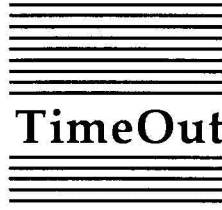




TimeOut QuickSpell

by Alan Bird



TimeOut QuickSpell™

Spelling Checker for AppleWorks™
by Alan Bird

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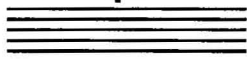
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Chapter 1



Welcome to TimeOut QuickSpell

TimeOut QuickSpell™ is part of the TimeOut AppleWorks™ enhancement series. All of the products in this series work inside of AppleWorks and are easily selected from a single menu.

QuickSpell is a spelling checker and corrector that allows you to quickly and easily correct spelling and double-word errors in your AppleWorks word processor documents. The words are checked against an 80,000 word main dictionary and a custom dictionary of unlimited size. Corrections are made by selecting unknown words from a list or by correcting them as they appear in the word processor document.

Suggestions on Using This Manual

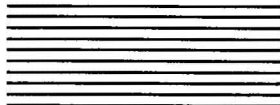
The remainder of this manual is divided into three main sections:

- Chapter 2 Installing TimeOut
- Chapter 3 QuickSpell Tutorial
- Chapter 4 QuickSpell Reference

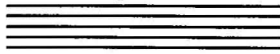
If you have not already installed TimeOut on your *AppleWorks STARTUP* disk, you will need to read all of chapter 2. If TimeOut is already installed, read only the section called *Copying Applications to the TimeOut Application Disk* (on page 8).

After installing TimeOut and QuickSpell, you can either go through the QuickSpell Tutorial in chapter 3 which helps you check and correct a sample document, or you can go directly to the QuickSpell Reference in chapter 4.

Note: This manual assumes that you are familiar with AppleWorks and the AppleWorks method of doing things (e.g. selecting menu options, etc.) If you're not, then refer to the appropriate sections of your AppleWorks manuals.



Chapter 2



Installing TimeOut

Beagle Bros software is copyrighted but not copy-protected. Please support us in our commitment to supply friendly, easy-to-use software by not giving illegal copies to others. Thanks.

Important: Back up your disks! This includes AppleWorks. Do not install TimeOut on your master copy of AppleWorks.

The Big Picture

AppleWorks is an integrated application program that includes a word processor, data base and spreadsheet. TimeOut changes AppleWorks to allow more applications to be added.

*Note: TimeOut itself is **not** an application. TimeOut only makes AppleWorks expandable. QuickSpell is an application.*

The disk that contains the TimeOut applications is called your applications disk. If you copy your application files onto your AppleWorks disk, that becomes your applications disk.

TimeOut is compatible with the USA version of AppleWorks v2.0 and later. If you have an earlier version, contact your dealer about getting an update.

TimeOut is compatible with Super MacroWorks, AutoWorks, Applied Engineering's Desktop expander, and Pinpoint. If you are installing TimeOut along with these other AppleWorks enhancements, install TimeOut last. The only exceptions are AutoWorks and Pinpoint. Install them after installing TimeOut.

Installation

You must install TimeOut on a copy of your AppleWorks disk to use TimeOut QuickSpell. To get started, boot the QuickSpell disk by placing it in the drive and pressing Control-Open-Apple-Reset.

Automatic Installation

There are two ways you can install TimeOut: Manual or Automatic. Automatic Installation is recommended for new TimeOut owners. The Automatic Installation program will set up TimeOut for your system. You don't need to be a hacker to use it!

Important: Have several blank disks on hand. You will need to use them to make backup disks and applications disks.

If you already have TimeOut installed on your copy of AppleWorks, it is not necessary to do the Automatic Installation. Installing TimeOut is required only one time. Just use Manual Installation to copy your new applications to your applications disk.

After you have finished the Automatic Installation, see Start up AppleWorks on page 9.

Manual Installation

Manual installation gives you the freedom to configure TimeOut to your own special needs. The following menu options are available in Manual Installation. Let's take a detailed look at each one.

Read Manual Updates

Select **Read manual updates**. You will see a file containing any changes or additions to the instruction manual since it was printed. This file is an AppleWorks file called **Notes**. You can also see it any time in AppleWorks by adding it to the Desktop.

Make a Backup Disk

Use this option to make backup copies of your disks. You can back up 5.25 and 3.5 inch disks. Backup both your AppleWorks and TimeOut QuickSpell disk. Use the backups for the installation process.

Format a Disk

You may need to format a blank disk to hold your applications. If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. Use this option to create an applications disk.

You will be asked to enter a name for the disk. There are certain rules concerning disk names. The name must start with a letter, and contain only letters, numbers and periods. The maximum length of the name is 15 characters. The name you give will become the default location of your applications when you install TimeOut.

Catalog a Disk

This option works like the `List all files` feature in AppleWorks. Use it to see the files you have on your disks. You can choose to catalog the files in the main directory of a disk, or enter the pathname of a subdirectory.

