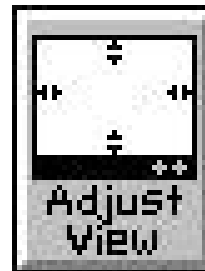


Adjust Viewing Area

The Viewing Area guide lines should be set up to reflect what part of the screen is cut off on the TV display. The Viewing Area can be changed from the Text Editor and from the red Configuration button. The Viewing Area affects where the text is left, right, or center justified. Wipes are also affected by this.



Display-Only Systems
- skip this section.

Adjust Viewing Area (from Text Editor)

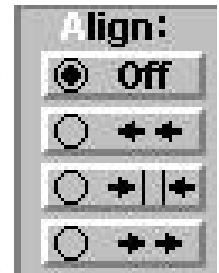
- ☞ In order to Adjust the Viewing Area guide lines, first click on the **ADJUST VIEW** button (found in the Menu Commands Toolbar of the Text Editor). You will see a square box with a handle in each corner and on each side.
- ☞ Use the mouse to click-and-drag the handles until you have the Viewing Area where you want it. Press the **ENTER** key to save this setting.

Adjust Viewing Area (from the red Configuration button)

- ☞ In order to Adjust the Viewing Area guide lines, first click on the red **CONFIGURATION** button (found in the Master Menu). Now click on the **ADJUST VIEWING AREA** button. You will see a square box with a handle in each corner and on each side.
- ☞ Use the mouse to click-and-drag the handles until you have the Viewing Area where you want it. Press the **ENTER** key to save this setting.

Alignment

The Alignment button is found in the Text Editor on the far right hand side of the Command Toolbar. It is used to Align a line of text or all the text on a page to None, Left, Center, or Right Justification.



Align a Line of Text to Center Justification

- ☞ In order to Align a line of text to center justification, first click on the line of text you want to center. You will know the line is selected when the cursor goes to the end of the line of text. Click on the **CENTER ALIGNMENT BUTTON** on the far right hand side of the Command Toolbar(it has two arrows pointing towards each other) and then click on the **LINE BUTTON**. The line of text will be centered.
- ☞ You can also use keyboard shortcuts to Align a line of text to center justification. First click on the line of text you want to center. You will know the line is selected when the cursor goes to the end of the line of text. Press **CTRL A** (for Alignment) and the currently selected alignment will have a red box around it. Now use **CTRL +** (for down) or **CTRL -** (for up) until the center alignment button (it has two arrows pointing towards each other) is high-lighted in a red box. (You must use the + and - keys on the numeric keypad on the right hand side of the keyboard.) The line of text will be centered.

Align a Line of Text to Left Justification

- ☞ In order to Align a line of text to left justification, first click on the line of text you want to left justify. You will know the line is selected when the cursor goes to the end of the line of text. Click on the **LEFT ALIGNMENT BUTTON** on the far right hand side of the Command Toolbar (it has two arrows pointing towards the left) and then click on the **LINE BUTTON**. The line of text will be left justified.
- ☞ You can also use keyboard shortcuts to Align a line of text to left justification. First click on the line of text you want to left justify. You will know the line is selected when the cursor goes to the end of the line of text. Press **CTRL A** (for Alignment) and the currently selected alignment will have a red box around it. Now use **CTRL +** (for down) or **CTRL -** (for up) until the left alignment button (it has two arrows pointing towards the left) is high-lighted in a red box. (You must use the + and - keys on the numeric keypad on the right hand side of the keyboard.) The line of text will be left justified.

Align a Line of Text to Right Justification

- ☞ In order to Align a line of text to Right justification, first click on the line of text you want to right justify. You will know the line is selected when the cursor goes to the end of the line of text. Click on the **RIGHT ALIGNMENT BUTTON** on the far right hand side of the Command Toolbar (it has two arrows pointing towards the right) and then click on the **LINE BUTTON**. The line of text will be right justified.
- ☞ You can also use keyboard shortcuts to Align a line of text to right justification. First click on the line of text you want to right justify. You will know the line is selected when the cursor goes to the end of the line of text. Press **CTRL A** (for Alignment) and the currently selected alignment will have a red box around it. Now use **CTRL +** (for down) or **CTRL -** (for up) until the right alignment button (it has two arrows pointing towards the right) is high-lighted in a red box. (You must use the + and - keys on the numeric keypad on the right hand side of the keyboard.) The line of text will be right justified.

GRAD and TED - skip this section.

Align a Line of Text to Off (No Justification)

- ☞ In order to Align a line of text to off, first click on the line of text you want to have no justification. You will know the line is selected when the cursor goes to the end of the line of text. Click on the **OFF ALIGNMENT BUTTON** on the far right hand side of the Command Toolbar (it says OFF) and then click on the **LINE BUTTON**. The line of text will have no justification.
- ☞ You can also use keyboard shortcuts to Align a line of text to off. First click on the line of text you want to have no justification. You will know the line is selected when the cursor goes to the end of the line of text. Press **CTRL A** (for Alignment) and the currently selected alignment will have a red box around it. Now use **CTRL +** (for down) or **CTRL -** (for up) until the no alignment button (it says OFF) is high-lighted in a red box. (You must use the + and - keys on the numeric keypad on the right hand side of the keyboard.) The line of text will have no justification.

Align all Text on a Page to Center Justification

- ☞ In order to Align a page of text to center justification, click on the **CENTER ALIGNMENT BUTTON** on the far right hand side of the Command Toolbar (it has two arrows pointing towards each other) and then click on the **Page BUTTON**. All the text on the page will be centered.
- ☞ You can also use keyboard shortcuts to Align a page of text to center justification. Press **CTRL A** (for Alignment) and the currently selected alignment will have a red box around it. Now use **CTRL +** (for down) or **CTRL -** (for up) until the center alignment button (it has two arrows pointing towards each other) is high-lighted in a red box. (You must use the + and - keys on the numeric keypad on the right hand side of the keyboard.) Now press **CTRL P** (for page) and all the text on the page will be centered.

Align all Text on a Page to Left Justification

- ☞ In order to Align a page of text to left justification, click on the **LEFT ALIGNMENT BUTTON** on the far right hand side of the Command Toolbar(it has two arrows pointing to the left) and then click on the **Page BUTTON**. All the text on the page will be left justified.
- ☞ You can also use keyboard shortcuts to Align a page of text to left justification. Press **CTRL A** (for Alignment) and the currently selected alignment will have a red box around it. Now use **CTRL +** (for down) or **CTRL -** (for up) until the left alignment button (it has two arrows pointing to the left) is high-lighted in a red box. (You must use the + and - keys on the numeric keypad on the right hand side of the keyboard.) Now press **CTRL P** (for page) and all the text on the page will be left justified.

Align all Text on a Page to Right Justification

- ☞ In order to Align a page of text to right justification, click on the **RIGHT ALIGNMENT BUTTON** on the far right hand side of the Command Toolbar(it has two arrows pointing to the right) and then click on the **Page BUTTON**. All the text on the page will be right justified.
- ☞ You can also use keyboard shortcuts to Align a page of text to right justification. Press **CTRL A** (for Alignment) and the currently selected alignment will have a red box around it. Now use **CTRL +** (for down) or **CTRL -** (for up) until the right alignment button (it has two

Display-Only Systems - skip this section.

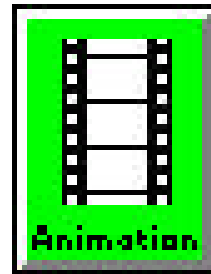
arrows pointing to the right) is high-lighted in a red box. (You must use the + and - keys on the numeric keypad on the right hand side of the keyboard.) Now press **CTRL P** (for page) and all the text on the page will be right justified.

Align all Text on a Page to Off (No Justification)

- ☞ In order to Align all text on a Page to off, click on the **OFF ALIGNMENT BUTTON** on the far right hand side of the Command Toolbar (it says OFF) and then click on the **PAGE BUTTON**. All the text on the page will have no justification.
- ☞ You can also use keyboard shortcuts to Align a page of text to off. Press **CTRL A** (for Alignment) and the currently selected alignment will have a red box around it. Now use **CTRL +** (for down) or **CTRL -** (for up) until the no alignment button (it says OFF) is high-lighted in a red box. (You must use the + and - keys on the numeric keypad on the right hand side of the keyboard.) Now press **CTRL P** (for page) and all the text on the page will have no justification.

Animation (Movie) in Text Page

The Animation (Movie) button is found in the Text Editor in the Command Toolbar. It is used to display a movie any where on the text page. The actual movie will not appear until you Test the page in the Graphic Scheduler or display the schedule. While in the Text Editor the movie will appear as a rectangle with the word "<MOVIE>" in the top left corner of the rectangle.



Selecting the Movie

- ☞ In order to Select the Movie, click on the **ANIMATION** Button.
- ☞ Select which movie you would like to load by searching through the directories on your hard drive, clicking on the movie you want to load, and then clicking on **OK**. The types of movies the GRAC is capable of displaying are AVI, FLI and FLC.

Placing the Movie

- ☞ The cursor will now look like a "+" with a rectangle to the lower right of it. Place the "+" where the top left corner of the movie will be. Click and drag with the **LEFT MOUSE** button to where the bottom right corner of the movie will be. Release the **LEFT MOUSE** button, and the rectangle will be placed.
- ☞ You can click and drag from any corner, but you will see the rectangle only when you drag from top left to bottom right.

Changing the Movie

- ☞ The movie can not be changed once you have selected OK from the Animation Menu. If you want to change the movie, you must delete the current movie on the page and then put a new movie in the text page.

Moving, Sizing, and Deleting the Movie

- ☞ The movie can be moved and/or deleted just like a regular rectangle (right mouse click anywhere on the movie to get the Rectangle Settings Menu and then click on **DELETE**).
- ☞ You can also delete a movie by left-mouse clicking on it and then pressing the **DEL** key (for Delete).
- ☞ The rectangle size does *not* determine the size of the movie. The movie size was determined when the movie was made so view the movie first to find out the approximate size and then size the rectangle accordingly. If the rectangle created on the page is too small, some of the movie will be cut off at the bottom and/or right. If the rectangle created on the page is too large, there will be black around the bottom and/or right of the movie.

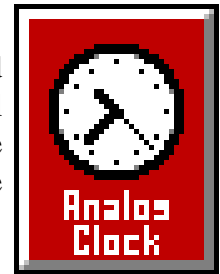
Adding a Frame, Blended Background, and Text

- ☞ A movie is just like a rectangle in that a Frame can be put around the movie and a blended background can be used. The blended background appears after the movie finishes.
- ☞ Any text placed where the movie is will also appear after the movie finishes.
- ☞ To get the Rectangle Settings Menu right-mouse click anywhere on the movie. (See Rectangle Button)

GRAD, TEC and TEBBS - skip this section.

Analog Clock in Text Page

The Analog Clock button is found in the Text Editor in the Command Toolbar. It is used to display an analog clock any where and any size on the text page. The actual clock will not appear until you Test the page in the Graphic Scheduler or display the schedule. While in the Text Editor the clock will appear as a rectangle with the word "<CLOCK>" in the top left corner of the rectangle.



Selecting the Clock Features

- ☞ In order to Select the Clock Features, click on the **ANALOG CLOCK** Button.
- ☞ Click on **DISPLAY ARABIC NUMERALS** to select this option. If not selected Roman Numerals will be displayed.
- ☞ If you are displaying Roman numerals, then click on **DISPLAY 4 AS "IV"** to select this option. If not selected 4 will display as "IIII".
- ☞ If you are displaying Arabic Numerals, then click on **DISPLAY 24-HOUR CLOCK** to select this option (Military Time). If not selected only the hours 1 through 12 will be displayed.
- ☞ Click on **DISPLAY ALL HOURS** to select this option. If not selected, only the 3, 6, 9 and 12 hours will display.
- ☞ Click on the **UP & DOWN ARROW** buttons to select a clock face (there are 4 to choose from). Selecting 0 (zero) will give a random clock every time the page is displayed.
- ☞ Click on **PREVIEW** to see what the clock will look like with the selected options.
- ☞ Click on OK when all options are set to your liking.

- ☞ You can also use keyboard shortcuts to Select the Clock Features
- ☞ Press the **SPACE BAR** to Display Arabic Numerals. If not selected Roman Numerals will be displayed.
- ☞ Press the **TAB** key to move to the next option. If you are displaying Roman numerals, then press the **SPACE BAR** to Display 4 As "IV". If not selected 4 will display as "IIII".
- ☞ If you are displaying Arabic Numerals, then press the **SPACE BAR** to Display 24-Hour Clock (Military Time). If not selected only the hours 1 through 12 will be displayed.
- ☞ Press the **TAB** key to move to the next option. Press the **SPACE BAR** to Display All Hours. If not selected, only the 3, 6, 9 and 12 hours will display.
- ☞ Press the **TAB** key to move to the next option. Type in **0, 1, 2, 3, or 4** to select a clock face. Selecting 0 (zero) will give a random clock every time the page is displayed.
- ☞ Press **P** to Preview what the clock will look like with the selected options.
- ☞ Press the **TAB** key until OK is high-lighted and then press the **ENTER** key when all options are set to your liking.

Placing the Clock

- ☞ The cursor will now look like a "+" with a rectangle to the lower right of it. Place the "+" where the top left corner of the clock will be. Click and drag with the **LEFT MOUSE** button to where the bottom right corner of the clock will be. Release the **LEFT MOUSE** button, and the rectangle will be placed.
- ☞ You can click and drag from any corner, but you will see the rectangle only when you drag from top left to bottom right.

GRAD and TED - skip this section.

Changing Clock Options

- ☞ The options on a clock can not be changed once you have selected OK from the Clock Detail Menu. If you want to change clock options, you must delete the current clock on the page and then put a new clock in the Text Page.

Moving, Sizing, and Deleting the Clock

- ☞ The clock can be moved, sized and/or deleted just like a regular rectangle (right mouse click anywhere on the clock to get the Rectangle Settings Menu).

Color Background

- ☞ The color of the clock face is light cream and is unchangeable.
- ☞ The color around the outside of the clock is white and is unchangeable.

Adding a Frame

- ☞ A clock is just like a rectangle in that a Frame can be put around it.
- ☞ To get the Rectangle Settings Menu right-mouse click anywhere on the clock. (See Rectangle Button)

Background Colors for Text

You can change the color of your text background on a page, for one line, or even one word.



Using the Transparent Background Color

There is a transparent background color in the options for background colors. This transparent color is used for typing text over graphics, on a blended background or anywhere where you do not wish to have a defined background color or pattern. The transparent color disables the background pattern option. It is defined by a **T** in the background color and background pattern. Selecting the transparent background color is performed in the same way as for any other color.

Changing the Text Background Color on the Entire Page.

The following are ways to change the Text background color for a page using the command toolbar which is at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function key #3).

- ☞ Left click anywhere on the background of the page.
- ☞ Find the Background Color Button in the middle at the bottom of the Command Toolbar.
- ☞ Next click on the up () or down () arrow behind the Background Color Button to scroll through the colors.
- ☞ When the desired Background Color is displayed in the Background Color Button click on the **PAGE BUTTON** of the Command Toolbar. This will change the background of all the text on the page to the color you selected.

Another way to use the mouse to change the background color for text on an entire page is:

- ☞ Left click anywhere on the background of the page.
- ☞ Find and click on the **BACKGROUND COLOR BUTTON** in the middle at the bottom of the Command Toolbar. Notice the red outline around the button to show that it is selected.
- ☞ Click on the **+(INC.)** or **-(DEC.)** in the Command Toolbar to scroll though the list of Windows Colors.
- ☞ When the correct color is displayed in the Background Color Button, click on the **PAGE BUTTON** in the Command Toolbar.

A third way to change the color for the text on an entire page is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **F9** (Function key #9) to select the Color Button of the Command Toolbar.
- ☞ Next press either **CTRL +** or **CTRL -** (Note: You must use the + and - keys located on the numeric keypad on the right side of the keyboard) to scroll up or down the list of colors.
- ☞ When the correct color appears in the Background Color Button press **CTRL P**. This changes the background color for the text on your entire page.

Changing the Text Background Color of a Line.

There are three ways to change the text background color of a line. The first way is as follows:

- ☞ First click on the existing text where you want the new background text color to appear.
- ☞ Locate the Background Color Button at the bottom of the Command Toolbar. Note the two small arrows immediately to the right of the Background Color Button.
- ☞ Simply click either on the up () or down () arrow to scroll through the various colors.
- ☞ When the correct color appears in the Background Color Button, click on the **LINE**

GRAD and TED - skip this section.

BUTTON of the command toolbar.

The second way also uses the mouse.



- ☞ First click on the existing text where you want the new background text color to appear.
- ☞ Click on the **BACKGROUND COLOR BUTTON** at the bottom of the Command Toolbar.
- ☞ Click on the + (**INC.**) or - (**DEC.**) in the Command Toolbar to scroll through the various colors.
- ☞ When the correct color appears in the Background Color Button, click on the **LINE BUTTON** of the command toolbar.

The third way is to use the keyboard shortcuts.

- ☞ First click on the screen where you would like the text to appear or on the existing line where you want to change the background text color.
- ☞ Then press **F9** (Function key #9). This activates the Background Color Button in the Command Toolbar. To scroll up through the list of colors hit **CTRL -**. To scroll down the list hit **CTRL +**. (You must use the + and - keys located on the numeric keypad on the right side of the keyboard.)
- ☞ When the correct color appears hit **CTRL L** to change the background color for the entire line.

Changing the Text Background Color of a Word.

There are three ways to change the text background color of a word. The first way uses the mouse.

- ☞ First click on the line of text that contains the word you wish to have a different text background color.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear with the new text background color.
- ☞ Locate the Background Color Button in the Command Toolbar. To the right of the Background Color Button are two small arrows. Click on either the small up arrow () or the small down arrow () to scroll through the colors. The background of the letter of the word (the one the cursor is on) will change to each of the different text background colors.
- ☞ When the proper background color is displayed, click on the **WORD BUTTON** of the command toolbar to change the background color for the word.

Another way to use the mouse is as follows.

- ☞ First click on the line of text that contains the word you wish to appear with a different text background color.
- ☞ Move the cursor to any letter of the word using the cursor movement keys.
- ☞ Click on the **BACKGROUND COLOR BUTTON** at the bottom of the Command Toolbar. Then click on the +(**INC.**) or-(**DEC.**) Buttons. The background of the letter of the word that the cursor is on will change to each of the different colors.
- ☞ When the proper color is displayed, click on the **WORD BUTTON** of the command toolbar to change the background color for the word.

To change the text background color of a word using the keyboard shortcut:

- ☞ Click on the line of text that you wish to make changes. Using the cursor movement keys move the cursor to any letter of the word you wish to have a different background color for.
- ☞ Hit **F9** (Function key #9) to activate the Background Color Button of the command toolbar. Use **CTRL +** and **CTRL -** to change the background color.
- ☞ When the color is displayed hit **CTRL W** to change the background color for the word.

