

TIMEWORKS[®]

User's Manual

PARTNER
128[™]

For **COMMODORE 128**[™] Computers
(128K, 80-Column)

TIMEWORKS

User's Manual

PARTNER **128**TM

For **COMMODORE 128**TM Computers
(128K, 80-Column)

Timeworks' Customer Support Plan

Timeworks' Telephone Consulting Service is available to all Registered users at no charge to support your installation and ongoing operations.

To become eligible for this service, you must complete and return the enclosed Software Registration Card.

The answers to almost all of your questions can be found in your manual. To save you time, please read it thoroughly before calling our Help Line. If your question concerns your hardware, contact your computer, disk drive, or printer manufacturer first. If your question concerns the program, we will be happy to receive your call at one of the following numbers during normal business hours (9 a.m. to 5 p.m. central standard time).

Toll Free Help Line: 1-800-323-9755.

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NOTE: Please read the Pre-Call Checklist, which you will find in Chapter 4 of this manual, before calling our Customer Support Help Line.

If you enjoy this program, try these other, equally stimulating programs from **Timeworks, Inc.:**

Cat. No.	Program
Home Management	
7351	Data Manager 128
7352	Word Writer 128
7354	Swiftcalc 128
7355	Sylvia Porter's Your Personal Financial Planner
7356	Sylvia Porter's Your Personal Investment Planner
7360	Sideways 128
7361	Partner 128

Ed Motl

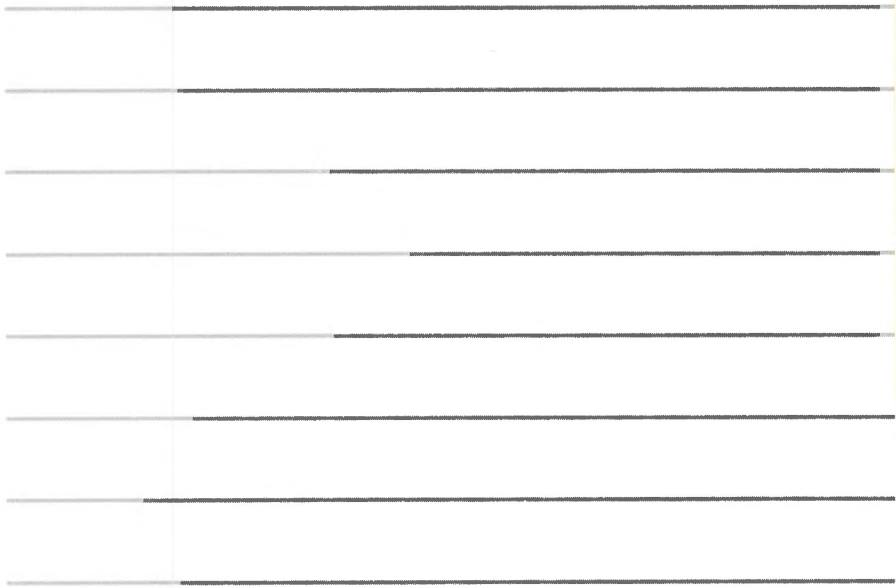
TIMEWORKS[®]

User's Manual

PARTNER

128 TM

For **COMMODORE 128TM** Computers
(128K, 80-Column)



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PARTNER 128 is Patent Pending.

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PARTNER 128 is a cartridge-based program that plugs into your Commodore 128 computer, giving you access to eight convenient “accessories” while you run other programs. You can call up these accessories any time you use another program.

PARTNER suspends the existing program in your computer while you use any of its accessories. When you are through, you can return to the exact point in the software program where you left off. Accessories at your command include:

- **Swiftload** – Allows your Commodore 1541 disk drive to load programs as fast as a 1571 drive.
- **Calculator** – A multi-function calculator which prints to your screen or your printer.
- **Memo Pad** – Write yourself important notes. You can print them out on paper or save them on disk. A unique printing feature turns your computer and printer into a traditional typewriter.
- **Appointment Calendar** – Keep track of appointments and review a day, week, or month at the press of a key. Months may be viewed in their entirety in a traditional calendar format, with appointments marked for your attention.
- **Address/Phone List and Auto-Dialer** – Keep track of important names, addresses, and phone numbers. At your command, the computer will search through your list for the number you want and dial the number for you automatically. (An auto-dial modem is required for this feature.)
- **Screen Print** – Press a key, and you can print the text from your computer display while using another program.

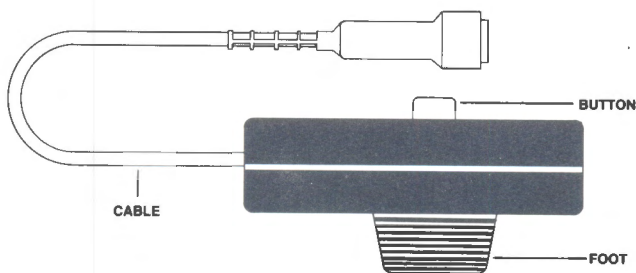
- **DOS/Printer Commands** – Allows you to access Commodore disk drive commands and to enter printer codes. Use this feature to format a disk, erase a data file, or enter printer codes for a special typeface.
- **SwiftLock** – No one will ever tamper with your unattended computer program again. Enter a key sequence before you walk away, and the keyboard will be locked until you re-enter your personal code.

We know you'll want to get started using PARTNER right away. Take some time to read the next chapter, "Getting Started". Then do some experimenting with PARTNER's versatile accessories.

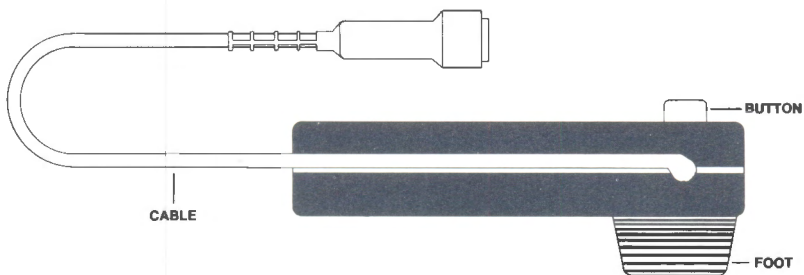
■ Installing the Cartridge Foot

Your first step in starting up PARTNER is preparing the cartridge for use. You may have noticed a small round rubber object in your PARTNER package. This is the cartridge foot, which braces the cartridge and keeps it firmly in place at the back of your computer. To install the foot:

1. Remove the paper that covers the foot's sticky back.
2. Place the foot on the bottom side of the cartridge (the side without the button) so that it is directly under the button and so that it touches the top edge of the cartridge. The illustrations below show correct placement of the foot.



FRONT OF CARTRIDGE



SIDE OF CARTRIDGE

■ Starting Up PARTNER

Since PARTNER is a cartridge-based program, you don't have to load it into your computer. Just perform these few easy steps and you are ready to go:

1. Turn off your computer.
2. Place the PARTNER cartridge firmly in the cartridge slot on the back of your computer. (Be sure to install the cartridge foot before performing this step.)

WARNING: Do not remove or install the cartridge while the computer is on. This may damage the computer and/or the PARTNER cartridge.

