

MEDLEY™

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Medley consultation by IOTA.

**We wish to thank the following for their contribution
to the development of Medley:**

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Benjamin Chambers, Jim Price, and Lynn Allen.

MEDLEY

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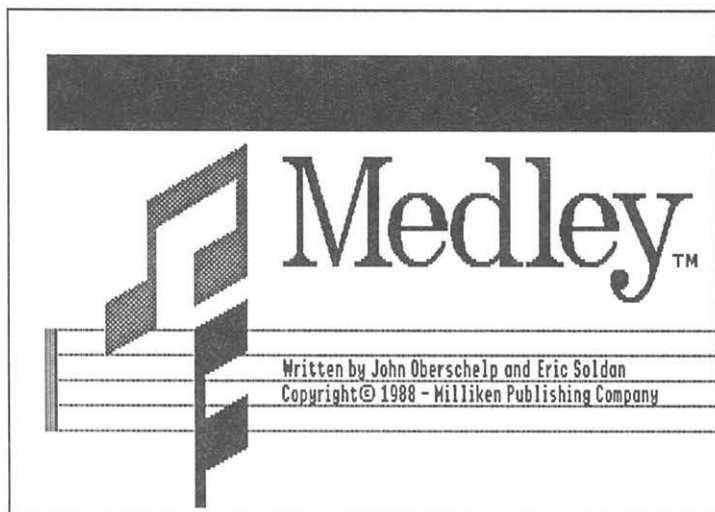
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INTRODUCTION

WELCOME

Welcome to Medley -- the integrated Desktop Publishing program for the Apple IIGS! Medley combines all three areas of Desktop Publishing (word processing, artwork, and page layout) into one program. Now Desktop Publishing is truly a one-stop process, requiring no switching to different programs. Medley incorporates several unique features which allow you to create more sophisticated documents than ever before. Among them are the ability to wrap words around any shape or object (not just rectangles), an 80,000 word spell checker, an on-screen thesaurus, and a 500 picture "clip-art" disk. The possibilities of Medley are virtually limitless.

In order to take full advantage of the features available to you in Medley, please take the time to read through this manual. It will guide you through the process of creating a document, and serve as a resource for any questions you may have.



WHAT YOU'LL NEED

- * An Apple IIGS with a fully populated one megabyte RAM expansion card (1.25 megabytes total in the computer) and a monochrome monitor.
- * One 3.5" disk drive.
- * A blank, formatted 3.5" disk for storing your document files.
- * A second 3.5" disk drive or hard disk, color RGB monitor, and printer are recommended, but optional.

IMPORTANT NOTE:

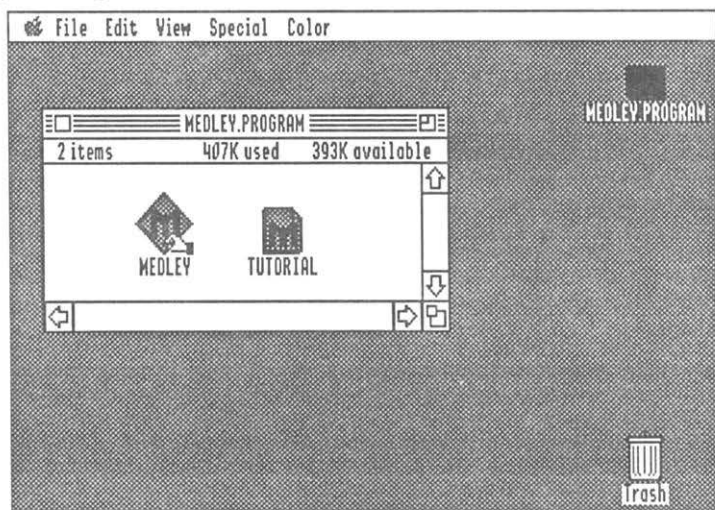
If your computer has the minimum amount of RAM required (1.25 megabytes), be sure to set your RAM Disk Size to "zero" for both the minimum and maximum memory options from the Control Panel. See your Apple IIGS Owner's Manual for instructions if you do not know how to do this. If you have to reset the RAM Disk, be sure to turn your computer off, and then back on again. If you do not do this, the computer may not recognize that the RAM Disk size has been changed.

Medley is segmented so that separate parts will load into the computer as they are needed. The first segment to load contains most of the word processor. Once a segment is loaded, it stays in memory so that you do not have to wait for it to load again. The exception is if the available RAM becomes filled, and another segment is trying to load. Medley will then flush the other segments from memory while the new segment loads. No information from your document will be lost while this happens. Due to this feature, more RAM in your computer means less possible disk accessing. If you have enough RAM (at least 2 Megabytes), you can create a RAM disk upon which the entire program can be loaded.

SOME IMPORTANT TERMS

Listed below are some general terms pertaining to Medley and the Apple IIGS user interface. These terms are used frequently throughout this manual and it would be to your advantage if you are familiar with their definitions.

APPLE IIGS FINDER -- The screen that appears first when Medley is loaded. The Finder will show a graphic representation of all disk drives available on your IIGS system (floppies, hard disks, and RAM disks). To see a list of files available on a given drive, double-click on the drive icon. Files can be opened, closed, copied, organized, and deleted from the Finder.



AREAS -- All areas referred to in this manual are "art areas." An art area is a closed shape (rectangle, round rectangle, oval, or polygon) into which art or text can be placed. Areas are designated by borders which can be visible or invisible. Areas can be placed anywhere within a document, and text will always wrap around them.

AUXILIARY DICTIONARY -- A listing of words added by the user in addition to the 80,000 word Medley spell check dictionary. The

spell checker cross-checks all words in a document against a list of known words. If an auxiliary dictionary is opened, then the words in that dictionary will not be flagged by the spell checker, no matter which document is being checked.

BUTTON -- A small oval with a command inside its borders, usually appearing in a dialog box. Clicking on a button will activate the command. Buttons with double borders are the default buttons, and pressing the **Return** key will also activate them.

CLICK -- Pushing down and letting up on the mouse button.

CLICK AND DRAG -- Hold down the mouse button while you move the mouse.

CLIPBOARD -- This is used to delete, move, or copy any text or artwork. Text or art is moved or copied from the document to the "Clipboard" and held there until it is taken off and placed elsewhere.

CLOSE BOX -- The small square box on the left side of the Title Bar. Click inside the Close Box if you are done working on your document and wish to quit. This works just like the *Close* command in the **File** menu.

COMMAND KEY -- The key just to the left of the **Space Bar**, designated with a ⌘ symbol and an open apple. Often times, keys used in conjunction with this key constitute short-cuts to many of the menu commands. If you have a IIe that has been upgraded to a IIGS, the **Command** key is designated by only the open apple.

CONTROL PANEL -- Allows you to change the configuration (clock time, monitor colors, printer slots, RAM memory, etc.) of your Apple IIGS computer. The Control Panel can be accessed at any time by pressing the **Command / Control / ESC** keys. To make sure that the computer recognizes a Control Panel change, the computer should be turned off, and then back on again after the Control Panel is accessed.

CURSOR -- The flashing vertical line when you are in the *Text* mode. The cursor signifies the point at which any new text will appear when entered.

DEFAULT -- When a new Medley file is opened the program assumes, or defaults to, certain basic characteristics (e.g. the font is Shaston size 8, the margins are set at 1.5" from top and bottom, the lines are single spaced, etc.). These characteristics can be changed to alter the appearance of your document.

DESKTOP -- Any document window that is open is considered to be on the "Desktop." Although up to ten documents can be on the Desktop at one time, only one document is active and is able to be worked on.

DIALOG BOX -- Special windows that pop up for many of the pull-down menu commands, providing further options. In any dialog box, a button (command) that is outlined by double lines instead of a single line can be activated by pressing the **Return** key as well as by clicking on it.

DIRECTORY -- The listing of files and folders on a disk. Folders are often known as "subdirectories" since they can contain their own listings of files and folders.

DOCUMENT DICTIONARY -- A listing of words added by the user in addition to the 80,000 word Medley spell check dictionary. The spell checker cross-checks all words in a document against a list of known words. Words added to a document dictionary will modify the list of known words only for the individual document under which it was created. Words added to one document dictionary will be flagged if a different document is spell checked.

DOUBLE-CLICK -- Clicking the mouse twice, rapidly.

DRAGGING -- Moving the mouse while the mouse button is held down.

FILE -- Any document is considered a file. Saved documents are stored on a disk under file names that you give them.

FOLDER -- Many files (individual documents) can be organized and placed into folders. This keeps the list of files from becoming too cluttered. Folders can also be placed within folders.

FONT -- A complete set of letters, numbers, and symbols -- all with the same design characteristics.

GLOBAL -- Any change that affects the entire document is referred to as a global change. For example, if an art area is placed in the same spot on every page, it is called "global art."

GRAYED OUT -- Menu commands that are showing in gray - not black. This signifies that the command cannot be activated at that time.

HIGHLIGHT -- When text or a menu command is selected it will become highlighted -- the text will be white, reversed out of a black background.

ICON -- A small picture displayed on the screen, representing things such as files, folders, and programs. For example, the Medley icon is:



MENU -- A list of options available to you. The menus in Medley are "pull-downs," meaning that clicking on the menu header (title) will cause the options available under that header to appear.

MENU BAR -- The line of text at the top of the screen where all the "pull-down" menu headers are listed. Clicking the mouse on any of these headers (including the Apple insignia) will cause a list of options to drop down.

OPTION KEY -- Located to the left of the **Command** key and labeled "option." If you have a IIe that has been upgraded to a IIGS, the **Option** key is just to the right of the **Space Bar** and has a solid apple on it.

PAGE PART -- An art area that has been turned into a text area with the *Convert Areas* command. *Page Parts* can be resized and moved

like art areas, but they are actually miniature pages. As such, the text within them can be formatted and manipulated just as with a full-sized page.

PIXEL -- Short for "picture element." Pixels are very small dots that measure 80 per inch horizontally, and 32 per inch vertically.

POINTER -- The object that moves on the screen when you move the mouse. The pointer can assume several shapes. In the *Text* mode it is represented by an "I-Beam" or an arrow, depending whether or not you have moved the pointer into a text area. In the *Paint Tool*, the pointer is represented by a paint bucket, pencil, eraser, or one of several other objects.

PULL TABS -- Small black squares located on the sides of art areas when they are selected. Clicking and dragging a pull tab allows you to resize the art area.

RESIZE BOX -- Located in the lower right corner of the document window. Clicking and dragging this box allows you to change the size of the document window.

SCROLL BARS -- Positioning the mouse pointer on any of the arrows in the scroll bars (far right and bottom of the document window) and holding down the button will cause the document to move ("scroll") up, down, left, or right. If you click inside the gray shaded area, the document will scroll the length of one window per click. If you position the pointer in the white box within the scroll bar and click and drag, the distance you scroll the document will be proportional to the distance you drag the white box.

TEXT MODE -- Whenever you are able to enter and format text, you are in the word processor, or *Text* mode.

TITLE BAR -- Located at the top of the document window, below the Menu Bar. The title you give to your document is displayed here. (All new documents are displayed as "Untitled.")

WINDOW -- Any document that appears on the Desktop is in the form of a window. This means that it can be closed, resized, repositioned,

or remain on the Desktop with many other windows. If multiple windows are on the Desktop, click on any window to make it the active one.

GETTING STARTED

NOTE: *If your computer has the minimum amount of RAM required (1.25 megabytes), be sure to set your RAM Disk size to "zero" for both the minimum and maximum memory options from the Control Panel. See your Apple IIGS Owner's Manual for instructions if you do not know how to do this. If you have to reset the RAM Disk, be sure to turn your computer off, and then back on again. If you do not do this, the computer may not recognize that the RAM Disk size has been changed.*

BACKING UP THE MASTER DISKS

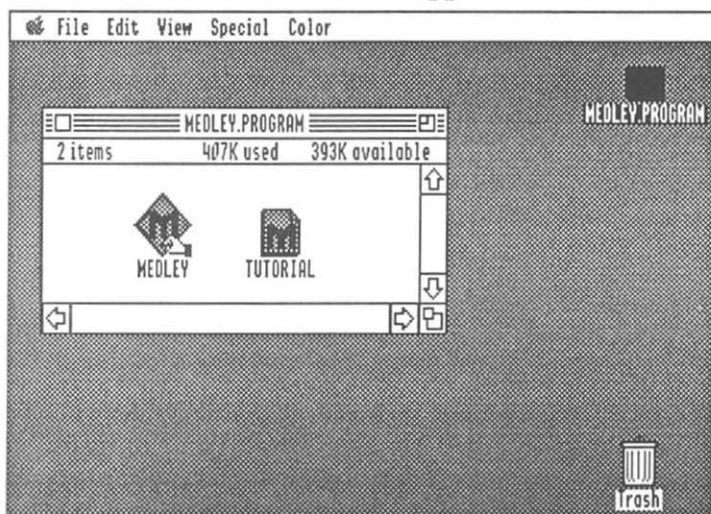
Medley comes with four disks: the Medley Startup disk, the Medley Program disk, the Dictionary disk, and the Clip Art disk. All are unprotected so that you can make working copies. Once you have made the copies, put the originals away in a safe place in case your working copies are damaged. Copies of these disks may be made for your own personal use only. Please read the License Agreement for complete details.

The Medley disks may be copied in the same manner as any other Apple IIGS disk: by using the System Utilities which are located on the Apple IIGS System Disk, or by dragging icons from one disk to another on the Finder desktop. See the Apple IIGS System Disk manual for complete details.

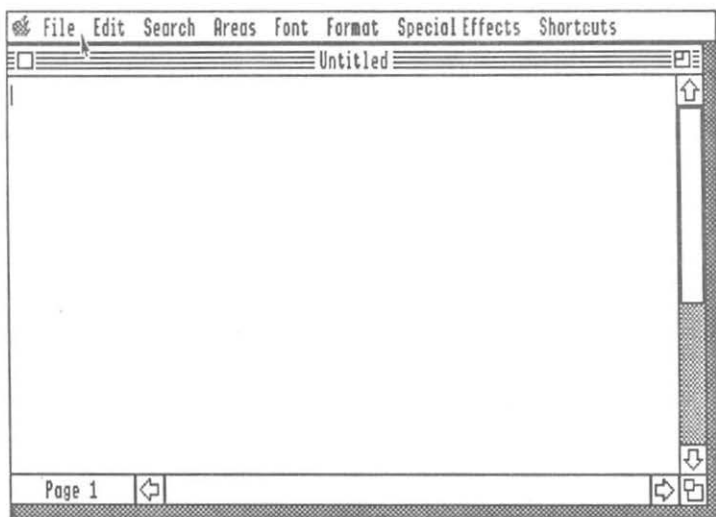
LOADING MEDLEY WITH ONE DISK DRIVE

1. Insert the Medley Startup disk into the disk drive, label side up. Turn on the monitor and computer.
-
-

2. After a while, the *HGS Finder* will appear on the screen.



3. Eject the Startup disk and insert the Medley Program disk. You will see an icon for the Program disk. Double-click the Medley Program disk icon. A dialog box will now appear showing the Medley file icon. Double-click the Medley file icon. The Medley title screen will appear.
4. Shortly thereafter, a message will appear telling you to insert the Startup Disk. Eject the Program disk, insert the Startup disk, and press the **Return** key.
5. After the program loads for a while, the blank Medley word processing screen will appear.

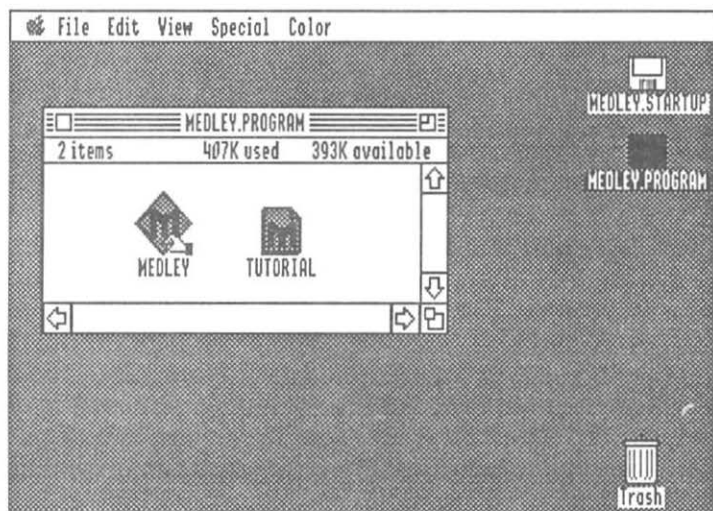


Eject the Startup disk and insert the Program disk. You can now enter text as in any other word processor, or pull down the **File** menu and select "Open Document" to open any pre-existing files. The Program disk should be kept in the drive as much as possible. There are files on the disk that the computer needs to access from time to time. If the computer looks for and does not find the Program disk, you will be prompted to reinsert it. *Since all fonts (type styles) are stored on the Startup disk, any font changes will require you to reinsert the Startup disk.* This includes documents that are opened with different fonts already in them. If the Startup disk is not in your disk drive, and you have selected a font change or opened a file, a dialog box will appear instructing you to insert the Startup disk. Eject the Program disk and insert the Startup disk. Once the fonts have loaded, you can reinsert the Program disk.

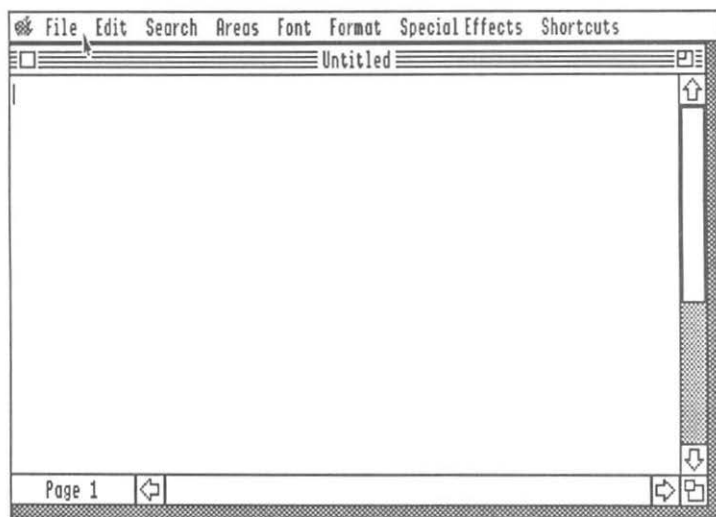
To save your document once you are finished, please see "Saving a Document."

LOADING MEDLEY WITH TWO DISK DRIVES

1. Insert the Medley Startup disk in drive #1, and the Medley Program disk in drive #2 -- label side up. Turn on the monitor and computer.
2. After a while, the *IIGS Finder* will appear on the screen.



3. You will see an icon for the Medley Program disk. Double-click the Program disk icon. A dialog box will now appear showing the Medley file icon. Double-click the Medley file Icon. The Medley title screen will appear.
4. After the program loads for a while, the blank Medley word processing screen will appear.



You can enter text here as in any other word processor, or pull down the **File** menu and select "Open Document" to open any pre-existing files. The Program disk should be kept in one of the drives as much as possible. There are files on the disk that the computer needs to access from time to time. If the computer looks for and does not find the Program disk, you will be prompted to reinsert it. *Since all fonts (type styles) are stored on the Startup disk, any font changes will require that the Startup disk is in one of the drives.* This includes documents that are opened with different fonts already in them. If the Startup disk is not in a drive after you have selected a font change or opened a file, a dialog box will appear instructing you to insert the Startup disk. Eject one of the disks and insert the Startup disk.

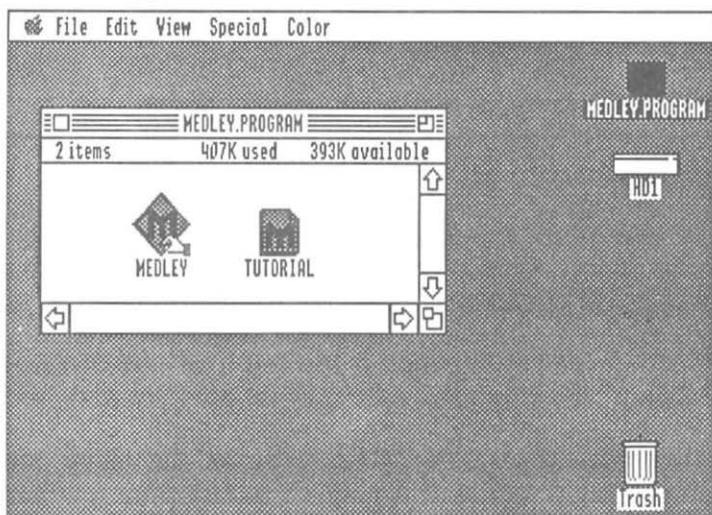
To save your document once you are finished, please see "Saving a Document."

USING MEDLEY WITH A HARD DISK

NOTE: *The Medley Startup disk contains the Apple IIGS System Disk, version 3.2. THE MEDLEY PROGRAM DISK MUST BE LOADED FROM SYSTEM DISK 3.2 OR IT WILL NOT WORK PROPERLY. If you have an earlier version of the System Disk*

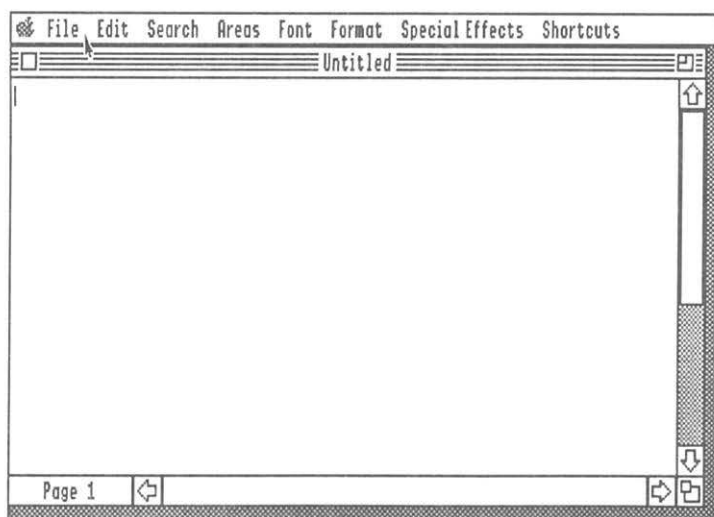
(e.g., version 3.1) running on your hard disk, you must first delete the following System Disk files: *PRODOS*, *SYSTEM* folder, *APPLETALK* folder, and *ICONS* folder. Then copy the same 4 files from the Medley Startup disk onto your hard disk. If you have System Disk version 3.2 already installed on your hard disk, you only need to modify the *Fonts* folder (located in the *SYSTEM* folder). Copy the fonts in the *Fonts* folder from the Medley Startup disk into the *SYSTEM* folder on your hard disk. (Medley has special fonts which are in the *Fonts* folder on the Medley Startup disk.)

1. Turn on the hard disk drive and your Apple IIGS. The *IIGS Finder* will appear on the screen.



2. Insert the Medley Program disk into your 3.5" disk drive, and the Medley disk icon will appear.
3. Position the pointer on the hard disk icon and double-click. A window will appear with various icons in it.
4. Select *New Folder* from the **File** menu. A new folder called "Untitled" will appear in the window. Select *Rename* from the **File** menu to give the folder an appropriate title (e.g., **Medley.HD**).

5. Position the pointer over the Medley disk icon and double-click. The Medley file icon will appear in a window. Now, position the pointer over the Medley file icon, click, and drag it on top of the new folder you have just created. When the folder becomes highlighted, release the mouse button and Medley will be copied into the folder.
 6. Eject the Medley disk and insert the Dictionary disk. Double-click the Dictionary disk icon and several files will appear in a window. Click the *Select All* command from the **Special** menu and they will all become highlighted. Position the pointer over one of the file icons, and click and drag. All the files will move with the mouse. When the pointer is over the new Medley folder, it will become highlighted. Release the mouse button and the files will be copied into the folder.
 7. Eject the Dictionary disk and insert the Clip Art disk. Copy all files from the Clip Art disk to your hard disk just as you did with the Dictionary disk.
 8. To start Medley, position the pointer on the the folder into which Medley was copied. Double-click, and a window will appear with Medley, Dictionary, and Clip Art file icons in it.
 9. Position the pointer on the Medley icon and double-click. The Medley title screen will appear as the program starts to load.
 10. After the program loads for a while, the blank Medley word processing screen will appear. You can enter text here as in any other word processor, or pull down the **File** menu and select "Open Document" to open any pre-existing files.
-
-



To save your document once you are finished, please see "Saving a Document."

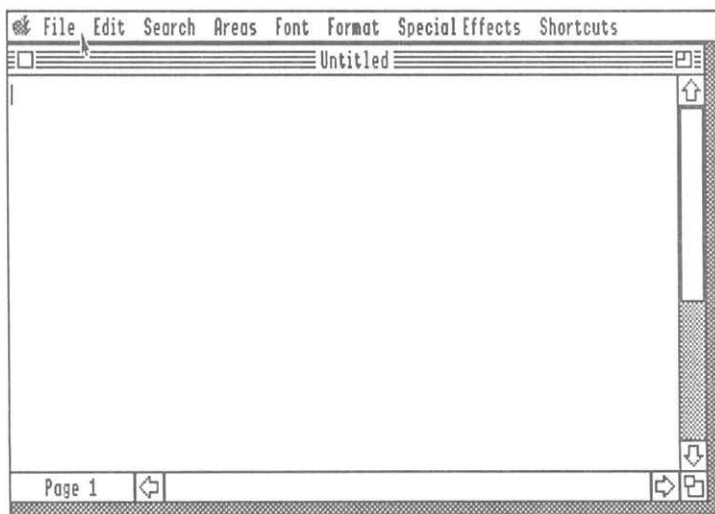
A QUICK TOUR

Medley has several unique capabilities, and these are briefly described in this section. If you are familiar with Macintosh-style word processors and artwork programs, you may wish to start using Medley at once.

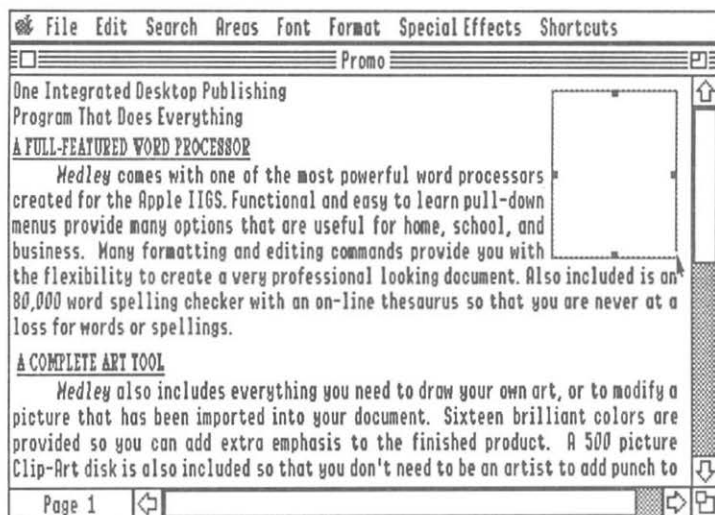
One important thing to keep in mind is that Medley is fully interruptible. In other words, you do not have to wait for a command to be finished before you can go on and do something else. For example, if you have added an art rectangle to a full page of text, the text will start to wrap around the rectangle. However, you can start to type before the text has finished its reformatting. The text wrapping will eventually finish, as it works to catch up during your pauses.

Medley is designed to be used as a word processor first. Although you can design your page layout before text is entered, Medley will process text more quickly if you enter most of the text before any art areas have been created.

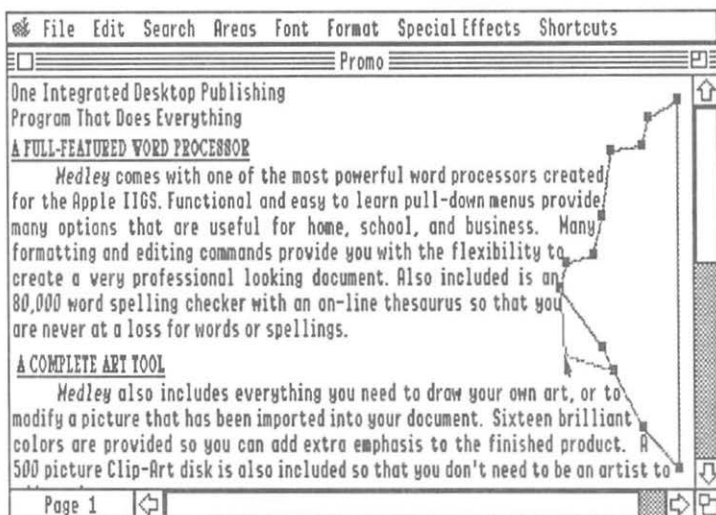
Once Medley is loaded, the "Untitled" word processing screen appears. Text can be entered, formatted, and deleted as in any other word processor.



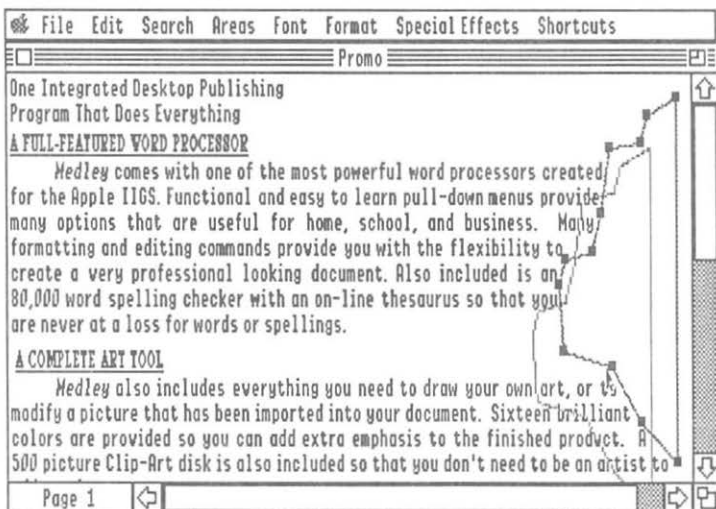
To add an art area to your document, select one of the options (rectangle, round rectangle, oval, or polygon) from the **Areas** menu. Once the pointer is moved back below the Title Bar, it will become a small "+". Position the pointer at the spot where you wish the art area to be inserted, click, and drag. The area will grow and shrink with the mouse movement. Once the art area is the desired size, let up on the mouse button and an area with orange borders (gray borders on a monochrome monitor) and black squares on the sides called "pull tabs" will be placed on the page. Any text will automatically wrap around it.



To stretch an area, position the pointer over the pull tab which is on the side you wish to stretch, click and drag. Areas can only be stretched in one direction at a time. With a polygon, draw with the "+" to create a multiple-sided area. Polygons are made up of many line segments, each separated by a pull tab, which can be stretched to resize the area.



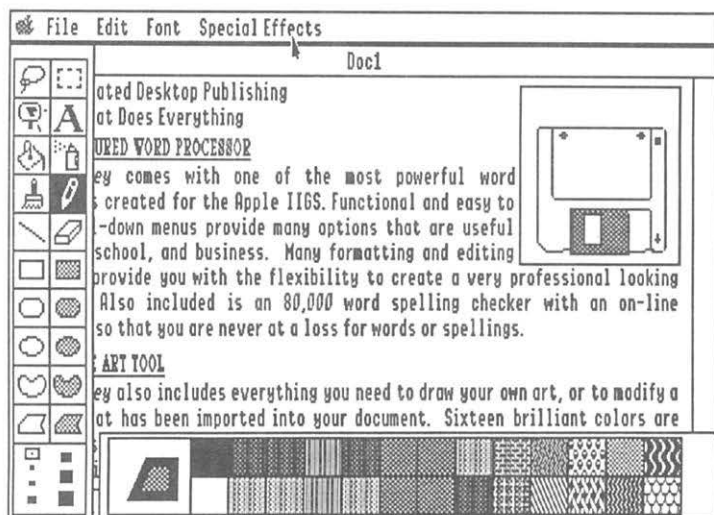
Areas can be repositioned anywhere on the page by positioning the pointer inside an area, clicking and dragging. The entire area will move with the mouse.



When you create an art area, it will have orange borders (gray on a monochrome monitor). These borders indicate that you are in the *Move / Change* mode. To return to the *Text* mode, move the pointer outside the art area and click the mouse. The area borders will turn black. You can then enter text, or you can enter the *Paint*

Tool (see below). To return to the *Move / Change* mode, click the *Move / Change* command from the **Areas** menu, and then position the pointer in any art area and click the mouse. You can also enter the *Move / Change* mode by just clicking ONCE in any unselected (black borders) area. The area borders will again turn orange (gray on a monochrome monitor).

You can enter the *Paint Tool* from the *Move / Change* mode by selecting the *Enter Paint Tool* command from the **Areas** menu. Selecting this command will cause the artwork tools to appear. You can also enter the *Paint Tool* at any time when you are not in the *Move / Change* mode by positioning the pointer inside an art area and double-clicking. Use the artwork tools as with any other "paint" program. To return to the *Text* mode, select the *Return to Word Processor* command from the **File** menu, or double-click outside the art area.



Columns and other special page lay-out designs can be created with art areas (e.g., long narrow areas can be used to divide columns of text). See the "Page Layout" section for a full explanation of all the options available.

SETTING
UP
YOUR
DOCUMENT

THE APPLE MENU

Items under the **Apple** menu are considered "Desk Accessories," and provide the user with helpful information.

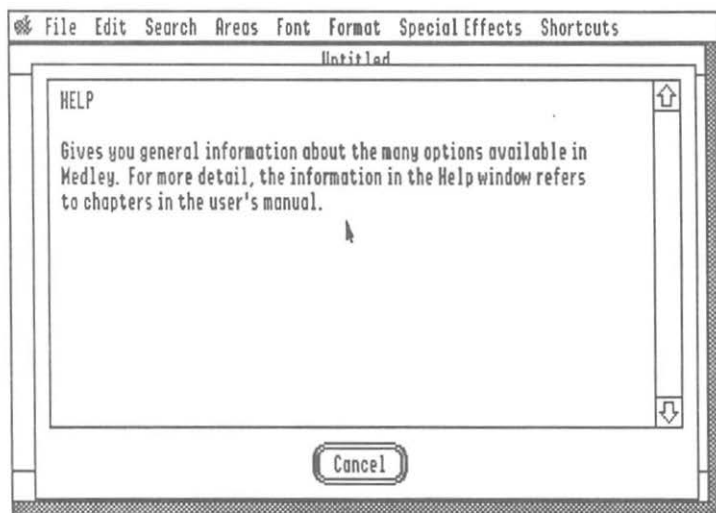
ABOUT MEDLEY

The *About Medley...* command shows you how much memory is presently being used, and tells you which version of Medley you are using. Click anywhere on the screen to return to the document.

HELP

Choosing the *Help* command opens a window that gives you general information about the many options available in Medley. For more detail, the information in the *Help* window is cross-referenced to chapters in this manual.

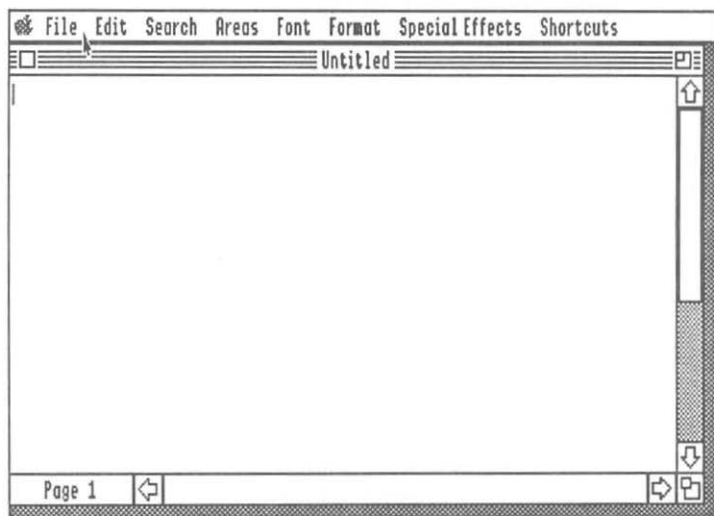
To use the *Help* command, select it from the **Apple** menu. A dialog box will appear stating: "Choose a pull-down for which you need help." Position the pointer on a menu, click, and drag to select a menu command. Let up on the mouse button, and the dialog box will fill with the *Help* text for the selected menu command.



OPENING AND CLOSING DOCUMENTS

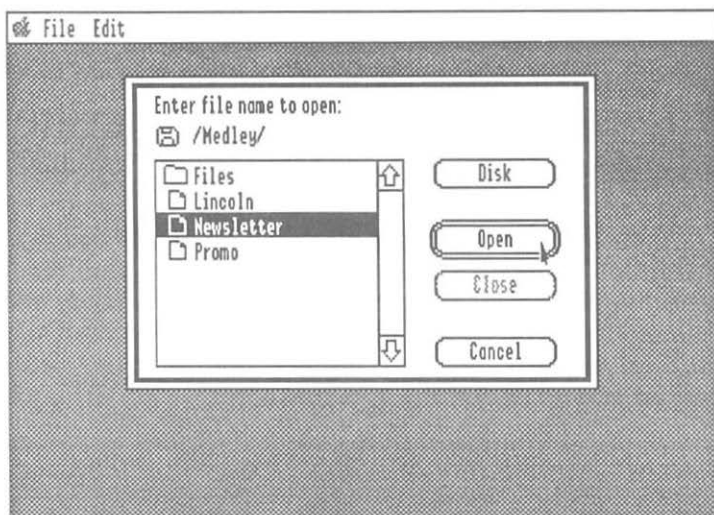
OPENING A NEW DOCUMENT

The *New Document* command creates an empty document window ("Untitled" appears in the title bar). This is also the first screen which appears after the program is loaded. Medley allows you to have up to ten different document windows on the Desktop at one time. If ten windows have already been opened, *New Document* will be grayed out on the **File** menu.



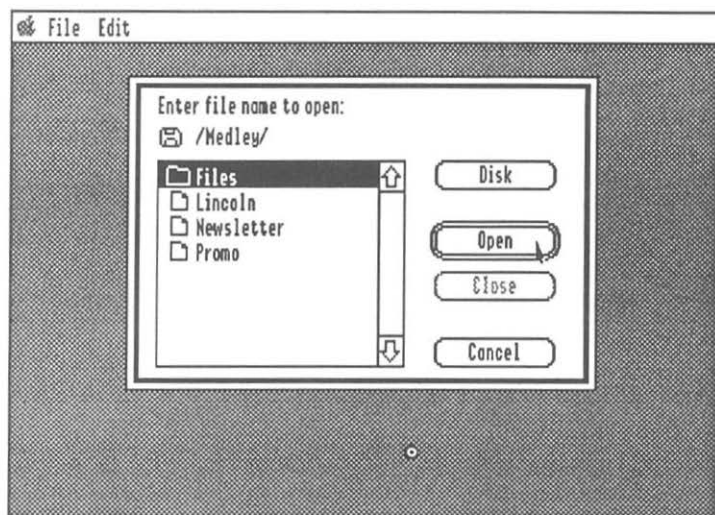
OPENING AN EXISTING DOCUMENT

The *Open Document* command allows you to open a file previously saved to disk. If you already have ten files on the Desktop, *Open Document* will be grayed out on the **File** menu. Once you have selected *Open Document*, a dialog box will appear that looks something like this:



To open a document, scroll through the list of files and click on the one you want to open. The file name will become highlighted. Click the **"Open"** button to enter the document. If you do not see a file that you know has been saved to disk, it may have been placed in an unopened folder. **Folders** are differentiated from **Files** by their icons.

To open a folder, position the pointer over the folder name and click the mouse. The folder name will become highlighted. Position the pointer on the **"Open"** button and click. The disk icon next to the disk name will change to an open folder icon and a list of file names contained within that folder will appear. Once you see the file you want, position the pointer on its name and click the mouse. The file name will become highlighted. Position the pointer on the **"Open"** button and click the mouse to open the file. To access another folder you must first close the open folder (unless the folder you want resides within the open folder). Selecting the **"Close"** button closes an open folder. The **"Close"** button is grayed out if no folder is opened.



To open files from another disk, insert the new disk and select the "**Disk** button." The disk name next to the disk icon will change and a list of all files and folders on that disk will be displayed. Select the file or folder you want to open and click the "**Open** button."

Selecting the "**Cancel** button" cancels the *Open Document* command.

OPENING APPLEWORKS FILES

All AppleWorks word processing files can be imported and opened directly with the *Open Document* command, just as any Medley file can. Medley is able to read an AppleWorks file, along with most of its formatting, so that you do not have to create an ASCII file. Special AppleWorks formatting that will transfer intact to Medley consists of:

- Tabs (3 or more spaces are also converted to Tab characters)
- Bold text
- Underlined text
- Superscript text

- Subscript text
- Justified text
- Centered text
- Paragraph indents
- Single space (sets bottom leading to 1)
- Double space (sets bottom leading to 10)
- Triple space (sets bottom leading to 20)
- Page break
- Sticky spaces

IMPORTING FILES FROM OTHER WORD PROCESSORS

Documents written on other Apple II word processors can be opened and copied into Medley as long as they have been saved to disk as Text (ASCII) Files. All formatting will be lost, but the entire body of text will transfer into Medley. The one exception is AppleWorks. All AppleWorks word processing files can be opened with the *Open Document* command, just as any Medley file can.

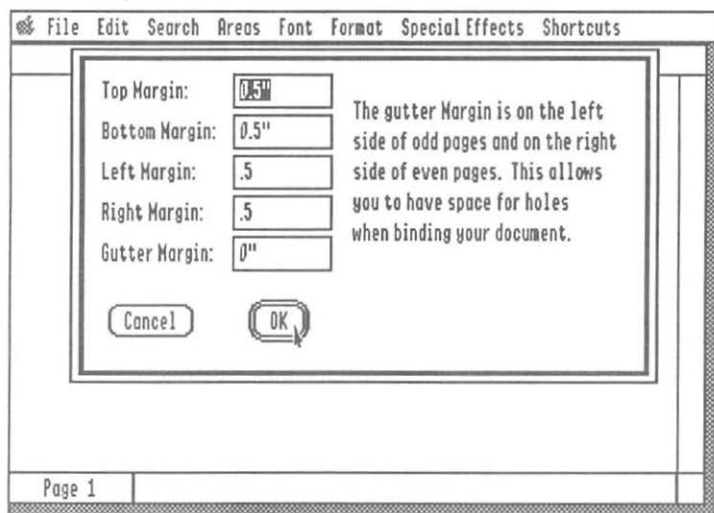
To open a Text File from word processors other than AppleWorks, select the *Open Document* command from the **File** menu. Insert the disk with the saved ASCII Text File into a disk drive and press the "**Disk** button." A list of available files will appear under the disk name. Position the pointer over the file to be selected, and click. The file name will become highlighted. Click the "**Open** button," and a new file will be opened.

To copy the text from another word processor into an existing Medley file, first transfer the Text File into a new Medley file as detailed above. Then, use *Cut* or *Copy* to transfer the text onto the Clipboard. Finally, use *Paste* to transfer the text into the existing Medley file.

SETTING MARGINS

Medley gives you default margins of 1" on the top and bottom, and .75" on the left and right. Should you desire to change the

pre-set margins, choose the *Set Margins* command. Selecting *Set Margins* gives you a dialog box from which you can change the default margins.



Position the pointer in the box of the margin you would like to alter. Click and then enter the number (in inches) of your choice. Any decimal will also work (e.g., 2.5"). Click **OK** to accept the margin changes, or **Cancel** to return to your document and cancel any changes.

If you are changing margins for a document in which there are existing art areas, you may get a dialog box which says, "Art on page (#) too large for margin values." Although text can reformat itself inside smaller margins, art areas cannot. If an existing art area is too large to fit within the parameters set by the new margins, either resize the area so that it is smaller, or keep your margins wide enough to contain the art area.

NOTE: Make sure that your printer will be able to print a full line of text if you set your margins wider than the default margins. For example, you will always need at least .5" on all margins for the Apple LaserWriter.

The **Gutter Margin** affects the left and right margins. When the gutter margin is set at 0" (the default setting), the left and right

margins will measure distance from the left and right edges of the paper. Giving a value to the gutter margin will move the left margin in on odd-numbered pages, and move the right margin in on even-numbered pages. For example, if the left and right margins are set at 1" and you set the gutter margin at 1", the left margin on odd-numbered pages will become 2" and the right margin on even-numbered pages will become 2". The opposite margins will remain at 1". Of course, your document width will be narrowed by one inch on all pages. This gives you the ability to bind your document in a notebook without obscuring any text or art.

PAGE SETUP

The *Page SetUp...* command lets you choose the page parameters for your entire document. The options available to you will differ with your choice of printer selected in *Choose Printer*.

Page SetUp with ImageWriters:

1. Click *Page SetUp...*
2. A dialog box like the one below will appear.



3. Click any of the four options under **Paper** to choose your paper size:
 - * **US Letter** for paper 8¹/₂ inches wide by 11 inches tall. (This is the default selection.)
 - * **US Legal** for paper 8¹/₂ inches wide by 14 inches tall.
 - * **A4 Letter** for European standard paper - 8¹/₄ inches wide by 11²/₃ inches tall.
 - * **International Fanfold** for International standard paper - 8¹/₄ inches wide by 12 inches tall.
4. Click "Condensed" under **Vertical Sizing** to print your document at half its normal vertical height, but at the normal width.
5. Under **Printer Effects**, click "No Gaps Between Pages" to print the document without any page breaks. Click "50% Reduction" to print the document at half its normal size (height and width).
6. Click the **Orientation** for your printed page.



Tall



Wide

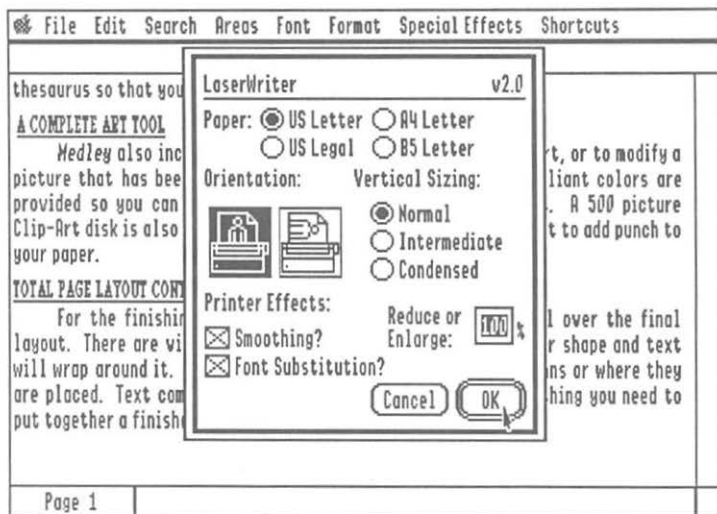
Tall (default selection) prints with the top line of your document starting at the top of the page.

Wide prints with the top line of your document printing along the right side of the page.

7. Click **OK** to accept the *Page SetUp*, or **Cancel** to return to your document without changing the *Page SetUp* parameters.
-

Page SetUp with LaserWriters:

1. Click *Page SetUp...*
2. A dialog box like the one below will appear.



3. Click any of the four options under **Paper** to choose your paper size:
 - * **US Letter** for paper 8¹/₂ inches wide by 11 inches tall. (This is the default selection.)
 - * **US Legal** for paper 8¹/₂ inches wide by 14 inches tall.
 - * **B5 Letter** for paper 15 inches wide by 11 inches tall.
 - * **A4 Letter** for European standard paper - 8¹/₄ inches wide by 11²/₃ inches tall.
4. Click the **Orientation** for your printed page.



Tall



Wide

Tall (default selection) prints with the top line of your document starting at the top of the page.

Wide prints with the top line of your document printing along the right side of the page.

5. **Vertical Sizing:**

NORMAL -- Prints text and art at the same proportion as is shown on the computer monitor.

INTERMEDIATE -- Prints text and art at two thirds their normal height, but at the normal width.

CONDENSED -- Prints text and art at one half their normal height, but at the normal width.

6. **Printer Effects:**

SMOOTHING -- Instructs the LaserWriter to add dots between the rough edges of artwork and non - LaserWriter fonts to produce a smoother effect.

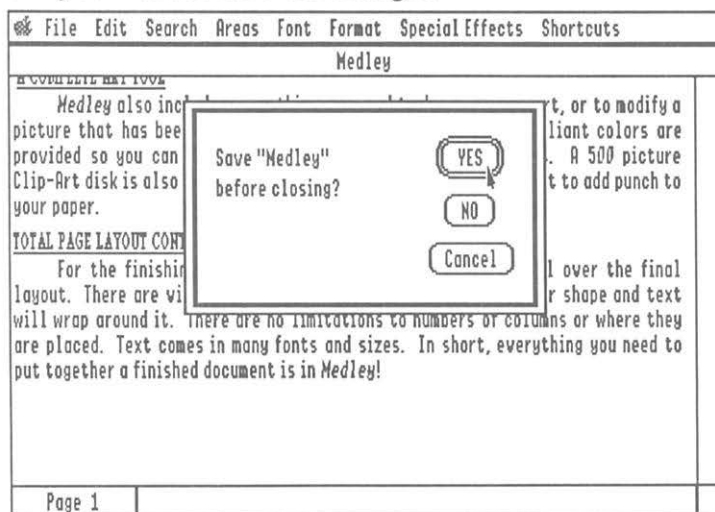
FONT SUBSTITUTION -- If the fonts you have chosen for your document are not resident within your LaserWriter, this command will substitute fonts that are resident within the LaserWriter. Non-LaserWriter fonts will print as they appear on the screen -- somewhat blocky looking. Fonts resident within the LaserWriter will have a higher resolution and much cleaner appearance. If you know which fonts are resident within your LaserWriter, then you can create your document with the assurance that the final text out-put will match the text on the screen. Some examples of font substitution are:

Shaston becomes Helvetica
Geneva becomes Helvetica
Venice becomes Courier

7. You can **Reduce or Enlarge** your document by typing in a number from 25 to 400 in the "% Box" next to **Reduce or Enlarge**. 50% will reduce the document by half. 200% will enlarge the document to twice its normal size.
8. Click **OK** to accept the *Page SetUp*, or **Cancel** to return to your document without changing the *Page SetUp* parameters.