To use the Color Menu to adjust text background color see the Color Menu section in this manual.

Background Patterns for Text

You can change the pattern of your text background on a page, for one line, or even one word.

Using the Transparent Background Color

There is a transparent background color in the options for background colors. This transparent color is used for typing text over graphics, over a blended background or anywhere where you do not wish to have a defined background color or pattern. The transparent color disables the background pattern option. It is defined by a **T** in the background color and background pattern. Selecting the transparent background color is performed in the same way as any other color.



Changing the Text Background Pattern on the Entire Page.

The following is a way to change the text background pattern for a page using the command toolbar which is at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function key #3).

- ☞ Left click anywhere on the background of the page.
- ☞ Find the Background Pattern Button in the middle at the bottom of the Command Toolbar.
- ☞ Next click on the up () or down () arrow behind the Background Pattern Button to scroll through the patterns.
- ☞ When the desired background pattern is displayed in the Background Pattern Button click on the **PAGE BUTTON** of the Command Toolbar. This will change the background of all the text on the page to the pattern that you have selected.

A second way to change the background pattern of the text for an entire page using the mouse is as follows.

- ☞ Left click anywhere on the background of the page.
- ☞ Find and click on the **BACKGROUND PATTERN BUTTON** at the bottom of the Command Toolbar. Notice the red outline around the button to show that it is selected.
- ☞ Click on the **+(INC.)** or **-(DEC.)** in the Command Toolbar to scroll though the patterns.
- ☞ When the correct pattern is displayed in the Background Pattern Button click on the **PAGE BUTTON** in the Command Toolbar.

A third way to change the pattern for the text on an entire page is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **F10** (Function key #10) to select the Background Pattern Button of the Command Toolbar.
- ☞ Next press either **CTRL +** or **CTRL -** (Note: You must use the + and - keys located on the numeric keypad on the right side of the keyboard) to scroll up or down the list of patterns.
- ☞ When the correct pattern appears in the Background Pattern Button press **CTRL P**. This changes the background pattern for the text on your entire page.

Changing the Text Background Pattern of a Line.

There are three ways to change the background pattern of a line. The first way is as follows:

- ☞ First click on the existing text where you want the new background text pattern to appear.
- ☞ Locate the Background Pattern Button at the bottom of the Command Toolbar. Note the two small arrows immediately to the right of the Background Pattern Button.
- ☞ Simply click either on the up () or down () arrow to scroll through the various patterns.

GRAD and TED - skip this section.

- ☞ When the correct pattern appears in the Background Pattern Button, click on the **LINE BUTTON** of the command toolbar.

The second way also uses the mouse.

- ☞ First click on the existing text where you want the new background text pattern to appear.
- ☞ Click on the **BACKGROUND COLOR BUTTON** at the bottom of the Command Toolbar.
- ☞ Click on the + (**INC.**) or - (**DEC.**) in the Command Toolbar to scroll through the patterns.
- ☞ When the correct pattern appears in the Background Pattern Button, click on the **LINE BUTTON** of the command toolbar.

The third way is to use the keyboard shortcuts.

- ☞ First click on the screen where you would like the text to appear or on the existing line where you want to change the background text pattern.
- ☞ Then press **F10** (Function key #10). This activates the Background Pattern Button in the Command Toolbar. To scroll up through the patterns hit **CTRL -**. To scroll down hit **CTRL +**. (You must use the + and - keys located on the numeric keypad on the right side of the keyboard.)
- ☞ When the correct pattern appears hit **CTRL L** to change the text background for the line.

Changing the Text Background Pattern of a Word.

There are three ways to change the text background pattern of a word. The first way uses the mouse.

- ☞ Click on the line of text containing the word you wish to change text background pattern.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear with the new text background pattern.
- ☞ Locate the Background Pattern Button in the Command Toolbar. To the right of the Pattern Button are two small arrows. Click on either the small up arrow () or the small down arrow () to scroll through the patterns. The background of letter of the word (the one the cursor is on) will change to each of the different background patterns.
- ☞ When the proper text background pattern is displayed, click on the **WORD BUTTON** of the command toolbar to change the background pattern for the word.

Another way to use the mouse is as follows.

- ☞ First click on the line of text that contains the word you wish to appear with a different background pattern.
- ☞ Move the cursor to any letter of the word using the cursor movement keys.
- ☞ Click on the **BACKGROUND COLOR BUTTON** at the bottom of the Command Toolbar. Then click on the +(**INC.**) or-(**DEC.**) Buttons. The background of the letter of the word that the cursor is on will change to each of the different patterns.
- ☞ When the proper pattern is displayed, click on the **WORD BUTTON** of the command toolbar to change the background pattern for the word.

To change the text background pattern of a word using the keyboard shortcut:

- ☞ Click on the line of text that you wish to make changes. Using the cursor movement keys move the cursor to any letter of the word you wish to have a different background pattern for.
- ☞ Hit **F10** (Function key #10) to activate the Pattern Button of the command toolbar. Use **CTRL +** and **CTRL -** to change the Pattern.
- ☞ When the proper text background pattern is displayed hit **CTRL W** to change the background for the word.

You can also use the Color Menu to change the background and split the background pattern. For these options see the Color Menu section in this manual.

Barometric Pressure on a Text Page

The Pressure button is found in the Text Editor in the Menu Commands over to the right. (You might have to move the horizontal window scroll bar (just below the Menu Commands Toolbar) to the right in order to see the Pressure Button.) It is used to display the barometric pressure on a page in a variety of different formats and options.



Position the cursor

To use the mouse to position the cursor:

- ☞ Place the cursor where you want the barometric pressure to appear and then click on the **PRESSURE BUTTON** to open up the Pressure Menu.

To use the keyboard to position the cursor:

- ☞ Place the cursor where you want the barometric pressure to appear and then press **CTRL ARROW KEY** () to move the cursor left, right, up, or down. Now press **ALT B** (barometric pressure) to open up the Pressure Menu.

Editing an Existing Pressure

To edit a Pressure Reading using the mouse:

- ☞ Click on the barometric pressure itself, or the **N/A** or **<BAR>** where the pressure is to appear.
- ☞ Next use the left cursor movement key () to highlight the pressure, **N/A** or **<TEMP>**.
- ☞ Next click on the **PRESSURE BUTTON** to open the Pressure Menu..

To edit an existing pressure using the keyboard:

- ☞ Click on the barometric pressure itself, or the **N/A** or **<BAR>** where the pressure is to appear.
- ☞ Next use the left cursor movement key () to highlight the pressure, **N/A**, or **<TEMP>**.
- ☞ Press **ALT B** to open the Pressure menu.

There are two different areas in the Pressure Menu: Reading and Units.

Choose the Units

Next select the units that you want the pressure to appear in. There are three different options concerning the units that are displayed: Inches, Centimeters, and Millibars.

- ☞ To choose either Inches, Centimeters or Millibars simply click on the desired bullet selector. The chosen option is indicated by a dot in the bullet selector.

To use the keyboard to select the units follow these steps:

- ☞ Press **TAB** until a grey outline appears around one of the entries of Units.
- ☞ Next, use the **ARROW KEY** () to select the units that you want to use.

Choose a Measurement

The last selection is the Measurement. The options for measurements are: Current, High, Low, 24-Hour Rate, and Rate.

- ☞ To choose a specific measurement click on the bullet selector next to the option you want. Note: Not all options are available with all weather stations.

To use the keyboard shortcuts to select a measurement:

- ☞ Press **TAB** until a grey outline appears around an entry in Measurement.

GRAD and TED - skip this section.

☞ Next, use the **ARROW KEY** () to select the measurement that you want to use.

Implementing your Settings

☞ When you are done, click on the **OK** button and the pressure will be displayed where the cursor was positioned on the screen.

To implement the pressure settings using the keyboard:

☞ Press **TAB** until a grey outline appears around **OK**. Press **ENTER**.

Change the text attributes and placement of Pressure

☞ The text attributes (such as font, color, size etc.) or placement of the pressure can be changed just like any other text on the page. Please refer to other reference sections of the manual for this.

Weather Station Configurations

Make sure that the proper configuration is set up for the weather station that you have installed. To configure the weather station use the red **CONFIGURATION BUTTON** in the main menu. For more information on weather station configurations please see the section for your weather station.

GRAD and TED - skip this section.

Blended Background

This feature allows you to create a stunning array of blended color backgrounds for your text pages. These backgrounds appear at the very back of your pages. Graphics, rectangles, and text will all appear on top of them. Graphics appear on top of blended backgrounds, rectangles appear on top of graphics, and text appears on top of everything. Be sure to keep these points in mind when creating your pages.



Creating a Blended Background

The following procedure will create a blended background on a text page using the Menu Commands toolbar at the top of the Text Editor screen. If the Command Toolbar does not appear press **F2** (Function Key #2).

- ☞ Left mouse click once on the Blended Back Page Button at the top of the Menu Commands Toolbar.
- ☞ Double click on the **From** box, select the color you want to blend from, and click on **OK**.
- ☞ Double click on the **To** box, select the color you want to blend to, and click on **OK**.
- ☞ Select whether or not you would like your blended background to appear from **Top to Bottom, Left to Right**, as a **Rectangle**, or as a **Circular**).
- ☞ Select if you want your background to appear **Chromatic**. Chromatic blended backgrounds create blended backgrounds with a rainbow effect.
- ☞ View what your blended background will look like by clicking on the **View** button, or simply click on **OK** to finish.

* NOTE: For TEBBS, and TEC users, you have the option of using a graphic as a background instead of using blended backgrounds. GRAC users, however, may use both a graphic background and a blended background on their pages. Furthermore, GRAC users can create their own graphics, where as TEBBS and TEC users are limited to graphics provided by D.Co.

GRAD and TED - skip this section.

Blink on a Text Page



This feature allows you to cause words, lines, and pages of text to blink. The background can also be made to blink. Note that in 256 color mode the text editor will blink the text, but in 65k color mode the blink will not appear in the text editor but the blink will work when the page is displayed.

Changing the Text of an Entire Page to Blink

The following procedure will change text to blink for an entire page using the command toolbar at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function Key #3).

- ☞ Left mouse click on any text or anywhere on the background of the page.
- ☞ Find the Blink Color Button located under the Font Button in the Command Toolbar.
- ☞ Note the rate area located below the blink button. When blink is off the rate area is empty or displays 0. When blink is on the rate area displays a number that corresponds to the blink rate as follows. 1 is the fastest blink while 10 is the slowest.
- ☞ Left click on the **UP** or **DOWN ARROW** () next to the rate area. The up arrow will cause the numbers to scroll downwards, but the text to blink more rapidly. A number other than 0 in the rate area will initiate blink.
- ☞ Once the blink rate is set, you can set the color that the text will blink to. Left click on the **UP** or **DOWN ARROW** () next to the Blink Color Button. The selected color will be displayed in the Blink Color Button. When you set the Blink Color the text will blink from the current Text Color to the Blink Color. If the Text Color is red and the Blink Color is yellow, the text will go from red to yellow and back to red. Anything that is the same color (rectangles, etc.) as the Text Color will blink
- ☞ Once blink has been turned on and the color selected, left click on the **PAGE BUTTON** of the Command Toolbar. This will cause all the text on the page to blink.

To use the keyboard to get the text to blink on a page.

- ☞ Left click on any text on the page.
- ☞ Press **CTRL R** to activate the Blink Rate Button.
- ☞ Press **CTRL +(Inc.)** or **-(Dec.)** on the numeric keypad to adjust the rate of blink. Note that the number corresponds to the amount of time that the text will appear normally. A smaller number reflects a more rapid blink. Also, the number will decrease as the CTRL +(Inc.) is pressed and increase as the CTRL -(Dec.) is pressed.
- ☞ Press **CTRL B** to activate the Blink Color Button. Again press **CTRL +(Inc.)** or **-(Dec.)**. This will rotate through the colors. When you set the Blink Color the text will blink from the current Text Color to the Blink Color. If the Text Color is red and the Blink Color is yellow, the text will go from red to yellow and back to red. Anything that is the same color (rectangles, etc.) as the Text Color will blink
- ☞ Press **CTRL P** to apply the blink settings to the entire page.

GRAD and TED - skip this section.

Selecting a Specific Color to Blink

To select a specific color of text to blink use one of the following procedures.

- ☞ Left mouse click on the line which has the text color that you would like the text to blink.
- ☞ Find the Blink Color Button located under the Font Button in the Command Toolbar.
- ☞ Note the rate area located below the blink button. When blink is off the rate area is empty or displays 0. When blink is on the rate area displays a number that corresponds to the blink rate as follows. The rate number is set to reflect the amount of time that the text will appear normal. A rate of 10 will blink less often than a rate of 1.
- ☞ Left click on the **UP** or **DOWN ARROW** () next to the rate area. The up arrow will cause the numbers to scroll downwards, but the text to blink more rapidly. A number other than 0 in the rate area will initiate blink.
- ☞ Once the blink rate is set, you can set the color that the text will blink to. Left click on the **UP** or **DOWN ARROW** () next to the Blink Color Button. The selected color will be displayed in the Blink Color Button. When you set the Blink Color the text will blink from the current Text Color to the Blink Color. If the Text Color is red and the Blink Color is yellow, the text will go from red to yellow and back to red. Anything that is the same color (rectangles, etc.) as the Text Color will blink

A second way to make a color of text blink is to use the keyboard shortcuts.

- ☞ Left click on any text on the page.
- ☞ Press **CTRL R** to activate the Blink Rate Button.
- ☞ Press **CTRL +(Inc.)** or **-(Dec.)** on the numeric keypad to adjust the rate of blink. Note that the number corresponds to the amount of time that the text will appear normally. A smaller number reflects a more rapid blink. Also, the number will decrease as the CTRL +(Inc.) is pressed and increase as the CTRL -(Dec.) is pressed.
- ☞ Press **CTRL B** to activate the Blink Color Button. Again press **CTRL +(Inc.)** or **-(Dec.)**. This will rotate through the colors. When you set the Blink Color the text will blink from the current Text Color to the Blink Color. If the Text Color is red and the Blink Color is yellow, the text will go from red to yellow and back to red. Anything that is the same color (rectangles, etc.) as the Text Color will blink
- ☞ Press **CTRL P** to apply the blink settings to the entire page.

To Disable Blink for an Entire Page

At times, blink may become overly distracting and you may wish to remove it from your page. To do so follow one of the following procedures.

To turn the blink off for a page using the mouse.

- ☞ Click on the text or on the background of the page that you want to stop blinking.
- ☞ Left click on the **DOWN ARROW** () next to the rate area until the Rate=0.
- ☞ Click on the **PAGE BUTTON**.

To turn blink off for a page using the keyboard.

- ☞ Click on background of the page that you want to stop blinking.
- ☞ Press **CTRL R** to active the Blink Rate Button.
- ☞ Press **CTRL -(Dec.)** until the rate =0.

GRAD and TED - skip this section.

- ☞ Press **CTRL P** to disable blink for the entire page.

To Disable Blink for a Specific Color

At times, certain text blinking alone on a page may become distracting and you may wish to remove it from your page. To do so follow one of the following procedures.

To turn the blink off for a specific color on a page using the mouse.

- ☞ Click on the text that you want to stop blinking.
- ☞ Left click on the **DOWN ARROW** () next to the rate area until the Rate=0.

To turn blink off for a specific color using the keyboard.

- ☞ Click on the text that you want to stop blinking.
- ☞ Press **CTRL R** to active the Blink Rate Button.
- ☞ Press **CTRL -(Dec.)** until the rate =0.

Bold Text Styles

This feature allows you to display words, lines or even whole pages of text in bold.



Changing the Text of an Entire Page to Bold.

The following procedure will change text to bold for an entire page using the command toolbar at the bottom of the Text Editor. If the Command Toolbar does not appear press **F3** (Function Key #3)

- ☞ Left mouse click anywhere on the background of the page.
- ☞ Find the Bold Button at the bottom left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When bold is off the bullet is empty. When bold is on the bullet is filled. Left click on the **BOLD BUTTON** a single time to switch bold from off to on.
- ☞ Once bold has been turned on, left click on the **PAGE BUTTON** of the Command Toolbar. This will change all the text on the page to bold.

A second way to change the text of an entire page to bold is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **CTRL N** to turn bold on, and press **CTRL P** to apply bold to the entire page.

Changing a Line of Text to Bold.

To change a line of text to bold use one of the following procedures.

- ☞ Left mouse click on the line where you would like the text to appear in bold.
- ☞ Find the Bold Button at the bottom left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When bold is off the bullet is empty. When bold is on the bullet is filled. Left click on the **BOLD BUTTON** a single time to switch bold from off to on.
- ☞ Once bold has been turned on, left click on the **LINE BUTTON** of the command toolbar. This will change the text of the selected line to bold.

A second way to change a line of text to bold is to use the keyboard shortcuts.

- ☞ Left click on the line where you would like to change the text to bold.
- ☞ Press **CTRL N** to turn bold on, and press **CTRL L** to apply bold to your current line.

Changing a Word to Bold.

There are two ways to change a word to bold. The first way is to use the mouse.

- ☞ Left mouse click on the line of text that contains the word you wish to appear in bold.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in bold.
- ☞ Find the Bold Button at the bottom left of the Command Toolbar.
- ☞ Left click on the **BOLD BUTTON** a single time to switch bold from off to on.
- ☞ Once bold has been turned on, left click on the **WORD BUTTON** of the command toolbar. This will change the selected word to bold.

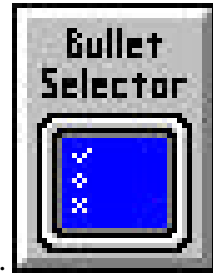
To change a word to bold using the keyboard shortcut:

- ☞ Left click on the line of text that you wish to make changes on.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in bold.
- ☞ Press **CTRL N** to turn bold on, and press **CTRL W** to apply bold to your word.

GRAD and TED - skip this section.

Bullets Button

The Bullets button is found in the Text Editor in the Menu Commands Toolbar. It is used to insert bullets in the text page. There is a wide variety to choose from and each bullet can have its size, color, etc. changed like ordinary text.



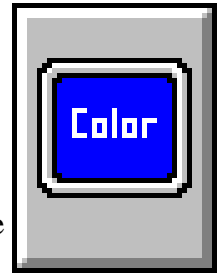
Display-Only Systems - skip this section.

Selecting a Bullet

- ☞ In order to Select a Bullet, first click on the **BULLET SELECTOR** button. Now click on the **UP ARROW** or **DOWN ARROW** until you see the bullet you want. Click on the **BULLET** to select it and then click on **INSERT** to have the bullet put in the text page.
- ☞ You can also use keyboard shortcuts to Select a Bullet. Press **ALT U** (for Bullets button) and then use the **ARROW KEYS** to select the bullet you want. Now press **ALT I** (for insert) to have the bullet put in the text page.

