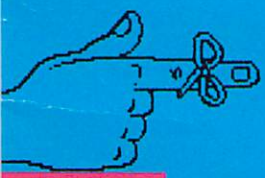
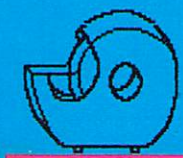
SPRINGBOARD

Clip Art Collection™

Volume 2





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Available in the following formats:
Apple *II+*, *IIe*, *IIc* disk
IBM PC disk
Commodore 64/128 disk

Springboard Technical Support Hot-Line
Springboard offers you continuing support in the form of telephone advice. Should you encounter any difficulty in using this product, feel free to call our technical support department Monday through Friday during normal business hours (central time) at (612) 944-3912.

The best technical support can be obtained if you are at your computer, running the program when you call.

The Artists
The art in CLIP ART COLLECTION VOLUME 2 was created by Springboard artisits Robert Cavey, Karen Christiansen and Jerry Cratsenberg.

To the Editors

CLIP ART COLLECTION VOLUME 2 contains over 800 pieces of "business" clip art to use with THE NEWSROOM. This collection of clip art is designed specifically for communicating in the business environment. You will have dozens of business categories to choose from and, as usual, there is a nice balance between realistic art and cartoon-like characters.

The additional clip art provided in this volume can be used in conjunction with The Newsroom Clip Art disk and Clip Art Collection Volume 1, giving you over 2000 pieces of clip art to choose from.

More Clip Art
From Springboard

Don't miss CLIP ART COLLECTION VOLUME 1. This collection of clip art for The Newsroom contains a variety of clip art to fit almost any situation or occasion.

Backup Diskettes

CLIP ART COLLECTION VOLUME 2 is copy protected. PLEASE DO NOT ATTEMPT TO DUPLICATE THE DISKETTE, IT MAY BECOME DAMAGED. You may order a backup copy of this program from Springboard. A Backup Disk Certificate with complete procedures is attached to the enclosed product warranty card.

General Instructions

Apple *II*+, *IIe*, *IIc*
Commodore 64/128

The CLIP ART COLLECTION VOLUME 2 disk is a two-sided disk which contains all 800 pieces of your "business" clip art. There are approximately 400 pieces of clip art on each side of the disk.

Clip Art A (side 1)
Clip Art B (side 2)

Each piece of clip art is pictured with reference to its page title and to which side of the disk it resides, in the Clip Art Overview at the back of this book.

Refer to THE NEWSROOM instrucrtion booklet for complete instructions on how to operate THE NEWSROOM.

IBM PC

The CLIP ART COLLECTION VOLUME 2 disk is a two-sided disk which contains all 800 pieces of your "business" clip art. There are approximately 400 pieces of clip art on each side of the disk.

Clip Art A
Clip Art B

Your IBM PC must have dual-headed drives to read both sides of the disk. You will access both Clip Art A and Clip Art B when the disk is inserted into the drive, label side up. You will not need to flip the disk.

Each piece of clip art is pictured with reference to its page title in the Clip Art Overview at the back of this book.

Refer to THE NEWSROOM instruction booklet for complete instructions on how to operate THE NEWSROOM.

Categories of Clip Art

CLIP ART COLLECTION VOLUME 2 contains over 800 pieces of "business" clip art in various categories. You can view each piece of clip art in the Clip Art Overview at the back of this book.

Account1	Compute2	Measure1	Photo1
Ads1	Daycare1	Medical1	Politics
AppInc1	Daycare2	Medical2	Realty1
Arts1	Dentist1	Medical3	Seals1
Audio1	Dining1	Misc1	Shopping
Auto1	Dining2	Misc2	Skylines
Balloons	Drawing1	Misc3	Spirits1
Beauty1	Farming1	Misc4	Stocks1
Borders1	Film1	Money1	Symbols1
Borders2	Florist1	Money2	Symbols2
Borders3	Florist2	Money3	Tailor1
Build1	Furnish1	Office1	Time1
Build2	Furnish2	Office2	Travel1
Chart1	Hands1	Office3	Vehicles1
Chart2	Hands2	Office4	Words1
Chart3	Health1	Optics1	Words2
Clichés1	Health2	People1	Words3
Clichés2	Holiday1	People2	Words4
Clichés3	Holiday2	People3	Yardwork
Clichés4	Industry	People4	
Clichés5	Jeweler1	Petshop1	
Compute1	Legal1	Phones1	

Using the Clip Art In THE NEWSROOM

Clip art from the CLIP ART COLLECTION VOLUME 2 disk can be used in the BANNER and PHOTO LAB work areas of THE NEWSROOM in the same manner as you use clip art from THE NEWSROOM's original Clip Art disk.

