Overhead Express™

Quick Reference

Help

For more information, use the HELP screens (press the F1 function key) or consult the Overhead Express User Guide.

• Introduction

Overhead Express is designed with two editors,
Express and Custom. Twelve templates and a
limited number of layout and design commands are
available through the Express Editor. The full
range of layout and design commands is available
through the Custom Editor. You can type in
commands directly or work through a series of
menus. In order to access Overhead Express,
type OE.

• Program Defaults

There are default settings for a number of
commands in the program. These settings will take
effect in your presentations unless you: (1) use the
configure program to change these defaults (with
the exception of measurement units, which must
remain in dots) or (2) use commands to override
defaults on a single page.

Alignment	Center
Box	Fitted with 0.07-inch thick vertical and horizontal lines, 0.25-inch space around vertical lines and 0.25-inch space below horizontal lines
Typeface	Classic
Font	Classic 40
Margins	0.5 and 7.5 inches
Page	8 x 11 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:

• Dot Commands

Dot commands control instructions that stay in effect for more than a single line. You can use dot commands only in the Custom Editor. Enter dot commands only at the beginning of a line. Text should not be put on the same line. When typing in dot commands, the correct abbreviation is the first two letters of the command name. When typing in arguments, leave a blank space between arguments.

Key

h = horizontal	thick. = thickness of line
v = vertical	< required > argument
mar. = margin	[optional] argument

Print and Screen

.block
Centers block of text between margins without changing current alignment
Requires .block < end > command

.box [F/M][v. line thick.][h. line thick.]
[space around v. line][space below h. line]
Draws box, states parameters
Requires .box < end > command

.bullet [character][font number]
Places symbol in front of each item in list
Requires .bullet < end > command after last bullet item

.center   Centers text

.define box/rule values < v. line thick. > < h. line thick. >
< space around v. line > < space below h. line >
Sets parameters for boxes and rules on given page

.down < v. distance >
Moves down given distance

.elastic space   Distributes white space between lines

.font <name1>[name 2...name 8]
          Selects fonts
.full   Adjusts text to align left and right
.goto <x> <y>
          Goto specific location
.include <filename>
          Uses file's commands and text at
          time of presentation
.left   Aligns text along left margin
.margins [left][right]
          Sets left and right margins
.null   Marks text space in section
.page [top mar.][bottom mar.][width][length]
          Marks beginning of new page and
          changes parameters
.right   Aligns text along right margin
.rule [left end][right end][thickness][space below]
          Draws horizontal rule
.section <name>
          Groups series of commands for
         template design
         Requires .section <end> command
.spacing [amount]
          Sets spacing between lines of text
.tab [stop1][stop2...stop n]
          Sets new locations for tab stops
.up <v. distance>
          Moves up given distance
. * *   Indicates comment line

Screen Only

.exit   Ends screen show automatically
.page screen   Marks beginning of new page in
          screen presentation
.reverse   Reverses current screen lighting
.scroll <clear/noclear>[smooth/abrupt] [step size]
          Controls all screen movement
.wait [seconds]   Creates pause in screen show

• Backslash Commands

Backslash commands control adjustments within lines. You can use backslash commands in both the Express and Custom Editors. Backslash commands are interspersed with text, at the point in the line where the backslash command is to have its effect. When typing in backslash commands, the correct abbreviation is the first letter only of the command name. Do not leave space between the complete command and the text. Backslash commands remain in effect until the line ends or until the same command is issued again.

\ **A**djust spacing	Gives each number equal space
\ **B**ackspace	Moves back to previous character
\ **C**olumn	Arranges text in equal columns
\ **E**lastic space	Spaces out text on line
\ **F**ont \<number>	Changes font within line
\ **M**icrospace \<number>	Moves right specified number of dots
\ **N**egative microspace \<number>	Moves left specified number of dots
\ **R**ule	Draws vertical rule at current position
\ **S**hading \<value>	Changes shading of characters
\ **T**ab	Moves to next tab stop
\ **U**nderline	Underlines text
\ **V**isible column	Arranges text in equal columns separated by vertical rules
\ **#** \<number of digits>	Inserts a serial number with specified number of digits

• Files

Names assigned to Overhead Express files must not be longer than eight characters and must follow standard DOS format. It is not necessary to

enter Overhead Express file name extensions. The program automatically assigns the following extensions:

.BDY font file   **.PRE** presentation file
.KEY font file   **.BAK** backup presentation file
.TEM template

