
VISI TutorTM

FOR VISIWORD

THE FAST EASY WAY TO LEARN THE VISIWORD PROGRAM



VISICORPTM

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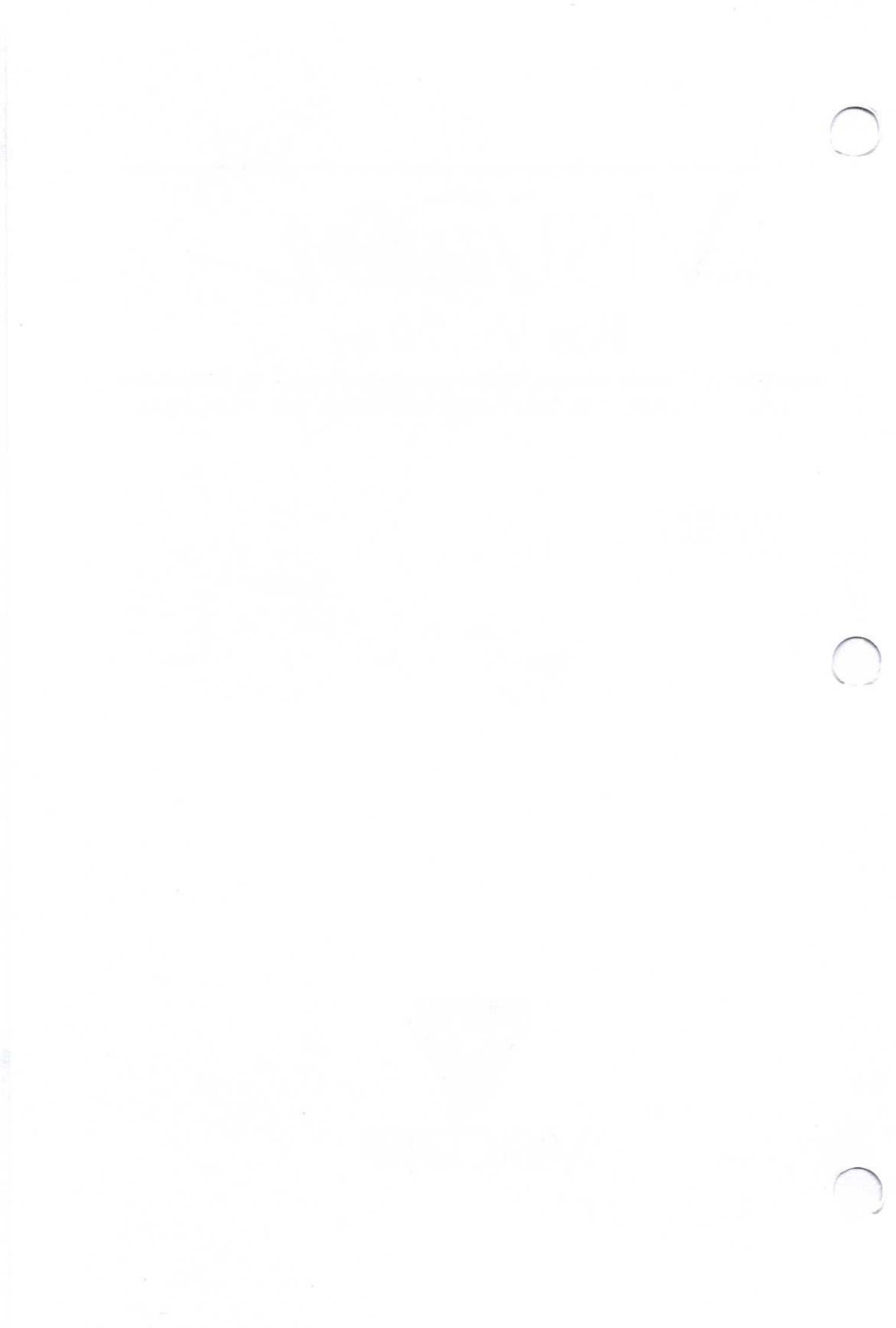
FOR VISIWORD

THE FAST EASY WAY TO LEARN THE VISIWORD PROGRAM

Written by
Agora Resources, Inc.



VISICORPTM



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INTRODUCTION

Congratulations! In choosing the VisiWord™ program, you have selected a powerful and flexible tool to help prepare your typewritten work. In choosing the VisiTutor™ program to go with it, you will not only get started faster, but also learn how to apply the power of the VisiWord program to your day to day work.

The VisiTutor training package consists of Computer-Aided Instruction (CAI) software, this VisiTutor User's Guide and applications that you may use to practice VisiWord word processing. The VisiTutor lessons will help you learn to use your VisiWord program even if you have never touched a computer before.

VisiWord Word Processing and The VisiTutor Program

The VisiWord program is different from most other word processing programs because it is so easy to use. The VisiWord program can provide the power of a much more expensive word processor, but in a simpler, more intuitive manner. Now, anyone who creates written work, but has been afraid to use a word processor, has a means to improve their productivity.

In fact, most of the people who have to handle the creation and editing of documents are not typists. Typically, one person dictates a document, someone else reviews and edits it, a typist makes up a draft, which is again edited and corrected and the typist makes up the final version. Two, three, or more people are involved in creating a document — and only one of them is a typist.

VisiWord word processing exists to make everyone's job easier — not just the typist's. Business professionals, executive secretaries, analysts, staff assistants, and writers now have a powerful tool at their disposal. The VisiWord program allows them to compose or capture ideas easily and refine them until it's just the way they want it. With the VisiWord program, you can concentrate on what you want to do, not how to do it.

Once you're using your VisiWord program, this VisiTutor program may be used for a quick review as a source of suggestions to expand the use of VisiWord functions, and to increase the number of applications VisiWord word processing helps you perform. It

will help you use your VisiWord program in a nearly unlimited number of creative ways.

Keep your VisiTutor program handy for reference and for increasing your level of expertise with the VisiWord program.

Using the VisiTutor Program As a Training Course

The VisiTutor program disk has a series of lessons that describe the capabilities of the VisiWord word processing program. The first one (Lesson 0) is an introduction to computer concepts for people who have never used a computer before. It also covers the keyboard. If you are already familiar with disk files and memory storage, you may want to skip this lesson.

After you complete each lesson, you have the practice option to go to your VisiWord program disk and use the applications provided with this VisiTutor program. Using the VisiWord functions that you have just learned will help you remember how to use them.

Using the VisiTutor Program As a Refresher Course

This VisiTutor program is unique because it is not just for learning the VisiWord program; it is also for reviewing VisiWord applications. You may use your VisiWord program regularly on one particular project and then not at all on another. When you want to use your VisiWord program again, you may want to review some of its functions.

This VisiTutor program is designed to help you find the lesson you want. The cross-reference tables of this manual are useful for locating a specific lesson.

There are four ways you can cross reference a particular lesson:

1. You remember the name, but not how to do it.
The Function Description Index in the back of this book allows you to find the lesson that covers a function as long as you remember what the function is called.
2. You read about it in the VisiWord User's Guide, but didn't understand it.
The User's Guide Index in the back of this book allows you to find the lesson that covers that section of the VisiWord User's Guide.
3. You got stuck while using your VisiWord program.
First note the menu path displayed on the VisiWord screen and use the Menu Path Index in the back of this book. This will tell you where to look in the VisiWord User's Guide and what VisiTutor lessons apply to the selections you have made.
4. You saw it on the VisiTutor applications disk, but didn't know how to do it.
The VisiTutor applications are numbered to match the lessons. For example, Application 1 goes with Lesson 1. Take Lesson 1 again to learn how to do it.

USING THE VISITUTOR LESSONS

Getting Started

The VisiWord VisiTutor Program requires a minimum of 192K IBM Personal Computer (PC or XT) with one single sided disk drive. It will operate with either a color or monochrome screen.

Your computer system must be correctly installed and set up. This may have been done by your computer dealer. If it wasn't, consult the computer manual for installation and checkout procedures.

In order to set up the VisiWord program to work with your printer, you need to know:

1. Which interface port sends data to the printer? This could be LPT1 or LPT2 for printers with a parallel interface. It could be COM1 or COM2 for printers with a serial interface.
2. What "software protocol" does your computer use? Appendix A of the VisiWord User's Guide covers most of the printers that are available. If your printer is not on the list, select "Other Printer" or "Other Printer with Setup Strings".

Progressing through the VisiTutor Lessons

You may exit the VisiWord VisiTutor lessons by using a function key on the left side of the keyboard.

The VisiWord overlay is in place over the function keys. Notice the references to the special keys on the overlay. You will also be using these keys when using your VisiWord program. The functions are:

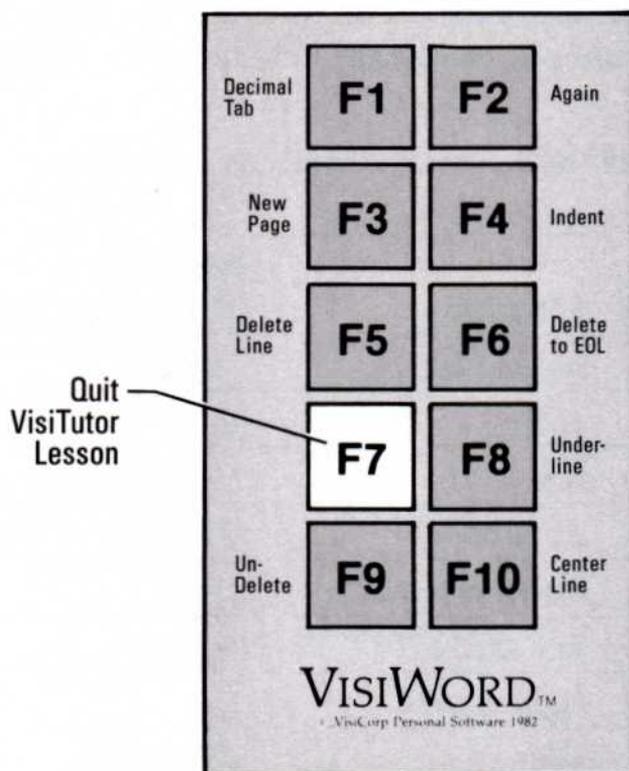


Figure 1. Attach the special “overlay” label over the function keys on the left side of your keyboard.

