



Celebration

Multi mode design application for cards, posters, banners and more

ProAction

3QD
DEVELOPMENTS LTD

APDL

Celebration

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Introduction

Celebration is a suite, of four applications which allow you to create simple banners, calendars, certificates and wrapping paper.

The user interface is similar throughout the packages and is also very similar to our earlier release, Card Shop. This manual will deal with the common interface and then provide information that is specific to each application along with a tutorial for each application.

Celebration is designed for use by children from primary age upwards and we have avoided over complication. This means that some sophistication is left out of some of the applications. This is intentional and is reflected in the price of Celebration.

Typographic conventions

- Mouse buttons or keys on the keyboard appear in bold : **SELECT**
- Special terms or jargon appear in italics when first introduced: '*Context codes...*'
- Instructions to press a key on the keyboard are shown in bold eg. **Return**. This means press the **Return** key on the keyboard.
- Menu options that may be selected are in bold: 'Click on **Edit** to...' means choose the item called **Edit** from a menu.
- Menu options which lead to sub-menus have an arrow after them: **Subset >**
- Options in dialogue boxes or options in windows are in bold: **Initialise**
- Something important always appears in bold. Conventions used in this guide

We use the standard Acorn conventions for the mouse buttons:

- **SELECT** is the left button, and the most commonly used.
- **MENU** is the middle button and is used primarily for opening menus.
- **ADJUST** is the right mouse button.

Unless otherwise stated **Choose** or **Click** means move over something and Click on it with **SELECT** or **ADJUST**.

Error or message dialogue boxes may appear from time to time. The dialogue box buttons are always labelled clearly to avoid incorrect actions.

It is assumed that you are familiar with the basic concepts of using the Acorn desktop environment. If not you may need to refer to your computer manual from time to time.

Hard disc installation

Firstly open the compressed zip file containing Celebration that you downloaded from www.riscos.com.

Run the !Install application by **double clicking on it**. The following window will open.



Choose **which applications** you want to install and then **drag out the install icon** to the folder where you want the components to be installed and click **OK**. A window will now open asking for your name. One you have **entered your name** click **OK** and the installation will start. Once the installation has been completed the installer will ask you to click OK to complete the process.

Once you have installed the Celebration components we strongly suggest that you copy the **!Fonts, Borders, Clip_art, Effects and Pictures** folders from the compressed archive to the same folder where you installed the Celebration applications.

Finally, and **very importantly**, **shutdown and restart RISC OS**. Once RISC OS has restarted you are then ready to start using Celebration and CardShop.

Getting Started

To run Celebration you need an Acorn machine fitted with RISC OS 3 or later and a minimum of 1 megabyte of RAM. Like most applications, Celebration will benefit from having more RAM as this will enable you to allocate more memory to the Font Cache, and so speed things up considerably (if you do not know how to do this, do not worry). Depending upon the amount of RAM that you have, you may be able to run more than one application at a time.

You will need the Outline Font manager, and a selection of fonts. These are supplied with all new Acorn machines and are included with RISC OS 3.1 or later. If possible (but not essential) the font Trinity .Medium should be among them. You will also need a printer driver, suitable for the printer you intend to use.

For more information on Font cache. Font manager and Printer driver see the documentation provided with your computer.

Running Applications

Run an application eg. Banner, by double clicking on the !Banner icon in the directory display. The application's icon will then appear on the icon bar.

To open the application window. click on the icon with **SELECT**

Basic concepts

The applications are controlled from a main window, which opens as soon as you click on the application icon on the icon bar. This section is a white, blank area when you first begin. Attached to the side of the main window is the tools window. The tools window contains a selection of icons which allows you to enter and edit text, print, save and other functions. Note that the tools are inside the window area for everything except Banner, which has an external tool pane.

Where are the Border & Picture files stored ?

By default, Celebration applications look for the directories Pictures and Borders in the directory that contains the application: eg. If you store the Celebrate applications in a directory called *Celebrate* on your hard drive, then when first run the application looks in this same *Celebrate* directory for the **Pictures** and **Borders** directories.

You can change where the application looks for its files when the program is running and this can be done either for the current session or as a permanent change.

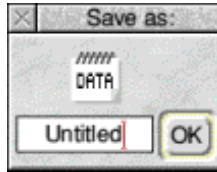
Certify is slightly different to the other applications because it has different borders for horizontal and vertical certificates. The borders are held in two directories **H** and **V** within a Borders directory. If you copy the applications onto a hard drive the directories H and V are stored in the Borders directory along with the normal border files for the other applications.

The Common Interface



File icon

This icon is used when you want to save your work. Clicking on it opens the **Save** dialogue box.

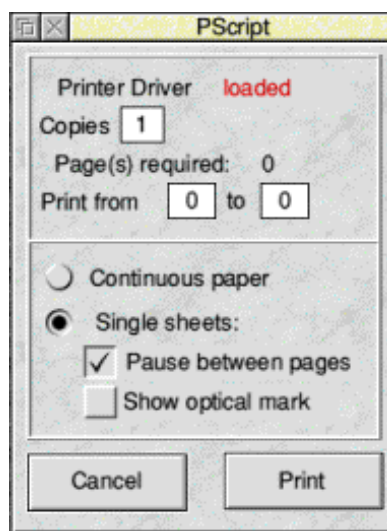


Save your work by entering a suitable filename, and then dragging the data icon to a suitable directory in the normal RISC OS manner.



Print Icon

When you are ready to print, choose this icon. which opens the **Print** window:



The print window shown above is for Banner, but the others are very similar. Differences will be detailed in the relevant section.

Choose how many copies you wish to print (up to 99) by clicking into the editable Copies field and entering the required number.

If you are only using a single piece of paper at a time, have the **Pause between pages** option selected so that you have time at the end of each page to change the paper. To assist you in putting all your sheets together accurately, where required, you can turn on the **Show optical mark** option. This prints small, faint, marks in the corners of each page.

To begin printing, click on the **Print** button.



Scan Floppy icon

If you use the floppy disc drive to store your graphics, this icon is provided to allow you to rapidly reset the Border and Picture lists to those on a new floppy disc. However, the files on the disc must be arranged in a special way:

You must create two directories in the main (root, \$) directory of your graphics disc, with the names **Borders** and **Pictures**. Then place files suitable for borders in the Borders directory (remember these must be Draw files) and pictures in the Pictures directory (pictures can be either sprite or Draw files and can also be compressed with the Squash utility). Certify is slightly different to this and is covered in its own section later.

Note that if you use a double drive system. you must use drive 0 for this option to work, or use the directory path icon below instead. to

Note: This option looks specifically at ADFS::0 for the files and is **not** re-set a different path when you use **Save as default**.

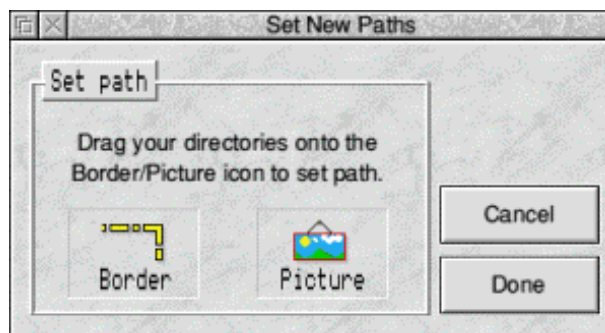


Directory path icon

Using this icon, you can set up specific paths for Borders, Pictures and Effects (Effects only relates to Certify). These will be used to generate the lists shown when you select the relevant icons. This is useful if you are using a hard drive or network system, and want to avoid frequent dragging when you import graphics.

