

TAKE NOTE

- **Registration Card**
- **Customer Support**

To qualify for a \$15.00 backup diskette you must fill in and send this registration card. Only requests for backup diskettes that are made on the registration card will be honored.

By sending in the completed registration card, you will also be eligible for:

- Telephone support for technical questions
- Free technical notes upon request
- Notification of product upgrades
- Option to purchase new versions at reduced prices
- News on new product offerings

The BPS Customer Support Policy described on page iii of your User Guide outlines how to get technical questions answered and what to do with a damaged diskette.

Please take advantage of this opportunity. Fill in your card and send it TODAY!

Please type or print and return in envelope supplied.

Name _____ Title _____

Company _____ Dept/Mail Stop _____

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Software Version # (on Diskette Program Label) _____

Type of business _____ # of employees _____

Computer set up _____ computer _____ memory _____ months owned _____

printer _____ months owned _____

Color monitor yes no

Hard disk yes no

How frequently do you plan to use Overhead Express? daily weekly infrequently

What other software do you own? _____

What software/hardware do you plan to buy this year? _____

How did you hear about us?

dealer ad review
 another user other _____

I would be interested in having an application story written about my use of BPS Software.

What publications do you read? _____

Comments/suggestions: _____

Please send me my one-time only backup copy of the Overhead Express program diskette for \$15.00 (in Mass. add \$.75 sales tax.)

Check for \$15.00 (plus tax) enclosed

MasterCard # _____

Visa # _____

expiration date _____ signature _____

I have read and understood the program license agreement attached to the outside of the manual. By my signature hereon I agree to be bound by its terms and conditions. Further, I acknowledge that it expresses the entire agreement between us that supersedes any prior communications, oral or written, relating to this software.

signature required _____ date _____

Support for Color Printers

This new version of Overhead Express allows users with certain color printers to get print-outs in color and, with the right material, to print color directly onto transparencies. Commands have been added to the program and the templates in the Express Editor have been updated so that you can control, within certain limits, the foreground color and the background color on a page. You can easily change foreground color on a page to emphasize a line of text or a single word. And you can even choose a contrasting background color for text within a box.

If you are configured for a black-and-white printer, color commands will be ignored. Color is not available on screen; so use the Preview and Review options to check text and layout, not color.

Producing color output is easy once you understand the basics of Overhead Express. We strongly recommend that you read Chapters 1 through 4 and then return to this insert for instructions on controlling color.

Configuring Default Colors

The easiest way to control color for an entire presentation file is to set defaults for foreground, box fill, and background colors. Overhead Express ships with foreground color set to black; box fill and background are set to neutral. With these defaults you would get a black-and-white printout on paper, or a black-on-clear transparency, unless you use tinted paper or transparency material. (The demonstration file you printed out while working through Chapter 3 contains commands to override the defaults.)

To change the default settings, select F10 Configure from the Main Menu and select the "set default colors" option. You can choose from a set of colors called black (0), red (1), green (2), yellow (3), blue (4), magenta (5), cyan (6), white (7) and neutral (8).

If you have a floppy-disk system and you use a write-protect tab on your Program diskette, remember to temporarily remove the tab whenever you want to make a change in F10 Configure.

Please be aware that printed colors might not match your expectations, based on their assigned names. On a given printer, for example, "red" might look more like orange or "blue" like purple. If your printer handles both paper and transparency material, you will need to experiment to find the best colors for each situation. Colors with the right intensity for transparencies might appear too bold on paper.

Foreground controls text, symbols, and all lines on a page, including borders on boxes. In general you would choose among colors 0 to 6 for foreground, unless you want text to "drop out" of a colored background, in which case you would choose 7.

We recommend that you leave the default for background set to 8. Otherwise printing multiple pages will be a lengthy process. You can easily override the background default on a given page. (See the "changing colors on a single page" section of this insert.)

The difference between "white" and "neutral" is most apparent, and most important, when you are dealing with box fill. Try this test.

1. Enter the Express Editor and make a file called "test."
2. Select the grid template.
3. Enter copy for the title, subtitle, and description sections.
4. Save the file.
5. Through F10 Configure, set color defaults to 2 7 3 (foreground = green, box fill = white, background = yellow).
6. Print out the test file.
7. Reset the defaults to 2 8 3 (foreground = green, box fill = neutral, background = yellow) and reprint the file.

Note that setting box fill to 7 wiped out the yellow background behind the box, revealing whatever material you printed on. Setting box fill to 8 retained the original yellow background behind the box.

**Changing
Foreground
Color within
a Line**

To change the foreground color within a line, press F6 for the Emphasis menu, and select "hue." A list of colors and their numerical equivalents will appear.

- 0 = Black
- 1 = Red
- 2 = Green
- 3 = Yellow
- 4 = Blue
- 5 = Magenta
- 6 = Cyan
- 7 = White

Note that 8 is not an appropriate choice for a foreground color.

Type in the number of the color you want. For example, if you type 4, a \H4 will appear at your cursor position in the editor, indicating that you are changing to blue for the foreground color.

As with all backslash commands, the \H will stay in effect only until the end of the text line. To switch it off sooner, enter another \H. Entering \H? allows you to return to the foreground color in effect at the beginning of the line without having to remember the numerical equivalent for that color.

**Changing
Colors on a
Single Page**

For consistent appearance, you will probably want to keep the same default colors throughout a presentation. However, sometimes you might want to have a single page stand out from the rest. For example, in a presentation where most of the pages have a clear background, you might make a title page with the background in color.

If you create presentations working with templates in the Express Editor:

1. Enter text as usual in the Express Editor.
2. Save your presentation file.
3. Switch to the Custom Editor.
4. Locate the page you want to change.

Note that the second line on the page is the dot command controlling color: .hue ? ? ?. The first question mark stands for the default foreground color; the second for the default box fill color; the third, the default background color. In other words, the .hue command is

.hue <foreground> <box fill> <background>

Substitute a number for each question mark. For example, `.hue 0 5 6` produces a page with black text on a cyan background. Any boxes would have a black border and text on a magenta background. If you used any `\H` commands on the page, check to make sure the colors still work with the new color scheme.

If you just want to change the background color, you could leave the question marks for foreground and box fill. However, if you tend to vary color schemes from presentation to presentation by changing default settings through F10 Configure, it is safest to enter all three numbers. Then if you decide to modify the title page for a new audience, when you print out the new page you are sure to get the desired colors.

**Working with
Color in the
Custom Editor**

If you make pages from scratch in the Custom Editor, you need at least one `.hue` command on each page. Put the first `.hue` command on the second line, right after the `.page` command. For a page that uses all the default settings, just enter `.hue ? ? ?`. If you start a page with values that differ from the defaults, you can switch back to the defaults at any point by entering just `.hue`.

When you specify background color, it takes effect across the entire page. So be careful if you combine `.hue` commands with `.up` or `.goto` commands. Trying to change the background could wipe out the foreground previously specified. If you want a checkerboard effect, try side-by-side boxes with different box fill colors. One final warning: Do not try to change background color within a box. For a multi-color effect within a box, stack the boxes and put a `.hue` command before each `.box` command.

**Printing
in Color**

If you are printing directly on transparency material, be sure to use the "Pause Between Pages" option on the Print menu. For better color coverage on both paper and transparency material, use the "bold" setting on your printer, if this is an available option.

With some printers, when you are pausing between pages in a multiple-page file, you may need to have the next sheet in position to keep the printer from shutting off between pages.

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Read This First

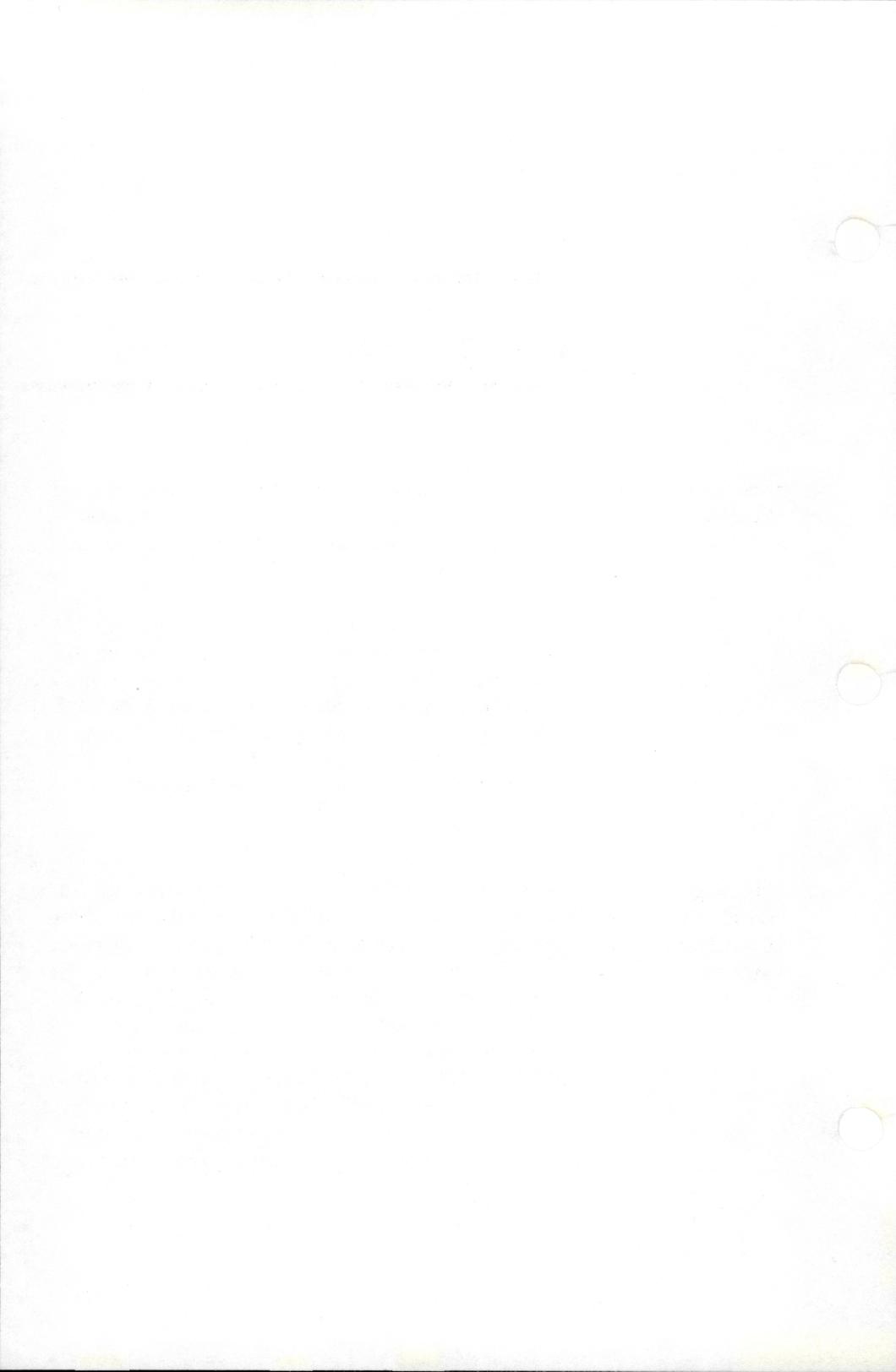
Special Air Force Features

This version of Overhead Express has been designed specifically for the Air Force. Please take a moment to read this insert to familiarize yourself with these special features.

The Air Force version of Overhead Express will produce output on the Diablo C150 printer and the Dataproducts 8050 printer, in addition to the standard printers supported. Also, there is a third disk supplied in the package that includes Air Force logos and customized templates. The Special Font diskette requires installation instructions that are detailed below.

Installing Overhead Express On a Floppy Disk System

Follow the instructions in chapter 2 of the User Guide for installing DOS on your Program diskette and for creating a work diskette. You will note that there are two Font diskettes provided, so please make sure that you make a work diskette for each one. Both of the original Font diskettes should be put away for safekeeping and only used to make new work diskettes. When you are making a work diskette for the Font diskette labeled SPECIAL, you will be given additional instructions. The instructions will allow you to use the correct Air Force logo for your printer.



**Installing
Overhead Express
On a Hard Disk
System**

Follow the instructions in chapter 2 of the User Guide for installing Overhead Express on a hard disk. You will be instructed to insert both the standard Font Diskette and the SPECIAL Font diskette. Make sure that you insert the correct Font diskette at the appropriate time.

**Using the Air
Force Logos**

The SPECIAL Font diskette has customized templates that will automatically place the Air Force logo on every printed page. Since printers vary, the logo is provided in three different shapes. By choosing one of the three printer types, your printer should produce a round logo. You may have to experiment in order to find the printer type that suits you best. In order to take best advantage of the tutorial section of the User Guide, **Please do not use the SPECIAL Font diskette** until you are familiar with the operation of Overhead Express. However, once you are comfortable with the creation of a presentation using Overhead Express and wish to take advantage of the special templates and logo, you must do one of the following:

**On a Floppy Disk
System**

Use the work diskette labeled SPECIAL when creating presentations. Remember that when you created the work disk you specified the type of printer that you will be using. If the logo appears to be oval instead of round when it is printed, make a new work diskette and try specifying another printer.

**On a Hard Disk
System**

In order to specify that you want to use the Air Force logos and customized templates, type AFLOGO at the DOS system prompt after you have exited from Overhead Express. You will be asked to specify the type of printer that you are using. Please note that if the logo appears to be oval when printed out, use AFLOGO to select one of the other printer types.

Using Customized Templates

The customized Air Force templates have four sections that are not included in the standard Overhead Express templates. You may use F4 (delete section) to remove any of the sections that you do not care to use in a particular presentation. The **Classification** sections are provided to automatically place a classification at the top and bottom of each page. Simply type the appropriate classification next to the **Classification** section name. The **Monochrome Logo** and **Color Logo** sections place a logo in the upper right corner of each page. If you have a black and white printer, you should use F4 (delete section) to remove the **Color Logo** section. Conversely, if you have a color printer, remove the **Monochrome Logo** section. If you fail to remove the section that does not apply to your printer, the logo may become very distorted. If this happens, use the Express Editor to remove the offending section.

NOTE: The special Air Force templates have been generalized to work on a wide range of printers and paper sizes. This has the greatest impact on the Title section. If you find that your title overprints on the logo, simply add lines to the beginning of the Title section, or add extra spaces to the end of the Title lines. Alternatively, you may use the Custom Editor (F7 Position) commands to modify the templates to change the position of either the Logo or Title section on the printed page.



**Making Landscape
Print Outs**

If you have a wide carriage printer (such as the Dataproducts 8050), you can create presentations in a landscape (11 inch X 8 inch) format instead of the standard portrait (8 inch X 11 inch) format. In order to use a landscape layout, do the following **BEFORE** you create your presentation. From the Overhead Express Main Menu,

Press **F10**

Select **Set Paper Size**

Choose **11 X 14**

Select **Set Default Margins**

Enter **2i 2i**

Press **RETURN** to save the configuration

This configuration will create, in the middle of your paper, a 10 X 7 printable area which is suitable for a landscape overhead. If you wish to create portrait output, reset the paper size to 8 X 11, and the margins to .5i 1i (the defaults as shipped).

A Final Note

Remember, in order to take best advantage of the tutorial section of the User Guide, **Please do not use the SPECIAL Font diskette** until you are familiar with the operation of Overhead Express. Once you are familiar with Overhead Express, feel free to experiment with the options provided in this insert.

Overhead Express™

User Guide



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Customer Support

BPS Customer Support Policy

Our customer support policy is threefold: Customer Assistance, Product Upgrade, and Product Replacement. In order to take advantage of the policy, you must fill out and return the enclosed registration card to BPS. As a registered user of our software, you will be entitled to the service that has given BPS a worldwide reputation for quality.

Customer Assistance

We realize that once you purchase a software product, you may have questions about its operation, interfaces, or applications. We suggest that you take the following steps to find the answers:

1. Consult the manuals for the software, the computer, and the peripherals. They have been written to answer most of the questions that may arise.
2. Consult your dealer; those who carry the BPS product line are well informed about the operation of the software.
3. If you have not found a satisfactory answer in the manuals or from your dealer, and you believe the question involves our software, call us. As a registered customer you are eligible to receive support from our Customer Service Department. Call (617) 491-3377 between 9:00 A.M. and 5:00 P.M. Eastern Standard Time, and we will assist you.

Product Upgrade

As new versions of our products are introduced, registered customers will receive notification of new products and product upgrades. Customers will have the opportunity to purchase upgrades at a special rate.

Customer Support

Backup Diskettes and Product Replacement

Your BPS product is copy protected and serialized. A backup diskette is available one time only for a handling fee of \$15.00 (U.S. currency). Request for a backup copy must be made in the appropriate box on the completed registration card, and must be accompanied by a check or charge card information.

Should the BPS diskette(s) become damaged during or after their initial use, registered customers may receive a new diskette(s) for a replacement fee of \$15.00 each (U.S. currency). Please send the damaged diskette(s) and a brief description of the problem along with replacement fee(s) to BPS, 143 Binney Street, Cambridge, MA, 02142, USA.

We encourage you to give us comments and suggestions for BPS software. You may use the space provided on the registration card, write us a letter, or give us a call. We are always interested in what our customers have to say, and are willing to incorporate suggestions in our software updates.

Thank you

Business & Professional Software, Inc.
143 Binney Street, Cambridge, MA 02142,
U.S.A. (617) 491-3377.

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Introduction

Overhead Express enables you to produce professional quality overhead transparencies with ease. It is simple to use and yet powerful enough to meet a variety of presentation needs. Preparing presentation materials used to be a time-consuming process with results that were frequently unsatisfactory. Overhead Express eliminates many of these old problems by providing devices that take care of the mechanics of preparing attractive, legible overheads. It allows you to work quickly and to make critical last minute changes easily.

Knowing that time—or the lack of it—is frequently a factor in what we do, Overhead Express has been designed with these features:

Menus throughout.

The Express Editor. You just type your text into 12 templates of commonly used overhead formats. All the details of formatting and design are already done for you.

The Custom Editor. You can create overheads, make your own templates, or prepare presentation materials for a screen show. You can also modify any of the Overhead Express templates.

Preview and Review on Screen. You can check your work on screen as you go, and know you are satisfied before you print.

Thorough documentation. You can learn to use both the Express and Custom Editors through step-by-step exercises.

On-screen help. Provides assistance at various stages of your work.

Introduction

With Overhead Express, you can create overheads using standard formats or you can take advantage of the program's special features and effects. Overhead Express includes highlighting and emphasis devices that allow you to draw boxes and rules, to vary the shading of letters, and to create shadow-letter effects. It also contains a group of special symbols including arrows, checks, hearts, stars, and other accents. These special effects, which would once have been available only through outside services, allow you to create overheads that meet your particular needs.

Four different typefaces in a variety of sizes and with the polished look of professionally prepared type replace small typewriter characters and illegible handwriting. Regular and italic styles, international characters, numerals, and punctuation are all available for your use.

Overheads go by more than one name. Many professionals call them transparencies, and many others speak of foils, flimsies, or acetates. And similarly, there is more than one convenient method for making transparencies from paper copy. Whatever your name for overheads or your method for making them, you will achieve a new standard for the quality of your presentation materials with Overhead Express.

The Overhead Express Package

Check to see that your Overhead Express package contains these items:

User Guide.

One diskette labeled Overhead Express Program Diskette.

One diskette labeled Overhead Express Font Diskette.

Quick Reference booklet.

Registration card and return envelope.

Introduction

Contact your dealer if anything is missing or damaged. Please send in your completed registration card.

A Road Map to the User Guide

The User Guide is divided into six sections to allow you to retrieve the information that you need quickly. Each section is divided into chapters. An index can be found at the end of the User Guide.

GETTING STARTED

When you have finished reading **Chapter 1, Introduction**, move on to **Chapter 2, Before You Begin**, for installation information. An introduction to the Main Menu and to the overall program concept is contained in **Chapter 3, Overhead Express Basics**. It is especially important that all first-time users read this section.

CREATING PRESENTATIONS

To learn to use templates, complete the Express Editor Tutorial, **Chapter 4**. This is the fastest route to quick and easy overheads. **Chapter 5**, the Custom Editor Tutorial, focuses on program commands and layout techniques.

If you want to make screen shows, read **Chapter 6, Preparing Screen Shows**. It is recommended that you complete the Express and Custom Editor Tutorials before working with screen shows.

ENHANCING PRESENTATIONS

In **Chapter 7, Making Your Own Templates**, you can learn to create templates by modifying an Overhead Express template or by starting from scratch. **Chapter 8, Special Effects**, is a cookbook of illustrations of some of the special effects that you can produce. Ideas for improving the layout and design of overheads are contained in **Chapter 9, Tips on Improving Visuals**.

FONTS

Illustrations of all typefaces in all sizes are shown in **Chapter 10, Fonts**. You can turn to this section to select the size and style of fonts that you like. Illustrations of all special symbols and international characters are also shown.

Introduction

TEMPLATES

Chapter 11, Templates, contains illustrations of the 12 Overhead Express templates. Look at these illustrations to choose the templates that best fit your presentation material. Specific layout information and instructions for using a particular template accompany the illustrations.

REFERENCE SECTION

There are five chapters in the Reference Section. Each command is explained in detail in Chapter 12, Commands. Error messages that might occur while using the program are listed in Chapter 13, Error Messages. Each message is followed by a possible explanation of what has occurred and suggestions for correcting the problem. Overhead Express files are described in detail in Chapter 14, Files. If you should wish to access Overhead Express directly from the operating system, see Chapter 15, Accessing from DOS. Because much of the material you create with Overhead Express is printed material, printer problems are discussed in Chapter 16, Printer Issues. If you wish to use Overhead Express with other word processing programs, refer to Chapter 17, Translating Files.

Introduction

This chapter reviews the hardware required to run Overhead Express, the contents of the Overhead Express diskettes, plus the simple procedures you must follow to install the software on your system and configure the program for use with your printer. Note that the installation and configuration procedures vary depending on whether you have a floppy-disk or hard-disk system. Use your DOS manual as a reference if you have questions about any of the commands.

Hardware Requirements

- PC-DOS/MS-DOS version 2.0, 2.1, or 3.0.
- At least two double-sided disk drives, or a double-sided disk drive and a hard-disk drive.
- 192K RAM minimum.
- For Overhead Express print-outs, a printer supported by the program.
- For viewing screen shows or previewing printer output on the screen, a color/graphics adapter or a Hercules Graphics Card.

Overhead Express Diskettes

In addition to the instructions for running Overhead Express, your Program diskette contains demonstration files and on-screen help. Your Font diskette contains all font and template files. The Program diskette is copy-protected; the Font diskette is not. Therefore, you can make a backup copy only of the Font diskette. Any copy you attempt to make of

Before You Begin

the Program diskette will not work correctly. Please see your registration card for instructions on ordering a backup Program diskette. It is a very good idea to put write-protection tabs on your Program and Font diskettes.

Setting Up a Floppy-Disk System

Installing DOS on Your Program Diskette

- For convenience, you will probably want to configure your Program diskette to make it self-booting. If it has a write-protection tab, remove the tab.
- With your DOS system diskette in Drive A: and your Program diskette in Drive B:, type **B:INSTALL**

This command invokes a DOS batch file, which is a group of commands that copy system files from the DOS diskette to the Program diskette to make the Program diskette self-booting. The B:INSTALL command assumes that the files **COMMAND.COM** and **FORMAT.COM** are on the DOS system diskette in Drive A:.

- Now put your DOS system diskette away. Put a write-protection tab on the Program diskette and move it to Drive A:.

Creating a Work Diskette

The **INSTALL** command you used earlier copied the DOS disk format program (**FORMAT.COM**) onto your Program diskette to make formatting new work diskettes convenient for you. You will need to format one new diskette now.

- With the Program diskette in Drive A: and a blank diskette in Drive B:, type **FORMAT B:**
- After the diskette has been formatted, remove the Program diskette from Drive A: and put the Font diskette in Drive A:.
- Leave the newly formatted diskette in Drive B:, and type **A:WORKDISK**.

Before You Begin

- This will make a new work copy of the Font diskette. Remove the diskette from Drive B: and label it Font Work diskette. Put the original Font diskette away for safekeeping.

All fonts and templates are now on your Font Work diskette. If you want to make additional work diskettes that contain all of the fonts and templates, repeat this same procedure for each blank diskette. However, if you find that you only use certain fonts in your presentations, you may want to copy only those specific fonts onto a work diskette in order to increase the amount of available work space.

To do so, use the batch command files that are located on your Font diskette : CLASSIC, POPULAR, and MODERN. Each of these command files will copy all of the fonts for that particular typeface, as well as all of the templates, from the Font diskette to your work diskette. To utilize these command files, simply type the name of the command file, i.e., CLASSIC. You may type SCRIPT to add all Script fonts to a work diskette, but note that the Script command will not copy any of the templates. For this reason, Script cannot be the only typeface on a work diskette.

Before you proceed to work through the tutorial chapters or to learn Overhead Express on your own, be sure to read the section in this chapter on Configuring Overhead Express.

Installing Overhead Express on a Hard Disk

- If you wish to have Overhead Express automatically installed on your hard disk in a subdirectory called OE, make sure the hard disk is set as the default drive, place your Program diskette in Drive A:, and type **A:OEDISK**.

Before You Begin

- A long message appears on the screen, offering options. Just press **RETURN**.
- A list of files being copied will appear. At the prompt, remove the Program diskette.
- Place the Font diskette in Drive A: and press **RETURN**.
- Another list of files will appear. At the prompt, remove the Font diskette and put it away for safekeeping.
- To complete the installation, put the Program diskette back in Drive A: and press **RETURN**.
- At the prompt, press **RETURN** once more. When you see the Overhead Express Main Menu, press **ESCAPE** to exit from the program.

With some systems, you may have to keep the Program diskette in Drive A: as a “key” diskette even though you have installed on the hard disk.

- To determine if this is necessary for your system, remove the Program diskette from Drive A: and type **OE**.
- If the Main Menu appears, put the Program diskette away for safekeeping. If the message “This is not an authorized copy of Overhead Express” appears, always keep the Program diskette in Drive A: while running Overhead Express.

Configuring Overhead Express

Before using Overhead Express, you need to supply a few items of information.

- If you are using a floppy-disk system, and have a write-protection tab on the Program diskette, remove the tab.
- If the Main Menu is not on the screen, type **OE** at the DOS system prompt.

Before You Begin

- From the Main Menu, press the F10 Configure key.
- A list of all program configuration options will appear along with the current default setting for each option. Use the space bar to position the selection block over Set printer type, and press RETURN.
- A list of printers will appear. Position the selection block over the name of your printer, and press RETURN. The name of your printer will now be listed as the default setting.
- Now look at the current default setting for Set paper size. Overhead Express ships with a default paper size of 8 inches by 11 inches, which is appropriate for 8½-by-11-inch paper. If this is the size you want, you will not need to select the Set paper size option.
- If you want to use another paper size, position the selection block over Set paper size, and press RETURN.
- Three options for paper size will appear. Position the selection block over the paper size you want, and press RETURN.
If you have selected Other paper size, you will need to type in your paper dimensions when the screen appears requesting them.
- Next look at the current default setting for Set graphics adapter. Overhead Express ships with “color” as the default. If you have a color/graphics adapter installed, you will not need to select the Set graphics adapter option.
- If you have a Hercules Graphics Card or no graphics adapter installed, position the selection block over Set graphics adapter, and press RETURN.

Before You Begin

- Three options for graphics adapter will appear. Position the selection block over the appropriate option, and press **RETURN**.

The only remaining items you need to specify at this time are the default disk drives.

- If you have a **floppy-disk system** and have followed the recommended set-up procedure, your fonts and data will always be on your work diskette in Drive B:. Therefore, your current default disk drive setting should be B B. Since Overhead Express ships with B B as the default setting, you will not need to select Set default disk drives unless you have changed this default.
- If you have changed this default setting, position the selection block over *Set default disk drives*, and press **RETURN**. Type B B, and press **RETURN**.
- If you have a third floppy and want to store data on Drive C: instead, type B C
- If you have installed Overhead Express on a **hard disk** and have followed the recommended installation procedure, all of your Overhead Express files will be in a single directory on your selected drive. If this drive is C, for instance, type C C and press **RETURN**.
- At this time, note the other defaults items that may be set through F10 Configure. After you have worked with the program, you may choose to return to this menu and change one or more of these default settings. But for now, press **RETURN** to save this configuration and return to the Main Menu.

