

USER'S GUIDE

Ready Set Go!™

by Letraset®

509,205

RSC-4 Illustrations (p.145)

Illustrations: can use formats

→ PICT (MacDraw or MacDraw II)

→ EPSF (Encapsulated Postscript File Format)

(Adobe Illustrator, Acrobat
Draw or Graph, Image
Sketch)

→ TIFF (Tag Image File Format)
(Image Studio or Thunder.com)

Ready, Set, Go!™ 4.0

User's Guide

Graphic
Design
Software
Letraset

A stylized graphic element consisting of several parallel, slightly curved lines that taper to the right, resembling a brushstroke or a stylized 'L' shape. It is positioned to the right of the text 'Graphic Design Software' and partially overlaps the 'Letraset' logo box.

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Before You Start

Before you start to use Ready,Set,Go! there are a few things you should know about the Macintosh computer, about this manual, and about the disks that came with the application.

About Your Macintosh

You should know how to set up your Macintosh and switch it on. You should know how to perform basic Macintosh operations, such as clicking and dragging, choosing commands from menus, and opening and closing applications and documents. If you are using a disk that supports the hierarchical file system, you should know how to search through folders to find documents. For this information refer to your Macintosh owner's guide and your hard disk owner's guide.

About This Manual

You should also know how this manual is organized. Chapter 1 is a quick introduction to Ready,Set,Go! and all the things you can do with it. Chapter 2 is a tutorial that helps you discover the power of Ready,Set,Go! by creating a Ready,Set,Go! document. If you're an experienced Macintosh user, you may want to skip this chapter. Chapter 3 is a step-by-step guide to Ready,Set,Go! It describes all the important tasks that you perform to design a document, create objects on a page, work with text and graphics, and print your final copy. You can read the chapter from start to finish or turn to individual tasks as you need help. Chapter 4 is a reference. When you're familiar with Ready,Set,Go! this chapter can help you refresh your memory about a particular command or provide some extra details about how the application works. The chapter also points out some shortcuts and offers suggestions for using memory efficiently. A glossary at the end of the book defines the most important terms you'll find in this manual.

Throughout the manual, you'll find "Notes" giving some background about traditional printing and publishing terms and procedures, as well as helpful hints for producing your finished pages.

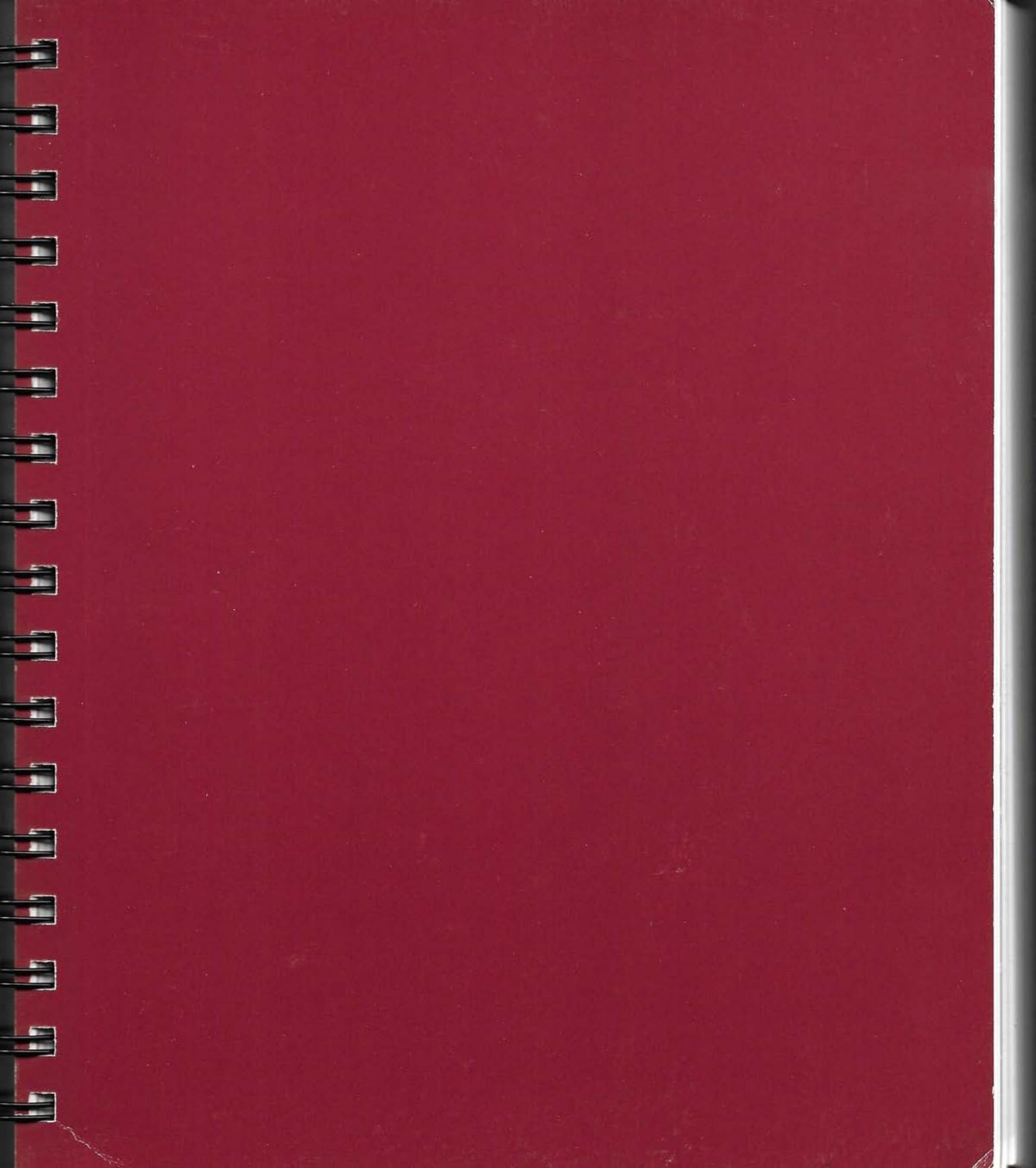
About Your Disks

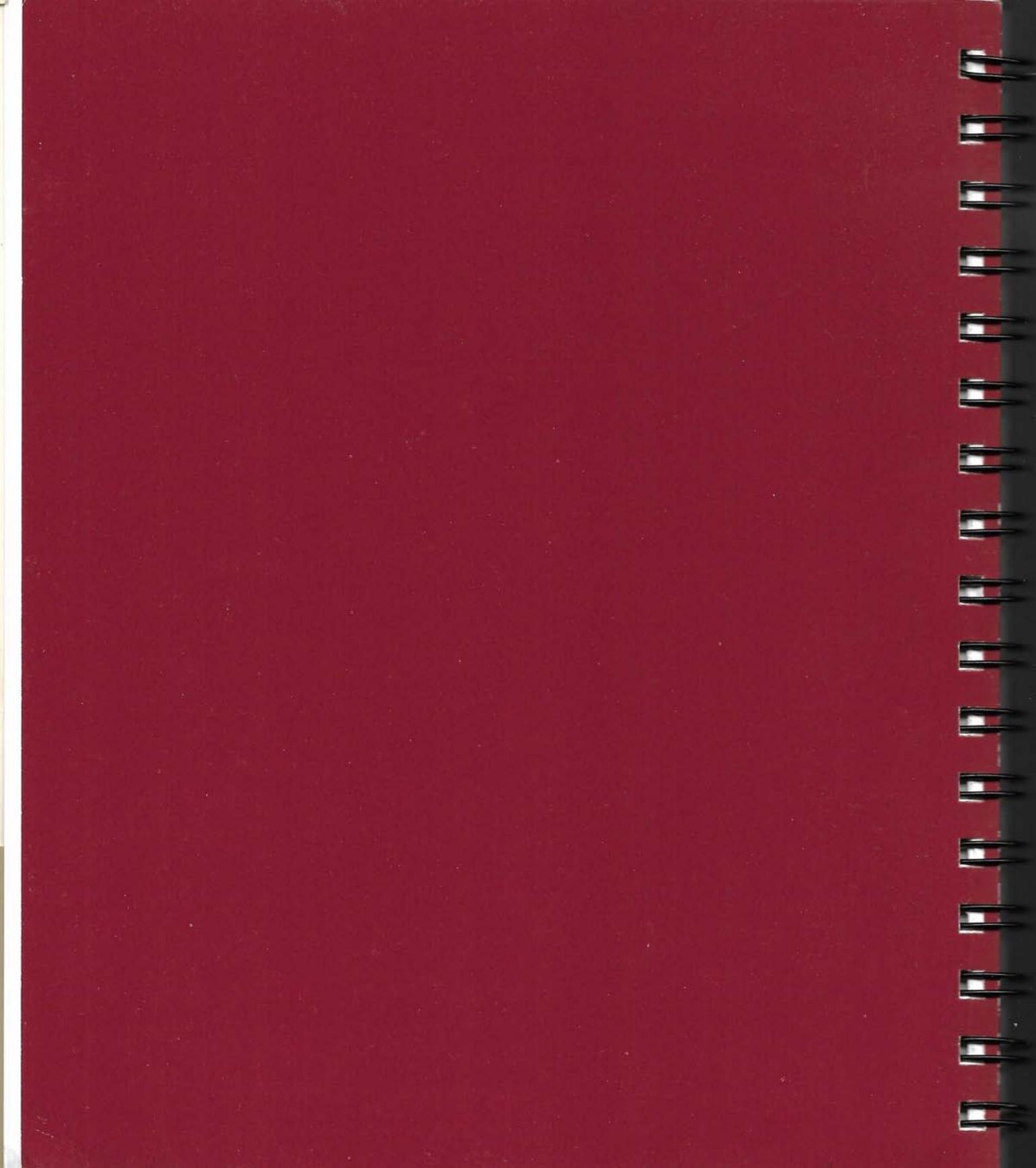
You should have three disks: the System Disk, the Application Disk, and the Dictionary Disk. The 800K System Disk provides the System Folder you need to start up your Macintosh (unless you have a Macintosh 512K) and to print your Ready,Set,Go! documents. The 400K Application Disk contains the Ready,Set,Go! application, Hyphenation Exceptions and User Dictionary files, and an Example folder you use with the tutorial in Chapter 2. The 400K Dictionary Disk contains the dictionary that Ready,Set,Go! uses to check spelling.

Before you begin to work, make working copies of these disks as described in "To Make Working Copies of Your Disks" in Chapter 3. Then put the originals away in a safe place so you'll always have them available in case you damage your working copies. If you don't know how to make backup copies, see your Macintosh owner's guide.

Welcome to Ready,Set,Go!

Now you're on your way to learning, using, and enjoying this revolutionary desktop publishing product.





Ready,Set,Go! is publishing made simple.

It's simple because Ready,Set,Go! gives you all the tools you need to create printed pages—grids and drawing tools, over 50 graphic patterns, a variety of border styles, even a powerful word processor—in one place.

It's simple because Ready,Set,Go! puts you in control. You see exactly how the finished page will look on the screen—before you invest in typesetting or even settle on a final page design. Changing the position of text and graphics is as easy as clicking and dragging. So you can afford to experiment.

Ready,Set,Go! is simple because, with just a few keystrokes, it performs advanced graphic operations such as scaling pictures or making text run around a picture.

And of course, it's just plain easy to use. Once you learn a few basic skills, you can create pages that normally require the skills of many different people—word processors, typesetters, and pasteup and layout artists.

Sound simple? Here's how it works.

1

Open a New Document

When you start Ready,Set,Go! a new document appears in a window on your desktop. A tool bar at the top of the window provides all the tools you need to create text and graphics in this document.

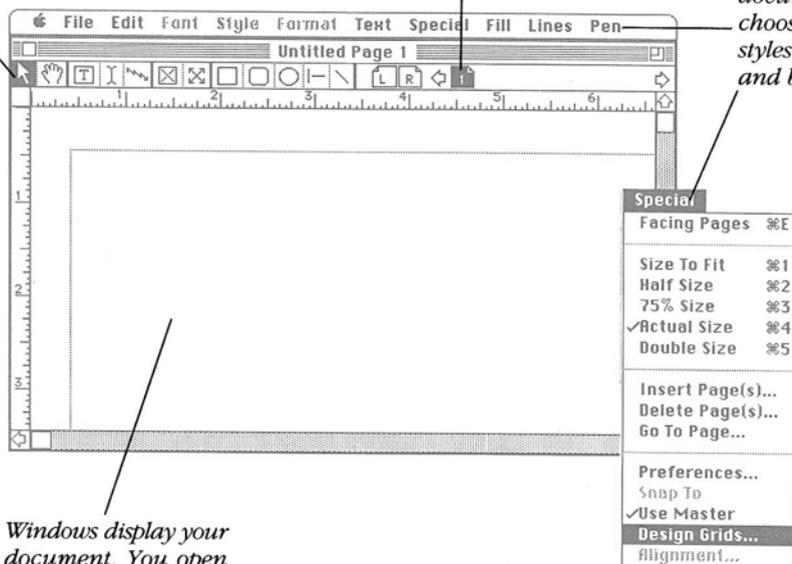
A menu bar appears across the top of the screen. You choose commands from the menus in this bar—commands for everything from hyphenating text to designing a page grid.

See “Managing the Desktop” in Chapter 3 to start Ready,Set,Go! and open a new document. *p.39 ft.*

Use the tools in the tool bar to create text and graphics.

Click the page icons in the page scroll bar to move quickly from page to page.

With menu commands, you manage documents. You choose fonts, styles, and text formats. You design page grids and change views of the document. You also choose line widths and styles and over 50 fill and border patterns.



Windows display your document. You open windows—one or many—with the Open and New commands.

Design Your Document

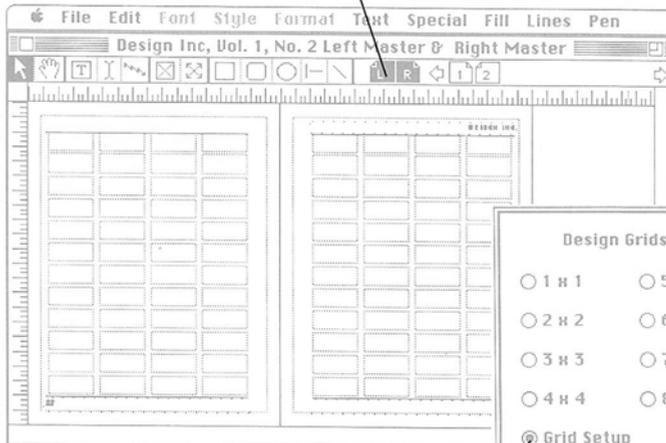
You start with design. Decide how many pages you want and choose a page size. Your Ready,Set,Go! document can be a single page. Or it can be many more—as many as your available memory allows. It can be any size up to 99 by 99 inches.

Next, design a page grid to help you organize objects on the page. The grid appears on the screen but not on your printed page.

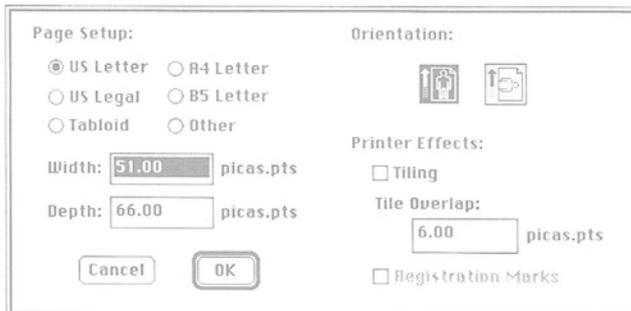
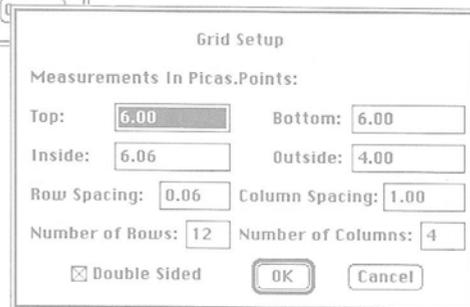
Finally, if your document has many pages with elements that repeat on each page, you can create these elements on master pages. Then Ready,Set,Go! automatically adds them to each page of the document.

“Designing a Document” in Chapter 3 gives you all the details.

Put items that appear on every page—column rules, running heads, or icons—on master pages.



Choose Grid Setup to select from eight standard grids. Or create your own grid.



Choose Page Setup to select your page size—a standard business page size, a tabloid size, or any other size up to 99 by 99 inches.

Create Objects

When you create the pages of a newsletter, report, manual, or brochure, you arrange objects on a page. Text. Charts. Illustrations. Photographs. Rules. Borders.

When you work with Ready,Set,Go! you work with objects, too. There are three kinds of objects in Ready,Set,Go!—text blocks, picture blocks, and graphic objects. You create them by selecting a tool, and then clicking and dragging on the page.

“Working With Objects” in Chapter 3 tells you all you need to know.

Use the text tool to create text blocks.

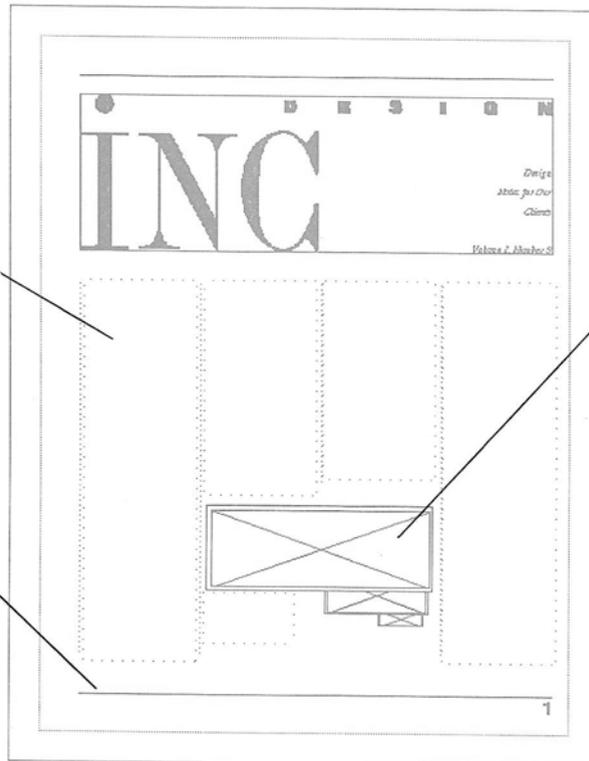


Use the picture tool to create picture blocks.

Use the shape tools to create lines, rectangles, rounded rectangles, and ovals.

You put text in text blocks.

Draw graphic objects—such as circles, dotted lines, or solid rules—anywhere on a page.



You put pictures in picture blocks.

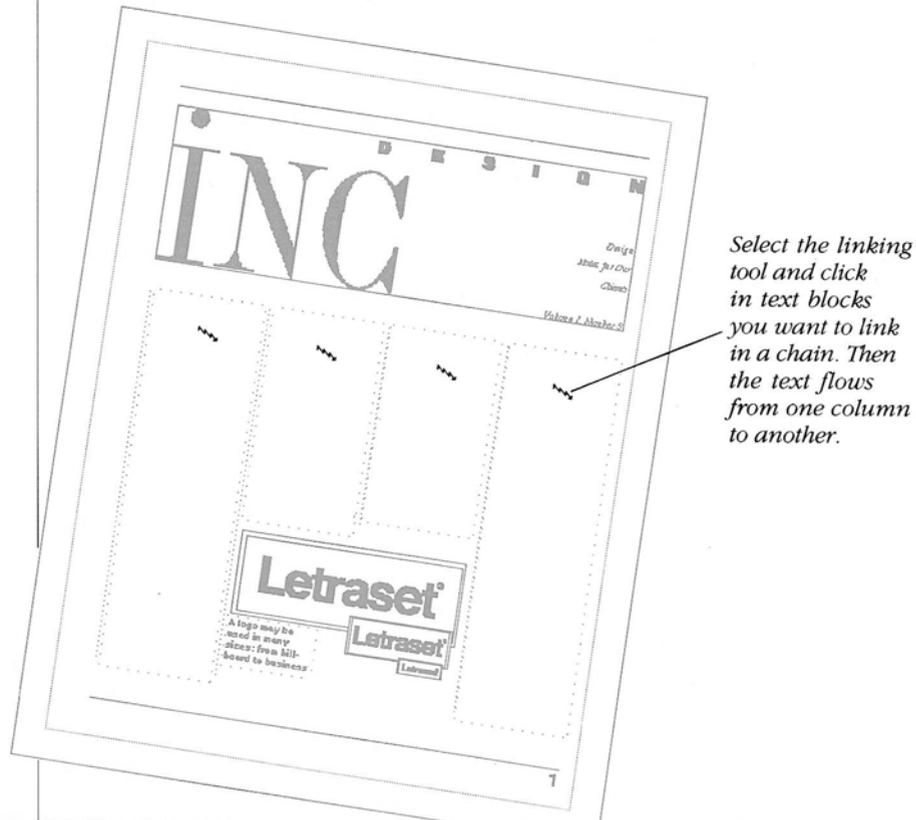
You can make objects smaller or larger, move them, and copy them. You can stack them and line them up horizontally or vertically.

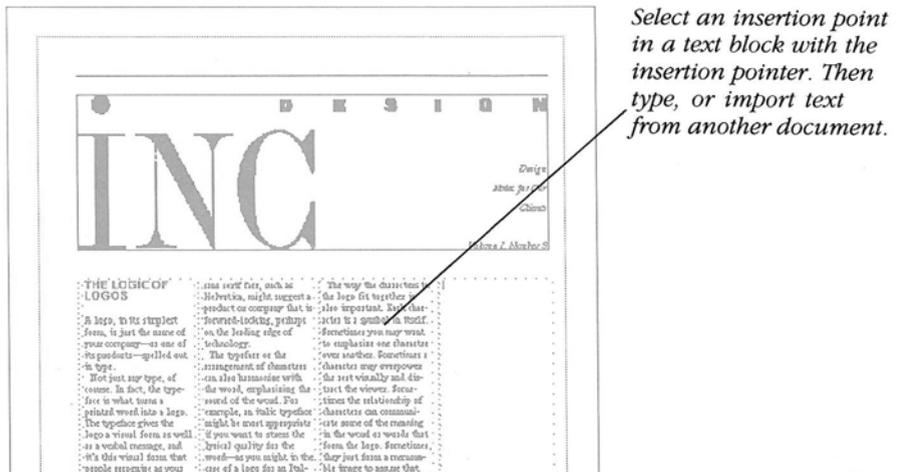
Work With Text

When you want to put text on a page, you create a text block.

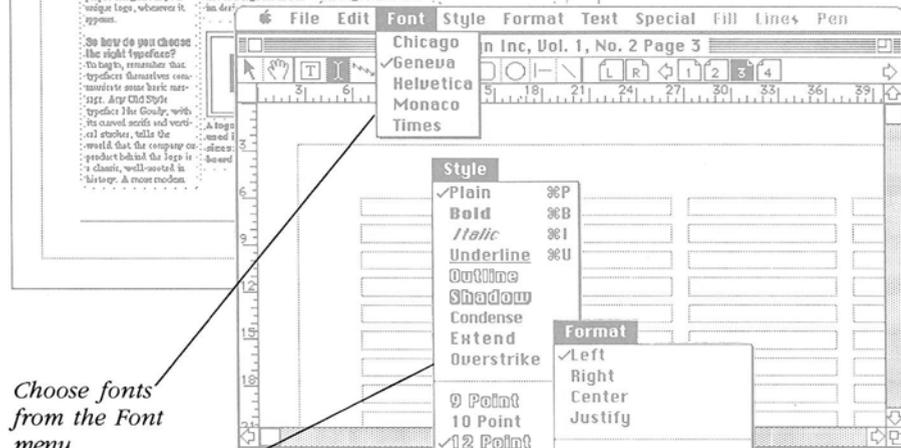
Then you get to work with words—typing, getting text from another document, choosing the fonts, styles, sizes, and formats you want. You create stylesheets for standard combinations of text styles and formats. You use glossaries to insert boilerplate text—a few lines or several pages. You can search and replace text. You can hyphenate automatically or choose not to. You can even check your spelling.

To become an expert, see “Working With Text” in Chapter 3.





Select an insertion point in a text block with the insertion pointer. Then type, or import text from another document.



Choose fonts from the Font menu.

Choose styles and sizes from the Style menu.

Choose formats—alignment, character spacing, line spacing, and more—from the Format menu.

Or do it all at once by choosing Type Specs from the Text menu.

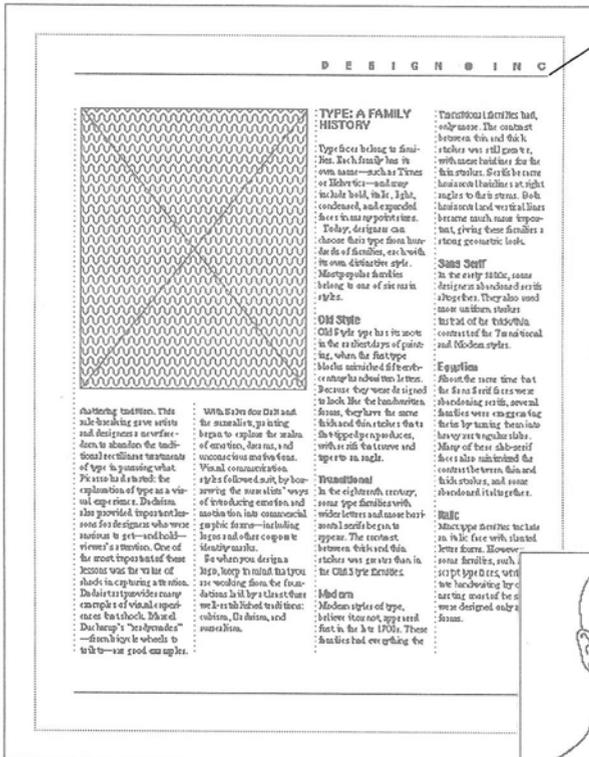


Add Graphics

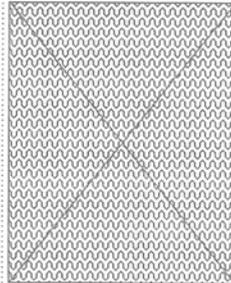
Ready,Set,Go! pages can have graphics as well as text. You can draw directly on Ready,Set,Go! pages to create boxes for text or pictures, rules to separate columns and rows, or simple charts or diagrams.

For more complex graphics, you can create pictures in a graphics application and then put them in a picture block on a Ready,Set,Go! page. You can even use photographs that you have scanned with a scanner and retouched with ImageStudio—the image-enhancing software from Letraset.

Check “Working With Graphics” in Chapter 3 for the fine points.



Create borders, rules, and simple charts and illustrations with the shape tools.



TYPE: A FAMILY HISTORY

Type faces belong to families. Each family has its own name—such as Times or Helvetica—and may include bold, italic, light, condensed, and expanded faces in various point sizes. Today, designers can choose from type faces hundreds of families, each with its own distinctive style. Many popular families belong to one of six main styles.

Old Style
Old Style type has its roots in the 15th century of printing, when the first type was set in hand-set letters. Most of the old style typefaces were designed in the 16th and 17th centuries. They have the same thick and thin strokes that give them their characteristic appearance.

Transitional
In the eighteenth century, some type families with thick letters and some with thin letters began to appear. The contrast between thick and thin strokes was greater than in the Old Style families.

Modern
Modern type families include the face with slanted letters. However, some families, such as the typeface, were designed by creating a new set of letters that were different from the old style.

Traditional families had, therefore, the contrast between thin and thick strokes was still greater, with more boldness for the thin strokes. The letters became less uniform in width at right angles to the stems. The horizontal and vertical lines became much more important, giving these families a strong geometric look.

Sans Serif
In the early 1800s, some designers abandoned serif typefaces. They also used more uniform strokes that led to the birth of the modern and modern styles.

Egyptian
About the same time that the sans serif faces were appearing, some designers were creating faces by turning them into heavy vertical strokes. Many of these also used the contrast between thin and thick strokes, and some abandoned the serifs.

starting tradition. This rule became the grave and the designers were forced to abandon the traditional recumbent treatment of type in passing what Picasso had shown the explanation of type as a visual experience. In design, the graphic designer's job was to get—and hold—viewer's attention. One of the most important of these lessons was the use of shade in capturing a vision. In his time, however, many examples of visual experience that had been used—such as the "designed"—from his time to the present.

With the new design and the smaller, printing began to replace the analysis of emotion, design, and unconscious motives. Visual communication, which followed early by becoming the mainstay of design, began to take on a new meaning. It was no longer a mere copy of the original, but a new way of seeing the world. It was a new way of seeing the world. It was a new way of seeing the world. It was a new way of seeing the world.

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Get pictures from graphics applications and put them in a picture block.



Choose Specifications and scale a picture within a picture block. Or create text runarounds.

Print Your Document

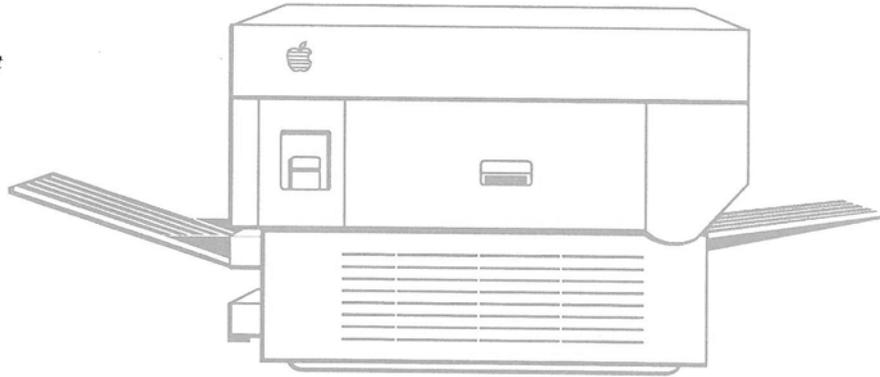
Printing is the last step in creating a Ready,Set,Go! document.

It's as quick and simple as the other steps. You select the options you want—the number of copies, the pages you want to print, and the paper source, for example.

If you're using a page size that's larger than your printer can handle, you can divide your pages into sections called "tiles." The tiles fit the paper size you are using and have some overlap so you can paste them together to form the complete page.

For step-by-step instructions on how to print with an ImageWriter or LaserWriter printer, see "Printing" in Chapter 3.

You select printing options. Different printers have different options.



Page Setup:	Orientation:
<input type="radio"/> US Letter <input type="radio"/> A4 Letter	 
<input type="radio"/> US Legal <input type="radio"/> B5 Letter	
<input checked="" type="radio"/> Tabloid <input type="radio"/> Other	Printer Effects:
Width: <input type="text" value="66.00"/> picas.pts	<input checked="" type="checkbox"/> Tiling
Depth: <input type="text" value="102.00"/> picas.pts	Tile Overlap:
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	<input type="text" value="6.00"/> picas.pts
	<input type="checkbox"/> Registration Marks

For large pages, choose Page Setup and click Tiling. Ready, Set, Go! divides the page into "tiles" for printing.

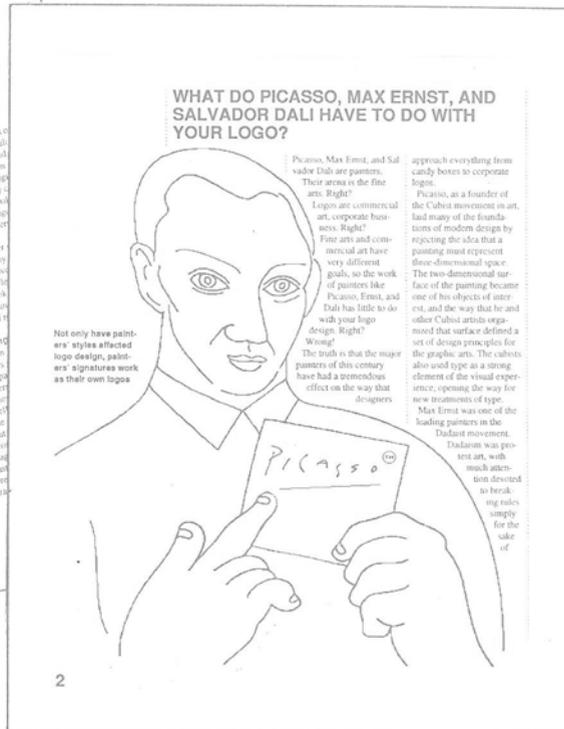
LaserWriter <LaserWriter Plus>	v4.0	<input type="button" value="OK"/>
Copies: <input type="text" value="1"/>	Pages: <input checked="" type="radio"/> All <input type="radio"/> From: <input type="text"/> To: <input type="text"/>	<input type="button" value="Cancel"/>
Cover Page: <input checked="" type="radio"/> No <input type="radio"/> First Page <input type="radio"/> Last Page		<input type="button" value="Help"/>
Paper Source: <input checked="" type="radio"/> Paper Cassette <input type="radio"/> Manual Feed		

Click OK to print a document that you can use as page proof, a camera-ready original, or a final document ready for distribution.

Get to Know Ready, Set, Go!

Of course, before you rush into print, you will want to explore the features of Ready,Set,Go! a little further.

You can start by creating a two-page sample newsletter with the tutorial in Chapter 2. Or if you already have a project of your own in mind, use the step-by-step instructions in Chapter 3 to guide you as you learn to create professional-looking publications with Ready,Set,Go!



WHAT DO PICASSO, MAX ERNST, AND SALVADOR DALI HAVE TO DO WITH YOUR LOGO?

Picasso, Max Ernst, and Salvador Dali are painters.

Their arena is the fine arts. Right?

Logos are commercial art, corporate business. Right?

Fine arts and commercial art have very different goals, so the work of painters like Picasso, Ernst, and Dali has little to do with your logo design. Right?

Wrong!

The truth is that the major painters of this century have had a tremendous effect on the way that designers

approach everything from candy boxes to corporate logos.

Picasso, as a founder of the Cubist movement in art, laid many of the foundations of modern design by rejecting the idea that a painting must represent three-dimensional space.

The two-dimensional surface of the painting became one of his objects of interest, and the way that he and other Cubist artists organized that surface defined a set of design principles for the graphic arts. The cubists also used type as a strong element of the visual experience, opening the way for new treatments of type.

Max Ernst was one of the leading painters in the Dadaist movement.

Dadaism was present art, with much attention devoted to breaking rules simply for the sake of

Not only have painters' styles affected logo design, painters' signatures work as their own logos.

Contrasting of course, in most, letters point as the which level a word, they jump out can be made it can be this way contrast. There's contrast.

THE QUESTION OF STYLE

Everyone talks about it. Some people spend fortunes to find it. Others achieve it on a shoestring. It may disappear tomorrow. What is it? It's style.

But what exactly is style? Style is a solution to a set of problems. The problem may be conveying facts and an image at the same time or it may be organizing information in a bureaucratic and keeping it although the facts have become a little dry. It may be finding a way to stick people or help them feel secure.

In printed materials such as booklets, newsletters, books, or papers, these problems are solved primarily by type. The basic unit of type is the letter. So that is where style starts.

The form of a letter

Letter forms are made of strokes. The proportions of the strokes give a letter form its style. The proportions can change in several ways. The ratio of the width of the stroke to the height of the letter form may vary. As most letter forms consist of both thin and thick strokes, the contrast between strokes can also vary. The width of letters can be expanded or condensed. And finally, the ratio between the x-height and the capital, ascender, and descender lengths changes the look of a letter form.

All letter forms in a typeface share the same proportions, which give the typeface its distinctive look—its style.

A letter form can be the major design element on a page. Letter forms often play a role in the design of logos, where their form lends recognition to products and companies.

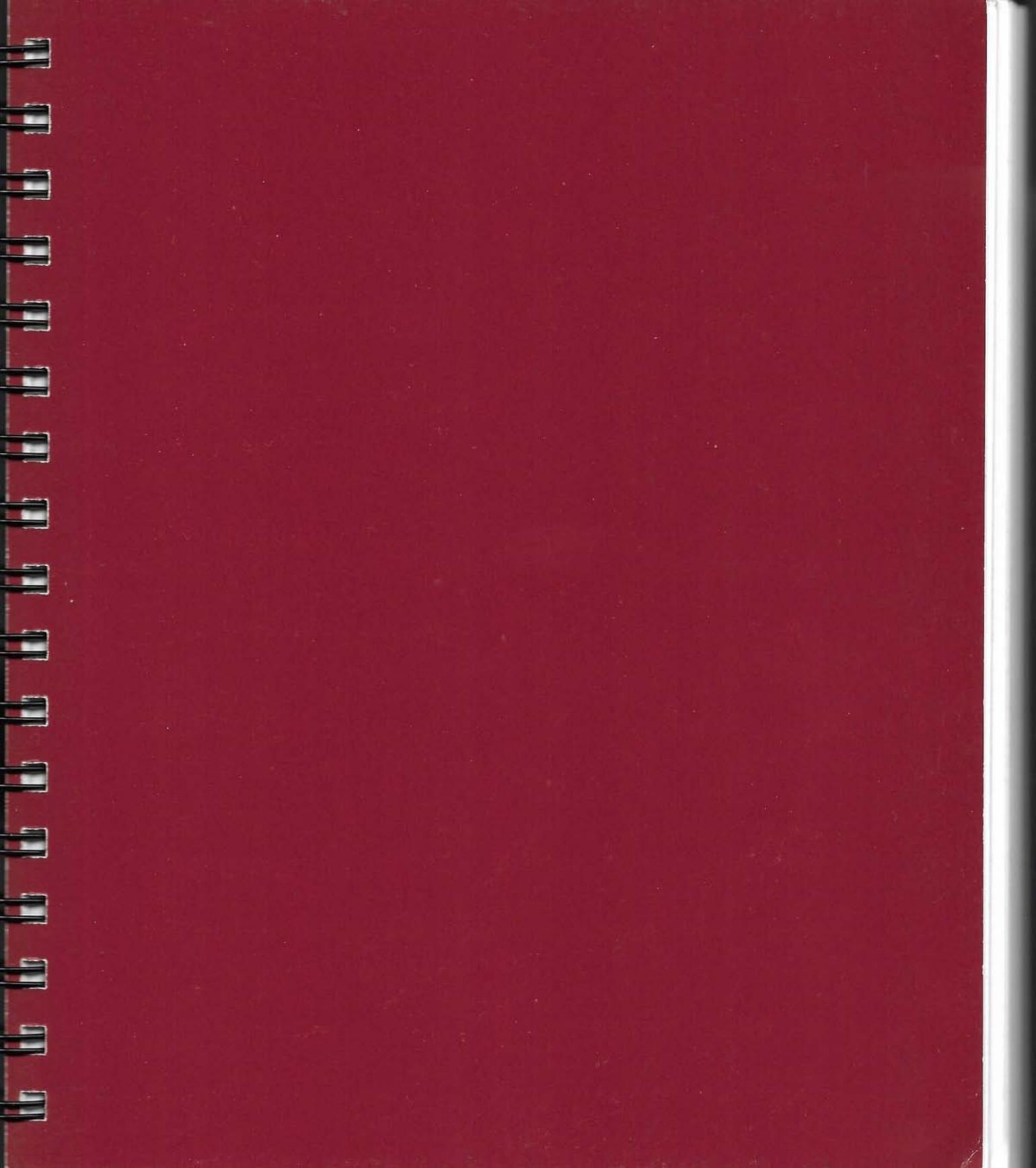
The development of type styles

Historically, the development of different styles of type has been directly influenced by advances in printing technology. From Gutenberg's invention of movable type in the 1400s to the industrial revolution of the 1800s to the photographic and computer revolutions of the 1900s, the history of type has responded to the technology of the times.

Early type styles were humanistic, that is, based on the written hand. Their forms followed the slants and strokes of human handwriting. Movable metal type required a more controlled, mechanical approach to type design, with straight backs and thin, carefully spaced strokes. Advances in metallurgy allowed subtler differences in stroke weight and form. Advances in ink and paper technology transferred those subtleties to the printed

page. Phototypesetting made cast-on metal sorts obsolete—photo sorts could be scaled to any size and warped to any variation in shape. And modern digital computer typography techniques to expand the range of form and encourage development of diverse styles of type.

Today a designer chooses from many type developed over centuries, using style guides as a look table to name the look or cultural reference.





Ready, Set, Go! is easy to learn. So you may want to get started right away with a document of your own.

But if you would like to practice for a few minutes before you begin, or if you want to get some ideas about how to organize the process from start to finish—and pick up a few tricks along the way—you can work with the sample newsletter in this chapter.

To use this example, you need a folder named Example, which is on the Ready, Set, Go! Application Disk. The Example folder contains a Microsoft Word document named Article and a Ready, Set, Go! document named Glossaries. It also contains two graphics documents named Masthead and Illustration. You don't need the Word or graphics applications to use these documents in a Ready, Set, Go! document.

Before you begin to work, be sure to make working copies of your disks. If you have two 800K drives, you can copy the RSG Dictionary into your working copy of the Application Disk. (However, you don't need the RSG Dictionary to create the newsletter in this chapter.) If you are using a hard disk, copy the application and the dictionary onto one folder on your hard disk. See "To Make Working Copies of Your Disks" in Chapter 3 for details.

2

Start Ready,Set,Go!

To start Ready,Set,Go! you insert your working copies of the System Disk and the Application Disk in your disk drives and open the application to display a new, untitled document. If you are using a hard disk, go directly to step 4.

- 1** Switch on your Macintosh. If it is already on, return to the Finder and shut it down by choosing Shut Down from the Special menu.
- 2** Insert your working copy of the Ready,Set,Go! System Disk, label side up, metal end first, into the internal 3.5-inch disk drive. Then insert a copy of the Application Disk into the external drive.

If you used the Shut Down command, click Restart.

The Macintosh Finder now appears on the screen. The icon for the Application Disk appears just below the icon for the System Disk.

- 3** Double-click the Application Disk icon to open it.

A window displays the contents of the Application Disk.

- 4** Double-click the Ready,Set,Go! icon.

Ready,Set,Go! starts by displaying page 1 of an untitled document and the tools you need to work.



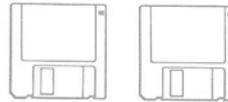
Application Disk



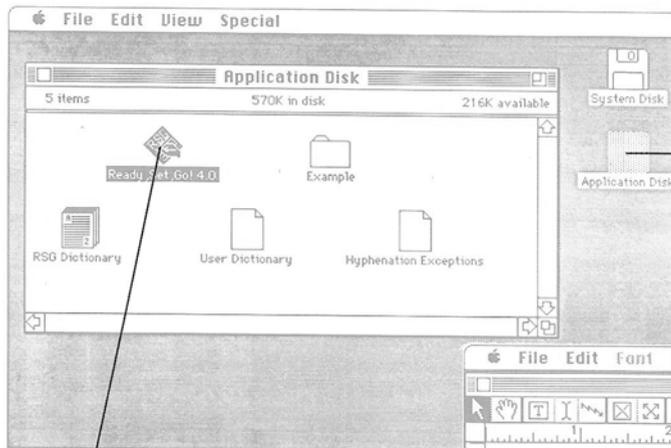
Ready,Set,Go! 4.0

1. Switch on your Macintosh.

2. Insert the System Disk and the Application Disk.



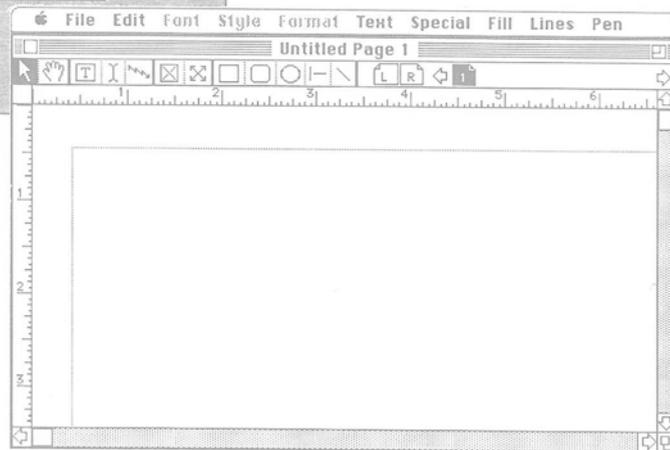
You can copy the Application Disk and the Dictionary Disk onto a single 800K disk to check spelling.



3. Double-click the Application Disk icon.

4. Double-click the Ready,Set,Go! icon.

Ready,Set,Go! displays page 1 of an untitled document on your screen.



Name the Document

The first step is to give the newsletter a name.

- 1** Choose Save As from the File menu.

The Save As dialog box appears with Untitled selected.

- 2** Type a name for the document.

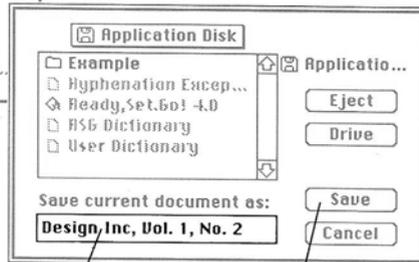
The title of this newsletter is Design Inc. You can use that for the name of your document or choose another name.

- 3** Click Save to confirm the name.

The name that you typed now appears in the title bar of the document window. A dotted line around the page shows the print area of the page—that is, the part of the page that your printer can print.

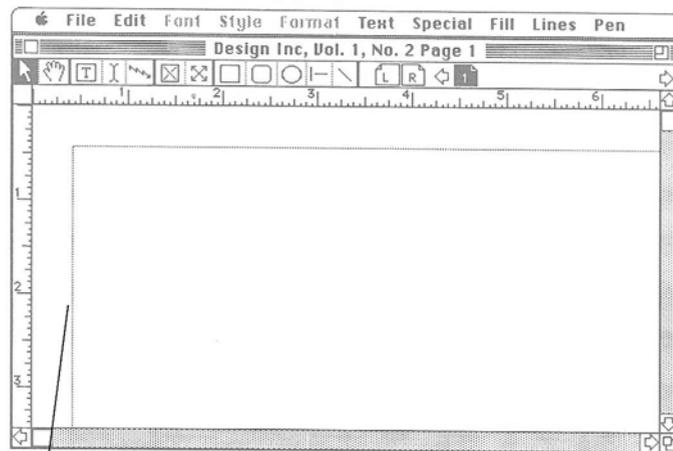


1. Choose Save As.



2. Type a name for the document.

3. Click Save.



This line marks the print area of the page.

Set Up the Grid

Attractive, readable publications start with page design. A grid system helps you design pages that are balanced and consistent. Ready,Set,Go! makes grid design easy, even automatic. But first you need to choose a measurement scale.

1 Choose Preferences from the Special menu.

The Preferences dialog box displays several options. For now, just select the units of measure and leave the other options unchanged.

2 Click Picas/Points, and then click OK.

The rulers in your document window now display picas.

3 Choose Design Grids from the Special menu.

A dialog box displays eight standard grids and an option for setting up your own grid. For this newsletter, you're going to set up your own.

4 Click Grid Setup if it is not already selected, and click OK.

5 Type these specifications:

Top: 6	Bottom: 6
Inside: 6.06	Outside: 4
Row Spacing: .06	Column Spacing: 1
Number Of Rows: 32	Number Of Columns: 4

Click Double Sided if it is not already checked. Ready,Set,Go! automatically assigns the proper inside and outside margins to left and right pages.

The number you type replaces the selected number in each box. You can use the Tab key to move from one box to the next.

6 Click OK to display the new grid and make it active.

The rows and columns form rectangles—32 rectangles per column.

Choose Save from the File menu to save your work before you continue.

Special

Facing Pages ⌘E

Size To Fit ⌘1

Half Size ⌘2

75% Size ⌘3

✓ Actual Size ⌘4

Double Size ⌘5

Insert Page(s)...

Delete Page(s)...

Go To Page...

Preferences...

Snap To

✓ Use Master

Design Grids...

Alignment...

