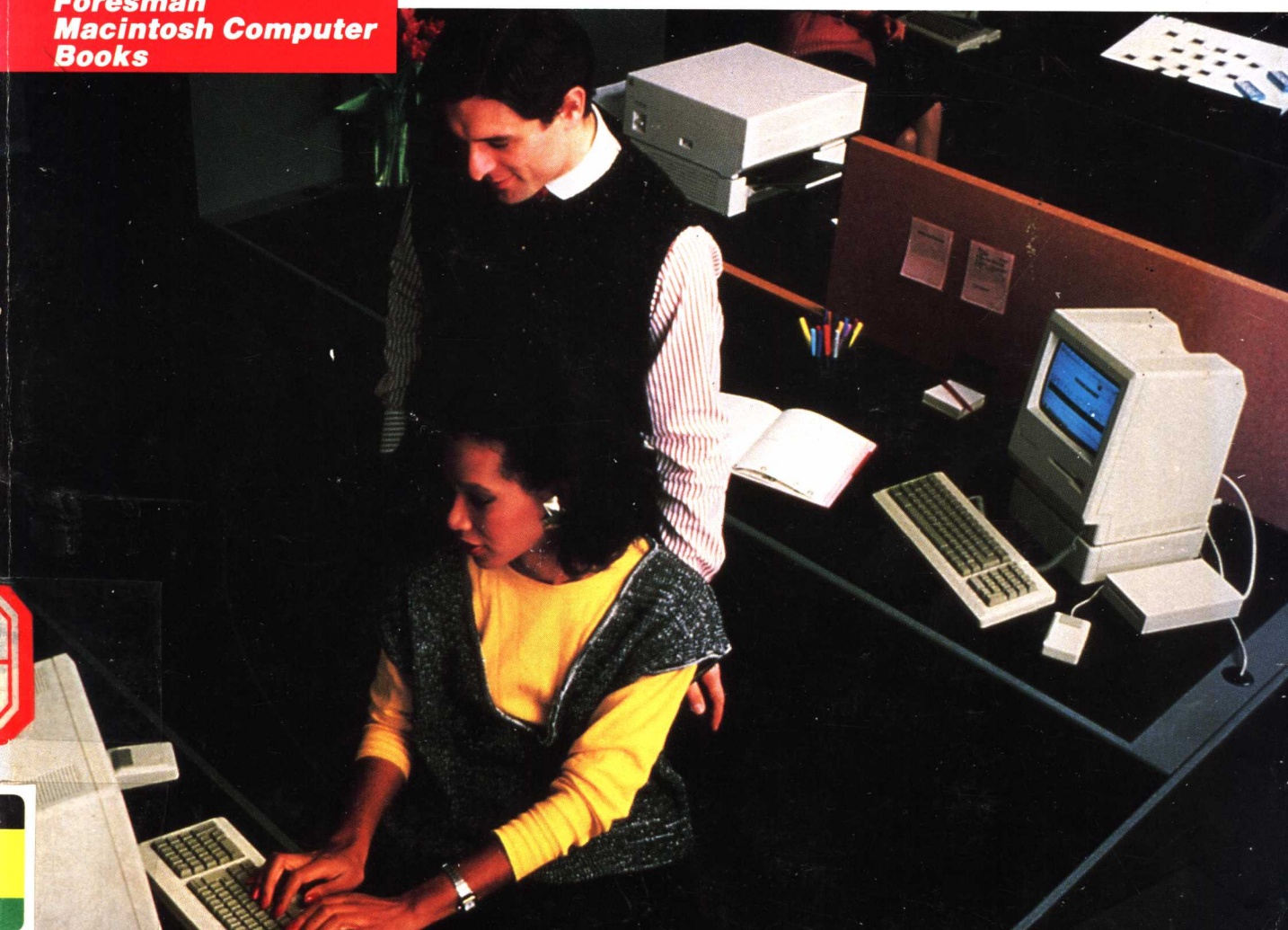
FullWrite Professional Complete

Neil J. Salkind

Scott, Foresman Macintosh Computer Books



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For Micah

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INTRODUCTION

Welcome to FullWrite Professional and to the most powerful and complete word processing system ever designed for the Macintosh family of computers. FullWrite Professional is the word processor that many people have been waiting for and with good reason.

