

# Welcome to MacWrite II

This demonstration disk lets you try all the great features of MacWrite II so you can see just how easily they will work for you.

- For a guided tour of the many features, simply scroll through this document page by page.
- It's up to you. Because this document is formatted on a page-by-page basis, you may wish to undo changes as you go along to insure that the page format is retained.
- After you go through this document, you should play with the program. Use all of the menus, try all of the features. We hope you will find MacWrite II to be the easiest to use yet most powerful word processor that you have ever seen.
- Before you get started....

**Hard disk users & 800K Drive Users:** To add extra workspace to this demo disk select all of the files except for "MacWrite II DEMO" and "Read Me First!" and drag them into your "System Folder" on your hard disk or 800K disk. After these files are copied to your "System Folder", remove all of the files except for "MacWrite II DEMO" and "Read Me First!". You should now have about 311K left for documents.

**Note:** We have made every attempt to place all of the MacWrite II files on this disk, however, some files needed extra space. The autohyphenation file has not been included and the help system is only a demonstration file. The help system that is shipped with MacWrite II is very comprehensive and covers most topics online from directly within the application. You will probably never need to use the manual.



## **MacWrite II**

This disk contains a special version of the Claris XTND translators for use in importing/exporting documents from other applications. Only some of the translators were installed on this disk to save space, however, in the retail package of MacWrite II you have access to over 50 translators through Claris XTND.

You may print files from this disk or ones that you create. Because this is a demonstration copy of MacWrite II, you cannot save documents.

**Continue to Next Page**





# MacWrite II

## Custom Sizes

- MacWrite II offers custom sizes from 2 to 500 Points. To create a custom size, just select the text you want customized, pull down the size menu, choose Other and type in the size you want.
- Try 500 points just for fun!

Custom Sizes

Custom Sizes

Custom Sizes

Custom Sizes

Custom Sizes

Custom Sizes

[Continue to Next Page](#)





## Custom Styles

- MacWrite II lets you customize your favorite combinations of font, size and style and add them to the style menu. Take a look at the bottom of the style menu and you'll see three that have already been created.
- To see how custom styles work just select the word "Important" below and choose the style called "Headline" from the style menu.

Important

***Party Time***

- Create your own custom style. Choose custom from the style menu, select a font, size, color and style(s). Name your style and click OK. Now select the phrase "My style" below and apply your style to the selection.

My style

**Continue to Next Page**





# MacWrite II

## Easy Headers and Footers

- Everything in MacWrite II is completely WYSIWYG (What You See Is What You Get) so the headers and footers are part of your active page at all times!
- To edit the header on this page just click at the top of the document in the area of the star. You will see the header region defined by a dotted gray line.
- Change the style of “MacWrite II” or resize the star graphic. It’s easy and you always see exactly what your header looks like with the main body of your document.
- Now click in the footer below and insert a page number under the bar by using the Insert Page # command from the Edit menu.
- To create or remove a header use the commands from the Format menu.

**Continue to Next Page**





# MacWrite II

## Smart Footnotes

- MacWrite II's footnotes are smart. You can choose to have them automatically numbered or mark them yourself. You can have footnotes at the end of each page or at the end of your document.
- To insert a footnote, place your cursor where you want a footnote to appear and choose the Insert Footnote command from the Format menu.<sup>1</sup> Once you insert a footnote just type in the footnote at the bottom of the page.
- When you are done, type Command-return to continue typing where you left off. Remember you can edit your footnotes or insert new ones at any time!

**Continue to Next Page**

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<sup>1</sup>You can also insert a footnote from the keyboard by using Command-shift F.

A solid red horizontal bar located at the bottom of the page.



# MacWrite II

## Direct Import

- MacWrite II allows you to directly insert text and graphics into your document without going through the cut and paste routine. You can import files from a variety of Macintosh and PC word processors as well as from Paint and PICT documents.
- To try out this feature, get a sample file from Microsoft® Word or a PICT file from MacDraw® II. MacWrite II ships with over 20 translators for such applications as: WordPerfect® (Macintosh and PC), MS Word (Macintosh and PC), MacPaint, PICT, PICT2, and many more word processing, graphics, and database applications.
- First place the cursor as indicated below. Second pull down the File menu, choose Insert File and select the file. Third click Open and in a matter of seconds the file will be converted and inserted into this document.