1. Choose Preferences.

Preferences

Units:

Inches

Centimeters

Picas/Points

Starting Page Number:

Show Grid

Show Ruler

Show Print Area

Show Block Outlines

Use Fractional Widths

Disable Font Scaling

OK Cancel

2. Click Picas/Points and click OK.

Special

Facing Pages ⌘E

Size To Fit ⌘1

Half Size ⌘2

75% Size ⌘3

✓ Actual Size ⌘4

Double Size ⌘5

Insert Page(s)...

Delete Page(s)...

Go To Page...

Preferences...

Snap To

✓ Use Master

Design Grids...

Alignment...

3. Choose Design Grids.

Design Grids

1 x 1

2 x 2

3 x 3

4 x 4

5 x 5

6 x 6

7 x 7

8 x 8

Grid Setup

OK Ca

4. Click OK to see the Grid Setup dialog box.

Grid Setup

Measurements In Picas.Points:

Top: Bottom:

Inside: Outside:

Row Spacing: Column Spacing:

Number of Rows: Number of Columns:

Double Sided

OK Cancel

5. Type these specifications.

6. Click OK.

Notes:

Picas and Points

Typographers measure type and spaces in picas and points. There are almost exactly 72 points in 1 inch (2.54 centimeters). One pica equals 12 points. There are approximately 6 picas in 1 inch.

The Ready, Set, Go! convention for writing picas and points is to write the picas first, followed by a decimal point, and then the points. Point sizes less than 10 use the placeholder 0 (zero). So 6 picas and 6 points is written: 6.06.

Designers specify measurements within the type page in picas and points, but they often use inches or centimeters for measurements outside the type page.

Add a Page

1

New Ready,Set,Go! documents always open with one page. An icon for page 1 appears in the page scroll bar at the upper right of the Ready,Set,Go! document window.

This sample newsletter has two pages, so you need to add a page. You don't have to set up the page grid each time you add a page. Ready,Set,Go! does it for you.

1 Choose Insert Page(s) from the Special menu.

The Insert Page(s) dialog box appears. You can add any number of pages. They can be blank pages or duplicates of the current page. You can add the pages before or after the current page. For this example, you use the preset options: 1 blank page after the current page.

2 Click OK.

An icon for page 2 now appears in the page scroll bar, and page 2 appears on the screen.

3 Click the icon for page 1 in the page scroll bar to return to page 1.

The two icons at the far left of the page scroll bar represent master pages. The L and R stand for left and right master pages. You use master pages to create elements that you want to repeat on every left and right page. Master pages are very useful for longer documents. See "To Set Up Master Pages" in Chapter 3.

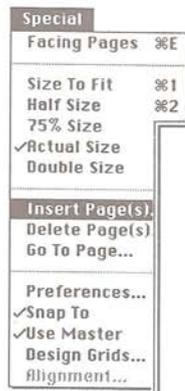
You may want to get a look at the full page now.

4 Choose Size To Fit from the Special menu.

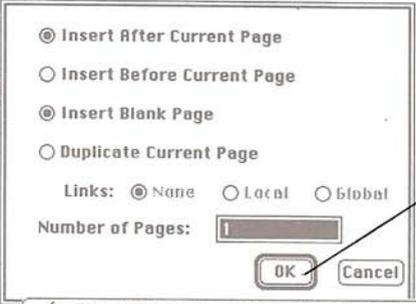
The page is reduced to fit in the window. You can also choose Half Size and 75% Size for intermediate reductions or Double Size for a closeup view. You can even choose Facing Pages if you have a document with facing pages. This two-page newsletter is printed on a single, double-sided page, so it doesn't have facing pages.

5 Choose Actual Size from the Special menu to continue working.

2

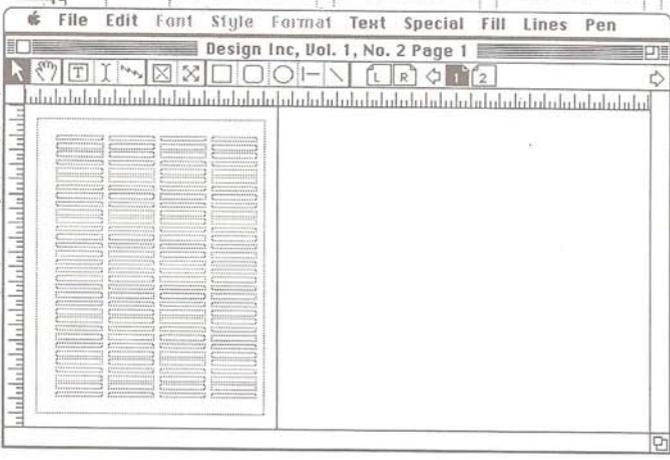
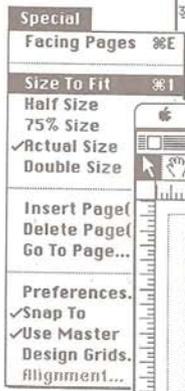
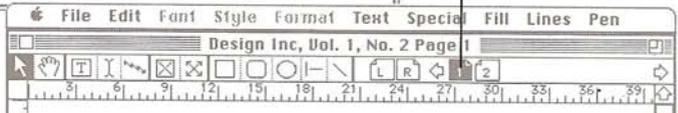


1. Choose Insert Page(s).



2. Click OK.

3. Click the page 1 icon.



4. Choose Size To Fit.

5. Then choose Actual Size again.

Notes:

Verso and Recto

Left and right pages refer to the pages in a two-page spread when a bound book is laid open. Open a book, and you'll see that the page on the right is always numbered with an odd number and the page on the left with an even number. This means page 1 is always a right page, and page 2 is always a left page. Why? Tradition. In a two-page piece printed on one sheet, page 1 is the front, page 2 is always a left page.

Don't be cowed by publishing people who use Latin to make right and left sound more important or more mysterious. Recto means the right page, and verso means the opposite, or left, page.

Create a Masthead

A newsletter gets its identity primarily from its masthead. The Design Inc masthead is already created in a file called Masthead. To put it in the newsletter, draw a picture block and get the masthead from the Masthead file.



- 1** Select the picture tool from the tool bar.

When you move the pointer into the window, the pointer becomes a crossbar.

- 2** Position the pointer at the upper left corner of the first column. Drag across the page to fill the top ten grid rectangles in all four columns.

As you drag, the page scrolls in the window. When you release the mouse button, the picture block snaps to fit the grid exactly. If you don't get the block the way you want it the first time, press Backspace to erase the block and try again.



- 3** Select the cropping tool and click in the picture block.

A pattern fills the picture block to show it's selected.

- 4** Choose Get Picture from the File menu.

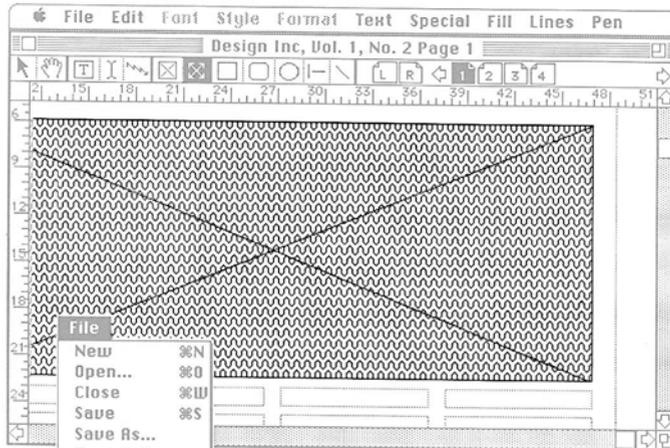
A dialog box lists the available graphics files. Your list should include a file named Masthead. (You may have to open the Example folder or click Drive to find this file.)

- 5** Double-click Masthead to open it.

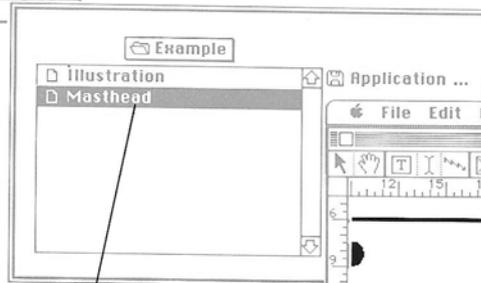
The masthead appears in the picture block. You may need to move it around in the picture block by dragging it with the cropping tool if it is not centered in the block. Scroll to see the whole picture block, or choose Size To Fit from the Special menu to see the whole page. Choose Save from the File menu to save your work so far.



1. Click the picture tool.



4. Choose Get Picture.

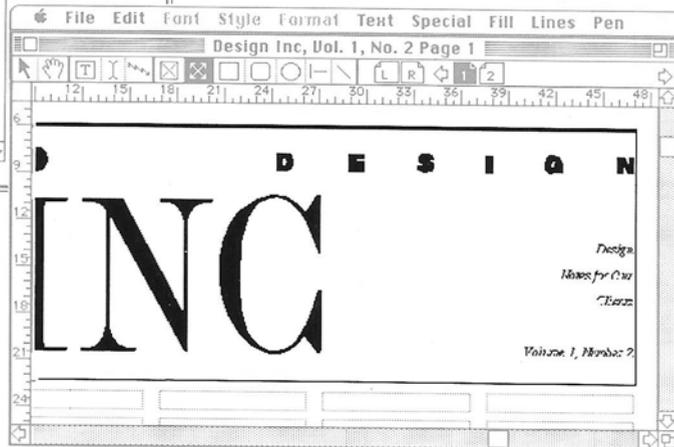


5. Double-click Masthead.

2. Draw a picture block to fill the top 10 rows of the page.



3. Select the cropping tool and click in the picture block.



Create Text Columns



This sample newsletter has four columns of text on each page. To create columns of text, you draw text blocks.

- 1** Select the text tool from the tool bar.

When you move the pointer into the window, it becomes a crossbar.

- 2** Drag to draw a text block for column 1.

Skip the first grid rectangle below the masthead and start the first column. Drag to the next-to-the-last grid rectangle in column 1. When you release the mouse button, the text block snaps to fit the grid. Text blocks are shown on the screen with a dotted outline. When a text block is selected, there are handles at the edges of the block.

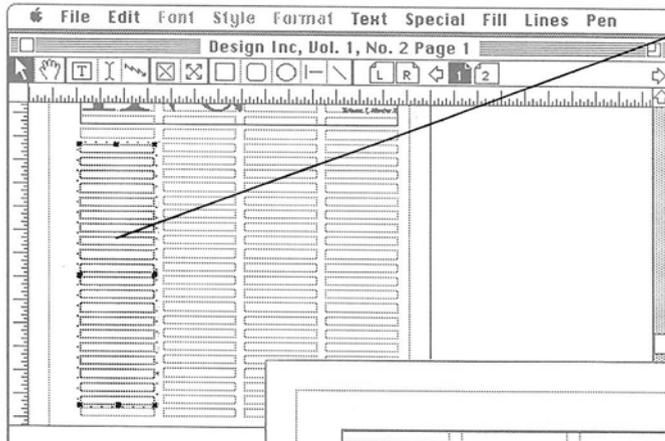
- 3** Draw three more matching columns on page 1. Then, draw the first three columns on page 2.

Start the columns on page 2 in the second grid rectangle and end them in the next-to-last one.

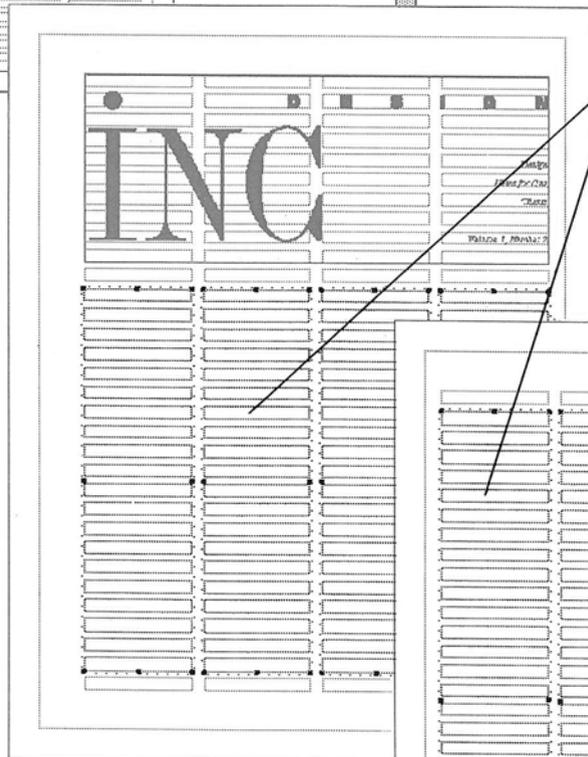
Save your work before you continue.



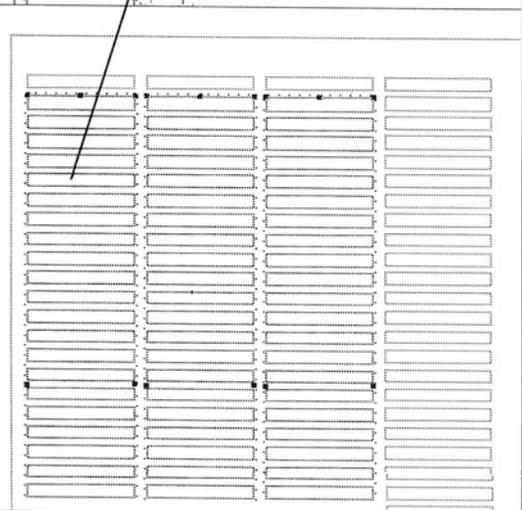
1. Click the text tool.



2. Drag to draw a text block for column 1.



3. Draw 3 more columns on page 1 and 3 columns on page 2.



Lay Out an Article



Now you're ready to lay out your first article. You start by getting the text for the article from a file named Article. Then you use the linking tool to lay it out in columns.

1 Select the insertion pointer and then click in the text block in column 1 on page 1.

When you move the pointer into the window, it becomes an I-beam. When you click in column 1, a blinking insertion point marks where text you insert will start.

2 Choose Get Text from the File menu.

A dialog box lists the available text files, including the file named Article. You may have to open the Example folder or click Drive to find this file.

3 Double-click Article to open it.

The first part of the article fills column 1. (The top of the first line may appear to be chopped off, but it will print correctly.) A symbol at the bottom right corner of the text block shows that there is more text in the article than can fit in the text block.



4 Select the linking tool from the tool bar.

5 Click once in column 1 and then once in columns 2, 3, and 4.

As you click in each text block, text fills the block.

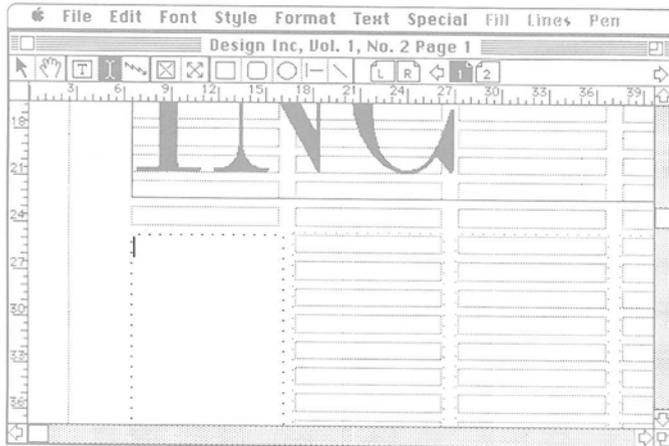
6 Click the icon for page 2 and link the text across the page by clicking in columns 1 and 2 and double-clicking in column 3 to end the chain.

The text won't fill all the text blocks you made on page 2 yet, but it will after you insert a picture on the page.

Save your work.



1. Click the insertion pointer and click in column 1.

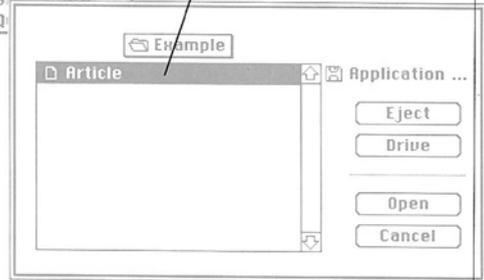


File

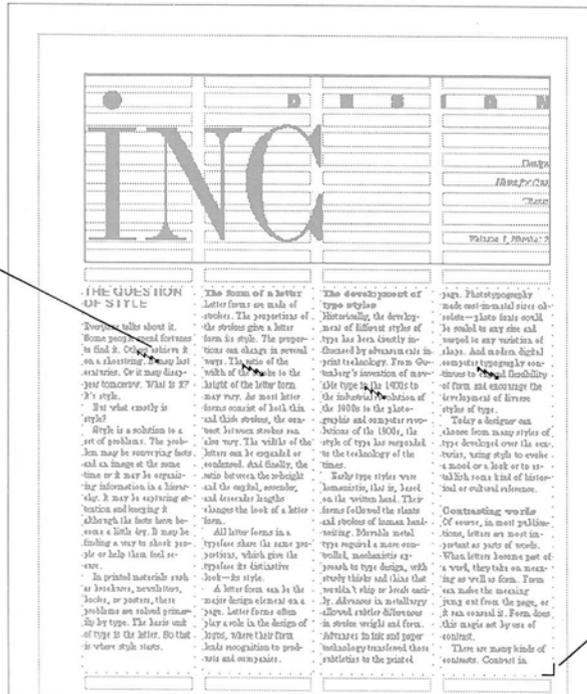
New ⌘N
Open... ⌘O
Close ⌘W
Save ⌘S
Save As...
Page Setup...
Printer Setup...
Print...
Get Text...
Put Text...
Go to...
Quit

2. Choose Get Text.

3. Double-click Article.



4. Click the linking tool.



5. Click in each column on page 1 in order.

6. Click the page 2 icon and click in columns 1 and 2 on page 2. Double-click in column 3.

Shows there's more text.

Change the Headings

Ready,Set,Go! has a powerful built-in word processor, so you can change text easily. One of its most powerful features is its ability to create stylesheets—predefined formats that you can apply to text paragraphs or headings, for example. You can use this feature now to change some of the headings in the article you just laid out.

1 Select the insertion pointer and select the heading: “The form of a letter.”

2 Choose Styles from the Text menu.

A window displays the list of available styles. Because this is a new document, no styles are listed.

3 Click New to create a new style.

A new window shows the current specifications for the selected text.

4 Type a name for the new style. Click Helvetica and 10 Point. Then click OK.

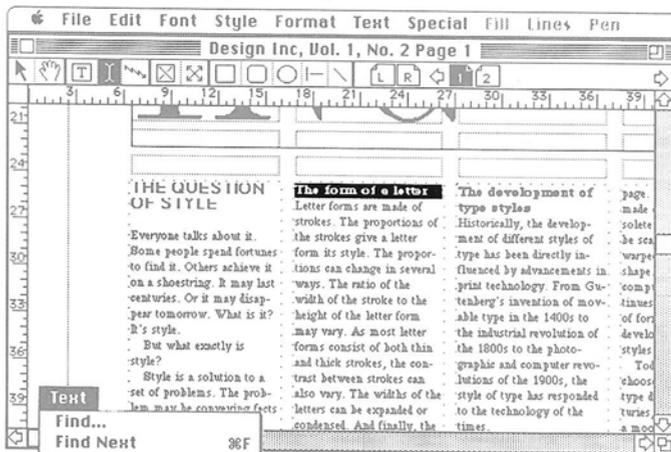
Don’t change the other specifications right now. You can learn more about stylesheets and type specifications in “Working With Text” in Chapter 3.

When you click OK, the new style appears in the list of available styles and is selected.

5 Click Apply and then click Done.

The head you selected appears in the new style. Select the rest of the headings in the article, choose Styles from the Text menu, select the style you just named, and click Apply to apply it to each one.

Save your work.



1. Select the insertion pointer and select a head.

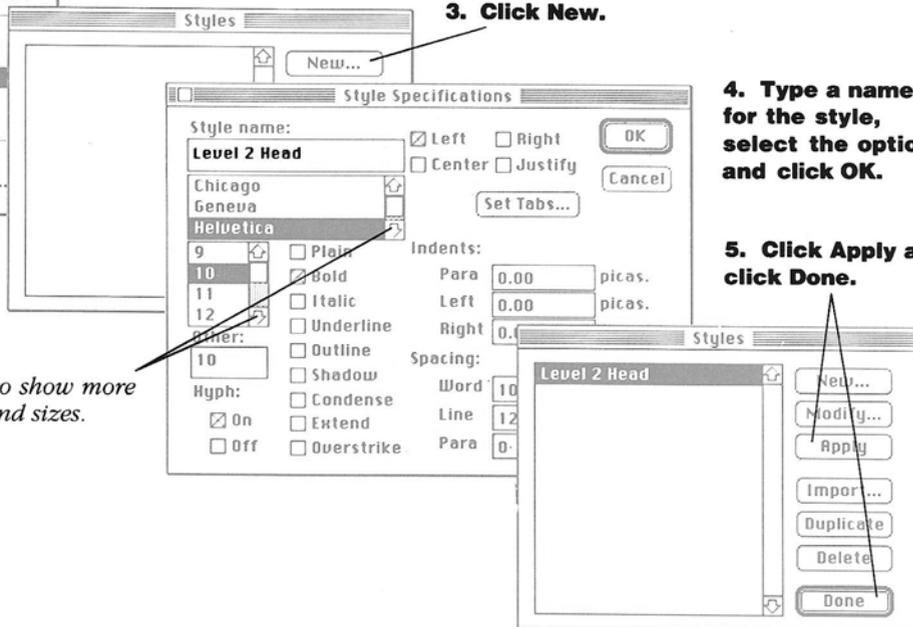
2. Choose Styles.

3. Click New.

4. Type a name for the style, select the options, and click OK.

5. Click Apply and click Done.

Scroll to show more fonts and sizes.



Add a Publisher's Note

Most publications have some standard text that always appears in the document. The Design Inc newsletter has a Publisher's Note that usually appears in the last column of the last page. You can use the Glossaries command to add this note.

1 Draw a new text block in column 4 on page 2.

Select the text tool and position the pointer in the second grid rectangle from the top of column 4. Drag to the bottom of the sixth grid rectangle.

2 Select the insertion pointer from the tool bar and click in the new text block.

3 Choose Glossaries from the Text menu.

A dialog box displays the available glossaries—preexisting boilerplate text that you can insert anywhere in your document. Every document has a few glossaries built into it for displaying the date and time. But you need to import the Publisher's Note glossary from another document.

4 Click Import.

A new dialog box lists Ready,Set,Go! files.

5 Double-click Boilerplates.

You may have to open the Example folder to find the Boilerplates file. All the glossaries from the Boilerplates file are added to the list of glossaries.

6 Select Publisher's Note, click Paste, and then click Done.

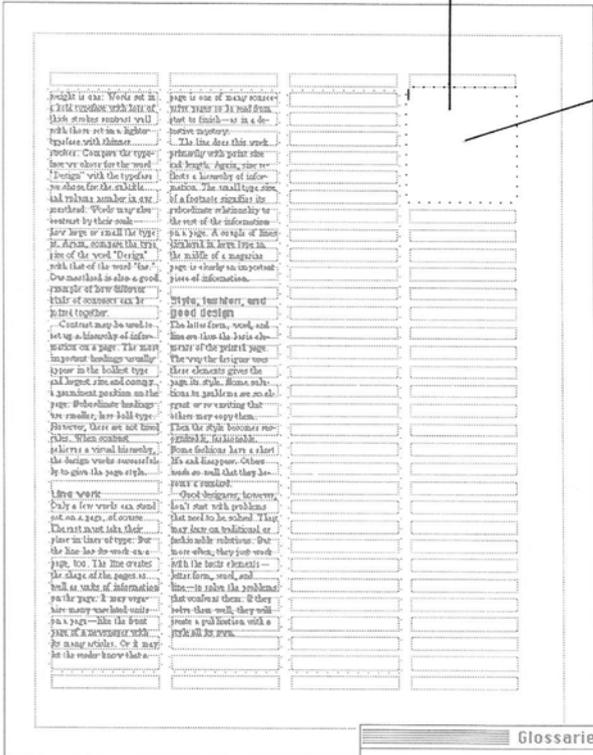
The Publisher's Note appears in the new text block in column 4.

Save your work.

Paste is not highlighted



1. Draw a new text block in column 4.

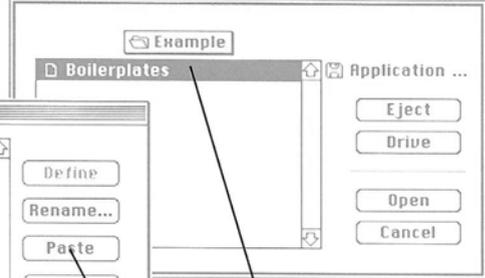
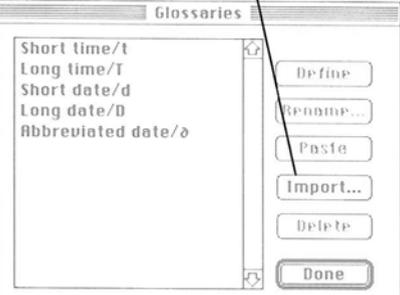


2. Select the insertion pointer and click in the block.



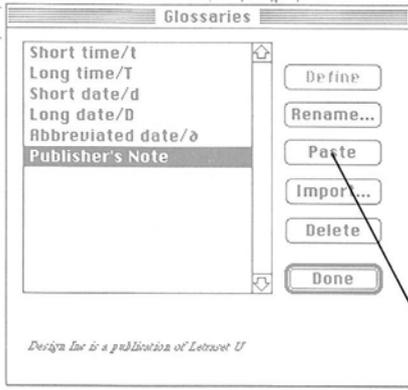
3. Choose Glossaries.

4. Click Import.



5. Double-click Boilerplates.

6. Select Publisher's Note, click Paste, and then click Done.



Design Inc is a publication of Letraset U

Add an Illustration

You already know how to get a picture from another file and put it into the document. Now you can add an illustration to page 2 of the newsletter—a picture of a printing press.

1 Select the picture tool and draw a picture block that starts in the eighth grid rectangle in column 2 and ends in the next-to-the-last grid rectangle of column 4.

The text automatically adjusts to flow around the picture block. You can also make the text run around the image itself, rather than the block. But first you need to insert the picture.

2 Get the picture named Illustration.

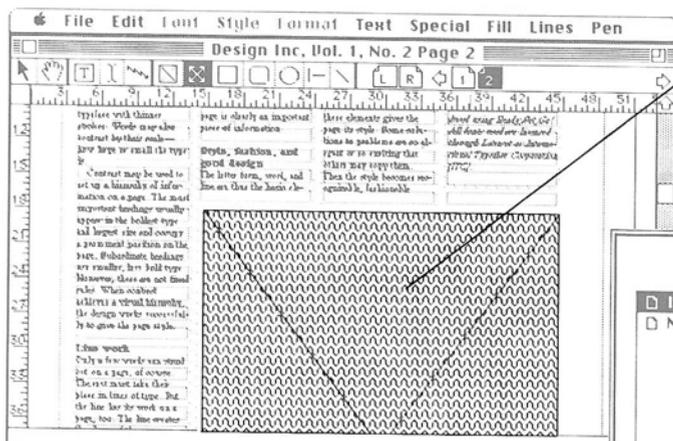
Use the cropping tool to select the picture block and choose Get Picture from the File menu. Double-click Illustration in the dialog box to insert it in the picture block. Use the cropping tool to align the right side of the printing press with the right edge of the picture block. Align the bottom of the printing press with the bottom of the picture block.

3 Choose Specifications from the Edit menu.

A dialog box displays many options for the selected picture. It gives you two Runaround options: Frame and Graphic.

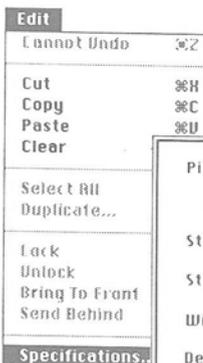
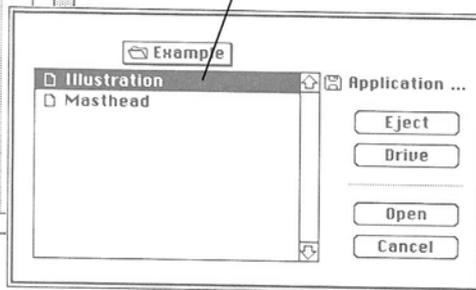
4 Click Graphic and click OK. Then select the insertion pointer from the tool bar.

The text runs around the image. If you're not quite happy with the way it looks, try moving the picture with the cropping tool and select the insertion pointer again to see the effect on the text.

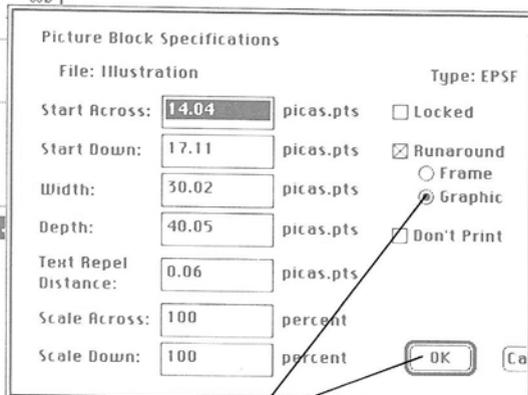


1. Draw a picture block from row 8 in column 2 to the next-to-last row in column 4.

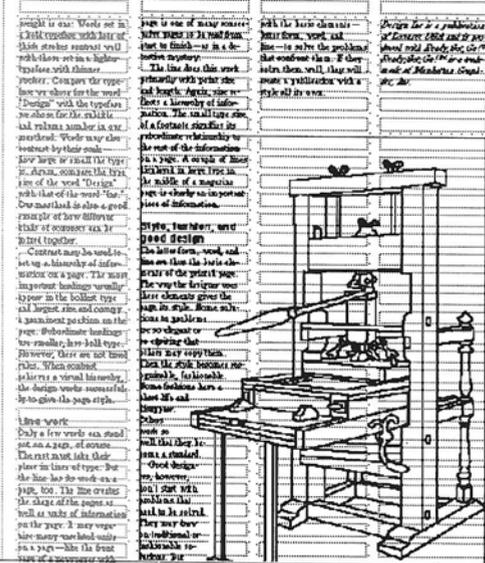
2. Get the picture named Illustration.



3. Choose Specifications.



4. Click Graphic and click OK. Then click the insertion pointer.



And Print It!

Printing is always the fun part of using Ready,Set,Go! Art and type seem somehow abstract while they're on the Macintosh screen, becoming concrete only when they're printed. So watch the paper output tray for the true rewards of desktop publishing: words in type.

1 Choose Save from the File menu to save the document before you print it. You may also need to choose a printer. Choose Chooser from the Apple menu, click the printer you want to use, and click the close box.

2 Choose Print from the File menu.

3 Click OK.

Printing may take a few minutes because the graphics files are large. But it's worth the wait.

For more information, see "Printing" in Chapter 3.

Editors give writers great satisfaction with the words "Print it!" They mean an article is approved and ready for publication.

You're a publisher now! Your printed newsletter may not look exactly like this, but you now know the basics of Ready, Set, Go! and you can begin creating state-of-the-art publications.

DESIGN

INC

Design
Notes for Our
Clients

Volume 1, Number 2

THE QUESTION OF STYLE

Everyone talks about it. Some people spend fortunes to find it. Others achieve it on a shoestring. It may last centuries. Or it may disappear tomorrow. What is it? It's style. But what exactly is style?

The form of a letter. Letter forms are made of strokes. The proportions of the strokes give a letter form its style. The proportions can change in several ways. The ratio of the width of the stroke to the height of the letter form may vary.

The development of type styles

Historically, the development of different styles of type has been directly influenced by advancements in print technology. From Gutenberg's invention of move type in the 1400s to the industrial revolution of 1800s to the phototype and computer revolution of the 1900s, the type has responded to the technology of the

page. Phototypesetting made cast metal stars obsolete. Photo forms could be scaled to any size and warped to any variation of shape. And modern digital computer typography continues to expand flexibility of form and encourage the development of diverse styles of type.

Today a designer can choose from many styles of type developed over the centuries, using style to evoke a mood or a look or to establish some kind of historical or cultural reference.

Contrasting words. Of course, in most publications, letters are most important as parts of words. When letters become part of a word, they take on meaning as well as form. Form can make the meaning jump out from the page, or it can conceal it. Form does this magic act by use of contrast.

There are many kinds of contrast. Contrast in

weight is one. Words set on a bold typeface with lots of thick strokes contrast well with those set in a lighter typeface with thinner strokes. Compare the typeface we chose for the word "Design" with the lighter and welcome balances as out and inside.

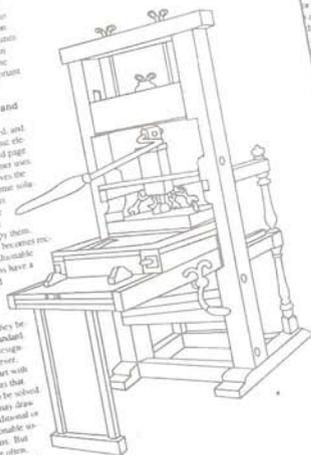
Words may also contrast by their scale. As you compare the type size of the word "Design" with that of the word "line," our mind will also pick up on the different kinds of contrast that can be mixed together. Contrast may be used to set up a hierarchy of information on a page. The most important headings usually appear in the boldest type and largest size and occupy a prominent position on the page. Subordinate headings use smaller, less bold type. However, these are not fixed rules. When contrast achieves a visual balance, the design works successfully to give the page style.

Line work

Only a few words can stand out on a page, of course. The rest must take their place in lines of type. But the line has its work on a page, too. The line creates the shape of the page as well as some information on the page. It may create many unspoken rules for a newspaper with its many articles. Or it may let the reader know that a

page is one of many consecutive pages to be read from start to finish—as in a detective mystery. The line does this work primarily with point size, which is a hierarchy of information. The small type size of a headline signals an subordinate relationship to the rest of the information on a page. A couple of lines displayed in large type in the middle of a magazine page is clearly an important piece of information.

Style, fashion, and good design. The letter form, word, and line are thus the basic elements of the printed page. The way the designer uses these elements gives the page its style. Some solutions to problems seem so elegant or so exciting that others may copy them. Then the style becomes recognizable. Fashionable solutions have a short life and disappear. Others work so well that they become a standard, casual design, however. Don't start with problems that need to be solved. They may have an unexpected or fashionable solution. But more often, they just work.

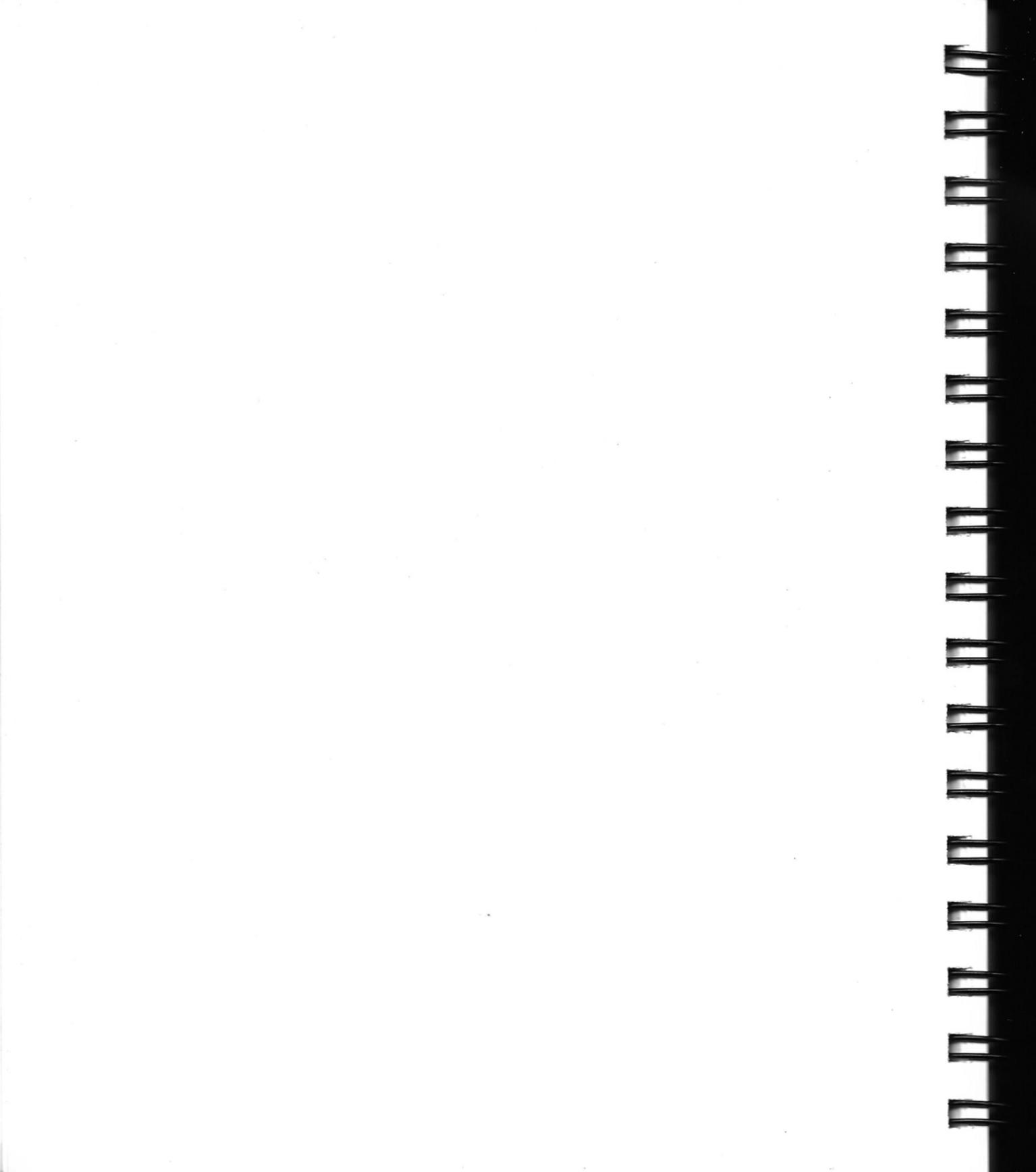


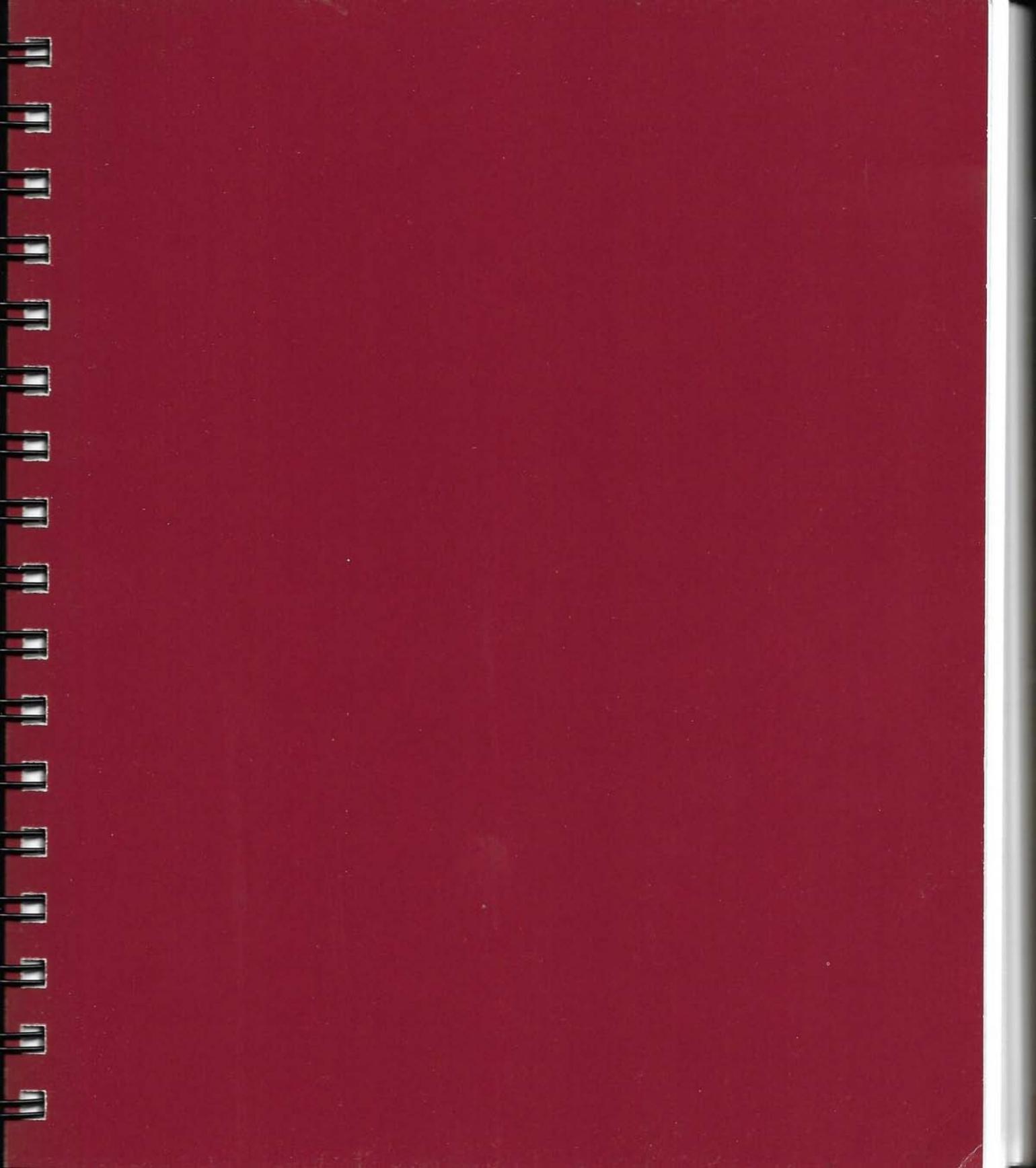
Design Inc. is a publication of Letters USA and is produced with Ready, Set, Go! by Bobo, Inc. It is a trademark of Manhattan Graphics, Inc. (MGI)

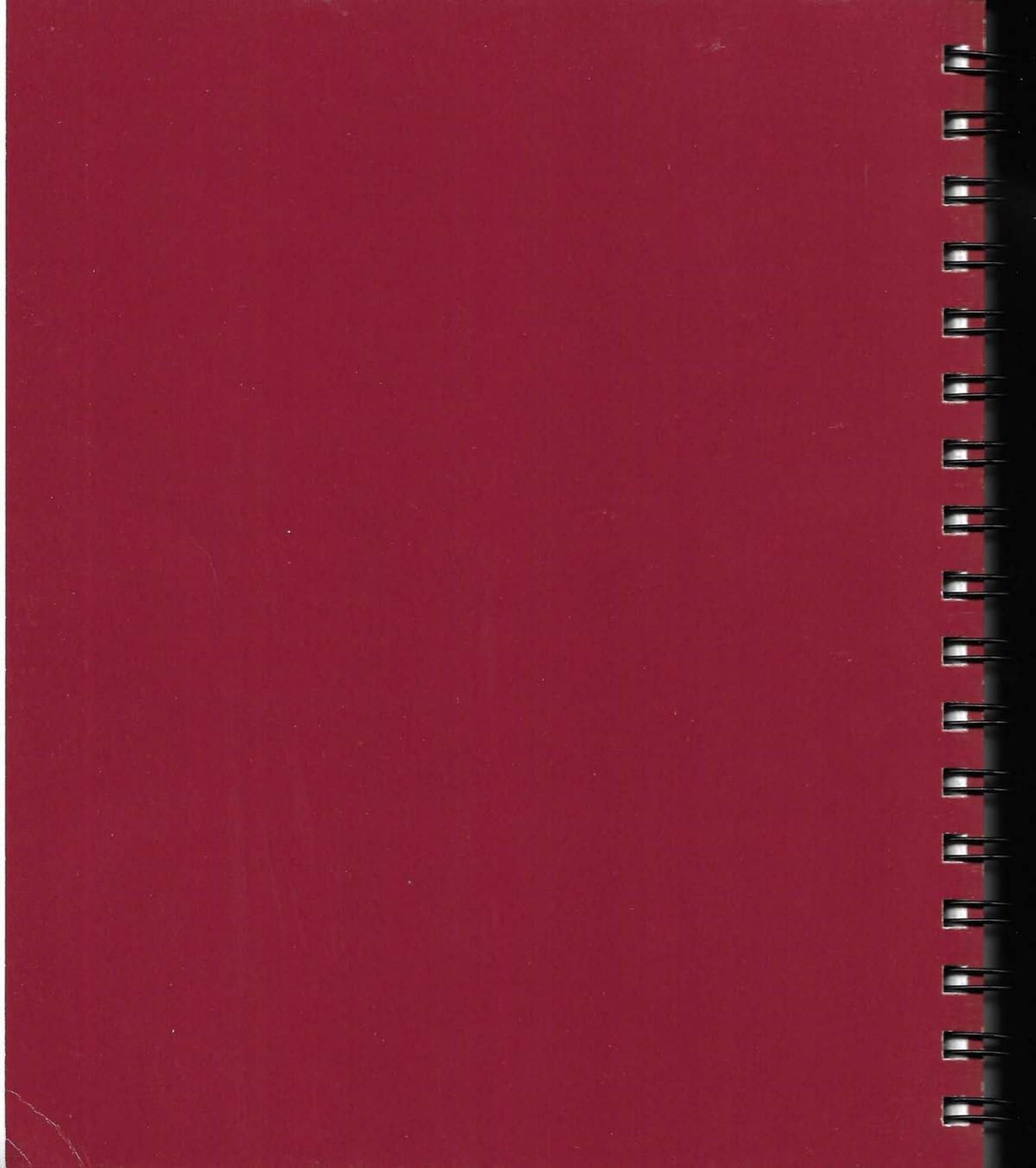
Notes:

Runarounds

Next time you're at the newsstand, pick up a copy of The New Yorker and notice the text runarounds that often surround the magazine's small line drawings. The runarounds simultaneously set off line art and decorate the pages.







Working with Ready,Set,Go! means designing documents, creating objects on a page, working with text, adding graphics, and printing your finished pages.

Each of these tasks is made up of many small tasks. To design a document, you must set up grids and master pages. You not only create objects, but you move them, copy them, and align them. When you work with text, you may be typing new text, entering text from an existing document, editing text, or formatting it. Adding pictures may mean drawing lines, rectangles, and ovals, or it may mean copying a graphic illustration from another document, resizing it, and cropping it to fit into a picture block.

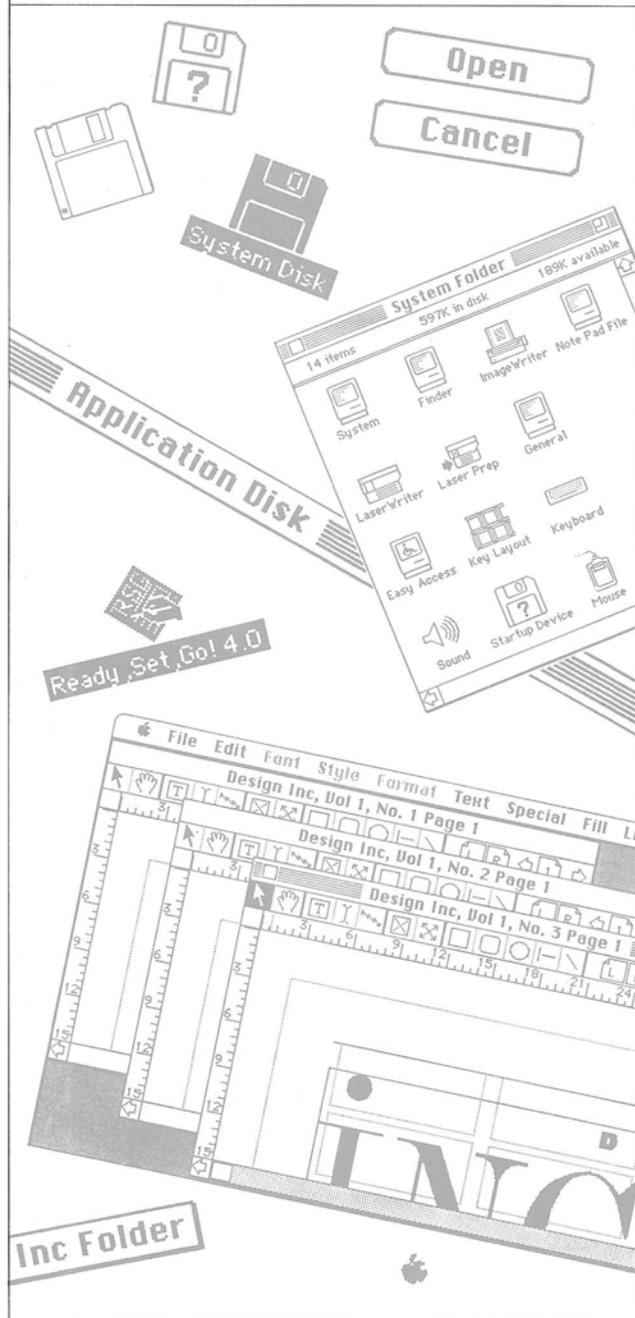
In addition, you need to know some of the basics about managing your Ready,Set,Go! desktop—how to create working copies of your disks, how to start and quit the application, and how to work with documents and windows.

