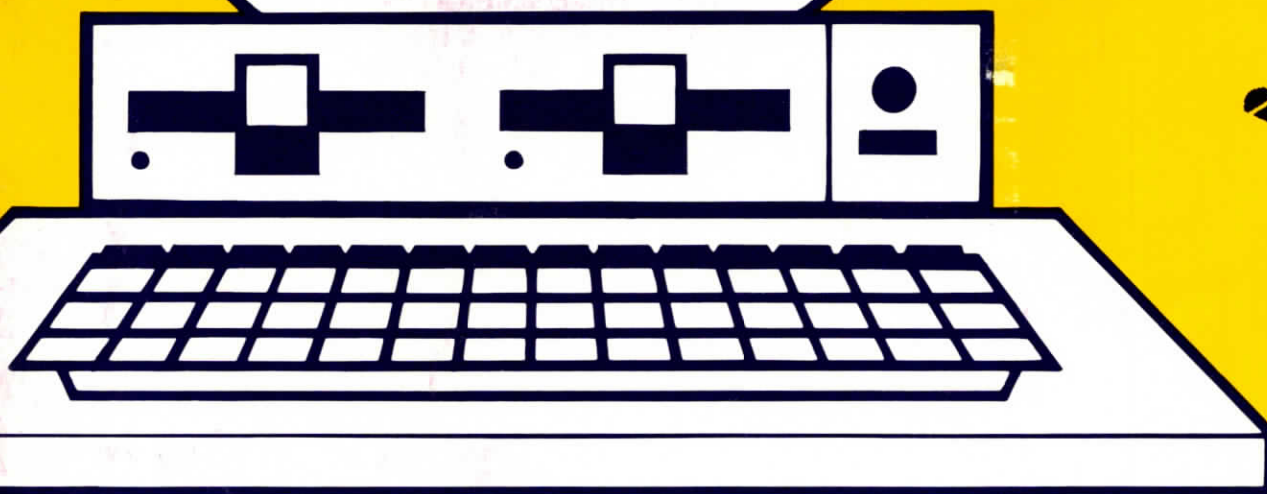


PRINT SHOP™ GRAPHICS FOR LIBRARIES

.....
VOLUME 3:
BOOKS AND FONTS



Carolyn Leonard
Marian Colclasure
Mark Loertscher

**Print Shop™ Graphics
for Libraries**

Books and Fonts

**Print Shop™ Graphics
for Libraries**

Volume 3

Books and Fonts

**CAROLYN LEONARD
MARIAN COLCLASURE
MARK LOERTSCHER**

**1988
LIBRARIES UNLIMITED, INC.
Englewood, Colorado**

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Copy permission: Copies of the enclosed disk may be made for backup purposes. The original disk should not be used for normal work – use only a copy.

If for some reason the original disk is defective, to receive a free replacement, send a letter with the disk label *only* to

Libraries Unlimited, Inc.
P.O. Box 3988
Englewood, CO 80155-3988

Library of Congress Cataloging-in-Publication Data

(original cataloging)

Leonard, Carolyn.

Print shop graphics for libraries. Volume 3,
Books and fonts [computer file].

1 computer disk ; 5¼ in. + manual.

System requirements: Apple II+, IIe, or IIGS; 1 disk
drive; monitor; compatible printer.

Title from manual.

Audience: Librarians and media specialists.

Summary: Supplies approximately fifteen fonts,
from decorative to exclamatory, and 100 graphics
depicting books in all kinds of settings, books with
adults and children, and pictures to use in promoting
reading. Designed for use with Print shop or any other
graphics program which will accept Print shop graphics
as input.

1. Library orientation--Software. 2. Books and
reading--Software. 3. School libraries--Activity
programs--Software. I. Colclasure, Marian.
II. Loertscher, Mark. III. Print shop (Computer
program) IV. Title. V. Title: Books and fonts.
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Introduction and Directions for Use

Books and Fonts is designed to be used with the popular program Print Shop or any other graphics program which will accept Print Shop graphics as input. The disk contains 100 graphics on side 1 and 15 fonts (typefaces) on side 2. The disk has been designed for librarians and teachers who are interested in promoting reading and books. The use of the graphics is limited only by the imagination of the user. A few suggestions for use are given in the last section, beginning on page 7.

