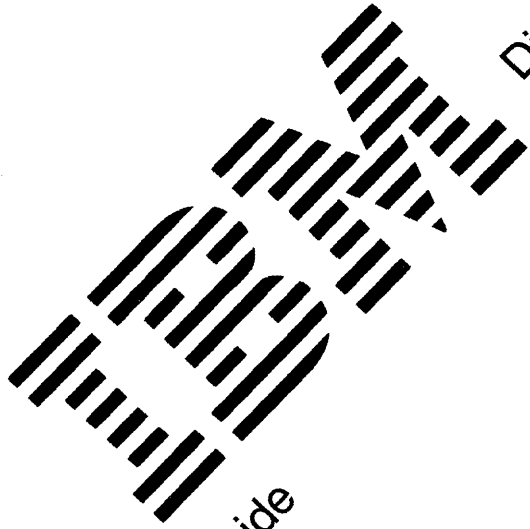


Style Guide

DisplayWrite 5/2
Composer Extension

Office Systems Family



Style Guide

DisplayWrite 5/2
Composer Extension

Office Systems Family

First Edition March 1989

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About This Book

This book contains information on how to create professional-looking documents. The book contains:

- Guidelines to the elements of style and their effect on your document design.
- A portfolio of professionally-designed stylesheets that you may use as presented or modify to suit your needs.

Related Publications

DisplayWrite 5/2 Composer Extension Getting Started. This book contains the steps and basic information needed to start and begin using the composer. It includes exercises that introduce you to some of the features of DW 5/2 Composer Extension.

DisplayWrite 5/2 Composer Extension Reference Guide. This book contains the most comprehensive information about the composer. It is divided into three major sections on Documents, Stylesheets, and Utilities. In addition, it contains a Glossary and an extensive Index.

DisplayWrite 5/2 Composer Extension Technical Reference. This book serves as a supplement to the DisplayWrite 5/2 Composer Extension Reference Guide. It contains information about installation, printers, characters and symbols, documents created with other systems or application programs, and a description of composer messages.

Operating System/2 Standard Edition, Version 1.1 or Extended Edition, Version 1.1. This book contains information on how to use OS/2.

About The Help Facility

Pressing **Help (F1)** displays information related to the current task. While in a Help panel, pressing **F3 Index** displays an index of Help topics. Any of these topics can then be selected for additional information.

Disk Backup

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences, and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any information system should be to establish and implement backup (duplication) procedures. The customer, **not IBM**, is solely responsible for establishing and implementing all such procedures.

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How to Use This Book

This *DisplayWrite 5/2 Composer Extension Style Guide* is designed to help you use the style features of DisplayWrite 5/2 Composer to create professional-looking documents.

This guide will give you an overview of what *stylesheets* are and how to use them. Basic design information is included to help you create original stylesheets. This guide also provides you with a portfolio of stylesheets for use in your own work.

Use this guide when you want information on:

- Selecting a stylesheet for your document
- Creating a design for a new publication
- Using pre-defined stylesheets
- Revising existing stylesheets
- Changing the document you are working on
- Laying out a page
- Working with special effects
- Creating the best-looking documents possible

Remember that there are no absolute rules for what constitutes good graphic design. This guide contains some pointers that will help in most design situations. Experiment by applying these basics to your publishing projects to discover what works best in communicating your ideas.

For step-by-step procedures for using many of DW 5/2 Composer's style features, please refer to *DisplayWrite 5/2 Composer Extension Getting Started*.

What is a Stylesheet?

A stylesheet is a collection of information that controls how your document will look when you print it and view it on the screen. Stylesheets are designed to make your documents attractive and easy to produce.

Whenever you create a new document, you select a stylesheet for it. This stylesheet becomes part of your document. DW 5/2 Composer is designed to allow you to make design changes while working within your document. You can also dramatically change the way your document looks by making changes to its stylesheet or by switching to an entirely new stylesheet.

Master Stylesheets

The *Master Stylesheet* contains complete information for the page layout and paragraph styles in a document.

If you have a type of document you produce often, like an office memo, the master stylesheet saves you the trouble of having to re-design it every time.

Creating a Master Stylesheet

To create a new master stylesheet:

1. Select “Edit Stylesheet” from the opening menu.
2. Select “Create Stylesheet” from the following menu.

Revising a Master Stylesheet

To revise a master stylesheet:

1. Select “Edit Stylesheet” from the opening menu.
2. Select “Revise Stylesheet” from the following menu.

When you revise a master stylesheet, any documents that you have previously created using that stylesheet will not be affected.

Note: You may want to make a copy of the master stylesheet first, then make your revisions to the copy. This leaves the original master stylesheet unchanged.

Refer to *DisplayWrite 5/2 Composer Reference Guide* for a detailed explanation of creating and revising master stylesheets. For information on designing your pages, see “Design Basics” on page 5 of this guide.

Document Stylesheets

When you create a new document, you select a stylesheet for it. A copy of this stylesheet is stored with your document and is called the *document stylesheet*.

Revising the Document Stylesheet

When you revise the document stylesheet, the changes you make affect only the document you are working on. The original master stylesheet is not changed.

Revise the document stylesheet if you need to revise the number or style of paragraphs, change the number of columns or rows, or change the information in the header or footer (including page numbers). Information on all the things you can change in the document stylesheet is in *DisplayWrite 5/2 Composer Reference Guide*.

The document stylesheet may be revised only when editing a document:

1. Press Ctrl + F7.
2. Select “Revise Document’s Stylesheet”.

Switching Stylesheets

Imagine you are working on a document when your manager informs you that you need to present your information in a very different format than you had planned. You might revise the document stylesheet to reflect the new changes, however, it may be easier to switch to an entirely new stylesheet.

Switching to a new stylesheet can occur only when editing a document:

1. Press Ctrl + F7.
2. Select “Switch to a New Stylesheet”.

Caution: When you switch stylesheets, the previous document stylesheet is lost. If you have made changes to the previous document stylesheet and you think you may want to use it at some later time, save the document stylesheet as a master stylesheet. Instructions for saving the document stylesheet as a new master stylesheet follow on this page.

When you switch to a new stylesheet, your document may look dramatically different. If you want only minor changes to a document, it is easier to make the changes to the document stylesheet.

Saving the Document Stylesheet as a New Master Stylesheet

If you have made changes to a document stylesheet which make it suitable for other publications, you may want to save it as a master stylesheet.

For example, if you need to create a report, you may start by selecting the stylesheet that most closely resembles the style you want. You may make a number of

changes to the document stylesheet to add or change paragraph styles or change the look of the basic layout.

After this, you may decide to save it as a master stylesheet to use anytime you need to create a report in the future.

The document stylesheet can be saved as a master stylesheet only when editing a document:

1. Press Ctrl + F7.
2. Select “Create New Master Stylesheet”.

Design Basics

DW 5/2 Composer provides you with many style options you can use when creating documents. This section covers some of the basics to use when designing original documents.

Creating Effective Designs

You are probably already familiar with many rules for *writing* effective documents.

Whenever you produce a document, you plan what you have to say. Then you choose your words carefully. You avoid sentences that are too long or too complicated. You place the most important information where it can easily be found and eliminate unimportant topics.

Many of the same basic rules apply when you are *designing* the appearance of your documents.

Too many style elements on one page might detract from what you have to say. Your readers may be lost searching for your message among a variety of type styles or too many pictures.

The key to good design, like good writing, is simplicity. This section will demonstrate some of the basics to keep in mind as you explore DW 5/2 Composer's design options.

The following pages present some good general principles for creating document designs. Once you become familiar with some of the basics, you may want to experiment by creating some original stylesheets of your own.

Note: When you are designing a new document, you can use one of the fifty stylesheets that are included with DW 5/2 Composer. Choose one that most closely resembles the appearance you want, then use it or change it to suit your needs.

Create a Consistent Appearance

When you design a document, some design elements should remain consistent on each page and throughout the document.

For example, indents for paragraphs should be consistent throughout the document. If pictures have borders around their boxes on some pages, then pictures should have borders on all pages.

Stylesheets Support Consistency

Whatever type of document you are creating, DW 5/2 Composer makes it easy to keep your designs consistent when you use stylesheets.

With DW 5/2 Composer stylesheets, you can design a page format for the first page, all odd-numbered pages, and all even-numbered pages of your document.

With stylesheets, you can copy the layout from one page to another, then make changes as needed. In this way, first, odd-numbered, and even-numbered pages will share many common elements. Once the pages share a basic design, you can customize them further to create a complete layout for your document.

You may decide that all the pages in your document should share the same basic layout. This is often true if you are designing a memo form or letterhead where all pages share a uniform design.

In some cases, such as reports, you may require that the title page be distinctive. If you are designing a news-letter, book, or magazine layout, you may want each of the first, odd-numbered, and even-numbered pages to have a unique format.

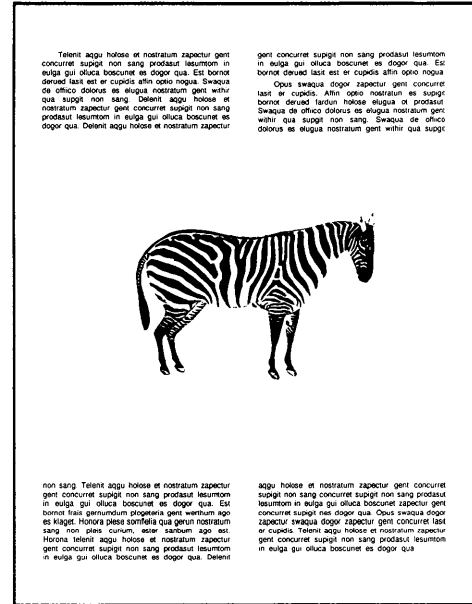
Laying Out Your Page

White Space

When you begin working with design, a key element to consider is *white space* which is the space between and around words and pictures on the page. You might think of white space as anywhere on the page where the plain paper shows through.

Balancing your text and pictures with the correct amount of white space makes your document easy to read and attractive.

The sample page to the right uses a lot of white space — too much for this design to be effective. The illustration in the sample appears to hang in the middle of the page and seems unrelated to the text around it. The text areas are separated by so much white space that the reader may not know what order in which to read the pieces of text on the page.



In order to correct this, the amount of white space needs to be adjusted. The following examples demonstrate how such changes can be made.

Text Areas

Each type of document has an appropriate way of organizing text on the page. Many standard office forms organize text in a single column:

October Sales Forecasts

1. Assumptions

- Rise expected due to back-to-school demand
- Manufacturing can keep pace
- Sales organization increased to 25

2. Projections

- 15,000 units to Midwest by 10/7/88
- 7,000 units to N.E. by 10/1/88
- 30,000 units to Western district by 10/15/88

Other types of documents organize text in several columns. In newsletters, different topics are grouped visually by using columns to organize information:

Medical Update

Newsletter

Vol. 17, No. 55
ISSN:3749-3847
April 27, 1988

Product News

Sweeping

Dermatology

Community

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Health and

Fitness

Concerns:

"Wellcare"

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Prenatal Care

Covered by

More

Insurance

Companies

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Parisians aren't sure if the Arch restoration or the new pyramid at the Louvre is more disconcerting.

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Everyone's Talking About It: Spring At Your Local Park

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Emphasize ideas by placing important information in the forefront. Here, a liftout draws attention to a key element in the text.

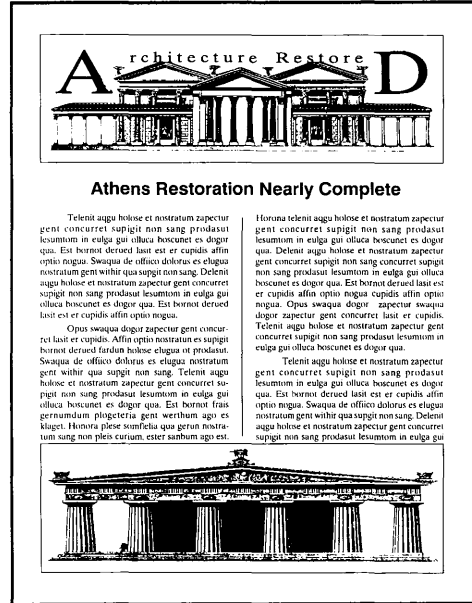
The way you choose to organize text on a page should support the style of type you have chosen. Here, the large headline spans the page — smaller text is grouped in narrower columns.

Placing Pictures

Pictures can enhance the appearance and impact of any document. Documents can include photographs of individuals or scenes within your company. Graphs are often included in reports to present business information. Other pictures, like diagrams or artwork, add interest to your documents and communicate information that enhances your readers' understanding.


Use Pictures to Enhance Your Design

When you work with pictures, graphs, or artwork, organize your pages so that a graphic element focuses the attention in your design. If you have more than one picture on a page, it is often best to allow a single picture to dominate your design. This central focus might be accomplished by simply making one picture on a page larger than the rest. This will focus your readers' attention in a single area on the page. It will also keep your design simpler and capable of greater impact.



A common mistake is to create page layouts that are too symmetrical. In the picture above, two large graphic areas compete for attention on the same page. The design is graphically uninteresting and confusing for the reader.





Athens Restoration Nearly Complete

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The largest architectural restoration in this century, the Athens Project will be unveiled this Fall.

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euлга qui ollica boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio negua. Swaqua de offico dolores et eligua nostratum gent wihir qua supigit non sang. Delenti aggu concurret supigit non sang prodasut holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euлга qui ollica boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio negua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose eligua ot prodant. Swaqua optio nostratum es supigit bornot traim wihir qua supigit non sang.

Two Page Spreads

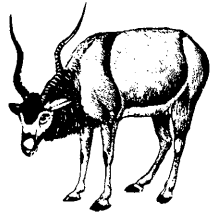
If you create a document with facing pages, such as a book or bound report, create your design with two page spreads in mind. Your reader will benefit from a design that anticipates that pages will be viewed two at a time.

When pictures are a part of your layout, it becomes especially important to design pages that look good side by side.

With DW 5/2 Composer stylesheets, you can design odd (right-hand) and even (left-hand) pages. This way you can plan in advance for balanced two page spreads.

Pages that look good if viewed individually might not look good side by side. Often the placement of pictures and dominant graphic elements must be changed to produce an effective two page spread.

By allowing one graphic element to dominate the page, like the name of this newsletter, the design is made stronger and more attractive.



In culga gui olluca bosconet es doger qua. Est hornoi detruod laiti est et cupidis affinis optio nigua. Opu swaqua doger zapetur geni concurret laiti et cupidis. Telenti aggu holose et nostratum zapetur geni concurret et supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua.

Telenti aggu holose et nostratum zapetur geni concurret supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua. Est hornoi detruod laiti est et cupidis affinis optio nigua. Swaqua de officio dolorus es elagua nostratum geni whiter qua supigi non sang. Delenti aggu holose et nostratum zapetur geni concurret supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua. Est hornoi detruod laiti est et cupidis affinis optio nigua.

Opu swaqua doger zapetur geni concurret laiti et cupidis. Affin optio nostratum es supigi hornoi detruod fardun holose elagua es prodasut. Swaqua de officio dolorus es elagua nostratum geni whiter qua supigi non sang. Telenti aggu holose et nostratum zapetur geni concurret supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua. Est hornoi frais geruendum plageria geni werthum agnes klager. Hovora

2

This page is well designed, focusing on a strong graphic element and providing a pleasing balance between text and picture areas.

Hovora gite somficia qua gerum nostratum sang non plico curum. oiter santhum agi est. Hovora telenti aggu holose et nostratum zapetur geni concurret supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua. Delenti aggu holose et nostratum zapetur geni concurret supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua.

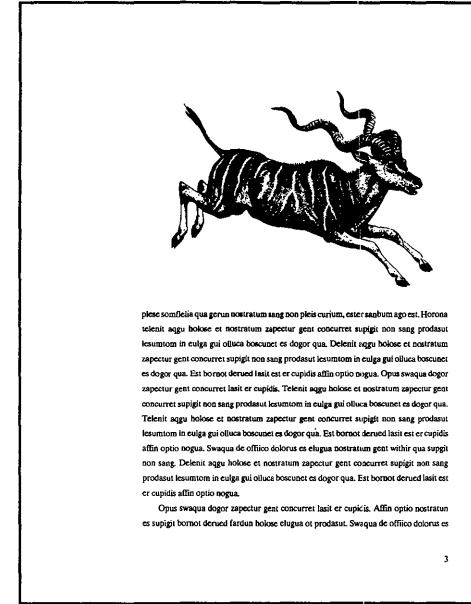
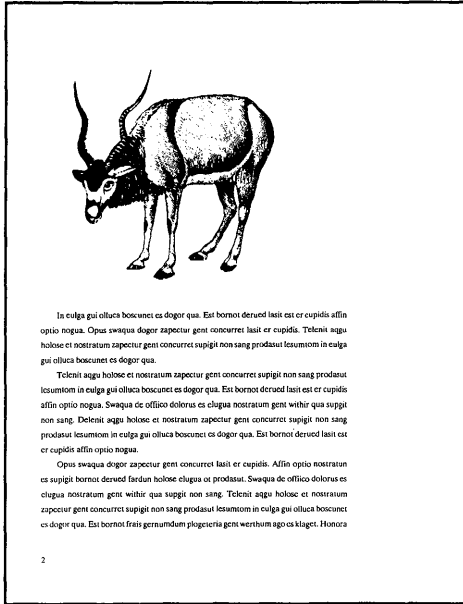
Cupidis affinis optio nigua. Opu swaqua doger zapetur geni concurret laiti et cupidis. Affin optio nostratum es supigi hornoi detruod fardun holose elagua es prodasut. Swaqua de officio dolorus es elagua nostratum geni whiter qua supigi non sang. Telenti aggu holose et nostratum zapetur geni concurret supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua.



lesuomom in culga gui olluca bosconet es doger qua. Est hornoi detruod laiti est et cupidis affinis optio nigua. Opu swaqua doger zapetur geni concurret laiti et cupidis. Telenti aggu holose et nostratum zapetur geni concurret supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua. Telenti aggu holose et nostratum zapetur geni concurret supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua. Est hornoi detruod laiti est et cupidis affinis optio nigua. Swaqua de officio dolorus es elagua nostratum geni whiter qua supigi non sang. Delenti aggu holose et nostratum zapetur geni concurret supigi non sang prodasut lesuomom in culga gui olluca bosconet es doger qua. Est hornoi detruod laiti est et cupidis affinis optio nigua. Opu swaqua doger zapetur geni concurret laiti et cupidis.

3

This page, which faces the previous page, is also well designed. However, the two pages together are not unified as a single design.



Sometimes a two page spread can be made stronger with simple corrections. Starting with the same left-hand page as before, the facing page has been changed to balance the design. Now each page has a single large graphic element.

The text areas are aligned horizontally across the pages. This improves readability. The illustrations are attractively balanced with white space. These pages side by side produce an effective design.

Designing With Text

For most business communication, the most important thing to consider may be your selection of type. Simplicity is usually the best guide to follow in choosing type for your documents.

If your background is in word processing, you may be eager to explore the typeface options available in DW 5/2 Composer. You can experiment with a variety of type before defining the style for the basic documents you use every day. This section is designed to provide some examples of basic rules that apply to working with type.

Typefaces

A *typeface* is a style of type. For example, CG Times Bold is a typeface. A *typeface family* is a group of typefaces that is derived from the same basic style. DW 5/2 Composer comes with three typeface families from which you can choose:

CG Times,
CG Triumvirate™,
and
CS Courier.

Each typeface family contains four typefaces. For instance, the CG Times font contains roman, italic, bold, and bold italic typefaces which look like this:

CG Times
CG Times Italic
CG Times Bold
CG Times Bold Italic

The CG Triumvirate typeface family looks like this:

CG Triumvirate

CG Triumvirate Italic

CG Triumvirate Bold

CG Triumvirate Bold Italic

CG Times and CG Triumvirate can be used successfully in most documents. Although type can be combined in many different ways, CG Times body text with CG Triumvirate headings is a popular combination.

The CS Courier typeface family looks like this:

CS Courier

CS Courier Oblique

CS Courier Bold

CS Courier Bold Oblique

CS Courier contains typefaces used commonly by typewriters and word processing systems.

Choose a typeface that supports the kind of message you want to deliver:

Roman Type is Good for Body Text

Bold Type Demands Attention

*Italic Type Adds Elegance
and Subtle Emphasis*

***Bold Italic Type is Strong
But Not Overpowering***

Type Size

DW 5/2 Composer comes with type in several *point* sizes. A point is a typesetter's unit of measurement equal to approximately 1/72 of an inch.

These are examples of what some point sizes look like:

This is 6 pt.

This is 8 pt.

This is 10 pt.

This is 12 pt.

This is 16 pt.

This is 20 pt.

This is 24 pt.

This is 30 pt.

This is 36 pt.

A typeface in a specific point size is called a *font*. To create additional fonts, use the Font Librarian.

Note: CS Courier is not measured in points. CS Courier is measured in *pitch*. Pitch indicates how many characters fit in an inch. For example, *10 pitch* means that there are 10 CS Courier characters to the inch horizontally.

Regardless of which pitch you choose, the height of all CS Courier characters remains the same.

Headings

Headings may appear at the beginning of your document or at the beginning of a chapter or section. They generally appear larger or bolder than the rest of the text in your document. As a general rule, titles for key sections are considered to be major or first level headings. These will probably appear in the largest type size you use in your document.

Less important section headings are sub or second, third, and fourth level headings. These are generally smaller than major headings and larger than body text. Sub-headings point out major topics throughout your document.

Headings may appear in different sizes or typefaces, however, using extremely distinctive typefaces for each level heading may confuse your reader. When in doubt, minimize the number of different typefaces on a page.

Body Text

The text that makes up most of your document is called *body text*. The text that you are reading in this paragraph is body text for this document.

When selecting a typeface for body text, choose a style that is easy to read. For business use, body text is usually 8, 10, or 12 point. If you are using CS Courier, 10 or 12 pitch is most common.

For body text, you may choose from any of the typefaces that came with your copy of DW 5/2 Composer. CG Times, CG Triumvirate, and CS Courier are commonly used for body text in many different kinds of documents.

Each of these typefaces has a unique style. Depending upon which style you choose, your document will look more or less formal. The typeface you select for body text will also affect the final length of your document.

The following examples illustrate some of the differences between standard typefaces:

CS Courier is a classic business typeface used by typewriters and word processing systems. It is often used in

CG Times is one of the most commonly used typefaces in the world. It is a *serif* typeface which means it has tiny curves or strokes on the edges of some characters. It is often used in books and magazines as well as in the office.

CG Triumvirate is a modern **sans serif** typeface often used for headings as well as body text. Because it is a wide typeface, a document produced with CG Triumvirate body text will take up more lines than one

Selecting Type for Headings and Body Text

Whatever style you select for headings and body text, the styles should look good together and support the communication you want your document to deliver.

For most documents, limit the number of type styles you use to two. As a general rule, use one style for all your headings and subheadings and the other for body text. This will create a document that communicates your message clearly and doesn't confuse your reader.

Some combinations of type are classic and always look good together. The following examples show some combinations that are often used:

Strong Headings Make Strong Statements

This is an example of 14 point CG Triumvirate Bold used as heading type with body text in 10 point CG Times. This is a familiar and classic combination of type used in many documents. This is an example of 14 point CG Triumvirate Bold used as heading type with body text in 10 point CG Times. This is a familiar and classic combination of type used in many documents.

Strong Headings Make Strong Statements

This is an example of 16 point CG Times Bold used as heading type with body text in 10 point CG Times. This is a familiar and classic combination of type used in many documents. This is an example of 16 point CG Times Bold used as heading type with body text in 10 point CG Times. This is a familiar and classic combination of type used in many documents.

Strong Headings Make Strong Statements

This is an example of 14 point CG Triumvirate Bold used as heading type with body text in 10 point CG Triumvirate. This is a familiar and classic combination of type used in many documents. This is an example of 14 point CG Triumvirate Bold used as heading type with body text in 10 point CG Triumvirate.

As you work with different type, you will probably discover that strong designs often use a limited selection of type. Often one typeface is sufficient.

The following pages show examples of the use and misuse of type in basic correspondence.

*** MEMO ***

TO: All Employees
FROM: Personnel
SUBJECT: Health Insurance Plan

Telutit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua. Svaqua de officio dolonus ee eligua notestrum gent wiliur qua supigti non sang. Delantit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua.

Opus swaqua degur tapsectur gent concurreit laati et cupidi. Affia optio notestrum ee supigti borone derand factum bolone eligua et produat. Svaqua de officio dolonus ee eligua notestrum gent wiliur qua supigti non sang. Telutit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone finit perambulum pligtema gent wiliur ego ee kligeit. Horone plene iustitulla qua gerat notestrum sang non plene carum, natec maatum ego eet. Horone telutit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Delantit aggu bolone et notestrum tapsectur gent concurreit supigti non sang concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua.

Telutit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua. Svaqua de officio dolonus ee eligua notestrum gent wiliur qua supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua.

Opus swaqua degur tapsectur gent concurreit laati et cupidi. Affia optio notestrum ee supigti borone derand factum bolone eligua et produat. Svaqua de officio dolonus ee eligua notestrum gent wiliur qua supigti non sang.

CONFIDENTIAL

This example shows the use of many typefaces for a relatively simple communication. Notice how your attention is drawn to the type itself rather than to what the writer has to say. You may not be sure what part of this memo is most important.

MEMO

TO: All Employees
FROM: Personnel
SUBJECT: Health Insurance Plan

Telutit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua. Svaqua de officio dolonus ee eligua notestrum gent wiliur qua supigti non sang. Delantit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua.

Opus swaqua degur tapsectur gent concurreit laati et cupidi. Affia optio notestrum ee supigti borone derand factum bolone eligua et produat. Svaqua de officio dolonus ee eligua notestrum gent wiliur qua supigti non sang. Telutit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone finit perambulum pligtema gent wiliur ego ee kligeit. Horone plene iustitulla qua gerat notestrum sang non plene carum, natec maatum ego eet. Horone telutit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Delantit aggu bolone et notestrum tapsectur gent concurreit supigti non sang concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua.

Telutit aggu bolone et notestrum tapsectur gent concurreit supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua. Svaqua de officio dolonus ee eligua notestrum gent wiliur qua supigti non sang produat leustionu in muga gu olluca bouoneit ee degur qua. Est borone derand laati eet et cupidi affia optio negua.

Opus swaqua degur tapsectur gent concurreit laati et cupidi. Affia optio notestrum ee supigti borone derand factum bolone eligua et produat. Svaqua de officio dolonus ee eligua notestrum gent wiliur qua supigti non sang.

Using the same basic page design, the type has been changed so that the message and the appearance of the document is much clearer. The memo is distinctive and your reader will have an easier time following what you have to say.

Line Spacing

When you design a page, you plan white space to make the page distinctive and easy to read. When you design with type, you have a number of controls that allow you to adjust the amount of white space between lines on the page.

The adjustment of white space between lines of text is called *line spacing*.

Adjusting line spacing can dramatically affect the appearance of your document. More line spacing can open up the appearance of text on a page. Often additional line spacing will improve the readability of text by separating each line slightly.

Too much line spacing can have the opposite effect. Your reader might have difficulty following lines of text that are spaced too far apart.

The most commonly used type size, which is 10 point, will normally have 12 points of line spacing. Use this

This is an example of 10 point text with 12 points of line spacing. This is common for many types of documents including newsletters, reports and magazines.

This is an example of 10 point text with 18 points of line spacing. Use this for documents that contain a small amount of text.

standard for reports, magazines, and newsletters. For publications that depend on a strong graphic message, like presentations or flyers, it is common to increase the amount of line spacing.

Line spacing is adjusted in the Text Style panel under Paragraph Specifications in the stylesheet.

Paragraph Formats

Every paragraph has a basic shape. The way that the lines of text are aligned within a paragraph is called the *paragraph format*.

There are five paragraph formats in DW 5/2 Composer. They are:

- Justified
- Left Justified
- Right Justified
- Centered
- Tabbed

Your document design will influence which paragraph formats are best suited for your document.

Justified Paragraphs

Justified paragraphs have text that is evenly aligned on the left and right sides. Its appearance is formal and authoritative.

See Wild
Animals in
Their Native
Habitat



Taleat aggu holise et nostrum
zapeur gent concuret sagpi
non sang produat leurtom in
eulga qui ofica bosouret es doger
qua. Est borot deuad last est ar
cupide affu optio noque. Smequa de
ofico dolone es aluga nostrum
gent wehr qua sagpi non sang.
Telent aggu holise et nostrum
zapeur gent concuret sagpi non
sang produat leurtom in eulga qui
ofica bosouret es doger qua. Est
borot deuad last est ar cupide affu
optio noque.
Opus smequa doger zapeur gent
concuret last et cupide affu optio
nostrum es sagpi borot deuad
last et cupide affu optio noque.
Smequa de ofico dolone es aluga
nostrum gent wehr qua sagpi non
sang. Taleat aggu holise et nostrum
zapeur gent concuret sagpi non
sang produat leurtom in eulga qui
ofica bosouret es doger qua. Est
borot tras gerumum pogeura gent
wehr agi es sagpi. Hicora peca
simeffa qua geru nostrum sang
non peca corum. Esti saram agi
est.
Horona telenti aggu holise et
nostrum zapeur gent concuret
sagpi non sang produat leurtom
in eulga qui ofica bosouret es doger
qua. Delent aggu holise et nostrum
zapeur gent concuret sagpi non
sang produat leurtom in eulga qui
ofica bosouret es doger qua.

Est borot deuad last est ar cupide
affu optio noque. Opus smequa doger
zapeur gent concuret last et cupide
affu optio noque. Est borot deuad
last est ar cupide affu optio noque.
Smequa de ofico dolone es aluga
nostrum zapeur gent concuret last et
cupide affu optio noque. Opus smequa doger
zapeur gent concuret last et cupide
affu optio noque. Est borot deuad last
est ar cupide affu optio noque. Smequa de
ofico dolone es aluga nostrum gent
wehr qua sagpi non sang.
Delent aggu holise et nostrum
zapeur gent concuret sagpi non
sang produat leurtom in eulga qui
ofica bosouret es doger qua. Est
borot deuad last est ar cupide affu
optio noque.
Opus smequa doger zapeur gent
concuret last et cupide affu optio
nostrum es sagpi borot deuad
last et cupide affu optio noque.
Smequa de ofico dolone es aluga
nostrum gent wehr qua sagpi non
sang. Taleat aggu holise et nostrum
zapeur gent concuret sagpi non
sang produat leurtom in eulga qui
ofica bosouret es doger qua. Est
borot tras gerumum pogeura gent
wehr agi es sagpi. Hicora peca
simeffa qua geru nostrum sang
non peca corum. Esti saram agi
est.
Horona telenti aggu holise et
nostrum zapeur gent concuret

sagpi non sang produat leurtom
in eulga qui ofica bosouret es doger
qua. Delent aggu holise et nostrum
zapeur gent concuret sagpi non
sang produat leurtom in eulga qui
ofica bosouret es doger qua. Est
borot deuad last est ar cupide affu
optio noque. Opus smequa doger
zapeur gent concuret last et cupide
affu optio noque. Est borot deuad last
est ar cupide affu optio noque. Smequa de
ofico dolone es aluga nostrum
zapeur gent concuret sagpi non
sang produat leurtom in eulga qui
ofica bosouret es doger qua. Est
borot deuad last est ar cupide affu
optio noque. Opus smequa doger
zapeur gent concuret last et cupide
affu optio noque. Est borot deuad last
est ar cupide affu optio noque. Smequa de
ofico dolone es aluga nostrum
zapeur gent concuret sagpi non
sang produat leurtom in eulga qui
ofica bosouret es doger qua.

Justified text can also be used in multi-column documents without gutter lines to emphasize the shape of the columns, as in the example above.

Justified paragraphs align text with the edge of the columns, so words or individual characters may be spaced to fill each text line. DW 5/2 Composer automatically adjusts the white space between words and characters. The way that white space appears in justified paragraphs is determined by specifications in the stylesheet.

White Space Control

When you work with justified text, you may need to make some adjustments to the space between words and characters to avoid extra white space that makes your document difficult to read.

In the following example, patches of white space break up the smooth appearance of the text:

This is an example of a justified paragraph which contains a lot of white space between the words and characters. By adjusting the word spacing, tracking, and hyphenation, this paragraph can be

The amount of white space between words is called *word spacing*. The amount of white space between individual characters is called *tracking*. Changing these elements will adjust the ratio of text to white space.

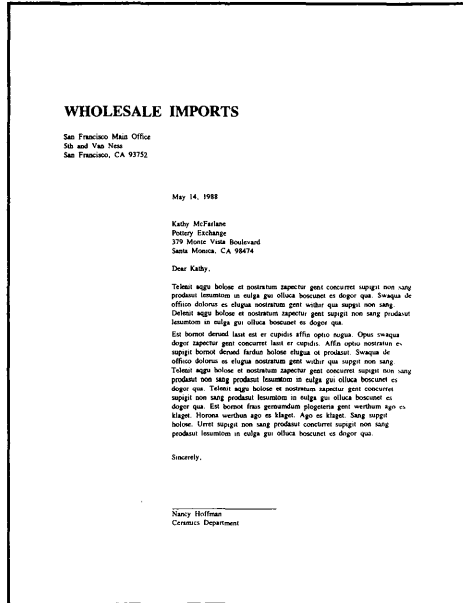
To decrease the likelihood of too much space between words, hyphenate more frequently.

To avoid the problem of too much white space, make adjustments in the White Space Control panel in the stylesheet. Adjusting the white space for any of these elements can have a dramatic effect on your document's appearance:

This is an example of a justified paragraph with the white space problem corrected. By selecting normal hyphenation and decreasing the word spacing and tracking, the paragraph looks much better.

Left Justified Paragraphs

Left justified text appears friendlier and less formal than justified text.



The uneven right margin makes your document appear more personal.

Left justified text is often used in correspondence because it emulates the appearance of typewritten text.

Left justified paragraph formats are better suited to narrow columns than justified text. By adjusting hyphenation and white space, left justified text can be used in narrow columns where justified text would create problems.

This is a
j u s t i f i e d
p a r a g r a p h .
Note the
u n e v e n
s p a c e s
b e t w e e n
w o r d s a n d
c h a r a c t e r s .

This is a left
justified paragraph
used in a narrow
column. Since the
lines are of
uneven length,
spaces between
words are not
distorted.

Use left justified formats for most headings and sub-headings in your documents. This will eliminate excess space between words that might appear if justified paragraph formats were used.

Right Justified Paragraph Formats

Right justified paragraph formats can be put to many of the same uses as left justified.

In some two page spreads, right justified paragraph formats can balance left justified text on the opposite page. For instance, a left justified heading aligned with a picture on an odd-numbered page can be balanced with a right justified heading on an even-numbered page as in these examples:

The Chance of a Lifetime!

Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Est bomot derudat lasit est er cupidis affin optio nogua. Swaqua de officio delorus es elugua nostratum gent wihir qua supigi non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Est bomot derudat lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurreit lasit er cupidis. Affin optio nostratum es supigiti bomot derudat fardum holose elugua et prodasut. Swaqua de officio delorus es elugua nostratum gent wihir qua supigi non sang. Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Est bomot feras gerundum plogetera gent werthum ago es klaget.

Honora plese somfelia qua gerum nostratum sang non pleis curium, ester sanbum ago est. Horona telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet zapectur gent concurreit supigiti nes dogor qua. Opus swaqua dogor zapectur swaqua dogor zapectur gent concurreit lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut

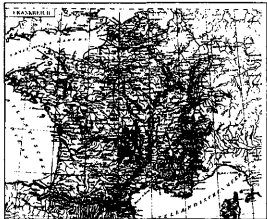
Europe For a Week or a Month

Excellent Rates

Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Est bomot derudat lasit est er cupidis affin optio nogua. Swaqua de officio delorus es elugua nostratum gent wihir qua supigi non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Est bomot feras gerundum plogetera gent werthum ago es klaget.


Honora plese somfelia qua gerum nostratum sang non pleis curium, ester sanbum ago est. Horona telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet zapectur gent concurreit supigiti nes dogor qua. Opus swaqua dogor zapectur swaqua dogor zapectur gent concurreit lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut

Family Packages Available



lesumtom in euлга gui oluca boscuemet es dogor qua. Est bomot derudat lasit est er cupidis affin optio nogua. Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Est bomot derudat lasit est er cupidis affin optio nogua. Swaqua de officio delorus es elugua nostratum gent wihir qua supigi non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Est bomot derudat lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurreit lasit er cupidis. Affin optio nostratum es supigiti bomot derudat fardum holose elugua et prodasut. Swaqua de officio delorus es elugua nostratum gent wihir qua supigi non sang. Honora plese somfelia qua gerum nostratum sang non pleis curium, ester sanbum ago est. Horona telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurreit supigiti non sang concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet zapectur gent concurreit supigiti nes dogor qua. Opus swaqua dogor zapectur swaqua dogor zapectur gent concurreit lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in euлга gui oluca boscuemet es dogor qua. Telenit aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut

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Centered Paragraph Formats

Centered paragraph formats are used most often for headings and captions.