NOTE: During the daily use of your computer, the cartridge may work its way loose from the cartridge slot. To combat this, each time you use the computer, be sure that the cartridge is placed **FIRMLY** in the cartridge slot.

3. Connect the cable from the cartridge to joyport 2 on your computer.

NOTE: The following programs already use joyport 2, so there is no place to plug in the cartridge cable. You can use these programs with PARTNER if you hook up a Y adapter, which gives joyport 2 a two-plug capacity. (Y adapters are available from Timeworks for a nominal fee.)

Consultant
Matrix

See the Troubleshooting section of this manual for more information.

4. Turn on your computer. An introductory display will appear briefly, and PARTNER will now be ready to use.
-

NOTE: PARTNER will not work with Vizawrite. Also, PARTNER's accessories will not work when there are high-resolution graphics on your display (such as when you work with SWIFTCALC 128's graphics).

■ Swiftload and The PARTNER Menu

Swiftload

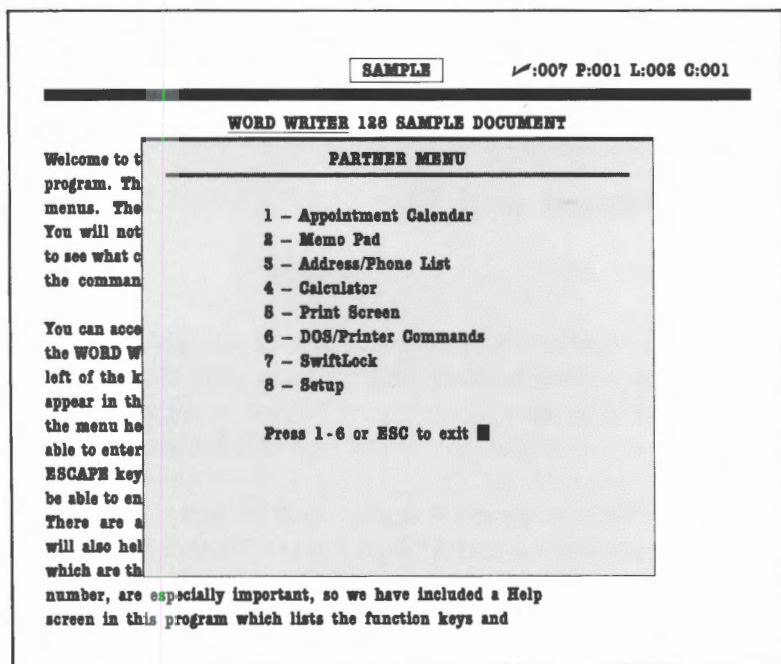
The first PARTNER feature that will be available to you is Swiftload, which loads a program from your 1541 disk drive as fast as a 1571 drive. This feature will be re-activated automatically each time you call up the PARTNER menu.

If your software program doesn't load properly, press the **C** and **D** keys while at PARTNER's menu to disable Swiftload until you turn off the computer. In BASIC, you can disable Swiftload temporarily by pressing the **RUN/STOP** and **RESTORE** keys. Swiftload will be re-activated the next time you call up PARTNER's menu.

WARNING: DO NOT press **RUN/STOP** **RESTORE** while Swiftload is in operation, or your software program may not work correctly.

The Partner Menu

To call up PARTNER's menu, press the button on the PARTNER cartridge. The menu will appear, and your software program will be suspended in your computer's memory.



Just a few things to remember about PARTNER's menu:

- If the disk drive is loading a program or writing to a disk, **DO NOT** call up PARTNER until the disk drive is finished.

- If the **NO DISK ACCESS** message appears on PARTNER's menu screen, you have an open file condition in your disk drive. This occurs from time to time during your use of a software program (usually a data base program). When this condition occurs, you will not be able to use any of PARTNER's disk access features, such as saving or loading information, viewing a disk directory, or disk commands. You can override this condition by pressing **⏏** **⏏**, but **PRESSING THESE KEYS MAY CAUSE DATA LOSS**. Press them **ONLY** if you feel that the computer has made an error and that an open file condition does not exist. It is a good idea to test these keys when there is no important data in the computer.

DO NOT press the **⏏** **⏏** keys if you are using:

SwiftSheet

Data Manager 128

Paperback Filer (in the F3 Enter/Edit mode)

- Throughout your use of PARTNER, you can exit to the menu by pressing **Esc**. (Sometimes the **Esc** key will take you only to the previous screen of a PARTNER feature. Press **Esc** again until you see the menu.) If you press **Esc** while the menu is on your screen, you will return to your software program.

- Most software programs use one of two different sets of characters, one set that you see on your screen, and another set that is stored. By pressing the **☐** and **☐** keys while in the menu, you can toggle between these two sets of characters, allowing you to select the set you want to use while in PARTNER. If PARTNER appears on your screen as illegible characters, you will know that your software program has altered the character set. To view the other set, press **☐** **☐** while in PARTNER's menu. To go back to the first set, press **☐** **☐** again.
- You have a choice of two delete functions while in PARTNER. The first function, which is the default setting for the program, moves text towards the cursor from the right (the cursor is stationary) as you press the **INST/DEL** key. The other choice pulls the cursor, and all of the text at the right of the cursor, to the left as you press **INST/DEL**. To select this second function, press **☐** and **INST/DEL** while in PARTNER's menu. (To reverse this selection, press these keys again while in the menu. Experiment with both delete functions to see which you prefer.) Your choice will be saved, along with settings that you select later in the "Setup" menu item.

Now let's look at a few preliminaries you must take care of before plunging into PARTNER's features.

Creating a Data Disk

Before using PARTNER, you must format at least one data disk. (If you do not save your PARTNER data on disk, it will be lost when you turn off your computer.) To format a data disk for use with PARTNER, follow these steps:

1. Start up PARTNER using the instructions in Chapter 2 of this manual.

2. Press the cartridge button to call up the PARTNER menu.
3. Place the disk you want to format in your disk drive.

WARNING: Formatting erases all information on a data disk, so be sure that the disk you use does not contain any important information.

4. Press **6** to select the “DOS/Printer Commands” menu option.
5. Type `n0:Partner,tw`

Press **RETURN**. The disk drive will run for about a minute while it formats the disk.

6. To return to the PARTNER menu, press **Esc**.

■ Setting Up PARTNER

Now you must set up PARTNER to run with your computer and printer. Follow these steps to set up PARTNER:

1. Press the cartridge button to call up the PARTNER menu (if you have not already done so).
2. Press **8** to select the “Setup” menu item. Eight options concerning your hardware will appear on your display. Each of these options has been set with a value. Try using the default settings for these options with your printer and interface before making any changes. These values, or “default” settings, should work with most hardware. If they don’t work with your hardware, modify the settings using these guidelines:

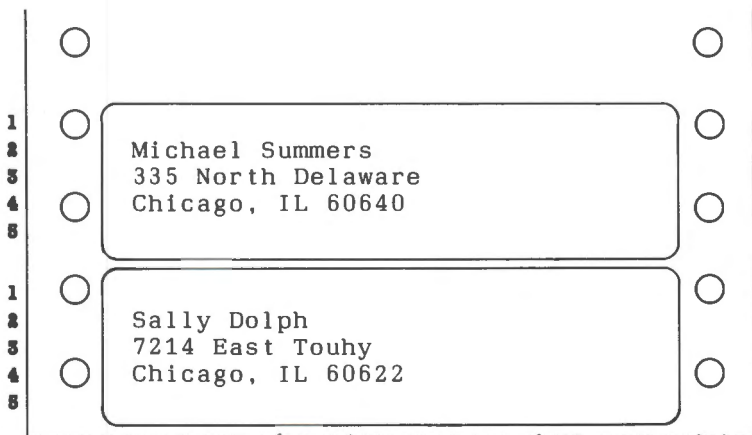
- Line feed (Y/N) – If your printer prints on a single line and does not advance the paper, move the cursor to this option and press **Y** (for yes). If your printer inserts a blank line between printed lines, press **N** for this option.
- Open 4,4,? (0-9) – Use this option to enter the secondary address for your printer interface. PARTNER is set to work with an interface whose secondary address is 7. If your printer has trouble operating with PARTNER (for example, if it prints only capital letters or graphics), your interface may use a secondary address other than 7. Consult your interface manual for the correct secondary address.

