

Ages 7-14

The Learning Company®

The Children's

# Writing & Publishing Center™

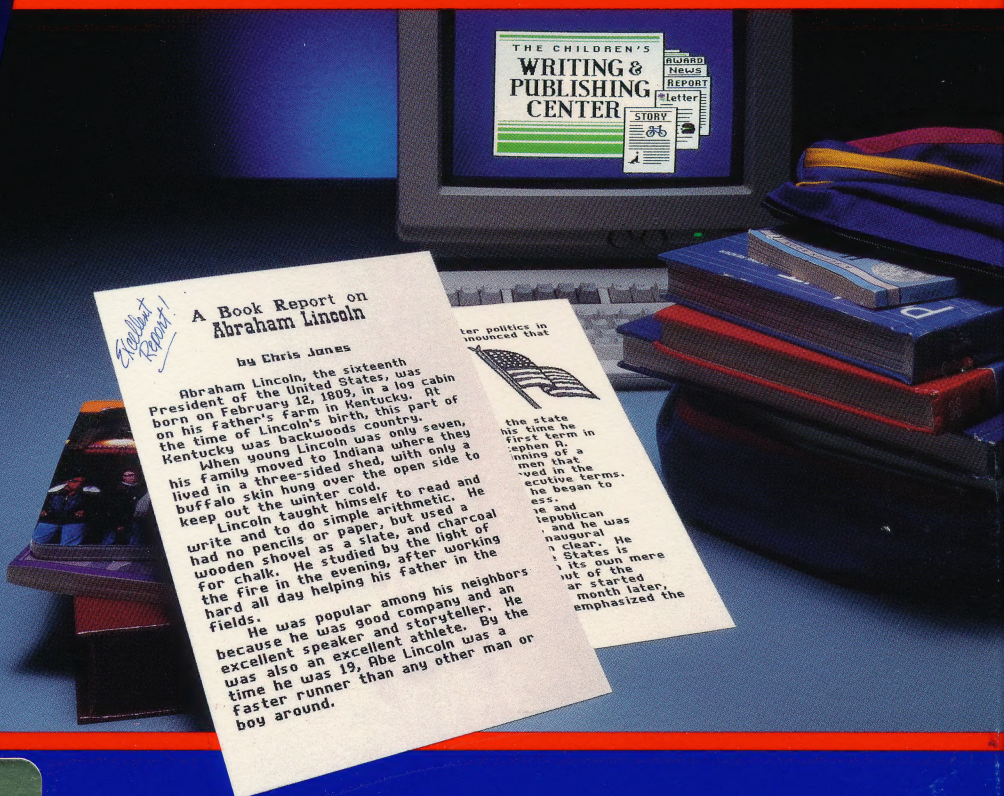
1990

"Program of the Decade"

"Most Creative and Fun ..."

Classroom Computer Learning Magazine

The Easy-to-Use Program for Writing Reports, Letters, Outlines, Newsletters and more



Apple II Series  
IIC/Ile/IIs

5.25"  
disk

Requires: 5.25" disk drive  
Dot matrix black and  
white or color printer.

Optional: Mouse, Color monitor

Includes: Free Storage Disk

190CPC

128K



# The Children's Writing & Publishing Center

"My students' excitement and pride in their new found power over the written word has added a new dimension to reading and writing instruction. Thank you."

-Lynn Murphy, Teacher, Laurel School

## THE AWARD-WINNING PROGRAM THAT MAKES IT EASY AND FUN TO WRITE!

Designed for ease-of-use, this program stimulates the natural creativity of young people, and makes the process of writing both fun and rewarding. It combines such powerful features as word processing, picture selection, page layout, easy-to-use interface, and over 150 top-quality pictures. Now children can produce high quality reports, letters, outlines, stories, and newsletters at home and school with a program designed especially for them.

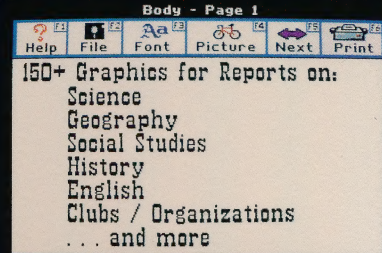
## WHAT MAKES THIS PRODUCT UNIQUE

- ✓ **More features** than any other children's word processing or desktop publishing program. Combine text and pictures effortlessly—watch words automatically wrap around pictures that are placed on documents.
- ✓ **Easy-to-follow instructions** and attractive screen displays coach new users every step of the way.
- ✓ **Meets all your child's writing needs for home and school:** reports, letters, stories, newsletters and more.

## SPECIAL FEATURES

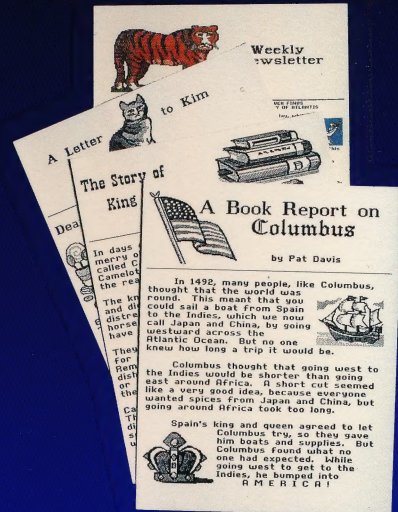
- ✓ Up to 40 characters per line in 1-column document, 80 in 2-column document
- ✓ Multiple font styles and sizes
- ✓ Words automatically flow around pictures
- ✓ Over 150 pictures—Also compatible with PrintShop® add-on graphics libraries
- ✓ "What you see is what you get" display
- ✓ Top-notch print-outs in black and white or color (with a color printer)
- ✓ Inviting, easy-to-use menus
- ✓ Easy-to-read screens
- ✓ On-line help and examples
- ✓ Cut and paste text

## Wide Range of Graphics



[F] For Help

## Wide Range of Output



Add pictures or modify page design to create a wide range of documents

## Choose the award-winning series that teaches children to THINK!

Subjects	Ages 3 to 7	Ages 7 to 10	Ages 10 & Up
Math/Problem Solving	Math Rabbit	Super Solvers OutNumbered!	
Reading/Thinking	Reader Rabbit	Super Solvers Midnight Rescue!	
Reading/Math/Science	Super Solvers Treasure Mountain!		
Thinking/Problem Solving		Think Quick!	Super Solvers Ancient Empires!
Writing/Publishing		Writing & Publishing Center	
Writing/Reading		Writer Rabbit	

**The Learning Company** • 1-800-852-2255  
6493 Kaiser Drive • Fremont, CA 94555 • Customer Service

The Learning Company

VL1CPA-T8652



0 34353 18030 0

CPC-APPLE

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# The Learning Company

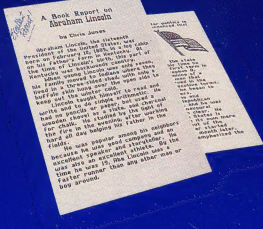
The Children's

# Writing and

# Publishing Center

The Easy-to-Use Program for Writing

Reports, Letters, Outlines, Newsletters and more



## Ages 7-14

# Apple®

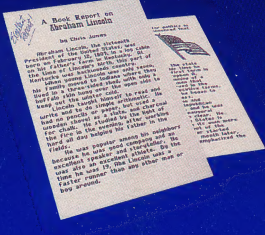
## IIc/IIe/IIgs

### 5.25" disk

# The Learning Company

## The Children's Writing and Publishing Center

The Easy-to-Use Program for Writing  
Reports, Letters, Outlines, Newsletters and more



Ages 7-14



# *The Learning Company*<sup>®</sup>

*...helping young minds grow*

---

6493 Kaiser Drive

• Fremont, CA

• 94555

• (800) 852-2255







## Get on Our "Head of the Class" Mailing List!

Just take a few minutes and register your software today and you will receive valuable updates, product information and "special offers" from The Learning Company. Send it today!

### The Learning Company® Software Warranty Registration

1. NAME \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
2. Name of program: \_\_\_\_\_
3. Number of children using program:  1 child  2 children  more than 2  
Age of child(ren) using program:  3-7  8-11  12-14  14 & Up
4. This program will be used at:  Home  School  Both  Other (Specify): \_\_\_\_\_
5. Machine version:  Apple IIGS  Apple IIc Plus  Apple IIe/c/+  Macintosh  Tandy  
 Other (Specify): \_\_\_\_\_
6. Which of the following do you own (Check all that apply):  
•  5.25" drive  3.5" drive  Hard disk  Mouse  Joystick  
• Memory:  48K  64K  128K  256K  384K  512K  More than 512K  
•  Color monitor  Monochrome  
• Printer:  Dot Matrix Monochrome  Dot Matrix Color  Daisy Wheel  Other  None  
• Printer Brand/Model: \_\_\_\_\_  
• Interface card/model for Apple  \_\_\_\_\_  Don't know
7. How long have you owned a computer?  
 Less than 6 months  Less than 1 year  Less than 2 years  More than 2 years
8. Store where software was purchased:  Babbages  Egghead  Electronics Boutique/Games & Gadgets  
 Software, etc./B. Dalton  Mail order  Other
9. Do you also own a Nintendo, Sega, or Atari system?  Yes  No
10. Please indicate which magazines you read:  inCider/A+  Classroom Computer Learning  
 Electronic Learning  Mac User  Mac World  Nibble  Teaching & Computers  Other  None

APPLE

The Learning Company®





NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY CARD**

FIRST CLASS

PERMIT NO. 92

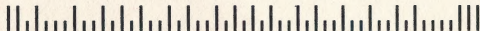
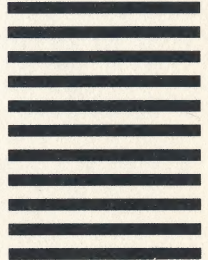
FREMONT, CA

POSTAGE WILL BE PAID BY ADDRESSEE

**The Learning Company**

6493 Kaiser Drive

Fremont, CA 94555-9985



**Ages 3 & Up**

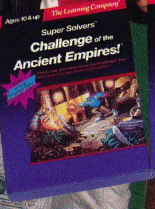
*The Learning Company®*

# Software Selection Guide

**NEW!**

**Super Solvers  
Series**

and... Other Award  
Winning Programs





## Five Tips on Selecting Software that Helps Children Learn

Make an investment in your child's learning. Be certain that the software you buy passes this test:

1. Does it have **proven learning value**? The software should have been developed by a team of qualified learning experts using sound approaches.
2. Is it **fun**? Given the right environment, children love to learn. Good software stimulates children's natural curiosity and provides a rich, rewarding experience. It should also offer several levels of play to motivate continued use and provide options to customize content to individual learning needs.
3. Is it **easy to use**? You and your child should not have to spend time figuring out how to use the software. A simple set of commands and consistency from one product to the next should allow you to get straight to the fun.
4. Does it develop **thinking skills**? The right software will provide more than drill-and-practice work. It should also enhance your child's thinking and problem-solving abilities, paving the way to future learning success.
5. Is it part of a **family of products** that is **guaranteed**? Look for a line of products that covers all of your child's learning needs. Make sure the company stands behind its products and guarantees your satisfaction.





# Introducing the Hottest Super Solvers Adventure

## Super Solvers

### Challenge of the Ancient Empires!™



(Ages 10 & up)

The arcade-adventure game that challenges your mind as you explore ancient civilizations

Famous treasures from the ancient civilizations of Greece, Rome, Egypt, the Near East, and China are hidden in caverns deep beneath the desert sands. Hoarded centuries ago by a thieving band of pirates, these priceless artifacts provide a valuable link to empires of the past. Super Solvers must maneuver their way through intricate underground passageways, solve intriguing puzzles, fend off menacing cave creatures, and overcome many difficult obstacles in their mission to bring cultural riches to the light of day.

- ▶ **Breakthrough game action motivates learning.** Fast, arcade action and robust game environment combine with valuable learning-enrichment materials.
- ▶ **Develops problem-solving and critical thinking skills.** Players use logic, problem-solving, and decision-making skills as they learn about ancient civilizations.
- ▶ **Multiple levels of challenge.**

IBM/Tandy & Compatibles  
(5.25"/3.5" disks in one box) ..... \$49.95



## Super Solvers

### Out Numbered!™



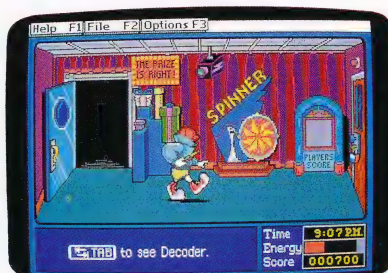
(Ages 7-14)

The new-generation arcade-action game that builds math, thinking, and problem-solving skills

The Master of Mischief is up to his old tricks, threatening to take over the airwaves at Shady Glen TV Station. To stop him, players must locate his secret hideout before he changes all of Shady Glen's shows to his own boring programs! As Super Solvers Club members, players have only until midnight to solve math problems, match clues and secret code, and deduce which room conceals the Master of Mischief.

- ▶ **Unique design blends game excitement with education.** Fast-paced arcade action is blended with a comprehensive math and thinking-skills curriculum.
- ▶ **Two complete programs build math and thinking skills.** Regular game sharpens problem-solving and deductive-reasoning skills. The Drill for Skill game allows children to practice basic math facts.
- ▶ **Easy-to-use design with multiple educational and gameplay levels.**

IBM/Tandy & Compatibles  
(5.25"/3.5" disks in one box) ..... \$49.95





# New Series of the '90s tures for All Ages

## Super Solvers

### Midnight Rescue!™



(Ages 7-14)

#### The arcade-action, deductive thinking, and reading game

Morty Maxwell, alias the Master of Mischief, has taken over Shady Glen School! Disguised as one of his five robots, he and his team are painting the entire school with disappearing paint. As Super Solvers Club members, children have only until midnight to explore the school, read for clues, and collect facts to out-think their clever opponent. Finding out which robot is the Master of Mischief challenges children to play this fast-paced action adventure over and over again.

- ▶ **The most complete and comprehensive reading program available.** Readings develop essential skills of recalling key facts, identifying main idea, and drawing inferences, while "stretcher" words with on-line hints build vocabulary. Children collect and organize information in determining who the Master of Mischief is!
- ▶ **A breakthrough adventure-game format that engages children and motivates learning.** Midnight Rescue! blends the exciting elements found in the best videogames with rich educational content that builds reading and thinking skills.

IBM/Tandy & Compatibles  
(5.25"/3.5" disks in one box) ..... \$49.95



## Super Solvers

### Treasure Mountain!™



(Ages 5-9)

#### The fantasy-exploration game that enriches reading, thinking, math, and science skills

There's trouble on Treasure Mountain: The Master of Mischief has stolen the magic crown and is using its powers to gather all of the mountain's magic gold. To win back the crown, Super Solvers must find treasures hidden along the trail and lock them safely away in the treasure chest in the mountaintop castle. Mischievous elves will try to outwit players along the way. If they avoid the elves' tricks and answer their questions, players will be rewarded with clues and coins to help them Master the Mountain!

- ▶ **Engages the imagination and motivates learning.** Dynamic graphics; enhancing theme and characters create a rich, interactive world that makes learning fun.
- ▶ **Enriches important early learning skills.** Carefully crafted problem-solving exercises challenge players to apply their reading, math, science, and thinking skills — meeting a broad range of developmental skills and abilities.

IBM/Tandy & Compatibles  
(5.25"/3.5" disks in one box) ..... \$49.95



# Develop Thinking and Written Communications Skills for Ages 7 & up

## The Children's Writing & Publishing Center™

(Ages 7-14)

The easy-to-use program for writing reports, letters, outlines, newsletters, and more



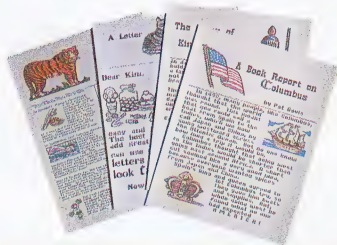
Now children can produce high-quality reports, letters, outlines, stories, and newsletters at home and school with a program designed especially for them. Designed for ease of use, this program stimulates the natural creativity of young people, and makes the process of writing both fun and rewarding.

- ▶ **More features** than any other children's word processing or desktop publishing program. Combine text and pictures effortlessly—watch words automatically wrap around pictures that are placed on documents.
- ▶ **Over 150 pictures** — also compatible with Print Shop and other graphics libraries.
- ▶ **Easy-to-follow instructions** and attractive screen displays coach new users every step of the way.

*"Children's Product of the Year!"*

—COMPUTE!'s Choice Award, January '90

IBM/Tandy & Compatibles  
(5.25"/3.5" disks in one box) ..... \$69.95  
Apple II Series (5.25" or 3.5" disk versions) ..... \$59.95



## Think Quick!®

(Ages 7 & up)

The animated adventure game that builds thinking skills

This fast-paced adventure game helps children develop important thinking skills needed for future learning. Players overcome increasingly difficult challenges as they race through over 100 rooms in the magical Castle of Mystikar.

