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TURBOCAT™

Revision 6.5

Users Guide Addendum

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TurboCAT™ was conceived of and developed as a result of the collaborative efforts of many talented people; both Cheetah International' employees and customers. Our thanks go to everyone whose hard work and dedication makes *TurboCAT™* possible.

The logo for TurboCAT, featuring the word "TURBOCAT" in a stylized, italicized serif font. A horizontal line with a red-to-white gradient passes through the middle of the letters. The letters "T", "C", and "A" have a vertical line extending upwards from their top.

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hardware product with this "Windows Only" limitation if you intend to use it with *TurboCAT*. Additionally, because some of these products are not labeled, it is recommended that you make sure any computer peripheral you buy has a return policy that will allow you to try out the product to ensure it works with your *TurboCAT* software.

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Multi-Page Print for DOS.

To set up Multi-Page to print your files, press [ALT+Q] to open the Quick Setup menu to specify your Page Layout, Font Preferences, Headers Footers, Printer Job Control and File Description. You will most likely only need to do this once, unless you change the format of your Multi-Page printing often.

To learn more about all of the options in Multi-Page, you can press the [F1] key on any screen to get help with the options on that screen.

The Icon Properties in Windows

When you install TurboCAT 6.5, an icon is created on your desktop for easy access to the program. The default settings in the properties of this icon may or may not be correct for your computer's Windows operating system.

If any problems are experienced while running TurboCAT 6.5 from this icon, please call our hotline at 1-800-869-6986 and our technical support staff can help configure the icon for your computer.

Instructions for configuring the icon are in the "README.TXT" file in the Cheetah directory.

Important Information if You Plan to Upgrade Your Computer Hardware

TurboCAT is DOS-based software. It can be easily configured to operate under both the MS-Windows 3.1 and Windows 95/98 operating systems, however it isn't designed as a native Windows application. For this reason, computer hardware products that are designed for "Windows Only" may not operate properly with *TurboCAT*.

Several brands of modems and printers with this limitation are available and advertise it somewhere on their packaging. Unfortunately, there are some computer hardware products on the market that also have, but do not indicate, this compatibility limitation.

Cheetah International strongly recommends that you not purchase any

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Updating your Software to Revision 6.5

TurboCAT 6.5 comes on one CD, simplifying the installation process greatly. No more diskettes to swap in and out, and the CD format is much more durable as well.

Place the TurboCAT installation CD into your computer and the installation process will automatically begin. When the installation window appears, click the **[Install TurboCAT 6.5]** button to start and follow the instructions on the screen.

If for some reason the install does not automatically start when you insert the CD, left click the windows **[Start]** menu button on your screen, then left click **[Run]**. Type **“X:\SETUP”** (X: being the drive letter of the CD-ROM), then left click **[Okay]** button and follow the instructions on the screen.

The install program will now copy the required files to your hard drive. When it finishes, a prompt will tell you **“The setup program for TurboCAT will now be run....”** press **[Space]**.

You will be prompted to enter a “work directory” name. Most people use their first name in this case. When you have entered a name, press **[Enter]**.

When the Install says that setting the work directory is complete, press **[Space]**.

You will now be asked for an auto-start option. Press **[I]** to have a *TurboCAT*[™] icon installed on your Windows Desktop. Or **[Esc]** to continue without making any changes to your configuration.

Press **[E]** to exit the install program. You do not need to reboot the computer. You should find yourself back at your Windows desktop, with TurboCAT fully installed and ready to run!

During the installation process, a program named Quick-Lookup is installed. This program is designed to make it quick and easy for you to access the Webster’s English/Spanish Dictionary and the Gilbert’s Legal Dictionary by placing buttons for them on your desktop that looks like this:



your computer, you can disable it by using the following procedure:

- 1 – Click Start
- 2 – Click Settings
- 3 – Click Taskbar and Start Menu
- 4 – At the top, click the Start Menu Programs tab
- 5 – Click Remove
- 6 – Scroll down, find the folder named Startup. Double click it.
- 7 – Click once on Quick-Lookup
- 8 – Click Remove
- 9 – Click Close
- 10 – Click Okay

Quick-Lookup will no longer start automatically. You can always activate it when needed by left clicking, **[Start | Programs | TurboCAT 6.5 for DOS | Quick Lookup]**.

The Stedman’s Electronic Medical Dictionary

The Stedman’s Electronic Medical Dictionary is available separately and is not included in the TurboCAT installation. However, when installed, you may open it from within TurboCAT by pressing the **[F11]** key.

For pricing or to purchase the Stedman’s Electronic Medical Dictionary, call Stedman’s at 1-800-638-3030, or visit their website at www.stedmans.com.

Using Multi-Page

Multi-Page is condensing and indexing software that allows you to open an ASCII file and print multiple pages in a wide variety of formats on a single printed page. The setup process consists of telling Multi-page the name of the file, the text to print for the header, the format the job is to be printed in, the pages to be printed, the type of printer being used, etc.

At the top of the main screen, you’ll notice the words:

File Options Printer Indexing Utility

You can access any of these menus by using your mouse to left click or by pressing **[ALT]** plus the highlighted letter in each menu. For example: the “FILE” menu is accessed by pressing **[ALT+F]**.

To start Multi-Page, left click **[Start | Programs | TurboCAT 6.5 for**

You can use ZIPKEY to automatically insert City, State, Zip, and Area Code information into your text. First position the cursor where you wish the information to go, and then press the **[Ins]** key to go into insert mode. Next press the **[F12]** key to open the ZIPKEY program in TurboCAT. **NOTE:** You **MUST** be in the **Insert mode** for ZIPKEY to function correctly!

