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A D V A N C E D

MULTIMATE[®]

AND MULTIMATE[®] ADVANTAGE[™]



MARK BROWNSTEIN

**ADVANCED MULTIMATE®
AND MULTIMATE® ADVANTAGE™**

Mark Brownstein

Osborne McGraw-Hill
Berkeley, California

Osborne McGraw-Hill
2600 Tenth Street
Berkeley, California 94710
U.S.A.

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Jean Stein, Acquisitions Editor
Barbara Faltico, of Applied Computer Consulting, Oakland, California,
Technical Reviewer
Lyn Cordell, Project Editor

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Few books write themselves. Although I was alone in my “swamp” while writing this book, there was still input from others involved in its preparation.

I would like to thank Cindy Hudson and Jean Stein of Osborne/McGraw-Hill for their initial vision of this advanced book. Additional thanks are also due to Jean Stein for constant support in tracking down answers to questions regarding MultiMate; for always relevant inquiries about ambiguous instructions; and for goodhearted nagging about missed deadlines. I’m grateful to the technical reviewer, Barbara Faltico of Applied Computer Consulting in Oakland, California, who made sure that everything worked—and who kept reminding me that some people still have floppy-disk systems.

I’d like to thank the copy desk for cleaning up my drafts and not bothering me with silly questions.

Most of all, though, I’d like to thank my family—Charles and Barbara, and my wife, Vonnie—for putting up with my weird hours and the mess in my swamp while I cranked out these pages.

And finally, I’d like to thank you, the reader, for buying this book and proving that all the effort was worthwhile.

To Charles and Barbara — two great kids, and to Vonnie, who helped make them so special.

PREFACE

This isn't going to be an advertisement for MultiMate or Advantage. Chances are, if you are reading this preface, you already have a copy of the program, or are very seriously considering using MultiMate for word processing. In any case, MultiMate is a wise choice.

This book is billed as an advanced guide to MultiMate and Advantage. An advanced audience will find the material in these pages of real value in enhancing the usefulness of these products. The book's aim, however, is not to start out with advanced topics—in fact, the first three or four chapters are designed to bring even a complete computer novice quickly up to speed with basic word processing. If you are already an experienced MultiMate user, you may be tempted to skip these chapters. It is well worth your time to read, or at least skim, these pages, however, because there may be material there that you are unaware of or unfamiliar with.

The best approach to this book is to work through the examples, getting a hands-on feel for the various procedures. If you don't have time for this systematic approach, the book can serve as a valuable reference to guide you through new or problem areas.

Since this book covers three different programs, MultiMate 3.31, Advantage 3.5, and Advantage 3.6, it was important to highlight sections that apply only to MultiMate Advantage. "Advantage-only" material always appears in a shaded box.

A FEW WORDS ABOUT MULTIMATE AND ADVANTAGE

The original version of MultiMate was written to work similarly to the Wang series of dedicated word processors, which had become something of a corporate standard for stand-alone word processing. By learning a command structure, a Wang operator could quickly master MultiMate on a PC or compatible computer. Ultimately, however, a user could do far more than word process on a MultiMate-equipped PC, going beyond the capabilities of even the larger Wang devices.

Over the few years since MultiMate was originally introduced, a large number of improvements have been made to the program. This book works with three of the latest versions: MultiMate Version 3.31, MultiMate Advantage 3.50, and MultiMate Advantage 3.60. In general, the higher the version number, the more features it supports.

Although 3.31 is useful for most regular correspondence, it lacks some of the enhancements that were built into 3.50. Advantage 3.50 is something of an interim upgrade; it was available for just a short period before the much more powerful 3.60 was introduced.

Even for a somewhat jaded user like the author, 3.60 is a joy to use. Column Mode, for example, is a long-awaited (and much appreciated) enhancement. Besides supporting the set-up and printing of multiple columns of text, it also provides an easy way to change the left margin within a document.

MultiMate 3.60 brings most, if not all, of a user's needs into a single system. 3.60 can even act like a typewriter, and be used to fill in forms and type quick notes and memos. It is definitely recommended, either as a first word processing program or as a very useful upgrade.

In addition, MultiMate is one of only two or three word processing programs that have earned the title "corporate standard." If you are looking for jobs in word processing, it is a great idea to become proficient at using MultiMate; many companies need MultiMate operators. This book will help you become proficient in a minimum amount of time.

