Over_LAZ

WordPerfect Laser Printer Overlay Collection

PostScript Edition

release 2

(92-02-14)

Herne Data Systems Ltd.

PO Box 250
Tiverton, ON N0G 2T0

CANADA

voice or FAX (519) 366-2732

CompuServe 72060,1153

Software worth hunting for!

TABLE OF CONTENTS

SHAREWARE REGISTRATION FORM

Fill out this form and mail with your cheque, money order or VISA card number to:

Herne Data Systems Ltd., PO Box 250, Tiverton, ON, CANADA N0G 2T0

Please register my copy of *Over_LAZ PS* for $25 (US), $29 (CDN), plus $2 p & h. [ ]

Disk size required 720 k - 3.5" [ ] 360 k - 5.25" [ ]

Please send me the *Herne Data Systems Shareware Evaluation Pak* for $5 plus $2 p & h (Evaluation copies of all Herne Data Systems shareware products including *MAXI-Form, Utility_Belt, Over_LAZ for LaserJet, Over_LAZ for PostScript and NPS Nominal Pipe Size*) (3.5", 720k disk only) [ ]

Please send me more information on LAN and Site Licenses [ ]

Cheque or money order enclosed [ ] or charge my VISA card* [ ]

VISA # _____/_____/_____/_____ Expiry __/__ Total Amount* __________

Phone # (_____) _____-________ Signature ______________________________

NOTE: * All VISA orders will be charged in CANADIAN DOLLARS.
VISA orders can be FAXed to (519) 366-2732 for faster service.

Name ____

Address ____

City ______________________________ Prov/State______________

Zip ______________________________ Country ______________

Canadian orders include GST. PST must be added to total charge for ONTARIO residents.

Please add $4.00 postage and handling for shipments outside CANADA and the USA. Payment for international orders can be made by VISA card, international money order (in US$ or CDN$), or Eurochecks in the currency of the issuing country (e.g. Sterling, Francs and most other other major currencies). All orders are shipped by first class air mail. Please allow two weeks for delivery. Sorry, we cannot accept COD orders.

THE FINE PRINT

DISCLAIMER - AGREEMENT

Users of the *Over_LAZ PS* shareware collection must accept this disclaimer of warranty:

> "The software programs and files comprising the *Over_LAZ PS* collection are supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of any of the *Over_LAZ PS* software programs. Herne Data Systems reserves the right to make changes, additions and deletions to the *Over_LAZ PS* Collection at any time without prior notice."

This evaluation version of the *Over_LAZ PS* collection is a "shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find any of the *Over_LAZ PS* files useful and continue to use them after a 30 day trial period, you must make a registration payment of $25 (US), $29 (CDN) (plus $2 postage and handling) to Herne Data Systems Ltd. Cheque, money order, VISA credit card and corporate/institutional purchase orders are accepted. The single user registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

Commercial, corporate and institutional users of *Over_LAZ PS* must register and pay for their copies of *Over_LAZ PS* within 30 days of first use or their license is withdrawn. Site Licenses are available for $125 (US) or $135 (CDN) for the entire collection directly from Herne Data Systems Ltd.

Any individual, corporation or institution distributing *Over_LAZ PS* for any kind of remuneration must first contact Herne Data Systems Ltd. at the address below for authorization. This authorization will be granted automatically to distributors recognized by the ASP as adhering to its guidelines for shareware distributors, and such distributors may begin offering *Over_LAZ PS* immediately (However Herne Data Systems Ltd. must still be advised so that the distributor can be kept up-to-date with the latest version of *Over_LAZ PS*).

You are encouraged to pass a copy of *Over_LAZ PS* along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it.

REGISTRATION BENEFITS

All registered users will receive a copy of the latest version of the *Over_LAZ PS* system, along with free technical support and updates for 60 days. Registered users can also udate to later versions (beyond the initial 60 day free support period) for a nominal update fee of $5 plus $2 postage and handling (US or CDN funds).

