Word Writer 6

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User's Manual

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User's Manual

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▓ INTRODUCTION

What is WORD WRITER?

WORD WRITER is a complete writing environment for memos, manuscripts and everything in between. It provides all the tools necessary for organizing your thoughts before you turn them into text plus everything you need to edit, insert, delete (remove) and rearrange your text. You'll produce professional-looking documents that reflect your writing style, using either your printer's built-in text mode features or using WW's premium-quality fonts.

For those of you who are new to word processing on a computer, let's begin with a quick explanation of how word processing differs from typing. There are three main differences:

- You don't have to press the (carriage) return at the end of each line. After you set the margins, the word processor "knows" when you've reached the end of the line and will automatically "wrap" the next word to the beginning of the next line. You only have to press (RETURN) to signal the end of the paragraph or to tell the program that you want to leave a blank line.

- If you don't like what you've written, you can go back and make corrections by either erasing text (called "deleting"); typing over existing text (called "overwrite"); inserting new text or by copying or moving text—all before you ever print a single character.

- And last, and this is the tricky part for long-time typists, many procedures are accomplished by pressing two keys at once—not consecutively, but simultaneously. Usually, it is the (C=), the (CTRL), or the (SHIFT) key that is pressed in conjunction with another key.

Now that we've talked about the things you'll have to learn (or unlearn) to get into word processing, let's talk briefly about why word processing is more than worth the effort it takes to learn.

After a little practice, you're sure to be able to word process faster than you can type. If there are any similarities among your documents, you can eliminate repetitious typing.

With a word processor, you're sure to become a better writer. Since editing is so easily accomplished, you won't be tempted to let the incorrect or mediocre "slide."

And, word processors do many things better and faster than you ever could—like spell checking, outlining and searching and replacing.

To further simplify and speed things up, most of the commands (or instructions for the computer) appear on the two keyboard overlays, which came with this program. In addition, a Help screen is always available. You can use WORD WRITER with Timeworks DATA MANAGER 2, SWIFTCALC and PARTNER 64 programs. This unique compatibility lets you expand the capabilities of WORD WRITER far beyond those of conventional word processing programs.

There is one very important concept, unique to WW, that we should talk about before going any further. The program has two different, easily switched operating modes: TEXT or FONT. In TEXT mode all characters will be of equal width when printed out, just like on a standard typewriter. In FONT mode, characters are created graphically and proportionally as in typesetting.

TEXT mode is by far the simpler of the two and is the fastest way to print your document. Text mode uses the printer's built-in, mono-spaced character set (all the characters are the same width) and any text enhancement styles your printer supports.

FONT mode uses your dot-matrix printer in its graphics mode. Printing is done by WORD WRITER's high-quality, proportionally-spaced fonts (a small "i" is narrower than a capital "W"), and built-in styles of underlined, bold, italics, Scilati (back slanting italics), superscript and subscript. While the fonts themselves are not displayed on the screen, the screen will always reflect the correct words on each line and the number of lines on each page.

What's New in this Version

The features added or improved since WORD WRITER 5 include:

- **The Cardfile**—a collection of information that can be stored and organized for personal and business use. You can easily store, sort and keep track of important names, addresses and phone numbers.

- **Form Letter printout**—You can use the Cardfile with the Merge Names printing option to print form letters, plus you can skip over fields you don't need and just print the parts of the Cardfile you want.

- **Go To Page**—You can now move directly to a specific page of your document with the new Go To command.

- **Font and Style Bar**—This option has been improved to include text justification.

- **Tabs**—Tabs are easier to set and use, with pre-set defaults.

Details on each of these features can be found in this manual.

Now, let's make sure you have the right hardware to run WW.

System Requirements

- A Commodore 64 or 128 in 64 mode

- One or two disk drives (the Thesaurus and Graphics Converter require a 1541/1571 or compatible drive)

- A monitor

- A printer—Daisywheel or dot matrix for TEXT mode, dot matrix for FONT mode

What's in This Package

Before we go any further, let's make sure that your copy of WW is complete. There should be:

- Three 5 1/4-inch Timeworks program disks (five sides)

- This user's manual

- The Art Library Supplement

- Two keyboard overlays

- A registration card

- An update and exchange policy card

If you are missing any of the above, contact our Timeworks Customer Support Department for a replacement.

Why Not Add an Accessory Pack?

Refer to the enclosed card to order our add-on Font Pack or Art Accessory Packs. The Font Pack will provide you with sixteen additional typefaces in 36 sizes! And each of the Art Packs provide 130 additional graphics!

How to Use This Manual

Because of WW's keyboard overlays and Help, it is possible to use the program without first thoroughly reading the manual. However, you should stick with us at least through the first three chapters while we get you up and running. This should take about an hour. Chapter 3 is our Quick-start Mini-manual. At the beginning of this chapter is a very important instruction for the README file. Don't miss it!

After that, you may either continue along, exploring all the program's features and options in an organized progression of concepts and procedures, or you may jump right into the program. Note that, for ease of reference, Chapter 4 explains all of the word processing procedures in a straight alphabetic order. How's that for making it easy for you to find what you want?

In the manual, keystrokes are contained in rounded-corner boxes to resemble keys, and text which you type in is set in a typeface selected to resemble typewriter type. The up and down arrow keys are represented as (⬆⬇) and the right and left arrow keys are represented as (⬅➡).

We provide brief definitions as we introduce each term which may be unfamiliar to you, but more complete definitions are provided in the Glossary at the end of Chapter 10.

How WW's Files Are Organized

The disk labeled PROGRAM contains the WORD WRITER program, the Text and Font printer driver files; the Install program and its related files; and the Graphics Converter and other utilities.

Side 2 of the program disk, labeled FONTS/SAMPLE DATA, contains the 27 font files for WORD WRITER, 10 Sample Graphics files and the sample data files used in the Quick-start Mini-manual.

The disk labeled DICTIONARY contains the 26 Spell Checker dictionary files.

Side 2 of the dictionary disk contains the THESAURUS.

The third disk, labeled ART LIBRARY, contains 144 sample graphics files.

Now, let's move right into "Preparing to Use WW."

▓ PREPARING TO USE WORD WRITER

Before you can begin composing and editing text, there are a few housekeeping chores to do. First, cut the keyboard overlay that came with your WORD WRITER package at the spot marked "trim here." Position the longer of the two overlays above the numeric keys and the shorter along side the keys marked F1 through F8. Make sure the side labeled "Word Writer" is on top. These keyboard overlays will serve as a constant reminder on how to use WW features.

Additional help is provided when the program is running. Simply press (F1), and the Help screen will pop up. ((F1) is but one of eight function keys, the special set of keys on your computer identified as F1, F2, F3, etc.) Remember, in order to activate the even-numbered function keys, you must press the (SHIFT) while you press the function key. The Overlays and Help screen show WW's functions.

Making Back-up Disks

To guard against the loss of important information, we recommend that you make back-up copies of the five sides of WORD WRITER and use these as your working program disks. WW is not copy-protected, so you may use any commercially available back-up program to make your back-up copies. Put the originals away for safekeeping, making certain that they are not near magnets, moisture, dust or excessive heat.

NOTE: To make a back-up copy of the Thesaurus disk, use a program that can copy an entire disk—a file copy program, such as the one contained in the INSTALL program will not copy the Thesaurus disk.

Installing WORD WRITER

Before you can use WORD WRITER, you'll have to install your printer and fonts and set certain preferences. The INSTALL program included in this package will help you do this—plus create work disks, convert text files and copy or delete files.

NOTE FOR FASTLOAD USERS: You should disable or remove FASTLOAD when using the INSTALL program.

To execute the INSTALL program:

1. Turn on your computer, including your disk drive and printer.

2. Insert your Program disk (the disk containing the WORD WRITER program) in the disk drive (Device 8) so that Side 1 faces up. Now close the gate.

3. Type **LOAD "INSTALL",8** and press (RETURN).

4. "SEARCHING FOR INSTALL, LOADING, READY" will appear on your screen.

5. TYPE **RUN** and press (RETURN).

The INSTALL program will read two files: FONTS.DEF which contains information about any fonts you have installed; and DEFAULT.TXT which contains all your selected program settings, such as screen colors, print options and disk drive set-up.

After reading your files (if they exist), the WORD WRITER INSTALL menu will appear on your screen.

To abort any function in the INSTALL program, press the (**RUN/STOP**) key. To exit INSTALL and save your changes, press (**Q**) at the main menu.

These procedures are listed in a logical progression and will help you get ready to use WORD WRITER. Here are the INSTALL program options.

```
        WORD WRITER 6 INSTALL

        1) Drives (now single 8)
        2) Automatic Install
        3) Install Printer
        4) Install Fonts
        5) Set Preferences
        6) Convert Text Files
        7) Copy or Delete Files
        8) Run Word Writer 6

        SELECT ITEM OR Q TO QUIT
```
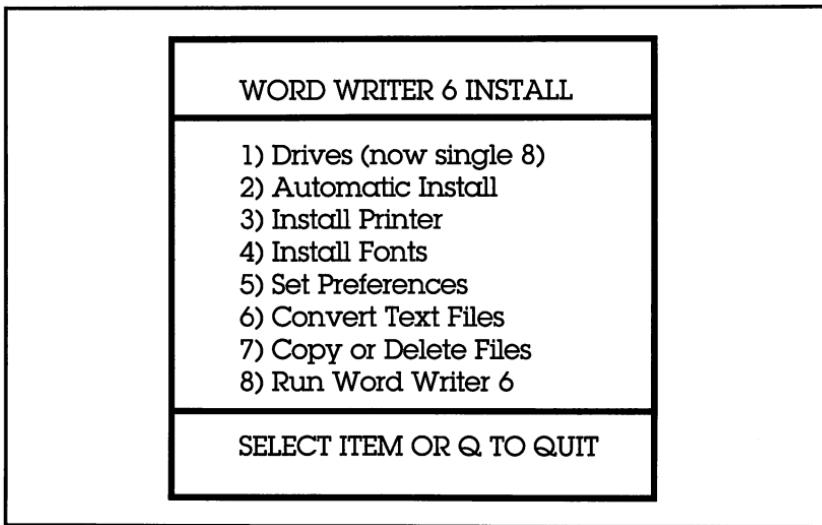
Figure 1

▓ 1) Drives

This first menu option reflects the current setting. If you have a single disk drive that is device 8, you don't need to change this option. If you have a single device 9, two drives or a dual drive, press (**1**) until this option reflects your disk drive configuration.

This option also sets the default settings for the other INSTALL program options. Therefore, if you are using two drives, you should specify this fact here, or you will be restricted to one drive in the other options.

▓ 2) Automatic Install

We recommend that you use this option the very first time you run the INSTALL program. It will guide you through formatting a data disk to use with WORD WRITER and help you to install your printer, a pre-selected set of fonts and two graphic files. This is the easiest, fastest way to get started. Later, you can return to the INSTALL program and make any changes you like.

1. Press ②️ to start the Automatic Install procedure.

2. When you are asked if you want to format a disk, press Ⓨ if you need to (knowing that formatting will erase any files on the disk) or Ⓝ if you already have a formatted disk. If you press Ⓨ, you will be asked to enter a disk name (up to fifteen characters) and an ID number (any two characters). Make sure you have a blank disk in the drive (not your Program disk) and then enter your name and ID and press (RETURN). The formatting will take about two minutes. This will be your WORK disk.

3. Next, you will be asked to select a printer from a list of names which will appear (more on that immediately following.) If your printer supports fonts, you will be prompted to place your FONT disk in the drive and press (RETURN). A pre-selected group of ten fonts and two graphics will be copied to your new data disk.

For single-drive users:

The Automatic Install option creates a disk containing your selected printer driver, now named DEFAULT.GRF; a draft mode printer driver (if your printer supports it) named DEFAULT.DRF; ten font files and two graphics. Your data files (documents) must be saved on this disk as well. We call this your WORK disk.

In other words, in order to print your documents using only one drive, all of the needed printer driver, font files and graphics have to be on the same disk as the document you want to print. When your WORK disk is full, you have to either create a new WORK disk or transfer your data files off to a non-printable storage disk.

For two-drive users:

The Automatic Install option will copy the same printer driver, font files and graphics to disk and is also referred to as your WORK disk. Your documents, however, should be saved onto a separate formatted disk, which we will call your DATA disk. When working with WW, you will have the WORK disk in one drive and the DATA disk in the other drive.

▓ 3) Installing Your Printer

Press (3) and a list of printer names will appear. Use the (↑↓) to move through the window. Select the name of your printer and press (RETURN) to install that printer driver.

NOTE: If you intend to use GEOS fonts, install a printer whose name ends with "/g." These drivers are matched to the lower density GEOS fonts and will provide a better print quality when GEOS fonts are used. Printing GEOS density fonts with a standard WW printer driver tends to print the characters thinner and taller than you might like. Not all printer drivers offer /g versions. If yours does not, select the standard printer driver.

If Your Printer Is Not Listed

If the name of your printer is not on the list, your printer is probably compatible with one that is. Here's what to look for:

- If your printer is Epson compatible, try the Epson it is compatible with or the LIKE.EPSON.1, LIKE.EPSON.2, LIKE.EPSON.3 and LIKE.EPSON.4 drivers—in that order.

- If your printer is Commodore 1525 compatible, try the LIKE.1525.1 and LIKE.1525.2 drivers.

- As a last resort, check your printer's manual or contact the printer manufacturer to find out which listed printer is compatible with yours.

You'll need to go on and try to print to see if your choice is correct. If printing fonts fails, simply reload INSTALL and choose a different printer driver.

■ 4) Installing Fonts

NOTE: You must have installed a printer that can print fonts before you can use this option.

Side 2 of the program disk is labeled FONTS and contains 27 font files for use in WORD WRITER. However, since WW can only use ten fonts per document, this option lets you select which fonts you want to use. (To see what the fonts look like, turn to "The Font Library" in Chapter 10.) Fonts can be installed or deinstalled at any time; however, the font files themselves are *not* copied using this option.

1. Copy all the fonts that you want installed to your WORK disk. Use Option 7, Copy/Delete Files, to copy the desired fonts to your disk.

2. From the WORD WRITER INSTALL menu, press (**4**). The Install Fonts Window will appear.

3. Insert the disk which contains your fonts in the indicated drive.

4. To install/deinstall fonts, press (**2**) and the Install/Deinstall Fonts Window will appear. If you have previously selected this option, the currently installed fonts will be flagged by check marks. Press (**↑**) to move the highlighted selector among the fonts. Press (**RETURN**) to install, press (**INST/DEL**) to deinstall. You can install up to ten fonts. Press (**F7**) after you've completed your selections or (**RUN/STOP**) to exit this option.

5. The default font is the font that will be used in your document initially. It is a good idea to select a standard size text font such as Deerfield 10 or Desplaines 12 as your default. Press (**↑↓**) to move the cursor among the installed fonts. (A font must be installed before it can be selected as a default.) Press (**SPACEBAR**) to select the default font. Press (**INST/DEL**) to deinstall any of these fonts.

Converting GEOS Fonts

As well as having its own high-density fonts, WW can also use the lower-density GEOS fonts (not Mega fonts). For best results, do not mix WORD WRITER fonts and GEOS fonts in the same document. The choice of which ones you use is a matter of personal preference.

However, if you decide to use GEOS fonts, you must first convert them before you can install them. The procedure is slightly different for single and two drive users. In short, if you are using a single drive, the GEOS fonts are converted and written to the same disk. If you have two drives or a dual drive, the fonts are simultaneously converted and written to your WORK disk. To convert GEOS fonts:

If you are using a single disk drive:

1. Use GEOS to copy the desired GEOS font or fonts to your WORK disk. The INSTALL program cannot copy GEOS files!

2. Load the WW INSTALL program and press (**4**) from the main menu.

3. Insert your WORK disk into the indicated drive.

4. Press (**4**) to select the Convert GEOS Fonts option. You *must* already have installed your printer to use this option.

5. Press (**↑↓**) to move the cursor between files and press (**RETURN**) to select individual files. To select (or toggle on) all files, press (**SPACEBAR**). (**INST/DEL**) deselects. When you have made your selections, press (**C**). "PROCEED?" will appear in the prompt area at the top of the window. If you wish to continue, press (**Y**). A series of messages will inform you of the progress of the copying.

NOTE: If you have enough room on the GEOS fonts disk, you can do the conversion first, then after converting the GEOS fonts, copy the new font files to your WORK disk using the Copy or Delete Files option. The converted font file names all begin with a highlighted "f".

---

6. Finally, use the Install/Deinstall Fonts option as previously described.

If you are using two disk drives or a dual drive:

1. Load the INSTALL program and press ④ from the main menu.

2. Insert your WORK disk into the indicated drive.

3. Insert your GEOS disk into the indicated drive.

4. Press ④ to select the Convert GEOS Fonts option. You MUST already have installed your printer to use this option.

5. Press the ⬆️⬇️ keys to move the cursor among files and press **RETURN** to select individual files. To select (or toggle on) all files, press the **SPACEBAR** key. **INST/DEL** deselects. When you have made your selections, press ©. "PROCEED?" will appear in the prompt area at the top of the window. If you wish to continue, press Ⓨ. A series of messages will inform you of the progress of the copying.

6. After converting the GEOS fonts, use the Install/Deinstall Fonts option as previously described.

NOTE: If you intend to use GEOS fonts, install a printer whose name ends with "/g." These drivers are matched to the lower density GEOS fonts and will provide a better print quality when GEOS fonts are used. Printing GEOS density fonts with a standard WW printer driver tends to print the characters thinner and taller than you might like. Not all printer drivers offer /g versions. If yours does not, select the standard printer driver.

▓ 5) Setting Preferences

WORD WRITER allows you to select text, background and status line colors, a solid or a blinking cursor and which drive will hold the various WW program disks.

From the WORD WRITER INSTALL menu, press ⑤ to set your preferences.

- To set your text color, press ① from the Set Preferences Window. Continue to press ① until the contrast is to your liking.

- To change the background, press ② from the Set Preferences Window. Continue to press ② until the setting is to your liking.

- The Set Status option sets the color for the prompt boxes and the status line at the top of the screen. To cycle through the available choices, keep pressing ③ from the Set Preferences Window.

- To toggle between a blinking or a solid cursor, press ④ from the Set Preferences Window.

- To choose your overlay preference, press Ⓢ from the Set Preferences Window. (The default is Cardfile. You'll probably want to leave this setting at the default for now.) The overlay you select (Outliner or Cardfile) will be available when you start WW. The non-selected option is still available, but WW will ask you to insert the Program disk.

The remaining preferences instruct WORD WRITER where to look for each of the three listed disks. We recommend you set these options as follows:

With a single 1541 drive:

DATA DRIVE   (now 8)
THES/DICT DRIVE   (now 8-0)
FONT DRIVE   (now 8-0)

With two 1541 drives:

DATA DRIVE   (now 8)
THES/DICT DRIVE   (now 9-0)
FONT DRIVE   (now 9-0)

NOTE: If you are using a 1541 and a 1581 together, designate the 1581 for fonts and data. The Thesaurus and the Graphics Converter will not work on a 1581. If you won't be using the Thesaurus, you may also copy the Dictionary files to the 1581 disk. If you choose to do this, all drive assignments will be to the same drive.