Selecting this icon opens the **Set New paths** dialogue. You can then drag the directory icons for the directories that contain your borders, pictures and effects onto the relevant border or picture icon on the **Set New Paths** dialogue. Note that when you do this nothing will appear to happen - do not worry!

Clicking on the **Done** button when you have finished sets the new paths, and you will find that the menu lists for the border and picture icons have been update.



Note: Clicking on either the **Cancel** button or closing the window will leave the paths as they originally were, even if you have just dragged directories onto the window.



If you wish to abandon your current document or start a new one, you should choose this icon. If you have not saved your work an alert box will be opened, asking you to confirm that this is what you want to do.



Flip icon

This icon is used to flip the layout of your document. This will interchange the positions of the picture and text where relevant. Clicking it again will set things back as they were.



Font icon

The font icon, when clicked, displays a menu showing a list of available fonts. You can also change the font colour from the sub menu by clicking on the required colour. Currently selected items have a tick beside them on the menu.

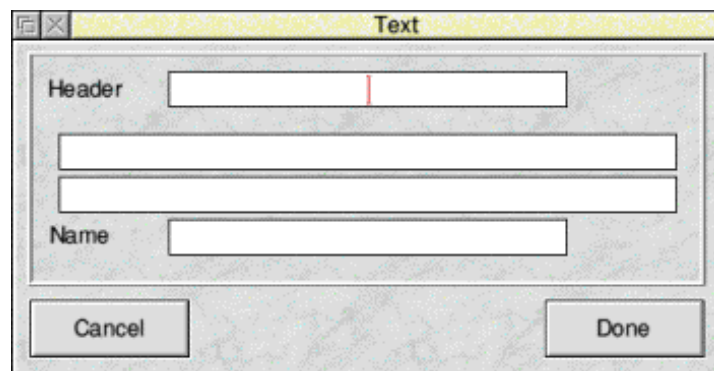


Note: Changing the font colour should only be done in 256 colour modes, otherwise the text is not correctly anti aliased.



Text Entry Icon

Clicking on the text entry icon opens the text entry window.



The actual text entry box differs between applications, but the basic concept is the same; enter the text, pressing **Return** between lines, and click on **Done** when finished. The text is then transferred to the document using the selected font(s). The font and its colour can be changed at any time.



Border icon

The Border icon, when clicked, will display a menu of borders currently known to the application, Clicking on one of the items will load and display that border in the application window.

If, at a later stage you decide you do not want to have a border, select the **Wipe Border** item at the top of the menu

Borders can also be loaded by dragging a border file into the document window. You will then be asked if the file is to be a border or a picture.



Picture Icon

The Picture icon, when clicked, will display a menu of pictures currently known to the application. Clicking on one of the items will load and display that picture in the application window.

If, at a later stage you decide you do not want to have a picture, select the **Wipe Picture** item at the top of the menu.

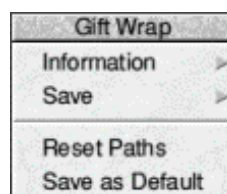
Pictures can also be loaded by dragging a picture file into the document window. If the file is a Draw file you will then be asked if the file is to be a border or a picture.

A number of sample pictures are provided or you can use your own. Pictures can be either sprites or Draw files. To save disc space, files can be Squashed using Acorn's !Squash application. All Celebration applications will automatically unsquash the files.

When a picture has been loaded, the document will automatically regenerate itself to include the picture.

Options menu

Each application has an Options menu. This is accessed by pressing **MENU** on the mouse whilst the pointer is over a document.

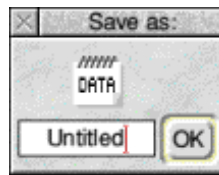


Information

This item contains the details of The author of the program, its basic function and the current version number

Save

The save item works in just the same way as clicking on the file icon ie it opens a standard RISC OS save dialogue box:



Save your work by entering a suitable filename, and then dragging the data icon to a suitable directory in the normal RISC OS manner.

Save as Default

Using this item allows you to cause a circular layout to be loaded whenever you load the program. Eg. if you create a particular layout on screen, then select this item then a file called **!Azfault** is stored 'Within the application directory. Each time you now load the application it will be loaded with the text and settings you have just saved.

Using this item sets many of the options in the applications to those selected at the time and enable you to configure the applications to work as you want them to.

Items set are

- Paths - for Pictures, Borders and Effects
- Font
- Any loaded Picture, Border or Effect
- Picture position
- Printer settings - Pause and Print size
- Country, Month & Year (Calendar only)
- Date information. Calendar mode (Calendar only)

Reset paths

If you have changed the directory for the pictures or borders and subsequently wish to reset it back to the directory used when first loaded, select this item. Note that this does not set the paths back to those configured when the program is supplied by us, but to the settings used when you loaded the program at the start of this work session.

The Icon Bar menu

The Icon Bar is accessed by pressing **MENU** on the mouse whilst the pointer is over the Banner icon on the icon bar. The **Information** item is the same as that on the **Options** menu and **Quit** will quit the program, prompting you to save your work if it has not been saved.

Banner

This chapter deals with the Banner application and details items specific to Banner. It also contains a short tutorial to introduce you to Banner very quickly. The items covered in the *Common Interface* chapter are not repeated again here.

Banner is an application which allows you to create a simple banner, which could be several metres long, using your standard printer and paper. The banner can be arranged vertically or horizontally and have a graphic image placed at each end.

Text on the banner can be coloured (if you have a colour printer) and you have complete control over the aspect ratio - text can be as fat or thin as you wish. You can also select the vertical scaling of your text, so that the vertical height of the text can be as tall as the page, or considerably less.

Running Banner

Run Banner by double clicking on the !Banner icon in the directory display. The Banner icon will then appear on the icon bar.

To open the Banner window, click on the icon with **SELECT**.

Basic Banner concepts

Banner is controlled from a main window, which opens as soon as you click on the Banner icon on the icon bar. This section is a white, blank area when you first begin. Attached to the side of the main window is the *Tool pane*. The tool pane contains a selection of icons which allows you to enter and edit text, print, save and other functions.

Banner works in pages (even if you are using fanfold or a roll of paper) so that you have some idea of the size of the resulting output. The maximum height of a banner is equal to the width of whatever paper size you have in your printer, eg. if you are using single A4 sheets then the maximum banner height is 210mm (less margins). If you need a taller banner you can print the banner vertically, with one letter per page, and then display the banner horizontally.



Orientation icon

Selecting this icon flips between horizontal and vertical banners. When changing between modes, all text and settings are preserved.



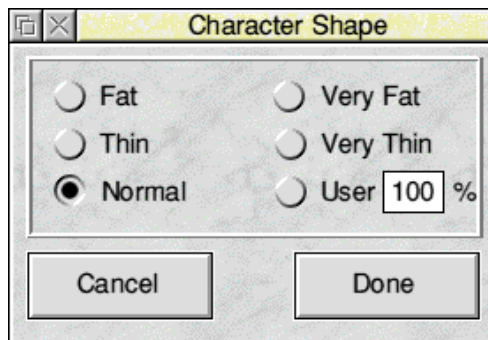
Centre text icon

The **Centre text** icon is turned on by clicking on it once. It then stays on until you click on it again. While it is set, text is placed so that one character occupies one page. This results in the use of much more paper, but does not require any cutting and pasting if you are using single sheet paper.



