

***VENTURA
PUBLISHER:
DESIGN
GALLERY***

Ready to Use Style sheets for Ventura Publisher 4.1 for Windows

610P55124

SECOND EDITION

September 1992

This manual was created using Ventura Publisher Windows Edition. Mechanicals were imageset on an Linotronic 330 at 1270 dpi, and then reproduced commercially.

License and Trademarks

Ventura Publisher® is a trademark of Ventura Software Inc., a Xerox Company. XEROX® is a registered trademark of XEROX CORPORATION. All other product names and trademarks are the property of their respective owners.

© Ventura Software Inc., 1992. All rights reserved.

CREDITS

Styles sheets designed and created by:

Rick Altman
Sandi Baker and Carl Ballay
Nancy Bargine
Chris Bondy
Byron Canfield
Ran D. Lovig
Bob Moody

USA

Ventura Software Inc.
15175 Innovation Drive
San Diego, CA 92128
USA
(800) 822 8221

EUROPE

Ventura Software Inc.
Key West, 53-61 Windsor Road
Slough, SL1 2DW
England
0753 550022

Printed in the USA

Contents

A Few Words About the Designers	vii
Introduction	1
Loading and Using the Style Sheets	2

ACADEMIC

4 Page Journal/Periodical NWSLTTR.CHP <i>by Nancy Bargine</i>	5
Thesis/Dissertation THESIS.CHP <i>by Nancy Bargine</i>	6
Textbook TXTBOOK.CHP <i>By Nancy Bargine</i>	7

ADVERTISING MATERIALS

Single Page AD AD.CHP <i>By Nancy Bargine</i>	8
Singe Page AD Q&A_AD.CHP <i>By Nancy Bargine</i>	9
Tri-Fold Brochure BROCHURE.CHP <i>By Nancy Bargine</i>	10
Invitation INVITE.CHP <i>by Toni & Daniel Will-Harris</i>	11
Three-Fold Flyer FLYER.CHP <i>by Toni & Daniel Will-Harris</i>	12
Landscape Sign SIGN.CHP <i>by Toni & Daniel Will-Harris</i>	13

BUSINESS DOCUMENTS

Inner Office Memo MEMO.CHP <i>by Nancy Bargine</i>	14
Report/Proposal PROPOSAL.CHP <i>by Nancy Bargine</i>	15

Press Release RELEASE.CHP <i>by Nancy Bargine</i>	16
Organization Chart ORGCHART.CHP <i>by Sandi & Carl Ballay</i>	17
Four Page Quarterly Report QTRRPT.CHP <i>by Sandi & Carl Ballay</i>	18
FAX Cover Sheet FAX.CHP <i>by Toni & Daniel Will-Harris</i>	19
Company Letterhead LETTER.CHP <i>by Toni & Daniel Will-Harris</i>	20
Company Envelope ENVELOPE.CHP <i>by Toni & Daniel Will-Harris</i>	21
Award Certificate AWARD.CHP <i>by Toni & Daniel Will-Harris</i>	22
Business Cards B-CARDS.CHP <i>by Toni & Daniel Will-Harris</i>	23
Resume RESUME.CHP <i>by Nancy Bargine</i>	24
Avery Labels LABEL.CHP <i>by Bob Moody</i>	25

DATABASE PUBLISHING

Product Catalog CATALOG.CHP <i>by Byron Canfield</i>	26
Parts List PARTLST.CHP <i>by Byron Canfield</i>	27
Price List PRICELST.CHP <i>by Byron Canfield</i>	28
Address/Phone Directory PHONELST.CHP <i>by Byron Canfield</i>	29

FINANCIAL

Balance Sheet BALSHEET.CHP <i>by Chris Bondy</i>	30
10K Report 10KREPRT.CHP <i>by Chris Bondy</i>	31
Insurance Policy INSPOLCY.CHP <i>by Chris Bondy</i>	32

FORMS

Company Invoices INVOICE.CHP <i>by Byron Canfield</i>	33
Company Purchase Order PURCHORD.CHP <i>by Byron Canfield</i>	34
Monthly Calendar CALENDAR.CHP <i>by Ran D. Lovig</i>	35
Time Management Form TIME-MAN.CHP <i>by Toni & Daniel Will-Harris</i>	36

GOVERNMENT

Military Specification Document MILSPEC.CHP <i>by Chris Bondy</i>	37
Policy and Procedure Manual POLICY.CHP <i>by Chris Bondy</i>	38

LONG DOCUMENTS

Technical Documentation TECHDOC.CHP <i>by Bob Moody</i>	39
Book BOOK.CHP <i>by Toni & Daniel Will-Harris</i>	40
Book BOOK2.CHP <i>by Rick Altman</i>	41
Technical Manual MANUAL.CHP <i>by Toni & Daniel Will-Harris</i>	42

Magazine Article MAGARTCL.CHP <i>by Rick Altman</i>	43
Index INDEX.CHP <i>by Toni & Daniel Will-Harris</i>	44
Table of Contents TOC.CHP <i>by Toni & Daniel Will-Harris</i>	45
Table of Contents TOC-2.CHP <i>by Rick Altman</i>	46
NEWS REPORTING	
4 Page Newsletter NLETTER.CHP <i>by Sandi & Carl Ballay</i>	47
Single Page Flyer SCOOP.CHP <i>by Toni & Daniel Will-Harris</i>	48
Multi-Page Journal JOURNAL.CHP <i>by Toni & Daniel Will-Harris</i>	49
Tabloid Newspaper TABLOID.CHP <i>by Toni & Daniel Will-Harris</i>	50
WORD PRESENTATION	
Portrait Presentation Page PRESPORT.CHP <i>by Sandi & Carl Ballay</i>	51
Landscape Presentation Page PRESLAN.CHP <i>by Sandi & Carl Ballay</i>	52
VERTICAL APPLICATIONS	
Sample Contract CONTRACT.CHP <i>by Byron Canfield</i>	53
Legal Brief LEGALBRF.CHP <i>by Byron Canfield</i>	54
Deposition DEPOSITI.CHP <i>by Byron Canfield</i>	55
Spec sheet SPEC.CHP <i>by Frances Wirth</i>	56

A Few Words About the Designers

Rick Altman

Rick Altman is the author of five books on desktop publishing, including the Easy Ventura Book and Mastering Ventura for Windows. He writes regularly for Computer Currents and Publish magazines, and trains and consults on publishing throughout Northern California. He is the co-host of the Annual Ventura Publisher Conference in San Jose each fall. Rick can be reached by fax at (408) 252 5451, or by writing to 20204 Merritt Drive, Cupertino, CA 95014.

Sandi Baker and Carl Ballay

Sandi and Carl are the principles in BCA! Design in Walnut Creek, California, a graphic design and consulting firm using Ventura Publisher and other PC and MAC platform software. In addition to custom design and consulting, BCA! offers Ventura Designer Stylesheets, a series of PAC's containing from 10 to 22 style sheets. For more information you can call (510) 946-1716.

Nancy Bargine

Nancy Bargine, CEO and President of Imprensa Systems, has designed, developed and produced over 100 successful products. With 15 years experience in advertising, typography, package design and printing, she has dedicated the past three years to electronic publishing and the development of an automated pre-press technology. Nancy can be reached at: Imprensa Systems, 1747 Northstar Drive, Petaluma, CA 94954, (707) 763-7758.

Chris Bondy

Chris Bondy, founder of Imagesetters West, has been involved in several aspects of printing and publishing for the past 17 years. He started in the industry as a graphic designer and later worked as a type designer and product planner for Information International, Inc. Along with producing all types of projects, Chris was an instructor of electronic publishing at UCLA, and on the product development team for Ventura Publisher, as well as the XPS700 publishing system from Xerox. Chris is also the award winning author/designer of "Publishing with Ventura", a training course. Chris can be reached at: Imagesetters West, 7962 Convoy Ct., San Diego, CA 9211, (619) 576-2171.

Byron Canfield

Byron is the founder of Canfield Studios in Seattle, Washington, a production, consulting and training firm specializing in Ventura Publisher applications. He is a founding member of the Northwest Ventura Publisher Users Group, a regular contributor to Ventura Professional! magazine, and has co-authored three books on Ventura Publisher. Byron can be reached at: Canfield Studios, 4128 1/2 California Ave. SW, Suite 167B, Seattle, WA 98116, (206) 935-4494.

Ran D. Lovig

Currently serving with Ventura Software Inc. as a Customer Support Technician and QC Test Coordinator, Ran has over 10 years experience in Corporate Management. He served as Team Leader of the First Line Technical Support Group for DOS/GEM and Windows 3.0 versions of VP. He is also owner of DataPage Publishing, 10606-8 Camino Ruiz, #305, San Diego, CA 92126.

Bob Moody

One of the original Alpha testers of Ventura, Bob Moody has been producing all types of documents for five years. To his credit, he and his team have produced some 800 projects, totaling over 300,000 pages using Ventura Publisher. Bob is currently the President of VPUG, the international users group. Bob can be contacted at Coyote Partners, 7502 Aaron Place, San Jose, CA 95139 Voice (408) 227-5068, Fax (408) 224-9086.

Toni and Daniel Will-Harris

Toni and Daniel Will-Harris are the creators of Designer Disk Stylesheets for Ventura Publisher. They are also the authors of several books, including, TYPEStyle: How to Choose & Use Type (Peachpit Press). Daniel has just completed videos on Ventura, Corel Draw, and WordPerfect for LearnKey (Orem, UT). You can contact them via CompuServe at 73257, 2606, MCI Mail at DWILL-HARRIS, or at Box 1235, Point Reyes, CA 94956.

Frances Wirth

As Senior Test Coordinator and Technical Support Analyst at Ventura Software Inc. for four years, Frances Wirth worked on the development of VP DOS/Gem, Mac and Windows versions. She has taught community college classes in desktop publishing, and done consulting and production work. She has a background in traditional printing and publishing, spanning three continents. Frances is presently QA specialist for educational multimedia software with Mediashare, San Diego

Introduction

This booklet contains the listing and instructions for using the additional sample Style Sheets provided with your copy of Ventura Publisher. Separate disks containing these Style Sheets were included in the original packaging of the software.

If you haven't done so already, please take the time to fill out the registration card.

As a new user of Ventura Publisher, you might want to familiarize yourself with the program before you try and use these Style Sheets. You should go through the Tutorial provided with the software, which will give you a working knowledge of the program. The Style Sheets

described in this booklet are very easy to use, and operate very similarly to those in the Tutorial.

The Style Sheets listed in this booklet are setup ready to use. Once installed, simply follow the instructions provided to take advantage of the designs prepared by experts to make your documents as good as they can be.

Loading and Using the Style Sheets

All of the stylesheets are associated with chapters that demonstrate, by example, how to use it. In most cases the text of the chapter provides additional information on applying the design to your own documents.

These chapter files are copied to your system by the Ventura Publisher Installer, either at initial or subsequent installation. To access the installer program, follow the installation instructions which can be found in the Installation & Configuration Guide.

The installation program allows you to choose which groups of documents you want installed. The table below shows the amount of disk space each section will occupy:

The documents are installed into a directory of your choosing. The default directory is `f:\TYPESET\VPSTYLE` where `f` is the drive that Ventura Publisher is itself installed.

General Information

The Style Sheets described in this booklet are set up ready to use. The instructions shown here assume you have some working knowledge of Ventura Publisher, and have gone through the Training Guide to familiarize yourself with the program.

Section	Number of examples	Disk space used in Kb
Academic	3	111
Advertising Materials	6	290
Business Documents	12	888
Database Publishing	4	80
Financial	3	43
Forms	4	78
Government	2	28
Long Documents	8	215
News Reporting	4	931
Word Presentation	2	322
Vertical Applications e.g. Legal	4	212

A Quick Review

One of the first things you need to understand, as a Ventura user, is the way the program defines an Underlying Page and how it relates to frames.

In using the program you have noticed how Ventura automatically adds enough pages to absorb all of the text file you load into it. While this feature is one of Ventura's best, it can also be a hindrance in some cases. For instance, most layout jobs of any length usually will have more than one text file. The creation of copy for a job is often written in sections and linked together. With Ventura you can even layout several different file formats on the same page in separate frames. Microsoft WORD, WordPerfect and WordStar text files can reside in the same chapter and even on the same page. Additionally, Ventura will allow you to link several text files together on the Underlying Page.

The Underlying Page you start with is actually a Frame. You can size the Underlying Page the same way you size any frame. In fact, if you size your Underlying Page less than the normal page size

you have chosen, Ventura will print Crop Marks showing the page edges (if you have this option turned on in the print sub-menu).

When you introduce additional frames onto your pages, Ventura will flow the text around those frames. This makes the Underlying Page margins seem smaller to the text file, stretching the length of the document.

It is important to understand this basic concept to take advantage of how we present the Style Sheets to you, and how you can take advantage of them right away. Please take a moment to review both the Training Guide and General Reference manual to gain a better understanding on how frames are used in Ventura Publisher.

Due to space limitations, the Style Sheets presented are kept to a minimum in page count. Where necessary, the description on how to use the Style Sheet will show you how additional pages will affect the Style Sheet.

Specific usage of frames are described in the instructions provided with each Style Sheet, but you should

take note that frames that are placed on top of frames may be hard to highlight to delete, and or, add text and graphics. Holding down the CTRL key while clicking the mouse button will cycle through the frames so you can highlight the frame you want.

The final point about the base page is that it can be reduced to smaller than an 8½" x 11" size. This can be done two ways. First, looking at the Chapter Menu, under Page Size, you can select a different page size from the list provided. The second way is to highlight the base page, go into the Sizing & Scaling menu, and type in the page size you want. (See Figure 1) You can also position the reduced page anywhere on the standard page selected from the Page Size menu under Chapter.

Save As BEFORE Save

When you start to use these Style Sheets you need to remind yourself to perform a "Save As", before you do a "Save". Once you load a Chapter, make modifications and save. Those changes will be kept for posterity. To keep the sample Style Sheets in their original condition; Load the Chapter, and delete the text file plus

any illustrations. Perform a “Save As New Style”, and give your style sheet a new name, then immediately do a “Save As”, you then type in a new Chapter name. This will insure that the original Style Sheets presented here will stay intact.

Printing the Contents of a Style Sheet

Ventura Publisher has an option in the Update Tag List dialog box under the Paragraph Menu that prints the list of Tag names and their specific attributes. This is very helpful in determining what has been done to a Tag,

and how the effect was created. It also allows you to review the contents of Tags to see if there is any duplication. Please review the Reference Guide for more information.

Fonts and Width Tables

All of the stylesheets presented in this manual were created in a Windows environment that had a PostScript printer as the default output device. The typefaces primarily used are Helvetica and Times.

Because of the diverse range of type sizes that has been used, we require the use

of software that can scale, in real time, screen and printer fonts to the size required. Adobe Type Manager (ATM) or TrueType are two such systems.

Note: Using TrueType (a standard feature of Microsoft Windows 3.1) will result in Helvetica being mapped to Arial and Times to Times New Roman.

European page sizes

The documents provided in non-US packages are based on DIN pages sizes, e.g. A3 & A4.

4 Page Journal/Periodical

NWSLTTR.CHP

by Nancy Bargine

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Multiple text file usage
Drop Caps
Spot Color
Liberal use of Ruling Lines

Multiple text files make up this very flexible Newsletter Style Sheet. A four-column Tabloid-style front page is followed by an inserted three column back page which can be used as a mailer. Paging down will give you the "Inside" page, using the same four column layout as the front page. a liberal use of ruling lines were used between columns and above heads. Drop Caps were also used throughout the text. Additional pages can be added by inserting pages at the end of the third page. These added pages will take on the same characteristics as page three.

Thesis/Dissertation

THESIS.CHP

by Nancy Bargine

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Ruling Lines
Footnotes
Running Headers and Footers
TOC

This Style Sheet presents copy in a very simple and elegant way. Designed as a thesis paper presentation, it allows for easy reading. A single column format with ample margins, this document can have all sorts of uses.

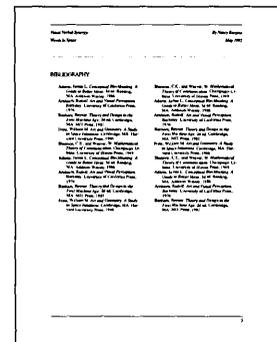
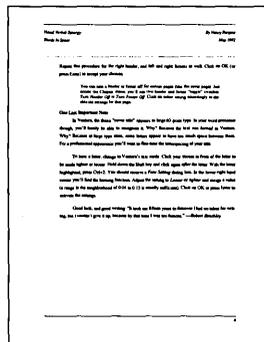
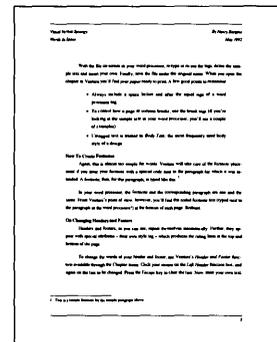
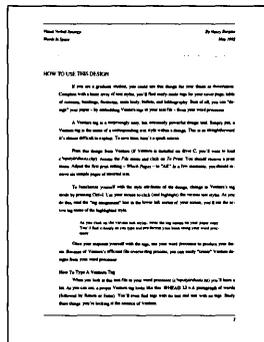
Visual

Verbal-Synergy:

Words

In Space

By: Nancy Bargine, May 1992
Course: Principles of Design
Professor: Steven Charrier



Textbook
TXTBOOK.CHP
By Nancy Bargine

HIGHLIGHTS

Page layout —
 Portrait 8½" x 11"

Ventura Features —
 Line Breaks
 Varied Inner-Line Spacing
 Change-Note Ruling Lines
 Reversed Text
 Running Footers

This Textbook Style Sheet has it all: Cover Page, Title Page, Dedication Page, Table of Contents, Introduction and sample Chapters. This “Two-Column Look” is accomplished using the Breaks command. Separate paragraphs allow for the text characteristics to differ.