With a dual drive:

DATA DRIVE   (now 8-0)
THES/DICT DRIVE   (now 8-1)
FONT DRIVE   (now 8-1)

▓ 6) Converting Text Files

WORD WRITER can load directly files created in previous WORD WRITER 64 programs, including WORD WRITER 3, 4 and 5. In addition, you can convert files from other popular word processing programs and use them in WORD WRITER. In most cases, the converted file will contain all of the text underlining, bold, italics, super and subscript style information of the original. Converting a file will not alter your original file.

You can also convert WORD WRITER files into plain ASCII, PetASCII or GEOS Text Scrap files if you desire.

To convert text files:

1. Press (6) at the INSTALL menu.

2. Insert the disk that contains the file to convert. Don't convert WW3, WW4 or WW5 files.

3. Select the appropriate conversion from the list on the screen.

4. The directory of your disk will be displayed. Select the file you wish to convert.

5. You will be asked for a file name to Save As. Enter a name which is different from the original name or else the file will be overwritten. Press (RETURN) to complete the conversion. The new file will be written to the same disk as the original file. If you have a single disk drive, use the Copy or Delete Files option to copy the file to your WORK disk. If you have two drives, copy the file(s) to your DATA disk.

NOTE: If you want to convert a WW file to GEOS, use the INSTALL program to copy your WW file to your GEOS work disk before conversion. The converted file becomes your current text scrap.

Word processors have many different ways of embedding formatting commands and style information. Much of this is not recognized by WW. WORD WRITER will insert a highlighted symbol whenever it encounters a command it doesn't recognize. You can easily find these symbols with WW by simply invoking the Go to Next Mark function ⒞Ⓝ from within the program. This procedure allows you to locate and edit these areas quickly. After converting, you should load the file to make any needed touch-ups and to reformat it before printing.

▓ 7) Copying or Deleting Files

You can copy and delete files or format a disk using this option. The INSTALL program cannot copy GEOS files.

1) Set Source—Press ① from the Copy or Delete Files Window to specify which drive is your source drive. The source drive contains the disk *from* which the file(s) will be copied.

2) Set Destination—Press ② from the Copy or Delete Files Window to specify which drive is your destination drive. The destination drive contains the disk *to* which the file(s) will be copied.

NOTE: If you use a single disk drive, both the source and the destination must be the same. Remember, the choices you made in INSTALL under "Drives" will determine your choices for Source and Destination. If you set the Drives option to SINGLE 8, you will not be able to change the Source and Destination drives here.

---

3) Source Directory—To view the Source Directory, press ③ from the Copy or Delete Files Window. You will see a directory of the disk in the Source drive, the name assigned to the disk and the amount of free disk space.

4) Copy Source Files—To select the files you want to copy from the source disk to the destination disk, press ④ from the Copy or Delete Files Window.

The Copy Files Window will present a directory of files. Press (↑↓) to move the cursor between files and press (RETURN) to select individual files. To select (or toggle on) all files, press the (SPACEBAR) key. (INST/DEL) deselects.

When you have made your selections, press ⓒ. "PROCEED?" will appear in the prompt area at the top of the window. If you wish to continue, press ⓨ. A series of messages will inform you of the progress of the copying.

If you are using a single disk drive, you will be prompted when to insert the appropriate disk. When the program has finished, you will return to the Copy Files Window. You may continue to copy files, or you can return to the INSTALL program menu by pressing (RUN/STOP).

---

5) Delete Destination Files—To delete destination files, press ⑤ from the Copy or Delete Files Window. The Delete Files Window, with a directory of the files in the destination drive, will pop up. Press (⬆⬇) to move the cursor between individual files. Press (RETURN) to select individual files. Press (SPACEBAR) to toggle on (or select) all files. Press (INST/DEL) to deselect individual files.

When you have selected your files, press (D). "PROCEED?" will appear at the top of the window. Press (Y) if you are certain that you want to delete the checked files.

HINT: If you have two drives, use this option to view the directory on the destination disk. To leave this option without deleting any files, press (RUN/STOP).

6) Format a Disk—To format a disk, press ⑥ from the Copy or Delete Files Window. A window will pop up, and you will be asked to provide a disk name and ID. Type in this information at the cursor. The disk name can be any name, up to sixteen characters. The ID must be two characters. A second window will ask you to insert a new disk into the destination drive. Press (RETURN).

▦ 8) Running WORD WRITER

This option exits the INSTALL program, saves your settings on your program disk and loads the WORD WRITER program. Before choosing this option, place your program disk (with the Write Protect notch uncovered) in the drive.

Since many times you'll be loading and running WW without needing the other options from INSTALL, there are two other ways to load WORD WRITER.

Loading WORD WRITER from BASIC

1. Turn on your computer, including your disk drive and printer.

2. Insert your program disk in disk drive 8 so that Side 1 faces up. Close the gate.

3. Type **LOAD":*",8** and press (RETURN).

4. When "READY" appears, type **RUN** and press (RETURN).

NOTE: To load WORD WRITER without using the SWIFTLOAD feature, or if you use JiffyDos, type **LOAD"WW6",8** and press (RETURN) and then type **RUN** and press (RETURN), instead of the usual **LOAD":*",8,1**.

Loading WORD WRITER from GEOS

1. After booting your system with GEOS, insert your WW program disk (labeled Side 1) into drive 8, with Side 1 facing up.

2. Use either the mouse or joystick to move the arrow on your screen to the disk drive icon and click on the button.

3. File icons will appear on your screen. Move to the WW icon and select the main program by double-clicking on the button. This will load WORD WRITER into your computer.

▓ THE QUICK-START MINI-MANUAL

Now that you've completed your preliminary housekeeping, you're ready to start word processing. At this point you should have your keyboard overlays positioned on your keyboard and should have run the Automatic Install option in the INSTALL program. By the end of this chapter, you'll be ready to compose your own document.

Reading the README File

After loading WW, but before you go any further, read the README file on your Work disk. (Two-drive users can load this file from Side 2 of their Program disk.) This file contains any modifications that do not appear in this manual. To view this file after loading WW, remove the Program disk and insert your Work disk. Then press Ⓖ Ⓛ to load the file. At the prompt, "LOAD FILENAME?" type **readme** and press (RETURN). The file will appear on your screen.

Let's get acquainted with the editing screen display. To create a new document after reading the README file, press (CTRL)(8). In response to "NEW DOCUMENT OR QUIT?(N/Q)" press (N). You will now see a clear WORD WRITER display.

The WORD WRITER Display

At the top of the display you will see:

WORD WRITER   I   P:01 L:01 C:01

This is the Status line. WW sometimes asks you questions. These questions or prompts always appear on the Status line. On the right side of the Status line, you will see P:01 L:01 C:01. These numbers tell you the location of the cursor (the lighted marker that indicates where keyboard input will take place). For example: P:01 stands for the page number where your cursor is located. You can create documents of up to twenty pages. (You are now on Page 1.)

L:01 stands for the line number where your cursor is located. You are now on Line 1.

C:01 stands for the column number. The column number is your horizontal position on the display. You are now in Column 1.

Text Mode vs. Font Mode

WORD WRITER provides you with two printing/text creation modes—font and text. TEXT mode is by far the simpler of the two and is the fastest way to print your document. TEXT mode uses the printer's built-in, mono-spaced character set (all the characters are the same width) and any text enhancement styles your printer supports.

FONT mode uses your dot-matrix printer in its graphics mode. WORD WRITER will print high-quality, proportionally-spaced fonts (a small "i" taking less space than a capital "W"), and built-in styles of underlined, bold, italics, superscript and subscript. These fonts and styles can be combined in many ways, even adding graphics for complete flexibility.

WORD WRITER can easily switch between FONT mode and TEXT mode at any time. Your document will quickly reformat to your selected margins and page lengths—all at the press of a key. In FONT mode, while the fonts themselves are not displayed on the screen, the screen will always reflect the correct number of words on each line and the number of lines on each page. This allows the program to operate very quickly and simplifies editing since you can always see exactly where your text appears on each line and on each page.

All of this will mean much more to you when you print the sample file SAMPLE, first as a text document and then as a font document (assuming you have a dot matrix printer.)

Place your Work disk into your disk drive (two-drive users can use Side 2 of the Program disk). This disk contains the sample document (and another document called **town**).

Loading a File

Before you begin, first take a look at the document SAMPLE. To load this document into WW, press (F2) (see the overlay). Remember, the even-numbered function keys are accessed with the (SHIFT) key. For example, (F2) is obtained by pressing (SHIFT)(F1).

"SAVE/LOAD/MERGE? (S/L/M)" will appear in the status area at the top of the screen. Press (L) to load. "LOAD FILENAME?" will appear in the status area at the top of your screen. Type in **sample** and press (RETURN). The document will appear on your screen.

What Are Those Funny Marks For?

Very briefly, the codes "embedded" in this document are—from top to bottom—check marks (they look like check marks), hard returns (they look like ◆), font codes (they look like **2**) and style codes to tell the printer to use certain enhancements, such as underlining (they look like **U**).

The check mark at the top of the document (√m,10,60(RETURN)) sets the left margin and line length. Just precisely what 10 and 60 stand for depends on whether you are in TEXT or FONT mode. More on that later. The next two lines (√center and √S3) instructs WW to center the text on the following lines and the amount of spacing to put between each line. The fourth line tells WW that a graphic will be printed here, starting at position 52, in normal orientation and the file name to look for is baseball.pic.

(See "Check mark, Entering a" in Chapter 4.)

The hard returns are shown on your screen as left-facing arrows and tell the program that this is the end of a paragraph.

The highlighted numbers, or "font tokens," in the document are used in FONT mode to tell WORD WRITER that you wish to switch from one font to another.

The highlighted letters, or "style tokens," tell the program that the text in between these codes is to be printed in a special style, such as underlined or italic. The uppercase (capital) letters are set by pressing (CTRL) along with that letter and begin that particular printing enhancement. The lowercase (small) letters are created by pressing (C=) along with the corresponding letter and end the enhancement.

Later in this manual, we'll show you how to enter, change and delete the font and style tokens. You have complete control and flexibility in the way your text looks.

Seeing the Difference between Text and Font Mode

Since the object of this exercise is to show you the difference between TEXT and FONT mode, press (CTRL)(9). The PRINTER OPTIONS menu will appear. Let's first print SAMPLE in TEXT mode. To do so, set the Print Fonts option to N by pressing (A). Be sure your printer is connected, turned on and has paper. Now, press (RETURN). The document will print out in TEXT mode.

When you installed your printer in Chapter 2, (and responded to the options in the Set Preferences Window) the values for options OPEN 4,4?, NORMAL ASCII and LINEFEEDS were pre-set for your printer and will probably never need to be changed. A detailed explanation of these options can be found in Chapter 5, "All about Printing."

NOTE: If the document doesn't print or doesn't appear to print correctly, you may have installed the wrong printer. Return to Chapter 2 and install the correct printer.

TEXT mode printing is the fastest way to get your document on paper. In many cases this will suffice. However, if you have a dot matrix printer, you have another option. To print in FONT mode, you'll have to set that first option in the PRINT OPTIONS menu, so press (CTRL)(9). At the menu press (A) to toggle back to Y(es) for print fonts.

Now press (RETURN) to print.

In FONT mode, you can print only from disk. (There's much too much going on to be held within the Commodore 64's 64K memory.) If you had just created SAMPLE—or any other document—or if you had made any changes to the document, you would be prompted to save the file before printing in FONT mode. After the file was saved to disk, you would print that file from disk. Since SAMPLE is already on disk, "PRINT FILENAME?" will appear on the Status line at the top of your screen followed by the current filename—**sample**. Respond by pressing (RETURN).

WARNING: Printing in FONT mode will erase any document in memory. It is essential that you save your document before printing in FONT mode, or your work will be lost.

This is lesson *Number One* in printing in FONT mode—The more you switch among fonts, the more time it takes to print a page.

When your document has finished printing, compare this print-out with your first print-out. In what can only be described as a graphic demonstration, this second printing of SAMPLE certainly looks more like an announcement.

And now you know the difference between TEXT and FONT mode—and the trade-offs that are involved in selecting one mode over the other.

Moving Beyond Text Mode vs. Font Mode

You have already learned quite a bit in working with SAMPLE: loading a file, checkmarks, hard returns, font and style tokens, the differences between TEXT and FONT mode and printing.

Now let's try some editing functions, using the same file, SAMPLE.

Instead of relying on the keyboard overlay, this time press the mnemonic (ⓒ)(L). This will load a file directly, by-passing the "SAVE/LOAD/MERGE" prompt. The prompt "LOAD FILENAME?" will appear, along with the name of the current file. Simply press (RETURN)—just as you've done before. Now that SAMPLE is on your screen, we're going to move from the top of the screen to the bottom of the screen. Press (ⓒ)(CLR/HOME). The cursor will move from the top of the screen to the bottom of the screen.

To return to the top left of the screen, press (HOME).

To scroll quickly through your document, press (F7) to move a quarter way down the screen, (F8) ((SHIFT)(F7)) to move a quarter way up the screen.

For other ways to move within your document, see "Cursor Movement" in Chapter 4.

A quick way to move about in a document—particularly a long document that you've created—is to use the search feature.

Making certain that you're at the top of SAMPLE (since WW searches down from the current cursor position), check the keyboard overlay at the top of your computer to find the search function. Press (CTRL)(1) (one). At the prompt "SEARCH FOR?" type **RED** and press (RETURN). For now, by-pass the prompt "REPLACE WITH?" and press (RETURN). The cursor will jump to the first occurrence of **RED**. Go to the second occurrence, by pressing (CTRL)(2) (for search again).

Now let's find another word for "RED" by using the Check Thesaurus feature. Place the Thesaurus disk in the drive you assigned for it in the INSTALL program and press (F4). (Remember that even-numbered function keys are accessed by pressing (SHIFT).) "RED" will appear in the Status line at the top of your screen. Press (RETURN), and the Thesaurus will respond with a list of suitable synonyms. Let's select crimson by typing **2** and pressing (RETURN).

You'll learn more about the Thesaurus in Chapter 6.

Oh dear, we didn't want just "crimson." We wanted "bright crimson." You can edit text in either the INSERT or the OVERWRITE mode. To show you the difference between INSERT mode and OVERWRITE mode, press (SHIFT)(⇦) to move the cursor to the "c" in crimson and then press (CTRL) (INST/DEL) to change to INSERT mode. When you are in INSERT mode, the letter "I" will appear in the Status line.

Now type **bright**. As you type, the word "crimson" is pushed aside. You can press (CTRL)(INST/DEL) again to return to OVERWRITE mode. While we're in the business of adding and replacing words, press (HOME) to go to the top of the screen. Once again, press (CTRL)(1) to enter the Search & Replace feature. At the prompt "SEARCH FOR?," type **FEAST** and press (RETURN). At the prompt "REPLACE WITH" type **PIG OUT** and press (RETURN). We now have **PIG OUT on Hot Dogs, Pizza, Chili!**. Every occurrence of "Feast" will now be replaced by "PIG OUT" from the cursor to the end of the document.

Moving and Copying

Now we're ready for some fancy stuff—move and copy. Move the cursor to the first letter in PACK the PLACE and press ⒞⃝⃟②⃝ (copy). At the prompt "CRSR TO SELECT, RETURN TO COPY," move the cursor to the last letter in PACK the PLACE and press (RETURN). At the prompt, "PRESS RETURN AT NEW LOCATION," press ⒞⃝⃟Ⓖ to go to the very end of the document and press (RETURN). PACK THE PLACE will now be repeated at the bottom of SAMPLE.

Checking Your Spelling

We have one more task—checking the spelling of our document. To use the Spell Checker, load the document to be checked into WORD WRITER, and select the Check Spelling option by pressing (F3) (check spelling).

The program will then sort the words of your document into alphabetical order. After sorting, WORD WRITER will tell you the number of words and the unique words in your document. Remember to insert your dictionary disk in the disk drive you specified in the INSTALL program so that the computer can read the Spell Checker dictionary. Press (RETURN) to check the spelling or (RUN/STOP) to obtain only the word count display.

After checking its own dictionary, WW will ask if you are using a Personal Dictionary. For now, simply press Ⓝ. When the computer is finished checking your document against the WW Spell Checker dictionary, you will see the prompt:

"F1:REPLACE WORD F3:NEXT WORD F8:EXIT." Press (F8) to exit the Spell Checker and return to your document.

For more Spell Checker information, see Chapter 6.

Using the Cardfile

Next, a quick introduction to the Cardfile.

A Cardfile is a collection of information that is stored and organized for personal and business use. You can keep track of important names, addresses and phone numbers. The cardfile will store, sort, and retrieve all the information you need.

The three elements of a Cardfile are: the cards that make up the Cardfile; the fields within a Card; and the information you enter within the fields.

To access the Cardfile, press (F5). "OUTLINER OR CARDFILE? (O/C)" will be displayed. Press (C) for the Cardfile.

You'll get a chance to save the document you're working on, if you have made any changes since you saved. For now, press (N) for No.

When you're asked how many fields the Cardfile will have, type **5** and press (RETURN).

▪ The CARDFILE Display

At the top of the display you will see:

WORD WRITER CARDFILE   I   R: 01 F:01 C: 01

This Status Line is similar to the WORD WRITER's Status Line.

I: stands for INSERT mode.

R: 01 stands for the record (card) number—this is card number 1. You can enter up to 255 cards in a Cardfile.

F:01 stands for the field number. You are now on field number 1. You may have as few as 3 fields or as many as 23 fields in a card. A field may be 60 characters long.

C: 01 stands for the column number. The column number is your horizontal position on the display. You are now in Column 1.

▓ Loading a Cardfile

Let's take a look at the sample cardfile we've included. To load this document in the Cardfile, press ⒞Ⓛ. "LOAD FILENAME ?" will appear at the top of your screen. Type **cardsample** and press (RETURN). The first card will appear.

▓ Moving Around the Cardfile

Press (⇆) (⇕) to move from field to field and card to card.

Press (CTRL Ⓖ) to go to the first card in the file and ⒞Ⓖ to go to the last card.

Press (CTRL)(Ⓝ) to go to the next card and (CTRL)(Ⓟ) to go to the previous card.

When you press (RETURN), the cursor moves to the next field. You can move to the beginning of a field by pressing ⒞Ⓖ and the end of a field by pressing (CTRL)(Ⓖ).

▓ Adding a Card

You can add data to a cardfile by just typing in the fields. After you finish typing the last field and press (RETURN), WORD WRITER automatically places the cursor in the first field on the next card. If you want to skip a field, just press (RETURN) and the cursor moves to the next field.

1. Press (C=)(G) to go to the last card in Cardsample. Notice that the Status Line shows the field name FirstName.

2. Type **Ellen** and press (RETURN).

3. The cursor moves to the second field and LastName appears in the Status Line. Type **Anderson** and press (RETURN).

Follow this example to complete a few more fields in the new card. Remember to press (RETURN) after each field.