<- Place Cursor Here

- MacWrite II also lets you directly open and save documents from other Macintosh and PC word processing formats. Take a look at the Open command in the File menu to see all the choices.

**Continue to Next Page**





## Insert Graphics

- Inserting a graphic is just as easy as inserting a text file. Place the cursor where you want the graphic to appear, choose Insert File from the File menu and select the file. Click Open and the file will be inserted!

<- Try Inserting here!

- Once you've inserted the graphic, try cropping and scaling. To crop, select the graphic then hold down the option key and drag in on a corner of the graph. Try cropping the title out of the picture by dragging in on the top right corner.
- To scale, select the graphic and either drag a corner or scale with precision by using the Scale Picture command found in the Format menu. Try scaling to 50%.

**Continue to Next Page**







# MacWrite II

## Easy Page Layout

- Now the fun really begins! To see how easy it is to create a multi-column document, read on.
- Choose Page from the Format menu.
- In the Number of Columns box, type in 3 and click OK. Your document will be reformatted into 3 columns.
- To get an idea of what your page looks like in its entirety, choose Reduced Size from the View menu. MacWrite II gives you full editing capability in reduced size so you can see the whole page and make changes.
- Change the size of the headline by selecting the Size menu. If you select a large size like 48 points you'll see the text reflow to adjust to the size of the columns.
- Now choose Actual Size from the View menu to see your document in full view. Select Show Page Guides to see the printable area of your page defined.
- After you are finished you can select "Revert to Saved" to get back to the original formatting of this document.

**Continue to Next Page**





## Spelling

- Now that the newsletter is formatted, it's time to check for any spelling errors.
- With the newsletter document active, choose Check All from the Spelling menu and make corrections as necessary. You can always add your own specialized words to the user dictionary.

## Precision Ruler

- MacWrite II gives you many choices for formatting your page, all accessible from the ruler. Just try a few!
- Place the cursor in this paragraph and click on the line spacing icons in the middle of the ruler and adjust in half line increments to your liking. Or if you need real precision just choose Paragraph from the Format menu and change your line spacing to points, millimeters, inches or centimeters.
- Place the cursor in this paragraph and move an indentation marker to adjust the text. If you need precision, double click on a marker and type the exact position into the dialog box or move it along the ruler to get the position that you want.

**Continue to Next Page**





# MacWrite II

## Precision Tabs

- MacWrite II offers a variety of tab options. Click in the list of names below to see how left tabs are used. Click in the list of titles to see how center tabs are used and click in the list of page numbers to see how right tabs are used.

Left Tab

Center Tab

Right Tab

**Author**

**Title**

**Page**

Tom Lee.....	Deficits.....	2
Terry Roster.....	Deficit Spending.....	65
Nancy Hancock.....	Deficit Spending Dangers.....	123
William McCarthy.....	The Dangers of Deficit Spending.....	2454
Sue Richardson.....	Deficit Spending is Not Good For You.....	13560

- If you'd like to change the fill character or the position of the tabs more precisely then double click on a tab in the ruler to bring up the tab dialog box or choose Tab from the Format menu.

**Continue to Next Page**





# MacWrite II

## And There's More!

- There are dozens of features that you should explore. Here is a short list of a few not to miss:
- MacWrite II Help - in the Apple menu. Select Help and the help system will appear with all the reference information you need about MacWrite II.
- Mail Merge - in the File menu. Merge any tab separated file with MacWrite II for personalized form letters and reports.
- Preferences - in the Edit menu. Change your format for date, time and page number. Select footnotes or endnotes and more.
- Copy ruler - in the Format menu. Copy the formatting of one ruler and apply to another part of your document in one easy step.
- Hyphenation - in the Spelling menu. Select hyphenation and your text will automatically be hyphenated. Note: This feature is not implemented in the demonstration version.
- Show invisibles - in the View menu. Select show Invisibles and all of your formatting will be displayed.

**Continue to Next Page**





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# **MacWrite II**

## **The Last Word**

Now that you've seen MacWrite II, be creative and write something of your own.

If you need help finding the location of a Claris authorized reseller near you call 1-800-729-2292.

If you'd like more information about our MacWrite II upgrade program call 1-800-544-8554.

Thanks for trying MacWrite II!

