

TIMeworks[®]

User's Manual

PARTNER

64[™]

For COMMODORE 64 Computers
(64K, 40 Column)



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Timeworks' Telephone Consulting Service is available at no charge to all Registered users to aid you in your installation and ongoing use of our software.

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6353	Swiftax
6354	Swiftcalc
6355	Sylvia Porter's Your Personal Financial Planner
6360	Sideways
Educational	
6103	Cave of the Word Wizard
Personal Improvement	
6105	The Evelyn Wood Dynamic Reader

TIMWORKS

User's Manual

PARTNER

64

For **COMMODORE 64** Computers
(64K, 40 Column)

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PARTNER 64 is Patent Pending

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I INTRODUCTION

PARTNER 64 is a cartridge-based program that plugs into your Commodore 64 computer, giving you access to eight convenient "accessories" while you run other programs. You can call up these accessories any time you use another program.

PARTNER suspends the existing program in your computer while you use any of its accessories. When you are through, you can return to the exact point in the software program where you left off. Accessories at your command include:

- **Swiftload** – Allows your Commodore 1541 disk drive to load programs up to five times faster.
- **Calculator** – A multi-function calculator which can print to your printer to provide a "paper tape" of your calculations.
- **Memo Pad** – Lets you write yourself important notes and save them on disk or write memos to others and print them out.
- **Appointment Calendar** – Keeps track of appointments and, at the press of a key, provides for a review by the day, week, or month. Months may be viewed in their entirety in a traditional calendar format, with appointments marked for your attention.
- **Address List and Auto-Dialer** – Keeps track of important names, addresses, and phone numbers. At your command, the computer will search through your list for the number you want and dial the number for you automatically, if you have an auto-dial modem.
- **Phone List and Auto-Dialer** – Keeps track of your most frequently called phone numbers and even lets you write a memo about each one, perhaps a person's business title or a best-time-to-reach comment. Will interface with an auto-dial modem.

- **Screen Print** – With just the press of a key, you can print the text from your computer display even while using another program.
- **SwiftDOS/Printer Commands** – Allows you to access Commodore disk drive commands and to enter printer codes. Use this feature to format a disk, erase a data file, or enter printer codes for a special typeface.
- **SwiftLock** – Prevents tampering with your unattended computer program. Enter a key sequence before you walk away, and the keyboard will be locked until you re-enter your personal code.
- **Typewriter** – A unique printing feature that turns your computer and printer into a traditional typewriter. Just the thing for turning out a quick envelope.

We know you'll want to use PARTNER right away. Take some time to read the next chapter, "Getting Started." Then, do some experimenting with PARTNER's versatile accessories.

2 GETTING STARTED

Installing the Cartridge Foot

Your first step in starting up PARTNER is preparing the cartridge for use. You may have noticed a small round rubber object in your PARTNER package. This is the cartridge foot, which braces the cartridge and keeps it firmly in place at the back of your computer. To install the foot:

1. Remove the paper that covers the foot's sticky back.
2. Place the foot on the bottom side of the cartridge (the side without the button) so that it is directly under the button and so that it touches the top edge of the cartridge. The illustrations below show correct placement of the foot.



FRONT OF CARTRIDGE



SIDE OF CARTRIDGE

Starting Up PARTNER

Since PARTNER is a cartridge-based program, you don't have to load it into your computer. Just perform these few easy steps, and you are ready to go:

1. Turn off your computer.
2. Place the PARTNER cartridge firmly in the cartridge slot on the back of your computer. (Be sure to install the cartridge foot before performing this step.)

WARNING: Do not remove or install the cartridge while the computer is on. This may damage the computer and/or the PARTNER cartridge. Also, note that PARTNER will not work with other cartridge-based programs. And, remember that during daily use, the cartridge may work its way loose from the cartridge slot. To guard against this, be sure that the cartridge is **FIRMLY** seated in the cartridge slot before you turn on the computer.

3. Turn on your computer, and PARTNER will be ready to use. You will notice that when you power up your Commodore 64 with PARTNER, the background and screen are black and the words are light blue. If you wish to return to the traditional colors, press **RUN/STOP** and **RESTORE** at the same time.

NOTE: Commodore 128 owners, if you want to run PARTNER 64 in the C64 mode, you must press and hold the **C** key as the machine powers up in order to be in the C64 mode.

Swiftload and the PARTNER Menu

Swiftload

The first PARTNER feature that will be available to you is Swiftload, which loads programs from your disk drive very quickly. This feature will be re-activated automatically each time you call up the PARTNER menu.

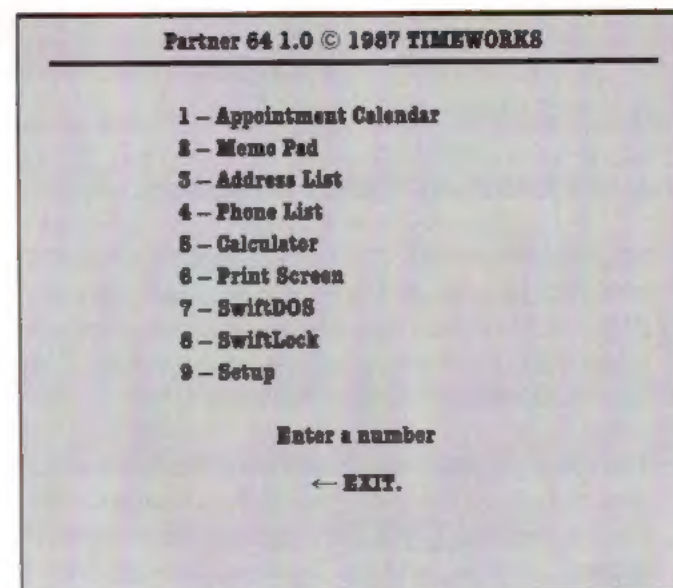
Some programs may not be compatible with Swiftload. If your program won't load, you may have to disable Swiftload using either of the following methods:

1. Press the button on the cartridge. When PARTNER's menu is on your display, press **C D**. This disables Swiftload until you turn off your computer. Your program will now load at its normal speed.
2. If you wish to disable Swiftload temporarily before you load any programs, press **RUN/STOP** and **RESTORE** at the same time. Swiftload is now inactive, but it will be available to you again as soon as you call up PARTNER's menu.

WARNING: DO NOT press **RUN/STOP RESTORE** while Swiftload is in operation, or your software program may not work correctly.

The Partner Menu

To call up PARTNER's menu, press the button on the PARTNER cartridge. The menu will appear, and your software program will be suspended in your computer's memory.



To call up PARTNER's menu at any time, just press the cartridge button. If you are already in PARTNER, you can exit to the menu by pressing **■**. (Sometimes the **■** key will take you only to the previous screen of a PARTNER feature. Press **■** again until you see the menu.) If you press **■** while the menu is on your screen, you will return to your software program.

WARNING: NEVER call up PARTNER if the disk drive is loading a program or writing to a disk.

NOTE: GEOS users, although extraordinary measures have been taken to provide GEOS compatibility, some non-GEOS applications – including Timeworks Word Writer – may not be able to return properly to the GEOS desktop. To solve this, whenever you wish to return to the GEOS desktop, press PARTNER's button; insert your GEOS disk in Drive 8; press **C G**; and answer Y to the reboot question. This will reload the GEOS desktop.

HINT: If you have a program with loading instructions that say: load":*" ,8,1 (without instructing you to type RUN), you can use **ⓐ ⓑ** to start that program.