MAXWELL CO.
1545 W. 117th St.
West Brooklyn   MI   34567

■ Going to a Card

Sometimes you'll want to go directly to a specific card, without viewing each one. To do that:

• Press (CTRL)(3) . At the "GOTO #" prompt, type **2** and press (RETURN).

Card number 2 will appear on your screen.

▦ Deleting a Card

From time to time, you'll probably need to remove a card. Since you have card #2 already in view, you can delete that.

Press (CTRL)(7). "DELETE CARD? (Y/N)" will appear. Press **Y** to delete the card. (If you change your mind and want to keep it, press **N**.)

Saving and Quitting

Saving a Cardfile is the same as saving any WORD WRITER document. To save your cardsample, press (F2). At the prompt, "SAVE/LOAD/MERGE? (S/L/M)," press (S) for the Save function. Press (RETURN) to save.

For more information on the Cardfile (including printing), see Chapter 8.

After you've saved, you can simply quit. To quit, press (CTRL)(8). At the prompt "NEW DOCUMENT OR QUIT" press (N) to begin a new document or press (Q) to Quit WORD WRITER.

If you have any specific questions about WW's functions, consult Chapter 4. Answers to your printing questions may be found in Chapters 4 and 5.

▓ THE WORD PROCESSOR REFERENCE

Printing, Spell Checking, the Thesaurus, the Outliner, Mail Merging, Troubleshooting and the Glossary are covered in greater detail in subsequent chapters. This chapter presents a straight alphabetic reference to WW's most used features. We have tried to list each feature under the word we think you would look for. Where we weren't sure, we have cross-referenced.

▓ A

Art Library

See "Graphics."

▓ B

Boldface, Turn On/Off   (CTRL) (B) / (⌐) (B)

To turn on Boldfacing, press (CTRL) (B) . A highlighted capital letter "B" will be inserted at the cursor location and all following text will be printed boldface. To turn boldface off, position the cursor after the last character to be boldfaced and press (⌐) (B) . A highlighted lower case "b" will be inserted to indicate where the boldfacing will end.

In FONT mode, the bold style is created by WORD WRITER. In TEXT mode, the bold style must be supported by your printer. WORD WRITER simply sends the codes defined in the Printer Codes Window, (C=)(£).

Bookmark (CTRL)(S) (C=)(N)

See "Mark, Set and Go to."

Bottom of Screen (C=)(CLR/HOME)

See "Cursor, Moving the."

▧ C

Caps Lock (C=)(C)

WORD WRITER allows you to toggle between all uppercase (CAPITAL) letters and upper and lowercase letters. The default mode is lowercase, using the (SHIFT) key to create individual capital letters. To toggle to all uppercase letters, press (C=)(C). The letter C on the Status line will be highlighted. Pressing (SHIFT) now gives lowercase letters. To change back, press (C=)(C) again. This does not affect the number keys as does (SHIFT/LOCK).

Cardfile

See Chapter 8, "Using the Cardfile."

Case, Changing

To change any of your text to all UPPER or all lower case letters, press (C=)(1) or (C=)(2) to select a block of text. Your highlighted block cannot begin with a check mark line. When you have selected the text (just as with the Move and Copy commands), press (C=)(C) . You will see the prompt "UPPER OR LOWER CASE?(U/L)."

Press (U) for upper case, (L) for lower case, or (RUN/STOP) if you change your mind. Numbers and symbols are not affected.

Centering Text   √ CENTER

To center lines of text, press (CTRL)(£), to enter a check mark. Type **center** and press (RETURN). All following text will be centered until the next formatting check mark is inserted. √ **left** is the default style. Check marks can be deleted by deleting the entire line— (CTRL)(7).

Chaining Pages

See "Linked Printing" and "Printing Your Document."

Check Spelling   (F3)

See Chapter 6.

Check Thesaurus   (F4)

See Chapter 6.

Check mark, Deleting a (CTRL)(7)

To delete a check mark, move the cursor to the check mark and press (CTRL)(7), the delete line function.

Check mark, Entering a (CTRL)(£)

Check marks control document formatting. To insert a check mark, press (CTRL)(£), and then enter the command—such as "center"— and then press (RETURN). Commands can be abbreviated to their first letter. To delete a check mark, move the cursor to the check mark and press (CTRL)(7), the delete line function. Check mark lines do not print out.

Here are the check mark commands:

c   for center (√c)

e+   for expanded on (√e+)

e-   for expanded off (√e-)

f   for footers (√F,lm,ll,Left (↑)Center (↑)Right)

g   for graphics (√g,lm,n,filename.pic or
        √g,lm,f,filename.pic) with lm for the left margin, n for
        Normal or f for Flipped, and the file name of the graphic.
        See the section on "Graphics" for details.

h   for headers (√H,lm,ll,Left (↑)Center (↑)Right)

j   for justified text (√**j**)

l   for left aligned text only (√**l**)

m   for margins (√**m,lm,ll**) with lm representing left margin and ll representing line length

n   for linked printing, (√**n,filename**) with the next file name to be attached at this point. Available in TEXT mode only.

p   for forcing a page break (√**p** or √**page**)

r   for right aligned text (√**r**)

s   for spacing of lines. In FONT mode, the command √**s,nn** represents leading, with "nn" a value in points. In typesetting, a point is equal to 1/72nd of a vertical inch. Spacing must be between 0 and 15 or it will be ignored. In TEXT mode, nn represents single, double and triple spacing, where n stands for a number (√s1, √s2, and √s3).

Also see Chapters 5 and 10.

Clearing a Document   (C=)(Q) or (CTRL)(8)

To clear a document from your screen, press (C=)(Q) or (CTRL)(8) . NEW DOCUMENT OR QUIT?(N/Q) will appear on the Status line at the top of your screen. Press (N). (If you press (Q), you will exit the program.)

Clearing a Tab

See "Tab, Deleting."

Colors, Changing

See "Setting Preferences" in the INSTALL section in Chapter 2.

Copying Files

See "Copying or Deleting Files" in the INSTALL section in
Chapter 2.

Copy Block ⒞⟨2⟩

To copy a block of text, move the cursor to the first character of the
text you want to copy and press ⒞⟨2⟩ . Move the cursor to select
the text you want to copy, and to press (RETURN). Finally, move the
cursor to the position (outside the highlighted area) where you want
the copied text to appear and press (RETURN).

Cursor Keys ⟨⇅⟩⟨⇆⟩

The two cursor keys are on the lower right corner of the keyboard.
They are used to move the cursor within your document. If a
document is not on the screen, the keys will not function.

Cursor, Moving the

Up one line, press (SHIFT)(↑↓).
Down one line, press (↑↓).
Left one character, press (SHIFT)(⇆).
Right one character, press (⇆).
To the beginning of the line, press (C=)(6).

To the end of the line, press (CTRL)(6).
To the beginning of the next line, press (RETURN).
To the bottom of this or the next screen, press (C=)(CLR/HOME).
To the top of this or the previous screen, press (HOME).
To the next tab location, press (←).
To the next page, press (CTRL)(N).
To the previous page, press (CTRL)(P).
To the top of the document, press (CTRL)(G).
To the end of the document, press (C=)(G).

Cursor, Fast   (F7) and (F8) ((SHIFT)(F7))

To scroll quickly through your document, press (F8) ((SHIFT)(F7)) to
move a quarter way up the screen, (F7) to move a quarter way down
the screen.

▨ D

Define Macro　　ⒸⒺ⑤

See "Macro, Defining, Playing and Saving."

Delete Block　　ⒸⒺ③

To delete a block of text, press ⒸⒺ③. Move the cursor to highlight the text you want to remove from your document and press (RETURN). To abort the operation, press (RUN/STOP).

Deleting Files

See the INSTALL section in Chapter 2 and "Disk Commands, the SCRATCH command."

Deleting a Character　　(DEL), ⒸⒺⒹ

To delete a character to the left, press (DEL). To delete a character at the cursor location, press ⒸⒺⒹ.

Deleting a Line or to the End of a Line　　(CTRL)⑦

To delete a line of text or to delete from the cursor to the end of the line, move the cursor to the desired position on the line and press (CTRL)⑦. If you place the cursor on the first character, the whole line will be deleted. If you place the cursor anywhere else, the deletion will be from the right of the cursor to the end of the line.

Deleting a Word ⌒©⌒7⌒

To delete a word, place the cursor within the word and press ⌒©⌒7⌒.

Delimiter ⌒CTRL⌒D⌒

The delimiter symbol **L** is used for three purposes: for marking fields in form letters, for ending each address of an address list and for calling for a page number to be printed in a header or footer.

See "Headers, Entering" and Chapter 9, "Personalizing Mass Mailings."

Dictionary, Creating a Personal

See Chapter 6.

Disk Commands ⌒©⌒8⌒

When you first enter the Disk Commands option, if there is an error condition on the data drive, the error code will be displayed on the Status line. Press any key to clear a displayed error before entering a disk command.

Disk commands are instructions that you send to your disk drive via your computer. The following is a list of some of the more common commands and the syntax you must enter to use these commands from WW. Also consult your disk drive user's manual. The 0 in each of the following disk command formats represents a disk drive number. If you are using drive 1 of a dual drive, enter **1** in these formats; otherwise, enter **0** (the number zero).

The SCRATCH (Delete/Erase) command—Tells your drive to erase
a specific file. To scratch (or erase) a file on a disk, press ⒞⒏ .
In response to "DISK COMMAND?," enter **s0:** followed by the
name of the file you want to scratch. (If you have used the Scratch
command on a disk three times, use the Validate command on that
disk before scratching another file.)

The NEW (Format) command—Instructs the disk drive to erase
completely all of the information on the disk currently in your drive.
This is commonly referred to as formatting a disk. You can then use
that blank disk with any program that you like. To format, or
"NEW" a disk, press ⒞⒏. In response to the prompt "DISK
COMMAND?," enter **n0:** followed by the new name you want to
assign to your disk, followed by a comma and a two-character
identification code that you assign. For example, you might enter
n0:work,1α.

The RENAME command—To rename a file, press ⒞⒏.
"ENTER DISK COMMAND" will appear on the Status line at the
top of your screen. Type **R0:NEWNAME=OLDNAME** where
NEWNAME is the new name for the file and OLDNAME is the
current name of the file.

The INITIALIZE command—Resets the internal workings of your
disk drive and clears any error light. To execute this command, press
the ⒞⒏ keys. Then, in response to "DISK COMMAND?" enter
i0. Your disk drive will be initialized.

The VALIDATE command—Instructs the drive to remove damaged files and to make sure that any available space on the disk is accounted for. You may be able to fit more files onto that disk. To validate a disk, press Ⓒ⧸Ⓢ. In response to "DISK COMMAND?," enter **v0**. Your disk will be validated.

Disk Directory, Viewing Ⓒ⧸Ⓥ **or** (CTRL)Ⓞ

In WORD WRITER, you have two different ways to view your disk directories.

To view the entire Disk Directory—a list of all the files on your disk—press (CTRL)Ⓞ. When finished, press any key to continue.

To scan the disk directory for a list of only files you have created (seq files), press Ⓒ⧸Ⓥ.

Double Spacing

See Chapter 5, "Double Space."

▩ E

Erasing (Scratching) a File   Ⓒ⧸Ⓢ

See "Copying/Deleting Files" in the INSTALL section in Chapter 2 and Disk Commands, SCRATCH.

Expanded Fonts √ e+ / √e-

In FONT mode, to double the printed size of a line, press (CTRL)(£) to enter a √ and type **e+**. The size of the fonts on the lines following will be doubled. To turn off the expanded fonts option, press (CTRL)(£) to enter a √ and type **e-**.

▓ F

Fast Cursor Up or Down (F8) or (F7)

See "Cursor, Fast."

Files, Copying

See "Copying/Deleting Files" in the INSTALL section in Chapter 2.

Files, Erasing (C=)(8)

See "Copying/Deleting Files" in the INSTALL section in Chapter 2 and Disk Commands, SCRATCH.

Files Renaming (C=)(8)

See "Disk Commands," RENAME.

Font Mode (CTRL)(9)-(A)

Select FONT mode from the Printer Options Window. The Printer Options Window is accessed by pressing (CTRL)(9) or (C=)(P). Press (A) to set the PRINT FONTS option, to "Y".

When you switch from TEXT mode to FONT mode and vice versa, your document is reformatted to reflect how it will print in that mode. You'll always know where and how each line and each page will print.

In FONT mode, while the fonts themselves are not displayed on the screen, the screen will always reflect the correct number of words on each line and the number of lines on each page.

Font Tokens, Entering (CTRL)(F) (FONT mode only)

You must be in FONT mode in order to enter fonts in your documents. To select fonts in FONT mode, press (CTRL)(F). The FONTS menu will appear with the name of the current font highlighted.

Press the number of the desired font, or use (⇅) to highlight the font and press (RETURN) to select the font. The selected font will begin at the cursor position within your document.

The default fonts in FONT mode are:

1)   RACINE 12
2)   DEERFIELD 10
3)   DEERFIELD 12
4)   DESPLAINES 10
5)   DESPLAINES 12
6)   DESPLAINES 36
7)   WILMETTE 36
8)   RAVINIA 18
9)   WESTWOOD 18
0)   DOODAD 24

To see what each font looks like, turn to "The Font Library" in Chapter 10.

See also "Font Mode," "Printing Your Document" and the INSTALL section in Chapter 2.

Fonts, Installing

See the INSTALL section in Chapter 2.

Font and Style Information   (C⁼)(F)

When entering text or editing a large document, you can often find yourself way beyond any previously entered font or style tokens. To determine the font and style of the text at the current cursor location, press (C⁼)(F) . The Font/Style Bar will appear and display the current font (or the words IN TEXT MODE if that is the case); the current text justification and styles; and the amount of leading currently in effect.

In the first line of the following illustration, the Font/Style Bar shows that the current text is Deerfield 10; the text is left-justified; it's underlined and italic, and the leading is three points.

DEERFIELD 10:   -L-   **U** B **I** + - W X Y 03

or, in text mode:

IN TEXT MODE: -L-   U B I + - W X Y 03   leading
   justification ──┘   └ user-defined styles
   underline ──────────────────── subscript
   boldface ───────────────────── superscript
   italics ──────────────────────
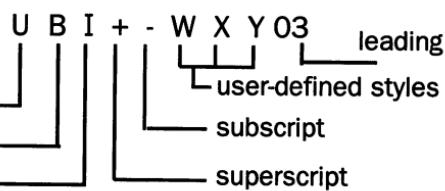
Figure 2

Footer, Entering a

See "Header, Entering a."

Formatting a Disk ⊂=⃝⑧

See "Disk Commands," the NEW command and the INSTALL section in Chapter 2.

▓ G

Going to a Specific Page

To go directly to a specific page of your WORD WRITER 6
document, press (CTRL)(3). At the prompt "GOTO #" type in the
page number you want to jump to and press (RETURN). The cursor
will rest in the first column of the first line of that page.

Graphics, Adding

To create documents containing graphics, follow these steps.
Remember, you must be in FONT mode to print graphics in WORD
WRITER.

1. Be sure the graphic files are on your WORK disk with your fonts
    and printer driver. All of the graphics in the Art Library have file
    names ending in .pic. You can use WORD WRITER's INSTALL
    program to copy these files to the WORK disk you wish to use.
    See Chapter 2 for instructions. (If you use another file copy
    program, it should work fine.)

2. Enter your graphic printing check mark command. Place your
    cursor on the line where you would like the artwork to begin and
    press (CTRL)(£) to insert a check mark. For example, you might
    enter:

√G,10,n,baseball.pic

- The **G** specifies a graphic print command.

- **10** is the graphic's left margin; a graphic with a left margin of 10 will print one inch (units are tenths of inches, like text margins) from the left edge of the page.

- **N**, the flip specification, means the graphic is printed normally. Place an **F** here to print the graphic flipped right to left.

- The last part of the check mark command is the graphic's file name. Remember, a file name may not contain spaces.

NOTE: Your document will print without the graphic if your graphic printing check mark command is missing a margin or flip specification, if you mistyped the graphic file name, or if the file is not on your WORK disk.

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3. Next, you need to allow vertical space for the graphic. The easiest way to leave space is by pressing (RETURN) to enter blank lines. Included in the Art Library listing, you will find the height of the graphic. BASEBALL.PIC is 107 dots tall when printed. Based on the size of the current font, you can estimate how many text lines the graphic will require.

   You can use the Height Conversion Chart included with the Art Library supplement to find the number of lines needed. For this example, if the graphic is 107 dots tall and you're using a 14 point font, it will require approximately 8 lines (always round up, so graphics and text don't overlap).

4. WORD WRITER lets you print text to the left, right or even over a graphic, depending on the text margins you define. If you want text to print next to the artwork, adjust your text margins with a check mark command immediately below the graphic print command. For this example, assuming your text margins were set at √m,10,60, you might enter

√m,23,47

to move the text to the right side of the graphic. Refer to the Art Library supplement to convert the width of the graphic to the width it will print for your printer (in tenths of inches, just like your text and graphic margins).

For example, BASEBALL.PIC is 160 dots wide. This prints 13 tenths of an inch wide on an Epson printer. Since we have placed Baseball at a left margin of 10, and it is 13 tenths of an inch wide, we can set the text's left margin at 23 so it will begin just to the right of the graphic.
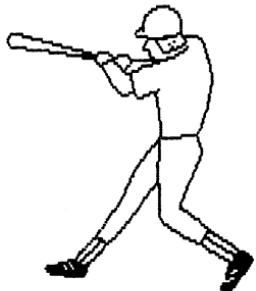
To make the graphic appear at the right of text, you could set the graphic left margin at 57, and reduce the current line length by 13.
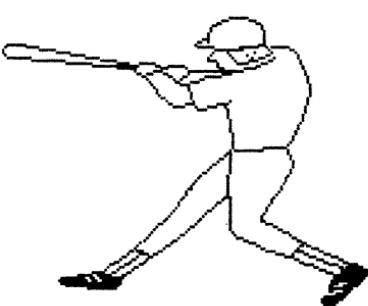
NOTE: Commodore (and compatible) printers will print graphics approximately twice as wide as Epson (and compatible) printers, as they print fewer dots per inch. Users of Epson printers with GEOS printer drivers, 1526 or MPS 802 printers will find that the print width falls between the Epson and Commodore.
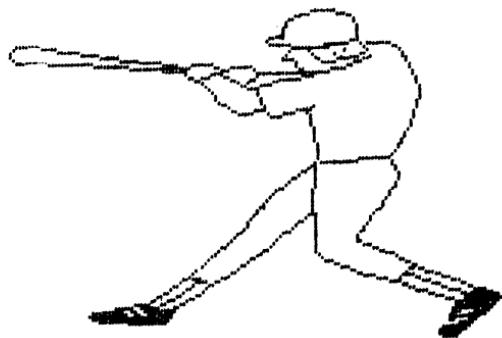

Epson   GEOS

Commodore

Tips for Working with Graphics

If you're unsure whether your printer is Epson or Commodore-compatible, perform a test printing (in FONT mode) of the graphic shown here. Then compare its size with these examples when calculating graphics.

