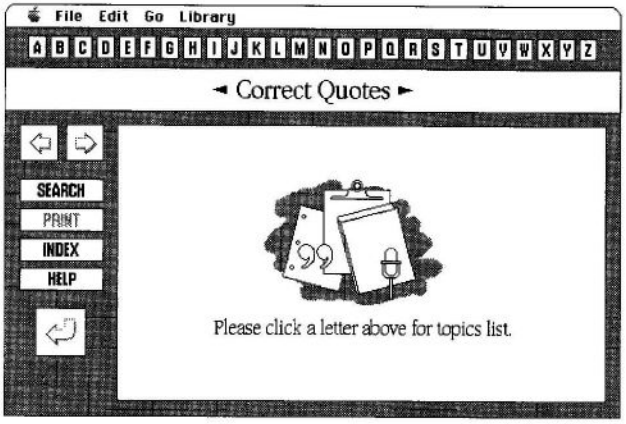
MAC

the Instant Library of Quotations™

# CORRECT QUOTES™

**CORRECT QUOTES™**




Correct Quotes is one in a series of software writing tools that comprise the Writing Tools Library.

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Part One

# GETTING STARTED

Welcome to Correct Quotes, a unique writing tool that will provide you with fast access to more than 5,000 imaginative quotations on more than 600 topics, right from your Macintosh keyboard.

Whether you're a writer, businessperson, educator, student, or speaker, Correct Quotes can help you find new ways to present an idea. You can even add your own quotations to personalize the program.

This part of the user manual will assist you in installing Correct Quotes on your Macintosh computer. This procedure must be completed prior to your first use of the software.

## SYSTEM REQUIREMENTS

To use Correct Quotes, you will need one of these systems and a hard disk drive: Macintosh Plus, SE, Classic, LC, SE/30, II, IIcx, IIx, IIsi, IIci, IIfx, Portable. Correct Quotes will also be compatible with new Macintosh systems that are introduced subsequent to the printing of this user manual.

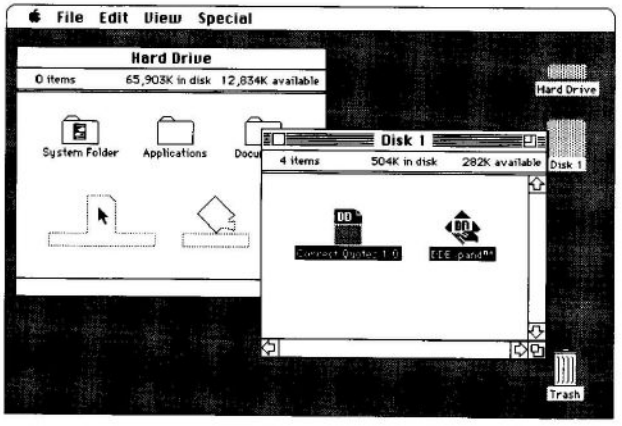
You should also be running version 6.0.2 or later of the Macintosh System Software. To determine which System Software version is installed on your hard disk drive, simply choose the About the Finder command from the Apple menu on the desktop.

If you are not running Macintosh System Software version 6.0.2 or later, you should obtain a newer version certified for your computer from your local authorized Apple dealer or user group.

## INSTALLING CORRECT QUOTES

You will find Correct Quotes as easy to use as any Macintosh software. However, more time will be required for this first use so that you can expand its files. The program has been provided in compressed format in order to save space. To install the software, just follow these instructions:

1 Insert Disk 1 into your floppy disk drive and copy the files by dragging all the icons onto your hard disk drive in any place you like. Eject the disk when the copying is completed by dragging the image of the disk into the trash.




Correct Quotes requires Apple Computer's HyperCard software to operate. The software operates best with HyperCard 2.0, although most of the program's features are available to you when using HyperCard 1.2.2. To use HyperCard 2.0, you must be running version 6.0.5 or later of the Macintosh System Software. For your convenience, both versions of HyperCard are provided on Disk 2 of Correct Quotes.

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If you do not currently have either version of HyperCard on your Macintosh, go to step 2 of these instructions.

