

The Big Red Apple Club presents

THE
**PS LOVER'S
UTILITY SET**
Volume #1

Do you love Print Shop? We do! And that's why we've created the PS LOVER'S UTILITY SET (P.L.U.S.). P.L.U.S. is a set of ten "Print Shop"-related utility programs that are so useful, you'll wonder how you ever got along without them.

BIG RED APPLE CLUB

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CREDITS

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INTRODUCTION

What is P.L.U.S.?

The PS Lover's Utility Set (P.L.U.S.) is a set of ten "Print Shop"-related utility programs which are designed to make "Print Shop" even more useful.

The ten utilities are:

- **Graphic Cataloger**
- **Border Cataloger**
- **Font Cataloger**
- **Label Printer**
- **Envelope Printer**
- **Bookmark Maker**
- **PS Slide Show**
- **Clip Art Convert**
- **PS Graphic Maker**
- **Clip Art Maker**

P.L.U.S. was designed to be used with Print Shop, The Print Shop Companion, Print Shop Graphic Libraries, Newsroom, Clip Art Collection Volumes 1 and 2, and MiniPix. However, most of P.L.U.S.'s utilities can be used as stand alone programs.

COMPATIBILITIES

What you will need

- Apple][+, //e, or //c (with at least 48K)
- Disk Drive (preferably two)
- TV or Monitor
- Dot Matrix Printer (refer to Appendix C for a list of printers which may be used with the program)
- Printer Interface (refer to Appendix D for compatible interfaces)

Using P.L.U.S. with Print Shop

Although P.L.U.S. is designed to be used with "Print Shop," the graphics, fonts and borders which are included with the "Print Shop" program are in a different format than those found on the "Print Shop Companion" and the "Print Shop Graphic Libraries." To use the graphics on the "Print Shop" disk with P.L.U.S., you must first load them into the GRAPHIC EDITOR in "Print Shop" and then resave them on a standard data disk. This technique is described on page 21 of the "Print Shop Reference Manual." To use the fonts and borders on the "Print Shop" disk with P.L.U.S., you must also have the "Print Shop Companion." Use the FONT EDITOR and BORDER EDITOR on the Companion disk to convert the "Print Shop" fonts and borders to a regular data disk. See Appendix A for more details. Print Shop is a trademark of Broderbund Software.

The Print Shop Companion

P.L.U.S. works with the graphics, fonts and borders which are found on "The Print Shop Companion." They can be used without modification. The Print Shop Companion is a trademark of Broderbund Software.

Print Shop Graphics Libraries

P.L.U.S. is compatible with the graphics found on Print Shop Graphics Libraries 1, 2 and 3 without modification. Print Shop Graphics Library is a trademark of Broderbund Software.

MiniPix

P.L.U.S. is compatible with the graphics found on the MiniPix program by Beagle Bros. Software. MiniPix is a trademark of Beagle Bros.

PrintMaster

The graphics from PrintMaster by Unison World cannot be used with P.L.U.S. at this time. PrintMaster is a trademark of Unison World.

Newsroom Clip Art

You can use the CLIP ART CONVERT utility on P.L.U.S. to make Newsroom Clip Art graphics usable with the other P.L.U.S. utilities. Once you have converted them, they may also be used with Print Shop. Newsroom is a trademark of Springboard Software.

USING P.L.U.S.

Making A Backup Copy P.L.U.S. comes on a two-sided floppy disk. The front side of the disk contains the startup program and all the utilities which require a printer. On the back side of the disk are the PS Slide Show, Clip Art Convert, PS Graphic Maker and Clip Art Maker Programs. P.L.U.S. is not copy-protected. You can make archival copies for your own personal use with COPYA or other disk copying programs.

Starting the Program Insert the P.L.U.S. diskette into your disk drive with the front side up. Turn on the computer or otherwise boot up the P.L.U.S. program. This will bring up the MAIN MENU section of P.L.U.S.

Using the Menus Working with P.L.U.S. is easy because it is menu driven; that is, your available choices appear in lists or menus on the screen. You make your selections by using the arrow keys to highlight your choice and then pressing the RETURN key. Pressing the Escape key will return you to the previous menu.

Remember:

Use the arrow keys to highlight your selection.
Press the RETURN key to finalize your choice.
Press the Escape key to return to the previous menu.

Cancelling Print Operations It is possible to cancel all print operations by pressing the Escape key while the printer is working.