All cursor control keys and selector buttons remain the same as described in THE NEWSROOM instruction booklet.

Loading clip art

To load a piece of clip art into the BANNER or PHOTO LAB work area:

1. Select the **desired work area** from THE NEWSROOM menu. You will be brought to the work area.
2. Once you are in the work area, insert the clip art disk into the disk drive.
3. Select the **clip art icon** at the top of the left side of the work area. A list of clip art page titles will appear which corresponds to the clip art pages in the Clip Art Overview at the back of this book.
4. Move the selector bar up and down the list of titles until it is on the title of the clip art page you wish to load.
5. Select that title by pressing the selector button or key. That page of clip art will be displayed.

Changing clip art disks

If you wish to load a clip art page from a different clip art disk, or a different side of the clip art disk, (Apple and Commodore users) follow steps one through three in the **Loading clip art** section, then:

1. Remove the present clip art disk from the drive.
2. Insert the different clip art disk or side that you want.
3. Move the selector bar to the **NEW DISK** option and press the selector button or key. The clip art page titles from the new disk will be displayed on the screen.
4. Move the selector bar up and down the list of page titles until it is on the title of the clip art page you wish to load.
5. Select that page title by pressing the selector button or key. That page of clip art will be displayed.

Cancelling clip art loading

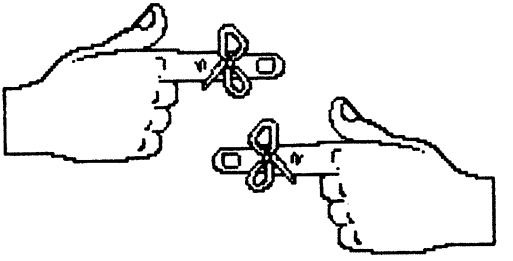
To return to the work area without any clip art, move the selector bar to the **CANCEL** option and press the selector button or key. You will be returned to the work area without any clip art.

Tips on using Clip Art

There are endless creative possibilities for using clip art in The Newsroom. Here are some helpful tips to get you going.

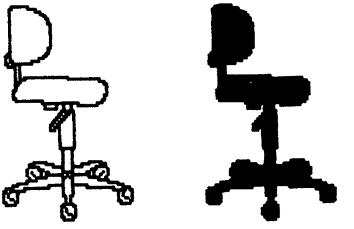
TIP 1:

You can flip clip art. Select the **clip art icon** to load your clip art piece(s) into the PHOTO LAB or BANNER work area. When your clip art is loaded, select the **flip icon** , move the cursor onto the clip art piece to be flipped and press the selector button or key. Always flip the art before modifying it with the graphics tools. Modifications cannot be flipped.



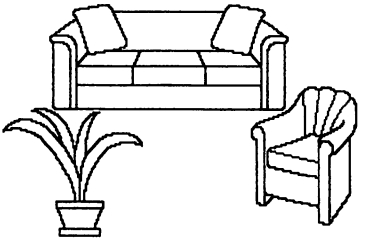
TIP 2:

Reverse a piece of clip art into a silhouette. Select a piece of clip art that has a distinct or recognizable shape. Load it into the PHOTO LAB or BANNER work area. Select the **crayon icon** and go to the Graphics Tools Window. Select the black fill pattern and return to the work area. Use this to fill the interior of the clip art. If any unblackened areas still appear, go to the **magnifying glass icon** and use it for detail editing.



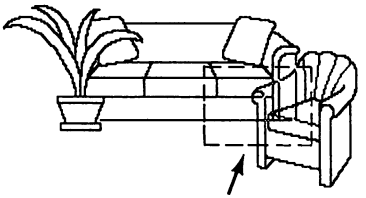
TIP 3:

Try loading multiple pieces of clip art into the PHOTO LAB or BANNER work area and combine them in a variety of ways.

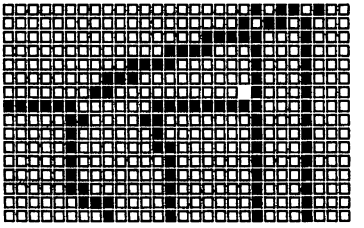


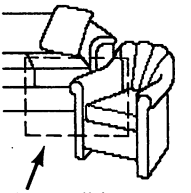
TIP 4:

Overlap art and use the **magnifying glass icon** for detail editing.



