

MindWriteExpress™

Application to Application Connectivity for Workgroups lets your Macintosh® access documents created on other computers in other applications — maximizing productivity and making the best use of your existing hardware and software investment.

Perhaps your company has tried to standardize on a single hardware and software configuration so that all departments can easily exchange data. But if your company has experienced staggered growth — making capital purchases at different times by different departments on different budgets — you probably have installed a variety of hardware and software solutions.

Even in the most prosperous times, no business can afford to replace all its computers with state-of-the-art technology. Although a company might add a new computer like the Macintosh, it must *protect the existing hardware and software investment*.

To do this, Access Technology believes your Macintosh word processor must be able to transparently read and write documents formatted on an IBM PC, VAX, Wang, or IBM mainframe computer. When a Macintosh application preserves the formatting of documents created in other applications, we call that **Application to Application Connectivity**.

MindWriteExpress is designed specifically to give you this kind of transparent access to documents created in WordStar®, WordPerfect®, MultiMate™, DCA-RFT, Wang VS®, VAX WPS+®, and other standard formats. The following scenario shows how **MindWriteExpress** can give your company this powerful new connectivity solution.

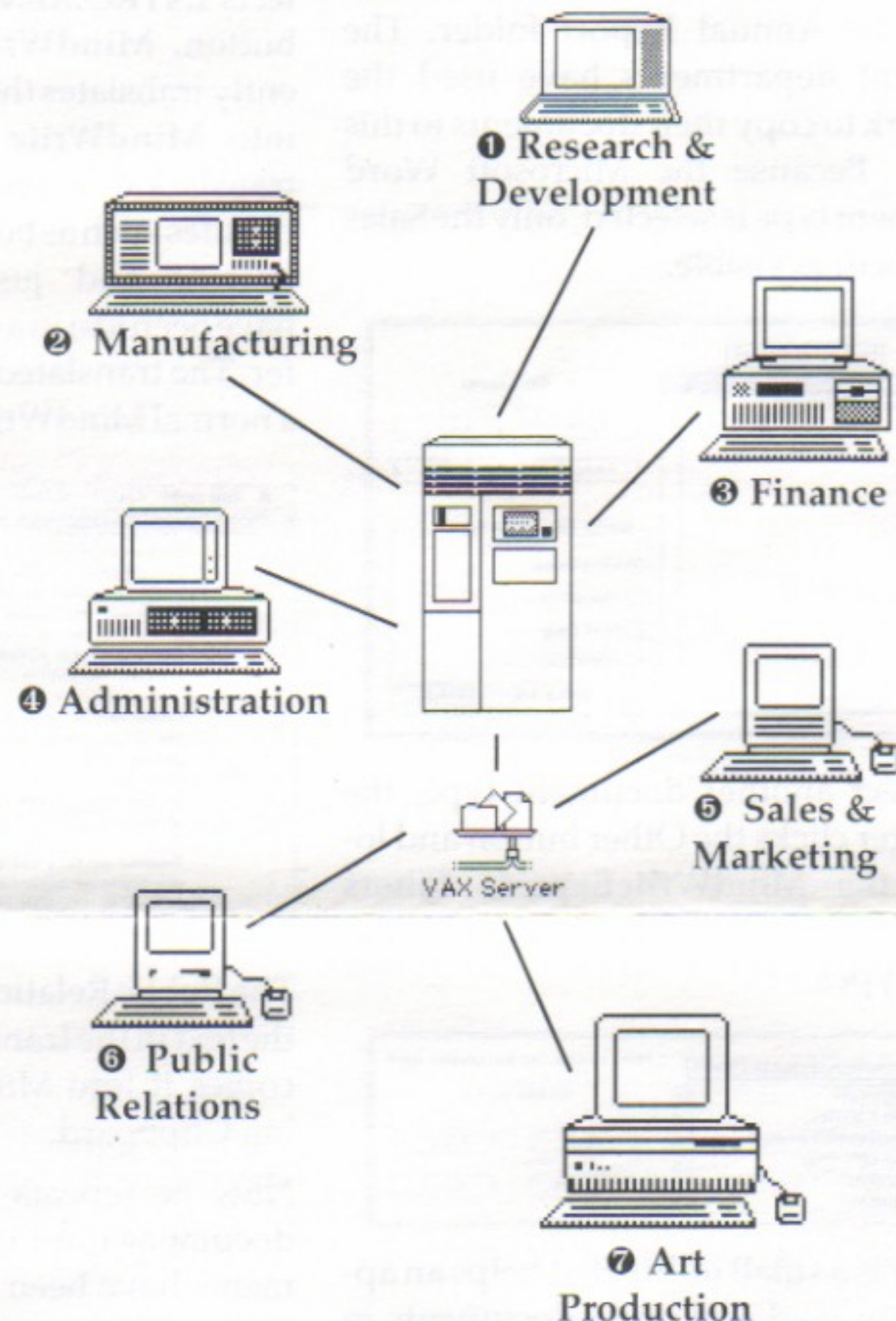
The Problem

A Public Relations manager had this to say about his company's computing resources:

"Over the years, we've added equipment as our company has grown. Three years ago R&D brought in a VAX, while Administration installed IBM PC's. More recently Sales added a couple of Macintoshes and a LaserWriter for desktop publishing. This collection works great for departmental tasks. But problems arise when we all have to work collectively — like on this Annual Report I'm trying to pull together. Even though we're on a network, everyone is isolated because there's no way for us to easily share documents created in different environments."



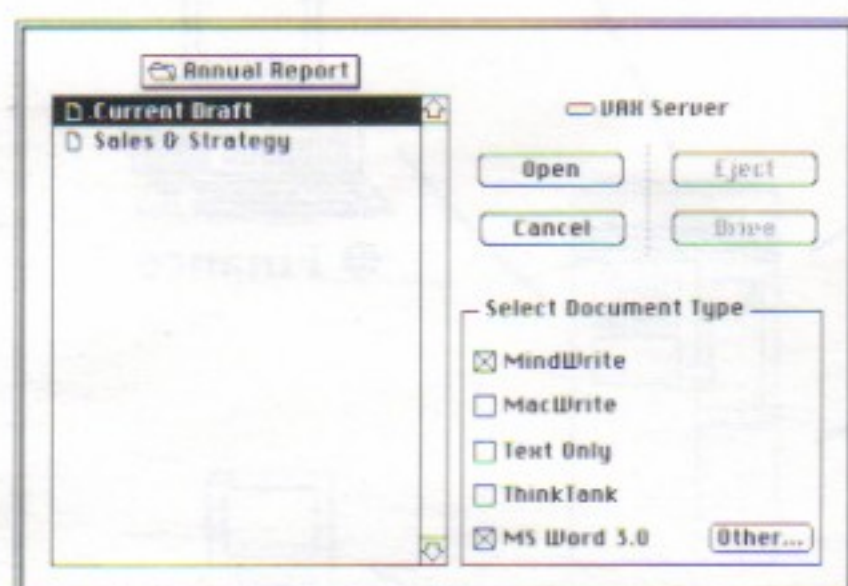
Here's how **MindWriteExpress** can help. Because all the departments are connected by an AppleShare™-compatible network, the Public Relations manager can ask each department to prepare its segment of the report on its own word processor.



