pfs: write

user's manual

for Tandy Model 2000 Personal Computers

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preface

This manual explains how to use the PFS:WRITE program to help you prepare documents of all different kinds. If you are not familiar with the general operation of your computer system, read through your operations manual before beginning.

To use WRITE, you need a Tandy Model 2000 Personal Computer with 256K, a printer, the PFS:WRITE diskette, and a supply of blank, formatted diskettes (or a hard disk).

This manual provides step-by-step instructions on how to use each of WRITE's features. Examples are included to illustrate these features, and each chapter has a summary. The best way to learn WRITE is to read through the chapters, using your own computer to follow along with the examples. The appendices include information on error messages and recovery, a quick reference guide, how to set up WRITE for a particular printer, and installing WRITE on a hard disk.

If you have not already done so, please fill out and return the User Group Enrollment Card. Enrollment in this group entitles you to receive product update information, new product announcements, and tips on using the PFS Family of Software.

Protecting Your PFS:WRITE Documents

By the time you have typed and/or edited a group of documents, you may have invested a lot of time. To protect that investment from such problems as disk failure, a power outage, or an inadvertent error such as writing over a document you need to keep, follow the guidelines below:

1. Use only high-quality, double density diskettes.

2. Always keep at least one extra, or "backup" copy, of each diskette that contains important documents.

3. Handle your diskettes carefully. Store them away from heat, sunlight, and devices with strong magnetic fields (TVs, diskette drives, etc.).

Recommended Backup Procedure

1. Save your documents on diskette or hard disk on a regular basis. A good rule-of-thumb is to stop and save at least every half hour, so that you could never lose more than half an hour's work.

2. If you store your documents on diskette, use the MS-DOS DISKCOPY command to make a backup copy of the diskette at least once a week. Update that backup copy whenever you make significant changes to one or more documents.

3. If you store your documents on a hard disk, use the MS-DOS DISKCOPY command once a week to copy the documents onto diskette. Or use the BACKUP command to copy all of the files stored on the hard disk.

4. If you encounter problems with a document or get an I/O ERROR message, discard the diskette at once and use the backup diskette. If the problem recurs with the backup diskette, ask your computer dealer for help.

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I. *introduction*

What is PFS:WRITE?

PFS:WRITE is a computer program that you can use to prepare, print, and store the documents you need in your daily work or personal life. It produces all kinds of documents—interoffice memos, letters, articles, financial tables, reports, even books. WRITE is integrated with the other programs in the PFS Family of Software, enabling you to use addresses, for instance, from data files produced by PFS:FILE, or to print a chart created by PFS:GRAPH as part of your WRITE document. Yet WRITE is so easy to learn that you can actually be producing documents in just a few minutes.

WRITE operates much like a standard typewriter, but with many improvements. When you begin a document, an image appears on the screen that shows the top and side boundaries of a piece of paper. The margins are set for a standard page width and length. All you have to do is begin typing your document.

You don't need to worry about reaching the end of the line or the bottom of the page—WRITE automatically moves to the next line when at the end of a line, and to the next page when at the end of the page. Best of all, if you make a mistake you just back up and type over it, or change it using one of WRITE's many editing functions. Thus, you can produce error-free documents in less time than it would take you with a typewriter—and with considerably less frustration.

Here are some sample documents you might produce with WRITE:

A Business Letter

Maul Charter Trips
11800 Lahaina Blvd.
Lahaina, HI 23680

October 6, 1984

Mr. and Mrs. William Anthony
2119 Dixon Drive So.
Renton, WA 98055

Dear Mr. and Mrs. Anthony:

Enclosed are your tickets for your charter flight to Maul the
second week of January. You will find vouchers for your
condominium and car rental in the folder with the airplane
tickets.

I am also enclosing a brochure and price list for tours,
excursions, and sports instruction available on Maul itself.
Please let me know, either before or after you arrive, if you
would like to book any of these activities.

We hope you will enjoy your trip to our beautiful island.

Very truly yours,

Carolyn Jones
Booking Agent

A Financial Report

1984 Sales Statistics

Package	Target	Actual
Maul Fun Flights	0	1,457,000
Three-Island Tour	900,000	1,115,000
Museum Tour	125,000	147,000
Charter Fishing	200,000	315,000
Snorkeling	150,000	144,000
Reef Diving	130,000	167,000
Diving for Beginners	175,000	92,000
Sail Away Adventure	100,000	350,000
Surfing Lessons	75,000	92,000

A Journal Article

Word Processors and the Common Cold

ABSTRACT: This article describes the research results of the project funded by the National Science Officials to document the well-known relationship between the use of word processors and frequency and intensity of the common cold.

The authors recount their double-blind experiments with managers and professionals in the aircraft industry. A highly-significant relationship was found: those using word processors (and other productivity tools, the authors claim) were found to have colds less frequently, and in lesser intensity than comparable employees not using word processors.

BACKGROUND: In 1976, when stand-alone word processors began to be used en masse within many large corporations, a disturbing fact seemed to surface: absenteeism rose noticeably. The reasons cited for absences, more and more, were cold and flu-related viruses. As productivity dropped to unheard-of lows, management began to suspect a health-related effect from the new technology.

Scientists, when asked to investigate, noticed at once that the new equipment was not the only change in the working environment--typically, secretarial help had been moved from individual offices around the corporation and gathered into a centralized location--the dreaded "typing pool". It was in these areas that the highest absenteeism occurred, and not surprisingly, the word processor was always reported as the culprit. However, word processors

Rader/Watson   Page 1

Word Processors and the Common Cold

were occasionally kept in the original office, and no increased absenteeism occurred there.

But the most notable phenomenon was that when secretarial help was not available, managers and professionals learned how to use the equipment themselves, and they not only did not suffer increased absenteeism, but were found increasingly to be working before and after hours, when they could produce their own documents. The long term result was a lessened absenteeism among managers, and those questioned claimed that their improved attendance was due to a heightened resistance to the common cold virus, which they all attributed to their proximity to the word processing machine.

In the early 1980's, as stand-alone word processors were joined by word processing programs on personal computers, the phenomenon was even more marked. Personal computers were bought in large numbers for the manager or professional worker, and they tended to make heavy use of word processing packages. Again, a strong relationship surfaced between excellent attendance and amount of word processing use. GRR Labs was commissioned by several prominent computer manufacturers (QTM, Banana, and Kitagawa) to conduct a five-year experiment in this area. The following pages report our findings.

THE CONTROL GROUP . . . .

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When you produce documents such as these, what you see on the screen is, in most cases, exactly what you will get when you print the document. Thus, it is easy to control the way the printed copy looks.

Getting Started with PFS:WRITE

What You Need to Use WRITE

To use WRITE, you need the following equipment:

- a Tandy Model 2000 Personal Computer with 256K of memory

- an 80-column video monitor, properly connected to your computer

- a Tandy DMP Series printer or Tandy Daisy Wheel printer

- the PFS:WRITE package which includes

    — the PFS:WRITE program diskette

    — a spare copy of the program diskette
      Note: You cannot make a backup copy of the program using the
      MS-DOS DISKCOPY or COPY commands. Instead, this copy is
      provided in case something happens to damage your original
      program diskette. Store it in a safe place.

- several blank, high-quality, formatted diskettes or a formatted hard disk
  on which to store documents.

Setting Up WRITE for Your Printer

WRITE comes preset to work with any of the Tandy DMP Series (dot
matrix) printers. To use a Tandy Daisy Wheel printer or any other model
printer, you will need to run the SETUP program provided on the WRITE
program disk before using WRITE. See Appendix C for instructions on how
to use SETUP.

Copying the Sample Documents

The WRITE program diskette contains several sample documents that you
can practice on as you follow the examples in this manual. Before you
start, we recommend that you copy these sample documents onto a
formatted diskette (or hard disk). That way, you can practice using WRITE
on the copy and leave intact the original sample documents. Then someone
else can also learn WRITE at a later time by following the examples in this
manual.

First, load WRITE by inserting the WRITE program diskette in drive A and turning on the computer. When requested, enter the date and time. WRITE will automatically load and display its Main Menu. Type 6 and press F10 to exit WRITE. Insert a formatted diskette in drive B and change the default drive by typing B: and press ENTER. (If you have a hard disk, type C: and press ENTER to change the default drive to drive C.)

A program called SAMPLE on the WRITE program diskette will automatically copy all the sample documents to the default drive. Start this copy program by typing

     A:SAMPLE

and press ENTER. When the MS-DOS prompt returns, change the default drive back to drive A by typing A:. Remove the diskette containing the copy of the sample documents and with a felt-tipped pen, label it Sampler.

Starting the WRITE Program

You can now load the WRITE program and begin to use it. The procedure for loading the program is slightly different, depending on whether or not the computer is turned on:

— if the computer is turned off, turn it on and then insert the WRITE diskette. Next, press the RESET button located on the front panel just under the power switch. Enter the date and time when requested, and WRITE loads automatically. The red in-use light located on the disk drive lights up and you should hear the disk drive as it loads the program into memory.

— if the computer is turned on, simply exit from whatever program you are using. When the MS-DOS A> prompt appears, insert the WRITE program diskette in drive A and type

     WRITE

Press the ENTER key and WRITE loads immediately into memory.

The Main Menu appears and you are ready to use WRITE. You may now remove the WRITE program diskette from the drive.

Using WRITE with a Hard Disk

If you have a Tandy Model 2000 HD Personal Computer (which has a hard disk), you will work with the WRITE program in a slightly different way than this manual describes. This manual gives instructions assuming you have two floppy disk drives (A and B). See Appendix C for specific instructions on installing WRITE on a hard disk.

Keyboard Control Keys

As you work with WRITE and its menus, you will use several special keys:

Key	Function
F10	Continue. Tells WRITE to begin or continue with the specified function.
ESC	Escape. Use this key at any point while using WRITE to return to the WRITE Main Menu.
TAB	Tab. When filling in a menu, moves the cursor forward to the next item; when typing or editing a document, works like a typewriter Tab key. Pressing SHIFT along with TAB moves the cursor to the previous tab stop or menu item.
←	Left arrow. Moves the cursor one character to the left.
→	Right arrow. Moves the cursor one character to the right.
↑	Up arrow. Moves the cursor up one line.
↓	Down arrow. Moves the cursor down one line.
PG UP	Page up. Displays the previous screenful of text.
PG DN	Page down. Displays the following screenful of text.
HOME	Home. Returns to the beginning of the document.
END	End. Moves to the end of the document.
NUM LOCK	Number lock. Switches the numeric keypad between numbers and their alternate uses.

When you type or edit a WRITE document, the function keys at the top of the keyboard are used to initiate WRITE's many editing functions. Some of these keys are demonstrated later in this chapter and others are explained throughout the manual. Appendix B summarizes all of WRITE's control keys.

When You Need Help

Help screens are available at the touch of a key. You can view a summary of the available keystrokes when you are using the TYPE/EDIT function simply by pressing F1.

Using WRITE with MS-DOS 2.0

You can store WRITE documents on any MS-DOS compatible disk device that is properly connected to your computer. Before using a diskette or hard disk, you must format it with the MS-DOS FORMAT command. WRITE supports MS-DOS tree-structured directories.

WRITE Document Names

To the computer, WRITE documents look just like other files. The conventions for naming documents are the same as for other MS-DOS files. They can be manipulated with MS-DOS, and can co-exist on disks with other files. For a complete description of file naming, see the MS-DOS manual.

A document name typically has two components: the name of the drive on which the document is stored, and then the name of the document. For example, B:MEMO refers to the document named MEMO stored on the disk in drive B. If you use the name of the file only (for example, MEMO), WRITE assumes the document is on the diskette in the default drive (drive A unless you have changed it).

Document names can be from one to eight characters long. You can use the letters A through Z, the numbers 0 through 9, and some special characters (see the MS-DOS manual for a list of these characters). A file name can also have an optional extension of a period and one, two, or three characters. If a file name has an extension, you must always use the extension with the name when referring to that file. Some file names with extensions are:

MEMO.2-1   YEAREND.84   LETTER.JFB

WRITE also recognizes file names that contain volume labels instead of drive names, or complete pathnames that use a tree-structured directory. See your MS-DOS manual for details.

To store WRITE document files on the hard disk, specify the name of the disk or directory as part of the file name, e.g., C:BUDGET refers to the file named BUDGET on the disk named C:. If the directory has a long name, you can use the MS-DOS CHDIR (Change Directory) command before loading WRITE. CHDIR lets you set a default pathname, which can save you much time when entering a directory name.

The PFS:WRITE Main Menu

The WRITE Main Menu lists the six main functions that PFS:WRITE provides:

PFS:WRITE MAIN MENU

```
1  TYPE/EDIT      4  GET/SAVE/REMOVE

2  DEFINE PAGE    5  CLEAR

3  PRINT          6  EXIT
```

SELECTION NUMBER:

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F10-Continue

This menu appears whenever you first load PFS:WRITE, and whenever you press the ESC key. The following diagram shows how the functions on this menu work together:
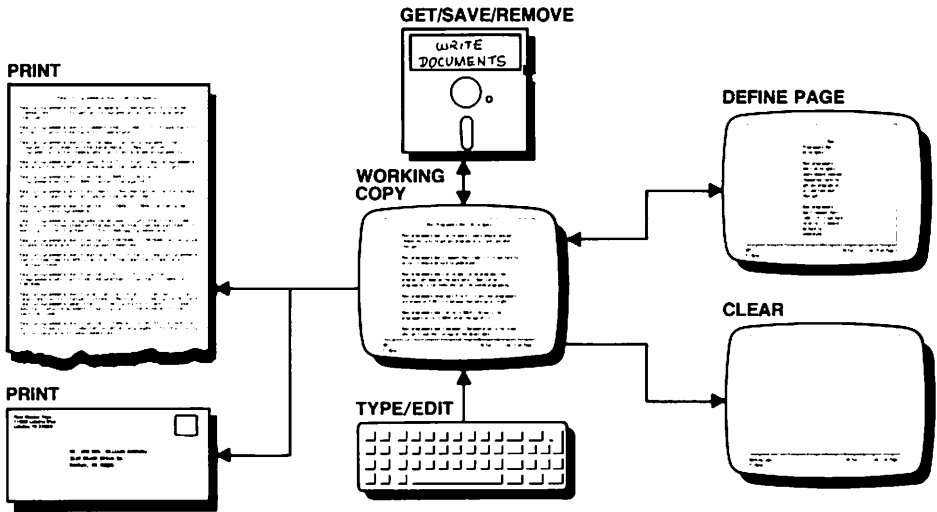
You use the TYPE/EDIT function to type a new document, or to edit an existing document. When you type a document, WRITE stores it in a temporary area in the computer's memory that we will call the working copy. When you edit a document, the changes are made to that working copy only. You can edit individual characters in the document, or you can edit a block of text by "labeling" the block and then selecting one of the editing functions. To make the document or changes permanent, you must SAVE the working copy on a disk.

The DEFINE PAGE function lets you modify the standard settings for paper size and margins, and add headings, footings, and page numbers to each printed page. If you choose PRINT, you can print the document in the working copy on a printer connected to your computer system.

The GET/SAVE/REMOVE function allows you to retrieve documents stored on disk, whether or not they were created with PFS:WRITE; store the working copy on a disk for later use; or permanently delete a document or other file from a disk. You can also get a list of all the files on any disk with this function.

CLEAR erases everything from the working copy, so that you can start a new document. EXIT lets you leave WRITE to perform MS-DOS commands or to load another program.

Experimenting with WRITE

Now that you have an idea of how PFS:WRITE works, let's experiment with some sample documents. Start the WRITE program if you have not already done so, according to the instructions given earlier. Then insert the Sampler diskette in drive B. The Main Menu should be on the screen:

```
                    PFS:WRITE MAIN MENU
                    -----------------------------------


            1  TYPE/EDIT     4  GET/SAVE/REMOVE

            2  DEFINE PAGE   5  CLEAR

            3  PRINT         6  EXIT


               SELECTION NUMBER:


                                          F10-Continue
```
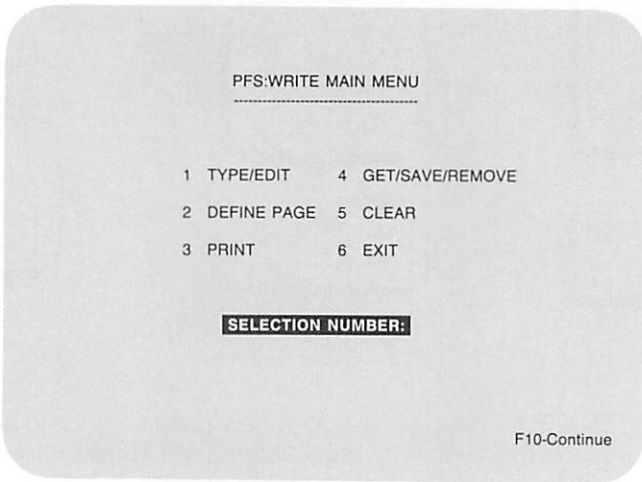
Type 4 in the Selection Number item to select the GET/SAVE/REMOVE function, and press F10 to continue. Next you see the GET/SAVE/REMOVE Menu.

```
                  GET/SAVE/REMOVE MENU


              1   GET DOCUMENT

              2   SAVE DOCUMENT

              3   REMOVE FILE


             SELECTION NUMBER:

             DIRECTORY OR FILE NAME:


                                          F10-Continue
```
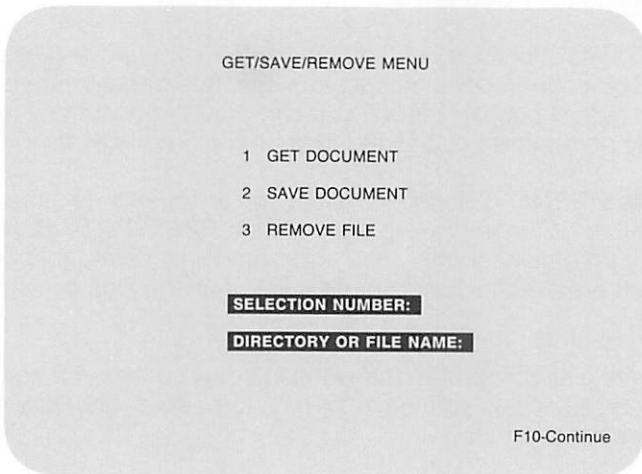
Sample 1: A Memo

Let's look at the document named MEMO first. Type 1 for the Selection Number to select the Get Document item. Then press the TAB key to move the cursor to the Directory or File Name item and type B:MEMO. Press F10 to continue. WRITE retrieves the document from the Sampler diskette in drive B and displays the first lines of it on the screen:

```
To:      John Leader          Date:   Sept 30, 1983
         President

From:    Carolyn Jones
         Marketing Mgr.

Subject:  Plan for 1984 Ad Campaign

Attached is the preliminary plan for MCT's advertising plans
for the next fiscal year. Note the increased exposure in
mainland newspapers, to publicize our expansion to West Coast
charter routes. Also note the focus on our new
image--"hassle-free vacation planning". This ties in with
our contracts to act as agents for several individual charter
```

MEMO   2% Full   Line 1 of Page 1
F1-Help

Suppose that you want to change the description of the subject from "Plan for 1984 Ad Campaign" to "FY84 Advertising Strategy." Press the down arrow key until the cursor reaches the line containing Subject. Then press the right arrow key until the cursor is on the P in Plan:

To: John Leader   Date: Sept 30, 1983
         President

From: Carolyn Jones
         Marketing Mgr.

Subject: Plan for 1984 Ad Campaign

Attached is the preliminary plan for MCT's advertising plans
for the next fiscal year. Note the increased exposure in
mainland newspapers, to publicize our expansion to West Coast
charter routes. Also note the focus on our new
image--"hassle-free vacation planning". This ties in with
our contracts to act as agents for several individual charter

MEMO   2% Full   Line 7 of Page 1
F1-Help

Now type the new description:

FY84 Advertising Strategy

The letters you type replace the existing letters. After the replacement, the screen looks like this:

```
┌─────────────────────────────────────────────────────┐
│                                                       │
│   To:     John Leader        Date:  Sept 30, 1983     │
│           President                                   │
│                                                       │
│   From:   Carolyn Jones                               │
│           Marketing Mgr.                              │
│                                                       │
│   Subject:  FY84 Advertising Strategy_                │
│                                                       │
│   Attached is the preliminary plan for MCT's advertising plans │
│   for the next fiscal year. Note the increased exposure in     │
│   mainland newspapers, to publicize our expansion to West Coast│
│   charter routes. Also note the focus on our new              │
│   image--"hassle-free vacation planning". This ties in with   │
│   our contracts to act as agents for several individual charter│
└─────────────────────────────────────────────────────┘
MEMO                              2% Full      Line 7 of Page 1
F1-Help
```

Now, suppose that is the only change needed for the memo. You can store
the revised memo back on the Sampler diskette. To do that, press ESC to
return to the Main Menu, then type 4 to select the GET/SAVE/REMOVE
function. Press F10 to continue, and WRITE displays the Get/Save/Remove
Menu:

```
            GET/SAVE/REMOVE MENU



            1   GET DOCUMENT

            2   SAVE DOCUMENT

            3   REMOVE FILE



      SELECTION NUMBER:

      DIRECTORY OR FILE NAME:


                                      F10-Continue
```

This screen asks you which operation you wish to perform. Because you wish to save the memo, type 2 to select the Save option. You could give the document a new name if you wished to save both the old and new versions. Because you have the original on the program disk, that is not necessary, so enter the same name, B:MEMO. The screen now looks like this:

GET/SAVE/REMOVE MENU

1   GET DOCUMENT

2   SAVE DOCUMENT

3   REMOVE FILE

SELECTION NUMBER: 2

DIRECTORY OR FILE NAME: B:MEMO

F10-Continue

If you press F10 to store the document, WRITE warns you that the copy on the diskette is about to be overwritten by the version with the changes you just made:

W A R N I N G

B:MEMO ABOUT TO BE OVERWRITTEN

Press ESC to cancel this operation

Press F10 to continue

F10-Continue

Press F10 again to complete the Save option. The revised document replaces the original version on the Sampler diskette.

