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# MEDLEY

# TUTORIAL

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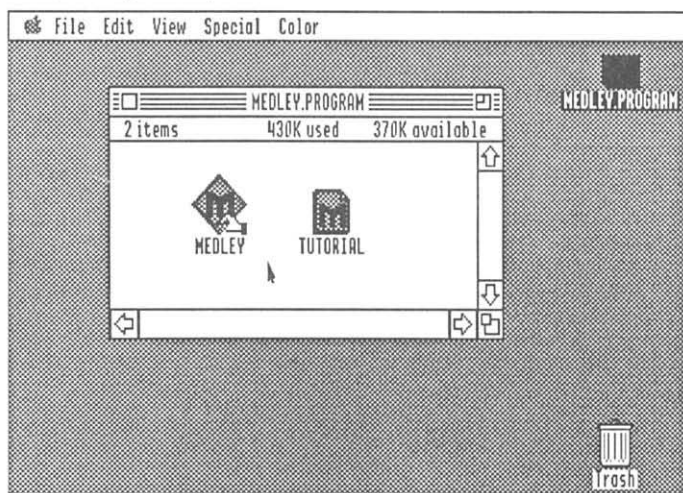
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## INTRODUCTION

In this Tutorial, which we've designed to familiarize you with the basic operations of Medley, you'll follow step-by-step instructions to create an attractive two-column newsletter. Any questions you may have after completing the Tutorial are probably answered within the Medley manual. (For information about the basic operation of your computer, please refer to your Apple IIGS manual.)

If you need to know how to start Medley on your computer, please see "Getting Started" in the manual. The "Tutorial" file is located on the Medley Program disk. If at any time you'd like to stop working on this tutorial, see "Quitting Medley" in the manual for information on how to save your document.

The first computer screen you'll see after loading Medley will be the Finder Desktop. The "Finder" keeps track of information on your disks, and it functions very much like a real desktop. The tiny pictures, called icons, represent files, folders, and disk drives. You can move them around, like papers on your desk. But first, you need to learn about the mouse. (For more information on the Finder, see Apple IIGS System Disk User's Guide, Chapter 1.)



## THE MOUSE

On a real desktop, you can touch anything you want to with your fingers. On the computer desktop, you can use the mouse to touch things. If you move the mouse to the right, a pointer on the screen also moves to the right. Move up, and the pointer moves up. Please spend some time getting used to moving the mouse and pointer. If you run out of desk space upon which to move the mouse, simply pick it up and then set it back down where you have space. The pointer on screen will not move until you set the mouse down again.

Push the button on the mouse to let the computer know that you would like to select something. Pushing the mouse button is called "clicking." If you click on an icon on the Desktop, you "select" it, and the selected object becomes highlighted. When you tell your computer to do something, it applies your command to an object that's selected. (For more information about the mouse, refer to IIGS Owner's Guide, Chapter 3.)

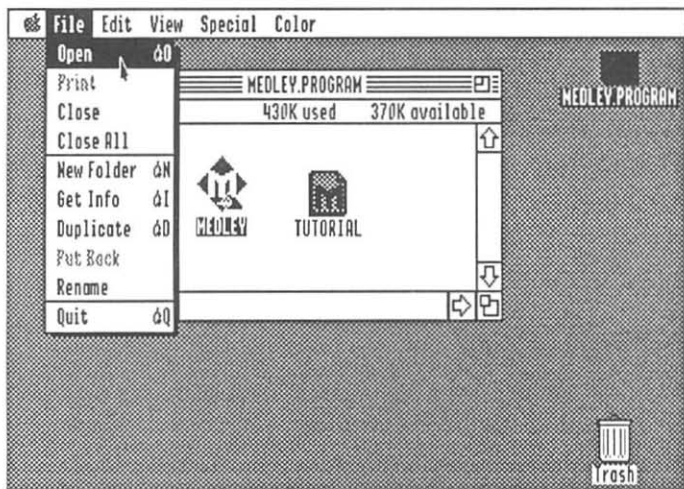
## MENUS

At the top of the Finder (and every Medley screen) you'll see a line of words: "File," "Edit," and so on. This row of words is called the "Menu Bar," and these words represent "menus." A menu is a list of choices, in this case, a list of commands. Move the pointer up to the Menu Bar, click on **File**, and hold the button down. A menu will appear. When you let go of the button, the menu disappears. Hold the button down and move the pointer down the list. As the pointer touches a command, it becomes highlighted. This means it is "selected." If you let up on the mouse button, the selected command will be your choice.

Now, click on the Medley Disk icon. It will become highlighted. Next, select the *Open* command. When it is highlighted, let up on the mouse button. The Medley Disk icon will open up. A "window" will appear, which will allow you to see what's on the Medley disk. Next, click on the Medley File icon, go up to the

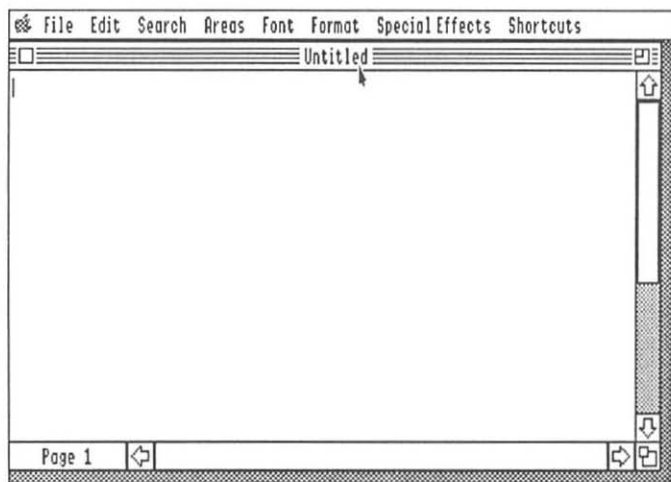
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**File** menu again, and select *Open*. Now the computer will take you from the Finder into the Medley program.