To leave the VisiTutor program, follow EXIT instructions on the VisiTutor screen.

USING THE KEYBOARD AND THE SCREEN

References to the Keyboard

The keys that you type appear in this VisiTutor User's Guide in **boldface** type. If the first letter of a choice (option) appears in **bold**, it means that you can type that letter to select that option.

For some keys, such as Esc, the special font (ESC) will be used. This means that you should press that key, not type the sequence of letters.

The manual represents the keyboard symbols as follows:

Key	Meaning	Manual Representation
←	backspace	(BKSP)
↵	enter	↵
→	tab	→
↑	up arrow	↑
↓	down arrow	↓
←	left arrow	←
→	right arrow	→
⇧	shift	(SHIFT)

The characters that you see on the screen appear in this manual in light type.

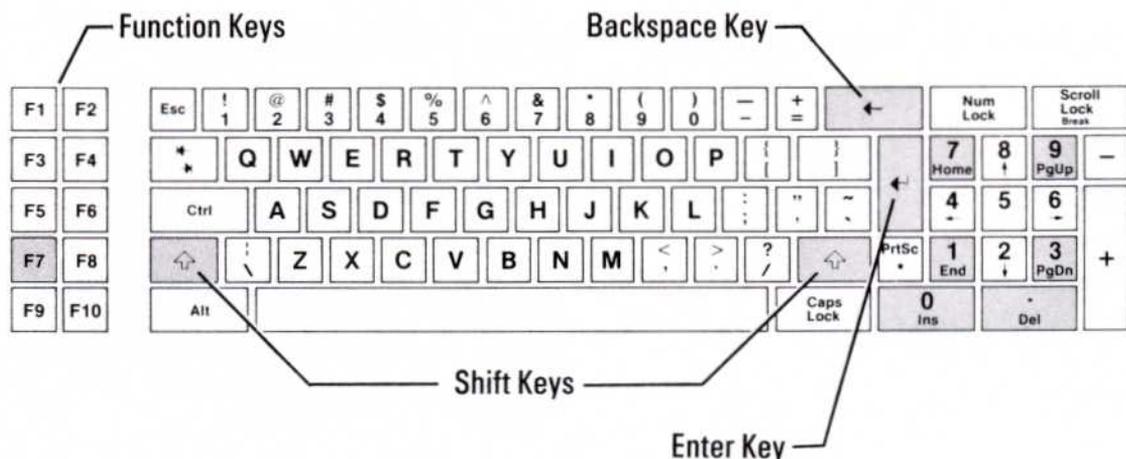


Figure 2. The IBM® Keyboard

The Shift Keys

The IBM keyboard has two shift keys marked with a hollow up-arrow.

To type the symbol marked on the upper half of a key, hold down one of the **SHIFT** keys and press the key with the symbol on it.

Using the Cursor Keys

The cursor keys are very easy to use. Look at Figure 3 below to see the cursor keys.

If you press a cursor key and nothing happens, or you type a number instead of moving the cursor, press **NUM LOCK** at the top of the cursor keypad. It switches from the numbers to the cursor arrow keys.

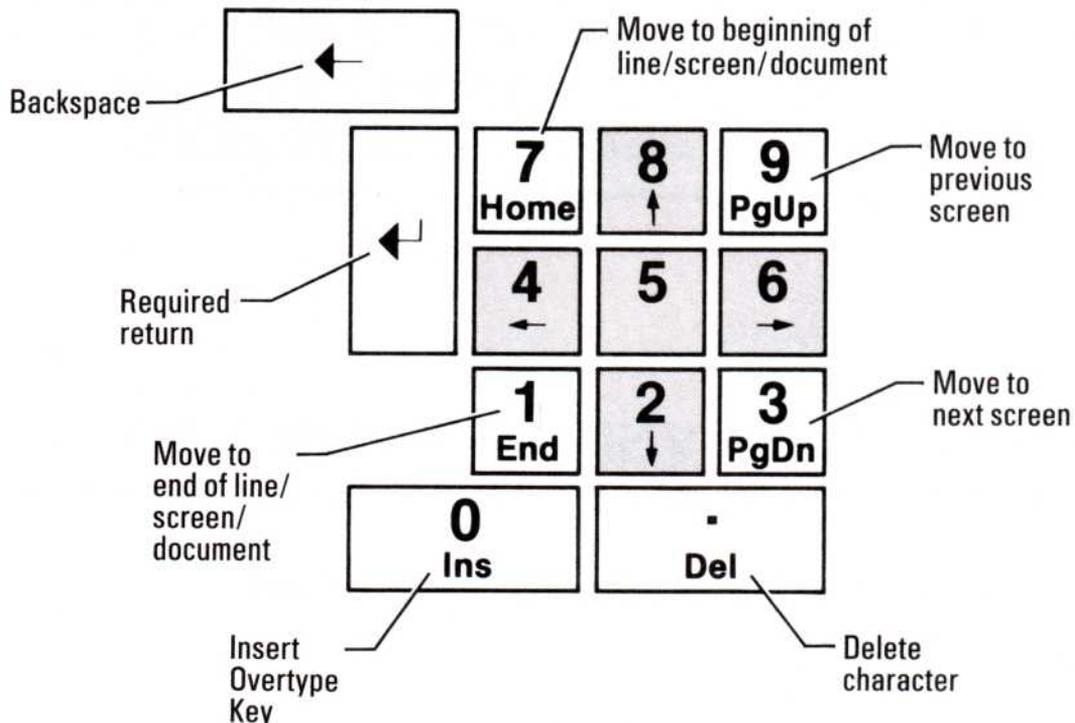


Figure 3. The Cursor Keys

The VisiWord Screen

The editing screen is where you enter text, edit text, and view the format of your text. Figure 4 shows a blank editing screen.

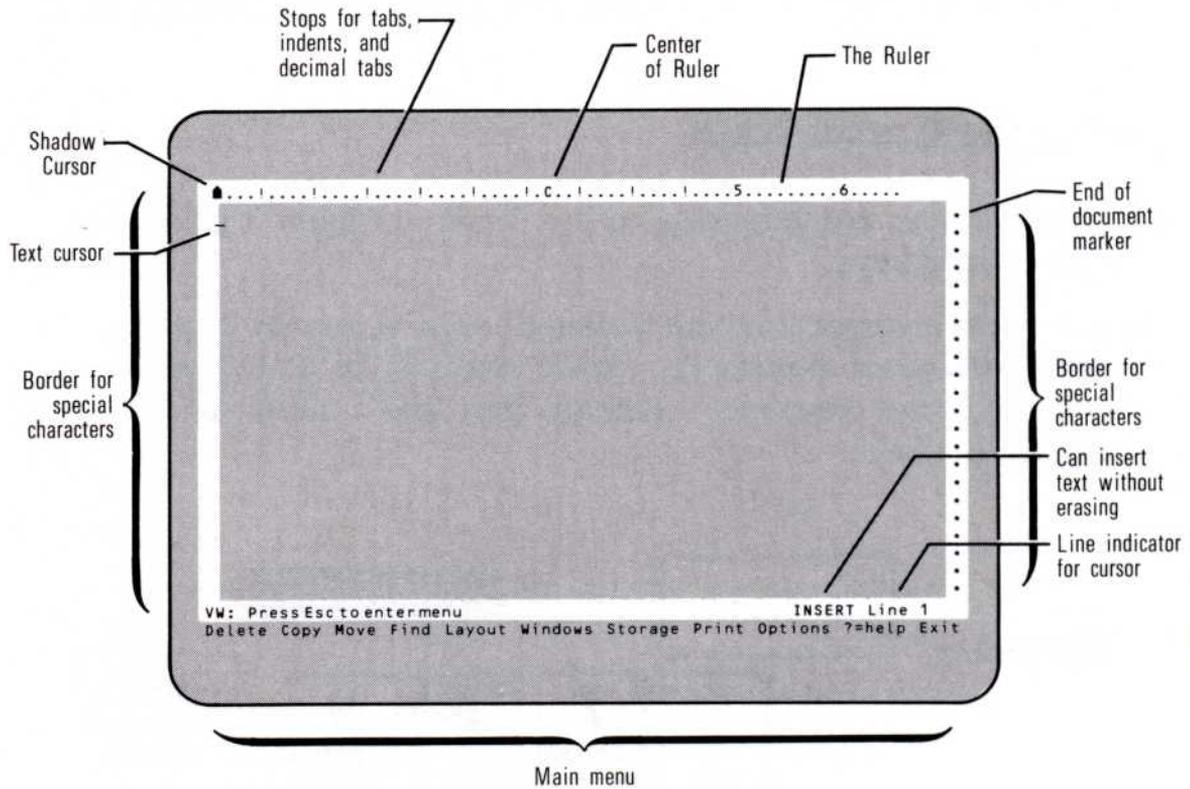


Figure 4. The Editing Screen

LOADING THE VISITUTOR PROGRAM

To Make the VisiTutor Program Disk Self-Loading:

Two Drive System:

1. Load DOS into Drive A.
2. Put VisiTutor Disk A into Drive B.
3. Type **B:Setup**.

Single Drive System
including the IBM XT:

1. Insert DOS Disk into Drive.
2. Type **B:Setup**.
3. When prompted to insert the disk for "Drive B", insert VisiTutor Disk A into Drive.

4. When prompted for "Drive A", insert DOS disk into Drive.

If you have made your VisiTutor Program disk self-loading, you simply insert the disk and turn on the computer.

If you do not wish to make your VisiTutor disk self-loading, follow these steps:

1. Place the disk labeled "DOS" that came with your computer in Disk Drive A (the one on the left). Close the drive door.
2. Turn on the computer and the video display. (The computer will appear to take several seconds to start. Don't worry; it is running a self-test to make sure everything is connected and working properly.)
3. The computer displays a date and asks you to enter a new one. Type in the numeric part of the date using the same format as displayed. Do not type in the three-letter abbreviation for the month. Press the ENTER key. Refer to the IBM Keyboard on page 6 if you need help locating the ENTER key.
4. The computer displays the time. Type in the time using the same format as displayed. Use the 24-hour clock instead of a.m. or p.m.
5. When the prompt appears, the computer is ready for use. The prompt is the A> with the blinking underline immediately following it.
6. Remove the disk labeled DOS.
7. Insert Disk A into Disk Drive A (the same one that you used for the DOS disk). Close the disk drive door.
8. Type in the two-letter command **VT** and press . You can use either upper- or lower-case letters for VT. The ENTER key is marked .