Sample 2: A Price List

Next, return to the Main Menu and select the GET/SAVE/REMOVE function once more. When WRITE displays the Get/Save/Remove Menu, type 1 for the Selection Number and

      B:PRICE

in the Directory or File Name item. Press F10 to continue.
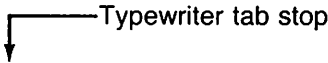
When WRITE has retrieved the price list, it displays the first screenful:

```
                              PRICE LIST

            Maui Fun Flights      7 days-6 nights        579.00
                                  14 days-13 nights      995.00

            Three-Island Tour     4 days Maui
                                  3 days Kauai & Hawaii   873.00

            Museum Tour           half day by bus         24.00

            Charter Fishing       8 a.m. - 4 p.m.
                                  gear included           55.00

            Snorkeling            9 a.m. - 3 p.m.
                                  lessons & gear included 45.00
```
```
|||||||||[|||T|||2|||||||||3|||T|||4||||||||5||||||||6|||||D||| ]|||||||||
PRICE                                  2% Full      Line 16 of Page 1
F1-Help
```

This document was created using WRITE tab stops. WRITE provides two types of tab stops, making it easy to type columns of data such as this price list.
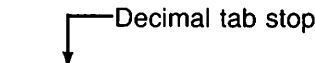
A *typewriter* tab moves the cursor to the tab stop, places the first typed character at that location, and places succeeding characters to its right as show here:

```
      ┌──────Typewriter tab stop
      ▼
Maui
Hawaii
Oahu
Molokai
```

The result, after several lines, is a column that is lined up on the left.

A *decimal* tab, on the other hand, allows you to automatically line up a column of figures by the decimal point. When you press the TAB key to move the cursor to the tab stop and then type a number, WRITE moves the digits so that the decimal point is located at the tab stop. Thus you could end up with a column that looks like this:

```
      ┌──────Decimal tab stop
      ▼
 123.45
4439.22
   1.79
 727.80
```

If you look again at the sample price list, you can see that both typewriter and decimal tabs exist. They are marked on the ruler at the bottom of the screen–a T marks a typewriter tab, and a D marks a decimal tab.

Now, suppose a new charter package has been organized, and you want to add it to the bottom of the price list. The first thing you have to do is move the cursor to the end of the list. To do that, press the END key to move to the end of the document. The screen now looks like this:

```
        Reef Diving          9 a.m. - 1 p.m.
                             certified divers only      40.00

        Diving for           9 a.m. - 1 p.m.
        Beginners            lessons & gear included    40.00

        Sail Away Adventure  7 a.m. - 5 p.m.
                             meals included             90.00

        Surfing Lessons      hourly
                             includes board rental      25.00 _
```

```
PRICE                                      2% Full      Line 27 of Page 1
F1-Help
```

Press the ENTER key twice to skip a line. The first column lists the
description of each package. Type Scuba Diving and then press TAB to
move to the next tab stop. Type 5 days and press TAB one more time to
move to the price column. Note that this is a decimal tab (you can tell by
the D on the ruler at the bottom of the screen). Now type in the price of the
package:

>   599.00

and press ENTER to move to the beginning of the next line. The screen
looks like this:

```
        Reef Diving          9 a.m. - 1 p.m.
                             certified divers only      40.00

        Diving for           9 a.m. - 1 p.m.
        Beginners            lessons & gear included    40.00

        Sail Away Adventure  7 a.m. - 5 p.m.
                             meals included             90.00

        Surfing Lessons      hourly
                             includes board rental      25.00

        Scuba Diving         5 days                     599.00
        _
```

```
PRICE                                      2% Full      Line 27 of Page 1
F1-Help
```

Now, suppose that the package named Diving for Beginners is no longer available, and you want to delete it from the list. Use the up arrow key to move the cursor to any position in the first line of that item and press SHIFT F6 to erase the line. Press SHIFT F6 two more times to erase the next line and the blank line, so that the list looks like this:

Reef Diving	9 a.m. - 1 p.m. certified divers only	40.00
Sail Away Adventure	7 a.m. - 5 p.m. meals included	90.00
Surfing Lessons	hourly includes board rental	25.00
Scuba Diving	5 days	599.00

PRICE   2% Full   Line 27 of Page 1
F1-Help

At this point, the price list is up to date and you need to store it on the Sampler diskette. It probably makes sense to keep a copy of the original price list for archival purposes, so let's save the revised list with a different name. Press ESC to return to the Main Menu, select the GET/SAVE/REMOVE function, and then the Save option. Type the new name B:NEWPRICE:

```
GET/SAVE/REMOVE MENU


    1   GET DOCUMENT

    2   SAVE DOCUMENT

    3   REMOVE FILE


  SELECTION NUMBER:  2

  DIRECTORY OR FILE NAME:  B:NEWPRICE



                              F10-Continue
```
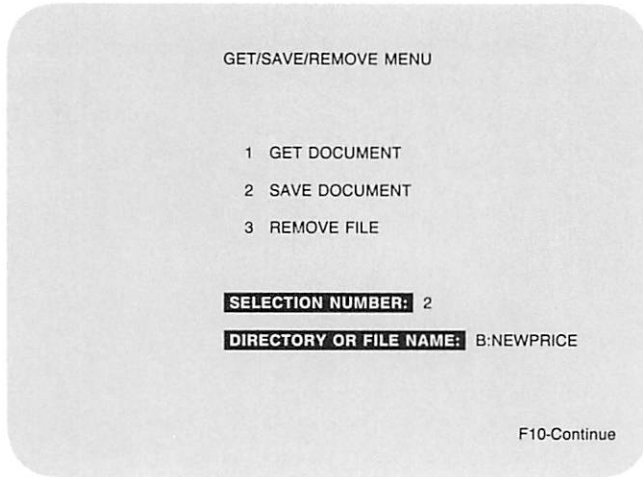
Press F10 to save the revised list with the new name, leaving the original document safely stored on the diskette.

Sample 3: A Report

For the last example, let's look at the document named ANNUAL. Return to the Main Menu, select the GET/SAVE/REMOVE function, and then the Get Document option. Then enter the name

     B:ANNUAL

in the Directory or File Name item. Press F10 to retrieve the document and display it on the screen:
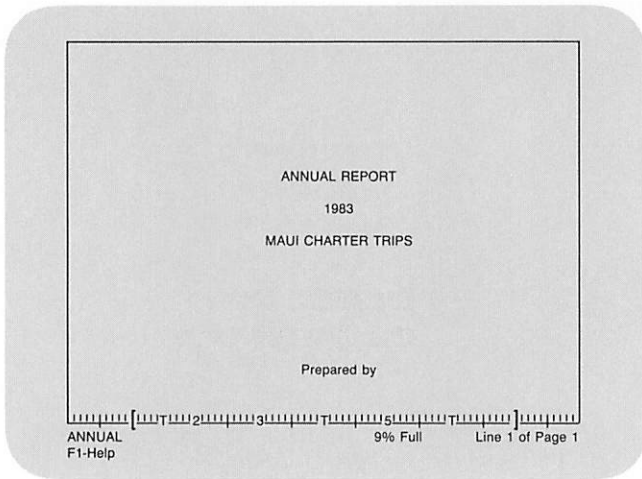
```
                    ANNUAL REPORT

                          1983

                  MAUI CHARTER TRIPS




                      Prepared by
⌊⊥⊥⊥⊥⊥⊥⊥⊥[⊥⊥⊥T⊥⊥⊥2⊥⊥⊥⊥⊥⊥⊥3⊥⊥⊥⊥⊥⊥⊥T⊥⊥⊥⊥⊥⊥5⊥⊥⊥⊥⊥⊥⊥T⊥⊥⊥⊥⊥⊥]⊥⊥⊥⊥⊥⊥
ANNUAL                                9% Full        Line 1 of Page 1
F1-Help
```

This longer document (4 pages) reports a company's 1983 performance. To look at the next screenful of the document, press the PG DN key. Look through several pages of the document by pressing PG DN repeatedly, so that you can see the variety of information presented in this report. Notice that on the second page, there is a command to insert a graph in the text:

```
        Letter from the President:


        Dear Investors,

        We are extremely pleased to announce that Maui Charter Trips
        had an all-time record year in 1983. Our sales were roughly
        double our target. The primary reason for this performance
        is our acquisition of the highly profitable Maui Fun Flights
        in June. However, our other trips also had stronger sales
        than expected. The chart below provides monthly forecast
        and actual sales.

   ───────►* GRAPH SALES *
⌊⊥⊥⊥⊥⊥⊥⊥⊥[⊥⊥⊥T⊥⊥⊥2⊥⊥⊥⊥⊥⊥⊥3⊥⊥⊥⊥⊥⊥⊥T⊥⊥⊥⊥⊥⊥5⊥⊥⊥⊥⊥⊥⊥T⊥⊥⊥⊥⊥⊥]⊥⊥⊥⊥⊥⊥
ANNUAL                                9% Full        Line 1 of Page 2
F1-Help
```

If you were to print this page of the document, the referenced graph (which was created with PFS:GRAPH and stored on a diskette) would be printed where indicated:

Letter from the President:

Dear Investors,

We are extremely pleased to announce that Maui Charter Trips had an all-time record year in 1983. Our sales were roughly double our target. The primary reason for this performance is our acquisition of the highly profitable Maui Fun Flights in June. However, our other trips also had stronger sales than expected. The chart below provides monthly forecast and actual sales.

MONTHLY SALES

(Thousands)

FORECAST   ACTUAL

Very truly yours,

John M. Leader
President

For now, keep moving through the document until you find the first table of financial results. This table was produced by PFS:REPORT, and "appended" directly to the document when the document was being typed. Once it has been appended, it can be modified just like any other lines in the document.

Now, return to the beginning of the annual report. You can do that by repeatedly pressing PG UP or by pressing HOME to move directly to the beginning. Your screen should look like this:

```
                          ANNUAL REPORT

                              1983

                       MAUI CHARTER TRIPS




                          Prepared by

|||||||||[||||T||||2||||||||3||||||||T||||||||5||||||||T||||||||]||||||||
ANNUAL                                    9% Full      Line 1 of Page 1
F1-Help
```
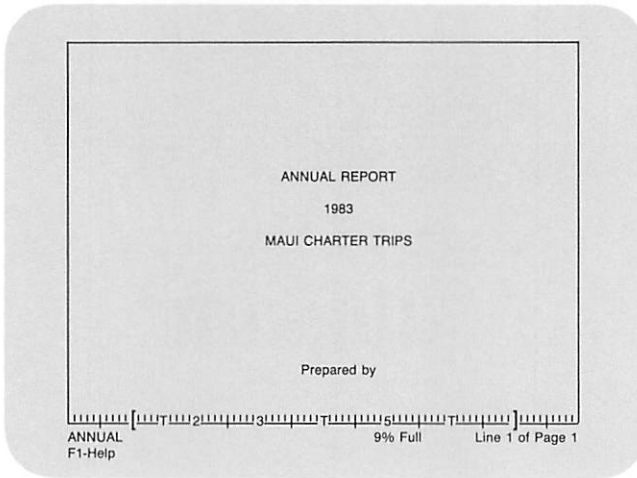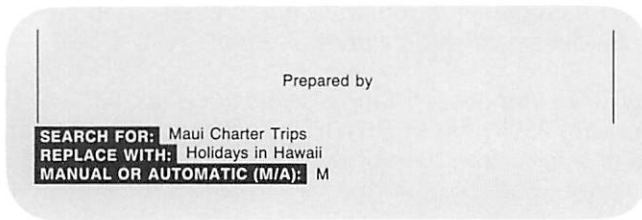
Suppose that the Board of Directors for the company has decided to change its name to better communicate the company's business to the public. The new name is Holidays in Hawaii. You could easily change the name throughout the annual report, even at the last moment, by using WRITE's search-and-replace function. Just press F7 and WRITE prompts you for the letters/words to search for, and the letters/words with which to replace them. Enter the name

        Maui Charter Trips

in the Search For item, press the TAB key to move to the Replace With item, and type
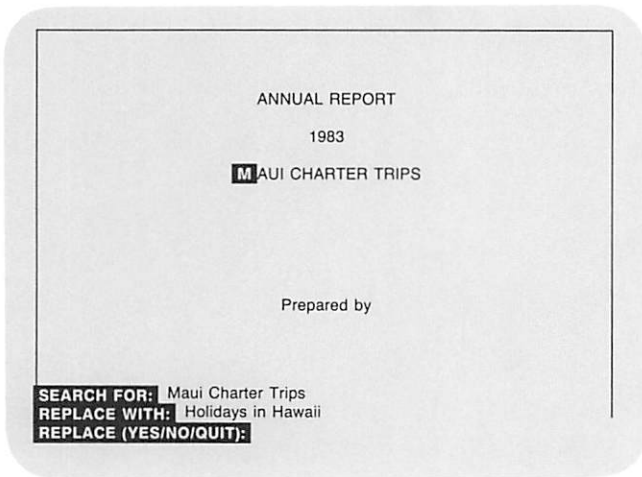
        Holidays in Hawaii

When you have filled in those items, the prompts look like this:

```
                                  Prepared by

SEARCH FOR:  Maui Charter Trips
REPLACE WITH:  Holidays in Hawaii
MANUAL OR AUTOMATIC (M/A):  M
```

Now press F10 to begin searching. When WRITE finds the first instance of
Maui Charter Trips, it asks whether or not you want the phrase replaced:

```
                          ANNUAL REPORT

                              1983

                     M AUI CHARTER TRIPS




                          Prepared by

SEARCH FOR:  Maui Charter Trips
REPLACE WITH:  Holidays in Hawaii
REPLACE (YES/NO/QUIT):
```

If you type Y, WRITE makes the replacement and searches for the next
instance. If you type N, it does not make the replacement, but still searches
for the next instance. Typing Q cancels the search-and-replace function.

Go ahead and replace the name throughout the report, then press ESC to
return to the Main Menu.

All of WRITE's functions are described in detail in the next eight chapters.
One way to learn how to use WRITE is to read through at least the first six
of those chapters, following the examples on your own computer and
comparing your results with those in this manual.

Summary

- PFS:WRITE is a computer program that prepares and prints all kinds of documents—letters, memos, financial reports, etc.

- To use WRITE, you need a Tandy Model 2000 or 2000 HD Personal Computer with 256K, the PFS:WRITE package, several formatted diskettes or a formatted hard disk, and a printer.

1:   *type/edit*

You use the TYPE/EDIT function to enter a new document, making
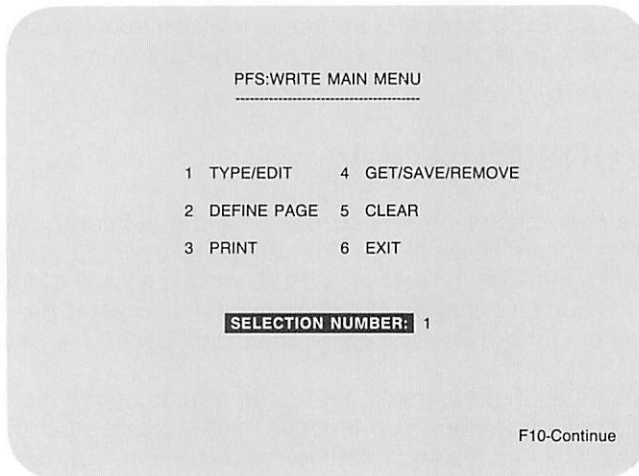corrections as you go along, and to edit an existing document.

The Working Copy

As you type a new document, WRITE places it in a temporary storage area
in the computer called the *working copy*. Similarly, when you retrieve a
document from a diskette for editing, WRITE makes a copy of it and places
that copy in the working copy. (A Tandy computer with 256K provides up to
32,000 characters for the working copy–approximately 15 full pages.)

Any editing changes that you make are made to the copy in the working
copy only, and have no effect on the version still stored on the diskette.
When you have finished typing or editing the document, you must use the
Save option of GET/SAVE/REMOVE to store the new or edited document
on a diskette. The document remains in the working copy until you replace
it with another document with the GET option or clear the working copy
with the CLEAR option. (GET/SAVE/REMOVE is discussed in detail in
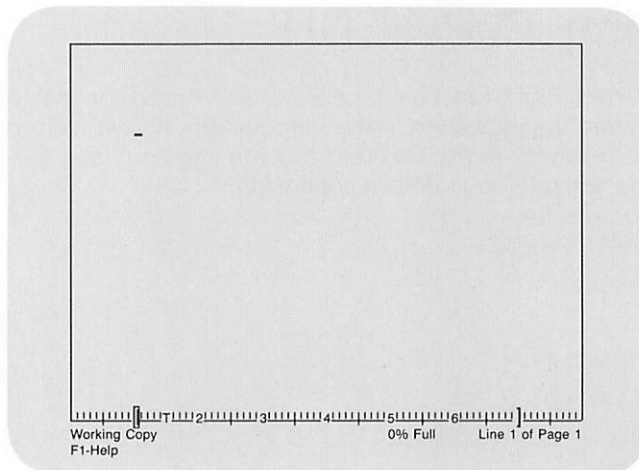Chapter 4 and CLEAR is discussed in Chapter 5.)

Selecting TYPE/EDIT

To start the TYPE/EDIT function, load the WRITE program into your
computer system, as explained in the Introduction. (If you have been
following the examples in the Introduction, you should reload the program
or CLEAR the working copy before continuing.)

When the Main Menu appears, you will see the cursor next to the words
SELECTION NUMBER. Type 1 to indicate that you want to select TYPE/
EDIT. Your screen should look like this:

```
                    PFS:WRITE MAIN MENU
                    ---------------------------------------


         1  TYPE/EDIT      4  GET/SAVE/REMOVE

         2  DEFINE PAGE    5  CLEAR

         3  PRINT          6  EXIT


            SELECTION NUMBER:  1



                                            F10-Continue
```

Once you have entered a selection number, press the F10 key to proceed
with the TYPE/EDIT function. WRITE displays a new (blank) piece of paper
so that you can begin typing a document:

```




        -




  ⊔⊔⊔⊔⊔⊔⊔⊔∎⊔⊔⊔T⊔⊔⊔2⊔⊔⊔⊔⊔⊔⊔3⊔⊔⊔⊔⊔⊔⊔4⊔⊔⊔⊔⊔⊔⊔5⊔⊔⊔⊔⊔⊔⊔6⊔⊔⊔⊔⊔⊔⊔]⊔⊔⊔⊔⊔⊔⊔
  Working Copy                              0% Full      Line 1 of Page 1
  F1-Help
```

As you can see, there are already several things on this "blank" piece of paper. The vertical lines from top to bottom mark the side boundaries of the page, and the horizontal line across the top marks the top of the page. The numbered line across the bottom is called the ruler, and the line below that is called the status line. The last item to notice is the cursor near the top of the page. Let's take a look at each of these items.

Page Boundaries. The page boundaries mark the top and sides of a standard 8½ by 11 inch sheet of paper. When you are working with a document, it looks on the screen the way it will look when printed, except that you can see only 18 lines at a time.

To see the next part of the document, either press the down arrow to move the cursor down line by line, or press PG DN to display the next screen. PG UP displays the previous screenful, unless you are at the beginning of the document.

As you move the cursor through the document, a pair of horizontal lines will mark the end of one page and the beginning of another. Also, the line and page number shown on the status line will be constantly updated to show the current cursor position.

Ruler. The ruler, visible when you have a document on the screen, shows three things:

- the left and right margin settings, shown by | and]

- the current tab settings, shown by T for Typewriter Tab or D for Decimal Tab

- The current column position of the cursor, shown by a highlighted rectangle at the corresponding column on the ruler

Status Line. The status line displays several kinds of information, depending on whether or not you have requested a special editing function:

- when you are entering or looking through a document, the status line displays the name of the document, how much of the space available in the working copy has been used, and the line number and page number of the current cursor position. If you are inserting or labeling text, that is noted as well. Also, if the cursor is positioned on a character with any special enhancements, such as bold type, the status line identifies that enhancement.

