

# **SCRIPSIT™ Spelling and Hyphenation Dictionary**

**TRS DOS™ Operating System:**

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**SCRIPSIT™ Spelling and Hyphenation**

**Dictionary Program:**

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**SCRIPSIT™ Spelling and Hyphenation**

**Dictionary Program Manual:**

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## Introduction

The SCRIPSIT™ Spelling and Hyphenation Dictionary can save you time and increase the accuracy and efficiency of your documents. The Dictionary program quickly checks your documents for spelling errors by comparing the words first to a Master List of over 100,000 words and then to a specialized User List (which you create for words not in the Master List). The program also hyphenates your document, correctly dividing words between syllables.

Because it highlights words that the lists cannot match, the program can also help you to proofread. For example, you can check a document for spelling errors and correct the spelling. Then you can reread the document for errors in word usage, punctuation and content, and again make changes. Finally, you can recheck the spelling and then hyphenate the lines to make certain that the document is correct.

## Minimum System Requirements

To use the SCRIPSIT Spelling and Hyphenation Dictionary you need:

A TRS-80 64K Model II Microcomputer  
1-Drive Expansion System

## **Introduction (continued)**

### **The User List**

The User List enables you to personalize the program so that it will recognize words that are a part of your specialized vocabulary. This User List holds up to 2047 entries.

The program stores words in the User List in a highly compressed format readable only by the program.

You can cause problems:

1. If you exceed the 2047 word capacity of the List. That you will is improbable, but if you use many technical terms or industry-specific jargon, you may accumulate enough words to make this happen. If it does happen, you will want a list of your words so that you can delete seldom-used words and retain the more common ones.
2. If you add a misspelled word to your List. Then the program will not catch the same misspellings. Periodically, you may want to see or print your words so you can verify the spellings.

### MYWORDS

Before you install the Dictionary, you need to decide whether you would like to initiate the option MYWORDS. MYWORDS allows you to see and print a list of the words you have entered into your User List.

To choose the option, you create a TRSDOS file called MYWORDS and a SCRIPSIT document also called MYWORDS. If you create the TRSDOS file MYWORDS, then the program stores the User List words both in the User List and in the TRSDOS file. Then you only have to do an ASCII/SCRIPSIT convert to see your words in the SCRIPSIT document MYWORDS.

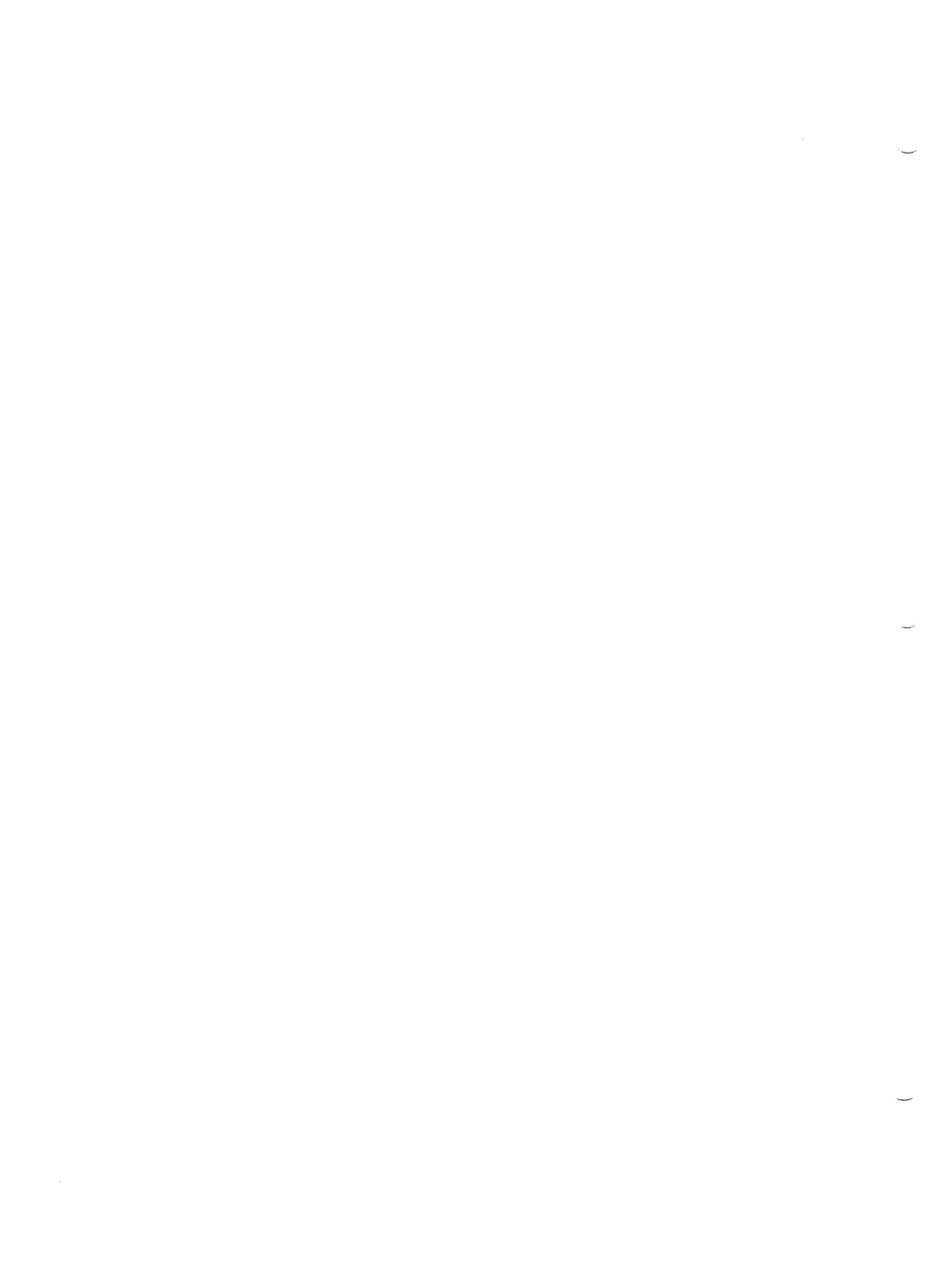
You should understand the differences among the User Dictionary, the TRSDOS file MYWORDS, and the SCRIPSIT document MYWORDS. Here are specific definitions:

**User List**—Words added to the Master List. You can add up to 2047 entries. This list is stored in a highly compressed format, readable only by the program.

**TRSDOS MYWORDS**—Also stores the words in the User List so that you can see them. By doing a TRSDOS print, you can get a copy of these words.

**SCRIPSIT MYWORDS**—The TRSDOS file MYWORDS stores the User List words in a format you can read (as opposed to the User List). You can use the SCRIPSIT MYWORDS to convert the TRSDOS list so you can see the list on your screen. It also lets you make changes to your list using SCRIPSIT commands.

As we have noted, before installing the SCRIPSIT Spelling and Hyphenation Dictionary, you must decide whether or not you want to choose the MYWORDS option.



## Backup

Before using your SCRIPSIT Spelling and Hyphenation Dictionary, you must make a backup copy of the diskette. If you are unsure of how to make a backup, refer to your Model II SCRIPSIT Reference Manual.

To initiate the backup program, you need to insert a TRSDOS diskette into Drive 0. Call up the backup program, then remove the TRSDOS diskette, insert the Dictionary diskette, and continue with the procedure.

**Special Note:** The Directory for this diskette is on track one, so you must use a special format command:

**F O R M A T X D I R = 1 , A L T = 0**

where X is the drive number.

## SCRIPSIT 2.0 Diskettes

The Model II SCRIPSIT Spelling and Hyphenation Dictionary can only be used with SCRIPSIT 2.0 diskettes. These diskettes have eight free tracks (a track is a measurement of disk space). These tracks are used by this program to hold files necessary to the program's operation.

This program will make irrevocable changes to the SCRIPSIT 2.0 diskette after the Dictionary is installed, so you need to make a backup of your SCRIPSIT 2.0 diskette before installing the Dictionary.

## References

The Dictionary is designed to be used with Model II SCRIPSIT, so this manual assumes that you know it. If you are unsure about the SCRIPSIT commands you will need to use, refer to appropriate pages in the Model II SCRIPSIT Reference Manual.



## Installing the Dictionary

If you have not made a backup copy of the SCRIPSIT Spelling and Hyphenation Dictionary diskette, do it now. This is extremely important, because the installation procedure makes irrevocable changes to the Dictionary diskette. After you make the backup, remove the write-enable tag from your master and place it in a safe place.

**Special Note:** The directory for this diskette is on track one, so you must use a special format command:

**F O R M A T X D I R = 1 , A L T = 0** and press **ENTER**

where X is the number of the drive containing the blank diskette.

You also need to make a backup of your SCRIPSIT 2.0 diskette, as the installation of the Dictionary will make irrevocable changes to it.