When you have allowed enough vertical space for the graphic, you can enter another margin check mark command to return your text margins to their previous settings.

You can, of course, print text over the graphics for special effects.

Although you may have several pieces of art on a page, WORD WRITER can print only ONE graphic in a given space. If you place a second graphic check mark in space allotted to the first, WW will stop printing the first one, and begin the second.

Graphics might be chopped off (or truncated) if they are too close to the right hand side of the paper. They will not necessarily be truncated at the right margin you set for text, but at the 8" point of the paper.

Art does not flow from one page to another. When the printer reaches the end of a page, the graphic will stop printing. It will not continue onto the next page.

When you are printing fonts, you can use the √E command to double the size of your text. This command will have no effect on graphics.

Graphics in the Art Library

WORD WRITER comes with 154 different graphics you can install on your WORK disk. All WW graphics end in **.pic**. The Art Library supplement shows actual size samples of each.

Included in the same supplement are size conversion charts useful in approximating the horizontal and vertical space you must allow for each graphic.

Below each graphic, you will see its height and width in dots. Use these amounts when calculating the amount of space to allow. Estimate the height by reserving enough vertical lines to total the height of the graphic. For example, if you are using a 12 point font, and your graphic is 60 dots tall, reserve 5 lines vertically (60/12 = 5 lines).

To estimate the width, you can use the conversion chart in the Art Library supplement. For art you create in GEOS or DOODLE*, use the READGRAPH program included with WW. This program will provide the height and width in dots, as well as the printed width in tenths of inches as in the conversion charts.

Use WW's INSTALL program (or any file copy program you like) to copy these graphics onto your WORK disk (with your fonts and printer driver files). WORD WRITER can only print graphics from that disk.

See the instructions on "Graphics, Using Your Own" for information on how to convert your own GEOS or DOODLE files.

Graphics, Reading

Readgraph, a utility program supplied with WW on the Program disk, reads through any disk directory, and then displays (and prints, if you choose) horizontal and vertical size information for all WW graphic files. (It will also identify document files and font files.) This is useful if you create your own graphics and need size information when placing the graphics into WORD WRITER documents. The Art Library supplement lists size information for each graphic included with WW.

To use Readgraph:

1. Make sure you have exited WW. Insert the Program disk into the drive and type **LOAD"READGRAPH",8** and press (RETURN). When the Ready prompt appears, type **RUN** and press (RETURN).

2. You will see an explanation of the Readgraph program, followed by "Send results to printer? (Y/N)." Remove the Program disk and insert the disk you want read. Press (Y) or (N) and Readgraph will check the disk. If any graphic files are found, the information will be presented.

3. If you want to read another disk, when the Ready prompt appears, type **RUN** and press (RETURN).

Graphics, Using Your Own

If you have created graphic files in GEOS or DOODLE, you'll need to convert them to WORD WRITER format before saving them onto your WORK disk (with your fonts). To convert these files:

1. Exit WORD WRITER.

2. Insert the Program disk and then type
   LOAD"GRAPHIC CONVERT",8 and press (RETURN). When
   the Ready prompt appears, type **RUN** and press (RETURN). The
   Graphic Converter program will appear.

3. To select the source format, press (F1) to toggle between GEOS
   Photo Scrap, GEOS Photo Album, DOODLE and WW formats.
   Art from GEOS (versions 1.3 or 2.0) must be saved as a Photo
   Scrap or Photo Album (for details, see your GEOS manual). If
   the graphic is in GEOS Photo Album format, use ALL
   UPPERCASE when naming the file in GEOS. If the graphic is in
   DOODLE format, its file name must begin with "dd" for the
   Converter to find and work with.

4. When you have selected the format of your graphic, press (L) to
   move the cursor to the Source File line and enter the file name
   you want to load (for GEOS Photo Scraps, no file name is
   required, just insert the correct disk). If you can't remember the
   file name, or you're not sure that it is on the current disk, press
   (RUN/STOP) and then (D) to view the directory. GEOS Photo
   Album file names are entered all lower case, although you saved
   it in GEOS all upper case.

5. When the file has loaded, you can reverse it with the (F3) key, flip it horizontally with the (F5) key or vertically by pressing the (F7) key. Press (F2) to toggle between the menu and the graphic. In GEOS Photo Album format, press (F8) to load the next picture in the album.

6. When you're ready, press (S) to crop, or cut out, a portion of the art and save it as a WW graphic. Use the arrow keys to move the cropping lines to the top and left border of the area you want to save and then press (RETURN). For faster movement, press (SHIFT) and the (I), (J), (K) and (M) keys. The cropping lines reappear so you can set the bottom and right borders. When the borders surround the correct area to be cropped, press (RETURN). To save this graphic, press (RETURN) again. The menu reappears with the cursor in the Save line (Destination File). Type in a file name and press (RETURN) to save it. When you give the graphic a name, enter **.pic** at the end, as in baseball.pic.

The Graphic Convert program can also overwrite files. When you save a file, you can overwrite the file with a different graphic, but retain the original file name. You'll see this prompt "File Exists! Scratch old file? (Y/N)". Press (Y) to overwrite the old file or (N) to return to the Save Destination line and enter a new name.

Now you can save it onto your WORK disk. You can use the INSTALL program or any file copy program to move your graphics to other disks.

▓ H

Hard Return

See "Return, Entering a Hard or Soft."

Header (Footers), Entering

Headers are the running text that appears at the top of each page. Footers are the same as headers, only at the bottom of the page.

Headers (and footers) are defined as three regions—left, center and right. You can enter the text in each region. Then press the ⬆ key to skip to the start of the next region.

For example, to center a header at the top of each page, move the cursor to the top left corner of Page 1 and press (CTRL)(£) to enter a √. Next, enter an H to indicate a header; an ⬆ (up arrow) to skip the left region entry; the text to be centered (such as MY REPORT). The command line would look like this:

√H⬆MY REPORT

If you wanted text left, center and right, your command might look like this:

√HMY NAME⬆MY REPORT⬆THIS DATE

The ⊕ tells WORD WRITER to begin the following text in the next region. So, if you wanted only your name, for instance, at the top right of each page, you would enter:

√H↑↑MY NAME

If you want your headers to skip Page 1 and start on Page 2, you must have at least one line of regular text on Page 1 before entering the header information. Likewise, if you want your header on Page 1, you must define it before any regular text (including blank lines).

Now, let's suppose you would like the page number to appear as part of your header, say in the upper right. To do this, insert the delimiter symbol ((CTRL)(D)). Your command line might look like this:

√HYOUR NAME↑COMPUTER SCIENCE 360↑Page ◣ .

This command tells the printer to place "YOUR NAME" on the left, "COMPUTER SCIENCE 360" in the center of the line and to place a page number following the word "Page" in the right position.

Footers work the same way, except you enter an **F** instead of an **H** in the check mark line.

You can turn headers and footers on and off. For example, if a page in your report contains a full-page table and you don't want the header to appear on that page, just move the cursor to the preceding page on your screen and enter:

√H

Be sure to re-enter your header information at the top of the next page if you want the header reinstated.

Headers and footers require at least one line of space in the top and bottom margins in TEXT mode. In FONT mode, each line of Top or Bottom margin is equal to 7 points on most printers (6 points on a Commodore printer.) Therefore, to print an 18-point font, you'll need at least 18 points of margin. You'd set your margin to 3. (3 times 7 = 21.) Your header or footer will be centered within the margin area.

NOTE: In both TEXT and FONT modes, if there is not enough margin specified, your header or footer will not be printed. To correct this, simply specify a greater margin value.

Headers (Footers), Entering Fonts, Styles and Margins

Headers and footers will print in the current font unless a font is specified in the header/footer. In general, if you are using multiple fonts in your document, it is best to specify a font in your headers and footers—this will keep them consistent when printing.

Entering fonts or styles in a header or footer is the same as anywhere else in the document. But, since WW's formatting will not examine check mark lines, it is necessary for you to be sure that the desired font or style will fit when the line is printed.

Headers and footers will also use the current margins unless otherwise specified in the header or footer. Define the margins by entering **,lm,ll,** after the H or F. *All three commas are required.* The "lm" is the left margin value and the "ll" is the line length.

√H,5,65,LEFT↑CENTER↑RIGHT

The fonts, styles and margins chosen for your headers and footers
will not affect the remainder of your document. See the explanation
of margins and line lengths and how they apply in TEXT and FONT
mode under Margins, Settings.

Help (F1)

Help is provided both within the program and with two plastic
keyboard overlays. To get help within WW, press (F1). The HELP
screen will appear. Press any key to return to editing.

WORD WRITER 6		I P:01 L:01 C:01
COMM KEYS		**CTRL KEYS**
BOLD OFF	B	BOLD ON
DEL CHAR RT	D	DELIMITER
FONT/STYLE	F	FONT SELECT
GOTO END	G	GOTO TOP
ITALICS OFF	I	ITALICS ON
LOAD DOC	L	LOWER INDEX
NEXT MARK	N	NEXT PAGE
PRINT DOC	P	PREV PAGE
QUIT OR NEW	Q	QUERY MEMRY
RETURN TOGL	R	RAISE INDEX
SAVE DOC	S	SET MARK
UNDRLN OFF	U	UNDRLN ON
VIEW DIR	V	VIRTUAL MAR
CODE 1 OFF	W	CODE 1 ON
CODE 2 OFF	X	CODE 2 ON
CODE 3 OFF	Y	CODE 3 ON

Figure 3

▓ I

Inserting a Character   (C=)(INS) or (SHIFT)(INS)

To insert a single character, press (C=)(INS) or (SHIFT)(INS).

Inserting a Line   (CTRL)(4)

To insert a blank line, press (CTRL)(4). This inserts a blank line at the cursor line. You can enter new text on the new line.

Insert Mode   (CTRL)(INST/DEL)

In INSERT mode, existing letters and characters are pushed to the right as you type. The opposite of INSERT mode is OVERWRITE mode. In OVERWRITE mode, letters or other characters are replaced by your keyboard input. To toggle between INSERT mode and OVERWRITE modes, press (CTRL)(INST/DEL). The message on the Status line at the top of your screen will switch between I and O.

Italics, Turn On/Off   (CTRL)(I) / (C=)(I)

To turn on italics, press (CTRL)(I). A highlighted capital letter "I" will be inserted at the cursor location and all following text will be printed italics. To turn italics off, position the cursor after the last character to be italicized and press (C=)(I). A highlighted lower case "i" will be inserted to indicate where italics will end.

Another type of italics is available in FONT mode. Scilati is an italic style where the letters slant left instead of right. Press (CTRL)(W) to turn it on and (⌐)(W) to return to normal.

In FONT mode, the italic style is created by WORD WRITER. In TEXT mode, the italic style must be supported by your printer. WORD WRITER simply sends the codes defined in the Printer Codes Window, (⌐)(£).

▓ J

Justify Text √JUSTIFY

To print text, aligned both left and right, press (CTRL)(£) to enter a √, type **justify** and press (RETURN).

▓ L

Left Align   √left

Left aligned is the default setting. Should you elect another format option, such as justified or centered, you must insert the appropriate √. To return to the default mode, press (CTRL)(£) to insert a check mark, type **left** and press (RETURN).

See "Centering Text," "Justify Text," and"Right Align."

Linefeeds   (⌐)(P) or (CTRL)(9) , Option E

See "Printing Your Document."

Linked Printing

To use linking, simply load your document, move to the end of the file (or wherever you want the next file to begin printing) and enter:

√N,filename

The filename must be a WORD WRITER 4 or higher file on your data disk, each file should begin with a margin check mark command, and the name cannot have any spaces in it. If you want an easy way to remember what file this chains to, you could enter a "comment" check mark near the top of your file, for example:

√*-Links to file "chapter2."

With linking, you're not limited to printing just one file. For example, at the end of the document called File1, you could link to File2. Then at the bottom of File2, you could add a check mark command to link to File3. Just remember that all of these files need their own check mark command and they all need to be on the same data disk when you print them.

Save Your File Before Printing! If any changes have been made to the document, WW won't begin printing until the file has been saved.

Press ⒼⓅ to bring up the PRINT menu, and set Option G, Linked Print to Yes. When doing a linked print, you cannot be in FONT mode, merge names or do multiple copies, but all other options are available.

Make sure you have all the linked file names on the same data disk.

Press (RETURN) to print your document, and one continuous document, up to 255 pages, will automatically print.

NOTE: Remember that you can use WW's page breaks command (√page) to make your documents start new pages at any time. This is very useful for linked documents.

Loading a File   (F2) or (C=)(L)

To load a file, press (F2) ((SHIFT)(F1)). "SAVE, LOAD OR MERGE?(S/L/M)" will appear on the Status line. Press (L) to load. A prompt will warn you that any changes you have made to a file on the screen will be lost, and you will be asked if you are sure you want to proceed. If you are, press (Y)(es). Otherwise, press (N), and you will be given an opportunity to save your file.

Next, you will be asked for the name of the file you wish to load. Type in the file name and press (RETURN). The file will appear on your screen. To see a directory of file names on the current data disk, press (RUN/STOP) to exit the load function and then press (CTRL)(0) or (C=)(V) to view the disk directory.

NOTE: When loading a file that was previously saved in FONT mode, the information regarding the fonts that were installed at that time will be reloaded and will appear in the Font Select Window. To load a file that was saved in FONT mode without also loading the saved font information, use Merge instead of Load. Files saved in TEXT mode do not save the list of currently installed fonts

---

When you load a file not created by WORD WRITER 3, 4, 5, or 6, you will see this prompt:

WW, DM-REPORT, PETASCII? (W/D/P)

Press **W** if the file was created with WORD WRITER 64, SWIFTCALC, PARTNER or is a DATA MANAGER Address List (labels).

Press **D** *ONLY* if the file is a DATA MANAGER Report.

Press **P** if the file is a standard PETASCII file—but be aware that control codes may cause unpredictable results.

Also see "Merging Files" and "Saving Your Document."

▓ M

Macro, Defining, Playing and Saving (C=)(5) / (CTRL)(5)

A macro can be either a short amount of text or a keyboard procedure that can be recorded and played back by pressing a key. Most people use macros for commonly used phrases—such as "Have a Merry Christmas and a Happy New Year."

WORD WRITER allows you to create two macros, which share a total of up to 110 keystrokes. To create a macro:

1. Press (C=)(5) . "DEFINE MACRO?(1/2)" will appear on the Status Line.

2. Press ⎡1⎤ for macro 1 or ⎡2⎤ for macro 2 or ⎡RUN/STOP⎤ to
   return to editing.

Create the macros by typing anything you normally would. You can
"record" any keys, including cursor movement keys, returns or even
functions like cursor movement or jumping to the end of the
document.

When you've completed your key sequence, press ⎡C=⎤⎡5⎤ again.
"MACRO ENDED" will appear on the Status Line.

To play a macro, press ⎡CTRL⎤⎡5⎤ for Macro 1 or ⎡CTRL⎤⎡M⎤ for
Macro 2, and the macro will play out beginning at the cursor
position within your document. The macros will be saved to disk
when you save your default settings. See "Saving Your Settings".

Margins, Setting √M

To set margins in either FONT or TEXT mode, press ⎡CTRL⎤⎡£⎤ to
insert a check mark. Type **M** followed by a comma, the left margin,
a comma, and the line length, and press ⎡RETURN⎤. Remember, the
second number is *not* the right margin. The actual "right margin" is
the sum of the left margin plus the line length.

Here's an example: √**M,10,60** ⎡RETURN⎤

When you move the cursor off the check mark line and back into
text, the text automatically will be reformatted to your specified
margin and line length. While the margin and line length of the
printed document will appear very similar in both FONT and TEXT
modes, they should be thought of as follows:

In TEXT mode the values are in characters. In the preceding example, the left margin would be ten spaces and the line length would be sixty characters. Most printers print a standard eighty characters per line in 10 pitch—10 characters per inch.

In FONT mode the values are in tenths of inches. In the preceding example, the left margin would be 10 tenths or 1 inch. (Think of it as 1.0 inches without the decimal point.) The line length would be 60 tenths or 6 inches (6.0 inches).

NOTE: Because the characters are of varying widths in FONT mode, the number of characters per line will vary.

The advantage of handling the margins and line lengths in this manner is that you can easily switch between TEXT mode and FONT mode without having to re-enter or modify your margin settings throughout your document.

Mark, Set and Go to Next   (CTRL)(S) / (C=)(N)

WORD WRITER allows you to place one or more "book marks" within your document, a reference point to which you can return. To set a mark, position the cursor to the desired location and press (CTRL)(S). You may set any number of marks in your document. To move quickly to the next mark, press (C=)(N) . You can only move forward to the next mark with this function. If you have reached the last mark, "NOT FOUND" will appear in the Status line. To "loop back" to the first mark, press (CTRL)(G) (Go to top of document) then (C=)(N) .

Memory, Query (CTRL)(Q)

To find out how much memory is available, press (CTRL)(Q). The number of available bytes (or characters) and the percent of free space will appear on the Status line. Use this feature to see if you have enough memory for the remainder of your document.

Merge (Files) (F2) ((SHIFT)(F1))

Use this feature to append one document to another. The second document will be appended to the end of the document that is already on your screen. You can append—or chain—any number of documents as long as the resulting document does not exceed available memory. To merge one file with another, press (F2) ((SHIFT)(F1)). This is the same key you use to load a document, except that you should reply to the prompt by pressing (M) for "Merge."

NOTE: When merging a document created in FONT mode, the font table information (not the font tokens) saved with the document will be ignored, and the document originally on the screen will determine the fonts used in the secondary documents.

Merging Names (Mail Merge)

This feature is available in TEXT mode only. It allows you to create individual form letters using a previously created Cardfile or address list. When you print, you will be prompted for the file name of the address list. See Chapter 8, "Using the Cardfile" and Chapter 9, "Personalizing Mass Mailings."

Modes, FONT and TEXT (ⓒⓅ or ⓒᵀᴿᴸⓉ⑨, Option A)

To switch between TEXT and FONT mode, press either ⓒⓅ or
ⓒᵀᴿᴸⓉ⑨ and press Ⓐ to toggle between Y(es)—FONT mode—
and N(o)—TEXT mode. Also see "Printing Your Document."

Moving around in Your Document

See "Cursor, Moving the."

Moving Text   ⓒ①

To move text from one location to another, position the cursor on the
first character you want to move and press ⓒ① . Move the cursor
to select the text you want to move, and press Ⓡᴇᵀᵁᴿᴺ. Finally,
position the cursor where you want the text to be and press Ⓡᴇᵀᵁᴿᴺ.

Multiple Copies, Printing (ⓒⓅ or ⓒᵀᴿᴸⓉ⑨,Option O)

See "Printing Your Document."

▦ N

New Document   ⓒᵀᴿᴸⓉ⑧

To clear your screen and begin a new document, press ⓒᵀᴿᴸⓉ⑧ or
ⓒⓆ . You will be prompted, "NEW DOCUMENT OR QUIT?
(N/Q)." Press Ⓝ .