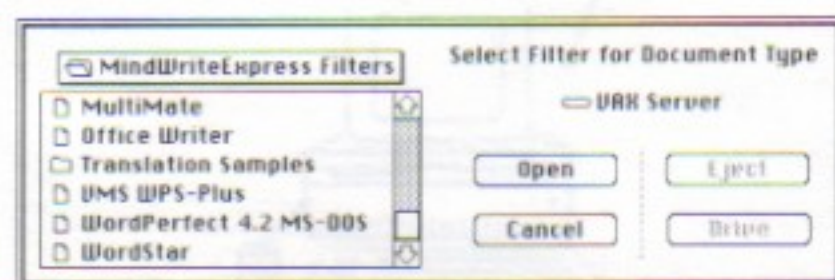
- ① The director of R&D describes the breakthroughs made in research and the commercialization of its development in WPS-Plus, a popular VAX word processor.
- ② The Manufacturing manager details a dramatic increase in yield made possible by a recently installed system. He uses WordPerfect on a Compaq to write his report.
- ③ The financial officers and independent auditors prepare preliminary income statements, a shareholder's report, notes and attachments using MultiMate on an AT.
- ④ The President gives his introductory remarks to his administrative assistant, who types them in WordStar.
- ⑤ Sales illustrates revenue figures for the year and outlines the marketing strategy for the next three years using Microsoft® Word 3.01 with graphs from Trapeze® on a Macintosh.
- ⑥ When each contributor indicates his or her portion of the report is ready and available over the network, the Public Relations manager uses **MindWriteExpress** to pull it all together before turning it over to the Art department, ⑦.

MindWriteExpress Provides the Solution

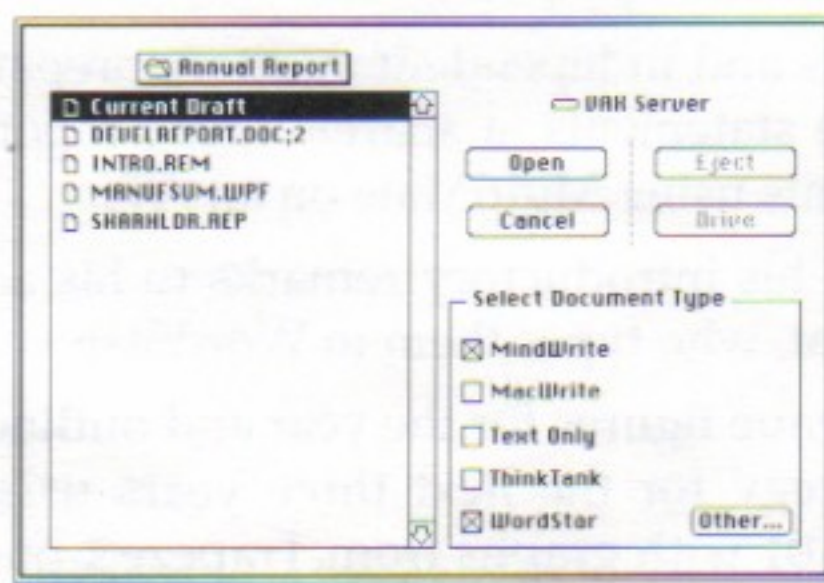
First, the Public Relations manager starts **MindWriteExpress** on the Macintosh, then chooses the Open command from the File menu. He uses standard Macintosh techniques to access the AppleShare-compatible server on the VAX and open the Annual Report folder. The different departments have used the network to copy their documents to this folder. Because the Microsoft Word document type is selected, only the Sales document is visible.



To select another document type, the manager clicks the Other button and locates the MindWriteExpress Filters folder, which presents a list of document types.



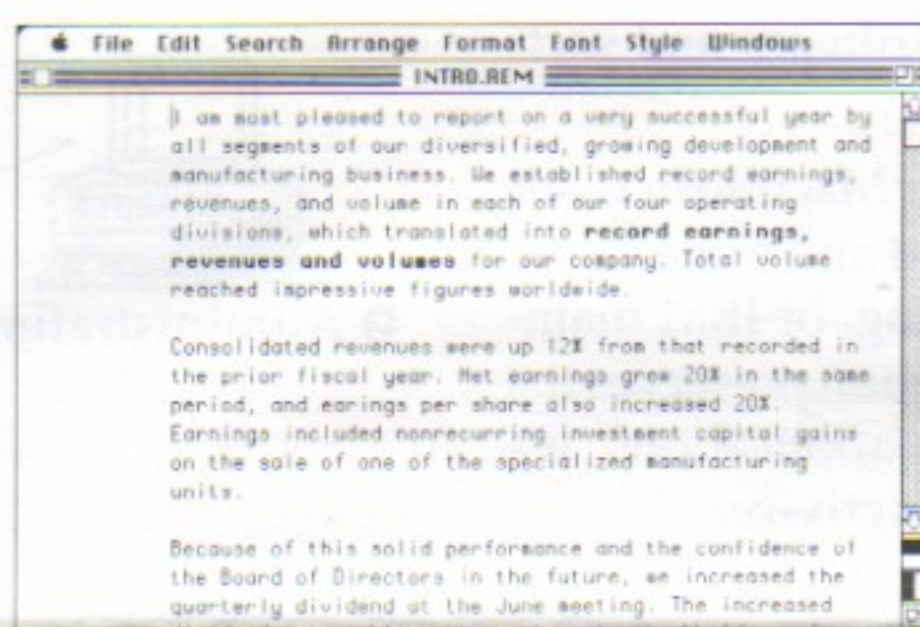
A filter is a small utility that helps an application read and write documents in another application's format. Because he plans to start with the President's introductory remarks, the manager chooses the WordStar filter and clicks Open. Now WordStar appears in the list of document types he can open.



(All the documents that *might* be translatable also appear. When a document has been imported from a non-Macintosh

computer, the Macintosh, and consequently MindWrite, can't discern its creator and format until MindWrite actually tries to open the document.)

When the public relations manager selects INTRO.REM and clicks the Open button, **MindWriteExpress** transparently translates the WordStar document into **MindWrite** format. During the translation, it preserves formatting attributes such as boldface, underline, line spacing, and justification that would have been lost in a simple text-only transfer. The translated document appears in a normal MindWrite document window.



