

By Design: The Graphic Designer for WordPerfect
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Note: This is a fully functioning version of this program. It does not, however, contain all the artwork and designs of the retail program, which is no longer available for sale.

INTRODUCING BY DESIGN

Welcome to By Design, a new concept in word processing that puts the expertise of a graphic designer at your fingertips. Whether you choose to express your personal style through the use of the various design tools or page designs, By Design will take your documents from ordinary to unique. Working from within WordPerfect, it gives all your documents the design studio sophistication that sets them apart from the rest.

By Design contains a vast library of graphics: hundreds of images in total. A unique system classifies and applies these images to the specific needs of graphic design. For example, a large graphic letter can be used either as a lead character to decorate text, an enhancement to a page header or as a logo on a business letterhead.

GETTING STARTED

1. SYSTEM REQUIREMENTS

To use By Design you must have:

- An IBM personal computer or compatible with a minimum of 640K RAM and hard drive with at least 900K free.
- An installed copy of WordPerfect 5.0 (dated 1989 or later) or WordPerfect 5.1.

2. INSTALLING THE SOFTWARE

WordPerfect should be installed on your hard disk before you install By Design. To install By Design, follow these steps:

- Unzip the included BDWP51.ZIP file to a temporary directory of your choice (e.g., c:\temp).
- In that directory, double click the INSTALL.EXE file to run the installation procedure.
- Follow the screen prompts.

3. CUSTOMIZING PAGE DESIGNS

A supplementary program called CUSTOM collects your personal details and enters them into the relevant page designs each time they are used.

- Change to your WordPerfect directory (e.g., c:\wp51) and double click the CUSTOM.EXE file.
- Select "Customize User Information" from the opening menu.

- Enter details in the relevant positions (you can leave any lines empty if required).
- The letter/logo option uses large decorative letters as logos for certain letterheads and labels. The graphic logo option offers a selection of graphic logos that are used in other letterheads and labels. Pressing the space bar will toggle between the options.

4. CUSTOMIZING HOT KEYS

The program comes with a selection of Hot Keys. The defaults for each key can be changed using the customize program. This may be necessary to prevent a conflict between the program hot keys and any macro or keyboard definitions that you've created in WordPerfect. To customize the list of hot keys:

- Change to your WordPerfect directory and double click the CUSTOM.EXE file.
- Select "Customize Hot Keys" from the opening menu prompt.
- Type the number of the hot key that you want to change. Press the key of your choice. This must be either Alt + another key or Ctrl + another key (e.g., Alt-P). You can press the space bar to cancel any hot key.

5. STARTING THE PROGRAM

- Change to the WordPerfect directory.
- Double click the BD.EXE file. This will simultaneously load By Design and WordPerfect.

6. STARTUP OPTIONS

By Design supports the WordPerfect startup options. For example, if you wanted to start By Design and WordPerfect with the document named text.wp, you could implement the relevant WordPerfect startup option by typing: BD TEXT.WP. See your WordPerfect manual for details on other startup options.

7. CALLING UP BY DESIGN MENUS

Once inside WordPerfect, you can call the By Design program menus at any time by pressing ALT-D (or any other key if you changed this in the customize procedure).

8. MOVING AROUND THE PROGRAM

The program uses the following keys :

i. Menu Bars

- | | |
|------------|---|
| Arrow keys | Moves between options |
| Enter | Selects an item and moves to a new category |

Esc, F1	Cancels and/or exits
F3	Opens Help

ii. Dialog Boxes

The current location is always marked by a highlight bar. It does not change the bulleted selection unless you press Enter. Currently selected items are marked with a bullet.

Enter	Selects an item (marking it with a bullet) and moves to the next category
Tab	Moves to the next category without changing the currently bulleted selection
F7	"OK" exits and performs the action
F9	Browses through graphic previews of selections in the scroll bar
Alt-X	Returns to WordPerfect (quick exit from By Design)
F3	Opens Help

9. SPECIAL PROGRAM FEATURES

i. Browse

One unique feature of the program is the ability to "Browse" through on screen graphic representations of all tools and page designs to assist in their selection. Simply press F9 from the dialog box and Browse will present the options on screen starting from the currently bulleted selection. Press any key to continue browsing or Esc/F1 to return to the dialog box.