Create a Subdirectory

Your TimeOut applications can be copied into a subdirectory. If you want to create a new subdirectory for your applications, choose this option before copying the application files.

Enter the complete pathname of the subdirectory. If you wanted to create a subdirectory called `TIMEOUT` on a disk named `/APPLEWORKS`, you would need to enter:

```
/APPLEWORKS/TIMEOUT
```

*Note: TimeOut applications do not have to be in subdirectories!
If you don't understand what a subdirectory is, don't worry.*

Install TimeOut

This is the step in which you actually modify AppleWorks. There are several steps to the process. Make sure you use backup disks!

Sorting the TimeOut Menu

When you have TimeOut installed in AppleWorks, you select applications from a menu. If you would like the menu items alphabetized, answer *Yes* to sorting. Otherwise, they will appear in the same order as they do in the disk directory.

Multiple TimeOut Applications Disks

If you have more applications than will fit on one disk, you can answer *Yes* to multiple applications disks. This is most likely to happen if you are using 5.25-inch disks. This allows you to load your applications from different disks and have TimeOut display them in the same menu.

If all of your applications fit on one disk, or in the same subdirectory, answer *No*.

Location of TimeOut Applications

The next step is to tell TimeOut the location of your applications disk. Remember that TimeOut and your applications are different. In order for TimeOut to communicate with your applications, it needs to know where to look for them.

Your applications (like QuickSpell), can be located anywhere you like: a hard disk, a RAM disk, a floppy disk, or any other ProDOS device. You will probably want to put them on your AppleWorks disk.

Important: If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. There isn't enough space.

You are given two ways to tell TimeOut the location of your applications, Slot and Drive, or ProDOS pathname.

Important: For 5.25 inch disk users—if you have one drive only, tell TimeOut your applications are located in Slot 6, Drive 1. If you have two drives, Slot 6, Drive 2 is recommended.

Location of AppleWorks

The next step is to indicate where your AppleWorks STARTUP program is located. Put your AppleWorks disk (the STARTUP side if you are using 5.25-inch disks) in the drive and press Return. TimeOut will be installed.

Note: This is a one time modification. If you add more TimeOut applications later, you don't need to install TimeOut again.

Copy Applications

If QuickSpell is your only TimeOut application, you can use your backup copy of the TimeOut QuickSpell disk as your applications disk. You will want to create an applications disk in the future if you get more TimeOut applications. This will help cut down on the number of disks you need to use AppleWorks.

To copy the QuickSpell files to your TimeOut applications disk, select `Copy applications` from the Main Menu.

Important: If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. There isn't enough space.

You will need to select the location of your applications disk either by Slot and Drive or ProDOS pathname. The default location will be the same one you gave TimeOut to look for your applications.

After the applications are copied, you will be asked where you would like to copy the QuickSpell dictionaries. They can be copied to the same disk as the applications, or to a different disk.

Note: The main and custom dictionaries are on the back side of the 5.25 inch disk.

Re-installing TimeOut

If you need to change the location of your applications disk, or you want to have more than one TimeOut applications disk, you will have to install TimeOut again. Just follow the same steps you went through the first time, making the needed changes.

Start up AppleWorks

Boot up your AppleWorks disk the same way you usually do. When you start up AppleWorks with TimeOut installed, you will see the TimeOut title screen before you reach the AppleWorks Main Menu.

The first thing TimeOut will do is search for your applications disk and load the applications into AppleWorks.

Important: If TimeOut cannot find your applications, it will ask you to insert your applications disk. Put it in the drive (if you have not already done so) and choose Try again, or Try a different location. If you still get the same message, you either do not have any applications on the disk or your disk has been damaged. Try creating a new applications disk.

If you do not see a new TimeOut title screen, TimeOut has not been installed. Go back and try installing it again on a new backup copy.

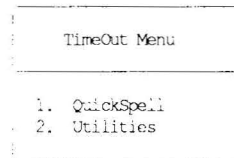
As TimeOut finds each TimeOut application, they are listed on the screen. An asterisk (*) before the application name indicates that it is memory-based. If you press Escape while TimeOut loads your applications, the memory-based applications will not load into memory.

If you have specified that you are using multiple TimeOut applications disks, insert each disk and answer Yes when asked

Read another TimeOut applications disk? Answer No when the last applications disk has been read.

Accessing TimeOut Applications

You can call up the TimeOut menu from inside AppleWorks by holding down the Open-Apple key and pressing the Escape key. A menu similar to the following will appear:




Use the Up and Down arrow keys or type a number to highlight an application. Press Return to select it, or Escape if you don't want to choose any items in the menu. If your applications are not memory-based, put your TimeOut applications disk in the drive.

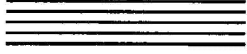
Memory Usage

You will notice with TimeOut installed that you have less Desktop memory for your AppleWorks documents. TimeOut itself takes up some of the memory.

Memory-resident TimeOut applications also take up Desktop memory. If you are short on Desktop memory, reconfigure your applications so they are disk-based. For maximum speed, make your TimeOut applications memory-based or use them from a RAM disk. The only price you pay is reduced Desktop memory.