Color Menu

The Color Menu button is found in the Text Editor in the Menu Commands Toolbar. It is used to change the shadow, background, outline, blink, and color of text.



How to Access and Exit the Color Menu

- ☞ In order to access the Color Menu, first click on the **COLOR** button in the Menu Commands Toolbar.
- ☞ To Exit the Color menu and use the new settings, click on **OK**.
- ☞ You can also use keyboard shortcuts to access the Color Menu. First press **ALT C** to see the Color Menu. Use the **TAB** key to move your selected field to another.
- ☞ To Exit the Color menu and use the new settings, select **OK** using the **TAB** key and then press the **ENTER** key or press **O** (for OK).

How to Set the Shadow

- ☞ Set the amount of shadow vertically and horizontally by clicking on the **UP ARROW** and **DOWN ARROW** located below the words "vertical" and "horizontal". The amount of shadow can range from -9 to +9 with 0 being no shadow in that direction.
- ☞ Click on the **CLR** button (for color) and then click on the **COLOR BOX** you want to select for the shadow. Now click on **OK** to return to the Color Menu.
- ☞ There are two different types of shadows you can choose: Dropped or Not Dropped. The default is Not Dropped (no checkmark beside the word "Dropped"). A shadow which is Not Dropped looks like a single shadow behind the text. A Dropped shadow has a filled in look making the text look almost 3D. Click on **DROPPED** to select it.
- ☞ You can also use keyboard shortcuts to Set the Shadow. Set the amount of shadow vertically and horizontally by typing a **NUMBER** between -9 and +9 with 0 being no shadow in that direction.
- ☞ Select the **Clr** button (for color) with the **TAB** key and then press either the **SPACE BAR** or the **ENTER** key to bring up the color palette. Use the **ARROW** keys to move to the color you want the shadow to be and press the **ENTER** key to select it and return to the Color Menu.
- ☞ There are two different types of shadows you can choose: Dropped or Not Dropped. The default is Not Dropped (no checkmark beside the word "Dropped"). A shadow which is Not Dropped looks like a single shadow behind the text. A Dropped shadow has a filled in look making the text look almost 3D. Select the Dropped button with the **TAB** key and press the **SPACE BAR** to make the shadow Dropped.

How to Set the Background

- ☞ Click on **TOP** to display a color or pattern on the top half of the text line or rectangle.
- ☞ Click on **CLR** (for color) and then click on the **COLOR BOX** you want to select for the top. Now click on **OK** to return to the Color Menu.
- ☞ Click on **PTN** (for pattern) and then click on the **PATTERN BOX** you want to select for the top. Now click on **OK** to return to the Color Menu.
- ☞ Click on **BOTTOM** to display a color or pattern on the bottom half of the text line or

GRAD and TED - skip this section.

GRAD and TED - skip this section.

rectangle.

- ☞ Click on **CLR** (for color) and then click on the **COLOR BOX** you want to select for the bottom. Now click on **OK** to return to the Color Menu.
- ☞ Click on **PTN** (for pattern) and then click on the **PATTERN BOX** you want to select for the bottom. Now click on **OK** to return to the Color Menu.

- ☞ You can also use keyboard shortcuts to Set the Background. Select the Top button with the **TAB** key and press the **SPACE BAR** to enable color and pattern.
- ☞ Select the Clr button (for color) with the **TAB** key and then press either the **SPACE BAR** or the **ENTER** key to bring up the color palette. Use the **ARROW** keys to move to the color you want the background to be on top and press either the **O** key (for OK) or the **ENTER** key to select it and return to the Color Menu.
- ☞ Select the Ptn button (for pattern) with the **TAB** key and then press either the **SPACE BAR** or the **ENTER** key to bring up the patterns. Click on the **PATTERN BOX** you want the pattern to be on top and press either the **O** key (for OK) or the **ENTER** key to select it and return to the Color Menu.
- ☞ Select the Bottom button with the **TAB** key and press the **SPACE BAR** to enable color and pattern.
- ☞ Select the Clr button (for color) with the **TAB** key and then press either the **SPACE BAR** or the **ENTER** key to bring up the color palette. Use the **ARROW** keys to move to the color you want the background to be on the bottom and press either the **O** key (for OK) or the **ENTER** key to select it and return to the Color Menu.
- ☞ Select the Ptn button (for pattern) with the **TAB** key and then press either the **SPACE BAR** or the **ENTER** key to bring up the patterns. Click on the **PATTERN BOX** you want the pattern to be on the bottom and press either the **O** key (for OK) or the **ENTER** key to select it and return to the Color Menu.

How to Set the Outline

- ☞ Click on **ENABLED** to display an outline around the text.
- ☞ Click on **CLR** (for color) and then click on the **COLOR BOX** you want to select for the outline. Now click on **OK** to return to the Color Menu.

- ☞ You can also use keyboard shortcuts to Set the Outline. Select the Enabled button with the **TAB** key and press the **SPACE BAR** to enable the outline.
- ☞ Select the Clr button (for color) with the **TAB** key and then press either the **SPACE BAR** or the **ENTER** key to bring up the color palette. Use the **ARROW** keys to move to the color you want the outline to be and press either the **O** key (for OK) or the **ENTER** key to select it and return to the Color Menu.

How to Set the Blink

In 256 color mode you will see the text blinking in the Text Editor, but in 65K color mode you will not see the text blinking until you display the schedule. When you choose the blink color, it is the color the text will blink to. So, if the Text Color is red and the Blink Color is yellow, the text will go from red to yellow and back to red.

- ☞ Set the speed of Blink by clicking on the **UP ARROW** and **DOWN ARROW** located below

the words "Tenths/Second". The speed can range from 0 (no blink) to 10 (fastest blink).

- ☞ Click on **CLR** (for color) and then click on the **COLOR BOX** you want to select for the blink-to color. Now click on **OK** to return to the Color Menu.
- ☞ You can also use keyboard shortcuts to Set the Blink. Set the speed of the blink by typing a **NUMBER** between 1 (slowest blink) and 10 (fastest blink) with 0 being no blink.
- ☞ Select the Clr button (for color) with the **TAB** key and then press either the **SPACE BAR** or the **ENTER** key to bring up the color palette. Use the **ARROW** keys to move to the color you want the blink-to color to be and press the **ENTER** key to select it and return to the Color Menu.

How to Set the Text Color

- ☞ Click on **CLR** (for color) in the Text Color Area and then click on the **COLOR BOX** you want to select for the text. Now click on **OK** to return to the Color Menu.
- ☞ Select the Clr button (for color) in the Text Color Area with the **TAB** key and then press either the **SPACE BAR** or the **ENTER** key to bring up the color palette. Use the **ARROW** keys to move to the color you want the text to be and press the **ENTER** key to select it and return to the Color Menu.

Colors of Text

You can change the Color of your text on a page, for one line, or even one word.



Changing the Color on the Entire Page.

The following is a way to change the color for a page using the command toolbar which is at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function key #3).

- ☞ Left click anywhere on the background of the page.
- ☞ Find the Color Button in the middle of the Command Toolbar.
- ☞ Next click on the up () or down () arrow behind the Color Button to scroll through the standard Colors.
- ☞ When the desired Color is displayed in the Color Button click on the **PAGE BUTTON** of the Command Toolbar. This will change all the text on the page to the Color that you have selected.

A second way to change the Color of an entire page using the mouse is as follows.

- ☞ Left click anywhere on the background of the page.
- ☞ Find and click on the **COLOR BUTTON** in the middle of the Command Toolbar. Notice the red outline around the button to show that it is selected.
- ☞ Click on the **+(INC.)** or **-(DEC.)** in the Command Toolbar to scroll though the list of Windows Colors.
- ☞ When the correct Color is displayed in the Color Button click on the **PAGE BUTTON** in the Command Toolbar.

A third way to change the Color for the entire page is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **CTRL C** to select the Color Button of the Command Toolbar.
- ☞ Next press either **CTRL +** or **CTRL -** (Note: You must use the + and - keys located on the numeric keypad on the right side of the keyboard) to scroll up or down the list of Windows Colors.
- ☞ When the correct Color appears in the Color Button press **CTRL P**. This changes the Color of your entire page.

Changing the Color of a Line.

Changing the Color of a line is accomplished in one of three ways. The first way is as follows:

- ☞ First click on the screen where you would like the text to appear in the new Color or on the existing text where you want to change the Color.
- ☞ Locate the Color Button in the middle of the Command Toolbar. Note the two small arrows immediately to the right of the Color Button.
- ☞ Simply click either on the up () or down () arrow to scroll through the various Windows Colors.
- ☞ When the correct Color appears in the Color Button, click on the **LINE BUTTON** of the command toolbar.

GRAD and TED - skip this section.

The second way also uses the mouse.



- ☞ First click on the screen where you would like the text to appear in the new Color or on the existing text where you want to change the Color.
- ☞ Click on the **COLOR BUTTON** in the middle of the Command Toolbar.
- ☞ Click on the + (**INC.**) or - (**DEC.**) in the Command Toolbar to scroll through the various Windows Colors.
- ☞ When the correct Color appears in the Color Button, click on the **LINE BUTTON** of the command toolbar.

The third way is to use the keyboard shortcuts.

- ☞ First click on the screen where you would like the text to appear or on the existing line where you want to change the Color.
- ☞ Then press **CTRL C**. This activates the Color Button in the Command Toolbar. To scroll up through list of Windows Colors hit **CTRL -**. To scroll down the list hit **CTRL +**. (You must use the + and - keys located on the numeric keypad on the right side of the keyboard.)
- ☞ When the correct Color appears hit **CTRL L** to change the Color for the entire line.

Changing the Color of a Word.

There are three ways to change the Color of a word. The first way is to use the mouse.

- ☞ First click on the line of text that contains the word you wish to appear in a different Color.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in the new Color.
- ☞ Locate the Color Button in the Command Toolbar. To the right of the Color Button are two small arrows. Click on either the small up arrow () or the small down arrow () to scroll through the Colors. The letter of the word (the one the cursor is on) will change to each of the different Colors.
- ☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbar to change the Color for the word.

Another way to use the mouse is as follows.

- ☞ First click on the line of text that contains the word you wish to appear in a different Color.
- ☞ Move the cursor to any letter of the word that is to appear in the new Color using the cursor movement keys.
- ☞ Click on the **COLOR BUTTON** in the middle of the Command Toolbar. Then click on the +(**INC.**) or-(**DEC.**) Buttons. The letter of the word that the cursor is on will change to each of the different Colors.
- ☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbar to change the Color for the word.
To change the Color of a word using the keyboard shortcut:
- ☞ Click on the line of text that you wish to make changes. Using the cursor movement keys move the cursor to any letter of the word you wish to appear in a different Color.
- ☞ Hit **CTRL C** to activate the Color Button of the command toolbar. Use **CTRL +** and **CTRL -** to change the Color.
- ☞ When the proper Color is displayed hit **CTRL W** to change the Color for the word.

To use the Color Menu see the Color Menu entry in this manual.

Custom Colors

The Custom Colors button is found in the Text Editor in the Menu Commands Toolbar. It is used to modify the typing colors. There are 20 typing colors per page. The Black and White colors are fixed, but the other 18 colors may be changed. Whatever color is selected, when exiting the Custom Color Menu, will be the current typing color. The Color Menu will show the Custom Color changes but the Font Menu will not.



The Red, Green, and Blue value for each color can each be changed from 0 to 255 giving a possibility of 16 million different colors.

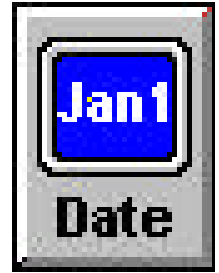
Display-Only Systems - skip this section.

To Customize a Color

- ☞ In order to customize a color, first click on the **CUSTOM COLORS** button in the Menu Commands tool bar and then click on the **COLOR** you want to modify. The amount of Red, Green and Blue in the color chosen is displayed. Click on the **UP** or **DOWN** arrows beside the Red, Green and Blue buttons to customize the color. When you have adjusted the color to your liking, click on **OK**. The new color can now be selected for text, rectangles, etc. in the normal fashion. Please refer to the Change Color section for how to do this.
- ☞ You can also use keyboard shortcuts to customize a color. Press **ALT K** (for custom color) to bring up the Custom Color Menu. Click on the **COLOR** you want to modify. Now press the **TAB** key until you get to Red, Green or Blue. Enter in the number for each of these colors. When you have adjusted the color to your liking, press the **TAB** key until **OK** is selected and then press the **ENTER** key.

Date on a Text Page

The Date button is found in the Text Editor in the Menu Commands over to the right. (You might have to move the horizontal window scroll bar (just below the Menu Commands Toolbar) to the right in order to see the Date Button.) It is used to display the digital date on a page with a variety of different formats and options.



GRAD and TED - skip this section.

Position the cursor

- ☞ Place the cursor where you want the date to appear and then click on the **DATE** button to open up the Date Window.
- ☞ You can also use keyboard shortcuts to position the cursor. Place the cursor where you want the date to appear and then press **CTRL ARROW KEY** () to move the cursor left, right, up, or down. Now press **ALT D** to open up the Date Menu.

Choose the format

- ☞ You have three formats to choose from for the order the date is displayed. Only one format can be selected at a time. Click on the format you want.
- ☞ You can also use keyboard shortcuts to choose the format. Press or to select the next format OR press or to select the previous format.

Choose the options

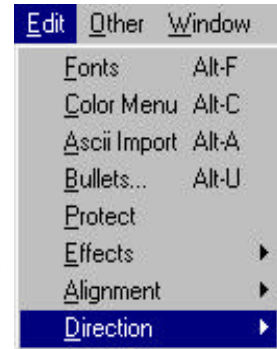
- ☞ You have three options to choose from to modify how the date is displayed. Any number of options can be chosen, from none to all three. Click on the option(s) you want. (If you want the option of Print the Century, then you must also select the option of Print the Year.) Now that you have selected the format and option(s) you want click on the **OK** button and the date will be displayed where the cursor was positioned on the screen.
- ☞ You can also use keyboard shortcuts to choose the options. Press **TAB** to move over to the options side of the Date Window. Now press or to high-light the next option OR press or to high-light the previous option. When you have high-lighted an option you want to select press the **SPACE BAR**. You can also deselect an option by pressing the **SPACE BAR**. Now that you have selected the format and option(s) you want press the **TAB** key until the OK button is high-lighted. Press the **ENTER** key and the date will be displayed where the cursor was positioned on the screen.

Change the text attributes and placement of Date

- ☞ The text attributes (such as font, color, size etc.) or placement of the date can be changed just like any other text on the page. Please refer to other reference sections of the manual for this.

Changing the Direction of Print

You can change the direction of print from left to right as is conventional, to right to left. This may be useful when using Arabic fonts.



Changing the Direction of Print

To change the direction of print using the mouse follow these steps.

- ☞ If the drop down menu is not showing, double right click on the background.
- ☞ Click on **Edit**.
- ☞ Click on **Direction**.
- ☞ Click on **Left to Right** or **Right to Left**.

To use the keyboard to change the direction of print follow these steps.

- ☞ If the drop down menu is not showing, press **CTRL SPACE** once.
- ☞ Press **ALT E** once to open the Edit drop down menu.
- ☞ Press **D** to open the Direction selection.
- ☞ Press **L** for Left to Right or **R** for Right to Left.

Note: If using Windows designed for a foreign language, and you use a foreign font, sometimes the system will perform grammatical checking, which will change characters according to the relationship of other characters beside it.

GRAD and TED - skip this section.

Using the Drop Down Menu

In the Text Editor, there is a drop down menu which, when used, reveals the ALT and CTRL key shortcuts for various different functions. When the drop down menus are displayed the ALT keys are disabled for the Menu Commands Toolbar.

Displaying the Drop Down Menu

To get the drop down menu to display using the mouse.

- ☞ Double right mouse click on the background of a page.

To get the drop down menu to display using the keyboard.

- ☞ Press **CTRL SPACE** one time.

Hiding the Drop Down Menu

The following is how you stop displaying or hide the Drop Down Menu.

- ☞ Press **CTRL SPACE** again.

Using the Drop Down Menu

To use the drop down menu using the mouse.

- ☞ Left click on the heading that you wish to see the drop down menu for.
- ☞ Left click on the selection that you want in the drop down menu.

When items have an arrow (▾) after the item name, it denotes a further selection is needed.

- ☞ If the selection you choose has sub-selections, left click on the sub-selection that you want.

One way to use the keyboard to use the drop down menus involves following these steps.

- ☞ Press **ALT P**.
- ☞ Use the left and right cursor movement keys to select a specific drop down menu.
- ☞ On the cursor movement keys, press the **DOWN ARROW** (↓) or **UP ARROW** (↑) to select a specific item from the drop down menu.
- ☞ Press **ENTER**.

Another way to use the keyboard to make selections is to as follows.

- ☞ Press **ALT** and the underlined letter of the drop down menu that you want to use.
- ☞ Press the letter of the selection that you would like to make. Again, this letter is underlined in the menu. If the letter that you press is the only one underlined in the menu, you will go directly into the item that you select.
- ☞ If the menu contains the same letter underlined twice in two different selections, the nearest letter below will be selected. You must press **ENTER** to make the selection.

When items have an arrow (▾) after the item name, it denotes a further selection is needed. There are two ways to make this further selection using the keyboard. The first way is as follows.

- ☞ Press the **UP ARROW** (↑) or the **DOWN ARROW** (↓) in the cursor movement keys to select a sub-selection.
- ☞ Press **ENTER**.

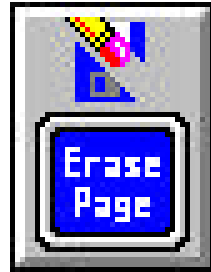
The second way to make a further selection using the keyboard is as follows.

- ☞ Press the underlined letter of the selection that you want.

GRAD and TED - skip this section.

Erase Page

This feature allows you to erase a previously saved text page or template page.



Erasing a Text Page

The following procedure will erase a previously saved text page using the Menu Commands toolbar at the top of the Text Editor screen. If the Command Toolbar does not appear press **F2** (Function Key #2).

- ☞ Left mouse click once on the Erase Page Button at the top of the Menu Commands Toolbar.
- ☞ Select which text page you would like to erase by searching through the directories on your hard drive, clicking on the page to be erased, and then clicking on **OK**.

A second way to load a text page into the Text Editor is to use the keyboard shortcut.

- ☞ Press **ALT L** (to display the load page menu).
- ☞ Select which text page you would like to load by searching through the directories on your hard drive, clicking on the page to be erased, and then clicking on **OK**.

*NOTE: make sure that the file type of the text page you erase is set to either **Pages and Templates**, or **Pages Only**.

