
MEDLEY

STYLE SHEETS

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Introduction

Medley's Style Sheets disk was created to save the desktop publisher time, while also producing professional-looking results. The Style Sheets disk contains 17 blank document templates, 7 border designs, and 12 blank awards and certificates. By simply loading one of these files into Medley, the user can modify it to suit their own special needs, without having to create the entire page layout from scratch.

In addition to saving time, the Style Sheets can help teach the basic theories of page layout on Medley; however, they are not intended to take the place of the Medley user's manual. If you find you are having difficulty completing one of the Style Sheets templates, consult the proper section of your Medley User's Guide.

STYLE SHEETS

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SOME HELPFUL TERMS

Art Area	Area of Medley document reserved for graphics input. Referred to as Graphics Areas in Style Sheets.
Document Template	Blank Style Sheet ready for text and graphic input.
Imported Art	Artwork or graphics moved to your document from another file.
Imported Text	Text moved into your document from an ASCII (text) file.
Initial Letter	The large letter that begins a paragraph or article in some Style Sheets.
Page Part	Area of Medley document reserved for text input. Referred to as Text Areas in Style Sheets.

TYPES OF STYLE SHEET FILES

The Style Sheets are saved in two file formats. Document templates and blank borders are saved as regular Medley files. Awards and certificates are saved as pieces of artwork, and must be imported from the **Special Effects** menu.

OPENING A STYLE SHEET FILE

OPENING A NEWSLETTER OR BLANK BORDER

To open a document template or blank border, enter the Medley program, and insert your Style Sheets disk. Select the *Open Document* command from the **File** menu, and you will see a list of the files on the disk. The disk name is shown at the top of the dialog box, and should read /Stylesheets/. If it does not, click on the **Disk** button until the name of the disk showing is /Stylesheets/. Choose the file name you wish to open, and click on its name to highlight your selection. Once the name is highlighted, click on the **Open** button, and your document will be placed on Medley's desktop where you can enter text.

OPENING AN AWARD OR CERTIFICATE

To open an award or certificate, enter the Medley program, insert the Style Sheets disk, and select the *Import Art...* command from the **Special Effects** menu. The name of the disk at the top of the dialog box should be /Stylesheets/. If it is not, click on the **Disk** button until the name of the disk showing is /Stylesheets/. You will then be presented a list of artwork files to choose from. Click on the name to highlight your selection and click on the **Open** button. Your award or certificate will now appear in

Medley as an art area, and can be resized and modified using Medley's art tool.

IMPORTANT: Once you open a Style Sheet of any kind, be sure to give it a new name by choosing *Save As...* from the **File** menu and typing a new name. This will prevent the blank Style Sheet from being replaced with the document containing the text that you enter. You can then reuse the blank Style Sheet at a different time.

USING A STYLE SHEET TEMPLATE

PARTS OF THE DOCUMENT

Once you have opened a Style Sheet document template, you will be presented with a document that contains a small amount of text and areas labeled "graphics area." These are the two kinds of imputing you will be doing: text and graphics. To see how all the parts of the document template fit together, choose the *Force Showing Borders* command from the **Areas** menu. This will place a border around each of the components of a page. All text placed within a text area will automatically assume the typeface and size of the sample text in that area. The cursor, a flashing vertical line, will become an arrow when placed over an art area. Text can only be entered in those areas where the cursor is a vertical line, and those areas where the cursor is an arrow are reserved for artwork.

Once you have finished working on your document, choose the *Don't Force Showing Borders* command from the **Areas** menu. This will erase some of the border lines, and will return the document to the look it had when opened, but with the new text you entered.

ENTERING TEXT

NOTE: Before adding or deleting any text in a Style Sheet, it is helpful to choose *Show Paragraph Breaks* from the **Special Effects** menu. This will place a paragraph mark everywhere that the **return** key was pressed, and will mark page breaks. When highlighting text in order to change the type style or size, be sure to select the paragraph mark also. Otherwise, when the sample text is deleted, any new type entered may assume the style and size of the paragraph mark. Additionally, if the size of the type being entered is smaller than the size of the paragraph mark, there will be a gap between the lines of text.