Character Shape Icon

This will open the character shape window, from which you have a number of choices:



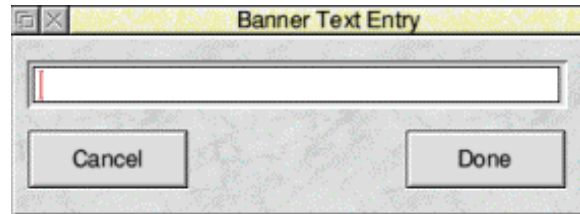
Characters normally have an aspect ratio of 100%, which is a measure of how wide they are to how tall. Normal, or 100%, means that the relative height and width of each letter is as defined when the letter was created. However, by changing this value you can give characters any appearance from Very fat to Very thin. General settings are provided, or you can enter your own via the User item.

Note: All the text in the banner is affected - it is not possible to do different parts of the banner in different character shapes. Some of the fonts available are not defined correctly and in some cases you may find descenders cut off. In this case you should either use a different font or use the **Size** option below to make the text smaller.



Text Entry Icon

Clicking on the Text entry icon opens the Text entry window:

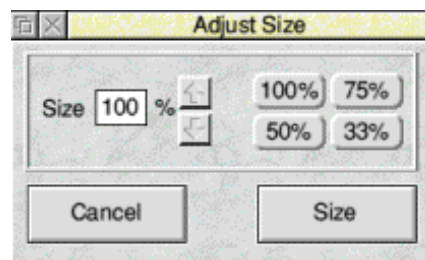


The actual text for the banner is entered here, and is transferred to the main window when you click on the Done button. Your banner can contain up to 255 characters.



Size Icon

Selecting the size icon opens the Adjust Size window.

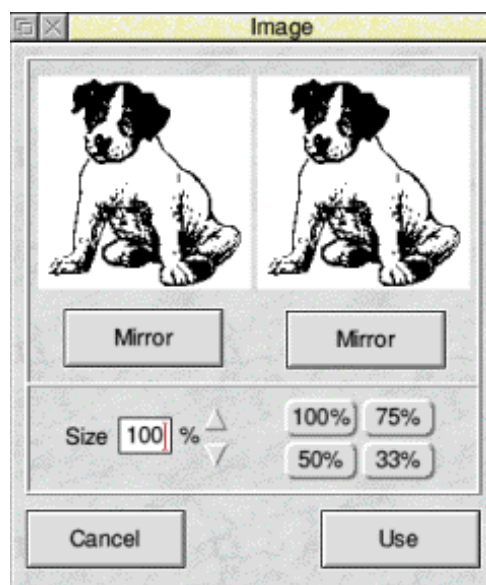


This allows you to select how much of the vertical space on the page is to be used. The default setting is 100%, which means Banner tries to use all the vertical space on the page (less margins). A number of other predefined values are provided, however you may enter any value you wish. Initiate the change by clicking on the Size button. This item is useful if your font has descenders that drop off the page.



Image icon

Banner allows you to have a picture at the start and end of the banner. Some images are noticeably left or right handed and this item allows you to alter one or both of the pictures. To open the **Image window** click on the icon.



The start and end pictures are shown in the window. You can flip the pictures by clicking on the **Mirror**

buttons. In addition you can alter the size of the pictures using the **Size** item. Click on the **Use** button to use the altered pictures.

When you are using **Vertical** orientation the the **Mirror** buttons flip the pictures vertically.

Position Tool Pane

The Tool pane and Banner window can be moved independently. When you move the Banner window the Tool pane follows it but if you move the Tool pane it moves independently and then retains its relative position to the Banner window.

Banner - A short tutorial

To help you become familiar with Banner's features, this short tutorial will show you how to create a banner from scratch. Ensure Banner is loaded and that you have a suitable printer driver loaded, as you will print out your banner later.

Entering text

Text is entered into Banner by clicking on the text entry icon. Click on this icon to open the text entry window.

Type in the following text, and finish by clicking on the **Done** button:

This is my first Banner

The first portion of your banner will be displayed. Not all of it is visible because with the current settings it extends over several pages. If you wish to look at other parts of the banner, use the slider bars on the main banner window.

Changing the font

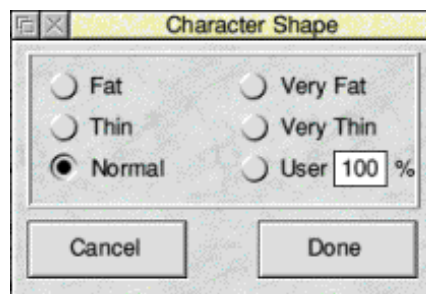
You can change both the font and colour in the following way. Click on the font icon to open the **Font Edit** menu. From this menu you can change both the font, and font colour.

The currently selected items have a tick beside them (Trinity. Medium is selected by default if it is available). Change the font to something different, and select a dark blue for the colour.

Note: Changing the font colour should only be done in 256 colour modes (15,21,28 etc) otherwise the text is not correctly anti aliased and the display may be unreadable.

Adjusting the aspect ratio

Normally, when fonts are placed onto the screen, an aspect ratio of 100% is used. This is a measure of how wide they are compared to how tall. However, Banner allows you to change this so that fonts can be changed to very fat or thin or somewhere in between. Click on the character shape icon to start this process. This will open the character shape window, from which you have a number of choices.



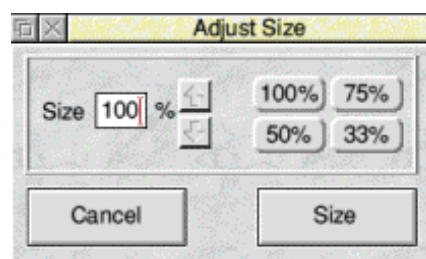
The default setting is **Normal** (actual ratio is 100%). A number of predefined settings are provided, along with the option to enter your own. Click on the **Fat** option and then the **Done** button. Note the text on the banner.

Now repeat the process, and this time choose the **Thin** option.

Finally, reset the text to its normal dimensions by selecting the **Normal** option followed by **Done**.

Changing the maximum vertical size

By default the maximum height of the text is 100%. This means that Banner tries to choose a size that fills as much of the vertical height as possible. Now change this by clicking on the size icon. This will open the Adjust size window:



Reduce the current size (100%) down to 50% by either clicking on the 50% button, or re-typing the number in the white writable field. Click on the **Size** button when you have done this.

Notice that the text is now only half its original height (the horizontal width is also adjusted accordingly), but the vertical placement is still in the middle of the page.

Note: Although Banner does its best to scale fonts to fit the page, with a few very ornate fonts a tiny portion may extend off the bottom of the page. If this happens use the size icon to reduce the height by a few per cent to eliminate this problem.

Adding a picture

You can add a picture to the beginning and end of your banner by clicking on the picture icon:

This opens a **Picture list** from which you select your image. The list is made up from suitable files found in the preset directory, however you can set up a new directory using the Set new path icon. The list will then be updated to show the new images found (see *Problems & Tips* chapter if you are having problems).

To change the image, simply click on another picture in the **Picture list**. You can remove an image by selecting the Picture icon and then choosing the **Wipe Picture** item.

You can also load pictures into Banner in a different way by dragging and dropping a sprite or Draw file onto the main Banner window. The image is then displayed at the start and end of the banner, the overall size of which matches the text size.

Load the **Doggy** image by clicking on the name in the Picture list.