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If you already have HyperCard Version 2.0 on your hard disk drive, go to step 4 of these instructions.

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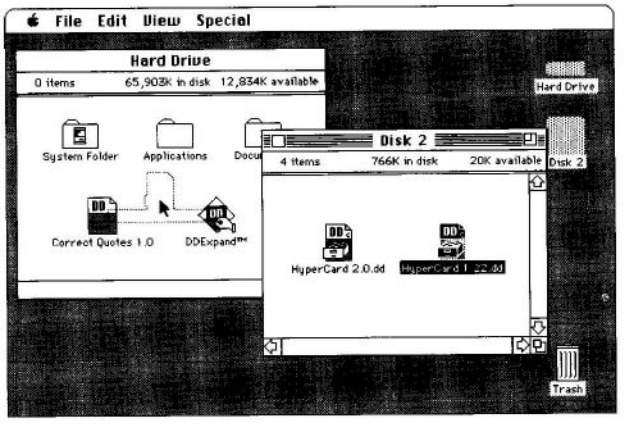
If you already have HyperCard Version 1.2.2 on your hard disk drive, and you do not wish to use HyperCard 2.0, go to step 4 of these instructions.

---

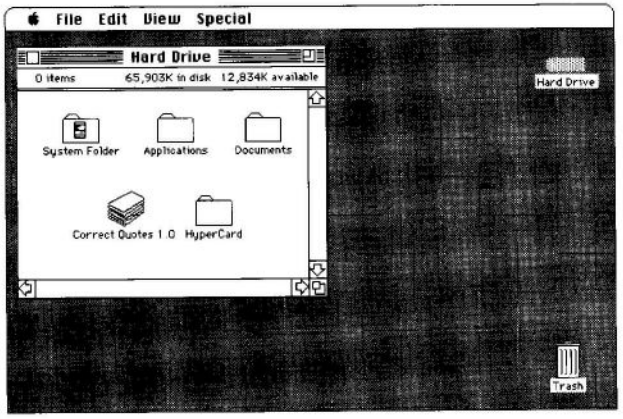
If you already have HyperCard Version 1.2.2 on your hard disk drive and you are running System 6.0.5 or later, and you want to use HyperCard 2.0, delete the HyperCard 1.2.2 program and Home Card from your hard disk. Then continue with step 2 of these instructions.

2 Insert Disk 2 into your floppy disk drive and copy the appropriate HyperCard file to your hard disk drive (HyperCard 1.2.2.dd for System Software version 6.0.4 or earlier or HyperCard 2.0.dd for System Software version 6.0.5 or later). When copying is completed, eject the disk.




3 To expand the HyperCard software, double-click the file called *HyperCard 1.2.2.dd* or *HyperCard 2.0.dd.* You are taken into the expansion program. The files will be expanded and you will be returned to the desktop. This process may take several minutes. A folder called *HyperCard* will be created on your hard disk drive, which you can then place anywhere you like.

4 To expand Correct Quotes, simply double-click the file called Correct Quotes. You are taken into the expansion program. Once the files have been expanded, you will be returned to the desktop and presented with a new icon. You may place the *Correct Quotes* program anywhere on your hard drive.




5 You may now throw away the file *DDExpand,* as it will no longer be needed.

You are now ready to use the software. Please follow the steps in the next section to use Correct Quotes for the first time.

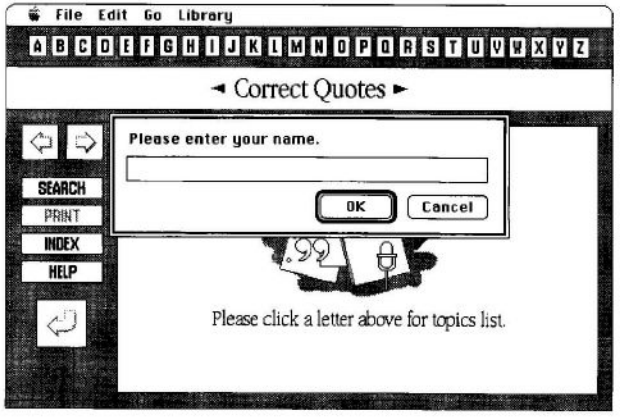
## ACCESSING CORRECT QUOTES FOR THE FIRST TIME

1 To access Correct Quotes, simply double-click the *Correct Quotes* file on the desktop.

**Note** If you are using HyperCard 2.0 and you do not have all the fonts installed for proper operation, you will be reminded of this when you start the program. If you are missing any fonts, you can install them using the Font/DA Mover program and the Fonts file (provided inside the HyperCard 2.0 folder). If you need help installing these fonts, please see Appendix A.