The Public Relations manager selects all the text in the translated document, then copies it into MindWrite's accumulating Clipboard.

Now he repeats this process for each document, until all the component documents have been translated and stored in the Clipboard. Then he pastes the contents of the Clipboard into a new document and saves it as the first draft of the annual report.

Now the powers of **MindWriteExpress** make short work of finishing the job:

- **Powerful Outlining** simplifies reorganization for a cohesive, logical presentation.
- **Unmatched Spell Checking and Proofreading** insure the text is letter perfect.
- **Macintosh fonts, styles, and color graphics** polish the presentation.
- **Selective Word Count** gives the Art department the details they need to plan page layout and production.
- **Automatic Table of Contents** makes

the first draft easy to reference for reviewers.

- **Automatic Revision Tracking and Change Bars** save reviewers' time when more than one review cycle is needed.
- **Document Export** can save portions of the document back into one or all of the original foreign formats for further review and editing by the department heads if necessary.

On final approval, the Public Relations manager can send the completed report to the Art department, where PageMaker 3.0 can read it directly into the planned layout.

The Opportunity

This is only one example of how **MindWriteExpress** can improve productivity. For your company to take advantage of the connectivity benefits, you need just three basic components:

- at least one Macintosh
- an AppleShare-compatible network or the ability to transfer files
- **MindWriteExpress!**

To try **MindWriteExpress** for yourself, call or write today and ask for our \$10 **MindWriteExpress** Evaluation Kit with Quick Start Guide.

For more information, contact:



ACCESS TECHNOLOGY, INC.

200G Heritage Harbor
Monterey, CA 93940-2483

Sales: 800/367-4334

Business Office: 408/648-4000

Technical Support: 408/375-4700

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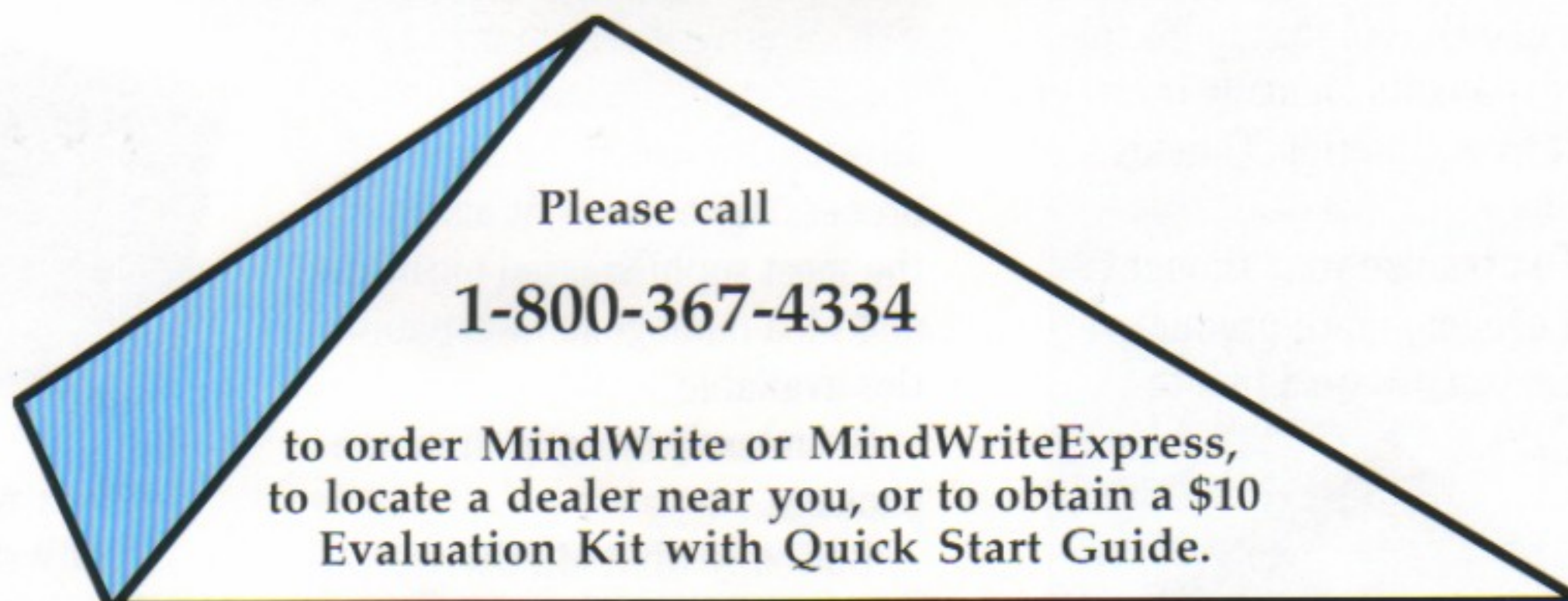
"Express Yourself" with

MindWrite™

and the NEW!