APPLE INSTRUCTIONS

Software needed. There are several versions of the Print Shop program available. At this writing, there is a version for Apple II, Apple IIe, and Apple IIGS. A copy of this program to match your computer is available at your local software dealer and should cost from \$30.00-\$60.00 depending on your discount.

Other programs which can utilize the graphics on this disk are available on the market. We have tested two programs successfully: Printmaster Plus™ and Print Magic™.

If you have the old Apple II or Apple II+ version of Print Shop, you will need to modify your disk using Print Shop Companion in order to utilize the fonts on this disk.

Hardware needed. Minimum equipment requirements are listed in the documentation for Print Shop, and usually include a computer, one disk drive, a monitor, and a compatible printer. The printer will be the most troublesome link in the system, since a number of printers are not supported by older versions of the Print Shop. Check the documentation to see if your printer is supported.

Instructions for use. The Books and Fonts disk contains all of the 100 graphics on side 1 and the 15 fonts on side 2. Place your Print Shop program disk in drive 1 and turn on the computer. When the MAIN MENU screen appears, decide whether you want to design a greeting card, sign, letterhead, or banner. The procedure is quite similar in all of these areas, so instructions will be provided here for the greeting card mode.

Once you have used the arrow keys to select GREETING CARD and have pressed RETURN, you are asked to make a choice between DESIGN YOUR OWN or READY-MADE. When using the Books and Fonts program or any other graphics disk in the Print Shop Graphics for Libraries series, select only DESIGN YOUR OWN. The READY-MADE selection contains previously programmed cards with appropriate graphics for birthdays, anniversaries, invitations, etc.

After selecting DESIGN YOUR OWN, you will be asked by the next screen to choose a border. Use the up/down arrows to highlight your choice, then press RETURN. Use the arrow keys to highlight FROM OTHER DISK and press RETURN. At this time, place side 1 of the Books and Fonts disk in drive 2 (or drive 1 if only one drive is available--you'll have to remove the Print Shop disk). The directions on the screen ask you to type the name of the desired graphic. Do

so, then press RETURN. You will not see the graphic until it is printed out. Next, you must decide what size you would like your graphic printed. Using the arrow keys highlight either LARGE, MEDIUM, or SMALL then press RETURN. If you select small or medium, you are asked to select the graphic layout--in other words, where you want the graphic to appear on the page. You might try selecting one of these just to see what the procedure is like. Remember, you can always press ESC to go back to previous steps. If you are designing a greeting card or sign and you decide to select a small graphic, you are given the option of using the TILED mode. This means the chosen graphic will be printed 35 times in formation on the card or sign.

Once you have decided on the size of your graphic (and the layout if you chose small or medium), the font (type of lettering) is the next choice you must make. You can either use the arrow keys and select one of the fonts shown on the screen or choose FROM OTHER DISK if you want one of the fonts on side 2 of the Books and Fonts disk. If FROM OTHER DISK is not among the list of options, then your Print Shop disk has not been updated by another program called the Print Shop Companion. If this is the case, you will not be able to use side 2 of the Books and Fonts disk until the updating process has been accomplished. The program Print Shop Companion will explain the procedure for accomplishing the update of your Print Shop disk. If FROM OTHER DISK is an option for you to choose and you want to select one of the 15 fonts from side 2 of the Books and Fonts disk, then use the arrow keys to select FROM OTHER DISK and press RETURN. At this time, place side 2 of the Books and Fonts disk in drive 2 (or drive 1 if only one drive is available) and press RETURN. Type the desired font and press RETURN.