Additionally, if you are using HyperCard 2.0, you will be asked whether you want to convert Correct Quotes to HyperCard 2.0 format. You should allow HyperCard 2.0 to convert the program to this new format. Once it has been converted, you will be provided with certain new features available only when using HyperCard 2.0 (such as access to the Library menu and the ability to add new topics).

2 The first time you use Correct Quotes, you will be asked for some information to personalize your copy of the software. Type your full name in the dialog box and click the OK button to proceed. Next, enter your company name. If there is no company name, you may leave it blank. Once again, click the OK button to continue.




You are now ready to begin exploring the thousands of thoughts in Correct Quotes. The next section of this user manual covers the basics of using the software.

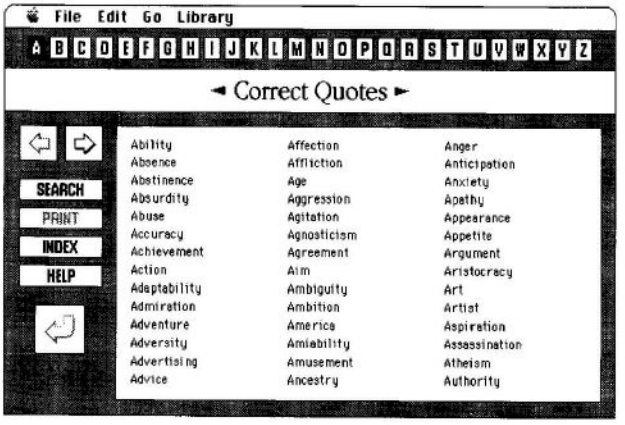
Part Two

# USING CORRECT QUOTES

You will find Correct Quotes very simple to use. There are no commands to learn, and no typing is required to use it. You can navigate your way through the program just by clicking the mouse.

## MOVING AROUND

Once you have double-clicked the *Correct Quotes* icon on the desktop, you can begin working with Correct Quotes by clicking any of the 26 letters at the top of the screen. You will be taken to that letter's first page in the Table of Contents.



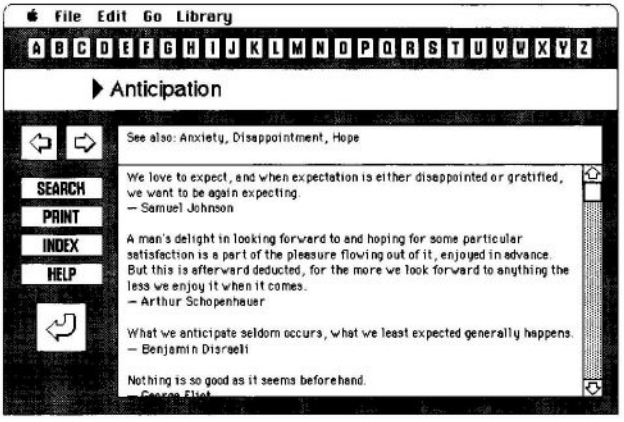

The Table of Contents furnishes more than 600 topics across almost 30 pages. Some letters span several contents pages. To turn the page, you can click the left arrow or right arrow button to the left of the topics.

## VIEWING THE QUOTATIONS

You can click any of the topic names to view quotations for that topic. Each quotation is followed by its author or the source of the quotation. To view additional

quotations for the chosen topic, simply use the scroll bar on the right.

This scroll bar works just like the scroll bars in other Macintosh applications. To scroll line by line, just click the up arrow or down arrow at the ends of the scroll bar. If you prefer, you can drag the scroll box to the desired position.