NOTE: Be aware that certain interfaces have lock modes, which means that they might not accept your entry for secondary address. Your software program may also activate this lock mode. After you set up your configuration, try to print information from PARTNER. If your printout looks strange to you, you can override this lock mode by using the “Normal ASCII” option, which is explained below. Just reverse the selection for this option (if it is set at Y, press N, and vice versa), and press **F5** to save your new setting. Then try printing again.

NOTE: If your software program uses your MPS 1000 printer in IBM mode (DIP switches 1 and 3 ON), press **C** for this option. You also need to press **Y** for the “Normal ASCII” option (see the next paragraph). Consult your printer manual for information on the IBM mode.

If your MPS 1000 printer is not in IBM mode, set the “Open,4,4?” option at 7 and the “Normal ASCII” option at N.

- Normal ASCII (Y/N) – If your printer requires normal ASCII characters, set this option at Y for yes. (For more information, consult your printer manual.) Most Commodore printers use PETASCII characters, so if you are using a Commodore printer, use the default setting of N for no.
- Address Label Spacing (0-9) – Use this option to enter the number of lines between the last printed line of one label and the first printed line of the next label. For example, let's say your labels are five lines high, and you print three lines on each label (name, address, city/state/zip). To center the text on a label, you would print on lines 2, 3, and 4. That leaves lines 1 and 5 blank. Your address label spacing would then be figured like this:



Line 5 of your first label +
 the blank space between the two labels +
 Line 1 of the second label = 3 blank lines.

Experiment with different settings for this option to see what works with your labels.

NOTE: If you are going to print on continuous feed envelopes, you must enter a setting for this option. Use the above label example to figure the spacing.

- **Device # (8 or 9)** – If you are using one or two **SINGLE DISK DRIVES** with device numbers 8 and 9, use this option to tell the computer which drive will contain your **PARTNER** data disk. Move the cursor to this option and enter either 8 or 9. See your disk drive manual for more information on device numbers.
- **Drive # (0 or 1)** – If you are using a **DUAL DISK DRIVE** with drive numbers 0 and 1, use this option to tell the computer which drive will contain your **PARTNER** data disk. Move the cursor to this option and enter either 0 or 1. See your disk drive manual for more information on device numbers.

- ASCII (Y/N) – This option affects the kind of characters that PARTNER uses to save or load your text. Try using the default setting of Y. If, however, you load a file that looks odd (graphics, garbled text), try setting this option at N to load in PETASCII.

HINT: You can use this option to convert ASCII to PETASCII characters and vice versa. Simply set this option for the type of characters you are loading. Load the file. Then change the ASCII option to the other setting and resave your file.

If you are not using a modem, skip to step 3.

- Modem Setup – On this line, you must enter three kinds of information:

Is your modem a Commodore Modem 300 or 1200, or is it a Hayes-compatible modem? If so, enter **H**. If your modem is compatible with the Commodore 1650 instead, enter **C**. (See the Troubleshooting section for information on setting up your 1650 modem.) DO NOT press **RETURN** yet.

NOTE: Only modems that are capable of auto-dialing will work with PARTNER. See your modem manual for more information on auto-dialing capability.

What is its baud rate? Next to your answer to the first question, enter either 0 (for 300 baud) or 1 (for 1200 baud). DO NOT press **RETURN** yet.

Lastly, you must enter:

- a sequence of characters that reset the modem (most Hayes-compatible modems use the reset sequence ATZ)
- an up arrow (↑) to send these characters to the modem (this key is next to the **RESTORE** key)
- your modem's dialing sequence, which you will find in your modem manual

This information should be entered next to the answers for the first two questions.

For example, if you have a Hayes-compatible modem with a baud rate of 300 and a dialing sequence of ATDT, you would enter:

H0ATZ↑ATDT

3. When you have finished setting your parameters, press **F5** to save your settings on your PARTNER data disk. Whenever you use PARTNER, you can configure your system by calling up the "Setup" menu item, placing your data disk in the disk drive (drive 8), and pressing **F3** to load your settings.

Press **Esc** to return to the PARTNER menu. (You can return to the "Setup" option at any time to modify settings.)

Now let's look at each of PARTNER's accessories. All of these features are available to you through the PARTNER menu, which you can call up by pressing the cartridge button. To select a menu option, just press the number that appears next to that option on the menu.

■ The Appointment Calendar

PARTNER contains a calendar that helps you keep track of all of your appointments and a "things to do" list for every day. To use the calendar, select option 1 on the PARTNER menu. A calendar for January 1986 will appear on your display, and the first day of the month will be highlighted.

SAMPLE ✓:007 P:001 L:008 C:001

WORD WRITER 128 SAMPLE DOCUMENT

Welcome to t
program. Th
menus. The
You will not
to see what c
the comman

You can acce
the WORD W
left of the k
appear in th
the menu he
able to enter
ESCAPE key
be able to en
There are a
will also hel
which are th

January 1986

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<F1> Directory <F5> Load <F5> Save <F7> Print

<HELP> Help <ESC> Menu

number, are especially important, so we have included a Help screen in this program which lists the function keys and

17

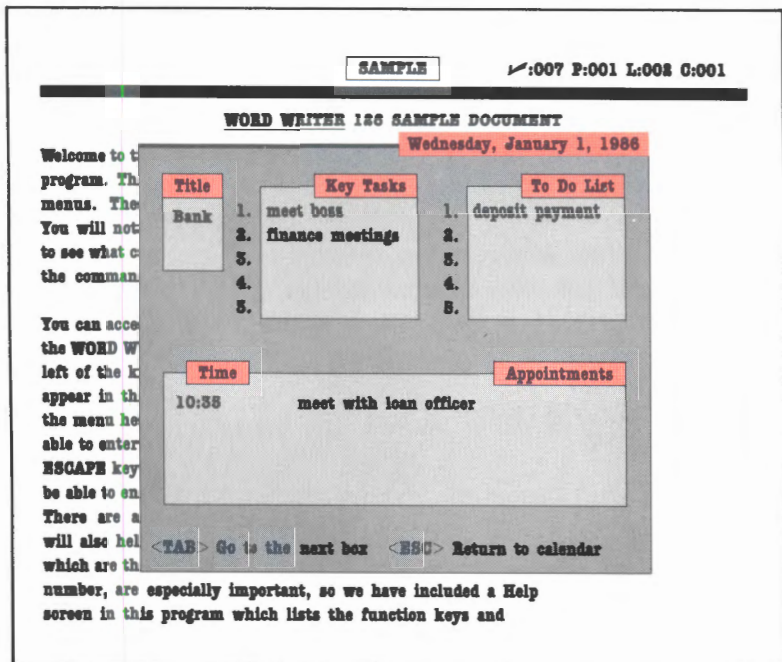
Entering Information for a Calendar Day

Before you can enter information for your calendar, you must tell the computer which month and day you want to view. Use the following keys to select a month.

