MODEL II SCRIPSIT™ 2.0
REFERENCE MANUAL

10 9 8 7 6 5 4 3 2 1
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Foreword

This Reference Manual describes the features and operations of the SCRIPSIT™ word processing program for the TRS-80 Model II. The manual will help you to understand and use the full range of available features.

You can rely on SCRIPSIT to help you prepare and revise your office communications. Because the system is menu oriented, almost every instruction includes a list of prompts that enable you to define exactly what you want to do. The menus and the prompts eliminate all the remembering and note taking that you would otherwise have to make about a document.

The manual is a companion to the SCRIPSIT Training Program. Each lesson in the Training Program refers you to entries in this manual. By reading and reviewing the information in the Reference Manual, you can reinforce what you learn in each lesson. As you become more experienced, use the reference manual to review a specific feature or to find additional information about it.

The entries in the reference manual are grouped under broad headings. For example, the Printing section describes the different instructions that enable you to print bold, underlined, double-underlined, special characters, and super or subscript characters. Each entry also has a cross reference to other related entries.

Use the index at the end of the manual if you are not exactly sure where to look for information. The index is an alphabetical list of every SCRIPSIT item (feature, term, instruction, component, or procedure) and includes the numbers of the pages on which you can find information about the item.

Keep the Reference Manual close by so you can refer to it when you need it.

Contents

Disk Expansion System

The TRS-80 Model II Disk Expansion System consists of a metal case that has room for as many as three disk drives. Each disk drive increases the on-line storage capacity by 400,000 characters.
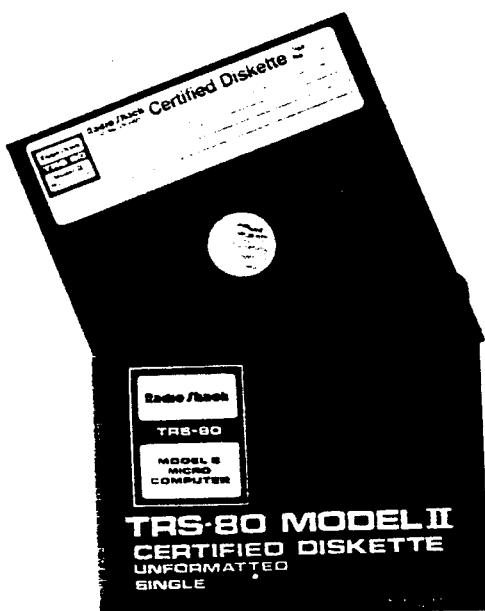
See also: *Assemble. Backup diskette. Document Copy, Format diskette. Loading SCRIPSIT. Also read the "Disk Expansion System" section of the TRS-80 Model II Owner's Manual.*

Diskettes

Diskettes are precision recording media. They contain programs and/or documents that you have typed. Each diskette can hold up to 400,000 characters, or approximately 200 pages of text.

The SCRIPSIT diskette contains the SCRIPSIT program and documents for you to practice with when you use the SCRIPSIT Training Program. Any other diskette you use while working with SCRIPSIT must be formatted according to the SCRIPSIT procedures.
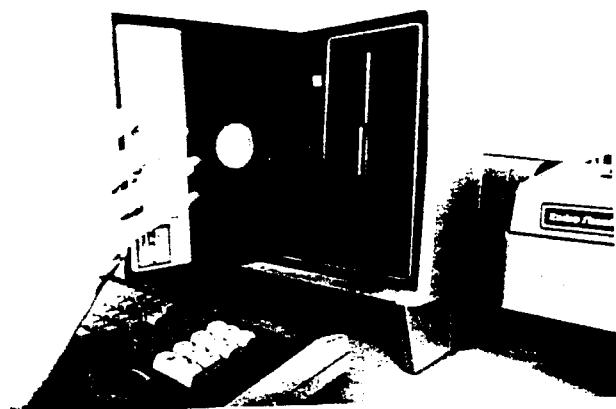
Notes

• Handle diskettes carefully. Do not touch the exposed surfaces.

• Before inserting the diskette, make sure the write-protect notch is covered. (You cannot use a write-protected diskette with SCRIPSIT.)

• Never remove a diskette while the disk drive light is on, or until you select the Swap diskettes or End session utility.

See also: *Format diskette, Inserting a diskette, Loading SCRIPSIT. Also read Section 3 of the TRS-80 Model II Owner's Manual for more information about diskettes*

Inserting a Diskette

When inserting a diskette into Drive 0, hold the diskette with the label facing away from the video screen and therefore last to go into the drive. Insert a diskette into one of the Disk Expansion Drives with the diskette label facing the power switch. Slide in the diskette until it clicks into position. Then close the disk drive door.

Notes

• When you work with SCRIPSIT, the SCRIPSIT diskette must always be in Drive 0.

• Never insert a diskette unless the swap diskette prompt is on the display.

See also: *Diskettes. Loading SCRIPSIT. Swap diskettes or end session*

Loading SCRIPSIT

Loading the SCRIPSIT program transfers the machine instructions from the SCRIPSIT diskette to

the system's memory. This enables you to perform word processing operations.

To load SCRIPSIT:

1. Check that all disk drives are empty.

2. Press the power switch next to the video screen up. In a few seconds this message appears across the middle of the screen:

INSERT DISKETTE

3. If your system has Expansion Drives, they must be turned on. Failure to do so will destroy the SCRIPSIT disk.

4. Slide the SCRIPSIT diskette into Drive 0 (the drive next to the video screen) with the label facing away, until the diskette clicks into position.

5. Close the drive door. Now the program begins to load. An INITIALIZING message appears briefly, and the light on the disk drive release bar goes on and then goes off. In about 15 seconds, the Radio Shack copyright notice appears. The last line says:

Enter Date (MM/DD/YYYY)

6. Type the date. Use two-digit numbers for the month and day and a four-digit number for the year. Type a slash to separate the month, day, and year. Then press ENTER . This message appears:

Enter Time (HH.MM.SS)

7. Type the time. Use two-digit numbers for the hour, minute, and second. Type a period to separate the numbers. Then press ENTER . (To skip the time, just press ENTER .) Now the program begins to load. The SCRIPSIT copyright notice appears first, and when the program is loaded (in 15 to 20 seconds), the SCRIPSIT Directory List appears.

Alternate Instruction

If the system is already on, you can load the SCRIPSIT program by pressing RESET and then following Steps 4 to 7.

Notes
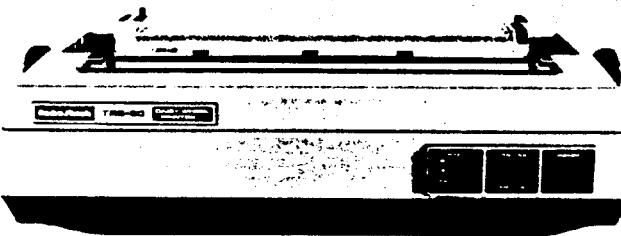
• If you answer the prompt incorrectly, the message BAD Response appears, followed by the date or time prompt. When this happens, type the date or time again and then press ENTER .

• The SCRIPSIT diskette must be in Drive 0 when you load the program.

See also: *Directory, Diskettes, Prompts*

Printers

SCRIPSIT is designed to work with a variety of Radio Shack printers, but because each printer is different,

some SCRIPSIT printing features may not be available. Before you begin to work with any of these printing features, review the following table to be sure your printer can handle the instruction.

Feature	Available on			
	LP3	LP4	DW1	DW2
Underline		✓	✓	✓
Bold		✓	✓	✓
Bold/double underline		✓	✓	✓
Bold/underline		✓		✓
Diacritical marks		✓		✓
Double underline		✓	✓	✓
Print Codes		✓	✓	✓
Strike through	✓	✓	✓	✓
Justification by				
Character increments		✓		✓
Word increments		✓		✓
Space insertion	✓	✓	✓	✓

See also: *Print, Document print, Background printing, Bold printing, Bold and double underlining, Bold and underlining, Column position, Comment code, Justifying text, Overstrike, Print code control editing, Stop print, Strike through, Super/subscript characters, Top of Form, Underlining.*

Menu Information

Every major instruction begins with a menu. Each menu contains a list of prompts, or questions. The answers to these determine how the system will execute an instruction.

Break

When working with a document or document utility, press BREAK to cancel an instruction while it is in progress and to return the cursor to the text area of the page. When working with a diskette utility, press BREAK to return the cursor either to the last menu page you were working on or to the directory.

See also: *Menu pages, Prompts, Hold*

Menu Pages

A menu page is a list of questions, or prompts, that temporarily replaces information on the screen and that determines how a document or a diskette utility is performed. Menu pages appear for diskette utilities: Formatting a diskette, making a Backup diskette, Swapping diskettes or Ending the session, and changing the disk defaults. Menu pages also appear for document utilities: printing, global replace, repaginating, renumbering, deleting pages, assembling, and merging.

To answer the prompts on a menu page:

1. Press [ENTER] when the cursor is positioned on the first character of a response and you don't want to change the response.

2. Type a new response in place of an existing response. Press [ENTER] to end the line. (Pressing [ENTER] after the first character ends the response at that point.)

3. To correct an incorrect character, press [←] or [→] until the cursor is positioned on the character and then type the correct character. Move the cursor to the end of the response and then press [ENTER].

4. Press [ESC] to lock the menu page in place and activate the instruction. You can also press [ENTER] to activate the instruction if the cursor is positioned at the beginning of the last response.

See also: *Assemble, Backup diskette, Change disk defaults, Delete pages, Format diskette, Global replace, Merge, Print, Renumber pages, Repaginate document, Swap diskettes.*

Prompts

Prompts are questions that enable you to complete an instruction. They appear at the bottom of the screen, in place of the status line, or in a list on a menu page. You must answer the prompts with a response or by pressing [ENTER] to keep the default response.

See also: *Change disk defaults, Disk utilities, Document utilities, Menu pages*

Utilities

The following TRSDOS 2.0 utility may be used with SCRIPSIT: HERZ 50.

Directory

The directory lists the contents of the documents recorded on a diskette. The directory is the focal point for all document preparation. The directory appears when you load SCRIPSIT, after you complete a disk utility, or when you press CTRL , and without releasing ████████████████████████

Directory Items

- **Date:** The date you typed when you loaded SCRIPSIT.
- **Diskette title:** Because the SCRIPSIT disk must always be in Drive 0, the first title you see in the directory is SCRIPSIT. Other highlighted names indicate a disk in Drive 1, 2, or 3. The title can have up to 8 characters. A diskette name can consist of alphabetic A-Z and/or numbers 0-9.
- Cell: Each page of the directory is divided into six

cells. A cell contains information about one document. The cells on each page of the directory are numbered from 1 - 6.

- **Document Name:** The name of the diskette followed by the name you typed when you created the document.

- **Format:** V, or vertical format, means that the text is typed to fit on any size paper up to 8½ inches wide and 14 inches long. Up to 96 characters wide and 84 lines can fit in a vertical format. H, or horizontal format, means that the text is typed to fit on paper that is wider than 8½ inches. Up to 156 characters wide and 51 lines can fit in a horizontal format.

- **Created:** The date you first typed the document.

- **Revised:** The date you last worked with the document.

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* * SCRIPSIT DIRECTORY LIST as of April 6, 1981 * *

NAME	FMT	CREATED	REVISED	AUTH/OPR	PAGES	SIZE	EFF	ACT
SCRIPSIT		11/1/80				DRIVE 0		

This Diskette has 20% of its space used for 7 documents.

