

**WANG**

***DESKTOP  
PUBLISHING***

***DEMONSTRATION***



## **INTRODUCTION**

This PC PageMaker demonstration has been developed to assist Wang's Marketing Representatives and Consultants present Wang's Integrated DeskTop Publishing features to prospective customers quickly, clearly, and visually. The script introduces each section of the demonstration and then lists the steps required to demonstrate that section effectively. For your convenience, we also have scripted the audience explanation for each computer activity, which you can use verbatim or replace with your own words.

## **INSTALL PAGEMAKER, WINDOWS, AND WANG INTEGRATED WORD PROCESSING (IWP)**

Install the Wang version of PageMaker (includes a filter that imports Wang IWP), the runtime version of Windows (an abbreviated version of Windows), and Wang IWP. Ensure that all PC 280-3 system software and MS DOS have been installed.

Turn on your PC 280-3 or compatible computer and insert the PageMaker Install diskette in floppy drive A. Switch to drive A, type INSTALL, then hit a carriage return. Follow the instructional menus as they appear on the screen.

The instructions will lead you automatically through the steps for installing the Wang version of PageMaker and the runtime version of Windows that is bundled with it. There are four PageMaker installation diskettes, plus one with enhanced Windows printer drivers. There are also five Windows installation diskettes (if you already have Windows installed on your system, you won't need to install the runtime version).

Even if you already have Windows installed, you will be given instructions on how to install the enhanced Windows printer drivers that are included with the PageMaker installation diskettes. If you will be printing on a Wang LCS15 or other PostScript printer, we recommend that you install the enhanced printer drivers as follows:

First, install Windows. Then, –switch to the Windows directory and run the program CONTROL.EXE. When the program loads, choose ‘Add New Printer...’ from the ‘Installation’ pulldown menu.

Type in the name of the directory where Windows resides and click ‘OK’.

When the list of printers appears, select the one labelled ‘PostScript/LaserWriter’ and click ‘Add’. When asked to ‘Copy associated printer files [to the directory listed]?’ , click ‘Yes’. This will load the enhanced version of the Windows Postscript driver into the Windows directory onto the hard disk.

Next, select ‘Printer...’ from the ‘Setup’ pulldown menu and scroll the list of printers until ‘Wang LCS15’ and ‘Wang LCS15 FontPlus’ are listed. Choose the one that is appropriate for the customers installation (they may have chosen to add the additional fonts by purchasing the FontPlus option). Next, click on the appropriate settings for the LCS15. They may be preset properly, but doublecheck to be sure the resolution of the printer is set to 300 dots-per-inch, and it is set to print in the orientation desired (portrait or landscape).

Lastly, select ‘Connections...’ from the ‘Setup’ pulldown menu. In the left box click on the name of the PostScript driver. In the right box click on the name of the desired output port (LPT1 is the recommended selection). Exit the control panel and your system will be ready to print to the LCS15.

To begin the demonstration, copy the two Wang DTP Demo diskettes to C:\WINDOWS\PM and change to that directory. Go to the ‘File’ pulldown menu and choose ‘Open’. When the directory of files appear, click on DTPDEMO.PUB and carry on with this demonstration script, skipping the step that asks you again to open DTPDEMO.PUB.

## **POSITION PAGEMAKER FOR YOUR CUSTOMERS**



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Explain PageMaker in general terms.

“PageMaker desktop publishing software integrates text and graphics, allowing PC users to design, lay out, edit, and refine high-quality printed communications in an office setting. It is the first page composition software to bring the quality of conventional typesetting and design to the microcomputer environment, and now is available for the Wang PC 200/300 family and other MS DOS compatible systems.

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Explain that PageMaker integrates text and graphics better than any other program.

Wang's Integrated Desktop Publishing system can be used in a standalone mode or attached to the VS, allowing professionals to easily access files created by other individuals. “You simply prepare your text using either PC IWP (3.00) or VS/OIS WP/ WP Plus and create your graphics in a program like Windows Paint, or from a scanner (VS and OIS files must be converted to PC IWP files).” Then with PageMaker's “Place” command, you transfer them onto a preformatted page. There you insert headlines, write photo captions, draw lines, box text, shade boxes, and perform any other design, layout, or formatting task you need to make your document look the best it can.”