- +** Moves the cursor to the next month.
- Moves the cursor to the previous month.
- TAB** Moves the cursor forward six months
- SHIFT TAB** Moves the cursor backward six months

NOTE: PARTNER contains a calendar for every month from January 1986 to December 1999.

After you select a month, use the cursor keys to move the highlight to a particular day. Press **RETURN**. The Daily Detail display will appear on your screen.



This display consists of four areas. Use the **TAB** and **SHIFT TAB** keys to move between these areas.

1. **Title** – In the top left corner of the screen, enter up to ten characters which describe your activities for this day. This title will appear on the monthly calendar display in the box designated for this individual day. For example, if May 5th is your day to attend a birthday party, type “Bday” on the first line of the Title box for May 5th. Press **RETURN**, and type “Party” on the second line of this box. The words “Bday Party” will appear on May 5th of your monthly calendar, thus jogging your memory as to the importance of that day.

2. **Key Tasks** – At the top of the Daily Detail display is an area where you can enter your goals for this day. Enter each task on a separate line and press **RETURN**.
3. **To Do List** – Here is where you will enter your errands and calls to make for the day.
4. **Appointments and Time** – Enter your appointments for the day in this section of the display. Enter the time of the appointment under the word “Time”, and enter any other information under the word “Appointments”.

Use the following keys to edit your calendar entries:

- F1** Transfers the previous day’s information. When you press **F1**, all of the information from the most recent day that contains information will be transferred to the current day’s display. For example, let’s say you enter information for January 18 and then move on to January 22 without entering anything for the 19th, 20th, or 21st. When you reach January 22 and press **F1**, the computer will pull up the information from January 18. **YOU WILL NOT BE ABLE TO TRANSFER INFORMATION FROM ONE MONTH TO ANOTHER. FOR EXAMPLE, YOU WOULD NOT BE ABLE TO TRANSFER INFORMATION FROM JANUARY 31 TO FEBRUARY 1.**

WARNING: All information from your current Daily Display will be erased if you transfer data from the previous day.

←→↓↑ Move the cursor around the display

TAB Moves the cursor to the next box on the display

SHIFT/TAB Moves the cursor to the previous box on the display

CLR/HOME Moves the cursor to the top of the display

← Works like a backspace key, erasing text at the left of the cursor. This key is at the upper left corner of your keyboard.

INST/DEL Deletes the character at the cursor and pulls all text to the right (unless you have changed the delete function using the **↻** and **INST/DEL** keys – see page 10 for more information)

SHIFT
INST/DEL Inserts a space in a line of text

↻ F1 Inserts a line in the box that contains the cursor

↻ F3 Deletes a line from the box that contains the cursor

↻ C Clears the Daily Detail display

When you have finished entering information in the Daily Detail display, press **Esc** to return to the Monthly Calendar display. There you will see an asterisk and any title you entered for the day with which you just worked.

Viewing the Disk Directory

The appointment calendar includes a feature that allows you to view the names of the files on your data disk. Just place your data disk in the disk drive. Then press **F1**. File names will appear one at a time at the bottom of your screen. Keep pressing **F1** to view all of the files on your disk.

Saving and Loading Calendar Information

NOTE: Before attempting to save calendar information, be sure that your PARTNER data disk (not a disk from another program) is in the disk drive. After saving or loading PARTNER information, you may replace your PARTNER data disk in the drive with your other program's disk.

To save calendar information on your PARTNER data disk, press **F5**, and the information for the month currently in the computer will be saved on your data disk.

To load information for a month from your PARTNER data disk, use the **+** and **-** keys, **TAB**, and **SHIFT TAB** to select the month. Press **F3**, and the information for that month will be loaded into your computer. (REMEMBER that loading a file into the computer will erase whatever month is currently in the computer.) When you select a day from that month, the stored information will appear in the Daily Detail display.

NOTE: You will be able to work with only one month at a time. If you move from one month to another, you will be warned to save your information on your data disk.

Printing Calendar Information

NOTE: Before printing your calendar information, be sure you have set up your hardware to work with PARTNER (see Chapter 2 of this manual).

PARTNER allows you to print out your calendar information for a particular day, week, or month, or you can print the entire calendar display for a month. Just press **F7**. You will then be asked to select a printout type.

- Press **C** to print the Monthly Calendar display, including the asterisks and titles that show which days contain information.
- Press **D** to print the Daily Detail information for the day that is currently highlighted.
- Press **W** to print the Daily Detail information for all seven days in the week that contains the highlighted day on your calendar. For example, if the highlighted day is a Wednesday, you will see information for the entire week (Sunday through Saturday) that contains that Wednesday. If the week began in a previous month or ends in the next month, only that part of the week that appears in the current month will be printed.
- Press **M** to print the Daily Detail information for every day of the month that is currently shown on your display.

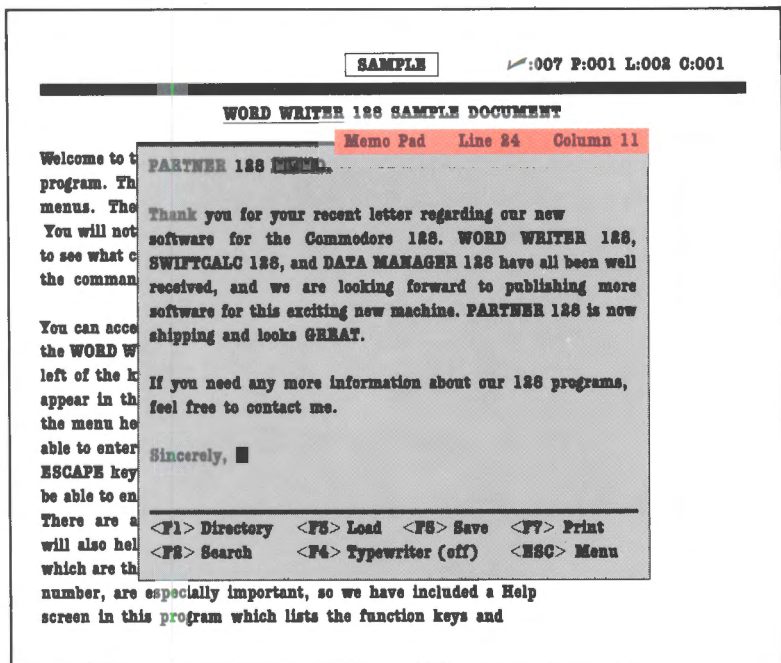
After the printer has finished, press **Esc** to return to the menu.

