WriteNow 3.0 QuickTour

12 Minutes to Macintosh® Word Processing

BEFORE YOU BEGIN

WriteNow® 3.0 TestDrive is a full working version of the WriteNow 3.0 retail package, with one exception: Documents printed with WriteNow 3.0 TestDrive have a message at the top and bottom of each page stating that the document was created with WriteNow 3.0 TestDrive.

We won't go through everything that WriteNow 3.0 can do—just the basics. You should plan on spending about 12 minutes going through the 12 quick steps in this tour.

Terms you should know:

	Arrow pointer	*The on-screen arrow controlled by the mouse.*
	I-Beam pointer	*The arrow turns into an I-Beam in the areas where you can insert and edit text and graphics.*
	Click	*Press (and release) the mouse button once.*
	Double-click	*Quickly press (and release) the mouse button twice.*
	Drag	*Press and hold the mouse button while moving the pointer to another specified location.*
	Select	*Drag across text and release the mouse button. Selected text appears inverted.*
⇧		*Symbol used in WriteNow menus to represent the* Shift *key.*

GETTING STARTED

- Position the ⬧ pointer over the *WriteNow TestDrive!* icon and double-click *(quickly press the mouse button **twice**).*

- From the **Edit** menu, choose **Select All** and copy the entire contents of the *WriteNow TestDrive!* folder to your hard disk.

- Position the ⬧ pointer over the **WriteNow® 3.0 TestDrive** icon and double-click*.*

WriteNow® 3.0 TestDrive

The TestDrive's license agreement should appear.

- Click the [Accept] button to begin using WriteNow 3.0 TestDrive.

1⃞ OPENING A DOCUMENT

Let's open the ***A QuickTour Example*** document.

(Don't worry about closing the original "Untitled-1" document—WriteNow can open many documents at once.)

- From the **File** menu, choose **Open**.

- Select **A QuickTour Example** by clicking on it. *(Note: It may be selected already.)*

- Click the [**Open**] button in the dialog box.

[2] EDITING A DOCUMENT

Editing a document with WriteNow is similar to editing one with MacWrite® II or Microsoft® Word with one important difference: **speed**. WriteNow is the fastest word processor available for the Macintosh!
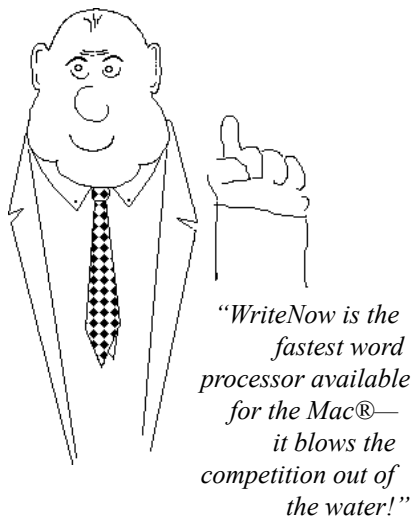
- At the beginning of the first paragraph, type:

    Let's move on. *(and press the space bar twice)*

To move this text to the end of the first paragraph, we need to *select, cut,* and *paste* the text.

- Select text by positioning the I-Beam ⎥ to the left of the word *"Let's"* and, while holding down the mouse button, drag across and select the phrase *"Let's move on. "* (including the two spaces). With the sentence highlighted, release the mouse button.

- From the **Edit** menu, choose **Cut**.

- Position the I-Beam ⎥ at the end of the first paragraph (to the right of *"year."*) and click.

- From the **Edit** menu, choose **Paste**.

Making editing changes is fast and easy in WriteNow!

"WriteNow is the fastest word processor available for the Mac®— it blows the competition out of the water!"

3 JUSTIFYING A PARAGRAPH

You'll use the **ruler** to change paragraph alignment, margins, and tab stops.

• Click anywhere in the paragraph that begins with *"A major reason..."* *(it follows the "piano" heading).*

Note: Scroll through the document, if needed, by pressing an   *arrow key or by*
clicking the arrow on the vertical scroll bar located on the lower-right edge of the window.

