

Special Notice to Macintosh II Users:

The MiniFinder on the enclosed diskettes is not appropriate for use on Mac II systems with hard disk drives. To use the product on a Mac II with a hard drive, drag the icons from the enclosed diskettes onto your hard drive and use normally. Refer to the "Getting Started" section of your manual for the complete installation procedure. Always boot your Mac II from your hard disk.

DO NOT USE THE ENCLOSED SYSTEM DISKETTE TO BOOT YOUR MAC II.

Users of Mac II systems without hard drives may ignore this warning.

Business Week's Business Advantage™

Getting Started with an Apple Macintosh

System Requirements

To use Business Week's Business Advantage you will need:

- An Apple Macintosh 512-E, Mac+, Mac SE or Mac II running System 3.2 or 4.1.
- Two drives, one of which must be an 800k drive.

or

- One 800k drive and a hard disk drive.

What Comes With This Package

The Business Week's Business Advantage Package includes:

- The Business Advantage System Disk.
- The Business Advantage Expert/Article Disk.
- The Business Advantage User's Guide.
- Business Week Article Subscription Information.
- Getting Started Information for your type of computer.
- Registration Card.

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Backing-up Your Disks

Reality Technologies strongly suggests that you back-up your disks to protect against accidental damage. Use these back-ups as working copies and store your original disks in a safe place. *Note: You need a Macintosh with two 800k drives to back-up the Expert/Article disk.*

Backing up your diskettes is easy.

1. Insert your Expert/Article Disk in your 800k drive.
2. Insert a blank disk in your other 800k drive
3. Drag the Expert/Article Disk icon to the blank disk icon and release the mouse button.
4. Label the new disk Back-up Expert/Article Disk.
5. Repeat the above steps with the System Disk.

Setting Up on a Hard Disk

To set up Business Week's Business Advantage on a hard disk follow the steps below.

1. Insert the Expert/Article Disk in your 800k drive.
2. Drag the Expert/Article Disk icon to your hard disk icon and release the mouse button. (*This will create a folder titled Business Week on your hard disk.*)
3. Insert the System Disk in your 800k drive.
4. Drag the Article folder from the System Disk to the Business Week folder on your hard disk.

Starting the Program

To Start the Program on a Two Drive System

1. Insert the System Disk in your 400k drive (or 800k if you have two 800k drives).
2. Insert the Expert/Article Disk in your 800k drive.
3. Turn on your computer.
4. Double click on the Business Week application icon.

4 Getting Started

To Start the Program on a Hard Disk System

1. Locate the Business Week application icon on your hard disk.
2. Double click on the Business Week application icon.

Apple Macintosh

The enclosed User's Guide is designed to be used with both the Apple Macintosh and IBM PC versions of Business Week's Business Advantage. You should read the following information, however, to better understand how to use the program on an Apple Macintosh.

Icons vs. File Menus

The news section from which you derive information about the economy and your competitors is called Top of the News, not *Business Week*. Both Top of the News and your Annual Report are accessed from the main screen in the Macintosh version. The items in each document are listed on the screen; to view any item, click once on the button next to the item you want to open. The User's Guide refers to the *Business Week* and Annual Report icons. There are no icons for these two sections in the Macintosh version.

The Make Decisions and Process Decisions commands, on the other hand, are accessed by double clicking the mouse on the appropriate icons on the screen. The User's Guide states that these options are menu choices; this is different in the Macintosh version.

Movement

To move between the various sections of Top of the News, your Annual Report, and other information in the software, you can use special hand-pointer icons when they appear on the screen. The left-pointing hand takes you to the previous page of the section. The right-pointing hand takes you to the next page of the section. The magazine icon lets you quit and return to the main screen. Click once on any of the three icons with the mouse to activate them.

Note that the User's Guide contains occasional references to IBM PC-specific cursor movement. You should substitute "click once with the mouse" for all places where the words "press [ENTER]" appear in the User's Guide.

Saving an Article

To save an article, go to the Article menu and activate the "Save As" command from the menu. You will be asked to select a name for the saved article. Note that there is no "Save" command available. You must use the "Save As" command each time you save an article.

Expert's Insight

Note that Expert's Insight contains an added feature not listed on page 49 of the User's Guide. With the improved Expert's Insight feedback in the Macintosh version of the software, you can now retrace your steps with the "Previous" command.