If you have a **floppy-disk system**, put the write-protection tab back on your Program diskette.

Calling Up the Main Menu

Once your machine is booted, you are ready to access the Overhead Express program. Type **OE** at the cursor, and press **RETURN**. With that, the Overhead Express symbol appears on your screen briefly, then the Main Menu appears, and you are ready to go.

Looking At the Main Menu

Before starting to work, take a moment to examine the Main Menu. This menu is your starting point when you sit down to work with Overhead Express. Through the Main Menu you have, at your fingertips, two ways to prepare your presentation, two ways to check your presentation, and two ways to produce your presentation. Let's look more closely at these six options so that you will understand how to make Overhead Express work for you.

PREPARE PRESENTATION

The first section of the Main Menu is **PREPARE PRESENTATION**. Within this first menu section are the two options you can select to enter your own data into the Overhead Express program. These options are the **Express Editor** and the **Custom Editor**.

- **EXPRESS Editor**

True to its name, the **Express Editor** is the fastest, most direct route to making overheads with Overhead Express. It is the editor specifically designed for use with the 12 prepared templates, and as a result does not require you to enter formatting commands. To create an overhead, the **Express Editor** needs only your text.

Overhead Express Basics

- *Custom Editor*

The Custom Editor allows you to customize the prepared templates, design your own templates, and create other presentation materials. All Overhead Express formatting commands are available to you through the Custom Editor menus so that you may easily build your own presentation.

CHECK PRESENTATION

The second section of the Main Menu, CHECK PRESENTATION, reflects the next step you can take when producing overheads. Once you have prepared a presentation and before you have produced it, you may well want to select one of the two options in this menu section. These options offer different ways for you to check the accuracy of your work. They can be used to check presentations created with both the Express and Custom Editors.

- *Review on Screen*

Review allows you to see, on screen, a reduced version of your presentation as it will appear when produced. With Review you can proof your presentation on screen, page by page, for both formatting and typographic errors. You can check all of your work with Review before printing it out.

- *Verify Presentation*

Through submenus, Verify Presentation offers you two ways to check the accuracy of the presentation file's commands.

Check Presentation for Errors

The first option in the submenu, Check Presentation for Errors, instructs Overhead Express to scan the presentation file for errors. The presentation file itself will not

Overhead Express Basics

appear on screen while being scanned. Instead errors, when discovered, will be listed and described on screen so that you can return to the file and make corrections easily.

List Presentation File

The second submenu option, List Presentation File, prints both text and formatting commands for a presentation file. Rather than seeing your presentation with the formatting commands in effect, you see a listing of presentation text and commands.

PRODUCE PRESENTATION

Now that you have checked your presentation, you may complete it by selecting one of the two options in the third Main Menu section, PRODUCE PRESENTATION. By selecting one of these two options, you will initiate production of your presentation via the printer or the screen.

- *Printer*

When you choose printer from the Main Menu, Overhead Express offers you its Print Presentation Menu. Through this menu you can specify the particular pages and the number of copies of a file that you want to print.

- *Screen*

If you have used the Custom Editor and prepared a presentation specifically for the screen, this menu item initiates your screen show.

Selecting from the Main Menu

Now that you have a fundamental understanding of the Main Menu's organization and options, it's time to develop a working knowledge of the program's capabilities. Let's begin by learning how to select a Main Menu item, and then by seeing some of these items in action.

Overhead Express Basics

Moving Around To select any item from the Main Menu, you must move through the menu and position the selection block (the highlighted section) over that item and press RETURN. Overhead Express offers you four ways of moving through the Main Menu:

- Press the UP and DOWN cursor keys
- Type the first letter of the selection you want
- Press the SPACE BAR
- Press the TAB key

Seeing Results A special demonstration presentation is included with Overhead Express so that you can now see the program in action. This presentation shows you a sampling of Overhead Express templates, fonts, and emphasis features. By selecting Main Menu items and specifying the demonstration presentation file name, you will be able to review and print four overheads prepared with Overhead Express.

**Review the
Demonstration
on Screen**

Begin by reviewing the demonstration presentation. Simply follow these steps:

1. To position the selection block over *Review on Screen*, the first option in the CHECK PRESENTATION section, type R. Press RETURN.
2. Within the highlighted block that appears at the top of the screen, type demo. Demo is the presentation file name. If you are using a floppy-disk system and the Font diskette is in Drive B, you must type a:demo.

If you make a mistake while typing, press BACKSPACE to delete the character, and begin again. Otherwise, press RETURN.

3. Press RETURN again to select *Begin reviewing* from the Review Presentation Menu. The first page in the file is an example of the title template.

Overhead Express Basics

4. Press **RETURN** again and advance to the second page in the file, an example of the bullet template. Take a good look at these formats because they are the same ones you will produce whenever you work with these templates in the Express Editor.
5. Press **RETURN** again and review the third page, an example of the prose template to which a special border has been added.
6. Press **RETURN** again and look at the example of an overhead that can be created in the Custom Editor. Boxes and other special effects are available in this editor's menus. To see the commands used to create shadow boxes, follow the instructions in Chapter 8, Special Effects.
7. Press **RETURN** to get back to the Main Menu.

Print the Demonstration Presentation

Now that you have had the opportunity to review these four overheads and to see, in miniature, what the printed pages will look like, it's time to actually print the demonstration file. Make sure your printer is on and follow these three simple steps:

1. To position the selection block over Printer, the first option in the third Main Menu section, **PRODUCE PRESENTATION**, type **P**. Press **RETURN**.
2. Within the highlighted block at the top of the screen, type **demo**. If you are using a floppy-disk system and have the Font diskette in Drive B, type **a:demo**. Press **RETURN**.
3. The Print Presentation Menu appears with the selection block positioned over the **Begin printing** option. Press **RETURN** to select this option.

Overhead Express Basics

If you have successfully followed the instructions in Chapter 2 for setting up your printer, your printer should now begin printing one copy of the entire demonstration file. Do note that during printing the file name appears on screen as *a:demo.pre* on floppy-disk systems, or as *c:demo.pre* on hard-disk systems. These disk drive and extension designations tell you that demo is a presentation file located on the disk in Drive A or on the hard disk. Although these file designations do not appear on screen during Review, they will appear once you have entered or exited a file at other points in Overhead Express.

When the printer is finished, the Main Menu automatically reappears on the screen, and you will have four printed, professional-quality overheads. Do not delete this file because you may want to use it again later when you are learning to prepare screen shows.

Getting Help

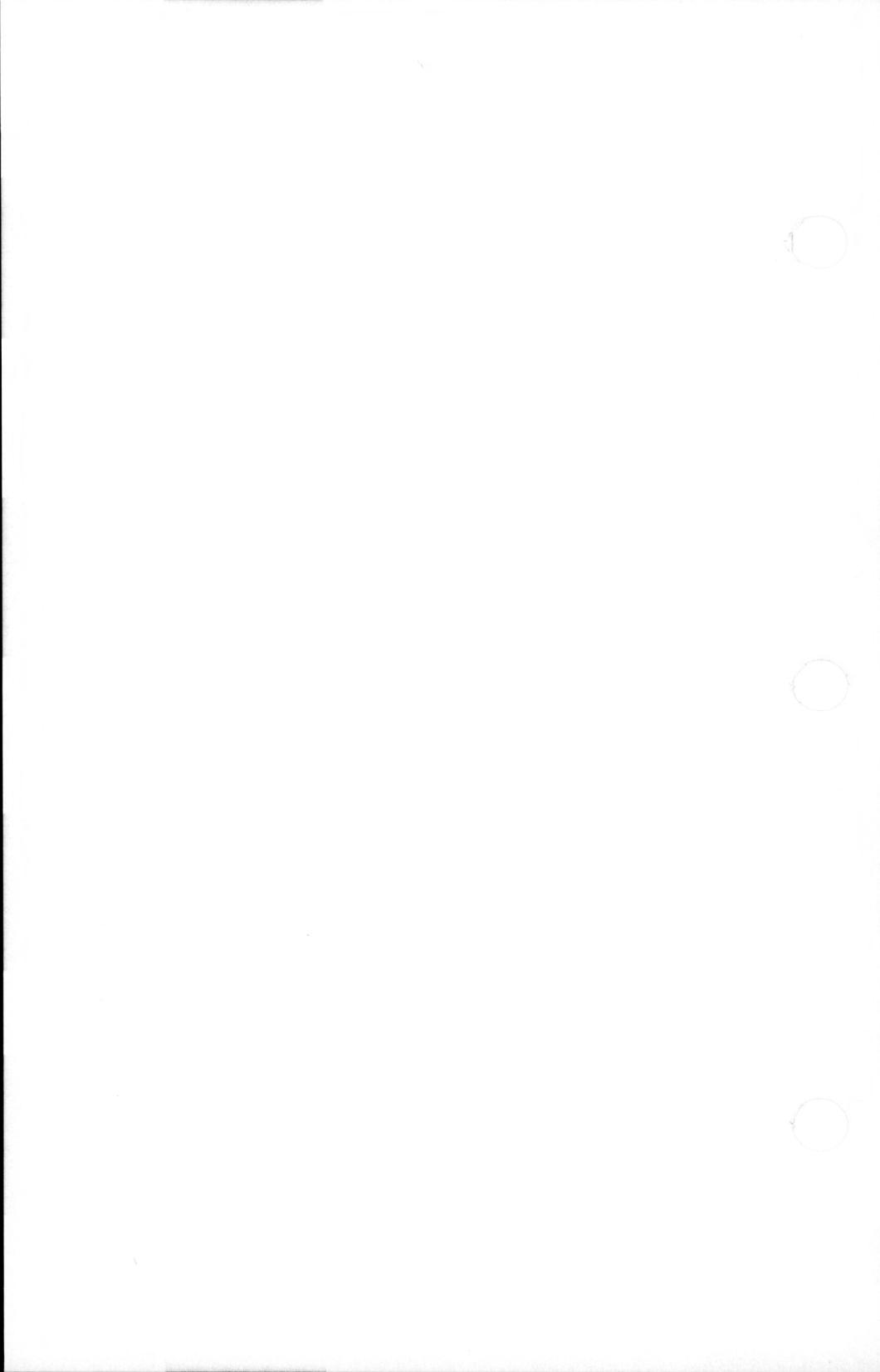
As these short exercises have demonstrated, you may issue commands with Overhead Express simply by selecting from the menu options that you see on screen. If, at any point, you need more information than is available through the Overhead Express menus, **press the F1 function key** and move into the contextual help system.

Contextual help means that Overhead Express provides you with help that is relevant to your particular context, or location in the program. To understand this concept more fully, **press F1 Help** now, while you are still in the Main Menu. A help screen designed specifically for the Main Menu appears on your screen. As you can see, this information explains what is available through each of the menu items, as well as how to move around and how to select items. When you are fin-

Overhead Express Basics

ished reading the help screen, **press RETURN**, and go back to your original location in the program.

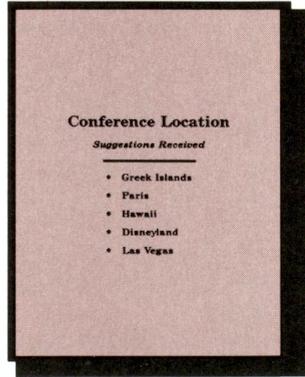
As you work through the tutorials that follow, experiment with the contextual help system. **Press F1 Help** whenever you are uncertain of your options or want more information. And remember to type **?** or a file name with ***** and/or **?** as wildcards for listings of file directories. Overhead Express can produce on-screen help that makes your overhead production process easier and even more efficient.



The Express Editor

The Express Editor is the quickest route for making overheads. The Express Editor gives you immediate access to the 12 Overhead Express templates that have been prepared and stored for your use. The design for these templates is based on commonly used textual layouts. Turn to Chapter 11, Templates, to see samples of all templates.

EXERCISE ONE



Your first overhead

For your first exercise, you will prepare an overhead showing a bulleted list of suggestions for the location of a conference.

To do so, you will use the Overhead Express bullet template. You will type in the text for the template, look at your work on screen, and then print your file. Along the way, you will explore some of the Express Editor's options and capabilities. You will learn how to move around within a template and how to add lines of text easily to any template.

Express Editor Tutorial

Entering the Express Editor

1. Select Express Editor from the Overhead Express Main Menu.

Position the selection block by using the cursor keys, TAB key, or SPACE BAR to move through the Main Menu, or by typing the first letter of the entry that you would like to select. In this case, you would type E.

With the selection block positioned over *Express Editor*, press RETURN.

Naming a file

2. Give the file you are making a name.

A screen appears prompting you for the name of your presentation file.

In the highlighted block at the top of the screen, type PRACA, the name of the presentation file you are making.

If you make a mistake while typing the file name, you may correct the error by using the BACKSPACE key.

Now press RETURN.

Choosing a template

3. Request a template.

A menu, *Create New Page from Template*, appears at the bottom of the screen offering the choice of an Overhead Express template or a customized template.

The selection block is positioned over *Select Overhead Express template*. To choose this option, press RETURN.

A complete list of the Overhead Express templates appears in alphabetical order at the bottom of the screen. You can move through this menu and all Overhead Express menus by using the cursor keys or by typing the first letter of an item.

Using the cursor key, position the selection block over *BULLET*, and press RETURN.

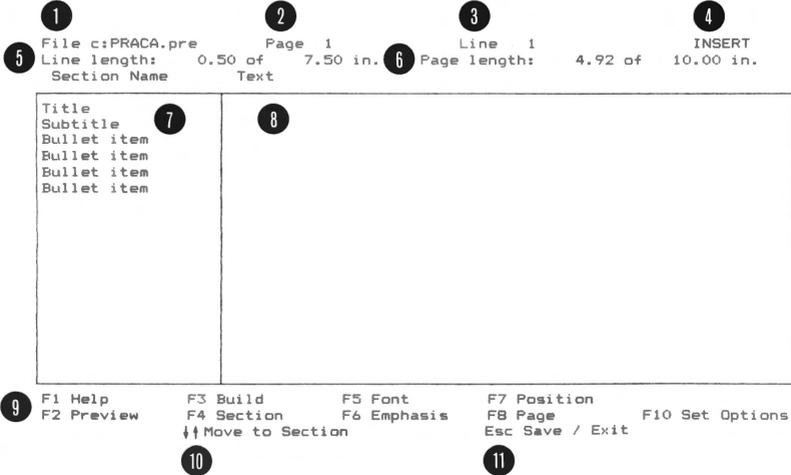
You have now selected the bullet template.

Express Editor Tutorial

Understanding templates in the Express Editor

4. Examine the template on screen.

The bullet template appears on screen as a two-column box.



- 1 Current file name
- 2 Current page of file
- 3 Location on the current page
- 4 Editing mode toggles between INSERT (use for tutorials) and OVERWRITE
- 5 Amount of available space used on current line (set in inches, dots, or millimeters through F10 Configure)
- 6 Amount of available space used on current page (set in inches, dots or millimeters through F10 Configure)
- 7 Section names contain all formatting information for text in that section
- 8 Type text across from the appropriate section name; every line of text or group of text lines is paired with a Section Name or second-line symbol (+)
- 9 Select dot commands, backslash commands, and most other program operations through these menus
- 10 Move between sections with arrow keys
- 11 Press ESCAPE to leave Express Editor and save files

Express Editor Tutorial

Entering text

5. Enter text for the title.

Type **Conference Location** which is the text for your title, on the first line of the template's right column, opposite the section name, *Title*.

Watch the counters at the top of the screen as you are typing. They will let you know where you are on the line. To correct typing errors, use the BACKSPACE key as you have done before or use the DELETE key to remove the character in the current cursor position.

Do not press RETURN at the end of the line.

6. Enter text for the subtitle.

To move your cursor down to the next section, *Subtitle*, USE THE **CURSOR DOWN KEY**.

A reminder to do so is always visible at the bottom of the screen. Do not use the RETURN key to move down to the next section. Because you are working in INSERT mode, pressing RETURN creates an additional line within the current section rather than advancing the cursor to the next section. If you accidentally press RETURN, don't worry; a BACKSPACE key-stroke corrects the error.

Now type **Suggestions Received** on the subtitle line. To advance to the next section, press the **CURSOR DOWN** key.

7. Enter text for the first three bullet items.

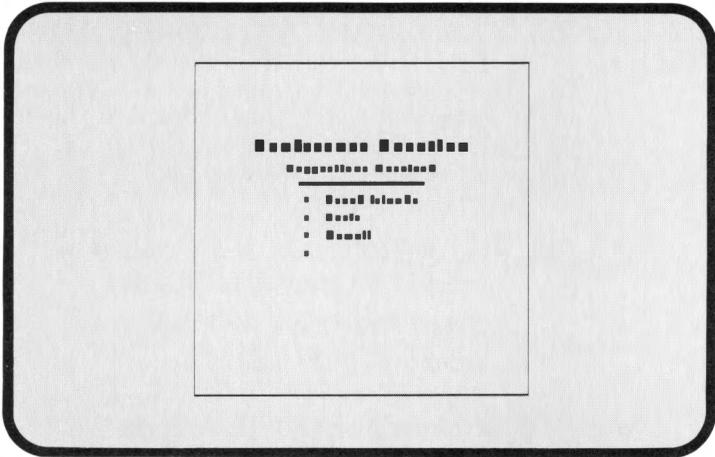
Type **Greek Islands, Paris, and Hawaii** as your first three bullet items. Remember to advance to successive sections by using the cursor keys.

Express Editor Tutorial

Using Preview

8. Preview your work in the Express Editor.

To see a sketch of the template with outlines of the text that you have entered, press **F2 Preview**.



This Overhead Express option allows you to take a look at your work as it is in progress. The blocks of type representing individual text characters give you a sense both of the template's layout and of your text's appearance within this layout. You can preview your work at any time by pressing **F2 Preview**. If you hear a warning beep when using Preview, check for errors in your work.

Notice that you have one empty bullet item left. When you are finished previewing, press **RETURN**.

Adding another section

9. Add another bullet list item.

You need to enter text for two more bullet items, but have only one *Bullet item* section left in your template. Remember that templates are built in sections, which are

Express Editor Tutorial

labeled in the *Section Name* column on the left. You need to make a copy of the *Bullet item* section that you have not used yet.

Move the cursor down to the empty *Bullet item* section, and press F4 Section.

You are offered the choices of either *Copy this section* or *Delete this section*. With the selection block positioned over *Copy this section*, press RETURN.

When the menu reappears, note that another *Bullet item* section has been added in the left column. This new section contains all formatting information necessary for a new bullet item.

Type *Disneyland* and *Las Vegas* as your last two bullet items.

Remember to advance to successive sections by pressing the cursor keys.

Section Name	Text
Title	Conference Location
Subtitle	Suggestions Received
Bullet item	Greek Islands
Bullet item	Paris
Bullet item	Hawaii
Bullet item	Disneyland
Bullet item	Las Vegas

Express Editor Tutorial

A section that already contains text can also be copied. This can be useful if you wish to repeat text. But if you do not want to use the text you have copied, simply delete it, and replace it with the text you want.

Saving a file

10. Exit from the Express Editor and save your file.

As noted at the bottom of the screen, to exit from the Express Editor, **press ESCAPE**.

The Express Editor Menu disappears, and you are offered four options concerning the saving of your file.

With the selection block positioned over *Save file and exit*, **press RETURN**.

A message appears at the bottom of the screen reminding you that *PRACA.PRE* is the current name of your file. To save the file under this name and to return to the Main Menu, **press RETURN**.

Using Review on Screen

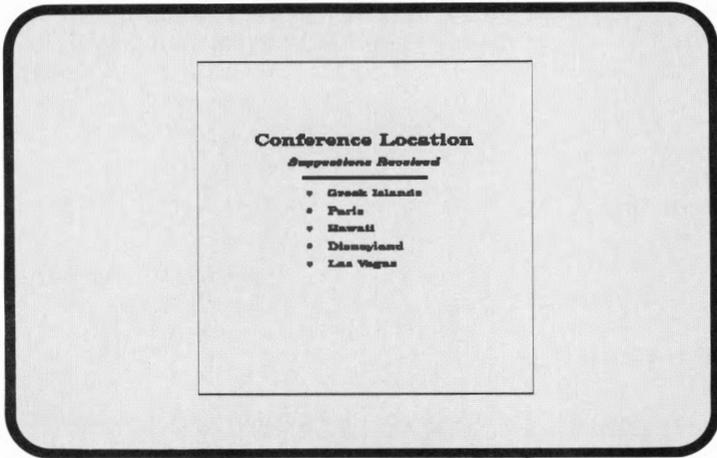
11. Review your work on screen.

Using the cursor key, **move the selection block to *Review on Screen***, and **press RETURN**.

A screen appears listing *PRACA.PRE* as the *Current file name*. This is the file that you want to review, so **press RETURN**.

The *Review Presentation Menu* appears on screen. With the selection block positioned over *Begin reviewing*, **press RETURN**.

Express Editor Tutorial



A reduced version of your completed template appears on screen. Check the general layout of your work and look for typographical errors. If there is anything you would like to change, don't worry about it now. You'll soon learn how to go back and make changes to your file.

When you are finished with Review and are ready to go back to the Main Menu, press **RETURN**.

Printing your work

12. Print your file.

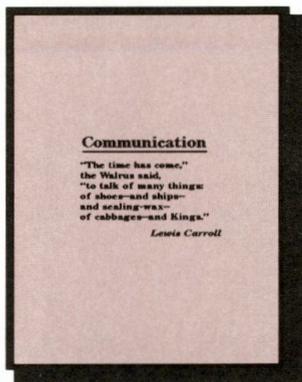
Move the selection block to *Printer* on the Main Menu, and press **RETURN**.

A screen appears listing *PRACA.PRE* as the *Current file name*. This is the file that you want to print, so press **RETURN**.

The *Print Presentation Menu* appears on the screen. With the selection block positioned over: *Begin printing*, press **RETURN**. Your printer should then print one copy of this one-page file.

Express Editor Tutorial

EXERCISE TWO



The prose template

For your second exercise, you will prepare an overhead showing a famous quotation.

In order to do so, you will use the prose template. As with all templates, you need enter only your text. When working with the prose template, however, you will usually be typing longer lines of continuous text. For this reason it is important to keep a special eye on the Line length counters at the top of the screen and listen for the warning beep that reminds you that a line is too long. Line breaks are especially important when you are working with continuous lines of text, and you must decide on the most appropriate breaks in the text and hyphenate words correctly.

As in the first exercise, you will use Preview to examine your work. You then will further explore the Express Editor by learning to underline. And once you have completed this template, rather than returning to the Main Menu, you will learn to build a presentation by adding another template to the same file.

Express Editor Tutorial

Starting another file

1. Select Express Editor from the Main Menu.

With the selection block over *Express Editor*, press RETURN.

2. Give the file that you are making a name.

If you have continued directly on from the first exercise, a screen appears noting that your first file, *PRACA*, is the current file selected.

To start a new file, type *PRACB* in the highlighted block at the top of the screen, and press RETURN.

3. Request a template.

You are once again offered the choice of using an Overhead Express template or a customized template.

With the selection block positioned over *Select Overhead Express template*, press RETURN.

Look through the list of Overhead Express templates that appears at the bottom of the screen.

Using the cursor keys, position the selection block over *PROSE*, and press RETURN.

4. Enter text for the title.

Notice that the prose template looks very much like the bullet template. All templates are designed in much the same manner.

Directly across from the Section Name, *Title*, where the cursor currently is, type *Communication*.

Using the cursor key, move down to the next section, *Prose lines*.

Express Editor Tutorial

Using quotation marks

5. Put quotation marks around your prose lines.

When using the prose template, you may frequently want to enter a quotation in the prose lines section. To set opening quotation marks with Overhead Express, press the **TILDE ~** key. To set closing quotation marks with Overhead Express, press the **QUOTATION MARK "** key.

Typing continuous lines of text

6. Enter text for the prose lines.

The text that you would like to enter in the *Prose lines* section is :

"The time has come,"
the Walrus said,
"to talk of many things:
of shoes—and ships—
and sealing-wax—
of cabbages—and Kings."

Type the first line, ~ The time has come," and press RETURN.

Section Name	Text
Title	Communication
Prose lines	~The time has come,"
+	
Footnote	

Express Editor Tutorial

Pressing RETURN enlarges the prose lines section for the remaining text. Enter each line of prose, and **press RETURN** at the end of each line.

There are six text lines in this section. The line breaks shown in the example are the ones we recommend for this quotation. Use this example as your guide, but experiment with entering this quotation in longer text lines. Watch your Line length counter as you do so, and listen for the warning beep that tells you that you have exceeded the Line length limits. Be sure that every line you enter is within these limits.

Type the last line of the quotation, of cabbages—and Kings.”

Use the cursor key to move the cursor into the next section.

7. Enter the author of the quotation.

The prose template has been designed with a footnote section in which you can enter the author or source of this quotation. This quotation was taken from *Through the Looking Glass* by Lewis Carroll.

Opposite *Footnote Section Name*, type Lewis Carroll.

8. Preview your work in the Express Editor.

To see a sketch of your completed template, **press F2 Preview**. Examine the length of the lines, the title, and the author's name.

Previewing your work gives you a chance to add or change any details before printing. In this case, you might want to set off the title, *Communication*, from the quote. This can be done with an underline.

When you are ready to move on and learn to underline, **press RETURN**.

Express Editor Tutorial

Underlining text 9. Underline the title.

To underline the title, move the cursor to the *C* in *Communication*, and press F6 Emphasis.

The Emphasis Menu appears, and the selection block is positioned over the first option, *Underline text (on/off)*. To select this option, press RETURN.

The Express Editor Menu reappears, and a `\U` is in the first text character position before *Communication* (`\UCommunication`). The entire line is now underlined unless another `\U` is entered. There should not be any blank spaces between `\U` and the text that is to be underlined.

Section Name	Text
Title	<code>\UCommunication</code>
Prose lines	<code>~The time has come,"</code>
+	<code>the Walrus said,</code>
+	<code>~to talk of many things:</code>
+	<code>of shoes -- and ships --</code>
+	<code>and sealing-wax --</code>
+	<code>of cabbages -- and Kings."</code>
Footnote	<code>Lewis Carroll</code>

10. Take another look at your work.

To see how the template looks with the title underlined, press F2 Preview.

To go back to your work, press RETURN.

Express Editor Tutorial

Building a file 11. Add another template to this file.

To add another template to the same file, stay in the Express Editor and press **F3 Build**.

With the selection block positioned over *Select Overhead Express template*, press **RETURN**.

Using Help

For your next exercise, you will need a template that allows you to make side-by-side lists. You probably want the compare template but to be sure, press **F1 Help**.

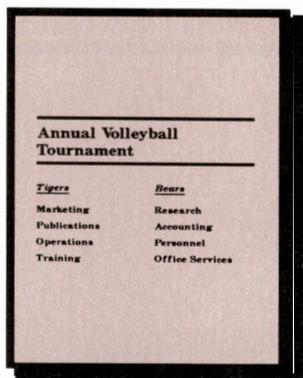
Help gives you a diagram of every template. You can see that the compare template has two columns and is ideal for side-by-side lists. Press **RETURN** to see the other six templates. Press **RETURN** again to move back to the template menu.

Position the selection block over *COMPARE*, and press **RETURN**.

The compare template appears on your screen. You have now created a file with two templates in it and are ready to move on to your next exercise.

Express Editor Tutorial

EXERCISE THREE



The image shows a preview of a document titled "Annual Volleyball Tournament". The document is formatted into two columns. The left column is headed "Tigers" and lists: Marketing, Publications, Operations, and Training. The right column is headed "Bears" and lists: Research, Accounting, Personnel, and Office Services.

<u>Tigers</u>	<u>Bears</u>
Marketing	Research
Publications	Accounting
Operations	Personnel
Training	Office Services

The compare template

For your third exercise, you will use the compare template that you have just added to your file to make two lists of the team members in an annual volleyball tournament.

