MEMORITE
PRIMER

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VECTOR GRAPHIC, INC.

REVISION OF JANUARY 25, 1980

Now you've just unpacked your system from the box and you're probably anxious to use it -- right? Well, maybe we can help!

We have enclosed our demonstration we use in-house to get you started. Just follow the suggested steps and you will be on your way to a wonderful experience! If you have never used the system, you will no doubt have to refer to the Reference Manual several times. Use the Table of Contents to find items.

Please use the demo freely to acquaint yourself with your Memorite and the sample files provided.

The first sample page is a letter that has been hand-corrected. Your task is to make the necessary changes. (It's fun to time-test yourself each time and see how rapidly your operating and editing abilities improve!) On your disk the document named MEM.EDIT corresponds to this page. It's all yours -- go to it! (See Chapter 10 of the Ref. Manual for how to access documents on a disk.)

Hint 1: We change the format directive (See Ref. Manual Chapter 6), and we use a Move Portion command (see Chapter 4), a "Search" (see Chapter 4), and a control-L (Form Feed) (see Chapter 7). Besides the use of the cursor and delete keys...any others? The term control-L means hold the CTRL key down while you press the L key, abbreviated ©L in the reference manual.

Hint 2: Your corrected letter should look like the document on disk named MEM.FINL which corresponds to the "final draft" copy enclosed.

Task 2: Next you have a sample mailing list. On this list you have names, addresses and phone numbers. (Our sample list is very small--just for practicing purposes.) In front of each name there is the I.D. (or "record") number (1 through 10) and there are "qualifier" codes. Each code is a letter which represents a specific catagory depending on which qualifications are satisfied. What the qualifiers mean are explained at the bottom of the page. Try putting in your o n specific qualifications.

View the directory on your disk. (Enter and Leave Disk Directory Command Mode, in Ref. Manual Chapter 10) You will see the list called TLIST. The list provided in the attached sheets is what is in your disk's TLIST.

The next page in your sample demo is the document named LETTER in your disk directory. This is a sample of how a letter could be written if it is later to be merged with one of your mailing lists. You simply allow for the information on line 1 of your mailing list (in this case TLIST) by putting @01 where you wish this information to merge in your letter; an @02 where you wish the corresponding information on your list (TLIST) to merge in your letter; etc.

At this point recall from the disk, the document called LETTER. In Memorite on the screen, you are now looking at your letter -- the disk copy of the "merge letter" enclosed with this demonstration.

You are now ready to merge TLIST with your Memorite merge LETTER. (See Chapter 7) First go into the Auxillary mode (control-A [CTRL key depressed while you type A]); now type ML (which represents merge list), space, and the name of your list - TLIST. The typed letters should look like this: ML TLIST. (Be sure to depress [RETURN] to execute.) Now "QUALIFIERS:" needs to be answered...you are being asked what specific qualifiers are required for this letter. Example: You wish to send this letter to all of Cheryl's authorized dealers who have Vector MZs for their store demo units. Use the list of qualifiers on the sample TLIST sheet to figure out what qualifiers to use. Your answer should be qualifiers CAZ (in all capital letters). Type these (type together with no spaces between) and "execute" with the [RETURN]. Next you're asked "BEGIN:" -- where do you want to begin in the list of people that meet these requirements? Did you do two already and wish to begin on the third? If so, then you ask to start on 3 (the first 2 will be skipped). We want to begin on 1 so just type 1 and execute (depress) with the [RETURN] key. Memorite immediately goes to the disk to find the desired names and begins merging the name information into the letter.

Observe at the top of your screen "ABSOLUTE MEMBER # /RELATIVE MEMBER # . ABSOLUTE MEMBER is the I.D.# of the member being typed. "RELATIVE MEMBER" tells how many members have already been typed, including the current one. In our example, the first name to come up should be ABSOLUTE MEMBER #1/RELATIVE MEMBER #1

Follow along on your sheet. Can you guess the next member to be typed. (Remember you're looking to fill the requirement C, A, and Z.)

When the first letter is done, a flashing cursor with FS (form stop) in the lower right hand corner will appear. To continue to find more names that meet your requirements just depress [RETURN] and you're on your way again. The next name should come up to: ABSOLUTE MEMBER #10/RELATIVE MEMBER #2; do you see it on your sheet? Try different qualifiers on your own now. Just depress the [ESC] key once and then then re-enter ML TLIST, answering the questions in your own way.

Task 3: In the document BROCHUR, there are samples of underlining, bold facing and super/sub scripting. (See Chapter 7 of the Ref. Manual.) It might be helpful to print a copy of this text then compare your hard copy with your disk copy.

