Easy Working™

From Spinnaker

THE WRITER™

EasyWorking Word Processor   F2 HELP

Storage   Edit   Options   Set-up   Quit

Preview Text
Spell Check   GREGORIAN
Select Format

Dr. Michael Da
Head, Radio As
Arecibo Observ
Arecibo, Puerto Rico 00612

Dr. Davis,

After some serious thought, our lab has decided to accept your offer.

The design of the Gregorian model will be a challenging project for our small operation. We were very skeptical about obtaining the necessary quality manpower for the project, but our agent has had excellent luck over the last month and we now feel confident that we can complete your contract while maintaining a high standard of workmanship.

Sincerely

Arthur Bonn
President, Bonn Laboratories

Contains 100,000 Word Spellchecker

Commodore, IBM and Apple Versions Included Inside

THE PLANNER™

EasyWorking Spreadsheet   F2 HELP

Storage   Edit   int   Set-up   Quit

FINANCES

THE FILER™

EasyWorking Database   F2 HELP

Storage   Print   Set-up   Quit

New Database
Erase Files
Format Disk

CUSTOMERS

Name: Herbert G. Melville
Title: President, Aruba Plastics
Street Address: 133 N st.
Town, State, and Zip: Cayuga NY 14847
Phone: (607) 824-9485
Date of Last Purchase: 11/12/84
Model: 1985 Caprice Classic
Purchase Price: 12,095.00

The Writer interfaces with The Planner and The Filer.

EASY WORKING WRITER

Please note: We recommend making a back-up copy of your program disk.

Loading the program on the Commodore 64®--Insert the disk in drive and close drive door. Turn on computer, drive, monitor and printer (On the Commodore 128, hold down Commodore Key and turn on computer).Type **LOAD "*",8,1** and press [RETURN].

Loading the program on the Apple®--Insert disk in drive #1 and close drive door. Turn on your computer, monitor and printer. The program will load.

Loading the program on the IBM®--

For a Floppy Disk System: Boot your system with your DOS disk. At the A> remove DOS disk and insert program disk in Drive A. Insert DOS disk (2.0 or higher) in Drive B. If using a single drive system, follow the screen prompts. At the A>, type **INSTALL FLOPPY** and press ENTER. This procedure copies DOS onto your program disk to make it self booting.

To Load Program Disk: Insert Program disk in Drive A and turn on the computer. Program will load automatically. If already at the A>, type in either **EW**(Easy Writer), **EP**(Easy Planner), or **EF**(Easy Filer) and press ENTER.

For a Hard Disk System: Turn on computer. At C>, insert program disk in Drive A. Type **A:INSTALL HARD** and press ENTER. This copies files into subdirectory /EW. (Be sure to set the path or pathname in SET-UP for STORAGE to drive C and the directory path to /EW).

To Load Program Disk: Turn on Computer. At C>, type **CD/EW** and press ENTER. Type in either **EW**(Easy Writer), **EP**(Easy Planner), or **EF**(Easy Filer) and press ENTER

MAIN MENU OPTIONS

Press the RIGHT/LEFT CURSOR key to highlight a main menu option. Press the DOWN ARROW key to pop up the submenu. To cancel a choice, press [ESC] ([STOP] on the C64). You can also type the first letter of a command.

MAIN MENU OPTIONS

EDIT

Edit

Edit Document

F1 Key → F4 Key

Print Controls

boldface	set tabs
underlined text	justification
compressed text	center line
expanded text	page format
high quality	page header
user format #1	page footer
user format #2	chain file
merge mark	

Select Option

cut to memory
cut to file
copyto memory
copy to file
paste from memory
paste from file
delete block

PRINT

Print

to printer
to file
to printer/merge

OPTION

Option

search
search & replace
preview text
preview merge
spell check

STORAGE

Storage

new text
load text
save text
directory
erase file
format disk

SET-UP

Set-up

set-up printer
set-up screen
set-up storage
save set-up

QUIT

Quit

exit to DOS

STORAGE lets you create directories, erase files, format disks, load and save documents. This also clears the current text to create a new text file. **EDIT** brings you inside the editor to type or modify your document. **OPTION** lets you search and replace character strings, preview your document, and check the spelling of words in your file. **SET-UP** allows you to custom configure your program. **PRINT** allows you to print all or a portion of your document. **QUIT** brings you out of the program and returns you to the operating system.

