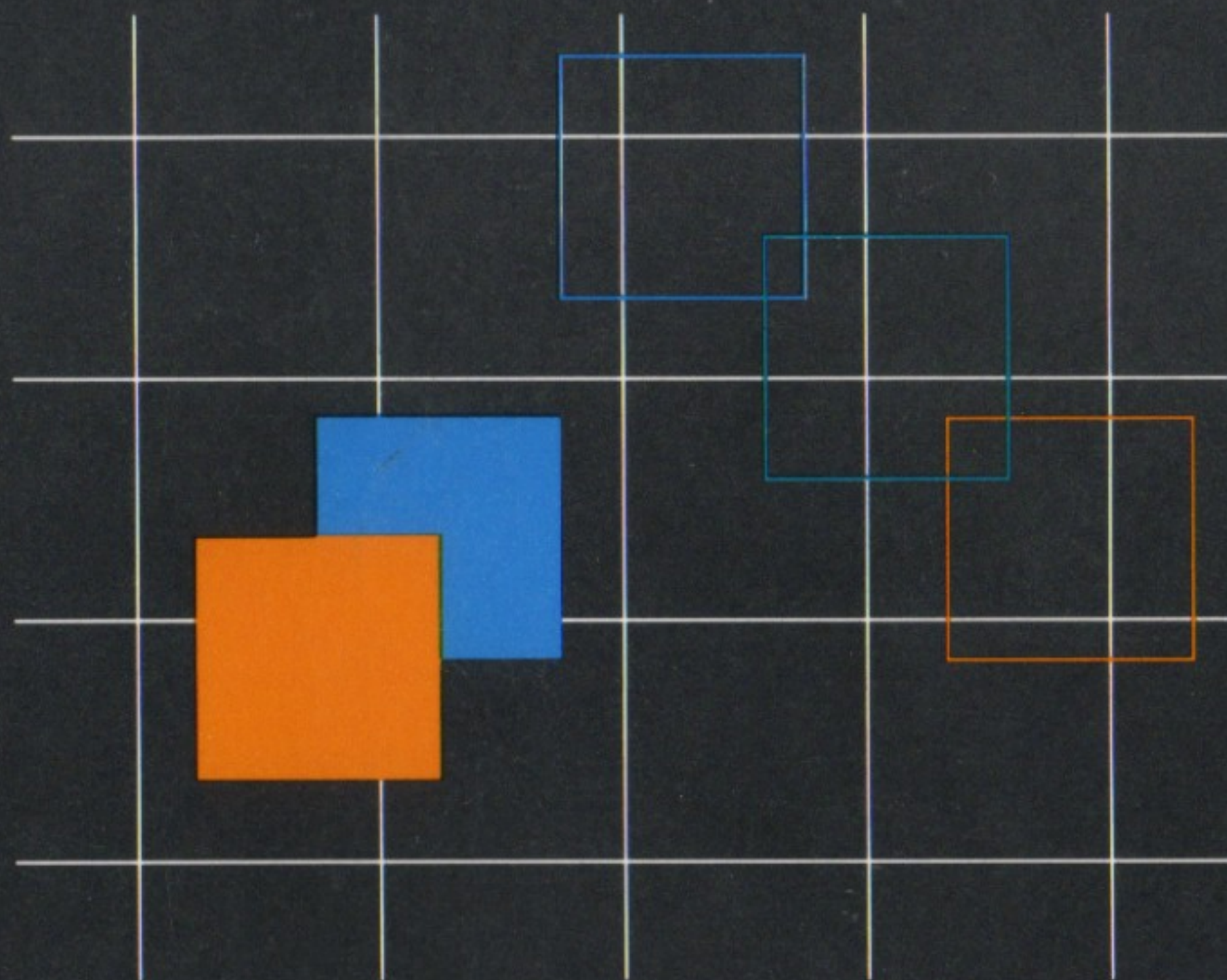


MANHATTAN GRAPHICS

# READYSETGO™



The Ultimate Page Processor™



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## How to Use This Guide

This guide is designed to be a highly visual introduction to ReadySetGo:

- **Learning ReadySetGo** is a step-by-step tutorial and introduces all the basic features.
- **Using ReadySetGo** shows in detail how a number of page processing tasks are accomplished.
- The **Reference** section contains a summary of all the features of ReadySetGo.

If you are new to the Mac environment, an excellent introduction is contained in the owner's guide. Also, the MacPaint™ and MacWrite™ manuals might be very useful to you.

## Product Support

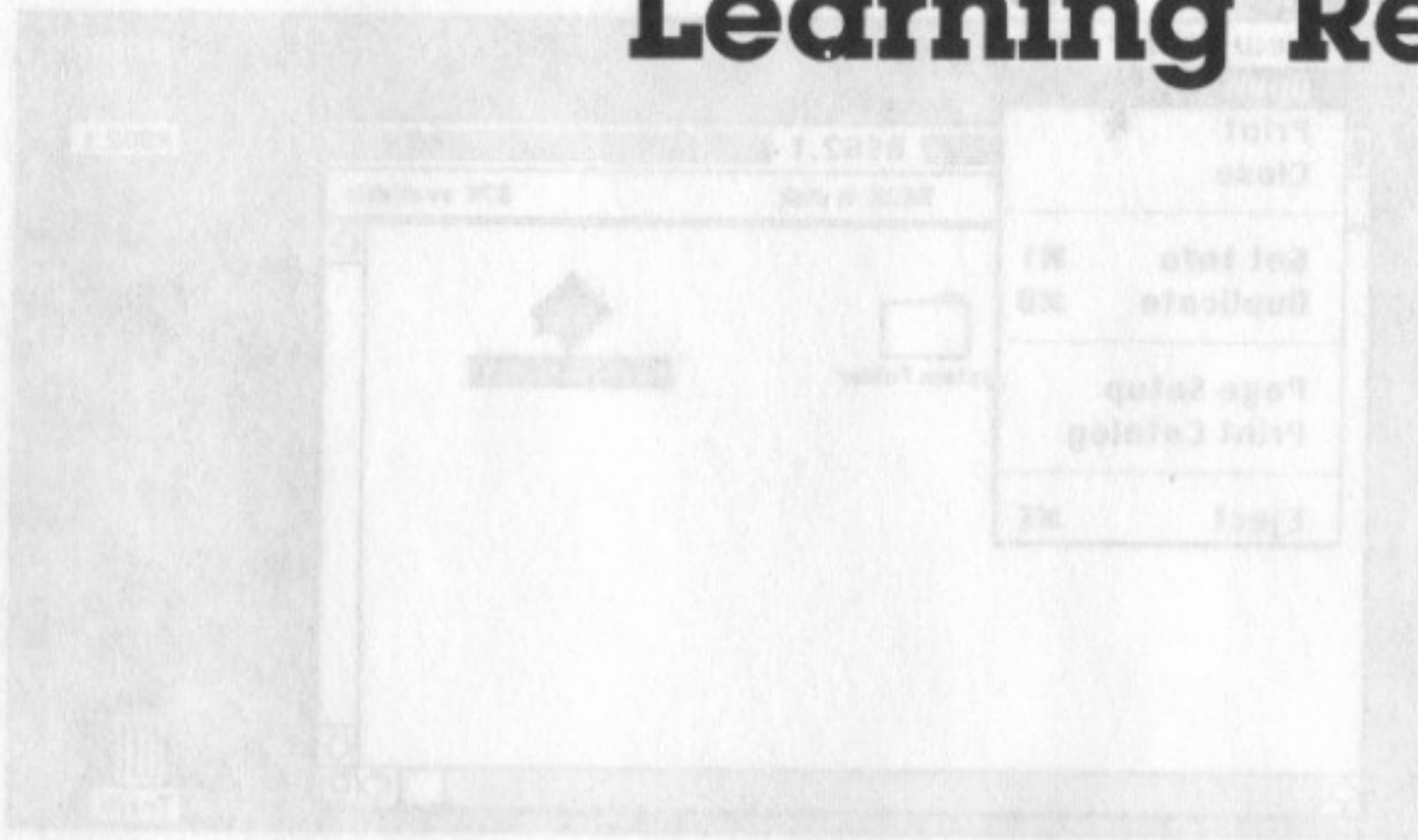
Product support is available from 1 pm to 5 pm (Eastern Standard Time) Monday through Friday. The telephone number is: 212-691-9114. In order to use our product support service you must be a **registered owner**.

## Backups

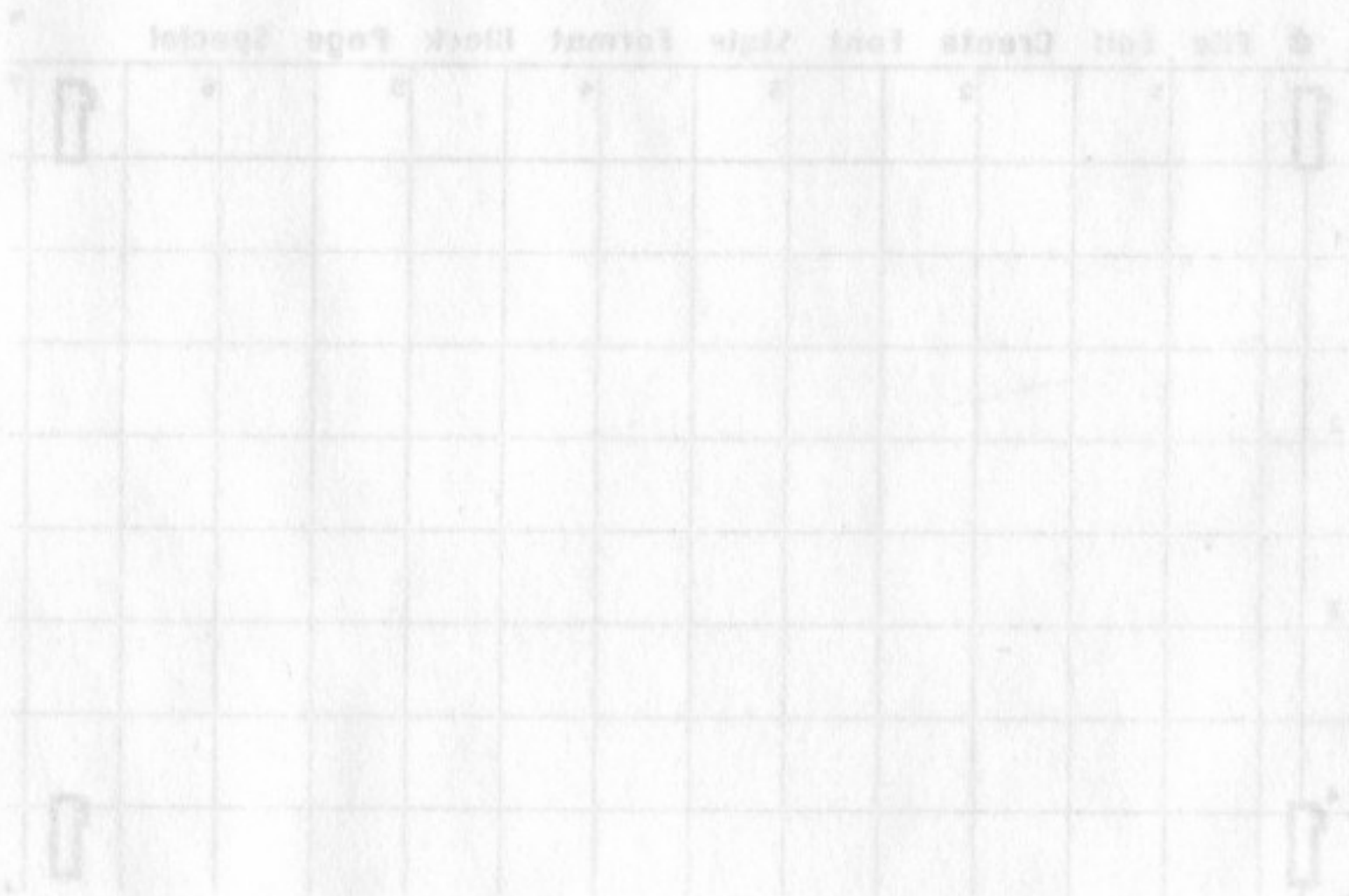
The ReadySetGo disk is **NOT** copy protected. Before you begin work **use the Finder** to make a backup copy of ReadySetGo.



# Learning ReadySetGo



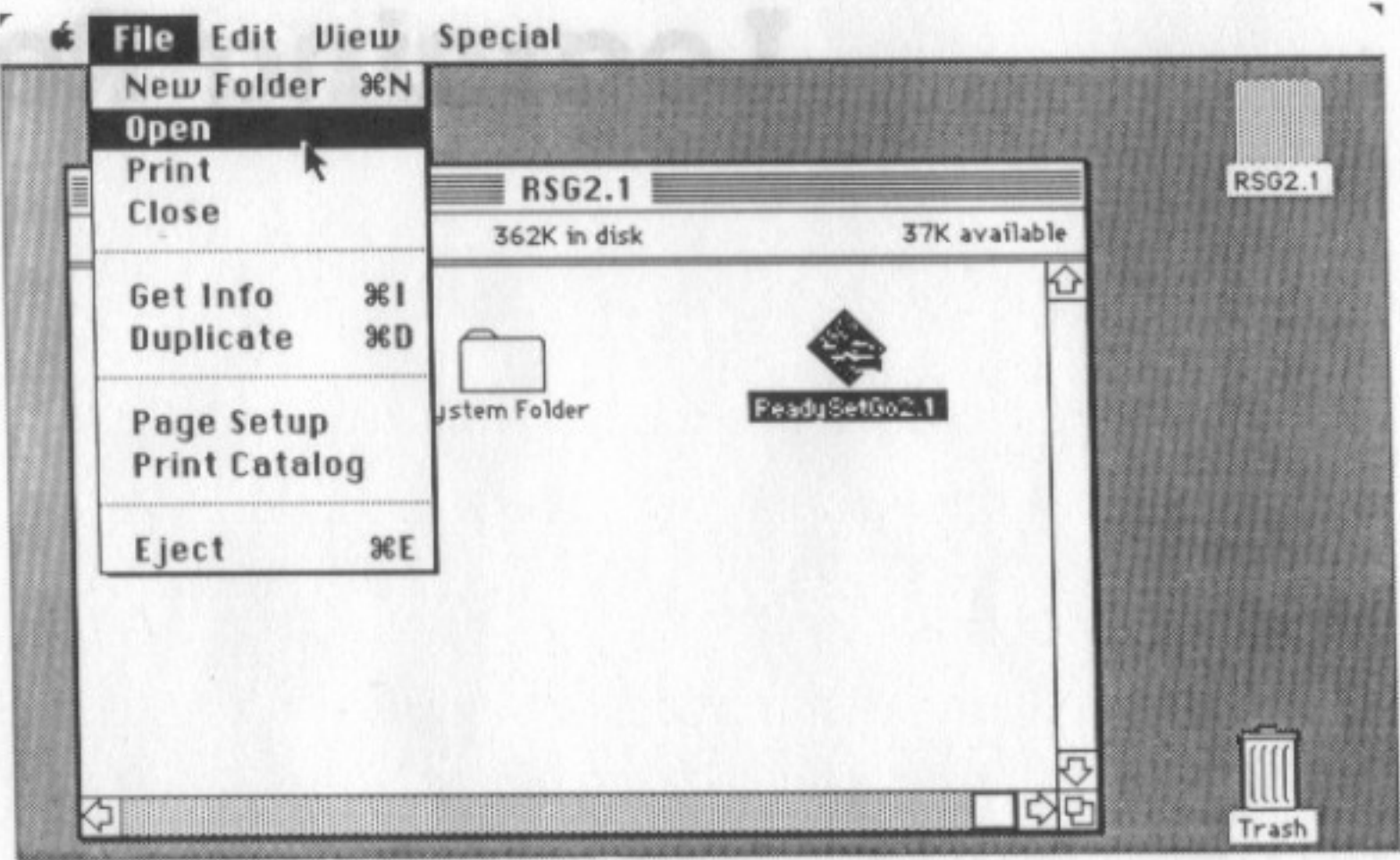
into the disk drive  
When the menu  
bar and desktop  
icons appear, click  
the RSG2.1 icon and  
choose Open from  
the File menu. Now  
click the  
ReadySetGo 2.1  
icon and choose  
Open from the File  
menu again.



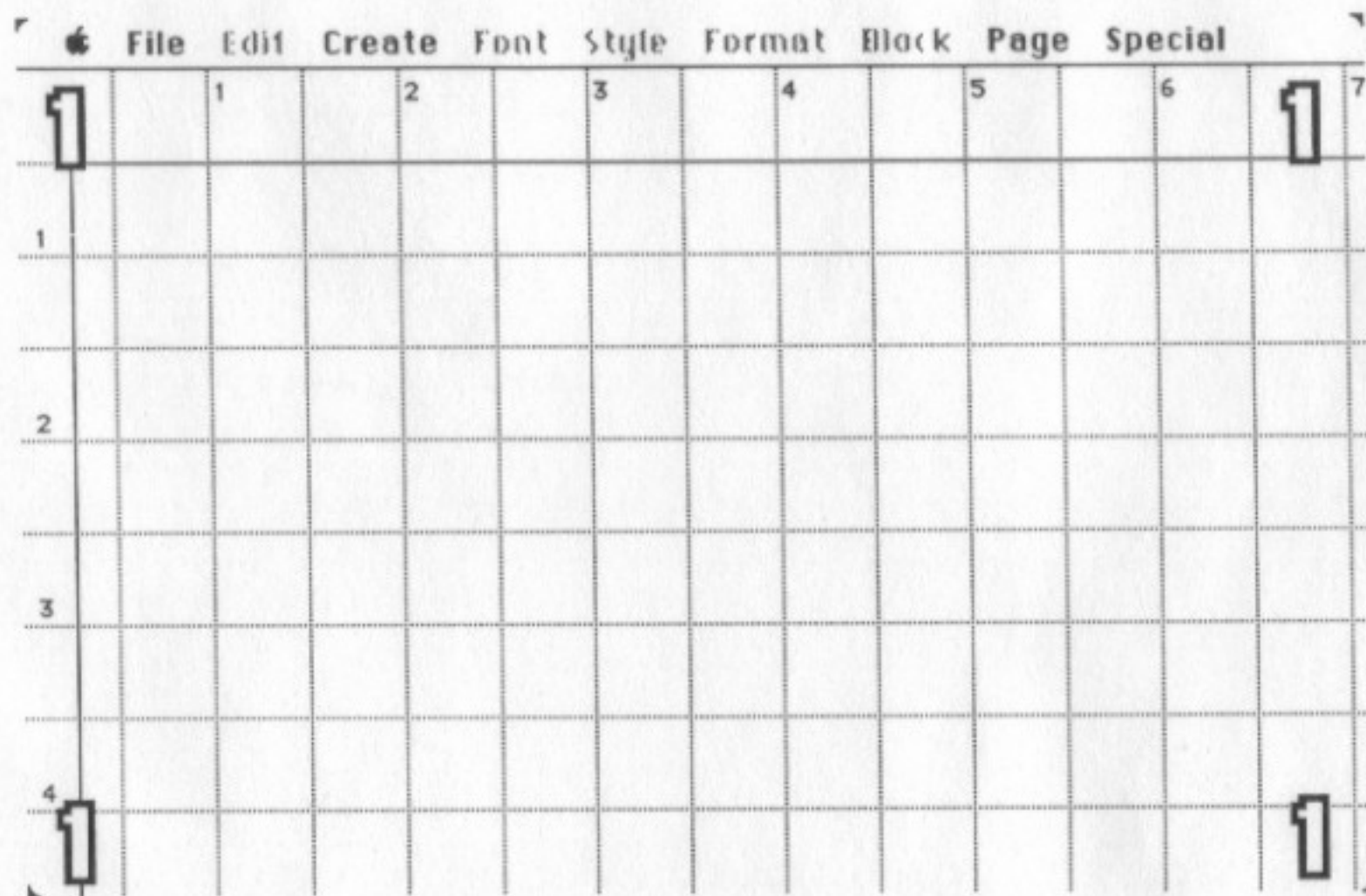
In a few seconds  
the screen should  
look like this. It  
represents the  
upper left hand  
corner of the first  
page of the  
document.



To begin, insert the ReadySetGo disk into the disk drive. When the menu bar and desktop icons appear, click the RSG2.1 icon and choose **Open** from the **File** menu. Now click the ReadySetGo 2.1 icon and choose **Open** from the **File** menu again.

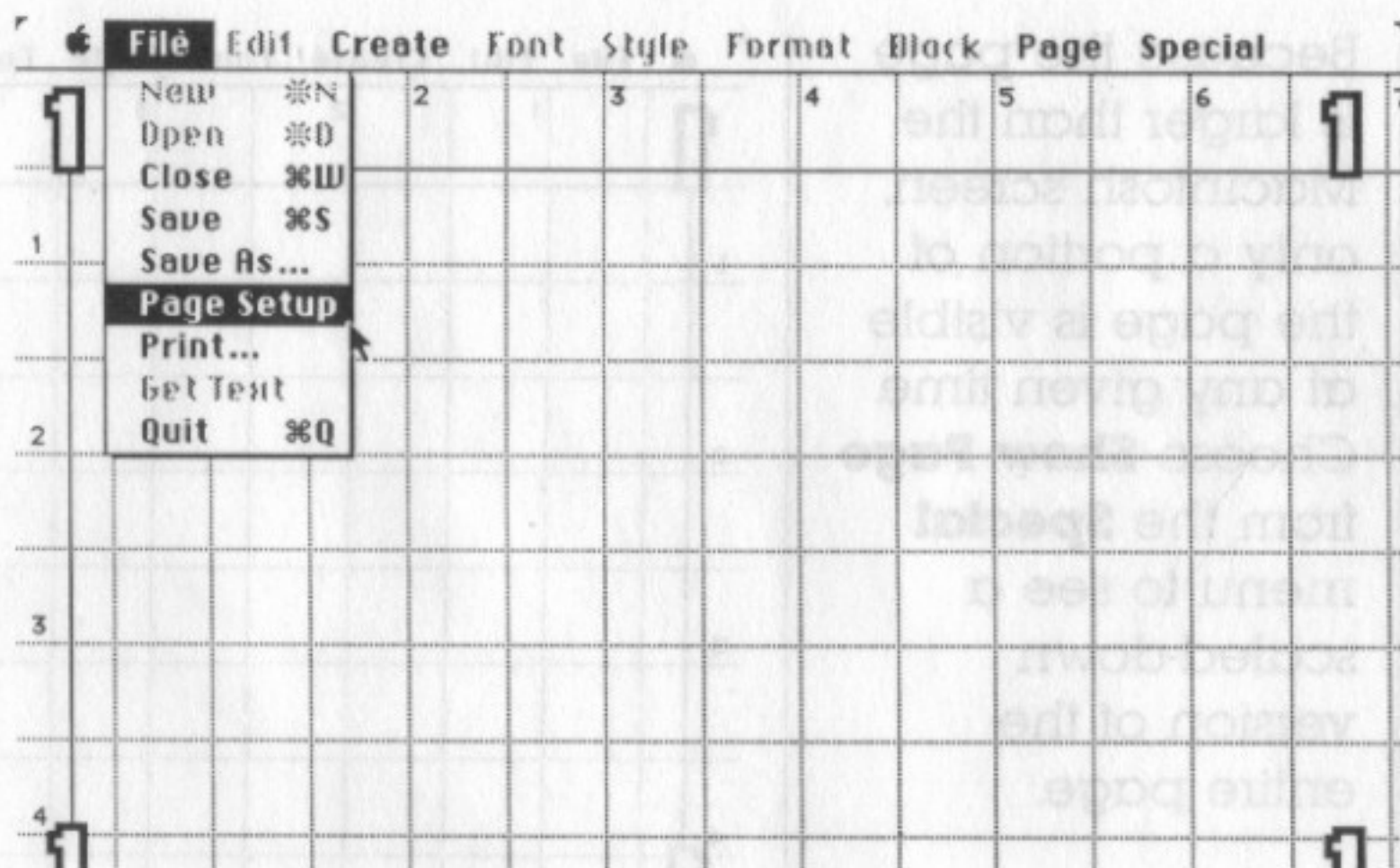


In a few seconds the screen should look like this. It represents the upper left hand corner of the first page of the document.

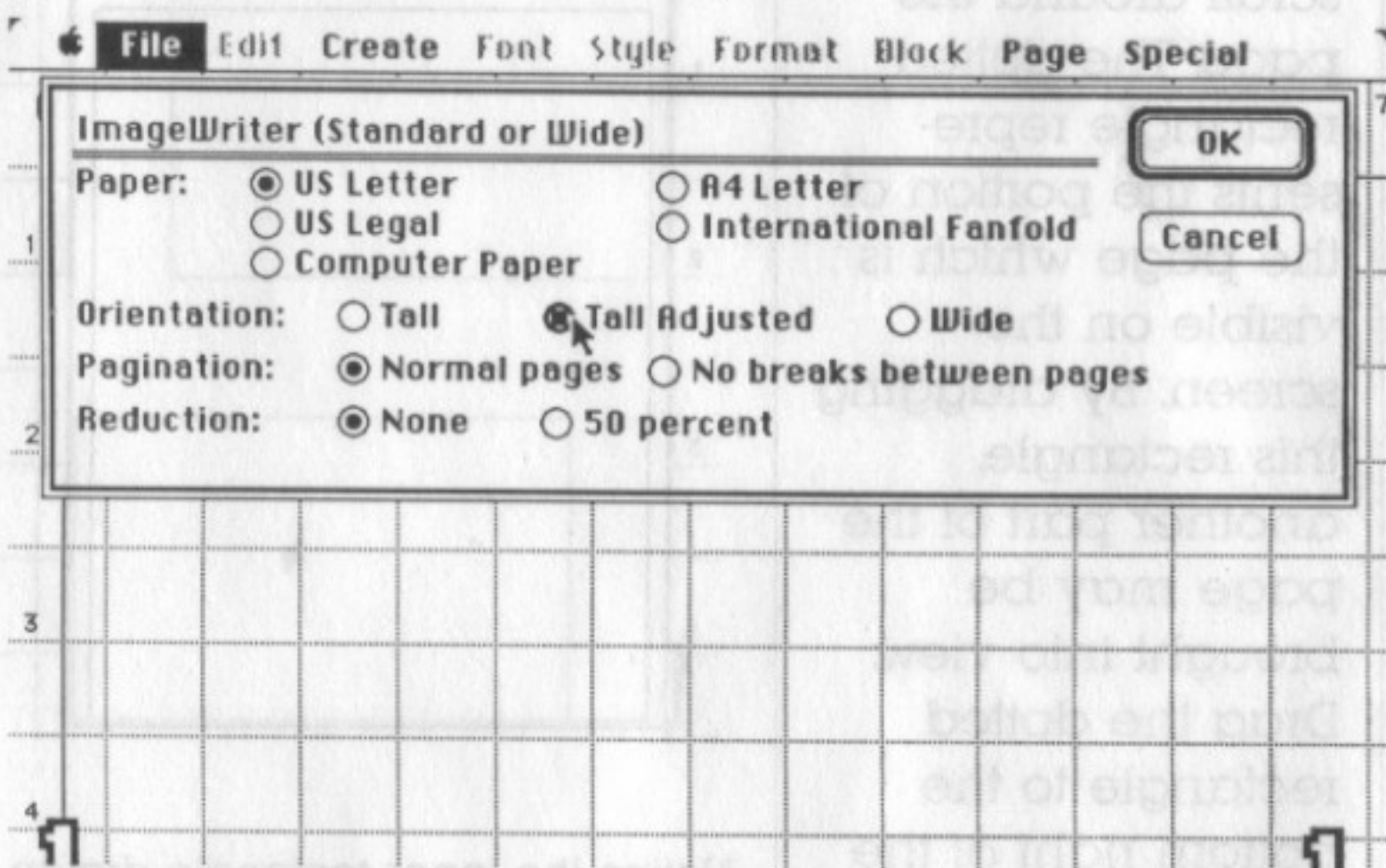




The page sizes available are determined by the printer file contained in the system folder. To examine the sizes and orientations, choose **Page Setup** from the **File** menu.



If the system folder contains the ImageWriter file, this dialog box appears. US Letter and Tall are the default choices. Change the orientation to **Tall Adjusted** and click OK.

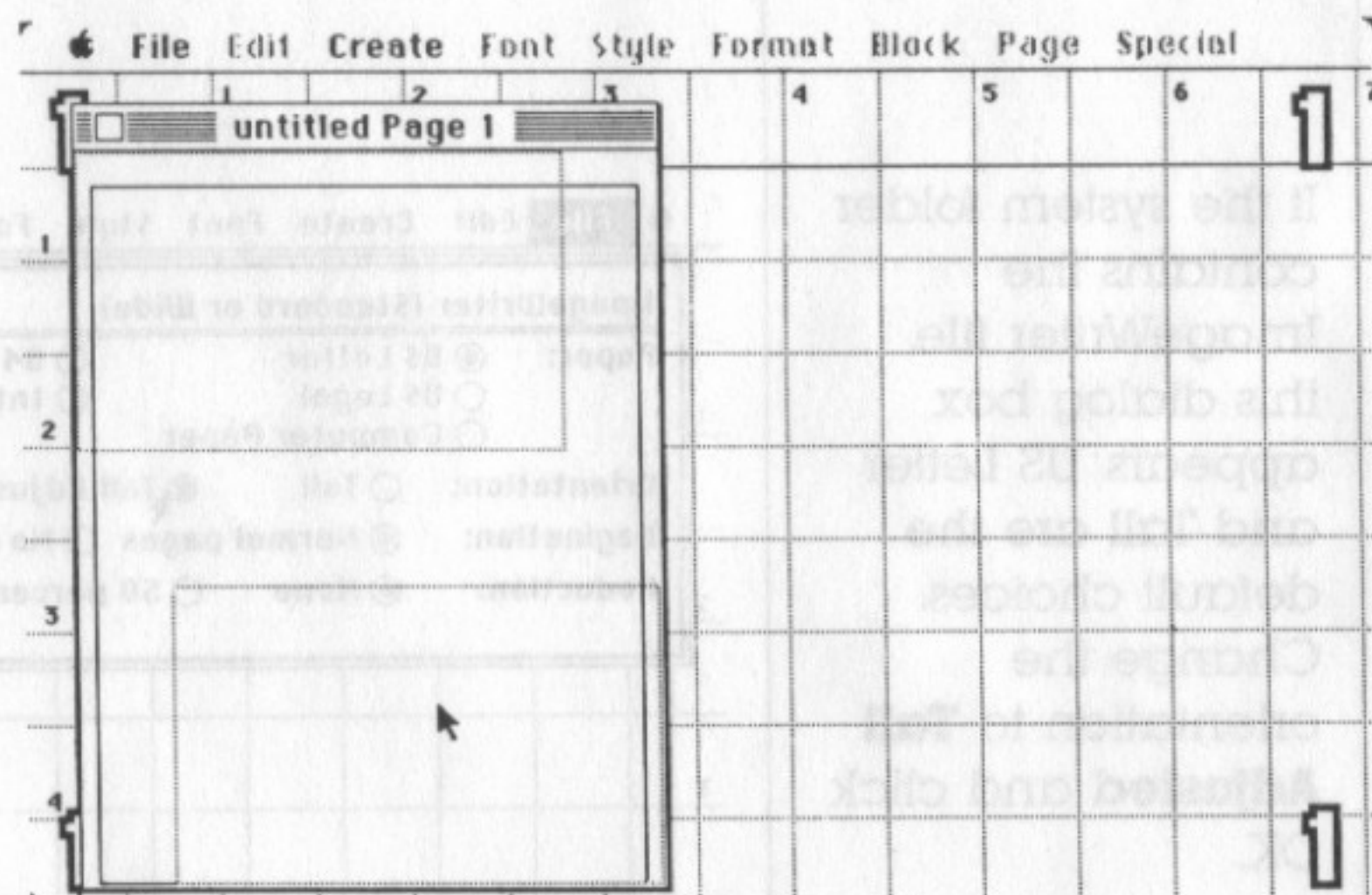
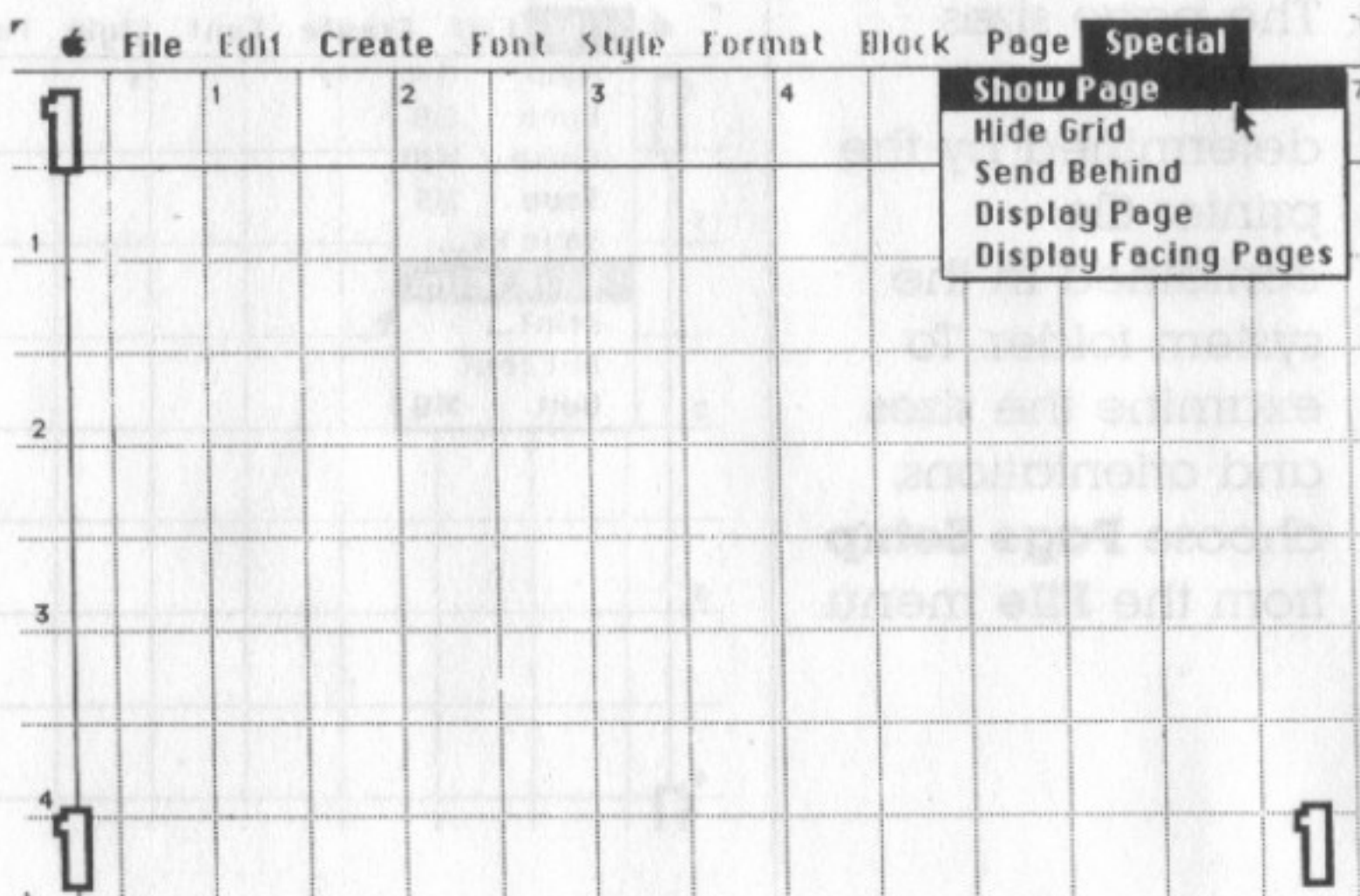


**NOTE: Never use the Tall orientation with ReadySetGo. Always use either Tall Adjusted or Wide.**



Because the page is larger than the Macintosh screen, only a portion of the page is visible at any given time. Choose **Show Page** from the **Special** menu to see a scaled-down version of the entire page.

**Show Page** is one method used to scroll around the page. The dotted rectangle represents the portion of the page which is visible on the screen. By dragging this rectangle, another part of the page may be brought into view. Drag the dotted rectangle to the bottom right of the page. **Show Page** may be put away by either clicking in its go-away box or choosing **Close** from the **File** menu.

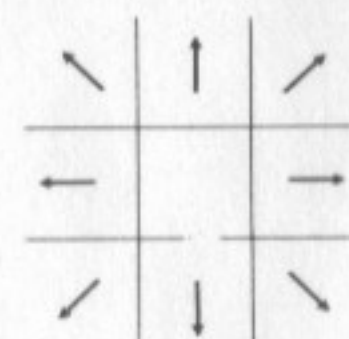
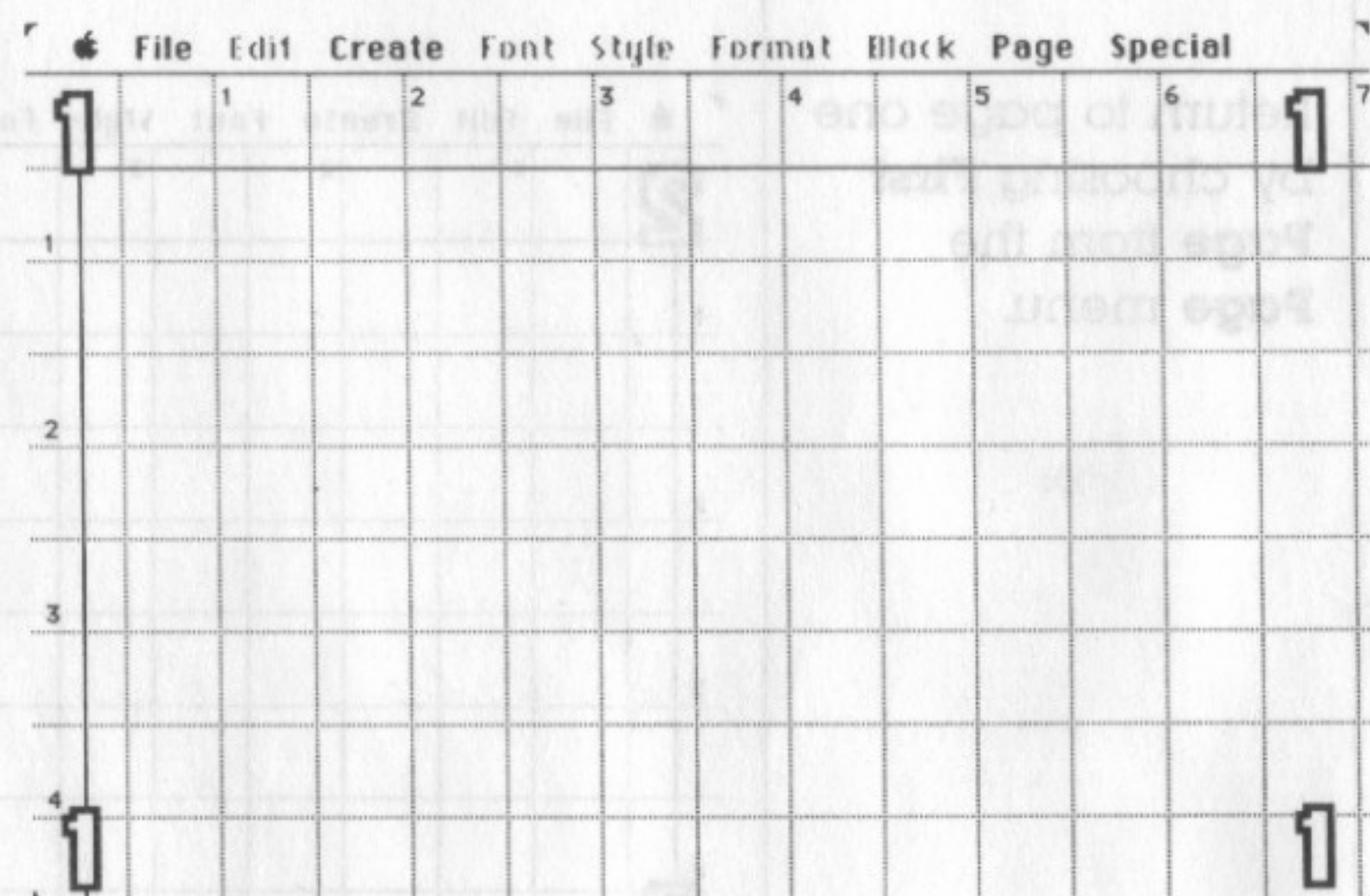
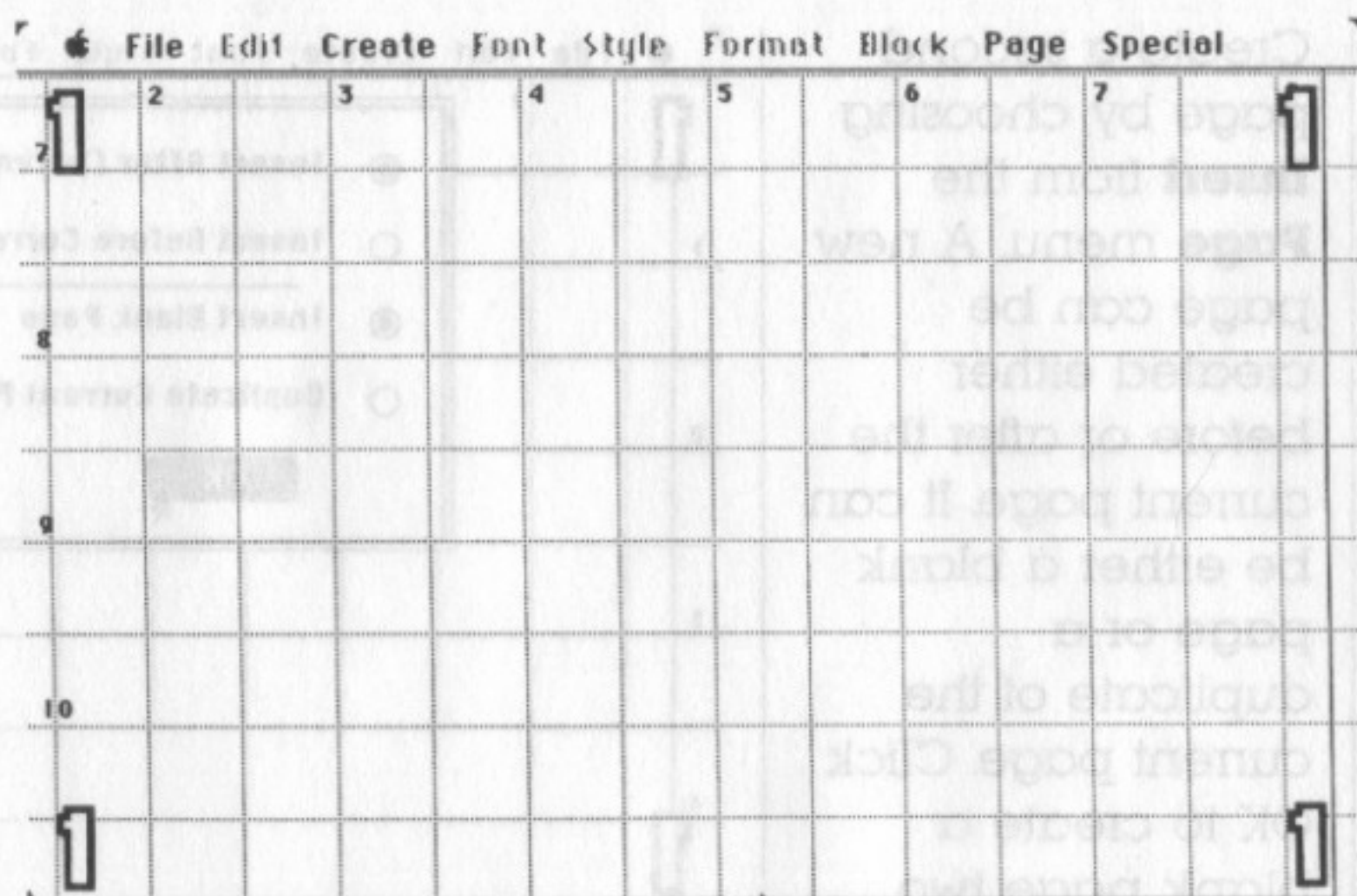


Notice the inner rectangle drawn in the **Show Page** window. This rectangle is also superposed in real size on the page grid. It indicates that part of the sheet of paper that the installed printer can put an image on. Any text or graphic element (or part thereof) placed outside this rectangle will not be printed.



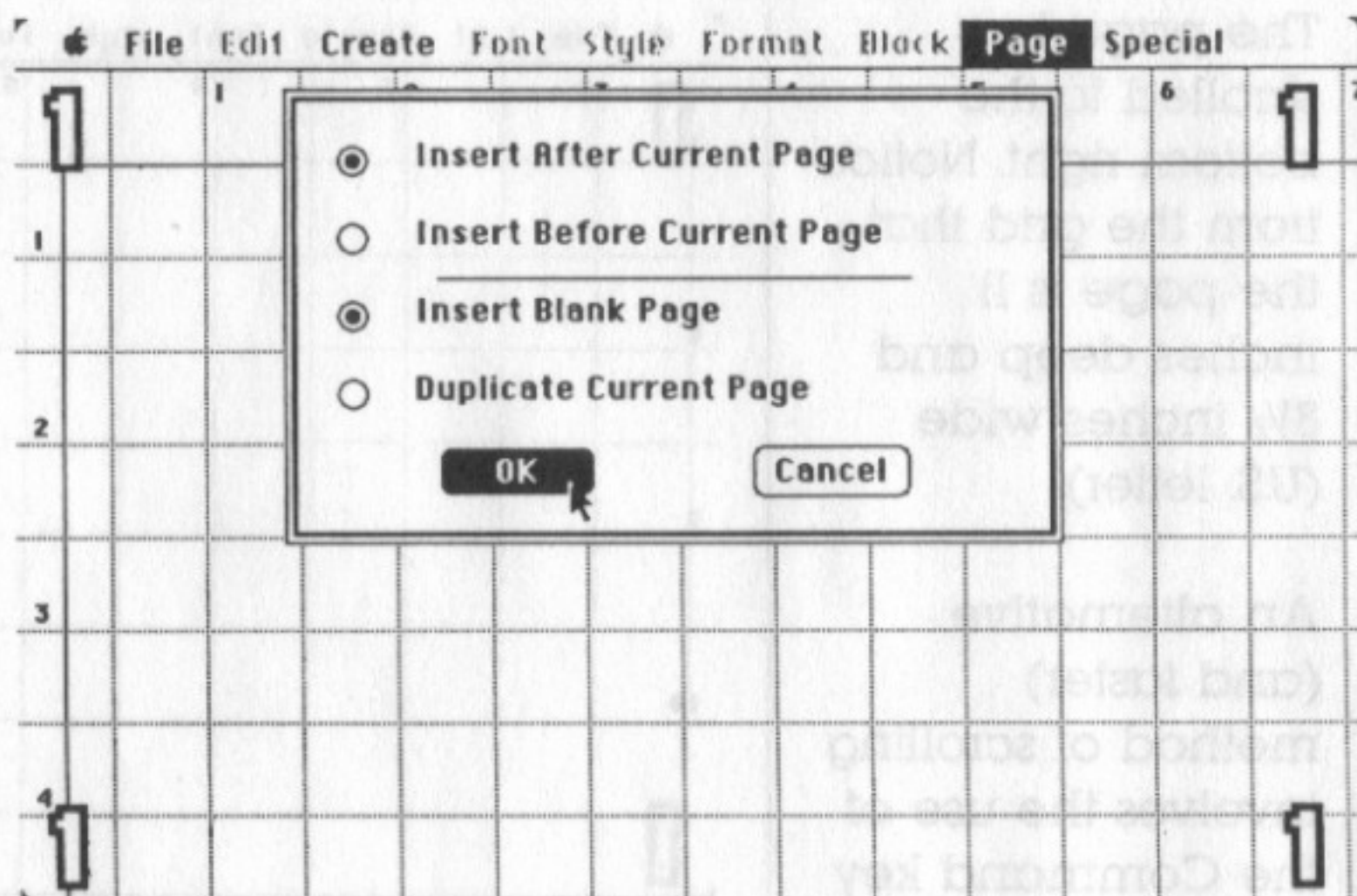
The page has scrolled to the bottom right. Notice from the grid that the page is 11 inches deep and 8½ inches wide (U.S. letter).

An alternative (and faster) method of scrolling involves the use of the Command key and the mouse. Think of the screen as being divided into the nine squares of a tic-tac-toe game. The center square is "dead" but **holding down the Command key AND clicking in any of the other eight squares** will scroll the page in the direction indicated. For example, a command/click in the upper left will scroll the page up and to the left. Use this method to scroll back to the top left of the page.

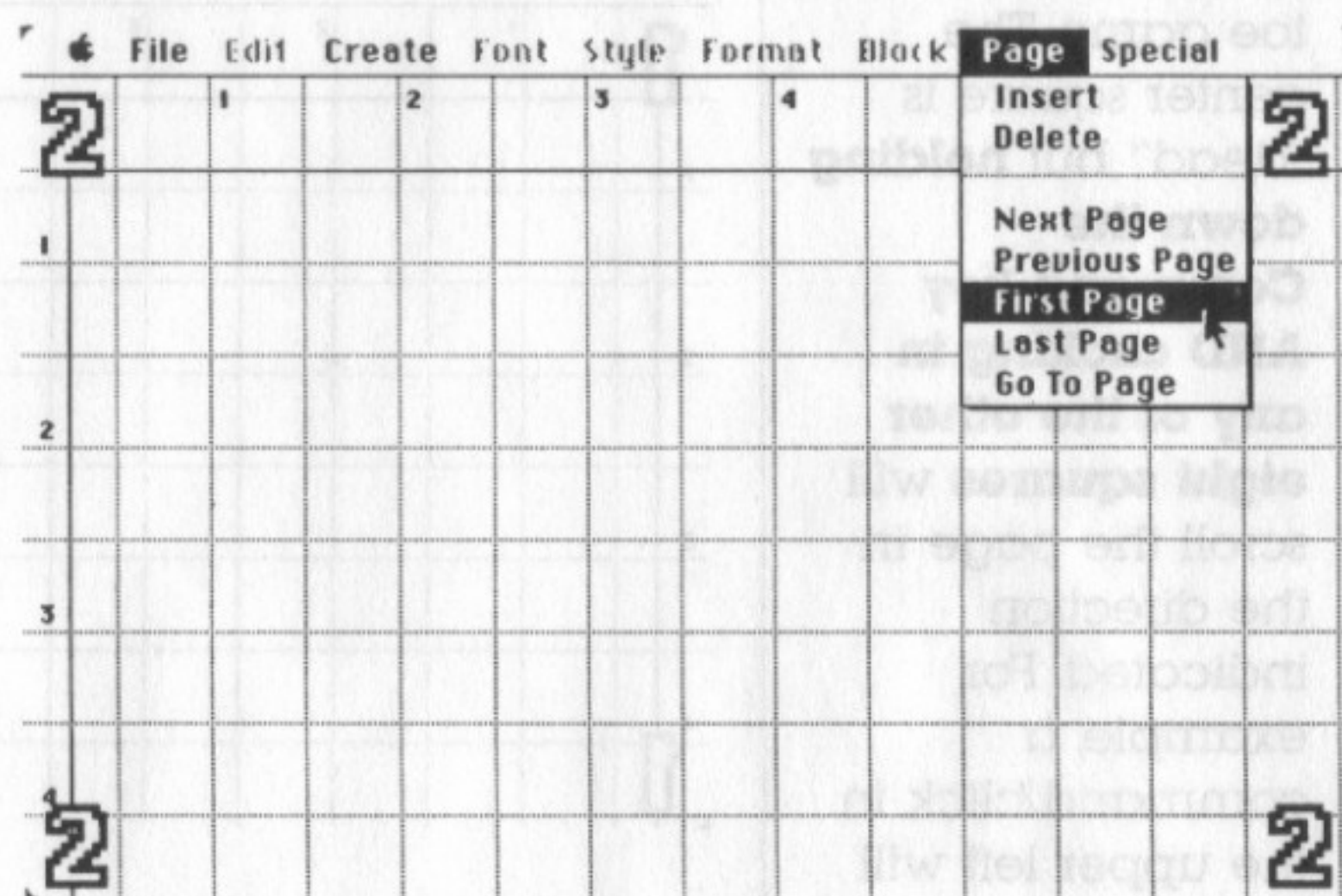




Create a second page by choosing **Insert** from the **Page** menu. A new page can be created either before or after the current page. It can be either a blank page or a duplicate of the current page. Click OK to create a blank page two.

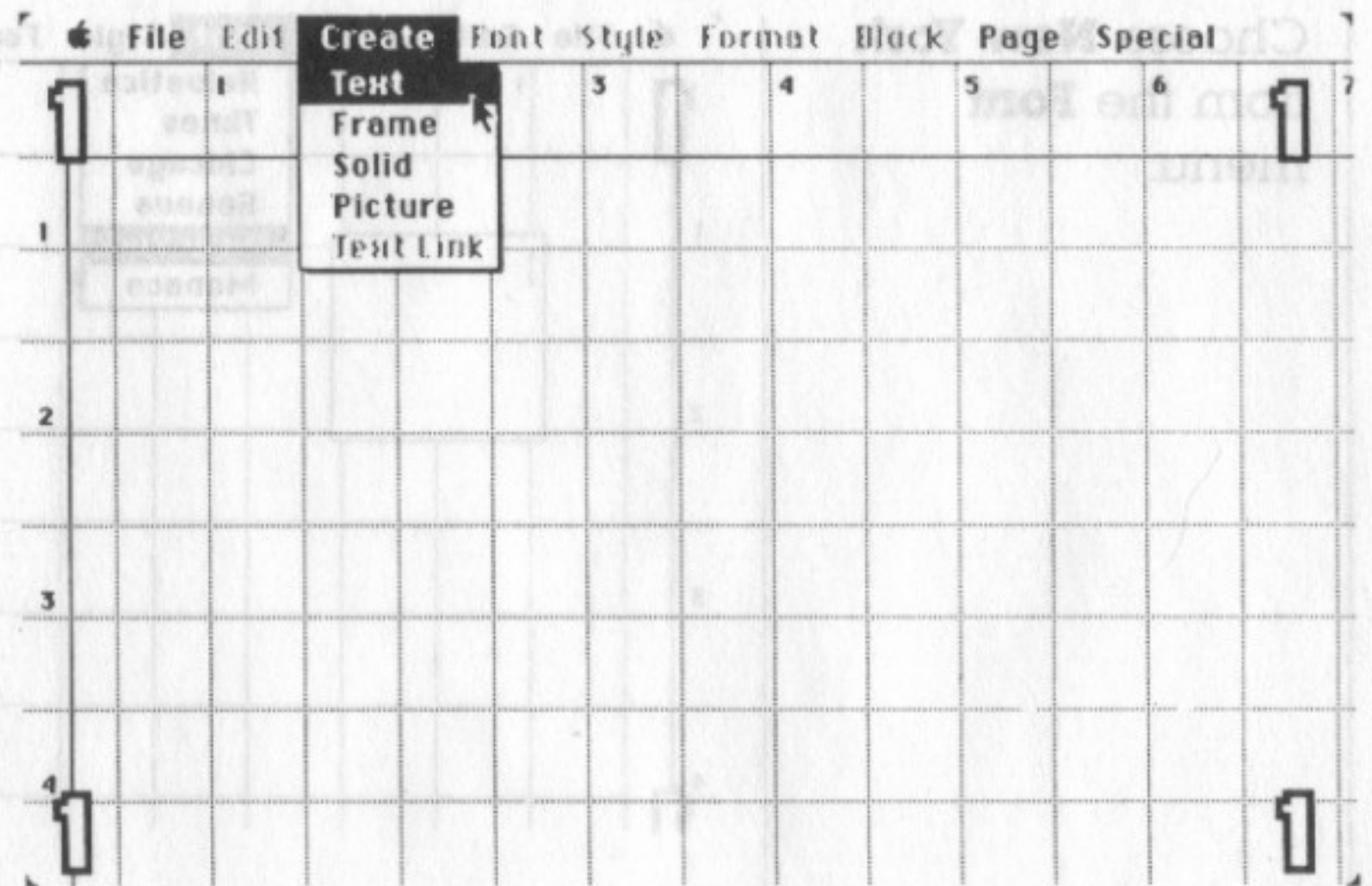


Return to page one by choosing **First Page** from the **Page** menu.

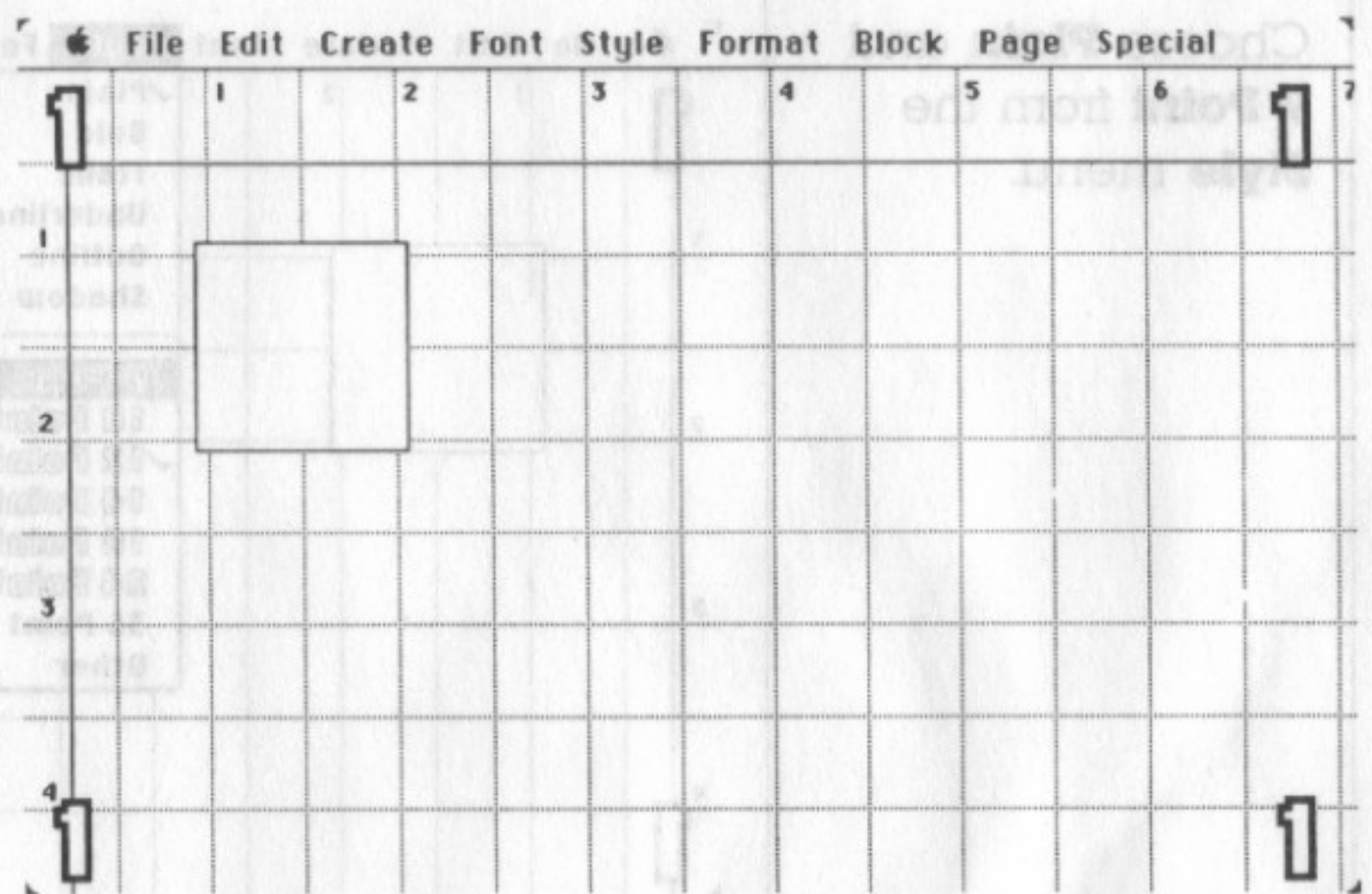




Now begin to create blocks on page one. Choose **Text** from the **Create** menu.



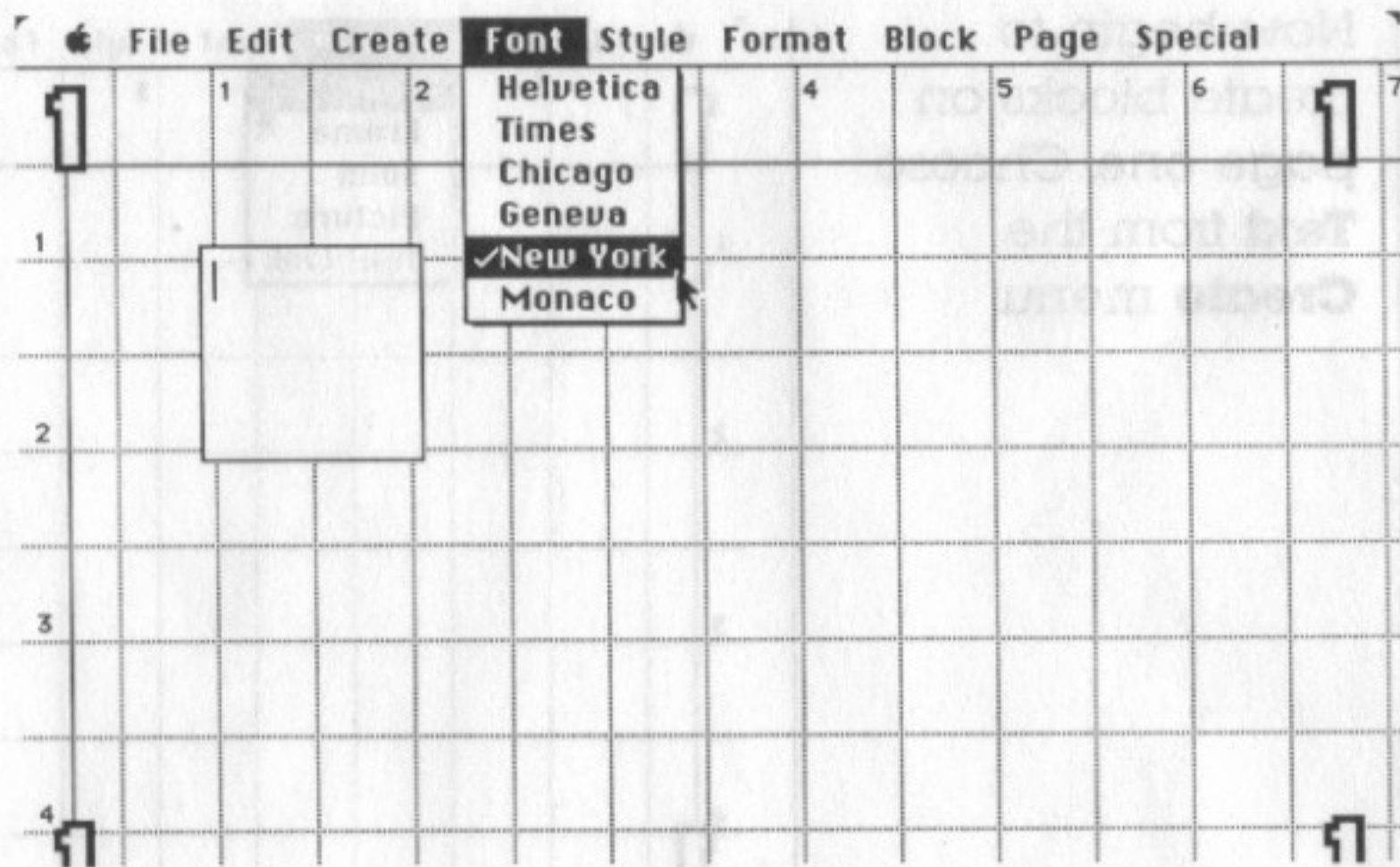
ReadySetGo has created a default text block. The default text block is always a one inch square, positioned an inch down and an inch across from the top left of the screen. Notice the outer rectangle. All ReadySetGo blocks are surrounded by a rectangular border to aid in



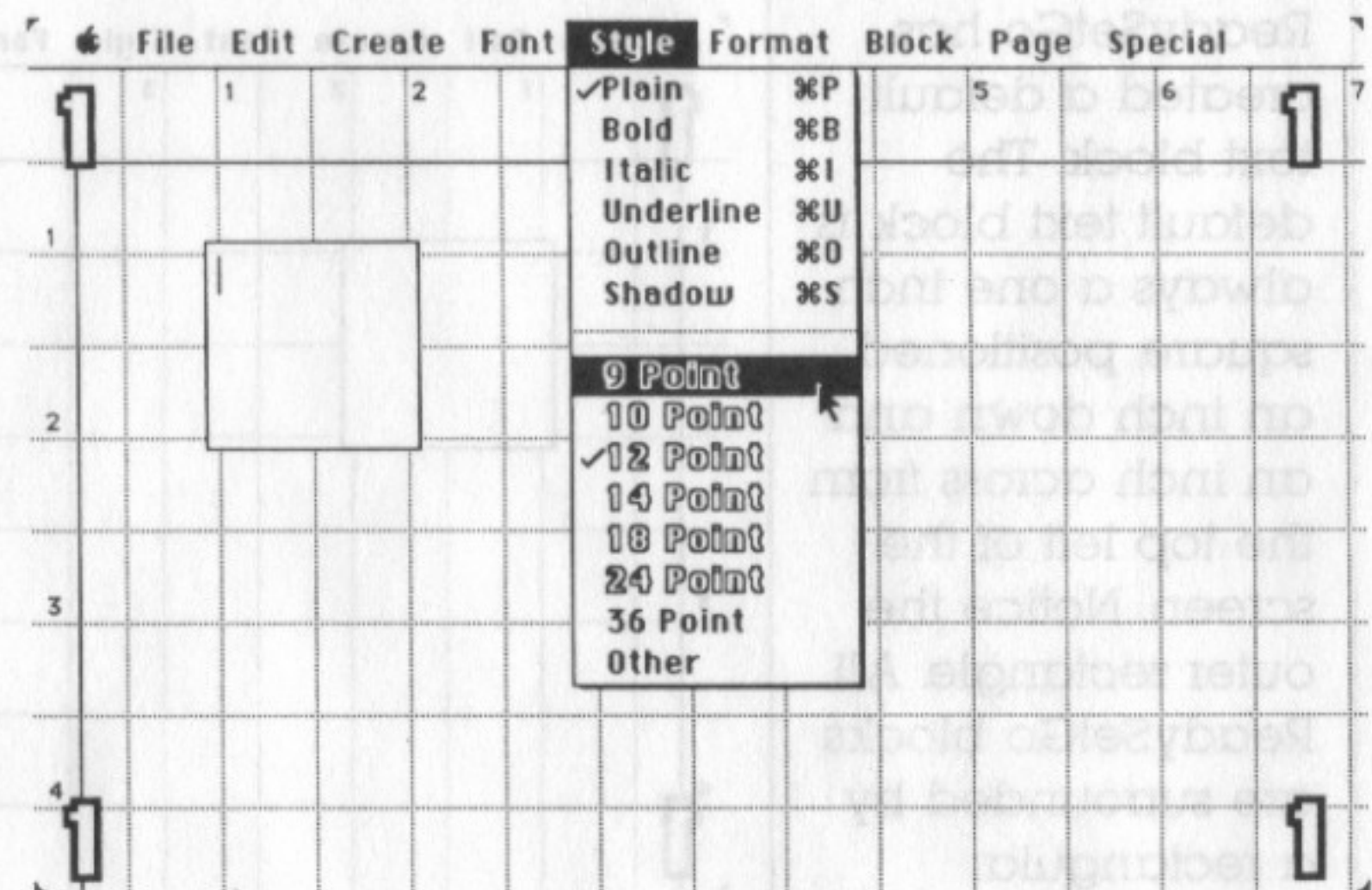
manipulating them and monitoring their status. This border will change pattern from black to light gray whenever work is begun on another block. The border is provided as a user convenience and it does **NOT** output on the printed page.