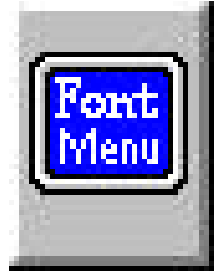
Loading a Template page

The preceding procedure will also erase a previously saved template page. Template pages are simply generic pages that you can use as a template to create new pages. Unlike normal text pages which are saved with the .pge extension, template pages are saved with the .tpl extension. In order to erase a template page rather than a text page, simply follow the same directions as you would for erasing a text page, only this time change the file type to **Templates Only**. Alternatively, you can set file type to **Pages and Templates**, and type ***.tpl** in the File Name box, and press **Enter**. This will list all of the template pages you have saved for the directory you have selected. Just click on the template you wish to erase and click on **OK**.

GRAD and TED - skip this section.

Font Menu

The Font Menu button is found in the Text Editor in the Command Toolbar. It is used to change the font, style, size, and color of text.



Display-Only Systems - skip this section.

How to Use the Font Menu

- ☞ In order to access the Font Menu, first click on the **FONT MENU** button in the Menu Commands toolbar.
- ☞ Use the scrolling toolbar to find the font you want and then click on the **FONT** name.
- ☞ Choose your style and size the same way as font. For Effects, click on **STRIKEOUT** and/or **UNDERLINE** to select these options.
- ☞ Click on the **DOWN ARROW** beside the color name to give you the list of colors. Use the scrolling toolbar to find the color you want and then click on the **COLOR** name. Click on OK for the changes to take effect.

- ☞ You can also use keyboard shortcuts to access the Font Menu. First press **ALT F** to see the Font Menu.
- ☞ In order to change the font, type in the **FONT NAME** or press the **UP** and **DOWN ARROW** keys to select the font name.
- ☞ Press the **TAB** key to cycle through the options in the menu. Change style and size in the same way as changing the font.
- ☞ High-light the **Strikeout** and press the SPACE BAR to select it. High-light the **Underline** and press the SPACE BAR to select it. High-light the Color and press the **UP** and **DOWN ARROW** keys to select the color. Select OK with the **TAB** key and press **ENTER** to make the changes take effect.

Changing Fonts

You can change the font of your text on a page, for one line, or even one word.



Changing the Font on the Entire Page.

The following is a way to change a font for a page using the command toolbar which is at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function key #3).

- ☞ Left click anywhere on the background of the page.
- ☞ Find the Font Button in the middle of the Command Toolbar.
- ☞ Next click on the up () or down () arrow behind the Font Button to scroll through any of the installed windows fonts. The fonts are listed in alphabetical order and will wrap around to the first entry when you reach the end entry.
- ☞ When the desired font is displayed in the Font Button click on the **PAGE BUTTON** of the Command Toolbar. This will change all the text on the page to the Font that you have selected.

A second way to change the font of an entire page using the mouse is as follows.

- ☞ Left click anywhere on the background of the page.
- ☞ Find and click on the **FONT BUTTON** in the middle of the Command Toolbar. Notice the red outline around the button to show that it is selected.
- ☞ Click on the **+(INC.)** or **-(DEC.)** in the Command Toolbar to scroll though the list of Windows fonts.
- ☞ When the correct font is displayed in the Font Button click on the **PAGE BUTTON** in the Command Toolbar.

A third way to change the font for the entire page is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **CTRL F** to select the Font Button of the Command Toolbar.
- ☞ Next press either **CTRL +** or **CTRL -** (Note: You must use the + and - keys located on the numeric keypad on the right side of the keyboard) to scroll up or down the list of Windows fonts.
- ☞ When the correct font appears in the Font Button press **CTRL P**. This changes the font of your entire page.

Changing the Font of a Line.

Changing the font of a line is accomplished in one of three ways. The first way is as follows:

- ☞ First click on the screen where you would like the text to appear in the new font or on the existing text where you want to change the font.
- ☞ Locate the Font Button in the middle of the Command Toolbar. Note the two small arrows immediately to the right of the Font Button.
- ☞ Simply click either on the up () or down () arrow to scroll through the various Windows fonts.
- ☞ When the correct font appears in the Font Button, click on the **LINE BUTTON** of the command toolbar.

The second way also uses the mouse.

- ☞ First click on the screen where you would like the text to appear in the new font or on the existing text where you want to change the font.
- ☞ Click on the **FONT BUTTON** in the middle of the Command Toolbar.

GRAD and TED - skip this section.



- ☞ Click on the + (**INC.**) or - (**DEC.**) in the Command Toolbar to scroll through the various Windows fonts.
- ☞ When the correct font appears in the Font Button, click on the **LINE BUTTON** of the command toolbar.

The third way is to use the keyboard shortcuts.

- ☞ First click on the screen where you would like the text to appear or on the existing line where you want to change the font.
- ☞ Then press **CTRL F**. This activates the Font Button in the Command Toolbar. To scroll up the list of Windows fonts hit **CTRL -**. To scroll down the list hit **CTRL +**. (You must use the + and - keys located on the numeric keypad on the right side of the keyboard.)
- ☞ When the correct font appears hit **CTRL L** to change the font for the entire line.

Changing the Font of a Word.

There are three ways to change the font of a word. The first way is to use the mouse.

- ☞ First click on the line of text that contains the word you wish to appear in a different font.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in the new font.
- ☞ Locate the Font Button in the Command Toolbar. To the right of the Font Button are two small arrows. Click on either the small up arrow () or the small down arrow () to scroll through the various Windows fonts. The letter of the word (the one the cursor is on) will change to each of the different fonts.
- ☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbar to change the font for the word.

Another way to use the mouse is as follows.

- ☞ First click on the line of text that contains the word you wish to appear in a different font.
- ☞ Move the cursor to any letter of the word that is to appear in the new font using the cursor movement keys.
- ☞ Click on the **FONT BUTTON** in the middle of the Command Toolbar. Then click on the +(**INC.**) or-(**DEC.**) Buttons. The letter of the word that the cursor is on will change to each of the different fonts.
- ☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbar to change the font for the word.

To change the font of a word using the keyboard shortcut:

- ☞ Click on the line of text that you wish to make changes. Using the cursor movement keys move the cursor to any letter of the word you wish to appear in a different font.
- ☞ Hit **CTRL F** to activate the Font Button of the command toolbar. Use **CTRL +** and **CTRL -** to change the font.
- ☞ When the proper font is displayed hit **CTRL W** to change the font for the word.

To use the Font Menu see the Font Menu entry in this manual.

Graphics Backgrounds

This feature allows you to embed a vast array of graphics on your pages to serve as backgrounds. If your VGA card is set to 256 colors, you will see a Load Back button and will only be able to load a single graphic background per page. If your VGA card is set to 64K color, you will see a Multi Back button and will be able to load as many graphic backgrounds per page as you like. These backgrounds will appear on top of any blended backgrounds you might have on a page, but rectangles and text will appear on top of your graphics. In other words, Graphics appear on top of blended backgrounds, rectangles appear on top of graphics, and text appears on top of everything. Be sure to keep these points in mind when creating your pages.



Creating a Graphics Background

The following procedure will create a Graphics background on a text page using the Menu Commands toolbar at the top of the Text Editor screen. If the Command Toolbar does not appear press **F2** (Function Key #2).

- ☞ Left mouse click once on the **LOAD BACK** or **MULTI BACK** Button at the top of the Menu Commands Toolbar, or press **ALT-G**. This should present you with the Embedded Graphic menu.
- ☞ Click on the **BROWSE BUTTON** or press **ALT-B**, select the graphic you want to insert on a page, and click on **OK**.
- ☞ If you want to resize or move the graphic on your page, click on the **MOVE/SIZE BUTTON**, or press **ALT-M**. Note the nine graphic handle bars around the edges and in the center of your graphic. Use these to resize and move your graphic by clicking and dragging on them. Hold the **SHIFT KEY** down while moving to maintain the original aspect ratio. Or press **CTRL** and the appropriate **ARROW KEY** to adjust the top and left edges of your graphic, and press **SHIFT** and the appropriate **ARROW KEY** to adjust the bottom and right edges of your graphic. Once you have the graphic the way you would like it to appear, press **ENTER**.
- ☞ Select a frame for your graphic by clicking on either simple, lowered, raised, or “bumped”. NOTE: Raised, lowered, and “bumped” require 65K color mode to display properly.
- ☞ Choose a color for your frame by clicking on the **CHANGE COLOR BUTTON** or pressing **ALT-F**. Next, select the color you want from the **SELECT COLOR WINDOW**, and then click on **OK**. The color you select will appear in the box next to the Change Color button.
- ☞ You can also create your own color by adjusting the R, G, B values at the bottom of the **SELECT COLOR WINDOW**. The R value stands for red, the G value stands for Green and the B value stands for Blue. By combining each of these different colors at different values (ranging from 0 to 255) you can create any color you like. For more information refer to the section on **Custom Colors**.
- ☞ Select a width for your frame by entering a value from 0 to 25 in the **WIDTH BOX**. NOTE: A width of 5 or greater is required for frame effects. A width of zero will disable frame.
- ☞ Choose from the two options under the **OPTIONS** heading. You can use the mouse to do this or press **ALT-O** and use the **TAB KEY** and **SPACE BAR** to make your selections. The **SEE THRU** option allows anything that is pure black (R=0, G=0, B=0) to become transparent and allow what is behind it to show through. The **OUTLINE** option adds a black outline around the frame of your graphic. Select the options you would like to include with

GRAD and TED - skip this section.

your graphic and click on **OK**.

Editing a Graphics Background

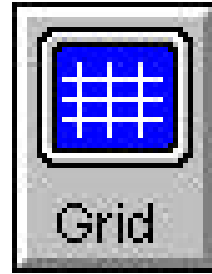
If you need to edit a graphic, just right mouse click on it and this should re-open the Embedded Graphic window. If the Stacked Items window appears instead, it is because there is more than one graphic and/or rectangle on the page. Make sure the high-lighted item in the Stacked Items window is the graphic you want. Click on **EDIT** and the Embedded Graphics window will appear. From here you can Reset Size, Move/Size, Delete, or Crop your graphic. **RESET SIZE** returns your graphic to its original size. **MOVE/SIZE** allows you to move or resize your graphic. **DELETE** will remove a graphic from a page. **CROP** allows you to crop-out and show only a section of the graphic and not display the rest.

- ☞ To reset your graphic to its original size click on the **RESET SIZE BUTTON** or press **ALT-R**.
- ☞ To resize or move a graphic click on the **MOVE/SIZE BUTTON** or press **ALT-M**. Note the nine graphic handle bars around the edges and in the center of your graphic. Use these to resize and move your graphic by clicking and dragging on them. Hold the **SHIFT KEY** appropriate **ARROW KEY** to adjust the top and left edges of your graphic, and press **SHIFT** and the appropriate **ARROW KEY** to adjust the bottom and right edges of your graphic. Once you have the graphic the way you would like it to appear, press **ENTER**.
- ☞ To delete a graphic from a page, click on the **DELETE BUTTON** or press **ALT-D**.
- ☞ To crop a section of a graphic, click on the **CROP BUTTON** or press **ALT-C**. Note the nine graphic handle bars around the edges and in the center of your graphic. Use these to resize and move your graphic by clicking and dragging on them. Or press **CTRL** and the appropriate **ARROW KEY** to adjust the top and left edges of your graphic, and press **SHIFT** and the appropriate **ARROW KEY** to adjust the bottom and right edges of your graphic. Once you have your graphic cropped, press **ENTER**.

* NOTE: For TEBBS, and TEC users, you can only use a graphic background or a blended background, but no both at the same time. GRAC users, may use both graphic backgrounds and a blended background on their pages. Furthermore, GRAC users can create their own graphics, where as TEBBS and TEC users are limited to the graphics libraries provided by D.Co.

Grid

The Grid Button is found in the Text Editor on the far right hand side of the Menu Commands Toolbar. If the Menu Commands Toolbar does not appear press **F2**. If it still does not appear see the Menu Commands Toolbar Guide in this manual. Grid is used to align a line of text, graphics or all the text on a page. Grid can also be used to size graphics uniformly throughout a page. Grid works by forcing the placement and movement of graphics and text into certain spots.



Adjusting Grid Attributes

You can adjust the grid attributes using either the keyboard or the mouse. To use the mouse to adjust the grid attributes do the following.

- ☞ Click on the up () or down () arrow next to Horizontal Grid to increase or decrease the number of pixels that the grid will jump at a time. 10 is a good starting point.
- ☞ Click on the up () or down () arrow next to Vertical Grid to increase or decrease the number of pixels that the grid will jump at a time. 10 is a good starting point.
- ☞ Click on the **Grid Enabled** checkbox if there is no check in the checkbox.
- ☞ Click on **OK**.

To use the keyboard to adjust the grid attributes follow these steps.

- ☞ Press **TAB** until the number in the Horizontal Grid box is highlighted.
- ☞ Type a number in the box. The higher the number the more pixels that the grid will jump at a time. 10 is a good starting point.
- ☞ Press **TAB** until the number in the Vertical Grid box is highlighted.
- ☞ Type a number in the box. The higher the number the more pixels that the grid will jump at a time. 10 is a good starting point.
- ☞ Press **TAB** until an outline appears around Grid Enabled.
- ☞ Press the **SPACE BAR** to enable the grid.
- ☞ Press **ENTER**.

Sizing Graphics Uniformly

- ☞ First load the graphics that you want uniformly sized. See the Load Graphics Background Guide in this manual.
- ☞ Next, click on the **GRID BUTTON**. A dialogue box with the grid attributes will appear. Fill in the information as noted above.
- ☞ Right click on the first graphic that you want sized uniformly with other graphics.
- ☞ Click on **Size/Move** and adjust the size of the graphic as found in the Load Graphics Background Guide in this manual. The only difference is that the size will appear to be jumpy when you adjust it. This is because grid is on.
- ☞ When the size of the graphic is adjusted correctly, press **ENTER**.
- ☞ Click on **OK**.
- ☞ Right click on the next graphic that you want uniformly sized.
- ☞ Click on **Size/Move** and move the graphic so that the outline handlebars are aligned with the first graphic.
- ☞ Adjust the size of the graphic to the same size as the first graphic that you sized.
- ☞ When the size is adjusted correctly, press **ENTER**.

GRAD and TED - skip this section.

- ☞ Click on **Size/Move** again and move the graphic to where you want it and press **ENTER**.
- ☞ Click on **OK**.
- ☞ Repeat for any other graphics that you want sized the same.

Aligning Text Using Grid

The first way to use Grid to align text is to use the mouse.

- ☞ First click on the **GRID BUTTON** in the Menu Commands Toolbar. A dialogue box with the grid attributes will appear. Fill in the information as noted above.
- ☞ Click on the first line of text that you want aligned.
- ☞ Drag the text to its position by holding the mouse button down and moving the mouse.
- ☞ Release the mouse button to place the text.
- ☞ Select another line and move it in the same way, making sure that the line is aligned with the previous line. You can do this by dragging the line close to the first one and moving it either down or across. To place the text release the mouse button.

Another way to use Grid to align text uses the keyboard.

- ☞ Select the line that you want aligned by pressing **TAB** until the cursor appears on the first line of text that you want to use grid to align.
- ☞ While holding **CTRL** use the cursor movement keys (**CTRL** , , ,) the line will move up, left, right or down one line or character space, but will snap to the nearest grid line when grid is enabled.

Aligning Graphics using Grid

- ☞ Load and size the graphics that you want aligned. See the Load Graphics Background Guide in this manual.
- ☞ Next, click on the **GRID BUTTON**. A dialogue box with the grid attributes will appear. Fill in the information as noted above.
- ☞ Right click on the first graphic that you want aligned with other graphics.
- ☞ Click on **Size/Move** and adjust the position of the graphic as found in the Load Graphics Background Guide in this manual. The only difference is that the size will appear to be jumpy when you adjust it. This is because grid is on.
- ☞ When the size is adjusted correctly, press **ENTER**.
- ☞ Click on **OK**.
- ☞ Right click on the next graphic that you want aligned.
- ☞ Click on **Size/Move** and move the graphic so that it is placed in alignment with the first graphic.
- ☞ Press **ENTER**.
- ☞ Click on **OK**.
- ☞ Repeat for any other graphics that you want aligned.

Humidity

The Humidity button is found in the Text Editor in the Menu Commands Toolbar over to the right. (You might have to move the horizontal window scroll bar (just below the Menu Commands Toolbar) to the right in order to see the Humidity Button.) It is used to display the humidity on a page in a variety of different formats and options.



Position the cursor

To use the mouse to position the cursor:

- ☞ Place the cursor where you want the humidity to appear and then click on the **HUMIDITY BUTTON** to open up the Humidity menu.

To use the keyboard to position the cursor:

- ☞ Place the cursor where you want the humidity to appear and then press **CTRL ARROW KEY** () to move the cursor left, right, up, or down. Now press **ALT H** to open up the Humidity menu.

Editing an Existing Humidity

To edit a humidity reading using the mouse:

- ☞ Click on the humidity itself, or the **N/A** or **<BAR>** where the humidity is to appear.
- ☞ Next use the left cursor movement key () to highlight the humidity, **N/A** or **<TEMP>**.
- ☞ Next click on the **HUMIDITY BUTTON** to open the Humidity menu..

To edit an existing humidity reading using the keyboard:

- ☞ Click on the humidity itself, or the **N/A** or **<BAR>** where the humidity is to appear.
- ☞ Next use the left cursor movement key () to highlight the humidity, **N/A**, or **<TEMP>**.
- ☞ Press **ALT H** to open the Humidity menu.

There are two different areas in the Humidity menu: Reading and Measurement.

Choose the Reading

- ☞ You have the option to display either Outdoor or Indoor humidity readings. To select the reading that you want click on either the **Outdoor** or **Indoor** bullet selector, marking it with a dot.

To use the keyboard to select the reading:

- ☞ Press **TAB** until a grey outline appears around either the Outdoor or Indoor entry of the Reading.
- ☞ Next, use the **ARROW KEY** () to select the reading that you want.

Choose a Measurement

The last selection is the Measurement. The options for measurements are: Current, High, Low, 24-Hour Rate, and Rate.

- ☞ To choose a specific measurement click on the bullet selector next to the option you want. Note: Not all options are available with all weather stations.

To use the keyboard shortcuts to select a measurement:

- ☞ Press **TAB** until a grey outline appears around an entry in Measurement.
- ☞ Next, use the **ARROW KEY** () to select the measurement that you want to use.

GRAD and TED - skip this section.

Implementing your Settings

- ☞ When you are done, click on the **OK** button and the humidity will be displayed where the cursor was positioned on the screen.

To implement the humidity settings using the keyboard:

- ☞ Press **TAB** until a grey outline appears around **OK**. Press **ENTER**.

Change the text attributes and placement of Humidity

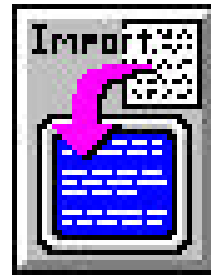
- ☞ The text attributes (such as font, color, size etc.) or placement of the humidity can be changed just like any other text on the page. Please refer to other reference sections of the manual for this.