THE SETUP OPTION

In order for P.L.U.S. to work with your particular system, you will need to specify some information about your disk drive and printer. You can do this by selecting the SETUP option from the MAIN MENU. Once you have gone through the SETUP option, P.L.U.S. will remember your choices and you will only have to use SETUP when your Apple setup changes. In the SETUP OPTION you will be asked for the following information:

Disk Drives When asked how many disk drives you have, enter 1 or 2. If you have only one disk drive, P.L.U.S. will prompt you when to insert the program disk or the data disk. For users with two disk drives, P.L.U.S. assumes that the program disk will be in drive one and will ask you to insert the data disks in drive 2.

Printer The SETUP program will ask you to identify your printer from a list on the screen. Use the arrow keys to make your selection and then press RETURN. If your printer type is not shown on the screen, check Appendix C for a list of printers which are compatible with P.L.U.S.

Printer Interface Card Select your interface card from the list on the screen. See Appendix D for a complete listing of the brands supported.

Printer Interface in What Slot? Now you will need to select which slot your printer interface is in. This is usually number 1.

GRAPHIC CATALOGER

The GRAPHIC CATALOGER will read the directory of any disk which contains "Print Shop Graphics," and print out a master sheet which shows both the picture and name of all the graphics on the disk. It prints out the graphics in a 7 by 10 array so that up to seventy graphics can be shown on a sheet.

Using GRAPHIC CATALOGER

First select the GRAPHIC CATALOGER program by highlighting it on the Main Menu. Then press RETURN.

Choose a Border

You will first be asked to choose a border. You can choose to have no border or to load a border from another disk.

If you select "FROM OTHER DISK", P.L.U.S. will prompt you to insert the disk in a drive. P.L.U.S. will then read the directory of the disk and display a listing of all the border files which it finds. Choose the desired border by using the arrow keys to highlight the border's filename. When you press RETURN, the border will be loaded from the disk.

Type your Disk Name

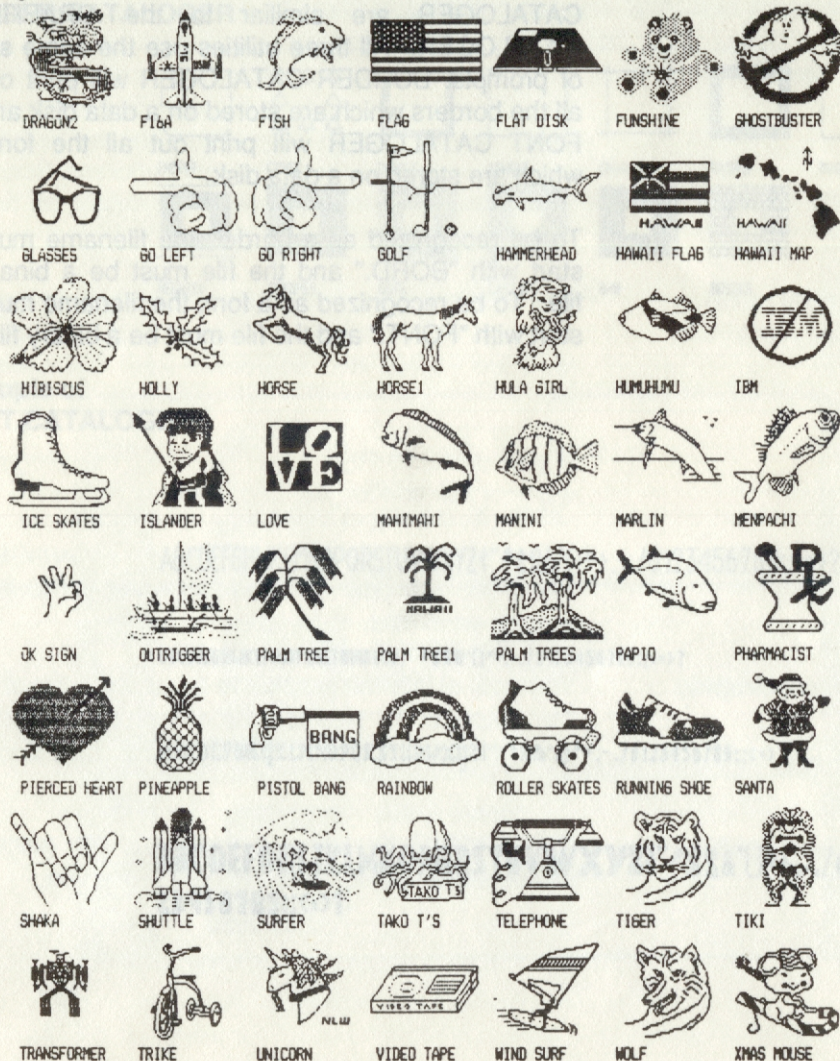
You will now be given the opportunity to type in the name of the disk and any other information which you would like to have printed. You can enter up to three lines of text. This text will be printed on the top of each page of the printout.