MOVING THE CURSOR

Commands	Function
CURSOR DOWN	To move down one line in your document.
CURSOR UP	To move up one line in your document.
CURSOR LEFT/RIGHT	To move to the left/right in your document.
RETURN	To move to the beginning of the next line.
RIGHT/LEFT CURSOR	To highlight menu options.
DOWN ARROW	To pop-up menu options.
RETURN	To select the highlighted option.
STOP (C64) ESC (IBM, Apple)	To cancel selections.
F1	To accept an input box.
F2	To access help information.
F3	To mark blocks for operating.
CTRL F3 (IBM, C64)	To clear mark.
Closed Apple 3 (Apple)	To clear mark.
F4	To activate the editing pop-up menu.

Note to Apple users: For any of the function keys (F1 through F9) mentioned, use the open APPLE KEY and numbers 1 through 9.

SPECIAL EDIT KEYS

For the Apple, the 'Open Apple' key will be represented by <A>. The 'Closed Apple' key will be represented by [A].

	Apple	IBM	Commodore
Page feed	<A> E	CTRL E	CTRL E
Cut	<A> C	CTRL C	CTRL C
Paste	<A> P	CTRL P	CTRL P
Delete word	<A> D	CTRL D	CTRL D

Screen down	<A> 5	F5 or PgDn	F5
Screen up	<A> 6	F6 or PgUp	F6
End of line	<A> 7	F7	F7
Beginning of line	<A> 8	F8	F8
Forward one word	<A> F	CTRL F	CTRL F
Backward one word	<A> B	CTRL B	CTRL B
Top of screen	<A>	HOME	HOME
Top of document	[A]	CTRL/HOME	Shift/HOME
Bottom of screen	<A>	END	CTRL
Bottom of document	[A]	CTRL/END	CMDR
Delete	Delete	Delete	Left arrow
Backspace	<A> delete	Backspace	Delete key
Tab	Tab	Tab	CTRL T

ENTERING YOUR DOCUMENT

This feature allows the user to enter or edit a document.

EDIT -- Select EDIT from the main menu to enter your document. If you have a document already loaded and would like to enter a new document, select NEW TEXT within STORAGE first. This will clear the text.

MARKING BLOCKS -- This is used to mark a block of data for editing. To mark a block, enter your document, move the cursor to the top left hand corner of the block to be marked and press F3. Next move the cursor to the bottom right hand corner of the block and press F4. If you decide not to operate on a marked block, use **Clear Mark** (see Other Commands).

EDIT COMMANDS

Once you have entered the editor press F4 to display the editing pop-up menu.

Please note: You must specify a block with the F3 command in order for the edit commands to operate.

CUT TO MEMORY -- This moves the marked block into a temporary holding area. It will delete the original block from your document.

CUT TO FILE -- This writes the marked block to a file on your disk and deletes the original block. The program will ask you for a filename.

COPY TO MEMORY -- This copies the block into a temporary holding area to be used when PASTING.

COPY TO FILE -- This copies the block to a file on your disk. The program will ask you for a filename.

PASTE FROM MEMORY -- This copies the data from a temporary holding area to the block marked in your text.

PASTE FROM FILE -- This writes the block from a file on your disk to the block marked in your text. The program will ask you for a filename.

DELETE BLOCK -- This erases the text in the block you have marked.

OPTIONS

When OPTIONS is selected, a pop-up menu appears with the following choices: Search, Search and Replace, Preview Text, and Spell Check.

SEARCH -- SEARCH allows you to search your document for the occurrence of a word or words up to 20 characters long. The search begins at the location of your cursor in the document. You will be asked if you wish the search to be case sensitive or not; if you reply N, the search will ignore the difference between upper and lower case letters.

SEARCH AND REPLACE -- This lets you search your document for a word or words up 20 characters long and replace it with another set of characters. The search begins at the location of you cursor in the document. You will be asked if you wish the search to be case sensitive or not; if you reply N, the search will ignore the difference between upper and lower case letters. You can then choose if you wish to verify each replacement or not. If you respond Y, the search will stop at each occurrence of the search string and ask if you want it replaced with the replacement string.

PREVIEW TEXT -- Since your document is not likely to look the same way printed as it does on the screen, we suggest that you use "Preview Text", which shows your document as it would appear printed. The printer fonts selected will not appear until the final document is sent to the printer. If the document is wider than the screen, you can use the cursor keys to view the document. Use the PgDn key (F3 on C64, Apple) to see next screen of text.

SPELL CHECK -- SPELL CHECK sorts your document alphabetically and checks it against the program's dictionary. This procedure checks from the cursor forward and leaves the cursor at the end of the last word checked. On the Apple and the Commodore you will be asked to insert the reverse side of the disk into your drive. If no misspelled words are found you will receive the message "No misspelled words found" and return to the main menu.