All registered users are entitled to a FREE personalized letterhead overlay with registration. Simply send us a PCX or TIFF file (on an IBM-PC format floppy disk) with your corporate logo and we will convert it to an *Over_LAZ PS* printer file! If you do not have a logo, send us the text you wish printed (along with details of the preferred font, size, etc) and we will create a letterhead for you. Additional personalized *Over_LAZ PS* can be created for only $15 (US), $17 (CDN) plus $2 postage and handling. Use the order form included in the file OVER-PS.ODR when specifying details.

REGISTRATION AND CUSTOMER SUPPORT ADDRESS

Please address all registration requests and customer support inquiries to:

Herne Data Systems Ltd.,
PO Box 250, Tiverton, ON N0G 2T0 CANADA

voice or FAX (519)366-2732

You may also leave comments (we welcome all feedback - either positive or negative) addressed to CompuServe ID 72060,1153.

ASP OMBUDSMAN

This program is produced by a member of the Association of Shareware Professionals (ASP).

ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at: 545 Grover Road, Muskegon, MI 49442 USA or send a Compuserve message via easyplex to ASP Ombudsman 70007,3536

DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it after a reasonable evaluation period, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

INTRODUCTION

Over_LAZ is a collection of over 70 image overlay files for use with WordPerfect 5.0 or later and a laser printer. Two separate versions are available: *Over_LAZ PS* is for PostScript printers and *Over_LAZ HP* is for HP LaserJet or compatible printers. This documentation is for the PostScript version.

The overlays are automatically added to your document by WordPerfect when it is printed on a PostScript printer. The collection includes general office forms (such as 'inter-office memo', 'notice of meeting', etc.) in several different styles, as well as rubber stamp type overlays (such as 'DRAFT', 'confidential', etc.) and page frames and borders.

Over_LAZ PS are PostScript printer command files that are used with WordPerfect 5.0 or later to give your routine office correspondence a professional look without needing expensive letterheads and forms. *Over_LAZ PS* files are designed to work with a minimally equipped 'bare bones' PostScript compatible printer (i.e. with 512k RAM and only Helvetica fonts. Of course, *Over_LAZ PS* is fully compatible with extra printer RAM, and fonts). Because *Over_LAZ PS* uses PostScript specific command sequences, it is not compatible with other types of printers such as LaserJet based laser printers, dot matrix, ink jet or bubble jet printers, unless they are equipped with PostScript emulation hardware or software. A separate version of *Over_LAZ* is available for HP LaserJet compatible printers. Look for the file **OVER2.ZIP** on your favourite BBS.

* * * *

THIS DOCUMENTATION ASSUMES THAT THE READER IS REASONABLY FAMILIAR WITH MS-DOS, WordPerfect and PostScript CONCEPTS. HOWEVER, BY FOLLOWING THE EXAMPLES GIVEN IN THE TEXT, EVEN A RELATIVELY INEXPERIENCED USER CAN CREATE PROFESSIONAL LOOKING DOCUMENTS WITH EASE!

* * * *

The following files are included in the *Over_LAZ PS* collection:

*.PS	The PostScript printer command overlay files. Each file will produce a separate overlay. Overlays can be combined to produce a variety of effects. The contents of each file are described in greater detail later.

In addition to the main overlay files, the *Over_LAZ PS* collection disk will contain other related files:

ASP.COM	Displays the Association of Shareware Professionals ombudsman message.
OVER-PS.DOC	A version of the documentation designed to be printed on a non-PostScript printer.
OVERDOC.PS	This documentation file, formatted to be printed on a PostScript printer.
MEMO.TXT	A demonstration memo written in WP 5.0 which incorporates various examples of the *Over_LAZ PS* process.
OVERPSxx.ZIP	A ZIP file which contains all of the other files on the disk. You can upload this file to all of your favorite BBS's, or pass it around to your friends.
UPDATE.DOC	A summary of new features added since the last release. This file may or may not be present, depending on the release version.
CATALOG.DOC	This file contains a listing of other exciting Herne Data Systems Ltd. shareware and commercial software products.
OVER-PS.ODR	An order form for customized letterheads. Print this out on an PostScript Printer with the command: COPY OVER-PS.ODR LPT1: The file contains samples of the available fonts and other ordering information. All registered users of *Over_LAZ PS* are entitled to receive a free personalized letterhead overlay. Additional *Over_LAZ PS* files can also be purchased.