New (Format) Command   (C=)(8)

See "Disk Commands," NEW and "Copying/Deleting Files" in the
INSTALL section in Chapter 2.

Non-typable ASCII Characters, Inserting

To insert ASCII characters that are not represented on the
Commodore keyboard but which are available on all printers in
FONT mode and will appear as follows in TEXT mode:

When you press	The screen will show	With an ASCII printer	With a Commodore printer
(CTRL)([ )	˪	{	[
(CTRL)( ])	ˌ	}	]
(CTRL)(↑)	‖	‖	‖
(CTRL)(=)	—	—	—
(CTRL)(/)	▜	\	(SPACE)
(CTRL)(*)	▄	~	(SPACE)
(CTRL)(@)	▪	`	'

Commodore graphic characters are used to represent these
characters on the screen.

Normal ASCII   ((C=)(P) or (CTRL)(9) , Option D)

See "Printing Your Document."

Number Pages (When Printing) ((C=)(P) or (CTRL)(9) , Option B)

See "Printing Your Document."

▓ O

Outline Index

See Chapter 7.

Outline Mode

See Chapter 7.

Overwrite Mode (CTRL)(INS)

In OVERWRITE mode, letters or other characters are replaced by your keyboard input. In INSERT mode, existing letters and characters are pushed to the right. To toggle between modes, press (CTRL)(INS). The message on the Status line will switch between I and O.

▓ P

Page Breaks

Sometimes you need to make sure that a new page starts at a specific point, such as a new chapter. That's when you need page breaks. Page Breaks work in TEXT or FONT Mode.

Just enter a check mark, followed by the word **page**, like this:

√**page**

The line below the check mark will be line one of the next page, regardless of how many lines were left on the previous page. Your page counter will always show you what page your cursor is on.

If you enter two page break commands in a row, only the first will be executed. If you want the second page break carried out, make sure to leave a blank line between the check mark commands.

Page Length, Changing (⌐=⌐P , Option M)

See Chapter 5, "All about Printing."

Play Macro (CTRL)(5) / (CTRL)(M)

See "Macros, Defining, Playing and Saving."

Preferences, Setting

To change colors, cursor type or disk drive preferences. See the INSTALL section in Chapter 2.

Printer Codes, Defining (⌐=)(£)

In the TEXT mode WW can be customized with eight pairs of printer control codes, three of which have not been defined and one global code. To view and edit these codes, press (⌐=)(£). The Printer Codes Window will appear. The codes you see here were determined by your printer selection in the INSTALL program. The first code line will be copied to the Status line of your display, and your cursor will be on the right edge of the text. Edit this just as you would regular text. After making any changes, press (RETURN). These codes were pre-set when you installed your printer and probably don't need to be changed. If there is a printer code for the entire document, such as an initialization code, enter it as the global code. To save any changes you make here, see "Saving Your Settings."

See "Tabs" later in this chapter ; see also Chapter 5 for a further explanation of the ASCII values you might enter here.

Printer Codes (Entering Style Tokens)

Style tokens are entered into text as an instruction to the printer to "customize" the appearance of the typeface, such as to italicize or boldface. Each style can be thought of as being able to be turned "on" with the (CTRL) key plus a letter key and "off" with the (C=) key and the same letter key. Although the tokens are entered the same way in both TEXT and FONT mode, their function will differ.

In TEXT mode, when WW encounters the style token during printing, it will send the control codes defined next to that token in the Printer Codes Window. Your printer must support that text style.

In FONT mode, the printer codes are ignored as WW creates the styles itself—your printer does not. In FONT mode, the first five codes are pre-defined: underline, bold, italic, superscript and subscript. The remaining three codes are unused.

To enter the style token in your text, press (CTRL) plus the letter for the uppercase token, (C=) plus the letter for the lowercase token.

For example, to turn on Underlining, position the cursor on the first character you want underlined and press (CTRL)(U) . To end underlining, position the cursor right after the last character you want underlined and press (C=)(U).

See "Printing a Document" and "Boldface Text," "Italics," "Underlining," "Superscript" and "Subscript."

Printer Device   (CTRL)(O)

If you have more than one printer connected to your system and
want to print on the second printer, you may do so if that printer is
device 5. Press (CTRL)(O) to specify a different printer device.

Printer, Installing

See the INSTALL section in Chapter 2.

Printing a Document   (⌐)(P) or (CTRL)(9)

The following is a quick summary to get you started. However,
printing is a major function of WORD WRITER, and you should
refer to Chapter 5, "All about Printing" before attempting any
serious printing.

To enter the Printer Options Window, press either (⌐)(P) or
(CTRL)(9). This is what you'll see:

PRESS RETURN TO PRINT (A-O) TO CHANGE
PRINTER OPTIONS

A)	PRINT FONTS	Y
B)	NUMBER PAGES	N
C)	BLANK SCREEN	N
D)	EJECT PAGE	Y
E)	LINEFEEDS	Y
F)	NORMAL ASCII	Y
G)	LINKED PRINT	N
H)	MERGE NAMES	N
I)	SHEET FEED	N
J)	OPEN 4,4,?	07
K)	TOP MARGIN	04
L)	BOT MARGIN	04
M)	PAGE LENGTH	LT
N)	NUMBER FROM	01
O)	# OF COPIES	01

F1 = PRINT PREVIEW
RUNSTOP = END PRINT

Figure 4

You can toggle or switch between Y(es) and N(o) for Options A through I by pressing the letter that corresponds to that option. To increase Options J through O, press the letter that corresponds to that option. To decrease, hold down the (SHIFT) key and press the letter that corresponds to that option.

The most important option is still "A) PRINT FONTS Y/N." Y indicates that you want to print fonts, meaning that you want to be in FONT rather than TEXT mode. In FONT mode, Options B-D and J-O are available. In TEXT mode, all options are available. In FONT

mode, page length is either LT (letter—11 inches long) or LG (legal—14 inches long). In TEXT mode, page length can be increased or decreased from 1–99 lines (66 lines is an 11-inch page.)

Print Preview   (F1) from the Printer Options Window

To preview your document on the screen before it is printed, press (F1) while the Printer Options Window is on your screen. Preview will work in either TEXT or FONT mode, but will not display fonts. The first 80 columns of your text will be displayed (including the left margin). Any text that you have assigned to printer code 1 (underlining) will be underlined on your screen. All other text that you have assigned to other printer codes will appear highlighted. To pause the Print Preview mode, press (SPACEBAR). Then press any other key to start again. To exit this mode, press (RUN/STOP). You will exit to your document. In FONT mode, since lines often contain more than eighty characters, WW will not include the left margin. Everything will appear left aligned. Also in FONT mode, pagination, headers and footers will not display.

The Print Preview mode requires 11K of free memory. If you do not have enough memory available, this function will not work.

▓ Q

Quit   (C=)(Q) or (CTRL)(8)

To exit WORD WRITER, press (C=)(Q) or (CTRL)(8). NEW DOCUMENT OR QUIT?(N/Q) will appear on the Status line. Press (Q).

▓ R

Reformatting Your Document (CTRL) (CLR/HOME)

WORD WRITER attempts to continuously keep the format of your document intact by rearranging (formatting) your text as you edit, enter or delete fonts, etc. However, after extensive editing, some text may not be formatted correctly. To assure that all is well, press (CTRL) (CLR/HOME) to reformat your entire document.

Reformatting a Paragraph (C=)(4)

During editing or rewriting a small part of your document, you can quickly format from the cursor to the end of the current paragraph where the cursor is located by pressing (C=)(4).

Renaming a File (C=)(8)

See "Disk Commands"—RENAME command.

Return, Entering a Hard or Soft (SHIFT)(RETURN) / (C=)(R)

A hard return symbol ◆ is used to tell the computer to keep two sections of text separate when it formats a document. Hard returns are needed at the end of a paragraph and on blank lines. When entering text, a hard return is entered by simply pressing (RETURN) at the end of a paragraph. A soft return is, so to speak, an invisible return placed in text after a word wrap occurs. The computer ignores soft returns when reformatting text. To enter a "hard return" within existing text, press (SHIFT)(RETURN).

To toggle between soft and hard carriage returns at the end of a line, move the cursor onto the line and press ⌐=⌐R . The text on the following line will be brought up and appended to the current line, if there is room.

Right Align √right

To align type to the right, press (CTRL)(£) to set a check mark, type **right** and press (RETURN). The text following the √ line will be aligned on the right.

▦ S

Saving Your Documents (F2) or ⌐=⌐S

NOTE: If you are in FONT mode when saving, the list of installed fonts will be saved with your document. If you are in TEXT mode when you save, the font tokens within your document will be saved. However, the list of installed fonts will not.

1. To save a document, press (F2) ((SHIFT)(F1)). "SAVE, LOAD OR MERGE?(S/L/M)" will appear on the Status line at the top of your screen. Be sure that your data disk is in the disk drive, and press (S) to save.

2. If you only want to save a portion of your document, position the cursor on a √ M(margin) line and then select the Save option. You will see the prompt, "SAVE FROM CURSOR? (Y/N)." This allows you to save a portion of a document and prevents you from excluding an important √ formatting command. Press (Y) if you only want to save text from the cursor to the end of the document, but press (N) if you want to save the entire document.

3. You will be prompted for a file name. When you have typed in a
   file name (up to fourteen characters), press (RETURN), and your
   file will be saved to disk.

The document will remain on screen. You can continue to add to or
modify it. If you use the same name when saving to disk, WW will
prompt, "FILE EXISTS, OVERWRITE? (Y/N)." Pressing (Y)
overwrites the existing file. Press (N) to return to your document.

When saving a document, remember:

• To guard against losing a significant amount of information due
  to hardware problems, save your document every 10 to 15
  minutes so, at worst, you'll never lose more than a few minutes'
  work.

• If a problem occurs while you are saving or loading a file, an
  error code will appear at the top of your display. See your disk
  drive manual for an explanation of error codes.

• Some serious disk errors such as "DRIVE NOT READY" require
  you to turn off your disk drive and then turn it back on.

• After saving a file, press (C=)(V) to look at the disk directory.
  The file should be listed with the name you specified. If the name
  of the file you just saved appears with the notation "*SEQ" after
  it, your file was only partially stored on your disk, and WORD
  WRITER will not allow you to reload a partial, or "open" file. If
  this happens, use the Validate command (see "Disk Commands")
  to remove the open file. Now resave the file to disk. If you still
  experience a problem, save the file to another disk.

Saving Your Settings   ⒢Ⓢ from the Print Options Window

You can have WW always start up with your preferred settings in the Print Options and Printer Codes Windows. To do so, set the options the way you want them. Then press ⒢Ⓟ to call up the Print Options Window and press ⒢Ⓢ . At the prompt "SAVE SETTINGS?" press Ⓨ. Be sure to insert your Program disk in the data drive and press (RETURN). The next time WW is loaded, all of the settings will be set the same as they are now. Saving Settings will save: Insert/Overwrite mode, Print Options, Printer Codes, Macros and Tabs. After your settings have been saved, reinsert your DATA disk in the drive.

Search/Replace   (CTRL)Ⓛ

To search for a word or phrase within your document, press (CTRL)Ⓛ. "SEARCH FOR?" will appear on the Status line. Type in the word or phrase to be located and press (RETURN). "REPLACE WITH?" will appear. If you simply want to search without replacing, press (RETURN) only.

If the word or phrase is present between the cursor and the end of the document, the cursor will jump to the first letter of that word or phrase. If it is not present, "NOT FOUND" will appear. WW will only search for complete words, not fragments. For example, if you tell the computer to search for the word "here," it will only find "here" in your document. It will not find "there," "adhere" or other words that contain the same string as your search word. It also will not find "HERE" since search is case sensitive. Searching always begins from the point where your cursor is located and continues to the end of the document.

To search and replace, type in a new word or phrase at the prompt and press (RETURN). All occurrences of the Search text will be replaced with the Replace text. Also see Search Again.

Search Again   (CTRL)(2)

To search for additional occurrences of a word or phrase without re-entering your search text, press (CTRL) (2). When you reach the last occurrence, "NOT FOUND" will appear on the Status line.

Set Printer Codes   (C=)(£)

See "Printer Codes, Defining."

Sheet Feed ((C=)(P) or (CTRL)(9) , Option I)

See "Printing Your Document."

Set Tab

See "Tabs, Setting."

Spacing   √Snn

The spacing function is often referred to as leading, (pronounced LED-ing), in typesetting circles. It refers to the space between lines.

In FONT mode, each typeface has a certain amount of built-in leading which keeps the printed lines from touching. To increase this inter-line spacing, press (CTRL)(£) to enter a check mark. Type (S) followed by a number from 0 through 15. The number represents the desired amount of spacing and is equal to 1/72nd of an inch on most printers.

In TEXT mode, the spacing check mark command changes the line spacing. S1, S2 and S3 are single, double and triple spacing, respectively. The spacing command will begin on the next line.

The "blank" lines in between will not show on the screen, so you can see more text, but the line and page counter will always accurately show the current cursor position.

If you have used the spacing command in FONT mode, it will not have the same effect in TEXT mode. To simplify things, if you have any number other than 1, 2 or 3, WORD WRITER will single space your document. So if you have a √S7 left over from a FONT mode printing, WORD WRITER will single space this.

Spacing for Super and Subscripts

Some word processors will force additional line spacing as required when you specify superscripts or subscripts. This can lead to a non-uniform appearance of your text. WORD WRITER allows you to control how much spacing you want or need and where you want it. If you specify a super or subscript, you must increase the spacing or the super/subscript will not have room to move—and will be printed normally. Try differing amounts from 0 to 15 to see what looks best to you, generally one half to one third the point size.

Style Tokens, Entering

See "Printer Codes (Entering Style Tokens)."

Subscript Text, Turn On/Off   (CTRL)(-)/ (C=)(-)

To turn Subscript on, press (CTRL)(-). A large highlighted minus sign will be inserted in your text, to indicate where the subscripted text will start. To turn Subscript off, press (C=)(-). A small highlighted minus sign will be inserted in your text, to indicate where the subscripted text ends.

For FONT mode, see "Spacing for Super and Subscripts."

Superscript Text, Turn On/Off   (CTRL)(+) / (C=)(+)

To turn Superscript on, press (CTRL)(+). A large highlighted plus sign will be inserted in your text, to indicate where the superscript will start. To turn Superscript off, press (C=)(+). A small highlighted plus sign will be inserted in your text, to indicate where the superscript ends.

For FONT mode, see "Spacing for Super and Subscripts."

▓ T

Tabs

Use tabs to place words at a particular column. WORD WRITER's default tabs are 10,20,30,40,50,60 in TEXT mode (in Font mode 10=1"; 20=2" etc.)

NOTE: Tabs can be used only with Left Justified text.

Press the ⊖ key once. A highlighted **T** will be displayed on the screen to indicate the first tab setting and the column number in the Status Line will change. For example, press ⊖ twice and you will see two **T** on the screen indicating the start of this line at column 20 (in TEXT mode). Note the column markers at the top right corner of the Status Line.

WORD WRITER	I	P: 01 L:01 C: 01

TThis is an example of a tab. This paragraph will begin printing in column 10. Below is a table with tabs aligning the columns.

T T Date **T T** Amount
T T 1/10 **T T** 5
T T 2/10 **T T** 16
T T 3/10 **T T** 22

Use Tabs in Font mode the same way as you would in Text mode. The only difference is that, in Font mode, the column indicators display the number of characters from the beginning of the line rather than the tab location, because of the proportionally spaced fonts.

Tabs, Setting   ⒸⒺ

1. Press ⒸⒺ. The Printer Codes window will appear.

2. Press (SHIFT) (T!) once so the Tab settings appear on the Status Line (they're at the bottom of the window). The cursor will be at the right edge of the text. Edit this just as you would regular text.

You may set up to six Tab positions. Make sure to keep the Tab settings in ascending order. After making any changes, press (RETURN).

NOTE: Tab positions are measured from the margin, not the edge of the page.

---

3. To save any changes you make here as the default setting, see "Saving Your Settings."

Tabs, Deleting

Deleting a Tab is as simple as deleting any character in your document. Move the cursor to the right of the **T** and press (DEL). Or position the cursor on a **T** and press (C=)(D).

Text Files, Converting

Files from previous Commodore WORD WRITER programs can be loaded directly into WW. To convert text files from other word processing programs for use in WORD WRITER, see the INSTALL section in Chapter 2.

Text Mode   (CTRL)(9) – (A)

Select TEXT mode from the Printer Options Window. The Printer Options Window is accessed by pressing (CTRL)(9) or (C=)(P). Press (A) to set the PRINT FONTS option, to "N."

When you switch from TEXT mode to FONT mode and vice versa, your document is reformatted to reflect how it will print in that mode. You'll always know where and how each line and each page will print.

For a discussion of TEXT vs. FONT mode, see Chapter 3.

▓ U

Underline, Turn On/Off (CTRL)(U) / (C=)(U)

To begin underlining, press (CTRL)(U). A highlighted capital letter "U" will be inserted at the cursor location and all following text will be printed underlined. To turn underline off, position the cursor after the last character to be underlined and press (C=)(U). A highlighted lower case "u" will be inserted to indicate where underlining will end.

NOTE: If you are using a Commodore 1526 or MPS802 printer, you can underline text in your document in TEXT mode by first setting the underline printer code. Press (C=)(£) to see the Printer Codes Window. Then type **MPS802-1526** and press (RETURN). This should appear on the line with the **U** in the window. If you ran the INSTALL program, this option is already set for you.

▧ V

Viewing the Disk Directory (C=)(V) or (CTRL)(O)

To view the entire Disk Directory—a list of all the files on your disk—press (CTRL)(O). When finished, press any key to continue.

To scan the disk directory for a list of only files you have created (seq files), press (C=)(V).

Virtual Margins (CTRL)(V)

This feature allows text to be displayed in 40 columns so it all fits on your screen, regardless of the margins you set with √M. This function is most useful for entering or editing your document in TEXT mode. In FONT mode, this may not maintain all of your text on the screen, depending on the font selected. To override pre-set margins, press (CTRL)(V). To return to normal, press (CTRL)(V) again.

NOTE: Saving and loading will "unset" virtual margins.

▧ W

Word Count

To determine the number of words and unique words in your document, use the Spell Check option. The values (number of words) will appear in the Status line. Press (RUN/STOP) to return to editing without completing a Spell Check.

Word Wrap

Word Wrap allows you to type text into your document in a continuous stream, with no need to press (RETURN). This is an automatic function.

The point where a word wraps to the next line is determined, in part, by the specified line length.

In TEXT mode, when a word exceeds the line length (60 characters is the default), the word will be wrapped to the next line. In FONT mode, when the total width of all the characters on the line exceeds the line length (6 inches is the default), the word will be wrapped to the next line.

▣ ALL ABOUT PRINTING

There are so many considerations to printing—especially since you
have your choice of printing either in the TEXT mode or the FONT
mode—that printing deserves its own chapter. Actually, two
chapters, since some of the more esoteric considerations are
addressed in Chapter 9.