### **BEGIN THE WANG PAGEMAKER DEMONSTRATION**

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If you installed Windows Runtime, type PM from the C prompt. If you installed a full version of Windows, type WIN PM from the C prompt. Go to the file menu and choose “OPEN”. Click on DTPDEMO.PUB.

“What you see on the screen is the first of a three-page Electronic Publishing (EPUBS) newsletter. The text was prepared in Wang IWP 3.00, the graphics in Lotus 1-2-3 and MS Chart, and the photo was scanned. All the design elements, such as the lines at the top of the page, were created directly in PageMaker.”

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Familiarize your audience with the Windows environment.

“PageMaker runs under Microsoft Windows, the graphic operating environment featuring convenient pull-down menus and operated by a mouse pointing device and quick keyboard shortcuts. The mouse and menus make PageMaker easy to learn and use. Wang's Integrated Desktop Publishing solution uses the MS DOS and Microsoft Windows operating environment. PageMaker is also compatible with a wide range of monitors and printers.”

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Pull down the File menu.

“Using the commands in each of these menus, you’ll be able to perform all of PageMaker’s functions with the click of the mouse. Because the commands are self-explanatory, you won’t have to return to your manual repeatedly to figure out how to do what you want. The File menu, for example, allows you to save and store your pages and later to print them. Optionally, users may prefer to use commands from the keyboard. PageMaker supports your preferred mode of operation.”

### **BEGIN WORK ON THE DEMONSTRATION EPUBS NEWSLETTER**

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Run the pointer tool around page 1.

“Since the page you see on the screen is already complete, let’s move on to a blank page so you can see how PageMaker works.”

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Click on the page 2 icon.

“These numbers represent each page of the publication. If we had more pages in the file, they too would appear here. You can get to a page by clicking on its number, which appears here at the bottom, or through the “Go to Page” command in the Page menu.”

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Point to left and right master pages.

“Left and Right master pages are available. Our master page has the NewsLetter header and column guides. The PageMaker Spoken Here PostScript file is also on the master page. As you can see, you can display facing pages and even work on the simultaneously if you want. This is important for coordinating the design elements of a two-page spread, so that headlines or picture sizes don’t clash or dominate each other. We’ll concentrate on the second page in the demonstration.”



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Pull down the Options menu and choose "RULERS."

"PageMaker provides rulers, much like an on-screen T-square, to help you position items with pinpoint precision. Notice how the position of the pointer tool is tracked in the rulers by light dotted lines."

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Choose the "Place" command from the File Menu.

"Here in the file menu, you will find the single most important command in PageMaker - "PLACE". With it you can move text and graphics from other programs onto your PageMaker page. This includes documents prepared in Wang IWP 3.00, or VS/OIS word processing. Other programs are Multimate, WordStar 3.3, Xywrite III, Windows Write, Windows Paint, Windows Draw!, In\*a\*Vision, PC Paint, PC Paintbrush, AutoCAD, and many, many other applications."

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Explain the file directory.

"Once I choose 'PLACE,' PageMaker will display a directory of the files I've created in other programs. I want the one labeled DTPFOCUS.DOC."

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Place DTPFOCUS.DOC in the upper left (first wide) column. Make sure the icon isn't touching the header (bold header from original pages).

This wp file was created in Wang IWP 3.00. Now that it is selected, the pointer tool has changed to a text icon, indicating that it is loaded with the article I've chosen. Notice how there is a kind of magnetic attraction to the column guides. This is because 'SNAP TO GUIDES' is turned on in the Options menu. To place the text, I click on the mouse, and the article flows into the column, conforming exactly to the column's measurements. Notice that the article stops flowing when it hits the bottom of the column."

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Click on the plus sign in the bottom of the windowshade.

“To continue flowing the text, I click on the plus sign at the bottom of the column, then move the text icon to the spot where I want the article to continue - in this case, at the top of the next column. The ability to stop and start a column of text by moving the window shade is a result of PageMaker treating the text as a 'threaded story'.”