## THE DOCUMENT

Every separate project you do on Medley is called a "file" or "document." Whenever you open the Medley program you will see a "document window," like this:



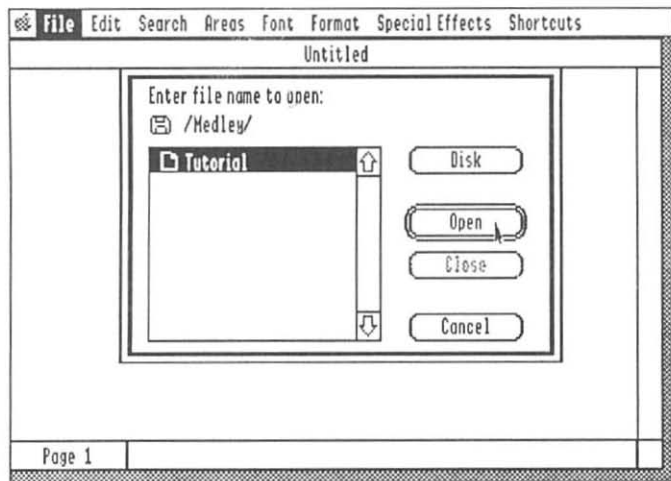
Please note the Menu Bar located at the top of the document window, and below that, a "Title Bar" that contains the word, "Untitled." Whenever you open the Medley program directly, it creates a new--untitled--file for you. If you were creating an entirely new document, you would start right here. In this Tutorial, however, some of the work has been done for you.

To open the Tutorial file, move the pointer to the **File** menu and choose the *Close Untitled* command. The "Untitled" document window will disappear. Select the *Open Document* command from the File menu, and a "dialog box" will appear.

## THE DIALOG BOX

When the computer needs information from you, a dialog box will usually appear so that you can "talk" to your computer. Notice that the pointer will move around the entire screen, but you can only work within the dialog box.

At the top of the *Open Document* dialog box are the words, "Enter file name to open." In the large rectangle below those words, find the file named "Tutorial." Click on the word "Tutorial" once to select it, and then move the pointer to the word "Open" on the right side of the dialog box. "Open," like some other commands, appears inside a small box. These boxes are called "buttons." To select the highlighted "Tutorial" file, click the "**Open**" button." The dialog box will disappear, and the Title Bar will now read "Tutorial."



## FORMATTING

Notice that the "Tutorial" text has no special formatting. "Rulers" allow you to change the paragraph indent, tab settings, and margins for each individual paragraph in a Medley document. Under the **Special Effects** menu is the command *Show Rulers*. Choose it, and vertical and horizontal rulers will appear at the left and top sides of your document.



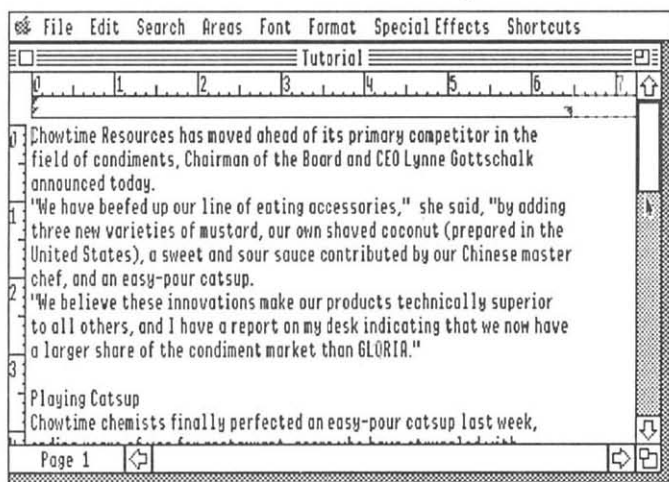


Move the pointer up to the horizontal ruler at the top of the document. The red triangle below the "0" tells the computer how far to indent each new paragraph. Click on it, hold the mouse button down, and move the mouse to the right. The red triangle will move along with the pointer--you're "dragging" the triangle to where you want it. Let up on the mouse button and the first line of the paragraph will be indented the measured distance. Now, move the red triangle back to "0".

Changes in the *Ruler* settings only apply to the paragraph in which the cursor is blinking, so only one paragraph will now be indented. To make indenting changes to all paragraphs, tab settings should be used. To do this, however, you must first know how to "scroll" through a document.

## SCROLLING

Your computer screen isn't large enough to display most documents in their entirety. Usually, only part of the document is visible, and to see the rest, you must "scroll" the text--move it up or down. On the right side of the document window is the proportional scroll box. It shows graphically what portion of the document you're looking at. Right now, since you're at the top of the document, the scroll box is at the top of the scroll bar.



You can scroll in three ways:

- 1) Click and drag the scroll box inside the scroll bar.
- 2) Click in the gray area within the scroll bar.
- 3) Click on the arrows located on either side of the scroll box.

An arrow moves the document a line at a time, each time you click on it. If you want to move more than one line at a time, but still want the line-by-line precision of the arrows, click and hold the button down. Clicking in the gray area within the scroll bar will scroll the document one screen length per click.

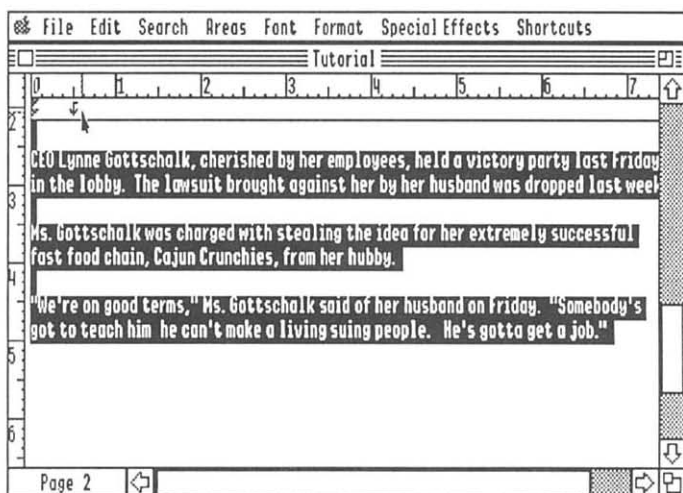
(When you scroll through the "Tutorial" text, you'll notice a thick black horizontal line. This line is a "page break," telling you where one page ends and another begins.)