This paragraph has a left-aligned and ragged right margin. Let's change this paragraph so that it's fully justified *(in other words, aligned on both the left and the right margins).*

• Click anywhere on the ruler. *(The ruler is located above the document window.)*
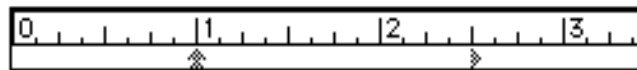
*(If you accidentally click in the original "Untitled—1" document, simply choose **A QuickTour Example** from the **View** menu. Try clicking the ruler again, except this time, aim a little higher.)*

WriteNow selects the paragraph that contains your insertion point. Changes you make to the ruler will affect this selected paragraph.

Notice the four "alignment" icons on the left side of the ruler. The highlighted icon indicates the alignment of the selected paragraph.

To change the alignment of this paragraph:

• Click the justified alignment icon *(the second icon from the left).*

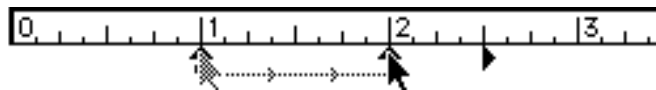The selected paragraph instantly justifies.

4 | CHANGING THE LEFT MARGIN

While we're at it, let's indent the left margin of this paragraph by an inch.

These ⬍ markers are at the 1-inch mark on the ruler. The top triangular portion ▲ is the left margin marker.

(The circular part ⬇ *is the first line indentation marker that stays with the left margin marker until specifically moved.)*

• Position the arrow pointer over the left margin ▲ marker, press and hold the mouse button while dragging the marker to the 2-inch mark, and then release the mouse button.

The selected paragraph instantly responds to this change.

Note: To change the margin and alignment of the entire document, we could have chosen **Select All** *from the* **Edit** *menu, clicked in the ruler, and made our desired changes. Or we could have used WriteNow's powerful custom style features to control the formatting.*

"This all seems pretty easy, huh? Maybe that's why WriteNow is a <u>two-time winner</u> *of the prestigious 'Best New Word Processor' award from MacUser Magazine..."*
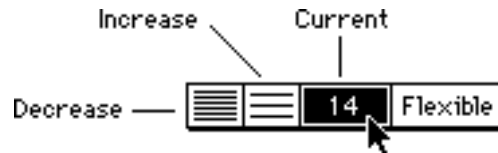
5 CHANGING LINE SPACING

Let's double-space the lines of the selected paragraph by increasing our line spacing from 14 to 28 points.

• Click on the number **14** in the "current line spacing" icon *(on the right side of the ruler).*

• Type **28** in the dialog box that appears and then click the ⬚⬚⬚ button.

• Click anywhere in the document to return to editing.

Note: Even though the new ruler settings are dimmed when the ruler is no longer the "active" window, they still show the settings of the current paragraph. To test this, click in the first paragraph. Notice that the left margin marker returns to the original 1-inch position.
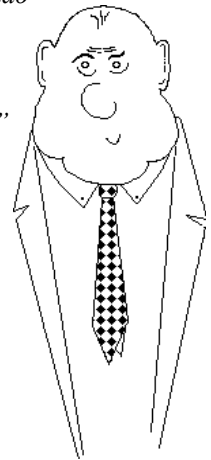
"...or why WriteNow was

6 UNDO

An incorrect editing change can easily be undone. To undo our ruler changes:

• From the **Edit** menu, choose **Undo Ruler Change**.

"Guess what? Nobody's Undo even comes close to the power of WriteNow's."

7 CHECK SPELLING

WriteNow comes with a 135,000-word dictionary. Because of space restrictions, a smaller 50,000-word dictionary is included with the WriteNow 3.0 TestDrive. (This smaller dictionary is available for those users with minimal disk space.) Let's try out WriteNow's spelling checker.

- Scroll up to the top of the page and position the I-beam ⌶ to the left of the top line, *Fiscal 1996...* and click.

- From the **Edit** menu, choose **Check Spelling**.

When the Check Spelling dialog box appears:

- Click the 🖾 button *once.*

WriteNow loads the dictionary into memory and highlights the first misspelling. You're presented with a number of possible correct spellings. The correct spelling is, of course, "below".

- When you see the arrow pointer ⬈, click ⌐below⌐ .

WriteNow inserts the correctly spelled word and looks for the next misspelling, *"decidd".* Click the best replacement and when there are no further misspellings:

- Click anywhere in the document to return to editing.

"Hey! Did you

[8] <u>INSERTING A HEADER</u>

Let's add a header to our document. *(A "header" is special information across the top of one or more pages; similarly, a "footer" is information across the bottom of the page.)*

- Position the I-Beam ⎥ at the beginning of the first paragraph and click.