To install the program follow these steps (from TRSDOS READY):

1. Insert a SCRIPSIT 2.0 diskette into Drive 0. Insert the backup of the Dictionary into Drive 1. These diskettes will become your master installed SCRIPSIT and Dictionary diskettes.
2. Type: **I N S T A L L** and press **ENTER**. The screen shows:

Have you backed up your dictionary diskette (Y/N) ?

If you have not backed up your diskette yet, press **N**. The screen shows:

Please BACKUP this diskette and rerun INSTALL. TRSDOS READY.

Complete your backup and start this sequence over. If you have backed up your Dictionary diskette, press **Y**.

3. The screen shows: Do you want to create a MYWORDS file (Y/N) ? If you do not want to, press **N**. If you want to initiate the MYWORDS option, press **Y**.
4. The screen shows:

Drive 0 has 40 granules free.

## Installing the Dictionary (continued)

5. After a pause the screen shows a series of information:

Program files have been successfully moved to Drive 0.  
Patch to SCRIPSIT complete.  
File MYWORDS created on Drive 1 (if you pressed Y in Step 3).  
Program files have been killed from dictionary diskette.  
SCRIPSIT Spelling and Hyphenation Dictionary successfully installed.  
PATCH SCRIPSIT/CCF A=E046 F=0A05 C=3D04  
PATCH complete  
TRSDOS READY

6. The last action the program performs in the installation process is the PATCH to SCRIPSIT/CCF. This patch enables you to use the Dictionary with all diskettes formatted from the SCRIPSIT 2.0 diskette in Drive 0. The last message should be PATCH complete TRSDOS READY.

If an error message appears in the preceding sequence, start over. Make fresh backups of SCRIPSIT and the Dictionary, and try again.

7. From TRSDOS READY, if everything worked properly, make a backup copy of the now-installed Dictionary diskette. Then go into SCRIPSIT (either by typing **S T A R T U P** or by resetting the computer) and make a backup of your now-installed SCRIPSIT diskette.

Use this second set of backups as your everyday work diskettes. Put the original set of backups in a safe place, along with the original unINSTALLED diskettes.

8. If you are using the MYWORDS option, you now need to create the SCRIPSIT document MYWORDS. Then you will be ready to use the SCRIPSIT Spelling and Hyphenation Dictionary.

## Installing the Dictionary (continued)

### Creating and Using SCRIPSIT MYWORDS

Now go to the SCRIPSIT directory and create a document called MYWORDS (if you need help, refer to your Model II SCRIPSIT Reference Manual). Then, after you have completed the first spelling check, you can open the document and convert the TRSDOS MYWORDS file into SCRIPSIT, using the ASCII/SCRIPSIT convert utility ( press **ESC U C**, type **A** and enter the TRSDOS file name **M Y W O R D S** ).

Each time you use the convert utility, the words in your User List and in the TRSDOS file MYWORDS, will appear in the SCRIPSIT document MYWORDS. You don't have to enter them; the procedure is automatic if you initiate the MYWORDS option.

**Remember:** The TRSDOS MYWORDS file collects the words entered into your User List. Any time you wish to see the words in your User List, open the SCRIPSIT document, MYWORDS, and do an ASCII/SCRIPSIT convert to translate the TRSDOS file into SCRIPSIT.

While you are in the MYWORDS SCRIPSIT document, use the SCRIPSIT editing features to make any changes to these words. You can add words to the User List in this document, or you can delete or edit words already in the User List. Remember to include hyphenation points when you make additions.

If you make any changes, additions or deletions to the SCRIPSIT MYWORDS document, you need to record these changes in the TRSDOS MYWORDS file. Press **ESC U C**, then convert to ASCII by pressing **S** and typing:  
**M Y W O R D S**.

You also need to update the User List (to add the changes that you made to MYWORDS). Go to the SCRIPSIT directory (press: **CTRL Q** or **ESC Q** ), and press **E** for End Session Utility.

At TRSDOS READY, type: **U D U P D A T E**, and press **ENTER**. This takes the current MYWORDS and updates the User List. The screen will show you the words just entered into the User List. It will also tell you how many words you now have in the User List. (Regardless of whether you have made any SCRIPSIT changes to MYWORDS, you can use the UDUPDATE command to find out the number of words in the User List.)

If you want a printout of your MYWORDS document, use regular SCRIPSIT commands.