Before editing

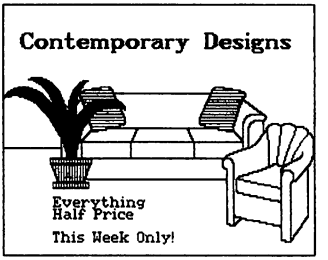




After editing

TIP 5:

You can select the **crayon icon** to use any of The Newsroom's graphics tools and add creative style to your clip art combinations.



- add a caption to your art
- draw automatic lines, boxes and circles
- experiment with different fill patterns

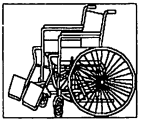
TIP 6:

Reverse a piece of clip art out of a black background.

Here are two different ways to do it.

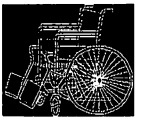
Load a piece of clip art into the PHOTO LAB or BANNER work area.

1. Framed
Draw a box around it.



Go to the Graphics Tools Window and select the black fill pattern and the largest pen ■. Return to the work area and completely blacken out the image.

Next, go the the Graphics Tools Window and select the hand. Return to the work area and move the hand onto the black area. Pick up the hidden piece of art and move it off the screen, leaving an inversed image.



2. Free Form Background
Leave it alone.

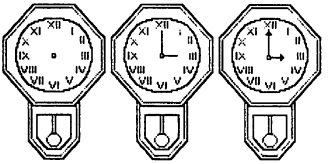
Go to the Graphics Tools Window and select the largest pen ■. Return to the work area and completely blacken over the piece of art. Whatever black pattern you draw will remain there later.

Next, go to the Graphics Tools Window and select the hand. Return to the work area and move the hand onto the black area. Pick up the hidden piece of art and move it off the screen, leaving an inversed image.

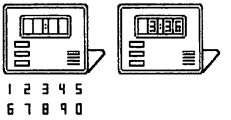
TIP 7:

On the page of clip art labeled TIME1, you will find a variety of clocks without hands or digital numbers on them. We did this intentionally so that you could personalize them to the exact time you want.

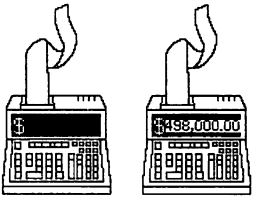
To put hands on your clock, select the **crayon icon** and go to the Graphics Tools Window. Select the lines option and return to the work area. Start the line at the center of the clock and draw the hour hand. Then, start at the center again and draw the minute hand. You can easily use the magnifying glass to draw an arrow at the end of the hands.



To put digital numbers on your digital clock, go to the TIME1 page of clip art and load the clock and the provided numbers into the work area. Pick up the numbers and position them in the correct minute or second slot.

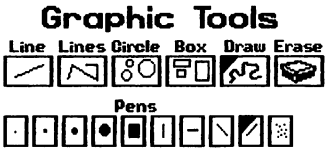


Go to ACCOUNT1 and load the calculator into the work area. To add numbers to the display area of the calculator, select the **crayon icon** to go to the Graphics Tools Window. Select a small font. Return to the work area and type the number into the display area of the calculator.



TIP 8:

Use the various pens in the Graphics Tools Window to create realistic or abstract original art. Select the **crayon icon** to go to the Graphics Tools Window. Select a pen in the PENS area and select one of the drawing tools (lines, boxes, circles or **free draw**) and return to the work area.



Drop the pen at a starting point and draw with the joystick, mouse or cursor keys. Repeat the selection and drawing process as much as you like.

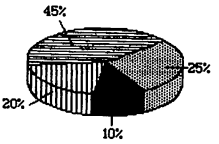
TIP 9:

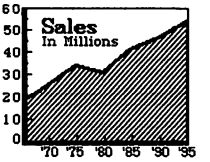
A variety of borders are offered. You will find corner pieces, vertical pieces and horizontal pieces to assemble into your border.

When creating a border, start with the corners and work towards the center. Select the **clip art icon** and load the border pieces into the PHOTO LAB or BANNER work area. Drop multiple corner pieces and vertical and horizontal pieces, then flip and position the pieces into a rectangular shape. Be creative and add text or clip art to your borders.