Weather Station Configurations

Make sure that the proper configuration is set up for the weather station that you have installed. To configure the weather station use the red **CONFIGURATION BUTTON** in the main menu. For more information on weather station configurations please see the section for your weather station.

Import ASCII Button

The ASCII Button is found in the Text Editor in the Menu Toolbar. It is used to bring in large text files which are put onto a template page. Community Announcements which are limited to a certain number of lines can use this feature to save time.



When an ASCII file is converted to text pages, it will create as many text pages as necessary to hold the entire file. In other words, if you have a couple pages of text in your ASCII file, it could create 10-20 text pages, depending on the size and font of the text that you have selected.

We suggest that you create the template page and save it, since that will allow you to re-load that template page and make changes and re-do the import. This way if it does not look right the first time, you can make changes until you like it. Some people like to have a heading at the top and maybe time and date at the bottom, and leave the middle of the page where you want your ASCII file imported. You can make the template page to look any way you want.

Create Your Template Page

- ☞ In order to set up the template page, create it just like any other page. Make your heading in the size, color, font, etc. that you want and place it at the top. You can even add a colored or blended rectangle behind it as well as graphics pictures. Then, if you want, put the time and date at the bottom, again in the size, color, font, etc. that you want. Maybe again you want to add a different colored or blended rectangle behind it. This would be the template information that will appear on all the pages that are converted from your ASCII file.

Set Your Default Character Typing Attributes

- ☞ Now set your template character typing attributes to what you want your text to look like when it is converted into your pages. Again, you should set the size, color, font, shadow (if any), etc. You may want to type a couple of test characters to see what your final text will look like.
- ☞ **THIS IS VERY IMPORTANT:** When you have your character attributes set to what you want your text to look like, type **CTRL E** (for equate). This sets the default typing attributes to what you have just set, and this will make sure that whatever is converted from your ASCII file, will have the attributes that you just set! So make sure you type **CTRL E** before doing the conversion. (If you have typed some sample characters, be sure to remove them by using the backspace.)

Set the Template Options

- ☞ Now we must Set the Template Options. Click on the **IMPORT** button in the Menu Toolbar. The ASCII Import Menu will appear. On the top line, type in the filename of the ASCII file that you want to convert. (Remember that it must be an ASCII text file!) (usually a .TXT file). Be sure to include the three letter extension.
- ☞ Click on the **SECOND BOX** and type in the name that you want you new text pages to be called. You can only use 6 characters, because they will be named xxxxxx1.pge, and xxxxxx2.pge, xxxxxx3.pge and so on, since it may create 10 or 20 or more text pages. You do *not* need to type the .PGE extension.

GRAD, TED and TEBBS skip this section



Click on the line **JOIN LINES FROM IMPORT FILE** (a check mark will appear beside the line to show it is selected) if you want short lines to be concatenated together on one line. The ~ symbol will force an end of line.



Click on the line **FILL IMPORT BOX WITH BACKGROUND PATTERN** (a check mark will appear beside the line to show it is selected) if you want the entire import box to have the currently selected background pattern.



You should now choose the area the text will be imported into. This allows you to place the imported text where it will not cover over the template text and graphics. The default is full screen. Click on **CHANGE** to choose a different area of the screen. Click on the handles and move the import area until you are satisfied. Press the **ENTER** key to keep the new selected area.



Save the template before actually doing the import of the ASCII file. Click on **OK** and then click on the **SAVE PAGE** button. The save menu will appear, but instead of saving it as a .PGE file, save it as a TPL file. You do this by clicking on the **LIST FILES OF TYPE** window and then click on the **DOWN ARROW** until you see Templates Only. Click on **TEMPLATES ONLY**. Now chose a name for the template file. You may want to use the same name as the output file name, but with the TPL (not PGE) extension. Therefore if your new pages will be called NEWPAG, then type **NEWPAG.TPL**.



You can also use keyboard shortcuts to Set the Template Options. Type **ALT A** to open the ASCII Import Menu. On the top line, type in the filename of the ASCII file that you want to convert. (Remember that it must be an ASCII text file!) (usually a .TXT file). Be sure to include the three letter extension.



Press the **TAB** key to move to the next box down, and type in the name that you want your new text pages to be called. You can only use 6 characters, because they will be named xxxxxx1.pge, and xxxxxx2.pge, xxxxxx3.pge and so on, since it may create 10 or 20 or more text pages. You do *not* need to type the .PGE extension.



Press the **TAB** key to move to the first option. Press the **SPACE BAR** to select Join Lines From Import File (a check mark will appear beside the line to show it is selected) if you want short lines to be concatenated together on one line. The ~ symbol will force an end of line.



Press the **TAB** key to move to the second option. Press the **SPACE BAR** to select Fill Import Box with Background Pattern (a check mark will appear beside the line to show it is selected) if you want the entire import box to have the currently selected background pattern.



You should now choose the area the text will be imported into. This allows you to place the imported text where it will not cover over the template text and graphics. The default is full screen. Press the **TAB** key until the Change button is high-lighted. Press the **ENTER** key or **SPACE BAR** to choose a different area of the screen. Use the **ARROW** keys to move the top left hand corner of the import area until you are satisfied. To move the bottom right hand corner of the import area hold down the **SHIFT** key and use the **ARROW** keys. Press the **ENTER** key to keep the new selected area.



Save the template before actually doing the import of the ASCII file. Press the **TAB** button until OK is high-lighted and then press the **ENTER** key. Press **ALT S** to open up the Save Page Menu. Instead of saving it as a .PGE file, save it as a TPL file. You do this by pressing the **TAB** key until the **LIST FILES OF TYPE** window is selected and then press the **DOWN ARROW** key until you see Templates Only. Press the **ENTER** key to select

GRAD, TED and TEBBS - skip this section.

Templates Only. Now chose a name for the template file. You may want to use the same name as the output file name, but with the TPL (not PGE) extension. Therefore if your new pages will be called NEWPAG, then press the **TAB** key until you are in the File Name window and type **NEWPAG.TPL**.

Do the Actual Import

- ☞ Now we are ready to Do the Actual Import of the ASCII file. Click on the **IMPORT** button in the Menu Toolbar. The ASCII Import Menu will appear again with all the information you entered earlier. Now click on **IMPORT** and the system will create your text pages out of your ASCII file for you.
- ☞ You can also use keyboard shortcuts to Do the Actual Import of the ASCII file. Type **ALT A** to open the ASCII Import Menu. The ASCII Import Menu will appear again with all the information you entered earlier. Now press **I** (for Import) and the system will create your text pages out of your ASCII file for you.

Adjustments

- ☞ To check you newly created files, you can load the pages into the Text Editor and look at them. You may find that you want to select a different font, or color, or size. Go ahead and make those changes and resave the template file and then try the Import again. It will delete the previous pages and recreate them using your new attributes.
- ☞ You may find that sometimes different fonts can cause some strange things. You may want to try other fonts. Also if your text size is too large, you may find that too many pages are created. You may want to use the text editor to make some final changes to your pages, like page alignment, or different spacing or even different text colors on certain text.
- ☞ The ASCII conversion cannot read your mind, nor can it always do everything the way you exactly wanted it. It should do 99% of what you want the page to look like, but sometimes you will have to load that page and do that final 1% yourself to get the final look that you want.

Italics Text Styles

This feature allows you to display words, lines or even whole pages of text in italics.



Changing the Text of an Entire Page to Italics.

The following procedure will change text to italics for an entire page using the command toolbar at the bottom of the Text Editor. If the Command Toolbar does not appear press **F3** (Function Key #3)

- ☞ Left mouse click anywhere on the background of the page.
- ☞ Find the Italics Button at the far left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When italics is off the bullet is empty. When italics is on the bullet is filled. Left click on the **ITALICS BUTTON** a single time to switch italics from off to on.
- ☞ Once italics has been turned on, left click on the **PAGE BUTTON** of the Command Toolbar. This will change all the text on the page to italics.

A second way to change the text of an entire page to italics is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **CTRL I** to turn italics on, and press **CTRL P** to apply italics to the entire page.

Changing a Line of Text to Italics.

☞ change a line of text to italics use one of the following procedures.

- ☞ Left mouse click on the line where you would like the text to appear in italics.
- ☞ Find the Italics Button at the far left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When italics is off the bullet is empty. When italics is on the bullet is filled. Left click on the **ITALICS BUTTON** a single time to switch italics from off to on.
- ☞ Once italics has been turned on, left click on the **LINE BUTTON** of the command toolbar. This will change the text of the selected line to italics.

A second way to change a line of text to italics is to use the keyboard shortcuts.

- ☞ Left click on the line where you would like to change the text to italics.
- ☞ Press **CTRL I** to turn italics on, and press **CTRL L** to apply italics to your current line.

Changing a Word to Italics.

There are two ways to change a word to italics. The first way is to use the mouse.

- ☞ Left mouse click on the line of text that contains the word you wish to appear in italics.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in italics.
- ☞ Find the Italics Button at the far left of the Command Toolbar.
- ☞ Left click on the **ITALICS BUTTON** a single time to switch italics from off to on.
- ☞ Once italics has been turned on, left click on the **WORD BUTTON** of the command toolbar. This will change the selected word to italics.

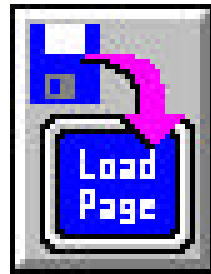
To change a word to italics using the keyboard shortcut:

- ☞ Left click on the line of text that you wish to make changes on.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in italics.
- ☞ Press **CTRL I** to turn italics on, and press **CTRL W** to apply italics to your word.

GRAD and TED - skip this section.

Load Page

This feature allows you to load a previously saved text page or template page into the Text Editor.



Loading a Text Page

The following procedure will load a previously saved text page into the text editor using the Menu Commands toolbar at the top of the Text Editor screen. If the Command Toolbar does not appear press **F2** (Function Key #2).

- ☞ Left mouse click once on the Load Page Button at the top of the Menu Commands Toolbar.
- ☞ Select which text page you would like to load by searching through the directories on your hard drive, clicking on the page you want to load, and then clicking on **OK**.

A second way to load a text page into the Text Editor is to use the keyboard shortcut.

- ☞ Press **ALT L** (to display the load page menu).
- ☞ Select which text page you would like to load by searching through the directories on your hard drive, clicking on the page to load, and then clicking on **OK**.

*NOTE: make sure that the file type of the text page you open is set to either **Pages and Templates**, or **Pages Only**.

Loading a Template page

The preceding procedure will also load a previously saved template page. Template pages are simply generic pages that you can use as a template to create new pages. Unlike normal text pages which are saved with the .pge extension, template pages are saved with the .tpl extension. In order to load a template page rather than a text page, simply follow the same directions as you would for opening a text page, only this time change the file type to **Templates Only**. Alternatively, you can set file type to **Pages and Templates**, and type ***.tpl** in the File Name box, and press **Enter**. This will list all of the template pages you have saved for the directory you have selected. Just click on the template you wish to open and click on **OK**.

GRAD and TED - skip this section.

Moving Text Position on a Text Page

This feature allows you to move lines of text from one position to another on a text page.

GRAD and TED - skip this section.

Moving Text on a Text Page

The following procedure will move text from one place to another on a page using the mouse.

- ☞ Make sure that protect is not on before you start. You can tell if the page is protected by the lock that appears on the Menu Commands Toolbar. If the lock is closed, the page is protected. To unprotect the page see the Protect Page guide in the Technical Reference Section.
- ☞ Left mouse click anywhere on the line of text on the page.
- ☞ Holding the left mouse button down, drag the text to the position where the text should appear.
- ☞ Release the mouse button to place the text.

A second way to move text on a page involves using the keyboard. To move text using the keyboard follow these steps.

- ☞ Make sure that protect is not on before you start. You can tell if the page is protected by the lock that appears on the Menu Commands Toolbar. If the lock is closed, the page is protected. To unprotect the page see the Protect Page guide in the Technical Reference Section.
- ☞ Press **SHIFT TAB** to select the line of text that you would like to move.
- ☞ While holding **CTRL** use the cursor movement keys (`↑` , `←` , `→` , `↓`) to move the line up, left, right or down one line or character space.
- ☞ Press **SHIFT TAB** to select another line.

Outline Text Styles

This feature allows you to display words, lines or even whole pages of text in outline.



Changing the Text of an Entire Page to Outline.

The following procedure will change text to outline for an entire page using the command toolbar at the bottom of the Text Editor. If the Command Toolbar does not appear press **F3** (Function Key #3)

- ☞ Left mouse click anywhere on the background of the page.
- ☞ Find the Outline Button towards the left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When outline is off the bullet is empty. When outline is on the bullet is filled. Left click on the **OUTLINE BUTTON** a single time to switch outline from off to on.
- ☞ Once outline has been turned on, left click on the **PAGE BUTTON** of the Command Toolbar. This will change all the text on the page to outline.

A second way to change the text of an entire page to outline is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **CTRL O** to turn outline on, and press **CTRL P** to apply outline to the entire page.

Changing a Line of Text to Outline.

To change a line of text to outline use one of the following procedures.

- ☞ Left mouse click on the line where you would like the text to appear in outline.
- ☞ Find the Outline Button towards the left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When outline is off the bullet is empty. When outline is on the bullet is filled. Left click on the **OUTLINE BUTTON** a single time to switch outline from off to on.
- ☞ Once outline has been turned on, left click on the **LINE BUTTON** of the command toolbar. This will change the text of the selected line to outline.

A second way to change a line of text to outline is to use the keyboard shortcuts.

- ☞ Left click on the line where you would like to change the text to outline.
- ☞ Press **CTRL O** to turn outline on, and press **CTRL L** to apply outline to your current line.

Changing a Word to Outline.

There are two ways to change a word to outline. The first way is to use the mouse.

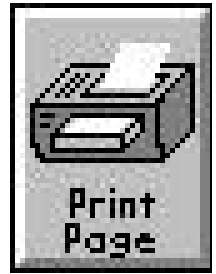
- ☞ Left mouse click on the line of text that contains the word you wish to appear in outline.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in outline.
- ☞ Find the Outline Button towards the left of the Command Toolbar.
- ☞ Left click on the **OUTLINE BUTTON** a single time to switch outline from off to on.
- ☞ Once outline has been turned on, left click on the **WORD BUTTON** of the command toolbar. This will change the selected word to outline.

To change a word to outline using the keyboard shortcut:

- ☞ Left click on the line of text that you wish to make changes on.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in outline.
- ☞ Press **CTRL O** to turn outline on, and press **CTRL W** to apply outline to your word.

Print Text page

The Print page button is located on the Command Toolbar beside the Erase page button. This feature allows you to print the text of one of your pages. It should be noted however, that any graphics, blended backgrounds, rectangles or anything else other than text will not be printed out using this feature. In order to do this, refer to the section entitled - **Printing a Graphics page**.



Display-Only Systems - skip this section.

To Print a page

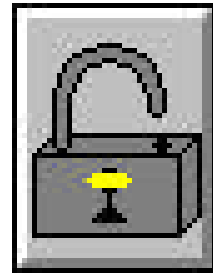
- ☞ Locate the Print page button on the Command Toolbar at the top of the Text Editor. If the Command Toolbar does not appear press **F3** (Function Key #3).
- ☞ Select the appropriate settings, and then click on **OK**.

A second way to print a page is to use the keyboard shortcut.

- ☞ Press **ALT-P** to open the Print window.
- ☞ Select the appropriate settings, and then click on **OK**.

Protect page

The Protect Page icon can be found in the Menu Command at the top of the Text Editor. It looks like a **LOCK** which is either **LOCKED** or **UNLOCKED**. When **LOCKED**, you cannot change anything that is currently on the page. Anything that is added after **LOCK** is set, can still be changed, but you cannot change anything that was on the page at the time of the **LOCK**.



Display-Only Systems - skip this section.

The Protect Page feature allows the user to freeze what has been put on the screen up to that point, but still add to the page text, graphics, etc. Protect Page protects the following: text*, graphics, rectangles, clock images, animation images, and video-in-a-window images. Protect page does not protect the following: blended background, Zap-Zap, and text alignment*.

*NOTE: If you select an alignment type (left, center, or right) and select **PAGE**, then all text on the page will take on that alignment type.

To Protect a page

- ☞ Left mouse click on the Protect Page icon (which looks like a **LOCK**). The Protect Page icon will change from an **OPEN LOCK** to a **CLOSED LOCK**. Your page is now protected.

To Unprotect a page

- ☞ Left mouse click on the Protect Page icon (which looks like a **LOCK**). The Protect Page icon will change from an **CLOSED LOCK** to a **OPEN LOCK**. Your page is now unprotected.

Rain

The Rain button is found in the Text Editor in the Menu Commands Toolbar over to the right. (You might have to move the horizontal window scroll bar (just below the Menu Commands Toolbar) to the right in order to see the Rain Button.) It is used to display the rain on a page in a variety of different formats and options.



GRAD and TED - skip this section.

Position the cursor

To use the mouse to position the cursor:

- ☞ Place the cursor where you want the rain to appear and then click on the **RAIN BUTTON** to open up the Rain menu.

To use the keyboard to position the cursor:

- ☞ Place the cursor where you want the rain to appear and then press **CTRL ARROW KEY** () to move the cursor left, right, up, or down. Now press **ALT R** to open up the Rain menu.

Editing an Existing Rain

To edit a rain reading using the mouse:

- ☞ Click on the rain itself, or the **N/A** or **<RAIN>** where the rain is to appear.
- ☞ Next use the left cursor movement key () to highlight the rain, **N/A** or **<TEMP>**.
- ☞ Next click on the **RAIN BUTTON** to open the Rain menu..

To edit an existing rain reading using the keyboard:

- ☞ Click on the rain itself, or the **N/A** or **<RAIN>** where the rain is to appear.
- ☞ Next use the left cursor movement key () to highlight the rain, **N/A**, or **<TEMP>**.
- ☞ Press **ALT R** to open the Rain menu.

There are two different areas in the Rain menu: Units and Measurement.

Choose the Units

- ☞ You have the option to display either Centimeter or Inch rain readings. To select the reading that you want click on either the **Centimeter** or **Inch** bullet selector, marking it with a dot.

To use the keyboard to select the reading:

- ☞ Press **TAB** until a grey outline appears around either the Centimeter or Inch entry of the Reading.
- ☞ Next, use the **ARROW KEY** () to select the reading that you want.

Choose a Measurement

The last selection is the Measurement. The options for measurements are: Current, Rate, Instantaneous Rate, Weekly Total, Monthly Total, and Yearly Total.

- ☞ To choose a specific measurement click on the bullet selector next to the option you want. Note: Not all options are available with all weather stations.

To use the keyboard shortcuts to select a measurement:

- ☞ Press **TAB** until a grey outline appears around an entry in Measurement.
- ☞ Next, use the **ARROW KEY** () to select the measurement that you want to use.

