the ability to indicate sizes other than those shown on the menu.

The Fonts menu contains the typefaces *Apple Classic* and *Apple Modern* and the typefaces purchased from Compugraphic. You can display 14 typefaces on the menu at one time. You may have up to 100 typefaces on the Disk. Fonts can be accessed from the disk by the menu item, **Replace Menu Fonts**.

After you have finished a page, and accepted it in the Edit menu you can choose the method of designing and filling the next page from the Page Layout menu. The **Design Page...** item allows you to maintain the same format parameters as you continue, or to change them as you style a new page.

When you change a page format, the new attributes will be applied to all of your work until you change them again. The **Design Page...** dialog box allows your work to be uniform, but gives the flexibility to change the layout if you choose.

■ Setting Format Styles Before Entering Text:

Before you start typing, you can choose the formatting styles you want from the various menus. The settings you choose become active at the current insertion point. When you type, your text automatically conforms to them. To increase your production speed, you may want to make many of your format decisions when you are working on your source documents with the other tools.

Typestyle, size, and paragraph alignment can be applied to your document when you are working in LisaWrite. These attributes will carry over into Compose.

■ Changing Format Style of Text In Compose:

To change the format of text displayed in the middle of a document, highlight the text you want to change, and choose the format item you want. The format attributes set in the **Composition Defaults...** dialog box apply to the entire page.

■ Standard Format Settings:

The blank stationery pad that comes with Compose has some standard format or default settings. To change settings or set specific Compose formats, including the design of your own stationery pads, see *Typesetting A Memo* in this Chapter.

Tabs

In Cg Compose 2 you can *set tabs* to line up information. If you have a source document that already has tabs, the material will remain in tabs when it is moved into a compartment.

You set tabs in a Compose document the same way you set them in LisaWrite. You bring the ruler to the screen. Place the pointer on the line of text where you will set the tab stop. Press the **Apple** key and the mouse button. With the insertion point blinking in the text, you mark the *type* of tab stop at the location you wish on the ruler. When you press the **tab** key on that line, text moves to align with the tab stop. You can set Left (normal), right, center, decimal and comma tab stops. You can use fill patterns to place repeating characters on the page between text that is in tabs.

Page Layout

Layout is the assembling of graphic elements on the page. It is the positioning of text, rules, headers, footers, and figures on the page. The Compose document layout is performed by drawing compartments and placing figures on the page. Text is then merged into the compartments from galleys. The page layout is changed by using the mouse to move the position of the compartments. Text placed on the screen is viewed the way it will appear on the printed page. What-you-see-is-what-you-get.

To expedite the production of your documents it is best to have a specific plan in mind when you begin to layout a page. The Personal Composition System allows for considerable experimentation and ease in changing document display. However, your ability to plan ahead in assembling components will greatly simplify your work.

The manipulation of compartments and figures is the most fundamental page layout operation. You also can insert **Rules** on your page and use **Space Blocks** to leave room for adding artwork that can not be pasted onto a galley. Compartments can be shaded, and brought to the front, or sent to the back as you do in LisaDraw to hide or crop figures.

Design Page

When you choose **Design Page...** from the Page Layout menu, you can designate the compartment layout on the new page to: 1) repeat from the current page, 2) repeat from the preceding page, or 3) copy a page layout that has been placed on the clipboard. If you want the *text* in a compartment to repeat on all pages, such as for a header or footer, you can designate that the compartment and contents **Repeat on All Pages** from the Arrangement menu.

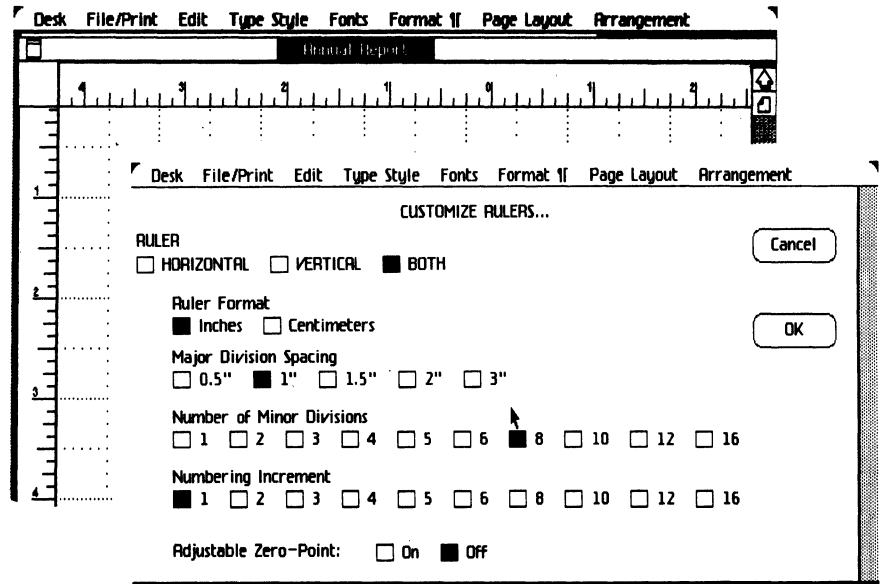
The Horizontal Paragraph Ruler

The Horizontal Paragraph Ruler is used to set tabs and help position compartments and margins on the page. It appears when you choose **Show Rulers** from the Page Layout menu. By checking items on the **Customize Rulers...** dialog box, you can change and redefine the measuring increments that display on the rulers.

The Vertical Page Ruler

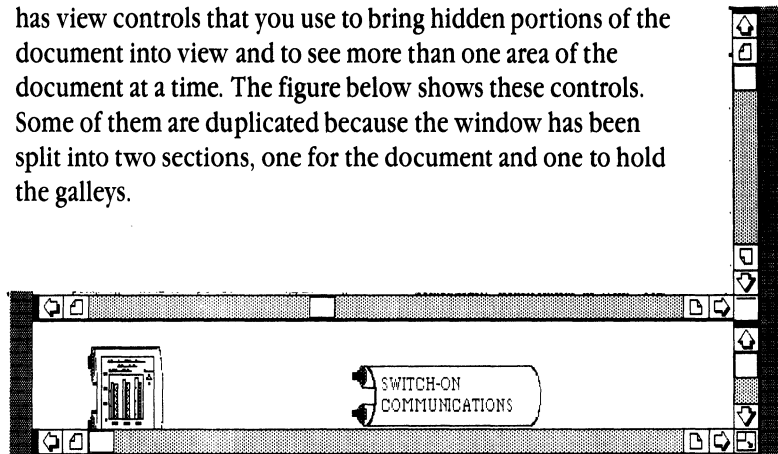
The vertical page ruler is used to set vertical justification and measure the placement of compartments, figures, margins, headers, and footers. You bring it to the screen by choosing **Show Rulers** from the Page Layout menu.

When you use the vertical page ruler, the basic Compose screen changes to look similar to the figure below. This figure shows only the top half of the page ruler. When you choose **Customize Rulers...** from the Page Layout menu, you can change the incremental scale shown on the rulers.



Scrolling

Your document can be longer and wider than the display window on your Lisa. Most of the time you'll want to keep the window wide enough to see both ends of a line. The window has view controls that you use to bring hidden portions of the document into view and to see more than one area of the document at a time. The figure below shows these controls. Some of them are duplicated because the window has been split into two sections, one for the document and one to hold the galleys.



The following brief descriptions explain the items you see in the figure.

Scroll bars	Allow you change the view of the document.
Scroll arrows	Allow you to view hidden portions of a document, either vertically line-by-line, or horizontally column-by-column.
Elevators	Indicate the current window's view in relation to the rest of the document. They enable you to move quickly to the top or bottom of the document.
View buttons	Allow you to scroll the document one full screen view at a time.
Panel elevator	Lets you resize the page and galley panels.

To Scroll in Compose Do the Following

Line by line	Move the pointer over one of the vertical scroll arrows and click the mouse button.
Column by column	Move the pointer over one of the horizontal scroll arrows and click the mouse button.
Continuous lines or horizontal increments	With the pointer on the scroll arrow, press and hold the mouse button. Release it when the document is positioned where you want it.
View-sized increments	Move the pointer to the view button and click the mouse button.
Continuous view-sized increments	With the pointer on the view button, press and hold the mouse button. Release it when the document is positioned where you want it.
Large jumps	With the pointer on the elevator, press and hold the mouse button, moving the elevator up or down in the scroll bar.
To the top	With the pointer on the elevator, press and hold the mouse button, move the elevator to the top of the scroll bar, then release the mouse button.
To the bottom	With the pointer on the elevator, press and hold the mouse button, move the elevator to the bottom of the scroll bar, then release the mouse button.

Output

You have several options for outputting your document on the Personal Composition System. This includes electronic communication with another system, printing on a dot matrix printer, or EP 308 printer, or typesetting on a Compugraphic 8400, or 8600.

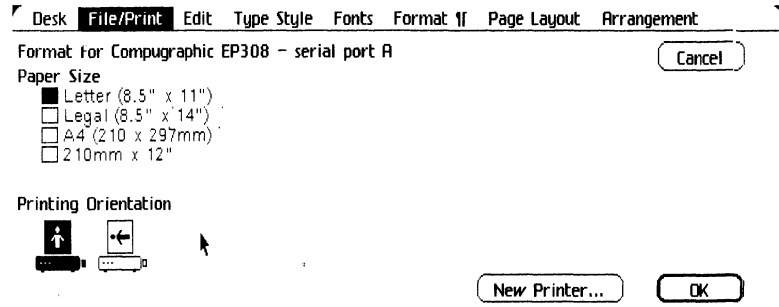
The output device is initially connected through the **Connect Devices** dialog box of the Preferences icon. The appropriate device must be indicated in the **Format for Printer** dialog box before each printing cycle output. You may select a device as the *Default* in the preferences. This will allow the device to remain selected in the **Format for Printer Dialog Box**.

Directions for making the correct device connections are given in Chapter 4: System Set Up. For an example of the sequence of steps you must follow to change the output device connections, see Chapter 1: Learning Cg Compose 2.

Dialog Boxes

A dialog box is a screen that appears in response to choosing certain menu items. It allows you to accept or change various options that apply to the command. A dialog box for Compose is shown below.

For each option you wish to change, move the check pointer to the box and click the mouse button. Placing a check in the box will fill the box with shading. When the dialog box reflects the options you want, click **OK**.



Typeset a Memo

Starting a New Document

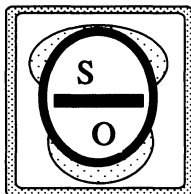
This part of the chapter will lead you through the normal cycle of creating and working on a Cg Compose 2 document. You will gain experience with basic operations of the Personal Composition System by completing each of the objectives listed below:

- Format a blank piece of stationery.
- Paste a figure from another document into your document.
- Make a galley.
- Make compartments.
- Make the document into a stationery pad.
- Tear off a piece of stationery.
- Paste a text from another document into Compose.
- Output your document.

Making a Stationery Pad

When you are finished with this chapter, your document will look like the one shown on the next page.

To make your memo writing more efficient you can format several stationery pads and store them for future use. By doing this you will not have to set up document formats each time you want to write a memo—you will tear off a piece of stationery and begin typing.



Memorandum

To: All Personnel

From: F.Dahlberg, Senior Vice President

Date: July 1, 1984

Subject: Interoffice Communication

Reference: Finance FD-1

To Improve and expedite all internal paperwork, supervisors and managers are requested to limit all messages and memorandums to a single page. The most effective way to meet this requirement is to compose all documents on the Personal Composition System and use a typesetting output device.

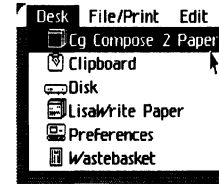
Typeset copy consumes less space, has superior readability and will be remembered longer.

F. Dahlbeg, Senior Vice President

Format a Blank Piece of Stationery

To begin your task of formatting, you must tear off a blank piece of stationery from the Compose Paper icon. If the stationery pad is on the desktop, you can use the Desk menu to select and open a new document.

- ▶ Open the **Disk** icon on your screen.
- ▶ Select the **Compose Paper** icon.
- ▶ Move this icon from the Disk onto the window.
- ▶ Choose Cg Compose 2 paper from the Desk menu.

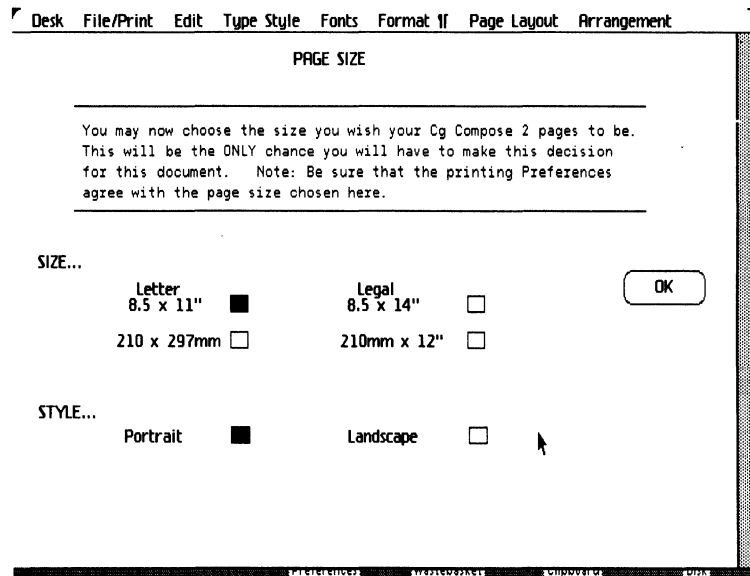


This menu item will tear off a piece of stationery, name the tool, place the date on the top, and open the document. You can rename the document by clicking on the shadow where the document will return when it is closed. However, it is more efficient to change the name when you close the document for the first time. We will call this document **Memo Pad**

Page Size

After a short while, you will see a dialog box like the one displayed below. Everytime you open a new piece of Cg Compose 2 stationery you will be asked to specify the size of paper you will use for this document. The decision you make concerning the *page size* is critical if you intend to print your final document in the landscape mode. You must specify at this time if you intend the landscape document to be LoRes (Low Resolution) or HiRes (High Resolution). For more information about this choice turn to the *Create a Brochure* section in this chapter. In this case, we will use letter size paper and print portrait style.

- ▶ Check the **OK** box.



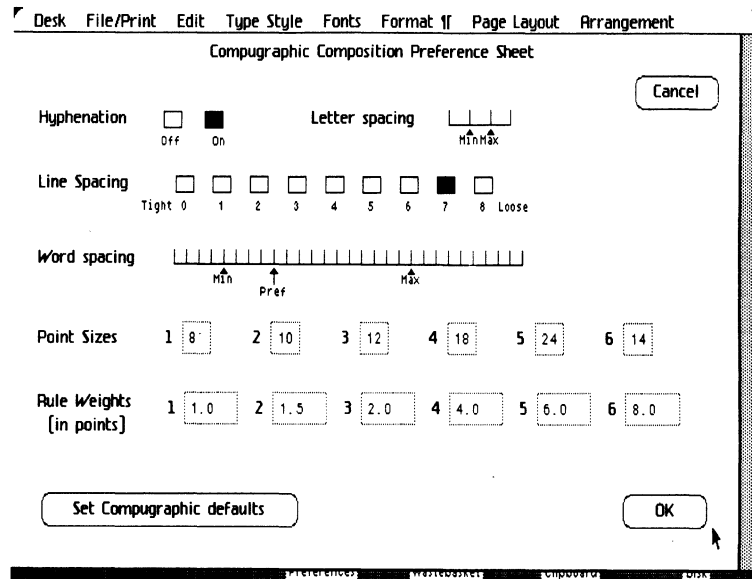
Composition Defaults

A blank piece of Compose stationery paper will appear open on the screen. Now you can choose default spacing variables for all of the documents that are produced on this stationery.

- ▶ Choose **Composition Defaults...** from the Edit menu

In this dialog box you can set the parameters for the document, such as word and line spacing, hyphenation, etc. The basic items necessary for typesetting have already been preset and are called *Compugraphic Defaults*. For our Memo Stationary Pad, we will make a few changes. For more information about each of the items, turn to *Chapter 3: Compose 2 Reference*.

- ▶ Check number 7, the second entry from the right, on the *Line Spacing* item. This allows more space between each line. Place the pointer on the box and click the mouse button.
- ▶ Place the pointer on the **Pref** arrow of the *Word Space* item.
- ▶ Press the mouse button and drag it four spaces to the left. This indicates that the overall word spaces in your document will be a little tighter than the Compugraphic Defaults.
- ▶ Type the number **14** in the sixth (6) box on the line *Point Size*. This means that in the sixth position of the **Typestyle menu** the point size 14 will be available for Cg type.
- ▶ Check **OK** to bring back the Memo Pad document.



Default Printer

The **Format for Printer...** dialog box can be set so that a specified printing device is designated in the stationery pad.

- ▶ Choose **Format for Printer...** from the File/Print Menu.

Your Typesetter or EP 308 will be the designated output device if it is listed at the top of the menu. If another device is displayed, check the **New Printer** item. You will see a list of all available output devices. If a device is not listed, but you think it should be, see *Chapter 4: System Set Up* on installing Device Driver software.

- ▶ If you are setting up for the typesetter in your **Format for Printer** menu, choose High Resolution for the print quality.

Making a Galley

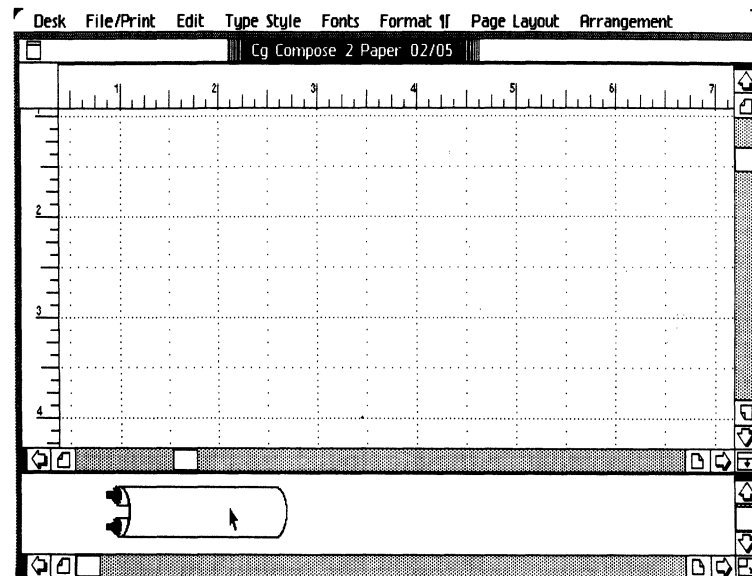
To set up the basic format of your Memo Pad you will make a galley, draw compartments, paste in the company logo, and enter the text you will want to repeat on every memo. The rulers will help position compartments on the page.

- ▶ Choose **Show Rulers** from the Page Layout menu.

Note: When you select the rulers the page will scroll slightly up and to the left.

You will have to make a galley for holding the company logo.

- ▶ Move the pointer to the bottom part of the document. This part of the document is the *galley area*.
- ▶ Press down and hold the mouse button. As you draw a horizontal line to the left, pull the line into a rectangle at least 1 inch high and 1 inch wide.
- ▶ Release the mouse button.

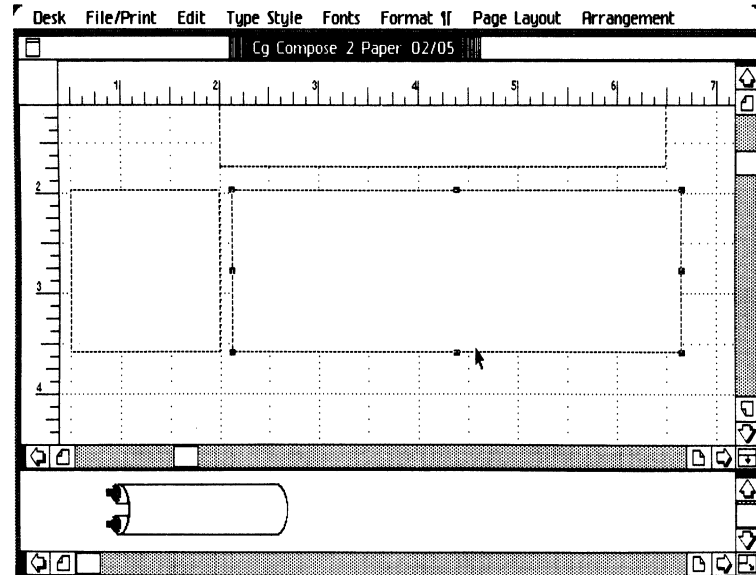


Making Compartments

You will make several compartments in your document to hold text and figures.

- ▶ Choose **Make a Compartment** from the Page Layout menu.
- ▶ Draw the compartment by placing the pointer 2 inches from the left margin and 1 inch from the top of the page. Press down and hold the mouse button.
- ▶ Drag the rectangle larger to the right until it reaches the 6½ inch mark on the ruler by a little more than a ½ inch deep. Release the mouse button.
- ▶ Draw two other compartments next to each other below the original. The easiest way to correctly position them on the page is to note the coordinates in the diagram below. All three of these compartments line up at the 2 inch mark on the margin ruler.

*Note: If the compartments you make do not match those in the example below, you can resize them by either selecting the handles at each corner or choose **Clear** from the Edit menu and beginning again.*



Entering Text

Now place the title of your stationery pad into the compartment at the top of the page. We will choose to have this title show up on all following pages.

- ▶ Position the pointer in the first box that you made.
- ▶ Press down and hold the **Apple** key.
- ▶ Click the mouse button.

- ▶ Choose **Center** from the Format ¶ menu.
- ▶ Choose **Cg Times Bold** from the Fonts menu and **24 point** from the Timestep menu. If you do not have a *true* bold font, you can use a *psuedo bold* from the Timestep menu.
- ▶ Type **Memorandum** in the compartment.
- ▶ Choose **Repeat on all Pages** from the Arrangement menu.

You will need to format some text that will appear on all of your memos in the lower left compartment.

- ▶ Place the pointer in the small box on the left.
- ▶ Press and hold the **Apple** key.
- ▶ Click the mouse button.
- ▶ Choose **Right** from the Format ¶ menu.
- ▶ Choose **Cg Times Bold** from the the fonts menu and **16 point** from the Timestep menu.
- ▶ Type

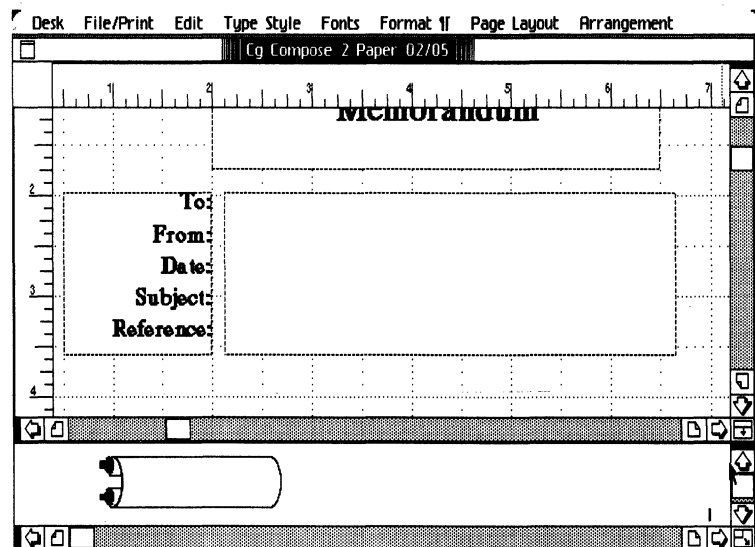
To: **Return**

From: **Return**

Date: **Return**

Subject: **Return**

Reference:



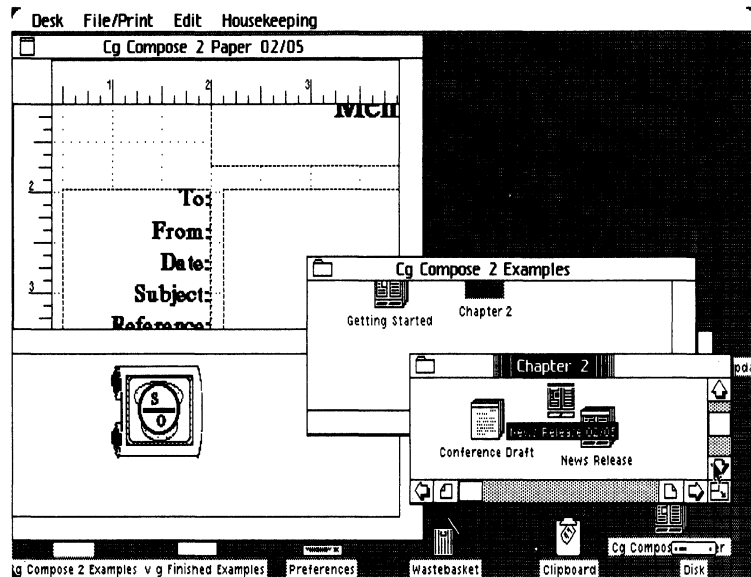
Copying a Source Document

Now you will place a figure on your memo pad. To enter the company logo you will open another folder and another document, copy the logo, and paste it to the galley on the Memo Pad. The company logo is in the folder **Chapter 2** in the **Compose Examples Folder**

- ▶ Open the **Compose Examples** folder.
- ▶ Open the **Chapter 2** folder.
- ▶ **Tear Off Stationery** from the Stationery pad entitled **News Release**.
- ▶ Open the piece of stationery.

To copy the Logo that is in the upper left corner.

- ▶ Select the logo by placing the pointer on it and clicking the mouse button.
- ▶ Choose **Copy** from the Edit menu.
- ▶ Set the News Release document aside.
- ▶ Click on the **Memo Pad** Compose document to activate it.
- ▶ Click on the galley that is on the bottom of the Memo Pad document.
- ▶ Place the Logo onto the galley by choosing **Paste** from the Edit menu.



Pasting a Figure

Now the logo can be placed next to the compartment that was made at the top of the page.

- ▶ Place the pointer on the upper left corner of the galley containing the logo.
- ▶ Press down the mouse button and drag the galley to the top left side of the *Memorandum* compartment.
- ▶ Release the mouse button when the right side of the Logo is touching the compartment. The Logo should be about a ¼ inch above the word "To:."

Note: Figure not placed where you want it? Use the mouse to move it around on the screen.

Now you will create a compartment for the body of the text.

- ▶ Scroll down the document so that the two adjacent compartments are just visible at the top of the screen.
- ▶ Choose **Make a Compartment** from the Page Layout menu.
- ▶ Place the cursor at a point 2 inches from the left margin and approximately ¼ inch below the other two compartments.
- ▶ Draw the compartment down to the 9 inch mark on the page. The width of the compartment should be 4½ inches, or to the 6½ inch mark on the margin ruler at the top of the page.

Making a Rule

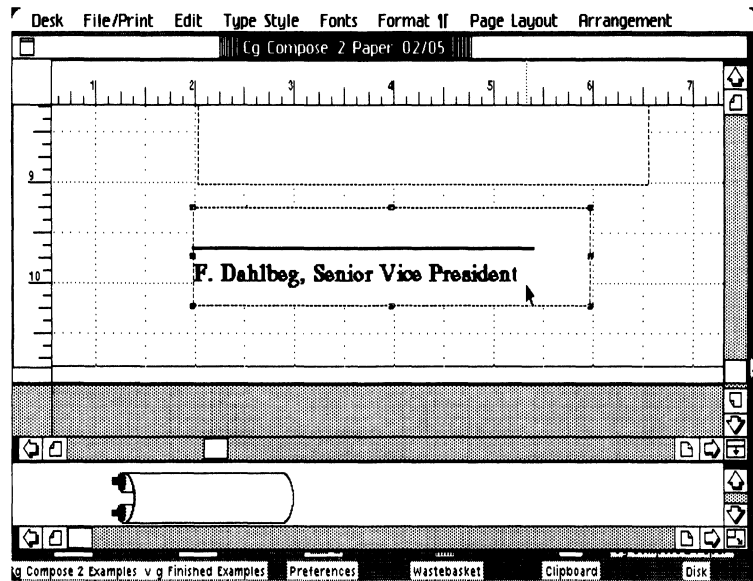
Below the text compartment you should place a signature line for the author of the memo. The line will be a rule placed in a compartment. Below the rule will be the title of the author.

- ▶ **Making A Compartment** beginning 2 inches from the left margin. It should be approximately 4½ inches wide and 1 inch deep.

You will draw a rule across the center of the signature compartment just like you would make a line in LisaDraw.

- ▶ Choose **1.5 pt. rule** from the Page Layout menu.
- ▶ Place the pointer on the left edge of the compartment in the middle. Press and hold the mouse button as you draw the rule across the compartment. Release the mouse button at the right edge of the compartment.
- ▶ Place the pointer inside of the compartment, press the **Apple** key and click the mouse. The insertion point will be at the top left of the compartment.
- ▶ Choose **Cg Times Bold** from the Fonts menu and **16 point** from the Tpestyle menu.
- ▶ Press the **Return** key two times.

- ▶ When the blinking insertion point appears below the signature line, type **F. Dahlberg, Senior Vice President**



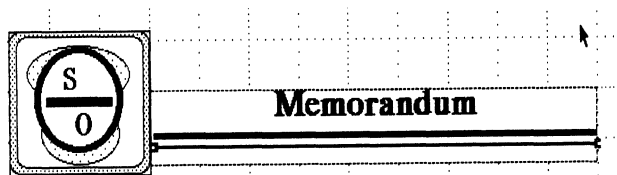
Placing Rules

You will place two more rules in the *Memorandum* compartment on the page.

- ▶ Scroll up your document so the **Memorandum** compartment is in view.
- ▶ Choose **4.0 pt. Rule** from the Page Layout menu. Draw the rule.
- ▶ Insert the first rule below **Memorandum** as shown below. Before you can draw the second rule you must click on the screen somewhere away from the top rule to deselect the first rule that was drawn.
- ▶ Choose **1.5 pt. Rule** from the Page Layout menu for the bottom rule. Draw the Rule.

If you have trouble lining up the rules, you can choose to turn off the **Auto-grid** from the Arrangement menu. You can also choose **Match longest** and then **Align left sides** to help in the placement of the rules.

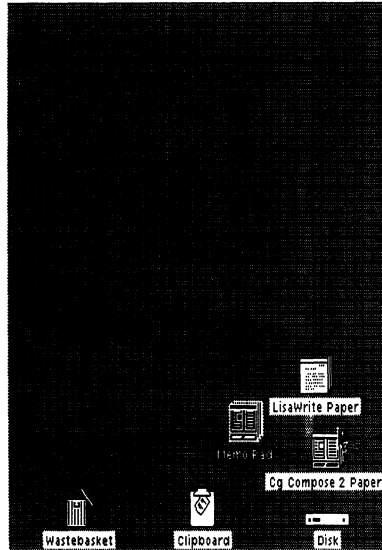
- ▶ Place the rules as shown in the diagram below.



Making a Stationery Pad

You have formatted your blank piece of stationery. To be able to use this stationery paper for future jobs, you must make it into a Stationery Pad.

- ▶ Choose **Save & Put Away** from the File/Print menu.
- ▶ While the icon is still selected choose **Make Stationery Pad**. You now have an endless supply of paper for writing memos.
- ▶ Name the stationery pad **Memo Pad**



Creating a Source Document

The best way to use your stationery pad is to prepare your document in Lisawrite first and then merge the LisaWrite document into Compose. Follow the instructions below to learn this procedure.

- ▶ Open your Disk.
- ▶ Tear off a piece of stationery from your LisaWrite paper.
- ▶ Name the new document **Memo Draft**.



LisaWrite Paper

► Open Memo Draft and type the following information.

All Personnel **Return**

F. Dahlberg, Senior Vice President **Return**

July 1, 1984 **Return**

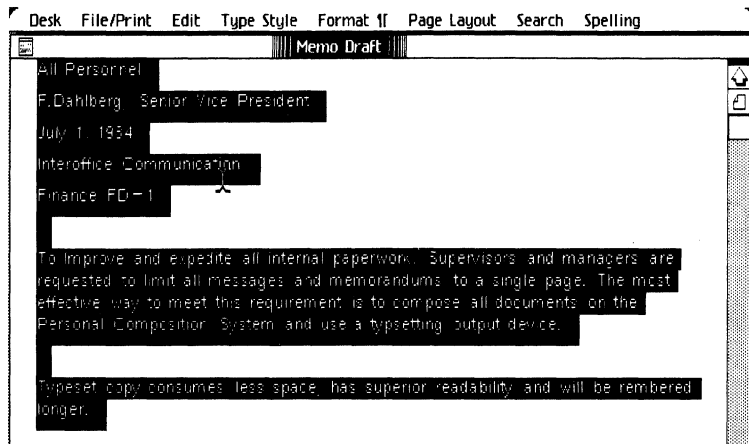
Interoffice Communication **Return**

Finance FD-1 **Return**

To improve and expedite all internal paperwork, supervisors and managers are requested to limit all messages and memorandums to a single page. The most effective way to meet this requirement is to compose all documents on the Personal Composition System and use a typesetting output device.

Return **Return**

Typeset copy consumes less space, has superior readability, and will be remembered longer.



Your work should be saved about every 15 minutes to prevent loss of data from an unexpected power interruption. After you have saved your work, you will merge your memo draft into a Compose document.

- Choose **Save and Continue** from the File/Print menu.
- Choose **Select All of Document** from the Edit menu.
- Choose **Apple Modern 12 point** from the Typestyle menu.
- Choose **Copy** from the Edit menu.
- Choose **Save & Put Away** so that your *Memo Draft* is no longer on the screen. You should store your source or draft documents on a micro diskette.

Pasting Text Document

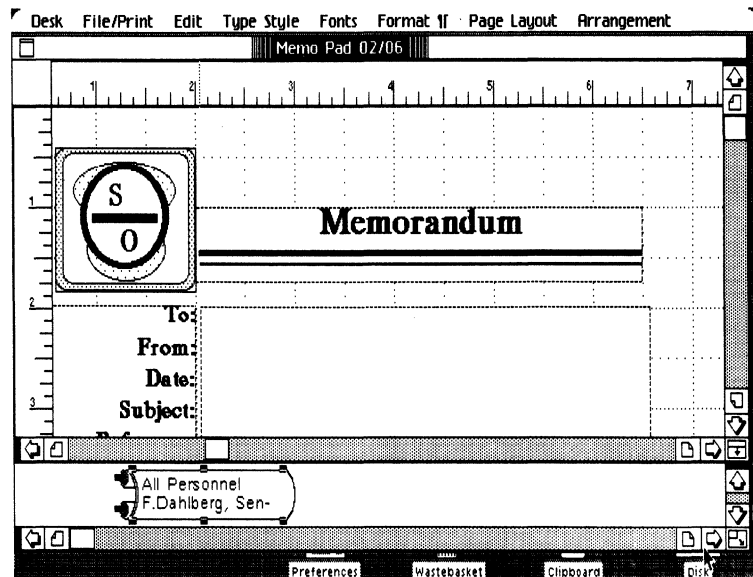
Now you will be able to merge your Memo Draft into a page of the Compose Stationery Pad that you have created.

- ▶ Select your Compose stationery **Memo Pad**. (Remember, if your *Memo Pad* is on the Desktop, you can open and name a document in one step with the Desk menu.)
- ▶ Choose **Tear Off Stationery** from the File/Print menu.
- ▶ Name your piece of stationery **Memo #1**.
- ▶ Open Memo #1.

You may paste your draft document onto the galley that you made to hold the Switch-On logo. Although you cannot mix text and figures on the same galley, once a galley is empty, you can paste anything you want to it.

- ▶ Move the pointer onto the screen area below the memo #1 document.
- ▶ Place the pointer on the galley.
- ▶ Press the mouse button.
- ▶ With the galley highlighted choose **Paste** from the Edit menu.

The first few words of the memo will appear on the galley.



Changing Fonts

You can change the typestyle of your document while the text is in the galley. You can change from one of the *Apple fonts* to one of your Cg fonts.

► Choose **Change Fonts in Galley...** from the Fonts menu.

► Complete the dialog box with the following information:

Change From: **Apple MODERN 12 point**

Change To: **Cg Times**

With a point size of: **16**

Kerning: **Text**

Character Compensation: **book set**

Click **OK**

Desk File/Print Edit Type Style Fonts Format 1f Page Layout Arrangement

Change Fonts in Galley...

Change From: Apple MODERN Apple CLASSIC

8 pt, 20 pitch 10 pt, 12 pitch 12 point 18 point

8 pt, 15 pitch 12 pt, 10 pitch 14 point 24 point

Change To:

BRUSH ROCKWELL HD ROCKWELL HD IT ROCKWELL BD

ROCKWELL BD IT TRIUMVIRATE TRIUMVIRATE IT TRIUMVIRATE BD

TRIUMVIRATE BD IT CG TIMES CG TIMES ITALIC CG TIMES BOLD

CG TIMES BD IT CG OMEGA

With point size of: 16

Kerning: off text designer

Character Compensation: none book set ad set tight set

Cancel Clear Entry OK

Merging Text

Now bring the galley into the top empty compartment and fill that compartment with the text on the galley.