TIP 10:

Build accurate charts and graphs with the graph-making pieces.



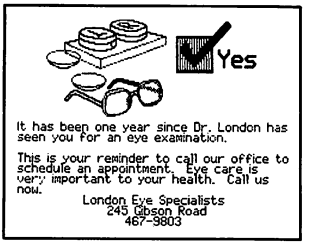


TIP 11:

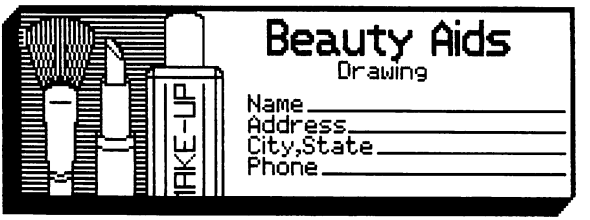
The Newsroom allows you to print a photo, panel or banner, as well as an entire newspaper page. This allows you to use The Newsroom to create items the size and shape of a photo, panel or banner.

Photo

Panel

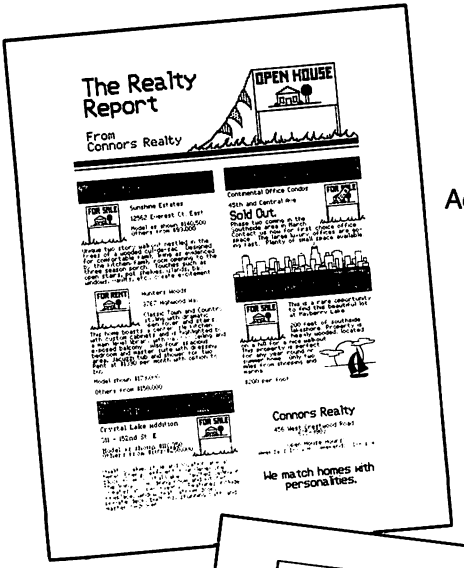


Banner

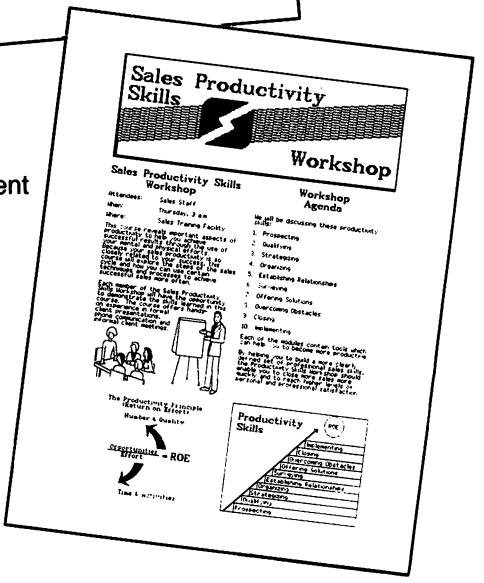


TIP 12:

Use The Newsroom to create newspapers and many other types of business communication pieces. Here are examples of how you can design your newspaper to look like an advertising flyer or an announcement.



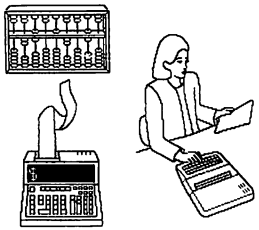
Advertising Flyer



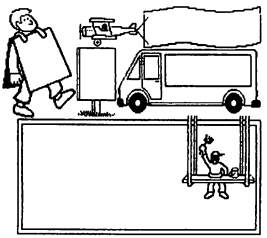
Announcement

Clip Art A (Side 1)