You can add your own quotations to the current topic by clicking the mouse button at the bottom of the list and typing. You can also edit or delete quotations just as you would in a word processing program. Finally, you can copy a quotation into your word processor by selecting the desired text, choosing the Copy command from the Edit menu, and pasting it into the word processing program of your choice.

To turn the page to view quotations for other topics, click the left or right arrow button. To return to the contents page from which you came, click the large bent arrow button to the left of the quotations.

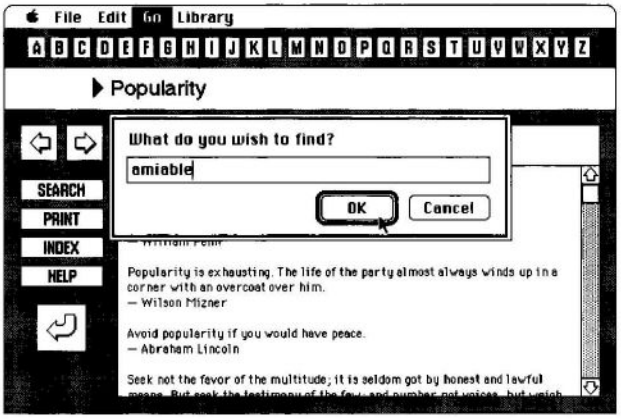
## SEARCHING

The easiest way to find quotations for a particular topic is to locate the topic itself in the Table of Contents and click it.

In certain cases the topic you want to browse may not have any quotations associated with it. Instead, you will be referred to a related topic. These topics are listed in a long box immediately above the list of quotations. Generally, alternative topics are provided under "See also" so that you can explore the chosen topic area further.

If you are using Version 2.0 of Apple Computer's HyperCard software, you can click any of the topic names listed in this long box, and you will be shuttled directly to the quotations for that new topic.

Finally, you can search by any key word. Just click the Search button on the left, specify the text you wish to find and click the OK button. You will be taken to the first occurrence of the text specified. To find subsequent occurrences, just press the Return or Enter key.




## PRINTING

You can print any list of quotations by clicking the Print button to the left of the list. If you are using HyperCard 1.2.2, a picture of the entire screen will be printed. Under HyperCard 2.0, the actual text will be printed instead.

## USING THE INDEX

A complete list of authors is provided in Correct Quotes. You can view this list by clicking the Index button at any time.

To access quotations by a particular author, just find the author in the list, alphabetized by last name. Then click the author's name. You will be taken to the first quotation by that author. To find other quotations by the same author, just press the Return or Enter key.

Appendix B

# TROUBLESHOOTING

Listed below are some of the more common situations you might encounter from time to time using Correct Quotes, along with their probable causes and proposed solutions.

***1. The Correct Quotes files will not expand because the DDExpand program says the disk is full.***

The expansion program requires temporary space for expanding the files included with Correct Quotes. Try making more disk space by deleting some unneeded files. DDExpand requires enough space to hold both the compressed and expanded versions of the file. This space will be needed only temporarily and is designed to ensure data integrity in the case of a power outage or crash.

***2. Correct Quotes will not run.***

(a) You may not have enough memory to use Correct Quotes. This is almost certainly the case if you are attempting to run it on a Macintosh with 1MB RAM under MultiFinder. To free up additional memory, you should remove startup documents (INIT files) in your System Folder and/or turn down the RAM Cache setting in your Control Panel.

(b) It is also possible that you are using an improper version of HyperCard. If you are running Macintosh System Software 6.0.4 or earlier, you should be using HyperCard 1.2.2. If you are using System Software version 6.0.5 or later, you should be using HyperCard 2.0. In either case, you must use System Software version 6.0.2 or later.

The latest version of Macintosh System Software is available from your local authorized Apple dealer or Macintosh user group.

***3. The quotations will not print.***

(a) You may not have an accessible printer chosen in the Chooser desk accessory. See your Apple System Software user manual for details.

(b) Check to see that the printer has been turned on.