- when you have requested a special editing function, such as Search, the status line requests any additional information needed to complete the operation, such as what word(s) you want to search for.

- when a function cannot be completed because of an error condition, the status line displays the appropriate error message.

Cursor. The cursor always marks the location where any characters you type will appear. When you begin a new document, WRITE automatically sets the left margin at column 10, and the top margin at 6. The cursor first appears there. If you begin typing the document, the first character you type will appear in column 10 of line 7. (WRITE counts the lines of text, rather than lines on the page, and in the status line refers to this line as line 1.)

Entering Text into the Document

To start a new document, just begin typing. When you reach the end of a line, you do not need to press the ENTER key; keep typing and WRITE will automatically place the next word you type at the beginning of the next line. This feature, called *wordwrap*, allows you to type your document very quickly, without paying attention to the length of each line. When you reach the end of a paragraph, however, you can press the ENTER key twice to leave a blank line before the next paragraph.

For example, suppose you want to enter the first few lines of a letter. First, press the ENTER key four times to start the letter four lines down from the top margin. Type

        October 6, 1984

to date the letter. Then press ENTER four more times to move the cursor down four lines. Type the inside address for the letter:

        Mr. and Mrs. Harvey Wellington
        11379 Pioneer Drive
        Ridgewood, CA 97706

If you make a mistake while typing, use the BACKSPACE key to back up and retype the characters in error.

After typing the zip code, press ENTER twice. Now type the salutation:

Dear Mr. and Mrs. Wellington:

and press ENTER two more times. You are ready to begin typing the body of the letter. Type in the following paragraphs (remember you don't need to press ENTER at the end of each line, just between paragraphs):

Enclosed are the tickets for your charter flight to Maui the first week of December. You will find vouchers for your condominium and car rental in the folder with the airplane tickets.

I am also enclosing a brochure and price list for tours, excursions, and sports instruction available once you reach the island. Please let me know, either before or after you arrive, if you would like to book any of these activities.

We hope you will enjoy your trip to our beautiful island.

That is the end of the letter, so press ENTER twice to move the cursor down two lines, and type the closing:

Very truly yours,

The letter on your computer screen looks like this:

Mr. and Mrs. Harvey Wellington
11379 Pioneer Drive
Ridgewood, CA 97706

Dear Mr. and Mrs. Wellington:

Enclosed are the tickets for your charter flight to Maui the first week of December. You will find vouchers for your condominium and car rental in the folder with the airplane tickets.

I am also enclosing a brochure and price list for tours, excursions, and sports instruction available once you reach the island. Please let me know, either before or after you arrive, if you would like to book any of these activities.

We hope you will enjoy your trip to our beautiful island.

Very truly yours, _

Working Copy   1% Full   Line 27 of Page 1
F1-Help

If you were to print this letter, it would look just the way it does on the screen (except that all of it would be visible):
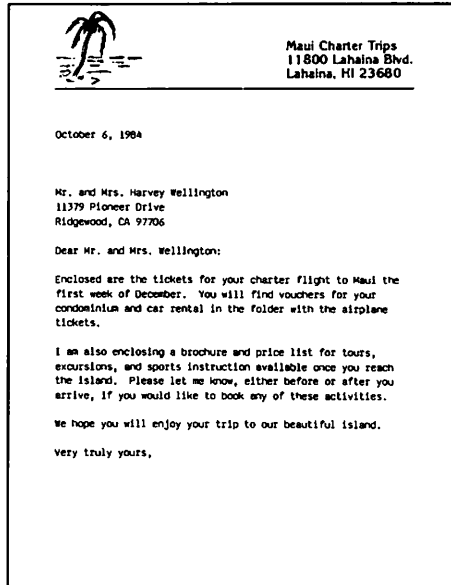
Correcting Mistakes

As you type in a document, it is quite likely that you will occasionally make typing errors, or simply change your mind about what you want to say. You can correct simple errors in one of two ways:

- if the error is in the last few characters, use the BACKSPACE key to back up, erasing characters as the cursor moves. Then retype the characters correctly.

- if the error is earlier in the document, move the cursor to the location of the error and make the necessary changes (insert, delete, or replace characters or words).

The next few sections explain how to make all of these corrections. Note that if you need to correct more than a few words, it is easier to use one of the block editing procedures. (See Chapter 7 for a full explanation of block editing.)

Using the BACKSPACE Key

When you press BACKSPACE, WRITE moves the cursor one space to the left, erasing any character in that location.

For example, suppose you decide to close this letter "Sincerely yours" instead of "Very truly yours." If you have just typed the letter, the cursor will be positioned just after the comma at the end of that phrase. (If the cursor is in some other location, use the cursor control keys to move to that location.) To make the change, press BACKSPACE repeatedly until you have erased the entire phrase, then type

       Sincerely yours,

The screen now looks like this:

Mr. and Mrs. Harvey Wellington
11379 Pioneer Drive
Ridgewood, CA 97706

Dear Mr. and Mrs. Wellington:

Enclosed are the tickets for your charter flight to Maui the first week of December. You will find vouchers for your condominium and car rental in the folder with the airplane tickets.

I am also enclosing a brochure and price list for tours, excursions, and sports instruction available once you reach the island. Please let me know, either before or after you arrive, if you would like to book any of these activities.

We hope you will enjoy your trip to our beautiful island.

Sincerely yours, _

|⊥⊥⊥⊥⊥⊥⊥⊥|[⊥⊥⊥T⊥⊥⊥2⊥⊥⊥⊥⊥⊥⊥3⊥⊥⊥⊥⊥⊥⊥4⊥⊥⊥⊥⊥⊥⊥5⊥⊥⊥⊥⊥⊥⊥6⊥⊥⊥⊥⊥⊥⊥]⊥⊥⊥⊥⊥⊥⊥
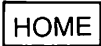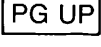
Working Copy   1% Full   Line 27 of Page 1
F1-Help

Moving the Cursor

When you need to correct an error located elsewhere in the text, you first move the cursor to the error location. The cursor keys are labeled with arrows:

| ← | moves the cursor back one space. |

| → | moves the cursor forward one space. |

| ↑ | moves the cursor up one line. |

| ↓ | moves the cursor down one line. |

The cursor can be moved more than one space or line at a time by using one of the special control keys:

Control Key | **Function**

| HOME | moves to the beginning of the document. |

| END | moves to the end of the document. |

| F3 | moves to the previous word. |

| F4 | moves to the next word. |

| SHIFT | F3 | moves to the beginning of the current line. |

| SHIFT | F4 | moves to the end of the current line. |

| PG UP | moves to the previous screen of text |

| PG DN | moves to the next screen of text |

Inserting Characters

To insert text in the middle of a document, move the cursor to the position where you want to start the insertion, and press the INSERT key. Notice that the cursor changes from an underscore to a rectangle, and that the message "Inserting" appears on the status line. All you have to do is type the material you want to insert. When you have typed everything you want to insert, press INSERT again to stop inserting.

Suppose you want to insert the word travel just before the word vouchers in the first paragraph:

> Enclosed are the tickets for your charter flight to Maui the first week of December. You will find vouchers for your condominium and car rental in the folder with the airplane tickets.

First move the cursor to the "v" in vouchers, then press INSERT. The screen looks like this:

> Mr. and Mrs. Harvey Wellington
> 11379 Pioneer Drive
> Ridgewood, CA 97706
>
> Dear Mr. and Mrs. Wellington:
>
> Enclosed are the tickets for your charter flight to Maui the first week of December. You will find vouchers for your condominium and car rental in the folder with the airplane tickets.
>
> I am also enclosing a brochure and price list for tours, excursions, and sports instruction available once you reach the island. Please let me know, either before or after you arrive, if you would like to book any of these activities.
>
> We hope you will enjoy your trip to our beautiful island.
>
> Sincerely yours,

Working Copy   Inserting   3% Full   Line 16 of Page 1
F1-Help

Notice that there is a message on the status line to indicate that you are inserting text, and that the cursor is a rectangle rather than an underline. Now type the word travel, and press the space bar once to leave a space between it and the next word. The paragraph now looks like this:

> Enclosed are the tickets for your charter flight to Maui the
> first week of December. You will find travel █ouchers for
> your condominium and car rental in the folder with the
> airplane tickets.

Because travel is the only word you want to insert, press INSERT again to finish the insertion. Notice that the message "Inserting" disappears from the status line.

Many people choose to stay in insertion mode at all times to prevent accidentally typing over text that they want to keep. WRITE's editing functions work the same in either mode.

Removing Characters

To remove one or more characters from your document, move the cursor to the first character that you want to remove, and press DELETE. Press DELETE repeatedly to remove more than one character. The characters that occur after the removed characters are moved to the left to fill up the empty space.

Suppose you want to remove the word charter from the first sentence of the letter:

> Enclosed are the tickets for your charter flight to Maui the
> first week of December. You will find travel vouchers for
> your condominium and car rental in the folder with the
> airplane tickets.

To do that, move the cursor to the space preceding the word charter, and press DELETE eight times, so that the paragraph looks like this:

> Enclosed are the tickets for your flight to Maui the first week of December. You will find travel vouchers for your condominium and car rental in the folder with the airplane tickets.

Removing a Word or an Entire Line

You can more quickly remove the word the cursor is on by pressing SHIFT F5. The characters to the right of the word move to the left to fill up the empty space.

For example, in the letter you have been working with, suppose you want to change the words "Mr. and Mrs. Wellington:" to the more informal "Harvey and Jill, ." First, move the cursor to the M in Mr.:

> Dear Mr. and Mrs. Wellington:
>
> Enclosed are the tickets for your flight to Maui the first week of December. You will find travel vouchers for your condominium and car rental in the folder with the airplane tickets.

Press SHIFT F5 four times to erase the rest of the salutation:

> Dear _
>
> Enclosed are the tickets for your flight to Maui the first week of December. You will find travel vouchers for your condominium and car rental in the folder with the airplane tickets.

Now type the first names, Harvey and Jill, and follow their names with a comma this time:

> Dear Harvey and Jill, _
>
> Enclosed are the tickets for your flight to Maui the first week of December. You will find travel vouchers for your condominium and car rental in the folder with the airplane tickets.

You can also remove an entire line by moving the cursor anywhere in that line and pressing SHIFT F6. The lines below move up to fill in the empty space.

Replacing Characters

To replace text in the document, move the cursor to the first character you want to replace, and type the replacement. If the replacement has fewer characters than the original text, you will need to remove the leftover characters. If it has more characters, you will need to insert the characters that won't fit.

For example, to replace the word condominium with the word hotel, move the cursor to the c in condominium, and type the word hotel. At this point, the paragraph looks like this:

> Enclosed are the tickets for your flight to Maui the first week of December. You will find travel vouchers for your hotelminium and car rental in the folder with the airplane tickets.

Notice that the six letters, minium, were left over from condominium because the two words were not the same length. The cursor should be on the first leftover letter, m, so simply press DELETE six times to remove the unneeded characters. Now the paragraph looks like this:

Enclosed are the tickets for your flight to Maui the first week of December. You will find travel vouchers for your hotel and car rental in the folder with the airplane tickets.

Setting Tabs

WRITE sets only one tab automatically in a new document. That tab is set for normal five-space paragraph indentation. You can set other tabs quickly and easily, and you can change them as many times as needed in a single document.

WRITE recognizes two kinds of tabs: typewriter tabs, represented on the ruler by a T, and decimal tabs, represented by a D. Typewriter tabs work just like the tabs on a typewriter — you press the TAB key to move to the tab stop, then start typing at that location.

Decimal tabs work a little differently. You press the TAB key to move to the tab stop, but characters that you type are placed to the left of that stop until a decimal point is typed; after that, any characters typed are placed to the right of the tab stop. This type of tab lines up the decimal points in a column of numbers for you.

Suppose that you want to add a few sample prices to the bottom of the letter to the Wellingtons. You want the letter to look like this:
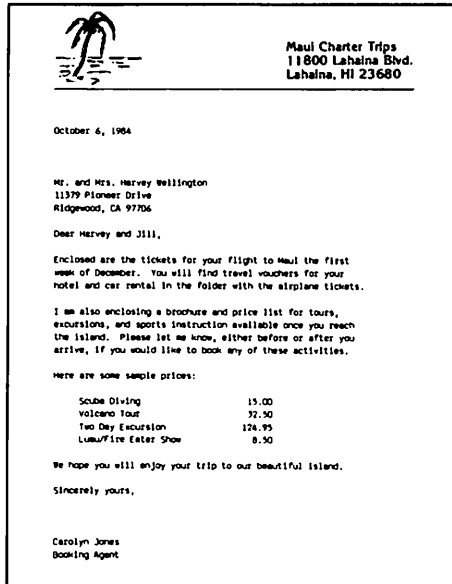
Because there is already a tab at column 15, let's enter the package descriptions at that column, and set a new tab stop at column 50 for the price column. The letter should still be on your screen, so press F2 to set the new tab. When WRITE prompts you to enter the new tab settings, move the cursor to column 50, and press D to set a decimal tab there. Note that the new tab stop shows up immediately on the ruler:

Type in tabs (T or D); then press F10.
F1-Help

Press F10 to store the new tab and return to the document. Next, to enter the first line of price information, move the cursor to the line before the last paragraph in the letter and press INSERT to begin inserting. Then press ENTER to leave a blank line. Type the sentence.

Here are some sample prices:

and press ENTER twice. Next, press TAB to move to the first tab stop, and type

Scuba Diving

Press TAB again to move to the second tab stop. Type

15.00

and press ENTER to go to the next line. Notice that the price is entered so that the decimal point appears at the tab stop. Now follow the same procedure to enter the next three lines:

Volcano Tour   32.50
Two Day Excursion   124.95
Luau/Fire Eater Show   8.50

Press ENTER to leave a blank line and then INSERT to stop inserting. The screen now looks like this:

Ridgewood, CA 97706

Dear Harvey and Jill,

Enclosed are the tickets for your flight to Maui the first week of December. You will find travel vouchers for your hotel and car rental in the folder with the airplane tickets.

I am also enclosing a brochure and price list for tours, excursions, and sports instruction available once you reach the island. Please let me know, either before or after you arrive, if you would like to book any of these activities.

Here are some sample prices:

Scuba Diving   15.00
Volcano Tour   32.50
Two Day Excursion   124.95
Luau/Fire Eater Show   8.50

We hope you will enjoy your trip to our beautiful island.

Working Copy   4% Full   Line 30 of Page 1
F1-Help

If you want to clear or "unset" a tab, press F2, move the cursor to the position on the ruler where the T or D appears, and press the space bar. Then press F10 to return to the document.

When You Need Help

If you need to review the cursor movement keys or the editing functions available while you are in TYPE/EDIT, you can press F1 to display the following Help screen:

Function Keys

Help	F1	F2	Set Tabs
Start of line	F3	F4	End of line
Previous word			Next word
Erase word	F5	F6	Erase line
Label block			Duplicate
Underline	F7	F8	Boldface
Search			Format
Append	F9	F10	Continue

Use SHIFT to get upper functions
Press F10 to continue

Press F10 to see the second Help screen:

Insert/Overstrike	INSERT
Delete Char or Block	DELETE
Backspace	BACKSPACE
Return to Main Menu	ESC
Previous Tab	SHIFT TAB
Next Tab	TAB
Previous Screen	PG UP
Next Screen	PG DN
Beginning of Document	HOME
End of Document	END

Press F10 to continue

To return to your document after reviewing the information on this screen, press F10.

Returning to the Main Menu

You can return to the Main Menu at any time while entering or editing a document by pressing the ESC key. The document you have been working with remains in the working copy, unless you use the CLEAR function, the Get option of the GET/SAVE/REMOVE function, the EXIT function, or turn off your computer. To return to the document, simply select TYPE/EDIT from the Main Menu.

Printing a Screen

If at any time you wish to print just the information that you see on your screen, you can use the PRINT key in combination with the SHIFT key. This is a convenient way to print a small section of a document. SHIFT PRINT prints everything you see on your screen, including the ruler and the status line.

Note: If you accidentally strike both the SHIFT and PRINT keys and your printer is not turned on, your computer will appear to stop working and you will be unable to type anything. If this should happen, turn on your printer and as soon as the screen has been printed you will be able to continue whatever operation you were performing.

Advanced Editing Features

WRITE provides a number of other editing functions that allow you to perform the following functions:

- search for any word or phrase

- search for a word or phrase and automatically replace it with another word or phrase

- remove, move, or copy a block of text

- left or right justify or center a line

- underline words or print in bold type

- insert a document stored on diskette into your document, even if that document was produced by another word processor

- merge data from a PFS file into your document

- insert a PFS graph, a PFS report, or a spreadsheet into your document

These features, plus others, are described in Chapters 7 and 8.

Summary

- Use TYPE/EDIT to type a new document, or edit an existing document.

- ```
  ┌─────┐ ╲
  │  ←  │  ⎫
  └─────┘   ⎬
  ┌─────┐   ⎪
  │  →  │   ⎬   moves the cursor one space in the indicated direction
  └─────┘   ⎪
  ┌─────┐   ⎬
  │  ↑  │   ⎪
  └─────┘   ⎭
  ┌─────┐  ╱
  │  ↓  │
  └─────┘
  ```

- F1   displays the TYPE/EDIT help screen

- F2   lets you set or clear tab stops

- F3   moves the cursor to the previous word

- SHIFT F3   moves the cursor to the beginning of the line

- F4   moves the cursor to the next word

- SHIFT F4   moves the cursor to the end of the line

- SHIFT F5   removes the word at the current cursor position

- SHIFT F6   removes the line where the cursor is currently located

- HOME   moves the cursor to the beginning of the document

- END   moves the cursor to the end of the document

- PG DN   displays the next screenful of the document

- PG UP   displays the previous screenful of the document

- INSERT   begins inserting characters at the current cursor position (press INSERT again to end the insertion)

- DELETE   removes the character at the current cursor position

- SHIFT PRINT   prints whatever is currently on the screen

- TAB   moves the cursor to the next tab stop (with SHIFT, moves the cursor to the previous tab stop)

- ENTER   moves the cursor to the beginning of the text line

- ESC   returns to the Main Menu

define page

You use the DEFINE PAGE function to change the way a document looks. Using DEFINE PAGE, you can specify a page length other than 11 inches, change the size of the top, bottom, left and right margins, add a heading or footing to each page, and automatically number pages according to your favorite numbering scheme.

Any changes that you make with this function are immediately made in the working copy, so that you still see exactly what you will get when the document is printed. When you save the working copy on a diskette, the information specified with this function is saved as part of the document.

Selecting DEFINE PAGE

To begin the DEFINE PAGE function, return to the Main Menu (press ESC if necessary), type 2 in the Selection Number item, and press F10 to display the Define Page Menu:

DEFINE PAGE MENU

LEFT MARGIN: 10

RIGHT MARGIN: 70

TOP MARGIN: 6

BOTTOM MARGIN: 6

PAGE LENGTH: 66

HEADING
LINE 1:
LINE 2:

FOOTING
LINE 1:
LINE 2:

F10-Continue

The values shown in this menu are called the default values, i.e., WRITE automatically uses them for a document unless you enter different values.

To change one of the menu items, press the TAB key to move the cursor to that item and type the new value. You can change any or all of the items whenever this menu is displayed. When you have made all the desired changes, press F10 to store the changes and return to the working copy, where you will immediately see the changes you have made.

Note that when you CLEAR the working copy, WRITE clears any values you have entered in this menu, restoring the default values.

Changing the Page Length

The Page Length item defines the length of each page, including the top and bottom margins. The default page length of 66 is correct for most printers if you are printing on standard 8½ x 11 computer paper. If you are using shorter or longer paper, you will need to modify this value.

For example, let's retrieve a sample document named FLYER from the Sampler diskette. To retrieve the document, press ESC to return to the Main Menu, type 4 in the Selection Number item, and press F10 to continue. On the next screen, type 1 in Selection Number and the name

B:FLYER

in the Directory or File Name item. Insert the Sampler diskette in drive B and press F10 to continue. When WRITE displays the warning message, press F10 to continue. WRITE retrieves the document and displays the first lines on the screen:

```
                    SPEND CHRISTMAS ON MAUI

          Come with us for the best Christmas of your
          lifetime. Avoid the crowds of Waikiki. Stay at a
          deluxe ocean-front condominium close to quality
          restaurants and fine shops.

          Spend the first days of your vacation on the beach
          or exploring the 19th century whaling town of
          Lahaina. Then join us on Christmas Eve for an
          all-day sail on a trimaran to the neighboring
          island of Lanai.

          There, you will enjoy a traditional island feast,
          the holiday celebrations of native Hawaiians, and a
   ‹‹‹‹‹‹‹‹‹1‹‹‹[‹‹‹2‹‹‹‹‹‹‹3‹‹‹‹‹‹‹4‹‹‹‹‹‹‹5‹‹‹‹‹‹‹6‹‹‹]‹‹‹7‹‹‹‹‹‹‹
   FLYER                             4% Full          Line 1 of Page 1
   F1-Help
```

This flyer was designed to be printed on a 6 x 11 inch sheet. However, suppose that you want to print it as a brochure, with each page six inches wide and four inches tall. The current line width is about five inches, which is small enough, but the length of the page needs to be decreased to four inches. If your printer prints six lines per inch (fairly standard), you need to set the page length to 24 lines.