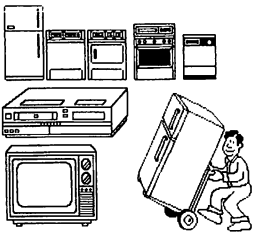
Account1



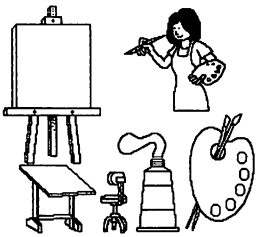
Ads1



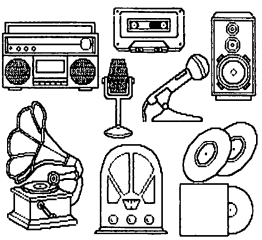
Applnc1



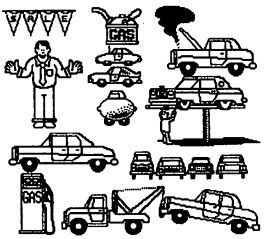
Arts1



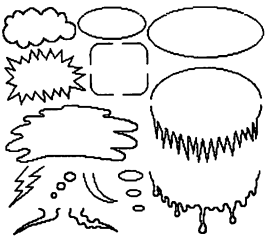
Audio1



Auto1

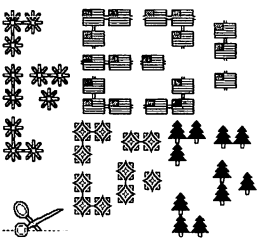


Balloons

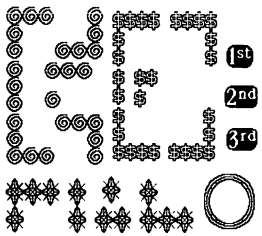


Beauty1

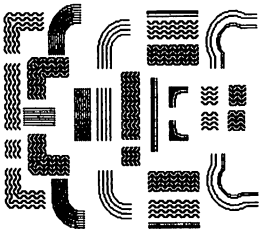
Borders1



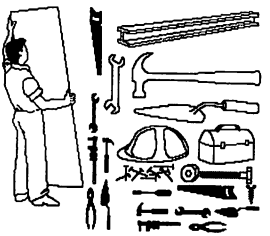
Borders2



Borders3



Build1



Clip Art A (Side 1)

Build2

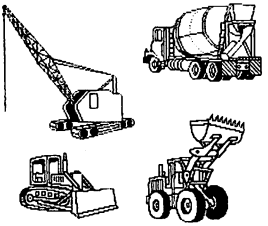


Chart1

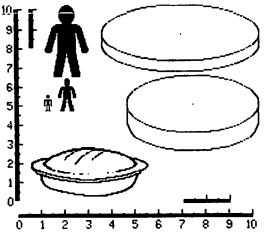


Chart2

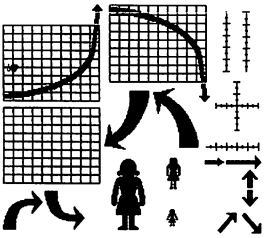
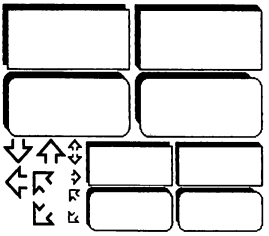
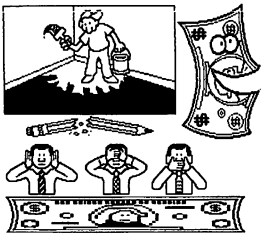


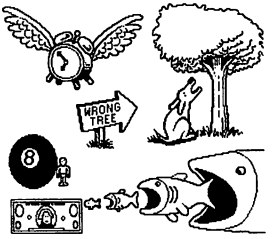
Chart3



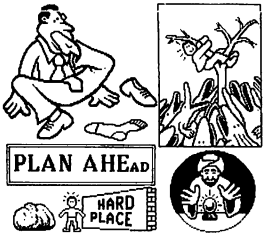
Clichés1



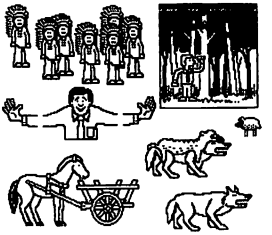
Clichés2



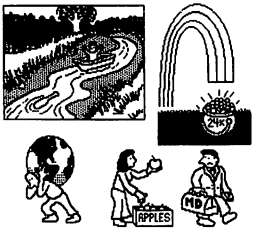
Clichés3



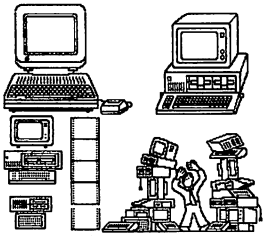
Clichés4



Clichés5



Compute1



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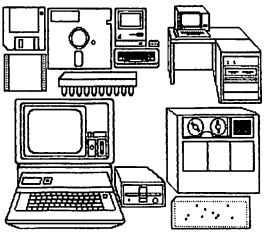
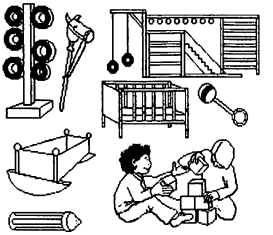