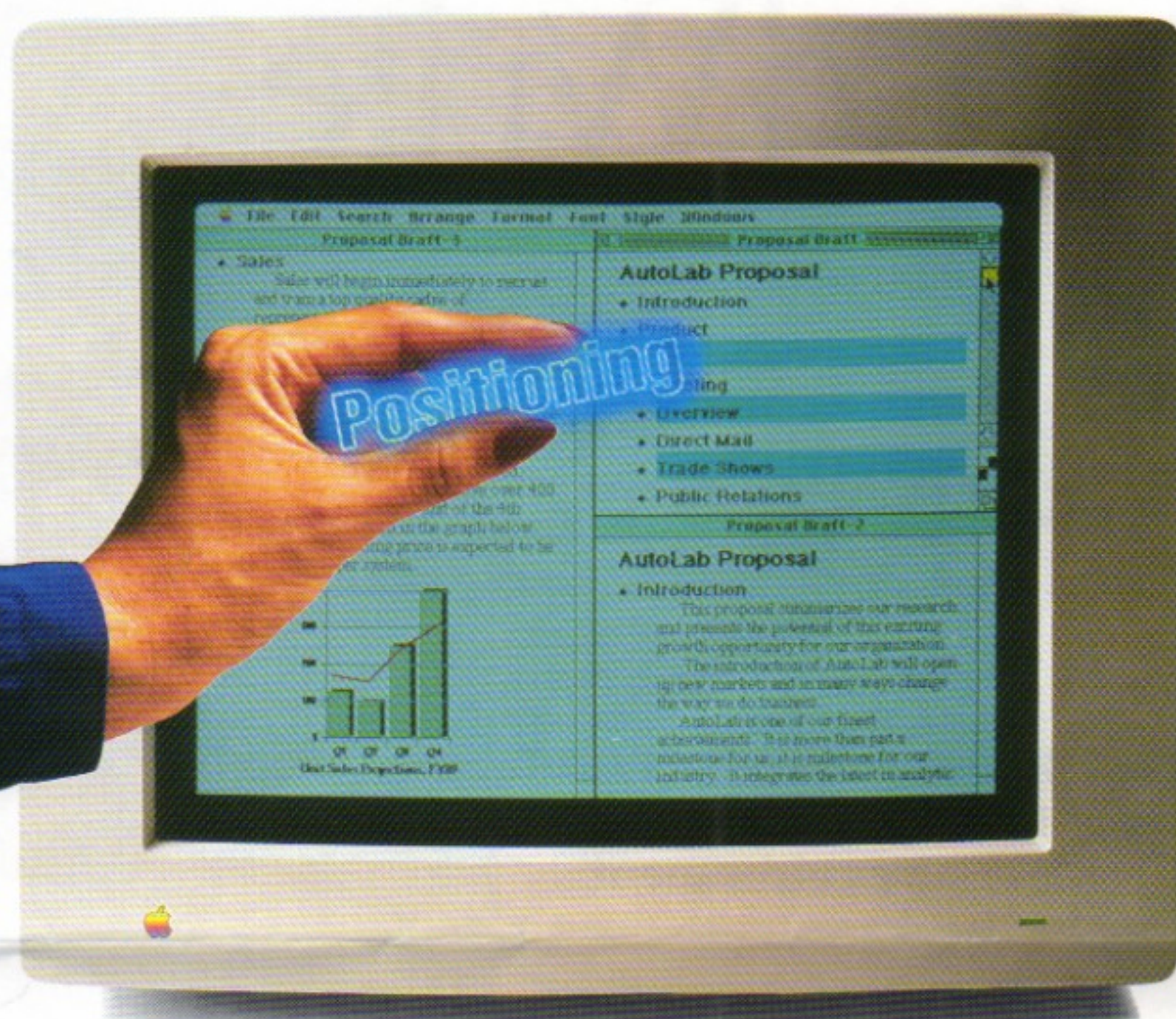
MindWrite**Express**™

Easy-to-use connectivity solutions for
today's diverse computing
environment.



MindWrite by Access Technology

Mind Over



If you prepare marketing plans, proposals, reports—or, for that matter, any business document—you need a tool that helps take your thoughts logically from concept to completion. Quickly and easily.

To organize your thoughts—and become more productive while you do—we'd like to



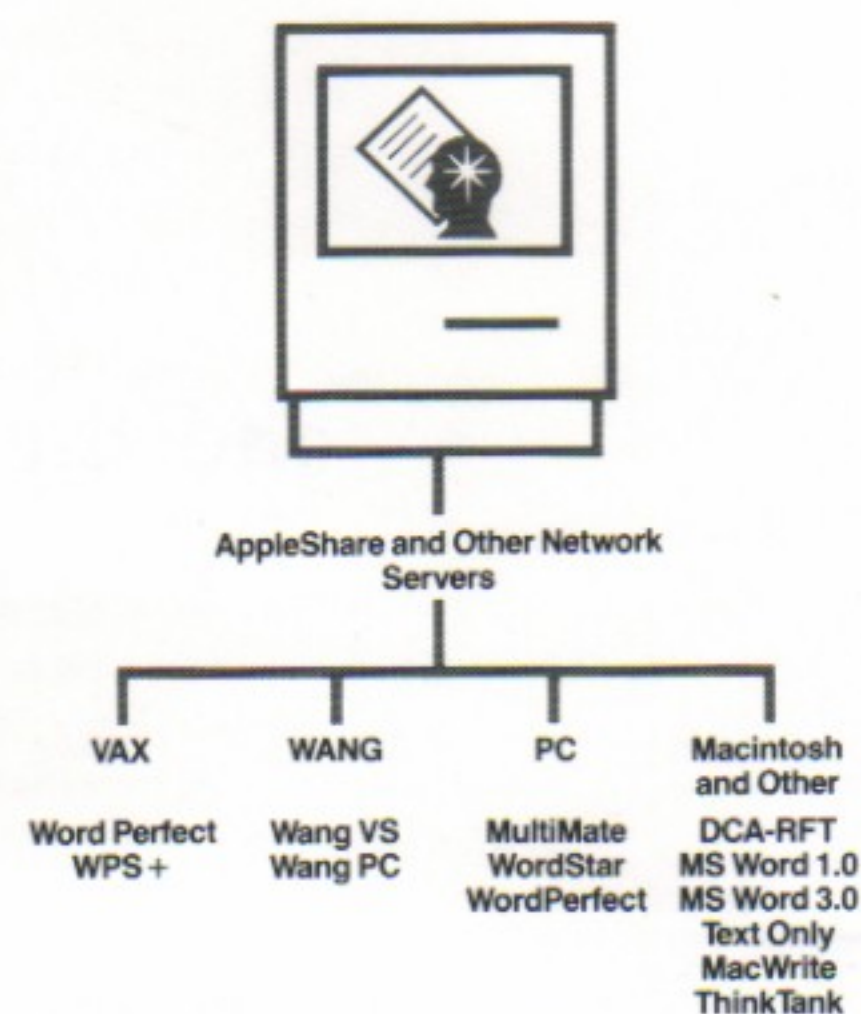
introduce the new MindWrite.™
MindWrite 2.0.

Admittedly, since its introduction, MindWrite has defied easy classification. Because for all its advanced word- and document-processing features, it also has the most sophisticated outlining and idea management capabilities available.

Seamlessly integrated in one package.

Basically what MindWrite allows you to do is readily organize ideas and thoughts so you can turn them into clear, insightful documents.

All with a couple of mouse clicks.



The new MindWrite also has a host of features that will increase your productivity.

For example, it includes—for the first time in any word processing program—Spellswell.™ The highest-rated Macintosh® spell checker/proofreader available.

"MindWrite's outstanding feature is its effortless integration of outlining and word processing, an integration that Word, for one, has never dreamt of."

*Ted Silveira
"Out of Your Mind,"
MacUser, February 1988*

To ensure that your work is letter perfect.

MindWrite also directly reads and writes Microsoft® Word and MacWrite™ files and reads ThinkTank™ outlines. And for page layout, MindWrite documents can be imported directly into Aldus PageMaker 3.0.® To

MindWrite by Access

Matter

"For business professionals looking for a word-processor based on outlining, *MindWrite* is both the easiest to learn, and the most powerful product available."

Jim Wolcott
"The *MindWrite* Word Processor, Flexible
Outlining for Organizing Your Ideas"
MicroTimes, May 1988

help you share documents across a network, *MindWrite* supports AppleShare.®

There's even a version of *MindWrite*, called *MindWrite-Express*,™ designed for those of you whose workgroups use many types of computers, including PCs, VAXs, minicomputers and mainframes in addition to Macintoshes. *MindWriteExpress* reads and writes documents created in MultiMate,™ WordStar,® Wang VS,® DCA-RFT,™ WordPerfect,™ VAX WPS +™ and other standard formats. Which means you can maximize your existing hardware and software investment—and still have people sharing documents.

