

FullWrite Professional Toolbox

The FullWrite Professional Toolbox

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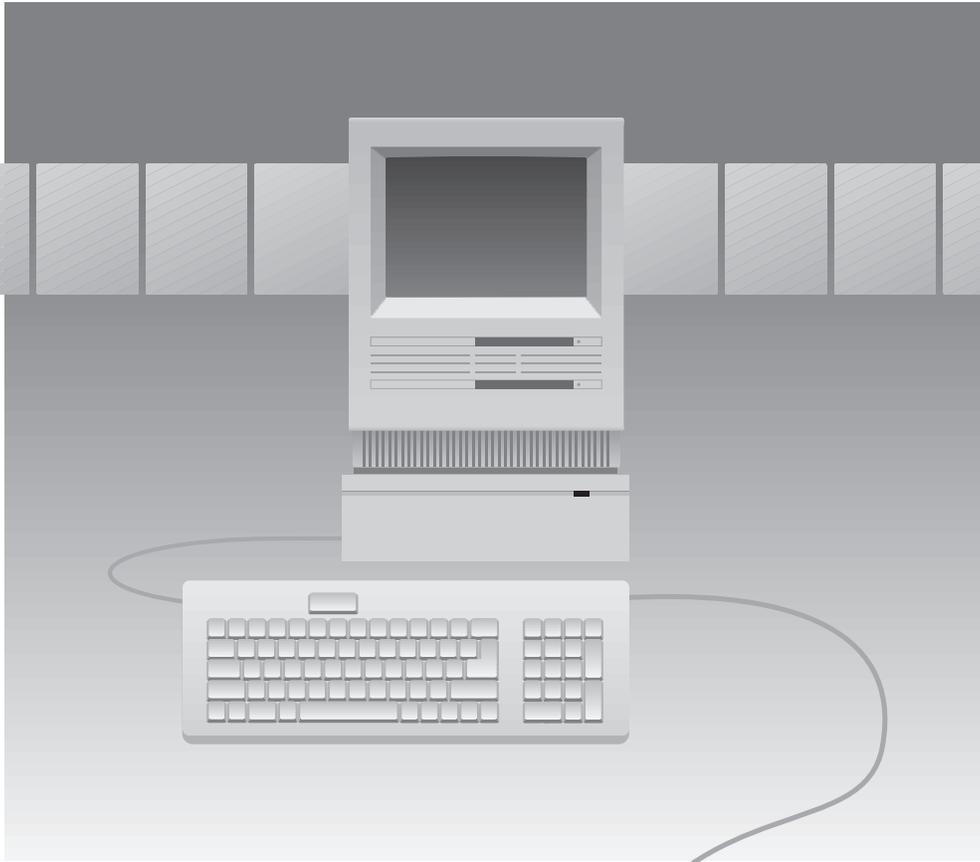
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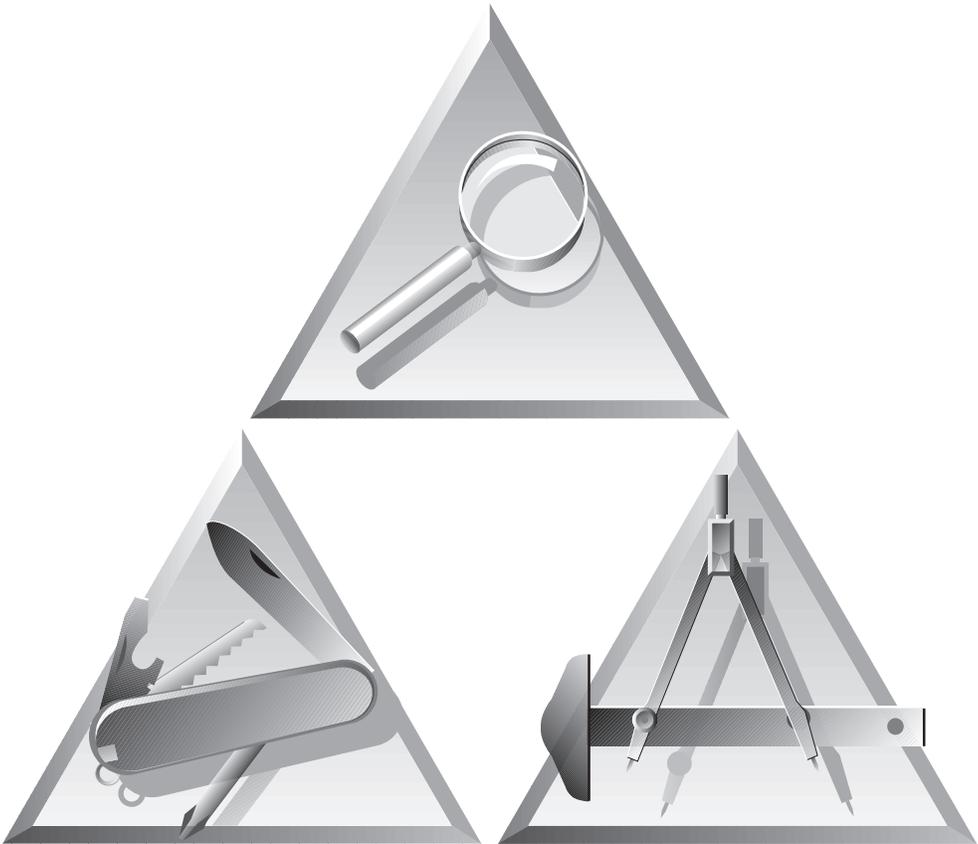
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FullWrite Professional™ is your document processing toolbox. Besides the standard tools that come with any word processor, FullWrite includes a number of power tools that automate your work. In your document processing toolbox are three groups of automating tools: building, designing, and viewing. Once you understand what these tools can do and how they work together, you can develop your own ways to take advantage of the power of FullWrite.