Look at the compare template now on your screen. It is designed a little differently than the prose template or the bullet template. Rather than being completely blank, the text section of the compare template contains several formatting commands, which appear as backslash symbols followed by single capital letters. Notice the `\U` signifying underline, and the `\C` signifying a break into columns. These commands are visible because they are intraline formatting commands. You must enter your text around them.

In this exercise, you will again preview your work in the Express Editor, and review your work on screen from the Main Menu. You will learn how to maneuver within a template and within a file. You will learn how to enter text in a template that contains backslash commands. You will use the PAGE UP and PAGE DOWN keys to turn from one template to the other in this file. And you will give the file another name once it is completed.

Express Editor Tutorial

Making a two-line title

1. Enter text for the title.

Type **Annual Volleyball Tournament** as the title for your template.

When you have exceeded the line length limit, a warning beep sounds and you are unable to type any more letters. You now know this title needs two lines.

Press **RETURN** to "unlock" the line and then use the **BACKSPACE** key to delete the word **Tournament**.

Annual Volleyball should be the only words on the first line. With the cursor positioned after the last **l** in **Volleyball**, press **RETURN**. A **+** appears on the second line in the left column indicating a second line or an extension of the title section.

Type **Tournament** where the cursor is now located, on the text line across from the **+**, to make a two-line title.

Working in a template with backslash commands

2. Enter text for the subtitles.

Tigers is the subtitle for the left column, and **Bears** is the subtitle for the right column.

Section Name	Text
Title	Annual Volleyball
+	Tournament
Subtitles	TIGERS BEARS
Compare items	\C

Express Editor Tutorial

Using the cursor key, move down to the *Subtitles* section and move the cursor to the character position immediately after the first \ U, and type *Tigers*.

The blank spaces that you see between the first and second \ U shift to the right as you type. If not deleted, these blank spaces will be underlined when the template is produced.

With the cursor positioned immediately after the s, press **DELETE** until the spaces are removed and the backslash of the second \ U is right next to the s in *Tigers*.

If you delete a backslash command, or any part of one, don't worry; all you need to do is type in the deleted character.

Use the cursor key to move to the character position between the next set of \ U's, and type *Bears*.

To remove the blank spaces after *Bears*, press **DELETE**. Don't worry if you also delete the \ U after *Bears*. As long as you delete the spaces, underlining will automatically turn off after the word *Bears*.

When finished, the subtitle section should look like this:

```
\ UTigers\ U\ C\ UBears\ U
```

Entering text in columns 3. Enter text for the compare items.

HOME
END

You need to set the following lines of text as compare items:

```
Marketing Research  
Publications Accounting  
Operations Personnel  
Training Office Services
```

Use the cursor key to move down into the first compare item section. Once you have done so, note that the cursor has positioned itself to the right of the \ C.

Express Editor Tutorial

To move the cursor to the first character position in the line, press **HOME**.

Type **Marketing** and watch the blank spaces shift to the right as you type. They need not be deleted because the `\C` sets the right column at a specific point on the page despite the length of any line in the left column.

To move the cursor to the first character position on the same line in the second column, press **END**.

Type **Research**. Be careful not to leave any blank space between this `\C` command and text; any space after a `\C` will distort column alignment when the template is produced.

Use the cursor key to move down to the next compare item.

Using **HOME**, **END**, and the cursor key, continue to enter the text for each of the compare item sections.

Section Name	Text
Title	Annual Volleyball
+	Tournament
Subtitles	\UTigers\U\C\UBears\U
Compare items	Marketing \CResearch
Compare items	Publications \CAccounting
Compare items	Operations \CPersonnel
Compare items	Training \COffice Services

Express Editor Tutorial

4. Preview your work in the Express Editor.

To see a sketch of your completed template, **press F2 Preview**. Check the underlining of the column subtitles, and the alignment of text lines within columns. Once satisfied with the accuracy of your work, **press RETURN**.

Moving to another page in the file

PAGE UP
PAGE DOWN

5. Go back to the first template in your file.

To see the prose template from Exercise Two, **press PAGE UP**.

If you would like to preview this template once again before exiting from the Express Editor, **press F2 Preview**.

If not, **press PAGE DOWN**, and recall the completed compare template to the screen.

Saving a file under another name

6. Exit from the Express Editor and save your file under another name.

To leave the Express Editor, **press ESCAPE**.

With the selection block positioned over Save file and exit, press RETURN.

A message appears at the bottom of the screen reminding you that the *Current file name is PRACB.PRE*.

Now that the file contains two templates, you would like to save the file under another name. **Type PRACBC** in the highlighted block at the bottom of the screen, and **press RETURN**.

A message appears to notify you that the file is now being saved under the name *PRACBC.PRE*.

Express Editor Tutorial

7. Review your work.

Position the selection block over *Review on Screen*, and press RETURN.

PRACB is listed as the current file selected when you enter Review, but don't be concerned. To review your renamed file, type *PRACBC* in the highlighted block, and press RETURN.

The *Review Presentation Menu* appears with the selection block positioned over *Begin reviewing*. This is the option you want for reviewing the entire PRACBC file, so you can just press RETURN.

To advance from one page to another in review, press RETURN.

To exit from Review, press RETURN.

8. Print your file.

Position the selection block over *Printer* on the Main Menu, and press RETURN.

The screen shows *PRACBC* as the current file selected. To select this file as the file to print, press RETURN.

The *Print Presentation Menu* then appears offering various print options. Since you probably would like to print only one copy of an entire file, make sure the selection block is positioned over *Begin printing*, and press RETURN.

Express Editor Tutorial

EXERCISE FOUR

The Custom Editor

As the last three exercises have shown, the Express Editor offers you both ease and flexibility in preparing overheads. Many, perhaps most, of your presentation needs may be met by this editor and the Overhead Express templates.

In this fourth exercise, you will take your file into the Custom Editor where you can further increase your flexibility and design control, and where you can look behind the scenes at these completed templates. In the Custom Editor, all of the commands necessary to produce a template are visible and accessible.

After reviewing PRACBC in the Custom Editor, you will put all your work in one file and give it a new name.

Entering the Custom Editor

1. Select the Custom Editor from the Main Menu.

Position the selection block over *Custom Editor*, and press RETURN.

2. Call your file to the screen.

A screen appears noting that *PRACBC* is the current file selected. To bring this file to the screen, press RETURN.

Looking at a template in the Custom Editor

3. Examine your file in the Custom Editor.

The prose template with the quotation from Lewis Carroll that you completed in Exercise Two appears first. Rather than the few simple lines you saw before, you now see a long list of text and formatting commands interspersed. If you look carefully you will see the lines of text that you typed in earlier. The entire template, with text and commands listed, cannot fit on one screen.

Express Editor Tutorial

```
.page
.hue ? ? ?
.elastic
.font ?40 ?40i symbol
.section Title
\UCommunication
.down .25i
.section end
.block
.font ?24 ?24i symbol
.margin 1.5i -1.5i
.section Prose lines
.left
~The time has come,"
the Walrus said,
~to talk of many things:
```

Moving to the next screen

CONTROL-
PAGE UP
CONTROL-
PAGE DOWN

To see the second screen of commands and text for this template, hold **CONTROL** and press **PAGE DOWN**.

As you examine this template in the Custom Editor, note that each line of text is set somewhere between a `.section` and a `.section end` command. Note that each section command is followed by a name. Section names that appear here are the same section names that appear on this template in the Express Editor.

Combining files 4. Copy another file into this file.

Using the cursor keys, move the cursor to the end of the last line of this template (`.elastic`), and press **RETURN**.

Then press **F3 Build**.

There are four options that are available to you in the Custom Editor's *Build Presentation Menu*. Move the selection block to *Copy file*, and press **RETURN**.

Express Editor Tutorial

A screen appears requesting the name of the file you would like to copy into the current text. Type **PRACA**, the name of the file you created about the location for a conference, in the highlighted block at the bottom of the screen, and press **RETURN**.

You will see a brief flash as a copy of **PRACA** is brought to the screen. As you can see, a copy of **PRACA**, complete with text and formatting commands, has become the second page of the **PRACBC** file.

5. Exit from the Custom Editor and save your revised file under a new name.

To leave the Custom Editor, press **ESCAPE**.

The Exit Menu, familiar to you by now, appears at the bottom of the screen. With the selection block positioned over *Save file and exit*, press **RETURN**.

Once again, save this file under another name. Then, you will have a copy of the revised file as well as the copy of the original **PRACBC** file that you already saved. Type **PRACABC** in the highlighted block at the bottom of the screen, and press **RETURN**.

6. Review your work.

Position the selection block over *Review on Screen*, and press **RETURN**.

PRACBC is the current file selected. To review the final version of your file, type **PRACABC** in the highlighted block, and press **RETURN**.

Position the selection block over *Page range* in the *Review Presentation Menu*, and press **RETURN**.

Express Editor Tutorial

A screen appears asking for the particular page or pages you would like to review. To review the second page of the file, type 2:2 in the highlighted block, and press RETURN.

You are in the *Review Presentation Menu* again. To review the template about the conference location that you had originally saved as PRACA, make sure the selection block is positioned over *Begin reviewing*, and press RETURN.

7. Print your file.

To conclude your Express Editor tutorial, select *Printer* from the Main Menu, and press RETURN.

To print PRACABC in its entirety, make sure the selection block is positioned over *Begin printing*, and press RETURN.

The Custom Editor

In the Custom Editor, you can prepare any overhead from scratch, or add a custom touch to overheads made with templates. You will also use this editor to make your own templates and to prepare screen presentations. The Custom Editor gives you complete access to all Overhead Express layout, typestyle, and highlighting commands.

Overhead Express uses dot commands and backslash commands to produce your presentation materials in the form you want them. In either the Express Editor or the Custom Editor, you can enter presentation text and backslash commands. Only in the Custom Editor, however, can you enter your own dot commands or change any of the dot commands used to make a template.

Using the menus

While working in the Custom Editor, you will usually move in and out of the menus more frequently than you do in the Express Editor. You can enter commands through these menus or by typing them in yourself. While you are learning, you will probably prefer entering commands through the menus. Regardless, the menus are always there to remind you of the commands available to you. Also, remember that you can get help with any menu option by pressing F1.

If you enter a menu by mistake, you can leave it by pressing ESCAPE.

Custom Editor Tutorial

Placing commands

Each dot command must go on a line by itself. Dot commands typically affect the whole page or portions of the page, and therefore must be separated from the lines of text.

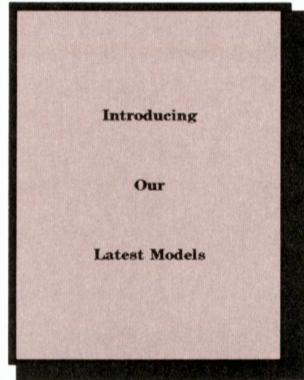
Backslash commands, in contrast, are for adjustments within lines of text. You enter backslash commands on the same line as your text.

Before you enter a menu to select a command, be sure the cursor is positioned correctly. To put a dot command in the appropriate place, position the cursor on the line where you want the dot command to appear, and then select the dot command from the menu. The menu will enter the dot command onto the beginning of the line and move the cursor down to the next line. Backslash commands are entered at the current cursor position within a text line. Commands entered in the wrong place, however, can be removed as easily as typing errors.

This tutorial assumes that you have either completed the Express Editor Tutorial or have explored the Express Editor on your own. You are now ready to start the first exercise in the Custom Editor Tutorial.

Custom Editor Tutorial

EXERCISE ONE



A simple overhead

For your first exercise, you will prepare a simple overhead with just three lines of text evenly placed on a page. Basically, you will just have to type in the text and then adjust the vertical spacing.

In addition to typing in text, you will use Preview and work with the elastic space command.

Entering the Custom Editor

1. Select *Custom Editor* from the Overhead Express Main Menu.

Position the selection block over *Custom Editor*, and press RETURN.

Naming a file

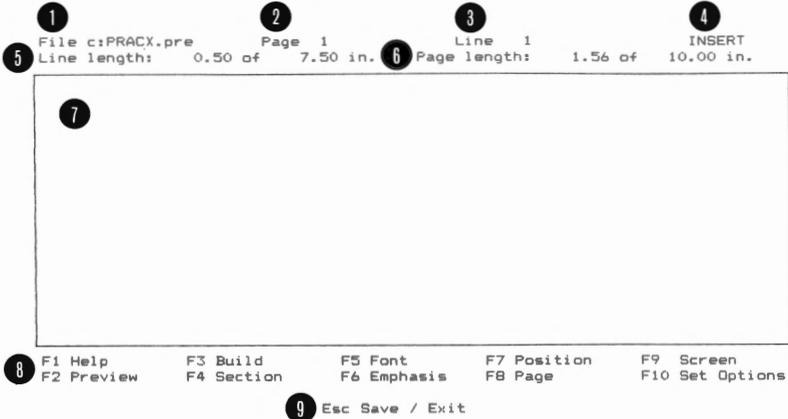
2. Give the file you are making a name.

Type PRACX, the name of the file you are making, inside the highlighted block, and press RETURN.

Custom Editor Tutorial

Understanding the Custom Editor workspace

3. Examine your workspace.



- 1 Current file name
- 2 Current page of file
- 3 Location on the current page
- 4 Editing mode toggles between INSERT (use for tutorials) and OVERWRITE
- 5 Amount of available space used on current line (set in inches, dots, or millimeters through F10 Configure)
- 6 Amount of available space used on current page (set in inches, dots, or millimeters through F10 Configure)
- 7 Custom Editor workspace; type all text and commands here
- 8 Select dot commands, backslash commands, and most other program operations through these menus
- 9 Press ESCAPE to leave Custom Editor and save files

Custom Editor Tutorial

Starting the first page of a file

4. Start a page.

The first command on every page and the first command in every file is a .page command. You can enter this command through the *Page Layout Commands* Menu.

To start a new page, press **F8 Page**.

Select *Start new page* from the *Page Layout Commands*, and press **RETURN**.

Another menu with options for changing the standard page parameters appears. The standard page parameters are acceptable for this exercise, so simply press **RETURN**.

Now look at the top line of your screen. After your file name, on the same row, are the *Page* and *Line* counters. The *Page* counter tells you what page of your file you are on. You should be on *Page 1*. The *Line* counter tells you what line of your file the cursor is on. It should say *Line 2*.

Entering text

5. Enter the text for your overhead.

Type *Introducing*, and press **RETURN**.

Type *Our*, and press **RETURN**.

Type *Latest Models*, and press **RETURN**.

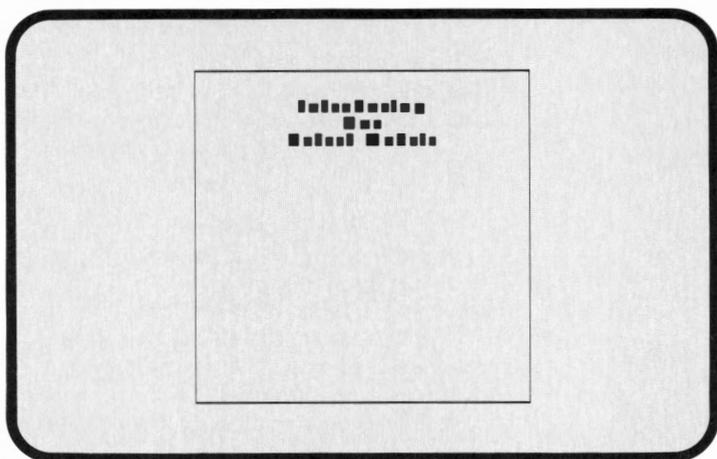
Using Preview

6. Preview your work.

To see a sketch of what your page would look like if you printed it out right now, press **F2 Preview**.

This sketch shows that when you do not enter alignment commands, *Overhead Express* centers text automatically. Also notice that the three lines of centered text are all bunched up at the top of the page. To position text on the page you need to use some of the *Overhead Express* special spacing commands.

Custom Editor Tutorial



Entering commands

To go back to do further work in your file, press **RETURN** or the **SPACE BAR**.

7. Add spacing commands to the text.

To put vertical space between *Introducing* and the top of the page, you want to enter an elastic space command.

To enter this command on the line above *Introducing*, use the cursor key to move the cursor up anywhere on the same line as *Introducing* (Line 2).

With the cursor on that line, press **F7** Position.

Select *Elastic space between lines*, and press **RETURN**.

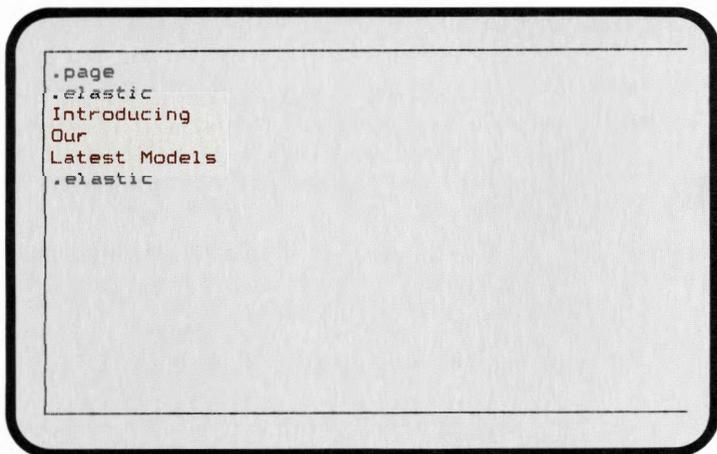
Note that to enter a dot command in between two existing lines, you position the cursor on the second line of the two before entering the menu. Thus, you put the cursor on the line with *Introducing* to enter .elastic between *Introducing* and *.page*.

Custom Editor Tutorial

Now you want to enter another elastic space command to put vertical space between the line *Latest Models* and the bottom of the page.

Use the cursor key to move the cursor down to the line below *Latest Models (Line 6)*, and press F7 Position.

Select *Elastic space between lines*, and press RETURN.



```
.page
.elastic
Introducing
Our
Latest Models
.elastic
```

Understanding elastic space

8. Preview your work.

To see the effects of elastic spacing, press F2 Preview.

The three lines of text are now centered in the middle of the page because of the power of elastic spacing.

Elastic space is one of Overhead Express's nicest features. Each elastic space command on a page creates an equal amount of vertical space, but the exact amount of space stretches or shrinks in relation to the total number of elastic space commands

Custom Editor Tutorial

entered. To see what this means, you will add another elastic space command on this page.

To leave Preview and go back to your work, press RETURN.

9. Add another elastic command.

With the cursor on *Line 7*, which is blank, press F7 Position.

Select *Elastic space between lines*, and press RETURN.

To see the result, press F2 Preview.

Now there is twice as much space below the text as there is above it. The two elastic spaces together have created twice as much space as the one elastic space command.

Elastic spacing enables you to space text proportionally without having to make specific calculations.

To go back to your work, press RETURN.

10. Make final spacing adjustments.

To spread the text out evenly on the page, you'll need to add elastic spaces between the lines of text.

To put an elastic space command between *Introducing* and *Our*, move the cursor up to *Our (Line 4)*, and press F7 Position.

Select *Elastic space between lines*, and press RETURN.

To put an .elastic space command between *Our* and *Latest Models*, move the cursor down to *Latest (Line 6)*.

Enter .elastic space. You can do so through F7 Position as you just did, or by typing in the command (.elastic), or by typing in the command abbreviation (.el).

Custom Editor Tutorial

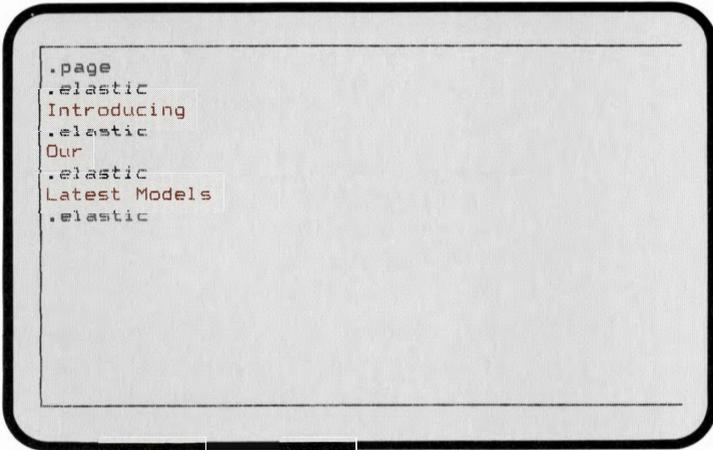
Inserting a line
Control-N

To create a blank line on which to type `.el`, press Control-N and type the command.

Deleting a line
Control-Y

To delete the extra elastic space command on the bottom of the page, move the cursor down to *Line 9*.

Hold down CONTROL and press Y.



```
.page
.elastic
Introducing
.elastic
Our
.elastic
Latest Models
.elastic
```

11. Preview your work.

To see the final results of your spacing adjustments, press F2 *Preview*.

Putting in elastic spaces before and after every line of text has spread the text out evenly over the page.

To leave *Preview*, press RETURN.

Saving a file

12. Exit from the Custom Editor and save your file.

To leave the Custom Editor, press ESCAPE.

Select *Save file and exit*, and press RETURN.

To keep the same file name, press RETURN.

Custom Editor Tutorial

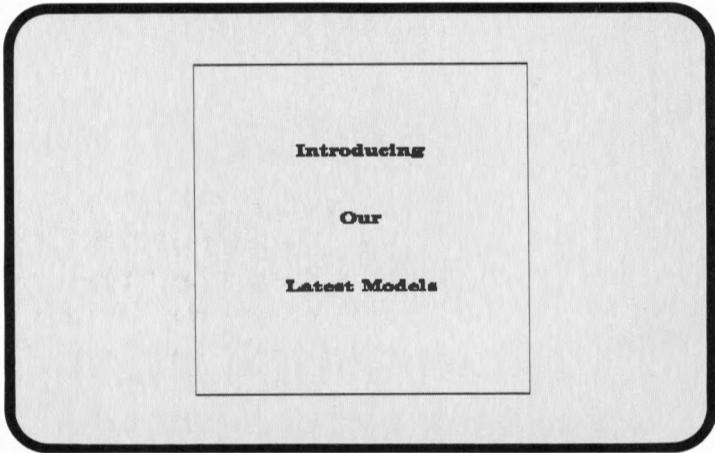
Using Review on Screen

13. Review your work on screen.

Select *Review on Screen* from the Main Menu, and press RETURN.

To see *PRACX.PRE* in Review, press RETURN.

To *Begin reviewing*, press RETURN.



With Review on Screen you can check the actual wording and fonts as well as the general layout. With a page as simple as this one, you can usually judge at this point whether you are ready to print.

To leave Review, press RETURN.

Custom Editor Tutorial

EXERCISE TWO



More Custom Editor commands

Starting another presentation file

Entering font commands

For your second example, you will prepare an invitation to an open house. This exercise will introduce you to changing fonts, varying text alignment, and drawing boxes.

1. Select *Custom Editor* from the Overhead Express Main Menu and start a new file.

Name your new file **PRACY**, and press **RETURN**.

2. Start a new page.

Enter **.page** on the first line. You can enter **.page** through F8 Page or by typing in the command.

To plan ahead for spacing, enter **.elastic space** on the line below **.page**.

3. Enter a font command.

The typeface you used in the first example was the Custom Editor's default font, Classic 40. You did not have to enter a command to use this font. In this exercise, you'll continue to work with Classic or whatever typeface your program configuration has been set for, but you will use an italic font and fonts in two different sizes.

Custom Editor Tutorial

To add font commands to your file, press **F5 Font**.

Select *Choose font*, and press RETURN.

Select *C40*, and press RETURN.

Select *C40I*, and press RETURN.

Select *Exit from font selection*, and press RETURN.

The font command is designed to make several fonts available on a page. This font command establishes C40 (Classic in size 40) as the working font and C40I (Classic in size 40 in italic) as the alternate font available within a line. You can change to C40I within a line with the `\Font` command.

Using the Line Length counter

4. Enter your first line of text.

With the cursor at the beginning of *Line 4*, type *Comfortable Chair International*.

Before you finished typing *International*, the warning beep should have sounded. With *Overhead Express*, the number of characters that fit on a line varies considerably with the size of the font and the particular letters used. The size of the font also affects the number of lines that fit vertically on a page. If text does not fit on a line, you have four choices:

- Use two lines
- Change the size of the font
- Use lower-case rather than upper-case letters
- Change the text

Custom Editor Tutorial

The word *International* does not fit on the first line, so in this case, we will make a two-line title. Use RETURN to move *International* down to the beginning of the next line.

```
.page
.elastic
.font C40 C40I
Comfortable Chair
International
```

Changing fonts within a line

5. Enter the rest of the text.

Remember that you can add spacing commands as you go along.

Enter *.elastic space* on the line below *International*.

At the beginning of the next line, in all caps, type *WELCOMES*.

At the end of the word, press the *SPACE BAR* but do not press RETURN. You will want to change fonts to emphasize the next word.

Custom Editor Tutorial

With the cursor in position for the next word after *WELCOMES*, press F5 Font.

Select *Change font within line*, and press RETURN.

In response to *Font number is: type 2* and then press RETURN.

With the cursor on the same line as the \ F2 command and in the space immediately after the 2, type *YOU!*.

Never leave spaces between backslash commands and text that follows. The backslash command \ F2 put the italic font into effect until the end of the line only. Classic 40, the first font listed in the font command automatically goes back into effect on the next line. The number you enter with a \ F command to get the font you want always matches the order in which the available fonts are listed in the previous .font command. When you select *Change font within line*, the *Font Selection Commands Menu* always lists the choices available as taken from the previous .font command.

You will resume using the original font when you type the next text.

Enter .elastic space on the line below *YOU!*

On the next line, type *Open House*.

Enter .elastic space on the line below *Open House*.

Custom Editor Tutorial

Changing fonts on a page

6. Enter a new font command for the rest of the page.

To change the size of the fonts for the rest of the text you will put on this page, enter `.font C24 C24i` on the next line either through F5 Font or by typing the command.

```
.page
.elastic
.font C40 C40i
Comfortable Chair
International
.elastic
WELCOMES \F2YOU!
.elastic
Open House
.elastic
.font c24 c24i
```

Changing text alignment

7. Change the text alignment on the rest of the page.

In the first practice example and so far in this one, all the text has been centered, but text alignment can easily be changed. In this OPEN HOUSE overhead, you want the last four lines to have the same left margin.

To enter a left alignment of text command, press F8 Page.

Select *Left alignment* from the *Page Layout Commands*, and press RETURN.

Custom Editor Tutorial

8. Type in the remaining text.

Now you need to type in the rest of the invitation information.

Date: April 12

Time: 2:00 p.m. to 5:00 p.m.

Place: 22 Sherman Avenue

RSVP: 528-5777

Type Date: April 12, and press RETURN.

Type the remaining text and press RETURN after each line.

9. Change the font for one word on a line.

To draw attention to *RSVP*, put it in italics.

With the cursor under the *R* in *RSVP*, enter `\F2`.

With the cursor under the colon following *RSVP*, enter `\F1`.

The `\F1` command puts the first font back into effect for the remainder of the line.

Thus, only *RSVP* will appear in italics.

Enter `.elastic space` on the next line to keep the text positioned properly on the page.

10. Check the progress of the layout so far.

To see how everything looks, press `F2 Preview`.

The Preview shows that the first three lines are centered and the next four are lined up on the left margin. You will also notice differences in type size. As you look at the layout, you will notice that the last three lines seem too far over to the left; they look out of balance against the centered lines.

Go back to your work to fix the imbalance. To leave Preview, press RETURN.

Custom Editor Tutorial

- Blocking text** 11. Improve the layout by making the last four lines a centered block.

Overhead Express contains a block command designed to adjust groups of text.

To insert a `.block` command on the line above *Date: April 12*, move the cursor up under *Date (Line 13)*, and press F6 Emphasis.

Select *Block center*, and press RETURN.

Select *Start of block center*, and press RETURN.

Blocks need beginning and ending commands. To insert a `.block end` command on the line below *RSVP*, move the cursor below the last *.elastic command (Line 18)*, and press F6 Emphasis.

Select *Block center*, and press RETURN.