This feature can be combined with the Insert Graphic tool to provide a powerful means of previewing any and all WordPerfect compatible graphics. Simply select the path and then browse through the graphics. Refer to the section on Insert Graphic for further details.

Note: The full Browse feature operates only on the retail version of the program. The shareware Browse is limited to the "Titles" and "Insert Graphic" functions.

ii. Help

The program contains on-line help. Pressing F3 will display the help box pertaining to the currently highlighted category.

iii. Settings

Settings are sets of tool and page design guidelines that are grouped together to give documents a consistent visual image. See the section on Settings for further details.

iv. Undo

Implementing the Undo feature allows you to try out different designs, experimenting with them and seeing their effect upon your text.

v. Comments

By Design will often insert comments into your WordPerfect document. This is done to assist in the use of a particular tool or page design by providing on-screen information. In some cases it will provide advice on the selection of fonts, margin changes, etc. At other times it will help delineate codes that it has added to your document.

10. SOME TECHNICAL CONSIDERATIONS

i. Memory Requirements: As a general rule, if you have 640K RAM on your computer and are not running large TSR (memory resident) programs at the same time then you should not encounter any memory difficulties. However, if you receive a "not enough memory" error message or certain functions such as the page preview are inordinately slow in their operation then you may need to free some working memory. There are several remedies:

- Exit and remove any memory resident programs that are loaded.
- Try saving your document, exiting WordPerfect and reloading it again. This will sometimes alleviate the problem.
- If you have a mouse loaded, then you can remove the mouse driver from memory if you're not currently using it. Some mouse drivers such as Microsoft's also include a "control panel" which can be removed from memory without affecting the current operation of the mouse. For example, the Microsoft mouse control panel can be removed by typing "cpanel off" from the mouse directory.
- If your computer has expanded memory then you can use the WordPerfect startup option /r to access it. See your WordPerfect manual for details.
- Certain WordPerfect operations require more memory than others. Many memory problems can be eased by avoiding the overuse of numerous or large graphics. Examples include long headlines using graphic fonts or the use of full page graphics such as page borders. See your WordPerfect manual for suggested ways to minimize memory demands.

ii. Variables: By Design uses the WordPerfect variables so be careful if you are storing information in a variable. Do not keep valuable information in a variable while using program functions.

iii. Print quality and speed: The WordPerfect print menu (Shift- F7) allows users to nominate the print quality desired. Some printers require a minimum amount of printer memory in order to print large or numerous graphics at high quality. Other printers may take a long time to complete the job. If your printer does not succeed in completing a print job to your satisfaction, try changing the graphics quality to medium.

Also note that some dot matrix printers have a tendency to print gray areas of your graphics much darker at high quality than at medium quality. There will be occasions when a better result is obtained by leaving the graphics print quality at medium. Experiment with the graphics print quality to get the best effects.

iv. Colors: The By Design menus have been designed to use the full 16 foreground colors. If you have changed WordPerfect's setup colors, then this may alter the color and appearance of the menus. To change them back, go to the WordPerfect colors/fonts menu (Shift-F1, D, C) and select "6. Normal font, 16 foreground colors".

v. Keyboard definitions: If you have changed your WordPerfect keyboard definition you should ensure that it does not contain any keystrokes that conflict with special keys required by the program. For example, changing to the WordPerfect "Alternate" keyboard definition will transform the F3 key to Esc and F1 to the help key. It is recommended that you not alter the original keyboard definition of WordPerfect. However, if you do, keep track of the key changes as they will also affect the operation of By Design.

BY DESIGN PULL DOWN MENU

1. ABOUT: Lists the version of By Design that you're using.

2. VIEW PAGE: Accesses WordPerfect's graphic page preview and is also available as a hot key (default is Alt-V).

3. REPEAT: Repeats the last program function used in the current session. It's also available as a hot key (default is Alt-R).

4. SETTINGS: A setting is a collection of matching tools and page designs. These guidelines assist in creating a document that has a logical and consistent design.

Loading a setting: An existing setting can be loaded by selecting the LOAD option. All settings will then be marked in the relevant dialog boxes with the symbol. Loading a setting marks the guidelines in your dialog boxes. You can choose to adhere to the guidelines or select other options if required.