## MORE FORMATTING

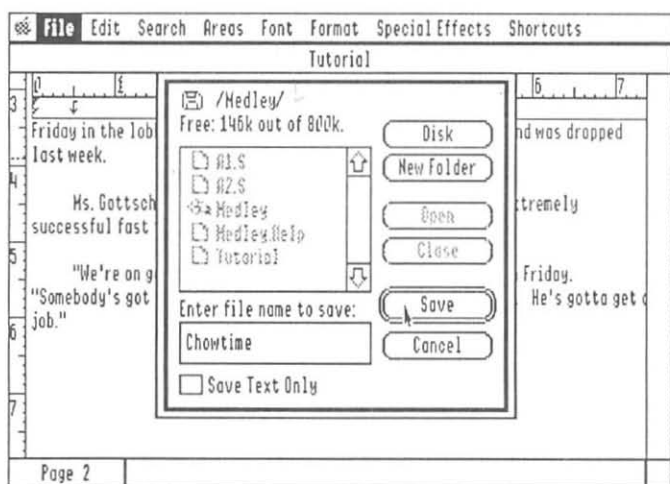
Please move your pointer into the text. The pointer will change when it is moved from the *Ruler* into the document window. Instead of an arrow, it will resemble a capital "I," and is therefore called the "I-beam." Click the mouse. A blinking cursor will appear where you clicked. The cursor does not move around the screen the way the I-beam or the pointer do. The blinking cursor tells you where text will appear when it is next entered. You can also use the arrow keys to move the cursor through the text.

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Click and drag the scroll bar to the end of the document. Now, while holding down the **SHIFT** key, place the I-beam after the final character in "Tutorial," and click. Your entire document is now highlighted, and any changes you make on the ruler will affect the entire document. Position the pointer directly below the 1/2" mark on the ruler and click. A tab marker will appear. Because you have selected the entire document, any time the **Tab** key is pressed the text will align itself to that marker. Now, click once anywhere in the document, and all of it will be deselected. Place the cursor in front of the second line of text ("Chowtime Resources..."). Press the **Tab** key and the first line will move over 1/2". Do not indent the line: "Chowtime Tops Them All." Now, scroll through the document, placing the cursor in front of the first line of each paragraph and then pressing the **Tab** key. The first line in every paragraph will now be indented 1/2". Do not indent "Playing Catsup."



Since you've made important changes to the document, you should now save it. Select the **Save As...** command from the **File** menu. A dialog box will appear. On the left of the dialog box, near the bottom, is a line that reads, "Enter file name to save:" and below that, highlighted inside another box, is the name of your document, "Tutorial." This is called the "edit box." Because the name "Tutorial" is selected, it means that any text that is entered will automatically replace it in the edit box. Please type "Chowtime." This will be the new title of the document. Now click the "Save button," and the document will be saved as "Chowtime." On the disk, the original document, "Tutorial," will remain as it was before you made any changes.

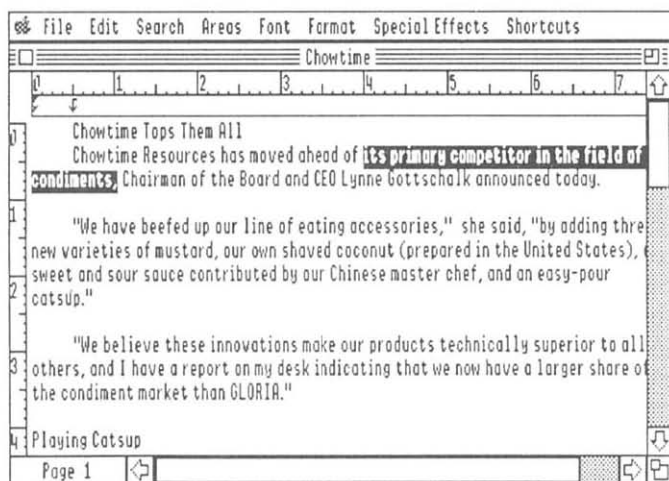
**NOTE:** *Save early, save often. Computer documents are very vulnerable. If the power goes out accidentally, you could lose a lot of work. We recommend that you save your work frequently.*

## THE WORD PROCESSOR

Medley combines text and graphics: you can type and edit text in the word processor (*Text mode*), and you can create and edit art in the *Paint Tool*. Every time you open a file in Medley, you

automatically begin in the *Text* mode. In general, it's easier to enter your text first and to add graphics later. In this tutorial, of course, some text has been entered for you. But let's experiment to help you get comfortable with the word processor. Let's rewrite the first sentence of the "Chowtime" text.

Move the I-beam in front of "its," and click to insert the cursor. Continue to hold the mouse button down, and drag the pointer to the right. As you drag, the text will become highlighted. Continue until you've selected "its primary competitor in the field of condiments,". Let up on the mouse button and press the **Delete** key. The highlighted phrase will vanish.



The text you enter from the keyboard always appears to the left of the cursor, and the cursor will move along as you enter text. Type in "GLORIA, the long-time industry leader in the condiment market". If you misspell a word, select it by moving the I-beam to the middle of the word and clicking the mouse twice rapidly. (This is called "double-clicking.") You can also "click and drag" to select a word. Then retype. Still another way to correct a mistake is to move the I-beam to the right of the character that you want to change, click to insert the cursor, and press the **Delete**

key. The character to the left of the cursor will be deleted, and new characters can then be inserted.