When the VisiTutor Begins:

Replace the VisiTutor program disk (Disk A) with a VisiTutor lesson menu disk (Disk B or C) and press .

If you have both types of video interfaces installed in your computer, you will be prompted to indicate the type of computer monitor you have. The selection screen looks like this:

WHICH INTERFACE DO YOU WANT TO USE?

- 1) Color Graphics
- 2) Monochrome Monitor

Press 1 or 2 to select display mode.

If you have only one type of video interface, the VisiTutor program will skip this step.

The lesson menu will appear on the screen. From this menu you can select a lesson. The menu looks like this:

The VisiWord VisiTutor Program

Developed for VisiCorp by Agora Resources, Inc. of Lex. MA.

- 0) INTRODUCTION to computer concepts
- 1) BEGINNING to use your VisiWord program
- 2) CREATING, EDITING and SAVING text
- 3) LOADING, PRINTING, and FILE MAINTENANCE
- 4) PLACING TEXT where you want it
- 5) TEXT FORMATTING on a larger scale
- 6) FINDING, REPLACING, and DUPLICATING
- 7) USING DOCUMENTS as building blocks
- 8) SPECIAL HIGHLIGHTING for emphasis
- 9) FREQUENT USES for VISIWORD FUNCTIONS

To select a lesson, press a number. To quit, press the letter **E**.

0 1 2 3 4 5 6 7 8 9 EXIT

Press the number of the lesson that you want.

Content of VisiTutor Disks

Disk A	VisiTutor Program Practice Applications Files
Disk B	VisiTutor Menu and Lessons 0-3
Disk C	VisiTutor Menu and Lessons 4-9

VISITUTOR LESSON OUTLINES

- Lesson 0** INTRODUCTION to computer concepts
Looking at Computers
A Tour of the Keyboard
- Lesson 1** BEGINNING to use the VisiWord program
Using the VisiTutor program
The menu
Menu paths
Getting help
Preparing a data disk
- Lesson 2** CREATING, EDITING and SAVING text
Creating a document
Cursor movement on the screen
Scrolling
Required returns and word wraparound
Inserting, over-typing, and deleting text
Saving text
- Lesson 3** LOADING, PRINTING, and FILE MAINTENANCE
Loading a document
Printing a document
Disk file maintenance
- Lesson 4** PLACING TEXT where you want it
Using the ruler
Setting the margins
Setting and clearing stops
Indenting paragraphs

Aligning columns
Deleting the ruler
Centering text
Setting page breaks

Lesson 5 TEXT FORMATTING on a larger scale

Page format sheet
Headers and footers
Deleting a format sheet

Lesson 6—FINDING, REPLACING, and DUPLICATING

Finding and replacing a word or phrase in a document
Copying a block of text
Deleting a block of text
Moving a block of text
Column operations
Using windows

Lesson 7 USING DOCUMENTS as building blocks

Filling out an Append sheet
Appending a document
Deleting an Append sheet
Including a document

Lesson 8 SPECIAL HIGHLIGHTING for emphasis

Emphasizing text
Creating printer display messages
Sending special instructions to the printer

Lesson 9 FREQUENT USES for VISIWORD FUNCTIONS

Tricks to use with VisiWord functions
VisiWord uses with other VisiSeries Products

USING THE VISIWORD PROGRAM

Loading the VisiWord Program

Loading the VisiWord program puts it into the computer memory. When the program is in memory, you can do any VisiWord operation. When you turn off the computer or leave the program to use another program, the VisiWord program is no longer in memory.

If you installed the VisiWord program on a hard disk (refer to the *VisiWord Setup Information Guide*), follow these steps to load the program:

1. Load the DOS program on a hard disk. If you do not know how to load the DOS program, see the instructions in the *IBM Disk Operating Manual*.
2. The `C >` prompt appears. If you installed the DOS program onto a different hard disk drive (named d:, e:, or the like), that drive letter shows in place of the `C`.
3. If you installed the VisiWord program in its own directory on the hard disk, use the `CHDIR` command to transfer into that directory.
4. Type **vw** and press `(↵)`.

To load the VisiWord program from the flexible disk, follow these steps:

1. Load your DOS disk. If you do not know how to load your DOS disk, see the instructions in the *IBM Disk Operating System Manual*. The screen displays `A>` when ready.
2. Remove the DOS disk, return it to its protective sleeve, and replace it with the VisiWord program disk in Drive A. Close the drive door firmly.
3. Type **vw** and press `(↵)`.

The VisiWord program loads automatically.

Note:

If you loaded the VisiWord Program from Drive A, leave your VisiWord Program disk in Drive A unless otherwise instructed. The entire program is not loaded into memory at the same time. If your program disk is not in Drive A, you will have to switch disks to do certain actions.

APPLICATIONS OF THE VISIWORD PROGRAM

Sample applications shown in this manual give you a look at some of the ways to use the VisiWord program. They also give you the opportunity to use and practice the features you've learned in the VisiTutor lessons.

Once you have completed the VisiTutor program you will be ready to use the VisiWord program for most of your business and personal writing needs, such as:

- Memos
- Letters
- Proposals
- Reports
- Expense Forms
- Contracts
- Adding Notes to Your Files
- Updating Customer Contact Information
- Updating Vendor Information
- Time Allocations

USING THE VISIWORD APPLICATIONS

Sample applications files for Lessons 3 and 4 are provided on the VisiTutor Disk A. Other sample application files are included in the back of this manual. You may type these applications and save to a disk file to practice using VisiWord functions. Follow these steps to use an existing sample file.

Loading the Practice Applications from Disk A to a Formatted Disk

Two Disk Drives:

1. Load DOS in Drive A.
2. Insert VisiTutor Disk A in Drive A.
3. Place initialized disk into Drive B.
(See Application 1 for initializing instructions.)
4. Type in command **MAKEAPP** .

Single Disk Drive:

1. Load DOS in Disk Drive.
2. Insert VisiTutor Program Disk A into Drive.
3. Type **MAKEAPP**.
4. Insert blank initialized disk into Drive when prompted for Diskette in Drive B.
5. Re-insert the VisiTutor Program Disk A in Drive when prompted for Diskette in Drive B.
6. You will be prompted to remove and insert disks approximately four times.
7. The newly created disk contains the practice applications for Lessons 3 and 4.

Loading the Applications Disk to Use with the VisiWord Program

When this is completed your new disk will contain practice applications for Lessons 3 and 4.

Loading Your Application File Disk in a Single Drive System

1. Place the disk labeled DOS that came with your computer in the disk drive. Close the drive door.
2. Turn on the computer and video display.
3. The display prompts you for date and time. Type in the date then press . Then type in the time and press . (Enter the numerical part only in the same form as displayed. Don't type the three letter prefixes.) When the A> prompt appears, remove the DOS disk from the computer.
4. Insert the VisiWord Program disk into the disk drive.
5. Type in the two-letter command **vw** and press .
6. When the VisiWord program displays the initial screen, press **R** to select **Revise**.
7. Press **L** to choose **List**. (The display prompts you to insert the disk for Drive B: and to press any key when ready.) Remove the VisiWord Program disk.
8. Insert the Applications disk and press any key. Using the up and down arrow keys, highlight the Application file that you want to use and then press .
9. The next prompt is to insert the disk for Drive A:. Remove the Applications disk. Insert the VisiWord Program disk. Press .
10. The application that you selected is displayed on the screen.

Loading Your Application File Disk in a Dual Drive System

1. Place the disk labeled DOS that came with your computer in disk Drive A: (the one on the left). Close the drive door.
2. Turn on the computer and video display.
3. The display prompts you for date and time. Type in the date (don't type in the three letter abbreviation for the month, use the same format as displayed but only enter the numerical part of the date). Press . Then type in the time and press .
4. When the A> appears remove the DOS disk from the computer. Insert the VisiWord program disk into Disk Drive A: (the same one that you used for the DOS disk).

5. Insert the Applications disk in Drive B: (the Drive on the right).
6. Type in the two-letter command **vw** and press **↵**.
7. When the VisiWord program displays the initial screen, press **R** to select **Revise**.
8. Press **L** to choose **List**.
9. Using the up and down arrow keys, highlight the application file that you want to use and then press **↵**.
10. The application that you selected is displayed on the screen.

Using the Applications Exercises

1. Complete the appropriate VisiTutor lesson.
2. Turn to the corresponding application for that lesson in this manual.
3. Using the VisiWord program, load the application file that corresponds with the application in this manual.

Note:

All the application files are listed on the applications disk under the file name **APPLICAT.** followed by a suffix corresponding to the application number. For example, the file you would load to use with Application 3 is **APPLICAT.3**.

Some applications are shown in this manual in both **BEFORE** and **AFTER** stages. In the exercises where you are instructed to type the application, be sure to type and save the **BEFORE** example under the file name indicated.

The **BEFORE** or draft form is marked with the changes you can make to it on the screen in your application file. These editing changes require you to use what you've learned in the VisiTutor lesson.

When you finish making the changes, your screen or printed copy should look like the **AFTER** copy in this manual. You will have successfully used your new skills with the actual VisiWord program.

If you want reminders of how to do it, turn to the step-by-step procedures on the page following the **AFTER** copy in this manual. For further help, refer to the VisiTutor lesson or your *VisiWord User's Guide*.

VISIWORD PRACTICE APPLICATION EXERCISES

Application 1: Initializing a Disk

Practice Exercise Notes:

This application is the initialization procedure as shown to you in Lesson 1.

For this exercise you need your VisiWord disk and the new disks that you will initialize.

It is a good practice to initialize new disks immediately and to always have several initialized disks on hand.

Procedure:

1. Follow the VisiWord startup procedure listed in this manual.
2. When the VisiWord initial screen is displayed, press **↵**.
3. Press the **ESC** key to go from the Editing screen to the Main menu.
4. Press **S** to select **S**torage.
5. Press **M** to select **M**aintenance.
6. Press **I** to select **I**nitialize.
7. Type the letter of the disk drive that you will use to initialize the disk. Don't forget the colon; for example, **B:**. (Drive A: is on the left; Drive B: is on the right.) Press **↵**.
8. Select **Y**es, and the initialization process begins.
9. When the Maintenance menu is displayed, remove the initialized disk.
10. Press **ESC** to return to main editing screen.

