TIMEWORKS®

WORD WRITER ST ADDITIONS TO YOUR MANUAL

For use with manual versions 8685MV1 and 40785MV2.0l

Thank you for purchasing Word Writer ST.

At Timeworks, we're committed to discovering ways to make our programs even better. That's why we have added a Thesaurus and a personal dictionary. We have also provided a form letter feature which can be used either within the Word Writer ST program or with other data base programs. Further, for easier file access, we've provided "Set Path," a kind of road map function, which allows you to assign files to "folders" and drives available on your opening menu. Instructions on how to use these new features are included in this booklet. Please read it carefully and keep it with your user's manual.

■ Producing Form Letters with Word Writer ST

A powerful feature of Word Writer ST is its ability to create personalized form letters, either within Word Writer ST or by drawing data from Data Manager ST or some other ASCII data file into a Word Writer ST document.

This wonderful capability can be used for everything from cover letters to go with your resumes to fund raising solicitations to direct mail marketing to your annual holiday greeting. Once you get the hang of it, you'll look for ways to use it.

First, let's learn how to create a personalized form letter within Word Writer ST. To see what a typical form letter looks like in Word Writer ST, load the file called "LETTER.DOC" from the program disk. Note that there are numbers where the variable information of the letter goes. For example, 1 is where the addressee's name goes; 2 and 3 are the address; 4 is the salutation; 5 is the make of car; 6 is the semi-annual premium amount; 7 is the contact person's name; 8 is the contact person's location; and 9 is the contact person's phone number. Note also that the numbers appear in a light type face. For easy reference, why not print out this letter? Now, it's time to create your own.

Creating Your Form Letter

Compose your form letter, just as you would any other letter as instructed in Chapters 4 and 5, except for one important difference. Whenever you encounter a variable—information which differs from letter to letter—instead of entering the information, enter numbers in sequence in light face. To do this, press **ALT L** before each number and either **ALT L** or **ESC** after each number to return to normal type. Word Writer ST's normal page break indications may not be accurate in a form letter. To assure pages breaking where you want them, enter forced page breaks as instructed on page 45 of your manual. When finished, save the file to disk.

Creating Your Data File in Word Writer ST

Before starting your own data file, review ours by loading in ADR .ASC. Open up a new file. Now, starting in the upperleft-most corner, enter the information for the space keyed "1" in your form letter as it should appear for the first person on your list. Press the RETURN key and enter the information for key "2", press RETURN, then "3" and press RETURN and so on. At the end of the first record, press RETURN only once start entering the information for the second person on your mailing list. Continue entering until you have entered all the variables for all the people on your mailing list. When finished, save the file as an ASCII file (with an extension of .ASC) and close the document. Remember, from record to record, the information must be entered in exactly the same order. If key "1" is a name on the first line of record one, it must be a name on the first line in every record.

NOTE: DO NOT skip any lines between records or leave any space in front of the left margin. Also, DO NOT press return after entering the last line of the last record.

Printing Your Form Letter

Before printing remember to save your document. Then, close all documents from the screen by clicking on the "Close" box in the upper left hand corner. Next, go to the Print menu. Select the "Form Letter" option. An Item Selector box will appear, which will ask you to load your form letter. Select the correct file and click on "OK."

Once loaded, another dialog box titled "Form Letter Printing" will appear. (See Figure 1).
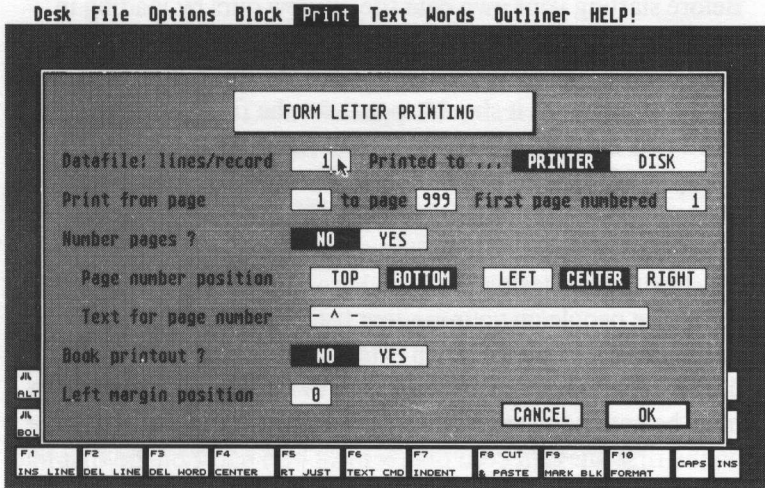
Desk File Options Block Print Text Words Outliner HELP!