1
- -

NAME	FMT	CREATED	REVISED	AUTH/OPR	PAGES	SIZE	EFF	ACT
SCRIPSIT Cmmrcl lease	V	11/1/80	4/ 2/81	S/S	5	4%	99%	M

2 Lease for Towne Factory, Inc.

- -

NAME	FMT	CREATED	REVISED	AUTH/OPR	PAGES	SIZE	EFF	ACT
SCRIPSIT PROPOSAL	V	11/1/80	1/13/81	n/w	5	3%	99%	M

3 standard sales proposal

- -

NAME	FMT	CREATED	REVISED	AUTH/OPR	PAGES	SIZE	EFF	ACT
SCRIPSIT typing with tabs	V	11/1/80	1/13/81	rs/rs	2	1%	99%	M

4 suggestions to make typing tabular material easier

- -

NAME	FMT	CREATED	REVISED	AUTH/OPR	PAGES	SIZE	EFF	ACT
SCRIPSIT memo to users	V	11/1/80	1/13/81	RS/NZ	1	1%	99%	M

5

- -

NAME	FMT	CREATED	REVISED	AUTH/OPR	PAGES	SIZE	EFF	ACT
SCRIPSIT multicolumn text	V	11/1/80	4/ 2/81	SG/NZ	3	1%	99%	N

guidelines and a sample for typing multicolumn text (Daisy Wheel II only!!)

6

- -

DOCUMENT: Open, Copy, Print, F1 Create, F2 Delete
NEXT: Screen, Disk CELL: 1 - 6 DISK: Utilities Time End Session

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- **Author/Operator:** The initials of the author and/or operator.

- **Pages:** The number of pages contained in the document including header and footer pages.

- **Size:** The percentage of space used to store a document on a diskette.

- **Efficiency:** The "machine" speed/performance for a document. A lower percentage indicates a slow system response time for getting pages and returning to the directory. The more a document is revised (with major revisions), the lower its efficiency rating will be.

- **Activity:** H indicates that a document will have a high number of revisions. M indicates that the document will be revised several times. L indicates that the document will require minor revisions. N indicates that the document will never be revised.

- **Comments/Description:** Notes to yourself about the document or a description of the document.

- **Selection prompts:** Document open: recalls an existing document. Copy: enables you to make a copy of a document. Print: allows you to print a document. F1 Create: begins a new document. F2 Delete: erases a document from the diskette. NEXT Screen: brings the next page of the directory to the screen. NEXT Disk: brings the directory of a diskette in drive 1, 2, or 3 to the screen. CELL 1 - 6: enables you to position the cursor in one of the six cells on the directory page. Disk Utilities: brings the menu page for the disk utilities to the screen. Time: allows you to view the system clock. End Session: ends a SCRIPSIT session.

See also: *Activity level, Disk expansion system, Disk utilities, Document F1 create, Document F2 delete, Document name, Document open, Document utilities, Efficiency, Listing directory to printer, Loading SCRIPSIT, Swap diskettes, End Session, Vertical/Horizonal format*

Cell 1 - 6

In the directory display, each displayed document name, and the information about the document, is contained in one of the six cells. The contents of the six cells change as you move through the directory.

To position the cursor on any cell on the directory display, type the number of the cell, from 1 through 6. The cursor will move to the specified cell.

Document Copy

The document copy instruction enables you to change a document and yet keep the recording intact.

To copy a document:

1. Display the SCRIPSIT Directory List.

2. If you want to copy a document on a diskette in Drive 1, 2, or 3, type $\boxed{D}$ until the directory for that disk appears.

3. Position the cursor on the document name by using NEXT Screen, the Cell number, and/or the arrow keys.

4. Type $\boxed{C}$.

5. Type the password, if the document has one, and then press $\boxed{ENTER}$. The Copy Document menu appears.

6. Answer the prompts. (See menu below.)

a. You cannot change the response to the first two prompts. The source disk and document name confirm the diskette and document you are copying from.

b. Type a name for the duplicate document and then press $\boxed{ENTER}$. If you are copying the document onto the same diskette, you must use a different name. If you are copying onto another diskette, you may use the same name.

c. Type the drive number of the diskette onto which you are copying the document.

```
         * * SCRIPSIT—COPY DOCUMENT * *


     Source Disk
     SCRIPSIT
     Source Document
     (document name)
     Destination Document name?


     Destination drive number (0-3)?
     0
```

```
Diskette name?
SCRIPSIT
Document name?
(document name)¹
Format line (1-11) or (D)efault:
D
Author?
(author's name)
Operator?
(operator's name)
Comments/Description?
```

```
Number of lines to store on each page (1-84)?
50
Activity level: High, Medium, Low, or None (H,M,L,N)?
M
```

Number of pages:	XXX	Date created:	xx/xx/xx
Percent of disk:	XX%	Date revised:	xx/xx/xx
	Efficiency: xx%		

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7. Press [ESC]. If the number you typed for destination drive is the same as the source drive, this message will appear:

> Copy to the same diskette (Y or N)?
> Y

a. Type [N] if you are using the one drive but are copying onto a different diskette. As each page is copied, a message appears telling you when to switch from the source disk to the destination disk.

b. Press [ESC] to keep the default response and to copy the document onto the same diskette. The copy process begins. As each page of the document is copied, it appears on the screen. When the last page is copied, the SCRIPSIT Directory List reappears.

Note: Pressing the backspace key does not erase a character when you are answering a prompt.

See also: *Directory, Disk expansion system, Document name, Document Open, Renaming a document*

Document Open

The document open instruction enables you to recall and add to a document or to make revisions to a document that is already recorded on a diskette.

To open a document:

1. Display the SCRIPSIT Directory List.

2. If you want to open a document on a disk in Drive

1, 2, or 3, type [D] until the directory for that disk appears.

3. If you know the document name and you know that it appears on a later page of the directory, position the cursor on the diskette name in cell 1 and type [O] . The prompt Please enter document name appears at the bottom of the page. Type the document name and if it is less than 16 characters, press [ENTER] . The password prompt then appears. However, if the document name appears on the first page of the directory, type the number of the cell that contains the document name and type [O] . The password prompt then appears. Note: If you are not sure how a document name was typed and it does not appear on the first page, type [S] and look at the next screen, or page, of the directory until you find the name. Then type the number of the cell that contains the name and type [O] .

4. Type the password and ~~press [ENTER]~~. The Open Document menu then appears. If the document has a password and you want to change it, type the old password, a comma, and the new password. Then press [ENTER] . If the document does not have a password, but you want to add one, type a comma, type the new password, and then press [ENTER] . If the document has a password but you don't want a password any more, type the old password, a comma, and then press [ENTER] . If the document does not have a password, press [ENTER] .

5. Answer the prompts. (See menu above.)

a. You cannot change the response to the first prompt. The response confirms that the document was recorded on the disk in the drive you indicated in Step 2.

b. Type a new document name' if you want to change the name. Press `ENTER` to end the line if the name has fewer than 16 characters. Note: When you press `ESC` to store the menu page, this prompt appears: RENAME DOCUMENT (Y or N)? If you type `Y`, the name is changed and the first page of the document appears. If you type `N`, the SCRIPSIT Directory List reappears.

c. Type a number from 1 to 11 if you want to use a saved format line. Press `ENTER` to end the line if the number has fewer than 2 digits. Press `ENTER` to keep the default format line. Note: When you press `ESC` to store the menu page, the first page of the document appears with the format line that you selected.

d. Press `ENTER` to keep the author's name or initials or change the name or initials; then press `ENTER` if you type fewer than 32 characters.

e. Press `ENTER` to keep the operator's name or initials or change the name or initials; then press `ENTER` if you type fewer than 32 characters.

f. Press `ENTER` to keep the comments/description or change them, and press `ENTER` if you type fewer than 76 characters.

g. Press `ENTER` to keep the lines-per-page count or change it, and press `ENTER` if you type a one-digit number. Note: Typing a new lines-per-page number will only affect the new pages you type. Existing pages will not change.

h. Press `ENTER` to keep the current activity level. The menu page is stored and the first page of the document appears. Or, type a new activity level. The cursor moves back to the document name response. Press `ESC` to store the menu page. After you have done this, the first page of the document appears.

i. The five prompts at the bottom of the screen verify the number of pages in the document, the date the document was created, the date it was last revised, the percentage of the diskette space used to record it, and the efficiency level of the document. The system enters the responses to these prompts based on the date that you typed when you loaded SCRIPSIT, the number of pages in the document, and the number of times the document required major revisions.

6. Revise the first page; get a page and either revise it or, if you are inserting or adding a page, type the

next text; or select a document utility.

7. When you finish working with the document, press `CTRL` and without releasing `CTRL`, type `Q` to record or update the page and to go back to the SCRIPSIT Directory List.

Notes

• Pressing the backspace key does not erase a character when you are answering a prompt on the menu page.

• The two ways to store the information on the Open Document menu are to press `ENTER` at the last response, and to press `ESC` if you are only changing a few responses.

• The system saves the information from the menu page and displays it in the appropriate column of the directory.

See also: *Add new page, Change disk defaults, Decimal page, Directory, Disk expansion:system, Document F1 create, Document name, Document open, Document utilities, Enter, Escape, Get next page, Get page, Get page number, Get previous page, Help, Menu page, Messages, Password, Prompts, Saving and recalling a format, Swap diskettes, End session, Vertical/Horizontal format*

Document F1 Create

The document create instruction enables you to begin typing and recording a new document.

To create a new document:

1. Display the directory.

2. If you want to create a new document on a disk in Drive 1, 2, or 3, type `D` until the directory for that disk appears.

3. Press `F1`. The password prompt appears.

4. Type a password (up to 8 characters) if you want one and then press `ENTER`. Or just press `ENTER` if you don't want a password. The Create New Document menu appears.

5. Answer the prompts. See menu, page 9.

a. You cannot change the response to the first prompt. The response confirms that the document will be recorded on the disk in the drive you indicated in Step 2.

b. Type the name of the document (up to 16 characters). Press `ENTER` to end the line if the document name has fewer than 16 characters.

* * SCRIPSIT — CREATE NEW DOCUMENT * *

Diskette name
SCRIPSIT
Document name?
_____
Format line (1-11) or (D)efault?
D
Author?
_____

Operator?
_____

Comments/Description?
_____

Number of lines to store on each page (1-84)?
50
Activity level: (High, Medium, or Low) (H, M, L)?
Vertical or Horizontal Format (V or H)?
V

c. Type a number from 1 to 11 if you want to use a saved format line. Press **[ENTER]** to end the line if the number has fewer than 2 digits. Press **[ENTER]** to keep the default format line.

d. Press **[ENTER]** if you want to skip the author prompt. Type the author's name or initials (up to 32 characters). Press **[ENTER]** if you type fewer than 32 characters.

e. Press **[ENTER]** if you want to skip the operator prompt. Type the operator's name or initials (up to 32 characters). Press **[ENTER]** if you type fewer than 32 characters.

f. Press **[ENTER]** if you want to skip the comments/description prompt. Type any comments or an additional description (up to 76 characters). Press **[ENTER]** if you type fewer than 76 characters.

g. Press **[ENTER]** to keep the default lines per page at 50 lines. Type a new lines per page (from 1 to 84). Press **[ENTER]** if you type a one-digit number.

h. Press **[ENTER]** to keep the default activity level M. Type **[H]** or **[L]** to change the activity level.

i. Press **[ENTER]** to keep the default format V. The system records information on the menu page. the menu page disappears, and a blank working page appears. Type **[H]** to change to a horizontal format. Note: The cursor moves back to the document name response if you change the format to horizontal. Press **[ESC]** to record the menu page information and to move to the first working page.

6. Type the page using all the SCRIPSIT features that you need. At the end of the first page. press **[CTRL]** and without releasing **[CTRL]**. type **[N]**. The system records the first page and another blank page appears so that you can continue typing.

7. Continue typing the document in the same manner. When you finish typing the last page of the document, press **[CTRL]** and without releasing ~~to record the last page and to go back to the~~ SCRIPSIT Directory List.