The NO DISK ACCESS Message

- When you enter PARTNER, occasionally a NO DISK ACCESS message will appear in the upper right corner of PARTNER's menu. This appears when your software program (usually a data base) affects your disk drive in a particular way known as an "open file condition."

You usually cannot correct this condition manually. With most programs, however, you can bypass an open file condition by pressing **ⓐ ⓑ** (for override) while in PARTNER's menu. Use these carefully, however, because PRESSING **ⓐ ⓑ** MAY CAUSE DATA LOSS. Test these keys with some unimportant data first.

- Throughout your use of PARTNER, you can exit to the menu by pressing **ⓐ**. If pressing **ⓐ** only gets you back to the previous screen, keep pressing **ⓐ** until you return to the menu. If you press **ⓐ** while the menu is on the screen, you will return to your presently loaded software.

Now let's look at a few preliminaries before exploring PARTNER's features.

Creating a Data Disk

Before using PARTNER, you should format at least one data disk. (If you do not save your PARTNER data on disk, it will be lost when you turn off your computer.) To format a data disk for use with PARTNER, follow these steps:

1. Start up PARTNER using the instructions in Chapter 2 of this manual.
2. Press the cartridge button to call up the PARTNER menu.
3. Place the disk you want to format in your disk drive.

WARNING: Formatting erases all information on a data disk, so be sure that the disk you use does not contain any important information.

4. Press **7** to select the "SwiftDOS" menu option.
5. Type: n0:Partner,tw (The second character is a zero.)

Press **RETURN**. The disk drive will run for about 90 seconds while it formats the disk.

6. To return to the PARTNER menu, press **ⓐ**.

Setting Up PARTNER

Now you must set up PARTNER to run with your computer and printer. First, press the cartridge button to call up the PARTNER menu (if you have not already done so.)

Next, press **9** to select the "Setup" menu item. Eight options concerning your hardware will appear on your display. Each of these options has been set with a value. Try using the default settings for these options with your printer and interface before making any changes. These values, or "default" settings, should work with most hardware. If they don't work with your hardware, modify the settings using these guidelines:

- Line feed (Y/N) – If your printer prints on a single line and does not advance the paper, move the cursor to this option and press **Y** (for yes.) If your printer inserts a blank line between printed lines, press **N** for this option.
- Open 4,4,? (0-9/c) – Use this option to enter the secondary address for your printer interface. PARTNER is set to work with an interface whose secondary address is 7. If your printer has trouble operating with PARTNER (for example, if it prints only capital letters or graphics), your interface may use a secondary address other than 7. Consult your interface manual for the correct secondary address.

If your software program uses your MPS 1000 printer in IBM mode (DIP switches 1 and 3 ON), press **6** for this option. You also need to press **Y** for the "Normal ASCII" option (see the next paragraph.) Consult your printer manual for information on the IBM mode. Also set line feeds for yes.

If your MPS 1000 printer is not in IBM mode, set the "Open,4,4?" option at 7 and the "Normal ASCII" option at N.

NOTE: Be aware that certain interfaces have lock modes, which means that they might not accept your entry for secondary address. Your software program may also activate this lock mode. After you set up your configuration, try to print information from PARTNER. If your printout looks strange to you, you can override this lock mode by using the "Normal ASCII" option, which is explained below. Just reverse the selection for this option (if it is set at Y, press **N**, and vice versa), and press **F5** to save your new setting. Then try printing again.

- ASCII (Y/N) – If your printer requires normal ASCII characters, set this option at Y for yes. (For more information, consult your printer manual.) If you have a Commodore printer, in order to take advantage of its graphics capabilities, you must set the option at N for no.
- Label Spacing (0-9) – Use this option to enter the number of lines between the last printed line of one label and the first printed line of the next label. For example, let's say your labels are five lines high, and you print three lines on each label (name, address, city/state/zip.) To center the text on a label, you would print on lines 2, 3, and 4. That leaves lines 1 and 5 blank. Your address label spacing would then be figured like this:

Line 5 of your first label +
the blank space between the two labels +
Line 1 of the second label = 3 blank lines.

Dear Timeworks Customer:

THANK YOU for buying Timeworks software! Please keep this handy card on file in case you have any questions regarding this program or any other Timeworks program.



- **TECHNICAL SUPPORT HELPLINE**

Call: **1-708-948-9208**

- **UPDATE OR REPLACEMENT INFORMATION**

Call: **1-708-948-9206**

- **TO PLACE AN ORDER**

Call: **1-708-948-9202**

- **TIMeworks FAX NUMBER: 1-708-948-7626**

Or write to: Timeworks, Inc., 444 Lake Cook Rd., Deerfield, IL 60015-4919



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This agreement will be governed by the laws of the State of Illinois. Should you have any questions concerning this Agreement, please write to Timeworks, Inc. 444 Lake Cook Road, Deerfield, IL 60015-4919.

If you can find anything that works better for you, simply send us your PARTNER 64 your paid receipt, and the name of the program you want, along with your check or money order for the retail price difference. If any \$1's available, we'll buy it for you.**

PARTNER 64

**Customer Technical
Support Helpline**

* Number Inside Manual

At A Glance:

Press a button! And PARTNER "automagically" suspends the existing program in your computer while you use the PARTNER accessories. When you are through, PARTNER returns you to the point in your program where you left off.

Accessories At Your Command:

- **Appointment Calendar and Date Book:** Keep track of appointments and deadlines. At the press of a key, you will be able to review your appointments for a day, week, or month. Months may be viewed in their entirety in a traditional calendar format. Dates with scheduled appointments will be marked for your attention. You can also produce calendar printouts for use while you're away from your computer.
- **Memo Pad:** This mini-word processor lets you write yourself important notes. You can print them out on paper or save them onto disk.
- **Name, Address, and Phone List:** Keep track of important names, addresses, and phone numbers in alphabetical order. Available at the press of a button, any time you are using your computer.
- **Auto Dialer:** Keep track of important phone numbers. At your command, the computer will search through your Phone List for the number you want, and automatically dial the number for you. (An auto-dial modem is required to use the auto-dialer feature. However, PARTNER 64 can store and retrieve phone numbers without a modem.)
- **Calculator:** A multi-function calculator with an optional "paper-tape" that prints out your calculations on your printer.
- **Typewriter:** Turns your computer and printer into a traditional typewriter. When you press [RETURN] at the end of a line, the line will be printed directly to your printer. Great for those small typing jobs.
- **Envelope Addresser & Label Maker:** Using this feature and your Name and Address List, you can address envelopes, or create mailing labels quickly without leaving the software program you are working with.
- **Screen Printer:** At the press of a key, the text (not the graphics) on your computer display will be duplicated on your printer. This allows you to take a "snapshot" of your computer display while you're using one of your other software programs.

Other Features:

- **SwiftDOS:** Allows you to access Commodore disk drive commands any time. Use this feature – while you are using another software program – to format a disk, rename a data file, erase a data file, or to use any of the other disk drive commands.
- **SwiftLock:** No one will ever tamper with your unattended computer again. Enter your secret code before you walk away, and the keyboard will be locked until you re-enter your personal secret code. Change the code any time you want.
- **Extended Printer Control:** Allows you to send commands directly to your printer at any time. Use this feature to turn on compressed print, letter-quality print, and the other options available on your printer.
- **SwiftLoad:** Allows your Commodore 1541 disk drive to load your programs up to five times faster.