FORM LETTER PRINTING

Datafile: lines/record   1   Printed to ... PRINTER   DISK

Print from page   1 to page 999 First page numbered   1

Number pages ?   NO   YES

Page number position   TOP BOTTOM   LEFT CENTER RIGHT

Text for page number   - ^ - ----------------------------

Book printout ?   NO   YES

Left margin position   0

CANCEL   OK

F1 F2 F3 F4 F5 F6 F7 F8 CUT F9 F10 CAPS INS
INS LINE DEL LINE DEL WORD CENTER RT JUST TEXT CMD INDENT & PASTE MARK BLK FORMAT

Figure 1

In response to, "Datafile: lines/record" enter the number of lines in each record and any other information you want changed on this screen. Then, an Item Selector box will appear, which will ask you to load your address file. Remember, this file name must end with ".ASC." If it does not, you will receive an error message and will have to go back and resave the file as an ".ASC" file before proceeding. Next, specify any other printing options you wish by clicking on the option. After you complete these steps, your document will begin printing in the usual fashion. To stop the printing process, click on the mouse.

Merging Information from Data Manager ST into a Word Writer ST document

Load your Data Manager ST program, along with the data file which contains the information you wish to merge into your Word Writer ST form letter. Press F1 to view the form of your data file. To properly arrange the data for merging into your letter, use your mouse to "drag" each needed field of information into position. These fields will correspond to the variables of your form letter. In the upperleftmost corner, position the field which corresponds to variable 1 in your letter. Directly under it at the left margin place variable 2 and so on until the information for each variable is in place in the same order in which it is to appear in your form letter. If you have any data fields left over, temporarily remove them with the "Hide Column" command. To hide the field titles so they don't appear in your letter, either click or press F6.

Next, go to the "Print" menu. Select the "Print to Word Writer ST" option and give the file name an ".ASC" extension. The next screen you see will say "Report Heading & Size." Setting the margins correctly at this point is critical. Normally, the following should be selected:

- Left and right margins at 0
- Top and bottom margins at 0
- Paper width at 80
- Paper height = the number of fields + 1. (If you have six fields, for example, enter the number 7.) This is because Data Manager ST automatically adds a blank line at the end of each record to separate them.
- Select "No" for form feed and for pausing at end of page.

Now, click on "OK" to save this new file to the disk which contains your form letter. Now, reload Word Writer ST and go to the "Print" menu. Follow the instructions to merge your data into the form letter.

■ Speedier Access to Word Writer ST's Features

We call it "Set Path," borrowing from the language of the IBM world, and it works like a road map to your files. This is how it works. On the "File" menu there is now a "Set Path" option. If you select this option, you will see a dialog box titled, "Set Path Names" as illustrated in Figure 2.
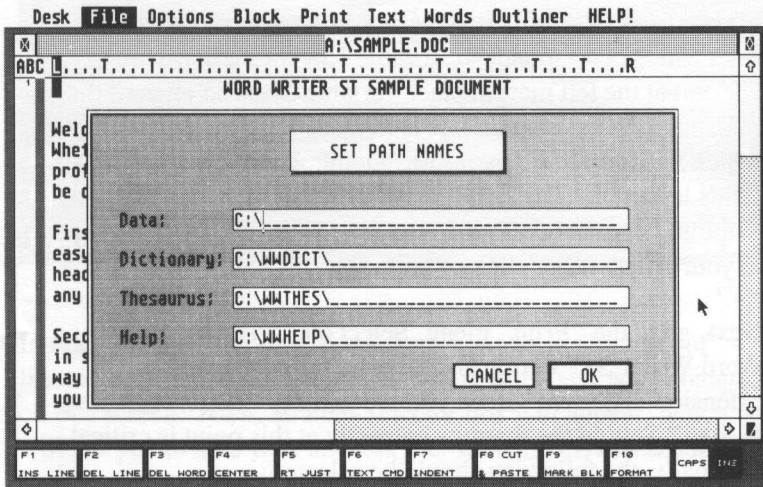

Figure 2

If you have organized your "folders" and "files" so as to group together those you use together most frequently, "Set Path" tells your computer the route to these files and folders. In our example, the user is intending to place his data files— Word Writer ST documents, form letters, and address lists on a root directory of the "C" drive. He intends to keep his Word Writer Dictionary and Thesaurus in their own separate folders, and he wants his "Help" files in the WWHELP folder on drive "C". This user has a hard drive, as indicated by the "C:" so he has plenty of room for holding all of these files in the same place. You may need to set your paths some to the "A" drive and some to the "B."

■ Thesaurus

Ever get stumped for just the right word? Every writer occa-
sionally needs to have his memory jogged to find the word
which precisely fits his intended meaning. Now, right in your
computer comes a Thesaurus to the rescue.

Position your cursor on the word in your document that doesn't
seem quite right. Next, select the "Words" menu and select
"View Thesaurus." Alternately, you may simply press **CTRL T**.
The word under or nearest the cursor will be highlighted. A screen
will appear, presenting synonyms in clusters (groups of words with
similar meanings.) By clicking on the "Next" or "Back" boxes, you
may scroll through the entire list of possibilities. When you find the
word you want, click on it, and it will appear on the data entry line.
Then, click on "Replace" and the new word will replace the old
word in your document. Alternately, you may type in a replacement
word. If you wish, rather than highlight a word in text already
entered, you can call up the Thesaurus and enter the word you want
searched.