Choose **New York**  
from the **Font**  
menu.



Choose **Plain** and  
**9 Point** from the  
**Style** menu.

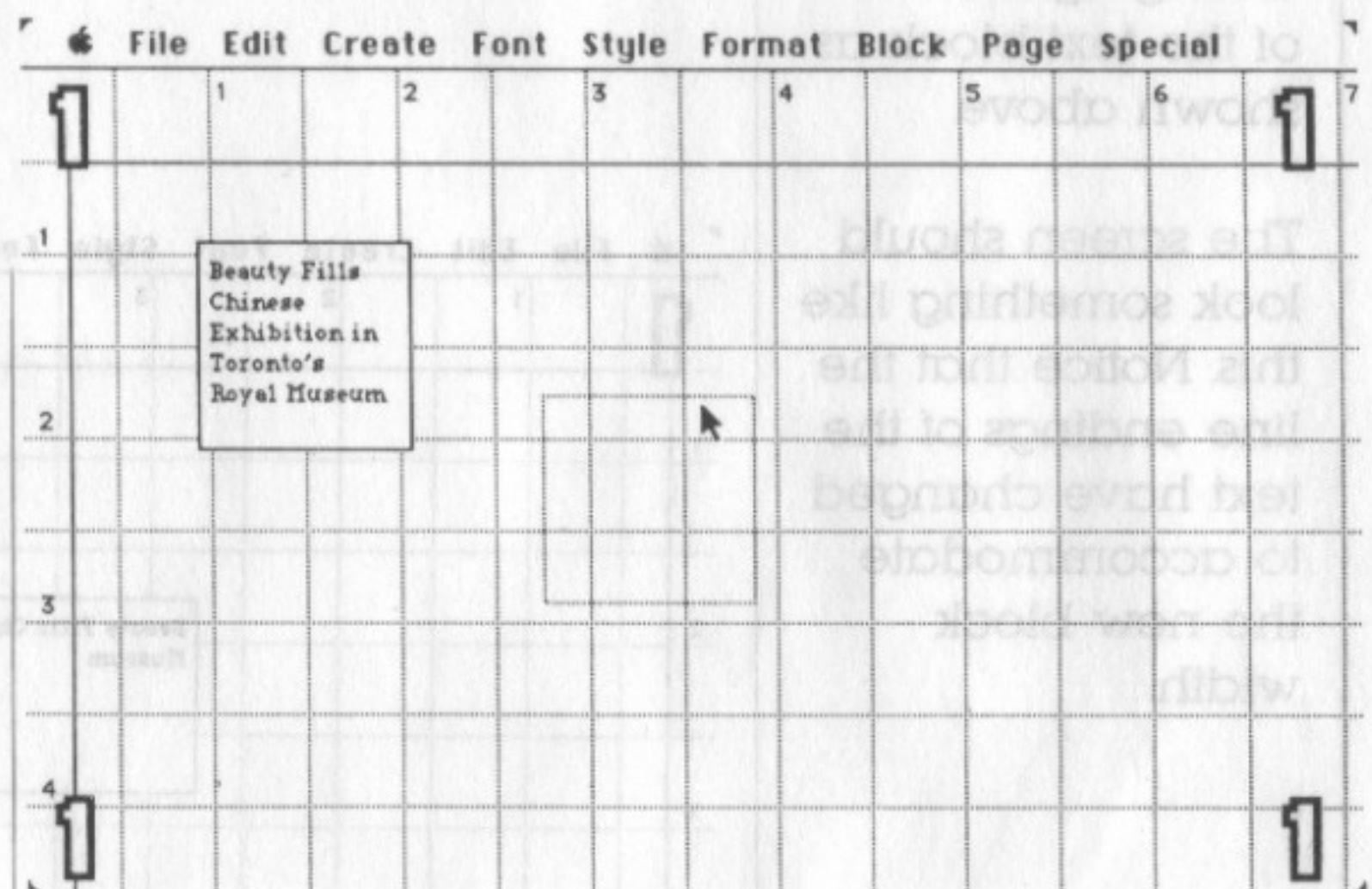
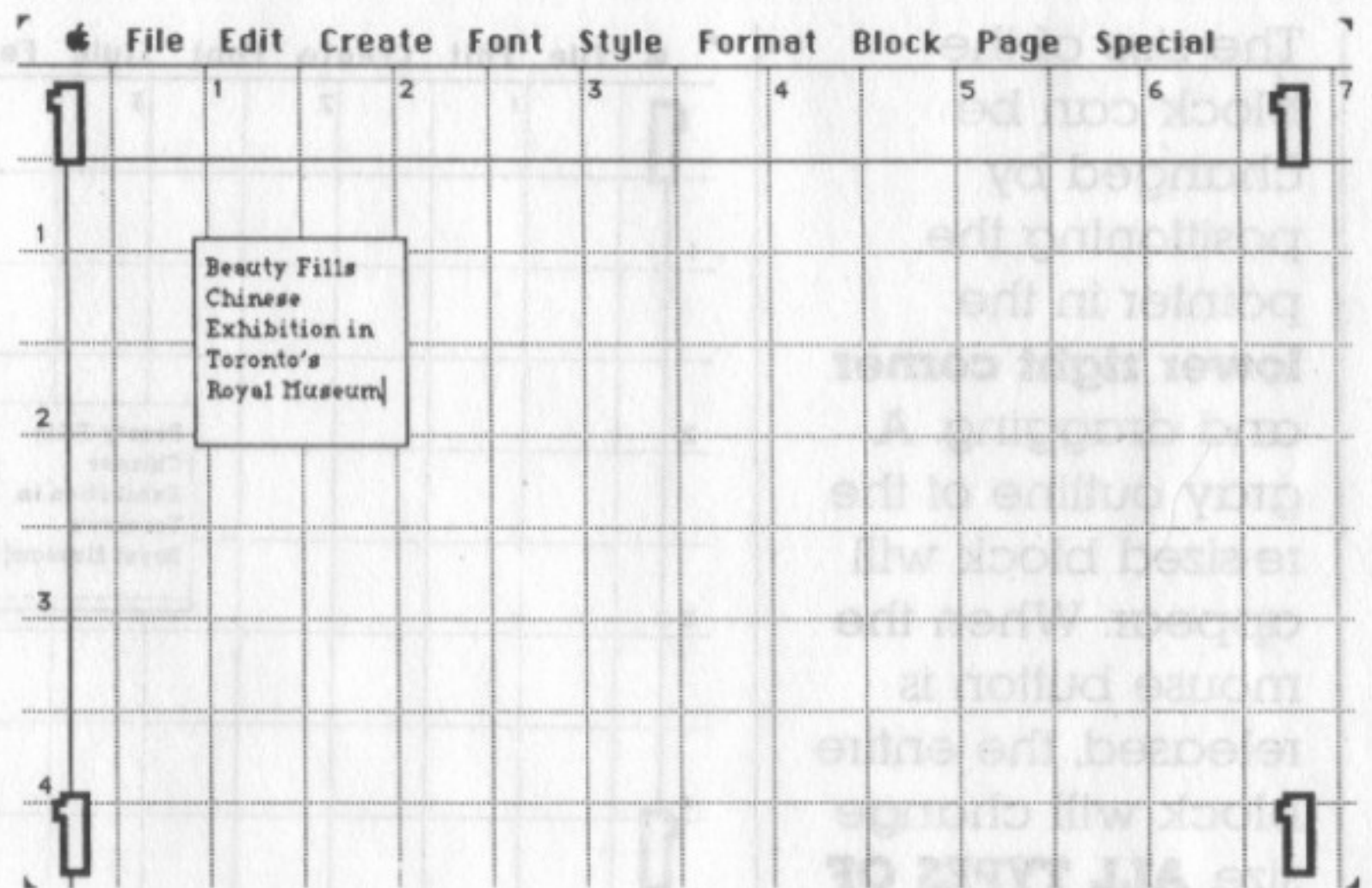




Type the headline "Beauty Fills Chinese Exhibition in Toronto's Royal Museum". Notice that it appears in the font, size and style chosen. The blinking vertical bar is called the insertion point and it determines where the next character typed will be positioned. Notice also that when the pointer moves into the text block, it turns into an I-beam. By positioning the I-beam in the text and clicking, the position of the insertion point may be changed.

The text block can be moved to any other location on the page by positioning the pointer **directly under its upper**

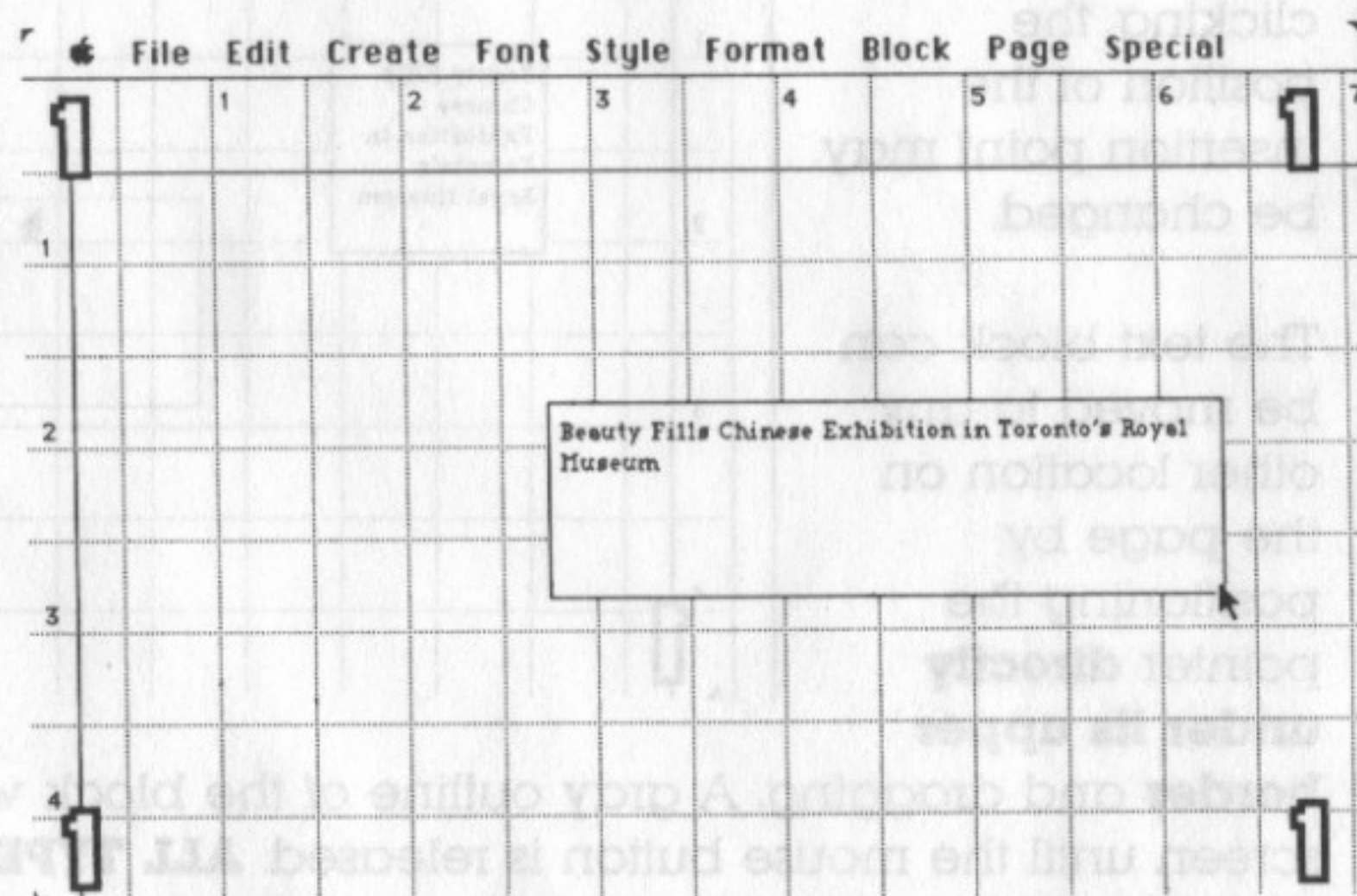
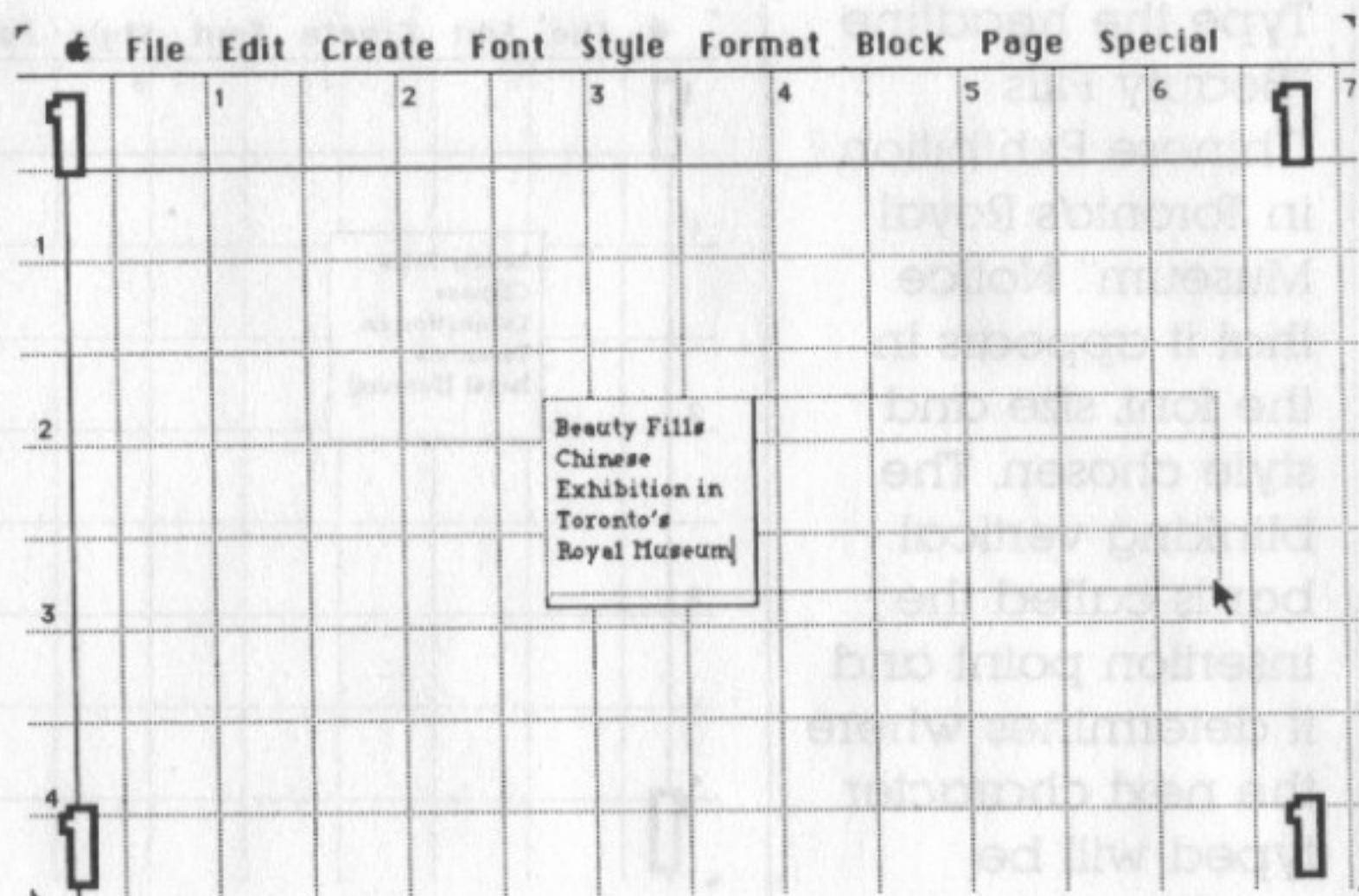
**border** and dragging. A gray outline of the block will move around the screen until the mouse button is released. **ALL TYPES OF READYSETGO BLOCKS MAY BE MOVED IN THIS MANNER.** Try moving the text block to the position shown.





The size of the block can be changed by positioning the pointer in the **lower right corner** and dragging. A gray outline of the re-sized block will appear. When the mouse button is released, the entire block will change size. **ALL TYPES OF READYSETGO BLOCKS MAY BE RE-SIZED IN THIS MANNER.** Try changing the size of the text block as shown above.

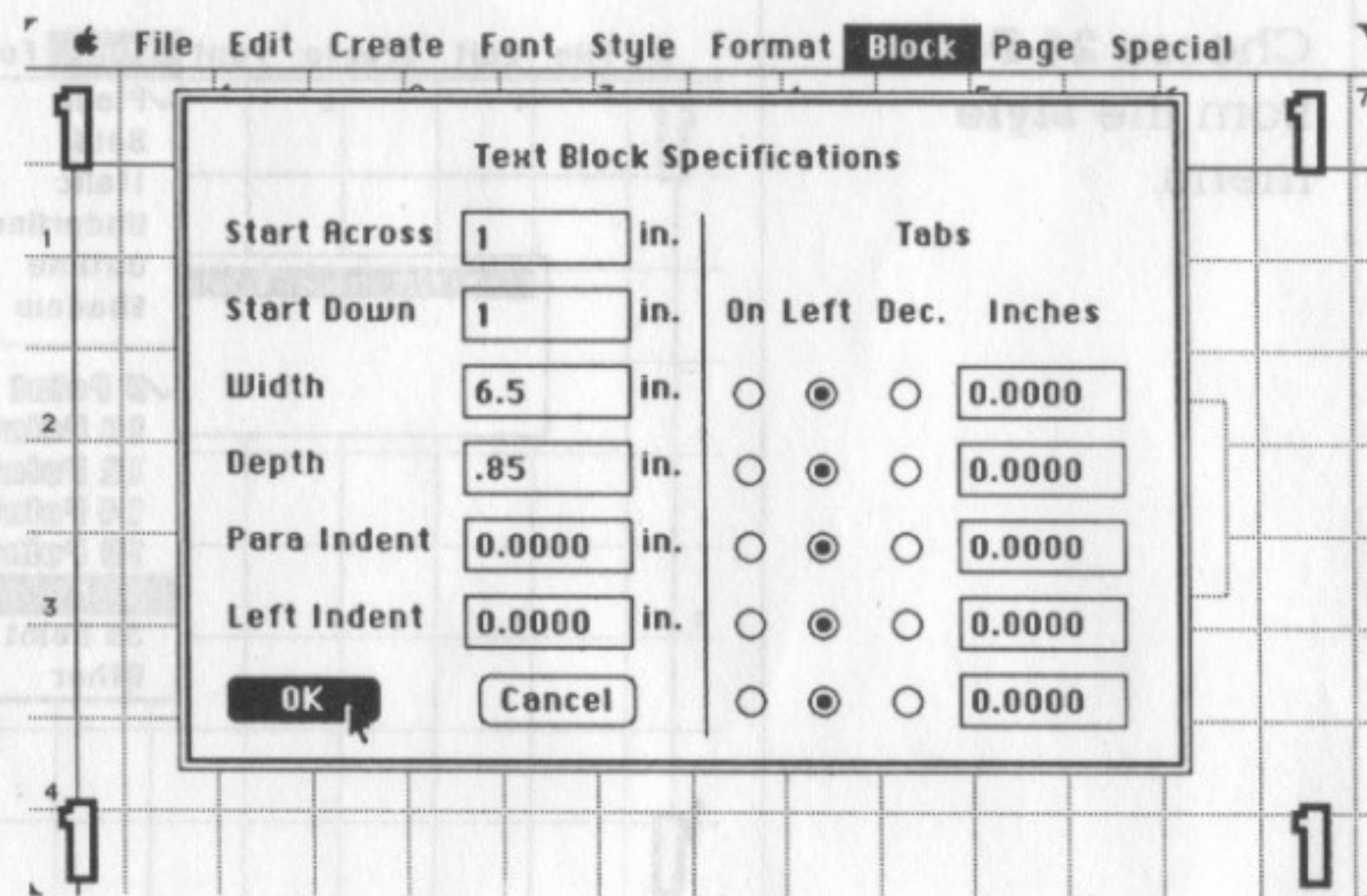
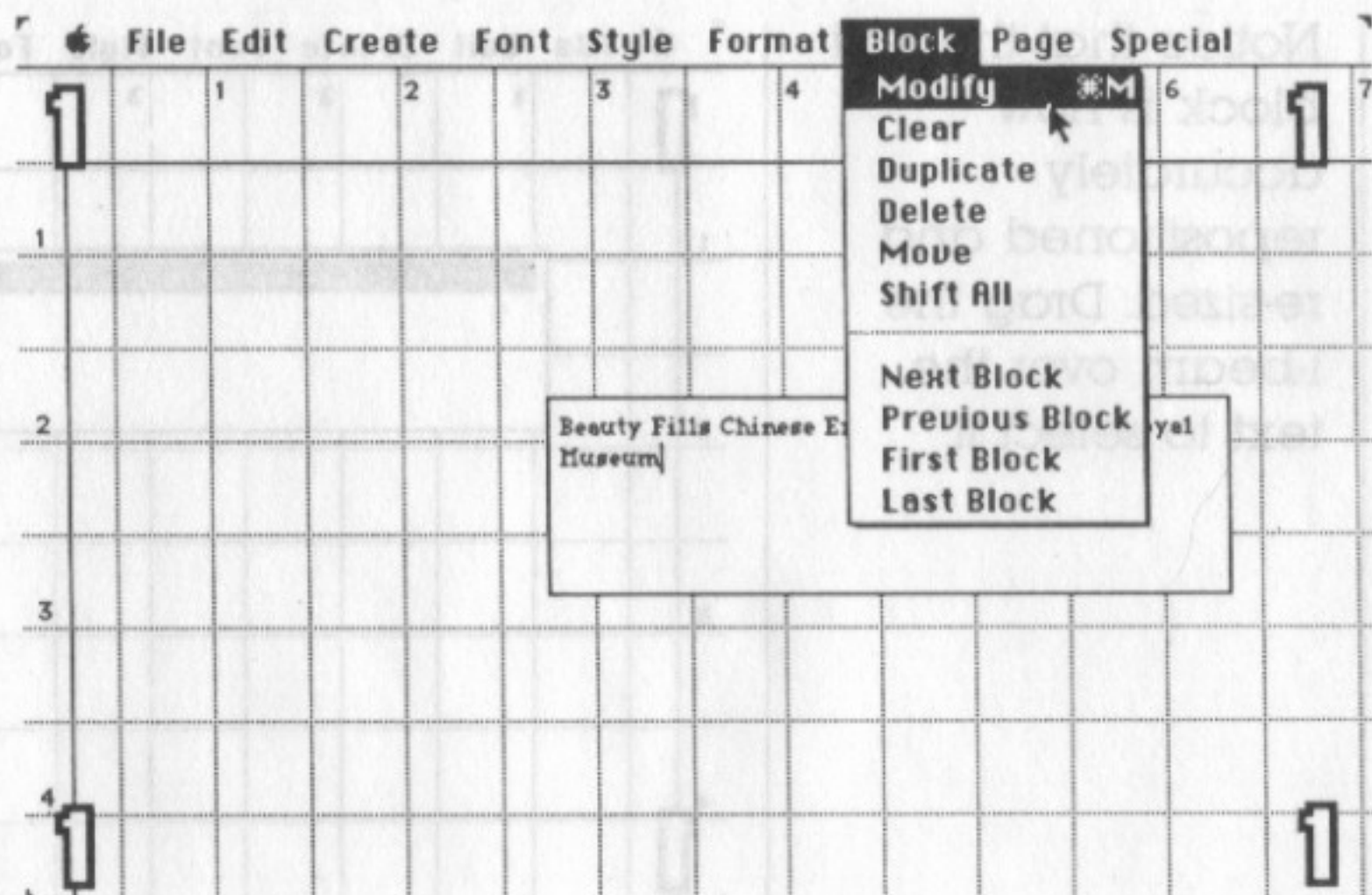
The screen should look something like this. Notice that the line endings of the text have changed to accommodate the new block width.





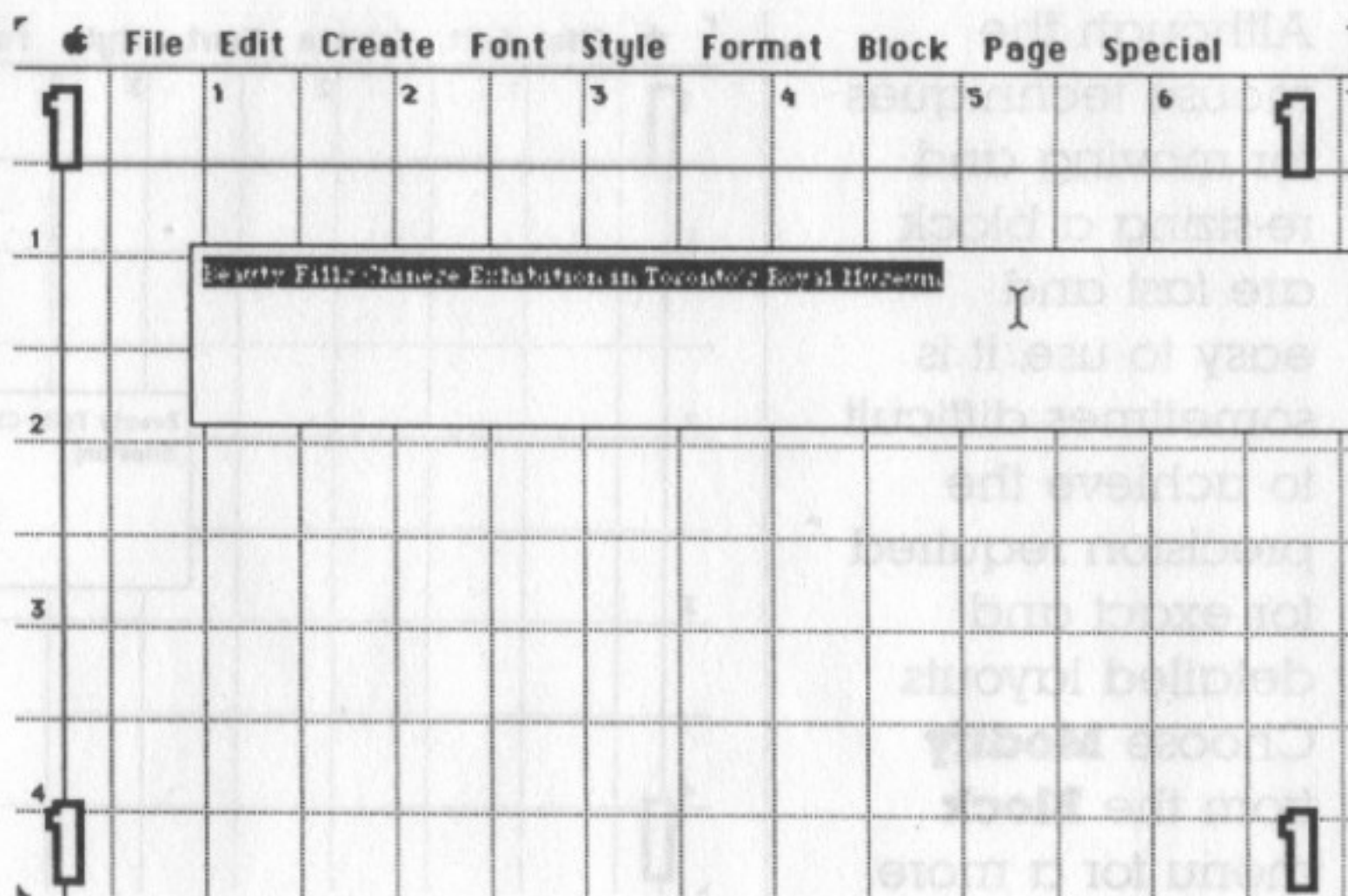
Although the mouse techniques for moving and re-sizing a block are fast and easy to use, it is sometimes difficult to achieve the precision required for exact and detailed layouts. Choose **Modify** from the **Block** menu for a more precise method of both moving and re-sizing a block.

The screen should now look something like this. The first four boxes contain the exact position and size (in inches) of the text block. These numbers can be edited using the mouse and keyboard. Change them to 1, 1, 6.5 and .85 inches respectively and click OK.

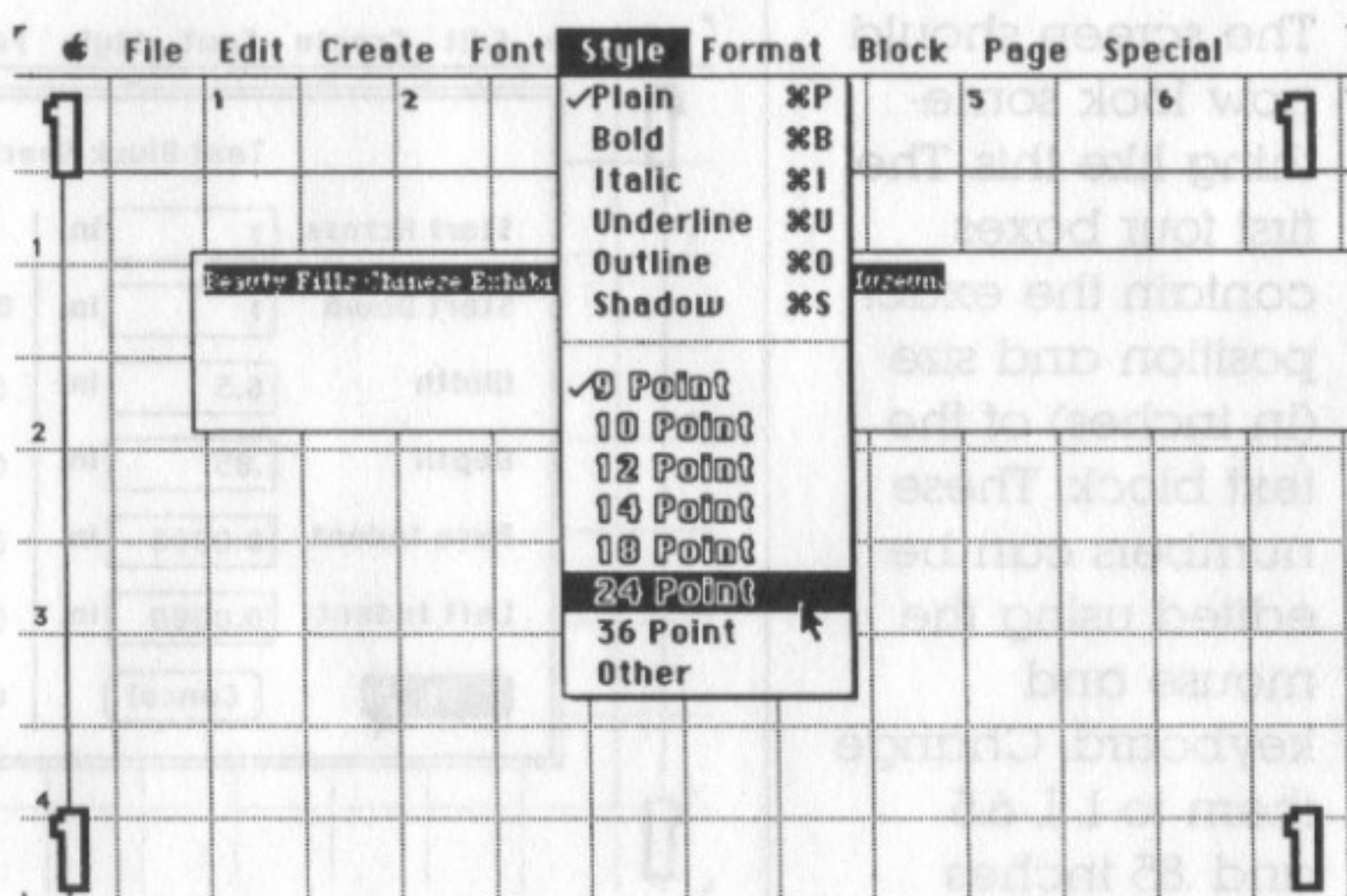




Notice that the text block is now accurately repositioned and re-sized. Drag the I-beam over the text to select it.



Choose **24 Point** from the **Style** menu.

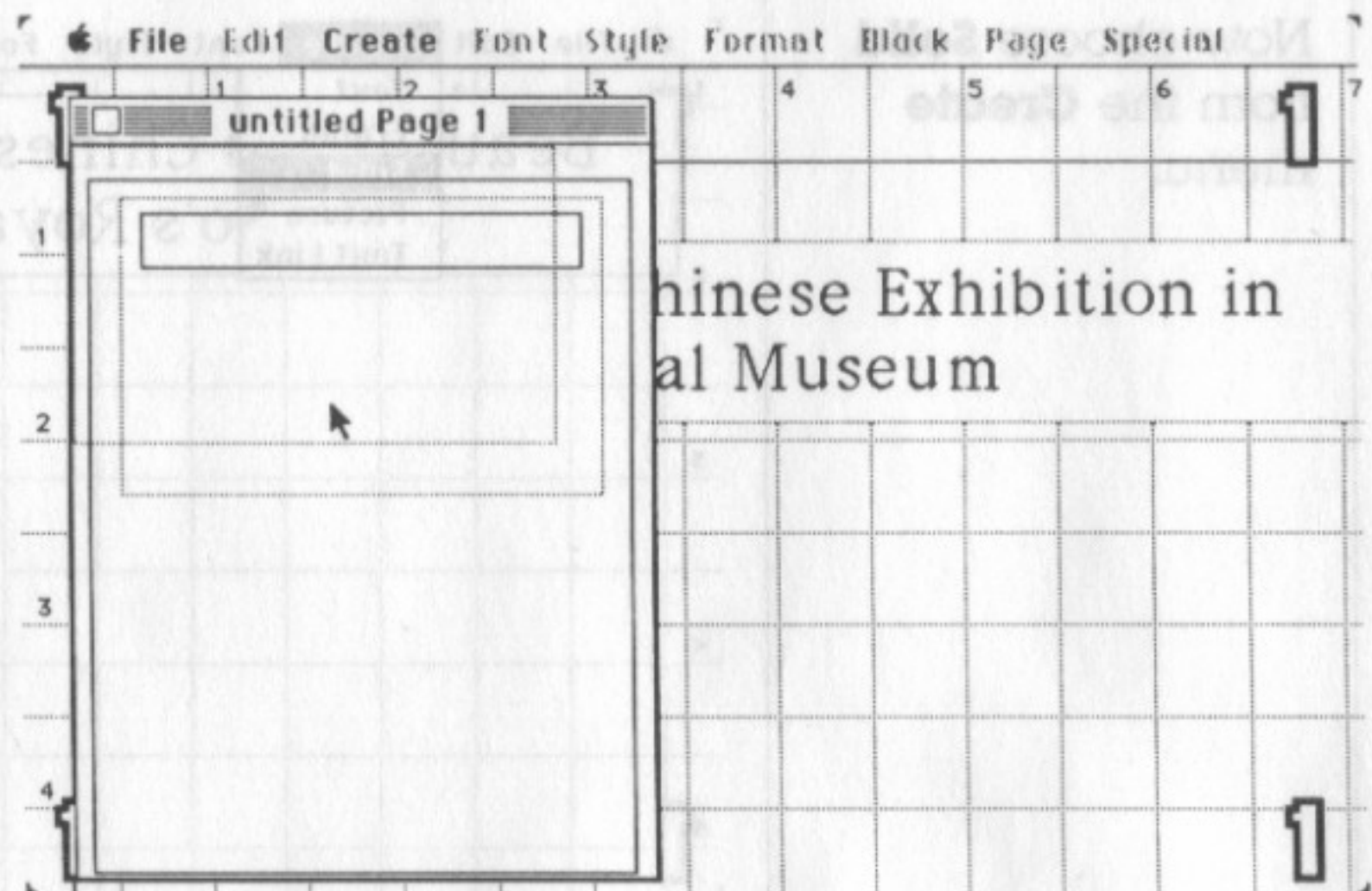




Notice that the entire headline increases in size. Click the mouse somewhere else in the block to de-select the sentence. Choose **Show Page** from the **Special** menu.

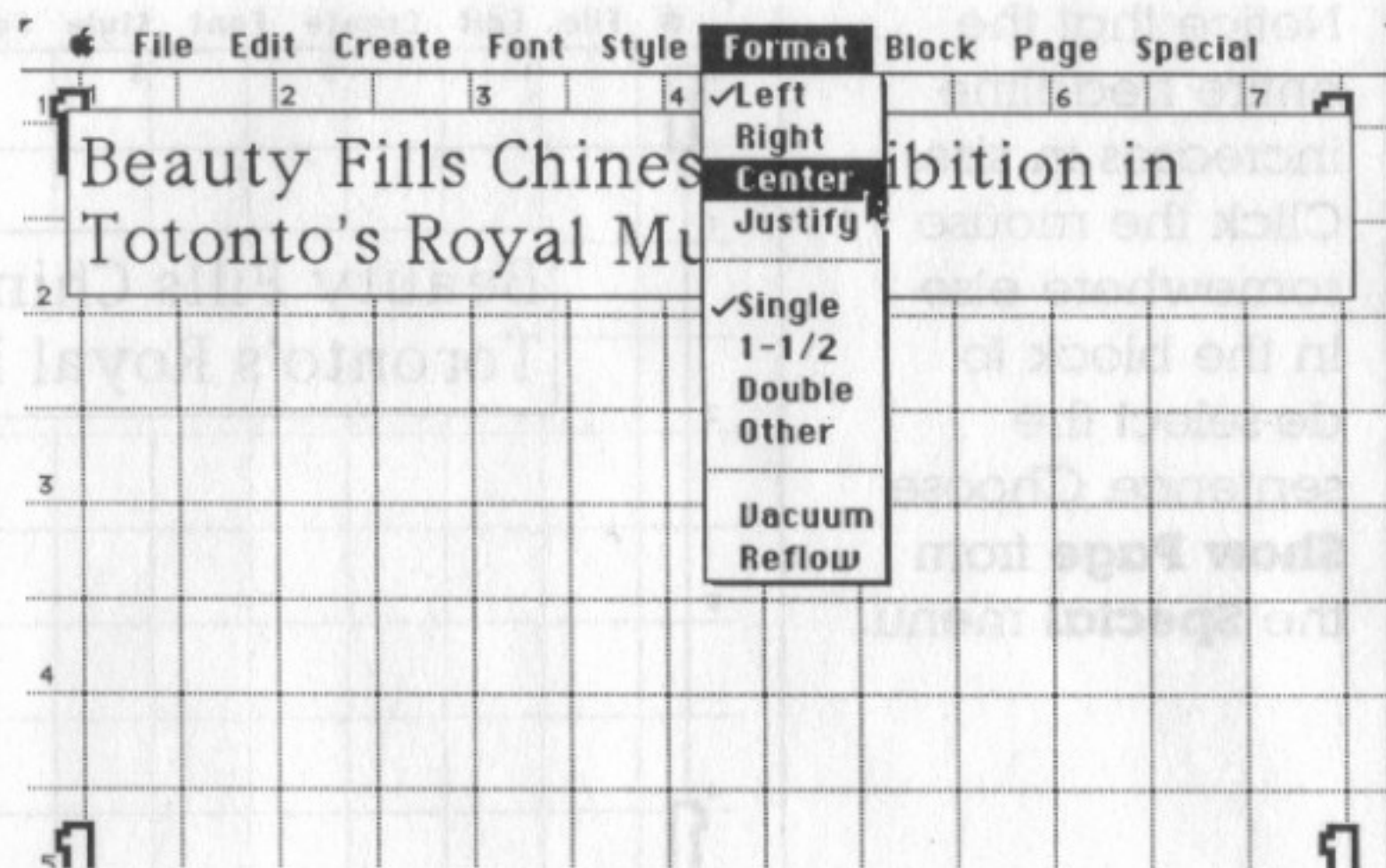


Text blocks are represented as rectangles in the show page window. Drag the grey rectangle until it surrounds the text block and then click **Close** in the **File** menu.

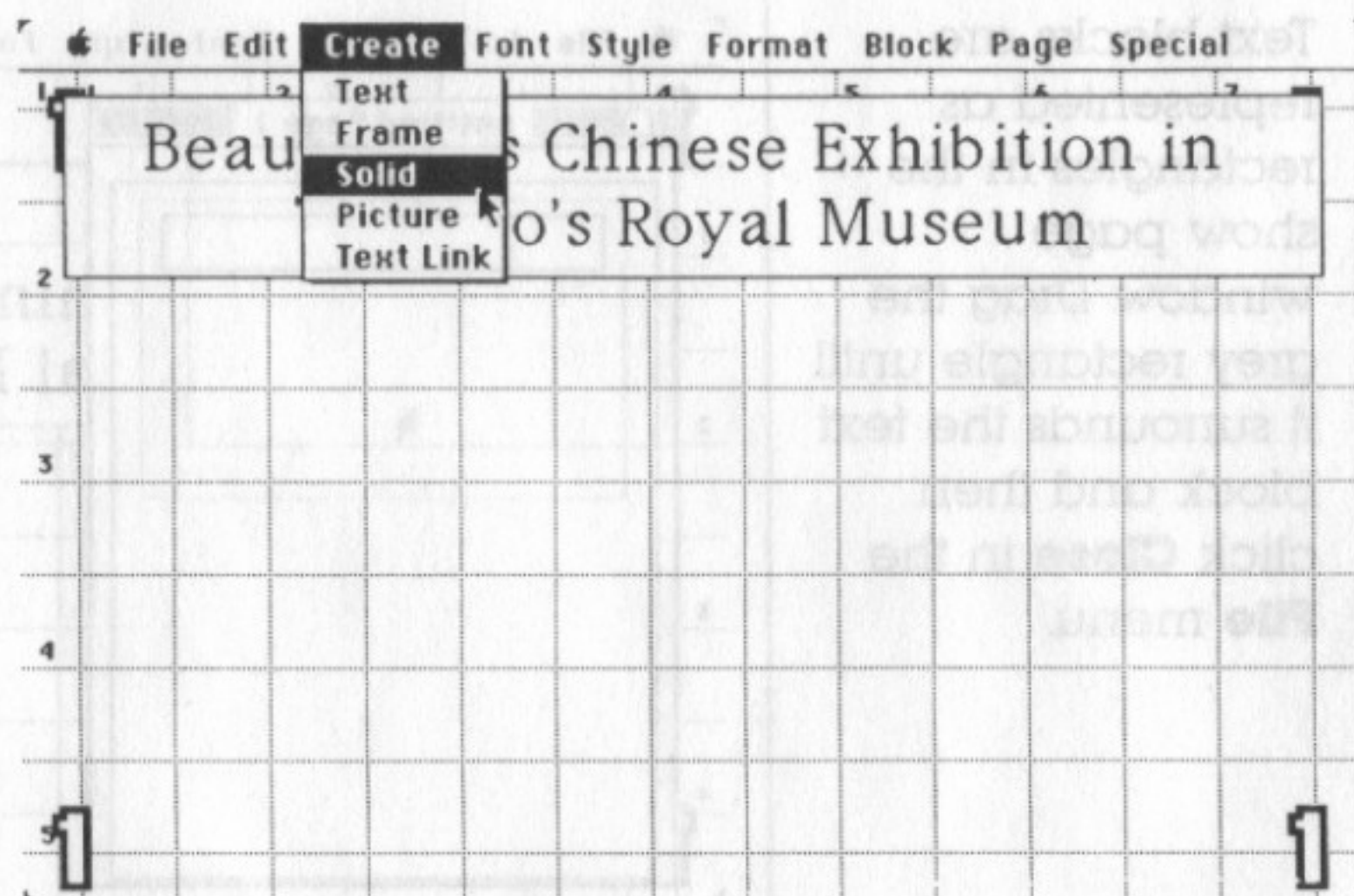




The entire text block is now visible on the screen. Choose **Center** from the **Format** menu to automatically center the headline within the block.



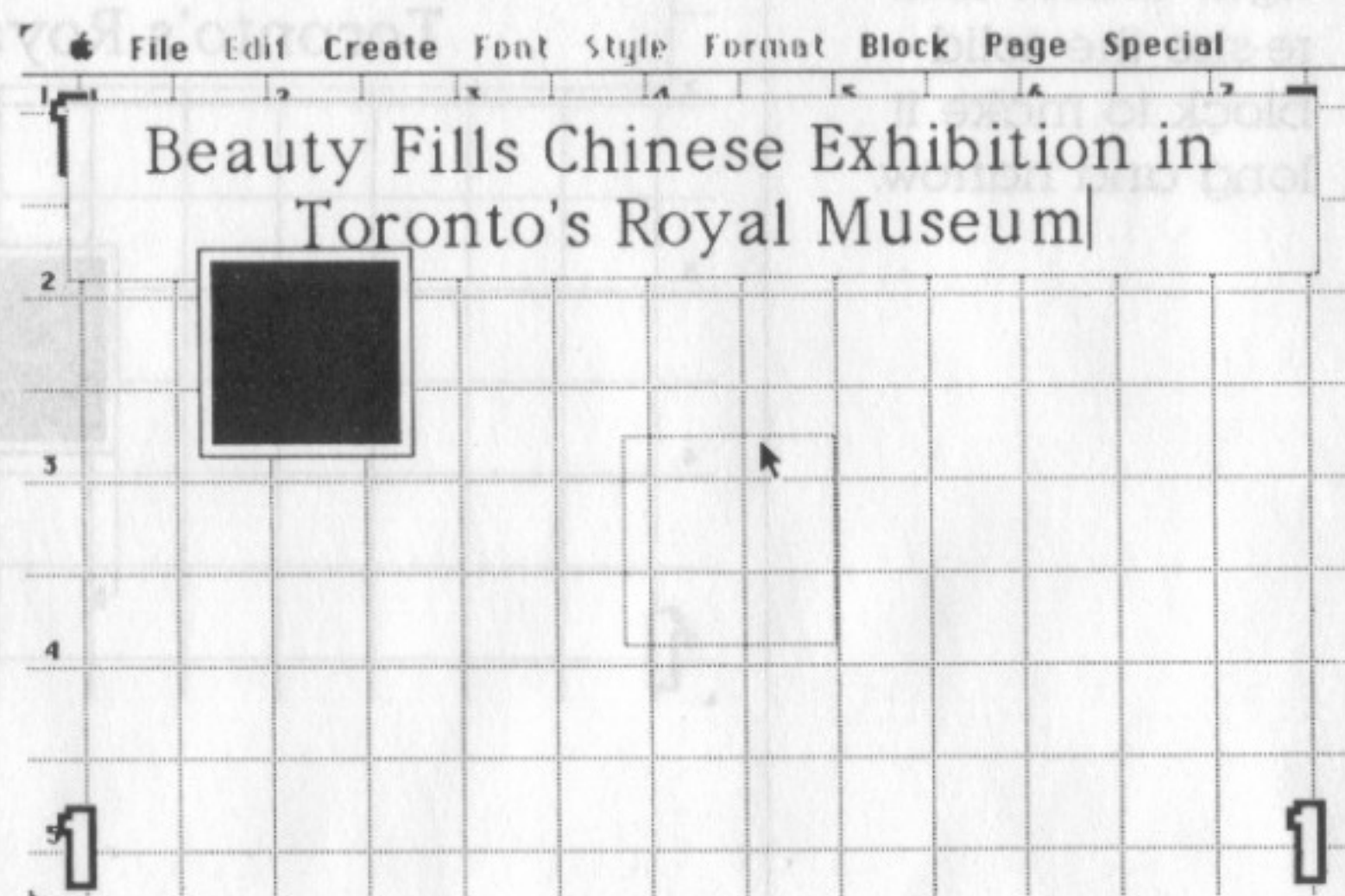
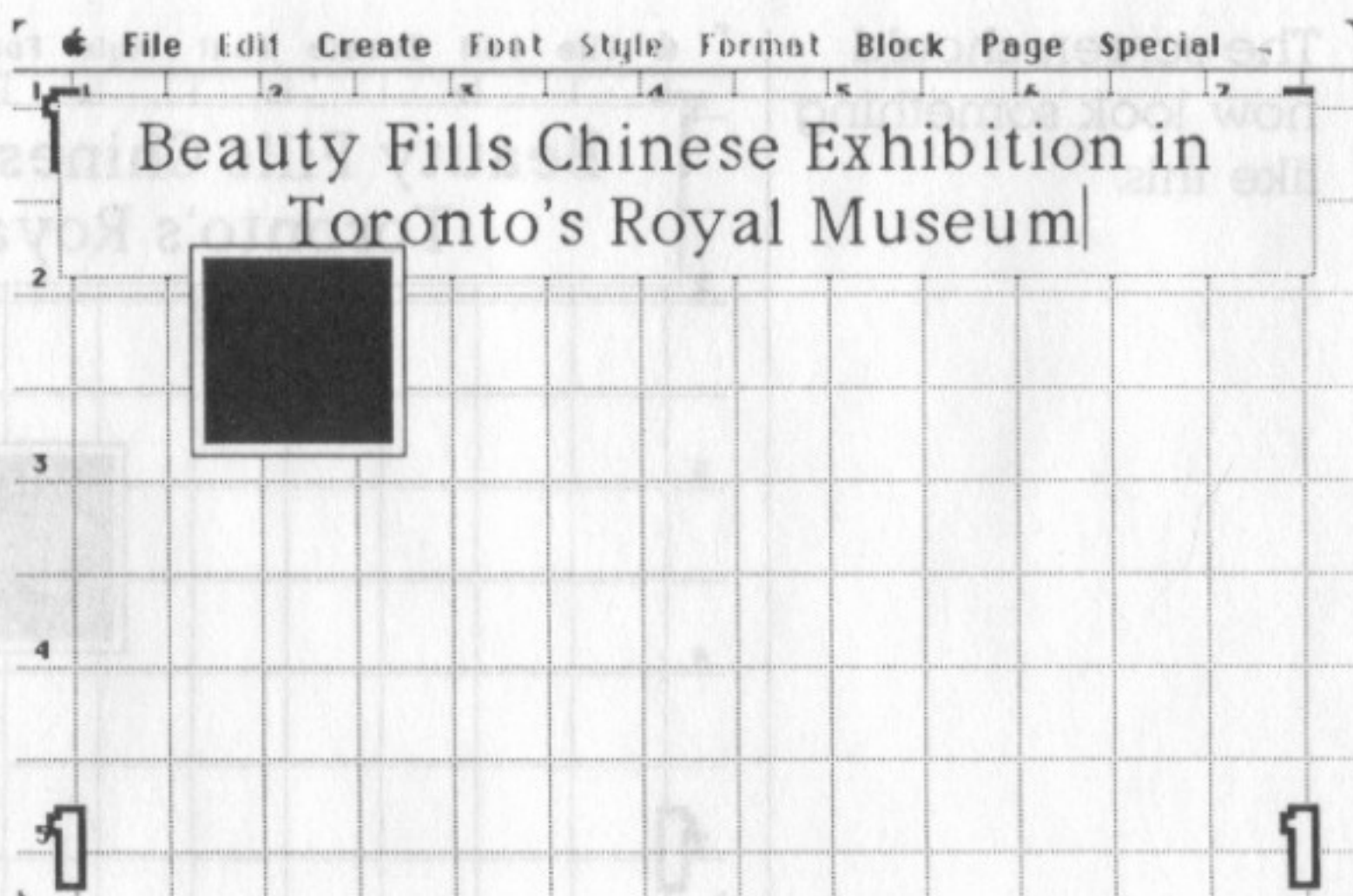
Now choose **Solid** from the **Create** menu.





A default solid block appears as a 1 inch square, positioned an inch down and an inch across from the top left of the screen. The rectangular border which surrounds it serves the same purpose as the border which surrounded the text block. Notice that the border of the text block has turned to gray, indicating that the text block is no longer the active block.

The solid block may be moved and re-sized in exactly the same manner as the text block. Position the pointer directly under the solid's border and drag the block towards the center of the screen.

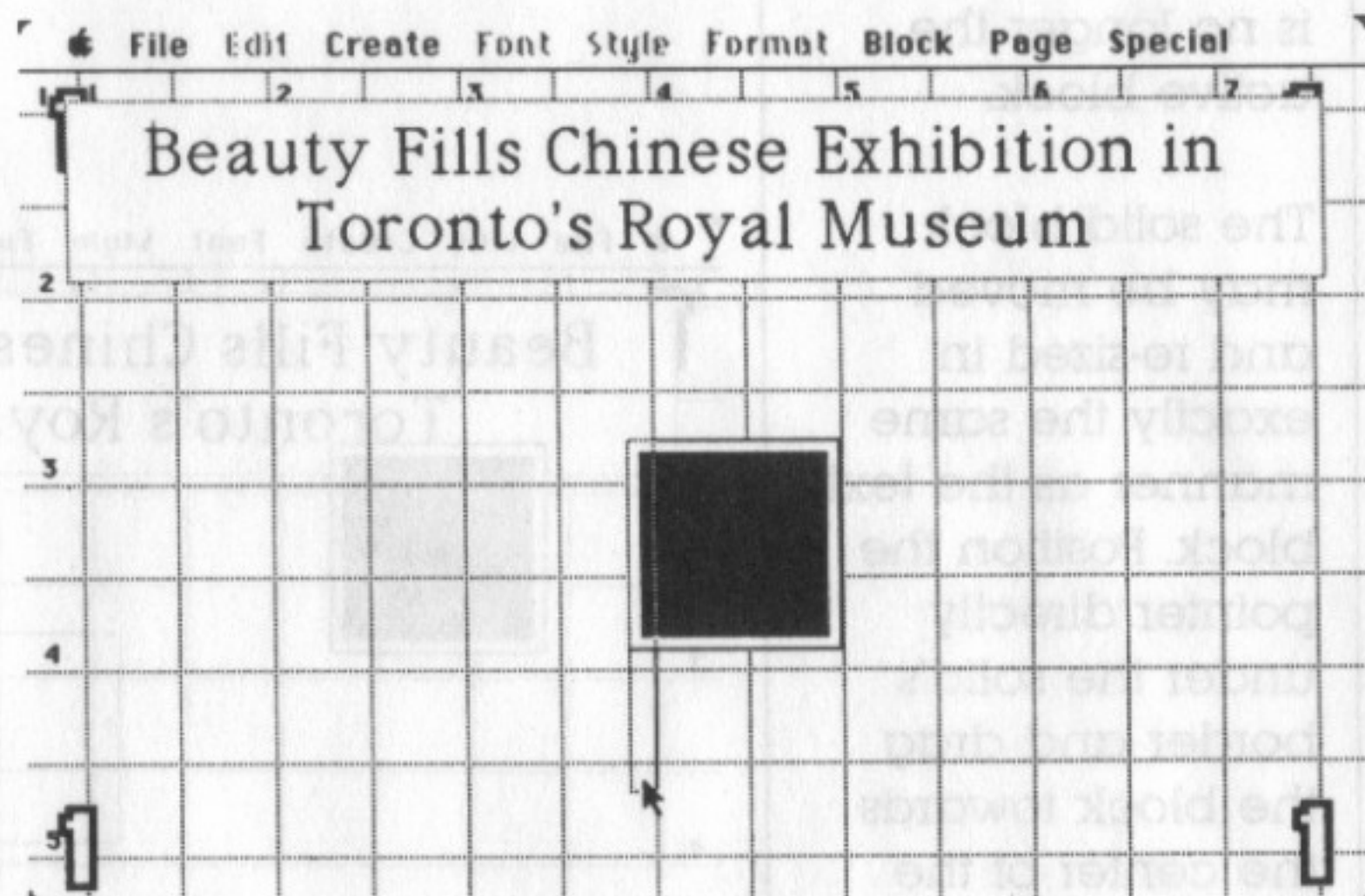




The screen should now look something like this.

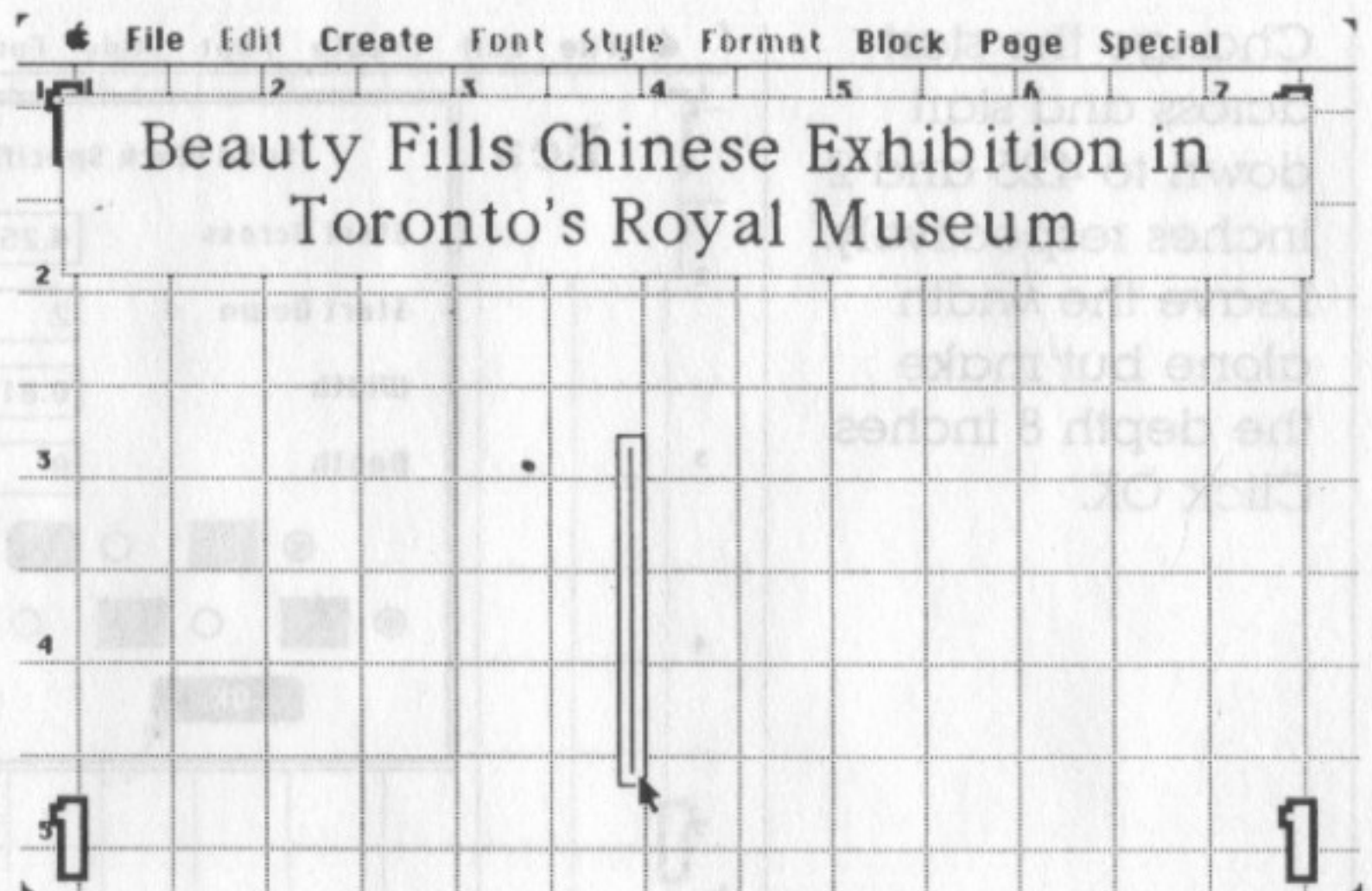


Position the pointer in the block's lower right corner and re-size the solid block to make it long and narrow.

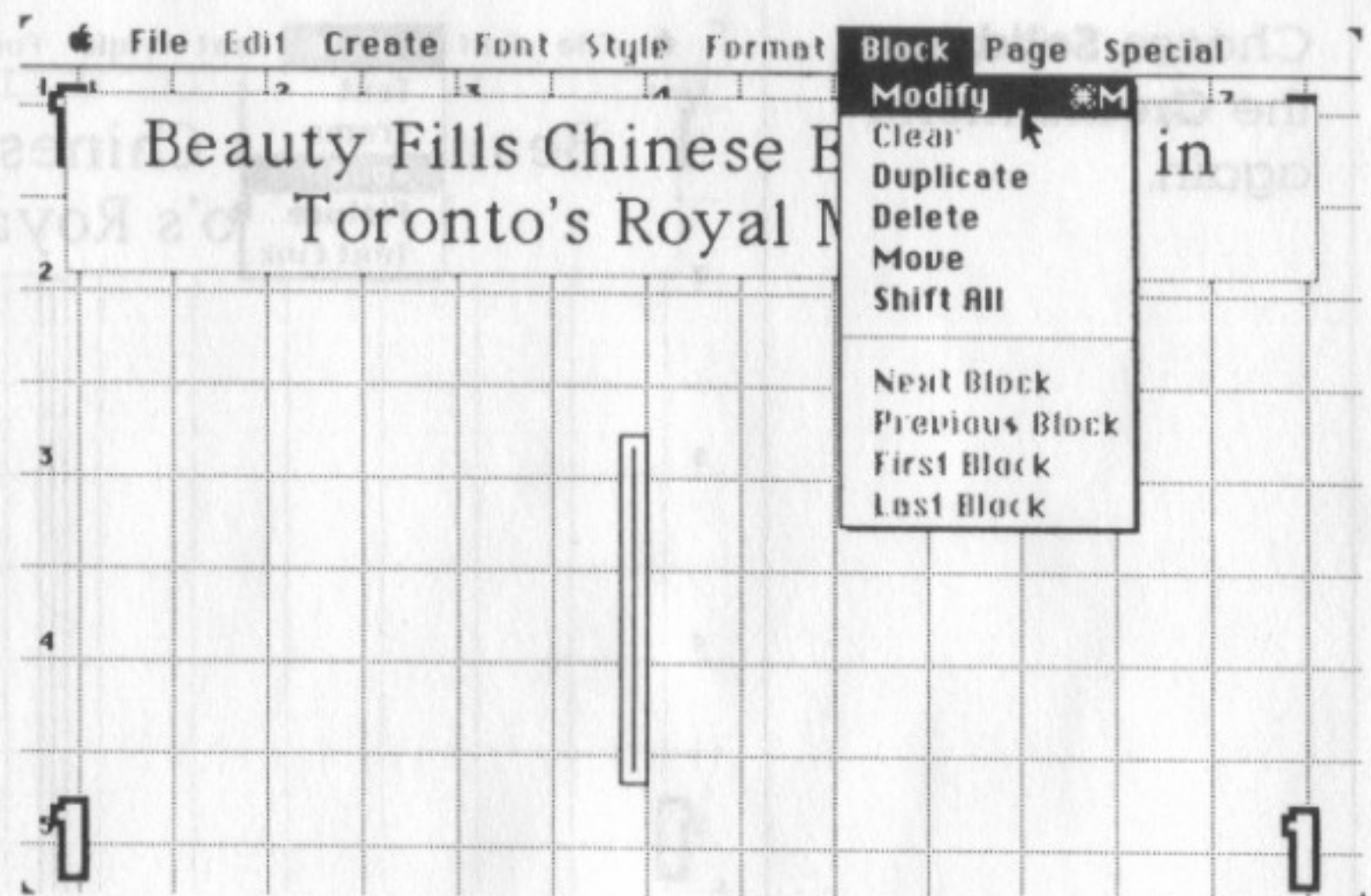




The screen should now look something like this. A vertical line has been created.