Now for the part you really won't mind. You can have all the capabilities of *MindWrite* for just \$195.* Or the communications options of *MindWriteExpress* for just \$250.

So to spend less time and effort organizing your thoughts—

and documenting the results—call us at (800) 367-4334 and ask for our \$10 *MindWrite* Evaluation Kit with Quick Start Guide. Or write us at Access/MindWork Division, 200G Heritage Harbor, Monterey, CA 93940-2483.

800-367-4334

See for yourself how, with *MindWrite*, you can do anything you set your mind to. And in the long run that's all that really matters.

"I find that *MindWrite* allows me to get writing projects done in a third to half the usual time. I should mention that I have MORE but I prefer to use *MindWrite*. It is superior for outlining/writing projects."

Fred T.

"[*MindWrite*] was so easy to learn that I was able to use it in a genuine emergency without ever having really used it before, and I was able to use a lot of its best features immediately."

Bernard Glassman
Vice President, Marketing,
HealthEast, Allentown, PA

*Trapeze® and 20/20™ Multiuser Spreadsheet users, call now for a special limited-time offer.

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- **MindWrite 2.0 Features**

- **Spell Checking and Proofreading**

Award-winning Spellswell spell checker and proofreader integrated for the first time into a word processor.

Check only those paragraphs changed since last check for improved performance.

Global word replacement.

Checks for double-word errors.

Checks capitalization of proper nouns.

Checks capitalization and spacing after periods.

Checks homonyms.

Wildcard guess.

Automatic guess option.

Expandable dictionary.

Alternate main and document dictionaries.

Legal and Medical dictionaries available.

- **Extensive Document Import and Export**

Open Microsoft Word, MacWrite, ThinkTank, or Text Only documents directly.

Save documents in Microsoft Word, MacWrite, or Text Only format.

With the *MindWriteExpress* option, open and save documents in WordStar, WordPerfect, MultiMate, DCA-RFT, Wang VS, VAX WPS + and other standard formats.

Read and write documents over AppleShare and other network servers.

For page layout, PageMaker now opens and places *MindWrite* documents directly.

- **Improved Performance and Color Support**

Faster pagination, search and replace.

Select text and navigate outlines with arrow keys.

Additional ⌘ - key equivalents.

Highlight selection, display and print graphics in color.

- **User-Defined Labels**

Label headings with diamonds (◆) or Chicago, Harvard, section number, or custom formatted markers.

Label body text with bullets (•) or numbers.

Labels are renumbered automatically when you move items.

- **Unlimited Windows**

Open as many windows as your Macintosh allows—on one or many documents simultaneously.

Scroll using standard scroll bar or arrow keys.

Use standard zoom plus unique tiling to give windows convenient sizes and locations.

Access any window instantly from the Windows menu.

- **Viewing Options**

Compare documents side-by-side on your screen. Text can wrap to fit

Technology



Spell Checking and Proofreading

- Award-winning Spellswell™ spell checker and proofreader integrated for the first time into a word processor.
- Check only paragraphs changed since last check for improved performance.
- Global word replacement.
- Checks for double-word errors.
- Checks capitalization of proper nouns.
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- Checks homonyms.
- Wildcard guess.
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- Expandable dictionary.
- Alternate main and document dictionaries.
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Extensive Document Management

- Open Microsoft® Word, MacWrite™, ThinkTank®, or Text Only documents directly.
- Save documents in Microsoft Word, MacWrite, or Text Only format.
- With the MindWriteExpress option, open and save documents in WordStar®, WordPerfect®, MultiMate™, DCA-RFT, Wang VS®, VAX WPS+®, and other standard formats.
- Read and write documents over AppleShare® and other network servers.
- For page layout, PageMaker now opens and places MindWrite documents directly.
- Delete files and launch programs without returning to the Finder

Improved Performance and Color Support

- Faster pagination, search and replace.
- Select text and navigate outlines with arrow keys.
- Additional ⌘-key equivalents.
- Highlight selections, display and print graphics in color.

User-Defined Labels

- Label headings with diamonds (◆) or Chicago, Harvard, Section Number, or Custom formatted markers.
- Label body text with bullets (•) or numbers.
- Labels are renumbered automatically when you move items.

Unlimited Windows

- Open as many windows as your Macintosh allows—on one or many documents simultaneously.
- Scroll using standard scroll bar or arrow keys.
- Use standard zoom plus unique tiling to give windows convenient sizes and locations.
- Access any window instantly from the Windows menu.

Viewing Options

- Compare documents side by-side on your screen—text can wrap to fit either window or ruler.
- Hide detail under main ideas in one window while showing details in other windows.
- Hide or show pagination, labels, abbreviation, rulers, revision marks, and more in one window without affecting other windows viewing the same document.

Simplified Editing

- Move text without cutting and pasting — just point, click and drag.
- Select and act on multiple text blocks, even if separated by other text — cut, copy, format, search, proof, or print.
- Text you've cut or copied accumulates in the Clipboard.
- Import pictures from MacPaint™, MacDraw™, and other graphics applications — even color pictures!

Super Selection Power

- Select text with mouse or arrow keys.
- Select any number of headings or paragraphs, even if they are separated by other text.
- Select text by date modified.
- Select outline text by level or family group.
- Select headings independently of body text.

True Integrated Outlining

- An outline heading becomes a word processing paragraph—or vice versa—with a single keystroke.
- Move text left or right in outline structure to show relationships between ideas.
- Hide details under main ideas to focus your attention.
- Include any number of outlines in one document.

Enhanced Sorting

- Sort numerically or alphabetically, backward or forward.
- Sort with mouse, simply by selecting items in order.
- Shuffle items into random order—for tests or stimulating new associations.

Amplified Search Abilities

- Gather all references to a topic into a new summary document.
- Widest variety of search options: backwards, headings only, selected items only, ignore case, etc.
- "Find" or "Replace With" text that includes Returns or Tabs.
- Use wildcard characters in search.

Automatic Revision Tracking

- Mark text changed within the time and date parameters you specify.
- Select text by modification date and cut, copy, search, proof, or print it independently of other text.

Sophisticated Word Count

- Counts characters, words and paragraphs in selected text or entire document.
- Calculates average word length.
- Calculates what word count would be if you removed selected text.

Headers and Footers

- Position page number, date, time and document name in header or footer, using icons.
- The current date or the date the document was most recently saved can be displayed.
- Use Roman or Arabic page numbers.
- Choose whether to hide or display header or footer on all pages, first page only, or all pages but first.

