SATELLITE SOFTWARE INTERNATIONAL

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Dear Dealer:

This special dealer kit contains evaluation copies of our products, recent reviews, and demonstration materials.

The kit contains:

WordPerfect (with math, Mailmerge, and Speller)

WordPerfect Sorter

WordPerfect Self-Running Demo

WordPerfect Manual Demonstration File

Prepare (A text file preparation program)

Convert (Converts Wordstar files to WordPerfect files.)

Recent Reviews about WordPerfect

Price List

These come to you free of charge, and are store copies for your convenience in demonstrating our products to your customers. Please be aware that **WordPerfect,** and **WordPerfect Sorter** are sold separately, even though we have combined them in this special store packet. **Prepare** and **Convert** are being sent only to the dealers. They are to help you with those customers who have special needs. Feel free to copy **Prepare** or **Convert** to the diskettes of those customers who need them.

Sincerely,

Andre H. Peterson
Director / Retail Sales
Satellite Software International

Before You Begin:

There are three diskettes in the special dealer kit:

The **WordPerfect** diskette contains:

* **WordPerfect** (with Math, and Mailmerge)
* **WordPerfect Speller**

[redacted]

The **Special Dealer** diskette contains:

* **Prepare**
* **WordPerfect Self-Running Demo**
* **WordPerfect Manual Demonstration Files**
* **Convert**
* **WordPerfect Tutorial**
* WordPerfect Sorter

A Note About WordPerfect:

Please make a backup copy of **WordPerfect** before starting. The backup diskette will not function by itself, but will save any files that may be damaged at a later date.

A Note About the Self-Running Demo

Included on the **"Special Dealer"** diskette is a **WordPerfect** Self-Running Demo. It is a fifteen minute chain of "Macros" that explain the many features of **WordPerfect.** The macro files need to be on the default drive.

You can start the demo while in **WordPerfect** by **"Invoking Macro"** named **AA,** (when the macro files are on the default drive). It can be stopped by pressing the **Cancel** key.

A Note About My Demonstration Files

Also on your **Special Dealer** diskette you will find my personal manual demonstration files. These are the files that I use whenever I show **WordPerfect.** I had so many dealers ask for a copy of the demonstration that we now include it as a part of the Dealer Special. There are five files that I use:

1. **Demo** (an eighteen page demonstration of the **WordPerfect** features).
2. **Demo1** (a boilerplate paragraph that I retrieve during the demo).
3. **AHP.mac** (an example of a macro that signs off your letters).
4. **Letter.1** (a form letter to show the merge capabilities).
5. **Address.1** (an address list to use with the form letter).

As you go through the demo a page at a time, it will prompt you to show some of the features of **WordPerfect.** Feel free to modify it to suit your specific needs, or to add other features that you feel are important. It is given as a guide, and a help for you to use as you see fit.