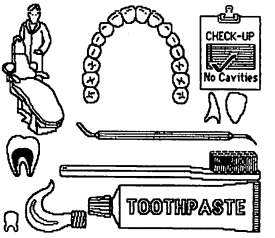
Daycare1



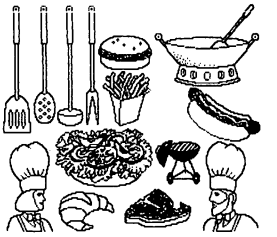
Clip Art A (Side 1)

Daycare2

Dentist1

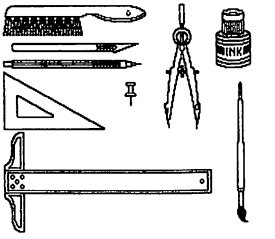


Dining1

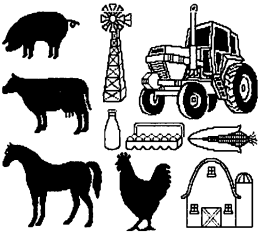


Dining2

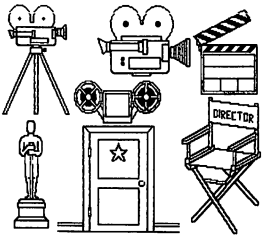
Drawing1



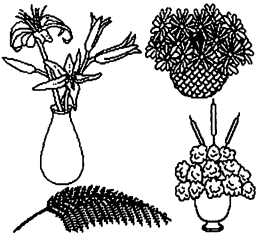
Farming1



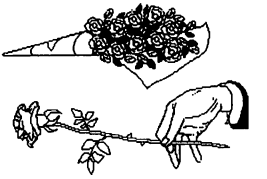
Film1



Florist1

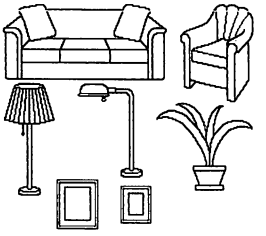


Florist2

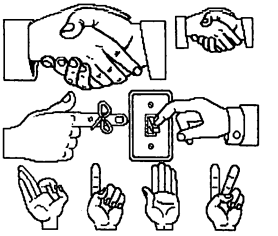


Furnish1

Furnish2

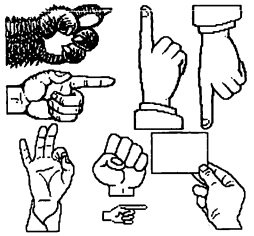


Hands1

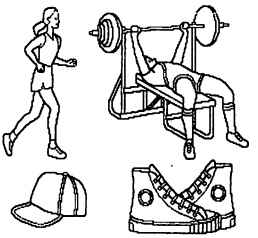


Clip Art A (Side 1)

