

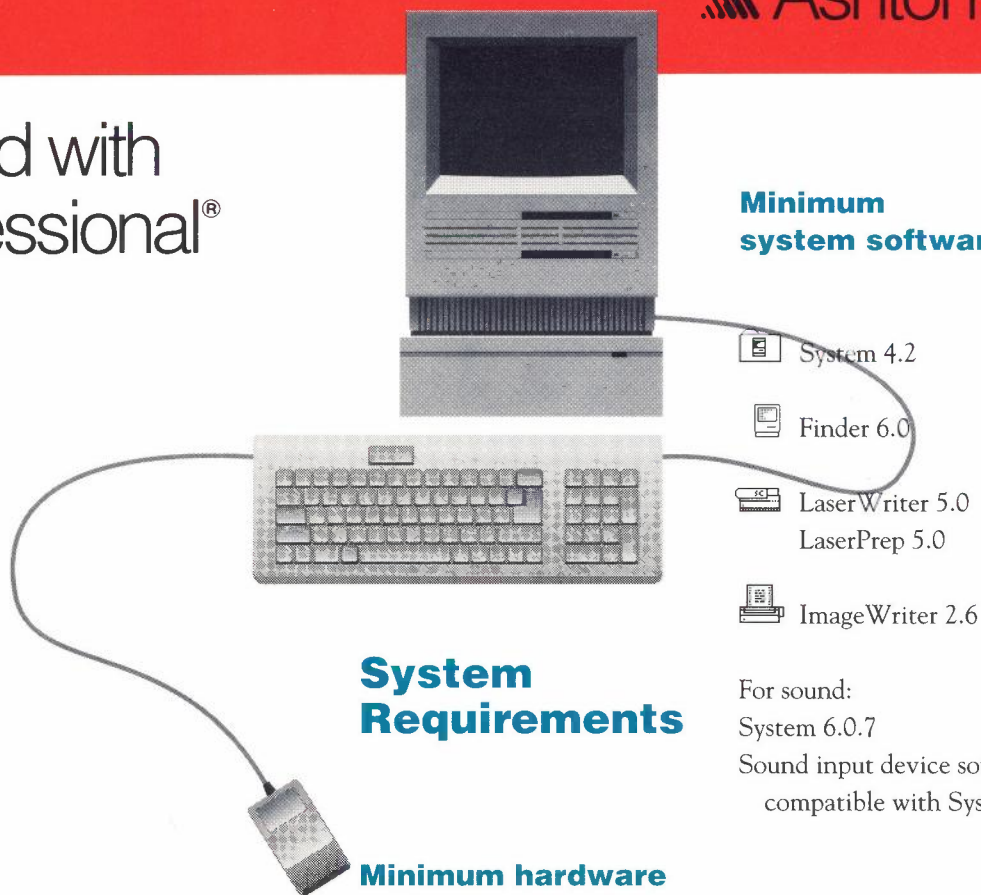
Getting Started with FullWrite Professional®

Before You Begin

Read your Macintosh owner's guide to make sure you are familiar with basic Macintosh operations, such as using the mouse, running applications, and copying disks and files.

Read the *Support and Services Guide*. This tells you how to get free support for FullWrite Professional.

Return the Warranty Registration card. This helps us provide you with better service. You become a registered user, and will be notified of FullWrite Professional updates when they become available.



Minimum system software

 System 4.2

 Finder 6.0

 LaserWriter 5.0
LaserPrep 5.0

 ImageWriter 2.6

For sound:
System 6.0.7
Sound input device software
compatible with System 6.0.7

System Requirements

Minimum hardware

Macintosh Plus
A hard disk
An 800K floppy drive
1 Megabyte of RAM
(2 Megabytes suggested)

For sound, one of the following:
Macintosh Plus and a sound
input device, such as
Farallon Voice Recorder
or MacRecorder
Macintosh LC
Macintosh IIsx

If you don't have Macintosh System version 4.2 or Finder version 6.0 installed on your hard disk, install them now. Use the Installer application on your Macintosh System Tools disk. For instructions, refer to your *Macintosh System Software User's Guide*. Remember to restart your Macintosh after installing the new system software. To get the latest versions of System and Finder, see your Macintosh dealer.

Putting FullWrite on Your Hard Disk

Backing Up Your Disks

Make working copies of your disks and save the originals in a safe place. Use the working copies when you put FullWrite Professional on your hard disk.

Create a new folder on your hard disk and name it FullWrite 1.5s. This folder will keep all your FullWrite files in one place.

Now insert the disks and copy their contents to your FullWrite 1.5s folder.