If you're ready to get going with Ready,Set,Go! this chapter shows you how to perform all of these important tasks. You can read it from start to finish if you want or simply turn to each task as you need help. Be sure you understand the basics of using the Macintosh before you begin.

If you want a complete overview of the Ready,Set,Go! software and desktop, as well as all the commands in the Ready,Set,Go! menus, turn to Chapter 4, "Reference."

3

Managing the Desktop



Before you begin designing a document and entering text and graphics, you need to know the basics about managing the Ready,Set,Go! desktop—how to start and quit the application, how to work with documents, and how to manage windows.

The Application

You have three Ready,Set,Go! disks: the System Disk, the Application Disk, and the Dictionary Disk. The 800K System Disk provides the System Folder you need to start up your Macintosh (unless you have a Macintosh 512K) and to print your Ready,Set,Go! documents. The 400K Application Disk contains the application, Hyphenation Exceptions and User Dictionary files, and an Example folder you use with the tutorial in Chapter 2. The 400K Dictionary Disk contains the dictionary that Ready,Set,Go! uses to check spelling.

CAUTION! Before you do anything, make working copies of your original disks. Never use your original disks when you work. If you damage them, you will need to purchase a new copy of Ready,Set,Go! For details on making working copies of your disks, see “To Make Working Copies of Your Disks” in this chapter.

It's easiest to use Ready,Set,Go! with two 800K disk drives or with a hard disk drive. If you have two 800K disk drives, make working copies of the System Disk and Application Disk on 800K disks, and copy the RSG Dictionary from the Dictionary Disk to the same disk and folder as your Ready,Set,Go! application. If you have a hard disk, copy the application and dictionary into one folder on the hard disk. You can also use Ready,Set,Go! with only one 800K disk drive or two 400K disk drives. See "To Make Working Copies of Your Disks" in this chapter and "The Software" in Chapter 4 for details.

The Document

When you work with Ready,Set,Go! you create documents.

You can open more than one document on the desktop and switch between documents as you work. Or you can open copies of the same document in more than one window to see different views at the same time. (Be careful to make all your

changes to the original copy of your document and save them.) See the Save command and "Available Memory" in Chapter 4 for details.)

You name a document the first time you save it. As you work, you can save the changes you make, updating the version on your disk. You should save often to avoid losing information.

The Windows

Ready,Set,Go! displays the pages of your document in a window. It displays one page at a time or two facing pages. You can change the view of a page or pages to show the whole page in the window. You can also enlarge the page to get a close-up view.

Each window has a title bar that displays the name of the document and the current page. Every window also has its own tool bar and a page scroll bar. The page scroll bar has an icon for each of the pages in the document, as well as for the left and right master pages. The icon for the current page is selected. You can use the scroll bars at the right and bottom of the window to view another part of the current page.

The Application

To make working copies of your disks

All the files you need to use Ready,Set,Go! come on three disks, but you should never work with your original copies. Instead, make a set of working copies and put the originals away in a safe place. If you damage your original disks you will need to purchase a new copy of Ready,Set,Go!

It is easiest to work with Ready,Set,Go! if you have two 800K disk drives or a hard disk. But you can make working disks to use with a single 800K disk drive or even two 400K drives.

If you are unsure of how to initialize or copy disks, see your Macintosh owner's guide.

- *If you have two 800K drives*, copy the System Folder from the System Disk onto one 800K disk to make a working System Disk. Then copy the Ready,Set,Go! application and Example folder from the Application Disk and the RSG Dictionary from the

Dictionary Disk onto another 800K disk to make a working Application Disk. Make sure that the Ready,Set,Go! application and the RSG Dictionary are kept in the same folder on your working Application Disk. You can remove the Example folder when you are done with the tutorial in Chapter 2.

- *If you have a hard disk drive*, copy the Ready,Set,Go! application and Example folder from

the Application Disk and the RSG Dictionary from the Dictionary Disk to the same folder on your hard disk. You can remove the Example folder when you are done with the tutorial in Chapter 2. You can use the System Folder you already have on your hard disk, but make sure that you are using Finder version 5.5 and System version 4.1 or later and LaserWriter and LaserPrep versions 4.0 or later. If you are not, you can copy these files from the System Disk or obtain the latest System Tools disk from your Apple dealer. See your Macintosh owner's guide for details.

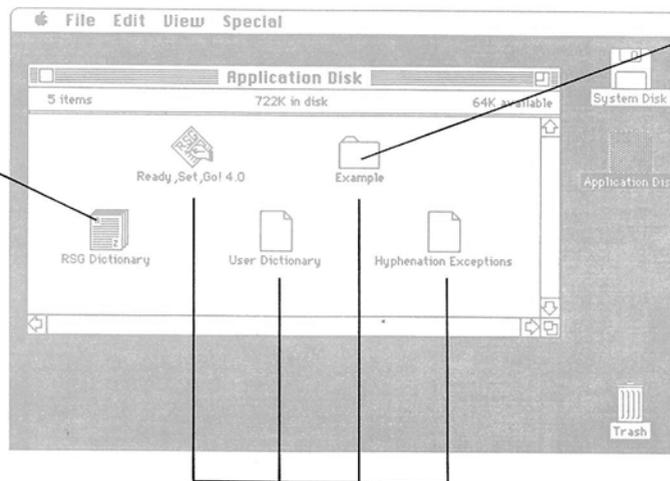
● *If you have a single 800K disk drive, copy the System Folder from the System Disk and the Ready,Set,Go! application and Example folder from the Application Disk onto one 800K disk. You will not have enough room for the RSG Dictionary, so*

you won't be able to check your spelling. Remove the Example folder from your disk when you are done with the tutorial in Chapter 2.

● *If you have two 400K drives, simply copy the Application Disk onto another 400K disk. Copy the System Folder you normally use onto another 400K disk to use as a working System Disk. You will not have room for the RSG Dictionary on*

your working Application Disk, so you won't be able to check your spelling. Remove the Example folder from your working Application Disk when you are done with the tutorial in Chapter 2.

Copy from the Dictionary Disk.



Remove when you are done with the tutorial in Chapter 2.

Copy from the Application Disk.

The Application

To start Ready,Set,Go!

You start Ready,Set,Go! from the Finder. You need your working copies of the System Disk and Application Disk. See "To Make Working Copies of Your Disks" in this chapter.

CAUTION! Always use backup copies when you work. Keep your original disks in a safe place.

1 Switch on your Macintosh.

If your Macintosh is already on, return to the Finder and choose Shut Down from the Special menu.

If you have installed Ready,Set,Go! on your hard disk, switch it on first.

2 Insert the Ready,Set,Go! System Disk and Application Disk.

If you have installed Ready,Set,Go! on your hard disk, don't insert any disks.

If you chose Shut Down, click Restart.

3 Double-click the Application Disk icon to open it.

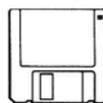
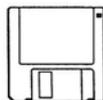
If you are working with a single disk or a hard disk, open its icon and any folders you need to open to display the Ready,Set,Go! icon.

4 Double-click the Ready,Set,Go! icon to open it. Or click it to select it and choose Open from the File menu.

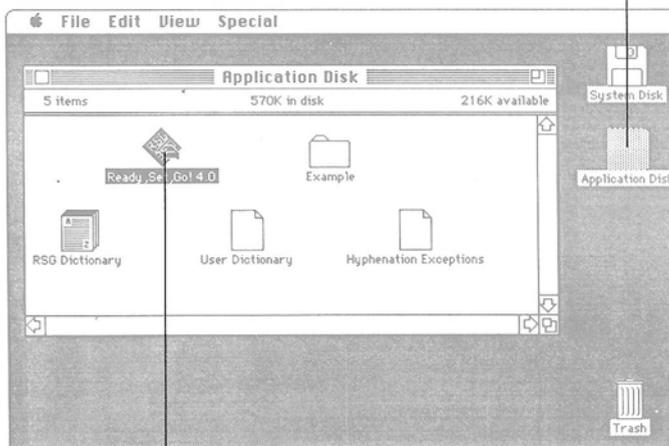
A new, untitled Ready,Set,Go! document appears in a window on the desktop with the tools you need to work.

1. Switch on your Macintosh.

2. Insert the System Disk and the Application Disk.



3. Double-click the Application Disk icon.



4. Double-click the Ready,Set,Go! icon.

To quit Ready,Set,Go!

When you're finished working or need to work with a document in another application, you can quit Ready,Set,Go!

1 Choose Quit from the File menu.

If you haven't saved changes you've made to documents on your desktop, a dialog box asks if you want to save them.

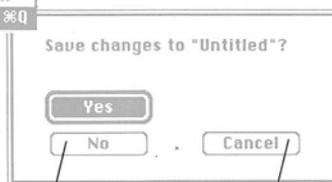
2 Click Yes to save your changes.

If you have not already named a document, another dialog box prompts you for a name before it saves it. See "To Save a Document" in this chapter.

If you click No, the untitled document and any changes you've made are not saved.



1. Choose Quit.



2. Click Yes to save changes.

Quits without saving changes

Cancels the Quit command and returns you to your document

The Document

To open a document

Each time you start Ready,Set,Go! it opens a new, untitled document. You can work with that document or open any other new or existing document. You can open many documents at once—as many as your internal memory allows.

1 Choose Open from the File menu.

A dialog box displays a list of folders and documents on the current disk.

Click Eject or Drive to go to another disk. If your disk uses the hierarchical file system, you can open folders to see folders and documents within them by double-clicking.

2 Select a document and click Open. Or just double-click the name.

The document opens to the page where you were last working.

If you open a document that is already open, a dialog box asks if you want to make a copy of the original. Click OK to create a copy. The title bar shows it is a copy.

● To open a new document as you work, choose New from the File menu.



1. Choose Open.

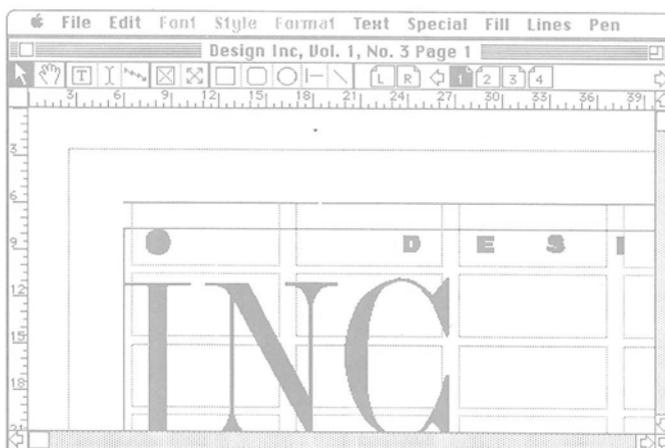
You can choose New to open a new document.



2. Double-click the document name.

You can double-click a folder to see its documents.

You can click Eject or Drive to go to another disk.



To save a document

Your document is not recorded on your disk until you save it. The first time you save it, you give it a name.

1 Choose Save As from the File menu.

A dialog box prompts you for the name of the document.

2 Type the name of the document.

The name may be up to 31 characters long. It can use any character except a colon (:).

If your disk uses the hierarchical file system, you can open folders and save your document in one.

Click Eject or Drive to save the document on another disk.

3 Click Save.

The name of the document appears in the title bar of the window.

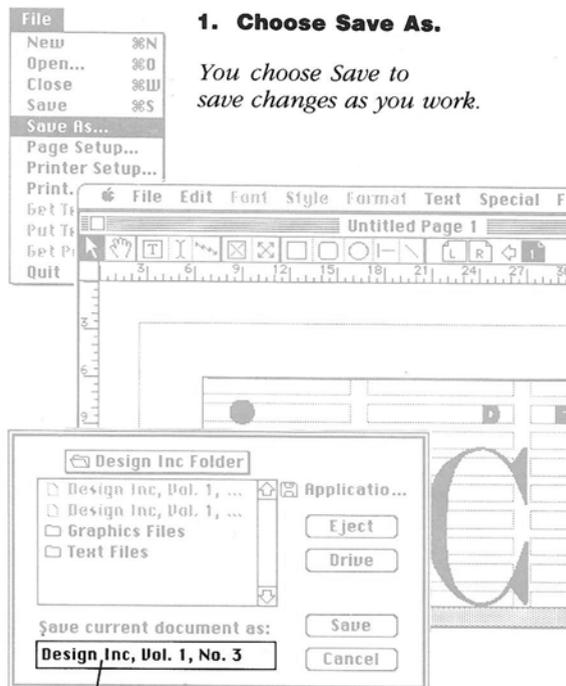
● *To save changes as you work*, choose Save from the File menu. Save your changes often so you'll always have a recent version on your disk.

● *To create a new version of your document and save the old one*, choose Save As and give the document a new name or save it in a new place. If you open more than one copy of a document, Ready,Set,Go! automatically asks you if you want to save it with a new name.

CAUTION! If you save a copy with the same name as the original, it replaces the original version. See the Save command in Chapter 4 for details.

● *To save an article as a text-only document*, select text or an insertion point, choose Put Text from the File menu, and name the document

where you want to save the article. Then click Save. Ready,Set,Go! saves all the text in the block or a chain of linked blocks, including overflow text.



1. Choose Save As.

You choose Save to save changes as you work.

2. Type the name of the document.

You can double-click a folder to save a document in it.

3. Click Save.

You can click Eject or Drive to save on another disk.

The Windows

To manage windows on the desktop

You can open several windows on the desktop—as many as your internal memory allows. One window is always the active window.

You can move an active window, change its size, and switch from one window to work in another. You can shrink or enlarge a window or close the window when you are finished with it.

- To make a window active, click in it.

- To move an active window, drag its title bar.

You can move a window without making it active by holding down the Command key while you drag its title bar.

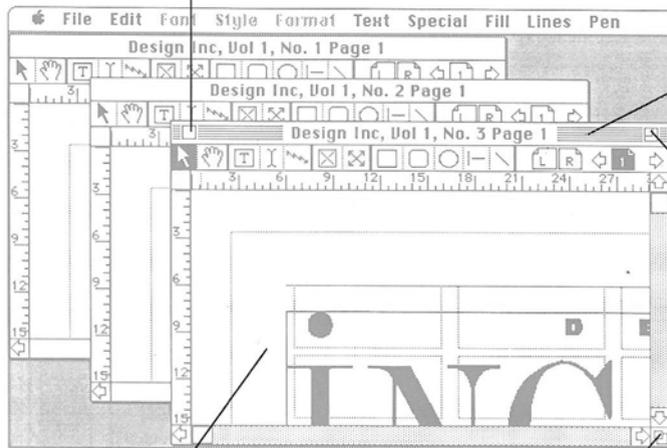
- To change the size of a window, drag its size box.

- To shrink or enlarge a window, click its zoom box.

- To close a window, click its close box.

If you've made changes to a document without saving them, a dialog box asks you if you want to save the changes before you close the window. Click Yes to save them. See "To Save a Document" in this chapter.

- Click the close box to close the window.



- Drag the title bar to move the window.

- Click the zoom box to shrink and enlarge the window.

- Click in a window to make it active. The active window is frontmost.

- Drag the size box to change the size of a window.

To scroll a window

A window displays one page or two facing pages at a time. Pages may be shown in full size, reduced, or enlarged.

If you can't see the whole page in the window, you can scroll it—either vertically or horizontally—or drag it in any direction with the hand tool.

You can also scroll to a new page.

- *To scroll a small amount*, click one of the scroll arrows.

You scroll in the direction the arrow points.

- *To keep scrolling*, point to a scroll arrow and hold down the mouse button.

- *To scroll to a particular place on the page*, drag a scroll box.

The position of a scroll box within a scroll bar corresponds to your position on the page. So if you drag a scroll box to the middle of a scroll bar, you go to the middle of the page.

- *To go quickly to the edge of a page*, click the gray area on either side of a scroll box in a scroll bar.

- *To go to another page*, click its icon in the page scroll bar.

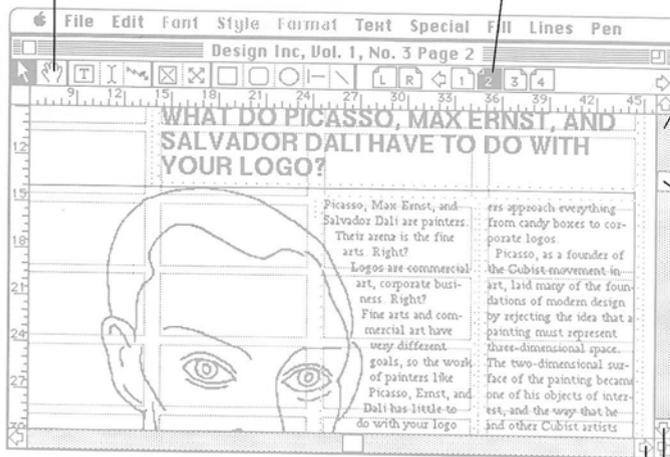
The icons in the page scroll bar show the actual order of pages in your document. If you don't number the pages consecutively

starting with page 1, the numbers in the icons do not correspond to the numbers on the pages.

You can also go to a page by choosing Go To Page from the Special menu. A dialog box prompts you for the page number.

- **Select the hand tool to drag the page quickly in any direction.**

- **Click the icon of the page you want to display.**



- **Click to go to the top or bottom of a page.**

- **Drag to go to a particular place on the page.**

- **Click to scroll a little.**

- **Press to keep scrolling.**

The Windows

To work with different views of a page

A window can display a page in its actual size, or you can reduce or enlarge the view of the page to make it easier to work with.

You can also display and work with different views of facing left and right pages.

● *To change the view of the window,* choose one of the size commands from the Special menu.

The five size commands are below Facing Pages at the top of the menu. The current size is checked.

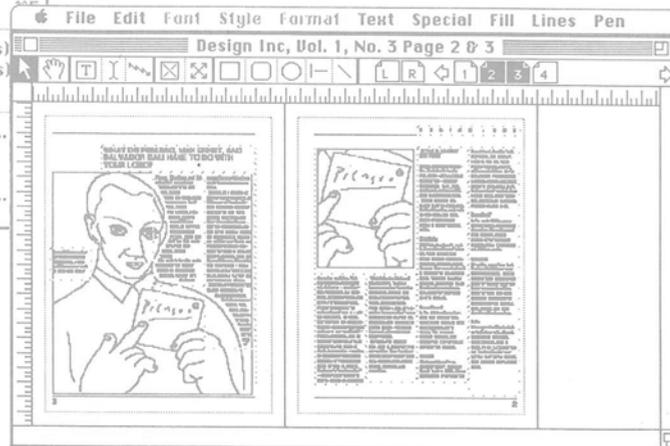
● *To display facing pages,* select one of the pages you want to view from the page scroll bar and choose Facing Pages from the Special menu.

A box displays the facing pages in the current view. To return to a single page, choose Facing Pages again from the Special menu.

CAUTION! If you create an object that crosses facing pages, you must display facing pages in order to print the object correctly. You must also choose Tiling with the Page Setup command.

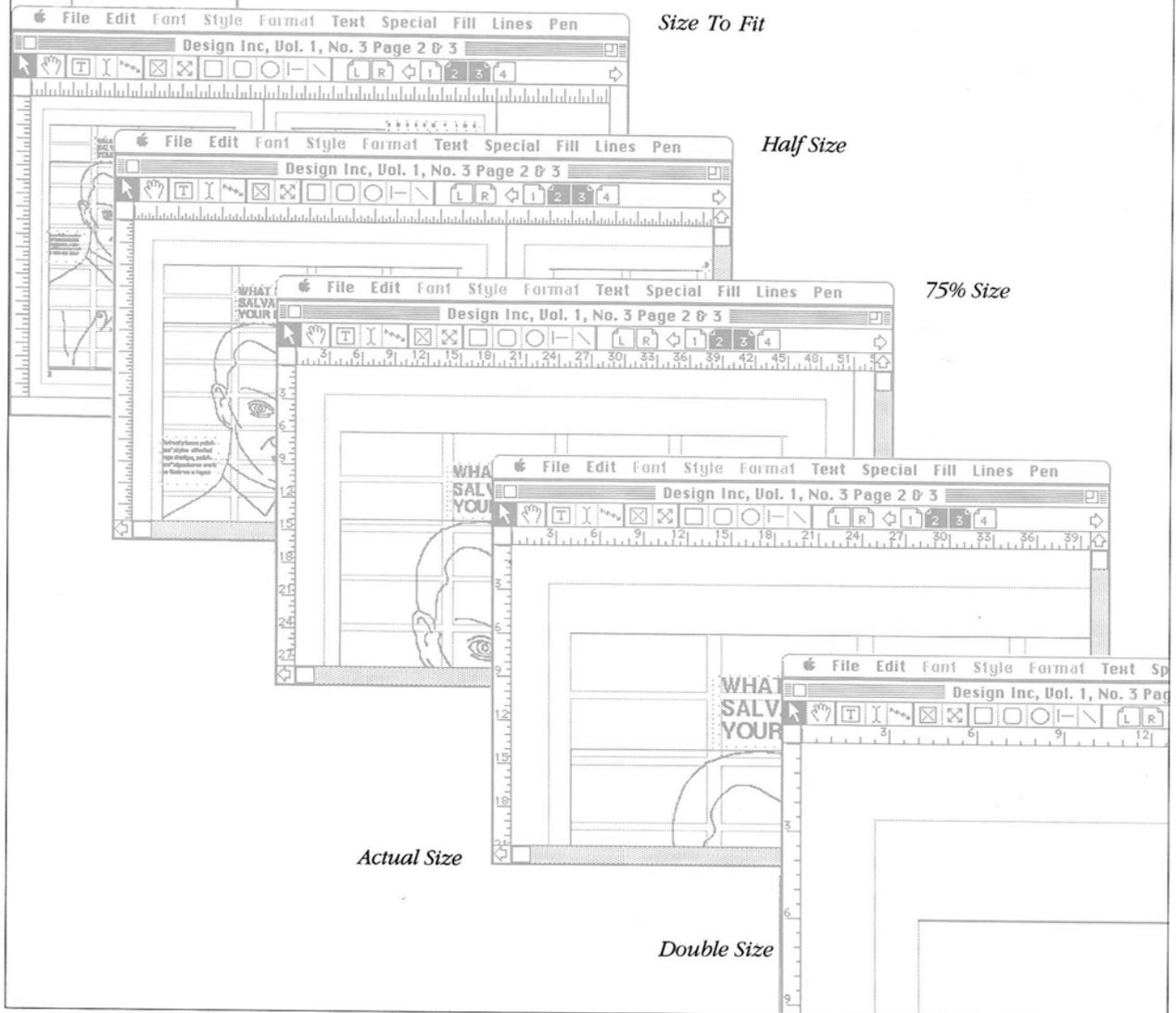


● **Choose Facing Pages to display facing pages.**

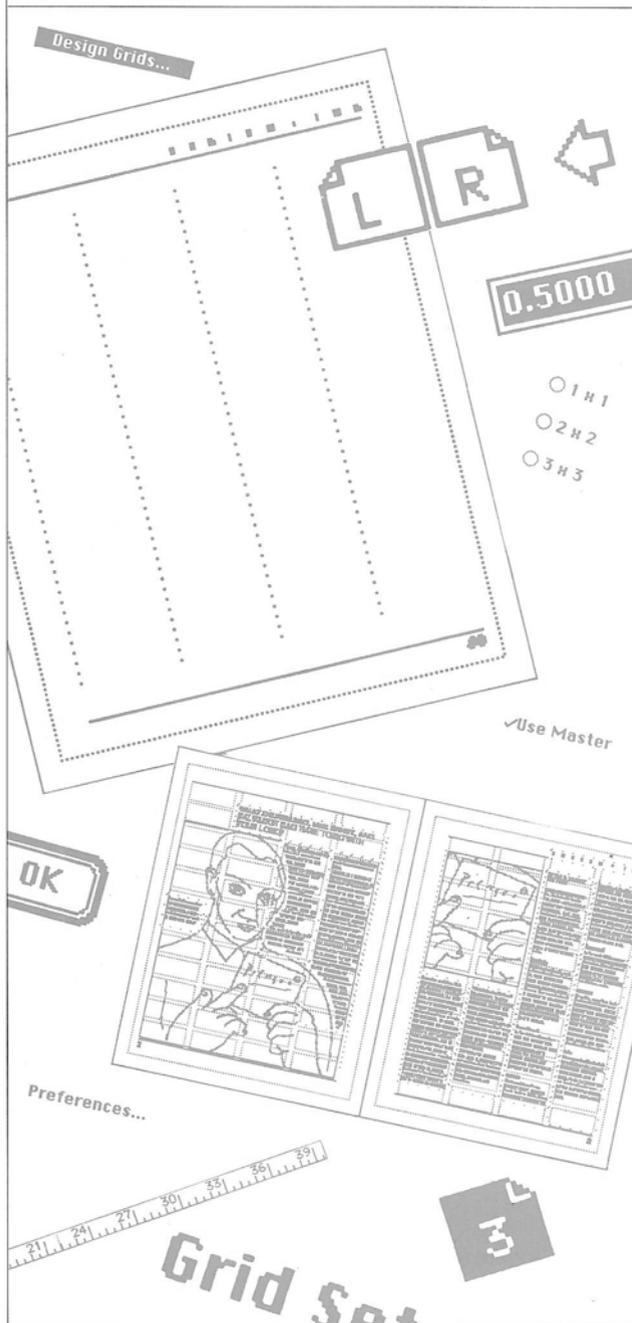


Special	
<input checked="" type="checkbox"/> Facing Pages	⌘E
<input type="checkbox"/> Size To Fit	⌘1
<input type="checkbox"/> Half Size	⌘2
<input type="checkbox"/> 75% Size	⌘3
<input checked="" type="checkbox"/> Actual Size	⌘4
<input type="checkbox"/> Double Size	⌘5

● Choose one of the five size commands to change the view of the current page or pages.



Designing a Document



Document design has several purposes. It directs the reader's eye. It highlights important information. It organizes information, too, binding an illustration with a paragraph of text, for example. Design also gives a document its own style, its own identity.

Consistency is the key word here. If the design is consistent, its organization is apparent, and its style is recognizable.

When you create a document with Ready,Set,Go! design has yet another purpose: to make it as easy as possible for you to produce final pages.

Ready,Set,Go! has two features to help you with these design objectives: the grid and master pages.

The Grid

One of the first things you do when you start a new document is select a grid. A grid organizes a page into columns and rows. Ready,Set,Go! has eight standard grids, from one column by one row to eight columns by eight rows. You can also define your own grid, with the number of columns and rows you want.

You can fill these columns and rows with text, illustrations, or graphic objects. When you create text blocks,

picture blocks, or graphic objects, they automatically “snap” to fit your grid.

Sometimes you may want to use the grid as a visual guide only, without automatically aligning every object you create. With Ready,Set,Go! you can turn off the grid and still see it. Or you can hide the grid completely.

The grid also defines the page margins. The standard grids use preset margins for the top and bottom of the page as well as the inside and outside margins. Inside margins are the margins that separate two facing pages. Sometimes they are narrower than outside margins. If you create your own grid, you can change any of the margins to suit your needs.

Everything you put on a page must fit within the print area—the area that your printer can actually print. A dotted line marks the outer edge of the print area.

The ruler also works with the grid. You can choose one of three units of measure: inches, centimeters, or picas and points. When you define your own grid, you specify the measurements in the units you’ve chosen.

The Page

A document may have one page or many. The only limit is the amount of storage you have available on your disk and the

internal memory available in your Macintosh. You can set the number of pages before you begin, or you can add and delete pages as you work.

The preset page size in Ready,Set,Go! is usually 8.5 by 11 inches—depending on the printer you are using. But you can specify any page size you want, up to 99 by 99 inches. For these larger page sizes, you can divide the page into sections called “tiles” for printing.

If your document has many pages, one of the most useful tools is the master page. You create master pages for both the left and the right pages. On the master pages, you lay out the elements that you want to appear on all the pages of the document—running heads, running feet, page numbers, rules, logos, and other repeating elements. Ready,Set,Go! then displays all these elements on the individual pages of your document. Of course, you can also create these elements individually on each page, but using master pages saves you time and helps ensure consistency from page to page. See “To Set Up Master Pages” in this chapter.

The Grid

To set up a standard grid

The grid makes it easy to place objects on a page with consistency.

A new document has no active grid. You can select one of the eight standard grids when you first design your document.

Once you select a grid, it becomes active. If you create an object—a text block, picture block, or graphic object—it “snaps” to fit one or more rectangles in the grid. If you want to create an object that does not fit the grid lines, you can turn the grid off.

1 Choose Design Grids from the Special menu.

A dialog box displays the eight standard grids.

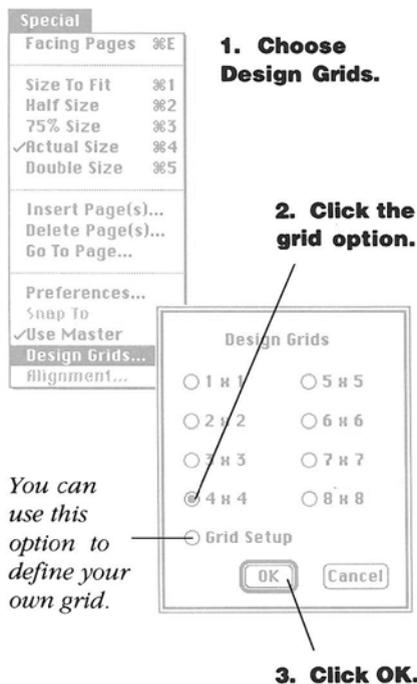
2 Click the standard grid option you want to use.

3 Click OK.

The grid appears on all the pages of your document.

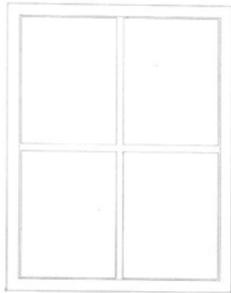
● To turn the grid off or on, choose Snap To from the Special menu. When the grid is active, a check appears next to Snap To.

● To show or hide the grid, choose Preferences from the Special menu, click Show Grid, and click OK. An X indicates that the grid is showing. When the grid is hidden, it is no longer active and the Snap To command is dimmed.

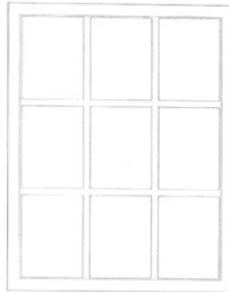




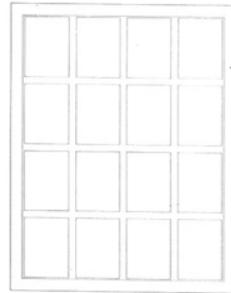
1 x 1 grid



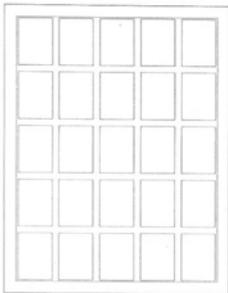
2 x 2 grid



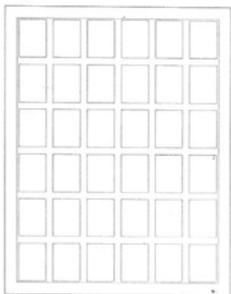
3 x 3 grid



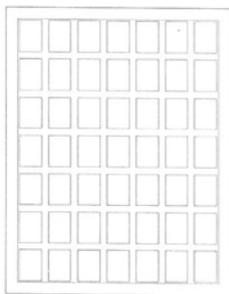
4 x 4 grid



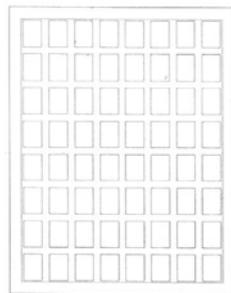
5 x 5 grid



6 x 6 grid



7 x 7 grid



8 x 8 grid

The Page

To define your own grid

If you want to change the preset margins on a page or the space between rows and columns, you can define your own grid using any combination of rows and columns.

Like a standard grid, a grid that you define appears on all the pages of your document and is active. So when you create objects, they “snap” to fit one or more grid rectangles.

1 Choose Design Grids from the Special menu.

A dialog box displays the standard grid options.

2 Click Grid Setup if it's not already selected, and click OK.

The Grid Setup dialog box displays the size of the margins, the space

between rows and columns, and the number of rows and columns in the grid. If the document is new, the settings define a grid with four rows and two columns.

If you are using different inside and outside margins, Ready, Set, Go! automatically alternates margins on left and right pages if you select Double Sided.

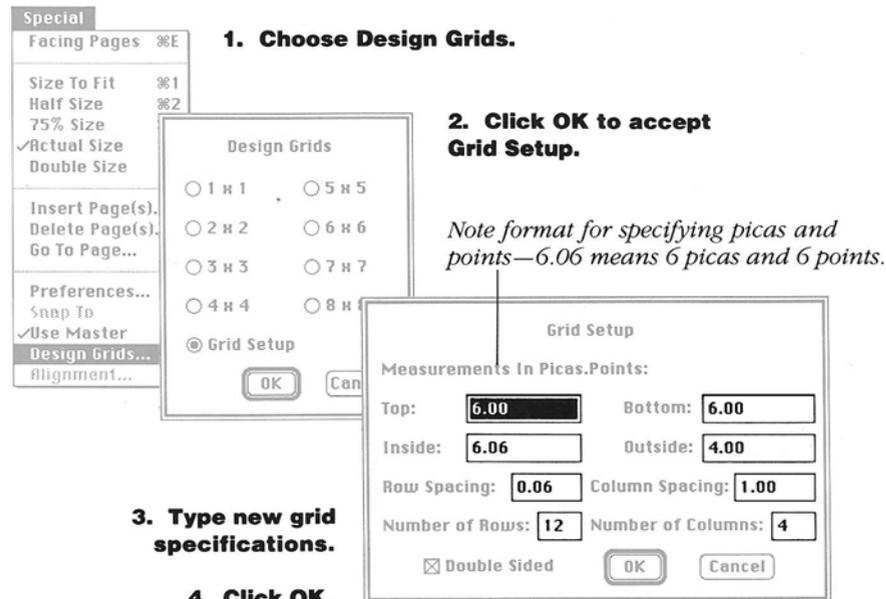
3 Type new measurements for margins, row spacing, column spacing, and number of rows and columns.

Just type to replace the selected number. Then press Tab to select the next number.

● To design a grid for a single-sided publication, deselect Double Sided in the Grid Setup box. Inside and Outside change to Left and Right, and the grid has the same left and right margin on every page.

4 Click OK.

The grid appears on all the pages of your document.



To change the units of measure

You can choose one of three units of measure when you work with a Ready,Set,Go! document: inches, centimeters, or picas and points.

The rulers that appear in each window use the scale you choose. You also use this scale when you define your own grid or when you specify the size of objects. The preset scale is inches, but you can change it at any time.

When you start Ready,Set,Go! the rulers measure across and down, starting at the upper left corner of the page. You can move the starting point anywhere on the page.

1 Choose Preferences from the Special menu.

A dialog box displays several options.

2 Click the Units option you want.

3 Click OK.

● *To change the starting point of the rulers*, position the object pointer in the small box at the upper

left corner of the rulers and drag to the starting point on the page you want. The rulers will snap to an active grid. Click once in the small box to return the starting point to the upper left corner of the window.

No matter where you place the starting

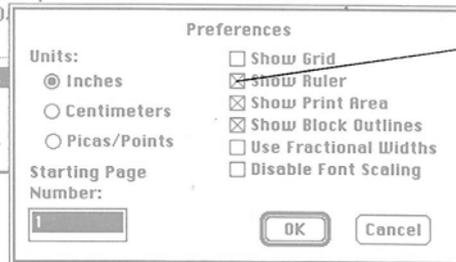
point of the rulers, positions of objects you specify with the Specifications command are always measured from the upper left corner of the page.

● *To show or hide the rulers*, choose Preferences from the Special menu, click Show Ruler, and click OK. An X indicates that the rulers are showing.



1. Choose Preferences.

2. Click the Units option.



This option shows or hides the rulers.

3. Click OK.

The Page

To change the page size and orientation

You can select one of five standard page sizes, or you can specify your own page size. You can use the page in its normal upright position or turn it sideways.

1 Choose Page Setup from the File menu.

A dialog box displays the page sizes and the icons for the page orientation options.

2 Click the size you want.

If you want to define your own size, click Other and type the width and depth.

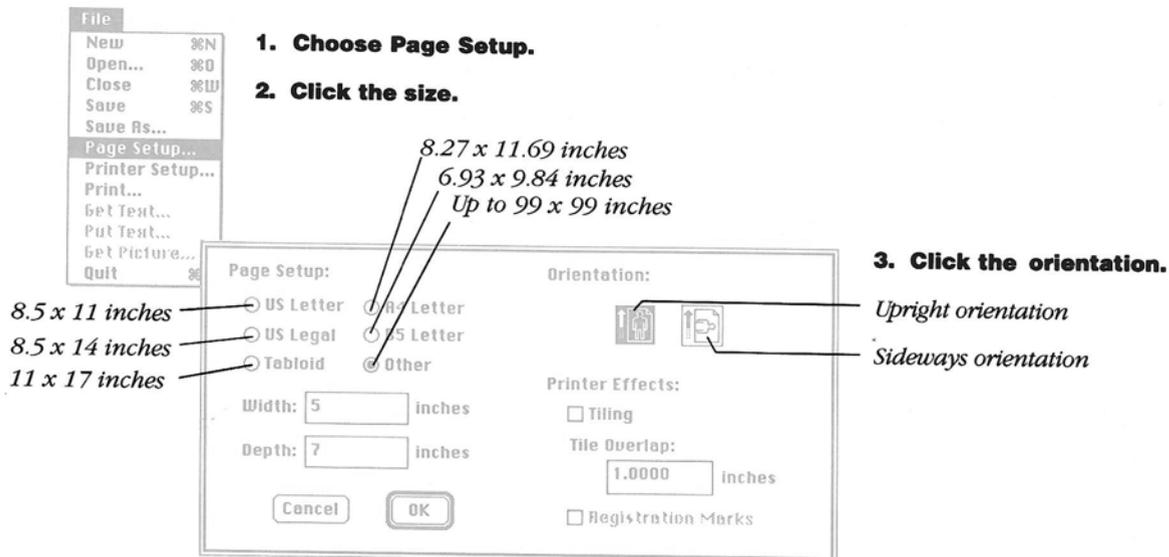
3 Click the page orientation you want.

If you are using a grid, the width and depth of columns and rows adjust to keep the same margins and spacing on the new page size. Make sure the grid is

inside the print area for your page size and printer.

4 Click OK.

● To show or hide the print area, choose Preferences from the Special menu, click Show Print Area, and click OK. An X indicates that Show Print Area is selected.



4. Click OK.

To set up tiles

If you want to create a page that is larger than the paper size your printer can handle or if you want to print objects that cross facing pages and fall outside the normal print area, you can divide your page into sections called "tiles." When you print a page with tiles, Ready,Set,Go! calculates the size of the tiles and prints an overlap on each one to provide a continuous image. You can set the amount of overlap.

1 Choose Page Setup from the File menu.

A dialog box displays several options.

2 Click the Tiling option.

3 Type the amount of tile overlap you want.

If you want to print registration marks, click Registration Marks.

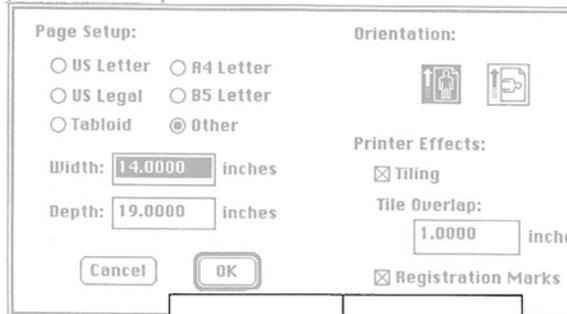
4 Click OK.



1. Choose Page Setup.

2. Click Tiling.

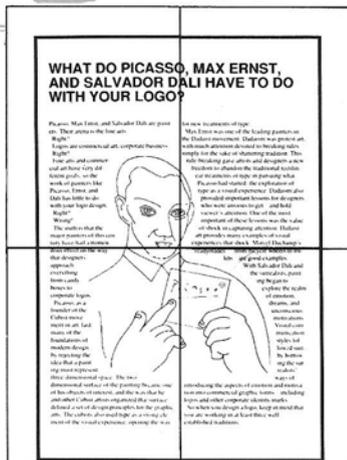
3. Type the amount of overlap.



4. Click OK.

A 14 x 19 inch page is divided into four tiles for printing on 8.5 x 11 inch paper.

The tiles do not appear on your screen, but the dotted rectangle that indicates the print area disappears and your page is printed in tiles when you print.



Notes:

Registration Marks

Registration marks help you line things up.

Paste-up artists use registration marks to align overlays on paste-up boards.

Printers use registration marks, too. They are particularly important for printing pages with more than one color. Each color is printed with a different plate, and registration marks help the printer line up the images as they pass from plate to plate.

When the corners of the registration marks on an oversized Ready,Set,Go! page are aligned, the tiles of the page fit together perfectly.

The Page

To add blank or duplicate pages

You can add one or more pages before or after the current page. The pages you add can be blank, or they can be copies of the current page.

1 Choose Insert Page(s) from the Special menu.

A dialog box prompts you for the number of pages and displays several options.

2 Type the number of pages you want to add.

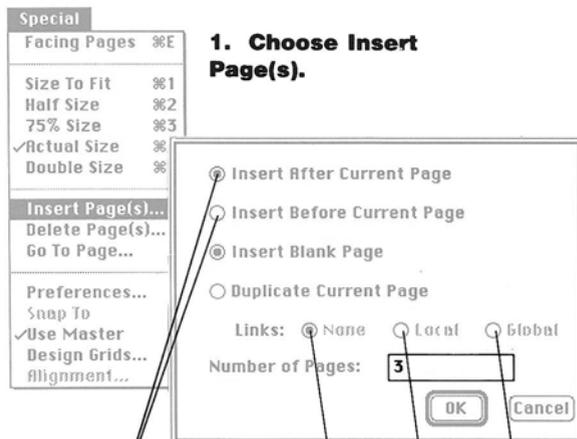
The number you can add depends on the available memory in your Macintosh.

3 Click the options you want.

4 Click OK.

If you duplicate a page with linked text blocks, you can select whether the duplicate is without links (None), with links on the duplicate page only (Local), or with the same links as

the original page, including links to other pages (Global). Only the text blocks are duplicated, not their text. See "Working With Text" in this chapter.



1. Choose Insert Page(s).

2. Type the number of pages.

3. Click the options.

4. Click OK.

The new pages are added before or after the current page.

If you are duplicating a page that has links, you choose one of these three options.

To delete pages

You can delete one or more pages from a document.

- 1 Choose Delete Page(s) from the Special menu.

A dialog box displays the number of the current page.

- 2 Type the numbers of the first and last pages in the range you want to delete.

If you want to delete only one page, type its number as both the first and the last page.

CAUTION! The page numbers refer to the page numbers shown in the page scroll bar. The numbers that actually appear on the page may be different.

- 3 Click OK.

The pages you selected are deleted. The remaining pages are renumbered in the page scroll bar.



1. Choose Delete Page(s).



2. Type the numbers of the pages.

When the dialog box first appears, the page numbers are for the current page.

3. Click OK.

The Page

To set up master pages

You can set up two master pages. The left master page is a template for all of the even-numbered pages in the document. The right master page is a template for the odd-numbered pages.

Everything that is visible on a master page is visible on the corresponding pages of the document.

1 Click one of the two master page icons—labeled “L” and “R”—in the page scroll bar.

The master page appears with a grid if you have displayed one.

2 Enter text, pictures, and graphic objects that you want to appear on every left or right page of the document.

See “Working With Text” and “Working With Graphics” in this chapter. See also “To Add Page Numbers Automatically” in this chapter.

● *To remove all master page elements from a document page*, choose Use Master from the Special menu to turn off the master page for the current page. The check next to Use Master disappears when it is turned off.

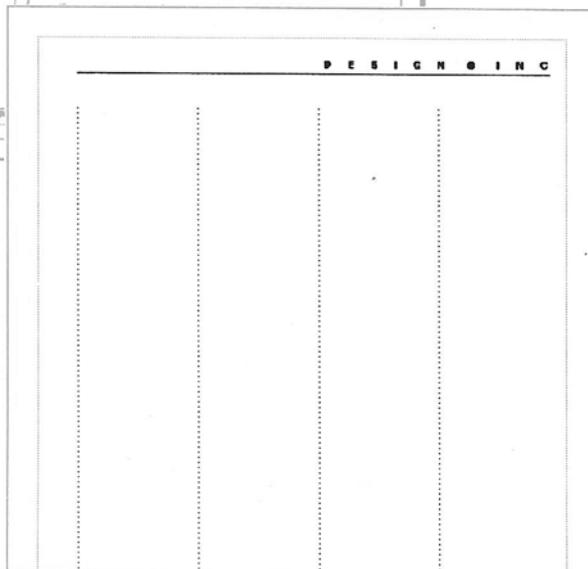
● *To remove some master page elements from a document page*, choose Use Master from the Special menu to turn off the master page for that page. Then copy the elements you want from the master page and paste them on the document page.



1. Click one of the master page icons.

2. Enter text, pictures, and graphic objects that are to appear on every right or left page.

These appear on all odd-numbered pages.



To add page numbers automatically

You can use the master pages to number the pages of your document automatically.

You can start with page 1 or any other number.

1 Click the icon for the right master page.

2 Create a text block where you want the number to appear and select an insertion point. See “Working With Text” in this chapter.

3 Hold down the Command, Option, and Shift keys, and type the number 3.

Two number signs (##) appear in the text block. These show that automatic page numbering is in effect, and page numbers will appear in the same position on all odd-numbered pages in the

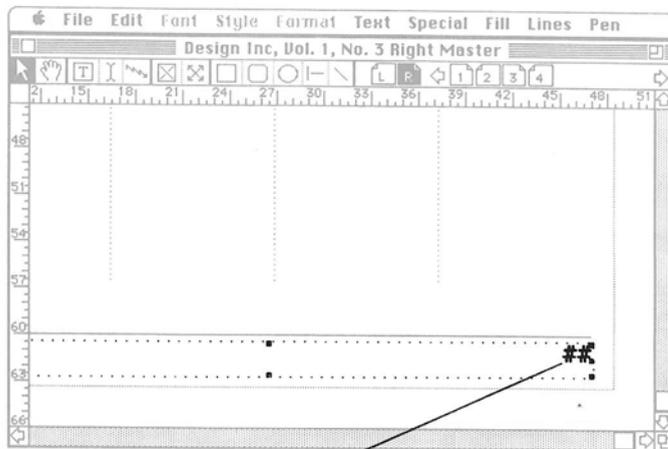
type, style, and size you choose.