Insert Your Graphic Library Disk

You will next be prompted to insert your Graphic Library disk. Then P.L.U.S. will ask you to verify that your printer is on and ready.

BORDER & FONT CATALOGER

Example:

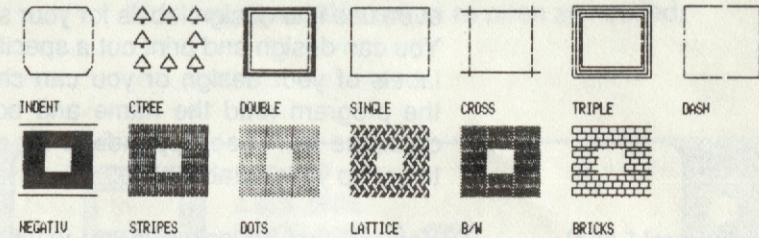


BORDER & FONT CATALOGER

The BORDER CATALOGER and FONT CATALOGER are similar to the GRAPHIC CATALOGER. All three utilities use the same set of prompts. BORDER CATALOGER will print out all the borders which are stored on a data disk and FONT CATALOGER will print out all the fonts which are stored on a data disk.

To be recognized as a border, the filename must start with "BORD." and the file must be a binary file. To be recognized as a font, the filename must start with "FONT." and the file must be a binary file.

Example of BORDER CATALOGER



Example of FONT CATALOGER

ABCDEFHIJKLMNOPQRSTUVWXYZ!"#\$%&'()*+,-./0123456789;<=>?

ABCDEFHIJKLMNOPQRSTUVWXYZ!"#\$%&'()*+,-./0123456789;<=>?

ABCDEFHIJKLMNOPQRSTUVWXYZ!"#\$%&'()*+,-./0123456789;<=>?

**ABCDEFHIJKLMNOPQRSTUVWXYZ!"#\$%&'()*+,-./01
23456789;<=>?**

LABEL PRINTER

You can use this utility to design and print mailing labels which mix "Print Shop Graphics" and text. It's great for spicing up your letters and you can even use it to design labels for your software disks. You can design and print out a specified number of labels of your design or you can choose to have the program read the name and address from a database file. See Appendix B for details on how to set up your database file.

Individual Label or Read from File?

You will first be asked if you want to design and print one individual label or if you want P.L.U.S. to read the names and addresses from a database file

If you selected READ FROM FILE, the program will now ask you for the file's name.

Enter Small Text

If you selected the option to design an individual label, you will now be asked to enter up to four lines of small text.

Choose a Graphic

You now select the graphic to be used. A list of all the graphics on your data disk will be displayed and you can use the arrow keys to highlight your choice.