Select *End of block center*, and press RETURN.

```
International
.elastic
WELCOMES \F2YOU!
.elastic
Open House
.elastic
.font c24 c24i
.left
.block
Date: April 12
Time: 2:00 p.m. to 5:00 p.m.
Place: 22 Sherman Avenue
\F2RSVP\F1: 528-5777
.block end
.elastic
```

Custom Editor Tutorial

12. Check your progress.

To see the effects of the `.block` command, press **F2 Preview**.

Now the last four lines are aligned left and centered as a block. Because the left alignment command was listed before the `.block` command, the block kept a left alignment. The alignment of the centered block always depends on the text alignment in effect at the point at which the `.block` command is entered.

To leave Preview, press **RETURN**.

Drawing a box 13. To give additional emphasis to the time and place information, put a box around it.

Box commands work similarly to block commands in that you enter one command where the box is to start and enter another command where the box is to end.

To insert a `.box` command on the line above the `.left` command, move the cursor below *.left (Line 12)*, and press **F6 Emphasis**.

Select *Box*, and press **RETURN**.

Select *Start fitted box*, and press **RETURN**.

To insert a `.box` end command on the line below the `.block` end command, move the cursor below the last *.elastic (Line 20)*, and press **F6 Emphasis**.

Select *Box*, and press **RETURN**.

Select *End box*, and press **RETURN**.

Custom Editor Tutorial

```
.page
.elastic
.font C40 C40I
Comfortable Chair
International
.elastic
WELCOMES \F2YOU!
.elastic
Open House
.elastic
.font c24 c24i
.box
.left
.block
Date: April 12
Time: 2:00 p.m. to 5:00 p.m.
```

Screen A

```
Time: 2:00 p.m. to 5:00 p.m.
Place: 22 Sherman Avenue
\F2RSVP\F1: 528-5777
.block end
.box end
.elastic
```

Screen B

All the commands that you used to create this file do not fit on one screen. To check the entire list of commands, use CONTROL-PAGE UP and CONTROL-PAGE DOWN to move from Screen A to Screen B or use the cursor keys to scroll through the entire list of commands.

Custom Editor Tutorial

**Understanding
the sequence of
commands**

14. Check your progress.

To see the results of your work, press **F2 Preview**.

When two or more commands requiring end commands are being used on one page as in the case here with `.box` and `.block`, the end commands should come in the opposite order of the start commands. Thus, since the block command comes after the box command, the block end command should come before the box end command. The first end command should match the most recent start command.

The layout work is complete. Check that the box encloses the text as you wished. If you need to make any changes, go back to your file and do so now. If not, you are ready to move on to take a look at your work in Review.

15. Exit from the Custom Editor and save your file.
16. Review your work on screen.

Now you are ready for the third practice example and additional information on building a presentation file in the Custom Editor.

Custom Editor Tutorial

EXERCISE THREE

Building presentations

Overhead Express has several features that make it easy to build presentations. Any file can contain several pages of overheads prepared in both the Custom Editor and the Express Editor. You can also insert copies of whole files into other files.

In this exercise you will look at three different methods for building a presentation file: copying one file into another file, using the `.include` command, and appending a template. You will also practice several handy keystroke commands while you build and edit this file.

Combining files using copy

1. Enter the Custom Editor.

Start with the first file you made, *Introducing Our Latest Models*.

Type the name of that file, `PRACX`, in the highlighted block, and press RETURN.

2. Combine two files.

There are two methods for combining files, copy and `.include`. Both of these options are available through F3 Build. You will copy a file and then look at the `.include` command for comparison.

You want to put the second file you just made, `PRACY`, after the first file at the end of the first page.

Move the cursor to the line below the last command in the file, *.elastic (Line 9)*.

If the cursor stops at the end of the last line in the file, send it to the next line by pressing RETURN.

To copy another file, press F3 Build.

Select *Copy file* from the *Build Presentation* Menu, and press RETURN.

Custom Editor Tutorial

Moving to another page in the file

PAGE UP
PAGE DOWN

In response to *File name is:* type **PRACY**, and press **RETURN**.

3. Check the contents of the file.

To see the beginning of the file, press **PAGE UP**.

To move to the second page of the file, press **PAGE DOWN**.

Now your **PRACX.PRE** file has a complete copy of the entire contents of the **PRACY.PRE** file. You can edit this copy without affecting the original, and you can preview or print from the copy.

Combining files using `.include`

4. Use the include command to combine files.

You can also combine files with the `.include` command. If you had used this method, the only new command in the file would have been `.include PRACY`. Yet if you were to review your file on screen or **Print PRACX**, the `.include` command would make the **PRACY** file show up in its entirety. You can review and print files combined with an `.include` command, but you cannot edit these files or see them in Preview. Included files are not actually copied into the presentation file; they must be on line at the time of presentation. For further information on using the `.include` command, see Chapter 12, **Commands**.

Adding a template in the Custom Editor

5. Add a template to the end of the file.

You can continue to build this presentation file by adding a template for the next exercise.

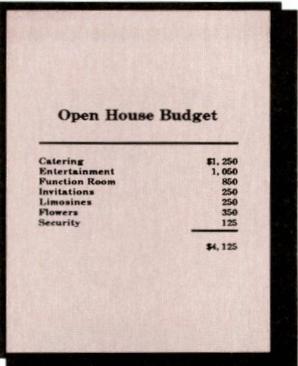
Press **F3 Build**.

Choose *Select Overhead Express template*, and press **RETURN**.

Select *BUDGET*, and press **RETURN**.

Custom Editor Tutorial

EXERCISE FOUR



Open House Budget	
Catering	\$1,250
Entertainment	1,000
Function Room	800
Invitations	250
Limoines	250
Flowers	350
Security	125
	<hr/>
	\$4,125

Templates in the Custom Editor

Templates are designed so that you can enter text into them easily in the Express Editor, and in most cases you probably would. However, you might want to work with a template in the Custom Editor if it is part of a larger presentation or if you want to make extensive changes to it. You will use the Overhead Express budget template in the Custom Editor to prepare an overhead that shows a budget for an open house. You added the budget template to your file in the previous exercise so you are ready to enter text into it.

Working with a template in the Custom Editor

1. Enter text for the title.

When you see a template in the Custom Editor, lines allotted for text are either blank or already contain backslash commands. You can determine what kind of text belongs on a line by reading the `.section` name command above the text line. The `.section` command above the first blank line in this template, for example, reads `.section Title`. This is the same section name that would appear as a prompt in the left column if you were working with this template in the Express Editor.

Custom Editor Tutorial

On the first blank line you see, type **Open House Budget**.

```
.page
.hue ? ? ?
.margin .8i -.8i
.elastic
.font 740 740i symbol
.define .07i .07i 0i 0i
.section Title

.down .3125i
.rule
.down .375i
.section end
.font 724i 724 symbol
.section Subtitles
  \E
.down .25i
```

Deleting a section

Control-Y

2. Delete the subtitles section.

The next text line is for subtitles. The budget overhead as planned, however, does not use subtitles so you do not need this section. You must delete every line of a section you are not using.

To delete each line from *.section Subtitles* through *.section end*, move the cursor under the dot in *.section Subtitles*.

Hold down CONTROL and press Y for each line to be deleted. (Be sure not to delete *.section Budget line*. If you do, simply type it back in.)

Entering text on lines with backslash commands
HOME
END

3. Enter text for the budget lines.

Each budget text line appears with *\E* *\A* commands because each line is designed for two columns of text. The *\E* puts elastic space between the columns, pushing the budget category (e.g., Catering) to the left margin and the budget

Custom Editor Tutorial

figure (e.g.,\$1,250) to the right margin. The `\A` adjusts the spacing so that the numbers line up evenly underneath each other.

To type the first budget line, move the cursor down to the beginning of the next text line, and type `Catering`.

To move the cursor to the right of the backslash commands, press `END`.

Type `$1,250`.

To move the cursor back to the beginning of the line, press `HOME`.

Move through the list of commands until you locate each text line. Follow the same procedure to type each of the next two budget lines.

```
.font ?24 ?24i symbol
.section Budget line
Catering \E\A$1,250
.section end
.section Budget line
Entertainment \E\A1,050
.section end
.section Budget line
Function Room \E\A850
.section end
.section Budget line
\E\A
.section end
.section Total line
.right
.rule -2.3i -.8i .07i .375i
```

Custom Editor Tutorial

Adding more text lines

CONTROL-P
CONTROL-R

4. Add more lines of text.

There is only one more empty budget line. The overhead as planned, however, has four more budget items. In the Express Editor, you could copy three more sections for the rest of the budget lines. In the Custom Editor, you need to create three copies of the last budget item line. You could simply type each line with backslash commands, or you can use Control-P and Control-R to duplicate the line.

To put a copy of the last budget item line into memory, move the cursor to that line, hold down **CONTROL**, and press **P**.

To put three copies of the budget item line in your file, hold down **CONTROL** and press **R** three times.

```
.font ?24 ?24i symbol
.section Budget line
Catering  \E\A$1,250
.section end
.section Budget line
Entertainment  \E\A1,050
.section end
.section Budget line
Function Room  \E\A850
.section end
.section Budget line
\E\A
\E\A
\E\A
\E\A
.section end
```

Custom Editor Tutorial

Now type the remaining budget items on the appropriate lines.

Invitations	250
Limousines	250
Flowers	350
Security	125

On the text line for the budget total, after the `\E\A`, type \$4,125.

5. Check your progress.

To see the results of your work, press **F2 Preview**.

The Preview shows the result of the two backslash commands on each line. The budget lines form two columns and the numbers line up evenly.

Because the budget columns do not have headings, the columns appear too close to the rule under the title line. More space can be added between the columns and rule.

Adjusting space between elements 6. Increase the space between the title and the rule.

Move the cursor to the down command immediately below the Title line.

Delete the `.3125i` amount for the spacing, which follows `.down`.

Type `.5i` (`.5i` = 1/2 inch) in the same spot.

Custom Editor Tutorial

```
.page
.hue ? ? ?
.margin .8i -.8i
.elastic
.font ?40 ?40i symbol
.define .07i .07i 0i 0i
.section Title
Open House Budget
.down .5i
.rule
.down .375i
.section end
.font ?24i ?24 symbol
.font ?24 ?24i symbol
.section Budget line
Catering \E\A#1,250
```

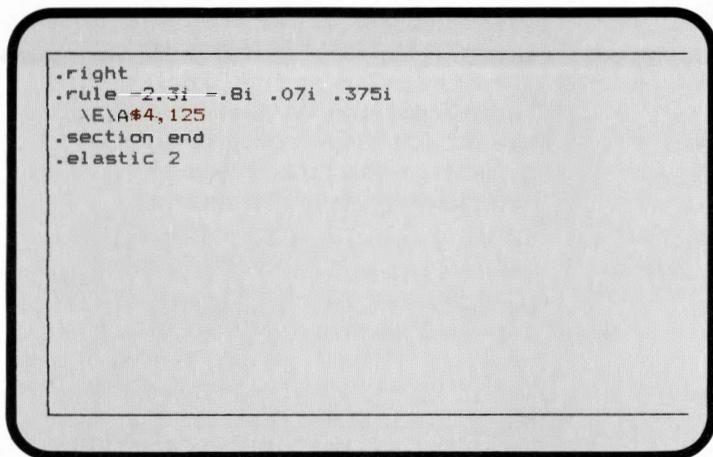
Screen A

```
Catering \E\A#1,250
.section end
.section Budget line
Entertainment \E\A1,050
.section end
.section Budget line
Function Room \E\A850
.section end
.section Budget line
Invitations \E\A250
Limousines \E\A250
Flowers \E\A350
Security \E\A125
.section end
.section Total line
.right
```

Screen B

All the commands that you used to create this file do not fit on one screen. To check the entire list of commands, use CONTROL-PAGE UP and CONTROL-PAGE DOWN to move from Screen A to Screen B to Screen C or use the cursor keys to scroll through the entire list of commands.

Custom Editor Tutorial



```
.right
.rule -2.3i -.8i .07i .375i
 \EA*4,125
.section end
.elastic 2
```

Screen C

Adding Pages to a File

To start a new page in a file, enter a `.page` command on the line below the last item on the current page, and then press PAGE DOWN. All text and other commands follow the `.page` command.

7. Check your work again.
8. Exit and save your file.
9. Review your file on screen and print it, if you wish.

Other Important Editing Features

At this point you have a three-page file and could continue to experiment with the Custom Editor and Overhead Express. Here are brief descriptions of editing features not touched on in the tutorials. Try out any of these that strike you as being especially helpful or compatible with your own work habits. More detailed descriptions of all commands and keyboard control features are available in Chapter 12, Commands.

Custom Editor Tutorial

Keeping the Previous Version of a File

Every time you leave the Custom Editor (or Express Editor) you have the option of giving your file another name. If you want to keep both the previous version of your file and the new version you have just saved, give the new file a new name. Then Overhead Express will automatically keep both versions.

Using OVERWRITE

For making revisions in a presentation file, you may prefer to use the OVERWRITE editing mode. In OVERWRITE, whatever you type into the file automatically *writes over* what had been there before. In effect, then, each character you type automatically deletes any character that had been at that cursor position. Pressing RETURN while in OVERWRITE moves the cursor to the next existing line in the file rather than opening a new line in the file.

OVERWRITE is the opposite of INSERT, the mode you used throughout the practice examples. In INSERT, if the cursor is positioned at existing text and you begin to type, the new text will move the already existing text to the right of the cursor.

Pressing the INSERT key switches you back and forth between INSERT and OVERWRITE. The mode in use is always stated in the top right corner of the Custom Editor screen. Both INSERT and OVERWRITE are also available in the Express Editor.

Typing in Commands

The instructions throughout the tutorials usually called for entering commands through the menu. You can always type a command in yourself, however, rather than entering it through the menu. Moreover, you can abbreviate commands when you type them in yourself. Once you become familiar with commands, it is often simplest to type them in. For details on the correct formats for all commands, see Chapter 12, Commands or use F1 Help.

Screen Shows

With Overhead Express you can prepare presentations for the screen. Screen shows can be fully or partially automated through special screen commands that give you control of timing and emphasis. They can accompany any presentation and are adaptable to rolling demos for display windows, showroom floors, or trade shows. Pauses between display screens, as well as between lines of text, can be set for any length of time or for manual control.

Preparing a presentation for the screen is in most ways similar to preparing one for the printer. Most Overhead Express dot and backslash commands can be used for both print and screen; commands that are for the screen only appear in F9 Screen in the Custom Editor. Because you can enter screen commands only in the Custom Editor, a screen show typically requires at least part of its preparation in the Custom Editor.

The templates that come with Overhead Express are designed specifically for the printed page. You cannot use material made with these templates in screen presentations without some revision. If you prepare a lot of screen shows, you may want to design some templates especially for the screen. Chapter 8, Special Effects, contains an example of a revealing bullet template that was created especially for the screen.

When you are learning to prepare screen shows, you must remember to accommodate for differences between the more familiar printed page and the screen. The following section explains some of the basic differences

Preparing Screen Shows

between presentations geared to the screen and those designed for overheads. The rest of this chapter is devoted to sample screen presentation designs. Together these sections will show you what to keep in mind when working with screen shows and how to use the dot commands designed especially for the screen.

You must have a color/graphics board in your computer to view screen presentations.

Thinking in Terms of the Screen

For a quick introduction to the differences between a page for the printer and one for the screen, let's look at the same demo file that you may have seen in Chapter 3 when you were learning about the Main Menu. Try this experiment:

From the Main Menu, select *Screen*.

Type *demo*, the name of the print demonstration file, in the highlighted block. If you are using a **floppy-disk system** and the Font diskette is in Drive B, you must type *a:demo*.

The first lines that appear fit nicely, but the screen must scroll to make room for portions of the page that fall below the screen's bottom margin. The screen brings those bottom portions of the page into view, but the pace of the screen movement has no particular relationship to the text. At the end of the page, the screen empties immediately, and goes to the next page.

The second page is too wide for the screen as well as too long. Several text lines extend past the right margin. After scrolling to make room for the extra length, the screen again empties immediately at the end of the page. The third page, because it involves margin-to-margin boxes and large symbols and fonts, is the most confused of all. If you were to allow the file to run through to the very end, the first page would appear again

Preparing Screen Shows

automatically and the file would continue screening in the same manner until you stopped it.

Press **ESCAPE** to end this demonstration.

This experiment illustrates the two key issues you must be aware of in preparing screen shows as opposed to print presentations. First, you must accommodate the difference in size between a screen and a piece of paper. Second, in preparing screen shows, you must consider timing to control the flow of material onto and off of the screen.

In the following discussion of size, as it applies to the screen, dots are used as the measurement unit. It is generally easiest to work with screen pages in dots.

Size

Why doesn't a file prepared for the printer fit on the screen? The fundamental unit of both printers and screens is the dot. The horizontal and vertical dimensions vary from printer to printer. With the margins set for an overhead on an Epson printer, for example, the dimensions of a single page are 840 dots wide by 720 dots long. There is also a variation in screen dimensions, depending on which graphics adapter is installed. On a system with a Hercules Graphics Card, for example, the dimensions are 720 dots wide by 348 dots long.

Note that the disparity between screen and print is larger between the two page lengths—720 on the printer to only 348 on the screen. Text formatted for overheads on the printer takes the approximate shape of a standard printed page. The proportions of the screen, on the other hand, are more akin to those of a standard 3-inch-by-5-inch index card.

Preparing Screen Shows

There is one aspect to a screen page that makes it totally different from a printed page. If there were too much text to fit on a printed page, the excess content would be lost. The printer would ignore any text that fell below the page's bottom margin.

The screen, however, has a flexible bottom margin. If you prepare a screen page longer than the maximum length of the screen in dots, the screen will scroll to make room for the excess material. A page for the screen, then, need not be limited by the vertical length of the screen, and the pages within a screen file can be a variety of lengths. This scrolling capability can be adjusted with the `.scroll` command.

It is important to remember that while you can Preview a screen page from the Custom Editor, for a page longer than a single screen, Preview will show only the material that would fit on a single screen. The same is true for Review. Screen-specific commands such as `.scroll` or `.wait` will have no effect in either Preview or Review. In general, you will find it more efficient to go directly to Screen to check your presentation.

Size Guidelines

To work with the special circumstances surrounding screen size, follow these guidelines.

1. Whenever you are working on a screen presentation in the Custom Editor, use dots as the unit of measurement. You can change the counters to dots with F10 Set Options each time you enter the Custom Editor.
2. Begin each page in a screen presentation file with the command: `.page screen`.

The `.page screen` command sets up margins appropriate to the screen. The Line and

Preparing Screen Shows

Page length counters will show those dimensions, and the Page length counter will allow you to make screen pages longer than a single screen.

If you want a screen page narrower than the full screen, use the `.margin` command. Because the screen has a permanent margin around all its edges, you will not need margin commands except in special cases.

3. Use smaller fonts.

As a rule of thumb, use size 40 rather than 60, and size 24 rather than 40. The modern typeface includes size 18 fonts in both regular and italic, which are especially appropriate for screen shows.

4. Divide your material into units that are shorter vertically than they might be on the printed page.

Often you might put a title line on one screen page and the accompanying material on the next screen page. A list several lines long may work best on more than one screen page, though you can adjust for extra length with scrolling. Note that the `.elastic` space between lines command is appropriate only for screen pages that do not exceed one screen in length. With pages longer than a single screen, use `.down` commands.

Timing

Along with size, the second key issue in screen presentations is controlling the flow of material onto and off of the screen. The correct timing ensures that the presentation pauses where and for the length of time you want it to. You will discover that the movement of material on the screen helps hold and redirect attention.

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Timing Guidelines

1. Wherever you want a pause that you can end with a keystroke, enter this command:

`.wait`

Use this command for manual control of the pause. Press **SPACE BAR**, **RETURN**, or **PAGE DOWN** to end the pause and advance the presentation.

2. Wherever you want a pause that will hold for a specified time and then end automatically, enter this command: `.wait [seconds]`
3. Where you want a new screen to begin, enter this command: `.page screen`

The `.page screen` command automatically clears the current screen for each new page. You also have the option, however, of appending a new page to the bottom of the previous page with the `.scroll noclear` command. See `.scroll` in Chapter 12, Commands.

4. If you want the screen presentation to end automatically, enter this command on the last line of the presentation file: `.exit`

Without an `.exit` command, screen presentations always begin again automatically. You can end a screen presentation at any point by pressing **ESCAPE**.

A Screen Demo

Now that you have a better understanding of size and timing, you could adjust the print demonstration file you experimented with to run on the screen. Overhead Express includes a file to illustrate the results of modifying a print presentation to run on the screen. To see the effects of making such changes, try this:

From the Main Menu, select *Screen*.

Type `scrdemo`, the name of the screen demonstration file, in the highlighted block. If you have a **floppy-disk system** and the Font diskette is in Drive B, type `a:scrdemo`.

Preparing Screen Shows

Now all the text fits, and the material enters onto the screen in an appropriate manner. This screen demo is fully automated and will advance and end by itself. It covers the equivalent of only the first two pages of the print demonstration file.

To further investigate the differences between the print demonstration file, demo, and the screen demonstration file, `scrdemo`, print out copies of both presentation files. You can do so with *List Presentation File* from the *Verify Presentation Menu*.

Most of the commands in the two files (`.left`, `.bullet`, `\ F`, etc.) are the same in both files and have similar effects whether in print or screen. The two files differ in the following important respects.

- The demo file uses two `.page` commands, while the `scrdemo` uses four `.page` screen commands.
- The `scrdemo` has `.wait [seconds]` commands at the end of each page, after “from” on page 2, and after each bullet item. It also has `.exit` as its last command.
- The arguments for the `.down` commands on pages 2 and 3 of the `scrdemo` file are in dots rather than inches, and the distances specified are generally shorter than those in the demo file. The same is true for the `.tab` commands.
- Although the `scrdemo` uses the same size fonts as the print demo, some of the text lines in the bulleted list have been broken differently. All of the symbols used with the bulleted list in the screen demo are from the smaller set of symbols.
- The `scrdemo` file does not contain `.section` commands, `.margin` commands, or `.elastic` commands that were part of the templates

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used in the demo file. Section commands were not used in this file because they were not needed; however, section commands can be used to make screen templates. The margin and elastic commands were not appropriate for this file.

Sample Screen Files

Here are three sample files with which you can experiment. Each one emphasizes different screen commands and features. Simply enter the commands in the Custom Editor for each file that you would like to see. Then, select Screen from the Main Menu to see what you have created. After you have viewed each file, continue experimenting with any screen features that interest you.

Simple Revealing Bulleted List

This file creates a bulleted list that you advance with a keystroke. When you are ready to move to the next bullet item, **press SPACE BAR**. You can make the bulleted list unfold automatically by specifying seconds with each `.wait` command. Finally, note that `.down` commands indicate distance in dots, unless you specify otherwise.

```
.page screen
.font C24
Ingredients of a
Successful Job
Interview
.wait
.down 20
.bullet
Promptness
.wait
.down 5
.bullet
Good Grooming
.wait
.down 5
.bullet
Friendliness
.wait
.down 5
```

```
.bullet
Composure
.bullet end
.wait
.exit
```

Ingredients of a Successful Job Interview

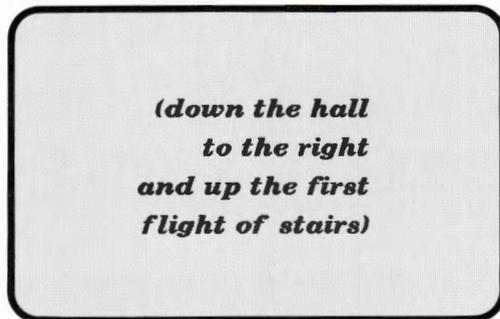
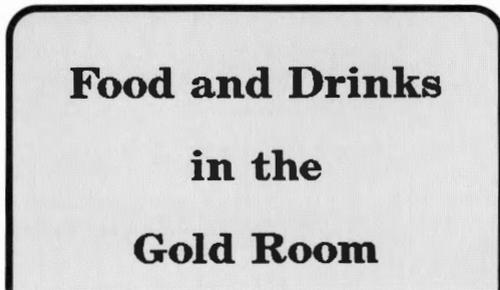
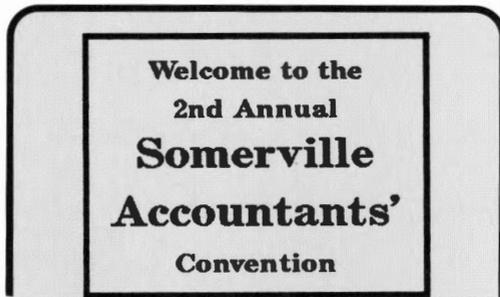
- Promptness
- Good Grooming
- Friendliness
- Composure

Preparing Screen Shows

A Portable Marquee

This file creates a fully automated screen show similar to one that you might make for a trade show or showroom. This particular file announces a meeting site. With no .exit at the end of the file, the message would repeat over and over. By accessing the file from DOS, you could lock the keyboard should you need to leave it unattended (see Chapter 15, Accessing from DOS).

```
.page screen
.font C24 C40
.box
Welcome to the
2nd Annual
  \ F2Somerville
  \ F2Accountants'
Convention
.box end
.wait 5
.page screen
.font C40
.elastic
Food and Drinks
.elastic
in the
.elastic
Gold Room
.elastic
.wait 5
.page screen
.font C24I
.down 50
.right
.block
(down the hall
to the right
and up the first
flight of stairs)
.block end
.wait 3
```



Preparing Screen Shows

A Fully Automated Screen Show

Here is another fully automated screen show such as you might use on a showroom floor. This one uses scrolling and reversed screen lighting for special effects.

.page screen
.font C40 C40l
.scroll c s 40
.down 80
Comfortable Chair
International
.down 40
.wait 2
WELCOMES \ U YOU!
.wait 3
.page screen
.font C40
.elastic
Open House
.wait 1
.reverse
.wait 3
.elastic
.page screen
.font C24
.down 30
.box
.left
.block
Date: April 12
Time: 2:00 p.m. to
5:00 p.m.
Place: Our Downtown
Store
.block end
.box end
.wait 5
.page screen
.font C40
.elastic
See you there!
.elastic
.wait 3

**Comfortable Chair
International**

WELCOMES YOU!

Open House

Date: April 12

Time 2:00 p.m. to 5:00 p.m.

Place: Our Downtown Store

See you there!

Modifying an Existing Template

Templates are useful tools to have for any formats that you use frequently. Overhead Express lets you make and store any new templates that you create. New templates can be made by either modifying an Overhead Express template or by designing a new template from scratch. Templates are created or modified in the Custom Editor and used in the Express Editor.

The easiest way to make a new template is to modify an existing one. Use the template illustrations in Chapter 11 to see if there is an Overhead Express template that you would want to modify to create a template of your own.

Listing a Command File

If there is an Overhead Express template that could be modified to suit your needs, it can be helpful to print out the list of commands that were used to create that template. This listing can help you to understand how the commands were used to create the template and to identify the commands that must be changed to modify it. Use the following procedure to print a list of commands for any template or presentation file in Overhead Express.

1. Select *Verify Presentation* from the Main Menu, press RETURN.
2. Select *List Presentation File*, press RETURN
3. Type the template name with .TEM extension, press RETURN. The list of commands for the template print out.

Procedures for Modifying a Template

Each template is designed somewhat differently, but all templates are built with sections and you need to create and delete with this in

Making Your Own Templates

mind. Also remember that in addition to commands each template file must contain either text, blank lines, or null sections. You cannot create a template with just a list of commands. All templates can be modified by following these eight general steps.

1. Decide on the changes you want to make to the original.
2. Enter the Custom Editor and start a new file. When you name the file remember that you are creating a template so it is necessary to use a .TEM extension. No two templates should have the same name.
3. Use Copy file in F3 Build to copy the Overhead Express template into the new file so you can modify it. Be sure to use the .TEM extension when specifying the template you would like to copy.
4. Make the necessary changes (copying or deleting sections) to the existing template structure.
5. Revise the font commands and add or delete design details.
6. Use F2 Preview to check your new template design. You may want to enter some sample text at this point.
7. Save the file and exit. Your modified template will be stored as a customized template file.
8. Enter the Express Editor and name a new presentation file. Press F3 Build and choose Select a customized template giving the name of the new template you have just modified.