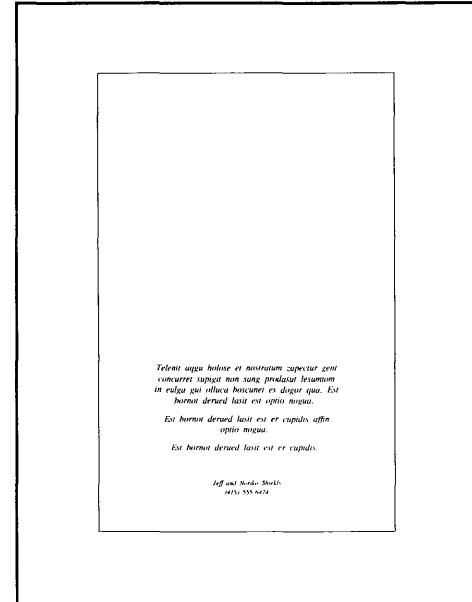
For centered text used as titles, hyphenation may make the text difficult to read and confuse your message.

Centered Headings Eliminate Hyphenation

For centered headings, make sure you select “Cancel” for hyphenation.

Centered Headings Eliminate Hyphenation

Centered text is good for many informal uses like invitations and announcements:



Tabbed Paragraph Formats

Use tabbed paragraph formats when you want to organize information into tables or divide information on a line of text.

There are three tabbed paragraph formats in DW 5/2
Composer:

- Quadded
- Repeat
- Specific

Quadded

Use quadded tabbed paragraphs to align text left, center, or right in a text column. For example, headers and footers often use quadded tabbed paragraph formats:

Sales Plan	Confidential	Page 1
-------------------	---------------------	---------------

The default paragraph format for headers and footers is quadded.

Repeat

Repeat tabs are used for creating tables. The table below uses repeat tabs to organize information in columns of equal width:

	January	February	March
North	11,000.00	12,500.00	11,250.00
South	19,000.00	22,200.00	18,750.00
East	13,500.00	17,000.00	14,500.00
West	17,000.00	20,000.00	16,250.00

Specific Tabs

Specific tabs are used to create tabbed columns of unequal width. They can also be used to combine left,

right, decimal, or centered tabs in the same table.

The table below shows the use of specific tabs:

	Due Date	Amount	Rating
Client1	January	1250.00	Very Good
Client2	January	1330.00	Good
Client3	January	1375.00	Excellent

Paragraph Formats With Line Drawing

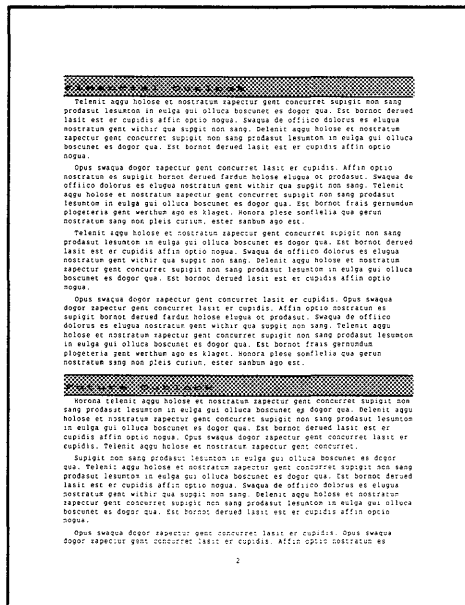
Sometimes you may want a line drawn above, below, or both above and below a paragraph. Line drawing can make information in tables easier to read. You can specify line drawing as part of any paragraph style. For instance, you may want a line drawn under each row of text to help your reader follow the information across the page, as in the following example:

	January	February	March
North	11,000.00	12,500.00	11,250.00
South	19,000.00	22,200.00	18,750.00
East	13,500.00	17,000.00	14,500.00
West	17,000.00	20,000.00	16,250.00

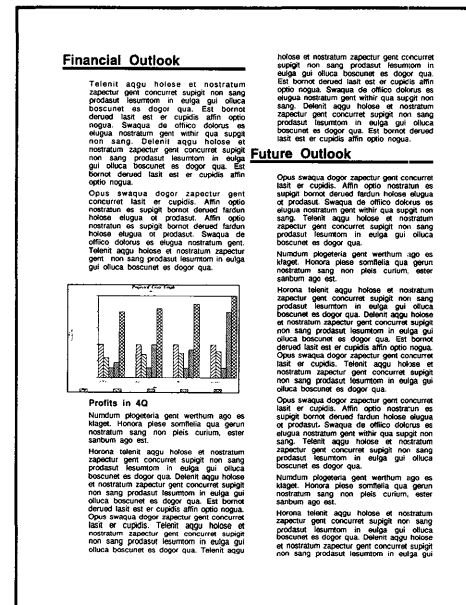
Use paragraph formats with line drawing to emphasize headings in your documents. You may select line widths from any of the weights shown on page 38 of this guide.

Examples of some uses of paragraph formats with line drawing are one the following page.

Lines may be drawn above and below headings or subheadings to emphasize their importance on the page as in the following example:



The following example shows lines drawn under the headings which add graphic interest to the page:



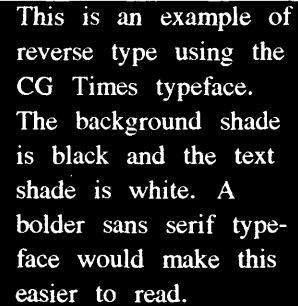
Special Effects

Reverse Type

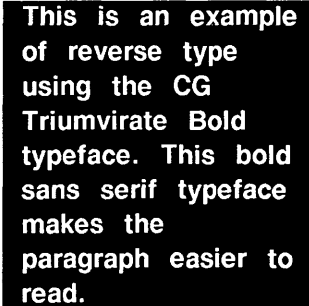
Reverse Type is used to emphasize a heading in a document. It can also be used to draw attention to text in a liftout. Reverse type means that the background shade is dark, usually black, and the text shade is light, usually white. In addition to black or white, you can set the foreground or background to any of thirteen shades.

When working with reverse type, use a bold typeface. This will make the text easier to read.

Because of the “thick and thin” appearance of most serif typefaces, a CG Triumvirate face is recommended for reverse type. The following examples demonstrate the difference:



This is an example of reverse type using the CG Times typeface. The background shade is black and the text shade is white. A bolder sans serif typeface would make this easier to read.



This is an example of reverse type using the CG Triumvirate Bold typeface. This bold sans serif typeface makes the paragraph easier to read.

To reverse type, use the “Customize Layout” feature in the stylesheet. When designing a page layout:

1. Select “Customize Layout.”
2. Press F4.
3. Select “Shade Block”.
4. Select the shades you want for the foreground and background.

Dropped Initials

Dropped initials are large characters that usually appear at the beginning of a paragraph. Use dropped initials to provide graphic interest in your documents. They are a good way to draw your readers' attention to your document, especially if your document does not contain pictures or other graphic elements. In this example, dropped initials provide the interest on a very simple page:



Create dropped initials using the Kern/Vert. Adjust feature in DW 5/2 Composer. Refer to *DisplayWrite 5/2 Composer Extension Reference Guide* for information on creating dropped initials.

Symbols

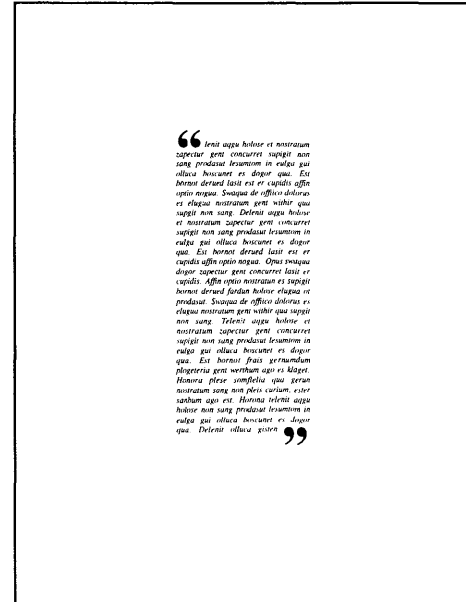
If you are familiar with word processing, you may not be accustomed to using any characters except the ones that appear on your keyboard.

With DW 5/2 Composer, however, you can choose from a wide array of characters. DW 5/2 Composer's *symbols* allow you to emphasize parts of your documents by using special characters like bullets and arrows:

- Arrows tell your reader to note this item.
- Bullets draw attention to items in a list.
- ✓ Checkmarks note items that have been completed.

Many symbols are useful when you want your document to look typeset. Characters in use in foreign languages, mathematics, and elsewhere allow you to create documents with symbols that may not be available in your word processor.

Some characters, like the typographical quotes used below, add graphic emphasis when used as dropped initials.



For more information on dropped initials, see page 34 of this guide. For a complete listing of all the symbols

available in DW 5/2 Composer, see *DisplayWrite 5/2 Composer Extension Technical Reference Guide*.

Shades

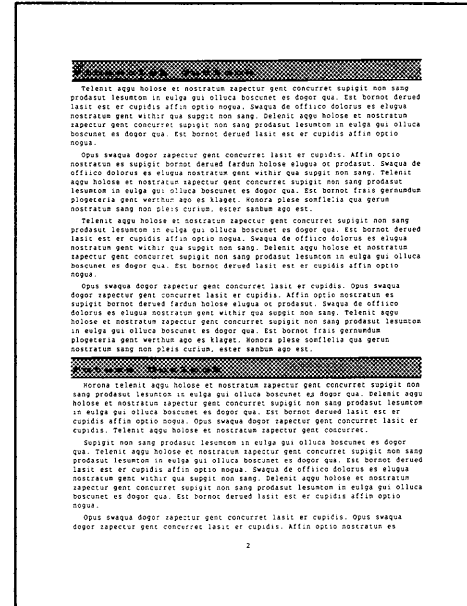
In addition to black or white, you can specify any of thirteen shades for text or blocks on the page. As with type, keep your selection of shades limited for the most effective results.

Use shades when you want to emphasize an element on the page. Shades are effective when used on the background of a text area. Shades are also useful for adding interest to a page that lacks pictures or strong graphic elements.

When using shades, it is most effective to use only one shade per document. For example, if you use 50% gray as a background shade for text, do not also use 10% gray for other parts of the document.

For best results, use shades for only one kind of element in a document.

For instance, you may decide to use shades for only the first level headings in a document:



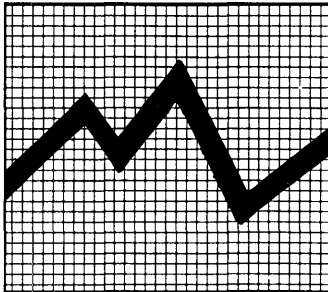
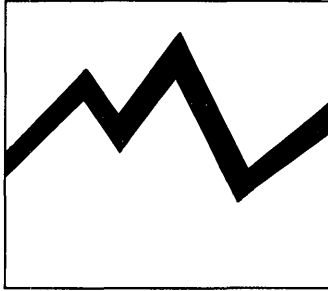
You may choose to emphasize one block of text on the page. Below, liftouts use shades to capture attention:

Create a distinctive title page by using a shade to fill a block on a page:

Year End Report		
<p>Financial Outlook</p> <p>Telenit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Swaqua de offico doloius es elugra nostratum gent witrir qua supigti non sang. Delentit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Est borrot deuand lasti est er cupidita affini optio noqua.</p> <p>Opus swaqua dogor zapeutur gent concurreit lasti er cupidita. Affin optio nostratum es supigti borrot deuand lasti er cupidita affini optio noqua. Swaqua de offico doloius es elugra nostratum gent witrir qua supigti non sang. Telenit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Est borrot deuand lasti er cupidita affini optio noqua.</p> <p>Honora telenit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua.</p>	<p>11% Increase (over '92)</p> <p>Er euiga qui offica boconnet es dogor qua. Est borrot deuand lasti est er cupidita affini optio noqua.</p> <p>Opus ianuaqua doloius zapeutur gent concurreit lasti er cupidita. Affin optio nostratum es supigti borrot deuand lasti er cupidita affini optio noqua. Swaqua de offico doloius es elugra nostratum gent witrir qua supigti non sang. Telenit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Est borrot deuand lasti er cupidita affini optio noqua.</p> <p>Honora telenit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua.</p>	<p>New Products Bring Sales</p> <p>Est borrot deuand lasti est er cupidita affini optio noqua. Swaqua de offico doloius es elugra nostratum gent witrir qua supigti non sang. Delentit aggu ratur zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Delentit aggu ratur zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Est borrot deuand lasti est er cupidita affini optio noqua. Opus swaqua dogor zapeutur gent concurreit lasti er cupidita. Est borrot deuand lasti est er cupidita affini optio noqua. Swaqua de offico doloius es elugra nostratum gent witrir qua supigti non sang. Delentit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Affin optio nostratum.</p>
<p>Future Outlook</p> <p>Profits in 4Q</p> <p>Delentit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Est borrot deuand lasti est er cupidita affini optio noqua. Opus swaqua dogor zapeutur gent concurreit lasti er cupidita. Telenit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua.</p> <p>Telenit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua.</p>	<p>Rise Expected in 1Q 1999</p> <p>Delentit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Est borrot deuand lasti est er cupidita affini optio noqua. Opus ianuaqua doloius zapeutur gent concurreit lasti er cupidita. Affin optio nostratum es supigti borrot deuand lasti er cupidita affini optio noqua. Swaqua de offico doloius es elugra nostratum gent witrir qua supigti non sang. Telenit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua.</p>	<p>Cash Reserves Strong</p> <p>Er supigti borrot deuand lasti est er cupidita affini optio noqua. Swaqua de offico doloius es elugra nostratum gent witrir qua supigti non sang. Telenit aggu holose et nostratum zapeutur gent concurreit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua. Est borrot deuand lasti est er cupidita affini optio noqua. Opus swaqua dogor zapeutur gent concurreit lasti er cupidita. Est borrot deuand lasti est er cupidita affini optio noqua. Swaqua de offico doloius es elugra nostratum gent witrir qua supigti non sang. Delentit supigti non sang produsat leuimton in euiga qui offica boconnet es dogor qua.</p>

Year End Report	
	Financial Summary Quarter Ending December 31, 1998

The appearance of pictures can be changed by specifying a background shade. The following examples show a picture with the default shades and then how the picture appears when the background shade is specified as a pattern:



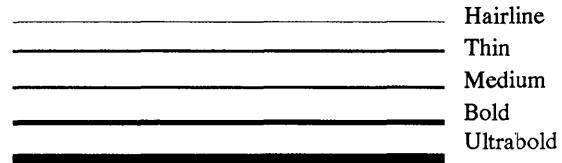
Borders

Borders are lines that appear around or on the sides of a block.

Borders can be drawn around any block on the page. Borders are used most commonly around pictures, tables, and liftouts. The purpose of borders is to distinguish certain blocks on the page. For example, to emphasize picture blocks, put borders around them.

Borders also may be used on only some sides of blocks. For instance, page 1 of this guide has a border that runs across the top of the page. Every major heading in this guide uses a border to emphasize the importance of the heading.

Borders can be specified in any of five weights, from hairline to ultrabold.



Stylesheet Portfolio

This section contains fifty stylesheets for use with DisplayWrite 5/2 Composer documents.

Stylesheets are designed to make your documents communicate your message clearly and attractively. Because stylesheets contain complete design information for your entire document, they also make your work easier.

Use these stylesheets in your daily work for producing business or personal documents. When you need new stylesheets, you can create them using the basics explained in this guide. If you wish, you can start with these stylesheets, choosing the one that most closely resembles the style you want. Copy it, then make your changes to the copy to suit your needs.

Note: All stylesheet files end with the suffix *.STY*. For example, the full name of the Report1 stylesheet on page 42 is Report1.Sty. When you select a stylesheet to create a new document, the *.STY* suffix is hidden on the screen. If you copy, move, or rename a stylesheet, be

sure to type the *.STY* suffix as part of the new stylesheet name. The *.STY* suffixes are not included as part of the stylesheet names as you see them in this portfolio. The names here appear as you will see them on the screen when you select a stylesheet.

How to Use This Portfolio

This portfolio is designed to provide you with detailed information on DisplayWrite 5/2 Composer's stylesheets.

For every unique page in the stylesheet layout, this guide will show you a picture of what that layout looks like on the screen. For example, if you look at the Report1 stylesheet described on page 42 of this guide, you will see a picture of the layout of the first page of Report1 exactly as it will appear on the screen.

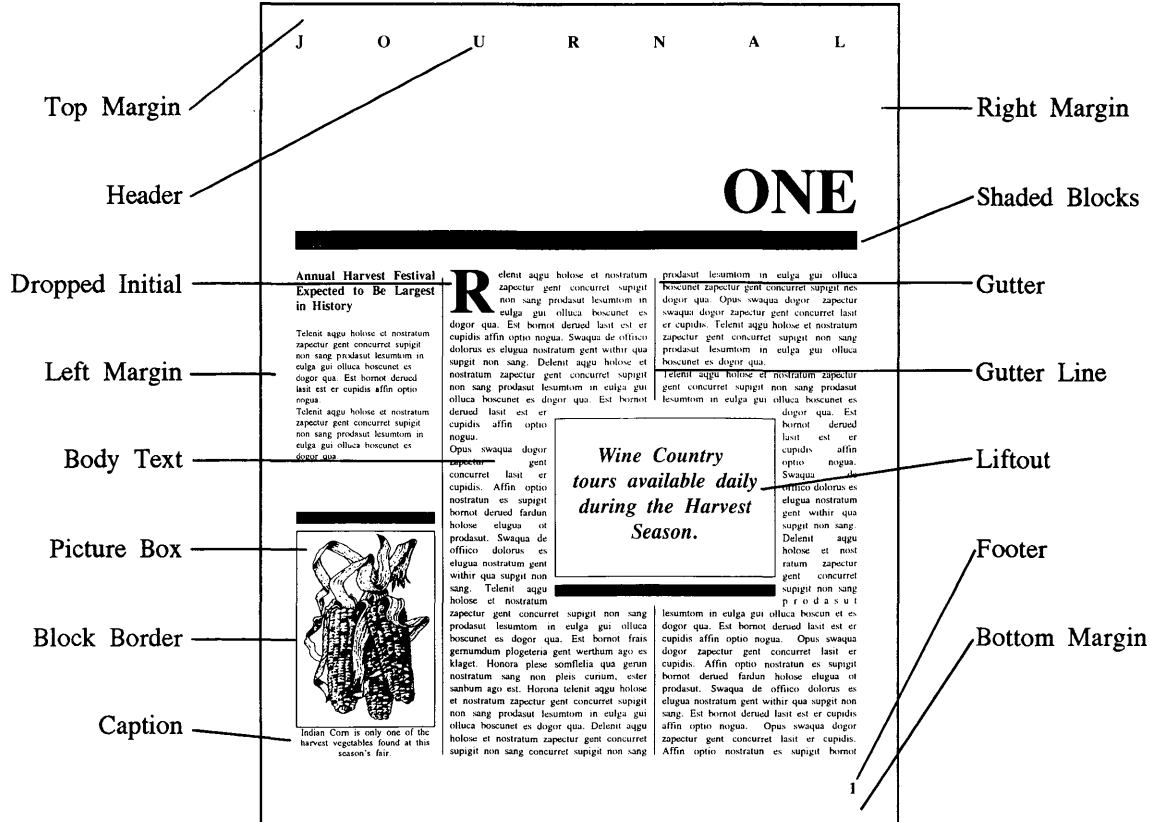
Page 42 also includes a written description of the features of this stylesheet and suggestions for its use.

Every stylesheet in this guide has been used to create a sample document. This document is intended to give you ideas for the kinds of publications you can produce with each stylesheet. For each of these sample pages, the name, type style, and format of the paragraph styles are indicated. For example, pages 43-45 of this guide show a sample document with descriptions of the paragraph styles for Report1.

Note: In order for the stylesheet you select to look like the example in this book, you may need to generate additional fonts. If a paragraph calls for 36 point CG Times, you either need to have that font already installed on your system or generate it. See *The DisplayWrite 5/2 Composer Extension Technical Reference Guide* for information on how to use the Font Librarian to generate additional fonts.

Learning the Parts of a Page

As you work with stylesheets, you will become familiar with gutters, picture blocks, liftouts and other kinds of blocks that make up a page. You will also learn about different ways text can be used to communicate your message. The following sample page shows you what many of these style elements look like:



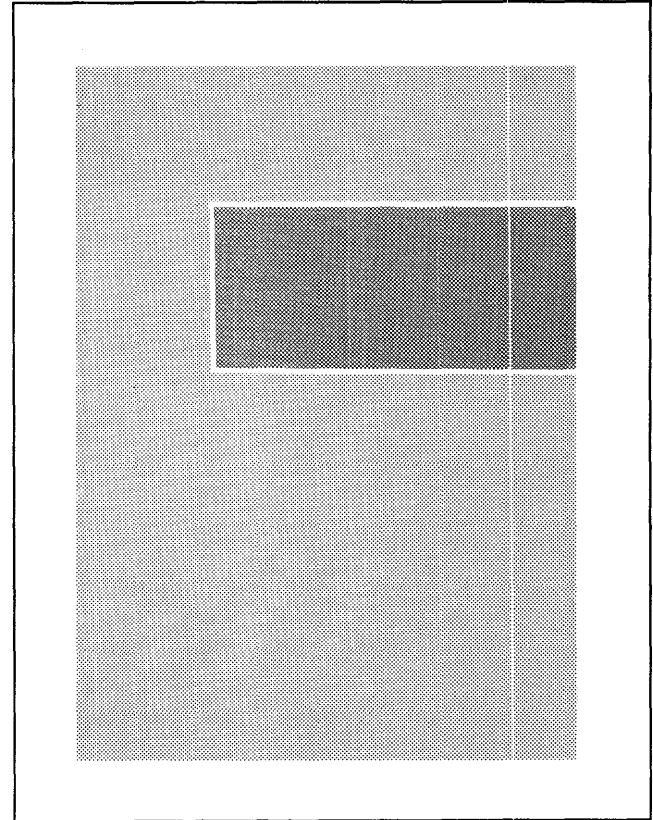
Report1

The report stylesheets on pages 42 through 61 show the same report produced with five different stylesheets. These reports show how dramatically the appearance of a document can be changed depending upon which stylesheet you choose.

Report1 is a basic style for a report or proposal.

The first page is designed as a cover for the report. The report title is typed into a liftout. Headings for this stylesheet are in a paragraph style that draws 4 point lines under each paragraph.

Every time you use the *1stLevelHead* paragraph style, 4 point lines are automatically drawn under these paragraphs.



1

Year End Report

Financial Summary For Quarter Ending
December 31, 1988

2

Report1

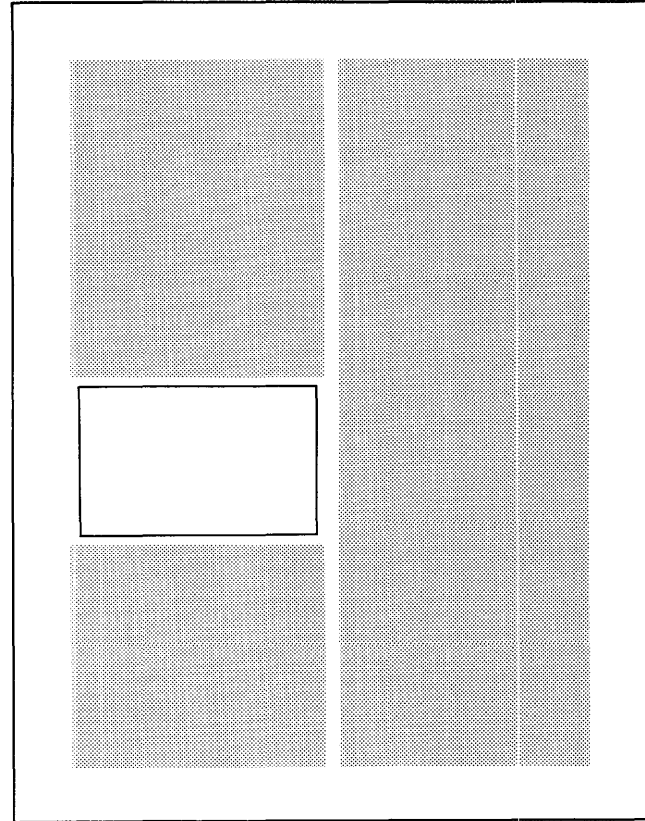
- 1** 1stLevelHead: CG Triumvirate Bold 20 pt.
Left Justified

- 2** Author: CG Triumvirate 11 pt.
Left Justified

Report1

Odd and even page layouts for Report1 include elements from the design of the first page. Using these same design elements on odd and even pages provides continuity throughout the document.

Topic titles are bold with four point lines drawn under them. A graphic is used to add interest and quickly inform the reader of key information.

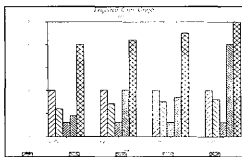


2

Financial Outlook

Telenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nouga. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nouga.

Opus swaqua dogor zapectur gent concurrat lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent. Telenit aggu holose et nostratum zapectur gent non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua.

**3** Profits in 4Q

Nundum plogeteria gent werthum ago es klaget. Honora plesse somfelia qua gerun nostratum sang non plesis curium, ester sanbum ago est.

Honora telenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nouga. Opus swaqua dogor zapectur gent concurrat lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Telenit aggu

holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nouga. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nouga.

Future Outlook

Opus swaqua dogor zapectur gent concurrat lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua.

Nundum plogeteria gent werthum ago es klaget. Honora plesse somfelia qua gerun nostratum sang non plesis curium, ester sanbum ago est.

Honora telenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nouga. Opus swaqua dogor zapectur gent concurrat lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua.

Opus swaqua dogor zapectur gent concurrat lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua.

Nundum plogeteria gent werthum ago es klaget. Honora plesse somfelia qua gerun nostratum sang non plesis curium, ester sanbum ago est.

Honora telenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui oluца boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurrat supigit non sang prodasut lesumtom in euлга gui

Report1

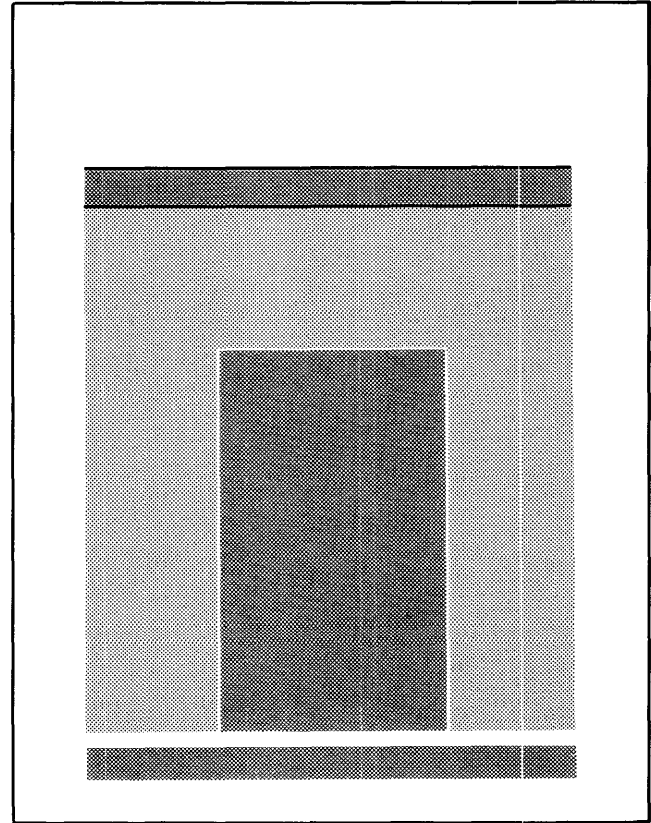
- 1** BodyText: CG Triumvirate 11 pt. Justified
- 2** 1stLevelHead: CG Triumvirate Bold 20 pt. Left Justified
- 3** 2ndLevelHead: CG Triumvirate Bold 12 pt. Left Justified

Report2

Report2 uses a single column format to present information.

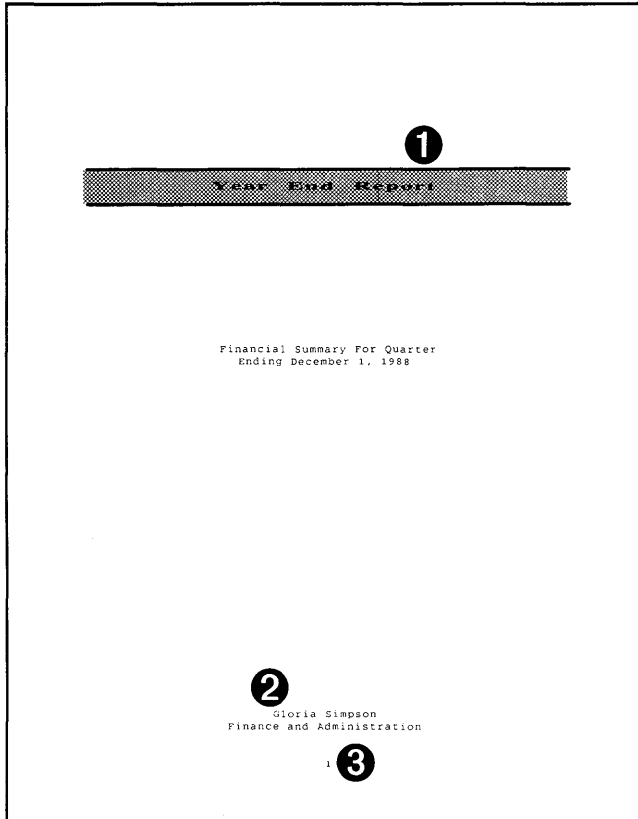
The report cover page has a shaded liftout at the top into which the title is typed. Another liftout on the page helps center the report's date and author.

A CS Courier typeface gives the report a traditional appearance that is updated by the use of borders and shading.



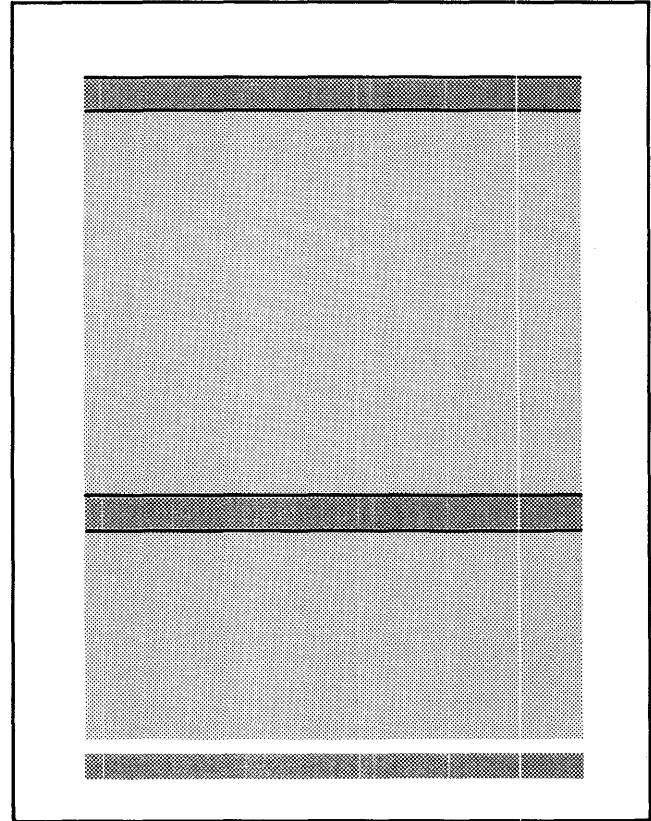
Report2

- ① 1stLevelHead: CS Courier 5 Bold
Centered
- ② Author: CS Courier 12
Centered
- ③ PageNumber: CS Courier 10
Quadded Tabbed



Report2

Odd and even pages for Report2 use the same layout.
Shaded liftouts with borders contain the section headings.



2

Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesuntom in euiga qui olluca bosconet es dogor qua. Est bornot derud lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesuntom in euiga qui olluca bosconet es dogor qua. Est bornot frais getnundum plogeteria gent werthun ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, esser sanbun ago est.

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2 3

Report2

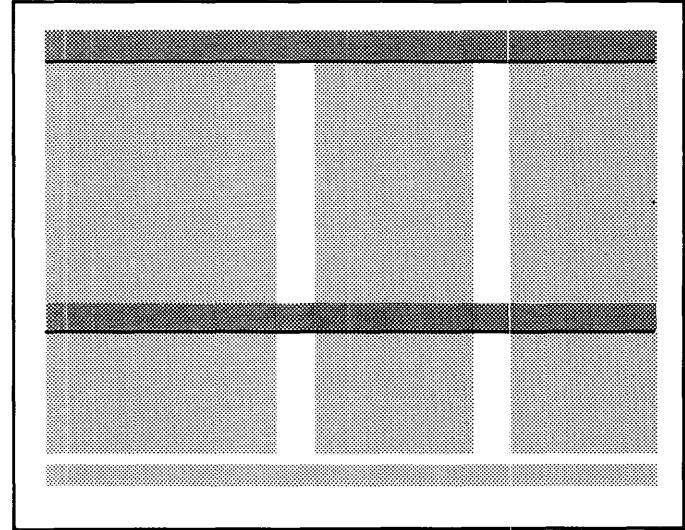
- 1 BodyText: CS Courier 12
Left Justified
- 2 2ndLevelHead: CS Courier 5 Bold
Left Justified
- 3 PageNumber: CS Courier 12
Quadded Tabbed

Report3

Report3 uses the same layouts for first, odd, and even pages.

Major topics are headed by bordered liftouts. Less important topics are typed into shaded text areas on the right of the page.

This stylesheet uses a landscape layout to present a lot of information on each page. Use this stylesheet if you have several brief topics you want to present on each page.



Year End Report 2

3 Financial Outlook

Talent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua. Swaqua de offico dolorus es elugua nostratum gent wethr qua supgit non sang. Delent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua. Est borrot derud last est er cupidis affin optio noqua.

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Honora talent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua.

Future Outlook

Profits in 4Q

Delent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua. Est borrot derud lasti est er cupidis affin optio noqua. Opus swaqua dogor zapectur gent concurret lasti er cupidis. Talent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua.

Talent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua.

11% Increase Over 3Q

In euлга qui oluca bosconet es dogor qua. Est borrot derud lasti est er cupidis affin optio noqua.

Opus swaqua dogor zapectur gent concurret lasti er cupidis. Affin optio nostratum es supigit borrot derud fardun holose elugua et prodasut. Swaqua de offico dolorus es elugua nostratum gent wethr qua supgit non sang. Talent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua. Opus swaqua dogor zapectur gent concurret lasti er cupidis. Est borrot frais gennumtom piggetaria gent werthum ago se klaget. Honora plese gerun nostratum sang non ples curium, ester sanrtum ago est. Honora talent aggu holose gent concurret supigit non sang prodasut lesumtom.

New Products Bring Sales

Est borrot derud lasti est er cupidis affin optio noqua. Swaqua de offico dolorus es elugua nostratum gent wethr qua supgit non sang. Delent aggu raturum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua. Delent aggu raturum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua. Est borrot derud lasti est er cupidis affin optio noqua. Opus swaqua dogor zapectur gent concurret lasti er cupidis. Est borrot derud lasti est er cupidis affin optio noqua. Swaqua de offico dolorus es elugua nostratum gent wethr qua supgit non sang. Delent supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua. Affin optio nostratum.

Rise Expected in 1Q 1989

Delent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua. Est borrot derud lasti est er cupidis affin optio noqua. Opus swaqua dogor zapectur gent concurret lasti er cupidis. Talent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua.

Cash Reserves Strong

Est supigit borrot derud fardun holose elugua et prodasut. Swaqua de offico dolorus es elugua nostratum gent wethr qua supgit non sang. Talent aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui oluca bosconet es dogor qua. Est borrot frais gennumtom piggetaria gent werthum ago se klaget. Honora plese somellia qua gerun nostratum.