Now comes the fun part of deciding the message you wish to place on the front of the card. This screen also provides some enhancing features like changing the letter size to large or using 3-D or "bubble" letters. To view directions for these options, press CONTROL-1 (then press any key to get back to the message screen). Once you have typed the message, hit the RETURN key until the cursor is at the bottom, then press it one more time. If your message did not fill the page, you will be asked if you want the message centered. Choose either YES or NO and press RETURN. This completes the designing of the outside of the card. Now you must go through the same steps to design the inside page. When you arrive at the PRINT menu, you might wish to select GIVE YOURSELF CREDIT. This allows you to print one line on the bottom of the back of the card at the location where you would normally see the price on the store-bought cards.

If you are having problems with these instructions, ask someone who is familiar with the program to check your procedure. If that fails, call Libraries Unlimited at 303-770-1220.

IBM INSTRUCTIONS

There are two current versions available for IBM or compatibles: The Print Shop and The New Print Shop. Libraries Unlimited provides versions for each. The regular IBM graphics disk can be used with both versions of Print Shop. However, if you wish to use these graphics with The New Print Shop, you will have to convert them. The procedures for doing this are written in The New Print Shop manual. Disks available from Libraries Unlimited specifically for The New Print Shop will not work on the original IBM Print Shop.

Specific instructions for using our graphics are very similar to those listed above under Apple Instructions. Follow along by getting into the DESIGN YOUR OWN part and choosing FROM OTHER DISK to access our graphics.

Any IBM or clone that will run the Print Shop or The New Print Shop can access our graphics.

If you are having problems with these instructions, ask someone who is familiar with the program to check your procedure. If that fails, call Libraries Unlimited at 303-770-1220.