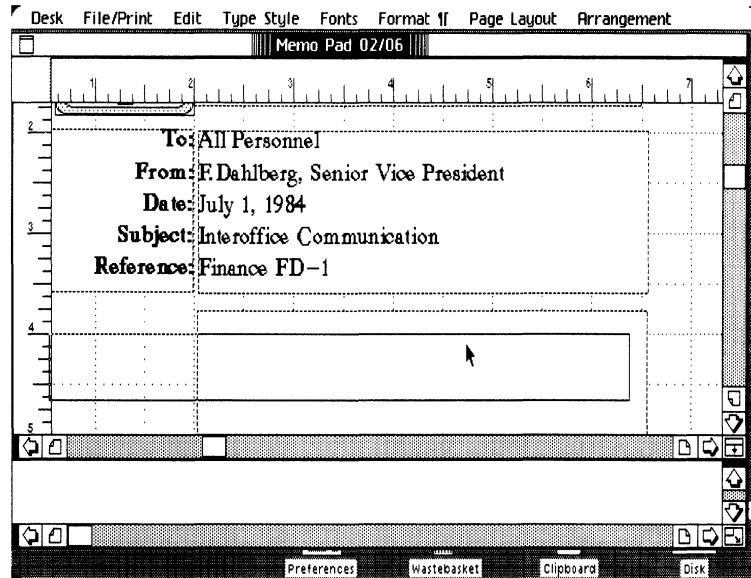
► Place the pointer on the text galley and press the mouse button.

► Drag the galley up into the empty compartment.

► Release the mouse button when the pointer is inside of the compartment. Text will flow from the galley into the empty compartment.

When the screen redisplay, move the galley into the second compartment.

- ▶ Place the pointer on the galley.
- ▶ Press and hold the mouse button.
- ▶ Bring the galley up so that the pointer is in the compartment immediately beneath the one you have just filled. Text will move from the galley to fill this compartment, completing your memo.



Output Memo on Typesetter

You should now *Save* your document and prepare to output it on the typesetter.

- ▶ Choose **Save & Continue** from the File/Print menu.

Your **Format For Printer . . .** dialog box should indicate the typesetter or EP 308, which you designated in your stationery pad, is the selected output device.

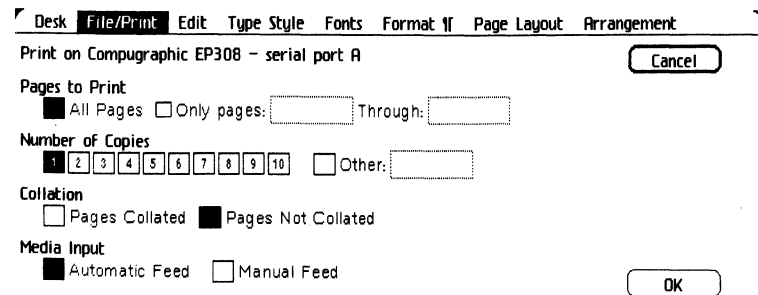
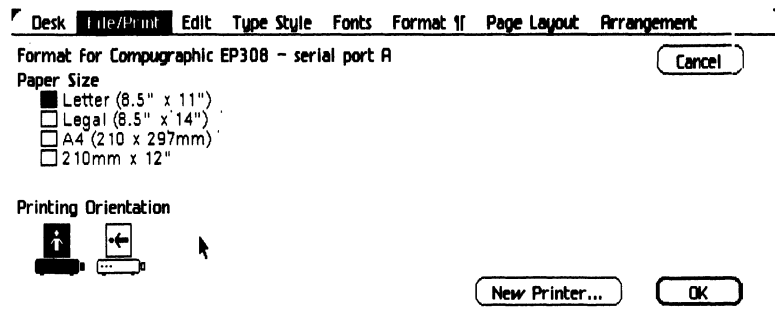
The Format For Printer... dialog box must be set to agree with the information that you indicated in the Page Size dialog box when you first opened the Memo Pad icon. The information in the dialog box was set when we created the stationery pad. Because there are no changes and it will not be necessary to answer any further questions, you can choose to print the document way it is.

- ▶ Choose **Print As Is...** from the File/Print menu.

If you wanted to change some information for this printing cycle, you could look at the **Format for Print** dialog box.

► You must choose those items you selected originally on the Page Size menu, in this case, portrait (the picture icon displays the person in an upright position), and for the typesetter, **High Resolution**.

► Choose **OK** to return to your Memo #1.



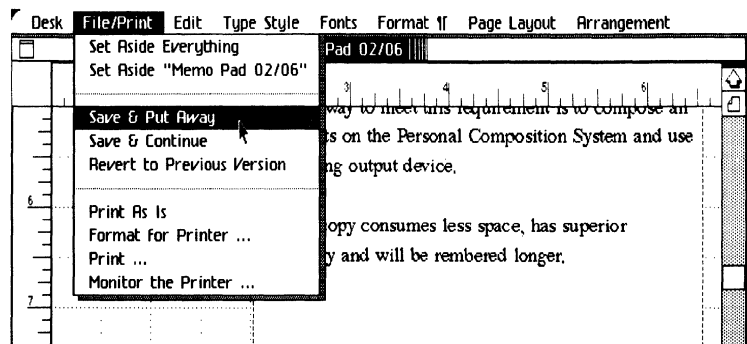
After you have completed the Format for Printer... dialog box you may complete the Print dialog box if you want to make changes.

► Choose **Print** from the File/Print menu.

► Make the appropriate changes, such as the number of copies for the EP 308. Choose **OK** on the dialog box to begin printing.

► Choose **Save and Put Away** after the printing has been completed. You may wish to save this document as a sample for your own memo format, or if you are finished with the memo, you can throw it in the *Wastebasket*.

Putting the Document Away



Prepare a News Release

The next two sections of this chapter will cover some more basic office applications of Compose. This approach will demonstrate alternative methods for using Compose in office tasks.

You will be provided with a text file from LisaWrite called *Conference Draft*. You will edit this file in different ways and merge the document into Compose. You will prepare a news release and a brochure with Compose. Use these tutorials to experiment with the operations of Compose menu items. If the learning process takes you in a different direction from the steps in the tutorial, follow your own curiosity. The exercises are short and you can easily start again from where you left off.

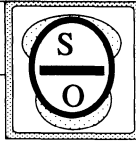
- In the News Release tutorial, you will merge the text in the **Conference Draft** document with a page from the Compose **News Release** Stationery Pad. The page format for the Compose Stationery Pad was developed and pasted from a LisaDraw document. The major editing of the News Release document will be done in Compose.
- In the Brochure tutorial the same **Conference Draft** text will be edited in LisaWrite. Most of the editing and format commands will be made before the document is pasted into Compose. The brochure will be set up and printed in Landscape and High Resolution.

Editing In Compose

As you work on the News Release tutorial you will:

- Select and edit all of a source document.
- Paste text into a galley.
- Resize a compartment by matching.
- Insert word breaks.
- Move text.
- Change typestyle.
- Vertically justify text.
- Insert space blocks.

When you have finished with your News Release it will look like the document shown on the next page.



NEWS RELEASE

Switch-On Communications
Farmington
1-800-222-222

Switch-On Communications announces a new seminar in Management Development.

Farmington, May 1984-- The Switch-On Educational Services Division will present a new one-day seminar entitled **You as a Manager**, a practical workshop for supervisors who will be moving into management positions.

According to Marion Cambell, Switch-On spokesman, "one of the responsibilities of every supervisor is the management and training of employees. Most supervisors, however, have never been provided with the basic skills to enable them in making management decisions even though the next step in their career will be to become a manager."

This seminar is designed for supervisors, foremen, administrative assistants, and other line managers who have on-going responsibility for the training and management of employees.

"The persons who attend this seminar should be serious candidates for management positions."

The seminar is being offered as a practical workshop stressing the fundamentals of managing employees.

This will include subject matter such as:

- The move from supervisor to manager.
- How do people respond to managers.
- Communicating with people.
- Being Strong-minded.
- Management styles.

Cambell said that participants will return to their company with skills that will have an immediate impact on their ability to deal with other employees.

This seminar will join over 25 other workshops in improving the quality and efficiency of the work environment.

The first seminar offered by Switch-On will be Tuesday, June 7, 1984 from the hours of 8:00 am to 5:00 pm at the Sherwood Forest Inn, Farmington. The registration fee is \$250.00 per person. Registration is limited to the first 30 applicants.

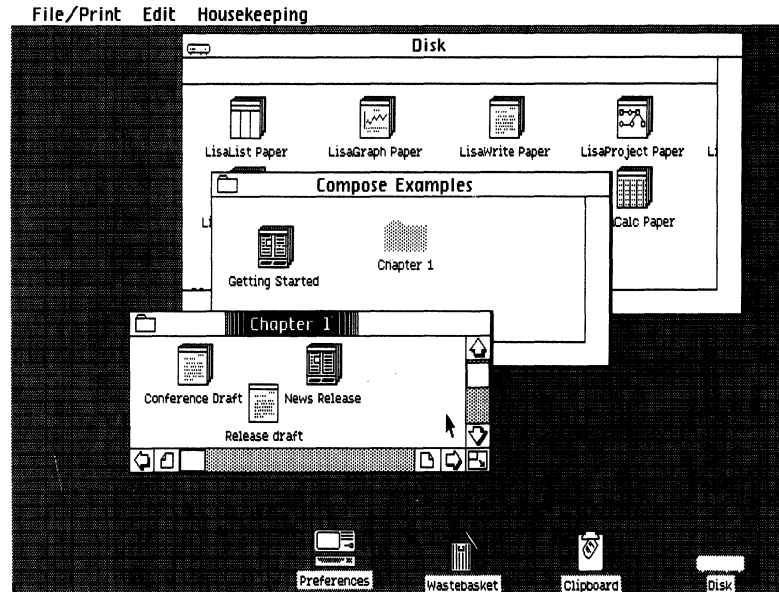
For further information call toll free 1-800-222-222.

-End-

Preparing a Source Document

A document has already been provided for you in LisaWrite. You will open this document, change the typestyle and the paragraph alignment before you move it into the Compose document.

- ▶ Open **Chapter 2** folder.
- ▶ **Tear Off Stationery** from the Conference Draft stationery pad.
- ▶ Name the document **Release Draft**.
- ▶ Open **Release Draft**.
- ▶ Choose **Select all of Document** from the Edit menu.
- ▶ Choose **Apple Classic** and **12 point** from the Type Style menu.
- ▶ Choose **Justify** from the Format Text menu.
- ▶ Choose **Copy** from the Edit menu.
- ▶ Choose **Save and Put Away** the Release Draft document.



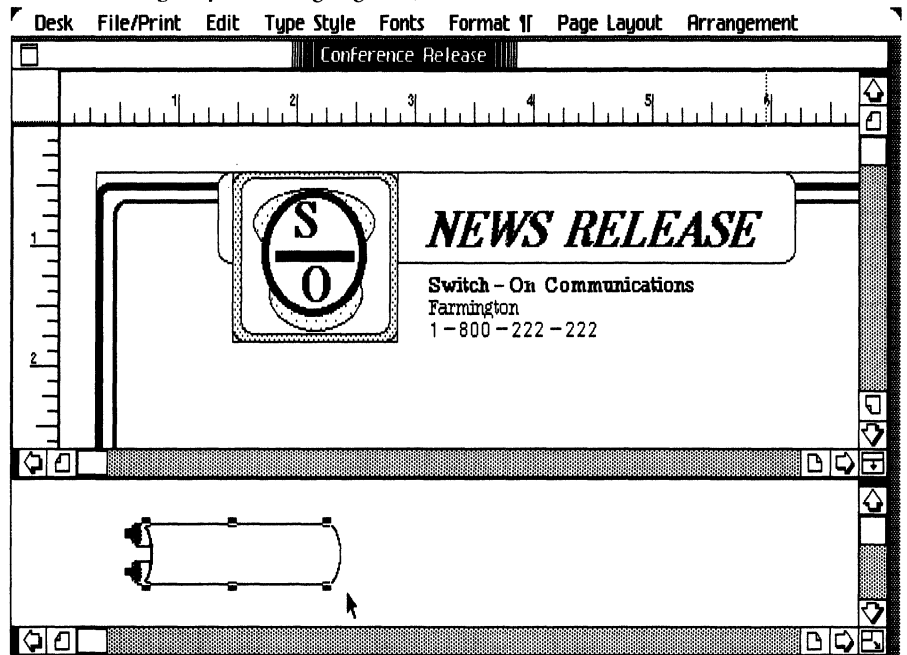
Pasting a Document into Compose

The *News Release* stationery pad has already been created, using the same procedures you performed to create the Memo Pad in the previous tutorial. The frame and the rounded corner column boxes were prepared in LisaDraw and then pasted into a compose document. To make the news release document, you only have to tear off a piece of stationery from the News Release Pad and then paste a document that was drafted in LisaWrite.

- ▶ Choose **Tear Off Stationery** from the **Compose News Release** stationery pad in the Chapter 1 folder.
- ▶ Name the document **Conference Release**.
- ▶ Open the document.

Make a galley in the bottom area of the Conference Release document. You will paste the text draft from the clipboard onto the galley.

- ▶ Place the pointer in the area below the Conference Release document.
- ▶ Draw a rectangle that is about 1 inch tall and 1½ inches wide. The rectangle will display as a galley.
- ▶ While the galley is still highlighted, Choose **Paste** from the Edit menu.

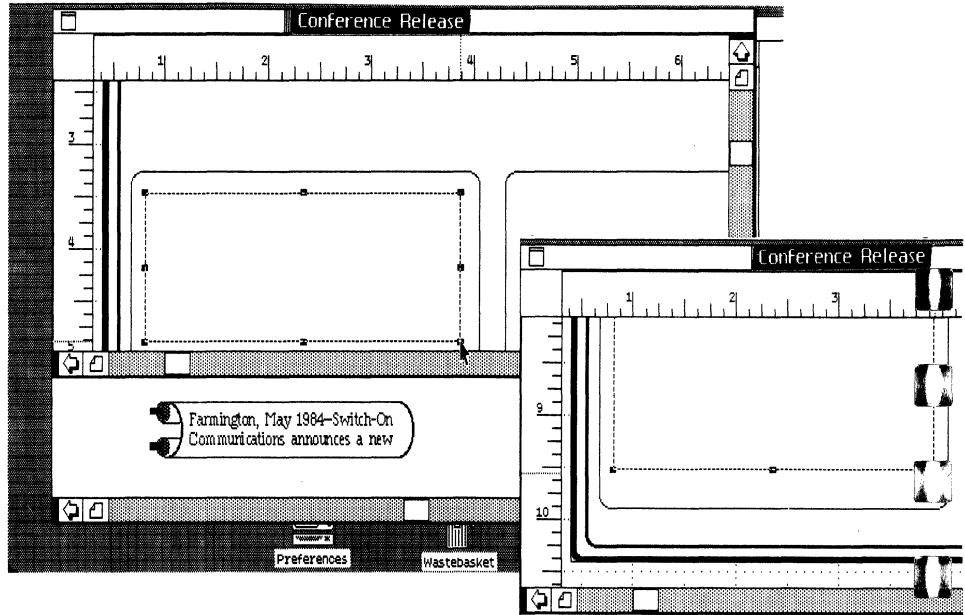


Making A Compartment

Scroll down to the boxes drawn in the middle of the page.

- ▶ Choose **Make a Compartment** from the Page Layout menu.
- ▶ Make a compartment in the left rectangle on the page. Stay about an eighth of an inch inside the lines that are already on the paper.
- ▶ Drag the compartment down to the bottom of the page and stay the same distance from the rules that are already on the paper.

Text inside a compartment will run up to the compartment borders and leave a thin white space between the text and the boxes drawn on the page.



Matching a Compartment

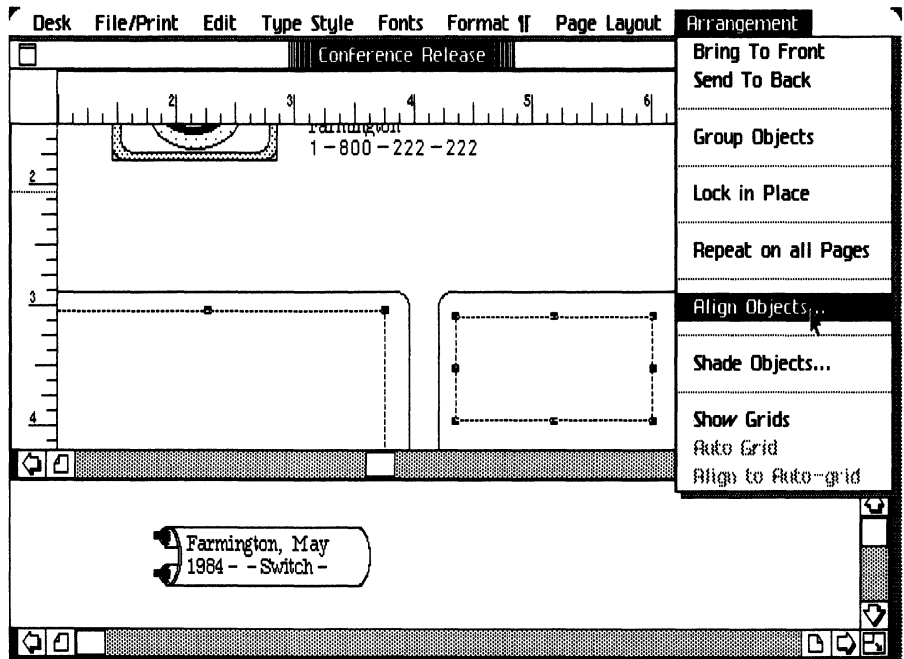
To place a compartment in the box on the right side of the page, you will match the size and position of the first compartment.

- ▶ Scroll up to the place where you began the first compartment.
- ▶ Choose **Make a Compartment** from the Page Layout menu.
- ▶ Draw the second compartment in the box on the right side of the page.

You will only need to draw about a square 1 inch by 1 inch, but you must start your drawing at a point inside of the column rules similar to where you began the first compartment on the left side of the page.

- ▶ Press the **Shift** key.
- ▶ Select both compartments.
- ▶ Choose **Align Objects** from the Arrangement menu.
- ▶ Choose **Match.... Tallest** from the dialog box which appears. Choose **OK**.
- ▶ Choose **Align Objects** again from the Arrangement menu.
- ▶ Choose **Match.... Widest** from the dialog box. Choose **OK**.

You will now see two identical compartments in each of the boxes.



Establishing Compartment Links

Now you can fill the compartments with text.

- ▶ Draw another galley at the bottom of the document. We will use this blank or empty galley to *associate* the text galley with both compartments.
- ▶ Place the pointer on the galley at the bottom of the Compose document.
- ▶ Press and hold down the mouse button.
- ▶ Drag the **blank** galley to the first (left) compartment and release the mouse button when the pointer is inside of the compartment.

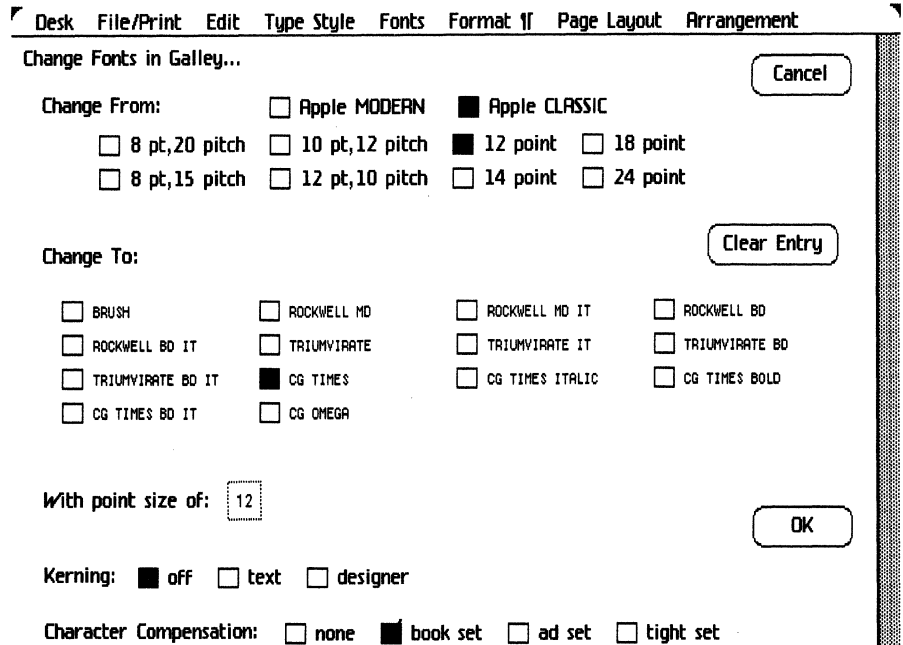
When the galley appears again at the bottom of the Compose document, you will move the blank galley into the second compartment. Follow the instructions for selecting the galley, drag it to the compartment on the right side of the page, and release the mouse button when the pointer is inside of the compartment. The compartments are now linked together.

Merging Text Into Compartments

Now you can change the typestyle of the text that is in the galley and fill the compartments with text.

- ▶ Place the pointer on the text galley and click the mouse button.
- ▶ Choose **Change fonts in Galley** from the Fonts menu.
- ▶ Choose Change from: **Apple Classic**.
- ▶ Choose **12 point**.
- ▶ Choose Change to: **Cg Times**.

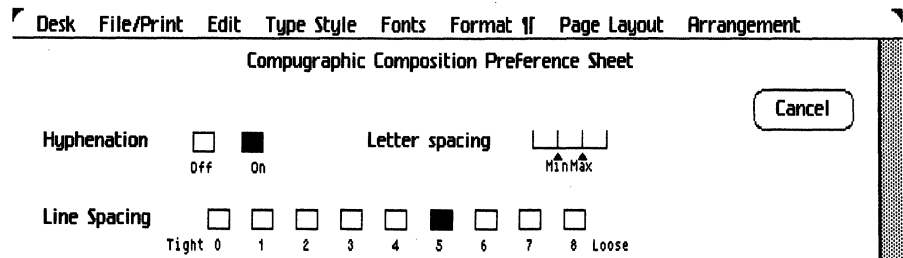
- ▶ With a point size of: **12 point.**
- ▶ Kerning: **Off**
- ▶ Character Compensation: *Book Set.*
- ▶ Choose **OK**
- ▶ Press down and hold the mouse button on the galley.
- ▶ Drag the galley into the left compartment and release the mouse button when the pointer is in the compartment. Text will merge into both compartments.



Changing Linespace

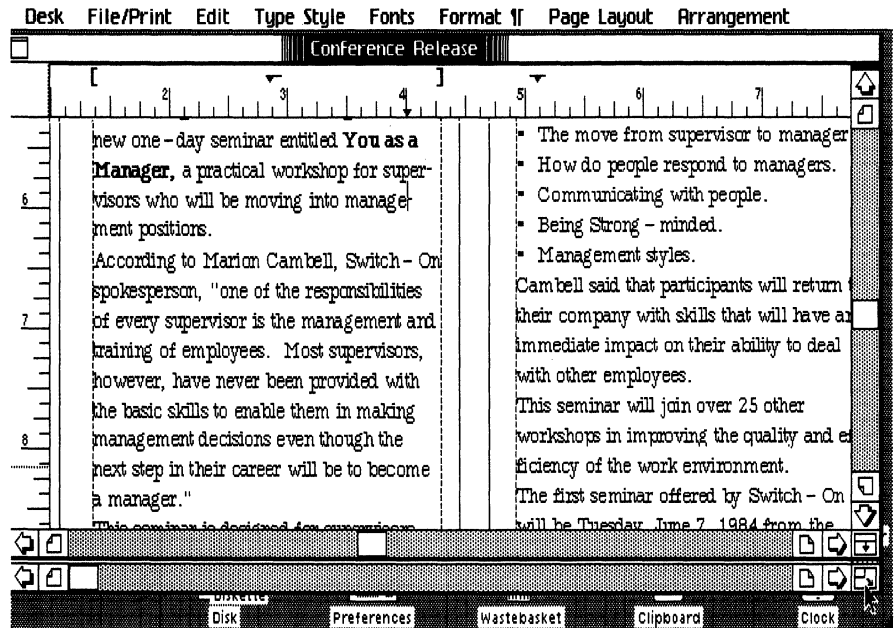
The basic document parameters, such as spacing and hyphenation, can be set from the Composition Defaults menu.

- ▶ Choose **Composition Defaults...** from the Edit menu.
- ▶ Select **Line Spacing** number **5** to allow more space between each line.
- ▶ Choose **OK** to set aside the dialog box.



Everytime you make a change in your document, the window on the screen will have to refresh, or repaint. To speed up this process and have the document window refresh faster, pull the lower part of the document over the galley area.

- ▶ Place the pointer on document view button on the right scroll bars.
- ▶ Press down on the button and drag it downward so the bottom of the document window is at the bottom edge of the desktop.



Cut And Paste Text

Moving selected text around on the page in a Compose document is similar to doing it in the other Lisa tools, except that you must remember to press the Apple key to get inside a compartment. You will select the first three words in the left compartment and move them into a new paragraph after the first sentence.

- ▶ Place the pointer in front of the "F" in Farmington.
- ▶ Press and hold the **Apple** key.
- ▶ Press and hold down the mouse button.
- ▶ Pull the pointer through the text and stop after the " — ".
- ▶ Release the mouse button and the **Apple** key.
- ▶ Choose **Cut** from the Edit menu.

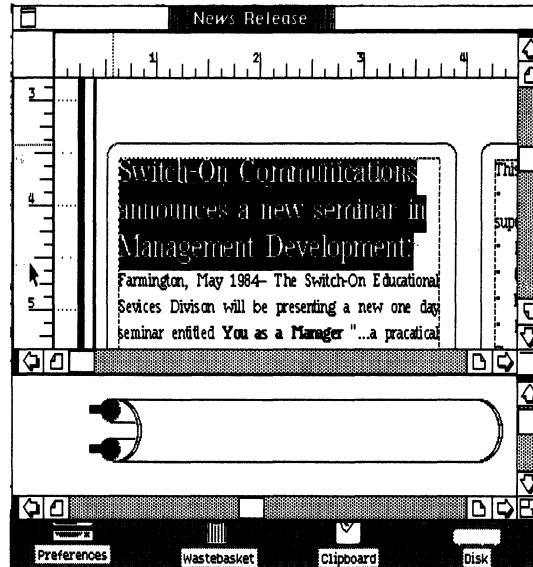
Move the cut text after the first sentence in the document

- ▶ Place the pointer after the word *Development*. Make an insertion point.

Be sure to press the **Apple** key and the mouse button to get the insertion point inside of the compartment.

- ▶ Press the **Return** key
- ▶ Choose **Paste** from the Edit menu.

The text will now be pasted into your document following the insertion point.




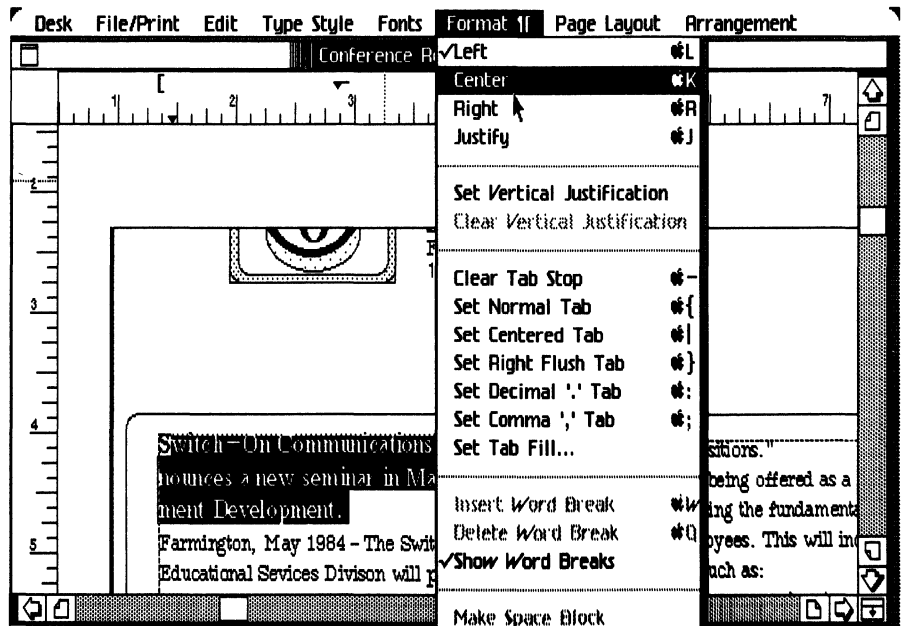
Changing Fonts

To make the text of the first paragraph larger so it will appear as the title of the news release you will select the first sentence of the document and change the type size and style.

- ▶ Place the pointer before the "S" in Switch-On.
- ▶ Press and hold down the **Apple** key.
- ▶ Press and hold down the mouse button.
- ▶ Drag the pointer through the word "Development."
- ▶ Release the mouse button.
- ▶ Choose **Cg Times Bold** (if available) from the Fonts menu.
- ▶ Choose **Other Cg Pt. Size** from the Timestep menu.
- ▶ Type **16 point** in the dialog box.
- ▶ Choose **OK**.

The paragraph has a lot of extra space in it because the paragraph alignment is set to *Justify*. With the text still highlighted, change the paragraph alignment.

- Choose **center** from the Format  menu to tighten up the spacing.



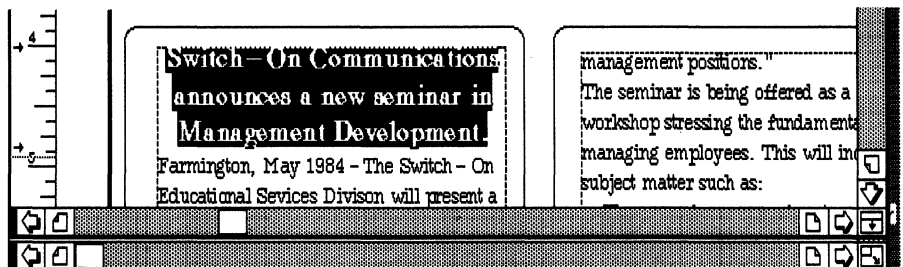
Setting Vertical Justification

To change the linespacing of the first paragraph, which is still selected on the page, you will have to set *vertical justification*.

- Choose **Set Vertical Justification** from the Format  menu.

Small arrows will appear on the vertical ruler. These arrows will allow you to change the linespacing of the text. If you move the bottom arrow up, the space between lines will get tighter. If you move it down, the space will increase.

- Place the pointer on the bottom arrow.
- Press and hold down the mouse button.
- Move the arrow up about 1/8 inch to tighten the linespacing of the text in the title. Release the mouse button.



Changing Word Breaks

Scroll through your document and look at the word breaks that have occurred as a result of the automatic hyphenation.

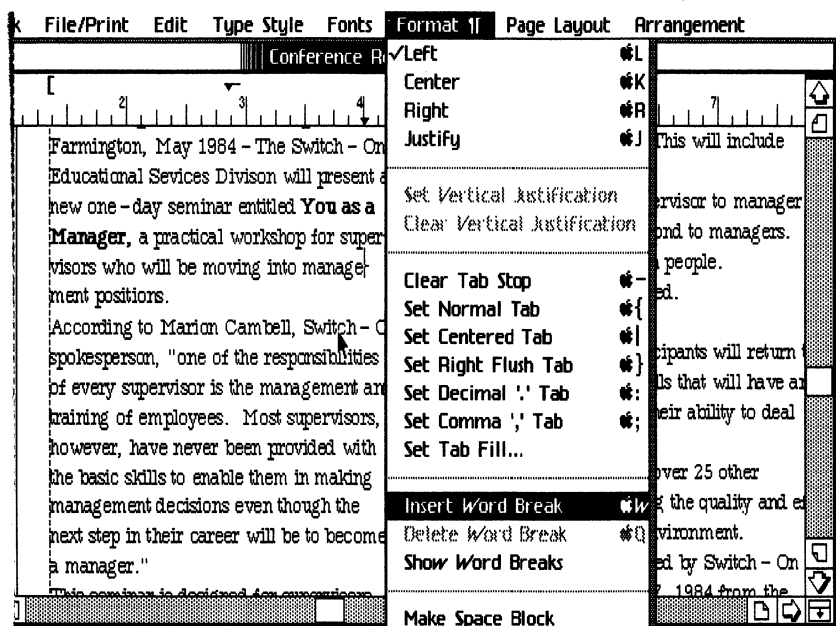
To change or remove one of the word breaks:

- ▶ Place the pointer where you wish the new word break to occur.
- ▶ Press the **Apple** key and click the mouse button.

A blinking insertion point will appear in the text.

- ▶ Choose **Insert Word Break** from the Format Text menu.

To delete a word break, you must place an insertion point on the word break and choose **Delete Word Break** from the Format Text menu. Scroll through your document to make certain that all of the word breaks are where you want them.



Inserting Space Block

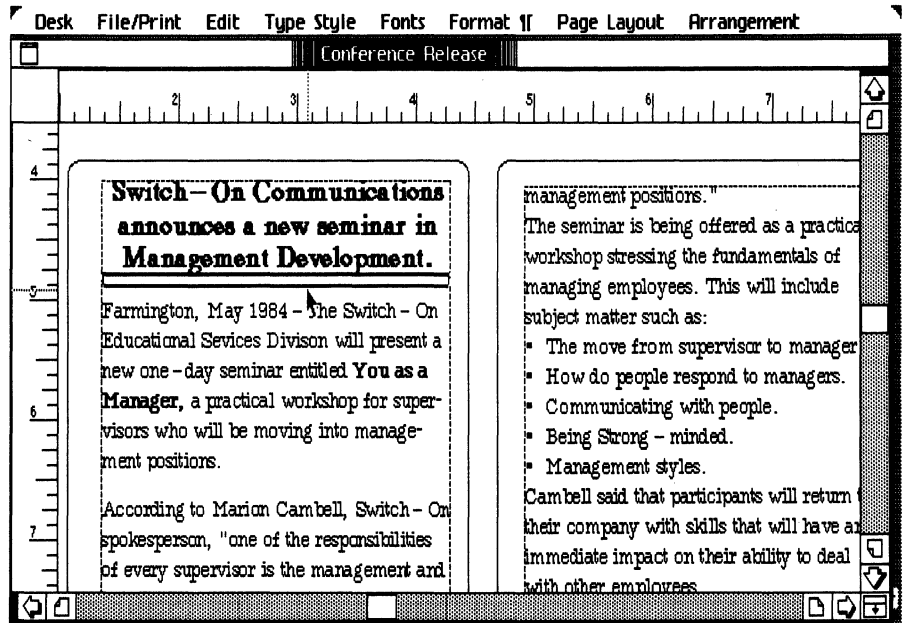
Extra space should now be placed between each paragraph of text.

- ▶ Place the pointer after the word *Development*.
- ▶ Press the **Apple** key and click the mouse button. A blinking insertion point will appear.
- ▶ Choose **Make Space Block** from the Format ¶ menu.

Two bold lines that mark the top and bottom of the space block will appear across the compartment.

The size of the *Space Block* can be increased by selecting the bottom line and pulling it down.

- ▶ Select the bottom line and pull it down about $\frac{1}{4}$ inch. When you have placed the pointer in the correct position on the bottom line and clicked the mouse button, the *space block* will appear to jump on your screen when it is selected. (Remember, press the **Apple** key before you click the mouse button).
- ▶ Scroll through the document and add space blocks between each paragraph.



Output Your Document

To save your document and then print it.

- ▶ Choose **Save and Continue**.
- ▶ Choose **Format for Printer** from the File/Print menu.
- ▶ Choose **High Resolution**.

Print your document on the dot matrix printer. If you're not sure how, instructions for printing your document are at the end of *Chapter 1: Learning Cg Compose 2* and in this chapter under *Output on Typesetter*.

- ▶ Put your News Release document away.

Create a Brochure

This chapter will cover two major variations of working in Compose, editing in the source document, LisaWrite, and printing your document in the *landscape* mode. In landscape on the 8400 and 8600 typesetter the text will be shifted 90 degrees and will print across the width dimension of the page. To print the entire document, on a typesetter, you should output your document on 12 inch paper.

When printing landscape on the EP 308 or the Image Writer the image will be rotated automatically to print across the wide dimension of the page.

In this chapter you will:

- Print in high resolution— landscape mode.
- Plan a page layout.
- Edit your document in the source tool.
- Use space blocks to position text.
- Arrange text by moving compartments.
- Shade a compartment.

When you are finished, your brochure will look like the one shown below.

<p style="text-align: center;">Switch – On Communications <i>presents</i></p> <hr/> <hr/> <p style="text-align: center;">You as a Manager</p> <hr/> <hr/>	<p style="text-align: center;">Why Should You Attend</p> <p>One of the responsibilities of every supervisor is the management and training of employees. Most supervisors, however, have never been provided with the basic skills to enable them in making management decisions even though the next step in their career will be to become a manager.</p>	<p><i>The registration fee is \$250.00 per person. Registration is limited to the first 30 applicants. For further information call toll free; 1-800-222-222</i></p>																		
<p>... a practical workshop for supervisors who will be moving into management positions.</p> <p style="text-align: center;">Tuesday, June 7, 1984 8:00 am to 5:00 pm Sherwood Forest Inn Farmington</p>	<p style="text-align: center;">Who Should Attend</p> <p>This seminar is designed for supervisors, foremen, administrative assistants, and other line managers who have on-going responsibility for the training and management of employees. "The persons who attend this seminar should be serious candidates for management positions."</p>	<p style="text-align: center;">Just fill out the Registration blank below:</p>																		
	<p style="text-align: center;">What Will You Learn</p> <p>The seminar is being offered as a practical workshop stressing the fundamentals of managing employees.</p> <ul style="list-style-type: none">• The move from supervisor to manager.• How do people respond to managers.• Communicating with people.• Being Strong-minded.• Management styles. <p>Participants will return to their company with skills that will have an immediate impact on their ability to deal with other employees.</p>	<p>Please enroll the following employees in Switch-On's management development course. Enclosed with this application is a check for the seminar.</p> <table border="1"><tr><td>Name</td><td>_____</td></tr><tr><td>Title</td><td>_____</td></tr><tr><td>Name</td><td>_____</td></tr><tr><td>Title</td><td>_____</td></tr><tr><td>Company</td><td>_____</td></tr><tr><td>Address</td><td>_____</td></tr><tr><td>City/Town</td><td>_____</td></tr><tr><td>Zip</td><td>_____</td></tr><tr><td>Phone</td><td>_____</td></tr></table> <p style="text-align: center;"><i>Confirmation will be provided to all applicants.</i></p>	Name	_____	Title	_____	Name	_____	Title	_____	Company	_____	Address	_____	City/Town	_____	Zip	_____	Phone	_____
Name	_____																			
Title	_____																			
Name	_____																			
Title	_____																			
Company	_____																			
Address	_____																			
City/Town	_____																			
Zip	_____																			
Phone	_____																			

The Landscape Mode

When you check **Landscape** in the **Page Size** dialog box, you must choose whether to output your document in high or low resolution. The decision you make at this time is critical, because it cannot be changed. You cannot even choose **Undo Last Change** from the Edit menu. The **Format for Printer...** dialog box must agree with your original page size selection. The Personal Composition System will not allow you to make another choice.

