

Quick Reference Guide

I. Creating a Fixed Text Banner:

- A. Double click on the application “BannerMaker”
- B. Type the letters as you want them to appear on the banner. Each box becomes one line of banner text (top, middle and bottom).
- C. Banner appears as it will print.
 1. Choose appropriate font, style, and size from menu.
- D. Save banner created.
- E. Choose “Page Setup” from file menu.
 1. Select “Landscape” mode.
 2. On Imagewriters select “no gaps between pages”
- F Choose “Print” from file menu.

II. Creating a Floating Text Banner:

- A. Double click on the application “BannerMaker”
- B. Delete all text in the boxes. Click “OK”
- C. Choose “New Floating Text” from the *Edit* menu.
 - 1 Type the letters as you want them to appear on the banner
- D. Resize text by dragging any of the handles (blocks)
 1. Holding the command key down while clicking on a handle will return the text to its original size.
 2. Holding the option and command keys down while clicking on a handle will allow you to specify the new size as a percentage of the original text.
- E. Save banner created.
- F. Choose “Page Setup” from file menu.
 1. Select “Landscape” mode.
 2. On Imagewriters select “no gaps between pages”
- G. Choose “Print” from file menu.

III. Adding Graphics to Any Banner:

- A. Use some kind of paint or drawing program to get a picture onto the clipboard. This is usually done by selecting the art and choosing *Copy* from the file menu.
- B. Switch to BannerMaker
- C. Choose *Paste* from the file menu
- D. Move the selected item by clicking inside the items rectangle and dragging.
- E. Resize the graphic by dragging any of the handles (blocks)
 1. Holding the command key down while clicking on a handle will return the text to its original size.
 2. Holding the option and command keys down while clicking on a handle will allow you to specify the new size as a percentage of the original.

IV. Features:

- A. If you would prefer not to use the scroll bars, you can scroll the banner window by holding down the option key and dragging.
- B. Coasting: If you release the mouse button while the mouse is still in motion, the banner will coast across the screen. The speed of the mouse movement when the button is released determines the speed of the coasting. (You're just going to have to play with this to figure it out!!)