4 Repeat for the left master page to number all even-numbered pages automatically.

● *To change the starting page number*, choose Preferences from the Special menu, type the starting number you want in the dialog box and click OK.

CAUTION! If the starting page number is not 1, the page numbers in the page scroll bar do not match the page numbers on the screen. When you delete pages, refer to the pages in the page scroll bar.

1. Click the icon for the right master page.



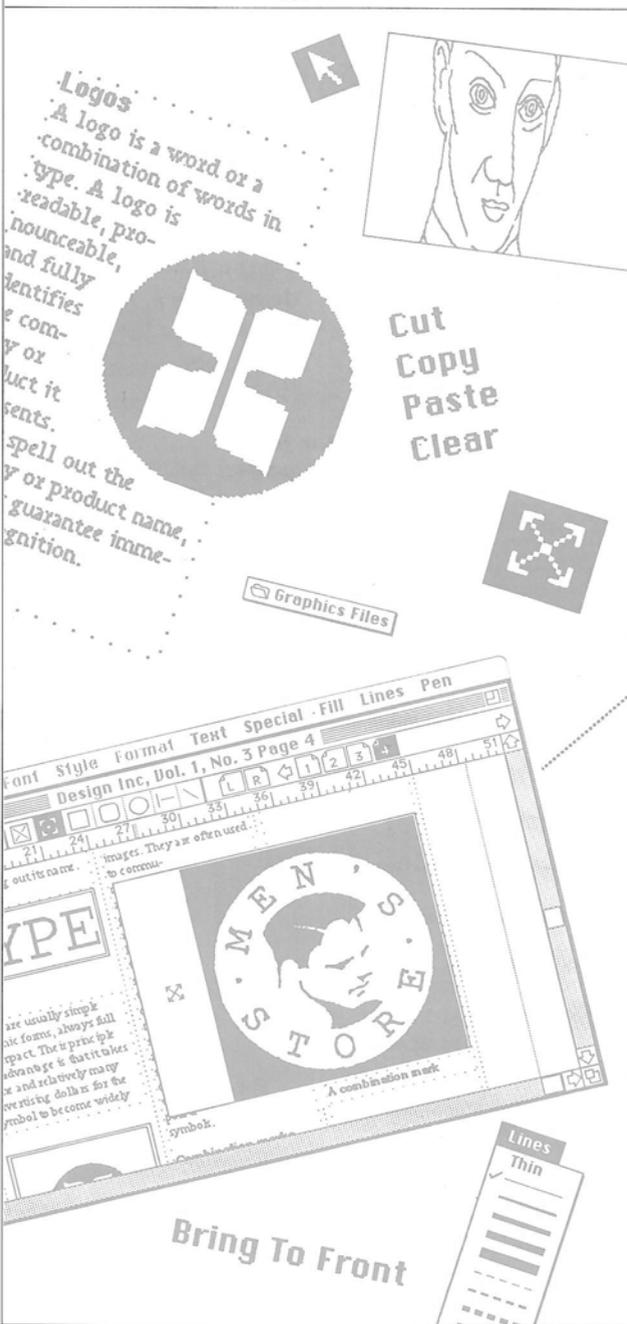
Page numbers are entered automatically in this position on every corresponding page.

2. Create a text block for the page number on the master page.

3. Hold down the Command, Option, and Shift keys, and press 3.

4. Repeat for the left master page.

Working With Objects



When you create a page in Ready,Set,Go! you work with objects. There are three kinds of objects: text blocks, picture blocks, and graphic objects.

A text block is an area where you enter text. When you are working in a text block, Ready,Set,Go! becomes a powerful word processing system with capabilities for formatting text, hyphenating, searching and replacing, and checking spelling.

A picture block is an area where you enter pictures you have created in Macintosh graphics or scanning applications.

A graphic object may be one of many shapes: rectangles, squares, rectangles with rounded corners, ovals, circles, and vertical, horizontal, or diagonal lines.

When you work with objects, you can work with an individual object or several objects at once.

The Object

You create an object by selecting a tool from the tool bar and drawing. Once you create it, you can move it on the page, move it or copy it to another page, make it larger or smaller, or remove it from the document entirely. You can lock its size and position. You can also make duplicate copies and automatically space them across the page to create forms or complex diagrams, for example.

If the grid is active when you draw an object, it snaps to fit the grid. Its outside borders enclose one or more of the grid rectangles. This Snap To feature makes it easy to align objects exactly when the grid is active.

Sometimes, though, you need to position objects precisely without aligning them to a grid rectangle. In these cases, you can specify the size and position of the object, using one of the three units of measure available in Ready,Set,Go!

A Group of Objects

Often you want to work with a group of objects rather than a single object. For example, you may want to copy an entire

page to another document. Or you may want to copy a masthead composed of several objects from an old issue of a newsletter.

With Ready,Set,Go! you can select several objects at once. Then you can work with the selected group in many of the same ways as you work with a single object—moving, copying, duplicating, and removing it as necessary. You can also lock a group of objects in place.

You can change the arrangement of a group of objects. You can align their tops, bottoms, or sides, or center them horizontally or vertically. You can also stack them so they overlap, and then rearrange their order in the stack by sending the object on top behind the stack or bringing the one on the bottom of the stack in front.

The Object

To create an object

You can create three kinds of objects on a page: a text block, a picture block, and a graphic object.

You create these objects with tools from the tool bar.

- *To create a text block*, select the text tool, position the pointer on the page, and drag to draw the block.

See "To Create a Text Block" in this chapter.

- *To create a picture block*, select the picture tool, position the pointer on the page, and drag to draw the block.

See "To Create a Picture Block" in this chapter.

- *To create a graphic object*, select one of the shape tools, position the pointer on the page, and drag to draw the shape.

See "To Draw a Graphic Object" in this chapter.

As you drag to draw an object, a dotted rectangle or line shows its size and position.

When you release the mouse button, the object appears.

Handles show that the object is selected. If you continue to create the same kind of object, all stay selected until you choose a new tool.

If the grid is active, the object snaps to fit one or more of the

rectangles in the grid. If you change the grid, the object keeps its original size and position.

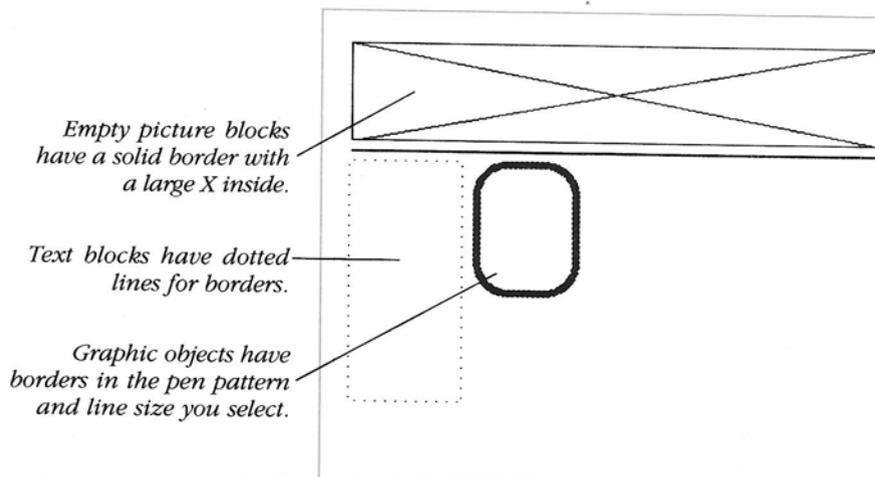
- *To show or hide text and picture block outlines*, choose Preferences from the Special menu, click Show Block Outlines, and click OK. An X indicates that Show Block Outlines is selected.

- **Select the text tool and drag to draw a text block.**

- **Select one of the shape tools and drag to draw a graphic object.**



- **Select the picture tool and drag to draw a picture block.**



To select an object

When you first create an object, it is selected. You can also select an object as you work with the object pointer. You do this when you want to move or copy the object, change its size, remove it from the document, or lock or unlock it.

1 Select the object pointer from the tool bar by clicking it.

2 Point to the object you want to select and click.

To select a line, position the tip of the pointer exactly on the line and click.

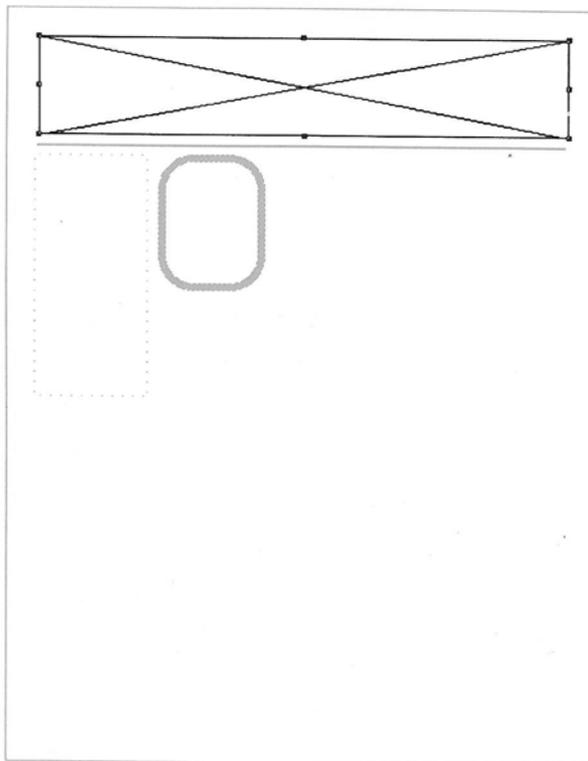
If you are working on one of the pages of the document, you cannot select an object that you created on a master page. See “To Set Up Master Pages” in this chapter.

See “To Select a Group of Objects” in this chapter if you want to select more than one object.

● *To deselect an object*, click anywhere on a blank area of the page with the object pointer or click another object.



1. Select the object pointer.



2. Click the object.

The Object

To specify an object's size and position

After you create an object, you can specify its size and position with greater precision than you might achieve when drawing with one of the tools in the tool bar.

1 Select the object whose size and position you want to specify.

2 Choose Specifications from the Edit menu.

A dialog box shows the current position and size of the selected object, using the units of measure you selected with the Preferences command. A different dialog box appears for text blocks, picture blocks, and graphic objects.

3 For the Start Across position, type the distance from the left edge of the page to the object. For the Start Down position, type the distance from the top of the page to the object.

Any number you type replaces the selected number. You can use the Tab key to select the next number.

4 Type the width and depth of the object.

5 Click OK.

The object appears in its new position and size. It is not affected by the grid.

● *To specify the positions and sizes of objects in a group,* select the group and choose Specifications. A dialog box appears for each of the selected objects in the group. Click OK or Cancel to go to the next dialog box.

1. Select the object.

2. Choose Specifications.

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Duplicate...	⌘D
Lock	
✓Unlock	
Bring To Front	
Send Behind	
Specifications...	⌘M

Picture Block Specifications

File: no smoking Type: PICT

Start Across: picas.pts Locked

Start Down: picas.pts Runaround

Width: picas.pts Frame

Depth: picas.pts Graphic

Text Repl Distance: picas.pts Don't Print

Scale Across: percent

Scale Down: percent

Distance from the top of the page

Distance from the left side of the page

3. Type the new position.

4. Type the new size.

5. Click OK.

To move an object on a page

You can quickly move an object on the page.

- 1 Select the object pointer from the tool bar.
- 2 Position the pointer in the object and drag the object to the new position.

As you drag, a dotted outline shows the size and position of the object. If you move the pointer past the window border while dragging, the page scrolls in that direction.

Objects you move do not snap to the grid the way they do when you create them or change their size. To position objects with precision, see "To Specify an Object's Size and Position" in this chapter.

If you drag a handle by mistake, the object changes size. If this happens, choose Undo from the Edit menu before you do anything else.

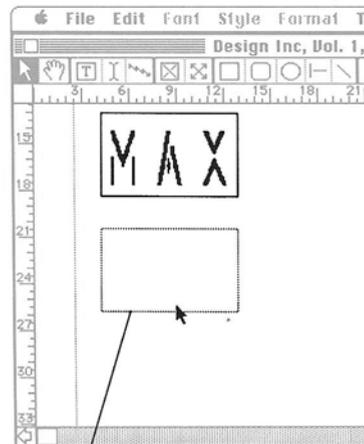
You can also specify an object's position with the Specifications command.

CAUTION! If you drag an object outside the page area, you may lose it. To recover it, select the object pointer, choose Select All from the Edit menu, hold down the Shift key, and drag the object pointer from the top left corner to the bottom right corner of the page to deselect all outside objects. Then choose Specifications from the Edit menu. A dialog box appears for each object outside the page area and you can specify a new position.



1. Select the object pointer.

2. Position the pointer in the object and drag.



A dotted line shows the position and size of the object as you drag.

The Object

To move or copy an object to another page

You can copy or move an object from one page of a document to another or from one Ready,Set,Go! document to another.

- 1 Select the object you want to copy or move.
- 2 Choose Copy from the Edit menu to copy the object. Or choose Cut from the Edit menu to move it.

A copy of the object is placed on the clipboard, replacing the last thing you copied or cut. If you choose Cut, the object is removed from the page.

You cannot cut a locked object. See "To Lock an Object" in this chapter.

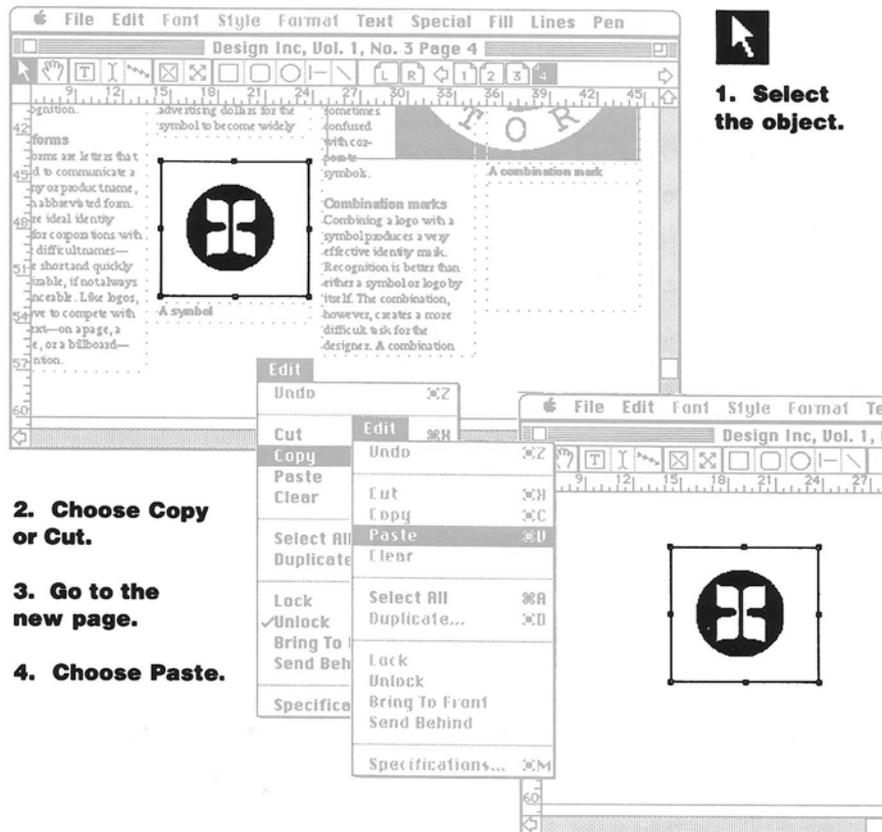
- 3 Go to the page where you want to copy or move the object.

Click the page number in the page scroll bar. If you want to place the object in a different document, open the document and go to the page.

- 4 Choose Paste from the Edit menu.

The object is pasted on the page in the same position it was in on the page you copied or moved it from. If you don't see it in the window, scroll to find it or change the view of the page. If you

still don't see it, change the Page Setup options to match those of the document you cut or copied the object from. Then drag it to a new position before you reset the Page Setup options.



1. Select the object.

2. Choose Copy or Cut.

3. Go to the new page.

4. Choose Paste.

To duplicate an object

You can make one or more duplicate copies of an object and position them at regular intervals on the page. Duplicating objects makes it easy to construct forms.

1 Select the object you want to duplicate.

2 Choose Duplicate from the Edit menu.

A dialog box prompts you for the number of copies and the distance you want between copies on the page.

3 Type the number of copies you want.

4 For Horizontal Offset, type the distance from the left side of the original object to the left side of the first copy.

If you want to align the objects vertically, type 0 for the horizontal offset.

5 For Vertical Offset, type the distance from the top of the original object to the top of the first copy.

If you want to align the objects horizontally, type 0 for the vertical offset.

6 Click OK.

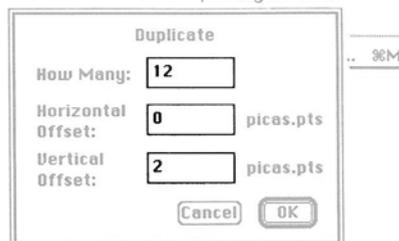
The copies appear on the page in the positions you specified. The last copy is selected.



1. Select an object.



2. Choose Duplicate.



3. Type the number of copies.

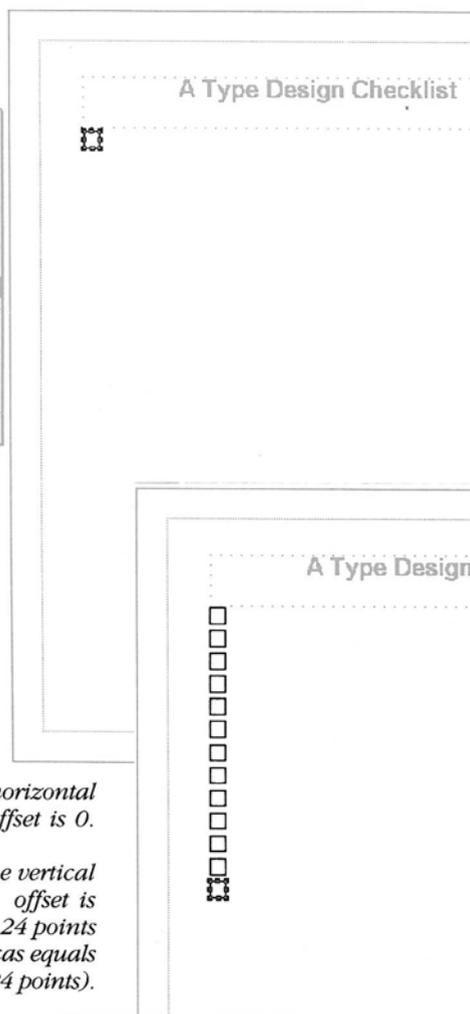
4. Type the horizontal offset.

The horizontal offset is 0.

5. Type the vertical offset.

*The vertical offset is 24 points
(2 picas equals 24 points).*

6. Click OK.



To remove an object

You can permanently remove an object from a document.

1 Select the object you want to remove.

2 Choose Clear from the Edit menu. Or press the Backspace key.

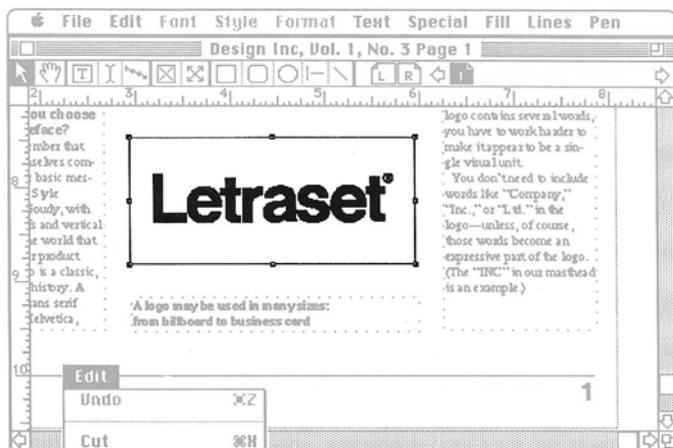
The object is removed.

If you want to store a copy of the object on the Clipboard, use the Cut command to remove it.

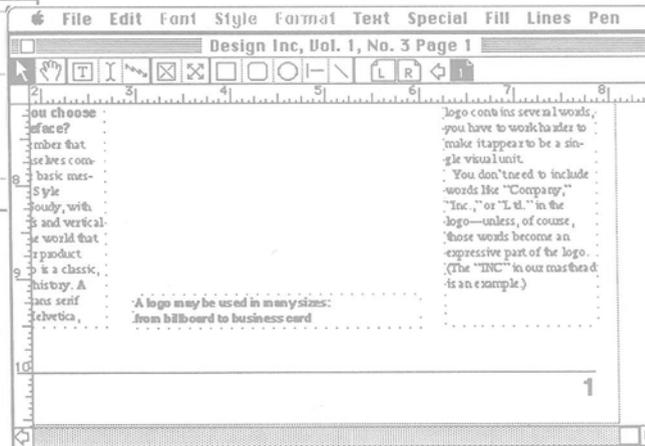
If the object you're removing is a text block linked to other text blocks, see "To Remove Linked Blocks From a Chain" in this chapter.

You cannot remove a locked object. See "To Lock an Object" in this chapter.

● *To restore an object that you've removed, choose Undo from the Edit menu before you do anything else.*



2. Choose Clear. Or press Backspace.



1. Select the object.

The Object

To lock an object

You can lock the size and position of objects.

1 Select the object you want to lock.

2 Choose Lock from the Edit menu.

When objects are locked, you cannot move them, change their size, or remove them from the page. You can copy and duplicate them. The copies are also locked. You can also move locked objects in front or in back of other objects.

You can change the text in a locked text block or the picture in a locked picture block. You can also change the border and fill patterns in locked graphic objects.

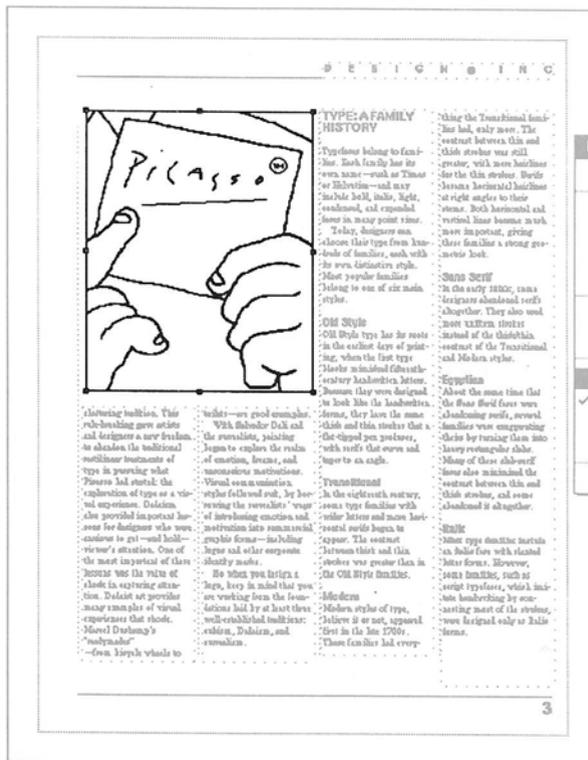
You can also lock objects with the Specifications command from the Edit menu.

● To unlock an object, select it and choose Unlock from the Edit menu. You can also unlock an object with the Specifications command.

You cannot move a locked object, change its size, or remove it with the Cut or Clear command.



1. Select an object.



2. Choose Lock.

You can unlock a locked object with the Unlock command.

A Group of Objects

To select a group of objects

You can select a group of objects. Then you can move, copy, duplicate, or lock them. You can also remove all of them.

- 1 Select the object pointer from the tool box by clicking it.
- 2 Position the pointer on the page.
- 3 Drag to draw a selection rectangle around the group.

Ready,Set,Go! selects all the objects in the rectangle or that touch its border.

Handles show that all the objects in the group are selected, though some handles may not be visible.

If you are working on one of the pages of the document, you cannot select an object that you created on a

master page. See "To Set Up Master Pages" in this chapter.

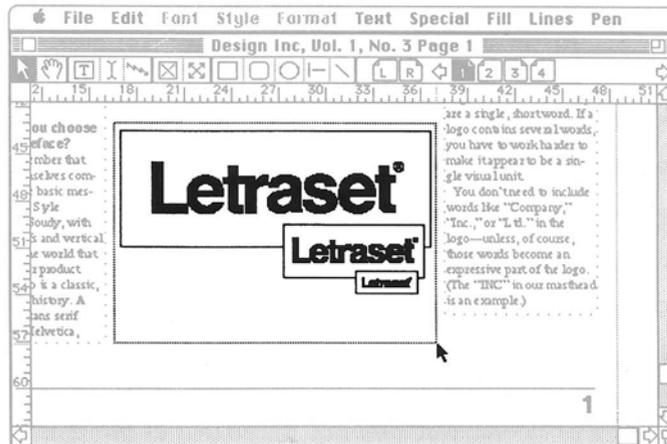
- To select an additional object, hold down the Shift key and click the object.

You can also hold down the Shift key and drag the object pointer to surround an additional group of objects with a dotted rectangle. When you release the mouse button, they are selected.

- To deselect an object in a group of selected objects, hold down the Shift key and click the object.



1. Select the object pointer.



2. Position the pointer on the page.

3. Drag to draw a selection rectangle around the group.

A Group of Objects

To stack objects

You can stack objects so they overlap completely or partially. You simply move them on top of one another.

When you stack objects, you can change the order in which they are stacked.

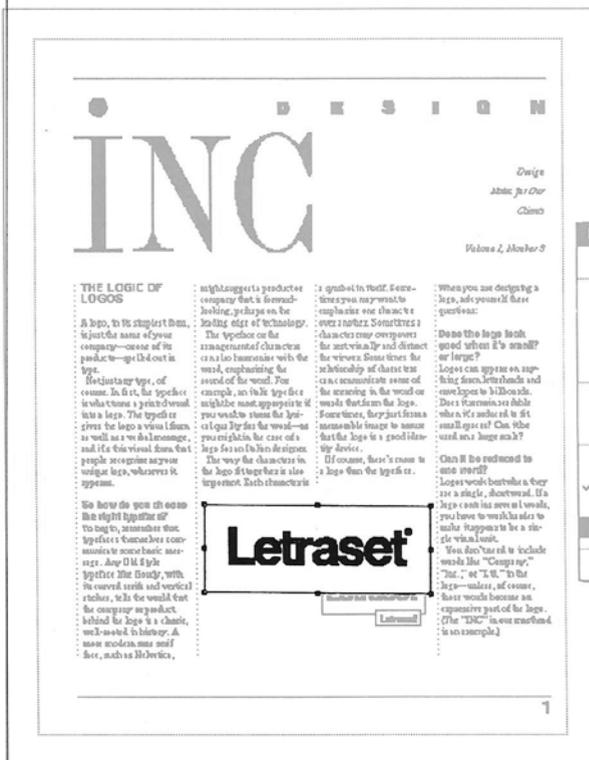
- 1 Select the object you want to move.
- 2 Choose Bring To Front or Send Behind from the Edit menu.

If you choose Bring To Front, the selected object appears on top of any objects it overlaps.

If you choose Send Behind, the selected object moves behind the other objects in the stack.

If you select a group and choose Bring to Front or Send Behind, the entire group appears in front of or behind other objects.

- To find an object that has disappeared behind another object, select the object you can see and choose Send Behind.



1. Select the object.

2. Choose Bring To Front or Send Behind.



THE LOGIC OF LOGOS

A logo, in its simplest form, is just the name of your company—once of its products—set in a font in type.

Of course, in its most complex form, a logo is a visual statement. It gives the logo a visual identity, as well as a verbal message, and it is the visual form that people recognize across various logos, wherever it appears.

We have to give the logo the right typeface. To begin, remember that typeface characters communicate more basic messages. Any DM style typeface that flows with the overall look and vertical rhythm, is the visual that the company's product behind the logo is a classic, well-used in history. A more modern one will be, such as Helvetica.

might suggest its products company that is forward-looking, perhaps on the leading edge of technology.

The application of the arrangement of characters can also harmonize with the word, emphasizing the sound of the word. For example, an italic typeface might be most appropriate if you wish to stress the logo's dynamic feel. In the case of a logo for a company, the way the characters in the logo fit together is also important. Each character

is placed in itself. Sometimes you may want to emphasize one character over another. Sometimes characters overlap for a more visually and distinct effect. Some times the relationship of characters can communicate some of the meaning in the word or words that form the logo. Sometimes, the just from a memorable image to assure that the logo is a good idea for a device.

If, of course, there's reason to use a logo that is a good idea for a device.

When you are designing a logo, address all these questions:

Does the logo look good when it's small? or large? Logos can appear on anything from a handkerchief to a billboard. Does it remain readable when it's small? Can it be used as a large one?

Can it be reduced to one word?

Logos work best when they are a single, horizontal. If a logo can't be seen in words, you have to make it as a single image.

You don't need to include words like "Company," "Inc.," or "LLC" in the logo—unless, of course, these words become an important part of the logo. (The "INC" in our example is an example.)

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We have to give the logo the right typeface. To begin, remember that typeface characters communicate more basic messages. Any DM style typeface that flows with the overall look and vertical rhythm, is the visual that the company's product behind the logo is a classic, well-used in history. A more modern one will be, such as Helvetica.

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To align objects

You can align a group of objects you select horizontally or vertically.

You can align them along their tops, their sides, or their centers.

1 Select the group of objects you want to align.

See "To Select a Group of Objects" in this chapter.

2 Choose Alignment from the Special menu.

A dialog box prompts you for the kind of alignment you want.

3 Click the options you want.

If you align objects along their tops, bottoms, or left or right sides, the objects

move to align with the object farthest in the direction you choose. For example, if you align right sides, the

objects align with the right side of the object farthest to the right.

If you align centers, the objects align along a vertical or horizontal center line.

4 Click OK.

The screenshot shows a design application window with a text box containing "INC" and "DESIGN". Below it are three rectangular shapes with dashed borders. A "Special" menu is open, showing options like "Facing Pages", "Size To Fit", "Half Size", "75% Size", "Actual Size" (checked), and "Double Size". Below the menu is the "Align Objects" dialog box, which has radio buttons for "Left Sides", "L/R Centers", "Right Sides", "Tops", "T/B Centers", and "Bottoms". The "Tops" option is selected. Arrows point from text labels to the "Left Sides", "Right Sides", and "Tops" options in the dialog box.

1. Select the objects.

2. Choose Alignment.

3. Click the options.

4. Click OK.

Change the horizontal alignment

Aligns along center lines between sides

Change the vertical alignment

Aligns along center lines between tops and bottoms

Working With Text

Text can play many roles in a document. It can be the long paragraphs of a report that goes on for pages, neatly arranging facts and ideas for a reader. Or it might be a few, well-planned paragraphs, short and to the point, that describe a product or service in a brochure for prospective customers. It might be a quick message, no more than a line or two, to give focus to a poster.

Because text can be all these things, Ready,Set,Go! is designed to handle it with flexibility, efficiency, and power. Ready,Set,Go! gives you complete word processing capabilities, with access to a variety of styles and formats. You can choose them as you work. Or you can set up stylesheets before you begin for fast and consistent formatting. Basic aids such as hyphenation options and spelling checking also save you time.

The Text Block

The text block is the basic element of the word processing system. You always enter text in a text block. The text block can fill a page or a column or be just big enough to fit a caption or even a page number. You never enter text in a document without first creating a text block for it.

Once you create a text block, you can enter text directly by typing. Or you can enter the text of a document that you create with another application. You can select text in a text block to edit it, move it, copy it, replace it, or remove it. You can even overlap a text block with another text block, a picture block, or a graphic object and make the text run around the object.

A Chain of Blocks

Of course, your document may have articles that span several columns or pages. So you can link text blocks into a chain. The text in a chain flows continuously from one block to the next. If you add or remove text, all the text in the chain adjusts immediately, so you don't have to reenter text in each block individually.

You can add or remove blocks from a chain and copy blocks from one page to another. If you duplicate pages with linked blocks, you can automatically link

the blocks on the new page to those on previous and following pages. See “To Add Blank or Duplicate Pages” in this chapter.

Style and Format

You can select text in a block or chain of linked blocks and then choose the font, style, and size you want. You can also change the text alignment, character spacing, word spacing, line spacing, and paragraph spacing. You can shift characters in a line up or down, a point at a time, if you want. You can choose different styles of paragraph indentation. You can make these choices one at a time, or you can set up all the type specifications with a single command before you begin to enter text. See “To Set Up Type Specifications” in this chapter for the step-saving instructions.

Each character in a document carries its own format information. So if you insert text in an existing line of text, it has the same format as the preceding character, including invisible characters such as spaces and return characters. Formats for lines and paragraphs are determined by the first character in the line or paragraph.

Time-Savers

Ready,Set,Go! has several features to help save you time as you work. Perhaps the most important is the stylesheet. Stylesheets are sets of type specifications that you can choose as you work. For example, you can create a stylesheet for chapter titles. Then, whenever you type a chapter title, you just choose the stylesheet to format it. If you change the stylesheet, it automatically changes all the chapter titles.

You can also create glossaries for standard text—a few lines or many paragraphs—that you use over and over again. When you want to use this text in a document, you just choose it from a list of glossaries and Ready,Set,Go! automatically inserts it, already formatted, in your document.

Other time-savers are automatic hyphenation, with specifications that you can select, and spelling checking. You can also search a document for particular phrases and replace them automatically with other phrases or formats.

The Text Block

To create a text block

Before you can enter any text, you must create a text block.

- 1 Select the text tool from the tool bar by clicking it.
- 2 Position the pointer on the page in the window.

The pointer changes to a crossbar when you move it inside the window.

- 3 Drag the pointer to draw the text block.

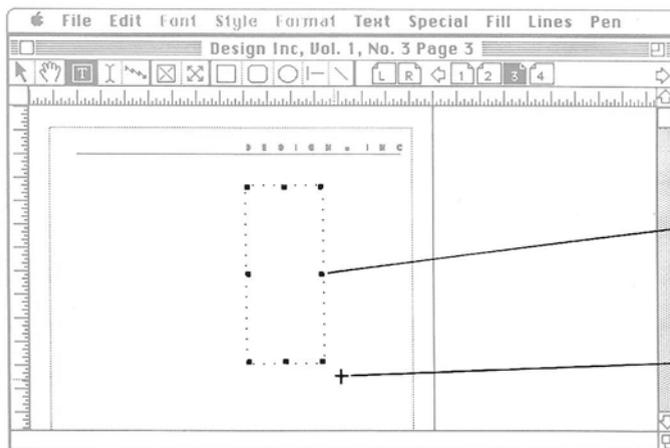
As you drag, a dotted rectangle shows the size and position of the text block. When you release the mouse button, the dotted rectangle remains selected. If you create more text blocks, they all stay selected until you select another tool.

If the grid is active, the text block snaps to fit one or more rectangles in the grid.

You can change the size of a text block, move it, copy or duplicate it, lock it, or remove it. See "Working With Objects" in this chapter.



1. Select the text tool.



The handles show that the block is selected.

The pointer changes to a crossbar.

2. Position the pointer on the page.

3. Drag to draw the text block.

To enter text by typing

You can enter text directly in a text block by typing.

1 Select the insertion pointer from the tool box.

2 Click in the text block where you want to begin typing.

When you move the pointer into the window, it changes to an I-beam.

If you click in an empty text block, the insertion point appears at the upper left corner of the block. If you click in a text line, it appears where you click. If you click in the empty area of a text block with some text, the insertion point appears at the end of the text.

3 Type to enter text at the insertion point.

Before you type, you can choose the font, style, and size you want. You can also select text and change its type or format, replace it with new text, or remove it completely.

As you type, lines wrap automatically to the next line, so you press Return only at the end of a paragraph.

If you type more text than the block can hold, the overflow indicator appears in the lower right corner of the text block and the text is stored as overflow. You can change the size of the text block to display overflow text. You can also link the text block to another text block. See "To Link Text Blocks" and "To Add Text Blocks to a Chain" in this chapter.



1. Select the insertion pointer.

Old Style
Old Style type has its roots
in the earliest days of print-
ing, when the first type
blocks mimicked fifteenth-
century

2. Click in the text block.

A blinking vertical bar marks the insertion point.

3. Type the text.

You can choose fonts, styles, and sizes before you begin, or change them after you type.

Old Style
Old Style type has its roots
in the earliest days of print-
ing, when the first type
blocks mimicked fifteenth-
century handwritten letters.
Because they were designed
to look like the handwritten
forms, they have the same
thick and thin strokes that a
flat-tipped pen produces,
with serifs that curve and
taper to an angle.

Transitional
In the eighteenth century,
some type families with
wider letters and more hori-
zontal serifs began to
appear. The contrast
between thick and thin
strokes was greater than in
the Old Style families.

Modern
Modern styles of type,
believe it or not, appeared
first in the late 1700s.
These families had every-
thing the Transitional fami-
lies had, only more. The

The overflow indicator means more text follows.

The Text Block

To get text from another document

You can get text from documents you create with MacWrite 4.5, Microsoft Word 1.05 or 3.0, or WriteNow!, or from a text-only (ASCII) document.

1 Select the insertion pointer from the tool bar.

2 Select an insertion point in the text block where you want to enter text.

See "To Enter Text by Typing" in this chapter.

3 Choose Get Text from the File menu.

A dialog box lists the documents that are available on the current disk. If you are using the hierarchical file system, it also lists folders. You can open the folders to view additional folders and their documents.

You can click the Eject or Drive button to go to another disk.

4 Select the document you want and click Open. Or just double-click the name.

The document you open is inserted at the insertion point. If it is a text-only document, it is entered with the formats of the insertion point. If it is a document from a compatible word processing application, it keeps the font, style, size, line spacing, paragraph indentation, tabs, and other formats, depending on the application.

If the document is longer than the text block or chain of linked blocks, it is stored as overflow text. You can change the size of the text block or link the block to another one to display the overflow text. See "A Chain of Blocks" in this chapter.



1. Select the insertion pointer.



2. Select an insertion point.



3. Choose Get Text.

4. Double-click the document name.



THE LOGIC OF LOGOS

A logo, in its simplest form, is just the name of your company—or one of its products—spelled out in type.

Not just any type, of course. In fact, the typeface is what turns a printed word into a logo. The typeface gives the logo a visual form, as well as a verbal message, and it's this visual form that people recognize as your unique logo, wherever it appears.

So how do you choose the right typeface? To begin, remember that typefaces themselves communicate some basic message. Any Old Style typeface like Goudy, with its curved serifs and vertical strokes, tells the world that the company or product behind the logo is a classic, well-rooted in history. A more modern sans serif face, such as Helvetica, might

The overflow indicator shows that more text follows.

To select text

When you want to change text or remove it, you must first select it. Selected text is highlighted, with white characters on a black background (unless you select White Type).

- *To select text in a text block*, place the insertion pointer at the beginning of the text and drag to the end of it.

You can drag down the page to select more than one line.

If you find it difficult to select an insertion point at the beginning of a line, place the insertion pointer in the middle of the first character and click.

- *To select one word quickly*, double-click anywhere in the word. Hold down the Command key while you double-click a word to select just the word, not any space

character that follows it. Double-click and drag to select as many entire words as you want.

See "Shortcuts" in Chapter 4 for other ways to select text.

- *To make an extended selection in a text block or linked blocks*, click to select the insertion point at the beginning of the selection. Then place the pointer at the end of the selection, hold down the Shift key, and click.

You can scroll to the end of the selection—on the same page or another page—before you hold down the Shift key and click.

You can also drag directly from one linked text block to another on the same or facing page to select all the text in between.

- *To select all the text in a text block or linked blocks*, select an insertion point

anywhere in the block and choose Select All from the Edit menu.

- *To select all the text in just one linked block*, select an insertion point in the block, hold down the Option key, and choose Select All from the Edit menu.

THE LOGIC OF LOGOS

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So how do you choose the right typeface?

To begin, remember that typefaces themselves communicate some basic message. Any Old Style typeface like Gowdy, with its curved serifs and vertical strokes, tells the world that the company or product behind the logo is a classic, well-rooted in history.



- **Select an insertion point and drag to select text.**

- **Select an insertion point and choose Select All from the Edit menu to select all the text in a block.**



The Text Block

To copy part of a document

You can copy part of the text from a document that you create with Ready,Set,Go! or almost any other Macintosh application. You use the Clipboard or the Scrapbook.

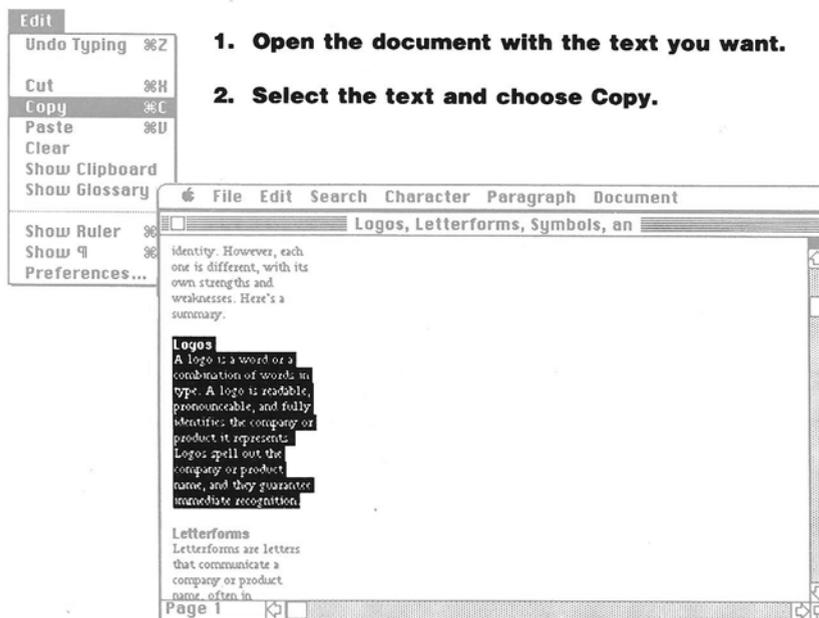
1 Open the document with the text you want to copy.

If necessary, quit Ready,Set,Go!

2 Select the text you want and choose Copy from the Edit menu to copy it to the Clipboard.

To copy several selections before quitting, use the Scrapbook. See your Macintosh owner's guide for details about the Scrapbook.

3 Open the Ready,Set,Go! document where you want to enter the text. If necessary, quit the other application.



1. Open the document with the text you want.

2. Select the text and choose Copy.

3. Open the Ready,Set,Go! document.

4 Select an insertion point in the text block where you want to enter the text.

See “To Enter Text by Typing” in this chapter.

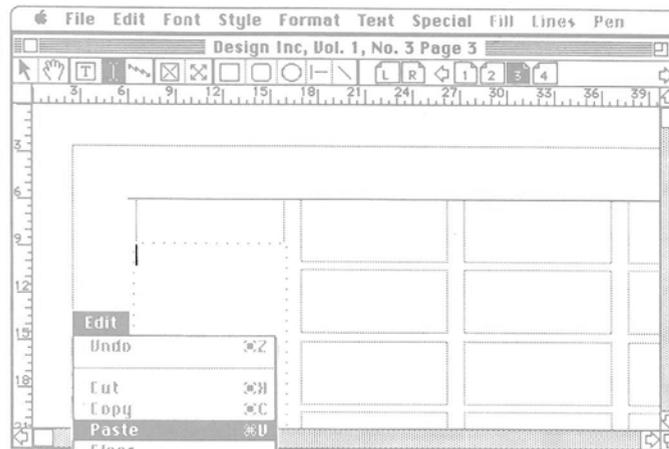
5 Choose Paste from the Edit menu.

If the text is from another Ready,Set,Go! document, it keeps all of its original formats. If it's from another application, the text uses the formats at the

insertion point. See “The Format Menu” in Chapter 4 for details about formats.

If you use the Scrapbook, open the Scrapbook and scroll to the text you want before you choose Copy. If you don't see

your selections in the Scrapbook, make sure the Scrapbook you are using is on the same startup disk as the one you used with the other application.



4. Select an insertion point in a text block.

5. Choose Paste.

THE LOGIC OF LOGOS

A logo, in its simplest form, is just the name of your company—or one of its products—spelled out in type.

Not just any type, of course. In fact, the typeface is what turns a printed word into a logo. The typeface gives the logo a visual form, as well as a verbal message, and it's this visual form that people recognize as your unique logo, wherever it appears.

So how do you choose the right typeface? To begin, remember that typefaces themselves com-

The Text Block

To replace, move, or remove text

You can replace, move, or remove any selected text.

- *To replace text*, select the text you want to replace and type new text or choose Paste from the Edit menu to replace the selected text with the contents of the Clipboard.

- *To move text to a new location*, select the text you want to move and choose Cut from the Edit menu.

The text is placed on the Clipboard—replacing the last thing you cut or copied—and you can paste it somewhere else in the document or in another document.

- *To remove text*, select it and then choose Clear from the Edit menu or press the Backspace key.

When you choose Clear or use the Backspace key, the text is not saved on the Clipboard.

- *To restore text that you have removed*, choose Undo from the Edit menu before you do anything else.

Symbols

Symbols are marks without letters. They identify a company or product without ever spelling out its name. They are usually simple graphic forms, always full of impact. Their principle disadvantage is that it takes time and relatively many advertising dollars for the symbol to become widely associated with the name of the company or product.

Pictographs

Pictographs are informational marks, often public symbols, such as no smoking signs or the symbols that guide travelers in airports.

- **Select text you want to replace and type new text or paste it from the clipboard.**

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Duplicate...	⌘D
Lock	
Unlock	
Bring To Front	
Send Behind	
Specifications...	⌘M

- **Select text you want to move and choose Cut to place it on the Clipboard.**

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Duplicate...	⌘D
Lock	
Unlock	
Bring To Front	
Send Behind	
Specifications...	⌘M

- **Select text you want to remove and choose Clear.**

To make text run around another object

You can make text run around any text block, picture block, graphic object, or group of objects.

1 Create the object you want the text to run around and move it into position on top of the text block. The object should remain selected.

If the object is a picture block, the text automatically runs around the block.

Text does not automatically run around text blocks, graphic objects, or groups of objects.

2 Choose Specifications from the Edit menu.

A dialog box displays the specifications for the selected object.

If you have selected a

different dialog box appears for each object.

3 For the Text Repel Distance, type the distance you want between the object and the text.

If the selected object is a picture block, you can click Graphic to make the text

run around adjust to the contours of the picture instead of the frame of the picture block.

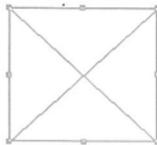
4 Click Runaround if it is not selected.

5 Click OK.

The text flows around the object. If you move the object, the text adjusts automatically.

● To prevent text runarounds in a text block, select the text block, choose Specifications from the Edit menu, and click Ignore Runarounds. Now text in this text block will never run around any object.

Logos
A logo is a word or a combination of words in type. A logo is readable, pronounceable, and fully identifies the company or product it represents. Logos spell out the company or product name, and they guarantee immediate recognition.



1. Create the object and move it on top of the text block.

2. Choose Specifications.

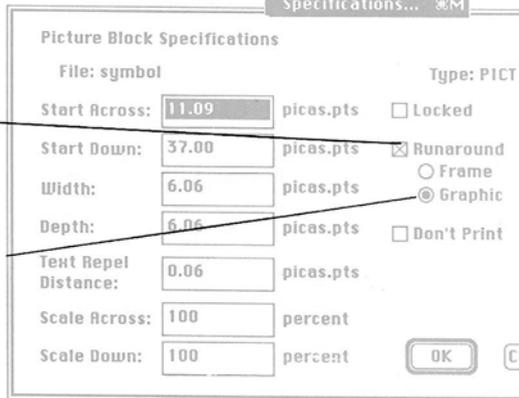
3. Type the repel distance.

4. Click Runaround.

5. Click OK.

Text runs around picture blocks automatically. You must select Runaround for other types of objects.

You can click Graphic to adjust text to the contours of a picture.