INSTALLING Over_LAZ PS

WordPerfect 5.0 or later is capable of downloading direct commands to a printer when it prints a document. *Over_LAZ PS* uses this capability to automatically print letterheads, images and/or borders on a text page. Each *Over_LAZ PS* printer command file (*.PS) contains a series of PostScript printer command sequences that produces the desired image.

In order to use *Over_LAZ PS*, WordPerfect must first be told where to find the *Over_LAZ PS* files. This is easily done by one of the following procedures.

If You Already Use Downloaded Fonts with WordPerfect

Copy the *Over_LAZ PS* *.PS files to your WordPerfect downloaded fonts sub-directory. For example, if your downloaded fonts were located in the directory C:\WP\FONTS and the *Over_LAZ PS* floppy disk was in drive A:, you would use the command:

COPY A:*.PS C:\WP\FONTS

If you do not know which directory contains your downloaded fonts, you can check it from the WordPerfect PRINT function menu:

	Key	Function
Press	<shift>-F7	PRINT
	S	Select Printer (Note: ensure that a PostScript compatible printer driver is currently selected.)
	E	Edit

The current path will be displayed next to the menu item which reads "Path for Downloadable Fonts and Printer Command Files". Press the <Enter> key several times to return to the main document editing screen.

If You Do Not Already Use Downloaded Fonts

If you do not already use downloaded fonts with WordPerfect, you must set up a sub-directory, copy the *Over_LAZ PS* *.PS files to it, then tell WordPerfect where the *Over_LAZ PS* files are located.

To create a new sub-directory, the DOS MD (make directory command is used). Perhaps the most logical place to store the *Over_LAZ PS* files is in a sub-directory of your main WordPerfect directory. For example, if your main WordPerfect files are stored in the directory C:\WP and the *Over_LAZ PS* files were on a floppy disk in drive A:, then you would use the following procedure:

```
C:
CD\WP
MD OVERLAZ
COPY A:*.PS C:\WP\OVERLAZ
```

Next, you must tell WordPerfect the full path name of the *Over_LAZ PS* sub-directory. This is done from within the WordPerfect PRINT menu with the following sequence of key strokes:

	Key	Function
Press	<shift>-F7	PRINT
	S	Select Printer (Note: ensure that a PostScript compatible printer driver is currently selected.)
	E	Edit
	D	Path for Downloadable Fonts and Printer Command Files

At the prompt, type in the path where you have stored the *Over_LAZ PS* files, such as C:\WP\OVERLAZ, followed by the <Enter> key. Keep pressing <Enter> until you return to the main document editing screen (total of 4 times).

Installing *Over_LAZ PS* with WordPerfect for Windows

Over_LAZ PS can also be used with WordPerfect for Windows.

* * * *

> **In order to use *Over_LAZ PS* with WordPerfect for Windows, you MUST use the WordPerfect printer driver. You CANNOT use the standard Windows printer drivers because they do not support direct printer setup commands.**

* * * *

To install *Over_LAZ PS* in WordPerfect for Windows, from the main editing screen click the mouse pointer on:

- FILE
  - SELECT PRINTER (See above warning - make sure the WordPerfect printer driver is currently selected.)
    - SETUP
      - PATH FOR DOWNLOADABLE FONTS AND PRINTER COMMANDS

A prompt will be displayed in the edit box for "Path for downloadable ...". Type in the path (drive and directory) where you have stored your *Over_LAZ PS* files. (If you use downloadable fonts, do not change the path which is displayed in the edit box. Instead, copy the *Over_LAZ PS* files to the same directory).

After typing in the path information, click on OK to close each window in sequence (i.e. SETUP, SELECT PRINTER) and return to the main editing screen.

The SETUP dialog box is different for the WordPerfect and Windows printer drivers. If you are using a Windows printer driver, the 'Path for Downloadable fonts ...' option will not appear in the SETUP dialog box.

