
Biography Maker™

VERSION 1.0
USER'S GUIDE

Banner Blue Software Incorporated
Fremont, California

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USER'S GUIDE

Banner Blue Software Incorporated
Fremont, California

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INTRODUCTION

Biography Maker helps you write complete biographies about your relatives or autobiographies about yourself. You supply a few simple facts and dates about your subject, and Biography Maker instantly creates a customized list of Writing Ideas for that person.

Biography Maker acts as your personal research assistant, giving you only relevant Writing Ideas and keeping your biography chronologically organized. How does it do this? Biography Maker contains a huge repertoire of historical background information and Writing Ideas. Biography Maker helps you navigate through this repertoire by displaying ideas that relate to the life of your subject and avoiding Topics and events that are not appropriate. Here's an example: pretend your subject lived from 1890 to 1950. Based on the dates you supplied, Biography Maker knows your subject was a child when radio was invented. So, it will ask you questions about the delight and fascination your subject experienced surrounding this historical event. Biography Maker also knows that your subject died before the invention of personal computers in the 1980's. So, you won't be bothered with questions about personal computers or anything else that couldn't possibly apply to your subject.

Biography Maker is so full of relevant ideas and historical facts that it practically writes biographies for you. Your Writing Ideas are on the screen all the time so you always know where you are and where you left off. And, you won't have to worry about tables of contents, page numbering, and other book production essentials either, Biography Maker takes care of those for you, too.

Wouldn't you like to forever preserve the life and times of a well-loved relative? This unique program helps you become a true family historian. It helps you uncover all the intricacies of the life of a relative and organize them into a wonderful book. It's the perfect way to pass on your heritage to future generations. A biography written about a family member, by a family member, isn't just a book; it is an heirloom your family can cherish for generations to come.

SYSTEM REQUIREMENTS

Biography Maker requires a minimum of 512Kb of RAM (memory) and either a hard disk, one high-density 5.25" or 3.5" floppy disk drive, or two low-density 3.5" floppy disk drives. The more RAM you have available, the more text you can enter into your biography.

If you want to see how much RAM is available to Biography Maker, press **alt** + **F1** from the “**Biography**” screen to display the “**Biography Status**” screen. It displays your computer system’s total RAM and the amount available to Biography Maker.

CUSTOMER ASSISTANCE

If you have any problems using Biography Maker, take these steps in the order listed:

1. Check the Index in this manual for a listing of the subject you need help on.
2. Call Banner Blue Technical Support. The hours are Monday through Friday, 8:00 AM to 5:00 PM, Pacific Standard time. Our number is 510-794-6850 (ask for Technical Support). We can help you best if you call while you are at your computer.

PRODUCT UPGRADE PLAN

Periodically we offer new versions of our software to owners at substantial discounts.

ABOUT MAILING LISTS

We don’t currently sell our registration list to other companies, and we have no intention to do so in the future. Your name will be confidential and used only by Banner Blue Software.

WE WANT TO HEAR FROM YOU!

Banner Blue continually improves its products. We encourage you to contact us and share your ideas about how we can improve Biography Maker. Our address is:

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Technical Support
P.O. Box 7865
Fremont, CA 94537-7865

510-794-6850 Phone
510-795-4488 Fax

INSTALLATION AND PROGRAM SETUP

This section tells you how to set up and start Biography Maker on your computer and how to make it work correctly with your printer.

INSTALLING BIOGRAPHY MAKER



The installation process prepares Biography Maker for use. On hard disk systems, it copies the Biography Maker program files to your hard disk. On systems without a hard disk, it makes a backup copy of the program diskette. **Do not run Biography Maker from the original Biography Maker diskette.** Use the installation process to make a backup copy of the diskette and then store the original in a safe place.

Follow these steps to install Biography Maker on your computer system:



1. Write protect the original Biography Maker diskette. (On 3.5" diskettes, push the black tab up. On 5.25" diskettes, place a sticker over the notch at the edge of the diskette.)

2. Insert the Biography Maker program diskette in your floppy diskette drive A.


If you are installing Biography Maker from drive B, substitute B in place of A throughout this section.

3. Type **A:** and press  to change to the DOS A> prompt.
4. Type **INSTALL** and press .

A message appears on the screen to tell you what computer system you need to complete the installation. You need only one item on this list.

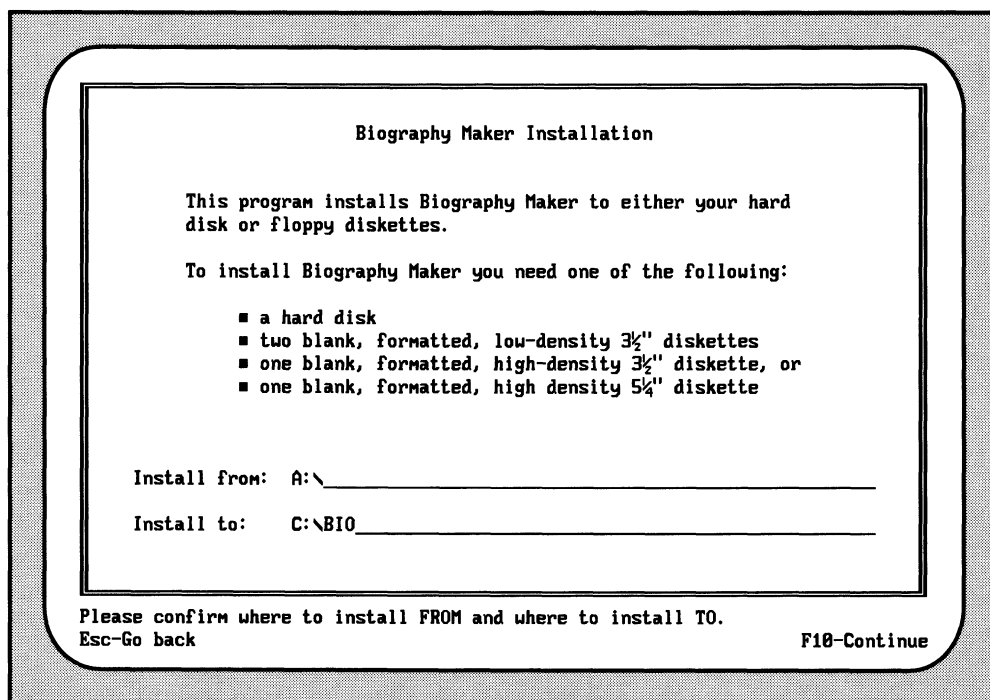
5. Press  to proceed. (If you do not have any of the items listed on the screen, press  to Exit without installing Biography Maker.)

Biography Maker displays the second installation screen (Figure 1-1) and prompts you to confirm the "Install from:" and the "Install to:" information. Biography Maker fills in this information for most systems, so you don't have to.

The "Install from:" field is the location of the original Biography Maker diskette (A: in the example). The "Install to:" field is where Biography Maker will install the program files. You can press Tab  to move between fields and change this information. To accept these defaults, skip to step 6 on page 5.

For Hard Disk Systems: Banner Blue recommends that you install Biography Maker in its own subdirectory on your hard disk. When you keep Biography Maker in its own subdirectory, you avoid mixing your Biography Maker files with files produced by other programs. Biography Maker automatically creates a subdirectory for you called `C:\BIO`. If you want to install Biography Maker to a location **other** than the BIO directory on drive C, type the name of the drive and directory where you want to store the Biography Maker files in the "Install to:" field.

For Two Diskette Drive Systems: Type the letter of the drive where your blank formatted diskette is located. Typically this is `B:\`.



Biography Maker Installation

This program installs Biography Maker to either your hard disk or floppy diskettes.

To install Biography Maker you need one of the following:

- a hard disk
- two blank, formatted, low-density 3½" diskettes
- one blank, formatted, high-density 3½" diskette, or
- one blank, formatted, high density 5¼" diskette

Install from: A:\ _____

Install to: C:\BIO _____

Please confirm where to install FROM and where to install TO.
Esc-Go back F10-Continue

Figure 1-1. Install from/to screen

-
-
6. Press F10 to continue.

A message appears to tell you that installation is taking place. This procedure copies the files from the drive containing the Biography Maker diskette to the drive and directory you specified on the second installation screen.

When installation is complete, Biography Maker displays a completion message telling you the location of the Biography Maker files (e.g., C:\BIO).

7. Write down the location of the Biography Maker files here: _____.
8. When you've recorded the location of the files, press F10 to continue.


Biography Maker returns you to the DOS prompt.

9. Store the original Biography Maker diskette in a safe place.


STARTING BIOGRAPHY MAKER

On A Hard Disk System

Follow these steps to start Biography Maker from your hard disk:

1. Make sure the DOS prompt for your hard disk (normally C>) is on your screen.
2. Type **CD\BIO** and press  to change to the BIO directory. On most systems, this directory contains the Biography Maker program files.


If you installed Biography Maker into a different subdirectory, make this subdirectory the current directory. This is the location of the Biography Maker files that you wrote down in step 7 of “Installing Biography Maker.”

3. Type **BIO** and press . The Biography Maker title screen appears. (See Figure 1-2 on page 7.)
4. Proceed to the “Program Setup” section on page 7.

On A System Without A Hard Disk

Follow these steps to start Biography Maker from a two-diskette drive system:

Note: While using Biography Maker, do not take the program disk out of your floppy drive unless instructed to do so.

1. Make sure your backup copy of Biography Maker is NOT write protected. During **Program Setup**, Biography Maker writes information to the program diskette.
2. Insert your backup copy of the Biography Maker Program Diskette in the default drive — usually drive A. Place a blank, formatted diskette for saving biographies in the second drive — usually drive B.
3. At the default DOS prompt (usually A>), type **BIO** and press . After several seconds you’ll see the Biography Maker title screen.
4. Proceed to the “Program Setup” section on page 7.

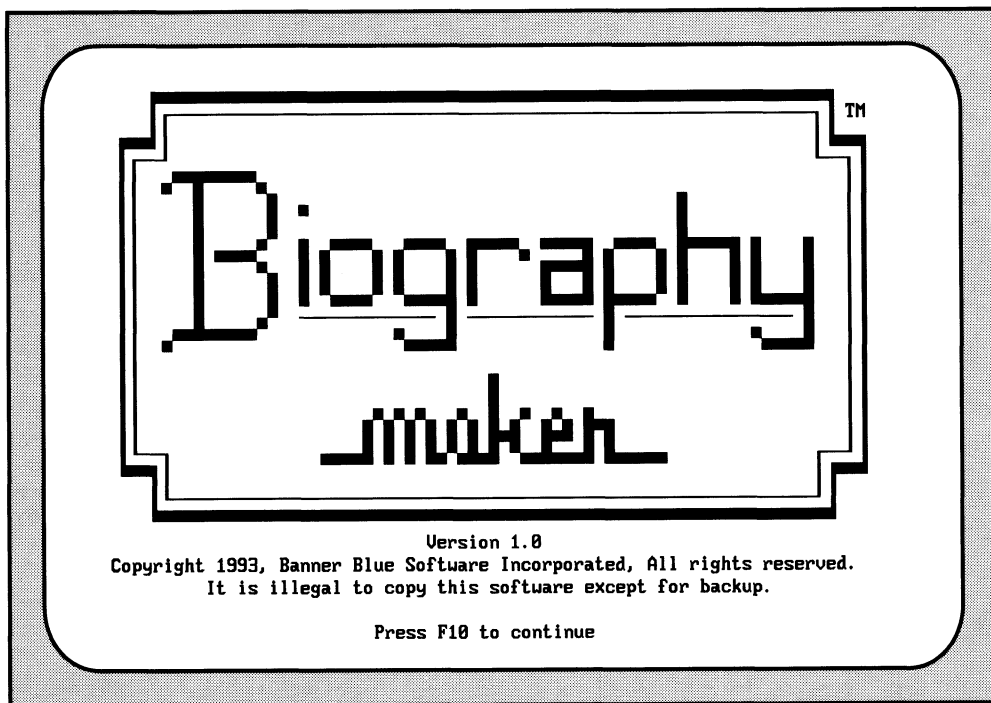


Figure 1-2. Biography Maker title screen

PROGRAM SETUP

The first time you run Biography Maker, it asks you questions about your printer and computer. This group of questions is called Program Setup. You only answer these questions the first time you use Biography Maker. Biography Maker remembers this information the next time you use it. You can change the Program Setup information any time. (See “Where To Go From Here” on page 12 for instructions.)