If misspelled words are found, you will be returned to the location of the first misspelled word. The word will be highlighted, and a window will appear at the bottom of the screen containing the word in question. To change the word, enter the new spelling and press F1. If you do not wish to change the word, simply press F1. This process will repeat until all misspelled words have been checked; you will then be returned to the main menu. If, during the spell check, you wish to abort this operation, press [ESC] ([STOP] on the C64).

SET-UP

This option allows you to custom configure the program to meet your equipment requirements and personal preferences. Pressing [RETURN] here reveals a pop-up menu with: Printer set-up, Set-up screen and Save set-up. When you have entered all choices, type F1.

PRINTER SET-UP -- Use the printer set-up screen to enter all the details the program needs in order to work with your printer. You may need to refer to your printer manual.

Device/Slot -- For the C64: 4. Apple: printer slot 1. IBM: Printer device LPT1:.

Command Address -- For the Commodore only: the secondary address.

ASCII -- Type Y if your printer is ASCII or N if your printer is not ASCII. *Linefeed* -- If your printer requires a linefeed type Y.

Control Characters -- If you want to use a printer font control in your document, you must enter the ASC II decimal character for that font control in order to have it print correctly, separating each 2 digit number with a comma (For example: 27,36,1)

BOLD	ON_____	OFF_____
UNDERLINE	ON_____	OFF_____
COMPRESSED	ON_____	OFF_____
EXPANDED	ON_____	OFF_____
QUALITY	ON_____	OFF_____
USER#1	ON_____	OFF_____
USER#2	ON_____	OFF_____

SET-UP SCREEN -- This allows the user to select the screen colors. Use the spacebar on the IBM, [RETURN] on the C64 to change the color.

PRINT CONTROLS - From within the editor, press F1 to display the 'Print Controls' menu. Each print control causes a special character to appear to indicate the beginning and end of the affected text. When your cursor is on a special character, you can see a description of the control on the second line of the screen.

The first seven choices are the printer font controls. These are: Boldface, Underline, Compressed Print, Expanded Print, Quality Print, User Format #1 and User Format #2. 'User Formats' are fonts your printer can print that you might wish to choose, such as subscripting. To define a User Format, type the printer control number (listed in printer manual) of a desired font in the 'printer set-up' section. Place one printer control before the text you wish to affect, and one at the end of the text. If a control is off, selecting it will turn it on and vice versa.

SET-UP STORAGE -- This allows you to set-up to use one or two disk drives.

Program Files -- This is the drive in which you place your program disk.

Device/Slot -- For Commodore, this is the Device number for your drive, usually 8. For the Apple, this is the Slot number, usually 6. This does not apply to the IBM.

Drive -- This is the number of the drive in which you insert your program disk. This is 0 for the Commodore with single disk drive units, drive number 1 for the Apple, or drive A for the IBM.

Data Files --This is the drive where all your files will be stored. Enter the corresponding information as you did for the program drive above.

SAVE SET-UP --- This lets you save a set-up on disk. After saving the set-up, the next time you use the program, it will be automatically loaded. If you want to temporarily change printer controls or screen colors, change the set-up but do not save it.

MERGE MARK -- You can use the Merge Mark feature to import the names and addresses from your database, The Filer, to a form letter. Merge Mark is used to mark the place where you will be bringing in data. Each merge mark will bring in successive fields from your database exported file. The program will ask you for a file name. When you select the Print/Merge command, the exported files from the FILER have the suffix '.IED'. You may use any file which is properly set up to be merged, i.e. one field per line and a forward slash / on a line by itself to indicate the end of the record For example:

Mr. Brandon Smith
123 Newborn Street
Exton, PA. 19341

SET TABS -- Set Tabs allows you to set the location of your tabs. Enter the column numbers, separated by commas, where you wish your tab settings to be.

Please note: The remaining print controls require that your cursor be at the first position of a line. They will operate from the position of your cursor to the end of the document or to the next print control that may override it. **Page Format, Header, Footer, and Chain File must appear on a line by themselves.**

JUSTIFICATION -- This will justify the right margin of the text.

PAGE FORMAT -- This lets you set left, right and top margins, lines per page, and line spacing. Default settings are 10, 70, 5, 55 and 1 respectively.

CENTER -- This option will center the line of text between your margins.

HEADER -- The Header option allows you to enter a line of text (up to 80 characters) which will appear at the top of every page of your document. If you want the page number to appear, put a pound sign (#) in your header.

FOOTER -- The Footer option allows you to enter a line of text (up to 80 characters) which will appear at the bottom of every page of your document. If you want the page number to appear, put a pound sign (#) in your footer.

CHAIN FILE -- Chain File allows you to link another Writer™ file to the end of your current text file.