Flipping an image

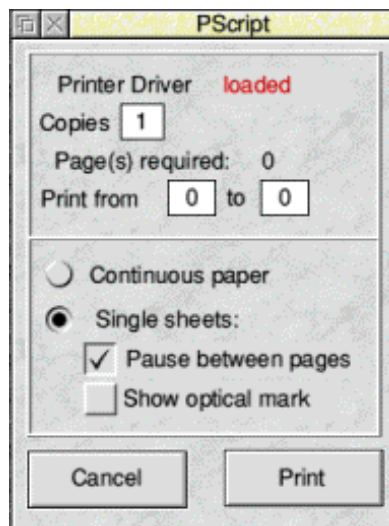
You can flip the images to look better. Click on the icon to open the **Image** dialogue and then click on the right hand **Mirror** button followed by **Use**.

Saving your work

Before you go on to print out your Banner, let's save it. To start, click on the File icon. This opens the Save dialogue box. Enter a suitable filename, and then save using the normal RISC OS drag technique.

Printing

To print, select the **Print** icon. which opens the print window. The name of your printer driver is shown in the window title bar - if you have not yet loaded a printer driver, do so now.



The settings of the various options will, in part, depend on your particular type of printer. The number of pages that will be required is also displayed for you (even if you are using continuous stationary, this is still useful as it gives an idea as to how much paper will be required). Leave the number of **Copies** at its default value of 1. Next select either **Continuous paper** (eg. if you are using a roll or fanfold paper) or **Single sheets** depending on your printer.

If you are using single sheets there are further options you can set. The **Pause between pages** option will cause the printing process to pause after each page to allow you to insert a fresh piece of paper. You will not need this option if you have a sheet feeder. To help you align your sheets to form a banner, you can turn on an optical mark - this will print small marks in the corners of the page to help you align them properly.

Begin printing by clicking on the **Print** button.

Note: If, for any reason, you need to abort the printing process, hold down the Esc (Escape) key on the keyboard - you may have to wait a few seconds for printing to stop, so be patient.

Single sheet scaling

If you are printing onto single sheets of paper, then the centre text icon can be useful. When you select this icon, text is automatically placed so that one character is positioned in the centre of each page. When you select this icon it remains set until you click on it again to deselect it.

Vertical banners

Click on the **Orientation** icon to convert your banner to vertical mode. In this mode the **Mirror** buttons in the **Flip** dialogue flip the picture vertically.

Removing your Banner from memory

Finally, to remove the Banner document from memory, ready for a fresh start, click on the **Reset** icon:

If you have any unsaved changes, an alert box will be opened, asking you to confirm that this is what you want to do. All your text and graphics will be removed.

Calendar

This chapter deals with the Calendar application and details items specific to Calendar. It also contains a short tutorial to introduce you to Calendar very quickly.

Calendar is an application that enables you to create calendars, monthly or yearly. You can add borders and pictures to the calendar and print them out. You can also enter small text messages for specific dates. In addition you can select which language to use from a supplied range.

Running Calendar

Run calendar by double clicking on the !Calendar icon in the directory display. The calendar icon will then appear on the icon bar.

To open the calendar window, click on the icon with **SELECT**.

Basic Calendar concepts

Calendar is controlled from a main window, which opens as soon as you click on the calendar icon on the icon bar,

Along the top row, and the left hand column, are icons, which are used to enter information and make selections.

The white section below the top row of icons is a landscape representation of a piece of paper, onto which your calendar is placed.

The calendar shown on screen reads the computer's clock and sets itself up to the current month and year as defined by the computer. If the calendar is wrong, then you need to set your clock using the Set clock item available from the icon bar menu of the !Alarm application.



Mode icon

You can flip between the two modes of Calendar by selecting this icon. These two modes allow you to display just a single month or a yearly summary.



Country icon

The country icon cycles through the languages built into Calendar. The months and days of the week will be displayed in the currently selected language. Currently implemented are: English, French, Spanish, Italian, German and Welsh.



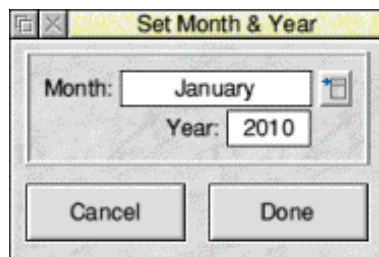
Truncate icon

The truncate icon is used to toggle the length of the displayed days of the week. Either full days are shown, or just the first three letters (eg. Mon, Tue etc). If you are going to print your calendar using the half size option, then you should only display the first three letters.



Date icon

Clicking on this icon opens the **Date dialogue**. This allows you to set the year and/or month. Change the year by clicking on the editable field and using the keyboard; change the month by clicking on the menu selector icon, and then choosing the new month from the menu list.



Start day

This is a menu item available from the **Options** menu which is accessed by pressing **MENU** whilst the pointer is over the main Calendar window. Select either **Sunday** or **Monday** as the day that you want to start the week. The preference chosen can be stored permanently by using the **Save as default** item in the **Options** menu.

Calendar - A short tutorial

To help you become familiar with Calendar's features, this short tutorial will show you how to create a calendar from scratch. Ensure you have a suitable printer driver loaded as you will print out your calendar later.

Choosing the country

The language printed on the calendar (ie month and day of the week) can be one of a variety of languages including English, Spanish, French, German, Italian and Welsh. Clicking on the country icon cycles through the languages, the current one is shown by the flag of that nation.

Select the UK flag for this tutorial exercise.

Selecting the date

Click on the date icon to open the date window. From here you are able to select both the month and year.

To set the year, click inside the **Year** editable field, and use the keyboard to enter the current year. Set the month to **July** (or any other month if you wish!); to do this, click on the menu selector icon to the right of the month field.

This opens a menu showing the twelve months. Click on the **July** item to set it. Finally click on **Done** to update these new settings onto the main calendar display.

Changing the font

Click on the font icon to open the Font Edit menu. From this menu you can change both the font, and font colour.

The currently selected items have a tick beside them (Trinity .Medium is selected by default if it is available). Note that the same font is used for all the text on your calendar, be it the month, date or day of the week.

Note: Changing the font colour should only be done in 256 colour modes, otherwise the anti aliasing of the text will not work correctly and it will result in a very poor display.

Truncating text

The days of the week are displayed over the top of the grid. If you intend to print your work in small size mode (approximately half A4) then the text will be quite small. Clicking on the truncate icon toggles the number of characters in the day that is displayed ie either the day is displayed in full, or just the first three letters.

Try clicking on the icon to see the effect.

Adding a picture

Pictures can be imported into Calendar (or any of the other applications) in one of two ways:

- RISC OS dragging: If you are familiar with this method of importing files into RISC OS applications, then simply drag a sprite or Draw object onto the main Calendar window. If your files have been compressed with *!Squash* then Calendar will automatically deal with them.
- Using the quick load system: Calendar comes with a number of pictures ready for you to use. To access them, you click on the **Picture** icon.

You are going to load a picture using the quick load system. Start by clicking on the **Picture** icon, which opens a menu showing the pictures available.

You choose a picture by clicking on its name in the menu. It will then be loaded, and the calendar regenerated to accommodate your picture (if the list is empty then see the Chapter on *Problems & Hints*).

Note: If the picture you load is not to your liking, and you wish to load another instead, simply repeat this process. The old picture is replaced with the new one. Select a picture that you like.

Selecting a border

The next item to consider is the border. Borders are always Draw files. Click on the **Border** icon to open the menu of currently available borders:

Choose any border from the list and note how it surrounds the picture. You can change border by clicking on a new one in the list or remove a border by clicking on **Wipe Border** in the list.