This section assumes you’ve installed and started Biography Maker as described above. If this is not the case, go back to “Installing Biography Maker” on page 3.

Press **F10** from the title screen. You will see the first screen of Program Setup.

Note: As you set up the program, you can always press **Esc** to go back one step at a time and change any of your answers. Press **F10** or **Enter** to move forward.

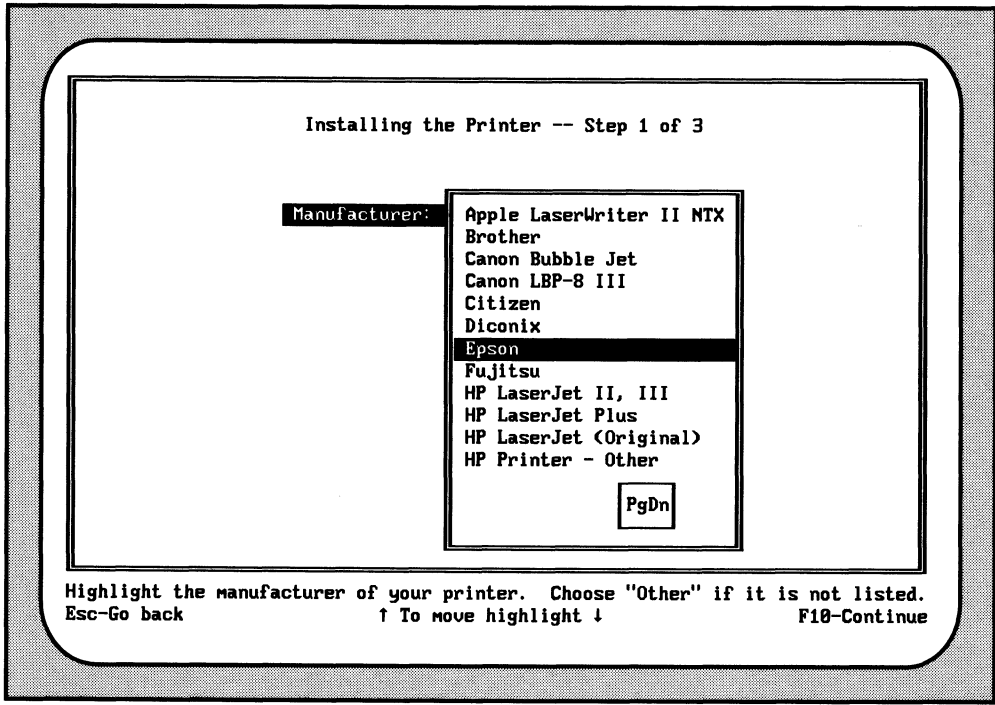


Figure 1-3. Step 1 of 3

Installing the Printer – Step 1 of 3

Press **F10** again to display “Installing the Printer – Step 1 of 3.”




Step 1 is to select your printer’s manufacturer. To make a selection, use **↑** or **↓** to highlight your choice, then press **F10**.

Not all manufacturers appear on the list. However, many printers emulate (behave like) other printers on the list. For example, a printer may emulate an Epson™ FX printer or an IBM™ Proprinter (just to name two).

If your printer manufacturer is not on the list, but your printer emulates one that is, select that manufacturer. You can usually find this information in your printer manual. If your printer is not on the list and does not emulate a listed printer, select **Other**.

Biography Maker now displays “Installing the Printer – Step 2 of 3.”

Installing the Printer – Step 2 of 3

Step 2 is to select your printer's model. To make a selection, press  or  to highlight your choice and then press .

Not all models appear on the list. If your model does not appear, select the closest description. For example, if you have an Epson LQ1010 printer, you will not see this specific model number, but you will see an **LQ Series** choice. Since your model number has LQ in it, you should choose this one.




Note: You may also have a “draft” setting choice such as the **Epson EX, FX, JX, LX Series – Draft**. This setting prints quicker than the other Epson settings, but the output is less attractive. Use the draft setting to quickly print a rough draft of your biography.

After you make your selection, you may see a special message about your choice. Please read this information carefully. It explains other steps you must take to make your printer work correctly with Biography Maker.

Biography Maker now displays “**Installing the Printer – Step 3 of 3.**”

Installing the Printer – Step 3 of 3

Your printer attaches to your computer via a cable connected to an outlet on the back of your computer. This outlet is called a “port.” In this step you tell Biography Maker which port the cable is connected to.

Use  or  to highlight your choice and then press .




If you don't know which connection to use, try **LPT1**. LPT1 is the most commonly used port for printers.

If you select a serial port (COM1, COM2, COM3, or COM4), Biography Maker asks additional questions under step 3. (See page 55 “For Serial Ports Only” for details.)

After you have completed making your selections here, Biography Maker will display “**Defining the Page – Step 1 of 2.**”

Defining the Page – Step 1 of 2

Step 1 is to select the size of paper that is currently in your printer.

Use  or  to highlight your choice and then press .




Biography Maker now displays “**Defining the Page – Step 2 of 2.**”

Defining the Page – Step 2 of 2

Step 2 is to tell Biography Maker whether or not you are using continuous forms. If you select **No**, it will pause between printing each page to allow you to insert a new sheet of paper in your printer. If you select **Yes**, it will print from one page to the next without pausing.

If you are using continuous form paper (each sheet of paper connects to the next one), select **Yes**. Or, if your printer has a tray that automatically loads the next sheet of paper (like most laser printers), select **Yes**.

If you must manually insert single sheets of paper into your printer, select **No**.

Use  or  to highlight your choice and then press .

Biography Maker now displays “**Preferences – Step 1 of 4.**”

Preferences – Step 1 of 4

Step 1 is to tell Biography Maker the location to use for saving and retrieving the biographies you create. You enter this location into the “**Save files to**” field.

As you enter information into Biography Maker, it creates a file that you then save in a location on a diskette or hard disk (see pages 22 and 38 for more information on saving files).

For a hard disk system: Banner Blue recommends that you save your biographies to the hard disk, in the same place as the program. If this is the case, **leave this line blank**. Then press **[F10]**. If you want to save your biographies to a different location on your hard disk, specify the complete drive and path on this line. Don't type the file name here.

For a two-diskette system: typically you use your backup copy of the program diskette in drive A and store each biography on a separate diskette in drive B. If this is the case, type **B:** then press **[F10]**. Don't type the file name here.

Biography Maker now displays **“Preferences – Step 2 of 4.”**

Preferences – Step 2 of 4

Step 2 is to select the palette of colors for your computer display. On some computer displays, all palettes look the same.

Use **[↑]** or **[↓]** to highlight your choice and press **[F10]**.

Biography Maker now displays **“Preferences – Step 3 of 4.”**

The next two steps apply only to mouse users. If your computer system does not have a mouse, skip to “Where To Go From Here” on page 12.

Preferences – Step 3 of 4

Step 3 is to select the primary mouse button, or the mouse button you will use to perform most mouse functions. If you are right-handed, you will probably want to use the left mouse button. Select **Left**. If you are left-handed, use the right mouse button. Select **Right**.

Use **[↑]** or **[↓]** to highlight your choice and then press **[F10]**.




The secondary mouse button, or the button you did not select above, will display the Command Menu – no matter what your mouse cursor is pointing at. Use it just as you would use **[F9]**.

Biography Maker now displays **“Preferences – Step 4 of 4.”**

Preferences – Step 4 of 4

Step 4 is to select how quickly or slowly you want your mouse cursor to move. You can choose from the following options:

- **Slow2** your mouse cursor will move very slowly.
- **Slow1** your mouse cursor will move slowly.
- **Normal** your mouse cursor will move at an average speed.
- **Fast1** your mouse cursor will move quickly.
- **Fast2** your mouse cursor will move very quickly.

Use  or  to highlight your choice and then press .


Note: See “Using A Mouse” on page 57 for instructions on using your mouse with Biography Maker.

Biography Maker now displays “**Final Setup**” to tell you that setup is complete. Press  when you’re ready to continue.

WHERE TO GO FROM HERE

When you finish the setup process, Biography Maker automatically saves your choices. The “**Program Setup**” screens do not appear the next time you use the program. The next time you start Biography Maker, the first screen you see is the title screen. On the second screen, Biography Maker asks if you would like to start a new biography or work on a biography that you previously saved to disk.

You can change any of your setup choices at any time. To do so, follow these steps:

1. From the “**Biography**” screen, press  to display the Command Menu.
2. Select **F – File** from the Command Menu.
3. Select **P – Change program setup** (see page 47 for details on how to use the Command Menu).

You’re now ready to begin work on your first biography! The “Starting A New Biography” chapter will guide you through your first biography.

STARTING A NEW BIOGRAPHY: A TUTORIAL

This chapter shows you how easy it is to begin your first biography. It's really only three steps. First, you'll enter some basic information on the person you're going to write about. Second, you'll choose which Topics you want to cover in your biography. Third, you begin writing. And that's all there is to it! Before you know it you'll be recounting the stories that comprise the life of a loved one.

BEFORE YOU START

This chapter assumes a few things:

- You know how to use a typewriter or computer keyboard. (Hunt-and-peck typing is fine!)
- You've already read Chapter 1, "Installation And Program Setup."
- You've set up and installed Biography Maker on your computer.
- You've started the program.

If you haven't done these things, go back and follow the instructions in Chapter 1. When you've done that, you're ready to begin this tutorial.

You can press **F1** at any time to get on-screen help.

GETTING STARTED

You should see the Biography Maker title screen in front of you now. (If you just completed printer setup, read the message on your screen and press **F10** to display the "This Biography is About" screen. You can skip the following two steps.)

1. Press **F10**.
2. Choose **Create new**. (Press the **→** arrow key over to "Create new" and press **Enter**.)

COMPLETING THE “THIS BIOGRAPHY IS ABOUT” SCREEN

To start your biography, you’ll supply some information about your subject. Fill in the “**This Biography is About**” screen with information about the person whose biography you want to write. In this example, you’ll write about a fictional person named Chris Phillips. When you create your own biography, you’ll enter the information that applies to the person you’re writing about.


Figure 2-1 shows what you will end up with. The steps that follow show you how to get your computer screen to look like the one in the figure. The cursor is already at the beginning of the “Name” field. (The cursor is the blinking solid underbar. It marks where the next character you type will appear.) In this manual, the letters that you should type appear in **bold letters like this**.




The screenshot shows a computer screen with a title bar that reads "This Biography is About". Below the title bar is a form with the following fields and values:



- Name: Chris Phillips_____
- Birth date: February 12, 1928__
- Death date: _____
- Marriage date: June 15, 1940_____
- Date 1st child was born: May 1, 1942_____
- Sex: Female Male
- Autobiography? Yes No

At the bottom of the screen, there are instructions: "Enter information on the person you are writing about." and "Esc-Go back" on the left, and "F10-Continue" on the right.


Figure 2-1. This Biography is About screen


-
1. Type **Chris Phillips** into the “Name” field and press .