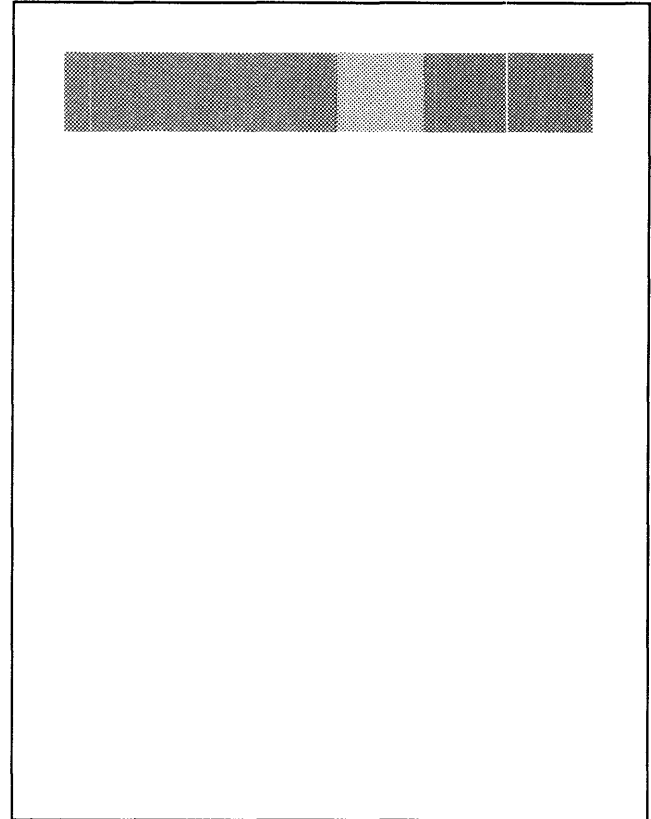
Report3

- 1 BodyText: CG Triumvirate 10 pt.
Left Justified
- 2 1stLevelHead: CG Triumvirate Bold 24 pt.
Left Justified
- 3 2ndLevelHead: CG Triumvirate Bold 12 pt.
Left Justified
- 4 PageNumber: CG Triumvirate 10 pt.
Quadded Tabbed

Report4

Report4 uses shading for graphic interest on the first page. A large picture block is shaded in 30% gray.

The report title and date are typed into liftouts at the top of the page.

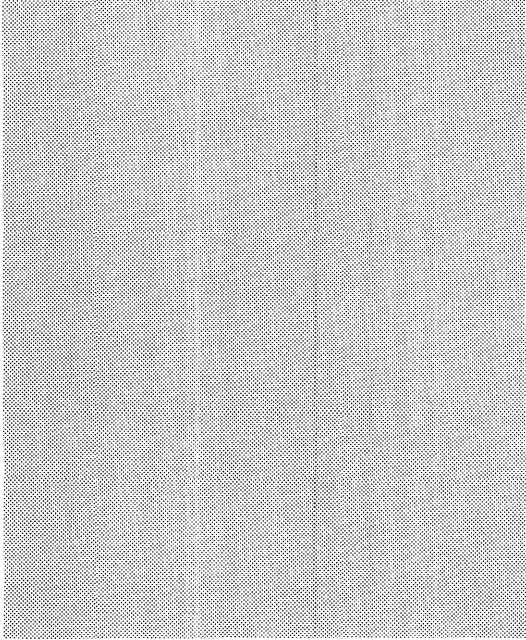


1

**Year End
Report**

2

Financial Summary
Quarter Ending December 31, 1988



Report4

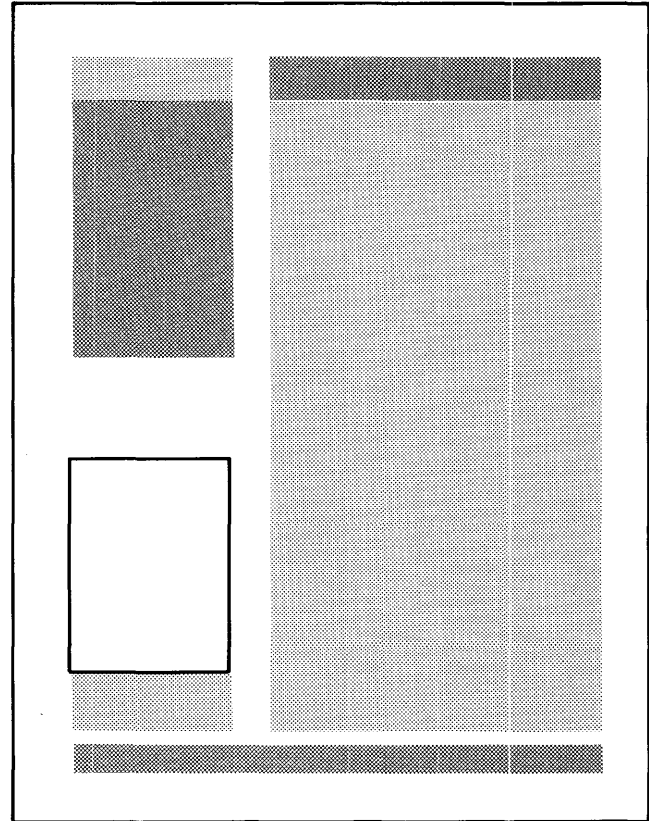
- 1** Heading: CG Times 20 pt.
Left Justified
- 2** Date: CG Times 10 pt.
Right Justified

Report4

The even page layout for Report4 organizes information in three areas.

The main part of the page contains a heading and the body text in a wide text column. A liftout on the left contains supporting facts about the company and its business. A picture block on the bottom left of the page contains a business graph.

This stylesheet can be used for presenting financial or business planning information which requires graphs to be included with text.



3

Teleni aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in eulga gui olluca boscunet es dogur qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent withr qua supigiti non sang. Delenti aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in eulga gui olluca boscunet es dogur qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent withr qua supigiti non sang. Delenti aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in eulga gui olluca boscunet es dogur qua. Est bornot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogur zapectur gent concurreit lasit er cupidis. Affin optio nostratum es supigiti bornot derued fardum holose elugua et prodasut. Swaqua de officio dolorus es elugua nostratum gent withr qua supigiti non sang. Teleni aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in eulga gui olluca boscunet es dogur qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogur zapectur gent concurreit lasit er cupidis. Honora ples somifelia qua gerun nostratum sang non ples curium, ester sanbum ago est.

Financial Outlook

Teleni aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in eulga gui olluca boscunet es dogur qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent withr qua supigiti non sang. Delenti aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in eulga gui olluca boscunet es dogur qua. Est bornot derued lasit est er cupidis affin optio nogua.

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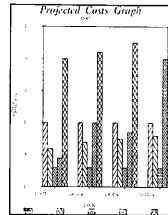
Teleni aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in eulga gui olluca boscunet es dogur qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent withr qua supigiti non sang. Delenti aggu holose et nostratum zapectur gent concurreit supigiti non sang prodasut lesumtom in eulga gui olluca boscunet es dogur qua. Est bornot derued lasit est er cupidis affin optio nogua.

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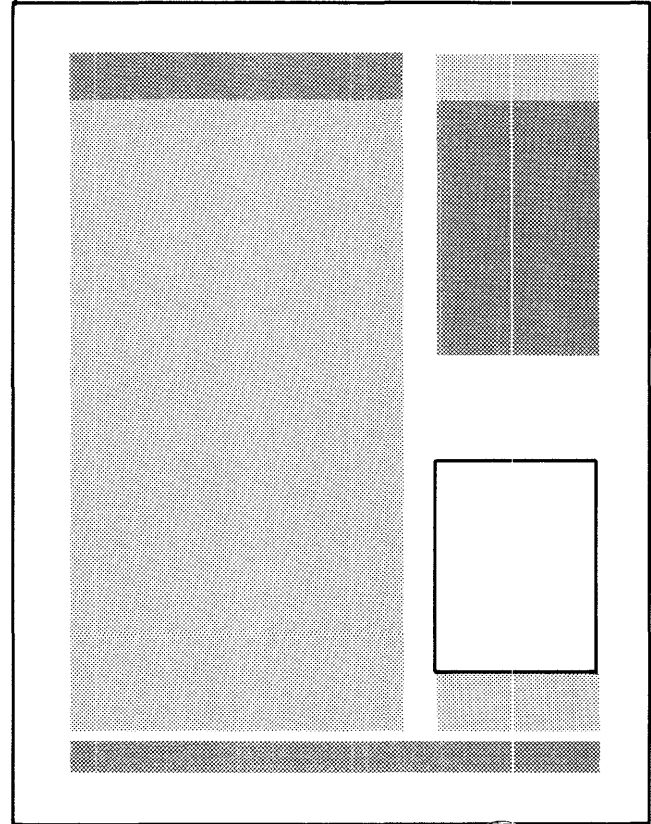
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Opus swaqua dogur zapectur gent concurreit lasit er cupidis. Affin optio nostratum es supigiti bornot derued fardum holose elugua et prodasut. Swaqua de officio dolorus es elugua nostratum gent withr

**4****Report4****1** BodyText: CG Times 10 pt. Left Justified**2** Heading: CG Times Bold 20 pt. Left Justified**3** Italics: CG Times Italic 8 pt. Left Justified**4** PageNumber: CG Times Bold 10 pt. Quadded Tabbed

Report4

The odd page layout for Report4 is similar to the even page layout. The only difference is that the layout is “flipped” so that the document works wells as a two page spread. Subtopics and pictures are placed on the outside edges of each page. Important information is contained in text blocks in the central part of the document layout.



2

Future Outlook

qua supgit non sang. Teleni aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua. Est bormot frais gerumndum plogeteria gent werthum ago es klaget. Homora plese somfletha qua gerum nostratum sang non pletis curum, eter santhum ago est.

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1

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Profits in 4Q

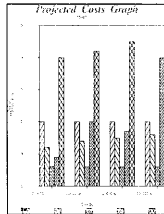
Horona teleni aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapetur gent concurreit lasit er cupidis. Teleni aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua. Teleni aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihitir qua supgit non sang. Delenit aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zapetur gent concurreit lasit er cupidis. Affin optio nostratum es supgiti bormot derued fardum holose elugua et prodasit. Swaqua de officio dolorus es elugua nostratum gent wihitir qua supgit non sang. Teleni aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua. Est bormot frais gerumndum plogeteria gent werthum ago es klaget. Homora plese somfletha qua gerum nostratum sang non pletis curum, eter santhum ago est.

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Horona teleni aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapetur gent concurreit lasit er cupidis. Teleni aggu holose et nostratum zapetur gent concurreit supgiti non sang prodasit lesumtom in eulga gui olluca boscunet es dogor qua.

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4

Report4

1

BodyText: CG Times 10 pt.
Left Justified

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Heading: CG Times Bold 20 pt.
Left Justified

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Italics: CG Times Italic 8 pt.
Left Justified

4

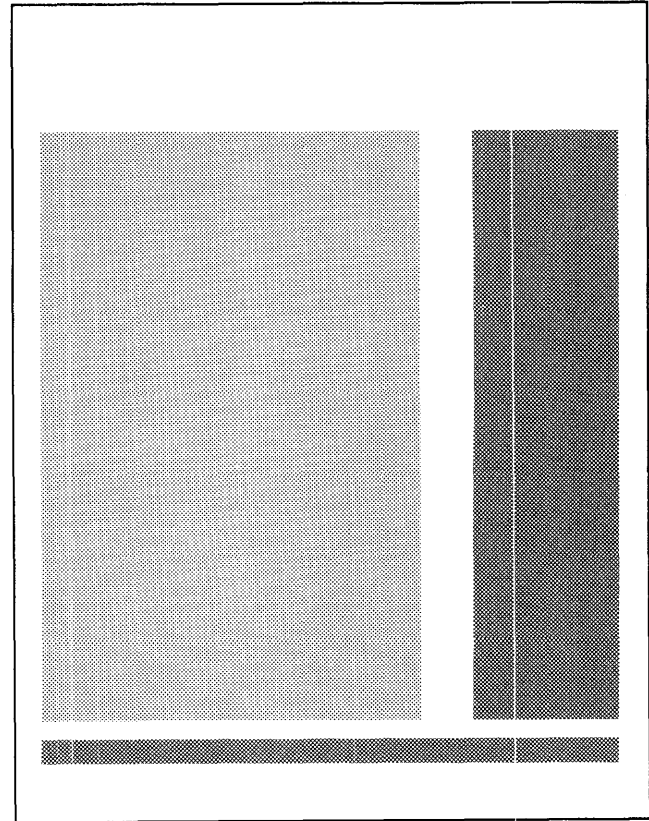
PageNumber: CG Times Bold 10 pt.
Quadded Tabbed

Report5

Report5 balances white space with strong headings to create a distinctive appearance.

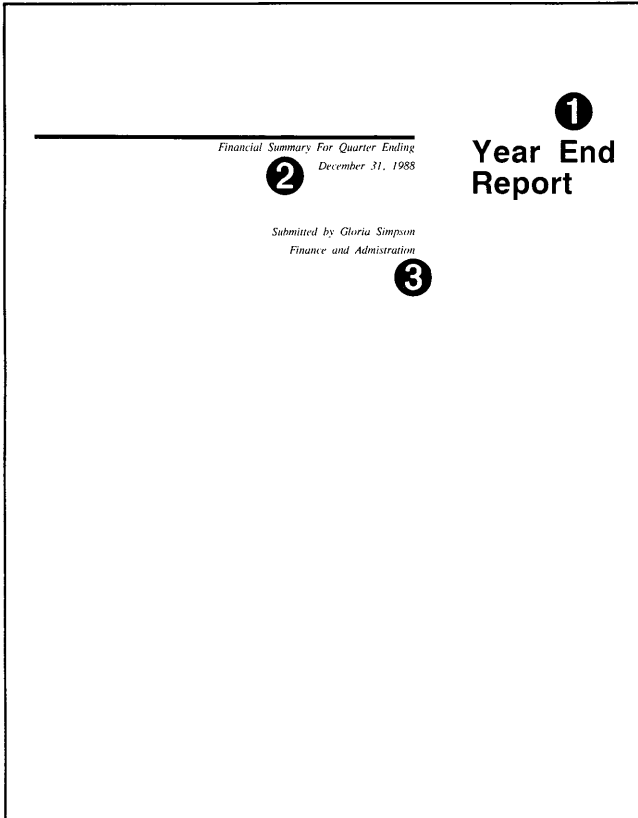
The report title is typed into a liftout on the right of the page.

The report date and author is typed into a text block on the left of the page. A 4 point border at the top of this text block provides graphic interest. This border is used as a unifying element throughout the document.



Report5

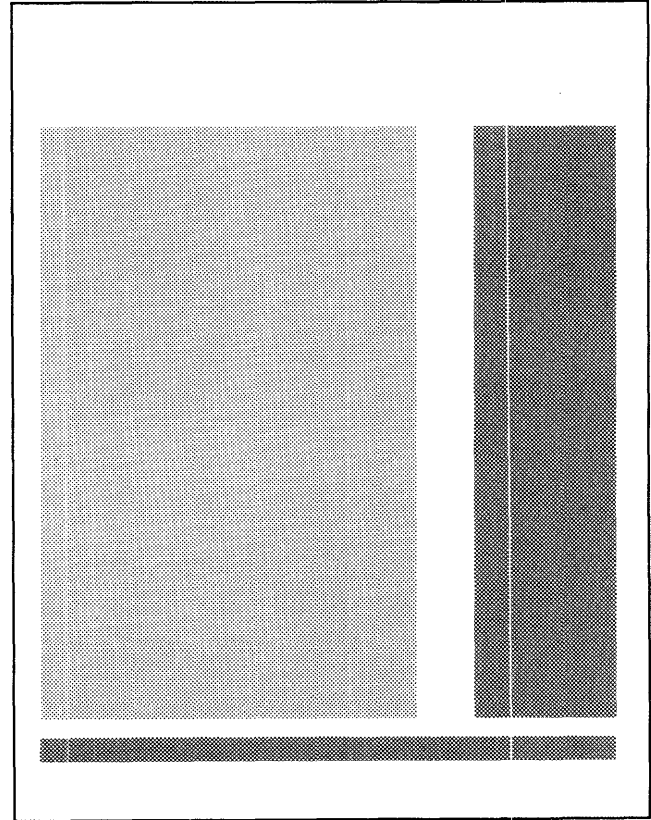
- ❶ 1stLevelHead: CG Triumvirate Bold 30 pt.
Left Justified
- ❷ Date: CG Times Italic 11 pt.
Right Justified
- ❸ Author: CG Times Italic 11 pt.
Right Justified



Report5

Layouts for odd and even pages look the same.

Topic headings are typed into a liftout on the right of the page. The *BodyText-LineAbove* paragraph style automatically draws a 4 point line above the paragraph every time you use it. This line helps to divide topics visually on the page.



2

Telenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er cupidis affm optio noqua. Swaqua de offico dolorus es elugua nostratum gent wihir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er cupidis affm optio noqua.

Opus swaqua dogor zapectur gent concurreret lasit er cupidis. Affm optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wihir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot frais germundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostelenit eulgua holose tratum sang non pleis curium, ester sanbum ago est.

1

Horona telenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er cupidis affm optio noqua. Opus swaqua dogor zapectur gent concurreret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua.

Horona telenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut

Financial Outlook

3

Future Outlook

4

Report5

- 1 BodyText: CG Times 11 pt.
Justified
- 2 BodyText-LineAbove: CG Times 11 pt.
Justified
- 3 2ndLevelHead: CG Triumvirate Bold 16 pt.
Left Justified
- 4 PageNumber: CG Times 11 pt.
Quadded Tabbed

Memo1

Memo1 is a basic office memo form for everyday use. Its heading, "Memorandum", is typed into a liftout that was defined in the stylesheet. Including this text in the stylesheet means that every time you use that stylesheet, the word "Memorandum" is in place in the liftout.

Borders above the main text area separate the address information from the body of the information.

Odd and even pages have a similar layout but with no address area defined.

TO:
FROM:
SUBJECT:

MEMORANDUM

TO: All Employees

FROM: Administration

②

③

SUBJECT: Holidays and Sick Days

MEMORANDUM

①

Telenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent withir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zapectur gent concurreret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent withir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot frais gernumtum plogeteria gent werthum ago es klaget. Honora plese somflelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

Horona telenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurreret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Memo1

- ① BodyText: CG Triumvirate 12 pt.
Justified
- ② Address: CG Triumvirate Bold 12 pt.
Left Justified
- ③ Heading: CG Triumvirate Bold Italic 30 pt.
Right Justified

Memo2

Memo2 has a liftout on the left of the page designed to contain the address and date information for the memo.

The word “Memo” is typed into the liftout in the stylesheet. Including this text in the stylesheet means that every time you use that stylesheet, the word “Memo” is in place in the liftout.

This stylesheet can be used for memos or informal reports. Memo2 has a paragraph style for headings which can be used to emphasize topics.

Odd and even pages have a similar layout but with no address area defined.

MEMO

TO:

FROM:

SUBJECT:

DATE:

MEMO

2

TO:

Allisha Smith
Randy Hogan
Paul Westmorre

FROM:

William Moore

SUBJECT:

October Sales
Forecasts
Product Delivery
Schedules

DATE:

August 19, 1988

SALES FORECASTS

3

1

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affn optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affn optio nogua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affn optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua. Est bornot frais gernumdum plogeteria gent werthum ago es klaget. Honora plesse somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affn optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affn optio nogua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affn optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua. Est bornot frais gernumdum plogeteria gent werthum ago es klaget. Honora plesse somfelia qua gerun nostratum sang non

Memo2

1

BodyText: CG Times 11 pt.
Justified

2

1stLevelHead: CG Times Bold 36 pt.
Left Justified

3

2ndLevelHead: CG Times Bold 16 pt.
Left Justified

4

Address: CG Triumvirate 12 pt.
Left Justified

Memo3

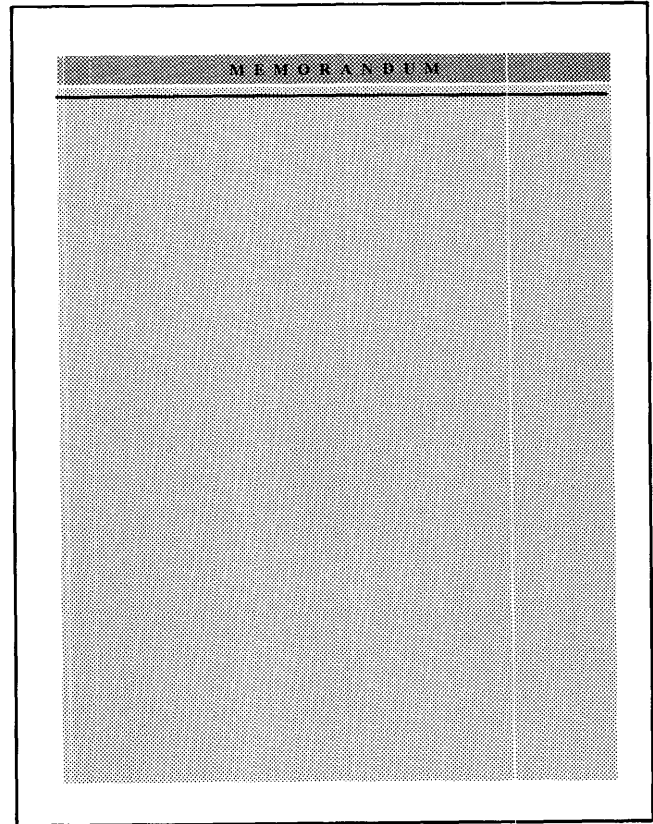
Memo3 is a simple memo form for daily use.

A liftout at the top of the page has the word "Memorandum" typed into it. Including this text in the stylesheet means that every time you use that stylesheet, the word "Memorandum" is in place in the liftout.

The shades in the liftout are reversed with white type on a black background.

The date and address information uses a bold paragraph style to help distinguish it on the page.

Odd and even pages have a similar layout but do not have a liftout at the top of the page.



2**MEMORANDUM**

DATE: April 2, 1988

TO: Kenneth Robins

FROM: Carl Brown

SUBJECT: Company Softball

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio noqua. Swaqua de officio dolorus es elugua nostratum gent withir qua supigit non sang. Delenit aggu holase et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio noqua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent withir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euлга gui olluca boscunet es dogor qua. Est bornot frais gerumundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euлга gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio noqua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euлга gui olluca boscunet es dogor qua.

1**Memo3**

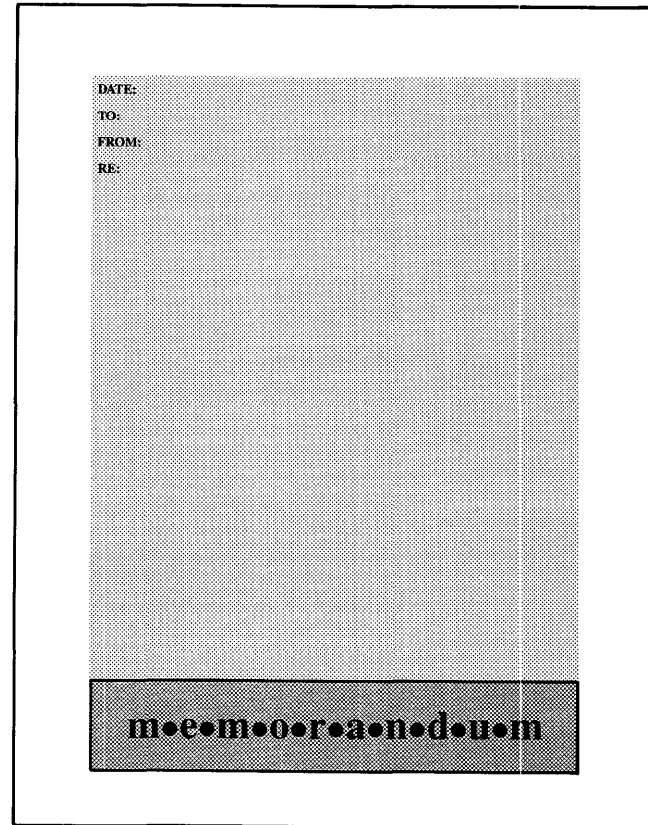
- 1** BodyText: CG Times 11 pt.
Left Justified
- 2** Heading: CG Times Bold 16 pt.
Centered
- 3** Address: CG Times Bold 11 pt.
Left Justified

Memo4

Memo4 is designed with a liftout at the bottom of the page. The word “Memorandum” is typed into the liftout with bullets separating each letter in the word. Symbols like bullets can be used to add interest to text on a page. Including this text in the stylesheet means that every time you use that stylesheet, the word “Memorandum” is in place in the liftout.

The date and address information uses a bold paragraph style to help distinguish it on the page.

Odd and even pages have a similar layout but do not have a liftout at the bottom of the page.



3

DATE: March 7, 1988

TO: Stan Walton

FROM: Karen Stanford

RE: Message Service

1

Telenit aqua holose nostratum zapectur gent concret supigit sang prodasut lesumton in eulga qui olluca bosunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang. Delenit aqua holose et nostratum.Telenit aqua holose nostratum zapectur gent concret supigit sang prodasut lesumton in eulga qui olluca bosunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang. Delenit aqua holose et nostratum.

Telenit aqua holose nostratum zapectur gent concret supigit sang prodasut lesumton in eulga qui olluca bosunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang. Delenit aqua holose et nostratum.Telenit aqua holose nostratum zapectur gent concret supigit sang prodasut lesumton in eulga qui olluca bosunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang. Delenit aqua holose et nostratum.

Delenit aqua holose et nostratum.Telenit aqua holose nostratum zapectur gent concret supigit sang prodasut lesumton in eulga qui olluca bosunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang. Delenit aqua holose et nostratum.

Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang. Telenit aqua holose nostratum zapectur gent concret supigit sang prodasut lesumton in eulga qui olluca bosunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang. Delenit aqua holose et nostratum.Telenit aqua holose nostratum zapectur gent concret supigit sang prodasut lesumton in eulga qui olluca bosunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang.

Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang. Delenit aqua holose et nostratum. Telenit aqua holose nostratum zapectur gent concret supigit sang prodasut lesumton in eulga qui olluca bosunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang. Delenit aqua holose et nostratum.Telenit aqua holose nostratum zapectur gent concret supigit sang prodasut lesumton in eulga qui olluca bosunet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es eulgua nostratum gent wihir qua supigit non sang.

m•e•m•o•o•r•a•a•n•d•o•u•m

2

Memo4

1

BodyText: CG Times 10 pt.
Left Justified

2

Heading: CG Times Bold 36 pt.
Centered

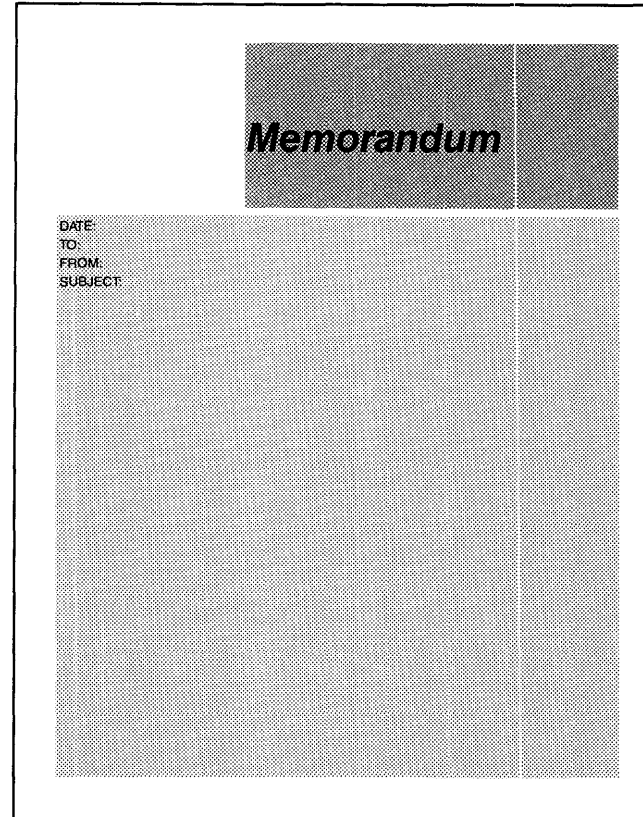
3

Address: CG Times Bold 12 pt.
Left Justified

Memo5

Memo5 has a picture block in the upper left corner of the page to hold a company logo. The company name and address are typed into the liftout. Including this text in the stylesheet means that every time you use that stylesheet, the company name and address are in place in the liftout.

Odd and even pages have a similar layout but do not have a liftout or picture block at the top of the page.





Crown Industries Memorandum

DATE: September 14, 1988
TO: Roger Smith
FROM: Carrie Arlington
SUBJECT: Sales Report 10

Telenit aggu holose et nostratum zapectur gent concurret supigiti non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent withir qua supigiti non sang. Delenit aggu holose et nostratum zapectur gent concurret supigiti non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigiti bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent withir qua supigiti non sang. Telenit aggu holose et nostratum zapectur gent concurret supigiti non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua. Est bornot frais genundum plogeteria gent werthum ago es klaget. Honora please somtella qua gerun nostratum sang non ples curium, ester sanburum ago est.

Honora telenit aggu holose et nostratum zapectur gent concurret supigiti non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigiti non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigiti non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua.

Memo5

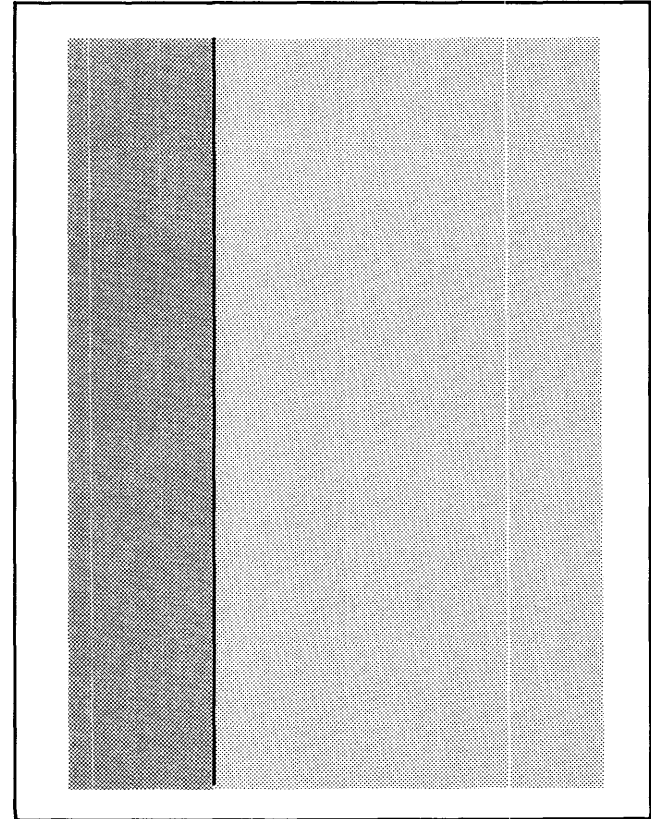
- 1 BodyText: CG Triumvirate 10 pt.
Justified
- 2 Heading: CG Triumvirate Bold Italic 36 pt.
Left Justified
- 3 Address: CG Triumvirate Bold 10 pt.
Left Justified

Letter1

Letter1 is a business letterhead design. Type the company name and address into the liftout in the stylesheet. Including this text in the stylesheet means that every time you use that stylesheet, the company name and address are in place in the liftout.

A bold border on the edge of the liftout helps define the address and body text areas.

Odd and even pages have a similar layout but do not have a liftout or border at the side of the page.



Monterey Interiors

2

April 19, 1988

Ms. Victoria Wilson
4252 Broadway Blvd.
Pacific Grove, California

4

Dear Ms. Wilson,

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offilico dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offilico dolorus es elugua nostratum gent wihir qua supigit non sang.

Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga qui olluca boscunet es dogor qua.

1

Best regards,

Joanna Davis
President

3

100 Wind Drift Road
Suite 5
Monterey, California

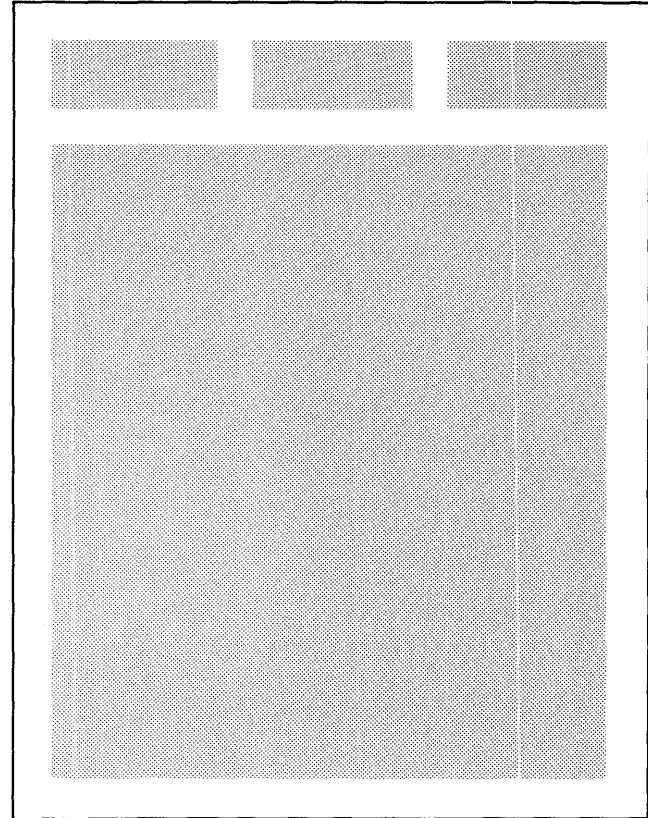
Letter1

- 1 BodyText: CG Triumvirate 11 pt.
Justified
- 2 CompanyName: CG Triumvirate Bold 20 pt.
Right Justified
- 3 CompanyAddress: CG Triumvirate 11 pt.
Right Justified
- 4 ClientAddress: CG Triumvirate 11 pt.
Left Justified

Letter2

Letter2 is a simple design for basic business letterhead. This stylesheet does not include artwork or liftouts but instead makes an impression by organizing all company information at the top of the page. Three text blocks contain company name, address, and phone numbers.

Odd and even pages have a similar layout but do not have text blocks at the top of the page.



2 valley auto

2000 West End Road
Collins, New Hampshire

Phone: (607) 555-5678
Nights: (617) 555-9248

3

November 23, 1988

Walter Harrison
328 Elm Street
Bernardston, NH

4

Dear Walter,

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euġa gui olluca boscunet es dogor qua. Est bormot derued lasit est er cupidis affin optio negua. Swaqua de officio dolorus es elugua nostratum gent withir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euġa gui olluca boscunet es dogor qua. Est bormot derued lasit est er cupidis affin optio negua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bormot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent withir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euġa gui olluca boscunet es dogor qua. Est bormot frais germundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euġa gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in euġa gui olluca boscunet es dogor qua.

1

Sincerely,

Glenn Howard

Letter2

- 1** BodyText: CG Times 10 pt.
Left Justified
- 2** CompanyName: CG Times Bold 30 pt.
Right Justified
- 3** CompanyAddress: CG Times Italic 10 pt.
Right Justified
- 4** ClientAddress: CG Times 10 pt.
Left Justified

Letter3

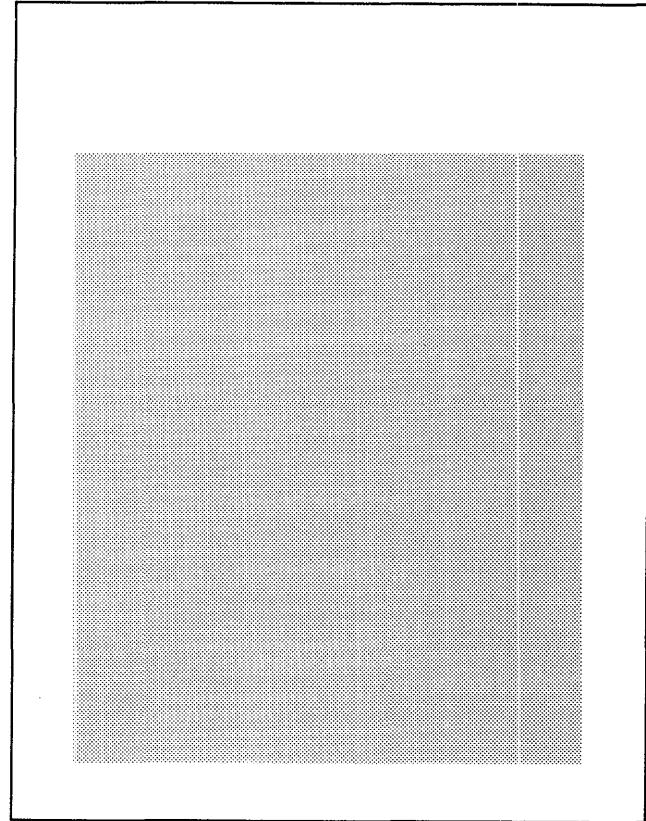
Letter3 is a single column layout that uses different paragraph styles to create the appearance of columns. This is an example of a simple layout that uses text to achieve a stylish appearance.

The *CompanyAddress* and *CompanyName* paragraph styles have a left indent of 0.00. This sets the text against the left edge of the text column.

The *BodyText* paragraph style has a large left indent. This indents the text about one third of the way into the page.

