Macmillan Modern Office

*Easily into
Desk Top
Publishing*

Peter and Joanna Gosling

with Tony Baskeyfield

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MACMILLAN

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First edition 1991

Published by
MACMILLAN EDUCATION LTD
Houndmills, Basingstoke, Hampshire RG21 2XS
and London
Companies and representatives
throughout the world

British Library Cataloguing in Publication Data
Gosling, P. E. (Peter Edward)
Easily into desk top publishing. – (Macmillan modern office series).
1. Desk top publishing
I. Title II. Gosling, Joanna
070.50285416
ISBN 978-0-333-52046-8 ISBN 978-1-349-11390-3 (eBook)
DOI 10.1007/978-1-349-11390-3

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B I O G R A P H Y

Peter Gosling has been working in computer education since the late 1960s. He was a lecturer at Peterborough Technical College until 1981 when he took early retirement having been Principal Lecturer in charge of the Computer Centre since 1974. In that year he inaugurated the first educational time-sharing service in Cambridgeshire and taught Computer Science at GCE A Level as well as working for the Open University as a part-time Tutor in Mathematics and Computing. For a number of years he was a member of the joint City and Guilds/NCC Committee for Computer Programmer Training. Since 1981 he has devoted his time to writing books on computer programming and software. These books have been translated into Indonesian and Hebrew as well as the major European languages. During this time he has also carried out computer training for a large number of local and national companies. In 1986 he was joined by his daughter, Joanna, who had inherited his enthusiasm for the written word and they have already produced one book jointly for Macmillan Education – *Mastering Word Processing* (2nd edition). This partnership is continuing in the current Macmillan Modern Office series.

Joanna Gosling graduated in 1982 with an Honours degree in French from Hull University. After a series of posts in London, during which time she wrote her first book *French Tarts* published by Octopus, she embarked on a full-time career as a word processing trainer and writer. In the last two years she has written a number of books on word processing. Now married to a geo-physicist, Joanna lives in Dubai where she is continuing her writing career which includes, apart from the current *Macmillan Modern Office* series, regular articles for locally produced magazines.

P R E F A C E

This has probably been the most difficult book we have ever had to write. The fact that the authors lived several thousand miles apart was the least of our problems. We had both had experience of desk top publishing in a simple way over a series of books: the *Easily into* series and several of the *Master* series. But that was producing camera-ready copy with a laser printer and what we call a second generation word processor - WordPerfect 5.0. So we knew what we were aiming at. The big problem was to get access to a number of DTP programs and sufficient time to learn how to drive them sufficiently well to be able to produce the final text for this book using one of them. That is why Tony Baskeyfield, our intrepid graphics designer, was our help and inspiration. Without him we would have given up the project very early on. We have learned a lot in the production of this book and hope that this learning will rub off on you, the reader. It has been a very character-building and experience-gathering project and one that we are in fact very happy to have been involved in. At the end of it all we are still speaking to one another, so it must have done us some good as well.

A C K N O W L E D G E M E N T S

Joanna Gosling

Software manufacturers are loath to send evaluation copies of their programs to the Gulf countries, where no copyright laws are enforced. As a result I had to be nice to an awful lot of people in order that I might borrow their equipment to try out the programs mentioned. Special thanks therefore to:

Pioneer Computers, Sharjah, for Aldus PageMaker 3.0 and for the special discount on my Copam PC286S-120, without which I could not have attempted this book.

Kazim and Lina Reza for Ventura (sorry Lina).

Geoff Malone, Jebel Ali, for Ready-Set-Go!, his Apple Mac and advice.

Mandy White and Paul Oliver of Quick Print, Dubai, for their Xerox Documenter with Viewpoint. Also Xerox themselves for additional information.

Ashton-Tate for Byline - on the understanding that I came to England to use it and didn't take it out of the country.

Sentinel Software for WordPerfect 5.0.

Jim Lindsay of EMAP for a whistle stop tour of Quark Xpress and Computers Unlimited for their help.

Finally thanks to my husband, Ian, for putting up with my shrieks of "come and look at this, you'd never believe what it's doing now". And thank you Peter Gosling and Tony Baskeyfield for keeping me in the dark until it was too late!

Peter Gosling, whose help came from less exotic locations.

Thanks to:

Heather Anderson of Aldus (UK) Ltd for supplying PageMaker 3.

Ashton-Tate for the loan of Byline.

Lisa Wigmore of Panasonic Business Systems UK for the loan of the FX-S505 scanner.

Simon Lubin of Epson (UK) Ltd, **Alex Moore** of Apple Computer UK Ltd.

Rank Xerox (UK) Ltd for photographs of Ventura and Viewpoint.

Frank Hatfull and **Liam Fahey** of Cherry Pie Computing and **Jim Lindsay** of EMAP for their invaluable help.

Sam Tulip of the Institute of Purchasing and Supply at Easton-on-the-Hill for coming to my aid in my hour of need.

This book was produced using Aldus PageMaker3 on an SAT 286 microcomputer with one Mb of RAM and a 20 Mb hard disk. The text was printed on a Hewlett-Packard LaserJet III laser printer with a LaserMaster LXP4 high speed printer controller. Most of the examples were printed on an Olivetti PG208 M2 laser printer driven by a Conodesk 6000 high speed printer controller. Other examples in the text were produced with the aid of an Oki LASERLINE™6 laser printer, an Amstrad PC1512 computer and an Epson LX80 dot-matrix printer in England and in Dubai on an Apple Macintosh SE30 computer and an Epson LQ1000 dot-matrix printer.

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