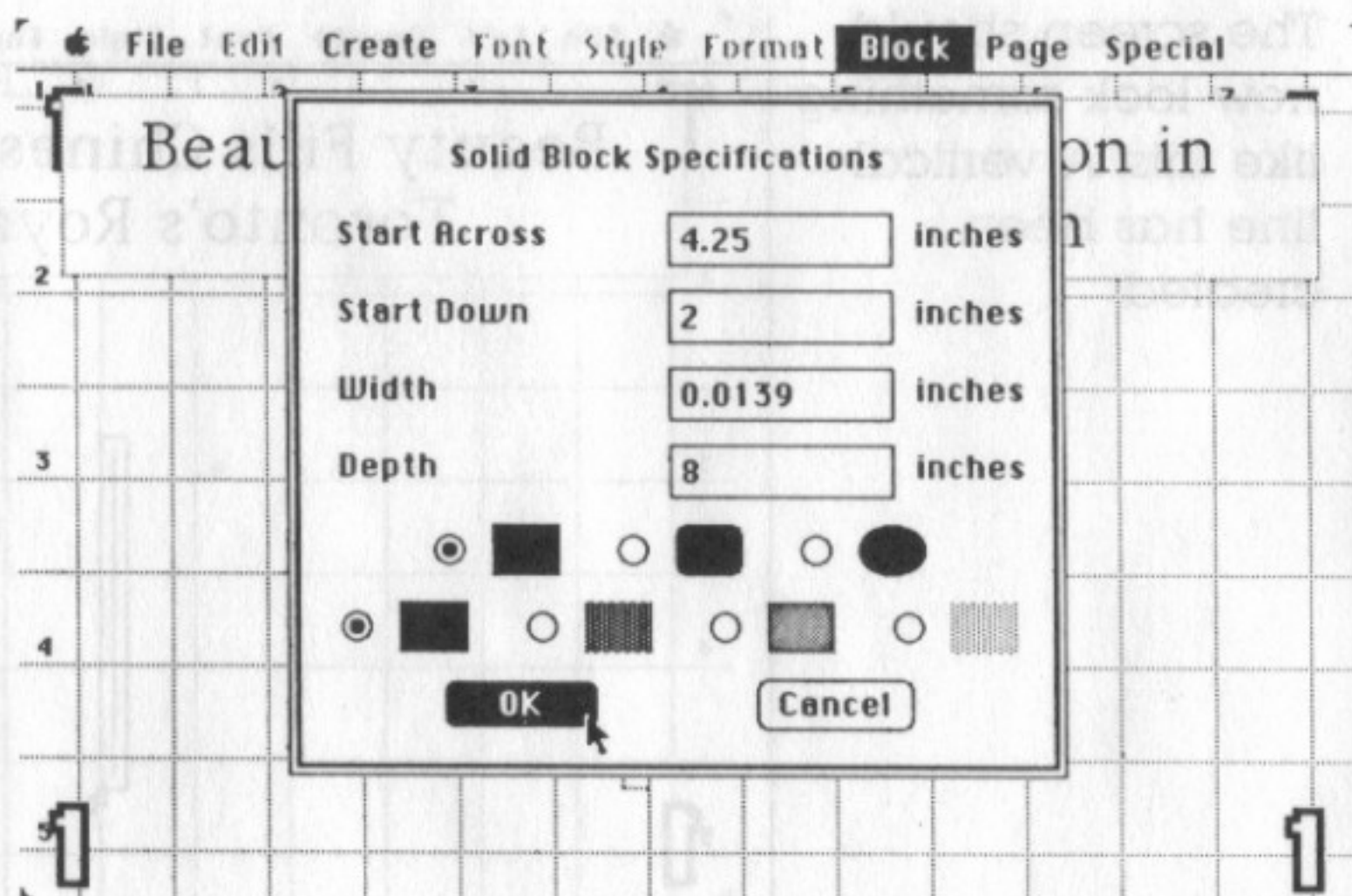


Choose **Modify** from the **Block** menu to accurately position this line.

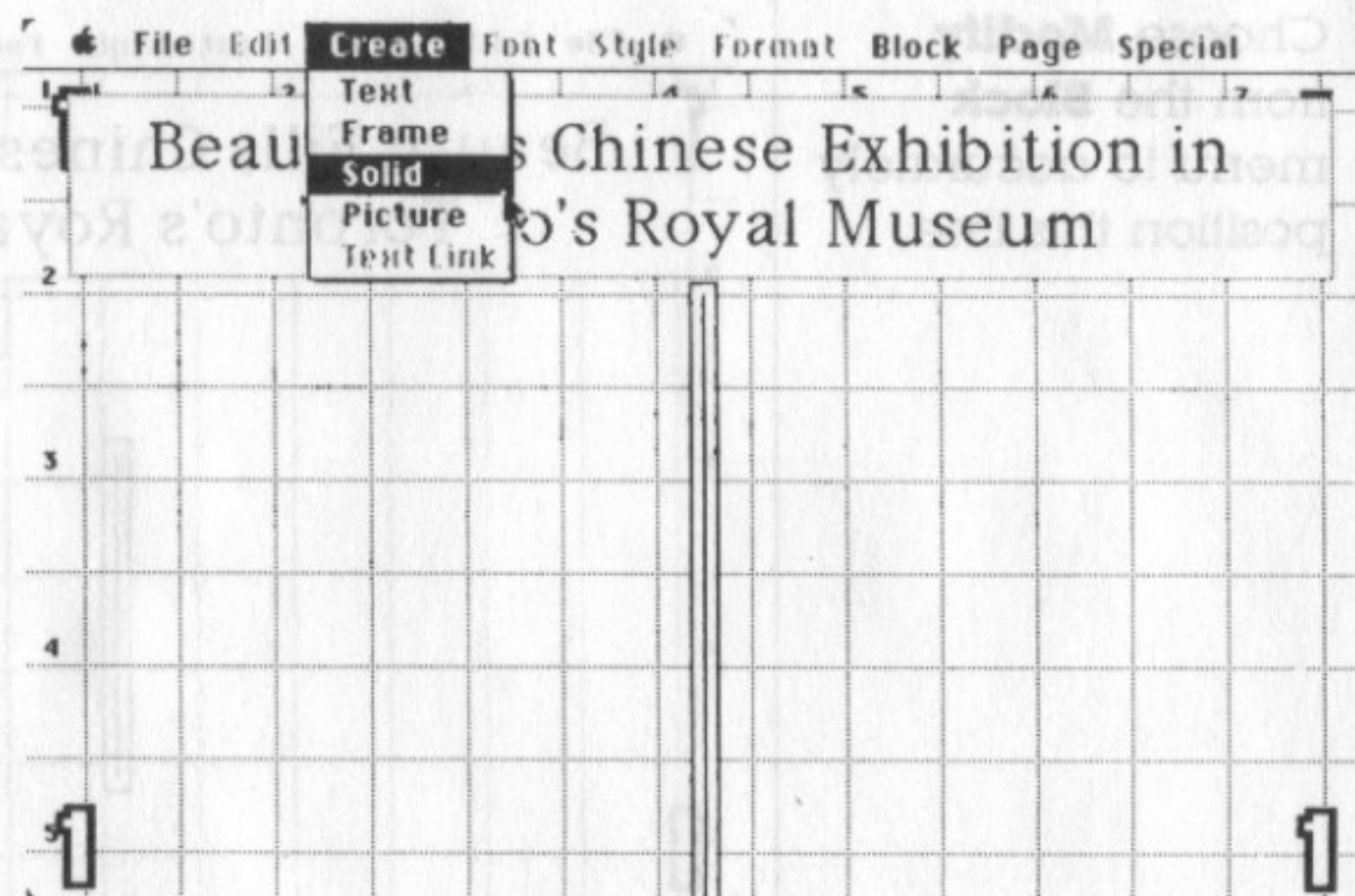




Change the start across and start down to 4.25 and 2 inches respectively. Leave the width alone but make the depth 8 inches. Click OK.

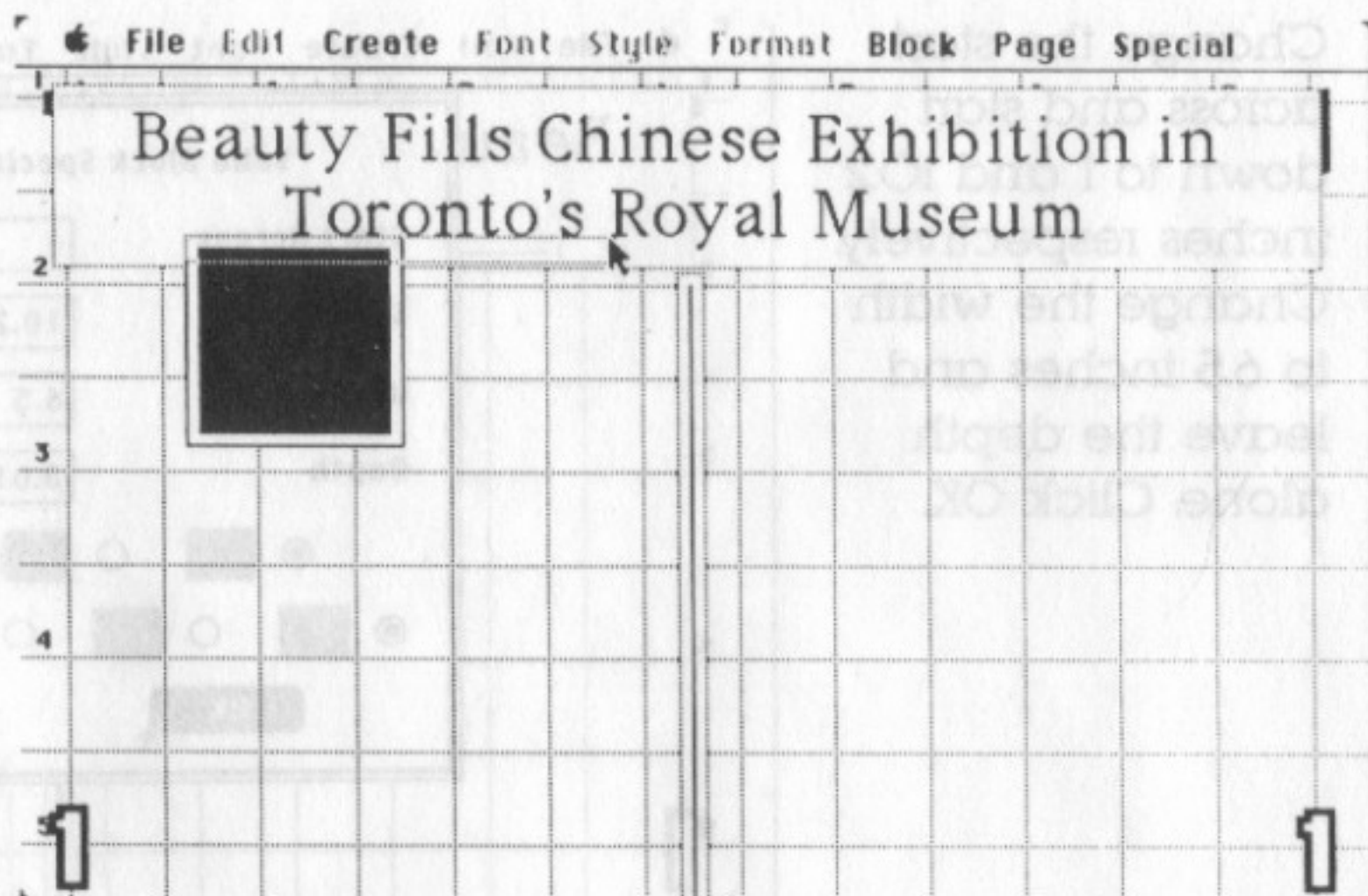


Choose **Solid** from the **Create** menu again.

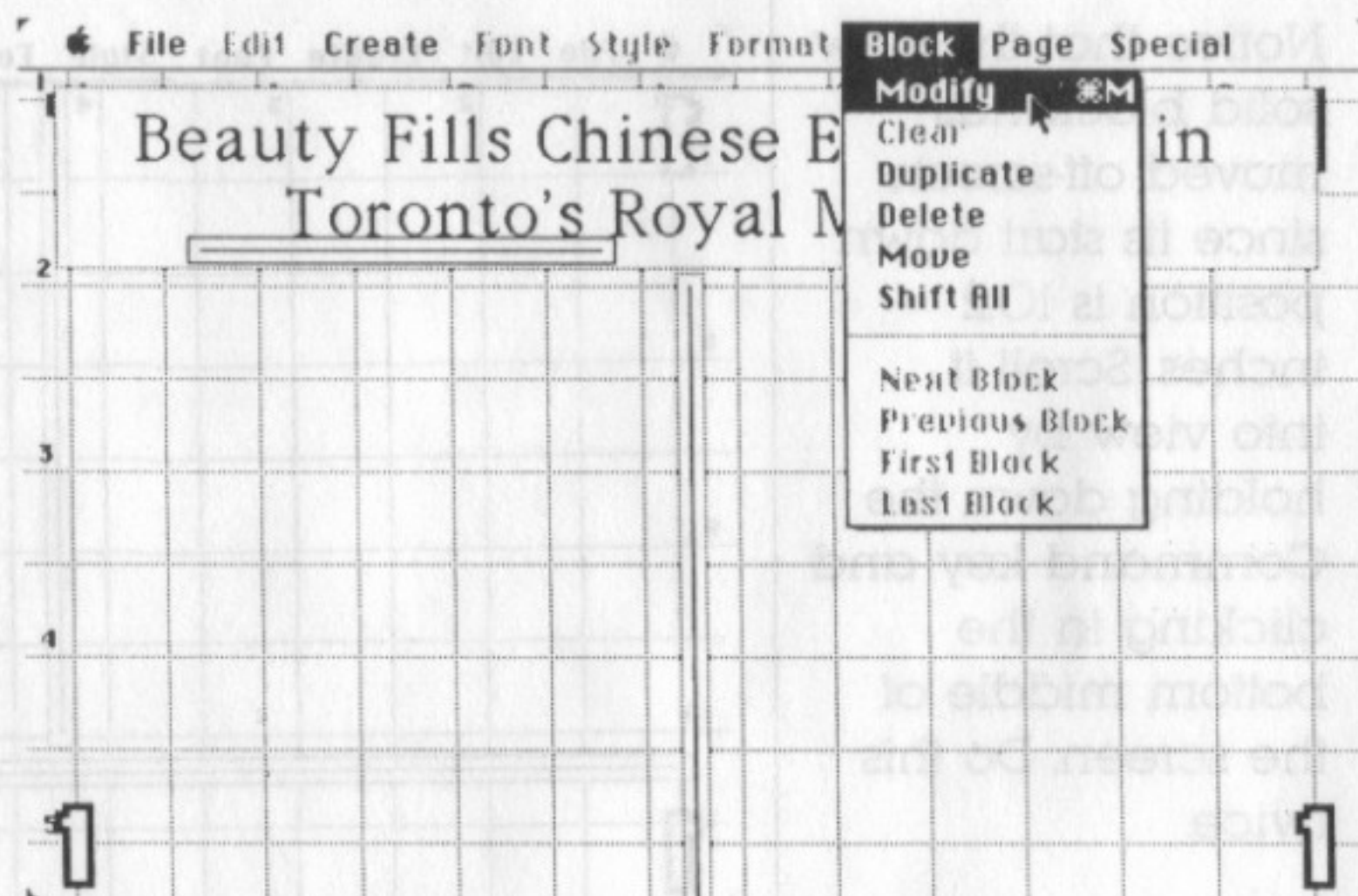




Re-size this new solid block into a horizontal line as shown.

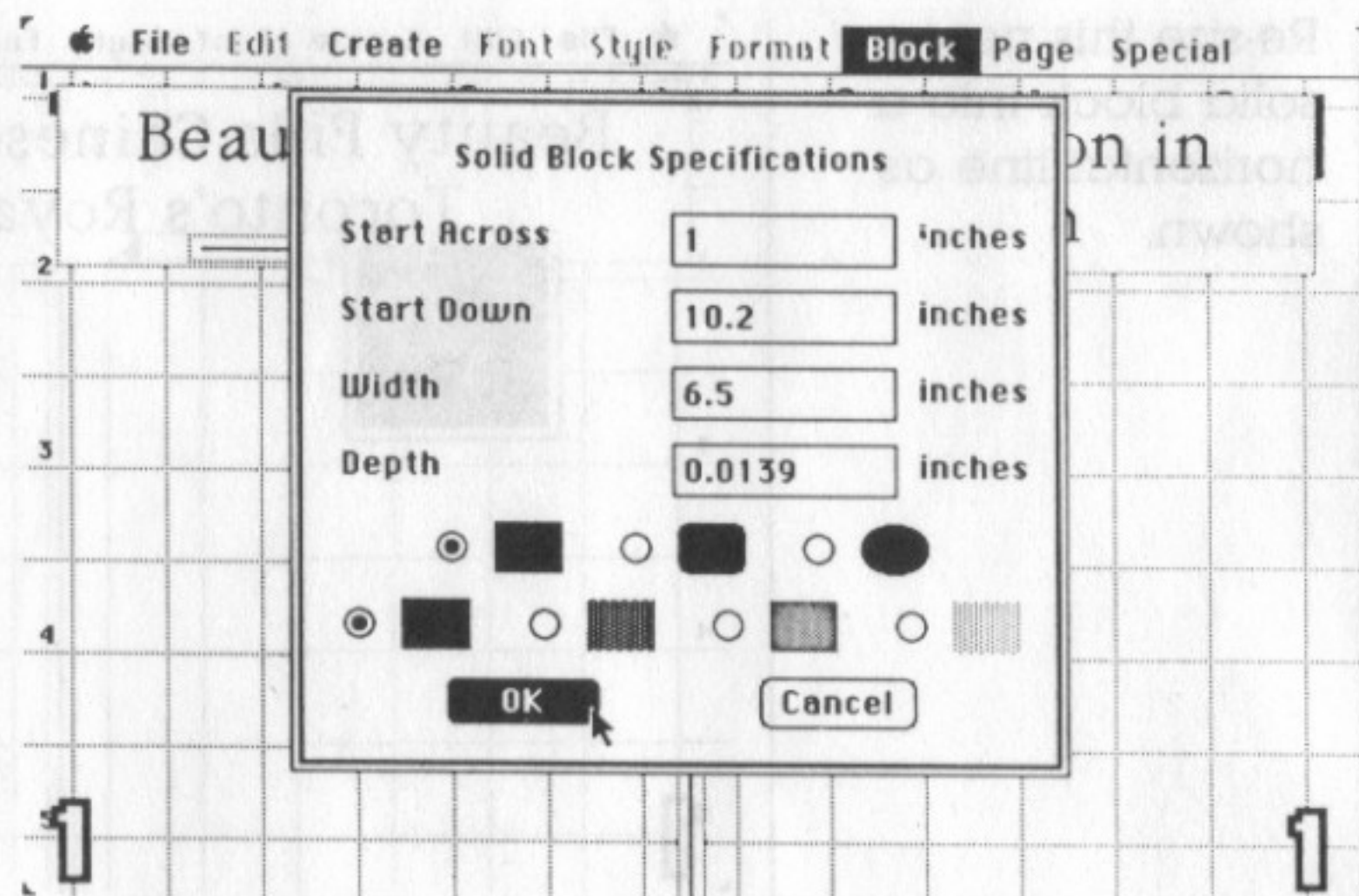


Choose **Modify** from the **Block** menu.

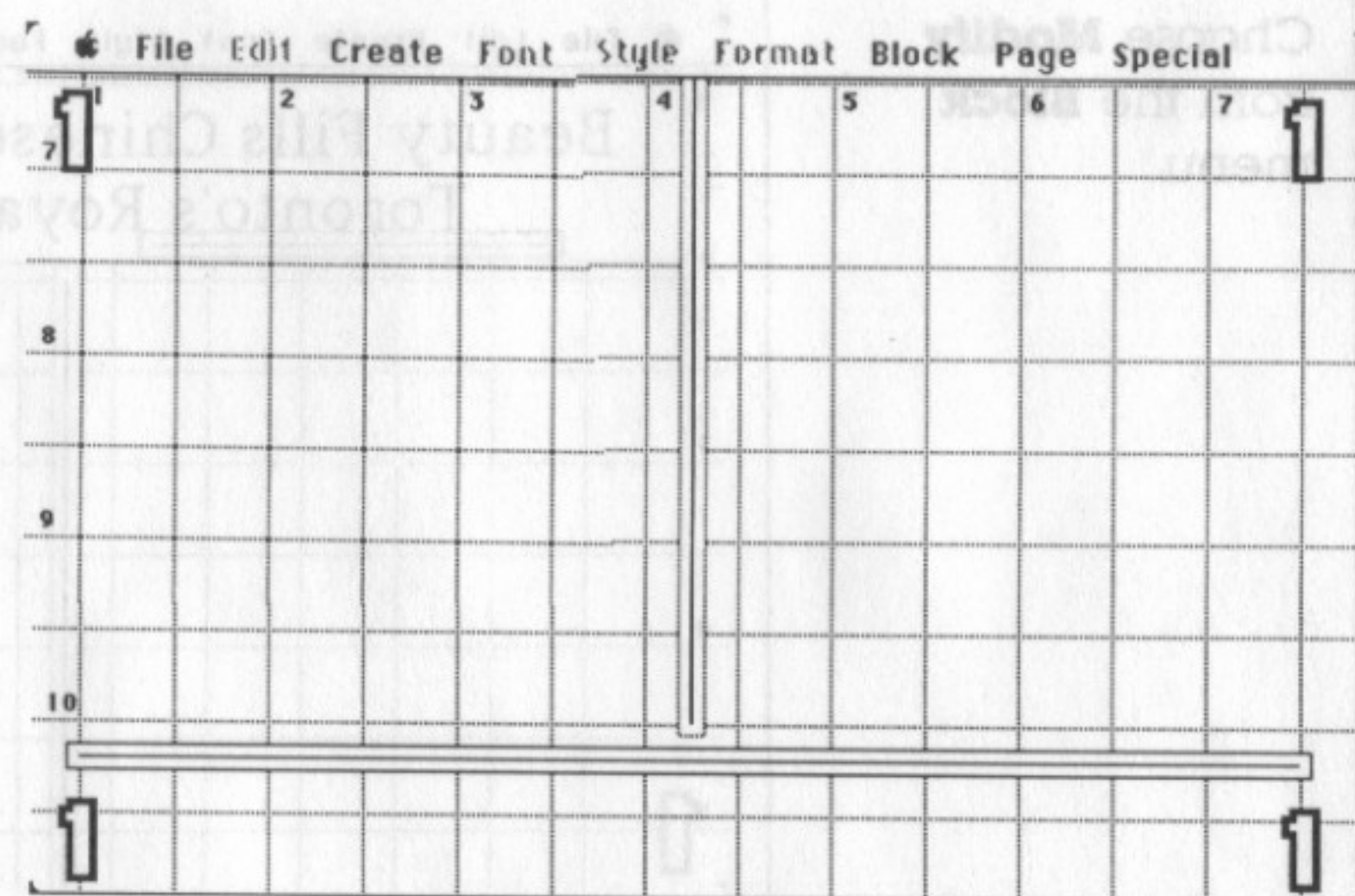




Change the start across and start down to 1 and 10.2 inches respectively. Change the width to 6.5 inches and leave the depth alone. Click OK.

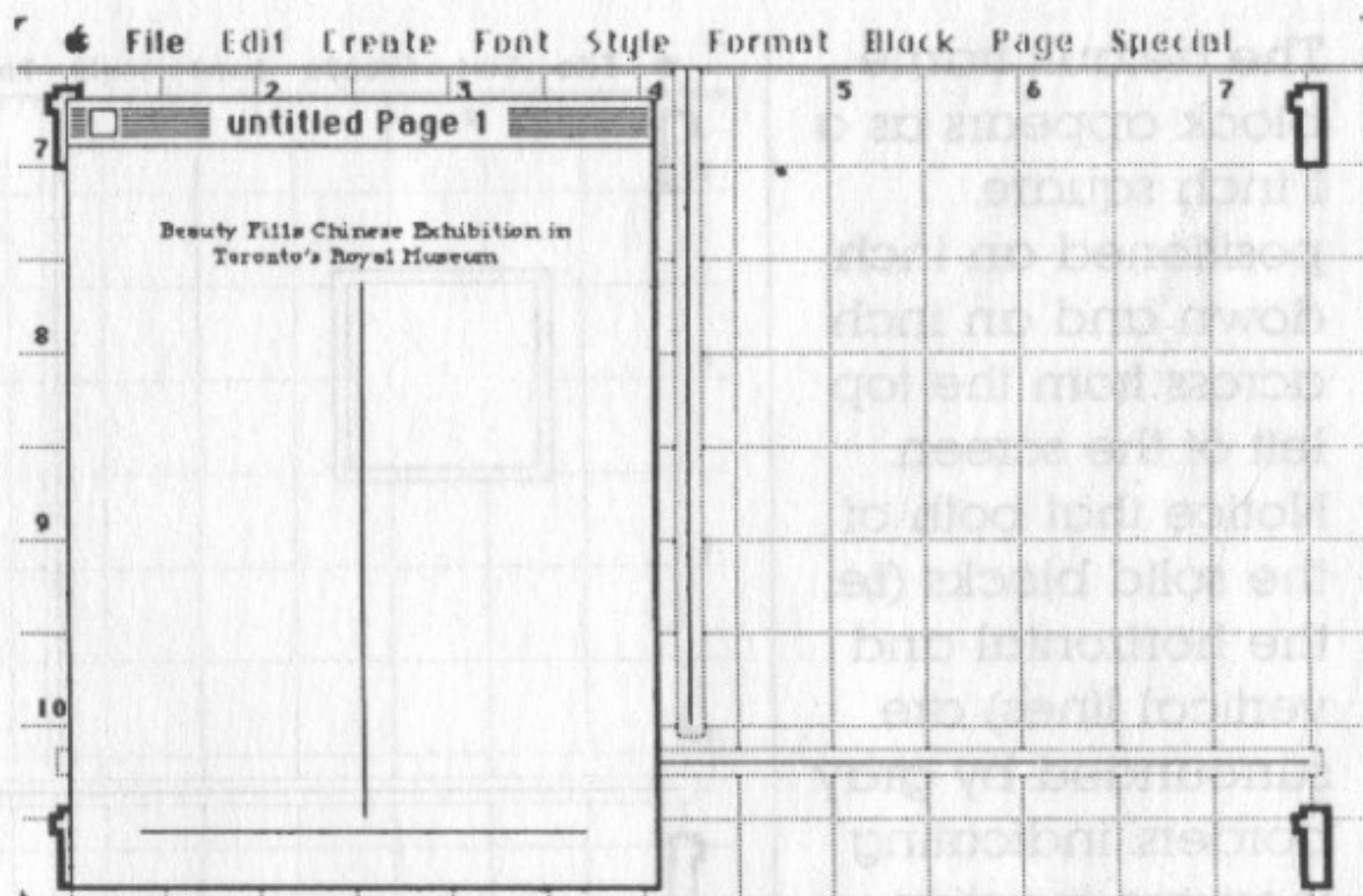


Notice that the new solid block has moved off-screen since its start down position is 10.2 inches. Scroll it into view by holding down the Command key and clicking in the bottom middle of the screen. Do this twice.

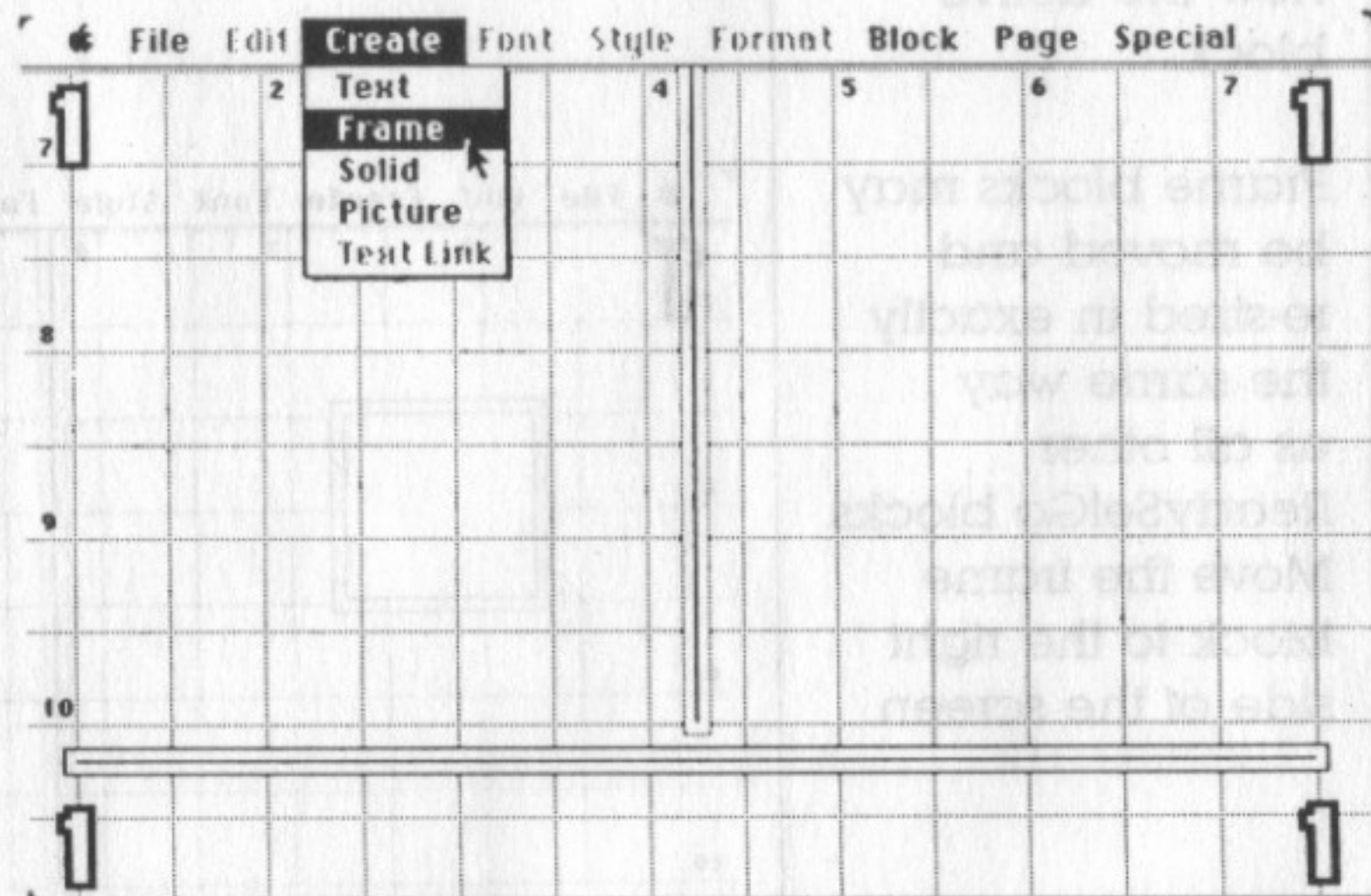




Choose **Display Page** from the **Special** menu to see a "mini-picture" of the entire page. Remove the **Display Page** feature by choosing **Close** from the **File** menu or clicking in its go-away box.



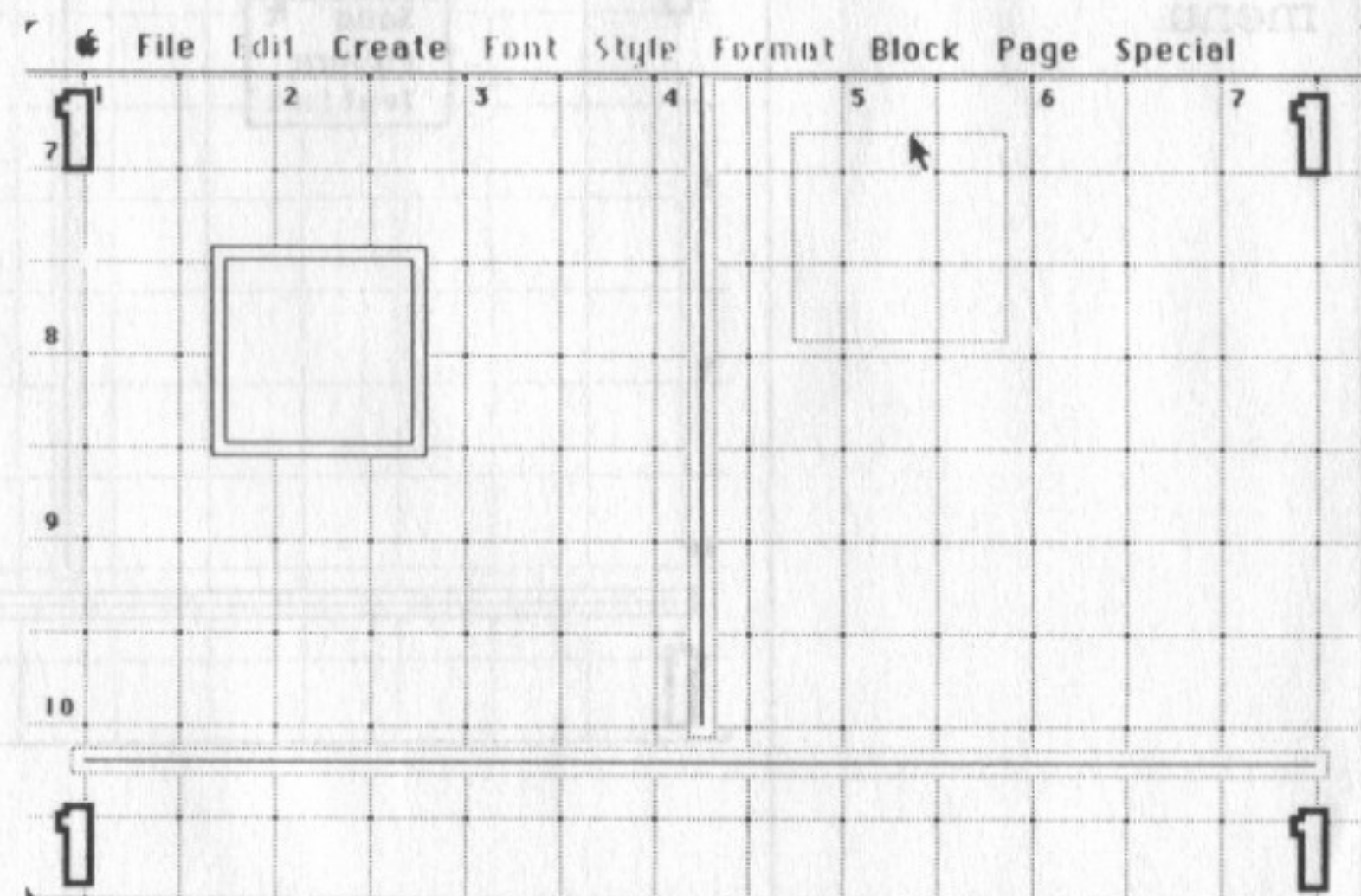
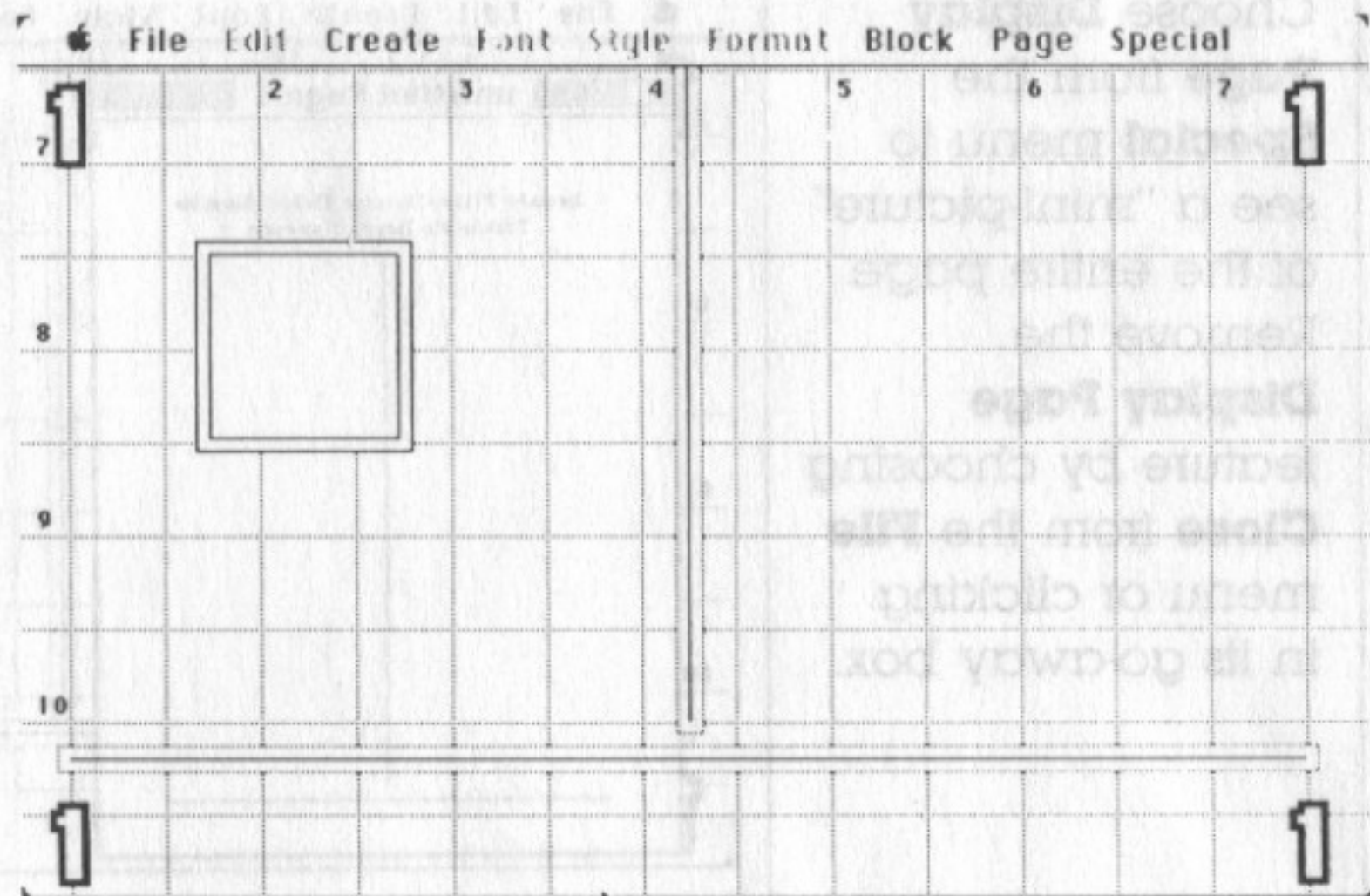
Now choose **Frame** from the **Create** menu.





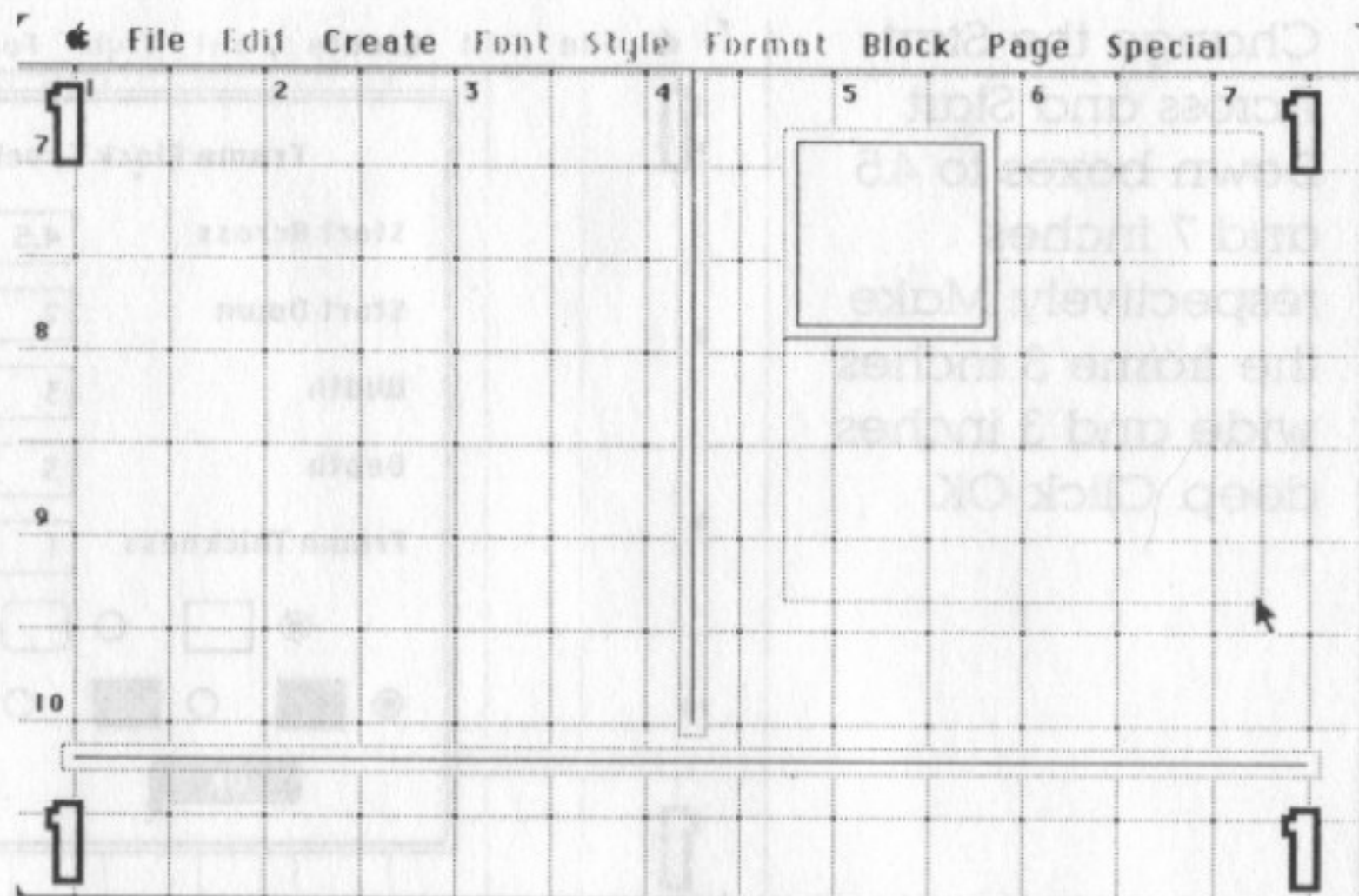
The default frame block appears as a 1 inch square, positioned an inch down and an inch across from the top left of the screen. Notice that both of the solid blocks (i.e., the horizontal and vertical lines) are surrounded by gray borders, indicating they are inactive. The frame block is surrounded by a black border indicating that it is now the active block.

Frame blocks may be moved and re-sized in exactly the same way as all other ReadySetGo blocks. Move the frame block to the right side of the screen.

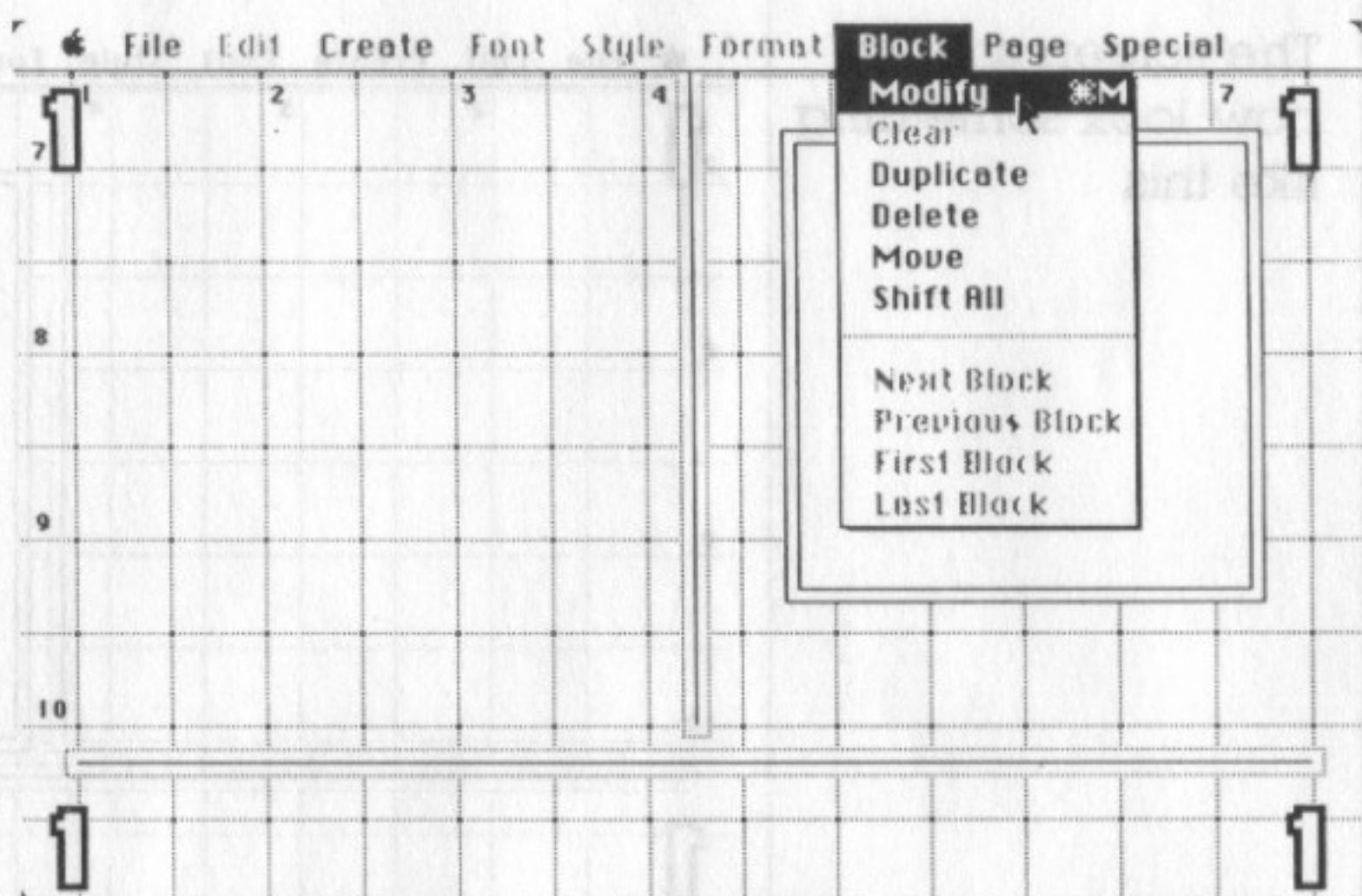




Re-size the frame block to make it a little larger.

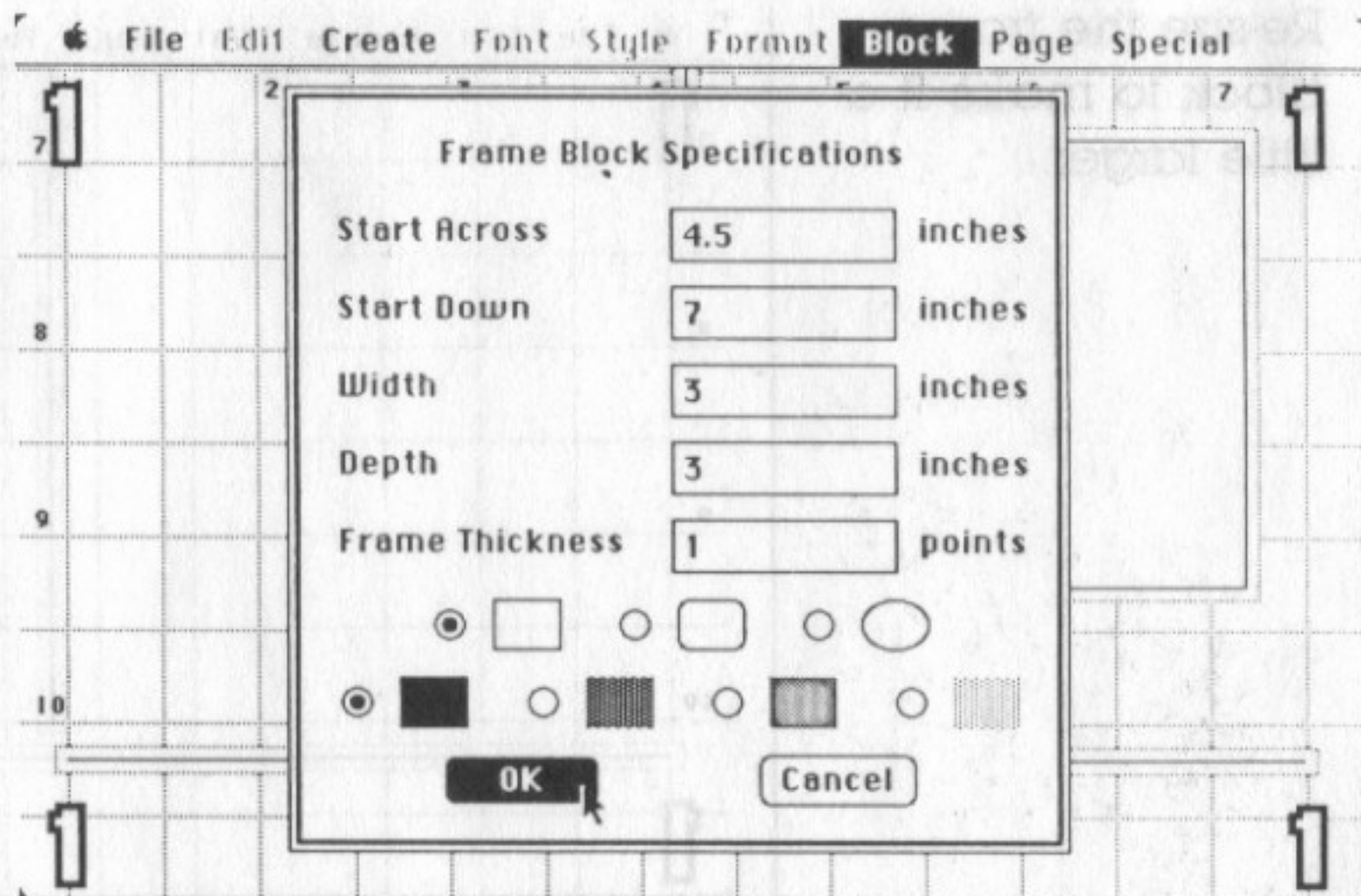


Choose **Modify** from the **Block** menu to more precisely manipulate the frame block.

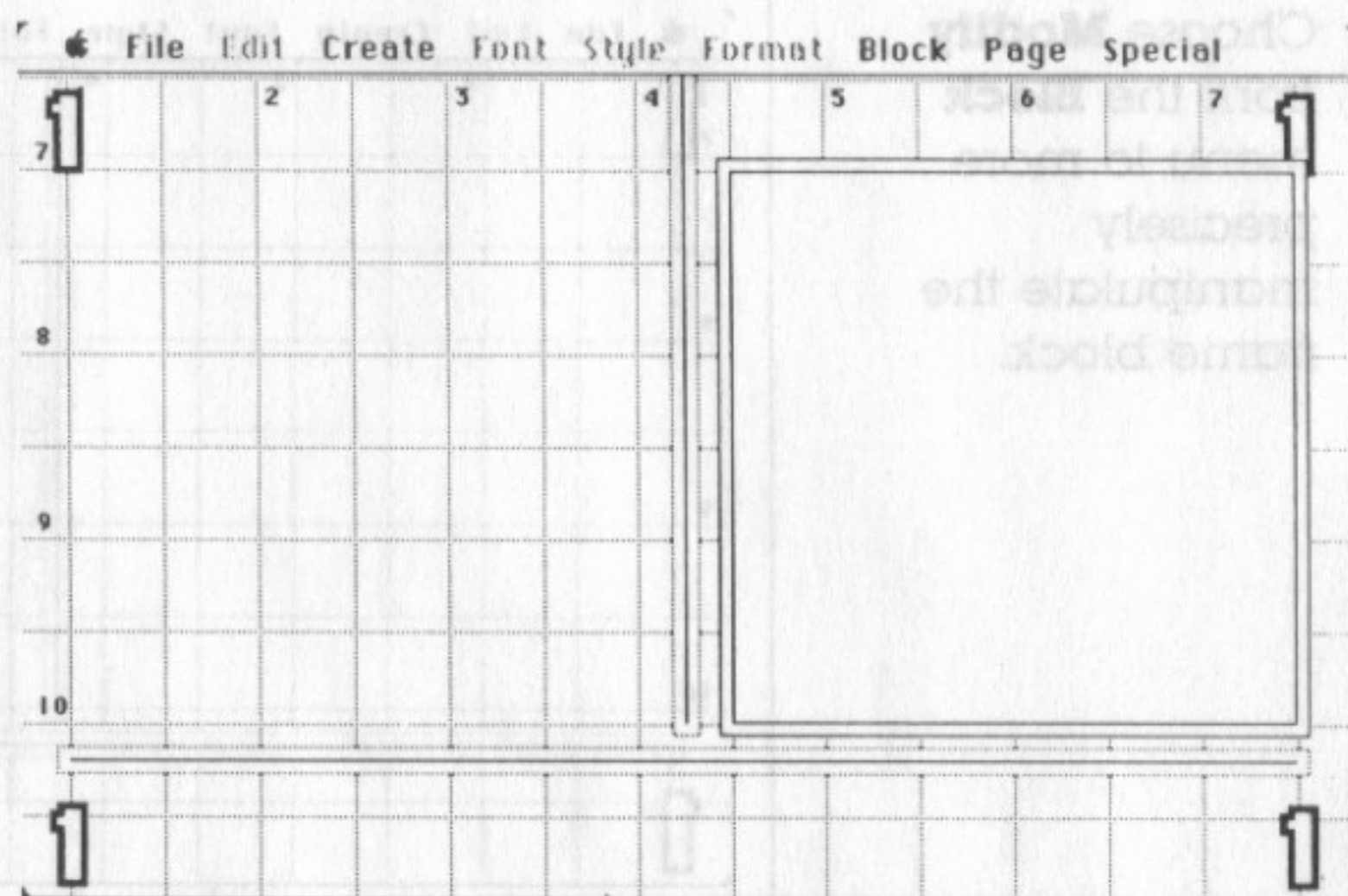




Change the Start Across and Start Down boxes to 4.5 and 7 inches respectively. Make the frame 3 inches wide and 3 inches deep. Click OK.

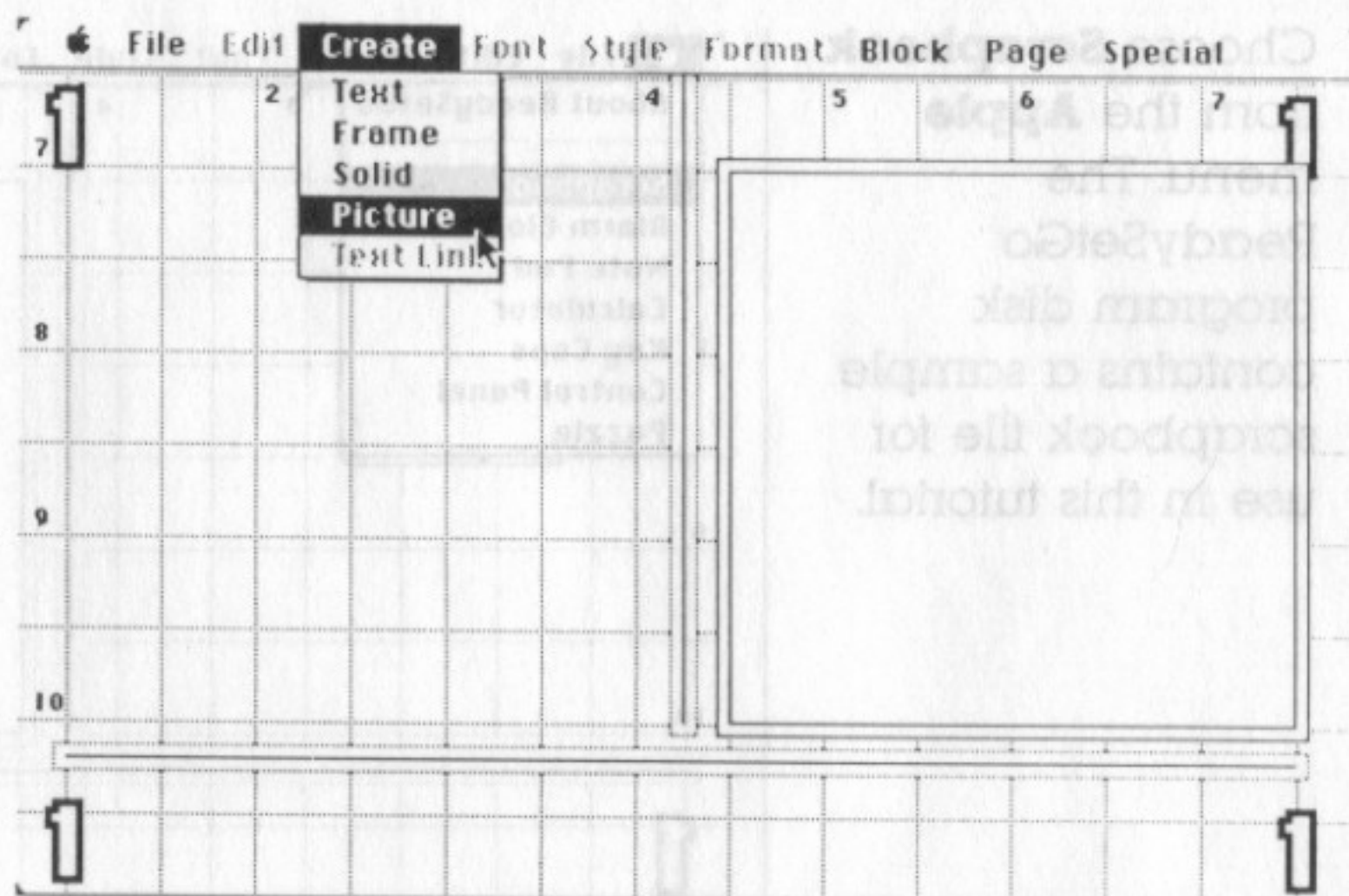


The screen should now look something like this.

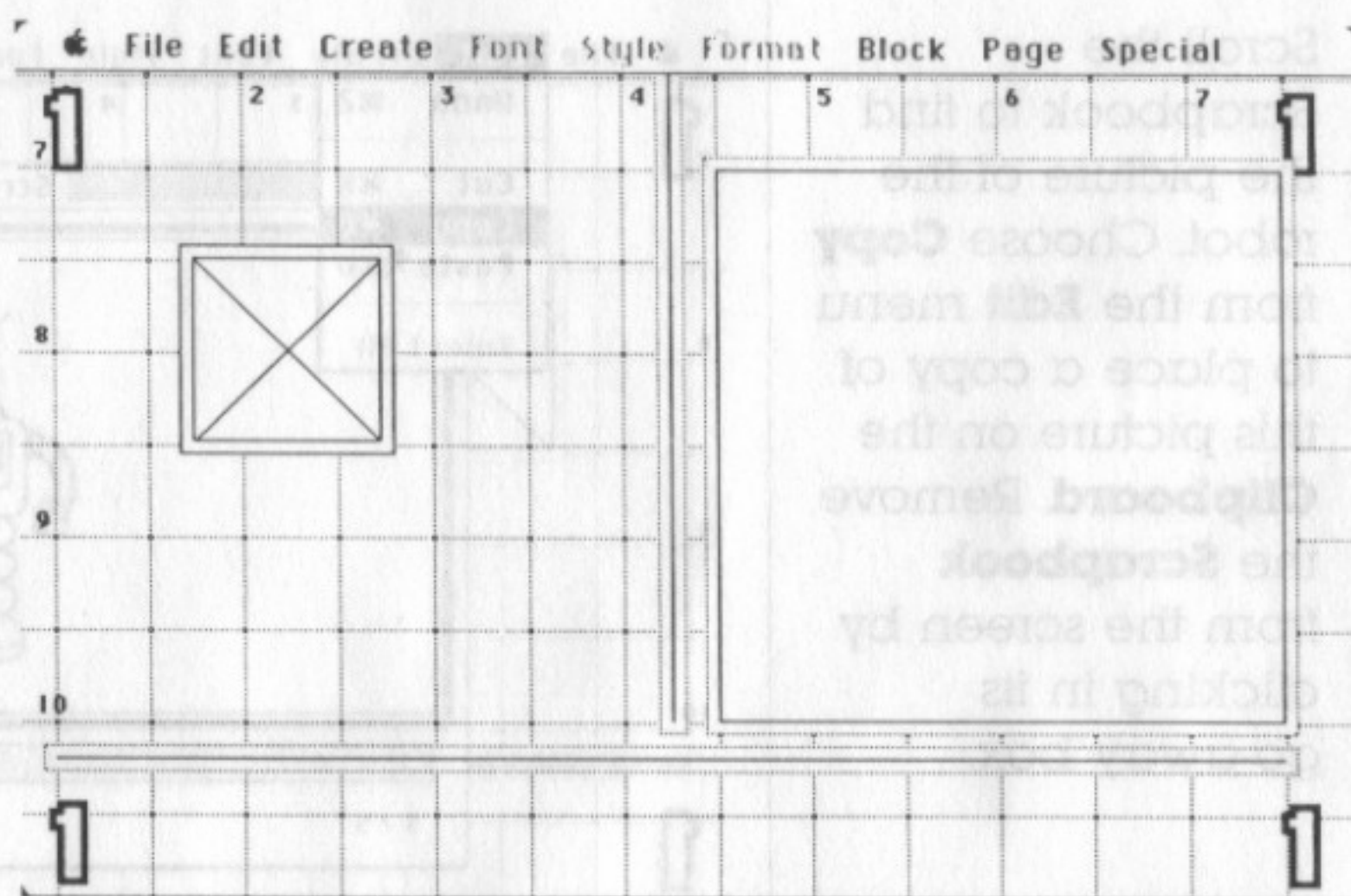




Choose **Picture** from the **Create** menu.

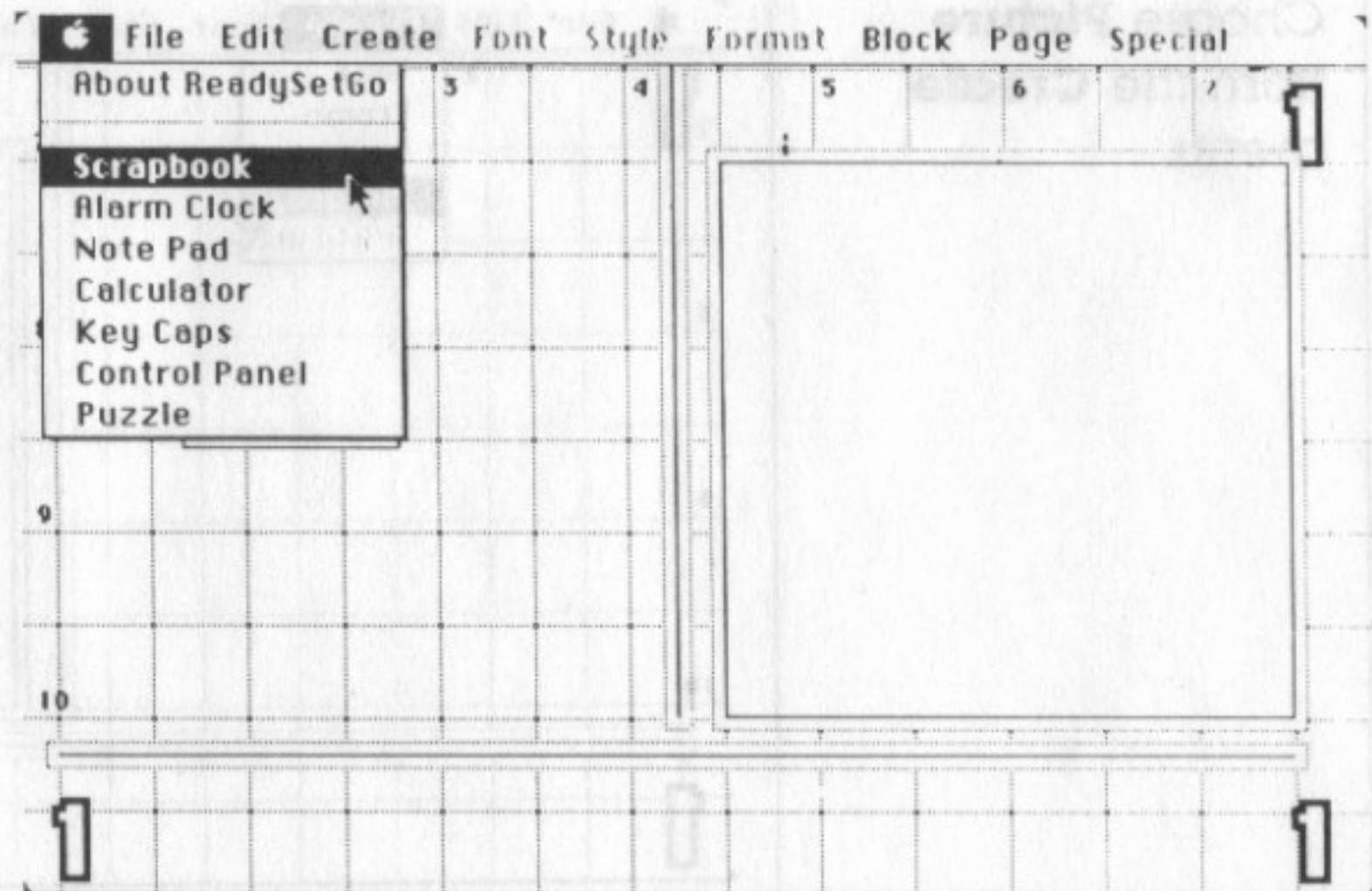


The default picture block is a one inch square positioned an inch down and an inch across from the top left of the screen. The "X" shows that it does not yet contain a picture. As with all ReadySetGo blocks, it is surrounded by a rectangular border.