Chapter 3



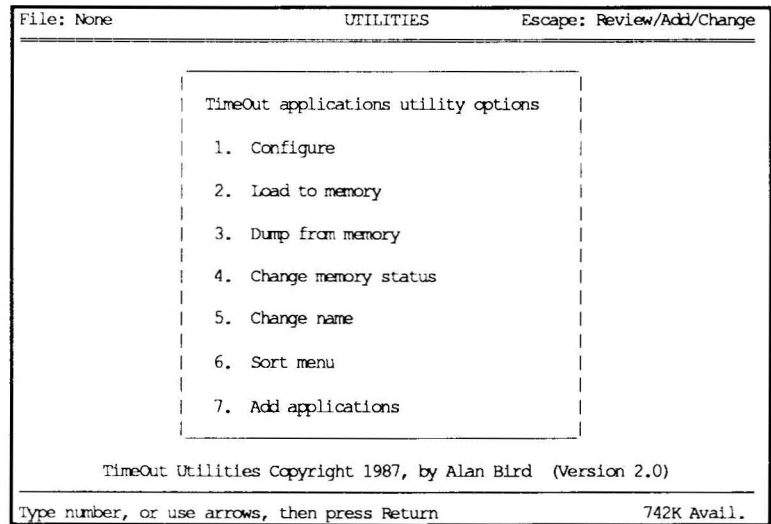
QuickSpell Tutorial

The following short tutorial will help you to quickly become familiar with using QuickSpell.

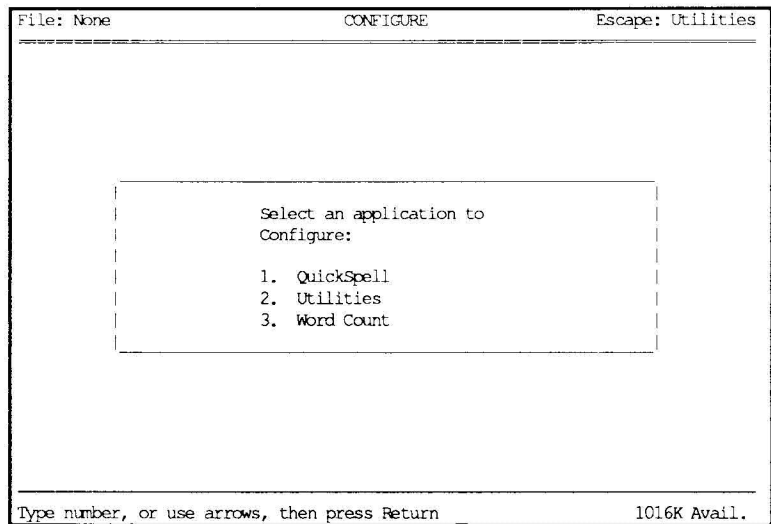
Configuring Dictionary Locations

Before you use QuickSpell, you will need to specify where it should look for the main and custom dictionaries. Do the following:

1. Make sure you have installed TimeOut on your *AppleWorks STARTUP* disk and copied TO.QUICKSPELL and TO.UTILITIES to your TimeOut applications disk. (Unless, of course, you're using the *QuickSpell* disk as your application disk.)
2. Start up AppleWorks.
3. When you get to the AppleWorks main menu, press Open-Apple-Escape for the TimeOut menu. Select *Utilities*.
4. Select *Configure*.



5. Select QuickSpell.



6. Select Location of Main Dictionary. You can specify where the main dictionary is by using one of the following:

1. ProDOS pathname
2. Slot and Drive
3. AppleWorks data disk
4. TimeOut applications disk

Use ProDOS pathname if your dictionary will be in a subdirectory such as on a hard drive. Use Slot and Drive if your dictionary will always be in the same disk drive. Use AppleWorks data disk if the dictionary will be in the same location as the current AppleWorks data disk. Use TimeOut applications disk if you have copied the dictionary onto your TimeOut applications disk.

7. Select `Location of Custom Dictionary` to specify where your custom dictionary file will be.
8. Press `Escape` 3 times to exit the `Utilities` application.