For Additional Reference:

VisiTutor Lesson 1

VisiWord User's Guide Chapter 2

Application 2: Creating a Document

Practice Exercise Notes:

You can use the following sample memo to create and save a document.

For this application, use your VisiWord disk and your initialized applications disk. Type in the memo shown on the next page; then save it on your VisiTutor applications disk.

TO: Dave Smith
FROM: Mike Connor
DATE: September 1, 1983

I recently observed a demonstration of the VisiWord Word Processing Program, and I strongly recommend that we purchase it for use on our IBM PC'S.

A VisiCorp representative will come to our office to demonstrate the VisiWord program and discuss it further. Dave, please schedule this for our staff meeting next week and make sure all the appropriate managers are available.

Procedure:

1. Follow the VisiWord startup procedure in "Loading the VisiWord Program" in Part II of this manual. Insert the VisiTutor applications disk in Drive B.*
 2. When VisiWord displays its initial screen, select **C**reate.
 3. Type in the memo as shown in the manual.
 4. When you have finished entering the memo, press **(ESC)** to enter menu then press **S** to select **S**torage.
 5. Press **S** to select **S**ave.
 6. Select **T**ype-In.
 7. Type in the file name **MEMO.VT1**. Press **(↵)**.*
 8. When the Storage menu is displayed, press **(ESC)** to return to the Editing screen. You can quit or continue at this point.
- * If you have a one-drive system, you do not insert your VisiTutor application disk until you are prompted to insert the disk for Drive B:. Then remove the VisiWord disk, insert the VisiTutor applications disk, and press **(↵)**.

For Additional Reference:

VisiTutor Lesson 2

VisiWord User's Guide Chapter 3

Application 3: Revising and Printing a Document

Practice Exercise Notes:

In this exercise you will revise and print a letter. Remember that to use your printer, you need to select your printer model and specify the correct printer path using the Print menu. (If you have any questions or want additional information, check your VisiWord User's Guide.)

For this exercise, use your VisiWord disk and your VisiTutor applications disk. On the applications disk, use the file labeled APPLICAT.3.

When you have finished revising the letter, print it out on your printer. As a reference, a copy of the revised letter is on the following page.

BEFORE:

September 1, 1983

Mr. John Michael
Computer Dealer Corporation
100 North End
San Jose, California 95134

Dear John:

Your suggestion to train all of the executives on the VisiWord Word Processing Program was received with some hesitation initially, but it turned out to be a very good decision.

As a result, ^{MOST} ~~some~~ of the managers are actually typing their own memos and letters. Chuck Wilson prefers to have his secretary type the first draft, but he now edits them on the screen himself.

You can imagine the increase in productivity ^{is} we've experienced! We may even be able to delay hiring that part-time typist.

Thanks for the suggestion!

Regards, *dollar-saving*

Bill James
President
Value Added Corporation

AFTER:

September 1, 1983

Mr. John Michael
Computer Dealer Corporation
100 North End
San Jose, California 95134

Dear John:

Your suggestion to train all of the executives on the VisiWord Word Processing Program was received with some hesitation initially, but it turned out to be a very good decision.

As a result, most of the managers are actually typing their own memos and letters. Chuck Wilson prefers to have his secretary type the first draft, but he now edits them himself.

You can imagine the increase in productivity we've experienced! We may even be able to delay hiring that part-time typist.

Thanks for the dollar-saving suggestion!

Regards,

Bill James
President
Value Added Corporation

Procedure:

Loading your document

1. Load the VisiWord disk and your VisiTutor applications disk as described in Part II and Part III, respectively.
2. Select **C**reate from the initial screen displayed in the VisiWord program. (You can load a document immediately from the initial screen by selecting **R**evise. This exercise follows the procedure you learned in Lesson 3.)
3. Select (ESC) , then **S**torage from the Main menu.
4. Select **L**oad from the Storage menu.
5. Press **L** to select **L**ist. Use the up and down arrow keys to highlight APPLICAT.3; then press (↵).

Over-Type

1. Press (ESC) to display the document. Now that the document is on the Editing screen, position the cursor on the s in some in the second paragraph.
2. Press the (INS) key to change from INSERT to OVER-TYPE mode. Type **most**.
3. Position the cursor on the incorrect e in productivity, type **i**.

Inserting

1. Position the cursor on the s in suggestion.
2. Press the (INS) key to change from OVER-TYPE to INSERT. Type in **dollar-saving**.

Deleting

1. Move the cursor to the o in on in the second paragraph.
2. Press the (ESC) key to use the Main menu.
3. Select **D**efine; then select **T**ext.
4. Position the cursor on the space following the word screen.
5. Press (↵). When prompted to delete defined text, select **Y**es.

Printing

1. Press the **(ESC)** key to use the Main menu.
2. Select **Print**.
3. Make any changes needed to the Format Sheet, Printer Model, or Printer Path.
4. From the Print menu, select **Printer**.
5. Select **Yes**. The printer will start printing.
6. Press **(ESC)** to return to Editing screen.

For Additional Reference:

VisiTutor Lessons 2,3

VisiWord User's Guide Chapters 3,4,6

Application 4: Centering a Line, Using the Decimal Tab, And Setting a New Page Break

Practice Exercise Notes:

Application 4 covers the use of several ruler functions. This exercise also covers centering a line of text and setting a new page break.

For this exercise, use your VisiWord disk and your VisiTutor applications disk. On the applications disk, use the file labeled APPLICAT.4.

BEFORE:

TO: L.J. McNally
Vice President, Sales

FROM: G.M. Brown
Regional Sales Manager

Year-End Sales Figures → *center this line*

The year-end sales figures are being compiled and will be in your office by the 15th of next month.

As you know, the first three quarters show that this year has been a good one for this region. Through the combined efforts of the Midwest and Southwest offices, regional sales have increased by 22%. In the year ahead we will be building up the offices and opening another office to expand our growth to the Northwest.

As you requested, below is the early report on accounts in arrears. These will be resolved and payment schedules established by the year end.

I am looking forward to seeing the preview of next year's marketing strategy at the annual meeting. I'm sure we'll all be impressed. All in all, next year should be an even better one for us.

See you at the annual meeting.

Account Status/Midwest → *move to next page*

<u>Client</u>	<u>Invoice#</u>	<u>Account Due Over 60 days</u>
Panda Ltd.	MW38942	\$ 58,394.62
Disk Drive Assoc.	MW57365	4,001.83
Automobile Alliance	MW92487	34,562.00
TOTAL		<u>\$ 96,958.45</u>

Account Status/Southwest

<u>Client</u>	<u>Invoice#</u>	<u>Account Due Over 60 days</u>
Cog Manufacturing	SW32751	\$ 25,173.25
Panda Ltd.	SW64590	1,003.00
HighTech Industries	SW72930	35,000.00
TOTAL		<u>\$ 61,176.25</u>

make clients names
Right justified

AFTER:

TO: L.J. McNally
Vice President, Sales

FROM: G.M. Brown
Regional Sales Manager

Year-End Sales Figures

The year-end sales figures are being compiled and will be in your office by the 15th of next month.

As you know, the first three quarters show that this year has been a good one for this region. Through the combined efforts of the Midwest and Southwest offices, regional sales have increased by 22%. In the year ahead we will be building up the offices and opening another office to expand our growth to the Northwest.

As you requested, below is the early report on accounts in arrears. These will be resolved and payment schedules established by the year end.

I am looking forward to seeing the preview of next year's marketing strategy at the annual meeting. I'm sure we'll all be impressed. All in all, next year should be an even better one for us.

See you at the annual meeting.

Account Status/Midwest

<u>Client</u>	<u>Invoice#</u>	<u>Account Due Over 60 days</u>
Panda Ltd.	MW38942	\$58,394.62
Disk Drive Assoc.	MW57365	4,001.83
Automobile Alliance	MW92487	<u>34,562.00</u>
TOTAL		\$96,958.45

Account Status/Southwest

<u>Client</u>	<u>Invoice#</u>	<u>Account Due Over 60 days</u>
Cog Manufacturing	SW32751	\$25,173.25
Panda Ltd.	SW64590	1,003.00
HighTech Industries	SW72930	<u>35,000.00</u>
TOTAL		\$61,176.25

Procedure:

Centering a line

1. Using the VisiWord program, load the APPLICAT.4 file.
2. Position the cursor anywhere on the line Year-End Sales Figures.
3. Press the **(F10)** key.

Using the Decimal Tab to Right Justify Text

1. Move the cursor to the second line after the first heading labeled Client.
2. To match the AFTER copy in your manual, use the tab stop already set at column 20. (If you wanted to justify your text at a column that didn't already have a stop set, you would use the Ruler to set a new stop at the appropriate column.)
3. Press the **(F1)** key until the cursor stops at column 20. The ruler already has a stop set there (the fourth one from the left).
4. Type **Panda Ltd.**
5. Move the cursor to the next line; repeat step 3.
6. Type in the next client's name; continue until all the clients' names have been entered.

Using the Decimal Tab to Align Numbers

1. To align the numbers on their decimals, position the cursor on the first line that will have a number. (The line with the invoice# MW38942.)
2. Press **(ESC)** to use the Main menu.
3. Select **L**ayout.
4. Select **R**uler.
5. Set a new tab stop at column 57 by selecting **GO TO**, typing **57**, press **(↓)** and then type **S** for **S**top position. Press **(ESC)** to return to the Editing screen.
6. Press the **(F1)** key to tab over to the new stop at column 57.
7. Type in **58,394.62**.
8. Continue the procedure until all the numbers are entered.

Setting a New Page Break

1. Position the cursor on the line following See you at the annual meeting.
2. Press the (F3) New Page key.

For Additional Reference:

VisiTutor Lesson 4

VisiWord User's Guide Chapter 5

The applications for the remainder of these exercises are provided in printed form only. You should enter them as shown in the BEFORE example when instructed. Save them onto your applications file disk under the file name indicated in the Procedure.