GRAD and TED - skip this section.

Implementing your Settings

☞ When you are done, click on the **OK** button and the rain will be displayed where the cursor was positioned on the screen.

To implement the rain settings using the keyboard:

☞ Press **TAB** until a grey outline appears around **OK**. Press **ENTER**.

Change the text attributes and placement of Rain

☞ The text attributes (such as font, color, size etc.) or placement of the rain can be changed just like any other text on the page. Please refer to other reference sections of the manual for this.

Weather Station Configurations

Make sure that the proper configuration is set up for the weather station that you have installed. To configure the weather station use the red **CONFIGURATION BUTTON** in the main menu. For more information on weather station configurations please see the section for your weather station.

Weekly, Monthly, and Yearly Rainfall Settings

When using Weekly, Monthly and Yearly rainfall totals, some initial configuration is necessary. Once the settings are entered and the computer is displaying, the settings will automatically update according to the readings on the weather station. To enter the initial settings follow these steps.

☞ From the main menu left click on the **CONFIGURATION BUTTON**.

☞ Next left click on the rainfall button.

☞ From there you can enter your initial settings in the **NEW** column.

☞ Once the data is entered click on the **OK** box or use the arrow keys to highlight the **OK** box and press enter.

Rearranging Buttons in the Menu Command Toolbar of the Text Editor

This feature allows you to personalize the layout of the buttons in the Menu Commands. Buttons that are used more often than others can be moved to a more convenient position.

Rearranging the Buttons

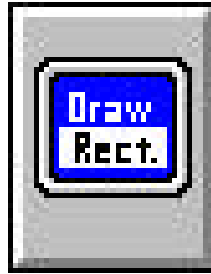
The following procedure will rearrange the buttons in the Menu Command Toolbar of the Text Editor using the mouse. If the Menu Command Toolbar does not appear press **F2** (Function Key #2). If this does not cause the Menu Command Toolbar to appear see the Toolbar Section in the manual.

- ☞ Find the button that you would like to move.
- ☞ Right click on the button and drag it by holding the right mouse button down and moving the mouse to the position in the Menu Command Toolbar where you want it to appear. The button that you have selected to be moved will be denoted by a red outline.
- ☞ Release the right mouse button and the button will be placed to the left of the button that is highlighted by the green outline.

GRAD and TED - skip this section.

Rectangle Button

The Rectangle button is found in the Text Editor in the Command Toolbar. It is used to draw rectangles of color on the page. There can be multiple rectangles on a single page and can overlap each other. Rectangles will always be over top of any graphic but underneath text.
 HINT: Type in text, then place rectangles.



Make a Rectangle

- ☞ In order to Make a Rectangle, first click on the **DRAW RECT** button.
- ☞ The cursor will now look like a "+" with a rectangle to the lower right of it. Place the "+" where the top left corner of the clock will be. Click and drag with the **LEFT MOUSE** button to where the bottom right corner of the clock will be. Release the **LEFT MOUSE** button, and the rectangle will be placed. (You can click and drag from any corner, but you will see the rectangle only when you drag from top left to bottom right.)
- ☞ Now that the rectangle is placed you can change the color of it by changing the Background Color and Background Pattern. (Refer to Changing Text Background Colors and Pattern - of a Line). When the color and pattern are correct, click anywhere on the screen - other than on the rectangle - to deselect the rectangle.
- ☞ If you want to use the special options and features of the rectangle then continue reading.
- ☞ You can also use keyboard shortcuts to Make a Rectangle. Type **ALT Z** to give you the rectangle cursor. Placing the rectangle must be done with the mouse. To change the color and pattern of the rectangle using keyboard shortcuts refer to Changing Text Background Colors and Pattern - of a Line.

Open Rectangle Settings Menu

- ☞ In order to use the advanced features of the Rectangle Settings Menu you need to be in 65K color mode. (Standard features such as a solid color or putting a standard frame around the rectangle can be done in 256 color mode.)
- ☞ In order to get the Rectangle Settings Menu point to the rectangle and click with the **RIGHT MOUSE** button.

Color Menu

- ☞ You may select one of the 48 preset colors or from one of the 16 custom colors.
- ☞ If you have no custom colors set but wish to make one, click on the large color palette. Now click and drag the vertical luminosity slide up or down to where you want it. The color you are creating appears in the Color/Solid window. Click on **ADD TO CUSTOM COLORS** to save this custom color for future use.
- ☞ Click on **OK** to return to the Rectangle Settings Menu.
- ☞ You can also use keyboard shortcuts to set the color.
- ☞ To choose one of the 48 preset colors press **ALT B** (for basic colors) and then use the **ARROW** keys to high-light the right color. Press the **SPACE BAR** to select the color.
- ☞ To choose one of the 16 custom colors press **ALT C** (for custom colors) and then use the **ARROW** keys to high-light the right color. Press the **SPACE BAR** to select the color.
- ☞ If you have no custom colors set but wish to make one use the **TAB** key to move to the six color

GRAD and TED - skip this section.

adjustments - Hue, Saturation, Luminosity, Red, Green, and Blue. For each of the adjustments type in an number from **0** (minimum) to **255** (maximum). Press **ALT A** to save this custom color for future use.

- ☞ Press the **TAB** key until OK is high-lighted. Press the **RETURN** key to return to the Rectangle Settings Menu.

Frame

You can place a frame around any rectangle. The width of the frame can be set from 0 (no frame) to 25. The color can be set as well as the style of it.

- ☞ Click on **CHANGE COLOR** to open up the Color Menu. See Color Menu to select the color.
- ☞ Click on the **UP** and **DOWN ARROW** keys beside the Width window to select the width of the frame. You must have a width of at least 5 in order to select a frame style other than Simple.
- ☞ Click on the frame style you want. (Fancy Frames (Raised, Lowered, Bumped) can only be selected if you are in 65K color mode.)
- ☞ You can also use keyboard shortcuts to choose a frame.
- ☞ Press **ALT C** (for change color) to open up the Color Menu. See Color Menu to select the color.
- ☞ Press the **TAB** key to move to the frame Width window. Type in a number for the width of the frame. You must have a width of at least 5 in order to select a frame style other than Simple.
- ☞ Press the **TAB** key to move to the frame styles and then use the **ARROW** keys to select the frame style.

Effects

There are 8 different effects to choose from, but only one can be selected for each rectangle. The following explains what each effect does and how to use it. The Lighten, Darken, and Blur effects use the sliding bar to control the amount of effect. The Normal and all four Blends use the From and To color buttons.

- ☞ Normal: Click on **NORMAL** to have the rectangle use the From color for the top half and the To color for the bottom half. Click on **FROM** and **TO** to set these colors. See Color Menu to select the color. For a solid color rectangle make the From and To the same color. This feature works under 256 or 65K color modes.
- ☞ Lighten: Click on **LIGHTEN** to have the rectangle lighten the area it covers on the page. Move the sliding bar to adjust the amount of the effect. (left is less effect, right is more effect) Text is not affected by lighten. This feature only works under 65K color mode.
- ☞ Darken: Click on **DARKEN** to have the rectangle darken the area it covers on the page. Move the sliding bar to adjust the amount of the effect. (left is less effect, right is more effect) Text is not affected by darken. This feature only works under 65K color mode.
- ☞ Blur: Click on **BLUR** to have the rectangle blur the area it covers on the page. Move the sliding bar to adjust the amount of the effect. (left is less effect, right is more effect) Text is not affected by blur. This feature only works under 65K color mode.
- ☞ Blend Down: Click on **BLEND DOWN** to have the rectangle blend from top to bottom using the From and To colors respectively. Click on **FROM** and **TO** to set these colors. See Color Menu to select the color. This feature only works under 65K color mode.
- ☞ Blend Right: Click on **BLEND RIGHT** to have the rectangle blend from left to right using the

- From and To colors respectively. Click on **FROM** and **TO** to set these colors. See Color Menu to select the color. This feature only works under 65K color mode.
- ☞ Blend Rectangle: Click on **BLEND RECT** to have the rectangle blend from the outside to the inside in a rectangular shape using the From and To colors respectively. Click on **FROM** and **TO** to set these colors. See Color Menu to select the color. This feature only works under 65K color mode.
- ☞ Blend Circle: Click on **BLEND CIRCLE** to have the rectangle blend from the outside to the inside in a circular shape using the From and To colors respectively. Click on **FROM** and **TO** to set these colors. See Color Menu to select the color. This feature only works under 65K color mode.
- ☞ You can also use keyboard shortcuts to choose the effects.
- ☞ Normal: Press the **TAB** key until one of the effects is high-lighted and then use the **ARROW** keys to select Normal. This will use the From color for the top half of the rectangle and the To color for the bottom half of the rectangle. Press the **TAB** key until From is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. Press the **TAB** key until To is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. This feature works under 256 or 65K color modes.
- ☞ Lighten: Press the **TAB** key until one of the effects is high-lighted and then use the **ARROW** keys to select Lighten. This effect will lighten the area that the rectangle covers on the page. Press the **TAB** key until the sliding bar is high-lighted. Use the **ARROW** keys to adjust the amount of effect. (left is less effect, right is more effect) Text is not affected by lighten. This feature only works under 65K color mode.
- ☞ Darken: Press the **TAB** key until one of the effects is high-lighted and then use the **ARROW** keys to select Darken. This effect will darken the area that the rectangle covers on the page. Press the **TAB** key until the sliding bar is high-lighted. Use the **ARROW** keys to adjust the amount of effect. (left is less effect, right is more effect) Text is not affected by darken. This feature only works under 65K color mode.
- ☞ Blur: Press the **TAB** key until one of the effects is high-lighted and then use the **ARROW** keys to select Blur. This effect will blur the area that the rectangle covers on the page. Press the **TAB** key until the sliding bar is high-lighted. Use the **ARROW** keys to adjust the amount of effect. (left is less effect, right is more effect) Text is not affected by blur. This feature only works under 65K color mode.
- ☞ Blend Down: Press the **TAB** key until one of the effects is high-lighted and then use the **ARROW** keys to select Blend Down. This effect makes the rectangle blend from top to bottom using the From and To colors respectively. Press the **TAB** key until From is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. Press the **TAB** key until To is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. This feature only works under 65K color mode.
- ☞ Blend Right: Press the **TAB** key until one of the effects is high-lighted and then use the **ARROW** keys to select Blend Right. This effect makes the rectangle blend from left to right using the From and To colors respectively. Press the **TAB** key until From is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. Press the **TAB** key until To is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. This feature only works under 65K color mode.

- ☞ Blend Rectangle: Press the **TAB** key until one of the effects is high-lighted and then use the **ARROW** keys to select Blend Rect. This effect makes the rectangle blend from the outside to the inside in a rectangular shape using the From and To colors respectively. Press the **TAB** key until From is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. Press the **TAB** key until To is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. This feature only works under 65K color mode.
- ☞ Blend Circle: Press the **TAB** key until one of the effects is high-lighted and then use the **ARROW** keys to select Blend Circle. This effect makes the rectangle blend from the outside to the inside in a circular shape using the From and To colors respectively. Press the **TAB** key until From is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. Press the **TAB** key until To is high-lighted and then press the **SPACE BAR** to open the Colors Menu. See Color Menu to select the colors. This feature only works under 65K color mode.

Move/Size

The Move/Size button allows you to move and size the rectangle if you didn't get it right the first time.

- ☞ Click on **MOVE/SIZE**. The Rectangle Settings Menu will temporarily disappear and the rectangle you are editing will have eight small square handles on the sides and one in the middle.
- ☞ Click and drag the **MIDDLE HANDLE** to move the rectangle.
- ☞ Click and drag on the **SIDE HANDLES** to size the rectangle. If you press the **SHIFT** key and then click and drag on the **SIDE HANDLES** you will keep the aspect ratio.
- ☞ When the rectangle is in the right place press the **ENTER** key and the Rectangle Settings Menu will reappear.
- ☞ You can also use keyboard shortcuts to Move/Size the rectangle.
- ☞ Press the **M** key (for Move/Size). The Rectangle Settings Menu will temporarily disappear and the rectangle you are editing will have eight small square handles on the sides and one in the middle.
- ☞ Use the **ARROW KEYS** to move the top left corner of the rectangle.
- ☞ Hold down the **SHIFT** key and use the **ARROW KEYS** to move the bottom right corner of the rectangle.
- ☞ When the rectangle is in the right place press the **ENTER** key and the Rectangle Settings Menu will reappear.

Delete

- ☞ Click on the **DELETE** key and the rectangle will disappear.
- ☞ You can also use keyboard shortcuts to delete the rectangle. Press the **D** key (delete) and the rectangle will disappear.
- ☞ You can also delete the rectangle without opening up the Rectangle Settings Menu. Simply select the rectangle by clicking on it and then pressing the DEL key (for Delete). The rectangle will disappear.

Save Page

This feature allows you to save a text or template page you have been working on in the Text Editor.



Saving a Text Page

The following procedure will save a text page you have been working on in the Text Editor using the Menu Commands toolbar at the top of the Text Editor screen. If the Command Toolbar does not appear press **F2** (Function Key #2).

- ☞ Left mouse click once on the Save Page Button at the top of the Menu Commands Toolbar.
- ☞ Select the directory you would like to save your text page in.
- ☞ Enter a name in the box labelled File name. and then click on **OK**.

A second way to save a text page in the Text Editor is to use the keyboard shortcut.

- ☞ Press **ALT S** (to display the save page menu).
- ☞ Select the directory you would like to save your text page in.
- ☞ Enter a name in the box labelled File name, and then click on **OK**.

*NOTE: make sure that the name of the text page you save has the **.pge** file extension. For example, if you wanted to save a page under the name 'page', you would need to enter page.pge in the File name box.

Saving a Template page

The preceding procedure will also save a template page you have been working on in the Text Editor. Template pages are simply generic pages that you can use as a template to create new pages. Unlike normal text pages which are saved with the .pge extension, template pages are saved with the .tpl extension. In order to save a template page rather than a text page, simply follow the same directions as you would for opening a text page, only this time save the page with the **.tpl** file extension. For example, if you wanted to save a page under the name 'template', you would need to enter template.tpl.

GRAD and TED - skip this section.

Selecting Text on a Text Page

This feature allows you to select lines of text on a text page.

GRAD and TED - skip this section.

Selecting Text on a Text Page

The following procedure will select text on a text page using the mouse.

- ☞ Make sure that protect is not on before you start. You can tell if the page is protected by the lock that appears on the Menu Commands Toolbar. If the lock is closed, the page is protected. To unprotect the page see the Protect Page guide in the Technical Reference Section.
- ☞ Left mouse click anywhere on the line of text you want to select. The cursor should appear at the end of the line you selected.

A second way to select text on a text page is to use the keyboard short cuts. To select text using the keyboard follow these steps.

- ☞ Make sure that protect is not on before you start. You can tell if the page is protected by the lock that appears on the Menu Commands Toolbar. If the lock is closed, the page is protected. To unprotect the page see the Protect Page guide in the Technical Reference Section.
- ☞ Press **TAB** or **SHIFT TAB** to move the cursor to the line of text that you would like to select. Tab moves the cursor from the bottom to the top of a page. Shift Tab moves the cursor from the top to the bottom of a page. The cursor should appear at the end of the line you selected.

Sizing Text

You can change the size of your text on a page, for one line, or even one word.



Changing the Size on the Entire Page.

The following is a way to change the text size for a page using the command toolbar which is at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function key #3).

- ☞ Left click anywhere on the background of the page.
- ☞ Find the Size Button in the middle of the Command Toolbar.
- ☞ Next click on the up () or down () arrow behind the Size Button to scroll through the standard sizes.
- ☞ When the desired size is displayed in the Text Size Button click on the **PAGE BUTTON** of the Command Toolbar. This will change all the text on the page to the text size that you have selected.

A second way to change the size of an entire page using the mouse is as follows.

- ☞ Left click anywhere on the background of the page.
- ☞ Find and click on the **TEXT SIZE BUTTON** in the middle of the Command Toolbar. Notice the red outline around the button to show that it is selected.
- ☞ Click on the **+(INC.)** or **-(DEC.)** in the Command Toolbar to scroll through the list of text sizes.
- ☞ When the correct size is displayed in the Text Size Button click on the **PAGE BUTTON** in the Command Toolbar.

A third way to change the size for the entire page is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **CTRL T** to select the Text Size Button of the Command Toolbar.
- ☞ Next press either **CTRL +** or **CTRL -** (Note: You must use the + and - keys located on the numeric keypad on the right side of the keyboard) to scroll up or down the list of text sizes.
- ☞ When the correct size appears in the Text Size Button press **CTRL P**. This changes the size of your entire page.

Changing the Size of a Line.

Changing the size of a line is accomplished in one of three ways. The first way is as follows:

- ☞ First click on the screen where you would like the text to appear in the new size or on the existing text where you want to change the size.
- ☞ Locate the Text Size Button in the middle of the Command Toolbar. Note the two small arrows immediately to the right of the Text Size Button.
- ☞ Simply click either on the up () or down () arrow to scroll through the various text sizes.
- ☞ When the correct size appears in the Text Size Button, click on the **LINE BUTTON** of the command toolbar.

GRAD and TED - skip this section.

GRAD and TED - skip this section.

The second way also uses the mouse.



- ☞ First click on the screen where you would like the text to appear in the new size or on the existing text where you want to change the size.
- ☞ Click on the **TEXT SIZE BUTTON** in the middle of the Command Toolbar.
- ☞ Click on the + (**INC.**) or - (**DEC.**) in the Command Toolbar to scroll through the various text sizes.
- ☞ When the correct size appears in the Text Size Button, click on the **LINE BUTTON** of the command toolbar.

The third way is to use the keyboard shortcuts.

- ☞ First click on the screen where you would like the text to appear or on the existing line where you want to change the size.
- ☞ Then press **CTRL T**. This activates the Text Size Button in the Command Toolbar. To scroll up through list of text sizes hit **CTRL -**. To scroll down the list hit **CTRL +**. (You must use the + and - keys located on the numeric keypad on the right side of the keyboard.)
- ☞ When the correct size appears hit **CTRL L** to change the size for the entire line.

Changing the Size of a Word.

There are three ways to change the size of a word. The first way is to use the mouse.

- ☞ First click on the line of text that contains the word you wish to appear in a different size.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in the new size.
- ☞ Locate the Text Size Button in the Command Toolbar. To the right of the Text Size Button are two small arrows. Click on either the small up arrow () or the small down arrow () to scroll through the sizes. The letter of the word (the one the cursor is on) will change to each of the different sizes.
- ☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbar to change the size for the word.

Another way to use the mouse is as follows.

- ☞ First click on the line of text that contains the word you wish to appear in a different size.
- ☞ Move the cursor to any letter of the word that is to appear in the new size using the cursor movement keys.
- ☞ Click on the **TEXT SIZE BUTTON** in the middle of the Command Toolbar. Then click on the +(**INC.**) or-(**DEC.**) Buttons. The letter of the word that the cursor is on will change to each of the different sizes.
- ☞ When the proper style is displayed, click on the **WORD BUTTON** of the command toolbar to change the size for the word.