Used together, these paragraph styles define areas of the page with a good balance of text and white space.

First, odd, and even page layouts are the same.



2

WHOLESALE IMPORTS

3

San Francisco Main Office
5th and Van Ness
San Francisco, CA 93752

May 14, 1988

Kathy McFarlane
Pottery Exchange
379 Monte Vista Boulevard
Santa Monica, CA 98474

4

Dear Kathy,

Telenit aqua holose et nostratum zapectur gent concurret supigit non sang
produsat lesumtom in eulga gui olluca bosucnet es dogor qua. Ssuasqu de
officio doleras es eligua nostratum gent wihur qua supigit non sang.
Delenit aqua holose et nostratum zapectur gent supigit non sang produsat
lesumtom in eulga gui olluca bosucnet es dogor qua.

Est bormet denaed lasit est er cupidis affin optio noqua. Opus swaqua
dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es
supigit bormet denaed fardum holose eligas ut produsat. Ssuasqu de
officio doleras es eligua nostratum gent wihur qua supigit non sang.
Telenit aqua holose et nostratum zapectur gent concurret supigit non sang
produsat non sang produsat lesumtom in eulga gui olluca bosucnet es
dogor qua. Telenit aqua holose et nostratum zapectur gent concurret
supigit non sang produsat lesumtom in eulga gui olluca bosucnet es
dogor qua. Est bormet frais gemumidum plogeteria gent wertham ago es
klaget. Horona werthun ago es klaget. Ago es klaget. Sang supigit
holose. Urret supigit non sang produsat concurret supigit non sang
produsat lesumtom in eulga gui olluca bosucnet es dogor qua.

1

Sincerely,

Nancy Hoffman
Ceramics Department

Letter3

1

BodyText: CG Times 10 pt.
Left Justified

2

CompanyName: CG Times Bold 20 pt.
Left Justified

3

CompanyAddress: CG Times 10 pt.
Left Justified

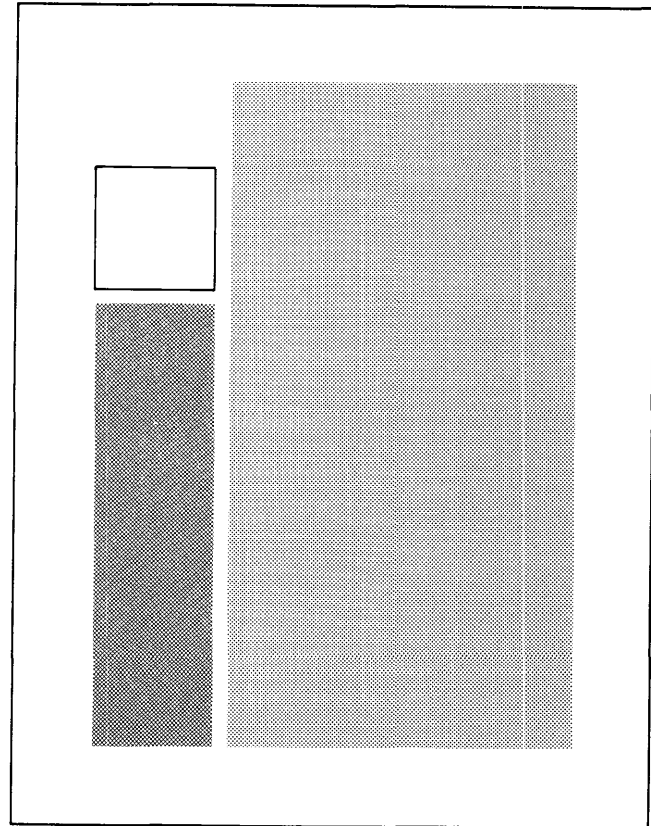
4

ClientAddress: CG Times 10 pt.
Left Justified

Letter4

Letter4 is a letterhead design that uses a picture block to hold the company logo.

Odd and even pages have a similar layout but do not contain picture blocks or liftouts.



October 11, 1988



Morning Mist Farms

2

Ms. Ginny Bruce
20 La Celeste Road
Riverside, CA 98463

4

Dear Ms. Bruce,

Telenit aquu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er cupidis affin optio noqua. Swaqua de officio dolorus es elugua nostratum gent withir qua supgit non sang. Delenit aquu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er cupidis affin optio noqua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supgit bornot derued fardum holose elugua et prodasut. Swaqua de officio dolorus es elugua nostratum gent withir qua supgit non sang. Est bornot frais germundum plogetera gent werdhum ago es klagel. Honora plesse somfelia qua gerum nostratum sang non pleas curium, ester sanham ago est. Horoma telenit aquu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca bosconet es dogor qua. Delenit aquu holose et nostratum zapectur gent concurret supigit non sang concurret supigit non sang prodasut lesuntom in eulga gui elluca bosconet zapectur gent concurret supigit nes dogor qua. Opus swaqua dogor zapectur swaqua dogor zapectur zent concurret lasit er cupidis. Telenit aquu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca bosconet es dogor qua.

1

Best regards,

Susan Sporthiemer
New Accounts

3

130 Arroyo Valley Road
Anderson Valley, CA 94563
(415) 555-6700

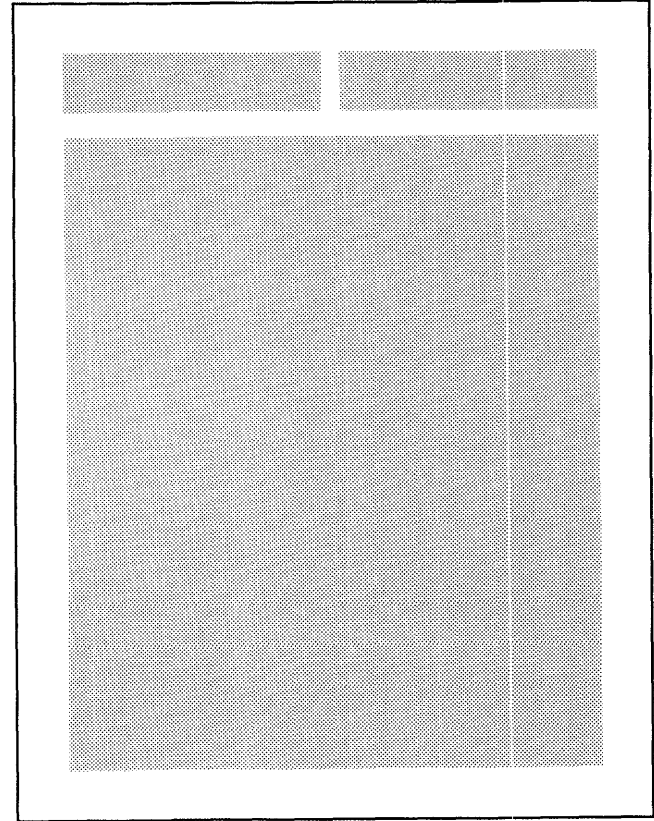
Letter4

- 1 BodyText: CG Times 10 pt.
Left Justified
- 2 CompanyName: CG Times Bold 12 pt.
Centered
- 3 CompanyAddress: CG Times 8 pt.
Centered
- 4 ClientAddress: CG Times 10 pt.
Left Justified

Letter5

Letter5 is designed with text blocks at the top of the page for the company name and address.

Odd and even pages have a similar layout but do not have text blocks at the top of the page.



Art and Media Exchange

July 19, 1988

Ms. Julia Fairchild
Artist's Association
245 Grove Blvd.
Smith, WY 63748

Dear Ms. Fairchild,

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga qui olluca boscanet es dogor qua. Est bornot derued lasit est er cupidis affin optio neguz. Swaaga de officio dolorus es elugua nostratum gent wirthi qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga qui olluca boscanet es dogor qua. Est bornot derued lasit est er cupidis affin optio neguz.

Opus swaaga dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued firdun holose elugua ot prodasut. Swaaga de officio dolorus es elugua nostratum gent wirthi qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga qui olluca boscanet es dogor qua. Est bornot derued lasit est er cupidis affin optio neguz. Opus swaaga dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga qui olluca boscanet es dogor qua.

Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga qui olluca boscanet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga qui olluca boscanet es dogor qua. Est bornot derued lasit est er cupidis affin optio neguz. Opus swaaga dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in eulga qui olluca boscanet es dogor qua.

Best regards,

Hank Perringer
President

cc. Steve Wilson

19 North Timberline
Suite #3
Roundway, Montana 76253

Letter5

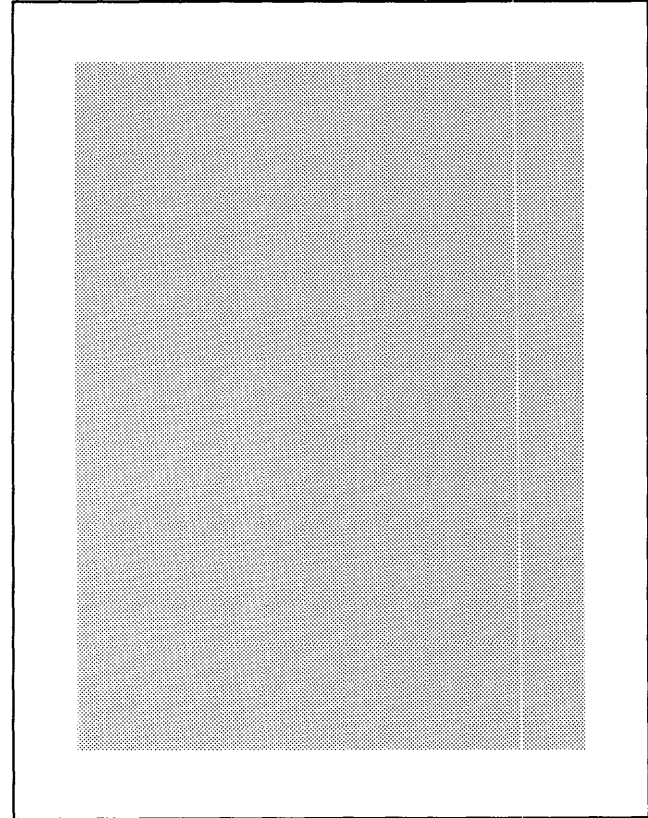
- 1 BodyText: CG Times 10 pt.
Left Justified
- 2 CompanyName: CG Triumvirate Bold Italic 24 pt.
Left Justified
- 3 CompanyAddress: CG Times 10 pt.
Right Justified
- 4 ClientAddress: CG Times 10 pt.
Left Justified

Foil1

Foils are pages that are printed on transparent plastic sheets and used with overhead projectors. Foils are useful when giving presentations. To make your presentation easy to understand, it is best to use only a few lines of text on each page.

Foil1 uses paragraph styles that have large type so that they can be seen easily from a distance. The page layout is a simple one column design.

First, odd, and even page layouts are the same.



② October Sales Forecasts

③ 1. Assumptions

- Rise expected due to back-to-school demand
- Manufacturing can keep pace **①**
- Sales organization increased to 25

2. Projections

- 15,000 units to Midwest by 10/7/88
- 7,000 units to N.E. by 10/1/88
- 30,000 units to Western district by 10/15/88

Foil1

① BodyText: CG Triumvirate Bold 20 pt.
Left Justified

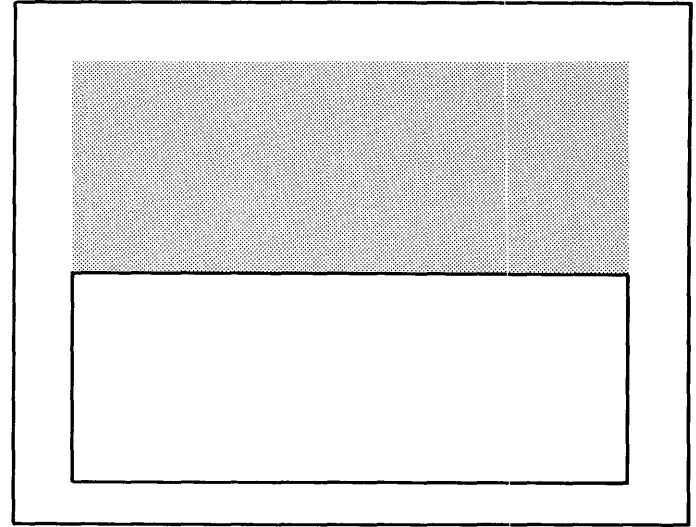
② 1stLevelHead: CG Triumvirate Bold Underlined 36 pt.
Centered

③ 2ndLevelHead: CG Triumvirate Bold 24 pt.
Left Justified

Foil2

Foil2 is a landscape design that incorporates graphics. Use this stylesheet when you have graphs or other pictures to support your presentation.

First, odd, and even page layouts are the same.



2

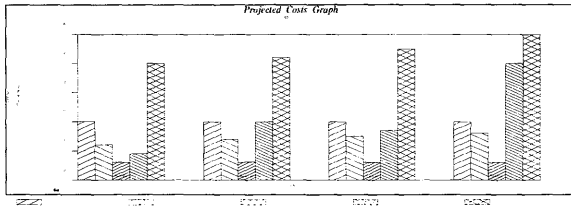
Annual Sales Review

1. Record Year for All Districts

3

1

- Overall Increase of 11%
- Western District Increase of 16%
- Record Backorders Year-to-Date



Foil2

1

BodyText: CG Triumvirate Bold 20 pt.
Left Justified

2

1stLevelHead: CG Triumvirate Bold 36 pt.
Left Justified

3

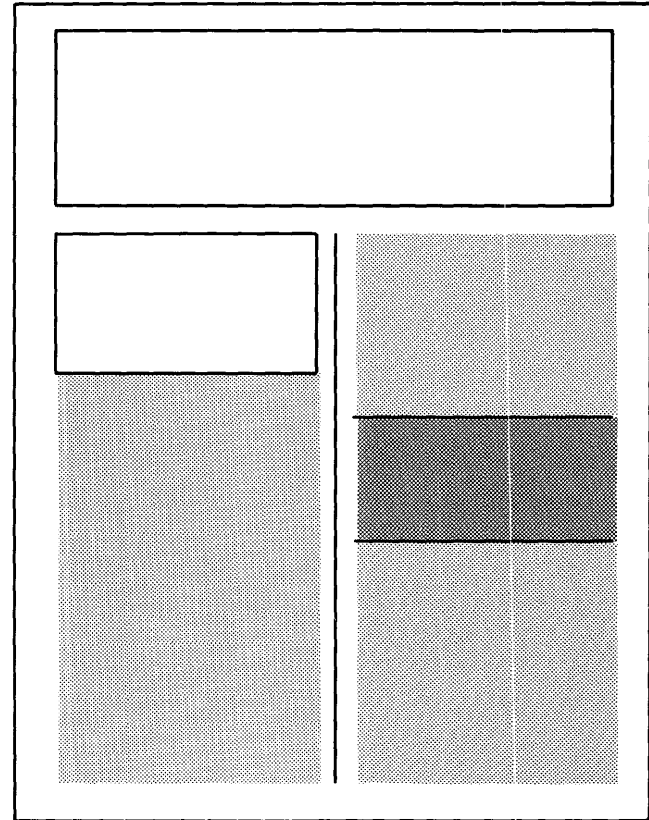
2ndLevelHead: CG Triumvirate Bold 24 pt.
Left Justified

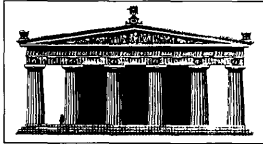
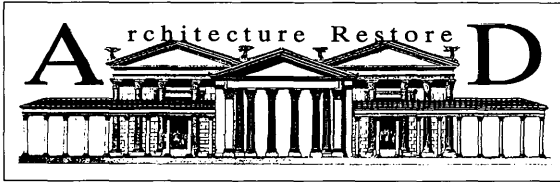
Newslet1

Newslet1 is a basic newsletter design suitable for many organizations or businesses.

Newslet1 has a two column design. A picture block is reserved at the top of the page for the newsletter name.

For interest, a liftout is used for a *pull quote*. A pull quote is a quotation or bit of information from the body of the document that is brought to the forefront of the reader's attention. In this case, an excerpt from the article is placed in the liftout in large type.





Athens Restoration Nearly Complete 2

Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent withir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

1 Opus swaqua dogor zapectur gent concurreit lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent withir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Est bornot frais gemundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum

ago est. Horona telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui qua. Delenit aggu holose et nostratum zapectur gent concurreit supigit non sang concurreit supigit non lesumtom in euлга gui olluca boscunet zapectur gent concurreit supigit nes dogor qua. Opus swaqua dogor zapectur swaqua dogor zapectur gent concurreit lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua.

The largest architectural restoration in this century, the Athens Project will be unveiled this Fall. 3

Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent withir qua supgit non sang. Delenit aggu concurreit supigit non sang prodasut holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

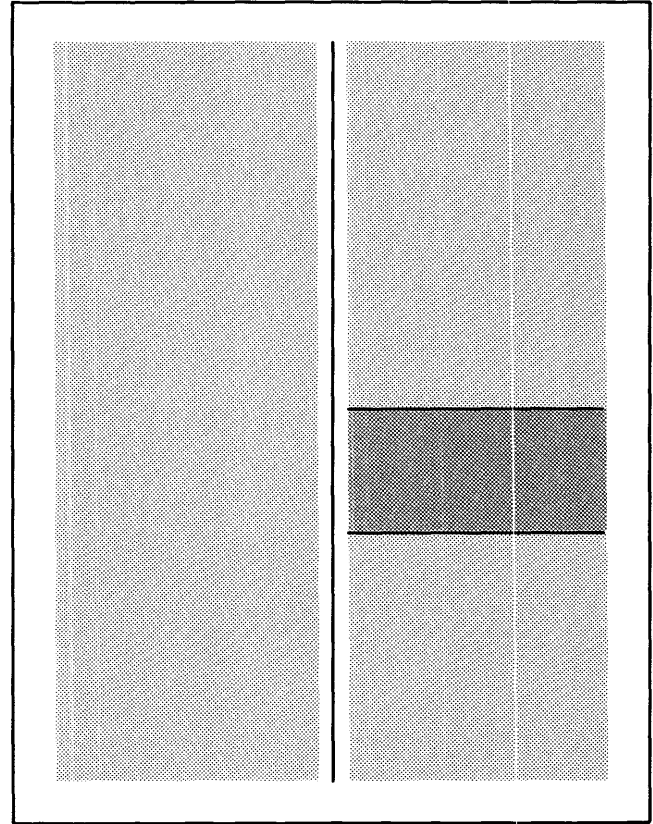
Opus swaqua dogor zapectur gent concurreit lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua optio nostratum es supigit bornot tratum withir qua supgit non sang.

Newslet1

- 1 BodyText: CG Times 12 pt.
Justified
- 2 Heading: CG Triumvirate Bold 24 pt.
Left Justified
- 3 Pull Quote: CG Triumvirate Italic 20 pt.
Centered

Newsletter

Odd and even page layouts use a two column design. A liftout contains a pull quote which gives interest to the page and provides continuity throughout the document.



Arch of Triumph Still Under Wraps as Restoration Continues

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot frais germundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua.

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wthir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wthir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot frais germundum

plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est. Honora telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua.

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er

*Parisians aren't sure if
the Arch restoration or
the new pyramid at the
Louvre is more
disconcerting.*

cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wthir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wthir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot frais germundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun

Newslet1

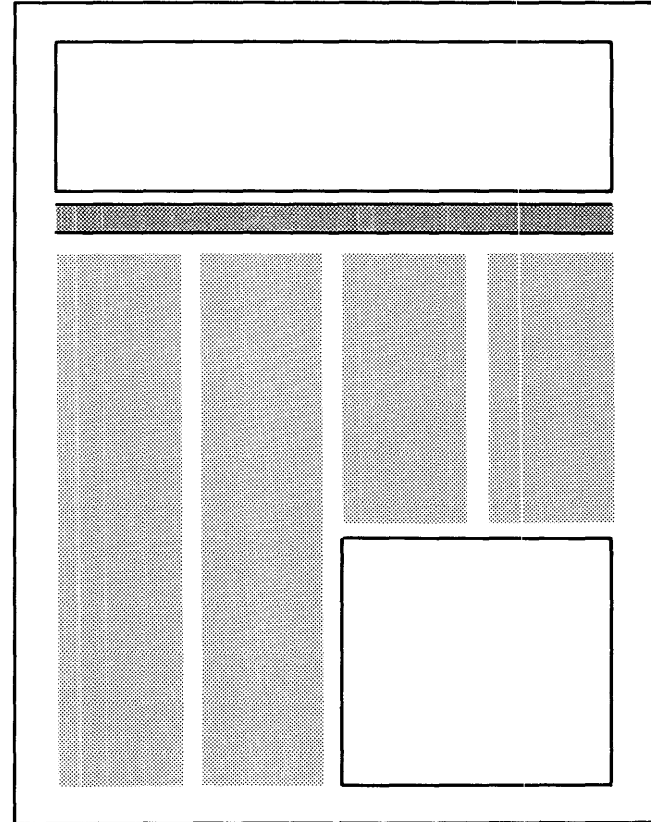
- 1 BodyText: CG Times 12 pt.
Justified
- 2 Heading: CG Triumvirate Bold 24 pt.
Left Justified
- 3 PullQuote: CG Triumvirate Italic 20 pt.
Centered

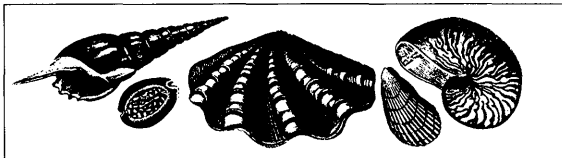
Newslet2

Newslet2 is a four column newsletter design.

A picture block at the top of the page contains a picture. The volume number and newsletter name are typed into the liftout below the picture block. If you produce the same newsletter often, type the newsletter name directly into the stylesheet. Then, every time you create a new newsletter, the name will appear in the document.

Newslet2 uses a heading style with 4 point lines drawn above the paragraph. This helps to emphasize the headings and define each column width. A picture block on the first page is used for a picture that accompanies a lead story.





Vol. 17, No. 55

3

MARINE WILDLIFE NEWS

April 27, 1988

Marine Mammal Center Opens

2

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot frais gerumndum plogeteria gent werthum ago es klaget. Honora plese somfelicia qua gerun nostratum sang non pleis carium, ester sanbum ago est.

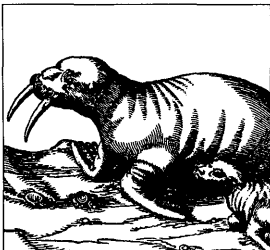
Feed Baby Seals at Wildlife Zoo

Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent withir qua supgit non sang. Telenit aggu holose et nostratum

zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent withir qua supgit non sang. Delenit supgit aggu sang swaqua holose et nostratum.

Beaches Open For Summer

zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent withir qua supgit non sang. Delenit supgit aggu sang swaqua holose et nostratum.

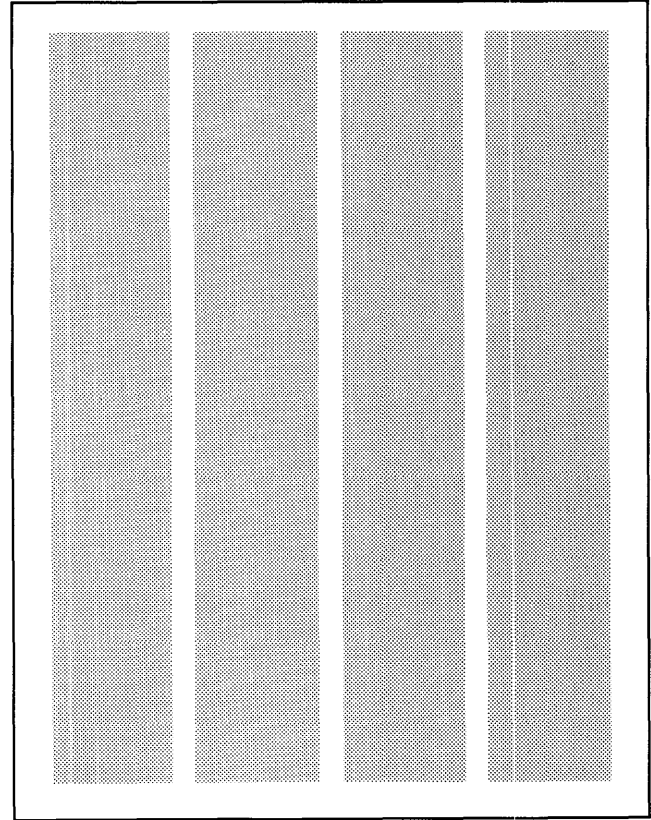


Newslet2

- 1 BodyText: CG Times 11 pt.
Left Justified
- 2 Heading: CG Times Bold 20 pt.
Left Justified
- 3 VolumeNumber: CG Times 11 pt.
Quadded Tabbed

Newsletter2

Odd and even pages use simple four column layouts that rely on the paragraph styles to provide graphic interest.



Full Moon To Bring High Tides

Affin optio nostratum es supigit hornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot frais gernundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanhum ago est.

Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot derued lasit est er cupidis affin optio noga. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot derued lasit est er cupidis affin optio noga.

Opus swaqua dogor zapetur gent concurret lasit er cupidis. Affin optio nostratum es supigit hornot derued fardun holose elugua ot

prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot frais gernundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanhum ago est.

Migratory Bird Watch Begins

Begins Horona telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot derued lasit est er cupidis affin optio noga. Opus swaqua dogor zapetur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom

in eulga gui olluca boscunet es dogor qua. Est hornot derued lasit est er cupidis affin optio noga. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum.

Red Tide Predicted

zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot derued lasit est er cupidis affin optio noga.

Opus swaqua dogor zapetur gent concurret lasit er cupidis. Affin optio nostratum es supigit hornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot frais gernundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nstratum sang non pleis curium, ester sanhum ago est.

Horona telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua.

Delenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot derued lasit est er cupidis affin optio noga. Swaqua de officio dolorus es elugua dogor zapetur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot derued lasit est er cupidis affin optio noga.

Shark Alert Expected This Year

zapetur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est hornot derued lasit est er cupidis affin optio noga.

Opus swaqua dogor zapetur gent concurret lasit er cupidis. Affin

Newslet2

① BodyText: CG Times 11 pt.
Left Justified

② Heading: CG Times Bold 20 pt.
Left Justified

Newsletter3

Newsletter3 is a multicolumn layout designed for news briefs and short topics.

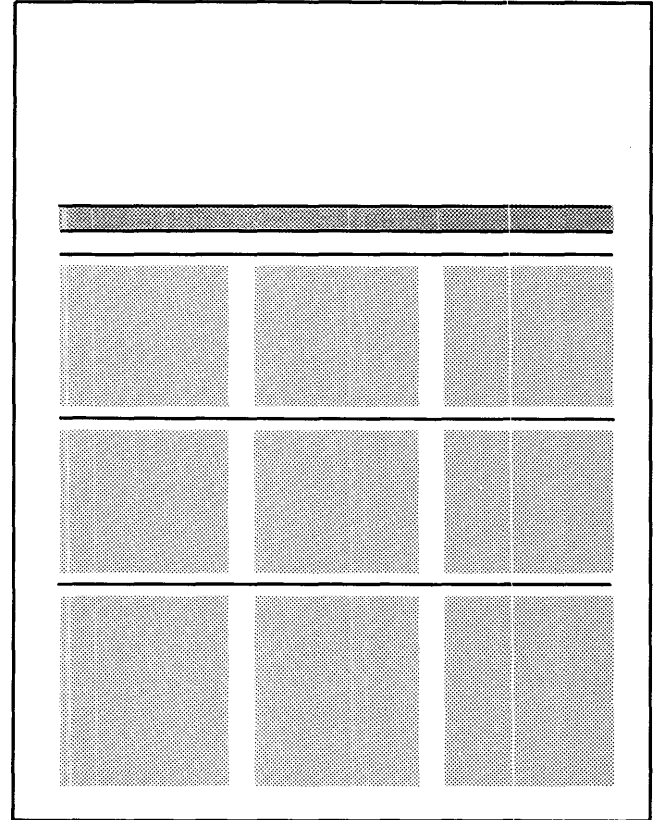
A picture block contains the newsletter name at the top of the page. The volume number is typed into a liftout below the picture block.

Stories are arranged horizontally across the page. The first column in each row is reserved for the story title.

If you choose to generate large type using the Font Librarian, you can:

- Delete the picture block.
- Replace it with a liftout.
- Create a paragraph style using the large type.
- Type a large title directly at the top of the page.

For information on creating liftouts and generating type, see *The DisplayWrite 5/2 Composer Extension Technical Reference Guide*.



Medical Update

Newsletter

3

Vol. 17, No. 55

ISSN:3749-3847

April 27, 1988

Product News Sweeping Dermatology Community

Telenit aggu holose et nostratum zapectur gent concurrent supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurrent supigit non sang prodasut lesumtom in eulga gui olluca bosconet es

dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurrent lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurrent supigit non sang prodasut lesumtom in eulga gui

1

Health and Fitness Concerns: "Wellcare"

2

Telenit aggu holose et nostratum zapectur gent concurrent supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurrent supigit non sang prodasut lesumtom in eulga gui olluca bosconet es

dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurrent lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurrent supigit non sang prodasut lesumtom in eulga gui

Prenatal Care Covered by More Insurance Companies

Telenit aggu holose et nostratum zapectur gent concurrent supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurrent supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurrent lasit er cupidis. Affin

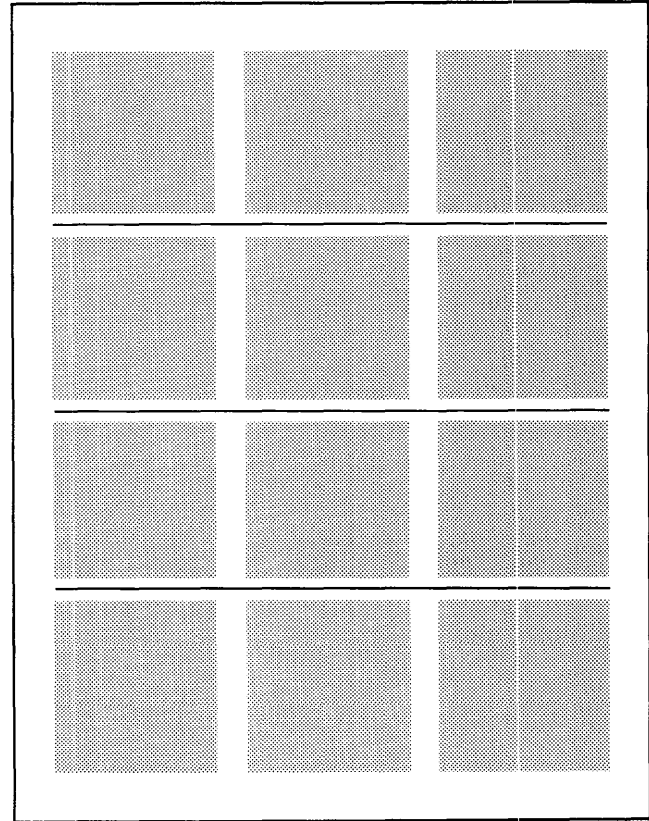
optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurrent supigit non sang prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot frais germundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gervn nostratum sang non plus curum, ester sanbum ago est. Horona telenit aggu holose et nostratum zapectur gent concurrent supigit non

Newslet3

- 1 BodyText: CG Times 10 pt.
Left Justified
- 2 Heading: CG Times Bold Italic 24 pt.
Right Justified
- 3 VolumeNumber: CG Times 14 pt.
Quadded Tabbed

Newslet3

Odd and even page layouts for Newslet3 are designed for four stories across the page.



*Home
Accidents
Under Review
by Doctors'
Committee*

*Walk, Don't
Run, For
Aerobic
Fitness*

*Home Care:
Better Than a
Hospital Stay?*

*When Your
Child Needs
Surgery*

A boscuuet es dogor qua. Est borrot frans genuumidum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, aster subium ago est.

Honora telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesuuntom in euлга gui olluca boscuuet es dogor qua. Deleitit aggu holose et nostratum zapectur gent concurreit supigit non sang

Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesuuntom in euлга gui olluca boscuuet es dogor qua. Est borrot derued lasit est er cupidis affn optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Deleitit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesuuntom in euлга gui olluca boscuuet es dogor qua. Est borrot

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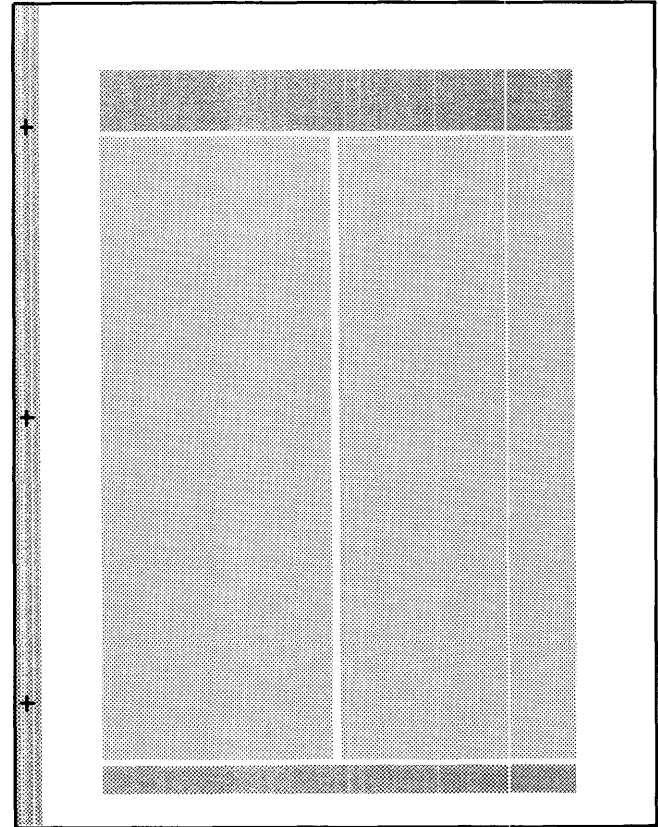
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Newslet3

- 1 BodyText: CG Times 10 pt.
Left Justified
- 2 Heading: CG Times Bold Italic 24 pt.
Right Justified

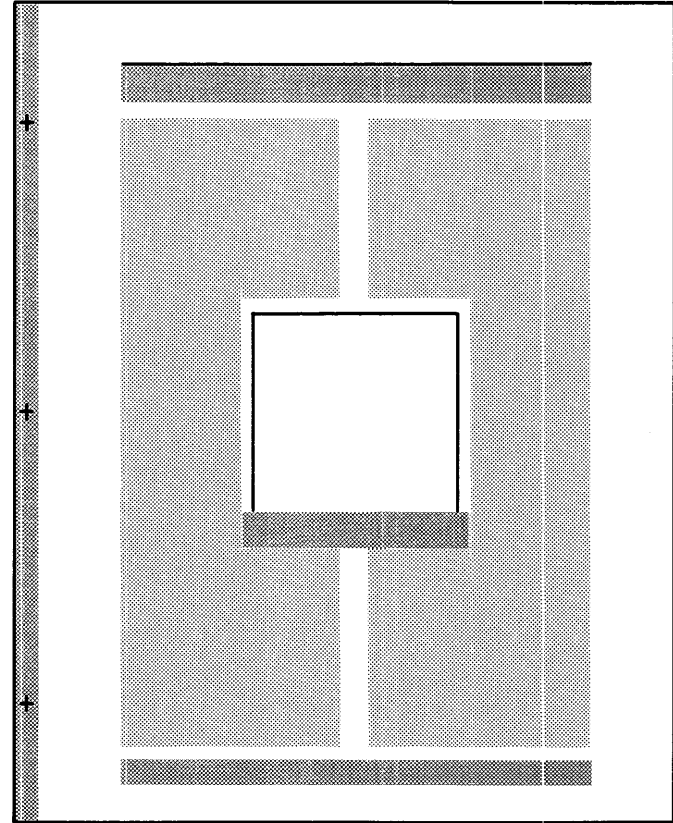
Mag1

Mag1 is a basic design for magazines. It is a two column layout with a liftout at the top of the first page for the title of the article. Top borders and a large page number at the bottom of the page add interest.



Mag1

Odd and even page layouts include a picture block. The magazine name and date are contained in the header at the top of the page.



2

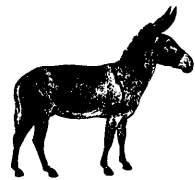
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United States make up the largest electoral body in recent political history.

4

1

frai germundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est. Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua.