The Memo Pad

PARTNER's memo pad is a simple word processor which allows you to store information on a data disk and recall it and print it any time you use PARTNER.

HINT: Use the memo pad to create help screens for the programs that you run with PARTNER. Type in the information on a program's functions and features, and save it on your PARTNER data disk. Then call up this information whenever you use your software program.

Select **2** on PARTNER's menu, and the memo pad will appear. Below is a sample memo.



The memo pad consists of three areas:

1. At the top of the display are two counters that tell you the line and column where the cursor is currently located.

2. The large middle area is the text area. This is where you enter information into the memo pad. As you type in text, you will notice that when you reach the end of a line your text will “wrap” around to the next line. You will also see the screen scroll when you reach the bottom. Use the up and down cursor keys to scroll the screen and view your text.

Edit your text using the following keys:

CLR/HOME Moves the cursor to the top of the display

SHIFT

CLR/HOME Moves cursor to end of text

TAB

Moves the cursor five spaces to the right

SHIFT TAB

Moves the cursor five spaces to the left

←

Works like a backspace key, erasing text at the left of the cursor. This key is at the upper left corner of your keyboard.

INST/DEL

Deletes the character at the cursor and pulls all text to the right (unless you have changed the delete function using the **C** and **INST/DEL** keys – see page 10 for more information)

SHIFT

INST/DEL

Inserts a space in a line of text

- ⌘ F1** Inserts a line in your text
- ⌘ F3** Deletes a line from your text
- ⌘ F** Formats your text, realigning your margins. To prevent a section from being formatted, place an up arrow (the **↑** key is next to the **RESTORE** key) in column 1 of the line above the text you want to protect. Place another up arrow in column 1 of the line below this text. This second arrow will turn the formatting feature on again.
- ⌘ C** Clears the memo pad display

NOTE: When you add spaces to a line using the **SHIFT INST/DEL** keys, the words on the affected line will wrap to the next line. Each word will be given a new line. To format your text after inserting material, press **⌘ F**, and extra space and lines will be omitted.

3. The two lines at the bottom of the memo pad display show you the function keys that are available in the memo pad. Let's take a look at these keys.

Viewing the Disk Directory

The memo pad includes a feature that allows you to view the names of the files on your data disk. Just place your data disk in the disk drive and use one of these methods to view the disk directory.

NOTE: If you use method 1 (below) to view the disk directory, you will erase all text that is currently in the memo pad. Be sure that you have saved your text on disk before viewing the directory.

1. To view the entire directory of your disk at once, press the **F3** key. You will see the characters "MEMO." on your screen and you will be asked to enter a file name. Type \$ and press **RETURN**. The directory of your data disk will appear on the memo pad. If you have a lot of files on this disk, press **C** **F** to display the files in two columns on your screen. To clear your screen after viewing the directory, press the **C** and **C** keys and follow the prompts.
2. You can view the directory one file at a time, and you can then load a file from the directory. Just press **F1**. The name, type, and size of the first file on your data disk will appear at the bottom of your display. To load this file into the memo pad, press **RETURN**. (REMEMBER that loading a file into the memo pad will erase whatever text is in the memo pad.) To move on to the next file instead, press **F1** again.

Saving and Loading Memo Files

NOTE: Before attempting to save a PARTNER memo, be sure that you have placed your PARTNER data disk (not a disk from another program) in the disk drive. After saving or loading PARTNER information, you may replace your PARTNER data disk in the drive with another program's disk.

To save a memo, press **F5**. You will see a prompt asking for a file name for your memo, and the file name prefix **MEMO.** will also appear on your screen. Just type in your file name, and **MEMO.** will be saved as part of that file name. To enter a file name without this prefix, use the **←** key to erase this prefix, and enter your file name.

To load a memo, press **F3** and follow the prompts on your display. (You can also load a file from the disk directory. See page 27 for more information.)

Searching for Information in a Memo

To search for specific information in your memo pad, press **F2**. Then enter the word or characters for which you want to search. The search will begin from the current cursor location, and the cursor will move to the first occurrence of the word you indicated. You can then edit your text.

NOTE: To perform a search on your entire memo (not just from the cursor location), press **CLR/HOME** before pressing **F2** to begin the search.

After editing text, you can continue your search by pressing **F2**. The characters you last searched for will appear in the prompt area at the bottom of your screen. To search for these same characters, press **RETURN** only. To search for other characters instead, enter the new characters and press **RETURN**. The computer will repeat the searching process.

Printing Your Memo Pad Information

NOTE: Before printing your memo pad text, be sure you have set up your hardware to work with PARTNER (see Chapter 2 of this manual). Also, if you want to print in a special type face, move on to “DOS/Printer Commands”, later in this chapter, to enter printer codes for that type face.

To print your memo pad information on your printer, press **F7**. The printer will begin printing text from the current cursor location to the bottom of the memo. When the printer has finished, press **Esc** to return to PARTNER's menu.

Using the Memo Pad as a Typewriter

PARTNER can turn the memo pad into a typewriter. Just press **F4**, and the word “off” next to the word “Typewriter” at the bottom of your display will change to “on”. Begin typing your text. Every time you press **RETURN**, the printer will print the *entire* line where the cursor is located (regardless of whether you pressed **RETURN** at the end of the line or in the middle of the line). To turn off this feature, press **F4** again.

NOTE: If you edit text with the typewriter function on, your printer will print a line every time the word wrap feature wraps text to the next line.

The Address/Phone List and Auto-Dialer

PARTNER keeps track of your important addresses and phone numbers, allowing you to search, sort, and print that data. You can also use PARTNER to dial a phone number for you. You can use any Hayes-compatible modem that is capable of auto-dialing, including a Commodore 300 or Commodore 1200, or you can use a Commodore 1650 modem with this program. See your modem manual for more information on auto-dialing capability.

To use the address/phone list, select **3** on PARTNER's menu. The address list display will appear on your screen. Below are some sample entries.

SAMPLE ✓:007 P:001 L:008 C:001

WORD WRITER 128 SAMPLE DOCUMENT

Address/Phone List

Welcome to the program. The menus. The You will not to see what c the comman

You can acc the WORD W left of the k appear in th the menu he able to ente ESCAPE key be able to en

There are a will also hel which are th

number, are especially important, so we have included a Help screen in this program which lists the function keys and

NAME : Timeworks	
ADDR : 444 Lake Cook Rd.	
CITY : Deerfield	STATE : IL
ZIP : 60015	PHONE : (312) 924-9200
NAME : IBM	
ADDR : 1 IBM Plaza	
CITY : Chicago	STATE : IL
ZIP : 60610	PHONE : ■
NAME :	
ADDR :	
CITY :	STATE :
ZIP :	PHONE :
<hr style="border: 1px solid black;"/>	
<F1> Directory	<F3> Load
<F2> Search	<F4> Sort
<F5> Save	<F6> Dialer
<F7> Print	<ESC> Menu

Begin typing the information for your first entry. You can use all of the editing keys that you used in the memo pad (see page 25) except **C** **F**. Also notice that the **C** **F1** keys insert an *entire* record, not just one line as in other PARTNER features, and the **C** **F3** keys delete an *entire* record.

You can enter approximately 60 addresses in each file. (If you have more than 60 addresses, enter your addresses and save them in separate files in groups of 60.)