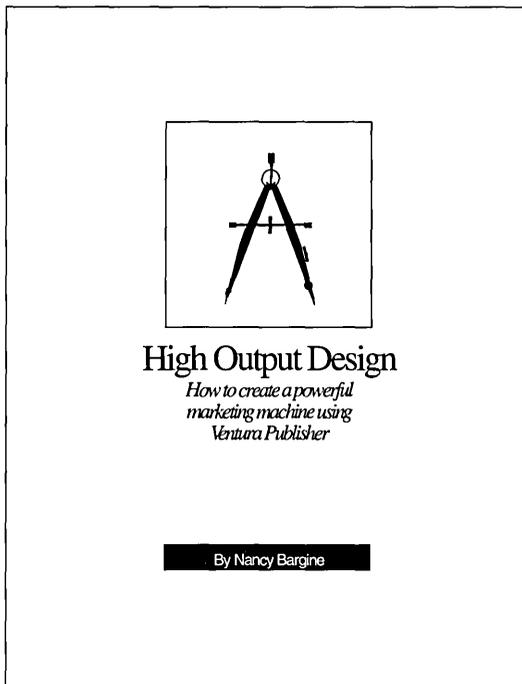


Table of Contents

Introduction	1
Chapter 1	1
Chapter 2	1
Chapter 3	1
Chapter 4	1
Chapter 5	1
Chapter 6	1
Chapter 7	1
Chapter 8	1
Chapter 9	1
Chapter 10	1
Chapter 11	1
Chapter 12	1
Chapter 13	1
Chapter 14	1
Chapter 15	1
Chapter 16	1
Chapter 17	1
Chapter 18	1
Chapter 19	1
Chapter 20	1
Chapter 21	1
Chapter 22	1
Chapter 23	1
Chapter 24	1
Chapter 25	1
Chapter 26	1
Chapter 27	1
Chapter 28	1
Chapter 29	1
Chapter 30	1
Chapter 31	1
Chapter 32	1
Chapter 33	1
Chapter 34	1
Chapter 35	1
Chapter 36	1
Chapter 37	1
Chapter 38	1
Chapter 39	1
Chapter 40	1
Chapter 41	1
Chapter 42	1
Chapter 43	1
Chapter 44	1
Chapter 45	1
Chapter 46	1
Chapter 47	1
Chapter 48	1
Chapter 49	1
Chapter 50	1
Chapter 51	1
Chapter 52	1
Chapter 53	1
Chapter 54	1
Chapter 55	1
Chapter 56	1
Chapter 57	1
Chapter 58	1
Chapter 59	1
Chapter 60	1
Chapter 61	1
Chapter 62	1
Chapter 63	1
Chapter 64	1
Chapter 65	1
Chapter 66	1
Chapter 67	1
Chapter 68	1
Chapter 69	1
Chapter 70	1
Chapter 71	1
Chapter 72	1
Chapter 73	1
Chapter 74	1
Chapter 75	1
Chapter 76	1
Chapter 77	1
Chapter 78	1
Chapter 79	1
Chapter 80	1
Chapter 81	1
Chapter 82	1
Chapter 83	1
Chapter 84	1
Chapter 85	1
Chapter 86	1
Chapter 87	1
Chapter 88	1
Chapter 89	1
Chapter 90	1
Chapter 91	1
Chapter 92	1
Chapter 93	1
Chapter 94	1
Chapter 95	1
Chapter 96	1
Chapter 97	1
Chapter 98	1
Chapter 99	1
Chapter 100	1

Introduction

About This Book

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Chapter 8

Chapter 9

Chapter 10

Chapter 11

Chapter 12

Chapter 13

Chapter 14

Chapter 15

Chapter 16

Chapter 17

Chapter 18

Chapter 19

Chapter 20

Chapter 21

Chapter 22

Chapter 23

Chapter 24

Chapter 25

Chapter 26

Chapter 27

Chapter 28

Chapter 29

Chapter 30

Chapter 31

Chapter 32

Chapter 33

Chapter 34

Chapter 35

Chapter 36

Chapter 37

Chapter 38

Chapter 39

Chapter 40

Chapter 41

Chapter 42

Chapter 43

Chapter 44

Chapter 45

Chapter 46

Chapter 47

Chapter 48

Chapter 49

Chapter 50

Chapter 51

Chapter 52

Chapter 53

Chapter 54

Chapter 55

Chapter 56

Chapter 57

Chapter 58

Chapter 59

Chapter 60

Chapter 61

Chapter 62

Chapter 63

Chapter 64

Chapter 65

Chapter 66

Chapter 67

Chapter 68

Chapter 69

Chapter 70

Chapter 71

Chapter 72

Chapter 73

Chapter 74

Chapter 75

Chapter 76

Chapter 77

Chapter 78

Chapter 79

Chapter 80

Chapter 81

Chapter 82

Chapter 83

Chapter 84

Chapter 85

Chapter 86

Chapter 87

Chapter 88

Chapter 89

Chapter 90

Chapter 91

Chapter 92

Chapter 93

Chapter 94

Chapter 95

Chapter 96

Chapter 97

Chapter 98

Chapter 99

Chapter 100

Chapter 1

Tagged "Head 18/PW"

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Chapter 8

Chapter 9

Chapter 10

Chapter 11

Chapter 12

Chapter 13

Chapter 14

Chapter 15

Chapter 16

Chapter 17

Chapter 18

Chapter 19

Chapter 20

Chapter 21

Chapter 22

Chapter 23

Chapter 24

Chapter 25

Chapter 26

Chapter 27

Chapter 28

Chapter 29

Chapter 30

Chapter 31

Chapter 32

Chapter 33

Chapter 34

Chapter 35

Chapter 36

Chapter 37

Chapter 38

Chapter 39

Chapter 40

Chapter 41

Chapter 42

Chapter 43

Chapter 44

Chapter 45

Chapter 46

Chapter 47

Chapter 48

Chapter 49

Chapter 50

Chapter 51

Chapter 52

Chapter 53

Chapter 54

Chapter 55

Chapter 56

Chapter 57

Chapter 58

Chapter 59

Chapter 60

Chapter 61

Chapter 62

Chapter 63

Chapter 64

Chapter 65

Chapter 66

Chapter 67

Chapter 68

Chapter 69

Chapter 70

Chapter 71

Chapter 72

Chapter 73

Chapter 74

Chapter 75

Chapter 76

Chapter 77

Chapter 78

Chapter 79

Chapter 80

Chapter 81

Chapter 82

Chapter 83

Chapter 84

Chapter 85

Chapter 86

Chapter 87

Chapter 88

Chapter 89

Chapter 90

Chapter 91

Chapter 92

Chapter 93

Chapter 94

Chapter 95

Chapter 96

Chapter 97

Chapter 98

Chapter 99

Chapter 100

Chapter 1

Helpful Hints

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Chapter 8

Chapter 9

Chapter 10

Chapter 11

Chapter 12

Chapter 13

Chapter 14

Chapter 15

Chapter 16

Chapter 17

Chapter 18

Chapter 19

Chapter 20

Chapter 21

Chapter 22

Chapter 23

Chapter 24

Chapter 25

Chapter 26

Chapter 27

Chapter 28

Chapter 29

Chapter 30

Chapter 31

Chapter 32

Chapter 33

Chapter 34

Chapter 35

Chapter 36

Chapter 37

Chapter 38

Chapter 39

Chapter 40

Chapter 41

Chapter 42

Chapter 43

Chapter 44

Chapter 45

Chapter 46

Chapter 47

Chapter 48

Chapter 49

Chapter 50

Chapter 51

Chapter 52

Chapter 53

Chapter 54

Chapter 55

Chapter 56

Chapter 57

Chapter 58

Chapter 59

Chapter 60

Chapter 61

Chapter 62

Chapter 63

Chapter 64

Chapter 65

Chapter 66

Chapter 67

Chapter 68

Chapter 69

Chapter 70

Chapter 71

Chapter 72

Chapter 73

Chapter 74

Chapter 75

Chapter 76

Chapter 77

Chapter 78

Chapter 79

Chapter 80

Chapter 81

Chapter 82

Chapter 83

Chapter 84

Chapter 85

Chapter 86

Chapter 87

Chapter 88

Chapter 89

Chapter 90

Chapter 91

Chapter 92

Chapter 93

Chapter 94

Chapter 95

Chapter 96

Chapter 97

Chapter 98

Chapter 99

Chapter 100

Single Page AD

AD.CHP

By Nancy Bargine

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Auto-Centering Alignment
Quick Font changes
Liberal use of White Space

Simple - Direct - Effective, describes this single page ad. You can substitute any four letter word to create your own specialized message. Or, use a five letter word to grab your audience by spacing the paragraphs differently. This layout will want the reader to look at the additional message it contains.

F

We're using four letter words because that's what it takes to describe the latest edition of Ventura Publisher.

A

Four letter words like easy because if you want, you can manipulate Ventura designs from your word processor.

S

Four letter words like fine: as in first rate. Professional. Powerful. Productive. Efficient. *Finally*.

T

And, four letter words like save: as in save yourself some grief. Ask for your free Ventura info pack.

Call today for more information about the new Ventura Publisher 4.1: 1-800-822-8221
Ventura Publisher® is a trademark of Ventura Software Inc., a Xerox company. Xerox® is a trademark of Xerox Corporation.

Singe Page AD

Q&A_AD.CHP

By Nancy Bargine

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Multiple Column Layout
Drop Caps
Auto Centering on Page

This is another example of an effective "Text Only" advertisement. The headline directs the reader to want to continue reading. The three column Question and Answers, look like a conversation which is interviewing the President of a company. The message conveys that of a person explaining how they can help give your company a great image.

The Head, Sub-Head and Footer use a Frame wide alignment for the text, while the Body of the ad uses Drop Caps for the "Q" and "A". The body text flows automatically through the columns. Ruling Lines were attached to paragraphs where needed.

How To Create A Great Image

An interview with John Doe, President and Art Director for Your Company

Q John, every company needs an image, a "look." If you will, but how does one go about getting one?

A Begin by defining your mission—what you sell, why you exist. Get it down to ten words or less. Then look at your market. What do your customers really want? If you sell security systems, you don't sell alarms, you sell peace of mind. And what about your competitors? Look at the best of them and be better. Be different. Exploit that difference in your printed image.

Q You make it sound so simple. Okay, I've got my mission statement. Now what?

A Now make a list of every printed item you will ever need. Define how it will be used and what it will be printed on. Look at the potential cross-functionalities and "economies". A letterhead, a newsletter and a press release can happily share the same design style, the same paper.

Q How do you find a good designer?

A That depends on what you need. Good design is made up of two parts: the design, and the words that make up the design. If you need both, you need a designer and a copywriter. Ad agencies and design recruiting agencies can usually put it all together for you, but it's costly—anywhere from \$15,000 and up for a corporate identity system. And that's just a handful of designs. Or, you can call our company. We do the same thing but with far fewer printed plants, and for much less money. In fact, quite a bit less. And we do it faster.

Q Interesting. What's the catch? How do you do it?

A By virtue of our technology. Using computers, we build professional designs that can be "cloned", changed or expanded upon in a fraction of the traditional time. Consequently, the more you need, the more you save.

Q Are you saying that unless I buy a lot of designs I won't save money? And what if I can't write my own copy?

A Even if you only need a letterhead, you'll save money. Point is, if you decide to print a newsletter in the future, you'll save even more because we can draw from the work that's already been done. And if you can't write copy, we'll do it for you. In fact, we can help you with a lot of things. Printing recommendations, companion supplies, and so much more.

Q So, do you have a price sheet? How much does all this cost?

A Tell us what you need. We'll break it down into definable parts. We'll provide you with a quick time and cost estimate. Once we get the go-ahead, we'll make your design and fax you a proof. In the same hour, you can change how and fax it back. You save time. We save time. You save money. It's easy. Just call 000-000-0000.

Your Company

Your Company Name • Your Address, City, State and Zip • Phone 000-000-0000

Tri-Fold Brochure

BROCHURE.CHP

By Nancy Bargine

HIGHLIGHTS

Page layout —
Landscape 11" x 8½"

Ventura Features —
Multi-Column Layout
Head layout across columns
Portrait and landscape text on same
page
Text flow through frames

This Tri-Fold brochure can be used either as a hand-out, or a direct mailer. Designed to be printed front-to-back, you can produce small quantities in-house on your own laser printer, or generate a camera-ready original, and have it reproduced commercially. The center panel on the front cover has both address positions for mailing or hand-out.

Company Name

You'll learn a lot when you compare a printed sample of this design with it's text file in your word processor. You'll discover that, in some cases, tags were used without any text at all. A good example lies directly above this paragraph.

Specialty paper suppliers currently offer an assortment of colorful "blank" brochure formats for laser printers as well as copiers. Check the yellow pages under "Paper", or call Paper Direct for a free (and worthwhile) catalog: 1-800-272-7377.



"This is a quote from a satisfied customer. If you're like most people, you'll read this quote after you read the main headings. Skillfully crafted, this device will move the reader to the first paragraph of your brochure."

Bob Topper, President
Any Company USA

Learning Center
15 Broad Street
San Francisco, CA 94100
Phone 415-456-8950
Fax 415-456-2170

Learning Center
15 Broad Street
San Francisco, CA 94100
Phone 415-456-8950
Fax 415-456-2170

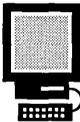
Your Brochure:

A Powerful Marketing Tool

Brochures have panels that fold rather than pages that turn. Usually, the printed brochure has three or four-panels printed on each side of a single page.

This design is considered a six-panel brochure. However, the format isn't nearly as important as the content. Fill it with factual information. Unlike ads, which have to grab a person's attention, the brochure already has that attention. Consequently, a well-written brochure informs and sells.

A brochure can be a powerful marketing device. Some businesses earn annual six-figure incomes just by placing tiny ads in a variety of publications, offering a free brochure. Their response is usually good because people who take the time to request brochures are serious prospects.



Communication By Design

How To Create Your Own

There are a total of two pages in this design. This page produces the "inside" spread of the brochure, and the next page (press Page Down) creates the "outside" cover and back.

In this brochure, you'll find a single text file connected to a series of frames. To make your own brochure, use your word processor to type the text file. If Ventura is installed on drive C, load the text file as: c:\vps\style\brochure.txt. With the file on-screen, change the words to suit your business. Re-type or re-use the tags as needed. Finally, save the file under the original name. When you open the chapter in Ventura you'll find your brochure, ready to print.

Don't worry too much about the balance of the columns; this design welcomes uneven column lengths.

To assemble (after printing back-to-back), fold the right panel (of this side) first, then the left. The cover panel should open like a book. The page beneath should open from left to right.

Using Your Word Processor

The most efficient way to create Ventura text is with your word processor—by embedding Ventura "tags" in your word file. A Ventura tag — the "paragraph" style assignment — looks like this:

●BULLET 11 = Your paragraph of words (followed by a paragraph return).

To familiarize yourself with the style attributes of the brochure design, open the chapter in Ventura. Change to Ventura's tag mode by pressing Ctrl+T. As you click on the various text styles, read the tag assignment box to the right of your screen; you'll see the active tag name of the highlighted style.

Once you acquaint yourself with the tags, use your word processor to produce the text. Because of Ventura's efficient file-overwriting process, you can easily "create" and manipulate Ventura designs from your word processor.

- This is the "Bullet 11" tag. Use it to highlight important points.
- Familiarize yourself with the tags. For how-to, see above.
- In your word processor, be sure to include a space before and after the equal sign of the tag name.

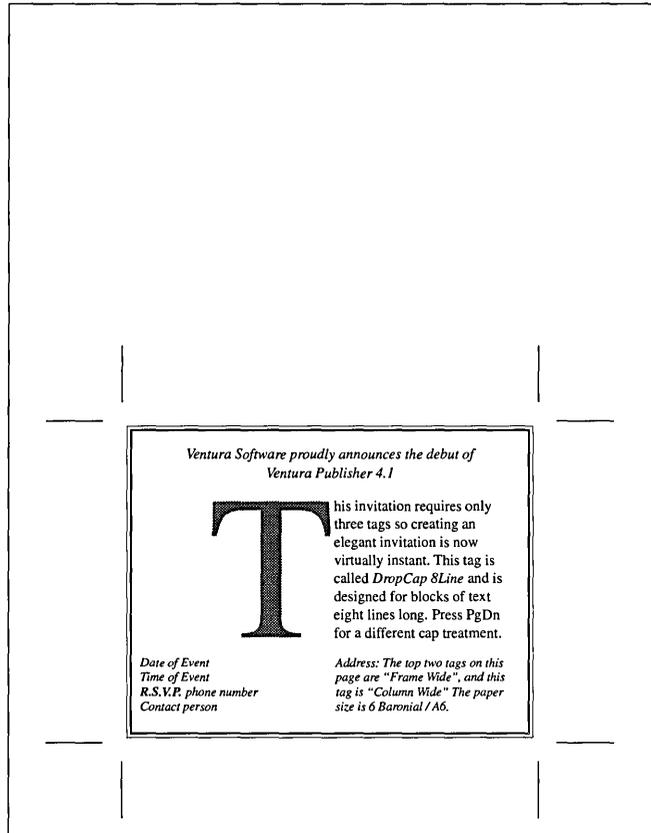


Invitation**INVITE.CHP****by Toni & Daniel Will-Harris****HIGHLIGHTS**

Page Layout —
Landscape 5 1/2" x 4 1/4"

Ventura Features —
Reduced page size
Ruling lines around
Spot Color
Drop Caps

A very simple, but effective layout for an invitation. The reduced layout size is accomplished by resizing the underlying page to the size noted. With "Crop Marks" turned on during printing, you will see the trim lines. You can vary the look by setting the Drop Cap font to whatever you have loaded in your Font Width Table.