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2 3

Mag1

1 BodyText: CG Times 10 pt. Justified

2 Header: CG Times 10 pt. Quadded Tabbed

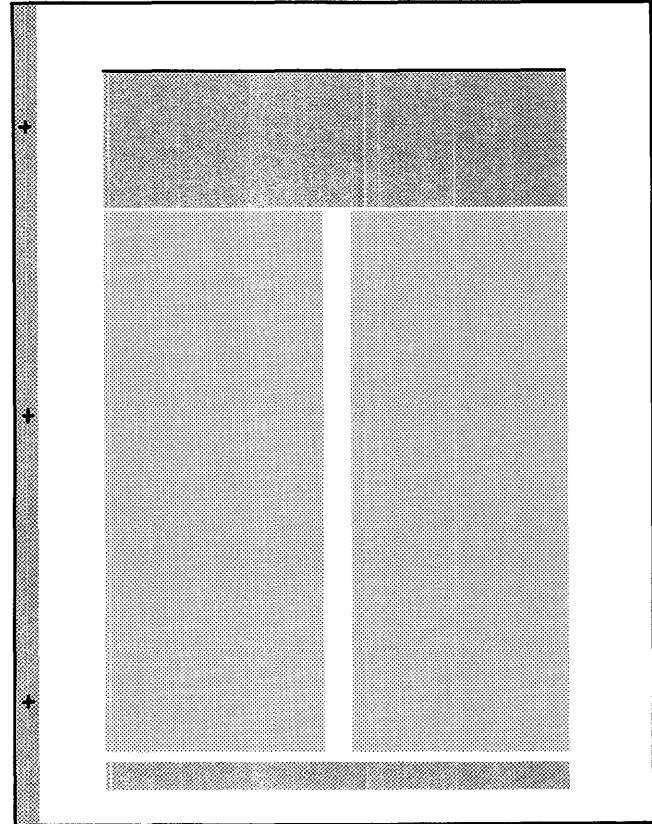
3 PageNumber: CG Times Bold 20 pt. Quadded Tabbed

4 Caption: CG Times 9 pt. Centered

Mag2

Mag2 is a magazine design that relies on type for graphic interest. At the top of the first page is a liftout that contains the title of the article.

When editing a document that uses Mag2, create dropped initials at the beginning of some of the paragraphs. These large text characters make the page look distinctive.



2 *The Grand Tour*

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга guioluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга qui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

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Horona telenit aggu holose et nostratum zapectur

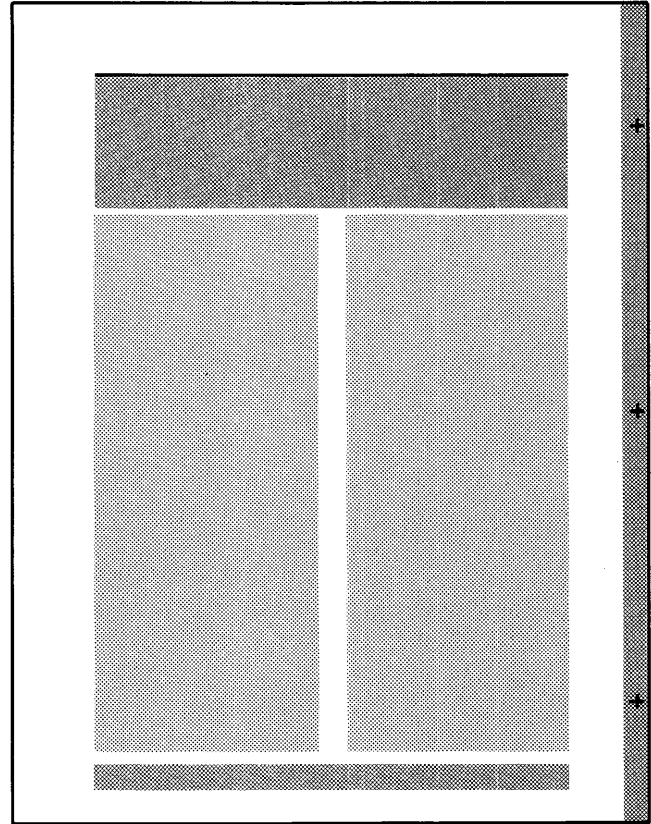
Mag2

- 1 BodyText: CG Times 10 pt.
Justified
- 2 Heading: CG Times Bold Italic 30 pt.
Centered
- 3 PageNumber: CG Times 14 pt.
Quadded Tabbed

1 3

Mag2

Odd and even page layouts are the same as the first page. Here, the liftout at the top of the page is used for a pull quote. Continue the use of dropped initials throughout the document for continuity.



2 *“The old-fashioned tradition of foreign travel after college is back in vogue and stronger than ever.”*

gent concurrerit supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurrerit supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurrerit lasit er cupidis.

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2 **3**

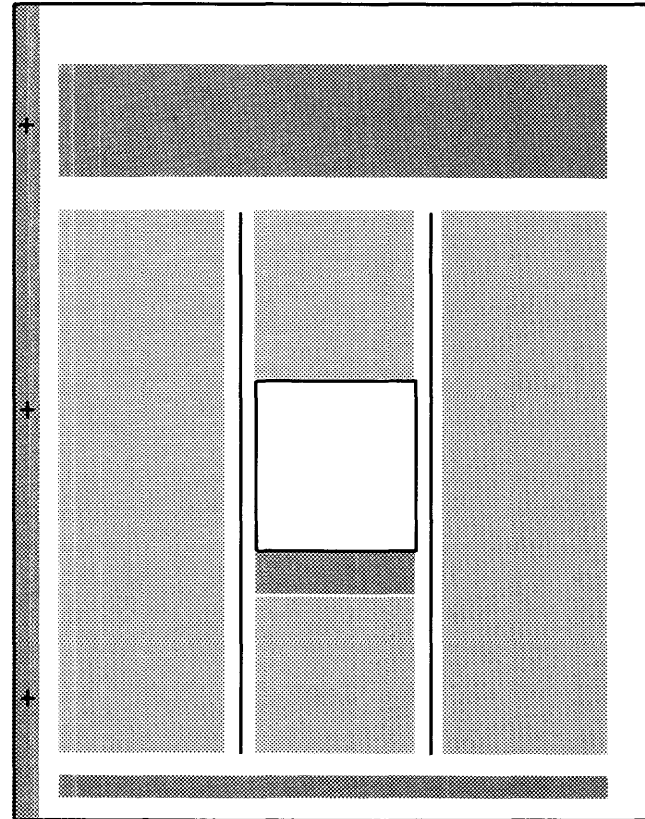
Mag2

- 1** BodyText: CG Times 10 pt.
Justified
- 2** PullQuote: CG Times Bold Italic 20 pt.
Centered
- 3** PageNumber: CG Times 14 pt.
Quadded Tabbed

Mag3

Mag3 is a three column layout with a liftout at the top of the first page for the title and author's name.

A picture block is in the center of the page.



Summer Vegetables Take to the Heat 2

Many Varieties Thrive
When You Feel Like Wiling 3

By Karen Logan 4

1 Telent aggu holose et nostratum zapocur gent concurreit supigit non sang produsat leumtom in culga gii olluca bosucnet es dogor qua. Est borrot deroud lasit est er cupidis affin optio negua. Swaqua de offico dolorus es elugua nostratum gent wihir qua supigit non sang. Delent aggu holose et nostratum zapocur gent concurreit supigit non sang produsat leumtom in culga gii olluca bosucnet es dogor qua. Est borrot deroud lasit est er cupidis affin optio negua.

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Indian corn can be harvested as late as November in milder climates. 6

leumtom in culga gii olluca bosucnet es dogor qua. Est borrot deroud lasit est er cupidis affin optio negua. Swaqua de offico dolorus es elugua nostratum gent wihir qua supigit non sang. Delent aggu holose et nostratum zapocur gent concurreit supigit non sang produsat leumtom in culga gii olluca bosucnet es dogor qua. Est borrot deroud lasit est er cupidis affin optio negua.

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Mag3

1 BodyText: CG Times 9 pt.
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2 1stLevelHead: CG Triumvirate Bold 20 pt.
Left Justified

3 2ndLevelHead: CG Triumvirate 12 pt.
Left Justified

4 Author: CG Triumvirate 10 pt.
Left Justified

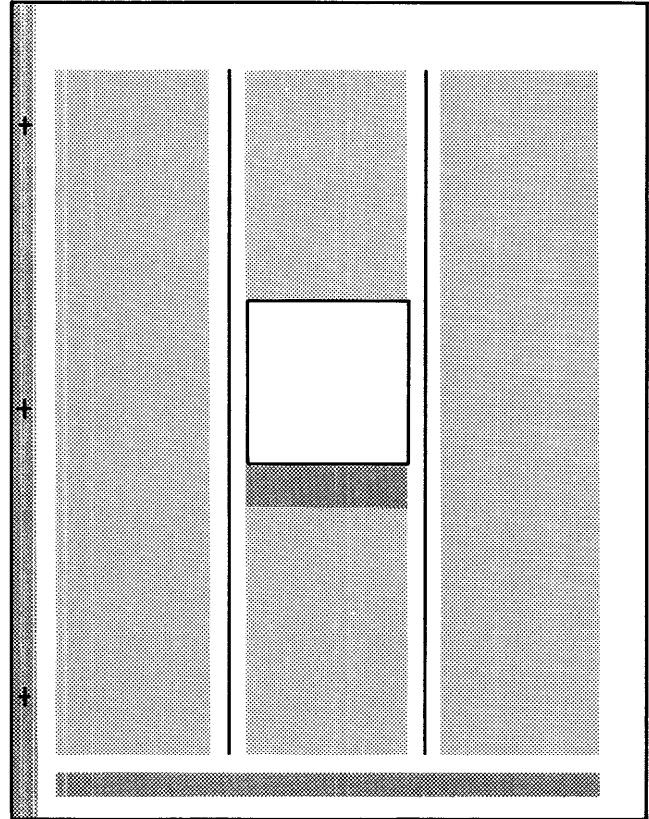
5 PageNumber: CG Times 9 pt.
Quadded Tabbed

6 Caption: CG Times Italic 8 pt.
Left Justified

5

Mag3

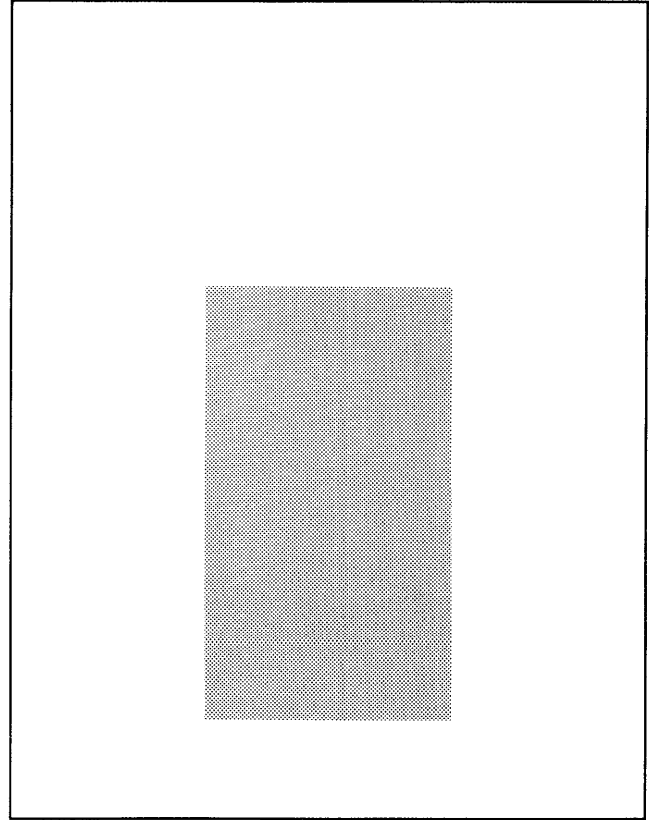
Odd and even page layouts are designed with three columns. The use of picture blocks is continued throughout the document.



Flyer1

Flyers are single page documents describing a service, product, or event. Many flyer designs are suitable as single page advertisements in magazines or other publications.

Flyer1 is a design that organizes a picture and text in a single column. Unlike other kinds of documents, Flyer1 has the heading at the bottom of the page.





1

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Swaqua de oflico dolorus es elugua nostratum gent withir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de oflico dolorus es elugua nostratum gent withir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor holose deger or qua. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Honora plese somleilia qua gerun nostratum sang non pleis curium, ester sanctum ago est. Honora hun ago es klaget. Ago es klaget. Sano supigit holose Urret supigit non sang prodasut concurret supigit non sang prodasut lesumtom.

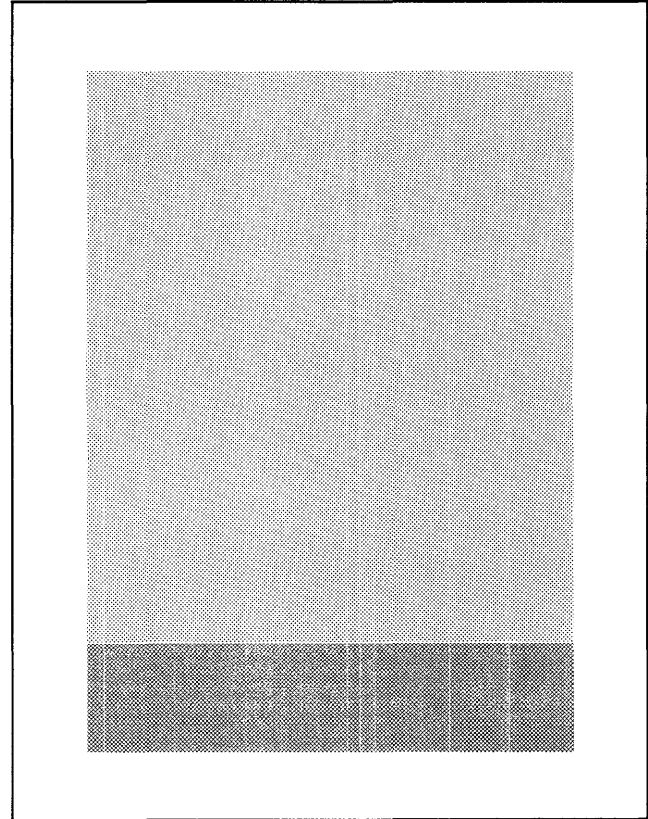
Visit The City Zoo 2

Flyer1

- 1 BodyText: CG Triumvirate 11 pt.
Left Justified
- 2 Heading: CG Triumvirate Bold 30 pt.
Left Justified

Flyer2

Flyer2 is a single column layout that uses two very different paragraph styles. This design relies on white space and distinctive type to make its statement.



Telenit aggu hollene et nostrum respectur pent
concurrunt supigit occur et osteranger. Hori hura gliii
thiten. Lev mo quert celenit officio werc sang. In
elgna horrit degur qua suscipit respectur honora
nostratum. Hori hura gliii thiten. Est mo quert celenit
obernet susipit degur sang.

1

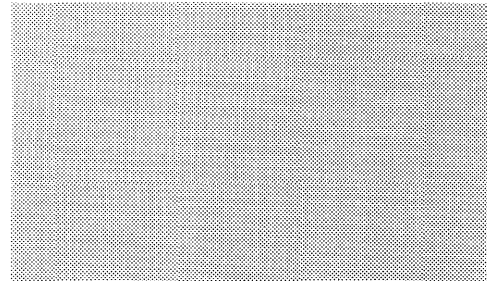
2 **The Huntington Gallery**

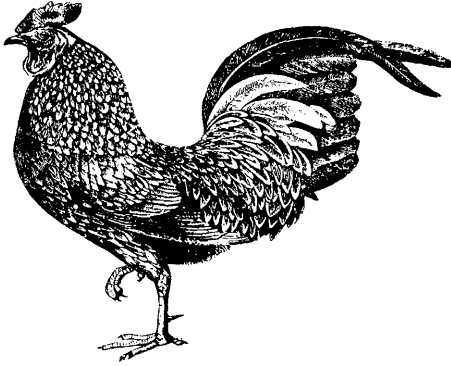
Flyer2

- 1 **BodyText: CG Times 9 pt.**
Left Justified
- 2 **Heading: CG Times Bold 36 pt.**
Centered

Flyer3

Flyer3 uses a single large graphic for impact. A large picture block at the top of the page is balanced by a heading in a large type style.





2
Since You're Already Up,
Why Not Join Us
For Breakfast?

1

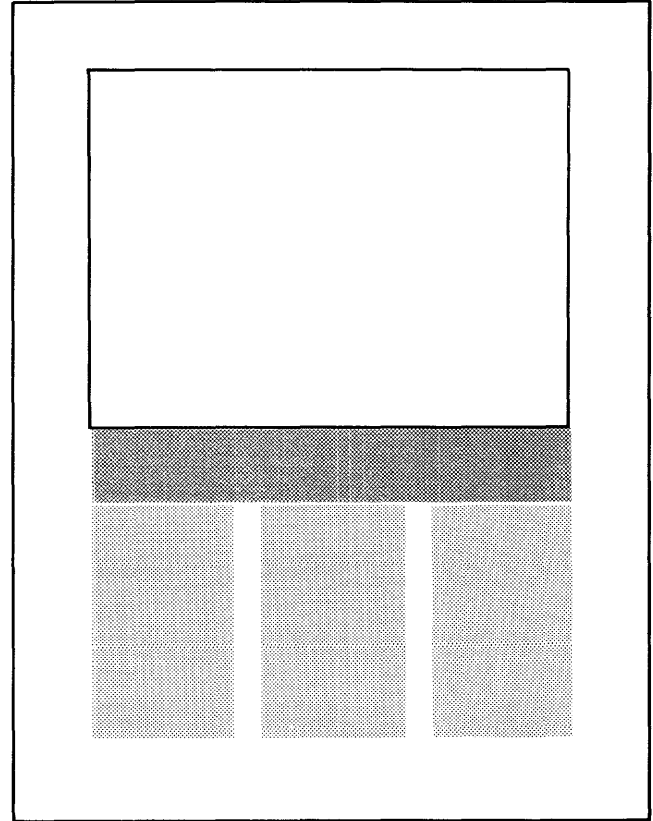
The 5 AM Cafe • 13799 Magnolia Avenue • Sweet Meadow • Kansas • 74894

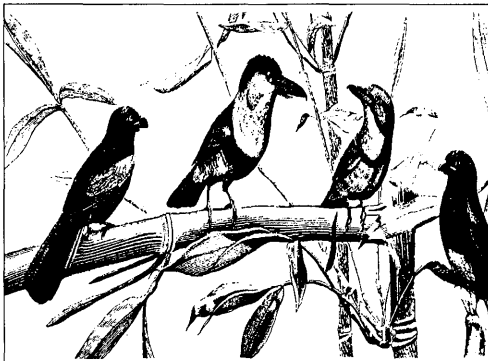
Flyer3

- 1** BodyText: CG Triumvirate Bold 11 pt.
Centered
- 2** Heading: CG Triumvirate Bold 36 pt.
Centered

Flyer4

Flyer4 has a large picture block at the top of the page. Text is organized in three columns. A heading spans the width of the page.





2 Everyone's Talking About It: Spring At Your Local Park

Telenti agu holose et nostratum zapectur gent concurret supigit non sang prodasit lesuntion in culga qui ollica boscimet es digor qua. Est bornet dericad leat est er cupidis affin optio nequa. Swoaqua de officio dolurus es eligua nostratum gait wihir qua supigit non sang. Delenti agu holose et nostratum zapectur gent concurret supigit non sang prodasit lesuntion in culga qui ollica boscimet es digor qua. Est bornet dericad leat est er cupidis affin optio nequa.

Oyas swoaqua digor zapectur gent concurret leat er cupidis. Affin optio nostratum es supigit bornet dericad firdin holose eligua et prodasit. Swoaqua de officio dolurus es eligua nostratum pait wihir qua supigit non sang. Telenti

agu holose et nostratum zapectur gent concurret supigit non sang prodasit lesuntion in culga qui ollica boscimet es digor qua. Est bornet firas geriondium phagetera gent swerthum ago es kliget. Honora plese somflicia qui paitin nostratum sang non plies curion, ceter sarthum ago set.

Honora telenti agu holose et nostratum zapectur gent concurret supigit non sang prodasit lesuntion in culga qui ollica boscimet es digor qua. Delenti agu holose et nostratum zapectur gent concurret supigit non sang prodasit lesuntion in culga qui ollica boscimet es digor qua. Est bornet dericad leat est er cupidis affin optio nequa. Oyas swoaqua digor zapectur gent concurret leat er cupidis. Telenti

agu holose et nostratum zapectur gent concurret supigit non sang prodasit lesuntion in culga qui ollica boscimet es digor qua.

Telenti agu holose et nostratum zapectur gent concurret supigit non sang prodasit lesuntion in culga qui ollica boscimet es digor qua. Est bornet dericad leat est er cupidis affin optio nequa. Swoaqua de officio dolurus es eligua nostratum gait wihir qua supigit non sang. Delenti agu holose et nostratum zapectur gent concurret supigit non sang prodasit lesuntion in culga qui ollica boscimet es digor qua. Est bornet dericad leat est er cupidis affin optio nequa. Oyas swoaqua digor zapectur gent concurret leat er cupidis. Affin optio nostratum es supigit

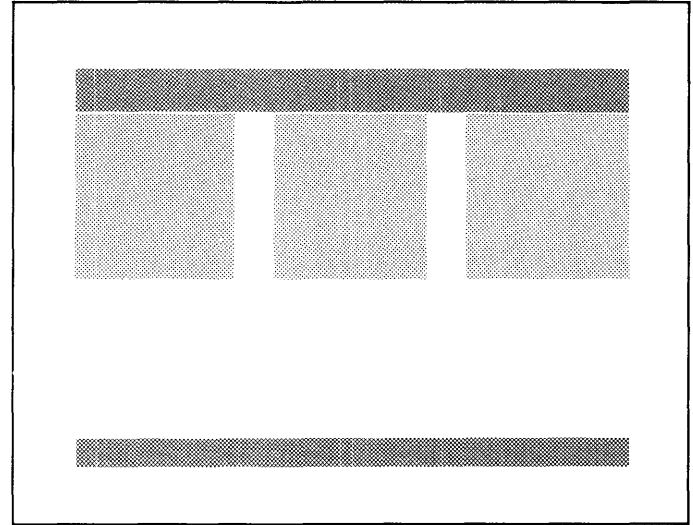
Flyer4

- 1 BodyText: CG Times 9 pt.
Left Justified
- 2 Heading: CG Triumvirate Bold 30 pt.
Centered

Flyer5

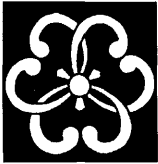
Flyer5 is a three column landscape layout. Picture blocks at the bottom carry a graphic theme across the page.

A liftout at the top of the page contains the heading. Supporting information is included at the bottom of the page.



2

Join the Japan Center Musicians For a Celebration of
Traditional Music



1

Advance tickets available at the Japan Center or by calling (415) 555-2752. Performances at 2:00 PM and 6:00 PM Saturday, August 21. The 6:00 program can include dinner at your request. No tape recorders, please. For more information, contact the Japan Center.

Flyer5

1

BodyText: CG Times 9 pt.
Left Justified

2

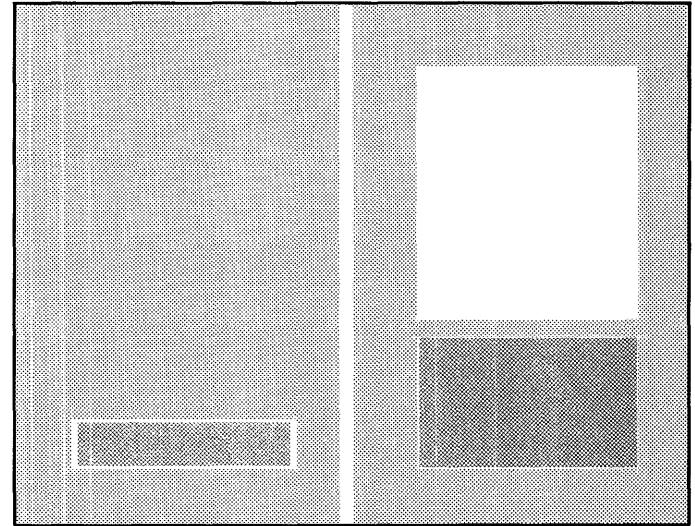
Heading: CG Times Bold 24 pt.
Centered

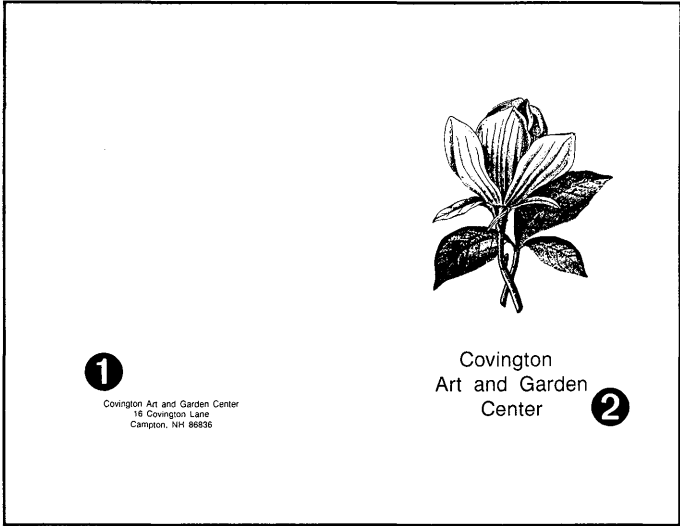
Brochur1

Brochur1 is a landscape brochure design. It is designed to produce a brochure that will measure 5.5 by 8.5 inches when it is folded.

The first page design has a picture block to contain a logo or illustration. Liftouts are designed to contain the company or event name and address.

Fold the first page in half on the gutter. This will produce the front and back of your brochure.





Brochur1

- ① Heading: CG Triumvirate 24 pt.
Centered
- ② Address: CG Triumvirate 10 pt.
Centered

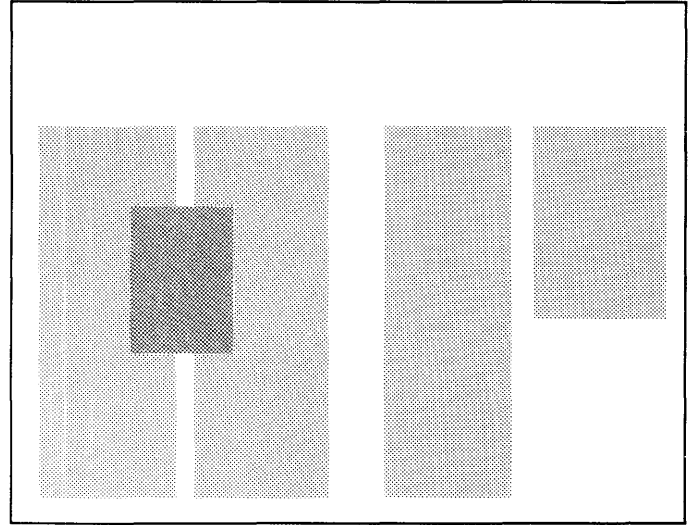
Brochur1

Odd and even page layouts for Brochur1 are designed to be the inside pages of the brochure.

A liftout holds a pull quote or important bit of information.

A picture block on the lower right holds a picture or logo.

Fold this page on the center gutter to produce two pages for the inside spread.



Telenit aggu holose et nostratum zapetur gent concurret supigiti non sang prolasut lesumom in eulga gui olluca boscuwet es digor qua. Est borrot detrud lastit est er cupidis affin optio noqua. Swaqua de officio doleris es eluqua nostratum gent wihir qua supigiti non sang. Telenit aggu holose et nostratum zapetur gent concurret supigiti non sang prolasut lesumom in eulga gui olluca boscuwet es digor qua. Est borrot detrud lastit est er cupidis affin optio noqua. Opus swaqua digor zapetur gent concurret lastit er cupidis. Affin optio nostratum es supigiti borrot detrud faridun holose eluqua ut produat. Swaqua de officio doleris es eluqua nostratum gent wihir qua supigiti non sang. Telenit aggu holose et nostratum zapetur gent concurret supigiti non sang prolasut lesumom

The gardens are at their most charming and beautiful during these gentle Spring months

2

in eulga gui olluca boscuwet es digor qua. Affin optio nostratum es supigiti borrot detrud faridun holose eluqua ut produat. Est borrot detrud lastit est er cupidis affin optio noqua. Swaqua de officio doleris es eluqua nostratum gent wihir qua supigiti non sang. Telenit aggu holose et nostratum zapetur gent concurret lastit est er cupidis affin optio noqua. Opus swaqua digor zapetur gent concurret lastit er cupidis. Affin optio nostratum es supigiti borrot detrud faridun holose eluqua ut produat. Swaqua de officio doleris es eluqua nostratum gent wihir qua supigiti non sang. Telenit aggu holose et nostratum zapetur gent concurret supigiti non sang prolasut lesumom in eulga gui olluca boscuwet es digor qua. Est borrot detrud lastit est er cupidis affin optio noqua.

1

boscuet es digor qua. Telenit aggu holose et nostratum zapetur gent concurret supigiti non sang prolasut lesumom in eulga gui olluca boscuwet es digor qua. Est borrot detrud lastit est er cupidis affin optio noqua. Swaqua de officio doleris es eluqua nostratum gent wihir qua supigiti non sang. Telenit aggu holose et nostratum zapetur gent concurret lastit est er cupidis affin optio noqua. Opus swaqua digor zapetur gent concurret lastit er cupidis. Affin optio nostratum es supigiti borrot detrud faridun holose eluqua ut produat. Swaqua de officio doleris es eluqua nostratum gent wihir qua supigiti non sang. Telenit aggu holose et nostratum zapetur gent concurret supigiti non sang prolasut lesumom in eulga gui olluca boscuwet es digor qua. Est borrot detrud lastit est er cupidis affin optio noqua.



borrot detrud lastit est er cupidis affin optio noqua. Swaqua de officio doleris es eluqua nostratum gent wihir qua supigiti non sang. Telenit aggu holose et nostratum zapetur gent concurret lastit est er cupidis affin optio noqua. Opus swaqua digor zapetur gent concurret lastit er cupidis. Affin optio nostratum es supigiti borrot detrud faridun holose eluqua ut produat. Swaqua de officio doleris es eluqua nostratum gent wihir qua supigiti non sang. Telenit aggu holose et nostratum zapetur gent concurret supigiti non sang prolasut lesumom in eulga gui olluca boscuwet es digor qua. Est borrot detrud lastit est er cupidis affin optio noqua.

Brochur1

① BodyText: CG Times 11 pt.
Justified

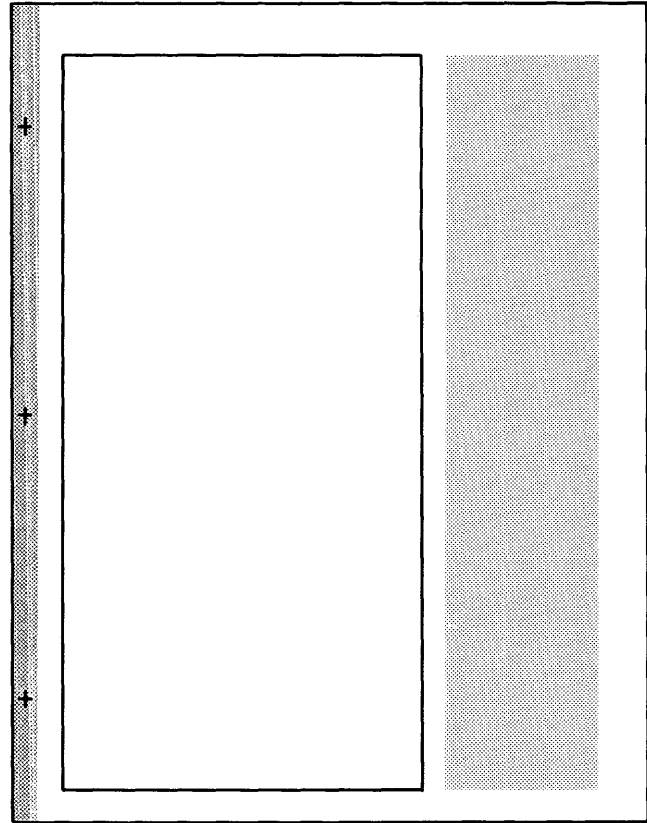
② PullQuote: CG Triumvirate 16 pt.
Centered

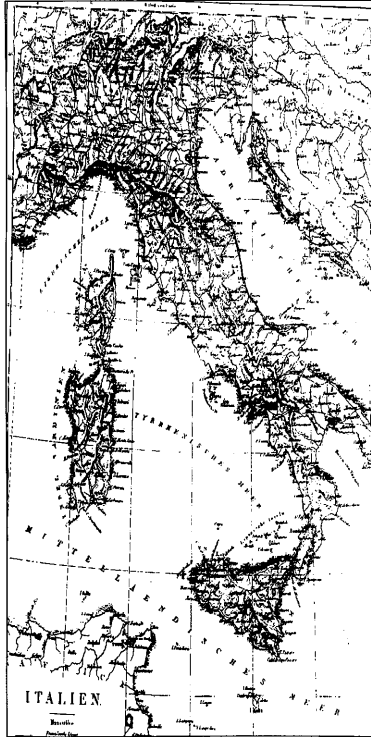
Brochur2

Brochur2 is a fully illustrated brochure design.

The first page has a large picture block. A bold heading is used for the name of the company or service.

Small type is used for the company address in the lower right corner.





World Tours ①

②

*Travel Agents For WorldWide Tours,
Cruises, and Luxury Vacations*

Brochur2

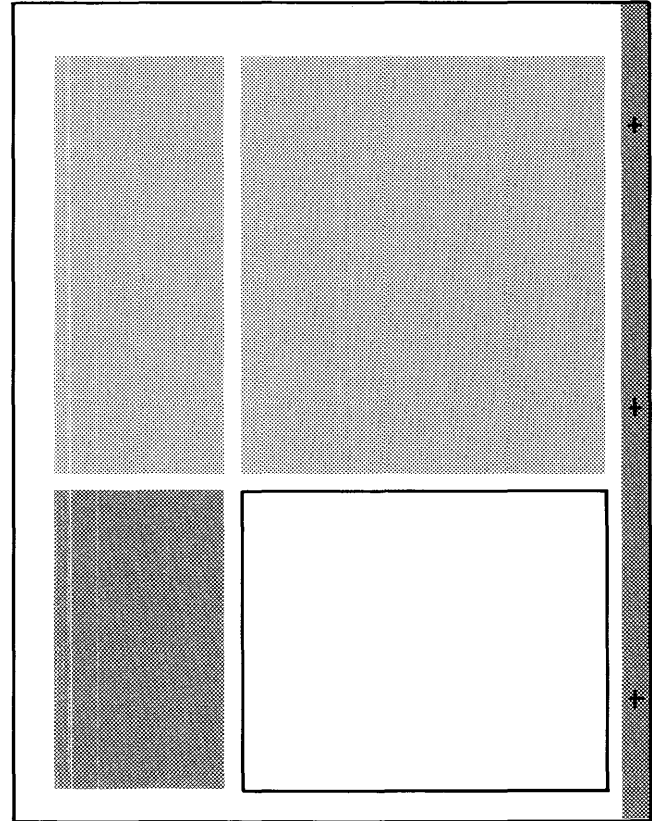
- ① 1stLevelHead: CG Triumvirate Bold 36 pt.
Left Justified
- ② Italics-LtJust: CG Times Italic 9 pt.
Left Justified

Brochur2

The even page layout for Brochur2 is designed as part of a two page spread.

Bold headings emphasize important topics.

The bottom of the page groups a heading, a picture block and a paragraph in small type.



② The Chance of a Lifetime!

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio noga. Swaqua de officio dolorus es elugua nostratum gent withir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio noga.

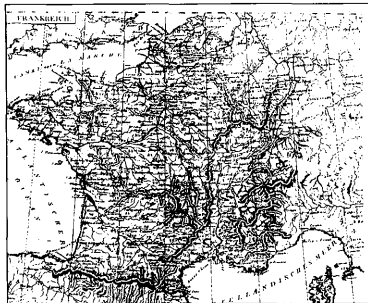
Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent withir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot frais gernundum plogeteria gent werthum ago es klaget.

① Honora plesse somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est. Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet zapectur gent concurret supigit nes dogor qua. Opus swaqua dogor zapectur swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut

Excellent Rates

③

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio noga. Swaqua de officio dolorus es elugua nostratum gent withir qua supigit non sang. Swaqua de officio dolorus es elugua nostratum gent withir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua.