Technical Requirements and Compatibility

- Auto Dialer requires a Commodore 1650, 1660, 1670 (Modem 1200) or Hayes compatible modem.
- PARTNER 64 is not compatible with programs requiring a plug-in cartridge. This program is also not compatible with the Commodore SX64 Portable Computer.

**Offer expires 90 days after your date of original purchase.

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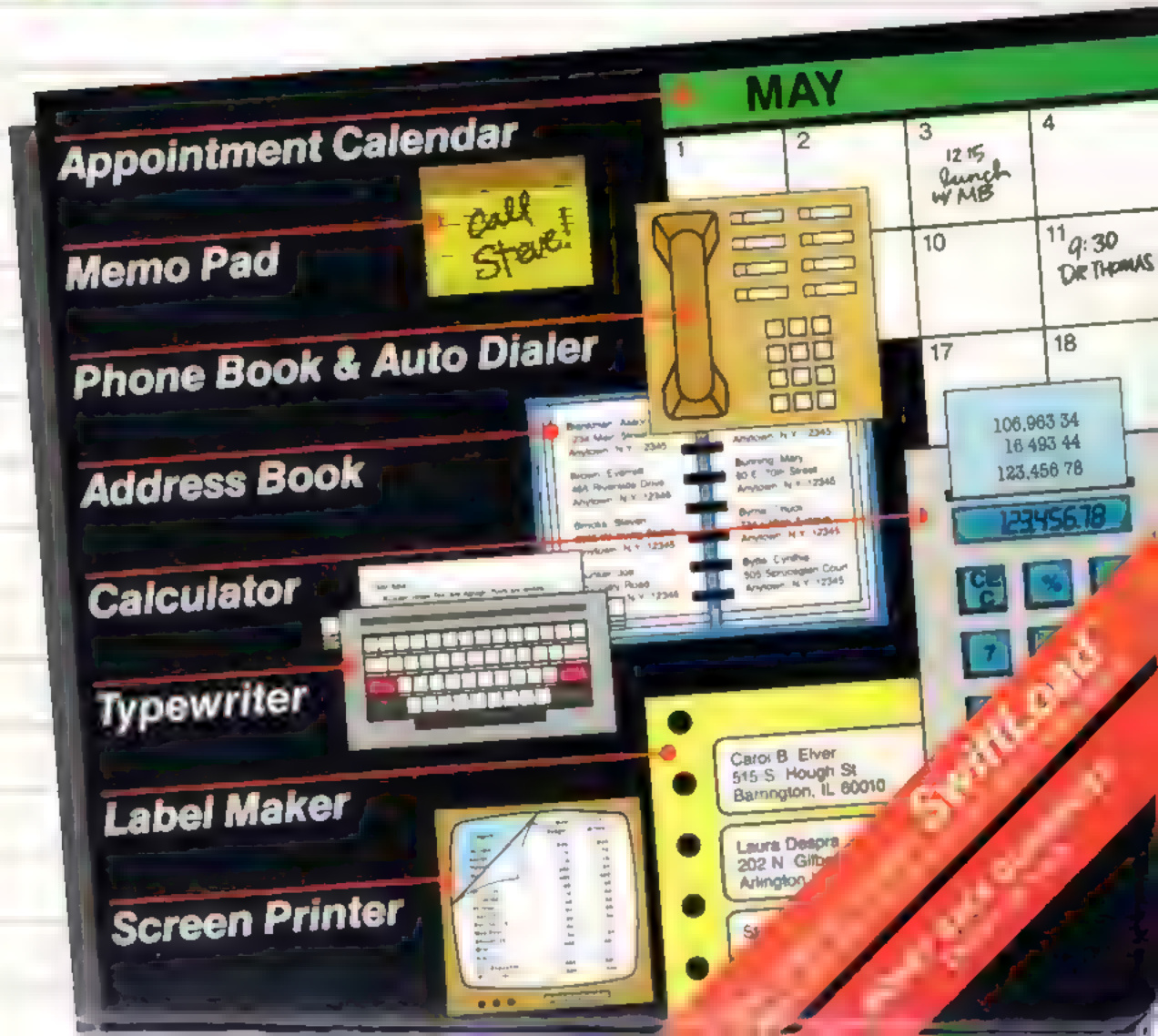
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Personal Computer Software

PARTNER

64™

A cartridge-based product with eight convenient memory-resident desk top "accessories" that operate **"concurrently"** with other C64 software programs.



TIMEWORKS
PARTNER



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TIMEWORKS

User's Manual


PARTNER
64

For COMMODORE 64 Computers
(64K, 40 Column)

Published by Timeworks



PARTNER 64[©] TM

IMPORTANT: Consult your manual for loading instructions before inserting cartridge. **C128 USERS:** Press the  key while you are turning on your computer.

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(See the UPDATE policy on reverse side.)

Timeworks programs never become obsolete:

So, you're thinking about buying a bigger, more powerful computer system, but you have a lot of software programs that you will no longer be able to use. Since you've invested in Timeworks programs, you won't have that problem.

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Here's how:

1. Call or write us for a current price list of software for your new computer. Choose which program you'd like to exchange.
2. Send us your old program complete: disk, manual, case. Tell us which program you are exchanging for, and include your check or credit card number to cover any suggested retail price difference between the two, plus \$7.70 for shipping and handling.
3. NOTE: If you are exchanging for a program of the same or lesser suggested retail price than your original, send \$17.70.

Only Timeworks programs may be exchanged for other Timeworks programs.

4. Send to: **Timeworks, Inc., Customer Service Dept.**
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For
Commodore and Atari ST
Computer Users

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**Important Customer Support
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Important: To become eligible for Timeworks Free 60-Day Technical Support, you must complete and mail the attached, postage-paid Registration Form on your right.

Registration No.

N^o 136737

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- For Updates and Upgrades; Replacement Disks; Extended Technical Support Information; General Information:
Call: 1-312-948-9206
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Call: 1-312-948-9202
- Timeworks Fax Number:
Call: 1-312-948-7626

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If you can find *anything* that works better for you, simply send us your Timeworks *program*; your paid *receipt*; and the *name of the program you want*—along with your check or credit card information for *any* retail price difference. If it's available, Timeworks will buy it for you!*

Timeworks, Inc.
444 Lake Cook Road
Deerfield, IL 60015-4919
312-948-9200

*Offer expires 90 days after date of original purchase.

Registration Form for Timeworks Software

Registration No.

N^o 136737
Date _____

Name (Mr., Ms.) _____

Company Name _____ Daytime Phone _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Name of Program _____

Type of Computer: IBM or Compatible Macintosh Apple Other _____

Do you use a hard drive? _____ Memory of your Computer _____ K

Number of drives in your system: 3 1/2" 5 1/4" What kind of printer do you own? _____

What kind of video card do you use? _____ Is your computer part of a network? _____

Primary use of your computer: Personal Corporate Home

Office School/University _____

Purchased from: Dealer _____

Mail Order VAR Other _____

How did you learn of this program? Store Shelf Sales Person Friend/relative

Advertisement Consultant Other _____

Please detach here

Timeworks Premium Technical Support Plan

- Yes! I want to subscribe to Timeworks' Unlimited Toll-Free Technical Support. My annual fee of \$30 is enclosed

Name of program _____

Type of Computer: IBM (or compatible) Macintosh Apple

Atari St C128 C64

Name _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Date _____

Enclosed is my check for \$30 - made payable to Timeworks, Inc

Please charge to my: Visa Mastercard American Express

Card Number _____

Exp. Date _____ Signature _____

Friendly Reminder!