HOW THIS BOOK WAS WRITTEN

Writing a book like this—a book where instructions must be given and verified—posed some interesting problems. Using Advantage 3.60 made it fairly easy to test instructions as they were written. However, there was the

added problem of testing and documenting for 3.50 and 3.31. Also, many examples required working with the program running separately from the text for the book. For this reason two computers were used. The majority of the actual writing was done using MultiMate Advantage 3.60 running on an NCR PC4 computer (a very good machine), using a color monitor and a MultiMate keyboard. The keyboard, which is discussed in Appendix A, has a good feel and made the extensive keyboard entry a pleasure.

MultiMate 3.31 and Advantage 3.50 were run and tested using an NEC APC-III computer with the software compatibility upgrade. This upgrade made the PC semi-compatible; the color display did not provide as much information as the one on the NCR. However, using the two computers made it possible to simultaneously test a procedure on one machine, while writing about it on the other.

Printing was started on a Star Micronics dot matrix printer, and moved up to a Hewlett-Packard Laserjet PLUS printer.

All the graphics, from Chapter 3 through the end of the book, were printed using the Laserjet printer. The images were captured using MultiMate's GraphLink program.

Preparation of this book would not have gone as quickly (or as smoothly) as it did without the use of these fine products.

FURTHER INFORMATION AND ENHANCEMENTS TO MULTIMATE

So that you can get the most out of MultiMate and Advantage, the author makes available a broad range of products that enhance the use of this package. These include instructions and Printer Action tables for additional laser printers; PATs for printers not yet supported by MultiMate; basic merge documents for quick and easy preparation of form letters; input devices to speed the entry of text and commands; software utilities for exiting and returning to DOS from within a document; and several other utilities.

For a catalog, send \$2.50 to cover postage and handling to:

Mark Brownstein
P.O. Box 3904
Northridge, CA 91323

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SETTING UP MULTIMATE AND ADVANTAGE

If you have just gotten your copy of MultiMate or Advantage, you're probably itching to load it on your computer. Resist the temptation — at least for now. If you are already using MultiMate, feel free to skip this section, but be warned that you may miss some options that could make your installed MultiMate program even more useful than it already is.

This chapter demonstrates how to tailor your version of MultiMate so that it best fits your needs. You will make a number of choices that will, it is hoped, make MultiMate work almost as an extension of yourself.

BACKING UP YOUR DISKS

Before you do anything, you must back up your disks. This means that you will be copying the disks that were supplied to you by MultiMate. Wisely, MultiMate has provided you with write-protected disks. This helps prevent you from recording over the supplied programs and also prevents you from running the program, but even if this protection were not provided, it is always a good idea to make a copy of all your programs and then to run the programs from your backup disks.

The reason for this concern over backup is simple: floppy disks are extremely vulnerable to magnetic fields (don't place them near a fluorescent

light or a magnet, for example), and they also can wear out. Many things can make a floppy disk fail—although it doesn't happen very often, you can be sure that it will happen when you can least afford it. Although MultiMate Corporation is good about replacing defective disks, you probably will not want to wait for them to send you a replacement.

TIP: Be sure to keep your original copies in a safe place, away from your backups. This protects your originals from whatever might damage your backup disks. Putting your eggs (or disks) in many baskets is the best way to protect yourself from data loss.

If you are using MultiMate on a hard disk system, you can install the program without using a backup. However, the few minutes it takes to make backup copies can be extremely valuable if anything ever goes wrong with the hard disk drive or your original disks.

To make backup copies, follow the directions in your computer's manual.

INSTALLING MULTIMATE

At this point you should decide how you will use MultiMate. If you have a floppy disk system, do you want to bring up MultiMate on a system disk? If you have a hard disk system, do you want the system to load MultiMate automatically? Would you be more comfortable typing a number to select from a MultiMate menu, or would keystroke commands be better? In short, a number of choices can be made to make the start-up of the program fit your needs.

But before you make these choices, you must make another major choice. Will you run MultiMate on a floppy disk system or one using a hard disk? MultiMate (and especially the Advantage versions) is a large program. It has many features and takes up several floppy disks. One disk handles the word processor, another handles the utilities, another contains the dictionary, and still others contain Printer Action files and, if you have Advantage 3.60, a thesaurus. You may be able to get by with only the word processing features, using the word processing program disk, but if you tried to use Spell Check or to change defaults, the disk swapping involved would quickly drive you crazy.

Putting the entire program onto a single hard drive provides the computer with instant access to all the programs and data it needs to perform

any function you might select. On this basis alone, a hard disk is a tremendous help. Another advantage of having a hard disk is your system's ability to boot automatically from the hard disk. To start your computer on a hard disk system, you have only to turn on the power, make sure your floppy drive door is open, and wait until the system comes up. In addition, you can store thousands of pages of documents on a hard disk drive. It makes sense to back up all the documents on floppy disks, but as a readily available, rapidly accessed file system, a hard disk drive is hard to beat.