CLOSING A DOCUMENT

The *Close* command closes the active document window. If you have made changes to the document, a dialog box appears and asks if you want to save the changes.



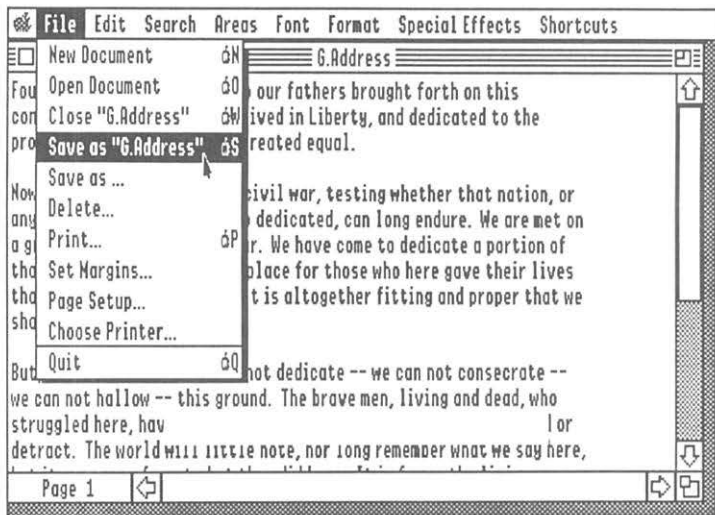
To save the changes, click the "Yes button." Click the "No button" if you do not want the changes saved. Clicking the "Cancel button" cancels the *Close Document* command and returns you to the active document window.

You can also close a document by clicking in the "Close box" on the document title bar.

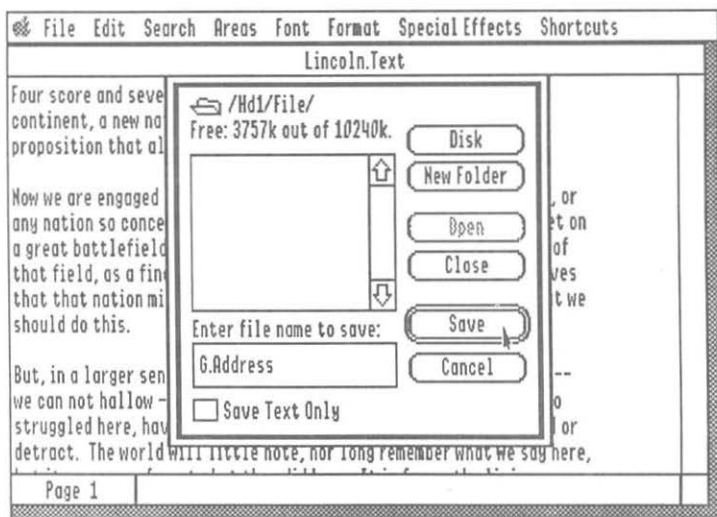
SAVING A DOCUMENT

There are two different commands to save a document:

1. The *Save As [Document Name]* command saves the active document under the name which is presently showing in the title bar. Select the *Save As [Document Name]* command, and your document will be saved to disk. After it has been saved, you are returned to the document. This command will also replace an existing document of the same name with the active document. If changes have been made and you wish to retain the original version as well as the changed version, use *Save As...* to save the document under a different name.



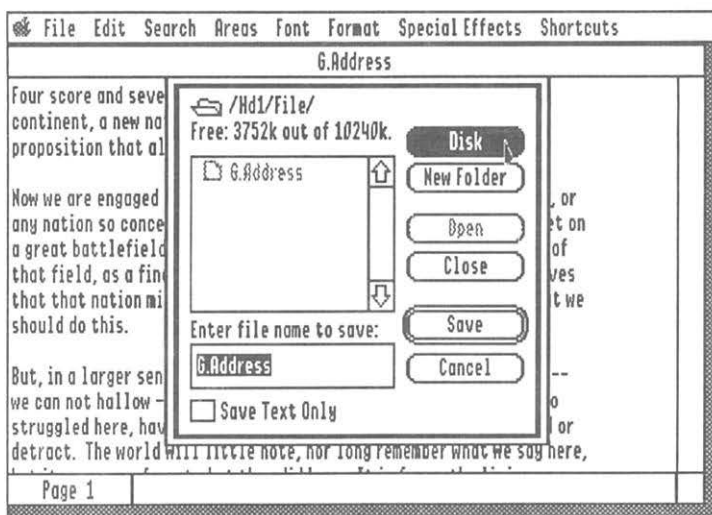
2. The *Save As...* command enables you to save the active document under a new name, as well as to choose the disk or folder where you would like to save the document. Since all new documents are given the name "Untitled," you would use this command to give it a title of your choice. To use this command:
 - A. Select *Save As...* A dialog box will appear with the outlined name of the active document showing in the lower left corner (below "Enter file name to save:").



- B. When text is entered, a new title will replace the existing (outlined) title.
- C. Click the "Save button," and your document will be saved to disk under the new name.

To save your document to a different disk select the "Disk button." The name of the disk to which the document will be saved is located in the upper left corner of the *Save As...* dialog box next to a disk icon.

- A. To save a document if you have only one disk drive, eject the Medley disk and insert a formatted 3.5" disk into the drive. Click the "Disk button," and the name of the new disk will appear next to the disk icon. The memory available on that disk will be displayed below the name. Click the "Save button" to save your document to the new disk.

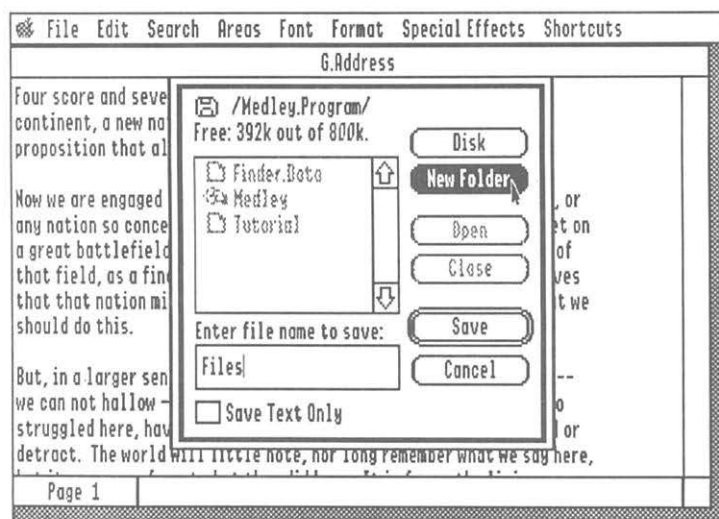


- B. To save a document if you have two disk drives, insert a formatted 3.5" disk into the second drive and click the "Disk button." The name of the new disk will appear next to the disk icon. The memory available on that disk will be displayed below the name. Click the "Save button" to save your document to the new disk.
- C. To save a document to a hard disk, make sure that the name of the hard disk is showing inside the dialog box next to the disk icon. (Click the "Disk button" if it isn't.) Click the "Save button" to save the document.

When many documents are saved to a disk, the disk directory may start to look cluttered and unorganized. You can better organize your files by placing similar documents into folders.

To create a new folder in which to place your document:

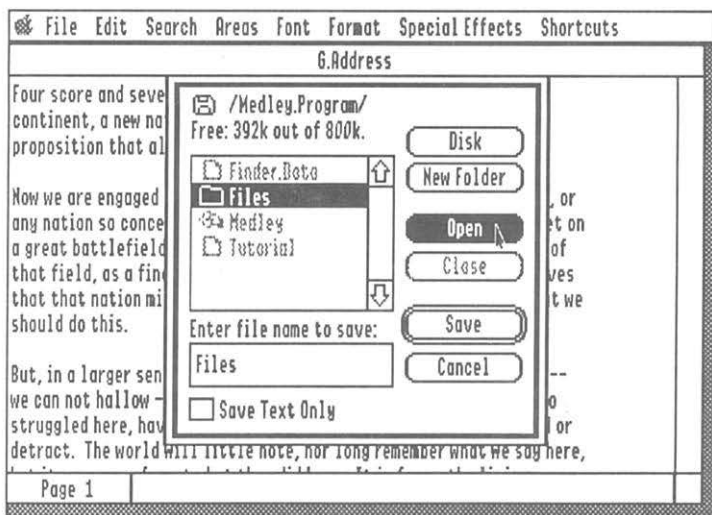
- A. Enter the name you wish to give the NEW FOLDER below "Enter file name to save" and click the "New Folder button."



- B. The new folder name will appear outlined in the listing. Click the "Open" button." This opens the folder (represented by the disk icon changing to an open folder icon). Since no files have yet been saved to the folder, the listing is empty.
- C. Enter the name you wish to give your DOCUMENT below "Enter file name to save." Click the "Save" button" to save the document to the newly-created folder.
- D. You are returned to the active document.

To save your document to an existing folder:

- A. Position the pointer on one of the folder titles in the listing and click the mouse (all non-folder titles are grayed out in the dialog box). The folder title becomes highlighted.



- B. Click the **"Open"** button." This opens the folder (represented by the disk icon changing to an open folder icon). A listing of files within the folder will be displayed.
- C. Enter the name you wish to give your DOCUMENT below "Enter file name to save." Click the **"Save"** button" to save the document to the folder.
- D. You are returned to the active document.

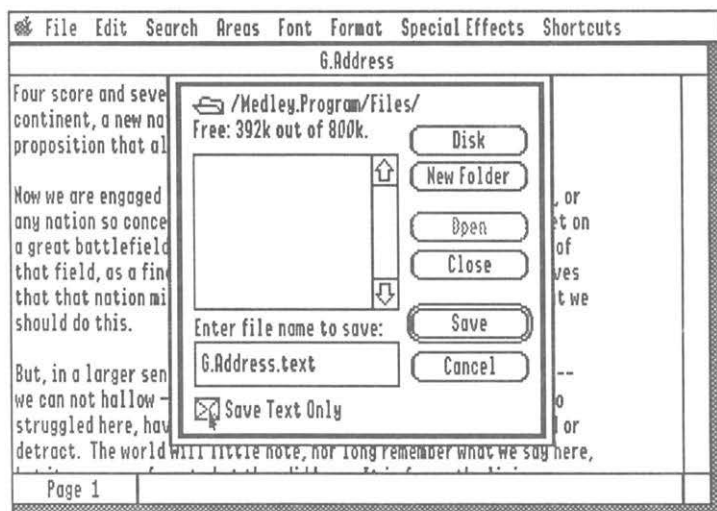
Clicking the **"Close"** button" allows you to close a folder if you do not want to save a file there. The **"Close"** button" is grayed out if no folder is opened.

Clicking the **"Cancel"** button" will cancel the *Save As...* command and return you to your document.

EXPORTING TEXT

Text in any document (with or without art) can be saved as a text (ASCII) file so that it can be exported to another word processor. All art and formatting will be lost when this is done.

To save a document as an ASCII file, select the *Save As...* command from the **File** menu. A dialog box will appear. Enter the name you wish to give the file below "Enter file name to save." Click in the box next to "Save Text Only" and an "X" will appear. Click the "Save button" to save the file. If you save the ASCII file under the same name as an existing Medley file, the ASCII file will replace the Medley file, causing the loss of all art and formatting. Files can be saved to different disks and folders in the normal manner.



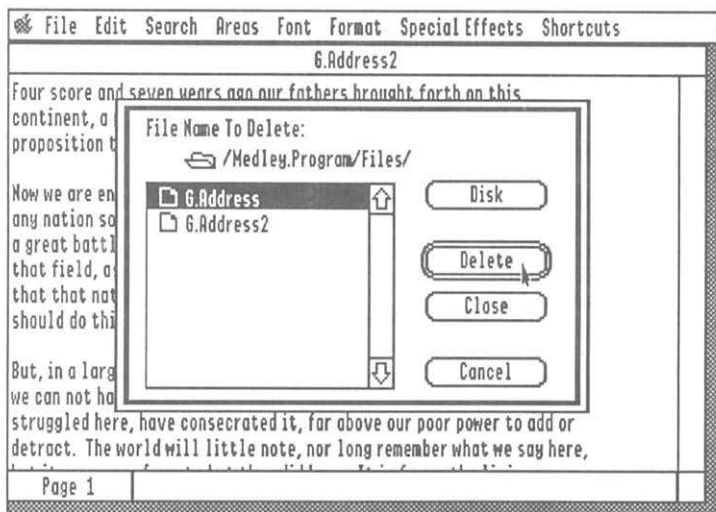
Clicking the "Cancel button" will cancel the *Save As...* command and return you to your document.

DELETING A DOCUMENT

The *Delete...* command lets you delete a file from the disk. Only files can be deleted with this command - not folders. **This command will permanently erase the entire selected document.**

When you select *Delete...*, a dialog box appears with a list of files. Select the file you wish to delete by positioning the pointer on its name and clicking. Make sure that the name to be deleted is a file and not a folder (look at the icons). The file name will become

highlighted. Position the pointer on the "Delete button" and click. The file will now be deleted.



To open a folder, double-click on a folder name. The disk icon will change to an open folder icon and a list of all files within the folder will appear. Select the file you wish to delete by positioning the pointer on its name and clicking. The file name will become highlighted. Position the pointer on the "Delete button" and click. The file will now be deleted.

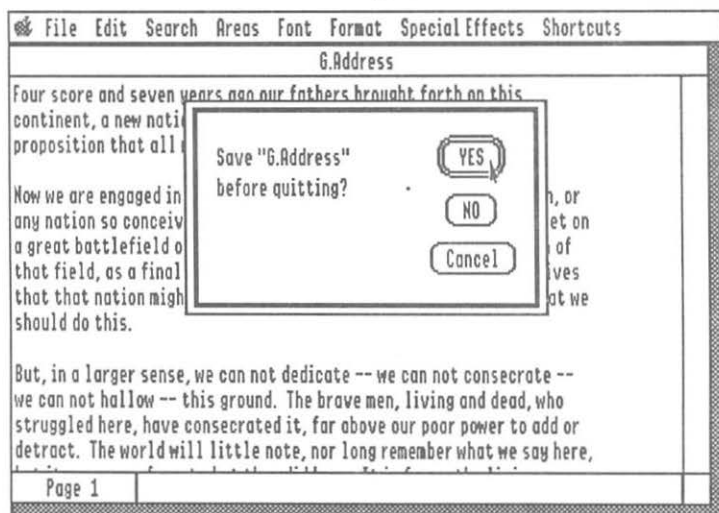
Click the "Disk" button to view files from different disks. The name of the new disk will appear next to the disk icon along with a listing of all its files and folders. Select the file you wish to delete by positioning the pointer on its name and clicking. The file name will become highlighted. Position the pointer on the "Delete button" and click. The file will now be deleted.

Clicking the "Cancel" button" cancels the *Delete...* command.

QUITTING MEDLEY

To quit Medley, click the *Quit* command. If you have made no changes since you last saved the document, you will be returned to the *Finder*. If you have started a new document, or made

changes to one already existing, a dialog box will appear asking if you would like to save the changes.



Click the "Yes button" to save your changes and quit Medley. You are then returned to the *Finder*.

Click the "No button" to quit Medley, but leave your document as it was when you last saved the document. You are then returned to the *Finder*.

Click the "Cancel button" to cancel the *Quit* command and return to your document.

THE
WORD
PROCESSOR

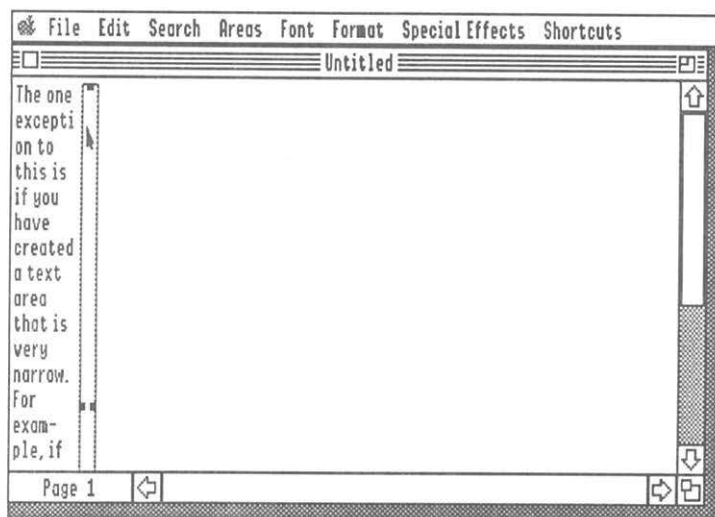
TYPING AND EDITING

TYPING

In many ways, entering text in Medley is similar to typing on a typewriter, except that the characters are printed to a monitor screen instead of directly onto paper. Characters that are entered from the keyboard are placed on the screen and stored in the computer's memory until you *Save* the document. Characters can be inserted into any place in the document by moving the cursor with the arrow keys, or by placing the mouse pointer at the point of insertion and clicking. Characters will be entered at the point of the blinking cursor. Holding the **Option** key down while typing will cause special characters to be printed instead of the characters on the keyboard.

Medley automatically wraps text from one line to the next. When you have reached the end of a line, and a word will not fit, Medley will move it to the next line. Text will also wrap around any art areas you have created within your document. If a word will not fit on a line because of an art area border, the text will either move down a line or to the other side of the area, depending on how you set the *Text Wrap Direction* from the **Format** menu.

The one exception to this is if you have created a text area that is very narrow. For example, if you are entering text into a very narrow column, or if you have placed a big art area that runs close to the left page margin, or if you have placed an art area so that it is close to both borders of a column, then Medley will split any word that is larger than the space available. The best remedy here is either to move the art area, or resize it so that it is bigger or smaller. This will create a space for the text that is wide enough to fit entire words, or else will leave no space in which parts of words can fit.



When your text reaches the bottom of the screen, the document will automatically shift up several lines to allow you to keep typing.

Pressing the **Return** key inserts a "paragraph break" at the cursor point and moves the cursor to the next line. In most cases, the **Return** key should only be pressed at the end of a paragraph. "Paragraph break" symbols are invisible unless you choose *Show Paragraph Breaks* from the **Special Effects** menu.

"Sticky spaces" can be created by pressing the **Option / Space** keys. "Sticky spaces" are empty spaces which keep the two words it separates from being split apart, even if the words wrap from one line to the next.

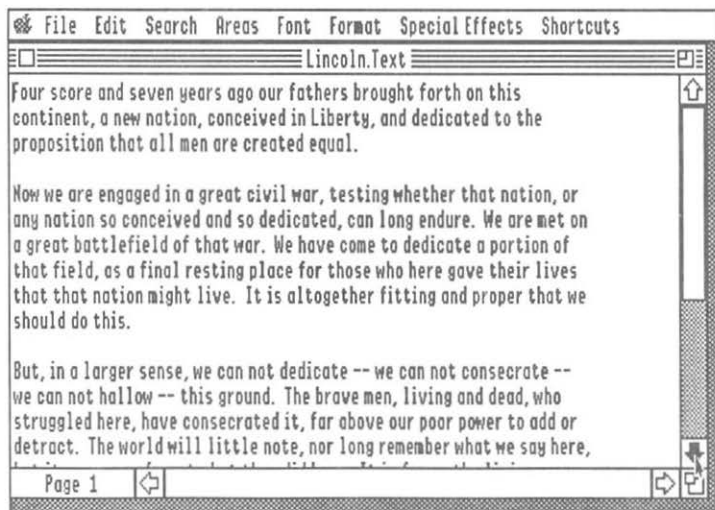
DOCUMENT LENGTH

All documents in Medley are limited to 32 pages in length. This is the case no matter how much art is included, or the size of paper that is used. If a document exceeds 32 pages, the text will still be captured in memory, but you will not be able to see it. Any text or art that is *Cut* or deleted will cause some of the invisible part of the document to move up onto the 32nd page. If you are importing a large text file, the entire file will be imported, but you will only be

able to see the first 32 pages. To be able to work with the entire imported file, separate Medley files must be made. *Cut* the first 32 pages and *Paste* them into a new document. New text will move into the vacated space. Continue to do this until the whole imported file exists as separate Medley files.

MOVEMENT WITHIN A DOCUMENT

You can move the cursor within a document with either the mouse or the arrow keys. To move the cursor with the mouse, position the pointer at the spot you wish to place the cursor (by moving the mouse) and click. The flashing cursor will appear at that point and text can be entered or deleted. To move the cursor with the arrow keys, simply press any arrow key while the cursor is flashing, and the cursor will move in that direction.



You can "scroll" through a document by using the vertical and horizontal scroll bars. These bars are located on the right side and bottom of the document window. The scroll bars are graphic representations of the length and width of your document. For example, the top of the vertical scroll bar is the beginning of your document, and the bottom of the scroll bar is the end. The size of the white box within the scroll bar is proportional to the area

showing on the screen in relation to the entire document (the larger a document is, the smaller the box gets).

To scroll vertically, position the pointer on the up or down arrow of the vertical scroll bar. Hold down the mouse button and you will scroll the document several lines at a time (depending on type

size). Position the pointer in the gray area of the scroll bar and click, and the document will scroll the length of one window (one screen) at a time. If you position the pointer in the white box within the scroll bar and click and drag, the distance you scroll the document will be proportional to the distance you drag the white box.

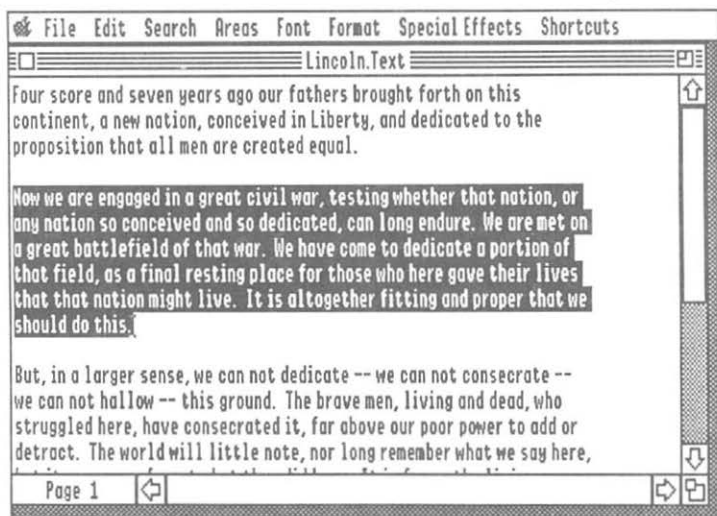
The horizontal scroll bar works much the same as the vertical scroll bar. If the margins in your document are not set wide enough to extend past the right border on the screen, there will be no horizontal scroll bar showing.

Using the *Go To Page...* command on the **Shortcuts** menu will enable you to move to the top of any specific page.

SELECTING TEXT BLOCKS

To make any changes to a block of text, you must first select it with either the mouse or the arrow keys.

To select text with the mouse, position the pointer to the left of the first character of the text you wish to select. Click and drag the mouse up, down, left, or right to highlight the block of text. Release the mouse button and select the appropriate command from the **Edit**, **Search**, **Font**, or **Format** menus. Pressing the **Shift** key and clicking the mouse at the same time will select all text from the blinking cursor (or from, and including, a selected block of text) to the point at which the mouse is clicked.



To select text with the arrow keys, position the cursor before or after the block of text to be selected. Press the **Shift** key at the same time as any of the arrow keys and the text will be selected in the direction of the arrow.

Entire words, sentences, and paragraphs can be selected just by clicking the mouse. To select a word, position the pointer on the word and double-click. To select a sentence, position the pointer on a word in the sentence and click three times. To select a paragraph, position the pointer on a word in the paragraph and click four times.

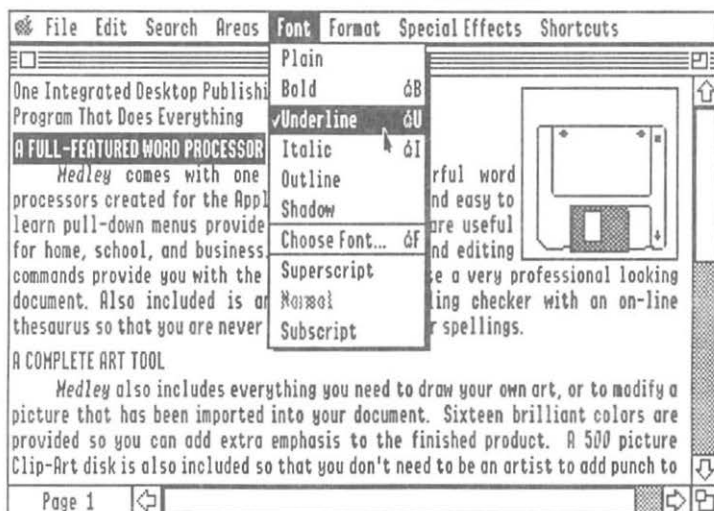
You can select sentences, paragraphs, or the entire document by using the commands on the **Shortcuts** menu.

CHOOSING FONTS, STYLES, AND SIZES

Different fonts, styles, and sizes of text can be chosen either before or after you start to type. The text will appear on the screen just as it will appear when printed on paper.

The one exception is underlined text. Some fonts will not underscore text on the screen, although the underscores will show when printed. To see if any text is underlined, select the text and

check the **Font** menu. The *Underline* command will have a check-mark next to it if the text is underlined.



Characters that are inserted into a body of text will be in the same font and style as those surrounding them. When you change the font, style, or size, existing text will not alter unless selected; any new text entered will be in the new font, style, or size.

To change the font, style, or size of existing text, select the text you wish to change with the mouse or arrow keys. The selected text will change to whichever font, style, or size are chosen.

To choose a style, select the **Font** menu. Position the pointer over **Font**, click, and drag the mouse down to choose the desired style for your text. The style selected will be displayed with a check-mark next to it. Styles can also be chosen in any combination (e.g., ***bold - italic - underline***). Below is a list of the styles available:

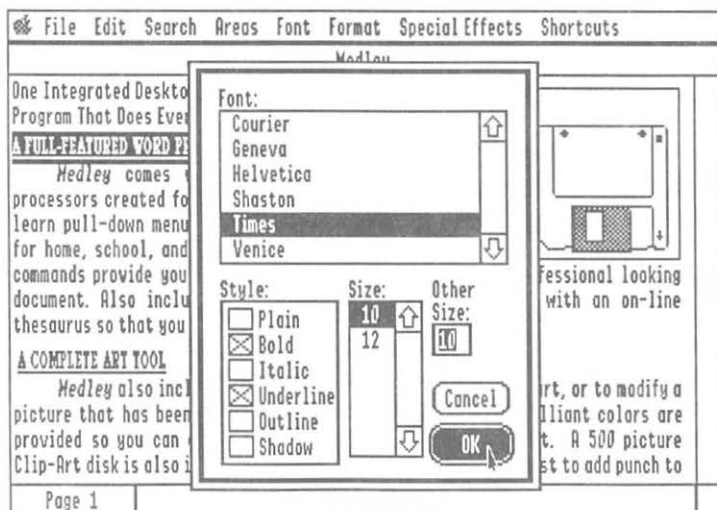
Plain (default style)
Bold
Underline
Italic
 Outline

Shadow

Superscript - (slightly raised text) is based on the leading, or space between lines, set with the *Change Leading* command on the **Format** menu. A larger value assigned to the "top of line leading" will allow for higher superscripted text.

Subscript - (slightly lowered text) is based on the leading, or space between lines, set with the *Change Leading* command on the **Format** menu. A larger value assigned to the "Bottom of line leading" will allow for lower subscripted text.

To choose a font or size, you must use the *Choose a Font* command from the **Font** menu. A dialog box will appear listing the different fonts, styles, and sizes.



Scroll through the fonts, position the pointer over the desired font and click. The selected font will become highlighted. Each selected font will have at least one number representing the size of the text listed under the "Size" window. You can choose one of

the pre-set sizes by clicking on it, or create a size of your own by entering a number in the "Other Size" box. No font sizes should be set larger than 60.

IMPORTANT NOTE:

If you will be printing with an ImageWriter, the pre-set sizes will print better than custom sizes when the "Better Text" option is selected. Also, when printing with the "Better Text" option selected, no font should be set larger than 30. Fonts larger than 30 will print with the "Better Color" option selected, but not with the "Better Text" option. (See "Printing a Document" for complete details.)

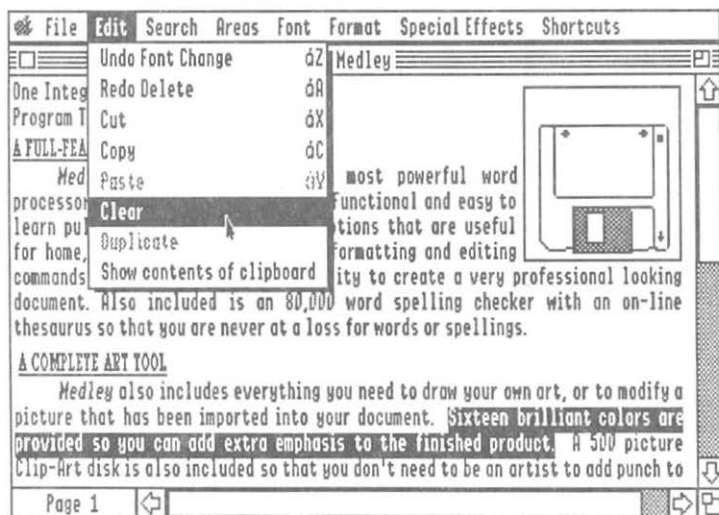
You can also select styles from the *Choose a Font* dialog box by clicking in the appropriate box. Selected styles will have an "X" in their box. Click **OK** to accept the font changes and return to the word processor. Click **Cancel** to cancel all changes and move back to the word processor.

DELETING TEXT

You can delete text character by character, or by entire blocks at a time.

To delete text one character at a time, click the mouse (or use the arrow keys) to position the pointer to the right of the character(s) to be deleted. Pressing the **Delete** key will then delete characters one at a time to the left of the cursor.

To delete whole blocks of text, select the block of text to be deleted and click the *Clear* command from the **Edit** menu, or press the **Delete** key. The block of text will be deleted; however it will not be put on the clipboard. You can also select *Cut* from the **Edit** menu and the selected text will disappear from the screen, but it will not immediately be deleted from the program. It is placed on the Clipboard and remains there until the *Cut* or *Copy* commands are used. It is then replaced (and effectively deleted) by another block of text, or an art area.

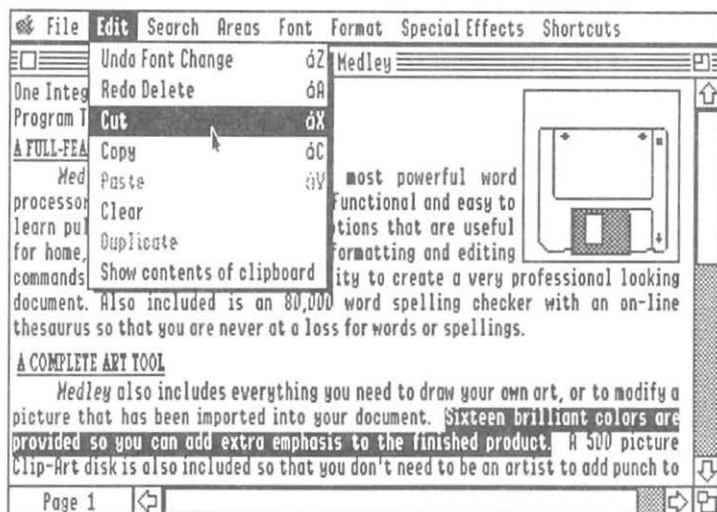


Selecting text and then pressing any key will delete the selected text and insert the chosen key in its place.

MOVING TEXT

Text can be moved by using the *Cut* command.

To move text, use the mouse or the arrow keys to select the block of text you wish to move. Select *Cut* from the **Edit** menu. The text is removed from the screen and placed on the Clipboard. Place the pointer where you wish to move the text and click (or use the arrow keys). Select *Paste* from the **Edit** menu. The selected text is copied from the Clipboard into the document starting at the cursor.

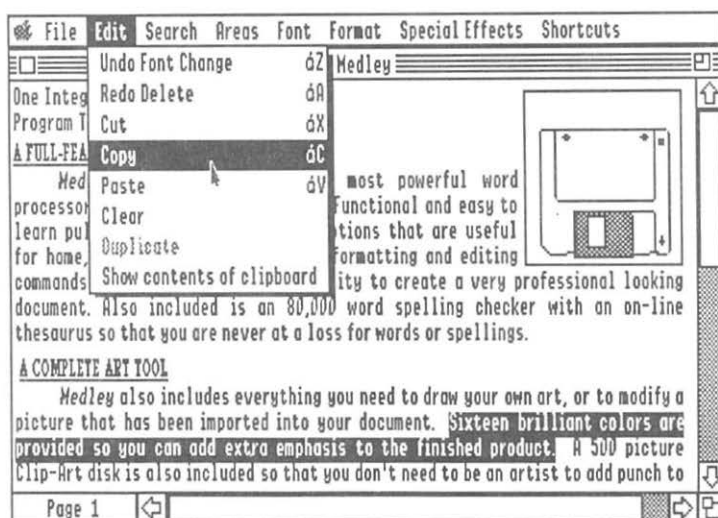


The cut text remains on the Clipboard until something else replaces it (using *Cut* or *Copy*), so you can move the same block of text several times without having to re-select it. Text that is *Cut* to the Clipboard can also be placed in any other document. Simply open the other document and *Paste* the Clipboard contents into it.

COPYING TEXT

Text can be copied by using the *Copy* command.

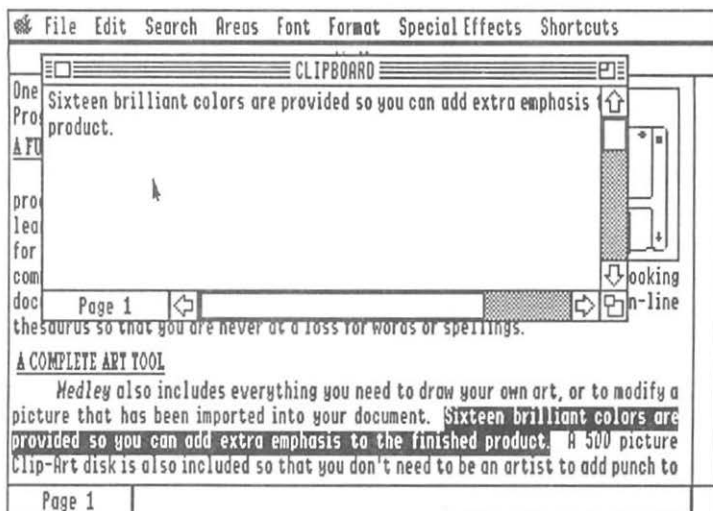
To copy text, use the mouse or the arrow keys to select the text you wish to copy. Click *Copy* in the **Edit** menu. Although the screen does not change, a copy of the selected text will be placed on the Clipboard. Place the pointer where you wish to position the copied text, and then click (or use the arrow keys). Select *Paste* from the **Edit** menu. The selected text is copied from the Clipboard into the document starting at the cursor.



The copied text remains on the Clipboard until something else replaces it (using *Cut* or *Copy*), so you can make multiple copies without having to re-select the text every time. Text that is *Copied* to the Clipboard can also be placed in any other document. Simply open the other document and *Paste* the Clipboard contents into it.

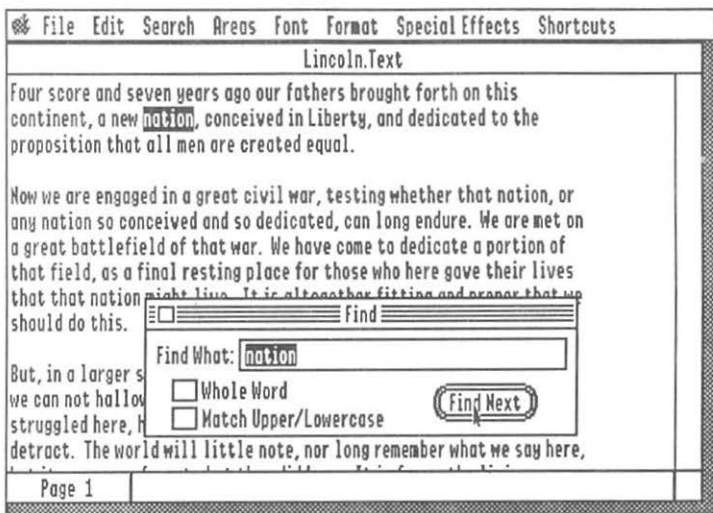
VIEWING CLIPBOARD CONTENTS

To see what, if any, selections of text or art are on the Clipboard, click *Show Contents of Clipboard* in the **Edit** menu. A window will appear showing what is on the Clipboard at that time. Click in the Clipboard window Close Box to return to the *Text* mode.



FINDING TEXT

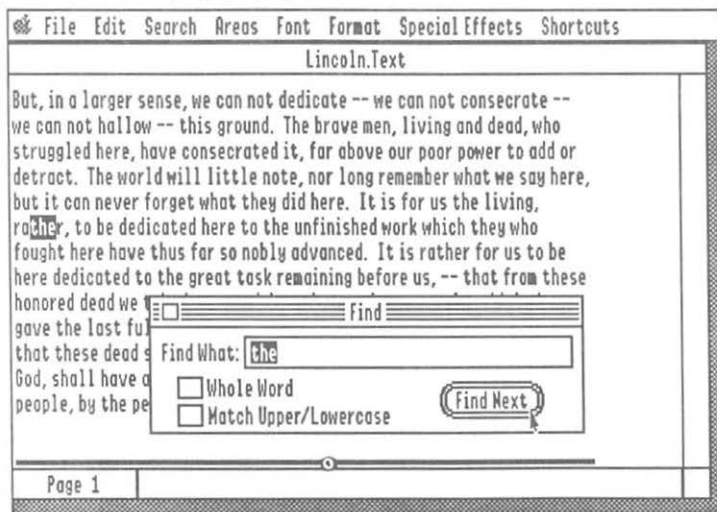
Selecting the *Find* command from the **Search** menu allows you to look for any occurrences of parts of words, whole words, or groups of words (including punctuation).



Selecting the *Find* command causes a dialog box to appear which can be moved to any point on the screen by clicking and dragging on the Title Bar. Enter the text you wish to search for in the edit

box next to "Find What." Click the **"Find Next" button** and Medley will start to search your document starting at the point of the cursor. Each time a match is found it will be highlighted within the text. You can then click the **"Find Next" button** to search for the next occurrence, or click the Close Box to re-enter the word processor.

The *Find* command normally searches for all cases of the text entered in the *Find* edit box, regardless of what may be surrounding it. For example, when searching for the text "the," the word "rather" would be flagged because it contains those three letters. If you wish to limit your search to only those words which match the text in the edit box exactly, select the "Whole Word" option (click in the box). Medley recognizes a whole word as a collection of letters separated by spaces, punctuation, numbers, or any characters (e.g., \$, #, *).



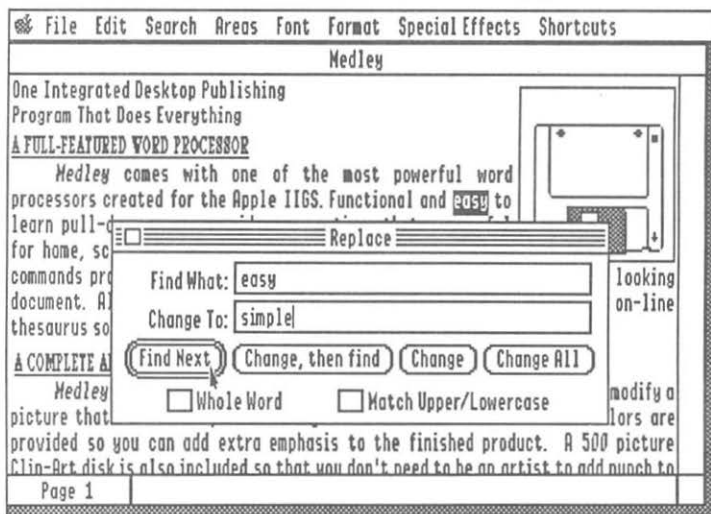
The *Find* command will normally search for text regardless of its constitution of uppercase and lowercase letters. If you wish to search for text that is dependent on uppercase / lowercase, select the "Match Upper / Lowercase" option (click in its box).

To exit the *Find* command, click in its Close Box, or click anywhere outside the *Find* dialog box. Any text that was

highlighted as a result of the *Find* command will remain selected as you return to the word processor.

REPLACING TEXT

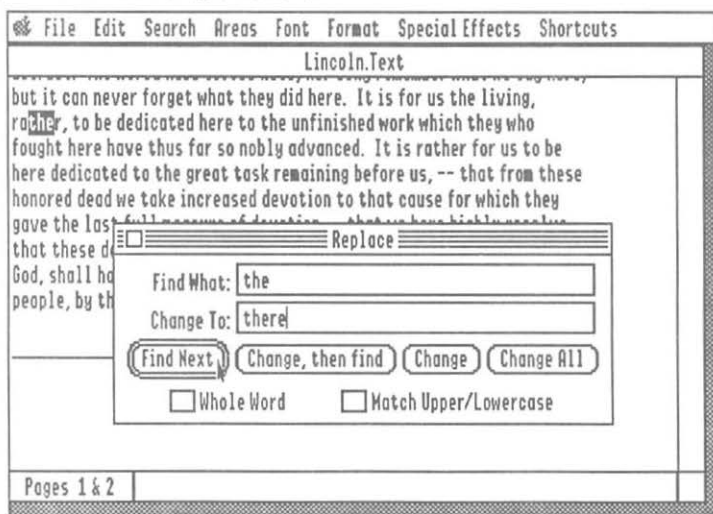
Selecting the *Replace* command from the **Search** menu allows you to search for and replace any occurrences of parts of words, whole words, or groups of words (including punctuation).



Selecting the *Replace* command causes a dialog box to appear which can be moved to any point on the screen by clicking and dragging on the Title Bar. Enter the text you wish to be replaced in the edit box next to "Find What." Next, position the pointer in the box next to "Change To," click, and then enter the text you wish to replace it with. Click the "Find Next" button to find the first occurrence. The "Find What" text will become highlighted within the document. To replace the text just for that occurrence, click the "Change" button." To replace the text and then go on to the next occurrence, click the "Change, Then Find" button." To make no change and go on to the next occurrence, click the "Find Next" button."

If you would like to replace text in every case throughout the entire document, click the "**Change All**" button" and the *Replace* command will automatically change every occurrence.

The *Replace* command normally searches for all cases of the text entered in the *Replace* edit box, regardless of what may be surrounding it. For example, when searching for the text "the," the word "rather" would be flagged because it contains those three letters. If you wish to limit your search to only those words which match the text in the edit box exactly, select the "Whole Word" option (click in the box). Medley recognizes a whole word as a collection of letters separated by spaces, punctuation, numbers, or any characters (e.g., \$, #, *).



The *Replace* command will normally search for text regardless of its constitution of uppercase and lowercase letters. If you wish to search for text that is dependent on uppercase / lowercase, select the "Match Upper / Lowercase" option (click in its box).

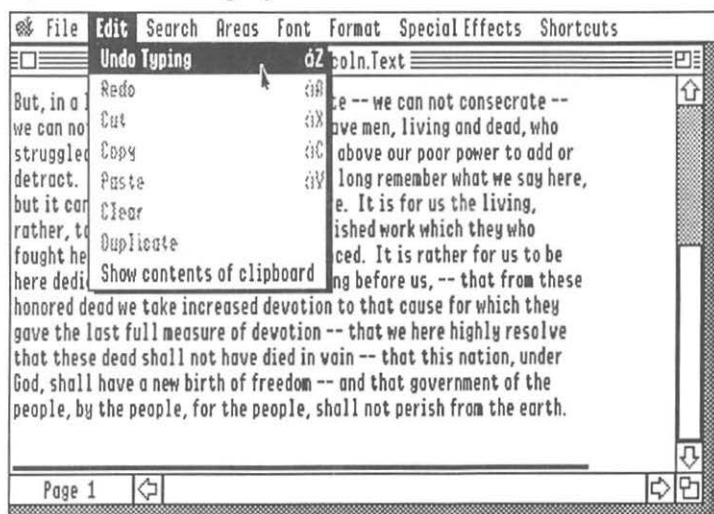
To exit the *Replace* command, click in its Close Box, or click anywhere outside the *Replace* dialog box.

UNDOING AND REDOING

The *Undo* command lets you cancel a change made to your document. *Undo* keeps track of the last 10 changes made to the document. A change consists of any of the following:

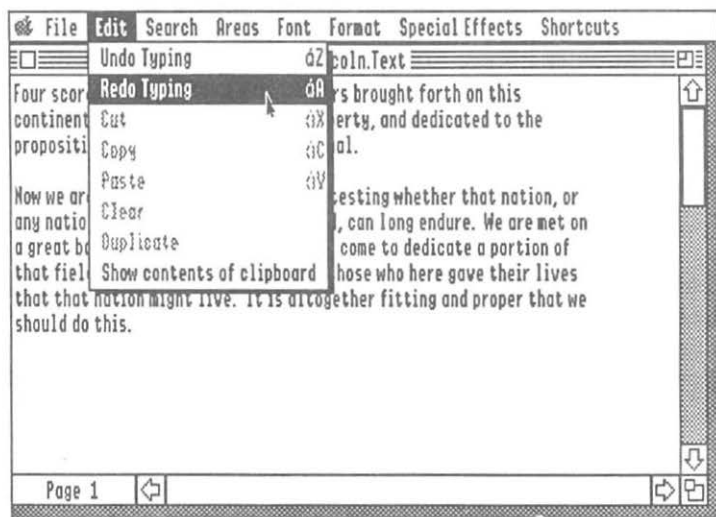
Add art area, group areas, ungroup areas, bring to front, send to back, move areas, change area, convert areas, set margins, font changes, typing, add page break, delete text, delete areas, import art, change page layout, change page setup, change to uppercase, change to lowercase, ruler changes, spell check changes, thesaurus changes, replace text, leading changes, duplicate areas, document dictionary changes, cut, paste, hyphenation, and justification changes.

To use *Undo*, select it from the **Edit** menu. The last change made to the document will be listed to the right of *Undo* when the **Edit** menu is pulled down. If *Undo* is used, then the previous change made will be listed to the right of *Undo*. If no changes have been made, *Undo* will be grayed out.



Redo undoes *Undo*, so that the changes cancelled by *Undo* are once again placed in the document. *Redo* will keep track of 10 *Undo*'s.

To use *Redo*, select it from the **Edit** menu. The last *Undo* made to the document will be listed to the right of *Redo* when the **Edit** menu is pulled down. If *Undo* has not been used after any change to the document, *Redo* will be grayed out. If you have used *Redo*, and then make a change to the document, *Redo* will become grayed out until *Undo* is once again used.



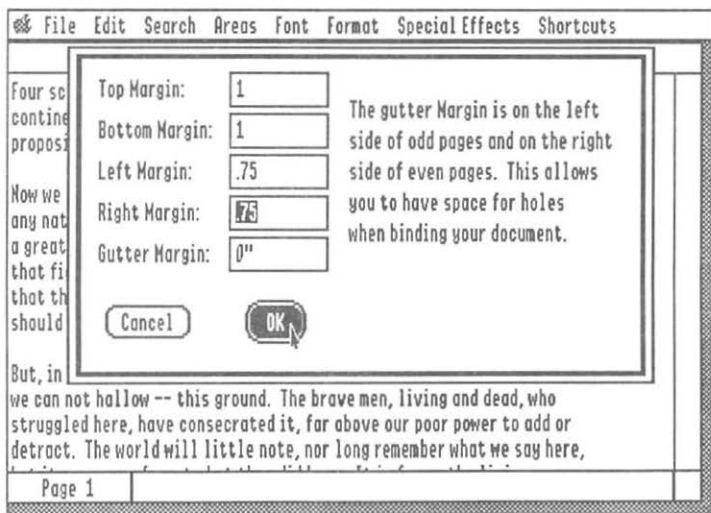
KERNING

Kerning is the process by which certain characters, when placed together, take up less space than other characters. This allows you to place more text within a certain width. Medley automatically kerns text as it is entered. For example, a combination of "JT" will take up less space than "WH." Text-based word processors such as AppleWorks do not do this -- every character takes up the same amount of space. Due to the kerning feature, it is hard to line-up text vertically over several lines. The placement of the cursor is dependent upon the type of characters used in each line, not how many are used. We suggest that Tab Alignments be used if you are going to line-up or indent several lines of text.

FORMATTING A DOCUMENT

MARGINS

Medley gives you default margins of 1" on the top and bottom, and .75" on the left and right. Should you desire to change the pre-set margins, choose the *Set Margins* command. Selecting *Set Margins* from the **File** menu gives you a dialog box from which you can change the default margins.



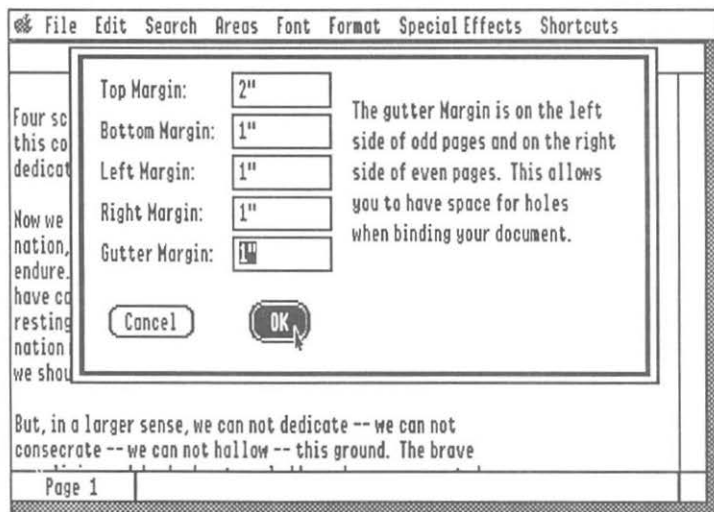
Position the pointer in the box of the margin you would like to alter. Click and then enter the number (in inches) of your choice. Any decimal will also work (e.g., 2.5"). Click **OK** to accept the margin changes, or **Cancel** to return to your document and cancel any changes.