- ▶ **Helps build skills in logical thinking**, developing strategies, decision making and problem solving
- ▶ **Six increasingly difficult game levels** provide endless hours of learning fun
- ▶ **Several play options** let children explore at their own pace, race against the clock, or create their own games
- ▶ **Secret panels, magical objects, maps, clues, Slime Worms, and an enchanted knight** all add up to a delightful exploration for children

*"An exciting and very motivational program that enhances many areas of learning, including problem solving and decision making."*

—Judy Cato, Teacher

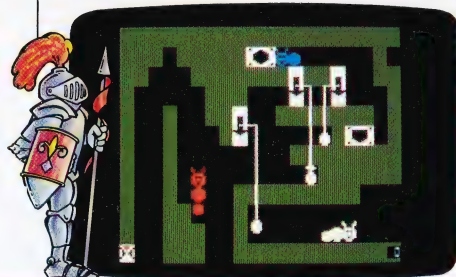
*"Parents' Choice Gold Award"*

—Parents' Choice

*"A+ All Stars"*

—A+ Magazine

IBM/Tandy & Compatibles  
(5.25"/3.5" disks in one box) ..... \$49.95  
Apple II Series (5.25" or 3.5" disk versions) ..... \$49.95





# Build Reading, Math, and Writing Skills for Ages 3-10



## Reader Rabbit®

(Ages 3-7)

### Builds early reading skills

Four animated games help develop fundamental reading, spelling, and thinking skills. Children improve word recognition, vocabulary, and memory skills in Reader Rabbit's fabulous word factory.

- ▶ Uses **positive reinforcement** to motivate children and reward correct solutions
- ▶ **Carefully sequenced games** increase in difficulty as your child's skills grow

*"Reader Rabbit is a highly motivational game . . . well designed and easily used by young children."*

—The Computing Teacher

*"Parents' Choice Gold Award"*

—Parents' Choice

*"Critics' Choice Award"*

—Home Office Computing

IBM/Tandy & Compatibles (5.25"/3.5" disks in one box) . . . . .	\$49.95
Apple II Series (5.25" disk) . . . . .	\$39.95
Special "Talking" version for Macintosh, Apple IIGS, and Tandy 1000 (3.5" disk) . . . . .	\$59.95
Commodore 64/128 also available	



## Math Rabbit®

(Ages 3-7)

### Builds early math skills

Introduce your child to the fascinating world of numbers! Four games teach children how to add and subtract one- and two-digit numbers and recognize number patterns and relationships. Math Rabbit develops children's early thinking skills while teaching them math.

- ▶ **Many options** let you customize games to child's learning level

*"Rich in educational content and fun to play."*

—Dr. Carol Wilder, Parent and Educator

IBM/Tandy & Compatibles (5.25"/3.5" disks in one box) . . . . .	\$39.95
Apple II Series (5.25" or 3.5" disk versions) . . . . .	\$39.95
Macintosh (Special "Talking" version) . . . . .	\$59.95

## Writer Rabbit®

(Ages 7-10)

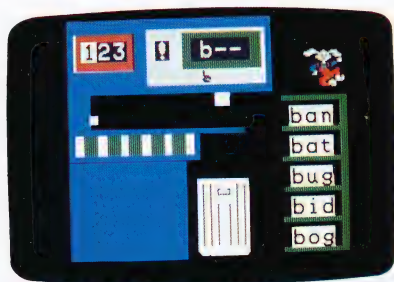
### Builds reading & early writing skills

Reading and writing are related skills that form an important foundation for a child's future success. Through a series of six highly entertaining games, children have fun as they learn to recognize simple sentence parts.

- ▶ **Can be customized to child's ability** by selecting vocabulary level, sentence length, and game speed
- ▶ **Develops creativity** as children make up their own stories and letters

*"A must for every child who is beginning to write. A natural step before introducing the child to word processing"*

—Dr. Ariella Lehrer, Child Psychologist and Software Evaluator



IBM/Tandy & Compatibles (5.25"/3.5" disks in one box) . . . . .	\$49.95
Apple II Series (5.25" or 3.5" disk versions) . . . . .	\$49.95



# About The Learning Company

The leader in children's software, The Learning Company is dedicated to producing high-quality software products that enrich the education of young people ages three and up. The Learning Company is unique in its focus on building children's underlying thinking skills, while reinforcing important areas of basic curriculum. Its single-minded focus on quality is reflected in the extensive pre-market testing conducted in homes and schools and in a rich line of award-winning products.

Entertainment and ease of use are premier qualities of The Learning Company's products. Intriguing characters, challenging situations, and rich game environments are the ingredients for captivating programs that children can enjoy for hours. Multiple skill levels and easy-to-follow directions broaden the appeal of each program to a wide audience. With software from The Learning Company, you'll experience no frustrations or complicated procedures. And, your satisfaction is guaranteed.

Choose the award-winning series of programs from The Learning Company . . . rich, entertaining programs that build basic curriculum skills and **develop underlying thinking skills.**

Subjects	Ages 3 to 7	Ages 7 to 10	Ages 10 & Up
Math/Problem Solving	Math Rabbit	Super Solvers OutNumbered!	
Reading/Thinking	Reader Rabbit	Super Solvers Midnight Rescue!	
Reading/Math/Science		Super Solvers Treasure Mountain!	
Thinking/Problem Solving		Think Quick!	Super Solvers Ancient Empires!
Writing/Publishing		Writing & Publishing Center	
Writing/Reading		Writer Rabbit	

Programs (Ages)	IBM® /Tandy® and Compatibles*		Apple® /Macintosh®	
<i>Super Solvers</i>				
Ancient Empires! (10 and up)	512k	2,8,9	N/A	N/A
OutNumbered! (7-14)	512k	1,3,8	N/A	N/A
Midnight Rescue! (7-14)	512k	1,3,8	N/A	N/A
Treasure Mountain! (5-9)	512k	2,8,9	N/A	N/A
The Children's Writing & Publishing Center (7-14)	384k	1,3	128k	1,7,6
Think Quick! (7 and up)	128k	1,3	64k	1,6
Reader Rabbit (3-7)	256k	1,3	64k	1
"Talking" Reader Rabbit (3-7)	256k	1,2	256k	1,4,5
Math Rabbit (3-7)	128k	1,3	64k	1,5,6
Writer Rabbit (7-10)	256k	1,3	64k	1,6

**Notes on system requirements:**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Color monitor not required</li> <li>2. Color graphics adapter <b>required</b></li> <li>3. Color graphics or Hercules monochrome graphics adapter <b>required</b></li> <li>4. Apple IIGS only-3.5" disk drive <b>required</b></li> </ol> | <ol style="list-style-type: none"> <li>5. Apple Macintosh formats available. Runs on Mac SE, Mac II, Mac Plus and Mac 512 with 800k/1MG disk drive</li> <li>6. 3.5" disk for Apple IIGS, IIc Plus also available</li> <li>7. Dot matrix printer, black &amp; white or color, <b>required</b></li> <li>8. Requires 640k for Tandy</li> <li>9. Color monitor <b>required</b></li> </ol> |
|---|---|

**\*IBM/Compatible Information**

**Requirements:** IBM and compatible products require PC-DOS or MS-DOS version 2.0 or higher.

**Systems tested for compatibility:**

IBM PS/e; IBM PC/XT/AT; TANDY 1000 TX/SL/TL/EX/SX/HX/3000; COMPAQ 286/PORTABLE; LEADING EDGE D; EPSON EQUITY 2/3; PACKARD BELL; HYUNDAI; COMPU-ADD; EVEREX; VENDEX; AMSTRAD; KAYPRO; HP VECTRA; AT&T 6300; PANASONIC FX 600; TOSHIBA t-1100/3100; ZENITH 148/158/248/258.

- All of The Learning Company's MS-DOS products are hard-disk installable and fully compatible with the IBM family, Tandy 1000 series, and other PC compatibles. Also note that both 5.25" and 3.5" disks are enclosed in each box and you can back up your program disk.
- **3.5" Disk Version** for the Apple IIGS, IIc Plus, and other compatible 3.5" disk drives is available. Call us.
- **Satisfaction Guaranteed!** All programs from The Learning Company carry a no-risk, 30-day money-back guarantee.
- **Special Note to Educators:** The Learning Company also offers a complete line of School Editions. Call our School Division for more information.

Visit your nearest Learning Company Dealer  
or call us toll free: **1-800-852-2255.**

6493 Kaiser Drive, Fremont, CA 94555 (415) 792-2101





# The Children's Writing & Publishing Center™

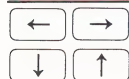
## READY REFERENCE CARD

### SPECIAL KEYS

**Key**

**Function**

#### WORKING WITH THE PROGRAM



Moves the highlighting in menus left, right, down, or up; cycles through menu choices. (You can also use **spacebar** to cycle through menu choices.)



Selects highlighted menu choices.

**Mouse**

Selects menu choices pointed at by the mouse arrow on the screen when the mouse button is clicked.

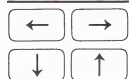


Takes you back to a previous menu, stops the current activity, moves you between the Menu Bar and the Workspace.



Displays help screens. (To turn off and on extra help screens designed for new users, see *System Setup* on page 65 in the User's Guide.)

#### WORKING WITH WORDS



Moves the cursor over text.



Moves the cursor to the beginning or end of a line.

or



Moves the cursor down or up several lines.

or



When down, capitalizes every letter you type.










Erases the character to the left of the cursor.











Ends a paragraph, starts a new line, inserts blank lines.

## SPECIAL KEYS

(continued)

Key	Function
<b>WORKING WITH WORDS</b> (continued)	
<b>spacebar</b>	Inserts a space.
<b>shift</b>	Capitalizes the next letter you type or lets you type the top character on a key.
<b>tab</b>	Moves the cursor to the right by inserting five spaces at a time.
 <b>C</b>	In the Body Workspace, begins and ends <b>Cutting</b> of lines of text.
 <b>L</b>	Moves text to the <b>Left</b> side of the line.
 <b>M</b>	Moves text to the <b>Middle</b> of the line.
 <b>P</b>	In the Body Workspace, <b>Pastes</b> cut text at the beginning of the line the cursor is on.
 <b>R</b>	Shows and hides <b>Return</b> key markers (↵).
 <b>U</b>	Begins and ends typing of <b>Underlined</b> text.
 <b>V</b>	Shows a small <b>View</b> of entire document.
<b>Mouse</b>	Moves the cursor to the arrow location when the mouse button is clicked.

## WORKING WITH PICTURES


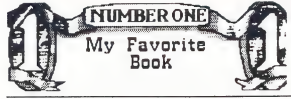














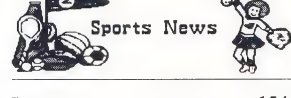


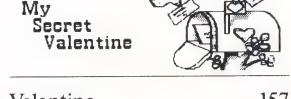

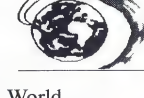
 	Moves the selected picture in the Workspace.
 	
  or  	Moves the selected picture down or up several lines in the Body Workspace.
<b>F</b>	<b>Flips</b> the selected picture one of four ways.
<b>return</b>	Places the selected picture in the Workspace.



# PICTURES

## PREDESIGNED HEADINGS

(For Heading  
Workspace Only)

 <p>A Time for Thanks</p>	<p>Autumn</p> <p style="text-align: right;">138</p>	 <p>My Favorite Book</p>	<p>Award</p> <p style="text-align: right;">139</p>
 <p>Baby Animals</p>	 <p>Big News</p>	 <p>Happy Birthday</p>	<p>Birthday</p> <p style="text-align: right;">142</p>
 <p>A Good Book to Worm Through</p>	 <p>Happy Holiday Wishes</p>	 <p>A Day at the Circus</p>	<p>Christmas</p> <p style="text-align: right;">144</p>
 <p>The Great Detective Caper</p>	 <p>Front Page NEWS</p>	 <p>Mostly Ghostly Story</p>	<p>Bookworm</p> <p style="text-align: right;">143</p>
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 <p>The Great Experiment</p>	 <p>Space Travel</p>	 <p>Sports News</p>	<p>History</p> <p style="text-align: right;">149</p>
 <p>Buzzzzz About Spring</p>	 <p>My Adventures in the Snow</p>	 <p>My Secret Valentine</p>	<p>Science</p> <p style="text-align: right;">152</p>
 <p>Weather Report</p>	 <p>Out of this World NEWS</p>	<p>Spring</p> <p style="text-align: right;">155</p>	<p>Snow</p> <p style="text-align: right;">156</p>
<p>Weather</p> <p style="text-align: right;">158</p>	<p>World</p> <p style="text-align: right;">159</p>	<p>Valentine</p> <p style="text-align: right;">157</p>	

# PICTURES

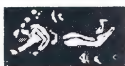
(continued)

## ADVENTURE



Castle

1



Diver

2



Dragon

3



Earth

4



Fairy

5



Jet

6



Knight

7



Monster

8



Pirate

9



Police Car

10



Robot

11



Ship

12



Shuttle

13



Space

14



Spy

15



Teepees

16



Wagon

17



Witch

18



Wizard

19

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Alligator

20



Bear

21



Bird

22



Cat 1

23



Cat 2

24



Deer

25



Dinosaur

26



Dog 1

27



Dog 2

28



Elephant

29



Fish 1

30



Fish 2

31



Fish 3

32



Horse

33



Lion

34



Monkey

35



Pig

36



Rabbit

37



Rat

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Turtle

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Boat 2

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Mountains

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Picnic







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# PICTURES

(continued)















## GOING PLACES (continued)

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## HOLIDAYS

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## PEOPLE

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## SPORTS

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# PICTURES

(continued)

## THINGS

		FOR YOUR OWN PICTURE												
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	Pencil	122		Pizza	123		Rainbow	124		Report	125		School	126
	Snowman	127		Star	128		Stop	129		Storm	130		Story	131
	Sun	132		Tall Building	133		Treats	134		Tree	135		Trophy	136
	TV	137												

**CUSTOMER SERVICE**  
(800) 852-2255

6493 Kaiser Drive, Fremont, CA 94555

*The Learning Company*



V1.1

Ages 7-14

The Learning Company®

Apple Version

## Program Disk

For use with

**The Children's Writing & Publishing Center™**

**Side 1**

The  
Learning  
Company

6493 KAISER DRIVE • FREMONT, CA. 94555

800/852-2255

# Care and Handling



Protect  
Protéger  
保護

Proteger  
Schützen  
Proteggere



No  
Nor  
注意

No  
Falsch  
Non



Insert Carefully  
Insérer avec soin  
挿入注意

Insertar con cuidado  
Sorgfältig Einsetzen  
Inserire con cura



Never  
Jamais  
絶対禁止

Nunca  
Nie  
Giammai



10°C → 52°C  
50°F → 125°F



Never  
Jamais  
絶対禁止

Nunca  
Nie  
Giammai



**V1.1**

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*Apple Version*

***Program Disk***

For use with

***The Children's Writing & Publishing Center™***

**Side 1**

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V1.1

Ages 7-14

The Learning Company®

Apple Version

**Program Disk**

**Side 2**

For use with

**The Children's Writing & Publishing Center™**



V1.0

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Apple Version

## Picture Disk

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## DISKETTE CARE AND HANDLING INFORMATION

Protect  
ProtégerProteger  
Schützen

保護

No  
NonNo  
Falsch

注意

Insert Carefully  
Insérer avec soinInsertar  
Sorgfältig Einsetzen

挿入注意

Never  
JamaisNunca  
Nie

絶対禁止

10°C-52°C  
50°F-125°FNever  
JamaisNunca  
Nie

絶対禁止



V1.0

Ages 7-14

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Apple Version

# Picture Disk

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V1.0

Ages 7-14

The Learning Company®

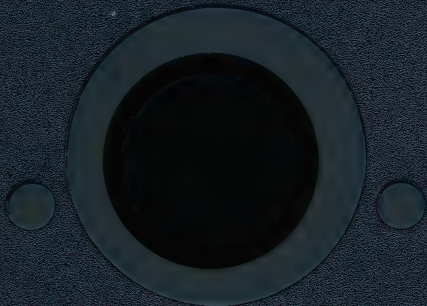
Apple Version

## Picture Disk

Side 2

For use with

**The Children's Writing & Publishing Center™**





**V1.0**

**Ages 8-14**

**The Learning Company<sup>®</sup>**

*Apple Version*

# **Storage Disk**

Includes Sample Letter

For use with

**The Children's Writing & Publishing Center<sup>™</sup>**

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**V1.0**

**Ages 8-14**

**The Learning Company®**

*Apple Version*

# **Storage Disk**

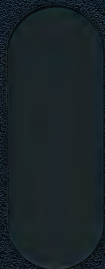
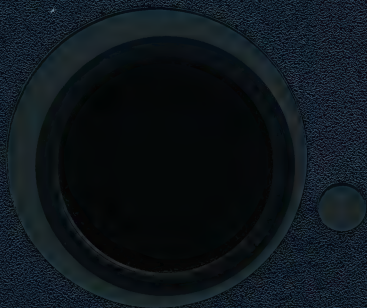
Includes Sample Letter

For use with

**The Children's Writing & Publishing Center™**

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THE CHILDREN'S

# Writing & Publishing Center

*User's Guide*



**SPECIAL NOTE:  
Parents, Teachers,  
and First-Time Users!**

The easiest and quickest way to learn to use this program is to turn to page 3, *Secrets for a Fast Start*. By doing a sample letter, you will learn all the basic features of the program and be off to a great start!



