

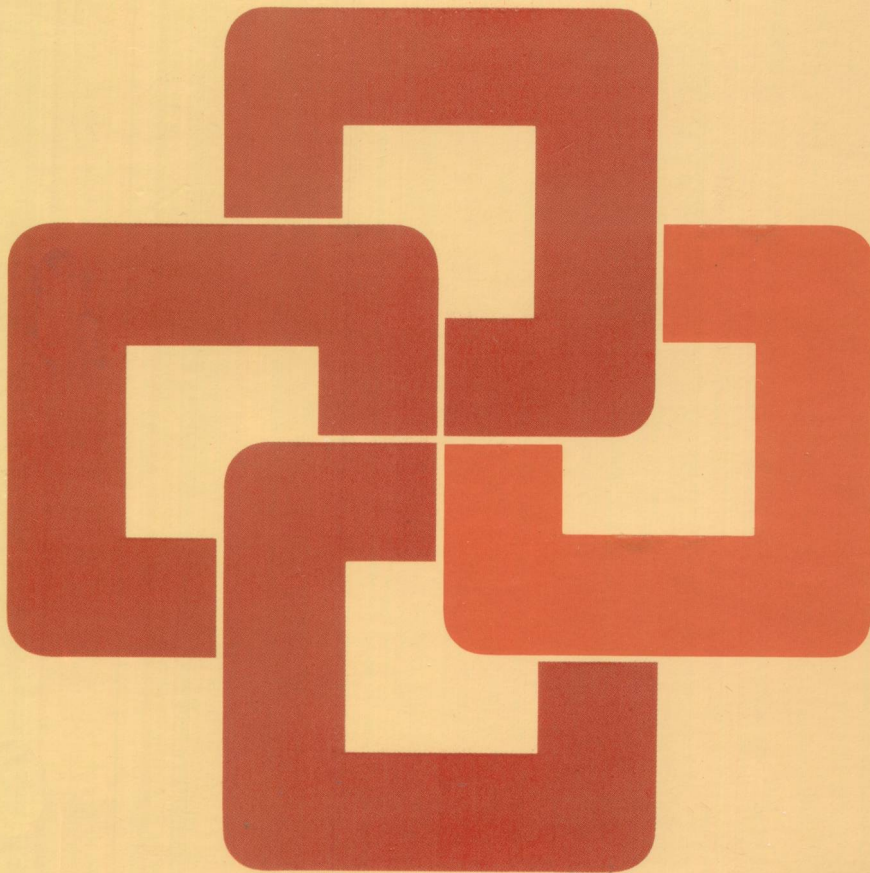
pfs:[®] *write*

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A member of the integrated PFS Family of Software



Apple IIc and IIe

pfs: write

PFS:WRITE is an easy-to-use word processing software package designed for the manager or professional who wants to produce written documents quickly and easily. WRITE has a clear, common language manual which makes it quick to learn. You don't have to relearn it each time you use it, because its commands are easy to remember. You also have fewer rewrites with WRITE, because what you see is what WRITE prints.

- Works with PFS:FILE to create personalized form letters
- Prints graphs in documents with PFS:GRAPH
- What you see on the screen is what is printed
- Automatic centering
- Underline and boldface on screen
- Status line helps you keep track of where you are
- Help screens available with a keystroke

PFS:WRITE is part of the integrated PFS Family of Software. You can create personalized form letters with PFS:FILE, include graphs in your documents with PFS:GRAPH (version B or later), and join several WRITE documents together.

The integrated PFS Family of Software includes PFS:FILE, a powerful information management tool, PFS:REPORT, which produces tabular summaries and calculations from FILE data files, PFS:GRAPH, which produces line, bar, and pie charts in minutes, and PFS:ACCESS, which simplifies the process of accessing major information services.

March 15, 1983
Mr. Scott D. Cook
1278 Crestwood Avenue
Burlingame, CA 94010
Dear Mr. Cook,
We are very pleased to report that we successfully diversified your investments over the past year. We have changed your holdings from 75% real estate and 25% cash to a less risky portfolio, as detailed below.