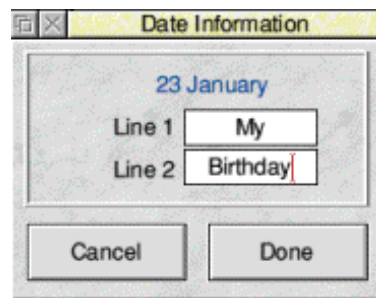
Adjusting the layout

In some circumstances you may wish to interchange the positions of the picture and the date grid. This is easily done by clicking on the flip icon:

Clicking on the flip icon once again resets the layout back as it was - try it.

Adding calendar information

At the moment, the grid created by Calendar consists of multiple boxes with a date in them. You can, if you want, add two short pieces of text into any of the dates. Thus you could put birthdays, holidays etc into your calendar. Slide the pointer over the box for the 23rd, and click on it. This will open the text entry window:

A dialog box titled "Date Information" with a yellow title bar. It contains a date "23 January" in blue text. Below the date are two text entry fields: "Line 1" with the text "My" and "Line 2" with the text "Birthday". At the bottom are two buttons: "Cancel" and "Done".

Enter **My** on Line 1 and **Birthday** on the Line 2. Use **Return** to move between the lines. Finally click on the **Done** button to transfer this information onto your calendar. If you want to remove any text simply click on the box, open the text entry window, delete the line(s) there and click on the **Done** button.

Note: When you change the month or year on the calendar, all date information is erased as it is not relevant to the new date.

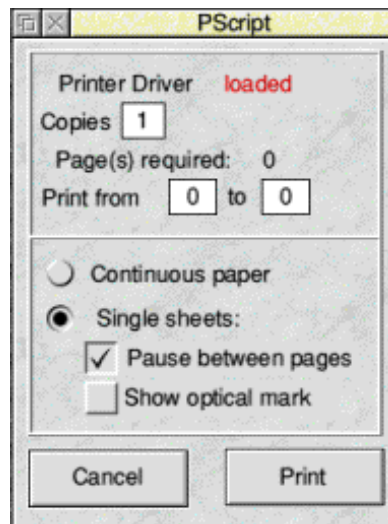
Saving your work

Before you go on to print out your calendar, let's save it. To start, click on the file icon. This opens the save dialogue box:

Delete the word *Untitled*, and enter a suitable filename. Save using the normal RISC OS drag technique.

Printing

To print, select the **Print** icon, which opens the print window.

A dialog box titled "PScript" with a yellow title bar. It contains the following settings: "Printer Driver" is "loaded" in red text; "Copies" is set to "1"; "Page(s) required:" is "0"; "Print from" is "0" to "0". Below these are radio buttons for "Continuous paper" (unselected) and "Single sheets:" (selected). Under "Single sheets:" are two checkboxes: "Pause between pages" (checked) and "Show optical mark" (unchecked). At the bottom are two buttons: "Cancel" and "Print".

The name of your printer driver is shown near the top of the window - if you have not yet loaded a printer driver, do so now. Begin printing by clicking on the Print button (leave the print size on its default half size option).

If, for any reason, you need to abort the printing process, hold down the **Escape** key - you may have to wait a few seconds, so be patient.

Removing your calendar from memory

Finally, to remove the calendar from memory, ready for a fresh start, click on the **Reset** icon.

An alert box will be opened if you have made any unsaved changes and you will be asked to confirm your action. All your text, along with any pictures, will be removed. A blank calendar will be generated with the date set back to the current month and year.

Yearly summary mode

So far, you have used Calendar to create a page for one particular month. Using this method you can manually create a calendar for all twelve months with a different design for each month. However, you can display a yearly summary by clicking on the **Mode** icon.

The summary is arranged into months, each month consisting of a block of dates with the first letter of the day of the week above. While working in this mode you should note the following:

- Since only the first letter is shown, the truncate icon has no effect in this mode
- You do not have to set any particular month or year since a yearly summary is given, indeed changing these settings will have no effect in this mode
- You will not be able to add extra information, such as holidays & birthdays, as you could before
- Although you can select whether you want a full size or half size print out, the half size is really too small to be useful
- You should avoid using 'heavy' or bold fonts and fonts that are too decorative in some cases numbers such as 22, 23, 24 etc look too close together, and so do n have a pleasing appearance

If you select the mode icon a second time, you will go back to month mode, designing your calendar month by month.

Certify

This chapter deals with the Certify application and details items specific to Certify. It also contains a short tutorial to introduce you to Certify very quickly.

Certify is an application which allows you to create a certificate. The certificate can contain up to four lines of text, a name (who the certificate is for), a header (eg. establishment), a border and a symbol/seal.

Scaling of fonts and precise positioning of text/graphics/borders is all done automatically. Certificates are presented in landscape or portrait orientation.

Running Certify

Run Certify by double clicking on the !Certify icon in the directory display. The Certify icon will then appear on the icon bar.

To open the main Certify window, click on the icon with **SELECT**.

Basic Certify concepts

Certify is controlled from a main window, which opens as soon as you click on its icon on the icon bar.

Along the top row, and the left hand column, are icons, which are used to enter information and make selections.

The white section below the top row of icons is a representation of a piece of paper, onto which your certificate is placed. When first started, no certificate has been generated, and so the area is blank.



Orientation icon

Selecting this icon flips between horizontal and vertical certificates. When changing between modes, all text and settings are preserved.



Effects icon

Certificates can also have fancy effects added. This can be things like the word **Certificate** or **Award** in decorative fonts, with shadows or with curved text etc. A selection of effects is supplied.

Click on the effect icon to open a menu showing what you can select from. The **Effects path** is set up in the **Set new paths** dialogue in the same way as setting the paths for borders and pictures.

Creating Effects

The Effects in Certify are Draw files and you can create your own files using Draw or any other application that outputs Draw files eg. Midnight Express, Vector etc. With many of the third party packages you can produce curved or wavy text easily. These same effects can be generated in Draw but must be done manually.

Experiment by typing some text into Draw using a fancy font and then use this in your Effects directory. The Effect can use either text or Draw paths.

Borders

Unlike the other applications in the Celebrate suite Certify has two Border directories, one for vertical borders (V) and one for horizontal (H). These are stored within a directory called Borders. If you transfer your Celebrate applications to a hard disc, the V and H directories can be stored within the same Borders directory that holds your other borders.

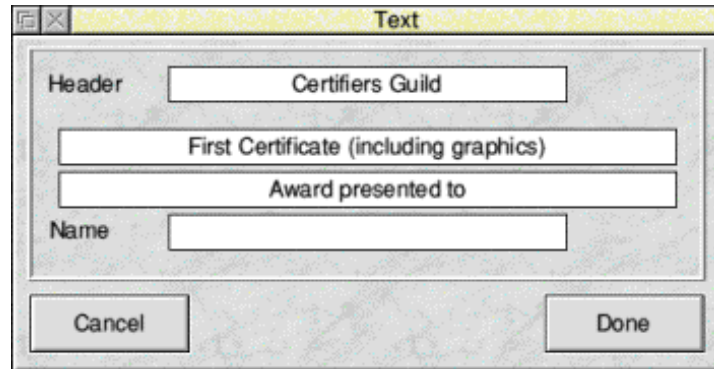
Note that it is the V and H *directories* and not the files within them that must be stored in the Borders directory.

Certify - A short tutorial

To help you become familiar with Certify's features, this short tutorial will show you how to create a certificate from scratch. Ensure you have a suitable printer driver loaded as you will print out your certificate later.

Entering text

Text is arranged into three categories within Certify. There is a one line header, which could be the name of the organisation/section/people giving the certificate; two lines of text (later we will explain how to have 4 lines of text), which can be used to explain what the certificate is for: and one line for the person's name who is receiving the certificate. You do not have to fill in all of these sections. Select the text icon, which will open the text window.