The Print Options Window

To print a document, press ⊆Ⓟ or ⒸⓉⓇⓁ⑨. The Print Options
Window will appear.

Most of what you need to decide about printing can be accessed
here. This is what it looks like:

```
┌─────────────────────────────────────────────────────┐
│        PRESS RETURN TO PRINT (A-O) TO CHANGE          │
│                  PRINTER OPTIONS                      │
│     A)  PRINT FONTS                    Y              │
│     B)  NUMBER PAGES                   N              │
│     C)  BLANK SCREEN                   N              │
│     D)  EJECT PAGE                     Y              │
│     E)  LINEFEEDS                      Y              │
│     F)  NORMAL ASCII                   Y              │
│     G)  LINKED PRINT                   N              │
│     H)  MERGE NAMES                    N              │
│     I)  SHEET FEED                     N              │
│     J)  OPEN 4,4,?                     07             │
│     K)  TOP MARGIN                     04             │
│     L)  BOT MARGIN                     04             │
│     M)  PAGE LENGTH                    LT             │
│     N)  NUMBER FROM                    01             │
│     O)  # OF COPIES                    01             │
│     F1 = PRINT PREVIEW                                │
│     RUNSTOP = END PRINT                               │
└─────────────────────────────────────────────────────┘
```

Figure 5

You can toggle or switch between Y(es) and N(o) for Options A—I by pressing the letter which appears at the left of each option. To increase Options J—O, press the letter that corresponds to that option. To decrease, hold down the (SHIFT) key and press the letter that corresponds to that option.

The most important option is "A) PRINT FONTS Y/N." Y indicates that you want print fonts, meaning that you want to be in FONT rather than TEXT mode. In FONT mode, Options B–D and J–O are available. In TEXT mode, all options are available. In FONT mode,

page length is either LT (letter—11 inches long) or LG (legal—14 inches long). In TEXT mode, page length can be increased or decreased from 1—99 lines (66 lines is an 11-inch page.)

Since WW prints from disk in FONT mode, the selected font(s) and the printer driver (DEFAULT.GRF) must be on the same disk. If they are not, one of the following messages will appear on the Status line:

1) FILE NOT FOUND

2) FONT NOT FOUND

3) DRIVER NOT FOUND

If the font is not found, refer to the "Installing Fonts" section in Chapter 2 to install the correct font.

In TEXT mode, you can print from the computer's memory. In FONT mode, you must print from disk. You will be given an opportunity to save your document to disk when you press (RETURN) to begin printing in FONT mode if the document has not been saved already.

Following is an explanation of each option in the order in which they are listed. To set an option, type the letter which appears to the left of it.

Print Fonts ⒜

This is a simple Yes/No choice. Press ⒜ to toggle between "Y" for FONT mode and "N" for TEXT mode.

Number Pages   Ⓑ

If you want the printer to number the pages of your document without setting up a footer, press Ⓑ and the Number Pages option will toggle from N(o) to Y(es). If you want to change the number from which numbering begins, press Ⓝ to increase the number and (SHIFT)Ⓝ to decrease the number. This method of page numbering places a simple number at the bottom center of each page. More advanced page numbering can be accomplished using Headers or Footers. A footer will override this page number option. In either case, you must have a bottom margin, or your page number will not print.

Blank Screen   Ⓒ

This is a Yes/No choice. Press Ⓒ to blank the screen while printing. Choosing this option will speed up the printing process, especially in FONT mode.

Ejecting a Page   Ⓓ

If you want your printer to kick out the blank lines on the last page of your document (in TEXT or FONT mode), set Eject Page to Y. This will keep your paper aligned for your next printing. If you want the printer to simply stop when it finishes printing, set Eject Page to N. If you have used a footer or page numbering, then WORD WRITER will always eject the blank lines.

Linefeed   Ⓔ

If your printer requires linefeeds, press Ⓔ. See your printer manual for information on linefeeds. FONT mode does not use this option.

Normal ASCII   (F)

If your printer requires normal ASCII characters, you must set this option for Y(es). To change this option to No (on a Commodore printer), press (F). For more information on ASCII characters and your printer, consult your printer and interface manuals. This option is pre-set when you install your printer and probably won't need to be changed. It is not significant in FONT mode, however.

Linked Print   (G)

Linking is a check mark function. If you have entered √N commands in your document, make sure all the files you plan to link together are on the same WORK disk and they each need to begin with a margin check mark command.

Save Your File Before Printing! If any changes have been made to the document, WW won't begin printing until the file has been saved.

Press (C=)(P) to bring up the PRINT menu, and set Option G, Linked Print to Yes. When doing a linked print, you cannot be in FONT mode, merge names or do multiple copies, but all other options are available.

For details on entering the check mark command, see "Linked Printing" in Chapter 4.

Merge Names   (H)

In TEXT mode, press (H) to set this option to Yes when you want to merge names from a Cardfile or an address list into your document. When you press (RETURN) to print, you will be prompted for the name of your Cardfile or address list. You must insert field markers on the lines in the letter where the name and address will be inserted.

A full description of this advanced feature can be found in Chapter 9.

Sheet Feed (I)

You'll need this option if you are using a printer with single sheet friction feed. From the PRINTER OPTIONS menu ((C)(P) or (CTRL)(9)), press (I) to toggle Y(es). This option is not available in FONT mode.

Open 4, 4, ? (J)

Use Option J to set the secondary address for your printer interface. (The interface provides a connection between your computer and your printer.) This option is set when you install your printer and probably won't need to be changed.

To change the secondary address in the Print window, press (J). The number on the right side of the window will increase. To decrease the number, press (SHIFT)(J). Keep pressing the (J) key until the number you want appears in the window. You have a choice of numbers from 0 to 99. **COMMODORE PRINTER OWNERS:** This option should be 7.

NOTE FOR COMMODORE MPS1000 PRINTER OWNERS:
WORD WRITER only supports the MPS1000 printer in the IBM
mode. At the Print window, press (SHIFT)(J) for the option OPEN
4,4,? until it reads 99. This sets the correct secondary address for the
MPS1000 printer. Press (F) to select yes for NORMAL ASCII.
Press (E) to set LINEFEED at Y. Dip switches 1 and 3 on the printer
should be ON and all others should be OFF.

If your printer has trouble operating with WW (for example, if it will
only print in capital letters or graphics), your interface may use a
different secondary address. The table following shows some
common interfaces and their secondary addresses:

Interface	Secondary Address	Dip Switch Settings
Axiom Parallel	5	For the Cardco PS model Cardco (all models) only, set Switch 2 at the closed position.
Easy Print 302 and 302C	7	Switch 3 ON; switches 1, 2, and 4 OFF.
Easy Print Graphics Micro World 350	5	Set switches 1, 2, and 3 for your printer (see your interface manual); switch 4 OFF; switch 5 ON; switch 6 OFF.
Grappler	7	Switches 1 and 2 OFF; switches 3, 4, and 5 ON; switches 6, 7, and 8 must be set for your printer (see your interface manual).
Turbo Print GTC and GT2	5	Switch 1 ON; switches 3 and 4 must be set for your printer (see your interface manual).

Interface	Secondary Address	Dip Switch Settings
Tymac	6	Switches 1 and 2 in lower right face of interface (under paper) must be closed.
U Print	1	N/A
Xetec GPI	5	Switches 1, 2, and 3 OFF; switches A, B, and C must be set for your printer (see your interface manual).
Xetec JR	5	Switches 2, 3, and 4 ON; switch 8 OFF.
Xetec Supergraphics	5	Switches 3 and 4 ON; switch 8 OFF. Set switches 1 and 2 for the font you want to use.

In general, your interface must be set for the Transparent mode. For more information on secondary addresses and dip switch settings, see your interface manual.

Top and Bottom Margins   Ⓚ and Ⓛ

Top and bottom margins are also set from the PRINTER OPTIONS menu. Each is set at 4. In TEXT mode it is the number of lines in the margin. In FONT mode, this represents one tenth of an inch. For example, 5 would be 5/10 or one half inch. You may need to adjust these values slightly as you change between modes. To increase the number in the top margin, press Ⓚ; to decrease, press (SHIFT)Ⓚ. To increase the number in the bottom margin, press Ⓛ; to decrease, press (SHIFT)Ⓛ.

In FONT mode, headers and footers are centered in the margin if there is sufficient room. See "Headers, Entering" in Chapter 4.

Page Length, Changing Ⓜ

Your options vary depending on whether you are in FONT mode or TEXT mode.

Font Mode—If Y(es) appears after Option A (PRINT FONTS), you are in FONT mode. In FONT mode, you can select between letter length (11 inches) and legal length (14 inches) paper. Press Ⓜ to toggle between LT (letter) and (LG) legal.

Text Mode—If N(o) appears after Option A (PRINT FONTS), you are in TEXT mode. To increase the page length from 66 lines, press Ⓜ. To decrease page length, press (SHIFT)Ⓜ . The actual number of text lines printed per page can be determined by this formula: text lines = page length – (top margin + bottom margin).

Number from Ⓝ

Use this option to set the starting page number for your document.

Number of Copies Ⓞ

Use this option to tell WW how many copies of your document you want to print. From the Printer Options Window ((C=)(P) or (CTRL)(9)), press(O) and the number on the right side of the window will increase through 99. To decrease the number, press (SHIFT)(O).

Print Preview   (F1)

To preview your document on the screen before it is printed, press
(F1) while the PRINTER OPTION menu is on your screen. Preview
will work in either TEXT or FONT mode, but will not display fonts.
The first 80 columns of your text will be displayed (including the
left margin). Any text that you have assigned to printer code 1
(underlining) will be underlined on your screen. All other text that
you have assigned to other printer codes will appear highlighted. To
pause the Print Preview mode, press the (SPACEBAR) key. Then, press
any other key to start again. To exit this mode, press (RUN/STOP) . You
will exit to your document. In FONT mode, since lines often contain
more than eighty characters, WW will not include the left margin.
Everything will appear left aligned. Also in FONT mode,
pagination, headers and footers will not display.

The Print Preview mode requires 11K of free memory. If you do not
have enough memory available, this function will not work.

Draft Printing   (SHIFT)(RETURN)

Some printers support a Draft print function in WW. Draft printing is
faster than FONT mode printing and can be used to preview the
layout of your document prior to printing in the high-quality FONT
mode. At the Printer Options Window ((C=)(P)), press
(SHIFT)(RETURN) for draft printing. If your printer does not support
WW's Draft printing function, you'll see the message, "DRIVER
NOT FOUND." In this case, use FONT and TEXT printing only.

Unraveling the Mystery of Your Printer

All of us would like to use all of our printer's special features without first learning about our printer. But given the variations among printers, that's virtually impossible. We'd like to help you learn about your printer as quickly and painlessly as possible so you can apply that knowledge to your work with WW.

▓ Using Special Printer Features in FONT Mode

When you send a document to your printer in FONT mode, WW does all of the work, telling the printer precisely which dot to print in order to "draw" the characters correctly, based on the chosen font. This includes all of the text enhancements like underlining, bold, italics, superscript and subscript. These too are created by WW and sent to the printer—regardless of whether or not the printer itself supports these functions.

Because each individual dot is controlled by WW, much more information is being sent to the printer in FONT mode than in TEXT mode. Consequently, printing takes longer. Although addressing each individual dot of every character sounds very complex, WW is in complete control—once you tell it what printer is connected, you simply sit back and enjoy the results.

▓ Using Special Printer Features in TEXT Mode

Even in TEXT mode, the computer does not really send the document as you see it on your screen. The printer would not recognize the letters that you have typed in. Instead, your printer

understands numbers from 0 to 255. For example, when you tell it to print "hello," the computer actually sends a numbered code that represents the word "hello":

72, 69, 76, 76, 79

These numbers represent a code called ASCII (American Standard Code for Information Interchange, pronounced ASK'ee). Each character that your printer prints has its own ASCII code: A is 65, B is 66, C is 67 and so on. To help confuse the issue, 0 is 48, 1 is 49, 2 is 50, and so forth. Fortunately, you only need to type a word like "hello" and your printer does the rest.

Control Codes

Although most of the ASCII codes tell the printer to print a letter or a number in TEXT mode, there are other numbers or groups of numbers that tell the printer to print in a certain way, such as italics, boldface, and underlining. These numbers, which are sometimes referred to as "control codes" or "printer codes," usually vary from printer to printer. For example, to print Double Width (expanded) on a Commodore printer, you must send the printer a single control code:

Expanded on 14
Expanded off 15

However, to use the same function on a Star or Epson printer, you must send the printer three codes:

Expanded on 27,87,1
Expanded off 27,87,0

On an Okidata printer, the codes are 27, 31 and 27, 30. Printers, as you can see, are far from standardized.

Somewhere in your *printer* manual, you should find a chart containing control codes for all of the special functions (underlining, expanded print, boldface, etc.) that your printer can perform. If a desired style is not listed in your printer manual, your printer probably does not support that style.

The ESCAPE Code

If you *don't* have a Commodore printer, one very important code that you should become familiar with is the ESCAPE (ESC) code. The ESC code is ASCII code 27. This code tells the printer that the number(s) that will follow represent a control code, not a printable character. For example, to use boldface on a Star, Panasonic or Epson printer, you must enter the codes:

Boldface on 27, 71
Boldface off 27, 72

Printer manuals sometimes show these codes as characters. If your manual uses this method, you would see the following codes for boldface type:

Boldface on ESC G
Boldface off ESC H

When the ESC code appears in your *printer* manual next to a character, you will know that you must enter the control code for G, not the letter itself.

To find codes for letters like G and H, either look for the ASCII table in your *printer* manual, or turn on your computer and type:

?asc("g") (RETURN)

The computer will respond: 71. You can enter any character and the computer will tell you its ASCII code.

How to Read Your Printer Manual

So now you confidently grab your printer manual, flip to the section on control codes—and as you look at the page of printer codes, you may become totally confused because you're faced with something that looks like this:

	Character	Hex	Decimal
Underline on	ESC "-" 1	2D,01	45,1
Underline off	ESC "-" 0	2D,00	45,0

There are three basic things to keep in mind:

1) Disregard any information labeled "Hex" or "Hexadecimal."

2) The only information to be concerned with is in the "Character" or "Decimal" columns.

3) The ESC code is often shown in only one of these columns, but it must be entered before the values shown in the "Decimal" column, even if your printer manual does not show this specifically.

Refer back to Printer Codes, Defining and Printer Codes (Entering Style Tokens) in Chapter 4 for the procedures to use in applying this information to WORD WRITER.

▓ Helpful Printing Hints

Printing can be an art—or the most frustrating part of using a word processor. The two most common trouble spots involve the number of printable lines on a page, and the correct paper alignment in the printer.

The Number of "Printable Lines" on a Page

The number of printable lines is the actual number of lines on a page to which the printer's print head can be aligned to print a line of text. For the following explanations let us assume you are using either tractor feed or sheet feed paper that is a standard 11 inches long, and that your printer is set to print at a very common setting of six lines per inch. This yields 66 lines in TEXT mode—although in some cases these will not all be "printable" lines. We'll get to that in a moment.

Correct Paper Alignment in the Printer

Correct paper alignment refers to the positioning of the paper in the printer such that the printer's print head is set to print on the first printable line. The first printable line varies, depending on whether you are using tractor-feed or sheet-feed printing methods.

Here's how they relate:

Tractor Feed Alignment—If you are using continuous tractor feed paper, the first printable line is the one immediately after the perforation. On most printers, correct paper alignment is impossible on the first physical page of continuous paper. You must advance the paper to the second page and align the print head right after the perforation. There are 66 printable lines. In TEXT mode, you should set the page length at 66 in the Print Options Window.

Sheet Feed Alignment—Laser printers and printers with automatic sheet feeders will position the paper automatically, but may not be able to print all 66 lines.

If you are manually inserting each page into the printer, you probably cannot position the print head to the top of the paper— more like an inch or so down. This is not a problem, just make sure

you stay consistent with where you position the paper on each sheet. You definitely don't have 66 printable lines, and you'll need to adjust the page length in the Print Options Window to a lesser value.

Removing Font Style Tokens

If you want to remove all of the font and style tokens from within a document, simply switch to OUTLINE mode ((F5)) and load the document. Without changing anything, save the file. It will be stripped of all font and style tokens and tabs.

Saving Installed Font Tables

WORD WRITER normally saves the table of installed fonts along with the document. If you set up a document with different fonts installed, anytime that document is loaded, its font table will replace the current one. There are two ways to get the original settings back:

1.) **Default Font Document**—If you have a set of fonts you use often, set up the fonts, create a blank document and then save it with a name like font.table. When you need this set of fonts, load the blank font.table file and your default fonts are immediately available. Enter your text and save the file with a new, different name. You can create many default documents (each with different names) with font sets for various purposes.

2.) **Merging the file**—The file will be "loaded," but the font table information will not. This is useful if you want to look at a file but do not want to disrupt the existing font information. (If you try to print, the existing font table information will be used.)

6 USING THE SPELL CHECKER AND THESAURUS

WORD WRITER's 85,000-word Spell Checker will check your document for misspelled words and flag them for correction. You can also enter your own personal dictionaries of words (or names) that are not in WW's dictionary.

To use the Spell Checker, load the document and select the Check Spelling option by pressing (F3) (check spelling). Then, follow the procedure described below.

Checking Your Spelling

The first thing the computer will do is check the length of your document to assure that it is not too long to check for spelling all at one time. If your document is too big, you will be notified. To check the spelling in a document of more than ten pages, you must save parts of the document under different file names and perform a spelling check on each of the smaller segments of the original document. Then, you can use WW's document chaining ability to print out your document as one continuous manuscript.

The program will sort the words of your document into alphabetical order. After sorting, the program will tell you the number of words and the unique words found in your document. Remember to insert your dictionary disk in the disk drive you specified in the INSTALL

program so that the computer can read the Spell Checker dictionary. Press (RETURN) to check the spelling or (RUN/STOP) to obtain only the word count display.

The program will begin checking the spelling in your document against its dictionary, leaving all words for which it cannot find a match.

Checking a Personal Dictionary

After WW runs through its own dictionary it will ask you if you are using a personal dictionary.

A personal dictionary is a list of up to 3,000 of your own personal spelling words that you can create using WORD WRITER. This word list may contain words such as proper names or technical terms that are not found in the Spell Checker dictionary but may occur in your documents.

You can create a personal dictionary word list by entering your words into WORD WRITER in a single column. You can add to your personal dictionary at any time, just as you would add text or edit any other document. A typical word list might look like this:

LIST
Timeworks
Swiftax
Swiftcalc

You must enter the word **LIST** as the first word in your personal dictionary.

After entering words in your personal dictionary, save it on a work disk. However, you must be in TEXT mode to do so. Look on Side 2 of the Program disk for a sample personal dictionary called **suspect.list**.

▓ Correcting Your Misspelled Words

When the computer is finished checking your document against both the WW Spell Checker dictionary and your personal dictionary, you will see the prompt: "F1:REPLACE WORD F3:NEXT WORD F8:EXIT."