Building Tools With the FullWrite building tools you can easily add elements to a document such as chapters, footnotes, bibliography and index entries, outlines, and pictures.

Designing Tools The designing tools simplify many tasks you would typically save for a page layout program. Use them to design pages, place graphics anywhere, wrap text around graphics, or put differently formatted articles on one page.

Viewing Tools The viewing tools show different aspects of your documents. They go well beyond the usual Go To and Find, Replace commands.

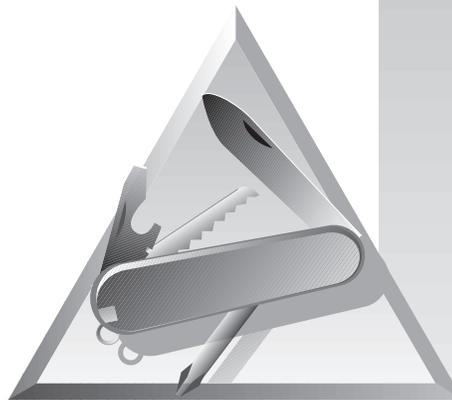
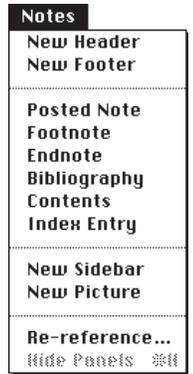
This book provides an overview of the FullWrite Professional automating tools. Their use is illustrated with examples from two documents you can find on the FullWrite Professional Training disks. The *Bicycle Sales Guide* is on the Sample Files disk in the Examples 1 folder. It includes an index, a bibliography, automatic references, and many other elements commonly found in books. The newsletter is on the Training 2 disk. To learn the steps to create it, read *Learning FullWrite Professional*.

**Use these tools
to create
document elements
such as
chapters, headers and
footers, pictures,
or outlines.**

Building Tools

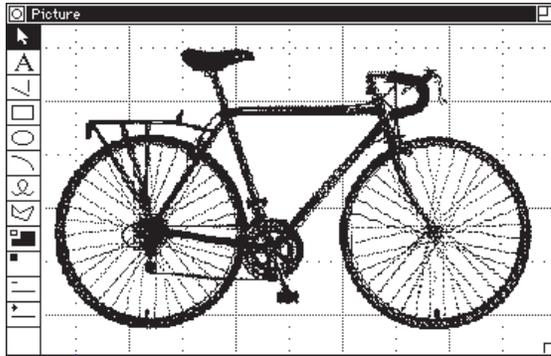
Notes

Elements such as headers, comments, pictures, or other special text in your document are called *notes*. They all appear in the Notes menu, and are all created in the same way.