Notes

• Pressing the backspace key does not erase a character when you are answering a prompt on the menu page.

• The two ways to record the information on the Create New Document menu are to press **[ENTER]** after the last response and to press **[ESC]** if you are only changing a few responses.

• The system saves the information from the menu page and displays it in the appropriate column of the directory.

See also: *Change disk defaults. Directory. Disk expansion system. Document name. Document open. Enter. Escape. Get next page. Get page. Help. Menu page. Messages. Password. Prompts. Saving and recalling a format. Swap diskettes. Vertical/Horizontal format*

Activity Level

The activity level defines the amount of revisions (particularly insertions) you expect a document to require. It alerts the system to save extra blank space for changes for each page of a document.

A document can have one of four activity levels: high, medium, low, or none. H indicates that the document will require major modifications. M, the default setting, indicates that the document will be revised several times. L indicates that the document will require minor revisions. N indicates that the document will not (and cannot) be revised.
(You cannot set an activity level of N when creating a document, only when opening a document.)

When you store a document, the system anticipates the amount of revisions by recording extra space for each page. More space is required for each page with a high activity level than with a low activity level.

To set the activity level when you create a document:

1. Display the directory, press `F1`, and answer the password prompt. Then the Create New Document menu appears.

2. Answer the activity level prompt by pressing `ENTER` to keep the default setting, or type `H`, or `L` to change to a different activity level.

To set the activity level when you open a document:

1. Answer the password prompt. The Open Document menu then appears.

2. If you change the activity level response, only the new pages that you type are affected. The existing pages keep the activity level that they were recorded with.

Notes

• If you store too many high-activity documents, you are wasting diskette space. You won't be able to store as many documents on the diskette as you would if you stored them with a medium or low activity level.

• If you revise a document with a low activity level several times, the system takes longer to record or to find a page when you want to display the page and make changes. A low activity level, therefore, reduces the efficiency rating for a frequently revised document.

• The only way to change an H or M activity level, or to request an activity level of None, for the entire document is to open the document and change the activity level in the Open Document menu. Then go back to the directory and copy the document. This redistributes the space for the document on the diskette.

See also: *Directory, Document copy, Document F1 create, Document open, Efficiency, Menu page*

Document Names

A document name identifies a group of related pages on a diskette. You assign a name to a document when you create it, and then you refer to the name whenever you want to add to the document or change it.

To set document names when you create a new document:

1. Display the SCRIPSIT Directory List, press `F1`, and answer the password prompt. Then the Create New Document menu appears.

2. The second prompt asks you for a document name. Type any character, word, or group of words up to 16 characters long. If you type fewer than 16 characters, press `ENTER` to end the line.

To set document names when you open a document:

1. Position the cursor on the diskette name, and type `O` and the document name: or type the number of the cell that contains the name in the directory and type `O`. In either case, when you open a document and answer the password prompt, the Open Document menu appears. The second prompt displays the document name.

2. If you want to change the document name, type a new name in place of the old one. If the new name has fewer than 16 characters, press `ENTER` to end the line. When you press `ESC` to store the menu page or `ENTER` after the last prompt, this prompt appears: RENAME DOCUMENT (Y OR N)?

a. Type `Y` to store the document with the new name. The name changes, and the first page of the document appears.

b. Type `N` to cancel the renaming process. The SCRIPSIT Directory List appears again.

Notes

• You cannot store two documents with the same name on the same diskette.

• A document name can be a number, a space, or any character except a period, a comma, a colon, the open or close brace, and the underline character.

See also: *Directory, Document copy, Document F1 create, Document open, Menu page, Renaming a document*

Lines Per Page

The lines per page prompt appears in the Create Document menu, Open Document menu, Print menu page, and Repaginate menu. In the Create and Open Document menus, the new response, or the 50-line default setting, indicates the number of screen lines that will be saved on each new page. Any overflow goes to the next page. You should calculate the number based on the line spacing for the printed page.

In the Print and Repaginate menus, the lines per page indicates the number of printed, single lines that will fit on a page, including headers, footers, and blank lines that appear between text lines when text is double-spaced, triple-spaced, and so on. When you paginate, the system automatically subtracts the text lines for the header or footer from the lines per page and also subtracts the blank lines for any line spacing change on the page. In the Print menu, lines per page tells SCRIPSIT where to print the last line of the footer.

Note: If you try to type more lines than the maximum number the page can hold (84 in vertical format, 51 in horizontal format), and you are not on the last page of a document, this flashing message appears: There are too many lines of text on this page. Press BREAK to clear the message and then get the next page to record the text.

- If you are on the last page of a document and you try to type more than the maximum number of lines (84 in a vertical format, 51 in a horizontal format) the system will automatically store the page you are working on and open a new page.

See also: *Change disk defaults, Document F1 create, Document open, Print, Repaginate document*

Password

A password is a security device. It enables you to limit the number of people who can open a document. Only those who know the password for a document can open it. The prompt is PASSWORD:

To set passwords when you create a document:

1. When you display the SCRIPSIT Directory List and press F1, the password prompt appears.

Type a password and press ENTER. The password is saved and the Create Document menu appears. Or, if you do not want a password, press ENTER. The Create Document menu appears.

To set passwords when you open a document:

1. When you display the directory and open a document, the password prompt appears.

2. a. Type the password that the document was created with and press ENTER. The system compares the password you type with the one the document was created with and if they are the same, the Open Document menu appears.

b. Press ENTER if the document did not have a password and you don't want to add a password now. The Open Document menu appears.

c. If you want to change the password, type the original password, a comma, and the new password. Then press ENTER. The new password is stored and the Open Document menu appears.

d. If the document does not have a password but you want to add one, type a comma, the new password, and then press ENTER.

e. If the document has a password but you don't want it, type the password, a comma, and then press ENTER.

Notes

- When backing up a SCRIPSIT diskette, the master disk password is necessary. (The default password is PASSWORD.)

- If you use passwords for documents, be sure to keep a list of the passwords in a safe place.

- A password can include any character except punctuation marks and spaces.

- You can use the master password for the diskette to open a document.

Vertical/Horizontal Format

The format determines the overall boundaries of a page. Vertical and horizontal are the two format possibilities. You select the format when you create a document; you may only select one format. Vertical is the default setting.

A document with a "vertical" format can have a maximum of 96 characters across a line (margins set at 1 and 96) and up to 84 lines down a page (18 inches of single-spaced lines.)

You type text in a vertical format when it will be printed on labels, envelopes, or paper where the text within the margins is up to 9½ inches wide and up to 18 inches deep.

A document with a "horizontal" format can have a maximum of 156 characters across a line (margins set at 1 and 156) and up to 51 lines down a page (8½ inches of single-spaced lines).

You type text in a horizontal format when it will be printed on large, oversized paper and the text within

the margins is up to 15½ inches wide and up to 8½ inches deep.

Once you have created a document with a vertical or horizontal format, you cannot change it.

See also: *Change disk defaults, Document F1 create, Document open*

Document F2 Delete

The delete document utility enables you to erase one or all documents from a diskette.

DELETE_____FROM DISKETTE_____(Y OR N)?
 Document Name   **Disk Name**

To delete a document:

1. Display the SCRIPSIT Directory List.

2. Position the cursor in the cell that contains the document you want to delete. (If necessary, select the next disk or next screen until the document you want to delete appears on the directory page.)

3. Press F2 . The delete document prompt appears with the document and diskette name you selected.

4. a. Type Y if you want to delete the document. The password prompt appears. Type the password if the document has a password; then press ENTER . The system deletes the document from the diskette and then displays the directory again.

b. Type N if you do not want to delete the document. The instruction is canceled.

To delete all the documents from a diskette:

1. Display the SCRIPSIT Directory List.

2. Position the cursor on the diskette name.

3. Repeat Steps 3 and 4 above, using the diskette password.

Notes
• Be sure you want to delete the document, because once it has been deleted, the document is gone.

• The amount of time it takes to delete a document depends on the length of the document. The longer a document is, the more time it will take to delete it.

See also: *Delete pages, Document utilities*

Efficiency Level

The efficiency level determines the system's response time during a revision. The efficiency level for each document appears as a percentage in the EFF column of the SCRIPSIT Directory List. The system auto-matically changes the percentage after you revise a document. The efficiency level decreases after you make major changes (particularly, large insertions) to a document. You will notice the decrease in efficiency because the system takes longer to get pages or to go back to the directory.

The efficiency is an internal system adjustment, but one of the factors that affects a document's efficiency is the activity level you assign to it. A document with a low activity level that is frequently revised has a low efficiency rating.

See also: *Activity level, Directory, Document copy, Document F1 create, Document open*

End Session

When you are finished working with SCRIPSIT, select the end session utility before you remove a diskette and turn the system off, or before you change to TRSDOS.

1. Display the SCRIPSIT Directory.

2. Type E . The End Session Utility menu appears.

3. a. If you want to change to TRSDOS, press ESC or ENTER .

b. If you want to return to SCRIPSIT, type R and press ENTER .

c. If you want to end the session, remove the SCRIPSIT diskette and turn off the power.

Next Disk

The SCRIPSIT Directory list has space for up to six diskette and document names at one time. Depending on the number of disk drives you are using and the number of documents recorded on the diskettes, you may see more than one diskette name on a directory page. The next disk prompt, which appears at the bottom of the directory page, instructs the system to display the directory starting with the diskette name and documents of the diskette in Drives 1, 2, or 3.

To display the directory beginning with the next disk:

While the directory is on the screen, type D .

Note: Press HOLD to go back to the directory for the diskette in Drive 0.

See also: *Directory*

Next Screen

The SCRIPSIT Directory List can display up to six document names at one time. The next screen prompts, which appear at the bottom of the direc-

tory page, instruct the system to display the next six cells. Next screen enables you to "page" through the directory for a diskette to see the documents that are recorded on it. The diskette name and document names for the next diskette appear at the end of the document names for the diskette in Drive 0. So you can page through the contents of one diskette and then display the contents of the next diskette.

To display the next screen of the directory:

While the directory is on the screen, type ⬛S.

Note: Press ⬛ HOLD ⬛ to go back to the first page of the directory for the diskette in Drive 0.

See also: *Directory*

Time

The *time* selection prompt allows you to view the system clock. The clock is set when you load the SCRIPSIT diskette and answer the "Enter Time" prompt.

1. To view the system clock, bring the directory to the screen and type ⬛T⬛. The clock will appear in the upper right hand corner of the screen.

2. To turn off viewing the clock, type ⬛T⬛ again.

Backspace

The backspace instruction moves the cursor left one character or to the end of the previous line if the cursor is positioned at the left-hand margin and erases the character that was there.

Note: When working with a menu page, pressing the backspace key does not erase characters.

See also: *Deleting text, Deleting a character, Erase mode, Inserting text, Overtyping, Repeat*

Cursor

The cursor is a flashing box that indicates your position on a page. The cursor leads you along a line while you type, but it can also be positioned over any character on a page so you can change the text.

**See also:** *Cursor movement*

Cursor Movement

As you type, the cursor moves across a line and down to the beginning of the next line. But once you have typed text, you can position the cursor over any character on a page so you can change the text. The keys you press to move the cursor are the arrow keys. You can press these keys alone or in combination with [REPEAT] or [HOLD] to move the cursor to a specific place in the text.

To move the cursor:

Press cursor left [←] to move the cursor left one character.

Press cursor right [→] to move the cursor right one character.

Press cursor up [↑] to move the cursor up one line.

Press cursor down [↓] to move the cursor down one line.

Press [REPEAT] and without releasing [REPEAT], press cursor left, right, up, or down to move the cursor continuously.

Press [HOLD] and then press cursor left, right, up, or down to move the cursor either to the left- or right-hand margin or to the first or last character of the page.

