Tech Info Library

System 7: Using Stationery

Article Created: 17 July 1991

Article Change History

08/18/92 - REVISED
    • Combined two articles into this one.

TOPIC ---

What is stationery? How can I use it? Does it work with all applications?

DISCUSSION --

Stationery is a System 7 feature with which you create "template"
documents. For example, if you have a memo form that you use frequently,
you can create a stationery document that gives you a fresh version of the
memo every time you open it.

Stationery works with all applications. Some applications are
stationery-aware. That is, you can specify whether a document should be
treated as stationery when you first save the document using the "Save
As..." command. Although other applications are not stationery-aware, there
is another way to create a stationery document.

How to Create a Stationery Document

Follow these steps:

1) Create your template document in your application. For example, you
   might have a document that has "From:" "To:" and "About:" lines.

2) Save the document to your disk.

3) Switch back to the Finder (desktop).

4) Select the document's icon.

5) Choose Get Info from the File Menu.

6) Click the box marked "Stationery" in the Get Info window.

7) Close the Get Info window.

When you open the stationery document, you get a copy of the document
for your use.

A stationery pad can be opened like any other document -- by
double-clicking its icon, by selecting it and then opening it from the File
menu, or by opening it from within an application.

When a stationery pad is opened for an application that supports this
feature, a new file with the title "Untitled" is created. This file is a
copy of the stationery pad, containing all the formats and information of
the original. You make changes to the "Untitled" document, naming it when
you save the new document. The new document is saved as a regular document
-- not as a stationery pad -- unless you specify otherwise.

For applications not yet supporting the stationery option, you name the new
document when you open the stationery pad. Double-click the icon of the
stationery pad you want to open. A dialog box appears asking you to name
the document. Type a name for the new document. After saving the document,
you can then proceed to make the desired changes.

You can make changes in a stationery pad by turning off the "Stationery
pad" attribute through the Info box, making the desired changes, then
turning the attribute back on.
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Keywords: <None>

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19960215 11:05:19.00
Tech Info Library Article Number: 8385