Saving a setting: You can mark a group of selections and save them as a new setting. This is particularly useful in cases where you want to create a visual image that is carried over from one document to the next. To mark a selection for a setting simply move to it with the highlight bar and press the Shift-F1 (setup) key. A symbol should appear on the right of the selection. You can change a setting by selecting another option, or erase it by pressing Shift-F1 on it again. When finished, go to the settings dialog box and select SAVE. You will be required to enter a filename of eight letters or less. Press F7 (OK) when you are finished.

Note that you can only select one item in each dialog box and only items in scroll bars can be marked for a setting.

Previewing a setting: You can use the Browse (F9) key to preview a setting. If Load is selected, then Browse will preview the currently bulleted option in the scroll bar. If either Look or Save are selected then Browse will preview the current list of settings marked in the dialog boxes.

5. AUTOEXIT ON\OFF: The Autoexit state determines whether or not the Undo and Preview options are offered after each By Design menu operation. If Autoexit is off, you can elect to preview and/or undo your selections. If Autoexit is on, the program will return to WordPerfect directly after the completion of a function.

6. RESET WP DEFAULTS: Certain WordPerfect default values are important to the operation of By Design. Selecting this option will restore the original values to these functions (Units of Measure, Comments on).

7. HOT KEYS: The hot keys option will display a listing of the current hot keys and their values. These can be changed in the Custom program. Use caution in the selection of hot keys, however. You should ensure that their definition doesn't conflict with previously defined macro keys or alternative keyboard layouts selected in WordPerfect.

8. EXIT TO WP: Exits By Design and returns to WordPerfect. This can also be done by pressing F1 or Esc to step backwards through the menu levels or Alt-X for quick exiting.

TOOLS MENU

The By Design tools menu contains a collection of graphic design aids that can be used to highlight and enhance existing text. Used on their own or in conjunction with the Page designs, the tools will animate and organize your text.

1. LEAD CHARACTERS: Lead characters are large graphic letters that are often used by graphic designers to decorate and introduce a section of text. The simple use of a lead character can give a page of text the look of professional design. Place the cursor at the start of a new paragraph. Call up the lead character dialog box and select a font and size. The character is inserted at the head of the paragraph and is defined as a paragraph type graphic. Note that the abbreviation "U" means that only uppercase letters are available, whereas "U&L" means both upper and lowercase can be used.

If you select a size that cannot fit in the remainder of your page, Word Perfect "bumps" it onto the following page. The way to avoid this is either to reduce the size of your character, create a hard page break (Ctrl-Enter) to move the entire block of text on to the next page, or use Word perfect's block protect function (see your WP manual for details).

2. PAGE BORDERS: A page border can be used to provide an attractive visual backdrop and framework for a body of text.

The page border codes are inserted at the top of the desired page. Text margins can be adjusted to regular or wide. Keep in mind that these margins will affect all text from that point onwards. A second option provides for the inclusion of a gray page background for some of the page borders.

Note: Codes that are not located on the first page will "float" up or down with text as it is added or deleted. To prevent this you can add a hard page (Ctrl-Enter) before entering the page border. Alternatively, you can use a block move to return them to the top of the page. Comments are used to delineate the page border codes. Also, do not use page borders on pages with columns unless the border is inserted before the column definition.

3. PAGE HEADERS: The general purpose of a repeating page header is to provide structure and continuity to a document. By Design's page header function gives your document visual as well as textual identity. A well designed page header may be the single most important factor in establishing a discernible identity for your document.

Call up the page header dialog box and enter your text. You can elect to include or omit page numbering and whether to place page headers on all, even or odd pages. WordPerfect allows the use of two page headers, labeled Header A and Header B. Select the header that you wish to use ensuring that you don't use the same header number twice. The second header will simply cancel the first.

4. PAGE NUMBERING: On a primary level, page numbering enables users to find their way easily through a document. From a design standpoint, numbering can also be used to decorate and enliven a page of text. Most graphic artists consider page numbering to be an integral part of the general page design.