Press [HOLD] and then type [U] or [D] and then a number to move the cursor up or down a specific number of lines. For example, press [HOLD] [U] [1] [0] to move the cursor up 10 lines. (If you type a one-digit number, press [ENTER] after you type the number.

Press [HOLD] and then type [L] and then a number to move the cursor to a specific line number. For example, press [HOLD] [L] [2] [ENTER] to move the cursor to line two. (If you type a one-digit number, press [ENTER] after you type the number.)

Each time you move the cursor, the cursor position indicator in the status line changes to show you the current line number and cursor position in the line.

See also: *Cursor, Cursor position indicator*

Cursor Position Indicator

The cursor position indicator appears in the status line of the working page on the screen. The indicator specifies the line number and the character position within the line that the cursor is positioned on.

(document name) Pg: 1 Cursor: 01,016 Window: 01 LS:1/1 Marg: 015...

See also: *Cursor, Cursor movement, Status line*

Hold

When working with a page on the screen, the hold key acts as a "home" key and moves the cursor to a specific place on the page. When working with a document or disk utility, pressing [HOLD] cancels the responses you typed and redisplays the menu page with the default prompts.

Press [HOLD] and then press cursor left, right, up, or down to move the cursor either to the left- or right-hand margin or to the first or last character of the page.

Press [HOLD] and then type [U] or [D] and then a number to move the cursor up or down a specific number of lines. For example, press [HOLD] [U] [1] [0] to move the cursor up 10 lines. (If you type a one-digit number, press [ENTER] after you type the number.

Press [HOLD] and then type [L] and then a number to move the cursor to a specific line number. For example, press [HOLD] [L] [2] [ENTER] to move the cursor to line two. (If you type a one-digit number, press [ENTER] after you type the number.)

See also: *Break, Disk utilities, Document utilities, Enter, Menu page, Prompts*

Repeat

The repeat key enables you to type the same character again and again or to move the cursor in the direction of the arrow until it is positioned where you want it.

Use the repeat key to speed up the preparation of forms.

Fill in the form below and send it today!

Name ......!...

Address...............................!......................

City .... State .... Zip ....

....

To use the repeat key with a character or a cursor key:

Press [REPEAT] and without releasing [REPEAT], type the character or press the cursor key you want. Either the character will be repeated or the cursor will move continuously until you release [REPEAT].

Note: If you want to delete a group of characters ████████████████████████

See also: *Cursor movement, Deleting text, Deleting a character*

Define Text Block

The define text block instruction enables you and the system to know how much text to move, duplicate, reformat, hyphenate, lock, or delete. Defining is the first part of these instructions.

DEFINE Char, Word, Sen, Para, Above, Below: BLOCK Move, Dup...?

The meeting is scheduled for scheduled
for Monday, August 11, in the conference
room at 11 a.m.

Defining the text enables you to delete it with one instruction.

1. Type or display the page that contains the text you want to define.

2. Position the cursor anywhere in the word, sentence, or paragraph you want to define.

3. Press [CTRL] and without releasing ████ type ████ The define prompts appear.

4. Press any combination of these keys: [C] (character) [W] (word), [S] (sentence), [P] (paragraph), [A] (above the cursor), or [B] (below the cursor). The defined text appears highlighted.

5. Complete the instructions that will affect the defined area.

Alternate Instruction

Instead of Step 3 above, you may also press [ESC],

which makes the escape prompts appear. Then type [D], and the define prompts appear.

Note: Many instructions require that you define a complete paragraph. Depending on the instruction and the cursor position when you define the text, you may see this flashing message: Please re-define this block to cover a full paragraph. When you press [BREAK] to clear the message, the define prompts reappear. You can define more text or press [BREAK] or [HOLD] to clear the highlighting and return the cursor to the text area.

See also: *Block duplicate, Block format, Block hyphenate, Block lock, Block move, Define above, Define below, Define character, Define paragraph, Define sentence, Deleting text*

Block Duplicate

The duplicate instruction enables you to define and then recall a word, sentence, paragraph, or block of text on the same page, on a different page, or in another document.

In the following example, you can type "SCRIPSIT" once and then recall it as many times as you need it.

DEFINE Char, Word, Sen, Para, Above, Below: BLOCK Move, Dup...?

SCRIPSIT is the Radio Shack name for word processing. SCRIPSIT competes favorably with the most advanced systems on the market today. Add SCRIPSIT to your TRS-80 Model II today!

To duplicate text:

1. Type or display the page that contains the text you want to duplicate.

2. Position the cursor anywhere in the word, sentence, paragraph, or block of text you want to duplicate.

3. Press [CTRL] and without releasing [CTRL], type [D]. The define prompts appear.

4. Define the text you want to duplicate by typing any combination of these letters: [C] (character), [W] (word), [S] (sentence), [P] (paragraph), [A] (above the cursor), or [B] (below the cursor). The defined text appears highlighted.

5. Type [D]. The highlighting disappears and a copy of the defined text is stored in the system's memory.

6. Position the cursor at the first place the text should be duplicated; get the page the text should be duplicated on and position the cursor; or, open the document the text should be duplicated into, get the page, and position the cursor.

7. Press ⎡CTRL⎤ and without releasing ⎡CTRL⎤, type ⎡R⎤. The defined text is inserted into the text.

Alternate Instruction

Instead of Step 3 above, you may also press ⎡ESC⎤, which makes the escape prompts appear. Then type ⎡D⎤, and the define prompts appear.

Notes

• You may define and duplicate up to a page of text.

• The defined text remains in the system's memory until you exit the document. It is then saved on the diskette for later use.

• If the defined text is less than a paragraph, it will adjust to fit the margins of the paragraph it is inserted into.

• If the defined text is a paragraph, it will not adjust to fit the margins of the paragraph it is inserted into; it keeps the margins it was typed with.

• Text can be duplicated from one diskette to another.

See also: *Block move, Define paragraph, Define sentence, Define text block, Define word, Document copy, Document F1 create*

Block Format

The format instruction enables you to adjust the text in a paragraph or a block of text so it will fit within different margins.

A major application for the format instruction is to indent text from both the left- and right-hand margins.

DEFINE Char, Word, Sen, Above, Below; BLOCK Move, Dup...?

> **Text with original margins:**
>
> Because too many key people planned vacations during the week of August 11, the meeting we discussed has been postponed until September.
>
> **Reformatted text:**
>
> Because too many key people planned vacations during the week of August 11, the meeting we discussed has been postponed until September.

To reformat text:

1. Display the page that contains the text you want to reformat.

2. Change the margins in the format line to the settings you want for the reformatted paragraph.

3. Position the cursor anywhere in the first paragraph you want to reformat.

4. Press ▓▓▓▓ and without releasing ⎡CTRL⎤, type ▓▓ The define prompts appear.

5. Define the text you want to reformat by typing any combination of these letters: ⎡P⎤ ▓▓▓▓▓▓▓ ⎡▓⎤ (above the cur▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓The defined▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

6. Typ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ def▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ n▓▓▓▓paragraph keeps the new margin settings until you reformat it again.

Alternate Instruction

Instead of Step 4, you may also press ⎡ESC⎤, which makes the escape prompts appear. Then type ⎡D⎤, and the define prompts appear.

Note: You may define and reformat any complete paragraph. If you define less than a paragraph and then type ⎡F⎤, this flashing message will appear: Please re-define this block to cover a full paragraph. Press ⎡BREAK⎤ to cancel the message, and then either re-define the text you want to reformat or press ⎡BREAK⎤ again to move the cursor back to the text area.

See also: *Block lock, Define paragraph, Define text block, Format line editing, Indenting, Repaginate document*

Block Hyphenate

Because the system automatically wraps words around from the end of one line to the beginning of another, sometimes a paragraph or page has a ragged right margin. The block hyphenate instruction enables you to increase the number of characters on a line and minimize the ragged margin. (See illustration, p. 16.)

To define and hyphenate a block on a page:

1. Display the page and position the cursor within the first paragraph you want to hyphenate.

2. Press ⎡CTRL⎤ and without releasing ⎡CTRL⎤, type ⎡D⎤. The define prompts appear.

3. Define the text you want to hyphenate by typing any combination of these characters: ⎡P⎤ (paragraph), ⎡A⎤ (above the cursor), or ⎡B⎤ (below the cursor). The defined text appears highlighted.

4. Type ⎡H⎤. The cursor appears after the first hyphenation point. The characters of the word that will fit at the end of the previous line appear highlighted, and the hyphenation prompt line appears.

Text before hyphenating:

The matter regarding the new
product line was quite   ı
positively received. However,
one engineering group was
apprehensive about whether they
could adequately meet the
proposed deadlines.

Text after hyphenating:

The matter regarding the new
product line was quite posi-
tively received. However, one
engineering group was appre-
hensive about whether they
could adequately meet the pro-
posed deadlines.

5. Answer the prompt:

a. To hyphenate at the end of the highlighted characters, press F1 . The highlighted characters move to the end of the previous line, the highlighting disappears, and the system inserts a "soft" hyphen after the last character. The remaining characters move over, and the cursor appears after the next hyphenation point.

b. To change the hyphenation point, press cursor left or right to decrease the highlighting until only the characters that should appear at the end of the previous line are highlighted. (Note: you cannot highlight more characters than will fit at the end of the previous line.) Then press F1 .

c. To skip a hyphenation decision, press cursor down. The cursor moves to the next hyphenation point.

d. To cancel hyphenation, press BREAK . The cursor moves to the beginning of the hyphenation block. Hyphens that have already been inserted remain.

6. After you make the last hyphenation decision, the cursor moves back to the beginning of the text block.

To hyphenate while repaginating:

1. Display a page of the document you want to repaginate and hyphenate.

2. Select the repaginate utility.

3. Answer the hyphenate prompt by typing Y . When you press ESC to begin repaginating, the first page of text appears. The cursor is positioned at

the first hyphenation decision, and the hyphenation prompt line appears.

4. Follow Step 5 above to hyphenate the text. Several pages will appear, and after you hyphenate them, they will be paginated and recorded.

Notes

• "Soft" hyphens are temporary hyphens that the system inserts. They can be automatically deleted from a paragraph when you insert or delete within the paragraph or when you reformat the paragraph. Hyphens will be deleted only if the word can be successfully rejoined.

• If you want to delete a soft hyphen, position the cursor on top of the hyphen and press F2 .

• You may only hyphenate whole paragraphs.

• If no decisions are necessary, the message Hyphenation unnecessary is displayed.

• If you press F1 after the hyphen in a hyphenated word (e.g., TRS-80), a soft hyphen will not be inserted but the word will be broken.

See also: *Block format. Deleting text. Inserting text. Repaginate document*

Block Lock

When a document is repaginated, the system redistributes the text so there is a specific number of lines on each page. Paragraphs, charts, or subtitle lines at the bottom of a page may be divided during repagination or may be reformatted according to a new format line. To keep text together and to keep it from being reformatted during repagination, instruct the system to "lock" the text.

To lock a block of text:

1. Display the page that has the text you want to lock.

2. Position the cursor at the beginning of the first line you want to lock.

3. Press CTRL and without releasing CTRL , type D . The define prompts appear.

4. Define the text by typing any combination of these characters: P (paragraph), B (below the cursor), or A (above the cursor). The defined text appears highlighted.

5. Type L . The highlighting disappears and the text is locked. (A locked paragraph is noted in the status line by an asterisk next to the margin settings.)

When the document is repaginated, the locked sections will not be divided or reformatted.

Alternate Instruction

Instead of Step 3, you may also press ESC , which makes the escape prompts appear. Then type D , and the define prompts appear.

Notes

- If you lock one block immediately after another, the system will interpret the two blocks as a single block and the blocks will be treated during repagination as a long, locked block.

- To unlock a block, enter the instruction again.