PRINTING

When PRINT is selected from the main menu a pop-up menu appears with the following choices: To printer, To file, or To printer/Merge. Move your cursor to where you want to send your text. Press [RETURN] to select your choice. 'To printer' outputs directly to your printer. 'To file' sends output to a standard ASCII file. 'To printer/Merge' will print your text, placing data from the merge file at the merge marks you defined.

EXIT

Leave the program and return to the operating system.

GENERAL STORAGE MENU OPTIONS

NEW TEXT -- This option brings you into the Editor with a clean file.

LOAD TEXT -- This will ask you for the filename you wish to load.

SAVE TEXT -- This will save the document currently in memory.

DIRECTORY -- This will list filenames on the disk in a pop-up window which you can scroll through. Press [RETURN] to see a directory of all files on the disk. Use the UP and DOWN ARROW keys to move through the directory. For longer directories, the page keys can be used to make scrolling faster and easier. To automatically select a document to load, move the cursor to the filename you want and pres [RETURN]. The Easy Working Writer filenames will end with '.lis'. If you wish to exit the directory without loading, press the [ESC] key (the [STOP] key on the C64).

ERASE FILE -- 'Erase File' asks you for a filename and removes it from disk.

FORMAT DISK -- 'Format' initializes disks for use by the program. When you are prompted for a disk name, insert a blank or reuseable disk and press [RETURN].

Because we are bringing this product to the consumer at such an incredibly low cost, we are not able to provide telephone consultation for customers. Instead, we are providing a low cost service for questions concerning EASY WORKING WRITER through the mail. If you encounter a problem, send a complete description of it, (including complete hardware description, types of cards and peripherals) along with $5.00 (to cover administrative costs) and a self-addressed, stamped envelope to:

> Easy Working Software
> C/o Spinnaker Software Corp.
> 1 Kendall Square
> Cambridge, MA 02139   Attn: Customer Service

IN-D-WRI B

Send us your name, address, and the top
flap from your box and you'll receive a
free update when it's available. Check your
machine type below:

Apple ☐

IBM ☐

Commodore ☐

There is an error in the documentation - we
do not charge $5.00 for Customer Service.
Please feel free to call us for Customer
Service at 617-494-1220.

Name_____

Address_____

_____

SPINNAKER LIMITED WARRANTY

The repair and replacement remedies granted to the customer are the sole and exclusive remedy against Spinnaker for breach of warranty, express or implied, or for any default whatsoever relating to the condition of the product. The above is a limited warranty and the only warranty made by Spinnaker. Any and all other warranties, whether express or implied, including the warranties of merchantability and fitness for a particular purpose, are expressly excluded. Spinnaker shall not be liable for any special, incidental or consequential damages even if Spinnaker has been advised of the possibility of such damages. It is expressly understood and agreed that Spinnaker makes no representation or warranty regarding the results obtainable through use of the product.

I - SLW

Easy Working
From Spinnaker

THE WRITER ™

Easy Working is a line of high quality, low cost personal productivity programs designed for the person who wants to spend time doing useful work, not struggling with complex computer commands and long manuals. Each Easy Working product is carefully designed to work alone or in combination with the other members of the Easy Working Family.

On screen menus provide "at a glance" summaries of the features of the program. When you select a feature from the menu bar, a menu drops down to show you all of the available options. Every command available is displayed in the drop down menu. You will find that you will spend less time getting to know the program and more time on your projects. And since each member of the Easy Working Family uses the same command structure, once you learn how to use The Writer, you'll have a head start on learning to use The Filer and The Planner. But don't be fooled. Easy doesn't mean less sophisticated. Easy Working products are full-featured and professionally oriented.

The Writer contains complete word processing features. Editing functions include insert, delete, cut, paste, and copy, which allow you to create your letters and reports and arrange them to suit your needs. There is a built in spellchecker which recognizes over 99% of all spelling and typing errors so you can create perfect documents every time. Add chapter headings and automatically sequenced page numbers with the header and footer features. When your

work is complete, select the preview command to see exactly how your document will look on the printed page. Interface The Writer with The Filer for creating individualized mass mailings from name and address records. Interface with The Planner to incorporate spreadsheets into your reports.

And best of all, this program is backed by Spinnaker Software Corporation.

Features:

- On screen menus highlight every command
- Editing features include insert, delete, cut, paste, and copy
- Cut and paste between documents
- Spellchecker that recognizes over 99% of all spelling and typing errors
- Formatting features include margin setting, headers and footers
- Automatic page numbering
- Preview document before printing
- Interfaces with Easy Working, The Filer and The Planner
- Disk management operations such as disk formatting available with screen commands
- On screen help always available
- Linked text for long documents
- Automatic page numbering and word wrap
- Supports enhanced printing like bold and underline
- Complete manual included

THE WRITER ™

IBM
Commodore
Apple