To make that change, return to the Main Menu and select DEFINE PAGE, then press F10. When the Define Page Menu appears, use the TAB key to move to the Page Length item and type 24, so that the menu looks like this:

DEFINE PAGE MENU

LEFT MARGIN: 15

RIGHT MARGIN: 65

TOP MARGIN: 6

BOTTOM MARGIN: 6

PAGE LENGTH: 24

HEADING
LINE 1:
LINE 2:

FOOTING
LINE 1:
LINE 2:

F10-Continue

Press F10 to store the changes in the computer's memory and return to the working copy. If you browse through the document, you can see that each page is now only 24 lines long, including the top and bottom margins of six lines each.

To accurately figure the page length for a page longer or shorter than 11 inches, measure the paper from top edge to bottom edge, and multiply that value by the number of lines per inch that your printer prints.

If you want a document to be one continuous page with no page breaks, set Page Length equal to 0.

Setting the Top and Bottom Margins

The Top Margin and Bottom Margin items determine the size of those
margins, including the heading and footing if any are defined. The default
settings are 6 and 6, a good size for most documents.

To change the margins, display the Define Page Menu, move the cursor to
the appropriate item, and enter the desired setting. Then press F10 to
continue. Note that the maximum size for each margin is 18, and that the
sum of the two margins must be less than the page length.

For example, suppose you want to decrease the size of the margins for the
sample document named FLYER that you altered in the previous section.
Because the size of the paper allowed a page length of only 24 lines, with
a top margin of 6 and a bottom margin of 6 you could print only 12 lines of
text on each page. Let's reduce the size of both margins so that each is
three lines.

First, return to the Main Menu (press ESC if necessary). Then type 2 to
select DEFINE PAGE, and press F10 to continue. When the Define Page
Menu appears, press TAB to move the cursor to the Top Margin item. Type
3 to change the size of the top margin, press TAB to move the cursor to
the Bottom Margin item, and type 3 again so that the menu looks like this:

```
                       DEFINE PAGE MENU

                     LEFT MARGIN:  15

                     RIGHT MARGIN:  65

                     TOP MARGIN:   3

                     BOTTOM MARGIN:   3

                     PAGE LENGTH:  24
                             HEADING
          LINE 1:
          LINE 2:
                             FOOTING
          LINE 1:
          LINE 2:

                                       F10-Continue
```

Press F10 to complete the margin change and return to the working copy.
Notice that the top and bottom margins are noticeably smaller, much more
in scale with the overall size of the paper.

Setting the Left and Right Margins

The Left Margin and Right Margin items determine the position of the left and right margins, and thus the width of the printing on each line.

The default settings for the left and right margins are 10 and 70 respectively. The minimum setting for the left margin is 1, and the maximum setting for the right margin is 78; a value must be entered for each margin, and the value of the left margin must be less than the value of the right margin.

If you change the margins for a document already in the working copy, WRITE will reformat the document so that it fits between the new margins.

Adding Headings and Footings

You can have WRITE print a standard heading on the top of each page of the document, a footing at the bottom of each page, or both a heading and footing. Up to two lines are allowed for each. The heading is centered in the top margin, both horizontally and vertically. Likewise, the footing is centered in the bottom margin.

To add a heading, select DEFINE PAGE from the Main Menu. When the Define Page Menu appears, move the cursor to the Heading item and type in one or two lines of text that you want to appear at the top of each page. Press the TAB key at the end of each line. Then press F10 to return to the working copy, where you will see the heading at the top of the page. The next time you print the document, the heading that is visible at the top of the screen will be printed at the top of each page.

For example, let's retrieve the sample document named ANNUAL from the Sampler diskette and add a heading that will make it easy to identify each page. First, retrieve the document from the diskette. When the document is in the working copy, return to the Main Menu, select DEFINE PAGE, and press F10. When the Define Page Menu appears, press TAB five times to move the cursor to Line 1 of the Heading item, and type the following phrase:

    1983 Annual Report

Because that is the only change you want to make to this menu, press F10 to return to the working copy. Notice that the first page shows the heading you just entered:

```
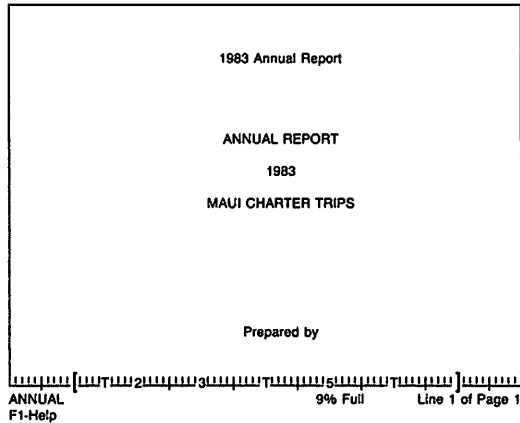                         1983 Annual Report


                         ANNUAL REPORT
                             1983
                      MAUI CHARTER TRIPS




                          Prepared by

ANNUAL                              9% Full       Line 1 of Page 1
F1-Help
```

To add a footing, enter up to two lines in the Footing item on the menu. You can enter both a heading and a footing, along with any other changes you want to make to the Define Page Menu.

Page Numbers

You can have WRITE automatically number the pages in a document by entering the starting page number in the footing. If WRITE finds a number in the footing, it assumes that it is a page number, and increases it by one for each new page. (If more than one number is found in the footing, WRITE assumes that the last number is the page number.)

For example, if you enter

Page 1

the first three pages of the document will be numbered like this:

Page 1	**Page 2**	**Page 3**
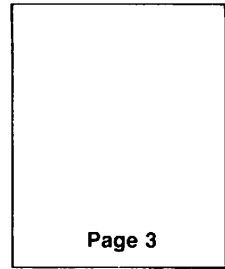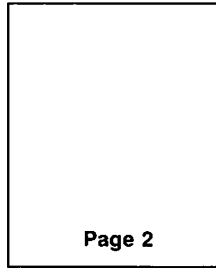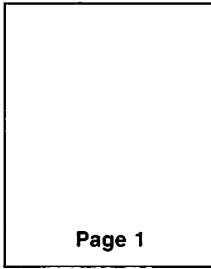
On the other hand, if you enter

Page A-1

the first three pages of the document will be numbered like this:

Page A-1	**Page A-2**	**Page A-3**
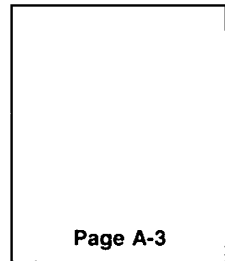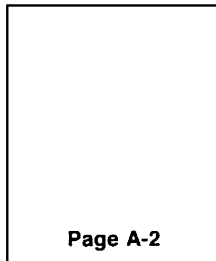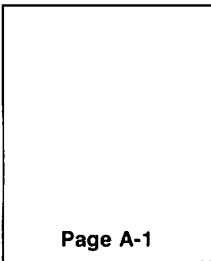
Other examples are:

Footing	**Page Numbers**
Page 16	Page 16, Page 17, etc.
Page 2.1.1	Page 2.1.1, Page 2.1.2, etc.

Leaving the DEFINE PAGE Function

You can press ESC at any time to leave the Define Page Menu and return to the Main Menu. However, any changes that you have specified will not be made in the working copy. (To make the changes in the working copy, you must press F10 to leave this function.)

Summary

- Use the DEFINE PAGE function to set the page size and layout of a document.

- The Page Length item lets you set the length of each printed page. Some common settings are:

    66 (default) for standard 8½ x 11 paper
    84 for standard legal-size (8½ x 14) paper
    102 for standard ledger-size (11 x 17) paper
    0 or blank for one continuous page

- Make sure to leave top and bottom margins large enough to accommodate any headings and/or footings entered.

- Set left and right margins from 1 to 78.

- Headings and footings can be up to two lines each; they are centered in the top and bottom margin, respectively.

- Automatic page numbers can be specified by entering the starting number anywhere in the footing.

print

You use the PRINT function to produce a paper copy of the document in the working copy or to create a text file by printing to a disk. WRITE will print to a Radio Shack Daisy Wheel printer or Radio Shack DMP series of printers. By selecting different print options, you can print the entire document, a single page from the document, or a range of pages. If you wish, WRITE will print multiple copies of the document or selected pages.

Other options let you single-space or double-space your document, print an envelope from the address in a letter, pause at the end of each page to insert a new piece of paper, or shift the entire printed page to the right to allow for variations in the position of your printer's left margin.

Using WRITE, you can combine data from a PFS file with a document to produce form letters. You can also insert a PFS graph, PFS report, or other document into your working copy when printing it. When combining these other items, you first enter a command in the document at the place where you want the graph, report, or data to appear. Then you select PRINT, fill in certain options on the Print Menu, and provide additional information as requested by the program. Chapter 7 explains how to add graphs, reports, documents, and spreadsheets to a document; Chapter 8 tells you how to prepare and print form letters.

Selecting the PRINT Function

To begin the PRINT function, return to the Main Menu (press ESC if necessary), type 3 in the Selection Number item, and press the F10 key to continue. The Print Menu appears next:

PRINT MENU

FROM PAGE: 1

TO PAGE: 4

PRINT TO: PRN:

PAUSE BETWEEN PAGES (Y/N): N

NUMBER OF COPIES: 1

SINGLE/DOUBLE/ENVELOPE (S/D/E): S

INDENT: 0

PFS FILE NAME:

F10-Continue

This menu requests information about the printer you are using, how you want the document printed, and whether you are combining the document with information from a PFS file. If you want to use the default values shown for these options, press the F10 key without making any changes.

To change any of the items, press the TAB key to move the cursor to that item and type the desired value. You can change as many items on the menu as you want. When you have made all the desired changes, press F10 to continue. If you have indicated that data is to be read from a PFS file, WRITE will ask you for more information, as explained in later chapters. Otherwise, WRITE will ask you to get your printer ready and then begin printing.

Printing an Entire Document

WRITE comes set to work with a parallel printer (device PRN:). You will probably use the default print options to print many of your documents. (If you have a serial printer, type AUX: in the Print To item.) For example, suppose you want to print the document named LETTER1 that is on the Sampler diskette. First, retrieve that document from the diskette. To do that, return to the Main Menu, select GET/SAVE/REMOVE, choose the Get option and enter

    B:LETTER1

in the Directory or File Name item. When you press F10, WRITE retrieves the document and displays the first part of it.

To print the letter, press ESC to return to the Main Menu, type 3 for the Selection Number item, and press F10 to go on to the Print Menu. Just press F10 and WRITE will tell you to get your printer ready:

Position the paper in your printer

Press F10 to continue

F10-Continue
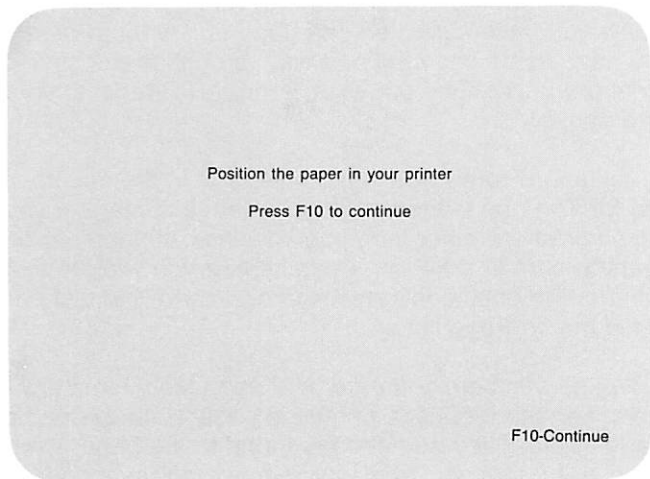
Make sure that the printer is on-line and that the paper is aligned properly. Press F10 to begin printing. The letter looks like this:

```
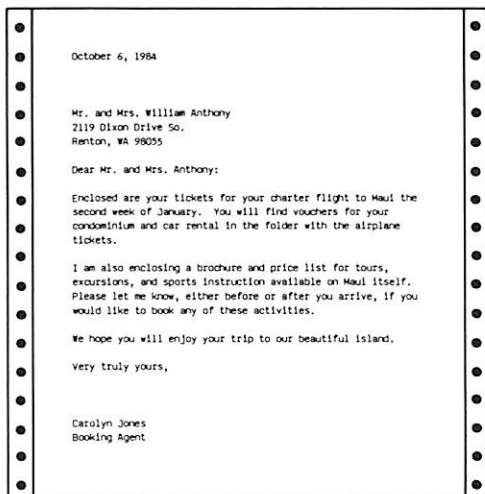October 6, 1984


Mr. and Mrs. William Anthony
2119 Dixon Drive So.
Renton, WA 98055

Dear Mr. and Mrs. Anthony:

Enclosed are your tickets for your charter flight to Maui the
second week of January.  You will find vouchers for your
condominium and car rental in the folder with the airplane
tickets.

I am also enclosing a brochure and price list for tours,
excursions, and sports instruction available on Maui itself.
Please let me know, either before or after you arrive, if you
would like to book any of these activities.

We hope you will enjoy your trip to our beautiful island.

Very truly yours,



Carolyn Jones
Booking Agent
```

Printing a Range of Pages

When working with a multiple page document, you may sometimes want to print a single page from that document, or a range of pages. Most often, that is because you have corrected one page and want to reprint it, or because you have made changes part way through the document and don't want to reprint the unchanged pages. The From/To Page items are used to print selected pages.

The default value for From Page is the first page in the document, and the default value for To Page is the last page in the document. If you want to start printing somewhere other than page 1, enter the number of the first page you want to print in the From Page item. If you want to stop printing before the end of the document, enter the number of the last page you want to print in the To Page item.

Note that the page numbers you enter in these menu items are absolute page numbers, i.e., the first page printed is page 1, the second page printed is page 2, etc. They do not correspond to the page number you have assigned in the footing. Ordinarily, they will correspond to the page numbers shown in the status line of the working copy.

For example, if you want to print pages 3 through 7 of a 10-page document, enter the following information in the Print Menu:

PRINT MENU

FROM PAGE: 3

TO PAGE: 7

PRINT TO: PRN:

PAUSE BETWEEN PAGES (Y/N): N

NUMBER OF COPIES: 1

SINGLE/DOUBLE/ENVELOPE (S/D/E): S

INDENT: 0

PFS FILE NAME:

F10-Continue

Then press F10 and WRITE will print pages 3, 4, 5, 6, and 7 of the document. (Note that if you add another document at print time as

explained in Chapter 7, the page numbers may not agree with those shown in the working copy.)

Printing One Page or Less of a Document

If you want to print only one page of a multiple page document, enter that page number in both the From Page and To Page items. For instance, if you want to print just page 4 from the same 10-page document, enter 4 for both the From Page and To Page items.

If you want to print less than one page of a document, you can use the PRINT key (with SHIFT) at any time to print just the contents of the screen instead of using the PRINT function of WRITE.

Printing Single Sheets

If you are using loose sheet paper, you will want to modify the Pause Between Pages item so that WRITE pauses at the end of each page to allow you to insert a clean sheet of paper. All you have to do is enter Y for Pause Between Pages before starting to print. When WRITE reaches the end of each page it displays the message:

Put a new page in your printer

Press F10 to continue

F10-Continue

When you have changed the paper, press F10 to print the next sheet.

Printing More Than One Copy

You might want to print a duplicate copy of some of your documents, rather than relying on a copying machine. To print more than one copy of a document, enter the desired number in the Number of Copies item. WRITE will print that many copies before returning to the Main Menu.

If you request more than one copy of a multiple page document, WRITE will print the entire document once, then print the second copy, and so on until the requested number of copies has been printed.

Choosing the Line Spacing

The Single/Double/Envelope option determines whether your document is double-spaced or single-spaced, and allows you to print an address on an envelope without any special preparation.

If you want to print a document single-spaced, leave the default value of S for this option. When you press F10, WRITE prints the document, single spacing from line to line.

If you want to print a document double-spaced, type D for this option. When you press F10, WRITE prints the document, double spacing between lines. (If there are blank lines in the document, two blank lines will be printed for each of them.)

Printing an Envelope

If you want to print the address from a letter onto an envelope, enter E for the Single/Double/Envelope option. When you press F10, WRITE tells you to position your envelope in the printer. Position the envelope so that the top edge of the envelope is at the print head. When you press F10 again, the program will print the address centered on the envelope, 10 lines down and indented 35 spaces.

WRITE finds the address as follows: First the program looks for the first line of text starting at the left margin. If that line of the document ends with at least two digits, WRITE interprets it as a date and does not print that line as part of the address. It considers the next non-blank line to be the first line of the address, and continues printing until it reaches the next line with a blank at the left margin (or until it runs out of room on the envelope). If the first line is not a date, WRITE considers it the first line of the address and prints in the same manner.

For example, suppose you want to print envelopes for the two letters shown below. The letter shown on the right should still be in the working copy (if it is not, retrieve it from the Sampler diskette). Before you begin, take a look at the first part of these letters:

Notice that the first three lines and the date line of the letter on the left will be ignored because they are not at the left margin. The first line of the letter on the right is the date line which ends with a four-digit number so WRITE will automatically skip that line. It will assume that the next lines are the address and print them on the envelope.

To print the sample envelope for the letter on the right, return to the Main Menu and type 3 for the Selection Number item. Press F10 to go on to the Print Menu. Use the TAB key to move the cursor to the Pause Between Pages item. Set it to Y. Then move to the Single/Double/Envelope option and type E as shown below:

```
                         PRINT MENU
          FROM PAGE:  1

          TO PAGE:  1

          PRINT TO:  PRN:

          PAUSE BETWEEN PAGES (Y/N):  Y

          NUMBER OF COPIES:  1

          SINGLE/DOUBLE/ENVELOPE (S/D/E):  E

          INDENT:  0


          PFS FILE NAME:


                                            F10-Continue
```

Press F10 to continue. When WRITE displays the message

```
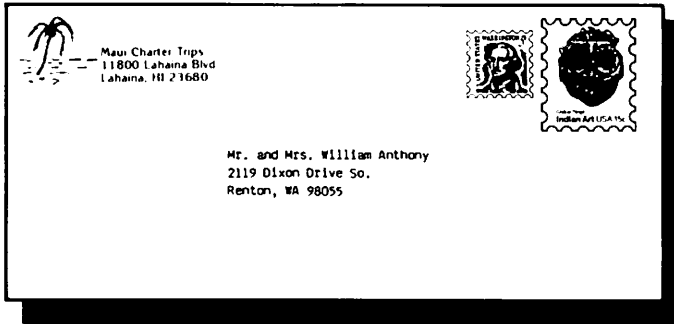                 Position the envelope in your printer

                        Press F10 to continue




                                            F10-Continue
```

insert the envelope into the printer, and press F10 to space down to the center of the envelope and print the address. The envelope looks like this when it is finished:

Printing to a Disk File

You can print to a disk file by entering the directory name (A:, B:, etc.) and a file name in the Print To item. WRITE prints the document to the file on the disk, including any added documents, just as it would appear on paper. This feature converts your document to an ASCII text file, which might be required if you want to access it with another word processor or transfer it to another computer over a communications link. (Note: if you have added a graph and try to print it to disk, the graph may not print properly from the disk file. Added graphs might only print properly when printed by WRITE.)

To have your document formatted correctly when you later print it from the disk file, you should remove all margins before you print it to disk. Do this by using the DEFINE PAGE function to set these values:

> Left Margin to 1
> Top Margin to 0
> Bottom Margin to 0
> Page Length to 0

(You don't have to change the Right Margin setting.) Using these page settings before you print a document to disk will remove the extra spaces that would later interfere with the document's format.

Indenting the Page

Some printers begin printing very close to the left edge of the paper, not leaving an adequate margin on the left side of a standard document. To counteract this problem, WRITE will shift the entire page to the right as many spaces as you wish. You specify this shift by entering the desired number of spaces in the Indent item.

For example, suppose when you printed the letter earlier in this chapter it came out looking like this:
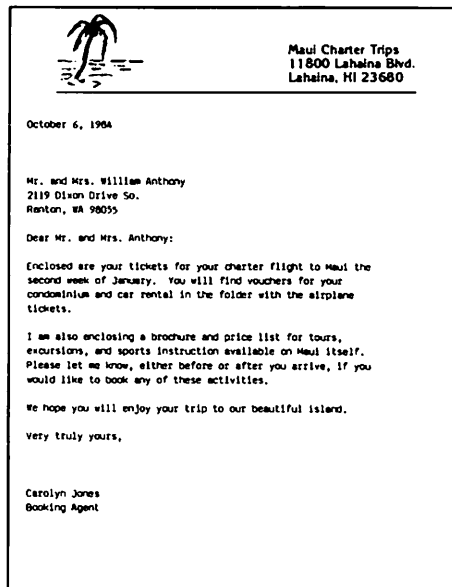
As you can see, the letter has a much larger right margin than left margin, even though the margins within the document are set to be nearly equal. What you would want in this case is to move the letter, margins and all, to the right about 6 spaces so it is centered on the page. To do that, you would select PRINT from the Main Menu and, when the Print Menu appears, enter 6 for the Indent item. Then you would continue as usual. The printed letter would look much better:

The instructions you use in the Print Menu will be permanently stored on the disk when you save this letter, so any time in the future you print the letter, it will be printed with the same indentation unless you change it.