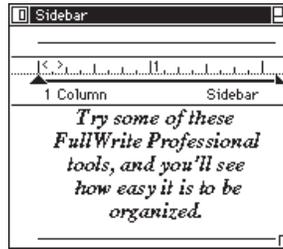
Pictures

Pictures are a special type of note. Each picture in FullWrite includes a complete drawing environment so you can create and edit graphics in your document.



Sidebars

Sidebars are like miniature pages that you place within the pages of your document. You can use a sidebar to place a paragraph or picture anywhere.



Bibliography Entry

Some notes prompt you for relevant information as you build them. For example, bibliography entries prompt you for the author's name and publication date.

The *Bicycle Sales Guide* shows bibliography entries included in the text and sorted in their own chapter at the back. They're placed and formatted automatically, so you don't have to spend time keeping them up to date.

CHAPTER 1: SHOKEE-ON-SPOKE BICYCLES

DESTINATION 2000 TOURING BIKES

Our Destination 2000 Touring Bike is a bike for the long haul. Designed for the long distance cyclist who wants comfort plus the efficiency and speed of a racing bike, this bike has it all. The Destination 2000's long wheelbase and low geometry add comfort and stability so you can avoid road shock. Easy-to-use shift and brake levers, wide handlebars, and a cargo rack enhance riding pleasure.

A leading bicycle magazine (*Wheeler* Magazine, January 1989) called the Destination 2000 Touring Bike "the new standard in touring bikes" and rated it five stars, the highest rating possible.

DESTINATION 2000 SPECIFICATIONS

Wheelbase	985 mm
Frame	Triple-butted, matchchromoly
Brakes	Dynaflo® cantilevers ¹
Gears	21 speed
Shifters	CX50 Derailleur Shift
Wheels and Tires	Anodized rims with stainless steel Tenax Spokes and 700c radial tires
Size	46, 50, 52, 60, and 63 cm
Weight	23.9 lbs
Colors	late-stellar blue, iridescent smoke
Suggested Price	\$650



3. Some Destination 2000 Touring bikes come equipped with handlebar shift pullers instead of 21-speed shifters.

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Update FullWrite PROFESSIONAL

FullWrite as Organizer

Looks aren't everything... a good-looking document will attract readers, but it takes an organized document to hold them. FullWrite provides several tools to help you structure your document.

The Outline: Use it as a foundation for your document from the inception of your ideas to near full development. You can easily add and rearrange outline items as your ideas mature. You also have the flexibility of several outline display options to control the amount of information you work with: headlines only, body text only, or both. FullWrite provides a choice of popular outline formats, or lets you create your own custom format.

Linked Notes: The electronic version of yellow sticky notes, linked notes give you the opportunity to place reminders and notes in the text of your document. They don't print, but anyone who works with your file on screen can open and read them.

Change Bars: By using change bars, you can monitor all revisions where changes have been made to a document. This is especially useful when you work on a document that requires input from more than one person. Because change bars print, they are also useful on hard copy.

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- 2 Designing for Readability
- 3 The Toolbar Philosophy
- 4 Spelling and Photos
- 4 A Sidebar Aside

Get Into: If you've ever wanted a quick way to find out how many words are in your document, now you have it. Get Into keeps track of the original author and current author of a document and the time they spend working, how long the document is, and how much space it occupies on your disk. It even has a built-in readability index to help you focus on your target audience as you write.

The Browser: Browsing provides a quick way to view different parts of your document by libram on all the parts you need. If you want to look at graphics only, for example, you can browse only the pictures or sidebars in your document.

Browse: It's also a great way to look at all your notes, notes without having to open each one individually.

Using the scroll bars in the Browse dialog box, you can easily move back and forth from note to note. Browsing is a way to check your document from different angles to make sure each part makes sense separately and together.

Doc Layout: You can tell FullWrite to automatically include a title page and an appendix and to specify the location of the endnotes and bibliography.

Try some of these FullWrite Professional tools, and you'll see how easy it is to be organized.