NOTE: *Make sure that your printer will be able to print a full line of text if you set your margins wider than the default margins. For example, the Apple ImageWriter must always have at least .5" for the right margin.*

GUTTERS

Gutters give you the ability to bind your document in a notebook without obscuring any text or art. This is because there is always a wider inside margin.

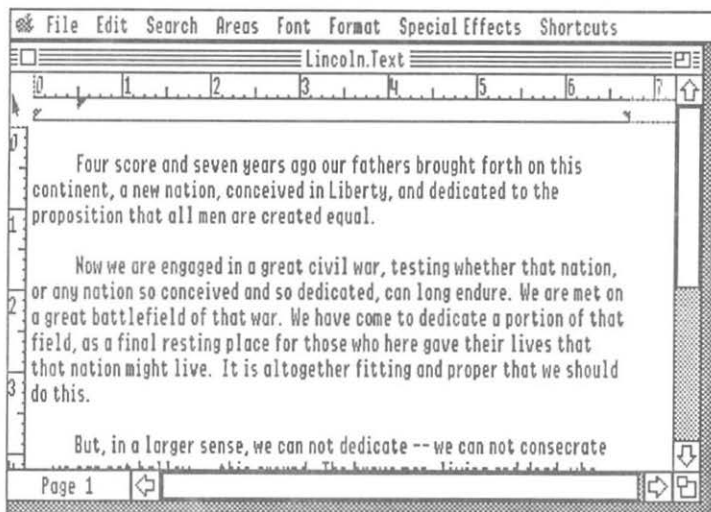
Gutter margins are determined with the *Set Margins* command on the **File** menu. A dialog box will appear.



The gutter margin will affect the left and right margins. When the gutter margin is set at 0" (the default setting), the left and right margins will measure distance from the left and right edges of the paper. Giving a value to the gutter margin will move the left margin in on odd-numbered pages, and move the right margin in on even-numbered pages. For example, if the left and right margins are set at 1" and you set the gutter margin at 1", the left margin on odd-numbered pages will become 2" and the right margin on even-numbered pages will become 2". The opposite margins will remain at 1". Of course, your document width will be narrowed by one inch on all pages.

RULERS

Selecting the *Show Rulers* command from the **Special Effects** menu will cause horizontal and vertical rulers to appear.



The rulers are marked in inches and will scroll with the document. Both paragraph indents and tab alignments can be set with the rulers showing. Floating hash-marks within the rulers will move with the pointer to give you the pointer's exact location. If an art area is selected, two hash-marks will appear in each ruler. These will give you the location of the left, right, top and bottom edges of the area. The rulers are correlated to the margin settings, not the actual page width and length. With the horizontal ruler, any ruler measurements that exceed the margin setting (created with the *Set Margins* command on the **File** menu) will be grayed out. Once the rulers are showing, the menu command will change to *Hide Rulers*. Select this command to make the rulers disappear.

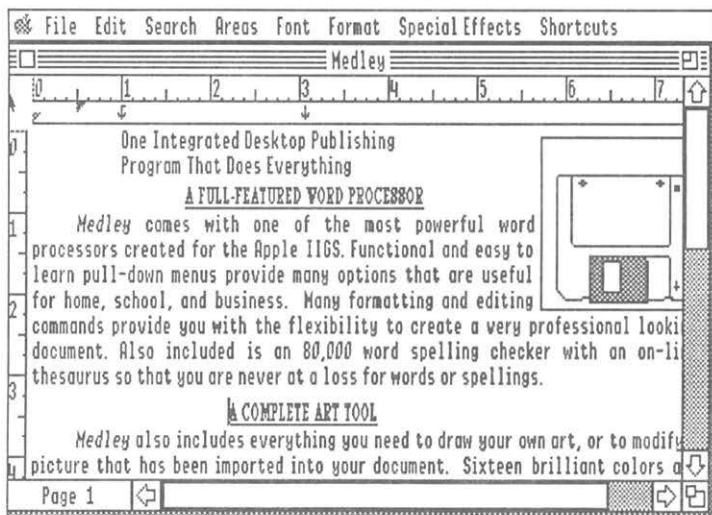
The horizontal ruler contains paragraph indent markers for the first line, left margin, and right margin. Indent markers allow you to indent lines and paragraphs for special effects. The first line indent marker is the upper left (red) triangle; the left indent marker is the lower left (blue) triangle; the right indent marker is the right (blue) triangle. These three triangular markers can be moved by

positioning the pointer over them, and clicking and dragging. Any text that is entered afterwards will conform to the markers. If the markers are moved after text has been entered, only the text within the paragraph in which the cursor is blinking will conform to the new marker settings. Multiple paragraphs which are selected will also conform to new marker settings. If art areas are added to the document, the indent markers may not work the same as they would in a document that consists of text only. For instance, if an art area is added to the middle of a page to create two columns of text, the first line indent marker will apply only to the paragraphs in the left column. Paragraphs starting in the right column would all be flush left (no first line indent). Left and right indent markers will apply to the text on the left and right margins of the page -- not to the left and right borders of the columns. In this case, tabs must be used to create consistent first line indents.

Different tab stop alignments can also be set from the rulers. Tab stops can be set to align flush left, flush right, centered, or to a decimal point. Each different tab alignment is represented by a different marker. They are:

- ↯ Flush Left
- ↲ Flush Right
- ↓ Center
- ⤵ Decimal

To place a tab marker on the ruler, position the pointer just below the desired inch mark (in the same part of the ruler as the indent markers). Click the mouse and a tab marker will appear. Tab markers initially default to flush left. From that point on, unless more tab markers are added, the cursor will move to align itself below that tab marker when the **Tab** key is pressed. To move the tab marker, position the pointer over the marker, and click and drag. The marker will move with the mouse. Once the marker is moved, all text within the paragraph in which the cursor is blinking will reformat itself to reflect the change. If multiple paragraphs are selected, they will all reformat to reflect the tab marker changes. There is no limit to the amount of tab markers which can be placed on the ruler.



To change the tab stop alignment, position the pointer over the tab marker you wish to alter and click while holding the **Shift** key down. Each click will cause a different type of tab marker to appear. If text has already been entered, the paragraph in which the cursor is blinking will reformat to reflect the change.

To delete a tab marker, click on it once with the mouse, and it will disappear.

Tab markers can also be set and changed with the *Set Tabs* command from the **Format** menu.

COPYING RULERS

Paragraphs with unique formatting can have their ruler settings (indents and tab markers) copied. Once copied they can be *Pasted* into other parts of your document to create the same format.

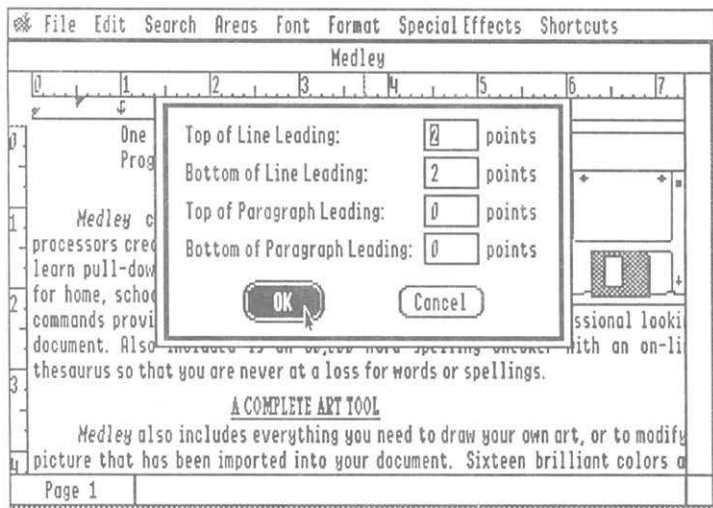
To copy a ruler, first select *Show Paragraph Breaks* from the **Special Effects** menu. Then, select the paragraph break symbol at the end of the paragraph which has the ruler formatting you wish to copy. Click *Copy* on the **Edit** menu. The ruler settings will be copied to the Clipboard. Next, select the paragraph break

symbol of the paragraph which is to have the ruler copied into it. Then, click *Paste* on the **Edit** menu. That paragraph will now reflect the copied ruler settings.

LINE SPACING

The space between lines, called "leading," can be narrowed or widened with the *Change Leading* command on the **Format** menu. This command will only change leading for entire paragraphs -- not selected lines within a paragraph. A paragraph is created every time the **Return** key is pressed.

To change the line spacing select *Change Leading* and a dialog box will appear showing the line spacing settings. The line spacing, or leading, is measured in "points." One "point" measures 1/36 of an inch on the screen. Enter a number in the box next to "Top of Line Leading" to measure the spacing from the topmost character in a line of text. Enter a number in the box next to "Bottom of Line Leading" to measure the spacing from the lowest character in a line of text.



If the leading change is made before any text is entered, your entire document will reflect the change. Once text has been entered, any paragraph in which the cursor is blinking will reflect a leading

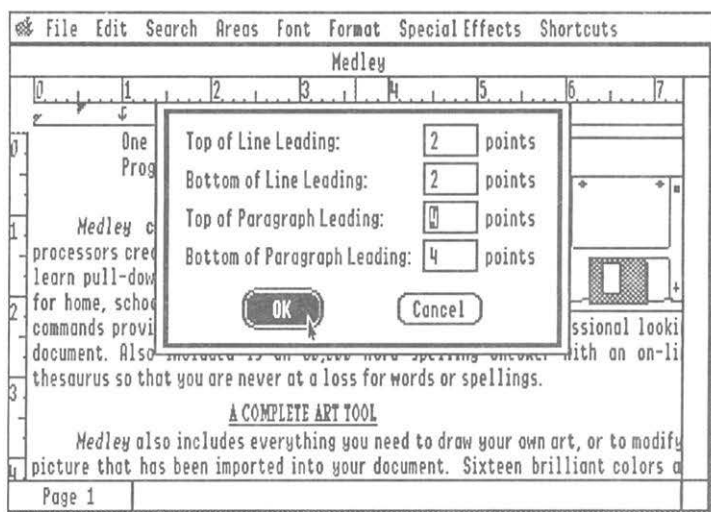
change. Multiple paragraphs that have been selected will also reflect a leading change.

Click **OK** to accept the changes and return to the word processor. Click **Cancel** to return to the word processor without making any changes.

PARAGRAPH GAPS

The spacing, or gaps, between paragraphs can be narrowed or widened with the *Change Leading* command on the **Format** menu. A paragraph is created every time the **Return** key is pressed.

To change the paragraph spacing select *Change Leading* and a dialog box will appear showing the paragraph spacing settings. The paragraph spacing is measured in "points." One "point" measures 1/36 of an inch on the screen. Enter a number in the box next to "Top of Paragraph Leading" to measure the spacing from the first line of text in a paragraph. Enter a number in the box next to "Bottom of Paragraph Leading" to measure the spacing from the last line of text in a paragraph.



If the leading change is made before any text is entered, your entire document will reflect the change. Once text has been entered, any paragraph in which the cursor is blinking will reflect a leading change. Any text that has been selected will also reflect a leading change.

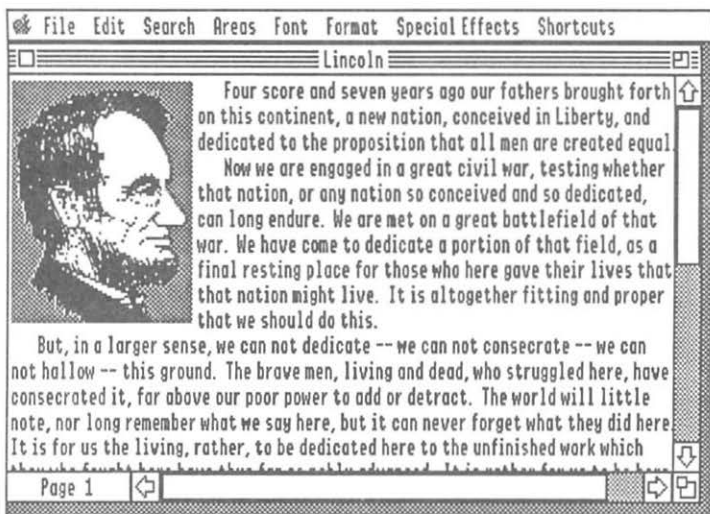
Keep in mind that any paragraph leading is dependent upon how the line leading is set. For example, if the "Bottom of Line Leading" is set at 2 points, and the "Top of Paragraph Leading" is set at 2 points, then the actual space between paragraphs will be 4 points.

Click **OK** to accept the changes and return to the word processor. Click **Cancel** to return to the word processor without making any changes.

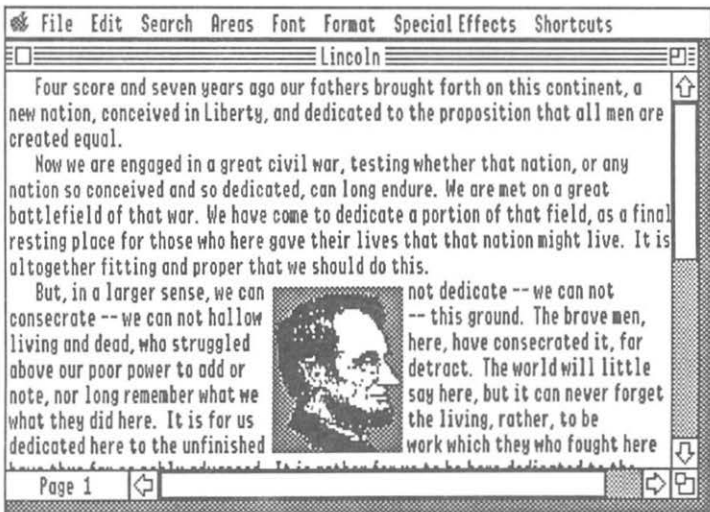
TEXT WRAP DIRECTION

Text can wrap either vertically or horizontally. Medley defaults to vertical word wrapping (that is, whenever the text runs into an art area border it will drop down a line).

With vertical word wrapping, the text continues to move down until it reaches the bottom of the page. At that point, it will wrap into any space available on that page before it moves onto the next page. For example, if art areas have been set up to divide the text into columns, the text will wrap down the left column every time it runs into the art area border. When it reaches the bottom of the page, the text will move up to the top of the page and start to wrap down the next column. However, if an art area is placed in the middle of a page, the text will wrap down so that there is a blank space to the right of the art area until the text reaches the bottom of the page. At that point, the text will move into the space to the right of the art area. To keep the text from wrapping behind an art area make sure that the area extends to the right margin.



Horizontal word wrap lets you wrap text across art areas. This can be used when you would like the text to surround and read across the art.

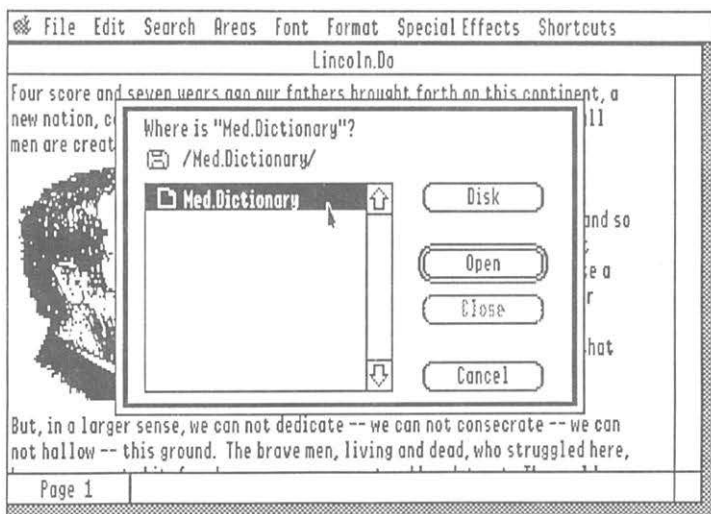


To change the word wrap direction to horizontal, select the *Change Page Layout* command from the **Format** menu. Click inside the box next to "**Page number**" and enter the number of the page on which the word wrap direction will be changed. (The page on which the cursor is blinking is the default page number.) Click the

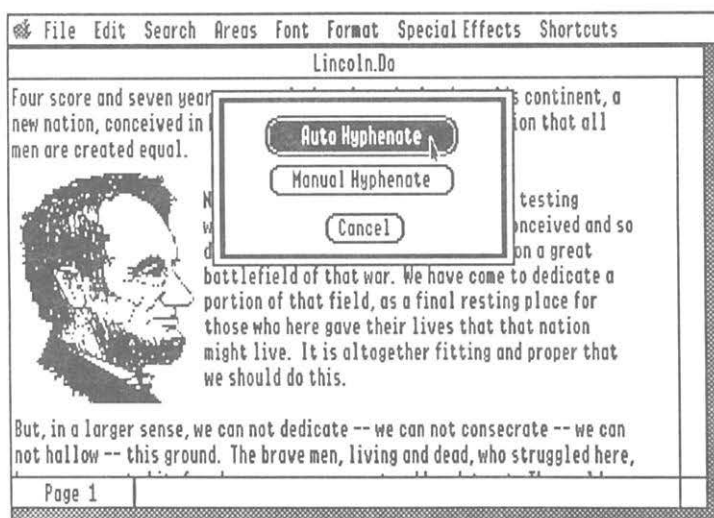
hyphenated word move to another line due to further text entry, you will not see the hyphen mark.

Medley's hyphenation is based on its 80,000 word dictionary. If the Dictionary disk is not in one of your disk drives, you will be prompted to insert it. The program moves through the document and checks words at the end of each line against the dictionary to see whether or not they can, or should be hyphenated. If a word can possibly be hyphenated, you will be given a choice on how to structure the hyphenation.

To hyphenate a document, select the *Hyphenation* command. A dialog box will ask: "Where is Med.Dictionary?" The computer is looking for the *Hyphenation* word list. Eject the Medley disk, insert the Dictionary disk, and click the "Disk button." The file name "Med.Dictionary" should now appear highlighted in the disk listing. Click the "Open button" to open the file and start the *Hyphenation* process.



When the program finds a word that can potentially be hyphenated, a dialog box will appear. At this point you can either hyphenate your entire document automatically, or look at each hyphenated word individually.



Click the "**Auto Hyphenate** button" to automatically hyphenate the whole document. All words will be hyphenated according to the dictionary **Preferred** format.

Click the "**Manual Hyphenate** button" to look at each word before it is hyphenated in the document. A dialog box will appear with the hyphen correctly placed within the word. This will be the **Preferred** hyphenation based on the main dictionary word list. If the word to be hyphenated is not in the dictionary, or has been added to one of the supplementary dictionaries, it will be hyphenated based on an algorithm.

If you would like to change the hyphenation break-points, first click the "**Manual** button." Then, position the pointer between the two letters to be hyphenated and click. The blinking cursor will appear. Enter a hyphen character from the keyboard.

Click **Hyphenate** and the word will become hyphenated at one of the break-points according to the format that was selected (**Preferred** or **Manual**). The program will then move forward to find another potential candidate for hyphenation. When it does, the dialog box will appear again. Click **Hyphenate All** if you

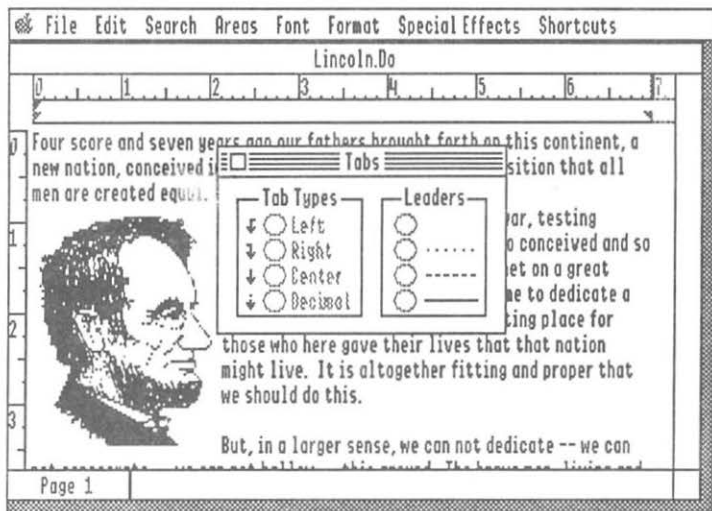
would like to hyphenate the rest of the document automatically. Click the **"Cancel"** button to cancel the hyphenation process.

If you would like to hyphenate specific portions of your text, first select the word or words, and then select the *Hyphenate* command. Only the selected text will come under consideration for hyphenation.

If you would like to place a "soft" hyphen in a word manually, first position the cursor between the two letters to be hyphenated. Press the **Option / Hyphen** keys and the word will be hyphenated, but only if the word is at the end of a line on the right margin. Should the hyphenated word move to another line due to further text entry, you will not see the hyphen mark. If a "soft" hyphen is placed in a word that is not at the end of a line, you will not see a hyphen mark until it is the last word on a line. A "hard" hyphen (just pressing the Hyphen key) is different than a "soft" hyphen because it will always be showing, no matter how the text is moved.

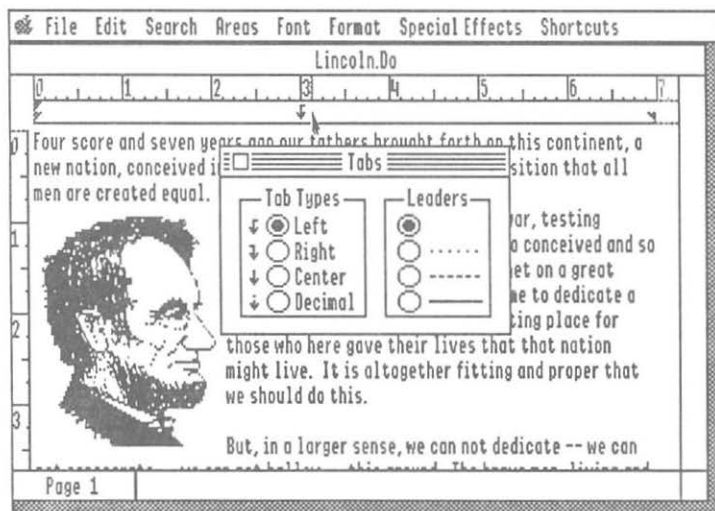
TABS

Tab stops can be created and changed with the *Set Tabs* command from the **Format** menu.



To create a tab stop, select the *Set Tabs* command and a dialog box will appear. Since the ruler is an integral part in setting the tab stops, it will appear with the *Set Tabs* dialog box, whether or not it has been selected. Tab stops can be set to align flush left, flush right, centered, or to a decimal point. Each different tab alignment is represented by a different marker, all of which are listed under "Tab Types." All tab types will be grayed out if no tab marker is selected.

To place a tab marker on the ruler, position the pointer just below the desired inch mark (in the same part of the ruler as the indent markers). Click the mouse and a tab marker will appear. Tab markers initially default to flush left, and this will now be reflected under "Tab Types."



From that point on, unless more tab markers are added, the cursor will move to align itself below that tab marker when the **Tab** key is pressed. To move the tab marker, position the pointer over the marker, and click and drag. The marker will move with the mouse. Once the marker is moved, all text within the paragraph in which the cursor is blinking will reformat itself to reflect the change. If multiple paragraphs are selected, they will all reformat to reflect the tab marker changes.

To change the tab stop alignment, click the button next to the type desired. It will become selected, and the tab marker on the ruler will also reflect the change. You can also hold down the **Shift** key while clicking on a tab marker, and the tab type will change with each click of the mouse. If text has already been entered, the paragraph in which the cursor is blinking will reformat to reflect the change.

To delete a tab marker, click on it once with the mouse, and it will disappear. Text affected by the tab marker will change to reflect the deletion.

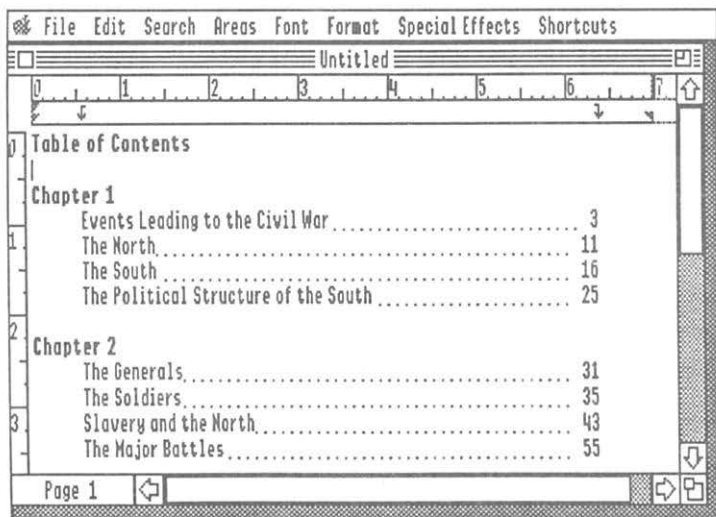
If more than one tab marker is on the ruler, you can select a marker to edit by holding down the **Option** key while clicking on it. The *Set Tabs* dialog box will reflect the newly selected marker. There is no limit to the number of tab markers that can be placed on the ruler.

If only the ruler is showing, and you wish to bring up the *Set Tabs* dialog box, hold down the **Option** key while clicking on a tab marker. The *Set Tabs* dialog box will appear reflecting the selected tab marker.

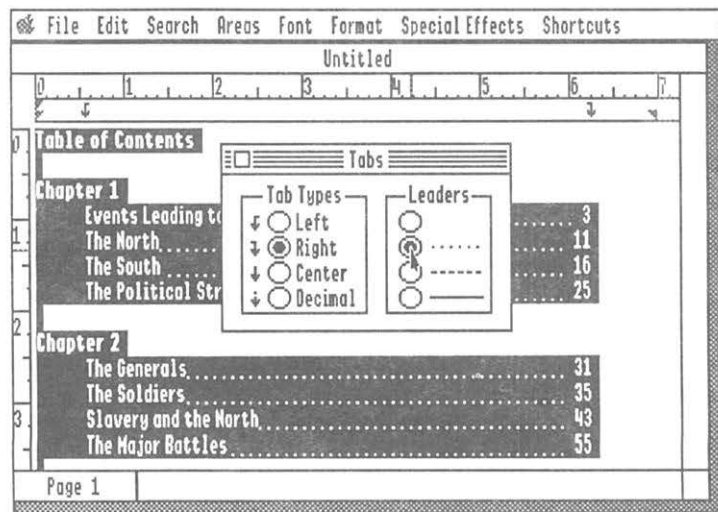
To exit the *Set Tabs* dialog box, click in its close box. The dialog box will disappear, but the rulers will remain. To hide the rulers at the same time as the dialog box, select the *Hide Rulers* command from the **Special Effects** menu (while the *Set Tabs* dialog box is still showing). Both the rulers and the dialog box will disappear.

TAB LEADERS

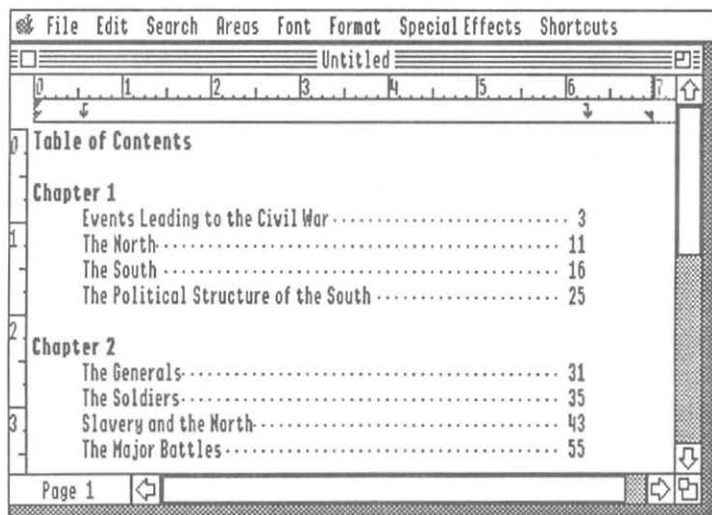
When the **Tab** key is pressed, the cursor will move to align itself under a tab marker. Normally, a blank space is left from the point of origin to the tab marker. However, "Tab Leaders" can be created so that when the **Tab** key is pressed either a series of dots, dashes, or a solid line will appear between the point of insertion and the tab marker.



To create a tab leader, choose the *Set Tabs* command from the **Format** menu. A dialog box will appear showing "Tab Types" and "Leaders." Either create a new tab stop marker by clicking just below the numbers on the ruler, or select an existing marker by clicking on it while holding down the **Option** key. Notice that of the four leader types available, the blank leader is selected. Select one of the other visible leader types and click in the close box of the dialog box. All tabs using the selected tab marker will now have a visible leader inserted.



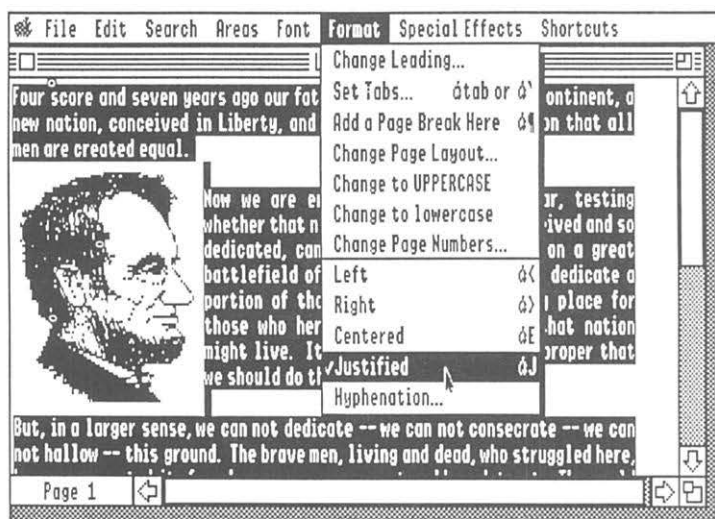
Tab leaders default to printing along the bottom of the line of text. To have the leader print higher, select the leader by clicking and dragging between its point of origin and the tab marker. It will become highlighted. Select *Choose Font* from the **Font** menu, and then enter a number smaller than the font size of the text in the "Other Size" box. Click **OK** and the leader will be raised off the bottom line. For example, if your font size is Shaston 8, enter "4" in the "Other Size" box and the leader will now be located half way between the bottom and the top of the line of text.



TEXT JUSTIFICATION

Text can be formatted to be *Justified Left*, *Justified Right*, *Centered*, or *Fully Justified* with the commands on the **Format** menu. Medley defaults to left justification.

To format text, select the text and then click on the justification of your choice. The selected text will reformat to your selection type. If no text has been selected, all text within the paragraph in which the cursor is blinking will reflect the formatting change. If no text has been entered or if you are starting a new paragraph, first select the justification, and then any text that is entered afterwards will be formatted accordingly.

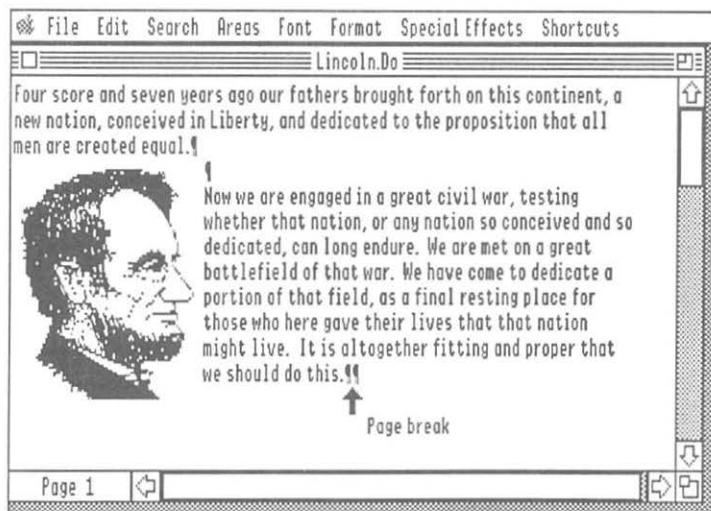


PAGE BREAKS

Page breaks are designated by a solid black line which runs across the screen. Any time an existing document is changed, Medley automatically repaginates the entire document. Since Medley is interruptible, you do not have to wait for the pagination to finish in order to continue working on your document.

You can also manually place a page break anywhere in your document by selecting the *Add a Page Break Here* command from the **Format** menu. Adding a page break with this command will cause all TEXT below that point to be printed on the next page. Graphics can still be placed below a page break. Page breaks can also be inserted into any *Page Part*. This will cause the text to flow into the next *Page Part* or the next full-sized page.

To add a page break, position the cursor where you want to break the text, and click the *Add a Page Break Here* command. Page breaks are designated by a double "paragraph break" symbol when the *Show Paragraph Breaks* command from the **Special Effects** menu is chosen.

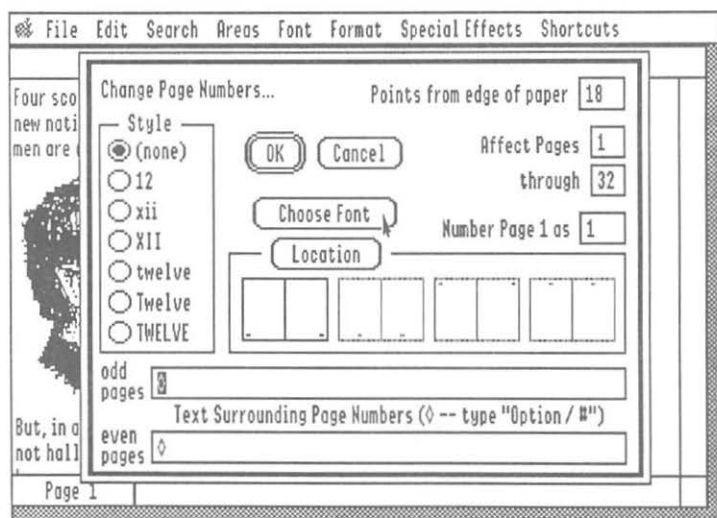


To delete a manual page break, choose the *Show Paragraph Breaks* command. Select the double paragraph break symbols and delete them.

PAGE NUMBERS, HEADERS, AND FOOTERS

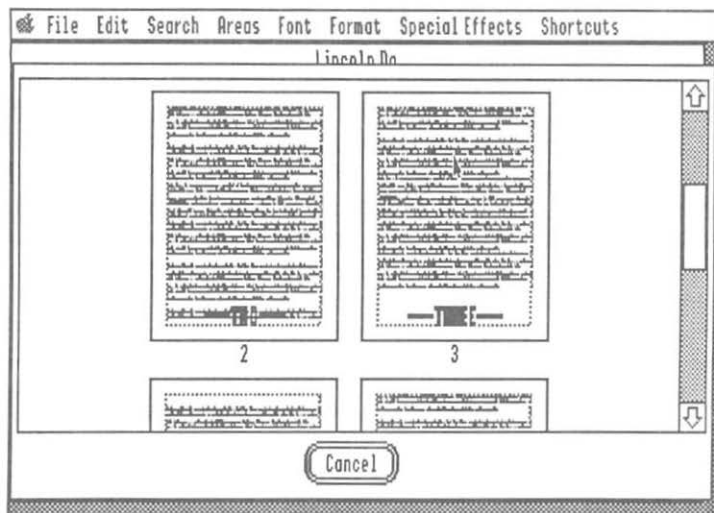
To place page numbers in a document, select the *Change Page Numbers* command from the **Format** menu. Page numbers can consist of several different styles, and can be placed in different locations. Page numbers will not be displayed on the document screen, but can be seen with the *Show Page* command on the **Special Effects** menu.

Select the *Change Page Numbers* command and a dialog box will appear. Choose the style of number by selecting it in the "Style" box. Choose the page number location location by clicking on one of the page configurations under the "**Location** button." To see more page number locations, click the "**Location** button" and four more page configurations will appear. Number locations not selected will be grayed out.

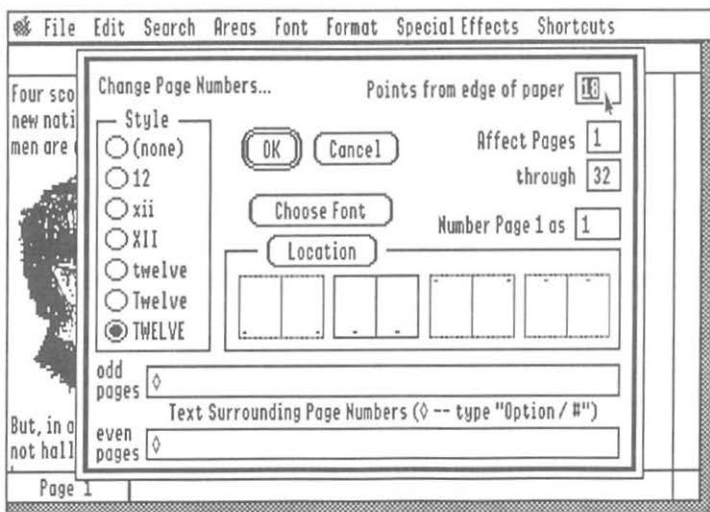


You can select different fonts, sizes and styles for page numbers by clicking the "**Choose Font** button." The *Choose Font* dialog box will appear, and fonts can then be chosen in the normal manner.

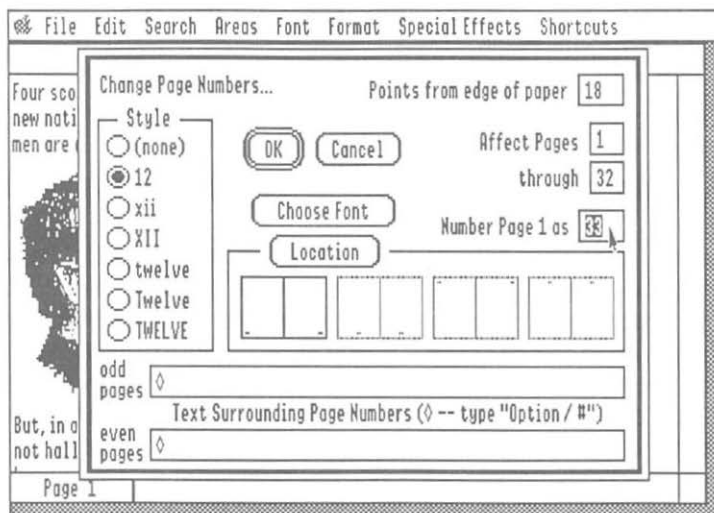
Larger page number font sizes may affect your final printed document. Page numbers are placed within the parameters set by the horizontal margins, but are not correlated to the vertical margins. Page numbers are always placed based on the top or bottom of the page, not the top or bottom margins. Therefore, if you have a large page number, it may run into the text, depending how close to the edge of the page your vertical margins are set. The farther from the edge of the page your vertical margins are set, the less likely you are to have a problem with large page numbers.



Page numbers default to printing 18 points away from the top or the bottom of the page. 18 points equates to 1/2", and is the required minimum distance from the edge of the page for some printers. (For example, if text or art is closer than 1/2" to the edge of the page, the LaserWriter will clip the portion that overlaps the 1/2" margin.) To change the distance from the edge of the page, enter a number in the box next to "Points from edge of page."



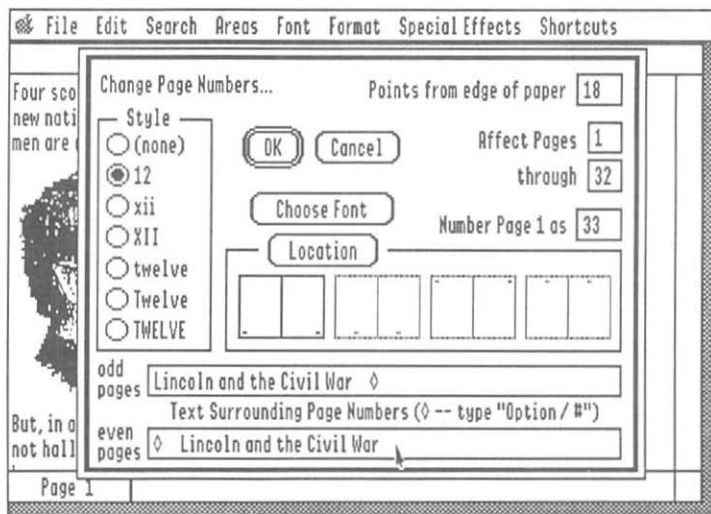
Page numbers on the first page of a document can start with any number. If the first page of your document will be numbered "1," leave the box next to "Number Page 1 as" set to the default choice (1). If the first page of your document is a continuation of another file, enter a new number in the box next to "Number Page 1 as." For example, all documents in Medley are limited to 32 pages. If your document will be longer than 32 pages, it must consist of at least two separate files. Therefore, the first page of the second file would start with number 33.



Once page numbers are selected, they do not have to show on all pages. Enter the numbers of pages in which you want them to appear in the boxes next to "Affect Pages." For example, if the first page of your document will be a title page, you may not want a page number on it. Leave the number "1" in the box next to "Number Page 1 as." Change the boxes next to "Affect Pages" so that they read "2 through 32." Page numbers will now start to appear on page two, starting with the number two.

Text can appear on the same line as a page number, so that headers or footers can be created. Whether the line of text becomes a header or a footer depends on which location is chosen for the page numbers. To create a header or footer, enter text in the boxes below "Text Surrounding Page Numbers." The gray diamond represents the location of the page number within the line of text.

Text can be entered in front of, or behind the diamond. The diamond can be deleted (place the cursor to the right of it and press the **Delete** key) if you want no numbers in your headers or footers. If the diamond is deleted, it can be placed back in the edit box by pressing the **Option / #** keys. Text can be structured differently to reflect even or odd numbered pages. Text surrounding numbers will be subject to the choices made in the "Affect Pages" boxes.



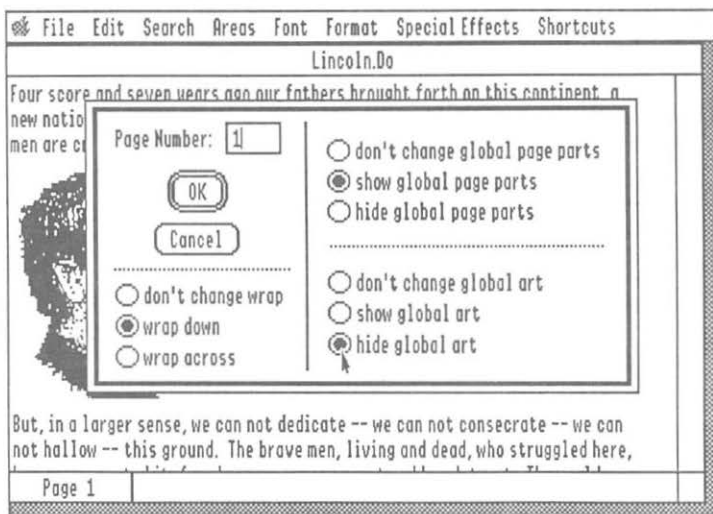
Click **OK** to accept all page number modifications and return to your document. Click **Cancel** to return to the document without making any changes.

LOCAL EXCEPTIONS TO GLOBAL ART AND PAGE PARTS

If you have set up your document to contain either global art areas or global *Page Parts* there may be specific pages on which you do not want them to appear. (See "Placing Areas On All Pages" if you do not know how to create a global area.) Global areas can be determined by the fact that their borders will be blue instead of orange when they are selected.

To hide global art or *Page Parts*, first make sure that there are no areas selected. Choose *Change Page Layout* from the **Format**

menu and a dialog box will appear. "Hiding" is different from "deleting" because you can always retrieve the hidden *Page Part* or art area and its contents.



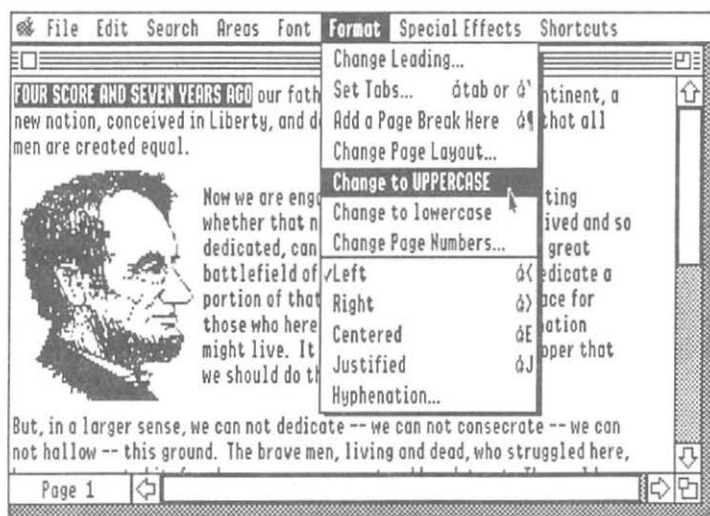
Click in the box next to "**Page number**" and enter the page number where the area is to be hidden. (The page on which the cursor is flashing is the default page number.) Click the "**Hide global page parts** button" if the area is a *Page Part*. Click the "**Hide global art** button" if the area is an art area. Click **OK** to return to the text. Any text contained in the *Page Part* will not be deleted, but it will appear on the page or in the next *Page Part*. Hiding global areas affects an entire page. (You cannot select and hide one particular global area on a page.) If any areas are selected in your document, the "global hide buttons" will be grayed out.

To make an art area or *Page Part* reappear, click the "**Show global page parts** button" or the "**Show global art** button." Text or art in these areas will reappear with them.

CHANGING TEXT TO UPPERCASE AND LOWERCASE

Entire blocks of text can be changed to uppercase (all capitals) or to lowercase (no capitals).

To change a block of text to uppercase, select the text to be changed with the mouse or the arrow keys. Select the *Change To Uppercase* command from the **Format** menu. The entire block of selected text will now be in uppercase. Selecting the *Change To Lowercase* command will convert an entire selected block of text to lowercase.

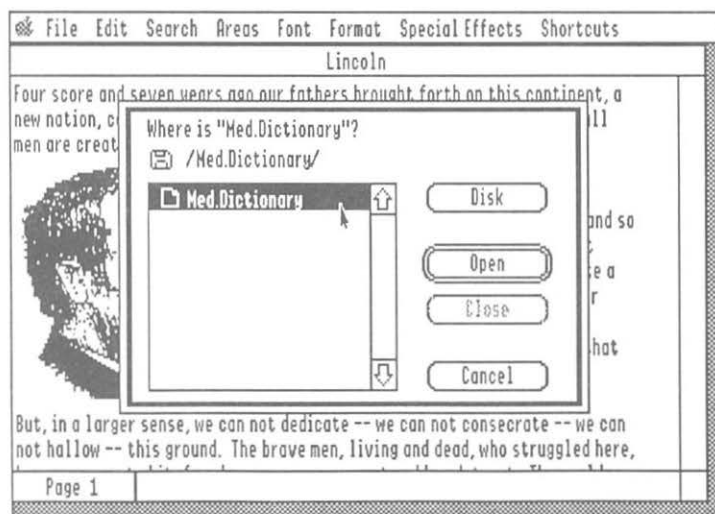


SPECIAL EDITING COMMANDS

SPELL CHECKING A DOCUMENT

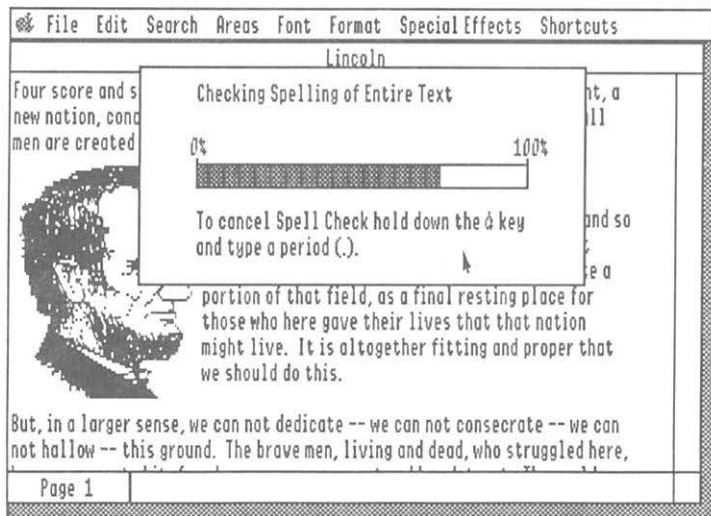
Medley includes an integrated 80,000 word spell checker. The spell checker will recognize and suggest alternatives for misspelled words as well as words misspelled phonetically (e.g., the word "dikshunary" would have "dictionary" suggested as an alternative). You can check the spelling of an entire document, or just the text that you select.

To check the spelling of an entire document, you must first load the Dictionary disk. Select the *Spell Check* command from the **Search** menu. A dialog box will ask: "Where is Med.Dictionary?" The computer is looking for the *Spell Checker* word list. Eject the Medley disk, insert the Dictionary disk, and click the "Disk button." The file name "Med.Dictionary" should now appear highlighted in the disk listing. Click the "Open" button to open the file and start the *Spell Check*.