ADDING TEXT TO A BLANK STYLE SHEET

To begin entering text into the blank document template, first place the cursor at the end of the block of text you wish to replace with your own writing, and click. This will place a flashing vertical line after the last character of the word. Remove the block of text by pressing the **delete** key repeatedly until the words are all gone. **BE CAREFUL NOT TO DELETE TOO MANY CHARACTERS!** If you do, you may find your cursor moved into a different text area, and the font changed. If you do accidentally delete too many characters, simply choose *Undo Delete* from the **Edit** menu. This will replace all the words you just deleted. You can then repeat the process of deleting text, being careful not to delete too many. You are now ready to input your own text. All of Medley's word-processing features are available when working with the Style Sheets.

When you are finished entering text into one area, simply repeat the procedure for the next area.

IMPORTING TEXT

The fastest way to place text in a Style Sheet document template is by importing text from another word processor that has been saved as an ASCII (text) file. Medley will create a new document containing the imported text. To move the text into the Style Sheet, select the text you wish to move by highlighting it with your cursor. Then remove the text by choosing the *Cut* command from the **Edit** menu, which places it in the Clipboard. Move to the Style Sheet and place your cursor at the beginning of the space you wish to place the text, and choose *Paste* from the **Edit** menu. The previously cut text will now flow from the point of the cursor. The type will automatically convert to the font and style of the sample text in the Style Sheet.

The imported text can now be changed and modified using any of the word processor commands.

ENTERING LARGE INITIAL LETTERS

Some of the Style Sheets feature a large letter at the beginning of a text area. To replace this letter with the first letter of your own document, simply place the cursor over the letter and double-click. The letter will then become highlighted. Simply press the key of the letter you wish to enter, and it will appear in place of the original letter. Your new letter will automatically assume the same typeface and size of the original letter.

In a case where the new letter is too wide to fit in the text area, or so narrow that it is far from the rest of the word, you will have to resize or move the text area. Choose *Move/Change areas* from the **Areas** menu. Your cursor will now become an arrow, even when over a text area. Place the arrow over the initial letter, and click. The text area's borders will

become orange (gray on a monochrome monitor), and each side will have a small black box, or handle. By clicking and dragging on the appropriate handles, you will be able to resize the box. If you make the box too small, the text will be squeezed out, and you will have to enlarge it until it reaches the point where the text will fit again. If you wish to move the entire text area, click on the area, and then when the borders are orange, click and drag the entire box to the place you want it.

GRAPHICS

ADDING ORIGINAL GRAPHICS

Adding graphics to a Style Sheet is a simple task. Select the graphics area you wish to alter by clicking on it to change its borders to orange (gray on a monochrome monitor). Choose *Enter Paint Tool* at the bottom of the **Areas** menu. Once in Medley's Paint Tool, delete the sample graphic by double clicking on the *Eraser* in the **Tool Box**. You now have a blank art area in which to create original graphics using Medley's Paint Tool.

IMPORTING GRAPHICS

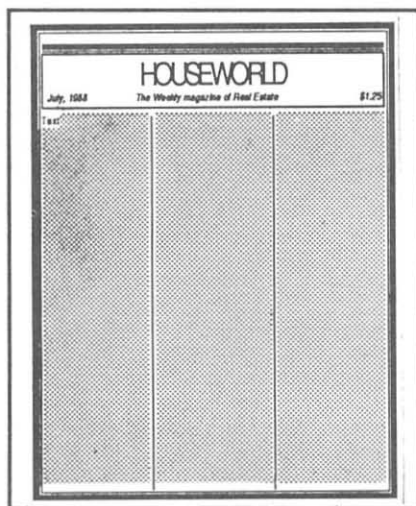
Graphics can be imported into graphic areas on Medley's Style Sheets from a variety of sources. Graphics created for other Medley documents and artwork created from other IIGs "paint" programs as well as digitized graphics can all be imported. Consult your Medley User's Guide for detailed instructions on importing art.