• Keyboard Control

Ctrl-A	Enters international characters
Ctrl-N	Inserts a blank line above current line
Ctrl-Y	Deletes current line
Ctrl-P	Puts current line into memory
Ctrl-R	Repeats line stored in memory
Ctrl-S	Shows length of line and page at cursor position
Ctrl-T	Shows position of cursor in relation to output page
Ctrl-X	Repeats last item selected from menu
Ctrl-End	Deletes from cursor to end of line
Ctrl-Home	Deletes from cursor to beginning of line
Ctrl-Pg Dn	Moves forward one full screen
Ctrl-Pg Up	Moves back one full screen
←	Moves one character to left
→	Moves one character to right
↑	Moves up one line
↓	Moves down one line
Backspace	Deletes character to left of cursor
Delete	Deletes character at current cursor position
Escape	Exits from current procedure
End	Moves to end of current line
Home	Moves to beginning of current line
Insert	Toggles between text entry modes (insert/overwrite)
Pg Dn	Moves to next page in file
Pg Up	Moves to previous page in file
Return	In insert mode, inserts carriage return
	In overwrite mode, moves to beginning of next line

Overhead Express has been designed with 12 templates that help you quickly prepare overhead transparencies. All templates are available through F3 Build in both the Express and Custom Editors.

Full Cost/Unit - Hoists

Manufacturing	Amount
Variable Materials	$100
Variable Labor	150
Variable Overhead	50
Fixed Overhead	120
Total	$420

Budget

Distribution Plan

Tactics

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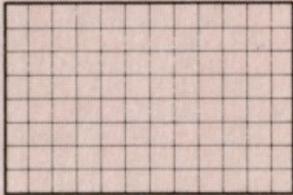- Targeted sales incentives
- Revised volume discounts

Bullet

Stuffed Squid

Concept A	Concept B
Frozen	Fresh
Cream Sauce	Tomato Sauce
Low spice	Spicy
No prep	Some prep

Compare

Grid with Annotations

Use for Hand-drawn Graphs

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

Grid

Strategic Pricing

Panel Members

Carol Brennan

Masa Ikeda

Patricia Jacobson

David Uzzell

List

The Puzzle

—◆—

You've got an idea
You've got a team
You even have a prototype
NOW . . . how about

competitors now

suppliers

seed $$

distribution

location

2nd stage $$

competitors later

equity share

Notes

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

Outline

Driving Force

"Nothing drives progress like
the imagination. The idea
precedes the deed."

Theodore Levitt

Prose

Consumer Ratings

Concept #3

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

Table

In Bits and PC's

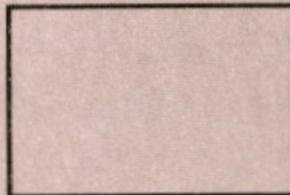*Confessions of a Midnight Hacker*

Kim von Hone

President, Starlite Software

Title

Window with Annotations

Use This to Display an Illustration

Box size is 4 inches x 6 inches.

Window

Cost ($millions)

Description	FY 84	FY 85
Sales	165. 4	186.7
Production	245. 8	223.8
Marketing	45. 7	66.8
Operations	98. 6	99.3
Total	555. 5	576.6

3 Column

• Fonts

Overhead Express offers four typefaces: Classic, Popular, Script, and Modern. Classic, Popular, and Script have three sizes and Modern has five sizes. All fonts are measured in dots. Each font (except Script) comes in regular and italic styles. In addition to the 26 letters of the alphabet, each font contains the numerals zero through nine, international characters, and various punctuation marks. A special symbol font is also available in two sizes. See your User Guide for more font illustrations.

S60

Script 60

S40

Script 40

S24

Script 24

M75

Modern 75 Regular

M75*I*

Modern 75 Italic

M60

Modern 60 Regular

M60*I*

Modern 60 Italic

M40

Modern 40 Regular

M40*I*

Modern 40 Italic

M24

Modern 24 Regular

M24*I*

Modern 24 Italic

M18 *M18I*   Modern 18 screen only

P60

Popular 60 Regular

P60I

Popular 60 Italic

P40

Popular 40 Regular

P40I

Popular 40 Italic

P24

Popular 24 Regular

P24I

Popular 24 Italic

Symbols

Type upper-case characters for large symbols; lower-case for small symbols. Symbols not shown in actual size.

A	B	C	D	E	F	G
➡	⬅	⬆	⬇	♣	♦	♥

H	J	K	M	N	P	R
♠	☞	✓	★	🕸	™	©

S	T	U	V	W	X	Y
®	@	☐	■	◯	{	}

C60

C60I

Classic 60 Italic

C40

Classic 40 Regular

C40I

Classic 40 Italic

C24

Classic 24 Regular

C24I

Classic 24 Italic

International Characters

Press Control-A for all international characters.

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

Font and template samples were produced with
Overhead Express on an EPSON FX-100 printer.