Fonts and Formatting

- Specify fonts, sizes and styles as you would in MacWrite.
- Format headings independently of body text.
- Format outline levels independently of each other.
- Use automatic hanging indent for labeled paragraphs, or set your own.

Pagination

- Turn pagination on and off as needed in any window.
- Generate a table of contents, then edit and format it as you wish.

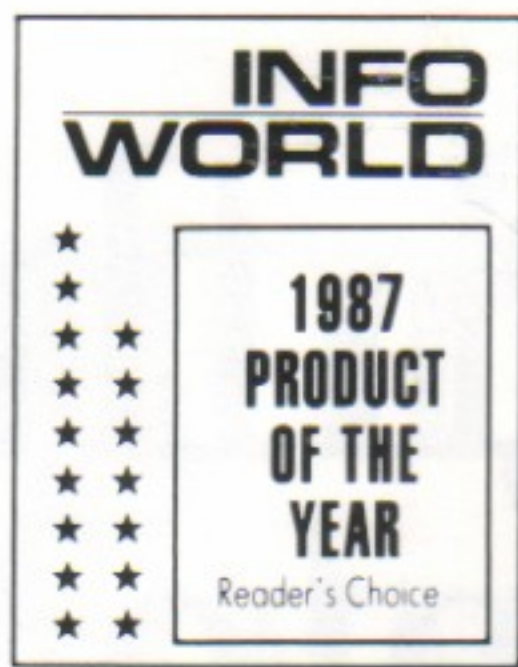
Preferences

- Specify default preferences for font and format.
- Save and recall alternate preferences.
- Create Stationery templates for frequently-used document formats.

For more information, contact:



ACCESS TECHNOLOGY, INC.
200G Heritage Harbor
Monterey, CA 93940
408/648-4000



Trapeze[®]

The Integrated Presentation Worksheet.

"And if you really want to see fancy spreadsheets, then look no further than . . . Trapeze from [Access Technology in Monterey]. Trapeze is a free-form spreadsheet that has virtual cells to be placed anywhere within a graphical environment. It's impressive."

—John C. Dvorak, *PC Magazine*

To order Trapeze, locate a dealer near you, or obtain a \$10 Evaluation Kit with Quick Start Guide, please call

1-800-367-4334

Trapeze by Access Technology

Fly through the the greatest

If you've ever had to give a presentation of facts and figures, you may have found yourself wishing for something—*anything*—that would give your spreadsheet a "must-read" urgency.

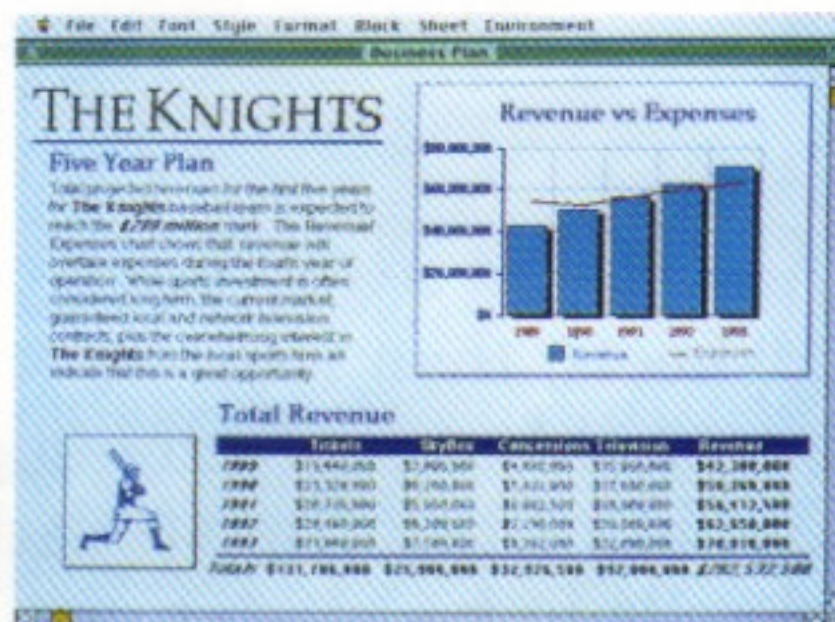
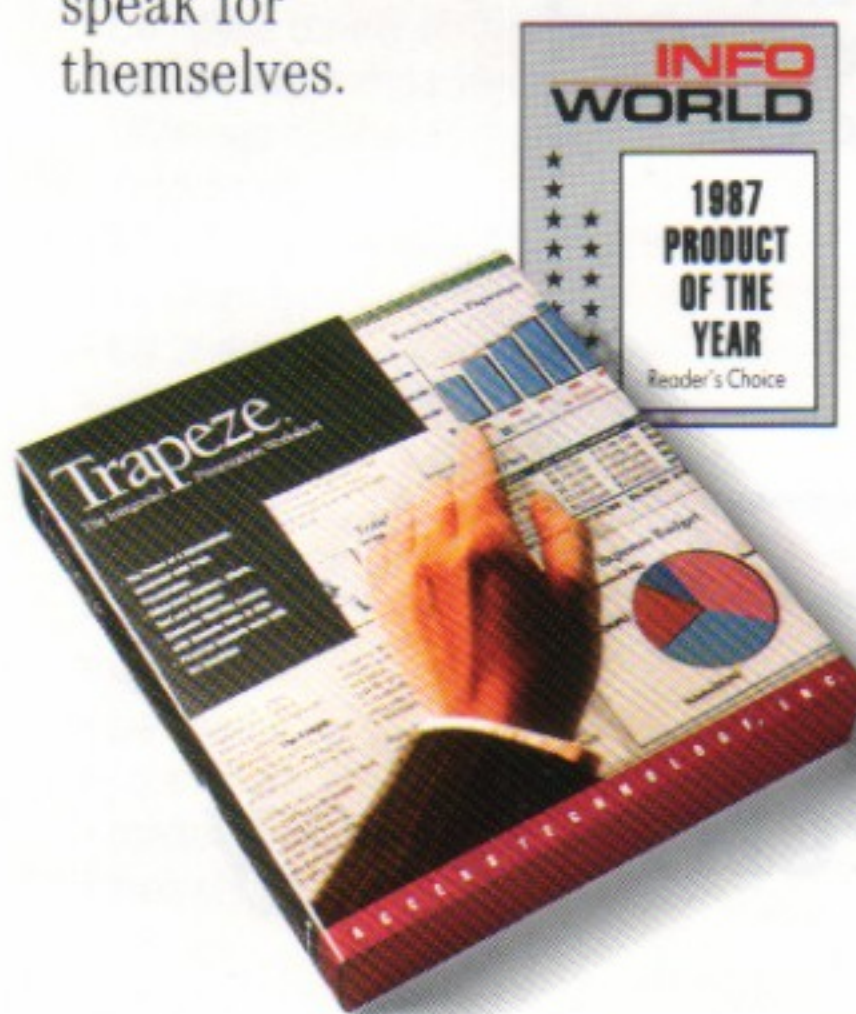
To that end, we'd like to present the new Trapeze®

Trapeze 2.1.
The first and only Integrated Presentation Worksheet.