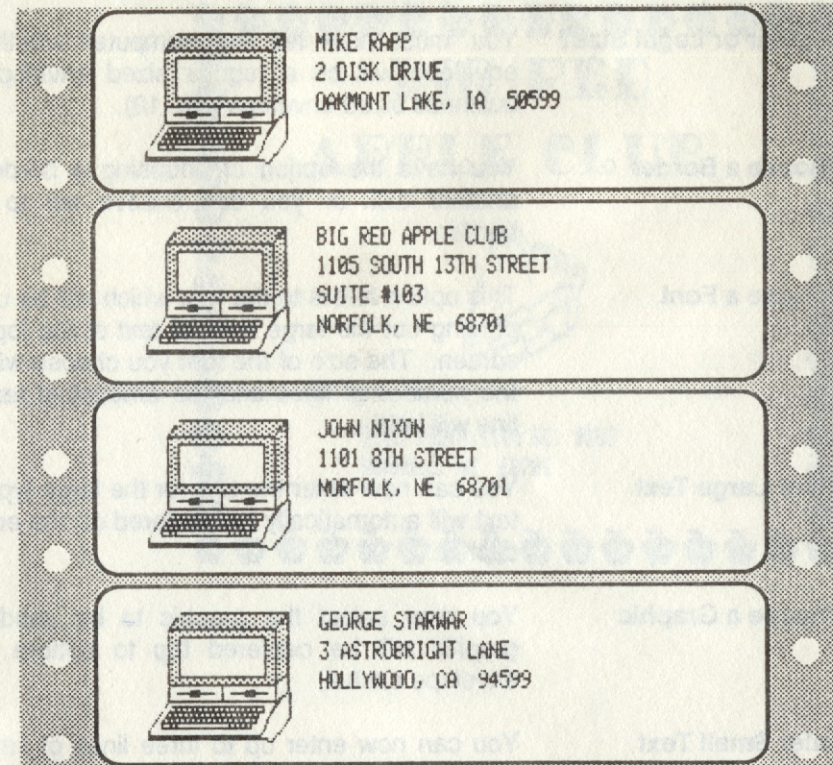
Position Graphic

You will now be asked if you want the graphic positioned to the left or to the right of the text.

Align Labels

This option will allow you to align your labels in the printer. It will print out one label and then allow you to adjust your labels left, right, up or down. You can repeat this option as often as needed.

Example:



ENVELOPE PRINTER

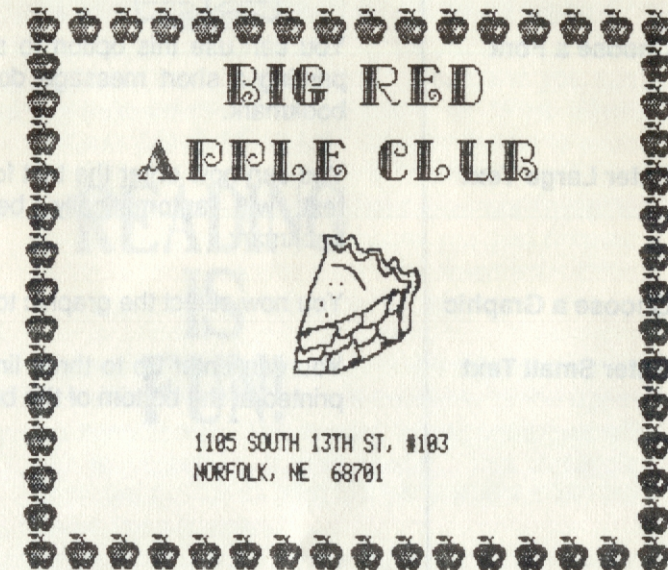
The ENVELOPE PRINTER designs and prints out cachets for envelopes. Each cachet consists of a border of your choice, one or two lines of large type, a "Print Shop Graphic" printed in small format and three lines of smaller text. You can choose a size which is suitable either for regular envelopes or for business size envelopes.

- Regular or Legal Size?** You must now tell the computer whether the envelope will be a regular sized envelope or a business sized envelope (No. 10).
- Choose a Border** You have the option of choosing a border from another disk or you can choose not to use a border.
- Choose a Font** This option refers to the font which will be used for printing out the large lines of text at the top of the screen. The size of the font you choose will affect the number of lines and the amount of text each line will hold.
- Enter Large Text** You can now enter the text for the large type. The text will automatically be centered on the envelope cachet.
- Choose a Graphic** You now select the graphic to be used. The graphic will be centered top to bottom on the envelope cachet.
- Enter Small Text** You can now enter up to three lines of small text which will be printed at the bottom of the cachet. This text will be center justified.

Aligning the Envelope in the Printer

When testing the ENVELOPE PRINTER utility, we found that on some printers it is almost impossible to get an envelope to feed properly. On other types of printers, the envelopes feed just fine. If you have problems, try adjusting the "forms thickness" lever. This helps in some cases.

Example:



BOOKMARK MAKER

This utility designs and prints out bookmarks made up of graphics, borders and text. It's great for school projects.

Choose a Border

You have the option of choosing a border from another disk or you can choose not to use a border.

Choose a Font

You can use this option to select a large font for printing a short message down the center of the bookmark.

Enter Large Text

You can now enter the text for the large type. The text will automatically be centered on the bookmark.

Choose a Graphic

You now select the graphic to be used.

Enter Small Text

You can enter up to three lines of small text to be printed at the bottom of the bookmark.

Examples:



**READING
IS
FUN!**

NORTH CENTRAL
PUBLIC LIBRARY
100 N 8TH ST
MISSION, NE 68700

PS SLIDE SHOW

You can put this utility program on your "Print Shop Graphic Library" disks. It will read the disk's directory and display the graphics on the high resolution screen. The graphics will be displayed nine at a time and the graphic's name will be shown beneath the graphic.