Sending Special Characters to the Printer

You can send special character codes to your printer by entering a command in the document when you are typing it. This lets you set a special printing format, such as italics, if your printer supports different printing modes. See Chapter 7 for details.

Stopping the Print Function

You can temporarily halt printing at any time by pressing the space bar. To resume printing, press F10. You can stop printing and return to the Main Menu by pressing ESC. WRITE completes the line it is on and then returns to the Main Menu.

Summary

- Use PRINT to produce a paper copy of the fully-expanded working copy, including any added material.

- The Print Menu provides the following options:

From Page/To Page   prints a range of pages

Print To   changes the printer to which output is directed. Enter one of the following:
    PRN: for a parallel printer
    file name for an ASCII disk file

Pause Between Pages   allows single sheet printing

Number of Copies   prints multiple copies of a document

Single/Double/Envelope   prints with single spacing (S), double spacing (D), or prints only the address of a letter for easy envelope preparation (E)

Indent   shifts the entire text page, including margins, the specified number of spaces to the right

PFS File Name   merges data from a PFS file with a document to produce form letters if you enter a PFS file name (and insert an item identifier in the document. See Chapter 8 for details)

get/save/remove

You use the GET/SAVE/REMOVE function to manage the documents and other files that are stored on disk. Using GET/SAVE/REMOVE, you can retrieve a document or other text file, save the working copy, or remove any file. If you wish, you can list the files in a specified directory before performing one of these functions.

Selecting the GET/SAVE/REMOVE Function

To begin the GET/SAVE/REMOVE function, return to the Main Menu (press ESC if necessary) and type 4 in the Selection Number item. Press F10 to continue, and WRITE displays the Get/Save/Remove Menu:

GET/SAVE/REMOVE MENU

1 GET DOCUMENT

2 SAVE DOCUMENT

3 REMOVE FILE

SELECTION NUMBER:

DIRECTORY OR FILE NAME:

F10-Continue

This menu asks which function you want to perform, and the name of the file with which to perform that function, or the name of the directory to list before prompting you for a file name.

To continue with the function you have requested, enter the file name and press F10.

Listing Files

Often you do not remember the exact spelling of the file you want to get or remove, or you want to be sure to save the working copy with a name that fits in with the naming scheme you have been using. In any of those cases, you want to list the files on the directory you want to use. You can list any directory after choosing the appropriate option by typing just the directory (or drive) name in the Directory or File Name item, as shown here:

GET/SAVE/REMOVE MENU

1 GET DOCUMENT

2 SAVE DOCUMENT

3 REMOVE FILE

SELECTION NUMBER: 1

DIRECTORY OR FILE NAME: B:

F10-Continue

Press F10 and WRITE displays the list of files in that directory, prompting you for the name of the file at the same time:

Directory listing of B:

ANNUAL
LETTER1
TARGETS
ARTICLE
MEMO
PRICE
LETTER2
FLYER
AD
NAME
EXTRA
SALES
STAFF.PFS
NEWPRICE

NAME OF DOCUMENT TO GET:

F10-Continue

To continue with the function you have requested, enter the file name and press F10. If you do not want to continue, perhaps because the document you want to get or remove isn't in the specified directory, press ESC to return to the Main Menu.

If you have more files on the disk than can be shown on one screen, use PG DN to see a listing of the additional files.

Retrieving a Document

You use the Get Document option to retrieve a previously-stored document from disk, whether or not that document was created with WRITE.

When you retrieve a document, WRITE makes a copy of it and places that copy in the working copy. You can then edit the copy or print it. Note that any editing changes take effect on the document in the working copy only—the version that is still on the disk remains the same. (To make your editing changes permanent, use the Save Document option to store the modified document on the disk.)

To retrieve a document, select the Get Document option from the Get/Save/Remove Menu and enter the name of the file you want to retrieve. (If you want to list the files in a directory before retrieving the document, enter the name of the directory and press F10 to display the list. Then enter the name of the document you want to retrieve.) Make sure the disk containing the document is in the correct drive, and press F10 to continue.

If you enter a directory as part of the file name (B:MEETING, for example),
WRITE goes directly to that directory to find the document. Otherwise, WRITE
looks for the document in the default drive.

When the document is found, WRITE makes a copy of it and places that copy in
the working copy. If there is already a document in the working copy that has not
been saved since the last changes were made, WRITE warns that it is about to
overwrite the working copy:

W A R N I N G

WORKING COPY ABOUT TO BE OVERWRITTEN

LATEST CHANGES NOT SAVED

Press ESC to cancel this operation

Press F10 to continue

F10-Continue

If you do not want to lose the current version in the working copy, press ESC to
cancel the retrieval. Save the contents of the working copy and then use the Get
Document option again. If you do not care to save the contents of the working
copy, press F10 to go ahead and replace the working copy with the document
retrieved from disk.

For example, let's retrieve the document named MEMO from the Sampler
diskette. To begin, make sure the Main Menu is on the screen (press ESC if
necessary), and insert the Sampler diskette in drive B. Type 4 for the Selection
Number item, and press F10 to display the Get/Save/Remove Menu.

Type 1 to select the Get Document option, and enter B:MEMO for the Directory
or File Name item, so the menu looks like this:

```
          GET/SAVE/REMOVE MENU


          1   GET DOCUMENT

          2   SAVE DOCUMENT

          3   REMOVE FILE


     SELECTION NUMBER:  1

     DIRECTORY OR FILE NAME:  B:MEMO



                              F10-Continue
```
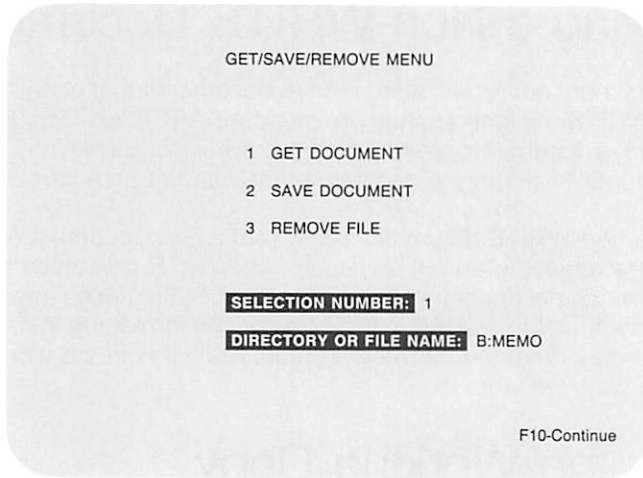
Press F10 to continue. When WRITE has retrieved the document, it displays the first part of the memo:

```
 To:      John Leader        Date:   Sept 30, 1983
          President

 From:    Carolyn Jones
          Marketing Mgr.

 Subject:  FY84 Advertising Strategy

 Attached is the preliminary plan for MCT's advertising plans
 for the next fiscal year. Note the increased exposure in
 mainland newspapers, to publicize our expansion to West Coast
 charter routes. Also note the focus on our new
 image--"hassle-free vacation planning". This ties in with
 our contracts to act as agents for several individual charter

MEMO                                   2% Full        Line 1 of Page 1
F1-Help
```

You can begin editing or press ESC to return to the Main Menu and select another function.

Retrieving a Non-WRITE Document

The Get Document option will also retrieve documents that were not originally created by WRITE, as long as they are standard ASCII text files. For example, you can retrieve documents created with WordStar® or EasyWriter™. However, it will take longer to retrieve a document that was not produced with WRITE.

To retrieve a non-WRITE document, you use the Get Document option exactly as if you were retrieving a WRITE document. WRITE preserves the margin settings of the original document if at all possible, but replaces any non-printable characters, such as those used to indicate special formatting instructions, with spaces. You may have to edit the document once it is in the working copy to format it the way you want it.

Saving the Working Copy

You use the Save Document option to store the working copy on a disk. Until you use this option, the document that you have typed into the working copy only exists in the computer's memory—if you turn off the computer system, you will lose the document.

It is important, especially if you are working on a lengthy document, to save it frequently (every half hour is a good rule-of-thumb). You can too easily lose information if there is a power outage, or through some inadvertent error like clearing the working copy by mistake. We also suggest that you keep a duplicate diskette copy of any lengthy document, in case the original disk becomes damaged or worn out.

To save a document, select the Save Document option from the Get/Save/Remove Menu and enter the name you want to give to the working copy. If you are not sure what name to assign, you can enter a directory name instead to see a list of the files already stored in a specified directory. If the name you enter already exists in the directory, WRITE warns you that it is about to overwrite the copy on disk:

W A R N I N G

B:MEMO ABOUT TO BE OVERWRITTEN

Press ESC to cancel this operation

Press F10 to continue

F10-Continue

Press F10 to replace the copy stored on disk or, if you do not want to overwrite that version, press ESC to return to the Main Menu. Then save the working copy under a different name.

If you enter a directory in the Directory or File Name item of the Get/Save/Remove Menu, WRITE lists the files in the specified directory and prompts you for the name you want to give to the working copy. If the document in the working copy was previously retrieved from disk, WRITE automatically enters its name in the Save Working Copy As item. To replace that version, press F10 to continue, and press F10 again when WRITE asks if you want to overwrite the existing copy. Otherwise type the new name you want to give to the working copy.

For example, let's store the document in the working copy on the diskette in drive B. (If you have been following the examples in this chapter, the document named MEMO is currently in the working copy. If it is not, retrieve it from the Sampler diskette before continuing.)

First, return to the Main Menu (press ESC if necessary), type 4 for the Selection Number item, and press F10 to continue. When the Get/Save/Remove Menu appears, type 2 for the Selection Number, and B: for the Directory or File Name item, as shown below:

GET/SAVE/REMOVE MENU

1 GET DOCUMENT

2 SAVE DOCUMENT

3 REMOVE FILE

SELECTION NUMBER: 2

DIRECTORY OR FILE NAME: B:

F10-Continue

Press F10 to display the list of files on the diskette in drive B.

Directory listing of B:

ANNUAL
LETTER1
TARGETS
ARTICLE
MEMO
PRICE
LETTER2
FLYER
AD
NAME
EXTRA
SALES
STAFF.PFS
NEWPRICE

SAVE WORKING COPY AS: B:MEMO

F10-Continue

Notice that WRITE has filled in the Save Working Copy As item with the name B:MEMO because the document in the working copy was retrieved from the disk

under that name. But let's save the document under a different name. Type B:NEWMEMO into the Save Working Copy As item, so that the screen looks like this:

```
                        Directory listing of B:

        ANNUAL
        LETTER1
        TARGETS
        ARTICLE
        MEMO
        PRICE
        LETTER2
        FLYER
        AD
        NAME
        EXTRA
        SALES
        STAFF.PFS
        WRITE.EXE


            SAVE WORKING COPY AS:  B:NEWMEMO

                                           F10-Continue
```
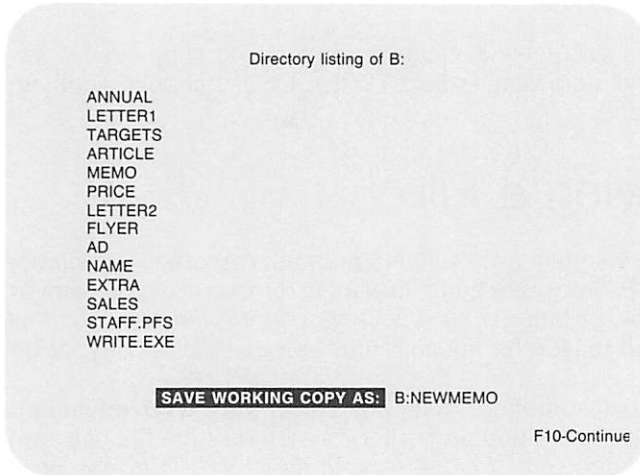
Now press F10 to store the document under the name NEWMEMO. WRITE stores the working copy under the name NEWMEMO on the disk in drive B.

If there is already a document on the disk with the name that you enter, WRITE warns you that it will be overwritten:

```
                        W A R N I N G
                        ------------------------

            B:NEWMEMO ABOUT TO BE OVERWRITTEN



            Press ESC to cancel this operation
                Press F10 to continue




                                           F10-Continue
```
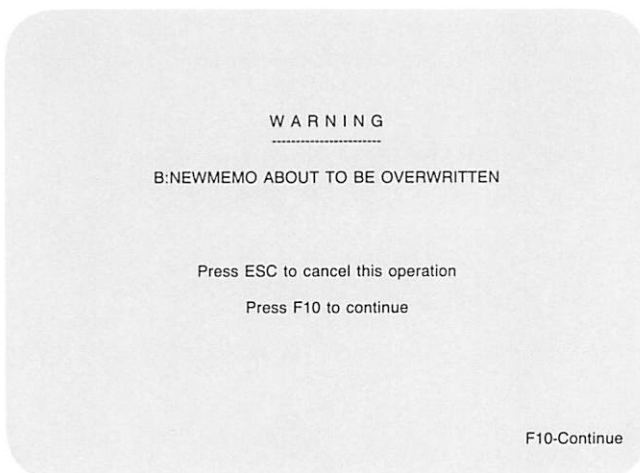
If you want to replace the document on the disk with the document in the working copy, press F10 to continue. If you want to preserve the document on the disk, press ESC and restart the Save option using a different document name.

Note that the document remains in the working copy even when you Save it. You can continue editing (select TYPE/EDIT) or choose another selection from the Main Menu.

Removing a File

You use the Remove File option to permanently erase a document or other file from a disk. Be very sure that you want to remove the document or file that you specify, because there is no recovery once the function is complete. (This is another good reason for keeping backup copies of all of your documents.)

To remove a document or other file, select the Remove File option from the Get/Save/Remove Menu and enter the name of the file you want to remove, including the directory, if necessary, to direct WRITE to the proper place.

Press the F10 key to continue. WRITE displays a warning before removing the file:

W A R N I N G
_____

FILE ABOUT TO BE REMOVED

Press ESC to cancel this operation

Press F10 to continue

F10-Continue

Press F10 to go ahead and remove the file. If you don't want to remove the file, press ESC to return to the Main Menu.

If you are not sure of the name of the file you want to remove, enter a directory name in the Directory or File Name item instead of a file name, and press F10 to list the files in that directory. Then enter the name of the file you want to remove and press F10 to proceed with the removal. Again, WRITE warns you that it is about to remove the file; press F10 once more to complete the operation.

For example, let's remove the document named EXTRA from the Sampler diskette. First, return to the Main Menu (press ESC if necessary). Type 4 for the Selection Number item, and press F10 to continue. WRITE displays the Get/Save/Remove Menu. Type 3 for the Selection Number item, and B:EXTRA for the Directory or File Name item:

GET/SAVE/REMOVE MENU

1 GET DOCUMENT

2 SAVE DOCUMENT

3 REMOVE FILE

SELECTION NUMBER: 3

DIRECTORY OR FILE NAME: B:EXTRA

F10-Continue

Press F10 and WRITE warns you that it is going to remove the document:

WARNING
_____

B:EXTRA ABOUT TO BE REMOVED

Press ESC to cancel this operation

Press F10 to continue

F10-Continue

Press F10 to complete the Remove operation. WRITE permanently removes the document from the diskette and returns to the Main Menu.

WARNING

> **Once you Remove a document or file, there is no way to recover it. Make sure you really want to delete it permanently from the disk before using this function.**

Summary

- The GET/SAVE/REMOVE function has three options:

  — Get Document retrieves a document or other text file from disk

  — Save Document stores the working copy on disk

  — Remove File permanently erases a document or other file from disk

- Enter a directory name in the Get/Save/Remove Menu to list the files in that directory.

- Save your documents frequently, and keep duplicate copies of important or lengthy documents.

- To update a document on disk with the working copy, use the Save Document option. WRITE automatically fills in the Save Working Copy As item with the document name if the document was previously retrieved from disk.

- Make sure you no longer need a file before you Remove it.

5: *clear*

You use the CLEAR function to delete whatever text is currently in the working copy. If there is a document in the working copy and you want to type a new document, you must clear the working copy first.

Selecting the CLEAR Function

To clear the working copy, return to the Main Menu (press ESC if necessary) and type 5 for the Selection Number item. Press the F10 key to continue. If there is currently something in the working copy and the latest changes have not been saved, WRITE displays a warning.

If you do not wish to overwrite the contents of the working copy, press ESC to abandon the CLEAR operation. Otherwise, press F10 to confirm it. WRITE clears the document from the working copy, including its name and any information entered in the Define Page Menu, then returns to the working copy (now blank). Press ESC if you need to get back to the Main Menu.

For example, suppose you want to type a new document. If you have been doing the examples in this book and have not turned off your computer since the last chapter, the working copy currently contains the document named MEMO. To clear MEMO from the working copy, type a 5 in the Selection Number item of the Main Menu, and press F10 to continue.

Summary

- Use the Clear function to clear the contents of the working copy so you can type a new document.

exit PFS:WRITE

You use the EXIT function to leave the WRITE program to perform MS-DOS commands or to load another program such as PFS:FILE or PFS:REPORT.

Selecting the EXIT Function

To use EXIT, press ESC, if necessary, to reach the Main Menu. Then choose function 6, EXIT. The screen will look like this:

PFS:WRITE MAIN MENU
————————————————————

1 TYPE/EDIT   4 GET/SAVE/REMOVE

2 DEFINE PAGE .5 CLEAR

3 PRINT   6 EXIT

SELECTION NUMBER: 6

F10-Continue

Press F10 to continue. If you have not saved the current contents of the working copy since making any changes, WRITE will display the warning:

WARNING

ABOUT TO EXIT PROGRAM

LATEST CHANGES NOT SAVED

Press ESC to cancel this operation

Press F10 to continue

F10-Continue

Save the working copy and select EXIT again, or press F10 to EXIT without saving the working copy.

As you leave the WRITE program, the screen will clear. When the MS-DOS prompt A> appears on the screen, you can perform MS-DOS commands if you wish. Or you can insert PFS:FILE or another program disk. Type the name of the new program and press the ENTER key. The new program will be loaded into memory.

If you have other programs installed on a hard disk, use the EXIT function to leave WRITE and load one of the other programs. As above, when you type 6 to EXIT from WRITE, the MS-DOS prompt will appear. Then type the name of the other program you wish to run and press the ENTER key.

Summary

■ Use EXIT to leave the WRITE program and go back to MS-DOS.

■ To return to WRITE, type

     WRITE

and press ENTER in response to the MS-DOS prompt A>. (Replace the WRITE diskette in drive A if you have removed it.)

7: *advanced editing*

The TYPE/EDIT function offers a number of editing features besides those described in Chapter 1. These additional features, called "advanced" because you do not usually need them to prepare and print simple documents, are explained in this chapter.

One of the most exciting advanced features is the ability to print the output from other programs as part of a WRITE document. You can easily include PFS graphs, PFS reports, other WRITE documents, documents produced by other word processors, and spreadsheets—anywhere that you wish in your document. Other advanced features allow you to remove, move, and copy a block of text; search for a word or phrase and, if you wish, automatically replace it with another word or phrase; center, right-justify or left-justify a line of text; and add print enhancements such as boldface type or underlining.

Block Editing

There are times when you want to perform some function, such as removing, on an entire section or "block" of text at the same time. WRITE allows you to move, copy, and remove any successive lines of text that you have "labeled" as a block.

Labeling a Block

You can label as many characters, words, or lines as necessary for a block editing procedure. All you have to do is move the cursor to the first character that you want to label and press F5. Then move the cursor to the last character you want to label and specify the function you want to perform, as explained below. The characters that are labeled are highlighted on the screen. You can use any of the cursor movement keys to move the cursor while labeling, such as F4, PG DN, or END.