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**Warning: Any attempt to duplicate this program may result in a damaged disk. This does not constitute user damage as covered by the warranty.**



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THE CHILDREN'S

# Writing & Publishing Center

**For:**

- Ages 7 to 14

**Runs on:**

- Apple II<sub>GS</sub><sup>™</sup>
- Apple IIc and IIc Plus
- Apple IIe, 128k

**With:**

- Apple 3 1/2" drive
- Apple 5 1/4" drive
- Monitor or TV  
(color not required)
- Dot-matrix printer

**Optional:**

- Color monitor or TV
- Dot-matrix color printer
- Mouse

**Materials enclosed:**

3 1/2" version:

- Program & Picture Disk
- Storage Disk\*
- User's Guide
- Ready Reference Card

5 1/4" version:

- Program Disk
- Picture Disk
- Storage Disk\*
- User's Guide
- Ready Reference Card

\*The Storage Disk is ready to use (preformatted) and contains the sample letter needed for *A Quick Lesson* on page 6.

A School Edition of this product is available for classroom teachers.

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## THE LEARNING COMPANY

A leader in children's software, The Learning Company is dedicated to producing high-quality, engaging products that enrich the education of young people ages three and up. Our unique approach reinforces important subject areas, while helping to develop underlying thinking skills.

At The Learning Company, we also strive to make our products engaging and easy to use. Intriguing characters, challenging situations, and rich game environments combine to create captivating programs that children can enjoy for hours on end. Multiple skills levels and easy-to-follow directions make each product accessible to a wide audience—without frustration or complicated procedures. And, with products from The Learning Company, your satisfaction is ensured with a 30-day money-back guarantee.

The Learning Company's line features the new Super Solvers series, including the reading and thinking game *Treasure Mountain!* (ages 5 - 9), the deductive thinking and reading comprehension game *Midnight Rescue!* (ages 7 - 14), the math problem-solving game *OutNumbered!* (ages 7 - 14) and the strategy adventure game *Challenge of the Ancient Empires!* (ages 10 & up). The line also includes the award-winning *Reader Rabbit* (ages 3 - 7), *Math Rabbit* (ages 3 - 7), *Writer Rabbit* (ages 7 - 10), *Think Quick!* (ages 7 & up), and *The Children's Writing & Publishing Center* (ages 7 - 14).





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# COMPANIES REGISTERED

IN THE REGISTRY OF COMPANIES

## INCORPORATED IN GREAT BRITAIN

AND THE ISLE OF MAN

AND THE COMPANIES REGISTERED

IN THE REGISTRY OF COMPANIES

IN THE ISLE OF MAN

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AND THE COMPANIES REGISTERED

IN THE REGISTRY OF COMPANIES

IN THE ISLE OF MAN





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## INTRODUCTION

Do you have a book to review? A letter to write? A great story to tell? News to report? Don't just write it, publish it! With *The Children's Writing & Publishing Center*, you're the writer, editor, designer, illustrator, and publisher all in one!

Whatever you have to say, you can say it impressively in words as well as pictures. And it's so easy. First you choose a document type (one column or two) and a layout (with a heading or without), then start typing! You can edit anything you type, move things around to suit your taste, add more lines or take them out—without retyping everything. And to make things look just right, experiment with eight different type styles and three different sizes—from big bold fancy letters for splashy headlines to small plain letters for fast and easy reading.

Mixing words and pictures is all part of the fun of creating documents you'll be proud of. So to add drama to your work, browse through the picture library of over 150 pictures, or choose from hundreds of pictures contained on compatible picture disks that work with the program. When you add a picture to a page, your words move automatically to make room for it. If you change your mind, just move the picture around, erase it, or add a new one—your words move all by themselves to fill an empty space or wrap around pictures. All you have to do is watch!

## ***Introduction***

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Any document you create can be saved on a Storage Disk (so you'll have it to come back to later) and printed on a color printer or in black and white.

Sound easy? It is, once you learn how. And to help you do just that, this user's guide tells you everything you need to know to publish first-class documents. Go to *Secrets for a Fast Start* to get your program up and running, and learn how the program works by taking a quick lesson in working with words and pictures. When you need to know more, go to *Using the Program* for instructions on everything the program can do, or go to *Ideas and Sample Documents* for some ideas on what you can create. When you need to find something fast, go to *Quick References* to look things up or turn to the *Index* and look up the page number. Everything described in this guide is listed there.

So express yourself! Explore the program, play with it, try things out, experiment! It's easy with your own word and picture processor. Just start with the next page and begin publishing like a pro!



# 1

## Secrets for a Fast Start

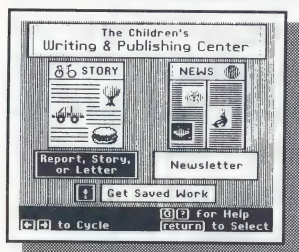


**C**AN'T WAIT to get started? Then you've come to the right place! This part of the user's guide tells you how to start the program and make selections on the Main Menu. You'll also find a quick and easy lesson on working with words and pictures—a lesson that's perfect for first-time users. You'll not only learn about the program's basic features, you'll use them right away to produce a sample letter you can call your own. Your first document is just minutes away.

## GETTING STARTED

### To start the program:

1. Put the Program Disk (label side up for a 3 1/2" disk, side 1 up for a 5 1/4" disk) in the disk drive and close the door. (If you are using two drives, be sure the Program Disk is in drive 1; put the Picture or Storage Disk in drive 2.)
2. Turn on the computer, the monitor, then the printer.
3. The title screen appears, and then after several



Main Menu

seconds, you'll see the prompt, "Press  to continue" at the bottom of the screen. Press  on your keyboard to see the Main Menu. The Main Menu gives you three choices:

- Report, Story, or Letter
- Newsletter
- Get Saved Work



### To select a menu choice:

1. Use the arrow keys,  and , to move (cycle) among the choices. The choices become highlighted as you move over them (the box changes from white to black).
2. When the choice you want is highlighted, press  to select it. If you like, select **Get Saved Work** and get a head start on the quick lesson that follows on page 6. (If you have a mouse, move it to see the arrow on the screen. Move the arrow to the choice you want and press the mouse button.)

*Note:* To get back to the Main Menu immediately after you select a menu choice, press  (for "escape").



### To get help and continue:

- Is this the first time you have used the program? Then go to *A Quick Lesson*. It's a fun and easy way to find out how the program works and to produce your first document in no time at all. When you need to know more, go to *Using the Program* or look things up in the *Index*.
- Do you want to explore the program on your own? Then read the helpful instructions at the bottom of the screen to find out what keys to press to move, make choices, or get more help. When you need more information, you can also go to *Using the Program* or look things up in the *Index*.
- Whether you start with *A Quick Lesson* or go off on your own, you can always get help by holding down  (the open apple key on your keyboard) and pressing  at the same time. And throughout the program, messages appear on the screen (with an occasional beep to alert you) that give instructions on what to do next. Some of the prompts, hints, and help screens you'll see are designed especially for new users. Once you're familiar with the program, you can turn these messages off if you want to. (See *System Setup* on page 65.)





## A QUICK LESSON

Word processing can be tricky at first, but it is well worth learning. In fact, it's a skill you can use the rest of your life! So don't worry if you've never used a computer before or if you make mistakes in the beginning. Anyone can master word processing. This lesson makes it easy for first-time users who want a fast start.

So take some time now and follow the lesson instructions exactly—don't skip steps or press any extra keys. In 30 to 60 minutes, you'll learn how to use many of the program's powerful features and when you're done, you'll be ready to explore the program and make your own documents.

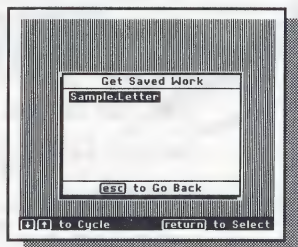
First start your program as described in *Getting Started* on page 4 to get to the Main Menu. Then follow the step-by-step instructions to:

- Get a sample letter that has already been started and saved for you.
- Learn about the parts of the sample letter.
- Work with headings, make changes to words, and add a picture.
- Save the changes you have made and print your very first document.



# Getting the Sample Letter

1. Select **Get Saved Work** from the Main Menu to get the sample letter. (See *Getting Started* on page 4.)
2. Read the message on the screen and insert *The Writing & Publishing Center* Storage Disk in your disk drive. (If you are using one drive, remove the Program Disk first.) Press **(return)**.
3. The screen shows you the names of documents saved on the Storage Disk. The document you want, *Sample.Letter*, is already highlighted. Press **(return)** to select it.



**Note:** *The period in Sample.Letter separates the two words because you cannot use spaces in the names of documents.*

# 1

## SECRETS FOR A FAST START

---

Your disk drive's red light comes on for a few seconds as the computer gets a copy of the Sample.Letter document from the Storage Disk. (If you have one drive, you'll be asked to put the Program Disk back in the drive and press .) In a moment, the Sample.Letter document appears on your screen.

*Note: The original Sample.Letter document is still saved on your disk and will not be changed by what you do to the copy of it on the screen. If something happens to the letter when you are working on it, you can always get another copy of the original Sample.Letter from the Storage Disk and work on it again.*









## Parts of the Letter

The Sample.Letter document has two parts: a heading—the top part of the letter, and the body—the main part of the letter. On the screen, you won't see both parts at once, but when you print the letter, the parts are printed on the same page as shown here.

Heading —

Body —

**A LETTER FROM**




---

Dear **FRIEND,**

I am writing this letter on a computer using The Learning Company's Writing & Publishing Center. I can type, fix my mistakes, and add pictures. Then I can save it to work on later or print it. There are **FANCY** letters and small ones that look different. It will

be fun writing stories and reports, and making signs and awards to give to friends. If you have lots to say, you can make a newsletter that has nice small type and pictures.

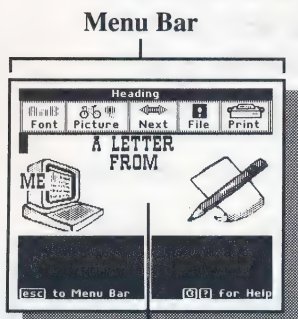


# 1

## SECRETS FOR A FAST START

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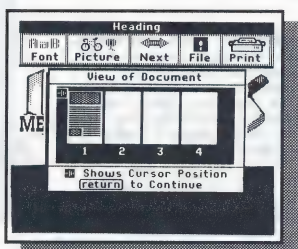
1. Take a look at the part of the Sample.Letter document that appears on your screen. What you see is the top part of the letter, the heading, in the Heading Workspace. (Later, you'll see the body in the Body Workspace.) The heading has pictures and the words "A LETTER FROM ME," with the word "ME" off to the left side.



Heading Workspace

The word Heading appears at the top of the screen above the Menu Bar. (You'll use the Menu Bar shortly to change type styles, get pictures, go back and forth between the Heading and Body Workspace, save the work you've done, and print the letter.)

2. To see a small version of the whole four-page document, hold down **⌘** and press **V** (for "View"). The arrow (red on color monitors) shows where you are. You can see that one of the pages has writing and pictures on it. You can't see clearly what's in the letter, but you can see where you are and how much of the document is filled up. Press **return** to continue and go back to the Heading Workspace.





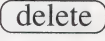




# Working with Words in the Heading Workspace

The Sample.Letter document has pictures and words in the heading already. You're going to replace the word "ME" with your name and then center it on the page. To do this, you need to move the cursor—the blinking black box you see in the upper-left corner—around the Workspace. The cursor shows you where letters and numbers are typed or erased. The Workspace is the area on the screen where you work with letters and pictures.

To replace the word "ME," you first need to erase it and then type in your name. Here's how.

1. Move down to the word "ME" as follows. Press  to move the cursor down until it is on the "M" in "ME." Then move the cursor right by pressing  twice so that it is just past the "E" in "ME." If you move the cursor too far, use  or  to move it back. (If you have a mouse, move the arrow on the screen to just past the "E" in "ME" and press the mouse button.)
2. To erase the word "ME," press  until both letters disappear (press the key twice). The cursor moves backward and the letters disappear. The cursor should now be all the way on the left side of the screen and there should be no letters on that line.



# 1

## SECRETS FOR A FAST START

---

3. Now type your first name where “ME” was. (Don’t try to center it yet. That comes later.) Press **(shift)** while you type to make capital letters. If you make a mistake, use **(delete)** to erase and type again. *It’s easy to fix mistakes and make changes.*

**Note:** A common mistake is to press **(return)** after typing a word. If you press **(return)** after typing your name, the cursor moves to the start of the next line. Press **(delete)** to move it back. (You can also use **(delete)** to remove spaces.)

4. Now move your name to the middle of the screen as follows. With the cursor blinking anywhere on the line your name is on, hold down **(⌘)** and press **(M)** (for “Middle”). Your name should now be centered.

**HAVING ANY PROBLEMS?** Did you press a wrong key or two, press **(return)** by mistake, or erase too many letters? Don’t worry! Here are some tips that may help you.

1. You move *forward* when you:

- type words
- use **(spacebar)**
- use **(→)** or **(↓)**
- press **(return)**

2. You move *backward* when you:

- press **(delete)**
- use **(←)** or **(↑)**

If things get a bit scrambled, it’s OK to turn off the computer, start the program again, and repeat the steps.



## Working with Words in the Body Workspace

Before you work with words in the main part of your letter in the Body Workspace, you should know about some special keys. These keys are listed in the chart here and in *Special Keys* on page 84.

<u>KEY</u>	<u>USE</u>
<b>esc</b>	Lets you go back and forth between the Workspace and the Menu Bar. (Esc is short for “escape.”)
← , → , ↓ , ↑	Moves the highlighting around the Menu Bar and menus and moves the cursor in the Workspace.
<b>return</b>	Lets you select what is highlighted in a menu and also ends a paragraph and starts a new line in the Workspace.
⌘ ?	Lets you see help screens—explanations, information, and tips—while you are working with the program.



# 1

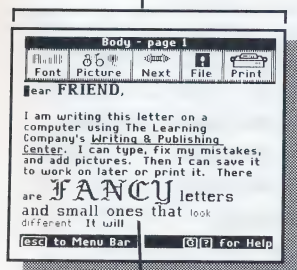
## SECRETS FOR A FAST START



Another important thing to know is how to move between the Heading and Body Workspace and get back to the Main Menu when you want to. That's what **Next** is all about on the Menu Bar. Select **Next** to get where you want to go. Read on to find out how.

1. To get to the main part of the Sample.Letter document, first press **(esc)**. This puts you in the Menu Bar. Use **(→)** to move over to **Next**, then press **(return)**. Now you see the Next menu. Select the highlighted choice, **Go to Body**, by pressing **(return)**.

Menu Bar



Body Workspace











The main part of the letter, called the body, appears on the screen. You are now in the Body Workspace on page 1 of the document, as shown at the top of the screen above the Menu Bar. The cursor is blinking in the upper-left corner of the Body Workspace.




## A Quick Lesson

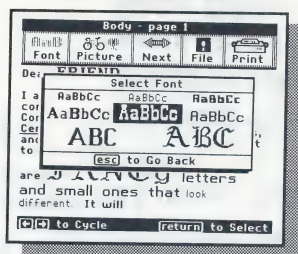
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2. Read the letter by moving the cursor over and past the text and picture in this document. Use  to move down the page. When you reach the bottom of the Workspace, keep pressing  and the words and a picture move up. This is called scrolling. As you scroll down the page, you'll see more of the letter. There are a few blank lines above the picture. You'll have a chance to remove them later.
3. Scroll down to the very end of the letter. When you try to go past the last word, this message appears on the screen: "You cannot use  or  to move past the end of the text." Press  to make the message go away.
4. Now use  to move back to the top of the page, or hold down  and press  to move more quickly. (If you go too far, you'll see a warning message as you did at the bottom of the page. Press  to remove it.)
5. Now you are going to replace the word "FRIEND" in "Dear FRIEND" at the top of the letter with the name of a friend of yours. First erase the word "FRIEND" as follows. Move the cursor to the right of the word "FRIEND" on top of the comma. Use  to erase "FRIEND." (If you erase too many letters by mistake, you can always type them in again.)

*Note:* When you press , it erases the character to the left of the cursor, not the character the cursor is placed on top of.

6. Before you type in your friend's name, you can choose a different type style. Press (esc) to go to the Menu Bar. **Font** will be highlighted. Press (return) to see the Font menu. (If you have a



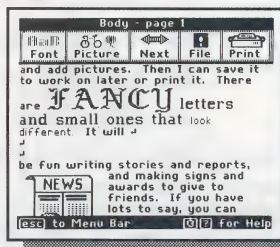
mouse, you can combine these two steps by moving the arrow to **Font** and pressing the button.) Then highlight the font you want using (←) or (→) and press (return) to select it. When you do, you'll be back in the Workspace at the blinking cursor.