Index to Graphics, Side 1



ADVENTURE



ADVENTURE 2



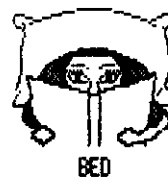
APE



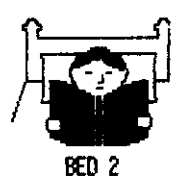
BEAR



BEAVER



BED



BED 2



BEE



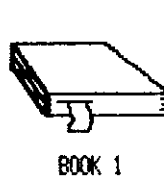
BEN



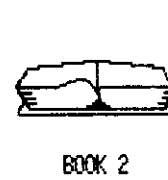
BEST FRIEND



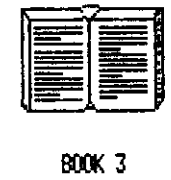
BOAT



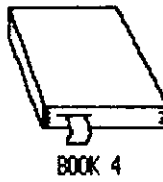
BOOK 1



BOOK 2



BOOK 3



BOOK 4



BOOK 5



BOOK O PLENTY



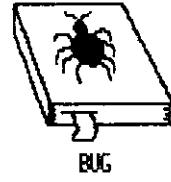
BOOKWORM



BOOKWORM 2



BOY/GIRL READER



BUG



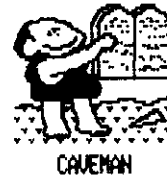
BULL



BULLDOG



CAR



CAVEMAN



CELEBRATE



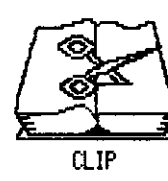
CELEBRATE NEG



CHRISTMAS BOOK



CLASSWORK



CLIP



COOK



COMBOY



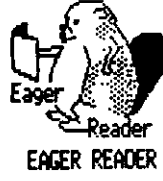
DAVY



DIVER



DOLL



EAGER READER



EYE READ



FAVORITE



FIRST



FREEDOM



GEISHA



GETAWAY

INDEX TO GRAPHICS, SIDE 1 / 3



GLASSES



GOOSE TALES



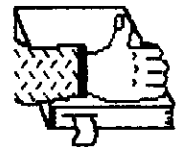
GUN



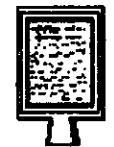
HEART



HELP



HOMEWORK



HORNEBOOK



INDIAN



JEWISH



JOURNAL



LADY



LION



LOVE



MONKEY



MOTHER GOOSE



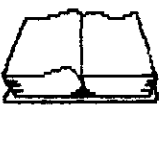
MUSIC



NO LION



NOTES



OPEN BOOK



OUTDOORS



PANDA



PAPERBACK



PEACE



PEACE PIPE



PETER RABBIT



PIG



PIG OUT



PIRATE



PIRATE 2



PIRATE 3



PROF



PUP



QUIET READER



RABBIT



RAM



READER



READERS



READING ROOM



REALISTIC



SCROLL



SEAL



SET SAIL



SHARING



SHAVING



SHOW



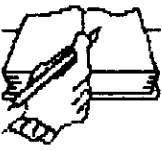
SKIN BEAR



SPACE



STUCK



STUDY



TELL



THE READER
THE READER



THE SEASON



TIME OUT



TIME TO READ



WAITING



WELL



WISH



YOUNG READER

Index to Fonts, Side 2

ATLANTA

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
1
234567890!"#\$%&'()*+,-./:;<=>?**

BOSTON

*abcdefghijklmnopqrstu
vwxyz12
34567890!"#\$%&'()*+,-./:;<=>?*

CHICAGO

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
123
4567890!"#\$%&'()*+,-./:;<=>?**

DALLAS

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
12
34567890!"#\$%&'()*+,-./:;<=>?**

DENVER

**A B C D E F G H I J K L M N O P Q R S T U V
W X Y Z 1 2 3 4 5 6 7 8 9 0 ! " # \$ % & ' () * + , - . / : ; < = > ?**

DETROIT

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1 2 3 4 5 6 7 8 9 0 ! " # \$ % & ' () * + , - . / : ; < = > ?**

LITTLE ROCK

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0 ! " # \$ % & ' () * + , - . / : ; < = > ?

LONDON

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5
6 7 8 9 0 ! " # \$ % & ' () * + , - . / : ; < = > ?**

LOS ANGELES

**A B C D E E G H I J K L M N O P Q R S T U V W X Y Z 1 2
3 4 5 6 7 8 9 0 ! " # \$ % & ' () * + , - . / : ; < = > ?**

PHOENIX

**a b c d e f g h i j k l m n o p q r s t u v w x y z 1 2 3
4 5 6 7 8 9 0 ! " # \$ % & ' () * + , - . / : ; < = > ?**

PITTSBURGH

A B C D E F G H I J K L M N O P Q R S T
U V W X Y Z 1 2 3 4 5 6 7 8 9 0 ! " # \$ %
& ' () * + , - . / : ; < = > ?

PORTLAND

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3
4 5 6 7 8 9 0 ! " # \$ % & ' () * + , - . / : ; < = > ?

SANTA FE

A B C D E F G H I J K L M N O P Q R S T U V
W X Y Z 1 2 3 4 5 6 7 8 9 0 ! " # \$ % & ' () * +
, - . / : ; < = > ?

SEATTLE

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2
3 4 5 6 7 8 9 0 ! " # \$ % & ' () * + , - . / : ; < = > ?

ST LOUIS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5
6 7 8 9 0 ! " # \$ % & ' () * + , - . / : ; < = > ?

Ideas for Using Print Shop™ Graphics for Libraries

1. **BIG BOOK.** Use graphic titled "Open Book." Print out large graphic in the "Sign" mode then duplicate enough for students in class. Instruct them to write on the book such things as title, plot, main characters, setting, etc., of a book they are currently reading.
2. **BOOKMARKS.** Choose "Graphic Editor" and load a graphic. Make the graphic the size you want it to be on the bookmark. Print it out. Next print out the words you want on the bookmark. On a plain sheet of paper, draw the outlines of as many bookmarks as will fit on a sheet. Now cut and paste the graphics onto the master. The master copy can contain many copies of one design or a different design for each bookmark. Use a photocopy machine to create the bookmarks from the master on white or colored paper. Students can color as they wish. They may wish to mount the bookmarks on construction paper or poster board for a heavier bookmark.