Three-Fold Flyer

FLYER.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page Layout —

Landscape 11" x 8½"

Ventura Features —

Multi-Column Layout

Text flow through frames

Ruling Lines

Drop Caps

This Style Sheet was designed to produce a handy three-fold flyer in-house. Text is flowed from section to section, and the reverse side will continue the message. Use of ruling lines, both at the header positions at the top of each column, and separating sections, give this open design its flexibility.

"Oops! Let me try again"

Darts for the Hopelessly Uncoordinated



DART CLASSES
FOR
BEGINNERS

"After being banished from the rec room, I didn't think I would ever learn how to play darts—but DFB taught me how!"

As a flyer, this piece is designed to be an accordion-fold. It will fit inside a regular business-size envelope and can be printed on both sides. The underlying page is divided into three columns and the Pull Quote Tag at the top of this column has a built-in column break, assuring that the text will always appear at the top of a column. The frames that contain graphics have Vertical Padding added to control the white space above and below them.

Classes include:

- ◆ Rubber-tipped Darts 101
- ◆ Darts for Fun & Profit
- ◆ Darts & Safety
- ◆ 60 Second Darts
- ◆ Darts Around the Clock
- ◆ This is the Bullet Tag

"Just a few minutes with the right teacher was all I needed. DFB's 60-Second Darts program was great!"



SCHEDULE OF CLASSES

Course	Begins	Fee
Text Tag with Tabs	Oct. 19 Line Under2 Tag	\$150
Fun & Profit	Oct. 29 4 2-hour classes	\$150
Darts & Safety	Dec. 6 1 4-hour class	\$120
60 Second Darts	Dec. 23 1 3-hour class	\$100

DARTS FOR BEGINNERS
123 Safetyfirst Dr.
Rubbertip, CA 94956 800-555-DART

Landscape Sign

SIGN.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

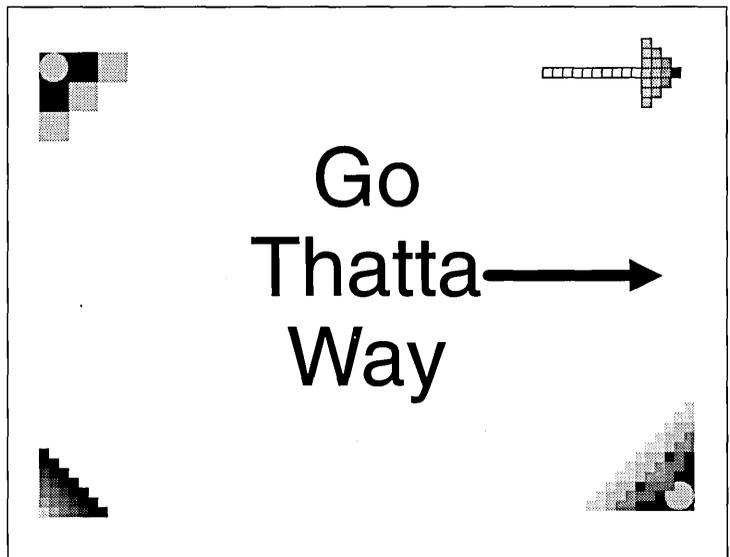
Page Layout —

Landscape 11" x 8½"

Ventura Features —

Auto centering of text
Ventura's graphics tools

The graphics for this design were created totally in Ventura. Using the graphics tools available, you can create different effects that compliment any sign or poster. You can also vary the page size and output this document to an imagesetter for a larger end product.



Inner Office Memo
MEMO.CHP
by Nancy Bargine

HIGHLIGHTS

Page Layout —
Portrait 8½" x 11"

Ventura Features —
Fixed background Headers
Spot Color

This Inner-Office Memo was designed for efficiency. Once you have personalized this Style Sheet to your own company, you can re-create it over and over again in your word processor.

LEARNING CENTER INCORPORATED
8 BRIDGE STREET
SAN ANGELO, CA 94960

**INNER
MEMO**

TO: ALL ASSOCIATES
FROM: ARTHUR R. (ARKY) CIANCUTTI, M.D.
DATE: 8/1/92
RE: INNER OFFICE MEMOS

This Ventura Publisher memo template has been designed for maximum inner-company efficiency. The background is fixed. To personalize, simply load the text file into your word processor (C:\VPSTYLE\MEMOFORM.TXT — if Ventura is stored on drive C). Re-use the tags, delete the old information, and insert your name, address and numbers. Save the file under the original name. From this point forward (or until you change your name) you won't have to touch the form background.

To type a quick memo, use your word processor, or type directly into Ventura. No format tags are needed; just place an extra paragraph return between paragraphs. (The date is considered a paragraph.) Save your file in ASCII format as: C:\VPSTYLE\MEMO.TXT. Then, just preview, change and print in Ventura.

Best,

Arky

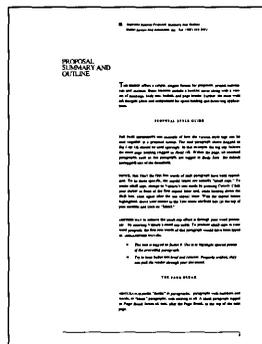
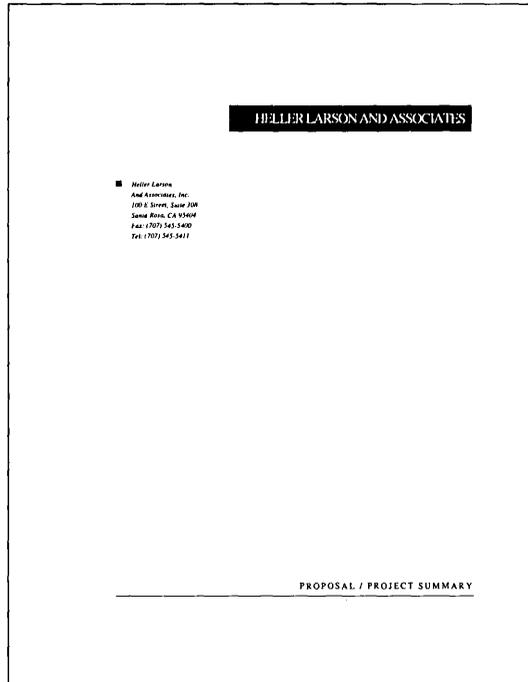
Report/Proposal PROPOSAL.CHP by Nancy Bargine

HIGHLIGHTS

Page Layout —
Portrait 8½" x 11"

Ventura Features —
Reversed Heads
Running Footers
Bullets
Signature Line

This design offers a simple, elegant format for proposals, project summaries and outlines. Basic features include a booklet cover along with a variety of heading, body text bullets, and page breaks. Further, the extra wide left margin allow and compensate for spiral binding and three-ring applications.



Press Release

RELEASE.CHP

by Nancy Bargine

HIGHLIGHTS

Page Layout —
Portrait 8½" x 11"

Ventura Features —
Ruling Lines
Reversed Text Headers
Spot Color

Newspapers, magazines, or any print, video, or voice media, is hungry for news. If your news is really hot news, you'll get better results if you submit it in the format that is generally appreciated by the media. This news/press release offers one style example along with a few tips.

Impressa Systems Incorporated • August 1, 1992 • For Immediate Release

NewsRelease

*To succeed at gaining free publicity,
you must have three things:
names, imagination, and persistence.*

The news in a nutshell

MEDIA CONTACT

■ **Donna Dodson**
Impressa Systems
211 Hill Boulevard
Petaluma, CA 94952
Fax 415 / 456-2170
Phone 415 / 465-1871

SAN FRANCISCO. Newspapers are hungry for news. If your news is really hot news, you'll get better results if you submit it in the format that is generally appreciated by the media. This news release offers one style example along with a few tips.

When writing a publicity release, include the date as well as the release date, the person to contact, and the contact's phone. Say *who, what, where, when, why* and *how* in the first paragraph, if you possibly can. Study your newspaper; notice how deftly most writers can work that data into the beginning of each article.

Getting your story read is another thing. A reliable media professional once claimed that 80% of the news is "planted" by publicity firms. Popular columnists, on the other hand, have expressed resentment over the quantity and quality of "releases" received on a daily basis. Point is, news can be planted, but it's got to be *interesting* news.

To get to third base, you'll want to know your contact's *name, title, and* if appropriate, their *department*. Try to phone that person before sending your release. Meet for lunch if you can. Chances are, you'll become the best kind of squeaky wheel: a friendly one.

Mail your release ten days in advance of the day it should appear, and include a short personal note. Follow up with a second phone call. Offer assistance, story suggestions and/or pictures. And, last but not least, be persistent.

Well-written headings

To change the news release text to suit your business, load the text file into your word processor (C:\WPST\RELEASE.TXT —if Ventura is installed on your boot drive). Once loaded, you'll see *this text* —with pre-formatted tag names. Re-use the tag names as needed, change the words and save the file under the original name. Open the news release chapter in Ventura to preview, change or print your newly formatted document.

You can control where columns break with a special "break" tag. In your word processor, you'll recognize it as: @COLUMNBREAK = 9. Use this tag to effectively control the balance of your columns.

This design was created with two frames. In Ventura's frame mode (Ctrl+L), you'll see the (empty) base page frame, and if you look closely, you'll see a faint border around the second (text) frame. In some cases, "secondary" frames provide nice options. In this case, the base page (with column guidelines *shown*), serves as a visual grid. The second frame provides the option of a possible two-column format on a future second page —leaving the three-column format unchanged on page one.

End

Organization Chart

ORGCHART.CHP

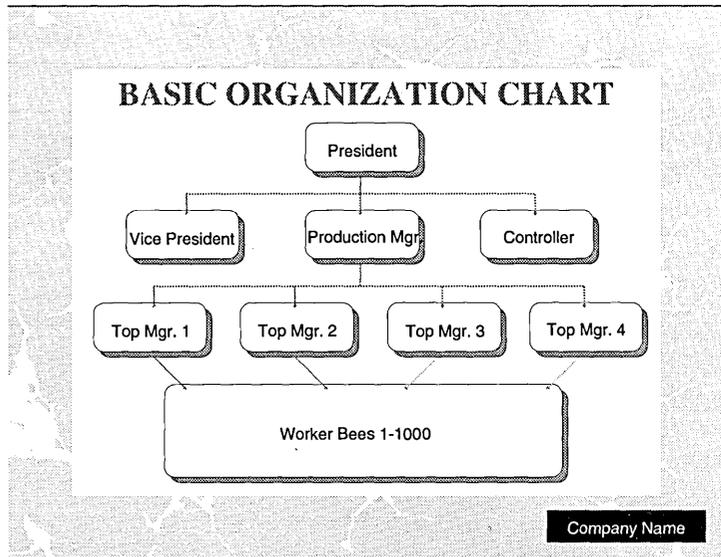
by Sandi & Carl Ballay

HIGHLIGHTS

Page Layout —
Landscape 11" x 8½"

Ventura Features —
Auto centering of text
Ventura's graphics tools

This Organization Chart is created entirely using Ventura's graphic mode. The basic page contains a marble clip art used to frame the chart. Since it's on the base page, it will automatically repeat when any new pages are inserted. The marble is an EPS file.



Four Page Quarterly Report

QTRRPT.CHP

by Sandi & Carl Ballay

HIGHLIGHTS

Page Layout —
Landscape 11" x 8½"

Ventura Features —
Multi-Color
Tabbed or Table Text
Ruling Lines

The trim size of this Quarterly Report is 5 ½" x 8 ½". It was designed using a landscape page layout, with the first and fourth pages on the same page, and the second and third pages as a spread. It would then be printed front to back on the same sheet, and then folded to the finish size.

The illustrations used can be substituted for your own, as well as, the text and table figures.

PAGE FOUR

Miscellaneous Tags

The tag used in the table is called Table Txt TR9. It is intended for use as a horizontally tabbed type of table. Also used for the Totals is Tabl Total, Tabl In Thousands, and Tabl Subl. These are all tabbed identically to line up.

The Questions tag and Ist Body tags on the last page are intended to work together. These two tags could also be used for the Notes to the financial statement if there were any. The Col Break tag forces a new column. The tags for the cover consist of Hd1 TR48 B1 and M Hd Hiv 8 W used in smallcaps. The frame with the cover text has text flow turned off.

The page numbers are placed in separate frames and use the tag called TR7 Sp. This is a simple way to number a few individual pages when Ventura's automatic page numbering would not work.

Shareholder Questions

Below are some shareholder questions.

■ **Do you expect the recession to affect your industry?**
The recession will affect everyone in the Bay Area, but our industry will be less affected than most.

■ **Do you feel that the recession is almost over now?**
There are many encouraging signs that point in that direction. We are keeping our fingers crossed.

ABC COMPANY

1991 ANNUAL REPORT

The ABC Company Annual Report is designed and published by ABC Company for its shareholders. For further information, contact Mr. Nozama, 1234 Mainway, Any City, CA

PAGE TWO

Report Documentation

The basic page size is 11" by 8.5" and intend to be folded in half. This will create four pages typical of a simple quarterly report. If the cover were done with a different size type, this layout could also be folded in fourths. Either way is acceptable for a quarterly report.

In this particular report, the base page is not used and the text and graphics are placed in frames of different layers. This facilitates using different column formats for the different sections of the report. However, the base page is designed with four columns and appropriate margins to facilitate the folding and provide a grid for the frame columns. Below the text part of the report is a frame with a marble EPS graphic in it. This is used as a background for several other smaller frames placed on top of it to contain relevant graphics. The graphics in the smaller top frames are using a frame background of either black hollow or white solid depending upon the desire for transparency. All graphics used in this report are EPS format except one which is CGM and can be replaced with your own.

Subhead Tags

Below are the primary tags used. The first is SubHd TR16 B. It is Times Roman 16 Bold and spaced out looser using the Paragraph Typographic command. All body copy line spacing is 16 points. The second subhead uses the tag SubHd2 TR 8B. The beginning of the article uses the tag DrCap TR48. Both of those tags are described in their tag names. The DrCap TR48 tag uses 48 point Times Roman for the Dropped Cap letter and if you don't have a PostScript printer, your printout will be smaller than that. If that's the case, you can change the tag and name to reflect the information for your printer.

Consolidated Summary Financial Statements

(in thousands) (January 31)

	1987	1986
Current assets:		
Cash and cash equivalents (Note 1)	\$8,406	\$13,259
Accounts receivable, less allowance for doubtful accounts of \$550 in 1987 and \$607 in 1986	13,282	15,351
Inventories (Note 1)	12,324	11,234
Income taxes receivable (Note 1)	245	0
Prepaid expenses and other assets	1,234	980
Total current assets	39,887	43,234
Net property, plant and equipment (Notes 1 and 6):		
Property, plant and equipment at cost	12,345	11,234
Land	890	987
Buildings and leasehold improvements	34,567	33,876
Machinery and equipment	15,345	17,654
Less accumulated depreciation and amortization	(12,234)	(14,543)
Other assets:		
Intangible assets, at cost less accumulated amortization of \$1,234 in 1987 and \$1,432 in 1986 (Note 1)	5,478	3,456
Long term notes receivable (Notes 1, 2, and 5)	5,789	8,905
Other	1,876	3,098
Total other assets	12,234	13,234
Total assets (See accompanying notes)	\$56,980	\$65,987
Current liabilities:		
Salaries, wages and related benefits payable	\$8,406	\$13,259
Accounts payable	13,282	15,351
Current portion long-term debt (Note 6)	1,234	980
Total current liabilities	39,887	43,234
1% Convertible debentures due 2011 (Notes 1 and 6)		
Deferred taxes	890	987
Machinery and equipment	12,345	11,234
Less accumulated depreciation and amortization	24,567	23,876
Net property, plant and equipment	15,345	17,654
Stockholders' equity (Notes 7 and 12)	13,234	14,543
Long term notes receivable (Notes 1, 2, and 5)	5,789	8,905
Total stockholders' equity (See accompanying notes)	12,234	13,234

FAX Cover Sheet

FAX.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page Layout

Portrait 8½" x 11"

Ventura Features -

Ruling Lines

This FAX format acts as its own cover sheet. The advantages are two-fold: First, it saves paper (thermal FAX paper is not recyclable), and second it saves time (you don't have to spend time sending a separate cover page).

It has the additional advantage of putting the most important routing information at the top of the page. Only the first inch of the page needs to be received correctly for the recipient to know what company it's from and from whom.

FAX 	DATE: 12-6-92	FROM: Your Name 800-555-1212	TO: Their Name 800-622-8221	RE: Fax Format	CC: Whoever	PAGES: 1 Including this one
--	------------------	------------------------------------	-----------------------------------	-------------------	----------------	-----------------------------------

To Whom It May Concern:

This fax format acts as its own cover sheet. The advantages are two-fold. First, it saves paper (thermal fax paper is not recyclable), second, it saves time (you don't have to spend time sending a separate cover page). It has the additional advantage of putting the most important routing information at the very top of the page, so that only the first inch of the page needs to be received correctly for the recipient to know who it's from and to.