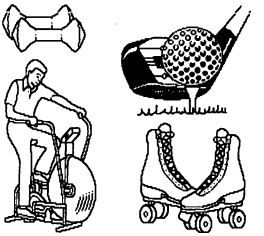
Hands2



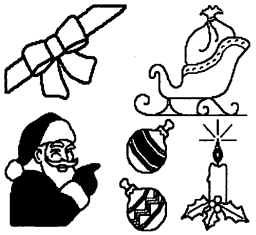
Health1



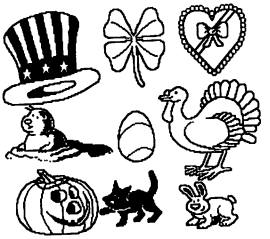
Health2



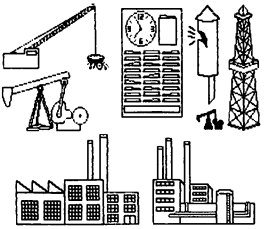
Holiday1



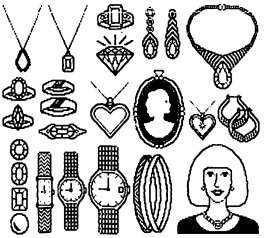
Holiday2



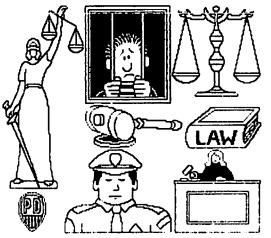
Industry



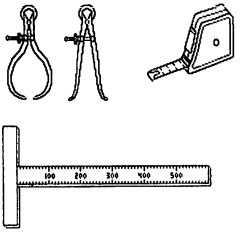
Jeweler1



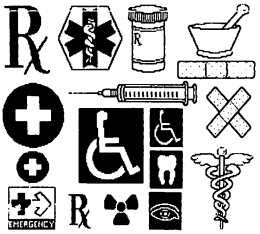
Legal1



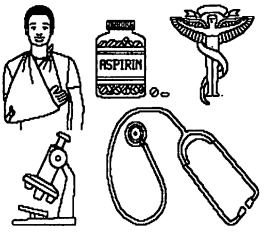
Measure1



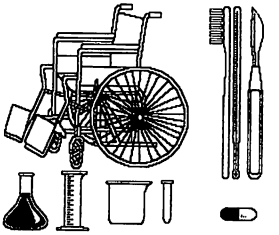
Medical1



Medical2

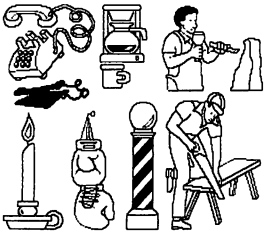


Medical3

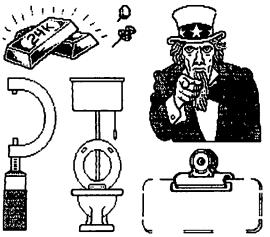


Clip Art B (Side 2)

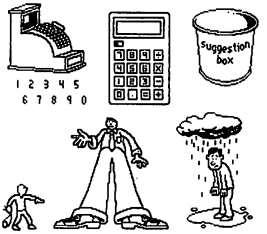
Misc1



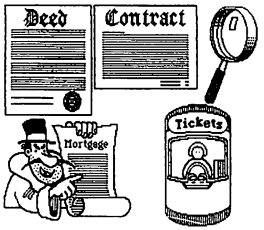
Misc2



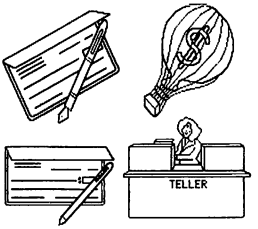
Misc3



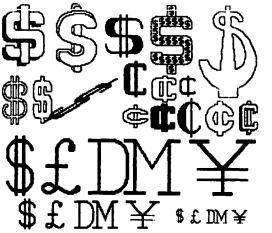
Misc4



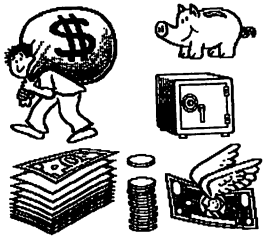
Money1



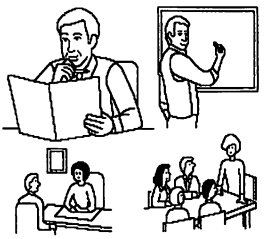
Money2



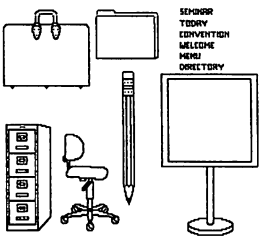
Money3



Office1



Office2



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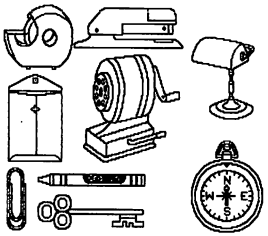
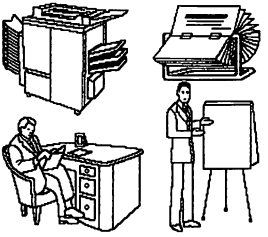
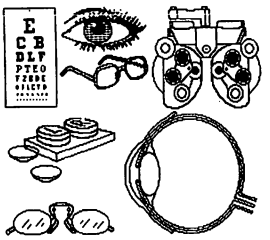


Office4

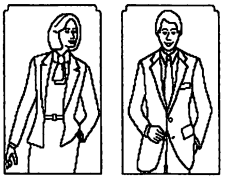


Optics1

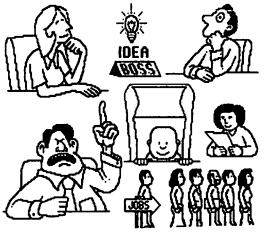


Clip Art B (Side 2)