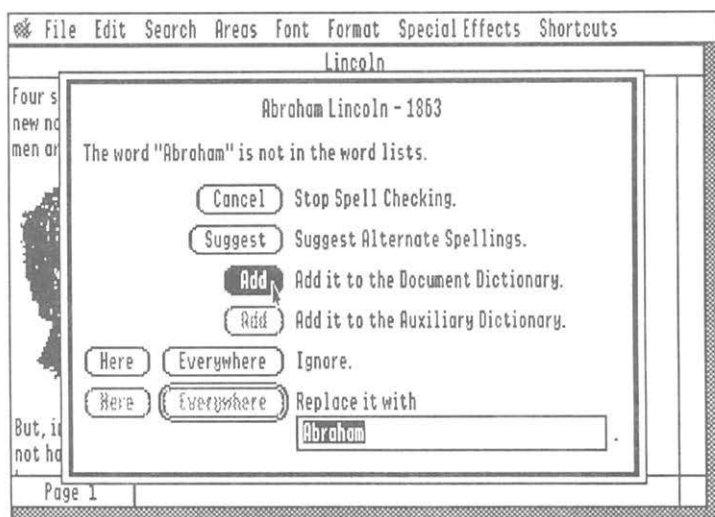
Once the *Spell Check* is started a dialog box will appear that says: "checking spelling of entire text." At the same time you will see a

graph showing the percentage of text remaining before the *Spell Check* is completed. While this dialog box is on the screen, you can abort the spell check at any time by pressing the *COMMAND - Period (.)* keys. If a word is found that Medley does not recognize, another dialog box will appear with instructions on how to handle it.



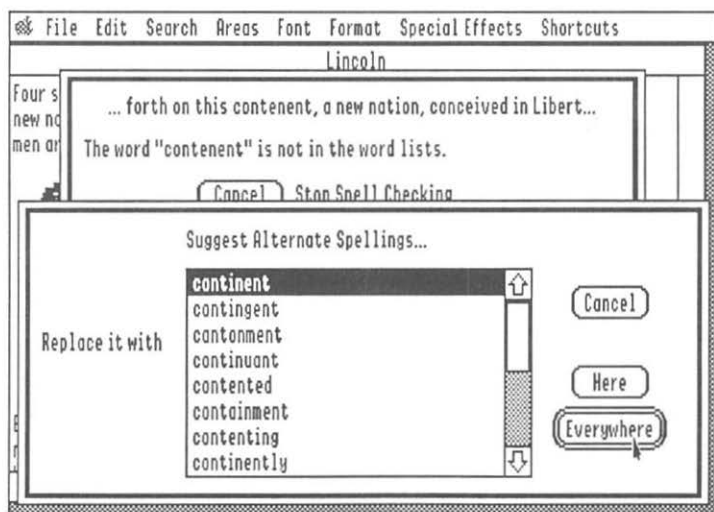
Any word that the Medley dictionary does not recognize will appear in the "edit box" (below "Replace it with"). If the word is misspelled and you know the correct spelling, you can modify it in the "edit box." Once the correct spelling is entered, click **Here** to replace the misspelled word in that instance only, or click **Everywhere** to replace it in every case within the document.

If the word is spelled correctly but is not in the Medley dictionary (e.g., last names), you can tell the program to "Ignore" it **Here**, or throughout the entire document (**Everywhere**). If you will be using the word frequently, you can add it to the Document Dictionary by clicking the "Add button."



Once the word is added the spell check will continue. Any commonly used words can be added in this fashion so that they will not be flagged in the future. The Document Dictionary is specific to the active document, so that any words added to the Document Dictionary in one document will be flagged if another document is spell checked. To add words that will be recognized by all documents, you must edit the Auxiliary Dictionary from the *Dictionaries* command.

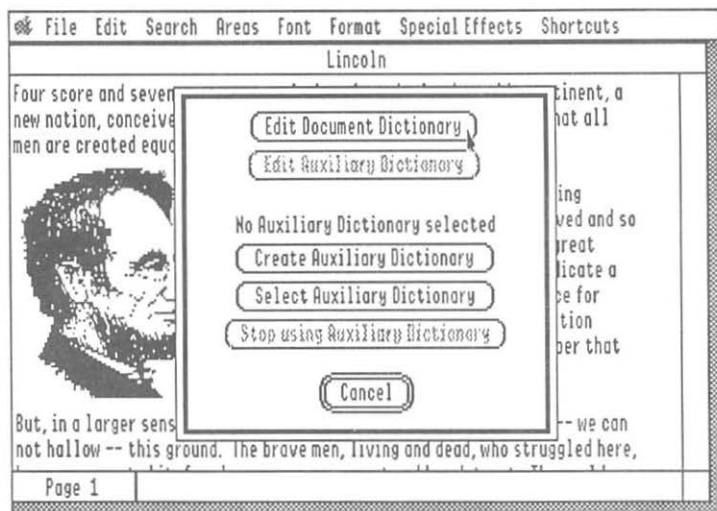
If you are not sure of the spelling, click **Suggest** to have the program suggest several possibilities. At this point, another dialog box will appear with the suggestions. To replace a misspelled word with one of Medley's suggestions, scroll through the list of possible alternatives. Position the pointer on the correct word and click. Click the **"Here"** button to replace the word in that instance only. Click the **"Everywhere"** button to replace it in every case within the document. If you do not see the correct alternative, click **Cancel** to return to the previous dialog box. If no words appear, then Medley has found no close matches to the unknown word.



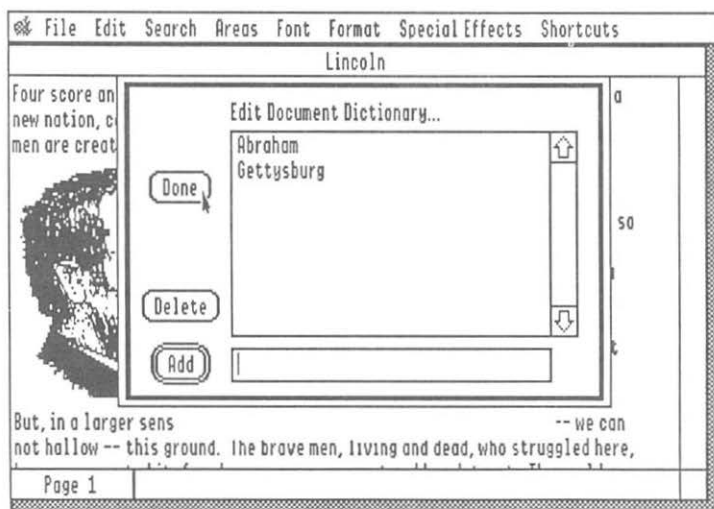
To check the spelling of selected text, first select the word or words. Then select the *Spell Check* command from the **Search** menu. Load the Dictionary Disk in the same manner as you would for spell checking the entire document. The spell checker will search only the selected text.

ADDING WORDS TO THE DICTIONARIES

The *Dictionaries* command on the **Search** menu lets you see, delete, or add any words to the various dictionaries. The Document Dictionary contains words pertaining only to the active document. An Auxiliary Dictionary contains words that will be recognized by the spell checker for all documents. The 80,000 word Medley Dictionary can not be edited.



Select the *Dictionaries* command and a dialog box will appear. Click **Edit Document Dictionary** to see the list for the active document. All words that have been added to that Document Dictionary will be listed alphabetically. If there are too many words to fit inside the box, you will be able to scroll through them.



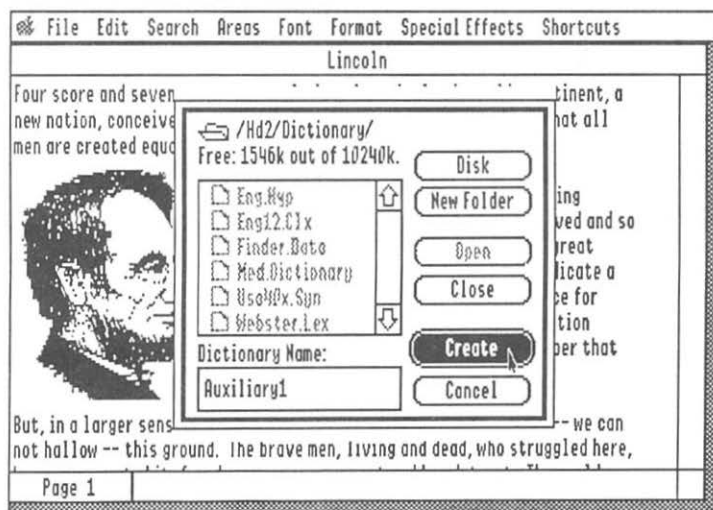
To delete a word from the Document Dictionary, position the pointer over the word and click. The word will become highlighted. Click the **"Delete button"** to delete the word.

To add a word to the Document Dictionary, enter the word in the box next to **Add**. Click the **"Add button"** and the word will be added to the dictionary. Words can also be added to the Document Dictionary from the *Spell Check* command.

Click **Done** to exit and return to the word processor.

To add words that will be recognized by the spell checker for all documents, you must have created and selected an Auxiliary Dictionary. The **"Edit Auxiliary Dictionary button"** will be grayed out if no Auxiliary Dictionary is selected. Only one Auxiliary Dictionary can be open at a time.

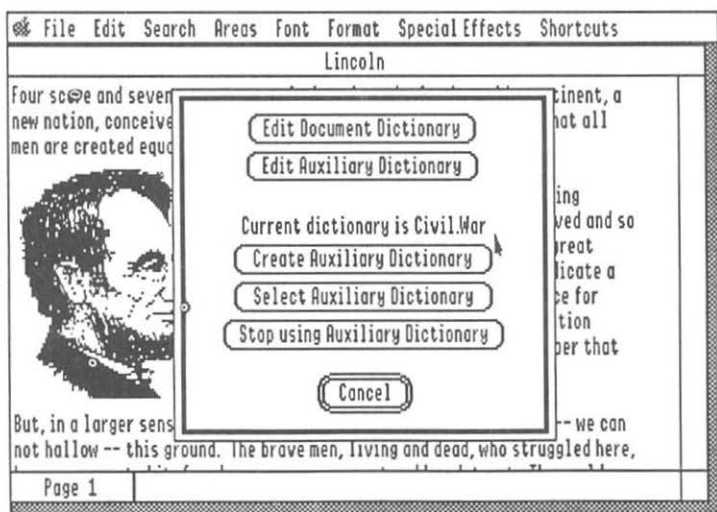
To create an Auxiliary Dictionary, select the *Dictionaries* command and a dialog box will appear. Click **Create Auxiliary Dictionary**, and a dialog box will appear with the name of the disk and the memory available on it.



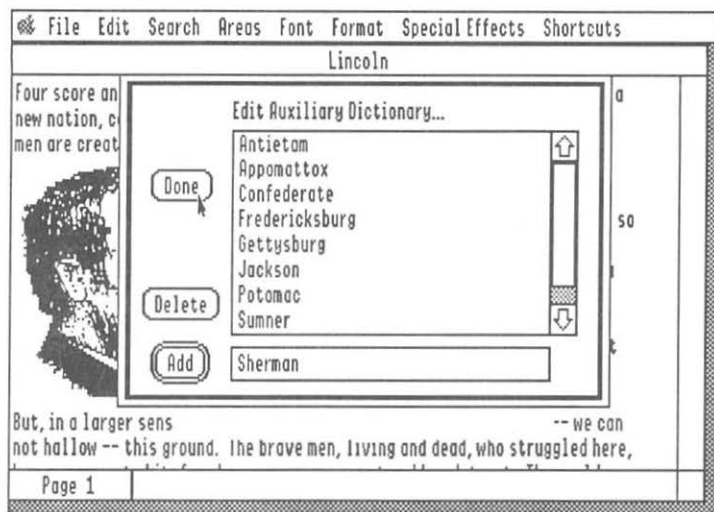
Enter the name you wish to give the Auxiliary Dictionary in the box below "Dictionary Name." To place your Auxiliary

Dictionary on a different disk, insert the disk and click the "Disk button." The name of the new disk will appear next to the small disk icon. Folders can be created, opened, and closed in the normal manner so that you can better organize your Dictionaries. (See "Saving a Document" for complete details.) Click **Create** and a file will be created for your Auxiliary Dictionary. You are then returned to the word processor, and the newly created dictionary will be active. However, it will have no words in it.

To add or delete words from an active Auxiliary Dictionary, select the *Dictionaries* command and a dialog box will appear. The name of the active Auxiliary Dictionary will be displayed above **Create Auxiliary Dictionary**.



Click the "Edit Auxiliary Dictionary button." A dialog box will appear, alphabetically listing all words that have been added to that Auxiliary Dictionary. If there are too many words to fit inside the box, you will be able to scroll through them.

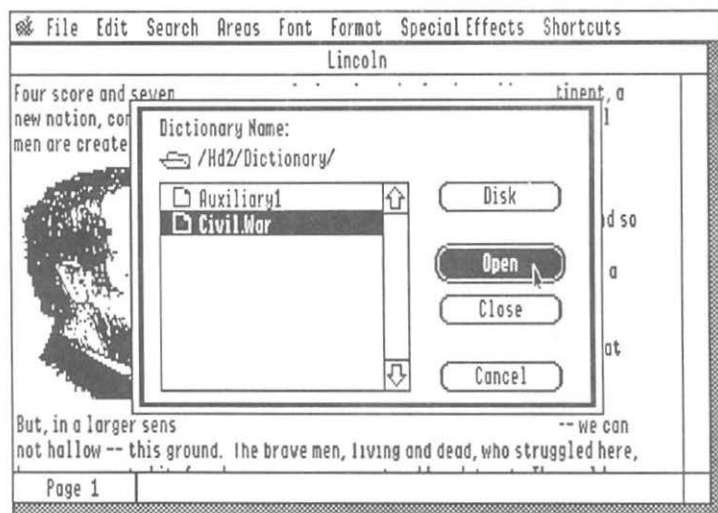


To delete a word from the Auxiliary Dictionary, position the pointer over the word and click. The word will become highlighted. Click the **"Delete"** button to delete the word.

To add a word to the Auxiliary Dictionary, enter the word in the box next to **Add**. Click the **"Add"** button and the word will be added to the dictionary.

Click **Done** to exit and return to the word processor.

To select an Auxiliary Dictionary, choose the *Dictionaries* command and a dialog box will appear. Click **Select Auxiliary Dictionary**, and a dialog box will appear listing the Auxiliary Dictionaries available. Select the name of the dictionary you wish to have open, and click the **"Open"** button." You will be returned to the word processor with the selected dictionary active. If the Auxiliary Dictionary you wish to open is on another disk, insert the disk and click the **"Disk"** button." Dictionaries located on the new disk will appear in the dialog box. Auxiliary Dictionaries located in folders can be accessed with the **Open** and **Close** buttons. Click **Cancel** to return to the word processor without selecting any Auxiliary Dictionary.



If you wish to use another Auxiliary Dictionary, simply select the other dictionary. To stop using the active Auxiliary Dictionary, click **Stop Using Auxiliary Dictionary** and no Auxiliary Dictionary will be selected.

THE ELECTRONIC THESAURUS

The Medley *Thesaurus* will suggest synonyms for specified words within your document. The *Thesaurus* provides appropriate synonyms for many different word usages. Note the differences in the synonyms that the *Thesaurus* provides for the word "sound" in the following sentences:

That idea seems quite sound. (stable, firm, secure)

What was that sound? (noise)

Sound the alarm. (declare, announce, broadcast)

The *Thesaurus* will also provide a different choice of synonyms according to the number of the word.

He heard a loud sound. (noise)

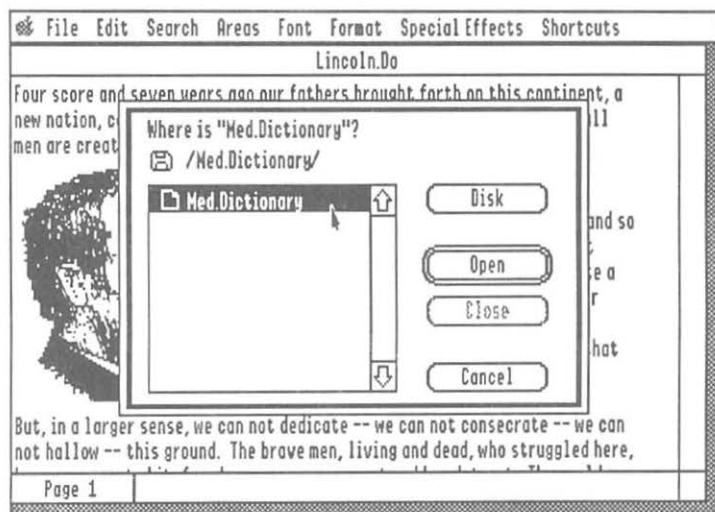
He heard loud sounds. (noises)

Finally, the Thesaurus will provide different synonyms according to the tense of the word.

She will sound the alarm. (declare, announce)

She sounded the alarm. (declared, announced)

The *Thesaurus* will not work unless the Dictionary disk is loaded. First, select a word by double-clicking on it. Then, select the *Thesaurus* command from the **Search** menu. A dialog box will ask: "Where is Med.Dictionary?" The computer is looking for the *Thesaurus* word list. Eject the Medley disk, insert the Dictionary disk, and click the "Disk" button." The file name "Med.Dictionary" should now appear highlighted in the disk listing. Click the "Open" button" to open the file and start the *Thesaurus*.



Once the Thesaurus has been started a list of synonyms for the selected word will appear. Some words may have more than one definition. This will be indicated in the upper left corner of the dialog box. "1 of 1" means that the definition is the first and only

definition of the selected word. "1 of 8" means that the definition is the first of eight definitions of the selected word. Each definition may have many possible synonyms. If more synonyms exist than can fit in the box, use the scroll bar to view them all. To see the next definition, click the "Next button." To see the previous definition, click the "Last button."

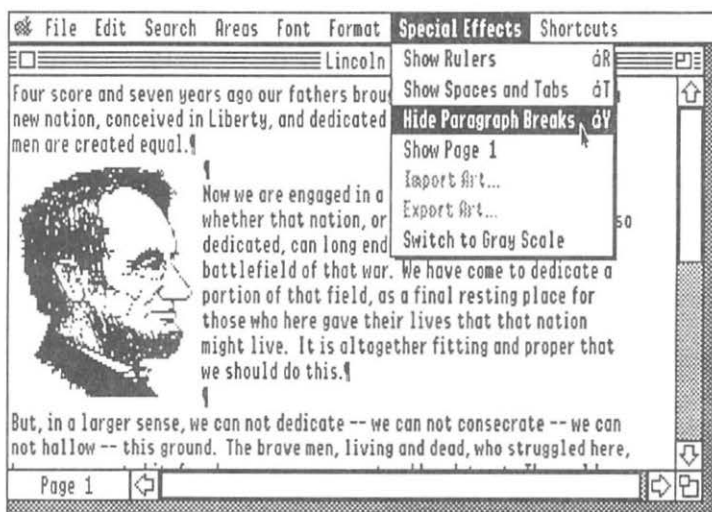


To replace the selected word (in the document) with a synonym, click on any synonym. The word will become highlighted. Click **OK** and you will be returned to the word processor. The selected word will be replaced with the chosen synonym.

To leave the *Thesaurus* without making any changes, click the "Cancel button."

SHOW PARAGRAPH BREAKS

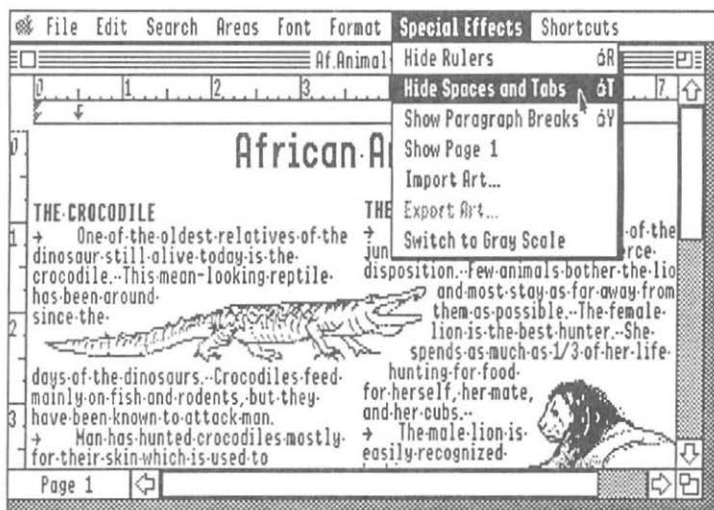
The *Show Paragraph Breaks* command will display all paragraph break symbols (¶) on the screen. Paragraph break symbols are inserted every time you press the **Return** key and are invisible unless this command is selected.



Once the paragraph break symbols are showing, the command will change to *Hide Paragraph Breaks*. Selecting this command will cause the "paragraph break" symbols to become invisible once again.

SHOW SPACES AND TABS

The *Show Spaces and Tabs* command will display all spaces in the text as a slightly raised period.

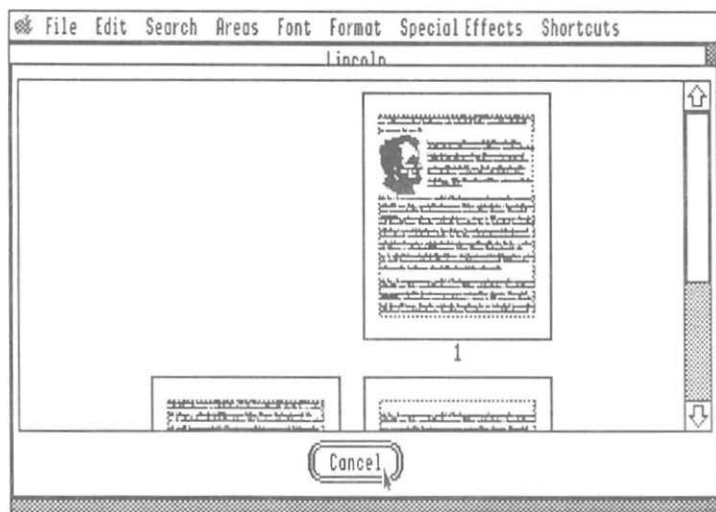


Tabs will be displayed as an arrow pointing to the right. Spaces are inserted into your text every time the **Space Bar** is pressed. Tabs are inserted every time the **Tab** key is pressed.

Once the Space and Tab symbols are showing, the command will change to *Hide Spaces and Tabs*. Selecting this command will cause the Space and Tab symbols to become invisible once again.

SHOW AN ENTIRE PAGE

To see the page displayed on the screen as a full page, select the *Show This Page* command from the **Special Effects** menu. This command produces a dialog box showing the entire page (both text and art) as a 75% reduction. No changes can be made within the *Show This Page* dialog box.



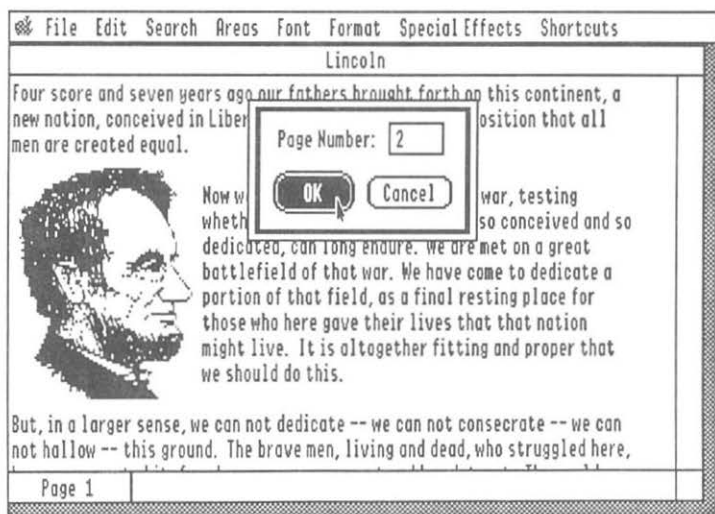
If your document consists of two or more pages, the pages will be displayed in pairs with the page number below the corresponding pages. If your document consists of more than two pages, you can move through the pages by using the scroll bar.

Clicking the "Cancel" button returns you to your document. Positioning the pointer inside one of the pages and clicking will return you to your document at that spot on that page.

SHORTCUTS

FIND A PAGE NUMBER OR GO TO ANY PAGE

You can quickly locate the number of the page that is displayed on the screen by selecting the *Go To Page* command from the Shortcuts menu, or pressing **COMMAND - G**. A dialog box will appear showing the page number in small rectangle. The page number is also located in the left corner of the horizontal scroll bar.



To move to any page, enter the page number you wish to go to in the small rectangle and click **OK**. You will be returned to the specified page in your document.

Click **Cancel** to cancel the command and return to the word processor.

SELECTING A SENTENCE

Select This Sentence will select the sentence in which the cursor is blinking. Also, clicking three times on any word in a sentence will

select the sentence. The style, font, and size of the selected sentence can then be changed, or it can be moved, copied, or deleted.

SELECTING A PARAGRAPH

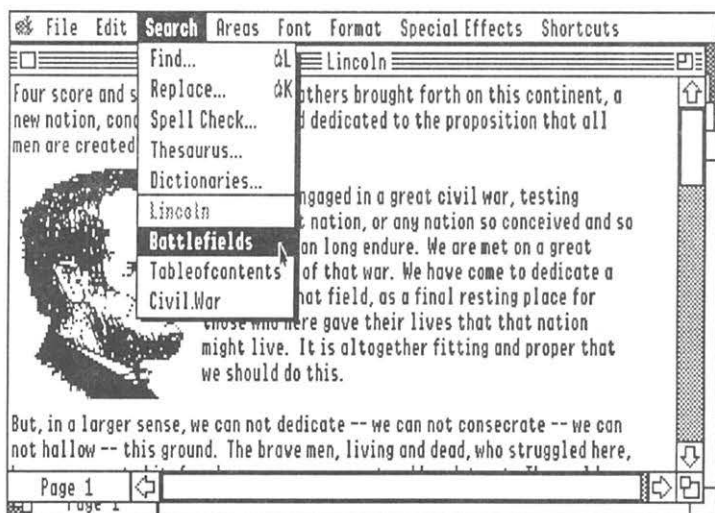
Choosing the *Select This Paragraph* command will select the paragraph in which the cursor is blinking. Paragraphs are denoted by the "paragraph break" symbol, which can be seen by clicking *Show Paragraph Breaks* on the **Special Effects** menu. Also, clicking four times on any word in the paragraph will select the entire paragraph. The style, font, and size of the selected paragraph can then be changed, or it can be moved, copied, or deleted.

SELECTING THE ENTIRE DOCUMENT

Choosing *Select All Paragraphs* will select all text within the active document. The style, font, and size of the entire document can then be changed, or it can be moved, copied, or deleted.

MOVING BETWEEN DOCUMENTS ON THE DESKTOP

Any document that is opened is considered to be on the "Desktop." You can have up to ten documents on the Desktop at one time. Any document on the Desktop will have its title displayed at the bottom of the **Search** menu. To move between opened documents, position the pointer on the document title you wish to bring to the front, and click. That document will become active. The active document will always have its title grayed out under the **Search** menu.



TEXT MENU / KEYSTROKE COMMANDS

Many of the menu commands can also be activated from the keyboard. These commands will have an "open apple" and a letter, number, or symbol next to them on the menu. The "open apple" is an abbreviation for the **Command** key. The **Command** key pressed with the letter, number, or symbol will activate the corresponding menu command. Below is a list of all keystroke commands available in the *Text* mode:

Help.....	Command / ?
New Document.....	Command / N
Open Document	Command / O
Close [Document Name]	Command / W
Save As [Document Name]	Command / S
Print.....	Command / P
Quit	Command / Q
Undo.....	Command / Z
Redo	Command / A
Cut	Command / X
Copy.....	Command / C
Paste	Command / V
Duplicate	Command / D
Find.....	Command / L

Replace	<i>Command / K</i>
Add Art Rectangle.....	<i>Command / I</i>
Add Art Round Rectangle.....	<i>Command / 2</i>
Add Art Oval.....	<i>Command / 3</i>
Add Art Polygon	<i>Command / 4</i>
Convert Areas	<i>Command / =</i>
Bold Text.....	<i>Command / B</i>
Underline Text.....	<i>Command / U</i>
Italic Text.....	<i>Command / I</i>
Choose Font	<i>Command / F</i>
Set Tabs	<i>Command / Tab or `</i>
Add a Page Break Here.....	<i>Command / RETURN</i>
Left Justified	<i>Command / <</i>
Right Justified	<i>Command / ></i>
Centered.....	<i>Command / E</i>
Fully Justified	<i>Command / J</i>
Show Rulers.....	<i>Command / R</i>
Show Spaces and Tabs.....	<i>Command / T</i>
Show Paragraph Breaks.....	<i>Command / Y</i>
Go To Page.....	<i>Command / G</i>

PAGE
LAYOUT

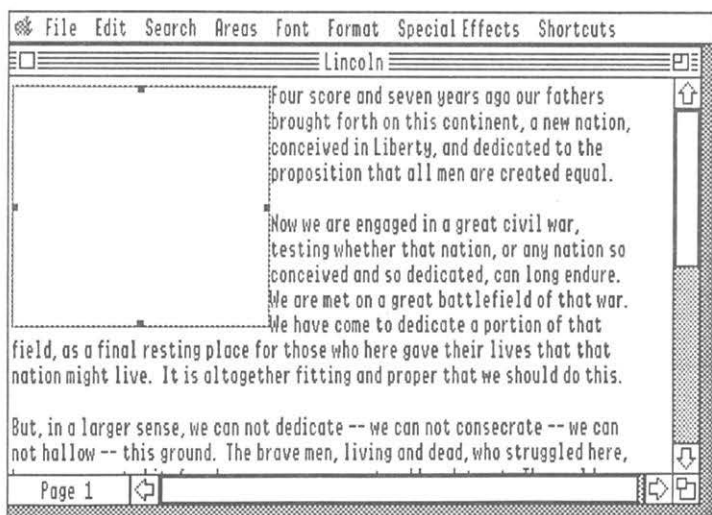
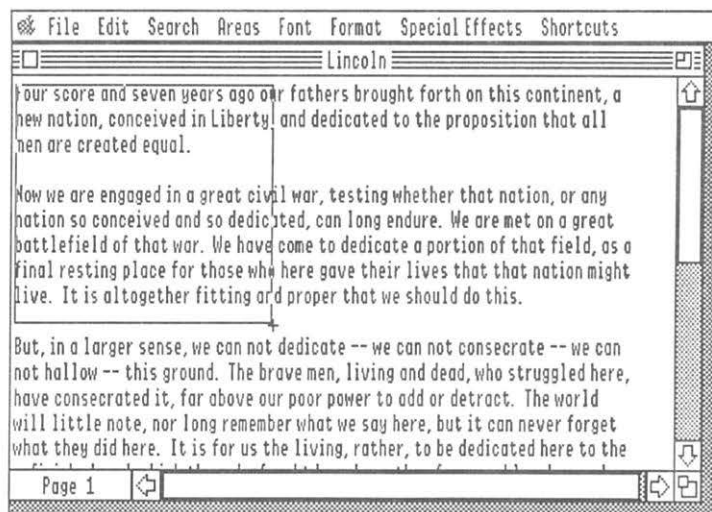
ADDING ART AREAS TO A DOCUMENT

Inserting art areas into text allows you to customize your document. With Medley, you are able to create any shape of art area, and the text will wrap around it automatically. Art areas can, of course, contain art, but they can also have nothing at all in them. In this way, they can be used to form borders and columns and improve the final appearance of your document. Although you can design your page layout before text is entered, Medley will process text more quickly if you enter most of the text before any art areas have been created.

One important thing to keep in mind is that Medley is fully interruptible. In other words, you do not have to wait for a command to be finished before you can go on and do something else. For example, if you have added an art rectangle to a full page of text, the text will start to wrap around the rectangle. However, you can start to type before the text has finished its reformatting. The text wrapping will eventually finish, as it works to catch up during your pauses.

ADDING RECTANGLES, OVALS, AND POLYGONS

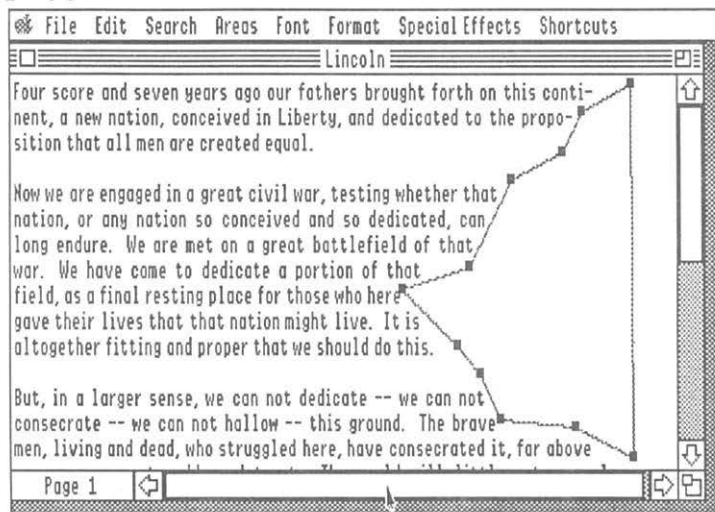
To add an area to your document, select one of the options (rectangle, round rectangle, oval, or polygon) from the **Areas** menu. Once the pointer is moved back below the Title Bar, it will become a small "+". Position the pointer at the spot where you wish the art area to be inserted, click, and drag. The area will grow and shrink with the mouse movement. Once the art area is the desired size, let up on the mouse button and an area with orange borders (gray borders on a monochrome monitor) and black squares on the sides called "pull tabs" will be placed on the page. Any text will automatically wrap around it.



NOTE: *If you are adding an art area to a document that already has several art areas, there may be a delay before the "+" pointer appears. The more art areas there are, the longer the delay may be. Check to see that **Areas** in the Menu Bar is still highlighted. This means that the **Add [art area]** command is still active.*

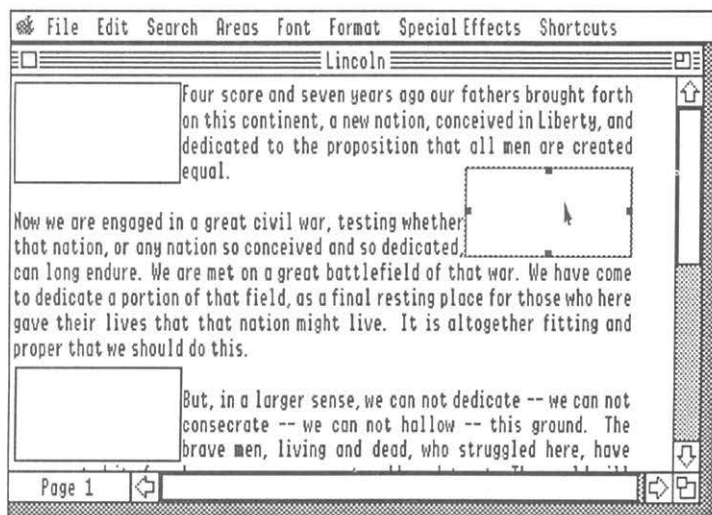
A polygon will be represented by a "+" for freehand drawing. Position the "+" wherever you want to start your polygon, then

click and drag the mouse. Dragging the mouse creates a multiple-sided art area made up of small line segments. Letting up on the mouse button will automatically complete a closed polygon. Polygon borders will be black until the polygon is completed. The borders will then turn orange (gray on a monochrome monitor) with pull tabs separating the line segments. Polygons with longer line segments can be created by holding down the **Shift** key as the polygon is drawn. Press the **Shift** key while you click the mouse (letting up on the button). Each click becomes an anchor point. Once you let up the mouse button, the line segment moves with the mouse until it is clicked again. Letting up on the **Shift** key closes the polygon.



SELECTING ART AREAS

Selecting an art area allows you to make simple modifications to the area while in the *Text* mode. To select an art area, click the *Move / Change Areas* command from the **Areas** menu. A checkmark will appear next to the command. Position the pointer over the art area you wish to change and click. The borders will turn orange (gray on a monochrome monitor), signifying that the area is in the *Move / Change* mode and ready to be modified. Once you are in the *Move / Change* mode, any area in which you click will be selected. You can also enter the *Move / Change* mode by just clicking **ONCE** in any unselected (black bordered) area.



You can de-select an area by clicking in another art area, clicking in the text, or clicking the *Move / Change Areas* command (the check-mark will disappear).

Any text that has been selected before you enter *Move / Change* can still have its fonts and styles changed from the **Font** menu. This allows you to see how different styles and sizes of text will be affected by the changing art areas without having to go back into the *Text* mode.

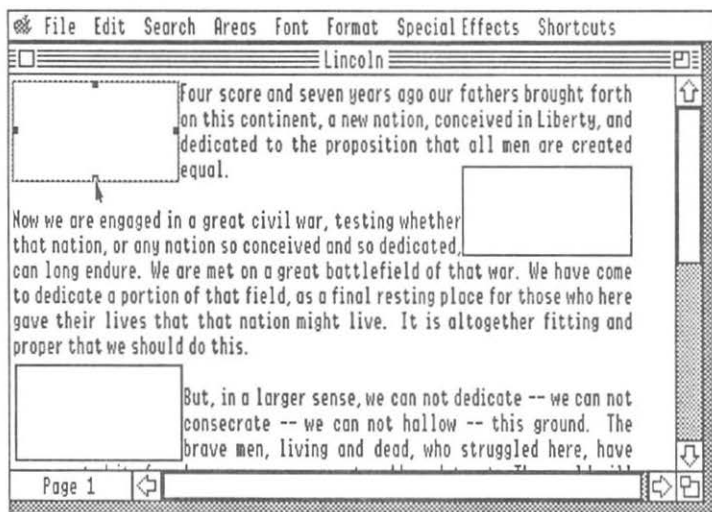
CHANGING AREA SIZES

Any area that is to be resized must first be selected (that is, it will have orange borders, gray on a monochrome monitor). This signifies that the area is in the *Move / Change* mode.

Any area that has just been added to the document is automatically in the *Move / Change* mode. To place an existing area in the *Move / Change* mode, select *Move / Change Areas* from the **Areas** menu, and then click inside the area you wish to modify. You can also enter the *Move / Change* mode by just clicking ONCE in any unselected (black bordered) area. Once you are in the *Move /*

Change mode, you can move from area to area without re-selecting *Move / Change Areas*. The *Move / Change* mode is de-selected by clicking anywhere outside an art area.

To stretch an area's borders, position the pointer inside the area and click to select it. The borders will turn orange (gray on a monochrome monitor). Position the pointer on the pull tab on the side you wish to stretch, click, and drag. Areas can only be stretched one direction at a time. Polygons are made up of many line segments, each separated by a pull tab, which can be stretched to re-size the area.

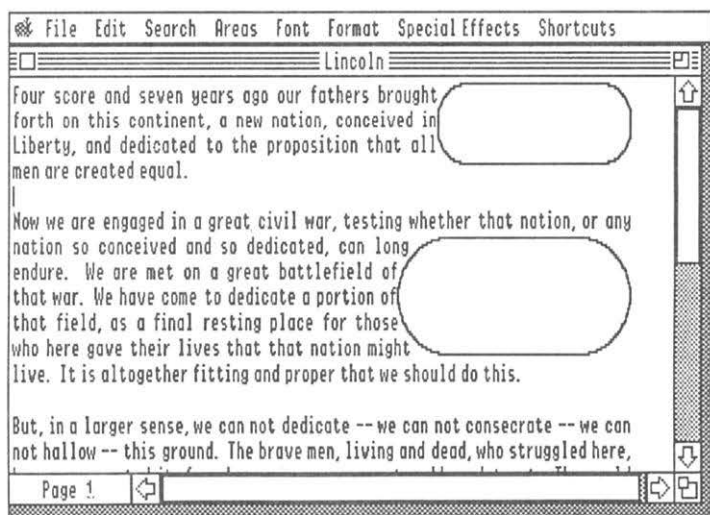


If you make an area smaller than the art that is inside, the art outside the area borders will be "cropped" (not deleted) as long as the area remains selected. If the area is once again resized to be larger, then the "cropped" art will show again. If the area is de-selected, then the art outside the area borders will become "clipped" (deleted). If the area is resized, the "clipped" art will never show.

You can resize an area one pixel at a time by clicking on top of a pull tab, letting up on the mouse, and then pressing the **Option** key at the same time you press an **Arrow** key. Pressing the **Shift - Option - Arrow** keys simultaneously will stretch the area ten pixels at a time. This feature will also allow you stretch an area

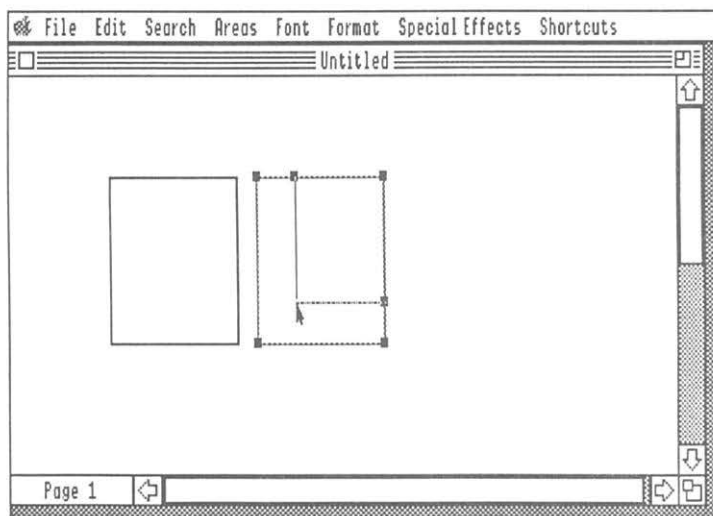
beyond the borders of the screen (e.g., the entire length of a page) without having to scroll the document.

Selecting a round rectangle and pressing the **Control** and **Option** keys with an **Arrow** key enables you to control the "roundness" of the rectangle. Pressing the **Control - Option - Shift - Arrow** keys accelerates changes.

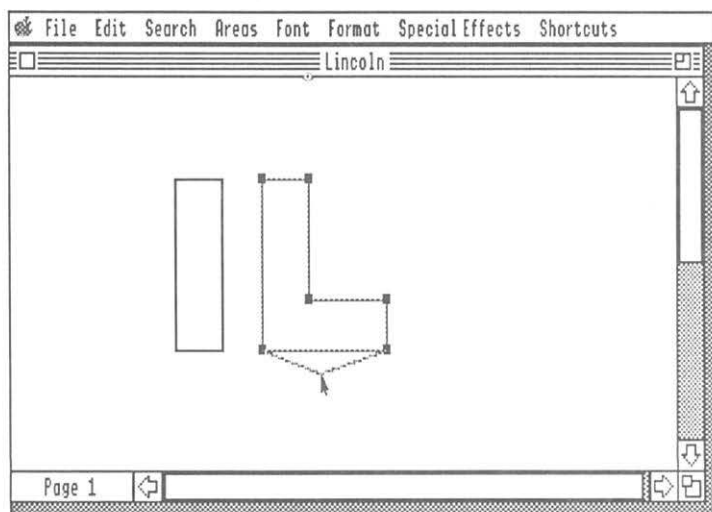


CUSTOM DESIGNING POLYGONS

Once a polygon is created it can be redesigned so that it can assume virtually any shape. Polygons can have their borders resized in the same manner as any other art area, and they can have line segments either added or subtracted. For example, a rectangle can be redesigned to assume the shape of a capital "L".



To add a line segment, select a polygon. Position the pointer just inside a border line. Click and drag while pressing the **Option** key. The line segment will become hinged at the pointer, creating two line segments out of one. Both new line segments will stretch as the mouse is moved. Once the mouse button is let up, the line segments will turn orange (gray on a monochrome monitor) and a pull tab will appear where the mouse pointer was positioned.



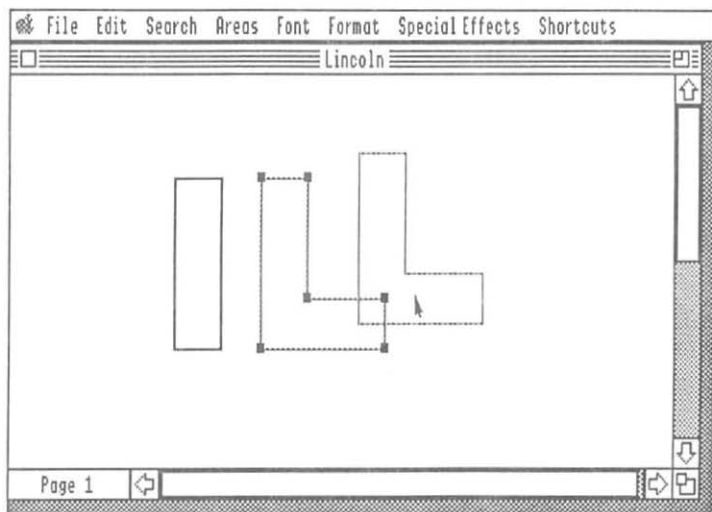
To subtract a polygon line segment, drag any pull tab on top of an ADJACENT PULL TAB, and the two line segments will become one. However, a polygon must always have at least three sides.

MOVING AREAS

Any area that is to be moved must first be selected. (It will have orange borders, gray on a monochrome monitor.) This signifies that the area is in the *Move / Change* mode.

Any area that has just been added to the document is automatically in the *Move / Change* mode. To place an existing area in the *Move / Change* mode, select *Move / Change Areas* from the **Areas** menu, and then click inside the area you wish to modify. You can also enter the *Move / Change* mode by just clicking ONCE in any unselected (black bordered) area. Once you are in the *Move / Change* mode, you can move from area to area without re-selecting *Move / Change Areas*. The *Move / Change* mode is de-selected by clicking anywhere outside an art area.

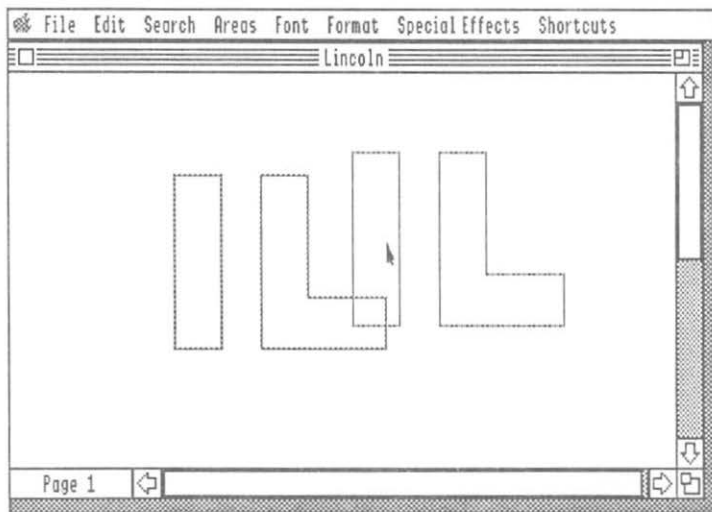
To move an area to another location on the same page, position the pointer inside the area and click to select it. The borders will turn orange (gray on a monochrome monitor). Click once again inside the area and drag the mouse. The area will move with the mouse. Areas can be moved with art inside them.



Pressing the **Option** key and an **Arrow** key at the same time moves a selected area one pixel at a time in the direction of the arrow. Pressing the **Shift - Option - Arrow** keys moves the area ten pixels at a time.

To move an area to a different page, use the *Cut* and *Paste* commands on the **Edit** menu, or *Convert Areas* from the **Areas** menu. See "Moving Areas To a Different Page."

By pressing the **Shift** key while clicking inside any unselected (black border) areas, you can select more than one area while in the *Move / Change Areas* mode. This allows you to move the selected areas as a group. To detach any area from the group, you must first be in the *Move / Change* mode. Position the pointer in the area you want to detach, and press the **Shift** key while clicking.

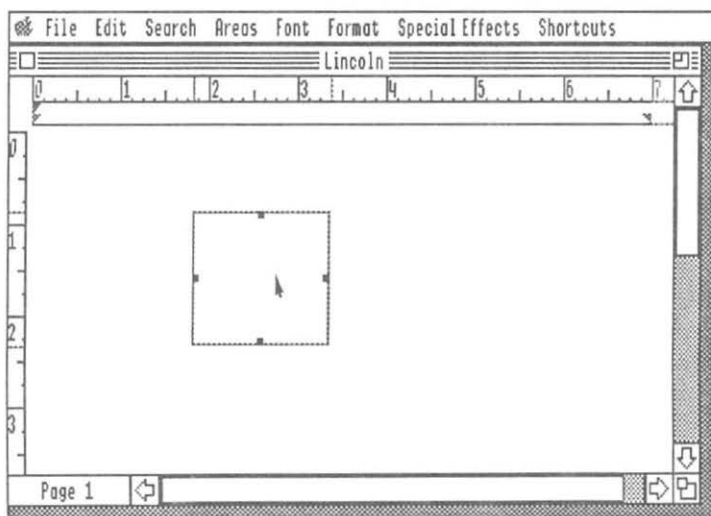


EXACT SIZING AND POSITIONING OF AREAS

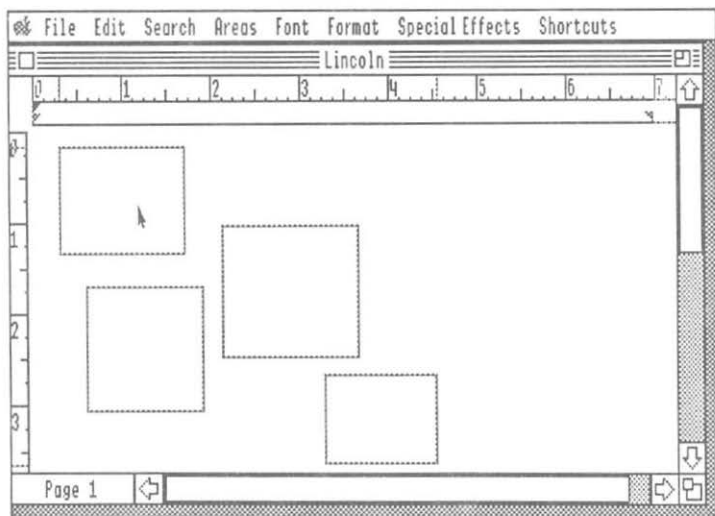
Areas can be sized and moved to precise coordinates using either the rulers, or the *Show Move / Change Info* command if you need to see the entire page while making changes.