7 A Q E 1

Done Bicycle Sales Guide/11.1.4

CHAPTER 3: MONTE BLAZ

CHAPTER 3: Get Rolling

Bibliography Reference:

Name:

Date:

OK Cancel

3. From a random sample of bicycle owners, conducted by Dynamic Demographic Consultants, Inc. (Bicycle Industry, October 1989)

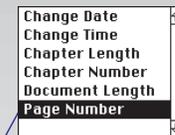
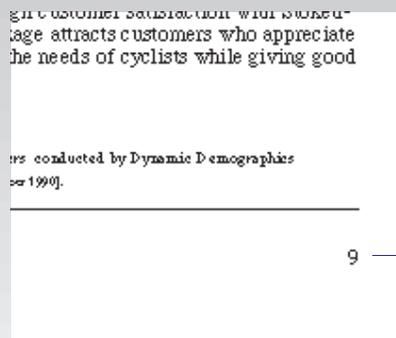
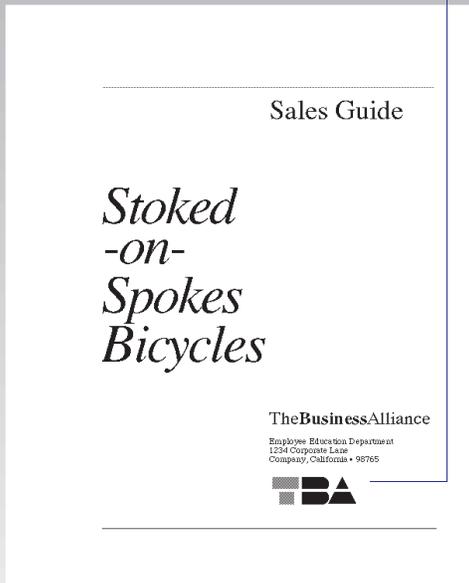
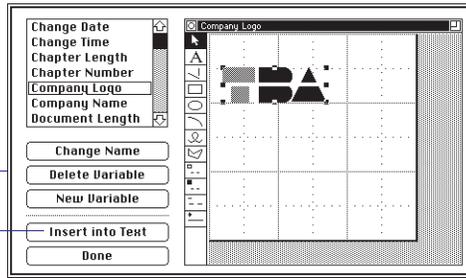
9

Variables

Variables are text or pictures in your document that automatically change. You create text or picture variables through the Variables command in the Edit menu, and then insert them in your document.

When you need to change a variable, just double-click it to open the Variables dialog box and make your changes. When you're done, every copy of that variable will change in your document.

What about document or system information that always changes? The date and time, the number of pages in your document, or the current page and chapter number are all variables that FullWrite automatically updates for you.



The current page number.
(may only be inserted into headers and footers)

Outlines

FullWrite has a full-featured outline processor that integrates completely with your documents. An outline can be created anywhere in a document, or you can use an outline to organize your work and then hide it with one command.

You can always change the order of outline items, and renumbering is automatic. While the outline processor has special ways of working with text, you don't have to change to a special mode to use it.



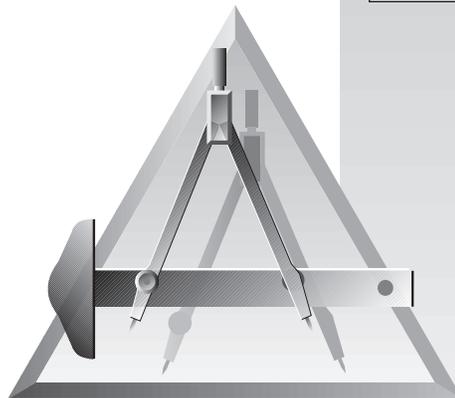
EXTRAS

All Stoked-on-Spokes bikes come with the follow

- 1. Reflector lights
- 2. Night light
- 3. Puncture-resistant tires
- 4. Tool kit
 - Wrenches
 - Screwdrivers
 - Cycle lube
 - Tire patch kit
- 5. Bike safety booklet

Good styling and layout make a document attractive and easy to read. These newsletter pages show the kind of results you can get with the FullWrite designing tools.

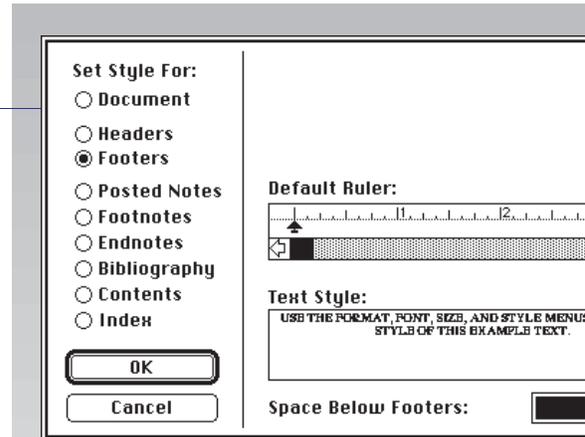
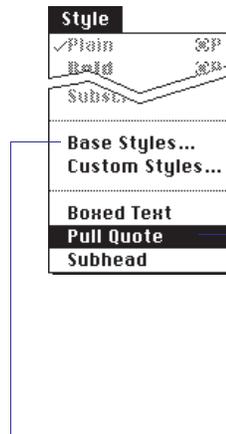
Designing Tools



Base Styles

Base styles set attributes for document text or *types* of notes in your document. When you enter text in the document or create a note, the text automatically has the attributes you set.

