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Creating Your Page With Overhead Express

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This article is written for teachers who have a computer at home or in school and would like to enhance their presentation with style. It is written step by step so that teachers can also use this article for their Computer Clubs in which students learn how to use the Overhead Express on their own. It is hoped that the first print-out would motivate you to create more. Also, share this article with your colleagues so that more teachers will enjoy using the computer.

What do you need?

You need an IBM computer or an IBM compatible with two drives, a printer, a DOS, an Overhead Express Program Disk and an Overhead Express Fonts Disk.

Getting Started.

1. Insert DOS into the "A" drive.
2. Switch on the computer.
3. When you see **"Enter new date:"**
4. Press **[Enter]**.
5. When you see **"Enter new time:"**
6. Press **[Enter]**.
7. When you see and A>, take out DOS diskette and replace it with the **"Overhead Express Program Disc."**
8. Insert **"Overhead Express Fonts Disk"** into drive B.
9. Type **OE** and press **[Enter]**.

What are you going to create and print?

You are going to create and print a master for your transparency. A sample is given on the next page.

Overhead Express

May be used for making

- Masters for your transparencies
- Notices and Circulars
- Labels
- Posters
- Presentation materials

Selecting a "Bullet" template

1. The Main Menu is now on the screen.
 2. To position the selection block over [**EXPRESS editor**], press [E].
 3. Press [Enter].
 4. The screen shows **Presentation file name:** [_____]
 5. Type **master1** {if you wish}
 6. Press [Enter].
 7. **Wait** for a short while.
 8. If the selection block is now over [**Select Overhead Express template**], press [Enter].
- **{If the selection block isn't over} [Select Overhead Express template], press [S] and then press [Enter].
10. Move the selection block over [**BULLET**] by pressing [B].
 11. Press [Enter].
 12. **Wait** for a short while.
{While you are waiting, note that there are 12 templates to choose from.
In this exercise, we are using the "Bullet" template.}

Now the bullet template is showing on the screen.

Creating a Page

1. Press the Insert [**Ins**] key once so that the word "OVERWRITE" appears on the top right of the screen.
{If you don't see it, press the insert key once more.}
2. The cursor is now at the right of the word "Title".
Type **Overhead Express**

** If you make a mistake, edit the text with the aid of the backspace [**←**] key located above the [**Enter**] key.

3. After typing the title, press [**Enter**].
4. To the right of the word "Subtitle", type **May be used for making**
5. Press [**Enter**].
6. The screen shows that there are only four spaces for your bullet items. To add one more bullet space, press the [**F4**] key. Position the selection block over **Copy this section** by pressing [C].
7. Press Enter.

** {You may repeat the copying as many times as you like. On the other hand you could delete the spaces for the bullet items too. To delete a space for the bullet item, press the [**F4**] key. Select **Delete this section** by pressing key [D] and press [**Enter**].

8. The cursor is now at the right hand side of the space reserved for the first "Bullet item".
9. Type **Masters for your transparencies**
10. Press [**Enter**].
11. Next type **Notices and Circulars**
12. Press [**Enter**].
13. Next type **Labels**
14. Press [**Enter**].

15. Next type **Posters**
16. Press **[Enter]**.
17. Next type **Presentation materials**
18. Press **[Enter]**.
19. Press the **[F2]** key to pre-view your page.
20. If you are not happy with the pre-view, press **[Enter]** and edit the page by moving the **UP** [↑] or **DOWN** [↓] cursor keys.
21. However, if you are happy with the pre-view, press **[Enter]** and then press the **[Esc]** key to save your file.

Saving your life

1. The selection block is now over **[Save file and exit]**.
2. Press **[Enter]**.
3. Since the Current file name is **B:master1.pre.**, press **[Enter]**.

** {Please note that you are saving your file in the "B" drive. If there is a diskette error message, it is likely that a tape is still on the write-protect notch of the font diskette. Remove it and try again.}

4. **Wait** for a while.

Reviewing the page

1. The Main Menu is on the screen.
2. To review the page, press **[R]**.
3. Press **[Enter]**.
4. As the Presentation File name is master1, press **[Enter]**.
5. The selection block is now over **[Begin Reviewing]**.
6. Press **[Enter]**.
7. **Wait** for a while.
8. Press **[Esc]** to go to the Main Menu.

Printing the page.

1. The Main Menu is now on the screen.
2. Press the **[F10]** key to select your printer.
3. To position the selection block over **[Set Printer Type]**, press **[S]**.
4. Press **[Enter]**.
5. The Select a Printer menu is now on the screen.
6. To position the selection block over **[IBM Graphics]**, press **[I]**.

** {If your printer is a 'Logitec' brand, move your pointer to **[Epson Mx-80 or Fx-80]** by pressing **[E]** }.
7. Press **[Enter]**.
8. The selection block is now at
[Save Configuration and return to Main Menu]
{if it isn't, press **[S]**}
9. Press **[Enter]**.
10. To position the selection block over **[, Printer]**, press **[P]**.
11. Press **[Enter]**.
12. Now the screen shows: Current filename is **b:master1.pre**
13. Press **[Enter]**.
14. The Print Presentation Menu appears on the screen.
15. To position the selection block over **[Begin printing]**, press **[B]**.
16. Switch the printer on, adjust your paper and then press **[Enter]**.

More Practice

Prrrr. There goes your first page from OE. Give yourself a pat on your shoulder. You managed to create a page with OE. Now you are ready to create more Express Editor templates by changing the templates. Alternatively you may wish to know more about the wonderful package and read more about it in the OE manuals. After that you can create other customized templates of your very own.