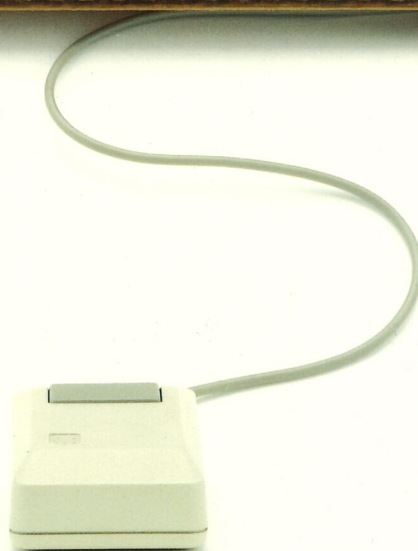




MultiScribe™ PICTURE MANAGER

Put single and double hi-res pictures into your MultiScribe documents!



StyleWare, Inc.

MultiScribe Picture Manager by E.B. Loewenstein

User's Manual by Irene Nava

Pictures by Dale Crawford and Brad Smith

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MULTISCRIBE PICTURE MANAGER

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About This Manual

This manual is divided into four chapters: the first chapter gets you started, the next two explain how to use Picture Manager, and the fourth chapter serves as a quick reference.

Chapter 1, "Getting Started" is a helpful "checklist" of items you'll need before you can begin using Picture Manager. This includes things you'll already know from using MultiScribe, as well as a review of basic keyboarding and mouse procedures. If you're completely familiar with MultiScribe, just a quick review of this chapter (in particular the "Installing Picture Manager" section) will be necessary.

Chapter 2, "A Quick Look at Picture Manager" will give you an opportunity to see how Picture Manager works by taking you through each of the functions of the program. Using one of your own MultiScribe documents and a picture file we've included on your installation disk, you'll see how quick and easy it is to add a "creative touch" to your documents.

Chapter 3, "Using Picture Manager," provides detailed instructions for using your new document processing tool. This chapter tells you how to perform specific tasks such as "Getting from MultiScribe to Picture Manager," "Resizing the Picture Frame," and "Getting Back to MultiScribe."

Chapter 4, "Quick Reference," provides a summary of all the menus, commands, and dialog boxes you'll encounter while using Picture Manager, plus detailed explanations for other technical matters not already covered in the previous chapters. This chapter concludes with a Glossary of MultiScribe/Picture Manager terms. Use this reference chapter when you need a quick, detailed description of a particular command or an explanation of a word you don't understand.

iii About this Manual



CHAPTER ONE

GETTING STARTED

Introduction

This chapter will give you an overview of what Picture Manager can do and what you'll need to get started. The first section briefly explains the Picture Manager program and how it is intended to be used.

The next two sections discuss the materials that you'll need to have and what you should already know before you begin. If you require more detailed information about a particular program or function, you'll probably want to review the recommended reference materials before installing Picture Manager.

The last section will give you step-by-step instructions for installing Picture Manager for use with MultiScribe.

What You Need to Get Started

Picture Manager comes on one single-sided disk. To use Picture Manager, you'll need:

- an Apple IIc computer
- OR
- an Apple IIe computer with an extended 80-column card
- a backup copy of MultiScribe version 2.0
- blank diskettes
- dot matrix printer (optional)
- mouse (optional)
- a compatible graphics program

What To Know Before Starting

- **ProDOS Utilities**
First, you should be familiar with the ProDOS operating system. By knowing how ProDOS works and the basics of the useful utility programs on the Apple Systems Utilities Disk, you'll have a greater understanding of MultiScribe and its accessory applications such as Picture Manager.
- **MultiScribe Commands**
Because Picture Manager works as an online accessory to MultiScribe and uses some of the same basic operating principles as MultiScribe, you should already know how to use MultiScribe, as this will give you a greater understanding of how Picture Manager works. If you haven't used MultiScribe before, practice creating at least one text document file so that you'll understand the similarities between the two programs.
- **Mouse Techniques**
Because Picture Manager can be used with or without a mouse, instructions for both are provided in this manual. If you're planning to use a mouse with Picture Manager, a thorough familiarity with the various mouse techniques will be useful, particularly when creating graphics files.

Reference Materials

■ How to Create Drawings

This is where your creativity is the key. Because each graphics program is different, refer to your particular program's user manual for specific instructions. You may find it helpful to create a "portfolio" of commonly used graphic drawings and pictures to use as you create your text files.

If it's been a while since you've used some of the materials listed above, the user's manuals will serve as quick refreshers.

The **Apple ProDOS User's Manual** and the **Apple II System Utilities Disk**, both included with your Apple computer when you originally purchased it, will provide a general overview of the ProDOS operating environment.

For specific details on operating MultiScribe, a quick review of either the **MultiScribe User's Manual with the Version 2.0 Addendum** OR the **MultiScribe 2.0 User's Manual** will provide the necessary information.

Of course, each individual graphics program will have its own user's manual with specific instructions and commands about its operation.

To install Picture Manager, you'll need your **Apple II System Utilities** disk (or a similar file utilities program, such as **Copy II Plus**) and the **Apple ProDOS User's Manual**, so have them handy before you get started.

The first choice for installing Picture Manager is on the *second* side of your MultiScribe disk. An unaltered MultiScribe disk will have enough room on it for the Picture Manager accessory program file.

- **Using your file utilities program, move the file "Picture.Manager" to side two of your MultiScribe disk.**

Installing Picture Manager...

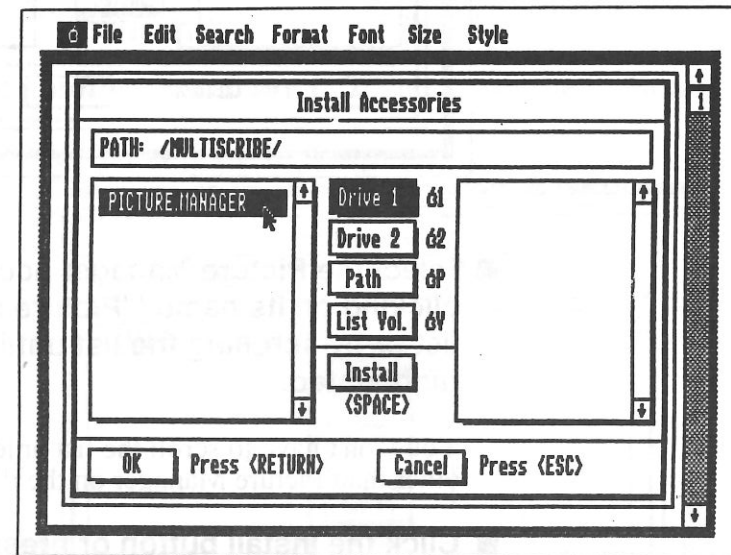
...With a Single 5.25-inch Drive System

■ Start up MultiScribe.

You must have version 2.0 (or greater) of MultiScribe to run Picture Manager.

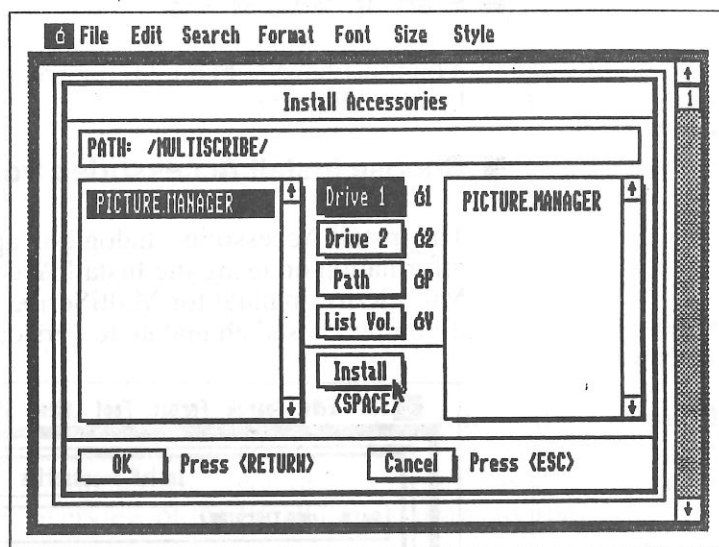
■ Choose Install Accessories from the Menu.

The Install Accessories dialog box appears. For more information on using the Install Accessories command, see the MultiScribe manual for MultiScribe 2.0 (or the 2.0 Addendum if you purchased an update to version 2.0).



- **Click the Drive 1 button or press 1.**

"Picture.Manager" appears in the list of available accessories on the specified path, on the left hand side of the dialog box.



- Select the Picture Manager accessory file by clicking on its name ("Picture.Manager") in the list or by scrolling the list until its filename is highlighted.

You won't have to scroll the list unless you've put accessories other than Picture Manager on the disk.

- Click the Install button or press the space bar.

"Picture.Manager" moves to the list of installed accessories, on the right hand side of the dialog box — indicating that it's installed.

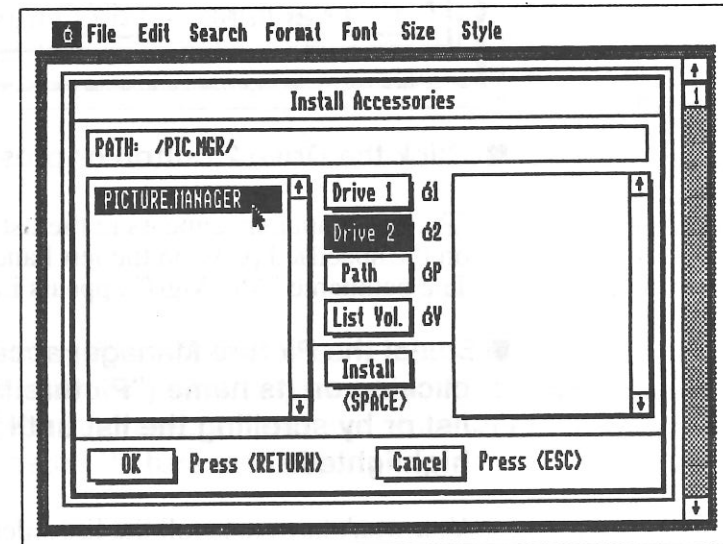
- Click the OK button or press Return.

MultiScribe saves the accessory installation information on disk and returns to the MultiScribe document window. If you have less than six accessory applications or desk accessories (not including the FontEditor) installed, the title "Picture.Manager" appears on the  Menu; if you have six installed, you'll have to choose Run Accessories from the  Menu to run Picture Manager.

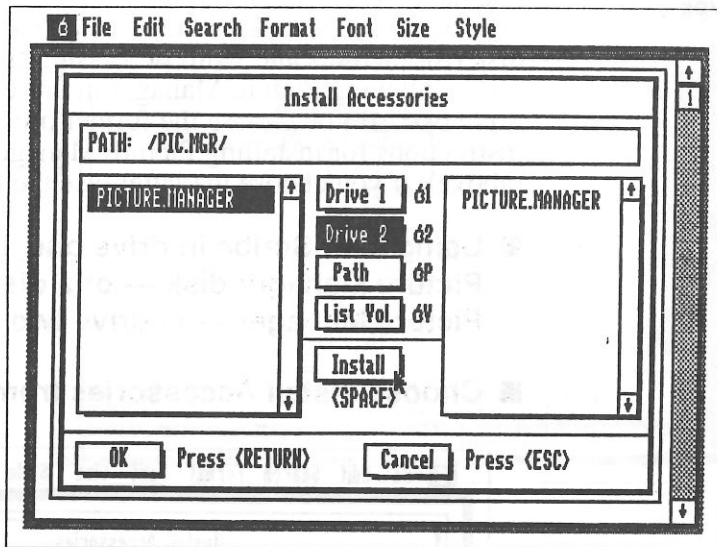
...With Multiple
5.25-inch Drives

When using MultiScribe and Picture Manager with two drives, you have the option of putting Picture Manager on side two of your MultiScribe disk and using the disk in drive two as your data disk (for pictures and word processing files), or you can keep a disk containing Picture Manager in drive two and install it from drive two. If you choose the former procedure, use the instructions for installing Picture Manager with a single drive (above); if you choose the latter, use the following instructions.

- Using MultiScribe in drive one, insert your Picture Manager disk — or a disk containing Picture Manager — in drive two.
- Choose Install Accessories from the  Menu.



The Install Accessories dialog box appears. For more information on using the Install Accessories command, see the MultiScribe manual for MultiScribe 2.0 (or the 2.0 addendum).