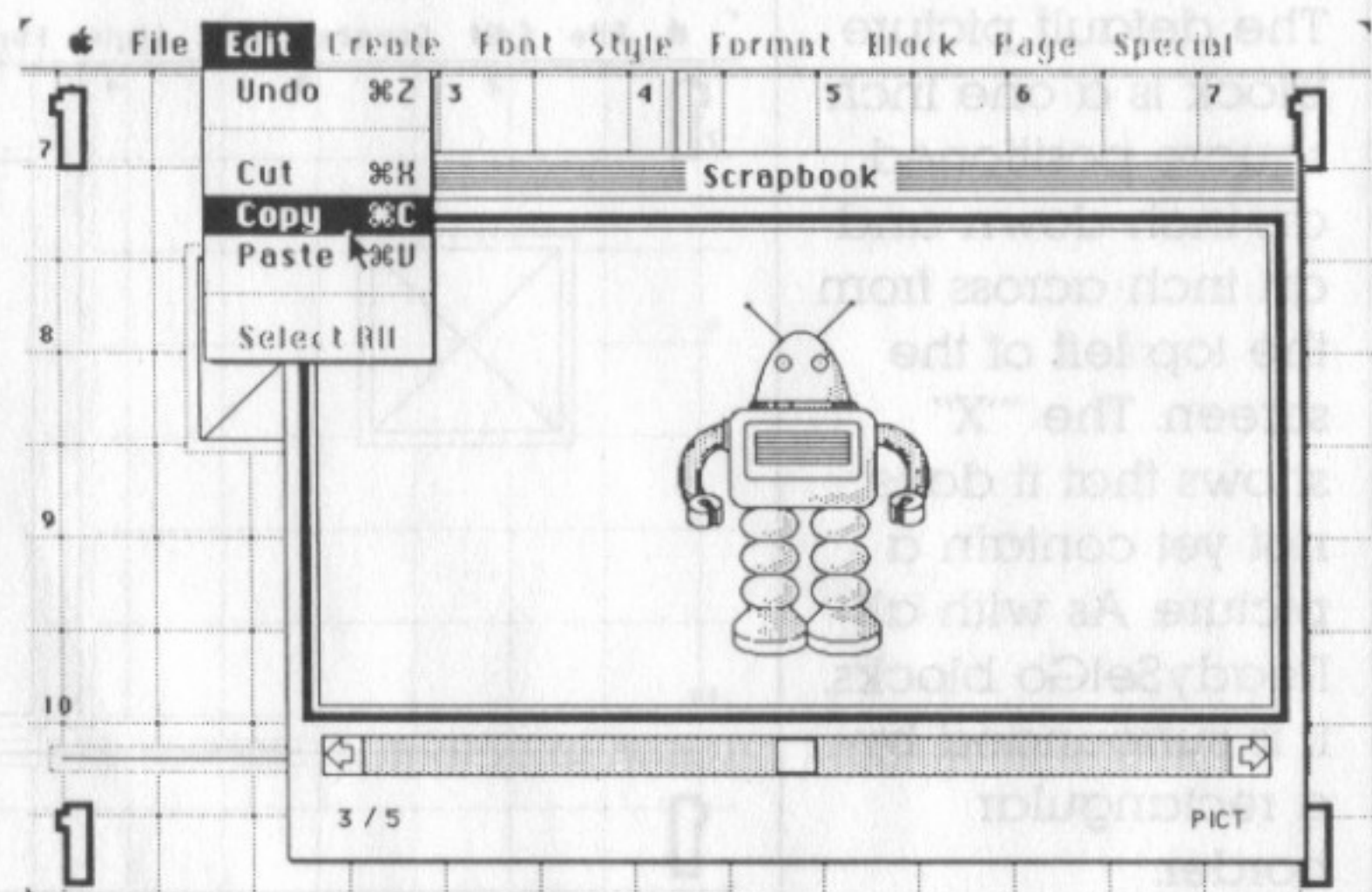




Choose **Scrapbook** from the **Apple** menu. The ReadySetGo program disk contains a sample scrapbook file for use in this tutorial.

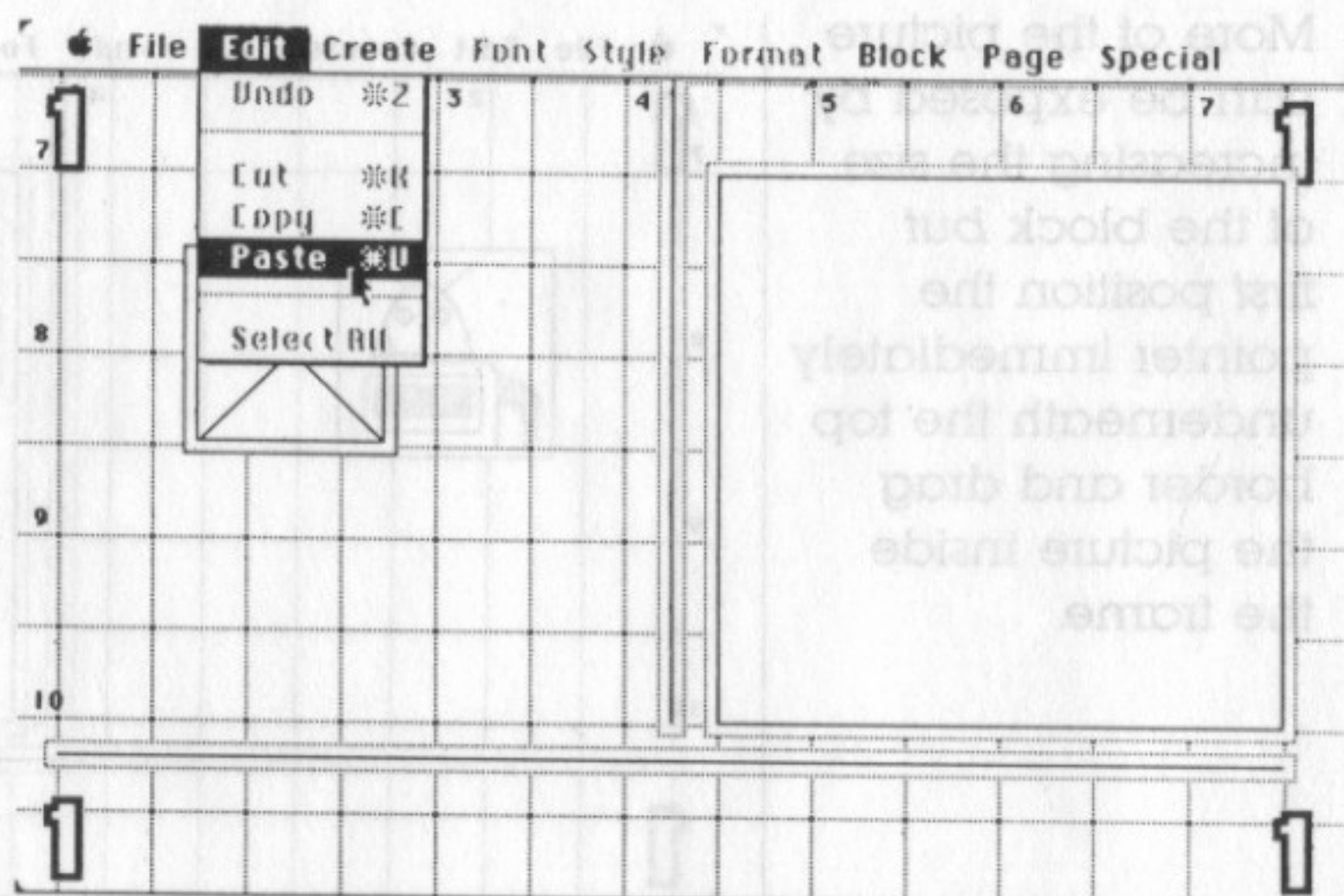


Scroll the Scrapbook to find the picture of the robot. Choose **Copy** from the **Edit** menu to place a copy of this picture on the **Clipboard**. Remove the **Scrapbook** from the screen by clicking in its go-away box.

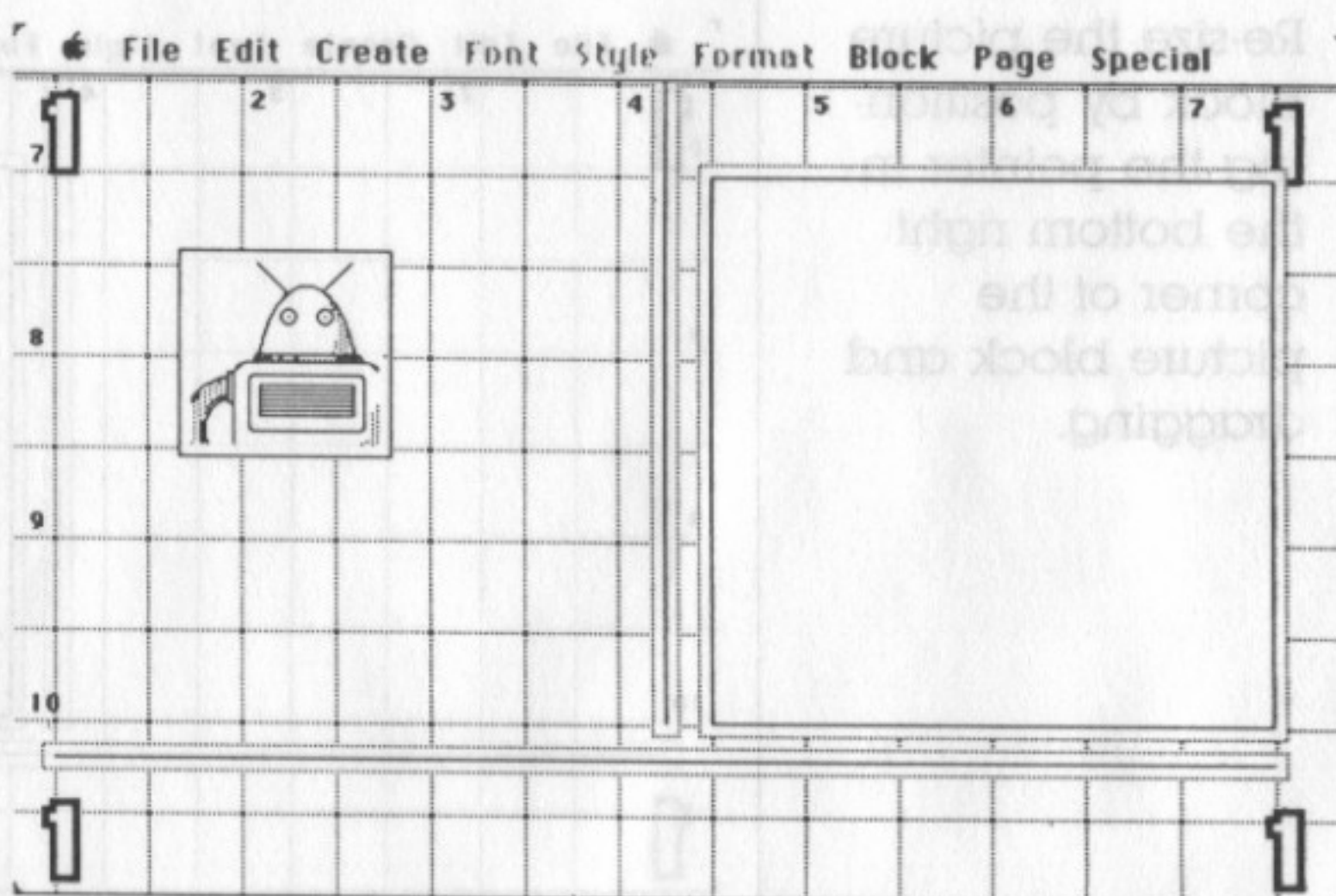




Choose **Paste** from the **Edit** menu. The contents of the **Clipboard**—at this point the picture of the robot—will be pasted into the picture block.

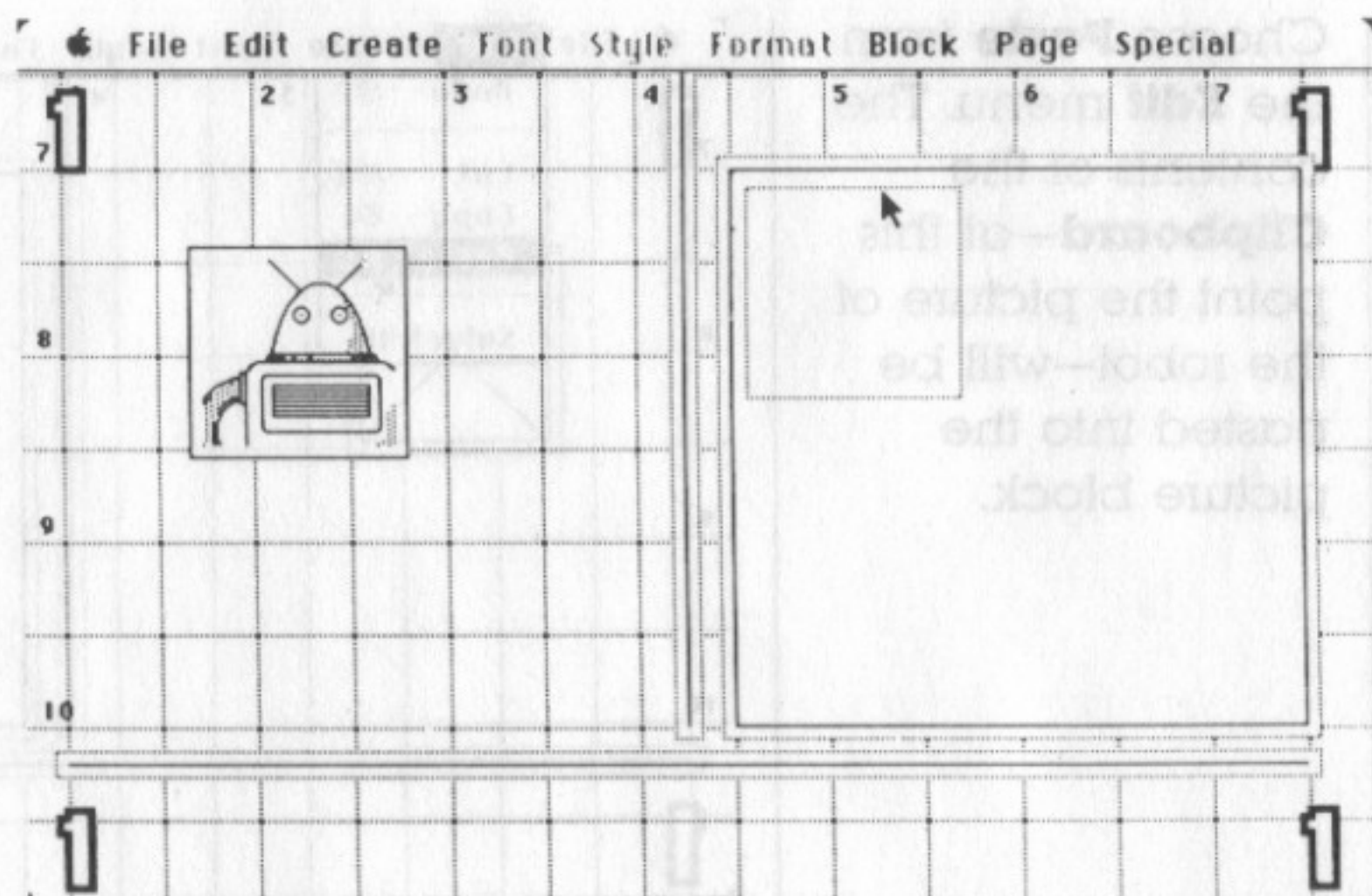


The screen should now look like this. The upper left corner of the picture is visible in the picture block.

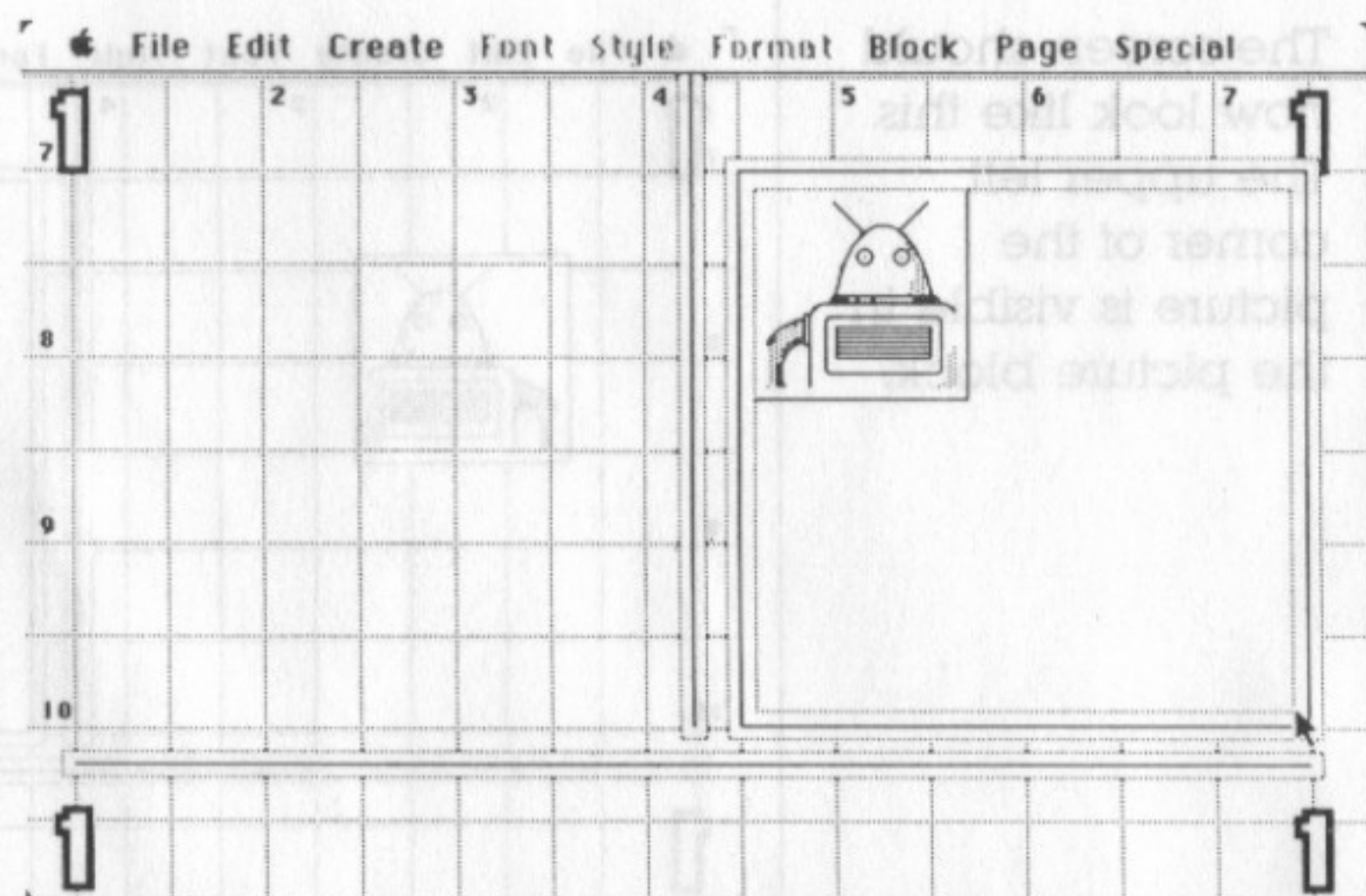




More of the picture can be exposed by increasing the size of the block *but first* position the pointer immediately underneath the top border and drag the picture inside the frame.



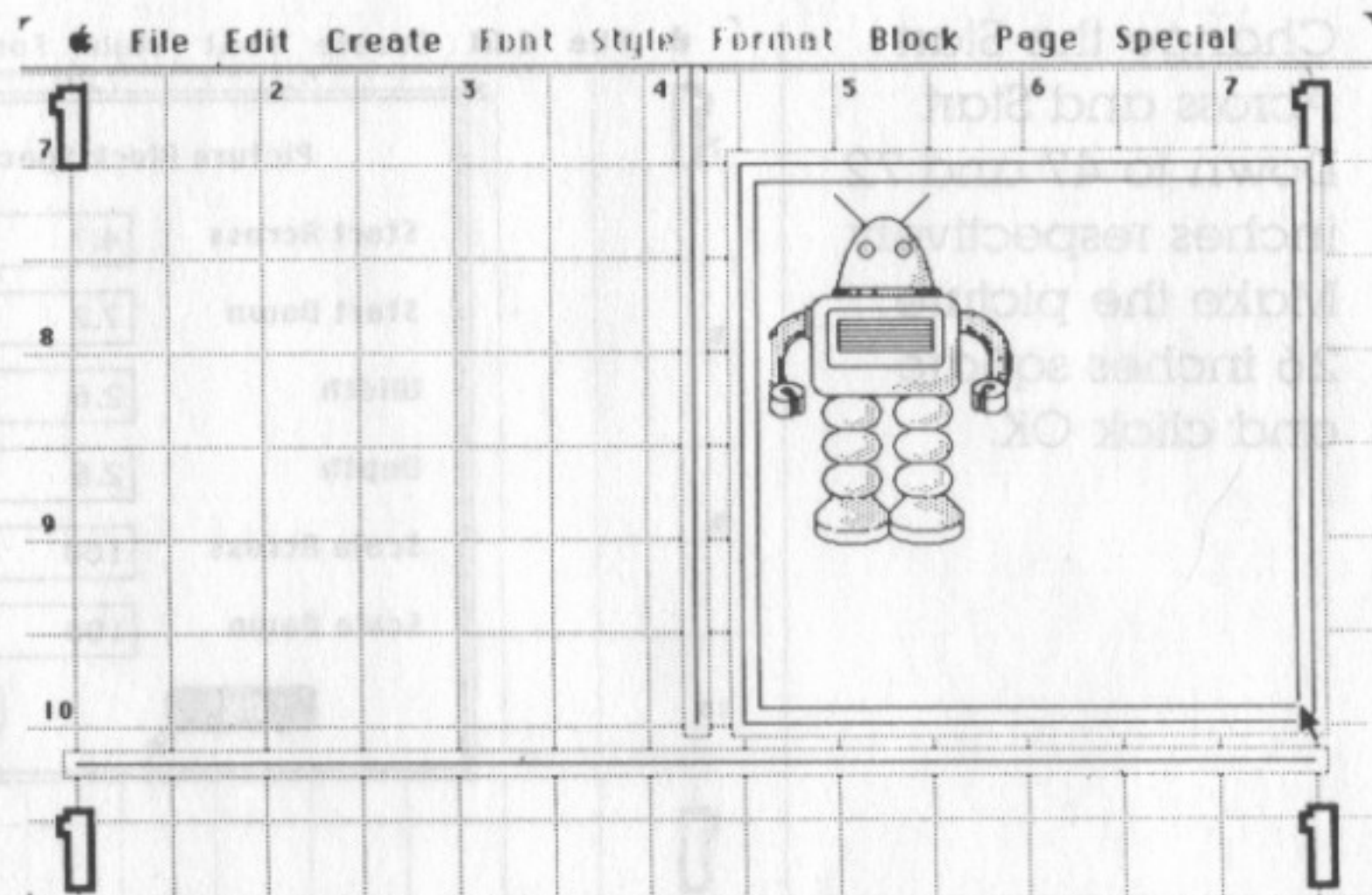
Re-size the picture block by positioning the pointer in the bottom right corner of the picture block and dragging.



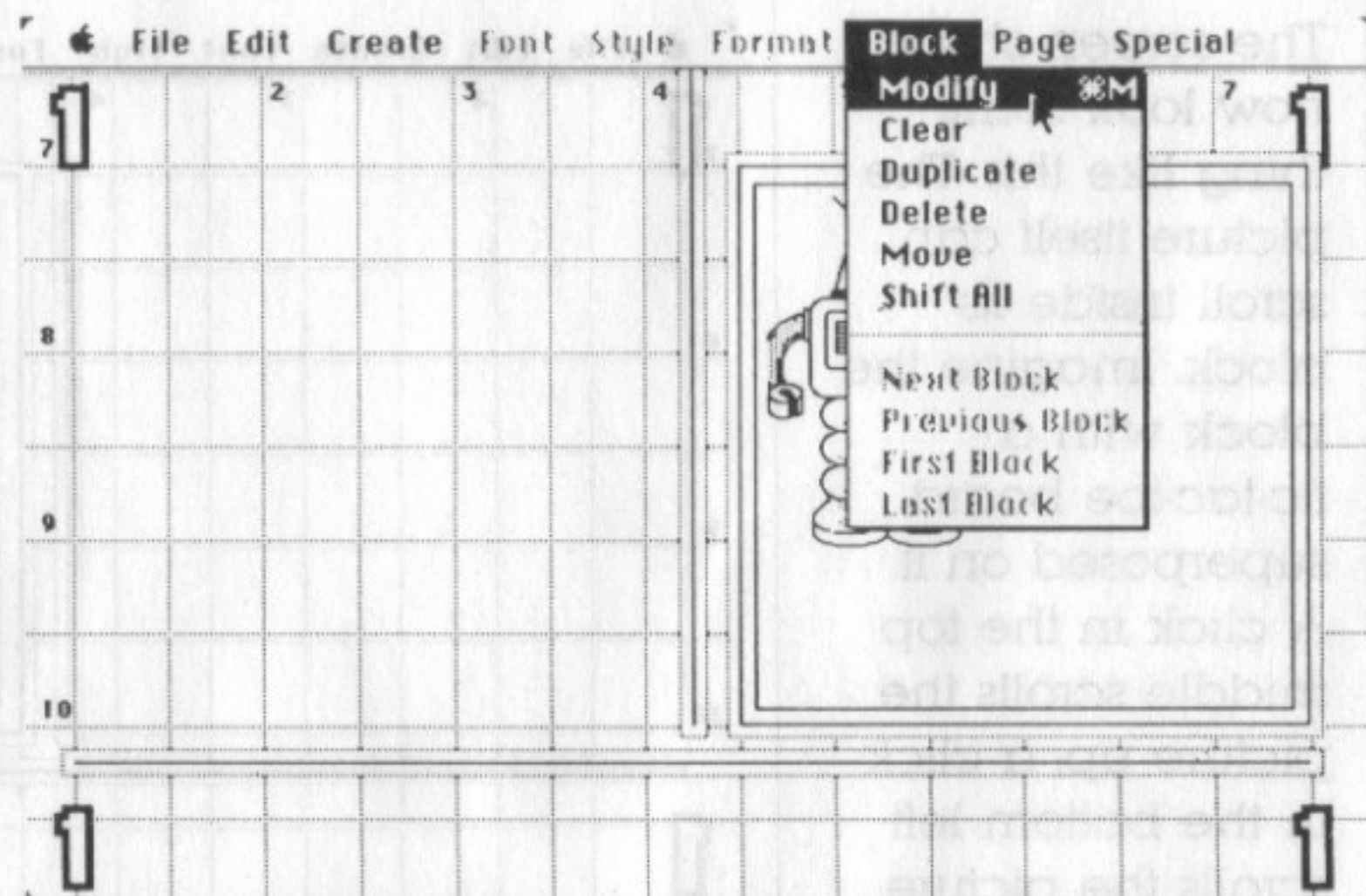
A note of caution: ReadySetGo blocks are opaque on the screen. If an inactive block is accidentally activated (by clicking in it) it will cover whatever blocks it happens to overlap. If this happens, choose **Send Behind** from the **Special** menu to restore to active status the block being worked on.



When the mouse button is released more of the picture comes into view.

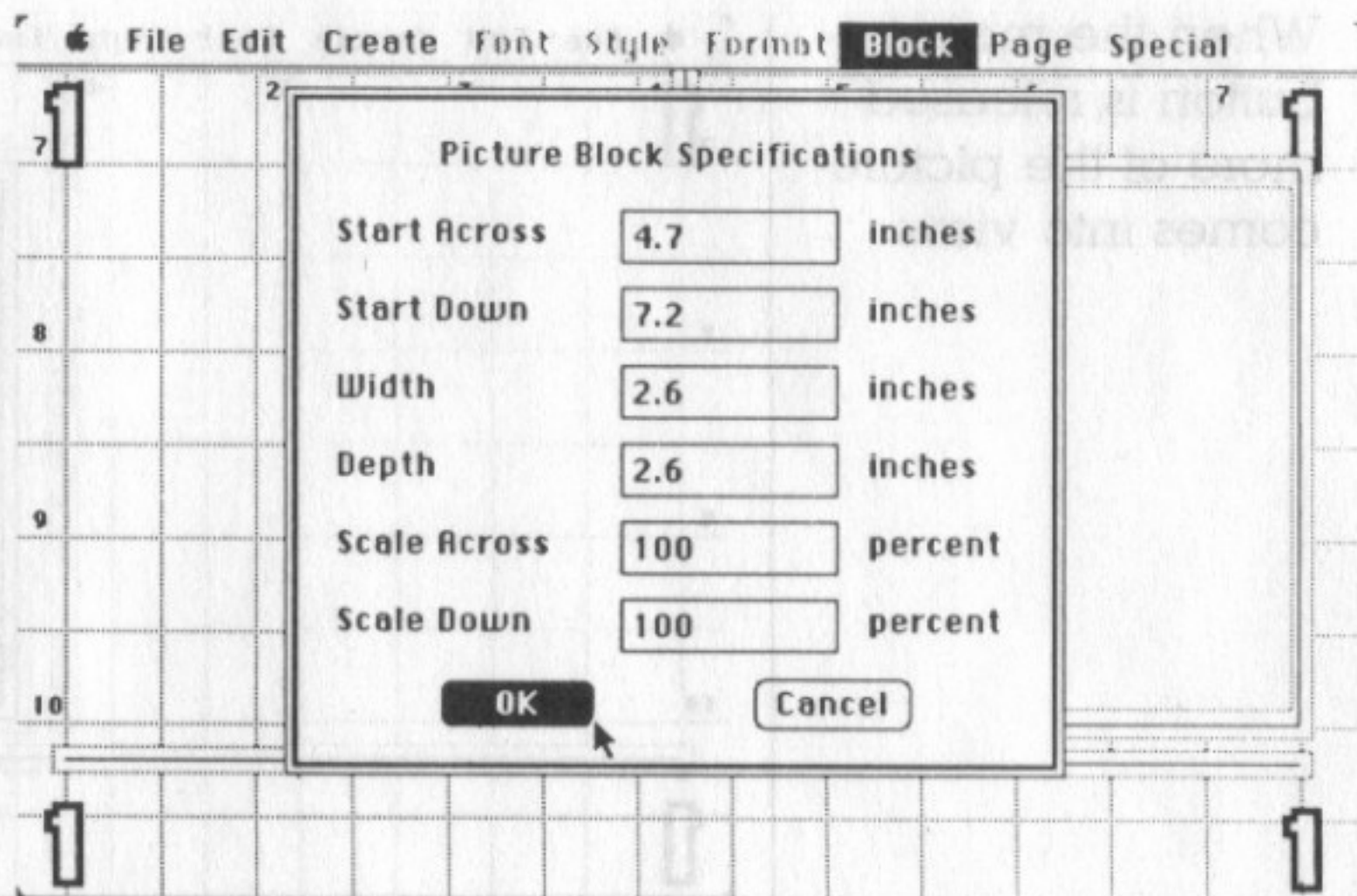


Choose **Modify** from the **Block** menu to accurately position the picture inside the frame.

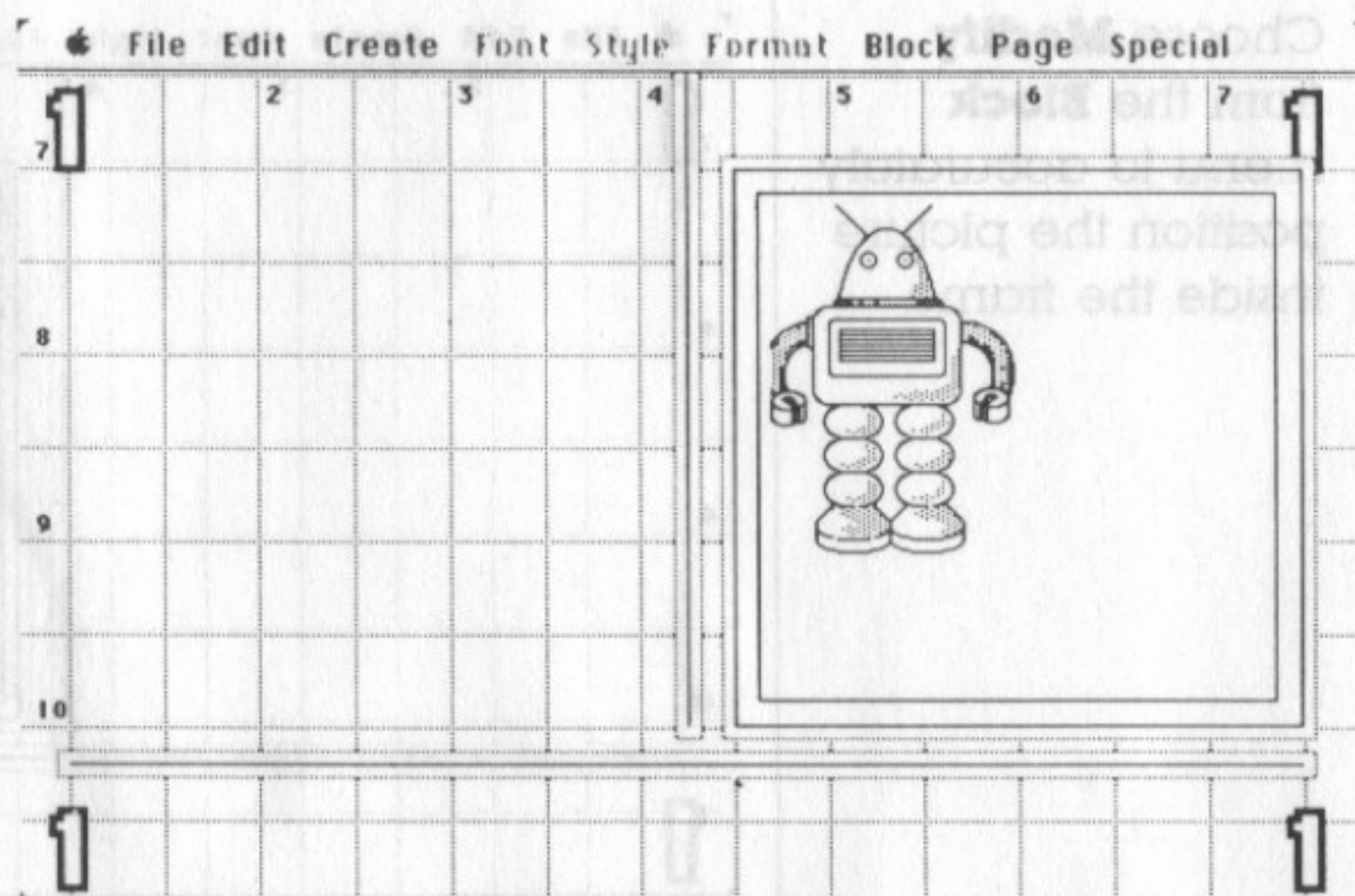




Change the Start Across and Start Down to 4.7 and 7.2 inches respectively. Make the picture 2.6 inches square and click OK.

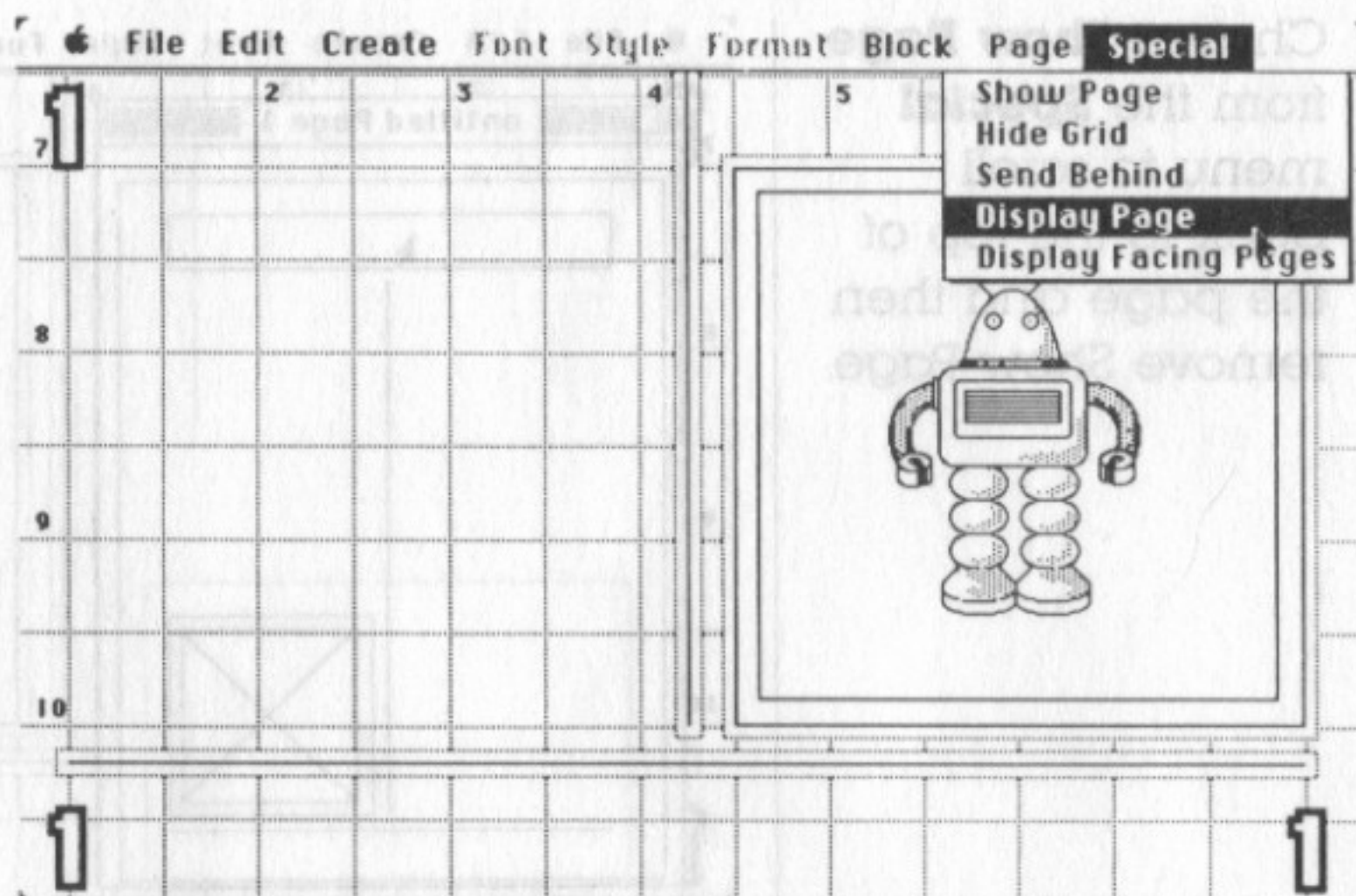


The screen should now look something like this. The picture itself can scroll inside its block. Imagine the block with a tic-tac-toe board superposed on it. A click in the top middle scrolls the picture up; a click in the bottom left scrolls the picture down and to the left, etc. Try scrolling the picture inside the block.

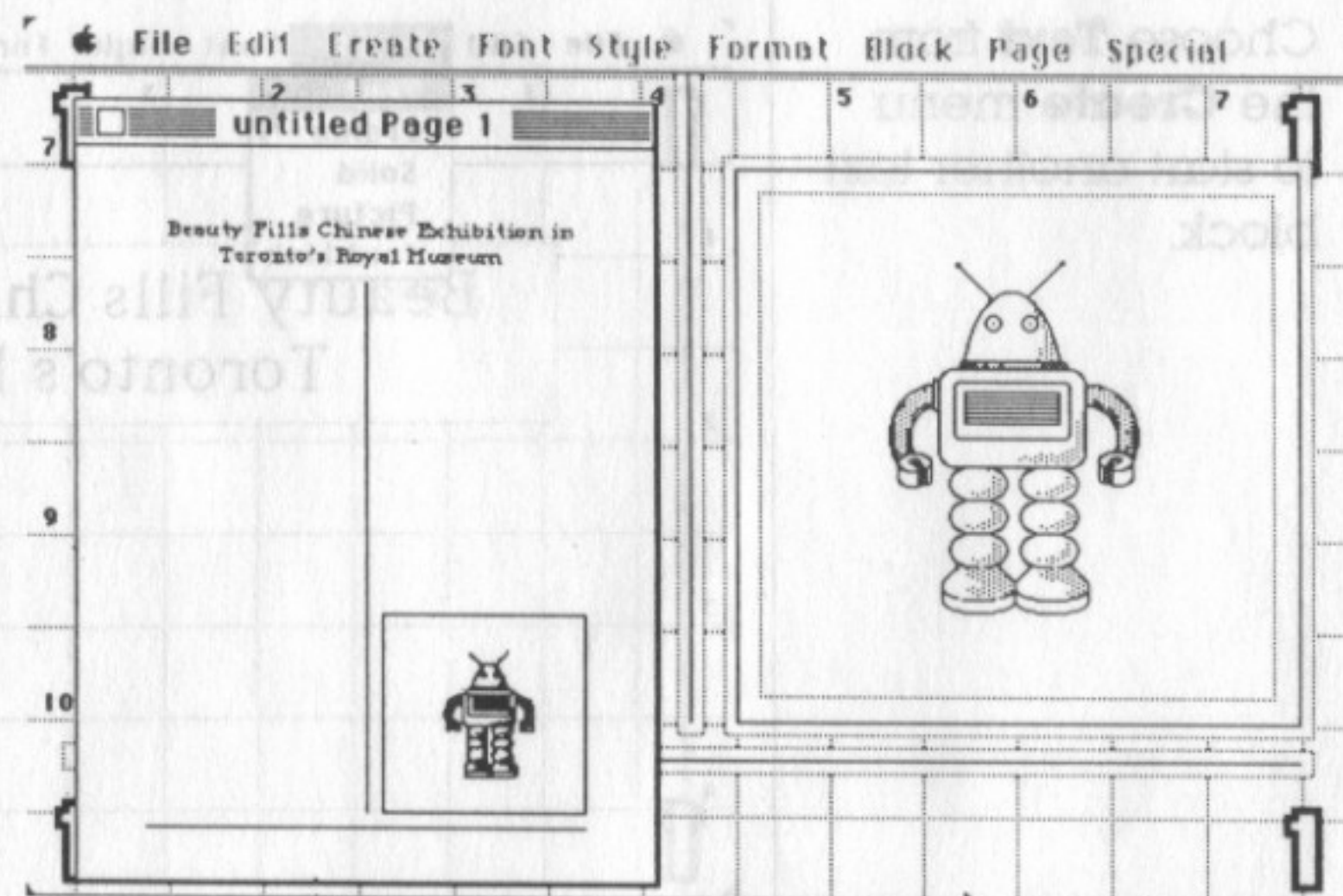




Choose **Display Page** from the **Special** menu to examine the current "look" of the page.

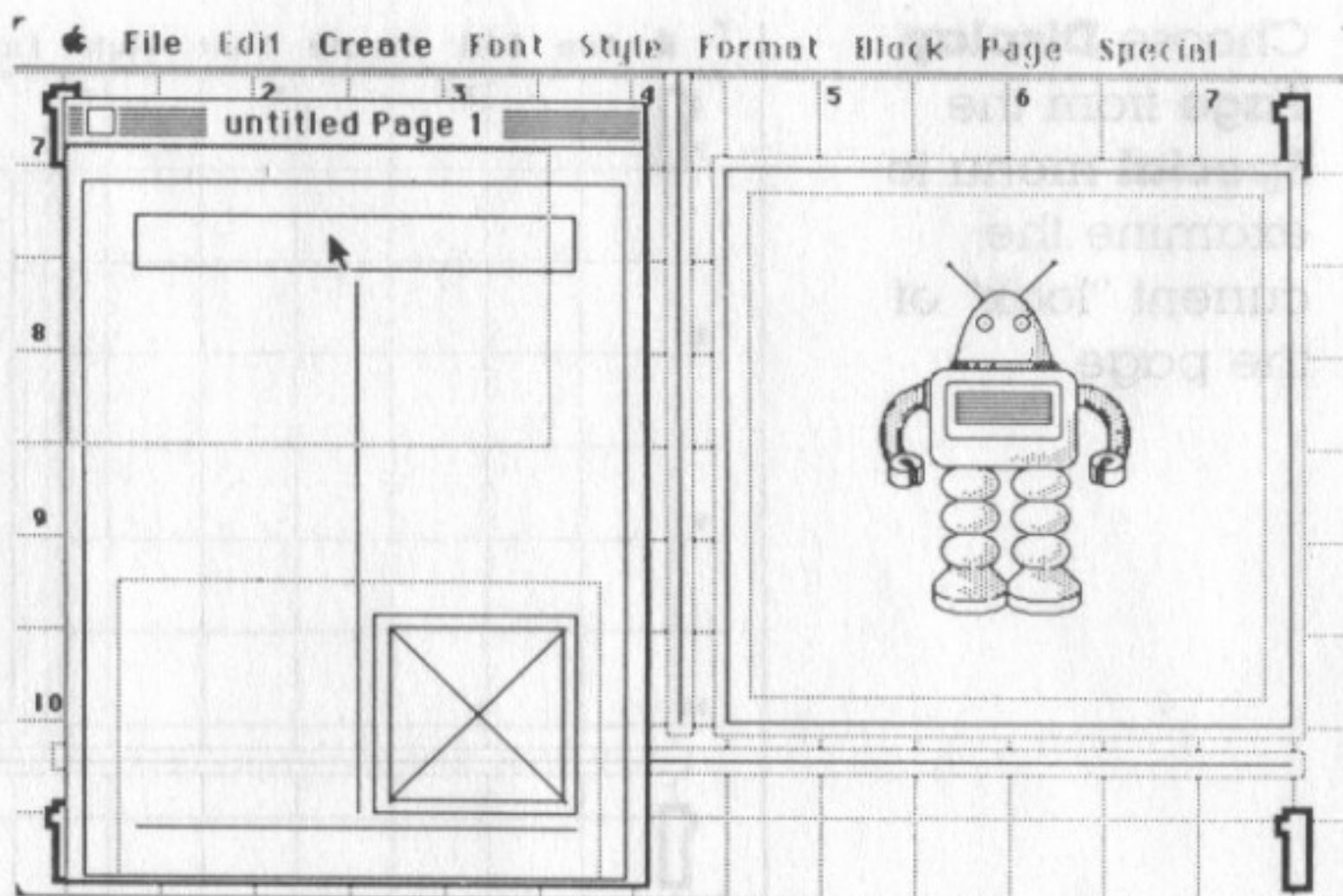


Remove the **Display Page** feature by clicking in its go-away box.

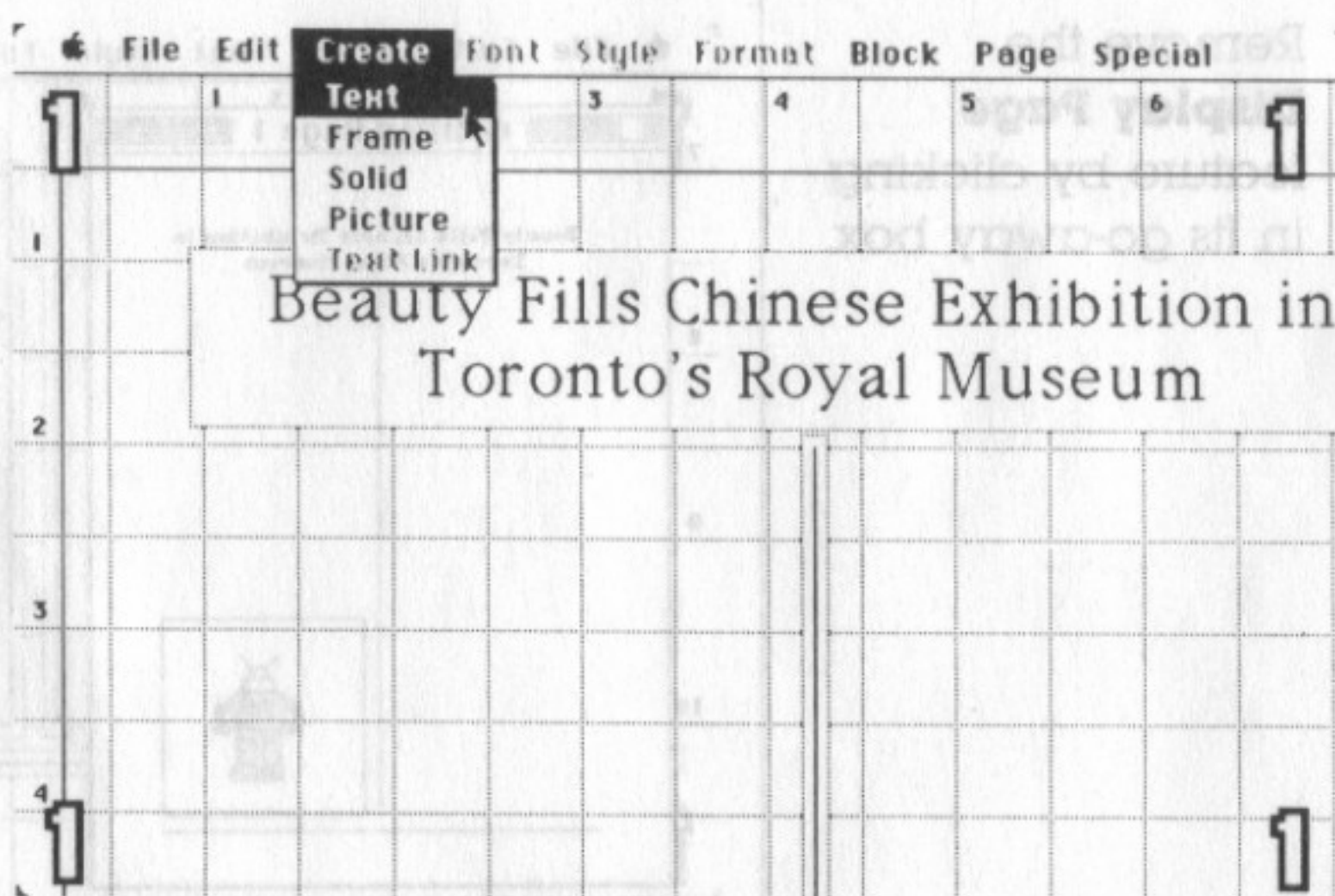




Choose **Show Page** from the **Special** menu to scroll back to the top of the page and then remove Show Page.

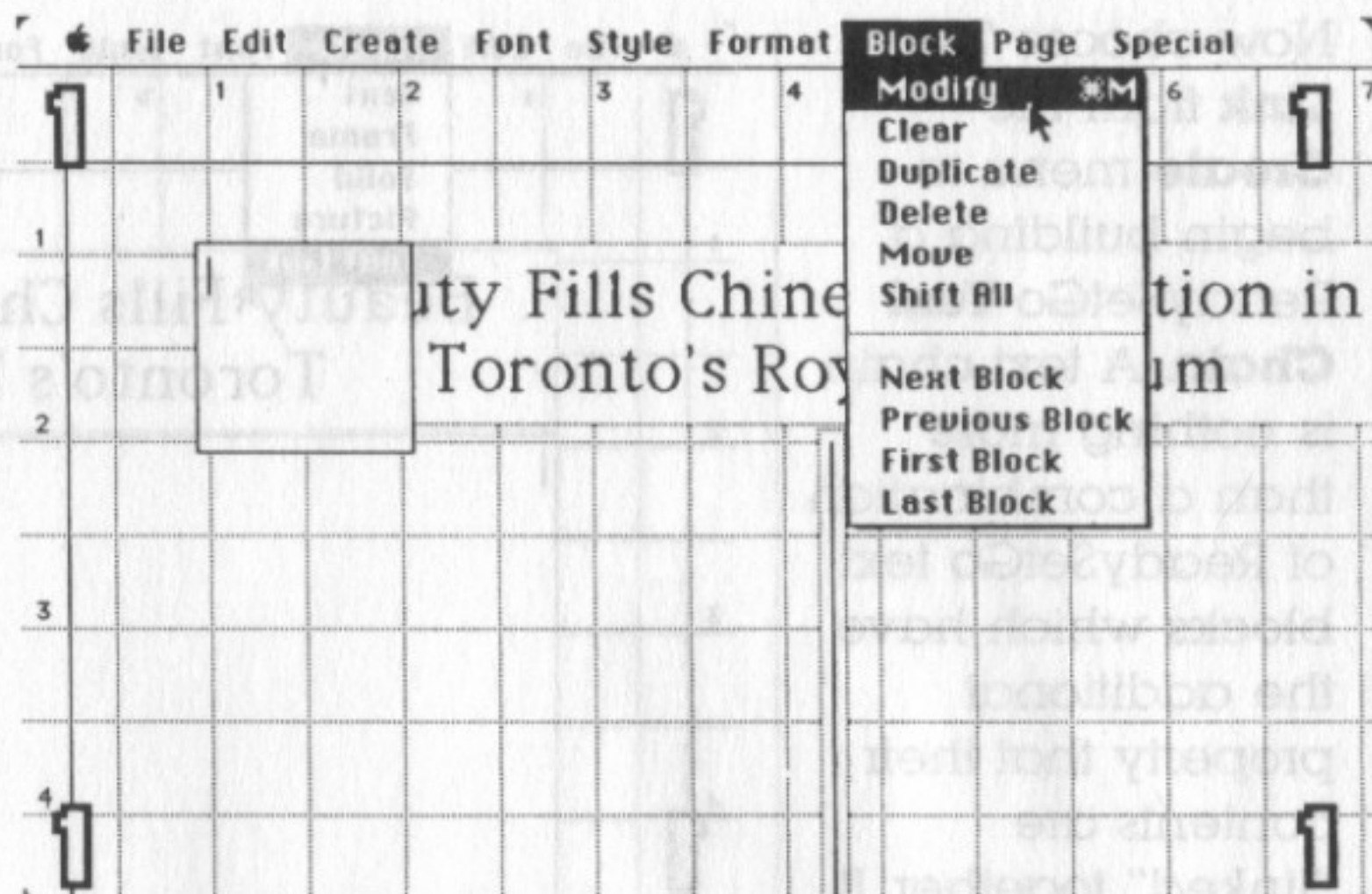


Choose **Text** from the **Create** menu to start another text block.

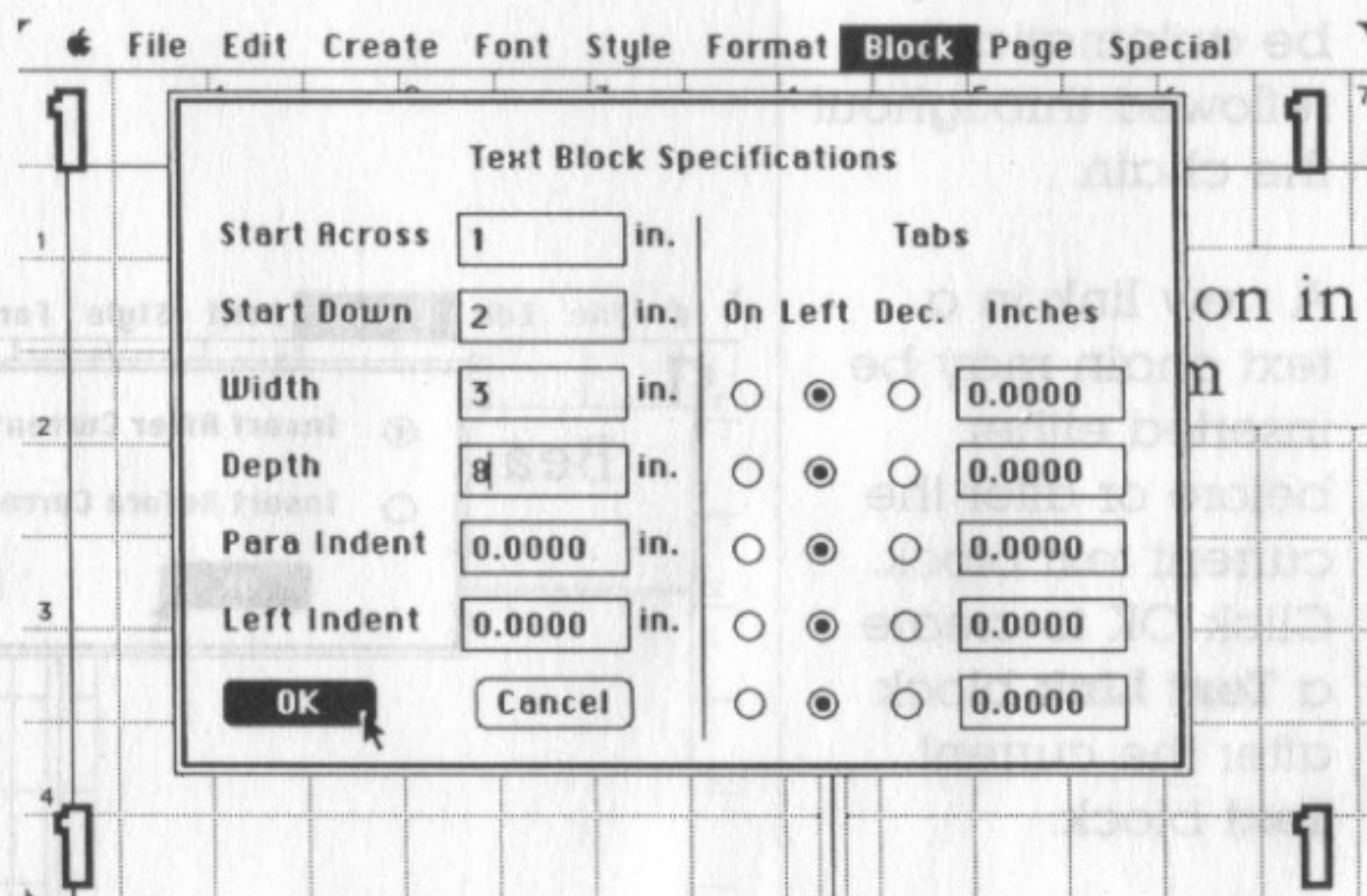




Choose **12 Point** from the **Style** menu and then choose **Modify** from the **Block** menu.



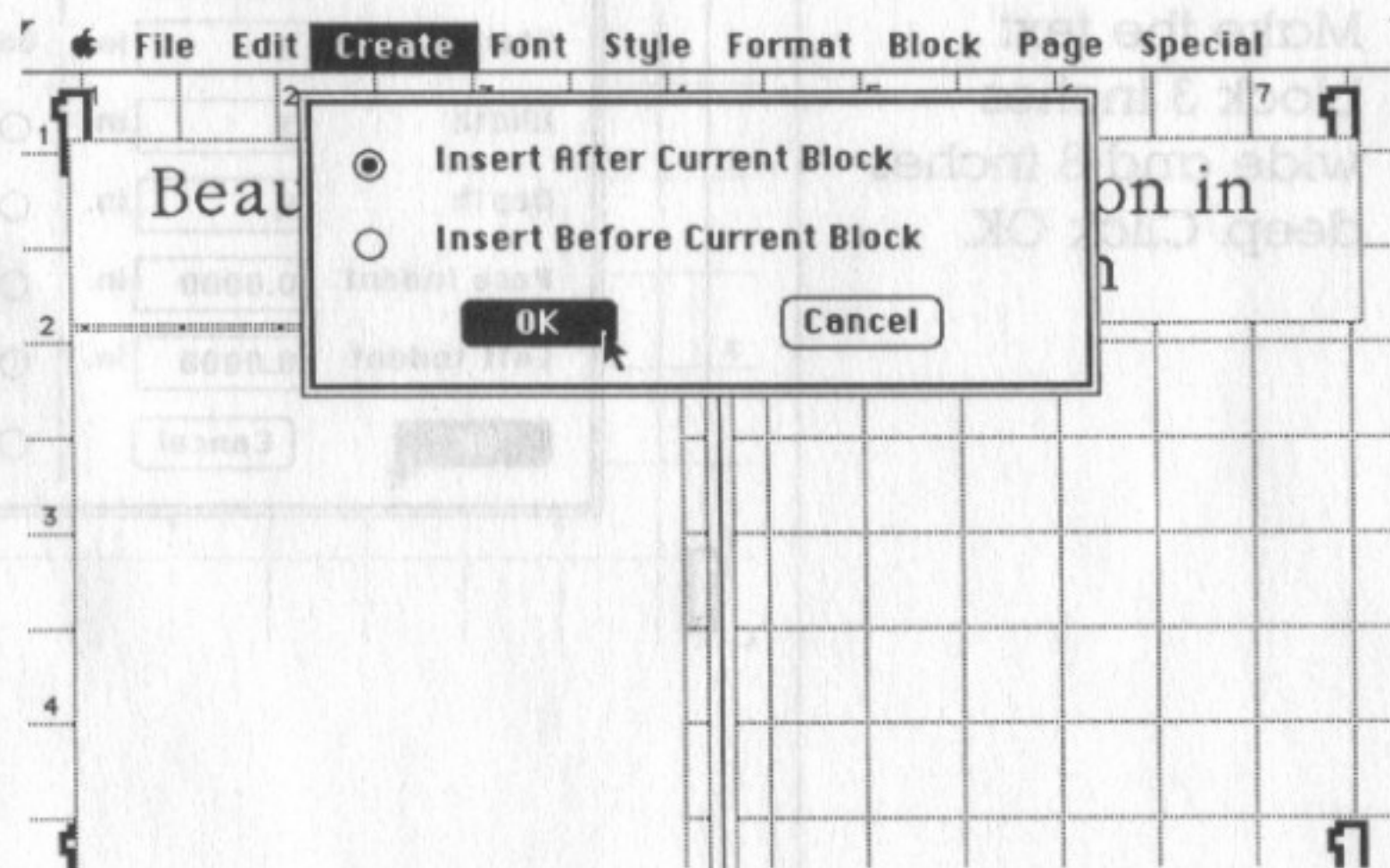
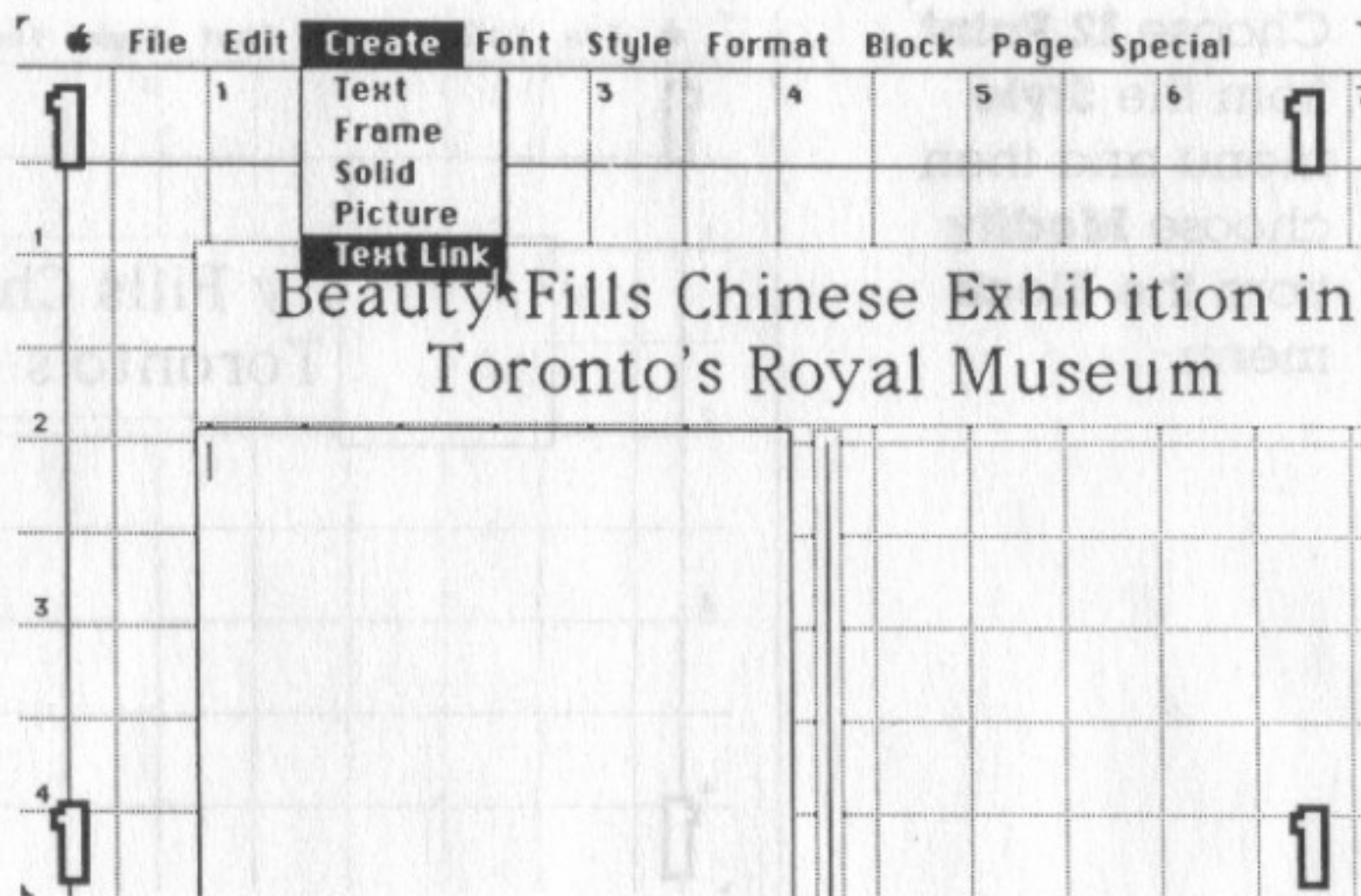
Change the Start Across and Start Down to 1 and 2 inches respectively. Make the text block 3 inches wide and 8 inches deep. Click OK.