Trapeze is conceptually different from anything you've ever used before. It combines the advanced data analysis and calculation capabilities of the most powerful spreadsheet applications with the sophisticated graphics capabilities of a desktop presentation program.

All in one easy-to-use package.

Which means you can build a presentation that lets the figures speak for themselves.



Trapeze creates presentation quality text, charts, graphics and numbers—all on the same page.

That's because Trapeze creates dynamic relationships between data management and its presentation.

So you can present output with impact.

Let's start with the facts.

As a spreadsheet, Trapeze offers 144 business, financial, technical and scientific functions—from simple sum and square root to powerful Gaussian elimination and polynomial regression. And Trapeze 2.1 also

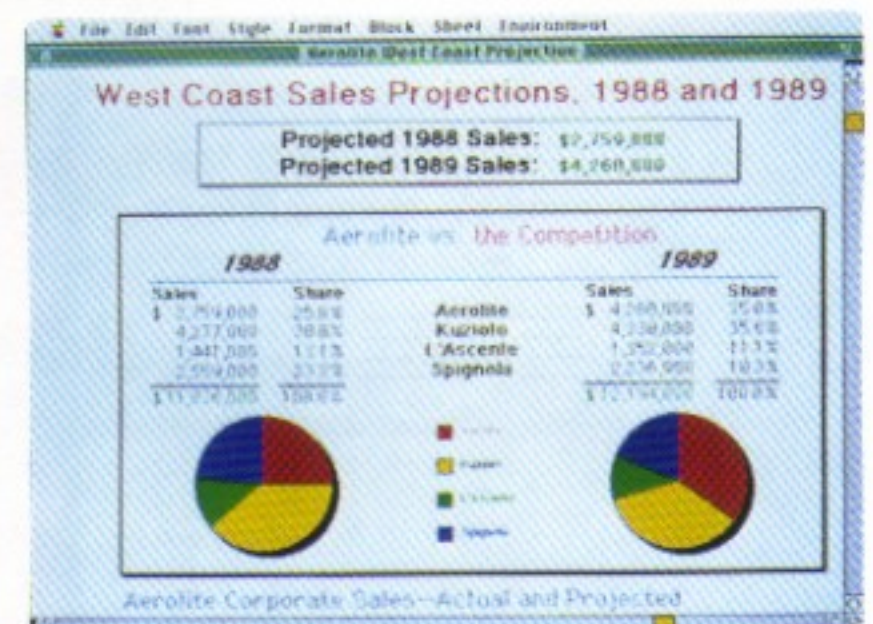
has the ability to perform background calculations under MultiFinder™.

Now the figures.

As a presentation tool, you can use Trapeze to prepare data in freeform blocks—with multiple fonts, sizes, styles and colors. There are also 11 basic chart types with thousands of formatting options. So you can give your data the visual impact necessary to help you make your point.

Clearly.

And within these blocks, you can include all types of information—standard spreadsheet numerics, charts and graphs, text and PICT files (for company logos or other images). You can even include database fields for sorting or extracting the exact information you want.

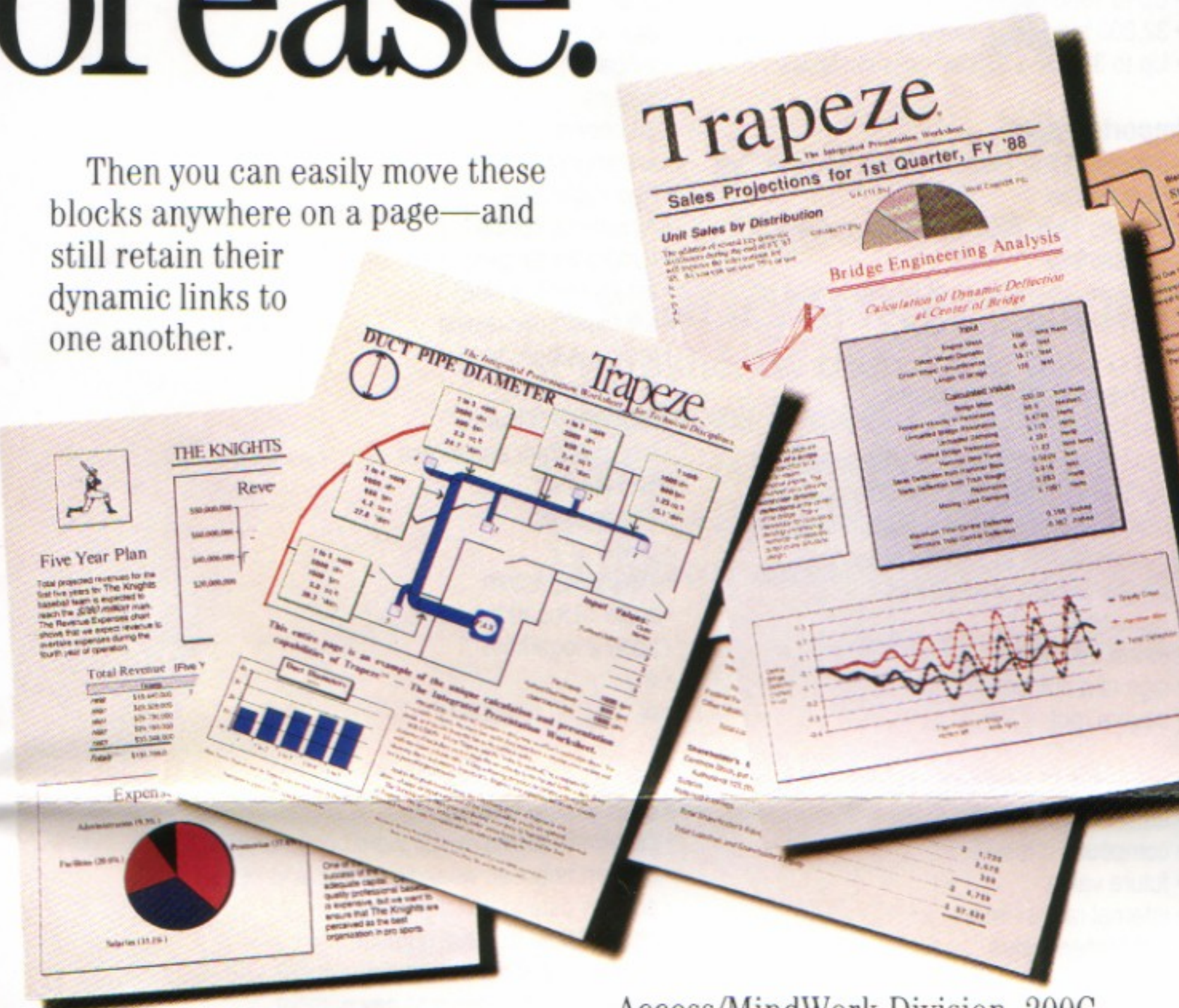


Trapeze is the first spreadsheet with the power to both analyze your data and present it with dramatic impact.