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Place the rest of DTPFOCUS.DOC in the next column.

“And the article flows into this column.”

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Choose the text tool from the toolbox and click to position an insertion point anywhere in the text.

“You can see that the text in these columns has been set for ragged right alignment. Let's justify the text instead.”

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Go to the Edit menu and choose “Select All.”

“I can justify this entire article, regardless of how many columns or pages it covers, by choosing the 'SELECT ALL' command in the Edit menu. Even if it continues onto page 75 or 128, the entire article will be highlighted.”

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Pull down the Type menu and choose “Justify.”

“Then I choose 'JUSTIFY' in the Type menu. Notice the justification taking place on the screen. While that is happening, the text is being hyphenated automatically.”



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Click anywhere in the text to deselect it. Choose the pointer tool, position it in the upper left hand corner of the text, and click on the right mouse button to go to actual size.

“Now let’s examine the text at the size it will actually appear when it’s printed. I can use a shortcut to zoom in on any area of the page by pointing to the spot that I want and clicking the right mouse button. Look at the justification carefully. Notice how the words that didn’t fit within the justification parameters were automatically broken and hyphenated by PageMaker, then carried over to the next line. The hyphenation is based on a 110,000-word Houghton Mifflin dictionary built into PageMaker.”

### **DEMONSTRATE HOW PAGEMAKER SIZES AND CROPS GRAPHICS**

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Staying in “Actual size”, go to the File menu and choose “Place”.

“We are now going to place a graphic in the lower right-hand corner of the page.”

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Place “PERSON.PCC”

“As you can see in a minute, the originally scanned photo is now a graphics file portraying a famous Wang employee. His face was scanned and then enhanced in Windows Paint. Now that it has been selected from the Place directory, the pointer tool changes to a paintbrush icon. Notice the magnetic attraction of the icon to both the right column guide and the bottom margin. I release the graphic by releasing the mouse.”

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Reduce the graphic proportionally, using the Shift key, until it fits flush against the column of text, almost touching the column guide.

“The graphic is too large for the available space, but that isn’t a problem for PageMaker. I can reduce the graphic proportionally by holding down the Shift Key, grabbing this corner handle, and dragging up and to the left.”

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Deselect the graphic, then select it again and resize it into an exaggerated shape.

“Let me show you what happens if I don’t hold down the Shift key as I stretch or shrink the graphic.”

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Go to the Edit menu and select “Undo”

“I can always get myself out of jams by using PageMaker command ‘UNDO’. Note that the ‘UNDO’ function provides a way to restore the document after the last action. PageMaker supports one level of ‘Undo.’ “

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Choose the cropping tool and click it on top of the graphic to select the graphic. Now position the cropping tool directly over the right-middle handle and trim over the employee by dragging to the left.

“Now I still have a problem with this graphic. I’m going to choose the cropping tool from the toolbox and crop it to make it fit inside this smaller column. I simply press in the middle of the graphic with the cropping tool, while holding down the mouse button, and notice that the cropping tool turns into a hand. With this grabber hand, I can now move the image anywhere within the picture frame.”

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Choose the pointer tool and move the graphic around on the page.

“Even after my graphic is in place, I can adjust its position by pressing on it with the pointer tool, which changes to a four-way arrow, and moving it around.”

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Click the right mouse button to display the page at “Fit in window” before going on to the next step.

“Now let’s pause and look at the whole page before we continue. This is PageMaker’s ‘Fit in Window’ view.”



**CHANGE TYPE SPECIFICATION AND REPOSITION TEXT**

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Click the right mouse button to return to "Actual size," choose "Place", select PEOPLE.DOC and place below graphic file.

"Now that our employee is in position, I'm going to place a caption underneath him. I could type it directly into PageMaker with the text tool, but the caption has already been prepared in Wang Integrated Word Processing that also provides spelling verification and thesaurus capabilities which ensure the quality of text being placed in PageMaker. Notice that the type size is smaller here than it is in the main text. PageMaker retains the specifications established in the word processing program where text is created. Of course, I can make changes, additions, or deletions I want within PageMaker."

