## MAX-10 BORDERS & BOXES

Desktop publishing software for IBM and Apple computers offers various style borders which can be used as frames around documents and also boxes which can be used to enclose titles and headings. These borders and boxes really improve the appearance of a document, especially if it happens to be a flier or a sign. Unfortunately, there have been no borders or boxes available for Max-10. But they are here now! These borders and boxes should add greatly to the capabilities of Max-10.

The MaH-10 Borders & Boxes are really very easy to use. However, to insure that you get satisfactory results, a few simple procedures should be followed.

### Using a Border

If you want to use a border, it is best to <u>load the border first</u> before you begin to type your text. After the border has been loaded, use the scroll bar on the right side of the <u>Max-10</u> screen and <u>scroll down past</u> the <u>SECOND ruler</u>, place your cursor below that ruler, <u>hit the enter key twice</u> so there is space under the ruler, and then begin typing your text.

A two column layout is automatically selected whenever a border is loaded. This means that when you are using MaH-10, the border resides on page 1 while the text goes on page 2. When the document is printed, the two pages will be overlaid so that the border and the text will appear together on a single page.

In order to see what the printed document will look like (border and text combined) and to see how to adjust the placement of the text within the border, click on the "Page Preview" option on the "Search+" pull-down menu. It is perfectly okay to move lines of text up and down and left and right upon the text page. You should not, however, attempt to move any part of the border or to type text on the border page.

Although you will not be able to see the border at the same time that you are typing the text, remember that in the 2 column mode the two pages will be printed as one. This means that you must allow space at the top and bottom and at the sides of your text to accommodate the border. To do this, just leave a couple blank lines at the top and bottom of the text page. The margin markers on the ruler at the top of the text page are already set to allow enough space for the border on each side. These margin markers should not be moved any farther outward. Otherwise, the text could overlap the border!

If you want to create a document that is longer than 1 page, you must

#### Boxes

There are two kinds of boxes: a plain, single line box and a box with a shadow. To use boxes to enclose titles or headings, you must set up a separate page (use Insert Page Break). Place the cursor at the top of the new page, click on the "Paste File" option, and select BOX or SBOX. You must also define an additional column by clicking on the "Define Columns" option under "Layout" and selecting the number of columns. You will need to use a separate page and define a column for each element in your design. The elements are: text, borders, and boxes. Boxes cannot be placed on the same screen page as the text or the border. For example, if you are using no columns (which means that the whole page is one column), you should click on 2 columns; if you are already in the 2 column mode (using a border), you will need to select 3 columns. I used 2 columns for this paper.

A box can be moved and resized so that it is in the right place and properly fits the heading that you want to enclose. The procedures for doing this are discussed in detail in the *Max-10* User's Manual (page 44 in the copy that I have). In order to see how the box looks when combined with the text, you can use the "Page Preview" option.