Making Your Own Templates

Use your new template in the Express Editor just the way you would any Overhead Express template. To check font changes, fill in the template and Review on Screen or Print. If the template does not format the text the way you expected, go back into the Custom Editor and check the placement of all section commands. Be sure that all the formatting commands affecting text lines fall between a .section name and a .section end command.

Changing Fonts Font changes can be the most difficult step in modifying a template. There are several points that are important to note in changing fonts in any template. The font commands in the original Overhead Express templates contain question marks rather than designations for a specific typeface. This allows a default typeface for all templates to be set with F10 Configure in the Main Menu. Each font command also includes the italic style as an alternative to the regular style of every font named.

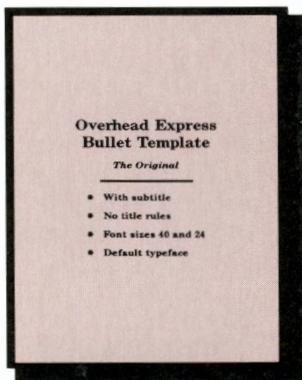
To make alternative fonts available for changes within lines each .font command must contain several font designations. You can change the typeface by substituting specific typefaces for the question mark or change just the font size by changing the size designation and leaving the question mark.

When adding other design details, such as rules and boxes, position them within the list of commands at the point at which you want them to appear. Unless they are attached to a particular item of text, they do not require sections of their own.

Making Your Own Templates

A Sample File

Using the eight-step procedure just outlined, you can design the custom bullet template shown here. Compare the Overhead Express bullet template with this custom bullet template. If you want to print out the list of commands for the Overhead Express bullet template, follow the procedure at the beginning of this chapter. The file used to create this custom bullet template follows.



**Overhead Express
Bullet Template**



**Custom Bullet
Template**

Making Your Own Templates

Making a Template from Scratch

Making a template from scratch is largely a matter of using the correct commands to create the design you want. The more familiar you are with Overhead Express's complete system of commands, the better equipped you will be to make your own templates from scratch. You need to create a file that looks very much like the file shown in this chapter for the custom bullet template. It must contain section commands and text lines; it can contain any other design details you wish.

Procedures for Making a Template

To make a template from scratch, follow these eight general steps.

1. Plan the design for the new template. Begin with a sketch of what you want the page to look like and then determine which commands the format will require.
2. Enter the Custom Editor and start a new file. When you name the file remember that you are creating a template so it is necessary to use a .TEM extension. No two templates should have the same name.
3. Enter all commands to format the page. These include page, margin, and alignment commands.
4. Enter a pair of .section commands for each text line and add all necessary commands for formatting each text line between the .section name and .section end commands.
5. Add any necessary design details.
6. Use F2 Preview to check your new template design. You may want to enter some sample text at this point.
7. Save the file and exit. Your new template will be stored as a customized template file.
8. Enter the Express Editor and name a new presentation file. Press F3 Build and choose Select a customized template giving the name of the template you created yourself.

Making Your Own Templates

Use your new template in the Express Editor just the way you would any Overhead Express template. Fill in the template and check it with Review on Screen or Print. If the template does not format text the way you expected, go back into the Custom Editor and check the placement of the .section commands, and check font and page layout commands.

A Sample File

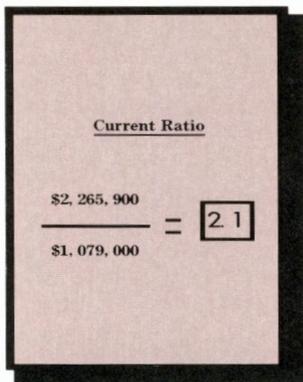
Using the eight-step procedure just outlined, you can design a template for a current ratio equation as shown here.

The template requires text in four places: title, numerator, denominator, and quotient. Each of these items forms an individual section. The division line and the equal sign were made with rules, which do not involve .section commands.

The numerator and denominator have the same margins and are both centered within those margins by default. The right margin is slightly wider so that the equal sign will be to the right. The rule that forms the division line is the same length as the margins for the numerator and denominator. Thus, the numerator and denominator are always centered in relation to the division line. The numerator and denominator are spaced evenly with the \A command.

The quotient is placed outside the first set of margins with a .goto command and a new margin command. Actual distances are stated in inches. The box around the quotient was added for emphasis. Its sides are thicker than its top and bottom. Note that the font for the quotient is the largest on the page and in a different typeface from the rest.

Making Your Own Templates



Current Ratio Template

Title section

Type title

Next section

Type numerator

Equal sign
Division line
Equal sign

Next section

Type denominator

Next section

Note box
Type quotient
Note box end

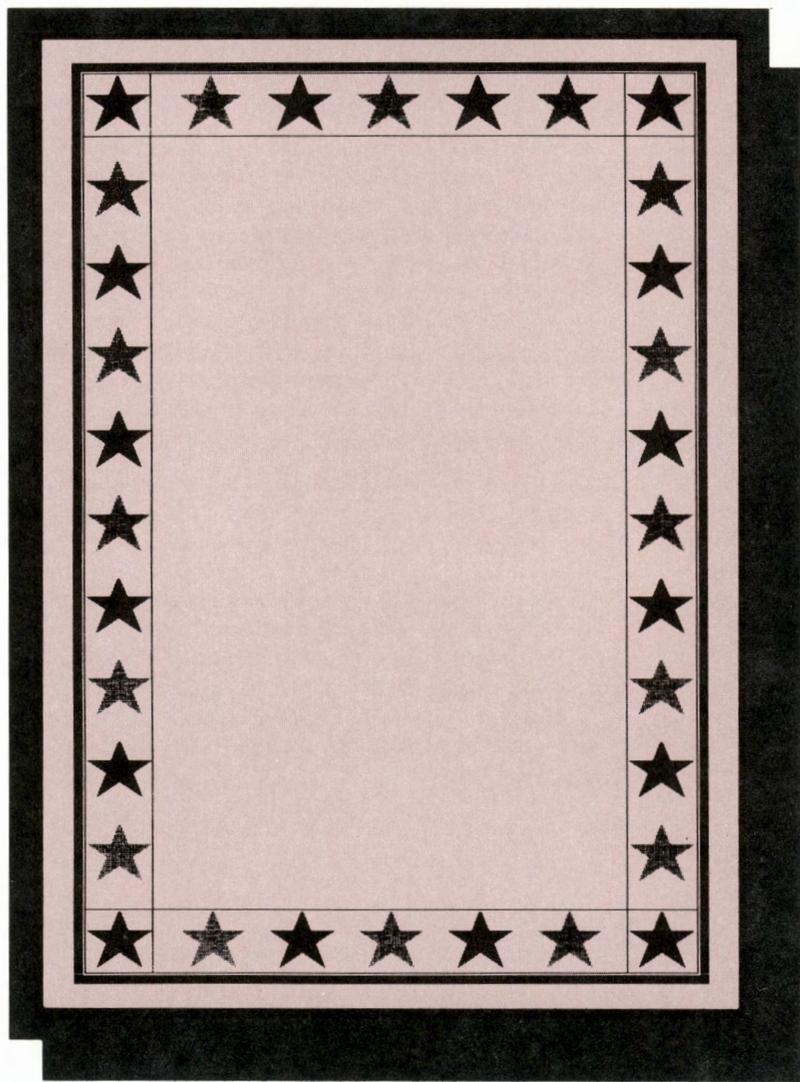
```
.page
{.section title
.font C40
.down 1i
\ U
}
{.section end
.section numerator
.down 1.8i
.margins .5i 4i
\ A
}
{.section end
.down .25i
.margins .5i 5i
.rule 4.5i 5i .1i .1i
.rule .5i 4i .1i .1i
.rule 4.5i 5i .1i .1i
.margins .5i 4i
}
{.section denominator
.down .25i
\ A
}
{.section end
.section quotient
.goto 5.5i 4.6i
.font M60
.margins 5.5i
.box f .15i .1i .1i .25i
\ A
}
{.box end
.section end
```

Special Effects

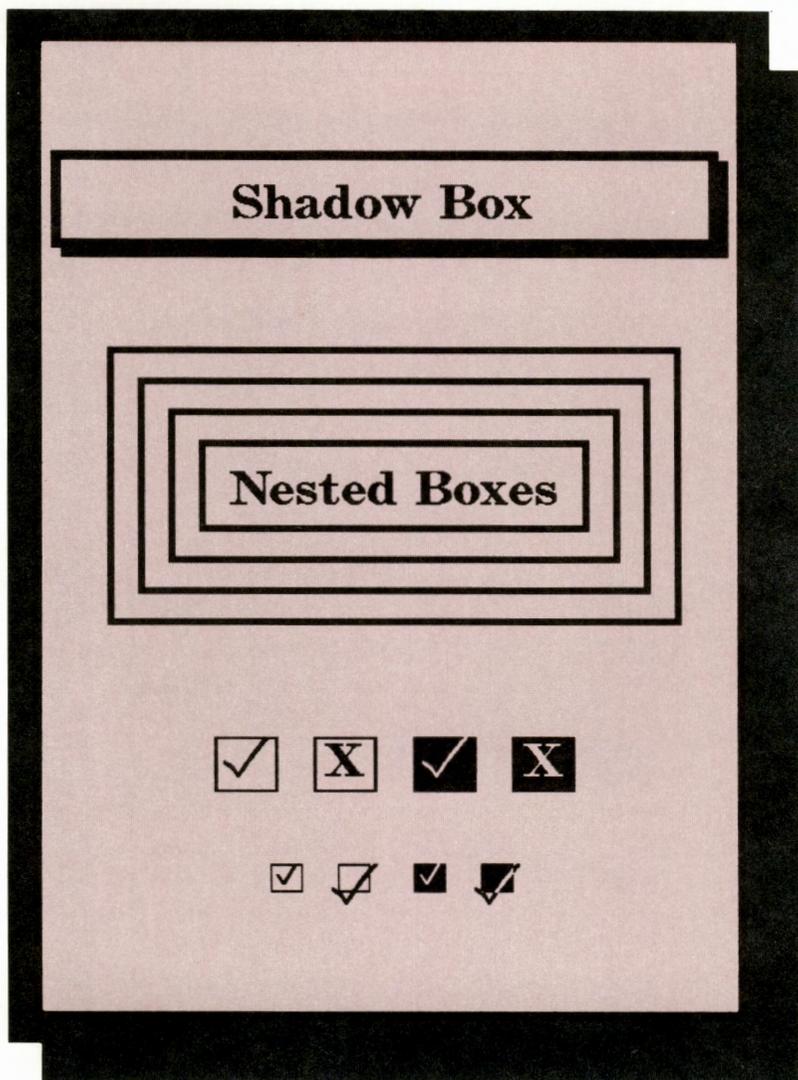
Included in this chapter are examples of advanced designs that can be made in the Custom Editor. Each example is contained on the Program diskette. The file names for each are listed below. Look at each design on your screen and print it out, if you wish. The *List Presentation File* command allows you to see the commands used to create each design. You can easily substitute your own text for text shown in these files by using the OVERWRITE editing mode.

Some of the special effects, such as shadowed text and boxes, can be created with relative ease. Others, such as charts and graphs, require some extra time and ingenuity on your part. The special symbol font contains many items that can be incorporated into a presentation to provide interesting detail. These files provide suggestions about what can be created with Overhead Express and they can be your starting point for making your own special effects.

Special Effects

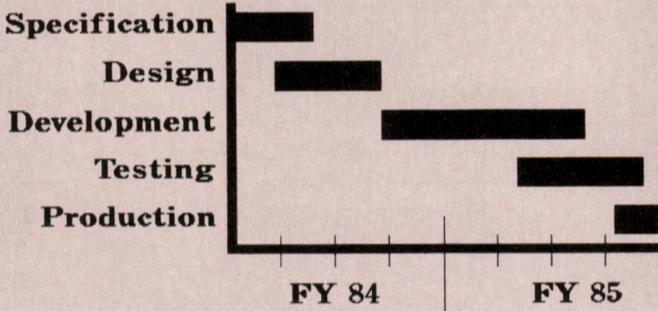


Border.pre

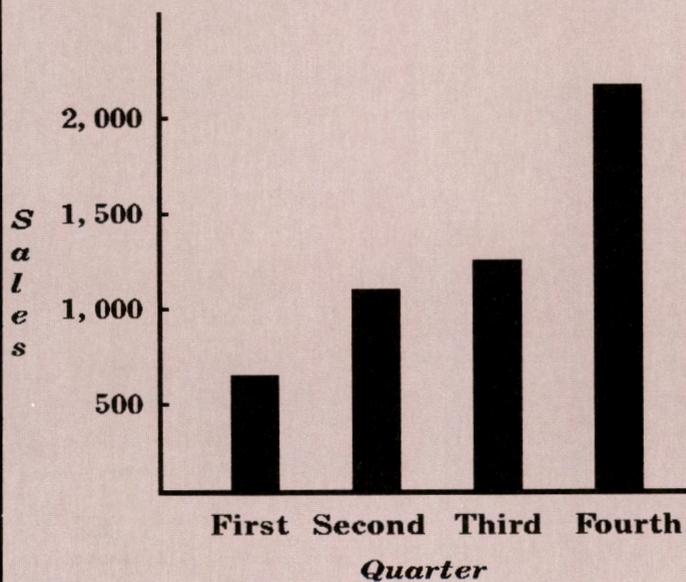


Special Effects

Product Development Schedule



Special Effects



Fiscal Year 1984

Graph.pre

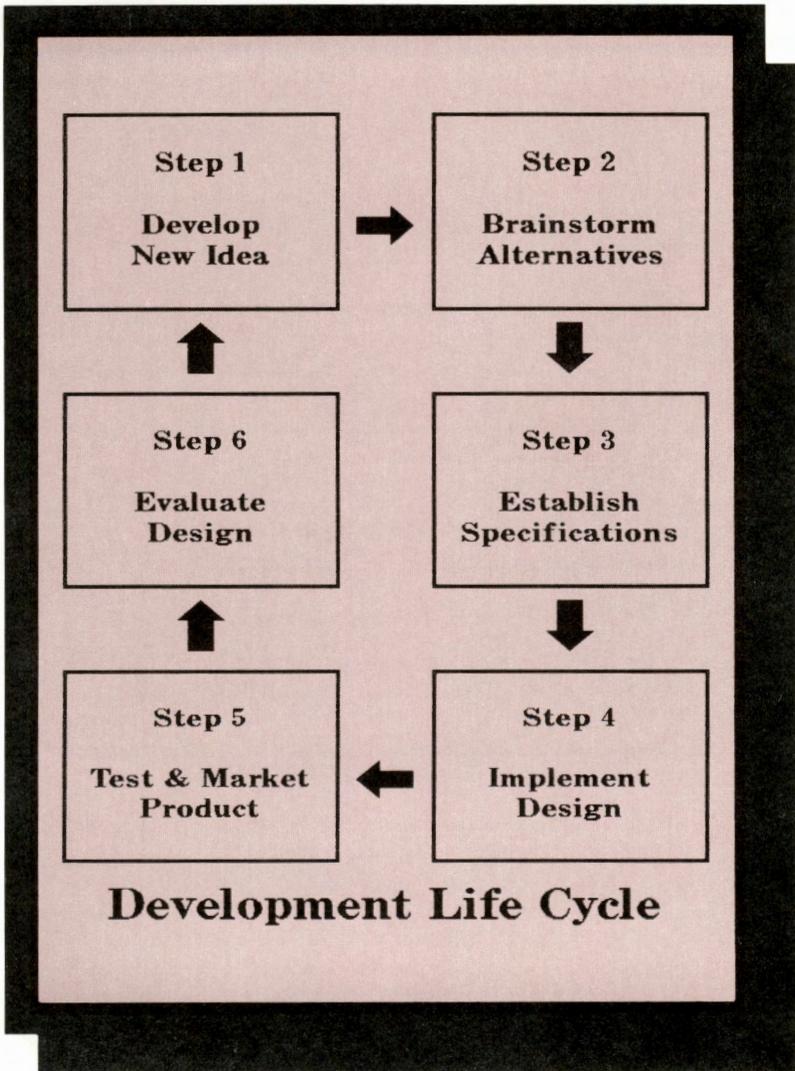
Barriers & Profitability

		Exit Barriers	
		Low	High
Entry Barriers	Low	low, stable returns	low, risky returns
	High	high, stable returns	high, risky returns

Matrix.pre

Michael E. Porter, **Competitive Strategy**, New York: The Free Press, 1980. Used with permission of the author.

Special Effects



Special Effects

A Revealing Template

**A hand that points
It moves down the page!
Up to five items
Pauses automatically
 Reverses when done**

(This file now contains text lines used to create this screen. To use it as a template, delete the text from the file.)

Reveal.pre

(For the screen only)

Special Effects

Hollow Text

Shadowed Text

White over Black

White over Grey

Black over Grey

Introduction

You have to make yet another presentation at yet another meeting on a project that has become particularly important to you. You're familiar with the subject matter, you've decided upon your goals, you know your audience, and you've seen the room in which you'll be speaking. You know you'll be using overhead transparencies to help you communicate your ideas. All the studies you've read have said that visuals encourage the audience to focus on ideas and comprehend the concepts you introduce. Those studies have also shown that audiences perceive speakers who use overheads as more professional, better prepared, more interesting, and more credible.

You've worked long and hard on this project and it is important to you that this presentation be as informative and persuasive as possible. You know it takes more than just putting a few words on an overhead to make a successful presentation. In order to achieve the results you want, your overhead presentation must be polished, professional, and well executed.

Time—or the lack of it—is always a problem. Your particular situation and the information you must convey are always the deciding factors in designing a good presentation. You know from experience what works for you. In this chapter, you'll find some practical advice on design and effective overhead presentations that you can incorporate into your presentation.

Organizing Your Presentation

As you begin to prepare your transparencies, remember to aim for simplicity. Determine the minimum number of essential points you must communicate and organize your overheads to

Tips on Improving Visuals

outline these key points. Overheads should not be a transcript of your presentation. In addition to serving as focal points for your delivery, overheads can help you control the pace of the presentation. When you are thinking about the number and type of overheads you'll need for your presentation, keep these guidelines in mind:

- Limit each overhead to one main idea.
- Include only as much information per frame as the audience can grasp in 30 seconds.
- Use the minimum number of words and figures necessary to communicate ideas.
- Use headlines followed by concise explanations, bulleted items, or graphics (figures or charts).
- Count on using only one transparency for every five minutes of your delivery.
- Avoid placing too much emphasis on a single transparency.
- Use graphics to help convey complex ideas. Remember to relate these graphics to your spoken remarks.
- Distribute handouts to supply more detailed information.
- If it is not appropriate to have an overhead during a particular portion of your presentation, turn the projector off.

Designing Your Transparencies

The appearance of your transparencies greatly affects the perceived merit of your presentation. All presentation material should be as professional looking as possible. Choosing appropriate lettering and the best layout are important steps in the design of clear and legible overheads. If you are not certain of the facilities you'll be using, plan for the largest audience and the largest room you could possibly encounter. The recommended maximum

Tips on Improving Visuals

viewing distance for an overhead transparency is six times the width of the projected image. For example, if your image is four feet wide when projected, it can be seen by the average person at a distance of 24 feet.

In creating overheads the lettering you use and the layout you design are the most important ways in which you can ensure that your presentation materials are clear and concise. Remember these general rules for good composition:

Lettering

- Block letters are more visible than thin, flowery letters.
- Lower-case letters are easier to read than upper-case letters.
- Use a larger type size for headlines than for the rest of the material on an overhead.
- Use underlining, shading, or boxes to highlight.
- Avoid vertical lettering—it's difficult to read.
- Limit the number of typefaces to create a sense of unity and consistency.

Layout

- Place no more than seven words on each line.
- Use no more than eight lines on each transparency.
- Put no more than 30 words on a page.
- Keep well within the 7 1/2-inch x 9 1/2-inch border of a framed transparency.
- Center your overheads by leaving more white space on the top and bottom than on the sides.
- Place figures or groups of type so that there is more space around a group of elements than between the items in the group.
- Use a consistent format throughout a presentation.

Tips on Improving Visuals

- To determine if a chart is appropriate for an overhead, try typing it on a 3-inch x 5-inch card. If it will not fit comfortably, consider using the chart as a handout instead.
- If the material looks too crowded, consider dividing it between two or more overheads.
- All material should be immediately recognizable. If it is not, label it.
- Place captions under illustrations or charts and use smaller size lettering. Captions should be brief.

Techniques for Successful Overhead Presentations

Once you have made your transparencies, take these steps to ensure that you use them to their best advantage. Some hints for preparing cardboard frames, making a few useful props, and rehearsing your presentation follow.

Preparing Your Frames

- Mount your transparencies in cardboard frames to cut glare, keep them clean, and make them easier to handle and store.
- Use the frame borders for notes.
- Number the frames for quick sorting.
- Use color coding to group transparencies according to topic.
- If you plan to use the same transparency more than once, make duplicates to avoid wasting time and putting your frames out of order.

Props

- Make an opaque sliding screen that can be used to reveal your transparency point by point. This prevents the audience from getting ahead of you, and gives you an added degree of control.
- If you want to write on your transparency during a presentation, cover it with a clear sheet of transparency film to protect the original.

Tips on Improving Visuals

- Mark the proper position for the placement of frames on the projector with tape.
- Make a black transparency to block light in between visuals without having to shut off the projector.
- Use a pointer to indicate specific items as you are speaking. Point to the transparency not to the screen.
- Check equipment and room before the presentation, if possible. Note where outlets are and whether you'll need extension cords.
- Make sure glass on projector is clean.
- Practice getting transparencies on and off the projector smoothly.
- Position yourself away from the projector to avoid shadows.
- Position the screen so that it can be seen by all.
- Make sure the projector is placed squarely in front of the screen to avoid distortion.
- Carry a spare projector bulb.

Rehearsal

Typesfaces

Overhead Express offers four typefaces : Classic, Modern, Popular, and Script. Classic, Popular, and Script are available in three sizes : 24 dots, 40 dots, and 60 dots. Modern is available in these three sizes, and two more: 18 dots, and 75 dots. Size is always measured from base line to base line. Each typeface, except Script, comes in two styles: regular and italic.

A font is a typeface in a certain size and style. In other words, Classic 24 Italic is one font. Each font contains all 26 letters of the alphabet, numerals 0 through 9, various punctuation marks, and international characters.

Quotation Marks and Bullets

Several typeface elements require special handling. To use the open quotation mark, press the tilde ~ key. To use closing quotation marks, press the quotation mark " key. All typefaces contain their own bullet. To use this special bullet, type the @ character. This can be useful if you need a particular size bullet or if you want to place a bullet at a specific point.

Samples of all of the fonts available with Overhead Express are pictured here in their actual sizes.

Classic

AaBbCcDd

.font C60

AaBbCcDd

.font C60I

AaBbCcDdEeFf

.font C40

AaBbCcDdEe

.font C40I

AaBbCcDdEeFfGgHhIi

.font C24

AaBbCcDdEeFfGgHhIi

.font C24I

Classic

A B C D E F G H I J K L
M N O P Q R S T U V W
X Y Z

a b c d e f g h i j k l m n
o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

? . , ; : ! " " ' ' & • *

- + = / \ # \$ % () []

Classic Regular

*A B C D E F G H I J K
L M N O P Q R S T U V
W X Y Z*

*a b c d e f g h i j k l m n
o p q r s t u v w x y z*

1 2 3 4 5 6 7 8 9 0

*? . , ; : ! " " ' ' & • **

- + = / \ # \$ % () []

Classic Italic

Modern

AaBbCc

.font M75

AaBbCc

.font M75I

AaBbCcDd

.font M60

AaBbCcDd

.font M60I

AaBbCcDdEeFf

.font M40

Modern

AaBbCcDdEeFf

.font M40I

AaBbCcDdEeFfGgHhIiJjKkLl

.font M24

AaBbCcDdEeFfGgHhIiJjKk

.font M24I

AaBbCcDdEeFfGgHhIiJjKkLlMmNn

.font M18

AaBbCcDdEeFfGgHhIiJjKkLlMmNn

.font M18I

Modern

A B C D E F G H I J K L M N O P
Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r
s t u v w x y z

1 2 3 4 5 6 7 8 9 0

? . , ; : ! " ' ' ' & • *

- + = / \ # \$ % () []

Modern Regular

A B C D E F G H I J K L M N O
P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r
s t u v w x y z

1 2 3 4 5 6 7 8 9 0

? . , ; : ! " ' ' ' & • *

- + = / \ # \$ % () []

Modern Italic

Script

AaBbCcDd

.font S60

AaBbCcDdEeFf

.font S40

AaBbCcDdEeFfGgHhIiJjKk

.font S24

A B C D E F G H I J K L
M N O P Q R S T U V W
X Y Z

*a b c d e f g h i j k l m n o
p q r s t u v w x y z*

1 2 3 4 5 6 7 8 9 0

? . , ; : ! " ' ' & • *

- + = [] # \$ % () / \

Script

Popular

AaBbCc

.font P60

AaBbCc

.font P60I

AaBbCcDdEe

.font P40

AaBbCcDdEe

.font P40I

AaBbCcDdEeFfGg

.font P24

AaBbCcDdEeFfGg

.font P24I

Popular

A B C D E F G H I J K
L M N O P Q R S T U
V W X Y Z

a b c d e f g h i j k l m n
o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

? . , ; : ! " ' & • *

- + = / \ # \$ % () []

Popular Regular

A B C D E F G H I J
K L M N O P Q R S T
U V W X Y Z

a b c d e f g h i j k l m
n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

? . , ; : ! " ' & • *

- + = / \ # \$ % () []

Popular Italic

Symbols

The special symbol font contains symbols in two sizes. To use any of these symbols, the symbol font must be listed in the preceding .font command. The symbol font contains 21 symbols, each of which can be accessed through typing its assigned letter of the alphabet. Type upper-case letters for large symbols (approximately size 40); type lower-case letters for small symbols (approximately size 24). Refer to this illustration or the Quick Reference to find the letter designation for each symbol.



a



b



c



d



e



f



g



h



j



k



m



n

TM

p



r



s



t



u



v



w



x



y

Type lower-case letter for size 24.

Symbols



A



B



C



D



E



F



G



H



J



K



M



N

TM

P



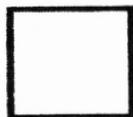
R



S



T



U



V



W



X



Y

Type upper-case letter for size 40.

International Characters

All typefaces contain international characters. At any point that you need an international character, press Control-A. A list of letters for which international characters are available will appear. Press the key for the letter you need and all available accents for that letter will appear accompanied by assigned numbers. Type in the appropriate number, and press RETURN. The correct international character will be inserted in your text.

á à â ä å ç Ç é è ê ë
í î ï ï ð ñ ó ò ô ö
ú ù û ü ÿ

.font C24

á à â ä å ç Ç é è ê ë
í î ï ï ð ñ ó ò ô ö
ú ù û ü ÿ

.font M24

á à â ä å ç Ç é è ê ë
í î ï ï ð ñ ó ò ô ö
ú ù û ü ÿ

.font S24

International Characters

á à â ä å ç Ç é è ê ë
í î ï ð ñ ó ò ô õ
ú ù û ü ÿ

.font P24



Using Templates in the Express and Custom Editors

There are 12 templates, or prepared textual layouts, available with Overhead Express. These templates range from simple bulleted lists to complex tables. Each comes equipped with all necessary formatting commands. This chapter includes illustrations to help you understand more about templates.

The Express Editor has been specifically designed for use with templates, and does not list formatting commands on screen. In this editor you will see section names or prompts that specify locations where you are to enter your text lines. While working in the Express Editor, you can increase or decrease the number of sections or delete a section entirely. Changes within lines such as font changes and underlining can be made with backslash commands.

The Overhead Express templates have been designed to meet the widest variety of presentation needs, and they have also been designed for easy alteration. By calling up a template in the Custom Editor, you will both be able to see and change the template's formatting commands. Through the Custom Editor's menu you will be able to remodel a template so that it more precisely fits your needs. You can easily change margins, spacing, or any other formatting features. Text can be entered into templates in both the Express and Custom Editors.

Templates on Screen

All templates are constructed following the same principles, but the Text column can appear in two different ways. The Text column of many templates is blank when these tem-

Templates

Templates with Blank Text Columns

plates appear on screen. The Text column of other templates contains backslash formatting commands around which you must enter text.