## CUT AND PASTE

Let's change the "Chowtime" text by supporting our first sentence with some proof. Move the I-beam to the end of the third paragraph, and select "*I have a report on my desk indicating that we now have a larger share of the condiment market than GLORIA.*" When the passage is highlighted, move the I-beam to the **Edit** menu and choose the *Cut* command. The selected passage will disappear because the computer has moved it to the "Clipboard." The Clipboard is a temporary holding area in the computer's memory for any text or art you want to move around in a document, or between documents. Anything on the Clipboard will vanish if you turn off the computer or if you move anything else to the Clipboard with *Cut* or *Copy*.

Now place the cursor at the end of the first paragraph, and select the *Paste* command from the **Edit** menu. The passage that you cut from the third paragraph will appear in the first paragraph right where you put the cursor. Next, add spaces and quotation marks at the beginning of the inserted passage, before "I"; insert a comma after "GLORIA"; and finish the sentence with "she said." The first paragraph should now read,

Chowtime Resources has moved ahead of GLORIA, the long-time industry leader in the condiment market, Chairman of the Board and CEO Lynne Gottschalk announced today. "*I have a report on my desk indicating that we now have a larger share of the condiment market than GLORIA,*" she said.

In the second paragraph, replace "*she said*" with "*she went on to explain.*" Finish the third paragraph by deleting "*all others, and*", and replacing it with "*those of our competitor.*" Remember to add final quotation marks.

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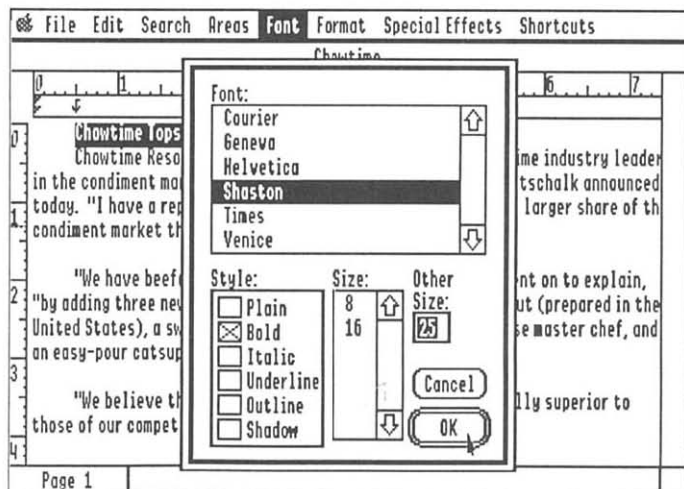
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(For more information on *Cut* and *Paste*, see "Deleting Text," "Moving Text," and "Copying Text" in the Medley manual.)

## CHANGING FONTS AND STYLES

You can change the style and size of the words in your document very easily. The "Chowtime" text is already in a particular typeface, or font, called Shaston. All fonts come in different sizes. In the "Chowtime" text, the font size is 8.

Size 8 is a good size for normal text, but what about headlines? Click and drag over the headline "Chowtime Tops Them All" to select it. This will be the largest headline. Select the *Choose Font...* command from the **Font** menu. From the dialog box that appears, you can choose a different font, a different style of type, or a different type size. Click behind any number that appears in the box below "Other size." Press the **Delete** key to delete the number showing, and then enter the number 25. Now, click in the box next to "Bold," and then click **OK**. The selected text will now be bold and size 25. While it is still selected, go to the **Format** menu and choose the *Centered* command. The headline will now be centered within the left and right margins.



The headline "Playing Catsup" should be larger, but not as large as "Chowtime Tops Them All." Click and drag the mouse to select the headline. Then go to the **Font** menu and select the *Choose Font...* command. In this case, you will only change the size, not the font or style. Move the pointer to the "Size" box and click on size "16." The number 16 will also appear in the "Other Size" box to show that it has been selected. Click **OK**. When you are done, scroll to the top of the document.

## ART AREAS

Art areas are regions around which text will always wrap. Art areas must be created in order to insert graphics and colored text into your document. Art areas can also be empty, and as such can serve as borders, or "column dividers" for columns of text. We will use an art area to create a "masthead," the space where the name of the newsletter will go.

To create an art area, move the pointer to the **Areas** menu, and select the *Add Art Round Rectangle* command. The mouse pointer will become a small "+" when it is moved back into the text. Notice that the moving hash-marks in the rulers correspond to the pointer movement. Move the pointer to the top of the document, and click the mouse button when the hash-mark is on the 0" mark on both rulers. Click and drag, and the outline of a rectangle will stretch with the mouse movement. Stretch the rectangle until it is 1 1/2" high and 6" wide. Release the mouse button and the rectangle will be placed in the document. The borders of the art rectangle will turn orange (gray on a monochrome monitor), and a tiny black square will appear on each side.

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The orange borders mean that the art rectangle is selected. If an art area is selected, you can move it around in the document by placing the pointer inside the area, clicking, and dragging. A selected art area can also be cut or copied to the Clipboard. Or, you can adjust the size of the area by using the black squares called "pull tabs" on each side of the rectangle. To move a pull tab, click on it and drag. The side of the art area on which the pull tab is located will expand or shrink with the mouse movement.

Since the entire width of the page can not be seen on the screen at one time, use the horizontal scroll bar to move to the right margin. Now, use the pull tabs to expand the art rectangle all the way across to the 7 $\frac{1}{2}$ " mark. Use the horizontal scroll bar to move back across the page so that the left margin is now visible.

With the masthead art area accurately sized, we will leave it alone for the time being while we work with other art areas.