After doing BROCHUR, try appending other documents to BROCHUR in memory. (See Chapter 10 of the Ref. Manual) After appending three or four documents, you have quite a long text in memory. This is a good opportunity to practice scrolling at variable speeds (1-5), line-by-line, or to practice scrolling by pages. (See Chapter 3 of the Ref. Manual.)

We hope this demonstration will help -- ENJOY!!

Sincerely,

The People at Vector Graphic Inc.

A WORD ABOUT WORD PROCESSING

FROM VECTOR GRAPHIC

Put this on page 2 also, as a "header" on the left edge, and underlined.

o **WHAT DO WE MEAN BY "WORD-PROCESSING SYSTEM"?**

The term is used by Vector Graphic to mean an automated typing and editing system. A good system such as Vector Graphic's can almost completely eliminate the use of paper, pencil, and typewriter, when it comes to creating written documents of all kinds. Text is typed at a keyboard and is immediately displayed on a video screen. At the same time, it is *memorized* remembered by the machine. The text then may be modified without retyping it. It can be stored on magnetic diskette and later retrieved for further changes. At any time, drafts of the text ~~could~~ can be printed on a typewriter-quality automatic printer. The document can be modified and then reprinted as many times as desired.

Move to end of paragraph

o **A TURN-KEY SYSTEM**

Word processing from Vector Graphic means a complete ready-to-use system, including a video console (having typewriter keyboard, 10-key numeric pad, and video screen), 2 magnetic disk drives, and a *high-speed* bidirectional daisy-wheel typewriter-quality printer. All hardware is designed to be uncomplicated, easy on the eyes, and attractive in an office setting.

Begin next page ————

o **EASY TO LEARN, EASY TO USE**

Human factors were a primary concern in the design of the system. The names and abbreviations of commands correspond to their functions, so that they are easy to remember. When the operator makes a mistake,

the system explains the problem simply and non-technically. The commands are designed so that it takes a minimum of keystrokes, thinking, and time, to accomplish operations. The system and its manuals are designed for use by an average secretary, making use of vocabulary and skills a secretary already has.

o **DATA PROCESSING TOO**

As a General Purpose Office Machine, the same hardware is also used for all standard business data processing. A distributor can supply more information on this capability.

o **A SYSTEM YOU DON'T HAVE TO WORRY ABOUT**

For the end user, word processing from Vector Graphic is a finished product. It takes care of itself. No technical knowledge is needed. Set the system down and go to work. It solves paper-work problems without creating new problems.

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1 CAZ	Mr. Charles Dunning Computer Mart 1395 Main Street Waltham, Mass. 02145 (617) 899-4540	2 ENZ	Mr. Larry Stein Computer Mart 501 Route 27 Iselin, Tex. 08830 (201) 283-0600
3 DVZA	Mr. Joe Luciano Computer Shop/Dewitt 3470 Erie Blvd. Dewitt, Az. 45012 (315) 446-1284	4 COV	Mr. Morrie Gold Mini Micro Mart Inc. 1618 James Street Syracuse, N.Y. 13203 (315) 422-4467
5 CMO	Mr. Harry Huhmen Electronics Place 7250 McKnight Road Pittsburg, PA 15237 (412) 367-2900	6 ERVN	Mr. David Eckert Computer Workshop 4170 William Penn Highway Murrysville, Calif. 94457 (415) 327-0455
7 CMZN	Mr. Paul Beale Computerland 16045 Fredrick Rd. Route 355 Rockville, MD 20855 (301) 948-7676	8 EMA	Mr. Ron Guberman Media Reactions 11800 Sunrise Valley Dr. Suite #312 Sunnyvale, Calif. 94612 (415) 620-4100
9 DRN	Mr. Charles D. Suit Computer Systems 1984 Chain Bridge Rd. McLean, MI 22102 (703) 821-8333	10 CMZA	Mr. John Bing Computer Workshop 5240 Port Royal Road Suite #203 Springfield, VA 22151 (703) 321-9047