This is a footer base style set to Times, 9 pt, all caps, and centered. Changing the base style changes the style for all the footers.



Custom Styles

Custom styles are defined with different attributes and then named. Defined styles appear in the Style menu; using them is no different than applying a regular style such as Bold or Italic to your text.

The custom style for pull quotes makes the text in this sidebar stand out from the rest of the newsletter. The style is 14 pt, bold italic, and centered.

Chapter Layout

Within the document's margins, each chapter has its own layout, including number of columns, header and footer height, and facing pages.

There's no limit to the number of chapters you can have in a document. Also, FullWrite creates special chapters automatically when you include special notes such as contents or index entries. The chapter layout for this newsletter is 2 columns with horizontal rules.



A screenshot of the FullWrite Professional software interface. The main window displays a document layout for a newsletter. The document has a header with the title 'Update FullWrite PROFESSIONAL'. Below the header is a table of contents. The main body of the document contains several sections of text, including a pull quote. A dialog box is open on the right side of the screen, titled 'Number of Columns:'. The dialog box has several fields: 'Number Pages:' with radio buttons for 'Starting With 1' and 'Starting With:'. Below this is a section for 'Click on Dotted Lines to Select Column Rules:' with two columns of text boxes. To the right of this section are fields for 'Number of Columns:', 'Column Width:', 'Column Spacing:', 'Header Height:', and 'Footer Height:'. At the bottom of the dialog box, there are fields for 'Total Columns Width:' and 'Offset Columns By:', and a checkbox for 'Mirror Left/Right'. There are also 'OK' and 'Cancel' buttons at the bottom right of the dialog box. A large, stylized pen nib is pointing towards the dialog box.

Update FullWrite PROFESSIONAL

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FullWrite as Organizer

Looks aren't everything... a good-looking document will attract readers, but it takes an organized document to hold them. FullWrite provides several tools to help you structure your document.

The Outliner. Use it as a foundation for your document from the inception of your ideas to the final development. You can easily add and rearrange outline items as your ideas mature. You also have the flexibility of several outline display options to control the amount of information you work with: headlines only, body text only, or both. FullWrite provides a choice of popular outline formats, or lets you create your own custom format.

Posted Notes. The electronic version of yellow sticky notes, posted notes give you the opportunity to place reminders and notes in the text of your document. They don't print, but anyone who works with your file on screen can open and read them.

Change Bars. By using change bars, you can monitor and review where changes have been made to a document. This is especially useful when you work on a document that requires input from more than one person. Because change bars print, they are also useful on hard copy.

Get Info. If you've ever wanted a quick way to find out how many words are in your document, how you have it, Get Info keeps track of the original author and current author of a document and the time they spend working, how long the document is, and how much space it occupies on your disk. It even has a built-in readability index to help you focus on your target audience as you write.

The Browser. Browsing provides a quick way to view different parts of your document by filtering out all but the parts you need. If you want to look at graphics only, for example, you can browse only the pictures or sidebar in your document.

Try some of these FullWrite Professional tools, and you'll see how easy it is to be organized.

Using the scroll bars in the Browse dialog box, you can easily move back and forth from note to note. Browsing is a way to check your document from different angles to make sure each part makes sense separately and together.

Doc Layout. You can tell FullWrite to automatically include a title page and an appendix and to specify the location of the endnotes and bibliography.