Making the most of Timeworks Helpline:

In order for us to deal with your technical questions more efficiently, please remember to do the following before you make your call:

- Have your registration number ready.
- Have access to your computer.
- Know which version of the software you are using.
- Run through the process that causes the problem and confirm that it re-occurs.
- Check the manual — the answer may be there!



TIMEWORKS EXCLUSIVE UPDATE POLICY

(See the EXCHANGE policy on reverse side.)

Timeworks programs never become obsolete:

From time to time we discover ways to incorporate even more features into our programs or to make them easier to use. Since you're investing in Timeworks programs, you won't have to miss out on these improvements.

When we **UPDATE** a program, we'll take back your original Timeworks program and replace it with the updated version.

Here's how:

1. Call or write us for an Update Price List. If you're a registered user, you'll receive update information automatically.
2. Send us:
 - Your old program disk(s). (If your registration card is on file with us, you can send us your old disk after you receive the new update.)
 - The front cover or the title page of your present manual.
 - Your check or credit card number (plus its expiration date) for the correct amount.
3. Note that update prices include postage and handling and vary according to the program, the development time, and the number of features added.

Only Timeworks programs may be updated to other Timeworks programs.

4. Send to: **Timeworks, Inc., Customer Service Dept.**
444 Lake Cook Road, Deerfield, IL 60015

Update or Exchange Information: (312) 948-9206

It's our commitment to you!

The Address List

PARTNER keeps track of your important addresses, allowing you to search, sort, and print that data. You can also use PARTNER to dial a phone number for you. (See "Auto-Dialing" on page 30)

To use the address list, select **3** on PARTNER's menu. The address list display will appear on your screen. Below are some sample entries.

Name : TIMEWORKS, Inc. Addr : 444 Lake Cook Rd. City : Deerfield State : IL Zip : 60018 Phone: (312) 948-9200	
Name : IBM Addr : 1 IBM Plaza City : Chicago State : IL Zip : 60610 Phone:	
<F1> Directory <F3> Load <F5> Save <F7> Print	<F2> Search <F4> Sort <F6> Print Labels <F8> Auto Dialer <←> Menu

Begin typing the information for your first entry. You can use all of the editing keys that you used in the memo pad (see page 22) except **Ctrl F** and **Ctrl I**. Also notice that the **Ctrl F1** keys insert an entire record, not just one line as in other PARTNER features, and that the **Ctrl F3** keys delete an entire record.

Searching for an Address

The procedure for searching in the address list is the same as for the memo pad. Follow the instructions on page 24

Sorting Your Address Information

To arrange your addresses in alphabetic or numeric order, move the cursor to any field in your list, and press **F4**. Your addresses will be sorted using the information in the field where the cursor is currently located. Press **Esc** to return to PARTNER's menu.

Saving and Loading Address List Files

NOTE: Before attempting to save a PARTNER address list, be sure that you have placed your PARTNER data disk (not a disk from another program) in the disk drive. After saving or loading PARTNER information, you may replace your PARTNER data disk in the drive with your other program's disk.

Saving or loading an address list is exactly the same as saving or loading a memo. To review this procedure, see page 24. Remember that when the prompt asking for the file name appears, you will see the file name prefix "ADDR." on your screen. Just type in your file name, and ADDR. will be saved as part of that file name. To enter a file name without this prefix, use the **INST/DEL** key to erase the prefix and enter your file name.

Viewing the Disk Directory

As in other sections of PARTNER, the address list allows you to view the names of the files on your data disk. You can then load a file into the address list from the directory. Place your data disk in the disk drive and press **F1**. The first file name on your data disk will appear at the bottom of your display. To load this file into the computer, press **RETURN** (REMEMBER: Loading a file into the address list will erase whatever text is currently in the computer.) To move on to the next file instead, press **F1** again.

Printing Your Address List Information

NOTE Before printing your address list, be sure you have set up your hardware to work with PARTNER (see Chapter 2 of this manual.)

You can print your address list information onto paper, labels or envelopes. To print the list, press the **F7** key. To print labels, press **F6**. Then follow these steps:

1. You will be asked to enter the number of spaces you want for a left margin. Enter a number between 0 and 40. (Experiment with settings for this prompt, especially if you are printing labels or envelopes. Your margin will depend on how much information you have on each address line and where you want to place that information on your labels or envelopes.)
2. You will then be asked if you want to print one record or your entire list. Press **C** to print only the record where the cursor is currently located. Press **E** to print your address list from the current cursor location to the end of the list.

For example, to print only the last two addresses in the list, move to a line in the next to the last address of the list and press **F7**. Then press **E**, and the last two addresses will be printed.

The Phone List

The phone list works just like the address list, except that the **F6** key is inactive. Enter your data just as in the address list. Phone List also can utilize an auto-dialer to place your calls automatically.

Below are some sample entries.

Phone List	
Name :	TIMEWORKS, Inc.
Phone :	(818) 948-9200
Memo :	Creators of Partner 64
Name :	Ellen
Phone :	(393) 855-1234
Memo :	
Name :	Bill
Phone :	(292) 855-8532
Memo :	
Name :	Jeff
Phone :	(193) 855-8502
Memo :	
< F1 > Directory	< F2 > Search
< F3 > Load	< F4 > Sort
< F5 > Save	< F6 > Auto Dialer
< F7 > Print	< ← > Menu

The Auto-Dialer

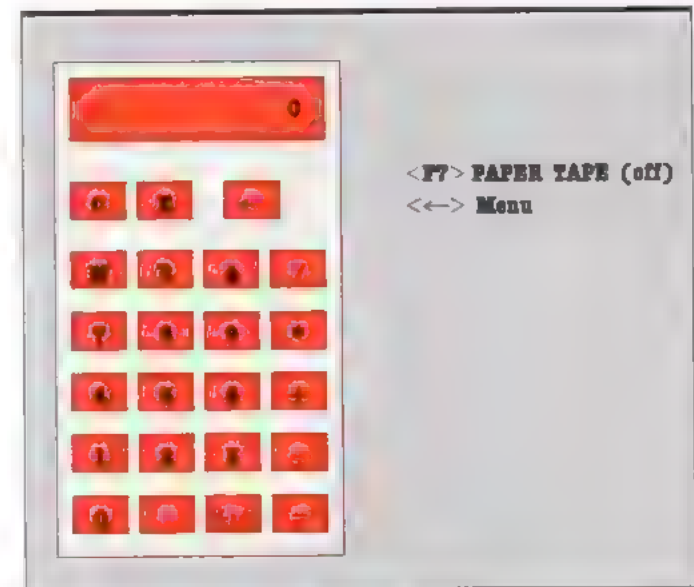
In order to auto-dial from either your address list or your phone list, you must have a modem properly connected between your computer and your telephone, and you must have properly installed the modem using PARTNER's Modem Setup option. (See pages 13-14.)

To use the Auto-Dialer feature, move the cursor to the phone number in either your address list or your phone list that you want to dial. Place the cursor directly over the first character that the modem will dial. For example, if you don't need to dial an area code, place the cursor on the first number of the exchange.

When you are ready to make your call, press the **F8** key, and the number you selected will be dialed by your modem. When the call connects, press the **SPACEBAR** to tell PARTNER that you want to talk on the phone. Your modem will hang up automatically when you finish talking.