To change the size of a word using the keyboard shortcut:

- ☞ Click on the line of text that you wish to make changes. Using the cursor movement keys move the cursor to any letter of the word you wish to appear in a different size.
- ☞ Hit **CTRL T** to activate the Text Size Button of the command toolbar. Use **CTRL +** and **CTRL -** to change the size.
- ☞ When the proper size is displayed hit **CTRL W** to change the size for the word.

To use the Font Menu to change the Text Size see the Font Menu section in this manual.

Spellchecking a Text Page

This feature allows you to spellcheck the text that you use on a text page. The spell checker only suggests words that may be misspelled, it does not actually correct spelling mistakes.



Starting to Spellcheck a page

The following procedure will initiate the spellchecker on a page using the mouse. The Spellcheck Button is located in the Menu Command Toolbar. If the Menu Command Toolbar does not appear press **F2** (Function Key #2). If this does not cause the Menu Command Toolbar to appear see the Toolbar Section in the manual.

- ☞ Load the page that you want to spellcheck. If you do not know how to do this see the Load Text Page Section.
- ☞ Find the Spellcheck Button located in the Menu Command Toolbar.
- ☞ Left click on the spellcheck button to begin spellchecking the entire page.
- ☞ If the word is correct and should be added to the dictionary left click on **Yes**.
- ☞ If the word is correct but you do not want to add it to the dictionary left click on **No**.
- ☞ If the word is misspelled and you want to continue spellchecking the text page, make a note of the misspelled word and left click on **No**.
- ☞ If the word is either correct or incorrect and you wish to skip checking the rest of the document left click on **Cancel**.
- ☞ When the document is done being spellchecked the spellchecker will stop.
- ☞ If there were any misspelled words, look them up in a dictionary or use a wordprocessor's dictionary to determine the proper spelling of the word.
- ☞ Make the changes that are necessary and recheck the document.

The following procedure will initiate the spellchecker on a page using the keyboard shortcut.

- ☞ Load the page that you want to spellcheck. If you do not know how to do this see the Load Text Page Section.
- ☞ Hit **ALT X** to begin spellchecking the entire page.
- ☞ If the word is correct and should be added to the dictionary use the left () or right () arrow key to select **Yes**.
- ☞ If the word is correct but you do not want to add it to the dictionary use the left () or right () arrow key to select **No**.
- ☞ If the word is misspelled and you want to continue spellchecking the text page, make a note of the word that is misspelled and use the left () or right () arrow key to select **No**.
- ☞ If the word is either correct or incorrect and you wish to skip checking the rest of the document use the left () or right () arrow key to select **Cancel**.
- ☞ When the document is done being checked the spellchecker will automatically stop.
- ☞ If there were any misspelled words, look them up in a dictionary or use a wordprocessor's dictionary to determine the proper spelling of the word.
- ☞ Make the changes that are necessary and recheck the document.

GRAD and TED - skip this section.

Strikeout Text Styles

This feature allows you to display words, lines or even whole pages of text in strikeout.

Changing the Text of an Entire Page to Strikeout.

The following procedure will change text to strikeout for an entire page using the command toolbar at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function Key #3).



- ☞ Left mouse click anywhere on the background of the page.
- ☞ Find the Strikeout Button at the bottom left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When strikeout is off the bullet is empty. When strikeout is on the bullet is filled. Left click on the **STRIKEOUT BUTTON** a single time to switch strikeout from off to on.
- ☞ Once strikeout has been turned on, left click on the **PAGE BUTTON** of the Command Toolbar. This will change all the text on the page to strikeout.

A second way to change the text of an entire page to strikeout is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **CTRL X** to turn strikeout on, and press **CTRL P** to apply strikeout to the entire page.

Changing a Line of Text to Strikeout.

To change a line of text to strikeout use one of the following procedures.

- ☞ Left mouse click on the line where you would like the text to appear in strikeout.
- ☞ Find the Strikeout Button at the bottom left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When strikeout is off the bullet is empty. When strikeout is on the bullet is filled. Left click on the **STRIKEOUT BUTTON** a single time to switch strikeout from off to on.
- ☞ Once strikeout has been turned on, left click on the **LINE BUTTON** of the command toolbar. This will change the text of the selected line to strikeout.

A second way to change a line of text to strikeout is to use the keyboard shortcuts.

- ☞ Left click on the line where you would like to change the text to strikeout.
- ☞ Press **CTRL X** to turn strikeout on, and press **CTRL L** to apply strikeout to your current line.

Changing a Word to Strikeout.

There are two ways to change a word to strikeout. The first way is to use the mouse.

- ☞ Left mouse click on the line of text that contains the word you wish to appear in strikeout.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in strikeout.
- ☞ Find the Strikeout Button at the bottom left of the Command Toolbar.
- ☞ Left click on the **STRIKEOUT BUTTON** a single time to switch strikeout from off to on.
- ☞ Once strikeout has been turned on, left click on the **WORD BUTTON** of the command toolbar. This will change the selected word to strikeout.

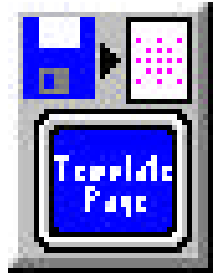
To change a word to strikeout using the keyboard shortcut:

- ☞ Left click on the line of text that you wish to make changes on.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in strikeout.
- ☞ Press **CTRL X** to turn strikeout on, and press **CTRL W** to apply strikeout to your word.

GRAD and TED - skip this section.

Template Page Button

The Template Page button is found in the Text Editor in the Menu Commands Toolbar. It is used to select, change, or deselect the Template Page. The Template Page can be loaded automatically when you ZAP ZAP a page. It is useful when you want to make a number of pages that all have the same basic set-up, such as a title, blended background, and company logo. There can only be one Template Page set at any time.



GRAC Display - Only and TEC Display - Only - skip this section

Selecting a Template Page

- ☞ Click on the **TEMPLATE PAGE** button to open up the menu.
- ☞ If there is a template page already selected you will see its name below File Name and see its picture in the preview window. If there is no template page currently selected, then you will not see a file name or a picture.
- ☞ Click on the **PAGE NAME** from the directory listing that you wish to make the template page and then click on **OK**. The page selected is now the template page.

Loading the Template Page

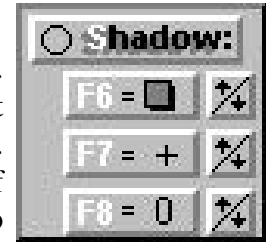
- ☞ In order to load a Template Page, double-click on the **ZAP BUTTON**. You will be prompted whether or not you want to Zap to Erase Entire Page and Graphic. Click on **YES** and you will then be prompted whether or not you want to load the Template Page. Click on **YES** and the Template Page will be loaded. If you click on **NO** the current page will be erased. If there is no Template Page selected you will not see a prompt for this option.
- ☞ You can also use keyboard shortcuts to Zap everything on a page and load a template page. Press **CTRL Z Z** (for ZAP ZAP) (Hold down the CTRL key and press Z two times). You will be prompted whether or not you want to Zap to Erase Entire Page and Graphic. Press **Y** (for YES). You will then be prompted whether or not you want to load the Template Page. Press **Y** (for YES) and the Template Page will be loaded. If there is no Template Page selected you will not see a prompt for this option.

Deselecting a Template Page

- ☞ Click on the **TEMPLATE PAGE** button to open up the menu.
- ☞ Click on **NONE**.

Text Shadow

This feature allows you to create the effect of casting a light shadow on your text. Shadow has three components: Color, Direction, and Depth. Color allows you to select the color of your shadows. Direction allows you to select the direction your shadows fall. Depth allows you to control the length of your shadows. Before dealing with each of these aspects of shadow, let's see how to change a word, line, or entire text page to shadow.



Changing the Text of an Entire Page to Shadow.

The following procedure will change text to shadow for an entire page using the command toolbar at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function Key #3)

- ☞ Left mouse click anywhere on the background of the page.
- ☞ Find the Shadow Button towards the far right of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When shadow is off the bullet is empty. When shadow is on the bullet is filled. Left click on the **SHADOW BUTTON** a single time to switch shadow from off to on.
- ☞ Once shadow has been turned on, left click on the **PAGE BUTTON** of the Command Toolbar. This will change all the text on the page to shadow.
A second way to change the text of an entire page to shadow is to use the keyboard shortcut.
- ☞ Left click anywhere on the background of the page.
- ☞ Press **CTRL S** to turn shadow on, and press **CTRL P** to apply shadow to the entire page.

***Note:** Now you need to set the color, direction and depth of your shadows, in order to do this, refer the **Shadow - Color, Shadow - Direction, & Shadow - Depth** sections.

Changing a Line of Text to Shadow.

To change a line of text to shadow use one of the following procedures.

- ☞ Left mouse click on the line where you would like the text to appear in shadow.
- ☞ Find the Shadow Button towards the far right of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When shadow is off the bullet is empty. When shadow is on the bullet is filled. Left click on the **SHADOW BUTTON** a single time to switch shadow from off to on.
- ☞ Once shadow has been turned on, left click on the **LINE BUTTON** of the command toolbar. This will change the text of the selected line to shadow.
A second way to change a line of text to shadow is to use the keyboard shortcuts.
- ☞ Left click on the line where you would like to change the text to shadow.
- ☞ Press **CTRL S** to turn shadow on, and press **CTRL L** to apply shadow to your current line.

***Note:** Now you need to set the color, direction and depth of your shadows, in order to do this, refer the **Shadow - Color, Shadow - Direction, & Shadow - Depth** sections.

GRAD and TED - skip this section.

Changing a Word to Shadow.

There are two ways to change a word to shadow. The first way is to use the mouse.

- ☞ Left mouse click on the line of text that contains the word you wish to appear in shadow.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in shadow.
- ☞ Find the Shadow Button towards the far right of the Command Toolbar.
- ☞ Left click on the **SHADOW BUTTON** a single time to switch shadow from off to on.
- ☞ Once shadow has been turned on, left click on the **WORD BUTTON** of the command toolbar. This will change the selected word to shadow.
To change a word to shadow using the keyboard shortcut:
- ☞ Left click on the line of text that you wish to make changes on.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in shadow.
- ☞ Press **CTRL S** to turn shadow on, and press **CTRL W** to apply shadow to your word.

***Note:** Now you need to set the color, direction and depth of your shadows, in order to do this, refer the **Shadow - Color, Shadow - Direction, & Shadow - Depth** sections.

Text Shadow - Color

This feature allows you to select the color of your shadows.



Changing Text Shadow Color for an Entire Page.

The following procedure will change the color of your text's shadows for an entire page using the command toolbar at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function Key #3)

- ☞ Left mouse click on a line of text on the page.
- ☞ Find the Shadow Button at the bottom right of the Command Toolbar.
- ☞ Note the **F6 = G BUTTON** below the Shadow button. The color displayed in the box on this button is the color that shadow will appear as. Use the / **BUTTON** to select the shadow color you want your text to appear in.
- ☞ Once shadow color has been selected, left click on the **PAGE BUTTON** of the Command Toolbar. This will change the shadow color of all the text on the page to the selected color.

A second way to change the shadow color of an entire page is to use the keyboard shortcut.

- ☞ Left mouse click on a line of text on the page.
- ☞ Press **F6** to select the **F6 = G BUTTON**.
- ☞ Press **CTRL +** or **CTRL -** to select the shadow color you want your text to appear in, and press **CTRL P** to apply this shadow color to the entire page.

Changing the Shadow Color of a Line of Text.

To change the shadow color of a line of text use one of the following procedures.

- ☞ Left mouse click on the line you would like to change the shadow color of.
- ☞ Find the Shadow Button towards the far right of the Command Toolbar.
- ☞ Note the **F6 = G BUTTON** below the Shadow button. The color displayed in the box on this button is the color that shadow will appear as. Use the / **BUTTON** to select the shadow color you want your text to appear in.
- ☞ Once shadow color has been selected, left click on the **LINE BUTTON** of the Command Toolbar. This will change the shadow color of the current line to the selected color.

A second way to change the shadow color of a line of text is to use the keyboard shortcut.

- ☞ Left mouse click on the line you would like to change the shadow color of.
- ☞ Press **F6** to select the **F6 = G BUTTON**.
- ☞ Press **CTRL +** or **CTRL -** to select the shadow color you want your text to appear in, and press **CTRL L** to apply this shadow color to your current line.

Changing the Shadow Color of a Word.

There are two ways to change the Shadow Color of a word. The first way is to use the mouse.

- ☞ Left mouse click on the line of text that contains the word you wish to change the shadow color of.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that you wish to change the shadow color of.
- ☞ Find the Shadow Button towards the far right of the Command Toolbar.
- ☞ Note the **F6 = G BUTTON** below the Shadow button. The color displayed in the box on this button is the color that shadow will appear as. Use the / **BUTTON** to select the color you want your shadow to appear in.

GRAD and TED - skip this section.

☞ Once shadow color has been selected, left click on the **WORD BUTTON** of the Command Toolbar. This will change the shadow color of the current word to the selected color.

A second way to change the shadow color of a word is to use the keyboard shortcut.

☞ Left mouse click on the line of text that contains the word you wish to change the shadow color of.

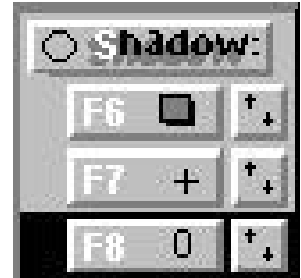
☞ Use the cursor movement keys to move the cursor to any letter of the word that you wish to change the shadow color of.

☞ Press **F6** to select the **F6 = G BUTTON**.

☞ Press **CTRL +** or **CTRL -** to select the shadow color you want your text to appear in, and press **CTRL W** to apply this shadow color to your current word.

Text Shadow - Depth

This feature allows you to select the depth of your shadows.



Changing Text Shadow Depth for an Entire Page.

The following procedure will change the shadow depth of your text for an entire page using the command toolbar at the bottom of the Text Editor screen.

If the Command Toolbar does not appear press **F3** (Function Key #3)

- ☞ Left mouse click on a line of text on the page.
- ☞ Find the Shadow Button at the bottom right of the Command Toolbar.
- ☞ Note the **F8 = # BUTTON** below the Shadow button. The number displayed on this button is the depth that shadow will appear as. Depths range from 0 to 9 (the larger the number the deeper the shadow), with depth 4 being the default. Use the / **BUTTON** to select the shadow depth you want your text to appear in.
- ☞ Once shadow depth has been selected, left click on the **PAGE BUTTON** of the Command Toolbar. This will change the shadow depth of all the text on the page to the selected depth.

A second way to change the shadow depth of an entire page is to use the keyboard shortcut.

- ☞ Left mouse click on a line of text on the page.
- ☞ Press **F8** to select the **F8 = # BUTTON**.
- ☞ Press **CTRL +** or **CTRL -** to select the depth you want your shadow to appear in, and press **CTRL P** to apply this shadow depth to the entire page.

Changing the Shadow Depth of a Line of Text.

To change the shadow depth of a line of text use one of the following procedures.

- ☞ Left mouse click on the line you would like to change the shadow depth of.
- ☞ Find the Shadow Button towards the far right of the Command Toolbar.
- ☞ Note the **F8 = # BUTTON** below the Shadow button. The number displayed on this button is the depth that shadow will appear as. Depths range from 0 to 9 (the larger the number the deeper the shadow), with depth 4 being the default. Use the / **BUTTON** to select the shadow depth you want your text to appear in.
- ☞ Once shadow depth has been selected, left click on the **LINE BUTTON** of the Command Toolbar. This will change the shadow depth of the current line to the selected depth.

A second way to change the shadow depth of a line of text is to use the keyboard shortcut.

- ☞ Left mouse click on the line you would like to change the shadow depth of.
- ☞ Press **F8** to select the **F8 = # BUTTON**.
- ☞ Press **CTRL +** or **CTRL -** to select the shadow depth you want your text to appear in, and press **CTRL L** to apply this shadow depth to your current line.

Changing the Shadow Depth of a Word.

There are two ways to change the Shadow Depth of a word. The first way is to use the mouse.

- ☞ Left mouse click on the line of text that contains the word you wish to change the shadow depth of.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that you wish to change the shadow depth of.
- ☞ Find the Shadow Button towards the far right of the Command Toolbar.
- ☞ Note the **F8 = # BUTTON** below the Shadow button. The number displayed on this button is

GRAD and TED - skip this section.

the depth that shadow will appear as. Depths range from 0 to 9 (the larger the number the deeper the shadow), with depth 4 being the default. Use the / **BUTTON** to select the depth you want your shadow to appear in.

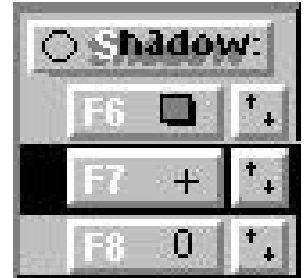
- ☞ Once shadow depth has been selected, left click on the **WORD BUTTON** of the Command Toolbar. This will change the shadow depth of the current word to the selected depth.

A second way to change the shadow depth of a word is to use the keyboard shortcut.

- ☞ Left mouse click on the line of text that contains the word you wish to change the shadow depth of.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that you wish to change the shadow depth of.
- ☞ Press **F8** to select the **F8 = # BUTTON**.
- ☞ Press **CTRL +** or **CTRL -** to select the shadow depth you want your text to appear in, and press **CTRL W** to apply this shadow depth to your current word.

Text Shadow - Direction

This feature allows you to select the direction of your shadows.



Changing Text Shadow direction for an Entire Page.

The following procedure will change the shadow direction of your text for an entire page using the command toolbar at the bottom of the Text Editor screen.

If the Command Toolbar does not appear press **F3** (Function Key #3)

- ☞ Left mouse click on a line of text on the page.
- ☞ Find the Shadow Button at the bottom right of the Command Toolbar.
- ☞ Note the **F7 = □** **BUTTON** below the Shadow button. The directional arrow displayed on this button is the direction that shadow will appear as. The + direction indicates that no current direction has been selected. Use the / **BUTTON** to select the shadow direction you want your text to appear in. You can select any direction from one of the 8 cardinal points (directions rotate from to in a clock-wise fashion).
- ☞ Once shadow direction has been selected, left click on the **PAGE BUTTON** of the Command Toolbar. This will change the shadow direction of all the text on the page to the selected direction.

A second way to change the shadow direction of an entire page is to use the keyboard shortcut.

- ☞ Left mouse click on a line of text on the page.
- ☞ Press **F7** to select the **F7 = +** **BUTTON**.
- ☞ Press **CTRL +** or **CTRL -** to select the shadow direction you want your text to appear in, and press **CTRL P** to apply this shadow direction to the entire page.

Changing the Shadow Direction of a Line of Text.