Finally, the cost of hard disks may be somewhat lower than you might expect. At the time of this writing, a 10 MB (10 million byte) drive is available for as little as \$350, and 20 MB drives cost only a hundred or so dollars more. The added convenience and time savings of using a hard disk drive should quickly make this your third most important computer purchase. (The first most important is the computer itself, the second is MultiMate.) This book assumes that most users are operating on hard disk systems.

Installing on a Floppy Disk System

If you want to start your computer with the MultiMate program disk, you should set up the working MultiMate disk as a boot disk. To start the computer, put this disk into your computer's boot drive (usually the A: drive), close the drive door, and turn on the power to your computer. If your primary use of the computer is for MultiMate word processing, this is the most reasonable way to proceed.

Setting up a boot disk is simple. Take another blank disk and place it in the B: drive. With your DOS disk in the A: drive,

Type: **format/s b:** RETURN

The system will provide the following prompt:

Insert new diskette for drive B:
and strike any key when ready

With the B: drive door closed, press any key. The drive busy light will come on, and the B: disk will be formatted. When formatting is complete, the system will prompt

Format another (Y/N)?

Type: **N** RETURN

You will then be returned to the A prompt. If you haven't already made a backup of your boot or system/boot disk, do so now.

Your next step is to copy the backup copy of the MultiMate boot (or system/boot) disk onto your new boot disk (in the B: drive). Insert your copy of the MultiMate boot disk (or boot/system disk if you have version 3.3 or earlier) in the A: drive.

If you use MultiMate version 3.3 or earlier,

Type: **copy a:wp*. * b: RETURN**

The disk in the B: drive is now your boot disk and can be used to start your computer.

MULTIMATE ADVANTAGE ONLY

If you are using MultiMate Advantage 3.50 or 3.60,

Type: **copy a:*. * b: RETURN**

You may start the system using the boot disk, although there is not enough storage capacity on the boot disk to load the word processing program. You should, however, copy the program to bring up the MultiMate Main Menu. To do this,

Type: **copy a:mm.exe b: RETURN**

The disk in B: drive (your new boot disk) should have three files on it: `command.com`, `config.sys`, and `mm.exe`. This disk will allow you to start the computer and load in the Advantage Main Menu but won't allow you to run the program. In order to run Advantage, you will need to use your copy of the system disk.

The final step in preparing your floppy disk system is to copy the proper Printer Action and Sheet Feeder Action tables onto your system disk. The instructions for doing this and for setting the system to start automatically are much the same as those for hard disk systems and will be discussed later. If you are using a floppy disk system, you may skip to the section titled "Installing Printer Configurations."

Installing on a Hard Disk System

You will have to decide whether to load MultiMate from your root directory (the disk directory that appears when you turn on your computer) or to run MultiMate from a special directory. It is strongly recommended that you use a separate directory. This will make it easier to find all your word processed files, in addition to all the MultiMate programs. To create a MultiMate directory (call it MM) at the DOS level,

Type: `md \mm` RETURN (or `makedir \mm` RETURN)

The command `md` is functionally equivalent to the `makedir` command.

To install MultiMate on your new directory, you must first get into the directory.

Type: `cd \mm` RETURN (or `chdir \mm` RETURN)

Again, `cd` and `chdir` are equivalent commands. To make sure you are in the right directory,

Type: `cd` RETURN

The system should respond with `\mm`. If it does not, try typing `cd \mm` again. If this doesn't work, the version of DOS that is on your computer may not support this directory query. Be sure to use the backslash character (`\`) and not the normal slash (`/`) for all directory change operations.

If you want to install MultiMate on your root directory, the above changes are not necessary. Usually, however, you would want to run MultiMate from its own directory. However, if you will only be using your computer for word processing, you may not want to build a separate MultiMate directory.

Once you are in your desired directory, insert your copy of the boot (or boot/system) diskette into your A: drive and close the drive door.

Type: `copy a:*. *` RETURN

You don't need to provide a destination, since the system automatically copies to the directory you are currently in, unless told otherwise. If you do not feel comfortable about omitting the target drive, you can type `copy a:*. * c:\mm` (or whatever target subdirectory you want the A: disk copied to). The following copy instructions also can be appended with the `c:\mm` target designation.

Once the system completes the disk copy and returns the C prompt, remove the boot or boot/system disk (and, in the case of Advantage, insert your system disk in A: drive), then close the drive door.