Application 5A: Using the Format Sheet

Practice Exercise Notes:

This exercise covers how to use the format sheet.

For this exercise, use your VisiWord disk and your VisiTutor applications disk. On the applications disk, save and name the file APPLICAT.5A.

The application file contains a paragraph as shown on the next page. Reformat this paragraph to resemble the two examples on the AFTER page. In the first paragraph the lines are double spaced and the right margin is not justified. In the second paragraph the line spacing is one-and-a-half and the right margin is justified.

BEFORE:

Welcome to an exciting project that will be both enjoyable and rewarding. To maximize these experiences, we must work together as effectively as possible. It is imperative that everyone contributing to the project thoroughly understand the final deliverable product from the beginning.

AFTER:

Welcome to an exciting project that will be both enjoyable and rewarding. To maximize these experiences, we must work together as effectively as possible. It is imperative that everyone contributing to the project thoroughly understand the final deliverable product from the beginning.

Welcome to an exciting project that will be both enjoyable and rewarding. To maximize these experiences, we must work together as effectively as possible. It is imperative that everyone contributing to the project thoroughly understand the final deliverable product from the beginning.

Procedure:

1. Type in VisiTutor Application 5A as shown in the BEFORE example and save as APPLICAT.5A.
2. Position the cursor on the first line in the paragraph.
3. Select **L**ayout from the Main menu (be sure to press **(ESC)** first); then select **F**ormat.
4. Change the line spacing to **D**ouble, then return to the Editing screen by pressing **(ESC)** **(ESC)**.
5. Enter the Main menu and select **P**rint, **P**rinter, **Y**es to print out document.
6. Return to the Editing screen by pressing **(ESC)**.
7. Make sure the cursor is on the first line.
8. Select **L**ayout; then **F**ormat.
9. Change the line spacing to **O**ne and a half.
10. Change the right justification to **Y**es.
11. Return to the Editing screen. **P**rint the document.

For Additional Reference:

VisiTutor Lesson 5

VisiWord User's Guide Chapter 5

**Application 5B:
Printing a Header****Practice Exercise Notes:**

In this application you set a header as covered in Lesson 5.

For this exercise, use your VisiWord disk. On the applications disk, save and name the file APPLICAT.5B.

Insert the header on all three pages of the BEFORE copy and then print the document. It should resemble the AFTER copy.

BEFORE:AGREEMENT FOR SERVICES TO BE PROVIDED BY ACME COMPUTERS, INC.

TO:

SUBJECT:

REFERENCE:

The Buyer and the Seller hereby agree, as indicated by their authorized signatures on this document, to the terms and conditions outlined below, which govern the project pertaining to the above-mentioned subject matter.

1. The Seller agrees to design and develop the proposal deliverables as described in the attached proposal.
2. The Seller will supply the above deliverables for the fixed price of
3. This price is based on the assumptions and parameters established in the proposal. If the deliverables exceed those stated here and in the proposal, or if the schedule is lengthened due to delays caused by the Buyer, the Seller will notify the Buyer prior to incurring any increased expense and will secure a written agreement to proceed.
4. The Buyer agrees to the payment schedule outlined in the proposal. All payments are due within thirty (30) days of invoice. The Seller shall begin the project upon receipt of the first payment.
5. The Buyer agrees to reimburse the Seller for all incidental expenses incurred by the Seller's representatives during this project. These expenses include shipping, mailing, telephone, copying, and approved travel and living expenses. These expenses will be billed at the end of the calendar month in which they are incurred. The Buyer agrees to pay these invoices within thirty (30) days of the billing date.
6. The Buyer agrees to pay all applicable sales and use taxes.
7. The Buyer will supply personnel, materials, et al., as indicated in the proposal. These will be supplied in the agreed-upon format and on schedule. It is the responsibility of the Buyer to assure their current relevance and technical

accuracy.

8. The Buyer agrees to review and provide written approval of work completed in each phase of the project. This shall be provided within the agreed-upon time by the Buyer's authorized representative.
9. The Buyer agrees to cooperate fully with the Seller and to provide reasonable assistance as necessary for the successful completion of this project.
10. This agreement may be terminated at any time by either party for default of the terms and conditions of this agreement. If the Buyer defaults for any reason, the Buyer agrees to pay the Seller for the services rendered to the date of termination and an additional termination charge of 5% of the cancelled portion of this agreement. If the Seller terminates this agreement, the Buyer will be liable for services rendered up to the date of termination.
11. Default shall be defined as occurring thirty days after the defaulting party is notified in writing of default in performance of this agreement and the defaulting party has not remedied such default within the stated thirty (30) days.
12. The Seller shall not be liable for delays caused by the Buyer. Neither the Buyer nor the Seller shall be liable for delays in delivery or failure to perform due to acts of God, including, but not limited to, fires, storms, floods, strikes, or civil disturbances.
13. The Seller agrees to uphold and respect all confidential information and materials supplied by the Buyer and take reasonable precaution to assure such information and materials are disclosed only to those with a need to know in conjunction with this project.
14. The Seller assigns the Buyer all copyrights to materials produced in this project. The Seller does, however, retain the right to use any nonconfidential portion of the materials without charge, license fee, or royalty. The Buyer shall notify the Seller in writing within ten days of receipt of materials as to the portion(s) deemed confidential. The Seller retains all proprietary rights to the models, methods, and concepts used within the proposal, presentations, and other phases of the project.
15. The Buyer agrees to provide the Seller with three (3) copies of the finished materials for use by the Seller internally as well as for sales promotion purposes. The Seller agrees to

protect the finished materials in its possession in accordance with current confidentiality agreements between the Buyer and the Seller.

- 16. The Seller shall retain the right to determine the assignment of appropriate personnel to this project. If a change of personnel should be required, the Seller shall notify the Buyer accordingly.
- 17. In no event shall the Seller be liable for incidental or consequential damages, even if the Seller has been advised of the possibility of such damages.

This agreement is effective from the date on which it is executed by the Buyer and the Seller and shall remain in force until all obligations contained herein have been fulfilled.

ACCEPTED BY:

ACME COMPUTERS, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

AFTER:

Computer Dealer Corporation Page 1 Acme Computers, Inc.

AGREEMENT FOR SERVICES TO BE PROVIDED BY ACME COMPUTERS, INC.

TO:

SUBJECT:

REFERENCE:

The Buyer and the Seller hereby agree, as indicated by their authorized signatures on this document, to the terms and conditions outlined below, which govern the project pertaining to the above-mentioned subject matter.

1. The Seller agrees to design and develop the proposal deliverables as described in the attached proposal.
2. The Seller will supply the above deliverables for the fixed price of
3. This price is based on the assumptions and parameters established in the proposal. If the deliverables exceed those stated here and in the proposal, or if the schedule is lengthened because of delays caused by the Buyer, the Seller will notify the Buyer prior to incurring any increased expense and will secure a written agreement to proceed.
4. The Buyer agrees to the payment schedule outlined in the proposal. All payments are due within thirty (30) days of invoice. The Seller shall begin the project upon receipt of the first payment from the Buyer.
5. The Buyer agrees to reimburse the Seller for all incidental expenses incurred by the Sellers representatives during this project. These expenses include shipping, mailing, telephone, copying, and approved travel and living expenses. These expenses will be billed at the end of the calendar month in which they are incurred. The Buyer agrees to pay these invoices within thirty (30) days of the billing date.
6. The Buyer agrees to pay all applicable sales and use taxes.
7. The Buyer will supply personnel, materials, et al., as indicated in the proposal. These will be supplied in the

agreed-upon format and schedule. It is the responsibility of the Buyer to assure their current relevance and technical accuracy.

8. The Buyer agrees to review and provide written approval of work completed in each phase of the project. This shall be provided within the agreed-upon time by the Buyer's authorized representative.
9. The Buyer agrees to cooperate fully with the Seller and to provide reasonable assistance as necessary for the successful completion of this project.
10. This agreement may be terminated at any time by either party for default of the terms and conditions of this agreement. If the Buyer defaults for any reason, the Buyer agrees to pay the Seller for the services rendered to the date of termination and an additional termination charge of 5% of the cancelled portion of this agreement. If the Seller terminates this agreement, the Buyer will be liable for services rendered up to the date of termination.
11. Default shall be defined as occurring thirty days after the defaulting party is notified in writing of default in performance of this agreement and the defaulting party has not remedied such default within the stated thirty (30) days.
12. The Seller shall not be liable for delays caused by the Buyer. Neither the Buyer nor the Seller shall be liable for delays in delivery or failure to perform due to acts of God, including, but not limited to, fires, storms, floods, strikes, or civil disturbances.
13. The Seller agrees to uphold and respect all confidential information and materials supplied by the Buyer and take reasonable precaution to assure such information and materials are disclosed only to those with a need to know in conjunction with this project.
14. The Seller assigns the Buyer all copyrights to materials produced in this project. The Seller does, however, retain the right to use any nonconfidential portion of the materials without charge, license fee, or royalty. The Buyer shall notify the Seller in writing within ten days of receipt of materials as to the portion(s) deemed confidential. The Seller retains all proprietary rights to the models, methods, and concepts used within the proposal, presentations, and other phases of the project.
15. The Buyer agrees to provide the Seller with three (3) copies

of the finished materials for use by the Seller internally as well as for sales promotion purposes. The Seller agrees to protect the finished materials in its possession in accordance with current confidentiality agreements between the Buyer and the Seller.

- 16. The Seller shall retain the right to determine the assignment of appropriate personnel to this project. If a change of personnel should be required, the Seller shall notify the Buyer accordingly.
- 17. In no event shall the Seller be liable for incidental or consequential damages, even if the Seller has been advised of the possibility of such damages.

This agreement is effective from the date on which it is executed by the Buyer and the Seller and shall remain in force until all obligations contained herein have been fulfilled.

ACCEPTED BY:

ACME COMPUTERS, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Procedure:

1. Type in Application 5B BEFORE example and save under file name APPLICAT.5B.
2. Position the cursor on the first line of text in the document.
3. Select **L**ayout from the Main menu.
4. Select **H**header from the Layout menu.
5. Type in **C**omputer Dealer Corporation at 1Left.
6. Type in **P**age # at 1Center.
7. Type in **A**cme Computers, Inc. at 1Right.
8. Press (ESC) twice to return to the Editing screen.
9. To print the document, enter the Main menu, select **P**rint, **P**rinter, **Y**es.