- The smallest amount of text you can lock is a paragraph. If you try to define less and then type L to lock it, this blinking message will appear: Please redefine this block to cover a full paragraph. Press BREAK to clear the message; then re-define the block and type L again.

- Define a block carefully. Remember to include the blank lines at the end of the paragraph (if you separate paragraphs with blank lines) in the definition. Otherwise, a page may begin with a blank line when the document is repaginated.

- Locked text will not be reformatted during repagination, but you can reformat a locked block by entering the reformat instruction.

See also: *Block format, Define above, Define below, Define paragraph, Define text block, Format line, Format line editing, Repaginate document*

Block Move

The block move instruction enables you to relocate a word, sentence, paragraph, or block of text either on the same page, on a different page, or in another document.

DEFINE Char, Word, Sen, Para, Above, Below; BLOCK Move, Dup...?

Sunday, Monday, Tuesday, Wednesday, Friday, Thursday, Saturday

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

---

To move text:

1. Display the page that contains the text you want to move.

2. Position the cursor anywhere in the word, sentence, paragraph, or block of text you want to move.

3. Press CTRL and without releasing CTRL , type D . The define prompts appear.

4. Define the text you want to move by typing any combination of these letters: C (character), W (word), S (sentence), P (paragraph), A (above the cursor), or B (below the cursor). The defined text appears highlighted.

5. Type M . The defined text is stored in the system's memory and is deleted from the text.

6. Position the cursor at the place the text should be moved to; get the page that the text should be moved to and position the cursor; or open the document the text should be moved into, get the page, and position the cursor.

Press CTRL and without releasing CTRL , type R . The defined text is inserted into the text.

Alternate Instruction

Instead of Step 3, you may also press ESC , which makes the escape prompts appear. Then type D , and the define prompts appear.

Notes

- You may define and move as much as a page of text.

- The defined text remains in the system's memory until you exit the document. It is then stored on the diskette.

- You can move text from one disk to another.

- If the defined text is less than a paragraph, the text will adjust to fit the margins of the paragraph it is inserted into.

- If the defined text is a paragraph, it will not adjust to fit the margins of the paragraph it is inserted into; the paragraph keeps the margins it was typed with.

See also: *Block duplicate, Define paragraph, Define sentence, Define text block, Define word*

Define Above

The define above instruction defines all text that comes before the cursor when text is deleted, moved, duplicated, reformatted, hyphenated, or locked.

To define text above the cursor position:

1. Position the cursor on the last character you want to define.

2. Press CTRL and without releasing CTRL , type D . The define prompts appear.

DEFINE Char. Word, Sen, Para. Above, Below; BLOCK Move, Dup...?

```
        text text text text text text text
        text text text text text text text
        text text _text text text text text
        text text text text text text text


        text text text text text text text
        text text text text text text text
        text text text text text text text
        text text text text text text text
```

3. Type [A]. Text from the beginning of the page up to and including the character the cursor is positioned on appears highlighted.

4. Delete, move, duplicate, reformat, hyphenate, or lock the text.

Alternate Instruction

Instead of Step 2, you may also press [ESC], which makes the escape prompts appear. Then type [D], and the define prompts appear.

Note: Many instructions require you to define a complete paragraph. Depending on the instruction and the cursor position when you define "above," you may see this flashing message: Please re-define this block to cover a full paragraph. When you press [BREAK] to clear the message, the define prompts reappear, and you can define more text or press [BREAK] (or [HOLD]) to clear the highlighting and return the cursor to the text area.

See also: *Define below, Define text block*

Define Below

The define below instruction defines all text that comes after the cursor when text is deleted, moved, duplicated. reformatted, hyphenated, or locked.

DEFINE Char. Word. Sen, Para. Above. Below; BLOCK Move. Dup...?

```
        text text text text text text text
        text text text text text text text
        text text text text text text text
        text text text text text text text

        text text text text text text text
        text text text text text text text
        text text text text text text text
        text text text text text text text
```

To define text below the cursor position:

1. Position the cursor on the first character you want to define.

2. Press [CTRL] and without releasing [CTRL], type [D]. The define prompts appear.

3. Type [B]. Text from the cursor position to the end of the page appears highlighted.

4. Delete, move, duplicate, reformat, hyphenate, or lock the text.

Alternate Instruction

Instead of Step 2, you may also press [ESC], which makes the escape prompts appear. Then type [D], and the define prompts appear.

Note: Many instructions require you to define a complete paragraph. Depending on the instruction and the cursor position when you define "below," you may see this flashing message: Please re-define this block to cover a full paragraph. When you press [BREAK] to clear the message, the define prompts reappear. Press [BREAK] (or [HOLD]) to clear the highlighting and re-define the text.

See also: *Define above, Define text block.*

Define Character

The define character instruction allows you to define text in one character increments.

1. Display or type a document page.

2. Position the cursor on the first character you want to define.

3. Press [CTRL] and without releasing [CTRL]. type [D]. The define prompts appear.

4. Type [C]. The character is defined. To continue defining in one character increments retype [C]. or hold down [C] with [REPEAT].

5. Continue to define other text. Then move, duplicate. reformat. hyphenate. lock. or delete the defined text.

Alternate Instruction

Instead of Step 3, you may also press [ESC], which makes the escape prompts appear. Then type [D]. and the define prompts appear.

Note

• If you want to reformat. hyphenate. or lock defined text. you must define a complete paragraph.

Define Paragraph

The define paragraph instruction is one of the ways you define text. A paragraph is any amount of text on a line or lines that ends with [ENTER].

When you position the cursor on any word in the paragraph, the entire paragraph, up to and including the enter symbol, appears highlighted. For example:

> Our standard charges are determined three ways: per-visit, monthly, and yearly. Pick the method that suits your budget. ■
>
> Our standard charges are determined three ways: per-visit, monthly, and yearly. Pick the method that suits your budget. ■

To define a paragraph:

1. Display or type a page.

2. Position the cursor on any character of the paragraph you want to define.

3. Press ⌈CTRL⌉ and without releasing ⌈CTRL⌉, type ⌈D⌉. The define prompts appear.

4. Type ⌈P⌉. The paragraph, which includes the enter symbol that ends the paragraph, appears highlighted.

5. Continue to define other text. Then move, duplicate, reformat, hyphenate, lock, or delete the defined text.

Alternate Instruction

Instead of Step 3, you may also press ⌈ESC⌉, which makes the escape prompts appear. Then type ⌈D⌉, and the define prompts appear.

Note: A paragraph can be a blank line with just the enter symbol on it. Be careful to include these blank lines if they are part of the definition.

See also: *Define above. Define below. Define sentence. Define text block. Define word*

Define Sentence

The define sentence instruction is one of the ways you define text. A sentence is a series of characters followed by a period, question mark, or exclamation point.

When you position the cursor on any character within a sentence and then define the sentence, the entire sentence and the spaces that follow appear highlighted. For example:

> The prices take effect tomorrow. As John said, "Join the fun!" Take advantage of this sale. ■
>
> The prices take effect tomorrow. As John said, "Join the fun!" Take advantage of this sale. ■

To define a sentence:

1. Display or type a page.

2. Position the cursor on any character of the sentence you want to define.

3. Press ⌈CTRL⌉ and without releasing ⌈CTRL⌉, type ⌈D⌉. The define prompts appear.

4. Type ⌈S⌉. The sentence and the spaces that follow appear highlighted.

5. Continue to define other text. Then move, duplicate, reformat, hyphenate, lock, or delete the defined text.

Alternate instruction

Instead of Step 3, you may also press ⌈ESC⌉, which makes the escape prompts appear. Then type ⌈D⌉, and the define prompts appear.

Notes

• Many instructions require you to define a complete paragraph. Depending on the instruction, you may see this flashing message: Please re-define this block to cover a full paragraph. When you press ⌈BREAK⌉ to clear the message, the define prompts reappear, and you can define more text or press ⌈BREAK⌉ (or ⌈HOLD⌉) to clear the highlighting and return the cursor to the text area.

• A sentence does not include the enter symbol that follows the period, exclamation point, or question mark. The enter symbol is considered a separate sentence. To include this character in the definition, type ⌈S⌉ to highlight the enter symbol.

• Quote marks are included as part of the sentence if they follow the ending punctuation.

See also: *Define above. Define below. Define paragraph. Define text block. Define word*

Define Word

The define word instruction is one of the ways you define text. A word is a series of characters followed by a space or a tab.

When you position the cursor on any character of a word and define the word, the entire word and the space that follows appear highlighted. For example:

DEFINE Char, Word, Sen, Para, Above, Below: BLOCK Move, Dup...?

> Our standard charges are determined three ways: per-visit, monthly, and yearly.
>
> Our standard charges are determined three ways: per-visit, monthly, and yearly.

To define a word:

1. Display or type a page.

2. Position the cursor on any character of the word you want to define.

3. Press `CTRL` and without releasing `CTRL`, type `D`. The define prompts appear.

4. Type `W`. The word and the space or tab that follows appear highlighted.

5. Continue to define other text. Then move, duplicate, reformat, hyphenate, lock, or delete the defined text.

Alternate Instruction

Instead of Step 3, you may also press `ESC`, which makes the escape prompts appear. Then type `D`, and the define prompts appear.

Notes

- ' Many instructions require you to define a complete paragraph. Depending on the instruction, you may see this flashing message: Please re-define this block to cover a full paragraph. When you press `BREAK` to clear the message, the define prompts reappear, and you can define more text or press `BREAK` (or `HOLD`) to clear the highlighting and return the cursor to the text area.

- A word does not include the enter symbol. The enter symbol is considered a separate word. To include this character in the definition, type `W` to highlight the enter symbol.

See also: *Define above, Define below, Define paragraph, Define sentence, Define text block*

Deleting Text

Deleting erases a character or group of characters from the screen without leaving any gaps.

You can delete one character or define a block of text and then delete it. For example:

DEFINE Char, Word, Sen, Para, Above, Below: BLOCK Move, Dup...?

> The meeting is ~~scheduled for~~ scheduled for Monday, August 11, in the conference room at 11 a.m.
>
> The meeting is scheduled for Monday, August 11, in the conference room at 11 a.m.

To delete:

1. Type or display the page that contains the text you want to delete.

2. If you just want to delete one character, position the cursor on the unwanted character and press `F2`. The character is erased and the characters that followed move left so that there is no gap.

3. If you want to delete a word or more, position the cursor anywhere in the word, sentence, or paragraph you want to delete.

4. Press `CTRL` and without releasing `CTRL`, type `D`. The define prompts appear.

5. Press any combination of these keys: `W` (word), `S` (sentence), `P` (paragraph), `A` (above the cursor), or `B` (below the cursor). The defined text appears highlighted.

6. Press `F2`. The highlighted text is erased and any characters that followed move up, so there is no gap.

Alternate Instruction

Instead of Step 4, you may also press `ESC`, which makes the escape prompts appear. Then type `D`, and the define prompts appear.

Notes

- Be sure you want to delete the text, because once you enter the delete instruction, the defined text is gone.

- If you delete a character within a paragraph that affects the way the paragraph is hyphenated, soft hyphens may be deleted and the paragraph will be reformatted to fit within the margins.

- If you delete text while the erase mode is on, the characters will be erased, but the text that followed will not move left.

See also: *Align tabs. Block format. Block hyphenate. Block lock. Block move, Define above, Define below. Define paragraph, Define sentence. Define word, Erase mode. Full video mode, Un-edit page*

Deleting a Character

The delete instruction erases a character from the screen without leaving any gaps.

To delete a character:

Position the cursor on the unwanted character and press [F2]. The character is erased. Any characters that followed move up so that there is no gap.

See also: *Deleting text. Erase mode, Un-edit page*

Spelling Check

This utility is available separately. Refer to the documentation that was furnished with your program.