- **To Use This Format:**
The fax address at the top is in a frame with seven columns. It uses two tags: *Fax Head* and *Fax Body*. Fax Head contains an automatic column break, so if you press *Enter* while in this tag, you will jump to the top of the next column. If you want two lines of fax head, such as appears in "Date," press Control-Enter instead of Enter—This will create a new line, but not a new paragraph. To get a better idea of how this works, turn Tabs and Returns On.

The body of the letter may either be written a word processing program, or typed directly into Ventura. VP can be a fast and efficient word processor.
- **Graphic Logo**
To put your own graphic in this frame, choose Load Text / Pictures from the File menu, and load your graphic. Click on the frame that contains the graphic, then click on the file name of your graphic which should appear in the File List Window.
- **Return Address**
Your return address appears in a frame at the bottom of the page. In Text Mode, click your mouse in the box and simply delete the existing text by pressing DEL repeatedly, or highlighting the text and pressing DEL once.

The Return Address text is in a repeating frame, so it will appear on every page of your fax.

Company Name

Address1

Address2

City, State

Zip

Company Envelope

ENVELOPE.CHP

by Toni & Daniel Will-Harris

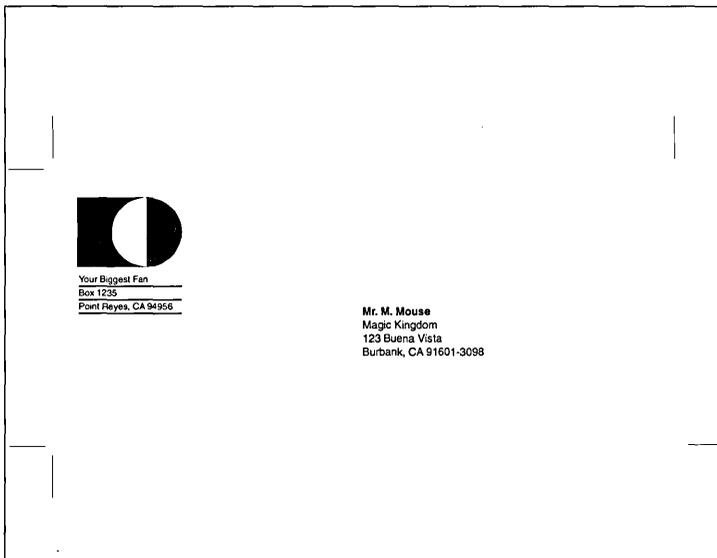
HIGHLIGHTS

Page layout-
Landscape #10 Envelope

Ventura Features

Ruling Lines
Centered Copy

Carrying the same logo as the letterhead, this company envelope complements the letter page with logo, type and overall look.



Award Certificate

AWARD.CHP

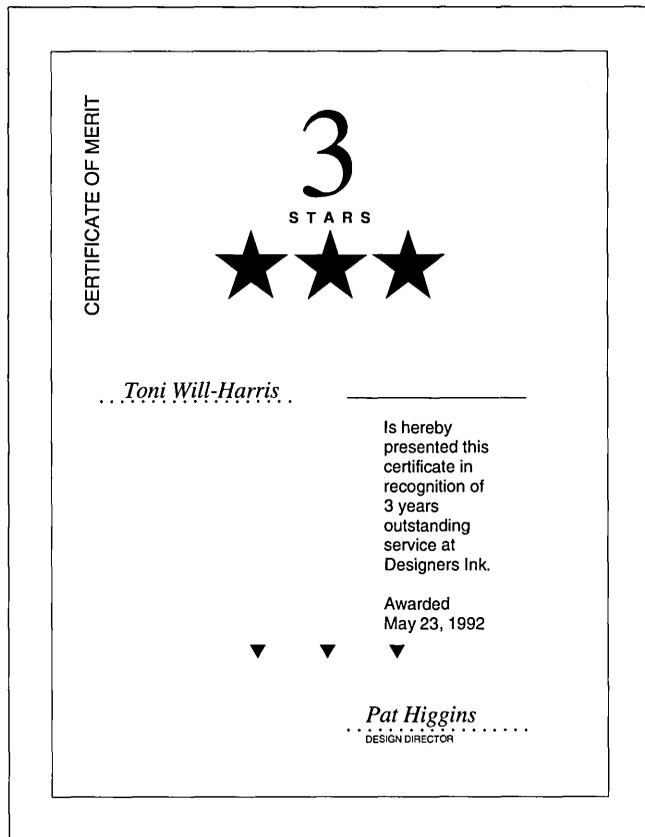
by *Toni & Daniel Will-Harris*

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Ruling Lines
Portrait and Landscape fonts
on the same page
Dingbat fonts

This certificate is made-up of several frames. It is possible to construct this document on the underlying page, it is easier to modify using this frame method.



Business Cards

B-CARDS.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page layout —

Portrait 8½" x 11"

Standard Business Card Sizes

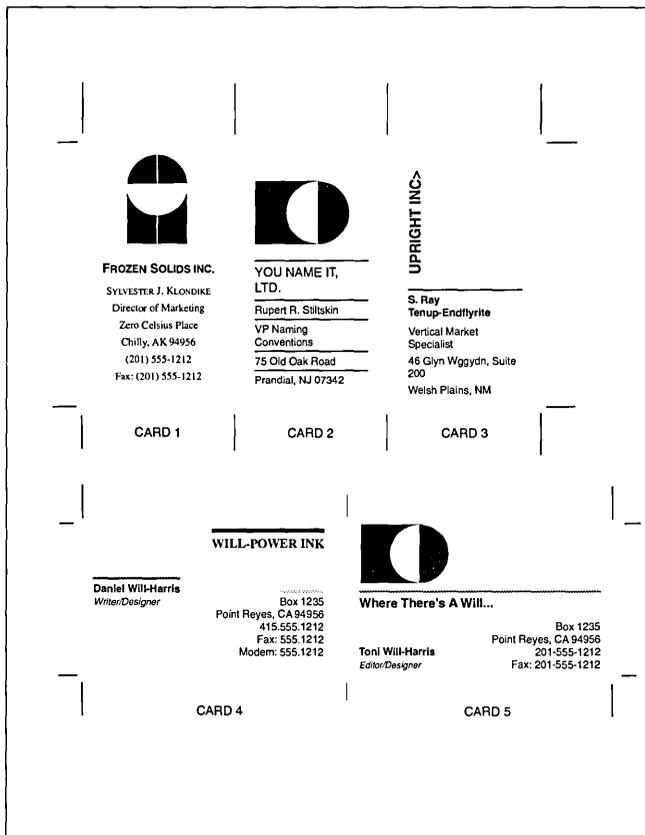
Ventura Features-

Ruling Lines

Portrait and Landscape fonts
on the same page

Space for Company Logo

There are five different business card layouts on this single page. Each card varies in both layout and design. Each card is also in a separate frame. Choosing one and repeating it is simple. Selecting the card you want in frame mode, copy the frame to the clip board. Select the "New" option under the File Menu, then paste the frame to the new page. Perform a "Save-As" and title the new chapter. Move the frame into place, replace the crop marks to show the card edges, copy the frame and paste the frame several times, positioning the new frame into place.



Resume

RESUME.CHP

by Nancy Bargine

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Ruling Lines
Bullets

Many job candidates think of their resume as just a summary of past experience. But employers also use them to evaluate writing ability. To maximize your presentation, use this resume as a model for good communication.

David Heller
211 Hill Boulevard
Petaluma, California 94952
Phone 415-485-1871

CAREER SUMMARY

Demonstrated accomplishments in software design, system analysis, product engineering and teaching.

EDUCATION

B.S., St. Bonaventure University, St. Bonaventure, NY 1970
Major: Computer Science, Concentration: Humanities
Certification: G.P.A. 3.84/4.0 major

COMPLETED GRADUATE STUDIES

Slate University at Buffalo, Buffalo, NY
Survey of Contemporary Computer Instruction, Summer 1971.
Philosophy of Education, Spring 1972.

PROFESSIONAL EXPERIENCE

Director of Product Engineering

Impressa Systems, Petaluma, California

- Developed automated prepress design software for printing professionals, copy retailers.

Counter Measure Security Systems, San Francisco, California

- Engineered security systems for large client firms.
- Appeared in Newsweek magazine, Knight Ridder newspapers.

Staff/Contract Programmer

MicroPlus Software, Sonoma, California

- Designed self-diagnosis program for Accounting Plus.
- Developed an intelligent accounting installation program.

Cook & Associates, Sebastopol, California

- Developed phone links to "card-lock" fueling stations for accounting objectives.

Learning Systems & Research, San Francisco, California

- Developed on-line progress testing procedures for Bank of America and Home Federal Savings.

American Business Systems, San Francisco, California

- Developed "Encrypted Note Pad" for use in banking and finance computers worldwide.

Philippines Securities and Exchange Commission

- Provided consulting services to the Ministries Information Service, Office of the Prime Minister.
- Guest lecturer, University of Manila, Government Studies Program.

ACTIVITIES/INTERESTS

Music, Art, Walking, Tennis, Gardening

Avery Labels

LABEL.CHP

by Bob Moody

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Repeating Frames
Multi-Column Layout

There are two different label formats included with this Style Sheet. Both are designed for use with an Avery #5260 label. These labels are designed to work with your laser printers. They are 1" x 2 5/8", matched at 3 columns of 10.

The page layout is three column, with no gutter spacing between columns. The names and addresses should be typed in as a single paragraph, using line breaks, not carriage returns between lines. The second style uses frames to adhere to the label format on the form.

Suzanne Admore
Western Bank
11567 Plum Street, 1st Fl.
Chatsworth, CA 91311

Annette Annette
Type Services
1555 Moffett Drive
Sunnyvale, CA 94089

James P. Albright
Just Right Books
P.O. Box 503
Your Town, NY 01101

Mike Belldon
Milton Co.
490 Jones Drive
San Jose, CA 95037

Marilyn D. Derman
555 Dandridge #98
San Jose, CA 95111

Dr. John Bradstone
18821 So. Mattlock Road
Bend, OR 97023

Tom Brinks
Mills Co.
5090 James Drive
Morgan Hill, CA 95037

Rick Buchanan
E.G. Smith & Co.
3825 Academy Pkwy.
Albany, NY 00110

John Kingston
Kingston Associates
1024 N. Taylor
Oakvill, IL 60502

Penny Dashman
9716 Aspen Street
Sunnyvale, CA 90630

Jimmy J. Dorsey
James & Assoc.
22345 Livingston Drive
Manhattan, KS 66547

Melanie Drabinski
Admission Serv.
12300 Hammernil Ave.Box 40
Newtown, PA 18940

Donna Duprey
Rock Island Railroad
P.O. Box 9999
Rock Island, IL 61204

Joseph E. Estese
Klingman Associates
321 Lemon Lane
San Francisco, CA 95666

Dr. Thomas Smith
Stanford Medical School
P.O. Box 123
Palo Alto, CA 95111

Carole Hamilton
2670 Marina Del Mar Ave.
Del Mar, CA 92014

Glenda Hecht
New World Publishing
2730 Mission Blvd.
San Francisco, CA 94115

Lori Heidsmith
South Washington Engineering
1111 40th Street
Wichita, KS 67220

Suzanne Hellbound
Aetna
7756 N. O'Dell Ave.
Irving, TX 75039

Fred L. Hollington
Rock Station Works
7765 S. Plympton Ct.
Rocksound, IL 61204-2004

Toni Toni
Health Matrix, Inc.
8601 Johnston Street
Atlanta, GA 30350

Viola E. Finkeltien
Letterman Army Depot
San Francisco, CA 99887
ATTN: ACCOUNTS PAYABLE

Chuck Longden
Longden & Associates
P.O. Box 370
Amertiville, CA 91908

Bill Leland
Micro General
222 Greenwich Street
San Francisco, CA 94133

Ruth Livid
Hydroplane Inc.
44556 Smithson Drive
Windham, NH 03087

Sarah J. Newton
21st Army Group
 Ft. Ord, CA 93455

Craig Louis
Houseman Technical
1509 Devon Street - #6
Berkeley, CA 94708

Mary Loving
Bermuda Travel
1000 W. 80th Street
Minneapolis, MN 55439

Lorraine Vasques
Rockets R Us
P.O. Box 12332
Houston, TX 77277

Valerie Mendoza
Consol General Inc.
7155 Moffett Blvd.
Sunnyvale, CA 94089

Parts List

PARTLST.CHP

by Byron Canfield

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Tables
Ruling Lines
Running Headers and Footers
Database date entry

This parts list makes use of the Tables mode in Ventura and is designed to allow simple and automated incorporation of product information generated by a database. If generated with a data base, the tinted rows can be included in the database report to avoid the necessity of manually applying them.

Model W3588A 03588-66532				Component Level Information Replaceable Parts			
Ref. Desc.	Part Number	Q	Description	Mfr. Code	Mfr. Part Number		
ALP	0308-6632	2	1 PCB ASBY 200 MM	26400	0308-6632		
A3C400	0180-6516	7	7 C F 200PF 50V 100V CERML	26400	RPE121-8787R21M100V		
A3C401	0180-6578	5	15 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C402-C403	0180-6790	8	3 CAPACITOR FSD LUF -10% 50VDC CER	54583	CS218R1R1E104M		
A3C404	0180-6578	8	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C406-C407	0180-6508	2	4 C F 01UF 20V 100V CERML	26400	RPE121-8787R103M100V		
A3C408	0180-6738	1	3 C F 01UF 10V 50VDC CER RMD	54583	CS218R1R103K		
A3C410	0180-6578	8	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C411	0180-6790	8	3 CAPACITOR FSD LUF -20% 50VDC CER	54583	CS218R1R1E104M		
A3C412	0180-6522	3	1 C F 1000PF 5V 100V CERML	26400	RPE121-8787R103J100V		
A3C413	0180-6508	2	1 C F 200PF 50V 100V CERML	26400	RPE121-8787R21M100V		
A3C415-C417	0180-6578	8	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C420	0180-6752	5	1 CAPACITOR FSD 1000PF -10% 50VDC CER	04222	SF090C104MAAH		
A3C421	0180-6738	1	1 C F 01UF 10V 50VDC CER RMD	54583	CS218R1R103K		
A3C422	0180-6516	7	7 C F 200PF 50V 100V CERML	26400	RPE121-8787R21M100V		
A3C423	0180-6578	5	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C424	0180-6738	1	1 C F 01UF 10V 50VDC CER RMD	54583	CS218R1R103K		
A3C425	0180-6578	8	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C428	0180-6844	8	2 C F 3.3UF 10V 50V TADPOR	1304901	T39K22R28G2AAS		
A3C427-C428	0180-6578	8	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C429-C430	0180-6508	2	2 C F 01UF 20V 100V CERML	26400	RPE121-8787R103M100V		
A3C500	0180-6847	1	2 C F 22UF 10V 25V TADPOR	1304901	T39K22R28G2AAS		
A3C501	0180-6578	7	7 C F 200PF 50V 100V CERML	26400	RPE121-8787R21M100V		
A3C502	0180-6578	8	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C504	0180-6522	3	1 C F 1UF 10V 50V CERML SMD	54583	CS221R1R104M		
A3C505	0180-6521	2	3 C F 2 2PF -1% 200V CERML	26400	RPE121-8787R21M200V		
A3C507	0180-6516	7	7 C F 200PF 50V 100V CERML	26400	RPE121-8787R21M100V		
A3C508	0180-6521	2	2 C F 2 2PF -1% 200V CERML	26400	RPE121-8787R21M200V		
A3C509	0180-6516	7	7 C F 200PF 50V 100V CERML	26400	RPE121-8787R21M100V		
A3C511	0180-6516	7	7 C F 200PF 50V 100V CERML	26400	RPE121-8787R21M100V		
A3C512	0180-6511	0	2 C F 10PF 5% 200V CERML	26400	RPE121-8787R21M200V		
A3C513	0180-6381	8	2 CAPACITOR FSD LUF -20% 50VDC CER	26400	RPE1101-2000G1R50C20V		
A3C514	0180-6521	2	1 C F 2 2PF -1% 200V CERML	26400	RPE121-8787R21M200V		
A3C515	0180-6524	5	1 C F 8 8PF -1% 200V CERML	26400	RPE121-8787R21M200V		
A3C516	0180-6511	0	1 C F 10PF 5% 200V CERML	26400	RPE121-8787R21M200V		
A3C517	0180-6531	8	8 CAPACITOR FSD LUF -20% 200VDC CER	26400	RPE1101-2000G1R50C20V		
A3C518	0180-6516	7	7 C F 200PF 50V 100V CERML	26400	RPE121-8787R21M100V		
A3C519	0180-6578	8	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C520	0180-6844	8	2 C F 3.3 10V 50V TADPOR	1304901	T39K22R28G2AAS		
A3C524	0180-6508	1	5 C F 01UF 10V 100V CERML	26400	RPE121-8787R103M100V		
A3C525	0180-6508	1	6 C F 22UF 10V 25V TADPOR	1304901	T39K22R28G2AAS		
A3C526	0180-6508	1	1 C F 01UF 10V 100V CERML	26400	RPE121-8787R103M100V		
A3C527-C528	0180-6501	1	1 C F 22UF 10V 25V TADPOR	1304901	T39K22R28G2AAS		
A3C529	0180-6578	8	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C531	0180-6508	1	1 C F 01UF 10V 100V CERML	26400	RPE121-8787R103M100V		
A3C532	0180-6501	1	1 C F 22UF 10V 25V TADPOR	1304901	T39K22R28G2AAS		
A3C533-C515	0180-6501	1	1 C F 01UF 10V 100V CERML	26400	RPE121-8787R103M100V		
A3C538	0180-6578	5	5 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C535	0180-6508	1	1 C F 01UF 10V 100V CERML	26400	RPE121-8787R103M100V		
A3C536	0180-6847	1	1 C F 22UF 10V 25V TADPOR	1304901	T39K22R28G2AAS		
A3C537	0180-6578	8	8 CAPACITOR FSD LUF -20% 50VDC CER	04222	SF090C104MAAH		
A3C538	0180-6541	8	1 C F 100UF 10V 100V TADPOR	1304901	T39K100UF10V100V		
A3C539	0180-6534	8	1 CAPACITOR FSD LUF -10% 50VDC CER	04222	SF090C104MAAH		
A3C540-C541	1801-0038	8	2 DIODE SCHOTTKY 5M 50V	26400	1801-0038		
A3C542-C543	1801-0040	1	2 DIODE SWITCHING 80V 50MA 2MS DO-35	89171	1M418		
A3C544-C545	1801-0050	3	2 DIODE 50V 500MA 80V 50MA 1MS DO-35	0334901	BA107 SELECTED		
A3C550	1902-0777	3	1 DIODE 2NR 1N4005 82V 5% DO-7 PCL-4W	04713	1N4005		
A3C560	0122-0142	5	1 DIODE VPC 20VF 10V 8W-100V	0334901	8B008		
A3C560	1801-0782	1	1 DIODE SCHOTTKY 100V 20V 5A	04713	1N5817		

Price List

PRICELST.CHP

by Byron Canfield

HIGHLIGHTS

Page layout
Portrait 8½" x 11"

Ventura Features —
Tables
Ruling Lines
Running Headers and Footers
Database date entry

Designed much like the Parts List, this Style Sheet makes use of the Tables Mode in Ventura. It also allows for the incorporation of items and prices by a database.