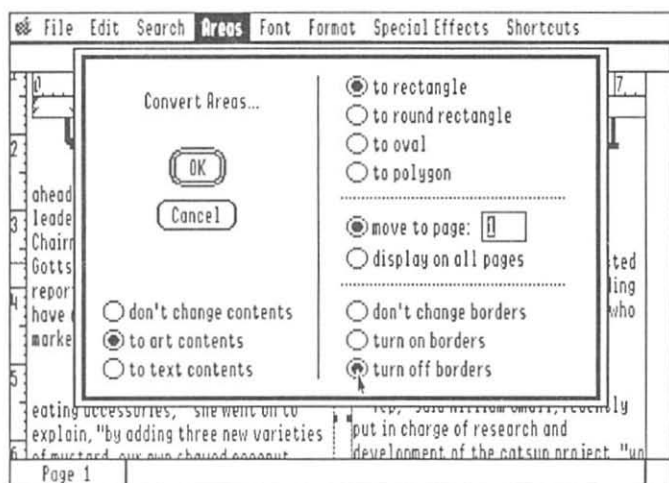
Now, let's divide the "Chowtime" text into two columns. (The space between columns is called a "gutter.") Select *Add Art Rectangle* from the **Areas** menu. Place the cursor so that the hash-marks are on the 2 $\frac{1}{2}$ " mark on the vertical ruler, and on the 3 $\frac{5}{8}$ " mark on the horizontal ruler (below "Chowtime Tops Them

All.") Click and drag to create a rectangle that is 1/4" wide ( $3\frac{7}{8}$ " mark on the ruler), and extends to the bottom of the screen. Let up on the mouse button and the text will wrap around the rectangle. Scroll the page down so that you can see the bottom pull tab on the art rectangle. Now, click on the pull tab, and then press the **Shift / Option / Down Arrow** keys at the same time. The rectangle will start to expand downwards. When it stops flashing it has reached the bottom of the page (which is now off the screen). The long, narrow art area now becomes the gutter. Scroll back to the top of the page.



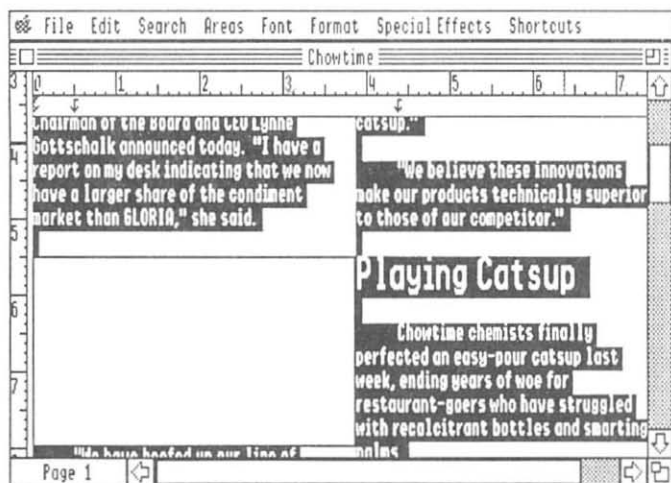
To make the gutter's borders invisible, go to the **Areas** menu and choose *Convert Art Areas*. A dialog box will appear. Choose "turn off borders," click **OK**, and the dialog box will disappear. You will still see the borders of the rectangle, but that is because the area is still selected. Click anywhere in the text to de-select the area, and the borders will no longer be visible.

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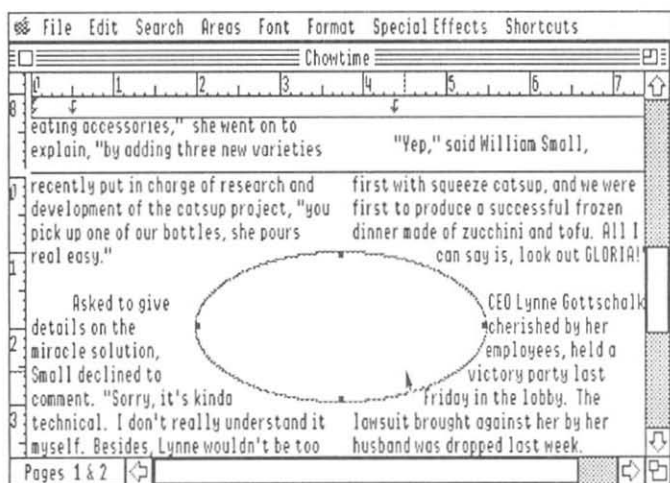
Next we will add an art area for a bar graph. *Select Add Art Rectangle* and place the cursor at 0" on the horizontal ruler, and 5 $\frac{1}{2}$ " on the vertical ruler. Click and drag the rectangle so that it borders the 3 $\frac{5}{8}$ " mark on the horizontal ruler, and the 8" mark on the vertical ruler. Let up on the mouse button. The left side of your new rectangle should be flush with the left margin, and the right side should be flush with the left edge of the gutter. We will come back to the bar graph later.

Notice that the tab indents in the right column of text are no longer there. This is because the tab marker is set at the 1/2" mark, and the left margin of the right column now starts at the 3 $\frac{7}{8}$ " mark. Since the **Tab** keys are still imbedded in the text, all you need to do is to set a new tab marker. Choose *Select All Paragraphs* from the **Shortcuts** menu to quickly select the entire document. Now, position the pointer below the 4 $\frac{3}{8}$ " mark on the ruler and click. A new tab marker will be placed on the ruler, and the first line of each paragraph in the right column will be indented 1/2" from the gutter.



Now we will work on page two. Scroll to the top of the second page and select *Add Rectangle* from the **Areas** menu. Position the pointer at the 0" mark on the vertical ruler and the  $3\frac{5}{8}$ " mark on the horizontal ruler. Click and drag to create a gutter the same width as on page one. Stretch the gutter to the bottom of the page. Turn off the gutter borders with the *Convert Areas* command on the **Areas** menu. Since the entire document was selected when the second tab marker was inserted (on the first page), paragraphs in the right column of the second page will automatically have their first lines indented  $1\frac{1}{2}$ ".