COOK INVESTMENT PORTFOLIO
% OF TOTAL

Investment Type	% of Total
Stocks	28%
Real Estate	23%
Municipal Bonds	20%
Money Market	18%
Stamps	11%

Competitive Analysis of Hawaiian Tour Companies

There are two major Hawaiian tour companies — Hawaiian Style Holidays and Maui-Charter Trips. Hawaiian Style Holidays is well known for getting the best prices at the fanciest hotels on the islands. For example, they were able to get rooms at the Kaanapali Sunset Hotel for a mere \$99 per night double occupancy. The standard rate for this hotel is \$225 per night double occupancy.

Maui Charter Trips, on the other hand, is the super budget minded traveler's choice for a tour operator. They get the cut rate deals on all the second class hotels on Maui.

TOUR 4% Full Line 1 of Page 1
Press Open Apple H for Help

Required: 64K Apple IIc or IIe system, 80 column text card, one drive
Recommended: Double-density diskettes

*PFS:WRITE will include PFS graphs in documents when used with the following printers: Apple Scribe, Imagewriter and Dot Matrix printers, Epson, NEC 8023, C. Itoh Prowriter, IDS Prism and Microprism, and Okidata 92, 93 and 84. Color options are not supported.

NOTE: PFS:WRITE will not print graphs in documents when used with Grappler, Grappler + and PKASO cards. Ask your dealer about other configurations.

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*Apple IIc
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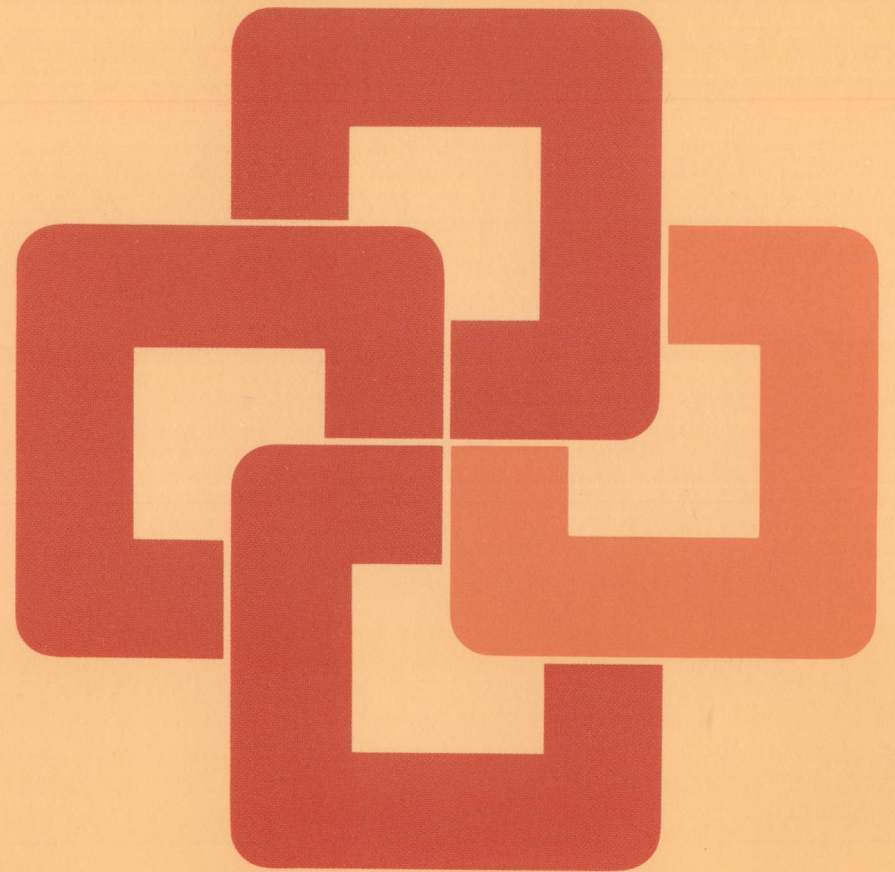
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Printer: Make _____ Model _____
Floppy Disk Drives: 1 2+ # Hard Disk Drives: 1 2+ Brand _____
Plotter: yes no Make _____ Model _____
Have you bought: PFS:FILE yes no PFS:REPORT yes no PFS:GRAPH yes no
Comments: _____