In order to generate continuing page numbers WordPerfect's header and footer functions have been utilized. You will be prompted for a header or footer number after selecting a style. Some selections such as the diamond bar use both a header and footer. Should you wish to use only one of the two, simply delete the one that is not required.

5. PARAGRAPH HEADINGS: By Design's paragraph heading tool provides a selection of styles that enhance and animate the text of a heading. Place the cursor on a blank line at the top of your paragraph.

6. PARAGRAPH BREAKS: Paragraph breaks are graphic elements that can be used to organize and separate paragraphs of text. They are often utilized in books and magazines. In addition to adding visual interest to a page, they focus the reader's attention on the structure of its content.

Place the cursor on a blank line between paragraphs (it should follow directly after an Enter [HRT] key) and select the paragraph break of your choice.

7. ITEM NUMBERING: The item numbering tool uses large decorative numbers and letters to number items in a list. Text is wrapped around the graphic. Place the cursor at the start of a new paragraph. The item numbering tool must be used after an Enter [HRT] key.

8. DROP MARKERS: Drop markers are collections of symbols that can be used to highlight items, as legal symbols (e.g., reg'd), as icons (e.g., hand), etc.

In addition to providing a large selection of graphic symbols, the drop marker tool is a valuable short cut to a number of special text symbols. These are marked within the scroll bar with a (t). For example, the symbol "Cross 1" is entered in your document as a character type graphic whereas the symbol

"Trademark" is a special text character which is made available through a sequence of WordPerfect keystrokes.

9. TITLES: The titles tool contains a collection of professionally designed headings that provide an attractive alternative to plain text. Place the cursor on an empty line and select the heading of your choice.

10. INSERT GRAPHIC: Insert graphic is a powerful tool for the previewing and inclusion of graphics in a document. Enter a full path (e.g., c:\wp51\graphics*.*) and all the files in that path will be listed in the scroll bar. Select a graphic and it will be loaded into your document, leaving you on the Edit graphic menu to determine the type, sizing and positioning.

The real power of the insert graphic tool however lies in it's ability to permit the previewing of any and all WordPerfect compatible graphics before selection. This is done by using the Browse function in conjunction with insert graphic. Select the path and press F9 for Browse. You will be presented with a series of on-screen representations of all the graphics in the path. When you have finished browsing, you may return and select any of the graphics for inclusion in your document. Used in this manner, the insert graphic tool becomes an invaluable asset for the preview and selection of clip art graphics.

11. GRAPHIC FONTS: Graphic fonts can be used to create short, eye-catching headlines. Different styles are available ranging from the ornate DaVinci to the elegant Poster font.

Enter your headline in the space provided. Letters are loaded as character type graphics. Fonts can be sized according to need, although the number of letters allowable in a heading is directly proportional to the size selected.

Note: Extensive use of graphic fonts may increase the size of your document notably. Use them in moderation if this is a consideration.

Sizes are: Standard (0.5"), Large (0.75") and Custom.

PAGE DESIGNS MENU

The Page Designs menu provides a myriad of designs for general business and personal purposes. Page Designs offer professional and sophisticated backdrops for your document's text, whether it be a general page layout, letterhead or office memo.

All page designs should be placed on an empty 8 1/2" x 11" page. This can either be the first page of your document or after a hard page break (Ctrl-Enter).

1. LETTERHEADS: A selection of different letterhead designs are available in this category. The styles vary considerably from the conservative to more creative.

Most of the designs can be varied to give your letterhead more personal character. Several selections use large graphic letters as personal logos. The Letter/logo option applies to these selections and is loaded with the letter nominated in the Customize program. Other letterheads contain special logo

illustrations as part of their design. These can also be selected from the list of graphic logos in the Custom program.

Your letterhead projects an image. Select one that complements the character you want to create for your business. Also, consider also the length of your name and address relative to the space provided by a particular letterhead.

2. LABELS: This category contains address labels and envelopes that are designed to match the letterheads in the previous section. Three sizes are available:

3.5" x 15/16" (Avery 4145)	suitable for tractor feed dot matrix printers
1" x 4" (Avery 5261)	suitable for laser printers
4" x 9.5"	envelope size

You should ensure that you select the size that is appropriate for your printer. For example, do not select the 3.5" x 15/16" label size if you have a laser printer. This will cause WordPerfect to report an error when trying to set up the label.