For Additional Reference:

VisiTutor Lesson 5

VisiWord User's Guide Chapter 5

Application 6: Advanced Editing Techniques

Practice Exercise Notes:

This exercise covers the advanced editing techniques that you learned about in Lesson 6.

For this exercise, use your VisiWord disk and your VisiTutor applications disk. On the application disk, save and name the file APPLICAT.6.

Make editing changes shown on the next page.

BEFORE:

*change "product" to
"prototype" throughout*

Project Cover Letter

Welcome to an exciting project that will be both enjoyable and rewarding. To maximize these experiences, we must work together as effectively as possible. It is imperative that everyone contributing to the project thoroughly understand the final deliverable product from the beginning.

The following tools will contribute to that understanding:

- o Kickoff meeting
- o Contracts and Agreements
- o Schedule
- o Reviews with project management
- o Product guidelines

Remember! The best song is sung when everyone is singing from the same song book.

The project manager will work closely with each team member to communicate expectations, resolve questions, and to insure quality of work and schedule deadlines. Because the entire process itself is reiterative, the better the first approximation, the easier and faster the entire process will be. Therefore, we must implement directly in the client's requested format. These points should be well covered in our kick off meeting. However, any points that might not be clearly focused will surface in the first review session in about 5-7 days, when they can be reemphasized. From that point, the implementation to final product completion should be subject only to changes in client requirements.

→ *move to here*

→ *copy to here*

AFTER:**Project Cover Letter**

Welcome to an exciting project that will be both enjoyable and rewarding. To maximize these experiences, we must work together as effectively as possible. It is imperative that everyone contributing to the project thoroughly understand the final deliverable prototype from the beginning.

The following tools will contribute to that understanding:

- o Kickoff meeting
- o Contracts and Agreements
- o Schedule
- o Reviews with project management
- o Prototype guidelines

The project manager will work closely with each team member to communicate expectations, resolve questions and to insure quality of work and schedule deadlines. Because the entire process is reiterative, the better the first approximation, the easier and faster the entire process will be. Therefore, we must implement directly in the client's requested format. These points should be well covered in our kick off meeting. From that point, the implementation to final prototype completion should be subject only to changes in client requirements.

Remember! The best song is sung when everyone is singing from the same song book.

Project Cover Letter

Procedure:

1. Type in Application 6 BEFORE example and save under file name APPLICAT.6.

Copying

1. Position the cursor on the P in the word Project in the first line.
2. Select **C**opy from the Main menu; then select **T**ext.
3. Position the cursor on the space following the r in Letter.
4. Press (↵).
5. Move the cursor to the fourth line after the last line in the document. Press the (HOME) key if the cursor is not at the left margin.
6. Press (↵).

Moving

1. Position the cursor on the R in Remember!.
2. Select **M**ove from the Main menu; then select **T**ext.
3. Position the cursor on the space following the . at the end of Book. Press (↵).
4. Move the cursor to the second line following the last paragraph. Press the (HOME) key if the cursor is not at the left margin.
5. Press (↵). There is an extra blank line left where the text used to be. Position the cursor on the blank line and press (F5).

Deleting

1. Position the cursor on the H in the word However.
2. Select **D**efine from the Main menu; then select **T**ext.
3. Position the cursor on the F in the word From at the beginning of the last sentence.
4. Press (↵); select **Y**es.

Finding and Replacing Text

1. Position the cursor at the beginning of the first line in the document.
2. Select **Find** from the Main menu.
3. In response to Look for type in **product**. Press \leftarrow .
4. Select **Define-replacement**; then type in **prototype** followed by a space and \leftarrow .
5. Select **All-replace**.
6. Return to the Editing screen.

For Additional Reference:

VisiTutor Lesson 6

VisiWord User's Guide Chapter 4

Application 7A: Appending a Document

Practice Exercise Notes:

In this exercise you will append one document onto another as covered in Lesson 7.

For this exercise, use your VisiWord disk and your VisiTutor applications disk. On the applications disk, you will use two files: APPLICAT.5B (the Contract) and APPLICAT.6 (the Project Cover Letter).

Append the Project Cover Letter to the Contract and then print both as one document. (A sample of the complete printed document is shown on the next four pages.)

Project Cover Letter

Welcome to an exciting project that will be both enjoyable and rewarding. To maximize these experiences, we must work together as effectively as possible. It is imperative that everyone contributing to the project thoroughly understand the final deliverable product from the beginning.

The following tools will contribute to that understanding:

- o Kickoff meeting
- o Contracts and Agreements
- o Schedule
- o Reviews with project management
- o Product guidelines

Remember! The best song is sung when everyone is singing from the same song book.

The project manager will work closely with each team member to communicate expectations, resolve questions, and to insure quality of work and schedule deadlines. Because the entire process itself is reiterative, the better the first approximation, the easier and faster the entire process will be. Therefore, we must implement directly in the client's requested format. These points should be well covered in our kick off meeting. However, any points that might not be clearly focused will surface in the first review session in about 5-7 days, when they can be reemphasized. From that point, the implementation to final product completion should be subject only to changes in client requirements.

AGREEMENT FOR SERVICES TO BE PROVIDED BY ACME COMPUTERS, INC.

TO:

SUBJECT:

REFERENCE:

The Buyer and the Seller hereby agree, as indicated by their authorized signatures on this document, to the terms and conditions outlined below, which govern the project pertaining to the above-mentioned subject matter.

1. The Seller agrees to design and develop the proposal deliverables as described in the attached proposal.
2. The Seller will supply the above deliverables for the fixed price of
3. This price is based on the assumptions and parameters established in the proposal. If the deliverables exceed those stated here and in the proposal, or if the schedule is lengthened because of delays caused by the Buyer, the Seller will notify the Buyer prior to incurring any increased expense and will secure a written agreement to proceed.
4. The Buyer agrees to the payment schedule outlined in the proposal. All payments are due within thirty (30) days of invoice. The Seller shall begin the project upon receipt of the first payment from the Buyer.
5. The Buyer agrees to reimburse the Seller for all incidental expenses incurred by the Seller's representatives during this project. These expenses include shipping, mailing, telephone, copying, and approved travel and living expenses. These expenses will be billed at the end of the calendar month in which they are incurred. The Buyer agrees to pay these invoices within thirty (30) days of the billing date.
6. The Buyer agrees to pay all applicable sales and use taxes.
7. The Buyer will supply personnel, materials, et al., as indicated in the proposal. These will be supplied in the agreed-upon format and schedule. It is the responsibility of the Buyer to assure their current relevance and technical accuracy.

8. The Buyer agrees to review and provide written approval of work completed in each phase of the project. This shall be provided within the agreed-upon time by the Buyer's authorized representative.
9. The Buyer agrees to cooperate fully with the Seller and to provide reasonable assistance as necessary for the successful completion of this project.
10. This agreement may be terminated at any time by either party for default of the terms and conditions of this agreement. If the Buyer defaults for any reason, the Buyer agrees to pay the Seller for the services rendered to the date of termination and an additional termination charge of 5% of the cancelled portion of this agreement. If the Seller terminates this agreement, the Buyer will be liable for services rendered up to the date of termination.
11. Default shall be defined as occurring thirty days after the defaulting party is notified in writing of default in performance of this agreement and the defaulting party has not remedied such default within the stated thirty (30) days.
12. The Seller shall not be liable for delays caused by the Buyer. Neither the Buyer nor the Seller shall be liable for delays in delivery or failure to perform due to acts of God, including, but not limited to, fires, storms, floods, strikes, or civil disturbances.
13. The Seller agrees to uphold and respect all confidential information and materials supplied by the Buyer and take reasonable precaution to assure such information and materials are disclosed only to those with a need to know in conjunction with this project.
14. The Seller assigns the Buyer all copyrights to materials produced in this project. The Seller does, however, retain the right to use any nonconfidential portion of the materials without charge, license fee, or royalty. The Buyer shall notify the Seller in writing within ten days of receipt of materials as to the portion(s) deemed confidential. The Seller retains all proprietary rights to the models, methods, and concepts used within the proposal, presentations, and other phases of the project.
15. The Buyer agrees to provide the Seller with three (3) copies of the finished materials for use by the Seller internally as well as for sales promotion purposes. The Seller agrees to protect the finished materials in its possession in accordance with current confidentiality agreements between the Buyer and the Seller.

16. The Seller shall retain the right to determine the assignment of appropriate personnel to this project. If a change of personnel should be required, the Seller shall notify the Buyer accordingly.

17. In no event shall the Seller be liable for incidental or consequential damages, even if the Seller has been advised of the possibility of such damages.

This agreement is effective from the date on which it is executed by the Buyer and the Seller and shall remain in force until all obligations contained herein have been fulfilled.

ACCEPTED BY:

ACME COMPUTERS, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Procedure:

1. Load application file **APPLICAT.6** and display on the editing screen.
2. Press the **(END)** key three times to position the cursor at the end of the document.
3. Enter menu, select **L**ayout.
4. Select **A**ppend.
5. Type in the file name **APPLICAT.5B**.
6. Press the down arrow to highlight message (line 1). Type in **C**ontract.
7. Press **(ESC)** twice.
8. **P**rint out document. Press **(ESC)**, **P**rint, **P**rinter, **Y**es.
9. When prompted, select **R**esume.
10. When printing is finished, press **(ESC)** to return to the Editing screen.

For Additional Reference:

VisiTutor Lesson 7

VisiWord User's Guide Chapter 3

Application 7B: Using Include in a Document

Practice Exercise Notes:

In this application, you will use the Include option to insert an inventory chart into a memo.

For this exercise, use your VisiWord disk and your VisiTutor applications disk. On the applications disk, you will need to use two files: **APPLICAT.7B1** (the Memo) and **APPLICAT.7B2** (the Inventory Chart).

Insert the Inventory Chart into the Memo as marked on the next page.

BEFORE:

MEMO

TO: Janet E. Block
FROM: Henry R. Green
SUBJECT: Current Inventory

In response to your request during our telephone conversation of this morning, inventory figures for the last three months are as follows:

If you need any further information for the quarterly meeting, please let me know.