FullWrite Professional

Application

FullWrite Professional

Linguistics/Help*

Read Me
FullWrite Help
FW Dictionary
User Dictionary
FW Thesaurus
Glossary



FullWrite Training

Training 1

Experience FullWrite
Explore FullWrite

Training 2

Learning Documents

Sample Documents

Sample Documents
Read Me
Example Documents
More Example Documents
Background Files
Stationery Documents



***NOTE:** If you are upgrading from FullWrite Professional version 1.1 or version 1.5, do not copy User Dictionary or Glossary to your hard disk. This could write over your existing files. Move your existing versions of these files to your FullWrite 1.5s folder.

Personalizing FullWrite Professional

FullWrite Utilities

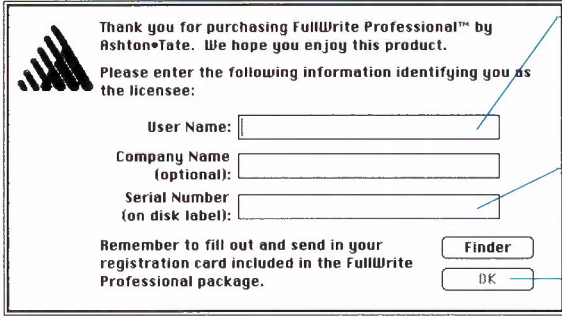
Conversions

This disk contains FullWrite Word for Word, an application that converts files from other word processing programs to FullWrite Professional documents, or converts FullWrite documents to formats compatible with other programs. For instructions on using FullWrite Word For Word, see Appendix C in *Using FullWrite Professional*.

Tycho Table Maker

Tycho Table Maker™ is an application you can use to create tables to paste in your FullWrite documents.

Double-click the FullWrite Professional icon in your FullWrite 1.5s folder. The first time you start up FullWrite, the Personal Identification screen appears.



Thank you for purchasing FullWrite Professional™ by Ashton-Tate. We hope you enjoy this product.

Please enter the following information identifying you as the licensee:

User Name:

Company Name (optional):

Serial Number (on disk label):

Remember to fill out and send in your registration card included in the FullWrite Professional package.

Press **Tab** or use the mouse to move to the boxes.

Company Name is optional.

Be sure all the information is

correct, then click OK. Once your copy is personalized, the information is permanent.

Click Finder if you want to return to the Finder without personalizing your application.

After your copy is personalized, when you double-click the FullWrite Professional icon, FullWrite starts up and opens an untitled document. You can also double-click a document icon to start up FullWrite and open that document.

Where to Find Out More

Included in your package is a complete set of documentation. The manuals and tutorials are described below, as well as suggested learning paths.

For a Global View

The FullWrite Professional Toolbox



Shows you what's special about FullWrite Professional from a global point of view. This book will help you get the most benefit from using FullWrite.

If You're New to FullWrite

Learning FullWrite Professional



This manual gives you hands-on instructions for the tasks required to make a form letter and a three-column newsletter.

Experience FullWrite Professional



An on-line tutorial that gives you hands-on experience with FullWrite (requires HyperCard 1.2).*

If You're Ready to Make Advanced Documents with FullWrite

Using FullWrite Professional

This manual is a task-oriented reference to all the commands and options in FullWrite.



Using Tycho Table Maker

This reference manual describes how to use the commands and options in Tycho Table Maker.

Explore FullWrite Professional



This on-line presentation lets you explore the FullWrite desktop and sample documents, giving you background information as you proceed (requires HyperCard 1.2).*

Example Documents



These documents contain posted notes that describe how the documents were made. Just open the documents and double-click the posted note icons in the left side of the window.

There are also stationery documents and background files ready for use. Stationery documents open with formats, styles, and text already in place. Background files are pictures or text that print behind the text of your documents.

For brief instructions on using example, stationery, and background files, open the Sample Documents Read Me document that came on the Sample Documents disk.

To See What's New in FullWrite



Open the Read Me document on the Linguistics/Help disk.

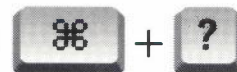


See *Using Sound Notes* for information about using sound in a document.

If You Need Help

Don't forget that

FullWrite Professional



has a comprehensive Help system. Choose Help from the Apple menu to open the Help window, or press **Command-?** for the Help pointer. You can browse in the Help window for a topic, or choose a menu item with the Help pointer.



*** NOTE:** Experience FullWrite Professional and Explore FullWrite Professional were created in HyperCard 1.2. If you have System 6.0.7 installed, you must convert these tutorials to HyperCard 2.0 as described in the HyperCard 2.0 documentation. Make a copy of the tutorials before converting them to HyperCard 2.0.

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