The Calculator

To call up PARTNER's calculator, select option 5 on the PARTNER menu. The calculator will appear on your display.



To use this calculator, enter a number just as you would on a real calculator. Then press the key for the operation you want to use (for example, if you are performing an addition problem, press the **+** key.) Then enter the second number of your equation, and press the **=** key or **RETURN** key. The answer to your mathematical problem will appear in the calculator window. The calculator can perform the following operations:

- +** Add
- Subtract
- *** Multiply
- ÷** Divide
- ↑** Raise to a Power
- ±** Change Sign (from positive to negative or vice versa)

The following keys are also operative on this calculator:

- C** Clears the calculator entirely
- E** Erases only the number currently in the calculator window
- M** Stores the number currently in the calculator window in memory
- R** Recalls the number that is in the memory

Here are some examples for using the calculator:

1. Addition: $10.3 + 12.5 + 11.8$

To solve this problem, enter 10.3 in your calculator and press **+**. Then enter 12.5 and press **+** again. Lastly, enter 11.8 and press **=**. The answer, 34.6, will appear in the calculator window.

2. Subtraction: $34 - 23.2$

To solve this problem, enter 34 in your calculator and press **=**. Then enter 23.2 and press **-**. The answer, 10.8, will appear in the calculator window.

3. Multiplication: $220 * 42 * 2$

Enter the number 220 in the calculator and press the ***** sign. Then enter 42 and press ***** again. Lastly, enter 2 and press **=**. The answer, 18,480, will appear in the calculator window.

4. Division: $234 / 32$

First enter the number 234 in the calculator and press the **=** sign. Then enter 32 and press **÷**. The answer, 7.3125, will appear in the calculator window.

5. Raise to a Power: $2 \uparrow 2$

To solve this problem, enter 2 and press the **↑** key (next to the **RESTORE** key). Then press 2 and the **=** sign. The answer, 4, will appear in the calculator window.

6. Changing a Sign

To change a positive number to a negative number (-) or vice versa, press the **±** key. You must do this before you press the operation key (+, -, *, /, or ↑).

NOTE: You can use the calculator like a real adding machine by pressing **F7**. After you press **F7**, the word "off" on your display (next to the words "Paper Tape") will change to "on." Enter your first number into the calculator, and press a mathematical sign. That number will then be printed on your printer. To advance the paper in the printer, press the **SPACE BAR**. To turn off this feature, press **F7** again.

When you have finished using the calculator, press **ESC** to exit to PARTNER's menu.

The Screen Print Option

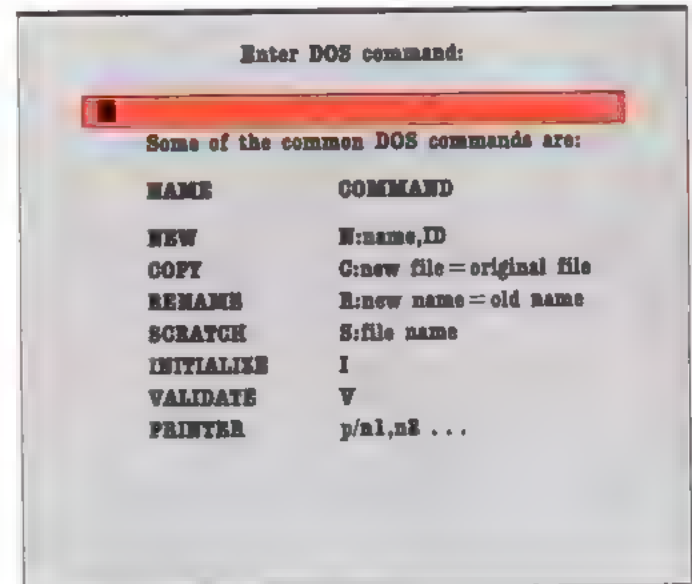
NOTE. Before printing your display, be sure you have set up your hardware to work with PARTNER (see Chapter 2 of this manual.)

With PARTNER's Screen Print option, you can obtain a printed copy of the text on any display in your software program (with the exception of graphics displays.) To use this option, call up the display in your software program that you would like to print. Then press the cartridge button to call up the PARTNER menu. Select option 6 and the menu will disappear. The printer will begin printing the current display from your software program.

SwiftDOS/Printer Commands

Use the "SwiftDOS/Printer Commands" option to access the commands used by your computer's disk operating system. These options include the New command, which formats a disk; the Validate command, which "cleans up" a data disk; and the Scratch command, which erases a file from your data disk.

To use this option, place the data disk you want to work with in the disk drive. Then select **6** from the PARTNER menu. The "SwiftDOS/Printer Commands" display will appear.



You will be asked to enter the command you want to use. Consult your disk drive manual for the specific information you must enter for each command. You will also see an abbreviated form of this information on the "SwiftDOS/Printer Commands" display. After you enter the format for the command you want to use, press **RETURN**. Your disk drive will implement the command.

You can also use the "SwiftDOS/Printer Commands" option to enter printer codes. These codes are used by your printer to print both your PARTNER information and your software program's information in special type faces. (See your printer manual for more information on printer codes.) When asked to enter a command, type

p/

Then enter the ON codes that correspond to the type face you want to use (separate each code with a comma), and press **RETURN**. For example, to print emphasized text on an Epson printer, you would enter

p/27,69

and press **RETURN**. To turn off a type face, return to "SwiftDOS/Printer Commands" and enter the OFF codes, or turn your printer off and then on again. Either method will reset your printer to its normal type face. To return to the PARTNER menu, press **■**.

Have you ever walked away from your computer and returned to find that someone else has tampered with it? SwiftLock will prevent this from happening by "freezing" your computer until you key in your personal password. The computer will then ignore any keyboard entry until the proper password is entered.

To use SwiftLock, select **7** from the PARTNER menu. The SwiftLock display will appear. Enter up to five characters for your code and press **RETURN** DO NOT FORGET YOUR CODE.

WARNING · If you forget your code, the only way you can gain control of your computer is to turn it off and then on again, thus erasing ALL of your data

After you enter your code in the SwiftLock display, you will be asked if you are sure that this is the code you want to use. If not, press **N**, and you will return to the menu. If you are certain, press **Y**.

Now the only way you can work with this program again is to type in the code you entered in the SwiftLock display. You will be able to continue working with your computer

Writing Your Own Utilities for Use with PARTNER

PARTNER's features can be re-programmed to fit your needs. If you are a machine-language programmer, you can create utilities that may be loaded into PARTNER's memory and executed like PARTNER itself. If small enough, these programs can co-exist with PARTNER's present features, or a utility may "disable" PARTNER temporarily, becoming active at a press of the cartridge button.

The instructions for this task are available from Timeworks' Customer Support office for a nominal charge. You will receive sample source files and a sample utility. These materials use highly technical language. Any questions concerning PARTNER's utilities and programmed uses must be submitted IN WRITING to Timeworks if you wish to receive a response

If you have already created a utility for use with PARTNER, you can load it into PARTNER by pressing **⌘ U** while in the menu. Be aware that if you load a utility, the amount of text space in the appointment calendar, the memo pad, and the address list will be reduced. See the Troubleshooting section for more information. To run a utility, press **⌘ R** while in the menu. To remove a utility from PARTNER's memory, press the **⌘** key and the cartridge button at the same time. This will also clear all data from PARTNER, as if you had turned off the computer.