A Chain of Blocks

To link text blocks

When a single article spans several columns or pages, it's useful to link text blocks into a chain. Then the text flows from block to block and adjusts automatically to changes you make in any of the linked blocks.

You can link blocks before or after you enter text.

1 Select the linking tool from the tool bar.

2 Click in the text blocks in the order you want them linked.

As you click in the blocks, the linking tool flashes in the tool bar and the linked blocks blink.

You can use the page scroll bar to go to a new page and continue linking.

If the first block has overflow text, the text immediately flows into the linked blocks. If the blocks you link already have text, the overflow text is inserted after the existing text.

3 Double-click in the last block to end the chain.

Ready,Set,Go! automatically ends the chain if you select another tool.

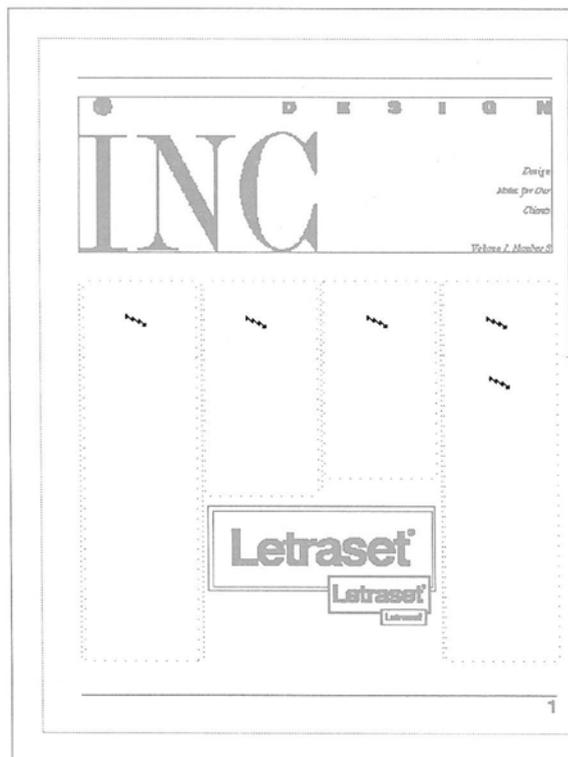
You can find all the linked blocks in a chain by selecting some text and choosing Select All. Text in every linked block is selected.



1. Select the linking tool.

2. Click in each block in the link.

3. Double-click in the last block to end the chain.



To add text blocks to a chain

You can add text blocks in the middle or to the end of a chain of linked blocks. You can also add text blocks before the beginning of a chain.

1 Insert the new text blocks where you want them to appear.

You can draw new text blocks with the text tool, cut or copy text blocks and paste them into place, or duplicate existing text blocks on the same or facing page.

2 Select the linking tool from the tool bar.

3 Click in the text block in the existing chain that precedes the new text blocks you want to add.

4 Click in the new text blocks in the order you want to link them to the existing chain and

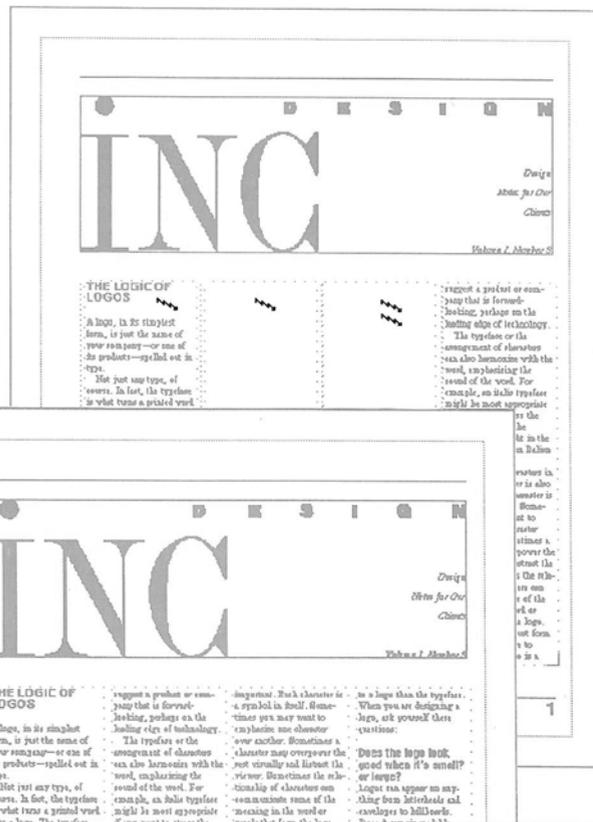
double-click in the last block you want to add.

Use the page scroll bar to go to each page with a text block you want to add.

The text blocks are added to the chain after the existing linked block you clicked.

● To add text blocks to the beginning of a chain, click in the first text block in the chain. Then hold down the Shift key while you click, in reverse order, in the text blocks you want to add to the front of the chain. Double-click in the new first block.

● To add a new page with linked blocks, choose Insert Page(s) from the Special menu and select Duplicate Current Page and Global links. Overflow text flows automatically into the blocks on the new pages.



1. Insert new text blocks.

2. Select the linking tool.

3. Click in the inked block before the blocks you want to add.

4. Click in the new blocks in order.

5. Double-click in the last new block.

A Chain of Blocks

To move or copy linked blocks

You can move or copy linked blocks from one page in the document to another. Then you must use the linking tool to relink them after you paste them.

- 1 Select the text blocks you want to move or copy.
- 2 Choose Cut or Copy from the Edit menu.

The blocks and their text are stored on the Clipboard but are no longer linked.

If you choose Cut, the blocks are removed and the remaining blocks in the chain are relinked. The original text is adjusted to fit the new chain.

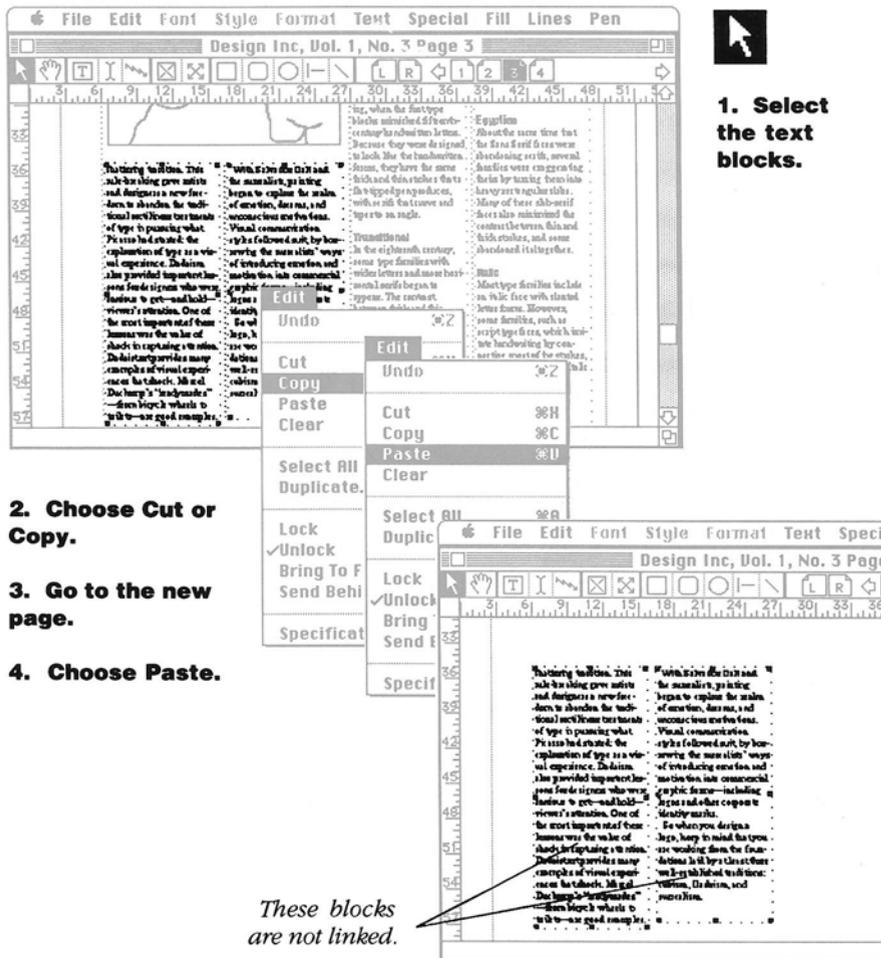
- 3 Go to the page where you want to copy or move the blocks.

You can use the page scroll bar to go to a new page in the document, or you can open another document and go to a page in it.

- 4 Choose Paste from the Edit menu.

The blocks are pasted, with their text, in their original position, on

the new page. If you want to link them, see "To Add Text Blocks to a Chain" in this chapter.



1. Select the text blocks.

2. Choose Cut or Copy.

3. Go to the new page.

4. Choose Paste.

These blocks are not linked.

To remove linked blocks from a chain

You can remove linked text blocks from a chain. You can also unlink blocks without removing them.

- To remove a linked block, select it and choose Cut or Clear from the Edit menu. Or select it and press the Backspace key.

The text block itself is removed, but the text it contained is readjusted to fit the remaining blocks in the chain.

- To unlink a block without removing it, select the linking tool from the tool bar, hold down the Command key, and click in the block you want to unlink.

The text disappears from the unlinked block and flows into the next block in the chain.

- To restore a linked block that you have removed, choose Undo from the Edit menu before you do anything else.



The text is adjusted in the remaining blocks in the chain when you remove or unlink a block.



- Choose Cut or Clear to remove a selected block. Or press Backspace.



- Select the linking tool, hold down the Command key, and click in a block to unlink it.

Style and Format

To change the font, style, or size of text

When you type text in a text block, it appears in the font, style, and size currently chosen at the insertion point. However, you can change the font, style, and size as you type. Or you can change the font, style, and size of any text selection.

1 Select an insertion point where you want to start typing in a new font, style, or size. Or select the text you want to change.

2 Choose the font you want from the Font menu.

3 Choose the style you want from the Style menu.

You can choose one style or a combination of styles. A check appears beside each style that you are

using. If you choose Plain, all the other styles are canceled.

4 Choose the size you want from the Style menu.

If you choose Other, a dialog box prompts you for a size. You can specify any size from 1 to 255 points. Then click OK.

Sizes that appear in outline characters in the menu—those sizes installed in your System file—look better than other sizes when you print them on an ImageWriter. If you're using a LaserWriter, the font is scaled when you print to look good in any size you choose.

The Macintosh automatically creates, on screen, sizes of fonts not installed in your System file by scaling one that is. Sometimes these scaled fonts are almost illegible on screen—especially in very

small sizes. Choose Preferences and select Disable Font Scaling to make it easier to read and work with scaled fonts, but be sure to deselect Disable Font Scaling before you print with an ImageWriter. See the Preferences

command in Chapter 4 for more information.

You can also change the font, style, size, and other formats with the Type Specs command. See "To Set Up Type Specifications" in this chapter.



1. Select an insertion point or text that you want to change.

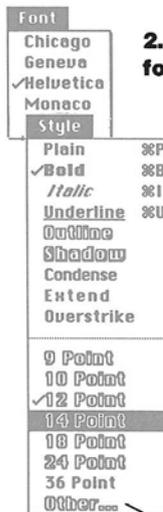
THE LOGIC OF LOGOS

A logo, in its simplest form, is just the name of your company—or one of its products—spelled out in type.

Not just any type, of course. In fact, the typeface is what turns a printed word into a logo. The typeface gives the logo a visual form, as well as a verbal message, and it's this visual form that people recognize as your unique logo, wherever it appears.

So how do you choose the right typeface?

To begin, remember that typefaces themselves communicate some basic message. Any Old Style typeface like Goudy, with its curved serifs and vertical strokes, tells the world that the company or product behind the logo is a classic, well-rooted in history. A more modern sans serif face, such as Helvetica, might

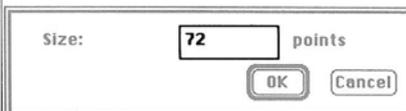


2. Choose a font.

3. Choose one or more styles.

4. Choose a size.

You can specify any size from 1 to 255 points if you choose Other from the Style menu.



To align text

You can align your text with the right or left side of the text block. You can also center the text in a block or justify it.

- 1 Select the text you want to align.

Each line is aligned according to the alignment you specify for its first character. However, if you want to keep the same alignment as you edit, it's a good idea to select entire lines, paragraphs, or articles.

- 2 Choose the alignment you want from the Format menu.

The text you selected realigns.

A check in the Format menu marks the alignment at the insertion point.

You can also align text with the Type Specs command. See "To Set Up Type Specifications" in this chapter.



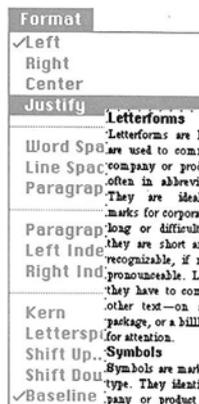
1. Select the text.

Letterforms
Letterforms are letters that are used to communicate a company or product name, often in abbreviated form. They are ideal identity marks for corporations with long or difficult names—they are short and quickly recognizable, if not always pronounceable. Like logos, they have to compete with other text—on a page, a package, or a billboard—for attention.

Symbols
Symbols are marks without type. They identify a company or product without ever spelling out its name. They are usually simple graphic forms, always full of impact. Their principle disadvantage is that it takes time and relatively many advertising dollars for the symbol to become widely associated with the name of the company or product.

Pictographs
Pictographs are informational marks, often public

Left aligns text at the left side of the text block



2. Choose the alignment.

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Justify spaces words evenly so each line aligns at the left and right sides of the text block.

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Right aligns text at the right side of the text block

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Center centers the text in the text block.

Style and Format

To reduce space between characters

Sometimes the space between certain characters is noticeably too wide—especially if the type size is large, as in titles. In traditional typesetting, this space is reduced by a method called “kerning.”

With Ready,Set,Go! you can automatically kern certain pairs of characters if you use a LaserWriter screen font that contains a special table of pairs, such as *To* or *AV*.

In addition, you can specify the amount of space you want to remove between each pair of characters in text you select.

- *To kern automatically*, select the text you want to kern and choose Kern from the Format menu.

Ready,Set,Go! kerns each pair of characters

that is included in a table stored with most LaserWriter screen fonts. If the pair is in the table, the character on the right moves to the left and any following lines of type adjust to fit.

Because the Macintosh screen allows kerning only in 1-point increments, kerning is effective only for larger type sizes, such as headlines.

- *To specify the space to be removed between two characters*, select the character on the right and choose Kern from the Format menu.

A dialog box prompts you for the number of points you want to remove. When you click OK, the character moves to the left.

- *To remove space between each character in selected text*, hold down the

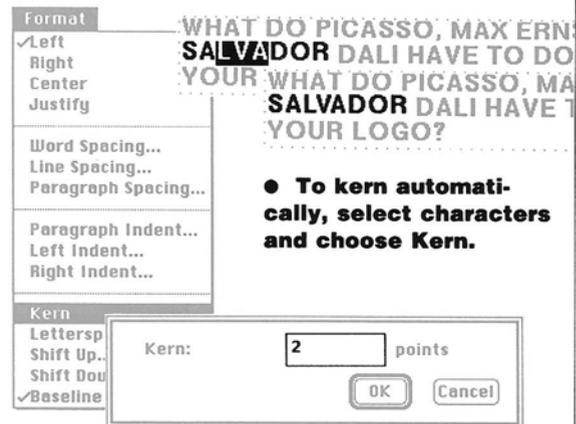
Option key and choose Kern from the Format menu.

A dialog box prompts you for the number of points you want to remove between each pair of characters in the selection. When you click OK, all of the characters move to the left and any following lines of type adjust to fit.

- *To remove space manually between*

selected characters, hold down the Command key and press the Left Arrow key once for each point of space you want to remove.

- *To restore kerned characters to their preset spacing*, select the kerned text, hold down the Option key, and choose Kern from the Format menu. When the box appears, type 0 and click OK.



- *To kern automatically, select characters and choose Kern.*

- *To specify space to be removed, select characters and choose Kern. Type the number of points and click OK.*

To add space between characters

You can add space between characters to achieve special design effects. This is called “letterspacing.”

- 1 Select the text you want to letterspace.
- 2 Choose Letterspace from the Format menu.

A dialog box prompts you for the positive number of points you want to add between each character.

If the text has already been kerned or letterspaced different amounts, no number will appear in the dialog box.

- 3 Type the number of points you want to add.
- 4 Click OK.

Each selected character moves to the right, and the following lines adjust to fit.

If you type text after a letterspaced character, it uses the same letterspacing. Text that you paste is not affected.

- *To restore letterspaced characters to their*

normal spacing, select the letterspaced text and choose Letterspace from the Format menu. When the box appears, type 0 and click OK.

- *To add space manually between selected characters*, hold down the Command key and press the Right Arrow key once for each point of space you want to add.

Notes:

Kerning Then and Now

When all type was set in metal blocks, the space between letters was governed by the size of the block on which the type was cast. Sometimes the size of the block created awkward spacing between certain characters. To correct this problem, typesetters sawed notches in the type blocks to make them fit closer together. The part of the letter that extended beyond the notched edge was called a “kern.”

Computers can make these adjustments with a lot less fuss. However, you may still want the manual control of specifying exactly how much space to remove between characters. Ready,Set,Go! gives you this control.



1. Select the text.

DESIGN

2. Choose Letterspace.

3. Type the number of points.

4. Click OK.

Format

- ✓ Left
- Right
- Center
- Justify

Word Spacing...
Line Spacing...
Paragraph Spacing...

Paragraph Indent...
Left Indent...
Right Indent...

Kern
Letterspace...

Letterspace: 18 points

OK Cancel

D E S I G N

Style and Format

To shift characters up or down

You can shift characters up or down from the baseline—the imaginary line on which the bottom of most uppercase letters rests. This is useful for raised footnote references and other symbols as well as special design effects.

1 Select the text you want to shift.

2 Choose Shift Up or Shift Down from the Format menu.

A dialog box prompts you for the number of points you want the text to shift. If a number other than 0 appears in the box, the text has already been shifted by the number of points indicated.

If no number appears, the text has been shifted different amounts.

3 Type the number of points you want the text to shift.

4 Click OK.

The selected characters shift up or down. If you are using automatic line spacing, the space between lines adjusts if necessary. To keep the line spacing the same,

try changing the shifted text to a smaller font size or specify the line spacing for that line. See “To Change the Space Between Lines” and “To Add Space Between Paragraphs” in this chapter.

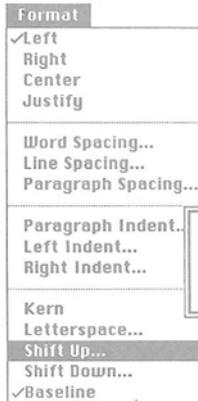
● *To use the arrow keys to shift selected text, hold down the Command key and press the Up Arrow or Down Arrow key once for each point of space you want the text to shift.*

● *To shift text back to the baseline, select the shifted text and choose Baseline from the Format menu.*



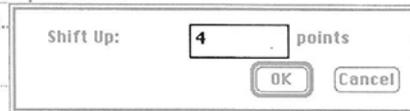
1. Select the text.

You can shift characters  or down from the baseline.



2. Choose Shift Up or Shift Down.

3. Type the number of points.



4. Click OK.

You can shift characters  or down from the baseline.

To change the space between words

Ready,Set,Go! automatically sets the space between words. You can change the word spacing to increase or reduce space between words.

1 Select an insertion point or some text.

2 Choose Word Spacing from the Text menu.

A dialog box prompts you for a percentage of normal word spacing. The preset word spacing is 100 percent.

3 Type a new percentage for the word spacing.

For example, if you want twice as much space between words, type 200. If you want half as much space, type 50.

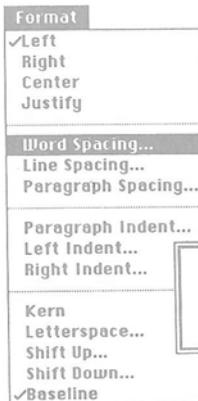
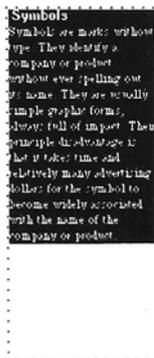
4 Click OK.

Ready,Set,Go! now uses the word spacing you chose.

You can also change word spacing with the Type Specs command. See "To Set Up Type Specifications" in this chapter.

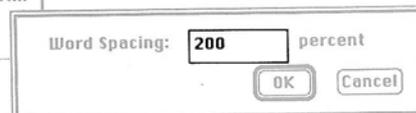


1. Select text or an insertion point.



2. Choose Word Spacing.

3. Type a percentage of the preset word spacing.



The preset word spacing is 100 percent.

4. Click OK.

Symbols
Symbols are marks without type. They identify a company or product without ever spelling out its name. They are usually simple graphic forms, always full of impact. Their principle disadvantage is that it takes time and relatively many advertising dollars for the symbol to become widely associated with the name of the company or product.

Style and Format

To change the space between lines

Ready,Set,Go! automatically adjusts the space between lines to fit the font size you are using. However, you can specify the line spacing you want—to increase the space between text and headings, for example, or to keep the same space between lines with different type sizes. Ready,Set,Go! measures the space between lines and paragraphs from the baseline of the line above to the baseline of the line below.

1 Select the lines whose spacing you want to change. Or select an insertion point.

You can select the first character or the entire line. For ease of editing, however, it's a good idea to select the entire line.

2 Choose Line Spacing from the Format menu.

A dialog box prompts you for the number of points between lines.

3 Type the number of points you want between lines.

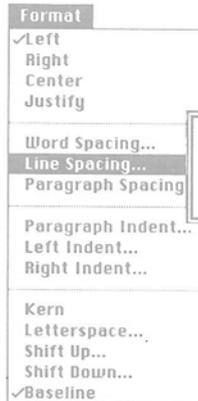
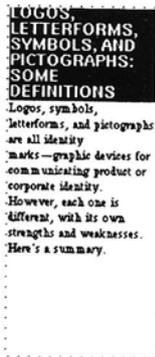
4 Click OK.

The space is adjusted between each selected line and the line above it.

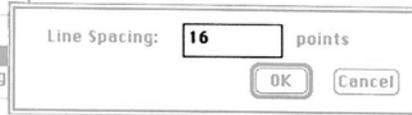
You can also change line spacing with the Type Specs command. See "To Set Up Type Specifications" in this chapter.

● *To return to automatic line spacing*, select the text and choose Line Spacing from the Format menu. When the dialog box appears, type Auto and click OK.

I 1. Select the lines.

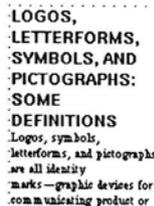


2. Choose Line Spacing.



3. Type the number of points.

4. Click OK.



To add space between paragraphs

Ready,Set,Go! normally uses the same space between paragraphs as it uses between lines in the paragraphs. You can add more space between paragraphs if you want.

1 Select the text you want to change. Or select an insertion point.

You can select the first character of a paragraph, the first line, an entire paragraph, or several paragraphs. For ease of editing, however, it's a good idea to select at least an entire paragraph.

2 Choose Paragraph Spacing from the Format menu.

A dialog box prompts you for the number of points you want to add to the current spacing above the selected paragraph.

3 Type the number of points you want to add.

4 Click OK.

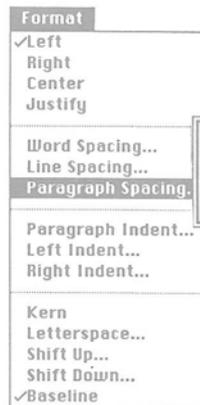
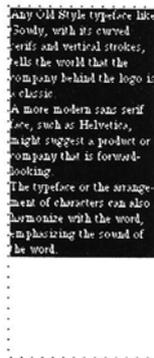
The space above each selected paragraph is adjusted. If you selected an insertion point, Ready,Set,Go! uses the new paragraph spacing for any paragraphs you type after the insertion point.

You can also change the paragraph spacing with the Type Specs command. See "To Set Up Type Specifications" in this chapter.

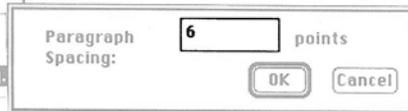
● *To return to normal paragraph spacing,* select the text or an insertion point, choose Paragraph Spacing from the Format menu, type 0, and click OK.



1. Select text or an insertion point.



2. Choose Paragraph Spacing.



3. Type the number of points.

4. Click OK.

Any Old Style typeface like Goudy, with its curved serifs and vertical strokes, tells the world that the company behind the logo is a classic. A more modern sans serif face, such as Helvetica, might suggest a product or company that is forward-looking. The typeface or the arrangement of characters can also harmonize with the word.

Style and Format

To indent paragraphs

You can indent the first line of a paragraph or all lines except the first line—called a “hanging indent.” You can also indent any line from the right or a combination of any of these indentation styles.

1 Select the text you want to indent.

You can select just the first character of a line, a line, a paragraph, or an entire text block or chain of linked blocks. It is usually best to select at least an entire paragraph, so if you add or remove text later, your indents will not accidentally change.

2 Choose an indent command from the Format menu.

Paragraph Indent indents the first line of each selected paragraph.

Left Indent indents all the lines except the first line of each selected paragraph.

Right Indent indents all the lines from the right side of the text block.

When you choose one of these commands, a dialog box prompts you for the amount of indentation you want.

3 Type the number of inches, centimeters, or picas and points you want the selected lines to indent.

4 Click OK.

The selected lines are indented.

You can also set up indentations with the Type Specs command. See “To Set Up Type Specifications” in this chapter.

● *To remove an indentation*, select the indented lines and choose the appropriate indent command from the Format menu. When the dialog box appears, type 0 and click OK.

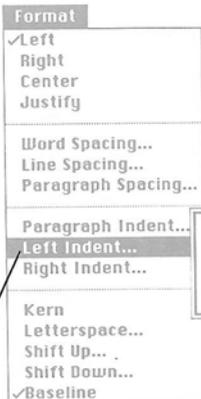


1. Select the text you want to indent.

Any Old Style typeface like Goudy, with its curved serifs and vertical strokes, tells the world that the company behind the logo is a classic.

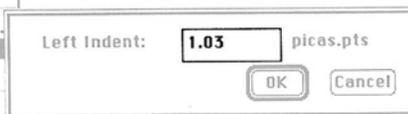
A more modern sans serif face, such as Helvetica, might suggest a product or company that is forward-looking.

The typeface or the arrangement of characters can also harmonize with the word, emphasizing the sound of the word.



2. Choose an indent command.

3. Type the amount of indentation.



4. Click OK.

Left Indent indents all but the first line in the selected text.

Any Old Style typeface like Goudy, with its curved serifs and vertical strokes, tells the world that the company behind the logo is a classic.

A more modern sans serif face, such as Helvetica, might suggest a product or company that is forward-looking.

The typeface or the arrangement of characters can also harmonize with

To set up type specifications

You can set all the type specifications at once, including font, style, size, alignment, tabs, indentation, word spacing, line spacing, paragraph spacing, and hyphenation.

1 Select an insertion point in a text block. Or select text.

When you select an insertion point, Ready,Set,Go! uses the type specifications you set for any text that you type after the insertion point.

2 Choose Type Specs from the Text menu.

A window displays the type and format options of the selected text or insertion point.

3 Select the options you want.

You can click to select the options for font, style, size, alignment, and hyphenation specifications. Type the indents you want and the word, line, and paragraph spacing. Click Set Tabs to display the Tabs window. See “To Set Tab Stops” in this chapter for details about using this window. Select the Tabs option to use the tab stops you set.

You can also choose to select no option for one or more of the type or formatting specifications. Then selected text will keep its current specifications for those formats.

4 Click Apply to view your specifications without closing the window. Or click OK.

Ready,Set,Go! uses these type specs for the selected text or for any text you type after the insertion point.

You can change any of the specifications by choosing the Type Specs command again and choosing new options. You can also change individual style and format options as described earlier in this chapter.

You can create stylesheets for several different sets of type specifications and apply them throughout your document. See “To Create a Stylesheet” in this chapter.



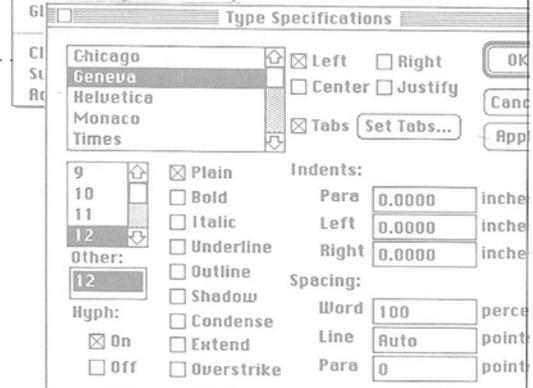
1. Select the insertion point or select text.



2. Choose Type Specs from the Text menu.

3. Select options.

4. Click Apply or click OK.



Style and Format

To set tab stops

You can set up to 10 tab stops for any text you select. You can define a text measure: the length of the text line after a tab. You can also choose right, left, centered, justified, or decimal alignment of text within that measure. You can also use a character as a leader to a tab stop.

If no tab stops are set, an 8-point space is inserted automatically at the insertion point when you press Tab.

1 Select the text or insertion point where you want to set tabs.

Tab stops apply to any text you type after the insertion point.

2 Choose Tabs from the Text menu.

A window displays a ruler for setting the tab stops. The ruler measures from the left edge of the current text

block in the units you choose with the Preferences command. You can scroll to show more of the ruler.

3 Click in the ruler where you want to set a tab stop.

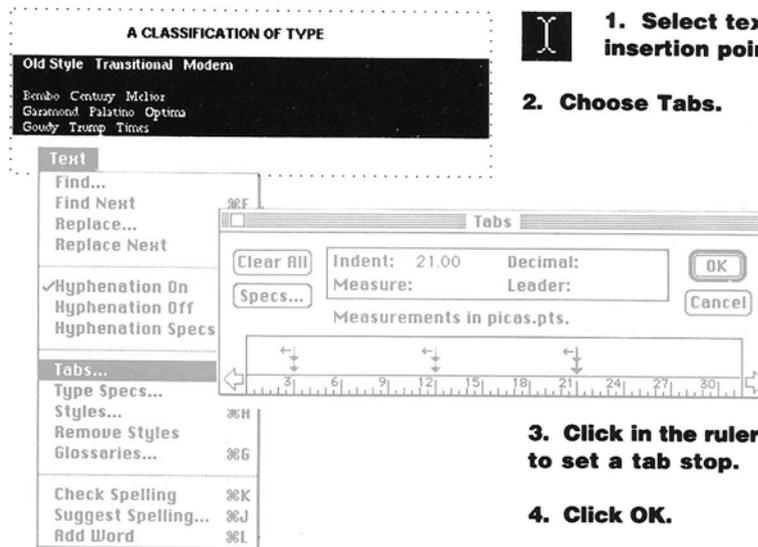
Two arrows appear. The large arrow marks the tab stop. The small arrow marks the end of the text measure. If the measure is 0, the end of the measure is the end of the text block.

The precise tab position and width of the measure are shown above the ruler.

An icon to the left of the arrows indicates the alignment.

4 Click OK.

The tabs are set. Press the Tab key to indent the text. You can also set tabs with the Type Specs command. See "To Set Up Type Specifications" in this chapter.



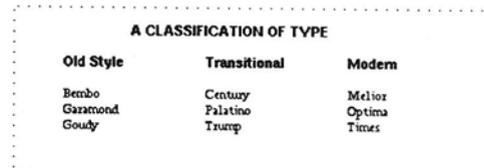
1. Select text or an insertion point.

2. Choose Tabs.

3. Click in the ruler to set a tab stop.

4. Click OK.

When you press the Tab key, all of the text to the right of the insertion point moves to the next tab stop.



- *To set the text measure after a tab,* select an insertion point, choose Tabs, and set the tab stop. Then drag the smaller arrow to the right to set the text measure and click OK.

- *To change the alignment at a tab,* select the text, choose Tabs, and click the alignment icon. The icon changes each time you click to indicate left, right, centered, justified, or decimal alignment. If you select decimal alignment, the characters you type at the tab stop align to the right until you type a decimal point and then align on the decimal point. Then click OK.

- *To specify a leader character to a tab stop,* select the text, choose Tabs, click the tab stop, click Specs, type the character for the leader character, click OK, and click OK again. The character

fills the space between the text and the tab stop.

- *To specify tab stops precisely,* select the text, choose tabs, click the tab stop to select it, and click Specs. When the dialog box appears, type the position of the tab stop, the width of the measure, and the

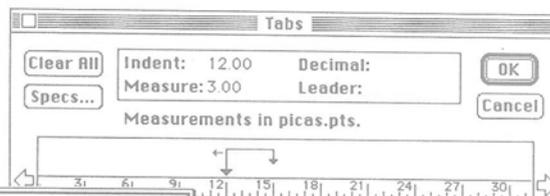
leader character, click OK, and then click OK again.

- *To change a tab stop,* select the text, choose Tabs, click the tab stop you want to change, and drag the appropriate arrow to the new position. Then click OK.

- *To remove a tab stop,* select the text, choose Tabs, click the tab stop you want to remove, and drag it below the ruler. Then click OK.

- *To remove all tab stops,* select the text, choose Tabs, click Clear All, and click OK.

- **To specify tab stops precisely, click Specs.**



- **To set the alignment, click the alignment icon.**

- **To set the text measure, drag the small arrow to the right.**

- **To specify a leader character, type the character in the Specs dialog box.**



Left alignment



Right alignment



Centered



Justified



Decimal alignment

Time-Savers

To find text

You can search for characters in a text block or chain. You can also search for text in any font, style, size, or combination of these.

1 Select an insertion point where you want to begin the search. Or select the text you want to find.

You can search for up to 255 characters. The search begins after the current insertion point or selected text and ends at the end of the block or chain, whichever you choose.

2 Choose Find from the Text menu.

A window prompts you for the text you want to find and the search options you want to use.

If you select text before you choose Find, the selected text appears in the Find box.

3 Type the text you want to find.

If you want to match uppercase and lowercase characters, type the characters exactly and click Case-sensitive.

If you selected text, you can edit it in the box.

4 Click Block or Chain.

Ready,Set,Go! searches the part of the document you choose.

5 Click OK.

The Find window closes, and the next occurrence of the search text is highlighted in the document. You can type to change it if you want.

● *To search for a font, style, or size, hold down the Option key*

when you choose Find. A new window lists the font, style, and size options. Choose the options you want. When you click OK, Ready,Set,Go! finds the text in the font, style, size, or combination of these you specified. Leave the Find box blank to find the next occurrence of a font, style, or size of type, regardless of the text.

● *To quickly find the next occurrence of text, choose Find Next. Ready,Set,Go! finds the selected text or type using the last search options you selected.*

THE LOGIC OF LOGOS

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Not just any type, of course. In fact, the typeface is what turns a printed word into a logo. The typeface gives the logo a visual form, as well as a verbal message, and it's this visual form that people recognize as your unique logo, wherever it appears.

So how do you choose the right typeface?

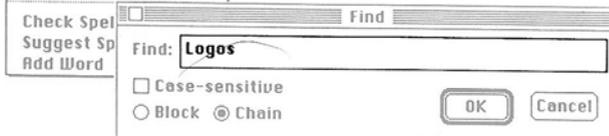
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1. Select an insertion point or the text you want to find.

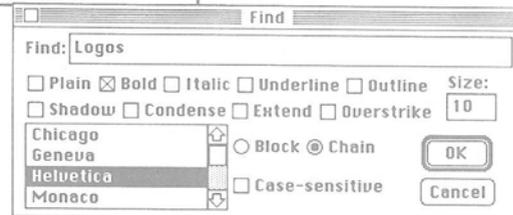


2. Choose Find.



4. Click Block or Chain.

5. Click OK.



Hold down the Option key when you choose Find to specify the font, style, and size of text you want to find.

Time-Savers

To replace text

You can search for text and automatically replace it with other text. You can replace the next occurrence of the text. Or you can replace it everywhere it occurs in a block, a chain, or the entire document. You can also search for and change a font, style, or size of type regardless of text, or search for and change the font, style, or size of specific text.

1 Select an insertion point where you want to begin the search. Or select the text you want to find.

When replacing text throughout a document, you can begin the search anywhere in the document. To replace all occurrences in a block or chain, you must select an insertion point at the beginning of the text in the block or chain.

2 Choose Replace from the Text menu.

A window prompts you for the text you want to find, the text you want to change it to, and the search options you want.

3 Type the text you want to find.

If you want to match uppercase and lowercase characters, type the characters exactly and click Case-sensitive.

4 Type the new text and click the search options you want.

Click Block, Chain, or Document to select the part of the document you want to

search. Click Once to replace the next occurrence of the text or All to replace all occurrences in the block, chain, or document.

5 Click OK.

The new text replaces the old text according to your instructions.

THE LOGIC OF LOGOS

Logos, in their simplest form, are just the same of your company—or one of its products—spelled out in type.

Not just any type, of course. In fact, the typeface is what turns a printed word into a logo. The typeface gives the logo a visual form, as well as a verbal message, and it's this visual form that people recognize as your unique logo, wherever it appears.

So how do you choose the right type face?

To begin, remember that typefaces themselves communicate some basic message. Any Old Style typeface like Goudy, with its curved serifs and vertical strokes, tells the world that the company or product behind the logo is a classic, well-rooted in history. A more modern sans serif face, such as Helvetica, might



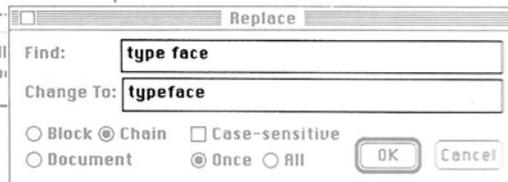
1. Select an insertion point or text you want to replace.



2. Choose Replace.

3. Type the text you want to replace.

4. Type the new text and click the Search options.



5. Click OK.

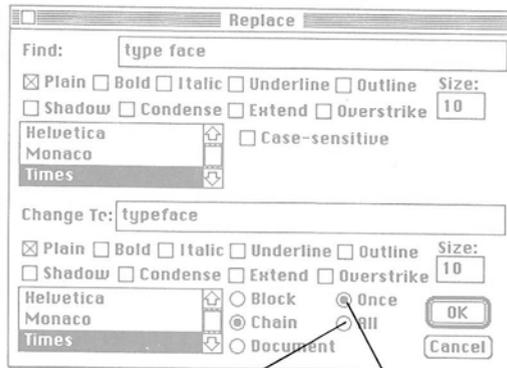
● *To replace the font, style, or size of text,* hold down the Option key when you choose Replace. A new window lists the font, style, and size options for both the old text and the new text. Type the old and new text, choose the options

you want for each, and click OK. Ready,Set,Go! finds the text you specify and replaces it with the new text in the font,

style, size, or combination of these you specified. Leave the Find and Change To boxes blank to find and replace every occurrence of the font, style, or size of type you specify, regardless of text.

● *To quickly replace the next occurrence of text,* choose Replace Next. Ready,Set,Go! uses the most recent specifications for replacing text or type.

Hold down the Option key when you choose Replace to specify the font, style, and size of the old and new text.



Replaces all occurrences of the text in the block, chain, or document

Replaces the next occurrence of the text

Time-Savers

To create a stylesheet

You can create one or more stylesheets for a document. A stylesheet defines a set of type specifications. Once you create a stylesheet, you can use it to format text quickly and consistently. If you change a stylesheet, Ready,Set,Go! automatically changes all of the text you formatted with that stylesheet. You can quickly reformat your entire document in this way.

1 Select an insertion point. Or select text to use its specifications in the stylesheet.

2 Choose Styles from the Text menu.

A window displays a list of existing stylesheets, if any.

3 Click New.

A new window displays the options for type specifications.

4 Type a name for the stylesheet.

Ready,Set,Go! automatically names the stylesheet New Style. You can give it any name you want.

5 Select the options you want.

You can click to select the font, style, size, alignment, and hyphenation options. Type the indents you want and the word, line, and paragraph spacing. Click Set Tabs to display the Tabs window. See “To Set Tab Stops” in this chapter for details about using this window.

You can also choose to select no option for one or more of the type or formatting specifications. Then text you format with the stylesheet will retain its current specifications for those formats. See “To Use a Stylesheet” in this chapter for more information.

6 Click OK.

The new stylesheet appears selected in the list of stylesheets.

7 Click Done.

The stylesheet is stored with the current document, and you can use it to format selected text. See “To Use a Stylesheet” in this chapter.

● *To assign a keyboard command to a stylesheet*, set up the stylesheet as usual, but add a slash (/) and any single character at the end of the name. See “To Use a Stylesheet” in this chapter for details about using keyboard commands for stylesheets.



1. Select an insertion point or select text.

THE LOGIC OF LOGOS

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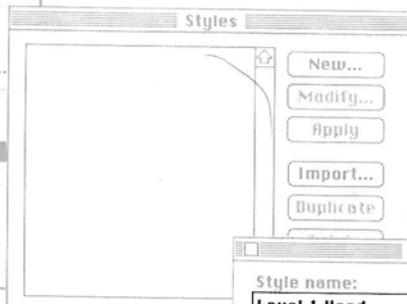
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2. Choose Styles.

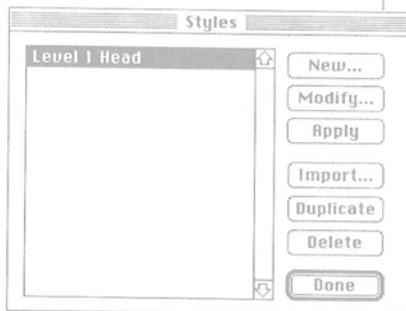
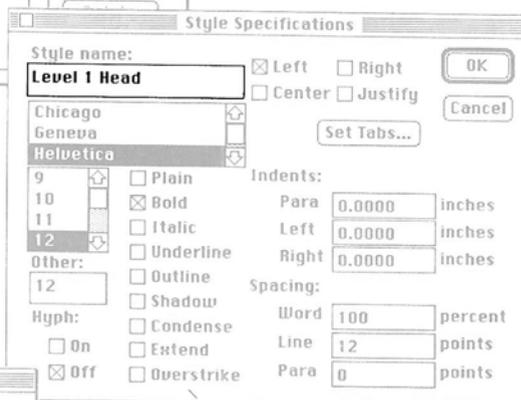


3. Click New.

4. Type the name of the stylesheet.

5. Select options.

6. Click OK.



7. Click Done.

Time-Savers

To use a stylesheet

If you have created stylesheets for your document, you can use them as you enter text. Or you can format the text that you have already entered with a stylesheet.

1 Select the text that you want to format or select an insertion point.

2 Choose Styles from the Text menu.

A window lists the stylesheets for the current document.

3 Select the stylesheet you want to use.

You can use the scroll bar to bring more of the list into view.

4 Click Apply and then click Done.

The text you selected or the text you type after the insertion point is formatted with the type specifications defined in the stylesheet. You cannot change any formats you specified with the stylesheet with menu commands.

● *To change the style or format of text formatted with a stylesheet*, select the text you want to

change and choose Remove Styles from the Text menu. You can now use menu commands or another stylesheet to change the style and format of the selected text. The stylesheet remains unchanged.

● *To use a keyboard command for a stylesheet*, select the text, hold down the Command key, type H, and then type the character assigned to the stylesheet. See “To

Create a Stylesheet” in this chapter to assign a keyboard command to a stylesheet.

● *To import a stylesheet from another document*, choose Styles from the Text menu and click Import. A dialog box lists the other Ready,Set,Go! documents on your disk. Double-click a document to import its stylesheets. When they appear in the list for the current document, click Done.

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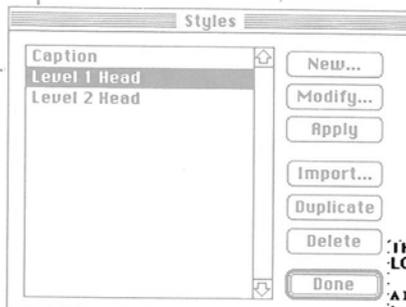


1. Select text or an insertion point.



2. Choose Styles.

3. Select a stylesheet.



4. Click Apply and then click Done.

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Time-Savers

To modify a stylesheet

You can change the name or specifications of a stylesheet, and all the text you formatted with the stylesheet will be automatically changed throughout your document. You can replace the original or keep both the old version and the new. You can also delete a stylesheet from a document.

1 Choose Styles from the Text menu.

A window lists the stylesheets.

2 Select the stylesheet you want to change.

3 Click Modify.

A window displays the specifications for the selected stylesheet.

4 Change the name or specifications as appropriate and click OK.

If you changed the name, the new name appears in the list of stylesheets.

If you changed the specifications, all text in the document that

you formatted with that stylesheet will also be changed automatically.

If you select text formatted with a stylesheet and choose Remove Styles, its formats will not change if you modify the stylesheet you formatted it with.

5 Click Done.

● *To create a new version of a stylesheet and save the old,* choose Styles from the Text menu, select the stylesheet you want to

use, and click Duplicate. The duplicate has the same name as the original, but .1 is added to the end of the name and any keyboard command character is removed. You can now modify the duplicate and give it a new name.

● *To delete a stylesheet,* choose Styles from the Text menu, select the stylesheet you want to delete, and click Delete. A dialog box asks you to confirm that you want to delete the stylesheet. Click OK to delete the stylesheet. Then click Done.

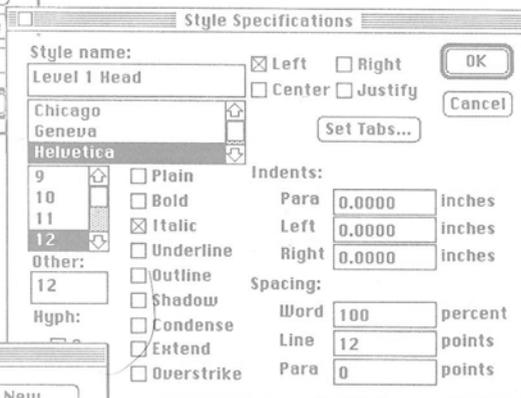
Text	
Find...	
Find Next	⌘F
Replace...	
Replace Next	⌘R
✓Hyphenation On	
Hyphenation Off	
Hyphenation Specs...	
Tabs...	⌘T
Type Specs...	⌘Y
Styles...	⌘H
Remove Styles	
Glossaries...	
Check Spelling	
Suggest Spelling...	
Add Word	

1. Choose Styles.



2. Select the stylesheet you want to change.

3. Click Modify.



4. Change the name or options or both and then click OK.

5. Click Done.

Time-Savers

To create a glossary

A glossary is formatted text that you use over and over again. It may be a copyright notice, author biographies, or your corporate address, for example.

You can create a set of glossaries for your document or import glossaries from another document. See "To Use a Glossary" in this chapter for details about importing glossaries.

1 Type and format the text you want to save as a glossary and select it. Or select existing text.

2 Choose Glossaries from the Text menu.

A window lists the glossaries for the current document.

3 Click Define.

A dialog box prompts you for the name of the new glossary.

4 Type the name of the glossary and click OK.

The new glossary appears selected in the list.

5 Click Done.

You can now use the glossary anywhere in your document.

- *To assign a keyboard command to a glossary*, define the glossary as described, but add a slash (/) and any single character at the end of the name. See "To Use a Glossary" in this chapter for details about using keyboard commands to insert glossaries.

- *To rename a glossary*, choose Glossaries from the Text menu, select the glossary you want to

rename, and click Rename. Type the new name in the dialog box and click OK. Then click Paste to use it or click Done.

- *To delete a glossary*, choose Glossaries from the Text menu, select the glossary you want to delete, and click Delete. A dialog box asks you to confirm that you want to delete the glossary. Click OK to delete it. Then click Done.

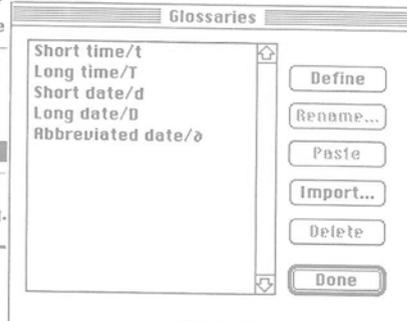
Design Inc is a publication
of Letraset USA and is
produced using
Ready,Set,Go!