Fall 1991

PRICE LIST

Drawing Number	Mfr. Part Number	Description	Quantity Discounts			
			10	25	50-100	1000
NEW REPLACEMENT PARTS						
0358	0358-66532	PCBD ASSY-200 MHz Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy.	.14	.13	.11	.085
0160	RPE121-978X7R221M100V	C-F 220PF 20% 100V CERMLF Minimum venami ex ea con dolor in reprehenderit in voluptate nonummy. Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy. Minimum venami ex ea con dolor in reprehenderit in voluptate nonummy.	100.00	90.00	80.00	65.00
0160	SR205C104MAAH	CAPACITOR-FXD .1UF ±20% 50VDC CER Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy.	.015	.013	.011	.008
0160	C3216X7R1E104M	CAPACITOR-FXD .1UF ±20% 25VDC CER Minimum venami ex ea con dolor in reprehenderit in voluptate nonummy. Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy. Minimum venami ex ea con dolor in reprehenderit in voluptate nonummy.	.25	.20	.15	.10
0160	SR205C104MAAH	CAPACITOR-FXD .1UF ±20% 50VDC CER Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy.	1.16	1.00	.75	.50
0160	RPE121-978X7R103M100V	C-F .01UF 20% 100V CERMLF Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy. Minimum venami ex ea con dolor in reprehenderit in voluptate nonummy.				
0160	C3216X7R1H103K	C-F .01UF 10% 50VDC CER SMD Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy. Minimum venami ex ea con dolor in reprehenderit in voluptate nonummy. Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy. Minimum venami ex ea con dolor in reprehenderit in voluptate nonummy.				
REBUILT PARTS						
0160	SR205C104MAAH	CAPACITOR-FXD .1UF ±20% 50VDC CER Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy.				
0160	C3216X7R1E104M	CAPACITOR-FXD .1UF ±20% 25VDC CER Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy. Minimum venami ex ea con dolor in reprehenderit in voluptate nonummy.				
0160	RPE121-978C0G102J100V	C-F 1000PF 5% 100V CERMLF Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy.				
0160	RPE121-978C0G202J200V	C-F 22PF 5% 200V CERMLF Lorum ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate nonummy. Minimum venami ex ea con dolor in reprehenderit in voluptate nonummy.				

Prices subject to change without notice

Order Toll-Free: 1 (800) 555-1212

1

Address/Phone Directory

PHONELST.CHP

by Byron Canfield

HIGHLIGHTS

Page layout —
Portrait 7" x 8½"

Ventura Features

Ruling Lines

Leader Dot Tabs

Running Headers and Footers

Database data entry

This three-column layout is simple and direct. It allows for easy reading and look-up. The design also leaves a margin sufficient for three-hole punch or spiral binding. The data can be input direct from a word processor or a database.

DIRECTORY SERVICE I		
Directory Section Heading		
ALIQUIP Almarum (234) 210-3400 Estimate Supervisor Internal Revenue Service 1470 Sokolow Ave. Cleveland City, OH 22605	EA In (808) 760-0837, 842 Tour Guide America's Tours P.O. Box 40157 Lima, OH, OH 45076	MINIMUM Vermont (234) 300-6666 Print Inspector Macrome Institute 3200 - 8th Street, Ste 420 Newbury, CO 80723
AMET Ohio (612) 290-7919 Area Counselor School of Hypnotics 26506 N.E. 170th Street Arlow, WA 24338	EX South (867) 891-2364 Developmental Employee Incentive Exchange Commission Star North 14 Duluth, MI 30567	NSI South (916) 520-4847 Chairman of the Board Regularity Foundation 140 E. 17th Street Colum, MI 10000
COLOR Conn (203) 620-8048 Chairman High-Rise Board 23206 - 46th Ave E, Apt. B4 Clymerburgh, PA 76224	IN Lorum (867) 891-2364 Printer House of Representatives 100 North Avenue Selden, GR 10106	NONJUMY Ex (916) 547-6810 Dental Assistance Clinic 5871 Monmouth Street Museum, BE 80123
COM Nevada (867) 830-2168 Street Guide Anxiety Enhancement Institute 363 - S North Street Corrysberry, MD 36224	IPSLUM Duke St. (604) 130-3248 Fair Inspector Lift Preservation Assoc. 7754 - 18th Avenue Oxley, NE, LA 84000	NOSTRUD I S (206) 342-6666 Ex. Ex. Com. Color P. Representative Luzern, Pennsylvania 12345 Mulgrave Nonjmy Lorum, IP 78000
CON Vermont (130) 840-6976 Vice-President Fuel Last Building, #500 400 - Fourth Ave. S. Suite, NH 08101	LABORIS Ind (878) 878-2409 Refrigerator Maintenance Engineer Vocational Apprentice Center 12000 South Street Dover, HG 82785	QUIS Nonjmy (871) 488-8781 Clack Tail Foundation 224 Chester Avenue Anson, OT 87343
DOLOR Ex (842) 838-0228 Drove Bureau of Meteorology Statistics 71861 - Eighth Street Gabbie, SK 92298	LORUM Isum (111) 858-1212 Apprentice Manager Cottonwood Foundation 1234 Duke St Arnet Museum Vermont, CU 90000	REPREHENDERIT Anub (861) 874-8716 Department of Reprehenderit 10245 Gabb Place Grown, HD 41545

Balance Sheet
BALSHEET.CHP
 by Chris Bondy

HIGHLIGHTS

Page layout-
 Portrait 8½" x 11"

Ventura Features —
 Ruling Lines
 Tabs
 Graphics
 PRN-to-Table

The data in this Balance Sheet was loaded into Ventura from a Spread sheet using the PRN-to-Table function. The Style Sheet turns off most of the ruling lines, and only uses those separating major sections. This design can be modified using the graphics within the Table area itself.

ImageCorp	
Balance Sheet	
8/31/91	
ASSETS	
Current Assets:	
Cash-General Accounts	\$ 241,870
Petty Cash	2,500
Accounts Receivable	627,790
Inventory	82,150
Total Current Assets	\$ 954,210
Fixed Assets:	
Computer Equipment	\$ 310,360
Production Equipment	1,883,960
Office Furn. & Equipment	190,240
Leasehold Improvements	159,970
Total Fixed Assets	\$ 2,544,530
Less: Accumulated Depreciation	-431,140
Net Fixed Assets	\$ 2,113,390
Other Assets:	
Deposits	\$ 29,190
Prepaid Expenses	34,000
Total Other Assets	\$ 63,190
Total Assets	\$ 3,130,890
LIABILITIES & EQUITY	
Current Liabilities:	
Accounts Payable	\$ 250,280
Accrued Wages	71,060
P/R Taxes Payable	29,070
Sales Tax Payable	48,780
Total Current Liabilities	\$ 399,190
Long Term Liabilities:	
Bank of America Loan	\$ 554,440
Citicorp Line of Credit	638,400
Production Equipment Leases	515,160
Total Long Term Liabilities	\$1,708,000
Total Liabilities	\$ 2,107,190
Net Worth:	
Common Stock	\$ 1,081,200
Rep. Retained Earnings	-278,500
Current Period Profit/Loss	22,100
Total Liabilities & Net Worth	\$ 3,130,890

10K Report
10KREPRT.CHP
by Chris Bondy

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features
Ruling Lines
Tabs
Line Breaks

Financial documents usually do not have too much flair. This Style sheet is designed to follow very simple rules in presenting financial data. The use of ruling lines, tabs and line breaks gives you an efficient, and clean looking end product.

SECURITIES AND EXCHANGE COMMISSION
Washington, D.C. 20549

FORM 10-K

ANNUAL REPORT PURSUANT TO SECTIONS 13 OR 15(d)

OF THE SECURITIES EXCHANGE ACT OF 1934
For the fiscal year ended October 31, 1986
Commission File Number 9-12345

RELIANCE ELECTRONIC PUBLISHING
(name of registrant)

CALIFORNIA (state of formation)	94-2019398 (I.R.S. Employer Identification No.)	
------------------------------------	--	--

Costa Mesa, California
(999)123-4567
(registrant's telephone no.)

Securities to be registered pursuant to Section 12(b) of the Act:
None

Securities to be registered pursuant to Section 12(g) of the Act:
Units of Limited Partnership Interest.

Indicate by check mark whether the registrant (1) has filed all reports required to be filed by Sections 13 or 15(d) of the Securities Exchange Act of 1934 during the proceeding 12 months (or for such shorter period that the registrant was required to file such reports) and (2) has been subject to such filing requirements for the past 90 days.

Yes - No

Documents

Exhibit

Insurance Policy

INSPOLCY.CHP

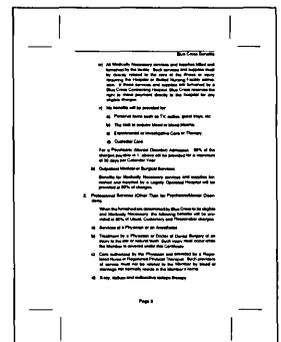
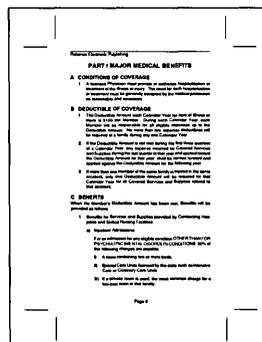
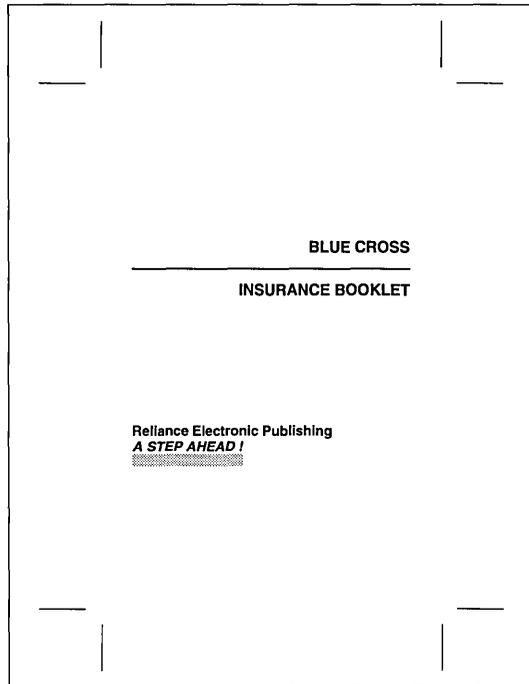
by Chris Bondy

HIGHLIGHTS

Page layout
Portrait 7" x 9"

Ventura Features
Ruling Lines
Tabs
Auto Numbering

Boring can be the description for a policies and procedures manual. Data needs to be presented in a straight forward manner with little flair. Designing such a manual can be tedious, but if presented well, a very open and easily read document can result. this Style Sheet has built-in auto-numbering and running headers and footers for an easy layout.



Company Purchase Order
PURCHORD.CHP
 by Byron Canfield

HIGHLIGHTS

Page layout —
 Portrait 8½" x 11'

Ventura Features
 Tables
 Ruling Lines

Designed to coincide with the Company Invoice, this Style Sheet makes extensive use of the Tables function within Ventura. Data can be typed in directly, or entered through a database

 ANXIETY ENHANCEMENT INSTITUTE 355 South North Street Contradictory, MD 28234 (937) 938-2456		PURCHASE ORDER		
		P.O. DATE: February 30, 1992	P.O. No.: 70135	
T	Bureau of Meaningless Statistics			
O	7199 I - Eighth Street Glohole, SK 95269			
S	Anxiety Enhancement Institute			
H	Stress Department			
I	553 - North South Street			
P	Perverse, MD 43263			
O				
C	CONTACT: Nostrud Com	SALESPERSON: Ea Dolor		
O	PHONE: (897) 938-2456	SHIP HOW: Carrier Pigeon		
T	TERMS: 40 days and 40 nights			
	QUANTITY	DESCRIPTION	PRICE	EXTENSION
1	142	Mold spores	.02	2.84
2	7,500	Slug trails	.42	3,150.00
3	672	Prefabricated post holes	1.14	766.08
4				
5				
6				
7				
8				
9				
10				
			SUBTOTAL	3,918.92
			Sales tax	N/A
			Shipping & handling	74.35
			TOTAL	3993.27
	AUTHORIZATION SIGNATURE		TITLE	
T	Lorem ipsum dolor sit amet, con; minimum venami quis nostrud laboris nisi ut aliquip ex ea com			
E	color in reprehenderit in voluptate nonumy.			
S				

Monthly Calendar
CALENDAR.CHP
 by *Ran D. Lovig*

HIGHLIGHTS

Page layout —
 Landscape 11" x 8½"

Ventura Features —
 Tables

This Table constructed calendar is a single page monthly, that can be updated directly in Ventura. Its landscape format lends itself to easy viewing. Just by inserting pages and copying the frame that holds the table, you can add months as you like.

from the desk of.....Ran D. Lovig

January 1993						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 <i>New Year's Day</i>	9
10	11	12	13	14	15	16
17	18	19	20	21	22 <i>Dr. Martin Luther King, Jr. Birthday</i>	23
24 <i>51</i>	25 <i>Dr. Martin Luther King, Jr. Birthday Observed</i>	26	27	28	29	30 <i>10 a.m. Board Meeting</i>

Time Management Form

TIME-MAN.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page layout —
Landscape 11" x 8½"

Ventura Features —
Tables
Auto Numbering

This daily planner Style Sheet has 31 pages to account for a maximum monthly calendar. It is designed to be printed, front to back, and folded in half for a finish size of 5 ½" x 8 ½". There is a wide enough margin for the form to be three-hole punched. Data can be hand written in after the form is produced, or directly entered into Ventura, then printed.

5/1/92	INSTRUCTIONS: See Page 17	5/2/92	GOAL: Be growth-oriented, not goal-oriented
7:00		7:00	
7:30		7:30	
8:00		8:00	
8:30		8:30	
9:00		9:00	
9:30		9:30	
10:00		10:00	
10:30		10:30	
11:00		11:00	
11:30		11:30	
12:00		12:00	
12:30		12:30	
1:00		1:00	
1:30		1:30	
2:00		2:00	
2:30		2:30	
3:00		3:00	
3:30		3:30	
4:00		4:00	
4:30		4:30	
5:00		5:00	
5:30		5:30	
6:00		6:00	
6:30		6:30	
7:00		7:00	
7:30		7:30	
8:00		8:00	

Military Specification Document

MILSPEC.CHP

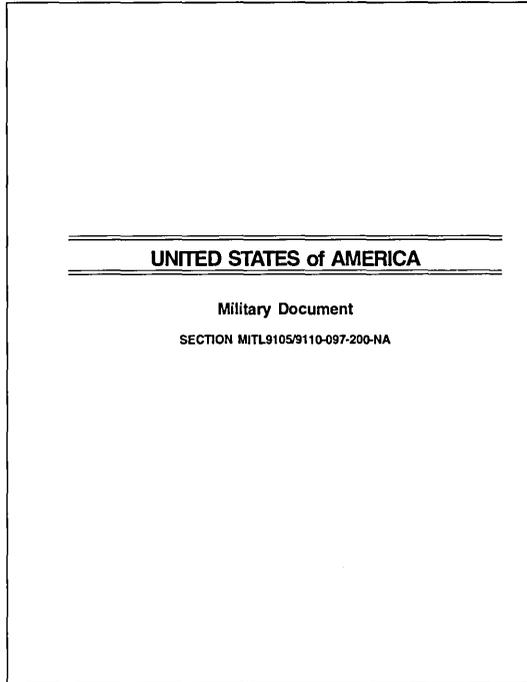
by Chris Bondy

HIGHLIGHTS

Page layout
Portrait 8½" X 11"

Ventura Features —
Ruling Lines
Tabs
Tables
Bullets
Auto Numbering

Military documents are not known for their design. Built for efficiency, these types of layout projects consist of data presented with a “no-frills” approach. This Style Sheet incorporates Tables, Bullets, Auto-Numbering, and running Headers and Footers to make your layout tasks that much easier.