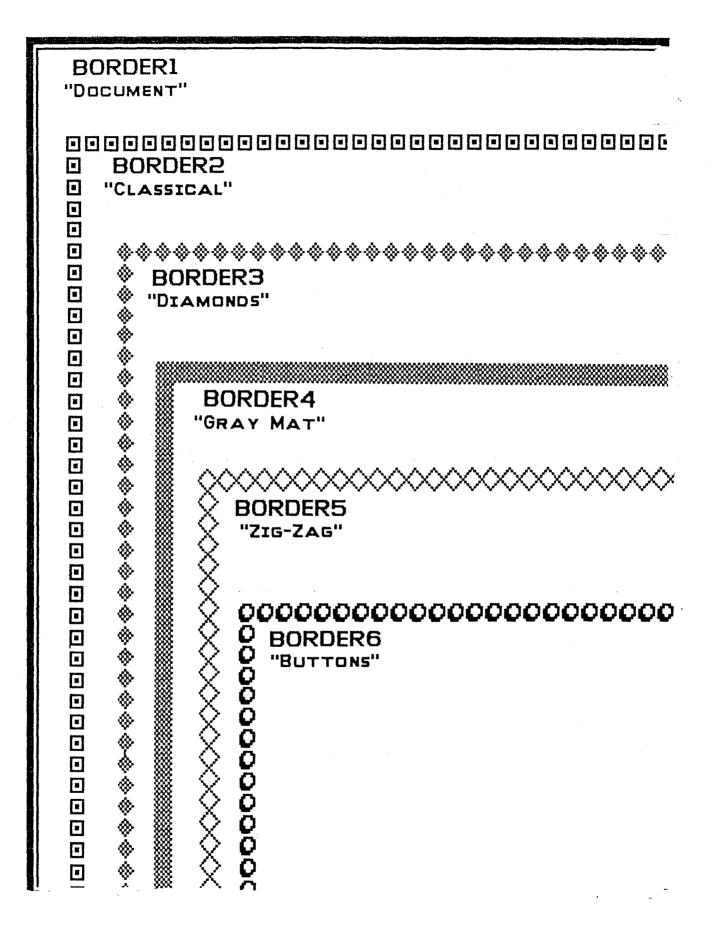
### Drawing a Line

This disk contains a bonus file - the line. To insert a horizontal line across the page, simply position the cursor where you want the line to be directly on the text page, use "Paste File", and load "LINE". You do not have to put the line on a separate page or define an extra column. However, you must be careful about one thing: if you put an edit box around a line, the line will thicken into a big, fat line! To move a line left or right, use the margin markers on the ruler only. I have found it's best always to insert a ruler immediately preceding a line.

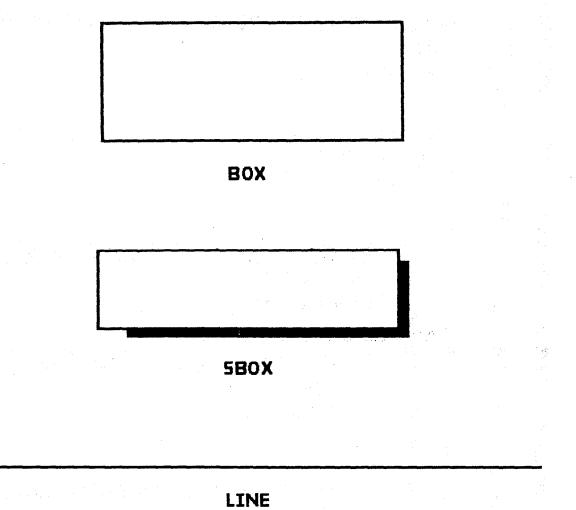
I sincerely hope that this set of borders & boxes (plus a line) enhances the quality of the things you can produce with Max-10. If you have any questions, comments, or suggestions, please call or write. I sincerely appreciate your interest and I thank you.

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(This paper was produced using Max-10 with D-10 fonts plus boxes and lines.)



# ADDITIONAL FILES ON THE DISK



Boxes require a separate page from the text or border page. They can be moved and resized. The line can be used on the text page.





FRAMES, SCROLLS, RIBBONS, ETC.

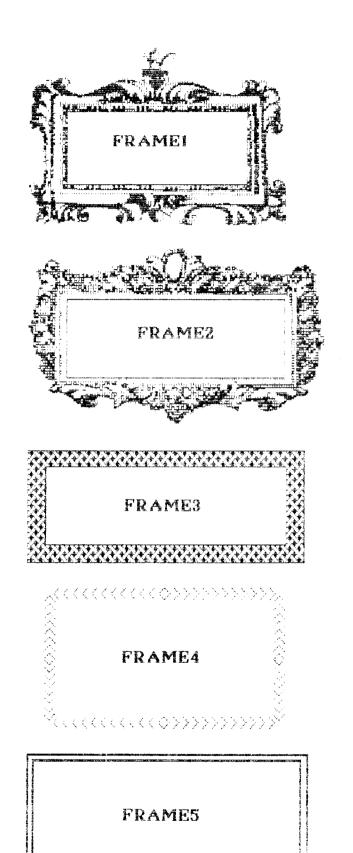
On side 2 of the disk are 40 frames, scrolls, ribbons, designs, boxes, etc. that can be used exactly like the boxes on side one of the disk. There are also 6 more lines. The designs can be inserted in with the text just like the lines.