■ Click the Drive 2 button or press 2.

"Picture.Manager" appears in the list of available accessories on the specified path, on the left hand side of the dialog box. The pathname "/Pic.Mgr/" appears in the Pathname input bar.

■ Select the Picture Manager accessory file by clicking on its name ("Picture.Manager") in the list or by scrolling the list until its filename is highlighted.

You won't have to scroll the list unless you've put accessories other than Picture Manager on the disk.

■ Click the Install button or press the space bar.

"Picture.Manager" moves to the list of installed accessories, on the right hand side of the dialog box — indicating that it's installed.

...With Two Disks on
a Single 5.25-inch
Drive System

■ Click the OK button or press Return.

MultiScribe saves the accessory installation information on disk and returns to the MultiScribe document window. If you have less than six accessory applications or desk accessories (not including the FontEditor) installed, the title "Picture.Manager" appears on the Menu; if you have six installed, you'll have to choose Run Accessories from the Menu to run Picture Manager. Whenever you run Picture Manager, you'll want to be certain that you have the disk from which you installed the program in drive two.

You may be using a 5.25-inch disk drive and find that you don't have enough room for Picture Manager, or any other accessory, on your MultiScribe disk. If a second disk is required to hold your accessory programs, you'll want to create a special disk to hold your data files and accessory files. The most convenient way to use MultiScribe on a single drive system with Picture Manager on a different disk is to have all your accessory files on the same disk as your data files. If you have a *dual-drive* system, you can have access to both programs at the same time. If your system consists of a *single drive*, this configuration will allow simultaneous access to both Picture Manager and your data files.

■ Using the Apple System Utilities Disk (or a similar file utilities program), format a disk on which to create a subdirectory where you can install Picture Manager.

The **Apple ProDOS User's Manual** gives complete details on the procedure for both formatting disks and creating new subdirectories.

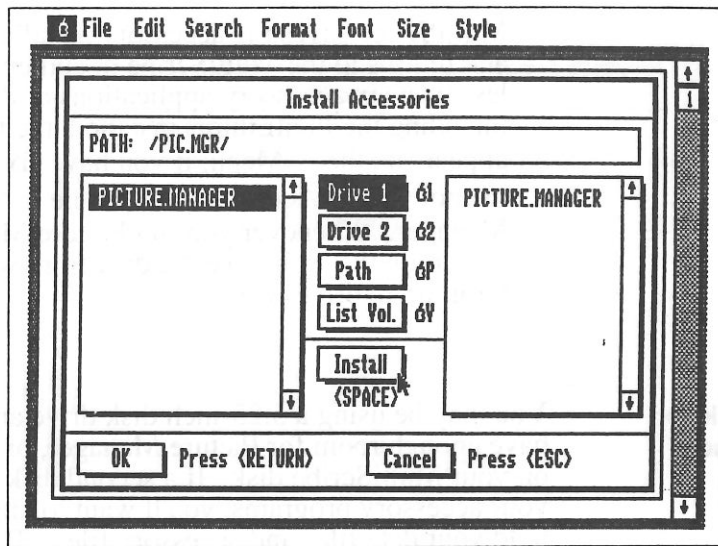
■ After formatting the disk, create a subdirectory and name it "/ACCESSORIES."

■ Start up MultiScribe.

■ Choose Install Accessories from the Menu.

The Install Accessories dialog box appears.

9 Installing Picture Manager.



- **Replace the MultiScribe disk with your Accessories disk and click the Drive 1 button or press ⌘1.**

The volume name for your accessories disk ("Accessories") appears in the Path input bar and a list of the accessories on this volume appears in the list on the left side of the dialog box.

- **Select the Picture Manager accessory file by clicking on its name ("Picture.Manager") in the list or by scrolling the list until its filename is highlighted.**

You won't have to scroll the list unless you've put accessories other than Picture Manager on the disk.

- **Click the Install button or press the space bar.**

"Picture.Manager" moves to the list of installed accessories, on the right hand side of the dialog box — indicating that it's installed.

- **Click the OK button or press Return.**

...With a UniDisk 3.5
Drive or Hard Drive

MultiScribe will ask you to insert the MultiScribe disk to save the accessory installation information on it and then return to the MultiScribe document window. If you have less than six accessory applications or desk accessories (not including the FontEditor) installed, the title "Picture.Manager" appears on the Menu; if you have six installed, you'll have to choose Run Accessories from the Menu to run Picture Manager. Whenever you wish to run Picture Manager, you'll want to be certain that you have the disk from which you installed the program on hand.

Space shouldn't be a problem on a 3.5-inch disk. In fact, if you're using MultiScribe and Picture Manager on a 3.5-inch disk you'll have so much space available that you'll want to organize your files carefully, which means you'll probably want to create a special subdirectory for all your accessory applications and desk accessories.

Using the Apple System Utilities Disk (or a similar file utilities program), create the subdirectory where you plan to install Picture Manager. The **Apple ProDOS User's Manual** gives complete details on the procedure for creating a new subdirectory. If you create the subdirectory on a UniDisk 3.5 where MultiScribe is already installed, the subdirectory could be named:

/MULTISCRIBE/ACCESSORIES

If you create the subdirectory on a hard disk, the subdirectory could be named:

/HARD1/MULTISCRIBE/ACCESSORIES

("Hard1" is an example name for the root volume of your hard disk; your particular hard disk may have a different name.)

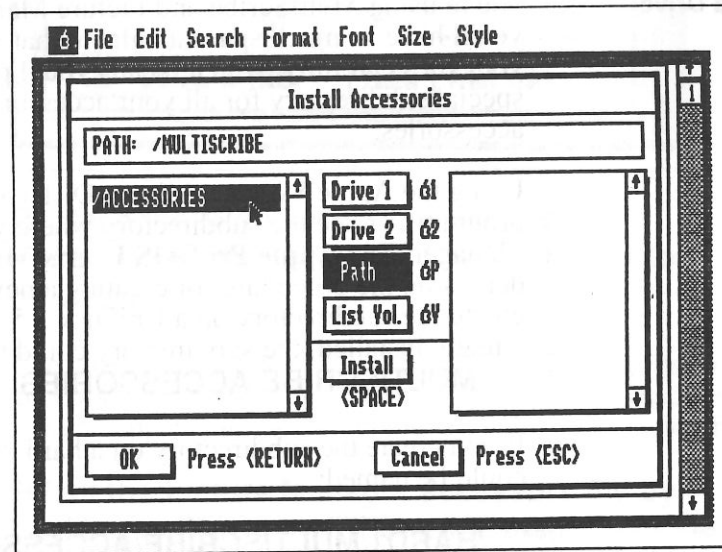
- **Using the Apple II System Utilities Disk, copy Picture Manager from the master disk to the disk on which you just created the subdirectory.**

This task is fully described in the "Copy Files" section of the **ProDOS User's Manual**. When asked for the name of the file to be copied, type "Picture.Manager."

After the Picture Manager program has been copied, copy the rest of the files provided on the same master disk, if you have the room. These are picture files which you can use as you master Picture Manager.

- After you've copied Picture Manager to your MultiScribe disk, start up MultiScribe 2.0.
- Choose the Install Accessories command from the  menu.

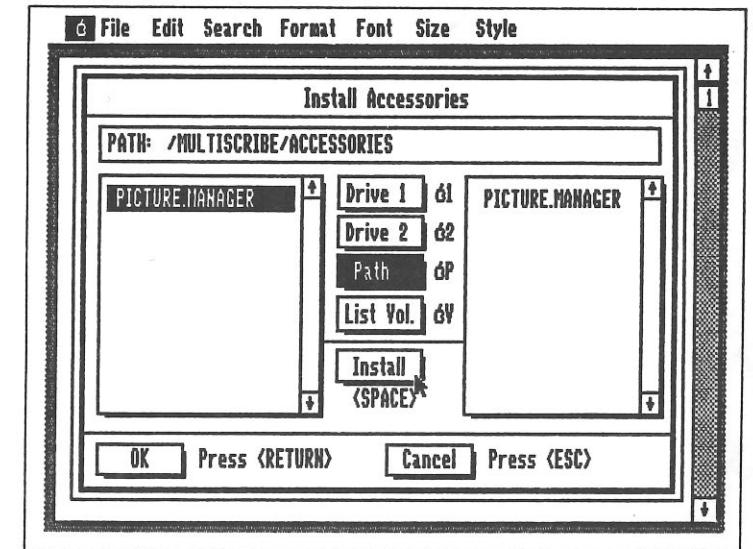
The Install Accessories dialog box appears on your screen.



- Enter the pathname for the directory on which Picture Manager can be found.

The left side of the dialog box displays a list of any accessories on the specified path.

- Select the Picture Manager accessory file by clicking on its name ("Picture.Manager") in the list or by scrolling the list until its filename is highlighted.
- Click the Install button or press the space bar to install Picture Manager.



"Picture.Manager" moves to the scroll window on the right side of the dialog box.

- Click OK or press Return.

Picture Manager is now installed in a subdirectory on your MultiScribe program disk and will appear as a selection on the  menu. To check this, pull down the  menu. The "Picture Manager" command should be listed beneath FontEditor. If you have more than six accessories installed, you'll have to run Picture Manager from the Run Accessories command. For more detailed information about the Install Accessories and Run Accessories commands, refer to the MultiScribe 2.0 manual or the Addendum to version 2.0 of MultiScribe.



CHAPTER TWO

PICTURE
MANAGER
QUICK
LOOK
AT

Introduction

This chapter will do exactly what it says — give you a "quick look" at Picture Manager by actually taking you through the steps needed to use the program.

The first section, *Getting into Picture Manager*, starts with a typical word processing situation where the addition of a picture/graphic is desired. Using your own word processing document, you will see how easy it is to access the Picture Manager program from MultiScribe.

The next section, *Getting Around in Picture Manager*, will familiarize you with the four main elements of the Picture Manager program: the **menu bar**, the **picture frame**, the **screen icon**, and the **work area**. You'll work on a picture file provided with the Picture Manager disk, learning to frame and copy the picture into your text file.

The last section, *Getting Back to MultiScribe*, will show you how to return to your MultiScribe document from Picture Manager. While in MultiScribe you'll see how to "paste" the picture into your text document.

Getting into Picture Manager

If you haven't used MultiScribe in a while, or if you've never used it, spend some time looking over the **MultiScribe User's Manual** and familiarize yourself with the MultiScribe program before proceeding with Picture Manager. Remember, you must use Picture Manager with version 2.0 (or later) of MultiScribe.

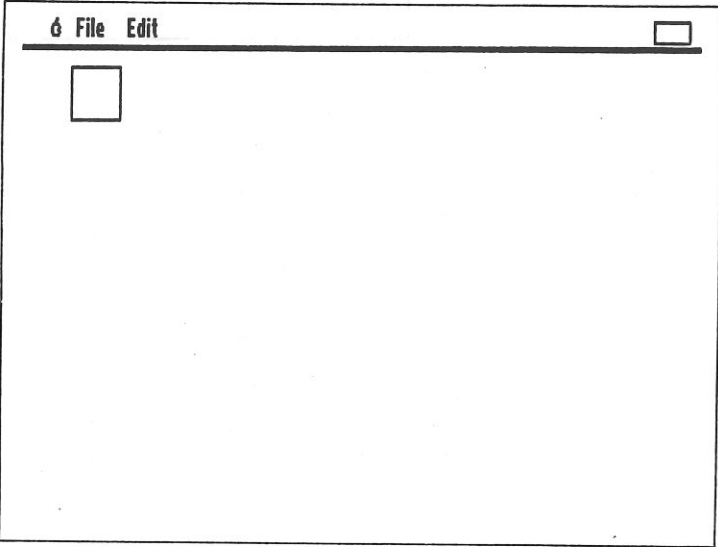
Start by opening one of your own documents. To avoid any problems with your text files, it's advisable to save your MultiScribe documents before using any of the accessory programs.

Stop at any point in your text document where you would like to insert a picture. One feature you'll probably like about Picture Manager is the ability to access the program from anywhere in a text document, without having to quit the program!

■ Choose Picture Manager from the menu.

If you're using Picture Manager with two disks on a single drive system, you'll be asked to insert the disk containing the path from which you installed Picture Manager.

After a few seconds, a clear screen with a different menu bar appears.



Welcome to Picture Manager!