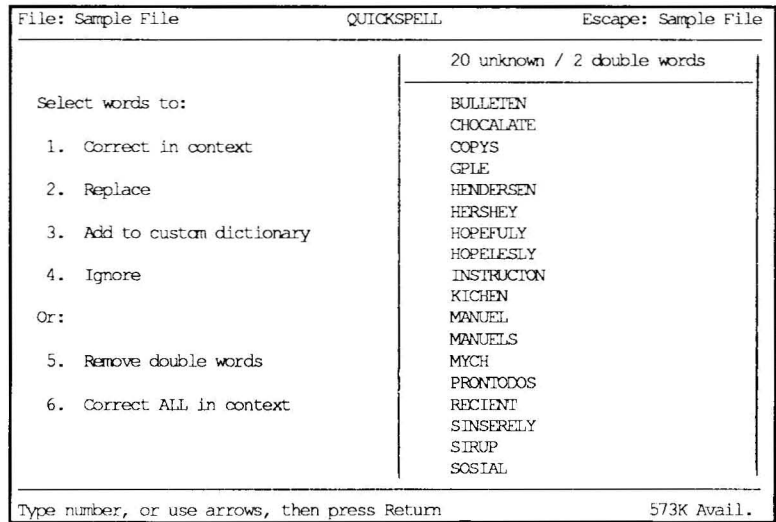
Using QuickSpell

Load the file *Sample File* from the QuickSpell disk by selecting `Add files to the desktop` from the `AppleWorks` main menu. After the `Sample` file has been loaded, bring up the `TimeOut` menu by pressing `Open-Apple-Escape` and select `QuickSpell`.

QuickSpell will immediately begin to check the spelling of the document against three dictionaries: (1) an internal dictionary containing the most commonly used words, (2) the custom dictionary, and (3) the main dictionary.

Note: If any errors occur while attempting to access the custom dictionary or the main dictionary, make sure the disk containing the dictionaries is in the correct drive. If you don't know which drive to use, refer back to the section on "Configuring Dictionary Locations" on page 12. If you are using the 5.25" disk version of QuickSpell, the main and custom dictionaries are on the back side of the QuickSpell disk.

After the dictionaries have been checked, you will see the QuickSpell main menu:



The list on the right contains the words, in alphabetical order, that were not found in any dictionary. At the top of the list are two numbers that indicate how many unknown words and double words were found.

Replacing misspelled words

Select **Replace** from the main menu. You will now be able to select all the words that you would like to replace. Use the up and down arrow keys to highlight the word **COPYS**. Select the word by pressing the right arrow key and pressing **Return**.

QuickSpell will now ask you for a replacement word. Replace the word **COPYS** with **COPIES** and press **Return**. All occurrences of the word **COPYS** are automatically replaced with the word **COPIES** and **COPYS** is removed from the *unknown words* list.

Select `Replace` again from the main menu. Highlight the word `BULLETEN`, select it with the right arrow, and press `Return`. Instead of typing in a replacement word, press `Open-Apple-?`. Make sure the disk containing the main dictionary is in the correct drive. You will see a list of 29 suggested spellings. Select `BULLETIN`. All occurrences of the word `BULLETEN` are automatically replaced with the correct spelling, `BULLETIN`, and `BULLETEN` is removed from the *unknown words* list.

Ignoring words

Select `Ignore` from the main menu. Highlight the word `PRONTODOS`, select it with the right arrow, and press `Return`. The word `PRONTODOS` is no longer an unknown word but will be ignored until the next time you check this document.

Adding words to the custom dictionary

Select `Add to custom dictionary` from the main menu. Highlight the word `HERSHEY`, select it with the right arrow, and press `Return`. Make sure the disk containing the custom dictionary is in the correct drive. The word `HERSHEY` is now added to your custom dictionary.

Correcting in context

Select `Correct in context` from the main menu. Select several words from the list by using the right arrow key, then press `Return`. The first word you selected will be shown as it appears in the document. Select `Replace`, `Add to dictionary`, `Ignore word`, `Skip` or `Get suggestions`.

`Replace` and `Add to Dictionary` work the same as if you had selected them from the `QuickSpell` main menu.

`Ignore word` means to ignore all occurrences of that word in the document.

`Skip` means to ignore just this occurrence of the word. If, for example, the unknown word `HENDERSEN` occurs more than once in the document, selecting `Skip` takes you to the second occurrence, ignoring only the first occurrence. You can replace the second occurrence and skip the third one if you like.

`Get suggestions` goes immediately to a list of suggested spellings, just like pressing `Open-Apple-?` after selecting `Replace`.

Press `Escape` if you want to quit correcting in context.


Select `Correct ALL in context` from the main menu. This allows you to easily correct every unknown word in context without selecting them from the list. Press `Escape` to return to the main menu.

Removing Double Words

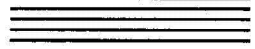
Select `Remove double words` from the main menu. `QuickSpell` will show you the double word `of` in context. Select `Yes` to remove the first `of`. Continue until all double words have been removed.

Quitting QuickSpell

After returning back to the main menu, you can continue correcting the sample document or press `Escape` to exit from `QuickSpell`. If you have not removed all of the words from the *unknown words* list, `QuickSpell` will ask you if you really want to exit.