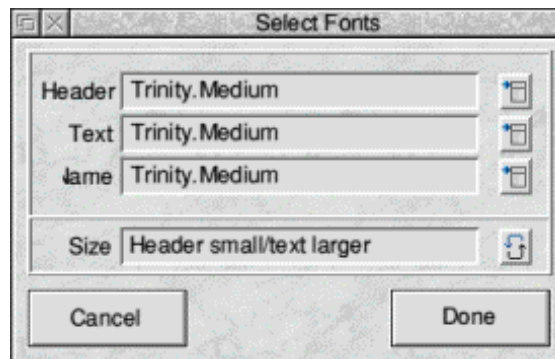


Enter text into the window as shown above. Add your own name to the Name section, and click on the Done button when finished.

Changing the font

Click on the font icon to open the **Select Fonts** window.

Since (as mentioned earlier) text is arranged into three categories (header, general information and name) separate fonts can be selected for each category.



At the end of each category is a menu selector icon. Clicking on one of the three will open a font menu, from which you can select both font style and colour. The currently selected items have a tick beside them (Trinity .Medium is selected by default if it is available).

Try changing the styles of the header and your name (it is best to keep the general text to a plain font such as Homerton or Trinity if you can).

Header size

The **Size** box at the bottom of this dialogue allows you to switch between a large header and small text or small header and large text by clicking on the icon.

Adding a symbol or picture

Symbols and pictures can be imported into Certify in one of two ways:

- RISC OS dragging: If you are familiar with this method of importing files into RISC OS applications, then simply drag a sprite or Draw object onto the main Certify window. If your files have been compressed with !Squash then Certify will automatically deal them.

- Using the quick load system: Certify comes with a number of pictures ready for you to use. To access them, you click on the **Picture icon**.

You are going to load a picture using the quick load system. Start by clicking on the **Picture icon**, which opens a menu showing the symbols and pictures available.

You choose a symbol/picture by clicking on its name in the menu. It is then loaded, and the certificate regenerated to accommodate your symbol. If you have not already done so, choose one.

Note: If the symbol or picture you loaded was not to your liking, and you wish to load another instead, you simply repeat this process. The old symbol or picture is replaced with the new one. To delete a picture click on **Wipe picture**.

Selecting a border

The next item to consider is the border - borders are always Draw files. In the same way that symbols/pictures have two ways of loading, so do borders. Click on the border icon to open the menu list of currently available borders using the quick load method:

Choose any border you like the sound of. If its not to your liking, then simply try another. To delete a border click on **Wipe border**.

Adjusting the layout

In some circumstances you may wish to interchange the positions of the symbol or picture and the signature space. This is easily done by clicking on the flip icon:

Clicking on the flip icon once again resets the layout back as it was - try it.

Effects

Certificates can also have effects added. This can be things like the word Certificate or Award in decorative fonts or with curved text etc. A selection of effects is supplied.

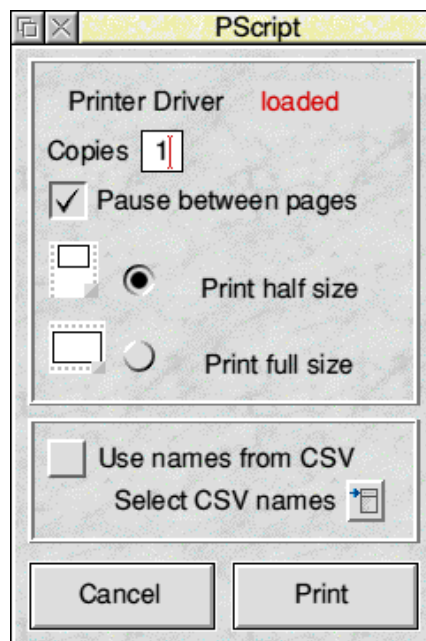
Click on the **Effect** icon to open a menu showing what you can select from and select the item called *Cert_Crv2* to see the effect. Try a few others if you like. See the earlier *Creating Effects* paragraph for information on creating your own

Saving your work

Before you go on to print your certificate let's save it. To start, click on the **File** icon. This will open the Save dialogue box. Enter a suitable filename, and then save using the normal RISC OS drag technique.

Printing

To print select the Print icon which will open the print window.



The name of your printer driver will be shown in the windows title bar - if you have not yet loaded a printer driver, do so now. Begin printing by clicking on the **Print** button (leave the print size on its default half size option).

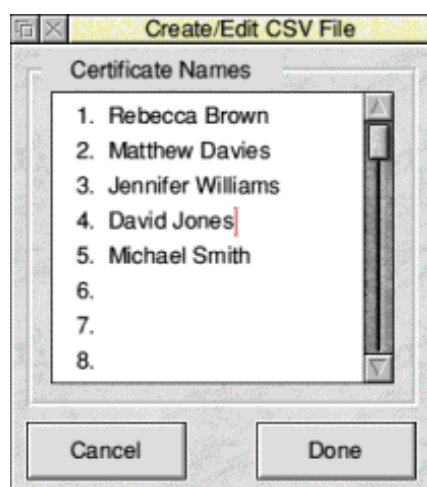
If, for any reason, you need to abort the printing process, hold down the **Escape** key - you may have to wait a few seconds, so be patient.

The CSV list

Because Certify is likely to be used to print out numerous certificates at once there is a facility to have a list of names and to automatically use those names when printing. The printing is then carried out automatically. If you do not have the **Pause between pages** item selected the printing of numerous certificates, even whole class lists can be carried out unattended.

The names list is stored in a format known as *Comma Separated Values* but you do not need to know anything about this as Certify will create the list for you.

To create a list click on **Create/Edit CSV** from the **Options** menu. This brings up the CSV list



Existing names in the list can be edited or new ones added by clicking into the window with the mouse and typing in the new name.

Saving the CSV list

To save the CSV list click on the **Save as default** item in the **Options** menu. The CSV file is then stored as a text file in **!Certify. !Default.CSV**. More experienced users can edit this file directly if they wish or even create several files containing different name sets or class lists.

Using the CSV list

To use the CSV list do not enter a name in the **Name** field of the **Text entry** dialogue. When you have the **Print dialogue** on screen select the **Use names from CSV** button and then select the names that you want included from the **Select CSV names** menu. To use all names select the **All names** item from the menu.

Loading a CSV list

If you have a list of names in a database you can export the names as a CSV file and load this into certify by dropping it onto the main Certify window. There should be no field header, just the names separated by a comma or a carriage return eg.

```
David Clare,Michael Smith,John Major
```

or

```
David Clare
Michael Smith
John Major
```

Removing your certificate from memory

Finally, to remove the certificate from memory, ready for a fresh start, click on the **Reset** icon:

If you have made any unsaved changes an alert box will be opened, asking you to confirm that this is what you want to do. All your text, along with any symbols, pictures and borders will be removed. A blank certificate will be generated.

GiftWrap

This chapter deals with the GiftWrap application and details items specific to GiftWrap. It also contains a short tutorial to introduce you to GiftWrap very quickly.

GiftWrap is an application which allows you to create your own wrapping paper. Designs are placed onto your print-outs in such a way that they can be joined together to form larger sheets. Up to two designs can be placed onto a page in a repeating pattern. They can be sprite, Draw or text objects. The pattern used can be arranged in a variety of ways. You could, if you wish, use pictures which are outlines, and colour them in at a later date. Scaling of fonts and precise positioning of text and graphics is done automatically.