USING Over_LAZ PS

Once the *Over_LAZ PS* files have been copied to your downloaded fonts directory, they are ready to be incorporated into your documents. *Over_LAZ PS* *.PS files can be used either singly or in combination.

* * * *

NOTE THAT THE PRINTED IMAGES PRODUCED BY THE *Over_LAZ PS* PROCESS WILL ONLY APPEAR WHEN THE DOCUMENT IS PRINTED. THEY ARE NOT VISIBLE EITHER WHEN EDITING THE DOCUMENT OR VIEWING IT WITH PRINT PREVIEW.

* * * *

To insert one or more *Over_LAZ PS* files into a document, the following WordPerfect procedure is used:

	Key	Function
Press	<shift>-F8	FORMAT
	O	OTHER (Note: this is the letter 'o' not the number zero).
	P	PRINTER FUNCTIONS
	P	PRINTER COMMAND
	F	FILENAME

At the prompt, type in the name of the *.PS file that you wish to include, followed by <Enter>. Press <Enter> several more times until you return to the main document editing screen. For example, if you wish to print the 'inter office memo' letterhead on your document, perform the following commands at the very beginning of your document: shift-<F8> O P P F IOMEMO.PS <Enter>.

If you wish to confirm that the *.PS file is included in your document, press the F11 (REVEAL CODES) key. You will see a hidden command [Ptr Cmnd: xxxx.PS], where 'xxxx' is the name of the *Over_LAZ PS* file you have just included.

To remove an *Over_LAZ PS* command file from a document, the command can be deleted just like any other WordPerfect hidden command. Press the F11 key for REVEAL CODES, then use the back space or delete key to remove the command.

For more details about the mechanics of using printer command files, consult your WordPerfect reference manual 'Printer Commands' section.

The file MEMO.TXT contains the outline of a memo that uses the *Over_LAZ PS* process. Use the example as a guide for creating your own, or examine it with the REVEAL CODES function to see how the formatting options fit together. The memo was created in WordPerfect 5.0 format, but can be used in 5.1 as well. Before printing a copy of the memo, make sure that you have correctly installed the *Over_LAZ PS* files in your WordPerfect downloaded fonts directory.

Using *Over_LAZ PS* with WordPerfect for Windows

To insert an *Over_LAZ PS* file into a WordPerfect for Windows document, from the main editing screen, click the mouse on:

- LAYOUT
  - TYPESETTING
    - PRINTER COMMAND
      - FILENAME

A prompt will be displayed in the filename edit box. Type in the name of the *Over_LAZ PS* file you wish to use, then click on OK to close each window until you return to the main editing screen.

A similar procedure can be used to insert an *Over_LAZ PS* file into a header or footer statement.

If you are using a Windows printer driver instead of a WordPerfect driver, the PRINTER COMMAND option on the TYPESETTING menu will be disabled and you will not be able to select it.

USING OVER_LAZ WITH OTHER WORD PROCESSING PROGRAMS

The *Over_LAZ PS* process was specifically designed to work with WordPerfect. However, *Over_LAZ PS* may be able to be used with other word processing programs.

In order to use *Over_LAZ PS* the word processing program must be able to embed the contents of a disk file, without changing or re-formatting, in the document when printing. This can be done either by chained printing (i.e. the ability to retrieve and print a disk file while in the midst of printing the document, but ONLY IF THE PROGRAM DOES NOT RE-FORMAT THE CHAINED FILE BEFORE PRINTING IT), or if the program supports it, direct downloading of the *Over_LAZ PS* file to the printer during the printing process.

The procedure for chain printing and/or embedding printer commands varies greatly for different word processing programs. We suggest that you consult the appropriate sections of your software manual.

USING OVER_LAZ ON A NETWORK

Local Area Networks (or LANs) are quite common in most business environments. Among other things, LANs let users share a few printers amongst many workstations. The network print server normally runs software which spools and queues print jobs, resets the printer and configures it for each print job.