What's all the excitement about? Unlike other Mac word processors, FullWrite Professional offers you such things as:

- true WYSIWYG (or What You See Is What You Get) on-screen displays
- a graphics tool that allows you to create images and drawings within FullWrite itself
- extensive desktop publication tools
- information about the document itself such as number of words and lines and even a readability index
- automatic saving of your documents
- complete control of FullWrite from the keyboard
- a true dictionary that provides definition of words and not just the suggestion of spelling alternatives

If you're a seasoned word processor, you might even remember the days when MacWrite came with your new Macintosh (for free!) and you were in awe of what it could do. Just imagine entering text and then being able to save it for later revisions or printing!

The possibilities encouraged you to organize your writing tasks and even to write more and better.

With FullWrite Professional, word processing for the Mac has taken a quantum leap forward. You will now be able to do almost anything you can imagine when it comes to arranging and presenting both text *and* graphics in a document.

If you're new to the Macintosh or word processing, don't feel that FullWrite is too much for you. You're really the lucky one for two reasons.

First, since all of this is so new, there's no "unlearning" to do or interference with what you have already learned before. This can be a significant advantage, because many people who go from one word processor to another have a very difficult time dealing with all the learning that took place with the other word processing program. It's not so easy to retrain fingers!

As a novice, you'll begin at the beginning and find yourself creating and printing documents with FullWrite almost immediately.

Second, FullWrite is designed in such a way that you can go as "deep" into its features as you find necessary. If all you want to do is create simple documents, save, and then print them, so be it. But if you want to learn more complex operations such as merging documents, doing a table of contents, or working with graphics, you'll find that these features are easy to learn as well. The only thing you'll need is a little courage, and as the cowardly lion discovered, there's no place like home for finding courage.

Whether you're new to the Mac or not, or even to word processing, the sky's the limit with FullWrite Professional. In fact, the only thing that limits the way you use FullWrite is your imagination.

HOW TO USE THIS BOOK

There are some simple things to remember in reading and using this book that will allow you to get the most of FullWrite Professional.

First, if you are new to the Macintosh, read through the first two chapters. Here, you'll find everything you need to know about getting started with your Mac, including working with the desktop, copying and deleting files, and more. Read this through entirely

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and work with the examples that appear throughout. Practice often so you get the feel for the Mac and how its basic functions operate.

When you finish these chapters, you will know as much as you need to work with any Macintosh application, not just FullWrite.

Second, browse through *FullWrite Professional Complete* from beginning to end to get an idea of the types of information the book contains. This will give you the big picture and let you go to the section you might find of particular interest. If you are familiar with word processors in general, you might find it easy to pick up on a new FullWrite feature without reading any of the material that comes earlier in the book.

Third, work through the examples you find throughout *FullWrite Professional Complete.* This will give you the kind of hands-on experience that will build your confidence and allow you to progress to the next feature. If you find yourself stuck, go back to the beginning of the section you are working on and begin over. Take your time and follow the instructions exactly as they are written.

Fourth, don't try to do too much in one sitting. When new users get tired, they get frustrated, and when that happens, so do mistakes. Set some kind of time limit and then take a break. Get up and run around the block, take the dog for a walk, or go downstairs to the fridge or to the Coke machine for a well-earned treat.

Fifth, use FullWrite whenever you get the opportunity and practice, practice, practice. The more you practice, the better you'll be and the more FullWrite features you'll learn how to use.

Finally, if you are changing from some other Mac word processor to FullWrite, make it a complete change. From now on use only FullWrite Professional to create documents. If you need to work on a document that was created using another word processor, you might want to save that document as a text-only document and then convert it to a FullWrite Professional file. That way you'll be sure that you learn about FullWrite and stop practicing other "bad" habits.

Now for a couple of "don'ts."

First, don't expect to learn all about FullWrite in one or two sittings. Anyone can learn how to enter and print a simple letter, but when it comes to the more advanced features, you will probably have to take some time to learn and experiment.

Second, don't jump from one chapter to another in this book, especially if you are new to the Mac and FullWrite. It has been written in a sequence so that later skills build upon earlier ones. Get the earlier ones down before you move on.

That's it! Now it's time to move on to the first chapter of the book, and learn the Mac system and how it can work with FullWrite.

1

YOU AND YOUR MACINTOSH

If you're reading this and the next chapter, you're probably new to word processing in general or to the Macintosh family of computers, or to both.

THE FULLWRITE WORD PROCESSING SYSTEM

If you are a little anxious, rest easy. You've just purchased the most powerful and comprehensive word processing system yet developed for the Macintosh. By the time you finish these first two chapters, you'll have the basics to go on and learn all you need about creating one-paragraph memos, books, and even professional-looking desktop published (wow!) materials with FullWrite Professional.

One caveat before you continue.