See also: *Assemble. Delete pages, Global replace. Merge. Print. Renumber pages, Repaginate document. Un-edit page*

Document Utilities

Document utilities affect the way you work with a document. They enable you to print, search globally, un-edit a page, repaginate a document. renumber pages, delete pages, assemble a document from other documents, and merge a base document with a merge file.

The document utility menu consists of two lines:

Line 1:

Print. Global search & replace. Un-edit, Repaginate. Number, Delete

Line 2:

Assemble documents, Merge, ASCII Scripsit Convert. Spelling check

To select a document utility:

1. Type or display a page of the document you want the utility to affect.

2. Press [CTRL] and without releasing [CTRL], type [U]. The utility prompts appear. (To see Line 2 press [ESC]. Press [ESC] again to return to Line 1)

3. Type the first letter of the utility you want to work with. The menu page for that utility appears.

Alternate Instruction

Instead of Step 2, you can enter a longer instruction. Press [ESC]. The escape prompts appear. Type [U]. and the utility prompts appear.

Notes

- If you change your mind and do not want to select a document utility, press [BREAK] to move the cursor back to the text area.

ASCII/SCRIPSIT Convert

This utility allows you to convert an ASCII text file into a SCRIPSIT document. or to convert a SCRIPSIT document into an ASCII text file. (If you want more information about ASCII encoded files. refer to your Model II owners manual).

To convert from ASCII to SCRIPSIT. or from SCRIPSIT to ASCII:

1. Open the document that you want to convert to an ASCII file. or that you want to convert from an ASCII file.

2. Press [CTRL] and without releasing [CTRL] type [U]. The utility prompts appear.

3. Type [C]. The Convert Document menu appears.

4. To copy from ASCII to SCRIPSIT. press [ENTER]. To copy from SCRIPSIT to ASCII. type [S].

5. Answer the next prompt by typing the name of the TRSDOS file that you want to copy from or to. and press [ENTER]. If you are converting from ASCII to SCRIPSIT. the system will find the TRSDOS file and read it into the open document. If you are converting from SCRIPSIT to ASCII. the system will create the file and write a copy of the converted SCRIPSIT document into the new TRSDOS file.

Alternate Instruction

Instead of step 2. you can also press [ESC] to display the escape prompts and then type [U] to display the utilities prompts.

Notes:

- If you are converting from an ASCII file. and the file cannot be found, the flashing message File not found will appear. Press [BREAK] to cancel the message. and try again.

- When an ASCII file is being converted to a SCRIPSIT document. the system writes the new document in the strikeover mode. If you have text in the open document. be sure to position the cursor at the end of the text on the last page of the document. That way no text will be lost. Best of all. start your ASCII file convert on a clean page.

- You can use the ASCII/Scripsit convert utility to convert variables documents to Scripsit documents.

- For more information about creating space for ASCII files on a SCRIPSIT diskette, see Appendix 3.

See also: *Merge, Merge file, Print Code Control Editing, Appendix 3.*

Assemble

The assemble utility enables you to combine several documents into one document. Each document must already be stored on a diskette and the documents can vary in length. (Because many documents will only contain one page with one or two paragraphs, this utility is often referred to as "paragraph assembly.")

To assemble documents:

1. Create a document that will act as the collection place for the documents you are going to assemble.

2. When the first page of the new document is on the screen, press [CTRL] and without releasing [CTRL], type [U]. The utilities prompts appear.

3. Type [A]. The Assemble Documents menu appears. (See menu below.)

4. Type the name of the first document that you want to assemble followed by a comma. (See notes for document name format.)

5. Type the name of the next document you want to assemble followed by a comma. Note: Don't type extra spaces anywhere on the line.

6. Repeat Step 5 until all names are typed and then press [ENTER]. The first document appears on the screen and then is stored in the new document; then the second; the third, etc. until all the documents have been assembled. Each document will begin on a new page. After the last document is assembled, this flashing message appears: Document completed. Press [BREAK] to cancel the message.

7. Repaginate the document to adjust the pages and then print the document or return to the directory.

Alternate Instruction

Instead of Step 2, you can also press [ESC] to display the escape prompts and then type [U] to display the utilities prompts.

Notes

- If you are assembling documents from diskettes in more than one drive, type the diskette name fol-lowed by a colon and the document name. If you have more than one document you wish to assemble from a diskette, just type the disk name once. For example:

DISK1:DOC1,DOC2,PASS,DISK2:DOC3

will assemble DOC1 and DOC2. PASS from DISK1, and DOC3 from DISK2.

- If no disk name is specified anywhere on the line, the disk in Drive 0 is used.

- If you have two diskettes with the same name, you can't assemble documents from the higher-numbered one. (If the diskettes in Drives 0 and 2 are both named SCRIPSIT, then the document name SCRIP-SIT:Document will refer to the document on Drive 0, and Drive 2 will not be used.)

- If a document can't be found, the assembly stops at that name and this message appears: Document not found. The document name will appear highlighted just above the error message.) Press [BREAK] to cancel the message. The Assemble Document menu appears again. 1) Correct the name. You may have to retype the line. 2) If you are not sure how to correct the name, press [BREAK] again to cancel the assembly and then return to the directory. Verify the correct spelling, then open the "collection" document and repeat the assembly from where you left off.

- If the document has a password, enter the document name, a period, and the password.

- If you specify a disk name that is not in any of the drives, this message appears: Disk not found. The correction is the same as for the Document not found error.

Delete Pages

The delete pages utility enables you to erase a page or group of pages from a document. See menu, page 25.

To delete a page or group of pages from a document:

1. Open the document that contains the page or pages you want to delete.

2. Press [CTRL] and without releasing [CTRL], type [U]. The utility prompts appear:

3. Type [D]. The Delete Pages menu appears with a list of the page numbers in the document at the top and with two prompts at the bottom of the menu page.

4. Answer the first prompt by typing the first page number you want to delete or [B] if you want to delete

---

** SCRIPSIT — ASSEMBLE DOCUMENTS **

Type in document names to be assembled?

```
1
1.1
2      The page numbers for the
3      document you're working
4      on appear here.
5
6
7
```

Delete from page (or 'B' from beginning)?

_____

Delete to page (or 'E' for ending)?

_____

pages from the beginning of the document. Then press ENTER .

5. Answer the second prompt by typing the last page number you want to delete or E if you want to delete to the end of the document. Then press ENTER . The page or pages are deleted and the Delete Pages menu reappears with the new list of page numbers.

6. Press BREAK to return to the document.

Alternate Instruction

Instead of Step 2, you may also press ESC , which makes the escape prompts appear. Then type U , and the utility prompts appear.

Notes

• Type the same number for the beginning and ending page number if you only want to delete one page.

• If you delete all pages, the disk directory page appears.

See also: *Document F2 delete, Document utilities*

Global Search and Replace

The global search and replace utility enables you to find a group of unique characters (called a "string") throughout a document and to replace the string with something else or delete it.

To select and work with the global search and replace utility:

1. Press CTRL and without releasing CTRL , type U . The document utility prompts appear.

2. Type G . The Global Find/Delete/Replace menu appears.

3. Answer the prompts. (See menu below.)

a. Type F , D , or R to indicate whether you want to find, delete, or replace the string.

Find, Delete, or Replace (F, D, R)?
String to find:

_____

Ignore upper/lower case on search (Y or N)?
Y
Replace with (not applicable to Find or Delete):

_____

Start search on page number (type number or 'C' to start at cursor position)?
C____
End search on page number (type number or 'E' for End page)?
E____
Stop at each occurrence or Repeat continuously (S or R)?
S

b. Type the string you want to search for; then press `ENTER`.

c. Type `N` if you do not want to find all variations (initial caps, all caps, and lower case) of the string.

d. Type the text you want to replace the search string with; then press `ENTER`. Press `ENTER` if you are finding or deleting the search string.

e. Type the number of the page you want to begin searching. Then press `ENTER`. Press `ENTER` if you want to begin the search at the cursor position.

f. Type the number of the page on which you want to end searching, and then press `ENTER`. Press `ENTER` to move to the next prompt if you want to search to the end of the document.

g. Press `ENTER` if you want to stop at each occurrence. The system begins searching. Type `R` and press `ESC` if you want to search continuously. The system begins searching.

4. a. If you are finding a string and are stopping after each occurrence, the cursor is positioned on the first character of the first match, which is highlighted, and this prompt appears:

Finding number 1 Find next (Yes, Cancel, All)?

• If you type `Y`, the cursor moves to the next match, and the message appears again.

• If you type `C`, the cursor remains where it is, but the search is cancelled.

• If you type `A`, the cursor skips through the text and at the last page of the search, this blinking message appears: FOUND X (where X is the number of times the string was found). Press `BREAK` to cancel the message.

b. If you are replacing a string and are stopping after each occurrence, the cursor is positioned on the first character of the first match, which is highlighted, and this prompt appears:

Finding number 1 Replace (Yes, No, Cancel, All)?

• If you type `Y`, the search string is replaced with the replace string, and the cursor moves to the next match. The message appears again.

• If you type `N`, the search string is not replaced, but the cursor moves to the next match and the message appears again.

• If you type `C`, the cursor remains where it is, but the search is canceled.

• If you type `A`, the cursor skips through the text and replaces all occurrences of the search string with the replace string. At the last page of the search, this blinking message appears: REPLACED X (where X is

the number of times the string was replaced). Press `BREAK` to cancel the message.

Note: If you ignored the upper/lower case, the replace string will match the initial caps or lower case format of each search string.

c. If you are deleting and stopping after each occurrence, the cursor is positioned on the first character of the first match, which is highlighted, and this prompt appears:

Finding number 1 Delete (Yes, No, Cancel, All)?

• If you type `Y`, the string is deleted, the cursor moves to the next match, and the message appears again.

• If you type `N`, the string is not deleted, but the cursor moves to the next match and the message appears again.

• If you type `C`, the cursor remains where it is, but the delete is canceled.

• If you type `A`, the cursor skips through the text and deletes each occurrence of the string. At the last page of the delete, this blinking message appears: DELETED X (where X is the number of times the string was deleted. Press `BREAK` to cancel the message.

Notes

• If you type a search string and there is no match on the pages you indicated for the search, this blinking message appears: CAN'T FIND XXXXXXX (where XXXXXX is the search string). Press `BREAK` to cancel the message, and enter the search string on the Search Menu again.

• If you want to search for a string just on one page, display the page, press `CTRL` and without releasing `CTRL`, type `S`. This message appears: Enter search string: _____ Type the string you want to find and then press `ENTER`. The cursor moves back to the text area and is positioned after the first occurrence of the string. Alternate instruction: Instead of pressing `CTRL` and `S` together, you can also press `ESC` and then type `S`.

• Be sure that the search string is unique. Include spaces before or after the strings you are searching for. Otherwise the results of the search could be incorrect. For example, if you type `S` `I` `G` `N` as the search string, the system will find every occurrence of "sign" – resign, design, signal, etc. If you only want to find "sign," include a space before – " ` ` `S` `I` `G` `N`."

See also: *Document utilities, Search*

Merge

The merge utility enables you to combine information from two documents and to print the results. You use

this instruction to prepare and send repetitive documents, letters, invoices, notices, etc., that contain constant information and then to combine the repetitive document with a "file" that contains the information so as to personalize the document: the date, name and address, salutation, and other variables.

Three steps are involved: preparing the base document; preparing the variable, or merge file; and merging the two documents.

To prepare the base document:

Type and record the unchanging parts of the letter or repetitive document in the same way you prepare any other document. But at the places where a variable should appear, type a code name enclosed in braces.