SECTION MITL9105/9110-097-200-NA

Table 1
OPERATIONAL CHARACTERISTICS

Item No.	Item Description	Quantity	Remarks
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

Page 1

SECTION MITL9105/9110-097-200-NA

1. This document is a specification for the design and construction of a...

2. The design shall be in accordance with the requirements of the...

3. The design shall be in accordance with the requirements of the...

4. The design shall be in accordance with the requirements of the...

5. The design shall be in accordance with the requirements of the...

6. The design shall be in accordance with the requirements of the...

7. The design shall be in accordance with the requirements of the...

8. The design shall be in accordance with the requirements of the...

9. The design shall be in accordance with the requirements of the...

10. The design shall be in accordance with the requirements of the...

11. The design shall be in accordance with the requirements of the...

12. The design shall be in accordance with the requirements of the...

13. The design shall be in accordance with the requirements of the...

14. The design shall be in accordance with the requirements of the...

15. The design shall be in accordance with the requirements of the...

16. The design shall be in accordance with the requirements of the...

17. The design shall be in accordance with the requirements of the...

18. The design shall be in accordance with the requirements of the...

19. The design shall be in accordance with the requirements of the...

20. The design shall be in accordance with the requirements of the...

21. The design shall be in accordance with the requirements of the...

22. The design shall be in accordance with the requirements of the...

23. The design shall be in accordance with the requirements of the...

24. The design shall be in accordance with the requirements of the...

25. The design shall be in accordance with the requirements of the...

26. The design shall be in accordance with the requirements of the...

27. The design shall be in accordance with the requirements of the...

28. The design shall be in accordance with the requirements of the...

29. The design shall be in accordance with the requirements of the...

30. The design shall be in accordance with the requirements of the...

31. The design shall be in accordance with the requirements of the...

32. The design shall be in accordance with the requirements of the...

33. The design shall be in accordance with the requirements of the...

34. The design shall be in accordance with the requirements of the...

35. The design shall be in accordance with the requirements of the...

36. The design shall be in accordance with the requirements of the...

37. The design shall be in accordance with the requirements of the...

38. The design shall be in accordance with the requirements of the...

39. The design shall be in accordance with the requirements of the...

40. The design shall be in accordance with the requirements of the...

41. The design shall be in accordance with the requirements of the...

42. The design shall be in accordance with the requirements of the...

43. The design shall be in accordance with the requirements of the...

44. The design shall be in accordance with the requirements of the...

45. The design shall be in accordance with the requirements of the...

46. The design shall be in accordance with the requirements of the...

47. The design shall be in accordance with the requirements of the...

48. The design shall be in accordance with the requirements of the...

49. The design shall be in accordance with the requirements of the...

50. The design shall be in accordance with the requirements of the...

51. The design shall be in accordance with the requirements of the...

52. The design shall be in accordance with the requirements of the...

53. The design shall be in accordance with the requirements of the...

54. The design shall be in accordance with the requirements of the...

55. The design shall be in accordance with the requirements of the...

56. The design shall be in accordance with the requirements of the...

57. The design shall be in accordance with the requirements of the...

58. The design shall be in accordance with the requirements of the...

59. The design shall be in accordance with the requirements of the...

60. The design shall be in accordance with the requirements of the...

61. The design shall be in accordance with the requirements of the...

62. The design shall be in accordance with the requirements of the...

63. The design shall be in accordance with the requirements of the...

64. The design shall be in accordance with the requirements of the...

65. The design shall be in accordance with the requirements of the...

66. The design shall be in accordance with the requirements of the...

67. The design shall be in accordance with the requirements of the...

68. The design shall be in accordance with the requirements of the...

69. The design shall be in accordance with the requirements of the...

70. The design shall be in accordance with the requirements of the...

71. The design shall be in accordance with the requirements of the...

72. The design shall be in accordance with the requirements of the...

73. The design shall be in accordance with the requirements of the...

74. The design shall be in accordance with the requirements of the...

75. The design shall be in accordance with the requirements of the...

76. The design shall be in accordance with the requirements of the...

77. The design shall be in accordance with the requirements of the...

78. The design shall be in accordance with the requirements of the...

79. The design shall be in accordance with the requirements of the...

80. The design shall be in accordance with the requirements of the...

81. The design shall be in accordance with the requirements of the...

82. The design shall be in accordance with the requirements of the...

83. The design shall be in accordance with the requirements of the...

84. The design shall be in accordance with the requirements of the...

85. The design shall be in accordance with the requirements of the...

86. The design shall be in accordance with the requirements of the...

87. The design shall be in accordance with the requirements of the...

88. The design shall be in accordance with the requirements of the...

89. The design shall be in accordance with the requirements of the...

90. The design shall be in accordance with the requirements of the...

91. The design shall be in accordance with the requirements of the...

92. The design shall be in accordance with the requirements of the...

93. The design shall be in accordance with the requirements of the...

94. The design shall be in accordance with the requirements of the...

95. The design shall be in accordance with the requirements of the...

96. The design shall be in accordance with the requirements of the...

97. The design shall be in accordance with the requirements of the...

98. The design shall be in accordance with the requirements of the...

99. The design shall be in accordance with the requirements of the...

100. The design shall be in accordance with the requirements of the...

Page 2

Policy and Procedure Manual

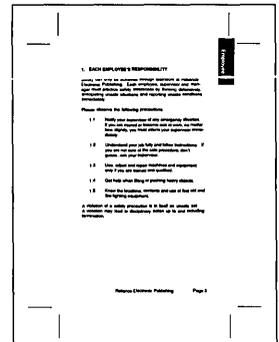
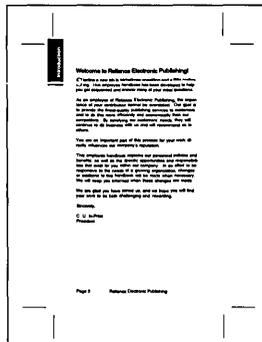
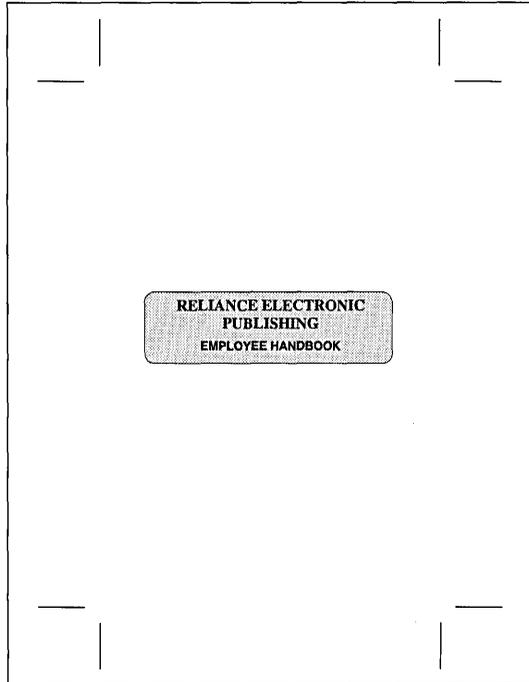
POLICY.CHP

by Chris Bondy

HIGHLIGHTS

- Page layout —
- Portrait 5½" x 8½"
- Ventura Features —
- Ruling Lines
- Tabs
- Tables
- Bullets
- Auto Numbering
- Equations
- Ventura Line Graphics
- Reversed Text
- Cross Referencing

This style sheet uses many of the built-in features within Ventura. Cross Referencing is used for the Chapter number, Chapter and Page number of the footer, and Chapter number and Title in the Header. Two examples are shown for step-by-step instructions, and a special way of illustrating a Note of Warning box. Three examples of how to display Equations are also shown.



Book

BOOK.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features

Drop Caps

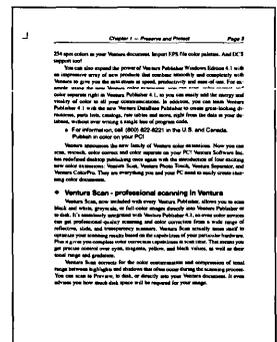
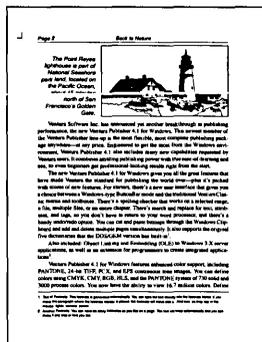
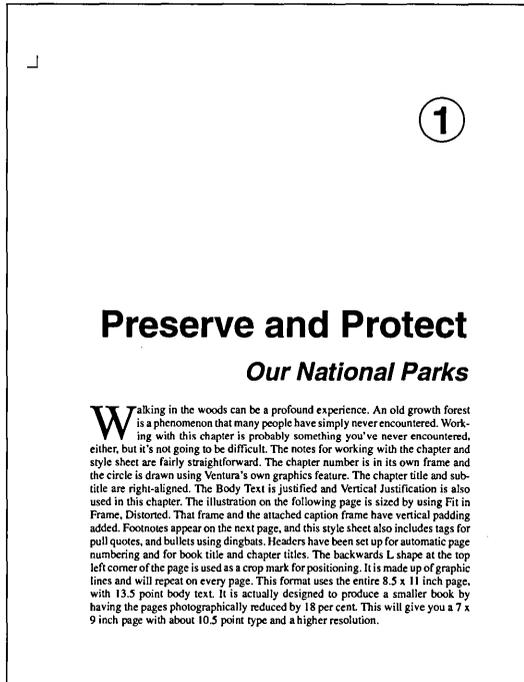
Footnotes

Bullets

Vertical Justification

Running Headers

A single column vertically and horizontally justified text make up this clean and simple style sheet look. The running header includes automatically generated page numbers, and inserts the book title and chapter heading. The footnote feature is also implemented.



Book

BOOK2.CHP

by Rick Altman

HIGHLIGHTS

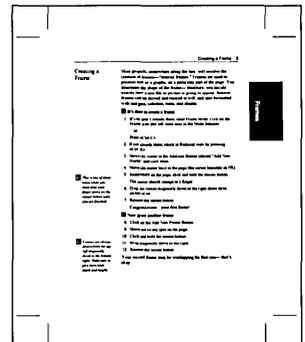
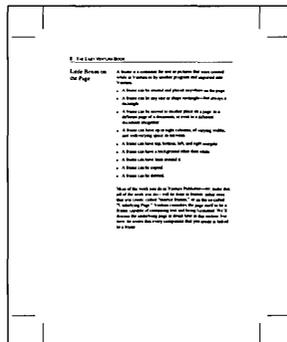
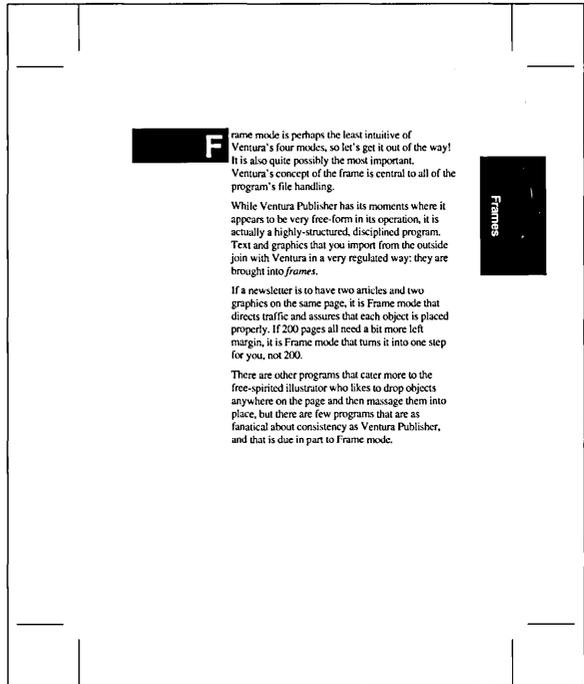
Page layout —
Portrait 7" x 9"

Ventura Features —

- Rotated Text
- Bleed Tabs
- Reversed Text
- Bullets
- Breaks
- Running Headers
- Auto Headers
- Dingbat Fonts

This single column, two column look Style Sheet is a mini-tutorial in itself. The design is the one used in the book "The Easy Ventura Book", and utilizes many Ventura features the automated way.

The "Tutorial" style layout takes advantage of numbered paragraphs and note paragraphs for easy reading. This design can be adapted for any learning-type publication where the reader needs to follow a stepped procedure.



Technical Manual

MANUAL.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page layout —
Portrait 7" x9"

Ventura Features —

Breaks
Tables
Bullets

Auto Numbering
Frame Anchors
Vertical Justification
Running Footers

Technical documentation is the hardest to design. The layout needs to be clean, not overcrowded, and lends itself to be read very easily. It needs to keep the reader interested. This Style Sheet incorporates many of the features Ventura has built-in, to make your layout of a technical document as easy as pie.

AUTOMATIC SOFTWARE MANUAL

Install



Figure #1
This symbol means "Watch Out Buster!"

This manual demonstrates many of Ventura's unique features. It shows how you can automatically: create side-by-side paragraphs, number paragraphs and lists of figures, create footers which change to reflect the current topic, and bulleted lists using your own custom graphics, as well as anchoring graphics to text.

- **Frame Anchoring:** The paragraph "above" this one (it really sits directly to the left of the first line of this paragraph) uses the Frame Anchor tag. The text of this tag is set to White, so it is invisible on the page. If you'd like to see where it is, go into Tagging mode, click right above the graphic and click near the bottom of the right-most arrow (don't click on the text above the balloon as it is "Box Text"). This tag places your graphics in the outside margins of the page. If you want to see the frame anchor itself, select *View>Show Tabs & Returns*. You'll see a "degree" symbol. Move your cursor until you see the words "Frame Anchor" in the status area at the bottom of the screen. To edit the anchor press "D" or click on *Paragraph/Edit Special Item*. This example uses the "Relative, above anchor line" anchor type. It's a good idea to set *Frame/Scaling Scrolling/Flow Text Arrowed to ON* for graphics (and captions) in the margins. If your text moves and you want the frames to catch up, select *Edit/Re-Anchor Frames*.
- **Keystroke:** The text to the left of this paragraph uses the Keystroke style. Notice that it appears on the same line as this paragraph and uses no additional vertical space on the page. Keystroke paragraphs can be as long as the paragraphs they are next to, but not longer. You can allow them to wrap naturally, but if you want to start a new line you will need to press CONTROL-ENTER, instead of just ENTER.

F12 = Body Text
F2 = Sub 24 L/A

- ① This paragraph uses a custom bullet created with a frame anchor. This frame anchor is different from the first one on the page because it uses a different type of anchor—"Relative, automatically as anchor." This anchor type moves frames with text in real time. It will also duplicate frames if you insert more than one anchor with the same name.
- ② Here's an example. This paragraph begins with another frame anchor with the same name, so the graphic has been duplicated.

1 -

① To use this feature, use the "Hanging" tag, insert a frame anchor set to "Relative, automatically as anchor." Press TAB to move to the normal text margins and type the rest of the paragraph. You can also insert these anchors using a word processing program. Look at this text file in your word processor to see how it's done. Note: This tag is not justified because Ventura does not support tabs in justified text and this tag requires a tab to align the first word on the first line.

This tag is called "Box Around" and uses the "Ruling Box Around" feature.

Notice that the footer is different than the one on page 1. Ventura updates the footer to reflect the most recent Sub 24 L/A tag, like the one to the right of this paragraph.

F4 = Keystroke
F5 = Bullet

- This paragraph uses the normal Bullet tag. This applies a bullet and indents the text.

1. This is the "Numbered List" tag. It will automatically place a number at the start of the paragraph, but this number is really in a separate paragraph.
2. The numbers are aligned on the period that follows them.
3. The numbers start over automatically after a paragraph of body text.

This is the body text.

1. Notice that the numbering was reset to 1.
2. To renumber, press *B, or select *Edit/Re-number Chapter*.

IN CASE OF EMERGENCY			
Table Head			
In Case of Fire:	Use Extinguisher	Call 911	Run screaming from room
Table Text			
In Case of Earthquake	Stand in doorway	Get under table	Run screaming from room
Nuclear War	Prevention	Disarmament	Run screaming from planet

2 -

Magazine Article
MAGARTCL.CHP
 by Rick Altman

HIGHLIGHTS

Page layout —
 Portrait 8" x 10"

Ventura Features —
 Breaks
 Bullets

Running Headers & Footers

This Style Sheet is an excerpt from Ventura Publisher Conference held in 1990. The page size is slightly smaller than a normal 8½" x 11", to allow for bleeding when you send the chapter to an imagesetter. The chapter is a tutorial itself on Typography, so take advantage, not only of good layout techniques, but learning a bit about fonts and how to use them.

T

EN
IPS
for
YPOGRAPHY
YROS

Have you noticed how ugly your junk mail has gotten over the last couple of years? People seem to discover the benefits of desktop publishing and forget that they ever cared about what their stuff looks like. Our newfound enthusiasm for DTP blinds us to the basic guidelines for producing professional-looking documents. Yes, love can be very blind.

Tom: Look at this price sheet! Just came off the printer and I did it myself! Doesn't it look great?
Dick: Wow, you did that? I didn't know we could do all those kinds of letters!
Harry: And that's only using five. I think we've got thirty more!