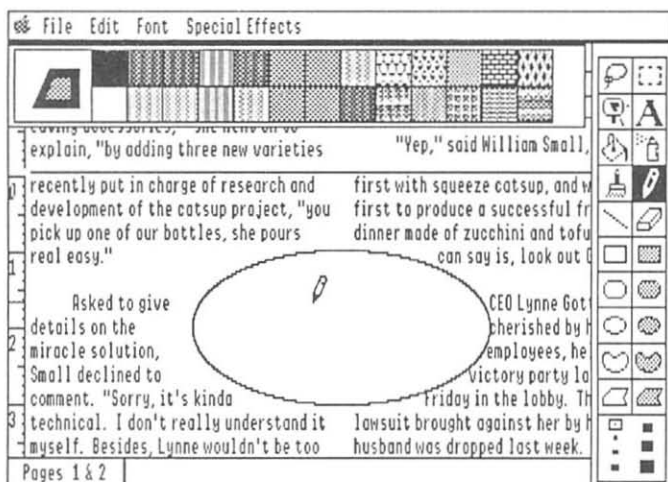
The final art area will be an oval. Select *Add Art Oval* from the **Areas** menu. Position the pointer at the 2" mark on the horizontal and the 1" mark on the vertical ruler. Click and drag the area until the right side reaches the  $5\frac{1}{2}$ " mark, and the bottom reaches the 3" mark. Release the mouse button and the text will flow around the area.



## THE PAINT TOOL

Until now, you've been working only in the *Text* mode. But it's time to start creating graphics, and to do that, you need to go to the *Paint Tool*. If the art oval is not selected, click inside it to select it, and then choose *Enter Paint Tool* from the **Areas** menu. (To enter the *Paint Tool* from the *Text* mode more quickly, you can simply double-click inside the art area where you wish to work. Note that the double-click only works if the area is not already selected.)

The *Paint Tool* is noticeably different from the Word Processor. Along the side of the document window is a group of icons called the **Tool Box**. At the top or bottom of the screen is a collection of colors and patterns called the **Color Box**. At the very top of the screen is a Menu Bar similar to the one used in the *Text* mode, but with many different commands.



The only active part of the screen is the art oval you have selected. Anything you do while in the *Paint Tool* will not affect the text or any other art area. If the **Tool Box** or the **Color Box** get in your way while you're working in the *Paint Tool*, or if they obscure art you want to see, choose *Hide Both Boxes* from the **Special Effects Menu**.

You can think of the **Tool Box** as a collection of attachments that modify your mouse pointer. Any time you want to put something different on your mouse pointer, simply move the pointer to the **Tool Box** and click on the appropriate icon.

Now, click on the *Pencil* (the fourth icon down in the right-hand column). Move the pointer back to the art area. The pointer will become a pencil. Click and drag. You're drawing!

To change colors, go to the **Color Box**. In the **Color Box**, to the left of the group of colors and patterns, you'll see a small trapezoid. This trapezoid tells you which color or pattern is currently selected. When you click on a color or pattern, the trapezoid changes to match it.

The trapezoid has three independent color parts: the border color, the interior color, and the background color. The border color determines the color of these tools: the *Pencil*, the *Paint Brush*, the *Text* tool, the *Straight Line* tool, and the borders of "hollow" and "filled" shapes. The interior color determines the color of these tools: the *Paint Can*, and the interior of any "filled" shapes. The background color determines the color which the *Eraser* leaves behind when it erases.

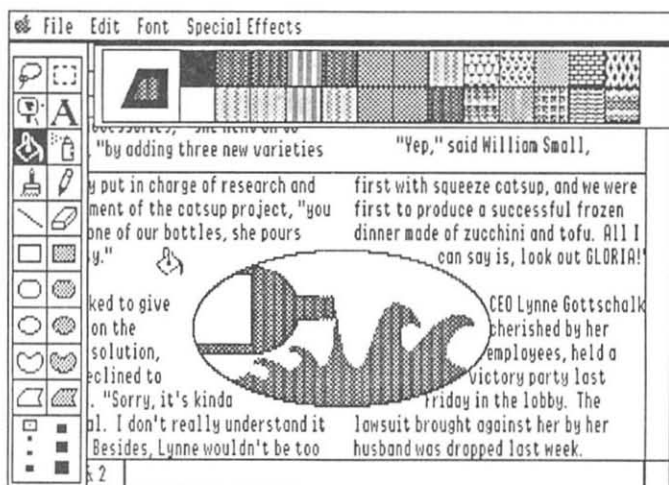
The border of the trapezoid tells you what color paint the *Pencil* is using. If the border isn't black, click on the border of the polygon, and then click on black. Notice how the trapezoid border changes to black, but the inside of the trapezoid doesn't. If you click on the inside of the trapezoid and then choose another color, the interior of the trapezoid will change, but not the border.

Please use the *Pencil* to draw your own catsup bottle and catsup. If you want to change the line thickness for the *Pencil*, click on one of the squares located in the "Border Palette" at the bottom of the **Tool Box**. The currently selected one will have a box around it. To choose a different one, click on the size you like. Your new selection will now have a box around it.

If you make a mistake, the fifth icon down in the right-hand column of the **Tool Box** is the *Eraser*. When you select it, the pointer becomes a big square. Clicking and dragging the square inside the art area erases your art. If you want to erase everything in the art area, simply double-click on the eraser icon. If you only want to get rid of your most recent change to the art area, go to the **Edit** menu and select the *Undo* command.

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When you've finished the catsup bottle, you need to fill it with a color. To do this, select the *Paint Can*. The mouse pointer is now a paint can. In the **Color Box**, click on the interior of the trapezoid, and then choose red (for catsup). Then move the pointer back to the catsup bottle. Make sure the tip of the paint can is inside the catsup bottle. Click, and the bottle will fill with red. Double-click outside the art area to return to the *Text* mode.