If you make a mistake, use  to move the cursor back to the left, then type over your error. You can also use  (it deletes characters as it moves the cursor to the left). If you need to move the cursor back to the right, press .

If you prefer, press Tab  instead of  to move the cursor to the next field.


The cursor should now be in the “Birth date” field.

2. Type **Feb 12, 1920** into the “Birth date” field and press .

After you press , Biography Maker automatically converts the date you typed into a standard date format and begins building a personalized list of Topics and Writing Ideas for your subject. So, you need to enter a “Birth date.” The rest of the information on this screen is optional (but highly recommended).


If you notice a mistake in the “Name” field after you have moved the cursor out of it, press  + Tab  to back up; then use  to move to your mistake.

Now the cursor should be in the “Death date” field.


3. Press  to leave the death date blank because Chris is still alive.

If the person you are writing about has passed away, enter a death date. The death date tells Biography Maker to skip Topics that relate to events that occurred after your subject passed away. As with any date, if you’re unsure of the exact date, use an estimated date. See “Appendix E: Entering Estimated Dates” on page 60 for details.

The cursor moves to the “Marriage date” field.

4. Type **June 15, 1940** into the “Marriage date” field and press .

The cursor moves to the “Date 1st child was born” field.

5. Type **May 1, 1942** into the “Date 1st child was born” field and press .

Biography Maker uses this date to decide which events may have preceded or followed the birth of Chris’s first child. Now Biography Maker knows when to ask you parenting questions. Now the cursor moves to the “Sex” line.

-
-
6. Press **F** to indicate that Chris is a “Female” and press **Enter**.

The cursor moves to the “Autobiography?” line.

7. Press **N**, for “No,” to indicate that you are writing about someone else. (If you were writing about yourself, you would answer Yes.)
8. Press **Enter** or **F10** to continue.

You’ll now see the “**Select Topics to Write About**” screen (Figure 2-2).

SELECTING TOPICS

Topics are broad subject areas that you might want to include in your biography. Choosing Topics is similar to making a list of things you want to write about. Later on, Biography Maker will give you **Writing Ideas** for each Topic to help you fill in the details. (You’ll learn more about Writing Ideas later in this chapter.)

Some Topics are personal in nature, such as Hometown, Education, and Marriage. Other Topics focus on historical events such as the Great Depression, Inventions and Innovations (e.g., television and telephones), and Early Space Exploration. No, Biography Maker won’t ask you to describe these historical events. It will ask you how these events affected your subject. And even if these historical events did not directly affect the person you are writing about, it is still interesting to record the thoughts and feelings the person experienced surrounding these events.

Biography Maker is smart enough to know which Topics are relevant to the person you are writing about, and it customizes the list of Topics for each person. For example, Figure 2-2 shows a Topic list customized especially for Chris Phillips. If you enter a different person’s name, birth date, and death date, you will see a different list of Topics.

Note: If you are using Biography Maker for the first time, you will see a message on the screen. Read this message and press **F10** to continue.

The steps that follow show you how to select the Topics you want to include in your biography. You’ll practice by selecting a few Topics for Chris Phillips’ biography. The cursor should now be positioned on the first Topic, “Ancestry.” If it is not at this position, press **PgUp** until the cursor reaches the “Ancestry” Topic.

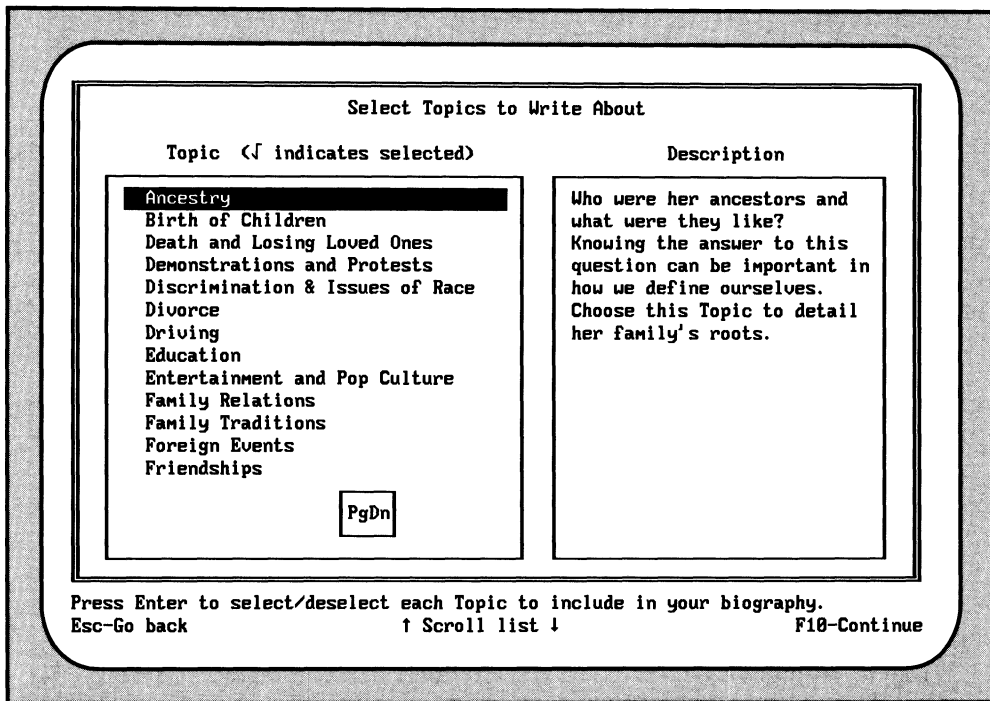


Figure 2-2. Topics for Chris Phillips


1. Press to select the “Ancestry” Topic.

A check appears next to the “Ancestry” Topic to indicate that you want to write about it.

2. Press and then press until the cursor reaches the “**Inventions and Innovations**” Topic.

Notice that the “Description” on the right side of the screen changes as you move the cursor through the list of Topics. The description provides a summary of the Writing Ideas connected to the highlighted Topic. When you write your biography, you can use the descriptions to decide which Topics you want to include and which Topics you prefer to leave out.

3. Press to select the “**Inventions and Innovations**” Topic.


Now you have selected the “Inventions and Innovations” Topic and a check appears next to this Topic as well. If you accidentally selected the wrong Topic, highlight it again and press  to deselect the Topic and remove the check.


4. Now select the “**Marriage**” and “**Moving**” Topics.

For some Topics, Biography Maker presents different Writing Ideas for different phases of your subject’s life. For example, you’ll see questions such as: Did she move much as a child? Did she move much as an adult? The Topic description indicates whether it will appear more than once.

5. When you’re done selecting Topics, press  to see the next screen.

When you write your own biographies, you will probably want to include many more Topics. You can also start with a few Topics and add more Topics later. See the “Change Topic list” section on page 50.

At this point you have the option to print a List of Writing Ideas based on the Topics you just selected. When you write your own biographies, you can press  to print this list. See “Collecting Information” on page 25 to learn more about the List of Writing Ideas option. Since you’re only practicing with Chris Phillips’ biography, pretend you’re ready to start writing.

6. Press  to indicate that you are ready to start writing.

WORKING WITH WRITING IDEAS

Writing Ideas are a series of questions and suggestions that inspire you to write about specific aspects of the Topics you selected. Biography Maker presents Writing Ideas in chronological order. So as you write, your biography will start with the person’s birth and will progress through the events in the person’s life.

First you’ll encounter **Key Questions** that prompt you for a “Yes” or “No” response. The Key Questions help Biography Maker decide which Writing Ideas relate to your subject and in which order to present the Writing Ideas. Other times, Biography Maker asks if you want to write about the Topic. If you want to write about it now, answer “Yes.” If you want to write about it later, answer “No.” You can always come back and change your answer when you’re ready to write about the Topic.

You’re now ready to begin writing Chris Phillips’ biography. You’ll begin with the first Key Question: “Would you like some help beginning her biography?”

1. Press **Y** to answer “Yes” to this Key Question.

You can also use the **→** and **←** arrow keys to highlight your response and press **Enter** or **F10** to select it.

The first Writing Idea appears in the “Writing Idea” area at the top of your screen. See Figure 2-3. Writing Ideas do just what you’d expect — they give you ideas to write about.

The cursor is at the top of the “Biography of Chris Phillips” portion of the screen. This area of the screen, called the **word processor**, displays your biography as you type. The name of the person you’re writing about always appears on the screen. This makes it easy for you to keep track of which person you are writing about when you have several biographies in progress.

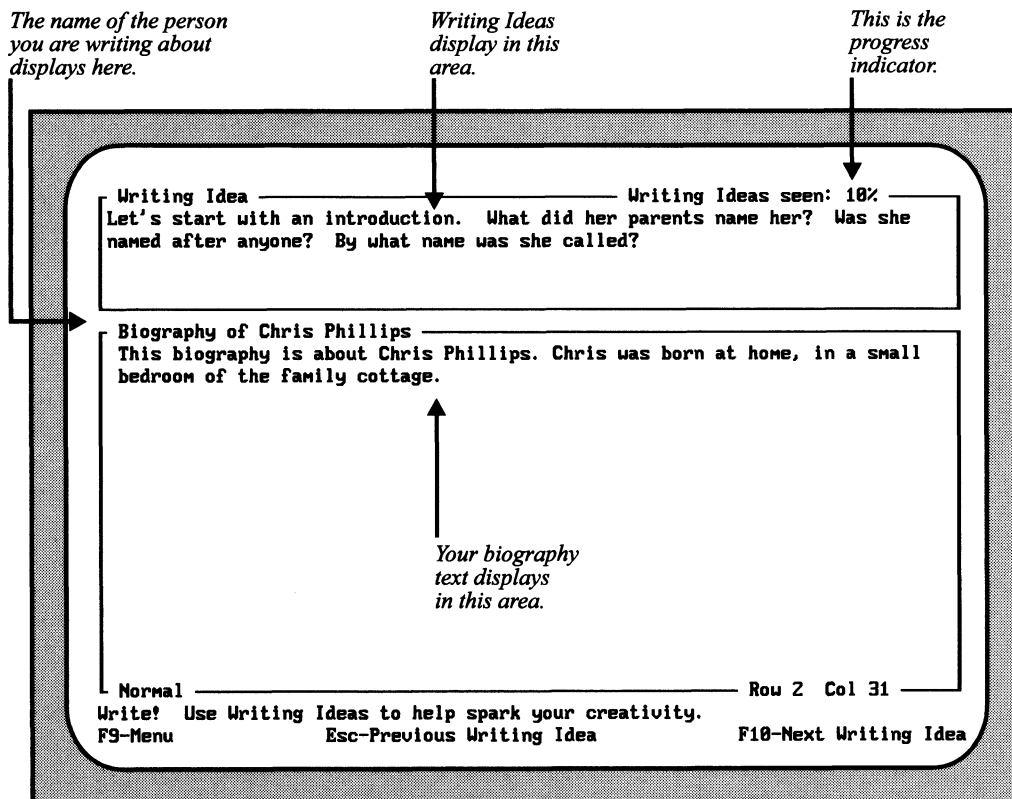





Figure 2-3. Biography screen


2. Type **This biography is about Chris Phillips.**

The text you typed appears in the word processor. Notice that no matter what you type, the Writing Idea stays where it is. You can write as much or as little as you like about each idea. If you want to write a lot about this idea, do so. If this Writing Idea doesn't spark your creativity, move on.

If you make typing mistakes, use the  and  arrow keys to move to the error and then type the correct letters.

3. Press  to move to the next Writing Idea.



Now you see a new Writing Idea: "Where was she born? If you like, you can record the birth date here, too."