My mission (yes, I've decided to accept it) is to point out some of the better known basics of typography, with respect to how they relate to Ventura Publisher.

by Heidi Waldmann

CONFERENCE MAGAZINE, FALL 1991 107

LOADING BOOKS IN VENTURA

Typography in the 90s is the result of a combination of factors: technological and artistic.

1. Load Amount

When you load a page in Ventura, you are loading a page of text. The amount of text you load is determined by the amount of text you enter in the text box. The amount of text you enter is determined by the amount of text you enter in the text box.

2. Right-Aligning

When you load a page in Ventura, you are loading a page of text. The amount of text you load is determined by the amount of text you enter in the text box. The amount of text you enter is determined by the amount of text you enter in the text box.

3. Line Amount

When you load a page in Ventura, you are loading a page of text. The amount of text you load is determined by the amount of text you enter in the text box. The amount of text you enter is determined by the amount of text you enter in the text box.

Please read the Load book carefully!

CONFERENCE MAGAZINE, FALL 1991

4. The Book, Justify the Lines
 When you load a page in Ventura, you are loading a page of text. The amount of text you load is determined by the amount of text you enter in the text box. The amount of text you enter is determined by the amount of text you enter in the text box.

5. The Book, Right-Align
 When you load a page in Ventura, you are loading a page of text. The amount of text you load is determined by the amount of text you enter in the text box. The amount of text you enter is determined by the amount of text you enter in the text box.

6. The Book, Left-Align
 When you load a page in Ventura, you are loading a page of text. The amount of text you load is determined by the amount of text you enter in the text box. The amount of text you enter is determined by the amount of text you enter in the text box.

CONFERENCE MAGAZINE, FALL 1991

Table of Contents

TOC.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page layout —
Portrait 8" x 10"

Ventura Features
Auto TOC
Ruling Lines

Another major Ventura feature is the automatic generation of a Table of Contents. Commonly tagged Headlines and Sub-Heads are used to generate a text file that is formatted automatically. You just apply a Style sheet and the project is done. Ruling lines separate the sections in this spacious design



Table of Contents

xi Preface

1 Previewing Ventura: What's Under the Hood

- 1 Objectives
- 1 Before You Start
- 3 Basic DTP Terminology
- 6 Conventions and Visual Cues
- 7 Using Online Help and the Escape Key
- 7 The Purpose of This Chapter
- 7 Running Ventura
- 8 "Fuzzy" Text—Can't Read the Screen?
- 9 The Opening Screen
- 10 Specifying the Directory
- 11 Creating Your First Chapter
- 14 Saving Your Work
- 14 Exiting from Ventura
- 15 Adding Files to a Chapter
- 18 Saving Your Work (Again)

- 19 Editing Text
- 20 Adding Graphics
- 22 Using Ventura's "Style Sheets"
- 23 Asking Questions and Getting Answers
- 29 Summary
- 29 "Key" Keystrokes
- 29 Actions
- 29 Questions

2 Chapters and Style Sheets

- 31 Objectives
- 31 A Brief Review of Basic DTP Terminology
- 32 About Chapters and Style Sheets
- 33 Loading
- 33 Saving
- 33 Using Save As
- 34 Adding Tags
- 34 Updating the Tag List
- 34 Using Table Edit
- 35 Creating a Table

- 38 Data Entry
- 40 Viewing the Screen
- 41 Viewing a Table
- 41 Summary
- 42 "Key" Keystrokes
- 42 Actions
- 42 Questions
- 42 Exercises

3 Working With Table Edit

- 45 Objectives
- 45 Modifying the Structure of a Table
- 46 Changing the Field Length
- 46 Inserting a Field
- 46 Deleting a Field
- 47 Moving a Field
- 47 Changing the Field Name
- 48 Editing Records
- 48 Editing with the Backspace Key
- 48 Editing in Normal View Mode
- 49 Deleting a Record
- 49 Using "Undo" to Restore a Deleted Record
- 49 Using Backspace to Delete the Contents of a Field
- 49 Using "Undo" to Undo the Changes to a Record
- 50 Adding Records
- 51 Modifying Records
- 53 Browsing and Locating Data
- 53 Using the Cursor Keys to Move in a Table
- 53 Moving to a Specific Field
- 54 Moving to a Specific Record
- 55 Examining Table
- 56 Designing the Table
- 58 Summary
- 58 "Key" Keystrokes
- 59 Actions
- 59 Questions
- 59 Exercises
- 61 Creating a Table

4 Interacting with the Screen

- 63 Objectives
- 63 Changing the Appearance of the Screen
- 64 Changing the View
- 65 Changing the Width of a Column
- 66 Changing Text Using "Rouse"
- 67 Moving Frames
- 67 Formatting Tables
- 68 Summary
- 68 "Key" Keystrokes
- 69 Actions
- 69 Questions
- 69 Project

5 Focus on Style Sheets

- 73 Objectives
- 73 Why Style Sheets Are Important
- 74 A Review of the Instant Design
- 74 Creating Your First Style Sheet
- 75 Setting Margins and Columns
- 76 Setting Column Widths
- 77 Choosing the Proper Font

G Glossary

237 Terms

Command Summary

Menu Map

Table of Contents

TOC-2.CHP

by Rick Altman

HIGHLIGHTS

Page layout —
Portrait 7" x 9"

Ventura Features
Reversed Text
Graphics
Breaks
Auto TOC

This is another view of a Table of Contents. Using reversed text to separate the sections, and leader dot tabs, this design is part of the overall design of BOOK2.CHP, also by the designer. Three levels of TOC were used to create this graphically oriented piece.

Table of Contents	
Foreword	xi
Introduction	xiii
Course Installation	xviii
1 Getting Started	
The Concepts of Ventura Publisher	5
How Ventura Does It	6
A Tour of Ventura	7
Dialog Boxes	17
The Scroll Bars	19
The Rest of the Team	20
2 Frames	
Little Boxes on the Page	26
Creating a Frame	27
Selecting a Frame	28
1001 Household Uses for Frames	29
Loading Text Files	36
Further with Frames	40
The Underlying Page	44
A Day at the Office	47
Review	51
3 Paragraphs	
Tag Me 12-Point Roman	58
Paragraph Mode	58
Fun with Formatting	60
Creating and Using Tags	62
Paragraph Alignment	67
Paragraph Spacing	71
Special Effects	75
Ruling Lines	78
Copyfitting	82

Installing Ventura	87
Font Tables	91
File	96
Tools	97
4 Text	
Text Formatting	98
Text Boxes	99
Texting Out	100
Working with Columns	101
Making Lead into Change	102
Using Text Columns	103
Using Text Columns	104
Using Text Columns	105
Using Text Columns	106
Using Text Columns	107
Using Text Columns	108
Using Text Columns	109
Using Text Columns	110
Using Text Columns	111
Using Text Columns	112
Using Text Columns	113
Using Text Columns	114
Using Text Columns	115
Using Text Columns	116
Using Text Columns	117
Using Text Columns	118
Using Text Columns	119
Using Text Columns	120
Using Text Columns	121
Using Text Columns	122
Using Text Columns	123
Using Text Columns	124
Using Text Columns	125
Using Text Columns	126
Using Text Columns	127
Using Text Columns	128
Using Text Columns	129
Using Text Columns	130
Using Text Columns	131
Using Text Columns	132
Using Text Columns	133
Using Text Columns	134
Using Text Columns	135
Using Text Columns	136
Using Text Columns	137
Using Text Columns	138
Using Text Columns	139
Using Text Columns	140
Using Text Columns	141
Using Text Columns	142
Using Text Columns	143
Using Text Columns	144
Using Text Columns	145
Using Text Columns	146
Using Text Columns	147
Using Text Columns	148
Using Text Columns	149
Using Text Columns	150
Using Text Columns	151
Using Text Columns	152
Using Text Columns	153
Using Text Columns	154
Using Text Columns	155
Using Text Columns	156
Using Text Columns	157
Using Text Columns	158
Using Text Columns	159
Using Text Columns	160
Using Text Columns	161
Using Text Columns	162
Using Text Columns	163
Using Text Columns	164
Using Text Columns	165
Using Text Columns	166
Using Text Columns	167
Using Text Columns	168
Using Text Columns	169
Using Text Columns	170
Using Text Columns	171
Using Text Columns	172
Using Text Columns	173
Using Text Columns	174
Using Text Columns	175
Using Text Columns	176
Using Text Columns	177
Using Text Columns	178
Using Text Columns	179
Using Text Columns	180
Using Text Columns	181
Using Text Columns	182
Using Text Columns	183
Using Text Columns	184
Using Text Columns	185
Using Text Columns	186
Using Text Columns	187
Using Text Columns	188
Using Text Columns	189
Using Text Columns	190
Using Text Columns	191
Using Text Columns	192
Using Text Columns	193
Using Text Columns	194
Using Text Columns	195
Using Text Columns	196
Using Text Columns	197
Using Text Columns	198
Using Text Columns	199
Using Text Columns	200

Using Text Columns	201
Using Text Columns	202
Using Text Columns	203
Using Text Columns	204
Using Text Columns	205
Using Text Columns	206
Using Text Columns	207
Using Text Columns	208
Using Text Columns	209
Using Text Columns	210
Using Text Columns	211
Using Text Columns	212
Using Text Columns	213
Using Text Columns	214
Using Text Columns	215
Using Text Columns	216
Using Text Columns	217
Using Text Columns	218
Using Text Columns	219
Using Text Columns	220
Using Text Columns	221
Using Text Columns	222
Using Text Columns	223
Using Text Columns	224
Using Text Columns	225
Using Text Columns	226
Using Text Columns	227
Using Text Columns	228
Using Text Columns	229
Using Text Columns	230
Using Text Columns	231
Using Text Columns	232
Using Text Columns	233
Using Text Columns	234
Using Text Columns	235
Using Text Columns	236
Using Text Columns	237
Using Text Columns	238
Using Text Columns	239
Using Text Columns	240
Using Text Columns	241
Using Text Columns	242
Using Text Columns	243
Using Text Columns	244
Using Text Columns	245
Using Text Columns	246
Using Text Columns	247
Using Text Columns	248
Using Text Columns	249
Using Text Columns	250
Using Text Columns	251
Using Text Columns	252
Using Text Columns	253
Using Text Columns	254
Using Text Columns	255
Using Text Columns	256
Using Text Columns	257
Using Text Columns	258
Using Text Columns	259
Using Text Columns	260
Using Text Columns	261
Using Text Columns	262
Using Text Columns	263
Using Text Columns	264
Using Text Columns	265
Using Text Columns	266
Using Text Columns	267
Using Text Columns	268
Using Text Columns	269
Using Text Columns	270
Using Text Columns	271
Using Text Columns	272
Using Text Columns	273
Using Text Columns	274
Using Text Columns	275
Using Text Columns	276
Using Text Columns	277
Using Text Columns	278
Using Text Columns	279
Using Text Columns	280
Using Text Columns	281
Using Text Columns	282
Using Text Columns	283
Using Text Columns	284
Using Text Columns	285
Using Text Columns	286
Using Text Columns	287
Using Text Columns	288
Using Text Columns	289
Using Text Columns	290
Using Text Columns	291
Using Text Columns	292
Using Text Columns	293
Using Text Columns	294
Using Text Columns	295
Using Text Columns	296
Using Text Columns	297
Using Text Columns	298
Using Text Columns	299
Using Text Columns	300

Single Page Flyer

SCOOP.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Ruling Lines
Portrait and Landscape fonts on the
same page
Color
Bullets

This traditional layout page has been through some renovation. Incorporating some of the Windows 4.0 features, this Style Sheet can be adapted for any single sided, or double sided flyer.

VENTURA SCOOP

A PUBLICATION OF VENTURA SOFTWARE INC., 15175 INNOVATION DR., SAN DIEGO, CA 92128

Volume 5
Issue 9
September 1992

Ventura Publisher 4.1 Now Available!

Ventura Software Inc. has announced yet another breakthrough in publishing performance, the new Ventura Publisher 4.1 for Windows. This newest member of the Ventura Publisher line-up is the most flexible, most complete publishing package anywhere — at any price. Engineered to get the most from the Windows environment, Ventura Publisher 4.1 also includes many new capabilities requested by Ventura users. It combines amazing publishing power with true ease-of-learning and use, so even beginners get professional-looking results right from the start.

The new Ventura Publisher 4.1 for Windows gives you all the great features that have made Ventura the standard for publishing the world over — plus it's packed with scores of new features. For starters,

there's a new user interface that gives you a choice between a Windows-type ButtonBar mode and the traditional Ventura Classic menus and toolboxes. There's a spelling checker that works on a selected range, a file, multiple files, or an entire chapter. There's search and replace for text, attributes, and tags, so you don't have to return to your word processor, and there's a handy undo/redo option. You can cut and paste bitmaps through the Windows Clipboard and add and delete multiple pages simultaneously. It also supports the original free dictionaries that the DOS/GEM version has built-in.

Also included: Object Linking and Embedding (OLE) to Windows 3.X server applications, as well as an extension for programmers to create integrated applications.



Clear sailing ahead with Ventura Publisher 4.1 Windows Edition's new full-color support. Once again Ventura charts a new course for publishing.

HIGHLIGHTS:

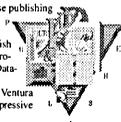
- New user interface with ButtonBar and Classic modes!
- Sculpted dialogs
- Frame tags for fast page setting!
- Right mouse button support!
- Set margins and tabs interactively!
- Ventura Scan Included!
- Ventura Separator Included!
- ButtonBar editor!
- Move toolboxes around or iconize them!
- AMI Pro text filter!
- For information, call (800) 822-8221

Introducing the New Ventura DataBase Publisher 4.0

Database publishing is even more powerful because Ventura DataBase Publisher 4.0 for Windows enables users to automate the publishing of database information any way they want, and deliver professional, high-quality documents with ease, precision and accuracy.

Ventura DataBase Publisher 4.0 for Windows is ideal for corporations with major publishing tasks such as catalogs, price lists, financial reports, directories or other data-intensive documents. Service bureaus who provide database publishing services, and small-to-medium-sized businesses who have previously lacked the tools or expertise to publish databases, will also benefit from the productivity enhancements of Ventura DataBase Publisher 4.0 for Windows.

You can also expand the power of Ventura Publisher 4.1 for Windows with impressive



Multi-Page Journal

JOURNAL.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Ruling Lines
Running Footers
Vertical Justification
Footers
Drop Caps

This very straight forward two-column layout, lends itself to this clean simple design. The combination of type and leading used, Cariding and Justification turned on, gives this design its clean and uncluttered appearance.

Journals: Adding Some Style

by Lucy Bradshaw

First Steps

Many design possibilities present themselves when you set out to construct a newsletter or journal. You can vary column widths and mix typefaces to create a texture and distinctive style all your own. This two-column format relies on an indent of one inch for the paragraphs and almost all other text elements, such as the byline, subhead, and pull quotes. The Pull Quote tag has a one inch In From Left spacing to form its block shape. The Headline and Byline do not have extra white space added to their tags. Their spacing is manipulated by returns (using the Body Text tag) so that space can be adjusted to suit various text.

Ventura Software Inc. has announced just another breakthrough in publishing performance, the new Ventura Publisher 4.0 Windows Edition. This newest member of the Ventura Publisher lineage is the most flexible, most complete publishing package anywhere—at any price.

Many design possibilities present themselves when you set out to construct a newsletter or journal. You can vary column widths and mix typefaces to create a texture and distinctive style all your own.

Engineered to get the most from the Windows environment, Ventura Publisher 4.0 also includes many new capabilities requested by Ventura users. It combines amazing publishing power with true ease-of-learning and use, so even beginners get professional-looking results right from the start. The new Windows 4.0 Edition gives you all the great features that have made Ventura the standard for publishing the world over—plus it's packed with scores of new features. For starters, there's a new spelling checker that works on a selected range, a file, multiple files, or an entire

chapter. There's search and replace for text, attributes, and tags, so you don't have to return to your word processor, and there's a handy undo/redo option. You can cut and paste bit-maps simultaneously, and automatically wrap text around irregularly-shaped objects. It also supports Haughton-Mifflin international dictionaries in 12 languages.

You can also expand the power of Ventura Publisher Windows Edition 4.0 with an impressive array of new products that combine smoothly and completely with Ventura to give you the maximum in speed, productivity and ease-of-use.

Another added bonus are the totally new chapter and style sheet templates produced by a team of award-winning design experts. These new document formats take advantage of Ventura's new features and highlight the program's many unique capabilities. Easy to use and a quick way to get started on the road to professional publishing, these new formats are truly an added value.

There's also Dynamic Data Exchange (DDE), Object Linking and Embedding (OLE) to Windows 3.0, client/server applications, as well as an extension for programmers to create integrated applications. Ventura Publisher Windows 4.0 features enhanced color support, including PANTONE, 24-bit TIFF, PCX, and EPS continuous tone images. For information, call (800) 822-8221 in the U.S. and Canada. Publish in color on your PC! You can define colors using CMYK, CMY, RGB, HLS, PANTONE's 700 spot and

Journal - Page 1

3800 process colors. You now have the ability to define 65,000 process colors and 255 spot colors in your Ventura document. There's DCS support too. You can also expand the power of Ventura Publisher Windows Edition 4.0 with an impressive array of new products that combine smoothly and completely with Ventura to give you the maximum in speed, productivity and ease-of-use.

For example, using the new Ventura color extensions, you can scan, retouch, color correct, and color separate right in Ventura Windows 4.0, so you can easily add the energy and vitality of color to all your communications. In addition, you can team Ventura Windows 4.0 with the new Ventura DataBase Publisher to create great-looking directories, parts lists, catalogs, rate tables and more, right from the data in your database, without ever writing a single line of program code.