To use the rulers, choose the *Show Rulers* command from the **Special Effects** menu. Horizontal and vertical rulers will

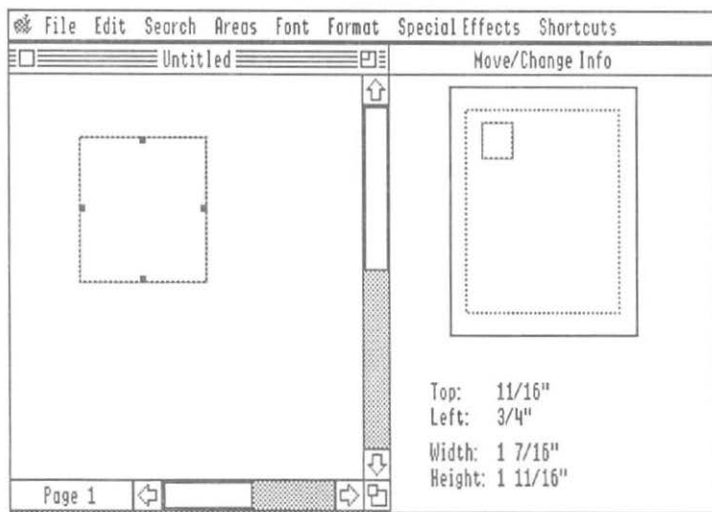
appear. Floating hash-marks within the rulers will move with the pointer. To resize an area, select it, click and drag on a pull tab, and the hash-marks will display the exact coordinates of the moving pull tab. To move an area, select it, and click in its center. Drag the mouse and two sets of hash-marks will appear on each ruler. They represent the right and left borders of the area, and the top and bottom borders of the area.



If the areas are selected as a group, the ruler hash-marks will display information pertinent to the areas as a group. The hash-marks in the horizontal ruler represent the extreme left and right area borders. The hash-marks on the vertical ruler represent the extreme top and bottom area borders.

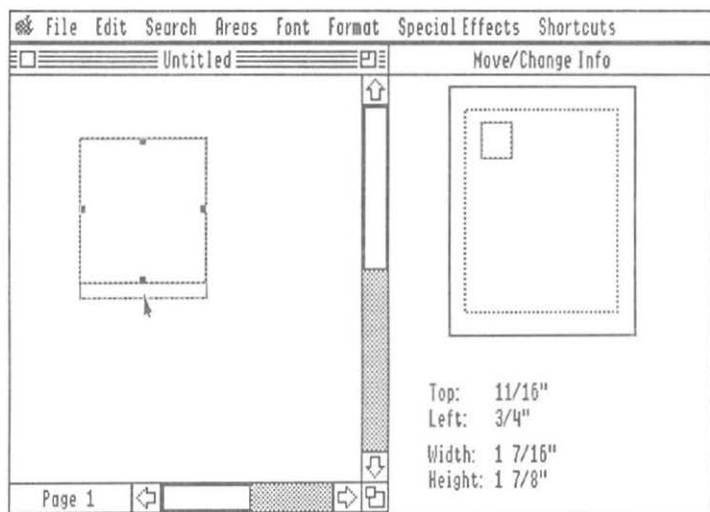


To change areas while the entire page is showing, select *Show Move / Change Info* from the **Areas** menu. This command will allow you to size and position any area in increments of a sixteenth of an inch. To see this information in its entirety, the document window must be resized to the left with the "Resize Box." This will leave space for the *Move / Change Info* box to appear.



Select the area you wish to change. The area's coordinates will appear along with a small graphic representation of the entire page in the *Move / Change Info* box. No text is shown on the smaller version of the page, only art areas. The selected art area is designated by its orange borders (gray on a monochrome monitor). The gray, dashed lines close to the perimeter of the page represent the margins. Art areas must be moved and resized on the full-size page, not the smaller version in the *Move / Change Info* box.

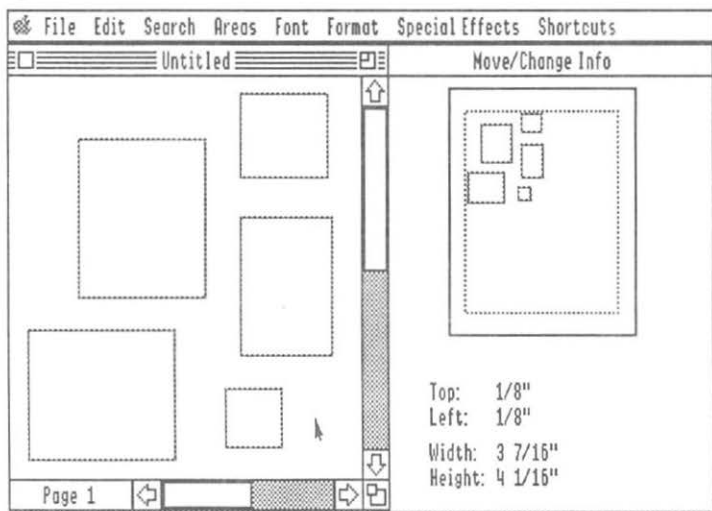
The area coordinates are measured in inches. **Top** represents the number of inches from the top margin to the top of the area. **Left** represents the number of inches from the left margin to the left side of the area. **Width** and **Height** represent the dimensions of the area. As an area is moved or resized on the full-sized page, the coordinates will change in the *Move / Change Info* box. The small representation of the area in the *Move / Change Info* box will not move until the mouse button is let up.



For a polygon, you can get the coordinates of any particular pull tab by positioning the pointer on the pull tab, clicking, and holding down the mouse button. **Point Horiz.** represents the distance from the left margin to the pull tab. **Point Vert.** represents the distance from the top margin to the pull tab. If the pull tab is

moved (by dragging the mouse), the coordinates will change with the movement.

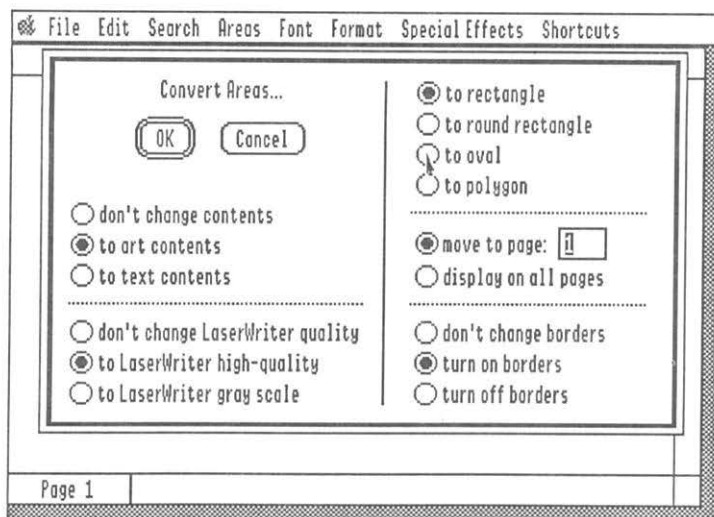
If you have selected areas that are grouped together, the *Move / Change Info* box displays information pertinent to the areas as a group. **Top** represents the number of inches from the top margin to the top of the uppermost area. **Left** represents the number of inches from the left margin to the left side of the area that is farthest left. **Width** and **Height** represent the dimensions of the areas as a group (Width = left area to right area, and Height = top area to bottom area). As the areas are moved, the coordinates will change.



After *Show Move / Change Info* has been selected, the **Areas** menu displays *Hide Move / Change Info*, so that it can be de-selected.

CONVERTING AREAS TO DIFFERENT TYPES

To convert any art area to another type (e.g., from a rectangle to an oval), select the *Convert Areas* command from the **Areas** menu. An art area must first be selected (be in the *Move / Change* mode) or *Convert Areas* will be grayed out. A dialog box will appear, listing several options.



The upper right corner lists the four art area types (rectangle, oval, round rectangle, and polygon). The type of the selected art area will have its button turned "on." To change your art area to another type, click any of the other three buttons. Any art in the area will remain, although it may be cropped inside the new area.

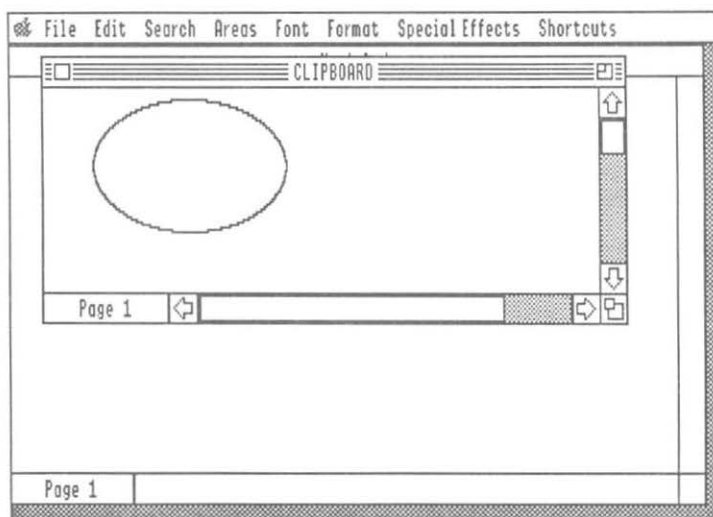
Click **OK** to accept the changes, or click **Cancel** to cancel any changes and return to the document.

MOVING AREAS TO A DIFFERENT PAGE

To move an area or group of areas to another page, you must use the *Cut* and *Paste* commands on the **Edit** menu, or the *Convert Areas* dialog box.

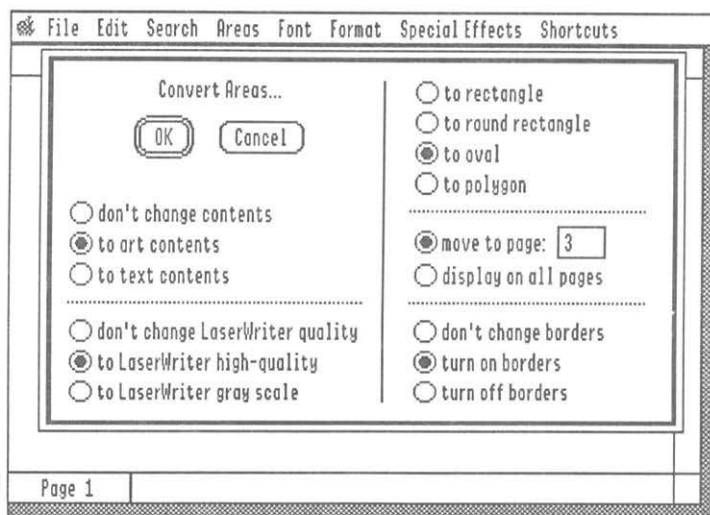
The *Cut* and *Paste* commands work just as they do with text. First, select an area or group of areas. The borders will turn orange (gray on a monochrome monitor). Select *Cut* and the selected area(s) along with any contents will be removed from the document and placed on the Clipboard. Make sure that the page on which you wish to move the area is showing on the screen, and then select *Paste*. The selected art area is copied into the document

at the top of the highest page showing. For example, if both pages number 2 and 3 are showing, the selected area will be *Pasted* to the top of page 2. Once the area has been *Pasted* to the correct page, move it to its final location on the page by clicking in its center and dragging.



The cut art area remains on the Clipboard until something else replaces it (using *Cut* or *Copy*), so you can move the same area several times without having to re-select it. Art that is *Cut* to the Clipboard can also be placed in any other document. Simply open the other document and *Paste* the Clipboard contents into it.

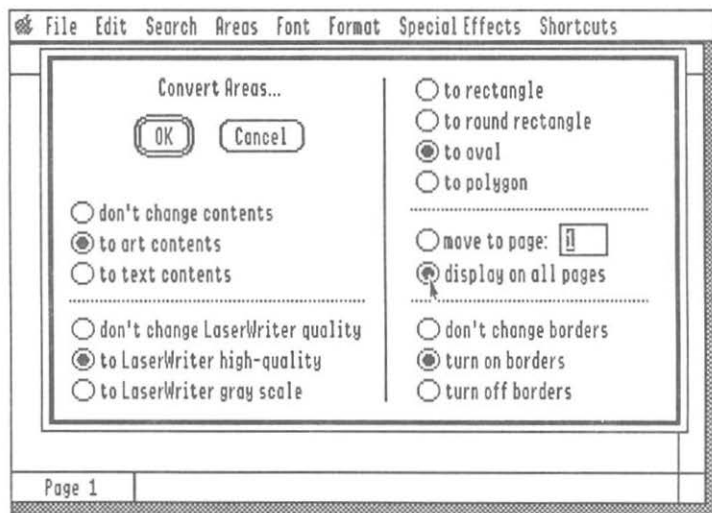
To use the *Convert Areas* dialog box, you must first select an area or group of areas. Then select *Convert Areas* from the **Areas** menu. Click the "**Move to page** button" and enter a page number in the box. The area with its art will be moved from its present page to the new page. Any areas that have been selected as a group can also be moved in this way.



Click **OK** to accept the changes, or click **Cancel** to cancel any changes and return to the document.

PLACING AREAS ON ALL PAGES

Medley gives you the ability to create "global art," or art areas that appear in the same place on all pages of your document. To install global art (useful for uniform page lay-outs) you must first select an area or group of areas. Select *Convert Areas* from the *Areas* menu. A dialog box with several options will appear. Click the "Display on all pages button." The selected area or group of areas will appear in the same location on every page. When a global art area is selected, its borders will be colored blue instead of the usual orange. Art can be added either before or after the global art has been created, and it will appear inside the art area on every page.

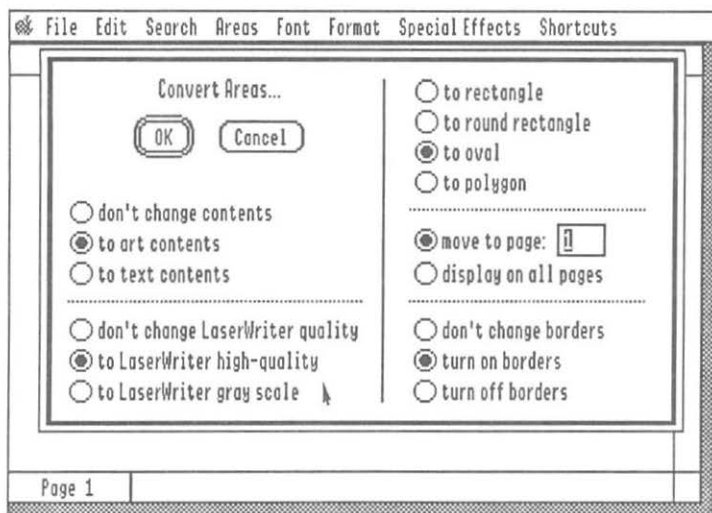


For example, if you want three columns of text for every page in your document, first create the column dividers by adding an *Art Rectangle* from the **Areas** menu. Stretch a rectangle so that it is narrow and spans the length of the page. Select *Duplicate* from the **Edit** menu. This will create a second column divider consisting of the exact same dimensions as the first one. Position the art areas where the column margins will be. Select both areas as a group by pressing the **Shift** key and clicking in the unselected rectangle. Select *Convert Areas*, and then click the "Display on all pages button."

Click **OK** to accept the changes, or click **Cancel** to cancel any changes and return to the document.

LASERWRITER PRINT QUALITY FOR INDIVIDUAL AREAS

The quality of LaserWriter print can be changed for individual areas, depending on the type of art contained in the area. To change the LaserWriter print quality, first select an area or group of areas. Then, select the *Convert Areas* command from the **Areas** menu and a dialog box will appear.



If the art area contains mostly black and white art (e.g., black text created in the *Paint Tool*), then select the **"To LaserWriter high-quality button."** This option will cause the black and white art to be printed very cleanly and precisely, but if the art area contains any colors, the LaserWriter may print them as patterns.

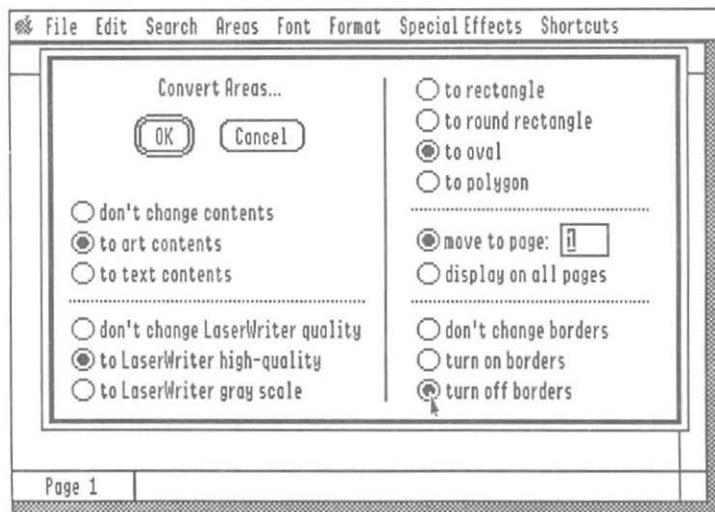
If the art area contains colors, then select the **"To LaserWriter gray scale button."** The colors will be printed in varying shades of gray to give more of a "newspaper photo" appearance.

If two or more areas have been selected as a group, the **"Don't change LaserWriter quality button"** will be selected. This is because the same group can contain areas with different LaserWriter print specifications. This button prevents all grouped areas from accidentally having their LaserWriter print specifications changed.

TURNING OFF AREA BORDERS

All area borders are initially turned "on," which means that they show. To turn the borders of an area or group of areas off, first select the area(s). Then, select *Convert Areas* from the *Areas*

menu. Click the **"Turn off borders button"** at the bottom of the *Convert Areas* dialog box. The borders will disappear once the area is no longer selected. To turn the borders on, click the **"Turn on borders button."** Borders can be turned on and off globally by clicking the **"Display on all pages button."** Any selected areas will appear on every page with their borders on or off.



Borders that are showing on the screen will also show when the document is printed. Borders that have been turned off will not show when the document is printed.

If two or more areas have been selected as a group, the **"Don't change borders"** button will be selected. This is because the same group can contain areas with their borders turned on, while at the same time containing areas with their borders turned off. This button prevents all grouped area borders from accidentally being turned off or on.

Click **OK** to accept the changes, or click **Cancel** to cancel any changes and return to the document.

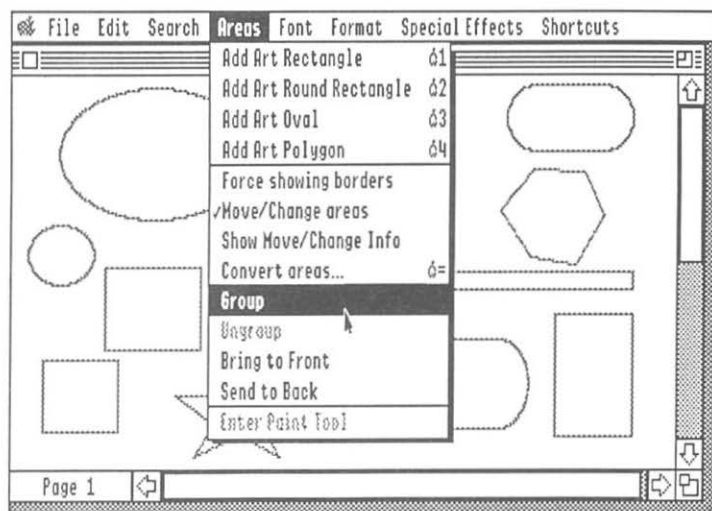
SHOW ALL HIDDEN AREA BORDERS

If you would like to see all area borders that have been turned off, you can force ALL area borders to show by selecting the *Force Showing Borders* command from the **Areas** Menu. Area borders must first have been turned off from the *Convert Areas* dialog box for this command to have any effect. Borders that have been turned on with this command will show when the document is printed to paper.

Once the *Force Showing Borders* command has been selected, the **Areas** menu will display *Don't Force Showing Borders*. To turn all hidden area borders back off, select this command.

GROUPING AREAS TOGETHER

Areas can be attached to one another (grouped together) so that they can be moved or deleted as a group. Select one area by clicking in it so that you are in the *Move / Change* mode. Press the **Shift** key while clicking inside any unselected (black bordered) areas. This will attach the area that was unselected to the selected area. There are an unlimited number of areas which can be grouped together on one page.



Areas that have been grouped together will have orange borders (gray on a monochrome monitor) with no pull tabs when in the *Move / Change* mode. Grouped areas can only be moved or deleted. They cannot be resized. Areas that have been grouped together are not discernible when in the *Text* mode.

If you have grouped some areas together and leave the *Move / Change* mode, they will not reappear as a group the next time you enter *Move / Change*. To keep selected areas together as a group while moving in and out of *Move / Change*, select the *Group* command in the **Areas** menu. Select *Ungroup* to cancel the *Group* command. These commands will only be active (not grayed out) if two or more areas have been selected as a group.

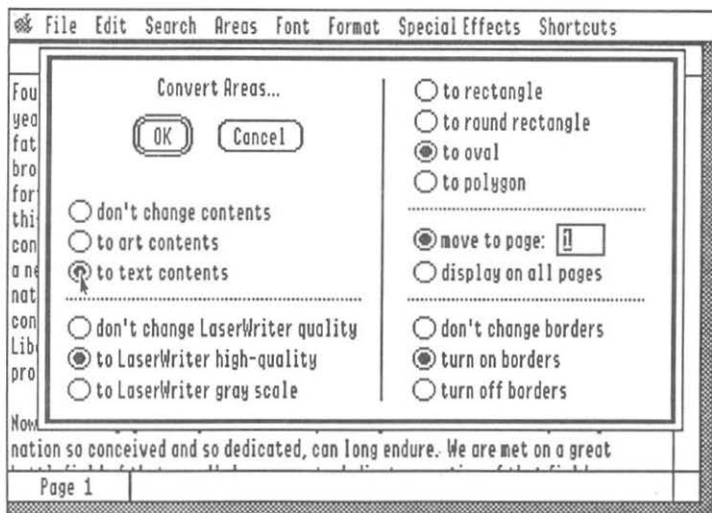
To delete several areas as a group, select the areas as a group and press the **Delete** key, or click *Cut* in the **Edit** menu.

To detach any area from the group, you must first be in the *Move / Change* mode. Position the pointer in the area, and press the **Shift** key while clicking. The area will no longer be a part of the group, but it will not be deleted.

CHANGING ART AREAS TO TEXT AREAS

Any art area can be changed to an area that holds text. These text areas become miniature pages, or "*Page Parts*." You can use the *Page Parts* to do things such as wrap text different ways on the same page, or make the text conform to a unique shape. If you convert an art area that contains art into a *Page Part*, the art will be deleted.

To change an art area to a *Page Part*, select the area or group of areas, and then select *Convert Areas* from the **Areas** menu. A dialog box will appear with several options.



Click the "To text contents" button in the lower left corner. All selected areas will become miniature pages. As such, they can be formatted just like a full-sized page. Once the *Page Part* is created, you can use the *Convert Areas* dialog box to alter the *Page Part* in much the same way as you can alter an art area. You can change the *Page Part* area type (rectangle, round rectangle, oval, or polygon), display the *Page Part* as a global *Page Part* (Display



on all pages), and turn the borders of the *Page Part* on and off. You cannot move a *Page Part* from one page to another with the text in it. The *Page Part* itself will move, but not the text. Just as with global art, global *Page Part* borders will appear as blue, not orange, when selected.

If two or more areas have been selected as a group, the "**Don't change contents**" button will be selected. This is because the same group can contain art areas, while at the same time containing areas that have been converted to *Page Parts*. This button prevents all grouped areas from accidentally being converted to art areas or *Page Parts*.

If you create a global *Page Part*, the *Page Part* will be positioned in the same place on every page. The text will flow in and out of the *Page Part* in the same sequence as it does on the page that is used as the model for the global *Page Part*. In other words, the text showing within the first *Page Part* will not appear within the other global *Page Parts*.

Once the *Page Part* has been designated, click **OK** to return to the text. You must then click outside the *Page Part* to de-select the area (the borders will revert to black, or will disappear if they are turned off). Text can then be entered. Once you start typing, the text will start to print in the first *Page Part*. Text flows from *Page Part* to *Page Part* in the order that they are created. The text will flow onto the page only after the last *Page Part*. Text will flow out of a *Page Part* if a *Page Break* (from the **Format** menu) is inserted, or the bottom of a *Page Part* is reached. Art areas can also be placed inside the *Page Parts*, and the text will wrap around the art.



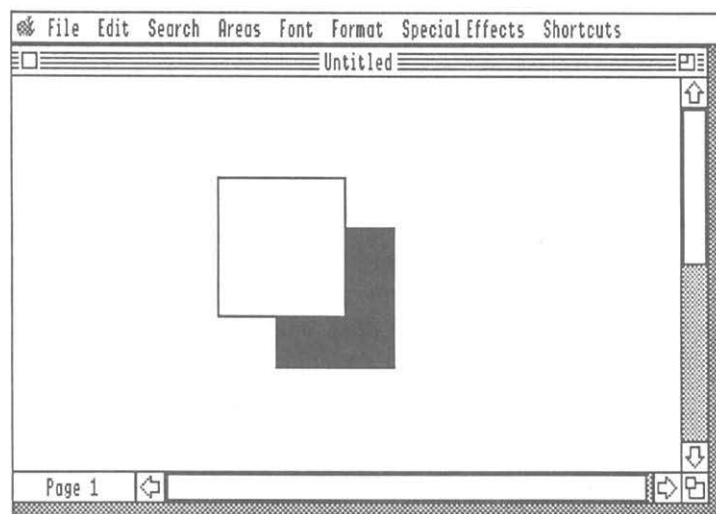
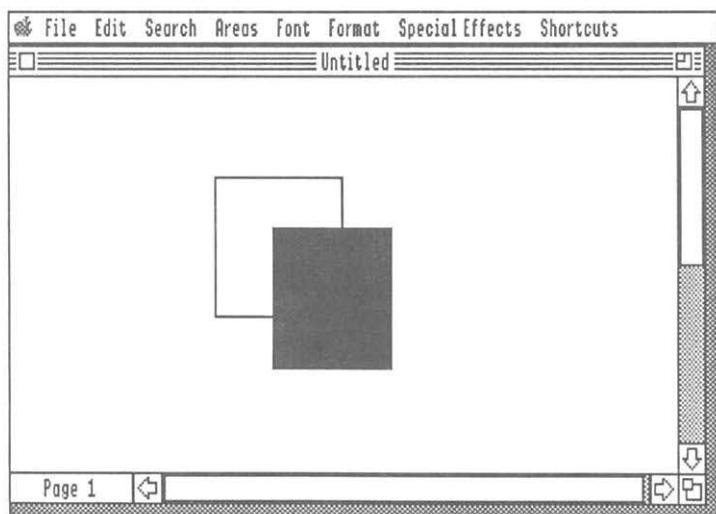
Once a *Page Part* has been de-selected (the borders have reverted to black) it can only be selected again with the *Move/ Change Areas* command on the **Areas** menu. Click *Move / Change Areas* and then position the pointer inside the *Page Part* area and click. As with any art area, once the *Page Part* has been selected, it can be resized or moved on that page.

If a *Page Part* is deleted or converted back into an art area, the text will not disappear, but move onto the page or the next *Page Part*. To delete a *Page Part*, select the *Page Part* or group of *Page Parts* and press the **Delete** key. To convert a *Page Part* back into an art area, select the *Page Part* and then select the *Convert Areas* command from the **Areas** menu. Click the "**To art contents** button," and the *Page Part* area will once again become an art area.

WORKING WITH OVERLAPPING AREAS

Bring To Front, and *Send To Back* allow you to shuffle areas that overlap and are "stacked" on top of each other. The area in "front" will show in its entirety, but the area in "back" will be partially or possibly completely hidden by it. Areas are "stacked" in the order in which they were placed on the screen. (The last area created will take priority.) These commands allow you to change their order

and their final appearance. With these commands, you can create such special effects as artwork that overlaps columns.

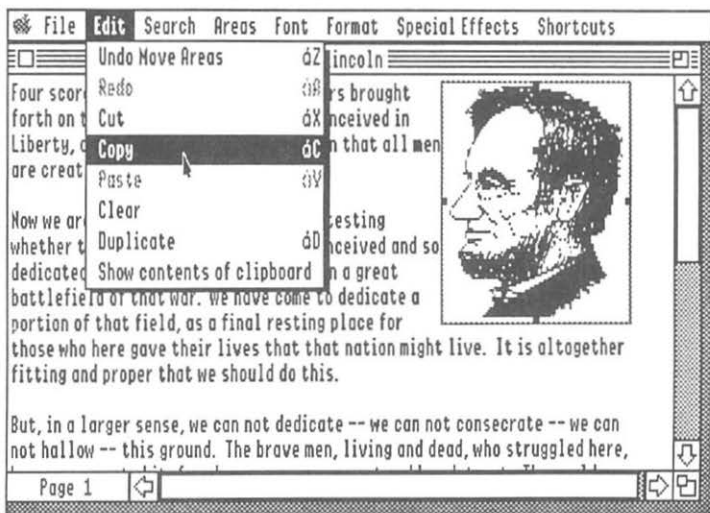


To use *Bring To Front* and *Send To Back*, first select an art area. Click either of the commands on the **Areas** menu to "stack" the areas in the order you desire.

COPYING AREAS

An entire art area or group of areas can be copied (including the art) with the *Copy* and *Paste* commands, or the *Duplicate* command on the **Edit** menu. The *Duplicate* command will be grayed out if no area is selected.

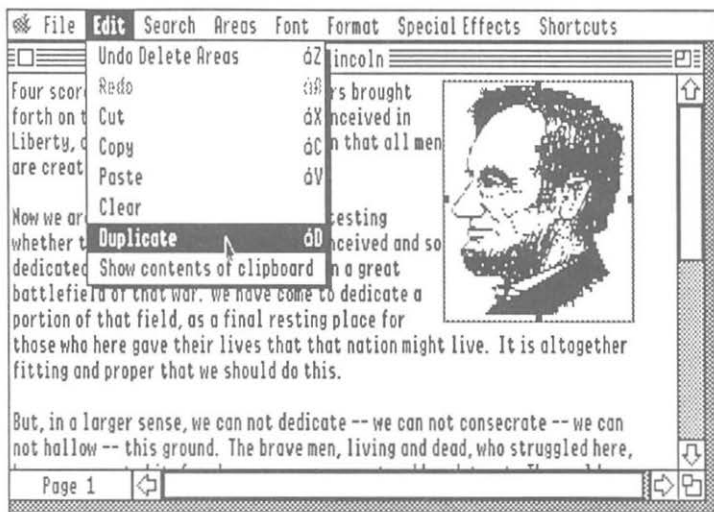
To copy an area, select the area and the borders will turn orange (gray on a monochrome monitor). Select *Copy* and a copy of the selected area will be placed on the Clipboard. The original will remain in the document. Make sure that the page on which you wish to copy the area is showing on the screen, and then select *Paste*. The selected art area is copied into the document at the top of the highest page showing. For example, if both pages number 2 and 3 are showing, the selected area will be *Pasted* to the top of page 2. Once the area has been *Pasted* to the correct page, move it to its final location on the page by clicking in its center and dragging. Any areas which have been copied on the same page will be placed directly on top of each other.



The selected area remains on the Clipboard until something else replaces it (using *Cut* or *Copy*), so you can copy the same area into your document several times without having to re-select it. Art that is *Copied* to the Clipboard can also be placed in any other

document. Simply open the other document and *Paste* the Clipboard contents into it.

To copy with the *Duplicate* command, first select an area. Then, select the *Duplicate* command and a duplicate area will be placed down and to the right of the original area. The duplicate area will now be selected. If you will be making more than one duplicate, you can change the default spacing between the duplicates. Move the first duplicate away from the original and each subsequent duplicate will be placed in the document at the same distance. Any time a selected copy is moved, the placement of the following duplicates will reflect the change. Once you have finished duplicating, you can reposition any of the areas by selecting one, positioning the pointer in it, and clicking and dragging. The *Duplicate* command will not alter the contents of the Clipboard.



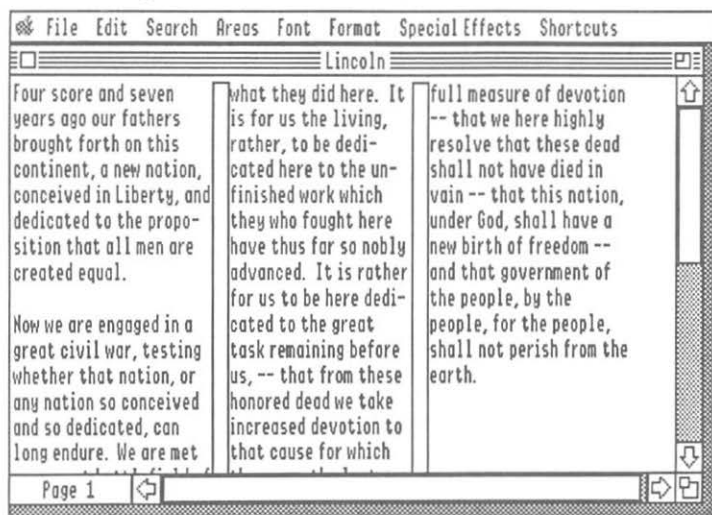
To duplicate a group of areas, first select the areas as a group (**Shift-click** while in the *Move / Change* mode), and then select the *Duplicate* command.

DESIGNING COLUMNS

Unlike many other desktop publishing programs, Medley does not require that you create and define a text area in order to generate

columns. Columns can be created in any number and in any size by adding long, narrow art rectangles where you don't want the text to go. The art rectangles will become column margins as well as dictate the space between the columns of text. Thus, they serve as column dividers, and are commonly called "gutters." The page can be divided into columns either before or after text has been entered.

To divide a page of text into two columns, add an art rectangle and stretch it so that it is the length of the page. Since the width of the rectangle will be the space dividing the columns, stretch the rectangle horizontally to create the desired "gutter" width. If you will be creating more than two columns, and want them to be divided by an even amount of space, select the *Duplicate* command from the **Edit** menu. This will allow you to make several copies without having to resize the art areas.



Once an art area ("gutter") has been sized, position the pointer in the middle of the art area, and click and drag to position it anywhere on the page. Unless specified otherwise (i.e., with the *Change Page Layout* command on the **Format** menu) the text will always wrap vertically. This means that when art areas ("gutters") are placed on a page the text will drop down a line when it runs into an art area border. When the text reaches the bottom of the page it will wrap up and start to print at the top of the next column.

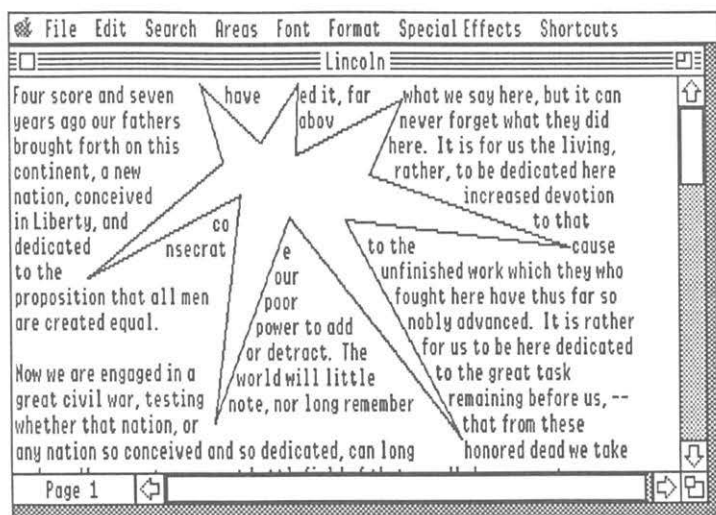
DELETING AREAS

To delete an art area, you must be in the *Text* mode. Select the area to be deleted by clicking in it. The borders will turn orange (gray with a monochrome monitor). Selecting the *Clear* command or pressing the **Delete** key will remove the area and its art from the document completely. Selecting *Cut* from the **Edit** menu will remove the area from the document, but it will be placed on the Clipboard.

To delete several areas at one time, first select the areas as a group by pressing the **Shift** key while clicking inside the areas. The borders of the grouped areas will turn orange (gray on a monochrome monitor), but they will not have pull tabs on the corners. Then, select the *Clear* command, press the **Delete** key, or click *Cut* in the **Edit** menu.

WRAPPING TEXT AROUND OVALS AND POLYGONS

Inserting ovals and polygons into text can create some special problems because they do not have square borders for text to wrap around. The Medley word processor looks for any space on the page into which text can be inserted. Since ovals and polygons can leave small gaps for text to fit into, parts of words may appear where you do not want them to.



To block out gaps around an oval where you do not want text to appear, place a rectangle big enough to cover the gaps on top of the oval. Use *Send To Back* from the **Areas** menu to place the rectangle behind the oval. Finally, go to *Convert Areas* in the **Areas** menu and click the **Turn Off Borders** button. The rectangle behind the oval will not show, but it will block any text from moving into the gaps left by the roundness of the oval.



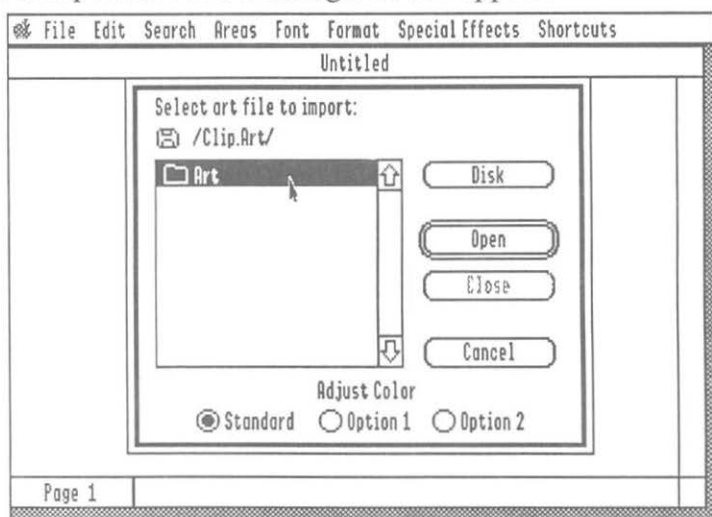
To block out gaps left by the irregular shape of a polygon you can either put a rectangle behind the polygon as with an oval, or you can stretch some of the polygon borders so that they extend into the gap where text is not desired.

IMPORTING ART

Selecting *Import Art* from the **Special Effects** menu will allow you to bring art from other sources into Medley. This includes pictures from the clip art disk that is included with Medley. To import art from another source (e.g., another "paint" program, digitized, or scanned art), the art must have been saved in as a "C0" file (Apple Preferred Format), or a "C1" file (single screen file).

Select *Import Art* and a dialog box will appear.

Select *Import Art* and a dialog box will appear.



If the art file is on another disk (e.g., the Medley clip art disk), insert the art disk and click the "**Disk** button." The name next to the small disk icon will change to reflect the name of the art disk, and all of its art files will be listed. Scroll through the list of file names and click on the one to be imported. The file name will become highlighted. Click the "**Open** button" to import the art. An art area will automatically be opened at the beginning of the document and the art will be placed within it. If you have selected an art area to import to (the area is in the *Move / Change* mode), the art will be placed within the selected area.

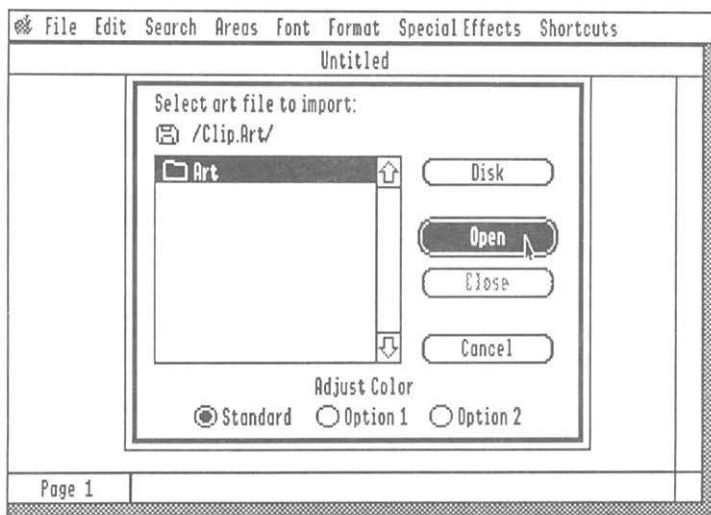
If the art area is smaller than the imported art, the art outside the area borders will be "cropped" (not deleted) as long as the area remains selected. If the area is resized to be larger, then the "cropped" art will show. If the area is de-selected, then the art outside the area borders will become "clipped" (deleted). The "clipped" art will never show if the area borders are expanded.

If you are importing art from other "paint" programs, their palettes may not be compatible with Medley's. To compensate for this, the *Import Art* dialog box allows you to convert other "paint" palettes to Medley's. Underneath "Adjust Color" are three buttons. If the art file is compatible with Medley (e.g., Medley clip art files),

leave the **"Standard"** button selected. If your art files do not look good after being imported into Medley, try either **Option 1** or **Option 2**.

If you are importing digitized or scanned art, the colors that Medley assigns to the art may not look very good. Medley can, however, break the colors down and display them as shades of gray. To do this, select *Switch To Gray Scale* from the **Special Effects** menu. All color within the document will be changed to shades of gray. Once this command is chosen, the menu command changes to *Switch To Color*. Select this to once again display the document in color.

If you do not see an art file that you know has been saved to disk, it may have been saved as a file format unrecognizable to Medley, or it may have been placed in an unopened folder. **Folders** are differentiated from **Files** in the *Import Art* listing by their icons.



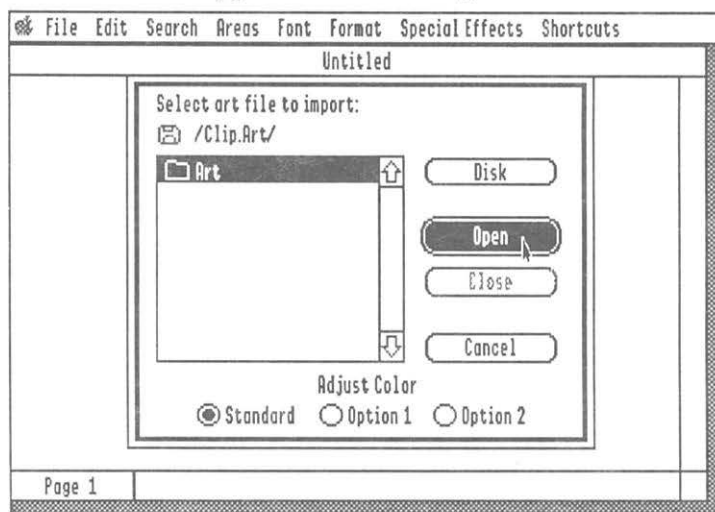
To open a folder, position the pointer over the folder name and click the mouse. The folder name will become highlighted. Position the pointer on the **"Open"** button and click the mouse to open the folder. A list of file names contained in that folder will appear. Once you see the file you want, position the pointer on its name and click the mouse. The file name will become highlighted. Position the pointer on the **"Open"** button and click the mouse to

import the art. To close an open folder, select the "**Close** button." The "**Close** button" is grayed out if no folder is opened.

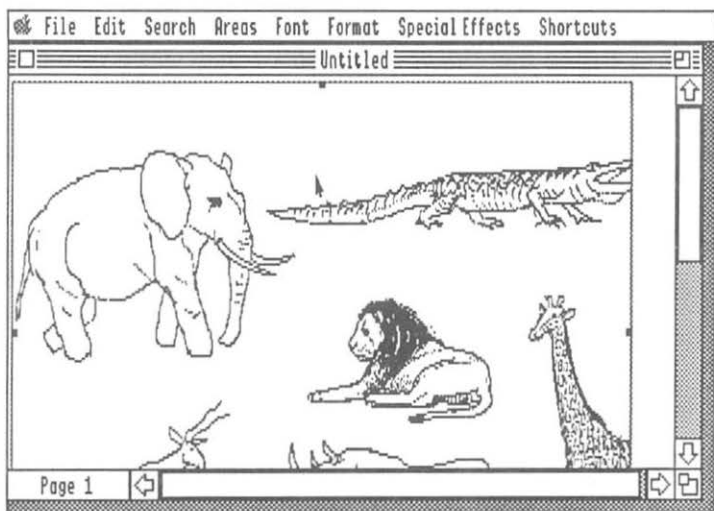
Selecting the "**Cancel** button" cancels the *Import Art* command.

USING THE CLIP ART DISK

To import art from the Medley Clip Art disk, insert the Clip Art disk in a drive and select the *Import Art* command from the **Special Effects** menu. A dialog box will appear with the name of the disk next to the small disk icon. It should read "/Clip.Art/." If this is not the name of the disk, click the "**Disk** button" to select another disk. Below the disk name, the folder "Art" will be highlighted. Click the "**Open** button" to open the "Art" folder. A list of art files will appear. Scroll through them to select a file.

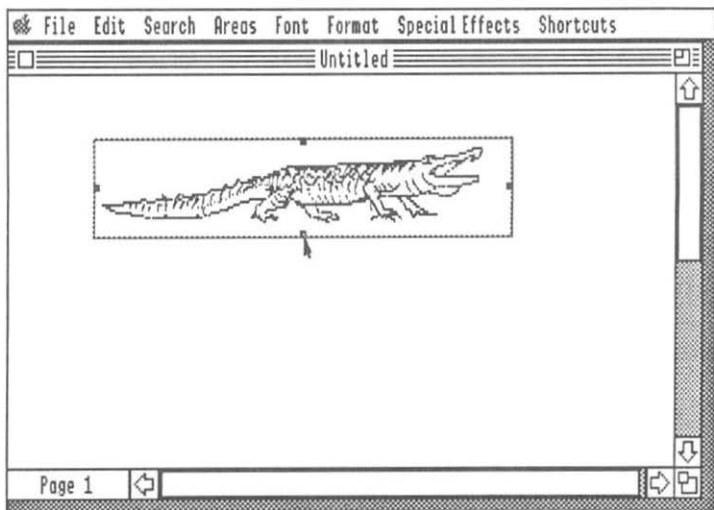


To see printed reproductions of all Medley's clip art, refer to the "Clip Art Gallery" section in the back of this manual. Select an art file by clicking on it. It will become highlighted. Click the "**Open** button" to open the file. If an art area was selected prior to using the *Import Art* command, the clip art will appear in the selected area. If no area was selected, the clip art will appear within an art area automatically created to be large enough to show all art within the file.

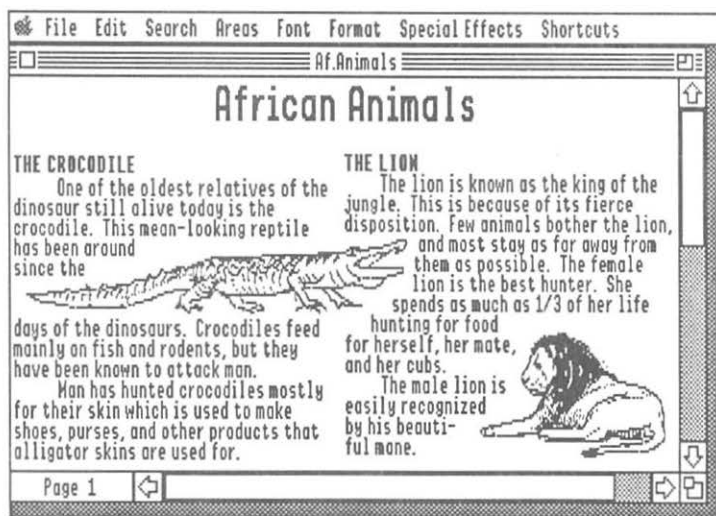


Once the clip art file is in the document, you will see several pictures. There are two ways to isolate one picture from the rest:

1. Resize the art area with its pull tabs until all unwanted pictures are excluded. If you would like a different type of art area to surround the picture (e.g., an oval instead of a rectangle) select the *Convert Areas* command from the **Areas** menu.



2. Enter the *Paint Tool* and select a picture by drawing a border around it with either the *Selection Box* or the *Lasso*. *Cut* or *Copy* the selected picture to the Clipboard. Go back into the *Text* mode, and make sure that the art area into which the clip art file was *Imported* is selected. Delete the art area by pressing the **Delete** key. Now, choose *Paste* from the **Edit** menu and the selected picture will be placed into the document. If the picture was selected with the *Lasso*, it will now reside within a polygon art area. If the picture was selected with the *Selection Box*, it will be within a rectangular art area. See "Cutting Art Objects" for more information.

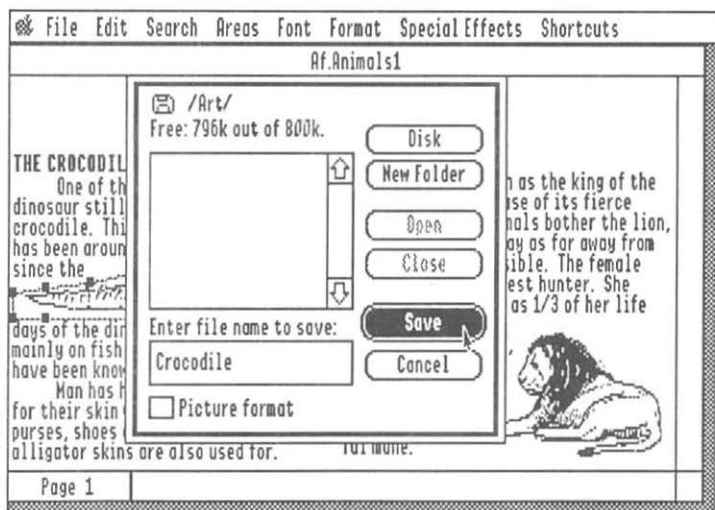


EXPORTING ART

Selected art areas can be exported from Medley into other IIGS paint programs to take advantage of special features that they may have. The art can then be *Imported* back into Medley and placed in your document.