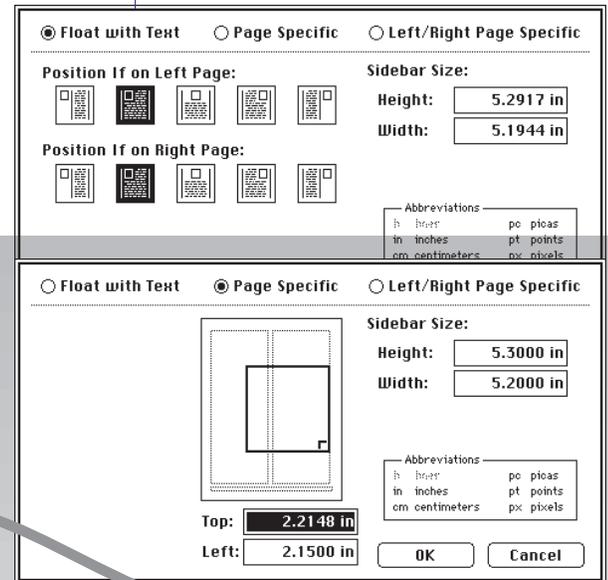
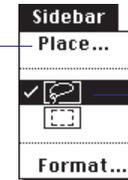
Try some of these FullWrite Professional tools, and you'll see how easy it is to be organized.

Sidebars

Within chapters, you can use sidebars to change the layout one page at a time. Use sidebars to place pictures anywhere, or include text with its own layout as a sideline to the main text.

When you select a sidebar, a box appears around it. You can drag it to move or resize the sidebar directly on the page. A menu also appears with sidebar specific commands.

Sidebar format options include borders, gray scale backgrounds, and white or black text.



Starting with Stationery

It's a document... it's a template... it's a FullWrite Professional stationery document!

Most of the documents you produce fall into distinct categories: memos, letters, reports, even newsletters. If you do a lot of writing, you probably favor a design for each of these document types. Or, you may have to work with pre-existing specs. In either case, FullWrite Professional stationery documents help you save the time you'd spend designing every document you create.

With FullWrite Professional stationery documents, you only have to design your document once. When the layout, fonts, sizes, and styles are just right, you can save all of those settings and carry them over to each new document you create in FullWrite. The new document opens with everything the way you want it, rather than with predefined settings that you have to change.

There are two common ways to create a FullWrite Professional stationery document. The method you

choose depends on your personal work style, the amount of time you have, and the complexity of the document you are creating.

One method of creating FullWrite Professional stationery is the manual method. Open a new document in FullWrite Professional, go directly to the Style and Format menus, and design everything just the way you see it in your mind's eye. Don't type your text yet. Save the document as FullWrite Professional stationery. When you're ready to enter text, open the stationery document. FullWrite Professional creates an untitled copy of the stationery document, leaving the original clean and ready for you.

Create Work- and Style Copy to you do FullWrite the stationery

Designing For Excellence

Whether it's a furniture refinishing job or a new company image, changing an appearance takes time and effort. Even when you work with text, sometimes it's difficult to try different designs... unless you're using FullWrite Professional.

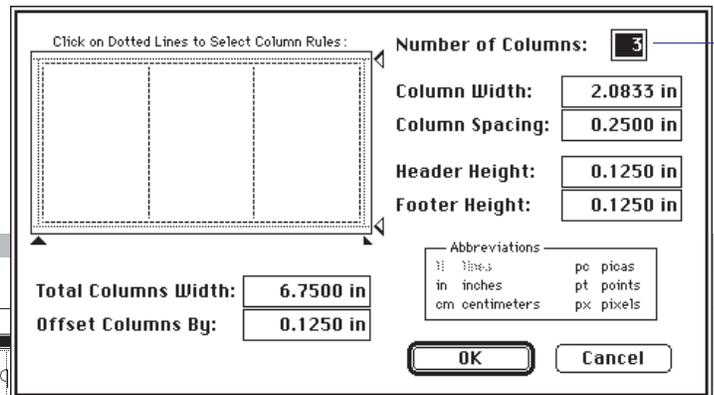
When you work with text in a FullWrite document, you can try many different looks before deciding which is best. The tools you need are Base Styles and Custom Styles. Rather than changing text everywhere it is styled, you can simply adjust the Base Style or Custom Style and FullWrite makes the change throughout your document.

Base Styles apply to specific parts of your document: body text, headers, footers, posted notes, footnotes, endnotes, bibliography, contents, and the index. You can set the margins, font, size, style, justification, and line spacing for any of these document parts. Whenever you experiment with different looks in your document, you can easily return to the Base Style by pressing a button and choosing Base Style from the Style menu.