Chapter 4



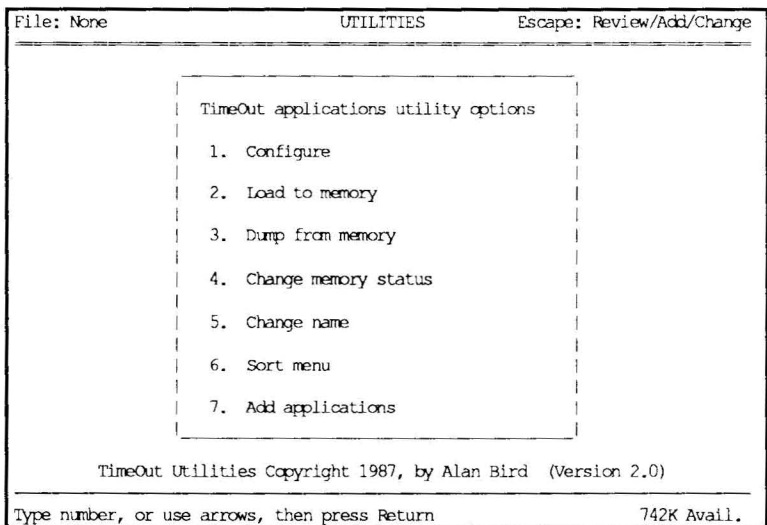
QuickSpell Reference

Before using QuickSpell, you will need to indicate where it should look for the dictionaries.

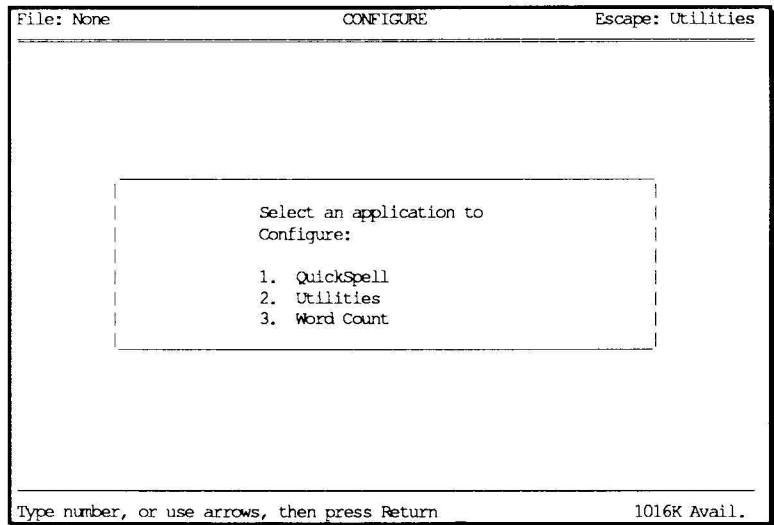
The TimeOut Utilities application which comes with QuickSpell and most other TimeOut applications allows you to change some of the default characteristics of TimeOut applications. This is known as *configuring* an application. With QuickSpell, you can configure the location of the main and custom dictionaries and enable and disable the quick memory reference list.

Configuring QuickSpell

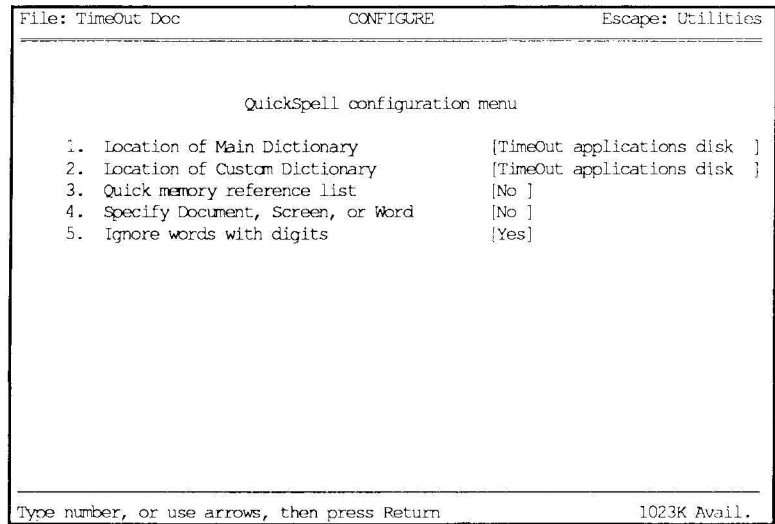
From AppleWorks, press Open-Apple-Escape to bring up the TimeOut menu and select Utilities. From the Utilities main menu, select Configure.



Then select QuickSpell.



Configuring the Dictionaries



The first two items you can configure are the locations of the main and custom dictionaries. You may use any of the following:

1. ProDOS pathname
2. Slot and Drive
3. AppleWorks data disk
4. TimeOut applications disk

Use ProDOS pathname if your dictionary will be in a subdirectory such as on a hard drive.

Use Slot and Drive if your dictionary will always be in the main directory of the disk and in the same disk drive (such as slot 6, drive 2).

Use AppleWorks data disk if the dictionary will be in the same location as the current AppleWorks data disk. Using this option allows you to change the location of the dictionary at any time just by changing the current AppleWorks data disk.

Use `TimeOut` applications disk if you have copied the dictionary onto your `TimeOut` applications disk. If you are using the 5.25" disk version of `QuickSpell`, the main and custom dictionaries are on the back side of the `QuickSpell` disk.