(c) There may not be enough memory to print. If you are using MultiFinder, try quitting from another open application and print again. Startup documents (INIT files) in your System folder and a RAM cache set in your Control Panel can also use memory that would otherwise be available for printing.

***4. The Library menu is not available. Therefore, new topics and cross-references cannot be added.***

The ability to add new topics and edit cross-references is only available when running HyperCard 2.0 (which requires Macintosh System Software Version 6.0.5 or later). You must use HyperCard 2.0 to take advantage of these features of the Library.

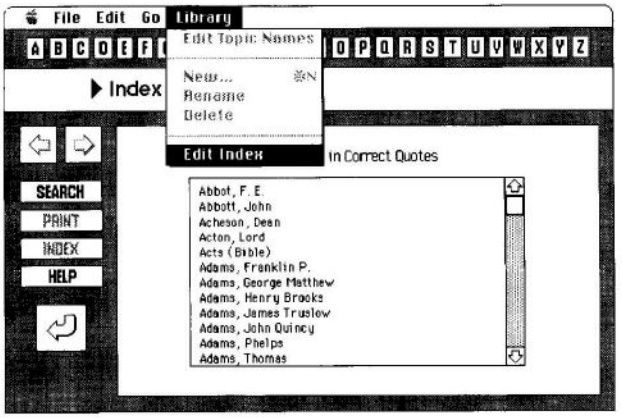
***5. Correct Quotes keeps indicating missing fonts.***

You may be missing specific fonts or sizes that are required by HyperCard 2.0. Please see Appendix A of this manual for instructions for font installation.

If you encounter problems not mentioned in this part of the User Manual, please call WordStar Technical Support. One of the technicians will be glad to assist you.

## ADDING INDEX ENTRIES

When you add new quotations to Correct Quotes, you may be adding new author names as well. If it is important to you to include these names in the index, you may do so by clicking the Index button and choosing the Edit Index command from the Library menu.




Use the scroll bar to find the proper insertion point, position the pointer at the end of the preceding entry, and click the mouse button. Then press the Return key and add the new entry (last name first, followed by a comma and the first name).

If you prefer, you can add new entries to the end of the index. Then, when you choose the Edit Index command to stop editing the index, you will have a chance to re-alphabetize the index.

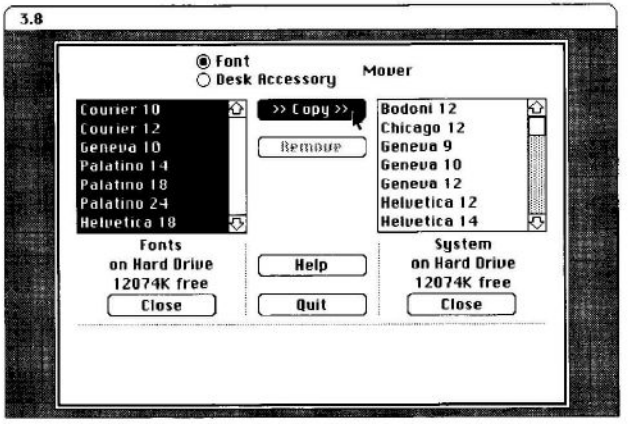
Of course, you can always find an author by clicking the Search button and typing any portion of the author's name.

# Appendix A
# INSTALLING FONTS

If you are using Correct Quotes with HyperCard 2.0, you may need to install additional fonts. These fonts are suggested for proper operation of the software and can be installed at your convenience. Just follow these instructions:

1. Open the HyperCard 2.0 folder on your hard disk. Locate and double-click *HyperCard 2.0 Fonts*. The file is opened inside the Font/DA Mover program.

2. Click the Open button. Then double-click the System file in your System Folder. (You may need to pull down the folders list to find the System file. To do so, position the pointer on the title; then press and hold down the mouse button.)




3. Select each of the fonts in the Fonts suitcase file on the left by positioning the pointer on the first font, pressing the mouse button, and dragging downward. Then click the Copy button to move the fonts into your System file. When you finish, click the Quit button. The fonts are installed, and you are returned to the desktop.

**Note** Fonts installed under MultiFinder will not appear until you restart your Macintosh.

First, you must choose the Edit Topic Names command from the Library menu. The software title is highlighted to indicate that you are editing topic names.