Running GiftWrap

Run GiftWrap by double clicking on the !Gift_Wrap icon in the directory display. The GiftWrap icon will then appear on the icon bar.

To open the GiftWrap window, click on the icon with **SELECT**.

Basic GiftWrap concepts

GiftWrap is controlled from a main window, which opens as soon as you click on the GiftWrap icon on the icon bar. Along the top row, and the left hand column, are icons, which are used to enter information and make selections. The white section below the top row of icons is a landscape representation of a piece of paper, onto which your GiftWrap designs will be placed.

The GiftWrap page is built up from two designs, which are placed onto the page in an alternating pattern. Each of the two alternating designs can contain either a picture (sprite or Draw file) or text, and the exact way designs are arranged can be altered by you. Not only can you select from the basic arrangements of rows, columns and diagonals but you can also adjust the gaps between the rows, columns etc.

When GiftWrap outputs either to screen or printer you may notice that an 'extra bit', along the top and right hand side, is displayed. This is deliberate - if you wish to join several print outs to make a larger sheet you will have to trim the edges.

The extra amount means that even if you are not good at cutting along a straight edge, there will be no problem with cutting too much off,



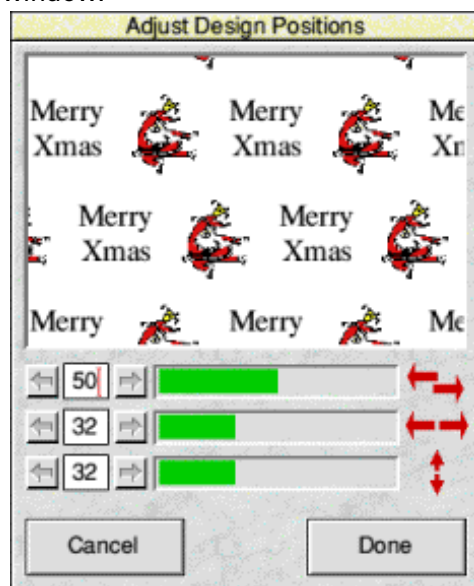
Design number icon

Selecting this icon toggles whether design 1 or design 2 is currently selected. Each design can contain either text or a picture in sprite or Draw format.



Design position icon

This icon allows control of the positioning of the designs on the page. Clicking on it opens the **Adjust Design Position** window.



The large window represents part of your page, and contains whatever designs you have used so far. Below this window are three rows. These control:

- displacement of one row or column (depending on layout) relative to adjacent row or column
- gap size between designs in a row
- gap size between rows

These sizes can have a value between 0 and 99, and can be changed with the slider bar, editable field or the arrows.



Layout icon

The layout selector allows you to toggle between the three basic layouts GiftWrap has. These are designs placed in rows, columns or diagonally.



Size icon

GiftWrap operates with two sizes, small and large, and clicking on this icon toggles between the two. As you click on the icon the order of the two parcels changes, showing if large size or small is selected.

GiftWrap - A short tutorial

To help you become familiar with GiftWrap's features, this short tutorial will show you how to create a piece of wrapping paper from scratch. Ensure you have a suitable printer driver loaded as you will print out your wrapping paper later.

Selecting a layout

GiftWrap builds up designs based on three basic layouts. These layouts define whether designs are built up in rows, columns or diagonals. By default rows are selected, but this can be changed by clicking on the layout icon.

Each time you click on the icon it changes to show what arrangement you currently have selected. For the tutorial, ensure you have the **ROWS** layout selected (the icon will look like the diagram above).

Selecting a design

As stated earlier, you can have up to two designs, which are placed alternately onto the paper. To select which design you wish to change click on the design icon:

Clicking on it toggles between design 1 and design 2. Make sure it is set to 1.

Choosing contents of a design

A design can contain either text, or some kind of picture. Lets start by putting a picture into design 1.

Pictures can be imported into GiftWrap in one of two ways:

- RISC OS dragging: If you are familiar with this method of importing files into RISC OS applications, then simply drag a sprite or Draw object onto the main GiftWrap window. If your files have been compressed with !Squash then GiftWrap will automatically deal with them.
- Using the quick load system: GiftWrap comes with a number of pictures ready for you to use. To access them, you click on the picture icon.

You are going to load a picture using the quick load system. Start by clicking on the **Picture** icon, which opens a menu showing the pictures available.

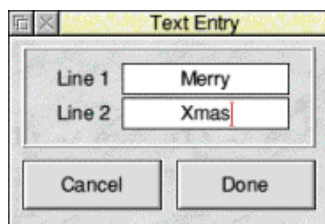
You choose a picture by clicking on its name in the menu. It will then be loaded, and the GiftWrap page regenerated to accommodate your picture. Select the picture called *Santa* (if this list is empty then see the Chapter on *Problems & Tips*).

Note: If the picture you load was not to your liking, and you wish to load another instead, you simply repeat this process. The old picture is replaced with the new one.

Using text instead of a picture

For design 2, let's use text. First click on the **Design** icon so that it contains a number 2.

You will then be ready to work on the second design. To enter text into the design you must click on the **Text** icon. This opens the Text Entry window, into which you type your text.



You can enter either one or two lines of text as you wish. Correct scaling of text is done automatically. Type *Merry* on Line 1, and *Xmas* on Line 2. Finish by clicking on the **Done** button.

Note: The text displayed on screen is of much lower quality than that of the print-out, so do not worry if it does not look too good!

Changing the font

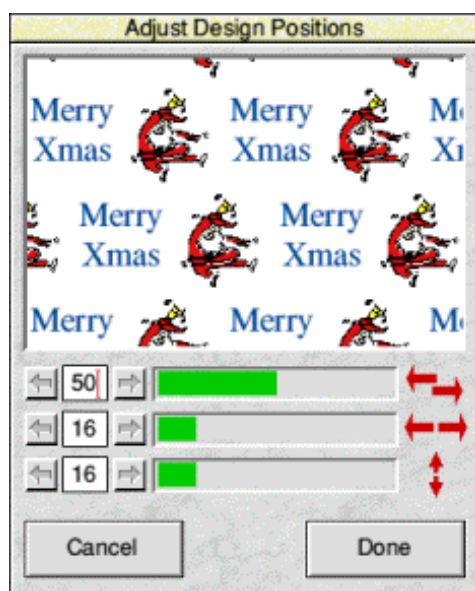
You can change both the font and colour in the following way. Click on the **Font** icon to open the **Font Edit** menu. From this menu you can change both the font, and font colour.

The currently selected items have a tick beside them (Trinity.Medium is selected by default if it is available). Change the font to something different, and select a dark blue for the colour, ensuring you are in a 256 colour mode.

Adjusting the layout

You currently have the Rows layout selected. Your two designs appear in rows and, starting from the bottom, the second and fourth rows are displaced to the left slightly. You are able to change both this displacement and the gap sizes between the rows and columns by clicking on the design position icon.

Click on this icon to open the **Adjust Design Positions** window.



The large window represents part of your page, and contains whatever designs you have used so far. Below this window are three rows. These control:

- displacement (left and right) of the second and fourth rows relative to the first row
- gap size between designs in a row
- gap size between rows

Celebration

These sizes can have a value between 0 and 99. Leave the displacement at its default 50 value, but reduce the other two sizes to **16**. This can be done by deleting, and then re-typing the current number, using the increase and decrease arrows or using the slider bar.

The designs in the window will reflect your changes, but the designs will not yet be transferred onto the main GiftWrap window. To transfer your changes to the main window, click on the Done button.