7. Type your friend's name and watch the letters appear in the new font. If you make a typing mistake, use (delete) to erase what you just typed. (You can also use (delete) to erase spaces.) Remember you'll have to press (shift) to type capital letters unless you selected one of the two largest fonts which have only capital letters.
8. Now take a moment to learn about (return) and how it is used to leave blank lines. Remember those blank lines you saw near the bottom of the document near the picture? Scroll down there by pressing (↓) to move down the letter, or by holding down (⌘) and pressing (↓) to move more quickly. The blank lines you see above the picture are what you get if you press (return) and don't type anything on a line. (Sometimes you do that on purpose to skip a line.)

## A Quick Lesson



To see where **return** was pressed, hold down **⌘** and press **R** (for “Return”). You’ll see a return key marker (↵) at the end of the line of words above the first blank line and at the beginning of the two blank lines. These markers show where **return** was pressed. *The markers won’t appear when you print the letter.*



**Note:** *You’ll see that there are no return key markers at the ends of most lines of words. You don’t need to press **return** at the end of each line. The cursor automatically moves down to the next line when there isn’t enough room for a word at the end of a line. You should only press **return** to end a paragraph and start a new line, or when you want to move down the page and leave blank lines.*

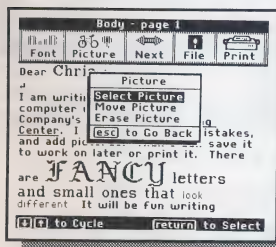
9. Now erase the two blank lines above the picture as follows. Put the cursor on the “b” in “be” (the first word on the line below the blank lines). Then press **delete** three times to erase the two ↵’s at the beginning of the blank lines and the one at the end of the line above them. See how the cursor stays on the letter “b” and the lines of text below move up to fill in the empty space? The word “be” should end up next to the word “will.”

You can continue to work with the return key markers showing, or you can turn them off by pressing **⌘** and **R** again.

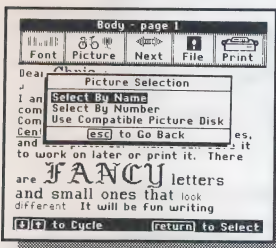


## Working with Pictures in the Body Workspace

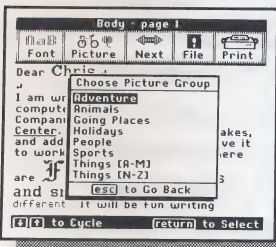
As you've seen, the Sample.Letter document already has a picture in the Body Workspace. Why not add a second picture, so you'll know how to do it when you start your own new document?



1. Move the cursor to the first line of the letter and press **(esc)** to go to the Menu Bar. Use **(→)** to move to **Picture** and select it by pressing **(return)**. The Picture menu appears.



2. Select the highlighted choice, **Select Picture**, on the Picture menu by pressing **(return)**. The Picture Selection menu appears.



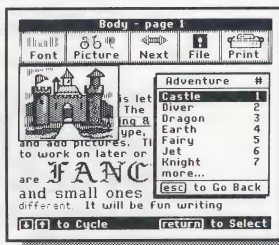
3. Select the highlighted choice, **Select By Name**, on the Picture Selection menu. The Choose Picture Group menu appears with a list of the different picture groups you can choose from. It's fun to look at all the pictures in

each group, but for now, just press **(return)** to select the highlighted choice, **Adventure**. The Adventure menu appears.

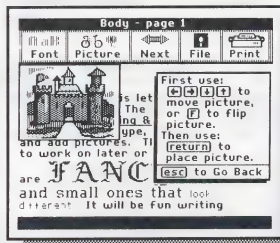
## A Quick Lesson



4. Press **(return)** to see the first picture in the Adventure group, Castle. (You may be asked to change disks.) The program gets a copy of the Castle picture and puts it on the screen to show you what it looks like. Before you can place the picture where you want it in the letter, you need to select it.



5. Press **(return)** again to select the Castle picture for your letter. Instructions for moving and placing the picture appear on the screen. Notice that the castle covers some of the words in the letter. Don't worry. When you place the castle exactly where you want it, the words will move out of the way.



6. Move the picture down using **(↓)** or **(Apple) (↓)** until the top of the castle is lined up with the top of the first line of words, "I am writing. . . ." (The instructions disappear when you start to move the picture. If you want to see them again, press **(Apple) (?)**.)
7. Use **(→)** to move the picture to the right side of the screen. The picture jumps all the way to the right. In the Body Workspace, pictures can only go on the right or left side of the screen—not in the middle.

# 1

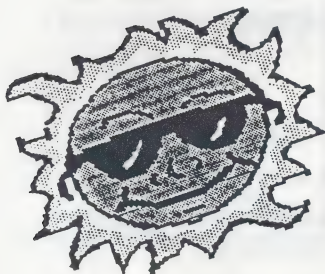
## SECRETS FOR A FAST START

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8. Press **(return)** to place the picture in your document. Notice how the words move out of the way to make room!
  
9. Press **(esc)** to go back to the Workspace and press **(⌘)** **(V)** to see the whole letter. You can see that the letter fills most of one page, that the Heading Workspace has work in it, and that there are two pictures and lots of lines of words in the Body Workspace. You'll also see that the last three pages are empty.
  
10. Press **(return)** when you're done viewing the letter.

**HAVING PROBLEMS?** Did you place your picture in the wrong place? That's no problem at all! Just go back to **Picture on the Menu Bar**, press **(return)**, select **Move Picture**, and try again. It's easy to undo mistakes and change things whenever you need to.



*Whew! Take a short breath and congratulate yourself. You've edited a letter on a word processor and you've placed a picture in a document. The main tasks are done. Now you'll go on to save your document and print it out so you can see what it looks like.*

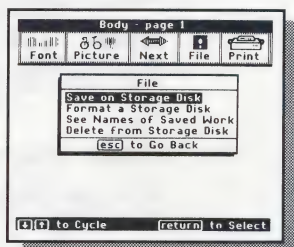




# Saving Your Letter

When you've made all the changes you want in this or any document you're working on, it is important to save the new document. Saving your letter puts a copy of it on the Storage Disk. Your letter will still be in the Workspace, so you can go on to print it or make more changes. You will not lose the copy you've saved on your disk, even if the computer goes off.

1. Press **(esc)** to go to the Menu Bar. Then use **(←)** or **(→)** to highlight **File** and press **(return)**.
2. Press **(return)** to select the highlighted choice, **Save on Storage Disk**. (You may be asked to change disks.)



3. Now you need to give a name to your letter. The name **SAMPLE.LETTER** appears on the screen to the left of the cursor. You won't want to use that name because if you do, your new, changed **Sample.Letter** document will take the place of the original **Sample.Letter** document already saved on the disk. Then your family, friends, or classmates won't have the letter to do this lesson. Instead, name your letter **MY.LETTER** as follows.

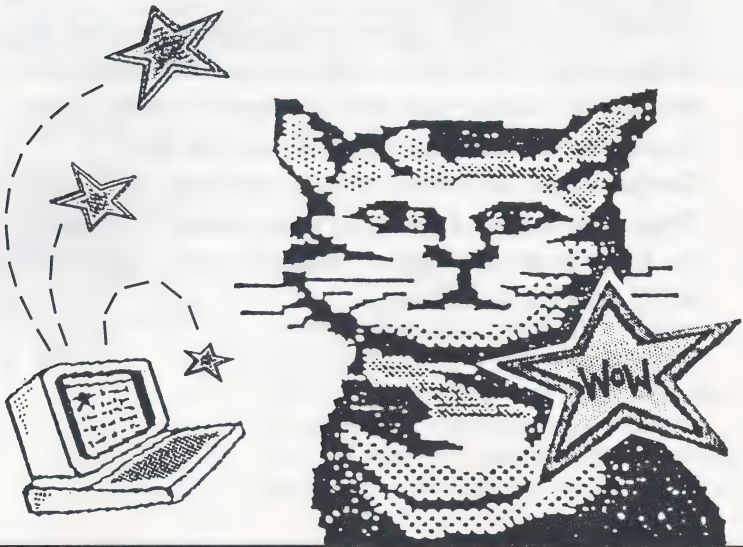
# 1

## SECRETS FOR A FAST START

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4. Type the first letter of the new name, "MY.LETTER." When you do, the old name disappears and the letter "M" and blanks appear. The letters of the new name will fill these blanks. (This is the only place in the program where you don't need to use  to erase the letters.)
5. Continue typing the document name "MY.LETTER." The name appears in all capital letters even when you don't press . Since you cannot use spaces in a document name when you save it, use a period between the two words. Press  to save your letter under the new name. (You may be asked to change disks.) You can now go on to print your letter.

***Note:** Always remember to save your work on a Storage Disk before using the printer.*





## Printing Your Letter

Now that you have saved your letter on the Storage Disk, you can print it out to see what it looks like on paper.

You can print your letter right away if you are using an:


- Apple IIGS computer with Apple IIGS Firmware hooked up to an Apple ImageWriter® II printer,
- Apple IIc computer hooked up to an Apple ImageWriter II printer, or
- Apple IIe computer with a Grappler+ card in slot 1 hooked up to an Epson RX 80 printer.

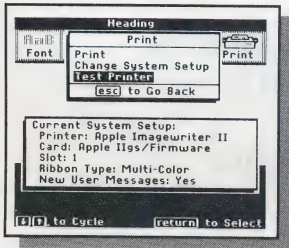
If you have one of these setups, just follow the instructions below to test the printer and print your letter. (If you are using an ImageWriter II with a black ribbon, you can get faster, better quality printing by changing the ribbon-type setting from Multicolor to Black Ribbon in *System Setup*. See page 65.) If you have a different setup, go to *System Setup* on page 65 and change some settings. Then return here.




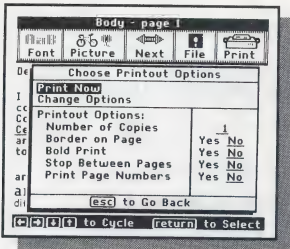
# 1



## SECRETS FOR A FAST START


1. Select **Print** on the Menu Bar. (You may be asked to change disks.) The Print menu appears.
2. To check that everything is working properly before you print your letter, you should test your printer as follows. Use  to highlight **Test Printer** on the

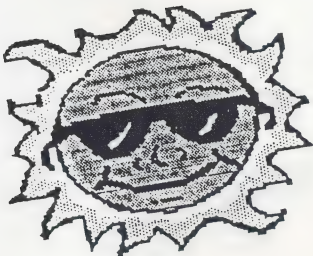


Print menu, press , and follow the instructions on the screen. A sample page prints out with messages on it. This sample page shows that your printer is working correctly and your paper is lined up properly. (If a sample page does *not* print out, see *System Setup* on page 65 and *Troubleshooting* on page 96.)



3. After you have printed the sample page, use  to highlight **Print** on the Print menu and press  to select it. The Choose Printout Options menu now appears.



4. Press  to select **Print Now** and follow the instructions on the screen.



*Congratulations! You've just produced your first document!*



## You're on Your Own!

Now you're ready to go on and create your own documents. Explore the program on your own if you like, or go to *Using the Program* on page 27 to learn more—such as how to type underlined words, how to move lines of words from one place to another, and much more. When you need ideas, go to *Ideas and Sample Documents* and see what's there. If you need to look something up, go to *Quick References* or the *Index*. Whatever you do next, don't forget to try   whenever you need a bit of help.

If you want to continue now, select **Next** on the Menu Bar. Then select **Go to Main Menu**, since all new documents begin at the Main Menu.

When you want to stop using *The Writing & Publishing Center*, be sure you save what you're working on. Then take the disks out and turn the computer off. Next time you use the program, you can go to the Main Menu and start a new document or select **Get Saved Work** to see and work on a document you've saved.





## UNIT 1: THE HISTORY OF THE UNITED STATES

The United States has a rich and diverse history, shaped by the contributions of many different groups of people. From the early settlers to the modern era, the country has grown and changed in many ways.

One of the most important events in American history was the signing of the Declaration of Independence in 1776. This document declared the United States to be a free and independent nation.

The American Civil War, fought from 1861 to 1865, was a major conflict that resulted in the abolition of slavery. This war was a turning point in the country's history.

The United States has also been a leader in many areas of science and technology, including space exploration and the development of the internet.





## 2

### Using the Program



**C**REATING great-looking documents with *The Writing & Publishing Center* is as easy as sharpening your pencil—and a lot more fun! You start by choosing a document style that will work for the kind of document you want to make. Then use the Workspace and Menu Bar to work with words and pictures. All the documents you create can be saved and used again later and printed on almost any dot-matrix printer. You can also erase any documents you've saved on disk. This part of the user's guide tells you everything you need to know to publish first-rate documents.

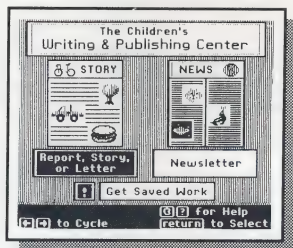
## CHOOSING A DOCUMENT STYLE

The kinds of documents listed on the Main Menu are just a few of the documents you can create. You can also write and illustrate poems, plays, song lyrics, invitations, special announcements, posters, signs, awards, advertisements, lists, and all sorts of notes and notices. You can even create address books, diaries, and journals if you like. Just choose the document style that you think is best for the kind of writing you're going to do. To choose a style, select a document type that prints either one or two columns on the page. Next, choose a layout that either has a heading or doesn't.

### Document Types

You can choose from two types of documents on the Main Menu:

- Report, Story, or Letter
- Newsletter



The Report type of document has one column of words and pictures and can be up to four pages long. The Newsletter type of document has two columns of words and pictures and is one page long.

## Choosing a Document Style



When you work on the main part of a Report document, each *page* is as wide as the screen. On Newsletter documents, each *column* is as wide as the screen. That means that when you print your Newsletter, each column is only half as wide as the paper, so the words print much smaller than those on a Report document. It also means that a one-page Newsletter can contain about as many words and pictures as a four-page Report if you use the same size type. The words in the heading at the top of the page print in the same size on both a Report and Newsletter document.

Sometimes, you might need more than four pages for a Report document, or more than one page for a Newsletter. It's easy to add pages. Just save the document you are working on, start a new document from the Main Menu, and continue your work.

**INDIAN FISHING TOOLS**  
By Tom Woodrow  
4th Grade

California Indians used different fishing tools depending upon the fish in the lakes, rivers and oceans near them. Their fishing tools were the same as ours in many ways; in other ways they were different. Mostly the Indians only took what they needed from nature. Their skill in making fishing tools was a marvel.

The Indians used four basic fish-catching tools: nets, traps, spear, and hooks. The net was the most common. Nets were used by all the California Indians. Indians who lived near the ocean, a lake, or even tribes living near rivers and streams, used them. Basket traps were used a little less often. They were more commonly made for use in streams, rivers and lakes than for use in the ocean. Basket traps were usually used for catching eels and other long fish. Although spears weren't used as often as nets and traps, they were used by just about all the tribes. Fishing spears were not thrown. Harpoons were

were farther apart. The ends of spears to be carved was put in a piece of leather and partly chipped away with the

PAGE 1  
PAGE 2  
PAGE 3  
PAGE 4

### Report Type Document

**INDIAN FISHING TOOLS**  
By Tom Woodrow  
4th Grade

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were farther apart. The ends of spears to be carved was put in a piece of leather and partly chipped away with the

PAGE 1  
PAGE 2

**Bibliography**  
The Story of the Indians  
The Indians of California  
The Indians of the Pacific Coast  
The Indians of the Northwest  
The Indians of the Southwest  
The Indians of the East  
The Indians of the North  
The Indians of the South  
The Indians of the West  
The Indians of the Middle  
The Indians of the East  
The Indians of the North  
The Indians of the South  
The Indians of the West  
The Indians of the Middle

### Newsletter Type Document



# 2

## USING THE PROGRAM

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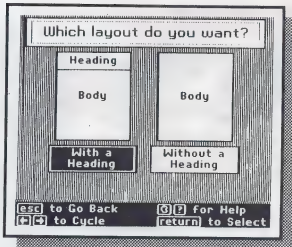
Whether you choose a Report or Newsletter document, you won't have to worry about margin settings. The program does it for you! You won't see the margins on the screen, but they'll be there when you print.

You can choose to have page numbers automatically printed at the bottom of all the pages of your document. If you do, you can set the starting page number from 1 to any number up to 20. This is useful when you create two or more documents to add pages to your work.

You can also choose to have no page numbers printed. To learn more about how to set automatic page numbering, see *Printout Options* on page 62.

## Document Layouts

When you select a document type from the Main Menu, a screen appears asking you to choose from two different layouts:



- with a heading
- without a heading

A heading is created separately from the body—the main part of your writing—and is placed at the top of the first page when you print your document.