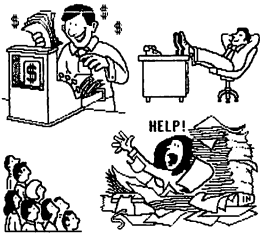
People1



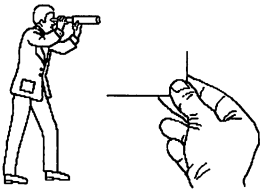
People2



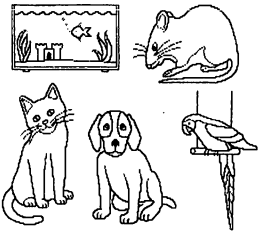
People3



People4



Petshop1



Phones1

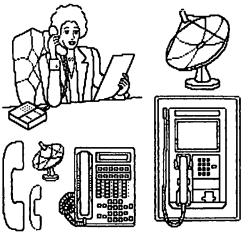
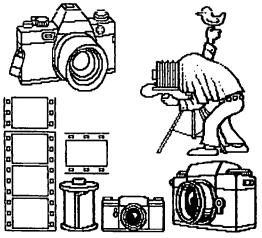
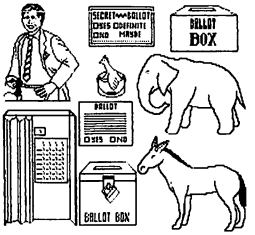


Photo1

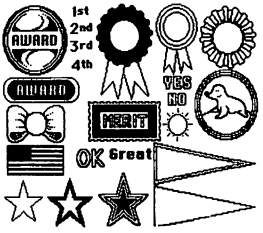


Politics



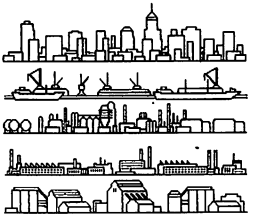
Realty1

Seals1



Shopping

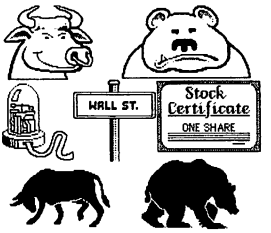
Skylines



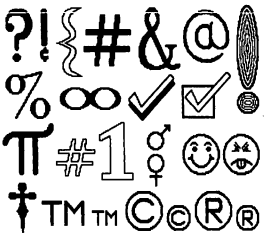
Clip Art B (Side 2)

Spirits1

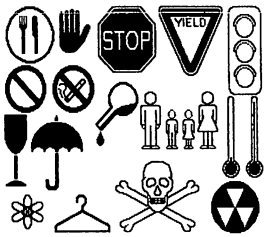
Stocks1



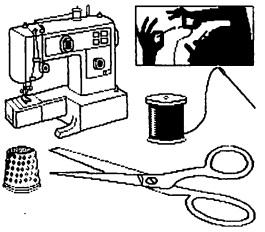
Symbols1



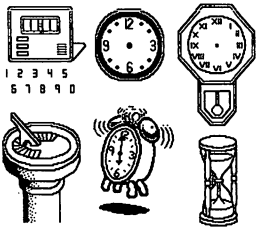
Symbols2



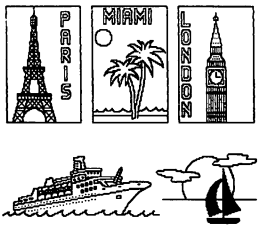
Tailor1



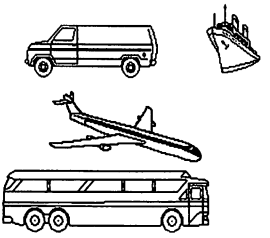
Time1



Travel1



Vehicles1



Words1

GIANT SALE
GRAND OPENING ONE DAY ONLY
BIG EVENT! RUSH!
ANNOUNCING...
NOW! FREE OFFER NEW!
LOW LOW PRICES
TODAY ONLY!

Words2

INTRODUCING
COMING SOON!
SPECTACULAR
HALF PRICE
NEW LIMITED OFFER
Super Sale!
SALE
SENSATIONAL!
Elegance

Words3

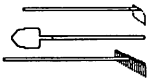
CONGRATULATIONS!
Confidential MEMO
BULLETIN AGENDA
SEMINAR MEETING
Conference MENU
TAXES MONEY
BUDGET USA

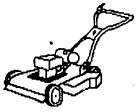
Words4

GREAT JOB!
THE STOPS HERE
You're Fired
YOU ARE HIRED
OUT OF BUSINESS
CLOSED

Clip Art B (Side 2)

Yardwork





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