To change the shadow direction of a line of text use one of the following procedures.

- ☞ Left mouse click on the line you would like to change the shadow direction of.
- ☞ Find the Shadow Button towards the far right of the Command Toolbar.
- ☞ Note the **F7 = □** **BUTTON** below the Shadow button. The directional arrow displayed on this button is the direction that shadow will appear as. The + direction indicates that no current direction has been selected. Use the / **BUTTON** to select the shadow direction you want your text to appear in. You can select any direction from one of the 8 cardinal points (directions rotate from to in a clock-wise fashion).
- ☞ Once shadow direction has been selected, left click on the **LINE BUTTON** of the Command Toolbar. This will change the shadow direction of the current line to the selected direction.

A second way to change the shadow direction of a line of text is to use the keyboard shortcut.

- ☞ Left mouse click on the line you would like to change the shadow direction of.
- ☞ Press **F7** to select the **F7 = +** **BUTTON**.
- ☞ Press **CTRL +** or **CTRL -** to select the shadow direction you want your text to appear in, and press **CTRL L** to apply this shadow direction to your current line.

Changing the Shadow Direction of a Word.

There are two ways to change the Shadow Direction of a word. The first way is to use the mouse.

- ☞ Left mouse click on the line of text that contains the word you wish to change the shadow direction of.

GRAD and TED - skip this section.

- ☞ Use the cursor movement keys to move the cursor to any letter of the word that you wish to change the shadow direction of.
- ☞ Find the Shadow Button towards the far right of the Command Toolbar.
- ☞ Note the **F7 = + BUTTON** below the Shadow button. The directional arrow displayed on this button is the direction that shadow will appear as. The + direction indicates that no current direction has been selected. Use the / **BUTTON** to select the direction you want your shadow to appear in. You can select any direction from one of the 8 cardinal points (directions rotate from to in a clock-wise fashion).
- ☞ Once shadow direction has been selected, left click on the **WORD BUTTON** of the Command Toolbar. This will change the shadow direction of the current word to the selected direction. A second way to change the shadow direction of a word is to use the keyboard shortcut.
- ☞ Left mouse click on the line of text that contains the word you wish to change the shadow direction of.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that you wish to change the shadow direction of.
- ☞ Press **F7** to select the **F7 = + BUTTON**.
- ☞ Press **CTRL +** or **CTRL -** to select the shadow direction you want your text to appear in, and press **CTRL W** to apply this shadow direction to your current word.

Time on a Text Page

The Time button is found in the Text Editor in the Menu Commands over to the right. (You might have to move the horizontal window scroll bar (just below the Menu Command Tool box) to the right in order to see the Time Button.) It is used to display the digital time on a page with a variety of different formats and options.



GRAD and TED - skip this section.

Position the cursor

- ☞ Place the cursor where you want the time to appear and then click on the **TIME** button to open up the Time Menu.
- ☞ You can also use keyboard shortcuts to position the cursor. Place the cursor where you want the time to appear and then press **CTRL ARROW KEY** () to move the cursor left, right, up, or down. Now press **ALT I** to open up the Time Menu.

Choose the format

- ☞ You have two formats to choose from when selecting time on a page. The first format is to display time using the standard 12 hour clock. The second format is to display time using the military 24 hour clock. Only one format can be selected at a time. Click on the format you want.
- ☞ You can also use keyboard shortcuts to choose the format. Use the **ARROW KEYS** to select back and forth between 12 hour time and 24 hour time.

Choose AM/PM (optional)

- ☞ You have the option to choose to display AM or PM along with the digital time. To select the AM/PM option, click on the AM/PM bullet selector, marking it with a check. Click on **OK** to implement the time, and you are finished.
- ☞ You can also use keyboard shortcuts to choose this option. Press **TAB** to move over to the AM/PM bullet selector. Now press the **SPACE BAR**. This should mark the AM/PM bullet selector with a check. Press the **ENTER** key and the time will be displayed where the cursor was positioned on the screen.

Change the text attributes and placement of Time

- ☞ The text attributes (such as font, color, size etc.) or placement of the time can be changed just like any other text on the page. Please refer to other reference sections of the manual for this.

Toolbar Placement

The Command Toolbar and Menu Commands Toolbar are present in the Text Editor for ease and convenience. However, their placement may be inconvenient at times. At these times you can move the toolbar or toggle it on or off.

Moving the Toolbar

To move the toolbar around the screen and make their position more convenient you must use the mouse.

- ☞ Left click on the title bar of either the Menu Commands Toolbar or Command Toolbar. Do not release the left mouse button.
- ☞ Drag the toolbar or Toolbar to a more convenient placement. As you drag an outline of the toolbar size appears where the toolbar or will appear.
- ☞ To place the toolbar release the left mouse button.

Toggling the Command Toolbar On or Off

To toggle the Command Toolbar off using the mouse.

- ☞ Click on the minus sign at the top left corner of the Command Toolbar and select **Hide**. For Windows 95 users you can double click on the Windows icon in the top left corner of the title bar for the Command Toolbar or single click on the small x on the top right corner of the title bar for either the Command Toolbar.

To toggle the Command Toolbar off using the keyboard:

- ☞ Press **F3** (function key #3).

To toggle the Command Toolbar on you must use the keyboard.

- ☞ Press **F3** (function key #3).

If the Command Toolbar does not appear, it has probably been moved off the edge of the screen. In order to restore the Command Toolbar you must edit the Mptext.ini / mpgraph.ini file located in the windows directory. Follow these steps.

- ☞ Go to the Main Menu of your MediaPlayer program.
- ☞ Go to **DOS Functions** located in the Red Utilities area.
- ☞ Double click on the **Mptext.ini / mpgraph.ini** file in the Windows directory.
- ☞ Locate the **[text]** group. It will have [text] as the first line of the group.
- ☞ Delete the **CtrlPos** line from the document.
- ☞ **Save** the Mptext.ini / mpgraph.ini file.

Toggling the Menu Commands Toolbar On or Off

To toggle the Menu Commands Toolbar off using the mouse.

- ☞ Click on the minus sign at the top left corner of the Menu Commands Toolbar and select **Hide**. For Windows 95 users you can double click on the Windows icon in the top left corner of the title bar for the Menu Commands Toolbar or single click on the small x on the top right corner of the title bar for either the Menu Commands Toolbar.

GRAD and TED - skip this section.

GRAD and TED - skip this section.

To toggle the Menu Commands Toolbar off using the keyboard:

- ☞ Press **F2** (function key #2).

To toggle the Menu Commands Toolbar on you must use the keyboard.

- ☞ Press **F2** (function key #2).

If the Menu Commands Toolbar does not appear, it has probably been moved off the edge of the screen. In order to restore the Menu Commands Toolbar you must edit the `Mptext.ini / mpgraph.ini` file located in the windows directory. Follow these steps.

- ☞ Go to the Main Menu of your MediaPlayer program.
- ☞ Go to **DOS Functions** located in the Red Utilities area.
- ☞ Double click on the **Mptext.ini / mpgraph.ini** file in the Windows directory.
- ☞ Locate the **[text]** group. It will have [text] as the first line of the group.
- ☞ Delete the **AltPos** line from the document.
- ☞ **Save** the `Mptext.ini / mpgraph.ini` file.

Underline Text Styles

This feature allows you to underline words, lines or even whole pages of text.



Underlining an Entire Page.

The following procedure will underline an entire page using the command toolbar at the bottom of the Text Editor screen. If the Command Toolbar does not appear press **F3** (Function Key #3)

- ☞ Left mouse click anywhere on the background of the page.
- ☞ Find the Underline Button towards the left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When underline is off the bullet is empty. When underline is on the bullet is filled. Left click on the **UNDERLINE BUTTON** a single time to switch underline from off to on.
- ☞ Once underline has been turned on, left click on the **PAGE BUTTON** of the Command Toolbar. This will change all the text on the page to Underline.

A second way to underline an entire page is to use the keyboard shortcut.

- ☞ Left click anywhere on the background of the page.
- ☞ Press **CTRL U** to turn Underline on, and press **CTRL P** to apply underline to the entire page.

Underlining a Line of Text.

To underline a line of text use one of the following procedures.

- ☞ Left mouse click on the line where you would like the text to appear in underline.
- ☞ Find the Underline Button towards the left of the Command Toolbar.
- ☞ Note the on/off bullet at the left of the button. When underline is off the bullet is empty. When underline is on the bullet is filled. Left click on the **UNDERLINE BUTTON** a single time to switch underline from off to on.
- ☞ Once underline has been turned on, left click on the **LINE BUTTON** of the command toolbar. This will change the text of the selected line to underline.

A second way to change a line of text to underline is to use the keyboard shortcuts.

- ☞ Left click on the line where you would like to change the text to underline.
- ☞ Press **CTRL U** to turn underline on, press **CTRL L** to apply underline to your current line.

Underlining a Word.

There are two ways to change a word to underline. The first way is to use the mouse.

- ☞ Left mouse click on the line of text that contains the word you wish to appear in underline.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in underline.
- ☞ Find the Underline Button towards the left of the Command Toolbar.
- ☞ Left click on the **UNDERLINE BUTTON** a single time to switch underline from off to on.
- ☞ Once underline has been turned on, left click on the **WORD BUTTON** of the command toolbar. This will change the selected word to underline.

To change a word to underline using the keyboard shortcut:

- ☞ Left click on the line of text that you wish to make changes on.
- ☞ Use the cursor movement keys to move the cursor to any letter of the word that is to appear in underline.
- ☞ Press **CTRL U** to turn underline on, and press **CTRL W** to apply underline to your word.

GRAD and TED - skip this section.

Video in a Window

This feature allows you to create text pages that will display live video in a window. This feature works in conjunction with the Video Commander 2 image capture board. If you do not have one of these boards installed in your system, this feature will not work.



Adding Video in a Window to a Text page

The following procedure will add video in a window to a text page using the Menu Commands toolbar at the top of the Text Editor screen. If the Command Toolbar does not appear press **F2** (Function Key #2).

- ☞ Left mouse click once on the Video in a Window Button at the top of the Menu Commands Toolbar. You may need to use the horizontal scroll bar at the bottom of the Menu Commands toolbar in order to see this button.
- ☞ Select the size of the video window you would like to use from either **Small**, **Medium**, or **Full Screen**.
- ☞ Select the quadrant you would like your video window to appear in.
- ☞ Click on **OK**.

A white box of the selected size will appear in the selected quadrant. This is where the live video you input will be displayed on your page. Video is displayed in full view, so if a small size window is selected, the entire video picture will appear in that small window.

A second way to load a text page into the Text Editor is to use the keyboard shortcut.

- ☞ Press **ALT V** (to display the Video in a Window menu).
- ☞ Use the **UP** and **DOWN ARROW KEYS** to the size of the video window you would like to us.
- ☞ Press the **TAB KEY** to move the cursor to the quadrant box so you can enter the quadrant you would like your video window to appear in.
- ☞ Press the **TAB KEY** to highlight the **OK** button, and hit **ENTER**.

*NOTE: you are experiencing problems with your Video in a Window, you may need to edit you mptext.ini / mpgraph.ini file. To do this, use the following instructions below:

- ☞ Go to the Red **DOS FUNCTIONS BUTTON** of the MediaPlayer Main Menu.
- ☞ Open the **WINDOWS** directory.
- ☞ Open the **mptext.ini / mpgraph.ini** file.
- ☞ Use the vertical scroll bar to scroll down to the bottom of the mptext.ini / mpgraph.ini file.
- ☞ Enter a new heading by typing: **[Video]**.
- ☞ Enter the following line of code below your new heading: **dll=vcommand.dll**.
- ☞ Go up to **FILE**, the **SAVE**.
- ☞ Go up to **FILE**, then **EXIT**.
- ☞ Reboot your computer so these changes will take effect.

TEBBS and TEC - skip this section.

Wind on a Text Page

The Wind button is found in the Text Editor in the Menu Commands over to the right. (You might have to move the horizontal scroll bar (just below the Menu Commands Toolbar) to the right in order to see the Wind Button.) It is used to display the digital wind speed and direction on a page in a variety of different formats and options.



Position the cursor

To use the mouse to position the cursor:

- ☞ Place the cursor where you want the wind to appear and then click on the **Wind** button to open up the Wind menu.

To use the keyboard to position the cursor:

- ☞ Place the cursor where you want the wind to appear and then press **CTRL ARROW KEY** () to move the cursor left, right, up, or down. Now press **ALT W** to open up the Wind menu.

Editing an Existing Wind

To edit a Wind Reading using the mouse:

- ☞ Click on the wind itself, or the **N/A** or **<WIND>** where the wind is to appear.
- ☞ Next use the left cursor movement key () to highlight the wind, **N/A** or **<WIND>**.
- ☞ Next click on the **Wind** Button to open the Wind menu.

To edit an existing wind using the keyboard:

- ☞ Click on the wind itself, or the **N/A** or **<WIND>** where the wind is to appear.
- ☞ Next use the left cursor movement key () to highlight the wind, **N/A**, or **<WIND>**.
- ☞ Press **ALT W** to open the Wind menu.

There are three different areas in the Wind menu: Reading, Units and Measurement.

Choose a Measurement

The first selection is the Measurement. The options for measurements are: Normal, Highest Speed, Lowest Speed and Wind Chill.

- ☞ To choose a specific measurement click on the bullet selector next to the option you want. Note: Not all options are available with all weather stations.

To use the keyboard shortcuts to select a measurement:

- ☞ Press **TAB** until a grey outline appears around an entry in Measurement.
- ☞ Next, use the **ARROW KEY** () to select the measurement that you want to use.

Choose the Units

Next select the units that you want the wind to appear in. There are three different options concerning the units that are displayed for wind: **KM/H**, **MPH** and **Knots**. If **Wind Chill** is selected in measurement, **Celsius**, **Fahrenheit** and **Kelvin** are available.

- ☞ To choose either **KM/H** (Celsius), **MPH** (Fahrenheit) or **Knots** (Kelvin) simply click on the desired bullet selector. The chosen option is indicated by a dot in the bullet selector.

To use the keyboard to select the units follow these steps:

- ☞ Press **TAB** until a grey outline appears around one of the entries of the Units area.

GRAD and TED - skip this section.

- ☞ Next, use the **ARROW KEY** () to select the units that you want to use.

Choose the Reading

- ☞ You have the option to display either Average or Wind Gust readings. To select the reading that you want click on either the **Average** or **Wind Gust** bullet selector, marking it with a dot. To use the keyboard to select the reading:
- ☞ Press **TAB** until a grey outline appears around either the Average or Wind Gust entry of reading.
- ☞ Next, use the **ARROW KEY** () to select the reading you want.

Implementing your Settings

- ☞ When you are done, click on the **OK** button and the wind will be displayed where the cursor was positioned on the screen.
- To implement the wind settings using the keyboard:
- ☞ Press **TAB** until a grey outline appears around **OK**. Press **ENTER**.

Change the text attributes and placement of Wind

- ☞ The text attributes (such as font, color, size etc.) or placement of wind can be changed just like any other text on the page. Please refer to other reference sections of the manual for this.

Weather Station Configurations

Make sure that the proper configuration is set up for the weather station that you have installed. To configure the weather station use the red **CONFIGURATION BUTTON** in the main menu. For more information on weather station configurations please see the section for your weather station.

Zap Button

The ZAP button is found in the Text Editor in the Command Toolbar. It is used to Zap (erase) a word, line, all text on a page, everything on a page, or everything on a page AND load a Template Page.



Zap a Word

- ☞ In order to Zap a word, first click on the line of text the word is on. You will know the line is selected when the cursor goes to the end of the line of text. Now use the left arrow key to place the cursor on the word you want to Zap. Click on the **ZAP BUTTON** and then click on the **WORD BUTTON**. The word will be erased.
- ☞ You can also use keyboard shortcuts to Zap a word. First click on the line of text the word is on. You will know the line is selected when the cursor goes to the end of the line of text. Now use the left arrow key to place the cursor on the word you want to Zap. Press **CTRL Z** (for Zap) **CTRL W** (for Word). The word will be erased.

Zap a Line

- ☞ In order to Zap a line, click on the line of text you want to Zap. You will know the line is selected when the cursor goes to the end of the line of text. Click on the **ZAP BUTTON** and then click on the **LINE BUTTON**. The line will be erased.
- ☞ You can also use keyboard shortcuts to Zap a line. First click on the line of text the word is on. You will know the line is selected when the cursor goes to the end of the line of text. Press **CTRL Z** (for Zap) **CTRL L** (for Line). The line will be erased.

Zap all Text on a Page

- ☞ In order to Zap all text on a page, click on the **ZAP BUTTON** and then click on the **PAGE BUTTON**. You will be prompted whether or not you want to Zap Entire Page. Click on **YES** and all the text on the page will be erased.
- ☞ You can also use keyboard shortcuts to Zap all text on a page. Press **CTRL Z** (for Zap) **CTRL P** (for Page). You will be prompted whether or not you want to Zap Entire Page. Press **Y** (for YES) and all the text on the page will be erased.

Zap Everything on a Page

- ☞ In order to Zap everything on a page, double-click on the **ZAP BUTTON**. You will be prompted whether or not you want to Zap to Erase Entire Page and Graphic. Click on **YES** and you will then be prompted whether or not you want to load the Template Page. Click on **NO** and the entire page will be erased. (If there is no Template Page selected you will not see a prompt for this option. Please refer to the Template Page reference section.)
- ☞ You can also use keyboard shortcuts to Zap Everything on a Page. Press **CTRL Z Z** (for Zap Zap) (Hold down the CTRL key and press Z two times). You will be prompted whether or not you want to Zap to Erase Entire Page and Graphic. Press **Y** (for YES). You will then be prompted whether or not you want to load the Template Page. Press **N** or **ENTER** (for NO) and the entire page will be erased. (If there is no Template Page selected you will not see a prompt for this option. Please refer to the Template Page reference section.)

GRAD and TED - skip this section.

GRAD and TED - skip this section.

Zap Everything on a Page and Load a Template Page

- ☞ In order to Zap everything on a page and load a Template Page, double-click on the **ZAP BUTTON**. You will be prompted whether or not you want to Zap to Erase Entire Page and Graphic. Click on **YES** and you will then be prompted whether or not you want to load the Template Page. Click on **YES** and the Template Page will be loaded. If you click on **NO** the current page will be erased. (If there is no Template Page selected you will not see a prompt for this option. Please refer to the Template Page reference section.)
- ☞ You can also use keyboard shortcuts to Zap everything on a page and load a template page. Press **CTRL Z Z** (for Zap Zap) (Hold down the CTRL key and press Z two times). You will be prompted whether or not you want to Zap to Erase Entire Page and Graphic. Press **Y** (for YES). You will then be prompted whether or not you want to load the Template Page. Press **Y** (for YES) and the Template Page will be loaded. (If there is no Template Page selected you will not see a prompt for this option. Please refer to the Template Page reference section.)