Have a group of students or a student assistant create the bookmark master—it is an excellent lesson in cut/paste copy work for all types of assignments and illustrated reports. For example, knowing that students should illustrate their book reports for history, the teacher first has them create bookmarks for the books they are using for reference as an experiment. Then they are ready to use the cut/paste technique on their reports.
3. **TRANSPARENCIES.** Make transparencies by printing your original on computer paper. Then make a copy on a photocopy machine to insure a good even carbon layer (some photocopy machines allow you to make a transparency directly from the computer printout). Next make the transparency from the copy.
4. **STAINED-GLASS WINDOWS.** Make transparencies as mentioned above, then color with Magic Markers™ or transparent paints. Let dry, then hang in the window to capture the bright sunlight.
5. **DECORATE ENVELOPES.** Put letterhead or graphic on envelopes: Line envelope up and run in the printer.

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6. **MULTIPLE GRAPHICS.** Put different graphics on a sign by printing the first time, changing graphics and location, backing up the paper, and printing same sign again. Some versions allow this without having to reprint.
7. **MAKING SHAPE BOOKS.** Students may design their own book cover by using graphics such as "Book 1" or "Book 2," etc., then creating a story to go with their cover. Next print on pages shaped like cover, cut out, and glue one edge to cover.
8. **DECORATED LETTERS OR MEMOS.** Print a border, then word process a letter or memo to go inside.
9. **DITTO MASTER.** Make dittos by making a master using Print Shop and word processing, then running it through a Thermofax™ machine.
10. **CHANGING A GRAPHIC.** If you do not like part of a graphic on this disk or want to add your own message or words to the graphic, use the "Graphic Editor" on Print Shop or Print Shop Companion to change it as you wish.
11. **LIBRARY PASSES.** Make a sign saying "Library Pass" or other words. Then cut, glue to poster board, laminate, and use.
12. **BULLETIN BOARDS.** Bulletin boards can be touched up with banner headings and appropriate graphics. Incidentally, the font "Little Rock" is just 1 ½ inches high when printed out in the banner mode—an excellent size for bulletin board subheadings.
13. **SNAKE DISPLAY/REPORT.** Instead of a written report, have the class create a long banner which alternates text created from Print Shop and photocopied or actual pictures. When read, the banner would be something like a picture book but individual students or small groups would be responsible for one or several feet of the banner. The banner then could be hung across walls, hung like a mobile in a snake pattern, or could start outside the library and end at a display of materials on the topic.
14. **RECORD OR REPORT COVERS.** Create covers for library reports, bibliographies, inventory lists, guest lists, etc., using the sign mode.
15. **SIGN-OUT SHEETS.** Use the sign mode to create teacher sign-out sheets for audiovisual equipment or other circulating items.
16. **INTEREST CENTERS.** Have students help create an interest center using Print Shop for posters, signs, and directions combined with other materials.
17. **INVITATIONS.** Have students help create an invitation to an open house using the "Greeting Card" mode.
18. **AWARDS.** Awards and certificates can be designed for students. Experiment to get the most professional-looking product. Use the borders on *Print Shop Graphics for Libraries*, volume 1, or combine borders from clip art with your creation from Print Shop.