To prepare the merge file with the SCRIPSIT program:

1. Insert the SCRIPSIT diskette in Drive 0 and, if necessary, load the SCRIPSIT program.

2. Insert another diskette which was formatted according to DOS procedures, in Drive 1, 2, or 3.

3. Create the merge file document. Begin by typing a list of code names (enclosing each code name in braces), and then type the groups of variables (enclosing each variable in braces) in the same order as the code names.

4. At the end of the last page, press `CTRL` and without releasing `CTRL`, type `U`. The document utility prompts appear.

5. Type `M`. The Merge Documents menu appears.

6. a. Type `C` to answer the first prompt. The cursor moves to the next prompt.

b. Type a valid TRSDOS file name, e.g., MERG-FILE:1, and press `ENTER`. The system converts the merge file into a DOS format. During the conversion, each page of the merge file appears on the screen. When the conversion is complete, the cursor returns to the text area. *Note:* The TRSDOS name can have up to 8 characters, and the first must be a letter. The name is followed by a colon and the number of the disk drive. You may also include a password and extension with the file name. For more information about TRSDOS file names, follow the instructions on pages 1-12 of the *TRS-80 Model II Owner's Manual.*

To merge the base letter with the merge file:

1. Be sure the base letter is recorded on a SCRIPSIT diskette.

2. Insert the merge file diskette in Drive 1, 2, or 3.

3. Set up the printer and insert a sheet of paper.

4. Open the base letter and move through the menu page until the letter is on the screen.

5. Press `CTRL` and without releasing `CTRL`, type `U`. The document utility prompts appear.

6. Type `M`. The Merge Documents menu will then appear.

7. Answer the prompts:

a. Answer the first prompt by typing `B`.

b. Answer the second prompt by typing the DOS name of the merge file, including the disk number. Then press `ENTER`.

8. The second "Merge Documents" menu appears. This menu enables you to change the print specifications before you print.

a. Type the length of the paper -in lines- that you are printing on and then press `ENTER`. Or press `ENTER` to keep the default.

b. Type the maximum number of lines you want to print on each page and then press `ENTER`. **If there are more lines than this on a page, the page will print on two sheets of paper.**

c. Type the horizontal column position (from 1 to 150), and press `ENTER`. Or press `ENTER` to keep the default. (The printer will move the printwheel to this column position and then count to the left margin from there. The Daisywheel II is equipped with a print scale above the roller that shows you where each column position is located.)

d. If you are printing on continuous form paper, type `N` to instruct the system not to stop after printing each page. If you are printing on single sheets press `ENTER` to keep the "yes" default. **Note** When printing stops, a message will appear asking you insert another sheet of paper and to type `Y` to continue printing.

---

          * * SCRIPSIT – MERGE DOCUMENTS * *

Convert this document into merge information or use as Base document (C or B)?
B
Name of merge document (enter TRSDOS file name)?

---

e. Type C if you want to justify by character increments, W if you want to justify by word increments, or S if you want to justify by space insertion. Then press ENTER . Or, if you do not want justification, press ENTER .

f. Type 12 if your printer is set up to print 12 pitch and press ENTER . Or press ENTER to keep the 10 pitch default.

g. During merge, SCRIPSIT will print only 1 copy. Press ENTER to skip this prompt.

h. Press ENTER if you are using a Radio Shack printer. Type S or U and press ENTER if you are using a serial printer or have a special, printer driver for your printer. Type F and press ENTER if you are using a Daisywheel II with a form feeder.

i. Type Y if you want line numbers to appear down the left-hand edge of the page. Or press ENTER to keep the default. (Line numbers will print in column 1. Do not type Y if you are using a sheet feeder.)

Note:

• An invalid entry for any prompt will not be accepted: you cannot go on to the next prompt until you correct the invalid prompt.

9. Review all the prompts to make sure they are correct and press ESC to begin printing. The base letter appears on the screen. and the first merged letter is printed. After the first page is finished. printing stops and this message appears at the bottom of the screen:

Do you want to print the next page (Y/N)?

10. Insert the next sheet of paper and type Y to continue. Repeat Step 10 until you are finished.

Note: If you change the "pause between pages" prompt on the Merge Documents menu then printing will continue after each page is printed.

Merge File Variations

To merge a base letter with a merge file created with Profile II:

1. Insert the Profile II diskette in Drive 0 and load Profile II.

2. Extract the merge file from the Profile II master file, and store the information on another diskette. (Follow the instructions in the Profile II Manual.)

3. Insert the merge file diskette in Drive 1, 2, or 3.

4. Remove the Profile II diskette from Drive 0, insert the SCRIPSIT diskette in Drive 0, and reset the system.

5. Open the base letter and select the merge utility.

6. Answer the prompts and print the merged letters.

To merge a base letter with a merge file created from other TRS-80 programs:

1. The information in the merge file must follow the merge file format.

2. The file must have a record length of 1 and must be created to be fixed length.

3. Follow Steps 3 through 6.

** SCRIPSIT — MERGE DOCUMENTS **

Paper size in lines (1-99)
66
Maximum number of text lines on each page (include header and footer).
50
Column position for left side of paper (1-150):
1____
Pause between pages (Y or N)?
Y
Justify by Character or Word increments, Space insertion, or None (C,W,S,N,)?
N
Pitch (10 or 12): ·
10
How many copies (1-254)?
1____
Parallel, Serial, or User-driven printer; DWII Form feeder (P, S, U, F,)?
P
Add line numbers (Y or N)?
N

Guidelines for Code Names and Variables

Code names in the base document

1. {D} instructs the system to insert the date you typed when you loaded SCRIPSIT.

2. {P} instructs the system to insert the current page number.

3. {T} instructs the system to print the current time. (Neither {T}, {P} nor {D} are considered when justifying.)

4. A code name must be surrounded by braces.

5. A code name can begin on one line and end on another. but it cannot include an enter symbol.

6. A code name can appear more than once in the base document.

7. A code name can have up to 255 characters.

8. A code name can appear on any page of the base document.

9. You can repeat the "same" code name any number of times in the base document. but you can only type 255 "different" code names in a base document.

Code names and variables in the merge file

1. The merge file always begins with the list of code names. All entries in the variables groups that follow must be in the same order.

2. Every code name in the base document must have a corresponding code name in the first group of the merge file.

3. Every code name and every variable must be surrounded by braces.

4. A variable can be longer than one line, but it cannot have an enter symbol within the braces.

5. You can type other variables in the merge file that will be used with another merge operation as long as the order of the variables remains the same.

6. Separate one group of variables from another by pressing ENTER twice. End the variables document by pressing ENTER three times.

7. The merge file can have code names and variables that are not requested in the base document (for example, the base document for printing envelopes will only ask for the name and address, but the merge file may include other variables).

8. You can include a "null" variable in the merge file —an open and a close brace with nothing between them—when you do not have a variable to insert into the base document.

9. The titles group and all variable groups in a merge file can each have up to 2048 characters.

10. A single code name or variable can have up to 255 characters.

11. A variables group can have up to 255 variables.

Notes

• A merge file (or any document) with a DOS name will not appear in the SCRIPSIT Directory List. None of the names on a DOS diskette will appear in the directory.

• To interrupt and cancel the merge. press `BREAK`. Printing stops and a message appears asking if you want to continue printing. Type `N` to cancel.

• If the flashing message Merge group contains too many characters appears, the code names group contains more than 2048 characters and the merge is automatically canceled. Shorten the code names (being sure to correct them in the base letter); then enter the merge again.

• If a variable group contains more than 2048 characters, it is skipped, and the merge continues with the next variables group.

• If the flashing message Variable not found appears, the base letter has a code name that does not appear in the merge file. Be sure the code names in both documents are spelled the same way and correct them if necessary. Then enter the merge again.

• If the flashing message Variable contains too many characters appears, one of the code names has more than 255 characters. Shorten the code name and enter the merge again. If one of the variables in a group has more than 255 characters, the merge continues but the variable group is skipped. The first line of the variable group is printed for identification.

• If the flashing message Variable contains more than one paragraph appears, an enter symbol appears within the braces of one of the code names. Delete the enter symbol and then enter the merge again. If one of the variables in a group has an enter symbol, the merge continues but the variables group is skipped. The first line of the variable group is printed for identification.

Base Document

A base document is a letter, form, invoice, or any other document that contains code names that will be replaced by variables when the document is merged with a merge file.

```
{D}

{TITLE} {LNAME} {FNAME}
{ADDRESS}
{CITY, STATE, ZIP}

Dear {TITLE} {NAME}

Thank you for your request for {PRODUCT}.
Because of the tremendous response, our supply is
low. Your order will be shipped to you the week of
{SHIP DATE}.

Thank you for your interest.

Sincerely,

Ted Turnover
Order Entry
```

Code Name

A code name is (1) a character or series of characters enclosed in braces that indicates the place in a base letter where information from a merge file should be inserted, or (2) a character or series of characters enclosed in braces that appears at the beginning of a merge file to indicate the sequence in which the variables are typed. (See base letter illustration in the next column.)

Merge File

A merge file contains the code name titles and the groups of variables that will be printed in the base document when the base document is merged with the merge file. (See merge file illustrations in the next column.)

Base letter

```
{D}

{TITLE} {FNAME} {LNAME}
{ADDRESS}
{CITY, STATE, ZIP}

Dear {TITLE} {LNAME}:
text   text   text  text  text  text  text
text   text   {VARIABLE}  text  text  text
text   text   text  text  text  text  text

Sincerely,
```

Merge files

```
{TITLE}
{FNAME}
{LNAME}
{ADDRESS}
{CITY, STATE, ZIP}
{VARIABLE}

{Miss}
{Nancy}
{Zelenock}
{1116 Summer Street}
{Stamford, Conn. 06905}
{hydroponic gardening supplies}

{Mr.}
```

```
{TITLE}■
{LNAME}■
{FNAME}■
{ADDRESS}■
{CITY, STATE, ZIP}■
{PRODUCT}■
■
{Professor}■
{Hirsch}■
{Mario}■
{334 Madison Ave.}■
{New York, New York 10022}■
{pocket cameras}■
■
{Ms.}■
{Thompson}■
{Suzanne}■
{17342 Rutherford}■
{Detroit, Michigan 48235}■
{instant loading film}■
■
etc.
```

Variable Code

A variable code is a character or series of characters enclosed in braces to indicate where in a base letter information from a merge file should be inserted. A variable code is also the same character or series of characters enclosed in braces that appears at the beginning of a merge file to indicate the sequence in which the variables are typed. And a variable code is the variable enclosed in braces that appears in the merge file and will be merged into the base letter. (See illustration below.)

Base letter

{D}

{TITLE} {FNAME} {LNAME}
{ADDRESS}
{CITY, STATE, ZIP}

Dear {TITLE} {LNAME}:
text   text   text   text   text   text   text
text   text   {VARIABLE}   text   text   text
text   text   text   text   text   text   text

Sincerely,

text   text

Merge file

{TITLE}
{FNAME}
{LNAME}
{ADDRESS}
{CITY, STATE, ZIP}
{VARIABLE}

{Miss}
{Nancy}
{Zelenock}
{1116 Summer Street}
{Stamford, Conn. 06905}
{hydroponic gardening supplies}

{Mr.}

Print

The document print utility produces a paper copy of the text on the pages in your document. SCRIPSIT offers two ways to print a document. You can print from an open document by choosing the print document utility,

or you can print a document from the directory by choosing the print utility. (You can also print what is displayed on the screen. Read about printing from the screen on page 54 in the printing section.)

To print from an open document:

1. Type or display a page.

2. Press CTRL and without releasing CTRL, type U. The document utility prompts appear.

3. Type P. The Print Document menu appears.

4. Answer the prompts. Read about the prompts. in the section on printing, page 53. See the menu on page 54.

Renumber Pages

The number pages utility enables you to rearrange the pages in a document and to renumber the pages after pages are inserted or deleted.