Use FID (found on the DOS 3.3 System Master) or another file copy program to move PS SLIDE SHOW to your disk. Once you have it installed on a disk, it can be executed by using the command "BRUN PS.SLIDE SHOW".

PS GRAPHIC MAKER

This utility will convert any regular high resolution picture into a "Print Shop Graphic." When used in conjunction with CLIP ART CONVERT it will allow you to transfer graphics from "Newsroom Clip Art" disks to "Print Shop Graphic" disks.

Clear the Screen?

When using PS GRAPHIC MAKER, you will first be asked if you want to clear the hi-res screen. Generally you will answer in the affirmative. This will start you off with a clean screen and you can then load in a hi-res picture, a "Print Shop Graphic", or a "Newsroom Clip Art" frame to work with. However, sometimes it is better if the hi-res screen is not erased (perhaps you are trying to make a graphic from the game you just finished playing). You can also clear the screen from within the program by pressing the "C" key.

The Lasso

You will now be shown page 1 of the hi-res screen. A small white rectangle will be sitting in the upper left hand corner. This is your "lasso" which you will use to capture a graphic image. This rectangle encloses the area which will be converted into the "Print Shop Graphic."

The Command Line

At the bottom of the screen you will see the following command line:

ENTER 1-9,C,I,J,K,M,L,F,P,R,S,Q OR SPACE

Each command in PS GRAPHIC MAKER consists of only one keystroke. The command line shows you the available commands.

Moving the Lasso

To move the lasso around the screen, press the I-J-K-M keys. Pressing "I" moves the lasso up, "J" moves it left, "K" right, and "M" down. You may not move the lasso off the edge of the screen in any direction. Each time you press on these keys the lasso will move five hi-res dots. You can change the distance moved on each keystroke by pressing a number key from 1 to 9. Pressing 1 will set the rate of movement to 1 dot which is good for fine adjustment and centering. Pressing 9 will set the rate at 9 dots which is good for rapid movement across the screen.

Changing the Size of your Lasso

Three different sized lassos are available. By pressing the "S" key for size, you can change the lasso size from small, to medium, to large. When using the medium or large lasso, the graphic enclosed within your rectangle will be shrunk to match the size of a normal "Print Shop Graphic."

Selecting the Screen

As you know, there are two hi-res screens: page 1 and page 2. You can switch back and forth between them by pressing the "P" key. Pressing the "F" key will toggle the screen display between an all graphics display (command line is not shown) and a mixed graphics display in which the command line is shown along with the hi-res picture. Sometimes it is necessary to select the full screen display when you are trying to capture a graphic which is located near the bottom of the screen.

Loading a Graphic

To load a hi-res picture, "Print Shop Graphic," or "Newsroom Clip Art" graphic onto the screen, press the "L" key. You will then be asked which type of graphic is to be loaded. You will be asked to insert the disk containing the graphic and a list of all the graphics on that disk will be shown. Use the arrow keys to make your selection. If you select "Newsroom Clip Art", the "CLIP ART CONVERT" program will be executed.

Inversing the Screen

If you press the "R" key, the entire hi-res screen will be inverted.

Converting the Graphic

Once you have positioned the lasso over the desired graphic, pressing the space bar will capture the graphic and save it on your data disk in "Print Shop" format. You will be asked to input the filename for the graphic. Once the graphic has been captured, it can be loaded into "Print Shop's Graphic Editor" if some touchup work is needed.

CLIP ART CONVERT

This utility will read the graphics from a "Newsroom Clip Art" disk and allow you to convert the graphics into "Print Shop" compatible graphics or to save them as hi-res pictures.

Clip Art Frames

The graphics on a "Clip Art" disk are arranged in frames. Each frame is a grouping of one or more graphics. When using CLIP ART CONVERT, the entire frame will be loaded.

Use with PS GRAPHIC MAKER

CLIP ART CONVERT is designed to be used in conjunction with the PS GRAPHIC MAKER utility. You can access it by running the PS GRAPHIC MAKER program, then press "L" to load a graphic. Select option "3" for a Clip Art graphic. You will be asked to insert the Clip Art disk and then a listing of the frames will appear on the screen. Use the arrow keys to make your selection and press Return. Pressing the Escape key will cancel the load selection.

Once the "Clip Art" graphics have been loaded from the disk, you can use the options in the PS GRAPHIC MAKER program to convert them to "Print Shop Graphics" or to save them as a hi-res picture.