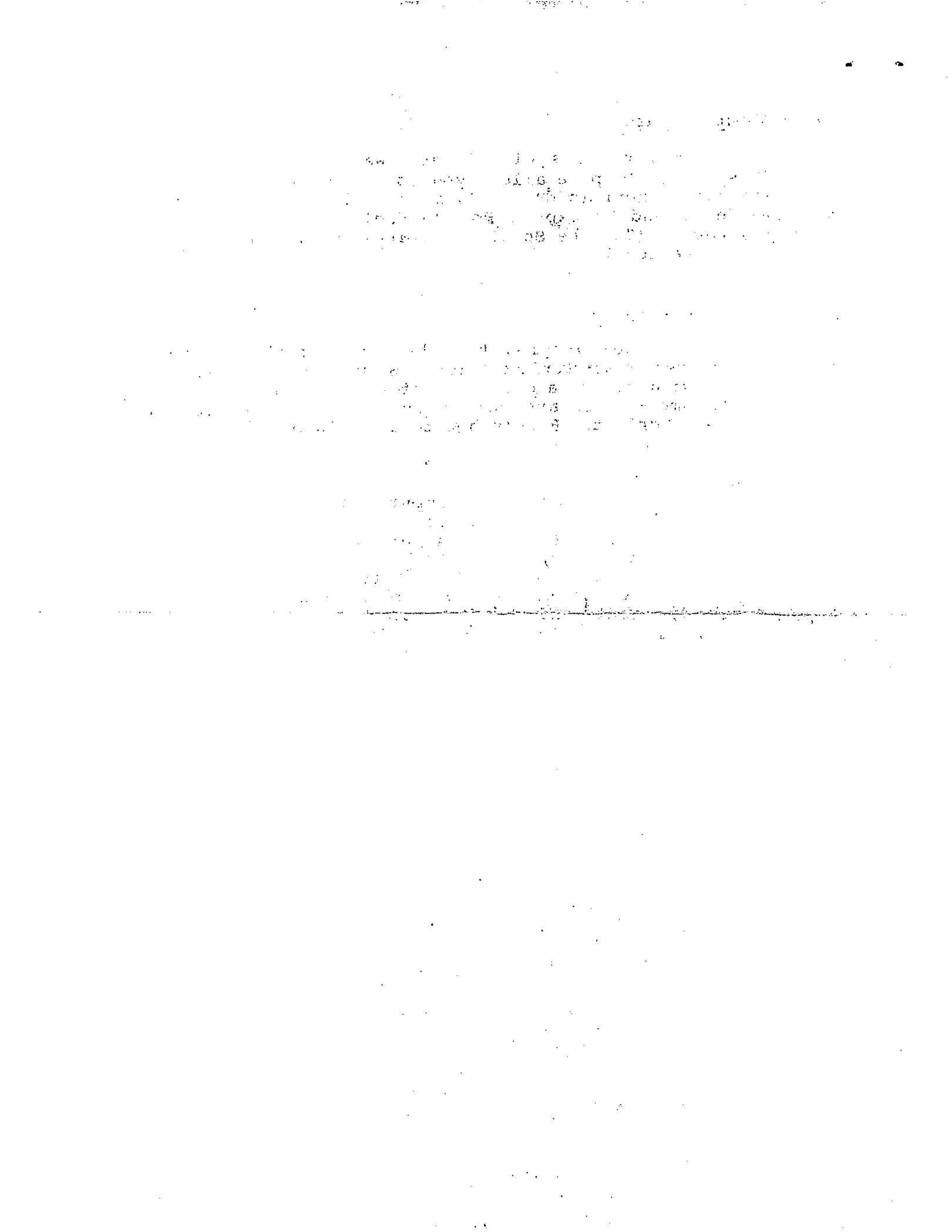
A Note About Prepare

On your dealer sales kit diskette we now include a program called "Prepare". Prepare allows you to import text files from other programs (such as dBase II, Lotus 1,2,3, etc.) to be used in **WordPerfect**, and to export **WordPerfect** files to be used in other programs. (See the Special Features section of the manual for more information.)

A Note About Convert

Convert is a new program that has been written to convert **Wordstar** files over to **WordPerfect** files. We will soon be marketing the program, but give you a copy so that you can do the conversion for your customers that are currently making the switch from **Wordstar** to **WordPerfect**. Here's how to use **Convert:**

1. With the program on your default drive type **Convert**, then press Return.
2. When asked the **"Name of Input File?"** enter the name of the file you want converted.
3. When asked the **"Name of Output File?"** enter the name you want the converted file to have.
4. **Convert** will then ask you what type of conversion you want, with a number in front of each type. Enter the number you want, and the conversion will proceed.



WordPerfect Tutorial

You should have already installed WordPerfect before using the tutorial (see "Installation"). After installing WP, read the following instructions.

Dual disk drive users should:

1. bring up DOS
2. change the default drive to B (type **b:** and press **Return**)
3. place the WordPerfect diskette in drive A and the Tutorial diskette in drive B
4. type **tutor** and press **Return**

Hard disk users should:

1. bring up WordPerfect
2. insert the tutorial diskette
3. change the ***default*** drive to the floppy drive using the ***System Commands*** key
4. holding down the **Alt** key, press either **a** or **z**

A menu of lessons will appear after a few moments. Type the letter of the lesson you want and press **Return**.

You may pause a lesson if it is going too fast by holding down the **Ctrl** key and pressing **Break**. Press any key to continue the lesson. You may also stop a lesson by pressing the **Cancel** key.

After stopping a lesson, you may redisplay the lesson menu by holding down **Alt** and pressing either **a** or **z**.

feature	keystroke
Pause the lesson	Ctrl-Break
Stop the lesson	Cancel
Redisplay the menu	Alt-a orAlt-z

Remember that you must either wait for the lesson to end or stop the lesson before redisplaying the lesson menu.

Ctrl-Break may be missing from machines other than the IBM PC-XT.

The DEC Rainbow 100 does not have an Alt key. Holding down the Shift and Ctrl keys together is the same as pressing Alt.