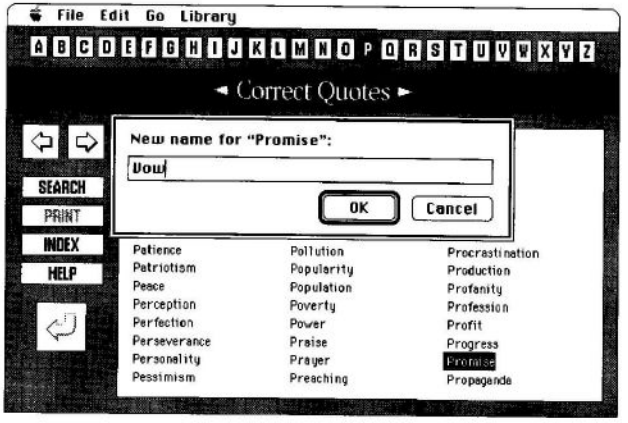
Next, choose the New command from the Library menu, specify the name of the new topic, and click the OK button. The new topic will be added alphabetically under the appropriate letter. To add quotations to that topic, choose the Edit Topic Names command once again and click the topic name.

**Note** Topic names must begin with a letter (not a number) and cannot contain commas.

## RENAMING A TOPIC

You can change the name of a topic on any page of the Table of Contents. First, choose the Edit Topic Names command from the Library menu. The software title is highlighted to indicate that you are editing topic names.

Next, click the topic you want to rename and choose the Rename command from the Library menu. Type the new name and click the OK button. The topic will be listed under its new name.



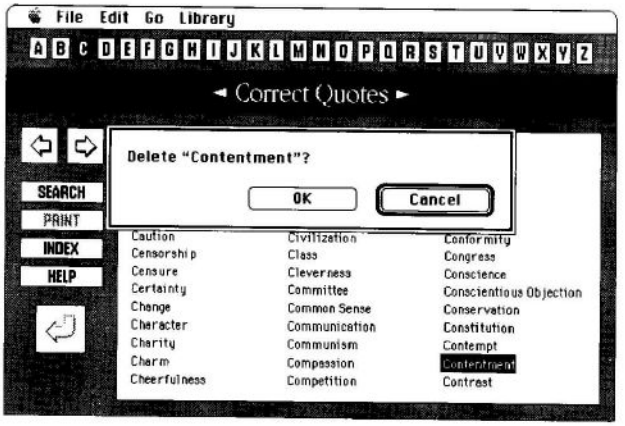

To stop editing topic names, just choose the Edit Topic Names command once again.

## DELETING A TOPIC

You can delete any topic from the Library. First, choose the Edit Topic Names command from the Library menu. The software title is highlighted to indicate that you are editing topic names.

Next, click the topic you want to delete and choose the Delete command from the Library menu. You are asked to confirm your action by clicking the OK button.

**Warning** Deleting a topic also deletes all of the quotations associated with that topic.

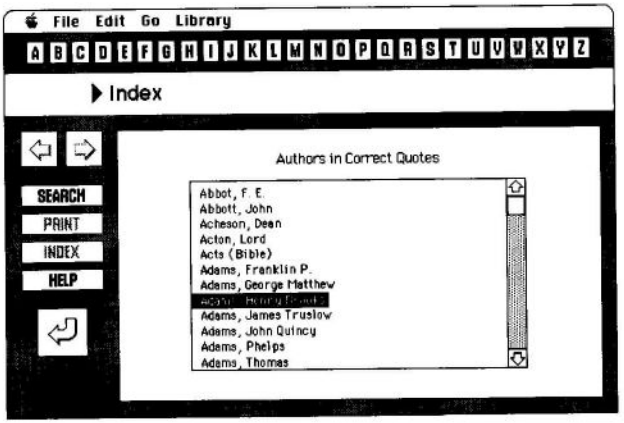



To stop editing topic names, just choose the Edit Topic Names command once again.