## Installing the Dictionary (continued)

### Definitions of Terms

**Comment symbol**—A code used to surround text for blocking. Made by typing [ESC] [ ].

**Enter**—Used to describe data input that is concluded by pressing the [ENTER] key.

**Hard hyphen**—A hyphen used within a hyphenated word (as in off-Broadway). This hyphen is always considered part of the word and is not affected by end of line hyphenation.

**Hot zone**—The number of available spaces a line must have before the program will consider hyphenation.

**Lock**—A method of excluding text from hyphenation.

**Master List**—The program's vocabulary of over 100,000 words.

**MYWORDS**—An optional TRSDOS file and SCRIPSIT document that contains words that the user has entered into the User List.

**Press**—Used to describe data input when only a single keystroke is required.

**Protection**—A method of excluding text from the spelling checking process.

**Soft Hyphen**—A hyphen that the program enters at the end of a line during the hyphenation process. If you reformat your document in SCRIPSIT then rehyphenate, the program will automatically change soft hyphens to account for the new format.

**Type**—Describes data input when several keystrokes are required, followed by the [ENTER] key.

**User List**—Words you add to the Master Dictionary List.

**Word**—A sequence of characters containing only letters, 32 or less characters long, surrounded by spaces or space equivalents (tabs, paragraph markers, hard spaces punctuation, etc.). A word may end with an apostrophe or an apostrophe followed by "s" or "d" (as in Sally's, I'd). The program ignores the ', 's and 'd when checking spelling.

Words like "able-bodied" are considered as two words during spelling checking. Words containing a soft hyphen are rejoined during spelling checking (this will not affect the actual text on the page). If you correct a word containing a soft hyphen, the hyphen will disappear, and if you want it, you must reinsert it.

## The Spelling Dictionary

The spelling checker process of the SCRIPSIT Spelling and Hyphenation Dictionary checks your document and highlights words that it cannot match against the Master List or your User List. These are words that you may have misspelled (since they are not in the Dictionary).

The checking not only catches unfamiliar words, it also catches words with transposed letters; for example, "teh" instead of "the." It also catches words with too many letters; for example, "lettters" or "thhe."

To check the spelling of a document, you must first open the document following SCRIPSIT (for help refer to Model II SCRIPSIT Reference Manual).

Then insert the installed backup copy of the Dictionary into Drive 1. This installed diskette contains the Dictionary and the program files necessary to check spelling. Your installed Backup copy of SCRIPSIT 2.0 should be in Drive 0.

You now need to go to the Document Utilities Menu where the Dictionary is listed as an option. Press **[CTRL] [U] [S]**. The screen will momentarily show:

Loading dictionary files...

When the files are loaded, the screen will display the title of your document, the page currently being checked for spelling, the time it started the check, and the number of words it has not found in the Dictionary. When the program has finished checking the spelling, the screen will show:

Document Title  
Page Number

Stop Time —.—.—  
Start Time —.—.—

—words processed  
—words not found

Returning to SCRIPSIT...

When the program has re-loaded SCRIPSIT, the cursor will return to the bottom of the screen, waiting for you to enter a command.

## The Spelling Dictionary (continued)

The first word in the document that the program did not find in either the Master List or in the User List will be set in reverse type (black type in a white box). If no misspelled words were found, then the message, NO MISSPELLED WORDS FOUND, will appear on your screen. Press **ESC** or **BREAK** to clear the message.

The program can accumulate up to 1500 words in one pass. If the program reaches its misspelled word limit, it will display the message, TOO MANY MISSPELLED WORDS FOUND. Press the **BREAK** key to clear the message, correct the first portion of the document, then rerun the program to check the rest of the document.

When misspelled words are found, you have a choice of five commands:

Correct spelling, Add to user dictionary, Flag, F2 to delete, DOWN to skip?

### Correcting Misspelled Words

If the word appearing in reverse type is misspelled, then you can correct the spelling by pressing **C**. The screen will now show:

Correct spelling: (the word)

Use the right and left arrow keys to position the cursor over the area of the word to be corrected. As with regular SCRIPSIT, use the **F1** key to insert characters, the **F2** key to delete characters. Correct the word, then press **ESC**.

The screen will now show, Right (Y/N)? If you have properly corrected the word, type **Y**, and the program will advance to the next word it questions.

If you did not properly correct the word, type **N**. The cursor will move back to the beginning of the word so you can recorrect it.

If you press **C** and then decide not to change the word, press **BREAK** and you will exit the correction mode.

Pressing **HOLD** will restore the original misspelled word. For example, if you had your fingers in the wrong place on the keyboard when you were typing the correction, you can restore the original word and correct it again.