INVENTORY

<u>Item #</u>	<u>3rd Qtr. Prod.</u>	<u>Qty. Shp.</u>	<u>Qty. On-Hand</u>
AF321	38,542	32,681	5,861
BCR29	42,000	39,784	2,216
CL593	20,000	14,789	5,211
DM777	175,392	103,741	71,651
EDX64	84,009	68,539	15,470

AFTER:

MEMO

TO: Janet E. Block
FROM: Henry R. Green
SUBJECT: Current Inventory

In response to your request during our telephone conversation this morning, inventory figures for the last three months are as follows:

INVENTORY

<u>Item #</u>	<u>3rd Qtr. Prod.</u>	<u>Qty. Shp.</u>	<u>Qty. On-Hand</u>
AF321	38,542	32,681	5,861
BCR29	42,000	39,784	2,216
CL593	20,000	14,789	5,211
DM777	175,392	103,741	71,651
EDX64	84,009	68,539	15,470

If you need any further information for the quarterly meeting, please let me know.

Procedure:

1. Type in Application 7B BEFORE example Memo and save under file name APPLICAT.7B1.
2. Type in Application 7B BEFORE example Inventory and save under file name APPLICAT.7B2.
3. Position the cursor on the blank line between the two paragraphs in the body of the memo.
4. Select **S**torage from the Main menu.
5. Select **I**nclude.
6. Select **Y**es.
7. Select **L**ist.
8. Highlight the file APPLICAT.7B2 and press (↵).
9. Press (ESC) to return to the Editing screen.
10. Print the document.

For Additional Reference:

VisiWord Lesson 7

VisiWord User's Guide Chapter 3

Application 8: Emphasizing Text

Practice Exercise Notes:

This exercise demonstrates some of the ways that you can emphasize text. (Remember to check your printer manual to see which characteristics you can use.)

For this exercise, use your VisiWord disk and your VisiTutor applications disk. On the applications disk, use the file labeled APPLICAT.8.

Make the editing changes as shown on the next page; then print the document.

BEFORE:

PROJECT SCHEDULE Put in BoldfacePhase I:

BoldPlans underline

First Review	January 15, 1984
Second Review	February 28, 1984
Delivery of Final Plans	March 15, 1984
Approval	April 15, 1984

Phase II:

BoldFinal Product underline

Start Date	April 16, 1984
First Review	May 16, 1984
Approval	July 1, 1984
Second Review	July 16, 1984
Final Approval	August 1, 1984
Final Delivery of Product	September 15, 1984

AFTER:

PROJECT SCHEDULE

Phase I:	<u>Plans</u>	
	First Review	January 15, 1984
	Second Review	February 28, 1984
	Delivery of Final Plans	March 15, 1984
	Approval	April 15, 1984
Phase II:	<u>Final Product</u>	
	Start Date	April 16, 1984
	First Review	May 16, 1984
	Approval	July 1, 1984
	Second Review	July 16, 1984
	Final Approval	August 1, 1984
	Final Delivery of Product	September 15, 1984

Procedure:

1. Type in Application 8 BEFORE example and save under file name APPLICAT.8.
2. Position the cursor on the P in the heading PROJECT SCHEDULE.
3. Enter Main menu and select **L**ayout.
4. Select **C**har.
5. Select **E**mphasis (boldface).
6. Press the (F2) key until the complete heading is highlighted.
7. Move the cursor to the P in the title Phase I; press the (F2) key until the complete title is highlighted.
8. Move the cursor to the P in the title Phase II; press the (F2) key until Phase II: is completely highlighted.
9. Position the cursor on the P in the title Plans; press the (F8) key until Plans is completely highlighted.
10. Move the cursor to the F in Final Product.
11. Select **L**ayout.
12. Select **C**har; then select **U**nderline.
13. Press the (F2) key until the title Final Product is completely highlighted.

For Additional Reference:

VisiTutor Lesson 8

VisiWord User's Guide Chapter 5

IDEAS FOR USING THE VISIWORD PROGRAM

The applications you've used with the VisiTutor lessons have shown you a variety of ways to use your VisiWord program.

In the next several pages, you'll see examples of additional ways to use VisiWord word processing.

The content and format of these examples may even give you ideas for your own letters and forms, so keep them handy for future reference.

Memo

Business Purpose	Correspondence within an organization.
General Comments	Shorter and less formal than a letter. Uses a subject heading for easy reference to the content. Not signed; usually just initialed.

TO: Dave Smith
 FROM: Mike Connor
 DATE: September 1, 1983

I recently observed a demonstration of the VisiWord Word Processing Program, and I strongly recommend that we purchase it for use on our IBM PC's.

A VisiCorp representative will come to our office to demonstrate the VisiWord program and discuss it further. Dave, please schedule this for our staff meeting next week and make sure all the appropriate managers are available.

Letter

Business Purpose

Correspondence sent outside an organization.

General Comments

Normally longer and more formal than internal correspondence.

September 1, 1983

Mr. John Michael
Computer Dealer Corporation
100 North End
San Jose, California 95134

Dear John:

Your suggestion to train all of the executives on the VisiWord Word Processin Program was received with some hesitation initially, but it turned out to be a very good decision.

As a result, most of the managers are actually typing their own memos and letters. Chuck Wilson prefers to have his secretary type the first draft, but he now edits them himself.

You can imagine the increase in productivity we've experienced! We may even be able to delay hiring that part-time typist.

Thanks for the dollar-saving suggestion!

Regards,

Bill James
President
Value Added Corporation

Report

Business Purpose

A written presentation with conclusions reached or recommendations made about a particular application or problem.

General Comments

Header can be in memo format for internal use or in letter format for external use. Usually lengthy; may contain tables or graphs for illustration.

SOFTWARE RECOMMENDATION

September 1, 1983

MEMO TO: Tom Bonner

FROM: Mike Jones

SUBJECT: Word Processing Software Evaluation

Based on my evaluation of a variety of software programs currently on the market, I recommend that we select the VisiWord program. I have compiled the following summary of features and benefits which support the recommendation to implement the VisiWord program company wide.

VISIWORD WORD PROCESSING

BENEFITS

Ease of Learning

Ease of Use

What You See Is What You Get

Easy to "Cut and Paste"

FEATURES

- Menu Selection
- Leading Prompts
- Clearly Labeled Function Keys
- Uncluttered Display
- Single-Key Activation
- Menu Selection
- Help Screens
- Dynamic Justification
- Automatic Word Wrap
- Full Page Formatting
- Page Width to 255 Characters
- Window Feature
- Block Move (Text or Column)
- Interface to Other Visi Programs (such as the VisiCalc Program)

Tom, as you can see, this program meets our needs. I look forward to hearing your input.

Contract

Business Purpose	A document containing terms of an agreement.
General Comments	Formal, sometimes lengthy. Normally contains designated spot for signatures of both parties. May be a combination of several different "form" paragraphs.

Computer Dealer Corporation Page 1 Acme Computers, Inc.

AGREEMENT FOR SERVICES TO BE PROVIDED BY ACME COMPUTERS, INC.

TO:

SUBJECT:

REFERENCE:

The Buyer and the Seller hereby agree, as indicated by their authorized signatures on this document, to the terms and conditions outlined below, which govern the project pertaining to the above-mentioned subject matter.

1. The Seller agrees to design and develop the proposal deliverables as described in the attached proposal.
2. The Seller will supply the above deliverables for the fixed price of
3. This price is based on the assumptions and parameters established in the proposal. If the deliverables exceed those stated here and in the proposal, or if the schedule is lengthened because of delays caused by the Buyer, the Seller will notify the Buyer prior to incurring any increased expense and will secure a written agreement to proceed.
4. The Buyer agrees to the payment schedule outlined in the proposal. All payments are due within thirty (30) days of invoice. The Seller shall begin the project upon receipt of the first payment from the Buyer.
5. The Buyer agrees to reimburse the Seller for all incidental expenses incurred by the Sellers representatives during this project. These expenses include shipping, mailing, telephone, copying, and approved travel and living expenses. These expenses will be billed at the end of the calendar month in which they are incurred. The Buyer agrees to pay these invoices within thirty (30) days of the billing date.
6. The Buyer agrees to pay all applicable sales and use taxes.
7. The Buyer will supply personnel, materials, et al., as indicated in the proposal. These will be supplied in the agreed-upon format and schedule. It is the responsibility of the Buyer to assure their current relevance and technical accuracy.

8. The Buyer agrees to review and provide written approval of work completed in each phase of the project. This shall be provided within the agreed-upon time by the Buyer's authorized representative.
9. The Buyer agrees to cooperate fully with the Seller and to provide reasonable assistance as necessary for the successful completion of this project.
10. This agreement may be terminated at any time by either party for default of the terms and conditions of this agreement. If the Buyer defaults for any reason, the Buyer agrees to pay the Seller for the services rendered to the date of termination and an additional termination charge of 5% of the cancelled portion of this agreement. If the Seller terminates this agreement, the Buyer will be liable for services rendered up to the date of termination.
11. Default shall be defined as occurring thirty days after the defaulting party is notified in writing of default in performance of this agreement and the defaulting party has not remedied such default within the stated thirty (30) days.
12. The Seller shall not be liable for delays caused by the Buyer. Neither the Buyer nor the Seller shall be liable for delays in delivery or failure to perform due to acts of God, including, but not limited to, fires, storms, floods, strikes, or civil disturbances.
13. The Seller agrees to uphold and respect all confidential information and materials supplied by the Buyer and take reasonable precaution to assure such information and materials are disclosed only to those with a need to know in conjunction with this project.
14. The Seller assigns the Buyer all copyrights to materials produced in this project. The Seller does, however, retain the right to use any nonconfidential portion of the materials without charge, license fee, or royalty. The Buyer shall notify the Seller in writing within ten days of receipt of materials as to the portion(s) deemed confidential. The Seller retains all proprietary rights to the models, methods, and concepts used within the proposal, presentations, and other phases of the project.
15. The Buyer agrees to provide the Seller with three (3) copies of the finished materials for use by the Seller internally as well as for sales promotion purposes. The Seller agrees to protect the finished materials in its possession in

accordance with current confidentiality agreements between the Buyer and the Seller.