For example, retrieve the document named ANNUAL from the Sampler diskette, so that the screen shows the first lines of the annual report:

```
                         ANNUAL REPORT

                             1983

                       MAUI CHARTER TRIPS




                          Prepared by

|||||||||[||||T||||2|||||||||3|||||||||T|||||||||5|||||||||T|||||||]|||||||||
ANNUAL                                     9% Full        Line 1 of Page 1
F1-Help
```
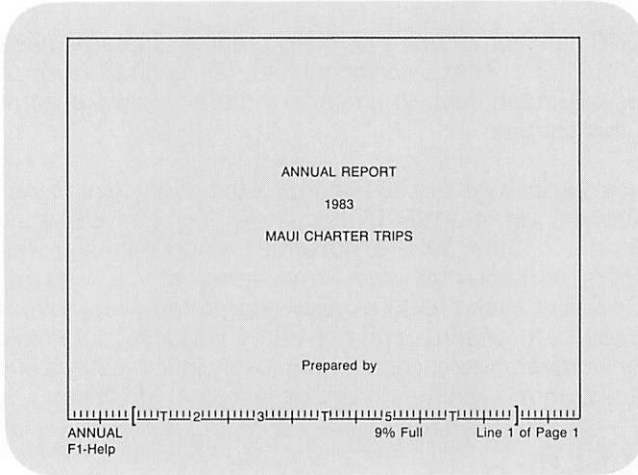
Suppose you want to label a sentence in the letter from the President. First, press PG DN three times to display the first paragraph of the President's letter. Move the cursor to the beginning of the last sentence in that paragraph and press F5. WRITE highlights that character to show that it has been labeled (if you are using a color monitor, the labeled character appears in a different color):

```
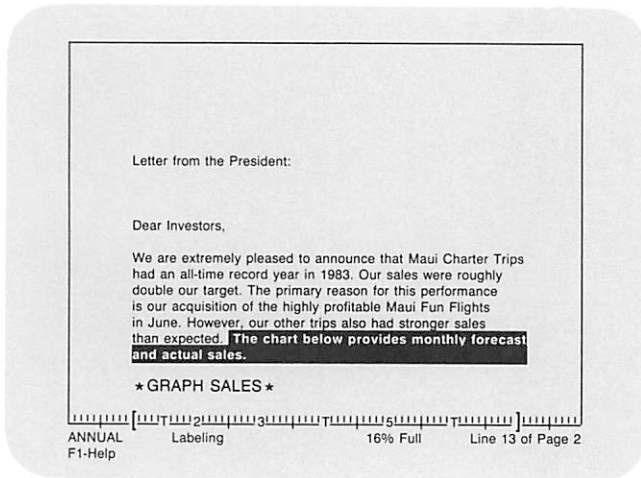    Letter from the President:


    Dear Investors,

    We are extremely pleased to announce that Maui Charter Trips
    had an all-time record year in 1983. Our sales were roughly
    double our target. The primary reason for this performance
    is our acquisition of the highly profitable Maui Fun Flights
    in June. However, our other trips also had stronger sales
    than expected. The chart below provides monthly forecast
    and actual sales.

       * GRAPH SALES *

|||||||||[||||T||||2|||||||||3|||||||||T|||||||||5|||||||||T|||||||]|||||||||
ANNUAL          Labeling                  16% Full       Line 12 of Page 2
F1-Help
```

Now press the ENTER key twice so that the entire sentence is labeled. The screen looks like this:

```
Letter from the President:


Dear Investors,

We are extremely pleased to announce that Maui Charter Trips
had an all-time record year in 1983. Our sales were roughly
double our target. The primary reason for this performance
is our acquisition of the highly profitable Maui Fun Flights
in June. However, our other trips also had stronger sales
than expected. The chart below provides monthly forecast
and actual sales.

★GRAPH SALES★

|₁₁₁₁|₁₁₁₁[₁₁₁₁T₁₁₁₁2₁₁₁₁|₁₁₁₁3₁₁₁₁|₁₁₁₁T₁₁₁₁|₁₁₁₁5₁₁₁₁|₁₁₁₁T₁₁₁₁|₁₁₁₁]₁₁₁₁|₁₁₁₁
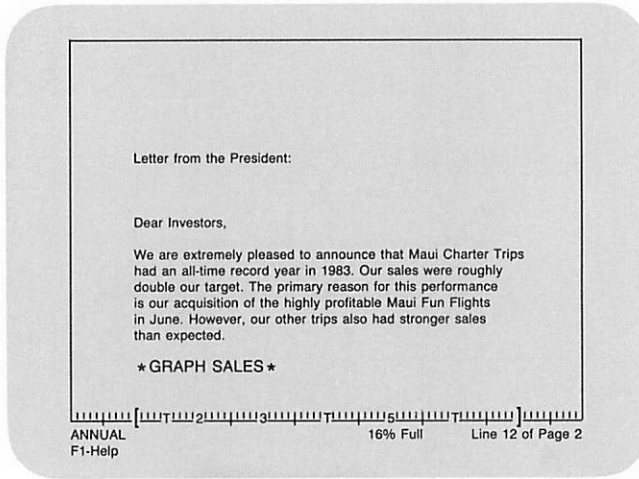ANNUAL          Labeling                 16% Full       Line 13 of Page 2
F1-Help
```

The sentence is now labeled for block editing. The next step is to specify what you want to do with the block. The block editing functions are described in the next few sections.

If you should want to unlabel a block of labeled text, press F5 again. All of the labeled characters will be unlabeled, as shown by the disappearance of the highlighting. Or moving the cursor to a point before the labeled section unlabels it. If you press ESC to return to the Main Menu, this also unlabels the block.

Removing a Block

To remove a block of labeled text, press DELETE. WRITE removes the block and places it in a special location in memory known as the "block buffer". The block remains in the block buffer until it is replaced by another block or until the computer is turned off. This last feature allows you to transfer a block of text from one part of the document to another, or to another document.

For example, suppose you want to remove the sentence from the President's letter that you labeled in the previous section. (If you unlabeled it with F5, label it again.) All you have to do is press DELETE. After the block is removed, the screen looks like this:

Letter from the President:

Dear Investors,

We are extremely pleased to announce that Maui Charter Trips had an all-time record year in 1983. Our sales were roughly double our target. The primary reason for this performance is our acquisition of the highly profitable Maui Fun Flights in June. However, our other trips also had stronger sales than expected.

★GRAPH SALES★

ANNUAL   16% Full   Line 12 of Page 2
F1-Help

If you later realize that you didn't really want to remove a block of text that has been removed, you may be able to get it back. If the block is still in the block buffer, you can return the block to the document by pressing F6. For example, you can re-insert the sentence you removed from the President's letter. Position the cursor where you want the block re-inserted (in this case the original location) and press F6.

The block buffer will hold a block up to about 175 lines of text. If you attempt to remove more than that, WRITE displays the following message:

Block too large to save.
REMOVE ANYWAY? (Y/N):
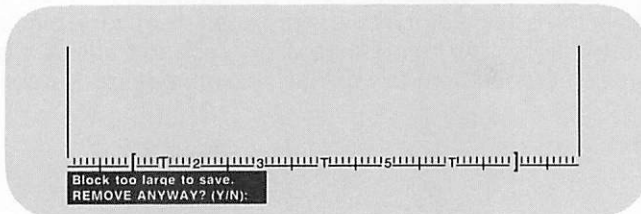
If you intend to remove that block of text permanently from the document, and you are sure you have no further use for it, type Y to remove it anyway. But if you are trying to move it to another location, type N to have WRITE return the cursor to the end of the labeled block. Reduce the size of the block and try again.

Moving a Block

When you want to move a block of text from one location to another in a document, label the block and use DELETE to remove it from its original location. WRITE puts it in the block buffer. Then move the cursor to the new location and press F6. WRITE brings in a copy of the block in the block buffer and inserts it at the cursor location (again, the block remains in the buffer).

For example, suppose you want to move the "prepared by" section of the annual report so that it appears on the financial statement page of the annual report. Press HOME and then the down arrow to move to the line

Prepared by

Label the section by pressing F5 and then press the ENTER key five times. The screen looks like this:

ANNUAL REPORT

1983

MAUI CHARTER TRIPS

Prepared by

Smith. Kline. & French
113 Main Street
Palo Alto. California

ANNUAL   Labeling   9% Full   Line 18 of Page 1
F1-Help

Then press DELETE to remove the lines from that location, as shown below:

```
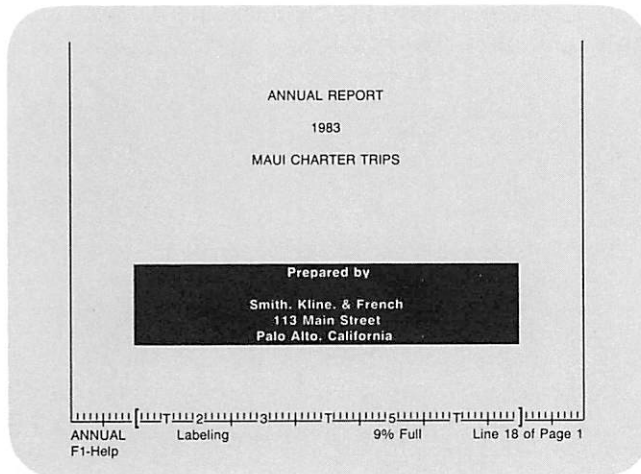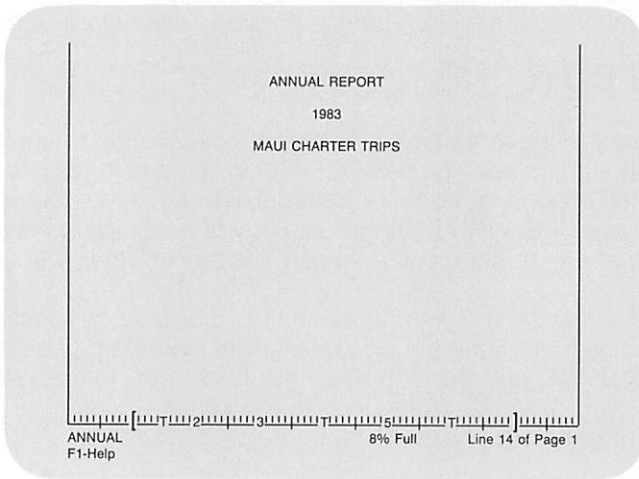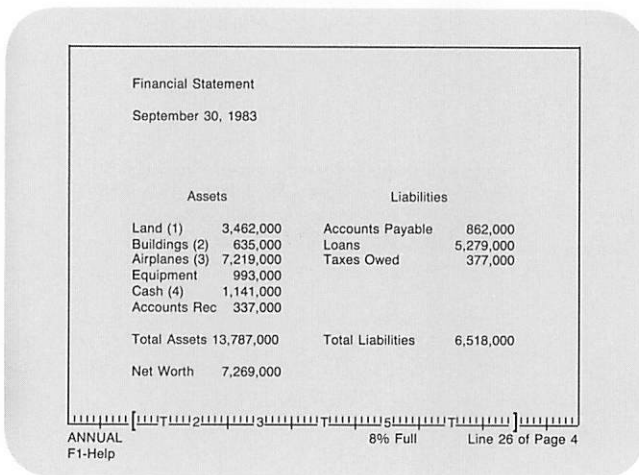                         ANNUAL REPORT

                             1983

                     MAUI CHARTER TRIPS









Lıııılıııı[ıııTıııı2ıııılıııı3ıııılııııTıııılıııı5ıııılııııTıııılıııı]ıııılıııı
ANNUAL                                      8% Full      Line 14 of Page 1
F1-Help
```

Next, press INSERT and press ENTER five times to replace the five lines just deleted. Press INSERT again to leave insert mode. Then, using the down arrow or PG DN key, move the cursor to the financial statement on page 4. Page 4 now looks like this:

```
     Financial Statement

     September 30, 1983




             Assets                        Liabilities

     Land (1)        3,462,000     Accounts Payable     862,000
     Buildings (2)     635,000     Loans              5,279,000
     Airplanes (3)   7,219,000     Taxes Owed           377,000
     Equipment         993,000
     Cash (4)        1,141,000
     Accounts Rec      337,000

     Total Assets 13,787,000       Total Liabilities  6,518,000

     Net Worth       7,269,000

Lıııılıııı[ıııTıııı2ıııılıııı3ıııılııııTıııılıııı5ıııılııııTıııılıııı]ıııılıııı
ANNUAL                                      8% Full      Line 26 of Page 4
F1-Help
```

Move the cursor to the second line under the date. Then press F6 to duplicate the contents of the block buffer at the cursor position. The beginning of the financial statement now looks like this:

```
Financial Statement

September 30, 1983
                              Prepared by

                        Smith, Kline, & French
                           113 Main Street
                          Palo Alto, California



           Assets                      Liabilities

        Land (1)    3,462,000    Accounts Payable    662,000
        Buildings (2)  635,000   Loans             5,279,000
        Airplanes (3) 7,219,000  Taxes Owed          377,000
        Equipment     993,000
        Cash (4)    1,141,000
ШШ|ШШ[ШШТШ2ШШ|ШШ3ШШ|ШШТШШ|ШШ5ШШ|ШШТШШ|ШШ]ШШ|ШШ
ANNUAL                              9% Full        Line 5 of Page 4
F1-Help
```

If you want to move a block of text from one document to another, you follow much the same procedure. First, label the block and remove it from the original document. Then retrieve the second document and move the cursor to the location where you want to insert the block from the original document. When the cursor is in place, press F6 to insert the block.

Copying a Block

Copying a block of text is very similar to moving it, except that the block remains in the original location as well as appearing in the new location.

To copy a block of text, first label the block, then press F6 to duplicate it. WRITE makes a copy of the block and places it in the block buffer. Next, move the cursor to the location where you want to insert the copy of the original block, and press F6 again. WRITE inserts the copy at that location. You can insert multiple copies of the same block of text by repeatedly moving the cursor and pressing F6—WRITE inserts the text at the cursor location each time F6 is pressed.

Searching for a Word or Phrase

WRITE will search through your document, looking for a particular word or phrase. To begin a search, press the F7 key to display the following prompt on the status line:

```
SEARCH FOR:
REPLACE WITH:
MANUAL OR AUTOMATIC (M/A):  M
```

All you have to do is enter the word or phrase you want to find in the Search For item—this is called the "search phrase". When you have entered the search phrase, press F10 to continue. WRITE searches through the document, starting immediately after the current cursor position, and displays the first occurrence of the search phrase.

WRITE uses the following rules when searching for the search phrase:

- spaces before and after the search phrase are ignored

- more than one space between words in the search phrase is ignored

- the search phrase is found regardless of upper and lower case differences (thus "cat" finds cat, Cat, CAT, and so on.)

For example, suppose you want to search for the first mention of Sales in the annual report. First, press HOME to return to the beginning of the document. Then press F7 to indicate that you want to make a search. WRITE prompts you for the search phrase. Type

        Sales

as shown here:

SEARCH FOR: Sales
REPLACE WITH:
MANUAL OR AUTOMATIC (M/A): M

Press F10 to begin searching. WRITE finds the first occurrence of the word Sales, displays that part of the document with the cursor on the s in sales, and returns you to normal editing:

Letter from the President:

Dear Investors,

We are extremely pleased to announce that Maui Charter Trips
had an all-time record year in 1983. Our sales were roughly
double our target. The primary reason for this performance
is our acquisition of the highly profitable Maui Fun Flights
in June. However, our other trips also had stronger sales
than expected. The chart below provides monthly forecast
and actual sales.

★ GRAPH SALES ★

ANNUAL   10% Full   Line 13 of Page 2
F1-Help

To search for the next occurrence of Sales, press F7. Notice that Sales is already entered in the Search For item. Now press F10 to have WRITE search for the next occurrence of the phrase.

Searching for Partial Phrases (Wild Card Searches)

Sometimes you want to search for partial words or partial phrases in a document. WRITE recognizes the use of the special symbol . .   (two periods) to indicate unknown characters somewhere in the search phrase. This symbol works just as it does in PFS:FILE, as shown below:

If you enter	WRITE will find
abc . .	the next word starting with abc
. . xyz	the next word ending with xyz
. . abc . .	the next word containing abc in any position
. .	the next word, no matter what it is

Manual Search-and-Replace

To search for a word or phrase and replace it with another word or phrase, start with the same step: press F7 and enter the search phrase in the Search For item. Then press TAB to move the cursor to the Replace With item, and enter the phrase—called the replacement phrase—that you want to substitute for the search phrase. Press F10 to continue.

WRITE searches for the first occurrence of the search phrase, then asks if you want to make the replacement. Type Y to make the replacement, N to leave the phrase as it is. WRITE makes the replacement or not, depending on your answer, then goes on to find the next occurrence of the search phrase. (If you enter Q, WRITE stops the search-and-replace function and returns you to normal editing at the current cursor position.)

When WRITE reaches the end of the document, it leaves the cursor at the last phrase it found.

For example, in the document named ANNUAL that you have been editing throughout this chapter, suppose you want to change the month October to the month November. First (assuming the document is still in the working copy), use the HOME key to return to the beginning of the document and then press F7 to display the search prompt.

Type the word

October

in the Search For item, press TAB to move the cursor to the Replace With item, and type

November

The screen looks like this:

```
┌─────────────────────────────────────────────────────────┐
│                    ANNUAL REPORT                          │
│                                                           │
│                        1983                               │
│                                                           │
│                  MAUI CHARTER TRIPS                       │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│ SEARCH FOR:  October                                      │
│ REPLACE WITH:  November                                   │
│ MANUAL OR AUTOMATIC (M/A):  M                             │
└─────────────────────────────────────────────────────────┘
```

Press F10 to continue. WRITE finds the first occurrence of the word October and asks if you want to make the replacement.

```
┌─────────────────────────────────────────────────────────┐
│ Notes:                                                    │
│                                                           │
│ (1)  Land includes the airstrip at Wailea and the beachfront │
│      office on Kaanapali Beach.                           │
│ (2)  Buildings include the airplane hangar and office     │
│      building.                                            │
│ (3)  A Boeing 737 was added to the fleet in 1983.         │
│ (4)  Cash on hand includes the escrow account amount for the │
│      scheduled O ctober charters.                         │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│ SEARCH FOR:  October                                      │
│ REPLACE WITH:  November                                   │
│ REPLACE (YES/NO/QUIT):                                    │
└─────────────────────────────────────────────────────────┘
```

If you want to make the replacement, type Y, and WRITE will replace October with November and search for the next occurrence. If you do not want to replace this instance of October, but want to search for the next occurrence, type N. If you want to quit searching, type Q.

Automatic Search-and-Replace

Occasionally, you want to replace every occurrence of a phrase with another phrase. This is called an automatic search-and-replace operation.

To specify an automatic search-and-replace, press F7, then enter the search phrase in the Search For item. Press TAB to move the cursor to the Replace With item, and enter the replacement phrase. Press TAB again to move the cursor to the Manual or Automatic (M/A) item, and type A to indicate that you want WRITE to make each replacement automatically, without asking you for verification. Then press F10 to continue. WRITE searches for every occurrence of the search phrase, replacing it automatically with the replacement phrase. When the last occurrence has been replaced, WRITE leaves the cursor at the last phrase replaced.

You should be careful when using an automatic search-and-replace—it can sometimes be tricky to reverse it if you realize that you didn't really want to replace all occurrences of the search phrase. You can, if you need to, stop the search-and-replace operation at any time by pressing the space bar.

Counting Words

You can use the Search function to count the usage of a particular word or to count the total number of words in a document.

To count uses of a word or phrase, set the Manual or Automatic item to A, search for the word or phrase, and leave Replace With blank. WRITE counts the occurrences of the search phrase throughout the document and displays the number on the screen.

To count the total number of words in a document, enter   . .   in the Search For item, and set Manual or Automatic to A. WRITE will count every word and display that number.

Formatting a Line of Text

Once a line of text is entered in a document, you can change its position with respect to the left and right margins. Simply move the cursor to the line you want to format, and press F8. WRITE highlights the line and prompts you on the status line for the way you want it formatted:

```
 |                                                                    |
 |                                                                    |
 |                                                                    |
 ⊥⊥⊥⊥⊥⊥⊥⊥|⊥⊥⊥T⊥⊥⊥2⊥⊥⊥⊥⊥⊥⊥3⊥⊥⊥⊥⊥⊥⊥T⊥⊥⊥⊥⊥⊥⊥5⊥⊥⊥⊥⊥⊥⊥T⊥⊥⊥⊥⊥⊥⊥|⊥⊥⊥⊥⊥⊥⊥
 LEFT CENTER RIGHT (L/C/R):
```
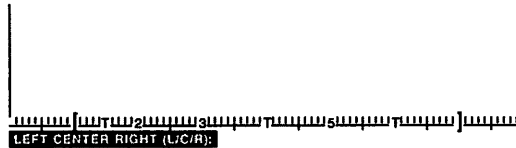
Type one of the following choices:

L	to move the line so the first character in the line is at the left margin
C	to center the text between the left and right margins
R	to move the line so the last character in the line is at the right margin

As soon as you type your choice, WRITE makes the desired adjustment and redisplays the line.