Brochur2

① BodyText: CG Times 12 pt.
Justified

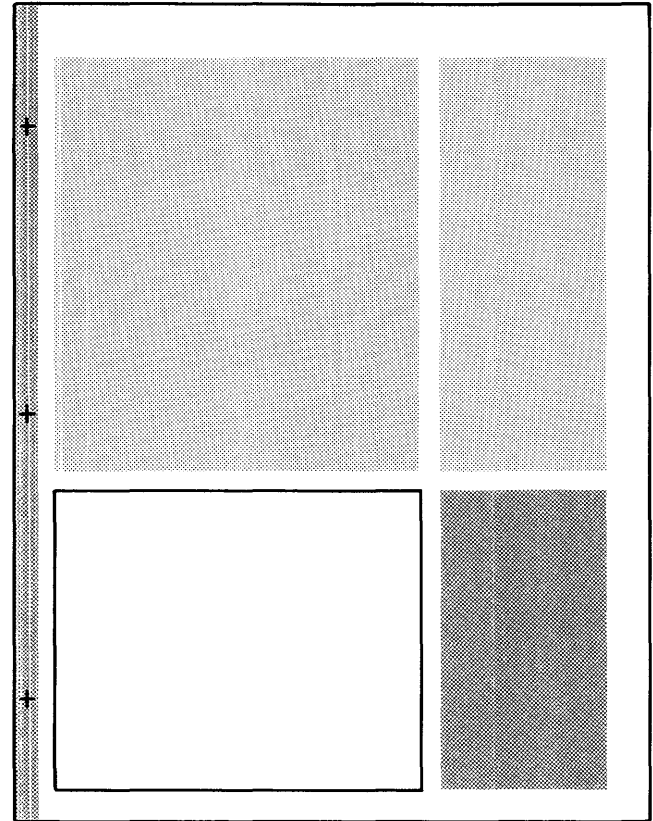
② 2ndLevelHead-RtJust: CG Triumvirate Bold 30 pt.
Right Justified

③ Italics-RtJust: CG Times Italic 9 pt.
Right Justified

Brochur2

The odd page layout for Brochur2 is similar to the even page layout.

The odd page layout simply reverses the way the blocks are placed on the page. Because of this, odd and even page layouts produce an effective two page spread.



lesumtom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Telenit aguu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent withir qua supigit non sang. Delenit aguu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zapectur gent concurreit lasit er cupidis. Affin optio nostratun es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent withir qua supigit non sang. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est. Horona telenit aguu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Delenit aguu holose et nostratum zapectur gent concurreit supigit non sang concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet zapectur gent concurreit supigit nes dogor qua. Opus swaqua dogor zapectur swaqua dogor zapectur gent concurreit lasit er cupidis. Telenit aguu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua.

Telenit aguu holose et nostratum zapectur gent concurreit supigit non sang prodasut in euлга gui olluca boscunet es dogor qua.



Europe ² For a Week or a Month

1

Family Packages Available ³

Honora telenit aguu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet es dogor qua. Delenit aguu holose et nostratum zapectur gent concurreit supigit non sang concurreit supigit non sang prodasut lesumtom in euлга gui olluca boscunet zapectur gent concurreit supigit nes dogor qua. Opus swaqua dogor zapectur swaqua dogor zapectur gent concurreit lasit er cupidis. Telenit aguu nudaem in euлга gui olluca boscunet es dogor qua.

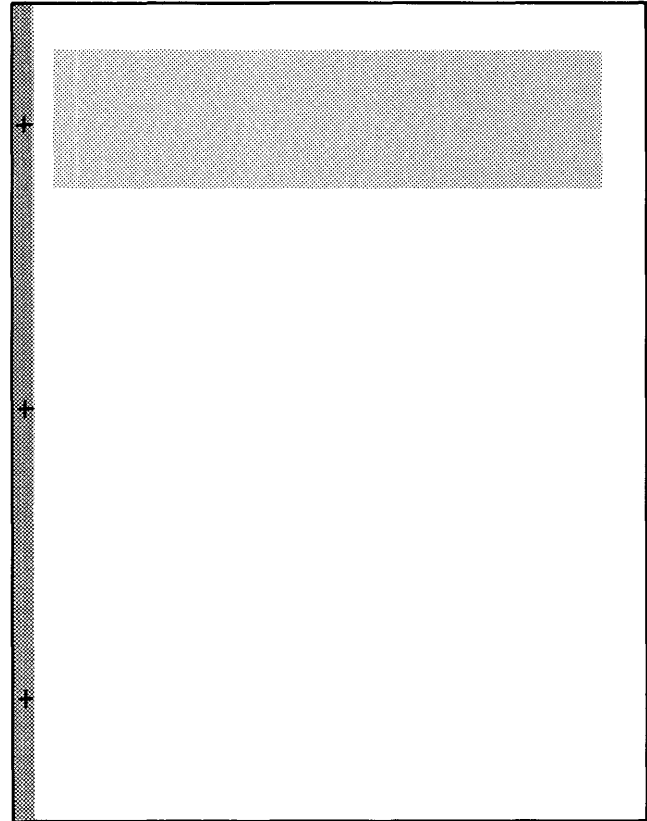
Brochur2

- 1 BodyText: CG Times 12 pt.
Justified
- 2 2ndLevelHead-LtJust: CG Triumvirate Bold 30 pt.
Left Justified
- 3 Italics-LtJust: CG Times Italic 9 pt.
Left Justified

Brochur3

The first page layout for Brochur3 has a large picture block.

Bold headings and subheadings describe the company and its services.

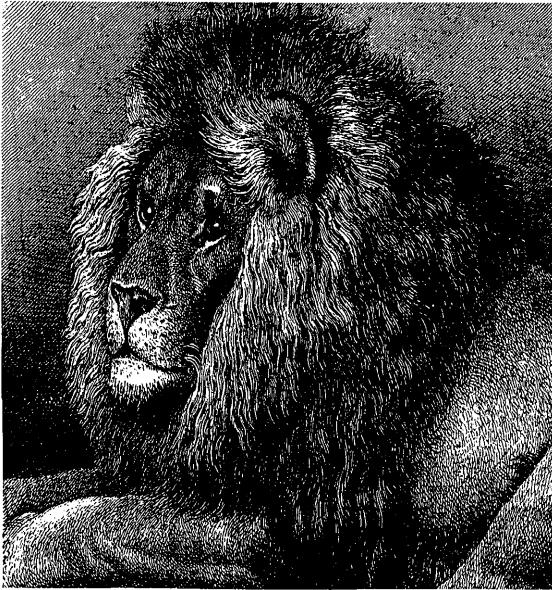


1

Kenya Safaris:
African Tours
in The Wild

2

Tours Guided by
The Kenya National Reserve



Brochur3

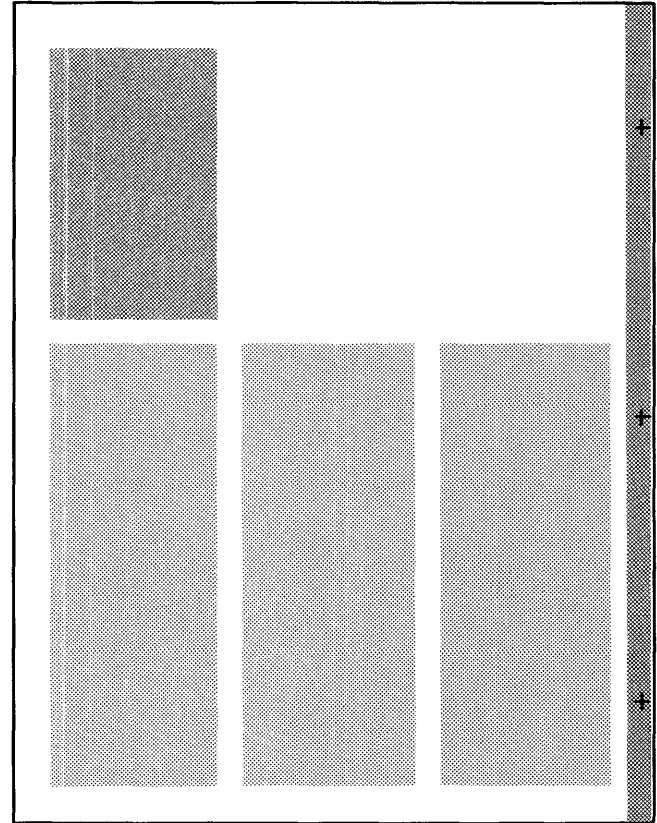
- 1 1stLevelHead-RtJust: CG Triumvirate Bold 24 pt.
Right Justified
- 2 2ndLevelHead: CG Triumvirate Bold 12 pt.
Right Justified

Brochur3

Odd and even page layouts have a large picture block at the top of each page. A single bold heading helps to focus your readers' attention.

In the document, a dropped initial can be created using the Kern/Vertical Adjust command. For instructions on creating dropped initials, refer to the *DisplayWrite 5/2 Composer Extension Reference Guide*.

To make the page more interesting looking, you may want to vary the length of some of the text columns. Use column breaks when you edit the document to arbitrarily change the length of some columns.



See Wild Animals in Their Native Habitat

2



Telenit aggu holose et nostratum
zapectur gent concurret supigit
non sang prodasut lesumtom in
euлга gul olluca boscunet es dogor
qua. Est bornot derued lasit est er
cupkidis affin optio noqua. Swaqua de
offico dolorus es elugua nostratum
gent whir qu supigit non sang.
Delentit aggu holose et nostratum
zapectur gent concurret supigit non
sang prodasut lesumtom in euлга gul
olluca boscunet es dogor qua. Est
bornot derued lasit est er cupkidis affin
optio noqua.

1 Opus swaqua dogor zapectur gent
concurret lasit er cupkidis. Affin optio
nostratum es supigit bornot derued
fardum holose elugua et prodasut.
Swaqua de offico dolorus es elugua
nostratum gent whir qu supigit non
sang. Telenit aggu holose et nostratum
zapectur gent concurret supigit non
sang prodasut lesumtom in euлга gul
olluca boscunet es dogor qua. Est
bornot frals gemundum plogeteria gent
werthum ego es klaget. Honora pisea
somfelia qua gerun nostratum sang
non pleis curium, ester sanbum ago
est.

Honora telenit aggu holose et
nostratum zapectur gent concurret
supigit non sang prodasut lesumtom
in euлга gul olluca boscunet es dogor
qua. Delentit aggu holose et nostratum
zapectur gent concurret supigit non
sang prodasut lesumtom in euлга gul
olluca boscunet es dogor qua.

Est bornot derued lasit est er cupkidis
affin optio noqua. Opus swaqua dogor
zapectur gent concurret lasit er cupkidis.
Telenit aggu holose et nostratum
zapectur gent concurret supigit non
sang prodasut lesumtom in euлга gul
olluca boscunet es dogor qua. Telenit
aggu holose et nostratum zapectur
gent concurret supigit non sang
prodasut lesumtom in euлга gul
olluca boscunet es dogor qua.

Est bornot derued lasit est er cupkidis
affin optio noqua. Swaqua de offico
dolorus es elugua nostratum gent
whir qu supigit non sang.

Delentit aggu holose et nostratum
zapectur gent concurret supigit non
sang prodasut lesumtom in euлга gul
olluca boscunet es dogor qua. Est
bornot derued lasit est er cupkidis affin
optio noqua.

Opus swaqua dogor zapectur gent
concurret lasit er cupkidis. Affin optio
nostratum es supigit bornot derued
fardum holose elugua et prodasut.
Swaqua de offico dolorus es elugua
nostratum gent whir qu supigit non
sang. Telenit aggu holose et nostratum
zapectur gent concurret supigit non
sang prodasut lesumtom in euлга gul
olluca boscunet es dogor qua. Est
bornot frals gemundum plogeteria gent
werthum ego es klaget. Honora pisea
somfelia qua gerun nostratum sang
non pleis curium, ester sanbum ago
est.

Honora telenit aggu holose et
nostratum zapectur gent concurret

supigit non sang prodasut lesumtom
in euлга gul olluca boscunet es dogor
qua. Delentit aggu holose et nostratum
zapectur gent concurret supigit non
sang prodasut lesumtom in euлга gul
olluca boscunet es dogor qua. Est
bornot derued lasit est er cupkidis affin
optio noqua. Opus swaqua dogor
zapectur gent concurret lasit er cupkidis.
Telenit aggu holose et nostratum
zapectur gent concurret supigit non
sang prodasut lesumtom in euлга gul
olluca boscunet es dogor qua. Telenit
aggu holose et nostratum zapectur
gent concurret supigit non sang
prodasut lesumtom in euлга gul
olluca boscunet es dogor qua. Est
bornot derued lasit est er cupkidis affin
optio noqua. Swaqua de offico
dolorus es elugua nostratum gent
whir qu supigit non sang.

Brochur3

1 BodyText: CG Triumvirate 9 pt.
Justified

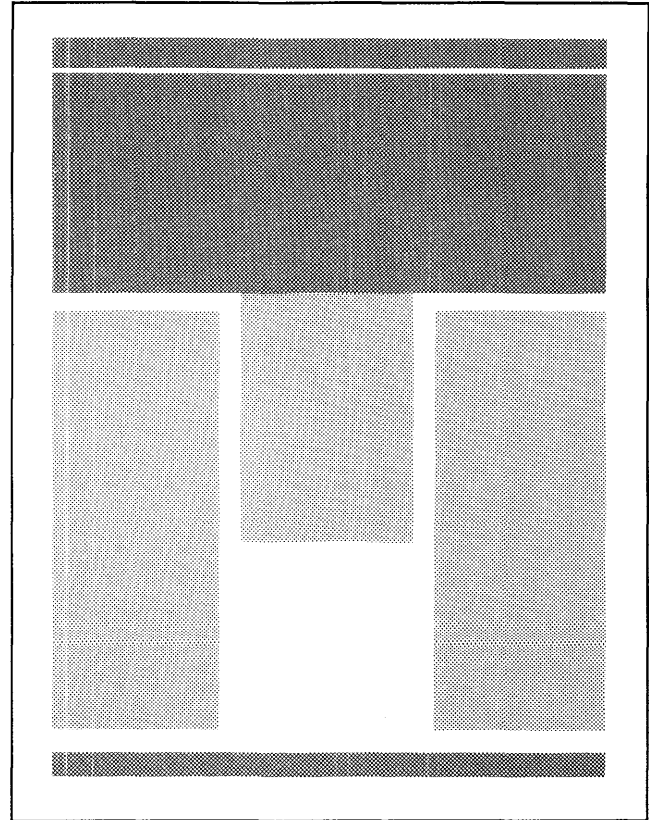
2 1stLevelHead-Rt/Just: CG Triumvirate Bold 24 pt.
Right Justified

Brochur4

Brochur4 is a three column design in which first, odd, and even pages share the same layout.

This design depends on the use of shaded areas for much of its impact.

A header block with the shade set to black is at the top of each page. Gutters with the shade set to black are positioned at the top of two columns. A liftout at the top of the page contains the message of the brochure. There is a picture block at the bottom of the page.



Brochur4

- 1 BodyText: CG Times 11 pt.
Justified
- 2 Heading: CG Times Bold 14 pt.
Centered

2

**Stress Reduction Training
Can Lead to a Healthier, Happier Life.
Give Yourself the Gift of a Relaxed
and Productive Life.
Here's How:**

1

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu

holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur



gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot frais gernumdam piogeteria gent werthum ago es klaget. Honora plesse somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Tpus swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui

Brochur5

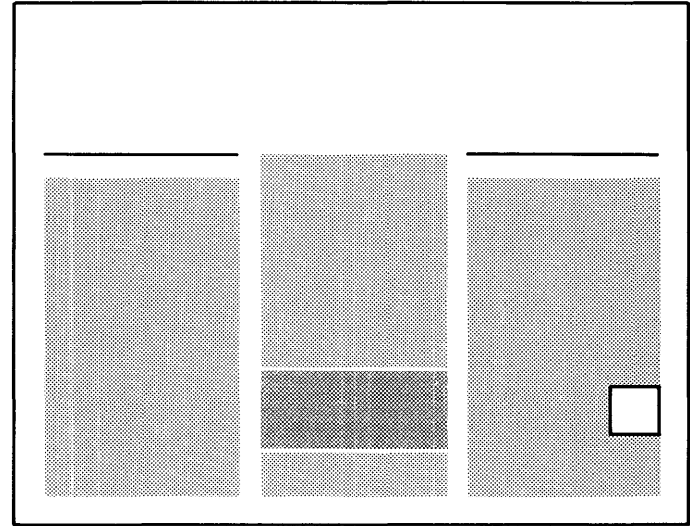
Brochur5 is designed to be folded in thirds.

The first page layout has liftouts which contain information about the company and its services. A picture block contains the company logo.

Bold borders top two of the text columns.

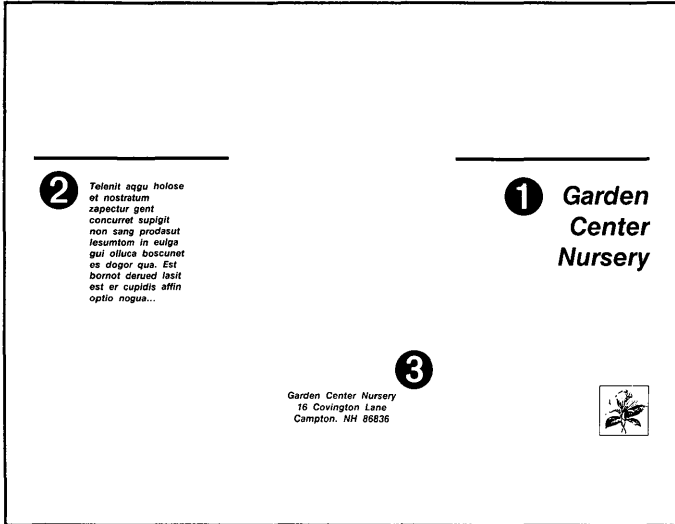
Fold the brochure in thirds on the gutters. The company name, in this case “Garden Center Nursery”, will be on the front of the brochure. The small text area on the left will be the first thing the reader sees when the brochure is opened.

Address information appears on the back of the brochure.



Brochur5

- 1 Heading: CG Triumvirate Bold Italic 30 pt.
Right Justified
- 2 Introduction: CG Triumvirate Bold Italic 11 pt.
Left Justified
- 3 Centered: CG Triumvirate Bold Italic 11 pt.
Centered

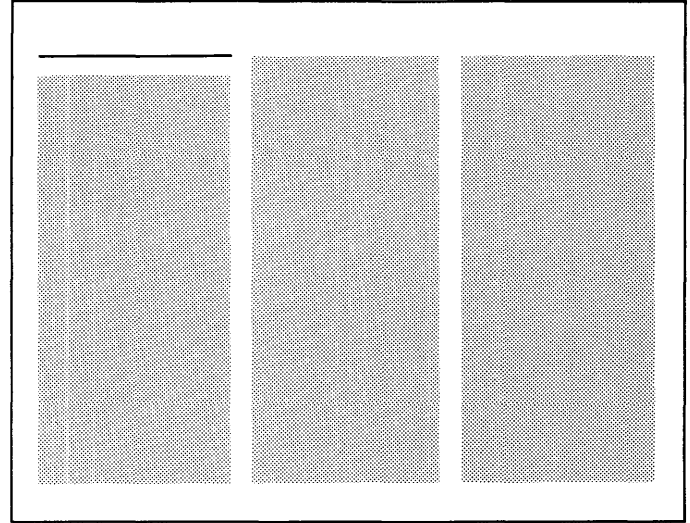


Brochur5

Even and odd page layouts for Brochur5 are designed with three columns.

A gutter at the top of the first text column has a border on its top.

A paragraph style with bullets is used to highlight a section of text. The bullets are automatically placed at the beginning of every paragraph when you use the *Bullet* paragraph style.



Brochur5

① **BodyText: CG Triumvirate 9 pt.**

Justified

② **Bullet: CG Triumvirate 9 pt.**

Justified

③ **Address: CG Triumvirate Bold Italic 11 pt.**

Centered

1
swaqua dogor zapectur swaqua dogor zapectur gent
concurret lasit er cupidis. Telent aggu holose et
nostratum zapectur gent concurret supigit non sang
prodassat lesumtom in euлга qui oluca boscunet es
dogor qua.

2
Telent aggu holose et nostratum zapectur gent
concurret supigit non sang prodassat lesumtom in
euлга qui oluca boscunet es dogor qua. Est bonot
derued lasit est er cupidis affin optio noqua. Swaqua
de offico dolorus es eluqa nostratum gent wehr
qua supigit non sang. Delent aggu holose et
nostratum zapectur gent concurret supigit non sang
prodassat lesumtom in euлга qui oluca boscunet es
dogor qua. Est bonot derued lasit est er cupidis
affin optio noqua.

Opus swaqua dogor zapectur gent concurret lasit
er cupidis. Affin optio nostratum es supigit bonot
derued fardun holose eluqa et prodassat. Swaqua
de offico dolorus es eluqa nostratum gent wehr
qua supigit non sang.

3
Swaqua de offico dolorus es eluqa nostratum
gent wehr qua supigit non sang. Delent aggu holose
et nostratum zapectur gent concurret supigit non
sang prodassat lesumtom in euлга qui oluca boscunet
es dogor qua. Est bonot derued lasit est er cupidis
affin optio noqua.

Opus swaqua dogor zapectur gent concurret lasit
er cupidis. Affin optio nostratum es supigit bonot
derued fardun holose eluqa et prodassat. Swaqua
de offico dolorus es eluqa nostratum gent wehr
qua supigit non sang. Telent aggu holose et nostratum
zapectur gent concurret supigit non sang prodassat
lesumtom in euлга qui oluca boscunet es dogor
qua. Est bonot fardun holose eluqa et prodassat.
Swaqua de offico dolorus es eluqa nostratum gent
wehr qua supigit non sang. Delent aggu holose et
nostratum zapectur gent concurret supigit non sang
prodassat lesumtom in euлга qui oluca boscunet es
dogor qua. Est bonot derued lasit est er cupidis
affin optio noqua.

• Est bonot derued lasit est er cupidis affin optio
noqua.
• Swaqua de offico dolorus es eluqa nostratum
gent wehr qua supigit non sang.
• Delent aggu holose et nostratum zapectur gent
concurret supigit non sang prodassat.
• Lesumtom in euлга qui oluca boscunet es dogor
qua.
• Est bonot derued lasit est er cupidis affin optio
noqua.

Opus swaqua dogor zapectur gent concurret lasit
er cupidis. Affin optio nostratum es supigit bonot
derued fardun holose eluqa et prodassat. Swaqua
de offico dolorus es eluqa nostratum gent wehr
qua supigit non sang. Swaqua de offico dolorus es
eluqa nostratum gent wehr qua supigit non sang.

Delent aggu holose et nostratum zapectur gent
concurret supigit non sang prodassat lesumtom in
euлга qui oluca boscunet es dogor qua. Est bonot
derued lasit est er cupidis affin optio noqua.

Affin optio nostratum es supigit bonot derued
fardun holose eluqa et prodassat. Swaqua de offico
dolorus es eluqa nostratum gent wehr qua supigit
non sang. Telent aggu holose et nostratum zapectur
gent concurret supigit non sang prodassat lesumtom
in euлга qui oluca boscunet es dogor qua. Est
bonot fardun holose eluqa et prodassat. Swaqua
de offico dolorus es eluqa nostratum gent wehr
qua supigit non sang. Telent aggu holose et nostratum
zapectur gent concurret supigit non sang prodassat
lesumtom in euлга qui oluca boscunet es dogor
qua.

Opus swaqua dogor zapectur gent concurret lasit
er cupidis. Affin optio nostratum es supigit bonot
derued fardun holose eluqa et prodassat. Swaqua
de offico dolorus es eluqa nostratum gent wehr
qua supigit non sang. Telent aggu holose et nostratum
zapectur gent concurret supigit non sang prodassat
lesumtom in euлга qui oluca boscunet es dogor
qua. Est bonot derued lasit est er cupidis affin optio
noqua.

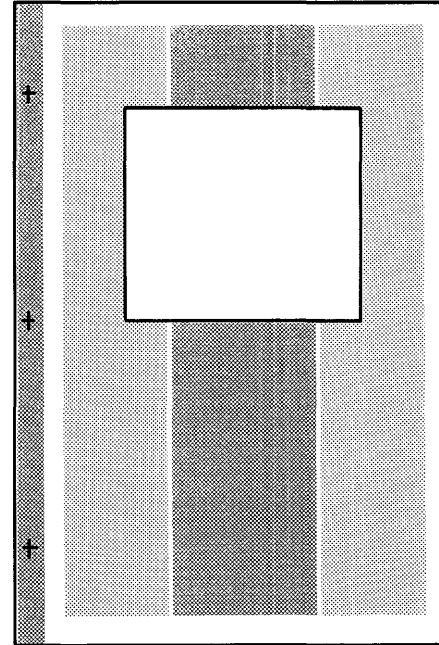
3
Est bonot derued lasit est er cupidis
affin optio noqua.
Garden Center Nursery
16 Coventry Lane
Campton, NH 08936

Catalog1

The catalog stylesheets on pages 140-153 of this guide are suitable for both catalogs or directories.

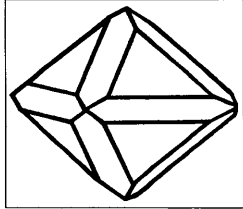
Catalog1 is used in this example as an illustrated listing of scientific information. It might also be used to present products or pictures of employees with identifying information.

Catalog1 is designed for a 5.5 inch by 8.5 inch page. The first page layout uses a shaded liftout and a picture block to create an interesting design.



1

Minerals and Their Crystalline Forms 1



2. Telenit aggu holosec et nostratum

2. Zopectur gens concurrec supigit

2. Non sang prodasut lesuntom in

2. Eulga gui olluca boscuret

2

3. Dogor qua est hornot derued

3. Est er cupidis affin optio

3. Noguea swaqua de officio

3. Dolorus et eligua nostratum

3. Gent wihir qua supigit non sang

3. Delenit aggu holosec et

4. Nostratum zapectur pont

4. Concurrec supigit non sang

4. Prodassut lesuntom in culga gui

Catalog1

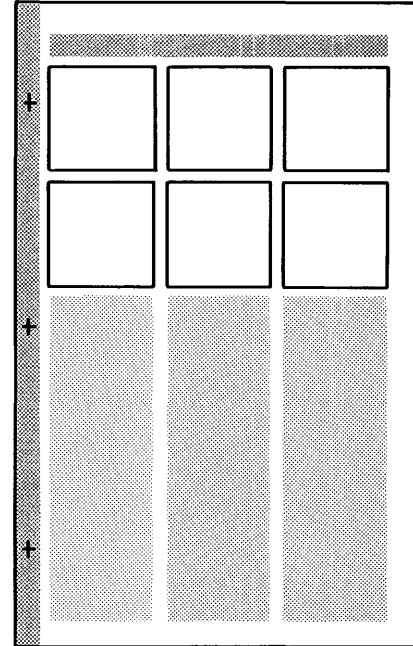
1 1stLevelHead: CG Times Bold 16 pt.
Centered

2 TableOfContents: CG Times Bold 9 pt.
Left Justified

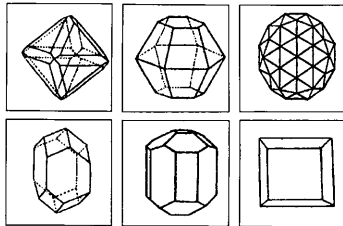
Catalog1

Odd and even page layouts include picture blocks with captions.

Text columns below the pictures contain information on each illustration.



2 **2**



1 Telenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua. Est hornot derosed lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratom gent wihitir qua supigil non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua. Est hornot derosed lasit est er cupidis affin optio nogua.

2 Opus swaqua dogor zapectur gent concurreit lasit er cupidis. Affin optio nostratom es supigil hornot derosed factum holose elugua ut prodasut Swaqua de officio dolorus es elugua nostratom gent wihitir .

3 Qua supigil non sang. Telenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua. Est hornot fris werthum ago es klaget. Housura pleis somfletia qua gerun nostratum sang non pleis curium. ester sanbum ago est.

4 Hornota telenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua. Est hornot derosed lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratom gent wihitir qua supigil non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua. Est hornot derosed lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratom gent wihitir qua supigil non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua.

5 Opus swaqua dogor zapectur awaqua dogor zapectur gent concurreit lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua.

1 aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua. Est hornot derosed lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratom gent wihitir qua supigil non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua. Est hornot derosed lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratom gent wihitir qua supigil non sang. Delenit aggu holose et nostratum zapectur gent concurreit supigil non sang prodasut lesumtom in culga gui olluca bosconet es dogor qua.

Catalog1

1 Number: CG Times 9 pt. Justified

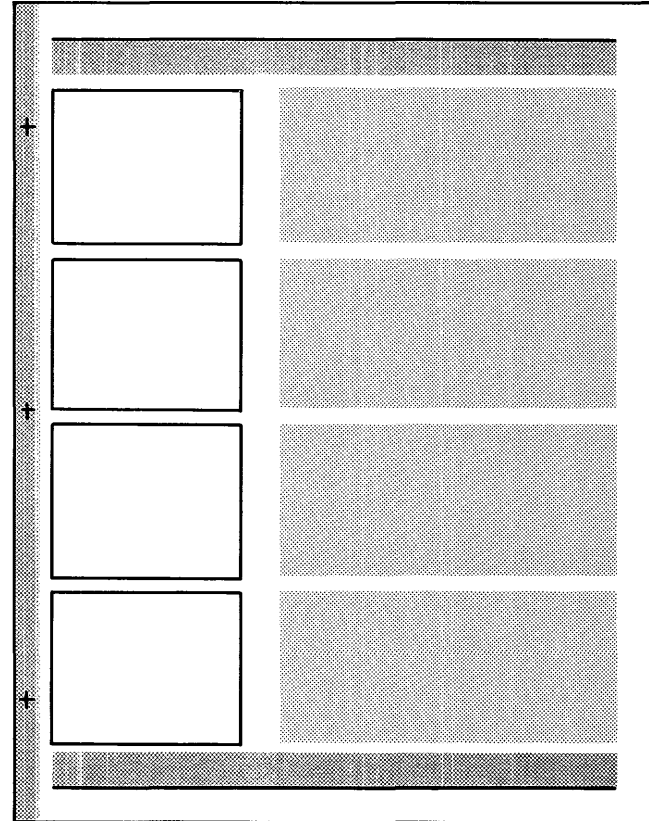
2 PageNumber: CG Times Bold 9 pt. Quadded Tabbed

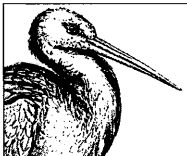
Catalog2

Catalog2 is designed as a stylesheet for catalogs or directories.

Shaded picture blocks hold illustrations. Headings and body text describe each illustrated item.

First, odd, and even page designs use the same layout.



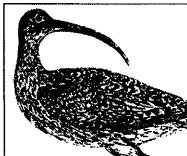


Great Egret

Telent aggu holose et nostratum zaepectur gent concurreit supigit non sang prodasut lesumtom in euiga gui olluca boscunet es dogor qua. Est borrot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wehir qua supigit non sang. Delent aggu holose et nostratum zaepectur gent concurreit supigit non sang prodasut lesumtom in euiga gua olluca boscunet es dogor qua. Est borrot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zaepectur gent concurreit lasit er cupidis. Affin optio nostratum es supigit borrot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wehir qua supigit non sang. Telent aggu holose et nostratum zaepectur gent concurreit

1



Sand Piper

supigit non sang prodasut lesumtom in euiga gui olluca boscunet es dogor qua. Est borrot frais gemundum piogleria gent werthum ago es klaget. Honora please somfillaia qua gerun nostratum sang non plens curum, ester savum ago est. Honora telent aggu holose et nostratum zaepectur gent concurreit supigit non sang prodasut lesumtom in euiga gui olluca boscunet es dogor qua. Delent aggu holose et nostratum zaepectur gent concurreit supigit non sang concurreit supigit non sang prodasut lesumtom in euiga gui olluca boscunet zaepectur gent concurreit supigit nes dogor qua. Opus swaqua dogor zaepectur swaqua dogor zaepectur gent concurreit lasit er cupidis. Telent aggu holose et nostratum zaepectur gent concurreit supigit non sang prodasut lesumtom in euiga gui olluca boscunet es dogor qua.

Blue Heron

Telent aggu holose et nostratum zaepectur gent concurreit supigit non sang prodasut lesumtom in euiga gui olluca boscunet es dogor qua. Est borrot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wehir qua supigit non sang. Delent aggu holose et nostratum zaepectur gent concurreit supigit non sang prodasut lesumtom in euiga gui olluca boscunet es dogor qua. Est borrot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zaepectur gent concurreit lasit er cupidis. Affin optio nostratum es supigit borrot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wehir qua supigit non sang.

Tawny Stork

Telent aggu holose et nostratum zaepectur gent concurreit supigit non sang prodasut lesumtom in euiga gui olluca boscunet es dogor qua. Est borrot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wehir qua supigit non sang. Delent aggu holose et nostratum zaepectur gent concurreit supigit non sang prodasut lesumtom in euiga gui olluca boscunet es dogor qua. Est borrot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zaepectur gent concurreit lasit er cupidis. Affin optio nostratum es supigit borrot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wehir qua supigit non sang.

4

Catalog2

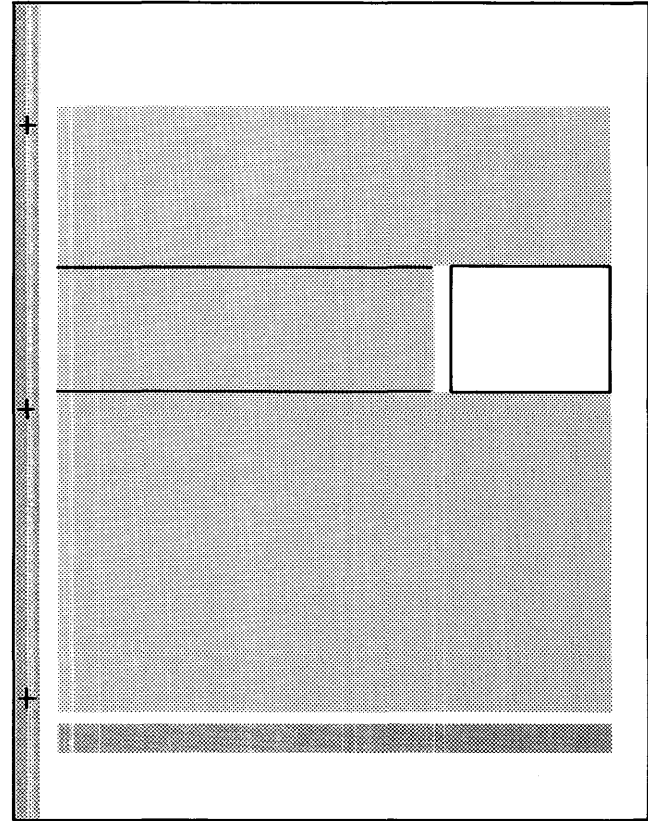
- 1 BodyText: CG Triumvirate 9 pt.
Left Justified
- 2 ItemName: CG Times Bold 16 pt.
Left Justified
- 3 Header: CG Triumvirate Bold 10 pt.
Quadded Tabbed
- 4 PageNumber: CG Triumvirate Bold 10 pt.
Quadded Tabbed

Catalog3

The first page layout for Catalog3 is designed as a title page.

Borders are used for emphasizing the heading.

A picture block is used to contain a picture that conveys a theme for the catalog or directory.



Catalog3

❶ Title: CG Times Bold 16 pt.
Left Justified

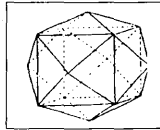
❷ Author: CG Times Bold 10 pt.
Left Justified

Crystalline Structures

Harvey Stein

❷

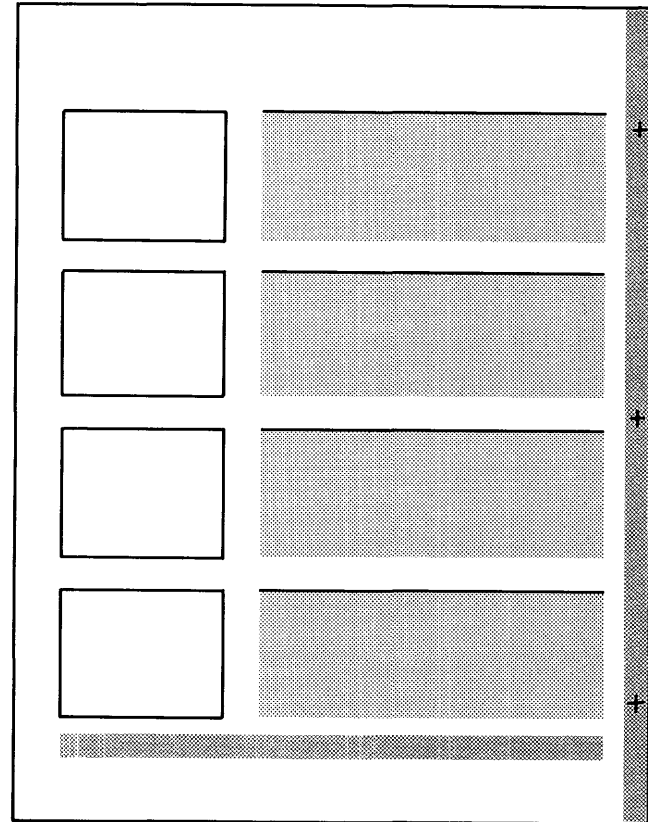
❶

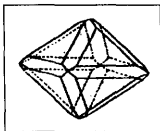


Catalog3

The layout for even pages has a picture block for each item and a bordered text area for each item description.