- 16. The Seller shall retain the right to determine the assignment of appropriate personnel to this project. If a change of personnel should be required, the Seller shall notify the Buyer accordingly.
- 17. In no event shall the Seller be liable for incidental or consequential damages, even if the Seller has been advised of the possibility of such damages.

This agreement is effective from the date on which it is executed by the Buyer and the Seller and shall remain in force until all obligations contained herein have been fulfilled.

ACCEPTED BY:

ACME COMPUTERS, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Time Report

Business Purpose

Detailed record of time allotted to and spent on specific projects.

General Comments

Normally kept on a project-by-project daily basis for compilation at the end of the week.

WEEK ENDING: _____								
PROJECT	MON	TUES	WEDS	THURS	FRI	SAT	SUN	TOTAL
_____	---	---	---	---	---	---	---	---
_____	---	---	---	---	---	---	---	---
_____	---	---	---	---	---	---	---	---
_____	---	---	---	---	---	---	---	---
_____	---	---	---	---	---	---	---	---
_____	---	---	---	---	---	---	---	---
TOTAL	---	---	---	---	---	---	---	---
HOLIDAY	---	---	---	---	---	---	---	---
VACATION	---	---	---	---	---	---	---	---
SICK	---	---	---	---	---	---	---	---
TRAVEL	---	---	---	---	---	---	---	---
OTHER	---	---	---	---	---	---	---	---
TOTAL	---	---	---	---	---	---	---	---
TOTAL	---	---	---	---	---	---	---	---

Expense Form

Business Purpose

To keep track of travel, living, and general expenses by an individual within an organization.

General Comments

Record of additional expenses incurred against specific projects. Needed for an accurate reflection of project costs.

EXPENSE REPORT	
NAME: _____	DATE: _____
PROJECT/CLIENT: _____	
PURPOSE: _____	
LOCATION: _____	
TRAVEL	
TO: _____	
FROM: _____	
MILEAGE: _____ x \$.20	\$ _____
TOLLS/PARKING	\$ _____
CAR RENTAL	\$ _____
OTHER: _____	\$ _____
LIVING	
RESTAURANT: _____	
PARTICIPANTS: _____	
AMOUNT	\$ _____
HOTEL: _____	
AMOUNT	\$ _____
POSTAGE/TELEPHONE	
ITEM: _____	
AMOUNT	\$ _____
SUPPLIES	
ITEM: _____	
AMOUNT	\$ _____
MISC.	
ITEM: _____	
AMOUNT	\$ _____
TOTALS: \$ _____	
SIGNATURE: _____	
APPROVED: _____	DATE: _____
DATE PAID: _____	CHECK NUMBER: _____

Client Contact File

Business Purpose Organize information on history of interactions with clients.

General Comments Typed notes for records shared by several people are much easier to read and more likely to be used. Short, concise statements can be readily understood.

CALL REPORT			
CALL DATE	PURPOSE	RESULTS	FOLLOW-UP
August 8	Get latest info from Johnson on merger	Thinks everything going as planned	Still unable to get appointment with Gianelli
August 11	Try to get appointment with Gianelli again	Very cooperative! finally succeeded	
August 21	Follow-up call with Gianelli	Can do business!	
Sept. 1	More info from Johnson on merger	Seems to think there are problems cropping up Doesn't look so good now.	Have to call back-2 wks.
Sept. 15	Johnson still in fog.		Will send letter to Gianelli.

Vendor File

- Business Purpose** Information on various vendor contacts. Would contain vendor name, address, sales rep, price, etc.
- General Comments** The ability to file vendor information under specific products makes the information readily accessible. Can also serve as a resource file.

VENDORS

VENDOR	REP	ADDRESS	PRODUCT
Acme Computer, Inc.	John Harris 212-555-8493	New York City	Micros
Disk Drive Assoc.	Janet Block 512-555-5457	Austin, TX	Drives
HighTech Inc.	Adrian Marks 203-555-3000	Hartford, CT	Floppies

QUICK REFERENCE SHEET

Keys Used as Commands

- (ESC) Move between upper screen and the menu line.
- (INS) Switch between Insert and Overtyping mode.
- (↵) New paragraph.
- (F3) New page.
- (F2) Repeat last function.
- (F7) Quit VisiTutor lesson.

Keys Used for Emphasis

- (F8) Underline.
- (F10) Center line.

Keys That Work with the Ruler

- (←) Tab to next ruler stop.
- (→) Tab to next ruler stop.
- (F1) Decimal tab.
- (F4) Set indent.

Keys That Move the Cursor

- (←) Cursor left.
- (→) Cursor right.
- (↓) Cursor down.
- (↑) Cursor up.
- (HOME) Move cursor to start of line, screen, document.
- (END) Move cursor to end of line, screen, document.
- (PGDN) Next screen.
- (PGUP) Prior screen.

Keys That Delete Character Left of Cursor

- (BKSP) Delete character left of cursor.
- (DEL) Delete character under cursor.
- (F5) Delete line.
- (F6) Delete to end of line.
- (F9) Restore last deletion.

CROSS REFERENCE GUIDES

Function Description Index

The Function Description Index cross references the VisiWord functions with the VisiTutor lessons.

VisiWord Function	Description	VisiTutor Lesson
BOLDFACE	character emphasis	8
CENTERING	lines	4
COMPUTER	in general	0
	protection	0
COPYING	disks	0
	text	6
CURSOR	controls	2
DELETING	files	3
	text	2
DISKS	in general	0
	initializing	1
	protection	0
EDITING	in general	2
ENTERING TEXT	in general	2
FILES	in general	0
	appending	7
	creating	2
	deleting	3
	directory list	3
	including	7
	loading	3
	printing	3
	protection	0
	renaming	3

VisiWord Function	Description	VisiTutor Lesson
FIND	in general	6
	with replace	6
FOOTERS	in general	5
FORMATS	display	5
FUNCTION KEYS	location	0
	use	2
HEADERS	in general	5
HELP	functions	1
HIGHLIGHTING	in general	8
INDENTATIONS	with ruler	4
	with format	5
MEMORY	in general	0
MENUS	in general	1
MOVING	text	6
OVERSTRIKE	character emphasis	8
PAGE	lines per page	2
	new page break	4
	numbering	5
PRINTING	in general	3
	print messages	8
	printer format	3
	special strings	8
PROGRAM	in general	0
	loading	1
RESTORING	text	6
RULER	in general	4
SUBSCRIPT	character emphasis	8
SUPERSCRIPT	character emphasis	8
TAB STOPS	with ruler	4
	decimal	4
UNDERLINE	character emphasis	8
WINDOWS	in general	6

Index to User's Guides

This index is a cross reference between the VisiWord User's Guide and the VisiTutor lessons.

VisiWord User's Guide		Subject	VisiTutor Lesson
Chapter	Unit		
1	all	The computer in general	0
2	1	Loading the VisiWord program	0
	2	Using menus	1
	3	The EDIT screen	2
	4	HELP instructions	1
	5	Special function keys	0,2
	6	Initializing disks	1
3	1	Creating a document	2
	2	Saving a document	2
	3	Loading a document	3
	4	Deleting a document	3
	5	Renaming a document	3
	6	Viewing a document	3
	7	Viewing all document names	3
	8	Appending documents	7
	9	Including documents	7
	11	Customized page formats	5
	4	1	Moving the cursor
2		Entering text	2
3		Deleting text	2
4		Copying text and columns	6
5		Moving text and columns	6
6		Finding text	6
7		Automatic replacement	6
8		Using windows	6
5	1	Document formats	5
	2	Using format sheets	5
	3	Using the ruler	4
	4	Aligning columns of numbers	4
	5	Indenting paragraphs	4
	6	Centering text	4
	7	Highlighting	8
	9	Beginning a new page	4
	10	Setting headers and footers	5

VisiWord User's Guide			VisiTutor Lesson
Chapter	Unit	Subject	
6	1	Direct printing	3
	3	Stopping the printer	3
	4	Print messages	8
	5	Printer format specifications	8
	6	Setup strings	8

Menu Path Index

For any needed information on Menu Paths, use this Index to cross reference the VisiWord User's Guide and the VisiTutor lesson.

Menu Path on Screen	VisiWord User's Guide		VisiTutor Lesson
	Chapter	Unit	
DELETE/Text	4	3	2
DELETE/Column	4	3	6
DELETE/Memory	3	1	2
COPY/Text	4	4	6
COPY/Column	4	4	6
MOVE/Text	4	5	5
MOVE/Column	4	5	6
FIND/Next	4	6	6
FIND/Prev	4	6	6
FIND/Next/Replace	4	7	6
FIND/PREV/Replace	4	7	6
FIND/All-replace	4	7	6
FIND/Define-replacement	4	7	6
FIND/Ignore	4	6	6
FIND/Exact	4	6	6
LAYOUT/Format	5	2	2
LAYOUT/Ruler	5	3	4
LAYOUT/Header	5	10	6
LAYOUT/Z=Footer	5	10	6
LAYOUT/Append	3	8	7
LAYOUT/Message	6	4	8

Menu Path on Screen	VisiWord		VisiTutor Lesson
	User's Guide Chapter	Unit	
LAYOUT/Char/Emphasis	5	7	8
LAYOUT/Char/Underline	5	7	8
LAYOUT/Char/Above	5	7	8
LAYOUT/Char/Below	5	7	8
LAYOUT/Char/Overstrike	5	7	8
LAYOUT/Char/Hyphen	5	8	8
LAYOUT/Char/1,2,3,4	6	6	8
LAYOUT/Next	5	2	5
LAYOUT/Prev	5	2	5
WINDOWS/Open	4	8	6
WINDOWS/Close	4	8	6
WINDOWS/Switch	4	8	6
WINDOWS/Z=Clear	4	8	6
STORAGE/Load	3	3	3
STORAGE/Save	3	2	2
STORAGE/Include	3	9	7
STORAGE/Append	3	8	7
STORAGE/Default	3	11	5
STORAGE/Maintenance/List	3	7	3
STORAGE/Maintenance/Path	Appendix	F	3
STORAGE/Maintenance/Delete	3	4	3
STORAGE/Maintenance/Rename	3	5	3
STORAGE/Maintenance/Initialize	2	6	1
STORAGE/Maintenance/Usage	3	6	3
PRINT/Printer	6	1	3
PRINT/Format	6	5	8
PRINT/Model	6	2	3

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