When You Have Finished Using PARTNER

When you have finished working with your computer, be sure that you have saved any important information in both PARTNER and your software program. Then use one of these methods to end the program:

- To erase PARTNER's memory and your software program from the computer, simply turn off the computer.
- If you want to reset your computer but leave PARTNER and its data intact, press **⌘ Q** while in PARTNER's menu. This method will not harm your PARTNER information, and you will be able to load another software program.

4 TROUBLESHOOTING

PARTNER works with nearly all programs made for the Commodore 64 computer in 40-column mode. Programs requiring a cartridge will not function with PARTNER because both programs require the same slot on your computer. Some complex entertainment software may not function.

NEVER CALL UP PARTNER IF:

- The disk drive is loading a program or writing to a disk or printing. Do not call up PARTNER until the disk drive is finished. You will almost certainly lose data, and perhaps even "lock up" your computer.
- You are using a modem to transmit data with your computer.

IF PARTNER 64 FAILS TO OPERATE ON THE SX-64 PORTABLE COMPUTER:

- Connect a serial cable to it and try again.

IF YOUR PRINT-OUTS CONTAIN GRAPHICS AND/OR ALL CAPITAL LETTERS:

Certain interfaces have lock modes, which means that they might not accept your entry for secondary address in the "Setup" menu item. Your software program may also activate this lock mode. After you set up your configuration, try to print information from PARTNER. If your printout looks strange to you, you can override this lock mode by using the "Normal ASCII?" option on the "Setup" screen. Just reverse the selection for this option (if it is set for Y, press **N**, and vice versa), and press **⌘ S** to save your new setting. Then try printing again. The printout should be correct.

IF YOU LOAD A UTILITY THAT YOU HAVE CREATED, BE AWARE THAT:

- The available text space in the appointment calendar, memo pad, and address list will be reduced when you load a utility. You will not be able to load a full file into the appointment calendar. Instead, you will see an OUT OF MEMORY message. If you attempt to load a full file into the memo pad or address list, the end of the file will not be loaded because there will be no space to display it. You will not lose that information permanently, however, unless you resave this reduced file on your data disk.
- If you load a utility that is too large for the available space in PARTNER, you will see an OUT OF MEMORY message.

Pre-Call Checklist

Before You Call . . .

1. Have you investigated your manual thoroughly (Troubleshooting and the Index) for the answer to your question?
2. Has the problem ever appeared before? What procedure did you use to produce the problem, and can you reproduce the situation repeatedly? Have you tried reproducing the problem with hardware other than your own?
3. Are you using any additional equipment with your system, such as memory expansion? If so, disconnect the additional hardware and try to repeat the problem. If not, did you change your hardware or software configurations before you first experienced the problem?

4. If the problem is related to printing, have you checked your printer manual or contacted your printer manufacturer for the answer? Have you read your interface manual or contacted your interface manufacturer?
5. Have you returned your Registration Card to Timeworks?

If You Call . . .

1. Please tell us which Timeworks product you are calling about. Also, what is the version number? (For example, PARTNER version 1.0) You will find the version number on PARTNER's main menu.
2. What system are you using – not just the computer name and model (Commodore 64), but also the make and model of all your peripheral equipment: printer, modem, etcetera.
3. Please have your user's manual with you when you call, and keep your manual and any other pertinent materials by the phone in case we need to call you back.










If You Write . . .

Include a phone number where you can be reached during the day.

5 FACTS AT YOUR FINGERTIPS









“Menu” Keys

All of the following keys are ACTIVE ONLY IN PARTNER'S MENU. (Remember: Press the  key to call up the menu.)

-  **D** Disables Swiftload until computer is turned off.
-  **O** Overrides NO DISK ACCESS message (see warning on page 8.)
-  **L** Loads a PARTNER utility.
-  **R** Runs a PARTNER utility.
-  **Q** Ends your software program without harming PARTNER
-  **H** Hangs up the modem.
-  **A** Turns sound off in background program. May interfere with some programs.
-  **S** Loads the setup, without going through the setup menu.
-  **G** Loads GEOS.

The Appointment Calendar

The Monthly Display

-  Moves the cursor to the next monthly display.
-  Moves the cursor to the previous monthly display.
-  **F2** Moves the cursor forward six months.
-  **F8** Moves the cursor backward six months.
-  **F1** Calls up the disk directory.
-  **F3** Loads calendar information.
-  **F5** Saves calendar information.
-  **F7** Prints calendar information.

The Daily Display



Move the cursor around the display.

 **CLR/HOME** Moves the cursor to the top of the display.

 **INST/DEL** Deletes text.

 **SHIFT**

 **INST/DEL** Inserts character to the left of the cursor.

 **F1** Inserts a line in the box that contains cursor.

 **F3** Deletes a line from the box that contains cursor.

 **F1** Transfers the previous day's information to the current day.

 **C** Clears the display.

The Memo Pad

Editing Keys

Move the cursor around the display.

 **CLR/HOME** Moves the cursor to the top of the display.

 **SHIFT**

 **CLR/HOME** Moves the cursor to the end of text

 **INST/DEL** Deletes the text to the left of the cursor.

 **SHIFT**

 **INST/DEL** Inserts a space in a line of text.

 **F1** Inserts a blank line.

 **F3** Deletes a line.

 **F** Formats text.

 **C** Clears the memo pad.

 **I** Toggles the insert mode and the word-wrap mode.

Other Memo Pad Keys

- F1** Displays the disk directory one file at a time.
- F2** Searches for memo information
- F3** Loads memo files (press \$ to view the entire disk directory at once.)
- F4** Turns the memo pad into a typewriter.
- F5** Saves memo files.
- F7** Prints memo files.

The Address List**Editing Keys See Memo Pad**

- C F1** Inserts an entire record
- C F3** Deletes an entire record
- F1** Displays the disk directory.
- F2** Performs a search.
- F3** Loads a file.
- F4** Sorts information.
- F5** Saves a file
- F6** Prints labels
- F7** Prints information.
- C** Clears the address list.
- F8** Calls up the auto-dialing function

The Phone List

- C F1** Inserts an entire record.
- C F3** Deletes an entire record.
- F1** Displays the disk directory.
- F2** Performs a search.
- F3** Loads a file.
- F4** Sorts information.
- F5** Saves a file.

- F7** Prints your phone list.
- C** Clears the address list.
- F8** Calls up the auto-dialing function

The Calculator**Operations**

- +** Addition
- Subtraction
- *** Multiplication
- /** Division
- ^** Raise to a Power
- ±** Change Sign (from positive to negative or vice versa)

Other Calculator Keys

- C** Clears the calculator entirely.
- E** Erases only the number currently in the calculator window.
- M** Stores the number currently in the calculator window in memory
- R** Recalls a number from memory
- F7** Toggles the print-to-paper on and off.
- SPACE BAR** Advances the paper in the printer.

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Personal Computer Software

Timeworks has put the **personal** in Personal Computer Software.

We have pooled creativity, technical knowledge, manufacturing expertise and conscientious quality control to bring to you the versatility and reliability demanded by the computer generation.

We have dedicated ourselves to the development of programs which meet the needs of the computer user – both functional and recreational. Each program is designed and tested with the user's needs foremost in our minds.

Timeworks' programs utilize maximum computer capacity. Our manuals are user-friendly, written in plain easy-to-follow English, and carefully edited to provide continuity and correlation with the program.

If superior design, maximum capability, effective graphics, and dependable performance are important to you, look into Timeworks' **personal** computer software.