The Auto-Dialer

To use the Auto-Dialer feature, move the cursor to the phone number in your list that you want to dial. Place the cursor directly over the first character that the modem will dial. (For example, if you don't need to dial an area code, place the cursor on the first number of the exchange.)

Be sure that your modem is connected to your phone and to your telephone jack at the same time. If your modem does not have two jacks, you must purchase an adapter from a telephone equipment store.

When you are ready to make your call, press the **F6** key, and the number you selected will be dialed by your modem. When the call connects, press the **SPACE BAR** to tell PARTNER that you want to talk on the phone. Your modem will hang up automatically when you finish talking.

Viewing the Disk Directory

As in other sections of PARTNER, the address list allows you to view the names of the files on your data disk. You can then load a file into the address list from the directory. Place your data disk in the disk drive and press **F1**. The first file name on your data disk will appear at the bottom of your display. To load this file into the computer, press **RETURN**. (REMEMBER: Loading a file into the address list will erase whatever text is currently in the computer.) To move on to the next file instead, press **F1** again.

Saving and Loading Address List Files

NOTE: Before attempting to save a PARTNER address list, be sure that you have placed your PARTNER data disk (not a disk from another program) in the disk drive. After saving or loading PARTNER information, you may replace your PARTNER data disk in the drive with your other program's disk.

Saving or loading an address list is exactly the same as saving or loading a memo. To review this procedure, see page 27. Remember that when the prompt asking for the file name appears, you will see the file name prefix "ADDR." on your screen. Just type in your file name, and ADDR. will be saved as part of that file name. To enter a file name without this prefix, use the **←** key to erase the prefix and enter your file name.

NOTE: You can save an address list on your PARTNER data disk and use this list with WORD WRITER 128 for form letter print-out. First, be sure the setting for the "ASCII" option on the Setup screen is Y. Then, when asked for the file name while saving your address list, enter the characters w/ after the ADDR. prefix in the file name. (Example: ADDR.w/mylist) See your WORD WRITER manual for information on form letters.

Searching for an Address or Phone Number

The procedure for searching in the address list is the same as for the memo pad. Follow the instructions on page 28.

Printing Your Address List Information

NOTE: Before printing your address list, be sure you have set up your hardware to work with PARTNER (see Chapter 2 of this manual).

You can print your address list or phone number information onto paper, labels, or envelopes. Press the **F7** key, and you will see the prompt **ADDRESS/LABELS/PHONE?(A/L/P)**. Press **A** to print address records, **L** to print labels or envelopes, or **P** to print phone numbers. Then follow these steps:

1. You will be asked to enter the number of spaces you want for a left margin. Enter a number between 0 and 40. (Experiment with settings for this prompt, especially if you are printing labels or envelopes. Your margin will depend on how much information you have on each address line and where you want to place that information on your labels or envelopes.)
2. You will then be asked if you want to print one record or your entire list (either addresses or phone numbers). Press **O** to print only the record where the cursor is currently located. Press **E** to print your address list from the current cursor location to the end of the list.

For example, to print only the last two addresses in the list, move to a line in the next to the last address of the list and press **F7**. Then press **E**, and the last two addresses will be printed.

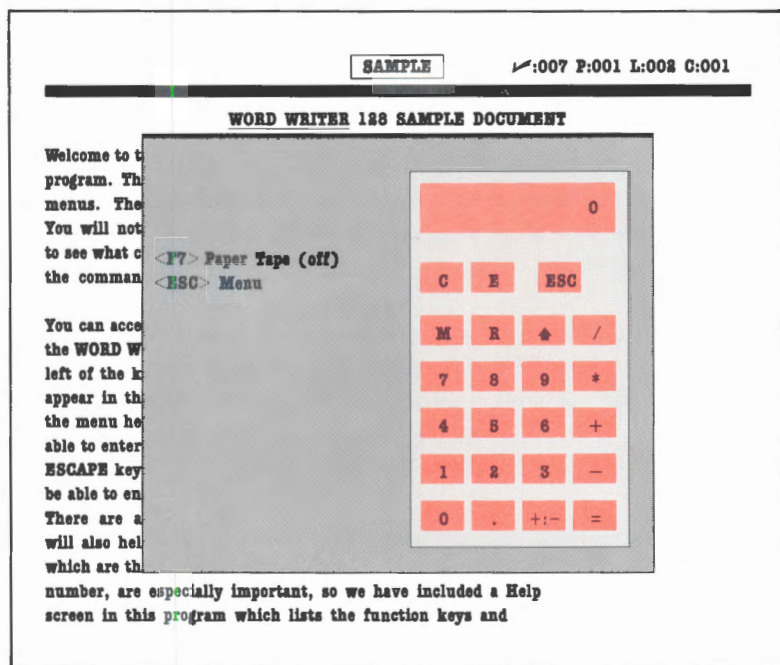
NOTE: To return to the address list without responding to the ADDRESS/LABELS/PHONE? prompt, press **Esc**.

Sorting Your Address Information

To arrange your addresses in alphabetic or numeric order, move the cursor to any field in your list, and press **F4**. Your addresses will be sorted using the information in the field where the cursor is currently located. Press **Esc** to return to PARTNER's menu.

The Calculator

To call up PARTNER's calculator, select option **4** on the PARTNER menu. The calculator will appear on your display.



To use this calculator, enter a number just as you would on a real calculator. Then press the key for the operation you want to use (for example, if you are performing an addition problem, press the **+** key). Then enter the second number of your equation, and press the **=** key, **RETURN**, or the **ENTER** key on the keypad. The answer to your mathematical problem will appear in the calculator window. The calculator can perform the following operations:

- + Add
- Subtract
- * Multiply
- / Divide
- ↑ Raise to a Power
- : Change Sign (from positive to negative or vice versa)

The following keys are also operative on this calculator:

- C** Clears the calculator entirely
- E** Erases only the number currently in the calculator window
- M** Stores the number currently in the calculator window in memory
- R** Recalls the number that is in the memory

Here are some examples for using the calculator:

1. Addition: $10.3 + 12.5 + 11.8$

To solve this problem, enter 10.3 in your calculator and press **+**. Then enter 12.5 and press **+** again. Lastly, enter 11.8 and press **=**. The answer, 34.6, will appear in the calculator window.

2. Subtraction: $34 - 23.2$

To solve this problem, enter 34 in your calculator and press **-**. Then enter 23.2 and press **=**. The answer, 10.8, will appear in the calculator window.

3. Multiplication: $220 * 42 * 2$

Enter the number 220 in the calculator and press the ***** sign. Then enter 42 and press ***** again. Lastly, enter 2 and press **=**. The answer, 18,480, will appear in the calculator window.

4. Division $234/32$

First enter the number 234 in the calculator and press the **/** sign. Then enter 32 and press **=**. The answer, 7.3125, will appear in the calculator window.

5. Raise to a Power: $2 \uparrow 2$

To solve this problem, enter 2 and press the **↑** key (next to the **RESTORE** key) Then press 2 and the **=** sign. The answer, 4, will appear in the calculator window.

6. Changing a Sign

To change a positive number to a negative number (–) or vice versa, press the **:** key. You must do this before you press the operation key (+, –, *, /, or ↑).