Getting Around in
Picture Manager

Looking at your screen, notice that there are four main elements of the Picture Manager screen:

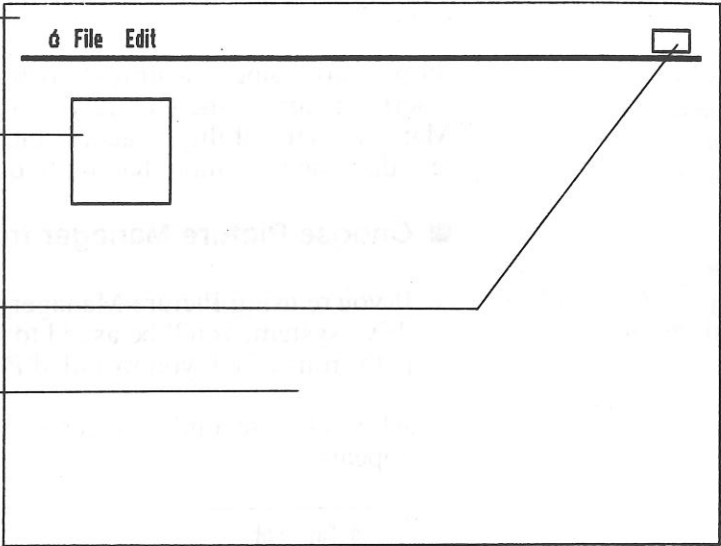
- the menu bar
- the picture frame
- the screen icon
- the work area

The **menu bar** displays the titles of the menus from which you choose commands.

The **picture frame** is a small square about 3/4" by 3/4" that selects the portion of the picture to be added to your text document.

The **screen icon** toggles the menu bar on and off.

The **work area** is where your picture appears; with the menu bar toggled off, it can occupy the entire screen.

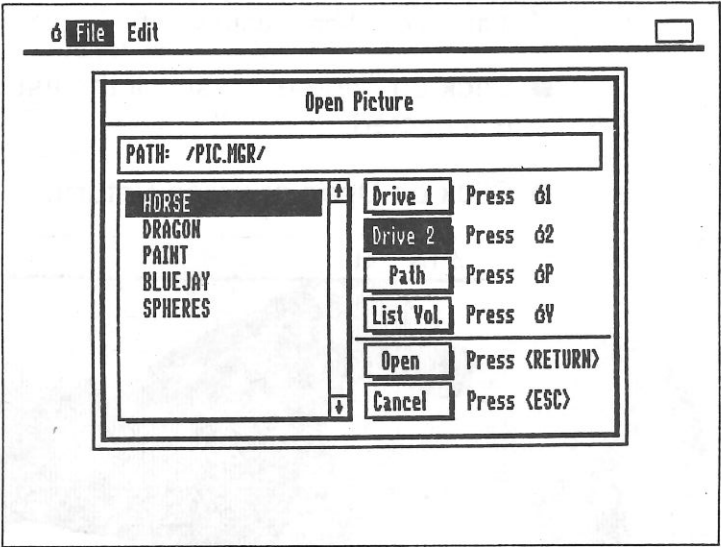


Opening a Picture

As with a document text file, before working on a picture file, you must first "open" it (read it into the computer's memory from disk). You'll do this with the Open Picture command, which works much like the MultiScribe Open command, except that it opens pictures rather than document files.

■ Choose Open Picture from the File menu.

A dialog box appears.



The Open dialog box works just like the MultiScribe Open dialog box, except that only the names of picture files will appear in the file list. In addition to the file list, the Picture Manager Open dialog box contains an input bar for pathname, buttons for specifying path (Drive 1, Drive 2, Path, and List Vol.), and buttons for Open and Cancel.

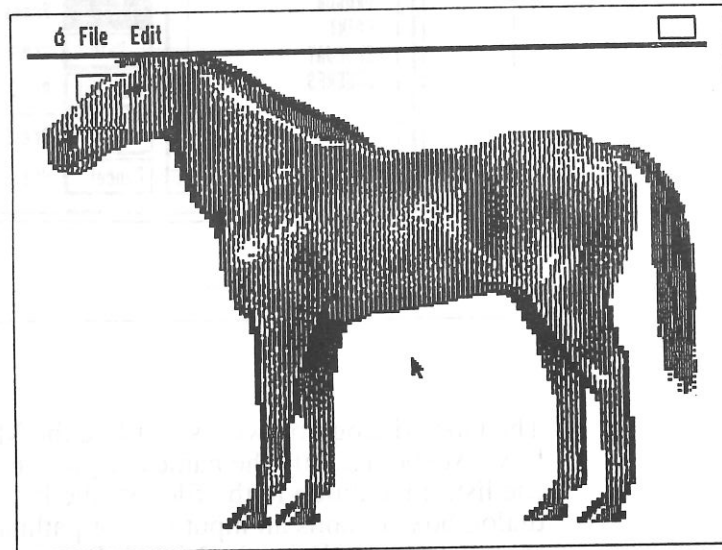
The Picture Manager disk comes with a number of pictures you can use to experiment with; in this chapter, you'll be using a picture of a horse — the same picture shown on the manual cover. To use this picture, you'll want to have a backup copy of your Picture Manager disk ready.

- If you're using a multiple drive system, put your Picture Manager disk in drive two and click on the Drive 2 button or press ⌘2.

- If you're using a single drive system, replace your MultiScribe disk with your Picture Manager disk and press ⌘1.

A list of picture files appears in the scroll window of the Open dialog box. Scroll until you find a picture file named "Horse."

- Click on "Horse" or scroll the list until "Horse" is selected.
- Click on Open or press Return.



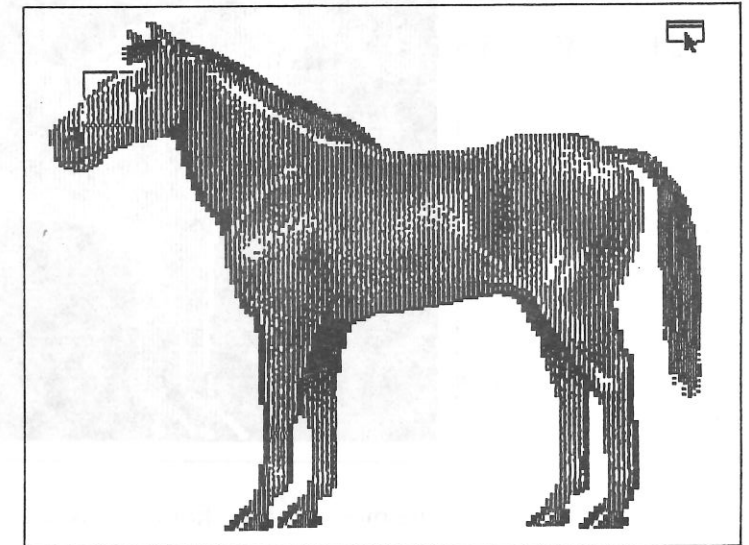
A double high-resolution picture of a horse appears on your screen. In the upper left corner of the screen, just to the left of the horse's eye, is the picture frame.

Now you're ready to begin working with the picture file.

Toggling the Screen Icon

At this point, note the small rectangular box in the top right corner. This pictorial representation, or "icon" of the screen works as a "toggle" switch to allow you to alternately hide and display the menu bar. Hiding the menu bar allows you to see a picture in its entirety. Displaying the menu bar allows you to have access to the pull-down menus. It's important to note, however, that *all the Picture Manager commands except About Picture Manager and Invert Picture have keyboard equivalents which can be used even when the menu bar is hidden.*

- If you're using a mouse, click once on the screen icon.
- If you're using the keyboard, press the space bar.



The menu bar disappears, allowing you to see and work with the full picture. The screen icon has changed: it now contains a menu bar, representing a screen with a menu bar. Using the screen icon now will restore the menu bar to the screen.

- Click again on the screen icon or press the space bar.

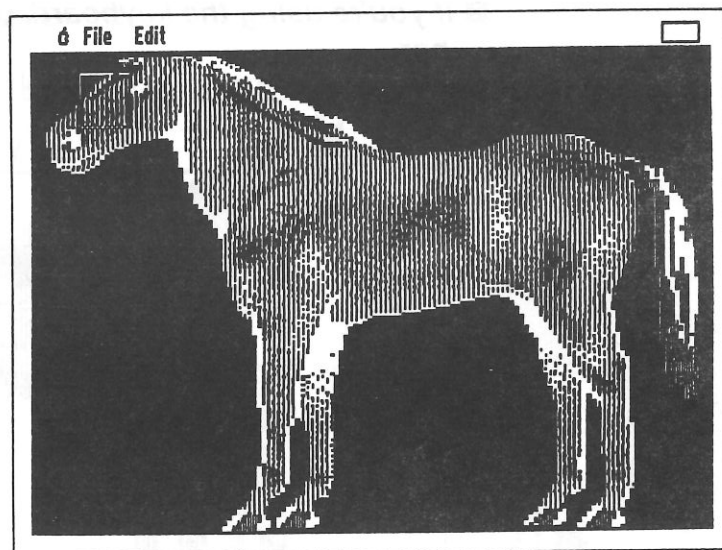
The menu bar returns to the top of the screen.

Inverting the Screen

In addition to allowing you to toggle the menu bar on and off, Picture Manager lets you invert the screen, turning the light portions of your picture dark and the dark portions of your picture light. This command is similar to the MultiScribe Invert Screen command, except that pictures inverted with the Picture Manager Invert Picture command remain inverted when they're copied onto the Clipboard, pasted into MultiScribe documents, and printed with MultiScribe.

Let's see how Invert Screen works.

- Choose Invert Picture from the  Menu.



The picture of the horse is inverted.

Of course, as with Invert Screen in MultiScribe, you can always restore the screen to normal display — just choose Invert Picture again.

- Choose Invert Picture from the  Menu.

The picture is restored to normal.

With this feature you can create both normal and inverted copies of the same picture.

Moving and Sizing the Picture Frame

Moving the Picture Frame

Now let's use the picture frame to "frame in" the part of this picture that you want to add to your MultiScribe text file. To select part of a picture to be added to a text file, you first **move** the frame to the part of the picture you want to select, then **resize** it to include the entire part of the picture you want.

Before you begin to resize the picture frame, you should note that only the **right** and **bottom** sides can be used to expand the picture frame. The **top** and **left** sides are stationary and are used to reduce the size of the Picture Frame.

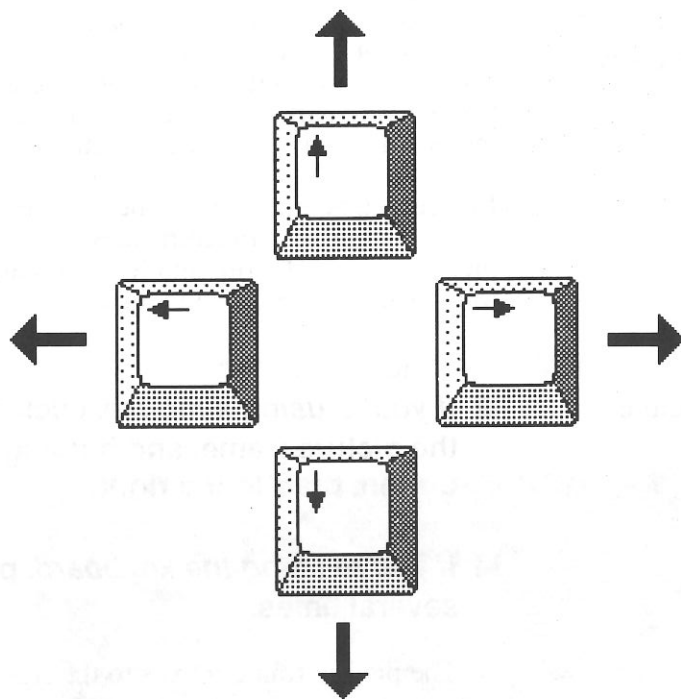
- *If you're using a mouse*, click anywhere inside the picture frame, and holding down the mouse button, drag to the right.
- *If you're using the keyboard*, press the → key several times.
- *If you're using a mouse*, click anywhere inside the picture frame, and holding down the mouse button, drag down.
- *If you're using the keyboard*, press the ↓ key several times.

The picture frame moves to the right.

The picture frame moves down.

- *If you're using a mouse*, click anywhere inside the picture frame, and holding down the mouse button, drag to the left.
- *If you're using the keyboard*, press the ← key several times.

The picture frame moves to the left.



- **If you're using a mouse**, click anywhere inside the picture frame, and holding down the mouse button, drag up.