A Novell LAN has two basic printer modes: text and bytestream. In bytestream mode, all data received from a user is passed directly to the printer. In TEXT mode, the data is filtered first. The filtering process converts TAB characters (ASCII code 9) to a series of spaces. For straight text, this is normally OK. However, some customized *Over_LAZ PS* files may contain bit-mapped graphic images. If the network printing software is configured for TEXT mode, the graphics may become scrambled by the well meaning print server which will convert any ASCII 9's to spaces. The scrambling effect will only occur if the graphics data happens to contain an ASCII 9.

If you find that some of the *Over_LAZ PS* files are not printing correctly on your LAN, ask your LAN administrator to convert your default printing configuration from TEXT to BYTESTREAM mode.

CUSTOMIZING Over_LAZ PS

Over_LAZ PS files consist of a series of PostScript command statements. The PS files are ASCII text files and can be edited with any text editor. (When using a wordprocessing program, such as WordPerfect, make sure that the files are edited in ASCII mode, not in document mode).

Several PS files have been provided which are designed to be customized by the user. The other files can also be customized to change the fonts, sizes, etc. It is recommended that you should not attempt to change the other files unless you have a good understanding of the PostScript language.

DESK.PS and DESK2.PS

The files DESK.PS and DESK2.PS will print 'from the desk of ...' followed by your name. DESK.PS uses a solid font, while DESK2.PS uses an outline font. Using an ASCII text editor, locate the line near the beginning of the file which reads:

```
/name (your name here) def
```

To customize the overlay, change the text 'your name here' to your own name. You can use UPPERCASE or lowercase letters as you wish. Remember to enclose the text in brackets (). For example, if your name was John Smith, you might change the line to read:

```
/name (John Smith) def
```

After making the changes, don't forget to save the edited file under a new name.

MONOx.PS

The three files MONO1.PS, MONO2.PS and MONO3.PS will produce a large (250 point) gray text monogram overlay in ZapfChancery font. MONO1.PS is used for a single initial, MONO2.PS is used for 2 initials, and MONO3.PS is used for three initials. To customize the first initial, use an ASCII text editor to locate the line near the top of the file which reads:

```
/mono1 (A) def
```

Replace the A with your first initial. You can use either UPPERCASE or lowercase as you wish.

To customize the second initial in the files MONO2.PS and MONO3.PS, locate the line:

/mono2 (B) def

Replace the B with your second initial, either UPPERCASE or lowercase.

To customize the third initial in the file MONO3.PS, locate the line:

/mono3 (C) def

Replace the C with your third initial.

Note that ZapfChancery is not supported by all PostScript printers (especially those with less than 35 built in fonts). If the your printer does not support the ZapfChancery font, you can still use the overlay by changing to a different font. Using an ASCII text editor, locate the line near the beginning of the file which starts with:

/ZapfChancery-MediumItalic

(There will be other statements on the same line after the above text. Leave these intact). To change to Times Italic, replace the above command with:

/Times-Italic

followed by the remainder of the original line. Note that the command must be exactly as shown above, with no extra spaces and with capitalized T and I only. For Times Roman, use:

/Times-Roman

Other fonts can also be substituted. See the next section for a list of available fonts.

After making all required changes, save the edited file under a new name.

Standard PostScript Fonts

The standard PostScript printer has 35 built in fonts. Any one of the fonts can be used in an *Over_LAZ PS* letterhead or rubberstamp. (Not all fonts are resident in some of the less expensive PostScript printers. As a minimum these printers will have Courier, Helvetica and Times font families). The fonts are:

AvantGarde-Book
AvantGarde-BookOblique
AvantGarde-Demi
AvantGarde-DemiOblique
Bookman-Demi
Bookman-DemiItalic
Bookman-Light
Bookman-LightItalic
Courier
Courier-Bold
Courier-BoldOblique
Courier-Oblique
Helvetica
Helvetica-Bold
Helvetica-BoldOblique
Helvetica-Oblique
Helvetica-Narrow
Helvetica-Narrow-Bold
Helvetica-Narrow-BoldOblique
Helvetica-Narrow-Oblique
NewCenturySchlbk-Bold
NewCenturySchlbk-BoldItalic
NewCenturySchlbk-Italic
NewCenturySchlbk-Roman
Palatino-Bold
Palatino-BoldItalic
Palatino-Italic
Palatino-Roman
Symbol
Times-Bold
Times-BoldItalic
Times-Italic
Times-Roman
ZapfChancery-MediumItalic
ZapfDingbats

Note that PostScript is case sensitive in its naming conventions - hyphens, uppercase and lower case letters are important and must appear exactly as shown in the list above.