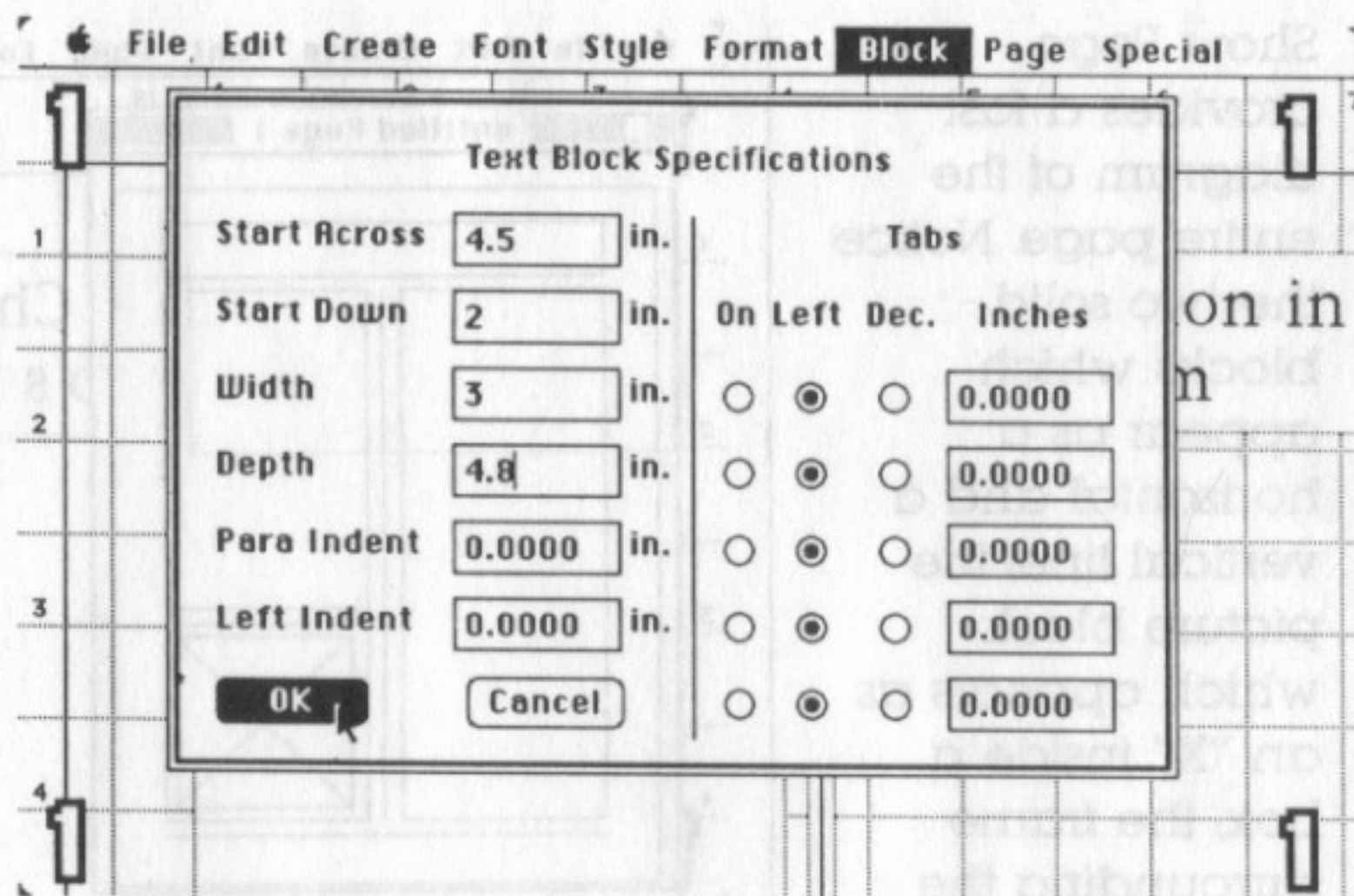
Now choose **Text Link** from the **Create** menu to begin building a ReadySetGo **Text Chain**. A text chain is nothing more than a combination of ReadySetGo text blocks which have the additional property that their contents are "linked" together. If the dimensions of any or all of the text blocks in a chain are modified the content may be automatically reflowed throughout the chain.

A new link in a text chain may be inserted either before or after the current text block. Click OK to create a **Text Link** block after the current **Text** block.





Choose **Modify** from the **Block** menu to accurately manipulate this **Text Link** block. Change the Start Across and Start Down positions to 4.5 and 2 inches respectively. Make the block 3 inches wide and 4.8 inches deep. Click OK.

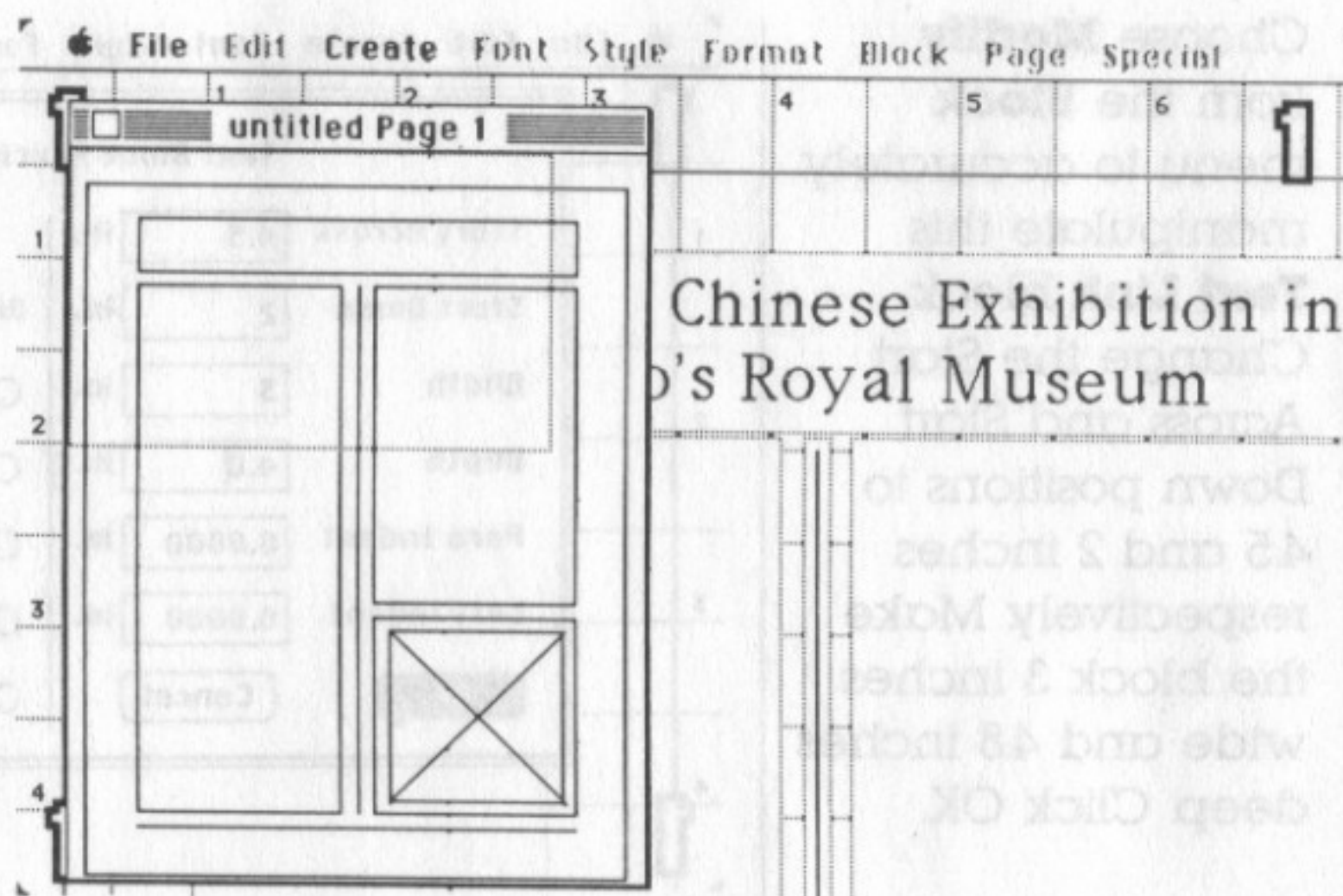


The screen should now look something like this. Choose **Show Page** from the **Special** menu.





Show Page provides a fast diagram of the entire page. Notice the two solid blocks which appear as a horizontal and a vertical line; the picture block which appears as an "X" inside a box; the frame surrounding the picture block; and the three text blocks, the "headline" block across the top and the text "chain" which begins in the left column and jumps to the right column. Remove the Show Page feature by clicking in the go-away box.



Make the left column the active block by clicking in it. Notice that its border turns solid black and that the border of the block that was previously active turns gray.

**Any ReadySetGo block can be made active (at any time) by clicking in it.**

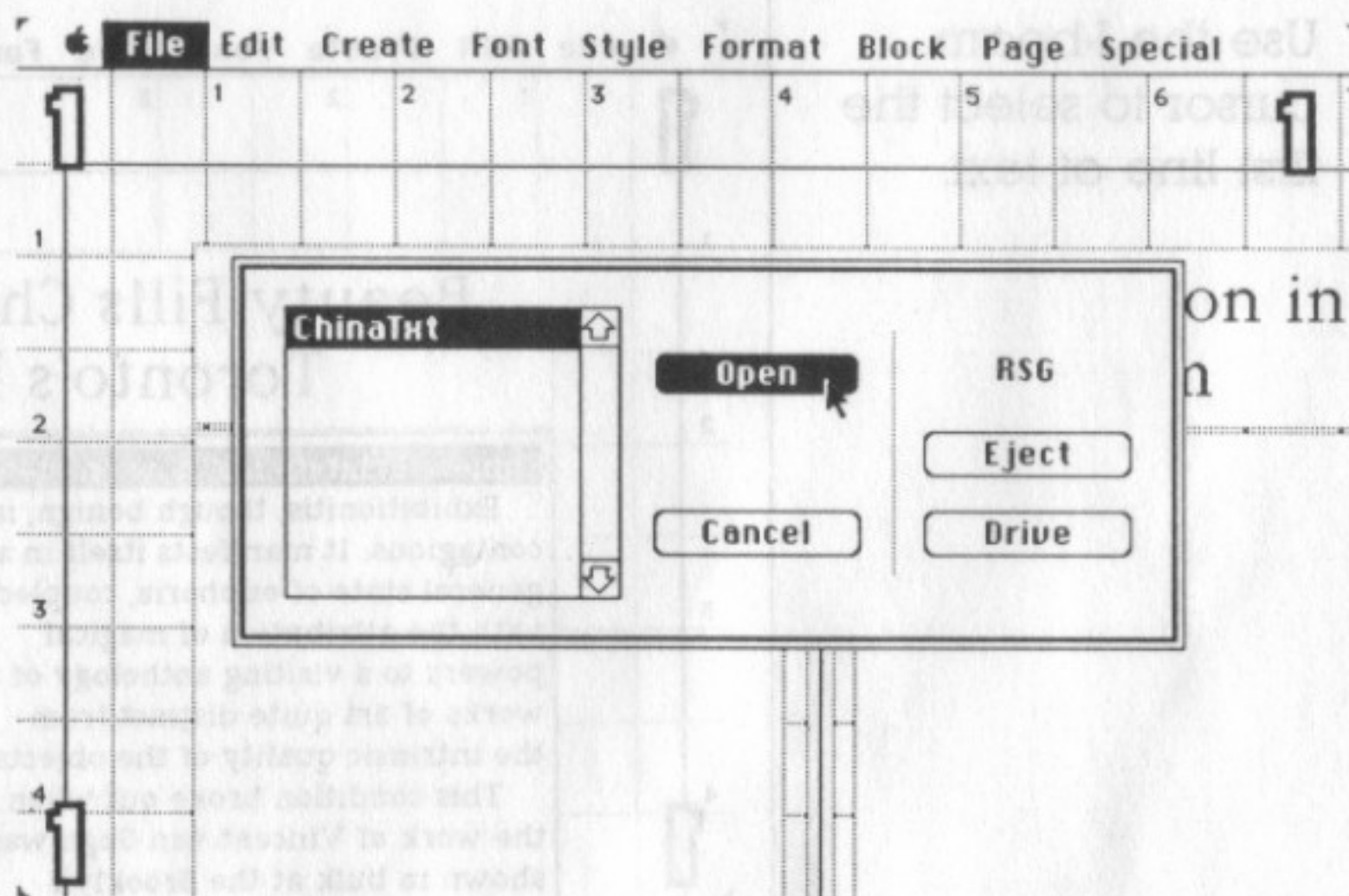




Choose **Get Text** from the **File** menu. This selection is available whenever a **Text** or **Text Link** block is active.



The screen should now look something like this. "ChinaTxt" is the name of a **Text File** supplied on your RSG disk. Select the text file by clicking it once. Click **Open** to flow the contents of the file into the active text block.



A **Text File** is the type of file created, for instance, when **Text Only** is chosen when saving a **MacWrite** document to disk.



The screen should now look something like this. Notice that the text assumed the font, style and size of the insertion point.

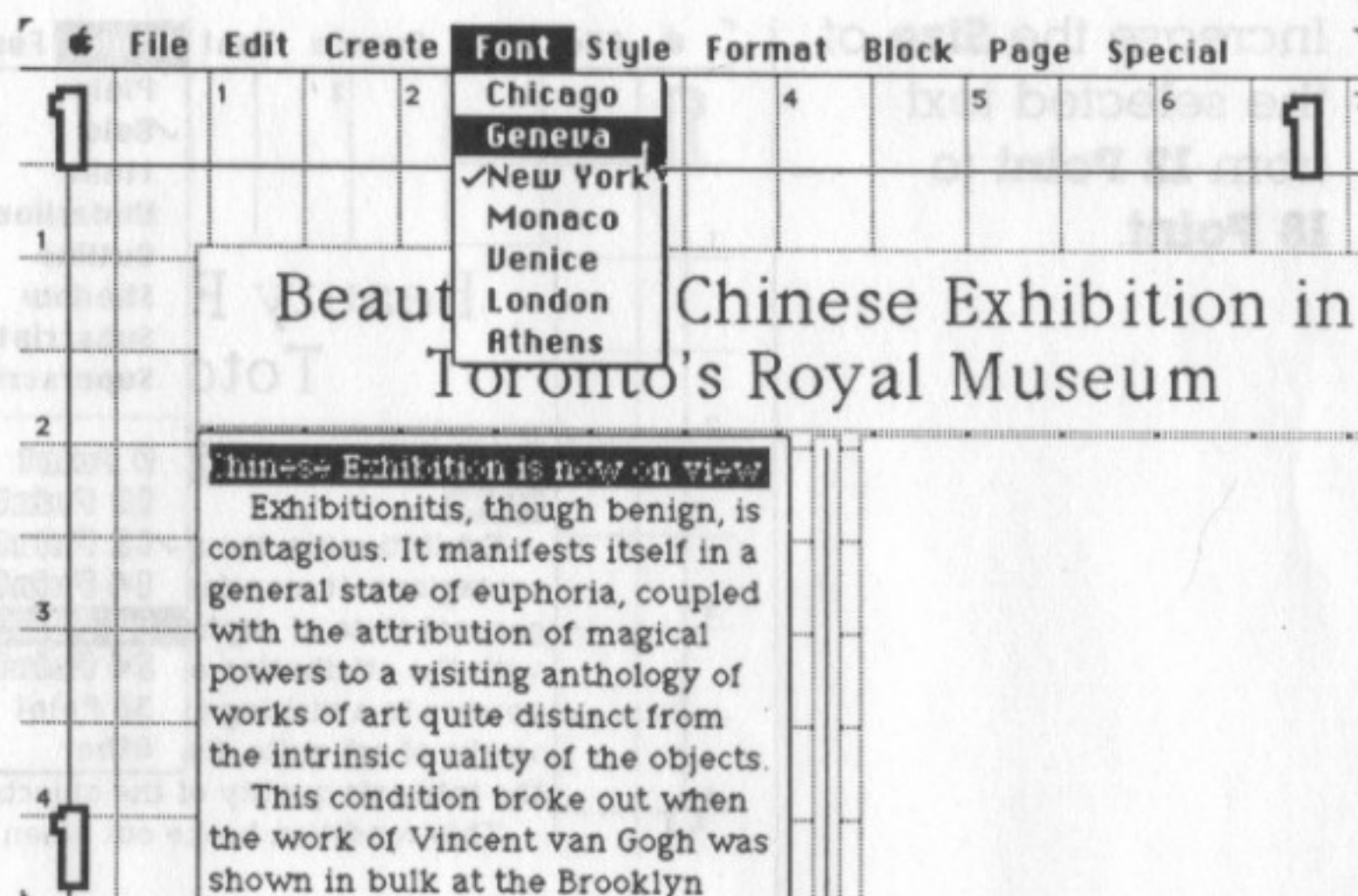


Use the I-beam cursor to select the first line of text.





Change the **Font** of the selected text from **New York** to **Geneva**.

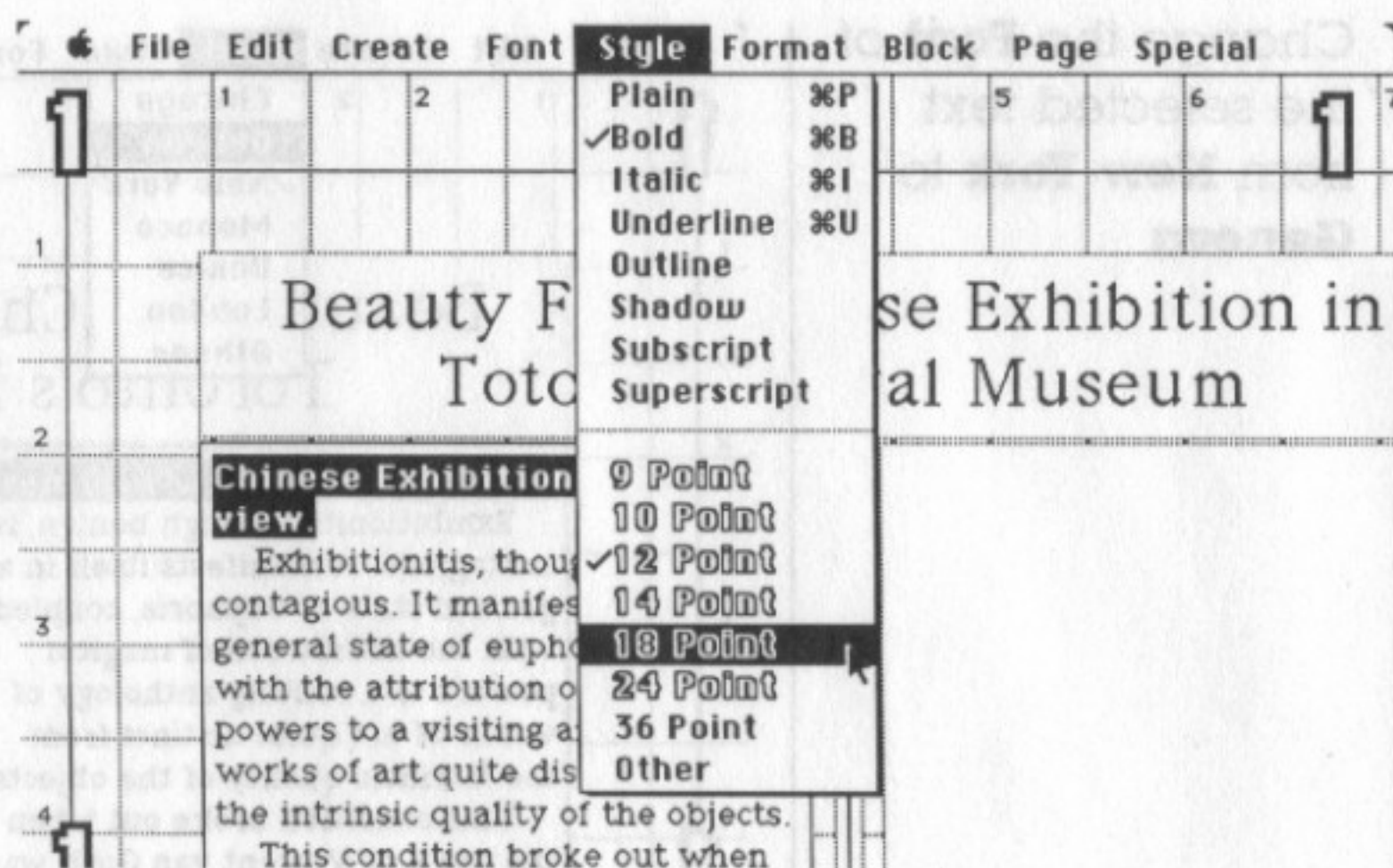


Change the **Style** of the selected text from **Plain** to **Bold**.





Increase the **Size** of the selected text from **12 Point** to **18 Point**.



The screen should now look something like this. Choose **Reflow** from the **Format** menu to flow the text throughout the **Text Chain**.





After a few seconds the screen should look like this. The text file contained more text than the first block could hold and the **Reflow** command took the excess text and placed it into the second block in the chain.



Choose **Display Page** from the **Special** menu.

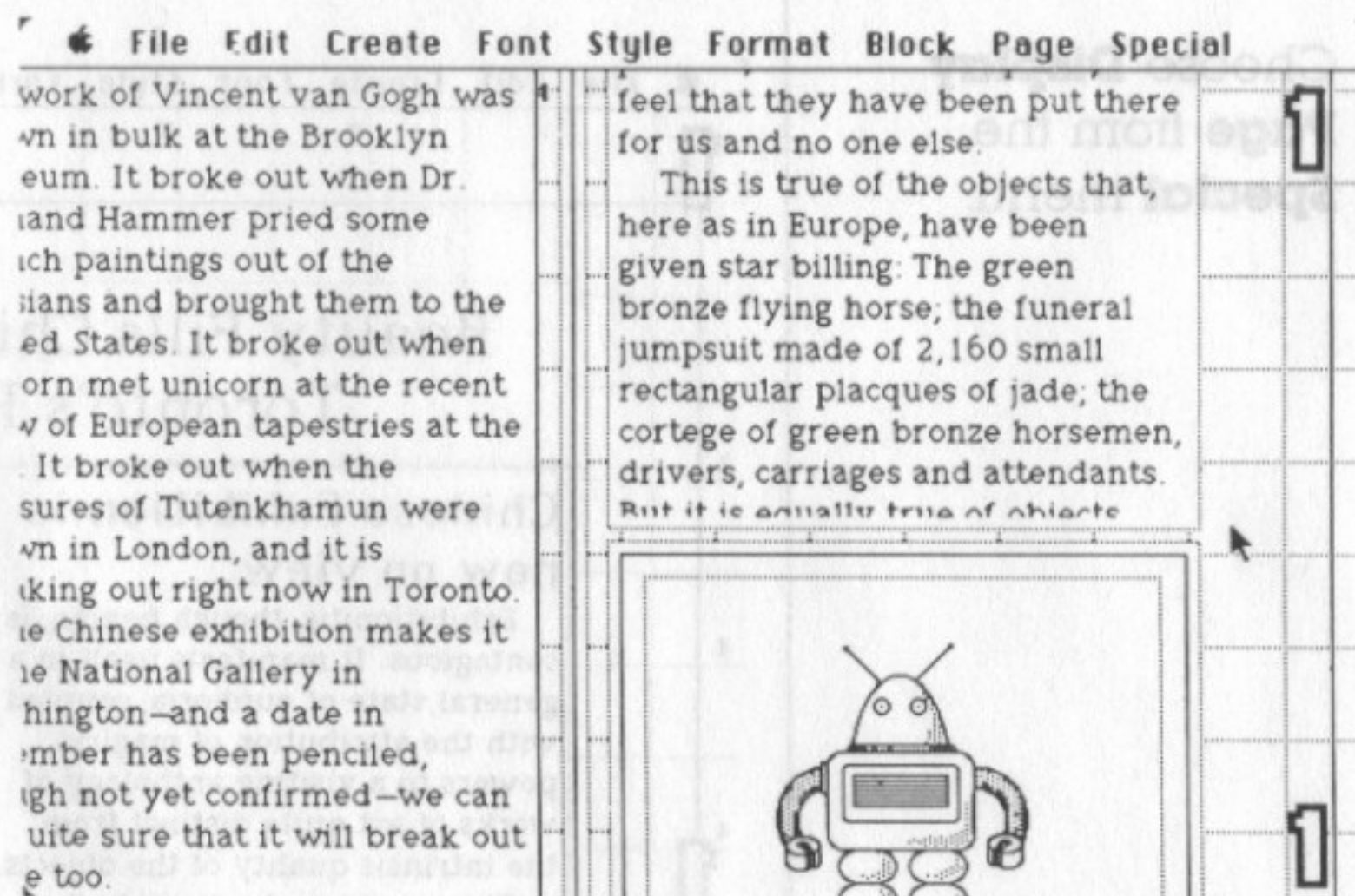




The **Display Page** feature shows the "mini-picture" of the entire page. Remove it from the screen by clicking in its go-away box.



Hold down the Command key and click in the lower right of the screen to scroll the bottom right of the page into view. Do this twice. The screen should now look something like this. Notice that the **Text Link** block cannot display all of the text that it holds.

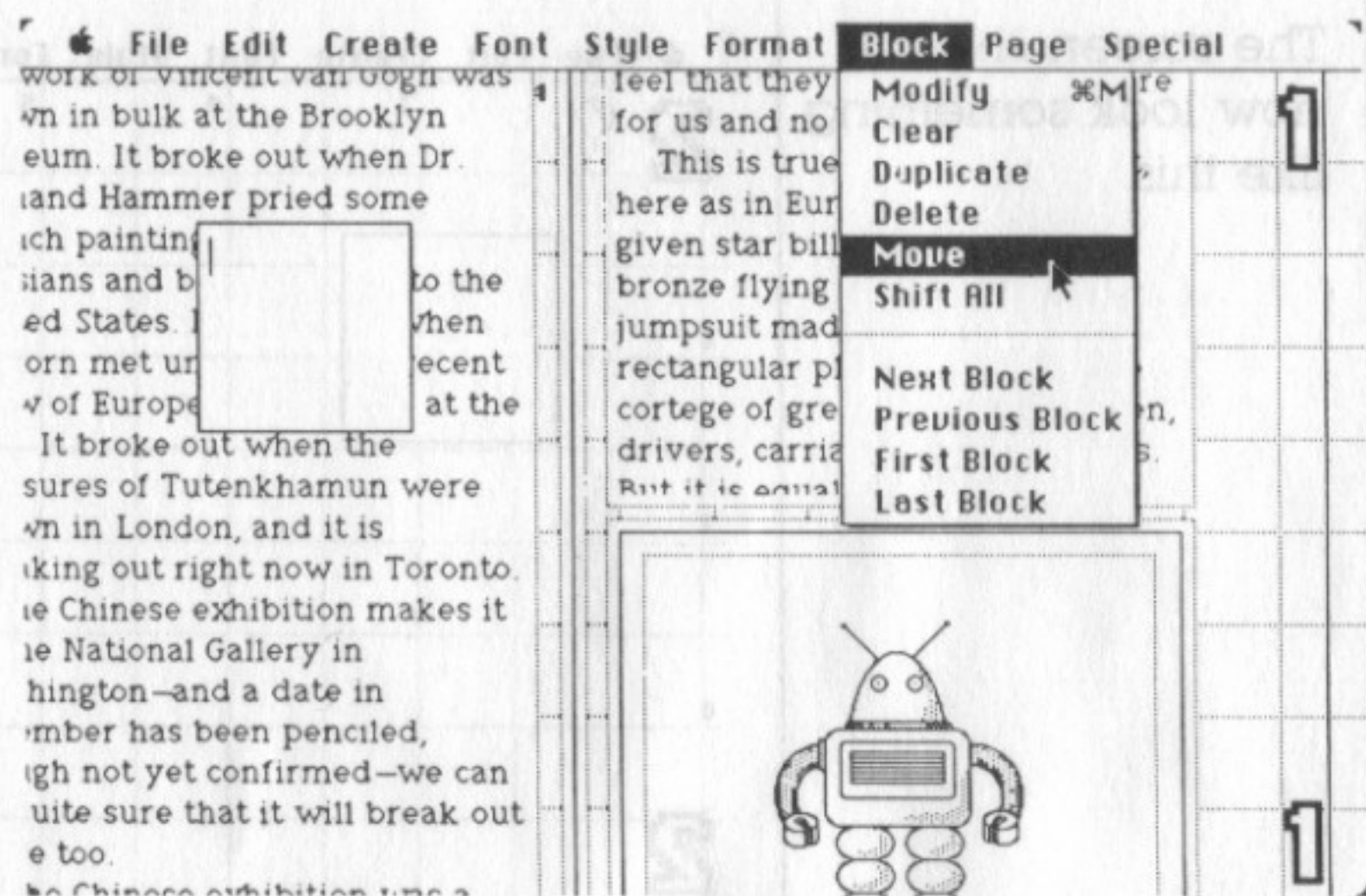
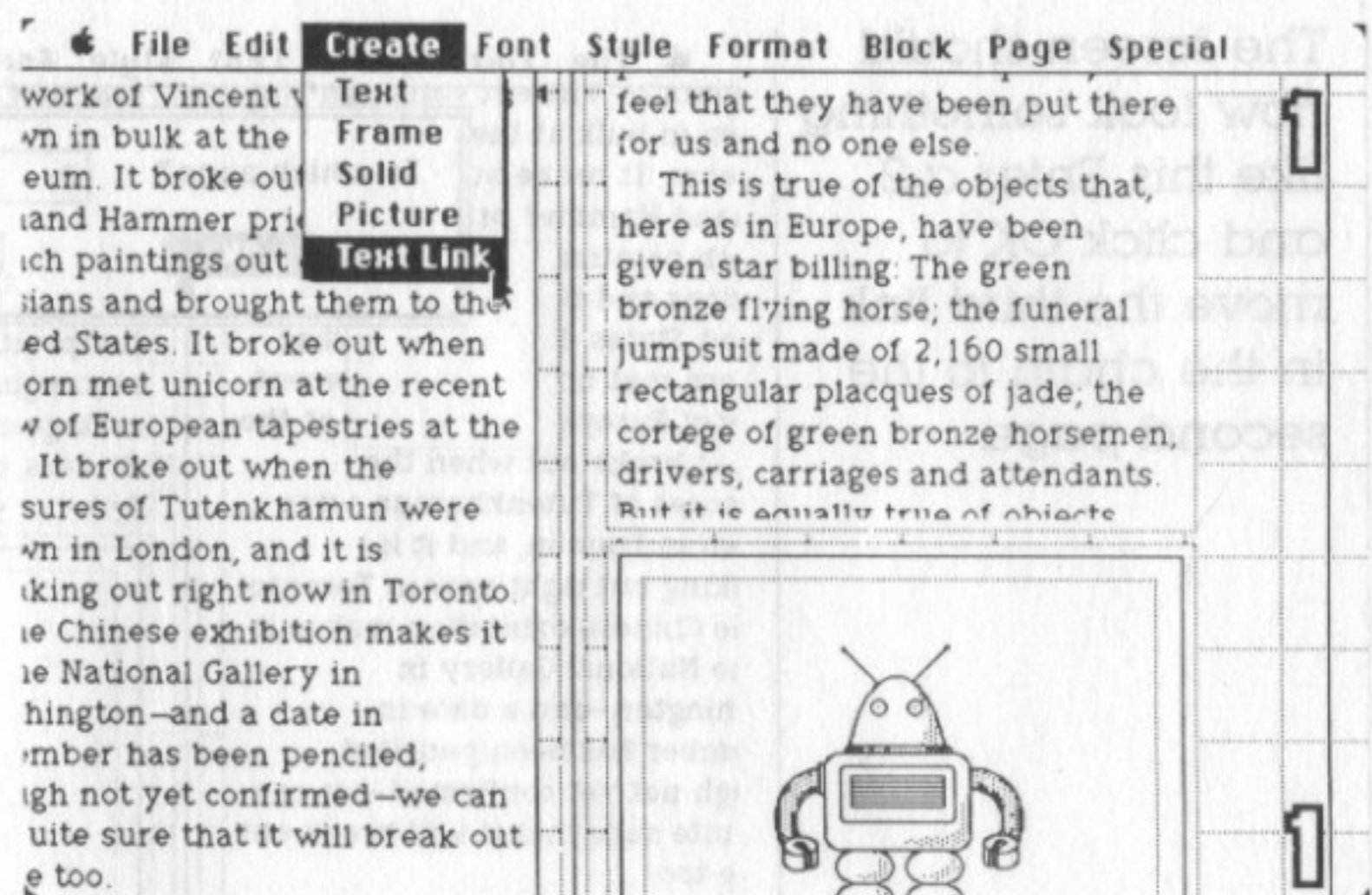


ReadySetGo blocks may be thought of as "bottomless pits" capable of holding more text than can be displayed. The excess text can be made visible by a number of ReadySetGo operations, such as increasing the width or depth of the block or going to a smaller size. If text is removed from the top of the block (eg. by using **Cut** from the **Edit** menu) the balance of the text will "bubble" to the top.



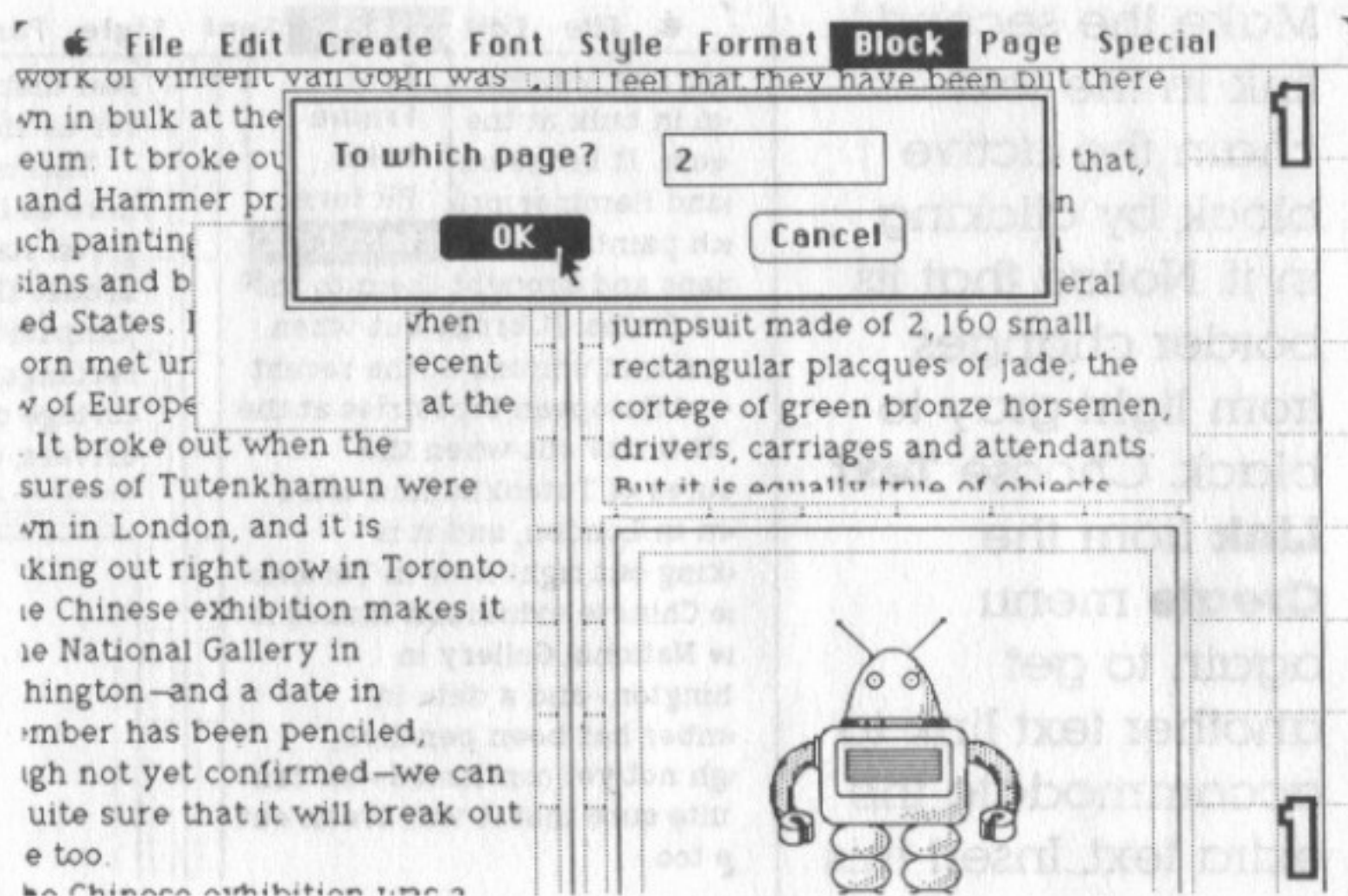
Make the second link in the text chain the active block by clicking in it. Notice that its border changes from light gray to black. Choose **Text Link** from the **Create** menu again to get another text link to accommodate the extra text. Insert this new link *after* the current block.

The new **Text Link** block is now the third link in the text chain. There is no room on the first page for this new block. Choose **Move** from the **Block** menu.

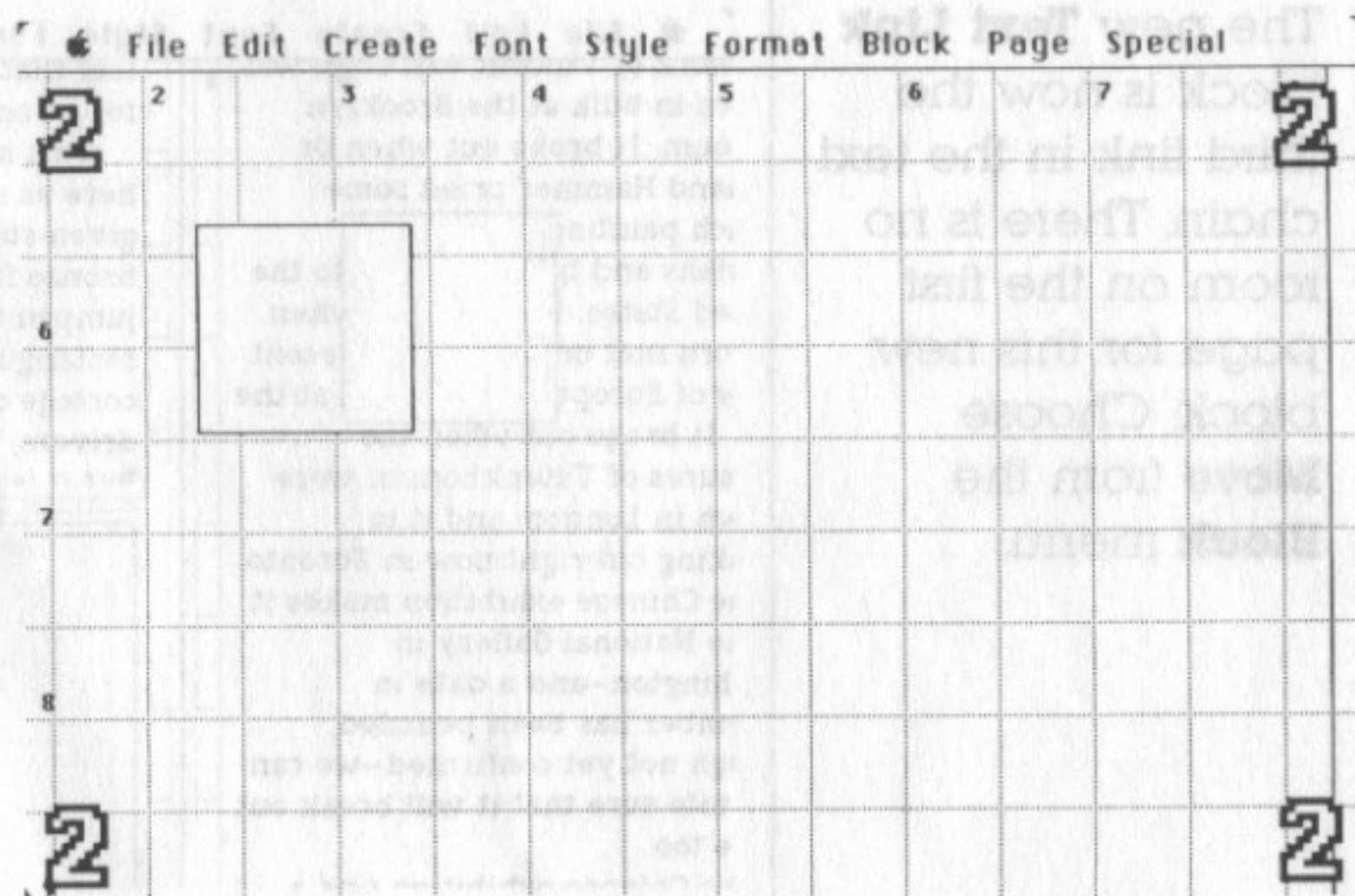




The screen should now look something like this. Enter a 2 and click OK to move the third link in the chain to the second page.

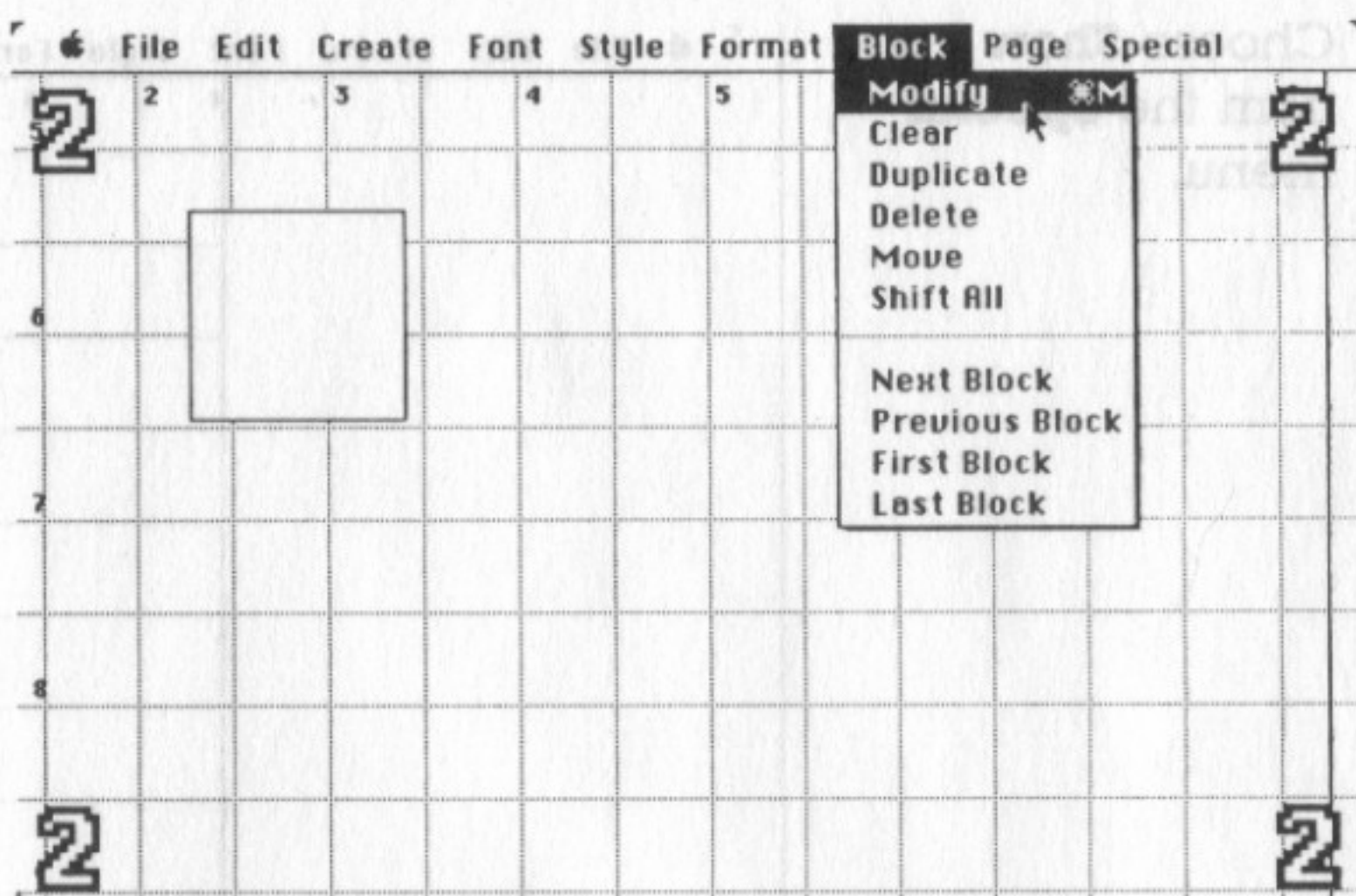


The screen should now look something like this.

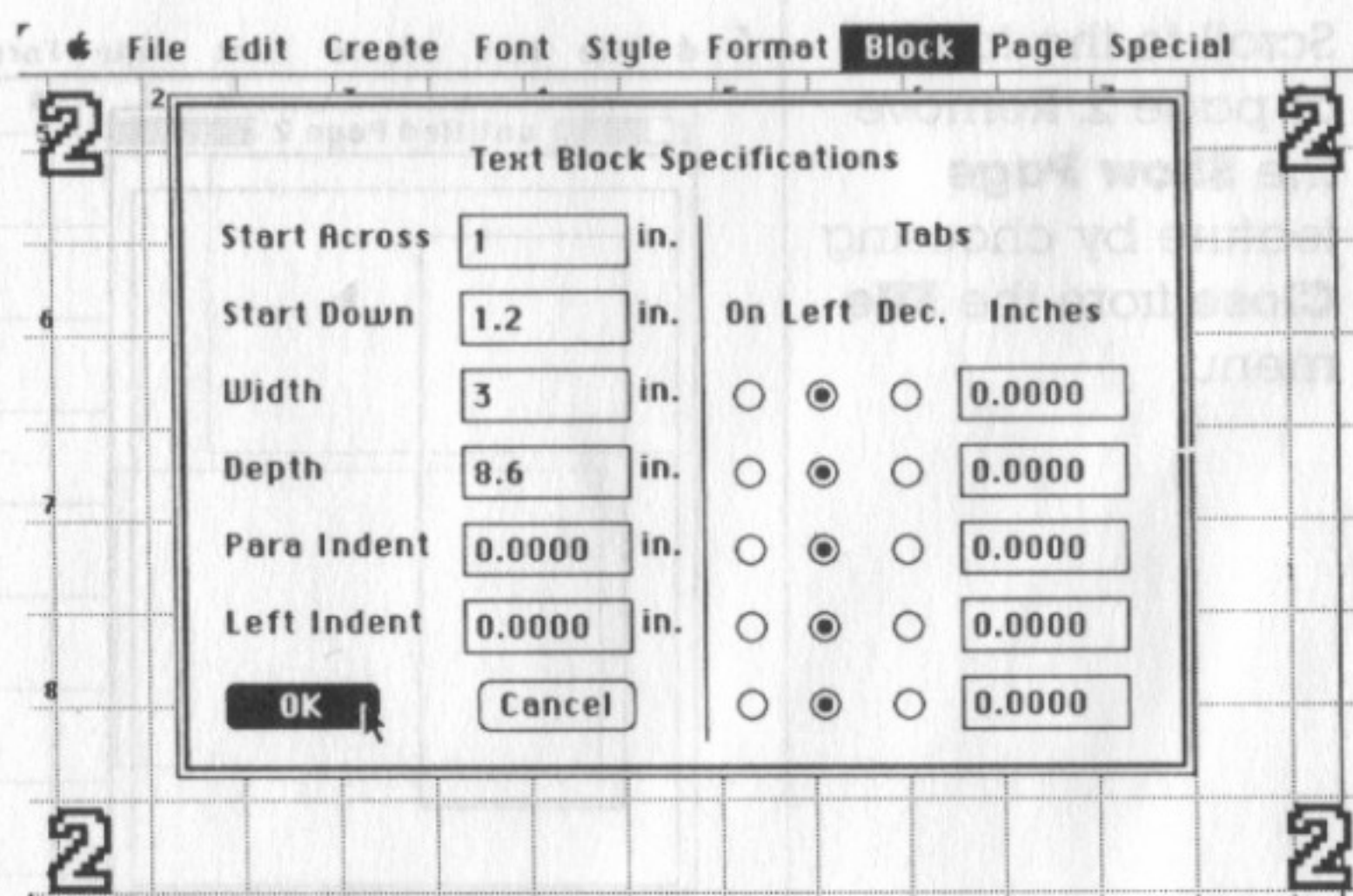




Choose **Modify** from the **Block** menu to accurately position this text link on page two.

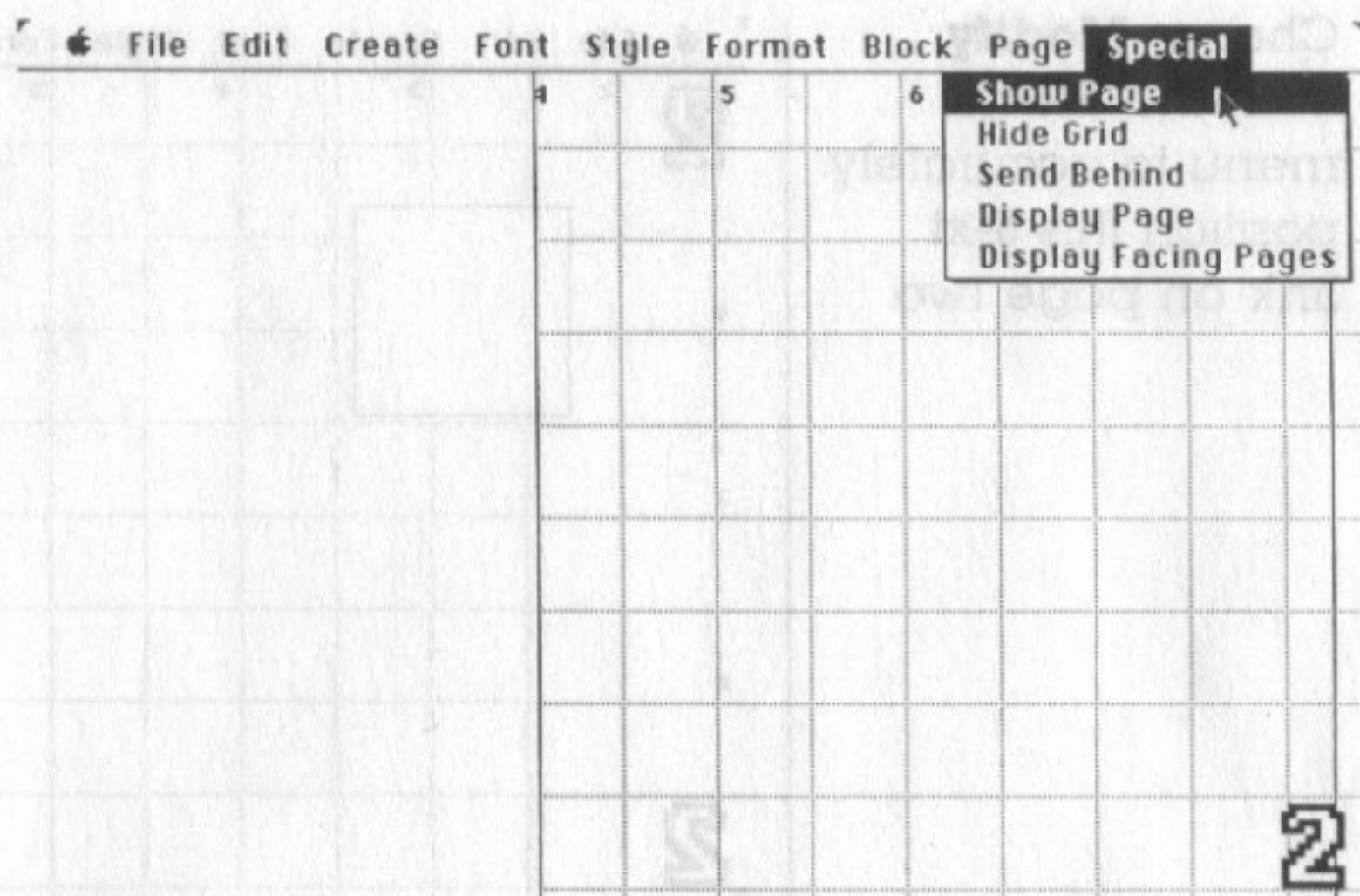


Change the Start Across and Start Down to 1 and 1.2 inches respectively. Make the block 3 inches wide and 8.6 inches deep. Click OK.

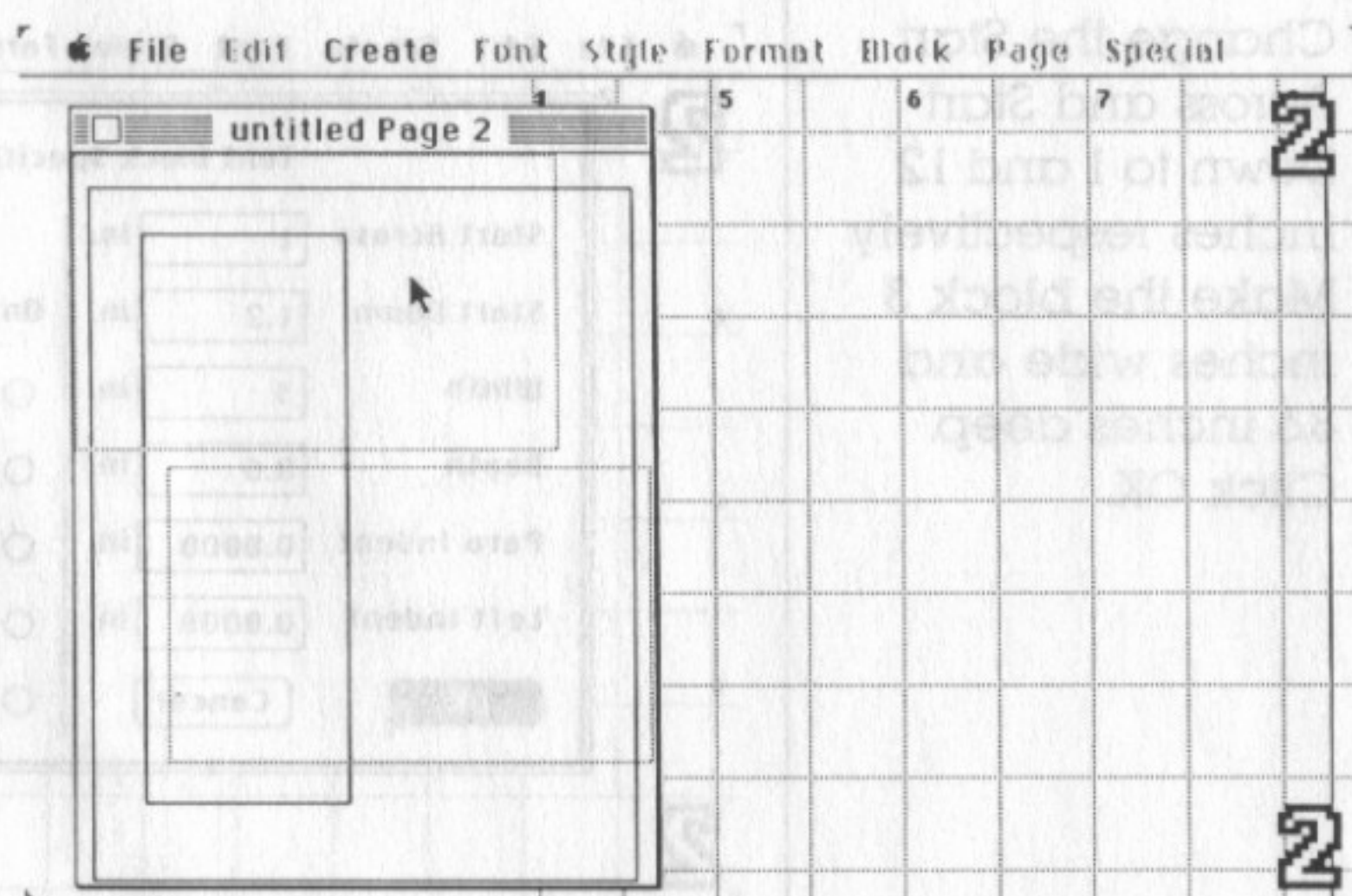




Choose **Show Page** from the **Special** menu.

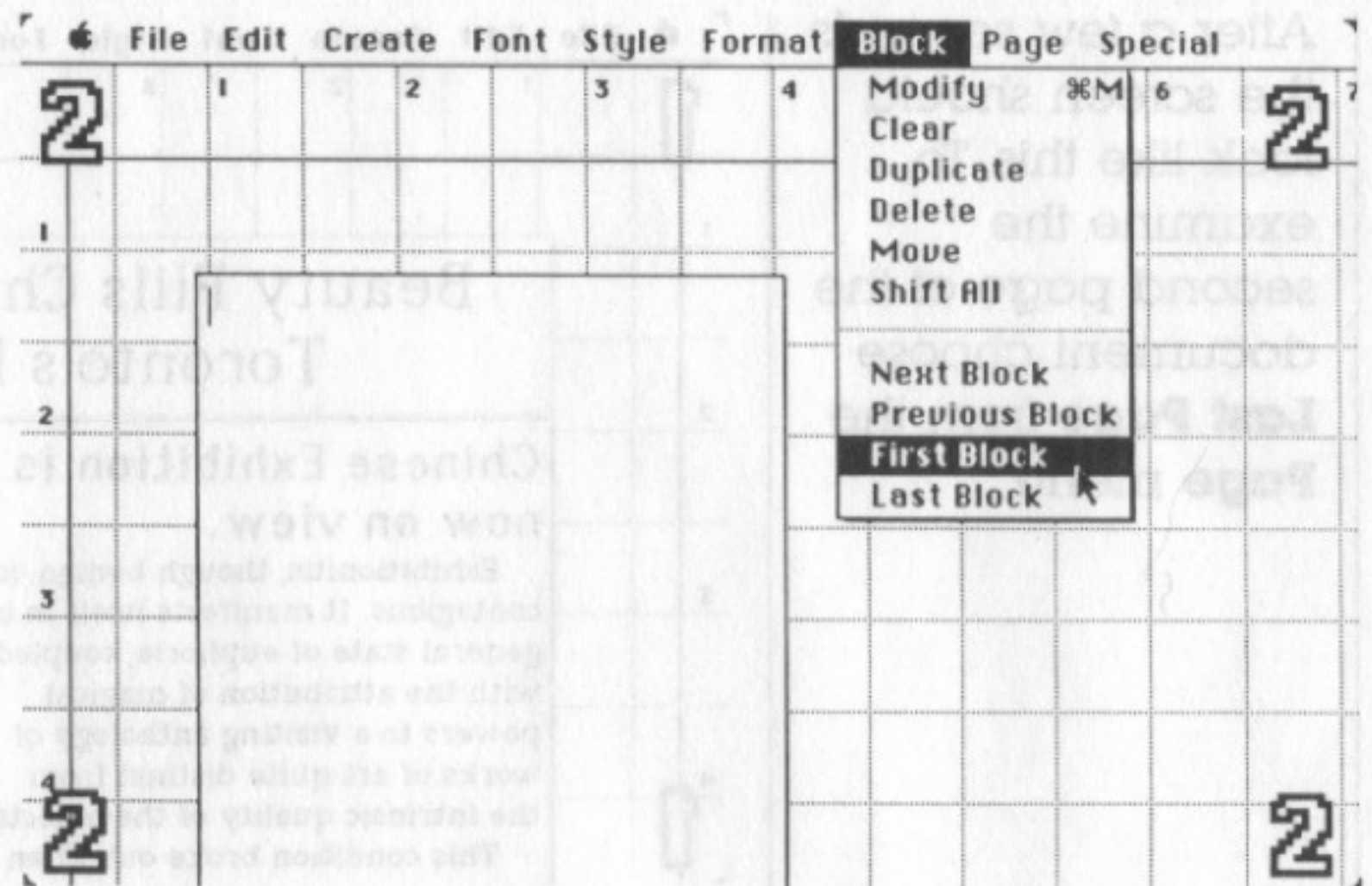


Scroll to the top left of page 2. Remove the **Show Page** feature by choosing **Close** from the **File** menu.

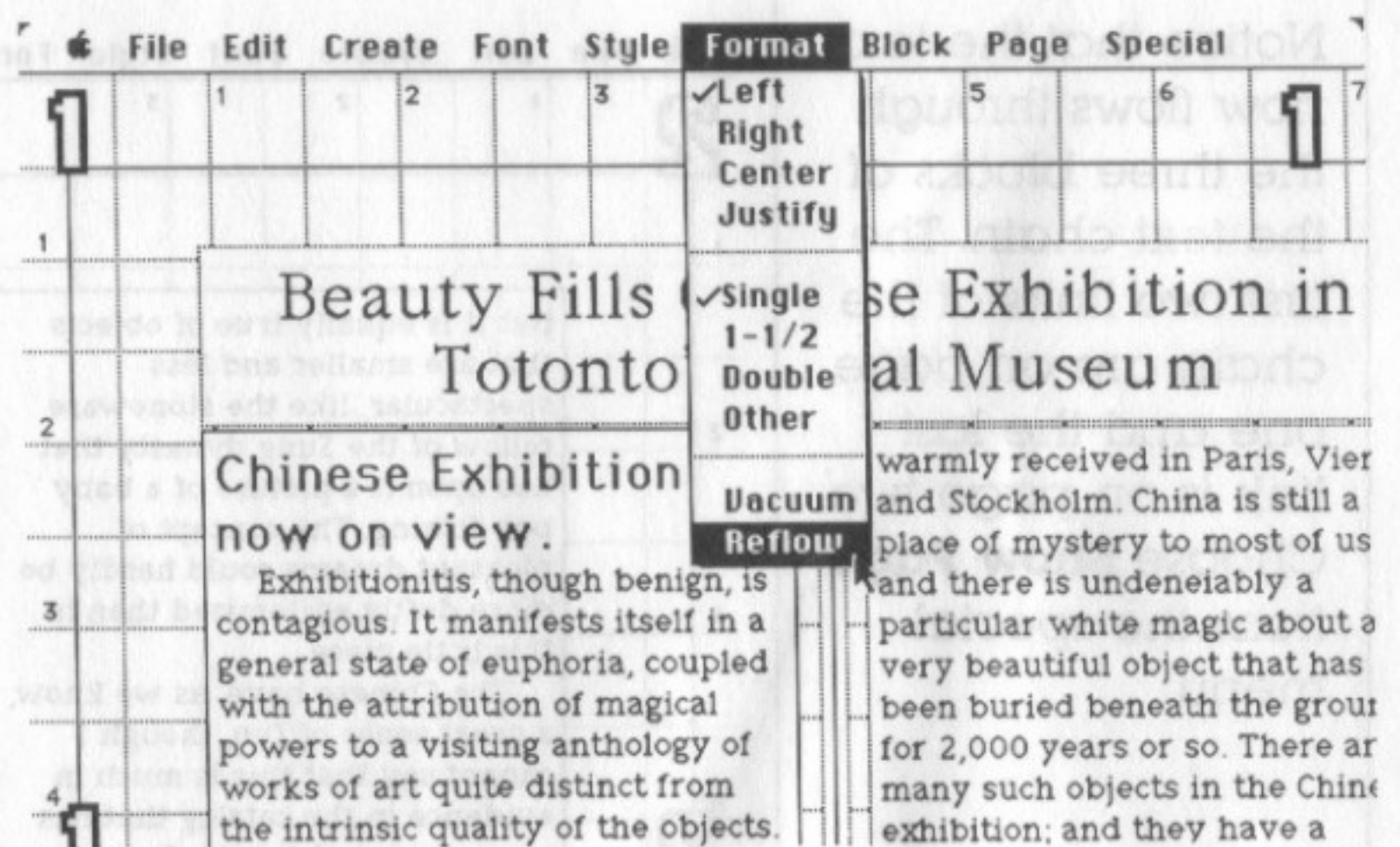




The first block in a text chain must be active for text to be reflowed. Choose **First Block** from the **Block** menu to make the beginning of the chain active.



After a few seconds the screen should look like this. Notice that the current page is now one. Choose **Reflow** from the **Format** menu.