To export art, first make sure that an art area is selected. (You must be in the *Text* mode.) Select the *Export Art* command from

the **Special Effects** menu. A dialog box will appear with several options.



The name of the disk to which the art will be saved is located next to the small disk icon in the upper left corner. If you want to save you art to another disk, insert the disk and click the "**Disk** button." The name of the new disk should appear next to the disk icon.

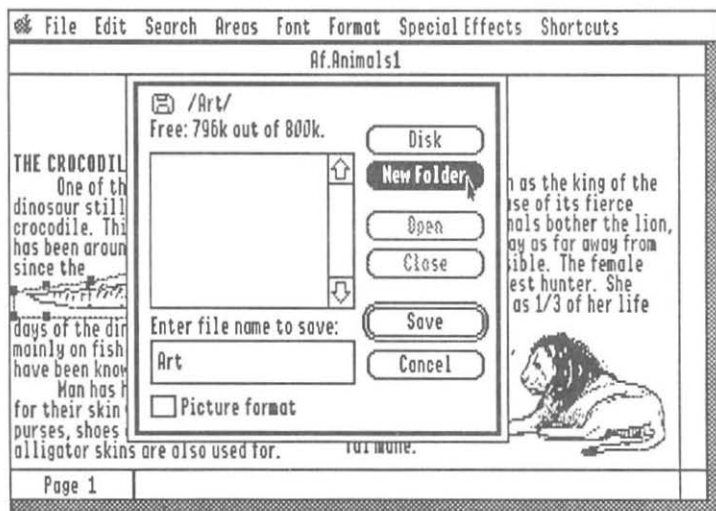
In the box under "Enter file name to save," enter the file name under which you will be saving your art. Click the "**Save** button" and the art will be saved as a "paint file." "Paint files" can be imported into most IIGS paint programs. If your paint program cannot read a "paint file" it may be able to read a "picture file," which is an uncompact version of the "paint file." To save the art as a "picture file," click in the box next to "Picture Format."

If the art is larger than the art area borders, the amount of art that is saved will depend on whether or not the art area was ever de-selected. If the art area has not been de-selected (after drawing a picture with the *Paint Tool* or using the *Import Art* command), then the saved art file will include all art, even if the art is "cropped" by the art area borders. If the art area has been de-selected, then the art will be "clipped," and only the art within the area borders will be saved as the art file.

If you will be saving many art files, the disk directory may start to look cluttered and unorganized. You can better organize your files by placing them into folders.

To create a new folder in which to place your art files:

- A. Enter the name you wish to give the NEW FOLDER below "Enter file name to save" and click the "New Folder button."



- B. The new folder name will appear outlined in the listing. Click the "Open button." This opens the folder (represented by the disk icon changing to an open folder icon). Since no files have yet been saved to the folder, the listing is empty.
- C. Enter the name you wish to give your ART FILE below "Enter file name to save." Click the "Save button" to save the art file to the newly-created folder.
- D. You are returned to the active document.

To save your art file to an existing folder:

- A. Position the pointer on one of the folder titles in the listing and click the mouse (all non-folder titles are grayed out in the dialog box). The folder title becomes highlighted.
- B. Click the "**Open** button." This opens the folder (represented by the disk icon changing to an open folder icon). A listing of files within the folder will be displayed.
- C. Enter the name you wish to give your ART FILE below "Enter file name to save." Click the "**Save** button" to save the art file to the folder.
- D. You are returned to the active document.

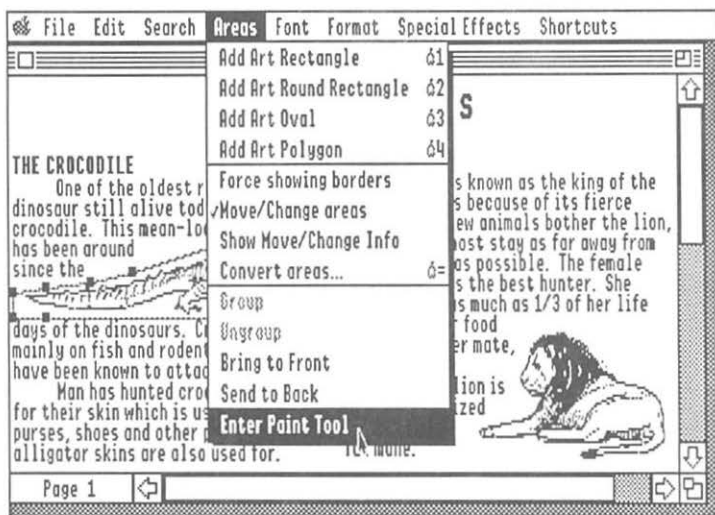
Clicking the "**Close** button" allows you to close a folder if you do not want to save a file there. The "**Close** button" is grayed out if no file is opened.

Clicking the "**Cancel** button" will cancel the *Export Art* command and return you to your document.

FROM TEXT MENUS TO PAINT MENUS

Once you have created your art areas, you can put some "art" into them.

You can enter the *Paint Tool* from the *Move / Change* mode by selecting the *Enter Paint Tool* command from the **Areas** menu. Selecting this command will cause the artwork tools to appear. The tools will work only within the borders of the selected area. The *Enter Paint Tool* command will be grayed out if no area is in the *Move / Change* mode.



You can also enter the *Paint Tool* at any time when you are not in the *Move / Change* mode by positioning the pointer inside an area and double-clicking. The artwork tools will appear, and will work only within the borders of that particular area. All functions of the art tools are explained in the next section. To return to the word processor, select the *Return to Word Processor* command from the **File** menu, or double-click outside the art area.

THE
PAINT
TOOL

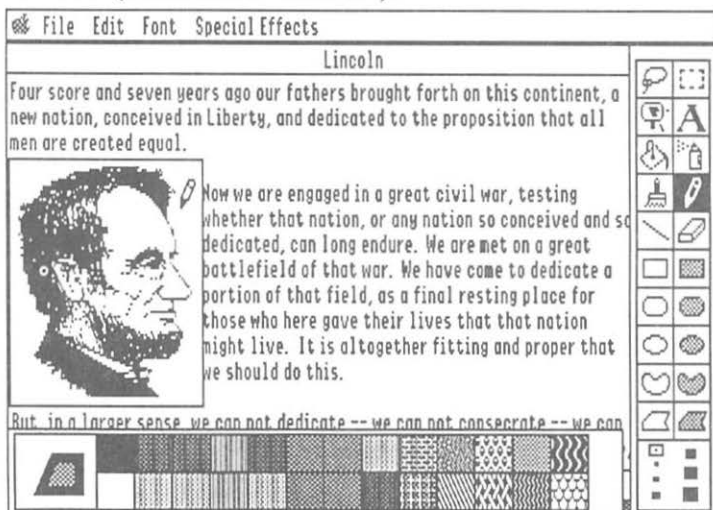


DRAWING WITH MEDLEY

SELECTING TOOLS AND COLORS

To enter the *Paint Tool*, select the *Enter Paint Tool* command from the **Areas** menu while you are in the *Move / Change* mode. If you are not in the *Move / Change* mode, you can double-click in any art area.

Once you are in the *Paint Tool*, you can draw only within the area that was selected in the *Text* mode. Tools and colors to draw with can be selected from the **Tool Box** (vertical window), and the **Color Box** (horizontal window).

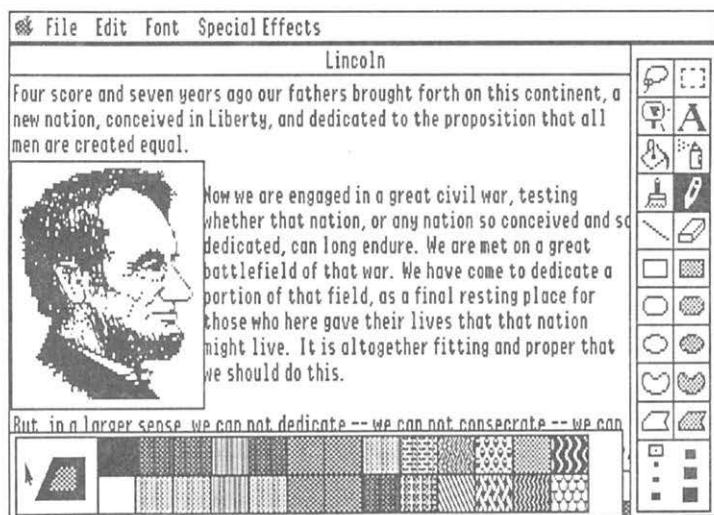


To select a tool, position the mouse pointer on top of the tool you would like to use and click. Once you move the pointer back into the selected art area, the tool will become effective. All tools are explained in the "Tools Summary" section.

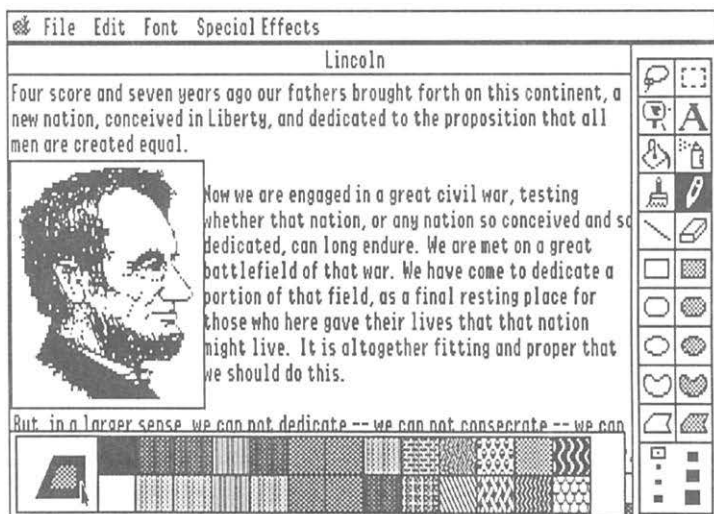
To select a color or pattern, you must first determine which part of the object you will be drawing. The left side of the **Color Box** contains a box with a small trapezoid which lets you choose the

"background", "border", and "fill" colors. On a monochrome monitor, all colors will appear as varying shades of gray.

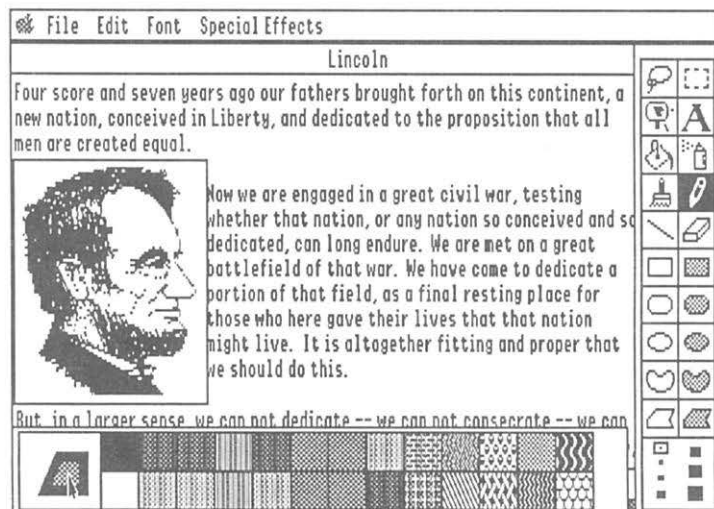
To choose a "background" color, position the pointer outside the trapezoid (but still within the box borders) and click. Then, move the pointer to the color or pattern of your choice and click. The background area (outside the trapezoid) in the small box will now display that color. The "background" color inside the selected art area will not change at once, but any time the *Eraser* is used, it will erase in the new "background" color. While the *Eraser* is selected, any color that is chosen will automatically be reflected in the BACKGROUND area of the trapezoid.



To choose a "border" color, position the pointer on the trapezoid and click. Then, move the pointer to the color or pattern of your choice and click. The border of the trapezoid will display the new color. The "border" color affects these tools; *Text*, *Spray Paint*, *Paint Brush*, *Pencil*, *Straight Line*, and also the borders on any rectangles, ovals, and polygons. The borders of the art areas themselves will not change. While any of these tools are selected, any color that is chosen will automatically be reflected on the BORDER area of the trapezoid.



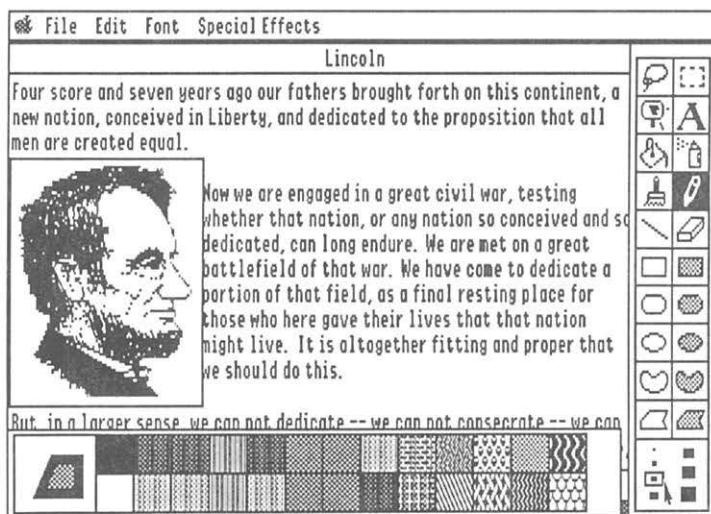
To choose the "fill" color, position the pointer inside the trapezoid and click. Then, move the pointer to the color or pattern of your choice and click. The area inside the trapezoid will display the new color. The "fill" color affects the *Paint Bucket* and any "filled" rectangles, ovals, and polygons. While the *Paint Bucket* is selected, any color that is chosen will automatically be reflected in the FILL area of the trapezoid.



LINE WIDTHS

The widths of lines and borders are determined by the "Border Palette." This is located at the bottom of the **Tool Box**. The "Border Palette" does not affect the *Paint Brush* or the borders of the art areas.

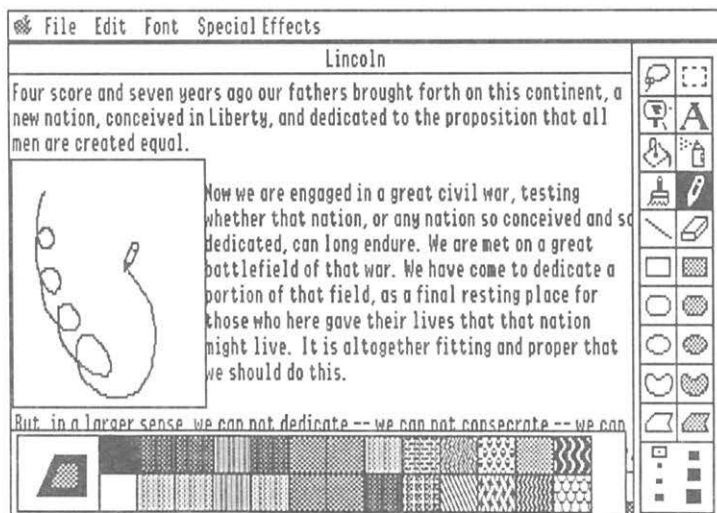
To change a line width, position the pointer over the square that represents the desired line width and click. A small box will appear around the selected square. Any new lines and borders will be in the selected width. Old lines and borders will not change.



FREEHAND DRAWING

The *Pencil* and the *Paint Brush* are used to draw freehand lines with the mouse.

To use the *Pencil*, first choose a "border" color and the desired line width from the "Border Palette." Select the *Pencil*, and the pointer will become a small pencil. Position the pointer inside the area, click, and drag. A line will be drawn with the tip of the pencil.

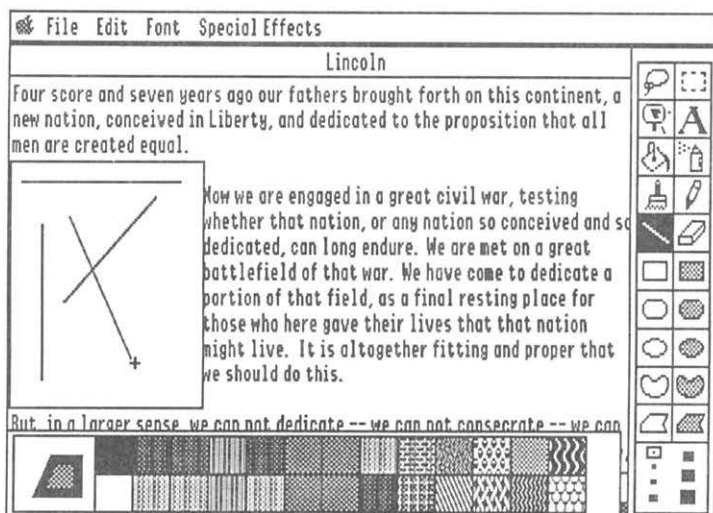


To use the *Paint Brush*, choose a "border" color from the **Color Box**. Then, select your brush shape with the *Select a Brush* command on the **Special Effects** menu. (See BRUSH SHAPES.) Once the brush shape is selected, the pointer becomes that shape. Position the pointer inside the area. Click and drag, and a line will be painted.

STRAIGHT LINES

Use the *Straight Line* tool to draw lines that are perfectly straight.

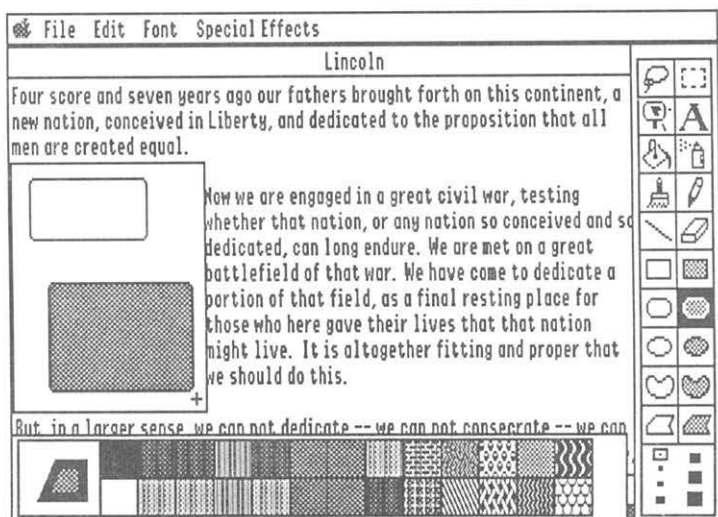
Select the *Straight Line* tool, a "border" color, and a line width. The pointer will be represented by a "+". Position the pointer where you would like the line to begin, then click and drag. The line is anchored at the beginning point and will stretch with the mouse movement. Let up on the mouse button when the line is in the desired location.



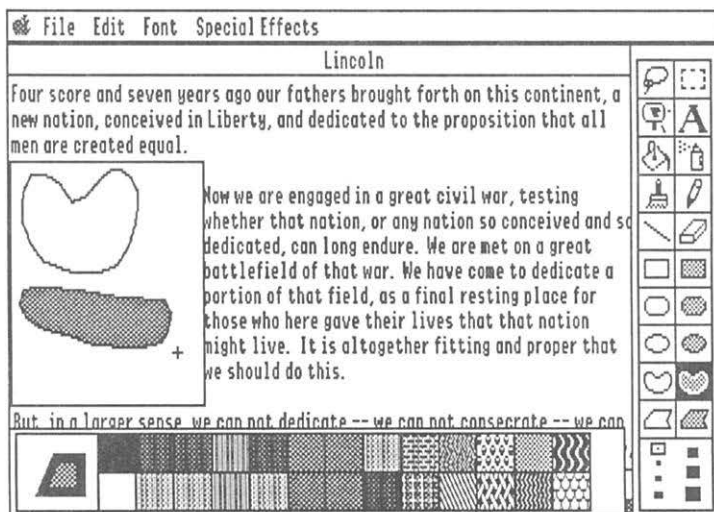
DRAWING RECTANGLES, OVALS, AND POLYGONS

Rectangles, ovals, and polygons can be hollow or filled. Border widths are determined by the "Border Palette." "Border" and "fill" colors are selected with the small trapezoid in the **Color Box**.

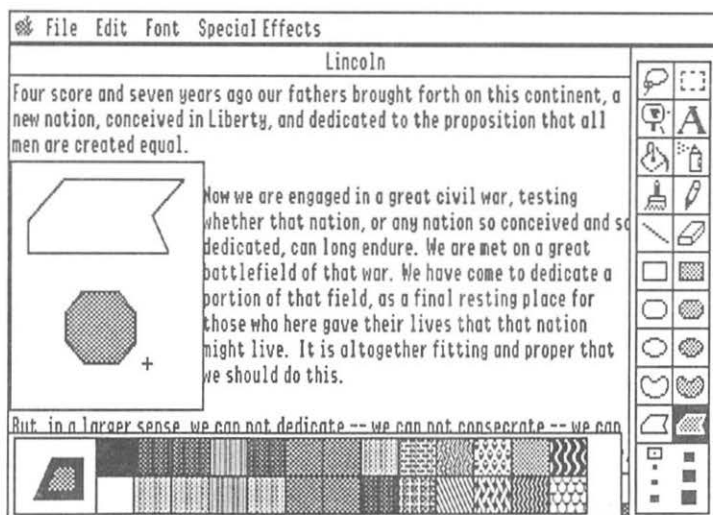
To draw a rectangle, round rectangle, or oval, select the appropriate tool. The pointer will now be represented by a "+". Position the pointer inside the art area, and click and drag. The shape stretches with the mouse movement. Let up on the mouse button when the shape is the desired size. Borders will remain black and any "fill" colors will not show until the mouse button is released. You can control the "roundness" of a round rectangle by pressing any of the arrow keys while the mouse button is still pressed down. The next round rectangle placed in the art area will be set at the same "roundness" as the previous one.



To draw hollow or filled freehand shapes, select the appropriate freehand shape tool. The pointer will be represented by a "+". Position the pointer inside the art area, and click and drag. The border line will be drawn with the mouse movement. Releasing the mouse button will connect the starting point and the end point with a straight line. Borders will remain black and any "fill" colors will not show until the mouse button is released.



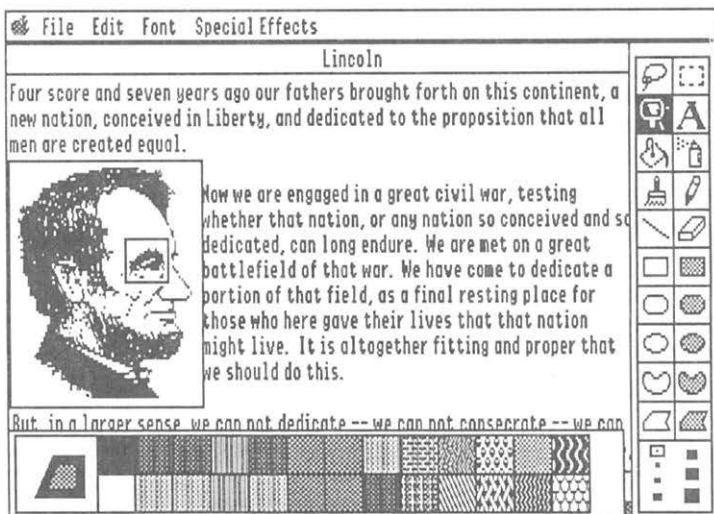
To draw hollow or filled polygons select the appropriate polygon tool. The pointer will be represented by a "+". Position the pointer inside the art area, and click (do not drag). The border line will now move with the mouse. Each click thereafter becomes an anchor point from which the line moves with the mouse. Double-clicking the mouse button will connect the last point with the starting point of the polygon. Double-clicking outside the art area will erase a polygon in the process of being created. Polygon borders can also be stretched and anchored outside the art area, although only the parts of the polygon within the art areas will show. Borders will remain black and any "fill" colors will not show until the mouse button is released.



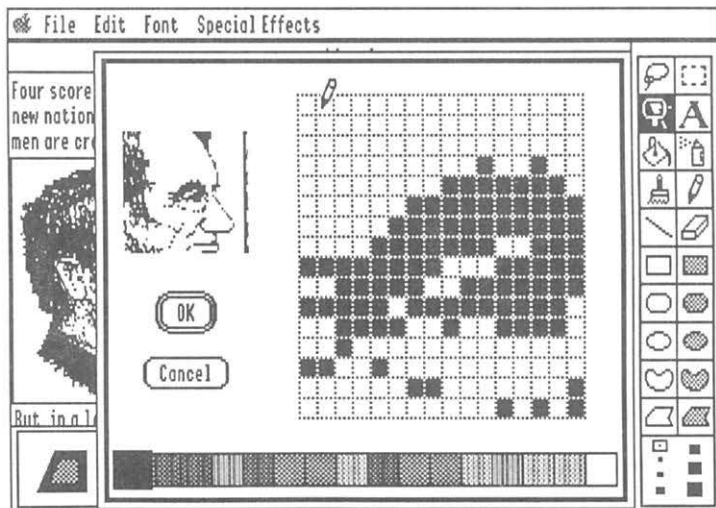
DETAILED DRAWING

The *Magnifying Glass* lets you do exact detail work by enlarging a small section of the art.

Select the *Magnifying Glass* and the pointer will become a small box. Position the box over the area which you would like to enlarge and click.



A dialog box will appear, showing the selected portion of art enlarged as a grid. Each square on the grid represents a dot on the screen.

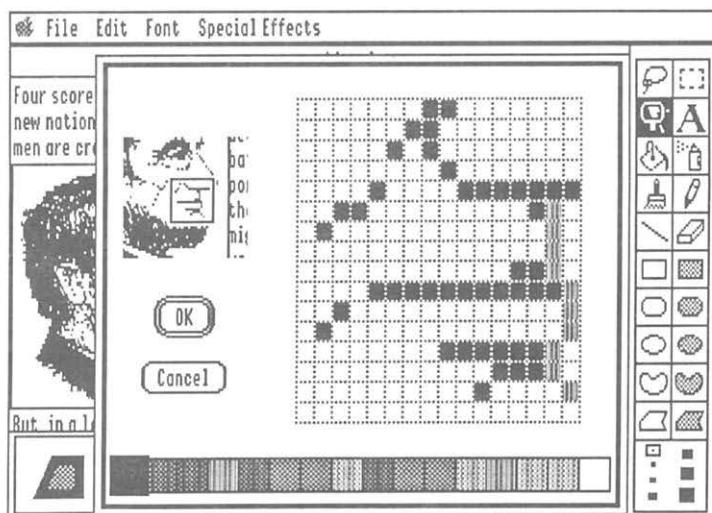


Select a color with the pointer and then move it into the grid (the only tool that will work here is the *Pencil*). The color that is selected as you enter the *Magnifying Glass* is the present "border" color. Clicking on any color within the grid while the **Option** key

is pressed will cause the color selection to change appropriately. Click or drag the mouse to paint the individual squares the selected color. A small rectangle in the upper left corner shows the art at its actual size. Any changes made while the art is enlarged will also show up in this area.

You can scroll the art while it is enlarged by moving the pointer just outside the border of the enlarged area. The pointer will become an arrow pointing in any one of eight directions (up, down, left, right, or diagonally). Click the mouse button and the entire enlarged section will scroll in that direction. Medley always scrolls art by two pixels at a time to avoid color shifting. However, it is possible to scroll by one pixel at a time while in the *Magnifying Glass*. To do this, hold down the **Option** key while clicking when the pointer is represented by the arrow of the desired scroll direction. The art will scroll one pixel at a time and its colors will change. Every other click will change the art back to its original color.

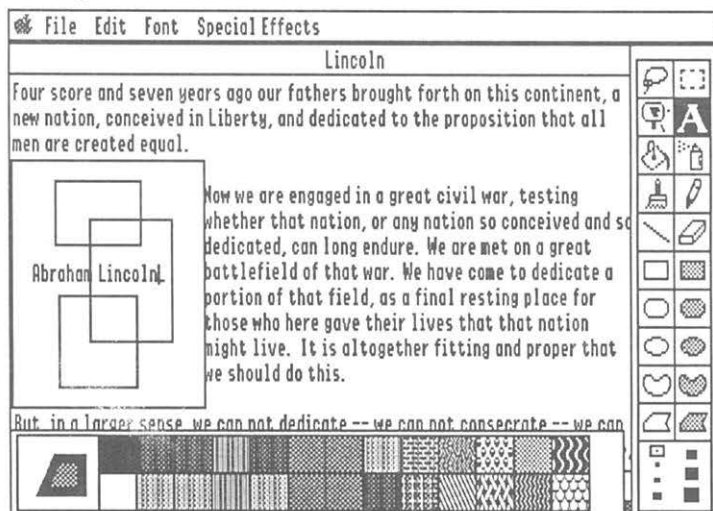
Since the rectangle showing the art at its actual size shows more area than is enlarged, you can also scroll by positioning the pointer in that rectangle. The pointer will become a small box. Position the box over the portion of art to be enlarged and click. The enlarged section will be representative of the area chosen.



Once you are finished, click the "OK button" to return to the full-sized *Paint Tool*. Click the "Cancel button" to return to the *Paint Tool* and not record any changes.

TEXT

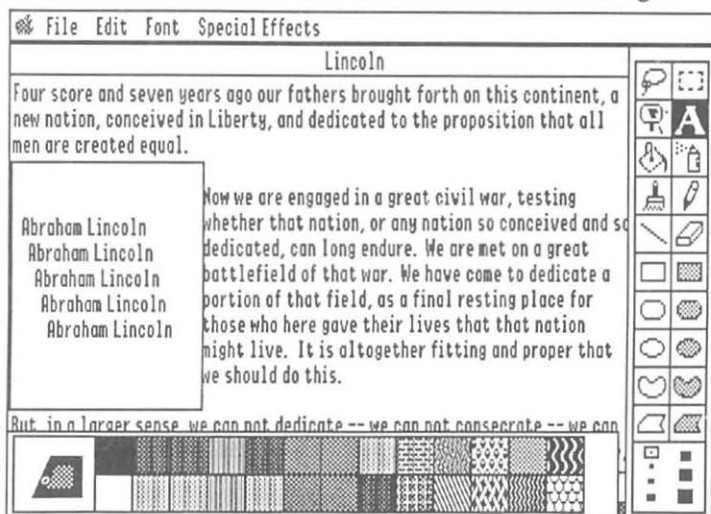
You can enter text of any color anywhere in an art area by using the *Text* tool. Select the *Text* tool and a "border" color. The pointer will become a "+". The horizontal line on the "+" will represent the base of the text line. Position the pointer where you would like the text to begin, and click. A flashing cursor will appear and the text you enter will start at that point. The mouse click point becomes the left margin, and any **Returns** will align flush left to that point. Text in the *Paint Tool* does not wrap around objects or move to another line when it runs into a border. When you print your document, text in the *Paint Tool* prints as art-not as text. As a result, the printed "art text" is of lesser quality than text printed from the *Text* mode.



Text fonts, sizes, and styles can be chosen from the **Font** menu while you are in the *Paint Tool* in the same manner as when you are in the *Text* mode. However, since you cannot select text in the *Paint Tool*, font and style changes cannot be made to text after it has been entered. No font size larger than 60 should be chosen.

The leading, or space between lines can be adjusted by holding down the **Shift** key while pressing an up or down arrow key. The cursor will not move, but each press of an arrow key represents one pixel. Now, each time the **Return** key is pressed with the **Shift** key, the cursor will move to the left margin, but it will move the specified number of pixels down from the base line. If the **Return** key alone is pressed, the leading will return to its default setting.

The alignment of the left margin can be changed at any time by holding down the **Shift** key while pressing a left or right arrow key. The cursor will not move, but each press of an arrow key represents one pixel. Now, when the **Return** key is pressed with the **Shift** key, the cursor will move to the left margin, but the left margin will begin at a new point. That point will be the specified number of pixels away from the original insertion point. Each subsequent time the **Return** / **Shift** keys are pressed, the cursor will move the specified number of pixels incrementally. If the **Return** key alone is pressed, the cursor alignment will stay flush left with the line above. Once you exit the *Paint Tool*, the leading in the *Text* tool reverts in all cases to its default setting.



You can use the arrow keys to place the cursor any place within the art area. Text will always start to print from the flashing cursor. However, once the **Return** key is pressed, the cursor will

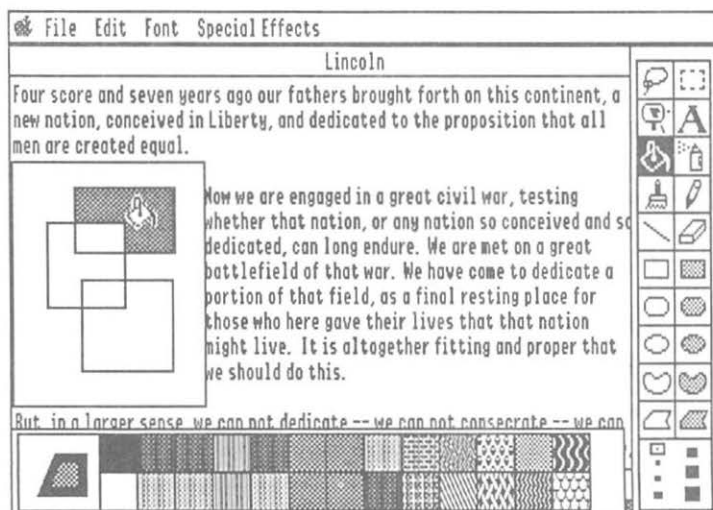
return to the left margin below the original insertion point. If the mouse is used to reposition the cursor, the mouse click point will become your left margin.

Text can be deleted one character at a time by pressing the **Delete** key. As long as you do not move out of the *Text* tool, Medley treats all text entered as "text," so that it can be deleted even if **Returns** have been entered, or if the cursor has been repositioned with a mouse click. Once you leave the *Text* tool the text becomes "art," and any changes made to it must be made as if it were an art object.

FILLING IN AN AREA

Use the *Paint Bucket* to fill in any areas, or quickly change colors.

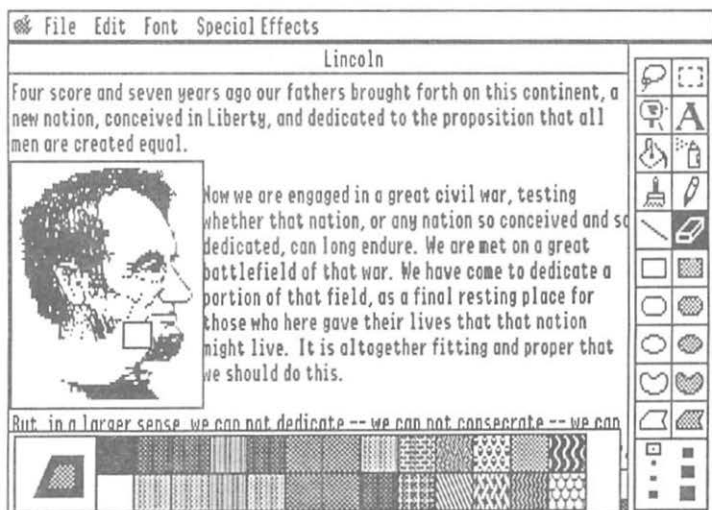
To fill an area, first select a "fill" color from the **Color Box**. Select the *Paint Bucket*, and the pointer will be represented by a paint bucket. Position the tip of the pouring paint within any outlined area, and click. The area will fill with the chosen paint color. If there are gaps in the borders, or a "border" color is the same as the "fill" color, the filling paint will "leak" through.



To change a color with the *Paint Bucket*, first select a "fill" color from the **Color Box**. Position the tip of the pouring paint over the area to be changed and click. Any part of the art that was the old color and is touching that color area will be "filled" with the new color. For example, if you have several overlapping rectangles with black borders, and you wish to change the borders to green, click the *Paint Bucket* on any one of the borders. As long as they touch at some point (black touches black), the green paint will fill into all the black areas.

ERASING ART

Use the *Eraser* to "erase" any art. Once the *Eraser* is selected, the pointer is represented by a hollow box. To erase, position the pointer over the art to be erased, and click and drag. Any art that the pointer touches will be returned to the "background" color (selected from the **Color Box**). Art can also be deleted by selecting it with the *Selection Box*, and then pressing the **Delete** key.

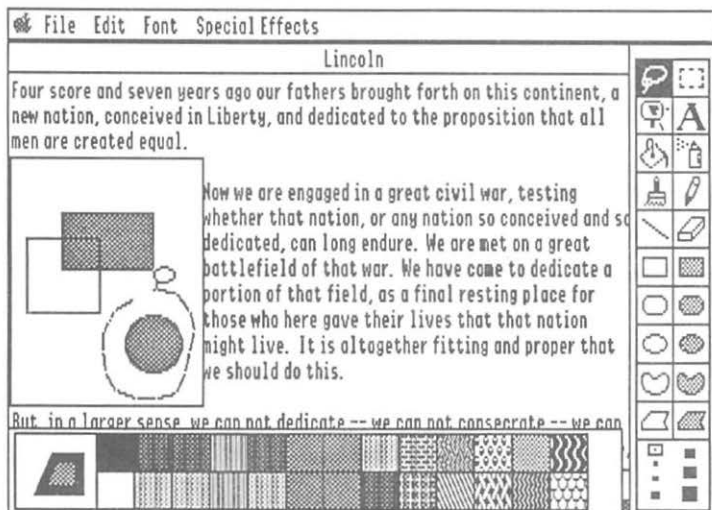


The entire art area can be erased at once by double-clicking the *Eraser* in the **Tool Box**, or selecting *Erase All* from the **Special Effects** menu.

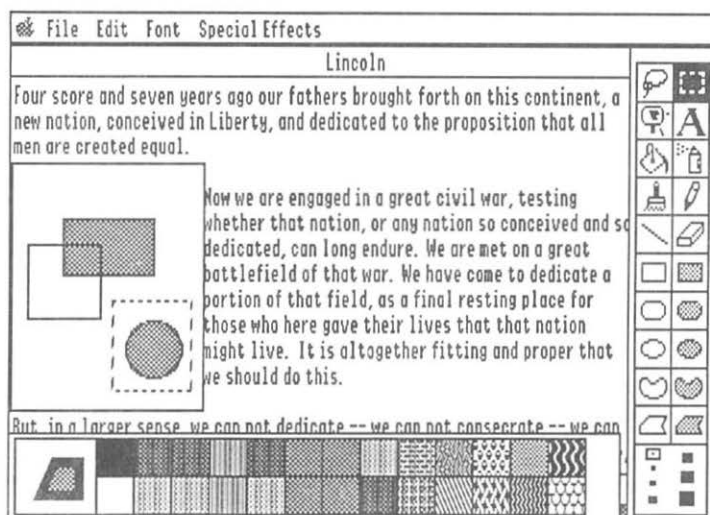
MOVING ART

Art can be repositioned anywhere within the active art area. To move some art, it must first be selected by using either the *Lasso* or the *Selection Box*.

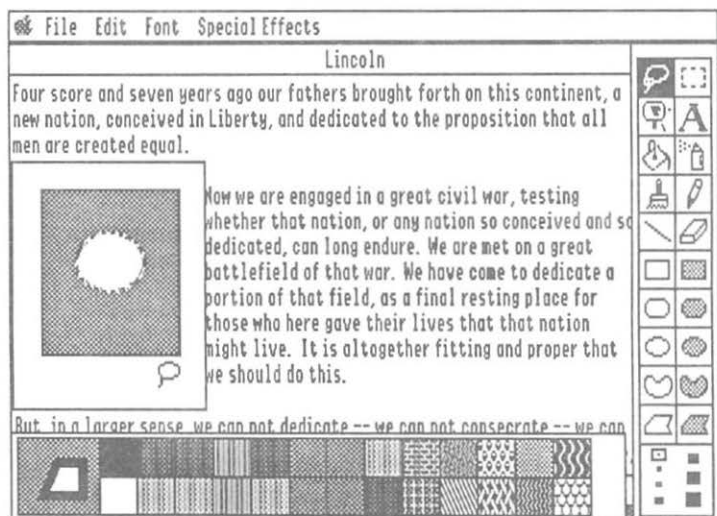
When the *Lasso* is selected, the pointer will look like a small lasso. Click and drag, using the tip of the lasso to draw a border around the art you wish to move. Let up on the mouse button, and the border will shrink to conform itself to the art object borders. The pointer will then be represented by a "+". Position the pointer inside the area to be moved, click, and drag. The lassoed area will move with the mouse. Since the *Lasso* border "slides" over the selected "background" color to conform to the outside border of the art object, no "background" color will be moved with it.



With the *Selection Box*, the pointer is represented by a "+". Position the pointer near the area you wish to select, then click and drag the mouse. A box with moving borders will be formed. Let up on the mouse button, then place the pointer inside the box. Click and drag, and the objects inside the box will move with the mouse. Any "background" color within the box will move also. If you select the *Shrink* command from the **Special Effects** menu, the border of the *Selection Box* will act like the *Lasso*, and conform itself to the outside borders of the art object.

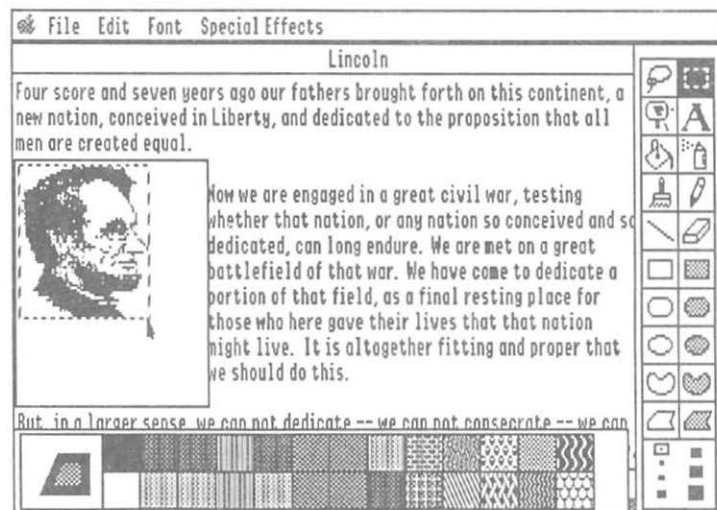


You can also isolate and move part of an art object, even if it is surrounded by other art. To isolate part of an art object, first select the entire object with the *Lasso*. The *Lasso* borders will conform to the outside borders of the object. Next, decide which color should be excluded from the *Lasso* borders, and make it your "background" color. (Click in the background area of the **Color Box** trapezoid, and then select the color.) Although the "background" color changes to the selected color in the **Color Box**, it will not change in the art area. (The "background" color in the art area will not change unless the *Eraser* is used.) Select *Shrink* from the **Special Effects** menu. The *Lasso* borders will shrink and "slide" over the selected "background" color, conforming to borders consisting of any other color. This can be done over and over, until the *Lasso* borders conform to the piece of the art object that you want to move. Once you have isolated the art, use the pointer (click and drag) to move it.



RESIZING ART

Any art can be resized so that it is larger or smaller if it is selected with the *Selection Box*.



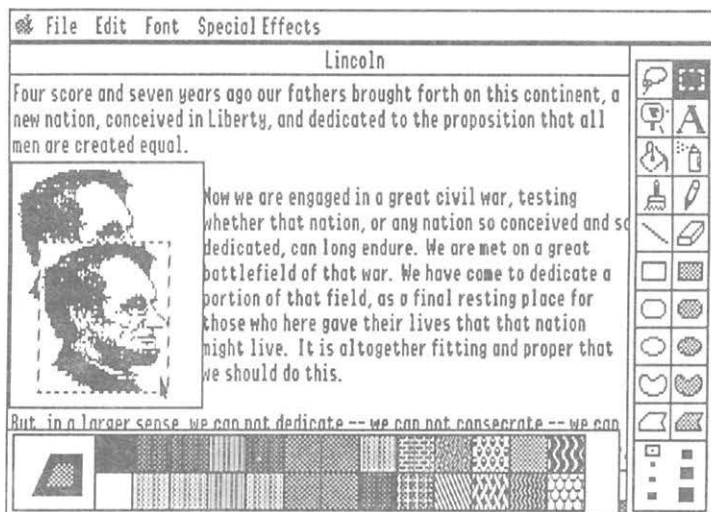
To resize art, click on the *Selection Box* and the pointer will become a "+". Position the pointer over the art that is to be resized, and click and drag. When the mouse button is let up, a

box with moving borders will surround the art. Now, place the pointer inside one of the borders of the *Selection Box*. Click and drag with the **Command** key held down and the art will shrink or expand with the corresponding border movement. If the pointer is placed inside a *Selection Box* corner, the art will shrink or expand diagonally.

DUPLICATING ART

Any art can be duplicated if it is selected with the *Selection Box*.

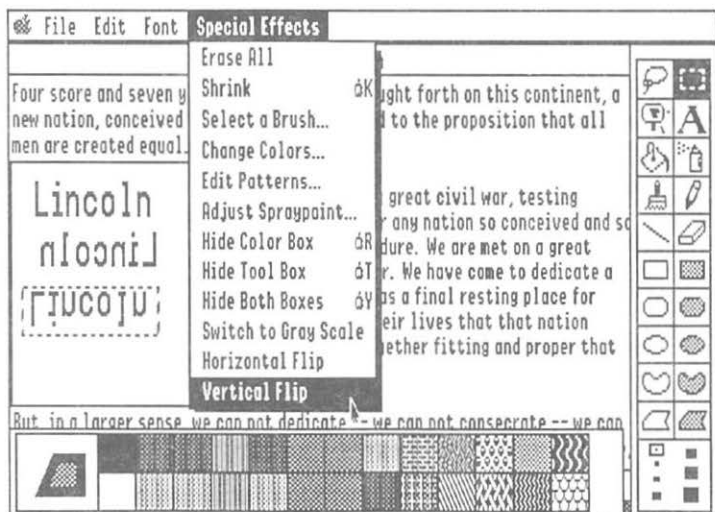
To duplicate art, click on the *Selection Box* and the pointer will become a "+". Position the pointer over the art that is to be duplicated, and click and drag. When you let up the mouse button, a box with moving borders will surround the art. Now, place the pointer inside the *Selection Box*, and click and drag with the **Option** key held down. As the mouse is moved, the *Selection Box* with its art will move also. The original art will remain in the same location giving you an exact duplicate.



INVERTING ART

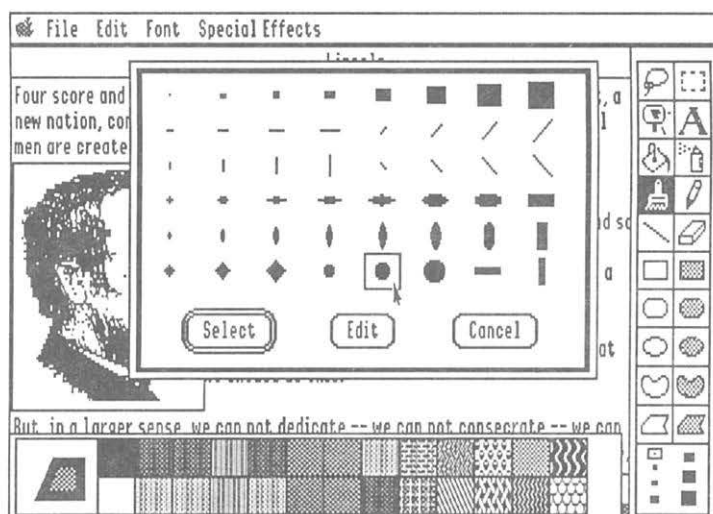
Any selected art can be inverted so that it is upside down (vertical flip), or backwards (horizontal flip).

To invert art, first select the art with the *Selection Box*. Once the art is surrounded with the moving borders, select the *Vertical Flip* command from the **Special Effects** menu to turn the art upside down. Select the *Horizontal Flip* command to turn the art around backwards.

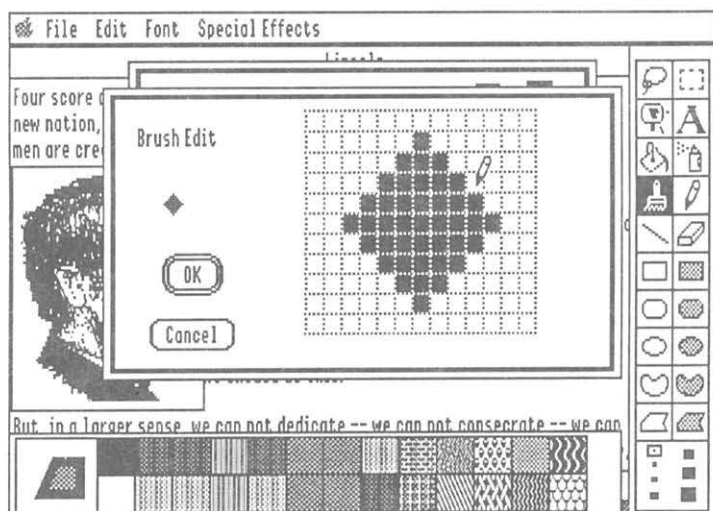


BRUSH SHAPES

The *Paint Brush* comes with a variety of different brushes which can be used to create many special effects. To select a new brush, click *Select a Brush* on the **Special Effects** menu, or double-click the *Paint Brush* in the **Tool Box**. A dialog box will appear with the different brushes showing. A box outlines the current selection. Position the pointer over the desired brush and click. The new selection will be outlined by a box. Click the "Select button" to choose the shape. You will then be automatically returned to the *Paint Tool*. Select **Cancel** to return to the *Paint Tool* without making any changes.