The computer assumes that those words that do not appear in either dictionary are misspelled, even though they may be spelled correctly. These words are called "suspect" words and are listed alphabetically.

The computer will start at the top of the document and stop at the first suspect word. The word will be highlighted in your document, and the word will appear on the Status line.

You now have three choices:

- If you are certain that the highlighted word is indeed spelled correctly, then the computer only selected it because it did not appear in either dictionary. Press (F3) to continue checking other words in your document.

- If the word is misspelled and you would like to enter the correct spelling, press (F1). A cursor will appear after the word on the Status line. Edit the word by pressing the (INST/DEL) key to erase incorrect characters and then type in the correct characters. When you are satisfied that the word is correct, press (RETURN). The incorrect spelling in your document will be replaced automatically with the edited word from the Status line.

- To exit the Spell Checker before you have finished looking at the misspelled words, press (F8) ((SHIFT)(F7)). You will be asked to confirm that you want to leave the Spell Checker. If you press (N), you can continue looking at your misspelled words. If you press (Y), you will be given an opportunity to save the suspect words.

▓ Saving the Suspect Word List

When you have corrected all of the misspellings in your document, or you have pressed (F8) to exit the Spell Checker, "SAVE SUSPECT WORDS?(Y/N)" will appear on the Status line.

You will have a chance to save the list of words that the computer found as misspelled words in your document. You'll want to do this if the words were correctly spelled but not included in the WW dictionary. Press (Y) to save the suspect word list. If you press (N), you will return to editing your document.

If you press (Y), the word list will appear on your display. You may now edit it. When you are satisfied with the word list, you can save it on a disk to use later.

Save the suspect word list as you would any other WORD WRITER file by pressing ⒞Ⓢ.

If you have previously saved a personal dictionary file on your disk and you wish to add the suspect word list to that file, follow these steps:

1. Press Ⓨ at the "SAVE SUSPECT WORDS?" prompt. When the list of suspect words appears on your screen, place the work disk containing your current personal dictionary in your disk drive.

2. Save this new file onto your work disk.

3. Press F3 to return to your document.

4. Be sure your original document is saved.

5. Load your *original* personal dictionary.

6. Next, press F2 and select the Merge option by pressing Ⓜ.

7. Enter the name of the new suspect word list you just saved and press (RETURN). The two lists are now one long list. Scroll through the list and edit any problem areas.

8. Press ⒞Ⓟ and make sure that Option A is set to N; then press (RUN/STOP) to return to your list.

9. Save the merged lists (⒞Ⓢ), suspect words under the file name of your original personal dictionary, overwriting the original.

NOTE: If a personal dictionary is not in alphabetical order, it could slow down the program during a spelling check. To put your personal dictionary in alphabetical order, perform a spelling check on the personal dictionary. The computer will sort your personal dictionary words into alphabetical order and delete duplicates and words that may already appear in WORD WRITER's Spell Checker dictionary. Save your sorted personal dictionary as a list of "suspect" words.

Using the Thesaurus

WORD WRITER's Thesaurus provides synonyms for over 60,000 words. The Thesaurus is located on the Thesaurus disk. This disk must be in the disk drive for the Thesaurus to work properly.

NOTE: To use the Thesaurus, the disk must be in either a 1541 or 1571 disk drive.

To use the Thesaurus, just follow these steps:

1. Move the cursor onto any word you want to replace in your document. You can also place the cursor in the space after the word. Then press (F4).

2. Insert your Thesaurus disk into your disk drive. This is what you'll see:

```
red
INSERT THESAURUS DISK, TYPE WORD TO FIND
✓s∃ ←
←
←
▉PACK the PLACE▉ ←
←
at ←
▉CENTRAL HIGH SCHOOL▉ ←
←
on ←
▉April 10, 11, 12 and 13 ←
←
▉FEAST on Hot Dogs, Pizza, and Chili! ←
←
▉WATCH the Senior▉ Men's▉Varsity Baseball Team! ←
←
HAVE FUN with your friends!!!! ←
←
ENJOY an art display! ←
CHEER for The RED Devils! ←
(WEAR RED!) ←
```

Figure 6

3. At the top of your display you will see the word you selected.
   You now have three options:

   - You can alter the word,

   - You can press (RUN/STOP) and then press (RETURN) to
     return to your document, or

   - You can press (RETURN), and the computer will begin
     searching for your word in the Thesaurus.

If the computer finds your word, it will load lists of synonyms,
presented in groups called "clusters," for your word. This may take
up to a minute.

4. Each synonym is numbered, as is each cluster. To view the other clusters (if there are any,) press (⬆⬇) .

If you do not want to replace your word with one of the selections, press (RETURN). You will return to your unchanged document.

To replace your word with one of the Thesaurus words, enter the corresponding number and press (RETURN). The Thesaurus Window will disappear from the display, and the new word will be substituted in your document.

The Thesaurus requires approximately 6K of memory, which is about three pages of text. You can check how much memory you have left by pressing (CTRL)(Q) .

▓ USING THE OUTLINER

WORD WRITER's outlining capabilities can be of invaluable assistance if you create documents of any sizable length. Outlining helps you to organize your thoughts so that your ideas are presented in a logical order that is easy for your reader to follow.

The real beauty of using a word processing outliner is that as you change your mind about how topics should be subordinated, one under another, the program will re-order everything automatically. What a great time saver!

WORD WRITER offers you five levels for your outlines:

I. to XXVI
A. to Z.
1. to 99.
a. to z.
1) to 99)

In outline form, these five levels would look like this:

I.   Main Topic
    A.   Subtopic
       1.   Subheading
          a.   Breakdown of the subheading
             1)   Further breakdown of the subheading

To create your own outline, press (F5), then press (O) to enter the OUTLINE mode. (If you selected Cardfile when you set your preferences during the installation, you'll be asked to insert the Program disk now.) When you enter the Outliner, the WW document that's in memory will be erased. You will, however, be given an opportunity to save your document. Press (Y) to do so or (N) to go directly into the Outliner.

Indexing the Outline

Each level of the Outliner is represented by an index. An index is the letter or number (I., A., 1., etc.) in front of an outline entry. The Outliner automatically indexes letters and numbers for you. Just press (←) until the cursor is at the proper location for the level you want to enter. Listed below are the cursor positions for each of the outline levels:

Cursor Location	1-6	7-9	10-12	13-15	16-20
Outline Level	1(I,etc.)	2(A, etc.)	3(1,etc.)	4(a,etc.)	5(1),etc.)

Now press (F6), and the index that corresponds to this tab position will appear on your display. Next, enter the heading for this level of your outline.

If WW finds a line that cannot be indexed, two asterisks (**) will appear next to it, indicating that there is an invalid level on this line. If you place an asterisk at the beginning of the line, the outliner will not alter that line.

Continue tabbing to other positions and entering your outline
indexes by pressing (F6) until your outline looks something like this:

I. Main Topic
    A. Subtopic
    B. Subtopic
II. Second Main Topic
    A. Subtopic
    B. Subtopic
    C. Subtopic
        1. Subheading
        2. Subheading
III. Third Main Topic
    A. Subtopic
        1. Subheading
        2. Subheading
        3. Subheading
    B. Subtopic

Formatting an Existing Outline

After deleting, adding or moving lines in an outline, you may find
that some of your indexes are wrong or out of place. You can re-
index your outline by pressing (C=)(4). For this option to work
properly, each line of your outline must be in its proper location.

Editing Your Outline

Edit your outline the same way you would any other WW document. This includes inserting and deleting lines. Since this could cause indexes to become incorrect, press (C=)(4) to reformat your indexes after heavy editing. See Chapter 4 to review other editing keys.

▦ Index One Level Lower   (CTRL)(L)

The "lower index" ((CTRL)(L)) function moves an outline heading and all of its subordinate headings down one outline level. This is an advanced feature, so let's take a look at an exercise using the example you just entered.

Let's say you decide that Main Topic III is actually another sub-topic of Main Topic II. To make this move, position the cursor on the line that contains Topic III. Then press (CTRL)(L) to select the "Lower Index" function and move Topic III and all of its related sub-topics and sub-headings under Topic II. Topic III would then become Sub-topic D under Topic II, and your outline would now look like this:

I.   Main Topic
    A. Subtopic
    B. Subtopic
II. Second Main Topic
    A. Subtopic
    B. Subtopic
    C. Subtopic
        1. Subheading
        2. Subheading
    D. Third Main Topic
        1. Subtopic
            a. Subheading
            b. Subheading
            c. Subheading
        2. Subtopic

The "Lower Index" function will not work on Level 5 headings (since 5 is the lowest level possible).

▓ Index One Level Higher   (CTRL)(R)

This option is the opposite of the "Lower Index" option—it raises part of the outline up to the next level. (Obviously, it has no effect on Level 1, the Roman Numeral headings.) To raise part of the outline up one level, press (CTRL)(R).

Saving, Loading and Quitting

Saving or loading an outline is the same as saving or loading any
WW document—with one important difference. If your outline
contains embedded font or style tokens, they will be removed. To
save an outline, place your data disk in the disk drive and press
⌐⧉⍐. Follow the prompts; then type in a file name for your outline.

To edit an outline that you saved previously, make sure you are in
the Outline mode ((F5)) and then press ⌐⧉⍐ . Enter the file name
of your outline and press (RETURN).

To exit the Outliner, press (F5) and then press(Y). This will return
you to WORD WRITER, with your outline still in memory just like
a regular document.

NOTE: Fonts may not be inserted while you are in the Outliner. You
may add fonts to an outline after exiting the Outliner, however. In
order to keep the indexes aligned with the text, we recommend
choosing the Racine font, a mono-spaced typeface. If you choose
another font, choose it for the text only, not the indexes.

▓ USING THE CARDFILE

A Cardfile is a collection of information that is stored and organized for personal and business use. You can keep track of important names, addresses and phone numbers. The cardfile will store, sort, and retrieve all the information you need.

A phone book, a mailing list or a library catalog are examples of a Cardfile. The three elements that make up a Cardfile are: the cards that make up the Cardfile; the fields within a Card; and the information you enter within the fields.

A **cardfile** is a collection of cards containing similar information. If you collected all the address cards in a file, you have a cardfile.

A **card** contains all the information about one item. In an address book, the information about each person is on one location. Cards are the basic Cardfile unit. Each Card holds related information about people, places, ideas—anything you want.

A **field** is a piece of information in the card. In an address book, there are usually fields for last name, first name, address etc. The Field name together with the actual information that you enter is called a field. In the WW Cardfile you can have from 3 to 23 fields.

Accessing the CARDFILE

Whenever you want to create a cardfile, or load an existing cardfile, you must be in the Cardfile Mode.

To access the Cardfile Mode, press (F5). "OUTLINER OR CARDFILE?(O/C)" will appear. Press (C) for the Cardfile.

NOTE: When you enter the Cardfile Mode, the WW document that's in view will be erased from memory. You will, however, be given an opportunity to save your document.

Next, you will be asked for the number of fields to be created. If you are creating a new cardfile, type in the number of fields you want each card to have. You may have as few as 3 fields or as many as 23 fields. Press (RETURN).

If you want to load an existing cardfile, just press (RETURN) when asked for the number of fields. Then press (C)(L) to load a file. We have included two sample Cardfiles so you can experiment, named **cardsample** (on Side 1) and **librarycatalog** (on Side 2).

■ The CARDFILE Display

At the top of the display you will see:

WORD WRITER CARDFILE   I   R: 01 F:01 C: 01

This Status Line is similar to the WORD WRITER's Status Line.

I: stands for INSERT mode (for details on this mode, see "Insert Mode" in Chapter 4).

On the right side of the Status Line, you will see R: 01 F:01 C: 01. These numbers tell you the location of the cursor. For example:

R: 01 stands for the record (card) number—this is card number 1. You can enter up to 255 cards in a Cardfile.

F:01 stands for the field number. You are now on field number 1. You may have as few as 3 fields or as many as 23 fields in a card. A field may be 60 characters long.

C: 01 stands for the column number. The column number is your horizontal position on the display. You are now in Column 1.

▓ Moving Around in the Cardfile

The two cursor keys are on the lower right corner of the keyboard. They are used to move the cursor within your Cardfile. If a file is not on the screen, the keys will not function.

Cursor Movement Keys

Previous Field	(SHIFT)(↑↓)
Next Field	(↑↓)
Left one character	(SHIFT)(⇆)
Right one character	(⇆)
To the beginning of the field	(C=)(6)
To the end of field	(CTRL)(6)
To the beginning of the next field	(RETURN)
To the bottom of this or the next card	(C=)(CLR/HOME)
To the First field/Previous Card	(HOME)
To the Next Card	(CTRL)(N)
To the Previous Card	(CTRL)(P)
To the First Card in the Cardfile	(CTRL)(G)
To the Last Card in the Cardfile	(C=)(G)

For records with many fields, two more key combinations are available:

To move a quarter way down the screen (F7)

To move a quarter way up the screen (F8) ((SHIFT)(F7))

Creating a New Cardfile

To create a Cardfile:

1. Press (F5). At the prompt "OUTLINER OR CARDFILE?(O/C)", press (C). If you're already in the Cardfile, you can start a new cardfile by pressing (CTRL)(8) or (C=)(Q) and then selecting **N** for New.

NOTE: WORD WRITER may ask you to insert the Program disk. Once the Cardfile is loaded, remember to replace the Program disk with your Work disk (or Data disk, if you're using two drives), so you can save the completed cardfile.

---

2. "NUMBER OF FIELDS?(3-23)" will appear on the Status Line. You can have up to 23 fields on a card. Type a number and press (RETURN).

   It's better to enter a higher number of fields than you think you need right now, in case you change your mind and want to use an extra field or two later.

3. Press (C=)(F) and "FIELD NAME?" will appear. Type a field name (up to 11 characters) that will help you remember what to enter. For example, if you plan to print mailing labels and form letters, create a field called NAME, another field ADDRESS, etc. When you have entered the field name, press (RETURN). The field name will appear just below the Status Line.

NOTE: You do not have to name every field. The field names are more of a reminder.

---

4. The cursor is now in the first column of the first field. Type your data in the field as you would type any document in WW. A field may be as long as 60 characters or contain no characters at all. When you're finished with this field, press (RETURN).

WORD WRITER CARDFILE	I	R: 01 F:01 C: 16

> name

Albert Finchley ■

5. Repeat Steps 3 to 4 for as many fields as you selected in Step 2.

6. After entering your data in the last field of the card, press (RETURN) and you are automatically in the next card.

Loading a Cardfile

You can load a cardfile in Word processing or Cardfile mode. To load a card file in the Cardfile mode, first press (F5) to enter the Cardfile.

Loading a Cardfile works the same as loading a WORD WRITER document (press (F2)). You can load a Cardfile as a regular document (when not in Cardfile mode), but if you then save it under the same name, all your field names and the number of fields per card will be lost.

▒ Modifying the Field Name ⊂⊃Ⓕ

After you have named some or all the fields, you may discover that you want to change a field name. Modifying a field name is as simple as naming it. All you have to do is cursor to the desired field, press ⊂⊃Ⓕ and type in a new name at the "FIELD NAME?" prompt. Press (RETURN).

▒ Entering Data in a Card

Typing data into a Card is as easy as typing any text in WW. If you make a mistake while typing information onto a card, you can easily correct it, using most of the same editing features you use when you correct any document in WORD WRITER.

When the cursor enters a field, the field name will appear just below the Status Line.

You can copy information into the current field from the previous card. Position the cursor in the field and press (CTRL)Ⓕ. The data you entered in that field in the previous card will be copied into the current card.

▒ Adding a Card

Press ⊂⊃Ⓖ to go to the end of the cardfile. The cursor will be in the first column of the first field, and the field name will remind you what information is to be typed into that filed. Type in your data and press (RETURN).

You can add cards to an existing file in any order you want. Later you can sort them. See Sorting Cards, below.

After completing the last field, press (RETURN) and WW automatically places the cursor into the first field of the next card. If you want to skip a field, simply press (RETURN) and the cursor will be in the next field.

▓ Inserting a Card   (CTRL)(4)

If you want to insert a card in a specific place within your cardfile, press (CTRL)(4) . A new, blank card will appear, ready for you to fill in.

▓ Deleting a Card   (CTRL)(7)

If the information contained in a card becomes obsolete, or for any other reason you want to delete a card from your cardfile, use the Delete Card command.

First, find the card to be deleted by using the Search or GoTo command (detailed later). Press (CTRL)(7) . "DELETE CARD? (Y/N)" will appear and all the text in the card will be highlighted. To delete the card, press Y, to cancel deleting, press N.

▓ Going to a Card   (CTRL)(3)

If you want to jump directly to a specific card to view, modify or delete it, use the GoTo command. Press (CTRL)(3) and "GOTO #" will appear in the Status Line. Type in the card number you want to jump to and press (RETURN). The selected card will be displayed on the screen.

■ **Sorting Cards** (F6)

You can sort cards on any field. You have the option of ascending or descending sorting.

To sort the cards in your cardfile, place the cursor on the field you want to sort and press (F6) ((SHIFT)(F5)). At the prompt "SORT?(A/D)" press (A) for Ascending or (D) for Descending.

For example: your cards contain addresses of your customers and you want the cards sorted by the State field in an ascending order. Place the cursor on the state field, press (F6) and type (A). All the cards with state IL will be placed before the state of MA.

Tip: You can achieve the effect of a multiple-field sort by sorting the lesser field first. For example, if you want your address list sorted by State and then sorted by Zip Code within each state, you should sort by Zip Code first and then sort by State.

Printing Your Cardfile

When your Cardfile is ready, you can print it in two ways: as a regular WW document or selected fields in a form letter.

To print the cardfile quickly, save your cardfile and press (F5) to exit the Cardfile mode. The cardfile will appear on your screen as a normal WW document. You can edit it, make font changes or just leave it as is and press (CTRL)(9) to print. If you want to save this modified document, make sure you give it a different name than your cardfile. If you save it under the same name, all your field names and the number of fields per card will be lost.

Your cardfile can be used in form letters. For details, see Chapter 9, Personalizing Mass Mailings.

Cardfile Quick Keys

Most of the Quick Keys available for word processing can be used in the Cardfile, including:

Caps Lock	(C=)(C)
Deleting a character	(DEL), (C=)(D)
Deleting a word	(C=)(7)
Deleting a card	(CTRL)(7)
Disk commands	(C=)(8)
Disk directory, viewing	(C=)(V) or (CTRL)(0)
Fast cursor up/down	(F8)/(F7)
Goto Card	(CTRL)(3)
Help	(F1)
Insert/Overwrite mode	(CTRL)(INST/DEL)
Inserting a character	(C=)(INS) or (SHIFT)(INS)
Loading a file	(F2) or (C=)(L)
Macros	(C=)(5)/(CTRL)(5)
Memory query	(CTRL)(Q)
New cardfile	(CTRL)(8)
Non-typeable ASCII characters (see Page 74)	
Saving a file	(F2) or (C=)(S)
Search/replace	(CTRL)(1)
Search again	(CTRL)(2)
Spell check	(F3)
Thesaurus	(F4)
Word count	(F3)

▓ Saving a Cardfile

You can save and load a cardfile just as you would any other WW document, but you cannot merge a cardfile.