- From the **Format** menu, choose **Insert New Header**.

We're presented with Header/Footer View, where we can edit the new header.

- Type the following:

    This is our headline. Page-

After typing the above headline:

- From the **Format** menu, choose **Insert Page #**.

WriteNow inserts a page number marker ⊞ into the text. When we return to the document (and when we print), the marker will automatically turn into the appropriate page number.

Let's change the size of our headline.

- Select the headline by positioning the I-Beam
    ⎥ to the left of the phase *This is our headline* and, while holding down the mouse button, drag across the line until the entire headline is selected.)

- From the **Size** menu, choose **24 Point**.

- From the **Font** menu, choose **New York**.

To return to the main body of our text:

- Choose **Document View** from the **View** menu.)

Our headline and page number now appear at the top of each page in the document.

"Whew! I'll try to be less

9 REPOSITIONING & RESIZING GRAPHICS

Let's reposition the graphic embedded in the second paragraph. *(With WriteNow, you can insert a graphic directly into a line of text.)*

• If necessary, scroll until you see the piano graphic.

Note: Scroll through the document by pressing an   arrow key or by clicking the arrow on the vertical scroll bar located on the lower-right edge of the window.

• Position the I-Beam ⌡ over the piano graphic and double-click. *(Quickly press the mouse button **twice**.)*

A border appears around the graphic. To vertically reposition the piano, use the keyboard equivalent for the Style menu command, **Subscript**. With the graphic still selected:

• Press and hold both the ⌘ and **L** keys to *lower* the graphic to the desired position, similar to the piano that appears on this page. *(If you go too far you can press and hold both ⌘ and **H** to raise the graphic.)*

To proportionally resize the piano:

• Position the pointer over the graphic, and press and hold the mouse button while dragging outward to enlarge the graphic. *(Dragging inward shrinks the graphic.)*

Let's return the piano to its original size.

• Position the pointer over the graphic, *hold down* the **Shift** key, and click the graphic *once.*

(This shortcut always returns a graphic to its original size, regardless of how many times you've scaled it in your document.)

10 ADDING DECORATIVE LINES

Let's insert a line into our document to give it a more professional appearance.

• Position the I-Beam ⌶ at the *end* of the "piano" heading *(after "Trends")* and click.

• From the **Format** menu, choose **Insert Horizontal Line**.

• From the **Line** pop-up menu, choose the third line type *(the second after Hairline, as shown below).*

(To activate a pop-up menu, position the arrow pointer ▶ *over the box containing the indicator* ▼ *and press and hold the mouse button. Once activated, you can choose from a pop-up menu just as you would from a pull-down menu.)*

• From the **Fill** pop-up menu, choose the third pattern *(50%-gray, as shown below).*

Insert Horizontal Line:

Line: ———— ▼

Fill: [░░░░] ▼

[Cancel] [**OK**]
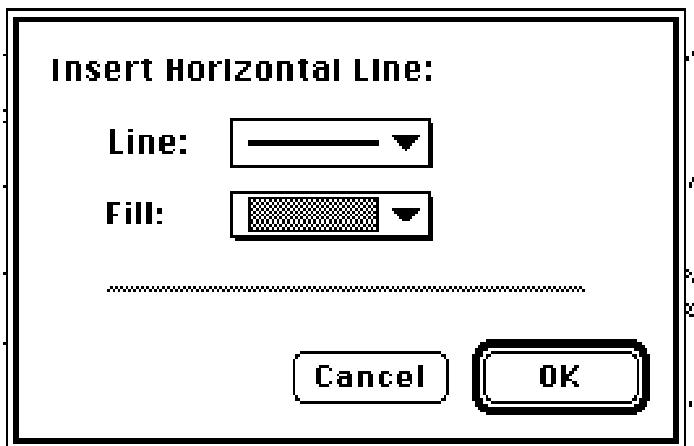
• Click the [**OK**] button.

Our horizontal line is inserted below the "piano" heading and extends the length set by our left and right margins.

11   WORD & CHARACTER COUNTING

To count the number of characters, words, and paragraphs in a document, simply:

• Scroll to the top of the page and click before the first word, *Fiscal,* in the first paragraph *(to ensure that nothing is selected).*

• From the **Edit** menu, choose **Count**.