## Adding to the User List

To add a word to the User List, press **A**. The screen will now show:

Insert hyphenation points: (the word)

Use the right and left arrow keys to move the cursor to the first position where the word should be hyphenated. Press **F1** and the program will add a space between the two letters. Insert the hyphen mark. You can place as many as five hyphens in a word.

Press **ESC** to add the word to your User Dictionary. The Right (Y/N)? prompt will now show on your screen. Type **Y** and the program will add the word to the List. Press **N** if you didn't properly hyphenate the word. Then rehyphenate the word.

The User List will only accept words that consist of letters. It will allow you to correct letter-number combinations, but will not allow you to add to the User List a word that contains numbers.

## Flagging

Pressing **F** will flag a word for later reference. The program inserts a plus/minus symbol in front of the word. Later, you can go back and perform a Global Search to locate the flagged word (for help refer to the Model II SCRIPSIT Reference Manual).

The plus/minus symbol is generated by pressing **CTRL** **-**. To delete the symbol, press **F2**.

Once a word is flagged, it will not be found to be misspelled if it is not in the Dictionary.

## Deleting

Press **F2** to delete the word from the text. This only deletes the word, not the space or punctuation following it.

## The Spelling Dictionary (continued)

### Skipping

To skip over a word, press the down arrow key and you will proceed to the next word. You use this command if a word is correctly spelled, and you don't want to add it to your User List. For example, you would not want to add to your User List a name that you won't need to use again.

### Protecting Your Text

There are two ways to protect text from being checked by the program. The first way is to enclose the text block within Comment symbols. In this way you can protect several pages or just a few words. You enter the Comment symbol by typing **[ESC] [ , ]** (be sure to include the comma).

To protect the block, place a Comment symbol at the beginning and at the end of it. If you only use one Comment symbol, you will protect all the text from that point to the end of the document.

The second way to protect text is to place a plus/minus symbol in front of a word (press **[CTRL] [ - ]**). This is the same symbol used to flag a word. You can only protect single words this way, because the protection block will stop at the next space or punctuation.

### Hyphenation

With Model II 2.0 SCRIPSIT, you can manually hyphenate words. With the SCRIPSIT Spelling and Hyphenation Dictionary, you can automatically hyphenate words at the end of a line. Hyphenation makes your final document more efficient because it removes unnecessary spaces from your text.

The program separates words according to the hyphenation points that are given with the words in the Master and the User Lists.

To hyphenate, the program follows these points and a set of hyphenation rules derived from good typing practices. The program will:

1. Hyphenate no more than two consecutive lines.
2. Never hyphenate capitalized words.
3. Never hyphenate the last word in a paragraph.
4. Never hyphenate a word that is not in the Dictionary.

The hot zone is set to three spaces. The hot zone is the number of available spaces a line must have before the program considers hyphenation. Instructions for changing the value of the hot zone are in a following section.

If the number of available spaces in a line qualifies it for hyphenation, then the word to be hyphenated must have a syllable that will fit into the available space. For example, if you have three available spaces in a line, the program will try to hyphenate the next word. But if the first syllable of that word is four characters long, then the program won't hyphenate the word.

To hyphenate, first open your document in SCRIPSIT. Then go to the Utilities Menu by pressing **ESC U**. Although hyphenation is not listed in the Utilities Menu, it does exist. Press **H**.

The program will go through your entire document line-by-line, and insert soft hyphens. When it has hyphenated the entire document, it returns to the top of the first page. You can then go through the document and see where the program has inserted soft hyphens.

To change any of these hyphenation points, use SCRIPSIT commands. To insert any hyphens on your own, use the SCRIPSIT commands for manual hyphenation (for help, refer to the Model II SCRIPSIT Reference Manual).

## Hyphenation (continued)

### Locking Text from Hyphenation

You may not want to hyphenate parts of your text; for example, words in charts and graphs. To protect text from being hyphenated by the program, you lock the text.

To lock the text, position the cursor at the beginning of the first line you wish to lock. Press **CTRL** and without releasing it, press **D**. The define prompt will appear. Define the text by typing any combination of these characters: **P** (paragraph), **B** (below the cursor), or **A** (above the cursor). The defined text will appear highlighted.

Type **L**. The highlighting will disappear and the text is now locked. A locked portion of text is noted in the status line by an asterisk. For more information on locking text, refer to your Model II SCRIPSIT Reference Manual.