NOTE: You can load a Cardfile as a regular document (when not in Cardfile mode), but if you then save it with the same file name, all your field names and the number of fields per card will be lost. If this happens, enter Cardfile mode. When asked for the number of fields, enter the number the cardfile used to have and press (RETURN). Load the file and your cardfile is back (although the field names are still lost).

▓ Searching in Cards

You can search and replace in the Cardfile just as in a regular WORD WRITER document. Since WW searches down from the current cursor position, press (CTRL)(G) if you want to search from the beginning of the cardfile. Searching always begins from the point where your cursor is located and continues to the end of the last card.

The WW Cardfile will search for complete words, not fragments, and exactly the way you type it. For example, if you tell the computer to search for the word "IL", it will only find "IL" in your cards, it will not find "il", "Illinois", "Ileane" or other words that contain these same two letters.

▓ PERSONALIZING MASS MAILINGS

This feature, which works in TEXT mode only, allows you to create individual form letters using a previously created address list or Cardfile. When you print, you will be prompted for the file name of the Cardfile or address list. You can create your address list in several ways, including using Timeworks DATA MANAGER 2, PARTNER 64 or WORD WRITER.

Creating Address Lists

If you don't want to create a Cardfile (see Chapter 8), you can develop your address list using WORD WRITER 6.

Type in your addresses, as shown in this example:

Laurel Fox
2345 W. Ontario
Chicago, IL 60012 (CTRL)(D)

John Doe
1234 Maple
Ocean City, NJ 72345 (CTRL)(D)

Bob Johnson
Acme Equipment Co.
34567 State Dr.
Williamsburg, PA 87654 (CTRL)(D) (CTRL)(D)

Where you see (CTRL)(D) in the example, press (CTRL)(D)
(delimiter). You will then see the **L** character. This character signals
the computer that the full address has been entered. The double **L**
after the last address signals the computer that all addresses have
been entered. After typing in your address list, store it on your
WORD WRITER WORK disk (one drive) or DATA disk (two
drives.) You can recall and modify it at any time.

A sample address list is included on the program disk in the file
called **adr**. This is an example of how you must enter your
addresses in WORD WRITER 6. To view the ADR file, load it into
your computer just as you load other files.

▓ Using Lists from DATA MANAGER 2 and SWIFTCALC

When you have already created an address list in DATA
MANAGER 2, there's no need to recreate it in WORD WRITER.
You can save the file in a format that WW can use.

When you print labels in DATA MANAGER 2, you'll see a prompt
"STORE ADDRESSES TO DISK?" Choose Yes, and when you're
asked to enter a file name, insert a WORD WRITER Work disk and
enter a name.

If you want to use data from SWIFTCALC, follow the directions in
that manual for Merging Your Spreadsheet with WORD WRITER.
That creates a WW file.

Now you're ready to move on to the next step.

Preparing to Print

NOTE: If you are using an address list created with previous versions of WORD WRITER or Data Manager, delete the line "ADDRESS LIST" at the beginning of the file and then save the file. WORD WRITER no longer requires you to start an address list file with the title "ADDRESS LIST".

You can turn an address list into a Cardfile. First, make sure that every record in the list has the same number of lines. If necessary, edit the list. Then, enter Cardfile mode, set the number of fields to the number of lines in each record and load the address list. If all the records have the same number of lines, the Cardfile will read each record correctly into separate cards.

You can also print just a range of records. Press (CTRL)(S) twice at the first character of the first field of the first record you don't want to print, and (CTRL)(S) once at the first field of the first record you want to begin printing. (If you want to print them all, you don't need to enter anything.)

For example, you want to print cards 5 through 9 out of 15 cards. At card 1, place the cursor at the first field and press (CTRL)(S) twice to insert two @ characters. In the Cardfile, two @ characters mean "Do not print until a single @ is found." Move through the cards until card 5 appears. In the first field, press (CTRL)(S) once. Since you want to print only through card 9, move down through the cards and at the first field of card 10, press (CTRL)(S) twice again. As long as these @ characters are in the Cardfile, only cards 5 through 9 will print.

When you're finished, save the Cardfile and press (F5) to exit
Cardfile mode and return to the word processor.

Creating Form Letters

In WORD WRITER, load the letter you want to merge names into.
Remember, the document can be no longer than four pages. The
address list can be as large as you want.

Press (CTRL)(D) to place a field marker, ▙ , where you want to place
the first field of the cardfile.

Move the cursor and press (CTRL)(D) again to place the second field,
and so on. Repeat for as many fields from the card file or address list
you want to place in the letter.

Data from the card file is pulled into the marked places in sequence.
In other words, the first cardfile field will appear at the first field
marker, the second field at the second field marker and so forth. If
your card file contains five fields for each address and you placed
three field markers in your letter, the first three fields from the card
file will print in the letter and WW will automatically skip the
unused fields.

You can also choose to skip a field within the card. Position the
cursor on a field marker and press (CTRL)(D) again. This ▜ means
skip the field. When the letter is printed, if the field marker was the
first one, the first field would not be printed and whatever other
characters were typed on that line will appear there. You can use
several of these skip field markers together to skip several fields.

There is also a third type of field marker. When you press (CTRL)(D) three times at one cursor location, the field marker looks like this ▓ and means "if the field to be printed here is blank, don't print this line at all." To prevent unexpected problems if the page is re-formatted, make sure that the line this field marker is on and the line before it end with a hard return (press (RETURN)).

Field markers are easiest to understand with an example. For instance, you have a cardfile containing addresses and each card has seven fields—Name, Phone, Address, Apt.No., City, State and ZipCode. The top of the form letter could look like this on your screen:

WORD WRITER	I	P: 01 L:01 C: 01

```
L  ┓ ←  ——— Name and Phone fields
L  ←  ——————— Address field
▓  ←  ———————— Apt.No. field
L  L  L ←  ——————— City, State and ZipCode fields
```

When printed, Name and Address will appear on every letter and Phone would be skipped on every letter. If the Apt.No. field is blank, that line will not be printed and the line containing City, State and ZipCode will be pulled up.

We have included a sample label file that you can use with your Cardfile or address lists called **labelsample** (on Side 2).

Printing Form Letters

When you're ready to print your form letters, press (CTRL)(G) to position the cursor at the top of your document. Then press (C=)(P) to call up the Print Options Window, and follow these steps:

1. You can print form letters only in TEXT mode. So press (A) to toggle N for Print Fonts.

2. Set Option H, Merge Names, at **Y** for Yes. This feature is necessary for form letter print-out.

When you are finished setting the print options, press (RETURN). You will be asked for the name of the file you want to load. (This file can be an address list created with previous versions of Word Writer or Data Manager with the line ADDRESS LIST removed or a Cardfile created with the current program). Insert the disk that contains your address list or Cardfile into the disk drive, enter the file name and press (RETURN). WORD WRITER will print your letters with the addresses included.

Tip: Choose Print Preview to make sure your form letter will look right when it prints.

🔟 THE APPENDIXES

The Font Library

WW comes with nine different typefaces and a variety of sizes of each plus one font of "mini-graphics" called "Doodad." Illustrated below are actual size samples of each. Many are similar to typefaces you are familiar with. Where appropriate, we have provided recommended uses for each.

Remember that each font can be doubled in size using the Expand function. However, fonts look their best in their original size. Therefore, choose Deerfield 24 rather than Deerfield 12 Expanded if you can. Use the Expanded option to obtain sizes larger than those furnished.

NOTE: Commodore (and compatible) printers will print fonts and graphics approximately twice as wide as Epson (and compatible) printers, as they print fewer dots per inch. Users of Epson printers with GEOS printer drivers, 1526 or MPS 802 printers will find that the print width falls between the Epson and Commodore.

Cicero

Cicero is another valuable headline font, with a more casual look.

Cicero 24 point

abcdefghijklmnopqr

stuvwxyz

1234567890

ABCDEFGHIJKLMNO

PQRSTUVWXYZ

!@#$%^ &'*()_-+ = {}

[]:;"' <,>.| \ ~ '

Cicero 32 point

Deerfield

Deerfield is a "square block" typeface which is also weighted.
It's very appropriate for labeling drawings or adding a
contemporary look to a document. This is a "serif" typeface,
that is the letters have little "feet" to make them look more
connected.

Deerfield 12 point
abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
!@#$%^&*()_-+={}[]:;"'<,>.|~`

Deerfield 9 point

Deerfield 10 point

Deerfield 24 point

Desplaines

Desplaines is a clean-cut unornamented typeface which is similar to Univers. This is a "sans serif" or "without feet" typeface. We recommend it for business writing and instructions.

Desplaines 12 point
abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
!@#$%^&*()_-+={}[]:;"'<,>./\~`

Desplaines 9 point

Desplaines 10 point

Desplaines 18 point

Desplaines 36 point

Madison

Madison is very similar to the Art Deco typeface called Broadway. It is very dramatic and would be a real attention-getter on a sign or invitation.

**Madison 24 point
abcdefghijklmnopqrst
uvwxyz
1234567890
ABCDEFGHIJKLMNOPQR
STUVWXYZ
!@#$%^&*()_-+={}[]:;""'<,>.
|\~`**

Oldenglish

This font is very ornate. You might use it for invitations, or sparingly, in headlines.

Oldenglish 28 point

abcdefghijklmnopqrstuvwxyz

1234567890

ABCDEFGHIJKLMNO

PQRSTUVWXYZ

!@#$%^ &*()_-+ = { }

[]:;"'<,>.| \ ~ '

Oldenglish 32 point

Racine

Racine is very similar to Courier, the familiar "typewriter" type. It is a mono-spaced typeface and is available in three sizes.

```
Racine 12 point
abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
!@#$%^&*()_-+={}[]:;"'<,>.|\~`
```

Racine 14 point

Racine 20 point

Ravinia

Ravinia is an elegant typeface that you might choose to announce a more formal invitation. It is a very artistic typeface.

Ravinia 18 point
abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
!@#$%^&*()_-+={}[]:;"'<,>.|\~`

Ravinia 36 point

Westwood

Westwood is a strong, emphatic headline type which would combine well with the smaller sizes of Deerfield. It is also a square block face that would do well in a business graphics environment.

Westwood 18 point
abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
!@#$%^&*()_-+={}[]:;"'<,>.|\~`

Westwood 36 point

Wilmette

Wilmette is a "weighted" type face similar to Times Roman. It is a formal typeface, commonly used in book printing.

Wilmette 12 point
abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
!@#$%^&*()_-+={}[]:;"'<,>.|\-`

Wilmette 9 point

Wilmette 10 point
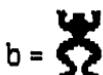
Wilmette 18 point

Wilmette 36 point

Doodad

This font is really a collection of 93 popular printing symbols or "mini-graphics," all 24 points high. They are all represented below, along with the key you have to press. In your text, the normal character will display on the screen. The Doodads will be substituted at print-out time, just like any other font.

a =

b =

c =

d =

e =

f =

g =

h =

i =

j =

k =

l =

m =

n =

o =

p =

q =

r =

s =

t =

u =

v =

w =

x =

y =

z =

A =

B =

C =

D =

E =

F =

G =

H =

I =

J =

K =

L =

M =

N =

O =

P =

Q =

R =

S =

T =

U =

V =

W =

X =

Y =

Z =
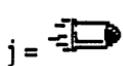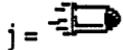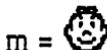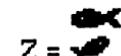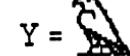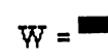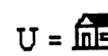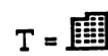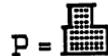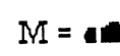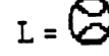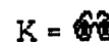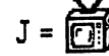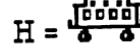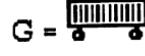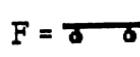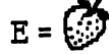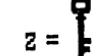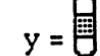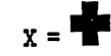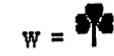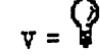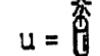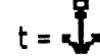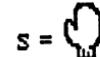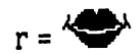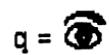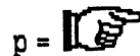
1 =

2 =

3 =

4 =

5 =

6 =

7 =

8 =

9 =

0 =

+ =

- =

£ =

: =

; =

, =

. =

/ =

[=

] =

< =

> =

? =

{ =

} =

| =

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! =

" =

=

$ =

% =

& =

' =

(=

) =

@ =

* =

^ =

= =

Troubleshooting

PROBLEM	PROBABLE REMEDY
PROGRAM WILL NOT LOAD	1. Turn off disk drive and computer, and try again. 2. Check computer hook-up. 3. Make sure the program disk Side 1, not data disk or font disk, is in disk drive.
DEVICE NOT PRESENT ERROR	1. Check hook-up and power supply for all devices. 2. Turn device OFF and then back ON.
READ OR WRITE ERROR	1. Insert correct disk into disk drive. 2. Replace data disk with previous back-up. 3. Remove write protection from data disk.
SYSTEM FROZEN, SCREEN BLANKS OUT, PROGRAM LOST (due to power fluctuations)	1. Connect your computer to a different power source. 2. Restart all devices and reload the program.
PRINTER DOESN'T PRINT	1. Be sure printer is plugged in, turned on and on-line (selected). 2. Be sure printer has a ribbon and paper. 3. Turn printer off and then on again. 4. Check to see that printer is connected to disk drive.
PRINTER PRINTS ONLY UPPERCASE LETTERS AND GRAPHIC SYMBOLS	Use the proper secondary address. (See Option J—Open 4, 4, ?—in the Print Options Window. Most Commodore printers use 7 as a secondary address.)

PROBLEM	PROBABLE REMEDY
PRINTER TRANSPOSES UPPER CASE AND LOWER CASE OR PRINTS ONLY UPPERCASE CHARACTERS	If you are using an interface, be sure you've selected Y for Option D, "Normal ASCII," in the Print Options Window. Then, select the proper secondary address for Option J to set your interface to the "Transparent" mode. See your interface user's manual for more information as well as the table in Chapter 4.

NOTE: If you are using a Commodore or compatible printer, set option J in the Print Options Window, "Open 4,4,?," at 7 and option F, "Normal ASCII," choose N or your printer will not function properly.

RIGHT SIDE OF PRINTOUT IS MISSING.	Load the file; reformat it and save it. Try printing again.
LARGE GAPS BETWEEN WORDS WHEN TEXT IS JUSTIFIED.	Load the file; reformat it and save it. Try printing again.
OTHER PROBLEMS	Consult the Pre-Call Checklist before contacting Timeworks' Customer Support Help Line

▓ Error Messages

Occasionally, when things go bump in the night, an error message will appear in the Status line. It indicates that either WORD WRITER or the computer has encountered a problem, and it won't continue to work until you correct it. Below are listed the most common error messages and their remedies. Others may be found in the manual for your operating system.

10: The Appendixes

ERROR MESSAGE	REMEDY
1. Device not present.	Check to see that all peripheral equipment is properly cabled, plugged in, and turned on.
2. Directory Error.	The disk drive is not reading the disk properly. Turn the drive off and back on to reset it.
3. Disk full.	Your file was not saved because there was not enough room on the disk to hold it. Save to a freshly formatted disk.
4. Disk ID mismatch.	Initialize the drive, using the disk commands options. (See Ch. 5.) Then, retry the function that caused the error.
5. Drive not ready.	The disk drive has become "confused." Turn the drive off and back on to reset it.
6. Driver not found.	The WORK disk is not in the drive, or a printer that supports FONTS or Draft printing was not installed. Run the INSTALL program to install your printer, which must be a dot matrix to print fonts.
7. File not found.	View the directory. Perhaps the file name is incorrect or the file was not previously saved or was saved on a different disk.
8. Font not found.	The default font (listed first in the Select Font Window) is not present on the current disk. Copy the correct fonts to your WORK disk using the INSTALL program.
9. Read/Write error.	Copy any readable files over to a freshly formatted disk using the INSTALL program. Reformat the disk. If formatting fails, discard the disk.
10. Write protect on.	FILE WAS NOT SAVED. Uncover the notch on the disk and save again.

Pre-Call Checklist

Before You Call. . .

1. Have you investigated your manual thoroughly (Troubleshooting, Error Messages and the Index) for the answer to your question?

2. Has the problem ever appeared before? What procedure did you use to produce the problem, and can you reproduce the situation repeatedly? Have you tried reproducing the problem with hardware other than your own?

3. Are you using any additional equipment with your system, such as a keypad, modem, or fast-loading devices? If so, disconnect the additional hardware and try to repeat the problem. If not, did you change your hardware or software configurations before you first experienced the problem?

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

5. Have you returned your Registration Card to Timeworks?

If You Call. . .

1. Which Timeworks product are you calling about, and what is the version number? (For example, WORD WRITER version 10.1.) You will find the version number on the disk directory.

2. What system are you using? (For example, Commodore 64.)

3. Have your user's manuals at hand when you call, and keep your manual and any other pertinent materials near the phone in case we need to call you back.

Glossary

Back-up—A duplicate set of data to be used in case the original is lost, destroyed or accidentally altered.

Byte—In computer language, the name given to eight bits of information. For our purposes, one byte = 1 character.

Character—
Numeric: 0 through 9
Alphabetic: A through Z
Symbol: ! +;$%#*–/=? ()
Alphanumeric: Any combination of numerics, alphabetics, or symbols.

Cluster—In the Thesaurus, a group of synonyms displayed on the same screen.

Command—An instruction for the computer to follow.

Crop—To select part of a picture by eliminating the unwanted parts.

Cursor—The computer-generated square that pinpoints your position on the display.

Data—The information you enter to be processed.

Data Disk—The disk created to store your documents.

Delete—To remove from the file.

Font—A typeface in a given point size.

Font Disk—In WW, the disk containing the font files.

Function Key—The special set of keys on your computer identified as F1, F2, F3, etc.

Hard Return—Symbol used to tell the computer to keep two sections of text separate when it formats a document. Hard returns are needed at the end of a paragraph and on blank lines. See also Soft Return.

Index—The letter or number (I., A., 1., etc.) in front of an outline entry.

Initialization—To reset the disk drive after an error condition.

Interface—A connection between two systems or devices, usually a computer and a printer.

Leading—The space added above a line of text, usually measured in points (1/72nd of an inch).

Program Disk—The disk you purchased, containing the WORD WRITER program.

Prompt—The line of words, located at the top of your screen, that requests your response. Ex—SEARCH FOR?.

Search—To look through your document for a specific word or phrase.

Search Item—A group of characters that the computer will search for.

Soft Return—Invisible return placed in text by WORD WRITER. The computer ignores soft returns when formatting text. See also Hard Return.

Synonym—A word with a similar meaning to another word.

Thesaurus—The WORD WRITER feature containing over 60,000 synonyms which can be substituted into WORD WRITER documents.

Toggle—A key or sequence of keys which can either activate or deactivate a feature. For example, pressing ⒸⒾ to toggle between insert and overwrite mode.

Work Disk—In WW, the disk that contains your fonts and printer driver files.

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