You'll be amazed at the difference a **personal** commitment to quality can make.

For other Timeworks software see your local Timeworks dealer, or contact Timeworks, Inc., for a list of our latest software.

Timeworks, Inc.
444 Lake Cook Rd.
Deerfield, IL 60015
(312) 948-9202

	<input type="radio"/>		<input type="radio"/>
1	<input type="radio"/>	Michael Summers 335 North Delaware Chicago, IL 60640	<input type="radio"/>
2			
3	<input type="radio"/>		<input type="radio"/>
4			
5			
1	<input type="radio"/>	Sally Dolph 7214 East Touhy Chicago, IL 60622	<input type="radio"/>
2			
3	<input type="radio"/>		<input type="radio"/>
4			
5			

Experiment with different settings for this option to see what works with your labels.

NOTE: If you are going to print on continuous feed envelopes, you must enter a setting for this option. Use the above label example to figure the spacing.

- **Device #(8 – 9)** – If you are using one or two **SINGLE DISK DRIVES** with device numbers 8 and 9, use this option to tell the computer which drive will contain your **PARTNER** data disk. Move the cursor to this option and enter either 8 or 9. See your disk drive manual for more information on device numbers.
- **Drive ; (0 – 1)** – If you are using a **DUAL DISK DRIVE** with drive numbers 0 and 1, use this option to tell the computer which drive will contain your **PARTNER** data disk. Move the cursor to this option and enter either 0 or 1. See your disk drive manual for more information on device numbers.

- **ASCII (Y/N/W)** – This option affects the kind of characters that **PARTNER** uses to save or load your text. Try using the default setting of **N**. If, however, you load a file that looks odd (graphics, garbled text), try setting this option at **Y** to load in **ASCII**. To load a **WORD WRITER** file, set this option at **“W.”**

HINT: You can use this option to convert text back and forth among **ASCII**, **PETASCII**, and **Word Writer** characters. Simply set this option for the type of characters you are loading. Load the file. Then change the **ASCII** option to the other setting and resave your file.

- **Modem Setup** – (If you are not using a modem, skip to step 3.) To complete the modem setup you must first know what type of modem you have. If you don't know, consult your modem manual.

IF YOUR MODEM IS . . .	SET OPTION TO:
Commodore 1650 or compatible	C
Commodore 1660 (Modem 300)	M
Commodore 1670 or Hayes compatible (300 baud)	H0ATZ ↑ ATDT
Commodore 1670 or Hayes compatible (1200 baud)	H1ATZ ↑ ATDT

Note that the **↑** command is sent to the modem as a carriage return. See your modem manual for more information on auto-dialing capability.

- When you have finished setting your parameters, press **F5** to save your settings on your PARTNER data disk. Whenever you use PARTNER, you can configure your system by calling up the "Setup" menu item, placing your data disk in the disk drive (drive 8), and pressing **F3** to load your settings.

Press **■** to return to the PARTNER menu. (You can return to the "Setup" option at any time to modify settings.) To load the options you have just set up, press **Ctrl S**.

3 USING PARTNER

Now let's look at each of PARTNER's accessories. All of these features are available to you through the PARTNER menu, which you can call up by pressing the cartridge button. To select a menu option, just press the number that appears next to that option on the menu.

The Appointment Calendar

PARTNER contains a calendar that helps you keep track of all of your appointments and a "things to do" list for every day. To use the calendar, select option 1 on the PARTNER menu. A calendar for January 1987 will appear on your display, and the first day of the month will be highlighted.

January 1987						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<F1> Directory	+ / - /F3/F6 Select month
<F3> Load	CRSR Select day
<F5> Save	RETURN Edit day
<F7> Print	<←> Menu

Entering Information for a Calendar Day

Before you can enter information for your calendar, you must tell the computer which month and day you want to view. Use the following keys to select a month.

- Moves the cursor to the next month.
- ← Moves the cursor to the previous month.
- F2 Moves the cursor forward six months.
- F8 Moves the cursor backward six months.

NOTE PARTNER contains a calendar for every month from January 1987 through December 2099.

After you select a month, use the cursor keys to move the highlight to a particular day. Press **RETURN**. The Daily Detail display will appear on your screen.

Thursday, January 1, 1987

Key Tasks

1. Meet boss

2. Finance meeting

3.

4.

5.

To Do List

1. Deposit payment

2.

3.

4.

5.

Time	Appointments
1. 10:38	Meet with loan officer
2.	
3.	
4.	
5.	
6.	

< F1 > Transfer previous day

< ← > Back to calendar

This display consists of three areas.

1. **Key Tasks** – At the top of the Daily Detail display is an area where you can enter your goals for this day. Enter each task on a separate line and press **RETURN**.
2. **To Do List** – Here is where you will enter your errands and calls to make for the day.
3. **Appointments and Time** – Enter your appointments for the day in this section of the display. Enter the time of the appointment under the word "Time", and enter any other information under the word "Appointments."

Use the following keys to edit your calendar entries:

F1 Transfers the previous day's information. When you press **F1**, all of the information from the most recent day that contains information will be transferred to the current day's display. For example, let's say you enter information for January 18 and then move on to January 22 without entering anything for the 19th, 20th, or 21st. When you reach January 22 and press **F1**, the computer will pull up the information from January 18. **YOU WILL NOT BE ABLE TO TRANSFER INFORMATION FROM ONE MONTH TO ANOTHER. FOR EXAMPLE, YOU WOULD NOT BE ABLE TO TRANSFER INFORMATION FROM JANUARY 31 TO FEBRUARY 1.**

WARNING: All information from your current Daily Display will be erased if you transfer data from the previous day.



Move the cursor around the display.

INST/DEL Works like a backspace key, erasing text at the left of the cursor pulling remaining text to the right or adding text. This key is at the upper right corner of your keyboard.

SHIFT INST/DEL Inserts a space in a line of text.

⌘ F1 Inserts a line in the box that contains the cursor.

⌘ F3 Deletes a line from the box that contains the cursor.

⏪ Returns you to the monthly calendar.

When you have finished entering information in the Daily Detail display, press **⏪** to return to the Monthly Calendar display. There you will see an asterisk for the day with which you just worked.

Viewing the Disk Directory

The appointment calendar includes a feature that allows you to view the names of the files on your data disk. Just place your data disk in the disk drive. Then press **F1**. File names will appear one at a time at the bottom of your screen. Keep pressing **F1** to view all of the files on your disk.

Saving and Loading Calendar Information

NOTE: Before attempting to save calendar information, be sure that your PARTNER data disk (not a disk from another program) is in the disk drive. After saving or loading PARTNER information, you may replace your PARTNER data disk in the drive with your other program's disk.

To save calendar information on your PARTNER data disk, press **F5** and then **Y**, and the information for the month currently in the computer will be saved on your data disk.

To load information for a month from your PARTNER data disk, use the **⏪** and **⏩** keys, **F2**, and **F8** to select the month. Press **F3** and then **Y**, and the information for that month will be loaded into your computer. (REMEMBER that loading a file into the computer will erase whatever month is currently in the computer.) When you select a day from that month, the stored information will appear in the Daily Detail display.

NOTE: You will be able to work with only one month at a time. If you move from one month to another, you will be warned to save your information on your data disk.

Printing Calendar Informations

NOTE: Before printing your calendar information, be sure you have set up your hardware to work with PARTNER (see Chapter 2 of this manual.)