If you want to change the resolution, you can paste a compartment that was composed on a high resolution page to a page that is low resolution. The attributes of the new page size will apply to the page.

Low Resolution Page Size

When you choose **LoRes Landscape** you actually increase the number of characters that can be placed on the screen because the size of everything is reduced by approximately one third. This appears to increase the page size because the characters are smaller. This can be of great benefit if you wish to get more information onto your landscape page.

High Resolution Page Size

When you choose **HiRes Landscape** there is no change in the size of the characters on the page. Because there is no reduction, you can place proportionately less characters on the page.

Later in this example we will choose *landscape* and *High Resolution*.

Desk File/Print Edit Type Style Fonts Format 1f Page Layout Arrangement

PAGE SIZE

You may now choose the size you wish your Cg Compose 2 pages to be. This will be the ONLY chance you will have to make this decision for this document. Note: Be sure that the printing Preferences agree with the page size chosen here.

SIZE...

Letter 8.5 x 11" <input checked="" type="checkbox"/>	Legal 8.5 x 14" <input type="checkbox"/>
210 x 297mm <input type="checkbox"/>	210mm x 12" <input type="checkbox"/>

STYLE...

Portrait <input type="checkbox"/>	Landscape <input checked="" type="checkbox"/>
-----------------------------------	---

FOR LANDSCAPE...

LoRes <input type="checkbox"/>	HiRes <input checked="" type="checkbox"/>
--------------------------------	---

NOTE: For typesetting, 11.5"[292mm] is the maximum width.

OK

The basic text for the brochure is in the document **Conference Draft** that you used for the News Release. The directions for editing this text are found below in the marked up copy. If you have trouble following the mark up directions, there is a completed example on the next page. All of the text will be formatted in **Apple Classic**. You will change the type size and pitch to give you greater flexibility in replacing the Apple Classic fonts with your Cg fonts.

Turn to the page following the completed example for more instructions.

~~Farmington, May 1984~~ ^{24 Pt centered} (Switch-On Communications) announces a new seminar in Management Development. ~~The Switch-On Educational Services Division will (present) a new one-day seminar entitled (You as a Manager) a practical workshop for supervisors who will be moving into management positions.~~ ^{14 Pt Centered} ~~(Why Should You Attend)~~ ^{18 Pt Centered} According to Marion Cambell, Switch-On spokesperson, "One of the responsibilities of every supervisor is the management and training of employees. Most supervisors, however, have never been provided with the basic skills to enable them in making management decisions even though the next step in their career will be to become a manager." ^{12 Pt Just.} This seminar is designed for supervisors, foremen, administrative assistants, and other line managers who have on-going responsibility for the training and management of employees. "The persons who attend this seminar should be serious candidates for management positions." ^{12 Pt Just.} The seminar is being offered as a practical workshop stressing the fundamentals of managing employees. ^{12 Pt Just.} This will include subject matter such as:

- The move from supervisor to manager.
- How do people respond to managers.
- Communicating with people.
- Being Strong-minded.
- Management styles.

^{12 Pt Just.} Cambell said that participants will return to their company with skills that will have an immediate impact on their ability to deal with other employees. ~~This seminar will join over 25 other workshops in improving the quality and efficiency of the work environment.~~ ^{12 Pt, 10 pitch Centered} The first seminar offered by Switch-On will be (Tuesday, June 7, 1984) ~~from the hours of (8:00 am to 5:00 pm) at the (Sherwood Forest Inn) (Farmington).~~ ^{12 Pt, 10 pitch Centered} (The registration fee is \$250.00 per person.) ^{10 Pt, 12 pitch Centered} (Registration is limited to the first 30 applicants.) ^{12 Pt, 10 pitch Centered} (For further information call toll free) 1-800-222-2222

Add Copy

^{12 Pt, 10 pitch Centered} Just fill Out
^{18 Pt, centered} the Registration blank below

^{12 Pt Just.} Please enroll the following employees in Switch-On's management development course. Enclosed with this application is a check for the seminar.

^{12 Pt left} Name _____
 Title _____
 Name _____
 Title _____
 Company _____
 Address _____
 City/Town _____
 Zip _____ Phone _____

^{12 Pt Centered} (Confirmation will be provided to all applicants.)

Switch—On Communications

presents

You as a Manager

... a practical workshop for supervisors who will be moving into management positions

Why Should You Attend

One of the responsibilities of every supervisor is the management and training of employees. Most supervisors, however, have never been provided with the basic skills to enable them in making management decisions even though the next step in their career will be to become a manager.

Who Should Attend

This seminar is designed for supervisors, foremen, administrative assistants, and other line managers who have on-going responsibility for the training and management of employees. "The persons who attend this seminar should be serious candidates for management positions."

What Will You Learn

The seminar is being offered as a practical workshop stressing the fundamentals of managing employees.

- The move from supervisor to manager.
- How do people respond to managers.
- Communicating with people.
- Being Strong-minded.
- Management styles.

Participants will return to their company with skills that will have an immediate impact on their ability to deal with other employees.

Tuesday, June 7, 1984

8:00 am to 5:00 pm

Sherwood Forest Inn

Farmington

The registration fee is \$250.00 per person.

Registration is limited to the first 30 applicants.

For further information call toll free:

1-800-222-222

Just fill out the Registration blank below:

Please enroll the following employees in Switch—On's management development course. Enclosed with this application is a check for the seminar.

Name _____

Title _____

Name _____

Title _____

Company _____

Address _____

City/Town _____

Zip _____ Phone _____

Confirmation will be provided to all applicants.

Editing the Source Tool

Open your Compose Examples folder.

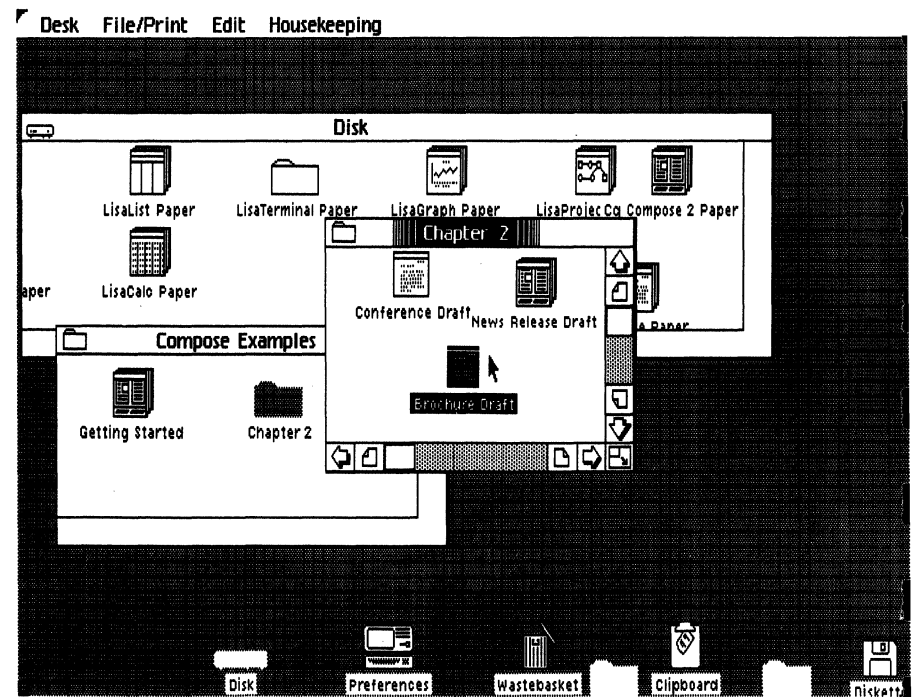
- ▶ Open the Chapter 2 folder.
- ▶ Select the LisaWrite Conference Draft stationery pad.
- ▶ Choose **Tear Off Stationery** from the Conference Draft stationery pad.
- ▶ Name the document **Brochure Draft**
- ▶ Open the document.

Perform the editing functions described in the copy marked-up on the preceding two pages. Place only one return between each paragraph. The text at the bottom of the edited draft is the Conference Registration blank, which you must add to your finished document.

Examine your edited copy carefully. When your Brochure Draft on the screen looks like the finished one:

- ▶ Choose **Save and Continue** from the File/Print menu.
- ▶ Choose **Select all of Document** from the Edit menu.
- ▶ Choose **Copy From** from the Edit menu.

Put your document Away.



Page Size

To get stationery for your brochure you must use Cg Compose 2 paper. If your paper is on the desktop you can select it and open it from the desk menu.

- ▶ Open the disk icon.
- ▶ Select the Cg Compose 2 Stationery Pad.
- ▶ Choose **Tear Off Stationery** from your Cg Compose Stationery pad.
- ▶ Name the new document **Conference Brochure**.
- ▶ Open the Conference Brochure document.


When the **Page Size** dialog box appears on the screen:

- ▶ Choose **Letter Size**.
- ▶ Choose **Landscape** for the style.
- ▶ Choose **High Resolution**.
- ▶ Check **OK**.

File/Print Edit Type Style Format Text Page Layout Arrangement

PAGE SIZE

You may now choose the size you wish your Lisa Compose pages to be. This will be the ONLY chance you will have to make this decision for this document. Note: Be sure that the printing Preferences agree with the page size chosen here.

SIZE... 

Letter 8.5 x 11" <input checked="" type="checkbox"/>	Legal 8.5 x 14" <input type="checkbox"/>
210 x 297mm <input type="checkbox"/>	210mm x 12" <input type="checkbox"/>

STYLE...

Portrait <input type="checkbox"/>	Landscape <input checked="" type="checkbox"/>
-----------------------------------	---

FOR LANDSCAPE...

LoRes <input type="checkbox"/>	HiRes <input checked="" type="checkbox"/>
--------------------------------	---

OK

Making a Compartment

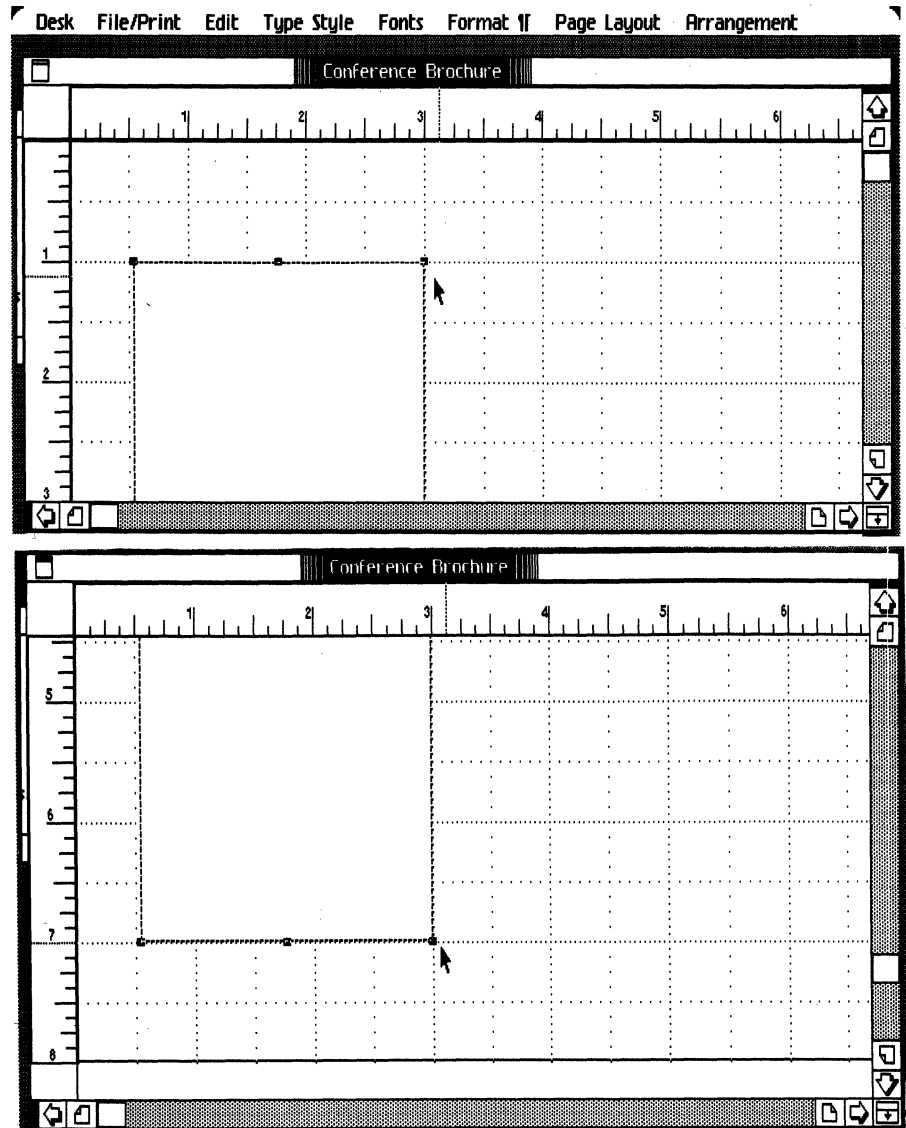
Make a galley at the bottom of the Compose document.

- ▶ Place the pointer at the bottom of the Compose document.
- ▶ Draw a rectangle at least 1 inch by 1 inch.
- ▶ Choose **Paste** from the Edit menu.
- ▶ Choose **Show Rulers** from the Page Layout menu.

Note: The displaying of the rulers causes the document to scoll up and to the left a little bit.

The overall width of the page is 11 inches. To divide the document into three equal columns, you can make three compartments 3 inches wide, 6 inches deep, and allow a ½ inch margin between each compartment and the edge of the page.

- ▶ Choose **Make a Compartment** from the Page Layout menu.
- ▶ Draw your first compartment 1 inch from the top and ½ inch from the left margin. Draw the compartment so that the bottom is on the 7 inch mark on your page.



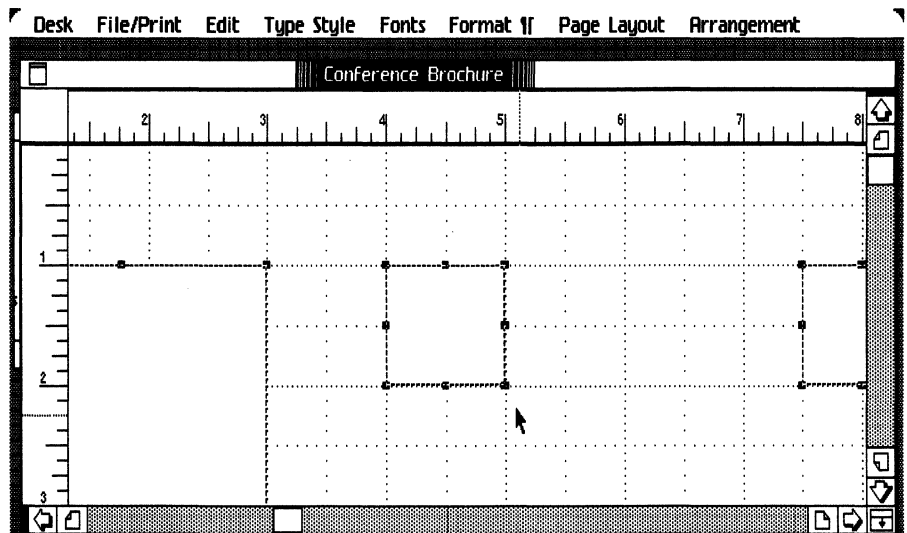
Matching Compartments

You can draw two identical compartments at the 4 and 7½ inch marks quickly by using a couple of shortcuts.

- ▶ Press and hold the **Apple** key.
- ▶ Press the letter **M** on the keyboard. Notice that the pointer becomes a symbol for drawing compartments.

Begin the first compartment 1 inch from the top and 4 inches from the left margin. Draw this compartment about 1 inch by 1 inch. Do the same thing at the 7½ inch mark as show in the figure below.

- ▶ Press and hold down the **Shift** key. Then select all three compartments.
- ▶ Release the **Shift** key.
- ▶ Choose **Align Objects...** from the Arrangement menu.
- ▶ Choose **Align... tops** then **Ok**.
- ▶ Return to the **Align Objects...** menu and choose **Match.... Tallest** from the dialog box. Choose **OK**.
- ▶ Return again to the **Align Objects** and choose **Match.... Widest**, then **OK** from the dialog box.
- ▶ Choose **Lock in Place** from the Arrangement menu. This will place the compartments on the page so they can not accidentally be moved.



Changing Fonts in Galley

You can change the fonts of the text from your *Brochure Draft* before merging the text into the compartments. Because you have used a different point size for the titles, subheadings, italic, bold and paragraph text, you can select each individual Apple Classic point size and replace it with a different Cg font.

Note: If you do not have the Cg Times bold, Italic, and Bold Italic, you can substitute your own fonts if you choose. You can also apply the pseudo bold and italic from the Type Style menu after the text is merged into the compartments.

- 1 Select the text galley.
- 2 Choose **Change Fonts in Galley...** from the Fonts menu. You will make several different font changes.
 - ▶ Choose *Change from: Apple Classic 24 point*.
 - ▶ Choose *Change to: Cg Times Bold*.
 - ▶ Choose *With point size of: 24*
 - ▶ Choose *Kerning: Text*
 - ▶ Choose *Character Compensation: none*
 - ▶ Choose **Ok**.

Desk File/Print Edit Type Style Fonts Format If Page Layout Arrangement

Change Fonts in Galley...

Change From: Apple MODERN Apple CLASSIC

8 pt, 20 pitch 10 pt, 12 pitch 12 point 18 point
 8 pt, 15 pitch 12 pt, 10 pitch 14 point 24 point

Change To:

BRUSH ROCKWELL MD ROCKWELL MD IT ROCKWELL BD
 ROCKWELL BD IT TRIUMVIRATE TRIUMVIRATE IT TRIUMVIRATE BD
 TRIUMVIRATE BD IT CG TIMES CG TIMES ITALIC CG TIMES BOLD
 CG TIMES BD IT CG OMEGA

With point size of: 24

Kerning: off text designer

Character Compensation: none book set ad set tight set

Cancel Clear Entry OK

Merge Text

3 You will make choices from the **Change Fonts in Galley...** dialog box similar to these 5 more times. You will always choose **Apple Classic, Text Kerning** and **no Character Compensation**. You will change the following fonts as follows:

- ▶ 18 point Classic to 18 point Cg Times Bold.
- ▶ 14 point Classic to 18 point Cg Times Italic.
- ▶ 12 point Classic to 10 point Cg Times.
- ▶ 12 point 10 pitch to 12 point Cg Times Bold.
- ▶ 10 point 12 pitch to 10 point Cg Times Italic.

Now you can merge text from the galley into the compartments.

- ▶ Place the pointer on the text galley at the bottom of the document.
- ▶ Press the mouse button and drag the galley into the first (left) compartment.
- ▶ Release the mouse button.

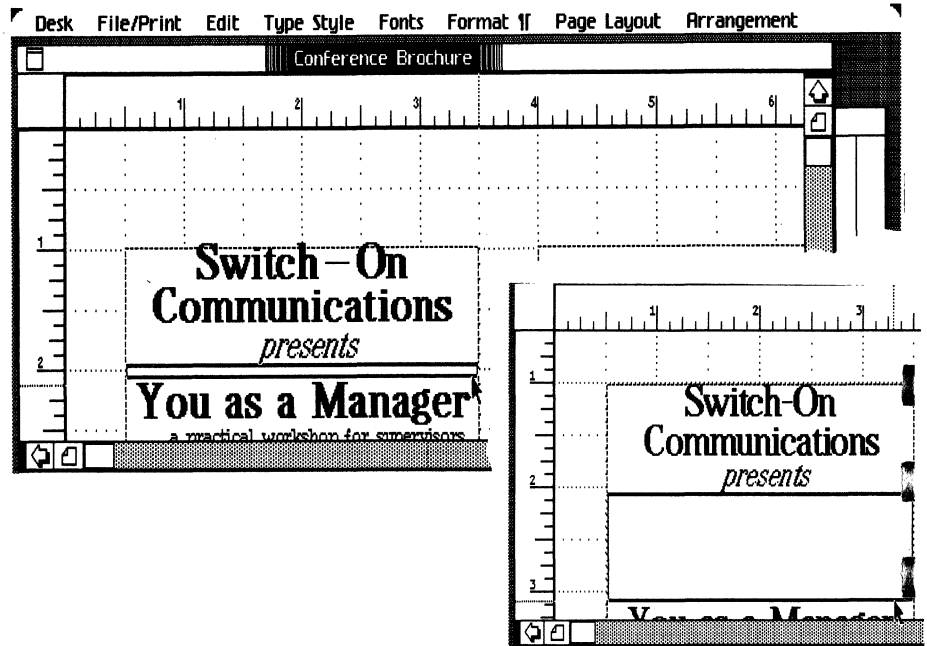
Text will automatically merge into the compartment. If you look at the completed Brochure example you will note that now there is more text in the compartment than will appear when the brochure is finished. You will have to insert some space into the compartment to move text out of the column.

- ▶ Choose **Hyphenation...Off** from the Composition Defaults dialog box on the Edit menu. The Brochure will look better without word breaks.
- ▶ Choose **OK**

Making a Space Block

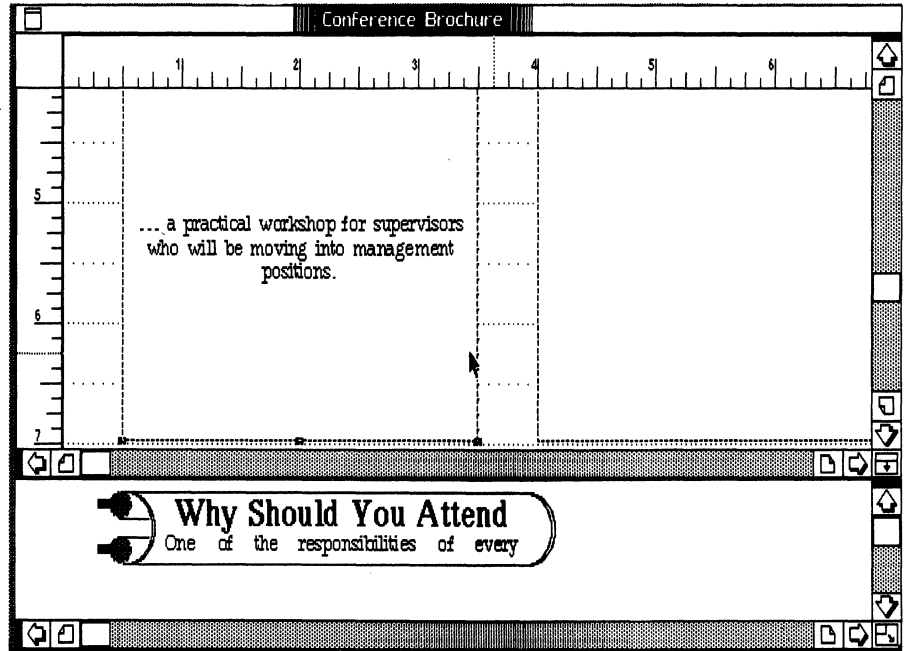
To make a Space Block after the word *presents*, place an insertion point on paragraph return.

- ▶ Place the pointer just after the "s" in the word.
- ▶ Press the **Apple** key and click the mouse button.
- ▶ Choose **Make Space Block** from the Format ¶ menu.
- ▶ Release the mouse button
- ▶ Press and hold the **Apple** key as you place the pointer on the bottom line of the space block.



- ▶ Press and hold the mouse button.
- ▶ Drag the bottom line of the space block down until you get to the 3 inch mark on the page. Release the mouse button.
- ▶ Scroll down so that you can see more of the first column. Place a space block between the word *Manager* and the words *a practical*.
- ▶ Place the pointer on the return after the word *manager*.
- ▶ Press the **Apple** key and click the mouse button.
- ▶ Choose **Make Space Block** from Format ⌘ menu.
- ▶ Drag the bottom line of the space block to the 5 inch mark on the page. Remember to use the **Apple** key to get into a compartment.
- ▶ Insert a Space Block after the word *positions* and drag it to the bottom of the compartment. Later you will place a compartment over this Space Block.

When the rest of the text is moved out of the column (it should appear on the Galley), select the first compartment and choose **Break Compartment Links** from the Page Layout menu. Text from the Galley will no longer be associated with this compartment. The text will not automatically merge between the compartment and the galley. The galley is available to merge text into a new compartment that will not be linked.)



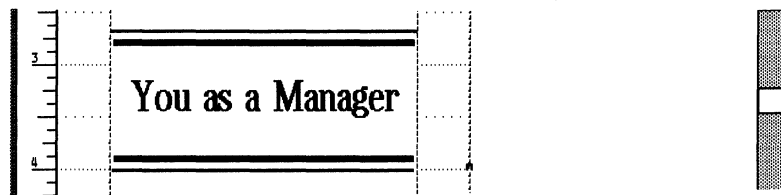
Placing Rules

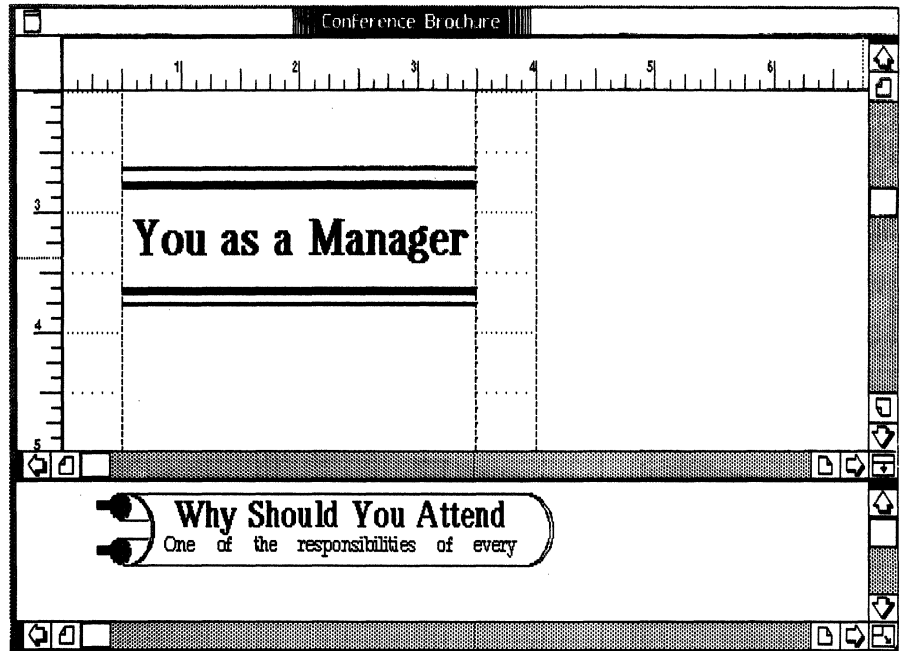
You will now insert four rules on the page to set off the title of the brochure. You will use **1.5 pt. rule** for the first thin rule on the top and **4.0 pt. rule** for the thicker one. You will have to deselect each rule after you draw it so you don't change the rule size.

- ▶ Select the rule size from the Page Layout menu.
- ▶ Draw each of the rules as shown below. If the rule is not where you want it, place the pointer on it, press and hold the mouse button and drag the rule into position. If the rule is not the right size, place the pointer on one of the end handles and resize it.
- ▶ Click elsewhere on the page, and then select the new rule size and draw the other rules.

If you have trouble placing and aligning, you may want to try these features:

- ▶ Use **duplicate** to get the exact same size.
- ▶ Turn off the **Auto-grid** to place one of them correctly on the page.
- ▶ Use **Align sides** to make them flush with the compartment edge.





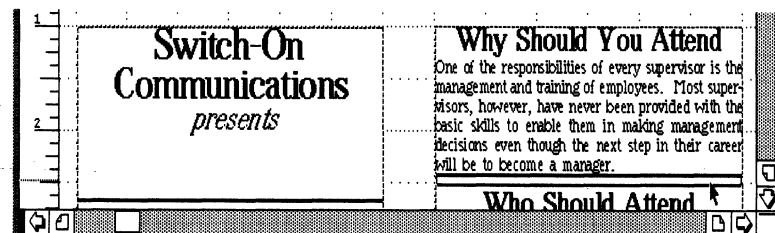
Merging Text

Move the text galley into the second (middle) compartment.

- ▶ Place the pointer on the galley.
- ▶ Press and hold the mouse button.
- ▶ Drag the galley to the compartment and release the mouse button when the pointer is inside the compartment.

Insert three space blocks into the text. Put one between each paragraph of text.

- ▶ Insert a space block after the word *manager* at the end of the first paragraph, one after the word *positions* at the end of the second paragraph, and one after the word *styles*. You will size these space blocks so that the sentence that ends *other employees* is placed at the bottom of the compartment.
- ▶ Choose **Break Compartment Links** from the Page Layout menu. To make the column on your screen look like the figure on the page, you may have to insert space, or take a out little space before you go on to work on the final column.



Moving Compartments Filled with Text

There are other methods for moving text around on the page. For example, instead of inserting space blocks, you could insert returns to make extra space on the page.

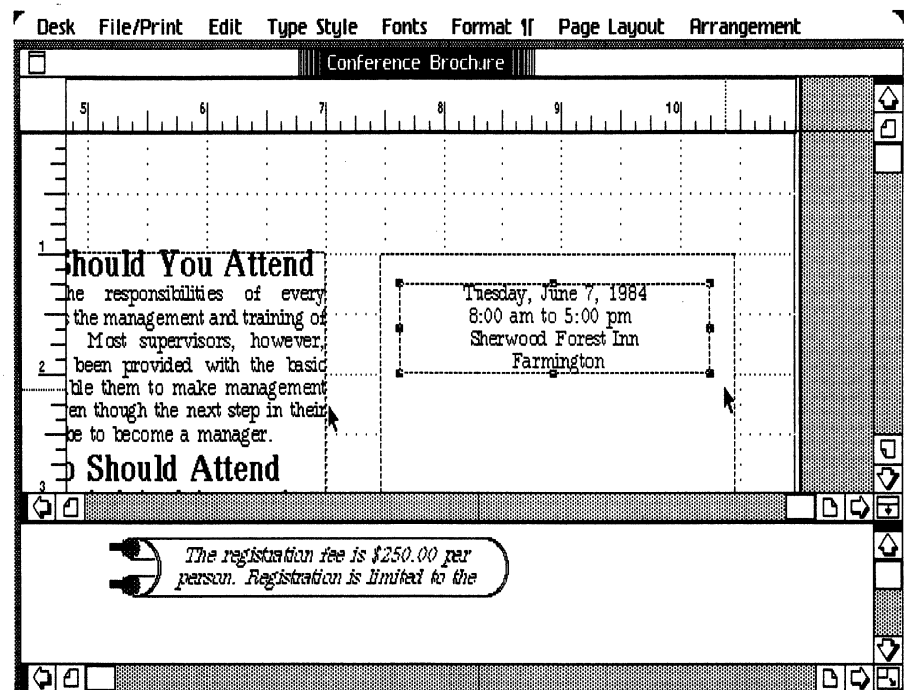
Another method is to place each component of the page layout into separate compartments. You can then move the compartments around to design the page the way you want.

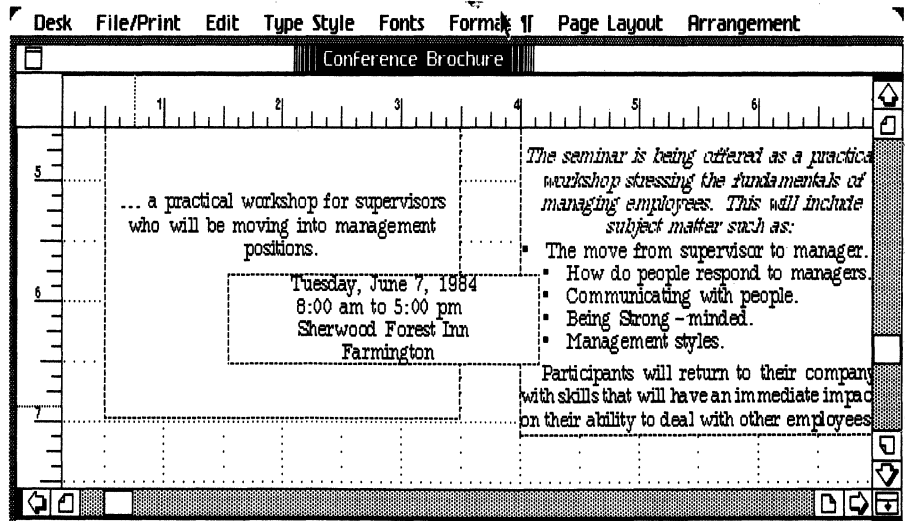
At the top of the third (right) compartment, make a small compartment inside of the one that is already drawn.

- ▶ Choose **Make a Compartment** from the Page Layout menu.
- ▶ Draw the compartment as shown.
- ▶ Merge text from the galley into the smaller compartment.
- ▶ Resize the compartment so that it contains only the text for this segment.

Move this new smaller compartment to the bottom of the first column. You can position it over the space block that you have inserted.

- ▶ Place the pointer into the small compartment, then press and hold down the mouse button.
- ▶ Drag the compartment to the first column and place it so the last line is even with the last line in the middle (second) column.



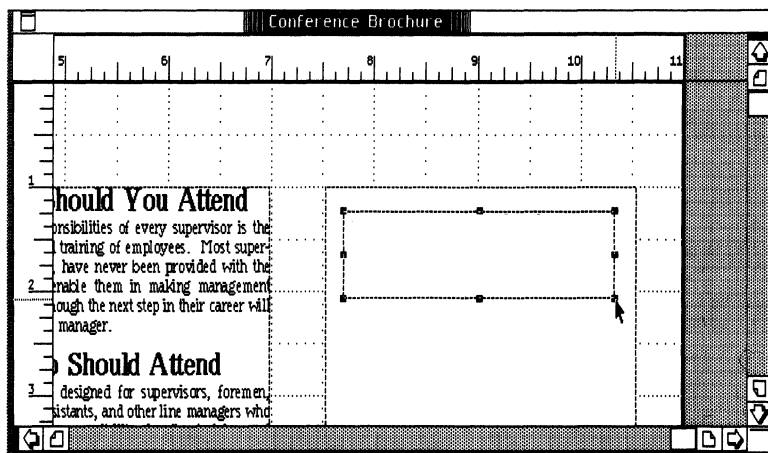


Placing Compartments within Compartments

You can layout each segment of information by making a compartment large enough for the information and positioning the compartment where you want it on the page. The third (far right) column is divided into four segments.

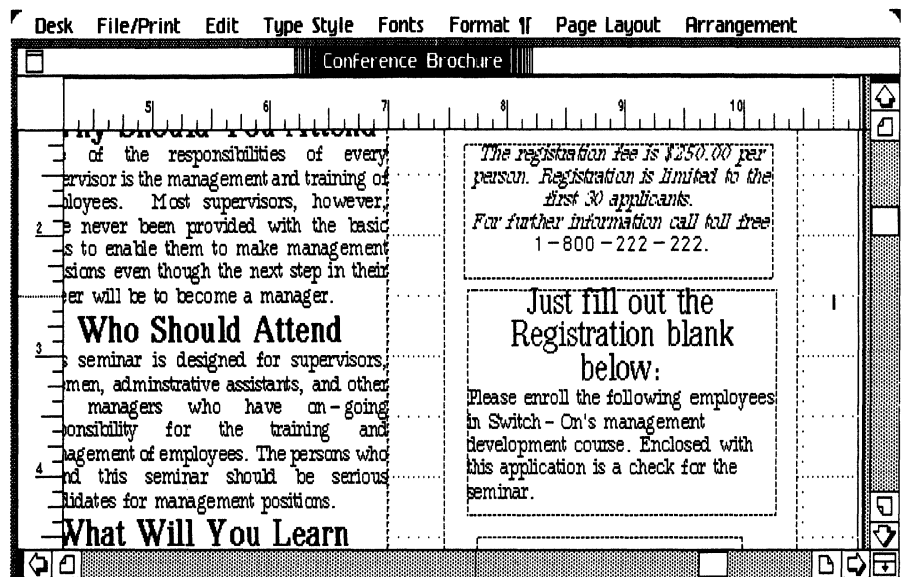
Look at the example of the finished brochure at the beginning of this exercise.

- ▶ Choose **Make a Compartment** from the Page Layout menu.
- ▶ Draw another small compartment the same size as the last one at the top of the third column.