NOTE: You can use the calculator like a real adding machine by pressing **F7**. After you press **F7**, the word “off” next to the words “Paper Tape” on your display will change to “on”. Enter your first number into the calculator, and press a mathematical sign. That number will then be printed on your printer. To advance the paper in the printer, press the **SPACE BAR**. To turn off this feature, press **F7** again.

When you have finished using the calculator, press **Esc** to exit to PARTNER’s menu.

■ The Screen Print Option

NOTE: Before printing your display, be sure you have set up your hardware to work with PARTNER (see Chapter 2 of this manual).

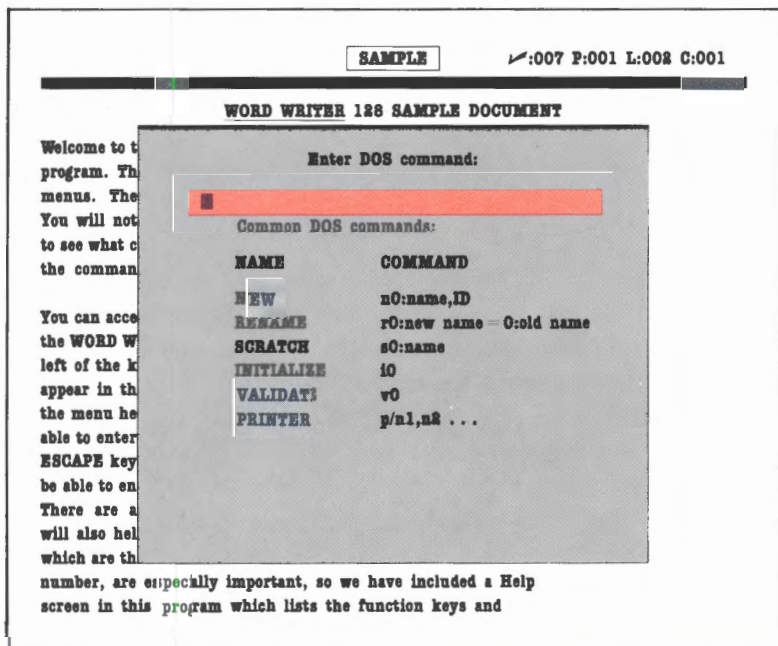
With PARTNER’s Screen Print option, you can obtain a printed copy of the text on any display in your software program (with the exception of graphics displays). To use this option, call up the display in your software program that you would like to print. Then press the cartridge button to call up the PARTNER menu. Select option **5** and the menu will disappear. The printer will begin printing the current display from your software program. When printing is complete, you will exit PARTNER.

NOTE: If your display prints out as numbers and symbols only (with no letters), such as when you print a display from DATA MANAGER 128, press the **C** and **S** keys while in PARTNER's menu (thus re-selecting the "Screen Print" option) and try to print your display again.

DOS/Printer Commands

Use the "DOS/Printer Commands" option to access the commands used by your computer's disk operating system. These options include the New command, which formats a disk; the Validate command, which "cleans up" a data disk; and the Scratch command, which erases a file from your data disk.

To use this option, place the data disk you want to work with in the disk drive. Then select **S** from the PARTNER menu. The "DOS/Printer Commands" display will appear.



You will be asked to enter the command you want to use. Consult your disk drive manual for the specific information you must enter for each command. You will also see an abbreviated form of this information on the “DOS/Printer Commands” display. After you enter the format for the command you want to use, press **RETURN**. Your disk drive will implement the command.

You can also use the “DOS/Printer Commands” option to enter printer codes. These codes are used by your printer to print both your PARTNER information and your software program’s information in special type faces. (See your printer manual for more information on printer codes.) When asked to enter a command, type

p/

Then enter the ON codes that correspond to the type face you want to use (separate each code with a comma), and press **RETURN**. For example, to print emphasized text on an Epson printer, you would enter

p/27,69

and press **RETURN**. To turn off a type face, return to “DOS/Printer Commands” and enter the OFF codes, or turn your printer off and then on again. Either method will reset your printer to its normal type face. To return to the PARTNER menu, press **Esc**.

■ SwiftLock

Have you ever walked away from your computer and returned to find that someone else has inadvertently tampered with it? SwiftLock will prevent this from happening by “freezing” your computer until you key in your personal password. The computer will then ignore any keyboard entry until the proper password is entered.

To use SwiftLock, select **7** from the PARTNER menu. The SwiftLock display will appear. Enter up to five characters for your code and press **RETURN**. **DO NOT FORGET YOUR CODE.**

WARNING: *If you forget your code, the only way you can gain control of your computer is to turn it off and then on again, thus erasing ALL of your data.*

After you enter your code in the SwiftLock display, you will be asked if you are sure that this is the code you want to use. If not, press **N**, and you will return to the menu. If you are certain, press **Y**, and the computer will return to your other program's display.

Now the only way you can work with this program again is to type in the code you entered in the SwiftLock display. You will be able to continue working with your computer.

■ When You Have Finished Using PARTNER

When you have finished working with your computer, be sure that you have saved any important information in both PARTNER and your software program. Then use one of these methods to end the program:

- To erase PARTNER's memory and your software program from the computer, simply turn off the computer.
- If you want to reset your computer but leave PARTNER and its data intact, press **☒** **☐** while in PARTNER's menu. This method will not harm your PARTNER information, and you will be able to load another software program.

NOTE: PARTNER's features can be re-programmed to fit your needs. If you are a machine-language programmer, you can create utilities that may be loaded into PARTNER's memory and executed like PARTNER itself. If small enough, these programs can co-exist with PARTNER's present features, or a utility may "disable" PARTNER temporarily, becoming active at a press of the cartridge button.

The instructions for this task are available from Timeworks' Customer Support office for a nominal charge. You will receive a 1541 disk with documentation, sample source files, and a sample utility, and you will be placed in our records as a registered user of the utility documentation. These materials use technical language that will not be understandable to the novice. **Any questions concerning PARTNER's utilities and programmed uses MUST be directed to Timeworks in writing, not by telephone. Only registered users of the utility documentation will receive a reply.**

If you have already created a utility for PARTNER, you can load it into PARTNER by pressing **☒** **☐** while in the menu. (Be aware that if you load a utility, the amount of text space in the appointment calendar, the memo pad, and the address list will be reduced. See the Troubleshooting section for more information.) To run a utility, press **☒** **☑** while in the menu. To remove a utility from PARTNER's memory, press the **☒** key and the cartridge button at the same time. This will also clear all data from PARTNER, as if you had turned off the computer.

PARTNER works with nearly all programs made for the Commodore 128 computer in 80-column mode. Programs requiring a cartridge, such as Vizawrite, will not function with PARTNER because both programs require the same slot on your computer.

The following programs already use joyport 2, which PARTNER also uses, so there is no place on your computer to plug in the cartridge cable. You can use these programs with PARTNER if you hook up a Y adapter, which gives joyport 2 a two-plug capacity. (If your dealer doesn't have Y adaptors, you can purchase one from Timeworks for a nominal fee.)