Enabling and Disabling the Quick Memory Reference List

The third configuration item is for turning on and off the `Quick memory reference list`. If the memory reference list is enabled, `QuickSpell` *remembers* each word that it looks up in the main and custom dictionaries. The next time you use `QuickSpell` in the same `AppleWorks` session, the words that are in the memory reference list do not need to be looked up in either the main dictionary or the custom dictionary. This can be a great time-saver if you keep checking the same document (or a similar one) over and over again.

The memory reference list takes up part of your `AppleWorks` desktop memory. If you run out of room for your desktop files, disable the memory reference list.

Checking a Word, Screen or Document

Normally `QuickSpell` checks the entire document for misspelled words. If you would like to be able to check a single word or all the words on the screen, select the fourth configuration option and specify `Yes`. When you use `QuickSpell` you will need to specify `Document`, `Screen`, or `Word`. If you select `Word`, only the word the cursor is on will be checked.

Words with Digits

`QuickSpell` normally ignores words containing digits (e.g. `H2O`, `A500L`). If you find that you accidentally enter digits in words and would like `QuickSpell` to check them too, select the fifth configuration option and specify `No`.

Memory versus Disk Based

To speed up operation of QuickSpell, you may wish to convert it to a memory-based TimeOut application. Normally, every time you select QuickSpell from the TimeOut menu, it must be loaded into memory from the TimeOut applications disk. If you convert it to a memory-based application, it loads into the AppleWorks desktop memory when you start up AppleWorks. Then when you select it from the TimeOut menu, it starts up immediately.

Because QuickSpell takes up about 12K of desktop memory, you should not make it memory-based if you don't have a memory expansion card and need to work with extremely large files.

To convert QuickSpell to memory-based, select *Change memory status* from the Utilities main menu. Select *QuickSpell*. If QuickSpell is disk-resident, indicate that you would like to change the status to memory-resident. The next time you boot AppleWorks, QuickSpell will automatically be loaded into the AppleWorks desktop memory.

To load QuickSpell into memory (if it isn't already there) for the current AppleWorks session, select *Load to memory* from the Utilities main menu and then select *QuickSpell*.

QuickSpell Main Menu Features

If you select **Correct** in context, **Replace**, **Add to custom dictionary**, or **Ignore** from the main menu, you will be allowed to scroll through the list of unknown words to select those you wish to take the indicated action upon. Use the following keys to make word selections:

Up and down arrow keys: scroll one word at a time

Open-Apple up and down arrow keys: scroll a page at a time

Open-Apple number keys: position to beginning, middle or end of words

Right arrow: mark a word with an arrow to select the word

Left arrow: remove the arrow so a word is no longer selected

Open-Apple right arrow: select all words

Open-Apple left arrow: remove selection from all words

Return: when you have selected all you want, press Return (If no selections have been made, then the word the cursor is on will be selected when you press Return)

Escape: press Escape if you do not wish to perform the selected function

```

File: Sample File          QUICKSPELL          Escape: Sample File
-----
                                20 unknown / 2 double words
-----
Select words to:
1. Correct in context      BULLETen
                           CHOCALATE
                           COPYS
                           GPLE
2. Replace                  HENDERSEN
                           HERSHEY
3. Add to custom dictionary HOPEFULY
                           HOPELESly
4. Ignore                  INSTRUCTON
                           KICHEN
Or:                          MANUEL
                           MANUELS
5. Remove double words     MYCH
                           PRONTODOS
6. Correct ALL in context  RECIENT
                           SINSEReLy
                           STRUP
                           SOSIAL
-----
Type number, or use arrows, then press Return          573K Avail.

```

Correcting in Context

This main menu option shows each selected word in context and allows the following options:

Replace: After selecting `ReplacE`, you will be asked whether you want to replace all occurrences of the word or just this word. Type in the replacement word or press `Open-Apple-?` for suggested spellings.

Add to dictionary: This option immediately adds the word to your custom dictionary.

Ignore: This option ignores every occurrence of the unknown word and will show the next unknown word in context.

Skip: This option skips just this occurrence of the unknown word and will show the next occurrence of the word in the document if there is one. If there aren't any more, the next unknown word is shown.

Get suggestions: This option goes immediately to the suggested spellings menu.

Replace

This main menu option allows you to replace every occurrence of the unknown word. If you are not sure that every occurrence needs to be replaced, then use `Correct in context` to do the replacing.

For each word that needs to be replaced, QuickSpell will ask you for a replacement. You can edit the unknown word as it appears on the bottom line or delete it with `Open-Apple-Y` and enter the replacement from scratch. The word you enter will be checked against the main dictionary to make sure that it is a valid word. If it is not a known word, you will be asked if you want to add it to the custom dictionary.

QuickSpell replaces each word on an individual basis matching the case of each character in the replacement word with the word that is being replaced. This is to make sure that words starting with a capital letter will still start with a capital letter and words that are all upper or lower case will be replaced correctly. The case of each character of the replacement word you type in will be ignored. Notice the replacements that would be made in the following examples.