## ADDING CROSS-REFERENCES

Cross-references are provided in a long box above each list of quotations. These related topics are furnished so that you may investigate them to find the right quotation for your needs. You can click on any cross-reference, and go directly to that topic.

If you want to add cross-references or edit the cross-references provided, just click the desired topic from the Table of Contents. Then choose the Edit Cross References command from the Library menu. You can then edit the text in the box. When you are through, just choose the Edit Cross References command once again.




## GETTING HELP

If at any time you are confused about how something in Correct Quotes works, you can go directly to the first Help page by clicking the Help button or by pressing ⌘-? on your keyboard.

If your Macintosh is equipped with an extended keyboard, you can press the Help key.

You can view other help topics by turning the page. Just click the left or right arrow button.

## LEAVING CORRECT QUOTES

When you finish using Correct Quotes, simply choose the Quit command from the File menu or press ⌘-Q. You will be returned to the desktop.

Adding quotations to Correct Quotes can cause the size of the program to grow beyond its requirement for those new quotations. When it has grown much larger, you may be asked if you want to compact the program. You should answer "OK." Compacting may take a few minutes.

Part Three

# ADDING TO CORRECT QUOTES

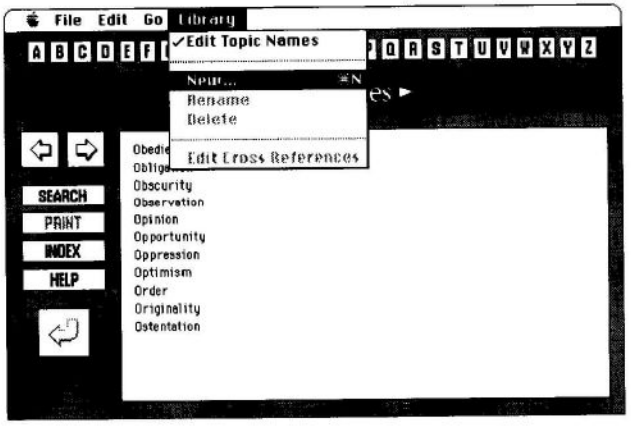
When you use Correct Quotes with HyperCard 2.0, several new features will come alive, enabling you to add to the program with your own quotations and new topics. These features are covered in this third part of the user manual.

**Note** HyperCard 2.0 requires that System Software version 6.0.5 or later be installed on your hard disk drive. New versions of the System Software are available through your local authorized Apple dealer or Macintosh user group.

## ADDING A TOPIC

As discussed in Part Two of this manual, you can add quotations to any topic. Just click the desired topic on the contents page, scroll to the bottom of the quotations provided, click the mouse button, and begin typing.

If the quotation you want to add does not fall into any of the topics already furnished in Correct Quotes, you can add a new topic to any page in the Table of Contents.



Appendix C

# SYSTEM SOFTWARE

It is strongly suggested that your hard disk drive have the *most recent version* of the Macintosh system software certified for your computer model. System software is available from your local authorized Apple dealer or Macintosh user group.

Correct Quotes will operate under systems with the version numbers listed below (or higher numbers). To use HyperCard 2.0 with the Library, however, you must be running System Software version 6.0.5 or later.

| *Computer* | *System Software Version* |
|---|---|
| Macintosh Plus | System Software 6.0.2 |
| Macintosh SE | System Software 6.0.2 |
| Macintosh Classic | System Software 6.0.7 |
| Macintosh LC | System Software 6.0.7 |
| Macintosh SE/30 | System Software 6.0.3 |
| Macintosh II | System Software 6.0.2 |
| Macintosh IIcx | System Software 6.0.3 |
| Macintosh IIx | System Software 6.0.2 |
| Macintosh IIsi | System Software 6.0.7 |
| Macintosh IIci | System Software 6.0.4 |
| Macintosh IIfx | System Software 6.0.5 |
| Macintosh Portable | System Software 6.0.4 |

If you are using a newer Macintosh system than those listed above, you should use the System Software and HyperCard program shipped with that computer.

### SYSTEM 7.0 COMPATIBLE

To ensure compatibility, please use HyperCard 2.1 (the version supplied with System 7.0) with Correct Quotes.

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