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# 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.*





key.

*Symbol used in WriteNow menus to represent the Shift key.*

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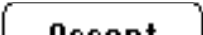
## GETTING STARTED

- 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  button to begin using [WriteNow 3.0 TestDrive](#).

## **1** 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  button in the dialog box.



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## 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!

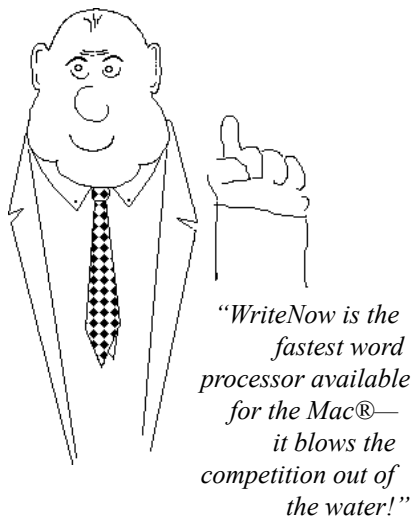
- At the beginning of the first paragraph, type:

*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!



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### 3 JUSTIFYING A PARAGRAPH

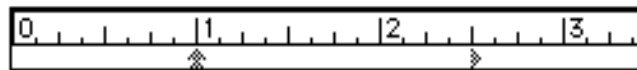
You'll use the **ruler** to change paragraph alignment, margins, and tab stops.

- 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.


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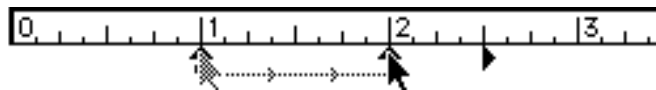
## 4 CHANGING THE LEFT MARGIN

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 two-time winner of the prestigious 'Best New Word Processor' award from MacUser Magazine...”*

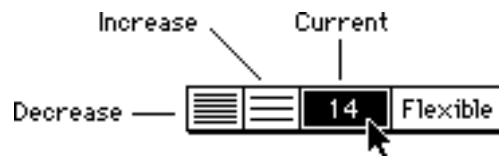
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## 5 CHANGING LINE SPACING

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.*

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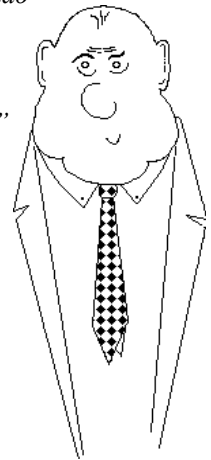
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## 6 UNDO

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.”*






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## **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 .

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.


*"How! Did you*

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## INSERTING A HEADER

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 phrase *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.

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*“Wow! I’ll try to be less*

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## 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.)*



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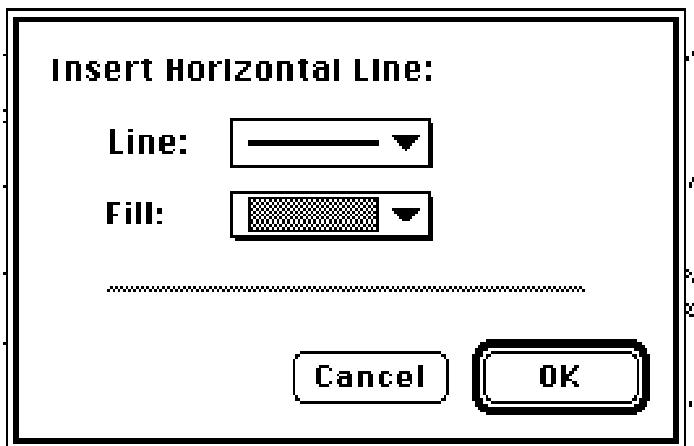
## 10 ADDING DECORATIVE LINES

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*).



- Click the  button.

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

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## **11** WORD & CHARACTER COUNTING

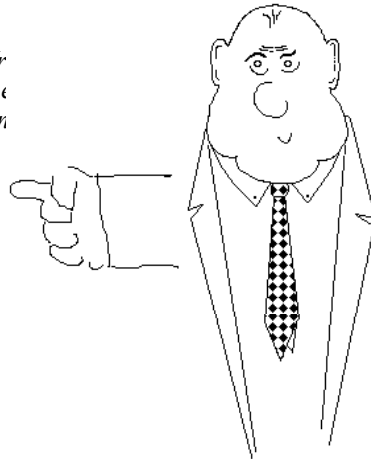
To count the number of characters, words, and paragraphs in a document, simply:

- 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  button in the Count dialog box.

*“Not only is WriteNow  
useable than the  
it pays attention*





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## **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  button.

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## 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.”*

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## 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: Double, Thick, Gray, Charcoal, Dashed, Dotted!*
- *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.*

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# ***Rave Reviews for WriteNow!***

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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.”

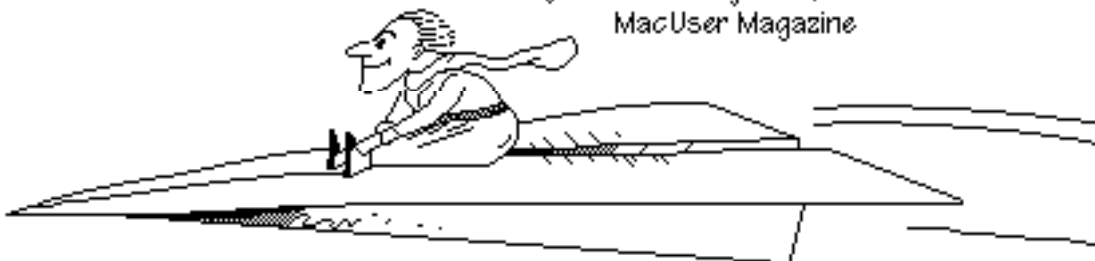
Barbara Assadi,  
InfoWorld



Fastest...

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

Jim Seymour,  
MacUser Magazine



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# ***Rave Reviews for WriteNow!***

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**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

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# ***Rave Reviews for WriteNow!***

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Best Buy...



Tony Rocco,  
MicroTimes

Excellent...



Dale Coleman,  
MacWEEK

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# ***Rave Ratings for WriteNow!***

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***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



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# WriteNow

## Small, Fast, Powerful!

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

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