Trapeze by Access

figures with of ease.

Then you can easily move these blocks anywhere on a page—and still retain their dynamic links to one another.



Trapeze automatically updates everything—including charts and linked data.

But even after all this, there's still one more very important fact we'd like you to know.

You get all these features for just \$295.* And that's probably the most impressive figure of all.

So if you'd like to build a better spreadsheet—and present it more convincingly—call us at (800) 367-4334 and request our \$10 Trapeze Evaluation Kit with Quick Start Guide. Or write us at

Access/MindWork Division, 200G
Heritage Harbor, Monterey, CA
93940-2483.

Because, in business, you have only one chance to make a first impression. And Trapeze can help you figure out how to make it last.

800-367-4334

*MindWrite™ and 20/20™ Multiuser Spreadsheet users, call now for a special limited-time offer.

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- **Trapeze 2.1 Features**
 - MultiFinder background calculation
 - Multiple fonts and styles in text blocks
 - Tear-off tool menu
- **Presentation Quality Layout**
 - Combine numbers, charts, text, databases and graphics all on the same page
 - Move any element of information anywhere in your worksheet
 - Total control of the layout of your data
 - Color graphics, labels and charts
- **Advanced Charting Features**
 - 11 main chart and graph types
 - Multiple color and pattern choices for each chart area
 - Charts are linked directly to your data
 - Overlay several charts to provide mixed chart types
 - 32000 data points in a chart
- **Powerful Performance Tools**
 - Access all available memory up to 8 megabytes of RAM
 - Supports 68881 math co-processor
 - Powerful automatic or manual iteration
 - Up to 1600 pages per worksheet
 - Up to 32 open worksheets
 - 32000 blocks per worksheet
 - 32000 x 32000 cells per worksheet
- **144 Spreadsheet Functions**
 - **Chart Functions**
 - bar chart
 - column chart
 - contour chart
 - high/low chart
 - histogram values
 - legend block
 - line chart
 - pie chart
 - polar chart
 - scatter chart
 - **Financial Functions**
 - amortization
 - compound interest
 - future value
 - internal rate of return
 - net present value
 - payment present value
 - interest rate
 - number of payments
 - **Statistical Functions**
 - average
 - multiple block average
 - maximum
 - minimum
 - multiple block maximum
 - multiple block minimum
 - multiple block sum
 - running total
 - sample standard deviation
 - population standard deviation
 - sum
 - periodic sum
 - sum of the squares
 - sample of variance

Technology



Integrated Text Processing

- Multiple font types in text blocks
- Change Style and Size of any selected text
- Multiple size fonts from 3 to 127 points

MultiFinder Background Calculation

- Calculate worksheets while working in another application
- Background calculation works automatically or manually

Improved User Interface

- Tear-off Tool Menu
- Resize a block during creation
- Easier cell selection
- Cut and paste whole blocks of information
- Remembers your default preferences

Presentation Quality Layout

- Combine text, numbers, charts, databases, and graphics all on the same page
- Total control of the positioning and layout of all information
- Color graphics, labels, charts, and text
- Information is stored in blocks for easy re-positioning and formatting control
- User-defined grid and rulers for page layout
- Headers and Footer on each page
- 13 number formats
- Eight date formats
- Four time formats
- User defined cell and block borders
- Dozens of graphic element types
- Import graphic files directly or through clipboard
- Reduced and enlarged views of the worksheet

Live information

- Automatic resizing of calculated blocks
- Dynamic links to all data
- Link up to 32 separate worksheets
- Load linked data only option

Advanced Charting Capabilities

- Complete control of chart formatting
- Multiple color and pattern choices
- Unlimited number of overlays for mixed chart types
- 32,000 possible data points in a chart
- 11 Chart types
- bar chart
- column chart
- contour chart
- high/low chart
- histogram values
- legend block
- line chart
- pie chart
- polar chart
- scatter chart
- area chart

Powerful Worksheet Tools

- Database blocks with index, search and sorting capabilities
- Manual or Automatic Iteration
- Password protection of blocks or files
- Instant view of block or file format
- 144 spreadsheet functions
- Supports 68881 math co-processor
- Up to 1600 pages per worksheet
- 32,000 blocks per worksheet
- Up to 32,000 x 32,000 cells per block

Import/Export

- Imports WKS, Text, PICT and Trapeze Text Format files
- Exports Text, PICT and Trapeze Text Format files
- Capture any number of blocks to text or PICT file for easy transfer

Mathematical Functions

- absolute value
- "arithmetic sequence": create a series of numbers by adding to the previous value
- "geometric sequence": create a series by multiplying the previous value
- integer portion of a number
- remainder
- round a number
- sign of a number
- square root

Financial Functions

- amortization
- compound interest
- future value
- internal rate of return
- net present value
- payment
- present value
- interest rate
- number of payments

Matrix Modeling Functions

- determinant
- linear equations
- trapezoidal rule integration
- linear regression
- matrix inversion
- matrix multiplication
- multiple linear regression
- multiple linear regression with correlation
- polynomial evaluation
- polynomial regression
- random number
- Simpson's rule integration

Statistical functions

- average
- multiple block average
- maximum
- minimum
- multiple block max, min
- multiple block sum
- running total
- sample standard deviation

- population standard deviation
- sum
- periodic sum
- sum of the squares
- sample of variance
- population variance

Transcendental Functions

- sine
- cosine
- tangent
- arcsine
- arccosine
- arctangent
- hyperbolic sine
- hyperbolic cosine
- hyperbolic tangent
- arc hyperbolic sine
- arc hyperbolic cosine
- arc hyperbolic tangent
- gudermannian
- arc gudermannian
- four-quadrant arctangent
- power of e
- power of 10
- power of 2
- natural logarithm
- base 10 logarithm
- base 2 logarithm
- e
- pi

Date and Time Functions

- change date or time
- convert between month words and number
- convert between weekday words and number
- convert date to serial number
- convert time to serial number
- convert serial number to date words
- convert serial number to day number
- elapsed time
- convert serial number to hour
- convert serial number to minute
- convert serial number to month
- current date and time
- convert serial number to second
- convert date or time word to serial number
- convert serial number to time words
- convert serial number to weekday number
- convert serial number to year number

For more information, contact:



ACCESS TECHNOLOGY, INC.
200G Heritage Harbor
Monterey, CA 93940
408/648-4000

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