Nobody likes reading those stuffy manuals that come with software and hardware, but no matter how much you might not want to, there is no substitute for reading the manuals that come with your Macintosh computer. Take some time to review those manuals as well as any other materials that you might want to consult.

It also wouldn't hurt to read over your FullWrite manuals. Although they aren't for the beginner, you should know what they contain for future reference.

What Is FullWrite Professional?

FullWrite Professional is a *word processor.* A word processor is an electronic paper and pencil tool that allows you to create text, save the text (as something called a *file*), revise the document as many times as you need, and then print on paper a copy of the file's contents.

Word processing is a marvel. It's the number one application of software designed for personal computers. It not only saves an enormous amount of time, but also helps many people write better because more energy can be devoted to the actual writing process, rather than producing what's been written. Remember the days when you had to retype that ten-page paper? No more!

Here's a list of some of the things that people accomplish using FullWrite. You may find that your daily writing tasks appear on this list, and you'll also probably want to suggest others that should be added.

- writing letters
- keeping a list of names and addresses
- producing a newsletter with graphics
- creating a flyer
- writing that long-awaited first novel (you can do it!)
- preparing form letters that have individuals' names and addresses
- publishing reports and books

What Are Those Disks?

Computer programs like FullWrite come to you on a variety of different media. The type that the Macintosh uses is a 3½" *floppy disk*, those cute little square, plastic, wafer-like things.

Your FullWrite package should contain three of these disks.

The first, labeled FullWrite Professional Application Disk, contains the actual FullWrite word processing program. This one program alone is very large, and the code contained in the program fills almost both sides of the disk.

The second, the Dictionary and File Disk, contains FullWrite Help, the FullWrite Dictionary and Thesaurus system, a tutorial document, and other special files that allow your Mac and printer to work with FullWrite.

The third disk, the FullWrite Professional Macintosh System disk, contains the instructions for your Macintosh to work with FullWrite.

These three disks contain all the programs and other information you need to use FullWrite. Along with these disks, you will need three blank disks for making copies of the original or master FullWrite disks and a few other blank ones for storing the documents that you create.

▶ *FullWrite Tip*

Everybody *at one time or another erases an important file or an important disk. Don't be caught short when this happens (because it will) to you! Right now, read the directions about making backup disks in your Mac manual. Make a copy of the original FullWrite disks and then place the originals in a safe place. Should anything happen to a copy of the original, you can always produce another copy.*

What You Need to Use FullWrite

To use FullWrite professional, you need the following hardware: a Macintosh computer with at least 1MB of memory and a built-in (or internal) 800K floppy disk drive plus another external disk drive with the same capacity (800K). The other option, and the one that is greatly preferred, is one 800K internal drive and a *hard disk drive.* A hard drive is a rigid disk (as opposed to a floppy or flexible one) that holds much more information and allows that information to be transferred to and from your computer very quickly.

Since most FullWrite users will be working with a hard drive, the information offered throughout *FullWrite Professional Complete* assumes that you have a hard drive.

Most hard drives are formatted when they come from the factory. If yours is not, follow the instructions that came along with the drive or talk to your dealer.

By the way, if your Mac is brand spanking new and you are considering adding an external floppy drive (which costs about $250), for the extra money you'll find it well worth your while to buy a hard drive, which you can get for about $500. If you are serious about FullWrite and your Mac, you'll end up buying a hard drive sooner or later anyway.

▶ *FullWrite Tip*

FullWrite is a very big program and uses lots of Mac memory. If you only have 1MB of memory (the standard Mac Plus or SE amount), then you must be sure that you do not have too many Inits, *or resident programs that automatically begin operation when you "boot up" your Mac. Also, be sure that your* Ram Cache *(kind of an electronic extra disk drive that you never see) is turned off (on the Control Panel). If you get a Mac message that tells you,* ***There is not enough memory to perform that operation****, start looking for what other things in your system might be interfering.*

You will also need the following software: the FullWrite disks, of course; a system with a version number of at least 4.1; and a Finder that is at least version 5.5. These come on the Macintosh system disk included with your FullWrite system.

STARTING A MACINTOSH SESSION: THE OPENING SCREEN

Once your Macintosh is turned on (using the switch located on the left of the rear of the machine), the first thing you will see is the opening screen shown in Figure 1–1.

Several things on the screen exemplify how the Macintosh operating system works.

First, across the top of the screen you can see several words that tell you what *menus* are available (the Apple, File, Edit, View, and Special menus). Each of these menus has a list of items from which you choose.

Second, you can see an *icon* representing the hard disk (in this case, the hard disk is manufactured by the Everex Corporation

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