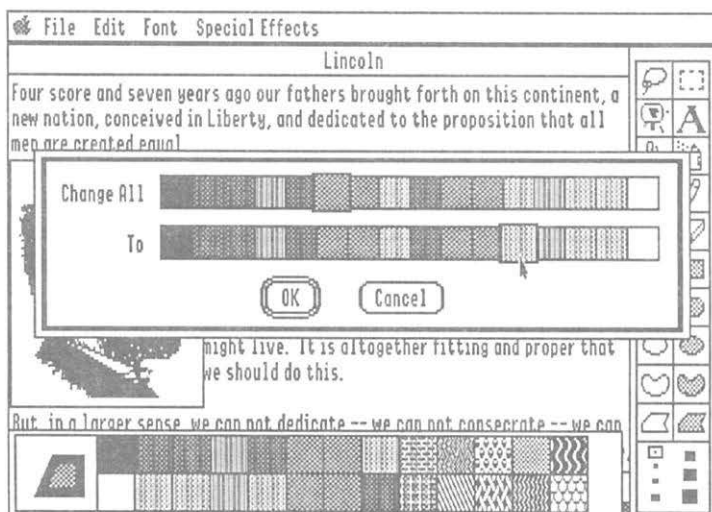
To edit one of the existing brush shapes, select a shape and then click the "Edit" button." A dialog box will appear with the shape enlarged in a grid. Position the pointer within the grid and click, or click and drag to draw. Since you are only editing the shape (not the color), each click will turn on or off a square in the grid. Click **OK** to return to the art area with the edited brush shape selected. Click **Cancel** to return to the art area with the unedited brush shape selected.



CHANGING COLORS

Medley allows for substitution of one color for another throughout the entire selected art area, or lets you change all colors to shades of gray. These features may be useful when pictures from other sources are imported. Since Medley's color palette may be different from other color palettes, imported pictures may have their colors altered when they are brought into Medley.

To substitute colors, select the *Change Colors* command on the **Special Effects** menu. A dialog box will appear with two rows of colors. Select the color you wish to change from the "Change All" row. That color will appear at the far left of the "Change All" row. Then select the color you wish to change it to from the "To" row. The selected color will appear at the far left of the "To" row. Click **OK** to return to the *Paint Tool*. The selected colors will be substituted. Click **Cancel** to return to the *Paint Tool* without making any changes.



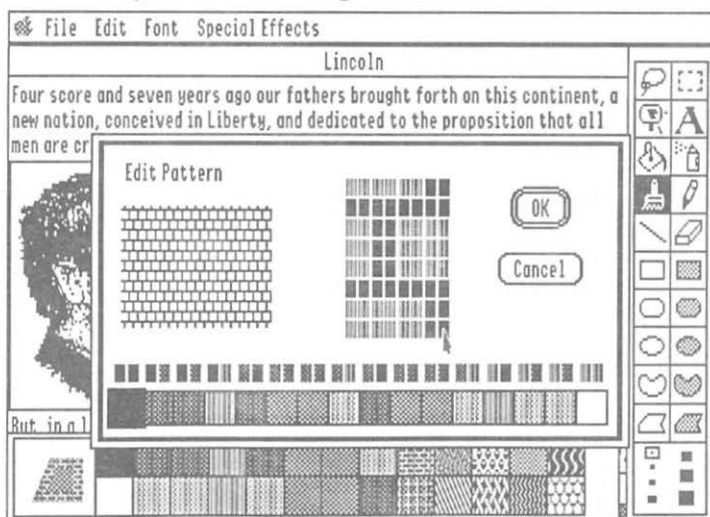
Digitized and scanned art often looks better as shades of gray than in color. This is particularly true of photographs. For this reason, the entire color palette can be changed into a gray palette, or "gray scale." Select the *Change To Gray Scale* command from the **Special Effects** menu and all art within the active document will be displayed in shades of gray. This same command can be

activated while you are in the *Text* mode from the **Special Effects** menu.

EDITING THE PATTERNS

Any of the patterns (non-solid colors) can be edited to make special patterns or colors of your choice.

To edit a pattern, select a pattern and then select the *Edit Patterns* command from the **Special Effects** menu. A dialog box will appear showing a sample pattern (under "Edit Pattern"), along with an enlarged version in a grid which can be edited.



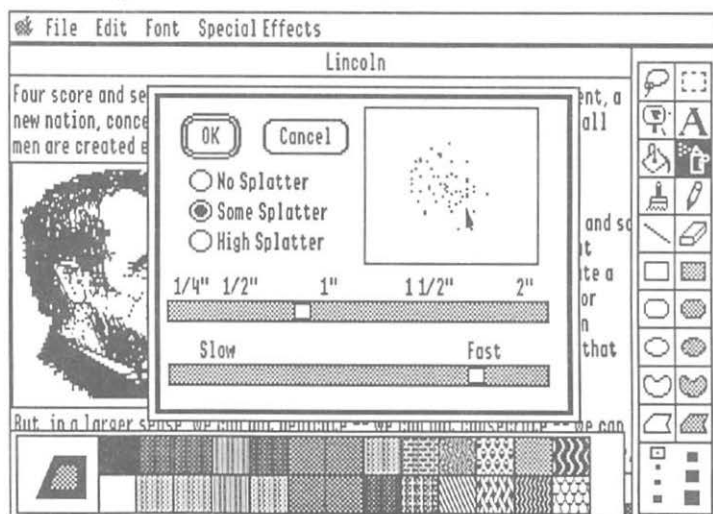
Select a color at the bottom of the dialog box and position the pointer in the grid. Click to paint the individual squares of the grid the selected color. The color painted in the edit grid will not match the selected color. Notice that each color has a set of two colors above it. The two colors represent the pattern you will see as you paint the grid, since the colors in Medley's palette are created by combining two colors. The sample pattern will change to reflect the "blended" colors as you edit the grid.

Click **OK** to go back to the *Paint Tool*. The selected pattern in the **Color Box** will reflect the changes. Click **Cancel** to return to the *Paint Tool* without making any changes.

ADJUSTING THE SPRAY PAINT

The *Spray Paint* can be adjusted for width, speed of fill, and splatter.

To adjust the *Spray Paint*, select the *Adjust Spray Paint* command from the **Special Effects** menu. A dialog box will appear from which the adjustments can be made.



The empty rectangle in the upper right hand corner of the dialog box is a test palette. Moving the pointer inside the rectangle and clicking will show you how the adjustments effect the *Spray Paint*. The following changes can be made:

The width of the spray can be adjusted from less than 1/4" to almost 2" with the top scroll bar. Position the pointer on the white square within the scroll bar, and click and drag to place it under the desired width.

The rate of fill can be adjusted with the bottom scroll bar. Position the pointer on the white square within the scroll bar, and click and drag to select the fill rate. The *Spray Paint* will come out faster if the white square is farther to the right.

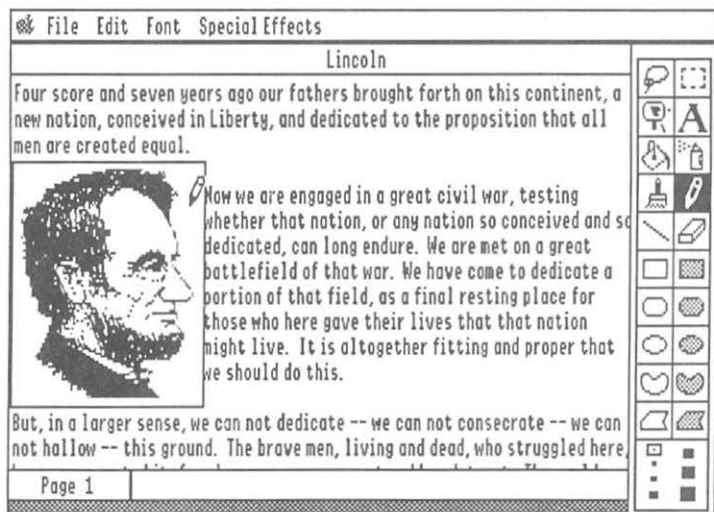
The amount of splatter can be adjusted to "No," "Some," or "High." If the *Spray Paint* is held in one position, it will paint a perfect circle. The amount of *Spray Paint* "splatter" determines the amount that it will overflow and splatter outside the circle.

MOVING AND HIDING THE COLOR AND TOOL BOXES

If either the **Color Box** or the **Tool Box** are in your way while you are drawing, you can move them or hide them completely.

The **Tool Box** will move from one side to the other when you click at the very top of it, just above the *Lasso*. The **Color Box** will move from top to bottom if you click in its far right side.

You can hide either box, or both at the same time, by selecting the appropriate command from the **Special Effects** menu.



UNDOING PAINT CHANGES

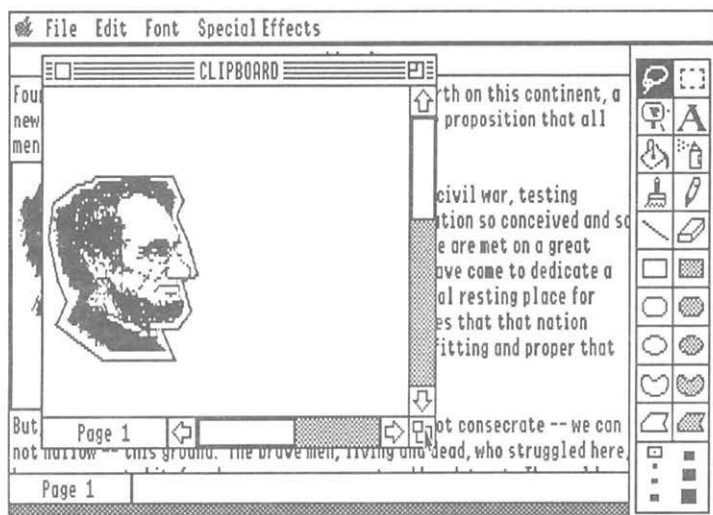
Clicking *Undo* on the **Edit** menu will cancel the last changes made with the selected art tool, as well as most menu commands and keystroke commands.

Clicking *Redo* on the **Edit** menu will replace the changes cancelled by *Undo*. *Redo* will be grayed out if *Undo* has not been used after a change has been made to the art.

CUTTING ART OBJECTS

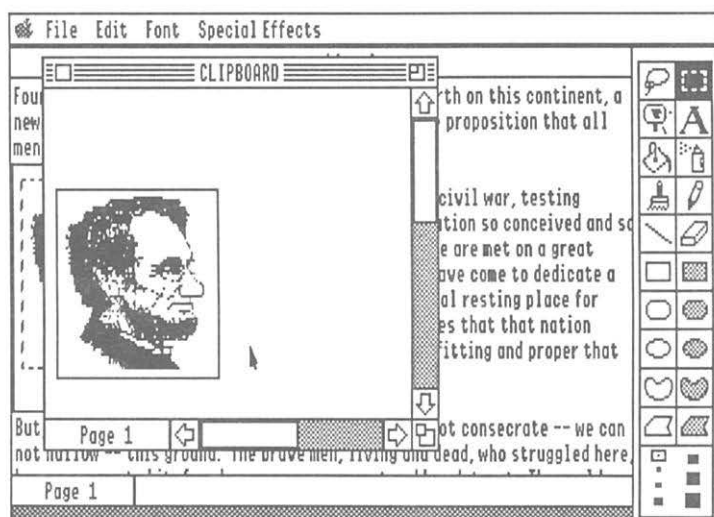
Art objects can be *Cut* out of an art area and placed on the Clipboard. Once on the Clipboard they can be *Pasted* back into the art area they were *Cut* from, into another art area, or directly into the text. The art object must first be selected with either the *Lasso* or the *Selection Box*.

To *Cut* using the *Lasso*, select the *Lasso* from the **Tool Box**. The pointer will become a small lasso. Use the tip of the lasso to draw a border around the art object. Let up on the mouse button, and the border will shrink to conform itself to the art object borders. Choose *Cut* from the **Edit** menu, and the object will disappear from the art area. The object will be placed on the Clipboard within a polygon art area. The shape of the polygon is determined by the shape that is initially drawn with the *Lasso* (the *Lasso* borders before they shrink to conform to the art object). Any "background" color will transfer to the Clipboard also. If you are going to *Paste* the art object into a body of text, and want the text to wrap closely around the shape of the object, make your *Lasso* border as close to the object as possible.



Polygons with longer line segments can be created by holding down the **Shift** key drawing with the *Lasso*. Press the **Shift** key while you click the mouse (letting up on the button). Each click becomes an anchor point. Once you let up the mouse button, the line segment moves with the mouse until it is clicked again. Letting up on the **Shift** key closes the polygon.

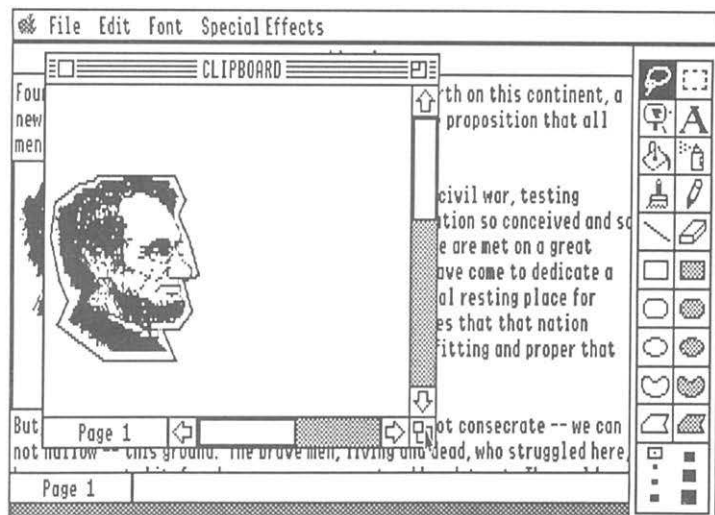
To *Cut* using the *Selection Box*, choose the *Selection Box* from the **Tool Box**. The pointer will become a "+". Position the pointer over the art that is to be *Cut*, and click and drag. When the mouse button is let up, a box with moving borders will surround the art. Select *Cut* from the **Edit** menu, and all art within the *Selection Box* will disappear from the art area. The object will be placed on the Clipboard within an art area rectangle. The art area rectangle will have the same dimensions as the *Selection Box* that was drawn around the art object. Any "background" color will transfer to the Clipboard also.



COPYING ART OBJECTS

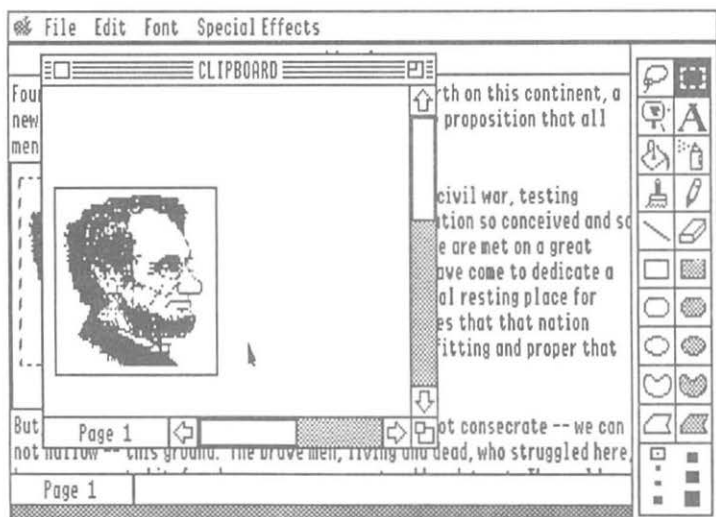
Selected art objects from an art area can be *Copied* onto the Clipboard. Once on the Clipboard they can be *Pasted* back into the art area they were *Copied* from, into another art area, or directly into the text. The art object must first be selected with either the *Lasso* or the *Selection Box*.

To *Copy* using the *Lasso*, select the *Lasso* from the **Tool Box**. The pointer will become a small lasso. Use the tip of the lasso to draw a border around the art object. Let up on the mouse button, and the border will shrink to conform itself to the art object borders. Choose *Copy* from the **Edit** menu, and the object will be copied onto the Clipboard. The object will be placed on the Clipboard within a polygon art area. The shape of the polygon is determined by the shape that is initially drawn with the *Lasso* (the *Lasso* borders before they shrink to conform to the art object). Any "background" color will transfer to the Clipboard also. If you are going to *Paste* the art object into a body of text, and want the text to wrap closely around the shape of the object, make your *Lasso* border as close to the object as possible.



Polygons with longer line segments can be created by holding down the **Shift** key drawing with the *Lasso*. Press the **Shift** key while you click the mouse (letting up on the button). Each click becomes an anchor point. Once you let up the mouse button, the line segment moves with the mouse until it is clicked again. Letting up on the **Shift** key closes the polygon.

To *Copy* using the *Selection Box*, choose the *Selection Box* from the **Tool Box**. The pointer will become a "+". Position the pointer over the art that is to be *Copied*, and click and drag. When the mouse button is let up, a box with moving borders will surround the art. Select *Copy* from the **Edit** menu, and all art within the *Selection Box* will be copied onto the Clipboard. The object will be placed on the Clipboard within an art area rectangle. The art area rectangle will have the same dimensions as the *Selection Box* that was drawn around the art object. Any "background" color will transfer to the Clipboard also.



PASTING ART OBJECTS

Art objects that have been placed on the Clipboard (with *Cut* or *Copy*) can be *Pasted* directly into the text, or back into any art area.

Any art object which has been placed on the Clipboard will be surrounded by art area borders. The art area borders will have the same dimensions as either the initial outline drawing of the *Lasso*, or the size of the *Selection Box* (whichever was used to select the object).

To *Paste* an art object directly into text, you must first be in the *Text* mode. Make sure that the whole page on which you want the object to appear is showing on the screen, and then select *Paste* from the **Edit** menu. If parts of 2 different pages are displayed on the screen, the art will be *Pasted* onto the topmost (lower numbered) page. The art object will be *Pasted* into the text, and the text will wrap around its area borders. The object is placed on the page displayed on the screen in the same location it occupied on the page it was *Cut* or *Copied* from. For example, if an art object is *Cut* 1" from the bottom margin of a page, it will be *Pasted*

into the new page 1" from the bottom margin. Once the object is placed on a page, it can be moved in the normal manner. If an art area is selected when *Paste* is chosen, it will have no effect on the destination of the art object.



To *Paste* an art object into another art area, you must first select the art area while in the *Text* mode. Then, choose *Enter Paint Tool* from the **Areas** menu. The selected area will now be active. Select *Paste* from the **Edit** menu and the art object on the Clipboard will appear in the active art area.

Art objects can also be *Pasted* into the same area over and over again, thus serving as a "duplicate" feature. Art objects *Pasted* into the same area will be placed directly on top of one another. To move a *Pasted* art object off from on top of the original, select it with either the *Lasso* or the *Selection Box*. An outline of moving borders will be formed. Click inside the moving borders, and drag. The art object on top will slide off with the mouse movement, leaving the original art object uncovered.

MOVING BETWEEN DIFFERENT ART AREAS

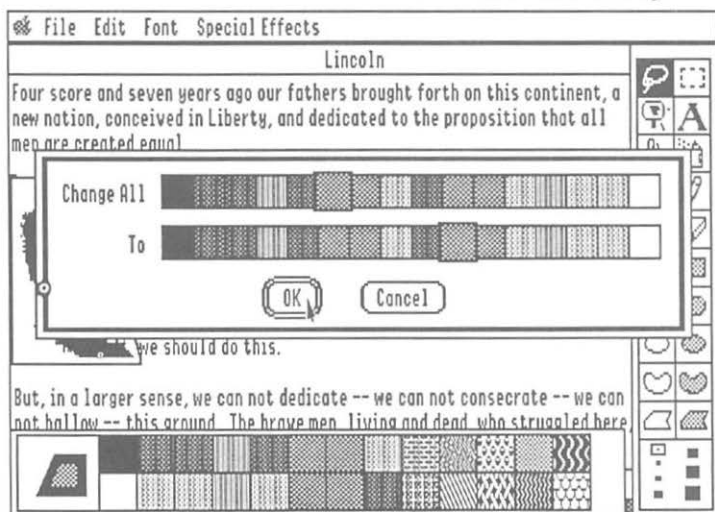
Once you are in the *Paint Tool*, you do not need to go back into the *Text* mode to select another art area to work in. If more than one

art area is showing on the screen, you can move between them by double-clicking in the area of your choice.

WORKING WITH IMPORTED ART

Art from other sources must be imported when you are in the *Text* mode. Once the art is imported into an art area, it can be worked on and modified in the same manner as any art that you create yourself. Medley does include several features which allow for differences that exist between Medley's *Paint Tool* and other "Paint" programs or digitized / scanned art.

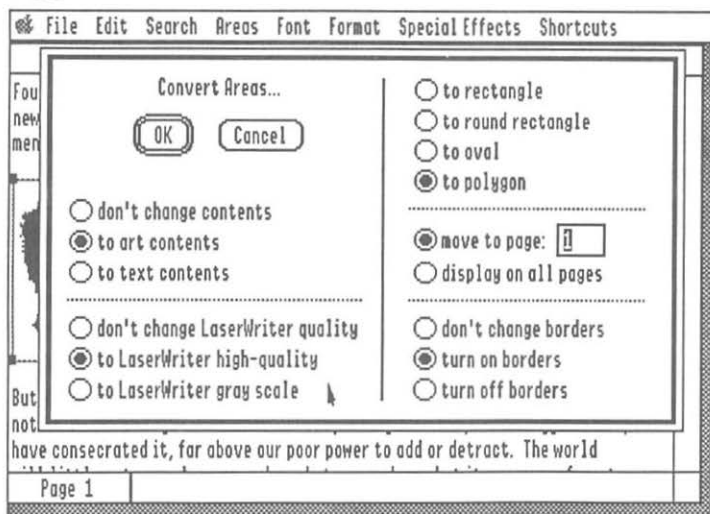
Color palettes may vary, so color art imported from another source may look different in Medley. This is because Medley's color palette is imposed on the imported art. Instead of adjusting the colors dot-by-dot, you can change one color to another throughout the entire art area in one step. Select the *Change Colors* command from the **Special Effects** menu. Pick the color to be changed in the "Change All" row. Pick the color you would like to change it to in the "To" row. Click **OK** and the color will change.



Digitized and scanned art often looks better in shades of gray rather than in color. This is particularly true of photographs. For this reason, the entire color palette can be changed into a gray

palette, or "gray scale." Select the *Change To Gray Scale* command from the **Special Effects** menu and all art within the active document will be displayed in shades of gray. This same command can be activated while you are in the *Text* mode from the **Special Effects** menu.

When printing imported art to the LaserWriter, the quality of LaserWriter print can be changed for individual areas, depending on the type of art contained in the area. To change the LaserWriter print quality, first select an area or group of areas. Then, select the *Convert Areas* command from the **Areas** menu and a dialog box will appear.



If the art area contains mostly black and white art (e.g., black text created in the *Paint Tool*), then select the "**To LaserWriter high-quality**" button." This option will cause the black and white art to be printed very cleanly and precisely, but if the art area contains any colors, the LaserWriter may print them as patterns.

If the art area contains colors, then select the "**To LaserWriter gray scale**" button." The colors will be printed in varying shades of gray to give more of a "newspaper photo" appearance.

If two or more areas have been selected as a group, the "**Don't change LaserWriter quality**" button" will be selected. This is

because the same group can contain areas with different LaserWriter print specifications. This button prevents all grouped areas from accidentally having their LaserWriter print specifications changed.

PAINT MENU / KEYSTROKE COMMANDS

Many of the *Paint Tool* menu commands can also be activated from the keyboard. These commands will have an "open apple" and a letter, number, or symbol next to them on the menu. The "open apple" is an abbreviation for the **Command** key. The **Command** key pressed with the letter, number, or symbol will activate the corresponding menu command. Below is a list of all keystroke commands available in the *Paint Tool*:

Help.....	Command / ?
Save As [Document Name]	Command / S
Print.....	Command / P
Quit	Command / Q
Undo.....	Command / Z
Redo.....	Command / A
Cut	Command / X
Copy.....	Command / C
Paste	Command / V
Bold Text.....	Command / B
Underlined Text.....	Command / U
Italicized Text.....	Command / I
Choose Font.....	Command / F
Hide/Show Color Box.....	Command / R
Hide/Show Tool Box.....	Command / T
Hide/Show Both Boxes	Command / Y

TOOLS SUMMARY



LASO -- Used for moving art objects within an art area, or selecting objects to *Cut* or *Copy* to the Clipboard. The *Lasso* will conform exactly to the object that it surrounds, and will not include any "background" color. When the *Lasso* is selected the pointer becomes a small lasso. Click and drag to draw a line around the desired object with the tip of the lasso. Once the object is surrounded, let up on the mouse button and the *Lasso* border will shrink to conform itself to the outline of the object. The pointer will then become a "+". Position the pointer over the object, and click and drag to move it. Once an art object is selected with the *Lasso*, it can be *Cut* or *Copied* to the Clipboard.



SELECTION BOX -- Used for moving art objects within an art area, resizing art, inverting art, duplicating art, and selecting art to be *Cut* or *Copied* to the Clipboard. The *Selection Box* will not conform to the object which it surrounds, and will include any "background" color when it is used to change the art. When the *Selection Box* is chosen, the pointer will become a "+". Click and drag diagonally over the desired object. Let up on the mouse button and a box with moving borders will be formed. Position the pointer inside the box, and click and drag to move it; **Command** - click - drag to resize it; and **Option** - click - drag to duplicate it. Once an art object is selected with the *Selection Box*, it can be *Cut* or *Copied* to the Clipboard, or inverted with the *Horizontal* and *Vertical Flip* commands on the **Special Effects** menu.



MAGNIFYING GLASS -- Used for enlarging selected parts of art objects to do detailed drawing. Select the *Magnifying Glass* and the pointer will become a small box. Position the box over the area which you would like to enlarge and click. A dialog box will appear, showing the selected portion of art enlarged as a grid. Each square on the grid represents a dot on the screen. Select a color with the pointer and then move it into the grid. (The only tool that will work here is the Pencil.) The color that is selected as you enter the *Magnifying Glass* is the present "border" color. Clicking on any color within the grid while the **Option** key is pressed will cause the color selection to change appropriately. Click or drag the

mouse to paint the individual squares the selected color. A small rectangle in the upper left corner shows the art at its actual size. Any changes made while the art is enlarged will also show up in this area.



TEXT -- Used to place text of any color within an art area. Select the *Text* tool and a "border" color. Position the pointer where you would like the text to begin, and click. A flashing cursor will appear and the text you enter will start at that point. Text in the *Paint Tool* does not wrap around objects or move to another line when it runs into a border. Text fonts, sizes, and styles can be chosen from the **Font** menu while you are in the *Paint Tool* in the same manner as when you are in the *Text* mode.



PAINT BUCKET -- Used to fill areas with one color. With the *Paint Bucket* selected the pointer will be represented by a paint bucket. Position the tip of the pouring paint within any outlined area, and click. The area will fill with the chosen "fill" color. If there are gaps in the borders, or a "border" color is the same as the "fill" color, the filling paint will "leak" through.



SPRAY PAINT -- Used to color an area with a dotted pattern. With the *Spray Paint* selected the pointer becomes a circular pattern of dots. Click and drag the pointer within the art area to create a "sprayed" effect. The *Spray Paint* color is chosen by selecting a "border" color. The rate and size of the *Spray Paint* fill can be adjusted with the *Adjust Spray Paint* command from the **Special Effects** menu.



PAINT BRUSH -- Used for freehand drawing of different shapes and patterns. To use the *Paint Brush*, choose a "border" color from the **Color Box**. Then, select your brush shape with the *Select a Brush* command on the **Special Effects** menu. (See "Brush Shapes.") Once the brush shape is selected, the pointer becomes that shape. Position the pointer inside the area. Click and drag, and a line will be painted.



PENCIL -- Used for freehand drawing of different sized lines. To use the *Pencil*, first choose a "border" color and the desired line width from the "Border Palette." Select the *Pencil*, and the pointer

will become a small pencil. Position the pointer inside the area, click, and drag. A line will be drawn with the tip of the pencil.



STRAIGHT LINE -- Used to draw straight lines from one point to another. Select the *Straight Line* tool, a "border" color, and a line width. The pointer will be represented by a "+". Position the pointer where you would like the line to begin, then click and drag. The line is anchored at the beginning point and will stretch with the mouse movement. Let up on the mouse button when the line is in the desired location.



ERASER -- Used to erase selected parts of the art area, or the entire art area at once. Once the *Eraser* is selected the pointer is represented by a hollow box. To erase, position the pointer over the art to be erased, and click and drag. Any art that the pointer touches will be returned to the "background" color (selected from the **Color Box**). The entire art area can be erased at once by double-clicking the *Eraser* in the **Tool Box**.



HOLLOW RECTANGLE -- Used for drawing rectangular shapes with nothing inside. Choose a "border" color with the small trapezoid. Choose a border line width from "Border Palette." Select the *Hollow Rectangle* and the pointer will become a "+". Position the pointer in the art area, and click and drag diagonally. Let up on the mouse button when the rectangle is the size desired. Borders will remain black until the mouse button is released.



HOLLOW ROUND RECTANGLE -- Used for drawing rectangular shapes with round corners and nothing inside. Choose a "border" color with the small trapezoid. Choose the border line width from "Border Palette." Select the *Hollow Round Rectangle* and the pointer will become a "+". Position the pointer in the art area, and click and drag diagonally. Let up on the mouse button when the rectangle is the size desired. You can control the "roundness" of the corners by pressing any of the arrow keys while the mouse button is still pressed down. The next round rectangle placed in the art area will be set at the same "roundness" as the previous one. Borders will remain black until the mouse button is released.



HOLLOW OVAL -- Used for drawing ovals with nothing inside. Choose a "border" color with the small trapezoid. Choose the border line width from "Border Palette." Select the *Hollow Oval* and the pointer will become a "+". Position the pointer in the art area, and click and drag diagonally. Let up on the mouse button when the oval is the size desired. Borders will remain black until the mouse button is released.



HOLLOW FREEHAND SHAPE -- Used for drawing freehand shapes with nothing inside. Choose a "border" color with the small trapezoid. Choose the border line width from "Border Palette." Select the *Hollow Freehand Shape* and the pointer will become a "+". Position the pointer in the art area, and click and drag. The border of the shape will be drawn with the mouse movement. You can join the starting point with the end point by hand, or let up on the mouse button and the two ends will be joined by a straight line. Borders will remain black until the mouse button is released.



HOLLOW POLYGON -- Used for drawing polygons with nothing inside. Choose a "border" color with the small trapezoid. Choose the border line width from "Border Palette." Select the *Hollow Polygon* and the pointer will become a "+". Position the pointer in the art area, and click (but do not drag). The border line will now move with the mouse. Each click thereafter becomes an anchor point from which the line moves with the mouse. Double-clicking the mouse button will connect the last point with the starting point of the polygon. Double-clicking outside the art area will erase a polygon in the process of being created. Polygon borders can also be stretched and anchored outside the art area, although only the parts of the polygon within the art areas will show. Borders will remain black until the mouse button is released.



FILLED RECTANGLE -- Used for drawing rectangular shapes with a color or pattern on the inside. Choose a "border" color and a "fill" color with the small trapezoid. Choose the border line width from "Border Palette." Select the *Filled Rectangle* and the

pointer will become a "+". Position the pointer in the art area, and click and drag diagonally. Let up on the mouse button when the rectangle is the size desired. Borders will remain black and no "fill" color will show until the mouse button is released.



FILLED ROUND RECTANGLE -- Used for drawing rectangular shapes with round corners and a color or pattern on the inside. Choose a "border" color and a "fill" color with the small trapezoid. Choose the border line width from "Border Palette." Select the *Filled Round Rectangle* and the pointer will become a "+". Position the pointer in the art area, and click and drag diagonally. Let up on the mouse button when the rectangle is the size desired. You can control the "roundness" of the corners by pressing any of the arrow keys while the mouse button is still pressed down. The next round rectangle placed in the art area will be set at the same "roundness" as the previous one. Borders will remain black and no "fill" color will show until the mouse button is released.



FILLED OVAL -- Used for drawing ovals with a color or pattern on the inside. Choose a "border" color and a "fill" color with the small trapezoid. Choose the border line width from "Border Palette." Select the *Filled Oval* and the pointer will become a "+". Position the pointer in the art area, and click and drag diagonally. Let up on the mouse button when the oval is the size desired. Borders will remain black and no "fill" color will show until the mouse button is released.



FILLED FREEHAND SHAPE -- Used for drawing freehand shapes with a color or pattern on the inside. Choose a "border" color and a "fill" color with the small trapezoid. Choose the border line width from "Border Palette." Select the *Filled Freehand Shape* and the pointer will become a "+". Position the pointer in the art area, and click and drag. The border of the shape will be drawn with the mouse movement. You can join the starting point with the end point by hand, or let up on the mouse button and the two ends will be joined by a straight line. Borders will remain black and no "fill" color will show until the mouse button is released.



FILLED POLYGON -- Used for drawing polygons with a color or pattern on the inside. Choose a "border" color and a "fill" color with the small trapezoid. Choose the border line width from "Border Palette." Select the *Filled Polygon* and the pointer will become a "+". Position the pointer in the art area, and click (do not drag). The border line will now move with the mouse. Each click thereafter becomes an anchor point from which the line moves with the mouse. Double-clicking the mouse button will connect the last point with the starting point of the polygon. Double-clicking outside the art area will erase a polygon in the process of being created. Polygon borders can also be stretched and anchored outside the art area, although only the parts of the polygon within the art areas will show. Borders will remain black and no "fill" color will show until the mouse button is released.

THE
FINISHED
PRODUCT

PRINTING

PREPARING THE IIGS FOR PRINTING

You must set the printer "slot" from the Control Panel to direct your document to a printer linked directly to your IIGS, or a printer that will be located on the AppleTalk network. The slots are pre-set for a direct link to a printer.

To set the "slots" from the Control Panel:

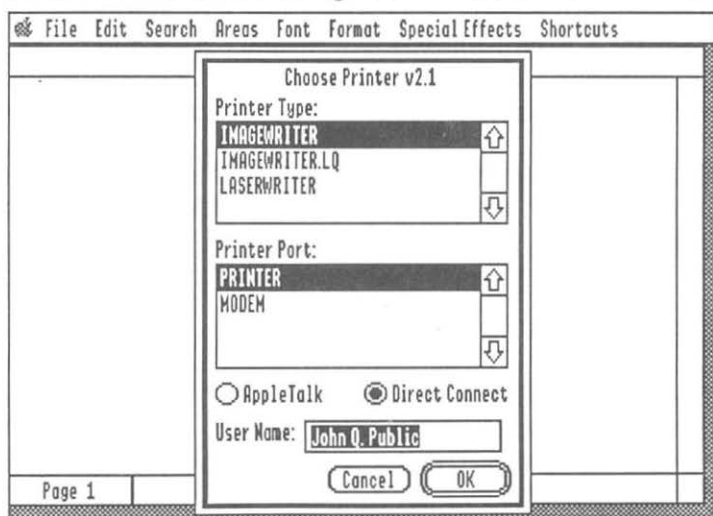
1. With your computer on and your printer off, press the **Command**, **Control**, and **Esc** keys at the same time.
 2. A box will appear titled "Desk Accessories." Use the arrow keys to place the cursor over "Control Panel," and then press the **Return** key.
 3. A box will appear titled "Control Panel." Use the arrow keys to place the cursor over "Slots," and then press the **Return** key. A list of the seven slots and their designated uses will appear. To change a slot's designation, position the cursor over the slot number and then press the left or right arrow keys.
 4. To print directly, make sure that slot 1 is set to "Printer Port" if the printer is in the printer port, or that slot 2 is set to "Modem Port" if the printer is in the modem port. Slot 7 must be set to "Your Card."
 5. To print over the AppleTalk network, make sure that slot 1 is set to "Your Card" if you are using the printer port, or that slot 2 is set to "Your Card" if you are using the modem port. Slot 7 must be set to "Built-in AppleTalk."
 6. After all changes have been made, press the **Return** key.
 7. Select "Quit" to exit the Control Panel.
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8. If any changes have been made you must turn the computer off and then back on again, or the changes will not take effect.

CHOOSING A PRINTER

The *Choose Printer* command allows you to select which type of printer to use when printing your document. Medley will print to ImageWriters, LaserWriters, and their compatibles. Medley is pre-set to print directly to an ImageWriter.

To choose a printer, position the pointer over the *Choose Printer* command and click. A dialog box like the one below will appear.



Position the pointer over one of the printers available under **Printer Type** and click. The printer selected will be outlined. Next, select the button that describes the connection between your printer and your computer. ImageWriters can be accessed with the "**Direct Connect** button" or the "**AppleTalk** button" (if the AppleTalk Option is installed). LaserWriters will usually be accessed with the "**AppleTalk** button," unless your IIGS is connected to the LaserWriter through the RS232 serial port. Then you should use the "**Direct Connect** button."

Turn on the "**Direct Connect** button" if you will be printing directly to an ImageWriter. (The AppleTalk slot must have been de-selected from the Control Panel.) You must then choose which port your printer is hooked into by selecting one of the options under **Printer Port**:

Select **Printer** if your printer is hooked up to the printer port.

Select **Modem** if your printer is hooked up to the modem port. (Make sure that the "Modem" option on the Control Panel is set to accommodate a printer.)

Turn on the "**AppleTalk** button" if your printer is on the AppleTalk network. (The AppleTalk slot must also have been set from the Control Panel.) All printers on the network that match the selection under **Printer Type** will be displayed under **Select a Printer**. Select the appropriate printer by clicking on its name.

Click **OK** to accept your choices and return to your document. Click **Cancel** to return to your document without making any changes.

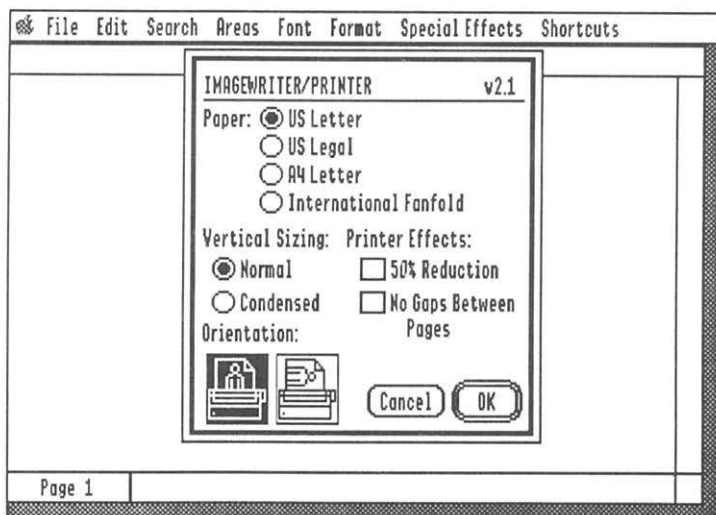
PAGE SETUP

The *Page Setup...* command on the **File** menu lets you choose the page parameters for your printed document. The options available to you will differ with your choice of printer selected in *Choose Printer*.

Page Setup with ImageWriters:

1. Click *Page Setup...*

2. A dialog box like the one below will appear.



3. Click any of the four options under **Paper** to choose your paper size:
- * **US Letter** for paper 8¹/₂ inches wide by 11 inches tall. (This is the default selection.)
 - * **US Legal** for paper 8¹/₂ inches wide by 14 inches tall.
 - * **A4 Letter** for European standard paper - 8¹/₄ inches wide by 11²/₃ inches tall.
 - * **International Fanfold** for International standard paper - 8¹/₄ inches wide by 12 inches tall.
4. Click "Condensed" under **Vertical Sizing** to print your document at half its normal vertical height, but at the normal width.
5. Under **Printer Effects**, click "No Gaps Between Pages" to print the document without any page breaks. Click "50% Reduction" to print the document at half its normal size (height and width).

6. Click the **Orientation** for your printed page.



Tall



Wide

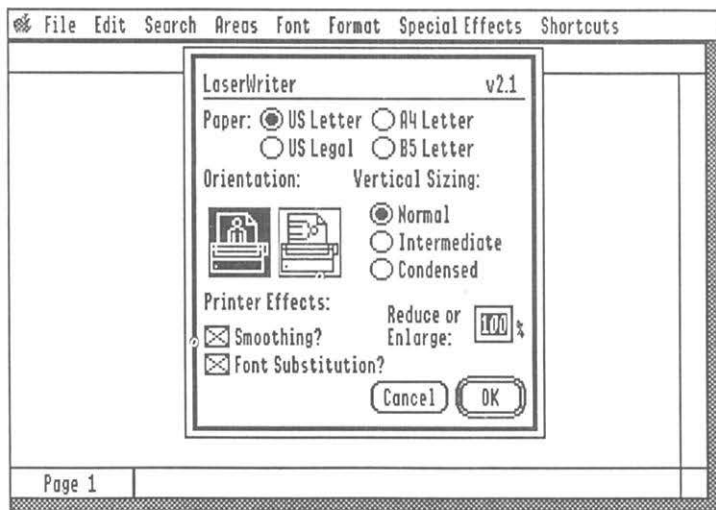
Tall (default selection) prints with the top line of your document starting at the top of the page.

Wide prints with the top line of your document printing along the right side of the page.

7. Click **OK** to accept the *Page SetUp*, or **Cancel** to return to your document without changing the *Page SetUp* parameters.

Page SetUp with LaserWriters:

1. Click *Page SetUp...*
2. A dialog box like the one below will appear.



3. Click any of the four options under **Paper** to choose your paper size:
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-

- * **US Letter** for paper 8^{1/2} inches wide by 11 inches tall. (This is the default selection.)
- * **US Legal** for paper 8^{1/2} inches wide by 14 inches tall.
- * **B5 Letter** for paper 15 inches wide by 11 inches tall.
- * **A4 Letter** for European standard paper - 8^{1/4} inches wide by 11^{2/3} inches tall.

4. Click the **Orientation** for your printed page.



Tall



Wide

Tall (default selection) prints with the top line of your document starting at the top of the page.

Wide prints with the top line of your document printing along the right side of the page.

5. **Vertical Sizing:**

NORMAL -- Prints text and art at the same proportion as is shown on the computer monitor.

INTERMEDIATE -- Prints text and art at two thirds their normal height, but at the normal width.

CONDENSED -- Prints text and art at one half their normal height, but at the normal width.

6. **Printer Effects:**

SMOOTHING -- Instructs the LaserWriter to add dots between the rough edges of artwork and non - LaserWriter fonts to produce a smoother effect.

FONT SUBSTITUTION -- If the fonts you have chosen for your document are not resident within the LaserWriter, this command substitutes fonts that are resident within the LaserWriter. Non - LaserWriter fonts will print as they appear on the screen -- very blocky looking. Fonts resident within the LaserWriter will have a higher resolution and much cleaner appearance. If you know which fonts are resident within your LaserWriter, then you can create your document with the assurance that the final text out-put will match the text on the screen. Some examples of font substitution are:

Shaston becomes Helvetica
Geneva becomes Helvetica
Venice becomes Courier

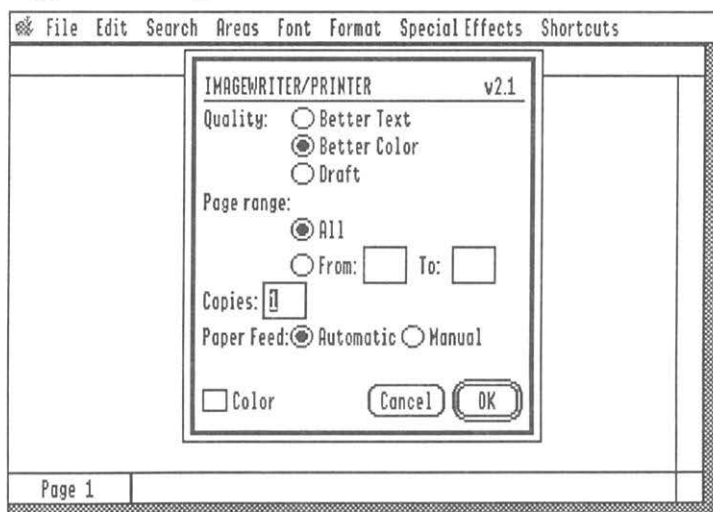
7. You can **Reduce or Enlarge** your document by typing in a number from 25 to 400 in the "% Box" next to **Reduce or Enlarge**. 50% will reduce the document by half. 200% will enlarge the document to twice its normal size.
 8. Click **OK** to accept the *Page SetUp*, or **Cancel** to return to your document without changing the *Page SetUp* parameters.
-
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PRINTING A DOCUMENT

NOTE: Before you begin to print, make sure that you have selected the appropriate printer (LaserWriter or ImageWriter).

To Print With ImageWriters:

Select the *Print* command, and a dialog box with several options will appear looking like this:



There are three options available for **Quality** of printed text:

1. Selecting **Better Text** will give you the highest quality of text output. However, it also takes the longest to print. **Better Text** will print text that has better resolution than the screen. Medley creates **Better Text** by generating a font that is twice the size of the font on the screen. It then condenses the large font to half its size as it prints, thereby creating higher resolution printed text that is the correct font size. **Better Text** works best when you use a font that can be selected from the menu at twice the size as that used in the document (e.g., The font "Shaston" is selectable in sizes 8 and 16. Create your document using size 8 for maximum printing resolution). If you select a font size that does not show a double in the font menu, it

will print in **Better Text**, but not with as good a resolution.

IMPORTANT NOTE:

*When printing with the **Better Text** option selected, no font size should be set larger than 30. Medley has a font size limit of 60. Since **Better Text** blows fonts up to twice their selected sizes before condensing and printing them, sizes larger than 30 cannot be handled. (Text sized 35 would become size 70 before being condensed and printed.) Using **Better Color** will allow you to print font sizes up to 60.*

2. Selecting **Better Color** will give you good quality text at a faster speed. **Better Color** will print text and graphics exactly as you see them on the screen. Due to the fact that some fonts do not display underlines on the screen, and since **Better Color** prints information exactly as it is displayed on the screen, some fonts will not have underlines printed in this mode. Printing in **Better Text** will display all underlines. See "Choosing Fonts, Styles, and Sizes" for more information.
3. Selecting **Draft** will give you the quickest print speed, but it will print your document in segments. The graphics will print first, and then the text will print in only one font and size on a different part of the page. Use this mode to preview and proof your document.

Page Range allows you to control how much of your document is printed at a time. If you want to print your entire document, click the "**All** button." If you want to print only certain pages, click the "**From** button." Then, position the pointer in each box, click, and type the page numbers to be printed. The document will be printed within the pages specified, including those pages.

If you want more than one copy of each document, click in the **Copies** box and enter the number of copies desired.

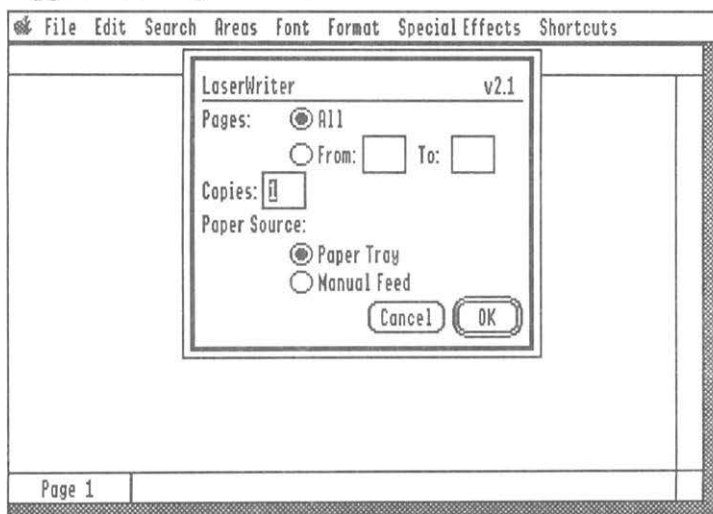
From **Paper Feed**, click the "**Automatic** button" if you have paper that is either continuous or in a paper cassette. Click the "**Hand Feed** button" if you will be feeding the paper into the printer by hand (e.g., personal stationary, corporate letterhead).

Click in the **Color** box if you have an ImageWriter II or an ImageWriter LQ with a color ribbon, and wish to print your document in color.

When all options are set to your specifications, click **OK** to print. Click **Cancel** to return to your document without printing.

To Print With LaserWriters:

Select the *Print* command, and a dialog box with several options will appear looking like this:



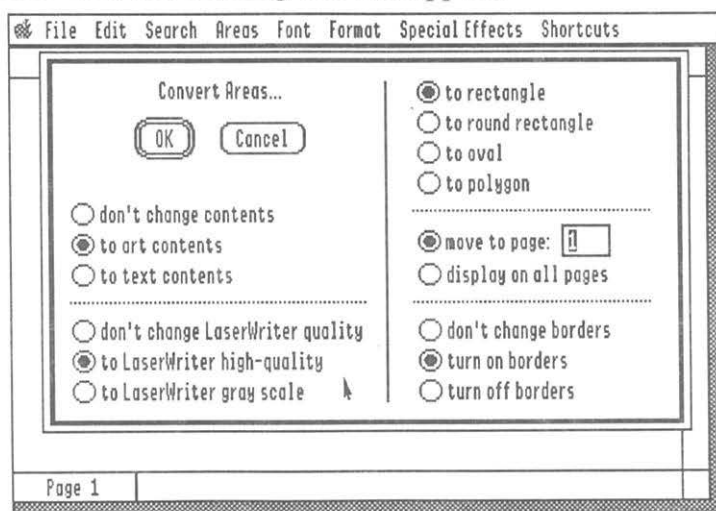
Pages allows you to control how much of your document is printed at a time. If you want to print your entire document, click the "**All** button." If you want to print only certain pages, click the "**From** button." Then, position the pointer in each box, click, and type the page numbers to be printed. The document will be printed within the pages specified, including those pages.

If you want more than one copy of each document, click in the **Copies** box and enter the number of copies desired.

From **Paper Source**, click the "**Paper Cassette** button" if you will be using paper that is in a paper cassette. Click the "**Manual Feed** button" if you will be feeding the paper into the printer by hand (e.g., personal stationary, corporate letterhead).

When all options are set to your specifications, click **OK** to print. Click **Cancel** to return to your document without printing.

The quality of LaserWriter print can be changed for individual areas, depending on the type of art contained in the area. To change the LaserWriter print quality, first select an area or group of areas. Then, select the *Convert Areas* command from the **Areas** menu and a dialog box will appear.