## TEXT IN THE PAINT TOOL

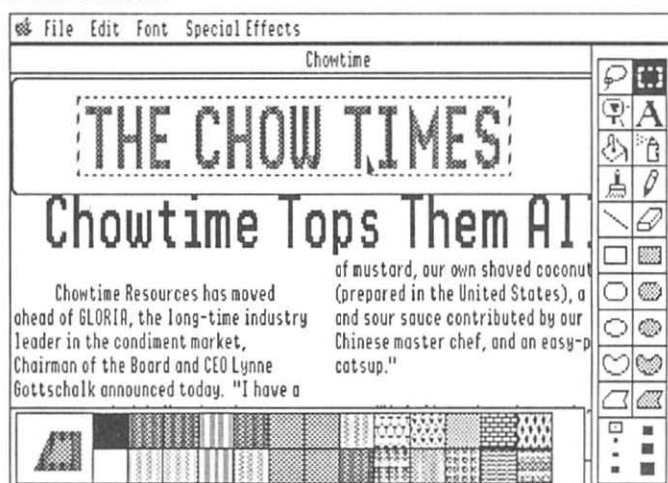
Now we will return to the "masthead." Select the "masthead" art rectangle, and then choose *Enter Paint Tool* from the **Areas** menu. You will be returned to the *Paint Tool*, but a new art area will now be active. Go to the **Tool Box** and select the *Text* tool (the "A" icon). Select *Hide Tool Box* from the **Special Effects** menu to see more of the art area. Move the pointer back into the art area and it will be a small "+".

Make sure you have the right typeface and the correct type size. Go to the **Font** menu and select *Choose Font*. Choose "Shaston" from the Font box, "Bold" from under the Style list, and "30" from the Other Size box. Click **OK**.



Text can be created in any color. Choose a shade of green from the **Color Box**. Click in the art area and a flashing cursor will appear. Text can be entered in the same manner as in the *Text* mode, and will appear to the right of the cursor. Type the title of the newsletter, "THE CHOW TIMES." If you make a mistake, use the **Delete** key, or *Undo* from the **Edit** menu.

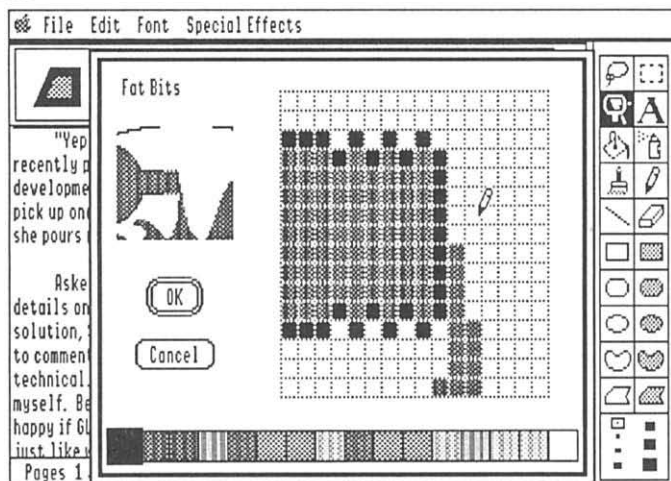
Now select *Show Tool Box* from the **Special Effects** menu. To position the text in the art area precisely, choose the *Selection Box*. The pointer will become a small "+". Click and drag to draw a box around the text. Let up on the mouse button and the borders of the box will start to move. Position the pointer inside the moving borders, and click and drag. The text will now move with the mouse.



Next, you will enter "Everything fit to eat," and "Vol. IV, no. 6." Be sure to go to *Choose Font* from the **Font** menu, change the Font size to "8," and the style to Plain. With the *Selection Box*, reposition "Everything fit to eat" and "Vol. IV, no. 6" below the name of the newsletter, in opposite corners of the masthead.

## DETAILED DRAWING

Perhaps you've made a few mistakes so small that they can't be easily fixed with the eraser. But you can clean up your picture by using the *Magnifying Glass*. The *Magnifying Glass* enlarges small sections of your artwork up so you can edit very small parts of it. This kind of editing gives your work a much more polished look.

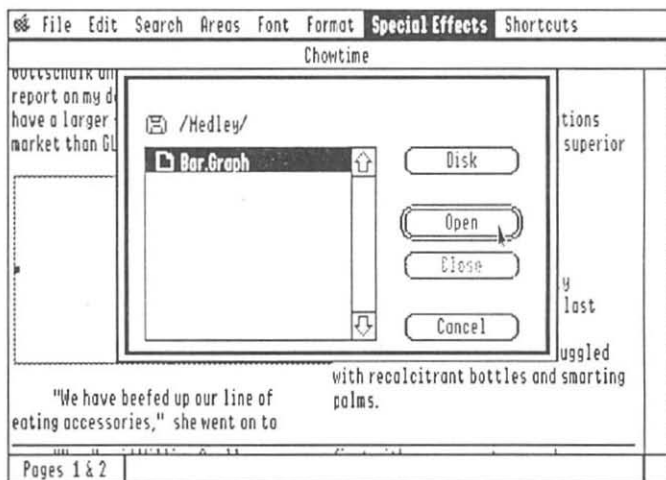


Select the *Magnifying Glass*. The mouse pointer will turn into a large, see-through square. Move the square over the part of the picture you want to edit, and click. A dialog box will appear, with the selected area enlarged in a grid. The section you're working on will appear at actual size on the left. The mouse pointer has become a pencil. To edit, simply click on the squares in the grid with the pencil. The squares will change to the color selected in the Color Box at the bottom of the window. To change the selected color, click on your choice with the pointer. If you want nothing to show at all, choose white. Borders of art areas will appear in the *Magnifying Glass* as large purple "x's," and you can't change them with the pencil. When you are finished editing, click **OK**, and you will be returned to the *Paint Tool*. Now, double-click outside the art area to return to the *Text* mode.