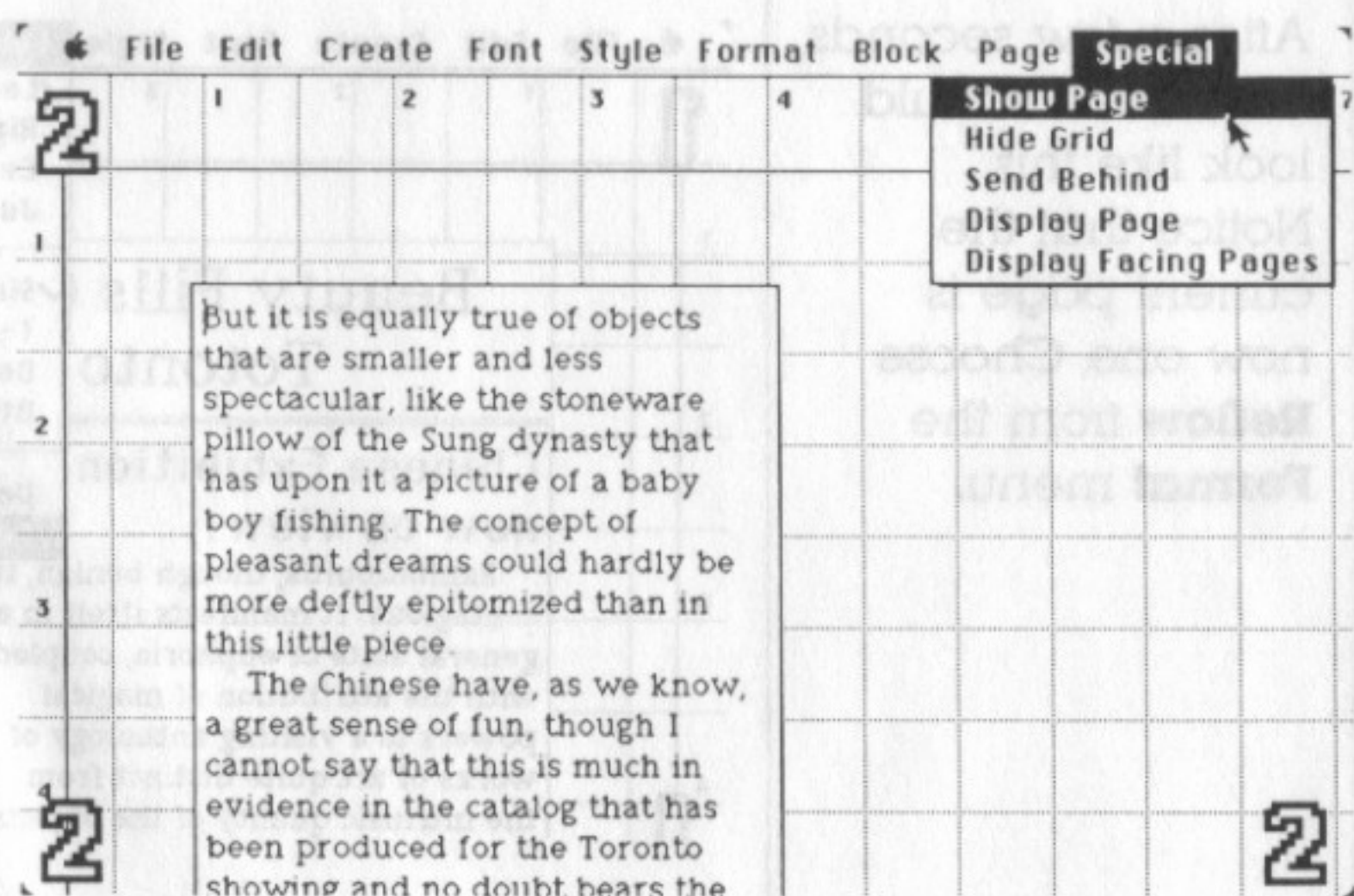




After a few seconds the screen should look like this. To examine the second page of the document choose **Last Page** from the **Page** menu.

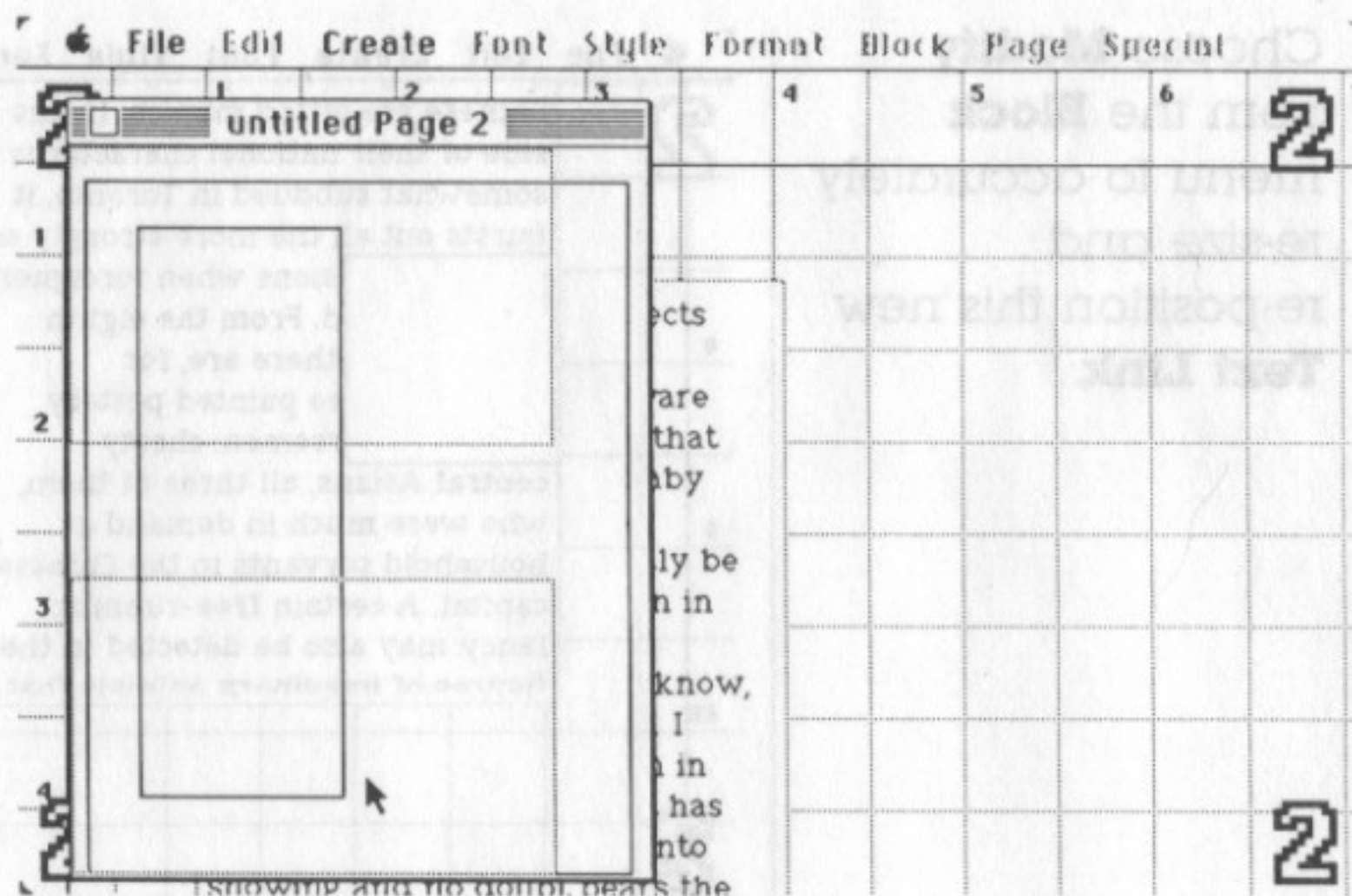


Notice that the text now flows through the three blocks of the text chain. The first two links of the chain are on page one and the last link is on page two. Choose **Show Page** from the special menu.

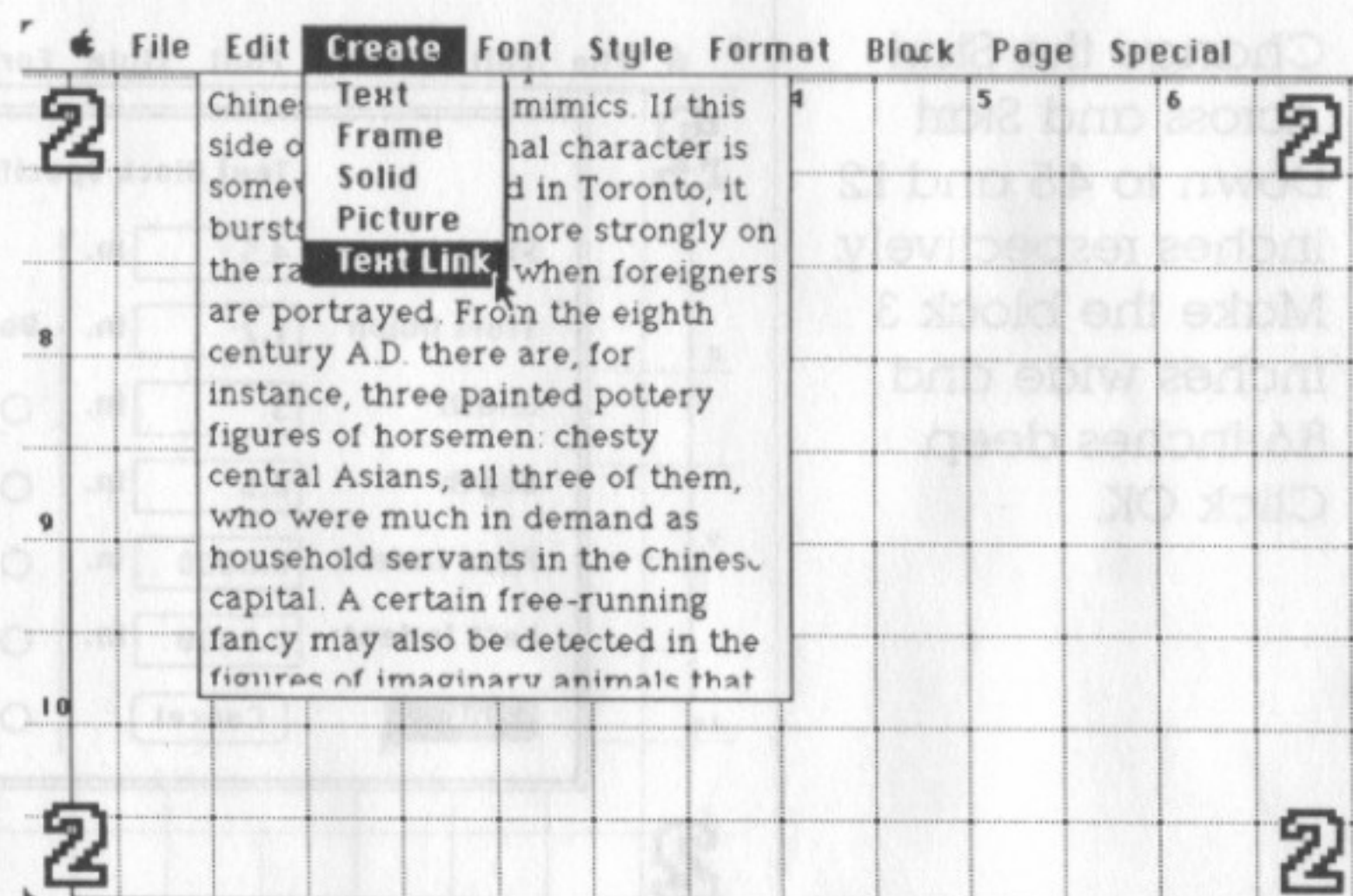




Scroll to the bottom of the text link block and then remove the **Show Page** feature by clicking in the go-away box.

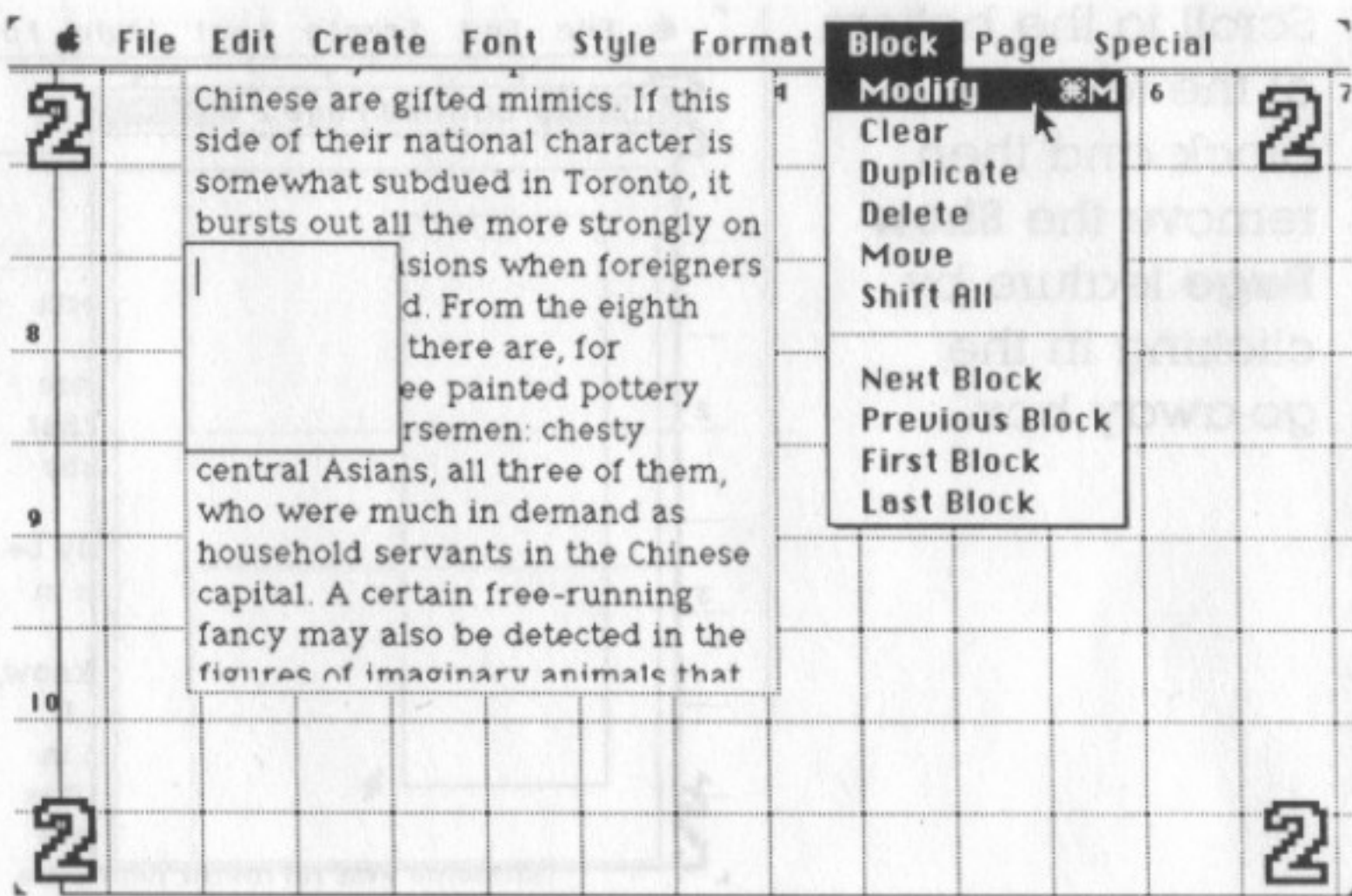


Notice that there is *still* more text in the third block than can be displayed. Choose **Text Link** from the **Create** menu to insert a fourth link after the current text link block.

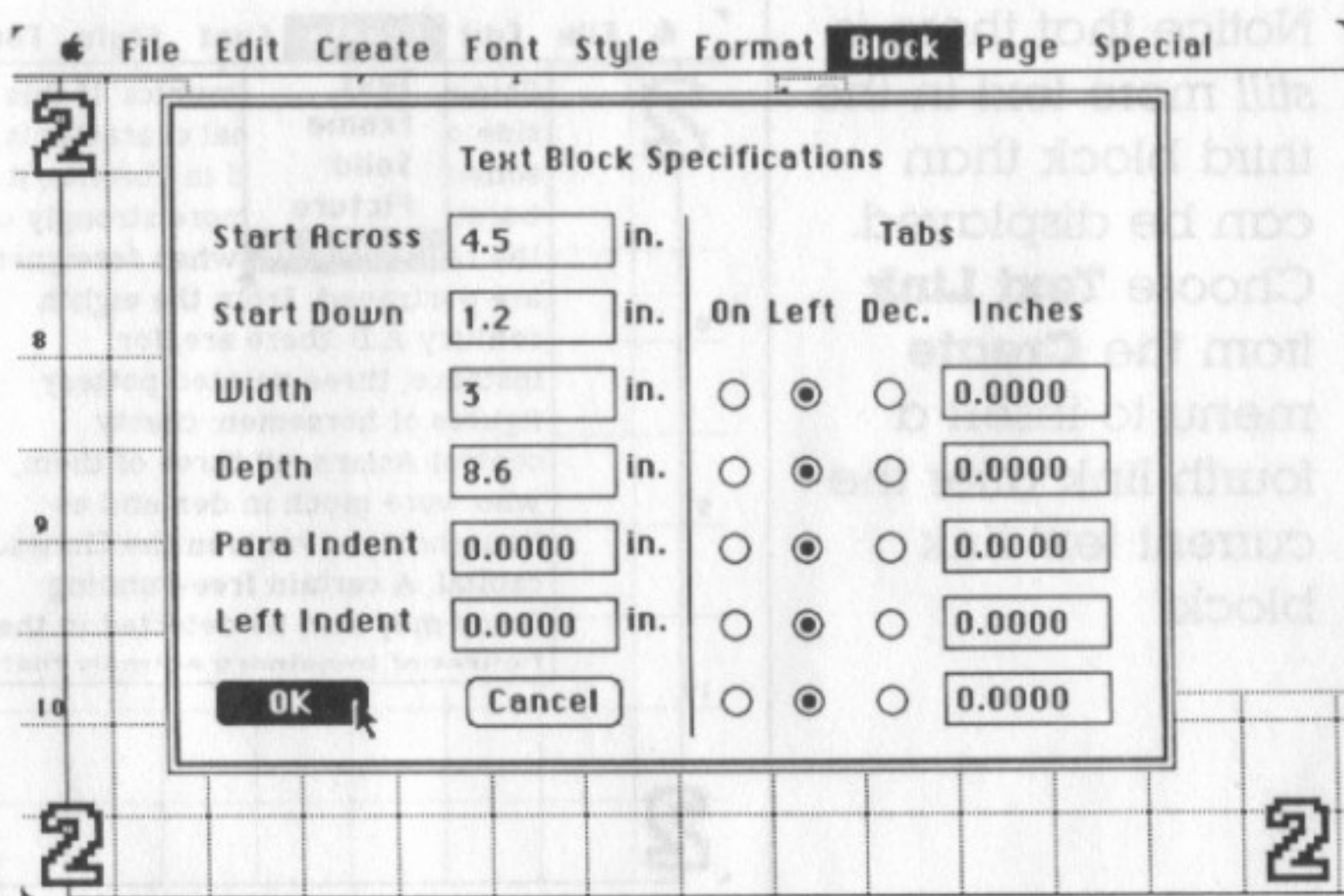




Choose **Modify** from the **Block** menu to accurately re-size and re-position this new **Text Link**.

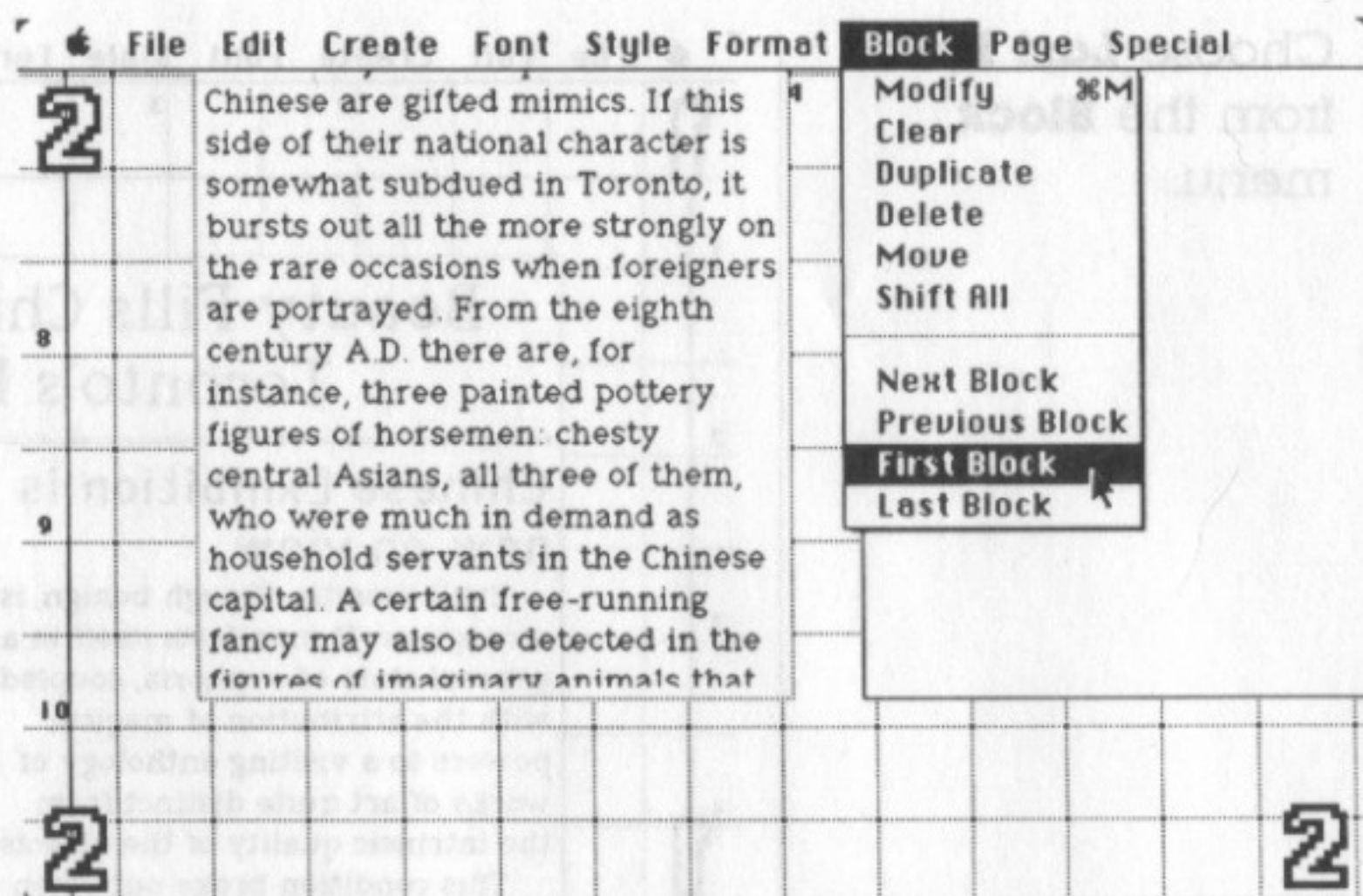


Change the Start Across and Start Down to 4.5 and 1.2 inches respectively. Make the block 3 inches wide and 8.6 inches deep. Click OK.





Again the first block in a text chain must be active for the text to be reflowed. Choose **First Block** from the **Block** menu to make the beginning of the chain active.

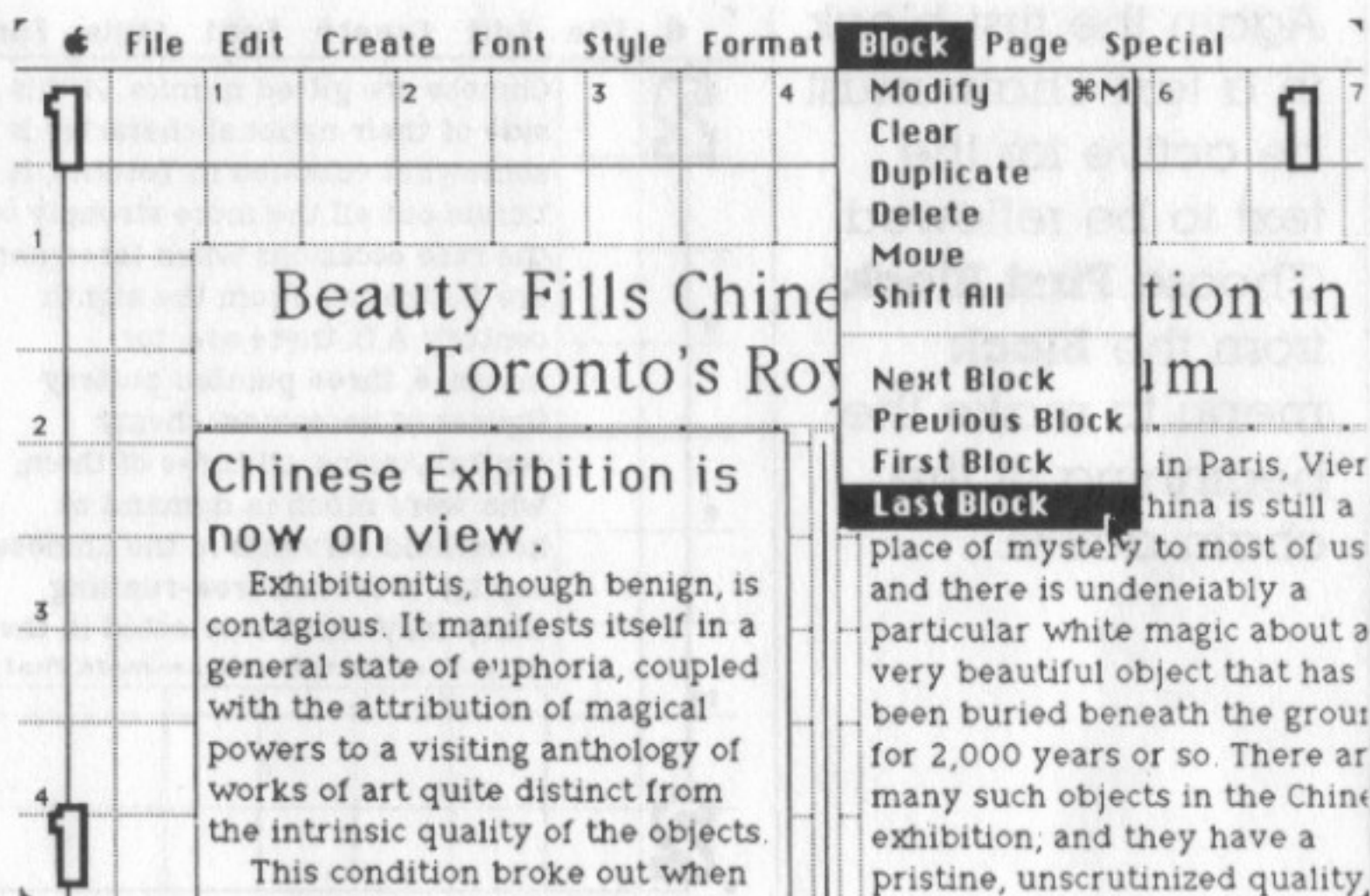


Choose **Reflow** from the **Format** menu.

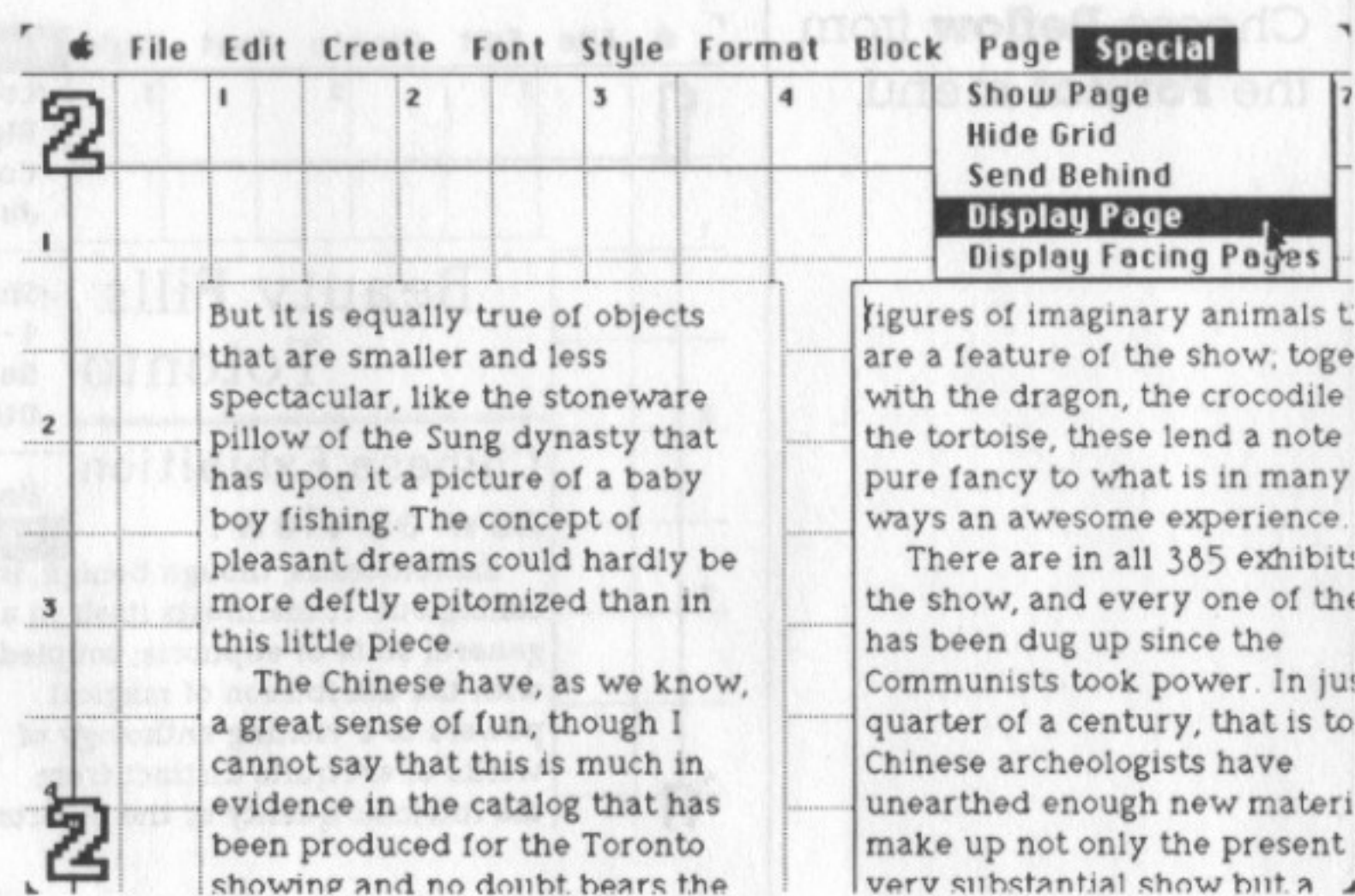




Choose **Last Block** from the **Block** menu.

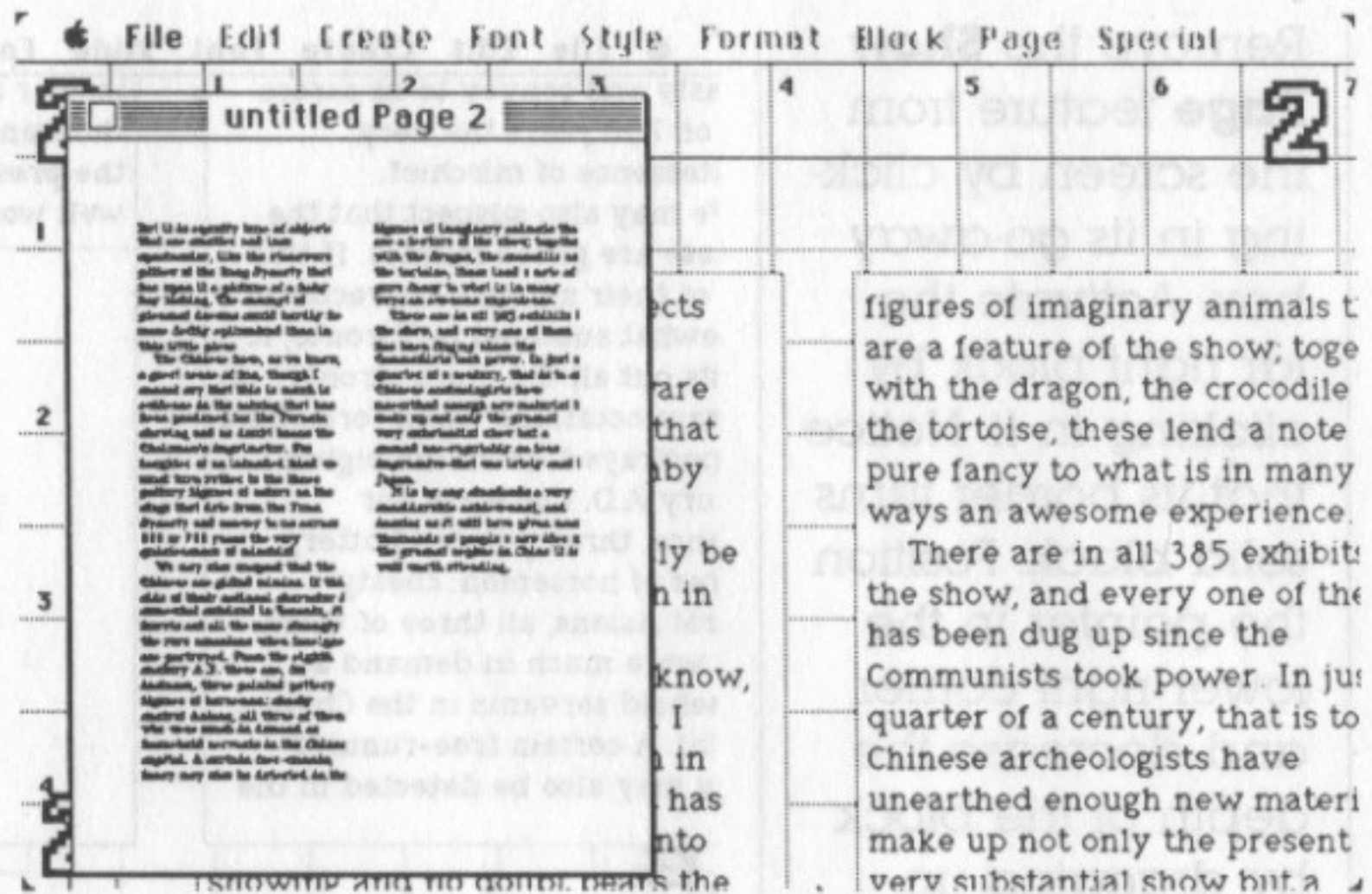


The screen should now look something like this. Choose **Display Page** from the **Special** menu to see a "mini-picture" of page two.

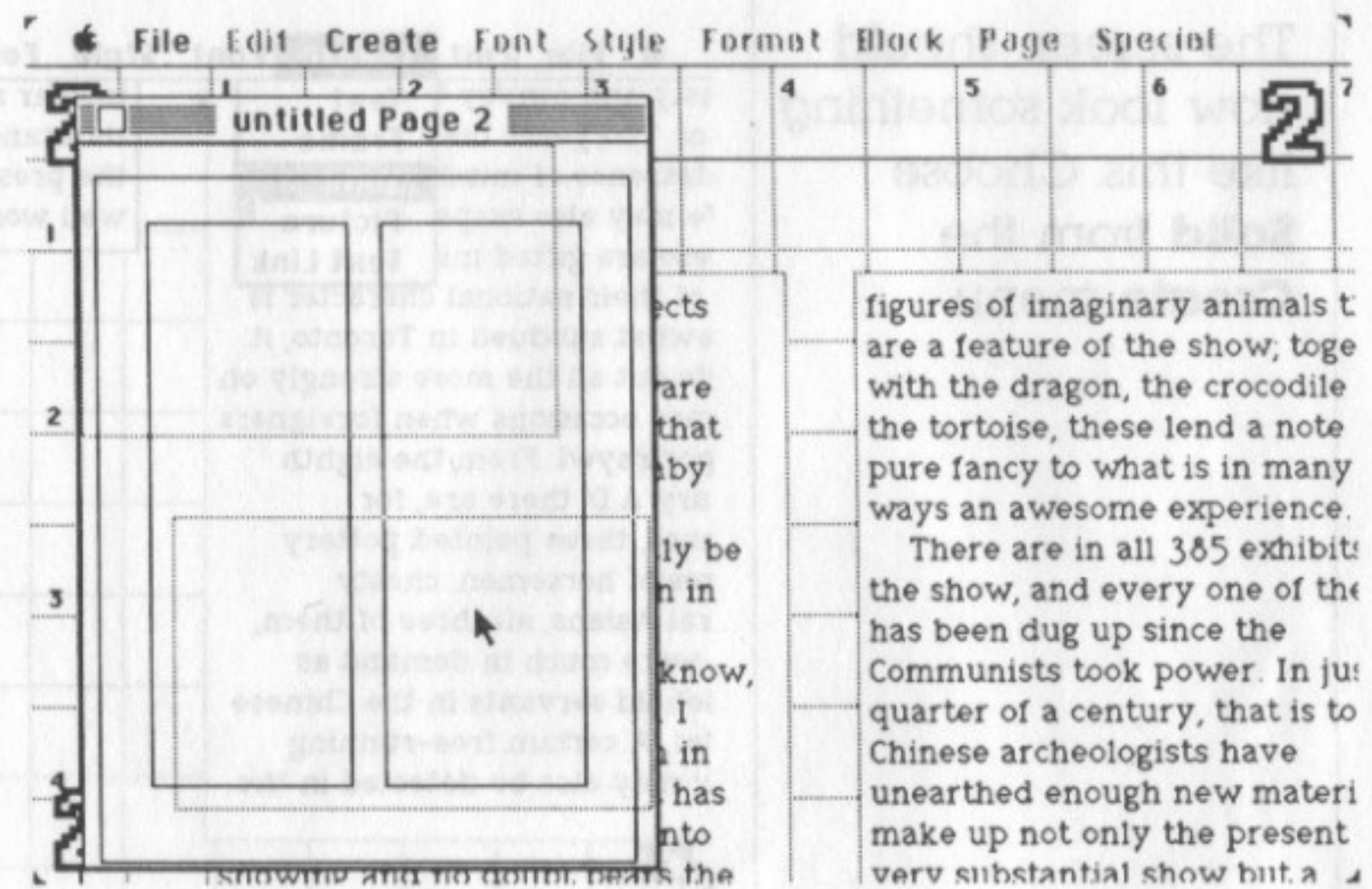




The screen should now look something like this. Remove the **Display Page** feature and then choose **Show Page** from the **Special** menu.

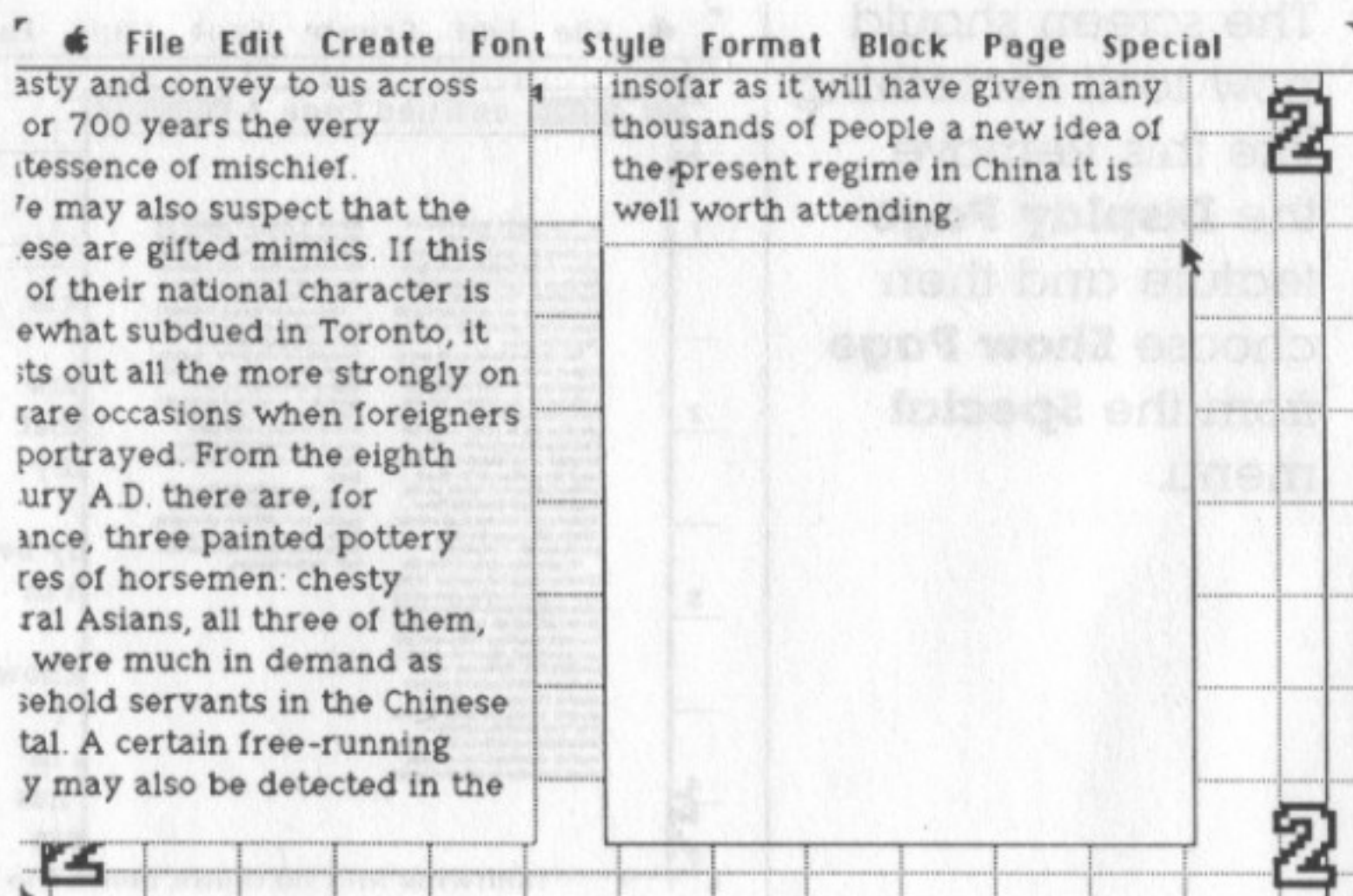


Scroll to the bottom right of page 2.

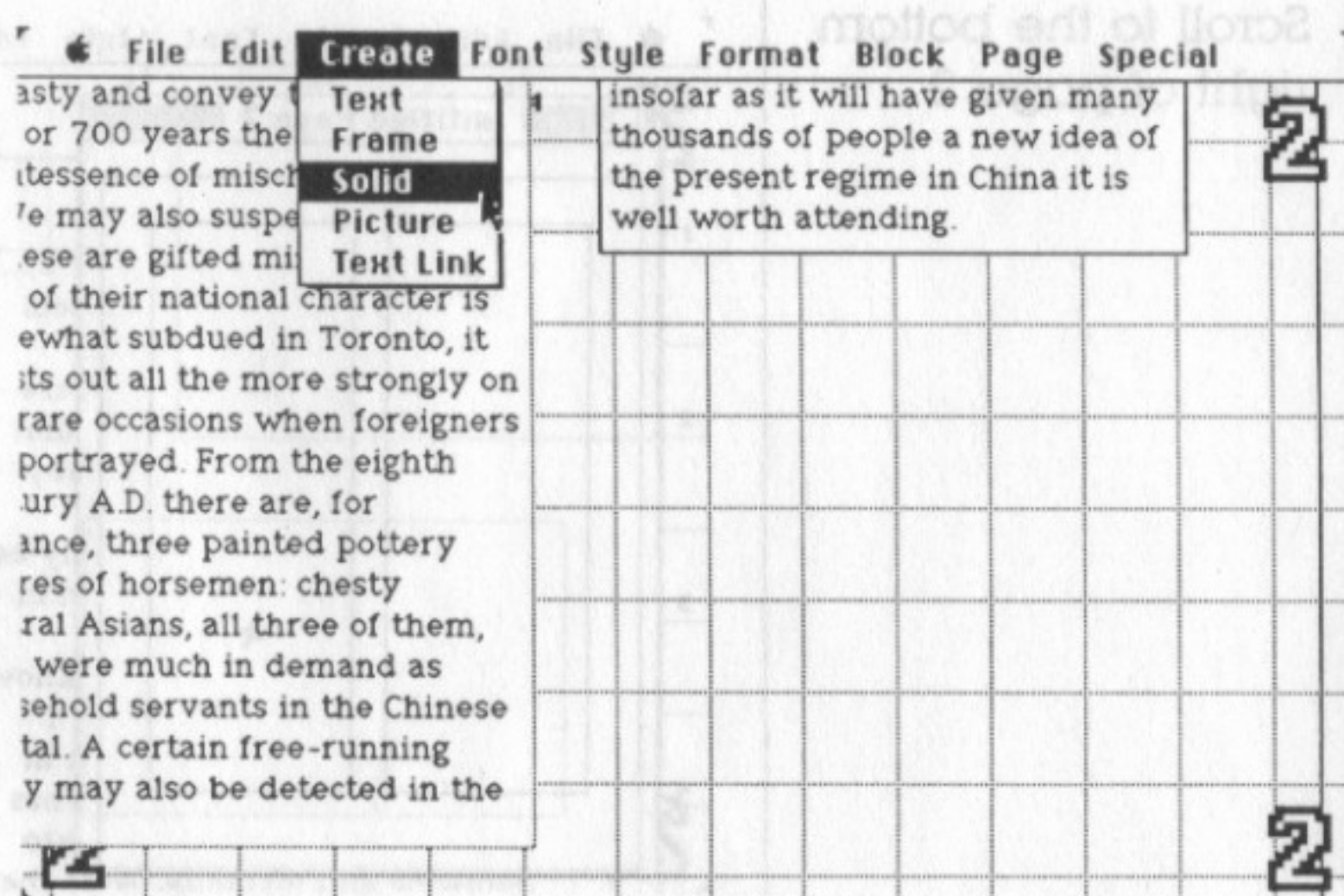




Remove the **Show Page** feature from the screen by clicking in its go-away box. Activate the far right block by clicking in it. Notice that its border turns solid black. Position the pointer in the lower right corner and decrease the depth of the block by dragging up.

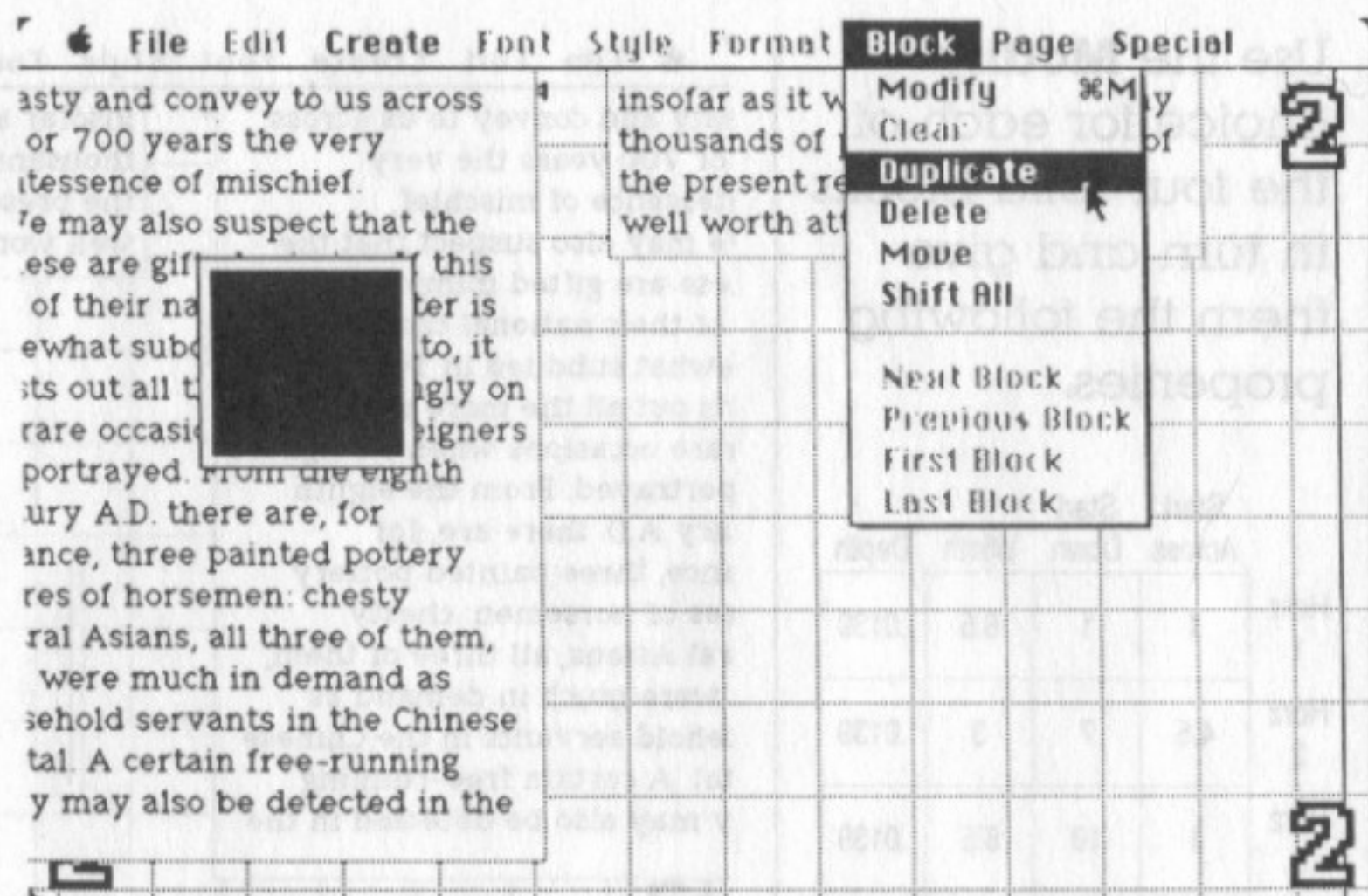


The screen should now look something like this. Choose **Solid** from the **Create** menu.

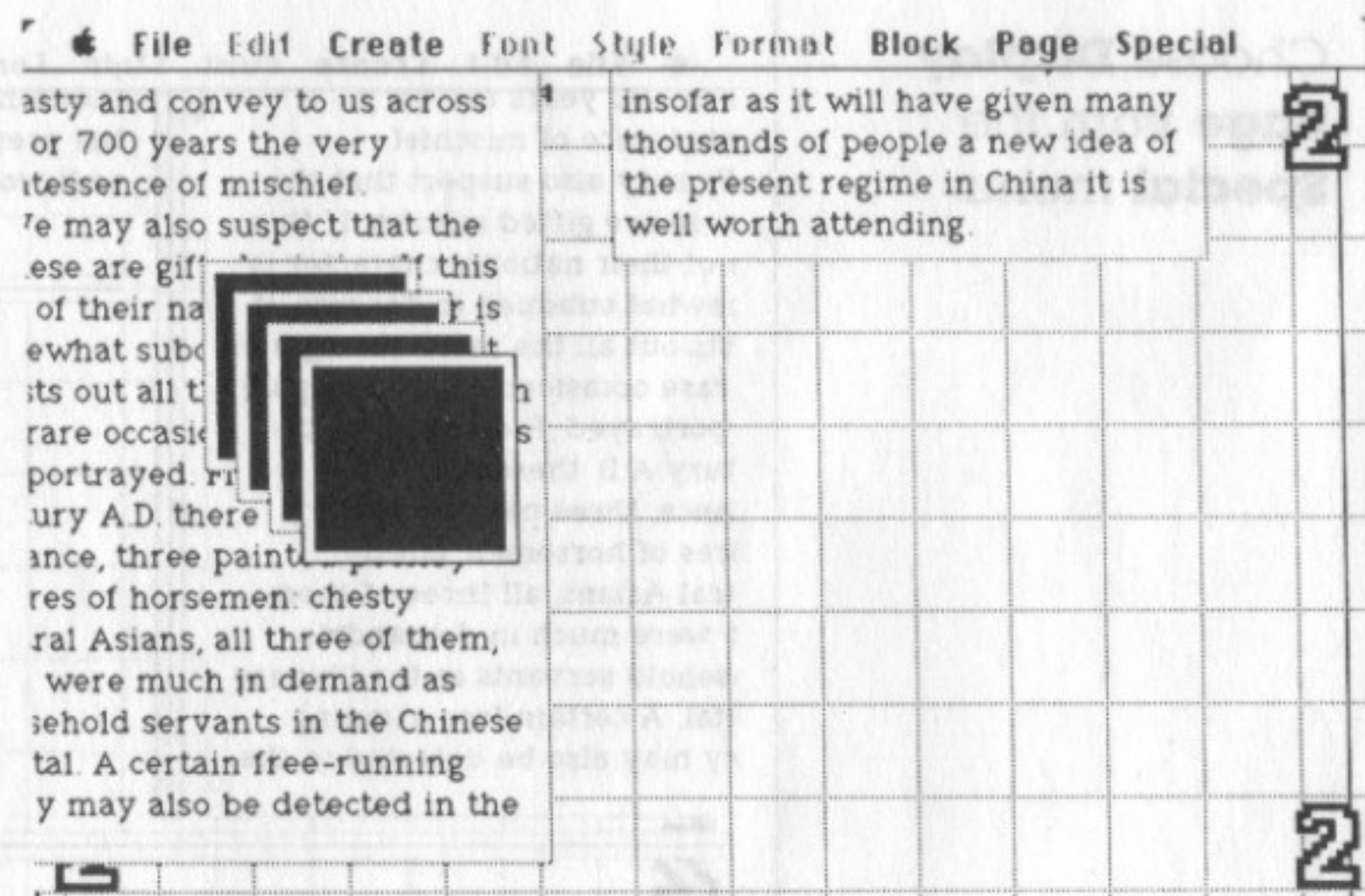




Choose **Duplicate** from the **Block** menu three times to create a total of four solid blocks.



The screen should now look something like this. Position the pointer in the lower right corner of each solid block in turn and transform them into three horizontal lines and one vertical line.



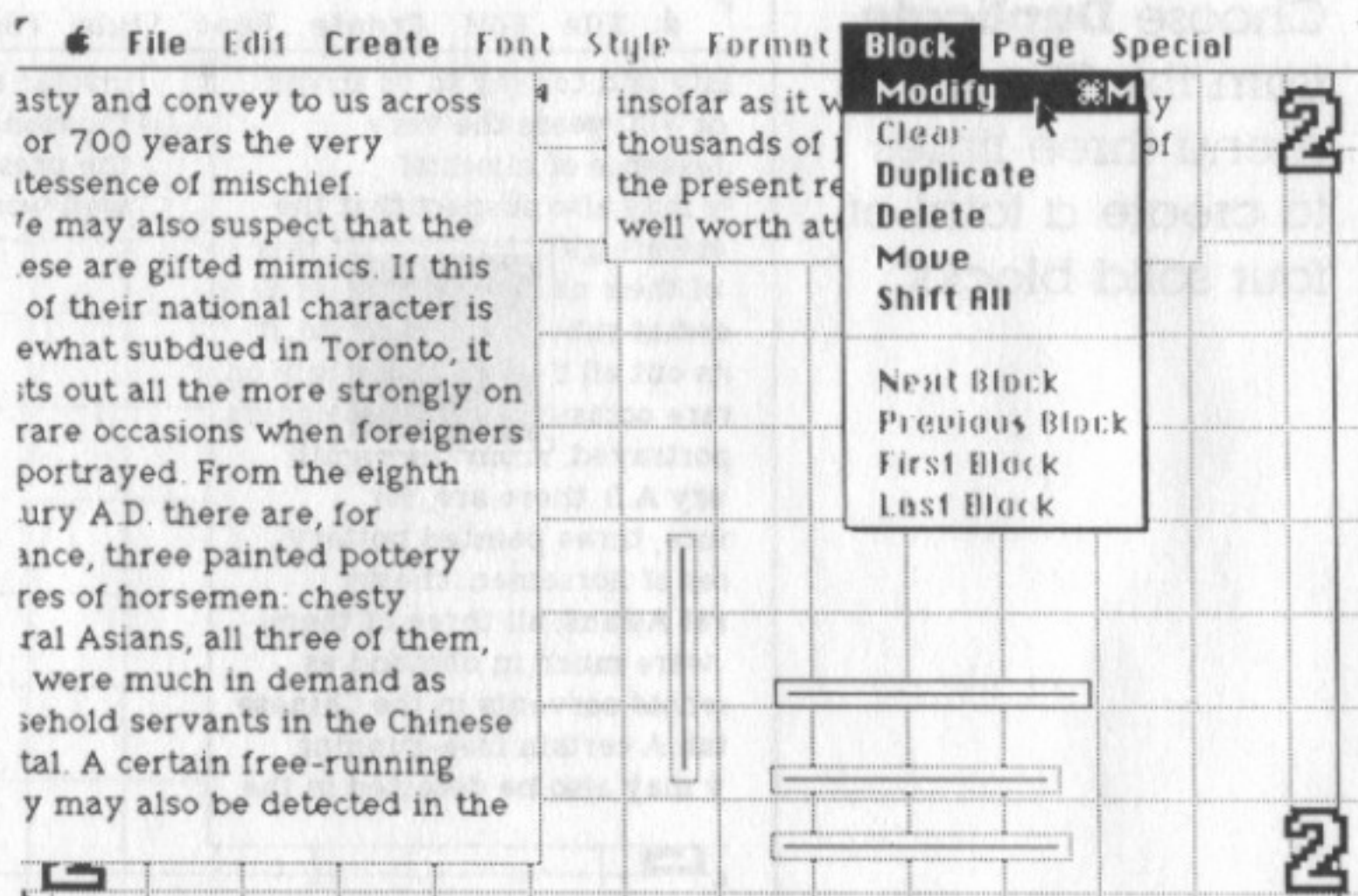


Use the **Modify** choice for each of the four solid blocks in turn and give them the following properties:

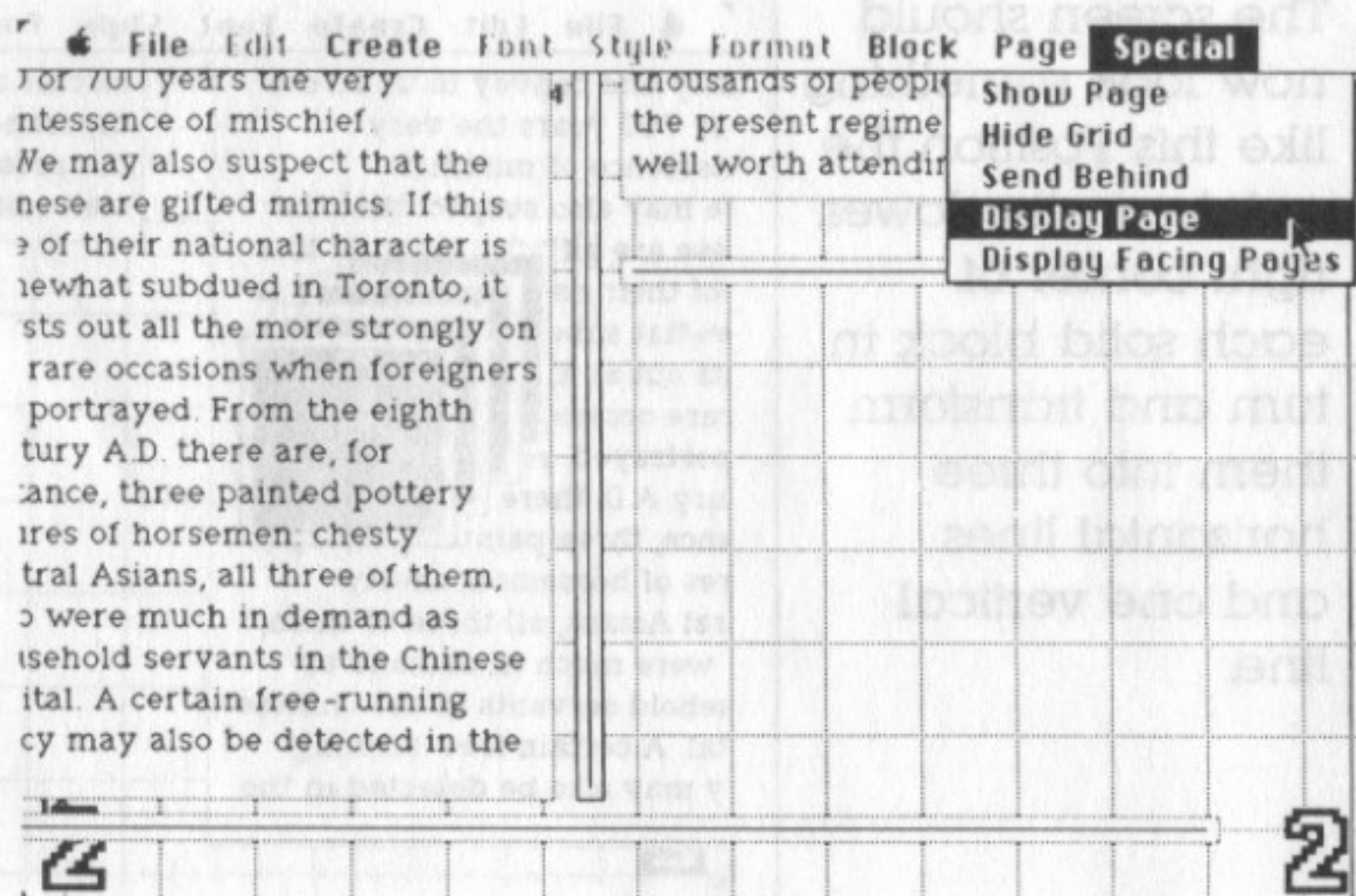
	Start Across	Start Down	Width	Depth
Horz 1	1	1	6.5	.0139
Horz 2	4.5	7	3	.0139
Horz 3	1	10	6.5	.0139
Vert 1	4.25	1.2	.0139	8.6

(all measurements in inches)

Choose **Display Page** from the **Special** menu.



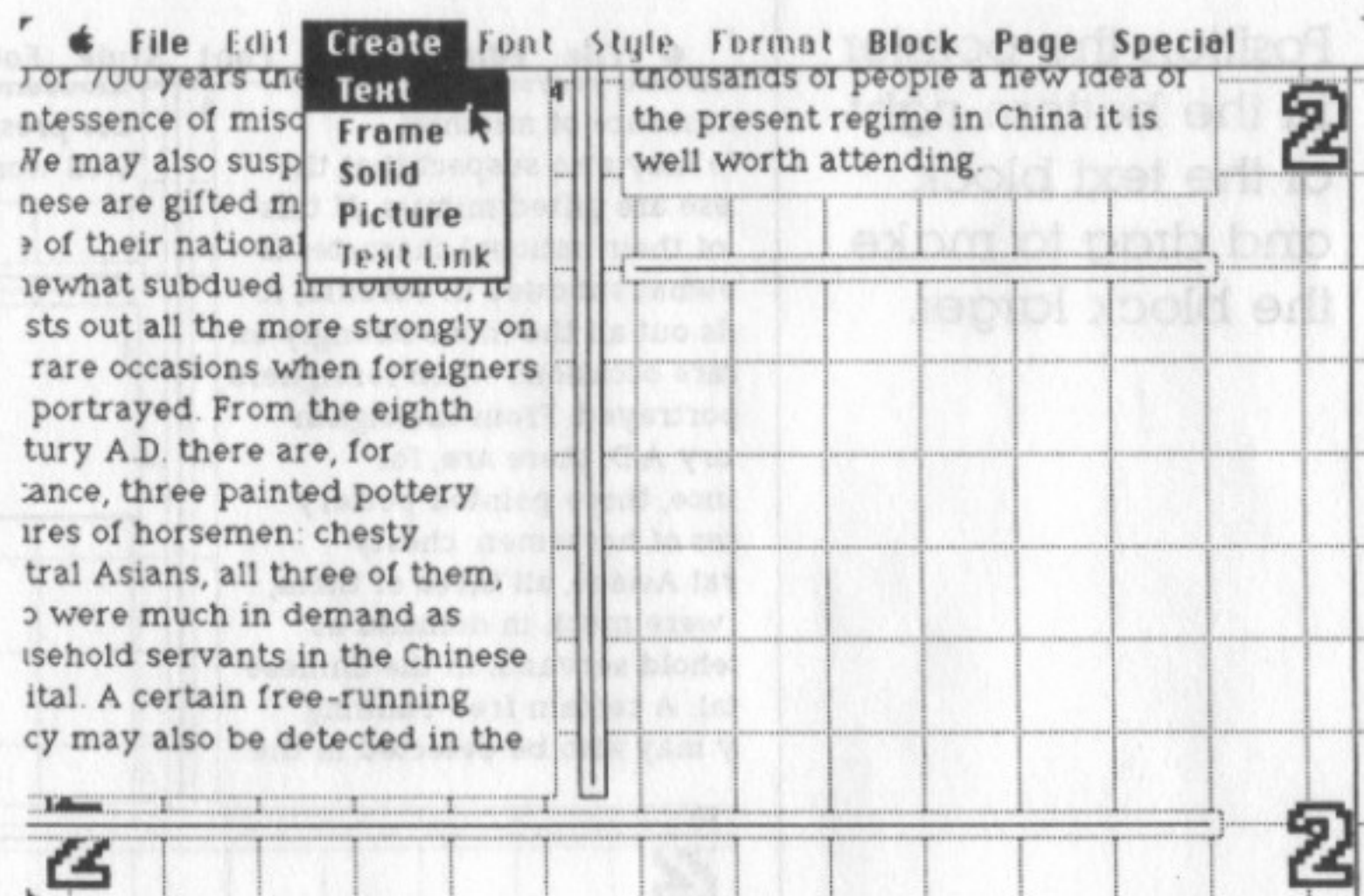
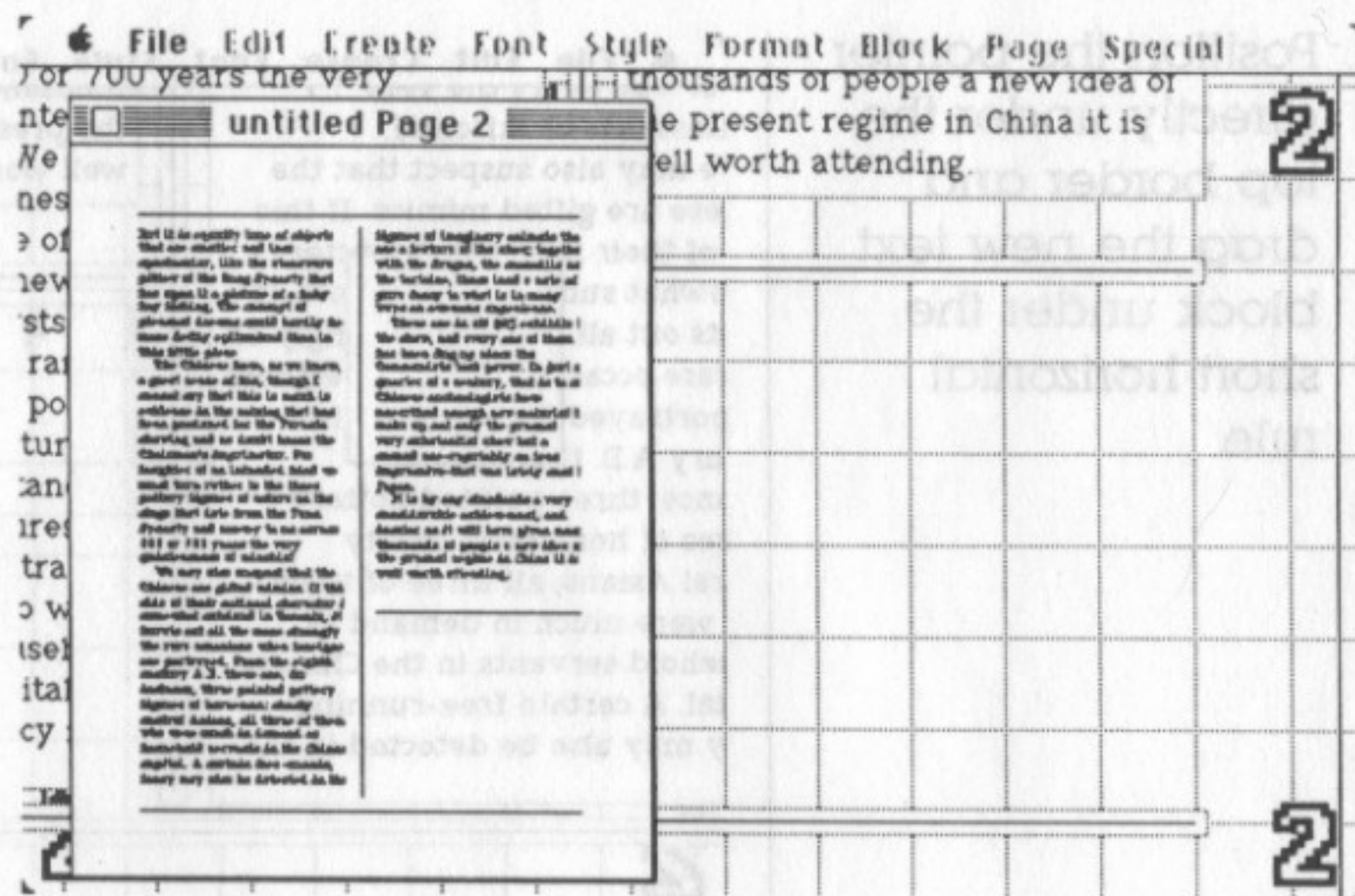
Choosing **Modify** will display the specification sheet belonging to the active block, i.e., the block with a black border. To make an inactive block active simply click in it.