Note: If you select only a part of your document, WriteNow will count only the characters, words, and paragraphs in the selection.

• Return to editing by clicking the ⬚ OK ⬚ button in the Count dialog box.

"Not only is Wr
useable than the
it pays attention
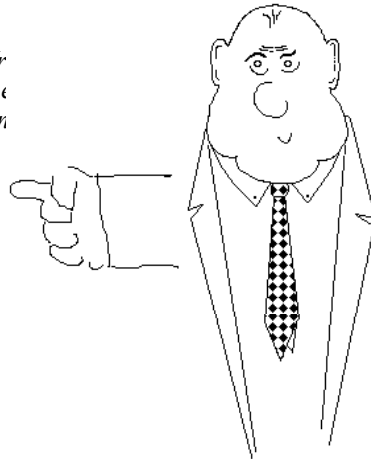
▣12 PREVIEWING OUR DOCUMENT

Let's look at how our document will print. WriteNow gives you two ways to preview your document. You're currently in the first—Document View—which shows you the document *exactly* as it will print. The second way is to "zoom out" to preview how the entire *page* will look.

Previewing the document will require information about the printer you have selected with the Chooser desk accessory.

• From the **File** menu, choose **Page Setup**.

When the dialog box appears:

• Click the 　　　　　 button.

Now we're ready to preview our document.

• From the **File** menu, choose **Print Preview**.

• Position the pointer over the reduced view of the page.

Notice how the arrow ▶ changes to a magnifying glass ⊕ *(the "+" indicates that you are "zoomed out" and that the page has been reduced enough to fit on your screen).*

• Click once anywhere on the reduced page.

The pointer changes again, from ⊕ to ⊖ to show that you are now "zoomed in" and that you're viewing the page at its full size.

Let's continue on.

• Click the 　　Done　 button.

ENDING THE QUICKTOUR

To quit WriteNow and return to the Finder:

• From the **File** menu, choose **Quit**.

WriteNow won't allow you to accidentally close a document or quit without first asking if you want to save any changes that you've made. So that you don't alter the file for future users:

• Click the ⬜ button.

Momentarily, you will be returned to the Finder.

"Thanks for coming along! Besides my overwhelming good looks, I hope you remember THREE simple things about WriteNow 3.0:

1. WriteNow is easy-to-use.

2. WriteNow is fast, even on 'smaller' Macs.

3. WriteNow is extremely compact, yet is packed with all the features that are important for professional word processing."

"Any questions? Give me a call at the phone number on the next page.

*It's been fun!
Bye-Bye."*

CONGRATULATIONS!

We've finished the QuickTour. While we've covered many highlights, WriteNow 3.0 has much more to offer, including:

- *Style sheets—both Paragraph and Character custom styles for total format control.*
- *New text styles: ~~Strike Thru~~ and Color (RGB, CMYK, plus White)!*
- *Lots of fun underlines: <u>Double</u>, <u>Thick</u>, <u>Gray</u>, <u>Charcoal</u>, <u>Dashed</u>, <u>Dotted</u>!*
- *System 7-compatible: 32-bit addressing, virtual memory, required Apple® events, Balloon Help™, Stationery Pads, aliases, color Finder icons.*
- *Ease-to-learn, easy-to-use! Complete on-screen help, step-by-step tutorials, user's manual includes usage tips & techniques, virus checking.*
- *A 1.4 million-word thesaurus.*
- *A 135,000-word spelling dictionary.*

> WriteNow's thesaurus & spelling dictionary combination
> is the largest in the Macintosh world!

- *Mail merge with conditional selections.*
- *Fixed and Flexible line spacing.*
- *Outline-style indenting.*
- *Globally replacing identical fonts, sizes, or styles in a document.*
- *Globally changing the format of identically-formatted paragraphs in a document.*
- *Superscript and subscript in single point increments.*
- *Inserting the current time and date (as text or updating markers).*
- *Direct compatibility with Microsoft Word (Fast Saved, too!) & Works, MacWrite, MacWrite II, and WordPerfect® PC formats, as well as RTF, Text, and Text w/line breaks.*
- *And more!*

Thanks for your participation!

T/Maker Company
1390 Villa Street
Mountain View, CA 94041
Telephone 415/962-0195 • FAX 415/962-0201

P.S. On the following pages, we've included review comments and industry awards WriteNow has received. For a complete listing of current product reviews, please contact T/Maker.