ADJUSTING THE DARKNESS OF 'RUBBER STAMPS'

The darkness of a rubber stamp type overlay can be adjusted to compensate for different printers. Some printers, especially those without true Adobe PostScript, may print the rubber stamps too lightly.

Near the beginning of the rubber stamp .PS file there will be a line which reads:

```
.99 setgray
```

To make the rubber stamp darker, replace this line with:

```
.9 setgray
```

or some other number. With the PostScript setgray command, 1.0 is white and 0.0 is black. All numbers in between are shades of gray with lower numbers being dark and higher ones being lighter.

TIPS AND HINTS

For best results in using *Over_LAZ PS*, consider the following:

- All overlay files are designed to work with standard 8-1/2" x 11" paper. The letterhead and rubber stamp type overlays will also work acceptably with metric A4 sized paper. The border overlays may appear to be off-center when used with A4 paper.

- If possible, always insert the printer command file at the very beginning of a document or page. The location of where the overlay is printed on a page is predeterimined in the printer command file itself and is NOT determined by where you insert the printer command into your document. For example, even if you insert a letterhead overlay in a footer command, the letterhead will still be printed at the top of the page in its correct location.

- If you must include a printer command file in the middle of a page, always include at least two hard returns after it. Failure to do so may interfere with the formatting of the remainder of the paragraph which contains the command file.

- If you wish an overlay to be repeated on each page of a multi page document, insert the printer command file at the beginning of a header or footer command.

- For the standard letterhead overlays, a top margin of at least 1.25 inches is required in order to provide sufficient room at the top of the page to print the letterhead. For customized letterheads, more space may be required.

- Blank letterheads (and other images) can be printed directly using the DOS copy command, such as:

  COPY IOMEMO.PS+SHOW.PS LPT1:

  Several images can be combined such as:

  COPY IOMEMO.PS+DRAFT.PS+SHOW.PS LPT1:

  Remember, when printing the images manually, you must use the SHOW.PS file which contains the PostScript command to print and eject the page.

Over_LAZ PS IMAGES

Over_LAZ PS image files are grouped into three categories: letterheads, rubberstamps, and decorative borders. The current files in each category are described below.

LETTERHEADS

'Letterhead' type overlay files can be used for general office correspondence. When using letterheads, the top margin of the document should be set to at least 1.25 inches to allow adequate space to print the letterhead. Letterheads are optimized for 8 1/2" x 11" portrait mode printing, but will also work for 8 1/2" x 14" legal portrait as well as metric A4 portrait printing.

BULL.PS	Prints the word 'bulletin' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.
BULL2.PS	Similar to above, but with 'bulletin' printed in Helvetica bold outline font.
COMM2.PS	Prints the words 'for comment' in lower case Helvetica bold outline at the top center of the page.
DESK.PS	Prints the words 'from the desk of . . .' on the top line and 'your name here' on the second line in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page. DESK.PS is designed to be user customized. Follow the instructions in the section 'Customizing *Over_LAZ PS*' above.
DESK2.PS	Similar to above, but with printing in Helvetica bold outline font.
DRAFT2.PS	Prints the words 'draft' in lower case Helvetica bold font at a 30 degree angle, four times across the top of the page.

FAXMEMO.PS	Prints the words 'fax transmittal' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.
FAXMEMO2.PS	Similar to above, but with 'fax transmittal' printed in Helvetica bold outline font.
FILE2.PS	Prints the words 'file copy' in lower case Helvetica bold outline font at a 30 degree angle, three times across the top of the page.
INVOICE.PS	Prints the word 'invoice' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.
INVOICE2.PS	Similar to above, but with 'invoice' printed in Helvetica bold outline font.
IOMEMO.PS	Prints the words 'inter office memo' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.
IOMEMO2.PS	Similar to above, but with 'inter office memo' printed in Helvetica bold outline font.
ITIN.PS	Prints the word 'itinerary' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.
ITIN2.PS	Similar to above, but with 'itinerary' printed in Helvetica bold outline font.
MBOSS.PS	Prints the words 'memo from the boss' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.