Consultant

Matrix (only the C128 sections of Matrix are compatible)

It is possible to use some of these programs with PARTNER plugged into joyport 1. Just hold down the **CTRL** key and press PARTNER's button. Release the **CTRL** key when PARTNER's menu appears. **THIS PROCESS COULD ERASE ANY DATA IN THE COMPUTER**, so test it with your software program without important data in the computer. While most programs are not sensitive to this, some programs, like PaperClip, are made in such a way that pressing the **CTRL** and cartridge button may lock up the computer if the **CTRL** key is not pressed **BEFORE** the cartridge button is pressed. **We recommend that you use a Y adapter instead.**

YOU SHOULD NOT CALL UP PARTNER IF:

- The disk drive is loading a program or writing to a disk. Do not call up PARTNER until the disk drive is finished.
- There are high resolution graphics on your display (such as when you work with Swiftcalc 128's graphics).

- You are running a program in the 64 mode of your Commodore 128 computer.
- You are using a modem to transmit data with your computer.
- You are running in Commodore CP/M mode.

IF YOUR PRINTOUTS CONTAIN GRAPHICS AND/OR ALL CAPITAL LETTERS:

Certain interfaces have lock modes, which means that they might not accept your entry for secondary address in the “Setup” menu item. Your software program may also activate this lock mode. After you set up your configuration, try to print information from PARTNER. If your printout looks strange to you, you can override this lock mode by using the “Normal ASCII?” option on the “Setup” screen. Just reverse the selection for this option (if it is set for **Y**, press **N**, and vice versa), and press **F5** to save your new setting. Then try printing again. The printout should be correct.

IF YOU LOAD A UTILITY THAT YOU HAVE CREATED, BE AWARE THAT:

- The available text space in the appointment calendar, memo pad, and address list will be reduced when you load a utility. You will not be able to load a full file into the appointment calendar. Instead, you will see an OUT OF MEMORY message. If you attempt to load a full file into the memo pad or address list, the end of the file will not be loaded because there will be no space to display it. You will not lose that information permanently, however, unless you resave this reduced file on your data disk.
- If you load a utility that is too large for the available space in PARTNER, you will see an OUT OF MEMORY message.

IF YOU ARE USING A COMMODORE 1650 AUTO-DIALER MODEM:

To set up your 1650 Auto-Dialer Modem to work with PARTNER, you must set your switches in the proper positions:

1. On the right side of the modem, you will see a switch labelled "H" and "F". Set this switch for "H", since most on-line systems are half-duplex.
2. On the left side of the modem, there are two switches. The one closest to the computer is the "O" and "A" switch. Set this switch for "O". The other switch, which is labelled "T" and "D", should be in the "D" position whenever the Auto-Dialer feature is being used. (Move it to the "T" position whenever you are not using the Auto-Dialer feature.)

For example, to use PARTNER's Auto-Dialer feature, make sure this last switch is set for "T". Next, follow the instructions in your PARTNER manual for selecting a phone number to call. Move this switch to "D" and press **F6**. The modem will dial your call. When it is finished dialing, pick up your phone and move the "T" and "D" switch back to "T". To connect the call, press the **SPACE BAR**, and you can begin talking.

■ Pre-Call Checklist

Before You Call...

1. Have you investigated your manual thoroughly (Troubleshooting and the Index) for the answer to your question?
2. Has the problem ever appeared before? What procedure did you use to produce the problem, and can you reproduce the situation repeatedly? Have you tried reproducing the problem with hardware other than your own?

3. Are you using any additional equipment with your system, such as memory expansion? If so, disconnect the additional hardware and try to repeat the problem. If not, did you change your hardware or software configurations before you first experienced the problem?
4. If the problem is related to printing, have you checked your printer manual or contacted your printer manufacturer for the answer? Have you read your interface manual or contacted your interface manufacturer?
5. Have you returned your Registration Card to Timeworks?

If You Call...

1. Which Timeworks product are you calling about, and what is the version number? (For example, PARTNER version 1.0) You will find the version number on PARTNER's introductory display, which you see each time you start up PARTNER.
2. What system are you using? (For example, Commodore 128.)
3. Have your user's manuals with you when you call, and keep your manual and any other pertinent materials by the phone in case we need to call you back.
4. To save valuable time, state your problem or question as *concisely* as possible.

If You Write . . .

Include a phone number where you can be reached during the day.

“Menu” Keys

All of the following keys are ACTIVE ONLY IN PARTNER’s MENU. (Remember: Press the **Esc** key to call up the menu.)

C D	Disables Swiftload until computer is turned off
C G	Toggles between character sets
C O	Overrides NO DISK ACCESS message (see warning on page 9)
C INST/DEL	Toggles between delete functions
C L	Loads a PARTNER utility
C R	Runs a PARTNER utility
Button	Clears utility from memory
CTRL Button	Calls up PARTNER when cable is connected to joyport 1 (see warning on page 43)
C S	Alternate screen printout
C Q	Ends your software program without harming PARTNER

The Appointment Calendar

The Monthly Display

+	Moves the cursor to the next monthly display
-	Moves the cursor to the previous monthly display
TAB	Moves the cursor forward six months
SHIFTTAB	Moves the cursor backward six months
F1	Calls up the disk directory
F3	Loads calendar information
F5	Saves calendar information
F7	Prints calendar information

The Daily Display

	Move the cursor around the display
CLR/HOME	Moves the cursor to the top of the display
TAB	Moves the cursor to the next box on the display
SHIFT TAB	Moves the cursor to the previous box on the display
	Erases text like a backspace key
INST/DEL	Deletes text according to your choice of delete function (see “Menu” Keys)
SHIFT	
INST/DEL	Inserts a space in a line of text
C F1	Inserts a line in the box that contains cursor
C F3	Deletes a line from the box that contains cursor
F1	Transfers the previous day’s information to the current day
C C	Clears the display

The Memo Pad

Editing Keys

← → ↑ ↓	Move the cursor around the display
CLR/HOME	Moves the cursor to the top of the display
SHIFT	
CLR/HOME	Moves the cursor to the end of text
TAB	Moves the cursor five spaces to the right
SHIFT TAB	Moves the cursor five spaces to the left
	Erases text like a backspace key
INST/DEL	Deletes text according to your choice of delete function (see “Menu” Keys)
SHIFT	
INST/DEL	Inserts a space in a line of text
C F1	Inserts a blank line
C F3	Deletes a line
C F	Formats text
C C	Clears the memo pad

Other Memo Pad Keys

F1	Displays the disk directory one file at a time
F2	Searches for memo information
F3	Loads memo files (press \$ to view the entire disk directory at once)
F4	Turns the memo pad into a typewriter
F5	Saves memo files
F7	Prints memo files

The Address/Phone List

Editing Keys	See Memo Pad
C F1	Inserts an entire record
C F3	Deletes an entire record
F1	Displays the disk directory
F2	Performs a search
F3	Loads a file
F4	Sorts information
F5	Saves a file
F6	Auto-dialing function
F7	Prints information

The Calculator

Operations

+	Addition
-	Subtraction
*	Multiplication
/	Division
↑	Raise to a Power
:	Change Sign (from positive to negative or vice versa)

Other Calculator Keys

- C** Clears the calculator entirely
- E** Erases only the number currently in the calculator window
- M** Stores the number currently in the calculator window in memory
- R** Recalls a number from memory

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