

600 Ericksen Avenue NE, Suite 300
Bainbridge Island, WA 98110

October 29, 2001

Elizabeth Smith
Best Writing and Graphics, Inc.
1234 Any Street
Chicago, IL 60613

Subject: Scientific WorkPlace

Dear Elizabeth,

Here is the information you requested about our products. Scientific WorkPlace and Scientific Word make writing and doing mathematics easier than you ever imagined possible. The Gold Standard for mathematical publishing since 1992, these scientific word processors increase your productivity because they are easy to learn and use. You can compose and edit your documents directly on the screen, without being forced to think in a programming language. A simple click of a button allows you to typeset your document in LaTeX. This lets you concentrate on writing a correct paper, while our software ensures it is a beautiful one. Scientific WorkPlace and Scientific Word enable both professional and support staff to produce stunning results quickly and easily, without having to know TeX or LaTeX.

Getting Started with Scientific WorkPlace, Scientific Word, and Scientific Notebook describes how to install and activate these three products, and how to get started creating your own documents. The chapters cover installation; creating, revising, saving, and printing a simple document. Additional chapters cover how to enter text and mathematics, format using tags, preview and print, using hyperlinks, and customize the program. Additionally, the manual describes how to compute and plot with the integrated computer algebra system in Scientific WorkPlace and Scientific Notebook. Final chapters address how to typeset your documents and how to take advantage of automatic numbering, indexing, and cross-referencing in Scientific WorkPlace and Scientific Word, and how to get help when you need it.

Creating Documents with Scientific WorkPlace and Scientific Word is organized by tasks, giving step-by-step instructions for completing both simple and more advanced user tasks. It begins with the basic word processing tasks required for nearly every document: opening, saving, and closing documents; entering and editing text and mathematics; previewing and printing when you typeset a document and when you don't; and formatting documents. The second half explains more advanced tasks, including using graphics and tables, structuring documents for LaTeX typesetting and for online use, managing documents with the Document Manager, and customizing your installation. A full index simplifies finding the information you need.

To: Elizabeth Smith

October 29, 2001

Page: 2

Doing Mathematics with Scientific WorkPlace and Scientific Notebook describes how to use the built-in computer algebra system to do a wide range of mathematics without dealing directly with the syntax of the computer algebra system. This book is organized around the undergraduate mathematics curriculum for ease of use by beginners through professionals. Chapters 1–5 give you basic procedures for using the system, illustrated with material from the standard precalculus courses. Chapter 6 provides examples and instructions for creating graphs of curves and surfaces. Chapters 7–12 provide procedures for using the system for problems in analytic geometry and calculus, linear algebra, vector analysis, differential equations, statistics, and applied modern algebra. The manual includes exercises and sample solutions to help you practice the ideas presented and to suggest possibilities to explore beyond those covered in the manual.

Best regards,

Barry MacKichan
President

cc: John, Jack, George

encl: Sample documents