There are three ways when using ZIPKEY to find Zip Codes, City, State, and Area Codes

Enter a Zip Code to find the city, state and area codes associated with it.

Enter the 2letter state abbreviation followed by the city name or area code to find a zip code.

Enter a “?” first to do a city-only search.

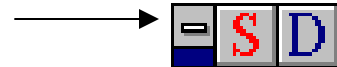
With the city-only search, the ZIPKEY program will find all cities by the name you enter, allowing you to scroll through them using the arrow keys to find the one you are looking for. For example, if you enter the city name, “Phoenix”, it would return Phoenix, AZ – Phoenix, NY – Phoenix, MD – Phoenix, OR and Phoenixville, PA. Whichever city you choose, the local zip codes, area codes, and the current time in that city are displayed.

Once you have the information you want, press **[Enter]** and the city, state and zip code information will be inserted into your text file.

Disabling the Quick-Lookup feature

During the installation process, a program named Quick-Lookup is installed. This program is designed to make it quick and easy for you to access the Webster’s English/Spanish Dictionary and the Gilbert’s Legal Dictionary by placing buttons for them on your desktop.

You can close Quick-Lookup by left clicking



and then, left click on the “Close” option.

The next time you start your computer, the Quick-Lookup feature will restart itself.

If you want to disable Quick-Lookup from starting every time you turn

Left click on one of the three buttons to:



The Random House Webster's Dictionary and Thesaurus

The integration of the Random House Webster’s Dictionary with TurboCAT allows you to look up definitions and alternate words from within the TurboCAT program or Windows.

Using the Dictionary or Thesaurus in TurboCAT

To look up a word while in TurboCAT, highlight the word in your document and press the keys **[Ctrl+Shift+L]**. This will open the Dictionary and give you the definition of the word you have highlighted. To find alternates for the selected word with the Thesaurus, press **[F3]**.

You can also press **[S]** from this screen to open the Search menu where you can search for definitions, wildcards and anagrams. Searching for a definition from this menu is the same as searching from the Dictionary menu. Using the wildcard feature, you can substitute the “?” for a single letter or the “*” for multiple letters to replace unknown character(s). For example, if you were searching for the word “waterfall”, you could type in “**wa*fall**” and the dictionary will find any words that might include any letters that appear between wa and fall. In this case it would find only the word “waterfall.” If you did the same thing with “**doo***”, it would find all words that start with doo, such as door, doom, doodle, etc...

The anagram feature will take the letters of whatever word you enter, and try to find other words that include the same letters. For example, if you entered “face” it would return “café” as an anagram.

The History menu can be accessed by pressing **[H]** from the definition or

thesaurus screens. This menu lists all words you have searched for in either the dictionary or thesaurus. Highlight any word that appears in the History menu and press **[Enter]** to find the definition for that word.

To exit the Random House Webster's Dictionary and return to TurboCAT, press **[ESC]** until it returns you to TurboCAT, or press **[Q]** for quit.

Using the Dictionary or Thesaurus in Windows

You can also activate and use Random House Webster's Dictionary from Windows by left clicking **[Start | Programs | TurboCAT 6.5 for DOS | English Dictionary]**. To move between the dictionary and thesaurus, left click the Thesaurus button to go from the dictionary definition window to the thesaurus window. Using the program like this, you aren't actually using it with TurboCAT, but it is a handy feature to use with your word processing and email programs.

For more help using the Random House Webster's Dictionary from Windows, left click the **"Help"** menu, then choose **"Help index."**

Using the Webster's English/Spanish Dictionary

The Webster's English/Spanish Dictionary can only be accessed through Windows and does not directly interact with TurboCAT.

You can open The Webster's English/Spanish Dictionary by left clicking **[Start | Programs | TurboCAT 6.5 for DOS | English Spanish Dictionary]**. When open a window will appear with the following toolbar:



Select either of the following buttons.



Left click on the **"E"** to show a list of English words. Left click a word and the window to the right will show the Spanish equivalent.

Left click on the **"S"** to show a list of Spanish words. Left click a word

and the window to the right will show the English equivalent.

In either mode, you can click in the Search window and enter the specific word you are looking for.

For more help using the Webster's English/Spanish Dictionary, click **Help**, and then select **Contents** from within the program.

Using Gilbert's Legal Dictionary

Like the English/Spanish dictionary, the Gilbert's Legal Dictionary is available for use through Windows only. To use the Gilbert's Legal Dictionary, click **[Start | Programs | TurboCAT 6.5 for DOS | Legal Dictionary]**.

Once open, left click in the **"Search"** window and type in a legal term. The window to the right will display the definition of the legal term.

In addition to supplying you with legal definitions, the Gilbert's Legal Dictionary also contains useful documents such as:

- Declaration of Independence**
- The U.S. Constitution**
- Periodical Abbreviations**
- Abbreviations of Governmental Agencies and Departments**
- Opinion and Sample Case Brief(s)**
- Common Legal Abbreviations/Law School Shorthand**
- Common Latin and French Terms in Law**

You may access all of these by left clicking on the **"Appendices menu"**, and then left clicking on the option of your choice.

For more help on using the Gilbert's Legal Dictionary, left click the **"Help"** menu, and then **"Contents."**

Using the Directory of US Zip Codes in TurboCAT

While editing in a TurboCAT file, you may at anytime press the **[F12]** key, which will open the ZIPKEY program.