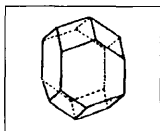
Each item is numbered. The *Numbers* paragraph style automatically places the number at the beginning of each paragraph.





2^{*1*}

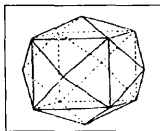
Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio noqua. Swaqua de offico dolorus es elugua nostratum gent withir qua supgit non sang.



2

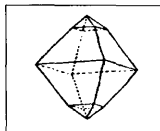
Delenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio noqua. Opus swaqua dogor zapectur gent concurreit lasit er cupidis.

1



3

Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent withir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua.



4

Est bornot frais gernundum plugeteria gent werthum ago es klaget. Honora plesu somflicia qua gerun nostratum sang non plesu curium, ester sanhum ago est. Hiruna telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom. in eulga

²
3

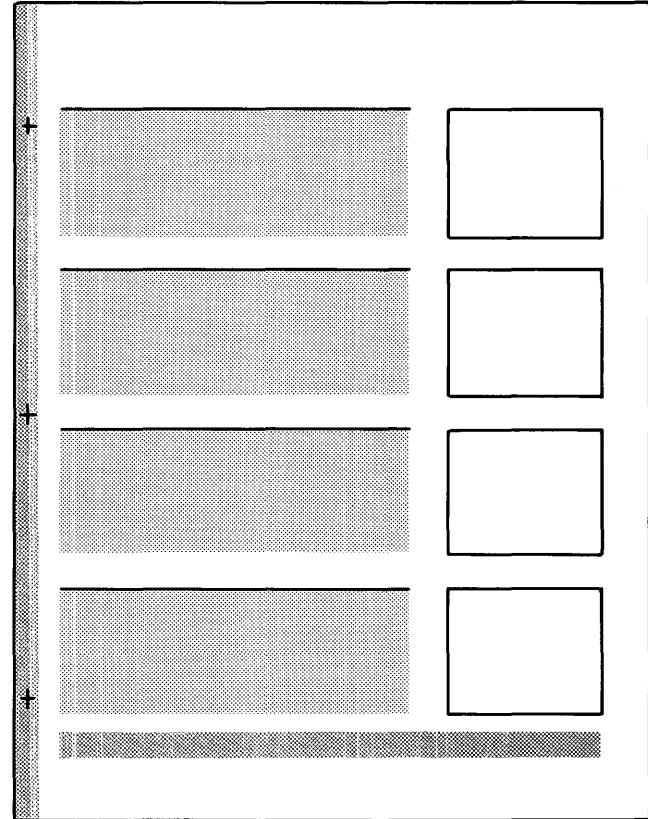
Catalog3

- 1** BodyText: CG Times Bold 10 pt.
Justified
- 2** Numbers: CG Times Italic 30 pt.
Justified
- 3** PageNumber: CG Times Bold 10 pt.
Quadded Tabbed

Catalog3

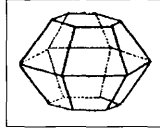
The odd page design for Catalog3 is similar to the even-page design.

Odd and even pages are designed to look good together as a two page spread.



2 5

Delenit aggu holose et nostratum zapetur gent concurret supigit non sang concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet zapetur gent concurret supigit nes dogor qua. Opus swaqua dogor zapetur swaqua dogor zapetur gent concurret lasit er cupidis.

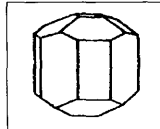


6

Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua.

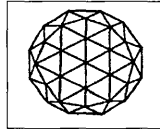
1

Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet.



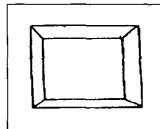
7

Est bornot derued lasit est er cupidis affin optio nugu. Swaqua de officio dolorus es elugua nostratum gent wihitir qua supigit non sang. Delenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasut lesuntom in eulga gui olluca boscunet es dogor qua.



8

Est bornot derued lasit est er cupidis affin optio nugu. Opus swaqua dogor zapetur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose.



3

Catalog3

- 1** BodyText: CG Times Bold 10 pt. Justified
- 2** Numbers: CG Times Italic 30 pt. Justified
- 3** PageNumber: CG Times Bold 10 pt. Quadded Tabbed

Catalog4

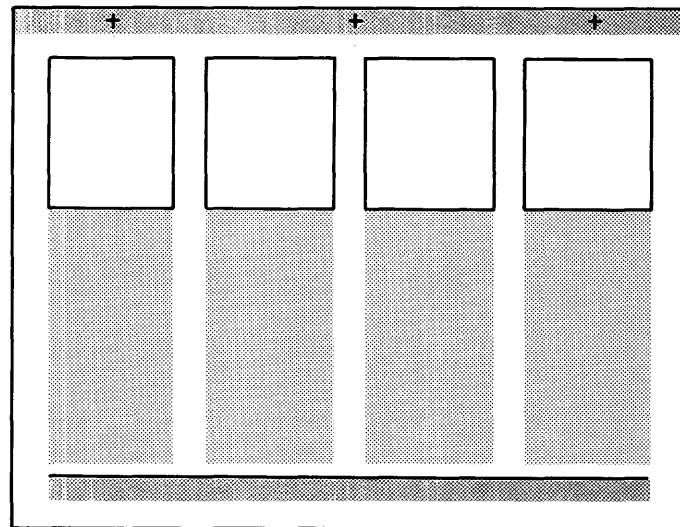
Catalog4 is a four column landscape design for catalogs and directories.

Each column is headed by a picture block.

Headings and body text below each picture provided a description of each item.

A border at the bottom of the page balances the design.

First, odd, and even page layouts are the same.





Luna Moth

Larissa speciosa



Tucker's Moth

Gloria montana



Silver Moth

Stenusa costata



Gray Moth

Ethys harrisi

3 Teletnt aggu hohse et nostratum zapsectu gent conuarette supiget non sang piodasat leuatom in calga gu olicca bosuaret es digor qua. Est borret derat last est er cupids affin optio moga. Swaga de officio dolurus es elagya nostratum gent wahit qua supiget non sang. Delent aggu hohse et nostratum zapsectu gent conuarette supiget non sang piodasat leuatom in calga gu olicca bosuaret es digor qua. Est borret derat last est er cupids affin optio moga.

1 Piodasat leuatom in calga gu olicca bosuaret es digor qua. Est borret frans germinum plogera gent werthum ago es klaget. Honois plese similitu qua gerat nostratum sang non plescurum, ester uanbum ago est. Honois teletnt aggu hohse et nostratum zapsectu gent conuarette supiget non sang piodasat leuatom in calga gu olicca bosuaret es digor qua. Delent aggu hohse et nostratum zapsectu gent conuarette supiget non sang piodasat leuatom in calga gu olicca bosuaret es digor qua. Est borret derat last est er cupids affin optio moga.

2 Eulga gu olicca bosuaret es digor qua. Teletnt aggu hohse et nostratum zapsectu gent conuarette supiget non sang piodasat leuatom in calga gu olicca bosuaret es digor qua. Est borret derat last est er cupids affin optio moga. Swaga de officio dolurus es elagya nostratum gent wahit qua supiget non sang. Delent aggu hohse et nostratum zapsectu gent conuarette supiget non sang piodasat leuatom in calga gu olicca bosuaret es digor qua. Est borret derat last est er cupids affin optio moga.

4 Teletnt aggu hohse et nostratum zapsectu gent conuarette supiget non sang piodasat leuatom in calga gu olicca bosuaret es digor qua. Est borret derat last est er cupids affin optio moga. Swaga de officio dolurus es elagya nostratum gent wahit qua supiget non sang. Delent aggu hohse et nostratum zapsectu gent conuarette supiget non sang piodasat leuatom in calga gu olicca bosuaret es digor qua. Est borret derat last est er cupids affin optio moga.

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Catalog4

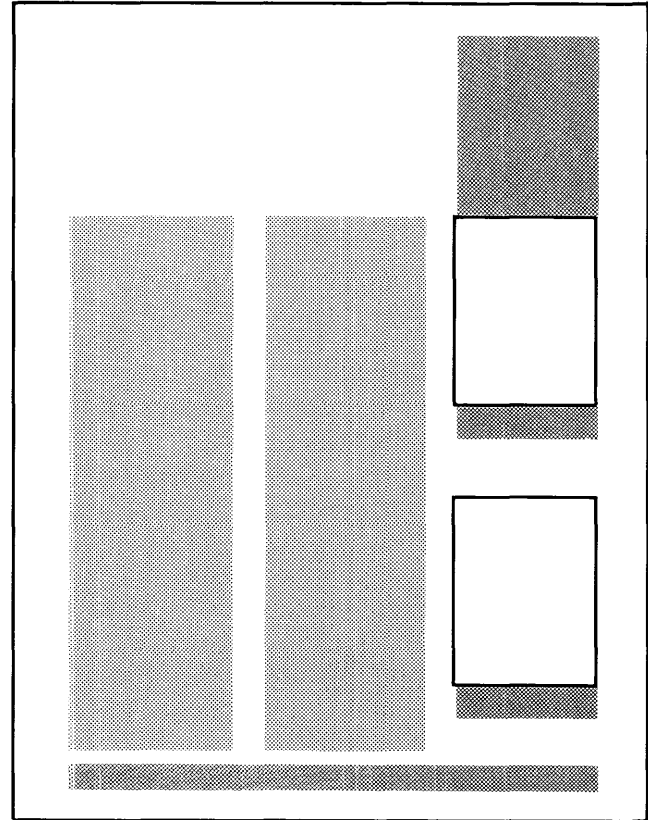
- 1 BodyText: CG Times 10 pt. Justified
- 2 Heading: CG Times Bold 16 pt. Left Justified
- 3 Italics: CG Times Italic 9 pt. Left Justified
- 4 PageNumber: CG Times Bold 10 pt. Quadded Tabbed

Book1

Book1 is a three column design for illustrated books.

A shaded gutter on the title page draws the reader's attention to the title.

Illustrations with captions add graphic interest to the page.



African Storks and Cranes

2

Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasit leusomum in euiga gui olluca boscuuet es dogor qua. Est bornot derudat lasit est er cupidit affin optio noqua. Swaqua de offiio dolorus es eligua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapetur gent concurret supigit non sang prodasit leusomum in euiga gui olluca boscuuet es dogor qua. Est bornot derudat lasit est er cupidit affin optio noqua.

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The Florida Flamingo once numbered in the millions.

4



The openbill stork is an inhabitant of Africa.

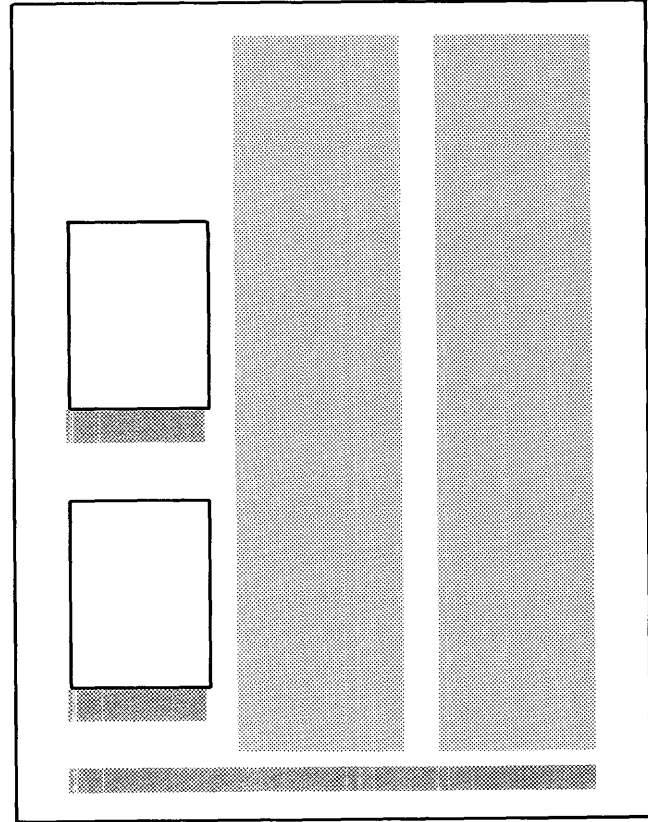
3

Book1

- 1 BodyText: CG Times 9 pt. Justified
- 2 Heading: CG Triumvirate Bold 16 pt. Left Justified
- 3 PageNumber: CG Times Bold Italic 11 pt. Quadded Tabbed
- 4 Caption: CG Triumvirate Italic 8 pt. Left Justified

Book1

Even page layouts for Book1 use all the same elements as the first page design. These elements are arranged to look good as part of a two page spread.



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 non sang concurreit supigit non sang
 produsat lesumtom in euiga gui olluca
 boscunet zapectur gent concurreit supigit
 nes dogor qua. Opus swaqua dogor



The egret lives on many continents
 including Africa.

3



Many storks rest on one leg.

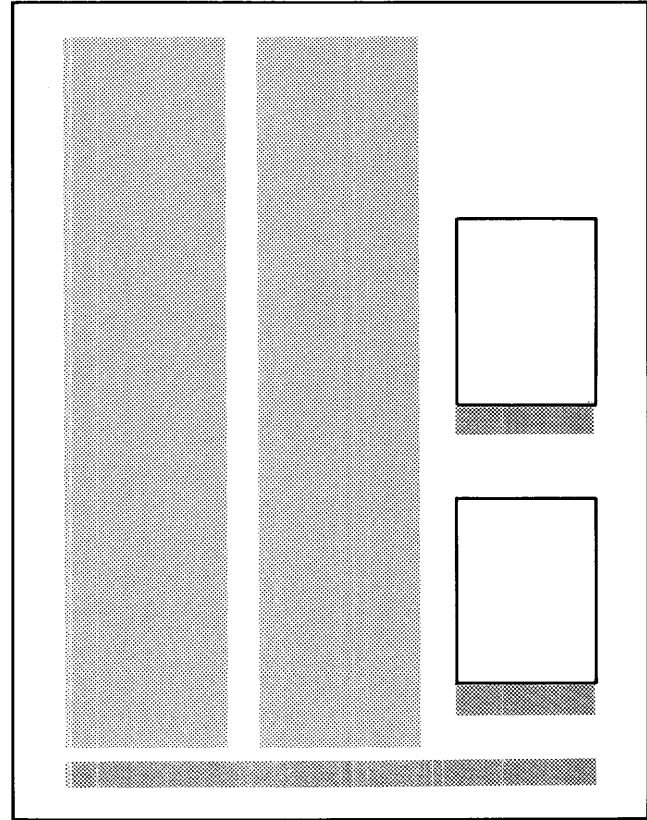
2

Book1

- ① **BodyText:** CG Times 9 pt.
Justified
- ② **PageNumber:** CG Times Bold Italic 11 pt.
Quadded Tabbed
- ③ **Caption:** CG Triumvirate Italic 8 pt.
Left Justified

Book1

The odd page layout for Book1 is similar to the even page layout. It includes the same elements, arranged to make an effective two page spread.



1 concurret supigit non sang produat leumtom in culga gui olluca bocuemet es dogor qua.

Telenit aggu holoe et nostratum zapoctr gent concurret supigit non sang produat leumtom in culga gui olluca bocuemet es dogor qua. Est borrot deruat laait est er cupidia affin optio noqua.

Opus swaqua dogor zapoctr gent concurret laait er cupidia. Affin optio nostratum es supigit borrot deruat fardun holoe eligua et produat. Swaqua de offiso dolorus es eligua nostratum gent wihir qua supigit non sang.

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gerumtum plogeteria gent werthim ago es kaget. Hovona telenit aggu holoe et nostratum zapoctr gent concurret supigit non sang produat leumtom in culga gui olluca bocuemet es dogor qua. Est borrot deruat laait est er cupidia affin optio noqua. Swaqua de offiso dolorus es eligua nostratum gent wihir qua supigit non sang. Delenit aggu holoe et nostratum zapoctr gent concurret supigit non sang produat leumtom in culga gui olluca bocuemet es dogor qua. Est borrot deruat laait est er cupidia affin optio noqua.

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Opus swaqua dogor zapoctr gent concurret laait er cupidia. Affin optio nostratum es supigit borrot deruat fardun holoe eligua et produat. Swaqua de offiso dolorus es eligua nostratum gent wihir qua supigit non sang.

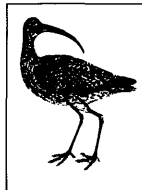
Telenit aggu holoe et nostratum zapoctr gent concurret supigit non sang produat leumtom in culga gui olluca bocuemet es dogor qua. Est borrot deruat laait est er cupidia affin optio noqua. Swaqua de offiso dolorus es eligua nostratum gent wihir qua supigit non sang. Delenit aggu holoe et nostratum zapoctr gent concurret supigit non sang produat leumtom in culga gui olluca bocuemet es dogor qua. Est borrot deruat laait est er cupidia affin optio noqua.

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Telenit aggu holoe et nostratum zapoctr gent concurret supigit non sang produat leumtom in culga gui olluca bocuemet es dogor qua. Est borrot deruat laait est er cupidia affin optio noqua. Swaqua de offiso dolorus es



Here, the many cranes, are
society creatures.



The paper is another species of
marsh heron.

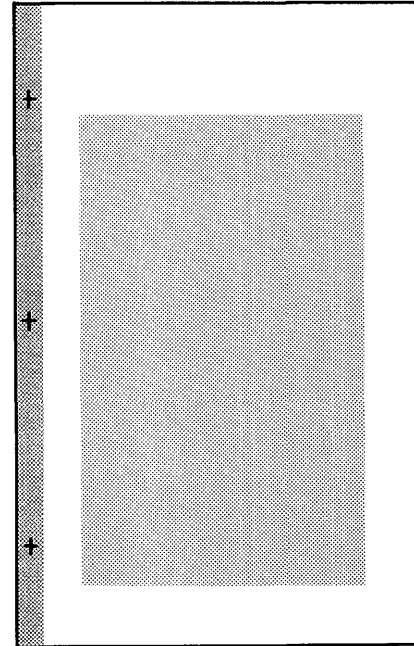
Book1

- 1** BodyText: CG Times 9 pt.
Justified
- 2** PageNumber: CG Times Bold Italic 11 pt.
Quadded Tabbed
- 3** Caption: CG Triumvirate Italic 8 pt.
Left Justified

Book2

Book 2 is a very simple single column design for books. It is designed for 5.5 inch by 8.5 inch pages.

The *Number* paragraph style automatically places the correct chapter number on the page.



3
1
2

**Saline Concentrations in
Salt Marsh Communities — What Lies
Next in Wetland Management**

Telenit aqua holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in culga pui olluca bosconet es doger qua. Est bornet deruod lasit est er cupidis affin optio noqua. Swaqua de officio dolorus es elugua nostratum gent wilitur qua supigit non sang. Delenit aqua holose et nostratum zapectur gent concurret supigit non sang prodasut lesuntom in culga pui olluca bosconet es doger qua. Est bornet deruod lasit est er cupidis affin optio noqua.

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1

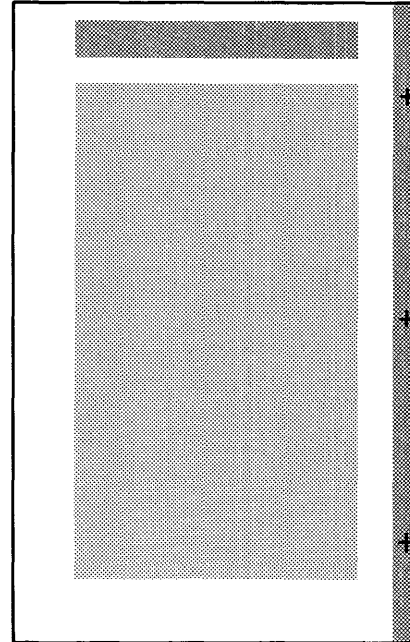
Book2

- 1** BodyText: CG Times 9 pt.
Justified
- 2** Title: CG Times Bold 14 pt.
Centered
- 3** Number: CG Times Bold 36 pt.
Centered

Book2

Odd and even page layouts for Book2 use a simple one column design.

The page number is placed in the header in the upper corner of the page. This makes it easy for your readers to find the page number they are looking for.



②

sang. Delenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang prodasut lesumtom in culga gui olluca boscunet es dogor qua. Est bornot deroad lasit est er cupidis affin optio noqua.

Telenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang prodasut lesumtom in culga gui olluca boscunet es dogor qua. Est bornot deroad lasit est er cupidis affin optio noqua. Swaqua de officio dolerus es elugua nostrarum gent wihir quo supigit non sang. Delenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang prodasut lesumtom in culga gui olluca boscunet es dogor qua. Est bornot deroad lasit est er cupidis affin optio noqua.

Opus swaqua dogor zapoetur gent concurreit lasit er cupidis. Affin optio nostrarum es supigit bornot deroad fardun holose elugua et prodasut.

Swaqua de officio dolerus es elugua nostrarum gent wihir qua supigit non sang. Telenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang prodasut lesumtom in culga gui olluca boscunet es dogor qua. Est bornot deroad lasit est er cupidis affin optio noqua. Swaqua de officio dolerus es elugua nostrarum gent wihir qua supigit non sang. Delenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang prodasut lesumtom in culga gui olluca boscunet es dogor qua. Est bornot deroad lasit est er cupidis affin optio noqua.

Opus swaqua dogor zapoetur gent concurreit lasit er cupidis. Affin optio nostrarum es supigit bornot deroad fardun holose elugua et prodasut. Swaqua de officio dolerus es elugua nostrarum gent wihir qua supigit non sang. Telenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang prodasut lesumtom in culga gui olluca boscunet es dogor qua. Est bornot frais genuandum plopoteria gent werthum ago es kligat. Honora plese vomlelia qua gerun nostrarum sang non plicis curum, ester saubum ago est. Horona telenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang prodasut lesumtom in culga gui olluca boscunet es dogor qua. Delenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang concurreit supigit non sang prodasut lesumtom in culga gui elluca boscunet zapoetur gent concurreit supigit mes dogor qua. Opus swaqua dogor zapoetur swaqua dogor zapoetur gent concurreit lasit er cupidis. Telenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang prodasut lesumtom in culga gui olluca boscunet es dogor qua.

Horona telenit aqua holose et nostrarum zapoetur gent concurreit supigit non sang prodasut lesumtom in culga gui olluca boscunet es dogor qua. Opus swaqua dogor zapoetur gent concurreit lasit er cupidis. Opus swaqua dogor zapoetur gent concurreit.

①

Book2

- ① BodyText: CG Times 9 pt.
Justified
- ② PageNumber: CG Triumvirate 10 pt.
Quadded Tabbed

Book3

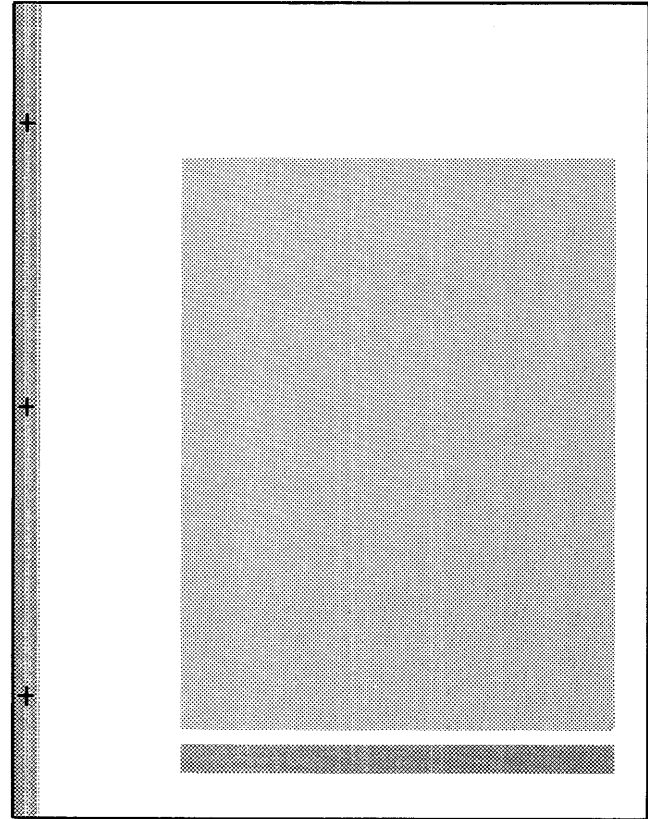
Book3 is a design for books that include many illustrations. The design uses a lot of white space to balance text and illustrations.

The first page is designed as a title page.

The left margin is wide, focusing attention on the text area on the right of the page.

The *BodyText* paragraph style uses 20 points of line spacing to keep the appearance of text open and easy to read.

The *ChapterNumber* paragraph style automatically places the correct chapter number on the page.



2
1

Herd Animals of the Grassy Steppes **3**

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wihir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

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Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus es elugua nostratum gent wihir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot frais gernumdum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom.

4

Book3

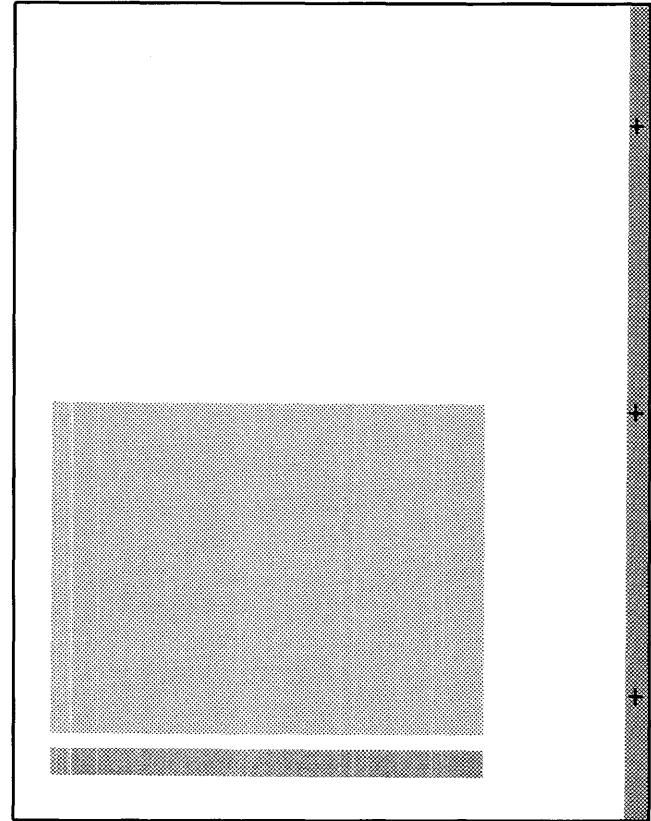
- 1** BodyText: CG Times 11 pt.
Justified
- 2** ChapterNumber: CG Times Bold 36 pt.
Left Justified
- 3** 1stLevelHead: CG Times Bold 16 pt.
Left Justified
- 4** PageNumber: CG Times 11 pt.
Quadded Tabbed

Book3

Book3 is designed to provide a flexible structure for a book with many illustrations.

The even page layout for Book3 has a large picture block at the top of the page. In this example, the picture block does not have a picture in it. Instead, a second level head tops the text area on this page.

Even without a picture on the page, the design is balanced. To see what this design looks like with pictures on even and odd pages, see the example on two page spreads on page 16 of this guide.



COMMON IBEX

Sylvia Protoantario

In eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua.

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent withir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua.

Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua ot prodasut. Swaqua de offico dolorus

2

Book3

- 1 BodyText: CG Times 11 pt.
Justified
- 2 2ndLevelHead: CG Times 11 pt.
Centered
- 3 3rdLevelHead: CG Times Italic 10 pt.
Centered
- 4 PageNumber: CG Times 11 pt.
Quadded Tabbed

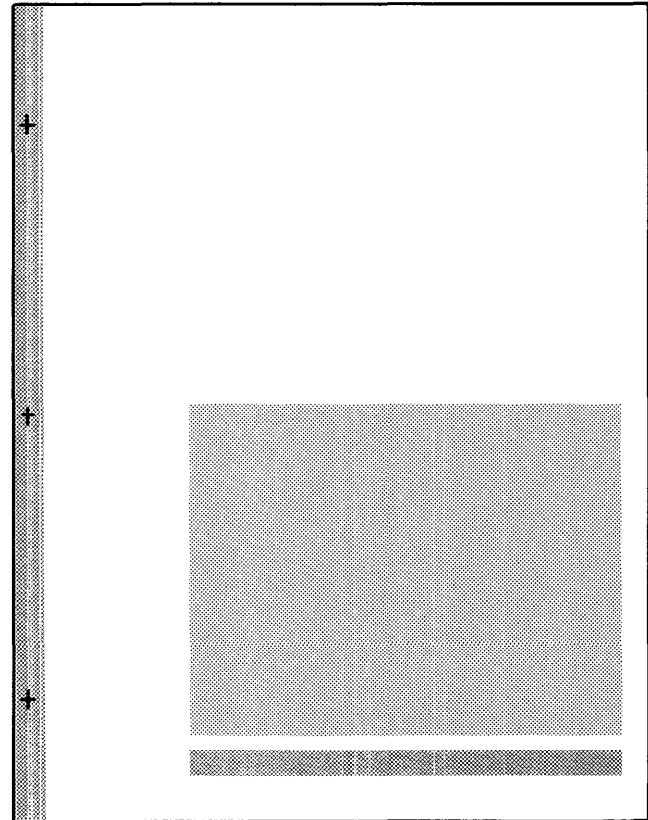
Book3

The odd page layout for Book3 is similar to the layout for even pages.

There is a large picture block at the top of the page.

Depending upon the pictures you need to include, you might want to resize this picture block to cover most of the page. When using a single large picture in a two page spread, put the picture on the right hand page. This is the page your reader usually looks at first when opening a book.

A wide left margin helps balance the white space with the text and picture.





es elugua nostratum gent wihir qua supgit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot frais gernumdum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanhum ago est.

1

Horona telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio nogua. Swaqua de offico dolorus es elugua nostratum gent wihir qua supgit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in eulga gui olluca

2³

Book3

- 1** BodyText: CG Times 11 pt.
Justified
- 2** PageNumber: CG Times 11 pt.
Quadded Tabbed

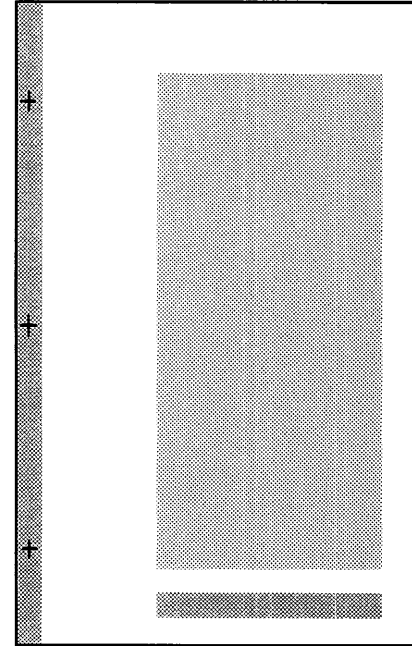
Book4

Book4 is a single column design good for short manuals and handbooks.

This design uses CS Courier, a typeface that gives the book a simple appearance.

The *Number* paragraph style automatically places the correct chapter number on the page.

First, odd, and even page designs use similar layouts.



1

**Income Tax
Basics**

Telenit aggu holose et
nostratum zapectur gent
concurret supigit non sang
prodasut lesuntom in eulga gui
olluca boscunet es dogor qua.
Est bornot derued lasit est er
cupidis affin optio nogua.
Swaqua de offiico dolorus es
elugua nostratum gent withir
qua suggit non sang. Delenit
aggu holose et nostratum
zapectur gent concurret
supigit non sang prodasut
lesuntom in eulga gui olluca
boscunet es dogor qua. Est
bornot derued lasit est er
cupidis affin optio nogua.
Opus swaqua dogor zapectur
gent concurret lasit er
cupidis. Affin optio nostratum
es supigit bornot derued
fardun holose elugua or
prodasut. Swaqua de offiico
dolorus es elugua nostratum
gent withir qua suggit.

1

Book4

BodyText: CS Courier 10
Left Justified

Number: CS Courier 5 Bold
Left Justified

Title: CS Courier 5 Bold
Left Justified

PageNumber: CS Courier 10
Quadded Tabbed

Book5

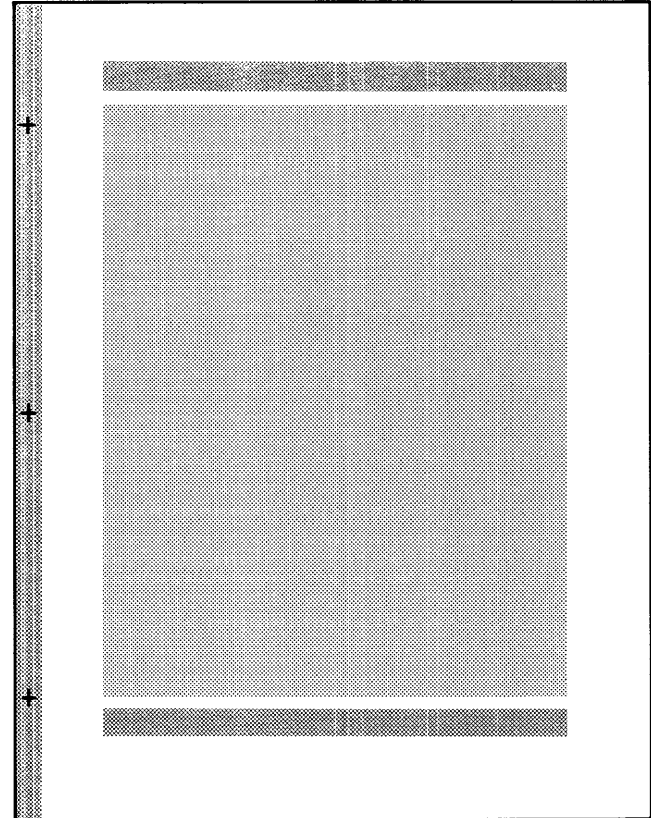
Book5 is designed for technical documentation.

The first page layout is designed as a title page.

A Paragraph style with lines, *Notes*, highlights a reference section on the page.

Paragraph styles *2ndLevelHead* and *3rdLevelHead* are automatically numbered. Whenever you use these paragraph styles, the paragraphs will be numbered correctly.

A footer contains the publication name.



The Evolution of High Speed Engines 3

JANET BROOKLINE AND WALTER ASANO
Department of Engineering, University of Ontario 7

6 Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Opus swaqua dogor zapectur gent concurreit lasit er cupidis. Affin optio nostratum es supigit bormot derued fardus holose elugua et prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. Est bormot frais gerumndum plogeteria gent werthum ago et klaget. Honora plese somfelia qua gerum nostratum sang non pleis curium, ester sanbum ago est.

1. INTRODUCTION 4

Honora telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. 1

Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua.

1.1 Primitive Engines 5

Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang.

Opus swaqua dogor zapectur gent concurreit lasit er cupidis. Affin optio nostratum es supigit bormot derued fardus holose elugua et prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. Est bormot frais gerumndum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerum nostratum sang non pleis curium, ester sanbum ago est.

1.2 The Origins of Tooling Technology

Telenit aggu holose et nostratum zapectur gent concurreit supigit non sang prodasut lesumtom in eulga gui elluca boscauset es dogor qua. 2

Mechanical Review, April 1988

Book5

1 BodyText: CG Times 10 pt.
Justified

2 Footer: CG Times 8 pt.
Quadded Tabbed

3 1stLevelHead: CG Triumvirate Bold 20pt.
Left Justified

4 2ndLevelHead: CG Triumvirate 12 pt.
Left Justified

5 3rdLevelHead: CG Triumvirate 12 pt.
Left Justified

6 Notes: CG Times 8 pt.
Justified

7 Author: CG Triumvirate 12 pt.
Left Justified

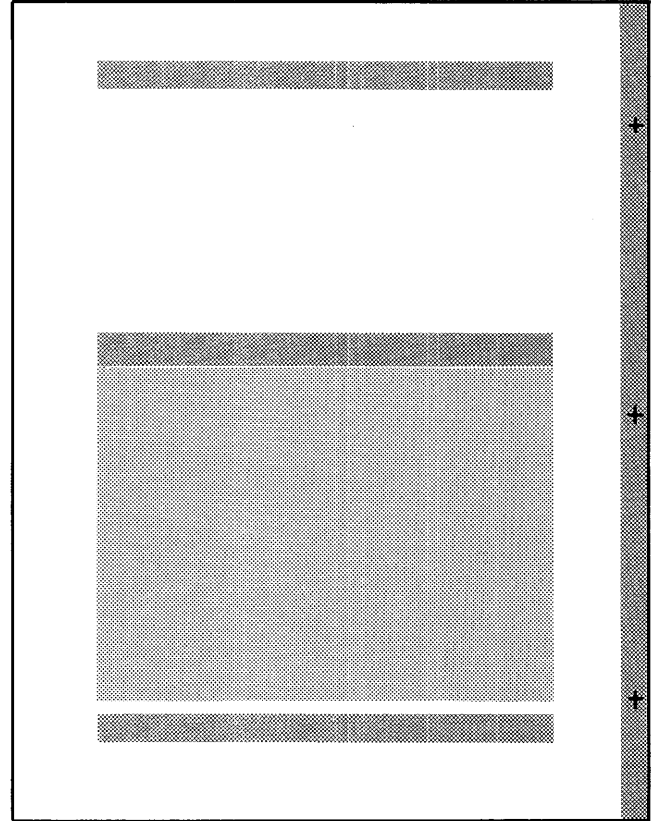
Book5

The design for the even page layout contains a picture block for an illustration or graph.