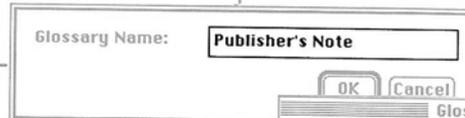
1. Select the glossary text.



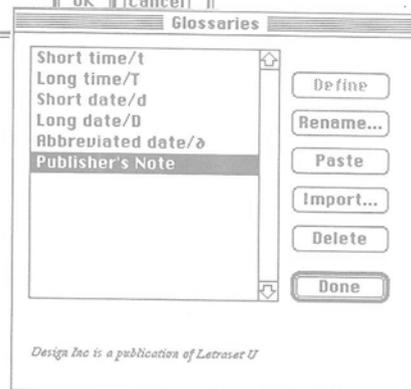
2. Choose Glossaries.



3. Click Define.



**4. Type the
glossary name
and click OK.**



5. Click Done.

Time-Savers

To use a glossary

You can insert a glossary in any text block in your document.

- 1 Select an insertion point where you want to insert the glossary.
- 2 Choose Glossaries from the Text menu.

A window displays the names of glossaries in the current document.

- 3 Select the glossary you want and click Paste.
- 4 Click Done.

The text is inserted at the current insertion point in the font, style, size, and format that you used to create it. You can change the style and format with menu commands or stylesheets.

- *To use a keyboard command to insert a glossary*, select an insertion point, hold

down the Command key, type G, and then type the character assigned to the glossary. See “To Create a Glossary” in this chapter to assign a keyboard command to a glossary.

- *To import glossaries from another document*, choose

Glossaries from the Text menu and click Import. A dialog box lists the Ready,Set,Go! documents on your disk. Double-click a document to import its glossaries. The new glossaries appear in the list for the current document. You can

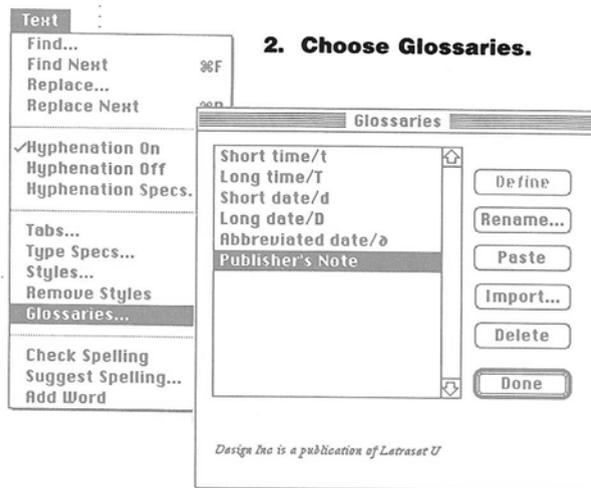
paste one at the insertion point or just click Done.

- *To insert the current date or time*, select an insertion point, choose Glossaries from the Text menu, select one of the preexisting glossaries for the date or time, click Paste, and then click Done.

1. Select an insertion point.



2. Choose Glossaries.



3. Select the glossary and click Paste.

4. Click Done.

To stop automatic hyphenation

Ready, Set, Go! automatically hyphenates words as you type. If you change the size of a text block or edit the text, it automatically rehyphenates.

You can turn off automatic hyphenation completely or remove hyphenation from selected text. You can also keep together words that are separated by a space or hyphen.

To make a word a permanent exception to hyphenation, see "To Define an Exception to Hyphenation" in this chapter.

- *To turn off hyphenation*, select an insertion point and choose Hyphenation Off from the Text menu.

The text you type from the insertion point on is not hyphenated.

You can also turn off automatic hyphenation with the Type Specs command. See "To Set Up Type Specifications" in this chapter.

- *To remove hyphenation from existing text*, select the text and choose Hyphenation Off from the Text menu.

Text that you insert with the Paste command keeps its hyphenation format. To ensure that a text block or chain uses the same format throughout, choose Select All from the Edit menu and then choose the hyphenation command you want.

- *To keep two or more words together on the same line*, put a nonbreaking space between them by

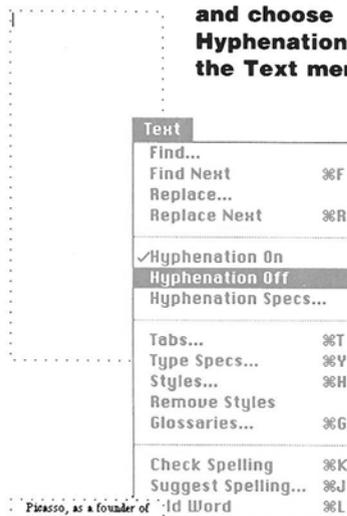
holding down the Option key and typing the space.

A nonbreaking space may be wider than a

normal space, and you can see the difference in a printed document. To remove a nonbreaking space, select it and type a normal space.



- **To turn off hyphenation before you enter text, select an insertion point and choose Hyphenation Off from the Text menu.**



... Picasso, as a founder of the Cubist movement in art, laid many of the foundations of modern design by rejecting the idea that a painting must represent three-dimensional space. The two-dimensional surface of the painting became one of his objects of interest, and the way that he and other Cubist artists organized that surface defined a set of design principles for the graphic arts. The cubists also used type as a strong element of the visual experience, opening the way for new treatments of type. ... Max Ernst was one of the leading painters in the

- **To turn off hyphenation for existing text, select the text and choose Hyphenation Off from the Text menu.**

Time-Savers

To define an exception to hyphenation

If you do not want Ready,Set,Go! to hyphenate a particular word or if you want to hyphenate it differently, you can make it an exception by adding it to a list of exceptions.

1 Choose Hyphenation Specs from the Text menu.

A window displays the current list of exceptions, if any, and some general hyphenation specifications. It also displays a blank below the list where you enter exceptions.

2 Type the word you want to add to the list.

You can type only one word at a time. It can include letters and hyphens, but no other characters. Type the word without hyphens if you never want to

hyphenate it. If you want to hyphenate it differently, type the word with hyphens where you want to allow them.

You can use any combination of uppercase and lowercase characters. Ready,Set,Go! ignores uppercase and lowercase when searching for exceptions.

3 Click Insert Word.

The word is added to the list alphabetically. You can scroll through the list of words or add another word.

4 Click Done.

The window closes and the words you added are stored in a file called Hyphenation Exceptions that is stored on your disk with the Ready,Set,Go! application. This list is used for all your Ready,Set,Go! documents.

● *To change hyphenation on a case-by-case basis,* select the word and turn on automatic hyphenation. You can also hold down the Command key and type hyphens where they are appropriate in a word. The word is hyphenated where you

typed a Command-hyphen if it does not fit on the line.

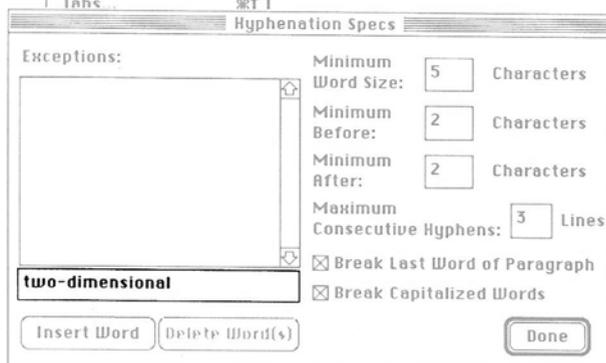
● *To remove a word from the list of exceptions,* choose Hyphenation Specs from the Text menu, select the word you want to remove, click Delete Word(s), and then click Done.



1. Choose Hyphenation Specs.

2. Type the word.

3. Click Insert Word.



Type hyphens where appropriate. Type the word without hyphens if you don't want to hyphenate it.

4. Click Done.

To change hyphenation specifications

You can change some of the specifications that Ready,Set,Go! uses when it hyphenates text automatically.

You can specify the minimum size of a word that can be hyphenated, the minimum number of characters before and after a hyphen, and the maximum number of consecutive lines that can be hyphenated. You can also prevent hyphenation of the last word of a paragraph or of a word that begins with a capital letter.

1 Choose Hyphenation Specs from the Text menu.

A window displays the list of hyphenation exceptions and several hyphenation specifications.

2 Type the specifications you want.

You can press the Tab key to move from one option to the next.

Click Break Last Word Of Paragraph or Break Capitalized Words to select or deselect these options.

3 Click Done.

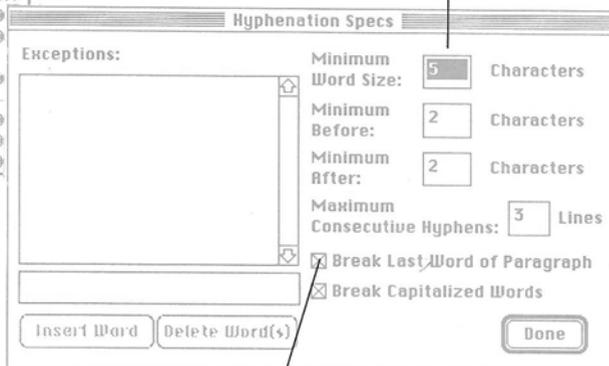
Ready,Set,Go! now uses your hyphenation rules when automatic hyphenation is on.



1. Choose Hyphenation Specs.

2. Type the specifications you want.

Preset hyphenation specifications.



Prevents hyphenation of the last word of a paragraph

3. Click Done.

Time-Savers

To check spelling

You can check spelling in a single text block or in a chain of blocks.

Ready,Set,Go! uses the RSG Dictionary and a supplemental User Dictionary to search for legitimate spellings. See “To Change the User Dictionary” in this chapter.

1 Select an insertion point where you want to begin the spelling check.

It begins after the insertion point or any selected text and ends at the end of the block or chain of linked blocks.

2 Choose Check Spelling from the Text menu.

If you’re checking a linked block and don’t want to check the rest of the blocks in the chain, hold down the Option key while you

choose Check Spelling.

When a misspelled or unknown word is found, it is selected.

3 Correct the misspelling by typing the word again.

Choose Suggest Spelling from the Text menu if you want help with the spelling.

If the word is correctly spelled but unknown to the RSG Dictionary, you can add it to the User Dictionary by choosing Add Word from the Text menu.

4 Choose Check Spelling again to continue checking.

If Ready,Set,Go! does not find a misspelled or unknown word, the insertion point does not move.

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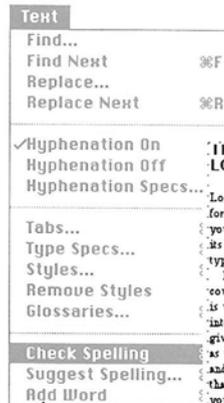
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1. Select an insertion point.



2. Choose Check Spelling.

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3. Type to correct a misspelled word.

4. Choose Check Spelling again to continue.

You can choose Add Word from the Text menu to add a new word to the User Dictionary.

To change the User Dictionary

The User Dictionary is a text file that Ready,Set,Go! uses as a supplement to its basic spelling dictionary.

You can add selected words to the User Dictionary with the Add Word command. You can also open the User Dictionary and add or delete words directly.

1 Draw a text block and select an insertion point.

2 Choose Get Text from the File menu.

A dialog box lists the text files on the current disk. Click Drive and open folders, if necessary, to find the User Dictionary. It should be in the same folder as the Ready,Set,Go! application.

3 Select User Dictionary and click Open. Or just double-click the name.

The list of words in the User Dictionary appears in the text block.

4 Add, change, or delete words, keeping one word to a paragraph.

When you insert a word, press Return after you type it.

5 Choose Put Text from the File menu.

A dialog box prompts you for the name of the document into which you want to put the text.

6 Type User Dictionary as the name and click Save.

Be sure to save the User Dictionary in the same folder as the Ready,Set,Go! application.

7 When the next dialog box asks you to confirm the name, click Yes to replace the old version.

You must quit and restart Ready,Set,Go! to use the new version of the User Dictionary.

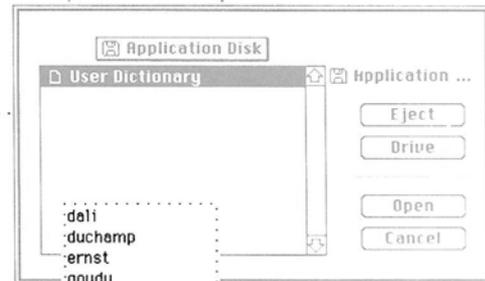


1. Create a text block and select an insertion point.



2. Choose Get Text from the File menu.

3. Double-click User Dictionary.



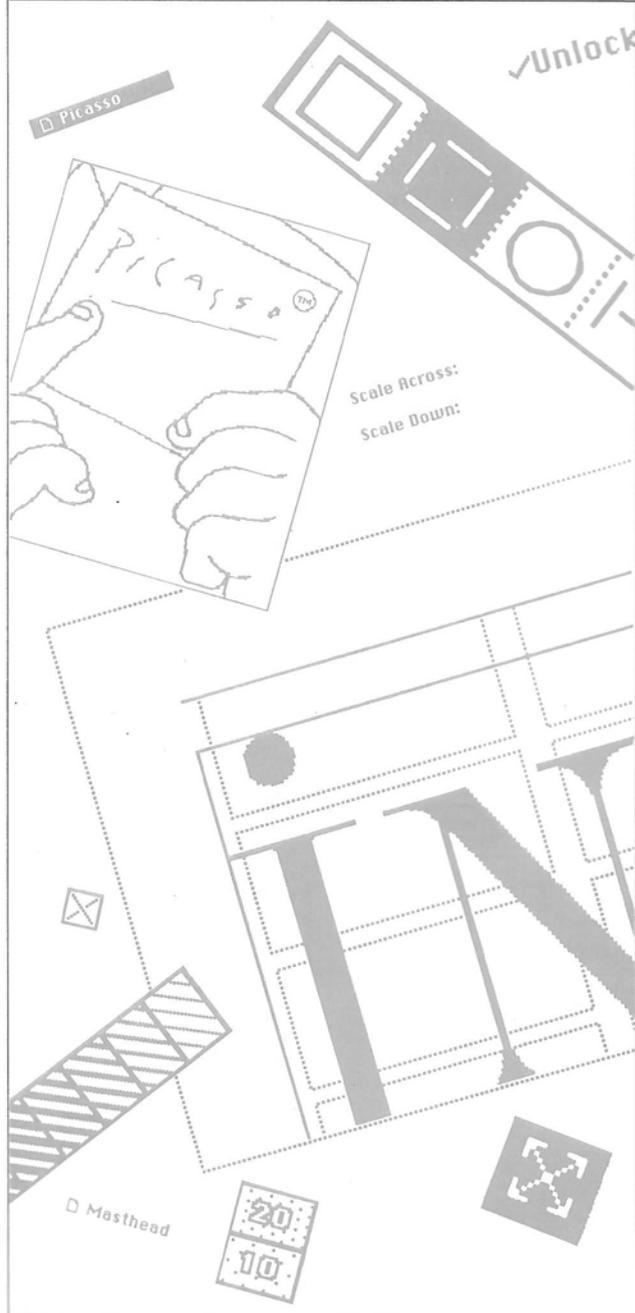
4. Add, change, or delete words.

5. Choose Put Text from the File menu.

6. Type User Dictionary and click save.

7. Click Yes.

Working With Graphics



Graphics illustrate, emphasize, and organize. Sometimes they communicate the same information as text, but more quickly and more effectively. A bar chart of sales growth and a pie chart that shows how a population is divided by age groups are examples.

Sometimes graphics communicate things that can't be expressed in text—things like the pattern of circuits on a computer chip or the joy in a child's smile.

Sometimes they help the text communicate better by dividing a page into columns or guiding the eye to important headings on the page.

Sometimes they are the whole message.

When you create graphics in a Ready,Set,Go! document, you have a choice of two kinds of graphics to do all of these tasks: graphic objects and pictures.

Rectangles, Ovals, and Lines

Graphic objects like rectangles, rounded rectangles, and ovals can form borders around text or pictures. They can also be the building blocks of simple charts and diagrams.



Lines—horizontal, vertical, and diagonal—can divide columns and rows with rules or give weight to the top or bottom of a page. They can also lead the reader's eye from a text label to the part of a picture it describes.

Stacking graphic objects can give depth to a page—a solid rectangle behind a block of text, for example, suggests the shadow created by a three-dimensional form. You can also experiment with 52 patterns, including gray scales. Fill rectangles, rounded rectangles, and ovals with these patterns. Or choose from an equal number of border patterns, which may be the same as the fill pattern or different. You can also vary the width and style of many lines.

The Picture Block

You put pictures in picture blocks. You work with them the same way you work with other objects—moving and copying them, changing their size, locking them, or removing them from the document. So, in addition to the instructions in this section, you may want to refer to “Working With Objects” in this chapter.

The pictures you put in a picture block can be charts from a spreadsheet program that you save in a graphics format. They

can be illustrations you create in a graphics application. Or they can be photographic images you scan and save in a compatible graphics format. See “The Software” in Chapter 4 for details.

When you move, copy, duplicate, or remove a picture block with a picture, you automatically move, copy, duplicate, or remove the picture, too. If you change the size of a picture block, though, you don't change the size of the picture. You just show more or less of it.

You can change the size of the picture by scaling it. If the picture is too big to fit in the space allotted, you can scale it down. If you want it to fill more space, you can scale it up. Aside from improving fit, scaling can produce special effects, such as condensing or expanding an image. Because you can scale vertically, horizontally, or both, you can stretch a picture into new shapes. This feature is particularly useful for creating special typographic effects.

Rectangles, Ovals, and Lines

To draw a graphic object

You can draw several kinds of graphic objects: rectangles, squares, rectangles with rounded corners, ovals, and circles. You can also draw horizontal, vertical, and diagonal lines in various widths.

- 1 Select one of the shape tools from the tool bar.
- 2 Choose the line you want to use from the Lines menu.

You can choose from a solid line in six widths, a dashed line in five widths, or one of three styles of double lines. A check marks the current selection.

- 3 Position the pointer on the page.

When you move the pointer into the window, it changes to a crossbar.

- 4 Drag to draw the object.

The object appears with the line width and style you chose. You can also choose a border pattern from the Pen menu. See "To Change the Border of an Object" in this chapter.

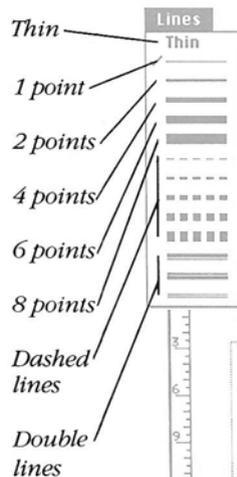
The object is not filled with a pattern unless you have chosen one from the Fill menu. See "To Change the Fill Pattern of an Object" in this chapter.

You can change the size of a graphic

object, move it or duplicate it on the page, copy or move it to another page or document, lock it, or remove it from the document entirely. You can also specify the size of a graphic object for greater precision. For details, see "Working With Objects" in this chapter.



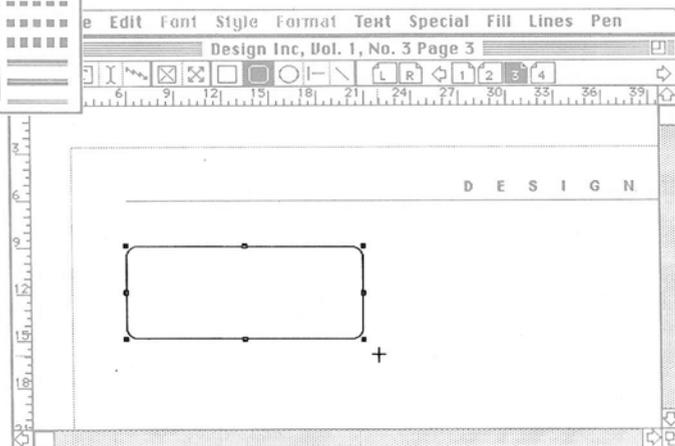
1. Select a shape tool.



2. Choose a line.

3. Position the pointer on the page.

4. Drag to draw the shape.



To change the fill pattern of an object

You can fill an object with one of 52 patterns, including no pattern at all.

1 Select the graphic object you want to fill.

You can fill text blocks with a pattern. Choose a dark fill pattern and select the White Type option with the Specifications command to reverse type.

You can also select a group of objects. See "To Select a Group of Objects" in this chapter.

2 Choose a pattern from the Fill menu.

The pattern fills the object, but does not change its border.

If you choose None, the object is transparent. You can see any text or object beneath it.

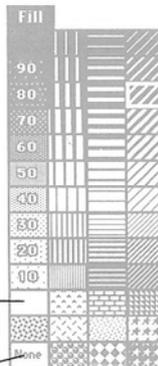
If you choose the white pattern, the object is not transparent. You cannot see any text or object beneath it.

The patterns labeled 10 through 90 are percentages of black.

You can also choose a fill pattern before you create an object.



1. Select the object.



2. Choose a pattern.

You cannot see through objects filled with the white pattern.

You can see through objects filled with None.



Rectangles, Ovals, and Lines

To change the border of an object

You can choose one of 52 border patterns for your objects or lines. These combine with the line you choose from the Lines menu to produce a variety of effects.

1 Select the graphic object whose border you want to change.

You can also select a group of objects. See "To Select a Group of Objects" in this chapter.

2 Choose a pattern from the Pen menu.

The border appears in the pattern you choose.

If you choose the white pattern or None, the border disappears but any fill pattern remains. If the object is filled with white or no pattern, the entire object may seem to disappear.

You can find a missing object by choosing

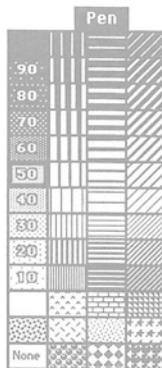
Select All from the Edit menu. When the object is selected, its handles appear on the screen and you can change its border or fill pattern to make it visible again.

Some other patterns may cause the object to disappear, too. For example, if you draw a horizontal line with one of the horizontal stripe patterns, the line may disappear. You can find it with the Select All command.

The patterns labeled 10 through 90 are percentages of black.



1. Select the object.



2. Choose a pattern.



The Picture Block

To create a picture block

Before you can insert pictures on a page, you must create a picture block.

- 1 Select the picture tool from the tool bar by clicking it.
- 2 Position the pointer on the page in the window.

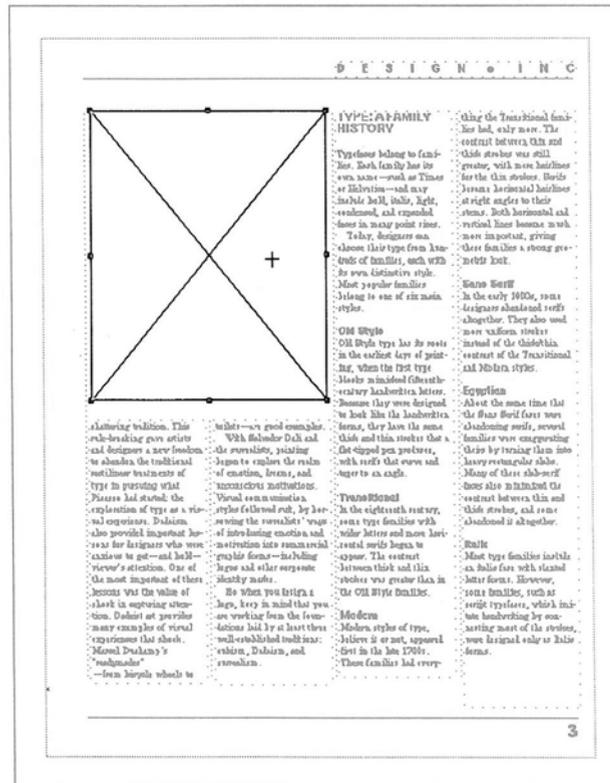
The pointer changes to a crossbar when you move it inside the window.

- 3 Drag the pointer to draw the picture block.

As you drag, a dotted rectangle shows the size and position of the picture block. When you release the mouse button, the picture block is selected. If you create more picture blocks, they all stay selected until you choose another tool.

If the grid is active, the picture block snaps to fit one or more rectangles in the grid.

You can change the size of the picture block, move it, copy or duplicate it, remove it, or lock it. See "Working With Objects" in this chapter.



1. Select the picture tool.

2. Position the pointer on the page.

3. Drag to draw the picture block.

The pointer changes to a crossbar.

An X in the picture block distinguishes it from a rectangle.

The Picture Block

To insert a picture

You can insert a picture in a picture block if you created or scanned the picture with Letraset's ImageStudio or an application that can save its graphics in MacPaint, PICT, TIFF, or EPSF format. See "The Software" in Chapter 4 for more information about compatible applications.

1 Select the cropping tool from the tool bar.

2 Click in the picture block into which you want to insert a picture.

If no picture is in the block, a wavy pattern shows it's selected and ready for a picture. If the picture block contains a picture, a rectangle appears around it to show it's selected.

3 Choose Get Picture from the File menu.

A dialog box lists the documents you can use. If you are using the hierarchical file system, it also lists folders that may contain documents you can use. You can open the folders to view additional folders and their documents.

You can click the Eject or Drive button to go to another disk.

4 Select the document you want and click Open. Or just double-click the name.

The picture is inserted in the picture block, and any existing picture is replaced.

If you don't see your picture, it's likely that your block is smaller than the picture and that you're seeing the white space in the picture.

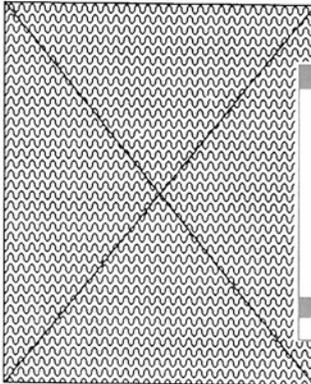
You can make the picture block larger or you can use the cropping tool to move the picture in the block. See "To Crop a Picture" in this chapter.

● *To copy a picture from another document with the Scrapbook or Clipboard, see "To Copy Part of a Document" in this chapter. The steps are the same, except you work with pictures and picture blocks instead of text and text blocks.*

● *To insert text as a picture, create a text block, type and format the text you want to insert in the picture block, select the text block with the object pointer, and choose Cut or Copy from the Edit menu. Then select the picture block with the cropping tool and choose Paste from the Edit menu. You can't edit text in a picture block, but you can crop and scale it for special typographic effects.*



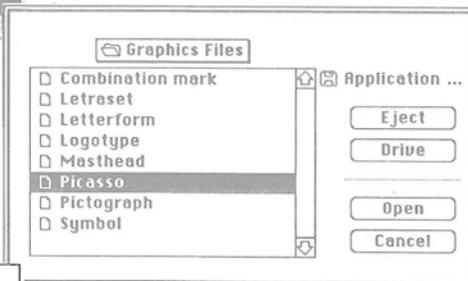
1. Select the cropping tool.



2. Click in the picture block.



3. Choose Get Picture.



4. Double-click the name of the document with the picture you want.



The picture appears in the picture block.

The Picture Block

To crop a picture

A picture block acts like a hole cut out of a sheet of paper. If you put the paper on top of a picture, you can see only part of the picture through the hole because the paper “crops” the rest of it.

You can move the picture in a picture block to change the way it is cropped.

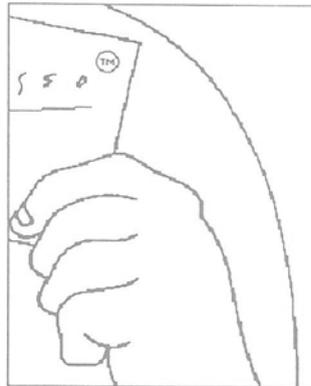
1 Select the cropping tool from the tool bar.

2 Position the pointer in the picture block and drag the picture in the picture block.

You can keep dragging beyond the edge of the picture block. The picture keeps moving as long as you hold down the mouse button.



1. Select the cropping tool.



2. Position the pointer in the block and drag.



To move, copy, replace, or remove a picture

You can move or copy a picture from one block to another, replace it with another picture, or remove it from the document entirely.

- *To move or copy a picture from one block to another,* select the picture with the cropping tool and choose Cut or Copy from the Edit menu.

The picture is stored on the Clipboard, replacing the last thing you cut or copied. You can select another picture block and paste the picture in it with the Paste command.

You can preserve any cropping or scaling by selecting the entire picture block with the object pointer when you cut or copy.

- *To replace a picture with another picture,* select the one you want to replace with the cropping tool and choose Get Picture from the File menu.

A dialog box displays the available picture documents. When you open the one you want, it replaces the existing picture in the block.

You can also paste a picture from the Clipboard or Scrapbook to replace an existing one.

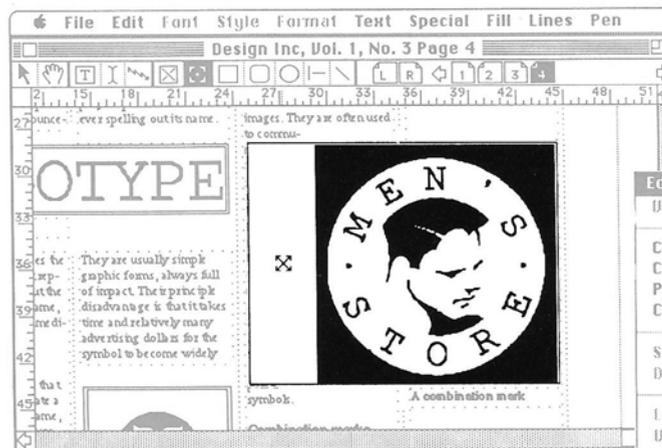
- *To remove a picture,* select it with the cropping tool and choose Clear from the Edit menu. Or select it and press the Backspace key.

When you choose Clear or use the Backspace key, the picture is not saved on the Clipboard.

- *To restore a picture that you have removed,* choose Undo from the Edit menu before you do anything else.



- **Select the picture.**



- **Choose Cut to move it to the Clipboard.**

- **Choose Copy to copy it to the Clipboard.**

- **Choose Clear or press Backspace to remove it entirely.**

The Picture Block

To scale a picture

When you insert a picture in a picture block, it may not fit the block. You can scale it larger or smaller to fit.

You can change the scale across or down the picture to expand or condense it, either horizontally or vertically.

1 Select the picture block with the object pointer. Or select the picture with the cropping tool.

2 Choose Specifications from the Edit menu.

A dialog box displays the specifications for the picture block and several options.

3 Type a percentage of the normal scale for Scale Across and Scale Down.

The normal scale is 100 percent. To reduce the scale, type a percentage less than 100. To increase the scale, type a percentage greater than 100.

4 Click OK.

The size of the picture block remains the same, but the proportions of the picture within the block change.

If necessary, you can change the way the picture is cropped with the cropping tool.



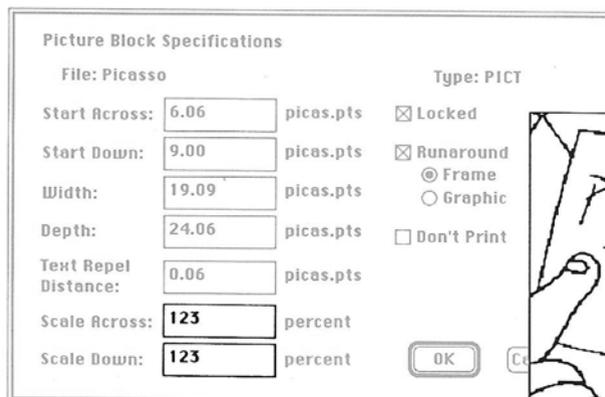
1. Select the picture block or the picture.



2. Choose Specifications.

3. Type a new percentage for Scale Across and Scale Down.

4. Click OK.

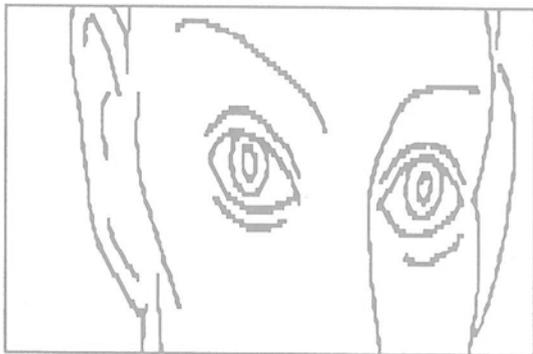




Scale Across is increased.



Scale Across is reduced.

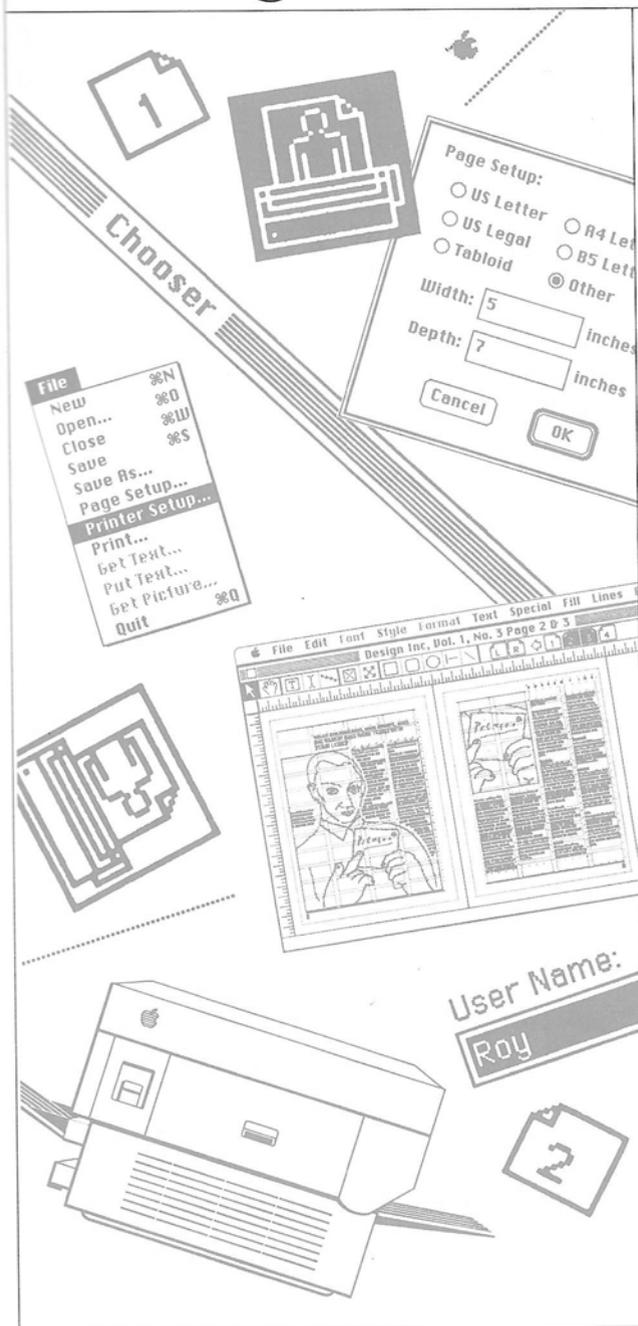


Scale Down is increased.



Scale Down is reduced.

Printing



Printing is the moment of glory. After you've done all the work of designing a document, entering and formatting text, and illustrating the text with pictures and graphics, you get to see the results of your efforts on the printed page.

Before you print, however, you have some choices to make. You select the printer you want to use and several setup and printing options. These options differ for different printers.

The Setup

In order to print, you need a resource for your printer. This is a program that translates the file you're printing into a language your printer understands. The System Folder on your Ready,Set,Go! System Disk comes with three printer resources: an ImageWriter resource, an AppleTalk ImageWriter resource, and a LaserWriter resource. If you are using a LaserWriter, you also need the LaserPrep file that comes in your System Folder.

You select the printer with the Chooser desk accessory. If you are using a network with more than one printer, you can also identify the printer you want to use by a name that you or someone else gives it.

Once you have selected a printer, you can select your Printer Setup options. These are the paper size and orientation you plan to use for printing. If you are using a standard page size, the Printer Setup options should be the same as the ones you select with the Page Setup command. (See “To Change the Page Size and Orientation” in this chapter.) If you are using a tabloid or other page size, you can decide which paper size and orientation are best for printing.

The Printout

When you are ready to print, select your printing options. How many copies do you want to print? Do you want to print all of the pages or just some of them? What print quality do you need? Do you need to give special instructions to the LaserWriter?

You also make choices about the way you feed paper. You can feed it automatically or by hand. With many preprinted forms, folded paper, or paper sizes that can't be fed automatically, you must feed them one at a time, by hand.

When you're finished printing, you may not be finished with your task. If you plan to print many copies, your printout may simply be a “camera-ready” original that you take to a professional printer for printing. If you need a very high quality original for printing, your printout may be a proof copy of your document that you check before you take it to a phototypesetter. And of course, if you are printing tiles—sections of a very large page—you have some pasting to do.

The Setup

To select a printer

You can select the printer you want before you print. If only one printer is available, you must make sure that it is selected.

1 Choose the Chooser from the Apple menu.

A window shows icons for the printers and other resources available to you.

2 Click the icon for the printer you are using.

A dialog box reminds you to confirm the Page Setup options before you print. See "To Set Up an ImageWriter" or "To Set Up a LaserWriter" in this chapter.

3 Click Continue.

4 If you are using an ImageWriter printer, select the port to which it's connected.

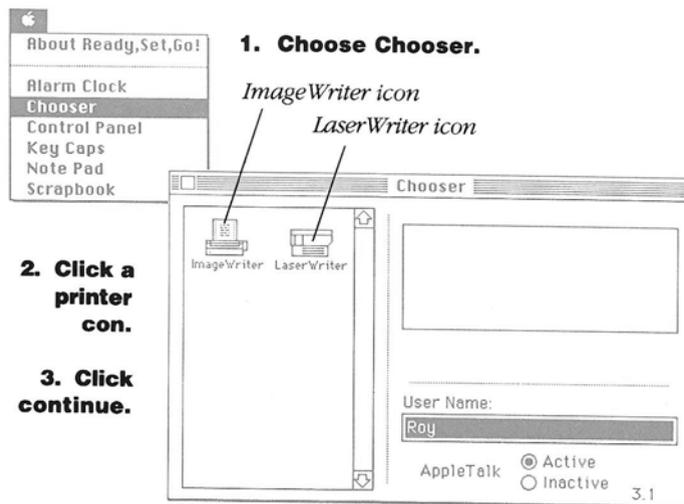
5 Type your name for the user name if it's not already entered.

This name is optional.

6 Click the close box to close the Chooser window.

You must now confirm the Printer Setup options to let Ready,Set,Go! know which printer you are using.

CAUTION! You must choose the printer you will be printing with in the Chooser and confirm the choice with the Printer Setup command before you start to work on a document.



1. Choose Chooser.

2. Click a printer con.

3. Click continue.

4. Click a printer port icon if you are using an ImageWriter.

5. Type your name for the user name.

6. Click the close box.

To set up an ImageWriter

Before you begin printing with an ImageWriter, you can select the paper size and orientation, the method of feeding paper, and the method of pagination.

1 Choose Printer Setup from the File menu.

A dialog box displays the setup options for the ImageWriter.

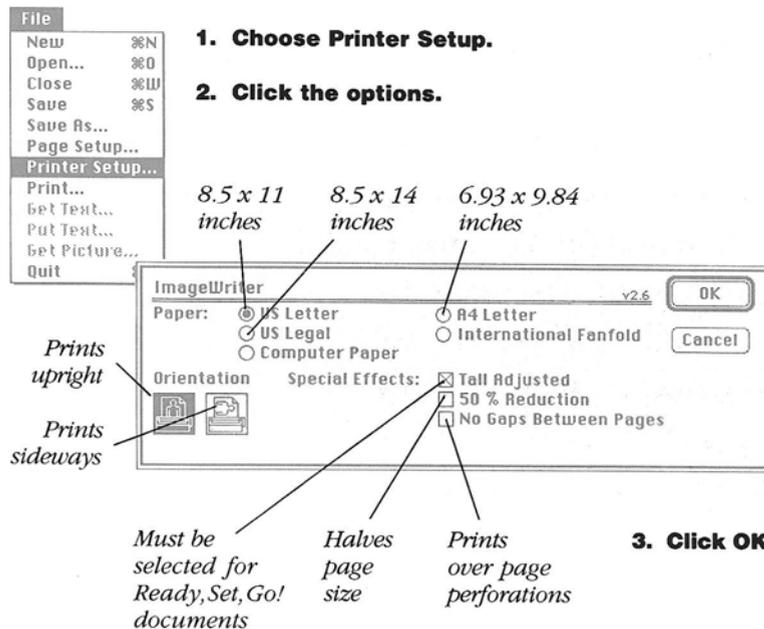
2 Click the options you want.

If the Printer Setup options match the document's Page Setup options, Ready,Set,Go! prints the document exactly as it appears on the screen. If the Printer

Setup options are different, Ready,Set,Go! shows how the page will be printed on the paper size and in the

orientation you specify. See "To Change the Page Size and Orientation" in this chapter.

3 Click OK.



3. Click OK.

The Setup

To set up a LaserWriter

Before you begin printing with a LaserWriter, you can select the paper size and orientation, reductions and enlargements, and some special options for producing high-quality images.

1 Choose Printer Setup from the File menu.

A dialog box displays the setup options for the LaserWriter.

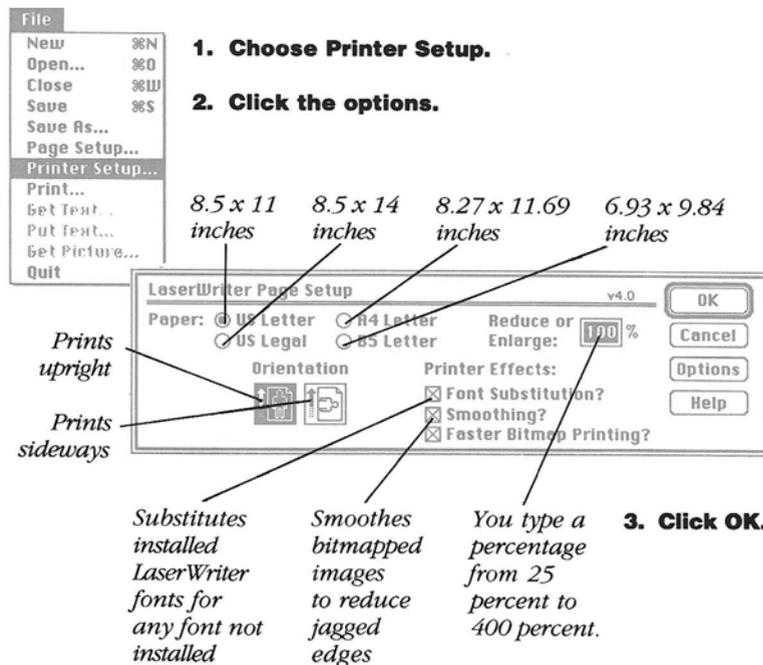
2 Click the options you want.

If the Printer Setup options match the document's Page Setup options, Ready,Set,Go! prints the document exactly as it appears on the screen. If the Printer

Setup options are different, Ready,Set,Go! shows how the page will be printed on the paper size and in the

orientation you specify. See "To Change the Page Size and Orientation" in this chapter.

3 Click OK.



The Printout

To print with an ImageWriter

When you print with an ImageWriter, you can print the entire document or the range of pages you want. You can specify the number of copies you want, the paper source, and the print quality.

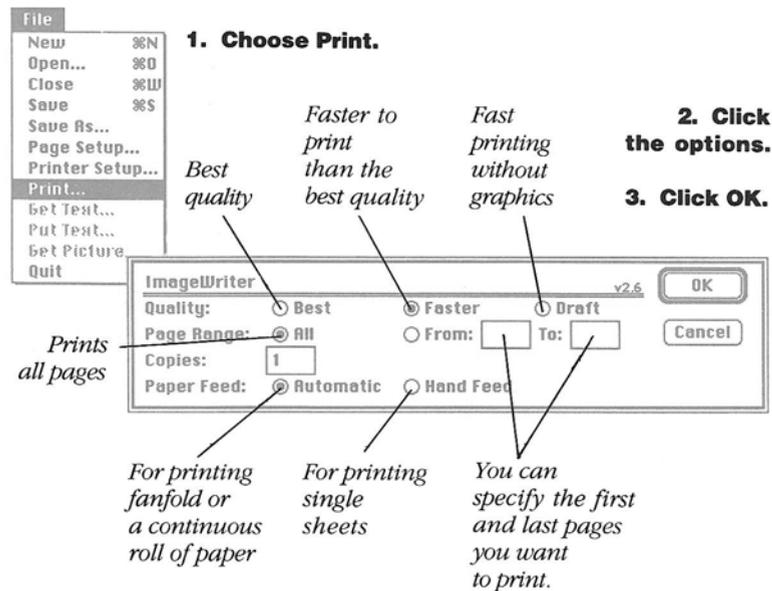
1 Choose Print from the File menu.

A dialog box displays the print options for the ImageWriter.

2 Click the options you want.

3 Click OK.

The document is printed according to your specifications.



The Printout

To print with a LaserWriter

When you print with a LaserWriter, you can print the entire document or the range of pages you want. You can specify the number of copies you want and the paper source. You can also print a front or back cover page with information about the print job.

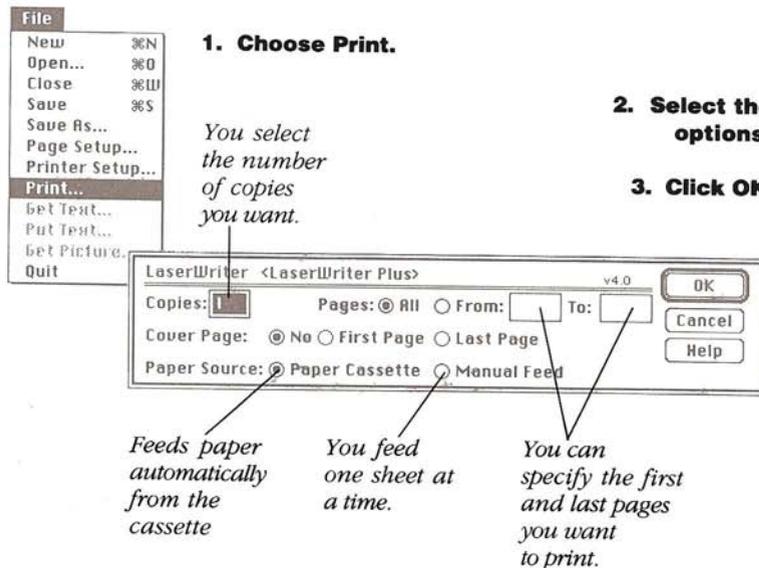
1 Choose Print from the File menu.