## Choosing a Document Style



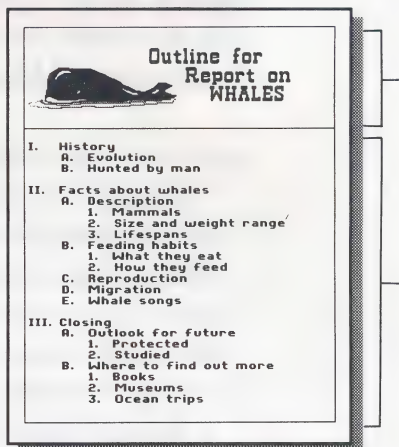
If you choose the layout with a heading, you can design your own heading with words and pictures or select a predesigned heading. There are 22 ready-made headings you can choose from, complete with words you can change and pictures specially designed for headings. See *Picture Reference* on page 87 for a list of all the predesigned headings you can use.

The heading can be the headline of a newsletter, the title of a report, a specially designed letterhead, or just about anything you want it to be. You can use just words in your heading, just a picture, or a combination of both.

If you choose the layout without a heading, the body of your document will start at the top of the page. You can still type a large headline or title if you want, but it will not be separated from the rest of the document. A layout without a heading is a good choice when you create new documents to add pages to your work.

If you want to change your layout right after you have chosen it, you can return to the Main Menu and start over (see *Next* on page 37). After you have added words or pictures, you cannot change the layout.

### Heading



### Body

# 2

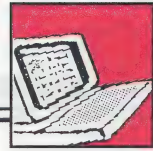
## USING THE PROGRAM

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When you select the layout you want, you'll find yourself in the Workspace. That's where you create your document with words and pictures. See *Using the Workspace and Menu Bar* on the next page.



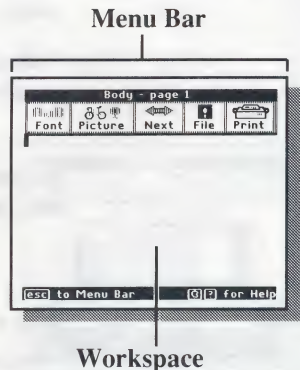


## USING THE WORKSPACE AND MENU BAR

After you choose a document type from the Main Menu and a layout for your document (with or without a heading), you'll find yourself in the Workspace. The Workspace is where you create your document with words and pictures. If you chose a layout with a heading, you'll be in the Heading Workspace. Otherwise, you'll be in the Body Workspace. The Heading Workspace is shorter than the Body Workspace because a heading takes up less space on the page.

In the Body Workspace, the page you are on will be shown at the top of the screen if you chose a Report type of document. If you chose a Newsletter type of document, the column you are working on (either the left or right column) will be shown at the top of the screen. In the Heading Workspace, the word "Heading" will be shown at the top of the screen.

Above the Workspace is the Menu Bar. The Menu Bar has all the tools you need to do your work. You can choose type styles called fonts and type sizes, view and select pictures, move between different parts of the program, and save, delete, and print documents.



To move between the Workspace and the Menu Bar, press **(esc)**. (If you have a mouse, move the arrow to the Menu Bar and click on the tool you want.) When you're in the Workspace, you'll see the blinking cursor.

## The Workspace

The Heading Workspace and the Body Workspace look almost the same on the screen. But there are some differences in the way they work. Here are the differences you need to know about. (To find out more, see *Working with Words* on page 38 and *Working with Pictures* on page 47.)






	<b><u>HEADING WORKSPACE</u></b>	<b><u>BODY WORKSPACE</u></b>
<b>Working with Words</b>	You can type words over pictures.	You cannot type words over pictures.
	Words do not move around pictures.	Words move around pictures.
	You cannot cut and paste text.	You can cut and paste text.
<b>Working with Pictures</b>	It's best to place pictures <i>first</i> , then add words.	It's best to place pictures <i>last</i> , after typing words.
	You can place pictures side by side.	You cannot place pictures side by side.
	You cannot place pictures on top of each other.	You cannot place pictures on top of each other or on top of page or column markers.
	You can use pre-designed headings.	You cannot use pre-designed headings.



### Scrolling

As you work in the Body Workspace, the screen will scroll, or move as you enter words and add pictures. (The Heading Workspace does not scroll.) To see hidden parts of your document, you can scroll the Workspace yourself.



#### To scroll the Workspace:

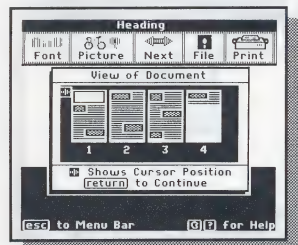
1. Hold down  or  until the Workspace moves. Or, hold down  and press  or  to move several lines down or up at a time. You can't scroll past the end of your text, however.

### Viewing the Whole Document

You can view a small version of your whole document any time from the Heading or Body Workspace. Viewing your whole document helps you see where you are and how much space you have left. It also shows you where your pictures are and gives you an idea of how your document will look when it's printed.

#### To see your whole document at once:

1. Press  and  (for "View"). A window opens that shows all the parts and pages of your document. In the Heading Workspace, a checked area shows that you entered words or placed pictures. A white area means the Workspace is empty.





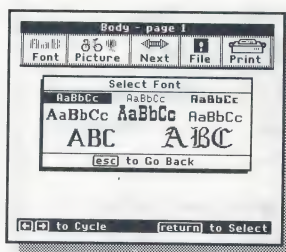
In the Body Workspace, checkered boxes show where you placed your pictures. The lined area shows where you entered words or left blank lines using **spacebar** or **return**. The white area shows how much space you have left to work with. An arrow (red on color monitors) marks the current location of the cursor.

- Press **return** to go back to the Workspace and continue working.

## The Menu Bar

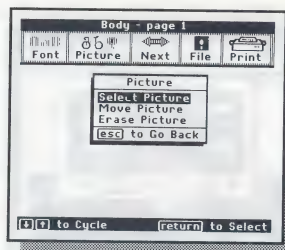
The Menu Bar contains the tools you need to select type styles called fonts and type sizes, work with pictures, save and print your document, and do other things.

When you select one of the tools, a menu appears that gives you more choices.



### Font

Select **Font** to change the style and size of the type you are using. (See *Selecting and Changing Fonts* on page 45.)



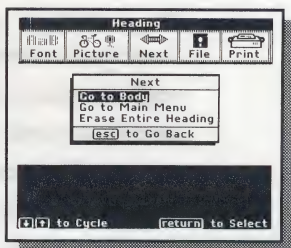
### Picture

Select **Picture** to choose a picture or pre-designed heading and to move or erase a picture in your document. (See *Working with Pictures* on page 47.)



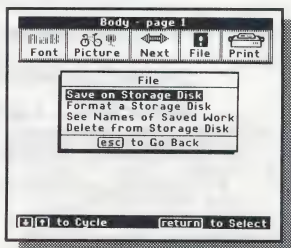
### Next

Select **Next** to move between the Heading and Body Workspace, to go back to the Main Menu, or to erase the entire Heading or Body Workspace of your document. The choices on the Next menu change depending on whether you are in the Heading or Body Workspace and which layout you are using (one with or without a heading).



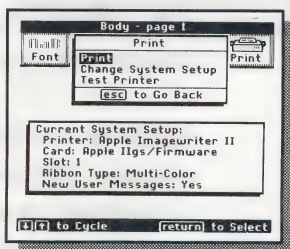
### File

Select **File** to save the document you are working on, format a new Storage Disk, see names of saved documents, or delete saved documents from a Storage Disk. (See *Working with Documents and Disks* on page 56.)



### Print

Select **Print** to print your document, change the printout options and the system setup, turn new user messages off and on, or test the printer. (See *Printing Documents* on page 61.)



## WORKING WITH WORDS

Once you choose a document type and layout, you're ready to start typing in the Workspace. You can type words, or text, anywhere on a page using different type styles and sizes. If you want to move your text around, you can cut whole lines of text and place (paste) them elsewhere in the document or in other documents. You can even copy text and use it over and over again.

You can enter text in your document first and add pictures later, or you can place the pictures first, then enter text. Usually, you'll want to enter text *last* in the Heading Workspace (after adding pictures) and *first* in the Body Workspace (before adding pictures).

In the Heading Workspace, text can cover up pictures, so you'll want to place your pictures first. Then when you type your text, you can use  or  to move the words off a picture.

In the Body Workspace, text and pictures will never overlap. When you add a picture, the text moves around or below the picture to make room for it. When you erase a picture, the text below it moves up to fill the empty space. If there are other pictures below the picture you added or erased, they may no longer match the text beside them. That's why you'll want to enter your text first, and then place your pictures starting at the top of the document. That way, you can be sure the pictures are beside the text where they belong.

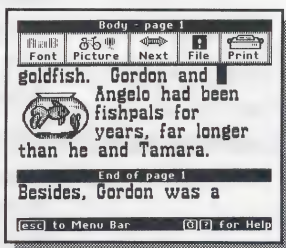




## Entering Text

Entering text in your document is easy—just start typing! In a Report document, you'll start typing on page 1. In a Newsletter document, you'll start typing in the left column. The blinking cursor in the Workspace shows you where the next character (letter, number, punctuation mark, or symbol) you type will appear. The cursor moves as you type. When you reach the end of a line and type a word that won't fit, the program automatically puts the word down on the next line. You don't have to press **(return)**. This is called word wrapping.

When you reach the bottom of the Workspace, the program moves, or scrolls, the screen up so you can keep typing. When you reach the end of a page on a Report document, you'll see a page marker on the screen. On a Newsletter document, you'll see a column marker. Just keep typing and your words will automatically go to the next page or column.



If you need more pages than your type of document has (four pages for Report documents and one page for Newsletters), you can save the document you are working on, start a new document, and continue your work.

Use the following chart to help you do special things with your text, such as type underlined words, center text on a line, and move whole lines of text in your document. For a complete list of keys to use when working with text, see *Special Keys* on page 84.

## TRICKS WITH TEXT

- Capitalize a letter     Hold down **(shift)** and type the letter. To type several capital letters, press **(caps lock)** down. Press **(caps lock)** again to “unlock” the key to type lowercase letters. (The two largest fonts have only capital letters.)
- Type the character on top of a key     Hold down **(shift)** and press the key. (For example, hold down **(shift)** to get the # symbol on top of **(3)**.)
- Repeat a character     Hold the key down. The character will automatically repeat until you let go.
- Erase a character     Use the arrow keys (or mouse) to move the cursor to the right of the character you want to erase. Then press **(delete)**. If you erase a lot of characters, the text below the cursor will move up to fill the empty space the next time you press an arrow key, **(esc)**, or **(return)**. (To erase more of your document, see “Cut text from Body” and “Erase entire Body or Heading” in this chart.)
- Insert characters     Use the arrow keys (or mouse) to move the cursor where you want to insert characters. Then start typing. The text beyond the cursor will move to make room for the new text.
- Change fonts     Use **Font** from the Menu Bar. (See *Selecting and Changing Fonts* on page 45.)
- End a paragraph and start a new line     Press **(return)** at the cursor. The cursor moves down to the beginning of the next line.
- Indent a line     Move the cursor to the beginning of the line. Press **(tab)** to move the line five spaces to the right, or just press **(spacebar)** to move over as many spaces as you want.
- Insert blank lines     Press **(return)** at the beginning of the line for each line you want to insert.
- See or hide return key markers     Press **(⌘)** **(R)** (for “Return”) to see return key markers (↵) on the screen. Each return key marker



### Tricks with Text—continued

- shows where you ended a line to begin a new one. The markers won't appear when you print your document. To hide the markers, press **(⌘) (R)** again. (See *Viewing Return Key Markers* on page 42.)
- Center text** Place the cursor anywhere on the line and press **(⌘) (M)** (for “Middle”) to move the text to the middle of the line.
- Move text left** Place the cursor anywhere on the line and press **(⌘) (L)** (for “Left”) to move the text to the left side of the line. This is especially useful if you center or indent a line and then change your mind and decide to move it back.
- Type underlined words** Place the cursor where you want to start typing underlined characters and press **(⌘) (U)** (for “Underline”). As you type the text, it will be underlined. Press **(⌘) (U)** again to turn the underlining off.
- Erase entire Body or Heading** If you want to erase everything in the Body or Heading Workspace that you are working on, choose **Next** from the Menu Bar. Select **Erase Entire Heading** or **Erase Entire Body**.
- Start a new page or column** To start a new page or column before you see the next page or column marker, press **(return)** repeatedly to scroll the screen until the cursor moves below the next page or column marker that appears.
- Cut text from Body**
- Place the cursor on the first line of text you want to cut and press **(⌘) (C)** (for “Cut”). This highlights the entire line. (If you change your mind about cutting text, press **(esc)**.)
  - Use **(↓)** to highlight the lines you want to cut.
  - Press **(⌘) (C)** again to cut the highlighted text. (See *Moving and Copying Text* on page 43.)
- Paste cut text in Body** Place the cursor where you want to paste the text you just cut. Then press **(⌘) (P)** (for “Paste”). The text you cut appears in the new location. (See *Moving and Copying Text* on page 43.)



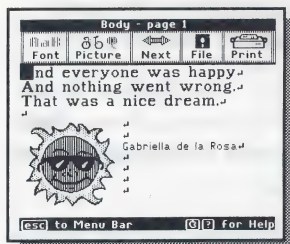
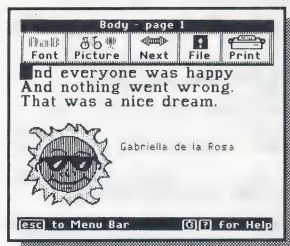
## Viewing Return Key Markers

When you enter text, you'll use **(return)** to end a paragraph, to begin a new line, and to add blank lines in your document. Whenever you press **(return)**, the cursor moves down one line. When you press **(return)** several times to add blank lines in your document, the screen looks like there's nothing there. It just shows white space, as if you'd never

typed anything there. How can you tell where you pressed **(return)** and where you didn't? Just press

**(⌘) (R)**. A return key marker (↵) will appear in your document wherever you pressed

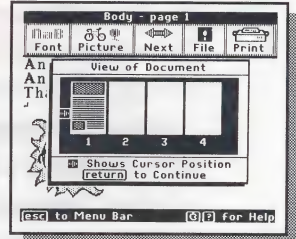
**(return)**. These markers won't appear when you print your document. They are only visible on the screen. To hide the return key markers, press **(⌘) (R)** again.



Viewing return key markers is a handy way to see where you've been in your document, especially if you've used **(return)** to add blank lines or to move down the screen to the next page or column marker. You could also press **(⌘) (V)** to see a small version of your whole document. In the small version,



the blank lines in the Workspace where you pressed **return** will look like lines of text, since pressing **return** is like typing a line of text.









## Moving and Copying Text




In the Body Workspace, you can cut large parts of text from your document and move them to new places in the same document. You can even move the cut text to another document. You can also make a copy of text and put the copy in a new place.

Moving cut text to new locations is called “pasting” text. You can cut and paste up to a screenful of text (about 13 lines), but you cannot cut and paste pictures in the same way (see *Working with Pictures* on page 47). Cutting and pasting only works in the Body Workspace, not in the Heading Workspace.





### To cut and paste text within a document:

1. Cut the text by placing the cursor on the first line of text you want to cut. Then press **⌘ C** (for “Cut”) to highlight the entire line. (If you change your mind about cutting text, press **esc**.)
2. Use **↓** to highlight all the lines you want to cut. Press **⌘ C** again to cut the highlighted text.







3. Paste the text you just cut by moving the cursor where you want to insert the text. Then press   (for "Paste"). The text you cut appears at the beginning of the line in the new location. (If you want, you can paste the same cut text in more than one place in your document by repeating this step. Pressing   pastes the same text until you use   to cut again, or you turn off the computer.)

*Note:* To paste text below the last line on a page, move the cursor past the last character and press . Then press   to paste the text.

#### **To move text into another document:**

1. Cut the text from the first document using   as described above.
2. Go to the Main Menu. (You will be asked if you want to save.)
3. Get a saved document or start a new one.
4. Paste the text in this second document using   as described above.

#### **To copy text:**

1. Cut the text you want to copy using   as described above.
2. Immediately paste the text back where it came from using   as described above.
3. Paste the text in a new location by using   again.





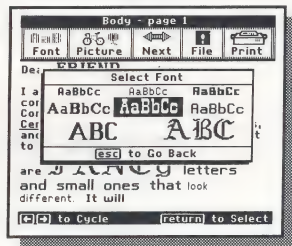
# Selecting and Changing Fonts

You can choose from eight different type styles, called fonts, and three different sizes. The two largest fonts include only capital letters and some punctuation. See *Font Reference* on page 94 to see a sample of the keyboard characters in each font.

When you begin a new document, a font is already selected for you before you begin typing. It's the first font shown in *Font Reference* on page 94, but you can use any font you want.

### To select a font:

1. Move the cursor to the place in the Workspace where you want to start typing with the font you will select.
2. Press **(esc)** to go to the Menu Bar and select **Font** on the Menu Bar.
3. Select the font you want from the Font menu that appears.
4. Begin typing in the Workspace.



As you type, you can change fonts as many times as you want in your document. You can even change fonts for every letter in a word if you want to. When you mix fonts on a single line in your document, the space between the lines changes so that the largest font will fit.

# 2

## USING THE PROGRAM

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When you insert characters into text you've already typed, the characters will be in the same font as the other characters where the cursor is positioned. If you want a different font, select a new one.