Each Topic contains many Writing Ideas. A progress indicator appears above the Writing Idea area on the screen. This indicator shows the percentage of Writing Ideas you've already seen. Use the indicator to measure your progress and estimate how much time you'll need to complete the biography. You always press  to see the next idea.

4. Type **Chris was born at home, in a small bedroom of the family cottage.**



You added this text to your biography. As you respond to each Writing Idea, you add to the document in the word processor. Biography Maker helps organize your thoughts by keeping your responses to the Writing Ideas in a single document.

Now you decide that you want to elaborate on the first idea.

5. Press the  and  arrow keys to move your cursor to the space just before the "C" in "Chris was born..."

6. Press Insert  to turn on **Insert Mode**.


Notice that the cursor is now larger. Insert Mode lets you add to the existing text.

7. Type **She was named after her maternal grandmother, Chris Anderson.** Then press  so that the next sentence begins a new paragraph. If you wish, you can press  again to leave a blank line between paragraphs.





You don't need to be looking at a Writing Idea to write about it. If you remember something, feel free to move around your biography and enter information as it occurs to you.



But what if you want to see a Writing Idea on the screen again?

8. Press Escape . It's that simple.

Each time you press  you move back one Writing Idea. Notice that the previous Writing Idea now appears on the screen. Just as you can move freely about your biography, you can scroll freely through the Writing Ideas and Key Questions.

When you move to a previous Writing Idea, be sure to move your cursor to the appropriate place in your biography before you begin typing. Keep in mind that the Writing Ideas and the text in the word processor act independently.

Note: You can press  +  to move to the previous Key Question and  +  to move to the next Key Question. When you move between Key Questions, you skip all the Writing Ideas associated with the Topic. This is a quick way to navigate through the Writing Ideas associated with a variety of Topics.

9. Press  to see the next Writing Idea.
10. Write some more text.
11. Press  again to see another Writing Idea and keep writing.
12. Practice moving through the Writing Ideas, Key Questions, and your text until you feel comfortable navigating through the screens.

SAVING YOUR BIOGRAPHY

You must permanently save your information on your disk before you quit Biography Maker or turn off your computer. Once the information is on disk, you can get it again and again. If you take good care of your disk and computer, you'll never have to re-enter the information.

If you have never saved your information, follow these steps to save your biography:

1. Press **F9** to display the Command Menu. (See page 47 for a complete description of the Command Menu.)
2. Select **F – File**.
3. Select **S – Save biography to disk**.

The “**Save Biography to Disk**” screen appears, with the cursor at the beginning of the “File name” field. (See Figure 2-4 on page 23.) Biography Maker stores your entire biography in a single file whose name you enter here. (For information on the “Drive (or path)” field see page 39.)

4. Type the name of the person you are writing about in the “File name” field.

Make each file name unique! For example, if you write about Chris Phillips and Chris Smith, you could name one biography “Chris_P” and the other “Chris_S.”

The name must be in the standard DOS file name format (8 letters or numbers or less with no blank spaces). If necessary, abbreviate the person's name. Biography Maker automatically adds the letters “**.BIO**” to all your file names if you don't.

5. Press **Enter**. Biography Maker saves your file on disk and takes you back to your biography.

Important: Save your work often (at least every 1/2 hour). If you suddenly lose electrical power (somebody stumbles over your power cord or lightning strikes a neighborhood power line) you will lose all the information you entered since you last saved your biography.

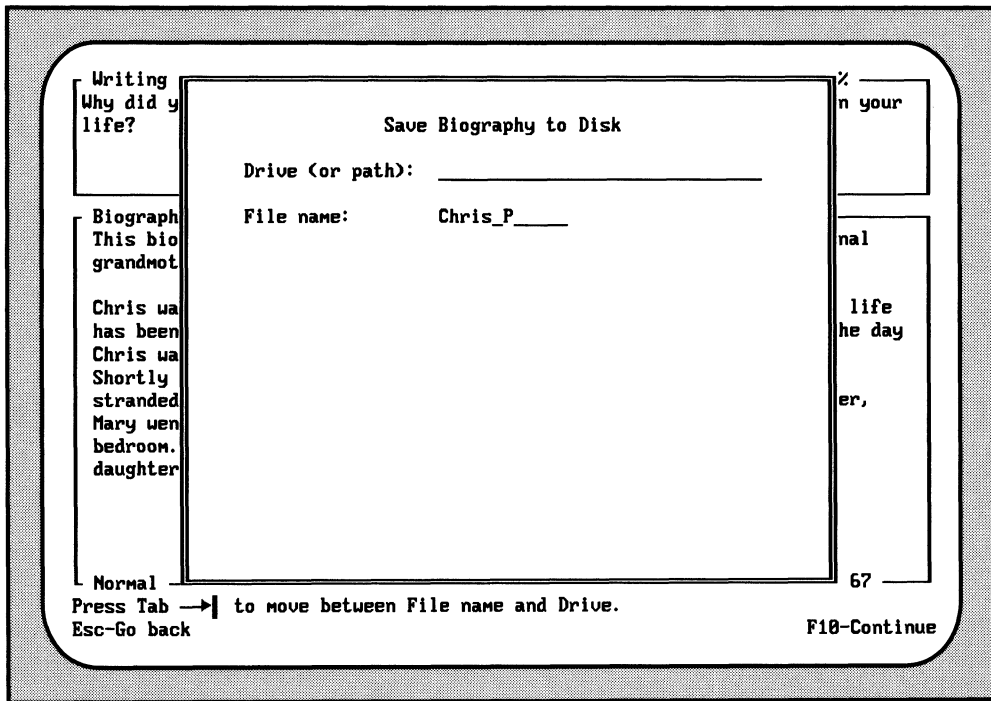


Figure 2-4. Save Biography to Disk screen

WHAT TO DO NEXT

Now that you know how easy it is to use Biography Maker, you're ready to begin a biography for someone in your own family.

To learn more about writing biographies, read "The Art of Writing Biographies" on page 53. To learn more about using Biography Maker, read "Writing Your Biography" on page 25 and "Printing Your Biography" on page 43.

Follow these steps to start a new biography:

1. From the "Biography" screen, press **F9** to display the Command Menu.
2. Select **F – File** from the Command Menu.
3. Select **C – Create new biography**.

WRITING YOUR BIOGRAPHY


Biography Maker gives you all the tools necessary to write a biography: questionnaires you can use to collect information, ideas on what to write, and a word processor in which to write. This chapter describes how to use questionnaires and the word processor to write your biography. Before you begin to write your biography, take a look at “The Art of Writing Biographies” section on page 53 for some helpful hints.

COLLECTING INFORMATION

Before you write your biography, you will probably need to spend some time collecting information from a variety of sources. Biography Maker lets you print a List of Writing Ideas. You can use this list as a questionnaire to help you collect the information you’ll need. You can print a questionnaire and do any of the following:

- Send it to relatives
- Take it with you to the state records office
- Take it with you to family gatherings
- Use it as a script for video, audio or phone interviews

Each questionnaire includes all the Key Questions and Writing Ideas associated with the Topics you selected on the “**Select Topics to Write About**” screen. After you collect information, you’ll be ready to type the responses to the questions into Biography Maker. Follow these steps to print a questionnaire:

1. Adjust the paper so that the print head is at the top of the page. (Ignore this step if you have a laser printer or sheet feed printer.)
2. Turn on your printer.
3. From the “**Biography**” screen, press  to display the Command Menu.






4. Select **P – Print** and then **L – List of Writing Ideas**.


The “**List of Writing Ideas**” screen appears. (See Figure 3-1.) This screen gives you two choices.

Extra space between Writing Ideas? – This option determines how much space will appear between Writing Ideas. Select **Yes** to leave a few blank lines between each Writing Idea. Extra space is handy when you do research, interview someone, or ask a relative to fill in the questionnaire. Remember, because Biography Maker is so full of Writing Ideas, choosing “Yes” will require much more paper. Select **No** if you prefer to print the Writing Ideas close together.

Use “you” instead of “she/he”? – This option tells Biography Maker whether you want to do research or conduct an interview. The “Yes” option directs the questions at the reader, as in “When did you get married?” Select **Yes** if you’re sending the questionnaire to the person you’re writing about, or if you’re taping an interview. The “No” option asks questions about a third person, such as “When did she get married?” Select **No** if you’re using the questionnaire to gather information from someone other than your subject.

5. Optionally change any of these settings.

Press , , or Tab  to move to the line you want to change. Press  or  to highlight your choice on a given line.

6. Press  when you’re finished making changes.

The List of Writing Ideas prints and in minutes you’ll have a great research tool or interview script.

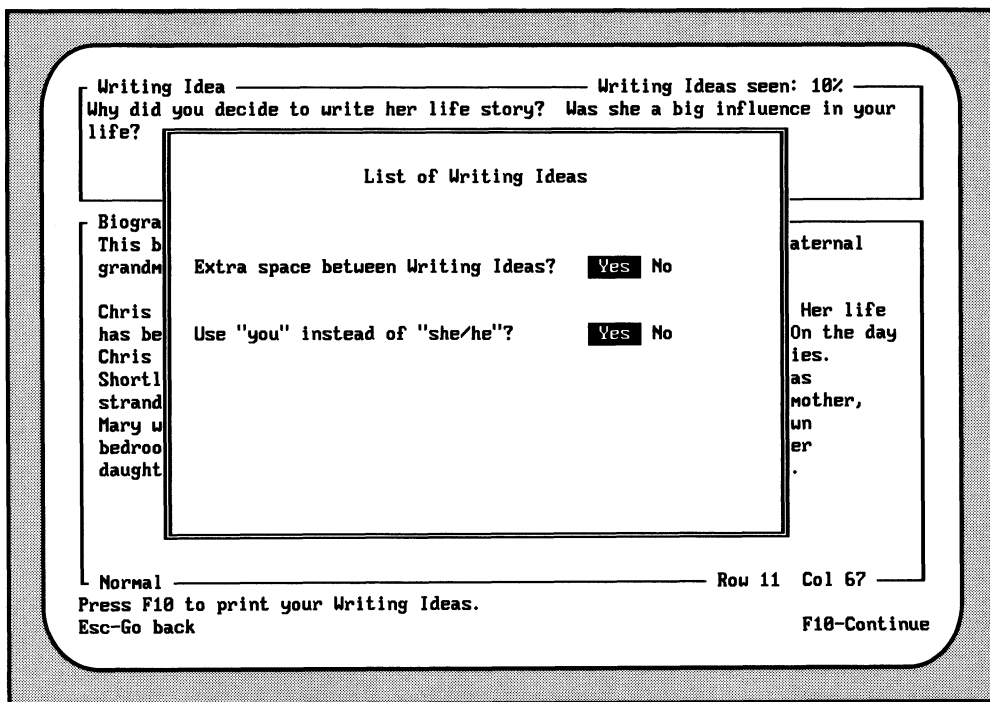


Figure 3-1. Print List of Writing Ideas screen

USING THE WORD PROCESSOR

The word processor appears automatically as you work on your biography. Each time you type text in the “**Biography**” screen, you are using the word processor. (See Figure 2-3 on page 19.)

As you write your biography, you’ll probably want to add, change, or move text. You may also want to enhance portions of your biography with bold, italic, or underlined text. This section shows you how to use the word processor to do all these things and more.

Moving Around In Your Biography

You can enter much more text into your biography than can appear on the screen at any one time. To edit your text, you'll need to move around the current screen, and scroll to other screens. Figure 3-2 shows all of the keys you can use to move around.




