To import art into a Style Sheet, first select the graphics area to receive the new artwork by clicking the cursor on it. The area's borders will turn orange (gray on a monochrome monitor). Choose *Import*

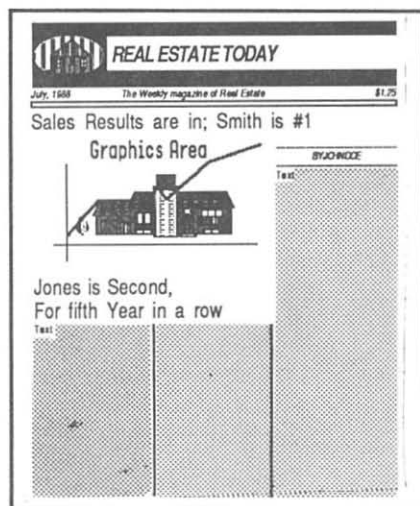
Art... from the **Special Effects** menu. A dialog box will appear listing all the graphics on the disk. Place the disk containing the artwork to be imported in the disk drive if it is not already there. Click on the **Disk** button until the title of the disk containing the artwork appears at the top of the dialog box. Choose the art to be imported by clicking on it to highlight its name and click the **Open** button. The artwork will now appear in the preselected art area.

If the artwork is too large to fit in the selected art area, only part of it will show. The graphics area can be enlarged so that the entire graphic is visible, but this will alter the layout of the page, and may cause problems with the way text wraps.