You define and apply Custom Styles to the "special" fixed parts of a document for which you can set as many Custom Styles as your system requires. For example, you may want to use different designs for headings, quotations, and figure captions. Using Custom Styles lets you do that. Base Styles and Custom Styles go beyond the capabilities of the traditional menu bar, liberating you to design and redesign until you achieve the winning look.

With the Lasso command, you can wrap text around the contents of the sidebar.

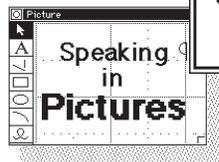
Sidebars also have layout options, just like chapters. Sidebar layout includes columns, column rules, and headers and footers. Choose the Layout option in the Format menu when the sidebar is open to determine these settings.



applications (among others) can be copied into FullWrite using the clipboard:

Source	Type
FullPaint	Bitmap
MacPaint	Bitmap
SaberPaint	Object-oriented or bitmap
Graphic Works	Object-oriented or bitmap
MacDraw	Object-oriented

If you are placing more than one graphic on a page, try to consider how the page as a whole will look. Think of pictures as graphical units that must be balanced with paragraphs and sidebars. Elements on a page should complement each other. Also, try to consider how facing pages will look (for example, a two-page spread in a magazine). You can use Show Pages in the Move menu to view a "mini-page" version of your document. Paying attention to the placement of pictures will give you superior graphic results!



A picture may not always be worth a thousand words, but often you can convey information faster and more clearly by using graphics. With FullWrite, you can easily incorporate graphic information into your documents. You have the following choices:

- Create object-oriented graphics.
- Copy object-oriented or bit-mapped graphics created in draw or paint programs into FullWrite from the Clipboard.
- Use a scanner to produce graphics, touch them up in your favorite graphic program, and copy them into FullWrite.
- Place a picture panel inside a sidebar in order to wrap text around a graphic.

A Sidebar Aside

How would you define the word "sidebar"? A counter at which alcoholic beverages are served at your favorite off-the-beat-track bistro? A less prominent system of law courts? Perhaps that boxed-in area in the morning newspaper where the weather report sets the tone for the rest of your day?

In that case of your imagination where only the most radical, expensive, theoretical, yet ultimately creative ideas hang out, consider this: a sidebar is a mini-

document within a FullWrite document — a veritable microcosmos in your own document!

It's true. Within a FullWrite sidebar, you have almost all of the possibilities you have in a regular FullWrite Professional document. If you haven't really understood what a sidebar is until now, take a moment to consider the possibilities.

How do you change the number of columns on a page? How do you wrap text around a graphic? How do you create a banner heading that spans a two-column layout? How do you put light-on-dark text on the same page as black text on a white background? The answer is, do it

in a sidebar. If you thought it couldn't be done at all, try it in a sidebar.

You have several placement options when you work with sidebars. A page-specific sidebar stays on the page on which you create it. Any text you add to or delete from the document doesn't affect the sidebar location. A float sidebar always keeps its position relative to its related text. A left/right page-specific sidebar stays on a left page or a right page—depending where it was created—if you make changes. The design possibilities available to you with sidebars are virtually endless!

The Toolbox Philosophy

When you think of a toolbox, what comes to mind? Probably, a sturdy metal chest containing a hammer, wrench, nails, screws, a file, and pliers. You may even own a box that fits this description.

If you're in the business of working with words and documents, you probably don't think of yourself as assembling a set of tools to streamline your work. But think of your document as the raw material. Think of a word-processing tool, equipped with everything necessary to create or fix that collection of information in your document. Think of FullWrite. Then, think of using FullWrite as you would use your home toolbox. When you work on a document, picture yourself reaching into a FullWrite chest to grab a command, just as you would reach for a hammer.

If FullWrite Professional were a three-dimensional device you could study from every aspect, you would be able to identify tools you've always wanted. These tools fall into four categories:

Building Tools FullWrite gives you more control over the different types of information in your document by letting you put them in separate places. Notes are components of a document in which you can place pictures; text that requires a special style, format and layout (sidebars, headers and footers, reminders to yourself (opened notes), and the components of your bibliography, table of contents, and index. You can use FullWrite outlining tools to create the foundation of your document. The glossary works as a custom filing system for frequently used text such as an address, a distribution list or a form letter.

You can choose special variables for comments that like inserting the current date and page numbers into your document. You can also define variables for information that changes in the context of your document (like a person's name in a form letter, or a fact expiring throughout your document that may need updating).