MBOSS2.PS	Similar to above, but with 'memo from the boss' printed in Helvetica bold outline font.
MOM.PS	Prints the words 'minutes of meeting' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.
MOM2.PS	Similar to above, but with 'minutes of meeting' printed in Helvetica bold outline font.
NFLASH.PS	Prints the words 'news flash' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.
NFLASH2.PS	Similar to above, but with 'news flash' printed in Helvetica bold outline font.
NOM.PS	Prints the words 'notice of meeting' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.
NOM2.PS	Similar to above, but with 'notice of meeting' printed in Helvetica bold outline font.
PACK.PS	Prints the words 'packing slip' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.
PACK2.PS	Similar to above, but with 'packing slip' printed in Helvetica bold outline font.
PREL2.PS	Prints the word 'preliminary' in lower case Helvetica bold outline at the top center of the page.
PURCH.PS	Prints the words 'purchase order' in lower case Helvetica bold font at

the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.

PURCH2.PS — Similar to above, but with 'purchase order' printed in Helvetica bold outline font.

RUSH.PS — Prints the word 'RUSH' in Helvetica bold outline font at the top center of the page.

SHOW.PS — Contains the PostScript commands to print and eject a page. SHOW.PS is used when printing one of the other *Over_LAZ PS* files from DOS. For example, the DOS command:

```
COPY IOMEMO.PS+SHOW.PS LPT1:
```

will print a copy of the IOMEMO.PS overlay.

STATE.PS — Prints the word 'statement' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.

STATE2.PS — Similar to above, but with 'statement' printed in Helvetica bold outline font.

THINGS.PS — Prints the words 'things to do today' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.

THINGS2.PS — Similar to above, but with 'things to do today' printed in Helvetica bold outline font.

TODAY.PS — Prints the words 'today's events' in lower case Helvetica bold font at the top right of the page, followed by a single horizontal line, about 7" long, approx 1" down from the top of the page.

TODAY2.PS — Similar to above, but with 'today's events' printed in Helvetica bold outline font.

RUBBER STAMPS

'Rubber Stamp' type overlay files are optimized for 8 1/2" x 11" portrait mode printing, but can also be used for 8 1/2" x 14" legal portrait and metric A4 portrait. They should not be used for landscape mode printing. Rubber stamp overlays print in medium grey. Regular black text printed over the rubber stamp is perfectly legible.

COMM.PS	Prints the words 'for comment' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
CONF.PS	Prints the word 'CONFIDENTIAL' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
DRAFT.PS	Prints the word 'DRAFT' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
DUPE.PS	Prints the word 'duplicate' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
FILE.PS	Prints the words 'file copy' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
INFO.PS	Prints the words 'for information only' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
NEWS.PS	Prints the words 'news flash' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
ORIG.PS	Prints the word 'original' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
OUO.PS	Prints the words 'for offical use only' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
PAID.PS	Prints the word 'PAID' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
PAST.PS	Prints the words 'PAST DUE' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.

PREL.PS	Prints the word 'preliminary' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
PROP.PS	Prints the word 'proprietary' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
REMIND.PS	Prints the word 'REMINDER' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
REST.PS	Prints the word 'restricted' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
SALE.PS	Prints the word 'SALE' in 2 inch high Helvetica bold font in grey at a 30 degree angle in the center of the page.
SAMPLE.PS	Prints the word 'sample' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
SPEC.PS	Prints the word 'specimen' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.
URGENT.PS	Prints the word 'URGENT' in 45 point Helvetica bold font in grey at a 30 degree angle in the center of the page.

The numbers zero to 10 can be used to number pages of a short document, or to number copies of a restricted or confidential document.