In the Express Editor, the bullet item template appears on screen in this form. As you can see, the template is already formatted for a title, a subtitle, and four bullet items. By pressing F4 SECTION, you can delete or copy any of these sections. You can delete the Subtitle, or add another bullet item.

Section Name	Text
Title	
Subtitle	
Bullet item	

If you are working in INSERT mode and want to enlarge your current section, press RETURN. A + will appear under the section name, indicating that another text line now can be added to that section. A two-line title or bullet item can be prepared in this way.

The Text column of this template is blank, and ready for your entries. All formatting commands for this template are in place behind the scenes, and represented only by the section names. A line of text will be set according to the section name that is directly across from it, so be sure to match the text and section columns line by line.

Templates

**Templates with
Backslash
Commands in
the Text Column**

In the Express Editor, the table template appears on screen formatted for a title, a subtitle, and four table rows, all of which may be copied or deleted with F4 SECTION. Only the title and subtitle sections, however, may be enlarged by pressing RETURN in INSERT mode. The backslash commands that you see in the Text column of each Table row section will not carry over to the second line of an enlarged section.

Section Name	Text
Title	
Subtitle	
Table row	\V \V

These backslash commands appear in the Text column because they are formatting commands that affect only one line. At that point in the line where the command appears, \V (visible column) divides text into columns and sets a rule between them. Therefore, you must correctly enter text around these backslash commands.

Cursor, Home, and End keys are all useful when entering text around backslash commands. Blank spaces that may appear between backslash commands and text are set as spaces. In the case of column commands,

Templates

`\C` and `\V`, any space left between these commands and text is set as space, and may disrupt column alignment.

When using the `OVERWRITE` editing mode in templates with backslash commands, be careful not to delete any backslash commands in the Text column, and destroy the template's format. If you accidentally delete a backslash command, simply type it back in place.

Formats and Fonts in Templates

The 12 Overhead Express templates have been designed with a consistent format so that they can be used easily to form a complete presentation. The size and style of the fonts with which Overhead Express is shipped are also consistent. For example, the primary font for title sections in all templates is size 40 in regular style. The typeface is determined by the setting for the default font. All illustrations in this section are shown in the Classic typeface with an ideal number of elements.

When you are working with the templates, you can choose your own typeface and font and use as many elements on each page as your presentation requires and your printer allows. You can set a default typeface through `F10 Configure` or you can take a template into the Custom Editor and change the typeface and font. After you have chosen a typeface and specified the fonts, the maximum amount of text that fits vertically and horizontally on one page is dependent upon the printer you are using. When the font command is given in each of the Overhead Express templates, two alternative fonts are always listed. You can then use either of these fonts by using `\F2` or `\F3` commands. The style and size of the fonts chosen for particular sections of the templates are listed here.

Templates

Title

Font 1 Size 40 Regular

Font 2 Size 40 Italic

Font 3 Symbol

Subtitle(s)

Font 1 Size 24 Italic

Font 2 Size 24 Regular

Font 3 Symbol

Other Item(s)

Font 1 Size 24 Regular

Font 2 Size 24 Italic

Font 3 Symbol

Templates From Screen to Print

Illustrations of the 12 Overhead Express templates as they would look on screen after you have filled them in and as they would look when those screens have been produced as overheads are shown in the following section. You can use these illustrations to help you select a template and to help you enter text correctly in the Express Editor. Each template is shown exactly the way it has been shipped to you. You can add and delete elements as you wish.

Template samples were produced with Overhead Express on an EPSON FX-100 printer.

Templates

Section Name	Text
Title	Full Cost/Unit - Hoists
Subtitles	Manufacturing\Amount
Budget line	Variable Materials\E\A\$100
Budget line	Variable Labor\E\A150
Budget line	Variable Overhead\E\A50
Budget line	Fixed Overhead\E\A120
Total line	Total\E\A\$420

Templates

Full Cost/Unit - Hoists

<i>Manufacturing</i>	<i>Amount</i>
Variable Materials	\$100
Variable Labor	150
Variable Overhead	50
Fixed Overhead	120
	<hr/>
Total	\$420

Budget

Templates

Section Name	Text
Title	Distribution Plan
Subtitle	Tactics
Bullet item	High volume dealers
Bullet item	Full support
Bullet item	Targeted sales incentives
Bullet item	Revised volume discounts

Distribution Plan

Tactics

- **High volume dealers**
- **Full support**
- **Targeted sales incentives**
- **Revised volume discounts**

Templates

Section Name	Text
Title	Stuffed Squid
Subtitles	\UConcept A\U\C\UConcept B\U
Compare items	Frozen\CFresh
Compare items	Cream Sauce\CTomato Sauce
Compare items	Low spice\CSpicy
Compare items	No prep\CSome prep

Templates

Stuffed Squid

Concept A

Frozen

Cream Sauce

Low spice

No prep

Concept B

Fresh

Tomato Sauce

Spicy

Some prep

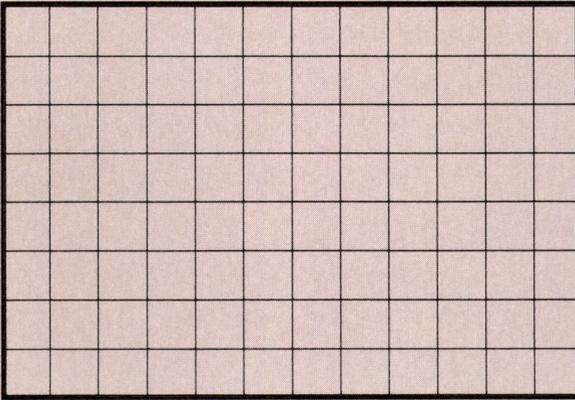
Compare

Templates

Section Name	Text
Title Subtitle Description + .	Grid with Annotations Use for Hand-drawn Graphs Grid size is 4 inches x 6 inches with 1/2-inch square blocks.

Grid with Annotations

Use for Hand-drawn Graphs



**Grid size is 4 inches x 6 inches
with 1/2-inch square blocks.**

Templates

Section Name	Text
Title	Strategic Pricing
Subtitle	Panel Members
Symbol	F
List item	Carol Brennan
List item	Masa Ikeda
List item	Patricia Jacobson
List item	David Uzzell

Strategic Pricing

Panel Members



Carol Brennan

Masa Ikeda

Patricia Jacobson

David Uzzell

Templates

Section Name	Text
Title	The Puzzle
Symbol	£
Notes	You've got an idea
+	\T\TYou've got a team
+	\T\T\TYou even have a prototype
+	\T\T\T\TNOW . . . how about
+	\T\T\Tcompetitors now
+	suppliers
+	\T\T\T\T seed \$\$
+	\T\Tdistribution
+	\T\T\T\T location
+	\T2nd stage \$\$
+	\T\T\T\Tcompetitors later
+	\T equity share

Line spaces have been deleted to fit the text for this example on one screen. The notes template has been designed to allow you the freedom to enter text anywhere on the page.

Templates

The Puzzle



You've got an idea

You've got a team

You even have a prototype

NOW . . . how about

suppliers

competitors now

distribution

seed \$\$

location

2nd stage \$\$

competitors later

equity share

Notes

Templates

Section Name	Text
Title	Five Contract Phases
Outline topic	Preliminary Design
Outline subtopic	Rough sketches
Outline subtopic	Client input
Outline topic	Design Development
Outline subtopic	Detailed design
Outline subtopic	Test feasibility
Outline topic	Contract Documents
Outline subtopic	Working drawings
Outline subtopic	Written specifications
Outline topic	Bidding & Negotiation
Outline subtopic	Client advocate
Outline subtopic	Contractor questions
Outline topic	Construction Supervision
Outline subtopic	Cost control
Outline subtopic	Troubleshooting

Five Contract Phases

Preliminary Design
Rough sketches
Client input

Design Development
Detailed design
Test feasibility

Contract Documents
Working drawings
Written specifications

Bidding & Negotiation
Client advocate
Contractor questions

Construction Supervision
Cost control
Troubleshooting

Templates

Section Name	Text
Title	Driving Force
Prose lines	~Nothing drives progress like the imagination. The idea precedes the deed."
+	
+	
Footnote	Theodore Levitt

Theodore Levitt, *The Marketing Imagination*, New York: The Free Press, 1983.
Used with permission of the publisher.

Driving Force

**“Nothing drives progress like
the imagination. The idea
precedes the deed.”**

Theodore Levitt

Templates

Section Name	Text
Title	Consumer Ratings
Subtitle	Concept #3
Table row	\VMean\VRange
Table row	Style\V7\V4 - 8
Table row	Price\V8\V3 - 9
Table row	Fit\V4\V3 - 5

Consumer Ratings

Concept #3

	Mean	Range
Style	7	4 - 8
Price	8	3 - 9
Fit	4	3 - 5

Table

Templates

Section Name	Text
Title	In Bits and PC's
Subtitle	Confessions of a Midnight Hacker
Symbol	N
Text	Kim von Hone
Text	President, Starlite Software

In Bits and PC's

Confessions of a Midnight Hacker



Kim von Hone

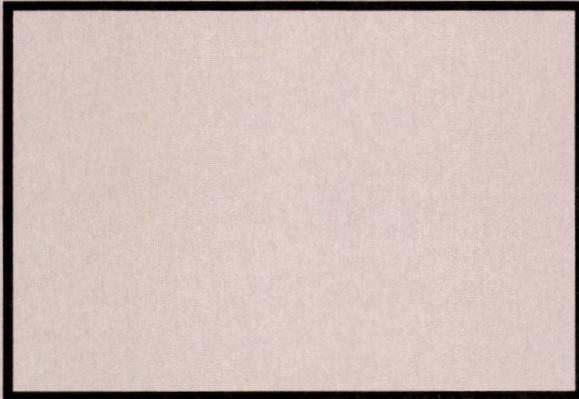
President, Starlite Software

Templates

Section Name	Text
Title	Window with Annotations
Subtitle	Use This to Display an Illustration
Description	Box size is 4 inches x 6 inches.

Window with Annotations

Use This to Display an Illustration



Box size is 4 inches x 6 inches.

Templates

Cost (\$millions)

<i>Description</i>	<i>FY 84</i>	<i>FY 85</i>
Sales	165.4	186.7
Production	245.8	223.8
Marketing	45.7	66.8
Operations	98.6	99.3
	<hr/>	<hr/>
Total	555.5	576.6



Introduction

Overhead Express uses two kinds of commands, dot commands and backslash commands. These commands tell the printer or the screen how to set up and produce your presentation materials. They determine the layout and design of all text.

**Use of
Commands**

Backslash commands are for adjustments within lines. They control such features as underlining and columns, as well as a variety of automatic spacing devices. In contrast, dot commands control instructions that stay in effect for more than a single line. These include such standard word processing procedures as setting margins and starting new pages, as well as such special Overhead Express features as centering text and drawing boxes.

**Entering
Commands**

In the Express Editor, you simply type text into a chosen template, which already contains the correct dot commands. There is no need to enter dot commands in the Express Editor, and the Express Editor does not accept them. You can, however, enter backslash commands in the Express Editor.

In the Custom Editor, you can enter both dot and backslash commands through the menus or by typing them in directly. Dot commands must come at the beginning of a line. Do not put text on the same line with a dot command. Backslash commands are interspersed within text, at the point in the line where the backslash command is to have its effect.

The dot or backslash symbols are required in these commands. These symbols enable Overhead Express to distinguish commands from actual text. If you need an actual period at the

Commands

Abbreviating Commands

beginning of a line of text, put a backslash before the period. If you need an actual backslash in your text, enter two backslashes.

All commands have abbreviations. For dot commands, the abbreviation is the first two letters (for example, `.ma` for `.margin`). The abbreviation for a backslash command is the first letter only (for example, `\U` for `\ Underline`).

If you type in dot commands, you may type the two-letter abbreviations or the full command. The letters may be upper case, lower case, or a mixture of both. For backslash commands, you may type only the one-letter abbreviation. If you type any additional letters, they will appear in the text. Dot commands entered through menus appear on screen as complete words in lower-case letters. Backslash commands entered through menus appear as single upper-case letters.

Command Arguments

Arguments are qualifiers or specifications that follow certain commands and provide additional information about what the command is to accomplish. Some Overhead Express commands require arguments, others have optional arguments, and others do not accept arguments. Throughout your User Guide, <required arguments> are enclosed in angle brackets and [optional arguments] are enclosed in square brackets.

If an argument is optional, you can use the command by itself (`.page`) or with its arguments (`.page 1i 10i 8i 11i`). Specifying an argument for a command puts your exact instructions into effect instead of the default for that command. (See the list of program defaults in the next section.) Only dot commands have optional arguments. Backslash commands either require an argument or do not accept one.

Commands

When typing in dot commands with arguments, you must leave a space between the command and the argument, as well as a space between arguments. With backslash commands, the argument comes immediately after the one-letter abbreviation, with no space between.

If a dot command has multiple arguments, they must be entered in order. If you wish to change only one of the arguments, you must enter all the arguments that appear prior to the one you wish to change. You do not have to enter the remainder of the arguments, if the defaults are acceptable.

Command Duration

The duration of a command controls how long a command, once entered, remains in effect. Backslash commands and dot commands differ in duration.

Some backslash commands work like on/off switches. Entering the command the first time turns the switch on, and entering it again turns the switch off (for example, `\ Underline`). Backslash commands stay in effect until they are turned off or until the line ends. Backslash commands allow you to make special changes within a line without changing dot commands. Thus, you can put one word in italics with the `\ Font` command without changing the `.font` command for the whole page.

Dot commands remain in effect for an entire page, except for `.page` and `.scroll`. The arguments for these commands remain in effect for an entire file. A few dot commands require corresponding end commands. These are: `.block`, `.box`, `.bullet`, and `.section`.

Please refer to the description for each command for further details.

Commands

Measurement and Display Units

Overhead Express allows you to count in inches, dots, or millimeters in just about every situation. You pick the kind of units you prefer through F10 Configure in the Main Menu and that choice becomes the default until you change it. The default for measurement units is dots and it cannot be changed; however, it can be overridden with individual command arguments (for example, .up 6i, move up six inches). Only microspace and negative microspace measure in dots regardless of the configuration. Counters at the top of the workspace in both the Express and Custom Editors help you keep track of your position on the output page according to the units you have specified.

Command Defaults

Overhead Express defaults work in two ways. There are certain program defaults that are in effect whether or not commands have been entered. These defaults are set with F10 Configure from the Main Menu and can be changed at any time. Some commands, once entered, have default arguments. Using a command without arguments is the same as using the default for that command. The following table provides a summary of all the defaults with which Overhead Express has been shipped to you.

Commands

Commands **Default**

Alignment	Center
Box	Fitted with 0.07-inch thick vertical and horizontal lines, 0.25-inch space around the vertical lines, and 0.25-inch space below the horizontal lines
Typeface	Classic
Font	Classic 40
Margins	0.5 and 7.5 inches
Page	8 x 11 inches with 1-inch margins top and bottom
Rules	Margin to margin with 0.07-inch thick rule with 0.25-inch space below rule
Spacing	Single (as appropriate for current font)
Tabs	0.8 inches apart beginning at left border of page
Measurement Units	Dots
Display Units	Inches
Font Drive	B:
Data Drive	B:

Commands

h=horizontal v=vertical

.block

Location

Custom Editor F6 Emphasis

Use

Print and Screen

Purpose

Treats the specified section of text as one unit, and centers it as a block between the margins.

Note

The text that follows a **.block** command is centered according to the longest line in the unit. The alignment of the text within the blocked section matches the text alignment in effect at the point the **.block** command is entered.

Requires

A **.block <end>** command is required to mark the end of the unit of text to be blocked. Each **.block** command must have a **.block <end>** command.

Sample

Without command

This text is
aligned left
without
a **bl** command.

Without **.block**
command

With command

This text is
aligned left
with
a **bl** command.

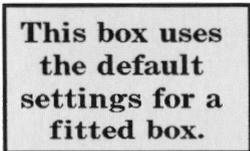
With **.block**
command

Commands

	.box [F/M] [v.line thickness] [h.line thickness] [space around v.line] [space below h.line]
Location	Custom Editor F6 Emphasis
Use	Print and Screen
Purpose	Draws a box.
With arguments	The five arguments allow variation in the thickness of box lines and the spacing between box and text.
First argument [F/M]	Controls whether the box fits around the text [F] or goes from margin to margin [M]. With [F], the width of the box is determined by the text inside. With [M], the width always equals the distance between the left and right margins.
Second argument [v.line thickness]	Controls the thickness of the box's vertical lines.
Third argument [h.line thickness]	Controls the thickness of the box's horizontal lines. Horizontal and vertical pairs of lines can have different thicknesses.
Fourth argument [space around v.line]	Controls the spacing between the vertical lines and text on either side of them.
Fifth argument [space below h.line]	Controls the spacing below horizontal lines, i.e., between the top line of the box and the text inside the box, and between the bottom line of the box and the text below it. To increase the space between the text inside a box and the bottom line of the box, use a <code>.down</code> command or a carriage return before entering the <code>.box <end></code> command.
	If the first argument is [M], the box will be as wide as the margins and thus the spacing between the text and the sides of the box may not reflect the spacing set with the fourth argument.

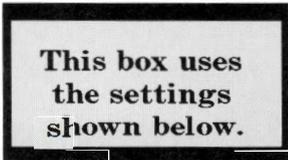
Commands

- Note** To set the same values for line thickness and spacing for two or more boxes on a page, use the `.define line` command. Do not enter a `.goto` command between `.box` and `.box <end>` commands.
- Default** A fitted box with line thicknesses of 0.07-inch and spacing around vertical lines and below horizontal lines of 0.25-inch. You can change the default values for all rules and boxes with F10 Configure on the Main Menu.
- Requires** A `.box <end>` command must be entered to complete a box. Boxes may be set within other boxes. In that case, the `.box <end>` command completes the most recent box.
- Sample**



This box uses
the default
settings for a
fitted box.

`.box`



This box uses
the settings
shown below.

`.box f .15i .5i .5i`

Commands

	.bullet item [character] [font number]
Location	Custom Editor F6 Emphasis
Use	Print and Screen
Purpose	Sets the specified section of text as one bullet item. Places the bullet at the first tab stop and begins the text at the second tab stop. Each successive .bullet command ends the preceding bullet item and begins the next one.
With arguments	Selects a character or symbol to use in place of the bullet.
First argument [character]	Specifies the character (e.g., *, #, !) that is to replace the bullet.
Second argument [font]	Specifies the number of the font to which the character belongs. The font number refers to the order in which the fonts are listed with the previous .font command.
Note	You can adjust the spacing between the bullet and the text by resetting the tabs. (See the .tab command.) You do not need to repeat arguments for successive bullet items. The arguments stated for the first bullet item stay in effect until the .bullet <end> command is given.
Default	A solid bullet from font 1.
Requires	A .bullet <end> command must be entered after the last bullet item in the list.
Sample	.bullet M 2 This command selects the larger version of the star from the symbol font, assuming that the symbol font was the second font listed with the last .font command.

Commands

.center

Location

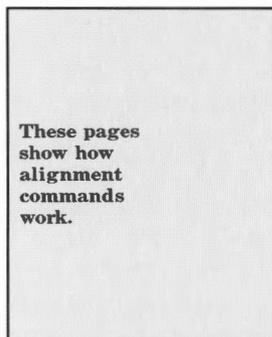
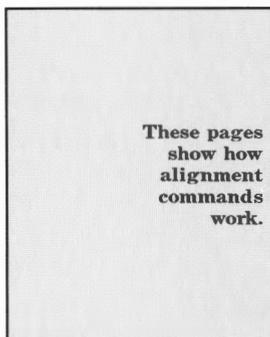
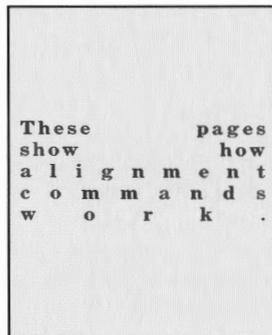
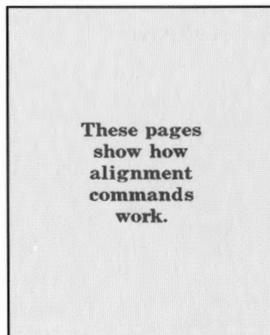
Custom Editor F8 Page

Use

Print and Screen

Purpose

Centers all text lines between the margins. One of four text alignment commands (left, right, full, center) and the default text alignment command in the Custom Editor.

Sample**.left****.right****.full****.center**

Commands

	.define box/rule values <v.line thickness> <h.line thickness> <space around v.line> <space below h.line>
Location	Custom Editor F6 Emphasis
Use	Print and Screen
Purpose	Sets the default values for all boxes (.box), horizontal rules (.rule), and vertical rules (\ Rule, \ Visible column) that follow on the page.
With arguments	The four required arguments define line thicknesses and the spacing between lines and text.
First argument <v.line thickness>	Controls the thickness of vertical lines.
Second argument <h.line thickness>	Controls the thickness of horizontal lines. Horizontal and vertical lines can have different thicknesses.
Third argument <space around v.line>	Sets the spacing on either side of all vertical lines.
Fourth argument <space below h.line>	Sets the spacing below all horizontal lines.
Note	The .define command can be overridden with a .rule or .box command or by entering a new .define command. The .define command is primarily for pages with several rules and boxes. It also enables you to set the thickness for vertical rules on a given page (which you cannot do with the \ R or \ V commands alone) and to set the thickness for horizontal rules without specifying starting and ending points (as required with the .rule command). If you usually use the same box and rule values, you can set the default box and rule values with F10 Configure on the Main Menu rather than rely on .define commands.

Commands

Sample

```
.define .2i .1i .25i .4i
```

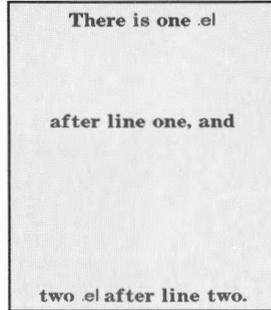
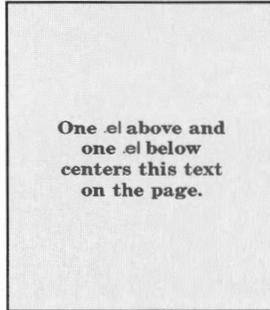
Sets the following parameters for horizontal rules, vertical rules, and boxes on a given page: vertical lines 0.2-inch thick; horizontal lines 0.1-inch thick; 0.25-inch space on either side of a vertical line; 0.4-inch space below any horizontal line.

Commands

	.down <vertical distance>
Location	Custom Editor F7 Positioning
Use	Print and Screen
Purpose	Instructs the printer or screen to move down before setting subsequent text.
With argument <vertical distance>	Specifies the exact distance the printer or screen should move down before setting the next text. The distance may be specified in dots, inches, or millimeters.
Note	If the distance specified carries the text down below the bottom margin of the current page, the printer will not set that text. If the .down command carries the next line below the bottom of the screen, however, the screen scrolls automatically to make room for the new line.
Sample	.down 2i Tells the printer to move down two inches before printing the next line.

Commands

	.elastic space between lines
Location	Custom Editor F7 Positioning
Use	Print and Screen
Purpose	Proportionally distributes excess vertical space on the page. The amount of space created by .elastic space depends on the number of lines, the size of the page, and the placement of the command.
Note	If an .elastic space is inserted between the only two lines of text on a page, it forces the first line up against the top vertical margin of the page, and forces the second line down against the bottom vertical margin of the page.
Sample	



Commands

	.exit
Location	Custom Editor F9 Screen
Use	Screen Only
Purpose	Ends a screen show automatically.
Note	Without an .exit command, a completed screen show always begins again automatically, until an ESCAPE keystroke is entered.

Commands

	.font < name1 > [name2...name8]
Location	Custom Editor F5 Font
Use	Print and Screen
Purpose	Selects fonts.
With arguments	Specifies the current font or fonts, including symbols.
First argument < name1 >	Sets the font that remains in effect on a page until another .font command is entered or until the page ends.
Successive arguments [name2...name8]	Makes additional fonts available for use with the \Font command. In order to change fonts within a line, you must list at least two fonts in the .font command set for the page. The order in which the fonts are listed determines the number you use with the \Font command.
Note	<p>The .font command can take as many as seven arguments, which is the maximum number of fonts that can be saved in one presentation file. The allowable maximum, however, varies with the memory available. Check memory limits with F10 Set Options in the Custom Editor.</p> <p>When entering font selections, you can use a ? as a wild card in place of the opening letter in the font names. The typeface is then the same as the typeface for the default font. With the ?, however, you must still specify size and style. You can use this method to change all the fonts in a complete presentation rather than editing the font commands on each page of the file.</p>
Default	If no .font command is specified, the default font is used. You can set your own default font with F10 Configure on the Main Menu. In the Express Editor, all templates are designed with the default typeface. In the Custom Editor, the default font is in effect if you do not enter a .font command.

Commands

Sample

.font M60 M60I

Selects size 60 of the Modern typeface as the font to be used with text that follows this command. The italic version of this font can now be selected within a line with the \F2 command.

Commands

.full

Location

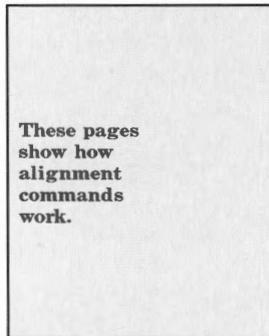
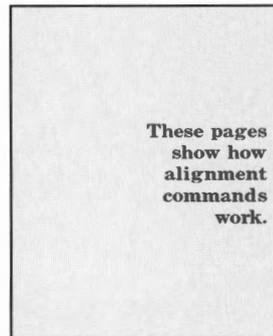
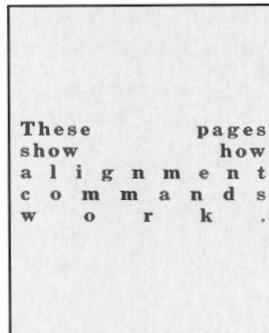
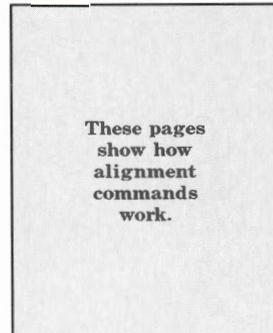
Custom Editor F8 Page

Use

Print and Screen

Purpose

Adjusts spacing within text lines so that every line begins at left margin and ends at right margin. .Full is one of four text alignment commands (left, right, full, center), the default of which is .center.

Sample**.left****.right****.full****.center**

Commands

	.goto <x> <y>
Location	Custom Editor F7 Positioning
Use	Print and Screen
Purpose	Instructs the printer or screen to move to a particular position before setting the text that follows.
With arguments <x> <y>	You must state horizontal (x) and vertical (y) coordinates. New layout or text alignment commands may follow a .goto command.
Note	<p>If there is already text at the position specified in the .goto command, the new text will be printed over it.</p> <p>If the position specified is outside the maximum page margins, the printer will not set the text. If the .goto command carries the next line below the bottom of the screen, however, the screen scrolls automatically to make room for the new line.</p> <p>To find out the exact location of a text item on the printed page, move the cursor to the item in question and press Control-T. The counters will then give the horizontal and vertical coordinates for that item.</p> <p>Do not use a .goto command between .box and .box <end> commands.</p>
Sample	.goto 3i 2i <p>Puts the next element on the page (or on the screen) at a point three inches in from the left margin and two inches down from the top margin.</p>

Commands

	.include <filename>
Location	Custom Editor F3 Build
Use	Print and Screen
Purpose	Inserts a previously completed file into the current file at that point where the command was entered. Includes the contents of a file only while reviewing, printing, and screening. The include command becomes a permanent part of the current file; the included file does not.
Note	<p>The included file does not appear on screen in the Custom Editor, and cannot be previewed with F2 Preview, but this file can be reviewed, printed, or screened in its entirety as a part of the current presentation file.</p> <p>Because included files are not copied into the presentation file, they must be on line at presentation time. If the file to be included is not on the default data drive, the drive specification must be used. Also note that any file inserted with this command cannot already contain an .include command.</p>
Sample	<p>.include sales.pre</p> <p>The complete file sales.pre will print out or screen when the file containing this command is printed or screened.</p>

Commands

.left

Location

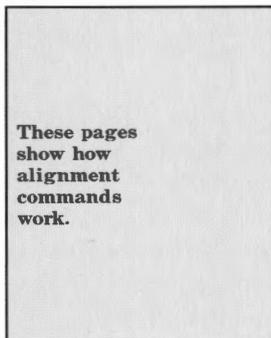
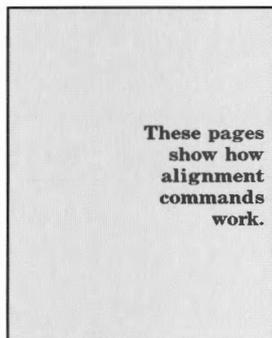
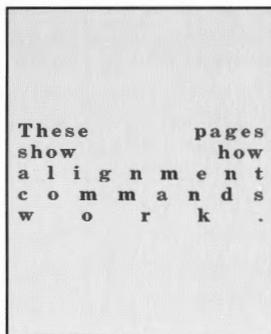
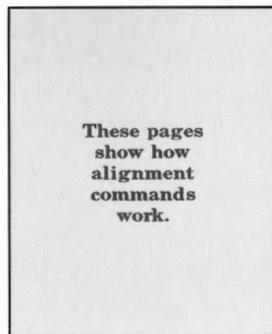
Custom Editor F8 Page

Use

Print and Screen

Purpose

Aligns text along left margin. `.left` is one of four text alignment commands (`left`, `right`, `full`, `center`), the default of which is `.center`.