Note 1: Because the number of designs on a row is kept constant, adjusting the gap sizes may make the picture or text slightly larger or smaller depending on what you change.

Note 2: While the window is open the mouse movement will be limited to this window until you click on either the **Done** or **Cancel** button.

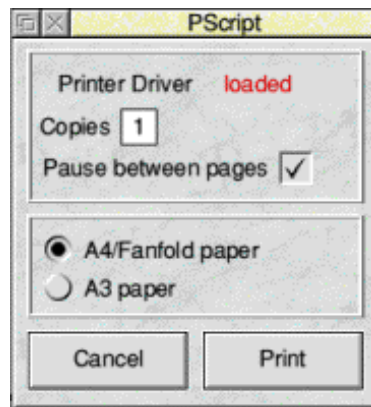
Saving your work

Before you go on to print out your GiftWrap paper, let's save it. To start, click on the **File** icon. This will open the Save dialogue box:

Enter a suitable filename, and then save using the normal RISC OS drag technique.

Printing

To print, select the **Print** icon, which will open the print window



The name of your printer driver will be shown in the window title bar - if you have not yet loaded a printer driver, do so now. Begin printing by clicking on the **Print** button.

An option is available to use A3 paper, which is twice the size of A4, if your printer is capable of printing at this size.

(If, for any reason, you need to abort the printing process, hold down the **Escape** key - you may have to wait a few seconds, so be patient.)

Printouts are designed in such a way as to allow several to be joined together to make larger sheets. An extra amount of overlap is built in so that even if the sheets are trimmed somewhat inaccurately then they will still join up properly.

Removing your GiftWrap from memory

Finally, to remove the GiftWrap page from memory, ready for a fresh start, click on the **Reset** icon:

If you have any unsaved changes, an alert box will be opened, asking you to confirm that this is what you want to do. All your text, along with any pictures, will be removed. A blank GiftWrap page will be generated.

Tips

This chapter is provided to help you with some possible problems you may encounter, as well as present some useful tips and suggestions.

Floppy discs

If you intend to use a variety of discs to store your borders or pictures, it is a good idea to actually name your discs, using the **Name Disc** function, available on the floppy's icon bar menu, and then physically write this name on the disc label. This means that when you are prompted for a particular disc it will be obvious which disc is required. This is much more meaningful than please insert disc ADFS::II_06_Tue.\$.

Other ideas for Banner

Although primarily designed for producing banners, you can use this application for other tiled designs. By adjusting the various options, and entering short text, you can limit the print-out to a single page. Thus you could use this as a large label to put on a door, drawer etc.

Long Banners

If you are using continuous stationery (eg. a roll or fan-fold paper), and have a long banner (over 10 pages) then it will be printed in sections with a short pause between sections.

Certify Tip

The Effects in Certify are Draw files and you can create your own files using Draw or any other application that outputs Draw files eg. Midnight Express, Vector etc. With many of the third party packages you can produce curved or wavy text easily. These same effects can be generated in Draw but must be done manually. Experiment by typing some text into Draw using a fancy font and then use this in your Effects directory. The Effect can use either text or Draw paths.

General information

Draw object files

Although you can use any Draw object file and simply use this software to design, print and construct items, it can be greatly extended by using outlines for pictures and borders. This means that print outs can be coloured in by hand at a later date, giving them a much more personal feel as well as being unique - even though the same basic design may be the same.

Standard Draw objects that are already coloured in can be converted back to an outline, suitable for colouring in, in the following way:

Load the Draw object using the !Draw application supplied by Acorn. Click **MENU** over the image once you have loaded it, and click on the **Select All** in the **Select** submenu. Click **MENU** again, and this time in the **Style** submenu change the **Line width** to thin, the **Line colour** to black and the **Fill colour** to white. Finally save your new version of the Draw object.

Celebrate applications do not render text in Draw files so if you particularly want text in your Draw file you will need to convert it to a Draw path within Draw. This is done by selecting the text item and then clicking on **Convert to path** in the **Select** menu of Draw.

Squashed files

Celebrate applications will import Draw and Sprite files that have been compressed with the RISC OS 3 !Squash utility (as with the Draw and sprite files supplied). Squashed files can either be loaded by dragging their icons onto the application window, at which point they will be treated as normal Draw or Sprite files, or loaded through the quick load feature.

As with ordinary sprite files, the squashed sprite file must not contain multiple sprite objects as only the first will be used. If you later save data then sprites and Draw objects will be saved unsquashed.

Clip Art

There are large amounts of clip art in both sprite and Draw object format available from many third party sources. Samples from Sherston collections are included with Celebration. Other sources include the Public Domain sector, and for just a few pounds you can purchase many hundreds of graphic images suitable for Celebration. Most magazines for the Acorn machines carry advertisements for P.D. libraries.

Problems

Problem: The program loads OK but when I use it I get a message telling me there is not enough memory.

Solution: After loading the program tries to claim an extra amount of memory, the size of which depends upon the particular screen mode you are using. Switch to a screen mode with fewer colours or with lower resolution.

Problem: When I click on the Picture icon the menu list has no pictures for me to choose from.

Solution: Celebration applications construct a menu of pictures by reading a specific directory. If that directory does not contain suitable images or the images are in further sub-directories then the list will be empty. This is also true if the directory does not exist because it has been deleted or renamed. You must set up a suitable directory using the **Set new path** icon.

Problem: I set up a new Border & Picture path using the **Set new path** icon but when I click on the border icon the list has **None** in it.

Solution: Celebration applications will only accept Draw files as borders. If the directory contains any other types of files then these will not be recognised.

Problem: I have loaded a sprite file, but nothing is displayed

Solution: Celebration applications only recognise the first object within the sprite file. This means that if your sprite file has several sprites within it only the first will be used. Some art packages create blank temporary sprites along with your own sprite when they are saved, and you may be seeing this blank sprite. Load your sprite into !Paint to check that only one sprite is present in the sprite file.

Problem: The colours of some of my sprites or Draw objects are wrong.

Solution: Change the Desktop mode to a more suitable one, as you are viewing your image in a mode that does not have enough colours. Mode 15 is a good place to start or mode 28 if your monitor will display this.

Problem: Each time I load a Celebration application it has some work on it.

Solution: At some time in the past the **Save as Default** item has been selected from the **Options** menu. There are two possible ways to stop this if you no longer wish this document to be the default:

- Click on the **Reset** icon to reset everything. Next click **MENU** over the main window and select the **Save as Default** item. This means that in future, the document on screen (which is blank as you just reset it) will be loaded each time you run the application.
- Open the application directory, locate the file called *!Azfault* and delete it.

Problem: When I change the font the computer updates very slowly.

Solution: You need to allocate more memory to the Font cache in the Task display (see your computer User Guide).

Problem: I saved a data file and renamed it. It has lost its original icon and now has one with App on it.

Solution: Load it back into the application and save it with exactly the same name Banner

Problem: The bottom of some of my Banner text disappears off the bottom of the page.

Solution: Banner does its best to fit text correctly onto the page, however with some very ornate fonts or unusual characters this problem will occur. Simply reduce the vertical size (using the **Size icon**) by a few per cent. This problem is most common with public domain fonts.

Banner Problem: I have loaded an image into Banner, but it doesn't appear in the main window.

Solution: Banner will not show images (even if they are loaded) until it has some text to put them at the ends of. Type in \ our text and your images will be displayed.

GiftWrap Problem: The text that appears as part of the design in GiftWrap looks as though it has some bits missing out of it.

Solution: Do not worry! The quality of the print out is much better than the screen display (especially if you are using modes such as 12 or 15).

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