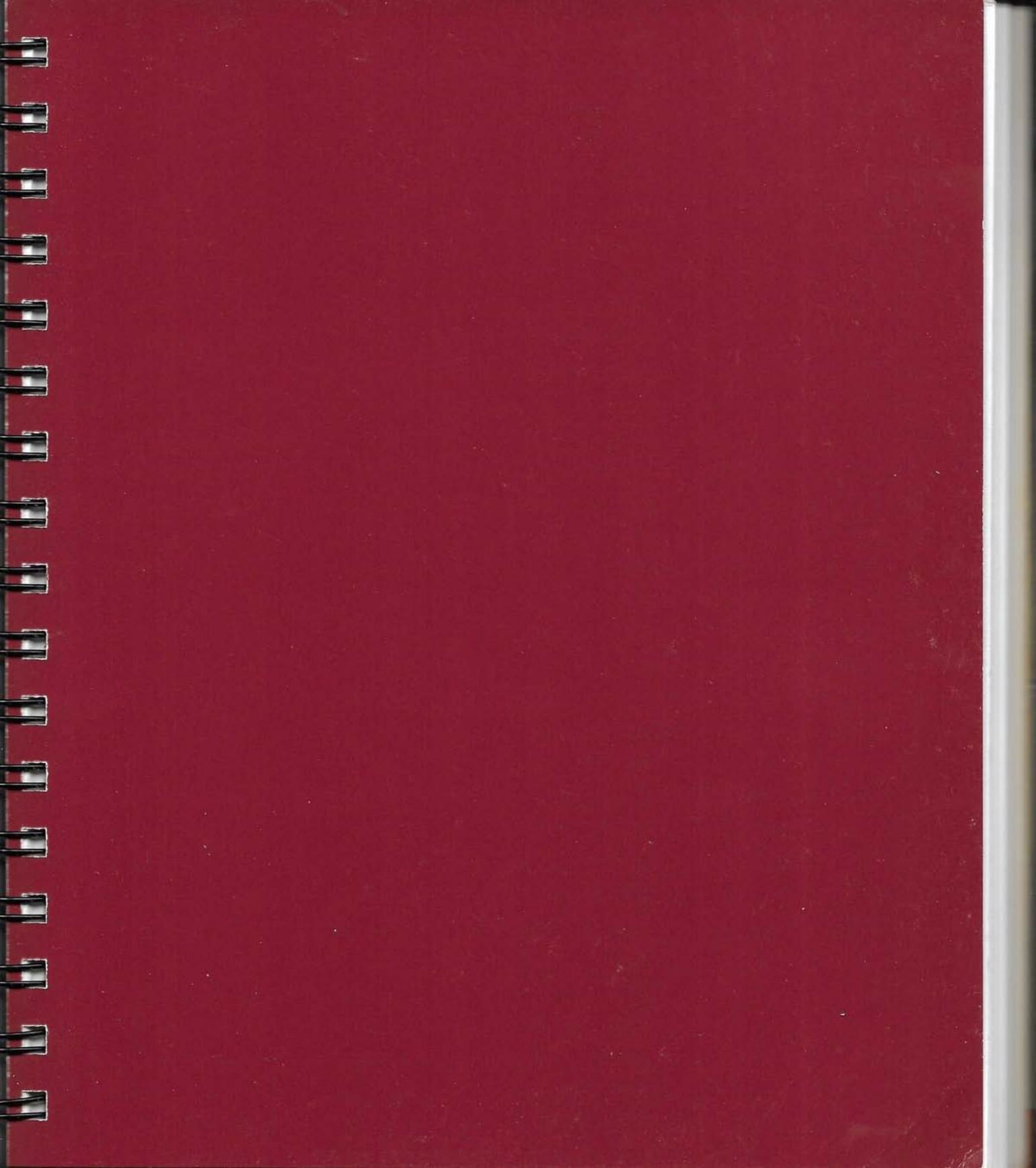
A dialog box displays the print options for the LaserWriter.

2 Select the options you want.

3 Click OK.

The document is printed according to your specifications.







Chapter 4 is your reference guide to Ready,Set,Go! It describes the details of Ready,Set,Go!—what's on the disks and the desktop, which commands are in which menus, what each command does, and what the preset options are. It tells you about some of the applications you can use with Ready,Set,Go! and the shortcuts you can use to speed your work.

If you've already completed the tutorial in Chapter 2 and you've spent some time performing the tasks in Chapter 3, you can use this chapter as a quick reference for details you've forgotten or to learn more about how a command works. If you are an experienced Macintosh user, you may want to use this reference to help you explore the features of Ready,Set,Go! instead of going through the tutorial in Chapter 2. If you need help with individual tasks—such as starting Ready,Set,Go!, entering text from another document, or creating a picture block—you can find what you need in Chapter 3.

4

The Software

You can use Ready,Set,Go! with any Macintosh except a Macintosh 128K.

The Ready,Set,Go! software comes on three disks: the System Disk, the Application Disk, and the Dictionary Disk. In addition to this software, you may want to use other applications, such as word processing programs, graphics software, or desk accessories and other utilities that help you work more efficiently. You may also want to install additional fonts.

CAUTION! Do not use your original Ready,Set,Go! disks when you work. Make working copies of the disks and store the originals in a safe place. See “To Make Working Copies of Your Disks” in Chapter 3.

The Application Disk

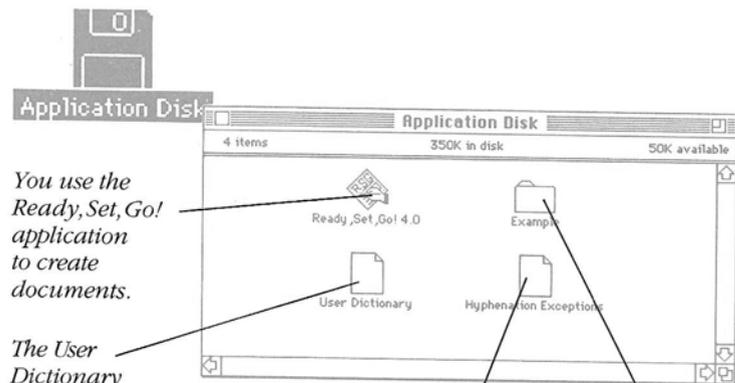
The Ready,Set,Go! Application Disk is a 400K disk that contains the Ready,Set,Go! application, version 4.0, which you use to create documents, and a folder named Example. This folder contains four files that you use with the tutorial in Chapter 2.

The Application Disk also includes two files that you should keep in the same folder as the Ready,Set,Go! application. These are the Hyphenation Exceptions file and the User Dictionary.

The Hyphenation Exceptions file is a list of the exceptions to the built-in hyphenation rules in Ready,Set,Go! You can add to this list with the Hyphenation Specs command. See “The Text Menu” in this chapter for details.

The User Dictionary is a list of words that supplements the RSG Dictionary that Ready,Set,Go! uses to check spelling. You can add words to the User Dictionary with the Add Word command. The User Dictionary is a text-only (ASCII) file. You can open it, edit it, and save changes to it with a word processor, but be sure to save it as a text-only file named User Dictionary when you're done. Each line must contain only one word, followed by a return character. You can edit the User Dictionary in Ready,Set,Go! by using the Get Text command to enter the dictionary in a text block and then using the Put Text command to save it again. See "The Text Menu" in this chapter for details about the commands you use to check spelling. See "The File Menu" in this chapter for details about using the Get Text and Put Text commands.

CAUTION! If you edit the User Dictionary in Ready,Set,Go! you must quit Ready,Set,Go! and restart it before you can use your revised User Dictionary.



You use the Ready,Set,Go! application to create documents.

The User Dictionary contains words you add to supplement the RSG Dictionary for checking spelling.

The Hyphenation Exceptions file lists words that are exceptions to the built-in hyphenation rules.

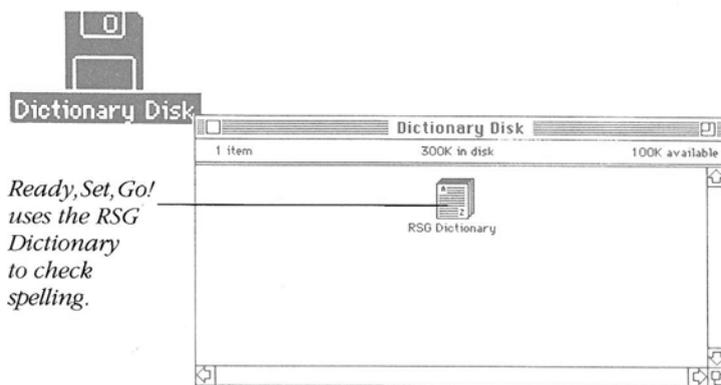
This folder contains example files you need for the tutorial.

The Software

The Dictionary Disk

The Dictionary Disk is a 400K disk that contains the RSG Dictionary. This file is the built-in dictionary that Ready,Set,Go! uses to check spelling. Ready,Set,Go! also checks the User Dictionary on the Application Disk for words that you add with the Add Word command.

The RSG Dictionary must be in the same folder as the Ready,Set,Go! application. If you are working with a hard disk or 800K disks, create a working copy of your Application Disk and copy the RSG Dictionary into the same folder as the Ready,Set,Go! application. If you are working with one 800K disk or 400K disks only, you cannot use the RSG Dictionary or any of the spelling features of Ready,Set,Go! See "To Make Working Copies of Your Disks" in Chapter 3 for details.

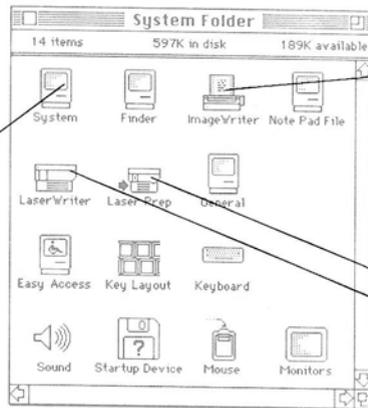


The System Disk

The Ready,Set,Go! System Disk is an 800K disk that contains all the system software you need to start up your Macintosh and run Ready,Set,Go! unless you have 400K drives. It also contains the resources for the ImageWriter and LaserWriter printers. If you are using a different printer, you must use the appropriate resource. See the manual that came with your printer for details. See "To Make Working Copies of Your Disks" in Chapter 3 for details.



The System Folder has the software necessary to start up your Macintosh and run Ready,Set,Go!



You need the ImageWriter resource if you are using an ImageWriter printer.

You need the LaserWriter resource and the Laser Prep file if you are using a LaserWriter printer.

Other Applications

When you work with Ready,Set,Go! you can use text and graphics from other Macintosh applications. You can cut or copy text or graphics from almost every application to the Clipboard or Scrapbook and then paste it into your Ready,Set,Go! document.

You can also use the Get Text command to get text from any text-only (ASCII) files or documents created with MacWrite 4.5, Microsoft Word 1.05 or 3.0, or WriteNow! and put them directly into Ready,Set,Go!

You can use the Get Picture command to get pictures directly from bitmapped graphics applications, like MacPaint and FullPaint; object-oriented graphics applications that use the PICT format, like MacDraw or MacDraft; high-resolution graphics applications that use EPSF (Encapsulated PostScript File Format), like Adobe Illustrator, Cricket Draw or Graph, or Letraset's Image Studio; and scanner software that uses TIFF (Tag Image File Format), like Image Studio or ThunderWare's Thunderscan.

The Software

Additional Fonts

Ready,Set,Go! comes with three ImageWriter fonts (Geneva, Chicago, and Monaco) and two LaserWriter fonts (Helvetica and Times), each in a number of point sizes, installed in the System file on the System Disk.

You can install additional fonts if you like. If you are using an ImageWriter, you simply use the Font/DA Mover on your Macintosh System Tools disk. The Font/DA Mover installs screen fonts in your System file. Because the ImageWriter can reproduce any image on the screen, it can reproduce any screen font.

The LaserWriter and other PostScript printers do not reproduce the fonts as they appear on the screen. Instead, they use a printer font, which is a set of instructions for creating the characters in any size in a particular font. The printer fonts for Helvetica, Times, Courier, and a symbol font are built into all PostScript printers, such as the LaserWriter. More fonts are built into the LaserWriter Plus. In addition, there are hundreds of other fonts you can buy for use with PostScript printers, but you must download them to your printer to use them. Downloadable fonts are transferred from your Macintosh to the internal memory in your PostScript printer. To use downloadable fonts, you install the screen fonts in your System file with the Font/DA Mover and place copies of the printer fonts in your System Folder. See your Macintosh owner's guide and the manuals that come with your PostScript printer and downloadable fonts for more information.

Earlier Versions of Ready,Set,Go!

With Ready,Set,Go! version 4.0, you can open, work with, and save documents created with Ready,Set,Go! versions 2, 2.1, and 3. If you open a document created with an earlier version, Ready,Set,Go! converts it to the version 4.0 file format and opens it in a new, untitled document window. It is saved on your disk when you choose Save As the first time. The original file is left unchanged on your disk.

Available Memory

When you are working with documents in Ready,Set,Go! each document is stored in the internal memory (RAM) of your Macintosh. Changes you make are stored on your disk only when you choose Save or Save As, so it is important to save your changes often.

The size and number of documents you can work with at one time are limited only by the available internal memory in your Macintosh. A dialog box will alert you if you try to open too many—or too large—documents.

Ready,Set,Go! works perfectly with application managers like the Switcher, but you can ensure that the greatest amount of internal memory is available for your Ready,Set,Go! documents by not using such applications, which use more memory than is necessary to run Ready,Set,Go! alone. It is also a good idea to turn off the RAM Cache in the Control Panel, especially on a Macintosh 512K enhanced. See “Desk Accessories” in this chapter for more information.

You can also manage the amount of available internal memory by adjusting these items:

- the number of windows open on the desktop
- the number of pages in a document
- the amount of text and graphics on a page
- the number of stylesheets in a document
- the number and length of glossaries in a document
- the number of entries in the User Dictionary
- the number of entries in the Hyphenation Exceptions file

If you do not have enough memory for a document, you can divide the document into smaller files, remove unnecessary fonts from the System file, and remove all desk accessories except the Chooser and Control Panel from the System file. If you need to work with very large documents, you may increase your internal memory with a memory expansion card.

The Software

Ready,Set,Go! on a Network

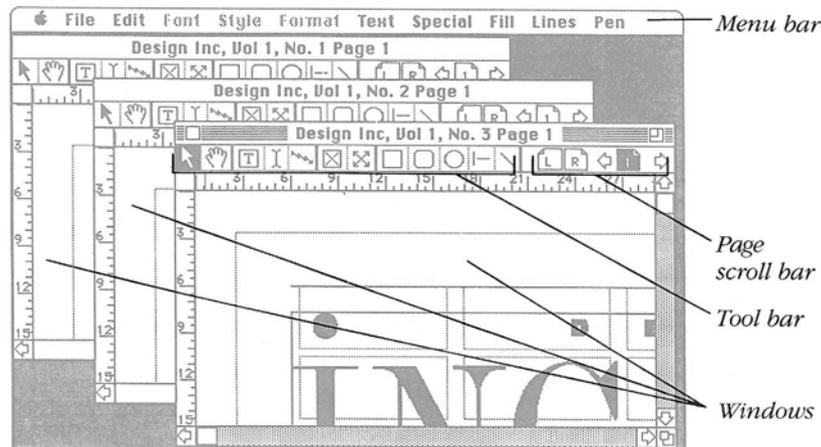
If you are working on a network, you can store Ready,Set,Go! documents on a shared disk or folder, but each person must work with his or her own purchased copy of Ready,Set,Go! You can contact Letraset for information on obtaining a site-licensing agreement for your company.

Multiple persons can open and work with copies of an individual Ready,Set,Go! document at a time. If you try to open a document that is already open on the network, Ready,Set,Go! informs you that a copy of that document will be opened instead.

The Desktop

The Document Window

The Ready,Set,Go! desktop appears on your screen when you open the Ready,Set,Go! application. It is the area where you work.



The Menu Bar

At the top of the desktop is the menu bar. The menu bar contains the titles of the menus from which you choose commands.

A window with an untitled document appears when you open Ready,Set,Go! Each document window has its own tool bar and page scroll bar just below its title bar. You can open as many document windows as the available memory in your Macintosh allows. You can even open copies of the same document and view different parts of it. See the Open and Save commands in "The File Menu" in this chapter for important information about working with multiple copies of the same document.

One window is always the active window. You make a window active by clicking in it. You move a window by dragging the title bar, and you change its size by dragging the size box or clicking the zoom box. You close a window by clicking the close box or choosing Close from the File menu. You scroll the contents of the window to see any part of a page that's not visible. When you name a document with the Save As command, its name appears in the title bar of the window. For more on working with windows, see "The Windows" in Chapter 3.

The Desktop

The Tool Bar

Below the title bar of every window is a tool bar. The tool bar contains the tools you use to create and work with objects on pages in that window. There are two types of tools: selection pointers and tools for creating objects.

When you work outside the page area in a window, the pointer is an arrow. You can use this pointer to select a tool from the tool bar. When you select a tool and move the pointer inside the page area, the pointer changes shape to indicate the tool you are using. Selection pointers take the shape they have in the tool bar. Tools for creating objects turn into crossbars. Each tool has a "hot spot" where things happen. For example, the tip of the object pointer must be touching an object to select it. The center point of the crossbar is where an object appears when you start to drag. The selected tool is always highlighted in the tool bar.

The object pointer selects an object and repositions it.

The text tool draws a text block where you want to enter text.

The linking tool selects text blocks you want to link together.

The cropping tool selects a picture and moves it in a picture block to crop it.



The hand tool drags a page within the window.

The insertion pointer selects an insertion point or text in a text block.

The picture tool draws a picture block where you want to put pictures.

The shape tools draw rectangles, rounded rectangles, ovals, and lines.

The Page Scroll Bar

Every document window has a page scroll bar to the right of the tool bar. The page scroll bar has page icons, which display the number and order of pages in the document. The numbers correspond to numbers on the pages only if you number the pages consecutively beginning with page 1. Otherwise, they refer only to the order of the pages in the document. Two icons at the left side of the page scroll bar represent the left and right master pages.

The icon of the current page is highlighted. If you are working with facing pages, the icons of both current pages are highlighted. You can click a page icon to display that page. If the document has more pages than fit in the bar, you can use the arrows to scroll the page icons to find the page you want.

The Document Page

A document may have as many pages as the internal memory available in your Macintosh allows. Normally, one page appears in a document window at a time. However, you can also display and work with two facing pages. You choose the size of the page and its orientation—whether it's upright or sideways—with the Page Setup command. You can insert, delete, and duplicate the pages of the document.

On each page of a document, you create objects. There are three kinds of objects: text blocks are areas where you enter text; picture blocks are areas where you insert pictures; and graphic objects are shapes such as rectangles, ovals, and lines. You can change the size of objects and copy, move, stack, align, and lock them. See "Working With Objects" in Chapter 3 for more information.

The Desktop

Page Rulers

Each window has one ruler at the top and one along the left side. You can use these to position objects you create on a page. The rulers measure across and down the page, starting at the upper left corner of the window. Dotted lines move along the rulers as you move the pointer and show the position of the pointer's "hot spot." The preset unit of measure for the rulers is inches. You can change it to centimeters or picas and points with the Preferences command. You can also hide the rulers or change their starting point. See "The Grid" in Chapter 3 for more information on working with rulers.

Margins

The print area defined by your printer creates an unchanging margin for every page of the document. The printer cannot print in this margin, even though you can place objects there on the screen, or cross it with a line or another object. This margin is marked by a dotted line around the edge of each page. The dotted line does not appear if you select Tiling with the Page Setup command or deselect Show Print Area with the Preferences command.

You create a visual margin on the page by aligning objects. You can use a grid to help you with this task.

The Grid

You can select one of eight preset grids or design your own custom grid when you work with a document. The grid appears as dotted lines on the page, forming one or more rectangles in columns and rows. You use these as guidelines for creating and aligning objects on each page.

When you select or define your grid with the Design Grids command, it is automatically activated. Objects that you draw “snap” to fit the rectangles in the grid. If you want to draw objects that don’t fit the grid, you can turn the grid off with the Snap To command. You can also hide the grid with the Preferences command. The grid is never active when it’s hidden.

See “Designing a Document” in Chapter 3 for information on working with grids.

Master Pages

Each document has a left and right master page. The left master page corresponds to all the left, or even-numbered, pages in the document. The right master page corresponds to all the right, or odd-numbered, pages. Any object that appears on a master page—such as a running head, a page number, or column divider rules—appears on the corresponding left or right pages of the document. You cannot remove an individual master page element from a document page. You can turn off the master pages for individual document pages with the Use Master command. See “To Set Up Master Pages” in Chapter 3.

The Menus

Ready,Set,Go! has eleven menus in its menu bar. These contain the Ready,Set,Go! commands. When a menu title is dimmed, you can't use any of the commands in that menu. You can't choose an individual command when it is dimmed.

When you choose a command followed by ellipses (...), a dialog box or a window prompts you for more information. Sometimes a dialog box asks you to confirm the operation you are about to perform. You click OK or Yes to confirm the command and any information you've entered in the dialog box or window. If you click Cancel—or the close box in a window—to cancel the command, Ready,Set,Go! returns to where you were when you chose the command and does not change either your document or the information that was originally in the dialog box.

You can perform some commands from the keyboard with Command-key equivalents. You hold down the Command key while you press the appropriate key, and Ready,Set,Go! performs the command as if you had chosen it from the menu. For a list of Command-key equivalents, see "Shortcuts" at the end of this chapter.

The Apple Menu



The Apple menu has information about Ready,Set,Go! and contains the desk accessories that are installed in the System file on your working copy of the Ready,Set,Go! System Disk.

About Ready,Set,Go!

Shows the Ready,Set,Go! version number and copyright information. It also shows the amount of internal memory (RAM) that's available as you work.

Desk Accessories

Desk accessories are applications that you can run without quitting Ready,Set,Go! When you choose a desk accessory, it may appear in a window that becomes the active window. It may also add a new menu to the menu bar, from which you can choose commands.

You can use any of the commands in the menu bar while a desk accessory is open. They affect the document in the window that was active before you chose the desk accessory. The exceptions are some of the commands in the File and Edit menus. You can use these commands to close a desk accessory and to cut, copy, or paste a selection from a desk accessory to a document.

The System file that comes with Ready,Set,Go! includes six desk accessories: Alarm Clock, Chooser, Control Panel, Key Caps, Note Pad, and Scrapbook. Of these, four are particularly important as you work with Ready,Set,Go!

● **Chooser** is used to select the printer you want to use to print documents. You can choose the Print command from the File menu to see which printer is currently selected. When you choose the Chooser from the Apple menu, a window displays icons for the types of printers that are available. When you select an icon, it lists the names of the printers that are available.

If you change the type of printer, you must choose Page Setup before you print so Ready,Set,Go! can adjust the print area. It is also a good idea to verify the size of paper with Printer Setup at this time.

If you select a LaserWriter, the AppleTalk option must be selected.

If you've installed other software in your System file, such as print spooling or file serving software, check the user's guide that came with the software to see how it affects the Chooser.

● **Control Panel** controls a number of system options. For example, you can use it to adjust the time and date, the desktop pattern, or the speed at which the pointer moves on the screen when you move the mouse. See your Macintosh owner's guide for more information about each option.

The most important option for users of Ready,Set,Go! is the RAM Cache. Ready,Set,Go! stores each document you are working with in internal memory (RAM), so the size and number of documents you can work with at one time are limited by the amount of internal memory available. Because the RAM Cache also uses internal memory, it's a good idea to turn it off when using Ready,Set,Go!—especially on a Macintosh 512K enhanced.

The Menus

● **Key Caps** displays your keyboard and labels the keys with the characters in the current font. It also adds a Key Caps menu, which lists the same screen fonts that appear in the Ready,Set,Go! Font menu. You can preview a font by choosing it from the Key Caps menu. Press the Shift and Option keys, alone or in combination, to see the special characters in the current font.

Characters you type or click while Key Caps is open appear in a box at the top of the Key Caps window. You can cut and paste the contents of the box into your document. This is a quick way to find a special character and use it in your document.

● **Scrapbook** is used for copying text or graphics. It's particularly useful if you want to copy and paste several items from a document created in another application to a document in Ready,Set,Go! or if you want to paste the same text or objects into different Ready,Set,Go! documents. You use the Scrapbook's scroll bar to display the item you want to use and choose Cut or Copy. Close the Scrapbook and use the insertion pointer to select an insertion point for text or the cropping tool to select a picture block. Then choose the Paste command.

The File Menu

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Printer Setup...	
Print...	
Get Text...	
Put Text...	
Get Picture...	
Quit	⌘Q

The File menu contains commands that you use to work with the documents stored on your disks. You use some of these commands to open, save, print, and close Ready,Set,Go! documents. You use others to get text or pictures from other kinds of documents or to set up the printed page. You also quit Ready,Set,Go! from the File menu.

New

Opens a new, untitled document. You can open as many new documents as the internal memory available in your Macintosh allows. A dialog box alerts you if you try to open too many. Each document appears in a new window.

Open...

Opens an existing Ready,Set,Go! document. You select the document in a dialog box that lists the Ready,Set,Go! documents. Another dialog box alerts you if you try to open more documents than the internal memory in your Macintosh allows.

If your disk uses the hierarchical file system, the dialog box lists a directory of documents and folders on the current disk. You can open a folder to view a directory of the documents and folders stored in it. When you do, the name of the current folder appears above the directory. Press the current folder name to see a list of the folders and disk that contain the current folder. You can drag down the list to select any one of these folders or the disk to view the directory of documents and folders it contains.

If your disk does not use the hierarchical file system, the dialog box lists all the Ready,Set,Go! documents on the current disk.

Clicking Eject ejects the current disk so you can insert another disk and view or open its folders and documents. Clicking Drive displays the documents and folders on another available disk. (Pressing Tab is the same as clicking Drive.)

Clicking the Open button in the dialog box opens the selected folder or document. You can also double-click a folder or document to open it. When a document opens, it opens to the page you were working on when you last saved it.

You can open more than one copy of the same document. Each copy you open becomes a different version of the document. The first copy you open is the "original." You cannot save other copies with the same name in the same folder while the original is open. If you close the original and then save a copy with the same name, the copy replaces the original. See the Save command in this chapter for additional details.

You can also open documents created with earlier versions of Ready,Set,Go! See "Earlier Versions of Ready,Set,Go!" in this chapter for more information.

The Menu

Close

Closes the active window on the desktop. The active window may be either a desk accessory or a Ready,Set,Go! document window. The command is dimmed if no document is open.

If you have made changes in the document in the active window without saving them, a dialog box asks you if you want to save them before you close the window. If you click Yes, the changes are saved before the document closes. If you have not already saved the document, you can give it a name before you save it. See the Save and Save As commands in this chapter for more information. If you click No, the document closes and the changes are not saved.

Save

Saves the current version of the document in the active window and replaces the version on the disk with the same name. The command is dimmed if you haven't named the document with the Save As command, if you haven't made any changes to the document since you last saved it, or if no document is open.

If you have opened more than one copy of the document, the first copy you opened is the "original." You cannot save other copies with the same name in the same folder as the original while the original is open. Ready,Set,Go! displays the Save As dialog box and automatically enters the name of the original document preceded by "Copy of." You can save the copy with this name or type a new name.

CAUTION! If you close the original and then save a copy of it with the same name, Ready,Set,Go! does not prompt you for a different name. It simply warns you that you are replacing the original with the copy.

Save As...

Saves an untitled document with a name you specify. You can also use the Save As command to create a new version of the document with a new name or in a new place. The command is dimmed if no document is open.

A dialog box prompts you for the name of the document. The name may be up to 31 characters long. You may use any character except a colon (:). To save both the current and the old versions of a document, type a new name or open a folder or disk that doesn't contain a document with the same name. If you try to save the current version in a folder or on a disk that has a document or folder with the same name, a dialog box asks if you want to replace the document on the disk. Clicking Yes replaces it. Clicking No returns you to the Save As dialog box.

If your disk uses the hierarchical file system, the dialog box lists a directory of both documents and folders on the current disk. You can double-click a folder to open it and view the documents and folders it contains. When you do, the name of the current folder appears above the directory of its contents. You can click the folder name and drag to show the hierarchy of open folders on the disk. Press the current folder name to see a list of the folders and disk that contain the current folder. You can drag down the list to select any one of these folders or the disk to view the directory of documents and folders it contains. When you click Save, the document is saved with the name you typed in the current folder.

If your disk does not use the hierarchical file system, the Save As dialog box lists a directory of all the Ready,Set,Go! documents on the current disk and displays the name of the disk above the directory. When you click Save, the document is saved with the name you typed on the disk.

Clicking Drive displays the documents and folders on another available disk. (Pressing Tab is the same as clicking Drive.) Clicking Eject ejects the current disk so you can insert another disk and save the document on it.

The Menu

Page Setup...

Specifies the size and orientation of pages. You can also use the Page Setup command to create a very large page from several smaller sections called “tiles.” The Page Setup command is dimmed if no document is open.

A dialog box lists five standard page sizes: US Letter (8.5 by 11 inches), US Legal (8.5 by 14 inches), Tabloid (11 by 17 inches), A4 Letter (8.27 by 11.69 inches), and B5 Letter (6.93 by 9.84 inches). You can also click the Other option to specify any width and depth of page you want, up to 99 by 99 inches. If you select any of the standard page sizes except Tabloid, your selection is automatically selected in the Printer Setup dialog box. The preset size is US Letter.

Each page size has a standard print area, which is the maximum area that can be printed on the page size you have selected. A dotted line marks the outline of the print area of each page in the document window unless you specify Tiling or deselect Show Print Area with the Preferences command.

You can choose two page orientations: the regular upright orientation or a sideways orientation.

If the page size is larger than the paper size, you can divide the page into tiles, print them, and then paste them together by hand. When you click Tiling, you can specify the tile overlap—that is, the portion of the image that overlaps from tile to tile. The preset overlap is 1 inch. You can also print registration marks when tiling. These are useful for aligning the tiles.

When you change any of these options, Ready,Set,Go! changes them on the screen. If you are using a custom grid, the margins remain the same, but the print area may change and you may have to adjust the grid. Objects on a page keep their same size and relative position.

CAUTION! If you specify a smaller page size, objects that appeared on a larger page may no longer be visible. Before you select new options with Page Setup, remember to shift objects so you will be able to see them.

See “The Page” in Chapter 3 for more about changing page size and orientation.

Printer Setup...

Specifies paper size and orientation and special printing effects, such as reducing or enlarging, font substitution, and treatment of bit maps. The command is dimmed if no document is open.

The dialog box that appears corresponds to the printer selected with the Chooser. The paper sizes for the LaserWriter are US Letter (8.5 by 11 inches), US Legal (8.5 by 14 inches), A4 Letter (8.27 by 11.69 inches), and B5 Letter (6.93 by 9.84 inches). The sizes for the ImageWriter are US Letter, US Legal, Computer Paper, A4 Letter, and International Fanfold. For either printer, you can choose to print with a regular upright orientation or a sideways orientation on the page.

If you have a LaserWriter, you can enlarge the page up to 400 percent or reduce it to as small as 25 percent. Ready,Set,Go! automatically substitutes printer fonts for screen fonts when you print. If you don't want Ready,Set,Go! to substitute LaserWriter fonts for ImageWriter font or for screen fonts for which you don't have LaserWriter fonts, turn off Font Substitution. You can also select a number of other options, including some that affect the treatment of bitmapped text and graphics. See the owner's guide that came with your printer for details.

If you have an ImageWriter, you should specify Tall Adjusted to correct distortion of graphics. You can also specify 50% Reduction to print your pages at half size, and No Gaps Between Pages to eliminate the top and bottom margins on the printed pages.

Clicking OK saves the setup options as part of the document. See "Printing" in Chapter 3 for more information.

The Menus

Print...

Prints the current document according to the selected options. The command is dimmed if no document is open.

The dialog box that appears corresponds to the printer selected with the Chooser. If you are using a LaserWriter, you can specify the number of copies and the range of pages you want to print. The preset options are one copy and all the pages. You can also include a cover page that lists information about your print job as a first or last page. The LaserWriter normally feeds paper automatically from the paper cassette. With the Manual Feed option, you can feed paper one sheet at a time.

If you are using an ImageWriter, you can specify the number of copies and the range of pages you want to print. You can also choose one of the three print qualities: Best, Faster, and Draft. Best and Faster print exactly what is on your page. Draft prints only the text, and the ImageWriter substitutes its own font for any fonts you have specified on the page. The preset options are one copy of all the pages of the document, using automatic paper feed. If you have specified a 50 percent reduction with the Printer Setup command, the ImageWriter prints only at Best quality.

Clicking OK starts printing. You can hold down the Command key and type a period (.) to stop printing. With the ImageWriter, you can stop printing only after it actually starts.

See the owner's guide that came with your printer and "Printing" in Chapter 3 for more information.

Get Text...

Inserts the text from another document at the insertion point in a text block. The command is dimmed if no insertion point or text is selected in a text block.

A dialog box appears with a directory of documents you can insert into Ready,Set,Go! You may need to click Drive or Eject, scroll the directory, or open and close folders to find the document you want. Select the name of the document and click Open or just double-click the name. See the Open command in this chapter for more information on this dialog box.

The documents you can open are text-only (ASCII) files or documents created with MacWrite 4.5, Microsoft Word 1.05 or 3.0 (do not use Fast Save), or WriteNow!

When you open a document, Ready,Set,Go! inserts it at the insertion point in the text block. If text is selected in the text block, the new text replaces the selected text. Text you get from a text-only file is inserted with any formats you specified at the insertion point. Text you get from a document created with a compatible application retains most of its formats, including style and size of fonts, tab stops, indents, alignment, and line spacing. If a font you specified when you created the document is not installed in the System file you are using with Ready,Set,Go! an available font will be substituted. See "To Get Text From Another Document" in Chapter 3 for more information.

If you hold down the Option key when you choose Get Text, Ready,Set,Go! converts punctuation commonly used in word processing to the style used in typesetting. Two spaces are converted to one space, inch symbols (") are converted to double open or close quotation marks. (" and "), foot symbols (') are converted to single open or close quotation marks or apostrophes (' and '), and two hyphens in a row (--) are converted to an em dash (—).

The Menu

Put Text...

Saves text from a text block or a chain of blocks in a Ready,Set,Go! document as a text-only (ASCII) file. This command saves all the text in the block or chain with an insertion point or text selected. The command is dimmed if no insertion point or text is selected.

For a complete description of the dialog box you use to save text, see the Save As command in this section.

After it's saved, you can open the file with any application that can open text-only files.

Get Picture...

Inserts a graphics document created in another application in a picture block. You select the picture block by clicking in it with the cropping tool. The command is dimmed if no picture block is selected.

A dialog box appears with a directory of documents you can insert into a picture block. You may need to click Drive or Eject, scroll the directory, or open and close folders to find the document you want. Select the name of the document and click Open or just double-click the name. See the Open command in this chapter for more information on this dialog box. You can open documents saved in the MacPaint, PICT, EPSF, or TIFF file formats. See "The Software" in this chapter for a list of compatible applications.

When you open a graphics document, it's inserted in the picture block you selected with the cropping tool. The picture is usually centered in the picture block. If you don't see the picture, use the cropping tool to drag the picture until you do or temporarily enlarge the picture block.

When you insert a MacPaint or PICT file in a picture block, it becomes part of your Ready,Set,Go! document and you no longer need the original graphics files to print it in Ready,Set,Go! However, when you insert a high-resolution EPSF or TIFF file in a picture block, only the screen image becomes part of your Ready,Set,Go! document when you save it, and the original graphics document should be stored in the same folder as the

Ready,Set,Go! document you placed it in. When you print, Ready,Set,Go! remembers the name and location of any high-resolution graphic you placed in the document and uses the original file, with any cropping and scaling information, to print the picture on the page. If you rename the original graphics file, you must use the Get Picture command again. If Ready,Set,Go! can't find the original file, it prints the screen image instead.

Quit

Quits Ready,Set,Go! and returns you to the Finder. If you've made changes to any document on the desktop since you last saved it, a dialog box asks you if you want to save the changes. If you click Yes, the changes are saved before the document closes. (See the Save and Save As commands in this chapter for more information.) If you click No, the document closes and the changes are not saved. After the last document is closed, you return to the Finder.

The Edit Menu

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Duplicate...	⌘D
Lock	
✓Unlock	
Bring To Front	
Send Behind	
Specifications...	⌘M

You use some of the commands in the Edit menu to cut, copy, and paste selected objects, text, and pictures. You use other commands to undo some operations; to select all the text in a text block or chain of blocks; to select all the objects on a page; or to duplicate, lock, unlock, or move objects in front or in back of one another. You can also specify the size, position, and other specifications of text blocks, picture blocks, and other objects on a page.

Undo

Restores text, pictures, or graphic objects that have been deleted with the Backspace key or with the Cut or Clear command. You must choose Undo immediately after you delete. Otherwise, the command is dimmed.

Cut

Removes the selected object, group of objects, text, or picture and places it on the Clipboard, replacing anything that is already on the Clipboard.

The Menus

Copy

Copies the selected object, group of objects, text, or picture and places it on the Clipboard, replacing anything that is already on the Clipboard.

Paste

Places a copy of the contents of the Clipboard on the page in the active window. The contents of the Clipboard may be text, a picture, or one or more objects. You can paste items you cut or copy in the same document or in another document.

If the Clipboard contains text, you must select an insertion point or text in the text block where you want to paste it.

If the Clipboard contains a picture, you must select the picture block (with or without a picture) with the cropping tool where you want to paste it.

If the Clipboard contains one or more objects, you must select the object pointer before you paste. You can paste objects on any page in any document window. The objects are pasted on the current page in the same position (relative to the upper left corner) as on the page from which they were copied. If you copy and paste an object on the same page, the new copy appears on top of original and is selected. You can drag to move it.

Clear

Removes the selected object, group of objects, text, or picture without placing it on the Clipboard. You must choose Undo immediately to restore anything you clear accidentally.

Select All

Selects all the objects on a page (except master page objects) if the object pointer is selected. If an insertion point or text is selected, this command selects all the text in the text block or chain of linked blocks.

If you want to select only the text in one block that is part of a chain, select an insertion point or text in that block and hold down the Option key while you choose Select All.

Duplicate...

Places the specified number of copies of a selected object or group of objects on the same page as the selection. You can specify the horizontal and vertical distance between the original and each copy. If no objects are selected, the Duplicate command is dimmed.

A dialog box prompts you for the number of copies and the horizontal and vertical offset for each copy. The preset offset is .25 inch to the right and below the original object or group. A negative offset moves the copy to the left of or above the original. You can also duplicate an object onto a facing page if you are working with facing pages.

When you click OK, the specified copies are placed on the page or facing page and the copy farthest from the original is selected.

Lock

Locks the object or group of objects you select with the object pointer so you can't remove, move, or resize them. Objects you create are unlocked until you lock them. If no objects are selected, Lock is dimmed.

Lock affects only objects. Text, pictures, line weights, and pen and fill patterns are not affected. You can copy and paste or duplicate locked objects, and the copies are also locked. You can also move locked objects in front or in back of other objects.

If you select one or more locked objects, a check appears next to Lock in the Edit menu. If you select both locked and unlocked objects, no check appears in the menu.

If you select a locked object and choose Specifications, an X appears in the Locked check box. See the Specifications command in this chapter for more information.

Unlock

Unlocks the object or group of objects you select with the object pointer. Objects you create are unlocked until you lock them. If no objects are selected, Unlock is dimmed. If you select one or more unlocked objects, a check appears next to Unlock in the Edit menu.

The Menu

Bring To Front

Places one or more locked or unlocked objects you select in front of any unselected objects they overlap. This command is dimmed if no objects are selected.

Send Behind

Places one or more locked or unlocked objects you select behind any unselected objects they overlap. This command is dimmed if no objects are selected.

Specifications...

Specifies the position and size of a selected text block, picture block, or graphic object in the units of measure you choose with the Preferences command. It also specifies other options for the selected object.

A different dialog box appears for each type of object. All of them define the size and position of the object by specifying the starting location, measured from the upper left corner of the page (regardless of ruler positions). For most objects, you specify the width and depth. For horizontal lines, you specify only the width. For vertical lines, you specify only the depth. For diagonal lines, you specify ending location, measured from the upper left corner of the page.

All the specifications dialog boxes also include options for locking the object (see the Lock command in this chapter) and for specifying a text runaround. When you specify a text runaround, any text that overlaps the object runs around the object and you can specify the text repel distance—the distance between the text and the object. You can also select the Don't Print option, which you can use to drop out objects to be printed in a different color.

● **Text Block Specifications** include three special options: Ignore Runarounds, White Type, and PostScript. If you select Ignore Runarounds, text in the selected text block does not run around objects, even if you specify runarounds for those objects. You can use the White Type option to display white type on top of objects filled with black or a pattern. This option is effective only if you fill the text block with a dark pattern as well. If you select PostScript, any text in the selected text block is interpreted as a

The Font Menu



PostScript program by a PostScript printer—such as the LaserWriter. This option is useful for creating special logo characters, for example. Ready,Set,Go! does not check for errors, so make sure your program is perfect before you print.

● **Picture Block Specifications** include special options for scaling a picture and running text around either the frame of the picture block or the graphic image inside the picture block. You can change the scale across and the scale down the picture independently.

● **Rounded Rectangle Specifications** include a width and depth you can specify for the curves at their corners.

The Font menu contains the fonts you use for displaying and printing text. The Ready,Set,Go! System file contains three ImageWriter fonts (Chicago, Geneva, and Monaco) and two LaserWriter fonts (Helvetica and Times), each in several sizes. The menu is dimmed if no insertion point or text is selected.

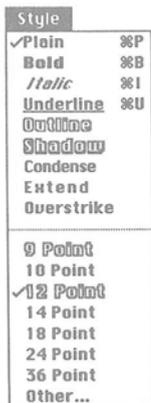
The preset font is Geneva. The current font at the insertion point or for selected text is checked in the menu. If the selected text uses more than one font, no font is checked.

When you insert text in existing text by selecting an insertion point or text and then typing, by getting text from a text-only (ASCII) document with the Get Text command, or by pasting text from the Clipboard, the text uses the current font selected for the insertion point or selection. When you insert formatted text with the Get Text command, it uses the same fonts as in the original if they are installed in the System file you are using with Ready,Set,Go! Otherwise, an available font is substituted.

You can use the Font/DA Mover to add screen fonts to your System file or to remove them. See “The Software” in this chapter for information about screen and printer fonts.

The Menus

The Style Menu



The Style menu contains type styles and sizes you use for displaying or printing text. The menu is dimmed if no insertion point or text is selected.

Font Styles

The Style menu contains nine styles: Plain, Bold, Italic, Underline, Outline, Shadow, Condense, Extend, and Overstrike. You can combine most of these styles for a variety of effects.

The preset style is Plain. You can choose one or more other styles. When you do, any text you type at the insertion point or in place of selected text appears in those styles. The current styles are checked in the menu. If the selected text uses more than one combination of styles, no style is checked in the menu.

Extend and Condense are opposite styles. If you choose one, it cancels the other. If you choose Plain, all styles except Plain are canceled.

When you insert new text, it uses styles according to the same rules as it uses fonts. See “The Font Menu” in this chapter for more information.

Type Sizes

The Style menu contains seven point sizes. It also includes the Other command, which you can use to specify any size from 1 to 255 points.

The preset size is 12 Point. The current size for the insertion point or selected text is checked in the menu. If you choose the Other command, a dialog box prompts you for the point size you want. Other is checked if an unlisted size is specified. If the selected text uses more than one size, no size is checked.

Each type size in each font has an automatic line spacing, which sets the distance in points from the baseline of the current line to the baseline of the line above. However, if two or more sizes appear in the same line, the line uses the spacing for the largest type size, increasing the space to the line above. See the Line Spacing command in this chapter for more information.

Sizes that appear in outline in the menu are installed in the System file and have the best screen appearance. The other sizes, including those you specify with the Other command, are created from the closest installed size by scaling it to a larger or smaller size. Scaled fonts may appear rough or illegible on screen. You can turn off font scaling with the Preferences command to make it easier to edit odd sizes, but be sure to turn it back on if you print with an ImageWriter.

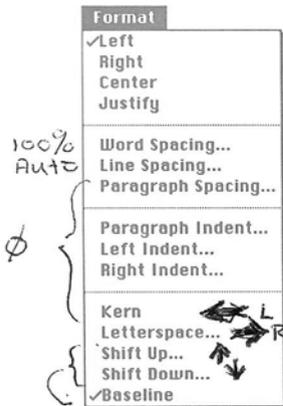
If you're printing with the ImageWriter, the installed sizes produce the best result because the ImageWriter prints the fonts as they appear on your screen. With the LaserWriter, each size of a printer font is created inside the printer, with the same quality for each size. Therefore, a LaserWriter font in any size produces an excellent printing result, even if the screen appearance is ragged or if you have turned off font scaling.

When you insert new text, it uses sizes according to the same rules as it uses fonts. See "The Font Menu" in this chapter for more information.

You can use the Font/DA Mover to add screen fonts of different sizes to your System file or to remove them. See "The Software" in this chapter for information about screen and printer fonts.

The Menus

The Format Menu



The Format menu contains commands for formatting any amount of selected text. These include commands for aligning lines of text, for altering word, line, and paragraph spacing, for indenting lines, and for changing the horizontal and vertical character spacing. The Format menu is dimmed if no insertion point or text is selected.

The format of a line depends on the format commands that apply to the first character in the line. You can change the line's format by selecting the first character and choosing one of the commands that apply to lines from the Format menu. However, if you change the format of the first character only, the other individual characters in the line keep their original formats. If you then insert or delete text or if you resize the text block, the first character of the line may change and the line format changes accordingly. So it is a good idea to format whole paragraphs or at least whole lines, rather than just single characters.

The first four commands in the Format menu are alignment commands. The one that applies to the selected insertion point or text is checked in the menu. If more than one alignment command applies to the selection, none is checked. When you choose one of the other Format commands, a dialog box lists the specifications for the selected insertion point or text. If there is more than one specification for the selection, no specification appears in the dialog box.

If you are printing with a LaserWriter, you can improve the fit of lines and characters by selecting Use Fractional Widths with the Preferences command, even though the fit on the screen may actually appear to be worse. Because the ImageWriter prints lines as they appear on the screen, you get the best results if Use Fractional Widths is not selected. See the Preferences command in this chapter for more information.

When you insert new text, it uses formats according to the same rules as fonts. See "The Font Menu" in this chapter for more information.

Left

Aligns selected lines to the left side of the text block and leaves text ragged on the right. This is the preset alignment for every character.

Right

Aligns selected lines to the right side of the text block and leaves text ragged on the left.

Center

Centers selected lines between the right and left sides of the text block, leaving the text ragged on the left and right.

Justify

Spaces words evenly so selected lines align to the left and right sides of the text block (except for the last line of each paragraph, which aligns only on the left).

Word Spacing...

Specifies the percentage of normal space between selected words. The preset word spacing is normal, that is, 100 percent. = default

A dialog box prompts you for the percentage of normal word spacing you want. It may be any amount from 0 to 255 percent. This command is particularly useful to force justified text to fit in a fixed-size text block.

Line Spacing...

Specifies the space between the baseline of the selected line and the baseline of the line above it.

A dialog box prompts you for the spacing you want. It may be any amount from 1 to 255 points. The preset spacing is Auto. When you use automatic line spacing, Ready,Set,Go! determines the line spacing based on the largest font size in the line. Specify a number of points for line spacing if you want the line spacing to be consistent in a selected paragraph, even if more than one size of type occurs in it. You can type Auto in the dialog box to return any selection to automatic line spacing.

→ type Auto

The Menus

→ type Ø to default

Paragraph Spacing...

Specifies the space, in addition to the specified line spacing, between the baseline of the first line in a paragraph and the baseline of the line above. Each paragraph may use different paragraph spacing, depending on the specification for the first character in the paragraph.

A dialog box prompts you for the number of additional points between paragraphs you want. It may be any amount from 0 to 255 points. The preset spacing is 0 (zero), which means there's no extra space and the paragraph spacing is identical to the line spacing. You can type 0 in the dialog box to return the paragraph spacing for any selection to its line spacing format.

Paragraph Indent...

Ø is default ↕

Indents the first line of selected paragraphs from the left side of the text block.

A dialog box prompts you for the amount you want to indent in the unit of measure that you select with the Preferences command. The preset indent is 0 (zero). Type 0 to cancel the indent for a selection.

Left Indent... "Hanging"

Indents every selected line, except the first line in a paragraph, from the left side of a text block. See "Paragraph Indent" in this chapter to indent the first line in a paragraph.

A dialog box prompts you for the amount you want to indent in the unit of measure that you select with the Preferences command. You can use this command to create a hanging indent. The preset indent is 0 (zero). Type 0 to cancel the indent for a selection.

Right Indent...

Indents every selected line from the right side of a text block.

A dialog box prompts you for the amount you want to indent in the unit of measure that you select with the Preferences command. The preset indent is 0 (zero). Type 0 to cancel the indent for a selection.

⌘ is default

Kern ← move left —

Automatically reduces the space between pairs of characters in text you select. The right character of each pair shifts to the left. If no text or insertion point is selected, the command is dimmed.