CLIP ART MAKER

This utility will convert graphics from "Print Shop" format into "Newsroom Clip Art" format. You can use it to create your own "Clip Art" disks.

Format a New Disk

"Newroom Clip Art" disks use a special format which is different from DOS 3.3. Therefore before you can create your own "Clip Art" disks, you will have to format a new disk with this special format. The formatting process will erase whatever is stored on the disk so be sure to use a new disk.

Converting Graphics

Once you have formatted a "Clip Art" disk, you are ready to start transferring "Print Shop" graphics to it. You will be instructed to insert a "Print Shop Graphic Disk" in drive one. The disk's directory will be read and a listing of all the graphics found will be shown on the screen. Use the arrow keys to move through the list. When you locate a graphic that you want to transfer to "Clip Art", mark it by pressing the space bar. You can mark as many graphics as you like.

When you have finished marking the graphics, press the Return key and the program will start transferring the graphics to the "Clip Art" disk. Each graphic will be stored on a separate "Clip Art" frame and the frame will be given the same name as the original graphic.

Appendix A

Using Graphics from the Print Shop Program with P.L.U.S.

Boot up either Print Shop or the Print Shop Companion program. Select the GRAPHIC EDITOR utility from the main menu. Use CTRL-G to get a graphic from the Print Shop program into the editor. Then use CTRL-S to save the graphic onto your data disk. The graphic can now be used with P.L.U.S.

To transfer fonts or borders from the Print Shop program disk to a data disk, you must use the Print Shop Companion program. Select either the FONT EDITOR or the BORDER EDITOR and use the CTRL-G, CTRL-S option to transfer the desired files onto your data disk.

APPENDIX B

The Database Program

A simple database program is included on the back side of your P.L.U.S. disk. It is designed to be used with the LABEL PRINTER utility. This program has the capability to hold up to 200 records. Each record consists of 4 lines of text (25 characters each) and a sort key (5 characters).

The Sort Key

The sort key can be used to arrange the database file in any desired order. The most common entry for the sort key will be a Zip Code, but you could also enter the first 5 characters of a last name for an alphabetic sort. The LABEL PRINTER utility does not print the sort key.

Database Functions

The database program is capable of performing the following functions: **Add** a record, **Change** a record, **Delete** a record, or **Search** for a record. When you run the program each of these functions will be available for the main menu by pressing the first letter of their name.

Searching the Database

When changing or deleting a record, you will be asked to input the record number. This number will change as you add and delete records from the database. In order to determine the correct record number, use the Search option. This option will scan the entire database for any substring you enter. For example, if you wanted to change John Doe's address you would search for DOE. The database would be scanned and the first record in which a match was found would be displayed. You would then have the option to continue the search or to change/delete the record.

APPENDIX C

Compatible Printers

The following is a list of printers which are compatible with P.L.U.S.:

- Epson RX80, FX80 and compatibles
- Panasonic 1091
- Citizen
- Juki 550
- C. Itoh ProWriter
- NEC 8023
- Apple DMP
- Apple ImageWriter
- Apple ImageWriter II
- Apple Scribe
- Star Gemini 10X, 15X

Appendix D

Compatible Interfaces

The following is a list of printer interfaces which are compatible with P.L.U.S.:

- Apple IIc Serial Port
- Apple Parallel
- Apple Serial
- Apple Super Serial
- Grafstar or Grappler
- Grappler Serial
- Fingerprint
- CCS 7710A Serial
- CCS 7720 Parallel
- CCS 7728 Parallel
- Pkaso or Pkaso U
- Printermate
- Textprint Print-It
- Dumpling 64
- Dumpling GX
- Grappler+ or Fingerprint+
- Microbuffer II
- Videx Uniprint

APPENDIX E

Troubleshooting

If you have problems with P.L.U.S., they'll most likely involve your printer and printer interface card. If the printer doesn't do anything or if it prints out garbage, please follow these steps:

- Go back to the Main Menu and check the setup options.
- If everything seems in order in the Setup Option, try turning your printer off and on.
- If you still don't have any luck, then call or write us. We'll need to know what type of printer and printer interface you're using. We may also want to know how many disk drives you have. If you write us, please send a sample copy of any print outs you get. This may help diagnose the problem. Our address is Big Red Computers, 1105 South 13th Street, Suite 103, Norfolk, NE 68701. Phone number for technical support is 402-379-4680.