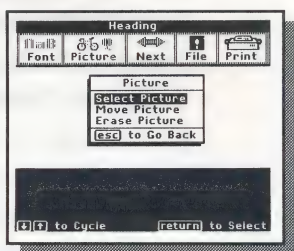
### **To change the font of text already typed:**

1. Erase the text you want to change by placing the cursor at the end of the text and pressing **delete**.
2. Select the font you want from the Font menu.
3. Retype the text in the Workspace.



# WORKING WITH PICTURES

Choose **Picture** on the Menu Bar to select, move, or erase pictures in your document. You can choose from pictures of people, places, things, and complete scenes and place them almost anywhere in your document. You can even select a picture called “Anything” that reserves a space in your document where you can draw or glue in your own picture after you print the document. You can also choose pictures from picture disks compatible with *The Writing & Publishing Center* program. For a complete list of pictures included with the program and a list of compatible disks, see *Picture Reference* on pages 87-93.



You can place pictures in your document first and enter text later, or you can enter text first, then add pictures. Usually, you'll want to place pictures *first* in the Heading Workspace (before typing text) and *last* in the Body Workspace (after typing text).

In the Heading Workspace, you can put text on top of pictures to make dramatic headings. That's why you'll want to place your pictures first in the Heading Workspace. Then when you type in text, you can use (spacebar) or (return) to move the words off the picture or move the cursor over the picture.

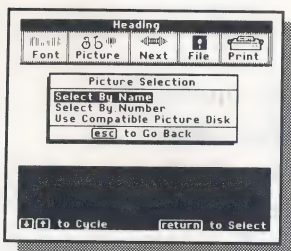


In the Body Workspace, text and pictures will never overlap. When you add a picture, the text moves around or below the picture to make room for it. When you erase a picture, the text below it moves up to fill the empty space. If there are other pictures below the picture you added or erased, they may no longer match the text beside them. That's why you'll want to enter your text first, and then place your pictures starting at the top of the document. That way, you can be sure the pictures are beside the text where they belong.

When you select a picture, you can move it around in the Workspace and flip it before placing it in your document. Even after you've placed a picture, you can move it somewhere else or erase it whenever you want.

## Selecting Pictures and Predesigned Headings

When you choose **Select Picture** on the Picture menu, you'll see several ways to select a picture. You can choose pictures from a list of names or by typing the number of a picture you want. You can also choose pictures from compatible picture disks. (For a complete list of pictures with their names and numbers and a list of compatible disks, see *Picture Reference* on pages 87-93. You can also find the pictures on the Ready Reference Card.)



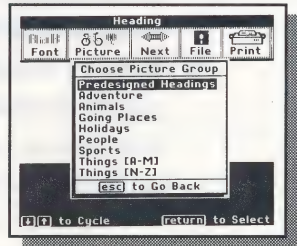





If you are in the Heading Workspace of your document, you can choose predesigned headings. A predesigned heading is a heading that already contains words and pictures. You can easily erase the words in a predesigned heading and type your own, but you cannot add more pictures. When you view a predesigned heading before selecting it, it fills the whole Heading Workspace. When you place a predesigned heading, it erases any text or pictures already in the Heading Workspace.

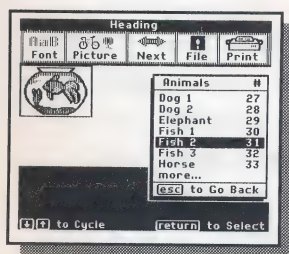
When you view predesigned headings before selecting them, they fill the whole Workspace. When you view pictures, they appear in the upper-left corner of the Workspace. The picture will cover any words there, but later when you place it, the words will appear on top of picture. Once you select the picture you want, you can move it anywhere you want to, flip it, and then place it in your document (see *Positioning and Placing Pictures* on page 52). A selected picture has a frame around it until it is placed to show how much room it will take.

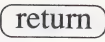
### To select pictures by name:

1. Choose **Select By Name** from the Picture Selection menu. A list of different categories, or groups of pictures, appears on the screen.
2. Select the picture group you want to see. A list of picture names then appears on the screen.



3. Select the name of a picture you want. If you are asked to insert another disk, just follow the instructions on the screen. The picture you selected then appears on the screen in the upper-left corner of the Workspace.
4. If you want to see other pictures in the category you selected, use  and  to move down and up the list. The pictures appear one by one. If you don't want to select any of the pictures from that group, press  and select a new group of pictures to look at.







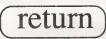
5. When you see a picture you want in your document, press  to select it. Selecting the picture allows you to flip it and move it where you want it to go in your document.

### To select predesigned headings by name:





1. From the Heading Workspace, choose **Select By Name** from the Picture Selection menu. (You *must* be in the Heading Workspace to choose a predesigned heading.) Then select **Predesigned Headings** from the Choose Picture Group menu. A list of predesigned headings appears on the screen.
2. Select the name of the heading you want. If you are asked to insert another disk, just follow the instructions on the screen. The heading you selected then appears on the screen.





3. If you want to see other predesigned headings, use  and  to move down and up the list. The pictures appear one by one. If you don't want to see the headings one by one, press  and select another name from the list. If you don't want to select any of the predesigned headings, press  twice and select another group of pictures to look at.
4. When you see a heading you want in your document, press  to select it and place it in your heading.

### To select pictures or predesigned headings by number:

1. Choose **Select By Number** from the Picture Selection menu. A prompt appears asking you to enter the number of the picture you want. (See *Picture Reference* on page 87 for a list of all the pictures and their numbers.)
2. Type the number of the picture or predesigned heading you want and press  to see it. (You *must* be in the Heading Workspace to select a predesigned heading by number.) If you are asked to insert another disk, just follow the prompts on your screen. The picture you selected then appears on the screen in the upper-left corner of the Workspace. A predesigned heading fills the Workspace.
3. If you want to see other predesigned headings or other pictures in the same category, use  and  to move down and up the list. The pictures or headings appear one by one. If you don't want to see them one by one, press  and type another number.

4. When you see a picture or heading you want in your document, press **(return)** to select it. (If you don't want to select any of the pictures from that category, press **(esc)** and type the number of a picture in a different category.)

### To select pictures from compatible disks:

1. Choose **Use Compatible Picture Disk** from the Picture Selection menu. A prompt appears asking you to insert a compatible picture disk. For a list of compatible picture disks, see *Picture Reference* on page 93.
2. Insert the compatible disk and press **(return)**. A list of picture names appears on the screen.
3. Select the name of a picture you want. The picture then appears on the screen in the upper-left corner of the Workspace. (If you want to see other pictures on the disk, press **(esc)** to go back to the Picture Selection menu, select **Use Compatible Picture Disk** again, and select the name of another picture.)
4. Press **(return)** to select the picture.

## Positioning and Placing Pictures

After you select a picture but before you place it in your document, you can position it by moving it around and flipping it to face different ways.



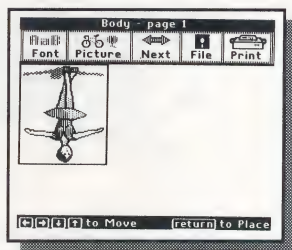
In the Heading Workspace, you can place pictures anywhere except on top of another picture. If you place a predesigned heading on top of any pictures or text already there, the pictures and text will be erased. In the Body Workspace, you can place pictures on the right and left sides of your document and anywhere up and down the page, but you cannot place pictures on top of each other, side by side, or on top of page or column markers.

### To move a selected picture:

1. Use and to move the picture to the left and right sides of the screen, and use and to move the picture down and up. Use or to move the picture several lines down and up. (If you hear a beep when you try to move a picture past the edges of the Workspace, it means you've moved the picture as far as it can go in that direction.)

### To flip a selected picture:

1. Press (for "Flip"). The picture flips and faces the other way. Press again to flip the picture upside down. Continue pressing to flip the picture four different ways.



### To place a selected picture in your document:

1. Press when you've moved the picture where you want it in your document. Now the words will move to make room for the picture. (You'll hear a beep if you try to place pictures with their corners too close.)



## Repositioning and Erasing Pictures

After you place a picture in your document, you can move it or erase it any time you want.

### To reposition a picture:

1. Select **Move Picture** from the Picture menu. The cursor changes to a nonblinking outlined square (blue on color monitors) and appears in the upper-left corner of the Workspace.
2. Move the cursor until it's next to the picture you want to reposition. You must be able to see the whole picture. Then press **return**. A frame appears around the picture so you can see how much room it will take.
3. Use **←**, **→**, **↓**, and **↑** to move the picture or press **F** to flip the picture four different ways. (Remember that whenever you use **↓** or **↑** to move the cursor, scroll the page, or position a picture, **⌘****↓** and **⌘****↑** move the Workspace several lines at a time.)
4. Press **return** to place the picture in the new location.



### To erase a picture:

1. Select **Erase Picture** from the Picture menu. The cursor changes to a nonblinking outlined square (blue on color monitors) and appears in the upper-left corner of the Workspace.
2. Move the cursor until it's next to the picture you want to erase and press .

## Tips on Using Pictures

Here are a few tips on using pictures that will make your documents look terrific.

- View your whole document often by pressing   (see *Viewing the Whole Document* on page 35). Looking at your whole document will help you see how the pages look and where all the pictures are.
- Place your pictures on both the right and left sides of the page or column. This arrangement gives the page a balanced look.
- When placing your pictures, it's best to start at the top of the document and work down. The text moves down the page as you insert pictures and may move past the pictures it belongs with if you don't start at the top.
- Use the smaller fonts where you plan to place pictures in the body of your document. Pictures can take up a lot of room on the page, and you'll want more than just a few words on a line.
- See *Troubleshooting* on page 96 for help if you have any special problems working with pictures.

## WORKING WITH DOCUMENTS AND DISKS

You can save any document that you create in the Workspace and get, or load, it later to make more changes, finish it, or print it. Since a power failure or faulty computer can cause the loss of your work, it's a good idea to save your document now and then as you work on it. Then you can always get the copy you saved on disk.

The disk you save your work on must be prepared, or formatted, to work with *The Writing & Publishing Center*. The Storage Disk that came with your program has been formatted for you and is ready to use. When it is full and cannot store any more documents, you can either delete documents from the disk to make more room or format another disk to save work on. Blank disks formatted for other programs or computers will not work with this program until you format them as Storage Disks with this program.

### Formatting a Storage Disk

When you format a disk, anything already saved on it will be erased. Be sure it's all right to use (erase) the Storage Disk and then make sure it is not write-protected. (Write-protected means you cannot save or delete anything on the disk.) You know that a 3 1/2" disk is not write-protected if the tiny sliding plastic tab





is closed. A 5 1/4" disk is not write-protected if there is a notch on the upper-right corner and it doesn't have a write-protect tab (tape) over the notch.

You can format a Storage Disk while you are working in the Workspace. The document you are creating will not be lost when you format the disk.

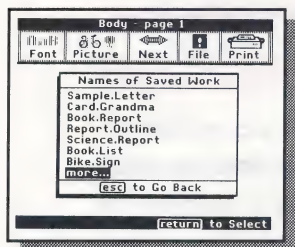
### To format a Storage Disk:

1. Choose **File** from the Menu Bar, then select **Format a Storage Disk** and follow the prompts on the screen.

## Saving Documents

When you save a document, you'll be asked to give it a name. If you're saving a new document, it won't have a name until you give it one. If you're saving a document you loaded from the Main Menu and changed in the Workspace, it already has a name—the name you gave it the last time you saved it. You can save it again under the same name, but the original document you loaded from the disk will be lost because it will be replaced by the new one with your changes. Whenever you save a document twice with the same name (on the same disk), the second document replaces the first one on the disk. If you want to keep the first document, save the second one under a different name.

Before you save a document, it's handy to look at the names of documents you've already saved on the Storage Disk. Then you can decide on the best name to save your new document under.

**To see names of saved documents:**

1. Select **File** on the Menu Bar, then select **See Names of Saved Work**. (You may be asked to insert your Storage Disk.) The names of the documents that are saved on the disk appear on the screen. To see more names, select **More** if it appears.

**To save a document:**

1. Select **File** from the Menu Bar, then select **Save on Storage Disk**.
2. When you see the prompt, type a name for your document, up to 14 characters. If the document already has a name, press any key except **(return)** to erase the name and then type a new name. (If you want to save the document under the same name, just press **(return)**.) The name you type must start with a letter and cannot have spaces in it. (You can use periods instead of spaces to separate words.) The name appears in all capital letters even when you don't press **(shift)**. To erase a mistake, use **(delete)**. Then finish the name and press **(return)**.
3. Follow the prompts on the screen to insert your Storage Disk in the drive. Then press **(return)** to save your document. (If your Storage Disk is full, you will be asked to delete a document to make room or to format a new disk.)



### Tips for Naming Documents

To keep track of the documents on your Storage Disk, give them names that will help you remember them.

Here are some ideas.

- Use similar names for related documents.

SIGN.1

SIGN.2

- Put a date in the name.

NOTE.MOM.3.15

STORY.DOG.12.4

- Pick names that describe the document.

SCHOOL.TRIP

SCIENCE.REPORT

### Getting Saved Documents

Once you save a document on a Storage Disk, it's easy to get it again so you can continue working on it. To get a saved document, you need to load it into the computer. You can get saved documents only from the Main Menu. If you are in the Workspace, use **Next** on the Menu Bar to go to the Main Menu.

#### To load a saved document:

1. Select **Get Saved Work** from the Main Menu.
2. Follow the prompts on the screen to insert your Storage Disk in the drive. The names of the documents that are saved on the disk appear on the screen. To see more names, select **More** if it appears.



3. Select the name of the document you want to load. (You may be prompted to insert your Program Disk.) The document you selected will appear in your Workspace. The cursor will be where you left it when you saved the document.

## Deleting Documents

You can permanently erase, or delete, a document from a Storage Disk while you are working in the Workspace. The document in the Workspace will not be lost when you delete a document from the disk.

### To delete a document:

1. Select **File** on the Menu Bar, then select **Delete from Storage Disk**.
2. Follow the prompts on the screen to insert your Storage Disk in the drive.
3. Highlight the name of the document you want to delete and press **return**.
4. When you see the prompt asking if you are sure you want to delete the document, select **Yes** to delete the document.



# PRINTING DOCUMENTS

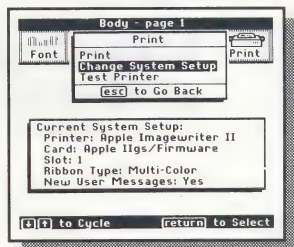
You can print any document that appears in the Workspace. If you have a color printer, your document can be printed in color except for pictures from a compatible picture disk. These pictures print in black even if you have a color ribbon in your printer. If you do not have a color printer, everything in your document prints in black on your paper.

To print your document, you need to have a dot-matrix printer. Most printers used in homes and schools are this kind, such as an Apple ImageWriter II. Dot-matrix printers create characters and pictures on paper by printing many tiny dots.

It's always a good idea to save your document before you print to avoid losing your work just in case there is a problem printing. See *Saving Documents* on page 57.

### To print a document:

1. Select **Print** from the Menu Bar. The Print menu appears at the top of the screen and a list of the current settings for the printer-computer system appears at the bottom of the screen. Select **Change System Setup** if you need to change the current system settings to match your system (see *System Setup* on page 65). Select **Test Printer** if you want to print a sample page to be sure the settings are correct (see *Test Printer* on page 68).



2. Select **Print** from the Print menu when you're ready to print your document. (If you've made changes to your document since the last time you saved it, you will be asked if you want to save your work before printing. If you do, choose **Yes** and enter a name for your document.) Then the Choose Printout Options menu appears, including a list of the current printout settings. Select **Change Options** if you want to change the current settings (see *Printout Options* below).
3. Select **Print Now** from the Choose Printout Options menu to print your document. When you see the prompt, make sure your printer is on and press . If you have any problems printing, check that the current system settings are correct (see *System Setup* on page 65) or refer to *Troubleshooting* on page 96 or your printer manual.

## Printout Options

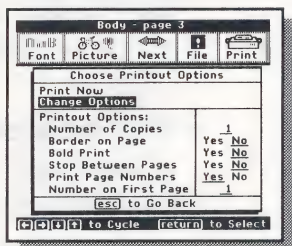
You can choose how many copies of your document you want to print, whether or not to have borders and page numbers, and whether to use single sheets of paper or continuous-feed paper (sometimes called pin-feed or tractor-feed computer paper). For some printers, you can also choose bold printing (for darker print).





### To change the printout settings:

1. Select **Print** from the Menu Bar, then select **Print** from the Print menu. (If you've made changes to your document since the last time you saved it, you will be asked if you want to save your work before printing. If you do, choose **Yes** and enter a name for your document.) The current printout settings appear on the screen.





2. To change the settings, select **Change Options** from the Choose Printout Options menu. The first option setting becomes highlighted.
3. To change the number of copies to print or the number on the first page, use **←** and **→** to cycle through numbers or type a number. To change the other options, use **←** and **→** to highlight **Yes** or **No** and press **return** to select it. Use **↓** and **↑** or **return** to move from option to option.