Sample**.left****.right****.full****.center**

Commands

	.margins [left] [right]
Location	Custom Editor F8 Page
Use	Print and Screen
Purpose	Sets horizontal margins for entire page or for sections of page.
With arguments	Sets the margins in dots, inches, or millimeters from the left edge of the page or screen.
First argument [left]	Gives the location of the left margin.
Second argument [right]	Gives the location of the right margin. If the second argument is not entered, the right margin is determined by the current default.
Note	Negative numbers may be used to set margins. Margins specified with negative numbers are relative to the right side of the page.
Default	Margin default is determined by page size. The default for a standard 8-inch x 11-inch page is a left margin 0.5 inches from the left edge of the page and a right margin 7.5 inches from the left edge of the page. This default can be changed through F10 Configure on the Main Menu. If the margins on a page have been changed, the default margins may be reset by entering a .margin without arguments.
Sample	.margins 2i 6i Leaves a two-inch wide left and two-inch wide right margin on an 8 x 11 inch page.

Commands

.null

Location

Not available on a menu

Use

Template Design

Purpose

Marks space for text within a section.

Note

This command causes an * to appear following each section name in a template. It is used in place of blank text lines if there is no text within a section.

Commands

	.page [top margin] [bottom margin] [width] [length]
Location	Custom Editor F8 Page
Use	Print Only
Purpose	<p>Marks the beginning of a new page. Must be the first command in every file and on every page. The first .page command in a file establishes the page size for the entire file. (To begin a screen presentation file, see the command .page screen.)</p> <p>To start the first page in a file, enter a .page command on line 1. To start the second page in a file, enter a .page command as the last item on page 1 and press PAGE DOWN. Page 2 will come up on the screen with the .page command in place. Repeat this process to start every new page in the file.</p>
With arguments	Changes the page size for an individual file without changing the default page size for the program.
First argument [top margin]	Sets the top margin.
Second argument [bottom margin]	Sets the bottom margin.
Third argument [width]	Sets the width of the page.
Fourth argument [length]	Sets the length of the page.
Note	<p>Only the first .page command in a file can have page size arguments. Those arguments then become the default for the entire file. NO OTHER PAGE COMMAND IN THE FILE SHOULD SPECIFY DIFFERENT PAGE SIZE ARGUMENTS. The .page command for every new page should repeat the first two arguments, top and bottom margins, if they are different from the configured values. You</p>

Commands

can enter new page commands without using PAGE DOWN to move to the top of another screen, but you will not be able to preview those pages and it will be difficult to see the commands for each page. If you do begin new pages without using PAGE DOWN, the program will divide the file into pages once you save and exit your file. When you reenter the file, each page will appear on a new screen.

Default

A .page without arguments at the beginning of a file uses the program default page size.

Sample

.page 2i 9i 8i 11i

Sets two-inch margins top and bottom on an 8 x 11 inch page.

Commands

	.page screen
Location	Custom Editor F9 Screen
Use	Screen Only
Purpose	<p>Establishes a file as a screen presentation and sets the line and page counters to screen dimensions. This must be the first command in the file.</p> <p>To start the first screen in a file, enter a .page screen command on line 1. To start the second screen in a file, enter a .page screen command as the last item on page 1 and press PAGE DOWN. Page 2 will appear with the .page screen command in place. Repeat this process to start every new screen in the file.</p>

Commands

	.reverse
Location	Custom Editor F9 Screen
Use	Screen Only
Purpose	Highlights a message by reversing the lighting of the current screen. If the current screen has a dark background and light text, the <code>.reverse</code> command will make the background light and the text dark. If the current background is light and the text dark, <code>.reverse</code> will switch that lighting.
Note	<p>Because the <code>.reverse</code> command changes the lighting for whatever is already on the screen, the position of this command in the presentation file is very important. In order for a <code>.reverse</code> command to change the lighting for both the background and text at the same time, the <code>.reverse</code> command must come AFTER the text in the presentation file.</p> <p>If a <code>.reverse</code> command comes BEFORE text that will occupy the reversed-lit screen, that text will not be visible unless its own lighting is reversed.</p> <p>This command is effective for one full screen at a time only. On long screen pages that involve scrolling, you can cancel a <code>.reverse</code> command by entering a second <code>.reverse</code> command.</p>
Sample	<pre>BUY NOW .reverse The phrase <i>BUY NOW</i> would appear on the screen and then the lighting for the entire screen, including text, would reverse. .reverse \ S4BUY NOW The background for the screen would switch from dark to light (or vice versa) but the phrase BUY NOW would show up because of the \ S4 command. The text would not be visible without the \ S4 command.</pre>

Commands

.right

Location

Custom Editor F8 Page

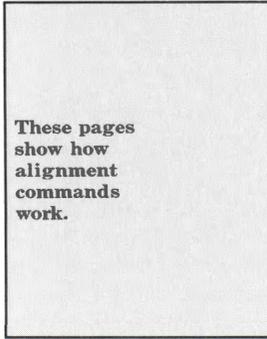
Use

Print and Screen

Purpose

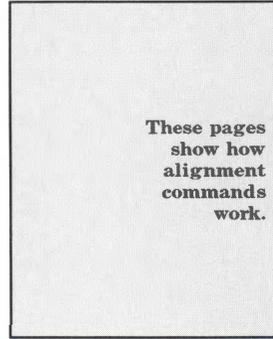
Aligns text along right margin. .Right is one of four text alignment commands (left, right, full, center), the default of which is .center.

Sample



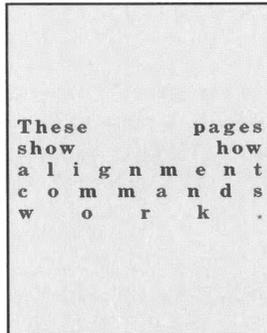
These pages
show how
alignment
commands
work.

.left



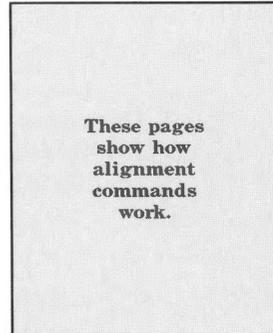
These pages
show how
alignment
commands
work.

.right



These pages
show how
a l i g n m e n t
c o m m a n d s
w o r k .

.full



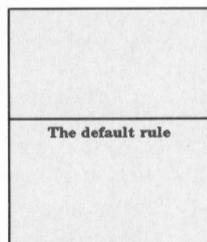
These pages
show how
alignment
commands
work.

.center

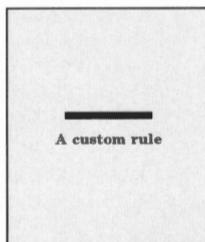
Commands

- .rule** [left end] [right end] [thickness] [space below]
- Location** Custom Editor F6 Emphasis
- Use** Print and Screen
- Purpose** Allows you to draw a horizontal rule of any length and thickness at any point on the page.
- With arguments** Controls the dimensions of the rule.
- First argument** [left end] Sets the left end of the rule.
- Second argument** [right end] Sets the right end of the rule.
- Third argument** [thickness] Controls the thickness of the rule.
- Fourth argument** [space below] Controls the amount of space set below the rule.
- Note** To adjust spacing between a rule and text, use a `.down` command.
- Default** .Rule without arguments draws a rule across the page, from one margin to the other. If there is an open box on the page, the rule will be drawn from one edge of the box to the other. Rules are always drawn with the same thickness as the horizontal lines of the box drawn most recently. If you have not changed the box settings for the page, used the `.define` command, or set your own default through F10 Configure on the Main Menu, the thickness of the rule will be 0.07 inches.

Sample



`.rule`



`.rule 2.5i 5.5i .25i .5i`

Commands

	<code>.scroll <clear/noclear> [smooth/abrupt] [step size]</code>
Location	Custom Editor F9 Screen
Use	Screen Only
Purpose	Controls how text moves off the screen as screen becomes full and more text is added.
First argument <clear/noclear>	Determines where a new page begins on the screen. A <code>.scroll <clear></code> erases the screen before entering each page and begins each new page at the top of the screen. A <code>.scroll <noclear></code> appends a new page to the bottom of the current screen without erasing the current contents of the screen. Two consecutive pages appear as one continuous page. The screen makes room for the new page by scrolling the material from the previous page off the top of the screen.
Second argument [smooth/abrupt]	Controls the type of motion the screen exhibits as it scrolls material off the top of the screen to make room for more material. With [smooth], the material moves in an even flow, as though it were rolling up the screen. With [abrupt], the material moves in jumps or whole steps.
Third argument [step size]	Determines the vertical distance the material on the screen scrolls up before new material appears on the screen. New material appears on screen in incremental steps. Step size is always measured in dots. You can make text lines appear on screen as whole lines by making the step size the same as the font size.
Note	A <code>.scroll</code> command stays in effect until another <code>.scroll</code> command is entered or the file ends.
Default	If there is no <code>.scroll</code> command in a file, the screen clears for each new page and any page longer than one full screen has a smooth scroll with a step size of five dots.

Commands

Sample

.scroll noclear abrupt 10

Creates a continuous page that scrolls abruptly in intervals of 10 dots.

Commands

	<code>.section <name ></code>
Location	Custom Editor F4 Section
Use	Template Design
Purpose	For designing your own templates. Defines a group of commands as a single function so that only the function name, as opposed to the whole string of commands, appears in the Express Editor. Both function names and commands may be copied or deleted by pressing F4 Section in the Express Editor.
With argument < name >	The name specified should identify the purpose of the section (e.g., title, bullet item). Section names can be as long as 16 characters, and can include embedded spaces. The word <i>end</i> , however, cannot be used in naming sections.
Note	When designing templates in the Custom Editor, you must leave at least one blank line or <code>.null</code> command in each section. This line is saved as the space for text. When the template appears in the Express Editor, this space appears in the Text column on the right, and the section name appears in the Section Name column on the left. Blank lines can be entered in a section by inserting a <code>.null</code> command or a carriage return.
Requires	A <code>.section <end ></code> command is required to complete each section. The <code>.section <end ></code> command should be the last in the group of commands that composes a section.
Sample	<code>.section Title</code> Marks the beginning of a group of commands that control that portion of the template containing the title. The word <i>Title</i> will appear in the left column of the template next to its section.

Commands

.spacing [amount]

Location

Custom Editor F8 Page

Use

Print and Screen

Purpose

Sets spacing between text lines. Overhead Express automatically sets a single, standard space between all text lines. The size of the space varies with each font.

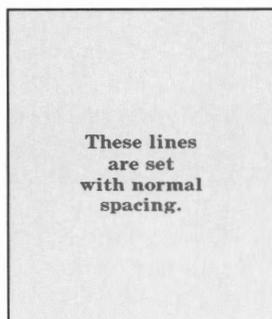
With argument
[amount]

A positive number increases the default space that has been set between lines; a negative number decreases the space. The command accepts this argument in numbers of dots only.

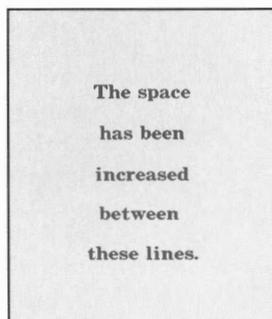
Default

If `.spacing` is not entered, a single, standard space is set between all text lines. If changed on a page, this default may be reset by entering `.spacing` without an argument.

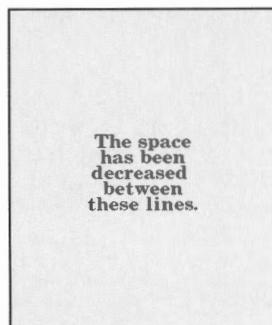
Sample



.spacing



.spacing 40



.spacing -8

Commands

	.tab [stop1] [stop2...stopn]
Location	Custom Editor F8 Page
Use	Print and Screen
Purpose	To set tabs for the page and screen.
With arguments [stop1] [stop2...stopn]	Specifies locations of tab stops in relation to left edge of page or screen. The .tab command ignores negative numbers, numbers that are larger than page size, or numbers that are not in ascending numerical order.
Default	Tab stops every 0.8 inches, beginning from the left side of the page or screen. These default stops can be used at any time by pressing the TAB key (a \T will appear on your screen, signifying the tab stop). If you have set your own tab stops, you can return to the default tab setting by entering .tab without arguments.
Sample	.tab 1i 3i 5i Sets three tab stops two inches apart, beginning one inch in from the left side of page.

Commands

	.up <vertical distance>
Location	Custom Editor F7 Positioning
Use	Print and Screen
Purpose	Instructs the printer or screen to move up before setting the subsequent text. .Up sets the subsequent text according to any new layout or alignment commands that accompany it, and prints this text over any text that already occupies that position on the page or screen. Most useful for overprinting.
With argument <vertical distance>	Specifies the exact distance that the printer or screen should move up before setting the subsequent text. The distance may be specified in dots, inches, or millimeters.
Note	Regardless of the distance specified, .up will not move images to a point higher than the top margin of the current page or screen.
Sample	.up 3i Tells the printer (or screen) to move up three inches before printing the next line.

Commands

	.wait [seconds]
Location	Custom Editor F9 Screen
Use	Screen Only
Purpose	Creates a pause in a screen show. Holds the pause until a manual keystroke (RETURN, SPACE BAR, or PAGE DOWN) is given.
With argument [seconds]	Ends the pause automatically after holding it the specified number of seconds. The maximum automatic pause is 3000 seconds (50 minutes).
Sample	.wait 20 Holds the current screen for 20 seconds.

Commands

	.**
Location	Not available from a menu.
Use	Print and Screen
Purpose	Inserts and saves a comment line within a file. The comment line may contain any kind of information; the .** signifies that the line should not be set as text.
Sample	.** Update file in October. This comment line will not be seen unless you are printing out all the commands in the file or editing that file in the Custom Editor.

Commands

	\ Adjust spacing
Location	Express and Custom Editors F7 Positioning
Use	Print and Screen
Purpose	Changes the horizontal spacing for numbers so that there is an equal amount of space allowed for each number. Toggles between the standard proportional spacing and the special equal spacing.
Note	Most often used to align columns of numbers. Remains in effect until line ends or another \ A command is entered.

Sample

\$650.11
21.67
45.05
6.07

Without **\ Adjust**
spacing command

\$650. 11
21. 67
45. 05
6. 07

With **\ Adjust**
spacing command

Commands

	\ Backspace
Location	Express and Custom Editors F7 Positioning
Use	Print and Screen
Purpose	Sends the printer or screen back to the previous character to print the next character. Overprints one character on another.
Sample	Entering: 7 \ B- Produces: 7

Commands

\ Column

Location

Express and Custom Editors F6 Emphasis

Use

Print and Screen

Purpose

Groups the specified text into columns according to the location and number of `\C` commands within the line. One `\C` command divides the text line into two columns; two `\C` commands divide the text line into three columns. These columns are of equal width.

Note

`\C` must be entered within every line of text that is to be divided into columns. Text alignment within columns is always determined by the most recent text alignment command. Any blank space left between a `\C` and the text following it is set as blank space when the column is produced.

Sample

column 1	column 2
column 1	column 2
column 1	column 2

column 1 `\C`column 2

column 1 `\C`column 2

column 1 `\C`column 2

Commands

	\E lastic space within a line
Location	Express and Custom Editors F7 Positioning
Use	Print and Screen
Purpose	Proportionally distributes space between words or letters within a line.
Note	Any number of \E commands may be used within a line, but this command does not function in a line containing a \V , \C , or a \T .
Sample	

Vary Spacing

Vary

Vary Spacing
Spacing

Vary Spacing **\E**
\EVary Spacing
Vary **\E**Spacing

Commands

	<code>\ Font < number ></code>
Location	Express and Custom Editors F5 Font
Use	Print and Screen
Purpose	Changes fonts within a line. The required argument identifies the font selected.
Note	<p>To use the <code>\ F</code> command, there must be at least two fonts named in the previous <code>.font</code> command. The order in which the fonts are listed determines the number you need to specify as an argument with the <code>\ F</code> command. You would select the second font listed with the command <code>\ F2</code>.</p> <p>The font selected with the <code>\ F</code> command stays in effect until another <code>\ F</code> command is entered or the line ends. To return to the first font before the end of a line, enter <code>\ F1</code>.</p>
Sample	<p>Changing fonts <code>\ F2</code>emphasizes <code>\ F1</code> a key word.</p> <p>Produces: Changing fonts <i>emphasizes</i> a key word.</p> <p>This assumes that the previous <code>.font</code> command was <code>.font C24 C24I</code>.</p>

Commands

	<code>\Microspace <number></code>
Location	Not available from a menu
Use	Print and Screen
Purpose	Instructs the printer or screen to move forward a specific number of dots within a line before printing the next character. Allows precise spacing adjustments.
Note	If there is already text at the position specified, the new text will be printed over it.
Sample	A \M9o \M9n \M9g shot. Puts an additional 9 dots of space between the letters in the word <i>long</i> .

Commands

	<code>\ Negative microspace <number></code>
Location	Not available from a menu
Use	Print and Screen
Purpose	Instructs the printer or screen to move back a specific number of dots within a line before printing the next character.
Note	If there is already text at the position specified, the new text will be printed over it.
Sample	A s \ N9l \ N9i \ N9m chance. Tightens up the word <i>slim</i> by removing 9 dots of space between the letters.

Commands

`\ Rule`

Location Express and Custom Editors F6 Emphasis

Use Print and Screen

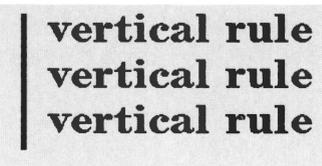
Purpose Draws a vertical rule of any length at any point on the page.

Note This command draws a vertical line that is as long as the height of the current text line plus the space above that line. Thus, the line extends from the base of the text line to the bottom of the text line directly above it. If another `\ R` is at the same point on the line above, the two rules will connect.

To make a vertical rule that is longer than the height of a single text line, you must enter the `\ R` command at the same horizontal point in successive text lines. The use of tabs is helpful for placing `\ R` commands at uniform locations. If the `\ R` command is not entered in every line, the vertical rule will be broken.

The thickness of the vertical rule is determined by the default setting for rules and boxes in the program configuration or by a `.define box/rule values` command.

Sample



```
vertical rule
vertical rule
vertical rule
```

```
\ Rvertical rule
\ Rvertical rule
\ Rvertical rule
```

Commands

	<code>\ Shading <value></code>
Location	Express and Custom Editors F6 Emphasis
Use	Print and Screen
Purpose	Highlights by shading text for visual impact.
Note	This command requires one of the following arguments for specifying the value of the shading: 0 = matches background 1 = halftone 2 = halftone 3 = opposite of background 4 = opposite of whichever shade is underneath (for overprinting) A .reverse command will reverse the meaning of shade 0 and shade 3.

Sample

This is shade 0

This is shade 1

This is shade 2

This is shade 3

This is shade 4

Commands

	<hr/> \ Tab
Location	Not available from a menu
Use	Print and Screen
Purpose	Sets tabs.
Note	To signify a tab stop, you may enter \ T as well as a tab keystroke.

Commands

	\ Underline
Location	Express and Custom Editors F6 Emphasis
Use	Print and Screen
Purpose	Puts a line below all characters and spaces that follow the command.
Note	Underlines until another \ U is entered or the line ends.
Sample	An \ U nderline \ U is an important emphasis device. Produces: An <u>underline</u> is an important emphasis device.

Commands

`\V` Visible column

Location Express and Custom Editors F6 Emphasis

Use Print and Screen

Purpose Groups the specified text into columns according to the location and number of `\V` commands within a line, and draws a vertical rule between columns.

Note Except for the additional feature of drawing the vertical rule between columns, the `\V` command works identically to the `\C` command. One `\V` command divides the text line into two columns; two `\V` commands divide the text line into three columns. These columns are of equal width.

Text alignment within each column is determined by the current text alignment setting. `\V` commands must be entered within every line of text that is to be divided into columns.

The thickness of the rule drawn with the `\V` command is determined by the default setting for rules and boxes in the program configuration or a `.define box/rule values` command.

Sample

```
visible | columns  
visible | columns  
visible | columns
```

```
visible \Vcolumns  
visible \Vcolumns  
visible \Vcolumns
```

Commands

	<code>\#<number of digits></code>
Location	Not available through a menu
Purpose	For making labels and other similar tasks. Inserts a serial number that increases by one digit with each consecutive printing.
Note	The required argument specifies the number of digits in the serial number. The maximum number of digits in a number is five. The serial number itself cannot be greater than 32,367.
Sample	Serial number <code>\#4</code> Reserves a 4-digit space for a serial number.

Commands

Cursor Movement Keys

- ← Left Arrow** Moves the cursor one character to the left. If cursor is at the beginning of a line, this keystroke will move the cursor to the end of the previous line.
- Right Arrow** Moves the cursor one character to the right. If cursor is at the end of a line, this keystroke will move the cursor to the beginning of the next line.
- ↑ Up Arrow** Moves the cursor one character up into the line above it. If this keystroke would put the cursor beyond the end of the line, the cursor will simply move to the end of that line.
- ↓ Down Arrow** Moves the cursor one character down into the line below it. If this keystroke would put the cursor beyond the end of the line, the cursor will simply move to the end of that line.

- Backspace** Deletes the character to the left of the cursor, and leaves the cursor at that position. Text line is automatically readjusted.
- Delete** Deletes the character at the current cursor position without moving the cursor. Text line is automatically readjusted.
- Escape** Exits from the current editor, menu, or procedure.
- End** Moves the cursor to the end of the current line.
- Home** Moves the cursor to the beginning of the current line.
- Insert** Alternates the mode from insert to overwrite. *Insert mode* enters characters into the line at the current cursor position, and moves the line toward the right. *Overwrite mode* enters a character at the current cursor position, deleting the character that was previously in that position.

Commands

Page Down

Moves forward to the next page in your file.

Page Up

Moves backward to the previous page in your file.

Return

In insert mode, this keystroke inserts a carriage return. When using insert mode in the Express Editor, this keystroke enlarges the current section of the template. *In overwrite mode*, this keystroke moves the cursor to the beginning of the next line. If the cursor is on the bottom line of the screen, this keystroke scrolls the screen up one line and places the cursor at the beginning of that line.

Commands

Control Keys

- Control-A** Enters international characters. This keystroke produces a menu of accented characters at the bottom of the screen. After you select a character from the menu, the menu shows the various accents available for this character. Your selection enters the accented character into the text.
- Control-N** Inserts a blank line above the current line.
- Control-Y** Deletes the current line. The lines below the deleted line move up to fill the space, and the cursor remains at the original position. If all lines are deleted from a section in the Express Editor, an * appears to signify a null section.
- Control-P** Copies the current line and saves this copy for later use. The entire line is stored in memory, regardless of the location of the cursor within the line.
- Control-R** Repeats the last text line copied and saved with the Control-P keystroke. The entire line that has been stored in memory is inserted above the current cursor line.
- Control-S** When the keystroke is entered, the headings *Horizontal position* and *Vertical position* appear at the top of the screen. The cursor line measurement gives the length of the current line at the cursor position. The cursor page measurement gives the length of the current page at the cursor position. Control-S does not take alignment, elastic, column, or tab commands into account. It does recognize the effect of margin commands. Control-S is available to help you decide where to break a line or where to start a new page.
- Control-T** Shows the exact location of the cursor in relation to the output page. When the keystroke is entered, the headings *Horizontal position* and *Vertical position* appear at the top of the screen. The cursor line measurement gives the

Commands

horizontal location of the cursor in relation to the output page. The cursor page measurement gives the vertical location of the cursor in relation to the output page. These measurements disappear with the next keystroke.

- Control-X** Repeats last item selected from the Express and Custom Editor menus.
- Control-End** Deletes from the current cursor position to the end of the line.
- Control-Home** Deletes from the current cursor position to the beginning of the line.
- Control-Page Down** Moves one screen forward on the current page.
- Control-Page Up** Moves one screen backward on the current page.

Attempt to move above top margin

An .up or .goto command has been used with an argument that specifies a position above the top margin. The .up or .goto command must be changed, or the top margin must be reset with the .page command.

Boxes nested too deep

Too many boxes have been nested together. Only ten boxes may be open at one time.

Cannot create configuration file

1. Program diskette is not in system default drive.
2. Program diskette has write-protection tab on it.
3. Drive for program diskette is not ready (e.g., door is not closed).

Cannot create file

1. Data diskette is not in appropriate drive.
2. Data diskette has write-protection tab on it.
3. Drive for data diskette is not ready (e.g., door not closed).
4. Diskette may be full; try a new diskette.

Cannot delete only section on page

You cannot delete all the sections in a template. If you wish to delete the entire page, use the Delete Page option under F8 Page in the Express and Custom Editors.

Error Messages

Cannot read configuration file

OECONF.DAT is damaged or contains incorrect data. To repair it, choose F10 Configure from the Main Menu and run the configure option.

Cannot read file

1. File name does not exist on default drive; try another drive specification.
2. Wrong diskette is inserted; check for proper diskette.
3. Incorrect file name; check file name and extension.

Changed rule to fit within margins

A .rule command that draws a line beyond the current margins has been given. Make sure that the starting and ending points for the rule are within the current margins.

Closed an open block at end of page

A .block command was given without a corresponding .block <end> command. The block ended automatically at the end of the page. To eliminate the message, insert a .block <end> command in the presentation file.

Closed an open box at end of page

A .box command was given without a corresponding .box <end> command. The box ended automatically at the end of the page. To eliminate the message, insert a .box <end> command in the presentation file.

Color/Graphics adapter not installed

In order to use F2 Preview, Review on Screen, or Screen, your system must have the Color/Graphics adapter installed.

Error Messages

DOS system

A DOS error has occurred. Refer to the DOS system manual for more detail. In general, you may correct the problem by typing a RETURN, and retrying the operation. If the error refers to PRN:, make sure that your printer is operating properly, and that there is paper in the printer.

Font file not found

1. Font diskette does not contain the font files listed.
2. Font diskette is damaged.
3. Font diskette is not in a working drive.

Help index incomplete

OEHELP is damaged. To repair it, copy OEHELP from the backup for your Overhead Express Program diskette.

Help file not found

1. Program diskette does not contain the file OEHELP.
2. Program diskette is damaged.
3. Program diskette is not in a working drive.

Help topic not found

OEHELP has no information at this level of the menu.

Ignored an illegal dot command

The line listed contains an illegal dot command. To correct the problem, make sure that the command and all arguments are given correctly.

Ignored an out-of-range font number

A \F command has an argument that exceeds the number of available fonts. To correct the problem, make sure that the \F argument is within the numerical range of available fonts.

Error Messages

Internal error

A program error has occurred that cannot be identified. To correct the problem, exit from the program and reenter.