- **If you're using the keyboard**, press the ↑ key several times.

The picture frame moves up.

By using the mouse to drag the picture frame or by using the arrow keys, the picture frame can be moved to any part of the screen.

The arrow keys seem to move the picture frame a bit slowly; this is because pressing an arrow key moves the picture frame one pixel at a time in the direction of the arrow on the key pressed. To move the picture frame faster, hold down the ⌘ key (not the ⌥ key, which, as you'll soon see, serves a different function) while pressing the appropriate arrow key; this moves the picture frame 10 pixels at a time.

Sizing The Picture Frame

To resize the picture frame, you first "grab" it on the right side or bottom and "pull" it to the right and down to expand it, or to the left and up to shrink it, until it's the appropriate size. You do this with either the mouse or with the ⌘ and arrow keys.

- **If you're using a mouse**, click on the right side of the picture frame and, holding down the mouse button, drag to the right.

- **If you're using the keyboard**, hold down the ⌘ key and press the → key.

The picture frame expands to the right.

- **If you're using a mouse**, click on the bottom of the picture frame and, holding down the mouse button, drag down.

- **If you're using the keyboard**, hold down the ⌘ key and press the ↓ key.

The picture frame expands downward.

To shrink the picture frame, hold down both the ⌘ and ⌥ keys while pressing the ← and ↑ keys.

- **If you're using a mouse**, click on the right side of the picture frame and, holding down the mouse button, drag to the left.

- **If you're using the keyboard**, hold down the ⌘ key and press the ← key.

The right side of the picture frame moves to the left, decreasing its width.

- **If you're using a mouse**, click on the bottom of the picture frame and, holding down the mouse button, drag upward.

- **If you're using the keyboard**, hold down the  key and press the ↑ key.

The bottom of the picture frame moves upward, shrinking the frame vertically.

If you're using the keyboard, the picture frame can be expanded faster if you hold down both the  and  keys while pressing either the → or ↓ key. To shrink the picture frame faster, hold down both the  and  keys while pressing the ← and ↑ keys.

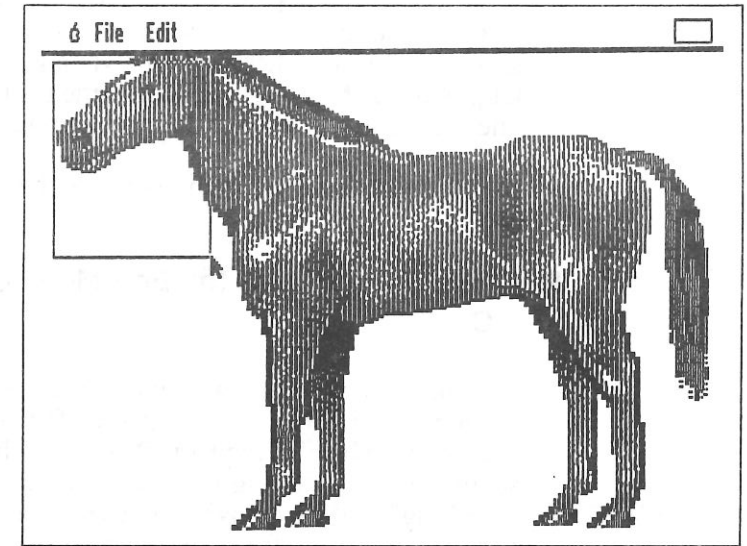
- **Holding down the  and  keys simultaneously**, press the appropriate arrow keys until the picture frame is the desired shape and size.

The picture frame can be expanded in any direction by using the corresponding arrow key.

The flexibility of the mouse provides some capabilities not available to keyboard mouse users. For example, by dragging the lower right corner of the picture frame in either direction, you can change the shape of the frame *diagonally* — altering the height and width of the frame simultaneously.

- **If you're using a mouse**, click and hold on the lower right corner of the box and simultaneously drag to the right and down.

The picture frame expands both horizontally and vertically.



- **If you're using a mouse**, click and hold on the lower right corner of the box and simultaneously drag to the left and up.

The picture frame shrinks both horizontally and vertically.

Continue expanding and reducing the picture frame until you have framed in the portion of the picture you want to add to your Multiscribe document. If you want to use the entire picture, enlarge the picture frame until the picture is completely framed. Whatever is visible in the picture frame is what will appear in your text document. *If your picture extends to the edges of the screen, however, the picture frame will not be able to capture the entire picture.* In most cases, you'll be able to capture most, if not all, of a picture at once. If you need to capture a picture occupying an entire screen, frame the picture in several parts.

NOTE: While mouse users have the advantage of manipulating the picture frame faster, keyboard users have the advantage of accuracy. For this reason, mouse users may prefer to use the mouse for large, quick moves and the keyboard for more refined (pixel-by-pixel) movements.

Copying the Picture to the Clipboard

Once you're satisfied with the portion of the picture you've framed, you must copy it to the Clipboard before it can be added to your text file. Picture Manager uses the same Clipboard as MultiScribe, which means that, as with text, only one selection can be held in the Clipboard at one time.

If you toggled off the menu bar, use the screen icon to toggle it on.

■ Choose Copy from the Edit Menu or press C.

The menu bar and arrow pointer disappear from the screen while your picture selection is transformed in memory to an acceptable MultiScribe format, so don't be alarmed if nothing seems to be happening for a few seconds — your Apple is just "thinking" real hard. While copying, you won't be able to perform any other functions, as you have no pointer, no menu bar, and the keyboard is disabled. After a short while, the menu bar returns and your disk drive whirs as the picture selection is copied to the Clipboard. When the process is completed, control returns to your mouse and/or keyboard.

You've just copied the picture to the Clipboard, and you're ready for the final step — to add the picture to your text document.

NOTE: If a dialog box appears telling you that you have too many fonts on disk, it may be necessary to return to MultiScribe and select fewer fonts, using the Select New Fonts command, before your picture can be copied. You can also delete fonts while in Picture Manager with the Delete Fonts command; this is a more drastic step and one you will only want to use if you're running out of room on your disk or if you don't want to quit Picture Manager and don't mind removing some fonts from your disk. Refer to "Select New Fonts" in the **MultiScribe User's Manual** or "Delete Fonts" in Chapter 4 of this manual.

Getting Back to MultiScribe

Placing the Picture into Your Document

Now that you've copied your picture selection to the Clipboard, you're ready to add it to your MultiScribe text document.

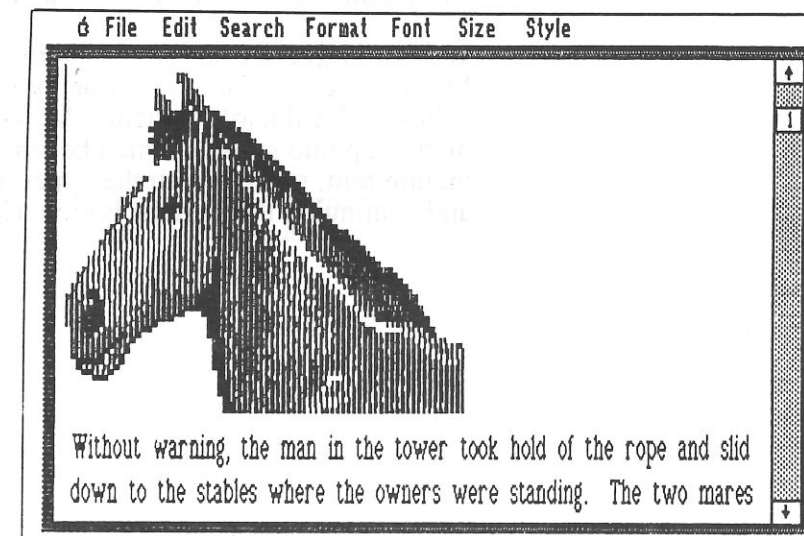
■ Choose Quit to MultiScribe from the File Menu or press Q.

Note that Picture Manager returns to the place in your document where the insertion point was located when you quit MultiScribe to access Picture Manager! Everything in your document is just as you left it!

Position the insertion point at the place in your text where you would like to add the picture.

■ Choose Paste from the Edit menu or press V.

The picture selection is placed in your document at the insertion point. Congratulations — you've just learned how to use Picture Manager!



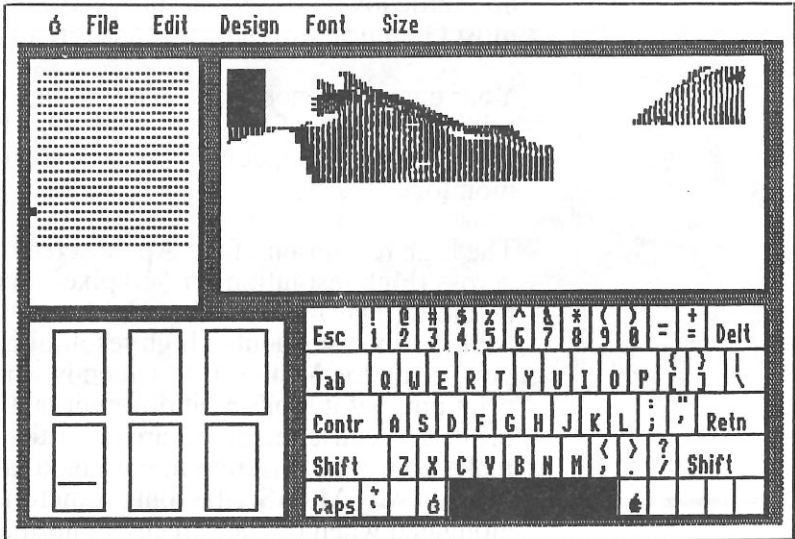
The picture looks funny, however — like somebody stretched it! What happened to our horse? Well, to understand what happened to the horse — and what happens to every picture you bring into a MultiScribe document — you have to know a little bit about how Picture Manager works.

Picture Manager takes a picture or a selected part of a picture and converts it into a font. This is why you have to make sure you have less than 16 fonts on your MultiScribe disk (or in the set of fonts currently selected with the Select New Fonts command) when you use Picture Manager: MultiScribe can only use 16 fonts at one time and there has to be room for the new font you create. This new font is called a picture font, and when you copy a picture selection to the Clipboard and return to MultiScribe, this font is named, numbered, and added to the MultiScribe Font Menu.

■ Pull down the Font Menu.

Notice the last fontname on the menu — "HORSE01.PCFT." This is your horse picture — converted to a font! To create a picture fontname, Picture Manager takes the name of the picture file (or the first eight characters of the name, if it's longer than eight characters), adds the number of times a part of that picture has been copied to the Clipboard ("01," in this example) to this name, adds a period to signal that a filename extension is about to follow, and then adds the filename extension "PCFT," for "picture font." Picture Manager also gives the new picture font a font number — starting at 184 and continuing to 200.

When your picture selection is converted in memory to MultiScribe font format — when your Apple appears to be "thinking" real hard — Picture Manager is "cutting" your picture up into squares which become the characters in the picture font, starting with the upper left corner of the picture and continuing through the bottom right corner of the picture.



The selection is then saved as a chunk of text containing only those characters in the ASCII character set necessary for forming the picture when displayed. Picture font characters start with the space character (ASCII 32) and continue in order through the ASCII code sequence until the last necessary character is reached. If you were to select the picture characters (and they can be selected, like any other set of characters) and change them to a different font, they would consist of the characters including and following the space character — !, ", #, etc.

If you're familiar with the MultiScribe FontEditor, you can even use the FontEditor to edit those characters in the font created by the Picture Manager. This allows you to modify your drawings even after you've put them into your documents. When you look at a picture font with the FontEditor, you can see how it was formed and how it follows the ASCII sequence. You can also pull down the FontEditor Font Menu to see its font number, or change its font number with the Change Font Number command on the File Menu. For more on how MultiScribe fonts work, see "About MultiScribe Fonts" in Chapter 5 of the MultiScribe User's Manual.