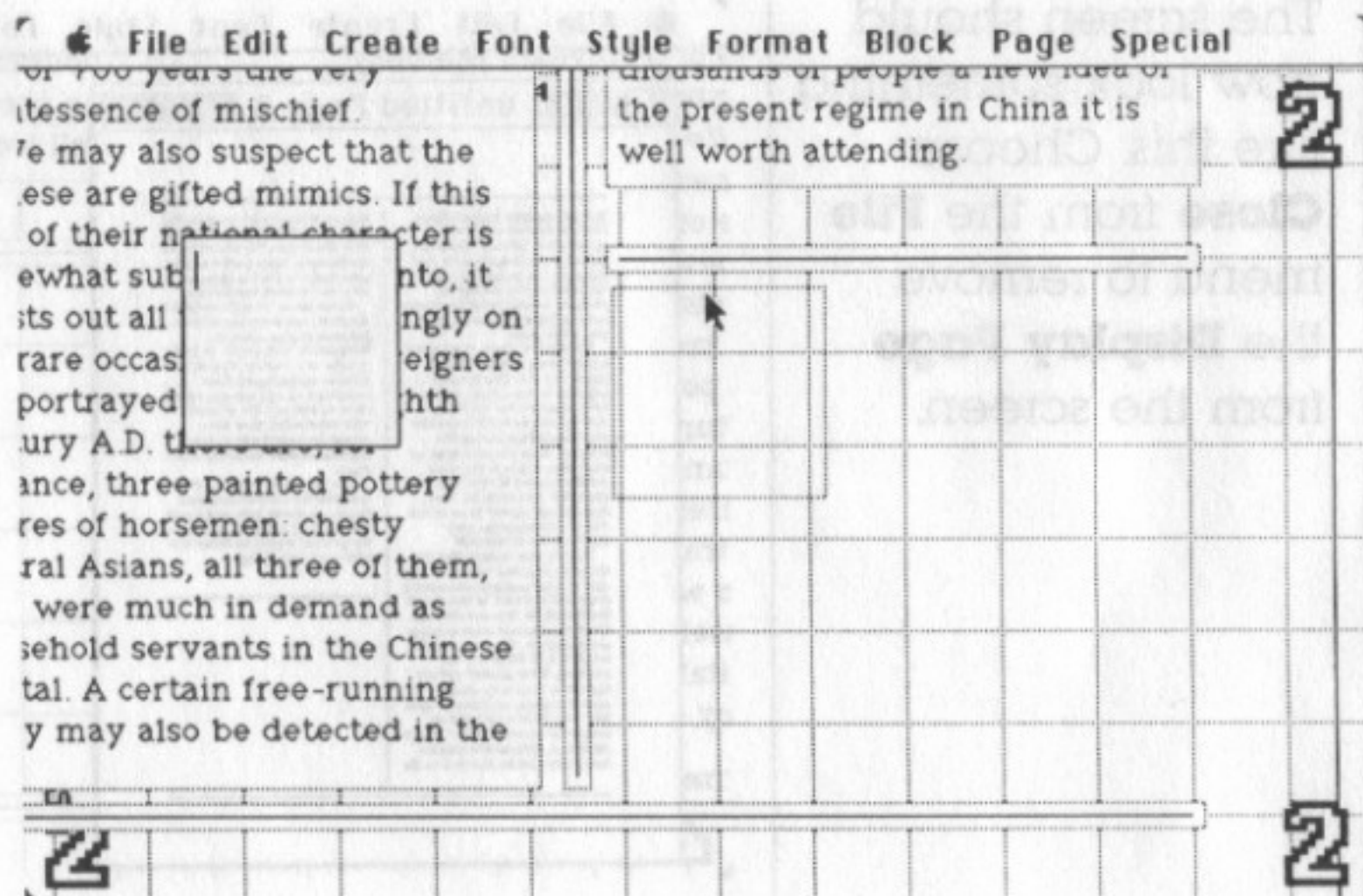
The screen should now look something like this. Choose **Close** from the **File** menu to remove the **Display Page** from the screen.

Choose **Text** from the **Create** menu to start a new text block. Notice that by choosing Text instead of Text Link this new block is **independent** of the text chain.

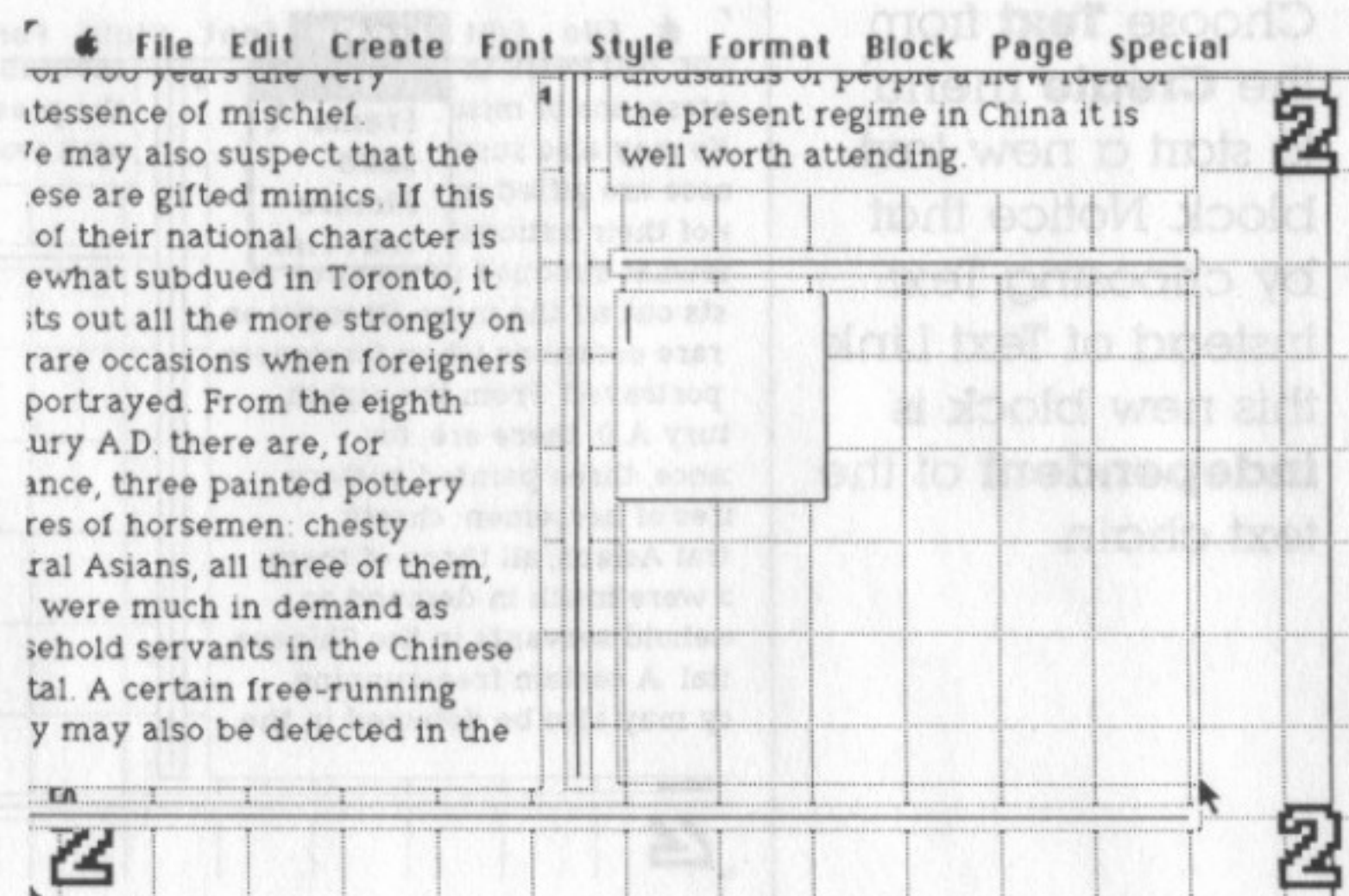




Position the pointer directly under the top border and drag the new text block under the short horizontal rule.

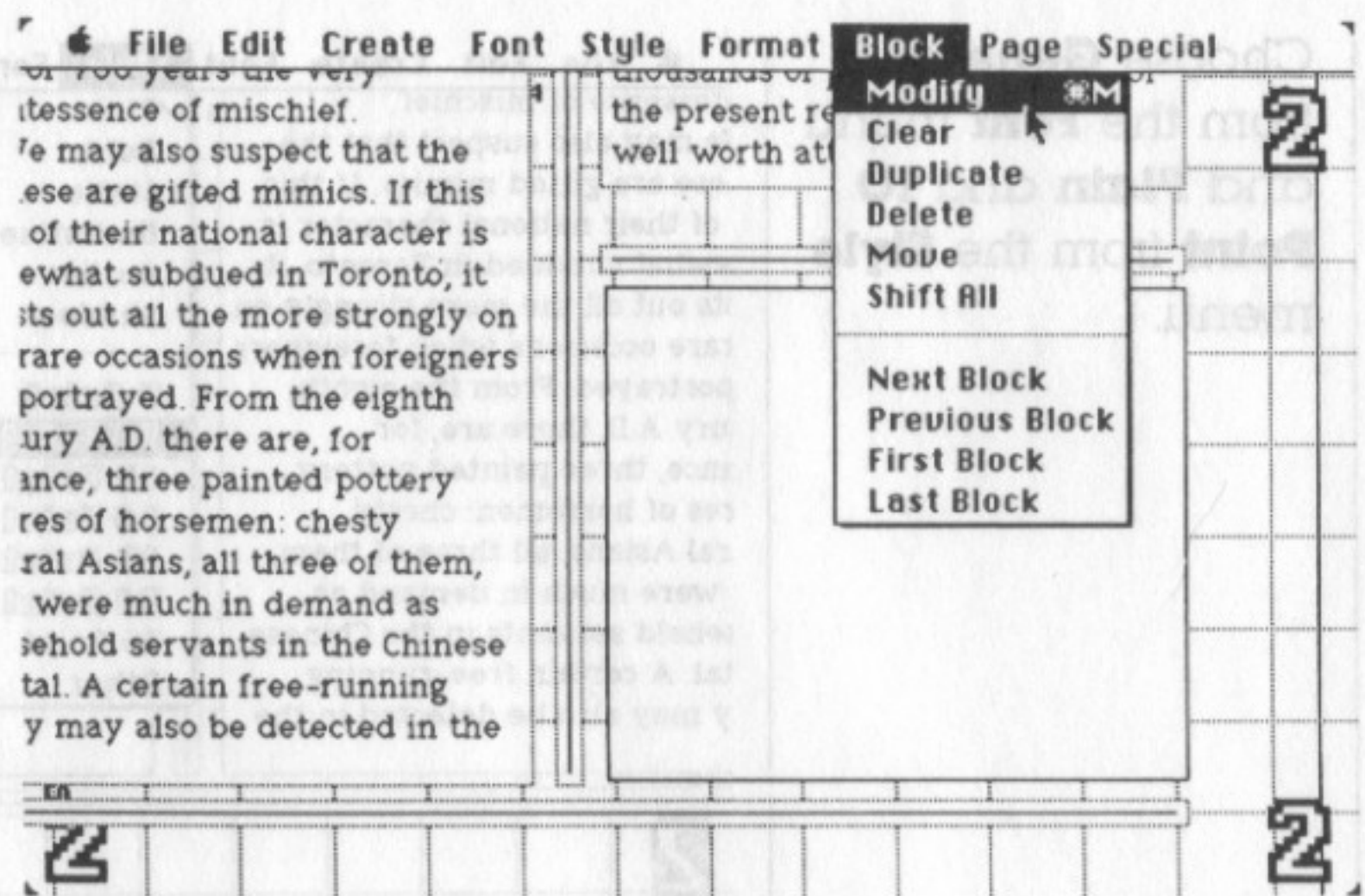


Position the pointer in the bottom right of the text block and drag to make the block larger.

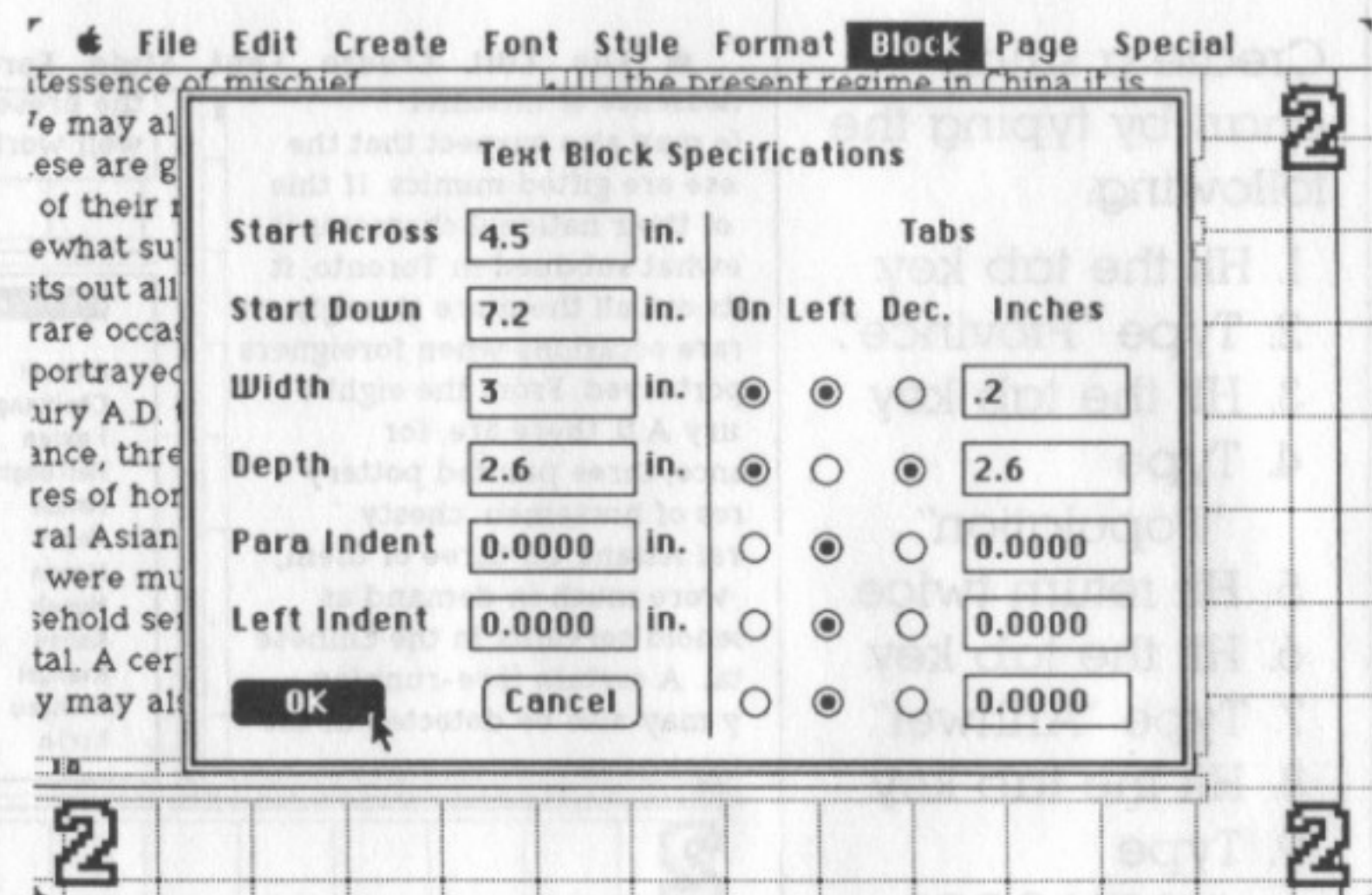




Choose **Modify** from the **Block** menu.

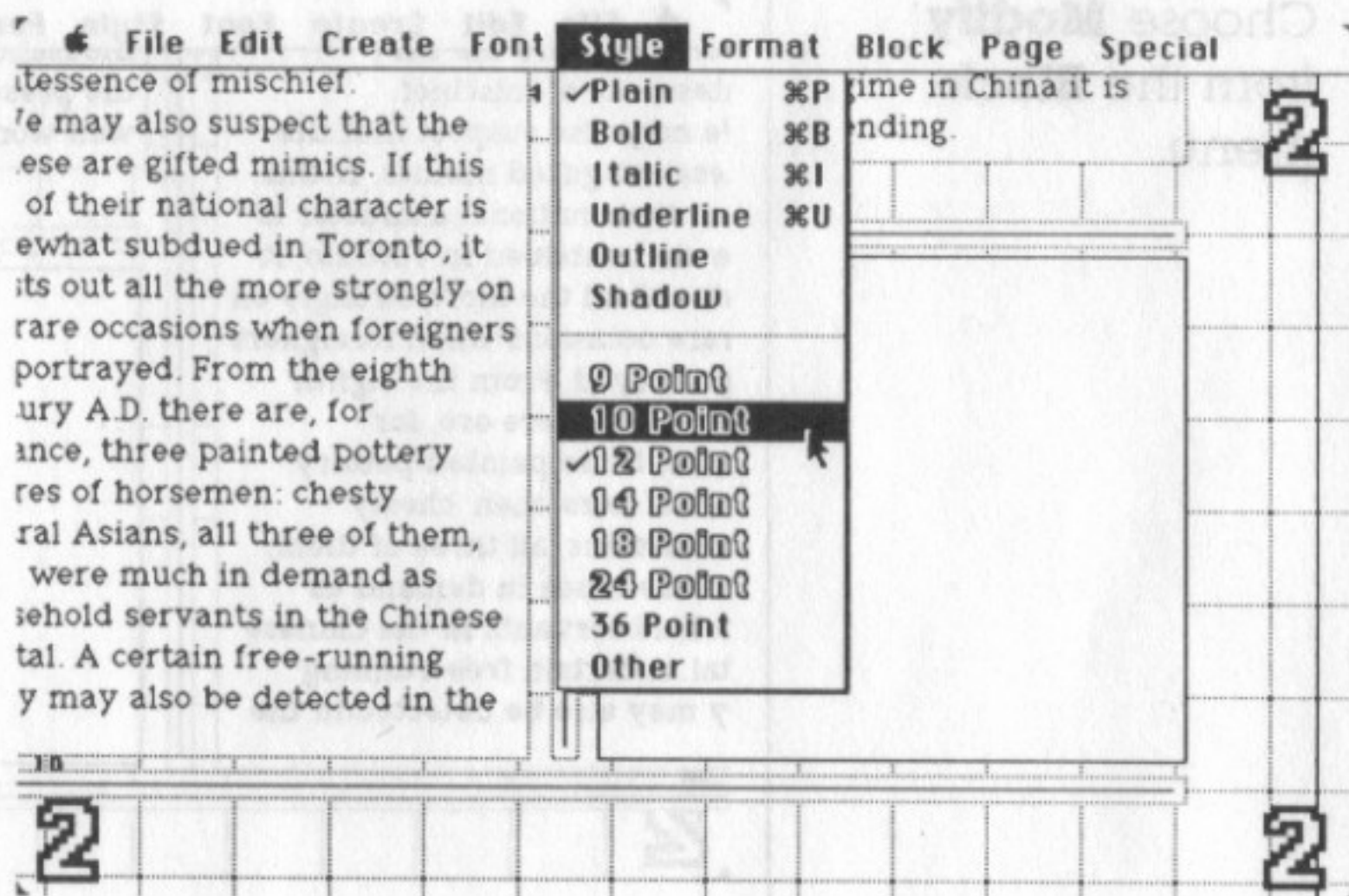


Change the Start Across and Start Down to 4.5 and 7.2 inches respectively. Make the block 3 inches wide and 2.6 inches deep. Turn on the first two tabs by clicking in their **On** button. Make the first tab a left tab and the second a decimal tab. Finally set the first tab at .2 inch and the second tab at 2.6 inches. Click OK.



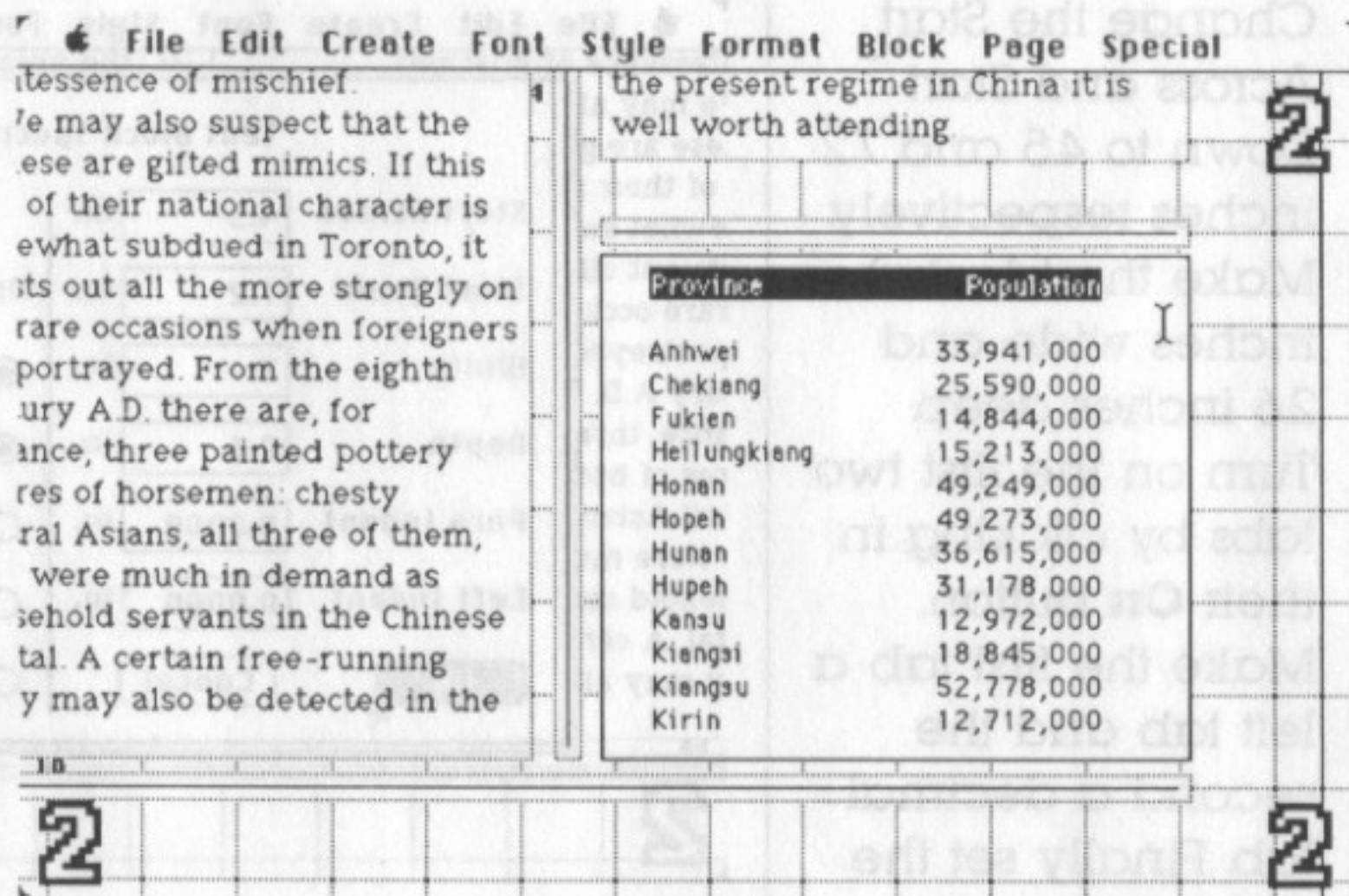


Choose **Geneva** from the **Font** menu and **Plain** and **10 Point** from the **Style** menu.



Create a small chart by typing the following:

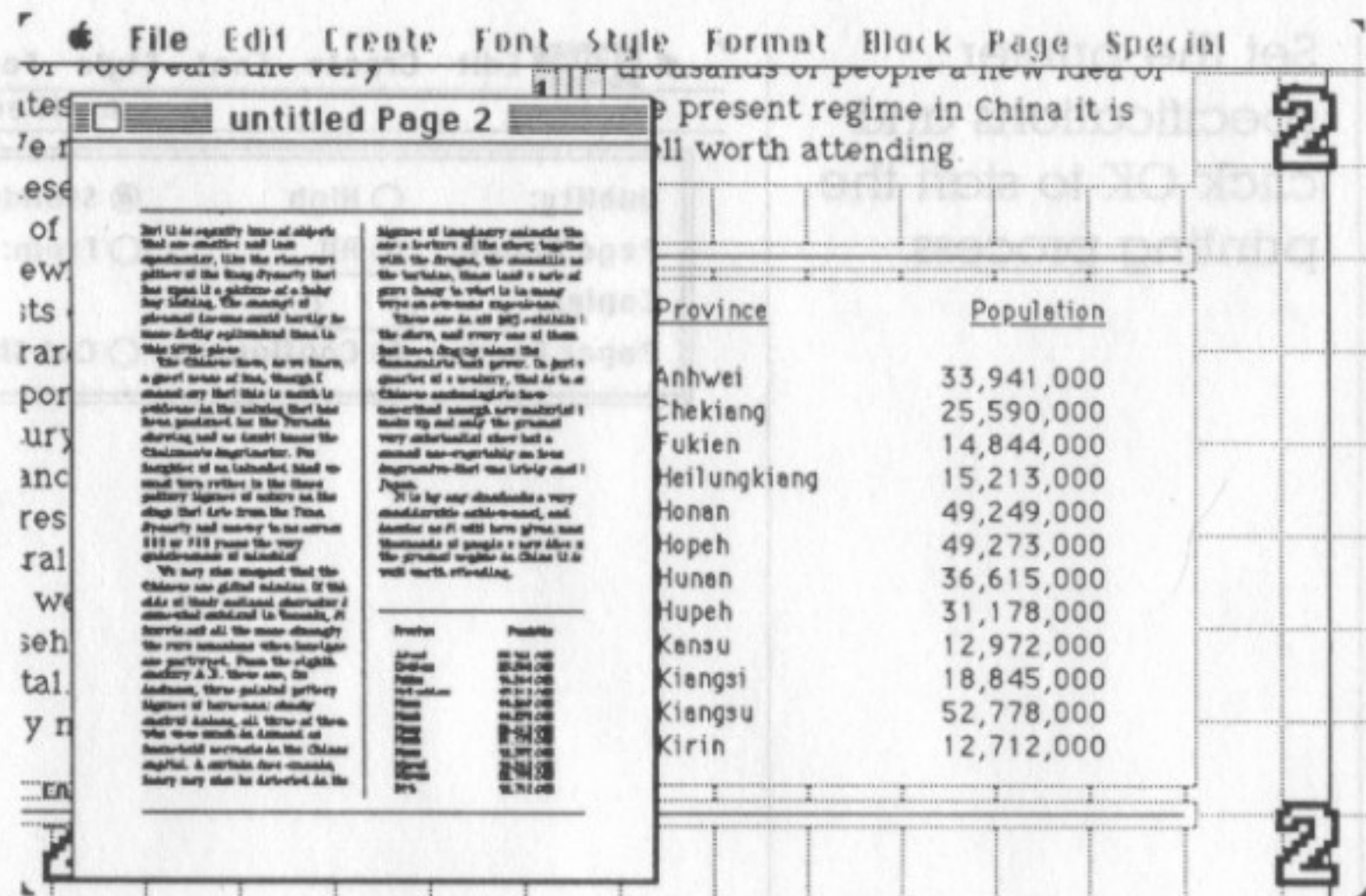
1. Hit the tab key.
2. Type "Province".
3. Hit the tab key.
4. Type "Population".
5. Hit return twice.
6. Hit the tab key.
7. Type "Anhwei".
8. Hit the tab key.
9. Type "33,944,000".
10. Hit return, etc.



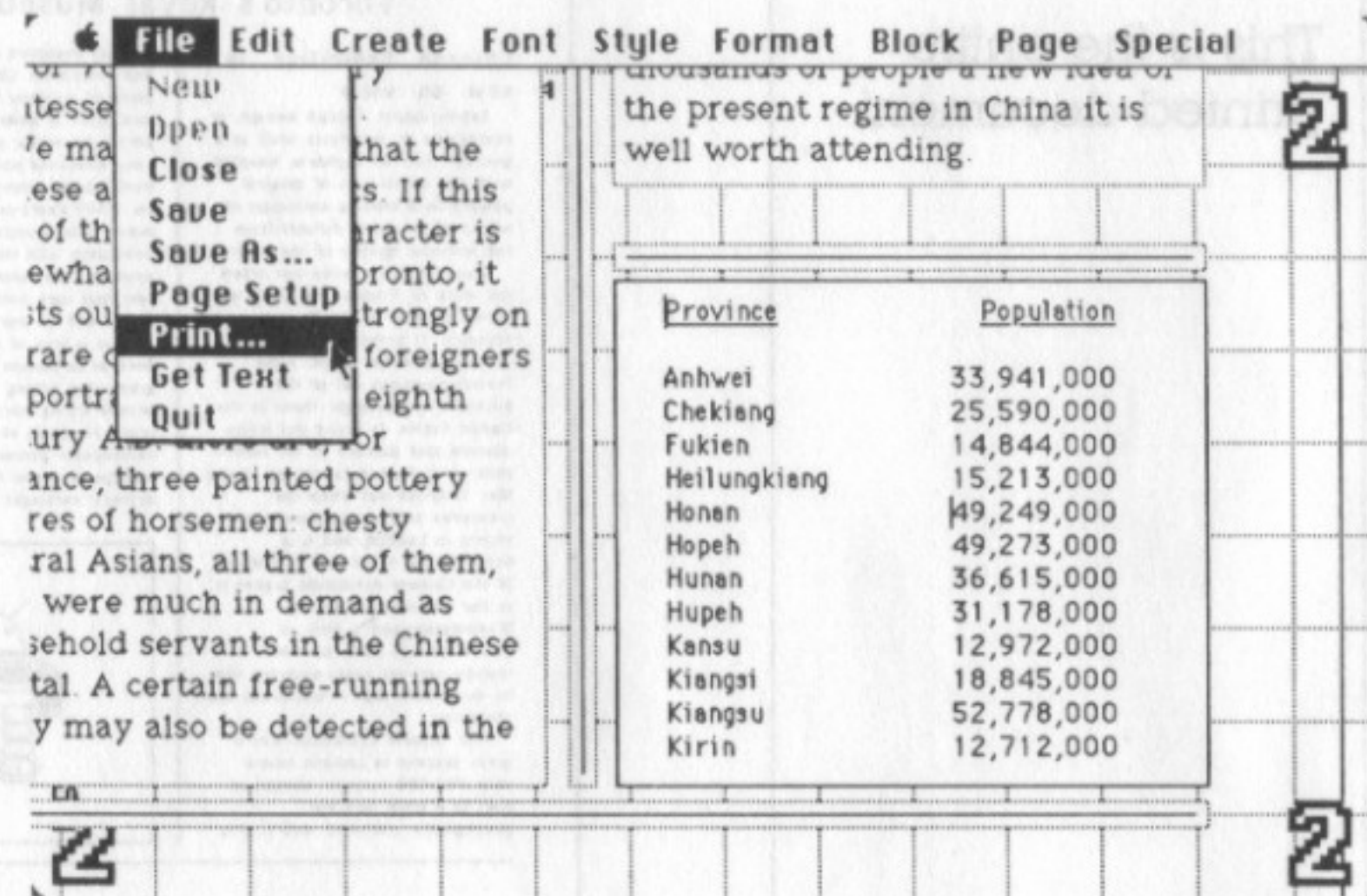
Keep going until the screen looks something like this. Select the first line of the chart and choose **Underline** from the **Style** menu.



The two page document is finished. Choose **Display Page** from the **Special** menu to examine the overall look of each page. Remove the Display Page feature by clicking in its go-away box.



After checking that the printer is turned on and connected choose **Print...** from the **File** menu.





Set the printer specifications and click OK to start the printing process.

File Edit Create Font Style Format Block Page Special  
untitled

Quality: ☐ High ☒ Standard ☐ Draft OK  
Page Range: ☒ All ☐ From:  To:   
Copies:   
Paper Feed: ☒ Continuous ☐ Cut Sheet Cancel

This is the entire printed document.

### Beauty Fills Chinese Exhibition in Toronto's Royal Museum

Chinese Exhibition is now on view

Exhibitionists though benign, it manifests itself in a general state of euphoria, coupled with the attribution of magical powers to a visiting anthology of works of art quite distinct from the intrinsic quality of the objects.

This condition broke out when the work of Vincent van Gogh was shown in bulk at the Brooklyn Museum. It broke out when Dr Armand Hammer pried some French paintings out of the Russians and brought them to the United States. It broke out when unicorn met unicorn at the recent show of European tapestries at the Met. It broke out when the treasures of Tutankhamun were shown in London, and it is breaking out right now in Toronto. If the Chinese exhibition makes it to the National Gallery in Washington—and a date in December has been penciled though not yet confirmed—we can be quite sure that it will break out there too.

The Chinese exhibition was a great success in London (more than 750,000 visitors, thanks in part to a truly demonic propaganda machine), and it was

warmly received in Paris, Vienna and Stockholm. China is still a place of mystery to most of us, and there is undeniably a particular white magic about a very beautiful object that has been buried beneath the ground for 2,000 years or so. There are many such objects in the Chinese exhibition, and they have a pristine, unscrutinized quality. We feel that they have been put there for us and no one else.

This is true of the objects that here as in Europe have been given star billing. The green bronze flying horse, the funeral jumpsuit made of 2,160 small rectangular plaques of jade, the cortege of green bronze horsemen, drivers, carriages and attendants



of imaginary animals that feature of the show, together the dragon, the crocodile and various other creatures, these lend a note of fancy to what is in many ways an awesome experience. There are in all 385 exhibits in all, and every one of them has been dug up since the Communists took power. In just a few years of a century that is to say, these archeologists have unearthed enough new material to make up not only the present substantial show but a second one—reputably no less effective—that was lately sent to the West.

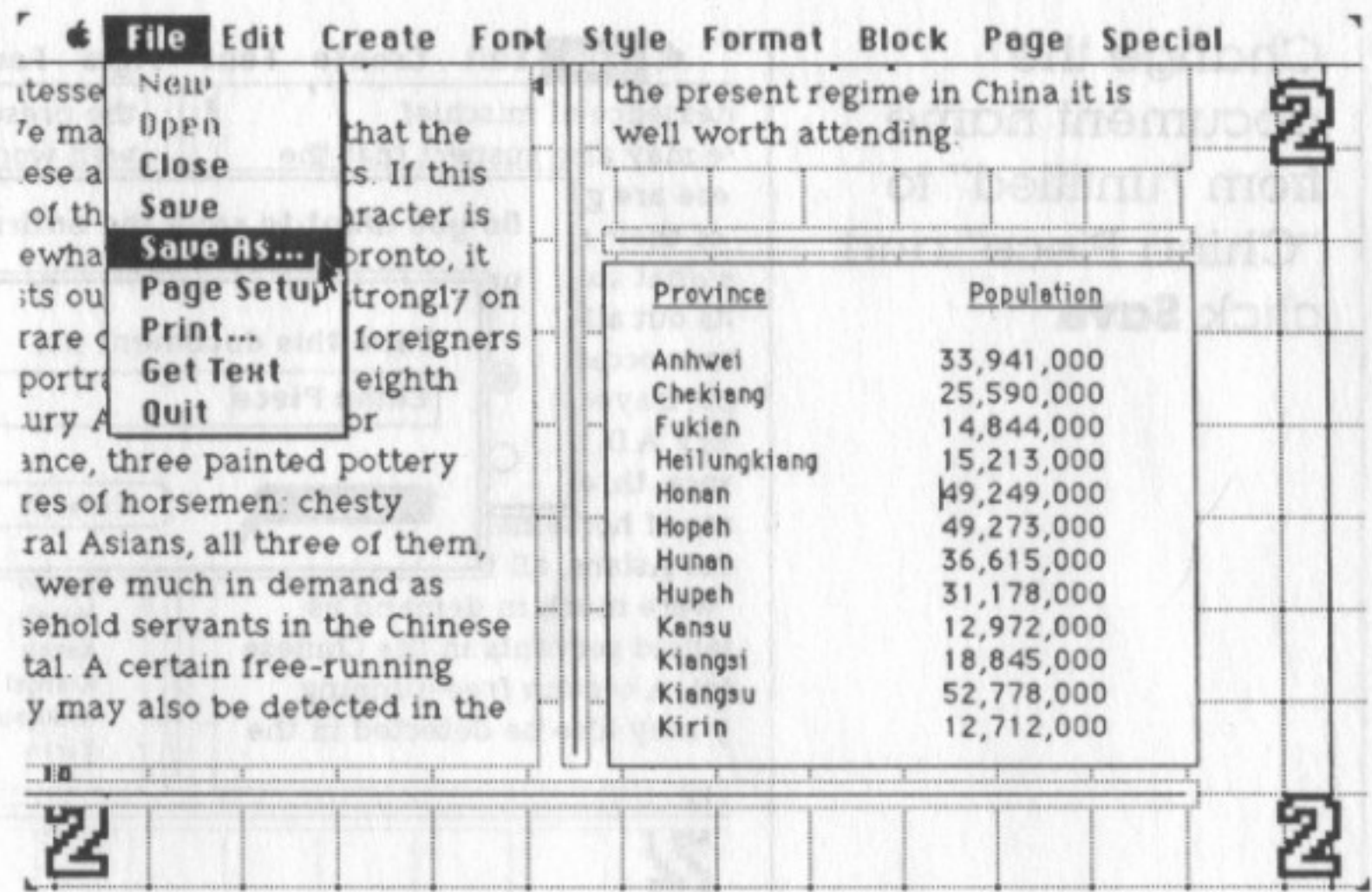
By any standards a very considerable achievement, and as it will have given many thousands of people a new idea of the present regime in China it is worth attending.

SINCE THE CHINESE NATIONAL LIBRARY is somewhat subdued in Toronto, it bursts out all the more strongly on the rare occasions when foreigners are portrayed. From the eighth century A.D. there are, for instance, three painted pottery figures of horsemen, chesty central Asians, all three of them who were much in demand as household servants in the Chinese capital. A certain free-running fancy may also be detected in the

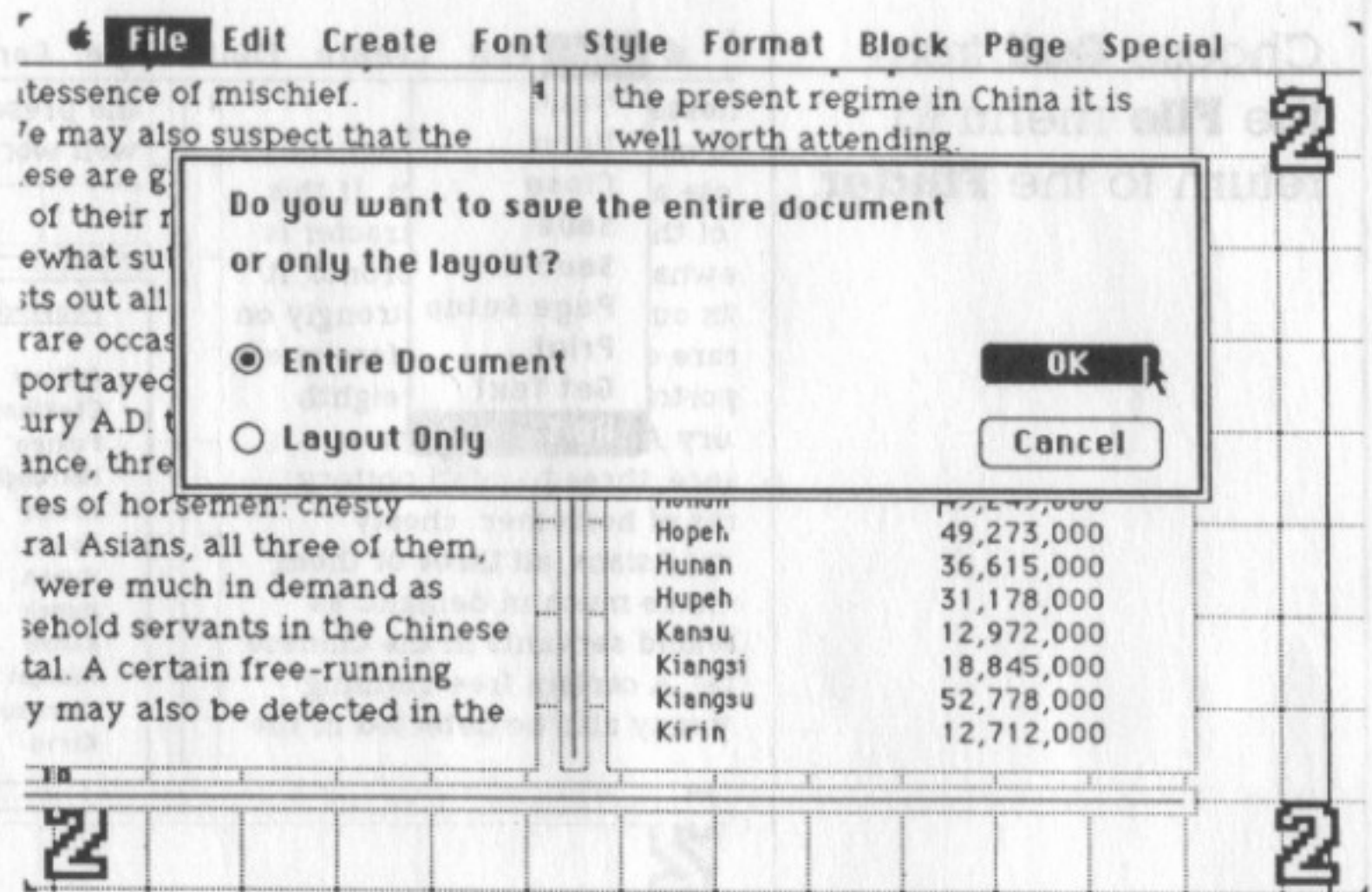
Province	Population
Anhui	33,941,000
Chiang	29,590,000
Fujian	14,844,000
Henan	15,213,000
Hubei	48,249,000
Hunan	48,273,000
Inner Mongolia	36,815,000
Japan	31,178,000
Kansu	12,972,000
Shanghai	18,945,000
Shandong	82,778,000
Szechwan	12,712,000



Before quitting choose **Save As...** from the **File** menu to save the document on disk.

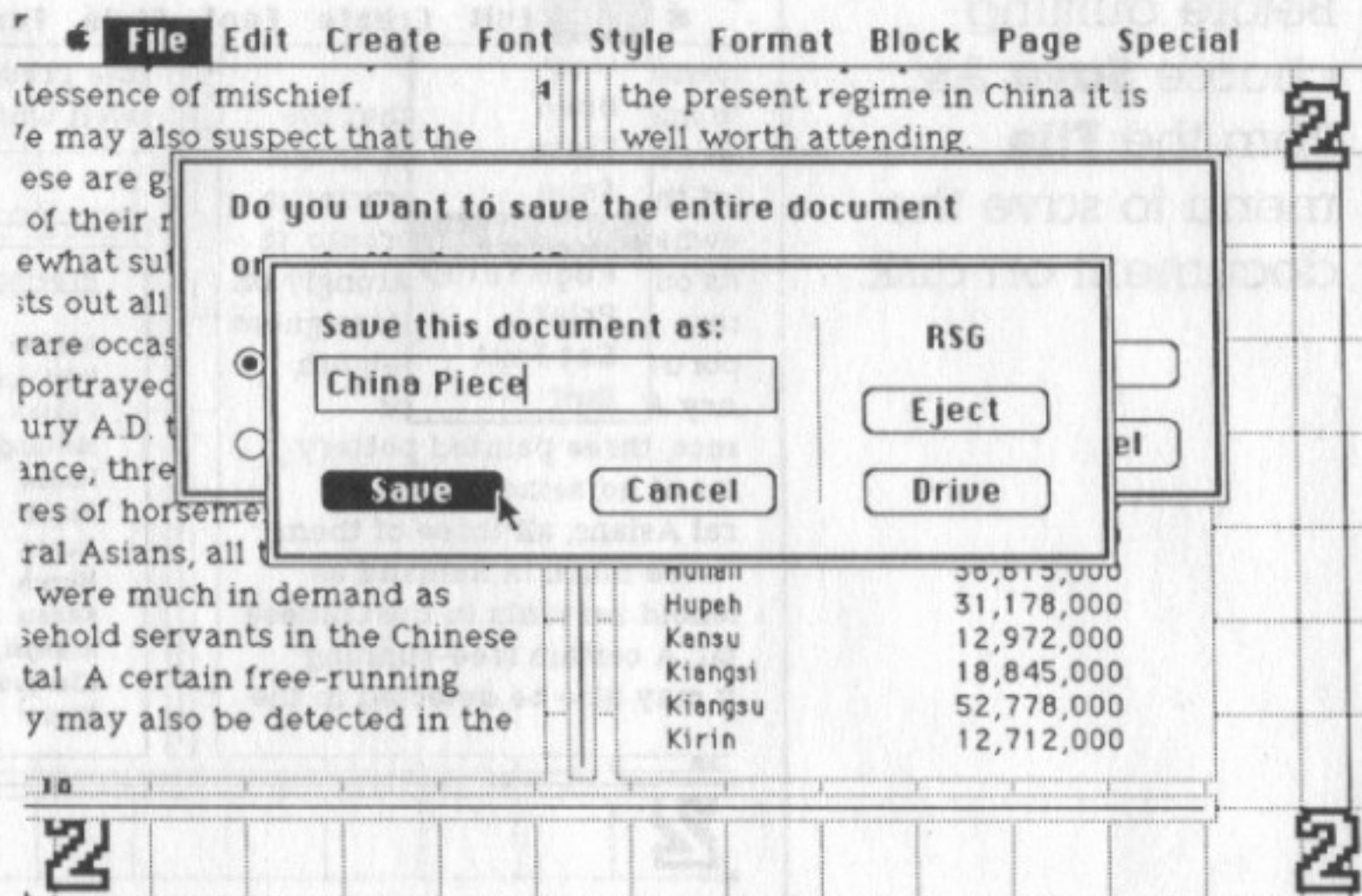


Either **Entire Document** or **Layout Only** can be selected. Saving the layout only will save the specifications (including text linkage) of all blocks but will *lose the content of all text and picture blocks*. This feature enables creation of an inventory of design templates for future projects. Choose **Entire Document** and click OK.

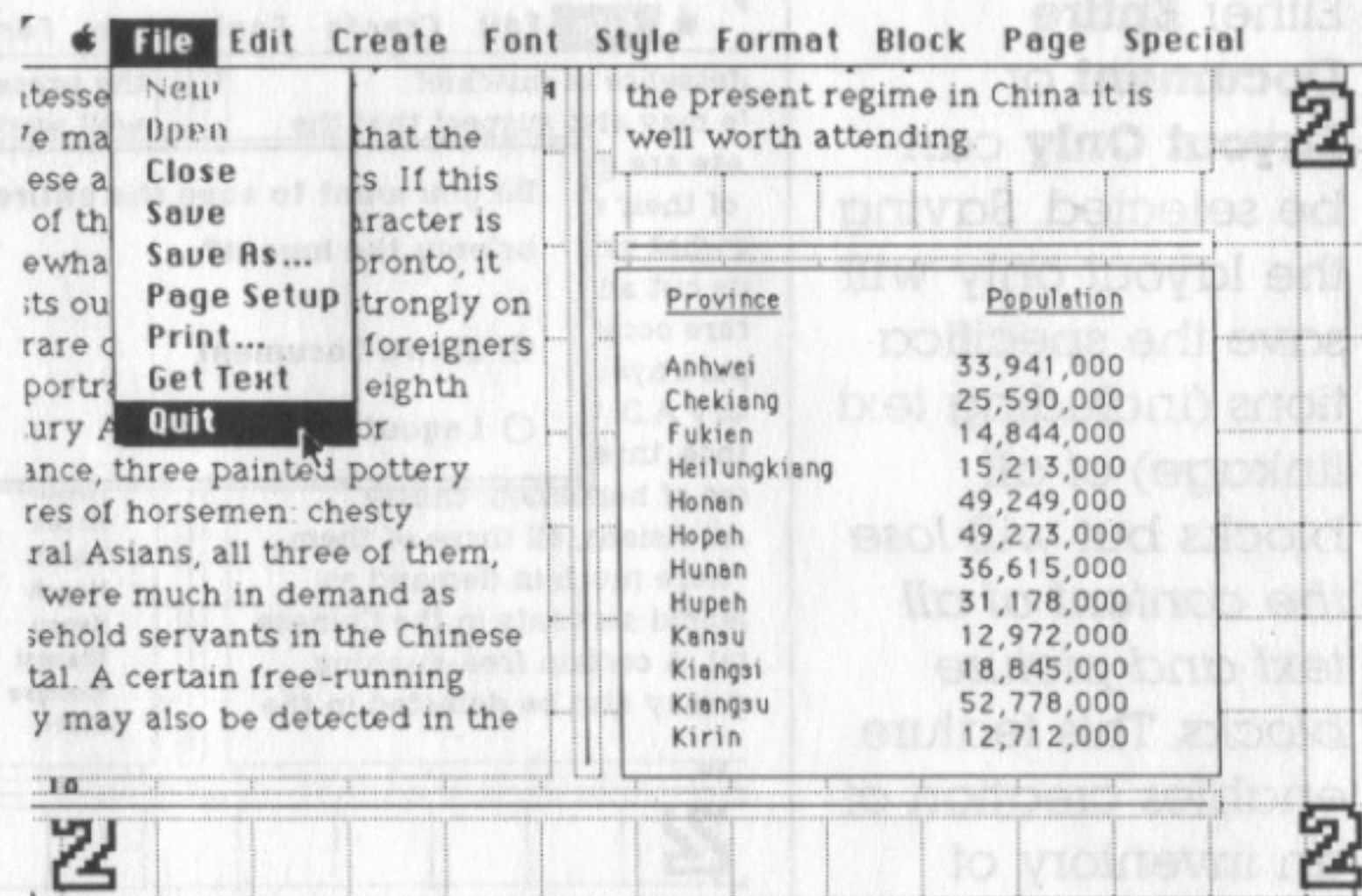




Change the document name from "untitled" to "China Piece" and click **Save**.



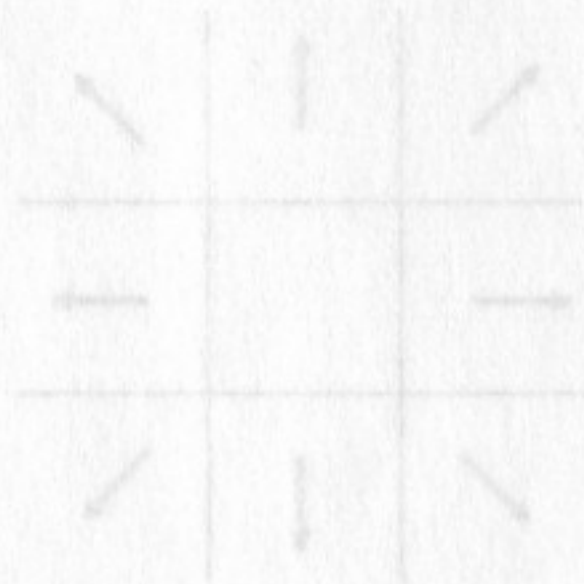
Choose **Quit** from the **File** menu to return to the **Finder**.



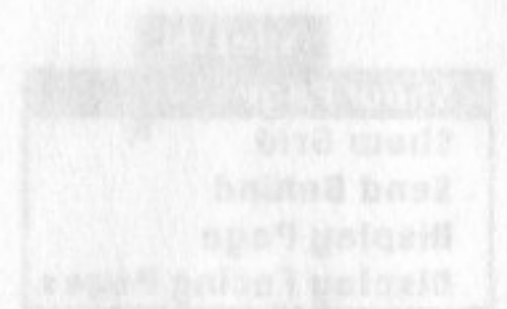


# Using ReadySetGo

document ReadySetGo pages can be scrolled by two methods. The first method of scrolling involves the use of the Command key and the mouse. Imagine the screen divided into the nine squares of a tic-tac-toe game. To scroll the page down, hold down the Command key and click the mouse in the bottom center square. To scroll the page up and to the right, hold down the Command key and click the mouse in the upper right square etc. The center square is "dead".



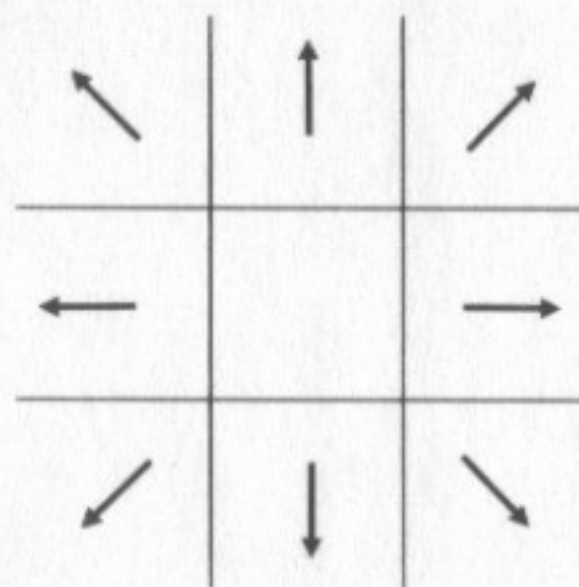
The second method of scrolling involves the **Show Page** feature. To bring another part of the current page into view, choose **Show Page** from the **Special** menu. Every element on the page is presented in schematic fashion together with a dotted rectangle which indicates the portion of the page currently visible on the screen. To bring a different part of the page into view, position the pointer inside this dotted rectangle and drag it.



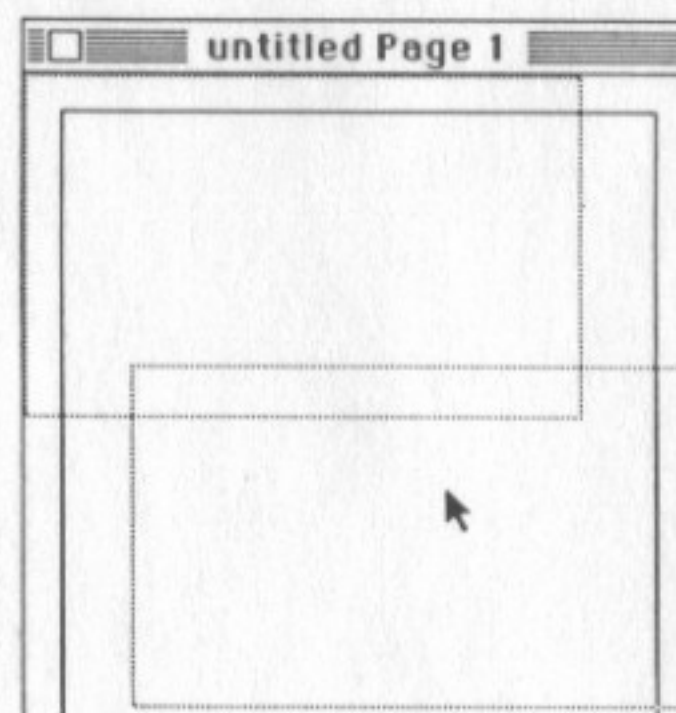
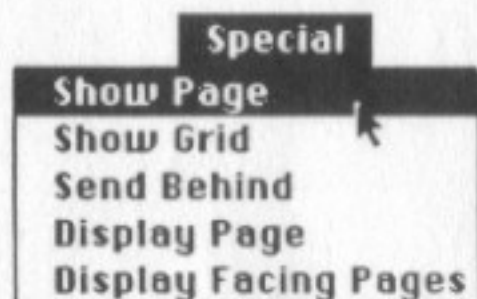


## Scrolling

Scrolling is a technique for moving around the document. ReadySetGo pages can be scrolled by two methods. The first method of scrolling involves the use of the Command key and the mouse. Imagine the screen divided into the nine squares of a tic-tac-toe game. To scroll the page down, hold down the Command key and click the mouse in the bottom center square; to scroll the page up and to the right, hold down the Command key and click the mouse in the upper right square, etc. The center square is "dead".



The second method of scrolling involves the **Show Page** feature. To bring another part of the *current page* into view choose **Show Page** from the **Special** menu. Every element on the page is presented in schematic fashion together with a dotted rectangle which indicates the portion of the page currently visible on the screen. To bring a different part of the page into view position the pointer inside this dotted rectangle and drag it.





## Scrolling (continued)

Page
Insert Delete
Next Page Previous Page
First Page Last Page
Go To Page

To bring a *different page* into view choose either **First Page**, **Last Page**, **Next Page** or **Previous Page** from the **Page** menu.

To bring a *different link in a text chain* into view choose either **First Block**, **Last Block**, **Next Block** or **Previous Block** from the **Block** menu. This is a convenient means of "scrolling" through a text chain. If the requested text link is on a different page the current page is automatically changed.

## Moving ReadySetGo Blocks

All ReadySetGo blocks are surrounded by a rectangular border. This border is solid black if the block is active or gray if the block is inactive. Only an active ReadySetGo block can be moved. To activate an inactive block simply position the pointer anywhere within the block and click.

To move any ReadySetGo block with the mouse, position the pointer anywhere **immediately underneath** the top rectangular border and drag. A gray rectangle will follow the pointer. When the mouse button is released the entire block will move to the last position of the gray rectangle.

Now is the  
time for all  
good men



ReadySetGo blocks can also be moved via their specification sheets. With the block in question active choose **Modify** from the **Block** menu. The block's specification sheet will appear on the



## Moving ReadySetGo Blocks (continued)

<b>Block</b>
<b>Modify</b> ⌘M
Clear
Duplicate
Delete
Move
Shift All
Next Block
Previous Block
First Block
Last Block

<b>Block</b>
<b>Modify</b> ⌘M
Clear
Duplicate
Delete
<b>Move</b>
Shift All
Next Block
Previous Block
First Block
Last Block

<b>Block</b>
<b>Modify</b> ⌘M
Clear
Duplicate
Delete
Move
<b>Shift All</b>
Next Block
Previous Block
First Block
Last Block

screen. Different types of ReadySetGo blocks have different specification sheets but all sheets have in common the fields Start Across, Start Down, Width and Depth. The contents of these fields can be edited with the mouse and keyboard. Upon clicking OK the active block will move to the new **Start Across** and **Start Down** position. These numbers are in inches and are relative to the upper left hand corner of the paper.

Solid Block Specifications	
Start Across	5.5278 inches
Start Down	8.0833 inches

To move a ReadySetGo block from the current page to a different page choose **Move** from the **Block** menu. The active block will move to the page entered in the dialog box. This page becomes the current page.

To which page?	2
OK	Cancel

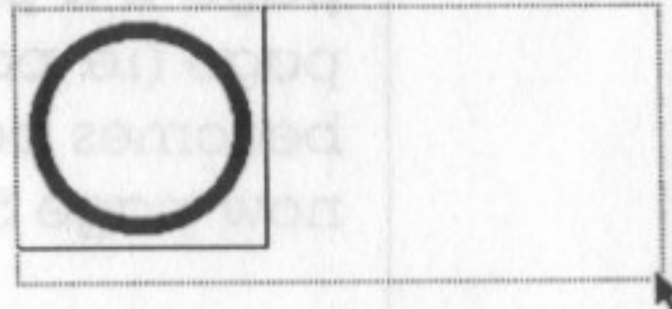
To move all the blocks on the current page by the same distance either up, down, left, or right choose **Shift All** from the **Block** menu.

Shift All Blocks	
<input checked="" type="radio"/> Left	<input type="radio"/> Right
<input type="radio"/> Up	<input type="radio"/> Down
By how much?	1 inches
OK	Cancel

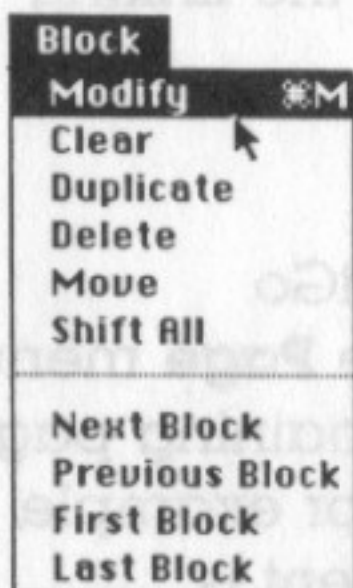


## Re-sizing ReadySetGo Blocks

To re-size any ReadySetGo block with the mouse, position the pointer **immediately inside** the block's **lower right** corner and drag. A gray rectangle of the re-sized block will follow the pointer. When the mouse button is released the entire block will re-size to the last dimensions of the gray rectangle.



ReadySetGo blocks can also be re-sized via their specification sheets. Choose **Modify** from the **Block** menu to display the active block's specification sheet. Use the mouse and keyboard to edit the **Width** and **Depth** of the block. These numbers are in inches. Upon clicking OK the active block will assume the new dimensions.



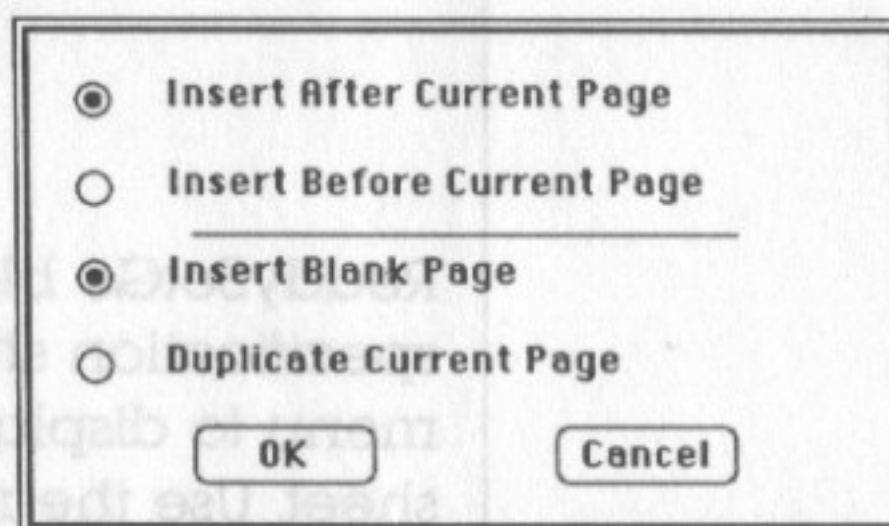
Frame Block Specifications		
Start Across	<input type="text" value="1.2361"/>	inches
Start Down	<input type="text" value="4.3055"/>	inches
Width	<input type="text" value="1.0000"/>	inches
Depth	<input type="text" value="1.0000"/>	inches



## Adding Pages to a ReadySetGo Document

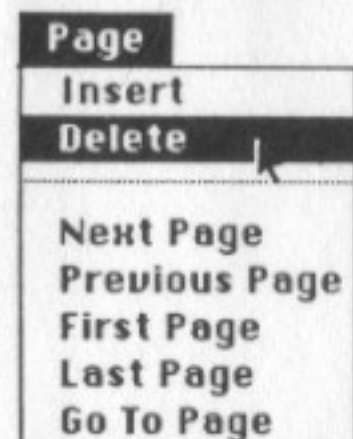


Pages can be added to a document by choosing **Insert** from the **Page** menu. A page may be inserted either before or after the current page and the other pages in the document will be rearranged automatically. The newly created page becomes the current page. As an example, consider a seven-page document with page 4 as the current page. If a page is to be inserted before the current page (i.e. page 4), the newly created page becomes page 4 and what had been page 4 is now page 5 etc.