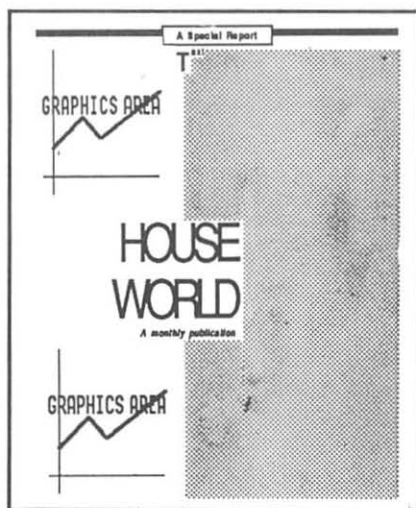
Blank Documents and Borders



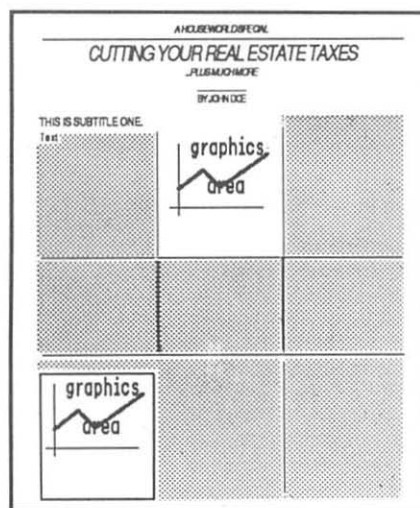
Newsletter.A



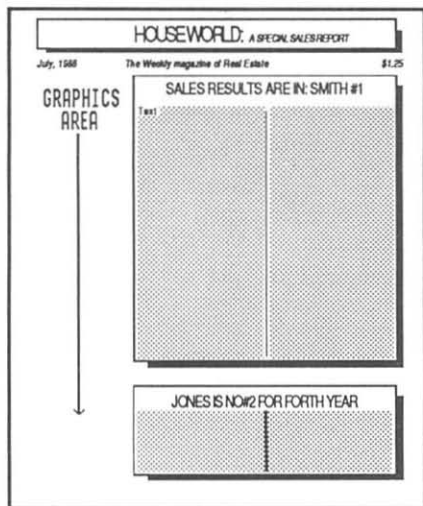
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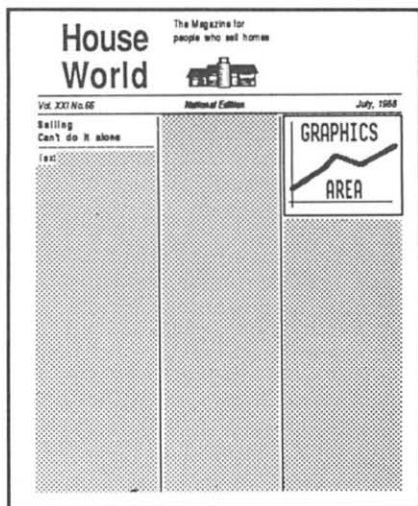
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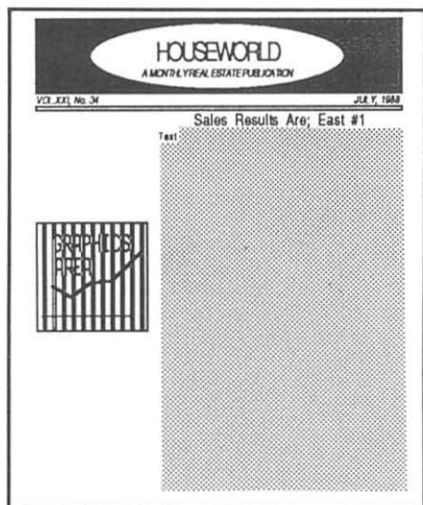
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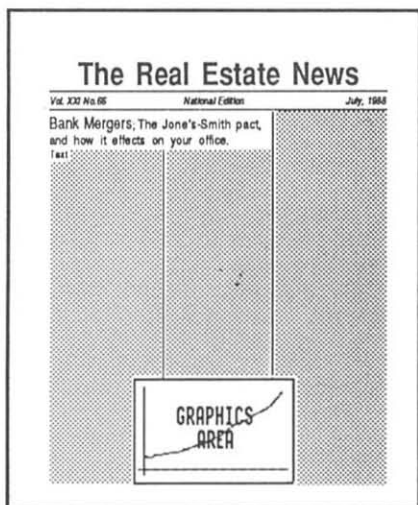