920724

Rave Reviews for WriteNow!

Ease of Use...

"Even if WriteNow is your first Macintosh application, you'll be up and running in no time."

"We rate ease of learning excellent."

Barbara Assadi,
InfoWorld

Fastest...

"On any computer, it's the fastest Macintosh word processor I've ever seen."

Jim Seymour,
MacUser Magazine
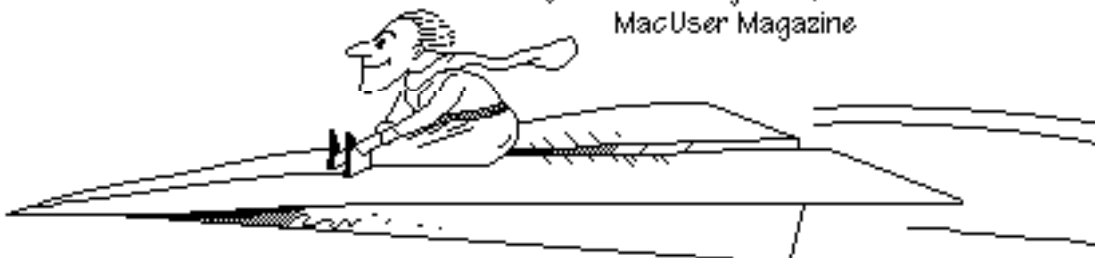
Rave Reviews for WriteNow!

Smallest...

"It astonished me that such a tiny-sized package could do so much. I'd never seen anything like its efficiency, and it could handle even a large document with grace and speed."

Steven Levy,
Macworld Magazine

Powerful...

"WriteNow is the definitive Macintosh word processor. It's easy to use, powerful, and comfortable...
Highly recommended."

John Dvorak,
Industry Columnist

Rave Reviews for WriteNow!

Best Buy...

"Quite possibly the software buy of the century!"

Tony Rocco,
MicroTimes

Excellent...

T/Maker has done an excellent job ... WriteNow 3.0 simply blows the other low-end word processors into the weeds.

Dale Coleman,
MacWEEK

Rave Ratings for WriteNow!

Editors' Choice Award

Macworld Magazine
1992

Highest Rating
for Ease-of-Use, Speed, Value, & Documentation

Government Computer News
1991, 1990

Highest Overall Rating

Software Digest, Macintosh Ratings Report (Vol.3/No.2)
1990

Editors' Choice Award

Computer Reseller News
1990

Editors' Choice Award
"Best New Word Processor"

MacUser Magazine
1989, 1987

WriteNow
Small, Fast, Powerful!

Comparison Chart	WriteNow 3.0	MacWrite II	ClarisWorks™	MS Word 5.0
Suggested Memory	490K	800K	900K	2,048K
Minimum Drives	2 Floppies	Hard Disk	Hard Disk	Hard Disk
Thesaurus size	1.4 Million	660,000	220,000	191,000
Spelling dictionary size	135,000	100,000	100,000	88,000
Paragraph styles	Yes	No	No	Yes
Character styles	Yes	No	No	No
Readable style definitions	Yes	No	No	No
Multiple headers, footers	Yes	No	No	Visible, Layout only
Extensive Undo	Yes	No	No	No
Check spelling	5.9 sec.	36.7 sec.	2 min. 44.0 sec.	3 min. 30.5 sec.
Copy & Paste	5.7 sec.	24.5 sec.	17.3 sec.	18.4 sec.
Find & Replace	9.5 sec.	39.2 sec.	45.2 sec.	90.3 sec.
Undo indenting & spacing	1.6 sec.	19.5 sec.	25.4 sec.	34.5 sec.
Count words in document	16.2 sec.	27.4 sec.	2 min. 37.4 sec.	1 min. 39.3 sec.
Suggested Retail Price	$249	$129	$299	$495

All timing tests were performed starting with a 12-page document using System 7 on a Macintosh Classic, 2.5Mb RAM, and a 40Mb hard disk. Full repagination performed when necessary. For detailed performance test methodology, contact T/Maker.

If you would like to receive more
information about WriteNow,
please contact:

T/Maker

1390 Villa Street
Mountain View, CA 94041 USA
415/962-0195
415/962-0201 (Fax)