In addition, the new page can be either a blank page or an exact duplicate of the current page. If the page being duplicated contains links of a text chain, the contents are duplicated but the linking information is not.

## Deleting Pages from a ReadySetGo Document



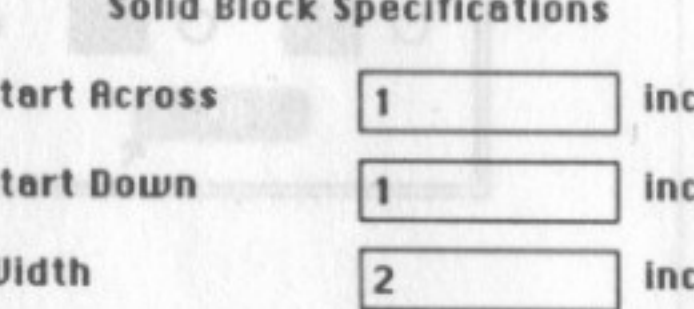
Pages can be deleted from a ReadySetGo document by choosing **Delete** from the **Page** menu. After a page has been deleted the remaining page numbers are automatically adjusted. For example, if the third page of a five page document is deleted, what had been page 4 becomes page 3 and what had been page 5 becomes page 4. The document would then be four pages long.



**Create**  
Text  
Frame  
**Solid**  
Picture  
Text Link

A **hairline** rule may be created by setting the width or depth of a solid block to zero. Such a rule will appear as a one point rule on the Macintosh screen and the ImageWriter printer, but will appear as a true hairline rule on the LaserWriter.

1. The solid's shape—either rectangular, rectangular with round corners or oval; and
2. The solid's pattern—either solid black, dark gray, gray or light gray.










**Solid Block Specifications**

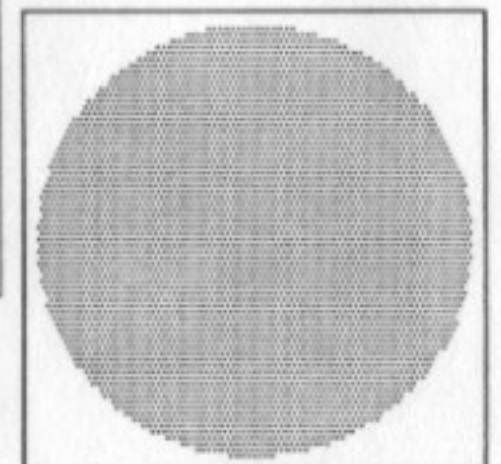
Start Across  inches

Start Down  inches

Width  inches

Depth  inches

☐  ☐  ☐   
☐  ☐  ☐  ☐ 





## Frame Blocks



Frame blocks are a fast and efficient means of putting borders around different elements of a page. The frame block's specification sheet allows you to specify:

1. The frame's thickness in points (72 points equal 1 inch);
2. The frame's shape—either rectangular, rectangular with round corners, or oval;
3. The frame's pattern—either solid black, dark gray, gray or light gray.

For example, the following settings yield a 6 point thick, gray oval:

**Frame Block Specifications**

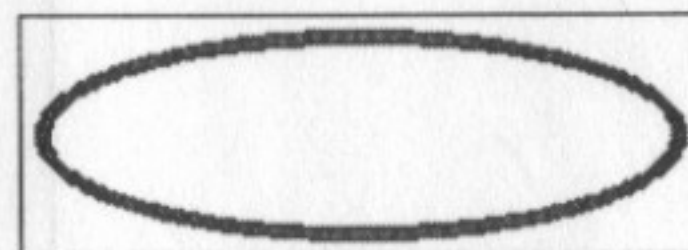
Start Across	<input type="text" value="1"/>	inches
Start Down	<input type="text" value="1"/>	inches
Width	<input type="text" value="3"/>	inches
Depth	<input type="text" value="1"/>	inches
Frame Thickness	<input type="text" value="6"/>	points

☐ ☐ ☐ ☐ ☒ ☐

☐ ☐ ☐ ☐ ☒ ☐

**OK**
Cancel





## Text Editing with ReadySetGo

Create  
Text  
Frame  
Solid  
Picture  
Text Link

Edit  
Undo ⌘Z  
Cut ⌘H  
Copy ⌘C  
Paste ⌘V  
Select All

Text editing with ReadySetGo involves either selecting an insertion point or selecting a range of text in the document and acting on it by typing or choosing commands. All text editing is done in an **active** text block.

To select the insertion point, click the I-beam pointer where you want to insert, remove or paste something.

To select a range of text drag along a line of text in either direction or drag across lines of text in any direction.

Now is the time for all good men  
to come to the aid of their  
country.

To insert text simply select the insertion point and type the new text. Any text following the insertion point moves to accommodate the new text.

To remove text with the **Cut** command from the **Edit** menu, select the text to be removed and choose **Cut**. ReadySetGo places the text that was cut on the clipboard. It remains there until the next cut or copy.

To remove text with the backspace key either select the insertion point and press the backspace key to remove characters one at a time, or select a range of text by dragging and remove the entire range by pressing the backspace key. Note that removing text with the backspace key does **not** place the selection on the clipboard.



## Text Editing with ReadySetGo (continued)

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Select All	

Style	
✓ Plain	⌘P
Bold	⌘B
Italic	⌘I
Underline	⌘U
Outline	⌘O
Shadow	⌘S
9 Point	
10 Point	
12 Point	
✓ 14 Point	
18 Point	
24 Point	
36 Point	
Other	

Any text selected in a ReadySetGo document can be replaced. Once a range of text has been selected it may be replaced by either typing new text or by choosing **Paste** from the **Edit** menu in which case the contents of the clipboard replace the selection range.

To move or copy text within a document, first select what is to be moved or copied and then choose **Cut** or **Copy** from the **Edit** menu. The selected text is placed on the clipboard. It retains its own combination of font, size and style. Next, select the insertion point where you want to put the contents of the clipboard. This insertion point may be in the same text block or a different text block, either on the same page or another page. Notice that a text block must be active before an insertion point can be selected in it. Finally, choose **Paste** from the **Edit** menu. A copy of the contents of the clipboard either appears at the insertion point or replaces any other selected text.

To change the style or size of the text, first select either the text to be changed or select the insertion point and choose a style or size from the **Style** menu.

To change the font, first select either the text to be changed or select the insertion point, and choose a font from the **Font** menu.

Now is the time  
for **all good men**  
to come to the aid  
of their country.

Now is the time  
for **all good men**  
to come to the aid  
of their country.



## Justification and Line Spacing

Format
<input checked="" type="checkbox"/> Left
<input type="checkbox"/> Right
<input type="checkbox"/> Center
<input type="checkbox"/> Justify
<input checked="" type="checkbox"/> Single
<input type="checkbox"/> 1-1/2
<input type="checkbox"/> Double
<input type="checkbox"/> Other
<input type="checkbox"/> Vacuum
<input type="checkbox"/> Reflow

Justification refers to the horizontal placement of the text with respect to the left and right margins of the text block. The four choices are: **Left**, which aligns the text with the left margin; **Right**, which aligns the text with the right margin; **Center**, which centers the text between the left and right margins; and **Justify** which aligns the text with both the left and right margins.

Line spacing refers to the spacing between lines. ReadySetGo allows the selection of either **single**, **1½**, **double** or **variable** spacing. To use variable line spacing select **Other** from the **Format** menu. A dialog will appear requesting a line spacing in points (there are 72 points in an inch). *All* text which appears in the active block, regardless of size, will display with this number of points separating the baseline of each line in the block. Sizes which are larger than the line spacing will appear "clipped" on the screen but output fine to the printer.

Note that different text blocks may have different justification and line spacing, but that within a particular text block the justification and line spacing selected apply to the entire block. The justification and/or line spacing of the active block can be changed at any point in the working session by selecting the appropriate item in the **Format** menu.

## Paragraph and Left Indent

The Text Block Specification sheet presented when Modify is chosen while a text block is active contains the fields Para Indent and Left Indent. The Para Indent refers to the indentation of the first line of each paragraph from the left margin. It is given in inches from the left margin. The Left Indent refers to the indentation from the left margin of all lines of the paragraph *other* than the first. It also is given in



## Paragraph and Left Indent (continued)

## Tabular Material

inches from the left margin of the text block.

An alternative method of indenting paragraphs is to use the tab key. If *no tabs are set* the tab key inserts a fixed space of 8 points independent of the current size. This method of indentation must be used for text chains to avoid an unwanted indent when the first line of a text link comes from the middle of a paragraph. Indents larger than 8 points simply require hitting the tab key a few times.

Tables may be created within text blocks by setting the tabs in the block's specification sheet and then using the Tab key. ReadySetGo allows for up to five tabs which may be either **Left** aligned or **Decimal** aligned. A decimal tab lines up the text (usually a number) at the decimal point position.

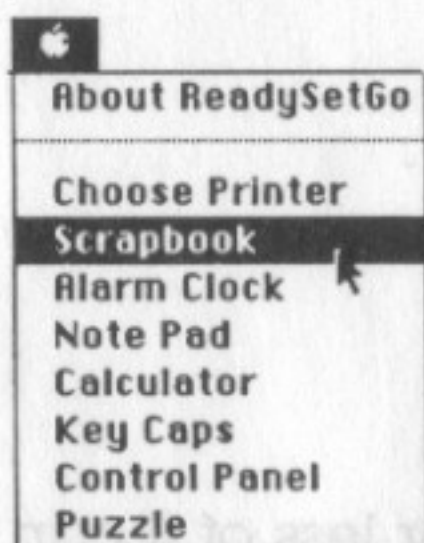
Tabs are activated and de-activated by clicking their **On** button. All measurements are in inches relative to the left margin of the text block.

After clicking OK, each row of the table can be created by pressing the Tab key to move to the next column and then typing the desired text. Press Return to move to the beginning of the next line.

Text Block Specifications					
Start Across	<input type="text" value="0.2778"/>	in.	Tabs		
Start Down	<input type="text" value="4.4305"/>	in.	On	Left	Dec. Inches
Width	<input type="text" value="6.4000"/>	in.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/> <input type="text" value="0.5000"/>
Depth	<input type="text" value="3.8611"/>	in.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> <input type="text" value="1.5000"/>
Para Indent	<input type="text" value="0.0000"/>	in.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/> <input type="text" value="3.0000"/>
Left Indent	<input type="text" value="0.0000"/>	in.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> <input type="text" value="4.5000"/>
			<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/> <input type="text" value="5.5000"/>
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>			



## Copying Text or Pictures from the Scrapbook

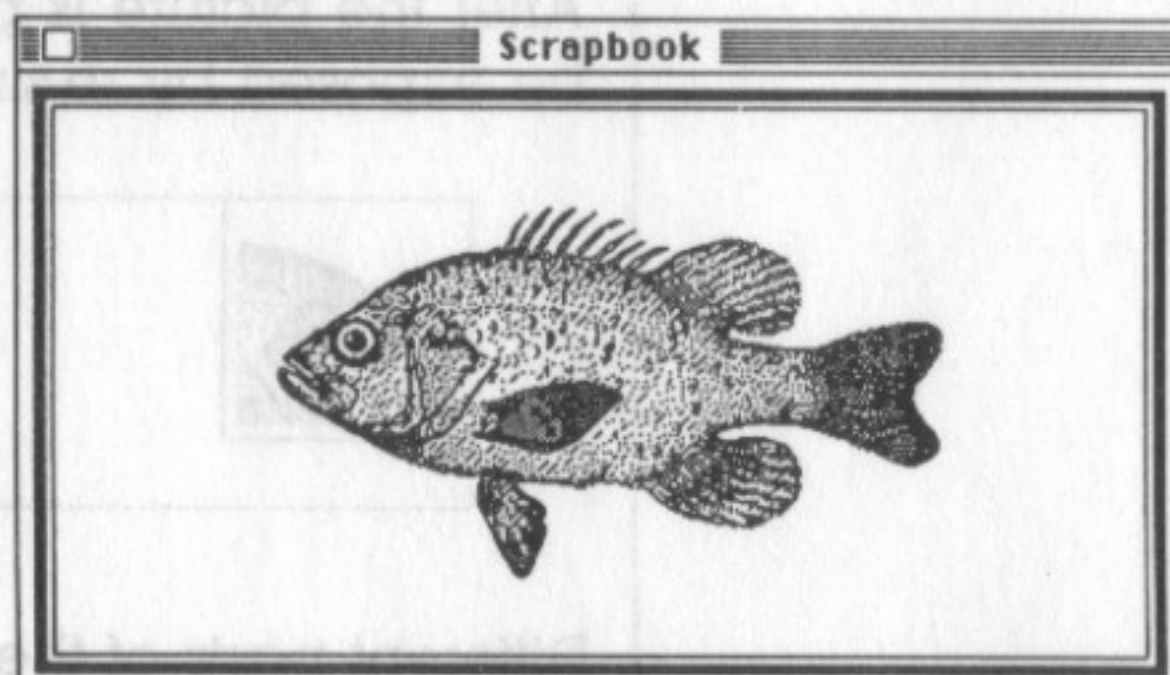


## Moving or Copying Pictures from MacPaint to ReadySetGo



Any picture or text saved in the Scrapbook can be used with ReadySetGo. The Scrapbook is convenient for keeping together a number of often used paragraphs, illustrations, etc. While the clipboard can only hold one item at a time, the Scrapbook can hold many.

To copy text or pictures from the Scrapbook into ReadySetGo, choose **Scrapbook** from the **Apple** menu and then use the scroll bar to find the text or picture you want. Choose **Copy** from the **Edit** menu to place the text or picture selected on the clipboard. It will remain on the clipboard until the next cut or copy.



A picture can be created in MacPaint and then inserted into a ReadySetGo document. To do this start with MacPaint and select and then cut or copy the picture. This places it on the clipboard. The clipboard is a temporary holding place for whatever was last cut or copied. After this, quit MacPaint and return to the finder. Open the desired ReadySetGo document and create a picture block and move it to the page and position required. Then choose **Paste** from the **Edit** menu. The contents of the clipboard then appear in the picture window.



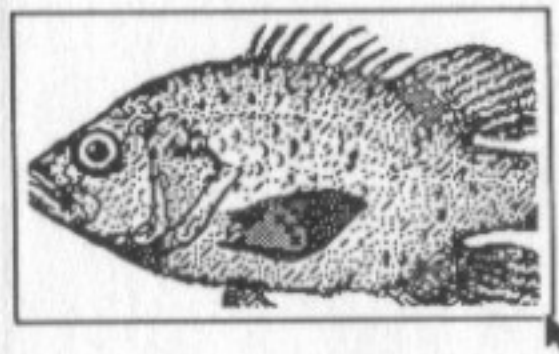
## Manipulating a ReadySetGo Picture

With ReadySetGo the contents of a picture block may be "cropped" and "scaled".

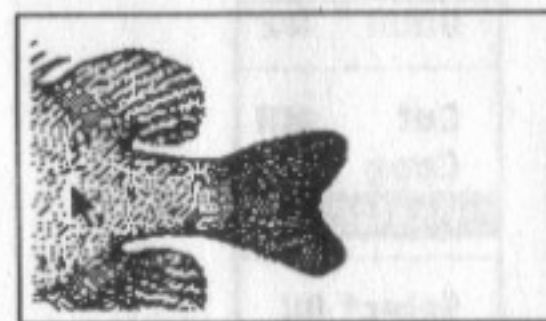
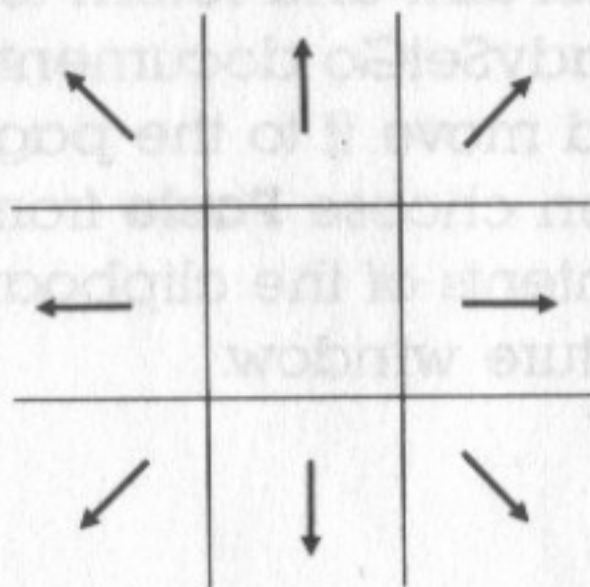
When a picture is pasted into an empty picture block, it displays in the same size it was created and with its upper left corner coinciding with the upper left corner of the picture block.



After the picture is pasted in, more or less of it can be exposed by re-sizing the picture block.



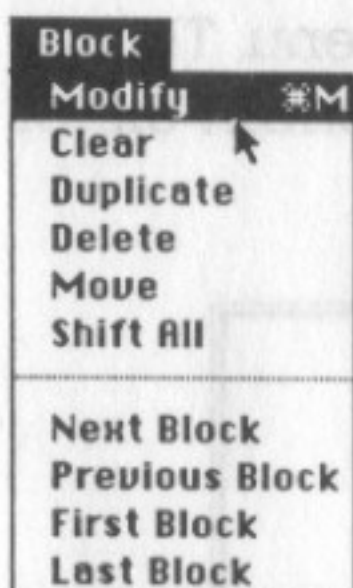
Different parts of the picture can be brought into view by repeated clicking in various parts of the picture. Think of each rectangular picture block as being mentally divided into the nine squares of a tic-tac-toe game. The center square is dead but clicking in any of the other eight will move the picture in the direction indicated.





## Manipulating a ReadySetGo Picture (continued)

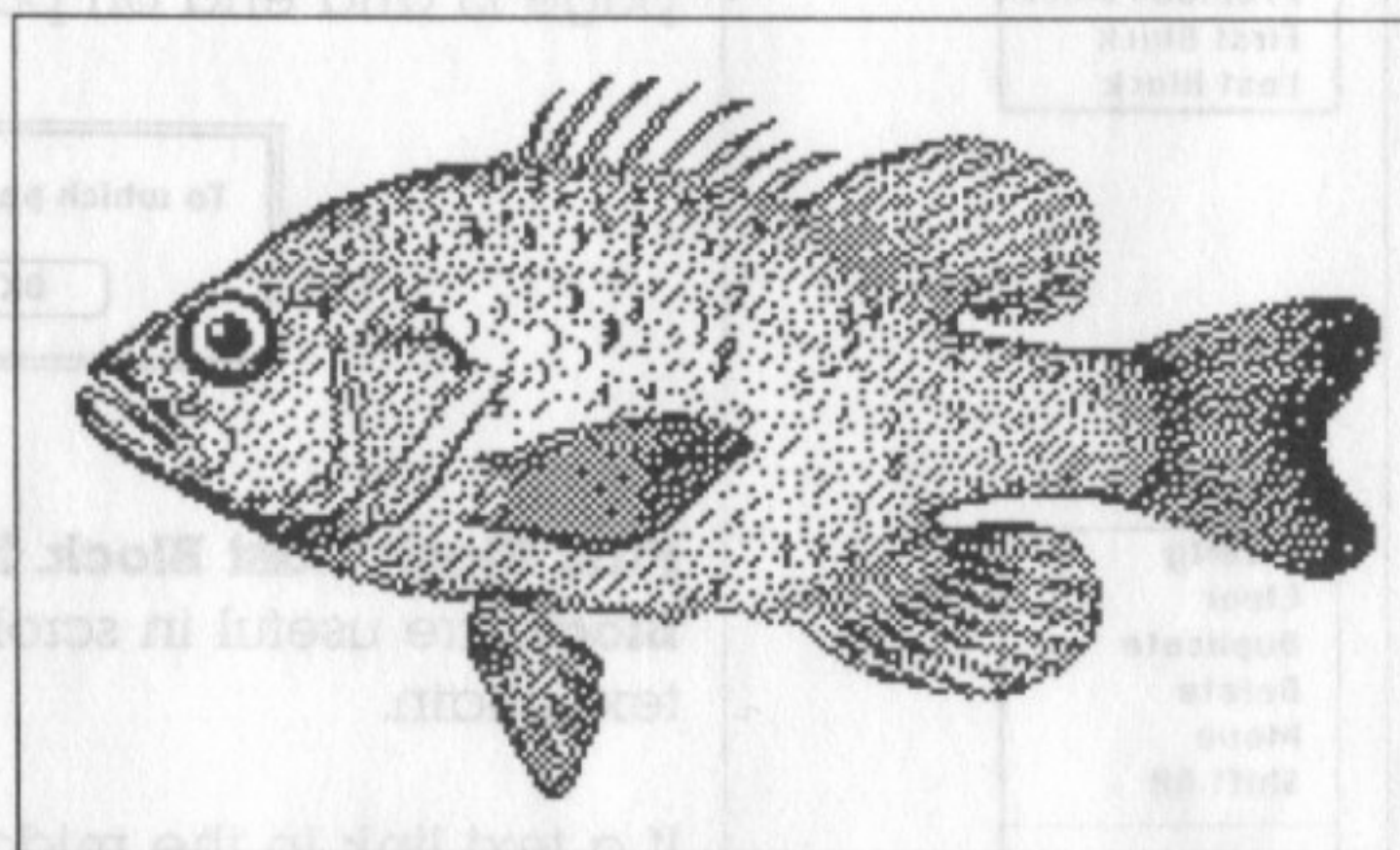
To scale a picture, choose **Modify** from the **Block** menu and with the mouse and keyboard edit the Scale Across and Scale Down fields. For example, to double the size of a picture, make these both 200 percent. Note that scaling a picture may introduce some distortions.



Picture Block Specifications

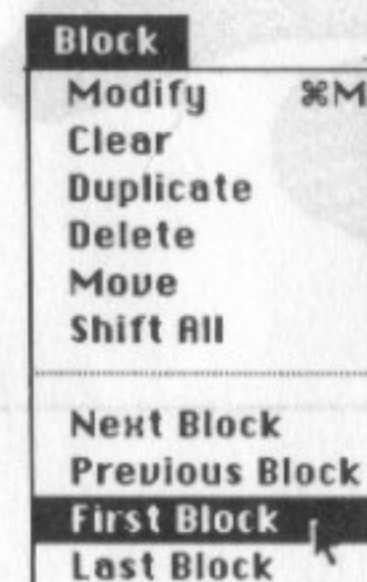
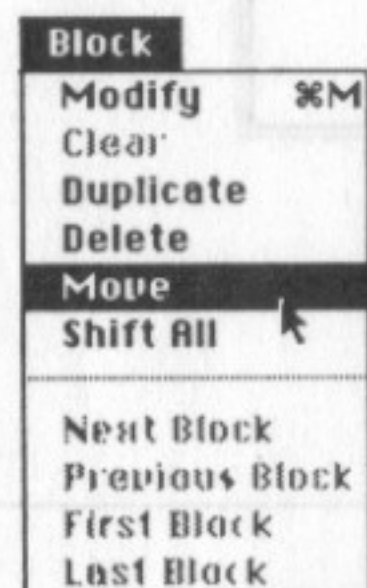
Start Across	0.4028	inches
Start Down	4.0555	inches
Width	5.0972	inches
Depth	3.6528	inches
Scale Across	200	percent
Scale Down	200	percent

OK Cancel



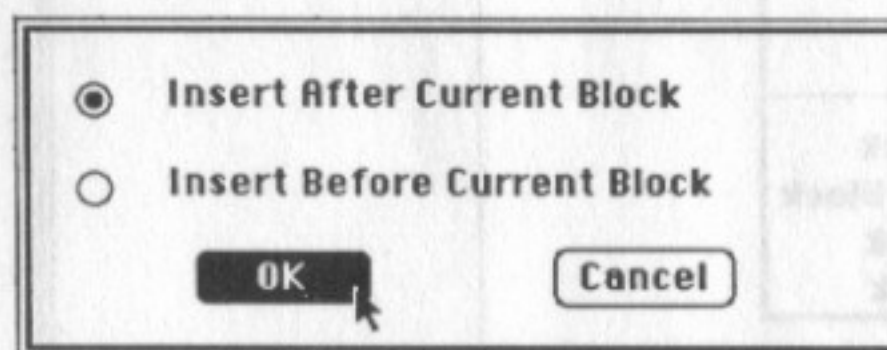


## Text Chains, Text Links, Vacuum and Reflow

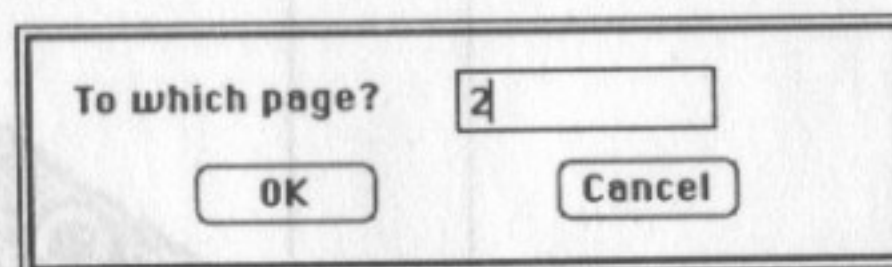


ReadySetGo allows for the creation of any number of **Text Chains** throughout a document.

Any text block created by choosing **Text** from the **Create** menu can serve as the first link in a text chain. Links can be added to the text chain by choosing **Text Link** from the **Create** menu. This action will insert a text block into the chain either **before** or **after** the current text block.



Text chains can be made to span pages in a document by choosing **Text Link** to create another block in the chain and then choosing **Move** from the **Block** menu to move this link to another page. The sequence of links in a text chain has nothing whatsoever to do with the sequence of pages in a document. For example, a text chain can start on page 13 and end on page 6.



**First Block**, **Last Block**, **Next Block** and **Previous Block** are useful in scrolling or stepping through a text chain.

If a text link in the middle of a chain is deleted, the chain automatically adjusts itself to "seal" the break.



## Text Chains, Text Links, Vacuum and Reflow (continued)



Once a text chain is created, each individual link behaves as a normal text block. It can be re-sized and moved, its tabs can be set and then changed, text can be inserted and formatted, etc. The only two commands that act on the chain as a whole are **Vacuum** and **Reflow** in the **Format** menu.

For either **Vacuum** or **Reflow** to work, the first link in the text chain must be active. If the first link in the chain is not currently active, choose **First Block** in the **Block** menu.

**Vacuum** takes all the text in the entire chain and "vacuums" it back into the first block. This is useful if the links of a text chain need to be rearranged without being concerned with their contents.

**Reflow** takes all the text in the entire chain and "reflows" it through the chain. This is particularly useful if a large amount of text is brought into the first link in the text chain from disk by choosing **Get Text** from the **File** menu.

## Text Files and Get Text



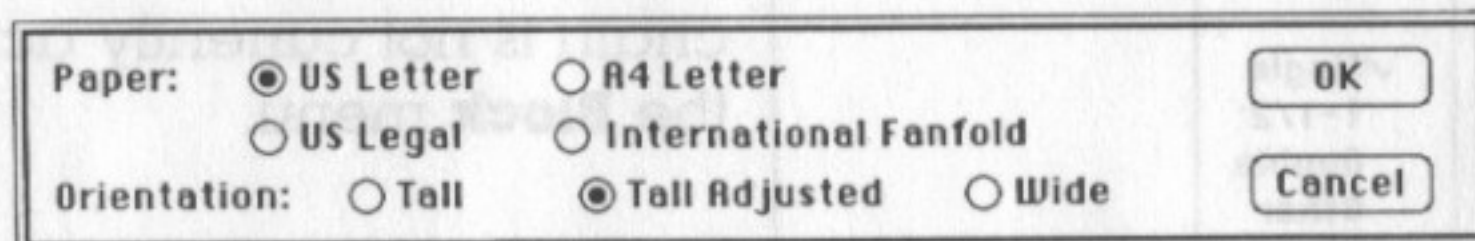
Many Macintosh applications have the ability to produce a "text" file on disk. MacWrite is probably the most common example of such an application. When saving a MacWrite document to disk the user is given the choice of saving the document in its entirety or as text only. A MacWrite document saved as text only loses all of its formatting and retains only its text. ReadySetGo is capable of reading such a **text file** from disk. To do this, choose **Get Text** from the **File** menu with a ReadySetGo text block active. The entire contents of the text file will be inserted in the text block at the insertion point with the font, style, and size associated with the insertion point.



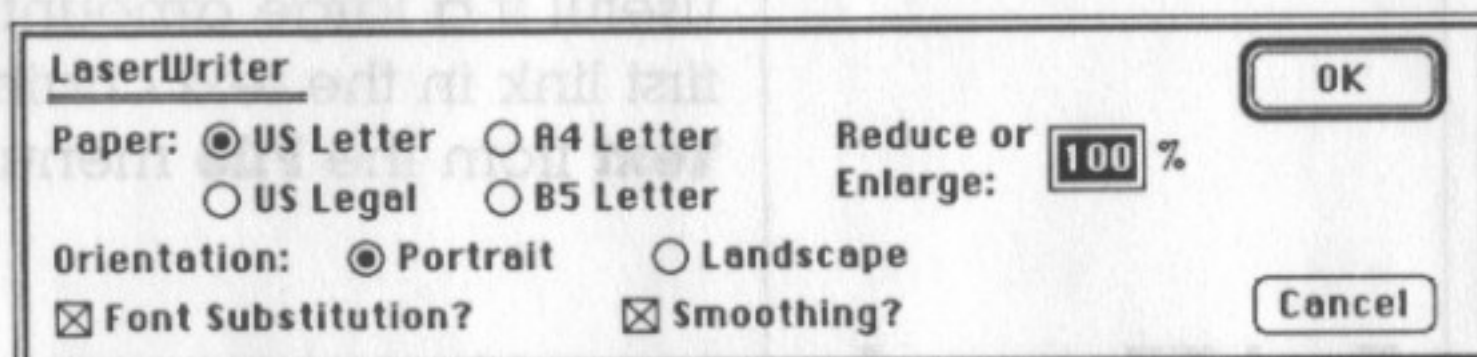
## Setting the ReadySetGo Page Size and Orientation



The size and orientation of the pages in a ReadySetGo document can be adjusted by choosing **Page Setup** from the **File** menu. The content of the dialog box which appears depends upon which printer is installed on the disk. ImageWriter drivers show this dialog:



and LaserWriter drivers this dialog:



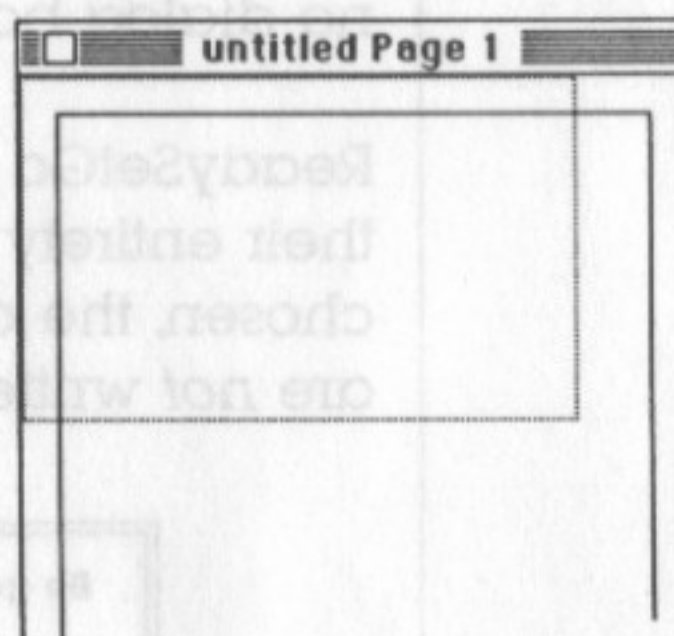
**With the ImageWriter, always use either Tall Adjusted or Wide, never Tall.**

US. Letter is 8½ inches wide and 11 inches tall, while US. Legal is 8½ inches wide and 14 inches tall. The wide or landscape orientation allows elements to be placed across the 11 or 14 inches and down the 8½ inches.



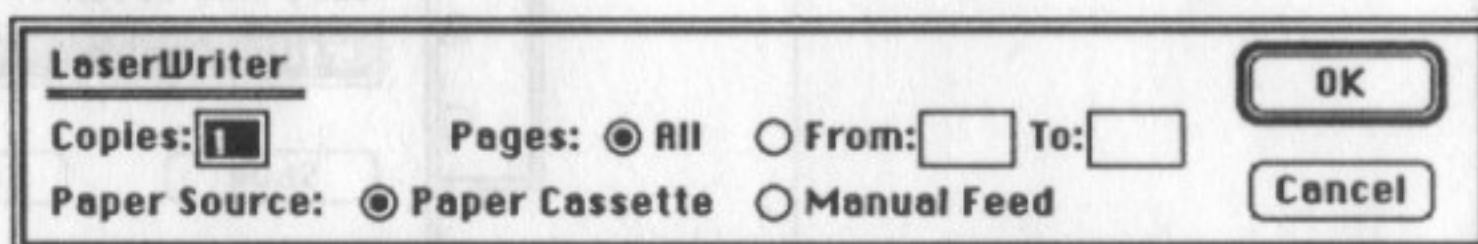
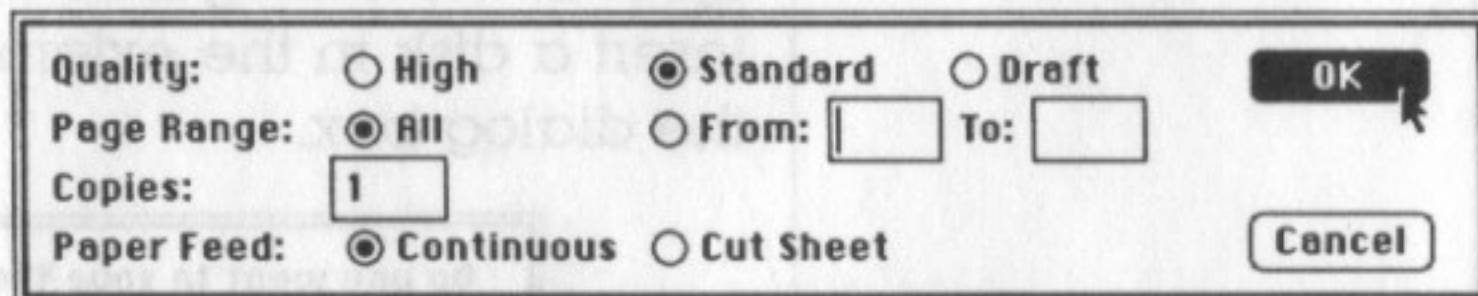
## Paper Size vs. Image Size

In general Macintosh printers, due to their particular mechanics, cannot print near the top, bottom, left or right of the sheet of paper. Just how close they can go to the edges depends on the particular printer in use. Once a page size, eg. US Letter, is chosen, ReadySetGo determines, given the current printer installed, the part of the page the printer can put an image on and draws on both the screen and the **Show Page** display a solid rectangle representing the "live" part of the page. Any ReadySetGo block overlapping or outside this rectangle will print either partially or not at all.



## Printing a ReadySetGo Document

To print the document, choose **Print** from the **File** menu. A dialog box appears which allows for the setting of the print specifications. After setting them, click OK. To stop printing, hold down the Command key and press the period key.





## Saving ReadySetGo Documents

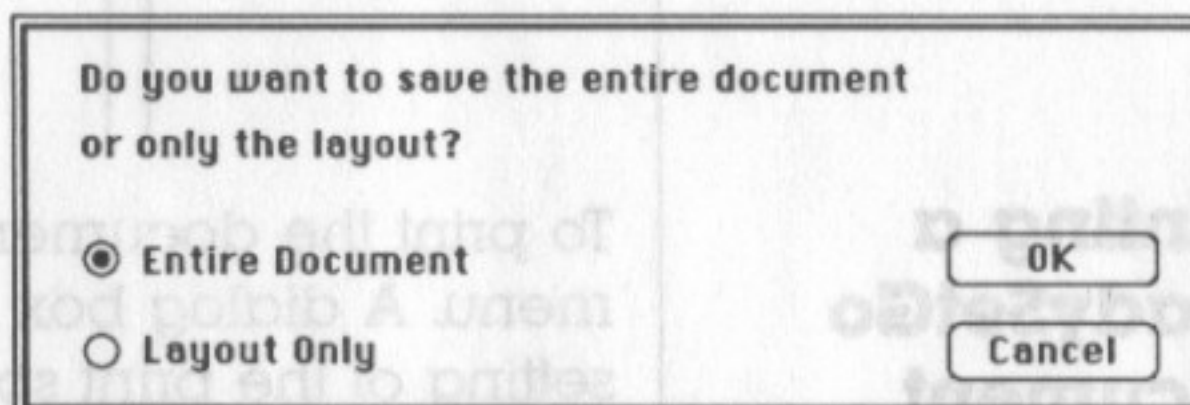


Work should be saved often in order to keep a current version of the document on the disk in case you lose information on the Macintosh.

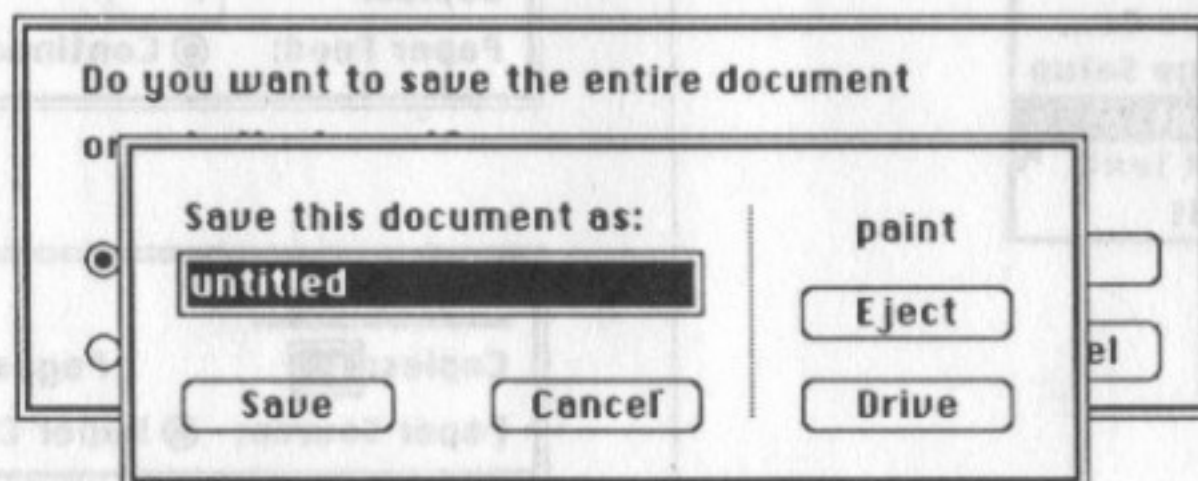
Choose **Save** from the **File** menu to write the document to disk. The **Close** and **Quit** commands in the **File** menu also allow the opportunity to save changes to a document. Choose **Save As...** from the **File** menu to either change the name of a document or save it to another disk.

Unless a document is being saved for the first time, no dialog box appears upon choosing **Save**.

ReadySetGo allows for documents to be saved in their entirety or their layout only. If layout only is chosen, the contents of all text and picture blocks are *not* written to disk. Use this feature with caution.



To save a document to another disk, either click **Eject** in the dialog box and insert the other disk, or insert a disk in the external drive and click **Drive** in the dialog box.





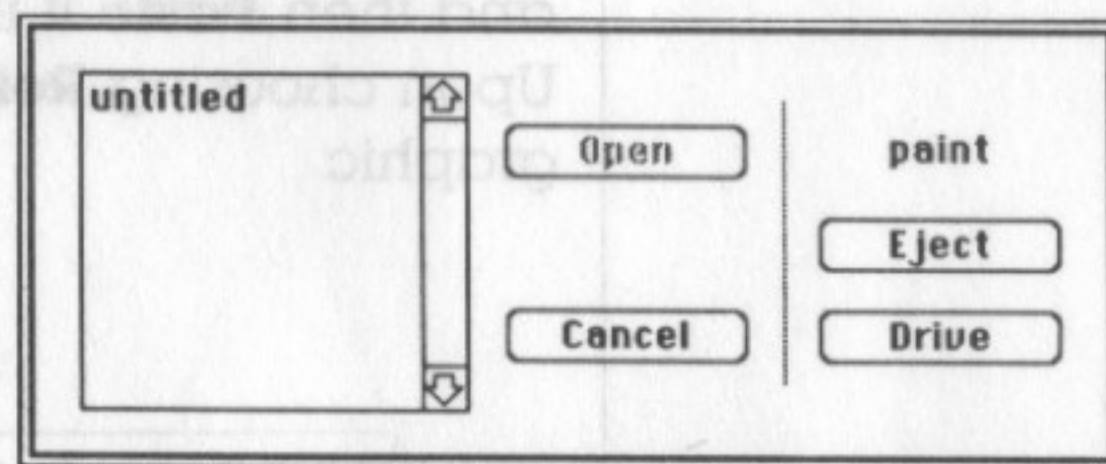
## Opening a New or Existing ReadySetGo Document



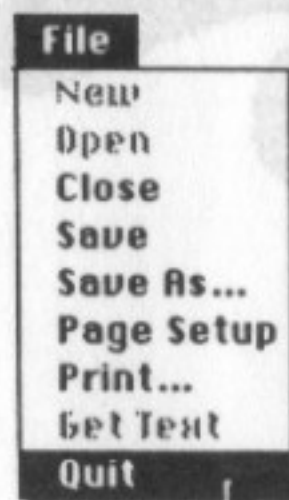
A new or existing ReadySetGo document can be opened without returning to the Finder by using the **File** menu.

Close the existing ReadySetGo document by choosing **Close** from the **File** menu. If the document has changed, a dialog box appears that allows for saving the changes to disk.

Then choose either **New** or **Open** from the **File** menu. **New** creates a new ReadySetGo document and displays the upper left part of page 1. **Open** displays a dialog box showing all the ReadySetGo documents on the disk. To open one, click it once and then choose **Open**. **Eject** or **Drive** allow you to open a ReadySetGo document on another disk.



## Quitting ReadySetGo



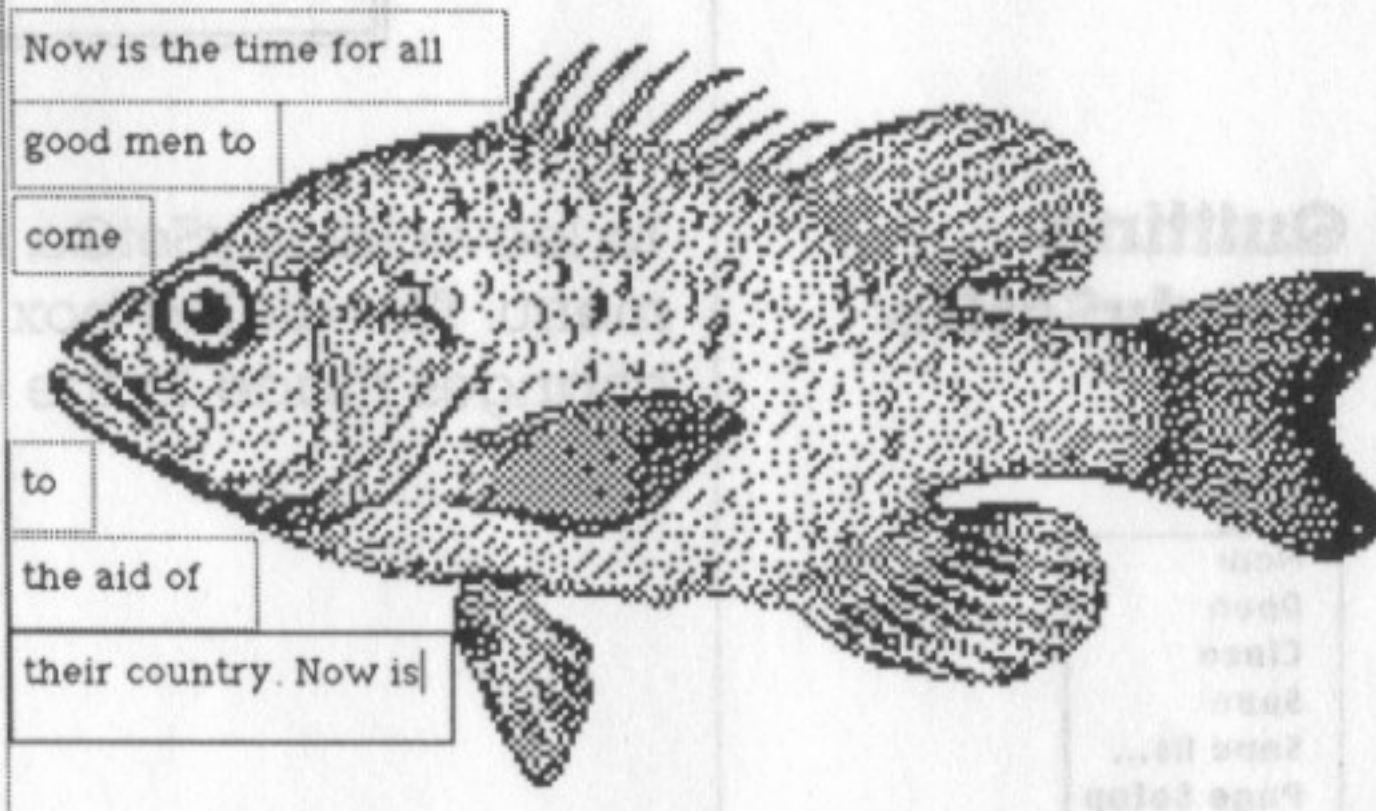
To leave ReadySetGo, choose **Quit** from the **File** menu. The dialog box allows for the saving of any changes made to the document.



## Text "Running Around" Graphics

ReadySetGo allows for the solution of the common "text runaround" problem encountered in numerous page designs. The basic idea is to create a text chain in which the links conform to the contours of the runaround. In order for the text to appear to continuously flow from one link to the next, the top of each text link should abut the bottom of the link that precedes it in the chain. The depth of each text link block should be an exact multiple of the line spacing for that block. (Use variable line spacing and remember that there are 72 points to an inch.)

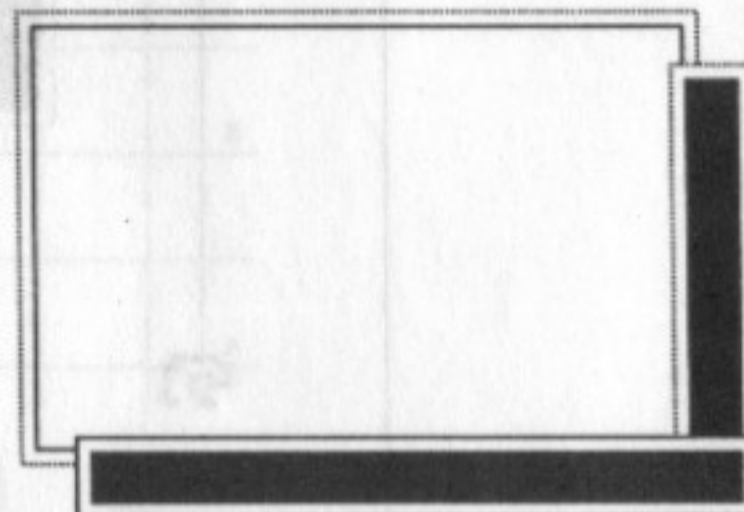
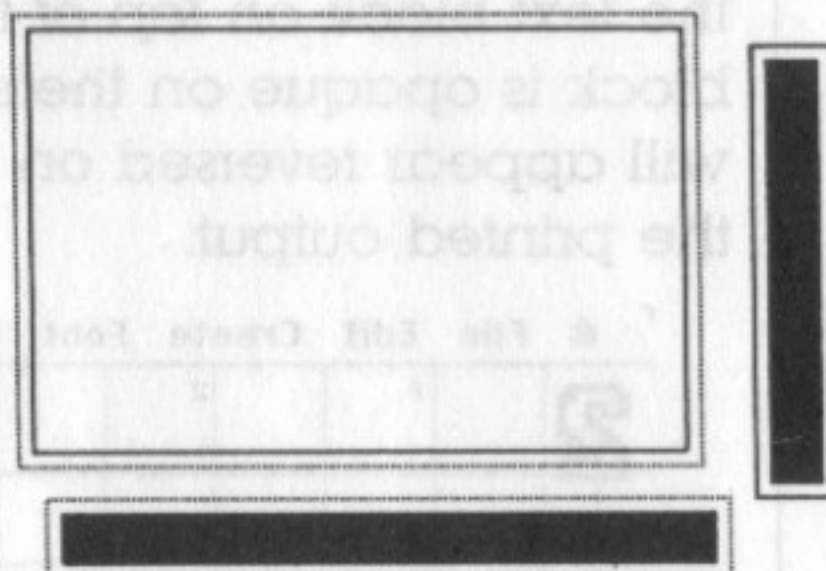
To take full advantage of the **Reflow** command, layout the runaround with empty **Text Link** blocks. Create a temporary text block in which to create and edit the copy. **Cut** the copy to the clipboard and then **Paste** it into the first link of the chain. Upon choosing **Reflow**, the text will runaround the graphic.





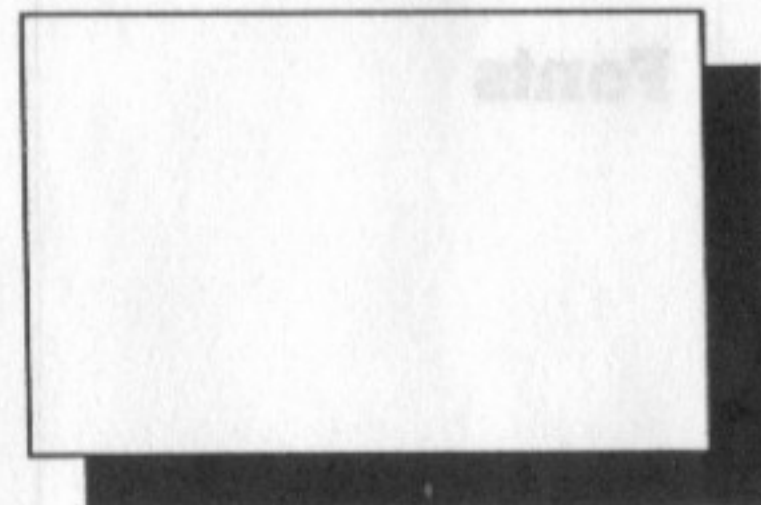
## Shadow Backgrounds

A **Frame** and two **Solid** blocks can be used to create a shadow background. Create a frame with the required thickness and dimensions. Create two solids and use their specification sheets to position them underneath and to the left or right of the frame. By varying the solids' positions and dimensions, various effects can be realized.



	Start Across	Start Down	Width	Depth
Frame	1	1	3	2
Solid 1	4	1.25	.25	2
Solid 2	1.25	3	3	.25

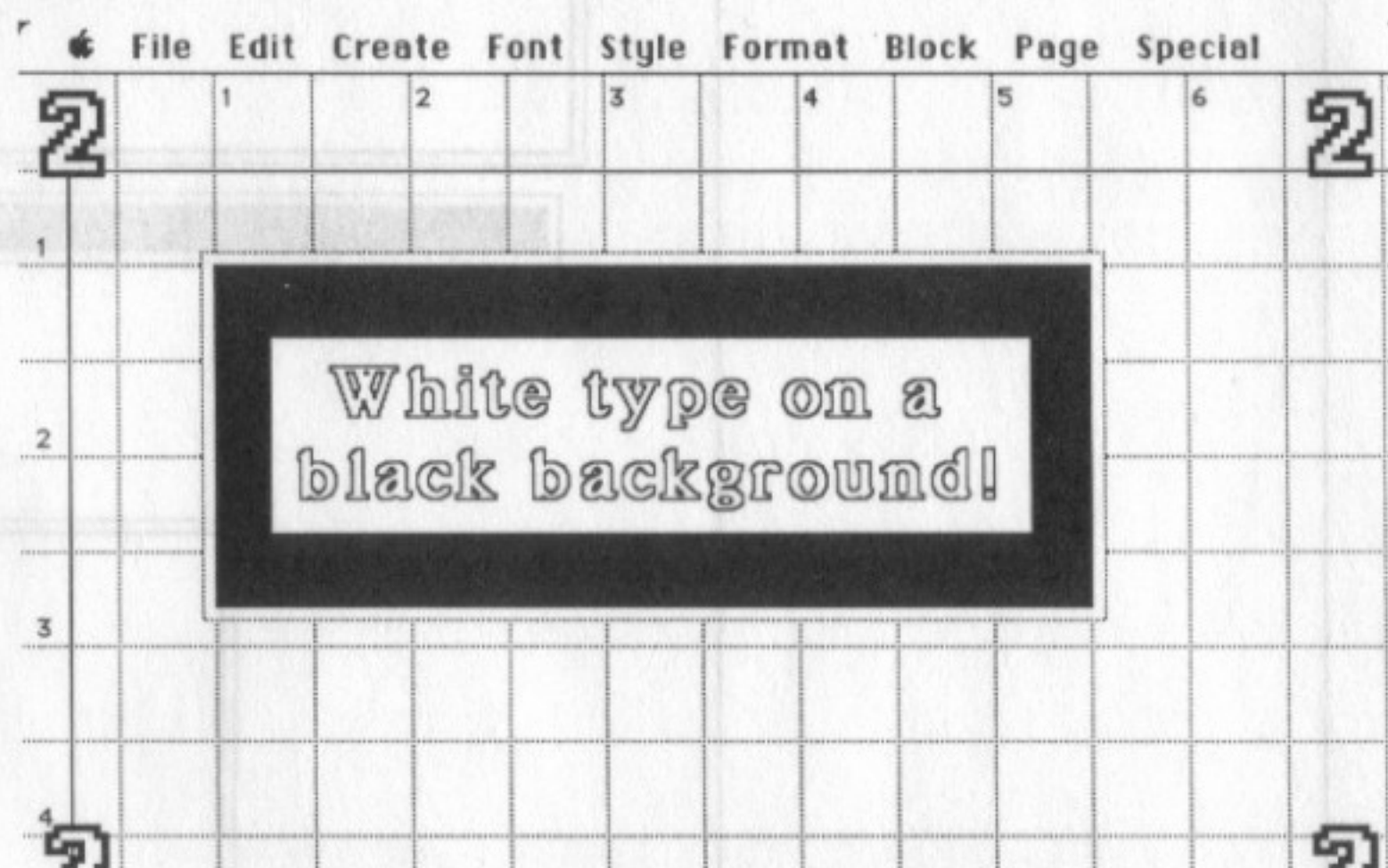
(all measurements in inches)  
(frame thickness = 1 point)





## Reverse Type

ReadySetGo allows for the setting of white letters on a black or gray background. First create a solid block with the position, dimensions, and background pattern required. Then create a text block and keyboard and format the material to be set in reverse. For best results the text should always be bold. After the text is fully formatted, select all of it, choose **Outline** from the **Style** menu, and position the text block on top of the solid block. The text block is opaque on the screen but the outline type will appear reversed on both **Display Page** and the printed output.



**White type on a  
black background!**

## Fonts

ReadySetGo comes with a set of fonts installed. These fonts may be removed and/or others added using the font mover utility. ReadySetGo automatically displays and makes available whichever fonts are resident in the System Folder.



## **LaserWriter**

ReadySetGo comes with the ImageWriter driver installed. To use ReadySetGo with the LaserWriter follow the "laser installation" procedure described in the LaserWriter documentation.

## **Switcher**

ReadySetGo requires a 512K Macintosh. It will, though, work with Switcher providing you configure ReadySetGo with at least 256K.

## **Limits**

The following limits apply to a ReadySetGo document:

Maximum number of pages: 40 (Subject to memory limitations)

Maximum number of blocks per page: 100

Maximum number of blocks per document: 1,000

Maximum number of characters in a text block: 30K

Maximum number of characters in a text chain: 30K

## **Product Support**

Product support is available from 1 pm to 5 pm (Eastern Standard Time) Monday through Friday. The telephone number is: 212-691-9114. In order to use our product support service you must be a **registered owner**.

## **Backups**

The ReadySetGo disk is **NOT** copy protected. Before you begin work **use the Finder** to make a backup copy of ReadySetGo.



## Shortcuts

### File Menu

New: Command N  
Open: Command O  
Close: Command W  
Save: Command S  
Quit: Command Q

### Edit Menu

Cut: Command X  
Copy: Command C  
Paste: Command V  
Select All: Command A

### Style Menu

Plain: Command P  
Bold: Command B  
Italic: Command I  
Underline: Command U

### Block Menu

Modify: Command M

### Page Menu

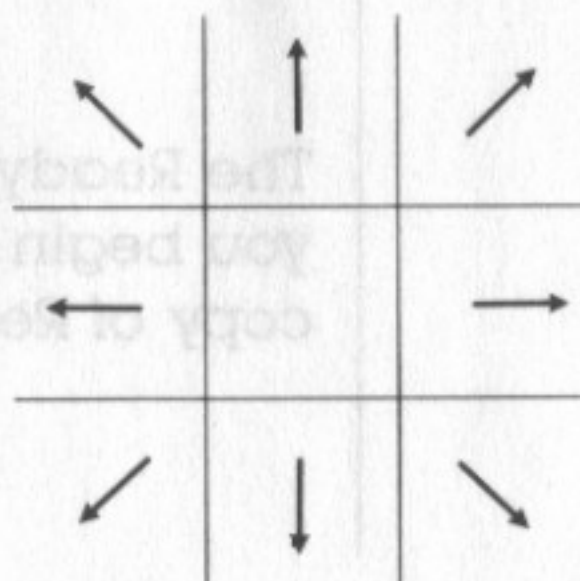
Go To Page: Command G

### Special Menu

Display Page: Command D

### Scrolling

Command Click in appropriate screen zone:





# Reference

## The Menu

**Save** — This command saves the current ReadySetGo document to disk replacing in the process any old versions which exist. A dialog box appears the first time an untitled document is saved.

**Close** — This command closes a variety of things if Show Pages is active it closes Show Pages if Display Pages is active it closes Display Pages if Display Facing Pages is active it closes Display Facing Pages if a desk accessory is active it closes the desk accessory. Otherwise it closes the ReadySetGo document.

**Open** — This command opens a specified ReadySetGo document on the disk. A list of current ReadySetGo documents appears in a dialog box. The effect anchor drive button allows for the opening of a ReadySetGo document on another disk. The Open command is dimmed when a document is already open.

**New** — This command opens a new untitled one page ReadySetGo document. The New command is dimmed when a document is already open.

are available in every font.  
appearance. Note that not all special characters useful in creating documents with a professional quotes and en- and em-dashes are particularly. Characters such as single and double directional special characters available with the Option key keyboard layout of the complete set of foreign and in conjunction with ReadySetGo it provides the particular desk accessory—Key Caps—is very useful. These are fully described in the owner's guide. One this menu provides access to the desk accessories.



## Apple Menu

This menu provides access to the desk accessories. These are fully described in the owner's guide. One particular desk accessory—Key Caps—is very useful in conjunction with ReadySetGo. It provides the keyboard layout of the complete set of foreign and special characters available with the Option Key. Characters such as single and double directional quotes and en- and em-dashes are particularly useful in creating documents with a professional appearance. Note that not all special characters are available in every Font.

## File Menu

**New** — This command opens a new, untitled, one page ReadySetGo document. The New command is dimmed when a document is already open.

**Open** — This command opens a specified ReadySetGo document on the disk. A list of current ReadySetGo documents appears in a dialog box. The eject and/or drive button allows for the opening of a ReadySetGo document on another disk. The Open command is dimmed when a document is already open.

**Close** — This command closes a variety of things. If Show Page is active, it closes Show Page. If Display Page is active, it closes Display Page. If Display Facing Pages is active, it closes Display Facing Pages. If a desk accessory is active, it closes the desk accessory. Otherwise, it closes the ReadySetGo document.

**Save** — This command saves the current ReadySetGo document to disk, replacing in the process any old versions which exist. A dialog box appears the first time an untitled document is saved.



## **File Menu** **(continued)**

**Save As** — This command saves the ReadySetGo document to another name and/or disk.

**Page SetUp** — This command allows for the specification of the size and orientation of the pages of a ReadySetGo document. The choices available are determined by the printer file in the system folder.

**Print** — This command produces a printed copy of the current ReadySetGo document using the specified settings. Printing may be canceled by holding down the Command key and pressing the period key.

**Get Text** — This command opens and reads a text file from disk into a ReadySetGo text block.

**Quit** — This command leaves ReadySetGo and returns to the Finder.

## **Edit Menu**

**Undo** — This command is currently supported only for the desk accessories. When a desk accessory is active, it undoes the result of the most recent action.

**Cut** — If a desk accessory or a text block is active, this command removes the selection and places it on the Clipboard, replacing the previous contents of the Clipboard, if any. If any other type of block is active, it does nothing.

**Copy** — If a desk accessory or a text block is active, this command places a copy of the selection on the Clipboard, replacing the previous contents of the Clipboard, if any. If any other type of block is active, it does nothing.



## **Edit Menu** **(continued)**

**Paste** — This command puts a copy of the contents of the Clipboard at the insertion point of either a desk accessory or a text block. If a picture block is active and the Clipboard contains a picture, a copy of the picture is put into the picture block.

**Select All** — If a text block is active, this command selects the entire contents of the block, including text that is not visible.

## **Create Menu**

**Text** — This command creates a default text block and initializes its specification sheet.

**Frame** — This command creates a default frame block and initializes its specification sheet.

**Solid** — This command creates a default solid block and initializes its specification sheet.

**Picture** — This command creates a default picture block and initializes its specification sheet.

**Text Link** — This command is only available when a text or text link block is active. It creates a default text link block, initializes its specification sheet, and inserts the text link block either before or after the current block.

## **Font Menu**

This command allows the choice of any available font for the currently selected text or for text to be typed at the insertion point. The font chosen is checked on the menu. If all the characters in the current selection are in the same font, that font is checked on the menu; otherwise, no font is checked. Fonts may be loaded or removed with the Font Mover Utility.



## **Style Menu**

The top part of this menu allows the choice of the style for the currently selected text or for the text to be typed at the insertion point. The style chosen is checked on the menu. If all the characters in the current selection are in the same style, that style is checked on the menu; otherwise, no style is checked.

The bottom part of this menu allows the choice of the size for the currently selected text or for the text to be typed at the insertion point. The size chosen is checked on the menu. If all the characters in the current selection are in the same size, that size is checked on the menu; otherwise, no size is checked. If Other is chosen, any size (1 - 99) may be selected. For best screen results, use sizes that are multiples of the font masters in the system folder. Sizes which correspond to the font masters in the system folder are displayed in outline.

## **Format Menu**

The top part of this menu allows the choice of horizontal alignment for the active text block. The current type of horizontal alignment (left, right, center, or justify) is checked.

The middle part of this menu allows the choice of line spacing for the active text block. The current type of line spacing (single, 1½, double, or variable) is checked.

The bottom part of this menu allows the vacuum or reflow commands to be invoked for the active text chain.



## Block Menu

**Modify** — This command displays the specification sheet of the currently active ReadySetGo block.

**Clear** — If a text or picture block is active, this command, after a suitable warning, clears the entire contents of the block. All block specifications remain unchanged.

**Duplicate** — This command creates an exact duplicate of the current block offset a bit down and to the right of the original block. The newly created block becomes the active block. If the newly created block was a link in a text chain, the original block remains a link but the new block is not part of the chain.

**Delete** — This command, after a suitable warning, deletes an entire ReadySetGo block—both contents and structure.

**Move** — This command moves the active ReadySetGo block to a different page. The page to which it is moved becomes the current page.

**Shift All** — This command shifts *all* the blocks on the current page by the specified distance (in inches) either up, down, left or right.

**Next Block, etc.** — These commands allow for “scrolling” through a text chain.



## Page Menu

**Insert** — This command allows for the creation of a new page in the document. The new page can be either blank or a duplicate of the current page. In addition, the new page can be inserted either before or after the current page. The page order of the entire document adjusts itself automatically.

**Delete** — This command allows for the deletion of a page in the document. After the deletion, the page order of the entire document adjusts itself automatically.

**Next Page, etc.** — These commands allow for "scrolling" through the pages of a ReadySetGo document. The Go To Page command gives immediate direct access to any page in the document.

## Special Menu

**Show Page** — This command displays a scaled-down version of the current page in its own window. Text blocks (empty or full) appear as rectangles and pictures appear as X-rectangles. The dotted rectangle on the page represents the portion of the page visible on the screen. By dragging this screen rectangle, another part of the page may be brought into view. The Show Page window may be left on the screen while working on the page. In this case, its contents will be constantly updated as work on the page progresses.

**Hide Grid/Show Grid** — This command toggles between its two states. If Hide Grid is chosen, the grid and ruler disappear. Show Grid makes them re-appear.



## **Special Menu** **(continued)**

**Send Behind** — If ReadySetGo blocks overlap, a covered block may be brought to the front by clicking in its content region. This action also makes the block the active one. However, it is possible that a block may be completely covered by another and thus provide no chance to make it active. If this happens, choose Send Behind. It sends the currently active block behind all others and activates and displays the next block on the list.

**Display Page** — This command displays a scaled-down "mini-picture" of the current page. The display is for previewing only and it cannot be modified.

**Display Facing Pages** — This command displays a scaled-down "mini-picture" of the current page *and* the page which faces it. For example, if page 3 is the current page, Display Facing Pages shows a "mini-picture" of page 2 on the left and page 3 on the right. If page 4 is the current page, Display Facing Pages shows a "mini-picture" of page 4 on the left and page 5 on the right. The first page of the document has no facing page. If the last page of the document is even, it has no facing page.



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