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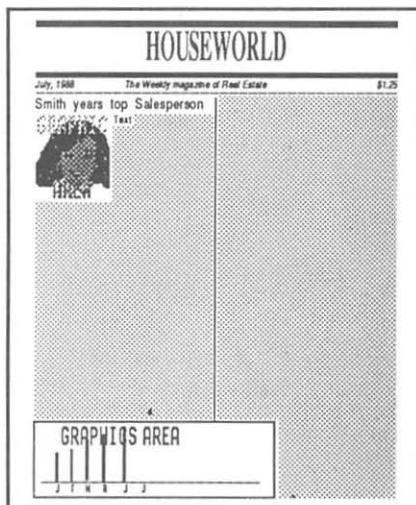
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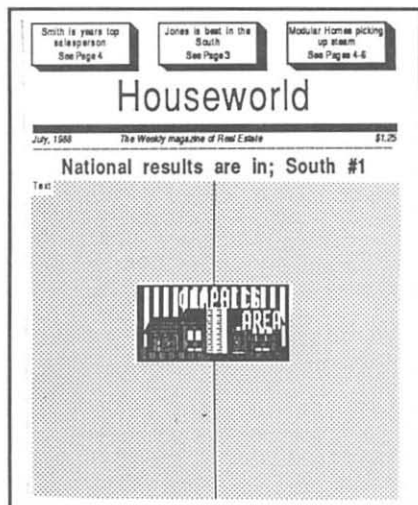
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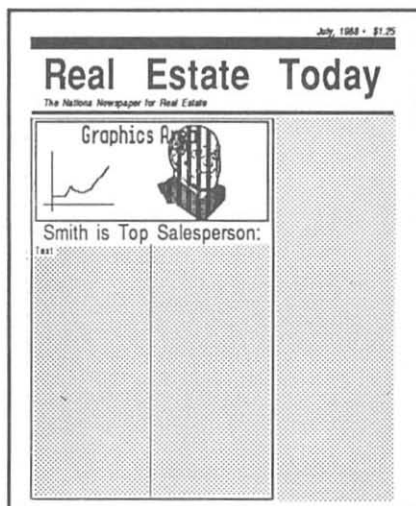
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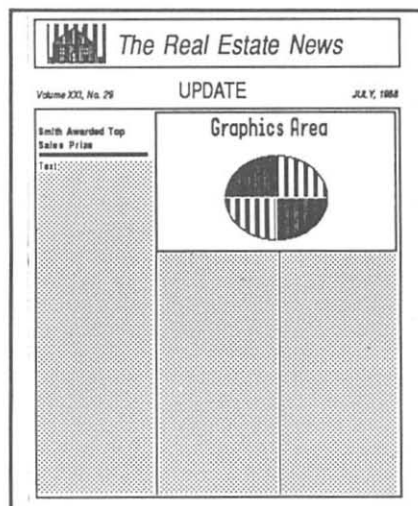
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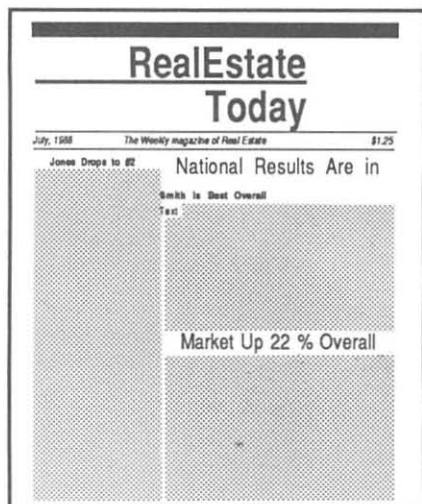
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Newsletter.K