IDEAS FOR USING PRINT SHOP™ GRAPHICS FOR LIBRARIES / 9

19. **BADGES/NAME TAGS.** Badges can be designed by first printing out titles of student workers, conference participants, parents' meetings, etc., then slipping them into plastic identification tag holders that can be purchased at most office supply stores.
20. **NEW LISTS.** Use Print Shop to make bibliographies of new materials to the LMC (library media center) more attractive.
21. **INTER-SCHOOL EVENTS.** State and district convention booths can be decorated using the banner mode and painted in school colors.
22. **BOOK REPORTS.** Have students use the "Greeting Card" format to write a book report which would invite the recipient to read that book. Have them share cards with other students instead of valentines, mail them to friends or relatives, etc.
23. **STUDENT DIVIDERS.** Signs can be made, glued to poster board, folded in half, and placed on tables to separate students during group projects.
24. **TELEPHONE NUMBERS.** A list of important telephone numbers can be placed on the wall near the telephone. The larger size done in Print Shop would be easier to see.
25. **LIBRARY SIGNS.** Dewey classification numbers can be made and placed on appropriate shelves. Other directional signs are easily made.
26. **BANNER GRAPHICS.** To put a graphic in the middle and on the end of banners, print the first picture and words preceding the center graphic. After the printer stops, start from scratch. Print a graphic and words....
27. **PAPER MONEY.** Paper money tokens can be printed by using the "Greeting Card" mode, then cutting out the two rectangles (instead of folding the card). The tokens could be awarded to deserving students, then used to purchase items in a game, contest, book fair, etc.
28. **COMPUTER SIGN-UP SHEETS.** Create a computer sign-up sheet for students or teachers, laminate it, then use erasable markers.
29. **LABELS.** Labels can be made for card catalog drawers, vertical files, file folders—anything to which you want to draw attention or dress up.
30. **GRAPHICS.** When making videos or slide presentations, graphics and wording can be used for a title screen or introduction.
31. **CLIPPINGS.** The graphic entitled "Clip" can be placed by a box of old magazines and picture books, telling students that they may cut and use any items from the box for reports.
32. **PUBLICITY.** Use promotional banners all over the school to advertise upcoming events, fairs, author visits, etc.

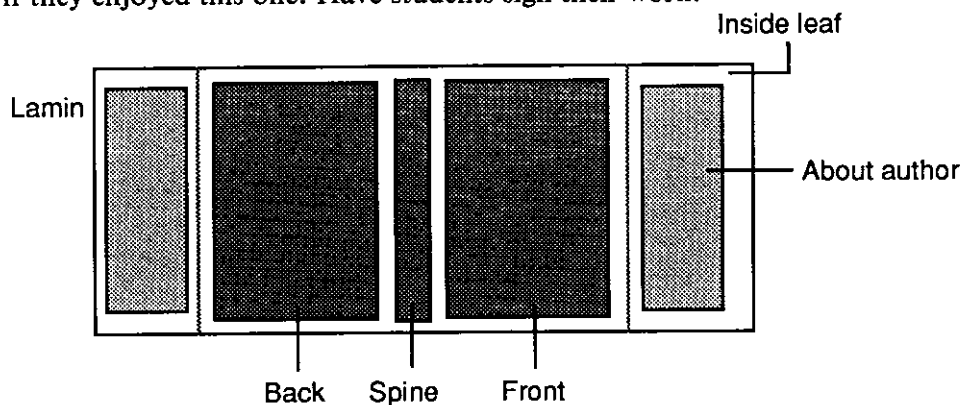
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33. **DISKETTE AND SLEEVE LABELS.** Labels for computer diskettes and diskette sleeves can be designed and printed out. Use label stock for the printer for both or you can print on the sleeve itself.
34. **IRON-ONS.** Ask a computer dealer about ordering printer iron-ons. Once pinned into the printer, a specially designed graphic and wording promoting the LMC/event can be printed, then ironed on T-shirts for students to win or purchase.
35. **TO DO LIST.** Make a transparency from a designed sign with the heading: "Things to Do." Number lines 1-10. Place transparency on wall or clipboard, or place near student or adult worker's desk. Use erasable markers for easy recording/changing.
36. **MORE LABELS.** Videotape labels for cassette and box are easily created.
37. **PICTURE CAPTIONS.** Captions for pictures on bulletin boards, displays, and interest centers can be created in the sign or letterhead mode.
38. **SUGGESTION BOX.** Use a graphic/lettering to create the sign for a suggestion box.
39. **ACRONYMS.** Acronyms can be made by first printing a word in the banner mode, cutting out the individual letters, placing them in a vertical position, then using another font to print the words. For example, print the word "READ" in the banner mode. Then separate the letters and place them vertically. Next choose another font such as "Boston" and print out the remaining letters needed:

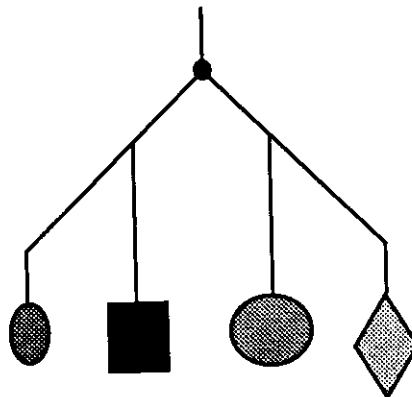
Readers
Enjoy
Awaiting
Destinies
40. **BOOKENDS.** Choose a graphic that suits the books with which the bookend will be used. Print a large-sized graphic and have the students color it. Laminate. Cut out an appropriate size to fit the bookend and attach it to the outside.
41. **THINGS CAN.** Take a clean can with the lid removed. Make and glue a sign with graphics and words saying "FOR YOUR USE." Can be used as a pencil can, for doodads, and gizmos.
42. **CREATIVE WRITING.** Use Print Shop to help inspire students to write. Make a cover out of construction paper (most printers will print on construction paper) using appropriate graphics and fonts. Reproduce writing paper with a fancy border. Students can write their stories on the bordered paper. Later they can print graphics to illustrate their story. Like the monks of old, they might start the first word of each chapter with a large Print Shop capital letter.

IDEAS FOR USING PRINT SHOP™ GRAPHICS FOR LIBRARIES / 11

43. **FRAMES.** Print your favorite border on colored construction paper or other colored paper. Place another piece of equal-sized construction paper behind the first one as backing. Place between lamin and laminate. Using a knife, split open either the top or bottom. Slide a piece of cardboard between sheets. Using an X-Acto™ knife, carefully cut out an area inside the border of whatever size desired. Be sure not to press hard enough to cut through the cardboard and into the backing. Now you can insert announcements, etc., into your frame, changing them whenever you like.
44. **BOOK JACKETS ONE.** Using contact paper, cut out a book cover. Choose a Print Shop graphic and font. Print a sign of correct size to fit the book (students may color it). Paste graphic on front of book cover. For the spine, select a font and print the title in "Sign," "Letterhead," or "Card" mode. Cut out and paste on the spine.
45. **BOOK JACKETS TWO.** For a waterproof or removable cover, create a front, back, and spine for the book using your choice of colored paper. Align between lamin, cut in correct size to cover book as illustrated below. This is an excellent alternative to a book report. Students might write original blurbs for the front inside flap and an author biography for the back flap. For the back of the cover, students might create an annotated list of books to read if they enjoyed this one. Have students sign their work.



46. **MOBILE.** Print graphics on construction paper, colored paper, or white paper that can be colored later. Graphics can be the same size or different sizes. Cut out and laminate. Punch a hole in the top of each. Attach different lengths of heavy thread or string to each. Attach other end of string to crossed cardboard top as illustrated below.



47. **BOOK LISTS.** Use the card mode to create an attractive book list of favorite mysteries, science fiction, etc.

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48. **COMBINE FONTS.** *Step #1*—Create a sign or card using first font. Leave room for remaining message in second font. *Step #2*—Create another sign or card using only the second font. Cut and paste onto the original sign/card. Or print all at one time by selecting a font, printing the first letter or word; stop; change font, continue printing....
49. **FLIP A GRAPHIC.** To make a sign, card, or letterhead with graphics facing each other, use the Print Shop Companion's graphic editor. Put the graphic you want to change into the editing mode. Horizontally or vertically flip it, then save it under another name. Print the first card, letter, poster. Be sure to leave space for the second graphic. Print the second graphic. Cut and paste.
50. **REDESIGN A FONT.** Use Print Shop Companion font editor to correct a design flaw in a font or to create your own. Use the "Get a font" command or use the reference font which automatically comes up as a guide.

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Cover Design
Michael Mancarella