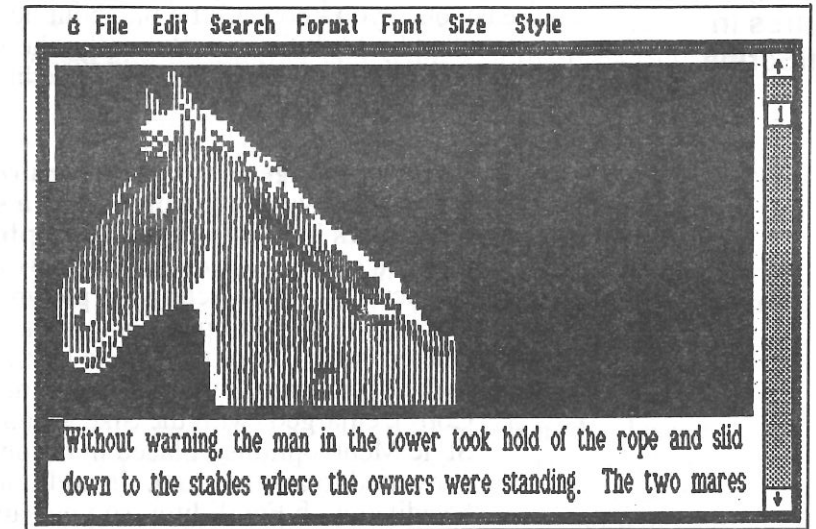
But none of this explains why the horse appears to be stretched out vertically. The reason for this is simple — MultiScribe and most Graphics programs print differently for different reasons.

Your computer monitor displays things by means of a large grid of tiny dots of light called **pixels** which can be turned on and off (or given specific colors, if you're using a color monitor).

The high resolution of the Apple screen is either 280 pixels across (high resolution) or 560 pixels across (double high resolution) horizontally, but it's always 192 pixels vertically. MultiScribe uses double high resolution. This means that what you see on the MultiScribe screen is what you get when you print out, but it looks a bit different on the screen than when printed, because the pixels are taller than they are wide, to make up for the different in horizontal and vertical resolution. (This is why MultiScribe fonts sometimes appear to be elongated when on the screen but normal when printed.) Most graphics programs, on the other hand, make adjustments in the picture from the screen to the printed page to give you the best representation of the picture on both the screen and on your printout.

When your picture is placed in the document, the Tall command on the Style Menu is selected for the picture font. To make the picture appear as it did when displayed as a picture, you can select the picture in your document and deselect the Tall style.

■ Select the picture in your document.



The picture can be selected just like any other collection of characters.

■ Choose Tall or Plain from the Style Menu.

The picture appears to be normal now, looking like it did when displayed on the Picture Manager screen. If you print it, however, you'll want to return it to its tall state so that it will appear normal when printed. To change the picture back, just select it again and choose Tall from the Style Menu.

When you load a picture into MultiScribe, two rulers are inserted into the document above and below the picture. The first ruler, which precedes the picture, is a copy of the first ruler in the document with the line spacing set to zero spacing, whereas the second ruler is a copy of the first ruler in the document, with the line spacing set to the regular single spacing. *If you've inserted other rulers into your document with different settings than on the first ruler, these new rulers may affect formatting in the parts of the document following the picture.* You can correct this by making the necessary changes to any rulers following the picture.

Working with pictures pasted into MultiScribe documents is quite easy once you know a little bit about how these pictures are being handled by MultiScribe. Basically, there are five important things to keep in mind when attempting to edit or move pictures or surround them with text.

- ❶ **Picture Manager converts a picture to a special font format and writes the picture as a sequence of characters in this font on the Clipboard.** This means that you can edit a picture as you would any other sequence of characters — by selecting the picture characters and then performing an edit operation. In this manner a picture can be deleted (with Cut or the Delete key), moved to a new location in the document (with the Cut command), duplicated (with Copy), enlarged (with the Size Menu options), styled (with the Style Menu options), placed in headers and footers, and even converted to another font. In addition, picture characters can be edited with FontEditor, so you can even modify a picture once it's in a document.
- ❷ **When you paste a picture into a MultiScribe document, two rulers are placed into the document, one immediately preceding and one immediately following the picture.** These rulers are duplicates of the first ruler in the document; for this reason, any text following a picture which has formatting different than that specified by the first ruler in the document will have its formatting changed. To remedy this problem, simply copy the ruler with the different formatting and paste this copied ruler into your text following the picture. The ruler preceding the picture has line spacing set to zero-spacing; this is to allow the characters in the picture font to form a picture without spacing between the lines of characters.

- ❸ **When you paste a picture into a MultiScribe document, it activates the Tall style on the Style Menu and the picture is in Tall.** For reasons discussed in "How Picture Manager Works" in this chapter, pictures appear elongated when brought into MultiScribe documents. You can make a picture appear "normal" by selecting it and toggling Tall off by choosing Tall from the Style Menu. You'll probably want to have the picture in Tall format when you print the document, however, because when a picture appears "normal" on the screen it will appear compressed when printed. Remember, however, that any text you place near a picture will default to Tall.
- ❹ **If you want to place text around a character, use a font with an ascent less than 22 pixels and a descent less than eight pixels.** Most fonts will work just fine with pictures. Some very large fonts, however, have ascents or descents greater than that of a picture font and will cause the picture to appear split up into lines of picture pieces. If you have any questions about using a particular font with a picture, you can check out its ascent and descent with the FontEditor. For more information on the ascent and descent of a font, see "About MultiScribe Fonts," in Chapter 5 of the **MultiScribe User's Manual**.
- ❺ **If you want to move picture characters — to center it on the screen, for example — change the font before using the space bar because the space becomes a picture character and funny pieces of your picture will appear when you press the space bar.** Using the Tab key inserts a regular tab, however, and is preferable to using the space bar anyway, because you adjust the placement of the picture on the screen just by moving the tab to a new location on the ruler's inch scale.

With this information on how Picture Manager works and how to work with pictures in MultiScribe, this tutorial chapter has provided you with everything you need to know to place pictures into your documents. The next chapter, "Using Picture Manager," provides detailed instructions on how to perform specific tasks with Picture Manager, while Chapter 4, "Picture Manager Reference," provides a summary of all the menus and commands you'll encounter while using Picture Manager.



CHAPTER THREE

Introduction

This chapter provides more detailed instructions for performing specific tasks with Picture Manager.

The first section, "Creating Picture Files," describes some procedures that will help you set up your files to make full use of Picture Manager.

The next five sections cover the most commonly-used Picture Manager tasks, such as "Opening a Picture File" and "Resizing the Picture Frame."

Chapter 3 concludes with the section "Things You Should Know," which includes miscellaneous information about specific program functions not already covered in previous parts of the manual.

Creating Picture Files for Use with MultiScribe

As You Create Your Picture Files

There are numerous sophisticated graphics programs available for the Apple IIe and IIc. Rather than duplicate the capabilities of those programs, Picture Manager links your picture files to your word processing document text files.

The limitations of your picture and graphic drawings will depend upon the program you use to create them. Picture Manager works with any ProDOS single or double high-resolution binary picture file.

For specific instructions on creating a picture file, you should refer to the user's manual for the particular graphics program you're using.

As you create a picture file using a graphics program, it may be more convenient to put several picture "pieces" on the same picture file. For example, if you use a variety of bar and pie charts to illustrate a document, they could be created on the same file and listed as "Charts."

With Picture Manager's ability to select any portion of a picture, you can add an individual "piece" where it is needed, or as much of the picture file as Picture Manager can frame. Saving several small pictures in one graphics file eliminates the need to search through multiple files to locate a particular illustration.

If you have sufficient space on your disk, you might find it convenient to save your picture files on the same disk as your MultiScribe text files. This allows for quick and easy access of your pictures while writing or editing your document.

If you plan to create several pictures to be used with a variety of documents, consider setting up a separate disk to hold all of your picture files. Creating a "picture portfolio" of commonly-used graphics keeps your text document disks from filling up too quickly.

Getting from
MultiScribe
to Picture
Manager

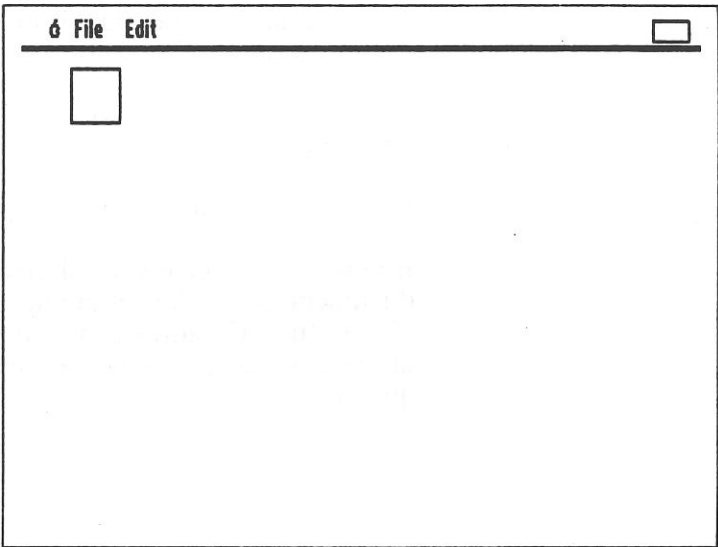
Once installed, Picture Manager is as easily accessed from MultiScribe as any other menu command or accessory. As you write documents, use Picture Manager to add creative graphics. Remember, pictures can be added both *during* the creation of a document or *after* you've completed your text.

When you quit the Picture Manager program you'll return to the place in the MultiScribe document where the insertion point was located when you chose to access Picture Manager without disturbing any of your text. Nevertheless, it's still a good idea to save your document before using Picture Manager.

■ Choose Picture Manager from the menu.

After a few seconds, the MultiScribe screen vanishes and the Picture Manager menu screen appears.

If you're using more than six accessories (not including the FontEditor), you'll have to use the Run Accessories command to run Picture Manager.

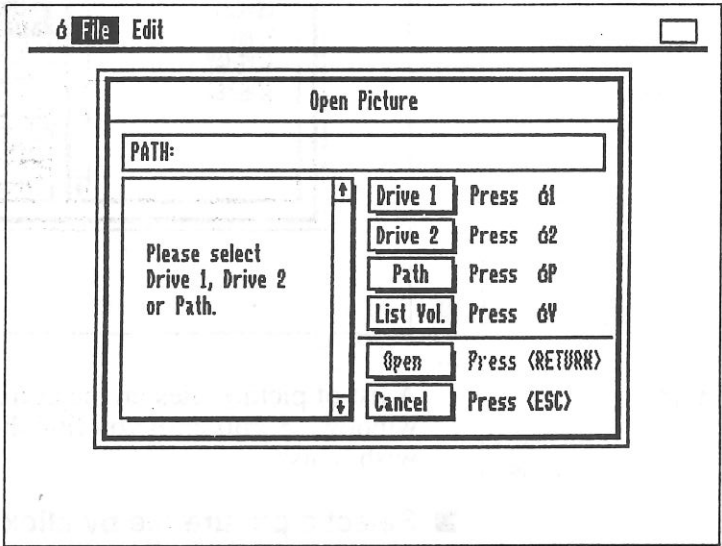


Opening a
Picture File

Once you've created a picture using your graphics program, you're ready to add it to your text document file.

■ Choose Open Picture from the File menu, or press J.

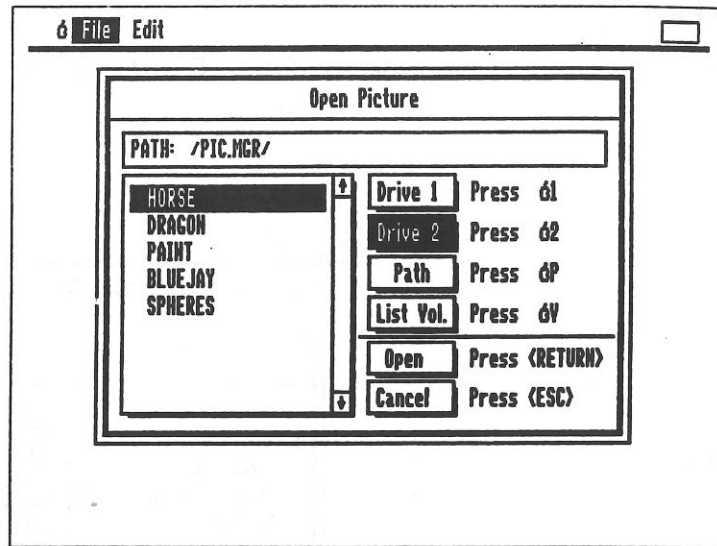
A dialog box appears.



The Picture Manager Open dialog box is almost identical to the MultiScribe Open dialog box, except that the Picture Manager Open dialog will only let you open picture files, while the MultiScribe Open dialog will only let you open word processing and ASCII text files.