PARTNER allows you to print out your calendar information for a particular day, week, or month, or you can print the entire calendar display for a month. Just press **F7**. You will then be asked to select a printout type.

- Press **C** to print the Monthly Calendar display, including the asterisks that show which days contain information.
- Press **D** to print the Daily Detail information for the day that is currently highlighted.
- Press **W** to print the Daily Detail information for all seven days in the week that contains the highlighted day on your calendar. For example, if the highlighted day is a Wednesday, you will see information for the entire week (Sunday through Saturday) that contains that Wednesday. If the week began in a previous month or ends in the next month, only that part of the week that appears in the current month will be printed.
- Press **M** to print the Daily Detail information for every day of the month that is currently shown on your display.

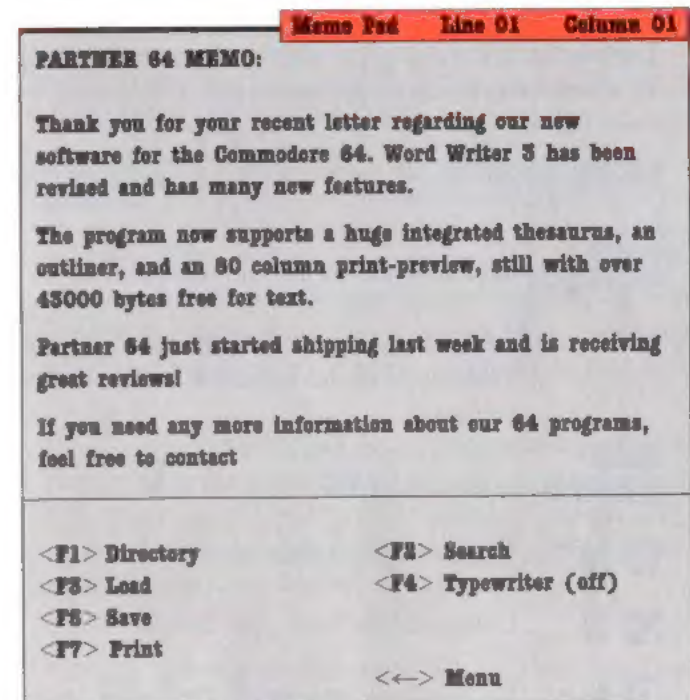
After the printer has finished, press **ESC** to return to the menu.

The Memo Pad

PARTNER's memo pad is a simple word processor which allows you to store information on a data disk and recall it and print it any time you use PARTNER.

HINT: Use the memo pad to create help screens for the programs that you run with PARTNER. Type in the information on a program's functions and features, and save it on your PARTNER data disk. Then call up this information whenever you use your software program.

Select **2** on PARTNER's menu, and the memo pad will appear. Below is a sample memo.



The memo pad consists of three areas:

1. At the top of the display are two counters that tell you the line and column where the cursor is currently located.
2. The large middle area is the text area. This is where you enter information into the memo pad. As you type in text, you will notice that when you reach the end of a line your text will “wrap” around to the next line. You will also see the screen scroll when you reach the bottom. Use the up and down cursor keys to scroll the screen and view your text.
3. The bottom of the memo pad display shows you the function keys that are available in the memo pad. Let's take a look at these keys.

CLR/HOME Moves the cursor to the top of the display.

SHIFT

CLR/HOME Moves cursor to the end of your text.

ESC Returns you to the previous screen or menu. This key is at the upper left corner of your keyboard.

SHIFT

INST/DEL Inserts a space in a line of text.

CG F1 Inserts a line in your text.

CG F3 Deletes a line from your text.

CG F Formats your paragraph, realigning your margins.

CG C Clears the memo pad display.

CG I Toggles on the insert mode.

Viewing the Disk Directory

The memo pad includes a feature that allows you to view the names of the files on your data disk. Just place your data disk in the disk drive and use one of these methods to view the disk directory.

NOTE: If you use method 1 (below) to view the disk directory, you will erase all text that is currently in the memo pad. Be sure that you have saved your text on disk before viewing the directory.

1. To view the entire directory of your disk at once, press **F3**. You will see the characters “MEMO.” on your screen and you will be asked to enter a file name. Type **S** and press **RETURN**. The directory of your data disk will appear on the memo pad. To clear your screen after viewing the directory, press the **CG** and **C** keys and follow the prompts. If you want to print out your directory, it will print in two columns. In order to print as one column, enter a **I** at the beginning and end of the directory in order to turn off the format option.

NOTE: To prevent PRINT memo from altering your margins, place a **I** (next to the **RESTORE** key) in column 1 of the line above the text you want to protect. Place another **I** in column 1 of the line below this text. This second arrow will turn the formatting feature on again.

2. You can view the directory one file at a time, and you can then load a file from the directory. Just press **F1**. The name, type, and size of the first file on your data disk will appear at the bottom of your display. To load this file into the memo pad, press **RETURN**. (REMEMBER that loading a file into the memo pad will erase whatever text is in the memo pad.) To move on to the next file instead, press **F1** again.

Saving and Loading Memo Files

NOTE: Before attempting to save a PARTNER memo, be sure that you have placed your PARTNER data disk (not a disk from another program) in the disk drive. After saving or loading PARTNER information, you may replace your PARTNER data disk in the drive with another program's disk. Remember, data will be saved and loaded according to the type you specified in your setup: ASCII, PETASCII or Word Writer. If calling up the data file gets you an unusable text, reload it in the appropriate type.

To save a memo, press **F5**. You will see a prompt asking for a file name for your memo, and the file name prefix MEMO. will also appear on your screen. Just type in your file name, and MEMO. will be saved as part of that file name. To enter a file name without this prefix, use the **INST/DEL** key to erase the prefix, and enter your file name.

To load a memo, press **F3** and follow the prompts on your display. (You can also load a file from the disk directory. See page 23 for more information.)

Searching for Information in a Memo

To search for specific information in your memo pad, press **F2**. Then enter the word or characters for which you want to search. The search will begin from the current cursor location, and the cursor will move to the first occurrence of the word you indicated. You can then edit your text.

NOTE: To perform a search on your entire memo (not just from the cursor location), press **CLR/HOME** before pressing **F2** to begin the search.

After editing text, you can continue your search by pressing **F2**. The characters you last searched for will appear in the prompt area at the bottom of your screen. To search for these same characters, press **RETURN** only. To search for other characters instead, enter the new characters and press **RETURN**. The computer will repeat the searching process.

Printing Your Memo Pad Information

NOTE: Before printing your memo pad text, be sure you have set up your hardware to work with PARTNER (see Chapter 2 of this manual.) Also, if you want to print in a special type face, move on to "SwiftDOS/Printer Commands", later in this chapter, to enter printer codes for that type face.

To print your memo pad information on your printer, press **F7**. The printer will begin printing text from the current cursor location to the bottom of the memo. When the printer has finished, press **ESC** to return to PARTNER's menu.

Using the Memo Pad as a Typewriter

PARTNER can turn the memo pad into a typewriter. Just press **F4**, and the word "off" next to the word "Typewriter" at the bottom of your display will change to "on." Begin typing your text. Every time you press **RETURN**, the printer will print the entire line where the cursor is located (regardless of whether you pressed **RETURN** at the end of the line or in the middle of the line.) To turn off this feature, press **F4** again.

NOTE: If you edit text with the typewriter function on, your printer will print a line every time the word wrap feature wraps text to the next line.

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