- **Number of Copies** indicates how many copies of your document to print. You can print up to nine copies at one time.
- **Border on Page** prints a line that frames each page of your document. You can see what the border looks like by printing the Test Printer sample page.

# 2

## USING THE PROGRAM

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- **Bold Print** lets you determine the quality of your printed copy. This option only appears for certain printers. Printing in bold gives you a darker copy but takes longer to print and uses up the ribbon faster. You may want to save bold printing for your final copies.
- **Stop Between Pages** lets you stop printing at the end of each page. If you are using single sheets of paper, you can then insert a new sheet of paper in your printer before printing the next page. Choose **No** if you are using continuous-feed paper.
- **Print Page Numbers** lets you choose whether page numbers will be printed at the center of the bottom of the pages of your document.
- **Number on First Page** lets you enter a beginning page number from 1 to 20. (This option doesn't appear if the Print Page Number option is set to **No**.) To enter the number, use  and  to cycle through numbers from 1 to 20 or type a number. This option is useful, for example, if you want to create an eight-page report using two Report documents of four pages each. The pages of the first document would be numbered 1 through 4. The pages of the second document would be numbered 5 through 8, with Number on First Page set to 5.



## System Setup

Before you can print a document, you need to make sure the program's settings for the printer and interface card match your own system. These settings include the kind of printer you have, the kind of card in your computer that connects your computer to your printer, and the number of the slot the card is in. (If you have an Apple IIc, there are no card and slot settings because the program automatically selects them.)

To find out what kind of card you have and its slot number in an Apple IIe or Apple IIGS computer, open the computer as described in your computer manual. The card, which is connected to your printer, should have its type and brand name printed on it. Its slot number, counting from left to right, will be a number from 1 to 7.

In addition to the printer-computer settings, there is a program setting that lets you turn new user messages on and off. These messages, which include special prompts, hints, and extra help screens, are helpful for new users just learning the program; but once you're familiar with the program, you may want to turn them off.

Any changes you make to the system settings can be saved on your Program Disk so they will load automatically each time you start the program.

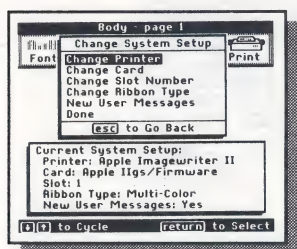


**To change the system setup:**

1. Select **Print** from the Menu Bar. A list of the current settings for the system appears at the bottom of the screen. You can print without changing the original settings if you are using an:

- Apple IIGS computer with Apple IIGS Firmware hooked up to an Apple ImageWriter® II printer,
- Apple IIc computer hooked up to an Apple ImageWriter II printer, or
- Apple IIe computer with a Grappler+ card in slot 1 hooked up to an Epson RX 80 printer.

If your system is not one of the above, you will have to change the system setup.



2. To change the settings, select **Change System Setup**. If you are asked to turn your Program Disk over or switch disks, just follow the instructions on the screen. Then select the choice for the setting you want to change from the Change System Setup menu. A list of settings appears.

3. Use  $\leftarrow$ ,  $\rightarrow$ ,  $\downarrow$ , and  $\uparrow$  to highlight the setting you want and press **return** to select it. To see more settings, select **More** or **Start again**.



4. Select **Done** from the Change System Setup menu when you have made all your changes. You'll be asked if you want to save the new settings on the Program Disk. Choose **Yes** to have the new setup load automatically each time you start the program. Choose **No** if you want to leave the settings changed only until you turn the computer off.
- 
- **Change Printer** gives you a list of different printers from which you can choose. If your printer is not among those on the list, chances are that it behaves like (or can be made to behave like) one of those listed. Try the given setting or see your printer manual.
  - **Change Card** gives you a list of different interface cards that can connect your printer to your computer. (This option doesn't appear if you have an Apple IIc.)
  - **Change Slot Number** tells the program what slot you have your interface card in. (This option doesn't appear if you have an Apple IIc.) Slot 1 is the normal setting on most computers. If your card is in another slot, select that number.
  - **Change Ribbon Type** lets you select either a multi-color ribbon or a black ribbon if you're using a color printer. (This option doesn't appear if the printer setting is for a noncolor printer.) If you have a black ribbon in a color printer, select Black Ribbon to get the best quality printing.

- **New User Messages** lets you turn off and on special program messages, including prompts, hints, and extra help screens, designed to help new users.
- **Done** lets you return to the Print menu. You'll have a chance to save your system settings on the Program Disk so you won't have to reset them each time you want to print. The saved settings will load automatically each time you start the program.

## Test Printer

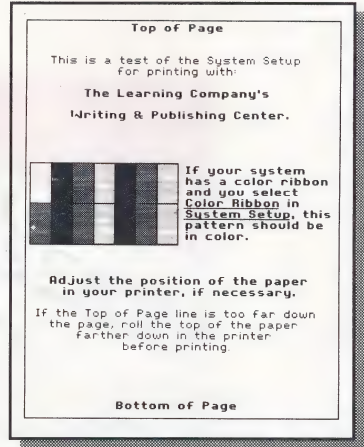
It's a good idea to test the printer after you change printer settings or if you have not used your printer in a while. When you test the printer, a sample page is printed so you can check that everything is working properly.

1. Select **Print** from the Menu Bar, then select **Test Printer** from the Print menu.
2. When you see the prompt, press  to print the sample page.





3. Check the sample page to make sure the paper is lined up properly and everything else is correct. If you have problems, you may need to adjust the paper position in the printer, change the system setup (see *System Setup* on page 65), or refer to *Troubleshooting* on page 96 for help.



If the sample page prints successfully, you may want to tape a note to the back of your computer showing what type of card you have and the slot it's in. This way, if you ever need this information again it will be handy.



# 3

## Ideas and Sample Documents



**T**HE WORLD is full of things to write about—ideas are all around you! To get started, take a look at the ideas and sample documents in this part of the user's guide. You'll find everything from book reports, and friendly letters to party invitations and fancy awards and newsletters. Whatever you write, *The Writing & Publishing Center* helps you say it best with words as well as pictures. Just use your imagination!



## USING YOUR CREATIVITY

Ready to put your creativity to work? You can start by thinking of things that interest you—something you've read about, a person you like, a subject you've studied, or something that happened to you. Then use the following ideas to write a report, story, letter, newsletter, sign, award, or just about anything.

If you're writing a report, story, or letter, you don't have to choose the one-column Report type document. Try the two-column Newsletter type document instead that prints in small letters. (See page 29 for an example.) And if you're writing a newsletter, try the Report type document to see how things look. Signs and awards might look best using the Report type document, but you be the judge! Experimenting and discovering new ways to do things is all part of the fun!



# REPORTS

Get the facts and write about them! You can write a report on just about any subject you can think of. Use a dictionary, encyclopedia, or books or magazines from your library to get the facts you need.

1. Book reports are great for remembering all sorts of things you learned and enjoyed while reading. Include the title of the book and the author's name in your report. Then describe what the book is about, where the action takes place, who the characters are and what they do, and why you liked the book. Another way to write a book report is to describe just one part of it, such as the main event, the main character, or the setting.

If you like, add drama to your report by including a line or two from the book itself. If you do, use quotation marks to show the words aren't yours.



### A Good Book to Worm Through

by Christine Kawakami

Dear Lindsey,

I recommend this terrific book called Call It Courage by Armstrong Sperry for the following reasons. First of all, it was an exciting adventure book. For example, I was held in suspense when Mofatu was being pursued on the forbidden island. I was filled with tension and could not stop reading.

Secondly, it was situated on a Polynesian island, and I had just spent my summer vacation in Hawaii, so it brought back fond memories.

Lastly, I became deeply involved in this story. I know how he felt when his friends teased him, so I rejoiced at his achievements.

This book won the 1940 Newberry Award, and I know you would enjoy it as much as I have.

Your friend,

Christine

2. Animals, sports, famous people, products, holidays, foods, and facts about history, science, and geography all make terrific topics for interesting reports. If you're short of ideas, try these:
  - *Animals*. Describe the color, size, and habits of one kind of animal, where it lives, what it eats, and what it is known for.
  - *Sports*. Name your favorite sport and describe the game and how it's played. Tell how the sport got started and who its famous players are.
  - *Travel*. Tell about trains, planes, ships, cars, spaceships, or some other way to travel. Describe when it started, how fast or slow it is, and what the vehicles look like.
  - *Instructions*. Describe how to do something, such as how to bake a cake, build a birdhouse, use a camera, play a card game, or fold a paper airplane. Make sure you describe the steps in the right order.
3. Become a reporter and write about something that happened at school, at home, or in your town. Current events can be anything from parades, music concerts, and birthday parties to a new classroom teacher, a winter storm, or a lost kitten. Explain what happened and where, when, who was involved, and whether it was good or bad.





## STORIES

Use your imagination to write a story about anything at all! It can be an adventure, a mystery, a fairy tale, or a comedy. It can even be a song, a poem, or a play. Ideas for stories are everywhere. Here are some ways to find them.

1. Find a picture in a book, newspaper, magazine, or in *Picture Reference* on page 87, and make up a story about it.
2. Use your favorite TV show, movie, or book to give you a good start on a story of your own.
3. Think of places you've been, people you've met, and things you've done and then write a story about each one.
4. Fantasize! Use your daydreams to write an out-of-this-world story. Here are some ideas.
  - What would your pet or any animal say if it could talk?
  - What would happen if a flying saucer landed in your backyard?

### ANGELO by Janice



Angelo the angelfish, lived in a wonderful aquarium with lots of bubbles and two friendly fish. He liked Tamara the trout, because she was unmistakably beautiful. But, he also liked Gordon the goldfish. Gordon and Angelo had been fish pals for years, far longer than he and Tamara.



PAGE 1

Besides, Gordon was a manfish like Angelo, and they could talk manfish-to-manfish. All in all, the three fish agreed that the aquarium was a happy and peaceful home.



That is, except for Clyde the cat, who loved to sit and watch the three fish for hours at a time. But the three happy fish friends knew they were safe and sound in their beautiful and wonderful aquarium.



PAGE 2

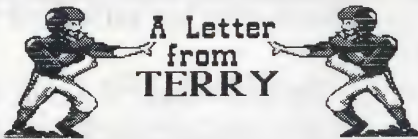
- What would you do if you became invisible?
- What would you say if you met a Martian? A leprechaun? A gnome? Santa Claus?
- Where would you go if you had a spaceship? A time machine?



## LETTERS

Keep in touch with friends and family who live far away. Make new friends and gather all sorts of information. Just write a letter!

1. Is there someone you'd like to thank for doing something special for you? Write a letter of thanks! Let them know what they did and why you appreciate it.
2. Say hello to friends or relatives who moved away. Ask them how they are, what they are doing, and how they like their new town. Then tell them something about yourself.
3. Ask your teacher to help you find a pen pal. Pen pals can help you learn about different places and people and they make great friends!
4. Write a business letter to ask for information you want or need. Maybe you want to know facts about your state, where the city buses go, what foods are good to eat, or what a product is made of. Ask someone to help you find the addresses you need.




A Letter  
from  
**TERRY**

---

Dear Michael,

Thanks for having me over to spend part of the summer vacation with you. I had a great time playing football with you and your friends.



I'm happy to hear you are a Cub Scout in pack 45. I bet you will have no problems earning your Bear badge. Let us know when you do and my Mom can post it on our bulletin board. Good luck

Certificate

.....

.....

.....

and keep up the good work!

Your Pal,  
Terry




## NEWSLETTERS

Everyone likes to get the news, but writing your own news is much more fun. You can write a newsletter about a group you belong to, a special interest you have, or anything you find interesting. Include several articles that relate to one topic or theme, then send copies to anyone you want. Here are some newsletter ideas to help you get started.

1. Do you belong to a club, team, or any special group at school, at church, or with your family? Then you have news to write about! Create a one- or two-page newsletter with pictures and articles about:
  - what you did at the last meeting
  - any special events that are planned
  - one or more members of your group—who they are and what they did
  - when and where the next meeting will be held
  - why others should join your group
  - any subject your group would be interested in
2. Do you have a special interest you share with family or friends? Do you take music lessons, enjoy a hobby, collect stamps, coins, seashells, or something else? Do you like movies, cooking, cars, sports, or kites? Whatever your interests, write about them in a newsletter. Try writing articles on:
  - why you have this interest and where you do it
  - what you do to enjoy it and plan to do in the future
  - what makes your interest special
  - why others might like to share it with you



3. Holidays and special days are great topics for newsletters.
  - You can write articles on the meaning of a holiday: who started it and when and why, how it's celebrated here and now and in other places past and present, and why it's important to you and others.
  - You can also write about a season: its weather, what people do at that time of year, how things change, and what makes the season important or fun.
4. Why not start a newsletter at school? Write about things others would like to know about your school or class and its activities, special trips or events, and after-school events. If you like, interview your classmates and write about what they said.




## THE WEEKLY REPORTER

Vol. 2      April 26, 1988

### DIVER FINDS LOST CITY OF ATLANTIS

Last Saturday, while on a search for a sunken ship, Justin Eldred found the lost city of Atlantis. He found the city just off the coast of Atlanta, Georgia. This amazing discovery proves that Atlantis is more than a mere myth. The United States awarded Justin one million dollars for his discovery.




Justin said that he would continue to search for buried treasure inside the city of Atlantis. Anyone interested in looking for treasure may join Justin. He is leaving Monday at ten o'clock from Pier #5. The cost to those who wish to accompany Justin will be \$50.00. This price includes the boat ride to and from the lost city. All treasure found on the trip will be kept by Justin.




### SPORTS NEWS

Manson Elementary School scored 6 runs in the sixth inning and went on to beat Jackson Elementary School by a final score of 15 to 5. This gives the Manson Wildcats a total of 3 wins and 2 losses for the season. Their next game will be against Thompson Elementary School this Thursday at 4 o'clock.



Last Tuesday, Manson and Magee Elementary School had a swim meet. Manson finished behind Magee by a score of 53 to 45. The following Manson tanklers finished first in their heats: Joe Brown, (100 m free); Brian Sams, (50 m back); Kevin Cross, (50 m medley); David Bedden, (50 m free); and Don Rowback, (25 m free).



## IDEAS AND SAMPLE DOCUMENTS

### SIGNS

Design a sign to announce a special event, a rule to follow, or information you want everyone to know. Here are some ideas.

1. Announce the next meeting of your club, your team's next game, or a special event at school.
2. Create a sign for your door you want all to see! Make it a warning, a welcome, a special notice, or any message at all.

**You are invited to a PARTY.**

**The Dolphin Swimming Club is having a**

**VALENTINE'S PARTY**

**When: Saturday, Feb. 3, 7-9 pm**

**Cost: \$2.00 includes refreshments**

**Where: City Rec. Dept. Gymnasium**

3. Write a party invitation to celebrate a special event.
4. Make a sign of your favorite saying, motto, bumper sticker, or advertising slogan.





# AWARDS

Create an award certificate for someone special or anyone at all. Include the name of a friend, teacher, classmate, family member, or anyone who has done something special. Tell when and why you are giving the award. Here are some ideas.

1. At home, make an award for:
  - a brother or sister who did your chores for you
  - a parent, grandparent, babysitter, or neighbor who helped you out
  - a friend who kept a secret or found something you lost
  - a pet that behaves or performs a trick
2. At school, make an award for:
  - a substitute teacher who was extra nice
  - a coach who helped you win the game
  - a classmate who earned the highest test score
  - a nurse, principal, or counselor who helped you solve a problem
  - a bus driver who took you on a field trip



### Award Of Achievement

This award is presented to \_\_\_\_\_ for outstanding achievement in all academic areas at Corte Madera School.

The above student also displayed superior social skills with fellow students and teachers.

Principal \_\_\_\_\_

Date \_\_\_\_\_





# REPORT

# RESULTS

The following table shows the results of the experiments conducted during the period from January 1, 1950, to December 31, 1950. The data is presented in a tabular format, with columns for the different experimental conditions and rows for the various measurements taken. The results show a clear trend of increasing values over the course of the year, particularly in the later months.

Year	Month	Temperature (°C)	Humidity (%)	Wind Speed (km/h)	Pressure (hPa)
1950	Jan	5.0	75	10	1013
1950	Feb	6.0	70	12	1012
1950	Mar	8.0	65	15	1011
1950	Apr	12.0	60	18	1010
1950	May	18.0	55	22	1009
1950	Jun	25.0	50	25	1008
1950	Jul	32.0	45	28	1007
1950	Aug	38.0	40	30	1006
1950	Sep	35.0	45	28	1007
1950	Oct	28.0	50	25	1008
1950	Nov	18.0	60	18	1009
1950	Dec	8.0	70	12	1012

The data presented in the table above indicates a seasonal cycle in the weather conditions. The warmest months (July and August) show the highest temperatures and lowest humidity, while the coldest months (January and February) show the lowest temperatures and highest humidity. The wind speed and pressure also show a corresponding seasonal variation.