QUALIFIER KEY

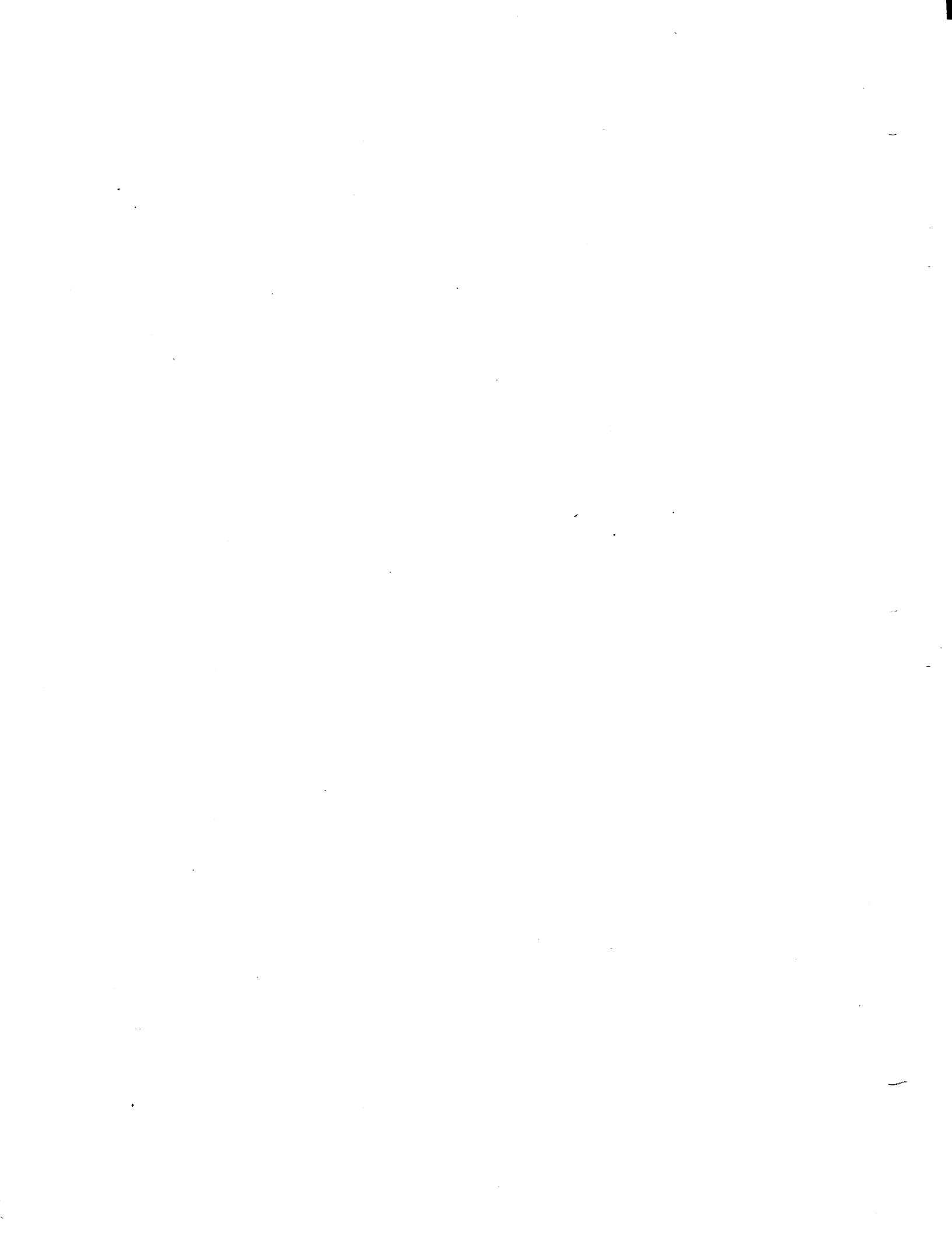**CUSTOMER REPRESENTATIVE**
C - Cheryl
D - Pat
E - Tommi

DEMOS
Z - Vector MZ
M - Memorite
V - Vector 1

CUSTOMER CODE
R - Manufacturing Representative
O - OEM
A - Authorized Dealers
N - Dealers NOT authorized

November 3, 1978

@01
@02
@03
@04   @05

Dear @06,

     We want to share with you as one of our clients a very useful tool
which we have made an integral part of our office operation. It is the
MEMORITE II word processing system produced by Vector Graphic. Previously,
we hesitated to invest in word processing here because of the relatively
high cost of systems we had seen. We have known, however, that word
processing has well deserved its growing popularity.
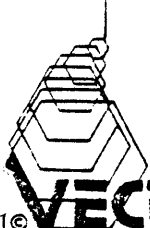
     When we ran into the MEMORITE system, we decided to invest in a word
processing system. We compared it with many of the systems costing much
more and were surprised to find it very competitive. Now that we've been
using it, we find that it is more useful than we anticipated. We use it
for both general correspondence and mass mailings which used to take up so
much time. In addition, it speeds the process of filling in forms and
creating documents with columns of figures. Our secretary spends more time
now on less clerical tasks. Besides saving time, all our work has a
professional appearance we had never achieved before.   Then as an
unexpected bonus, we use the system as a normal computer to do our business
data processing.

     As a friend, @06, allow us to suggest that you look into this
product.

                              Sincerely yours,

                              Robert Wilshire, President
                              Wilshire Accounting Services

VECTOR GRAPHIC INC.

November 3, 1978

Mr. Joe Luciano
Computer Shop of Dewitt
3470 Erie Boulevard East
Dewitt AZ 45012

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Sincerely yours,

Robert Wilshire, President
Wilshire Accounting Services