The Picture Manager Open dialog box contains an input bar for Path, a list of picture files on the current path, buttons for path selection (Drive 1, Drive 2, Path, List Vol.), and buttons for Open and Cancel.

First, let Picture Manager know where your picture files are. Choose the volume which contains your picture files by clicking on Drive 1 or Drive 2, or by specifying the pathname for the volume.



A list of picture files on the current path appears in the scroll window. Scroll until you find the name of the picture file you wish to use.

- **Select a picture file by clicking on it, or scroll the list until the name of the picture file is selected.**

If you have set up a separate disk as a "picture portfolio," switch to that disk to get the picture listing by specifying the drive or path on which your pictures are located.

- **Click Open or press Return.**

The picture you selected appears on the Picture Manager screen. You can now select the portion of the picture you want to include in your document file.

Moving the Picture Frame

The rectangular box which appears on the left side of the screen just under the menu bar is the **picture frame**. With the picture frame, you can "frame in" the portion of the picture that you want to add to your MultiScribe text file.

By using the mouse to drag the picture frame or by using the arrow keys, the picture frame can be moved to any part of the screen.

The arrow keys seem to move the picture frame a bit slowly; this is because pressing an arrow key moves the picture frame one pixel at a time in the direction of the arrow on the key pressed. To move the picture frame faster, hold down the **⌘** key (not the **⌘** key, which, as you'll soon see, serves a different function) while pressing the appropriate arrow key; this moves the picture frame 10 pixels at a time.

To Move the Picture Frame to the Right

■ *If you're using a mouse*, click anywhere inside the picture frame and, holding down the mouse button, drag to the right until the picture frame is in the desired location on the screen.

■ *If you're using the keyboard*, press the **→** key continuously until the picture frame is in the desired location.

To Move the Picture Frame Down

■ *If you're using a mouse*, click anywhere inside the picture frame and, holding down the mouse button, drag down until the picture frame is in the desired location.

■ *If you're using the keyboard*, press the ↓ key continuously until the picture frame is in the desired location.

To Move the Picture Frame to the Left

■ *If you're using a mouse*, click anywhere inside the picture frame and, holding down the mouse button, drag to the left until the picture frame is in the desired location.

■ *If you're using the keyboard*, press the ← key continuously until the picture frame is in the desired location.

To Move the Picture Frame Up

■ *If you're using a mouse*, click anywhere inside the picture frame and, holding down the mouse button, drag up until the picture frame is in the desired location.

■ *If you're using the keyboard*, press the ↑ key continuously until the picture frame is in the desired location.

Resizing the Picture Frame

The rectangular box which appears on the left side of the screen just under the menu bar is the **picture frame**. With the picture frame, you can "frame in" the portion of the picture that you want to add to your MultiScribe text file.

Before you begin to resize the picture frame, please note that only the **right** and **bottom** sides can be used to expand the picture frame. The **top** and **left** sides remain stationary.

MultiScribe limits the size of a picture in a document file to about 2/3 the size of the screen. When creating new pictures to be used in your text documents, you should keep this limitation in mind. For this reason, if your picture extends to the edges of the screen, the frame will not cover the entire picture even when fully extended.

To Increase the Width of the Picture Frame

■ *If you're using a mouse*, click and hold on the right side of the frame and drag to the right until the frame is the desired width.

■ *If you're using the keyboard*, hold down the ⌘ key and press the → key continuously, until the frame is the desired width.

The picture frame expands horizontally. If you're using the keyboard, you can increase the width of the frame faster by holding down both the ⌘ and ⌥ keys while pressing the → key.

To Increase the Height of the Picture Frame

■ If you're using a mouse, click and hold on the bottom side of the frame and drag down until the frame is the desired length or height.

■ If you're using the keyboard, hold down the ⌘ key and press the ↓ key continuously, until the frame is the desired length or height.

The picture frame expands vertically. If you're using the keyboard, you can increase the height of the frame faster by holding down both the ⌘ and ⌥ keys while pressing the ↓ key.

To Expand the Width and Height of the Picture Frame Simultaneously

■ If you're using a mouse, click and hold on the bottom right corner of the frame and simultaneously drag down and to the right until the frame is the desired width and height.

The picture frame expands diagonally. Note that this can only be done if you're using a mouse.

To Shrink the Picture Frame Horizontally

■ If you're using a mouse, click and hold on the right edge of the picture frame and drag to the left until the picture frame is the desired width.

■ If you're using the keyboard, hold down the ⌘ key and press the ← key continuously until the picture frame is the desired width.

The picture frame shrinks horizontally. If you're using the keyboard, you can decrease the width of the frame faster by holding down both the ⌘ and ⌥ keys while pressing the ← key.

To Shrink the Picture Frame Vertically

■ If you're using a mouse, click and hold on the bottom side of the frame and drag up until the frame is the desired length or height.

■ If you're using the keyboard, hold down the ⌘ key and press the ↑ key continuously, until the frame is the desired length or height.

The picture frame shrinks vertically. If you're using the keyboard, you can decrease the height of the frame faster by holding down both the ⌘ and ⌥ keys while pressing the ↑ key.

To Decrease the Width and Height of the Picture Frame Simultaneously

■ If you're using a mouse, click and hold on the bottom right corner of the frame and simultaneously drag up and to the left until the frame is the desired width and height.

The picture shrinks diagonally. Note that this can only be done if you're using a mouse.

Copying and Pasting Your Picture

The Picture Manager's Copy command is similar to the Copy command in MultiScribe because it copies the selected picture portion to the Clipboard. Because Picture Manager uses the same Clipboard as MultiScribe, only one selection can be held in the Clipboard at a time.

While similar to the MultiScribe Copy command, the Picture Manager Copy command actually performs two different tasks. *First*, it converts the selected portion of the picture to a MultiScribe font, which is named after the filename associated with the picture. *Second*, it writes this "picture text" onto the MultiScribe Clipboard and places the newly-created picture font on the MultiScribe Font menu.

A detailed explanation of picture fonts is given later in this chapter, in the section "Other Things You Should Know About Picture Manager."

- To use the Copy command, first frame in the portion of the picture you want to add to your MultiScribe document.

- Choose Copy from the Edit Menu or press ⌘C.

Because the Clipboard can only hold one picture at a time, paste the picture currently on the Clipboard into your document before adding other pictures.

- Quit the Picture Manager by choosing Quit to MultiScribe from the File Menu or pressing ⌘Q.

- Position the insertion point at the place in your text where you would like to add your picture.

- Choose Paste from the Edit Menu or press ⌘V.

The picture is placed in your word processing document at the insertion point.

"Working With Your Picture," in the next section of this chapter, gives a detailed explanation of how to move a picture once it has been added to the MultiScribe document.

More about Picture Manager

About MultiScribe Picture Fonts

This section explains more about various functions of the Picture Manager program.

After Picture Manager has been used to copy a picture file, note that a font has been added to the MultiScribe Font Menu. A picture is created with a series of "picture characters" which make up a picture font, which is placed on your MultiScribe disk when you create it with the Copy command. In order to print the picture, this font **MUST** be listed on the Font Menu.

■ Pull down the Font Menu.

If you have copied a selection from one of the picture files provided on the program disk, one of the fonts on the Font Menu will appear as, "GRAPHICS.01.PCFT" (where "GRAPHICS" is the name of the picture file the selection was copied from). With this special format, picture fonts are easily distinguished from regular MultiScribe fonts.

The "GRAPHICS" prefix is taken from the picture file name. For example, if you have a picture of cats, then "CATS" would be a logical name for your picture file. Consequently, if you used Picture Manager to copy this file, "CATS" would appear as the prefix of your picture font.

The digits ".01" in this example are assigned by the program and designate the first picture font for that picture file. Subsequent picture fonts for *the same picture file* are given the digits ".02", ".03", etc. — designations to allow you to distinguish between portions of the same picture. Picture fonts created for other picture files will likewise be numbered starting with ".01".

The ".PCFT" suffix stands for "picture font" and is automatically added to all MultiScribe picture fonts. This filename extension makes picture fonts easy to distinguish from regular MultiScribe fonts on the Font Menu.

Picture fonts, like other fonts, actually translate a keystroke into a formatted character in your document. For this reason, you may notice that if your picture is inserted at the end of a document, *the picture font remains in use until you choose another font, such as a text font*. This will not occur when a picture is inserted between two sections of existing text.

Because MultiScribe can use a maximum of 16 fonts, up to 15 picture fonts can be created and printed at one time by selecting only one font in your font set with the Select New Fonts command or by deleting all of the text fonts except the one used to create text in your document. For more information on selecting fonts for the current path, see "Select New Fonts" in Chapter 4 of the MultiScribe User's Manual. For a detailed explanation of how to remove fonts from a disk, see "Delete Fonts," in Chapter 4.

Hidden Rulers

Picture Manager adds two rulers to the picture selection when it is pasted into a MultiScribe document. This allows for flexibility in formatting the picture differently than the text.

If you have Show Rulers chosen when you access the Picture Manager program, these rulers will appear after the picture has been pasted into your text document. If you have the rulers hidden, they must be "toggled on" through the MultiScribe menu if you want to change the format.

- Choose Show Rulers from the Format menu, or press **⌘M**.

Because these "hidden" rulers are a part of your picture, it's important that they aren't accidentally deleted or "left behind" when moving or copying your picture to another part of the text document.

When Picture Manager copies the picture to a MultiScribe document, it automatically places the picture on the left side of the screen one line below where you placed the insertion point.

If you'd like to center, justify, or move the picture to the right side of your text document, you can do this in two ways:

- ① Select the insertion point in front of each line of the picture and move the picture to the right by pressing the Tab key. Don't use the space bar to move the picture since the program equates a space to another character in the picture.

Elongated

- ② Center or Justify the picture within your document margins using the settings on the "hidden rulers" described above.

NOTE: As with MultiScribe text, the text formatting affected by ruler settings appears on the printed document only and not on the screen.

If you'd like to add another copy of the same picture to another area of your document, or if you want to move the picture to another part of the document altogether, select the picture and use the Copy, Cut, and Paste commands of the MultiScribe Edit Menu as you would any other text.

After a picture has been copied using Picture Manager, you'll notice that it appears "stretched" or elongated on your screen. This is the result of vertical resolution differences between your computer and dot matrix printers. When printed, your picture will appear normal because the printer contains twice as many pixels per vertical inch as your monitor.

If you'd like to view your picture on the screen as it will appear when printed:

- Select the picture.
- "Toggle Off" the Tall style by choosing Tall or Plain from the Style Menu.

After you are through working with the picture, return it to the elongated form by toggling on the Tall selection from the Size menu. Remember, Tall selection must be selected (indicated by a "√" to the left of Tall on the Style Menu) for your picture to be printed correctly.



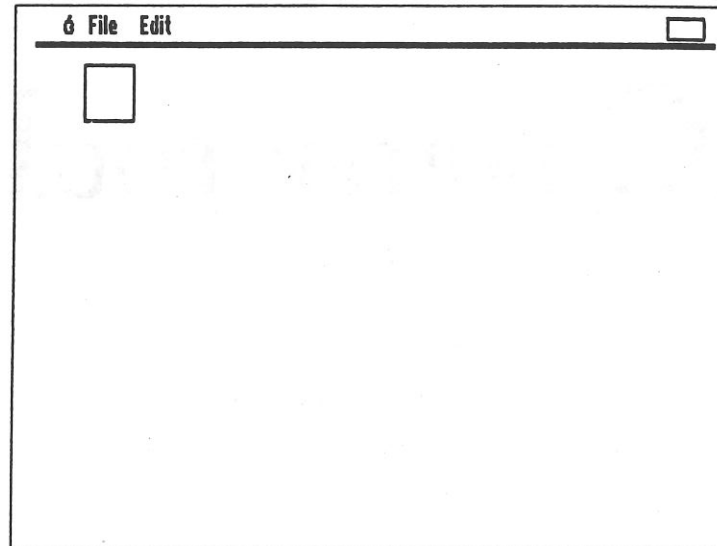
CHAPTER FOUR

QUICK REFERENCE

The Picture Manager Screen

There are four components of the Picture Manager screen:

- the menu bar
- the screen icon
- the picture frame
- the work area



Like MultiScribe, Picture Manager features "pull-down" menus. The menu bar contains the titles of the menus from which you'll choose commands.