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user's manual

for the Apple® IIc and IIe

Program Authors: Sam Edwards, Charles Leu and Brad Crain
Manual Authors: Chris Doerr and Laura Varteressian



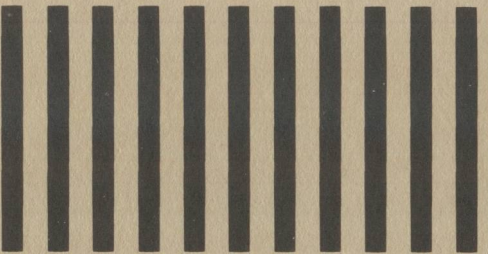
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Program Updates: Software Publishing will notify you of all WRITE updates. These new versions may be obtained from Software Publishing Corporation or its participating dealer by returning your current diskette along with a check in the amount specified in the notification letter.

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preface

This manual explains how to use the PFS:WRITE program to help you prepare documents of all different kinds. If you are not familiar with the general operation of your computer system, read through your Owner's Manual before beginning.

To use WRITE, you need an Apple IIc or Apple IIe computer system, an 80-column video monitor, a printer, the PFS:WRITE diskettes, and a supply of blank, formatted diskettes. If you have an Apple IIe system, you also need at least 64K of memory, an 80-column text card, and at least one diskette drive.

This manual contains eight chapters and three appendices. The chapters give detailed, step-by-step instructions on how to use each of WRITE's features. Examples are included to illustrate these features, and there is a summary at the end of each chapter. One way to learn WRITE is to read through the chapters, using your own computer to follow along with the examples. The appendices include information on error messages and recovery and a quick reference guide.

If you have not already done so, please fill out and return the User Group Enrollment Card. Enrollment in this group entitles you to receive product update information, new product announcements, and tips on using the PFS Family of Software.

Protecting Your PFS:WRITE Documents

By the time you have typed and/or edited a group of documents, you may have invested a lot of time. To protect that investment from such problems as disk failure, a power outage, or an inadvertent error such as writing over a document you need to keep, follow the guidelines below:

1. Use only high-quality, double density diskettes.
2. Always keep at least one extra (backup) copy of each diskette that contains important documents.
3. Handle your diskettes carefully. Store away from heat, sunlight, and devices with strong magnetic fields (TVs, diskette drives, etc.).

Recommended Backup Procedure:

1. Save your documents on a diskette frequently. A good rule-of-thumb is to stop and save at least every half hour, so that you never have the possibility of losing more than half an hour's work.
2. Use the DOS COPY or COPYA command to make a backup copy of the diskette at least once a week. Update that backup copy oftener if you make significant changes to one or more documents. See your DOS manual for more information.
3. If you encounter problems with a document or get an I/O ERROR message, discard the diskette at once and use the backup diskette. If the problem recurs with the backup diskette, ask your computer dealer for help.

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I: *introduction*

What is PFS:WRITE?

PFS:WRITE (or simply WRITE) is a computer program that you can use to prepare, print, and store the documents you need in your daily work or personal life. It produces all kinds of documents—interoffice memos, letters, articles, financial tables, even books. WRITE is integrated with the other programs in the PFS Family of Software, enabling you to use addresses from your PFS files, or to print a chart created by PFS:GRAPH as part of your WRITE document. Yet WRITE is so easy to learn that you can actually be producing documents in just a few minutes.

WRITE operates much like a standard typewriter, but with many improvements. When you begin a document, an image appears on the screen that shows the top and side boundaries of a piece of paper. The margins are set for a standard page width and length. All you have to do is begin typing your document.

You don't need to worry about reaching the end of the line or the bottom of the page—WRITE automatically moves to the next line when at the end of a line, and to the next page when at the end of the page. Best of all, if you make a mistake you just back up and type over it, or change it using one of WRITE's many editing functions. Thus, you can produce error-free documents in less time than it would take you with a typewriter—and with considerably less frustration.

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