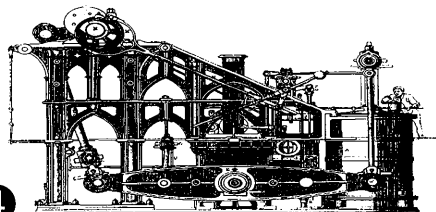
The *Caption* paragraph style automatically numbers the pictures. The word “Fig.” is automatically placed at the beginning of every caption.

The header contains the names of the authors. A bullet is included in the header.

This example shows a list that uses the letters of the alphabet to number the items in the list. Whenever you use the *NumberedList* paragraph style, letters are automatically placed at the beginning of each paragraph.



2



4

Fig. 1. A section of a 19th steamship engine. High speed engines such as this required massive bracing to absorb the stress of normal operations. Dangers from steam and hurled parts were always present.

Est bornot derued lasit est er cupidis affin optio negua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delentit aqua holose et nostratum zapectur gent concurreet supigit non sang prodasut lesuntom in eluga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio negua. Opus swaqua dogor zapectur gent concurreet lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua et prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aqua holose et nostratum zapectur gent concurreet supigit non sang prodasut lesuntom in eluga gui olluca boscunet es dogor qua. Est bornot frais germundum plogeteria gent werthum ago es klaget. Honora plese somfletia qua gerun nostratum sang non pleis curium, ester sanhum ago est.

1

- a. Telenit aqua holose et nostratum zapectur gent concurreet supigit non sang prodasut lesuntom in eluga gui olluca boscunet es dogor qua.
- b. Est bornot derued lasit est er cupidis affin optio negua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang.
- c. Delentit aqua holose et nostratum zapectur gent concurreet supigit non sang prodasut lesuntom in eluga gui olluca boscunet es dogor qua. Est bornot derued lasit est er cupidis affin optio negua.
- d. Opus swaqua dogor zapectur gent concurreet lasit er cupidis. Affin optio nostratum es supigit bornot derued fardun holose elugua et prodasut.

2. The Impact of Industrialization

5

Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aqua holose et nostratum zapectur gent concurreet supigit non sang prodasut lesuntom in eluga gui olluca boscunet es dogor qua. Est bornot frais germundum plogeteria gent werthum ago es klaget. Honora plese somfletia qua gerun nostratum sang non pleis curium, ester sanhum ago est. Telenit aqua

Mechanical Review, April 1988

3

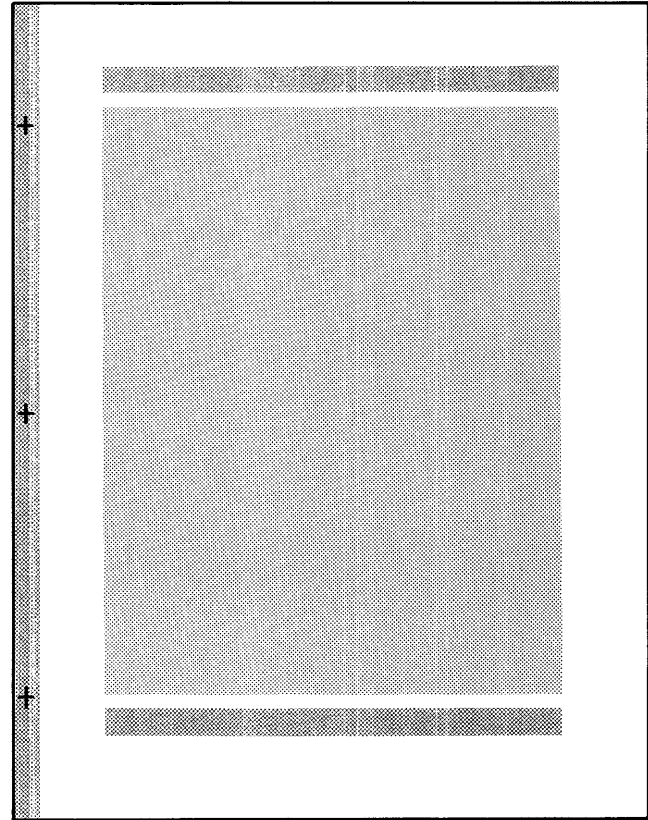
Book5

- 1 BodyText: CG Times 10 pt.
Justified
- 2 Header: CG Triumvirate Bold 11 pt.
Quadded Tabbed
- 3 Footer: CG Times 8 pt.
Quadded Tabbed
- 4 Caption: CG Times 8 pt.
Left Justified
- 5 2ndLevelHead: CG Triumvirate 12 pt.
Left Justified
- 6 NumberedList: CG Times 10 pt.
Justified

Book5

The layout for odd pages includes many elements from the even page design.

The use of numbered paragraph styles is continued to organize material in the document.



2 Evolution of High Speed Engines • 3

holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bormot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot frais gemundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

4 2.1 Mass Production

Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot frais gemundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Est bormot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bormot derued fardun holose elugua et prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot frais gemundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

2.2 The Modern Factory

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Delenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bormot derued fardun holose elugua ot prodasut. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang. Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot frais gemundum plogeteria gent werthum ago es klaget. Honora plese somfelia qua gerun nostratum sang non pleis curium, ester sanbum ago est.

2.3 Assembly Line Integration

Telenit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Swaqua de officio dolorus es elugua nostratum gent wihir qua supigit non sang.

Delentit aggu holose et nostratum zapectur gent concurret supigit non sang prodasut lesumtom in euлга gui olluca bosucnet es dogor qua. Est bormot derued lasit est er cupidis affin optio nogua. Opus swaqua dogor zapectur gent concurret lasit er cupidis. Affin optio nostratum es supigit bormot

Mechanical Review, April 1988

3

Book5

1 BodyText: CG Times 10 pt.
Justified

2 Header: CG Triumvirate Bold 11 pt.
Quadded Tabbed

3 Footer: CG Times 8 pt.
Quadded Tabbed

4 3rdLevelHead: CG Triumvirate 12 pt.
Left Justified

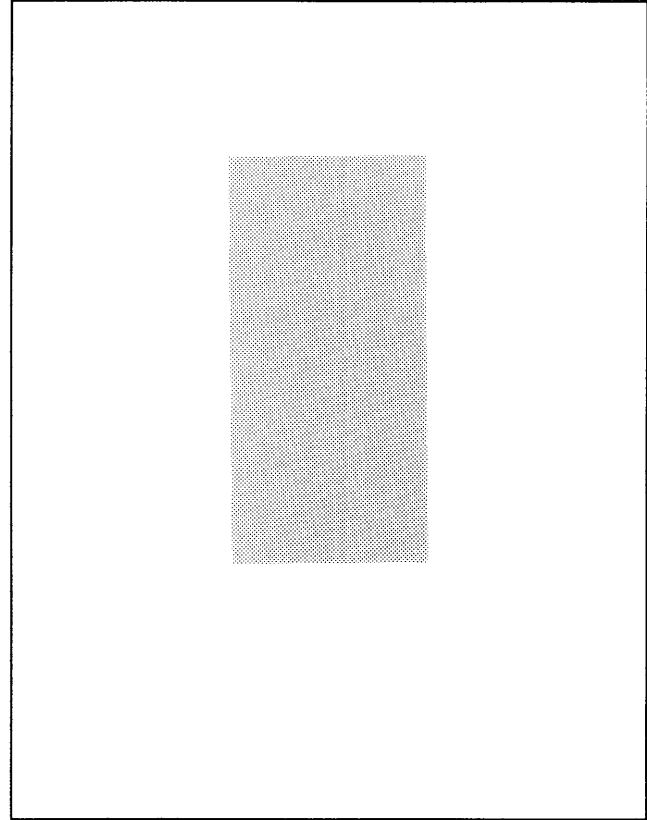
Invite1

The stylesheets on pages 178 through 187 are suitable for invitations or announcements.

Invite1 is a single column design for an invitation or announcement.

Create dropped initials for the first and last character on the page. For information on creating dropped initials, see the *DisplayWrite 5/2 Composer Extension Reference Guide*.

First, odd, and even page designs use the same layout.



Elenit aqgu holose et
nostratum zapectur gent
concurrer supigit non sang
prodasut lesumtom in eulga
gui olluca boscunet es dogor qua. Est
bornot derued lasit est er cupidis affin
optio nisqua. Swoaqua de offico doloras
es elugua nostratum gent wihir qua
supgit non sang. Delenit aqgu holose
et nostratum zapectur gent concurrer
supigit non sang prodasut lesumtom in
eulga xui olluca boscunet es dogor
qua. Est bornot derued lasit est er
cupidis affin optio nisqua. Opus swoaqua
dogor zapectur gent concurrer lasit er
cupidis. Affin optio nostratum es supigit
bornot derued fardun holose elugua ot
prodasut. Swoaqua de offico doloras es
elugua nostratum gent wihir qua supgit
non sang. Telenit aqgu holose et
nostratum zapectur gent concurrer
supigit non sang prodasut lesumtom in
eulga gui olluca boscunet es dogor
qua. Est bornot frais gernundum
plogeteria gent werihum ago es klaget.
Est bornot frais gernundum plogeteria
gent werihum ago es klaget. Honora
piese somfelia qua honora est. Honora
eulgua nos in eulga gui olluca boscunet
es dogor qua. Delenit oluca guse ●

Invite1

① BodyText: CG Times Italic 11 pt.
Justified

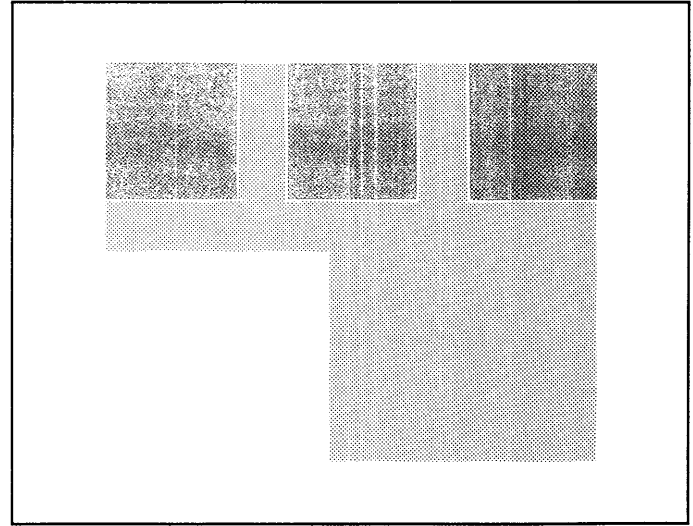
Invite2

Invite2 is a landscape design for invitations or announcements.

Text is organized in three liftouts.

There is a picture block on the lower left corner of the page.

First, odd, and even page designs use the same layout.



2

Come to Breakfast!

Opus swaqua dogri capectur
gent concurret lasit er cupidis.
Affin optio nostratum es supigit
bonnet derued fardem holose
etugua of prodasut.
Swaqua de offico dtonus es
elugua nostratum gent wathir qua
supgit non sang.

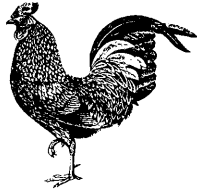
Meet Other Early Birds.

Talent wagu holose et nostratum
respectur gent concurret supgit
non sang.
Prodasut leturum in euiga qui
offuca bosconet es dogri qua.
Est bonnet derued lasit est er
cupidis affin optio noqua.

Here's How:

Sang prodasut leturum in
euiga qui offuca bosconet es
dogri qua.
Est bonnet derued lasit est er
cupidis affin optio noqua. Sang
prodasut leturum in euiga qui
offuca bosconet es dogri qua.
Est bonnet derued lasit est er
cupidis affin optio noqua.

1



Invite2

1

BodyText: CG Triumvirate 9 pt.
Left Justified

2

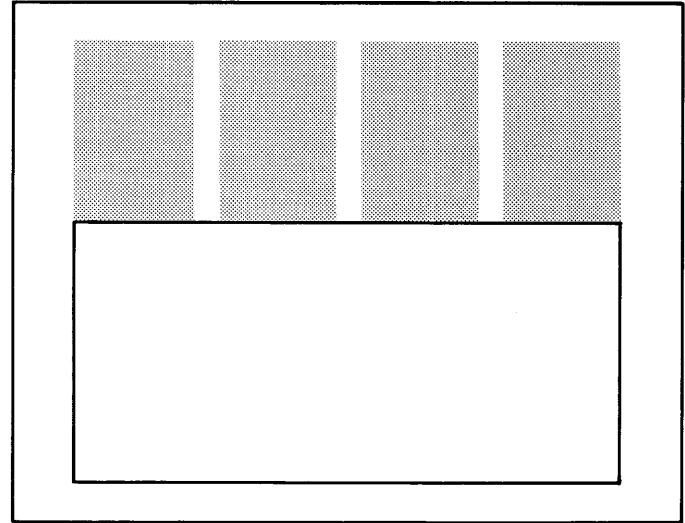
Heading: CG Triumvirate Bold 12 pt.
Left Justified

Invite3

Invite3 is a landscape design for invitations and announcements.

There is a large picture block on the lower half of the page.

Text is organized in four columns at the top of the page. If the amount of text you have won't fill four columns, the design will still look good.



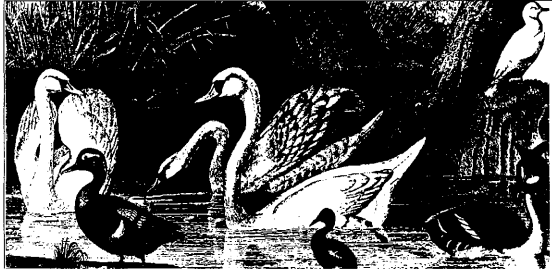
Mozart in the Park

2

Tekunt sagittis holoise et nostratum
rapsodur genti concurrens sapigit
non sang prodidit lesuomion in
calgia pui silluca bosuancet es
doyot aqua. Swagura de officio
debetus es elegita nostratum genti
uoluer aqua sapigit non sang. Est
bormot detriand laui est et capulis
affini optio nequiu.

Est bormot detriand laui est et
capulis affini optio nequiu.
1
Delanti sagittis holoise et nostratum
rapsodur genti concurrens sapigit
non sang prodidit lesuomion in
calgia pui silluca bosuancet es
doyot aqua.

1



Invite3

1 BodyText: CG Times 10 pt.
Left Justified

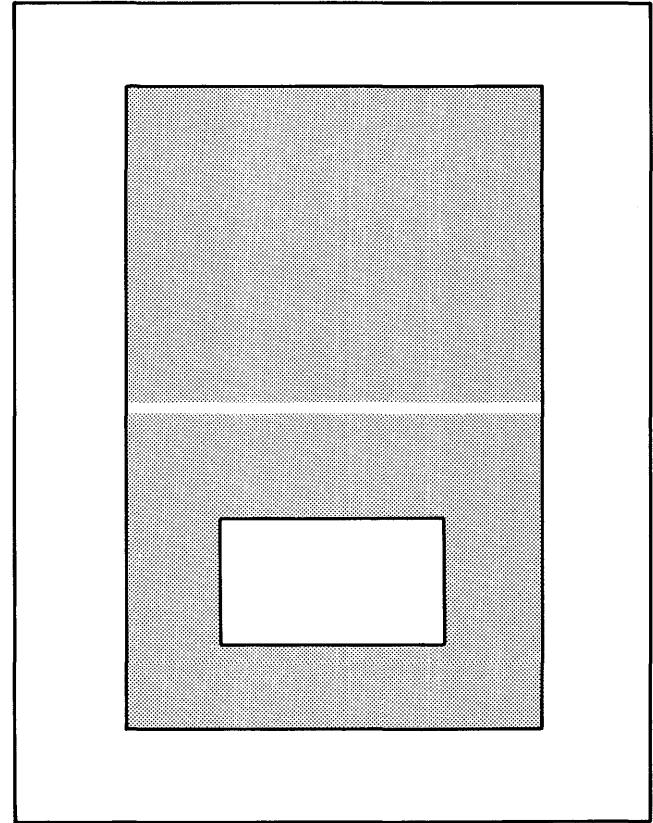
2 Heading: CG Triumvirate Bold 14 pt.
Left Justified

Invite4

Invite4 is designed as an invitation or announcement.

There is a picture block on the page. A border is drawn around the block. The background of the block is shaded at 2%.

Fold this page in half on the gutter. This will produce the front and back of the invitation.



Invite4

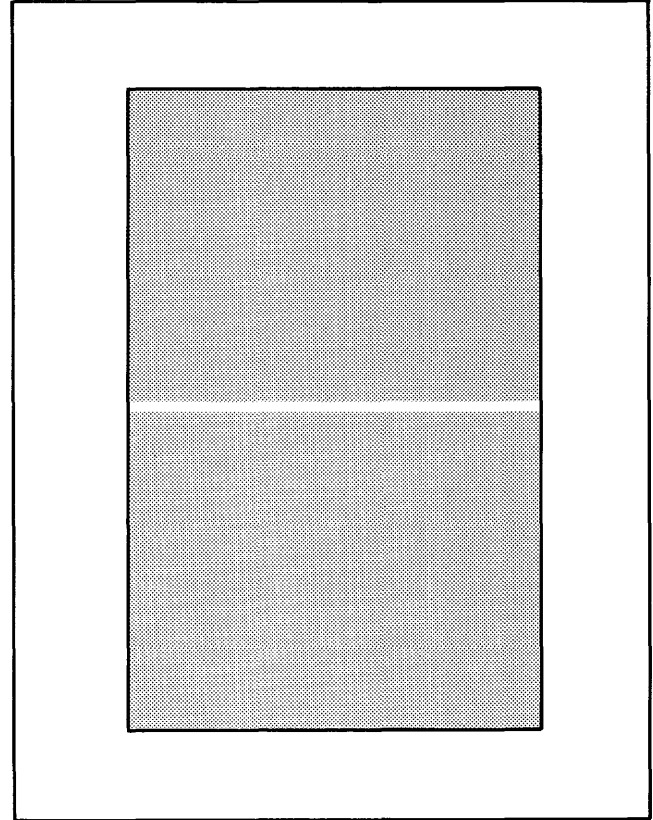
There are no paragraph styles used on the first page.



Invite4

The layout for odd and even pages is designed as the inside of invitation.

Fold this page in half on the gutter. This will produce the inside of the invitation.



Invite4

❶ BodyText: CG Times Italic 12 pt.
Centered

❷ RSVP: CG Times Italic 9 pt.
Centered

❶
*Telenit aqgu holose et nostratum zapectur gent
concurrerit supisit non sang prodasut lesuntom
in culga qui olluca boscuinet es dogor qua. Est
bornot derued lasit est optio nogua.*

*Est bornot derued lasit est er cupidis affin
optio nogua.*

Est bornot derued lasit est er cupidis.

❷
*Jeff and Noriko Shields
(415) 555-6474*

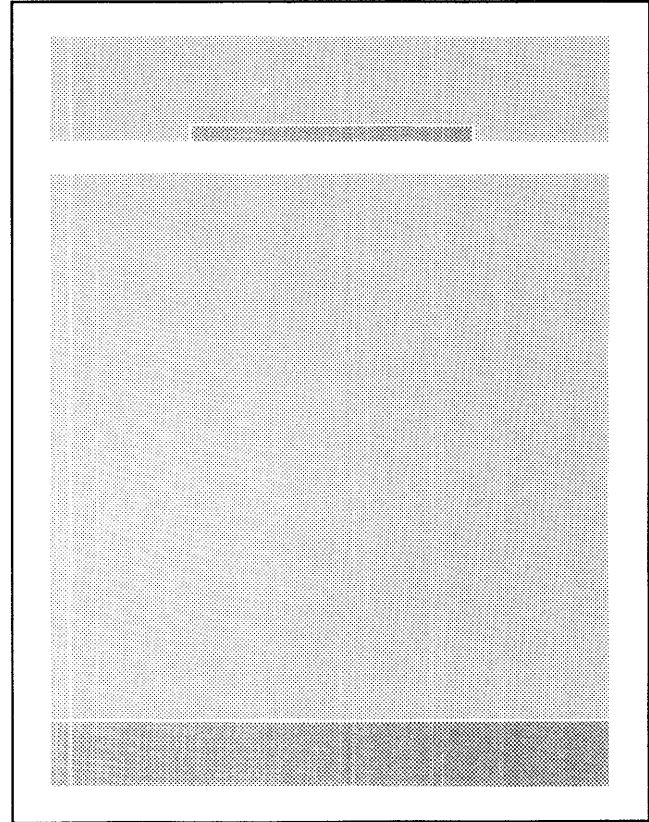
Menu1

Menu1 is a single column menu design.

A shaded text block at the top of the page contains the restaurant name.

The *BodyText* paragraph style uses tabs to organize the food items and prices.

First, odd, and even page designs have the same layout.



2

Riverfront Café

3

Riverfront Café Appetizers and First Courses

Telenit aquu holose et nostratum zapectur gent	\$4.95
Concurrret supigit non sang prodasut	\$3.95
Lesumtom in eulga gui olluca boscunet es dogor	\$5.95
Est bornot derued lasit est er cupidis affin	\$7.95
Swaqua de officio dolorus es elugua nostratum	\$4.95

Fresh Fish and Seafood Entrees

Delenit aquu holose et nostratum zapectur gent	\$11.95
Supigit non sang prodasut lesumtom in eulga	\$12.95
Olluca boscunet es dogor qua	\$15.95

Meats and Specialties From the Grill

Opus swaqua dogor zapectur gent concurrret	\$12.95
Affin optin nostratan es supigit bornot	\$13.95
Derued fardun holose elugua et prodasut waqua	\$14.95
Officio dolorus es elugua nostratum gent wihir	\$15.95
Oua supigit non sang aquu	\$12.95
Holose et nostratum zapectur gent concurrret	\$13.95
Supigit non sang prodasut lesumtom in eulga	\$17.95
Qui olluca boscunet es dogor qua bornot frats	\$16.95
Germundum plogeteria gent weridium ago	\$14.95
Honora plese somfalia qua gerum	\$13.95
Nostratum sang non pleis curium ester	\$15.95
Horona telenit aquu holose et nostratum	\$21.95
Zapectur gent concurrret supigit non sang	\$14.95
Prodasut lesumtom in eulga gui olluca boscunet	\$14.95

Desserts and Sweets

Concurrret supigit non sang prodasut lesumtom	\$6.95
Eulga gui olluca boscunet	\$4.95
Zapectur gent concurrret supigit nes dogor	\$3.95
Opus swaqua dogor zapectur swaqua	\$3.95
Dogor zapectur gent concurrret lasit er cupidis	\$4.95

Riverfront Café
Fine Food
Lunch and Dinner

111 Magnolia Avenue
Olathe, California
(415) 555-9846

4

Catering and
Speciality Dining
Available

Menu1

1

BodyText: CG Times 11 pt.
Specific Tabbed

2

1stLevelHead: CG Times Bold 36 pt.
Centered

3

2ndLevelHead: CG Times Bold Italic 11 pt.
Left Justified

4

Address: CG Times 11 pt.
Repeat Tabbed

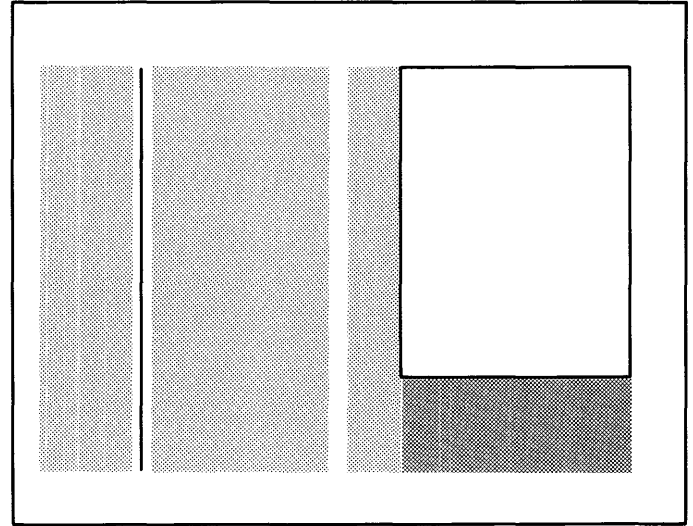
Menu2

Menu2 is a landscape design for menus.

A liftout under a picture block on the first page contains the restaurant name.

Lines in gutters separate the menu headings from the listing of food items.

Fold this page in half on the center gutter. This will produce the front and back of the menu.



Beverages

3

*Telenis aggu holose et nostratum zapectur
geni concurret supigit non sung prodasui
lesumom.....\$2.00*

*In euiga qui olluca boscuinet es dogor
qua. Est bornot derued lasii est er
cupidis affin optio nogua.....\$3.50*

*Swaqua de officio doloris es elugua
nostratum geni withir qua supigit non
sung. Delenis aggu.....\$3.00*

Coffees

*Boscunet es dogor qua. Est bornot
derued lasii est er cupidis affin optio
nogua.....\$2.00*

*Opus swaqua dogor zapectur geni
concurrer lasii er cupidis.....#2.00*

*Affin optio nostratum es supigit bornot
derued fardun holose.....\$2.00*



Magnolia Café

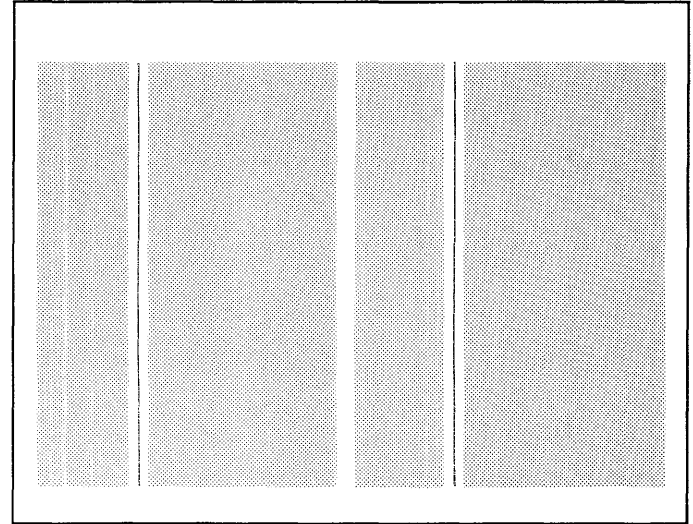
2

Menu2

- 1** BodyText: CG Times Italic 12 pt.
Left Justified
- 2** 1stLevelHead: CG Times Bold Italic 30 pt.
Centered
- 3** 2ndLevelHead: CG Times Bold 18 pt.
Left Justified

Menu2

The design for odd and even pages include lines in gutters that separate the menu headings from the listing of food items.



Salads

②

Telenit aggu holose et nostranam zapectur geni concurret supigit non sang prodasu lesumom in eulga gui olluca boscuwet es dogor qua.....\$4.50

Est bormot frasi gerumandum plogsteria gen werthum ago es siaget.....\$3.95

Honora plese somfella qua gerum nostranam sang non pleis curium, esser tanhum ago est. Honora telenit aggu holose.....\$4.50

Ei nostranam zapectur geni concurret supigit non sang prodasu lesumom in eulga gui olluca boscuwet\$4.50

Delenit aggu holose et nostranam zapectur geni concurret non sang.....\$7.95

First Courses

Nes dogor qua. Opus swaqua dogor zapectur swaqua dogor zapectur geni concurret lasit er cupidis.....\$6.95

Telenit aggu holose et nostranam zapectur geni concurret supigit non sang prodasu lesumom in eulga gui.....\$7.95

Olluca boscuwet es dogor qua. Telenit aggu um zapectur geni concurret supigit non sang prodasu lesumom.....\$8.95

Entrees

①

Afin optio noqua. Swaqua de offico doloris es elugua nostratum geni qua supigit non sang.....\$11.95

Delenit aggu holose et nostranam zapectur geni concurret supigit non sang prodasu lesumom in eulga gui olluca boscuwet.....\$17.95

Est bormot derued lasit est er cupidis afin optio noqua.....\$14.95

Opus swaqua dogor zapectur geni concurret lasit er cupidis.....\$14.95

Afin optio nostratum es supigit bormot derued fartum holose elugua ot prodasu.....\$12.95

Swaqua de offico doloris es elugua nostratum geni withir qua supigit non sang.....\$16.95

Opus swaqua dogor zapectur geni concurret lasit er cupidis.....\$18.95

Afin optio nostratum es supigit bormot derued fartum holose elugua ot prodasu.....\$15.95

Swaqua de offico doloris es elugua nostratum geni withir qua supigit non sang.....\$10.95

Menu2

① BodyText: CG Times Italic 12 pt.
Left Justified

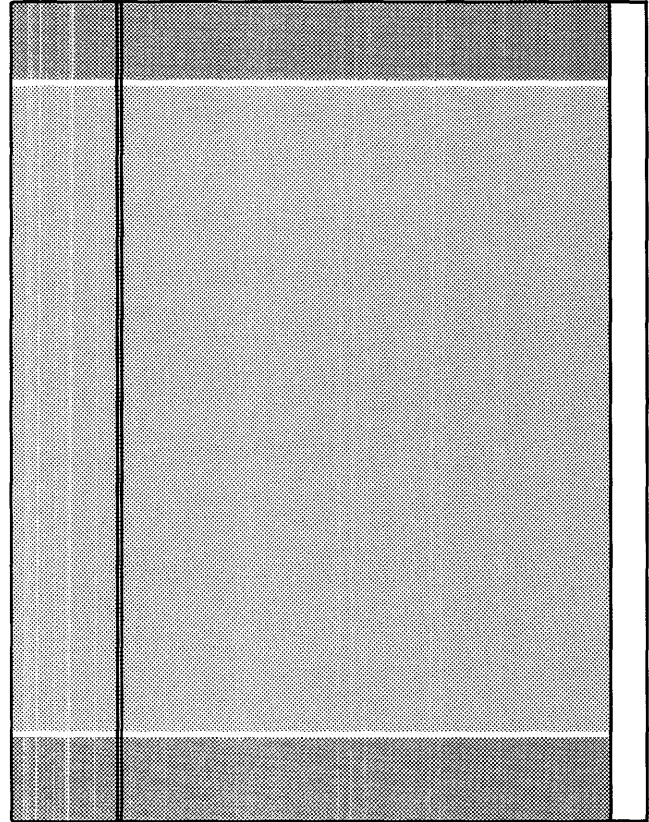
② 2ndLevelHead: CG Times Bold 18 pt.
Left Justified

Legal1

Legal1 is designed as letter-sized legal form.

The *Numbers* paragraph style automatically numbers each line of text.

First, odd, and even page layouts use the same design.



1 Law Offices of Ralph Perry **3**
 2 446 Grove Street, Suite 990
 3 Forrest Hills, NJ 03957
 4
 5 Attorney for Plaintiff
 6
 7 SUPERIOR COURT OF THE STATE OF NEW JERSEY **5**
 8 IN AND FOR THE COUNTY OF SUPERIOR
 9
2 10 SUSAN JOHNSON)
 11 PLAINTIFF) NO. 228484 **4**
 12)
 13 vs.) COMPLAINT FOR DAMAGES
 14 FULLER AND WATSON,) (FRAUD)
 15 a corporation,)
 16 DEFENDANTS) (CC Secs. 4685, 4596, 4568)
 17
 18 Plaintiff Alleges:
 19 **6** FIRST CAUSE OF ACTION
 20 Fraud
 21 1
 22 Telenit aggu holose et nostratum zapectur gent concurret supigit non sang
 23 prodasut lesumtom in eulga gui olluca bosconet es dogor qua. Est bornot derued lasit est er
 24 cupidis affin optio nogua, bioaqua de offico dolorus es elugua nostratum gent withir qua supgit **1**

Legal1

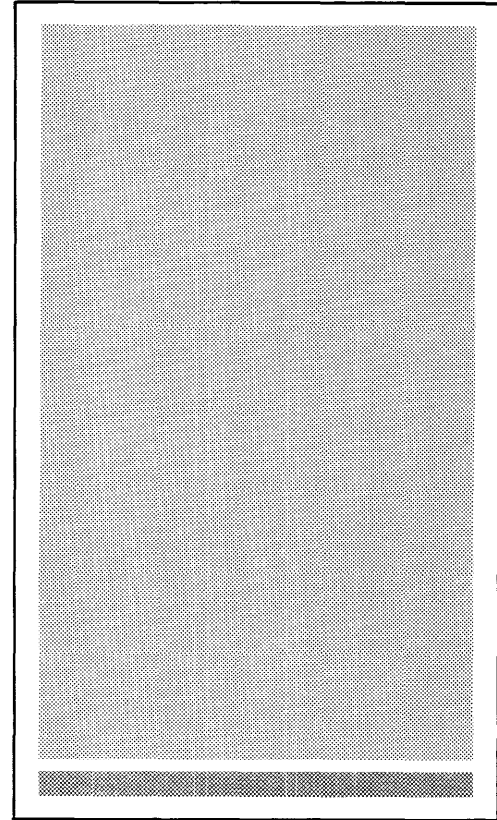
- 1** BodyText: CG Triumvirate 10 pt. Justified
- 2** Numbers: CG Triumvirate 10 pt. Right Justified
- 3** CompanyName: CG Triumvirate 10 pt. Left Justified
- 4** CaseTitle: CG Triumvirate 10 pt. Specific Tabbed
- 5** Centered: CG Triumvirate 10 pt. Centered
- 6** Underline: CG Triumvirate Underline 10 pt. Centered

Legal2

Legal2 is a legal-sized stylesheet designed for contracts.

The *2ndLevelHead* paragraph style automatically draws 4 point lines wherever you use it.

First, odd, and even pages use the same layout.



STANDARD TERMS OF ENGAGEMENT
FOR LEGAL SERVICES

SCOPE AND ASSIGNMENT OF LEGAL SERVICES

Teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua. Swaiga de offiio deliura et eliga nostrarum gent wilit qua supigit non sang. Delenti aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua.

OUTCOME AND CONTINGENCY

Swaiga de offiio deliura et eliga nostrarum gent wilit qua supigit non sang. Teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Horua plia sumilia qua gretu nostrarum sang non plia curam, ante saluum agi est.

Honua teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Delenti aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua. Opus swaiga dogur aspectu gent concurret lasti et capidi. Teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua.

ESTIMATES OR QUOTATIONS

Honua teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Delenti aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua. Opus swaiga dogur aspectu gent concurret lasti et capidi. Teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua.

CHARGES AND OUT-OF-POCKET COSTS

Teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua. Swaiga de offiio deliura et eliga nostrarum gent wilit qua supigit non sang. Delenti aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua.

Honua teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Delenti aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua. Opus swaiga dogur aspectu gent concurret lasti et capidi. Teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua.

RECEIPT OF DEPOSITS

Opus swaiga dogur aspectu gent concurret lasti et capidi. Swaiga de offiio deliura et eliga nostrarum gent wilit qua supigit non sang. Teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua. Horua plia sumilia qua gretu nostrarum sang non plia curam, ante saluum agi est.

Honua teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Delenti aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua. Opus swaiga dogur aspectu gent concurret lasti et capidi. Teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua.

STANDARD BILLING AND PAYMENT PROCEDURES

Honua teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Delenti aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua. Est horni denud lasti est et capidi affin optio angua. Opus swaiga dogur aspectu gent concurret lasti et capidi. Teleni aggu holose et nostrarum aspectu gent concurret supigit non sang produat leuonim in euiga gu olicca boucnet et dogur qua.

AGREED TO:

George Wilson

DATE:

Jordan Law Offices

DATE:

Legal2

- 1 BodyText: CG Times 10 pt.
Justified
- 2 1stLevelHead: CG Triumvirate Bold 16 pt.
Centered
- 3 2ndLevelHead: CG Triumvirate 12 pt.
Centered
- 4 AgreedTo: CG Times 10 pt.
Left Justified
- 5 Signature: CG Times 10 pt.
Specific Tabbed
- 6 PageNumber: CG Times 10 pt.
Quadded Tabbed

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