The small rectangular box in the top right corner is a pictorial representation, or "icon," of the screen. The screen icon works as a "toggle" switch to hide and display the menu bar. By clicking with a mouse or pressing the space bar, the menu bar disappears, allowing you to see and work on the entire screen. When you switch the menu bar off, the screen icon contains a menu bar, indicating that the menu bar is now hidden and can be displayed again by toggling the screen icon. Toggle again by clicking the screen icon with the mouse or pressing the space bar to return to the screen with the menu bar displayed.

The Picture Frame

The larger, rectangular box on the left side of the screen just under the menu bar is the **picture frame**. With the picture frame, you can "frame in" all or any portion of the picture that you want to add to your MultiScribe text file.

Expanding the Picture Frame

For expanding the picture frame, remember that only the **right** and **bottom** sides will expand the frame by "pulling" these sides out. To expand the picture frame, use a mouse to "pull" from the bottom or right sides, or use the keyboard by pressing ⌘ and the → or ↓ keys. The picture frame will expand either to the right or downward. The picture frame will expand faster if both ⌘ and ⌘ keys are held down while pressing the appropriate arrow keys.

Reducing the Picture Frame

The **top** and **left** sides of the picture frame are stationary, allowing you to reduce the size of the picture frame. Use the mouse to drag from the right or bottom of the frame. With the keyboard, hold down the ⌘ while pressing the ← or ↑ keys. The picture frame will shrink faster if both ⌘ and ⌘ keys are held down while you press the appropriate arrow keys.

Moving the Picture Frame

To move the picture frame, use the mouse to click anywhere inside the frame and drag it to the desired location on the screen, or use the keyboard arrow keys. Either method will move the picture frame to any part of the screen. If you're using the keyboard, the picture frame can be moved in larger increments if you use the ⌘ and the arrow keys together.

Using the Mouse with the Picture Frame

The flexibility of the mouse provides some capabilities not available to keyboard users. For example, clicking and holding on the lower right corner of the frame while dragging toward or away from the center of the screen will expand or reduce the Picture Frame *diagonally* — both horizontally and vertically at the same time.

The Work Area

The size of the Picture Manager work area is limited only by your screen. When a picture is opened, it appears within the work area so that you can select all or any portion of it. Toggling the menu bar off by clicking the screen icon or pressing the space bar enlarges the work area to show the top portion of your picture.

Picture Manager's Work Area is not the same as a graphics program's work area since you cannot make changes to the picture. If you wish to change your picture, you will need to do this through the original graphics program *before* adding it to your document with Picture Manager.

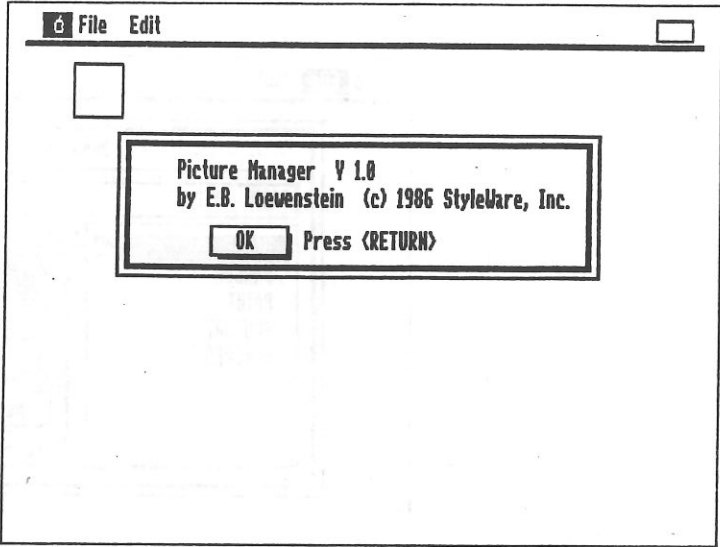
The Menu

About Picture Manager

Invert Picture

The Apple Menu contains miscellaneous commands not found on other menus.

This command displays information about the Picture Manager program. When you choose About Picture Manager, a dialog box appears, telling you Picture Manager copyright and authorship information.



When you've finished reading the dialog box, click the "OK" button or press Return.

The Invert Picture command changes any positive or light parts of a picture on the screen into reverse or dark parts and vice versa (i.e., light areas will become dark and dark areas will become light). As with the MultiScribe Invert Screen command, the Invert Picture command is a "toggle on/off" command selected with either the mouse or the keyboard mouse.

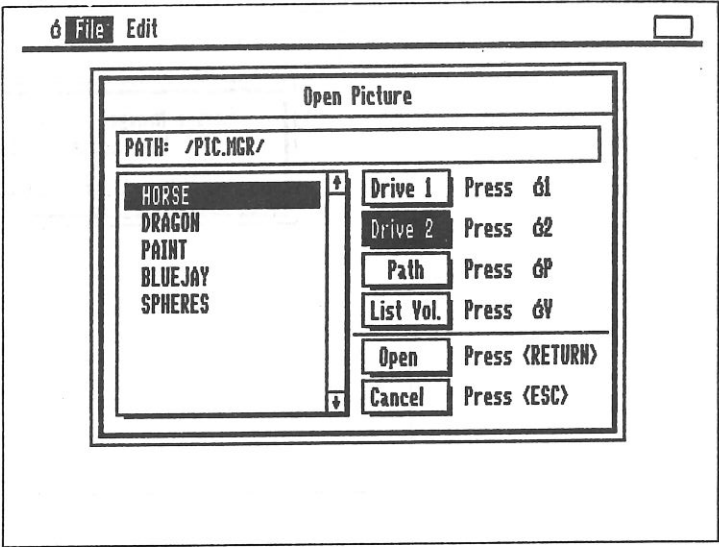
Unlike MultiScribe, however, using this option *reverses the printed version* as well as the screen. This allows you to reverse pictures to positive or negative as needed. Once the picture is added to your Multiscribe text document, it will remain normal or inverse as you have specified and will be printed accordingly.

The File Menu

Open Picture

The File Menu contains commands for managing picture and font files on your disk, and to allow you to return to MultiScribe.

To use a picture in your MultiScribe document, read the picture from disk with the Open Picture command from the File menu. When you choose Open Picture from the File Menu, a dialog box appears.



The Picture Manager Open Picture dialog box is almost identical to the MultiScribe Open dialog box, except that the Open Picture dialog box will only let you open picture files, while the MultiScribe Open dialog box will only let you open word processing and ASCII text files.

The Open Picture dialog box contains an input bar for Path, a list of picture files on the current path, buttons for path selection (Drive 1, Drive 2, Path, List Vol.), and buttons for Open and Cancel.

The buttons for selecting path — the Drive 1, Drive 2, Path, and List Vol. buttons — allow you to specify the path from which you want to open pictures. If you haven't specified a pathname since starting up MultiScribe — if you haven't performed any Save or Open operations in MultiScribe or opened a picture in Picture Manager — the Open button will be dimmed and the list box will contain a message asking you to select a drive or specify a path name. Before you select a picture to open you'll want to be sure that you've chosen the correct path from which to open your picture files.

A path is either a volume — a disk drive like drive 1 or drive 2 or a hard disk — or a volume and subdirectories. If you want to open a picture file on the disk in drive 1 or drive 2, just click on the Drive 1 or Drive 2 button or press ⌘1 or ⌘2. If you want to open a picture file on a hard disk or on a subdirectory of a volume and you know the pathname for the path where the picture file is located, click on the PATH input bar or Path button, or press ⌘P, and enter the pathname from which you want to read the picture file. You can enter a pathname with a length of up to 40 characters.

When you've chosen a path, all the directories and picture files on that path are displayed in the list box. Directories are differentiated from other types of files by being preceded by a slash.

If you want to open a document but can't remember the path on which it's stored, click on List Vol. or press ⌘V to list all online volumes in the scroll window. Volumes are distinguished from document files by being preceded by a slash ("/") and followed by the volume's slot and drive number. Directories are also preceded by a slash but are not followed by slot and drive numbers. To list all the picture files on a volume or directory, select the volume or directory by scrolling the scroll window until the desired directory name is highlighted.

Open the volume or directory by double-clicking on the selected volume or directory name or by clicking on the Open button if you're using a mouse, or by pressing the Return key if you're using keyboard controls. The picture files on that volume or directory are displayed in the list box.

To open a document:

- *If you're using a mouse*, double-click on the picture you want to open

OR

first select the picture you want to open by clicking on the picture filename or by scrolling the document list until the picture name appears highlighted; then click on the Open button.

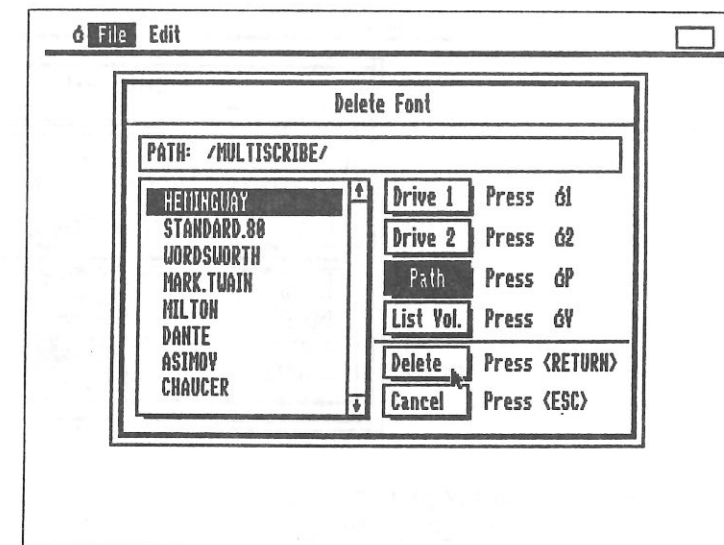
- *If you're using keyboard controls*, scroll the picture list until the name of the picture you want to open is highlighted. Open the picture by pressing Return.

The picture you selected will be read from disk into memory and displayed in the work area on the Picture Manager screen.

While copying a picture to the Clipboard, Picture Manager automatically creates a picture font consisting of individual characters which make up the picture. This translation sequence is described in more detail in the section on Edit Menu commands below.

The fonts created by Picture Manager are added to the MultiScribe Font Menu regardless of whether the picture you copied is used once, repeatedly, or not at all. Because of space limitations, MultiScribe has a 16-font maximum capacity. If several pictures are used within a document, the number of fonts may reach 16 or the disk may become full, necessitating the removal of one or more fonts before new pictures can be copied and used. While the Delete Fonts command lets you remove fonts, it is an extreme measure and should only be used when your disk is full or you have fonts you wish to remove; otherwise, use the Select New Fonts command on the MultiScribe File Menu to choose a smaller set of fonts.

A dialog box appears when Delete Font is chosen from the File Menu.



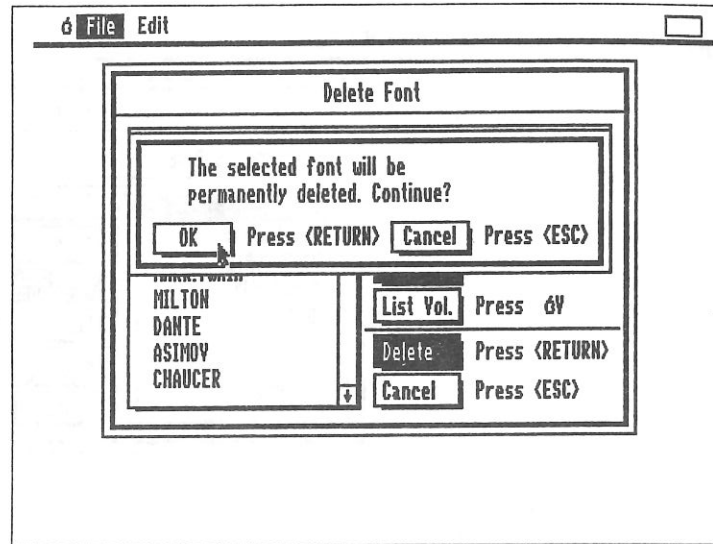
The Picture Manager Delete Font dialog box is similar to the Open Picture dialog box, except that while the Open Picture dialog box will let you open picture files, the Delete Font dialog box will let you select fonts for deletion to free up space on your disk.

The Delete Font dialog box contains an input bar for Path, a list of the currently selected set of fonts, buttons for path selection (Drive 1, Drive 2, Path, List Vol.), and buttons for Delete and Cancel.