If the art area contains mostly black and white art (e.g., black text created in the *Paint Tool*), then select the "**To LaserWriter high-quality** button." This option will cause the black and white art to be printed very cleanly and precisely, but if the art area contains any colors, the LaserWriter may print them as patterns.

If the art area contains colors, then select the **"To LaserWriter gray scale** button." The colors will be printed in varying shades of gray to give more of a "newspaper photo" appearance.

If two or more areas have been selected as a group, the **"Don't change LaserWriter quality** button" will be selected. This is because the same group can contain areas with different LaserWriter print specifications. This button prevents all grouped areas from accidentally having their LaserWriter print specifications changed.

REFERENCE

THE APPLE MENU

ABOUT MEDLEY

Tells you how much memory is presently being used, and also tells you which version of Medley you are using. Click anywhere on the screen to return to the document.

HELP

Gives you general information about the many options available in Medley. For more detail, the information in the *Help* window refers to chapters in the user's manual.

THE FILE MENU

NEW DOCUMENT

Opens a new document with a blank screen. This is the "empty slate" upon which any type of document can be created. See "Opening a New Document."

OPEN DOCUMENT

Opens any previously created (and saved) document. This command also lets you open documents from different folders and disks. See "Opening an Existing Document."

CLOSE [Document Name]

Closes the active document window, but does not take you out of Medley and back to the *Finder*. If any changes have been made, a dialog box will ask if the changes should be saved before the document closes. See "Closing a Document."

SAVE AS [Document Name]

Saves the active document under the name showing in the Title Bar. If an earlier version was saved to disk under the same name, it will be replaced by the active version. See "Saving a Document."

SAVE AS...

Saves the active document under a different name, other than the one on the Title Bar. This command will also save the active document to a different folder or a different disk. See "Saving a Document."

DELETE...

Lets you select and delete documents from any folder or disk. Once this command is used the selected document will be erased in its entirety from the disk on which it was saved. Folders cannot be deleted with this command. See "Deleting a Document."

PRINT...

Lets you choose your printing options. Whether or not to start printing, print quality, paper source, number of copies, pages to print, and color printing are the options available. Most of these are dependent upon which type of printer is chosen. See "Printing a Document."

SET MARGINS

Lets you set the top, bottom, left, and right margins for the entire document. For bound documents, a gutter margin can also be set. See "Setting Margins."

PAGE SETUP

Sets the page parameters for printing. You can choose paper size, to print lengthwise or sideways, and to condense or reduce your

document. The options in this command are dependent upon which type of printer is chosen. See "Page Setup."

CHOOSE PRINTER

Lets you choose which type of printer you will use, as well as whether or not the printer is located on an AppleTalk network. See "Choosing a Printer."

QUIT

Takes you out of Medley and back to the *Finder*. If any documents have been altered and have not been saved, you will be asked if you would like to save them. See "Quitting Medley."

THE EDIT MENU

UNDO

Deletes the last change made, so that the document looks just like it did before the change. *Undo* keeps track of the last ten changes. See "Undoing and Redoing."

REDO

Is the exact opposite of *Undo*. *Redo* reinstates changes cancelled by *Undo*. *Redo* will keep track of ten *Undoes*. If *Undo* has not been used after a change to the document, *Redo* will be grayed out. See "Undoing and Redoing."

CUT

Takes selected text or art out of your document and puts it on the Clipboard. *Cut* or *Copy* commands will replace anything already on the Clipboard. In effect, the item is then deleted. An item on the Clipboard can be moved back into the document with *Paste*. This command will only be active (not grayed out) if you have

selected either some text, or an art area. See "Deleting Text" and "Moving Text."

COPY

Copies any selected text or art, and places it on the Clipboard. The original remains, unaltered, in the document. Copies on the Clipboard can be moved back into the document with *Paste*. This command will only be active (not grayed out) if you have selected either some text, or an art area. See "Copying Text."

PASTE

Moves items presently on the Clipboard into the document. The cursor marks the point of insertion. Items remain on the Clipboard until they are replaced with *Cut* or *Copy*, so they can be pasted into a document again and again. This command will only be active (not grayed out) if there is something on the Clipboard. See "Moving Text" and "Copying Text."

CLEAR

Deletes any art area or text that is selected. Deleted art or text will not be moved onto the Clipboard. This command will only be active (not grayed out) if you have selected either some text, or an art area. See "Deleting Text" and "Deleting Areas."

DUPLICATE

Duplicates the entire selected art area (or group of areas) and its contents. The copy is placed slightly lower and to the right of the original. This command will only be active (not grayed out) if an area or group of areas is selected. See "Duplicating Areas."

SHOW CONTENTS OF CLIPBOARD

Displays the present contents of the Clipboard. This command will only be active (not grayed out) if there is something on the Clipboard. See "Moving Text" and "Copying Text."

THE SEARCH MENU

FIND...

Finds any occurrences of specified words, or parts of words, including capitalizations and punctuation. The requested item is highlighted once it is found. See "Finding Text."

REPLACE...

Replaces any occurrences of specified words, or parts of words, including capitalizations and punctuation. Specified items may be replaced throughout the entire document, or on a case-by-case basis. See "Replacing Text."

SPELL CHECK...

Finds any words that are not in the 80,000 word dictionary. You can spell check an entire document, or just the text that you select. Once a possible misspelled word is found you can enter the correct spelling, tell the computer to search for and suggest a list of probable correct spellings, or ignore it if it is correctly spelled. If the flagged word is correctly spelled and one that you will be using often, you can add it to any of the user dictionaries so that it is not flagged in the future. See "Spell Checking a Document."

THESAURUS

Displays a list of synonyms for selected words. See "The Electronic Thesaurus."

DICTIONARIES

Lets you add words to, or delete them from, the various spell check dictionaries. Words can be added to the dictionaries so that they will no longer be flagged as possible misspellings. Each document has its own dictionary created by the user called the

Document Dictionary. The Document Dictionary is attached to the document in which it is created, and its words will not be recognized if another document is spell checked. Words in a selected Auxiliary Dictionary will be recognized by the spell checker for all documents. Words cannot be deleted from the original 80,000 word dictionary. See "Adding Words to the Dictionaries."

THE AREAS MENU

ADD ART RECTANGLE

Lets you draw a rectangle and place it in your document. The pointer will become a small "+". Click and drag, and a rectangle will grow or shrink with the mouse movement. Let up on the mouse button and the rectangle will be inserted into the document. Text will automatically wrap around the rectangle. The rectangle can be resized by clicking and dragging one of the black pull tabs on its border, or moved by clicking and dragging with the pointer in the center of the rectangle. See "Adding Rectangles, Ovals, and Polygons," "Selecting Areas," "Changing Area Sizes," and "Moving Areas."

ADD ART ROUND RECTANGLE

Lets you draw a rectangle with rounded corners and place it in your document. The pointer will become a small "+". Click and drag, and a round rectangle will grow or shrink with the mouse movement. Let up on the mouse button and the round rectangle will be inserted into the document. Text will automatically wrap around the round rectangle. The round rectangle can be resized by clicking and dragging one of the black pull tabs on its border, or can be moved by clicking and dragging with the pointer in the center of the round rectangle. See "Adding Rectangles, Ovals, and Polygons," "Selecting Areas," "Changing Area Sizes," and "Moving Areas."

ADD ART OVAL

Lets you draw an oval and place it in your document. The pointer will become a small "+". Click and drag, and an oval will grow or shrink with the mouse movement. Let up on the mouse button and the oval will be inserted into the document. The oval can be resized by clicking and dragging any one of the black pull tabs on its border, or moved by clicking and dragging with the pointer in the center of the oval. See "Adding Rectangles, Ovals, and Polygons," "Selecting Areas," "Changing Area Sizes," and "Moving Areas."

ADD ART POLYGON

Lets you draw a multi-sided polygon and place it in your document. The pointer will become a small "+". By clicking and dragging, the pointer can be used to draw a freehand polygon. If the mouse button is let up, the end point will automatically connect to the starting point. Text will automatically wrap around the completed polygon. Once the polygon is complete, it can be resized by clicking and dragging any one of the black pull tabs on its border, or moved by clicking and dragging with the pointer in the center of the polygon. See "Adding Rectangles, Ovals, and Polygons," "Selecting Areas," "Changing Area Sizes," and "Moving Areas."

FORCE SHOWING BORDERS

Forces all art area borders to show even if they have been turned off. Once selected, the command changes to "Don't Force Showing Borders." Selecting this will once again hide the borders that have been turned off. See "Show All Hidden Area Borders."

MOVE / CHANGE AREAS

Puts the program in the *Move / Change* mode so that areas can be resized and moved. After this command is chosen, click once in an area and it will become selected -- its borders will turn orange (gray on a monochrome monitor). Once in the *Move / Change* mode, an area can be resized by clicking and dragging any one of

the black pull tabs on its border, or moved by clicking and dragging with the pointer in its center. An art area can also be placed in the *Move / Change* mode by clicking just once within its borders (without having to select *Move / Change Areas*). This shortcut will not work for *Page Parts*. See "Selecting Areas," "Changing Area Sizes," and "Moving Areas."

SHOW MOVE / CHANGE INFO

Produces a box which shows the entire page. Outlines of all art areas are shown, along with the dimensions and coordinates of a selected area or group of areas. This box will always be behind the active document window. To see it in its entirety, use the *Resize Box* to resize the document window to the left. Areas cannot be moved in the *Move / Change Info* box; only on the full document screen. Once selected, this command changes to *Hide Move / Change Info*. Select it to hide the box. See "The Move / Change Information Box."

CONVERT AREAS...

Produces a dialog box which lets you convert one type of art area to any other type (e.g., from a rectangle to an oval). This can be done before or after art or text is put in the area. The *Convert Areas* dialog box also lets you move an area from one page to another, display the area on all pages ("global" art or "global" *Page Parts*), turn selected area borders on or off, select LaserWriter print quality for individual areas, and change an art area to a *Page Part* (text area). This command will only be active (not grayed out) if an area is selected. See "Converting Areas to Different Types," "Moving Areas to a Different Page," "Placing Areas On All Pages," "Turning Off Area Borders," and "Changing Art Areas to Text Areas."

GROUP

Holds grouped areas together as a group when moving in and out of the *Move / Change* mode. Several areas can be selected as group while in the *Move / Change* mode by holding down the **Shift** key and clicking in each area. However, areas will not

remain as a group when you leave the *Move / Change* mode unless the *Group* command is chosen. This command will only be active (not grayed out) if you are in the *Move / Change* mode and have selected two or more areas as a group. See "Grouping Areas Together."

UNGROUP

Cancels a *Group* command. This command will only be active (not grayed out) if you are in the *Move / Change* mode and have selected a group of areas that is held together by the *Group* command. While you are still in the *Move / Change* mode the areas will be grouped together, but once you leave, the areas will lose their identity as a group. See "Grouping Areas Together."

BRING TO FRONT

Brings the selected area to the top when two or more areas overlap. Areas that overlap are stacked in the order that they are placed on the screen (the last area created will show in its entirety). This command will only be active (not grayed out) if an area is selected. See "Working With Overlapping Areas."

SEND TO BACK

Sends the selected area to the bottom of the stack when two or more areas overlap. Overlapping areas are stacked in the order in which they are placed on the screen: the first area on the bottom, the last one on the top. This command will only be active (not grayed out) if an area is selected. See "Working With Overlapping Areas."

ENTER PAINT TOOL

Puts the program in the *Paint* mode and brings up the *Paint* menus. This command will only be active (not grayed out) if an area is selected. The *Paint* tools will only work within the selected area. You can also enter the *Paint Tool* by double-clicking in any unselected area. See "From Text Menus to Paint Menus."

THE FONT MENU

PLAIN

Produces *Plain* text (no embellishments) of the selected font. *Plain* letters will then start to print where the cursor is flashing when text is entered. If you would like to change the style of text that has already been entered, select the block of text and then choose the font or style. Text that is inserted into a block of text which has already been formatted will always assume the font, style, and size of the text surrounding it unless it is changed. See "Choosing Fonts and Styles."

BOLD

Produces *Bold* text (heavy letters) of the selected font. *Bold* letters will then start to print where the cursor is flashing when text is entered. If you would like to change the style of text that has already been entered, select the block of text and then choose the font or style. Text that is inserted into a block of text which has already been formatted will always assume the font, style, and size of the text surrounding it unless it is changed. See "Choosing Fonts and Styles."

UNDERLINE

Produces *Underlined* text (underscored letters) of the selected font. *Underlined* letters will then start to print where the cursor is flashing when text is entered. If you would like to change the style of text that has already been entered, select the block of text and then choose the font or style. Text that is inserted into a block of text which has already been formatted will always assume the font, style, and size of the text surrounding it unless it is changed. See "Choosing Fonts and Styles."

ITALIC

Produces *Italic* text (slanted letters) of the selected font. *Italic* letters will then start to print where the cursor is flashing when text is entered. If you would like to change the style of text that has already been entered, select the block of text and then choose the font or style. Text that is inserted into a block of text which has already been formatted will always assume the font, style, and size of the text surrounding it unless it is changed. See "Choosing Fonts and Styles."

OUTLINE

Produces *Outlined* text (hollow letters) of the selected font. *Outlined* letters will then start to print where the cursor is flashing when text is entered. If you would like to change the style of text that has already been entered, select the block of text and then choose the font or style. Text that is inserted into a block of text which has already been formatted will always assume the font, style, and size of the text surrounding it unless it is changed. See "Choosing Fonts and Styles."

SHADOW

Produces *Shadowed* text (hollow letters with a heavy base) of the selected font. *Shadowed* letters will then start to print where the cursor is flashing when text is entered. If you would like to change the style of text that has already been entered, select the block of text and then choose the font or style. Text that is inserted into a block of text which has already been formatted will always assume the font, style, and size of the text surrounding it unless it is changed. See "Choosing Fonts and Styles."

CHOOSE FONT

Lets you choose the font, style, and size of text. Letters reflecting the change will then start to print where the cursor is flashing when text is entered. If you would like to change the style of text that has already been entered, select the block of text and then choose the font or style. Text that is inserted into a block of text

which has already been formatted will always assume the font, style, and size of the text surrounding it unless it is changed. See "Choosing Fonts and Styles."

SUPERSCRIPT

Produces text that is slightly raised in relation to normal text. *Superscripted* text will then start to print where the cursor is flashing when text is entered. See "Choosing Fonts and Styles."

NORMAL

Reverts *Superscript* or *Subscript* text back to normal. This command will only be active (not grayed out) if you have selected text that is either *Superscripted* or *Subscripted*. See "Choosing Fonts and Styles."

SUBSCRIPT

Produces text that is slightly lower in relation to normal text. *Subscripted* text will then start to print where the cursor is flashing when text is entered. See "Choosing Fonts and Styles."

THE FORMAT MENU

CHANGE LEADING

Changes the space between lines. Line separation is measured in "points" (1/32 of an inch) and can be adjusted from the top of the line or the bottom of the line. This command also lets you adjust the space between paragraphs. See "Line Spacing" and "Paragraph Gaps."

SET TABS

Lets you choose one of the four possible tab-stop alignments to place on the *Ruler*. Tabs will align flush left, flush right,

centered, or to a decimal point. Different tab-stop alignments can also be chosen directly from the *Ruler*. See "Tabs."

ADD A PAGE BREAK HERE

Places a page break wherever the cursor is blinking. Any text below that point will appear on the next page or in the next *Page Part*. Page breaks which are created manually will not affect art areas that extend below the page break line. See "Adding Manual Page Breaks."

CHANGE PAGE LAYOUT

Lets you change the direction of the automatic word wrap for the entire page or selected *Page Parts*. The word wrap normally "wraps down" -- whenever the text runs into an art area border it will move down a line. By selecting "wrap across," a line of text will read across the art area and continue on the other side. *Change Page Layout* also lets you hide "global" art areas and *Page Parts* (areas which appear in the same place on every page in the document) on selected pages. The "global hide buttons" will only be active (not grayed out) if there are no areas in your document which are selected. See "Word Wrap Direction" and "Customizing Global Art and Page Parts."

CHANGE TO UPPERCASE

Changes all selected text to uppercase. This command will only be active (not grayed out) if some text is selected. See "Changing Text to Uppercase and Lowercase."

CHANGE TO LOWERCASE

Changes all selected text to lowercase. This command will only be active (not grayed out) if some text is selected. See "Changing Text to Uppercase and Lowercase."

CHANGE PAGE NUMBERS

Lets you pick the style and location for your page numbering. This command also allows you to enter text on the same line as the page number, so that you can create headers or footers. See "Page Numbers, Headers, and Footers."

LEFT

Aligns text evenly, or flush, along all left margins, leaving "ragged" right margins. Once this command is selected, all text that is entered subsequently will be flush left. For text that has already been entered, only the paragraph in which the cursor is blinking - or any selected text - will change. See "Text Justification."

RIGHT

Aligns text evenly, or flush, along all right margins, leaving "ragged" left margins. Once this command is selected, all text that is entered subsequently will be flush right. For text that has already been entered, only the paragraph in which the cursor is blinking - or any selected text - will change. See "Text Justification."

CENTERED

Aligns text so that each line is centered between any two margins, leaving both margins "ragged." Once this command is selected, all text that is entered subsequently will be centered. For text that has already been entered, only the paragraph in which the cursor is blinking - or any selected text - will change as the alignment is changed. See "Text Justification."

JUSTIFIED

Aligns text evenly, or flush, along all margins. Once this command is selected, all text that is entered subsequently will be fully justified. For text that has already been entered, only the

paragraph in which the cursor is blinking - or any selected text - will change. See "Text Justification."

HYPHENATION

Lets you hyphenate your document. (Whole words can be split and hyphenated on the right margin.) See "Hyphenation."

THE SPECIAL EFFECTS MENU

SHOW RULERS

Causes both the horizontal and vertical rulers to appear on the screen. The rulers are measured in inches. All tab stop alignments and paragraph indents can be set from the rulers. Once the rulers are showing this command changes to *Hide Rulers*. Choose it to cause the rulers to disappear. See "Rulers."

SHOW SPACES AND TABS

Visibly displays all spaces and tabs. Spaces (created by pressing the **Space Bar**) are represented by a slightly raised period. Tabs (created by pressing the **Tab** key) are represented by an arrow pointing to the right. Once this command is chosen, it changes to *Hide Spaces and Tabs*. Select it to cause all space and tab symbols to disappear. See "Show Spaces and Tabs."

SHOW PARAGRAPH BREAKS

Displays all paragraph break characters. A paragraph break character is created whenever the **Return** key is pressed and is normally invisible. As a result of this command, all page breaks are also displayed. They are represented by double paragraph break symbols. Once this command is chosen, it changes to *Hide Paragraph Breaks*. Select it if you want the paragraph break symbols to disappear. See "Show Paragraph Breaks."

SHOW PAGE...

Displays the page showing on the screen at 1/4 of its original size so that it can be seen in its entirety. All text and art are shown proportionally reduced. No changes can be made while this command is active. See "Show an Entire Page."

IMPORT ART

Imports art from clip art disks and other artwork programs. If you have selected an art area, the imported art will appear there. If no art area has been selected, the imported art will appear within its own art area in the upper left-hand corner of your page. See "Importing Art."

EXPORT ART

Lets you move art from Medley to other artwork programs. This command will save the selected art area to disk as a special file that can be read and used by the other artwork programs. This command will only be active (not grayed out) if an art area is selected. See "Exporting Art."

SWITCH TO GRAY SCALE

Displays the palette and all art within the document as various shades of gray. This is helpful when importing digitized or scanned artwork since Medley's color palette may give the art an odd appearance. Once *Switch To Gray Scale* is selected, the menu command changes to *Switch To Color*. Select this to display the document in color. *Switch To Gray Scale* can also be activated from the *Paint Tool*. See "Importing Art."

THE SHORTCUTS MENU

GO TO PAGE

Allows you to move to the page of your choice. The number of the page currently visible in the document window is also displayed by this command. See "Go To Any Page."

SELECT THIS SENTENCE

Selects the entire sentence in which the cursor is blinking. Format changes can then be made to the whole sentence at once. See "Select a Sentence."

SELECT THIS PARAGRAPH

Selects the entire paragraph in which the cursor is blinking. Format changes can then be made to the whole paragraph at once. See "Select a Paragraph."

SELECT ALL PARAGRAPHS

Selects the entire active document. Format changes can then be made to the whole document at once. See "Select the Entire Document."

THE FILE MENU (PAINT TOOL)

RETURN TO WORD PROCESSOR

Takes you from the *Paint Tool* to the *Text* mode (word processor). You can also return to the *Text* mode by double-clicking anywhere within the document that is outside of an art area. See "From Text Menus To Paint Menus."

THE EDIT MENU (PAINT TOOL)

UNDO

Cancels the last changes made with the selected art tool. See "Undoing Paint Changes."

REDO

Replaces the last changes cancelled by *Undo*. *Redo* will be grayed out if *Undo* has not been used after a change has been made to the art. See "Undoing Paint Changes."

THE SPECIAL EFFECTS MENU (PAINT TOOL)

ERASE ALL

Erases all art within the selected art area. This can also be done by double-clicking the *Eraser* tool in the **Tool Box**. See "Erasing Art."

SHRINK

Collapses the moving *Selection Box* borders so that they conform exactly to the art object which it surrounds. This command also allows you to select specific colors or objects with the *Lasso* or the *Selection Box*, and move them out from within larger art objects. See "Moving Art."

SELECT A BRUSH

Lets you select and edit different brush shapes for use with the *Paint Brush*. The pointer assumes the brush shape you select. See "Brush Shapes."

CHANGE COLORS

Lets you change every occurrence of one color to another color of your choice within the selected art area. This is helpful when importing art from other sources, as Medley may alter the colors. See "Changing Colors."

EDIT PATTERNS

Lets you alter the design of the patterns in the **Color Box**. To edit the pattern of your choice, select a pattern and then this command. See "Editing the Patterns."

ADJUST SPRAY PAINT

Adjusts the fill rate (the speed at which the *Spray Paint* dots appear on the screen) of the *Spray Paint* tool. See "Adjusting the Spray Paint."

HIDE COLOR BOX

Hides the **Color Box** so that no text or art is obscured. Once *Hide Color Box* is chosen, the menu command changes to *Show Color Box* so that it can be returned to the screen. See "Moving and Hiding the Color and Tool Boxes."

HIDE TOOL BOX

Hides the **Tool Box** so that no text or art is obscured. Once *Hide Tool Box* is chosen, the menu command changes to *Show Tool Box* so that it can be returned to the screen. See "Moving and Hiding the Color and Tool Boxes."

HIDE BOTH BOXES

Hides both the **Tool Box** and the **Color Box** so that no text or art is obscured. Once *Hide Both Boxes* is chosen, the menu command changes to *Show Both Boxes* so that they can be returned to the screen. See "Moving and Hiding the Color and Tool Boxes."

SWITCH TO GRAY SCALE

Displays the palette and all art within the document as various shades of gray. This is helpful when importing digitized or scanned artwork since Medley's color palette may give the art an odd appearance. Once *Switch To Gray Scale* is selected, the menu command changes to *Switch To Color*. Select this to display the document in color. *Switch To Gray Scale* can also be activated from the *Text* mode. See "Changing Colors" and "Working With Imported Art."

HORIZONTAL FLIP

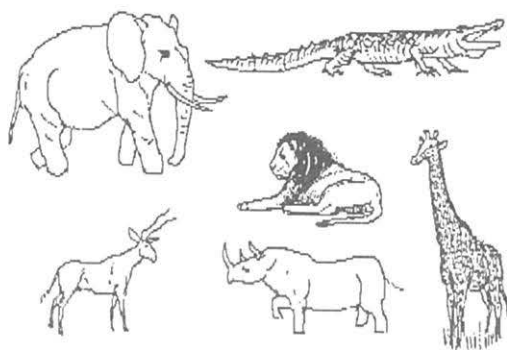
Flips the selected art from right to left. See "Inverting Art."

VERTICAL FLIP

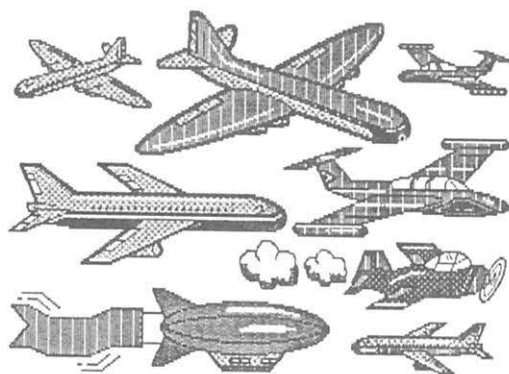
Flips the selected art upside down. See "Inverting Art."

CLIP
ART
GALLERY

AFRICAN ANIMALS



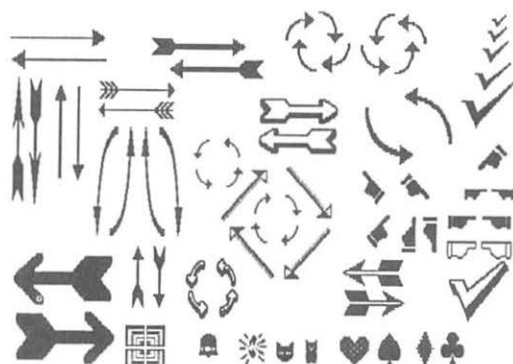
AIR TRAVEL



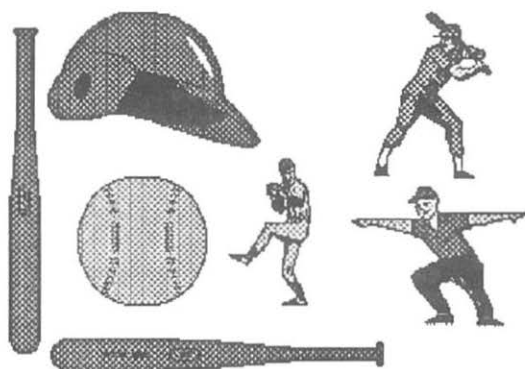
ANIMALS



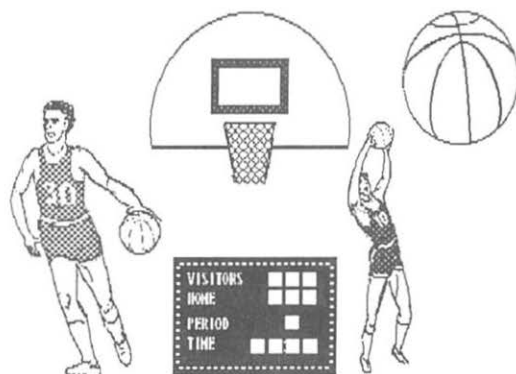
ARROWS, ETC.



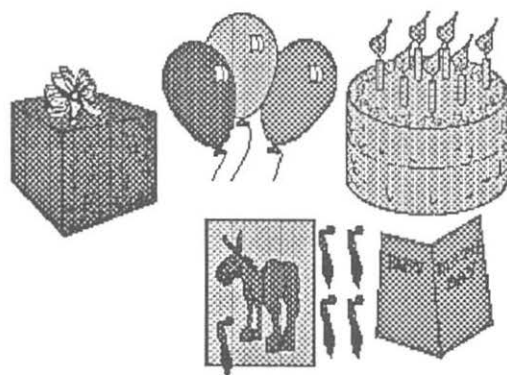
BASEBALL



BASKETBALL



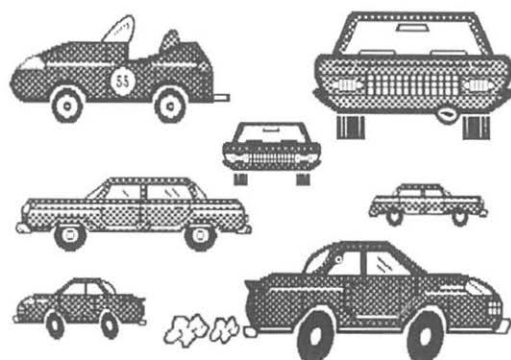
BIRTHDAY



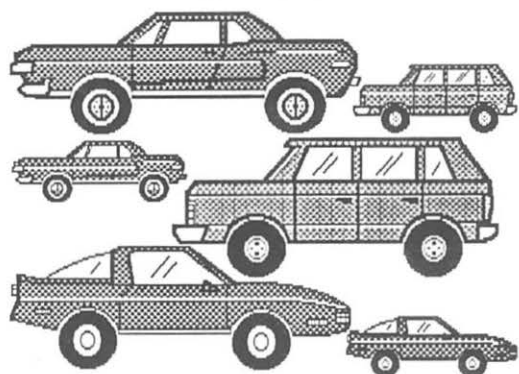
BUILDINGS



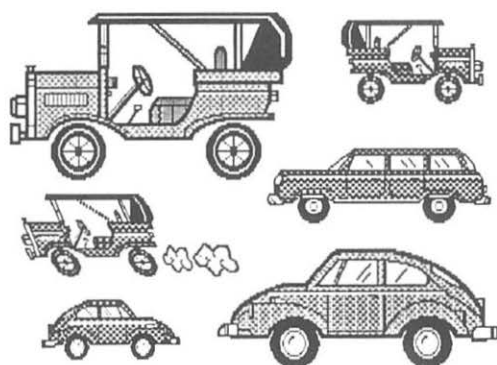
CARS 1



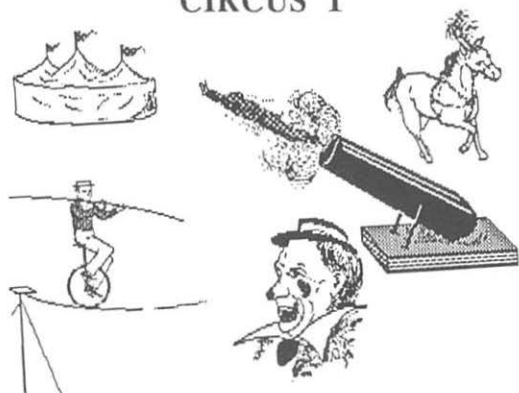
CARS 2



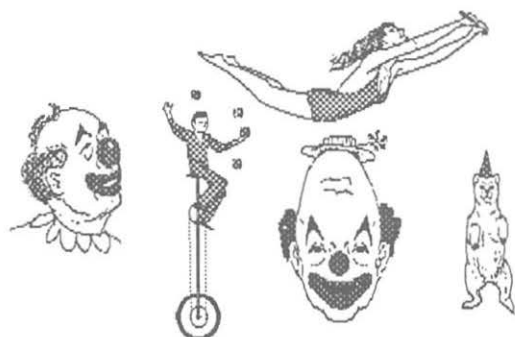
CARS 3



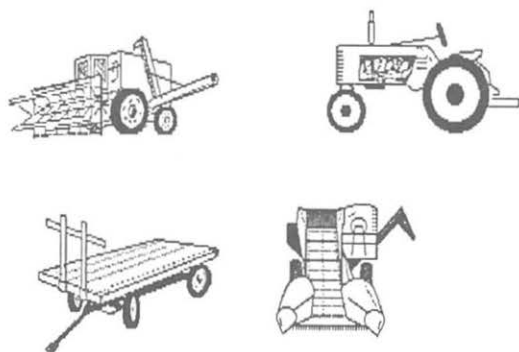
CIRCUS 1



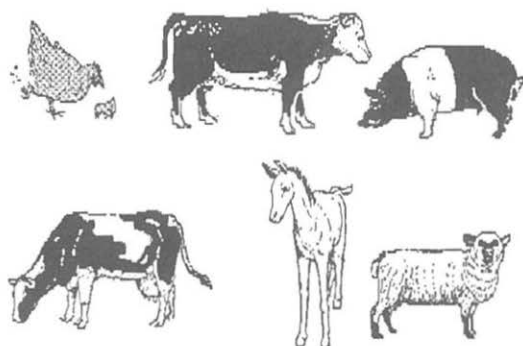
CIRCUS 2



FARM EQUIPMENT



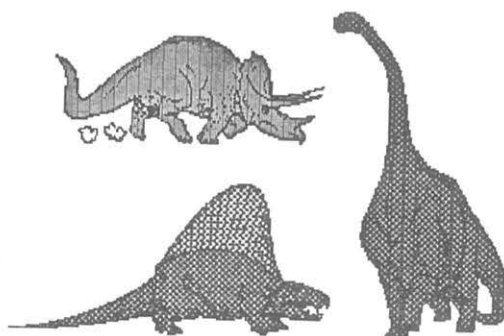
FARM ANIMALS



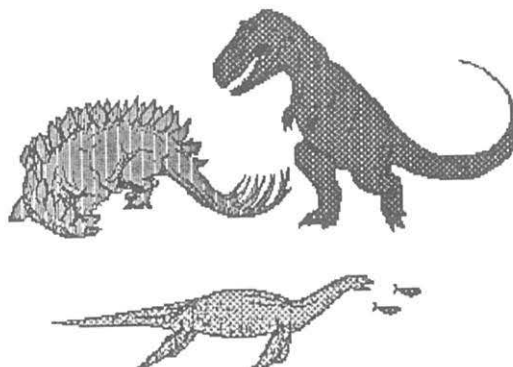
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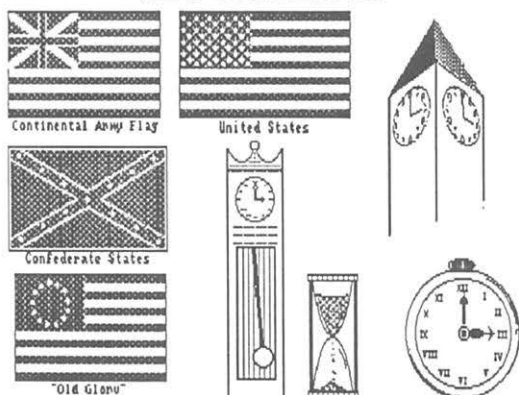
DINOSAUR 1



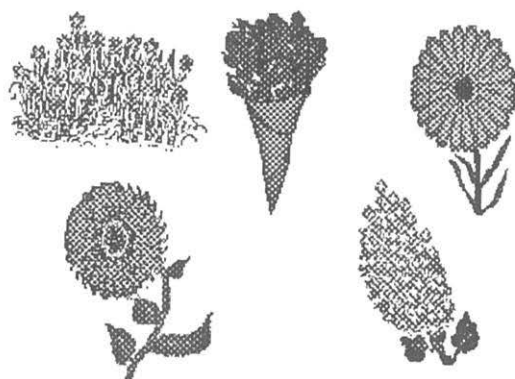
DINOSAUR 2



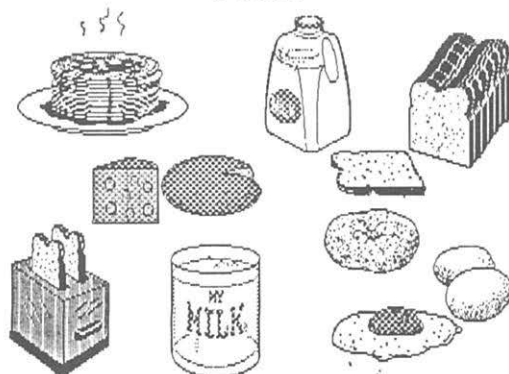
CLOCK.FLAGS



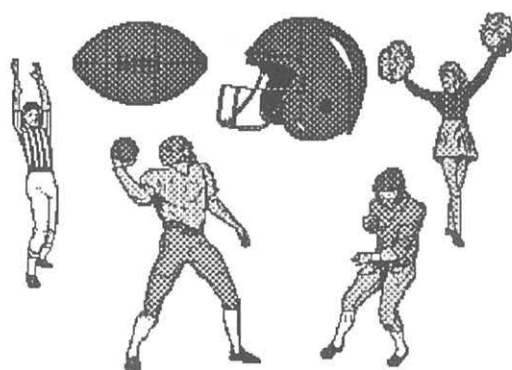
FLOWERS



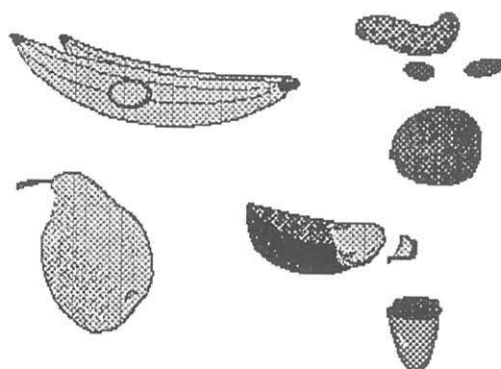
FOOD



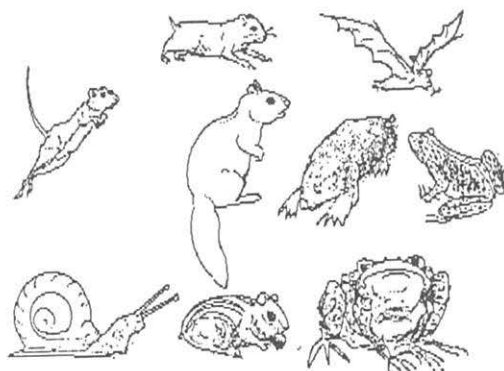
FOOTBALL



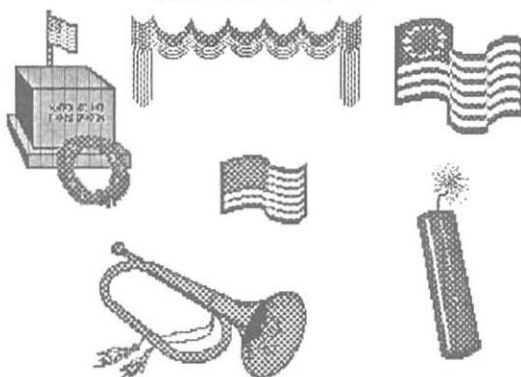
FRUIT.NUT



GARDEN ANIMALS



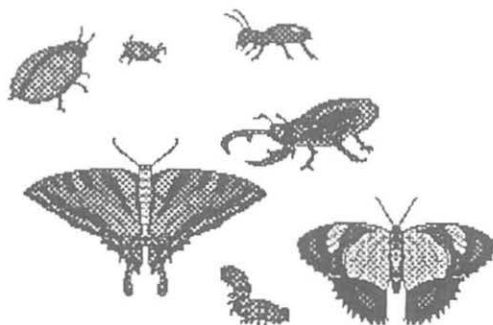
HOLIDAYS 1



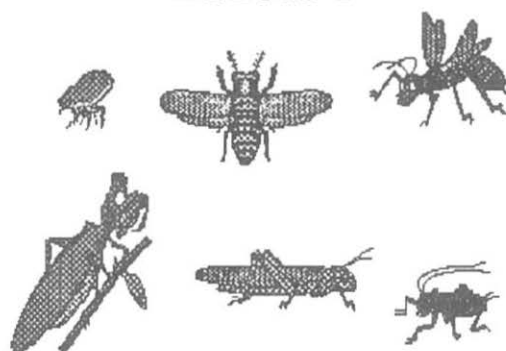
HOLIDAYS 2



INSECTS 1



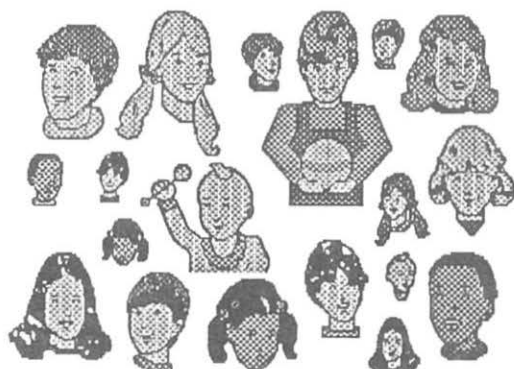
INSECTS 2



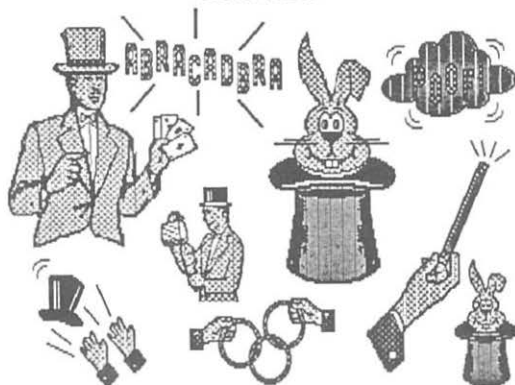
JEWELRY



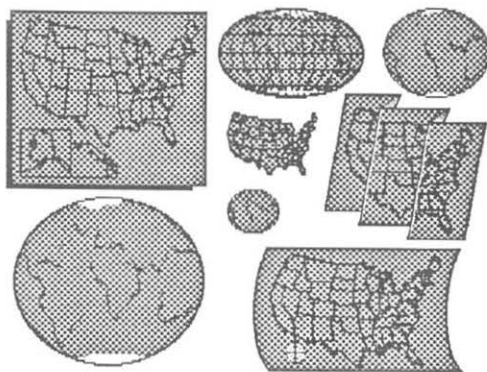
KIDS



MAGIC



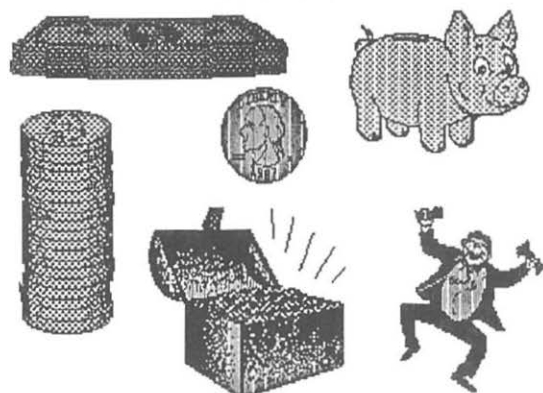
MAPS



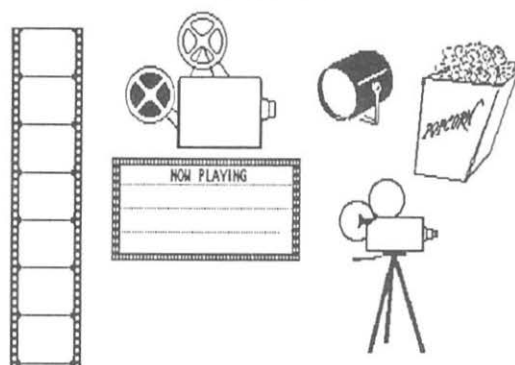
MEN



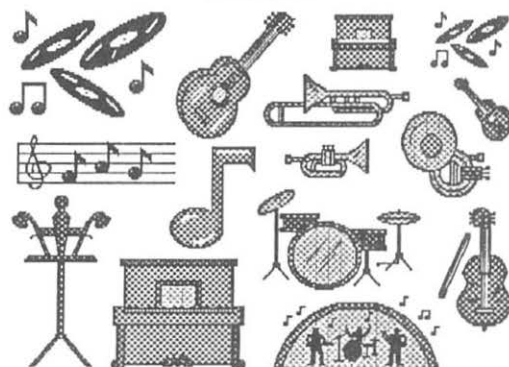
MONEY



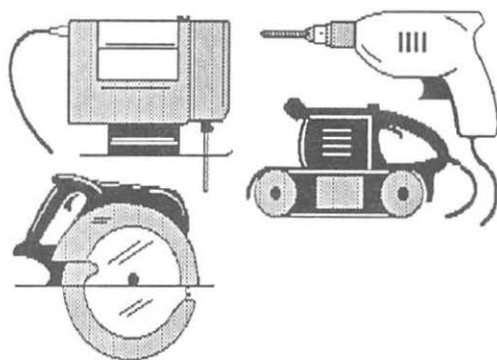
MOVIES



MUSIC



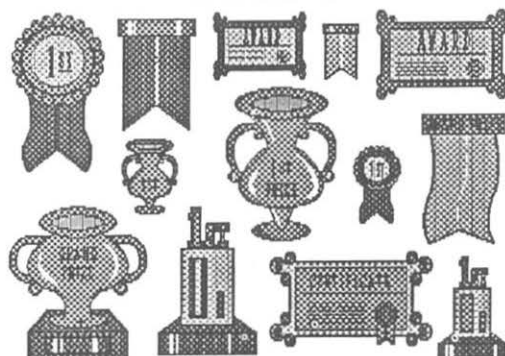
POWER TOOLS



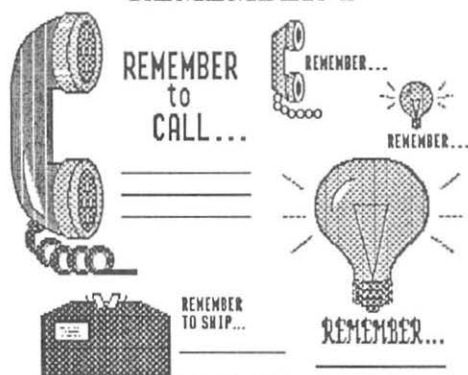
PRIZES 1



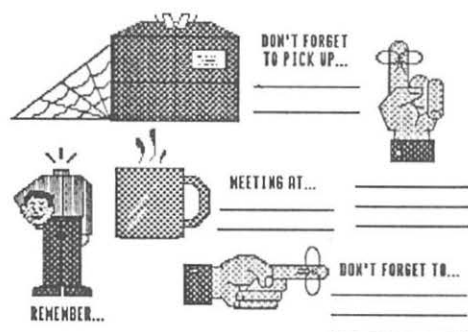
PRIZES 2



REMEMBER 1



REMEMBER 2



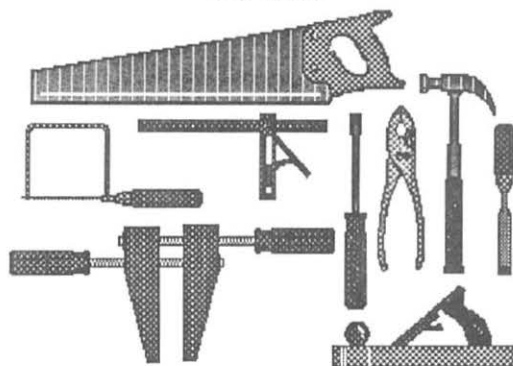
SALE 1



TENNIS



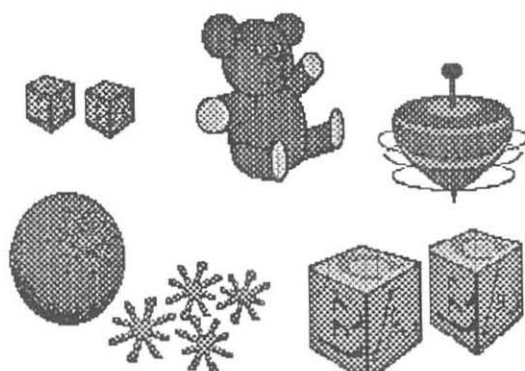
TOOLS



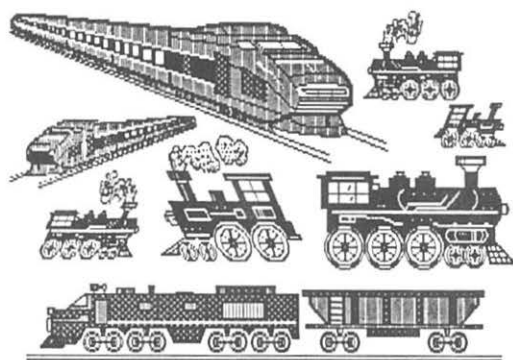
TOYS 1



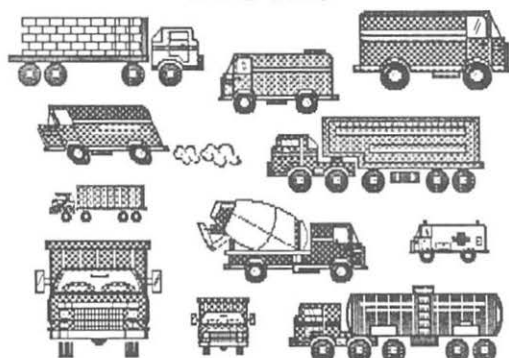
TOYS 2



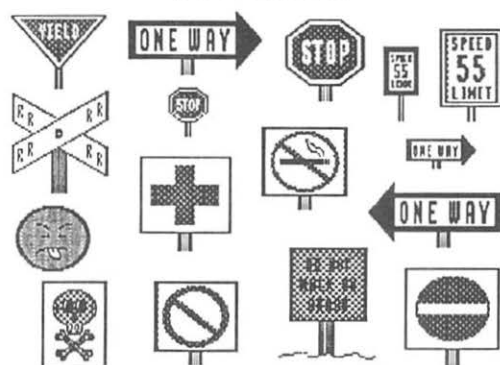
TRAIN



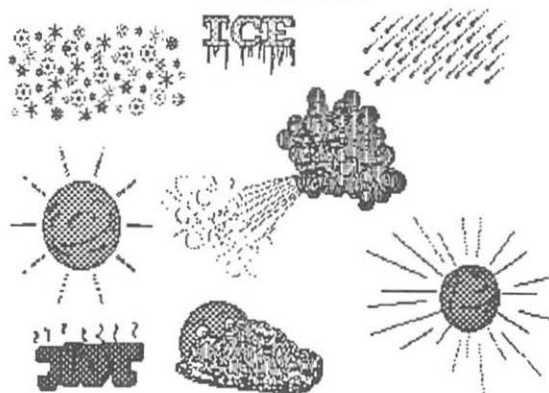
TRUCKS



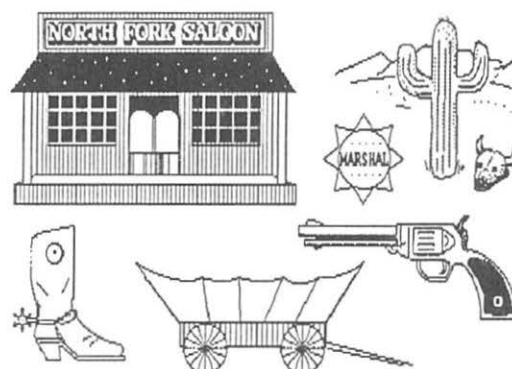
WARNINGS



WEATHER



WILD WEST



WIZARD



WOMEN



ZODIAC



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