Press this key	To do this
	Move the cursor one character to the left.
	Move the cursor one character to the right.
	Move the cursor up one line.
	Move the cursor down one line.
 + 	Move the cursor one word to the left.
 + 	Move the cursor one word to the right.
	Move up a whole screen's worth of text.
	Move down a whole screen's worth of text.
	Move the cursor to the beginning of the line.
	Move the cursor to the end of the line.
 + 	Move the cursor to the beginning of your biography.
 + 	Move the cursor to the end of your biography.

Figure 3-2. How to move around in your biography

Note: The  key is a key that's always used in combination with another key. To use it, press and hold it while you press the other key. For example, " + 

Editing Text In Your Biography

You can perform most editing functions with either one key, or a two-keystroke combination. To enter a keystroke combination, press and hold the first key while you press the second one. Figure 3-3, below, summarizes the standard editing operations.

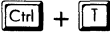
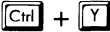







Press this key	To do this
	Delete the word above the cursor.
	Delete the entire line above the cursor.
	Delete the character to the left of the cursor.
	Toggle between inserting characters between those already there, and overwriting characters already there.
	Delete the character above the cursor.
	Undelete. Restore the text you just deleted.
 (tab)	Enter a tab into the text and move the cursor to the next tab stop.
	End a paragraph and move the cursor to the beginning of the next line. At the beginning of a paragraph or blank line,  inserts a blank line.

Figure 3-3. Keys for editing information

Undeleting Text In Your Biography

You can restore text that you accidentally deleted, by using the undelete command. To undelete text that you've just deleted in your biography:

1. Don't type any new text. If you do type, you won't be able to undelete your text.
2. Press **⌘** to display the Command Menu.

It doesn't matter where your cursor is – Biography Maker will remember where your text was and will put it back in the correct location.

3. Select **E – Edit**.
4. Select **U – Undelete**.

Biography Maker restores your text.

Note: To replace text that you accidentally deleted using the “Cut” command, position your cursor where you wish to replace the text, press **⌘** and choose **P – Paste** from the **E – Edit** submenu. You can also recover deleted text by pressing **⌘** while you press **⌫**.

Rearranging Text In Your Biography

You can move any amount of text from one place to another. This is referred to as **cutting and pasting**. To cut and paste text in your biography, do the following:

1. Position your cursor at the beginning of the text you wish to move.
2. Select the text you wish to move.

To select text with the keyboard, first make sure the **num lock** key is off. Then press and hold **⇧ Shift** while you press **→** or any other arrow key until you highlight all the text. If you want to select large amounts of text, you can also use **⌘** or **⌘**.

To select text with a mouse, move the mouse pointer over the first character you want to select. Press and hold the primary mouse button while you drag the mouse until you highlight the last character you want. Release the mouse button.

3. Press **⌘** to display the Command Menu.

4. Select **E** – **Edit**.

5. Select **T** – **Cut**.

The text disappears from the screen, but it's not gone. It's in a temporary storage place in memory called the **Clipboard**. You can use the Paste command to insert the contents of the Clipboard back into your biography wherever you like.

6. Position your cursor where you wish to insert the text.

7. Press **F9** to display the Command Menu.

8. Select **E** – **Edit**.

9. Select **P** – **Paste**.

Biography Maker now pastes the text from the Clipboard into your biography, and reformats text as necessary.

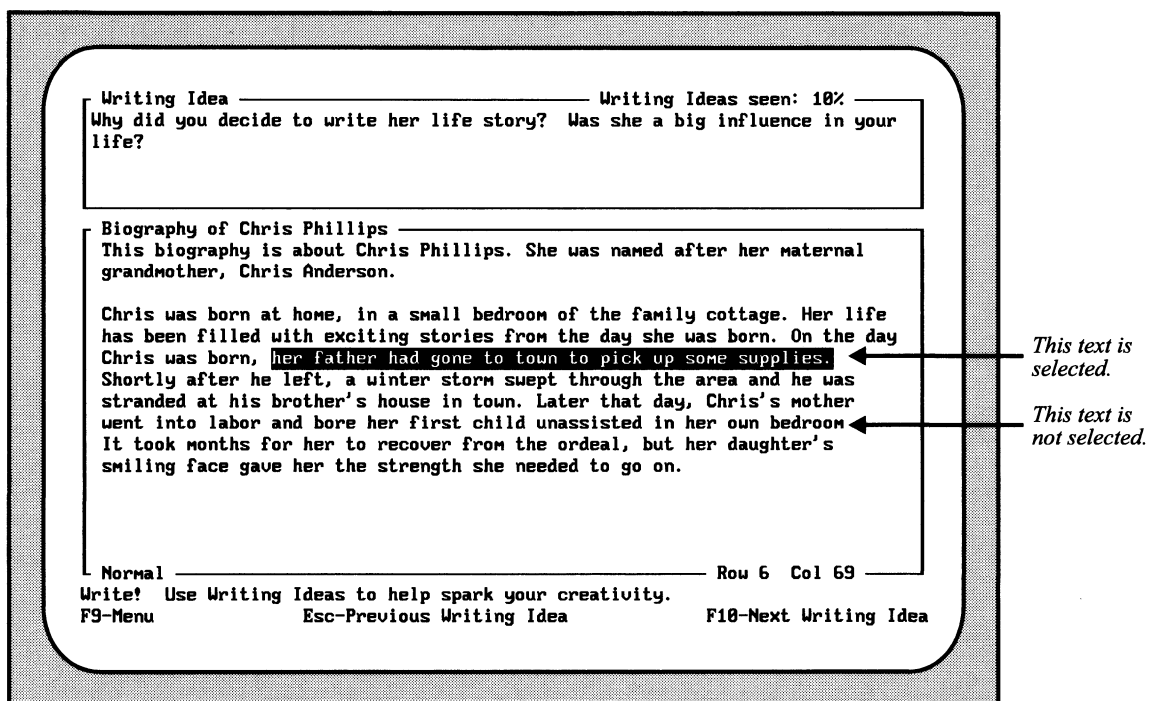







Figure 3-4. Highlighted or selected text

Copying Text In Your Biography


You can copy any amount of text and insert it any place you want.

Follow these steps to copy text in your biography:


1. Position your cursor at the beginning of the text you wish to copy.
2. Select the text you wish to copy.

To select text with the keyboard, first make sure the  key is off. Then press and hold  while you press  or any other arrow key until you highlight all the text. If you want to select large amounts of text, you can also use  or .

To select text with a mouse, move the mouse pointer over the first character you want to select. Press and hold the primary mouse button while you drag the mouse until you highlight the last character you want. Release the mouse button.

3. Press  to display the Command Menu.
4. Select **E – Edit**.
5. Select **C – Copy**.

Biography Maker copies the selected text to a temporary storage place in memory called the Clipboard. You can use the Paste command to insert the contents of the Clipboard back into your biography wherever you like.

6. Position your cursor where you wish to insert the text.
7. Press  to display the Command Menu.
8. Select **E – Edit**.
9. Select **P – Paste**.

Biography Maker now pastes the text from the Clipboard into your biography, and reformats text as necessary.

Biography Maker keeps the clipboard contents until you cut (or copy) more text onto it. You can paste the same text as many different times as you like.






Changing Text Styles In Your Biography

You can give text multiple text styles (such as **bold** and underline), change existing styles back to normal, or replace existing styles with different ones.


1. Position your cursor at the beginning of the text whose style you want to change.

The text can be anything from a few letters to a few words, paragraphs or more.

2. Select the text you wish to change.

To select text with the keyboard, first make sure the  key is off. Then press and hold  while you press  or any other arrow key until you highlight all the text. If you want to select large amounts of text, you can also use  or .

To select text with a mouse, move the mouse pointer over the first character you want to select. Press and hold the primary mouse button while you drag the mouse until you highlight the last character you want. Release the mouse button.

3. Press  to display the Command Menu.
4. Select **T – Text styles**, and then select a style.


If you want to remove any styles from the selected text, select **N – Normal**.


You can apply as many styles to the selected text as you wish. For example, you can make the selected text **bold**, underline, and *italics* by repeating steps 1 through 4 above for each text style you want.

Entering Emphasized Text (Bold, Underline, Italics) Into Your Biography

If you know beforehand that you want to emphasize text, you can select a text style first and then enter the text. You can make important text, such as names and chapter titles, stand out. (To emphasize existing text, see “Changing Text Styles...” above.)

Follow these steps to select a text style as you write:

1. Pause just before you type the text you want to be emphasized.
2. Press  to display the Command Menu.

-
-
3. Select **T – Text styles**, and then select the style you want (**B – Bold**, **U – Underline**, or **I – Italics**).
 4. Type the text you want to emphasize.
 5. When you're finished entering the text, press  to display the Command Menu.
 6. Select **T – Text styles**.
 7. Select **N – Normal**.

You can give text any combination of styles. For example, you can make text both bold and underline. See “Changing Text Styles...” on page 33.





Note: Not all printers will print italics. On some it will appear as an outline style (**LIKE THIS**) and on others it will appear normal.


On color monitors, each text style displays as a different color. On monochrome monitors, all styles display as brighter letters. You can also identify text styles by positioning the cursor under a character and looking at the text style label in the lower left corner of the screen.

Aligning Paragraphs In Your Biography

Biography Maker can align paragraphs against the left or right margin, or center them between the two margins. For example, you would take these steps to center a chapter title in your biography:

1. Position your cursor anywhere in the paragraph you wish to center.

Note: To see paragraph marks, press  + . Press  +  again to hide them.

2. Press  to display the Command Menu.
3. Select **A – Align Paragraph**.
4. Select **C – Center**.

Biography Maker centers your text. To turn off the centering, repeat steps 1 through 3 above. Then choose **L – Left align**.

CREATING CHAPTERS


Chapters give your biography a professional flair and make it easier for people to read. When you print your biography, each chapter will start on a new page that begins with the chapter title. Biography Maker also uses your chapter titles to create a Table of Contents for your biography.

Follow these steps to divide your biography into chapters and to assign chapter titles:

1. On the first line of your biography, type **Chapter 1.** and the chapter title.



For example, to call the first chapter “Childhood” you would type the following:
Chapter 1. Childhood

Note: Chapter numbers and titles must always be on the same line. The titles must fit on one line and cannot wrap across two lines. This line must be separate from your biography text. A space must always follow the word Chapter. You can use either Arabic numbers (1, 2, 3, etc.) or Roman numerals (I, II, III, etc.) to number your chapters.

If you already started writing your biography, move your cursor to the very first character in your biography. Make sure you’re in Insert Mode (your cursor is fat) and press  to insert a blank line above the first line of text.

2. Work with the Writing Ideas to write the first chapter of your biography.

When you’re ready to begin the second chapter, continue to step 3.

3. Position your cursor on the last line of your first chapter and press  twice to create a blank line for the next chapter title.
4. Type **Chapter 2.** followed by the chapter title and then press .
5. Repeat steps 2, 3, and 4 to insert as many chapter titles as you wish.

FINDING CHAPTERS

After you've added chapter titles to your biography, you can "jump" to a specific chapter with a few simple keystrokes:

1. Press **F9** to display the Command Menu.
2. Select **D – Find**, then select **C – Chapter**.

Biography Maker displays a list of the chapters you've defined. See Figure 3-5. If the chapter you want to find isn't on the list, see "Creating Chapters" on page 35.

3. Press **↑** or **↓** to move the cursor to the chapter you want to view and press **Enter** to jump to that chapter.

Biography Maker displays the chapter text and places your cursor at the beginning of the chapter. Now you can review or edit this chapter of your biography.