This command affects only LaserWriter fonts and only those pairs of characters that are included in a special table of pairs that can be kerned. (This table is stored with the fonts.) Because the Macintosh screen allows kerning only in 1-point increments, kerning is effective only for headlines and other places where large type sizes are used.

You can kern any characters or specify the amount of kerning by holding down the Option key when you choose the Kern command. A dialog box prompts you for the number of points you want to remove between each pair of characters in text you select.

If you select only one character when you choose Kern, the dialog box appears whether you hold down the Option key or not. The selected character shifts to the left the number of points you specify.

If you select an insertion point and choose Kern, each character you type after the insertion point is shifted to the left the number of points you specify in the dialog box.

The preset number of points in the dialog box is 0 (zero), which means the spacing between the characters is the same as when you type them without kerning. If you select text that has been letterspaced or with characters kerned different amounts, no amount will appear in the dialog box. You can type 0 in the dialog box to return any selection to its normal character spacing.

You can also hold down the Command key and press the Left Arrow key to shift each selected character to the left. Each time you press the Left Arrow key, each character shifts one point. The amount of kerning is displayed in the dialog box if you hold down the Option key while you select the text and choose the Kern command.

The Menus

default = ?

Letterspace... *- move right →*

Adds space between selected characters. When letterspaced, each selected character shifts to the right. If no text or insertion point is selected, the command is dimmed.

A dialog box prompts you for the number of points you want to add between each pair of characters in the text you select. You use this dialog box the same way you use the Kern dialog box. See “Kern” in this chapter for more information.

You can also hold down the Command key and press the Right Arrow key once for each point you want to shift each selected character to the right. The number of points you shift each character appears in the dialog box if you select the text and choose Letterspace.

Shift Up... *move up ↑*

Shifts selected characters up from their normal baseline.

A dialog box prompts you for the number of points you want to shift the selected characters.

The preset shift is 0 (zero). If you select text that has been shifted down or with characters shifted up different amounts, no amount will appear in the dialog box. You can type 0 in the dialog box to return selected characters to their normal baseline, or you can choose the Baseline command.

The Shift Up command changes the spacing between lines unless you specify a specific number of points with the Line Spacing command.

You can also hold down the Command key and press the Up Arrow key once for each point you want to shift the selected text up. The number of points you shifted the selected text appears in the dialog box if you choose Shift Up.

The Text Menu

Text	
Find...	
Find Next	⌘F
Replace...	
Replace Next	⌘R
✓Hyphenation On	
Hyphenation Off	
Hyphenation Specs...	

Tabs...	⌘T
Type Specs...	⌘Y
Styles...	⌘H
Remove Styles	
Glossaries...	⌘G

Check Spelling	⌘K
Suggest Spelling...	⌘J
Add Word	⌘L

Shift Down...

Shifts selected characters down from their normal baseline.

A dialog box prompts you for the number of points you want to shift the selected characters. You use this dialog box the same way you use the Shift Up dialog box.

You can also hold down the Command key and press the Down Arrow key once for each point you want to shift the selected text down. The number of points you shifted the selected text appears in the dialog box if you choose Shift Down.

Baseline

Returns all selected characters to their normal baseline, canceling the effect of the Shift Up or Shift Down command.

The Text menu offers special features for working with text. You can use the commands in this menu to find and replace text and styles of type, choose hyphenation options, set tabs, set up type specifications, define and use stylesheets and glossaries, and check your spelling.

Find...

Searches for specified text in a text block or chain of linked blocks, starting after the insertion point or selected text, for text specifications such as a font, style, or size of type you specify, or for a combination of text and text specifications. If no text or insertion point is selected, the command is dimmed.

When you choose Find, a window prompts you for the text you want to find and some search options. You can type any text, up to 255 characters, except a return or tab character. Type the text, including punctuation, exactly as you want to search for it. If you select text before you choose the Find command, the selected text appears in the Find What box in the window.

The Menus

opt+d+_
 t — tab
 r — return

You can use special symbols to find tabs, returns, and other characters that you can't type or that are invisible. Each symbol is a combination of two characters: a lowercase Greek delta (δ) and another letter. You type the delta by holding down the Option key and typing d. Type δt in the dialog box to find a tab character, δr or δn to find a return, δa to find the Apple character, δc to find a check mark, δm to find the command (or propeller) character, or δd to find the diamond character.

Before you start the search, select the search options you want. You can search for text that matches the uppercase and lowercase characters you type, or you can ignore case. You can also search only the current text block or the entire chain. The preset options are to ignore uppercase and lowercase characters and to search an entire chain.

If you hold down the Option key while you choose Find, an expanded window appears. Here you can specify the font, style, and size of type you wish to find, as well as text and the search options. You can specify all or only one of these options. Options you don't specify—for example, by making sure all the style options are not checked—will be ignored. If you don't enter any text, you can find every occurrence of the font, style, or size you specify, regardless of the text itself.

Clicking OK begins the search. When the specified text is found, it is selected. The Find window closes, and you can edit the text. A message tells you if Ready,Set,Go! does not find the text or if it finds the text in a text overflow that's not visible in the block or chain.

Find Next

Searches for the next occurrence of text, font, style, size of type, and other options you last specified in the Find window, starting after the current insertion point or text selection.

If you choose this command after Ready,Set,Go! has found the last occurrence in the block or chain, a message tells you that there are no more occurrences or that the text was found in a text overflow that's not visible.

Replace...

Searches for specified text in a text block, a chain of linked blocks, or the entire document, and replaces it with text that you type. It begins searching after the insertion point or text you select. You can also find and replace a font, style, or size of type you specify.

A window prompts you for the text you want to replace and the text you want to change it to. The rules for typing this text and for special characters are the same as those in the Find window. See "Find" in this chapter for more information.

Before you start the search, select the search options you want. You can select whether you want to find and replace text that matches the uppercase and lowercase characters you type, or to ignore case. You can select whether you want to find and replace the text only in the current text block, in all the blocks it is linked to in a chain, or throughout the whole document. You can also select whether you want to replace the single next occurrence of the text or every occurrence. The preset options are to ignore uppercase and lowercase characters, to search an entire chain, and to replace only the next occurrence. If no insertion point or text is selected, the only option is to find and replace every occurrence of the text throughout the entire document.

If you hold down the Option key while you choose Replace, an expanded window appears where you can specify a font, style, or size of type, as well as what text you wish to replace and what to change it to, and the search options. The rules for selecting type styles and text are the same as for the Find window. See "Find" in this chapter for more information.

Clicking OK begins the search. When the specified text is found, it is replaced with the replacement text, which is then selected. The Replace window closes, and you can edit the text. A message tells you if Ready,Set,Go! does not find the text or if it finds the text in a text overflow that's not visible in the block, chain, or document.

The Menus

Replace Next

Searches for and replaces the single next occurrence of the text, font, style, size of type, and any options you last specified in the Replace window, starting after the current insertion point or text selection.

If you choose this command after Ready,Set,Go! has found the last occurrence in the block or chain, a message tells you that there are no more occurrences or that the text was found in a text overflow that's not visible.

Hyphenation On

Automatically hyphenates words at the end of lines in text you select or text you type or insert from another document after the insertion point.

Ready,Set,Go! uses a set of rules to perform hyphenation. You can modify some of these hyphenation specifications and create a list of words that are exceptions with the Hyphenation Specs command. See "Hyphenation Specs" in this chapter for more information.

Hyphenation is always on when you first create a text block and select an insertion point. You can turn it off or on for any amount of selected text in a text block. This command is checked in the Text menu if hyphenation is on for the selected text. If hyphenation is on for some characters but off for others in a selection, no check appears in the menu.

When you insert new text in existing text, hyphenation follows the same rules as fonts. See "The Font Menu" in this chapter for more information.

Hyphenation Off

Turns automatic hyphenation off for text you select or text you type or insert after the insertion point. You can turn hyphenation off for any character or group of characters. For example, you can select a single word that you don't want to hyphenate and choose Hyphenation Off. This command is checked in the Text menu if hyphenation is off for the selected text. If hyphenation is on for some characters but off for others in a selection, no check appears in the menu.

When you insert new text in existing text, hyphenation follows the same rules as fonts. See "The Font Menu" in this chapter for more information.

Hyphenation Specs...

Allows you to view, alter, and add to the list of words you want Ready,Set,Go! to hyphenate differently than it does on its own. You can also change some of the hyphenation specifications in the current document. If no document is open, Hyphenation Specs is dimmed in the menu.

When you choose Hyphenation Specs, a window appears with a list of hyphenation exceptions you create on the left side and the current hyphenation specifications on the right.

● **Hyphenation Exceptions** is a list of words you can create that you want Ready,Set,Go! automatically to hyphenate differently than it does normally. The list is saved in a file called Hyphenation Exceptions that is stored in the same place on the Application Disk as the Ready,Set,Go! application. Ready,Set,Go! uses this list for every document you work in.

Type the words you want to add to the list of exceptions one at a time in the box below the scrolling list of words in the Hyphenation Specs window. Type hyphens in the word where you want Ready,Set,Go! to hyphenate it. Type the word with no hyphens if you want it never to be hyphenated. Ready,Set,Go! ignores uppercase and lowercase characters when it uses your list. After you type each word, click Insert Word. The word is added to the scrolling list of exceptions in alphabetical order. You can also remove words from the list by selecting them in the list and clicking Delete Word.

The Menu

● **Hyphenation Specifications** by which Ready,Set,Go! hyphenates automatically are displayed on the right side of the Hyphenation Specs window. The specifications apply only to the current document. You can type new specifications for the minimum size of a word for which hyphenation is allowed (preset at 5 characters), the minimum number of characters allowed before and after a hyphen (both preset at 2 characters), and the maximum number of lines in a row that are allowed to end in a hyphen (preset at 3 lines). You can deselect Break Last Word Of Paragraph to prevent a part of an automatically hyphenated word from being the only thing on the last line of a paragraph. You can also deselect Break Capitalized Words to prevent words that start with a capital letter from being hyphenated. Ready,Set,Go! will not automatically hyphenate a word if the rules you select will be broken.

Click Done to confirm your hyphenation specifications.

Tabs...

Allows you to specify the number and kind of tab stops for text you select or text you type or insert after the insertion point. You can specify up to ten tab stops for a selection. You can also specify a character to be repeated as a leader to a tab stop. If no text or insertion point is selected, Tabs is dimmed in the menu.

A window appears with a ruler where you position tab stops for text you selected. The ruler measures the distance from the left edge of the text block in the units of measure you specified with the Preferences command. You can click the arrows on either side of the ruler to scroll into view the portions of the ruler that don't fit in the window.

Any tab stops already set for the selected text appear in gray above the ruler. If you click on an existing tab stop, it becomes black to show it is selected. Only one tab stop can be selected at a time. The selected tab stop's indent, measure, leader character (if any), and the position of the decimal point if it is a decimal tab are displayed in the current units of measure at the top of the window.

→ tab leader

When you click on the ruler where you want to set a tab stop, two overlapping arrows and a small icon to their left appear above the ruler in black. The larger arrow indicates the tab stop's indent from the left edge of the text block, the smaller arrow indicates its measure (or width), and the small icon indicates whether it is a left, right, centered, justified, or decimal tab stop. When you first create a tab stop, it is left-aligning with no measure. Decimal tab stops also have an up-pointing arrowhead which indicates the alignment of the decimal point. You can also click the Specs button to display a dialog box where you can specify precisely the indent, measure, and decimal alignment by typing in the current units of measure. You can also specify any character to be repeated as a leader from where you type a tab character to the tab stop's position.

You can drag any active tab stop out of the box around the ruler to remove it. If you click Clear All, all tab stops are removed for the selected text.

Click OK to set the tab stops you have created or changed for the selected text. Click Cancel to restore any tab stops that were set before you chose Tabs.

When you type a tab character, the insertion point moves to the indent you set for the first or next tab stop with the Tabs command. If no tab stops are set for the insertion point or selected text, the insertion point moves 8 points to the right.

Type Specs...

Allows you to set up type and formatting specifications for text you select or text you type or insert after the insertion point. If no text or insertion point is selected, Type Specs is dimmed in the menu.

A window appears in which you can choose most of the type and formatting specifications that also appear in the Format and Text menus. You can select one or all of the options for each specification in the window. Options you specify are applied to your selection in the text block. Options you don't specify will be ignored, and selected text will retain its existing specifications for those options. See the equivalent individual menu commands in this chapter for more information about each option.

The Menus

You can click Apply, and drag the window out of the way if you need to, to see the effects of the type and formatting options you have specified on the selected text without closing the window. You can also click OK to apply your specifications and close the window. Click Cancel to close the window and leave the current specifications for selected text or the insertion point unchanged.

Styles...

Allows you to set up, add, modify, use, and delete stylesheets for your current document. Stylesheets are preset type and formatting specifications you can apply to text you select or text you type or insert after an insertion point. It also allows you to import stylesheets you created in another document so you can use them in your current document.

A window appears with a scrolling list of the stylesheets in the current document.

Click New to create a new stylesheet. The Style Specifications window appears where you can name the new stylesheet and specify the type and formatting specifications you want from many options. Type the name for the new stylesheet in the Style Name box. Then select the options you want for the stylesheet. The current specifications for any text or insertion point you selected are preset in the window. You select the options you want in the same way you do with the Type Specs command. See Type Specs in this chapter for more information. If you do not specify one of the type or formatting options, text you apply the stylesheet to will keep its original specifications for that option. Click OK to save the stylesheet with the name and options you specified. Its name is added to the list in the Styles window.

You can modify an existing stylesheet by selecting its name from the list in the Styles window and clicking Modify. The Style Specifications window appears displaying the current name and type and formatting options for the stylesheet. Make any changes to the name or specifications you wish and click OK. Any text you formatted with the stylesheet will be automatically updated with the new options you specify. Click Cancel to restore the original name and specifications for the stylesheet.

You can format text you select or text you type or insert after the insertion point with the type and format specifications you selected in a stylesheet. Select the stylesheet you want to use and click Apply in the Styles window. The options for type and formats you specified in the stylesheet are applied to the selection. The selected text retains its current formats for any type and formatting options you did not specify for the stylesheet.

You can add copies of stylesheets you created in another document to the list in the current document. Click Import in the Styles window, and a dialog box appears listing Ready,Set,Go! documents on the current disk. See the Open command in this chapter for information on this dialog box. The names of any stylesheets in the document you select are added to the list in the Styles window. If an imported stylesheet has the same name as an existing stylesheet in the list, a period and the number 1 (.1) are appended to the added name. You can modify, apply, duplicate, or delete the stylesheets you import just as you can the ones you create in the current document.

Often it is easier to modify an existing stylesheet than to create a stylesheet from scratch. Select the name of the stylesheet you want to modify without losing the original from the list in the Styles window and click Duplicate. The stylesheet you select is duplicated, a period and the number 1 (.1) are appended to the original name, and the new name is added to the list. Then you can modify or delete the duplicate as you would any other stylesheet in the list.

You can delete any stylesheet from the current document by selecting its name in the list in the Styles window and clicking Delete. Click OK in the dialog box that appears to warn you about what you are doing, or click Cancel if you clicked Delete accidentally. When you click OK, the stylesheet is deleted and its name is removed from the list.

The Menus

You can create a character shortcut for any stylesheet by adding a slash (/) and any character you can type to the end of its name. Then you can apply the stylesheet to any selected text or insertion point by holding down the Command key and typing H and then quickly typing the character you assigned to the stylesheet. The stylesheet is applied to your selection without opening the Styles window.

If you format text with a stylesheet, you cannot use commands from the menus to change any of the type or formatting options you specified in the stylesheet you used, though type or formatting options you didn't specify in the stylesheet can be altered in this way. See "Remove Styles" in this chapter for more information.

Remove Styles

Allows you to use menu commands to modify the type and formatting of any selected text that was formatted with a stylesheet. Remove Styles does not alter the current formats of type you select. If you select text and choose Remove Styles, its formats are not altered if you modify the stylesheet you originally used to format it. If no text or insertion point is selected, this command is dimmed in the menu.

Glossaries...

Allows you to name, rename, and store frequently used text as a glossary and paste it at the insertion point in any text block. It also allows you to import glossaries you created in another document so you can use them in your current document.

When you choose Glossaries, a window appears displaying a scrolling list of the glossaries for the current document.

You define the text and type styles you want to save as a glossary by typing it in a text block, selecting it, and choosing the Glossaries command. Click Define in the Glossaries window, and a dialog box appears prompting you to type a name for the new glossary. Type the name and click OK, and the new glossary name is added to the list of glossaries for the current document. The new name is selected in the list, and the beginning of its contents is displayed at the bottom of the Glossaries window.

You can rename an existing glossary by selecting its name from the list in the Glossaries window and clicking Rename. A dialog box prompts you for the new name for the glossary. Type the new name and click OK, and the new name replaces the old one in the scrolling list.

You can paste the contents of an existing glossary at the insertion point by selecting its name from the scrolling list in the Glossaries window and clicking Paste.

You can add copies of glossaries you created in another document to the current document. You click Import in the Glossaries window, and a dialog box appears listing Ready,Set,Go! documents on the current disk. See the Open command in this chapter for information on this dialog box. The names of any glossaries in the document you select are added to the list in the Glossaries window. If an imported glossary has the same name as an existing glossary in the list, a period and the number 1 (.1) are appended to the added name. You can rename, paste, or delete the glossaries you import just as you can the ones you create in the current document.

You can delete any glossary from the current document by selecting its name from the list in the Glossaries window and clicking Delete. Click OK in the dialog box that appears to warn you about what you are doing, or click Cancel if you clicked Delete accidentally. When you click OK, the glossary is deleted and its name is removed from the list.

You can create a character shortcut for any glossary by adding a slash (/) and any character you can type to the end of its name. Then you can paste the glossary at the insertion point by holding down the Command key and typing G and then quickly typing the character you assigned to the glossary. The glossary is pasted at the insertion point without opening the Glossaries window.

The Menu

Check Spelling

Checks the spelling of each word from after the currently selected text or insertion point to the end of a text block or chain of linked blocks. This command is dimmed if no text or insertion point is selected or if the RSG Dictionary is not in the same folder as the Ready,Set,Go! application.

Check Spelling compares each word to the spelling rules in the RSG Dictionary and the list of words in the User Dictionary—if you have created one and it is also in the same folder as the Ready,Set,Go! application. When Ready,Set,Go! finds a word that is misspelled or unknown, it stops the search and selects the word. You can then edit the word, ask for a suggested spelling, or add the word to the User Dictionary. See the Suggest Spelling and Add Word commands and “The Application Disk” in this chapter for more information.

Choose Check Spelling again to continue the search. If no misspelled or unknown words are found, the current selection or insertion point stays selected.

Suggest Spelling...

Allows you to view a list of spelling suggestions from the RSG Dictionary and User Dictionary for any word you select. This command is dimmed if no text or insertion point is selected or if the RSG Dictionary is not in the same folder as the Ready,Set,Go! application.

If you have selected one entire word—and not any spaces or punctuation before or after it—a window appears with a scrolling list of suggested spellings for that word. The list is in alphabetical order, and the first word is selected in the list and in the box below it. You can select the correctly spelled word you want from the list and edit it in the box below the list to correct capitalization or make any other changes you want.

If you click Replace, the word selected in the box below the list replaces the word you selected in the text block. If you click Cancel, no changes are made.

The Special Menu

Special	
Facing Pages	⌘E
Size To Fit	⌘1
Half Size	⌘2
75% Size	⌘3
✓Actual Size	⌘4
Double Size	⌘5
Insert Page(s)...	
Delete Page(s)...	
Go To Page...	
Preferences...	
Snap To	
✓Use Master	
Design Grids...	
Alignment...	

Add Word

Allows you to add a word you select to a permanent file named User Dictionary. Ready,Set,Go! uses this dictionary as a supplement to the RSG Dictionary when you choose the Check Spelling and Suggest Spelling commands. This command is particularly useful for recording proper names and special terms that the RSG Dictionary doesn't recognize when you check spelling. The User Dictionary must be named User Dictionary and be in the same folder as the Ready,Set,Go! application. See "User Dictionary" in this chapter for more information. This command is dimmed if no text or insertion point is selected or if the RSG Dictionary is not in the same folder as the Ready,Set,Go! application.

The Special menu has commands for working with single pages or facing pages (spreads) and selected objects in the active document window. With these commands, you can display a page or facing pages in different sizes. You can add or delete pages or spreads or go to a page you want. You can select your preferences for the current document for units of measure; screen displays of grids, rulers, the print area, and blocks; the display and treatment of screen fonts; and page numbering. You can set up grids and activate them. You can activate and deactivate the master pages. You can also align objects.

Facing Pages

Displays both the current page and its facing page in the active windows. You can work with facing pages exactly as you do with single pages and display them at any size you choose in the Special menu.

Working with facing pages is particularly useful if you are creating pages by the spread, as is done with many books and magazines. You can position any object so that it crosses from one page to the other and even run text around it on both pages. However, if you create spreads with objects that cross pages, you must stay in Facing Pages view as you work and print. If you return to a single-page view, those objects will only appear as part of the left page of each spread and you will lose both those objects and any runarounds on the right pages. Also, be aware that no object will print where it crosses the nonprinting area between the two pages' print areas unless you select Tiling with the Page Setup command.

The Menus

If you have chosen Facing Pages just to view a spread in a document without objects that cross pages, you can choose this command again to view only one page in the active window at a time. This command is checked in the menu when facing pages are displayed.

Size To Fit

Reduces or enlarges a page or facing pages so that all of the page or pages fit in the active window, no matter what size the window is. The scroll bars are inactive because the entire page is always visible. This command is checked in the menu when it's chosen.

Half Size

Displays a page or facing pages at 50 percent of actual size. You can use the scroll bars to go to any part of the page or facing pages that isn't visible. This command is checked in the menu when it's chosen.

75% Size

Displays a page or facing pages at 75 percent of actual size. You can use the scroll bars to go to any part of the page or facing pages that isn't visible. This command is checked in the menu when it's chosen.

Actual Size

Displays a page or facing pages at the same size as they will print, as determined by the Page Setup and Printer Setup options. You can use the scroll bars to go to any part of the page or facing pages that isn't visible. This command is checked in the menu when it's chosen.

The first time you open a document, it displays a US Letter page (8.5 by 11 inches) at its actual size. However, if you save a document with a different page size or display size, it opens with the sizes you last saved.

Double Size

Displays a page or facing pages at 200 percent of actual size. You can use the scroll bars to go to any part of the page or facing pages that isn't visible. This command is checked in the menu when it's chosen.

Insert Page(s)...

Adds one or more pages before or after the current document page. You can't use this command if the current page is a master page.

A dialog box prompts you for the number of pages you want to add. The number is limited only by the available memory in your Macintosh. (See "Available Memory" in this chapter for more information.) You can insert the page or pages before or after the current page, and they can be blank or duplicates of the current page. The preset options are 1 page, Insert After Current Page, and Insert Blank Page.

If you click Duplicate Current Page, you can indicate how text blocks on the duplicate page should be linked. Only the text blocks themselves are duplicated, not any text in them. You click None if you don't want to link the text blocks. You click Local if you want to link the text blocks on the duplicate page to one another but not to blocks on other pages. You click Global if you want to link the text blocks to one another and to any linked blocks on the previous and following pages.

Clicking OK inserts the specified number of pages. The inserted page, or the first page in a group of inserted pages, becomes the current page in the window. Page numbers are reassigned, if necessary, in the page scroll bar. The master page objects that appear on an existing page may change if the page changes from an even-numbered page to an odd-numbered page (or vice versa) because you inserted pages.

If you have facing pages displayed in the active window, this command changes to Insert Spreads in the menu. The dialog box then prompts you for the same options, but they apply to pairs of facing pages instead of single pages.

The Menu

Delete Page(s)...

Deletes a page or range of pages that you specify. You can't use this command if the current page is a master page.

A dialog box displays the number of the current page (which is also the page selected in the page scroll bar) as the starting and ending page of the range to be deleted. You can change the range by typing the numbers of the first and last pages you want to delete. You delete one page by typing its number in both blanks.

Clicking OK deletes the specified pages, and the page before the deleted page becomes the current page in the window. (If the first page is deleted, the following page becomes the current page.) Page numbers are reassigned, if necessary, in the page scroll bar. The master page objects that appear on an existing page may change if the page changes from an even-numbered page to an odd-numbered page (or vice versa) because you deleted pages.

CAUTION! The page range you specify with Delete Page(s) refers to the order of the pages in your document, as displayed in the page scroll bar. If you have specified a starting page number other than 1 with the Preferences command, page numbers that appear on the pages will not be the same as their order in the document.

Go To Page...

Displays the page whose number you specify in the dialog box. This command is particularly useful if you are working with a long document and don't want to scroll the page scroll bar to find the icon with the page number you want. If you enter a number that's higher than any existing page, Ready,Set,Go! displays the last page in the document. You can't use this command to go to a master page.

Preferences...

Allows you to preset your options for several of the features in Ready,Set,Go! These include the measurement scale; page numbering; screen displays of the grid, rulers, print area, and blocks; and the display and treatment of screen fonts.

● **Units** of measure may be in inches, centimeters, or picas and points. This scale is used for the units of measure of the ruler on the page and in the Tabs window, and for measurements that you specify with commands in the File, Edit, Format, Text, and Special menus. The preset option is inches.

● **Starting Page Number** is the number you assign to the first page of the document, which appears in the page scroll bar as page 1. You can insert the page number directly in a text block on any page of the document by holding down the Command, Option, and Shift keys while pressing the 3 key. If you type the same thing on a master page, two number signs (##) appear and the page number is entered automatically on corresponding pages of the document. If the position of a page with automatic numbering is changed, the page number also changes to reflect the page's new position.

● **Show Grid, Show Rulers, Show Print Area, and Show Block Outlines** display or hide these items in the window. When you first open a document, no grid is displayed. If you set up a grid with the Design Grids command, it is automatically displayed and active. You can hide it and make it inactive by deselecting the Show Grid option. If you select the Show Grid option, the last grid specified in the Design Grids dialog box appears.

Every document window opens with rulers in the scale that you choose. You can deselect the Show Ruler option to hide the rulers in the active window. Select the Show Ruler option to show the rulers again.

The portion of the page size you select with the Page Setup command on which your printer can print—the print area—is indicated on each page in a window by a dotted line. See the Page Setup command for more information. You can hide the dotted line that indicates the print area by deselecting Show Print Area. Select Show Print Area to show the dotted line again.

The Menus

When you create a text or picture block, Ready,Set,Go! displays its outline on the page. Deselect the Show Block Outlines option to hide these outlines. Select Show Block Outlines to show them again.

● **Use Fractional Widths** determines the number of characters that can fit on a line more precisely than it can by just using the bit map of each character in a screen font, but the screen display may not be as clear. Using this option also results in more perfect alignment of the right edges of justified lines when you print. Select Use Fractional Widths if you are printing with a LaserWriter to take advantage of this feature. If you are printing with an ImageWriter, do not select this option because the ImageWriter prints exactly what is displayed on the screen. This option has no effect on a Macintosh 512K.

● **Disable Font Scaling** makes screen font sizes that are not installed in your System file easier to work with. Normally, the Macintosh creates a bit map for those sizes of fonts from a size that is installed, but these can be difficult or impossible to read, especially in small sizes. You can select the Disable Font Scaling option if you are printing with a LaserWriter. Odd sizes of fonts are displayed in a size that is installed in the System file, and character spacing and line fit are not altered. Do not select Disable Font Scaling if you are printing with an ImageWriter because it prints exactly what appears on the screen. This option has no effect on a Macintosh 512K.

Snap To

Activates or deactivates the grid if it is displayed. When the grid is active, new objects and objects you resize automatically “snap” to the nearest grid lines. Existing objects are not affected. The grid is active when the command is checked.

The command is dimmed and the grid is inactive if no grid has been selected or defined in the Design Grids dialog box or if the Show Grids option in the Preferences dialog box is not selected.

Use Master

Activates and deactivates the master page elements on the current page. Master page elements appear, and cannot be altered, on the corresponding pages of the document if Use Master is chosen. Choosing this command affects only the current page. The command is checked in the menu when the master pages are active for the current page.

Design Grids...

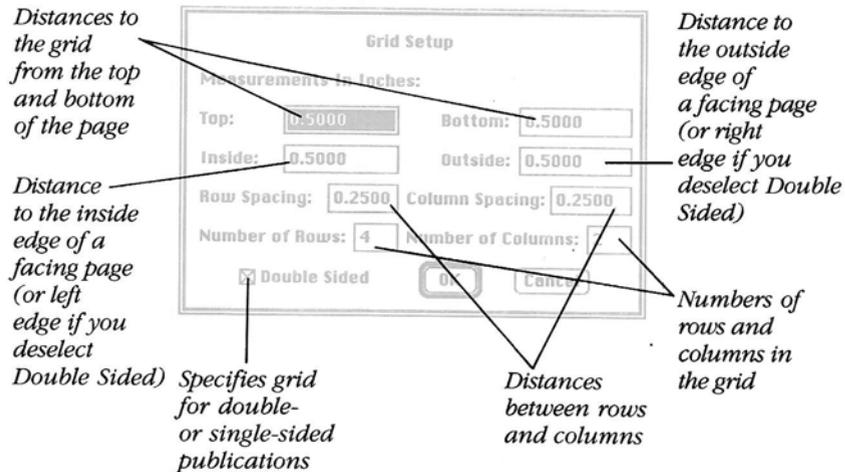
Sets up a grid for the entire document. You can select one of eight preset grids or define one of your own.

A dialog box displays the eight preset grid options. These use preset margins, rows, columns, and spacing between rows and columns. You can click a grid option and click OK to activate a grid and display it in the document window. If you choose Design Grids, click Grid Setup, and then click OK, the Grid Setup dialog box displays the preset specifications for the active grid.

You can also create your own custom grid by clicking Grid Setup, clicking OK, and typing your own specifications in the Grid Setup dialog box. The specifications use the units of measure you select with the Preferences command.

Most publications are printed on both sides of each sheet of paper, so Double Sided is preset in the Grid Setup dialog box. This allows you to set margins for the inside—nearest the binding—and outside of each page, which switches depending on whether you are viewing a right or a left page. Deselect Double Sided if your publication will be printed on only one side of each sheet of paper. The Inside and Outside margin specifications change to Left and Right, because the inside is on the left on every page.

The Menus



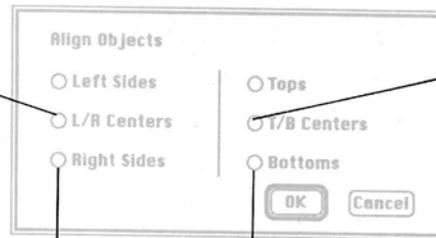
Clicking OK activates the grid and displays it in the document window. The Show Grid option in the Preferences dialog box is selected, and the Snap To command is automatically checked.

If the page size on the screen changes because you change the Page Size or Printer Setup options, the grid specifications do not change, but the grid rectangles change size to accommodate the change. If the grid extends beyond the print area and is active, objects that you create may snap into a position beyond the print area and will not print. It's best to specify the grid again.

Alignment...

Aligns selected objects vertically, horizontally, or both, along their sides or center axis, depending on the options you select in the dialog box. This command is dimmed unless two or more objects are selected. Locked objects are not affected by this command.

*Aligns along
"center lines"
between
the sides*



*Aligns along
"center
lines" between
the tops
and bottoms*

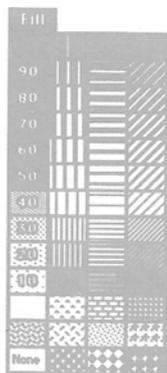
*Options
in this column
change
horizontal
alignment.*

*Options
in this column
change
vertical
alignment.*

If you click Left Sides or Right Sides, objects move to align with the side of the object that's farthest to the left or right. If you click Tops or Bottoms, objects move to align with the edge of the object that's nearest the top or bottom of the page. If you click L/R Centers or T/B Centers, Ready,Set,Go! calculates a vertical or horizontal center "line" along which it aligns the objects.

The Menus

The Fill Menu



The Fill menu contains 52 patterns that you can choose to fill the area inside text blocks, rectangles, rounded rectangles, or ovals. The chosen pattern immediately fills one of these objects when you create it. You can also change an object's fill pattern at any time by selecting it and choosing a new pattern from the menu. See "The Lines Menu" and "The Pen Menu" in this chapter if you want to change the borders of objects.

When you start Ready,Set,Go! the preset pattern is None, which is transparent. If an object filled with None overlaps a text block, you can see the text through it.

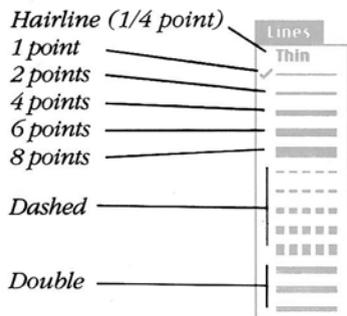
The Fill menu includes black, white, and no (transparent) patterns; horizontal, vertical, and diagonal stripe patterns in varying widths; some standard Macintosh patterns; and nine shades of gray.

The Lines Menu

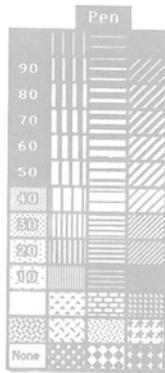


The Lines menu contains styles and thicknesses for the lines and borders of the graphic objects you draw. The current line for a selected object is checked in the menu. The preset line style and thickness is an unbroken line, 1 point thick.

The Thin line is a hairline, only 1/4 point thick. Only a high-resolution printer—such as a PostScript phototypesetter—can print that fine a line. On the LaserWriter, the Thin line will print a bit thicker than 1/4 point. On an ImageWriter, the Thin line will print at the same thickness as the 1-point line. The Thin line and the 1-point line appear to be the same thickness on the screen because the dots on the screen are only 1 point square.



The Pen Menu



The Pen menu contains 52 patterns that you can choose as patterns for lines and the borders of rectangles, rounded rectangles, and ovals. The patterns are the same as in the Fill menu. The chosen pattern appears immediately as the line or border pattern when you draw these objects. You can change the pattern of an object's border at any time by selecting the object and choosing a new pattern from the Pen menu. Changing the border of a rectangle, rounded rectangle, or oval does not change its fill pattern, which you change with the Fill menu.

Some patterns—such as None, white, or those with widely spaced dots or lines—may produce an invisible line or border. If so, you can use the object pointer to drag in the area where the object has disappeared. The selection handles then appear, and you can choose another pattern from the Pen menu if you want.

Shortcuts

Opening, Closing, and Saving Documents

Command-N opens a new Ready,Set,Go! document.

Command-O opens the Open dialog box. You can then select an existing Ready,Set,Go! document to open.

Command-Q quits Ready,Set,Go!

Command-S saves the version of the document in the active window, replacing the version on the disk.

Command-W closes the active window.

Designing and Displaying Pages

Command-9 opens the Design Grids dialog box. You can then select a standard grid. Or you can click Grid Setup and then click OK to design your own grid.

Command-E displays facing pages in the currently selected view. For a complete view of facing pages, press Command-E followed by Command-1.

Command-1 displays the current page to fit in the window.

Command-2 displays the current page at half its actual size.

Command-3 displays the current page at 75 percent of its actual size.

Command-4 displays the current page at its actual size.

Command-5 displays the current page at double its actual size.

Command-Option-Shift-3 inserts the page number of the current page at the insertion point. On a master page, the placeholder is ##.

Command-Option-Shift-4 inserts the page number of the page preceding the current page at the insertion point. On a master page, the placeholder is \$\$.

Command-Option-Shift-5 inserts the page number of the page after the current page at the insertion point. On a master page, the placeholder is %%.

Command-Option-Shift-6 inserts at the insertion point the page number of the page on which the text block before the current text block in a chain occurs. On a master page, the placeholder is ^^.

Command-Option-Shift-7 inserts at the insertion point the page number of the page on which the text block after the current text block in a chain occurs. On a master page, the placeholder is &&.

Command-Option-Shift-8 inserts the total number of pages in the current document at the insertion point.

Option + Drag turns the selected tool into the hand tool for moving the page around in the window (unless the insertion pointer is selected). The tool returns to normal when you release the mouse button.

Shortcuts

Working With Objects

Command-A selects all the objects (except master-page objects) on the current page if the object pointer is selected.

Command-C places a copy of the selected object or group of objects on the Clipboard.

Command-D opens the Duplicate dialog box. You can then specify the number of duplicates you want to make and the horizontal and vertical offset.

Command-M opens a Specifications dialog box for each selected object.

Command-V pastes objects from the Clipboard onto the current page in the same position as on the page from which they were cut or copied.

Command-X removes a selected object or group of objects from the page and places it on the Clipboard.

Command-Z restores objects that you've just deleted with the Backspace key or the Cut or Clear command. Also restores the size or position of an object you just resized or moved with the object pointer.

Shape Tool + Shift constrains rectangles to squares, ovals to circles, and diagonal lines to 45-degree angles.

Linking Text Blocks

Linking Tool + Shift + Click adds a text block you Shift-click in before the text block you just clicked in in a chain of blocks.

Linking Tool + Command-Shift + Click splits a chain of text blocks into two chains and makes the text block you Command-Shift-click in the first block in the new chain.

Linking Tool + Option-Shift + Click adds a chain of blocks whose first text block you Option-Shift-click in to another chain of blocks whose first block you just clicked in.

Selecting Text

Command-A selects all the text in a text block (or chain of linked blocks) with an insertion point or selected text.

Command-Option-A selects all the text in a text block with an insertion point or selected text, but not the text in any linked text blocks.

Insertion Pointer + Double-click selects an entire word and the space that follows it. Drag to select additional words, one at a time.

Insertion Pointer + Command + Double-click selects an entire word without the space that follows it. Drag to select additional words, one at a time.

Insertion Pointer + Click Three Times selects an entire line. Drag to select additional lines, one at a time.

Insertion Pointer + Click Four Times selects an entire paragraph. Drag to select additional paragraphs, one at a time.

Insertion Pointer + Drag Across Linked Blocks selects all the text from the insertion point in the first block to the place where you stop dragging in another text block on the same or facing page.

Insertion Pointer + Shift + Click selects all the text in the same or linked text block from the current insertion point to the place where you Shift-click.

Shortcuts

Editing and Formatting Text

Command-B displays selected text or text that you type after the insertion point in bold style. If it's already bold, this key combination cancels the bold style.

Command-C places a copy of the selected text on the Clipboard.

Command-F finds the next occurrence of the text you last specified in the Find dialog box.

Command-I displays selected text or text that you type after the insertion point in italic style. If it's already italic, this key combination cancels the italic style.

Command-J opens the Suggest Spelling window. You can then select one of the suggested spellings for the selected word or type the correct spelling.

Command-K checks the spelling from the insertion point to the end of the text block or chain of linked blocks.

Command-L adds the selected word to the User Dictionary that Ready,Set,Go! checks when you choose the Check Spelling command.

Command-P displays the selected text or text you type after the insertion point in plain style.

Command-R finds the next occurrence of the search text you last specified in the Replace window and replaces it with the replacement text.

Command-T opens the Tabs window if text or an insertion point is selected. You can then set tabs for the current selection.

Command-U displays the selected text or text you type after the insertion point in underline style. If it's already underlined, this key combination cancels the underline style.

Command-V pastes text in the Clipboard at the insertion point in a text block or replaces selected text with the text on the Clipboard.

Using Glossaries and Stylesheets

Command-X removes selected text from the text block and places it on the Clipboard.

Command-Y opens the Type Specifications window. You can then set up type specifications for selected text or text you type after the insertion point.

Command-Z restores text that you've just deleted with the Backspace key or the Cut or Clear command.

Command-G displays the Glossaries window. You can then create a new glossary, or apply, modify, or import an existing glossary.

Command-G + Glossary Character inserts the glossary assigned to the character you type at the insertion point.

Command-H displays the Styles window. You can then create a new stylesheet, or apply, modify, or import an existing stylesheet.

Command-H + Stylesheet Character displays the selected text or text you type after the insertion point according to the type specifications defined for the stylesheet assigned to the character you type.

Entering Date and Time

Command-G + t enters the current time in the hours and minutes (such as 12:15 PM) at the insertion point in a text block.

Command-G + T enters the current time in hours, minutes, and seconds (such as 12:15:45 PM) at the insertion point in a text block.

Command-G + d enters the current date in the format month/day/year at the insertion point in a text block.

Command-G + D enters the current date as a complete date (such as Saturday, September 26, 1987) at the insertion point in a text block.

Command-G + Option-d enters the complete date in abbreviated form (such as Sat, Sep 26, 1987) at the insertion point in a text block.



Glossary

Application Disk: The Ready,Set,Go! disk that contains the application, an Example folder, and the Hyphenation Exceptions and User Dictionary files.

Baseline: An imaginary line on which the bottom of most uppercase letters rests.

Camera-ready: Art or text copy that is ready to be photographed for reproduction.

Clipboard: The place where copied or cut text or graphics is stored. You can use the Clipboard to paste text or graphics into a Ready,Set,Go! document.

Desk accessory: An application that you can open from the Apple menu when you're in Ready,Set,Go! The Chooser and the Scrapbook are examples of desk accessories.

Desktop: The work area on a Macintosh screen on which you arrange the windows you work in.

Dialog box: A request for more information in order to complete a command.

Document: Anything you create with a Macintosh application. You can create documents in Ready,Set,Go! or import them from other applications.

Font: A set of letters, numbers, and other characters with a consistent look and size. Ready,Set,Go! comes with three ImageWriter fonts (Geneva, Chicago, and Monaco) and two LaserWriter fonts (Helvetica and Times).

Glossary: Text you use repeatedly in Ready,Set,Go! that you name and store in a list. You can insert a glossary anywhere in a document.

Graphic object: An object that you draw directly on a Ready,Set,Go! page with one of the shape tools. It can be a line, a rectangle, a rounded rectangle, or an oval, and you can give its interior or border a pattern. A graphic object is a type of Ready,Set,Go! object.

Glossary

Grid: A nonprinting pattern of rectangles on your page that helps you lay out your objects. You can activate the grid so that objects you draw “snap” to fit the rectangles, or you can turn the grid off and just use its rectangles as guidelines for placing the objects yourself.

Hanging indent: An indent of the second and any following lines of text in a paragraph to the right of the beginning of the first line. Also the alignment of subsequent lines with the first word of an item in a list.

Hierarchical file system: A system for storing files on disks that uses folders to organize your material. A folder can hold documents, applications, and other folders. You open a folder just as you open a document—by double-clicking its name in a dialog box.

Insertion point: The place in a text block where text will be added. You select it with the insertion pointer. An insertion point looks like a blinking vertical line.

Kern: To reduce the space between two characters.

Letterspace: To add space between two characters.

Link: To join text blocks in a “chain” so that the text flows from one block to another. If you alter the text in one linked block, the other blocks will be adjusted automatically.

Margin: The white space surrounding the art and text on your page.

Master page: A page that contains all the repeating elements—such as running heads—for the pages in your document. You have a master page for both your left pages and your right pages.

Object: What you draw on your Ready,Set,Go! page. There are three types of objects: text blocks, picture blocks, and graphic objects.

Pica: Twelve points, or about 1/6 of an inch. The pica is a publishing unit of measure for size and distances of text and art within a page.

Picture block: A place on your page where you put a picture. A picture block is a type of Ready,Set,Go! object.

Point: There are 12 points in a pica and about 72 points in an inch. The point is a publishing unit of measure.

Reverse: Light-colored type or graphics on a dark-colored background.

Stylesheet: In Ready,Set,Go! a combination of font, type style, type size, and formats that you define, give a name to, and store in a list. You can apply a preset style to any selected text in a document.

System Disk: The Ready,Set,Go! disk that contains the system software necessary to start up your Macintosh and the resources to print with the ImageWriter and LaserWriter printers.

Text block: A place on your page where you put text. A text block is a type of Ready,Set,Go! object.

Text runaround: The flow of text around a picture, a graphic object, or other text on a page.

Tile: A section of a printed page. You use tiles when the page you're printing is larger than the paper your printer can handle. You print the sections separately and paste them together.

Window: An area on the desktop that contains a document page. You can have as many windows open as the internal memory in your Macintosh allows, but only one window at a time—the front one—is active.

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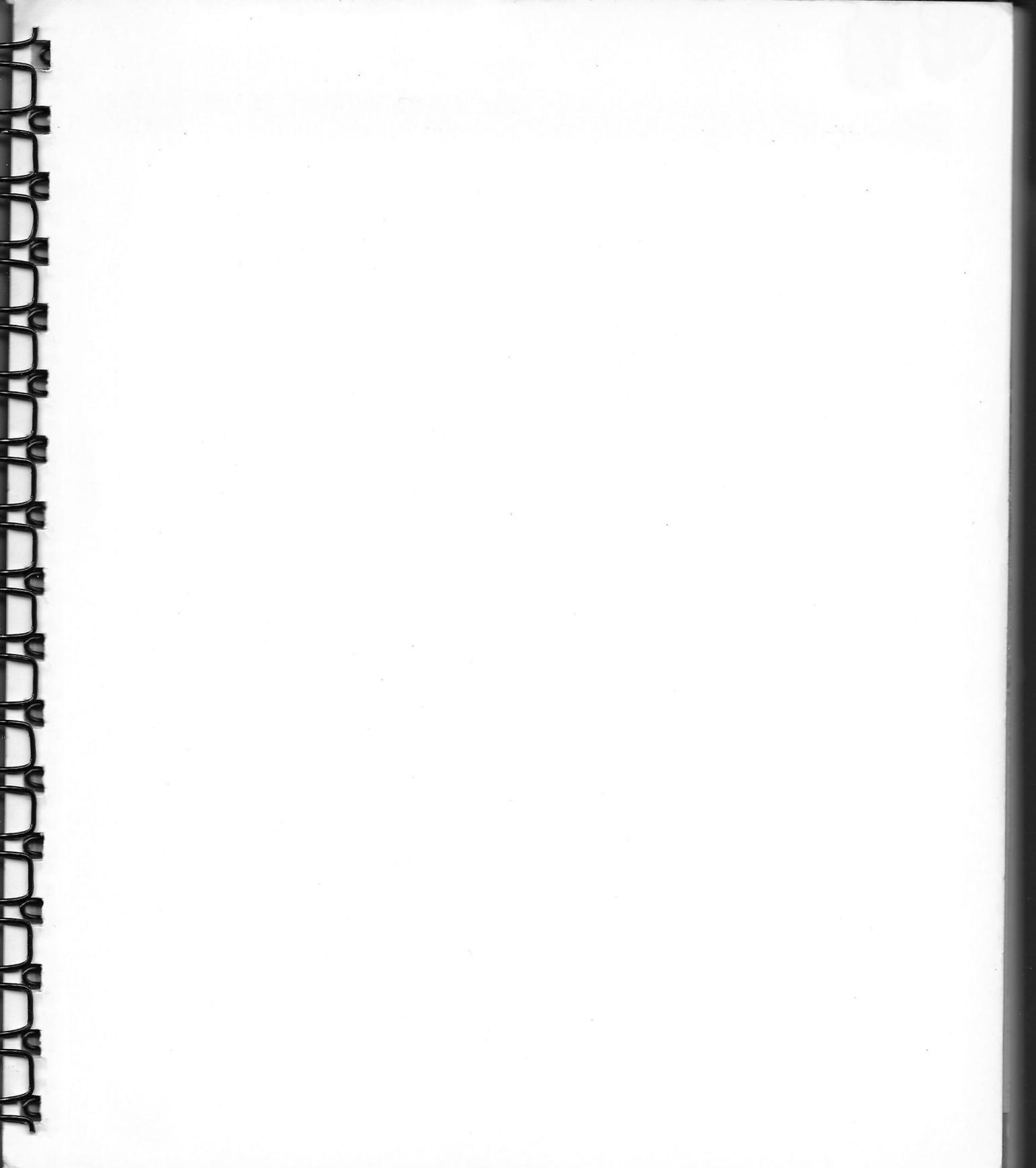
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