Ventura announces the new family of Ventura color extensions. Now you can scan, retouch, color correct and color separate on your PC! Ventura Software Inc. has redefined desktop publishing once again with the introduction of four exciting new color extensions: Ventura Scan, Ventura Photo Touch, Ventura Separator, and Ventura ColorPro. They are everything you and your PC need to easily create stunning color documents.

With PhotoTouch you get real-time color correction, retouching, and masking facilities for any size image at any resolution, so it's a snap to make any image look the way you want.

Now it's easy to add the impact and drama of color to all your communications. Ventura Scan allows you to scan black and white, grayscale, or full-color images directly into Ventura Publisher or to disk. It's seamlessly integrated with the new Ventura Publisher Windows 4.0, so even color novices can get professional-quality scanning and color correction from a wide range of reflective, slide, and transparency scanners.

Ventura Scan actually tunes itself to optimize your scanning results based on the capabilities of your particular hardware. Plus it gives you complete color correction capabilities at scan time. That means you get precise control over cyan, magenta, yellow, and black values, as well as their total range and gradation. Ventura Scan corrects for the color contamination and compression of tonal range be-



This caption frame is automatically anchored to the frame above it and will move with the illustration from column to column or page to page.

tween highlights and shadows that often occur during the scanning process. You can scan to Preview, to disk, or directly into your Ventura document. It even advises you how much disk space will be required for your image. Great-looking color documents begin with the high-resolution capabilities and intelligent color controls of Ventura Scan.

Ventura PhotoTouch—for picture-perfect images. Ventura PhotoTouch is a complete color image processing system that gives you professional retouching capabilities for both grayscale and color images. Image masks for retouching and color corrections in selected image areas can be adjusted, moved, and sized with precise control. Special effects are easy too. You can outline, air brush, sharpen, blur, blend, smear, lighten or darken, shift hue, shift saturation, add or subtract color and gradation. You can clone portions of the image to other areas. Plus there's support for all the standard color models: full 24-bit color, RGB, HLS, CMY and CMYK. It supports DCS, BMP, TIFF, DIB, TAGRA, VIFF, Postscript and Scitex CT files. Ventura PhotoTouch gives you the power to alter and enhance an image until it's perfect. Ventura Separator—color separations in Ventura. A full-featured color publishing package.

1 This footnote is generated automatically. You can type the text directly into the footnote frame. If you move the paragraph where the footnote marker is placed, the footnote will move with it.

2 For more information about the new Ventura color extensions, please call (800) 822-8221 in the U.S. and Canada.

Tabloid Newspaper

TABLOID.CHP

by Toni & Daniel Will-Harris

HIGHLIGHTS

Page layout —
Tabloid 11" x 17"

Ventura Features —
Ruling Lines
Bullets
Text Flow through Frames

This 11" x 17" tabloid newspaper layout uses frames to flow the copy from page to page. When printing, Ventura will allow you to size to fit, a proof on a standard page, then allow you to tile each page to normal size for final output.

Official Publication of
the West Marin County
Chapter of the Ventura
Publisher User Group



THE MIWOK Arrowhead

For the latest information on Ventura Publisher

Published in Point
Reyes Station for the
week of May 22, 1992
Jish Year: Number 19

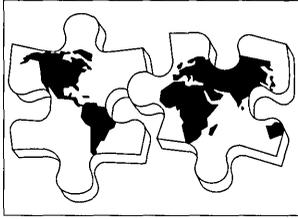
Notes About Style

Tabloid generally call for headlines larger than the 24 point limit that the standard LaserJet imposes. With this in mind, this style sheet has been configured for scalable font printers.

If you have a standard LaserJet II, or other compatible printer, you can still use the style sheet. You will just have to modify, or remove certain tags that will not print correctly on your printer, such as the 48 and 72 point tags. Or, you can use ATM, Execifit, SuperPrint, or TrueType for this style sheet.

The body text is set up for Times Roman, 12 point. This typeface is especially useful for setting type in tabloid publications since more material can be fitted in less space by using this economic typeface.

Notes About Style



This caption was typed in directly as Frame Text. The frame above has a ruling line all the way around it, which can be modified under the Frame menu. Click on this box while in Frame mode, and choose the Frame menu. Choose "Ruling Box Around," and change any attribute to make the line thicker or thinner, or gray, rather than solid black.

Hello There!

The text in this frame is meant for special notices, announcements, or some other type of unusual text. The frame has a gray background, which could also be specified as a colored background. The tag for this line is `Open/Close/42`. This notice solution is used for special material.

Under this text is the index for the tabloid which uses diagonal bullets as a graphic element. Don't be afraid to experiment. Try out your ideas. It can be even be fun.

UNDERSTANDING HOW VENTURA WORKS

Begin Here: Using These Style Sheets

▲ Use these templates to place your own text & graphics

by Toni & Daniel Will-Harris

To check the specific attributes of any tag, make sure you are in Paragraph Tagging mode, then click on whatever you want to check, such as this paragraph of text, or the headline above it. The name of the tag will automatically be in the Tag Window.

When your selection is highlighted, pull down the Paragraph menu and choose an attribute, such as "Alignment." This will show you about the specific characteristics of the tag you have highlighted.

This "body text" tag is set up for Times Roman, 12 point, normal. The spacing between lines is set at 13 point.

The alignment of this body text is justified, which lets more copy be packed in less space, and gives a traditional look.

Among several less compact choices would be to have the body text set ragged right (unjustified), which you would indicate by choosing "Left" instead of "Justified" on the

Dealing with fonts

When using a PostScript printer, remember that PostScript has problems printing transparent graphics. This means that if you want something like a graphic gray screen behind text, you must place the graphic behind your text. Or, place text in a frame and set the background to a shade of gray, as we've done on this page.

You must place your text in another frame on top of the underlying page, as nothing can be behind the underlying page. If you want to place a graphic on top of the text, the text below would disappear when it was printed.

Pressing the Escape Key will redraw the screen, which is helpful if you've been doing text editing or moving

Alignment option under the Paragraph menu. (You must be in Paragraph tagging mode to change the attribute of any tag.)

The underlying page is divided into five equal columns. Frames have been placed to hold the different text files and illustrations. This Tabloid Chapter and Style Sheet has more tags than most because a tabloid page is equal to about four letter sized pages.

Keep in mind that when you change the attribute of a single tag, all the text that shares that tag will also experience the change.

Under the "file menu, choose "To Print and select "Current" and tap OK by either clicking on it with the mouse or pressing the Enter Key on the keyboard.

You'll get a message that asks you to choose what you want to do in order to print a tabloid page. Your choices are shrank, overlap, or do nothing.

If you have a Laserjet or compatible printer, you must choose overlap (because shrank is not a viable option), and the printer will print the tabloid page in four parts, which you can then either fold or cut to fit together.

▼ Inside ▼

TYPOGRAPHIC CONTROLS
More about style sheets
PAGE 2

HEADERS & FOOTERS
PAGE 3

MAGAZINE LAYOUT
Mixing too many typefaces makes us sick
PAGE 4

A DYNAMIC FORMAT
You should know the screen by now
PAGE 6

▼ Production 10
▼ Printers 12
▼ Using Clip Art 13
▼ Using Macros 14

▼ Continued on Page 2

Portrait Presentation Page

PRESPORT.CHP

by Sandi & Carl Ballay

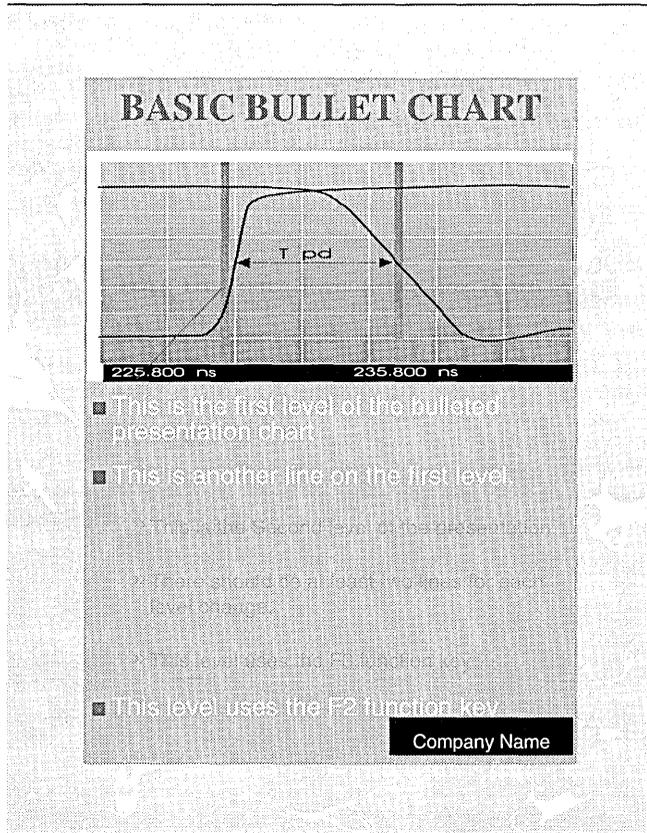
HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Ruling Lines
Bullets
Color

This Viewgraph is created with the basic idea that it will print out on a color printer using transparency film. This is the reason for the dark green background. Having a dark background is better on an overhead projector because there is less glare for the audience.

The main text is placed in a level 1 frame with the same background and which measures 6" by 9" to correspond to an overhead's size.



Landscape Presentation Page

PRESLAN.CHP

by Sandi & Carl Ballay

HIGHLIGHTS

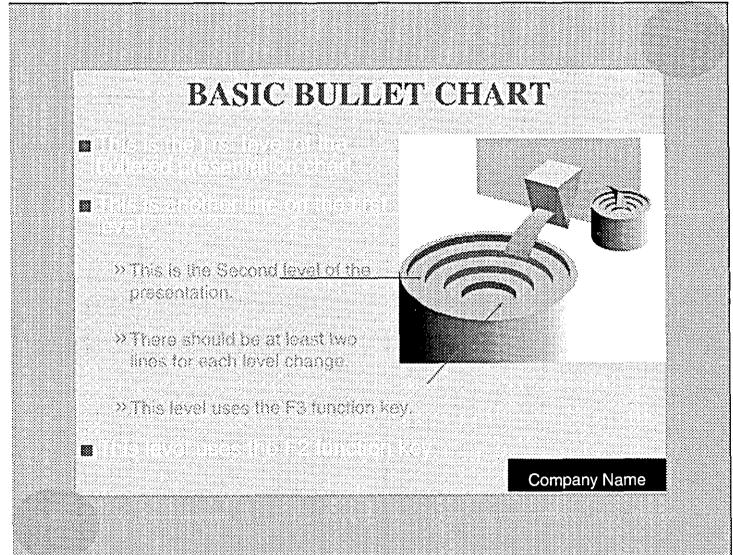
Page layout —
Landscape 11" x 8½"

Ventura Features —
Ruling Lines
Bullets
Color

This Viewgraph is created with the basic idea that it will print out on a color printer using transparency film. This is the reason for the dark green background. Having a dark background is better on an overhead projector because there is less glare for the audience.

The main text is placed in a level 1 frame with the same background and which measures 6" by 9" to correspond to an overhead's size.

The type colors are coordinated to look nice on a color printer. They will work on a black and white printer as well, and of course all the colors can be changed.



Legal Brief

LEGALBRF.CHP

by Byron Canfield

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Line Numbering
Courier typeface
Running Footer

This sample legal brief is not much for style, then again what legal document is. Courier is the typeface of choice, most written documentation for the legal profession would rather be typed, than typeset. The text file takes on a "Fill-in-the-Blanks" approach. Where you see square brackets, text would be replaced with your own.

1			The Honorable [Name of Judge]
2			
3			
4			
5			
6			
7			
8			UNITED STATES [TYPE OF COURT] COURT
9			FOR THE [NAME DISTRICT] OF [NAME OF STATE]
10			AT [NAME OF CITY]
11	[PLAINTIFF NAME],		
12	Plaintiff,		NO. [CASE NUMBER]
13	v.		[RULE NUMBER] [TYPE OF BRIEF]
14	[DEFENDANT NAME], [description		BRIEF
15	of defendant],		
16	Defendant.		
17			
18			I. SECTION TITLE
19			Lorum ipsum dolor sit amet, con; minimum venami quis nostrud
20			laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate
21			nonumy.
22			
23			Lorum ipsum dolor sit amet, con; minimum venami quis nostrud
24			laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate
25			nonumy. Lorum ipsum dolor sit amet, con; minimum venami quis nostrud
26			laboris nisi ut aliquip ex ea con color in reprehenderit in voluptate
			Page 1 of [Total Pages]

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
			Page 1 of [Total Pages]

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
			Page 1 of [Total Pages]

Deposition

DEPOSITN.CHP

by Byron Canfield

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

Ventura Features —
Line Numbering
Courier Typeface
Running Footer

Designed much like the Legal Brief, this Notice of Deposition, takes on the same characteristics in any legal form. Courier type is used, and the same "Fill-in-the-Blanks" approach is taken for the text.

1		The Honorable [Name of Judge]
2		
3		
4		
5		
6		
7		
8		UNITED STATES [TYPE OF COURT] COURT
9		FOR THE [NAME DISTRICT] OF [NAME OF STATE]
10	[PLAINTIFF NAME],	
11	Plaintiff,	NO. [CASE NUMBER]
12	v.	NOTICE OF DEPOSITION
13	[DEFENDANT NAME], [description of defendant],	
14	Defendant.	
15		
16		THE STATE OF [NAME OF STATE], TO: [NAME OF INDIVIDUAL]
17		AND TO: [NAME OF ATTORNEY]; Attorney
18		YOU ARE HEREBY COMMANDED to appear at [Location Name], at the
19		address: [Number & Street], [City], [State], on the [Date] day of
20		[Month], 19[Year], commencing at the hour of [Hours and minutes],
21		[a.m. or p.m.], for a deposition which has been scheduled on that
22		date regarding the above-captioned lawsuit.
23		HEREIN FAIL NOT AT YOUR PERIL
24		DATED this [Date] day of [Month], 19[Year].
25		
26		[Attorney's Name] Attorney for Plaintiff
		Page 1 of [Total]

Spec sheet

SPEC.CHP

by Frances Wirth

HIGHLIGHTS

Page layout —
Portrait 8½" x 11"

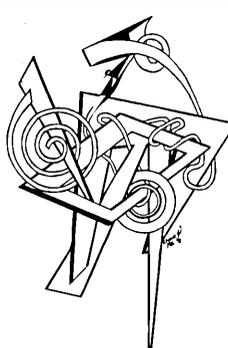
Ventura Features —
Reversed Text
Bullets
Ruling Lines
Bleed Background
Color

This very versatile Style Sheet can take many forms. Designed as a specification sheet, you can use it to present products in a catalog, single sheet flyer or advertising brochure.

Get your information across with...

VersaProduct

A Style Sheet for all Seasons



Easy To Use

The text file is placed in a four-column frame.

- » As the intercolumn rules are required to extend across the top and bottom margins of the frame, graphic lines have been used (rather than frame Vertical Rules)
- » A separate frame holds the title information at the top of the page. This enables the ruling lines to extend right across the width of the frame

The 4-column format makes it easy to separate out your information. Topic headings (tagged *Text head*) can break the text at any point in a column, and columns can be of varying length.

Itemized information is assigned the *Bullet* tag.

Two versions of the *Body Text* and the *Bullet* tags are provided: with and without additional spacing below the paragraph.

To produce a "bleed" of the color border, the Base Page size has been set to extend beyond the normal page area. (In Sizing and Scaling, Left Side and Top Side are set to -0.08", and Frame Width and Height have been increased by 0.16".)

The style sheet was designed for 2-color layout, but it can easily be adapted for single-color printing.

For multi-page documents, create a template page with empty frames. Insert additional pages, copy the frames to that page, then add and edit the text.

Do You Need

- » To present lengthy descriptions of products or some other subject?
- » To describe this information in a palatable manner so as to maintain the reader's interest?
- » To include a picture, diagram or illustration?
- » To design an attractive-looking page that will allow you to highlight special features?

If the answer is **YES**, you can make your task a lot easier — and the results easier to digest — by using this style sheet template. You may customize it to suit your specific requirements.

Style Sheet Applications

This is a versatile page design, which can be adapted for many different purposes:

- » Product descriptions and Specifications sheets
- » Book catalogues
- » Software catalogues
- » Advertising brochures
- » Press releases
- » Newsletters
- » Flyers

The design can be used for single-page fact sheets or for longer multi-page brochures and catalogues.

Standout Information

A graduated screen draws attention to the contents of this frame.

Use it to list:

- » Special offers
- » Highlights or features you would like to emphasize

There are two overlapping frames here. The frame containing text has *Flow Text Around set On*. The frame with the screen has *Flow Text Around set Off*. You may find it easier to edit the text if you remove the screen from the frame first.

- » To print out a single sheet proof on your laser printer, make the frame containing the text topmost
- » Before printing out color separations, make the frame containing the screen topmost, select the frame. (Use **Ctrl** key to access the lower frame.)

To place a frame topmost, select the frame. (Use **Ctrl** key to access the lower frame.) Press the **Del** key and then the **Ins** key.

Peer Review

"It has always been a problem to layout a page with lengthy descriptions and lots of information. This stylesheet provides a solution by arranging the material in a format which is attractive and readable!"

Art Tippman
Graphic Designer