

EASY SCRIPT

Word Processing made easy

EASY SCRIPT is a powerful word processing package. It enables you to create, modify and print text quickly and easily. Easy Script can be used for writing letters, reports, memos, book manuscripts – in fact any kind of document. Text can be stored on diskette or cassette so that it may be printed or modified as required.

The advantages of word processors in terms of time and cost-saving are well known. These include:

- being able to view text before it is printed
- the facility to create a document from standard paragraphs
- the ability to produce personalized standard letters

Easy Script provides all these features together with many more advanced facilities to do all of the following:

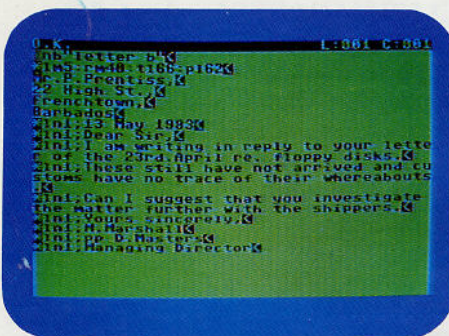
- set and adjust left and right margins
- align text at the righthand side of the page (justification)
- enable information to be printed at the top and/or bottom of each page
- number pages automatically
- give horizontal, vertical and decimal tabulation
- link text files together
- provide an automatic word search and replace function
- transfer and/or duplicate text
- insert, delete, erase and merge text

and much more.

LEARNING COMMANDS AS YOU GO

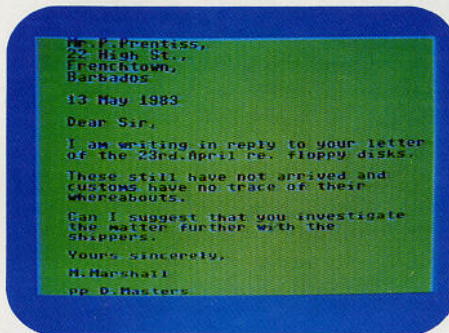
Although Easy Script has a wide range of commands, it is not necessary to know how to use all of them straight away. All except the very basic Easy Script commands need only be learned when it is necessary for a particular application. Unlike traditional typewriters, the line length for text is indicated in a format command allowing you to enter text in a 'free format' way, i.e. you simply type

away and press the RETURN key to indicate the end of a paragraph. With just a few Easy Script commands, you can quickly produce professional looking documents. The illustration below shows how a typical letter, including format commands, would look on the screen:



STANDARD LETTER FORMAT INSTRUCTIONS

The letter may then be viewed on the screen just as it would appear on paper.



STANDARD LETTER OUTPUT TO VIDEO

If required, amendments can then be made to the letter before finally printing it out.

PERSONALIZED MAILINGS

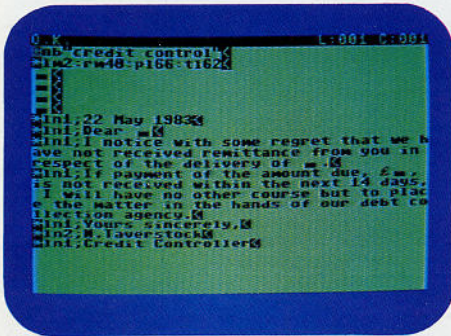
One of the most tedious tasks in any business is the repeated typing of the same or similar letter to many people. Easy Script solves this problem by providing a 'fill file' facility.

A fill file is used to hold only that information which varies between each letter such as the name and address of a client. The following illustration shows the contents of a typical fill file as it would appear on the screen:



FILL FILE – FROM WHICH PERSONALISED LETTERS CAN BE CREATED

One standard letter is typed and, with a simple series of commands, Easy Script allows you to print copies of the letter using all or selected records from the fill file. A blank standard letter is shown overleaf.



STANDARD LETTER FOR USE WITH FILL FILE

The following illustration shows three personalized copies of the same standard letter:



THREE COPIES OF THE LETTER

USING EASY SCRIPT WITH OTHER 64 SOFTWARE

One of the main attributes of Commodore 64 software is that different packages can be linked to each other and Easy Script is no exception. The EASY SPELL program allows the spelling in an Easy Script produced document to be checked and amended BEFORE it reaches its audience. Easy Script also enables you to extract records from the data base created by EASY FILE* for insertion into reports, memos, etc. The CLUB MANAGER* package allows you to create membership records and then generate subscription bills and mailing lists. One of these mailing lists can then be used as an Easy Script fill file enabling personalized mailings to be made to members.

The Easy Script word processor is invaluable for journalists, authors, secretaries, students, in fact anyone who writes either for business or pleasure. Used in conjunction with the Easy Spell spelling checker, Easy Script will quickly turn waste paper and correcting fluid into things of the past.

* These programs will be available in August.

** The cassette unit can only be used with the cartridge based version of Easy Script. The cartridge plugs directly into the Commodore 64, and will be available in September. Easy Script is currently available on diskette.

HARDWARE REQUIREMENTS

- Commodore 64 computer
- a suitable TV or monitor
- a 1530 cassette unit** or 1541 disk unit
- a printer

The 1541 disk unit can be replaced by a CBM 2031 single disk drive or a dual disk unit (4040/8050). These require the use of an IEEE interface.

PRINTERS

Easy Script can be used with a variety of printers ranging from the low cost dot matrix type, such as the 1525 or 1526, to the more expensive letter-quality printers such as the CBM 6400. The latter requires an IEEE interface. Alternative printers supported by Easy Script include:

Commodore Printers

- 4022 and 4022P
- 8023P
- 8300
- 6400

These all require the use of an IEEE interface.

Other Printers

- DIABLO 630
- Smith Corona TP1 and EL2000
- OKI Microline
- MX 80

These require the use of a Commodore 1011A RS232C interface or equivalent. Easy Script also supports Centronics printers. These require a special connecting cable.

Product No. ESC 6440

Specifications of software and hardware are correct at time of going to press, but are subject to alteration at any time.

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