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## IMPORTING ART

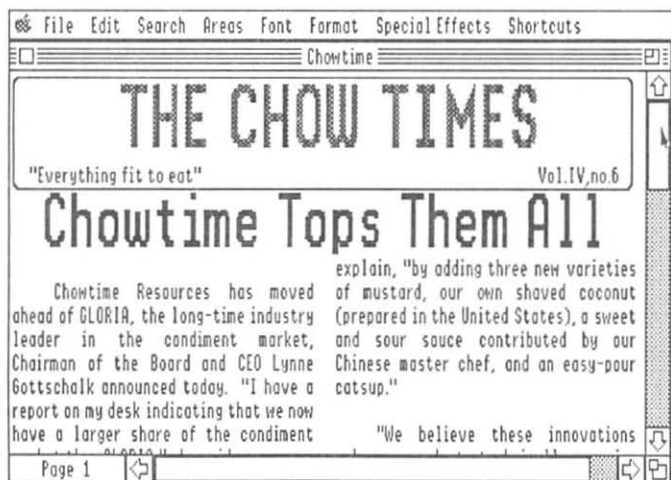
There is one last art area to complete before we put the finishing touches on "The Chow Times", and that is to import a piece of "Clip Art." Scroll to page 1 and select the art area in the left column. Go to the **Special Effects** menu and select the *Import Art...* command. A dialog box will appear with the art file "Bar Graph" listed in it. Click on "Bar Graph" to highlight it, and then click the "Open" button." You will be returned to the word processor, and a bar graph will appear in the selected art area. If the art area is too small or too large, you can use the pull tabs to resize it.



## FINAL FORMATTING

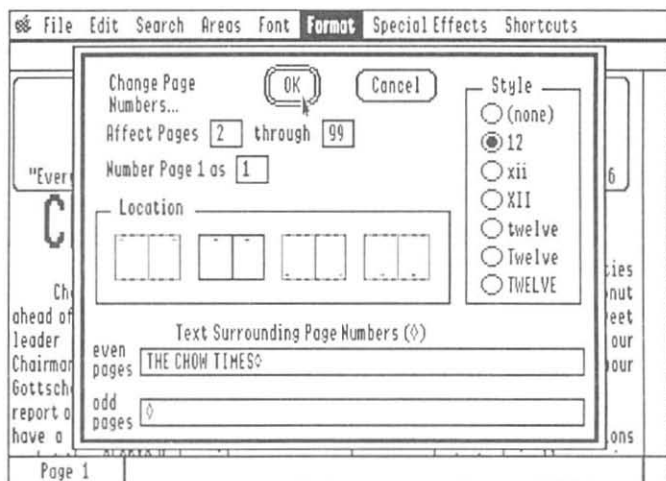
Now that all the art and columns have been added, you can adjust the text to give your document a more professional look. First make sure that no art area are selected. Next, select all text in the document by choosing *Select All Paragraphs* from the **Shortcut** menu. Go to the **Format** menu and choose the *Justified* command. All text within the document will now be fully justified (no ragged edges). However, the two headlines should be centered, and not justified. Select "Chowtime Tops Them All," and then select the *Centered* command from the **Format** menu.

Notice that the headline touches the border of the "masthead." While the headline is still selected, you can move it away. Select the *Change Leading* command from the **Format** menu. In the "Top of Leading" box enter the number 1, and then click **OK**. The headline text will now move down one pixel from the "masthead" border. Center the headline "Playing Catsup" just as you did with the first headline.



A newspaper or magazine allots space on every page for its name. This space is called a "header," because it heads every page (except the first one). Your newsletter will look more professional if it follows this example. Select the *Change Page Numbers* command from the **Format** menu. A dialog box will appear. Choose the style of number by selecting "12" in the "Style" box. Choose the number location by clicking on the "top centered" page configuration in the "Location" box.

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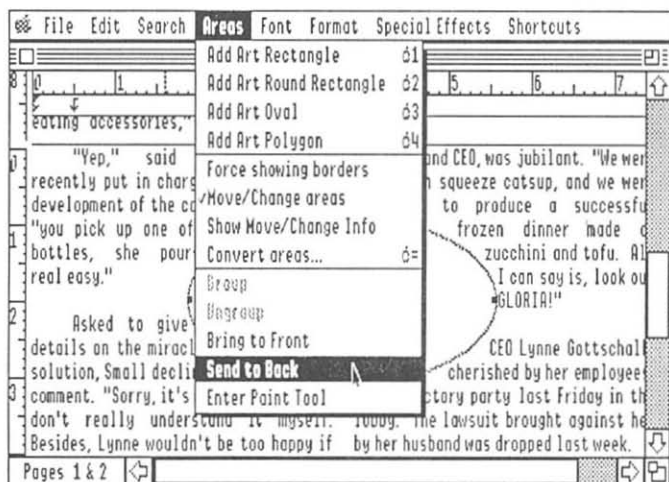
Once page numbers are selected, they do not have to show on all pages. In this case, you will not want a page number on the first page. Leave the number "1" in the box next to "Number Page 1 as." Change the boxes next to "Affect Pages" so that they read "2 through 99." Page numbers will now start to appear on page two, starting with the number two.

Text can appear on the same line as a page number, so that a header can be created. To create a header, enter "THE CHOW TIMES" in the "Even Pages" box below "Text Surrounding Page Numbers." (Since there is no page three, you will not have to worry about odd pages.) The gray diamond represents the location of the page number within the line of text. Enter your text in front of the diamond. (Make sure that the cursor is flashing in front of it.) If the diamond is deleted, it can be placed back in the edit box by pressing the **Option / #** keys. Headers and footers will always print in Shaston 8.

Finally, on page two, you'll notice that the text on the right side of the oval is too close to the border. You need to add space between the oval and the text. To do this, you'll need to make a slightly larger art oval. Select *Add Art Oval* from the **Areas** menu. Position the pointer at the 7/8" mark on the vertical ruler, and the

17/8" mark on the horizontal ruler. Click and drag to create an oval that is 1/8" larger on all sides.

The new oval now covers the original. Obviously, you'll want to see your catsup bottle, so you must "shuffle" the new oval so that it is underneath the original. To do so, choose the command, *Send to Back* from the **Areas** menu, and the new oval will be "shuffled" so that it is underneath the original.



The borders of the larger oval are still visible, and what we want is "white space" between art and text. Choose the "turn off borders" option from the *Convert Art Areas* command on the **Areas** menu to make the borders invisible. The text will now wrap about 1/8" away from the border of the catsup bottle art area.

## THE THRILL OF VICTORY

You're done! You're now well on your way to becoming a Medley expert. Please refer to the section "The Finished Product" in the Medley manual if you need help printing your newsletter.