- ▶ Merge the text from the galley into the new smaller compartment.
- ▶ Resize the compartment to contain only the three sentences in italic.
- ▶ Make three more new compartments under the smaller one in the third column that you have been working in.
- ▶ Fill each of these compartments with text.

You may have to change the paragraph alignment, the size of the compartments, or insert word breaks to make your brochure look more attractive. Put the finishing touches on the text in the third column to your own liking.



The compartment at the bottom of the page containing the registration blank may seem to be a problem because of the lines. If the lines are too long to fit in the compartment, place an insertion point at the end of the line and use the backspace key to take out the extra segments of the line. If you place a blank space or two (press the spacebar) between the word, such as *Name* and the line you can make the lines be flush on the right side of the compartment. You may remove the entire line and use rules in the registration blank.

Using Shading

Select all the text in the last compartment of the final column, which is the entry blank. Make this text bold.

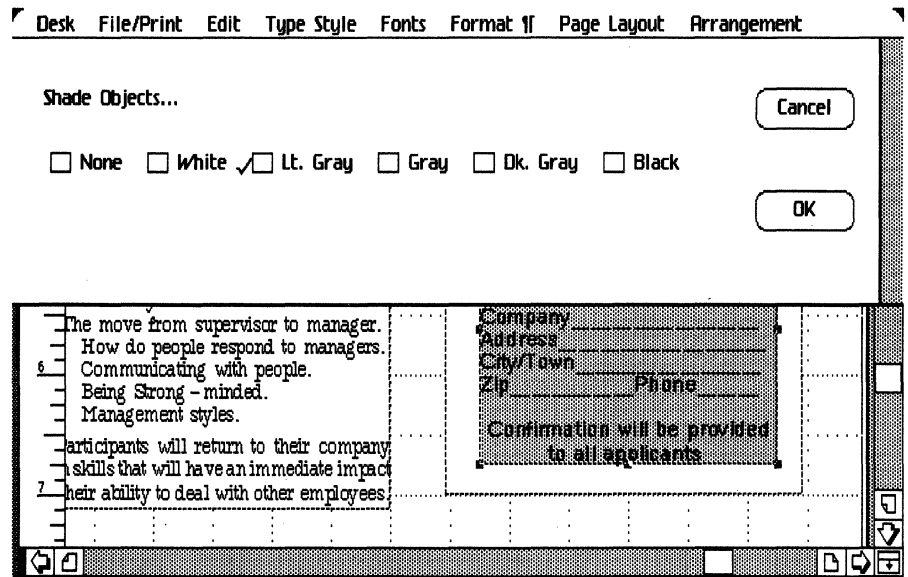
- ▶ Place the pointer in front of the text you want to select.
- ▶ Press down and hold the **Apple** key.
- ▶ Press down and hold the mouse button.

- ▶ Drag the pointer through the entire paragraph of text.
- ▶ Choose **Bold** from the Typestyle menu.

To place shading in the final compartment:

- ▶ Select the compartment by placing the pointer on it and clicking the mouse.
- ▶ Choose **Shade Objects** from the Arrangement menu.
- ▶ Choose **Lt. Gray** from the dialog box that appears.
- ▶ Choose **OK** to put aside the dialog box.

You can use shading in any compartment.



- ▶ Choose **Save and Continue** from the File/Print menu.

Typeset the Brochure

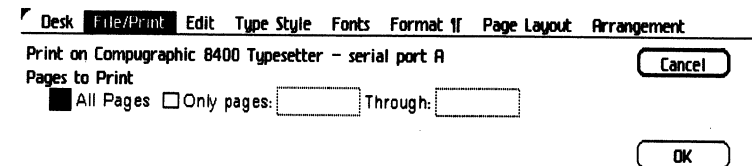
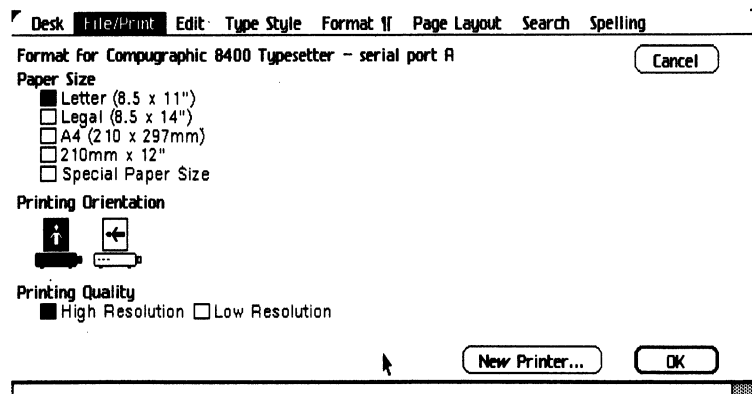
To print your brochure you must have **High Resolution** and **Landscape** checked in the Format for Printer dialog box. The Format for Print menu must match the **Page Size** menu you completed when you opened the document.

If you do not have these items checked and you try to print, you will receive an error message instructing you to change the *Format for Printer* dialog box.

You also must have 12 inch paper in your typesetter to print out your entire document. Even if you do not have 12 inch paper, you may want to print it out to see how your typesetter handles landscape for future Compose documents.

- ▶ Choose **Format for Printer** from the File/Print menu and make the appropriate changes.
- ▶ Choose **Print** from the File/Print menu.
- ▶ Choose **OK**.
- ▶ Put your document away.

Note: For more information about Typesetting, see the Getting Started section on printing, or check the chapter on your type of output device.



Chapter 3

Cg Compose 2 Reference

Contents

- 113** Introduction
- 113** Desk Menu
- 114** File/Print Menu
- 119** Edit Menu
- 121** Type Style Menu
- 122** Fonts Menu
- 125** Format ¶ Menu
- 127** Page Layout Menu
- 130** Arrangement Menu

Introduction

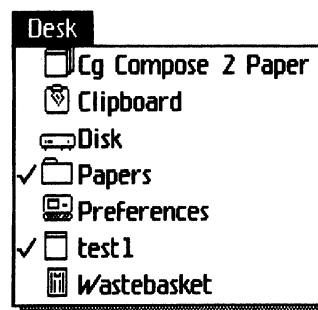
This chapter is an overview of Cg Compose 2 operations. It is a reference to what you can do in Compose through an explanation of the menu items. For step-by-step procedural instructions on the use of these menu items, turn to Chapters 1 and 2.

The Cg Compose 2 menus are shown in the menu bar at the top of the screen. If you choose a menu item that is followed by an ellipsis (...), you will get a dialog box with additional information and choices. Following the explanation of each menu will be a section covering the dialog box items associated with the menu.

When a menu item is shown in gray instead of black, you cannot choose it. This is usually because it does not apply to the current selection. Some of the items in each menu may have a check mark next to them. This indicates that the item is currently active for the highlighted object or text.

Desk Menu

The **Desk** menu lists all of the icons and documents on your desktop. To open the document or icon, choose the icon name from the menu. The checkmark indicates the icon is currently open as a window display.



File/Print Menu

Set Aside Everything Returns all windows to their icons without saving the contents.

Set Aside "Document Name" Returns the current document to its icon without saving the contents.

Save & Put Away Saves the contents of the document, closes the window, and returns the icon to its original location.

Save & Continue Saves the contents of the document and leaves the window open on the desktop.

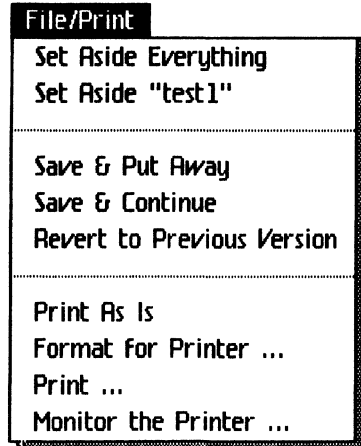
Revert to Previous Version Returns the document to its state as of the last time you saved it.

Print As Is Allows you to print the document open on the desktop immediately. No additional print options can be selected. The default printer will be the output device.

Format for Printer . . . Sets formats in the document based on the printer that will be used.

Print . . . Prints the document.

Monitor the Printer . . . Shows the status of the document printing.



Format for Printer . . .

EP 308

This dialog box allows you to format the current document for the output device. The Printer Format remains with the document when it is stored. The choices will vary depending upon the type of output device. The items include:

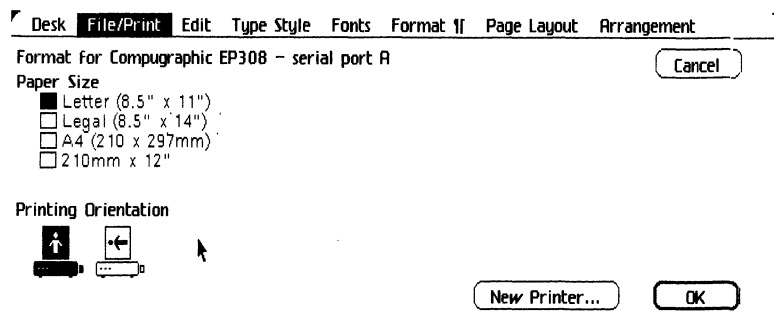
Format for EP 308 Printer — serial port A This item identifies the *type* of output device for this document format. It also identifies the port where the output device is connected. If the output device is not connected, the dialog box will indicate the message, *Not presently connected*. Cg Compose 2 documents may not be output on a Daisy Wheel printer.

Paper Size Choose the paper size you wish to use. This size must also be chosen from the *Page Size* dialog box when the document is first created.

Printing Orientation *Portrait* printing allows for upright or narrow printing and *Landscape* allows for sideways or wide printing. This must match the orientation you chose when the document was first created. On this menu the orientation is shown in picture symbols.

All documents are automatically printed in High Resolution on the EP 308.

New Printer . . . Allows you to select another output device from a dialog box.



8400, 8600 typesetter, & ImageWriter

Format for 8400 — serial port A This item identifies the *type* of output device for this document format. It also identifies the port where the output device is connected. If the output device is not connected, the dialog box will indicate the message, *Not presently connected*.

Cg Compose 2 documents may not be output on a Daisy Wheel Printer.

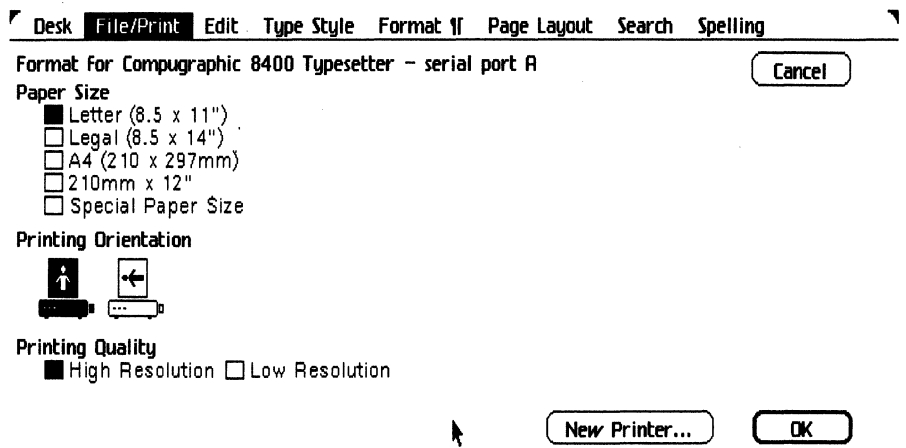
Paper Size Choose the paper size you wish to use. This size must also be chosen when the document is first created.

Printing Orientation *Portrait* printing allows for upright or narrow printing and *Landscape* allows for sideways or wide printing. This must match the orientation you chose when the document was first created. On this menu the orientation is shown in picture symbols.

Printing Quality *Low Resolution* gives you a little faster printing, but *High Resolution* gives you much better quality printing on the 8400 or 8600.

Note: If you choose Low Resolution and Landscape, the document size will be reduced by approximately one third when printed.

New Printer . . . Allows you to select another output device from the printers that are listed.



Print . . .

EP 308

This dialog box allows you to specify some final choices about how the document should print. The choices will vary depending on the output device. The items include:

Print on EP 308 Printer — serial port A This item identifies the type of output device on which the document will be printed. The item also identifies the port where the output device is connected.

Pages to Print Allows you to print all pages or select a range of pages to be printed in the document.

Number of Copies Select the number of copies you wish to print.

Collation Allows you to output collated documents

Media Input Allows you to feed single pages of special sized paper into the EP 308 manually.

Desk File/Print Edit Type Style Fonts Format Page Layout Arrangement

Print on Compugraphic EP308 - serial port A Cancel

Pages to Print
 All Pages Only pages: [] Through: []

Number of Copies
1 2 3 4 5 6 7 8 9 10 Other: []

Collation
 Pages Collated Pages Not Collated

Media Input
 Automatic Feed Manual Feed OK

8400, 8600 typesetter

Print on 8400 Typesetter — serial port A This item identifies the type of output device on which the document will be printed. The item also identifies the port where the output device is connected.

Pages to Print Allows you to select all pages or the range of pages you wish to print.

Desk File/Print Edit Type Style Fonts Format Page Layout Arrangement

Print on Compugraphic 8400 Typesetter - serial port A Cancel

Pages to Print
 All Pages Only pages: [] Through: []

OK

ImageWriter

Print on ImageWriter Printer — serial port B This item identifies the type of output device on which the document will be printed. The item also identifies the port where the output device is connected.

Paper Feed Allows you to indicate whether you are printing on a single sheet or a continuous pin fed roll of paper.

Number of Copies Select the number of copies for your printer.

Pages to Print Allows you to print all pages, or select a range of pages to be printed in the document.

Desk File/Print Edit Type Style Fonts Format If Page Layout Arrangement

Print on ImageWriter Printer - serial port B Cancel

Paper Feed
 Fanfold Single Sheets

Number of Copies
1 2 3 4 5 6 7 8 9 10

Pages to Print
 All Pages Only pages: [] Through: [] OK

Monitor the Printer . . .

This dialog box displays the current status of the output device. If you are printing a Compose document you will not have access to this menu during the printing cycle. You will not be able to perform other work on the desktop.

Note: You will only be able to terminate printing a Compose document from the output device.

You may also display this dialog box if you are having trouble with the printer.

Desk File/Print Edit Type Style Format If Page Layout Search Spelling

Monitor the Printer Cancel All Printing

Printer	Connection	Printing in Progress	Waiting
Imagewriter / DMP	serial port B		
Ink Jet Printer	(Not presently connected!)		
Daisy Wheel Printer	(Not presently connected!)		
EP308 Printer	serial port A		
Cg8400 TypeSetter	(Not presently connected!)		

OK

Edit Menu

Undo "Last Change" Restores the document to its state before the last operation. The last operation will appear in quotes.

Cut Removes the current text or object selection from the galley or page and places it on the clipboard.

Copy Copies current selection onto the Clipboard. Does not remove the original.

Duplicate Creates an exact copy of the object on the document.

Paste Inserts whatever is on the Clipboard into a selected galley or insertion point on the page.

Clear Removes the current selection without changing the Clipboard. You will get the same result if you press the **Clear** key on the right-hand keypad.

Select All of Text Allows you to select all text in a highlighted compartment. You can select text in more than one compartment if they are linked together.

Select All Compartments Highlights all compartments on current page.

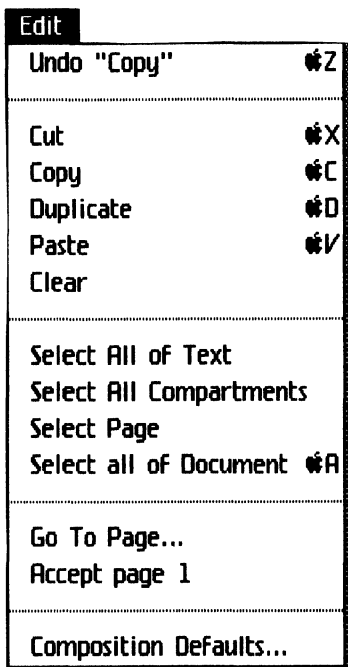
Select Page Selects everything on page.

Select all of Document Selects the entire document.

Go to Page . . . Allows you to go directly to the page you indicate.

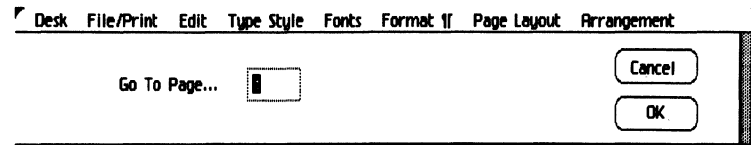
Accept page ? Allows you to accept the design and editing of the page so you can design or edit another page.

Composition Defaults . . . Sets defaults for current page.



Go to Page . . .

Allows you to go directly to the page you specify.



Composition Defaults . . .

This dialog box allows you to define the Composition Defaults for the current page you are working on.

Hyphenation Turns the automatic hyphenation on or off.

Letter spacing Defines the minimum and maximum letter spacing for justified text in a compartment.

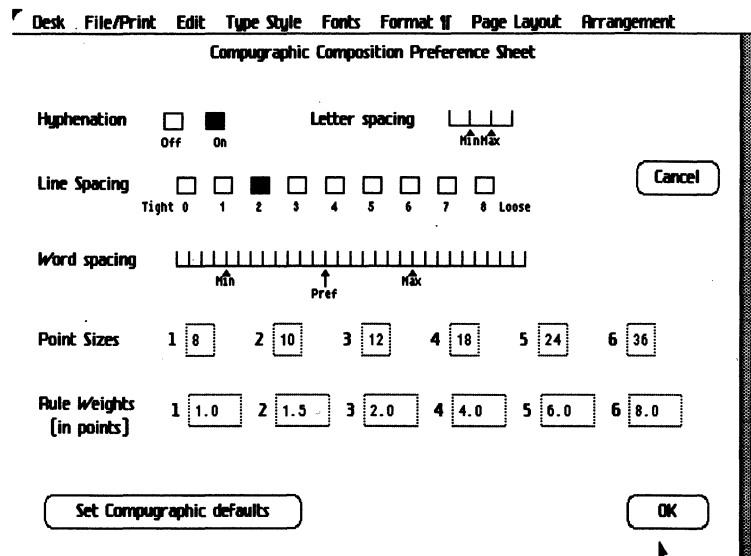
Line Spacing Sets the overall line spacing on the page. To vary line spacing on a page, use *Vertical Justification* or *Space Blocks* in the Format ¶ menu. Each number equals one point.

Word spacing Defines the minimum, preferred, and maximum word space for text in a compartment. Preferred will be the default when text is not justified.

Point Sizes Defines the point sizes that will be available on the *Typestyle* menu.

Rule Weights (in points) Defines the rule weights, in half point increments, available on the *Page Layout* menu. You may draw a rule from one-half point to 128 points.

Set Compugraphic defaults Returns all the settings in the dialog box to the Compugraphic defaults displayed below.



Type Style Menu

Plain Text Removes underline, bold, italic, subscript, and superscript from text that is selected.

Underline, Bold, Italic Adds the attributes of underlining, bold, or italic to selected text.

Superscript Changes the baseline of selected text to make it above the normal text baseline.

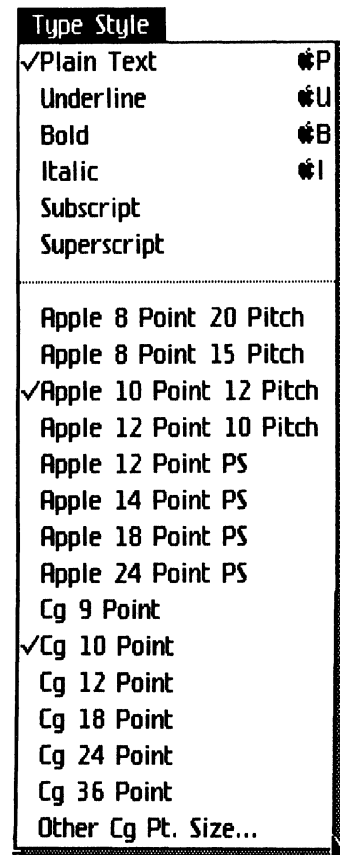
Subscript Changes the baseline of selected text to make it below the normal text baseline.

Apple “?” point Allows you to change the size of the Apple *Classic* or *Modern* typestyle you are using. In addition to the size, you may specify the pitch (number of characters per inch), or proportional spacing from the items shown on the menu.

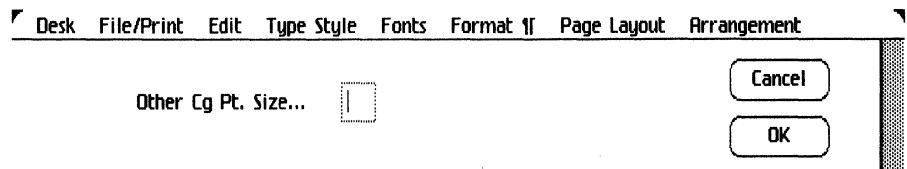
Cg “?” point Allows you to indicate the point size of the Compugraphic type face that you have selected from the *Fonts* menu. The point sizes that appear on this menu were designated in *Composition Defaults* dialog Box.

Other Cg Pt. Size. . . Allows you to indicate a point size other than those currently appearing on the menu. You may choose from 6 to 72 point type.

This dialog box can be called to the screen when you have text selected or the pointer in the text insertion mode. The point size of new or selected text will be changed to the number indicated in the box. The point size may range from 6 to 72 point type.



Other Cg Point Size . . .



Fonts Menu

Apple 'Modern' and Apple 'Classic' These two font menu selections are the same choices available in the other tools. When you select text or make an insertion point, the font will be changed to the Apple font you select.

Cg Fonts This menu will vary depending on the fonts you purchase, and which ones you select to appear on the menu. The Cg font menu selections are available only in Compose. When you select text or make an insertion point, the font will be changed to the Cg font you select.

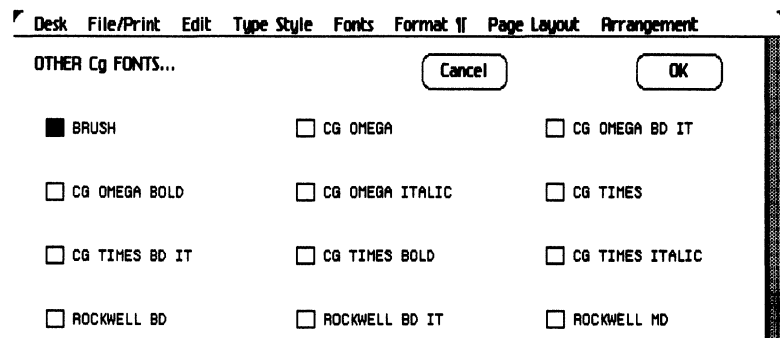
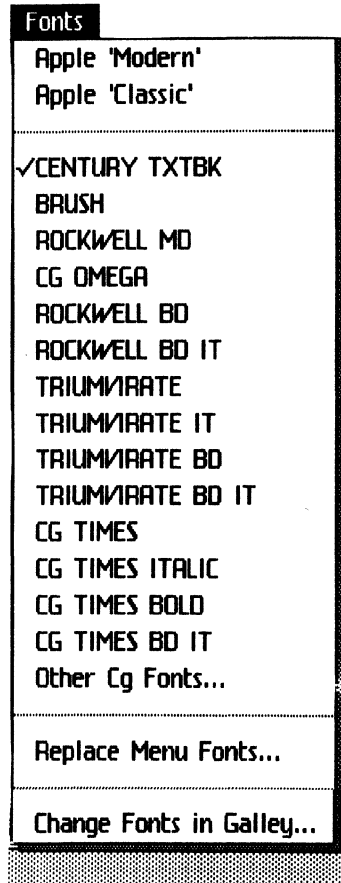
Other Cg Fonts . . . Allows you to view all of the fonts you have stored on the Disk and designate a font change to an insertion point or text that you have selected.

Replace Menu Fonts . . . Allows you to view a dialog box that contains all of the Cg Fonts loaded onto the Disk. It is used to designate the fourteen fonts that will appear on the Fonts menu.

Change Fonts in Galley . . . Allows you to view a dialog box that changes the typestyle of the text in the galley.

Other Cg Fonts

This dialog box shows all of the fonts that are loaded on the Disk. If you want to indicate a font not shown on the menu, select the font and OK.



Replace Menu Fonts . . .

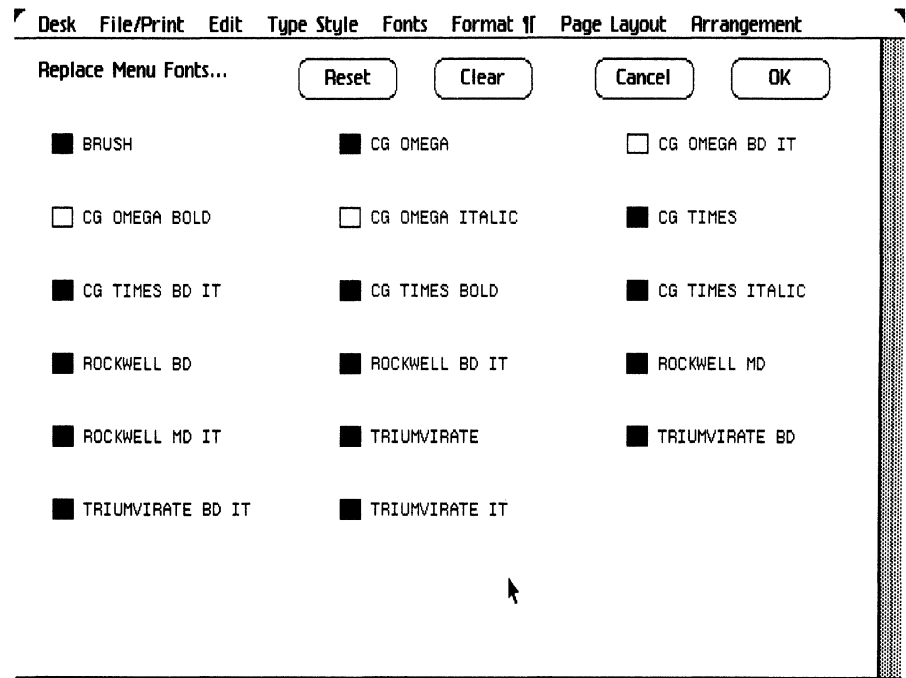
This dialog box shows all of the fonts that are loaded on the Disk. The fonts that are displayed on the Fonts menu are checked. Up to 14 fonts may be selected and displayed on the menu.

Reset Allows you to return the selections back to the setting that was displayed when the menu was opened. The dialog box remains on the screen.

Clear Allows you to remove the check marks in front of all of the fonts.

Cancel Removes any changes made since the box was brought to the screen. When selected, the dialog box will go away, and the menu will look as it did before the dialog box was chosen.

OK Invokes the most recent selections and removes the dialog box.



Change Fonts in Galley

This dialog box allows you to select text on the galley that is in an Apple typestyle and change it to a Cg Font. This allows you to change the font before it is merged into the Compose document.

Change From: Allows you to select the specific typestyle that is on the galley by designating the size and pitch of the text.

Change To: Allows you to designate the name of the font you want applied to your selection.

With point size of: Allows you to designate the size of type from 6 to 72 point.

Kerning: Allows you to designate the type of kerning that you want applied to your selection. You can choose *Text*, the standard kerning, and *Designer*, which will reduce more space between certain letter combinations.

Character Compensation: Allows you to designate the how tight you want to set the spacing between all characters in the text that you have selected. The spacing gets tighter as you move toward the right.

Clear Entry Removes the check marks that you have placed in the **Change To**:, **Kerning**:, and **Character Compensation**: items.

Change Fonts in Galley...

Change From: Apple MODERN Apple CLASSIC

8 pt, 20 pitch 10 pt, 12 pitch 12 point 18 point

8 pt, 15 pitch 12 pt, 10 pitch 14 point 24 point

Change To:

BRUSH ROCKWELL MD ROCKWELL MD IT ROCKWELL BD

ROCKWELL BD IT TRIUMVIRATE TRIUMVIRATE IT TRIUMVIRATE BD

TRIUMVIRATE BD IT CG TIMES CG TIMES ITALIC CG TIMES BOLD

CG TIMES BD IT CG OMEGA

With point size of:

Kerning: off text designer

Character Compensation: none book set ed set tight set

Cancel

Clear Entry

OK

Format ¶ Menu

Left, Center, Right, Justify Aligns highlighted titles or paragraphs of text with the sides of the compartment. Justify aligns both the left and right sides.

Set Vertical Justification Allows you to change the line spacing of selected text. Move the bottom arrow on the ruler to change the spacing. An equal amount of space will be applied to each line of text.

Clear Vertical Justification Removes Vertical Justification from selected text.

Clear Tab Stop Removes the tab stop identified by the black triangle.

Set Normal Tab Stop Sets left-flush tab identified by the black triangle.

Set Centered Tab Sets centered tab identified by the black triangle.

Set Right Flush Tab Sets right-flush tab identified by the black triangle.

Set Decimal ' . ' Tab Sets a tab stop that will align decimal points.

Set Comma ' , ' Tab Sets a tab stop that will align commas.

Set Tab Fill . . . Allows you to designate a character pattern, such as a period, that will be inserted between items in columns separated by tab stops.

Insert Word Break Places a hyphen that will break a word at the end of a text line. The insertion point you indicate must break the word at a logical place determined by basic hyphenation rules and how the line will look when it is justified. If the word you attempt to break is not logical, the insertion point will be ignored.

Delete Word Break Removes a word break that you have manually placed at the insertion point.

Format ¶	
√Left	⌘L
Center	⌘K
Right	⌘R
Justify	⌘J

√Set Vertical Justification	
Clear Vertical Justification	

Clear Tab Stop	⌘-
Set Normal Tab	⌘{
Set Centered Tab	⌘
Set Right Flush Tab	⌘}
Set Decimal ' . ' Tab	⌘:
Set Comma ' , ' Tab	⌘;
Set Tab Fill...	

Insert Word Break	⌘W
Delete Word Break	⌘Q
Show Word Breaks	

Make Space Block	
Compress Text...	



Show Word Breaks Alternately shows or hides manually inserted word breaks.

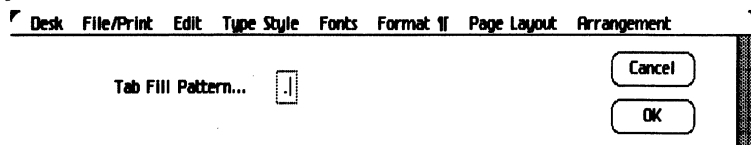
Make Space Block Allows you to insert space at the end of a paragraph.

Compress Text . . . Allows you to apply kerning or character compensation to selected text.

Set Tab Fill . . .

This dialog box allows you to indicate the type of character to insert.

Tab Fill Pattern... Allows you to indicate the type of character that can be inserted between tabs.



Compress Text . . .

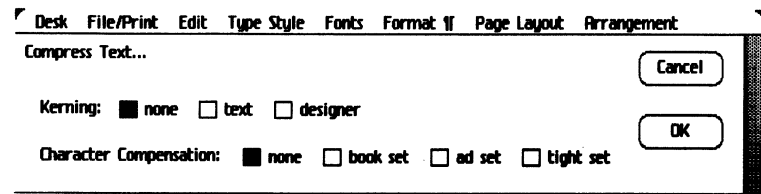
The items in this dialog box can be applied to text to improve the overall readability of the page. Generally speaking, you will want to reduce more space between letters as you increase the size of the font.

Text Kerning Allows you to reduce the white space between certain letter pairs. You will receive text kerning with every Cf font you purchase.

Designer Kerning Allows you to apply tight kerning to the selected text.

Designer kerning is an option that is purchased with your font. You will usually select it for fonts larger than 14 point.

Character Compensation Allows you to reduce the amount of white space on the page between all of the selected text. The amount of reduction increases as you move to the right from *book set* to *tight set*.



Page Layout Menu

Make a Compartment Allows you to draw a compartment on a page for text and/or figures.

Show Comp./Fig. Borders Alternately shows or hides compartment and figure borders on current page.

Break Compartment Links Allows you to break the association between the galleys and compartments.

Design Page . . . Allows you to design a new page after current page has been accepted from the Edit Menu.

Insert Page Number Inserts current page number at insertion mark.

Change Page Numbers . . . Allows you to change the starting page number and increment.

1.0 pt. Rule, 1.5 pt. Rule, etc. Indicates various rule weights available. These may be changed in Composition Defaults dialog box in the Dialog Box.

Rule - other . . . Allows you to specify other rule weights in half-point increments up to 128 point.

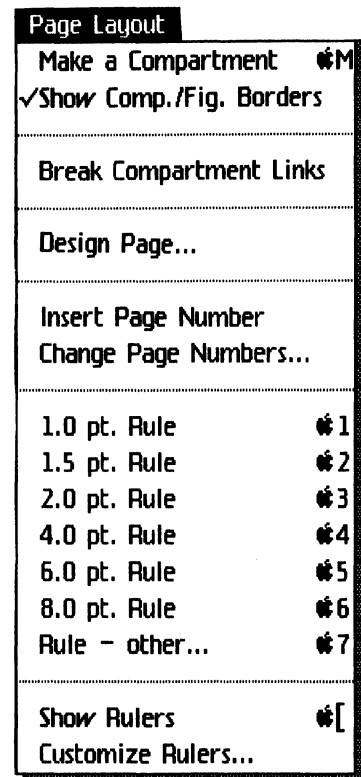
Show Rulers Alternately shows or hides page and margin rulers.

Customize Rulers . . . Changes the ruler format.

Design Page . . .

This dialog box allows you to design the next page of your document after you have selected Accept Page from the Edit menu. Boxes will appear only next to the selections that are possible to use. For example, if no page is copied to the clipboard, boxes will not appear next to the selection *as on clipboard*.

Style next page *like last page, like page before last, and as on clipboard* will copy all compartments, page numbers, and any object that was designated to *Repeat on all Pages*. *Free Style* will give you a blank page.



Style and fill next page This selection works like *Style next page*. In addition, text in a galley will flow into the compartments as designated on the Style page.

Style and fill all pages Any of these selections style and fill as many pages necessary for all text stored on a galley. *Alternating* gives you page styles of left and right (like this manual) if two pages have been designed differently.

Desk File/Print Edit Type Style Fonts Format If Page Layout Arrangement

DESIGN PAGE...

Style next page

- like last page - as on clipboard

- like page before last - free-style

Style and Fill next page

- like last page - as on clipboard

- like page before last

Style and Fill all pages

- like last page - as on clipboard

- alternating

Cancel

OK

Change Page Numbers . . .

From Page . . . Enter a range of pages to be changed.

Offset Selected Pages Enter a value in the *With a Starting Value of* box to offset (add this amount to) the selected pages by the designated value.

Renumber Selected Pages Designates the starting value for a page number in the document. Useful when a long report is split into many smaller Cg Compose 2 documents.

Desk File/Print Edit Type Style Fonts Format If Page Layout Arrangement

Change Page Numbers...

From Page To Page

Offset Selected Pages

Renumber Selected Pages

With a Starting Value of

Cancel

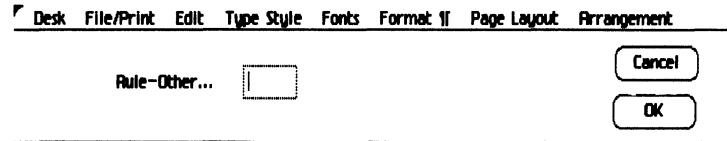
OK

Rule - other . . .

Rule's Point Size Designates a rule weight in half-point increments. The largest value you can enter is 128. The smallest is one-half.

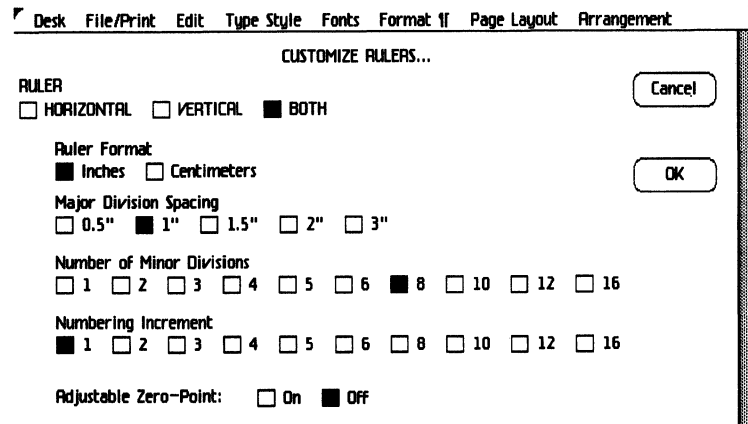
Examples: 20.0; 15.5; 70.5.

Once entered, you may access this rule weight by pressing and holding the Apple key and pressing the number 7 on the main keyboard. Then draw the rule.



Customize Rulers . . .

The Customize Rulers dialog box allows you change the increments on the rulers. Both Inches and Centimeters are available as a counting units. To help center figures and compartments, you may also choose the item allowing you to adjust the zero-point on the ruler. Then you click on the ruler to set the zero point.



Arrangement Menu

Bring to Front Brings selected object(s) in front of other objects.

Send to Back Sends selected object(s) behind other objects.

Group Objects Makes selected object(s) into one object, or sends selected object back to original objects.

Lock in Place Locks selected object(s) in place, or unlocks selected object(s).

Repeat on all Pages Repeats selected object(s), such as compartments and rules on all of the pages you create. Text within compartments will also repeat.