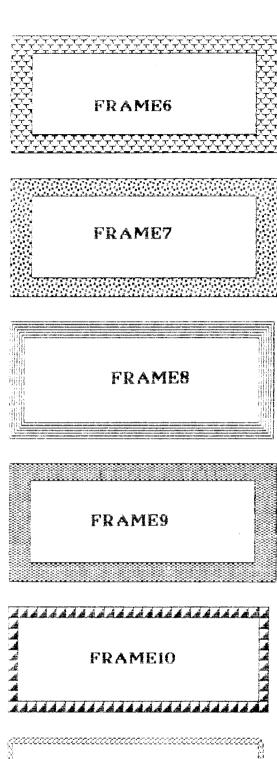
#### PLEASE NOTE ...

Max-10 will only show 30 titles on its LOAD FILE or PASTE FILE menus. For this reason, 10 of the 40 files on side 2 of the disk will not show up on the menu and must be copied to a separate disk. To do this, simply RUN "MAKEDSK2" (on side 2). This short program will copy the appropriate files to another, blank, formatted disk.

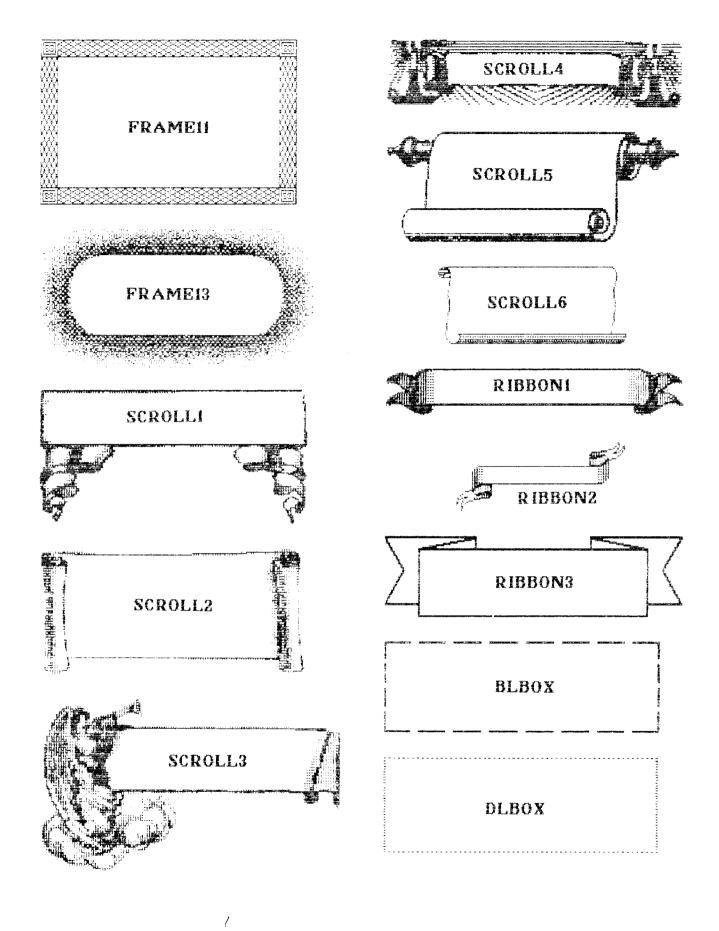
Again, I hope that these graphics elements will enhance your enjoyment of MaH-10 and your CoCo. Please let me know what you think.











RCBOX

HANDCARD

FRAME14

FRAME15

FRAME16

BURST

oQDo

DESIGNI

/ noncontrato

I

**DESIGN2** 



**DESIGN3** 



**DESIGN4** 

LINEI

OOOCOOOOOOOOOOOOOOOOOOOOOOOOOOO

CONCEUDINGUIGE DE LINEA

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