Word to replace:	Word entered:	Replacement:
appul	APPLE	apple
Appul	APPLE	Apple
APPUL	aPpLe	APPLE

Suggested Spellings

If you are not sure how to spell a word, rather than look it up in a dictionary, you can have QuickSpell give you some suggestions. Pressing `Open-Apple-?` (or `Open-Apple-/`) when you need to type in a replacement word will give you a list of possible spellings.

Up to twenty-nine spellings at a time will appear on the screen. Select the word you want from the menu and it will automatically replace the misspelled word.

If you want to select a word while QuickSpell is still searching for suggested spellings, press the space bar.

If the word you need didn't show up in the first twenty-nine, select **More** to search for more. The first few words will closely resemble the misspelled word. After that the spellings may vary widely from the misspelled word.

Add to Custom Dictionary

This main menu option allows you to add words to your own custom dictionary. Use this to add words that you know are correct but are not in QuickSpell's main dictionary.

You may add as many words as you wish. You are only limited by disk space. It is best, however, not to add exotic words, names, or abbreviations that you rarely use. These may be mistaken for words that are actually spelled incorrectly.

Your custom dictionary is stored on disk as a standard ASCII (text) file. You may add or delete words by loading the dictionary into AppleWorks as a word processor or data base file (see your AppleWorks manual under *ASCII file, bringing into DB* or *ASCII file, bringing into WP*). The file is named *CUST.DICTIONARY*. Be sure to avoid adding any spaces in the words. There must be only one word per line. The words do not have to be sorted. Sorting does not speed up spell checking of the custom dictionary. After editing, you will have to print to disk to save the file (see your AppleWorks manual under *ASCII files, printing to*).

Ignore

This main menu option allows you to quickly remove words from the list of unknown words that you do not want to replace or add to the custom dictionary.

Remove Double Words

Sometimes we accidentally enter two words in a row in our documents. These double word errors are very difficult to find in casual proofreading. (Did you notice the double word "in" in the first sentence of this paragraph?) QuickSpell spots double words and allows you to easily remove one of the words.

If the indicator at the top of the word lists shows that there are double words, select `Remove double words` from the menu. Each double word is shown in context with the first one highlighted. You are then asked if you want to remove the double word. The first occurrence of the double word is the one that is deleted.

Correct ALL in context

This option is the same as choosing `Correct in context` and then selecting all the words in the list.

Checking Data Base and Spreadsheet Documents

QuickSpell will not directly check words in data base or spreadsheet documents. You can, however, check these documents by printing them to the clipboard and copying them from the clipboard into a blank word processor file. If there are any misspelled words, you will need to enter the replacements yourself into the data base or spreadsheet document.

Memory usage

You will notice with TimeOut installed that you have less desktop memory for your AppleWorks documents. TimeOut itself takes up some of the memory.

Memory-resident TimeOut applications also take up desktop memory. If you are short on desktop memory, reconfigure your applications so they are disk-based.

However, for maximum speed, make your TimeOut applications memory-based or run them from a RAM disk.

Large Documents

If your document is extremely large, QuickSpell may not be able to check the entire document at once. If not, QuickSpell will check the first portion and allow you to correct any misspelled words in that portion. After all corrections have been made and you attempt to exit from QuickSpell, you will be asked if you want to check the remainder of the document. If you answer `Yes`, QuickSpell will check the next portion until the entire document has been checked.

Normally, this should only occur if your document is about 100K or more.

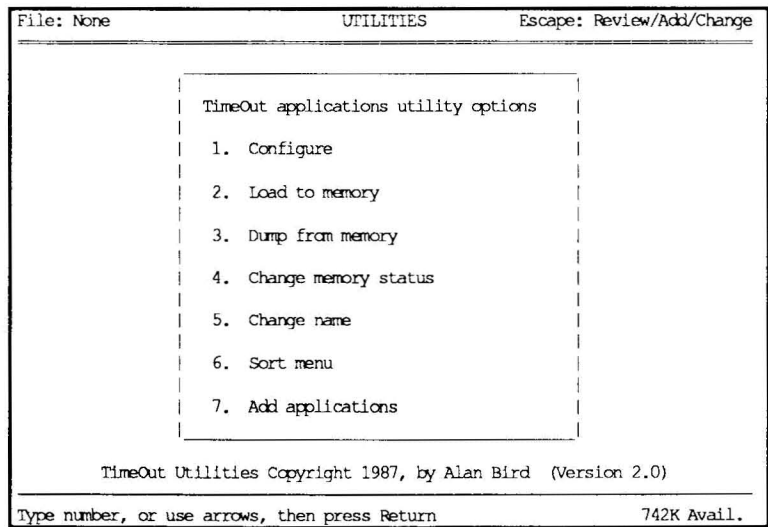
If you are using QuickSpell with Applied Engineering's desktop expander, you cannot check files that have more than 3070 lines. If you attempt to do this, you will get a `File too big` error message.