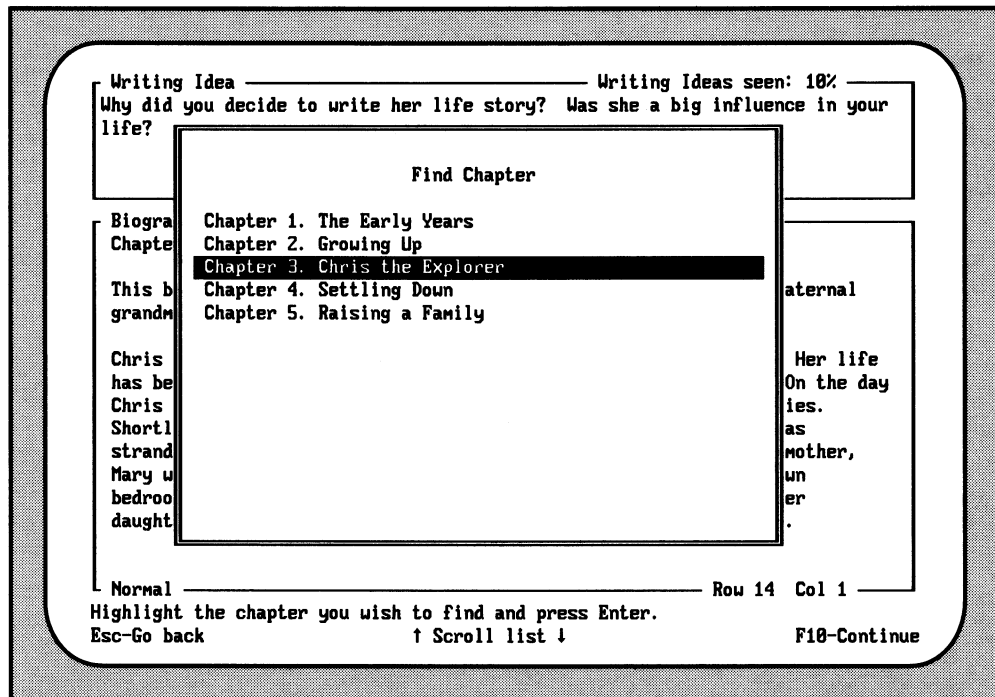


Figure 3-5. Find Chapter screen

FINDING TEXT

Biography Maker helps you find text in your biography. You can use this feature to find all references to a specific topic or word. For example, you may want to find all text about moving. Follow these steps to find text:

1. Move the cursor to the place in your biography from which you want to start your search.

Biography Maker will search from the cursor position through the end of your biography. To search through your entire biography, press **Ctrl** + **home** to move the cursor to the beginning of your biography.

2. Press **F9** to display the Command Menu.
3. Select **D – Find** from the Command Menu.
4. Select **T – Text**.

The screen in Figure 3-6 on page 38 appears.

You can bypass the Command Menu and go directly to step 5 by pressing **F7**.

5. Type the text you wish to find.

Type as little as possible to find the text you want. For example, to find text about moving, type “**mov.**” Because you typed only “**mov.**” Biography Maker finds the words move, moving, movable, and movement. The less you type, the more you’ll find.

Don’t worry about capitalization. Biography Maker finds both upper and lower case occurrences of the text you type.

6. Press **Enter**, **F10** or **F7** to find the first occurrence of the text you typed.
7. Press **F7** and then **Enter** to find the next occurrence of the text you entered.

You can repeat step 7 many times to find all occurrences of your text.

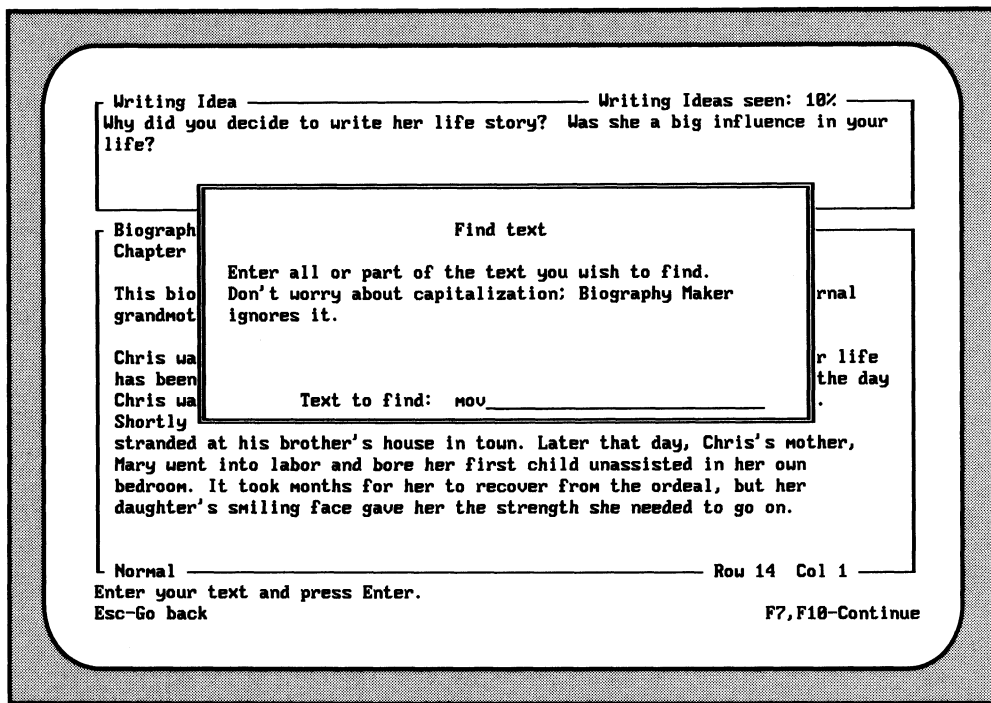


Figure 3-6. Find text screen


SAVING YOUR INFORMATION

If you are saving your biography for the first time, see page 22 for instructions. If you have saved your biography before and want to update the information you saved earlier, do the following:

1. From the “**Biography**” screen, press **F9** to display the Command Menu.
2. Select **F – File** and then **S – Save biography to disk**.

The “**Save Biography to Disk**” screen appears, with the cursor at the beginning of the “File name” field. The name of the biography you have been working on should appear here. (For information on the “Drive (or path)” field see page 39.)

Since you are still working on the same biography, you want to add the new information you just entered to what you saved earlier. To do this, choose the same biography name you used the last time you saved.

-
-
3. Press .

This accepts the highlighted name as the name of the file in which you want to save your information. Biography Maker saves the file and returns you to the biography you were working on.

If you select one of the other names (different from the one you are working on) listed on the “**Save Biography to Disk**” screen, a warning message appears. If you select **Yes** to overwrite the file, Biography Maker will *replace* everything in that file with what you are currently working on. Selecting **No** returns you to the “**Save Biography to Disk**” screen to save under a different name.



Each time you save your biography, Biography Maker creates a backup copy of the previous version of your biography. The backup file name is identical to the regular file name except that the letters “.BIO” are replaced with the letters “.BAK”

Important: Save your work often (at least every 1/2 hour). If you suddenly lose electrical power (somebody stumbles over your power cord or lightning strikes a neighborhood power line) you will lose all the information you entered since you last saved your biography.

The Drive (Or Path) Field


The “Drive (or path)” field is at the top of the “**Save Biography to Disk**” screen. It contains the location where you store your biographies; the drive and subdirectory you specified, if any, during **Program Setup** (see Chapter 1, page 7).

Follow these steps to save your biography to a different drive (or path):

1. Press  from the “**Biography**” screen.
2. Select **F – File** and then **S – Save biography to disk**.
3. Press Tab  from the “File name” field. The cursor moves to the start of the “Drive (or path)” field.
4. Type the correct drive (or path).

If the “Drive (or path)” field is empty, Biography Maker stores the biography in the same place as the Biography Maker program. This is where you want it if you are using a hard disk.

The “Drive (or path)” field tells Biography Maker where to look for your biography. If you keep your biography on a diskette, you normally won’t need to specify a path, just a drive (**B:** for example).

5. Press .


EXCHANGING INFORMATION

Many people own Word Processing programs and are comfortable using these programs to write, edit and format text. Biography Maker lets you exchange information with other programs so that you can use the tools you find most comfortable.

To exchange information with another program, the other program must be able to **export** (copy) or **import** (read) your information to or from an **ASCII** file. An ASCII file is a generic text file that many programs can read and create. Check the manual for your other program to see if and how you can export and import your information to an ASCII file. Look under “ASCII,” “Export,” or “Import” in the Index of the other program’s manual. This section discusses how to import and export information to and from Biography Maker.

Importing Text From Another Program Into Your Biography

If you’ve entered information about your subject into another program such as a word processor, you may be able to copy that information into your biography without retyping. To do this, first you need to export your information to an ASCII file in the other program. Then, you can import its contents into your biography. To do this:

1. “Get” that person’s biography from disk.
2. Position the cursor where you want to insert the information you’re importing.
3. Press  to display the Command Menu.
4. Select **F – File**.
5. Select **E – Exchange information**.

Biography Maker now displays a list of options.

6. Select **Import Text File into Biography**.

Biography Maker now displays the “**Import Text File into Biography**” screen.

7. Select the ASCII file you want to import into your biography and press .

Biography Maker inserts a copy of the information in the ASCII file into your biography.

Exporting Your Biography To A Text File

You may choose to write your biography in Biography Maker, but would like to add some graphics, special fonts, or create a custom layout in another program. To do this, you need to export your Biography from Biography Maker and then import it into another program. Follow these steps to export your biography to an ASCII file:

1. “Get” that person’s biography from disk.

2. Press  to display the Command Menu.


3. Select **F – File**.

4. Select **E – Exchange information**.

Biography Maker now displays a list of options.

5. Select **Export Biography to Text File**.


Biography Maker now displays the “**Export Biography to Text File**” screen.

6. Type the name of the ASCII file to which you want to export your biography and press .

Biography Maker makes a copy of the information and stores it in the ASCII file you specified.

Exporting Your List Of Writing Ideas To A Text File


You may want to change the List of Writing Ideas before you send it to a relative or use it as an interview script. To do this, you need to export the List of Writing Ideas from Biography Maker and import the list into another program (such as a word processor). After you import the list you can make modifications in another program. Follow these steps to export your List of Writing Ideas to an ASCII file:

1. “Get” that person’s biography from disk.
2. Press  to display the Command Menu.
3. Select **F – File**.
4. Select **E – Exchange information**.

Biography Maker now displays a list of options.

5. Select **Export List of Writing Ideas to Text File**.

Biography Maker now displays the “**Export List of Writing Ideas to Text File**” screen.

6. Type the name of the ASCII file to which you want to export your list and press .

Biography Maker makes a copy of the information and stores it in the ASCII file you specified.

PRINTING YOUR BIOGRAPHY

As you write your biography, you'll want to review what you've written and eventually print a complete version of your biography. This chapter covers how to print a specific section of your biography, how to define cover pages and how to print your whole biography complete with a Table of Contents.

PRINTING A SINGLE CHAPTER

Biography Maker lets you print a single chapter of your biography. Printing a single chapter helps you save time and paper while you review and edit your biography. Follow the steps below to select and print a chapter:

1. Adjust the paper so that the print head is at the top of the page. (Ignore this step if you have a laser or sheet feed printer.)
2. Turn your printer on.
3. From the “**Biography**” screen, press **F9** to display the Command Menu.
4. Select **P – Print** and then **C – Chapter**.

Biography Maker displays a list of chapters you can print. This screen is similar to the screen shown in Figure 3-5 on page 36. If the chapter you want to print isn't on the list, see “Creating Chapters” on page 35.


5. Press **↑** or **↓** to highlight the chapter you wish to print, and press **Enter**.

A message lists the text styles supported by your printer. You may notice that some of the text styles you chose do not appear on this list. This is because some printers cannot print every type of text style.