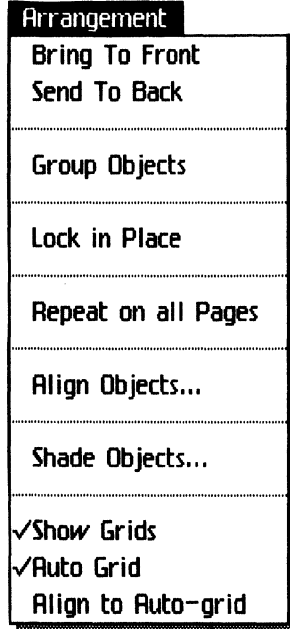
Align Objects . . . Aligns selected objects.

Shade Objects . . . Shades selected object(s).

Show Grids Displays current page with grid lines, or hides grid lines.

Auto Grid Displays the current page with magnetic grid lines, or turns off the auto grid.

Align to Auto Grid Aligns selected objects to the auto grid when the auto grid when it is selected.



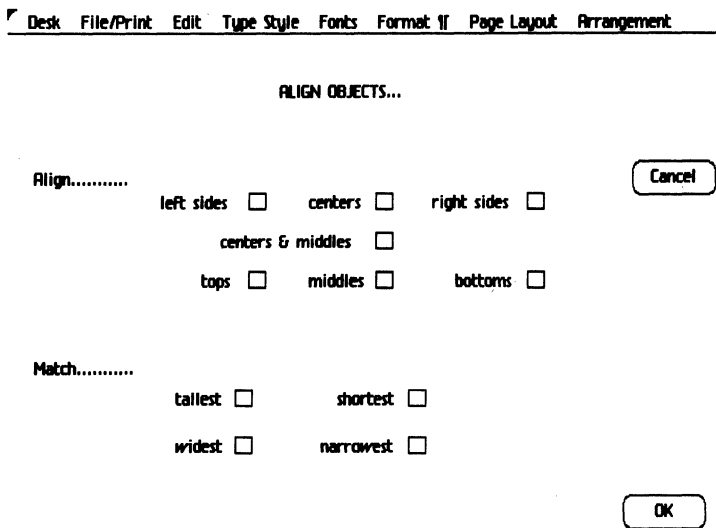
Align Objects . . .

Align Objects has two separate functions. You must select at least two objects (compartments, figures, rules, or page numbers) before this dialog box is displayed on the menu.

You can choose one item at a time. Then, you can redisplay this box to use another feature.

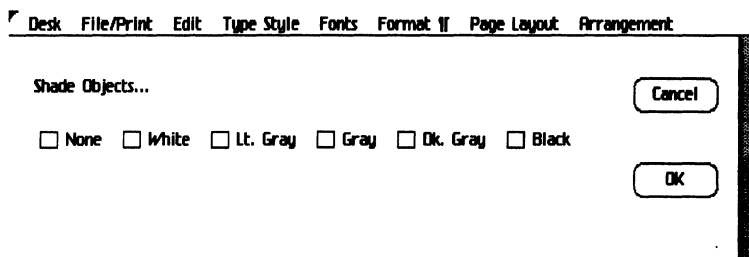
Align . . . This feature aligns selected objects as indicated by a click in the desired box.

Match . . . This feature will change the shape of selected objects to match the designated dimension.



Shade Objects . . .

This dialog box allows you to designate a shade for the selected compartment.



Chapter 4

System Setup

Contents

- 135 Introduction
- 135 System Set Up
- 136 Install Cg Compose 2 Tool
- 137 Install Cg Compose Software
- 138 Install Cg Device Driver Software
- 139 Device Preferences
- 141 Examples Folder
- 142 Repair the Disk
- 143 Diskettes

Introduction

Setting up your system involves three stages:

- Physically hooking up the terminal with the peripheral devices, such as the Disk and the printing devices.
- Installing the System software.
- Using the *Preferences*, which is a dialog box, that tells the system what devices are connected and the special settings.

This chapter tells you how to install the *tool* Cg Compose 2, the printing *device driver*, and the special Cg Compose 2 *operating* software.

Note: For each type of printing device there will be a specific driver you will install through the Preferences that allows printing on that device.

You will use the set up information:

- When you first set up your system.
- When you add or change a printer, typesetter, or EP 308.
- When you change the default printer.
- When you get a new Disk, or want to change the location of start up software.
- If your start up disk is damaged you need to *repair* the start up software.
- If a tool is damaged and you need to reinstall it.
- When you purchase new fonts you will need to install them in the Font Library and in the output device.

System Set Up

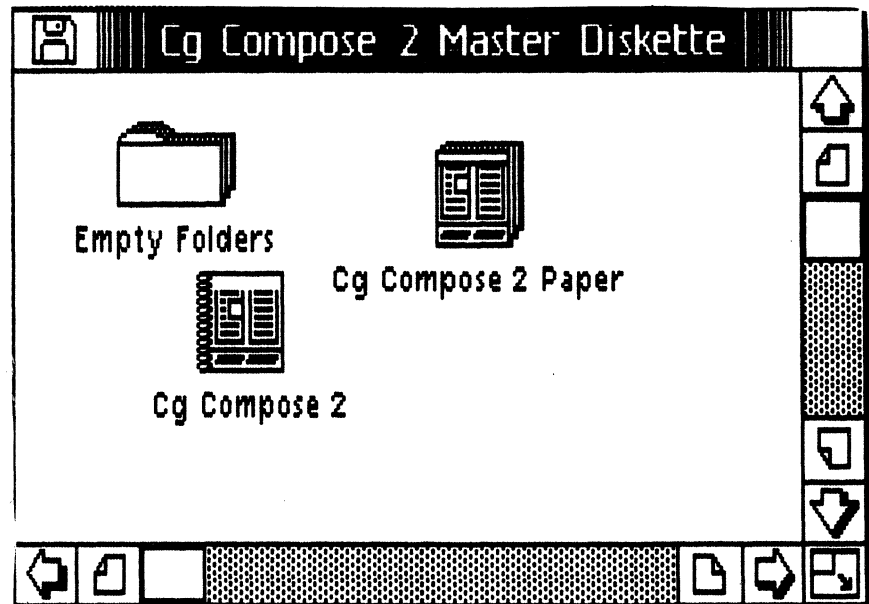
Information about aspects of system set up not covered in this chapter can be found in other chapters of this manual, and in other manuals that have been included with your Personal Composition System.

- ▶ *To install Compugraphic fonts*, you will use the instructions in Chapter 5.
- ▶ *To connect the EP 308*, see Chapter 6 of this manual.
- ▶ *To connect the Cg 8400 typesetter*, you will look at the reference manual and Chapter 7 of this manual.
- ▶ *To connect the Cg 8600 typesetter*, you will look at the reference manual and Chapter 8 of this manual.
- ▶ *To connect the ImageWriter, modem or hard disk* to the Personal Composition System, you will look at the *Office System Manual, Chapter 6*.
- ▶ *To install Compugraphic operating software* continue with Chapter 4.

Install the Compose 2 Tool

The following steps outline the procedure to install the Cg Compose 2 tool on the Disk:

- 1 If the Office Systems software and tools have not been installed, follow the procedures outline in the *Office System, Manual Chapter 6*.
- 2 The Lisa should be powered up with the normal operating program.
- 3 Insert the diskette labeled *Cg Compose 2 Master Tool* into the disk drive.
- 4 Highlight the diskette icon, and open it through the File/Print menu.
 - ▶ Hold down the **shift** key and highlight both icons in the window.
- 5 Select **Duplicate** from the File/Print menu.
- 6 Move the flashing icons to the Disk.
- 7 Click **OK**.
- 8 Once the duplication is complete, choose **Eject Diskette** from the Housekeeping menu.

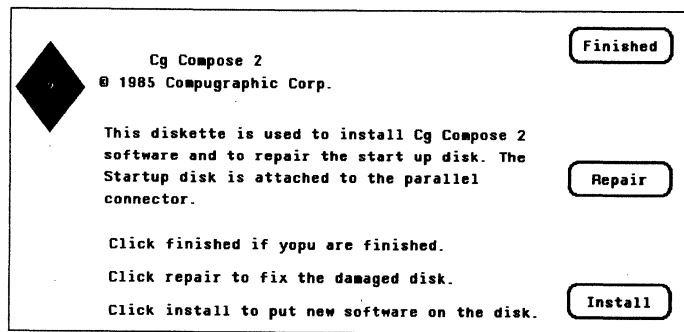


Install Cg Compose 2

- 1 Turn the Lisa off, but leave the Disk on. When the Lisa power has gone off, insert the *Cg Compose 2 Diskette 1* in the micro drive. Turn the power on.
- 2 When the first click occurs and the memory icons appear on the screen, hold down the **Apple** key and press the number **2** on the main keyboard. This causes the Lisa to load from drive 2 (the micro drive; an internal hard disk is drive 1).

Note: If you miss the click, the system will load from the Disk. Let the load complete, and when the message appears that the micro diskette is damaged, click Cancel to eject the diskette. Go back to step 1.

- 3 The message **Cg Compose 2** will appear in a dialog box.
- 4 Click **Install**; this will start the installation of the Cg Compose 2 software.



- 5 If you are asked on which disk you would like to install this software, you should install the Cg Compose 2 software on the Disk where you have installed Office Systems software. For more about this, see *Chapter 6*, in the *Lisa Office Systems Manual*.
- 6 When the message appears asking if you wish to erase the disk the software is being installed on, click **Don't Erase**. If you click Erase, all documents and tools stored on the Disk will be gone.
- 7 When the System is finished with the Cg Compose 2 Diskette 1, it will be ejected. A message will be given to insert *Cg Compose 2 Diskette 2*. Remove diskette 1 and insert diskette 2. The Lisa will continue installing the software.
- 8 Next, the Lisa will eject the Cg Compose 2 Diskette 2, and ask you to insert *Cg Compose 2 Diskette 3*.
- 9 Finally, the Lisa will ask you to insert the *Cg Compose 2 Diskette 4*. There is no Diskette 4 with this version of software, click **Done**.
- 10 Follow the screen instructions. Insert *Cg Compose 2 Diskette 1* into the drive.

Install Cg Device Driver Software

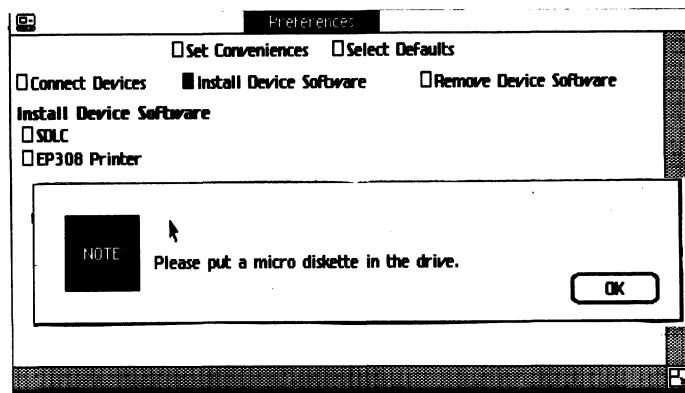
- 11 The message **Cg Compose 2 software has been installed** will appear. Click **OK**.
- 12 Click **Finished** on the next dialog box.
- 13 Click **Start Up** in the next box. This will return the Lisa to normal operations. (If the *Environment Window* appears, place a check by **Office Systems** and choose **Start**.) When completed, open the Preferences and install the *Device Driver Software*. Store the Cg Compose 2 diskettes in a safe place.

To output documents created with Cg Compose 2 software on a typesetter or EP 308 you must install special software through the Preferences window. This software is called device *driver* and there is a unique set for each output device. To see if the software has been installed, open your Preferences and examine the Connect Devices dialog box.

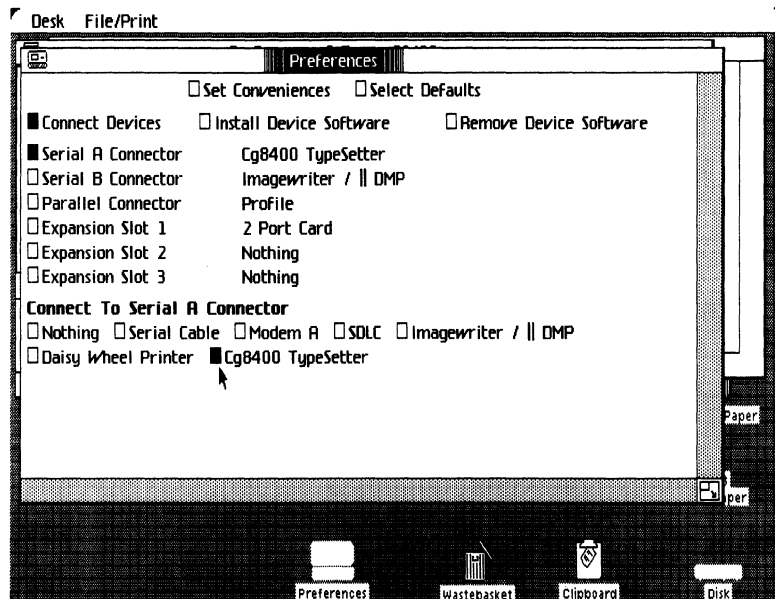
If the devices you have connected are listed at the proper *ports*, the software has been installed. The connection ports are *Parallel*, *Serial A*, *Serial B* and 3 upper and lower *Expansion Slots*. If your devices do not appear, then you must install the device driver software.

Follow the steps listed below to check your software and install it if necessary.

- 1 Place the pointer on **Preferences** and click the mouse button.
- 2 Choose **Open** from the File/Print menu.
- 3 Click on **Connect Devices**.
- 4 Click on **Serial A Connector**.
- 5 The EP 308, 8400, and 8600 Typesetter can only be connected at the Serial A Connector. If your device is not listed, click on **Install Device Software**.
- 6 You will receive a *note box* requesting that you insert the device driver diskette. Place the micro diskette into the disk drive.



- 7 Click on **Install Device Software** after the disk has been inserted.
- 8 Click on ,the bottom choice, which should be the name of the device software you intend to load. The Preferences will first copy the *SDLC* software and then the device software you are loading.
- 9 After the software is installed, check the *Connect Devices* to make sure the software is loaded.
- 10 Eject the diskette by clicking on Desktop and choosing **Eject Diskette** from the Housekeeping menu.



Device Preferences

This section contains a summary of the information on setting preferences for the **ImageWriter (Dot Matrix), 8400 and 8600 Typesetter**, and the **EP 308**. For more specific information about a particular device turn to the appropriate chapter in this manual.

On the Desktop there is an icon called *Preferences*. This icon contains information that you can use to customize the system to make it suit your needs.

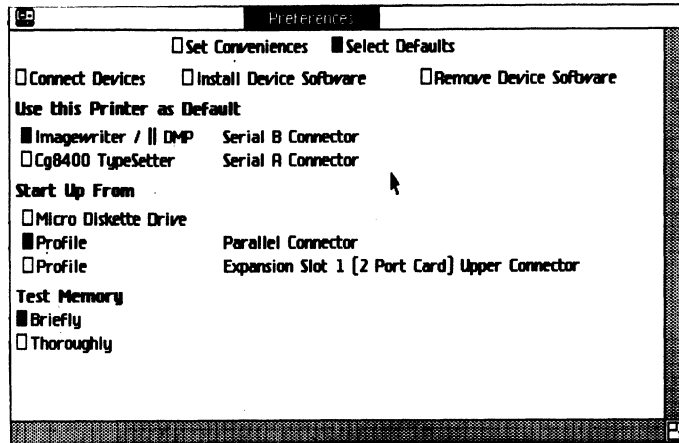
One of these Preferences is called *Connect Devices*. This dialog box will identify to the Personal Composition System the kind of printer attached to each port.

To add an output device:

- ▶ The device must be connected to the Lisa.
- ▶ The *driver* software that identifies and communicates with the device must be installed. See *Install Device Driver Software* above.

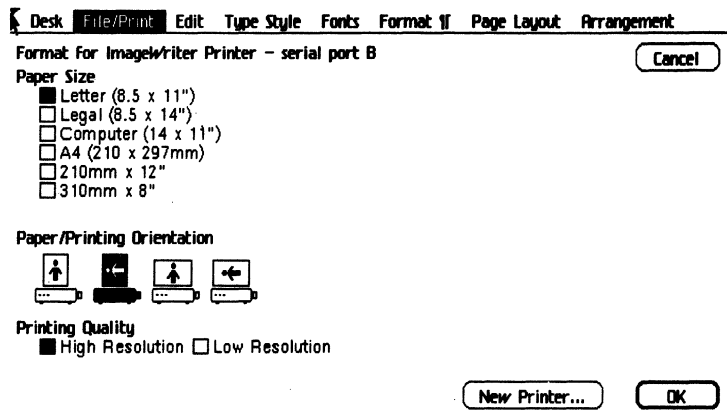
To set a default printer:

- ▶ Click on **Select Defaults**.
- ▶ Place a check by the printing device you would most often select. This printer will be your automatic printer of choice.



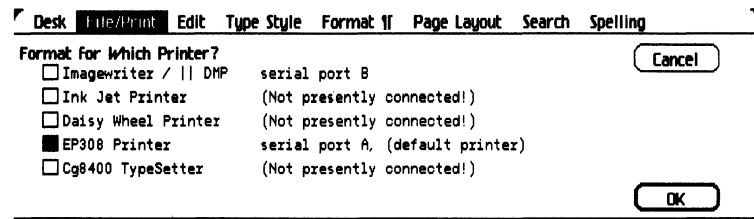
To change printers:

- ▶ You may change the default printer by following the instructions listed above.
- ▶ If you want to indicate a printer that is already connected, but other than the one listed as the default:
- ▶ Choose **Format for Printer** as you are working on a document.
- ▶ Click on **New Printer**.



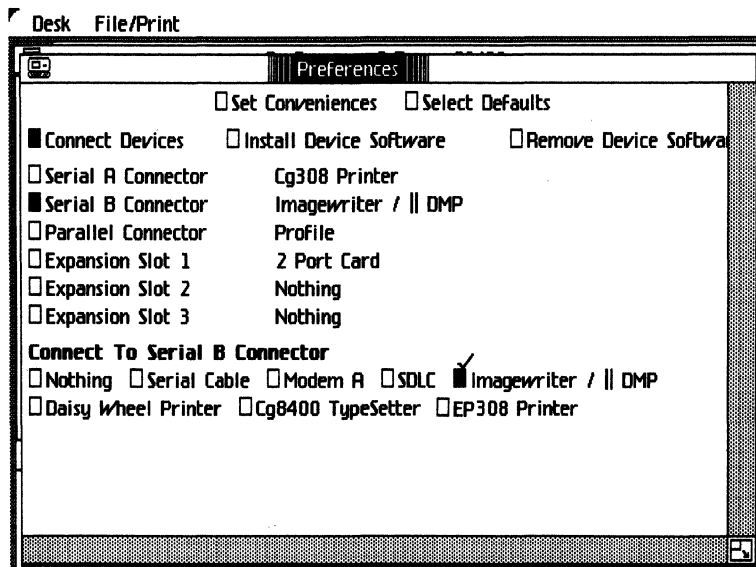
► Click on the desired printer.

► Click **OK**.



To connect a new printer:.

- Make the physical connection by removing the plug of an existing printer and plugging in the new one.
- Go to the **Connect Devices** dialog box in the Preferences and check on the port where the new device is connected.
- On the list of devices you should see the new device you are connecting. If the device is displayed, click in the box next to it. The new device should appear next to the port where it is connected.
- If the device is not listed, install the *Device Driver* software. (See above)

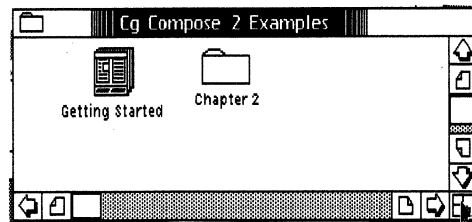


Examples Folder

You should have an *Examples Folder* for each of the tools on your disk. The

folder contains the stationery pads you will use to learn the System.

- 1 The Cg Compose 2 *Examples Folder Diskette* is on a separate micro diskette. It is installed like each of the tools.
 - ▶ Place the micro diskette in the disk drive.
 - ▶ Open the diskette.
- 2 Select the **Examples Folder**.
- 3 Choose **Duplicate** from the File/Print menu.
- 4 Move the blinking icon to the Disk window.
- 5 When completed, choose **Eject Diskette** from the Housekeeping menu. Put the diskette in a safe place.
- 6 When you have finished using the **Examples Folder** on your Disk, throw it away to make space.



Repair the Disk

It may be necessary to *Repair the Disk* after an unexpected system termination or to free some blocks on the Disk to make more room to work. You should have a minimum of 1,000 free blocks on the Disk to work on Compose documents. The procedure for this operation is described below following a brief explanation of the circumstances that call for a *Disk Repair*.

- In cases where the system is interrupted because of a power failure, the Personal Composition System will request that you check the startup disk by repairing it. This could be because of a power shut off to the System, or as a result of your pushing the **reset button** because the System has ceased to respond, or “locked up.”
- The Cg Compose 2 document is very large and takes up more *blocks* than any other tool. To compress the data on the disk and prevent the system from failing in the future, it is a good idea to repair the disk periodically. The process takes only a few minutes and will increase the overall speed of the System.

Diskettes

- 1 The Lisa should be turned off. The Disk should be turned on and the red light constant (not blinking). Put the **Office System 1 Diskette** into the micro disk drive. You can also use Cg Compose 2, Diskette 1, to repair.
 - ▶ Press the **On** button in front of the terminal.
 - ▶ When you hear a click, press and hold the **Apple** key and the number **2** on the main keyboard (not the 2 on the numeric keypad).
- 2 Place a check next to the following items that the screen will display as the System goes through the repair process:
 - ▶ **Repair**
 - ▶ **OK** (Identifies the Disk)
 - ▶ **OK** (The disk has been repaired)
 - ▶ **Don't Install**
 - ▶ **Finished**
 - ▶ **Start Up**—You can resume normal operations.

Note: If you choose to install the Compose 2 Software (Diskettes 1, 2, and 3), you must also install the Write & Set, and Device Driver Software.

To save space on the Disk and speed up the response time of your Personal Composition System, you will want to store documents and custom stationery pads on micro diskettes.

- 1 After you have completed a document or before you turn off the System at night, move the document onto a micro diskette. Label the Diskette. File similar documents on the same diskette.
- 2 When you need to work on a particular document that is on a diskette, move it onto the Disk, then work on the document. If you want to save the original, duplicate the document and move the flashing duplicate on to the Disk. You must have a considerable amount of blocks free work on a document while it is on micro diskette. To view the number of blocks, look at the **Attributes** on the File Print menu when you are addressed to the diskette.
- 3 Store your source documents on micro diskettes. Cg Compose documents can consume large blocks of memory space. Major editing in Compose can be slower than it is in other tools. It will be more efficient to make your changes on the source documents. If you need to recompose a document, you can merge your edited source document into a new Cg Compose 2 document.

Chapter 5

Font Librarian

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- 147** Introduction
- 147** Environments Window
- 148** Font Librarian
- 149** Font Librarian Menu Items
- 150** Cg Fonts Library
- 152** Representative Fonts Library
- 153** Diskette Masters
- 154** Installing Fonts
- 156** Changing the Font Library

Introduction

This chapter covers the information you will need to install, change, and delete *fonts* from your Personal Composition System. A font is a set of characters within a single typeface. By using different fonts in your documents you can communicate with greater precision and control. You can create documents that will be easier to understand and will be remembered longer. You can use font changes to direct emphasis and mood changes in your written documents.

You can have typefaces other than the Apple *Classic* and *Modern*, that ordinarily come with office products, by purchasing fonts from Compugraphic and installing them on the System. You can choose, from a library of hundreds of typefaces, the fonts that will communicate effectively for your organization.

The fonts you purchase will come in two parts. One part, called a **master**, is *font width information* that you install from a micro diskette in your System *front end*. This information is used to position each character on the page. The second part is the actual character shapes, which come on a floppy disk (8 inch for the 8400 and 5 ¼ inch for the EP 308 and 8600.) This part is installed in the output device. When you print a document, the characters that are placed on the printed page are created from the information stored in the output device.

This chapter will explain the procedures for installing *font width* information in the system front end. For information about installing fonts in output devices, turn to:

- ▶ **Chapter 6** for the EP 308
- ▶ **Chapter 7** for the 8400
- ▶ **Chapter 8** for the 8600

Font width information is installed on the System Disk (from micro diskette) using the *Font Librarian*. Once you have installed the font width information with the Font Librarian, they will be accessible through the **Fonts** menu in Cg Compose 2 documents. You will not need to use the Font Librarian again unless you wish to add new fonts to your System.

Environments Window

You can access the Font Librarian through the *Environments Window*. The Environments Window is a dialog box where you may choose to work with the *Office System*, which is the normal operating program for creating documents; or with the Font Librarian, which is used for managing fonts. This is a special feature that is now available in Cg Compose 2. Follow the steps below to bring up the Environments Window, so you may store new fonts on the System.

- ▶ The Personal Composition System should be turned on. If you have documents open on the desktop, the System will put them away automatically when it brings up the Environments Window. When you leave the Environments Window, your screen will return to the previous display.

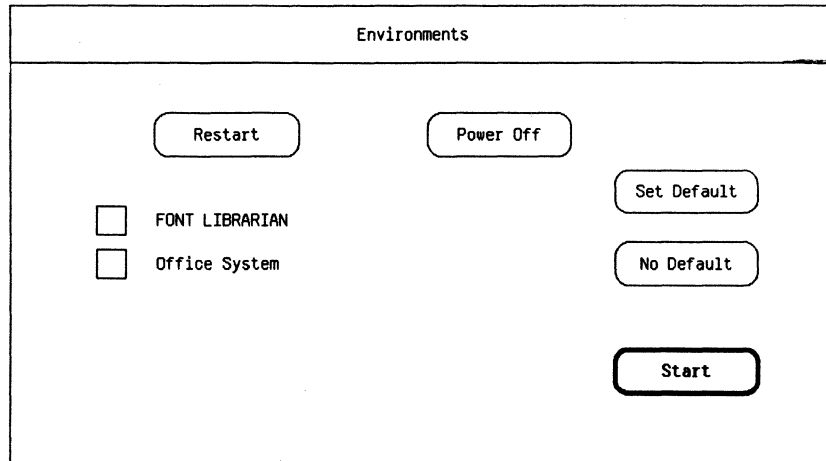
- ▶ Press and hold down the **Apple** key.
- ▶ Press the lighted **On/Off** button.

If this is your first time in the Environments Window dialog box, set the Office System as the *default* so the Personal Composition System will always go to Office System when it is started up.

- ▶ Choose **Office System**.
- ▶ Choose **Set Default**.
- ▶ Choose **OK**.

To enter the Font Librarian from the Environments Window:

- ▶ Choose **Font Librarian**.
- ▶ Choose **Start**.

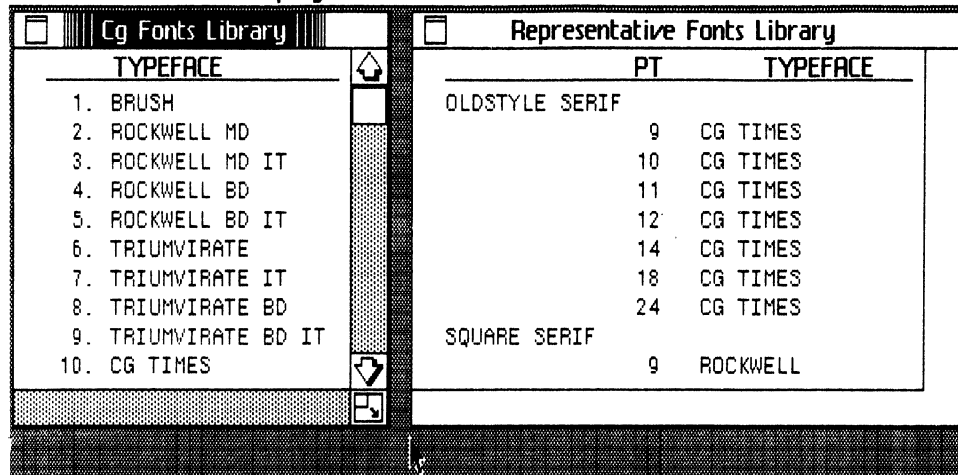


Caution

Carefully read **all of the information** about the Font Librarian before adding, moving, or deleting any fonts.

Font Librarian

The *Font Librarian* is used to manage Compugraphic font width information. Installing Cg Compose 2 software places the Font Librarian in the Environments Window. The Font Librarian is comprised of two libraries. One is called the *Cg Fonts Library*. It contains the name and width information for each font. The other library is called the *Representative Fonts Library*. It contains information about the displayed character shapes on the *screen*.



Font Librarian Menu Items File/Print Menu

Install Master can be selected only when the Master Diskette is inserted into the disk drive. Fonts on the master diskette will overwrite any existing fonts in the library that match, or have the same face number. New fonts will be added to the library.

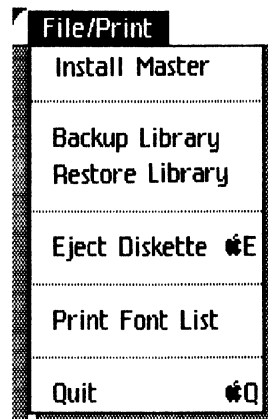
Backup Library creates a copy of the current library in the correct order. If changes are made in the Library, make sure you create a backup before leaving the Font Librarian. You should back it up immediately after you make changes.

Restore Library returns the library to a previous order. It is used so that documents made under an earlier library can be displayed.

Eject Diskette allows you to eject the micro diskette from the disk drive.

Print Font List allows you to print out a selected window, on a dot matrix printer.

Quit allows you to eject the current diskette in the drive and return to the Environments Window.

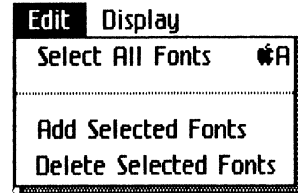


Edit Menu

Select All Fonts allows you to select all of the fonts in the highlighted window.

Add Selected Fonts allows you to add selected fonts from the back up or master diskette in the disk drive.

Delete Selected Fonts allows you to delete fonts that you have selected from your library. This menu item should be used with extreme caution.



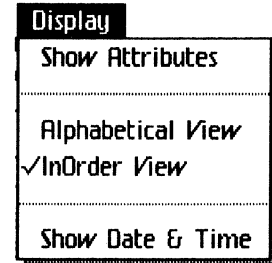
Display Menu

Show Attributes . . . displays information about the selected item. It allows you to see the number of blocks used, and the last modification date and time.

Alphabetical View allows you to display library fonts in alphabetical order.

InOrder View allows you to display library fonts in the order that they are stored on the Disk.

Show Date and Time allows you to view the current time and date. This item may be useful for labelling backup diskettes.



Cg Fonts Library

This library contains the character width information that controls the relative positioning each character on a page. The width information includes character compensation, proportional spacing, kerning, and the space needed for multiple sizes. Although you never see this information, it is recorded as a part of each document produced. You can view this information about each font, by making the library window larger.

- ▶ Place the pointer on the *size control box* of the window.
- ▶ Press and hold down the mouse button.
- ▶ Stretch the window to the right, then release the mouse button.

The larger window will show the following columns:

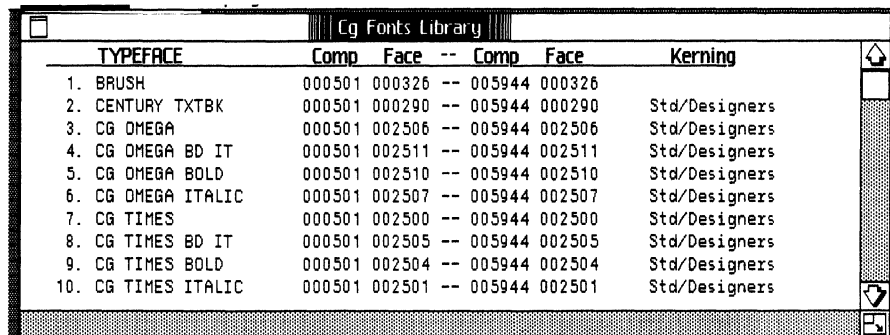
Typeface is the name of the font.

Comp is the complement purchased with the font.

Face is the part number of the font.

Comp is the alternate complement purchased with the font.

Kerning is the type of kerning (Text and Designer) available with the font.



	TYPEFACE	Comp	Face	--	Comp	Face	Kerning
1.	BRUSH	000501	000326	--	005944	000326	
2.	CENTURY TXTBK	000501	000290	--	005944	000290	Std/Designers
3.	CG OMEGA	000501	002506	--	005944	002506	Std/Designers
4.	CG OMEGA BD IT	000501	002511	--	005944	002511	Std/Designers
5.	CG OMEGA BOLD	000501	002510	--	005944	002510	Std/Designers
6.	CG OMEGA ITALIC	000501	002507	--	005944	002507	Std/Designers
7.	CG TIMES	000501	002500	--	005944	002500	Std/Designers
8.	CG TIMES BD IT	000501	002505	--	005944	002505	Std/Designers
9.	CG TIMES BOLD	000501	002504	--	005944	002504	Std/Designers
10.	CG TIMES ITALIC	000501	002501	--	005944	002501	Std/Designers

Note: The information on each font in this window should match the numbers on the printout that was shipped with your font.

The Cg Font Library can display fonts in alphabetical order and in the actual order that they are listed in the library.

Important:

The ordered list of the library becomes a part of every Cg Compose 2 document that is created.

- If the document is reopened at a later time, the list is compared against the current list of fonts in the library. If the lists match exactly (they have the same fonts listed in the same order) your document will open immediately for further composition work.
- If new fonts have been added to the end of the list, but the order of the list is unchanged, the document will be opened with no further problem.
- If the same fonts are found in the list, but in a different order (because the positions of the fonts have changed), you will experience a delay in opening the document. The System will have to *remap* the fonts before it can display the document. You will receive a warning box asking if you want to restore your library, or remap the font list. If the document is short choose to remap. The process will only take a few seconds. But if the document is long or complex, restore your library by going to the Font Librarian and inserting your back up disk.

Add Selected Font

Representative Fonts Library

Note: Before leaving the Font Librarian, you should create a backup if you have changed the font order. You will use the backup to restore the library before opening a document created under the former library.

- To open a document that uses a font no longer in the library, you *must* restore the font library before the document can be opened.

Note: Instructions for backing up and restoring fonts are included later in this chapter.

If you need to update a font that is in the library, choose to **Add Selected Font**, which will replace, or overwrite, the original font. If you *delete* the original and add the new font, the list will be changed and remapping will be necessary to open all documents made under the original library. The menu item **Delete Selected Fonts** must be used with care because it will change the order of fonts in the Cg Library. If you have to change the library order, you should backup the original, so you can restore the library before displaying documents created prior to the change.

You may install up to 100 fonts in the Cg Fonts Library. This will take up approximately 370 blocks of Disk space.

The document characters which you see displayed in your document on the desktop must *be bit mapped* so they can appear on the screen. The information to create these characters resides in the *Representative Fonts library* and requires a great deal of storage space. To keep the amount of storage space to a minimum, several groups of *representative fonts* have been developed for screen display to simulate the *true* fonts that will output on the printed page.

If you decide to change a representative font in your library, you may purchase it from Compugraphic and add it or use it as a replacement. Representative Fonts are installed using the same procedure as installing Cg Fonts.

The following categories of typefaces are displayed in your Representative Fonts Library Window:

- 1 Modern
- 2 Oldstyle Serif
- 3 Square Serif
- 4 Modern Sans Serif
- 5 Modified Sans Serif
- 6 Connecting Script
- 7 Non-Connecting Script
- 8 Novelty
- 9 Specialty
- 10 Reserved

The Representative Font Library will hold up to ten point sizes in each category. It can be used to store custom characters such as logos, trademarks, and other symbols used in your documents. This library requires approximately 380 blocks of Disk space. Shown below is an example of the Representative Fonts Library for the categories of Oldstyle Serif and Square Serif. Each category contains seven of the ten point sizes of the available 10.

Representative Fonts Library	
PT	TYPE
OLDSTYLE SERIF (Screen Res)	
9	CG TIMES
10	CG TIMES
11	CG TIMES
12	CG TIMES
14	CG TIMES
18	CG TIMES
24	CG TIMES
SQUARE SERIF (Screen Res)	
9	ROCKWELL
10	ROCKWELL
11	ROCKWELL
12	ROCKWELL
14	ROCKWELL
18	ROCKWELL
24	ROCKWELL

Diskette Masters

Master Diskettes, supplied by Compugraphic Type Division, contain the fonts you order. Before you open your package of new fonts, you should carefully examine the list of fonts to make sure you receive the fonts you ordered.

You will now install the fonts from the Master Diskette to the Cg Library following the instructions listed on the next page. You can not make a backup of the Master Diskette, but after installing the fonts you should initialize a blank diskette, and back up your libraries. In most cases it will be possible to back up both the Cg Fonts and Representative Fonts Library on the same micro diskette.

Once the fonts are installed, the original Master Diskettes should be stored in a safe place. Because fonts can be added from backups, and font libraries can be restored from backups, it is unlikely you will need the Master Diskettes again.

The original libraries shipped with the product can be found on Cg Compose 2 - diskette 3. In the event of problems, these libraries can be used as backup diskettes, but it is not recommended that they be used in this manner.

Cg Fonts Master	
TYPEFACE	
HELIOS THIN II	
TRIUMVIRATE BLK	
HELIOS SEBD OUTLIN	
ROCKWELL MD	
ROCKWELL BD	
TRIUMVIRATE BD	

Installing Fonts

Follow the steps listed below to proceed from Office System to the Environments Window, then to the Font Librarian where you will install fonts in the Cg Fonts Library.