As with the Open command, the buttons for selecting path — the Drive 1, Drive 2, Path, and List Vol. buttons — allow you to specify the path from which you want to open pictures. If you haven't specified a pathname since starting up MultiScribe — if you haven't performed any Save or Open operations in MultiScribe or opened a picture in Picture Manager — the Delete button will be dimmed and the list box will contain a message asking you to select a drive or specify a path name. Before you select a font to delete you'll want to be sure that you've chosen the appropriate path.

Select the font you want to delete by clicking the fontname in the list or scrolling the list until the fontname is highlighted; then click on Delete or press Return. A second dialog box appears, asking you to verify whether you want to continue with the deletion of the font you selected or to cancel the selection.

Delete Font



Click OK or press Return if you want to continue; click Cancel or press Esc if you want to cancel the Delete Font operation and return to the picture. If you click OK or press Return, the selected font is deleted and you return to the Delete Font dialog box, so that you can delete another font, if you want. To quit from this dialog box and return to the Picture Manager work area, click on Cancel or press Esc.

The Quit to MultiScribe command quits Picture Manager and returns to the place in your MultiScribe document where the insertion point was last located before you chose Picture Manager from the  Menu. Choose the Quit to MultiScribe command from the File Menu when you're ready to paste your picture into a text document.

The Edit Menu

Copy

The Edit Menu contains only one command — Copy, which lets you copy pictures to the Clipboard, from which they can be pasted into MultiScribe documents.

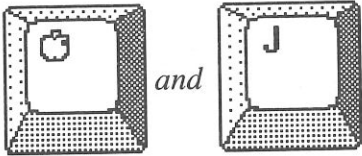
The Picture Manager Copy command is similar to the MultiScribe Copy command in that it copies selected material to the Clipboard; the major difference between the two commands is that the Picture Manager command copies a selected portion of a picture (converted to a picture font) to the Clipboard, whereas the MultiScribe Copy command copies text and text formatting information to the Clipboard. Also, the Picture Manager Copy command records whether a picture is normal or inverse for printing. Picture Manager uses the same Clipboard as MultiScribe, so copying a picture selection will replace any text you have on the Clipboard.

Also unlike the Multiscribe Copy, the Copy command in Picture Manager performs two different tasks. *First*, it converts the selected portion of the picture to a sequence of characters in a special picture font. *Second*, it writes this "picture text" onto the MultiScribe Clipboard, names the newly-created picture font, gives it a font number, and places it on the MultiScribe Font Menu.

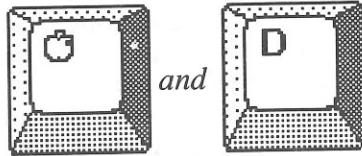
Detailed explanations of picture fonts are given in Chapter 1 in "How Picture Manager Works," and in Chapter 3, "Other Things You Should Know About Picture Manager."

To copy a picture selection, first frame in the portion of the picture you want to add to your MultiScribe document, then choose Copy from the Edit Menu or press C. The menu bar will disappear from the screen for a *few seconds* while the picture selection is converted in your Apple's memory to a picture font. When this picture to picture font conversion is complete, the menu bar returns to the screen, and your disk drive whirs as the picture text is written to the Clipboard, and the new picture font is name, numbered, and placed on the MultiScribe Font Menu. When Picture Manager finishes writing this information to disk, screen control returns to your mouse and/or keyboard.

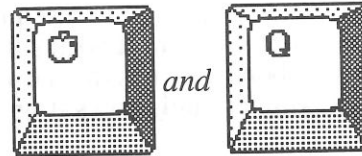
**Keyboard
Equivalents to
Picture Manager
Commands**



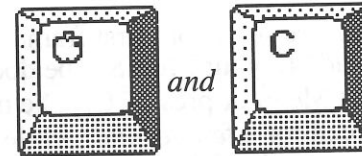
Open Picture
Reads a picture font from disk and displays it in the Picture Manager work area.



Delete Font
Displays a list of the current set of selected fonts and allows you to delete fonts from this set to free disk space or to make room for a picture font.

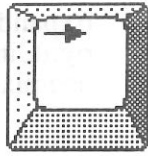


Quit to MultiScribe
Quits the Picture Manager application accessory program and returns to the place in your MultiScribe document where the insertion point was located when you chose to access Picture Manager.

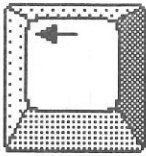


Copy
Converts a picture selection to a sequence of picture font characters and writes this picture text to the Clipboard, from which it can be pasted into a MultiScribe document.

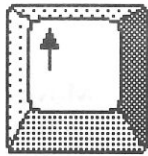
**Moving the
Picture Frame
with the Keyboard**



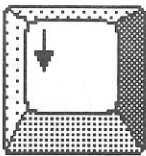
Moves the picture frame to the right one pixel.



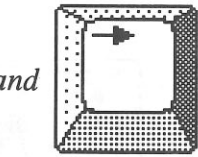
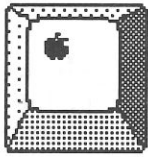
Moves the picture frame to the left one pixel.



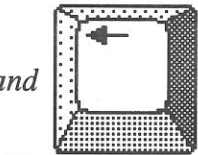
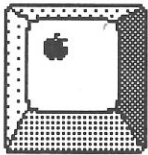
Moves the picture frame up one pixel.



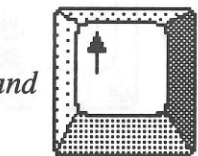
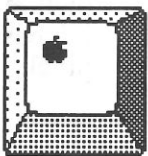
Moves the picture frame down one pixel.



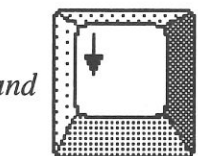
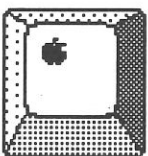
Moves the picture frame to the right ten pixels.



Moves the picture frame to the left ten pixels.

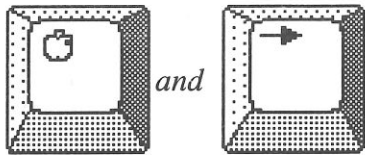


Moves the picture frame up ten pixels.

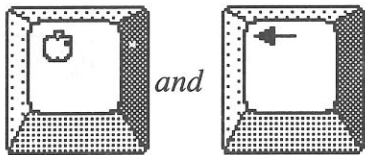


Moves the picture frame down ten pixels.

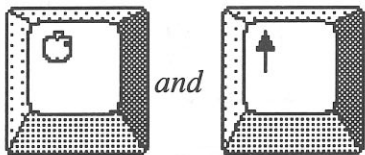
Sizing the Picture Frame with the Keyboard



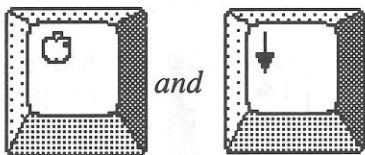
Expands the picture frame to the right, increasing its width by one pixel.



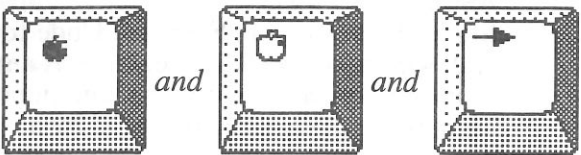
Moves the right edge of the picture frame to the left, decreasing its width by one pixel.



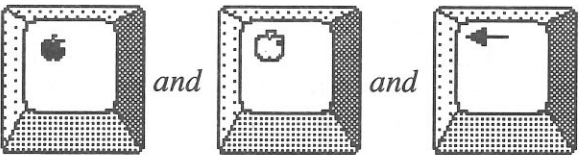
Moves the bottom edge of the picture frame upward, decreasing its height by one pixel.



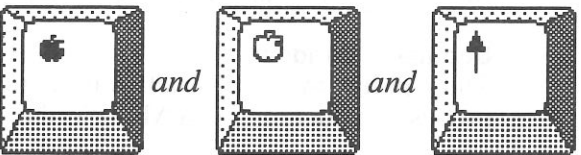
Moves the bottom edge of the picture frame downward, increasing its height by one pixel.



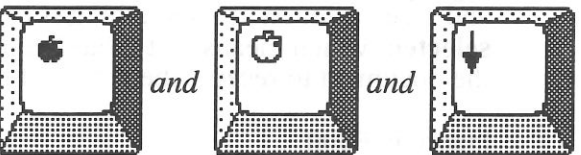
Expands the picture frame to the right, increasing its width by ten pixels.



Moves the right edge of the picture frame to the left, decreasing its width by ten pixels.



Moves the bottom edge of the picture frame upward, decreasing its height by ten pixels.



Moves the bottom edge of the picture frame downward, increasing its height by ten pixels.

Note: On the Apple IIGS, the  key is represented by the *option* key.

Glossary

ASCII

Stands for **American Standard Code for Information Interchange** and is pronounced ASK-ee. This is a standardized code for representing letters, numbers, and punctuation characters in a numeric form easily understood by a computer.

Command

A command is any instruction you give MultiScribe or Picture Manager in order to perform an operation or task.

Dialog Box

Dialog box used in MultiScribe and Picture Manager to obtain information from you or to get your approval before performing an action.

Document

A MultiScribe document is any text and formatting you create at one time in MultiScribe. When you save a document, it becomes a **file** on disk and has a ProDOS filename.

Document Window

The window through which you view and edit your word processing documents in MultiScribe.

Highlight

When something — text, a ruler, a filename — is highlighted, it appears in inverse video on the screen. The parts of the highlighted material which normally appear light will appear dark, and vice versa. When something is highlighted, it is usually **selected**, which means that it has been chosen as the portion of the document to receive the action of the next command.

Insertion Point

The flashing vertical bar that marks the place where text appears as you type or the point at which a picture copied with Picture Manager will appear when you choose Paste.

Menu Bar

Contains the titles of the pull-down menus from which commands can be chosen.

Picture Frame

In Picture Manager, the rectangular box used to select the portion of the picture to be added to your text document.

Pixel

Stands for *picture element*. In your computer's graphics mode, the screen display consists of a grid of pixels which can be turned on and off to form text and graphics patterns.

Screen Icon

Small pictorial representation on the Picture Manager screen used to toggle the menu bar on and off, so that you can alternately view the entire screen and access commands from the pull-down menus.

Operation

An operation or task is any command being executed by MultiScribe or Picture Manager.

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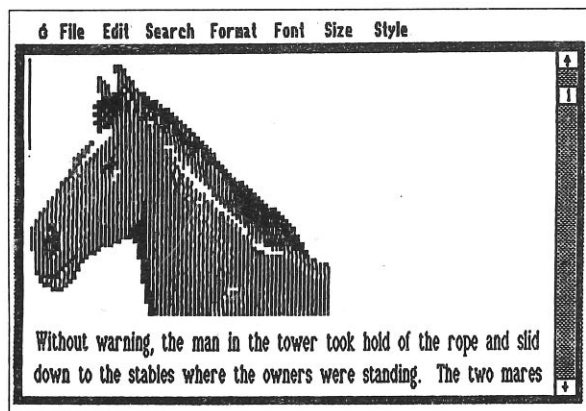
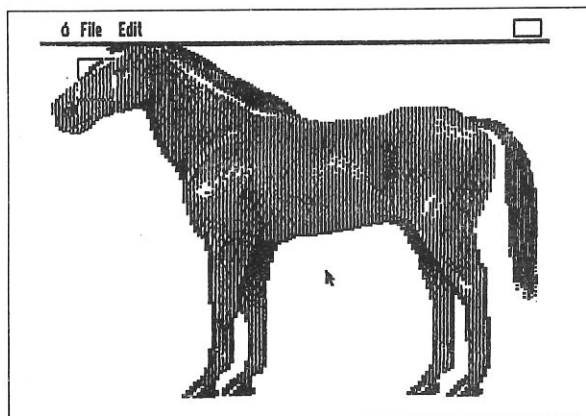
StyleWare, Inc.

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(713) 668-0743

For use with MultiScribe 2.0

Picture Manager



Place single or double high resolution pictures into MultiScribe text with this new on-line accessory program for use with MultiScribe version 2.0. Picture Manager lets you bring your artistic creations right into your MultiScribe documents — without leaving MultiScribe! Compatible with major graphics programs such as Dazzle Draw™ and MousePaint,™ Picture Manager works with any 128K Apple IIe or IIc — with or without a mouse.

You can choose specific portions of your pictures to place into your documents and copy up to 15 pictures per document. Pictures can be moved anywhere within a document, combined with text, or modified with the FontEditor — giving you the creative word processing edge.