Designing Tools FullWrite gives you Styling, Formatting, and Layout tools to work with the visual aspects of your document. Styling tools, like Base Styles and Custom Styles, help you give your text a distinctive appearance. You can choose from the fonts you've installed in your System file and use styling tools to establish how large or small you want your fonts. Formatting tools help you determine the structure of the paragraphs in your document. Layout tools help you arrange the overall content of your document, add how text, graphics, and open space interact on the page.

Viewing and Browning Tools FullWrite's document viewer shows you the placement of notes in your document, the structure of your outline, or the text that has changed since you last saved. You can also display normally invisible characters like space and paragraph markers, or see your document exactly as it will print.

With browsing tools, you can focus on only the parts of your document that you need at the moment. Just as a color filter determines what color you see in a photo, FullWrite's browsing tools screen out information you don't need to look at right away. You can look at only the pictures, footnotes, or posted notes. With Show Pages, you can view small thumbnails of each page in your document. If you are working from an outline, you can view the outline without any body text.

Annotating Tools Complete feature finding and changing tools allow you to quickly search and update text. When you work with footnotes, endnotes, a bibliography, an index, or a table of contents, FullWrite keeps track of each entry and automatically compiles them in the appropriate places in your document. Finally, the spelling checker and thesaurus help you correct and refine the words in your document.

You have just learned a little about the tools that comprise FullWrite Professional. As with all sophisticated tools, you can use them as they exist or use them to make other more customized tools. They're as powerful as you want them to be, through the context menu.

Document Views

FullWrite documents always show you the full page as it will print. In addition, document views show special information, or provide extra controls and commands.

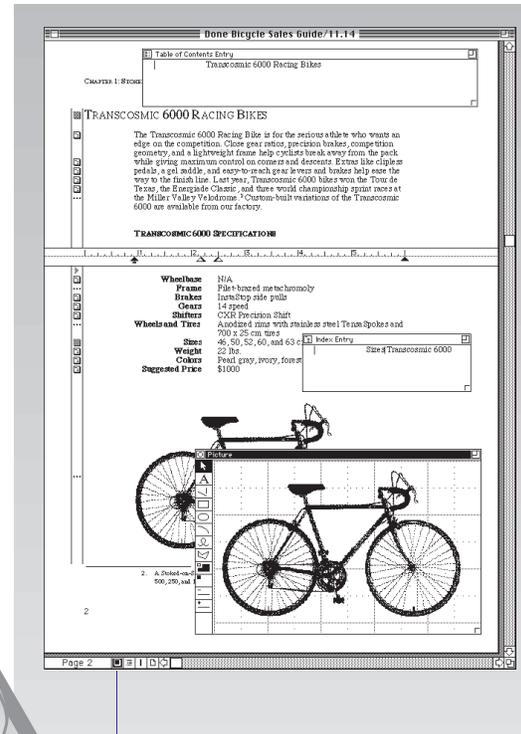
FullWrite has tools that show different aspects of a document, or move you to specific notes or headings. These tools are especially useful with long documents like this Bicycle Sales Guide.

Viewing and Browsing Tools

Icon bar view

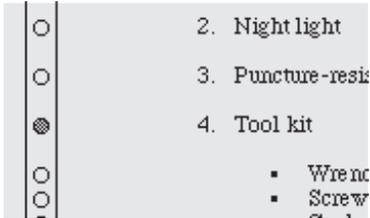
This view displays icons to the left of each column, showing where notes, rulers, page breaks, and other elements are inserted in your text.

...	Frame	File-t-b
...	Brakes	Insta:S
...	Gears	14 spe
...	Shifters	CXR I
...	Wheels and Tires	Alnodi
...		700 x :
...	Sizes	46, 50
...	Weight	22 lbs.
...	Colors	Pearl §



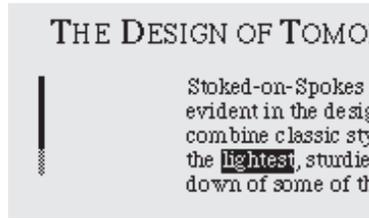
Outline bar view

Bullets appear to show the status of the items in your outline. An extra menu appears containing special commands for working with outlines.



Change bar view

The bars to the left show the changes you made. You can print change bars to show reviewers what's new in your document.



WYSIWYG view

In this view you see only what will print. All extra information is hidden.