Caution

Carefully read **all of the information** about the Font Librarian before adding, moving, or deleting any fonts.

► The Personal Composition System should be turned on with Office System Software on the screen.

1 To get into the Environments Window

► Press and hold down the **Apple** key.

► Press the lighted **On/Off** button

2 To get into the Font Librarian

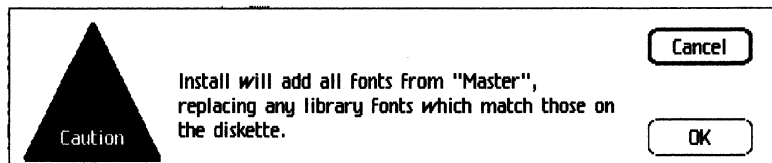
► Click on **Font Librarian**.

► Click on **Start**

Note: If the Font Librarian does not appear, click on Power Off. You must first install Cg Compose 2 (Diskettes 1, 2, and 3) as described in Chapter 4: System Set up.

3 Insert the Master Diskette that contains your fonts into the disk drive.

4 Choose **Install** from the File/Print menu. This will add all new fonts to the end of your library without asking for confirmation of each font. It will overwrite any existing duplicate fonts in the same order.



5 Choose **OK**

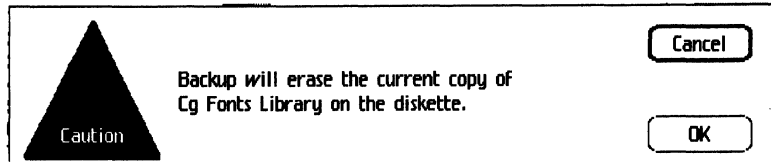
6 Choose **Eject Diskette** from the File/Print menu. Store your Master Diskette in a safe place.

7 Before leaving the Font Librarian, make sure you have a backup of your Cg Fonts Library.

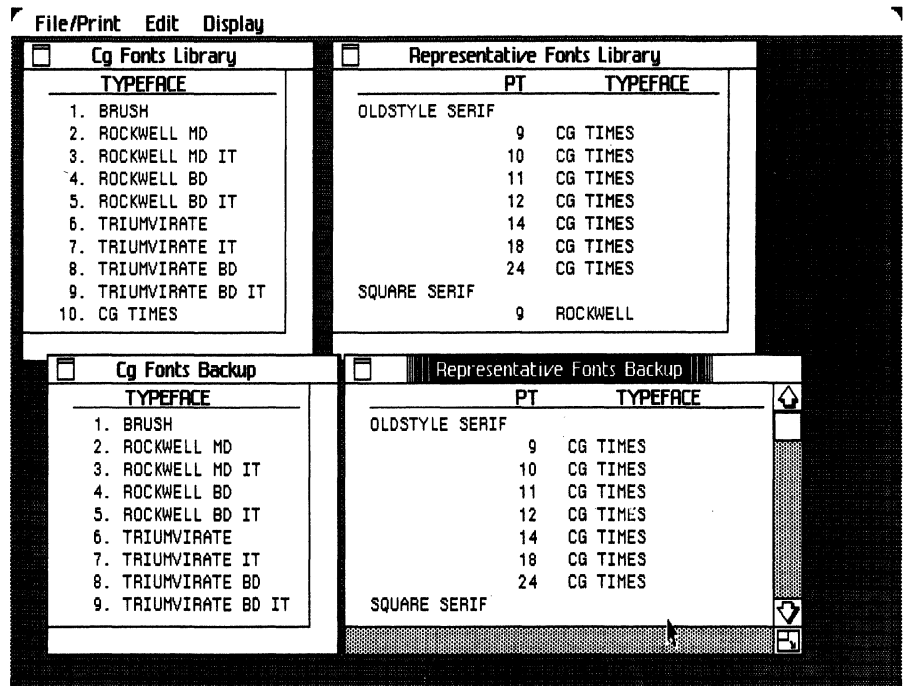
► Place a blank diskette in the disk drive.

► The diskette will be *initialized*. This will erase and format the diskette so that it can be used to store the library.

- ▶ Click on your Cg Fonts Library window.
- ▶ Choose **Backup Library** from the File/Print menu. This message will only appear when a used disk, or backup library is inserted.
- ▶ Choose **OK**



- 8 To backup your Representative Fonts Library
 - ▶ Point to the Representative Library and click the mouse button.
 - ▶ Choose **Backup Library** from the File/Print menu.
 - ▶ Choose **OK**.
- 9 To eject the diskette and exit the Font Librarian, choose **Quit** from the File/Print menu.



Changing the Font Library

As a rule you should not need to make any changes to your library, except to install new fonts, or to replace existing fonts because you have added *Designer Kerning* or custom characters. If you have purchased more than 100 fonts, you may have separate library versions you will use by restoring the fonts in your library to different versions. These procedures are all basically the same. Follow the steps listed below to make changes in your library.

Caution

Carefully read **all of the information** about the Font Librarian before adding, moving, or deleting any fonts.

▶ The Personal Composition System should be turned on with Office System Software on the screen.

1 To get into the Environments Window

▶ Press and hold down the **Apple** key.

▶ Press the lighted **On/Off** button

2 To get into the Font Librarian

▶ Click **Font Librarian**.

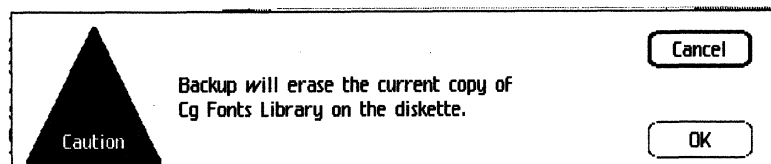
▶ Click **Start**

3 If you do not have a backup of your current library make one before you change it. You may need the backup for opening documents that you made under this library.

▶ Place a diskette in the disk drive.

▶ Choose to have the diskette *initialized*. This will erase and format the diskette so that it can be used to store the library.

▶ Choose **Backup Library** from the File/Print menu.

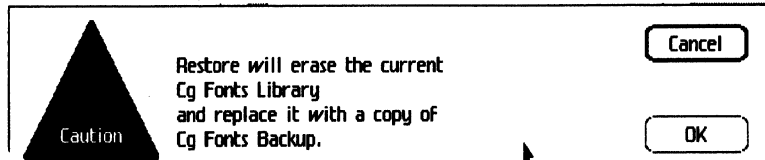


▶ Choose **OK**

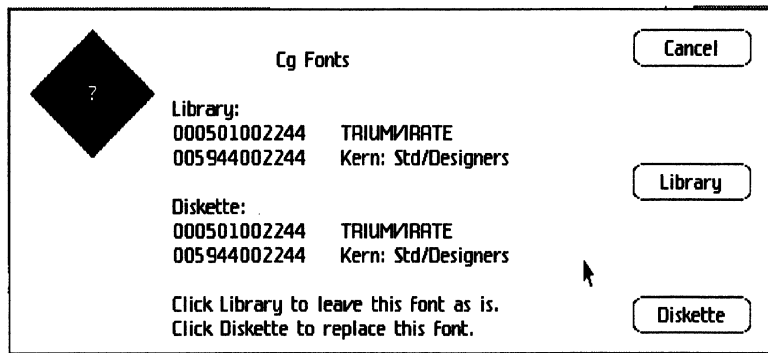
4 Insert the diskette containing the fonts you wish to change.

5 Choose the menu item that allows you to perform your desired task.

■ Choose **Restore library** from the File/Print menu to return the entire library to a previous order.

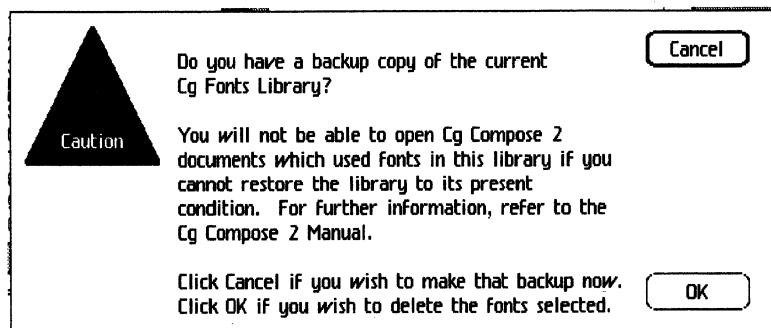


- Choose **Install Master** to overwrite old fonts with new characteristics and to add new fonts to the bottom of the list. This choice will not change the order of the library.
- Select any individual fonts from the diskette. You may use the **Apple** and **Shift** keys to select more than one font. Choose **Add Selected Fonts** from the Edit menu to place fonts at the bottom of the font library.



Note: After you make a change to the Cg Font Library you should backup the library so you can restore it if necessary.

- 6 Choose **Eject Diskette** from the File/Print menu.
- 7 If you are finished with the Font Librarian, choose **Quit** from the File/Print menu which will eject the diskette and return the Environments Window.
- 8 Click on **Office System** and **Start** to return to your work.



Chapter 6

Compugraphic EP 308

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Introduction

This chapter will tell you everything you need to know about setting up, operating, and maintaining your Compugraphic Electronic Printer 308 (EP 308).

Your EP 308 is used to print a variety of documents created on the Personal Composition System. The EP 308 document may contain both text and graphics, and can be printed on paper or transparency material. The EP 308 reproduces all fonts displayed on the screen including foreign language characters and special characters. You can underline, italicize, or bold any font using a variety of sizes and linespacing.

The EP 308 prints documents in High Resolution, Portrait, or Landscape mode. You may use automatic paper feed with 11 or 14 inch paper; special paper sizes require manual paper feed. When printing a multiple page document, the EP 308 can collate the document.

In this chapter you'll learn about:

- Hardware components
- Software components
- Setting up the system
- Operating the system
- Maintaining the EP 308

Before you begin working with the EP 308, you should be familiar with basic Personal Composition System operating procedures. If you have questions about using Cg Compose 2, refer to chapters 1 through 5 of this manual.

Hardware Components

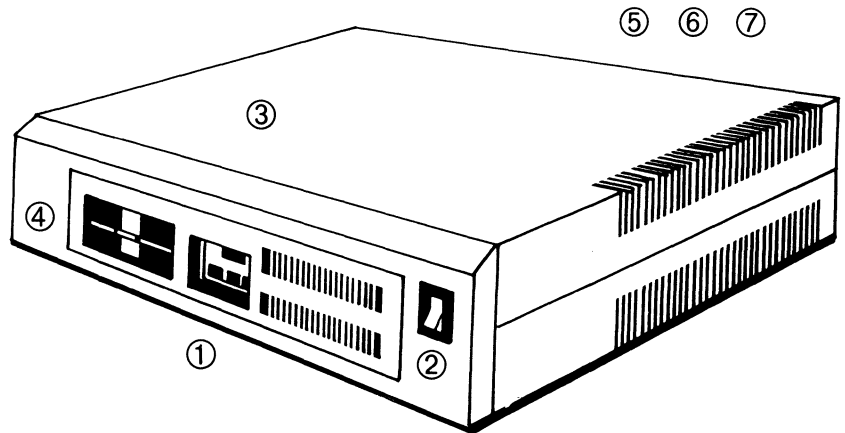
ICS

The Image Control System (ICS) is a controller that connects the Personal Composition System terminal and the EP 308. The ICS creates images for printing on the EP 308.

You may connect one or two terminals to the ICS. The system accepts a document from either terminal. When each document finishes printing, the ICS will check each terminal for new documents waiting to be printed.

The ICS consists of the following components:

- 1 **Front control panel** has three blue buttons. These buttons are used for loading programs into memory, displaying internal information (pause, copy counter, etc.), and installing the system.
- 2 **On/Off Switch** supplies power for both the ICS and the EP 308.
- 3 **Internal hard disk** is used to store fonts, programs, and page images for output of multiple copy documents.
- 4 **Floppy disk drive** is used to transfer programs and fonts from floppy disks to the hard disk. You also load the special Utility Program from the floppy disk drive.
- 5 **Two input ports** can connect two terminals.
- 6 **An output port** connects the EP 308 to the controller.
- 7 **A power plug** is located on the back of the controller. The EP 308 power cord is connected to this plug. The printer power is controlled by the On/Off switch on the front on the ICS.



Hardware Components

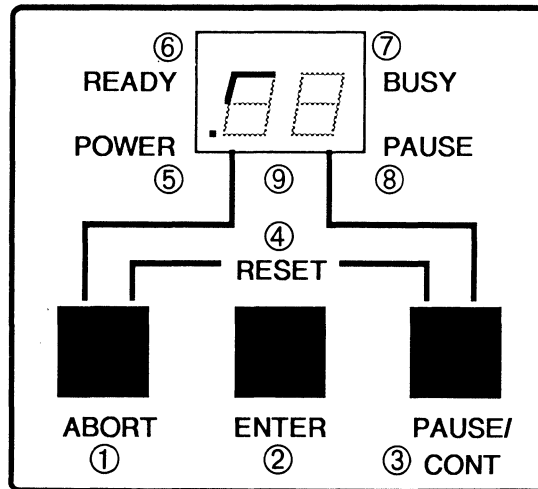
ICS Front Control Panel

On the front of the ICS is a control panel with the following buttons:

- 1 **ABORT** when followed by **ENTER** will stop the current document.
- 2 **ENTER** is used to display information on the control panel.
- 3 **PAUSE/CONT** is used to enter and exit pause mode alternately.
- 4 **RESET** occurs when **ABORT** and **PAUSE/CONT** are pressed at the same time. The ICS will read a program from the floppy disk drive or the internal hard disk. **RESET** should not be pressed while the Busy indicator is on.

Indicator lights are used to show the status of the system:

- 5 **POWER** indicates power to the system.
- 6 **READY** indicates the ICS is ready to print a document.
- 7 **BUSY** indicates a document is being printed.
- 8 **PAUSE** indicates the pause mode is active. While in pause mode no pages will be printed. Press **PAUSE/CONT** to get out of pause mode.
- 9 **ACTIVITY INDICATOR** indicates the system is active. A small light will blink when the EP 308 is busy.

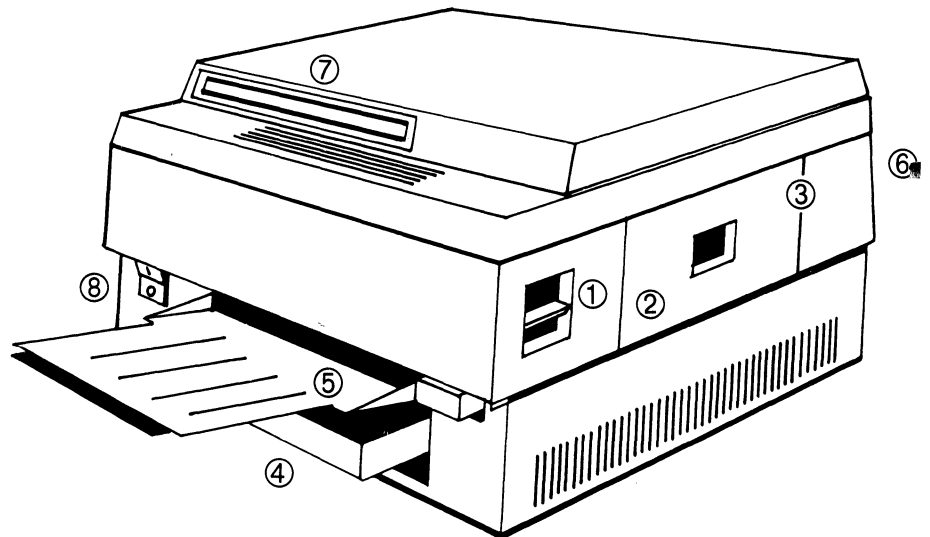


Hardware Components EP 308

The EP 308 is the device that makes the images on the paper. It is connected to the top port on the back of the ICS. The power cord is also connected to the back of the ICS. The EP 308 can print on paper or transparency material.

The EP 308 consists of the following components:

- 1 **Release Lever** to allow the changing of the toner cartridge and to inspect the inside of the printer.
- 2 **Side Door** to remove the toner cartridge. This side door can be opened only after the release lever has been pulled.
- 3 **Toner Cartridge** can produce approximately 3,000 copies before replacement is necessary.
- 4 **Paper Cassette** holds the supply of paper.
- 5 **Print Tray** holds the printed document.
- 6 **Manual Paper Feed Slot** is for the insertion of special size paper.
- 7 **Operator Message Panel** indicates *ready to print*, *out of paper*, *paper jam*, or *service is needed*.
- 8 **Power Switch** should always be left in the On (I) position.



Essentials True Type

The EP 308 creates type differently than a dot matrix printer. A dot matrix printer uses very coarse dots to create characters on a page. The EP 308, however, uses *true type* to create characters. A true type character is sharper and clearer than a dot matrix character.

Although the EP 308 uses dots to create characters, it uses many more dots per character than a dot matrix printer. Hence, the resolution in a true type character is very dense. The EP 308 prints *300 dots per inch*, while a dot matrix printer prints about *160 dots per inch* (in high resolution).

Cg Times 10 point from a dot matrix printer.

Cg Times 10 point from the Electronic Printer 308.

Information needed to create true type is stored on the internal hard disk. Each time you print a document, the type information is accessed automatically from the disk. The ICS then sends the information to the EP 308.

What are Intellifonts?

One of the major features of Cg Compose 2 is its ability to use true Compugraphic fonts. You can order from a library of many fonts. You can order sets of fonts also. Compugraphic has grouped together typefaces commonly used in certain applications. For example, if you are a lawyer you can buy a font package containing fonts commonly used on legal documents.

The Compugraphic fonts you purchase are on 5¼ inch floppy disks called *Intellifonts*. Intellifonts contain all information needed to create each character in the font. They also have the unique ability to scale to whatever point size is selected in a document automatically.

This information is transferred from the floppy disks to the internal hard disk. Once transferred to the hard disk, store the floppy disks in a safe place.

Program Disks

Two additional disks accompany your system:

- Pers. Comp. Sys./EP 308 Utility Program, Part Number 697045-1002.
- Pers. Comp. Sys./EP 308 Application Program, Part Number 697044-1002.

The *Utility Program* allows you to do a number of specialized functions such as copying and deleting fonts from a disk. It also allows you to copy the *Application Program* to the hard disk. The Application Program is used when printing documents.

Installing the System

The hardware for your EP 308 is set up and tested by a Compugraphic representative. Before using your EP 308 to print documents, you may have to complete the software installation procedures. These procedures include installing Cg Compose 2 software in the front end, loading fonts, and copying the applications program onto the hard disk. You must also load paper and a toner cartridge into the EP 308.

Some of these steps may already have been completed by your Compugraphic representative. If so, you will use these steps only if you purchase additional fonts or receive new programs. That is the only time these procedures are necessary—*they are not completed every day.*

Setup of the Personal Composition System

Before printing a document on the EP 308 make sure the Cg Compose 2 software has been installed on the Personal Composition System:

■ To check if Cg Compose 2 has been installed:

1 Click once on the **Preferences** Icon.

▶ Choose **Open “Preferences”** from the File/Print menu.

2 Check **Connect Devices**.

▶ Check **Serial A**.

▶ Check **EP308 Printer**.

▶ If the selection **EP308 Printer** does not appear, follow the instructions to load driver software in *Chapter 4* of this manual.

3 Select **Set Aside “Preferences”** from the File/Print menu.

■ To install the Office System software and the different operating tools (LisaWrite, LisaDraw, etc.) see:

▶ *Lisa Office System Manual*, Chapter 6.

■ To install Cg Compose 2 software see:

▶ *Chapter 4* of this manual.

Overview of Installing Intellifonts and Application Program

This section discusses how to install the Intellifonts and Application Program. These operations include the following steps:

- Load the Utility Program.
- Create a command file in a LisaWrite document.
- Print the command file like any other document.
- Copy the Application Program to the hard disk.
- Copy the Intellifont disks to the hard disk.

When all commands in the command file have been executed, a list of the functions completed will be printed on the EP 308.

Necessary Materials

Before installing Intellifonts, you should have completed the following chapters:

- LisaGuide in Chapter 1 of the *Lisa Office System* Manual;
- Chapter 1 in the *LisaWrite* Manual;

Make sure you have the following materials:

- The EP 308 installed with a toner cartridge and paper;
- Pers. Comp. Sys./EP 308 Utility Program (Part Number 697045-1002);
- Intellifont Master Disk(s);
- Pers. Comp. Sys./EP 308 Application Program (Part Number 697044-1002);
- Personal Composition System powered up and ready to print;
- A LisaWrite Document.

Font Complements

Each Personal Composition System font has more characters than each EP 308 Intellifont. To print all the Personal Composition System characters, the EP 308 needs *two font complements* for each Intellifont.

Each Intellifont that you purchase for the EP 308 will be shipped on two floppy disks. One disk contains the complement labeled 500, 501, or 549. A second disk contains the complement labeled 5477 or 5944. *Both font complements for the font must be copied to the hard disk.* The system will find the correct one to use automatically when printing a document.

An additional Intellifont called *Graphic Elements* is also used by the system. It contains all of the special elements used when printing graphs, shades, etc. This Intellifont is labeled with the complement 5942. This font must be copied to the hard disk.

Command File

The Utility Program is used to initialize the hard disk, add fonts to the system, print font information, update the hard disk, and adjust printer margins. The functions in the Utility are controlled by *Command Files*. Command Files are typed in LisaWrite documents. They are easy to use and will help you make the most of all the capabilities of the EP 308.

Specific commands are entered in a Command File for specific functions. For example, there are different commands to install fonts, initialize the hard disk, and to delete a font from the system. A Command File varies in length depending on which functions you wish to perform. You may have as many different command files as you need to set up your system.

Functions of the Command File

There are several different commands you may use with the Utility Program. The hard disk is used to store the Applications Program and up to 100 Intellifonts.

Specific functions available in a Command File include:

init hard disk; initializes the hard disk. The Utility Program floppy disk must remain in the disk drive when you initialize the hard disk. Use this command carefully; all fonts are deleted from the hard disk when executed.

add font,all fonts; copies all of the font information from an Intellifont disk to the hard disk. It is necessary to enter this command for each Intellifont disk you want to copy to the hard disk.

add font,selected fonts,#; copies selected fonts from an Intellifont disk to the hard disk. The # symbol represents the typeface complement and part number. The point size can follow if desired. This command is used when you want to copy a specific font from an Intellifont disk. Some sample uses of this command:

add font,selected fonts,501-2244-10; adds a font with a complement 501, number 2244, with a point size of 10. When typing this command, press the keys **option** **hyphen** to separate the part numbers.

add font,selected fonts,501-2245; adds a font with a complement 501, number 2245 in any point size. When typing this command, press the keys **option** **hyphen** to separate the part numbers.

copy program; copies the Application Program from the floppy disk to the hard disk. Any Application Program that exists on the hard disk will be replaced automatically with the new program.

wait,xx; prompts the ICS to wait before executing the next command. The xx represents a two digit number that you choose. This number will appear on the control panel when the wait command is reached. Any characters other than a two digit number will display 00.

This command is used before other commands when it is necessary to change

disks on the ICS. This number could be written on the floppy disk to coordinate the insertion of the desired disk. When the ICS encounters a wait command and displays it on the control panel, change disks and press **PAUSE/CONT**. If you press **ENTER**, the next command in the file will be skipped.

If the wrong disk is in the drive when you press **PAUSE/CONT**, the wait number will redisplay. Remove the disk, insert the correct one, and press **PAUSE/CONT**.

print comment,text; allows comments to print on the output page. Example comments include the date, your name, font names, or other information connected with installation. A comment cannot exceed 255 characters.

When using this command, you must use the **Option Hyphen** in place of a word space. If you want to print a hyphen, type two hyphens in a row (--).

Command Files use a special hyphen in a LisaWrite document. Press and hold the **Option** key, press the **hyphen** key, and release the **Option** key.

delete font,selected fonts,#; removes a font from the hard disk. The # symbol represents the typeface complement and part number. This command will accept a list of font numbers to be deleted if they are separated by a comma.

This command must be used carefully. It is useful to give special document names to Command Files containing delete font commands.

delete font,all fonts; removes all fonts from the hard disk. This process can take a long time, depending on the number of fonts stored on the disk.

print page; prints a page of all commands executed. This is done automatically when all commands have been processed or if an error is encountered.

font index,hard disk; prints a list of all the fonts stored on the hard disk. The printout includes the typeface name, user ID number, point size, part number, and the amount of storage space for the font.

font dump,selected fonts,# prints a font dump of selected fonts. The # symbol represents the typeface complement and part number. The font dump includes information that is contained in the font index as well as the actual characters.

font dump,all fonts; prints a font dump of all fonts stored hard disk. It is used when you want to see what all of the fonts on the hard disk look like.

move left margin,n; moves the left margin of printed documents. The n is the amount of space in 1/75ths of an inch. For example, 10 moves the left margin approximately 1/8th (10/75th) of an inch to the right. If preceded by a minus sign (**Option Hyphen**) the margin will move to the left.

The change will be reflected by a test pattern that is printed automatically.

Sample Command File

move top margin,n; adjusts the positioning of images from the top of the page in 1/75ths of an inch increments as described in the left margin adjustment above. The change will be reflected by a test pattern that is printed automatically.

Before creating a Command File consider the following:

- ▶ It is best to enter a Wait command in front of every command. Increment the number for each command. It is also helpful to write this number on the disk that corresponds to the command in the file.
- ▶ Each Program disk and Intellifont disk has a silver tab called the *Write Protect Tab*. This tab should never be removed—it prevents you from accidentally initializing or deleting information from the disk.
- ▶ The Utility Program is designed to be flexible. Word spaces and returns are completely ignored by the system. Feel free to use them to make information easier to read on the screen.
- ▶ Each command must end with a semi-colon (;). If you leave it out, the system will stop processing your command file and print a message.
- ▶ Use only *Plain Text* when entering commands.
- ▶ A Command File must be printed with **Pages Not Collated**
- ▶ You must use the **Option Hyphen** to designate a hyphen in a command file.

The following is a sample Command File for a new installation:

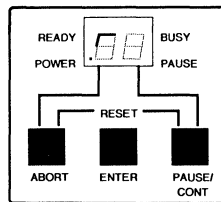
```
print comment , Installing-Intellifonts-and-Application-  
Program-(4--1--85);  
init hard disk;  
wait ,01; copy program;  
wait ,02; add font, all fonts;  
wait ,03; add font, all fonts;  
wait ,04; add font, all fonts;  
wait ,05; add font, all fonts;  
wait ,06; add font, all fonts;  
wait ,07; add font, all fonts;
```

- ▶ The first command is a print comment.
- ▶ The next command initializes the hard disk. This is done the first time fonts are installed or if you wish to delete all fonts from the hard disk.
- ▶ The next command copies the Application Program to the hard disk. It is preceded by a wait command.
- ▶ An add font command for each of the Intellifont disks is next. Each command is preceded by a wait command. The number of add font commands varies with the number of Intellifonts you purchased for your system.

Installing Intellifonts and the Applications Program

Before installing information on the system make sure the system is set up as outlined in Chapter 4.

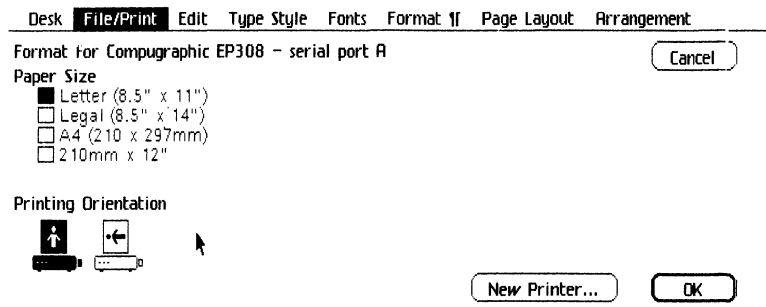
- 1 Turn on the ICS. The EP 308 power switch should also be on.
 - ▶ Insert the **Utility Program**(Part No. 697045-1002) into the disk drive.
 - ▶ Press the **two outside blue buttons** on the control panel at the same time.
 - ▶ A series of numbers will appear on the display panel indicating a self-test (diagnostic) is being conducted on the different components of the system.
 - ▶ If the self-test does not pass, a number will appear on the front panel with a flashing light. See the end of this chapter for an explanation of these numbers.
 - ▶ Two dashes will appear on the display panel when the Utility Program has been loaded.
 - ▶ The display panel will next indicate **READY**.



- ▶ **Important:** If you are initializing the hard disk in the Command File leave the Utility Program disk in the disk drive. If you are not initializing the hard disk, remove the disk.
- 2 On the Lisa, tear off a sheet of LisaWrite Paper.
 - ▶ Click once on **LisaWrite Paper**.
 - ▶ Choose **Tear Off Stationery** from the File/Print menu.
 - ▶ Name the document. Be sure to include **Command File** in the name.
 - ▶ Select **Open "Command File..."** from the File/Print menu.
 - 3 Choose **Single Space ¶** from the Format ¶ menu.
 - 4 Carefully type your Command File information in the document. The number of add font commands that you type will depend on the number of Intellifonts you have ordered. Refer to the previous page for a sample Command File. Remember to use **Option Hyphen** for any hyphens.
 - 5 Carefully read over the typed document.
 - 6 Select **Save & Continue** from the File/Print menu.

7 Print the Command File.

- ▶ Choose **Format for Printer. . .** from the File/Print menu.



- ▶ If *Format for Compugraphic EP 308* does not appear on the top of the screen, select **New Printer** in the lower right. Select **EP 308 Printer** from the list and Click **OK**.

- ▶ Click **OK** in the screen, *Format for Compugraphic EP 308*.

- ▶ Select **Print** from the File/Print menu.

- ▶ Click **Not Collated**

- ▶ Click **OK**

8 Go to the ICS.

9 If the first command in the Command File was to initialize the hard disk:

- ▶ The Utility Program disk must remain in the disk drive.
- ▶ The indicator will switch to **BUSY**, and the activity light will blink.
- ▶ The hard disk will be initialized.

Note: If you removed the Utility Program disk the message 00 will appear on the control panel. Re-insert the Utility Program and press PAUSE/CONT.

- ▶ When completed, the red disk light will go out. Remove the Utility Program from the disk drive.

Note: If you make a mistake the EP 308 will print out a message. The message will explain what you need to do to correct your error. A list of possible messages follows this section.

- ▶ The indicator will next display the first wait command number in the Command File.

10 If the next command is to copy the Applications Program to the hard disk:

▶ Insert the Application Program into the floppy disk drive.

▶ Press **PAUSE/CONT**.

11 Once completed, the next wait command number will be displayed.

▶ Remove the Application Program disk if necessary.

▶ Insert the first Intellifont disk.

▶ Press **PAUSE/CONT**. The indicator will change to BUSY, and the activity light will blink. The red disk light may go on and off.

12 Once completed, the indicator will change from BUSY to the next wait number, 02.

▶ Remove the first Intellifont disk and insert the next Intellifont disk.

▶ Press **PAUSE/CONT**. The font information on this disk will be copied.

▶ Continue this process for all Intellifont disks listed in your command file.

13 When all commands have been completed, the EP 308 will produce a printout titled *DISK UTILITY ACTION LOG*.

▶ This printout lists all commands completed and any errors made. A list of possible messages follows this section. A sample printout may look like this:

```
DISK UTILITY ACTION LOG
Installing Intellifonts and Application Program 4-1-85
Hard disk initialized.
Program copied.
Font Added: 5944-2500-0
Font Added: 501-2500-0
Font Added: 5944-2244-0
Font Added: 501-2244-0
Font Added: 5477-2780-10
COMMAND FILE COMPLETED
```

▶ The numbers following *Font Added*: indicate the complement, typeface number, and point size printed on each Intellifont disk label.

14 Return to the Lisa.

▶ Select **Save & Put Away** from the File/Print Menu.

▶ Store the "Command File" document in a safe place.

15 The installation of your system is complete.

Note: If you make a mistake or want to stop the process press ABORT followed by ENTER on the control panel and return to step 4.

Making a Font Index

Once you have installed your system you may want to have a printout of all Intellifonts stored on the hard disk. This list is called a *Font Index*. To create one:

- 1 The ICS should be loaded with the Utility Program
- 2 Write and print the following Command File in a LisaWrite document:

```
font index, hard disk;
```

A sample Font Index looks like this:

USER ID	CHARACTER COMPLEMENT	TYPEFACE NUMBER	FONT NAME	POINT SIZE	FONT STORAGE
0000	501	326	BRUSH	4-127	60 Kb
0000	5944	326	BRUSH	4-127	39 Kb
0000	501	2500	CG TIMES	4-127	64 Kb
0000	5944	2500	CG TIMES	4-127	39 Kb

User ID is used for other front-end systems. *Complement* and *Number* are used when deleting a font from the hard disk.

You may wish to put the command `font index, hard disk;` at the end of a command file when you add or delete fonts from the system.

Font Dump

If you would like a printout of the characters within a specific font you may use the *Font Dump* command. To get a Font Dump of a specific font enter in a Command File:

```
font dump, selected fonts, enter font identification number;
```

To get a Font Dump of all fonts stored on the hard disk enter:

```
font dump, all fonts;
```

If you have many fonts stored on your hard disk it may require a large period of time to produce a font dump.

Utility Program Messages

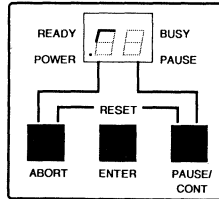
Below are the messages that can appear while using the Utility Program. These messages are printed from the EP 308. Messages ending with a colon will be followed by a second message such as a complement, part number, wrong command, left margin adjustment, etc.

```
DISK UTILITY ACTION LOG
COMMAND FILE COMPLETED
Font not found:
Font added:
Font not added:
Font already on disk:
Invalid command:
Left margin moved:
Left margin not moved.
Job aborted by operator.
Hard disk full.
Hard disk initialized.
Insert correct floppy,
  then press CONTINUE or press ENTER to skip.
Program copied.
Unable to copy program.
Processing discontinued.
Hard disk I-O error.
Floppy disk I-O error.
Front panel malfunction.
Font deleted:
Font too large to dump:
Invalid number:
Amount of unused space:
Delete unwanted fonts or reload hard disk.
No fonts on hard disk.
Top margin moved.
Top margin not moved.
No fonts on floppy disk.
```

Powering Up the EP 308

The EP 308 On/Off power switch (located on the lower left front ICS panel) should always be in the On (I) position. The EP 308 power cord is connected to the back of the ICS.

- 1 Turn the ICS power switch ON. Printer power will also be turned on.
 - ▶ A small red light will appear on the front control panel next to POWER.
 - ▶ A series of numbers will appear on the control panel indicating a self-test of the different components of the system.
 - ▶ If a self-test does not pass, a number will appear on the front control panel along with a flashing decimal point. See the end of this chapter for an explanation of these numbers.
- 2 The program on the hard disk will begin to load.
- 3 When programming is complete an indicator will point to READY on the front display panel.



A solid green light will appear on the front of the EP 308 message panel when the printer has warmed up.

If the EP 308 is out of paper the program will not load. This condition is indicated by the flashing letters **1A** on the ICS control panel.

- ▶ A yellow light will also appear on the message panel of the printer.
- ▶ Add paper to the paper tray in the lower front of the printer.
- ▶ Press **RESET** which is **PAUSE/CONT** and **ABORT** at the same time.

Copy Counter

The system contains an automatic copy counter. This copy counter records the number of copies printed since the system was installed.

Complete the following steps to display the total amount of copies printed:

- 1 Press **PAUSE/CONT** on the control panel.
- 2 Press **ENTER** 00 will be displayed.
- 3 Press **PAUSE/CONT** the first two of six digits will be displayed.
- 4 Press **PAUSE/CONT** the second two of six digits will be displayed.
- 5 Press **PAUSE/CONT** the final two of six digits will be displayed.
- 6 Press **PAUSE/CONT** Pause Mode will be activated.
- 7 Press **PAUSE/CONT** the system will go back to the Ready or Busy Mode.

Note: The copy counter only works when the Application Program is loaded in the system.

Toner Cartridges

The EP 308 has a removable toner cartridge that will make approximately 3,000 copies. This is based on approximately 5% coverage of text on an 8½ × 11 inch page. The exact number of copies for each toner cartridge varies because:

- Graphic items use more toner;
- Large point sizes require more toner.

The print quality of a cartridge deteriorates quickly when toner material is low. Watch the quality of your printed documents when you reach 3,000 copies. Print quality is deteriorated when:

- Type becomes weak and grey.
- White streaks appear on the printed document.

Cartridge Use Indicator

Each cartridge has a small indicator window that slowly changes colors as the cartridge is used. This indicator should be *used as a guide only*.

The indicator does not measure the amount of toner used by each page printed. It is activated by the number of pages that pass through the printer—and is not always an accurate measure of the actual toner remaining in the cartridge.

The different colors indicate the following:

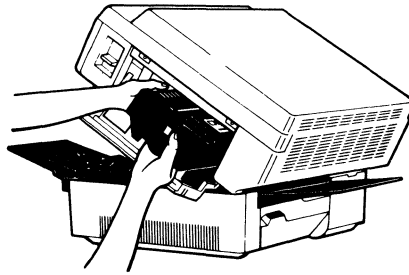
- **Green**—indicates a new cartridge.
- **Green to Yellow**—have a new cartridge ready to install.
- **Red**—the cartridge should be changed when the print quality deteriorates.