Multiple copies of labels & envelopes: Both the Avery 4145 label size (3.5" x 15/16") and envelope (4 x 9.5") reset the page size. Your entire page then becomes one label/envelope. If you require multiple copies, change the Number of Copies option in the Print menu (Shift-F7, N). The Avery 5261 (1 x 4") labels however are full sheets designed for laser printers. Each page contains twenty labels. You will be prompted for the number of labels required if you select this size.

3. RESUMES: A resume may be one of the most important documents that you'll ever produce with your word processor yet most people pay little or no regard to the visual impact it creates upon the reader. This section of the program contains a selection of professionally designed resume formats. They are loaded with the personal details entered in the Custom program.

Select your resume carefully. Employers receive lots of resumes, so the design you select may greatly influence the impression you leave with a potential employer.

4. PAGE LAYOUTS: The page layouts category contains a list of general page designs which are suitable for a variety of purposes such as reports, papers or articles. The designs place graphics in your document and structure the text to create specific effects. Consider the content and circumstance of your text when selecting a page layout. For example, the "Side by Side" selection divides the page into two sections enabling one to be used as a commentary on the second. Other selections such as "Clip on" can be used as an attractive opening page to your document.

Certain selections have the option of a large decorative lead character which is positioned to complement the specific design of the page. Some selections also have the option of a "motif". A motif is a graphic element which appears at the beginning of a document and is echoed on subsequent pages. This is done both to enhance the document's design and to maintain a degree of visual continuity and character. If you select the "Motif on" option then you will be prompted for a Header or Footer number

(A or B) in which to create the motif definition. Ensure that you select a header or footer number that has not already been used.

5. **TITLE PAGES:** Title pages are the point of first contact between a document and its audience and therefore play a very significant part in creating a favorable first impression. The Title Pages category of the program contains a list of graphically designed title pages offering a variety of attractive and professional approaches to the initial presentation of your document.

6. **NEWSLETTERS:** Word processors are a convenient vehicle for the production of simple newsletters. Two newsletter formats are provided in this category. They vary from other page designs in their adherence to convention for newspaper layout ie. the page is divided into columns, leading pages have "banner" and details sections, and space is set aside for quotes and/or graphics.

7. **TABLE OF CONTENTS:** A table of contents is commonly used in long documents and plays a prominent role in the presentation of text. A well designed table of contents gives your document a professional edge and can assist in it's organization and readability.

8. **MISCELLANEOUS:** This category consists of an assortment of common business documents ranging from a bold Fax cover sheet to elegant Memo pages.

MISCELLANEOUS MENU

This provides a collection of functions that are frequently used in the design of a document: line spacing, bold, underline, column layout, etc. Most of these functions also have hot key assignments.

TROUBLESHOOTING

This section deals with some common problems and their probable causes. You should also read the "Some Technical Considerations" section of the manual.

By Design should only be operated during regular text editing. Do not use it inside of macros, headers or footers, style definitions, merges, etc. Also, do not operate a mouse while inside the By Design menus.

If By Design doesn't load WordPerfect: Try running WordPerfect by itself first to isolate the problem. If it loads successfully, then you may not have sufficient memory available to load both programs. Check your autoexec.bat file to see if you've loaded any memory resident programs and remove them. See the "Technical considerations" section of the manual for further suggestions.

Also, you will need expanded memory if you are using the program in conjunction with WordPerfect's Shell program. The addition of the Shell program boosts memory requirements.

If a Page header, Page numbering or Motif disappears: The most likely explanation is that you have defined a new Header or Footer over an existing one. Remember that there are only two Headers and Footers (each has an A or B option) and that if you select one that is already in use, it will overwrite the previous definition.

If irregular characters appear in the menus: You may have changed the WordPerfect display setup. For example, if you select the 512 characters display, this may cause irregular characters to appear in the menus. Change the display setup, preferably to the normal font option.

If certain keys are not acting as they should within the menus: If you have chosen an alternative keyboard layout in WordPerfect this may confuse the functions of certain keys. It is recommended that you use the original WP keyboard or at least note down the new key functions caused by a change of keyboard definition.