Invalid configuration file

OECONF.DAT is damaged or contains incorrect data. To repair it, choose F10 Configure from the Main Menu and run the configure option.

Invalid file name

The file name specified has either more than eight characters or contains an invalid character. The following characters can be used for file names: A-Z 0-9 \$ & # @ ! % ' () - { } _ ^ ~ . All other characters are invalid. See DOS Operating System Manual.

Invalid font file

The font file specified is either missing data or is in the wrong format. To repair it, copy the specified font's .KEY and .BDY files from the Overhead Express Font diskette.

Invalid page range

Page ranges must be given in numerical order. First give starting page number and then give last page number.

Invalid presentation file name

The file name specified has either more than eight characters or contains an invalid character. The following characters can be used for file names: A-Z 0-9 \$ & # @ ! % ' () - { } _ ^ ~ . All other characters are invalid. See DOS Operating System Manual.

Invalid request for page range or number of copies

The page range or number of copies was either specified incorrectly or entered twice. To correct the problem, reenter the items through the menu. Make sure that no extra characters or spaces are inserted in the line.

Error Messages

Invalid template file name

The template file name specified has either more than eight characters or contains an invalid character. The following characters can be used for file names: A-Z 0-9 \$ & # @ ! % ' ' () - { } _ ^ ~ . All other characters are invalid. See DOS Operating System Manual.

Line contains illegal backslash command

The line listed has an invalid or improperly formatted backslash command. Check Chapter 12, Commands, for the proper format for backslash commands.

Lines too long or invalid character

The file listed has characters that Overhead Express cannot understand, or has lines that exceed the maximum count allowed in Overhead Express. To correct the problem, use the program OETRANS to translate the file into a format usable by Overhead Express.

Nested include files not allowed

Any file that is inserted in another file with an .include command cannot contain an .include command.

No presentation or template file available

The template or presentation file specified has no text or commands. Specify a valid template through F3 Build.

No text in presentation

All presentation files must have either text or a .null command. To correct the problem, insert a blank line, text, or .null in the presentation file. If you do not want to use the presentation file, exit without saving the file.

Error Messages

Not enough memory

There is currently not enough memory available on the system to run the program. To correct the problem, try the following:

1. Exit from the program and restart it. This may release additional memory.
2. Divide the presentation file into two or more smaller files. This may reduce the amount of memory needed.
3. Enter the Custom Editor and press F10 Set Options to display memory limits. If the total memory available is much less than 40,000 bytes, then the system you are using does not have enough physical memory to run this program. More memory must be added.
4. Run the Overhead Express programs individually. See Chapter 15, Accessing Overhead Express from DOS.
5. If you are using RAM disk, reconfigure to use less RAM disk.
6. Make sure that the installed drivers are not using too much memory.

Object goes below bottom of page

The line listed has created images that exceed the bottom margin. This may include blank space. If the image appeared to be correct in preview, no action may be necessary. However, the problem can be eliminated by extending the bottom margin with the .page command, by deleting the line, or by decreasing space between lines.

Page is too long

There are too many lines of commands and text on this page. Enter the Custom Editor and press F10 Set Options to display memory limits. Check the maximum number of lines

Error Messages

you can use. To correct the problem, reduce the number of lines on the page or divide the material into two or more pages.

Page must have a text line or .null

Every page must have either text or a .null command. You may not create a page that contains only commands. To correct the problem, insert text, blank lines, or .null command on the page.

Presentation is too long

This presentation exceeds the approximately 9,000-byte limitation for presentation files. To correct the problem, use two or more presentation files.

Presentation file name required

A valid file name is required when entering any of the Overhead Express programs.

PRINT will ignore SCREEN specific dot command

A dot command intended for screen use only has been used in a document that is being printed. The dot command will be ignored; no corrective action is required. Or a dot command intended for screen use only has been used in a document that is being verified. This serves as a warning that the command is present in the file.

Program not found

The Overhead Express subprogram requested was not found on the system default drive. Make sure the system default drive is set to the drive in which the program diskette has been placed. If the problem continues, copy the .EXE files from the backup for your Overhead Express Program diskette.

Error Messages

Section must have a text line or .null

All sections must have text or a .null command between .section <name> and .section <end> commands. To correct the problem, insert a blank line in the section.

Shortened text line to fit within margins

The line listed exceeded the margins. To correct the problem, increase the margins or shorten the text line.

Spaces at end of line affect justification

The line listed has trailing spaces after the last visible character. These spaces may alter right alignment and centering. To remove the spaces, position the cursor at the end of the line (use right cursor until it moves to next line, then press left cursor once); then use the backspace to delete all spaces back to the last letter of the line.

Template must end with RETURN

All templates must end with a RETURN. This template was created with another word processor. Use that word processor to insert a RETURN at the end of the template file.

Template must start with .page command

All templates must begin with a .page command. To correct the problem, use the Custom Editor to insert .page at the beginning of the template file.

Text lines in section not contiguous

Lines of text in a section cannot be separated by dot commands. To correct the problem, make sure that all dot commands either precede or follow all text lines in a section.

Error Messages

Text wider than columns

The text in a column created with `\C` or `\V` exceeds the width of the column. This will cause overprinting within columns. To correct the problem, shorten the text between columns.

This is not an authorized copy of Overhead Express

The program diskette in use is not an authorized copy. To correct the problem, use the Overhead Express Program diskette.

Too many columns

Too many `\C` or `\V` commands have been inserted in the line. To correct the problem, remove some of the commands or increase the margins.

Too many fonts in use

1. To determine the maximum number of fonts that can be used, enter the Custom Editor and press F10 Set Options to display memory limits. In one presentation file, there may never be more fonts than the number of fonts listed in F10 Set Options.
2. Save the file and exit, then reenter the editor. In most cases, this should solve the problem.
3. If the problem persists, counting will turn off. If this happens, reduce the number of fonts in use by changing the `.font` commands. Then, save the file and exit, and reenter the editor.

Truncated line with too many characters

The line listed has more characters in it than can be handled by Overhead Express. The extra characters will be ignored. To correct the problem, divide the line into two text lines.

Error Messages

.box <end> command ignored.

A `.box <end>` command has been encountered that had no corresponding `.box` command. Check all `.box` commands to make sure they have both open and end commands. If all else fails, remove the `.box <end>` command.

Use '\.' as first entry on line, not '.'

If you need to have a period start a line in your presentation, type '\ .' at the beginning of the line. If you need to delete a '\ .', move the cursor to the right of the '\ .' and use the backspace to delete to the beginning of the line.

- Introduction** Overhead Express is not just a single program. It is composed of several programs and files that work together. This section contains a description of each file and program and how each relates to the overall function of Overhead Express.
- OE.EXE** This is the Main Menu program. It must always reside on the Overhead Express Program diskette.
- OEEDIT.EXE** This program controls the action of both the Express and Custom Editors. It must always reside on the Overhead Express Program diskette.
- OEPRINT.EXE** This program controls the Review on Screen, Printer, and Screen functions. It must always reside on the Overhead Express Program diskette.
- OETRANS.EXE** This program is used to translate other word processing files into a format compatible with Overhead Express. It is also used to convert Overhead Express files that contain international characters into a format compatible with other word processors.
- OECONF.DAT** This file contains information on the installation of Overhead Express, including the type of printer being used and the current default settings for the program. This file is updated each time F10 Configure in the Main Menu is used. It must always reside on the Overhead Express Program diskette.
- OE.DAT** This file contains serial number information. It should never be altered and must always reside on the Overhead Express Program diskette.
- OEHELP** This file contains all the help messages associated with F1 Help. It must always reside on the Overhead Express Program diskette.

Files

OEHELP.IND

This file is an index for OEHELP. It must always reside on the Overhead Express Program diskette. It can only be used by the other Overhead Express programs.

File Extensions

.BDY

All files that have an extension of .BDY are font body files. They contain the data necessary to form characters. They must always reside on the default font diskette, which is specified through F10 Configure in the Main Menu. All font .BDY files do not have to be on the same diskette, but any .font command that requests a font that does not exist on the diskette currently in use will generate an error message.

.KEY

All files that have an extension of .KEY are font key files. They contain the data necessary to align characters. They must always reside on the default font diskette, which is specified through F10 Configure in the Main Menu. All font .KEY files do not have to be on the same diskette, but any .font command that requests a font that does not exist on the diskette currently in use will generate an error message.

.TEM

All files used as templates should be given this extension. This extension protects templates by not allowing any changes to be made to the template in the Express Editor. The template files should always reside on the default data diskette. If they do not, they must be requested with a disk drive specified.

.PRE

All presentation files assume a default extension of .PRE and will be placed on the default data drive unless they are specifically placed on an alternative drive. They contain all commands and text for a presentation.

.BAK

Whenever a file is edited, a backup copy of the file, with the extension of .BAK, is automatically made on the same diskette. Backups that are no longer useful should be deleted from the diskette.

Overhead Express contains extra features that are only accessible from the operating system. Instructions for accessing these features are contained in the following table.

Special Feature	DOS Command
Run a locked screen show	<p>OEPRINT /SCREEN/LOCK filename.ext</p> <p>/LOCK disables (locks) the keyboard. If the presentation does not contain an .exit command, the system must be rebooted to end the show.</p>
Create a print image file	<p>OEPRINT /OUTPUT:output.ext filename.ext</p> <p>If this option is used, the output that would normally be directed to the printer will be written to the file specified by output.ext. To use this option to print while working with the program, type COPY output.ext PRN:. This option can create large disk files.</p>
Automatically serialize	<p>OEPRINT /COPIES:number/SERIAL:starting number filename.ext</p> <p>This option is used when a presentation file contains a \# command. The serial number used in the first copy of the presentation (SERIAL:starting number) is automatically incremented by one until the correct number of copies (COPIES:number) of the presentation has been printed. This is useful for generating serialized labels or forms.</p>

Accessing from DOS

You can access the Main Menu options directly from the operating system as well as through the Main Menu program. By accessing the subprograms from the operating system, it is sometimes possible to run Overhead Express with less than the recommended memory configuration. Instructions for accessing the various subprograms are contained in the following table.

Main Menu Item	DOS Command
Express Editor	OEEDIT filename.ext
Custom Editor	OEEDIT /EDIT filename.ext
Review on Screen	OEPRINT /SCREEN/PREVIEW filename.ext
Check presentation for errors	OEPRINT /OUTPUT: filename.ext
List presentation file	OEPRINT /LIST filename.ext or PRINT filename.ext or TYPE filename.ext
Printer	OEPRINT filename.ext
Obtain multiple copies	OEPRINT /COPIES:number filename.ext
Print specific page ranges	OEPRINT /PAGE:first:last filename.ext or OEPRINT /SCREEN/PAGE:first:last filename.ext or OEPRINT /SCREEN/PREVIEW/PAGE:first:last filename.ext Use this option only when you want specific pages of a multiple page presentation.
Screen	OEPRINT /SCREEN filename.ext

Is the print-out too light?

The most common print quality problem is print-outs that are too light. If a ribbon is worn, it will be obvious sooner on the large solid areas produced with Overhead Express than it is on standard printed material. Replace ribbons regularly.

Is the print-out still too light?

Are you using the correct printer ribbon? The quality of printer ribbons supplied by different manufacturers varies greatly. Printer ribbons are not always sold by brand name. It is recommended that you purchase ribbons directly from the printer manufacturer.

Are there white streaks in your printed material?

Horizontal white streaks are caused by the printer's failure to align successive passes of the print head precisely. A certain amount of this is normal for many printer models. You may never even notice it when you are printing pages of text because it occurs in the space between lines of text. These streaks typically appear every seven or eight dots, depending on the type of printer. White streaks are more noticeable if the ribbon is worn, so replace ribbons regularly. Severe white streaking can also be caused by an obstruction in the paper path, which causes the paper to feed unevenly. Handling the paper while the printer is working also contributes to the problem.

If the white streaks are very wide, your printer may be set for autoline feed, which causes the printer to automatically drop to a new line. Set the printer switches to turn it off.

Printer Issues

Is the material not centered on the page?

If you have used the center alignment command in Overhead Express and the material is still not centered on the page, check the positioning of the paper in the printer. Make sure the left side of the paper is lined up correctly.

Are the first and second lines printing too close together?

If the first line on the page is too close to the second line, the printer probably began working part way between two vertical advance steps. This may have been caused by manually advancing the paper instead of using the line feed or form feed buttons, or by tugging on the paper when tearing off a sheet. To avoid the problem, use the form feed or line feed buttons on the printer to make any adjustments to the paper.

Does the material look different from the last time you printed it out?

If you work with more than one model printer, keep in mind that while a font has a fixed number of horizontal and vertical dots, the dimensions of individual dots vary from printer to printer. For this reason, the proportions in a print-out may vary from printer to printer, as does the amount of material that fits on a page.

Has text been cut off on the right side of the page or has the page layout changed since the last time it was printed out?

You reviewed your material on screen and it looked great, but when it printed out text on the right side of the page was cut off and the layout looked different from the last time you used this material. This happens if you are using (and are configured for) a different printer, paper size, or default settings than you were configured for when you last printed out your file. Many formatting decisions are printer-dependent and setting-dependent

Printer Issues

because they rely on such things as page size and the default margins. You may have to make some adjustments to the page layout commands.

Did the printer "lock up" or print "garbage"?

If the printer immediately stops or locks up, or if it prints garbage and then locks up, you are probably configured for the wrong make or model of printer. Check the printer configuration. If you are unsure of which model of printer you are using, check your owner's guide. Make sure Overhead Express supports the printer you are using.

Did you get different characters in your print-out than you typed in?

Not every printer recognizes every character. The printer may not print out a character or it may print out a different character than you typed in.

Are you still dissatisfied with the print quality of your material?

Every printer is different. There may be some adjustments that can be made to your printer to improve the quality of your print-outs. Refer to your owner's guide.

Introduction

An even greater flexibility in creating presentation files is offered through the OETRANS.EXE program. This program can translate a file created with another word processor into a format compatible with Overhead Express. It can also convert a file created with Overhead Express into a format compatible with other word processors. This program can help overcome situations in which Overhead Express cannot read certain characters from other word processing programs or in cases where Overhead Express interprets certain characters differently. It also provides flexibility in instances where another word processing program might be unable to accept an Overhead Express file that contains international characters. Though there are exceptions to its effectiveness, OETRANS.EXE will allow you to create a presentation file with one system, and produce it with another.

In general, Overhead Express can understand the normal range of printable ASCII characters, including the ASCII representations of the international characters that are supported by Overhead Express. Files that contain other character codes will have to be translated before being used by Overhead Express.

In return, Overhead Express files containing international characters can be converted to a standard ASCII format so that these characters will not interfere with the control codes that some word processors insert into their files.

Use the following commands from the DOS level to translate files.

Translating Files

OETRANS /INPUT <word processor file> <translated file>

This command is used to convert a file created with another word processor to an input file for Overhead Express. The following options may be used with this command:

- /EXPRESS** To create an input file for the Express Editor. All text lines will be truncated to a maximum length of 57 characters. This is the default setting.
- /CUSTOM** To create an input file for the Custom Editor. All text lines will be truncated to a maximum length of 76 characters.
- /FOREIGN:
CONVERT** To convert any sequence of characters that has the format \nnn to its equivalent ASCII character. This is especially useful for inputting foreign character codes from a word processor that does not support an international character set. This is the default setting.
- /FOREIGN:PASS** To allow any valid international characters to pass through into the translated file.
- /FOREIGN:
REMOVE** To remove all international characters when the translation takes place.
- /UNUSED:
CONVERT** To convert any character code that Overhead Express cannot use to the equivalent ASCII code that has the high bit set to 0. This is especially useful for files that come from word processors that encode special formatting by setting the high bit on. This is the default setting.
- /UNUSED:
REMOVE** To remove any character code that Overhead Express cannot understand from the translated file.
- /TABS:CONVERT** To convert all tab characters (CTRL-I) in the word processor file to \T. This is the default setting.
- /TABS:SPACES** To convert all tabs (CTRL-I) to the number of spaces that will simulate tab stops every eight (8) characters.

Translating Files

/TABS:REMOVE To remove any tab characters from the translated file.

OETRANS /OUTPUT <Overhead Express file> <translated file>

This command is used to convert a file created with Overhead Express to an output file for another word processor. The following options may be used with this command:

**/FOREIGN:
CONVERT** To convert any international character to the format \nnn. The nnn represents its equivalent ASCII character code. This is the default setting.

/FOREIGN:PASS To allow any valid international characters to pass through into the translated file.

**/FOREIGN:
REMOVE** To remove all international characters when the translation takes place.

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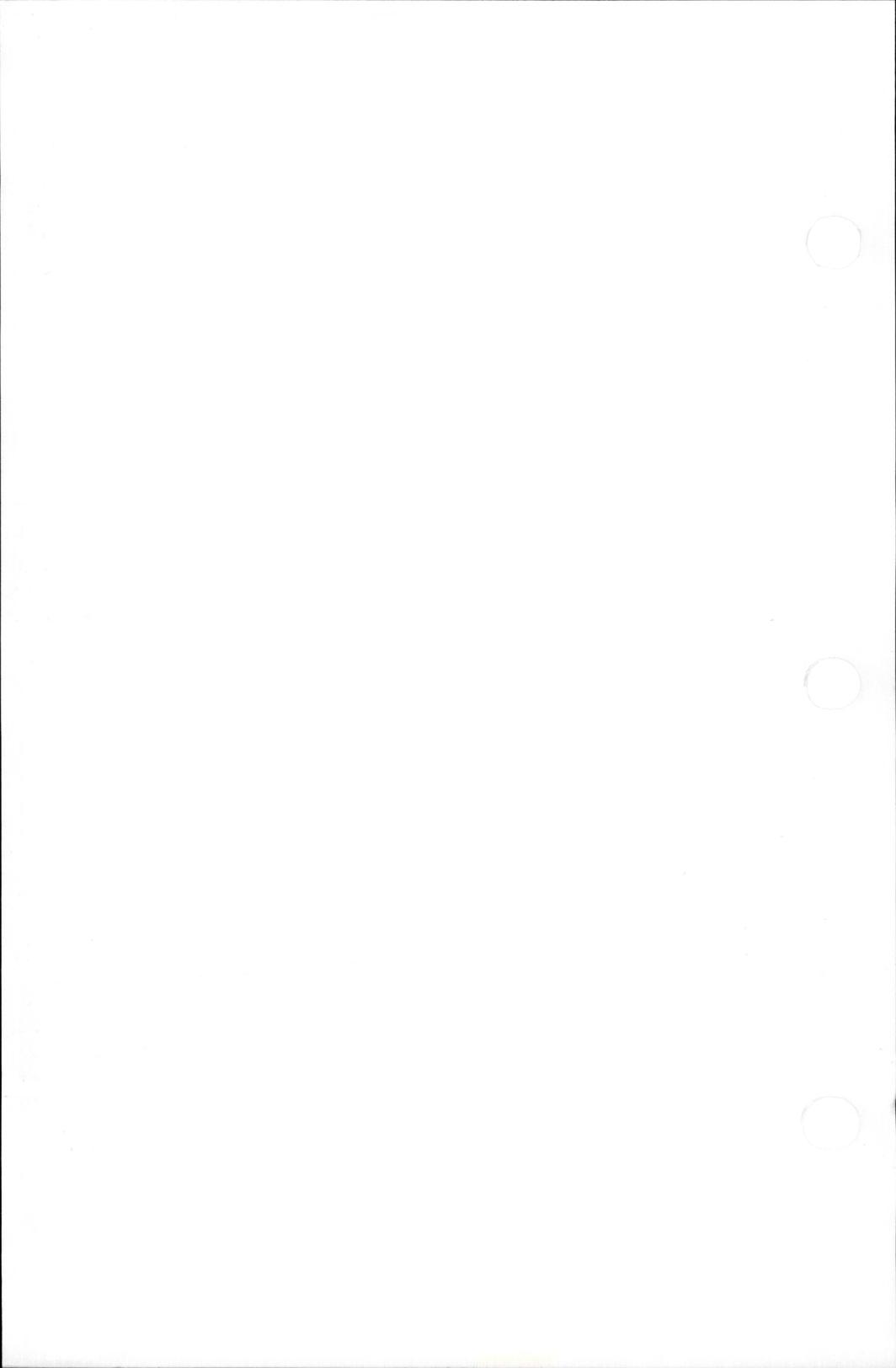
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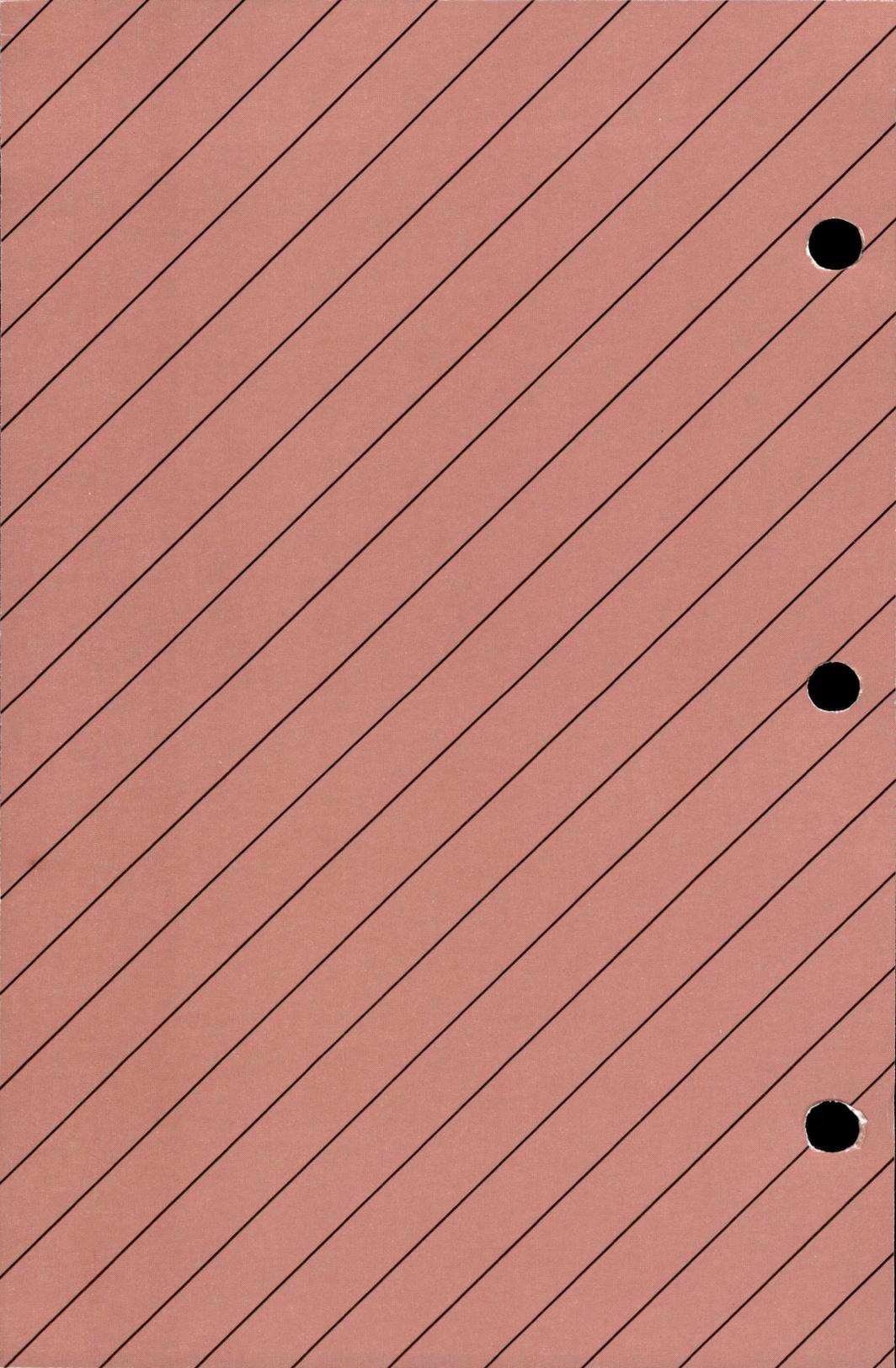
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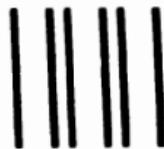
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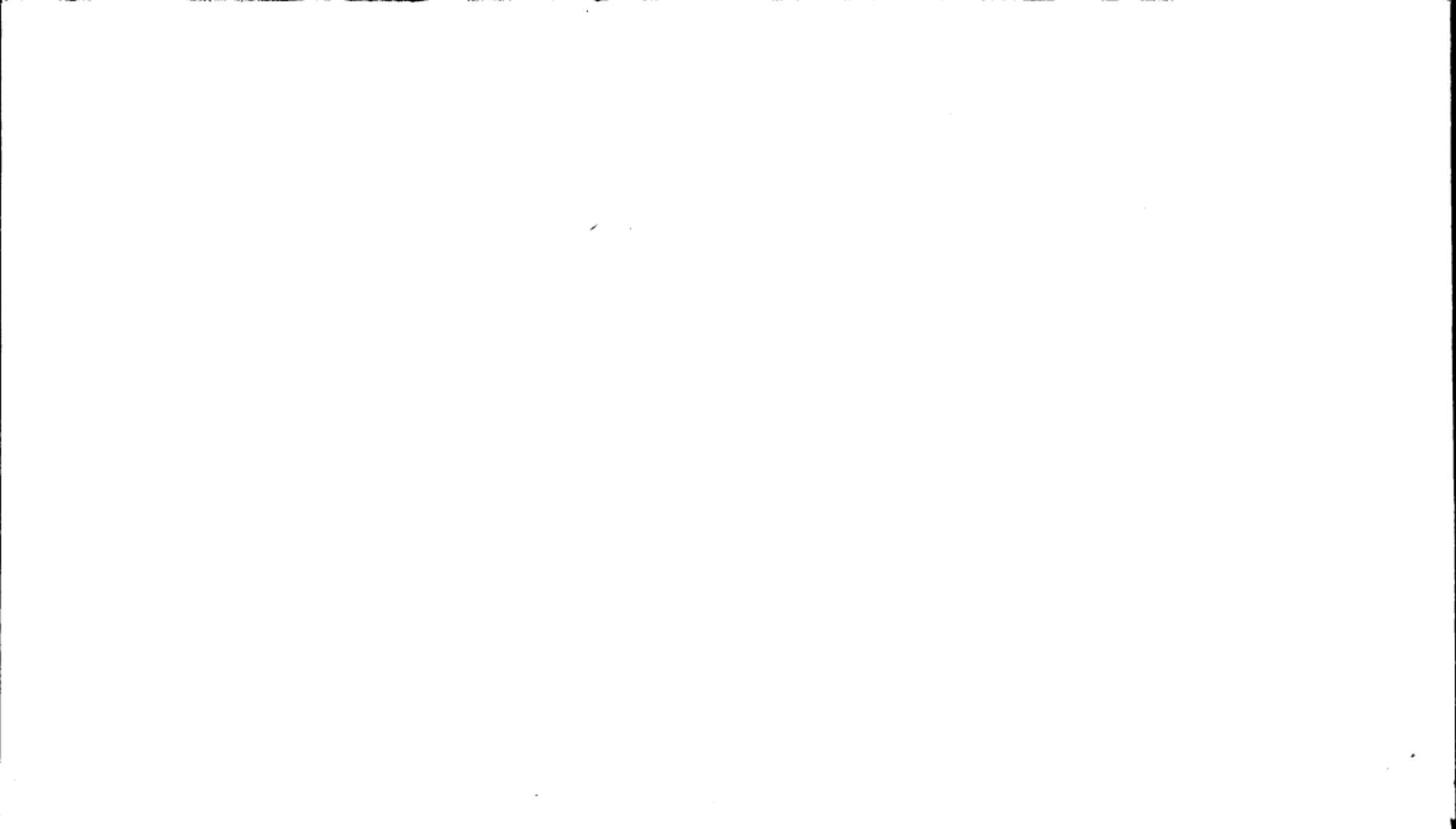


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THIS LICENSE AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT AND UNDERSTANDING BETWEEN THE PARTIES AND SUPERSEDES ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, AND ANY OTHER COMMUNICATION BETWEEN US RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.



Business & Professional Software, Inc.

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