Installing the Toner Cartridge

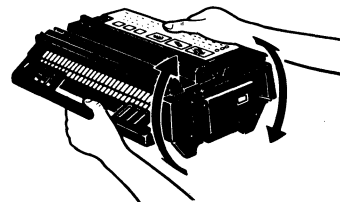
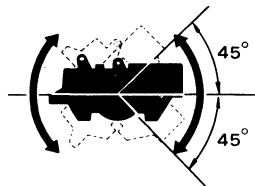
- 1 Raise the top of the EP 308.
 - ▶ Lift up on the green handle on the right side. The power will go off on the printer automatically.
 - ▶ Open the door on the right side.

Note: The right door can only be opened after the top has been raised.

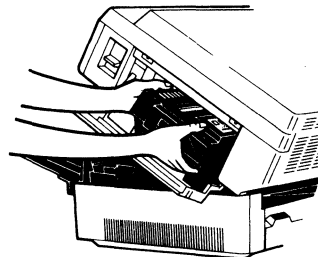
- 2 Remove the used cartridge by pulling it straight out.



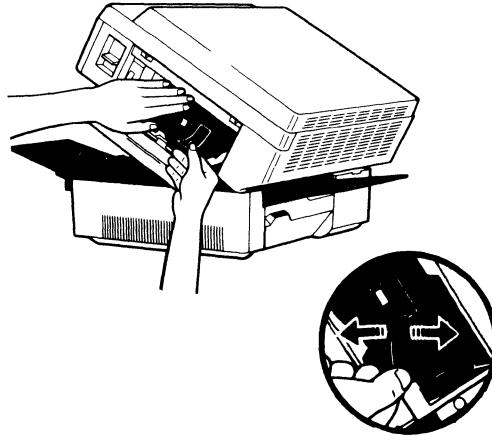
- 3 Remove the packaging from the new printer cartridge.
 - ▶ Hold the new cartridge horizontally.
 - ▶ Turn 45° slowly in both directions about five times (with the drum as the center of rotation).



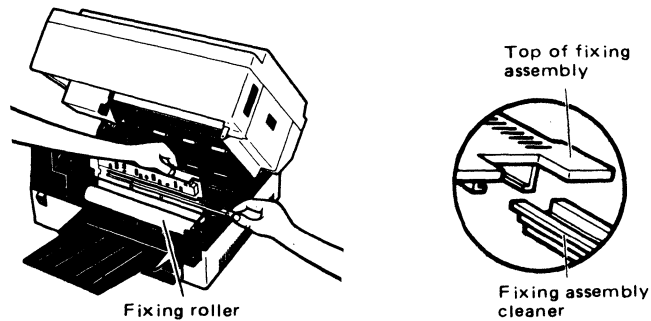
- 4 Insert the new toner cartridge into the EP 308. Make sure it is pressed all the way into the printer.



- 5 Hold the toner cartridge steady.
- ▶ Flex the black tab on the cartridge until it breaks loose.
 - ▶ Pull the tab out completely to remove the attached sealing tapes.



- 6 Raise the top of the fixing assembly.
- ▶ Replace the fixing roller cleaner felt with a new one.
 - ▶ Lower the top of the fixing assembly.



Note: The fixing assembly gets hot during printing; be careful not to burn yourself.

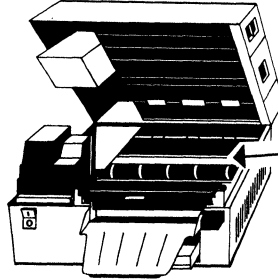
Note: If the fixing roller is dirty, turn off the power switch and clean the roller with a damp cloth after the printer has cooled down.

- 7 Close the upper half of the printer.
- ▶ The power will go back on when the top is closed.

Cleaning the Corona Wire

After installing a new toner cartridge it may be necessary to clean the corona wire inside the printer.

- 1 Open the top of the printer by releasing the green lever on the side.
- 2 The corona wire is located in the middle of the unit. Use a cotton swab to clean the wire gently.



- ▶ Be careful not to bend or damage the wires.
- 3 Close the top of the printer.

Storing and Handling Toner Cartridges

Do not store EP 308 toner cartridges under the following conditions:

- **Direct sunlight**—deteriorates the toner material.
- **Abrupt changes in temperatures and humidity.**
- **Dusty areas.**
- **Areas where ammonia gas is emitted.**
- **In a car**—do not leave cartridges in a car for a long time.

When handling cartridges avoid the following:

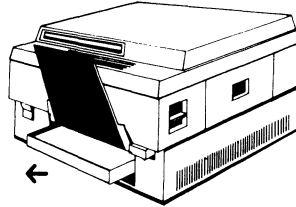
- Do not stand the cartridges on end or turn them upside down. The caution label or the handle should always be up.
- Keep cartridges away from children.
- Do not attempt to adjust or take apart the cartridges.
- Do not open the drum protective shutter.
- Do not expose cartridges to direct sunlight or bright light.
- Do not use cartridges for an hour or more after moving them from a cold environment to a warm one.
- Use the cartridges before the expiration date printed on the packaging. Print quality may deteriorate if you use outdated cartridges.

Loading Paper

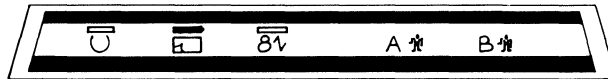
As with an office copier, good output quality and proper paper feed depends on the paper quality used. Best results may be obtained by using a premium –4 paper grade as specified for copiers.

To load paper in the EP 308:

- 1 Remove the paper cassette from the EP 308.



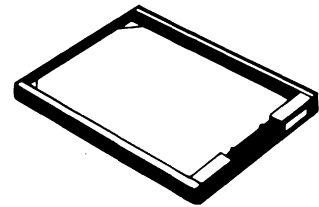
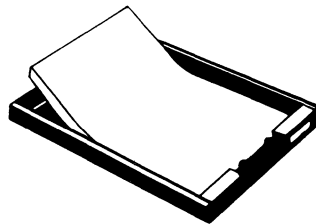
- ▶ A yellow light on the front of the EP 308 indicates that the machine has run out of paper.



- 2 Shuffle the stack of paper before placing it in the cassette.

- ▶ Push the stack of paper to the *back* of the paper cassette.

Note: It is important to push the stack of paper to the back of the paper cassette. If not properly inserted, page images may be skewed when printed.



- ▶ Push the stack under the front restraining clips.

- 3 Replace the paper cassette into the EP 308.

- ▶ The yellow light will change to the green light.

Manual Paper Feed

You will use manual paper feed when you want to use odd size paper. A manual paper feed slot is located on the back of the EP 308.

To use manual paper feed

- 1 Select **Format for Printer. . .** from the File/Print menu.
- 2 If *Format for Compugraphic EP 308* does not appear on the top of the screen, select **New Printer** at the bottom of the screen.
 - ▶ Choose **EP 308 Printer**.
 - ▶ Click **OK**.
 - ▶ Click **OK** in the screen, *Format for Compugraphic EP 308*.
 - ▶ Select **Print** from the File/Print menu.
 - ▶ Click **Manual Paper Feed**.
 - ▶ Click **OK**.
- 3 Insert your paper in the rear slot of the EP 308.
 - ▶ The paper will feed into the printer.
 - ▶ Insert each sheet necessary for your document.

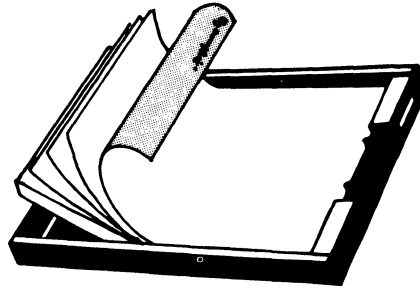
Changing Paper While Printing

If you wish to change the paper type while a document is printing:

- 1 Press PAUSE on the front of the ICS 308.
 - ▶ If the Pause indicator blinks, wait for it to go solid.
 - ▶ When the Pause indicator is solid, remove the paper cassette.
 - ▶ Change the paper in the cassette.
 - ▶ Replace the paper cassette.
 - ▶ Press the PAUSE button.

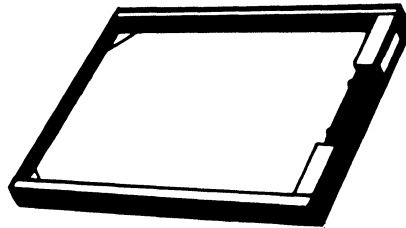
Loading Letterhead Paper

- 1 Remove the paper cassette from the EP 308. Not all letterhead paper will produce good print quality on the EP 308. You might have to experiment to determine the best paper for the best print quality:
 - ▶ A yellow light on the front of the EP 308 will indicate an out of paper condition.
- 2 Shuffle the stack of paper.
 - ▶ Place the letterhead **face down** with the top towards the **front** of the cassette.



- ▶ Push the stack of paper to the *back* of the paper cassette.

Note: It is important to push the stack of paper to the back of the paper cassette. If the paper is not inserted properly, page images may be skewed when printed.



- ▶ Push the stack under the front restraining clips.
- 3 Replace the paper cassette into the EP 308. The yellow light will change to the green light.

Procedure to Print

- 1 Make sure you have set up the EP 308 as outlined in *chapter 4*.
- 2 With the document window opened
 - ▶ Select **Save & Continue** from the File/Print menu.
- 3 Select **Print...** from the File/Print menu.
 - ▶ Select *Pages to Print* if necessary
 - ▶ Select the *Number of Copies*
 - ▶ Select either *Collated* or *Not Collated*
 - ▶ Select either *Automatic* or *Manual Paper Feed*

Desk **File/Print** Edit Type Style Fonts Format If Page Layout Arrangement

Print on Compugraphic EP308 - serial port A Cancel

Pages to Print
 All Pages Only pages: Through:

Number of Copies
 1 2 3 4 5 6 7 8 9 10 Other:

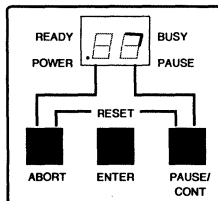
Collation
 Pages Collated Pages Not Collated

Media Input
 Automatic Feed Manual Feed OK

- 4 Click **OK**.

Note: If you want only one copy of the document, choose, "Print As Is," from the File/Print menu. The printer defined in the Format for Printer. will be used.

- ▶ The indicator on the ICS will switch from READY to BUSY. The activity indicator light will blink on the ICS control panel.

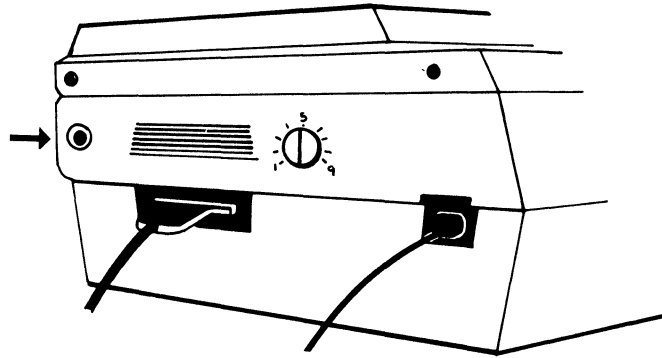


- 5 The time required to print a document depends on the number of graphics, font changes, and the number of documents previously printed.
- 6 Once the document has finished printing, the indicator will switch back to READY on the control panel, and the activity light will stop blinking.

Adjusting the Print Density

After you install of a new toner cartridge in the EP 308, you may need to adjust the print density.

- 1 A print test button is located on the left side of the printer.



- ▶ Press the button once. The printer will print a test copy of lines on paper.
- 2 Check to see that the lines are smooth and consistent.
- 3 A density control dial is located on the right side of the printer.
 - ▶ A normal setting is 5.
 - ▶ Increase or decrease the density adjustment if necessary.
- 4 Print a document containing some text and graphic items for a more accurate density setting.

If White Stripes Appear on Documents

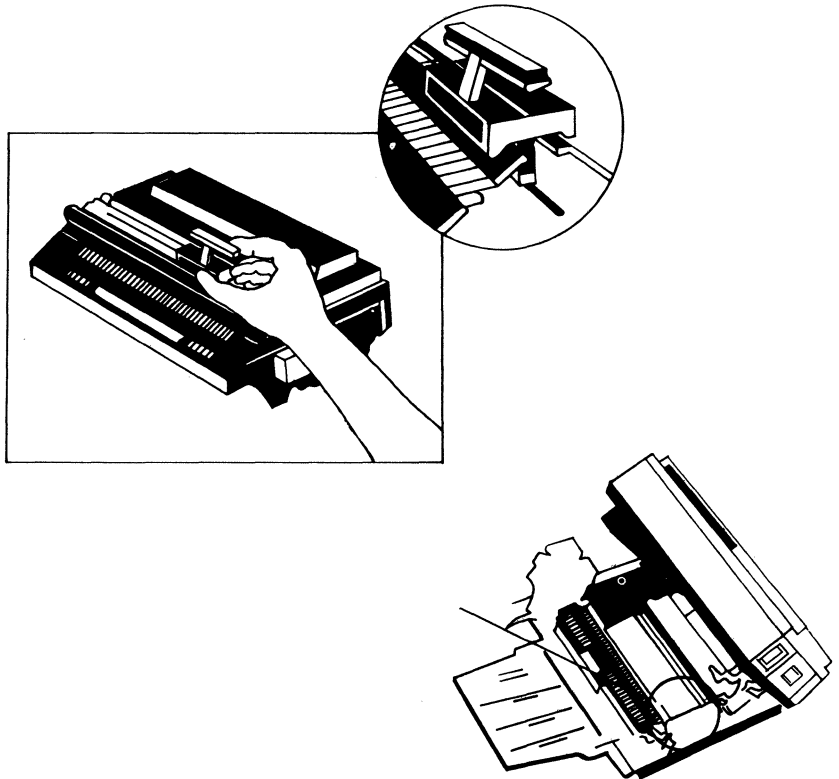
If the Cartridge Use Indicator is not red, and white stripes appear on pages:

- 1 Remove the cartridge from the printer.
 - ▶ Hold it horizontally and turn it 45° in both directions several times.
- 2 Replace the toner cartridge.
- 3 Reprint documents.

If Prints Are Not Clear

It may be necessary to clean the toner cartridge:

- 1 Open the top of the printer by releasing the green lever on the right side.
 - ▶ The power will go off on the printer.
- 2 Open the right side door.
 - ▶ Remove the toner cartridge from the printer.
- 3 Remove the cleaner from its storage location (see diagram).
 - ▶ Insert the blue tip of the cleaner into the slot on the cartridge.
 - ▶ Move the cleaner from end to end.
- 4 Remove the cleaner and put it back in its storage place.
- 5 Replace the toner cartridge and close the doors on the printer.
 - ▶ The power will go back on when the top is closed.



Aborting a Document While Printing

- 1 If you wish to abort printing while the information is being prepared for printing, hold down the **Apple Key** and press the period.
- 2 If the front control panel displays BUSY and the activity light is blinking:
 - ▶ Press **ABORT**
 - ▶ The READY and BUSY indicators will blink.
 - ▶ Press **ENTER** button within five seconds.
 - ▶ The READY and BUSY indicators will go solid.
 - ▶ If a sheet of paper is in the paper feed area, it will be ejected.
- 3 The READY light will go solid when complete.
- 4 The Lisa will display a message stating that the document is no longer being printed on the EP 308.
 - ▶ Click OK.
 - ▶ The system is ready to print the next document.

Note: If two systems are connected to the EP 308, only the document printing will be aborted.

Pausing While Printing

A **PAUSE** button is located on the control panel. Any time you press this button the pause mode is activated. Pressing it a second time deactivates the pause mode. You may wish to activate the pause mode to add paper or to stop the printing of a document temporarily.

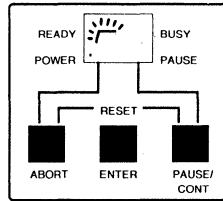
If you press **PAUSE** while a page is printing, the indicator light will blink. This means a page is printing. Once the page has finished printing, the PAUSE indicator will go solid. When the PAUSE indicator is solid, no pages will print until you press the **PAUSE** button.

To activate the pause mode while printing a document:

- 1 Press **PAUSE** on the front of the ICS.
 - ▶ The indicator will blink on PAUSE.
- 2 When the page has finished printing the PAUSE indicator will go solid. At this time you may change the paper or complete any other function.
- 3 Once completed, press **PAUSE** again.
 - ▶ The indicator will change to BUSY and the document will continue printing.

Out of Paper Procedure

- 1 When the paper tray is empty, a solid yellow light will appear on the EP 308 message panel. The READY indicator will flash on the ICS control panel.



- 2 Remove the paper tray from the lower front.
- 3 Add paper to the paper tray.
- 4 Replace the paper tray. The yellow light will go out, and the green light will re-appear on the EP message panel.
- 5 The document will continue printing automatically.

Paper Jam Procedure

- 1 If a sheet of paper becomes jammed while a document is printing:
 - ▶ A yellow light will appear on the EP panel above the paper jam symbol.
 - ▶ The READY indicator will flash on the ICS control panel.
- 2 Open the top of the printer.
 - ▶ Release the green lever on the right side.
 - ▶ Check for any paper and remove it.
- 3 Remove the paper cassette from the front of the EP 308.
 - ▶ Pull out any paper that is jammed.
 - ▶ A small door is located on the back rear of the printer. Check for a jammed sheet of paper.
 - ▶ Replace the paper cassette.
 - ▶ Close the top of the printer.
- 4 Once the jam has been cleared the EP 308 will re-print the jammed page and the rest of your document.

Note: You must open the top to clear the message on the EP message panel.

Troubleshooting

Printing Image Appears Skewed

Alert Boxes

Lisa Does Not Respond

- 1 Make sure paper in the cassette is pushed to the **back** of the cassette.
- 2 Do not jam too much paper in the cassette; paper should not be loaded above the indicator line on the side of the cassette.

If you experience difficulty when printing a document, an *alert box* will be displayed on the screen explaining what the difficulty is. The alert box will instruct you how to solve the problem.

- 1 If the BUSY indicator is displayed on the control panel of the ICS and the activity light is blinking:
 - ▶ The system is preparing a document for the EP 308.
 - ▶ This process can take a few minutes depending on the complexity of the document. The hourglass will remain on the screen until all information has been sent to the EP 308 for processing.
 - ▶ Paper should begin to feed out of the EP 308 after a few minutes.
- 2 If more than the usual time has gone by and the document is not printing:
 - ▶ You may wish to abort the document printing.
 - ▶ Press **ABORT** on the control panel,
 - ▶ Press **ENTER** within five seconds.
 - ▶ The indicators will blink, then point to READY.
- 3 If the hourglass still appears on the screen or the system will not respond:
 - ▶ Push the On/Off switch on the front of the Lisa.
 - ▶ Turn the ICS off and then back on again.
- 4 If all of the above steps fail, and the system still will not respond:
 - ▶ It is necessary to press the Reset button on the lower back of the Lisa.
 - ▶ After pressing the Reset button, you must repair the Startup Disk using the Office System 1 micro diskette. See *Office System Manual*, Chapter 4, on repairing the startup disk.

Diagnostics

The following is a brief description of messages displayed during the programming of the system. The messages should help you determine if the equipment is working properly, and should also help you to describe any problems to a Compugraphic Representative. Some of these messages may only require a simple correction such as closing the disk drive door or putting paper in the printer. Most of these, however, indicate a problem that will require the attention of a Compugraphic Representative.

When the system is turned on or the reset buttons are pressed, the system runs a self-test (diagnostics) on the different components. As the test is running, a series of numbers display on the control panel. If any of these tests come across a problem, the program stops and the test number blinks on the control panel:

Message Meaning

88	Power supply or CPU failure (test not started)
00	CRC of Boot EPROM
01	CRC of Diagnostic EPROM
02	8155-2 Memory tests
03	Remaining 8088 instruction tests
04	CPU Subsystem Components test
05	Initial System Memory test
06	Basic RIP Subsystem test

The following numbers are displayed when the rest of the system is tested. If any problems are found, the right hand decimal point on the control panel turns on.

Message Meaning

07	Address and Data Bus tests (Sys)
08	Mapped Address and Data Bus tests (2-port)
09	Data test in 1st 64K (Sys)
0A	Data test in 2nd 64K (Sys)
0B	Data test in 3rd 64K (Sys)
0C	Data test in 4th 64K (Sys)
0D	Data test in 1.5 Megabyte Memory (2-port)
0E	Contention test (2-port)
0F	Extended RIP Subsystem test
10	Baud Rate Timer 0 test (for Channel A)
11	Baud Rate Timer 1 test (for Channel B)
12	Channel A MUX test
13	Channel A test
14	Channel B MUX test
15	Channel B test

2-port & System Memory Subsystems

Communications Subsystem

Floppy Disk Subsystem Test

Hard Disk Subsystem test

EP 308 Interface test

Load Status Messages

Program Load Errors

Floppy Disk Loading Errors

Message	Meaning
16	Board test
17	Data Separator
18	Board test
19	Printer power ready-maybe EP 308 is not on
1A	Interface test—Check power supply of EP 308 Check that the paper cassette is in and full of paper
31	Program load initiated
32	Autoload from floppy disk
33	Autoload from Hard Disk
35	Boot ended (loader has been loaded)
36	Diagnostic initiated
37	Forced load initiated
3A	Unsupported program load device
3b	Unsupported diagnostic
3C	CRC check of loader CS & DS failed
3D	Load option not supported
3E	No load image found after autoload
40	Floppy disk image not present
41	Disk unusable—Address mark is missing
42	Disk unusable—Format information not valid
43	Record specified could not be found on disk
44	HEAD positioning failure
45	Floppy disk controller (FDC) not generating interrupts
46	FDC not responding correctly—Read—id failed
47	FDC failure—Invalid command not recognized by FDC
48	FDC failure—Valid command not recognized by FDC
49	FDC failure—Command or Result phase failure
4A	Floppy disk is unusable—CRC error encountered
4b	Floppy disk is unusable—Could not find spec. sector
4C	Motor speed out of spec. (greater 3• out)
4D	Recalibrate didn't get track 0 signal
4E	No disk in drive or door not closed—No index pulses
4F	Floppy drive not on-line

**Floppy Disk
Loading Messages**

**Hard Disk
Loading Messages**

Hard Disk Loading Errors

Selection Error

**What To Do
When Things Go Wrong**

Message	Meaning
50	WARNING—Motor speed is greater than 2.5% out of specification—schedule maintenance
51	WARNING—Primary home block could not be read-Alternate home block was used
53	No floppy disk drive on line after 20 retries
54	No load images on floppy disk after 20 retries
5A	Alternate home block was used
5B	No hard disk drive on line after 20 retries
5C	No load images on hard disk after 20 retries
60	Hard disk image not present
61	Hard disk drive not on line
62	Selected drive not available
63	I/O transfer error
64	SCSI bus is never free
65	Selected drive never returned interrupt
66	SCSI bus did not return free after command
67	REQ was deasserted during phase or transfer count zero
68	SCSI status error class 00—drive errors
69	SCSI status error class 01—target errors
6A	SCSI status error class 02—drive system related
6B	SCSI status error—equal bit set
6C	SCSI status error—busy bit set
6D	SCSI status error—invalid status returned
6E	Track and Sector value for transfer are too large
dA	Invalid switches selection, do again

If the diagnostics have determined that there is a problem, the following steps should be taken:

- ▶ The problem may simply be that the Application Program was not installed on the hard disk, the paper cassette is not full or in the right location, or the disk drive door is not closed. All of these items are covered earlier in this chapter. Check each one and try to re-program the system.
- ▶ If the problem does not clear up, call Compugraphic Service. They can inform you of more detailed diagnostic tests available on the system and schedule a service call if necessary.

Chapter 7

Compugraphic 8400

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- 198** 8400 Font Setup
- 199** Assigning UID Numbers
- 200** Font Librarian Utilities
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- 205** Font Dump Utility
- 206** Loading the 8400 Program For Daily Operation
- 206** Format for Printer
- 207** Typesetting a Document on the 8400
- 208** Troubleshooting

Introduction

The Compugraphic 8400 typesetter uses digitized fonts to produce characters on photographic paper. Digitized means that the font has been converted to a series of numbers. The numbers are stored on an eight-inch floppy disk. To set type, the 8400 translates the numbers into characters, which are "printed" on photosensitive paper. When the paper is developed in a special processor, the type appears.

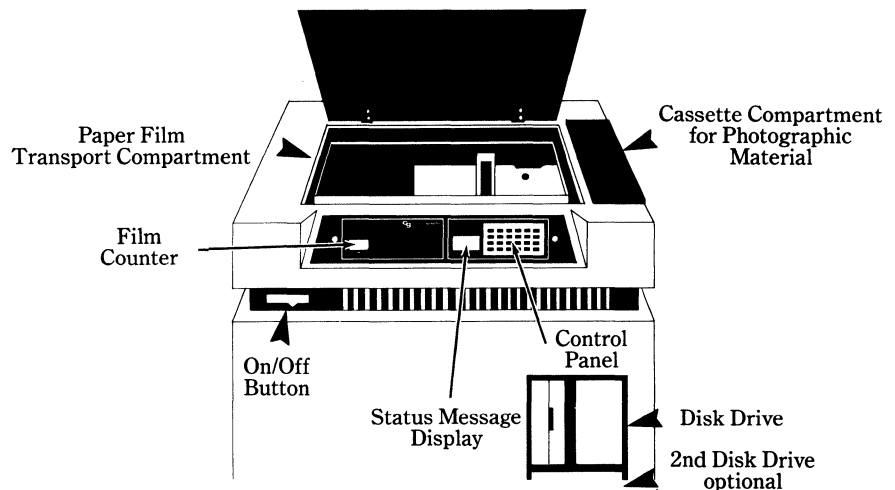
You receive Personal Composition System fonts on a *Master 8400 Font Diskette*. You will move these fonts from the Master Font Disk onto a *User Font Disk*. You can have many User Font Disks, depending on how many fonts you order. Remember to make backup copies of User Font Disks!

You should not typeset from Master 8400 Font Diskettes. All typesetting is done with a User Font Disk. The Master Font Disk is your permanent copy of font information for each font you buy. It should not be altered or destroyed.

In this chapter we'll discuss 8400 hardware and software, how to install fonts, and how to typeset a document on the 8400.

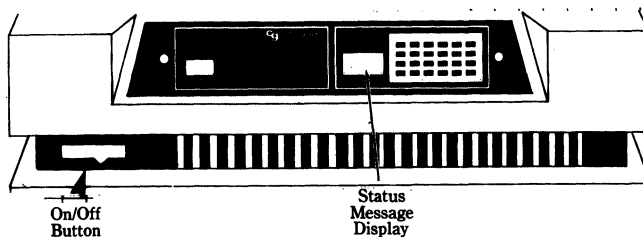
System Components

This section introduces the 8400's components and explains how they interact.



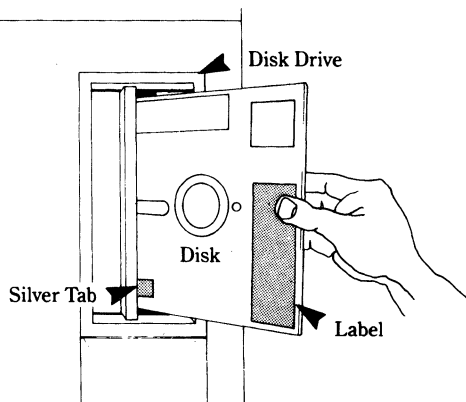
The **On/Off Button** is located on the left side of the middle panel of the 8400. You must turn the 8400 on before you insert any disk. When you turn it on, you will see a series of numbers and letters on the Status Message Display. This indicates that the 8400 is performing a self test. The Status Message Display keeps you informed of conditions and errors in the 8400.

Control Panel



By pressing buttons on the Control Panel, you can direct the 8400 through various operations. When you enter data through the Control Panel, the information entered appears on the Status Message Display.

Disk Drives One disk drive is standard on the 8400. You may also buy an optional second disk drive or an internal hard disk for the 8400 typesetter. The internal hard disk is called the "100 Font Option." Disk Drive 1 is the top drive on the 8400. Drive 2 is the bottom drive.



The 8400 reads programs and fonts from the floppy disk in the disk drive. *Always turn the 8400 on before placing a disk in the disk drive.* Insert all disks with the identification label facing left. If a disk is not loaded correctly, the 8400 disk drive cannot read the information stored on the disk.

After placing a disk in a disk drive, close the drive door by gently pushing it to the right until it clicks. To remove a disk from a disk drive, push the release button to the right of the drive door. As the door opens, the disk pops out about one inch. *Make sure all floppy disks are removed from the disk drives before you turn off the 8400.*

Software Components

Font Setup

You will use three disks to make a User Font Disk.

- The first disk is called the *Font Librarian Program*. The Font Librarian turns the 8400 into a font transfer machine. You must load the Font Librarian Program before fonts can be copied from the Master Font Disk to the User Font Disk.
- The second set of disks are the *Master 8400 Font Diskettes*. They contain the fonts the Personal Composition System will use. You must copy the information from the Master Font Disk to a User Font Disk.
- Each Master Font Disk comes with a *8400 Font Diskette Printout*. The printout is a list of font names and numbers. You will use the information on this printout when making the User Font Disk.
- The third disk is a blank eight-inch floppy disk. This will become the *User Font Disk*. The User Font Disk can hold as many as 16 fonts. If you own more than 16 fonts, you will need more than one User Font Disk. Make sure all disks and this manual are close at hand when you make User Font Disks.

Font Complements

Each Personal Composition System font has more characters than each 8400 font. To typeset all the Personal Composition System characters, the 8400 needs *two font complements* for each font. Both complements must be on the same User Font Disk.

Every 8400 font you buy will arrive in two parts. The first will be a 500, 501 or 549 font complement. The second will be either a 5944 or 5477 font complement. Make sure you copy both parts to your User Font Disk.

A User Font Disk can hold up to 16 fonts. Each font complement fills one of the 16 available font positions on the User Font Disk.

Another font you must include on **each** of your User Font Disks is the *Graphic Elements Font*. It has a font complement of 5942. This font contains the different components the 8400 needs to typeset graphs, figures, and shading from the Personal Composition System.

You may see the code **00:63** on the 8400 message display if you forget to include the Graphic Elements Font on the User Font Disk. If you see the 00:63 message, you probably need to add the Graphic Elements Font to this User Font Disk.

8400 Font Setup

To make a User Font Disk, you need information contained on the Font Disk Printout. Let's look at the upper left corner of the printout. (Each printout may look slightly different.)

Date: 06-Apr-85 10:10:07

Order #: 101111

Control Code: 508

Disk Type: MCS 8400 Font Diskette

Files on Diskette

UID	Comp #	Face #	Ex	Description	T/D
	000501		FC	DOMESTIC 2	
	000501	002244	FAO	TRIUMVIRATE	
1	000501	002244	FDL	TRIUMVIRATE	T/D
	000501	002500	FAO	CG TIMES	
2	000501	002500	FDL	CG TIMES	T/D
	000501	002780	FAO	10 P MODERN/L	
3	000501	002780	FDL	10 P MODERN	T
	000501	002782	FAO	10 P COURIER/L	
4	000501	002782	FDL	10 P COURIER/L	T
	000501	002783	FAO	12 PITCH ELITE/L	
5	000501	002783	FDL	12 PITCH ELITE/L	T
	005477		FC	PERS COMP SYSTEM 1	
6	005477	002780	FDL	10 P MODERN	T
	005477	002782	FAO	10 P COURIER/L	
7	005477	002782	FDL	10 P COURIER/L	T
	005477	002783	FAO	12 PITCH ELITE/L	
8	005477	002783	FDL	12 PITCH ELITE/L	T
	005942		FC	PERS COMP SYS GEL	
	005942	002843	FAO	GRAPHIC ELEMENTS	
9	005942	002843	FDL	GRAPHIC ELEMENTS	T
	005944		FC	PERS COMP SYSTEM 2	
	005944	002244	FAO	TRIUMVIRATE	
10	005944	002244	FDL	TRIUMVIRATE	T/D

The top section contains information about the Master Font Disk. It gives the *date* the fonts were produced, the *order number* that corresponds to the sales order number, and the *control code* that corresponds to your business's customer number. This number prevents these fonts being used on any other 8400. The disk type is an 8400 font disk.

The rest of the printout lists the font names and the numbers associated with them. Each font has both a 12-digit number and a name. The 12-digit number is a combination of the *Comp#* and *Face#* columns. Combining these two columns provides a unique number for every font. The first column is the *Comp#* column. *Comp* is short for Complement. A complement is the special set of characters that are contained on the font. The *Face#* column contains the part number for each font.

The *Ex* column contains kerning information used by other front end systems (not by the Personal Composition System). The *Description* column is the font name. The *T/D* column designates whether the font is a Text or Display cut.

Assigning UID Numbers

The first column on the left lists the *User Identification* number (UID) for each font. You will use the UID number to copy the font from the Master Font Disk to the User Font Disk.

The UID numbers assigned by Compugraphic are repeated on each Master Font Disk. If your fonts are sent on two or more Master Font Disks, some fonts will have the same UID numbers. Before you transfer the font information from the Master Font Disk to the User Font Disk, you must assign a unique UID number to each font used on the 8400.

- 1 Remove the plastic wrapper from the first Master Font Disk.
 - ▶ With a felt tip pen, write the number "1" on the disk label and the printout.
- 2 You must assign a *unique* 4-digit UID number to each font on the printout.
 - ▶ Label the fonts on the first Master Disk 100 *plus the UID number already on the printout*. For example, 1001, 1002, etc.
 - ▶ If there is a second Master Disk, write the number "2" on the disk label and on the printout. For the unique UID number, place a 200 *plus the UID number already on the printout*. For example, 2001, 2002, etc.
- 3 For each Master Disk that you have, label each disk, printout, and UID as described above.

Date: 06-Apr-85 10:10:07

Order #: 101111

Control Code: 508

Disk Type: MCS 8400 Font Diskette

Files on Diskette

UID	Comp #	Face #	Ex	Description	T/D
	000501		FC	DOMESTIC 2	T/D
	000501	002244	FAO	TRIUMVIRATE	
1001	000501	002244	FDL	TRIUMVIRATE	T/D
	000501	002500	FAO	CG TIMES	
1002	000501	002500	FDL	CG TIMES	T/D
	000501	002780	FAO	10 P MODERN/L	
1003	000501	002780	FDL	10 P MODERN	T
	000501	002782	FAO	10 P COURIER/L	
1004	000501	002782	FDL	10 P COURIER/L	T
	000501	002783	FAO	12 PITCH ELITE/L	
1005	000501	002783	FDL	12 PITCH ELITE/L	T
	005477		FC	PERS COMP SYSTEM 1	
1006	005477	002780	FDL	10 P MODERN	T
	005477	002782	FAO	10 P COURIER/L	
1007	005477	002782	FDL	10 P COURIER/L	T
	005477	002783	FAO	12 PITCH ELITE/L	
1008	005477	002783	FDL	12 PITCH ELITE/L	T
	005942		FC	PERS COMP SYS GEL	
	005942	002843	FAO	GRAPHIC ELEMENTS	
1009	005942	002843	FDL	GRAPHIC ELEMENTS	T

Font Librarian Utilities

You will use the Font Librarian Program to copy fonts and perform other utility functions. The *utility functions* initialize a floppy disk, transfer fonts from Master Font Disks to User Font Disks, and delete fonts from the User Font Disk.

Each utility function is accessed by a number. Utility functions are

Utility Number	Utility Function
40	Set Internal Clock
41	Initialize a Floppy Disk
42	Copy Font by <i>UID Number</i> (one disk drive)
43	Copy Font by <i>12-Digit Number</i> (one disk drive)
44	Copy Font by <i>UID Number</i> (two disk drives)
45	Copy Font by <i>12-Digit Number</i> (two disk drives)
46	Duplicate User Font Disk (two disk drives)
47	Delete Font by UID Number
48	Delete Font by 12-Digit Number
49	Erase a User Font Disk
60	Display Font Disk Information
61	Display Single Font
62	Display All Fonts on Disk

To use the Font Librarian functions, load the Font Librarian Utility Program disk into the 8400. To use a specific function, enter that function's number on the 8400 Control Panel. The Status Message Display tells you what the 8400 is doing. Step-by-step directions for each utility function are given in the next section.

Making an 8400 User Font Disk

For this procedure you will need:

- The Font Librarian Program
- The Master Font Disk(s)
- Blank 8-inch floppy disks

Have these items at hand when you get ready to make font disks. The following steps are only done once—when setting up fonts. They are not done daily.

Loading the Font Librarian

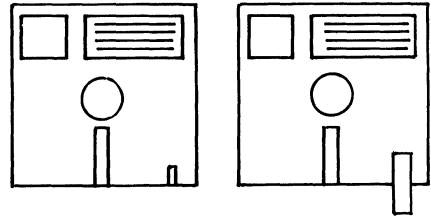
- 1 Push the 8400 On/Off button to ON.
 - ▶ Insert the Font Librarian Program into the disk drive and close the door. The label on the disk should be facing left.
 - ▶ Press **RST** **LO** **EN** (reset, load, enter) on the Control Panel.
 - ▶ Wait about 1 minute.
 - ▶ When the code 0000 appears and the red pause light comes on, press the button to the left of the disk drive door.
 - ▶ Remove the disk.

Initializing Floppy Disks

2 Set the time stamp:

- ▶ Press **4 0**.
- ▶ Press **2-digit hour**.
- ▶ Press the **SEP** button (separate).
- ▶ Press **2-digit minute**.
- ▶ Press **SEP**.
- ▶ Press **2-digit second**.
- ▶ Press **EN** (enter)
- ▶ **A000** appears when the time stamp is set.