For example, the two line financial statement title should probably be centered on the page. Use the up arrow to move the cursor to the first line of the title. Press F8 to display the following prompt:

```
┌─────────────────────────────────────────────┐
│                                               │
│   ┌──────────────────────────┐                │
│   │ Financial Statement      │                │
│                                               │
│      September 30, 1983                        │
│                                               │
│                      Prepared by               │
│                                               │
│              Smith, Kline, & French           │
│                   113 Main Street             │
│                  Palo Alto, California         │
│                                               │
│                                               │
│            Assets                 Liabilities  │
│                                               │
│      Land (1)      3,462,000   Accounts Payable   862,000   │
│      Buildings (2)   635,000   Loans            5,279,000   │
│      Airplanes (3) 7,219,000   Taxes Owed         377,000   │
│ ⌊⌊⌊⌊⌊⌊⌊⌊ [⌊⌊⌊T⌊⌊⌊2⌊⌊⌊⌊⌊⌊⌊⌊3⌊⌊⌊⌊⌊⌊⌊T⌊⌊⌊⌊⌊⌊⌊5⌊⌊⌊⌊⌊⌊⌊T⌊⌊⌊⌊⌊⌊ ]⌊⌊⌊⌊⌊⌊⌊ │
│  LEFT CENTER RIGHT (L/C/R):                     │
└─────────────────────────────────────────────┘
```
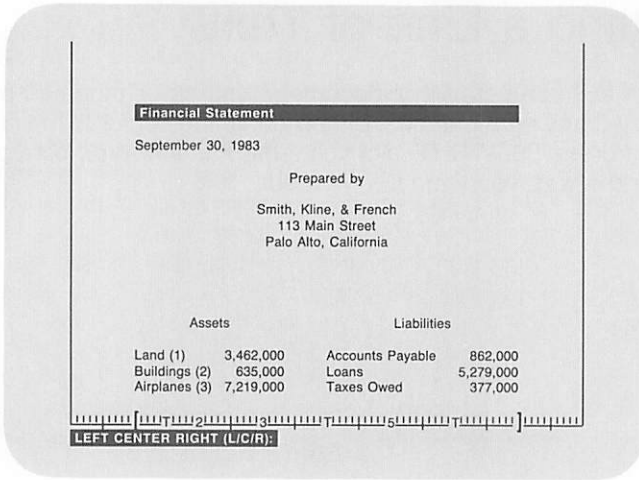
Notice that the line where the cursor is located is highlighted on the screen. Now type

    C

to indicate that you want to center the line within the margins. WRITE immediately redisplays the centered line. Now repeat the procedure for the other line in the title. The screen now looks like this:

```
┌─────────────────────────────────────────────┐
│  │                                        │   │
│  │            Financial Statement         │   │
│  │                                        │   │
│  │            September 30, 1983          │   │
│  │                                        │   │
│  │               Prepared by              │   │
│  │                                        │   │
│  │         Smith, Kline, & French         │   │
│  │              113 Main Street           │   │
│  │             Palo Alto, California      │   │
│  │                                        │   │
│  │                                        │   │
│  │        Assets            Liabilities   │   │
│  │                                        │   │
│  │   Land (1)      3,462,000   Accounts Payable   862,000   │
│  │   Buildings (2)   635,000   Loans            5,279,000   │
│  │   Airplanes (3) 7,219,000   Taxes Owed         377,000   │
│ ⌊⌊⌊⌊⌊⌊⌊⌊ [⌊⌊⌊T⌊⌊⌊2⌊⌊⌊⌊⌊⌊⌊⌊3⌊⌊⌊⌊⌊⌊⌊T⌊⌊⌊⌊⌊⌊⌊5⌊⌊⌊⌊⌊⌊⌊T⌊⌊⌊⌊⌊⌊ ]⌊⌊⌊⌊⌊⌊⌊ │
│  ANNUAL                        9% Full       Line 9 of Page 4 │
│  F1-Help                                       │
└─────────────────────────────────────────────┘
```
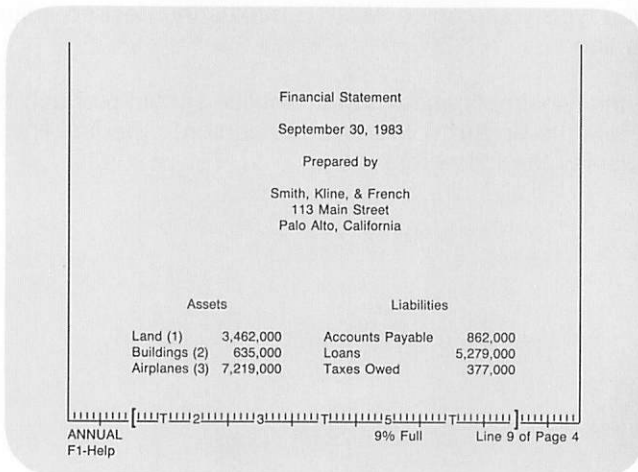
Adding Files Produced by Other Programs

There are several ways to add material from other sources to your WRITE documents. You can use the F9 key to append another file to the working copy, such as a PFS report or another document. You can use the JOIN command to print other files or multiple WRITE documents together at print time. You can use the GRAPH command to add graphs to your WRITE documents at print time. These operations are described in the following sections.

Adding Another Document to the Working Copy

WRITE lets you combine two documents by appending a document from disk to the document in the working copy. This feature makes it possible to insert "boilerplate" material into a document. Once the appended document is in the working copy, it can be edited just as if you had typed it.

To append a disk file to the working copy, press F9 and, when WRITE asks you for the name of the document to append, enter the document name and press F10. WRITE will retrieve the document and append it at the cursor position. If the margins of the appended document are different from the margins for the working copy, the appended document will be reformatted within the margins of the working copy.

For example, let's append the document named NAME from the Sampler diskette into the annual report. (The annual report should still be in your working copy—if it is not, retrieve it from the Sampler diskette before beginning this example.)

Move the cursor to the blank line three lines below the signature line of the letter from the president:

```
Very truly yours,


John H. Leader
President


-
```
ANNUAL   16% Full   Line 43 of Page 2
F1-Help
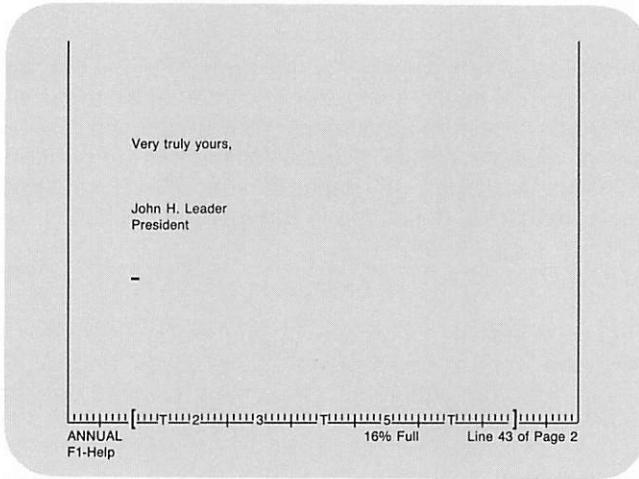
Now press F9 and WRITE asks you for the name of the document to append. Insert the Sampler diskette in drive B (if it isn't already), and type B:NAME after the prompt. Press F10 to continue. WRITE retrieves NAME from the diskette, and inserts it at the cursor location. The screen looks like this when the document has been appended:

```
Very truly yours,


John H. Leader
President


P.S. At the latest Board of Directors meeting, it was
decided to change the name of Maui Charter Trips to Holidays
in Hawaii, to more accurately reflect the business in which
the company is currently engaged. This document reflects
that name change.
```
ANNUAL   12% Full   Line 43 of Page 2
F1-Help
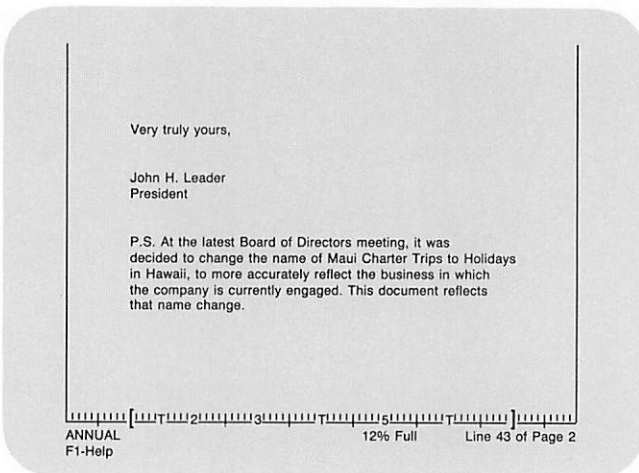
Adding Another Document when Printing

To join another document to a document when it is being printed, without adding any material to the working copy, you enter a special command at the location in the working copy where you want the joined document to appear. The command is:

*JOIN *name**

where name is the name of the document and an asterisk starts and ends the command. (The command can be abbreviated *J *name**.) You would use the JOIN command rather than F9 when the document to be joined will not fit in the working copy or when you have no need to edit the joined material.

For example, if you want to add a WRITE document named PRICELIST to your working copy when it is printed, you would type

JOIN B:PRICELIST

in your document at the point where you want the price list included.

When you print the document, make sure the disk containing the document to be joined is in drive B. WRITE will find it at the appropriate time, and insert it at the correct location, preserving its margins but otherwise conforming to the page layout of the working copy.

Note that you can join an unlimited number of documents while printing. This capability is useful when preparing a very large document. You can split it up into several smaller documents, then print it all together when you are ready to print the final copy. To do this, you would enter the required *JOIN *name** commands at the end of the first small document, making sure they are arranged in the order you want the other documents to appear when printed. (WRITE will not execute an asterisk command in a document that is joined at print time.)

Adding a PFS Report

You can join a report produced by PFS:REPORT if that report has been printed
to a disk file (see the REPORT manual for details). Simply enter the command

> *JOIN *reportname**

at the location in the document where you want the report to appear. If the report
is more than 80 columns wide, you will need to use the *PRINTER* command
(explained later in this chapter) just before the JOIN command to send a special
code to your printer that will cause the printer to print in compressed mode.
Then send another code after the JOIN instruction to return the printer to normal
printing format.

For example, to add a report named RENTALS, you would enter the command

> *JOIN RENTALS*

in the document where you want the report to be printed. (Or enter *JOIN
B:RENTALS* if the diskette is in drive B.)

Adding a PFS Graph

You can print a graph created with PFS:GRAPH at any location in a WRITE
document, as long as that graph was printed to a disk file (the GRAPH manual
explains how to print to disk files). You should use the same model printer as
you originally used to print the graph. To add a graph to a document, type the
command

> *GRAPH *name**

at the location in the document where you want the graph to be printed. (The
command can be abbreviated *G *name**.) For example, to print a graph that
was previously printed to a disk file under the name SALES, you would enter

> *GRAPH SALES*

at the desired location in the document. (Or enter the command *GRAPH
B:SALES* if the diskette is in drive B.)

The first asterisk of the GRAPH command will determine the placement of your
graph. If you want to change the position of the graph, move the command to
the left or right accordingly.

When WRITE reaches the part of the document where the graph is to appear, it reads the disk file and prints it in the correct location. The graph will look just like when you printed it with PFS:GRAPH and take up the same amount of space. You should insert blank lines in your document where the graph will be printed. To figure out how much blank space to allow, print the graph first using PFS:GRAPH. Remember to use the same kind of printer.

If the graph will not fit on the current page, WRITE starts a new page before printing it. To make the page breaks shown in the working copy correspond to those in the printed document, make sure the blank lines are all on the same page.

You can print as many graphs in a document as you wish; just enter the *GRAPH* command wherever you want the graphs to appear, and follow the above procedure. As WRITE reaches each graph location, it will look for the named disk file in the specified drive.

Adding a Multiplan Spreadsheet

You can join a spreadsheet produced by Multiplan or any other spreadsheet application if the spreadsheet has been printed to a disk file (see the Multiplan manual for details). For example, if you have a Multiplan spreadsheet printed to a disk file named COSTS, just enter the command

>   *JOIN COSTS*

at the location in the document where you want the spreadsheet to appear. If the spreadsheet is more than 80 columns wide, you will need to use the *PRINTER* command just before the JOIN command to send a special code to your printer that will cause it to print in compressed mode.

Print Enhancements

WRITE supports three print enhancements directly, and any others supported
by your printer through the use of specific printer control codes. The three
directly-supported enhancements are boldface type, underlining, and a forced
page break.

Printing Characters in Boldface

To print a character in boldface, move the cursor to that character, and press
SHIFT F8. WRITE displays that character on the screen in boldface (or in an
alternate color if you are using a color monitor). The status line identifies the
enhancement whenever the cursor is on the boldfaced character. To print
several characters in boldface, press SHIFT F8 repeatedly.

For example, suppose you want to print the title "Annual Report" in bold type.
First, move the cursor to the A in Annual:

```
                        ANNUAL REPORT

                            1983

                       MAUI CHARTER TRIPS




                         Prepared by

|llllļllll[llllTllll2llllļllll3llllļllllTllllļllll5llllļllllTllllļllll]llllļllll|
ANNUAL                                  10% Full      Line 1 of Page 1
F1-Help
```
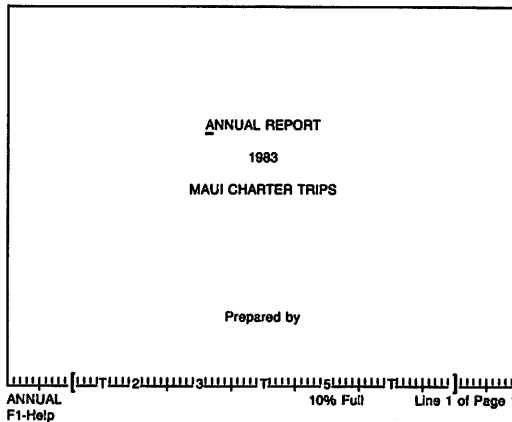
Now press SHIFT F8 repeatedly until the entire title is boldfaced:

```
                    ANNUAL REPORT_

                         1983

                 MAUI CHARTER TRIPS




                     Prepared by

ANNUAL                                10% Full      Line 1 of Page 1
F1-Help
```
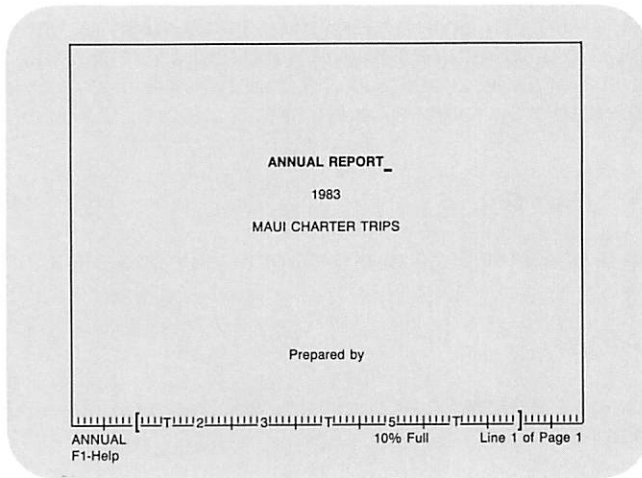
If you move the cursor back a character, notice that the status line tells you that the character is in boldface:

```
                    ANNUAL REPORT

                         1983

                 MAUI CHARTER TRIPS




                     Prepared by

ANNUAL                          Boldface   10% Full   Line 1 of Page 1
F1-Help
```
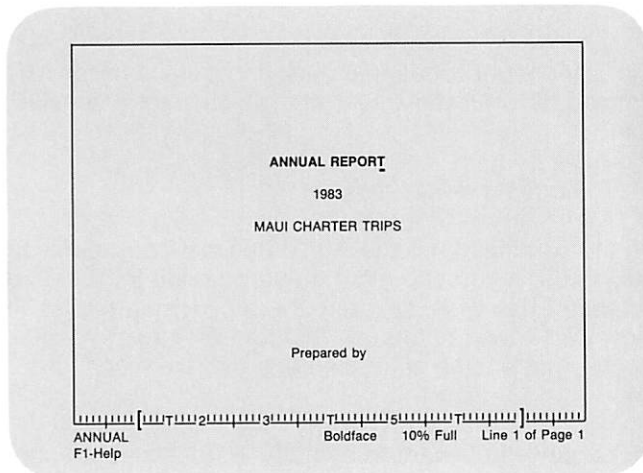
To remove boldface, type over the bold character(s).

Underlining Characters

You underline a character in much the same way: just move the cursor to that character, and press SHIFT F7. WRITE underlines that character. Whenever the cursor is returned to an underlined character, the status line tells you that character is underlined. To underline several characters, press SHIFT F7 repeatedly. To remove underlining, type over the underlined character.

Printing a New Page

If you wish to start a new page at any point in your document, simply type the command:

NEW PAGE

The line following the New Page command will begin on the next page of the printed output.

The command can be abbreviated to *N*.

Sending Special Codes to Your Printer

You can send any control codes that your printer recognizes by entering the following command in your document where you want a special printing mode to begin:

PRINTER code1, code2, etc.

The codes in the command are the ASCII decimal equivalents for the desired control code. If you use more than one code, or if the code itself consists of a pair of numbers, separate them by a comma, as shown in the example below. At the end of the text that you wish to have affected by that control code, you should send the code that "turns off" that enhancement.

For example, suppose you want to print the word "small" in condensed characters in a document printed on a TRS-80 DMP-200 printer. The control code for condensed print on this printer is 27 20, so you would enter the command

PRINTER 27, 20

just before the word "small". Then, after "small", you would enter the command

PRINTER 27, 19

to return to normal printing. The command can be abbreviated to *P 27, 19*. You must put one space between the word PRINTER (or the letter P) and the first code.

You may combine codes for several printing formats in one command. If you wanted to print the word "small" in elongated type as well as condensed print, you would enter the command

PRINTER 27, 20, 27, 14

because the control code to start elongated type is 27 14. To end the condensed and the elongated print, you would enter

PRINTER 27, 19, 27, 15

Your printer manual should contain a list of the ASCII decimal character codes that initiate and terminate special printing modes; if yours does not, contact your printer dealer for help.

Summary

- Use the TYPE/EDIT function to perform any of WRITE's advanced editing features.

- | F5 | labels the character the cursor is on. To label the rest of a block of text, move the cursor to the last character in the block. When text is already labeled, F5 unlabels the entire block.

- | DELETE | removes a labeled block of text, if there is one, and places it in the block buffer

- | F6 | if a block is labeled, places a copy of the block in the block buffer. If no block is labeled, places a copy of whatever is in the block buffer at the cursor location.

- ▪ 　F7　 　　　searches for a phrase and, if requested, replaces it with another.

  — leave Manual or Automatic at M to verify each replacement

  — change Manual or Automatic to A to replace all occurrences without asking for confirmation

  — leave Replace With blank to search for a word or phrase and count occurrences

- ▪ abc . .　　　entered in a search phrase, finds the next word starting with abc

- ▪ . . xyz　　　entered in the search phrase, finds the next word ending with xyz

- ▪ . . abc . .　　finds the next word containing abc in any position

- ▪ . .　　　　finds the next word

- ▪ 　F8　 　　　centers, left-justifies, or right-justifies the line containing the cursor

- ▪ *JOIN *name**　inserts the document named "name" where the command appears when printing. This file can be another document, a PFS report, a spreadsheet, or any other text file.

- ▪ 　F9　 　　　prompts for the name of a document to insert in the working copy at the cursor position

- ▪ *GRAPH *name**　inserts the graph named "name" where the command appears when printing

- ▪ SHIFT F8　　boldfaces the character the cursor is on

- ▪ SHIFT F7　　underlines the character the cursor is on

- ▪ *NEW PAGE*　starts a new page when printing

- ▪ *PRINTER *code**　sends the listed code to the printer to change the printing mode

8: *form letters*

This chapter explains how to merge a letter in the working copy with data from a file created with the PFS:FILE program to produce form letters automatically. This feature is extremely useful when preparing personalized letters to people on a large mailing list.

The First Step: A PFS File

The PFS:FILE program is used to organize and store information in many different situations. One very common use is to keep lists of people—customers, patients, subscribers, employees, and so forth. Assuming that you have a list of people and their addresses stored in a PFS file, regardless of what other information is stored for those people, you can print individual letters for all the people on the list, or for any selected group of people from the list.

For example, the Sampler diskette contains a PFS file named STAFF.PFS. This file contains personnel information for six fictitious employees. The form from the file looks like this:

Last Name: First Name:

Address:

City: State: Zip:

Hire Date

Job Title:

Monthly Salary:

STAFF.PFS   RETRIEVE SPEC   Page 1
F1-Help   F10-Continue

By combining the data in this file with a WRITE document, you can print identical letters to each person whose name is in the file, to each person who works in a particular department, or to each person who lives in a particular town.

The Second Step: A WRITE Document

The next step is to prepare the letter that you want to send to the people whose names are on the list. Type the letter just as you would a normal document, except that you must identify each piece of information that is to be read from the PFS file. You do that by entering an asterisk, an item identifier (either the item name from the form, or a shortened version of that name), and another asterisk. For example, suppose you want to send a form letter to all of your employees, announcing a new bonus plan. First, clear the working copy and enter the following:

> November 25, 1984
>
> *First Name* *Last Name*
> *Address*
> *City*, *State* *Zip*
>
> Dear *First Name*,

Notice that there are asterisks surrounding each item that is to be read from the PFS file, even when several items appear on one line. Also, both spaces and punctuation have been inserted where needed.