# 4

## Quick References



**N**EEED ANY MORE information on using *The Writing & Publishing Center*? Then use this part of the user's guide to look things up and get help when you need it. You'll find a complete list of special keys and how they work, as well as a library of all the pictures and fonts used in the program. If you have any problems using the program, go to *Troubleshooting* on page 96 for possible solutions.



# 4

## QUICK REFERENCES

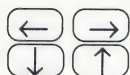
---

### SPECIAL KEYS

#### WORKING WITH THE PROGRAM

##### KEY

##### FUNCTION



Moves the highlighting in menus left, right, down, or up; cycles through menu choices. (You can also use **spacebar** to cycle through menu choices.)

**return**

Selects highlighted menu choices.

Mouse

Selects menu choices pointed at by the mouse arrow on the screen when the mouse button is clicked.

**esc**

Takes you back to a previous menu, stops the current activity, moves you between the Menu Bar and the Workspace.



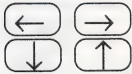
Displays help screens. (To turn off and on extra help screens designed for new users, see *System Setup* on page 65.)



### WORKING WITH WORDS

#### KEY

#### FUNCTION



Moves the cursor over text.



or



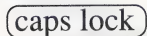
Moves the cursor to the beginning or end of a line.



or



Moves the cursor down or up several lines.



When down, capitalizes every letter you type.



Deletes the character to the left of the cursor.



Ends a paragraph, starts a new line, inserts blank lines.



Inserts a space.



Capitalizes the next letter you type or lets you type the top character on a key when you hold this key down.










Moves the cursor to the right by inserting five spaces at a time.

# 4









## QUICK REFERENCES

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### *Working with Words—continued*

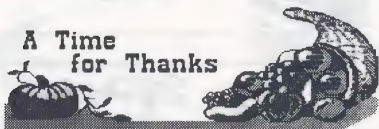
<b>KEY</b>	<b>FUNCTION</b>
 (C)	In the Body Workspace, begins and ends Cutting of lines of text.
 (L)	Moves text to the <b>L</b> eft side of the line.
 (M)	Moves text to the <b>M</b> iddle of the line.
 (P)	In the Body Workspace, <b>P</b> astes cut text at the beginning of the line the cursor is on.
 (R)	Shows and hides <b>R</b> eturn key markers (↵).
 (U)	Begins and ends typing of <b>U</b> nderlined text.
 (V)	Shows a small <b>V</b> iew of entire document.
Mouse	Moves the cursor to the arrow location when the mouse button is clicked.

### **WORKING WITH PICTURES**

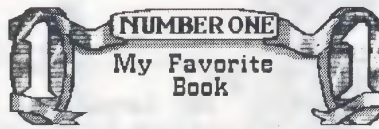
<b>KEY</b>	<b>FUNCTION</b>
   	Moves the selected picture in the Work-space.
  or  	Moves the selected picture down or up several lines in the Body Workspace.
(F)	Flips the selected picture one of four ways.
(return)	Selects the picture to be moved or erased, places the selected picture in the Workspace.



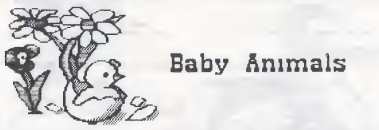
**PREDESIGNED HEADINGS** (for Heading Workspace only)



Autumn 138



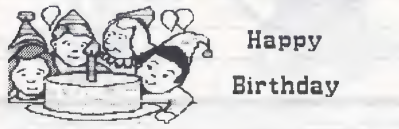
Award 139



Baby Chick 140



Big News 141



Birthday 142



Bookworm 143



Christmas 144



Circus 145



Detective 146



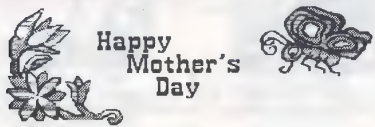
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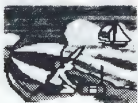
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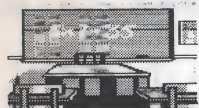
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## **Compatible Picture Disks**

Several software publishers offer disks of pictures that you can use with *The Writing & Publishing Center*. When you use pictures from these disks in your document, the pictures will print in black even though some may appear in color on the screen.

A partial listing of these compatible picture disks includes:

- *Art Gallery I & II*™ (Unison World)
- Big Red Computer Club (Graphics library of 23 disks)  
1-401-379-4680
- *Graphics Scrapbook*™ 1, 2, & 3 (EPYX®)
- *Minipix*™ Disk 1 & 2 (Beagle Bros, Inc.)
- *The Print Shop Companion*™ (Broderbund Software - DOS 3.3 version)
- *The Print Shop Graphics Library*® Holiday Edition (Broderbund® Software - DOS 3.3 version)
- Steele Publishing (6 picture disks)

## FONT REFERENCE

Here are samples of all the fonts—including some letters, numbers, punctuation marks, and symbols—listed in the order they appear in the Font menu.

**AaBbCcDdEeFfGgHhIiJjKkLl 1234567890  
!#\$%^&\*()\_+=[{}];:'",./<>?`~|**

**AaBbCcDdEeFfGgHhIiJjKkLlMmNn 1234567890  
!\$&()\_-=;:'",./?**

**RaBbCcDdEeFfGgHhIiJjKk 1234567890  
!#\$%^&\*()\_+=[{}];:'",./<>?**

**AaBbCcDdEeFf 1234567890  
!\$&()\_-=;:'",./?**

**ÅaBbCcDdEeFfGg 1234567890  
!\$&()\_-=;:'",./?**

**RaBbCcDdEeFfGgHh 1234567890  
!\$&()\_-=;:'",./?**

**ABCDEF 1234567890  
!&()-;:'",./?**

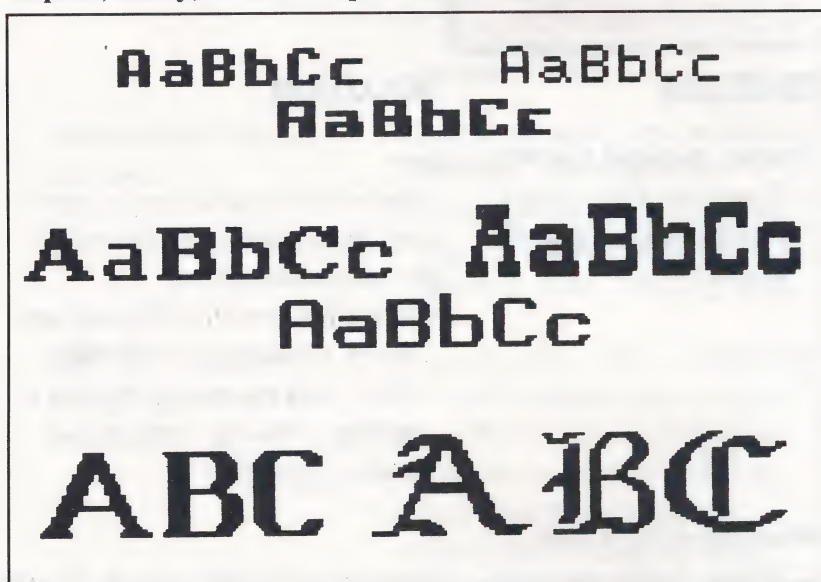
**A B C 123456789  
!&()-;:'",./?**

## Font Reference

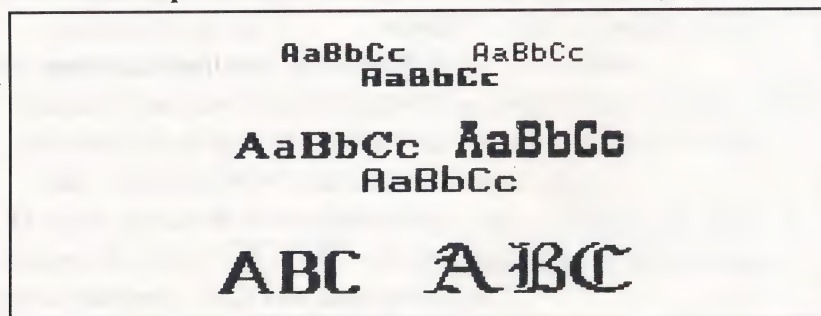


The samples below show the *actual sizes* of the fonts in this program when printed.\*

Report, Story, or Letter—prints these sizes



Newsletter—prints these smaller sizes in the Body



\* These samples were printed on an Apple ImageWriter II. Actual size may vary with different printers.



## TROUBLESHOOTING

### IN THE WORKSPACE

#### PROBLEM

#### SOLUTION

##### Moving Around the Workspace

1. Computer beeps when you are using the arrow keys.

You're trying to move the cursor past the beginning or the end of the text or document.

- Move between the Heading and Body Workspace using **Next**.
- Move past the end of the text by typing, pressing **return**, or using **spacebar**.

##### Working with Words



1. Words change position mysteriously.

Inserting or erasing text or pictures can affect the positioning of all of the text below that place in the document.



- Whenever you insert or erase text or pictures, remember to check whether the text is still near the pictures it belongs with. (See *Working with Words* on page 38.)
- Use **↵** **R** to see the return key markers (↵). You may want to use **delete** to erase some of them.







### **PROBLEM**

2. Words do not stay centered.
3.   does not show the view of the document.
4. A word is divided incorrectly at the end of a line.

### **SOLUTION**

-   can help you see how full your document is and where the pictures are. (See *Viewing the Whole Document* on page 35.)


It's best to center your words on a line *after* you type them.

- Recenter the line by first moving it to the left using   and then press   again.

You are either at the Main Menu, the layout choice screen, or the Menu Bar. You can only view the whole document when the cursor is in the Workspace.

- Go to the Heading or Body Workspace.

Pictures may be placed too close to each other for a line of text to fit between them.

- Move one of the pictures up or down to increase the space between them.
- Or, press  in front of the word that is divided incorrectly.

# 4

## QUICK REFERENCES



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### **PROBLEM**

5. Text appears in a line *below* the “End of Document” marker.

### **SOLUTION**

You have more text than can fit in the Body Workspace of the document.

- If you want that extra text to show on your printout, erase some text or pictures from your document.
- Use   to see where the return key markers (↵) are and erase any extra return key presses.

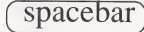
### **Working with Pictures**

1. Computer beeps when you try to place a picture near the edge of the Workspace.
2. The words cover the picture in the Heading Workspace.

The whole picture must fit in the Workspace and cannot be placed on a page or column marker.

- Move the picture so it is entirely inside the Workspace.

This feature allows you to do special effects in the heading, but you can move the text off the picture.

- Use  to move the cursor and words past the picture.





### PROBLEM

3. **Predesigned Headings** is not listed in the Choose Picture Group menu.

4. You get an error message when you type the number of a predesigned heading to select it.

5. You cannot see or get to the pictures you placed beyond the end of your text.

### SOLUTION

You can only place predesigned headings in the Heading Workspace.

- Go to the Heading Workspace if you have selected a layout with a heading and choose **Picture** again.

You cannot select a predesigned heading when you are in the Body Workspace.

- Go to the Heading Workspace if you have selected a layout with a heading and choose **Picture** again.

You cannot move the cursor beyond the end of your text.

- Move the cursor past the last character on the last line of your text. Then press  to add blank lines to the text and move the cursor down the page. The pictures will scroll into view.
- Or, select **Picture** from the Menu Bar, then select **Move Picture** to get to your pictures.

# 4

## QUICK REFERENCES

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### WORKING WITH DOCUMENTS AND DISKS

#### PROBLEM

#### SOLUTION

##### Error Messages

1. "You cannot format this write-protected disk."  
Make sure it is all right to use (erase) the disk. If it is a 3 1/2" disk, make sure that the sliding tab on the upper-right corner of the disk is closed. If it is a 5 1/4" disk, remove the tab covering the notch on the upper-right corner of the disk.
2. "You cannot format this disk. It may be unusable."  
The disk may have been damaged.
  - Use another disk.
3. You see a message telling you that you cannot format the disks that came with your program.  
These disks are protected so the information on them will not be erased.
  - Use another disk.
4. The program asks for the Picture or Storage Disk even though the disk is in drive 2.  
On some Apple IIe computers, drive 2 is recognized only if the the Picture or Storage Disk is in the drive when you start up the program.
  - Put the Picture or Storage Disk in drive 1 to continue working.
  - Next time, start up the program with the Picture or Storage Disk in drive 2.



### PRINTING DOCUMENTS

#### PROBLEM

#### SOLUTION

##### Using the Printer

1. Nothing is printed.

- Make sure the printer is on.
- Check the indicator light on the printer to be sure the printer is “on-line” or “selected.”
- Check the printer cables. They may not be connected tightly.
- Check that the system settings on the Print menu match the printer, card, and slot number of your system. (See *System Setup* on page 65.)
- See *Printing Documents* on page 61.
- In some cases, if you try to print with the wrong system settings, the program stops working. If this happens, you will have to turn off the printer and computer and start the program again. Then get your saved document again, correct the system settings from the Print menu, and test the printer (see *Test Printer* on page 68).
- If you are using a Laser 128 computer and ImageWriter II printer, select AppleIIGS Firmware as the interface card.



# 4

## QUICK REFERENCES

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### PROBLEM

### SOLUTION

- If you cannot solve the problem, call the Customer Service Department at 1-800-852-2255 with the following information: (1) the brand name and model number of your printer, and for an Apple IIe or Apple IIGS computer, (2) the type and brand name of your interface card, and (3) the slot number the card is in (see *System Setup* on page 65).
2. Printer responds but does not print what you want.
- Check that the system settings on the Print menu match the printer, card, and slot number of your system. (See *System Setup* on page 65.)
3. Printer responds but prints characters other than those in your document.
- If you are using a parallel printer with an Apple IIGS, you may have a parallel interface card that is not compatible with the computer.
- Contact the manufacturer of the Apple IIGS card for compatibility information. You may need another card.
4. There is a space between each printed line.
- The “auto line feed” for your printer may be set incorrectly. See your printer manual about how to change this option.



### PROBLEM

### SOLUTION

5. Extra blank pages are printed or parts of pages are blank.
- Pressing **(return)** or **(spacebar)** adds blank space on a page, and on an otherwise empty page, causes the page to be printed.
- Use **(⌘) (R)** to see where you pressed **(return)** in the document and erase any unwanted return key presses.
  - Use **(⌘) (V)** to see the pages that will be printed.
6. Document does not start at the top of the page or the words print over the end of the page.
- Turn the printer off. Adjust the position of the paper. The top of the page should be lined up with the printhead (where the printer actually prints on the paper). Turn the printer on again.
7. Printing is slow.
- Printing is slower if you are printing in color, bold type, or using a border. This is normal. It takes longer, but your printed pages look great. If you want to speed things up, you can:
- Change the ribbon type to Black Ribbon. (See *System Setup* on page 65.)

# 4

## QUICK REFERENCES

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### PROBLEM

### SOLUTION

8. Pictures or text look faint, blurred, or streaky.

- Select **No** for Border on Page. (See *Printout Options* on page 62.)

Printer ribbons wear out. Black ribbons wear out fairly evenly. Color ribbons wear out unevenly, leaving patches on the ribbons where most of the ink is gone, causing the printout to look streaky or blurred.

- Replace your printer ribbon.

For additional assistance, call The Learning Company's Customer Service Department Monday through Friday from 8AM to 5PM or Saturday from 8AM to 12PM, PST.

**The toll-free number is: 1-800-852-2255.**



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## CUSTOMER SERVICE

We are proud of the special relationship we have with many satisfied parents, children, and teachers. If you have a problem, a question, or a suggestion, please call our Customer Service Department at 1-800-852-2255 or 1-415-792-2101.

The Learning Company warrants to the original purchaser that the disks provided with this user's guide and the software program coded thereon will perform in accordance with the descriptions in this user's guide when used with the specified equipment. If the program is found defective within 90 days of your purchase, it will be replaced. Simply call The Learning Company's Customer Service Department at the above toll-free number and a replacement disk will be sent within 24 hours. Replacement of the disk is the full extent of our liability.

This warranty is in lieu of all other warranties, whether oral or written, express or implied. Any implied warranties, including those of merchantability and fitness for a particular purpose, are limited in duration to 90 days from the date of purchase of this product.

The Learning Company shall not be liable for incidental and/or consequential damages for the breach of any express or implied warranty including damage to property and, to the extent permitted by law, damages for personal injury even if The Learning Company has been advised of the possibility of such damages. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitations or exclusion may not apply to you.

This warranty shall not be applicable to the extent that any provision of this warranty is prohibited by any federal, state, or municipal law which cannot be pre-empted. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

**Warning: Any attempt to duplicate this program may result in a damaged disk. This does not constitute user damage as covered by the warranty.**

### **Damaged Disk Replacement Policy**

The Learning Company will replace disks that the user damages for a duplicating and handling fee. Return your damaged disk and a check for \$10 to:

The Learning Company  
6493 Kaiser Drive  
Fremont, CA 94555  
Attention: Disk Return Dept.

# THE HISTORY OF THE

[The following text is extremely faint and illegible due to the quality of the scan. It appears to be a multi-paragraph historical or biographical text.]

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
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