1 Select a blank 8 inch floppy disk. Make sure a tab is over the notch, and insert the blank disk into the disk drive.



Fold tab over Diskette

- ▶ Press **4 1**.
 - ▶ Press the letters, **F A C E F A C E** to give the disk a name (you can give the disk any eight character name).
 - ▶ Press **EN**.
 - ▶ Wait for **bbbb** on the message panel and the red pause light to come on.
 - ▶ **A000** appears when the procedure is complete.
 - ▶ Remove the disk from the drive.
- ### 2 To initialize another disk
- ▶ Insert the new disk into the disk drive.
 - ▶ Press the **P/C** button.
 - ▶ Wait for **bbbb** on the message panel and the red pause light to come on.
- ### 3 When you have initialized all your disks:
- ▶ Press **0 A EN**.

Note: Do not initialize your Master Font Disks! You only initialize blank floppy 8 inch User Font Disks.

Copying Fonts Single Disk Drive

Complete the following steps if your 8400 has a **single disk drive**.

1 The 8400 should be programmed with the Font Librarian as outlined above.

- ▶ Insert the Master Font Disk into the disk drive.
- ▶ Press **4 2**.
- ▶ Press the **4-digit UID** that was originally on the Master Font Disk printout. You must enter leading zeros to make the UID 4-digits. For example, 0001, 0002, etc.

UID	Comp #	Face #	Ex	Description	T / D
	000501		FC	DOMESTIC 2	
	000501	002244	FAO	TRIUMVIRATE	
1	000501	002244	FDL	TRIUMVIRATE	T / D
	000501	002500	FAO	CG TIMES	
2	000501	002500	FDL	CG TIMES	T / D

- ▶ Press **SEP**
- ▶ Press the *unique 4-digit UID* that you created on the printout (ex: 1001).
- ▶ Press **EN**
- ▶ Wait for **bbbb**, then remove the disk from the drive.
- ▶ Insert an initialized User Font Disk.
- ▶ Press **P/C**.
- ▶ Wait for **bb:bb** and remove the User Font Disk.
- ▶ Press **O A EN**.
- ▶ Start from step 1 of this procedure to copy each font from the Master Font Disk to the User Font Disk. You may use different Master Font Disks to copy other fonts if necessary.

If the code **CCCC** appears on the message panel instead of **bb:bb**, the whole font cannot be transferred to the User Font Disk in one step. The font must be transferred in several portions.

- ▶ Insert the User Font Disk and press **P/C**.
- ▶ Wait for the code **CCCC** again, and re-insert the Master Font Disk.
- ▶ Press **P/C**.
- ▶ Continue switching the Master and User Font Disks and pressing **P/C** until **A000** appears on the message panel. This means the font transfer is complete.
- ▶ Continue copying the next font.

Copying Fonts Dual Disk Drive

Complete the following steps if your 8400 has **two floppy disk drives**.

- 1 Program the 8400 with the Font Librarian as outlined above.
 - ▶ Insert the Master Font Disk into the top disk drive.
 - ▶ Insert the initialized User Font Disk into the bottom disk drive.
 - ▶ Press **4 4**.
 - ▶ Press the **4-digit UID** that was originally on the Master Font Disk printout. You must enter leading zeros to make the UID 4-digits. For example, 0001, 0002, etc.
 - ▶ Press **SEP**.
 - ▶ Press the **unique 4-digit UID** that you created on the printout (ex: 1001).
 - ▶ Press **EN**.
 - ▶ The font will be copied from the Master Font Disk to the User Font Disk.
 - ▶ When you see the code **A000**, the font has been copied successfully.
 - ▶ Start from step 1 of this procedure to copy each font from the Master Font Disk to the User Font Disk. You may use different Master Disks if necessary to copy other fonts.

Copying Fonts To the Hard Disk (100 Font Option)

Complete the following steps if your 8400 has an internal hard disk.

- 1 Program the 8400 with the Font Librarian as outlined above.
 - ▶ Press **3 2 3 EN**
- 2 Insert the Master Font Disk into the top disk drive.
 - ▶ Press **4 4**.
 - ▶ Press the **4-digit UID** that was originally on the Master Font Disk printout. You must enter leading zeros to make the UID 4-digits. For example, 0001, 0002, etc.
 - ▶ Press **SEP**.
 - ▶ Press the **unique 4-digit UID** that you created on the printout (ex: 1001).
 - ▶ Press **EN**.
 - ▶ The font will be copied from the Master Font Disk to the Hard Disk.
 - ▶ When you see the code **A000**, the font has been copied successfully.
 - ▶ Return to step 2 for each font you want to copy to the hard disk.

Deleting Fonts

The *Delete Font* Utility can be used to delete a font you copied to the wrong disk or to delete a font from a disk to substitute a different font. Never delete a font from a Master Disk. To delete a font from a disk:

- 1 The 8400 should be programmed with the Font Librarian as outlined above.
- 2 If you are deleting a font from a *floppy disk*, insert the disk into the top drive.
- 3 Press 4 7
 - ▶ Enter the **4-digit UID** of the font to be deleted.
 - ▶ Press **SEP**
 - ▶ Enter
 - 1 to delete from floppy disk (in drive 1).
 - 3 to delete from hard disk.
 - ▶ Press **EN**
 - ▶ The font will be deleted from the disk.

When the fonts have been copied, label the disk. If you copied them to a floppy disk take off the tab so that the disk cannot be erased accidentally.

Listed below are number codes that may appear in the Status Message Display

Code Displayed	Message
00:00	Reset Operation Complete, 8400 Ready
A0:00	Operation Complete
bb:bb	Operation Complete
CC:CC	Font Operation Not Completed
C0:01	Illegal Utility Command
C0:02	Illegal Device
C0:03	Illegal Time Entry
C0:04	Illegal Date Entry
C0:05	Write Protected Disk—Must have a protect tab over slot
C0:06	Illegal Name/Tag Entry—Enter four digits for UID
C0:07	Destination UID Required
C0:08	Not Applicable to Master Disk
C0:09	UID or Part Number Required
C0:10	UID Not Found
FA:80	Device Not Found
FA:91	Critical Resource Not Present, Disk not Formatted, etc.
FA:93	File Already Exists/Read Failure/Font Not Found
FA:96	Disk Full
FA:97	No Disk

When All Fonts Are Copied Status Messages

Font Dump Utility

The *Font Dump Utility* will give you a printout of font information stored on User Font Disks. The printout identifies the disk drive, disk volume name, UID number, character complement and typeface number, font name, and date the font was created by Compugraphic.

To obtain a font dump:

- 1 Load the Font Dump Utility Program
 - ▶ Push the 8400 On/Off button to ON.
 - ▶ Make sure typesetting paper has been loaded in the 8400 paper compartment.
 - ▶ Insert the Font Dump Utility Disk into the disk drive and close the door. The label on the disk should be facing to the left.
 - ▶ Press **RST** **LO** **EN** (reset, load, enter) on the Control Panel.
 - ▶ Wait about 1 minute.
 - ▶ When the code 00:08 appears and the red pause light comes on, press the button to the left of the disk drive door.
 - ▶ Remove the disk.
- 2 To obtain a printout of the fonts on a floppy disk:
 - ▶ Insert the User Font Disk into the top disk drive.
 - ▶ Press 5 1 1 **EN**
- 3 To obtain a printout of the fonts on a hard disk
 - ▶ Press 5 1 3 **EN**
- 4 The code 00:10 will appear in the Status Display
 - ▶ The 8400 will read the disk and begin to typeset the font dump.
- 5 When the code 00:11 appears
 - ▶ The 8400 is finished.
 - ▶ Press **FF** **FF**
 - ▶ Cut the typesetting paper in the cassette compartment using the paper cutter.
 - ▶ Remove the cassette and process the paper.
 - ▶ Put the cassette back and press it firmly in place.

Loading the 8400 Program For Daily Operation

To program the 8400 for daily operation you must first load the *Operating Program*. Once this program is loaded into memory you will remove the disk and insert the appropriate User Font Disk. Leave the User Font Disk in the disk drive while the 8400 is typesetting.

1 To load the Operating Program

- ▶ Push the On/Off button to On.
- ▶ Insert the green label disk with the name Basic Operating Program into the disk drive. Close the disk drive door.

If you are loading the program for the first time after powering-up, the program will start loading automatically when the disk drive is closed.

If the 8400 has been on for a while, or you are reloading programs:

- ▶ Press **RST** **LO** **EN**.
- ▶ The message 00:08 will appear in about 45 seconds.

Note: See the list on page 18 if another message appears.

- ▶ Press the button to the left of the disk drive door.
- ▶ Remove the Program Disk.
- ▶ If the fonts you wish to use are stored on a User Font Disk, insert the appropriate one into the disk drive.
- ▶ Close the disk drive door.
- ▶ Press **P/C**. The pause light will go out.

Format for Printer

Before typesetting a document you must make several choices

- 1 Make sure that Preferences are setup as described in Chapter 4 for the 8400.
- 2 Choose **Format for Printer** . . . from the File/Print menu.
 - ▶ If Format for Compugraphic 8400 Typesetter does not appear in the upper left corner,
 - ▶ Click on **New Printer**.

You will see a screen displaying **Format for Which Printer?**

- ▶ Click on **Cg 8400 Typesetter**.
 - ▶ Click on **OK**.
- 3 The **Format for Compugraphic 8400 Typesetter** will appear.

Typesetting a Document

- ▶ **Paper Size** Choose the size paper that you will be using. If you are typesetting a Compose 2 document, the paper size must correspond with the size chosen in the Page Size menu.
 - ▶ **Printing Orientation** The first selection allows you to print documents up to 8 inches wide (Portrait Mode). The second selection allows you to print documents up to 11 inches wide (Landscape Mode).
 - ▶ **Print Quality** Use high resolution for the 8400. This produces the highest quality output. Low resolution is used only to speed up the typesetter. If you are printing in low resolution landscape mode, the size of your characters will be reduced by approximately one third.
- 1 See Chapter 4 to make sure the Preferences are set up correctly for typesetting on the 8400.
 - 2 Make sure the pause light is out on the 8400 control panel.
 - ▶ If the Pause light is on, press **P/C** on the Control Panel.
 - 3 Send a file to the 8400 by choosing **Print . . .** from the File/Print menu.

Note: If you want only one copy of the document, choose, "Print As Is," from the File/Print menu. The printer defined in the Format for Printer. will be used.

- ▶ Select **All Pages** or a range of page(s).
 - ▶ Click **OK**
- 4 The message 00:10 will appear on the Status Display when the document begins typesetting.

Note: Errors that might appear while typesetting include No Cassette, Out of Film, Paper Jam, etc. A list of these messages appears at the end of this chapter.

- 4 When 00:11 appears, typesetting is complete
 - ▶ Press **P/C** on the Control Panel once.
 - ▶ The red pause light will come on.
 - ▶ Press **FF FF** to advance the paper into the cassette.
- 5 Open the right side door and move the paper cutter across the paper.
 - ▶ Lock the paper in the cassette by pressing the lever on the cassette. Pull back and up to remove the cassette.
- 6 Take the cassette to the processor.
 - ▶ Fold the paper according to the instructions on the processor.
 - ▶ Once the paper is processed, remove the cassette.

Terminating Typesetting

Troubleshooting 8400 Status Messages

- ▶ Replace the cassette in the 8400. Align it against the front blue guide and push straight down hard, until you hear it click.

6 Press the **P/C** button once. The red pause light will go out.

If you wish to stop a document from typesetting once it has been sent:

1 Press **RST** **EN** on the 8400 control panel.

- ▶ The Lisa will display an alert box saying that typesetting has been terminated.
- ▶ Click OK

Below is a list of some common messages that may appear on the 8400 Control Panel. Most of the messages can be corrected by:

- ▶ Pressing **RST** **EN** on the Control Panel
- ▶ Correcting the problem
- ▶ And re-typesetting the document.

Message Meaning

00:08	Programming/Reset Operation Complete
00:10	Document is Typesetting
00:11	Document is Done Typesetting
00:63	Font Does not exist on disk Press RST EN and replace with correct User Font Disk Is the Graphic Elements (Comp # 5942) font on the disk?
00:91	Character Not On Font
00:92	Disk Read Error
00:93	Cannot Access Character On Disk
0A:13	No Typesetting Paper Replace Paper and press RST EN
0A:33	No Cassette Insert Cassette and press RST EN
0A:39	Paper Jam Correct Paper and press RST EN
FA:97	No Disk

Other indicators on the control panel include:

Pause light is on Pause active—press **P/C** to typeset.

Pause light blinking Pause will be active at end of document.

Busy light on the 8400 is busy typesetting a document.

Alert Boxes

If you experience difficulty when typesetting a document, an *alert box* will be displayed on the screen explaining what the difficulty is. The alert box will instruct you how to solve the problem. Some common problems and solutions:

- **A font is not on the disk** may appear if you did not copy all the necessary fonts to the 8400 disk. See the procedure outlined earlier in this chapter.

Make sure that you loaded the Graphic Elements font on the 8400 disk (Complement #5942). This font is necessary for the 8400 to typeset figures, drawings and graphs, and must be copied to **each** User Font Disk.

- **A font does not exist on the Lisa** may appear if you changed the Cg font library. See *Chapter 5* for more information on the Font Librarian.
- **No Paper or No cassette conditions** messages may appear on the screen. Correct the problem on the 8400
- **Cannot print your document** may appear if **Preferences** are not set up correctly (see *Chapter 4*), the **Format for Printer. . .** dialog box is not setup correctly, or the 8400 is not programmed.

Chapter 8

Compugraphic 8600

Contents

- 213** Introduction
- 213** Hardware Components
- 214** Essentials
- 215** Assigning 8600 Font Position Numbers
- 216** Installing Fonts on the 8600 Hard Disk
- 217** Messages and Meanings
- 217** Font Directory
- 218** Using the 8600 For Daily Operation
- 218** Format for Printer
- 219** Typesetting a Document On the 8600
- 220** Troubleshooting

Introduction

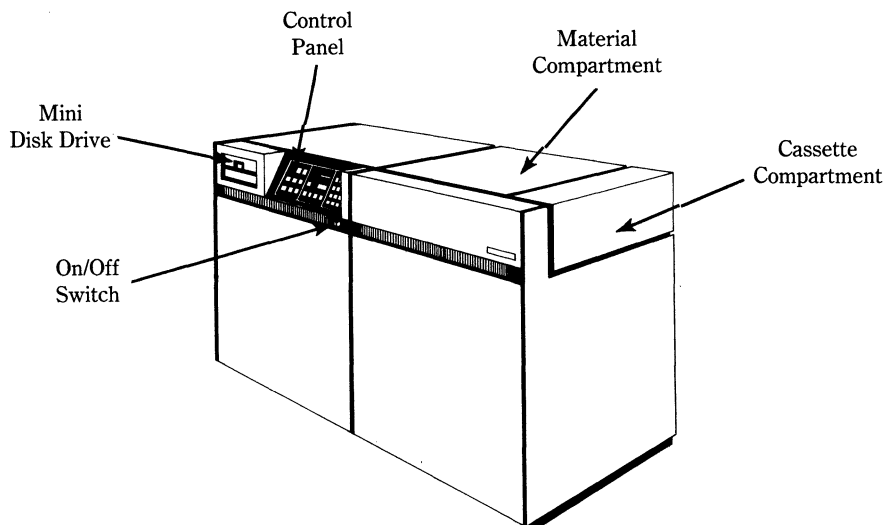
The Compugraphic 8600 typesetter uses digitized font information to produce character images on photographic paper. *Digitized* means that each character has been converted to a series of numbers. These numbers are stored on the 8600 internal hard disk. To set type, the numbers pass through a computer, which translates them into the characters we know. They are projected onto photographic paper, which is developed in a separate processor.

The fonts used by the Personal Composition System are sent to you on *8600 Font Diskettes*. To typeset on the 8600, you must copy each font from the Font Diskette to the 8600 internal hard disk. Font Diskettes are write protected so they cannot be altered or destroyed.

In this chapter you will learn about the 8600 hardware and software, how to install fonts, and how to typeset a document on the 8600.

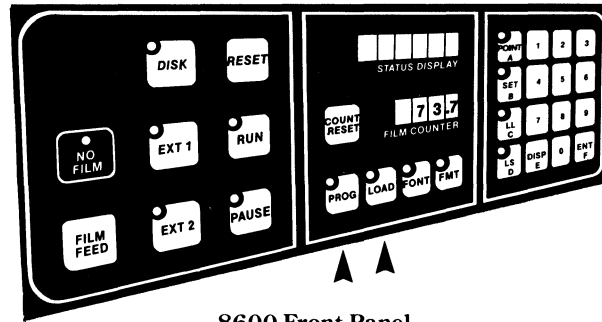
This section introduces the hardware components of the 8600 and explains how to use them.

Hardware Components



The **On/Off Button** is located in the middle of the 8600. You must turn on the 8600 before inserting any diskette. Once the power is on, the 8600 will show a series of numbers on the Status Message Display. These numbers mean that the 8600 is conducting a self test and programming itself. The Status Message Display keeps you informed of conditions and errors in the 8600.

Control Panel



8600 Front Panel

By pressing buttons on the Control Panel, you can direct the 8600 through various operations. When you enter data through the Control Panel, the information entered appears on the Status Message Display.

Internal Hard Disk stores all programs and fonts used by the 8400. When the 8600 needs a font, it “reads” that font from the hard disk into 8600 memory.

Disk Drive is used to install programs and fonts from diskettes and to the internal hard disk. Insert all diskettes with the identification label facing up. If a diskette is not placed in the disk drive correctly, the 8600 cannot read the information on the diskette. Always make sure the 8600 is turned on before placing a diskette in the disk drive.

After inserting a diskette in a disk drive, close the drive door by gently pushing it down. To remove a diskette from a disk drive, lift the drive door up and pull the diskette out. *Make sure all diskettes are removed from the disk drive before you turn off the 8600.*

Essentials

Font Setup

All 8600 fonts are sent to you on 5 ¼ inch *Font Diskettes*. Each diskette contains one font. You must install the information on the Font Diskettes to the 8600 internal hard disk.

Look at the 8600 Font Diskette labels. You will use the information on these labels when installing fonts to the hard disk.

Make sure that all disks and this manual are close at hand when installing fonts.

8600 Font Diskette Labels

The label on each 8600 Font Diskette contains important information. Look at the label:

- ▶ The top line contains the **Font Name**. The letters **T**, **D**, or **TD** designates a Text, Display, or Text/Display cut.
- ▶ **TF #**: is the unique typeface number assigned by Compugraphic.
- ▶ **COMP #**: is the complement number for this font. Complements are explained below.
- ▶ **PC #**: is an internal control number that Compugraphic issues to keep track of all diskettes.
- ▶ **C/C**: is the control code that corresponds to your business's customer number. This code prevents the fonts from being used on another 8600.
- ▶ The last line is the date the font was created by Compugraphic.

Font Complements

Each font on the 8600 is comprised of **three** Font Diskettes:

- ▶ The first two diskettes are *Primary Diskettes*. They contain the basic alphanumeric characters. The Primary Diskette labels have the Comp numbers 5002, 5477, or 5944.
- ▶ The third diskette is a *Pi Diskette*. This diskette holds special characters used in typesetting. Pi Diskettes have Comp numbers of either 500, 501, or 549.

The combination of these three diskettes make up *one font* on the Personal Composition System. The 8600 finds the correct character in each font.

Another font you must load on the hard disk is the *Graphics Elements Font*. It has a font complement of 5942. This font contains the different components the 8600 needs to typeset graphs, figures, and shading from the Personal Composition System. This font is copied as a Primary Diskette.

Assigning 8600 Font Position Numbers

In the following procedure you will assign a unique *Font Position Number* to each 8600 Font Diskette. This number is used when installing fonts on the 8600 hard disk.

- 1 Group all Font Diskettes with the same name and TF # together. There should be three diskettes for each font.
- 2 To help organize your font library, place the fonts in alphabetical order. This is an optional step, which will help you in later procedures.
- 3 Each Font Diskette must now be given a unique font position number. Remove the plastic wrapper from the three diskettes for the first font.
 - ▶ Look for the diskette with the *COMP #*: 005002—this is the first Primary Diskette for this font.

Installing Fonts on the 8600 Hard Disk

- ▶ With a felt tip pen, write the number *1.0* on the 5002 diskette label.
- ▶ Look for the Pi Diskette with the *COMP # : 000500, 000501, or 000549* next. Write the number *1.2* on this diskette label.
- ▶ Finally, write the number *2.0* on the diskette labeled *COMP # : 005944* or *COMP # : 005477*. This is the second Primary Diskette.
- 4 Continue this numbering process for all fonts in your library.
- ▶ The next set of Font Diskettes will be labeled *3.0, 3.2, and 4.0*.

Note: If your 8600 has fonts that are used by another front-end system you may have to start with a different numbering process. Each font must have a unique location.

For this procedure you will need:

- The Font Diskettes numbered as described above

These procedures *only have to be done when installing fonts*. They are not done on a daily basis. A step-by-step list of procedures appears below.

- 1 Push the 8600 On/Off button to ON.
 - ▶ When the code **03** appears, the 8600 is programmed.
- 2 Install the first three Font Diskettes.
 - ▶ Insert the Font Diskette labeled 1.0 into the disk drive.
 - ▶ On the front control panel, press **FONT**.
 - ▶ Press **1 0** then **LOAD**.
 - ▶ The message **OC 051** will appear
 - ▶ When **OC 053** appears, remove the diskette.
 - ▶ Insert the Pi Diskette labeled 1.2.
 - ▶ Press **FONT 1 2** then **LOAD**.
 - ▶ When **OC 053** appears, remove the diskette.
 - ▶ Insert the Primary Diskette labeled 2.0.
 - ▶ Press **FONT 2 0** then **LOAD**.
 - ▶ When **OC 053** appears, remove the diskette.
- 3 Repeat the above steps for each set of Font Diskettes. Be sure to enter the font position number you wrote on each diskette.
 - ▶ Additional displayed number messages are listed later in this chapter.

Creating a Slave Font Table

After all Font Diskettes have been installed on the 8600 it is necessary to create a *slave font table*. This is a table used by the 8600 as an internal font directory. A slave font table must be recreated whenever you add or delete fonts from the 8600. If you do not recreate it, the 8600 will not acknowledge the new fonts.

To make a slave font table:

- ▶ Press the numbers **5 4 5**.
- ▶ Press **ENT**.

It is only necessary to make a slave font table after you add fonts to your 8600 hard disk. It is not necessary to create one every day.

Messages and Meanings

The following messages may appear on the Status Message Display while installing fonts:

Number Displayed	Message
OC 051	The font is being installed.
OC 053	The font is installed on the hard disk.
OC 059	The diskette in the drive is not an 8600 Font Diskette. Check the diskette in the diskette drive.
OC 063	You are loading a Pi Diskette before loading the Primary Diskette. Install the Primary Diskette first.
OC 065	A font already occupies this position.
OC 067	You are installing a Pi Diskette before installing the Primary. Install the Primary Diskette first.
OC 073	Primary font already exists.
OC 083	Wrong typeface for Master (for example, Triumvriate Pi Complement for Cg Times Master).

Font Directory

The *Font Directory* is a printout of font information stored on the hard disk.

To print a Font Directory:

- ▶ Make sure typesetting paper has been loaded in the 8600 paper compartment.
- 1 Push the 8600 On/Off button to ON.
- ▶ Press **5 3 1 RUN**
- ▶ The 8600 will print a directory.
- ▶ When the message 032 or 034 appears.
- ▶ Press **PAUSE** then **FILM FEED**.
- ▶ Cut the typesetting paper in the cassette compartment using the paper cutter.
- ▶ Remove the cassette and process the paper.

Using the 8600 For Daily Operation

To program the 8600 for daily operation turn the system on. The operating program automatically loads from the hard disk.

- 1 To program the 8600
 - ▶ Push the On/Off button to On.
 - ▶ The message 001 will appear
 - ▶ When the message 003 appears, the 8600 is ready.

Note: See the list below if another message appears.

- ▶ If your 8600 is setup to default to the Personal Composition System it is ready to typeset documents.
- 2 If your 8600 defaults to a different front-end
 - ▶ Press 3 9 2 **ENT**
 - ▶ Press 6 1 6 **ENT** **RUN**

Format for Printer

Before typesetting a document you have several choices to make.

- 1 Make sure that Preferences are set up as described in Chapter 4.
- 2 In the document, choose **Format for Printer. . .** from the File/Print menu.
 - ▶ **If Format for Compugraphic 8600 Typesetter** does not appear in the upper left corner,
 - ▶ Click on **New Printer**.

You will see a screen displaying **Format for Which Printer?**

- ▶ Click on **Cg 8600 Typesetter**.
 - ▶ Click on **OK**.
- 3 The **Format for Compugraphic 8600 Typesetter** will appear
 - ▶ **Paper Size** Choose the paper size you will be using. If you are typesetting a Compose 2 document, the paper size must correspond to the size chosen in the Page Size menu.
 - ▶ **Printing Orientation** Choose your printing orientation. The first selection allows you to print documents up to 8 inches wide (portrait mode). The second selection allows you to print documents up to 11 inches wide (landscape mode).
 - ▶ **Print Quality** Generally high resolution is used for the 8600. This produces the highest quality output. Low resolution can be used to speed up the typesetter. If you are printing in low resolution landscape mode, the size of your characters will be reduced by approximately one third.

Typesetting a Document

- 1 See Chapter 4 to make sure the Preferences are set up correctly for typesetting on the 8600.
- 2 Make sure the pause light is out on the 8600 control panel.

▶ If the pause light is on, press **RUN**.

- 3 Send a file to the 8600 by choosing **Print . . .** from the File/Print menu.

Note: If you want only one copy of the document, choose, "Print As Is," from the File/Print menu. The printer defined in the Format for Printer. will be used.

▶ Select **All Pages** or a range of page(s).

▶ Click **OK**

- 4 The message **030** will appear when the document begins typesetting. Then the message **031** will appear in the status window. The 8600 will beep.

Note: Errors that might appear while typesetting include No Cassette, Out of Film, Paper Jam, etc. A list of these messages appears at the end of this chapter.

- 5 Typesetting is complete when **032** or **034** appears.

▶ Press **PAUSE** on the Control Panel.

▶ The red pause light will come on.

▶ Press **FILM FEED** to advance paper into the cassette.

- 6 Open the right side door and move the paper cutter across the paper.

▶ Lock the paper in the cassette by pressing the lever on the cassette, and pull back and up to remove the cassette.

- 7 Take the cassette to the processor.

▶ Fold the paper according to the instructions on the processor.

▶ Once the paper is processed, remove the cassette.

▶ Replace the cassette in the 8600. Align it against the front blue guide and push straight down.

- 8 Press the **RUN** button once. The red pause light will go out.

▶ The 8600 is ready to typeset additional documents.

If you wish to stop a document from typesetting once it has been sent:

- 1 Press **RESET** on the 8600 control panel.

▶ The Lisa will display an alert box saying that typesetting has been terminated.

▶ Click **OK**

Terminating Typesetting

Troubleshooting 8600 Status Messages

Below is a list of some common messages that may appear on the 8600 Control Panel. Most of these conditions can be corrected by:

- ▶ Pressing **RESET** on the Control Panel.
- ▶ Correcting the problem.
- ▶ Pressing **RUN**.
- ▶ And typesetting the document again.

Message	Meaning
001	System performing self-test.
003	System self-test completed.
005	Ready for operation.
007	8600 is in the pause mode.
011	No film; check paper supply and print document.
013	No cassette; check cassette compartment and print document.
015	Paper not feeding properly. Check paper transport.
017	Cover is open.
030	Starting a document.
031	Document input is complete.
032	End of document.
034	End of document.

Alert Boxes

If you experience difficulty when typesetting a document, an *alert box* will be displayed on the screen explaining what the difficulty is. The alert box will instruct you how to solve the problem. Some common problems and solutions:

- **A font is not on the hard disk** may appear if you did not load all of your fonts onto the 8600 hard disk. To load a font onto the hard disk see the procedure outlined earlier in this chapter.

Make sure that you loaded the Graphic Elements font on the 8600 hard disk (Complement #5942). This font is necessary for the 8600 to typeset figures, drawings and graphs.

This message may also appear if you did not create a Slave Font Table on the 8600. This procedure is outlined earlier in the chapter.

- **A font does not exist on the Lisa** may appear if you changed the Cg font library. See *Chapter 5* for more information on the Font Librarian.
- **No Paper or No cassette conditions** messages may appear on the screen. Correct the problem on the 8600
- **Cannot print your document** may appear if **Preferences** are not set up correctly (see *Chapter 4*), the **Format for Printer . . .** dialog box is not setup correctly, or the 8600 is not powered up.

Appendix

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Cg Compose 2 and Other Tools

The most efficient way to use Compose is to take information created in other *source* documents and assemble the final page layout of your document in Cg Compose 2. This is done by *copying* all or part of your source documents and *pasting* the information into Compose galleys. The source information is divided into two different categories: *text* and *figures*.

- Text includes documents that are created with LisaWrite, LisaCalc, LisaList, LisaTerminal, and tables from LisaGraph.
- Figures include documents created with LisaProject, LisaDraw, and LisaGraph.

Text

Text can be thought of as a stream of characters that can be edited, reformatted, and changed. Each of the entries in a LisaGraph, LisaCalc, or LisaList table is regular text that is separated by tabs and returns. When the text is merged into Compose, you can not perform the specialized functions of the original tool, for example the calculations of LisaCalc, but you can change the display of the text.

When you copy a spreadsheet or a list the information is in columns separated by tab stops and returns. The *text table* will retain the tab stops and returns when pasted into a Compose galley and then merge into a compartment. You may go into the text table and edit the columns by replacing information or changing the tab stop position of the columns. You cannot stretch the tabs larger than the size of the compartment.

Figures

Each *figure* is considered a block when copied and pasted into a Compose galley. You cannot revise or edit the contents of information within the boundaries of the figure. You can move the figure around on the page. You can crop the figure by grabbing the outside edge of the block and pulling the edge over the figure. The figure will not shrink, but the amount that you can view will decrease.

Note: You cannot edit text that is part of the drawing, graph, or project chart.

Special Applications

LisaTerminal You can paste text from LisaTerminal documents directly into Compose, but it is recommended that you paste them into LisaWrite first. In LisaWrite you have the *Search and Replace* feature, which you can use to remove extra returns and spaces that may be added to your text in the transmission. You also can use the *Spelling Checker* to proof your writing before you paste it into a Compose document. This step may help you detect errors in communications.

Figures Placed in LisaWrite You can paste LisaDraw, LisaGraph, and LisaProject documents directly into LisaWrite. LisaWrite will handle these figures as individual blocks, or paragraphs that you cannot edit. Space will be provided to hold the figure in the text, but when you merge the text into Compose, only the text and the space will appear. The figure will not be in the text.

If you are planning to assemble a document in Compose, you should work with text only in LisaWrite and merge the text and figures in your Compose document. You have more flexibility to layout your page with Compose because you can add rules, vary the size of compartments and cut text to run around figures on the page.

Multiple Typestyle Changes When text is in a galley you can change the font before you merge the text into a Compose compartment. This is accomplished by selecting a galley and choosing **Change Fonts in Galley...** from the Fonts menu. You can change more than one font before you merge the text.

When you are working with text source documents you can choose *Modern* or *Classic* in several different sizes. You can designate a different size font for various components of your document so that each type of heading, subheading and text change, such as bold or italic, will be a different point size. When you paste the document into a Compose galley, you can replace each of the point sizes while the text is in the galley with a different font that you designate.

Study the dialog box **Change Fonts in Galley...** to see which point/pitch sizes you can replace. While the text is in a galley, you may select each of the point size and replace it with one of the fonts that you have showing on the *Font* menu. You may place new fonts on the menu to have a wider choice by choosing **Replace Menu Fonts...** You cannot search and replace the psuedo bold or the psuedo italic when text is in the galley.

Apple Key Combinations

Some Cg Compose 2 menu items contain the Apple key symbol followed by a character. Menu items that appear with the Apple key symbol can be chosen by using the mouse, or by pressing and holding the **Apple** key and pressing the character associated with that menu item. When you release the the **Apple** key the operation will be performed as if you had selected the menu item.

For example, to use the Cut menu item you select what you want to cut, press and hold the **Apple** key, then press the **X** key, and release the **Apple** key.

The Apple key combinations listed below apply only to Cg Compose 2 documents. While most of these items are the same for other tools, you should check each tool individually by looking at the menus, or the user manuals until you are certain how the particular key works for that tool.

Note: Apple key definitions 1 through 6 may be changed for a document through Composition Defaults in the Edit Menu.

1	1.0 pt. Rule	P	Plain Text
2	1.5 pt. Rule	Q	Delete Word Break
3	2.0 pt. Rule	R	Right
4	4.0 pt. Rule	U	Underline
5	6.0 pt. Rule	V	Paste
6	8.0 pt. Rule	W	Insert Word Break
7	Rule - other . . .	X	Cut
A	Select All of Document	Z	Undo Last Change
B	Bold	.	Terminate
C	Cut	[Show/Hide Rulers
D	Duplicate	-	Clear Tab Stop
G	Go to Page. . .	{	Set Normal Tab
I	Italic	 	Set Centered Tab
J	Justify	}	Set Right Flush Tab
K	Center	:	Set Decimal Tab
L	Left	;	Set Comma Tab
M	Make a Compartment		

Personal Composition System Type Styles

Type of one size and face is called a *font*. The “face” is the portion of the character that displays and prints. At the top of the Type Style menu is **Plain Text**. This indicates that the font will be printed without any of the other attributes listed directly beneath it, such as bold, or underline. The **Bold** and **Italic** are attributes that can be applied to any font that you choose. These items will not produce a *true* font, but will apply a *psuedo* bold or slant affect to the type selection.

At the bottom of the menu are the selections of size that are available for the fonts that you are using. You may select *Apple Modern* and **Classic** which are available in all of the Lisa tools.

Apple **Classic** fonts larger than 12 point will print as **Cg Times**. Apple **Modern** fonts larger than 12 point will print as **Triumvirate**.

The pitch number following the Apple type indicates the number of fixed characters per inch (the pitch). This is mono spaced type.

The other type in this menu is measured in points (72 points equals one inch). These fonts have proportional spacing for each character.

The list below shows the fonts as they print. The type style of each font is **plain**. Each of these fonts also may be **bold**, **underlined**, **italic**, **superscript**, or **subscript**. You can print any combination of point sizes and fonts on any printer.

8 Point, 20 Pitch Modern

8 Point, 20 Pitch Classic

8 Point, 15 Pitch Modern

8 Point, 15 Pitch Classic

10 Point, 12 Pitch Modern

10 Point, 12 Pitch Classic

12 Point, 10 Pitch Modern

12 Point, 10 Pitch Classic

12 Point Triumvirate

12 Point Cg Times

14 Point Triumvirate

14 Point Cg Times

18 Point Triumvirate

18 Point Cg Times

24 Point Triumvirate

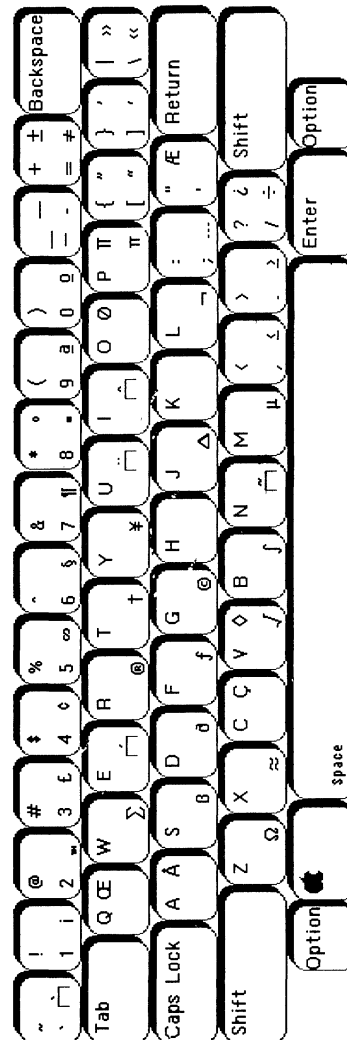
24 Point Cg Times

Keyboard Layout

The following *option characters* are available for all type fonts on the Personal Composition System. This keyboard layout replaces the reference card stored below the keyboard.

To access a special character, press and hold the **Option** key, press the desired key, and release the **Option** key. For example, if you want a cent sign:

- ▶ Press and hold the **Option** key
- ▶ Press the number **4** key on the main keyboard
- ▶ Release the **Option** key.



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Attention

Federal regulations require that, due to the laser technology in the EP 308, Compugraphic Corporation must track the location of all units for five years after the initial shipment.

We therefore request that you return the card below with the name and address of the new owner (if applicable) should your EP 308 change location for any reason. Also, please be sure to include the following information:

- ▶ Any change in ownership information.
- ▶ The serial number of the **Printer** unit located inside of the printer. Open the top of the printer by releasing the green handle on the right side. The serial number is printed on the right lower side of the unit.
- ▶ The reason for the change (i.e., moved, sold, stolen, destroyed).

Thank you for your assistance.

EP 308 Ownership Change Reply Card

Printer Serial No. _____ Date _____

Previous Location

New Location

Owner _____

Owner _____

Company _____ Dept. _____

Company _____ Dept. _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Reason for change _____

Date Purchased _____

Effective Date of Change _____



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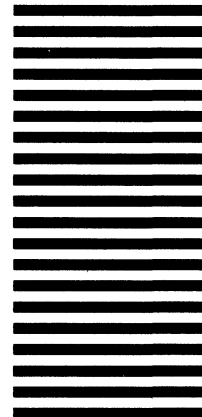
Wilmington, MA

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cg compugraphic®

Compugraphic Corporation
200 Ballardvale Street
Wilmington, MA 01887

ATTN: EP 308 Program Manager
Product Marketing



Compugraphic Corporation

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Part Number 201035-001