Now enter the rest of the letter:

> We are pleased to announce a new profit sharing plan that will affect all employees. Here's the way it works: 10% of profits will be reserved for employee profit sharing. It will be allocated to employees based on their monthly salary at the end of the fiscal year. Your monthly salary was *Salary (T)* at the end of fiscal 1983, so that will be your base for this year's profit sharing distribution.
>
> We will be distributing the checks at the end of this month.
>
> Very truly yours,
>
> John Adams, Personnel Mgr.

Note that you can insert data from the PFS file wherever you want in the document, as shown by the *Salary (T)* item in the body of the letter.

The Final Step: Printing the Form Letters

When you have finished entering the letter, you are ready to begin printing the form letters. Let's print the bonus announcement letters as an example. Return to the Main Menu, enter 3 in the Selection Number item, and press the F10 key to continue. WRITE displays the Print Menu for you to fill in:

PRINT MENU

FROM PAGE: 1

TO PAGE: 1

PRINT TO: PRN:

PAUSE BETWEEN PAGES (Y/N): N

NUMBER OF COPIES: 1

SINGLE/DOUBLE/ENVELOPE (S/D/E): S

INDENT: 0

PFS FILE NAME:

F10-Continue

Fill in these options appropriately, depending on the pages you want
printed, the printer you are using, and whether or not you want to print the
letters on single sheet stationery (probably yes). When you reach the PFS
File Name item, enter the name of the PFS file – B:STAFF.PFS for this
example.

PRINT MENU

FROM PAGE: 1

TO PAGE: 1

PRINT TO: PRN:

PAUSE BETWEEN PAGES (Y/N): Y

NUMBER OF COPIES: 1

SINGLE/DOUBLE/ENVELOPE (S/D/E): S

INDENT: 0

PFS FILE NAME: B:STAFF.PFS

F10-Continue

Once you have filled in the options on the Print Menu, insert the diskette
that contains the PFS file in the correct drive and press F10 to continue.

Next, WRITE displays the form from the file with the words RETRIEVE
SPEC at the bottom of the form. You need to fill it in with retrieve
specifications that identify which forms from the PFS file you want to use to
prepare the letters. This allows you to prepare form letters for some special
group of people from the file, such as those who were hired more than 6
months ago or those who live in California.

```
Last Name:                    First Name:
Address:
City:                         State:      Zip:

Hire Date
Job Title:
Monthly Salary:


------------------------------------------------------------
STAFF.PFS              RETRIEVE SPEC              Page 1
F1-Help                                     F10-Continue
```

Fill in the retrieve specifications just as you would when working with
PFS:FILE (see Chapter 4 of the PFS:FILE manual if you need an
explanation of retrieve specifications). For this example, you want to print
letters for all employees in the file, so leave the form blank. Then press
F10 to continue.

Again, WRITE displays the form from the PFS file, this time with the words
IDENTIFIER SPEC at the bottom of the form:

```
Last Name:                    First Name:
Address:
City:                         State:      Zip:

Hire Date
Job Title:
Monthly Salary:


------------------------------------------------------------
STAFF.PFS              IDENTIFIER SPEC           Page 1
F1-Help                                     F10-Continue
```

You use this form to enter any shortened item names that you used in the letter. Use this form if any item names you entered in your letter are different from the item names shown on this form. Just use the TAB key to move to the item, then type the name you used in the letter. For example, you entered the item identifier of *Salary* in the letter, but the actual item name on the form is Monthly Salary. Press TAB to move to that item, and enter

      Salary

When you have filled in the names of all items identified with a different name in the letter (that's the only one for this example), press F10 to continue. (If you have used the exact item names from the form in the letter, leave the identifier spec form blank and press F10 to continue.) WRITE asks you to position the paper in your printer, then begins printing the first letter.

When the first letter has been printed, WRITE will go on to the next letter unless you have entered Y for the Pause Between Pages item. In that case, WRITE will pause and display the message:

Put a new page in your printer

Press F10 to continue

F10-Continue

Follow its instructions and WRITE will print the next letter, pausing after it is finished for the next sheet of paper, and so on. After all the forms have been printed, WRITE displays the number of forms that were printed. Press F10 to continue.

If your printed document doesn't show an item that you've specified with an asterisk command, you've probably spelled the item name differently in your document than it's spelled in the form. You can either correct the spelling of the item name in the asterisk command in the document or use the identifier spec form which lets you reference item names in different (usually shorter) ways.

Placement of Merged Data

WRITE provides three methods of placing merged data in your document: left justified, text placement, and right justified.

Left Justified

Ordinarily WRITE places an item from your PFS file starting at the position of the left asterisk of the command. If an item from the file is more than one line, it is printed in your document as more than one line.

For example, if your PFS file contains the item "address" which looks like this:

432 Cabin Street
Basin, MT 59632

type

Name
Address

in your document to have the name and address printed on three lines.

Text Placement

The text method prints an item as text. Any time you wish to insert items into a paragraph, use this option. If an item is more than one line in the PFS file, the entire item will be printed as text, filling lines and wordwrapping when the margin is reached.

For example, if you wish to insert the amount from an item called Salary into a paragraph, follow the item identifier with a T in parentheses as shown here:

Salary (T)

Right Justified

The right justified option will place an item from the PFS file in front of the position of the right asterisk. This option lets you merge data into a column of numbers and have the final column lined up correctly on the right. To specify right placement, follow the item identifier with an R in parentheses as shown here:

total cost (R)

This prints the data from the item, such as 25.00, with the final zero in the same column as the right asterisk.

Summary

- You can merge data from any PFS file into a WRITE document.

- Specify the item in the document by entering an asterisk, an item identifier, and another asterisk, e.g., *Name*

- Enter the name of the PFS file in the PFS File Name item on the Print Menu.

- Fill in the retrieve spec form with retrieve specifications that identify the group of forms you want to use.

- Fill in the item identifier spec form with the names of any items used in the document where the name is different from the name on the form.

- Specify placement of the PFS file item as follows:

    item inserts the item at the position of the left asterisk

    item (T) inserts the item as a string of text

    item (R) inserts the item right justified to the final asterisk

A: *appendix*

Error Messages

PFS:WRITE displays a message whenever it encounters an error condition. Certain errors are the result of mistakes you make as you use the program, while others are the result of physical limitations or problems with certain parts of your computer system.

Most of these messages appear in the message area at the bottom of the screen:

PFS:WRITE MAIN MENU

1 TYPE/EDIT   4 GET/SAVE/REMOVE

2 DEFINE PAGE   5 CLEAR

3 PRINT   6 EXIT

SELECTION NUMBER:

Invalid selection number, re-enter

F10-Continue

PFS:WRITE displays other messages on a separate screen:

PROBLEM

Disk is full

Press ESC to return to main menu

(See manual appendix A)

When you encounter one of these messages, simply locate the message in the list below and follow the instructions in the Corrective Action column. To restart normal WRITE operation, press ESC to return to the Main Menu.

Following is the list of WRITE messages, arranged in alphabetical order.

Message	Description	Corrective Action
Block too large to save. REMOVE ANYWAY? (Y/N):	You have labeled and tried to delete a block of text that will not fit in the block buffer. The block buffer will hold only 175 lines.	Type Y to delete the block without saving it in the block buffer, or N to return to the working copy. Label the block in smaller sections and save the smaller blocks one at a time.
Cannot close file	The diskette containing your file has been removed from the drive.	Re-insert the document diskette.
Cannot create file	You have tried to store a document on a disk and were unsuccessful. The directory is probably full.	Store the document on a blank, formatted diskette. If using a hard disk, delete files you don't need.
Cannot find file	WRITE cannot find the file you specified when using the GET/ SAVE/REMOVE function or Append command.	Make sure you have entered the name correctly, and that the disk containing the document or file is in the correct drive.

Message	Description	Corrective Action
Can't print to the console	You have entered CON: in the Print To item of the Print Menu. WRITE can only print to a printer or to a disk file.	Enter one of the following device names: PRN: for a parallel printer or the name of a disk file.
Disk is full	WRITE attempted to save the working copy and found that the specified disk did not have sufficient space.	If you have some unnecessary files on the disk, use the REMOVE function to delete them. Or, you could specify a different disk on which to SAVE the working copy.
	The diskette that contains the PFS file you are using is full, or the PFS file itself has reached maximum size.	Copy the PFS file to a diskette with more space, or use the REMOVE function of PFS:FILE to remove some unneeded forms from the file.
Document is full	There is no more room in the working copy.	SAVE the working copy, then enter the rest of the document as a new document. To combine the two documents when printing, insert a JOIN command at the end of the first document.

You could also remove text from the working copy. |
Document is too full to remargin	Your working copy does not have enough room to adjust the margins.	Make the document smaller before you adjust the margins.
Document is too large to append	The document you tried to Append will not fit in the working copy.	Resave the document in smaller sections and then Append again.
Document is too large to get	You have tried to get a document that was created on a system with more memory. It will not fit in memory on this system.	To get this document, you must return to a computer with more memory and save the document in smaller sections.
Drive is not ready	The diskette drive door is open.	Close the drive door.

Message	Description	Corrective Action
File is maximum size	When you print a form letter, WRITE needs space to store retrieve specifications and identifier specifications on the data diskette.	Remove some forms from the file to create some space.
File name is wrong	You entered an invalid file name.	Make sure that the file name begins with a letter and does not contain spaces.
'From' page is too large	The page number you entered in the From Page item of the Print Menu is larger than the number of the last page of the document.	Enter a number smaller than the last page in the document.
Identifier list too long	The PFS file items you have entered in the identifier spec will not fit in WRITE's internal storage space.	Make the names in your document shorter. For example, use Zip instead of Zip Code.
Incorrect margins	You have entered incorrect margin information.	Make sure the left margin is less than the right margin. Make sure right margin is not greater than 78. Make sure left margin is at least 1.
Invalid selection number, re-enter	You entered a number for the Selection Number of a menu that is invalid. The number must be shown on the menu.	Re-enter a number that is shown on the menu.

Message	Description	Corrective Action
I/O error	There is a physical problem with either the disk drive, the disk controller, or the diskette. Some possible causes are:	
	Disk drive door open.	Close the door.
	Hard disk not turned on or warmed up.	Turn the hard disk on and wait a few minutes for it to warm up.
	Diskette inserted incorrectly.	Remove the disk, then re-insert it properly.
	You tried to SAVE the working copy to a diskette that is write-protected.	Remove the write-protected tab or SAVE the working copy on another diskette.
	Malfunction.	DO NOT USE THIS DISKETTE AGAIN. Make a copy of your backup disk, then use that copy. If I/O ERROR persists, take the disk drive to your dealer for testing.
	Worn out diskette.	After 40-50 hours of use, the disk may need replacing. Try using a different disk.
Margin must be less than 19	You have entered a top or bottom margin that is too large.	Enter a number smaller than 19 in the Top Margin or Bottom Margin item.
Must give a document name	You have not specified the name of the document you want.	Enter the name of the document you want.
No help is available here	There is no Help screen available at this point in the program.	Refer to the appropriate part of the manual for help.
No text to duplicate	You have pressed F6 when there is neither a labeled block of text, nor any text in the block buffer.	Label the text you want to place in the block buffer, and then press F6.

Message	Description	Corrective Action
Not a PFS file	The file whose name you entered in the PFS File Name item of the Print Menu is not a PFS file.	Make sure you are using the correct name, and that the disk containing the file is in the correct drive. Also check for duplicate file names on the disk in the specified drive.
Page length is too long	You entered too large a number for the Page Length item on the Define Page Menu.	Enter a number less than 1000, or enter 0 to print the document as one continuous page (no page breaks).
Page length is not long enough	The page length you have entered is not large enough to accommodate the top and bottom margins.	Enter a number at least one larger than the sum of the top and bottom margins.
Printer isn't ready	You have tried to print and your printer is not ready.	Be sure your printer is turned on, on-line, and connected to your computer.
Search list is too long	The retrieve specifications you have entered for the PFS file will not fit in WRITE's internal storage area.	Specify fewer requests in the retrieve specifications.
Search phrase was not found	You specified a Search and the phrase was not found.	Search operates from the position of the cursor forward. Return to the beginning of the document if you want to search the entire document.
Text is too large to duplicate	You have labeled and tried to duplicate a block of text that will not fit in the block buffer. The block buffer will hold only 175 lines.	Press F10 to return to the working copy. Then duplicate the original block in smaller sections.

B: *appendix*

PFS:WRITE Quick Reference Guide

Cursor Movement

KEYSTROKE	MOVES THE CURSOR
← ↑ → ↓	one space in the direction shown by the arrow
F4	to the next word
F3	to the previous word
SHIFT F4	to the end of the line
SHIFT F3	to the beginning of the line
ENTER	to the beginning of the next line
TAB	to the next tab stop
SHIFT TAB	to the previous tab stop
PG DN	to the next screenful of text
PG UP	to the previous screenful of text
HOME	to the beginning of the document
END	to the end of the document
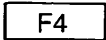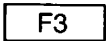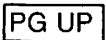
Special Function Keys

KEYSTROKE	FUNCTION
F10	WRITE continues with the specified function
F1	WRITE displays the Help screen
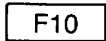
Editing Options

FUNCTION	KEYSTROKE
append	F9
boldface	SHIFT F8
delete	DELETE
duplicate	F6
erase line	SHIFT F6
erase word	SHIFT F5
exit to Main Menu	ESC
format	F8
insert	INSERT
label block	F5
search	F7
set tabs	F2
underline	SHIFT F7

Define Page Options

Left/Right Margin	enter the column number for these margins
Top/Bottom Margin	enter the number of lines for these margins
Page length	enter the number of lines from the top edge of your paper to the bottom edge 66 (default) for standard 8½ × 11 84 for standard legal size (8½ × 14) 102 for ledger size (11 × 17) 0 for one continuous page (no page breaks)
Heading	enter up to two lines of text to appear at the top of each page

appendix B-3

Footing   enter up to two lines of text to appear at the
                                 bottom of each page. For automatic page
                                 numbers, enter the starting page number in the
                                 footing

PRINT Options

From/To Page   enter the first and last page of a range of pages

Print To   directs output to different printers. Enter one of
                                 the following:
                                     PRN: for a parallel printer
                                     file name for an ASCII disk file

Pause Between Pages   Y to pause after each page to insert a new sheet
                                 of paper

Single/Double/Envelope   enter S to print single-spaced
                                         D to print double-spaced
                                         E to print the address only

Indent   enter the number of spaces to shift the printing to
                                 the right on the paper

PFS File Name   enter the name of the PFS file from which to
                                 read data

Printing Form Letters

1. Enter the letter in the working copy, typing item identifiers in the letter
   where you want an item of data to be inserted from the PFS file. Item
   identifiers must be enclosed in asterisks, e.g., *Name*.

2. Return to Main Menu and select PRINT.

3. Enter the name of the PFS file in the PFS File Name item on the Print
   Menu.

4. To print on single sheet stationery, enter Y for the Pause Between
   Pages item of the Print Menu.

5. Fill in the retrieve spec to identify the group of forms from the file that
   you want to use.

6. Fill in the identifier spec with any names you entered in the letter differently than they appear on the form.

7. After WRITE prints the first letter, insert a new piece of stationery and continue.

SEARCH Options

Search For	enter the word or phrase you want to search for
Replace With	enter the word or phrase with which to replace the search phrase
Manual/Automatic	M asks for confirmation before replacing each occurrence
	A replaces all occurrences of the search phrase (if there is no replacement phrase, counts the occurrences and displays the count at the end of the search)

Wild card symbol entered in search phrase:

e.g., abc . .	finds the next word starting with abc
. . xyz	finds the next word ending with xyz
. . abc . .	finds the next word with abc in any position
. .	finds the next word, no matter what it is

Special Commands

*JOIN *name**	gets from disk the document "name" and prints it at the location where the command appears
*GRAPH *name**	gets from disk the file "name" and prints it at the location where the command appears
*PRINTER *code**	sends ASCII code to the printer to initiate or terminate special printing modes
NEW PAGE	starts a new page when printing

C: *appendix*

The SETUP Program

This appendix shows how to use the SETUP program. SETUP lets you set up WRITE to work with different types of printers or lets you install WRITE on a hard disk.

To run the SETUP program, follow these steps:

1. Remove any write-protect tab from the PFS:WRITE program diskette and insert the diskette in drive A.

2. At the MS-DOS A> prompt, type

        SETUP

and press the ENTER key. The following screen appears:

       A>SETUP

       PFS: Software Series SETUP Program
       Copyright 1984 Software Publishing Corporation

       1. Select a printer
       2. Install program on hard disk
       3. Exit this program

       Selection:

You have three options: to select a printer, to install WRITE on a hard disk, and to exit the SETUP program. Each procedure prompts you for the information it needs. If you make a mistake while using SETUP, press the ESC key to return to the SETUP menu. You can then either try again or exit SETUP.

3. Type the number of the option you want. When you are done with the SETUP program, remove the WRITE program diskette from the drive and put a write-protect tab back on the diskette.

Setting up PFS:WRITE for a Printer

WRITE comes preset to run with a Tandy Dot Matrix (DMP Series) printer. If you have a Tandy Daisy Wheel printer or any other model printer, you will need to run SETUP. You must tell WRITE you have another kind of printer so it can print correctly to that printer. SETUP stores the information on the WRITE program disk and WRITE uses it whenever you use the printer. If you later change to another kind of printer, run SETUP again to enter the new information.

To set up WRITE for a Tandy Daisy Wheel or any other kind of printer, type 1 following Selection and press ENTER. SETUP asks which group your printer belongs to:

Select a printer

1. Tandy DMP Printer
2. Tandy Daisy Wheel Printer
3. Other printer

Selection:

Type 1, 2, or 3 and press ENTER. SETUP returns you to its Main Menu. You can now use your printer (leave PRN: as the default printer on the Print Menu).

Installing WRITE on a Hard Disk

If you have a Tandy Model 2000 HD or have connected to your computer any other hard (fixed) disk that MS-DOS can recognize, you can install the WRITE program and your WRITE document files on the hard disk. This saves you from having to start WRITE from the program diskette each time you want to use it.

Note: You are allowed to install the program with SETUP only five times. If you are having disk failures, such that you need to install the program to your hard disk several times in a row, contact your dealer for help before using up your limit of allowed installations.

To install WRITE on a hard disk, type 2 following Selection and press ENTER. You will see the following screen:

Please note the following before
continuing:

— Remove the write-protect tab from
   the program diskette.

— You can only install the program
   on a drive that has a capacity of
   at least 2 megabytes.

— You can use this install procedure
   only FIVE times.

Drive name for the hard disk: _

Type the drive name for your hard disk drive or the directory name for the part of the hard disk where you want the program located (for example, C: or C:\programs). To install WRITE in a subdirectory, you must type the name of the subdirectory. Then press ENTER.

The WRITE and SETUP programs are copied to the hard disk you specified. You see the OK message and then the SETUP menu again.

Exiting from the SETUP Program

When you are done using the SETUP options, type 3 following Selection and press ENTER. The MS-DOS prompt A> appears and you are ready to run WRITE with the changes you've made in SETUP.

glossary

ASCII text file	The letters ASCII (pronounced ASK-key) stand for the American Standard Code for Information Interchange. An ASCII file can be read by many computers and programs. It contains only printable characters.
cursor	the symbol on the screen that shows where the next action will occur; i.e., typing, deleting, etc.
default values	responses to menu items and other prompts that are automatically filled in. Usually default values are the most common values, or the last-used value.
directory	an area on a disk where the contents of the disk are listed.
disk/diskette	technically speaking, a disk is any round, flat data storage device. Diskettes are small disks, the 5¼-inch floppy disks being one example. Usually the word disk refers to a hard disk, but may also be used as a short form for diskette.
document	a piece of writing. In the context of the WRITE program, a document is usually the same as a file. A single piece of writing stored under one name.
enter	to type something on the keyboard.
ENTER key	the name given to the key on the keyboard that causes carriage returns.
file	information stored as a unit under one name, the file name; as in the contents of one file folder.
format disk	to prepare a disk to receive data.
format text	to move a line of text to the left margin, right margin, or center of the page.

function keys	the twelve keys above the main keyboard that perform special tasks.
hard disk	a hard disk (or fixed disk) is a magnetic recording device permanently installed in a disk drive. A hard disk is what you upgrade to when your data on floppy diskettes becomes unmanageable.
load	the process of transferring a program from a disk into the computer's memory.
menu	the list of functions that you can choose at a given time. The Main Menu appears when you first start the program. You can always return to the Main Menu by pressing the ESC key.
MS-DOS	abbreviation for Microsoft Disk Operating System. The basic program that makes your computer able to operate.
numeric keypad	the set of number keys on the righthand side of the keyboard.
wild card character	a character that can be used to represent any other character. The concept is also described as using a "don't care" character or a "global" character.
wordwrap	the action whereby the computer automatically moves a whole word to the following line if it will not fit at the end of the current line.
working copy	a temporary working area in the computer where your document exists before it is stored on a disk.
write-protect tab	a gummed label stuck on a diskette to cover the notch in the side of the diskette cover. If this notch is open, the disk can be written on. If the notch is covered, the disk drive senses this and will not write on the diskette.

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