ZERO.PS	Prints the numeral zero (0) in large, 100 point Helvetica bold font in grey at the bottom center of the page.
ONE.PS	Prints the numeral one (1) in large, 100 point Helvetica bold font in grey at the bottom center of the page.
TWO.PS	Prints the numeral two (2) in large, 100 point Helvetica bold font in grey at the bottom center of the page.
THREE.PS	Prints the numeral three (3) in large, 100 point Helvetica bold font in grey at the bottom center of the page.

FOUR.PS	Prints the numeral four (4) in large, 100 point Helvetica bold font in grey at the bottom center of the page.
FIVE.PS	Prints the numeral five (5) in large, 100 point Helvetica bold font in grey at the bottom center of the page.
SIX.PS	Prints the numeral six (6) in large, 100 point Helvetica bold font in grey at the bottom center of the page.
SEVEN.PS	Prints the numeral seven (7) in large, 100 point Helvetica bold font in grey at the bottom center of the page.
EIGHT.PS	Prints the numeral eight (8) in large, 100 point Helvetica bold font in grey at the bottom center of the page.
NINE.PS	Prints the numeral nine (9) in large, 100 point Helvetica bold font in grey at the bottom center of the page.
TEN.PS	Prints the number ten (10) in large, 100 point Helvetica bold font in grey at the bottom center of the page.

Over_LAZ PS also supports user customized monogram overlays. These are large (about 2 inches high) gray letters which print in the middle of the page.

MONO1.PS	Prints a single initial in 250 point gray ZapfChancery font. To customize this for your own initial, see the section 'Customizing *Over_LAZ PS*' above.
MONO2.PS	Prints two initials in 250 point gray ZapfChancery font. To customize this for your own initials, see the section 'Customizing *Over_LAZ PS*' above.
MONO3.PS	Prints three initials in 250 point gray ZapfChancery font. To customize this for your own initials, see the section 'Customizing *Over_LAZ PS*' above.

BORDERS

Decorative border overlays draw boxes and borders of various styles around the edge of the printed page. They are designed to work with standard 8 1/2" x 11" paper, in either portrait or landscape mode.

BORD1.PS	Prints a single thin black line box 0.5 inches in from the edge of the paper.
BORD1S.PS	Similar to above, but with a light grey shadow to the right and below the main box.
BORD2.PS	Prints a double thin black line box 0.5 inches in from the edge of the paper, with the lines spaced about 0.1 inches apart.
BORD2S.PS	Similar to above, but with a light grey shadow to the right and below the main box.
BORD3.PS	Prints a double black line (inner thin line, outer thick line) box 0.5 inches in from the edge of the paper, with the lines spaced about 0.1 inches apart.
BORD3S.PS	Similar to above, but with a light grey shadow to the right and below the main box.
BORD4.PS	Prints a double black line (inner thick line, outer thin line) box 0.5 inches in from the edge of the paper, with the lines spaced about 0.1 inches apart.
BORD4S.PS	Similar to above, but with a light grey shadow to the right and below the main box.
BORD5.PS	Prints a series of 6 medium thick line boxes, spaced 1/4" apart, with the outer line in light grey at 0.5 inches from the page edge, increasing in density with the innermost line in black. For best results, use a top, bottom, left and right margin setting of 2 inches.
BORD6.PS	Prints a 1/4" thick line box in medium grey with the outer edge 0.5 inches from the edge of the paper.

New Additions to the *Over_LAZ PS* Collection

We are constantly looking for new additions to the *Over_LAZ PS* collection. If you have any ideas that others might find useful, write to us at:

Over_LAZ PS
Herne Data Systems Ltd.
PO Box 250
Tiverton, ON CANADA N0G 2T0

If we incorporate your idea in a future release, we will send you a free upgrade.

APPENDIX A: ENHANCEMENTS AND IMPROVEMENTS

New Features of release 2

- o Updated documentation includes instructions for WordPerfect for Windows, network printing, and use with other word processing programs.

- o New *Over_LAZ* added: PREL, PREL2, SALE, COMM, COMM2, THINGS, THINGS2, TODAY, TODAY2, ITIN, ITIN2, RUSH