6. Press **F10** to begin printing.

PRINTING COVER PAGES

Biography Maker helps you put professional finishing touches on your biography. You can add a cover page and a dedication page to complete your project. Follow these steps to tell Biography Maker what you would like to include on these pages:




1. Adjust the paper so that the print head is at the top of the page. (Ignore this step if you have a laser or sheet feed printer.)
2. Turn your printer on.
3. From the “**Biography**” screen, press  to display the Command Menu.
4. Select **P – Print** and then **V – Cover pages**.



Biography Maker displays the “**Cover Pages**” screen shown in Figure 4-1. There are several pieces of information you can enter on this screen.

The **Title**, **Subtitle**, and **Author** print on the cover page. Use these lines to give your biography a name (title and subtitle), and to acknowledge the person (author) who spent long hard hours writing it - you!

The **Dedication** prints on a separate page. In this space, enter the names of the people to whom you would like to dedicate your biography and/or a few special words.

Biography Maker gives your biography a professional luster by automatically formatting both the cover and dedication pages for you.

Press , , or Tab  to move to the line you want to change, and type your text. After you finish typing the information, proceed to the next step.

5. Press  to print them now, or  to save the information and go back to your biography.

Note: Blank pages will not print.

Cover Pages

Title: **The Life and Times of Chris Phillips**_____

Subtitle: **Where Chris Goes, Stories Follow**_____

Author: **Dan Phillips**_____

Dedication: **To my loving Aunt Chris who has taught me about_**
the rainbow behind every cloud._____

Type what you would like on your cover pages. Press F10 to print.
Esc-Go back F10-Continue


Figure 4-1. Cover Pages screen

PRINTING YOUR BIOGRAPHY AS A BOOK

Biography Maker will print your biography in book format including a Table of Contents (provided that you defined chapters. To learn about defining chapters, see “Creating Chapters” on page 35.) After you’ve defined the information you want to include, follow these steps to print your biography in book format:

1. Adjust the paper so that the print head is at the top of the page. (Ignore this step if you have a laser or sheet feed printer.)
2. Turn your printer on.
3. Press **F9** to display the Command Menu.
4. Select **P – Print** and then **W – Whole biography**.

A message lists the type styles supported by your printer. You may notice that some of the text styles you chose do not appear on this list. This is because some printers cannot print every type of text style.

5. Press  to begin printing.

First Biography Maker prints your entire biography, and then it prints the Table of Contents if you previously defined chapters.

THE COMMAND MENU

The Command Menu is a list of commands that you use to tell Biography Maker what you want to do. You bring up the Command Menu by pressing **F9** from the “**Biography**” screen (see Figure 2-3 on page 19).

Note: Mouse users can click the secondary mouse button (usually the right button) to bring up the Command Menu instead of pressing **F9**.

To make Biography Maker do something usually takes two steps. For each item on the left there is a group of associated commands in the menu on the right. To make a selection, first select an item from the list on the left, then select from the list on the right. The box always moves to surround the list you are selecting from.

To make a selection from the Command Menu, do either of the following:

- Use **↑** and **↓** to move the highlight bar to your choice, then press **Enter**, *or*
- Press the letter in front of your choice (fast method).

Press **Esc** to go back and change your previous selection.

The rest of this section explains each menu command.

F – File

Select **File** for commands (described below) that affect the program itself or that affect your biography as a whole.

S – Save biography to disk

Select this command to save your biography to disk. Do this periodically while you’re entering information, and always save before you quit the program or turn off your computer. Be sure to use a different “File name” for each person you write about. For details, see “Saving Your Information” on page 38.

Warning: Never turn your computer off before you've saved your biography to disk! You will lose all the information that isn't saved to disk. Biography Maker warns you if you try to quit the program without saving your biography, but it can't help you if you ignore the warning or turn off your computer without first saving.

G – Get biography from disk

Select this to get your biography from disk, or to change the biography you're working on. If you've been working on one biography, be sure to save it before you get another one. (For information on the "Drive (or path)" field see page 39.) When you get another biography, you will see the last Writing Idea you were working on and your cursor will return to the place in your biography where you left off.

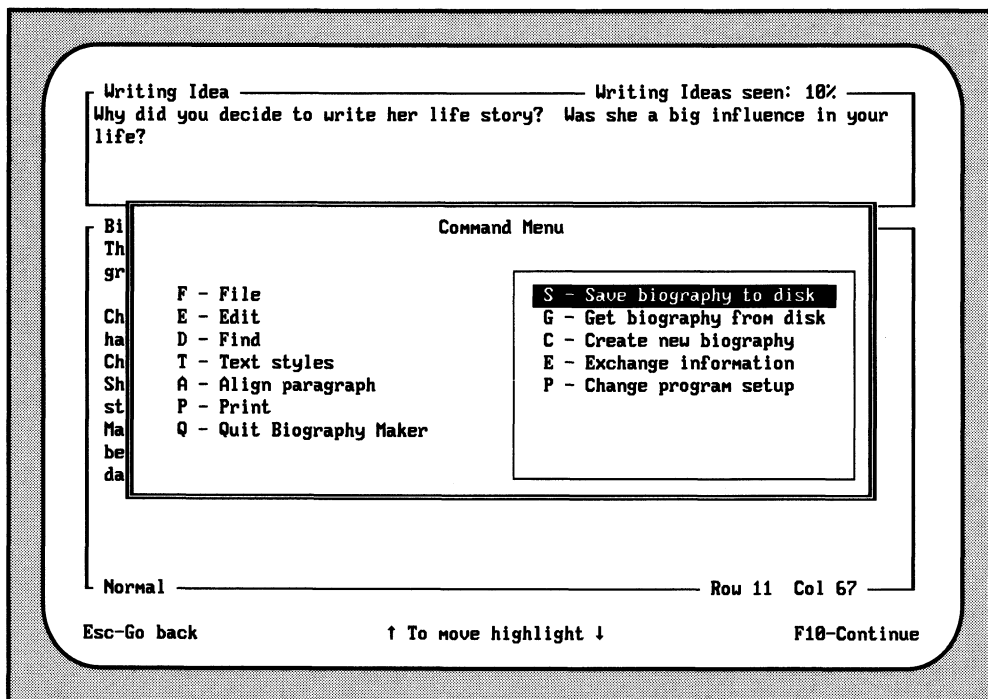


Figure A-1. The Command Menu with File commands shown

C – Create new biography

Select this to start a new biography from scratch. Be sure to create a separate biography for each person. The “Starting A New Biography” chapter walks you through creating a new biography.

E – Exchange information

Select this option to import text from another program into your biography. You can also export your biography or List of Writing Ideas to a text file. See “Exchanging Information” on page 40.

P – Change program setup

Select this to change any of the information you originally told Biography Maker about your computer system. See “Program Setup” on page 7.

E – Edit

Use **Edit** to edit the text in your biography.

U – Undelete

Use this command to restore text that you accidentally deleted. See “Undeleting Text In Your Biography” on page 30 for details.

T – Cut

This command “cuts” the selected text and places it in a temporary storage area called the Clipboard. Use this command in combination with the **P – Paste** command to move text. See “Rearranging Text In Your Biography” on page 30 for details.

C – Copy


This command copies the selected text and places it in a temporary storage area called the Clipboard. Use this command in combination with the **P – Paste** command to duplicate text. See “Copying Text In Your Biography” on page 32 for details.

P – Paste

This command inserts the text from a temporary storage area called the Clipboard. Use this command in combination with **T – Cut** and **C – Copy** to move and copy text. See “Rearranging Text In Your Biography” on page 30 for more information.





D – Delete line

Use this command to remove the entire line of text above the cursor. To do this:

1. Position the cursor on the line you want to remove.
2. Press  to display the Command Menu.
3. Select **E – Edit**, then select **D – Delete line**.


B – This bio. is about

The “**This Biography is About**” screen contains information such as the person’s birth and death dates. Use this command to review or change this information. To do this:



1. From the “**Biography**” screen, press  to display the Command Menu.
2. Select **E – Edit**, then select **B – This bio. is about**. The “**This Biography is About**” screen appears.
3. Press Tab  to move to the field you want to change and press  to continue, or  to return to your biography.



H – Change Topic list

Use this command to change your Topic selections. You can add new Topics or remove previously selected Topics. To do this:



1. From the “**Biography**” screen, press  to display the Command Menu.
2. Select **E – Edit**, then select **H – Change Topic list**.

The “**Change Topic List**” screen displays the list of Topics. (Your current selections appear with a check next to the Topic.)

3. Press  or  to move the cursor to the Topic you want to select or deselect.

-
-
4. Press  to add or delete the Topic from your list.
 5. When you finish making changes, press  to return to your biography.

S – Biography status

This command brings up summary information about Biography Maker including the version number, the printer selected, and the amount of available memory. A quicker way to access this screen is to hold down  and press .

D – Find

Use the **Find** commands (described below) to locate a chapter or a specific piece of text.

C – Chapter

This command locates a specific chapter title and places the text associated with that chapter in the word processor. For details see “Finding Chapters” on page 36.

T – Text

This command locates a specific piece of text in your biography. See “Finding Text” on page 37.

T – Text styles

Use **Text styles** to change the appearance of the text in your biography. You can enhance your text by adding **bold**, *italics*, or underline, or you can remove Text styles you applied earlier. See “Changing Text Styles In Your Biography” on page 33.

A – Align paragraph

Use this command to change the placement of text in your biography. You can **center** text, or align it with the **left** or **right** margin. See “Aligning Paragraphs” on page 34.

P – Print

Use this command to print a chapter of your biography, your entire biography, or the List of Writing Ideas. Described briefly here, you'll find details about printing these items in the sections indicated below.

C – Chapter

This command prints a single chapter. See “Printing A Single Chapter” on page 43.

V – Cover pages

Use this command to create cover and dedication pages for your biography. See “Printing Cover Pages” on page 44 for details.

W – Whole biography

Prints your entire biography and automatically generates a Table of Contents if you defined chapters. See “Printing Your Biography As A Book” on page 45 for details.

L – List of Writing Ideas

Prints the list of Key Questions and Writing Ideas. Use this list to collect the information you need to write your biography, or as a script for video or audio interviews. See “Collecting Information” on page 25 for details.

Q – Quit Biography Maker

Select this to quit Biography Maker. If you've made any changes or additions to your biography since the last time you saved, Biography Maker warns you and gives you the chance to save again before quitting. The next time you get that biography, you will see the last Writing Idea you were working on and your cursor will return to the place in your biography where you left off.

THE ART OF WRITING BIOGRAPHIES

Here are a few writing tips to keep in mind as you collect information and begin to write your biography:

Be natural. Write in a natural style using your everyday vocabulary. Don't feel obligated to use sophisticated vocabulary words. It's OK to be informal!

Brainstorm. Keep a pencil and paper near by and jot down ideas and words as they occur to you, even if the ideas don't relate to the current Topic. You can type them into the computer when you reach the appropriate Topic. Also, don't worry about making your words perfect the first time around. You can always go back and rephrase things later.

The sky's the limit. Don't limit yourself to the Writing Ideas in the Biography Maker program! Use each Writing Idea to get started on the subject and then keep going.... Keep writing until you run out of material. Then ask Biography Maker to give you another Writing Idea.

Pace yourself. Set aside a specific block of "quiet time" to work on your biography (whatever fits your schedule and creative style). Keep in mind that the quality of your writing will probably deteriorate if the blocks of time are too long. Don't create quotas for yourself so that you feel you need to write a certain number of pages each time you sit down.

Look at examples. Visit your local library and glance through several biographies. If you find something interesting, check it out and read the whole thing. If you have a favorite biography, read it again and try to borrow stylistic techniques you like.