Appendix

TimeOut Utilities

Using the Utilities

The TimeOut Utilities application is provided with all TimeOut products. It has several functions that give you a lot more flexibility in using your TimeOut applications. To use the TimeOut Utilities, make sure that the file *TO.UTILITIES* has been copied to your TimeOut applications disk. Start up AppleWorks and press Open-Apple-Escape to call up the TimeOut menu. Select Utilities. You will see the following screen:



Configure

The `Configure` option allows you to set new defaults for your `TimeOut` applications. Configurable options might include printer type, default font, location of files needed by the application, etc. Not all `TimeOut` applications have configurable options.

To configure an application, select `Configure` from the `Utilities` menu. Then select the application you want to configure. You will then see a menu indicating what options may be configured for that particular application. You should also see the current value for each option in brackets [].

Select an option that you would like to change. Enter or select the new value for that option. Make sure that the `TimeOut` applications disk is in a drive so that the application can be updated with the new value. The next time you use the application, it will use the new value that you have supplied.

After you are finished updating configurable options, press `Escape` to return to the `Utilities` main menu.

Load to memory

`TimeOut` applications are either disk-resident or memory-resident. If an application was configured as disk-resident when you started up `AppleWorks`, you can load it into memory using the `Load to memory` option. Just select the option from the `Utilities` menu and select which application you would like to load.

Dump from memory

If you receive a message from `AppleWorks` indicating that it was unable to complete an option because of insufficient desktop memory, you may need to dump one or more `TimeOut` applications that are memory-resident. Select `Dump from memory` from the `Utilities` menu and select which application you would like to

dump. Notice that the amount of free memory indicated in the lower right hand portion of the screen increases with each application you dump. Applications that are *dumped* are returned to disk-resident status for the remainder of the AppleWorks session.

Change memory status

This option allows you to indicate whether a TimeOut application is disk- or memory-resident. Note that this only indicates how the application will be treated when you start up AppleWorks. To load an application into memory or to return it to the disk for the current AppleWorks session, you will need to use the `Load to memory` option or the `Dump from memory` option.

Change name

This option allows you to change the name of the application as it appears in the TimeOut menu. The Beagle Bros staff carefully selects a good name for each application. However, you have the flexibility of renaming it if you wish.

If the new name you enter is longer than the old name, the name change will not be reflected in the TimeOut menu until the next time you start up AppleWorks.

Sort Menu

When you apply TimeOut to your *AppleWorks STARTUP* disk, you are given the option of indicating whether or not you want the TimeOut menu automatically sorted by application name. If you choose not to have the menu sorted, you can still sort it after starting up AppleWorks by selecting `Sort menu` from the Utilities menu.

Add Applications

This selection allows you to add TimeOut applications to AppleWorks at any time while you are running AppleWorks. A new TimeOut menu is created for the new applications.

This feature allows you to start up AppleWorks with just a few TimeOut applications (including Utilities). You may just want to start AppleWorks only with Utilities and then add applications from their own disks as you may need them.

This feature also allow you to have more than 30 TimeOut applications by creating more than one TimeOut menu. Each menu can contain no more than 30 applications. If you have more than 30 applications, you will need to put 30 or less on each disk or in each subdirectory to be able to access all of them.

To add applications, select `Add applications` from the `Utilities` main menu, insert the disk containing the applications to be added, then specify the location of the disk.

There is no limit to the number of TimeOut menus you can create through the `Add applications` feature. To switch from one TimeOut menu to another, press `Open-Apple-Escape` to bring up the current TimeOut menu, and press `Tab`. If you continue to press `Tab`, you will cycle through all of the available TimeOut menus and will return back to your original menu.

Use the `Tab` key also to switch between TimeOut menus while using options 1-4 from the `Utilities` main menu. For example, if you select `Configure` and you get the wrong TimeOut menu, press `Tab` until the correct one appears.

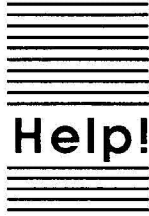


Miscellaneous Information

Control-Reset Patch

When you install TimeOut on your AppleWorks Startup disk, TimeOut makes a patch to AppleWorks so that Control-Reset will take you to the Main Menu instead of the machine-language monitor.

This patch is only added for use in the event that AppleWorks hangs or crashes. We do not recommend using it as a means of getting to the Main Menu!



Customer Support Information

If you have questions or problems that your dealer can't answer, you can contact the Beagle Bros Technical Support Staff for expert assistance.

Before calling, check the instruction manual to see if it contains the information you need. Write down a complete description of the problem, the version number of the software, and the names and version numbers of any other AppleWorks enhancement programs you're using.

If you have a modem, you may also receive Tech Support on our 24-hour Customer Support System. The system provides an electronic mail and conferencing system, along with the latest information about product updates and changes.

Technical Support:
(619) 452-5502 9 am to 5 pm, weekdays (Pacific time)

Modem Tech Support:
(619) 558-6151 24 hours, everyday

Or, you can write to:

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121



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