### Changing the Hot Zone

The program is designed with a hot zone of three (the number of available spaces a line must have before the hyphenator will attempt to separate a word). You can change the hot zone to a different number by giving the computer a patch command. At TRSDOS READY, type:

```
P A T C H □ S C R I P S I T □ H Y P □ A E E □ □  
F = □ 3 □ C = XX
```

where XX is the number you wish to change the hot zone to.

Enter **0** plus a number from 1 to 9. For example, **0 5** would instruct the program to hyphenate words only if there are five available spaces in a line.

In the sample paragraph below, a hot zone of three is used. Notice the hyphenation points.

I like to use the SCRIPSIT Spelling and Hyphenation Dictionary because it saves me time. It also increases the accuracy of my documents because it catches tricky spelling mistakes that are easily missed in proofreading.

## Hyphenation (continued)

Here is the same paragraph with the hot zone set at five. Notice the changes, especially the word "dictionary" which is not hyphenated here because there are not five available spaces in the line. Also notice that the word "proofreading" is not hyphenated to "proofread-ing" because it is the last word in the paragraph.

I like to use the SCRIPSIT Spelling and Hyphenation Dictionary because it saves me time. It also increases the accuracy of my documents because it catches tricky spelling mistakes that are easily missed in proofreading.

Remember, the larger the number selected for your hot zone, the less the program will hyphenate. And once you change the hot zone, the change is permanent unless you make another patch command.

For example, if you change the hot zone to five, the patch command would be:

```
PATCH□SCRIPSIT/HYP□A=E000□  
F=03□C=05
```

To change this back to a hot zone of three, you reverse the F and C values:

```
PATCH□SCRIPSIT/HYP□A=E000□  
F=05□C=03
```



### Special Notes

When you use the Dictionary, remember these characteristics:

1. The program will not distinguish between lower and upper case letters. For example, if your document contains the word "January" without a capital J, the program will not consider it misspelled.
2. The program will not correct errors in usage. For example, it cannot distinguish differences in the sense of "affect" and "effect," or "too," "to" and "two."
3. If you misspell a word that is correctly spelled as another word, then the program will not find the word you misspelled. For example, if you left the "n" off of "then," you have the word "the," which is a correctly spelled word.

### Word Variations

Most words have a basic word, or root from which they are derived. The word remains recognizable even when the derived word is used in a different sense or in a different way. For example, a verb may change to either indicate tense or a different part of speech.

These changes are often shown by the addition of affixes to the root. Thus our vocabulary is vastly increased and it becomes impossible for any dictionary to contain all the variations of all words. For example, here are variations formed from the word like.

like	<u>likelihood</u>	<u>overliked</u>
<u>likes</u>	<u>liken</u>	<u>overlikely</u>
<u>liking</u>	<u>unlikely</u>	<u>overlike</u>
<u>liked</u>	<u>unliked</u>	<u>overlikes</u>
<u>likeness</u>	<u>unliking</u>	<u>overliking</u>
<u>likely</u>	<u>unlikable</u>	<u>dislike</u>
<u>likelier</u>	<u>unlikeness</u>	<u>disliked</u>
<u>likeliest</u>	<u>unlikeliest</u>	<u>disliking</u>
<u>likable</u>	<u>unlikelier</u>	<u>unlikelihood</u>
<u>likableness</u>	<u>underliked</u>	<u>unlikewise</u>
<u>likewise</u>		

Consequently, you may find that variations of some words are not in the Master List. These variations are usually words formed by affixes to the basic word. You may want to enter some of these words into your User List.



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NOTE: Good data processing procedure dictates that the user test the program, run and test sample sets of data, and run the system in parallel with the system previously in use for a period of time adequate to insure that results of operation of the computer or program are satisfactory.

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## CHANGE OF ADDRESS

NOTE: If you move, please fill out this card and return it so that you may continue to receive information regarding this program.

Purchase Date \_\_\_\_\_

10091181

Version/Date \_\_\_\_\_

Cat. No. \_\_\_\_\_

### NEW ADDRESS:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

### OLD ADDRESS:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

## INSTRUCTIONS FOR USE

1. Register one software package per card only.
2. Complete the Software Registration portion of this form and mail it immediately. The Catalog No. may be found by examining the upper-right corner of your diskette.
3. For convenience a change of address card has been included. Copy all information from the Registration Card onto it prior to sending the Registration Card.

PLACE  
STAMP  
HERE

**Computer Merchandising  
P.O. Box 2910  
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**Attn: Software Registration**