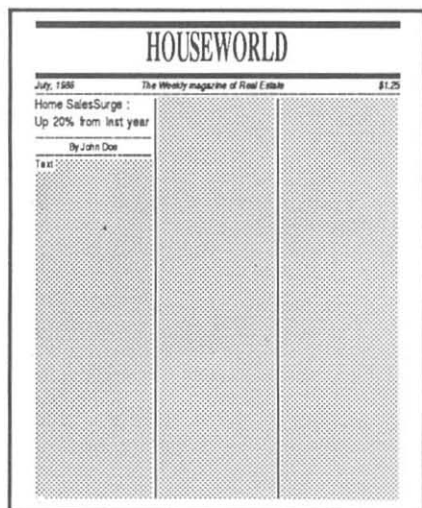
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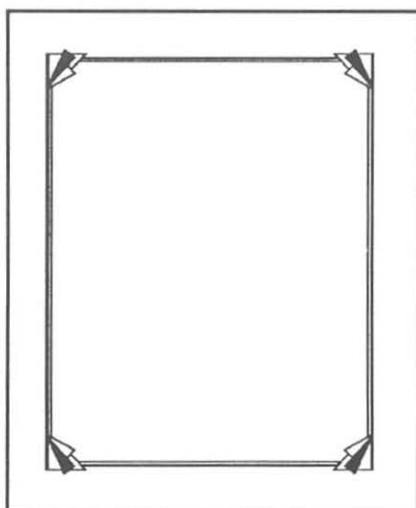
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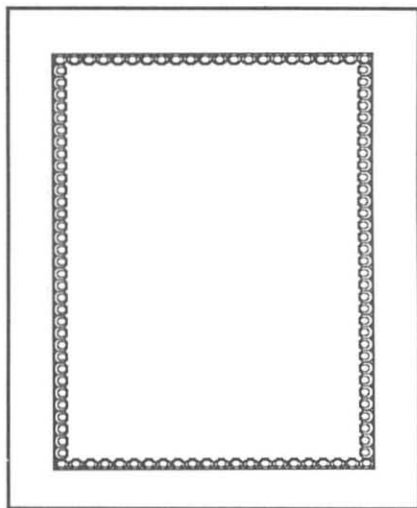
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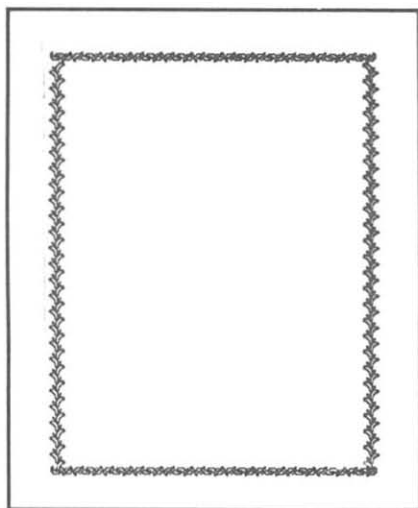
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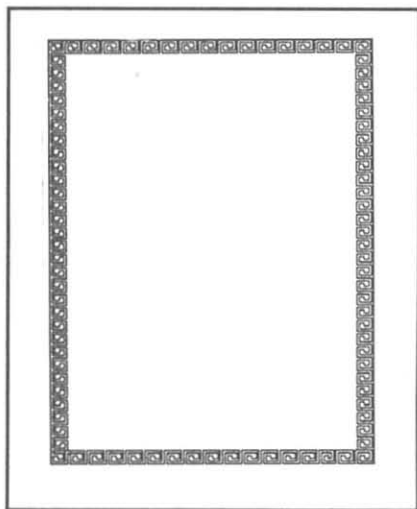
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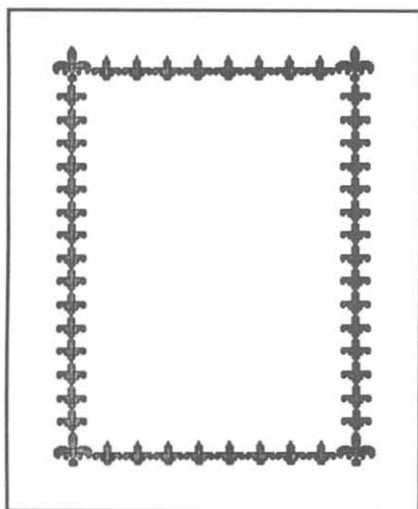
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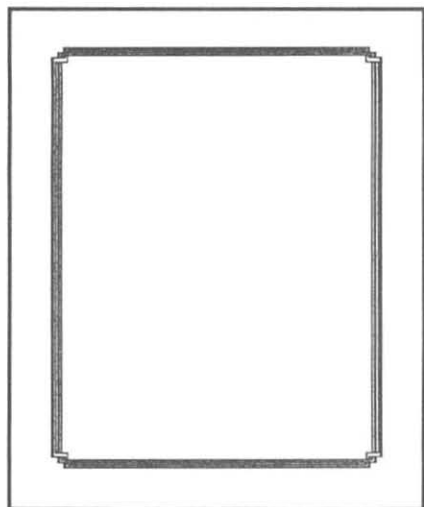
Fleure