Ask for help. Get input from other family members and friends. They may know stories or facts that you haven't heard. Talk to the person whose biography you're writing. Talk to his or her spouse, children, parents, grandparents, aunts, uncles, neighbors, teachers, barbers, or hairdressers. Anyone who knows the person will be able to tell you another story, give you another opinion, and supply you with more information.

Be resourceful. In addition to talking to people, explore other sources of information. Other sources include letters (to and from the person), official documentation (such as military records, national archives, census records, social security cards, birth certificates, etc.), and memorabilia (yearbooks, medals, awards, heirlooms saved). What people save can tell you a lot about what is important to them.

Print the List of Writing Ideas. You can print this list to help gather information as you write. You can use the list as a questionnaire and send it to friends and relatives, or you can use it as a script for a video or audio interview. For details, see “Collecting Information” on page 25.

Tell stories. Don’t just answer the questions on the screen — paint a picture with your words. Include the funny, heart-warming, and sad stories you remember as you write. Describe what happened to this person and how they reacted. Explain how your subject felt about each event and how each event changed your subject’s life.

Incorporate a theme. A theme is a central idea that runs through your biography, such as “My grandfather spent much of his life helping others.” You probably have some messages you want to convey in your biography. You can use these messages to provide a framework for your stories and observations and to weave a “common thread” throughout your biography.

Be kind. Write in a non-judgmental style even when you write about someone you don’t particularly like. Try to convey your stories and messages without offending any of your readers.

Review your work. Periodically print your biography and read what you’ve written. Look for things you left out, and rephrase passages that don’t flow as you read.

Enjoy yourself. This should be a fun project, not a chore, and nobody is grading you! If writing makes you uncomfortable, don’t be ashamed; many people feel this way. But the fact of the matter is, you’ll need to do some writing to create a biography. Don’t think about creating your biography as writing, think of it as talking with your fingers. Pretend you’re talking to someone instead of writing.

PRINTERS

FOR SERIAL PORTS ONLY

If you selected a serial port, there are four special choices on the “**Installing the Printer Step 3 of 3**” screen: Baud rate, Parity, Data bits, and Stop bits. These are communication parameters that help the computer “talk” to the printer.

These four settings must match the settings your printer uses. The preset values (9600, None, Eight, and One) are common ones. Check your printer to make sure these values match the ones selected there. As with previous choices, use or to highlight your selection and then press .

SPECIAL SETUP

Special Setup contains options that change the way Biography Maker sends information to the printer. To access these options, press + from the “**Biography**” screen.

Reverse paper orientation?

Choose **Yes** to tell Biography Maker that the paper is turned sideways in the printer. Normally, paper feeds through the printer with the following dimensions:

	<u>Width</u>	<u>Length</u>
Letter	8.5"	11"
Legal	8.5"	14"
Computer	14"	11"

If you plan to put the paper in with the reverse dimensions (see table below), you need to tell Biography Maker:

	<u>Width</u>	<u>Length</u>
Letter	11"	8.5"
Legal	14"	8.5"
Computer	11"	14"

This is only possible on wide carriage printers.

Note: This setting is ignored if your printer is an HP DeskJet or a laser printer.

Shorten print area on page?

Choose **Yes** if your printer has a cut sheet feeder. This will allow Biography Maker to adjust for the way the paper is fed into the printer.

Always reset printer?

Choose **Yes** if you are printing through a local area network to a shared printer. This option will reset the printer for everything that you print.

Roman-8 character set?

Biography Maker normally uses the IBM International Character Set to print international characters. Many Hewlett-Packard printers use the Roman-8 character set for international characters. Choose **Yes** to use this character set.

Top, left, right, and bottom margins

Use these settings to control the size of the margins on your printed output. Choosing larger numbers will give you bigger margins that leave room for things such as three-hole punching or spiral binding. Choosing smaller numbers will reduce the size of your margins and will fit as much information as possible onto a page. The numbers represent parts of an inch (i.e., “.5” means one half inch; “.2” means one fifth of an inch).

Note: All printers have a built-in margin. This margin varies from printer to printer, so a margin that you set here will be added to your printer’s built-in margin.







These settings will affect all of your print-outs. If you want certain settings for your List of Writing Ideas and other settings for your biography, come back to this screen and change the settings.

USING A MOUSE


In Biography Maker you can use a mouse to do many of the things you usually do with the keyboard. You do not need a mouse to use Biography Maker, but many people find it easier to use than a keyboard.

Use a mouse to:

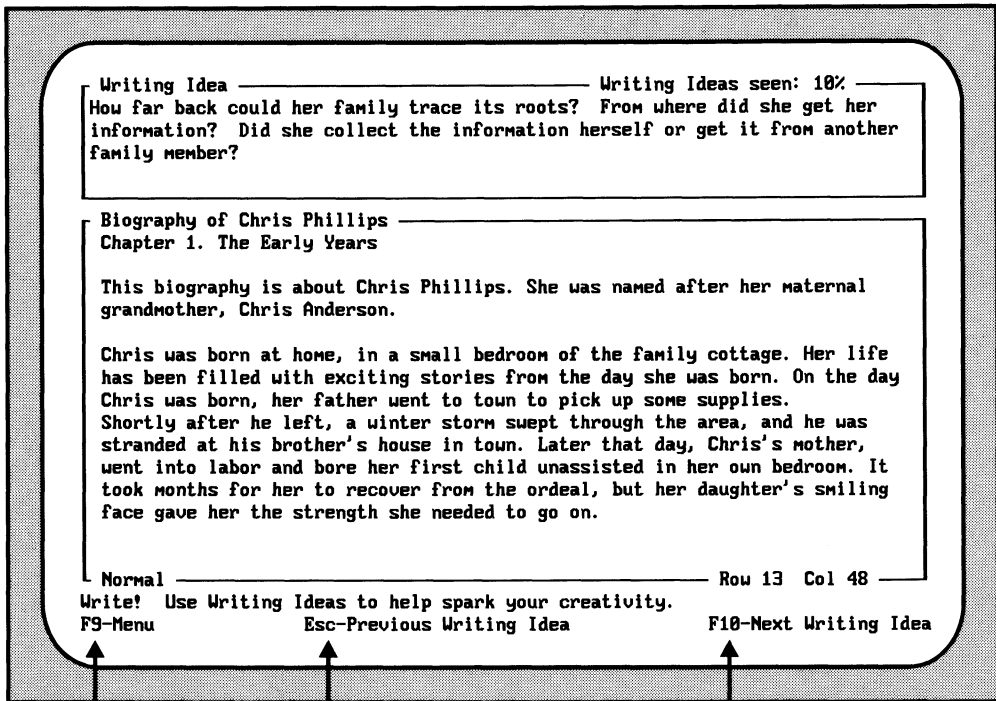
- Make menu selections
- Move the cursor from one field to another
- Move from screen to screen
- Scroll through a list such as the Topic list

A mouse can make Biography Maker much faster and easier to use. For example, to move your cursor into a field, just position the mouse pointer where you want the cursor and click (press and release) the primary mouse button. This is often much faster than using , , , , , or  to move around the screen.

You can also click anywhere you see key names, such as at the bottom of the screen. For example, click **Esc-Previous Writing Idea** to see the previous Writing Idea. Or click **F1-Help** to display on-line help.

The secondary mouse button displays the Command Menu. Anytime you can press  to display the Command Menu, you can click the secondary button instead to display it more quickly.

The following figures show some of the different areas of the screen you can click, and what happens as a result. In some cases, you need to double-click (click the mouse button two times in rapid succession). There are many other areas you can click. Feel free to experiment.



Click here to display the Command Menu.

Click here to return to the previous Writing Idea.

Click here to move to the next Writing Idea.

Figure D-1. Mouse controls

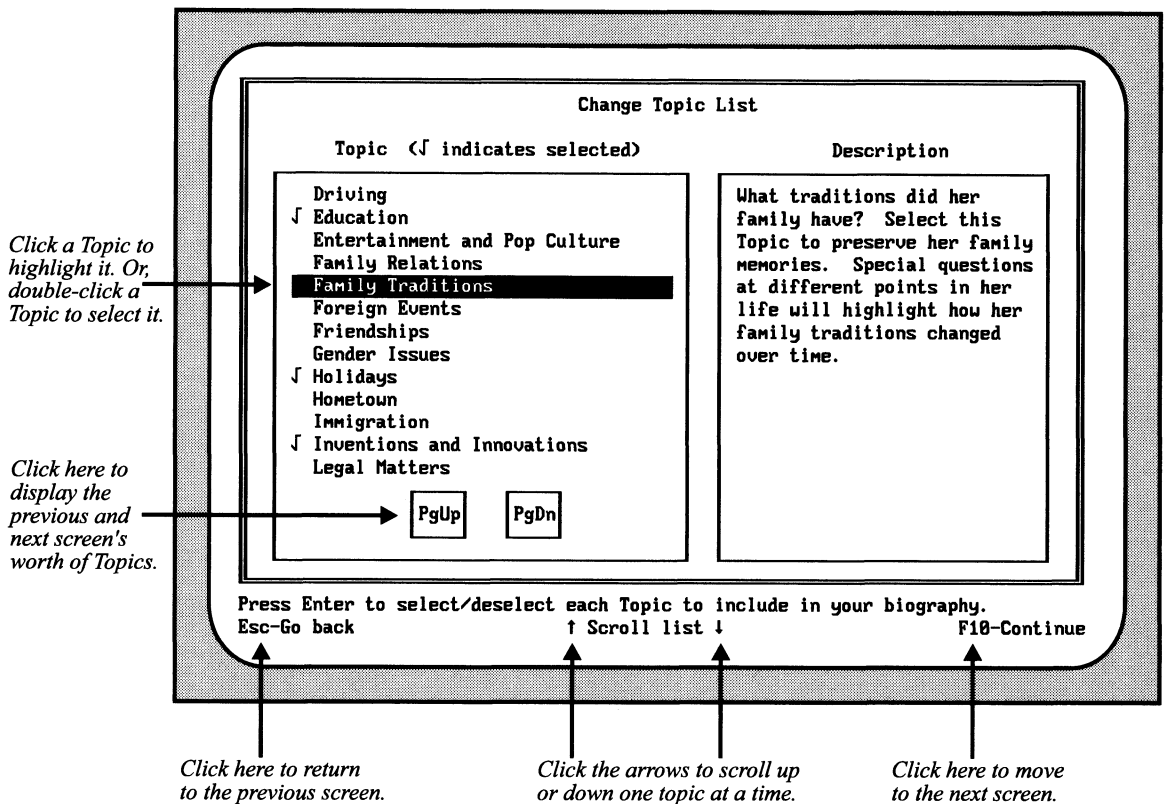


Figure D-2. More mouse controls

ENTERING DATES

The date fields in Biography Maker are very smart and very flexible, and can handle any date after 100 A.D. You can type a date almost any way you want. When you move the cursor out of the field, Biography Maker automatically puts each date in the same format. Figure E-1 shows some of the ways you can enter date information.

You type this	You get this
7/4/1776	July 4, 1776
Jul 4, 76	July 4, 1776
4 Jul 1776	July 4, 1776
7-4-1776	July 4, 1776
July 4, 76	July 4, 1776

Figure E-1. Different ways to enter dates

There may be events for which you don't know an exact date. Or, you may be certain of the year, but not certain of the day and month. Figure E-2 shows how you can handle estimated dates.

You type this	You get this
1776	1776
Jul 1776	July 1776
EST 7/4/1776	ABOUT July 4, 1776
ABT 7/4/1776	ABOUT July 4, 1776
CIRCA 7/4/1776	ABOUT July 4, 1776
BEF 7/4/1776	BEFORE July 4, 1776
AFT 7/4/1776	AFTER July 4, 1776
?	UNKNOWN

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