■ Personal Dictionary

Suppose that one of your best clients had a last name like
"Trzczynski," and every time you needed to spell it, you had to
go rummaging through your records in order to find it spelled
correctly so you could copy it. Now, you can create a dictionary
with your own special words in it for your own easy reference.
In addition to those hard-to-remember names, perhaps there are
technical terms which you either misspell or mistype or words
which are part of your favorite hobby—flower names, perhaps.
Maybe you speak a second language, but stumble over the spell-
ing of certain words. Now, you look up all of these words just
once more, enter them into your personal dictionary, and have
them at hand forever.

Here's how: Pull down "File" from the main menus and select "Open." Enter your words, one to a line, in any order, either capitalized or not, as you wish. Use the "Save as ASCII" option to save the file using a "PER" extension. Then, whenever you wish to refer to your personal dictionary, select "Words" from the main menu of Word Writer ST. Select one of the three Spelling Check options, and you will be asked if you want to spell check from a personal dictionary. Select your dictionary file, and your document will be checked both against Word Writer's dictionary and your own. Once a personal dictionary has been created, it may be added to in one of three ways:

1. Select "Words" from the main menu and "View Dictionary" from the sub-menu. If the "Read Personal Dictionary" box appears, select your personal dictionary, and then type the new word onto the data entry line and click on the ADD option.

2. If, while spell checking, you come across a word you'd like added to your personal dictionary, you may do so at that time.

3. If your personal dictionary is open while you are entering text in a document, you can move the cursor to the word you wish to add to your personal dictionary, select the "Words" menu and then the "Add to Personal Words" option, and click. This will automatically enter the word under the cursor into your personal dictionary.

To delete words from your personal dictionary, select "Words" from the main menu and "View Dictionary" from the sub-menu. Then either type the word to be removed on the data entry line or search for it in the list and highlight it. Click on the REMOVE box, and it's gone. However, you will not be allowed to remove a word which appears in Word Writer's main dictionary.

If you prefer, you may treat your personal dictionary like any other word processing file and add to it or delete from it like you would any other document. Remember, however, always to save it as an ASCII file.

Whenever a dictionary is closed, its contents are automatically rearranged in alphabetical order in lower case letters (no capitals.)

HINT: You may have as many personal dictionaries as you wish, so long as each has a different filename, ending in .PER. Consider if you have a list you'd like alphabetized, entering the words or last names as a personal dictionary, then close the dictionary to alphabetize it.

■ Column and Line Counter

To see where you are on the current page of your document, click on the "ABC" icon in the upper left corner of the document window. A column and line counter will appear showing you how far down and into the page your cursor is presently located. To return to the "ABC" icon, simply click on the line and column counter.

■ Additional Printer Information

Following are some additional facts and hints to help you get the most from your printer when using Word Writer ST.

1. Before you print a document, check your data disk to make sure there is no write-protect tab. If there is, remove it while you print.

2. Before installing printer codes on your program disk, check it to make sure there is no write-protect tab. However, when you finish, it is a good idea to apply a write-protect tab.

3. After you install your printer using Word Writer ST's WINSTALL program, save your newly defined printer configuration under the file name PRINTER. CFG. This will automatically load your printer information when you load Word Writer ST. See more details in Chapter 2.

4. You can use the Light type function (Alt L) to print any type face your printer is capable of producing. When you use the WWINSTALL program, select the "Light" option on the CODES menu. Enter printer codes for one of your printer's type faces, and later, when you use the Alt L keys, your screen text will appear in light type, but this text will be printed in the type face for which you entered codes. (Chapter 2)

5. Refer to your program disk for the latest "Printer Reference Files."

■ Additional Hints for Using Word Writer ST

Following is a list of things we've learned, both from our own testing and from user reports, about the program. They're offered here as additional help for you.

1. To successfully format a paragraph using the F10 key, make sure your cursor is on the first line of the paragraph.

2. Before opening or adding files to a folder (sub-directory), you must first create the folder using Atari's GEM. Refer to your Atari manual for instructions.

3. Once you have defined a block of text to appear on one page, you cannot subsequently attempt to insert a "forced page break" into that block.

4. In the "Spell Check Document" feature, if you click on "OK" for a word, that word will be remembered only until you close the dictionary or exit Word Writer ST. It will NOT be saved to disk for future use unless you have saved it to a personal dictionary.

5. When using the Outliner, press `CTRL` `+` to shift part of the outline up one level. Press `CTRL` `-` to shift part of the outline down a level.

6. The combination of the ALT and the cursor keys enables you to move the arrow on the screen without using the mouse. To simulate a mouse click, press the `ALT` and `INSERT` keys together.