Greek



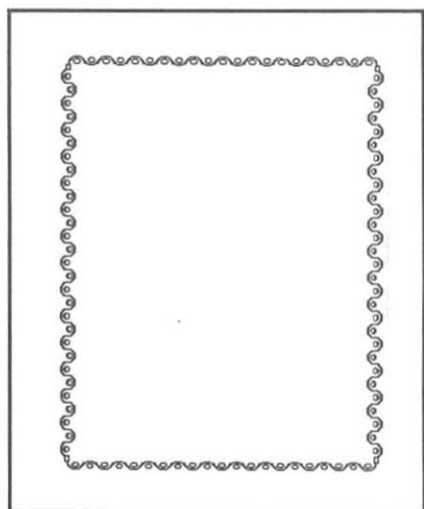
Louis14



Oldtime

PLANNER		DATE: _____
1		
2		
3		
4		
5		
6		
7		
8		
9		

Planner



Scroll

WEEKLY REMINDER		THRU: _____
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

Weekly

Awards and Certificates



Achievement



Anniversary



Best.blank



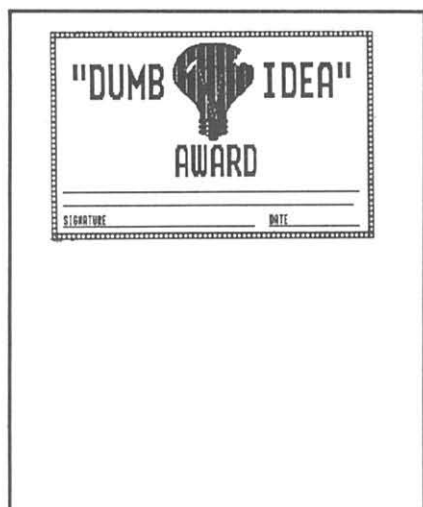
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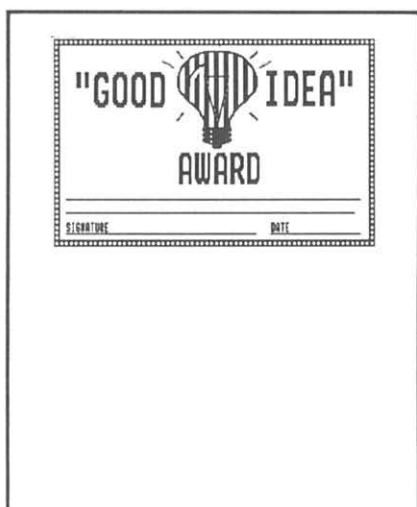
Birthday



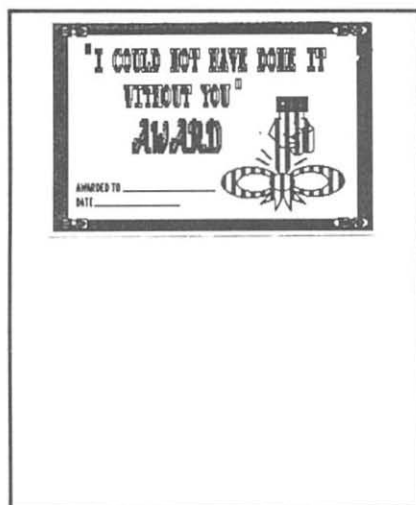
Busy.bee



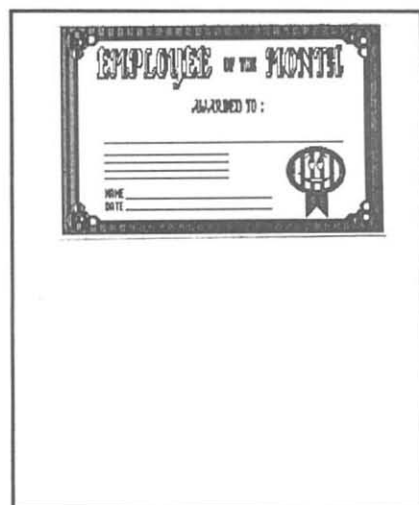
Dumb.idea



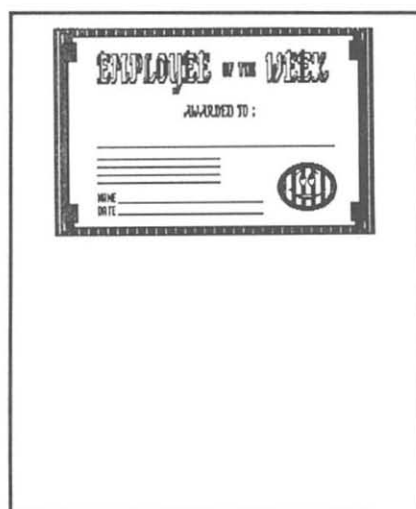
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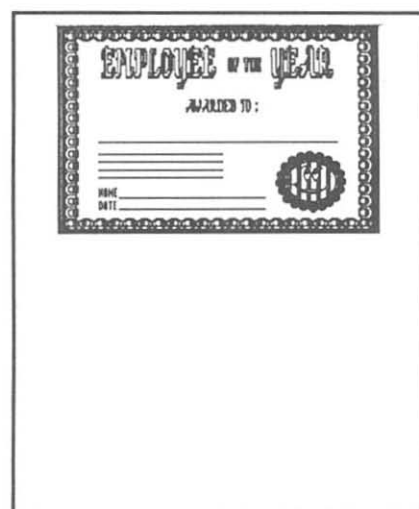
I.couldnt



Month



Week



Year