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Choose the text tool and click on an insertion point anywhere in the text. Go to the Edit menu and choose "Select All". Open the "Type Specs..." dialog box and point out the various specifications. Change the type style for the caption to boldface and click "OK".

"Let's say I want to change the type style to boldface. All I do is highlight the caption and open the 'Type Specs...' dialog box in the Type menu. You can see the number of options available to me - the dialog box allows me to change the typeface to, say, Helvetica or Geneva, as well as the point size and the type style. For my purposes, though, I'll click on the bold, then 'OK', to make my change."

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Edit the caption by selecting the words and deleting them with the backspace key. Then add new words.

"To edit, I select the words and make my changes. I'll delete these words and then add my name here."

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Change to "Fit in Window" view.

"Let's look at the entire page with 'Fit in window' view by clicking on the right-hand mouse button."



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Choose the pointer tool from the toolbox and pull down a horizontal ruler guide to the 33.5-pica (or 5 1/2-inch) mark.

"I'm going to add what we call a ruler guide to help me reposition the text in the second column to make room for a chart. Both horizontal and vertical ruler guides come from the on-screen rulers and don't appear on the printout of the page. I'm going to pull one down to the 33-and-a-half pica mark, which I know will allow enough room for the chart."

Place SALES.PIC in chart area.

"Using the 'Place' command, I will now place SALES.PIC. The file was made in MS Chart application on the VS."

## **BOX AND SHADE GRAPHICS**

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Go to the File Menu and place MKT1990.PIC in the upper right-hand corner of the page.

"Now I'll fill the top right hand corner with another graphic. The MKT1990.PIC file was created in MS Paint.

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Draw a box around the chart, using the box tool. Start at the intersection of the column and ruler guides in the upper left corner and drag the box toward the lower right corner of the page, next to the farthest right column guide. Don't worry that the chart isn't centered properly - you will fix that later.

"I'm going to add a designer's touch by creating a border for this graphic file with PageMaker's square-cornered box tool. It works like border tape. If you would like a heavier line than the hairline it is set at, you can choose one from the Lines menu [pull down the Lines menu]. Notice how PageMaker tells you the density of the existing line and shows your replacement options in both point size and actual samples."

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With the box still selected, fill the box with a "10%" screen from the Shades menu.

"And now I can fill the border with a 10 percent screen. PageMaker allows me to fill any shape with white, black, shades of gray, or several different patterns."

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Go to the Edit menu and choose "Send to Back."

"Notice that the 10 percent gray screen is covering the graphic. That's because PageMaker layers text and graphics on pages to increase the visual possibilities of your design. All I have to do is change the order of the graphics by choosing the 'Send to Back' command from the Edit menu. Now the chart sits on top of the gray screen."

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Center the chart within the box by choosing the pointer tool, pressing somewhere in the middle of chart, and moving it around inside the box.

"Now that I've boxed and screened the chart, it's quite clear that it needs to be centered. To do this, I choose the pointer tool from the toolbox, press on it in the middle of the chart until the pointer tool changes to a four-way arrow, and move the chart into a better position."

### **ADD A FINISHING TOUCH**

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Position the pointer tool on the headline and go to "Actual Size" to Kern the letters.

"For the finishing touch, I'm going to adjust the space between two letters of the headline. Notice that the headline is bigger and bolder than the other text. Again, you can create a headline in Wang IWP and transfer into PageMaker with type specs intact, or you can type directly in PageMaker."

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Choose the text editing tool. Click to position the insertion point between the "P" and "U" in EPUBS. Now, hold down the Control key while pressing the Backspace key two or three times to close up the space between the "P" and "U".

"Now, by inserting the text tool between the 'P' and the 'U', holding down the Control key, and hitting the Backspace key, I can eliminate microspaces between the two letters. In fact, PageMaker's kerning feature can reduce space in 1/24th-of-a-character-space increments. If you overdo it, you can add space in the same increments by pressing both the Control and Shift keys while hitting the Backspace key."

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Go to the System menu and choose close. This demo will save your work. To print, select Print and follow the menu commands.

The page is now complete.