To select the number pages utility:

1. Type or display a page.

2. Press CTRL and without releasing CTRL, type U. The utility prompts appear.

3. Type N. The Number Pages menu appears.

4. Answer the prompts. See menu, next page.

a. Type the first page you want to renumber and then press ENTER. Press ENTER to keep the default response.

b. Type the last page you want to renumber and then press ENTER. Press ENTER to keep the default response.

c. Type the number you want to begin numbering with and then press ENTER. The system renumbers the pages and when the renumbering is finished, the new page numbers appear in the menu page.

5. Press BREAK to return to the document. The cursor is positioned on the last page you worked with, although the page might have a new number.

Applications

The renumber pages utility enables you to insert more than nine pages between two pages. In the following example. if you want to insert more pages after page 2.9, renumber, get page 10.1, and continue typing.

1
2
3   **Renumber before printing so that all**
3.1 **numbers will be whole numbers**
     in consecutive order.
3.2
4
6
7
8

Renumber from page (or 'B' for beginning)?
B _____
Renumber to page (or 'E' for ending)?
E _____
Start numbering as page (1-999)?
1_____

From	To
1	1
2.1	2
2.2	3
2.3	4
2.4	5
2.5	6
2.6	7
2.7	8
2.8	9
2.9	10
3	11

The renumber utility also enables you to rearrange pages within a document. In the following example, to move page 5 to the front of the document, begin by renumbering pages 1-4 beginning as page 2. Then renumber page 5 as page 1.

From	To	To
1 ⟶	2	1
2 ⟶	3	2
3 ⟶	4	3
4 ⟶	5	4

Alternate instruction
Instead of Step 2, you can type a longer instruction. Press ESC . The escape prompts appear. Type U , and the utility prompts appear.

Notes

• If you type a page number that does not exist and you then try to complete the instruction, this flashing message appears: There is no such page. Press BREAK to clear the message. Then correct the response and try again.

• If you type a starting page number that will make other pages appear out of sequence, this flashing message appears: Pages would be out of sequence. Press BREAK to clear the message. Then correct the last response and try again.

See also: *Add new page, Decimal page, Delete pages, Get page number, Repaginate document*

Repaginate Document

The repaginate utility enables you to reorganize a document with a uniform number of lines on each page and/or a new format.

Instruction

To repaginate:

1. Type or display a page.

2. Press CTRL and without releasing CTRL , type U . The utility prompts appear.

3. Type R . The Repaginate Document menu appears. See menu, page 33.

4. Since the prompts have default responses, if you do not want to change the responses, press ESC to begin repaginating the document. Each page appears

Lines per page, including header or footer (1-84)?
50
Change format (Y or N)?
N
Line spacing (1-8 or "K" to keep existing line spacing)?
K
Hyphenate (Y or N)?
N

---

briefly on the screen and is then updated. When the repagination process is complete, the first page of the document reappears.

5. To change the default responses:

a. Type a new lines per page. If the number is less than 10, press ENTER. This number is the "total" number of single-spaced lines that will fit on the page. (The system will calculate the correct number of lines for each page, taking into account the headers, footers, and line spacing.)

b. Type Y. After answering the other prompts, a blank screen will appear with the default format line. Change the margins and tabs, and press ENTER. The repagination process will begin.

c. Type a number from 1 to 8 to change the line spacing for the entire document. *Note:* This number will change the line spacing for every paragraph that is not locked. As the document is repaginated, both numbers of the line spacing indicator in the status line will change to the number you typed.

d. Type Y. When you press ESC and the first page appears on the screen, the cursor appears after the first hyphenation point. The characters of the word that will fit at the end of the previous line appear highlighted, and the following message appears at the bottom of the screen:

Left and Right arrow to position cursor, F1 inserts hyphen, BREAK exits

Decide whether to hyphenate the word. To do that:

• Press cursor left or right to decrease or increase the highlighting until only the characters that should appear at the end of the previous line are highlighted. (You cannot highlight more characters than will fit at the end of the previous line.)

• When the desired characters are highlighted, press F1. This moves the highlighted characters to the end of the previous line, erases the highlighting, and inserts a soft hyphen after the last character. The remaining characters and the text that follows move over, and the cursor appears after the next hyphenation point.

• If you do not want to hyphenate the highlighted characters, press cursor down. Nothing happens to these characters, the highlighting disappears, and the cursor moves to the next hyphenation point.

Alternate Instruction

Instead of Step 2, you can type a longer instruction. Press ESC. The escape prompts appear. Type U, and the utility prompts appear.

Notes

• If you press BREAK while the document is being repaginated, the repagination will be canceled.

• If you press BREAK while the Repaginate menu is on the screen, or when the change format page is on the screen, the instruction will be canceled.

See also: *Assemble, Change disk defaults, Document utilities, Print, Renumber pages*

Un-edit Page

The un-edit page utility enables you to cancel the changes you have made to a page and to redisplay the page as it was last recorded.

To un-edit a page:

1. Press CTRL and without releasing CTRL, type U. The utility prompts appear.
2. Type U. The page reappears as it was before you began to revise it.

Alternate Instruction

Instead of Step 1, you may press ESC, which makes the escape prompts appear. Then type U, and the utility prompts appear.

Note: If you try to un-edit a page that has not been recorded, this flashing message appears: This page has just been created. Press BREAK to clear the message and then get another page, select a utility, or go back to the directory to record the page.

See also: *Deleting text, Inserting text*

Enter

When you're working with a document and typing new text, press [ENTER] to end the line you are working on and to move the cursor to the outline tab position or to the left margin position on the next line. When editing existing text, press [ENTER] to move the cursor to the start of a new line.

When working with a menu page:

• Press [ENTER] to keep the current response and to move the cursor to the beginning of the next prompt if the cursor is positioned on the first character of a response.

• Press [ENTER] to end the response and to move the cursor to the beginning of the next prompt if the cursor is positioned anywhere after the first character of the response.

• Press [ENTER] to complete the menu page and to activate the menu page instruction when the cursor is positioned at the beginning of the last response and you don't want to change it.

See also: *Break, Escape, Menu page, Prompts*

Escape

When working with a document or disk utility, press [ESC] to lock the responses you typed or skipped on the menu page and to activate the menu instruction.

Press [ESC] once to display the Escape menu prompts, continue to press [ESC] to view the other three lines of escape prompts.
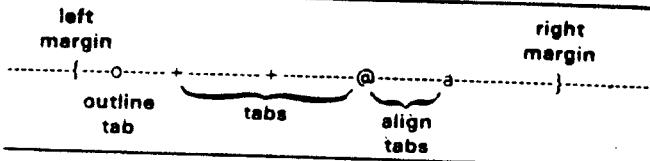
Note:

• Boilerplate and Column manipulation will be available as separate utilities.

See also: *Break, Disk utilities, Document utilities, Enter, Format line editing, Menu page, Printing, User sequence editing*

Format Line

The format line is a dashed line that appears across the bottom of the screen, with symbols for margins, outline tabs, tabs, and align tabs. The symbols in the format line indicate the position of the margin or tab settings for the next paragraph you type or reformat.

When SCRIPSIT is first loaded, the format line contains these default settings: margins at 10 and 70 and an outline tab at 15. You can change these setting as often as necessary while you work with a document. You can also change the default format-line settings by selecting the change disk defaults utility.

See also: *Change disk defaults, Combination tabs, Format line editing, Margins, Outline tabs, Saving and recalling a format, Tabs*

Get Page

The get page instruction enables you to record or update a page, display a recorded page, and create blank pages within a document or at the end of a document.

To record or update a page:

1. Type or display a page.

2. At the end of the page, press [CTRL] and without releasing [CTRL], type [N]. The page disappears and is recorded or updated. The page number in the status line increases by one number.

When you create the document and a page has more lines on it than the lines per page prompt (from the Create Document menu, the overflow lines are carried to the beginning of the next page. When you open a document, this overflow carry-over only happens when you add new pages at the end of the document. (To correct the overflow for existing pages, repaginate the document.)

To display recorded pages:

1. Type or display a page.

2. Press [CTRL] and without releasing [CTRL], type:

a. [N] if you want to get the next page. The next page appears.

---

* * ESCAPE MENUS * *

Define text block, Widow mode, Get page, Search, Utilities, Quit, Help
Print codes: -, __, =, +, ..., /, ?, Space, arrows Up & Down?
User Keys: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, !, @, =, S, %, ., &, *, (,), ?
tab left margin LEFT or RIGHT, Boilerplate, Column manipulation?

b. **P** if you want to get the previous page. The previous page appears.

c. **G**. The get prompts appear. Type a page number if you want to get a specific page, type **B** if you want to get the first or "beginning" page, or type **E** if you want to get the last or "ending page," and press **ENTER**. and the page appears.

To insert a blank page between pages:

1. Display a page of the document.

2. Press **CTRL** and without releasing **CTRL**, type **G**. The get prompts appear.

3. Type a "decimal" page number to identify the inserted page. The number begins with the number of the page that precedes the inserted page and is followed by a decimal number from .1 to .9. For example, 3.1 indicates a page inserted between pages 3 and 4.

4. Press **ENTER**. A blank page appears with the format of the last paragraph you typed. The page number in the status line shows the decimal number.

To add a blank page at the end of a document:

1. Display a page of the document.

2. Press **CTRL** and without releasing **CTRL**, type **G**. The get prompts appear.

3. Type **A**.

4. Press **ENTER**. A blank page appears with the format of the last paragraph you typed. The page number in the status line shows the page number.

Alternate Instruction

Instead of pressing **CTRL** and **G** together, you can use a longer get instruction. Press **ESC**. The escape prompts appear. Type **G**, and the get prompts appear. Type **A**, **B**, **P**, **N**, **E**, or the page number. Press **ENTER**. The next available, beginning, previous, next, or ending page appears.

Note:

• If you are on the last page of a document and you reach the last line, line number 84, or line 51 in horizontal format, the system will automatically store your text, add a new page to the end, and display any left over lines on the new page.

• If you are not on the last page and you reach the 84th line, the following message will appear:

  There are too many lines of text on this page.

• Store the page and either add a page or get a decimal page to handle any overflow.

See also: *Add new page, Decimal Page, Document F1 create, Document open, Get beginning Page, Get ending*

page, Get page number, Get previous page, Repaginate document, Unedit the page.

Add New Page

The add new page instruction enables you to add onto an existing document by opening a blank page after the last page.

To add a blank page after the last page:

1. Create or open the document and display a page.

2. Press **CTRL** and without releasing **CTRL**, type **G**. The get prompts appear.

3. Type **A**.

4. Press **ENTER**. A blank page appears with the format of the current format line. The page number in the status line is the next available page.

Alternate Instruction

Instead of Step 2, you can use a longer get instruction. Press **ESC**. The escape prompts appear. Type **G**, and the get prompts appear.

Note: If the last page of the document is 999 or larger and you try to add a new page, this flashing message appears: Page number too large. Press **BREAK** to cancel the message. Renumber the pages and then add the new page.

See also: *Decimal Page, Get Beginning Page, Get ending page, Get next page, Get page, Get page number, Get previous page.*

Get Beginning Page

The get beginning page instruction enables you to quickly display the first page of a document, and to write the page you are working on to the disk.

1. Type or display a page

2. At the end of the page, press **CTRL** and without releasing **CTRL** type **G**. The get prompts appear.

3. Type **B**.

4. Press **ENTER**. The beginning page (usually page one or a header page) appears.

Alternate instruction

Instead of step 2, you can use a longer get instruction. Press **ESC** The escape prompts appear. Type **G**. The get page prompts appear. Follow steps 3 and 4.

Note:

If the first page of a document is on the screen and you use the get beginning page instruction, the system will unedit the page.

See also: *Add new page, Decimal Page, Document F1 create, Document open, Get ending page, Get next page, Get page, Get page number, Get previous page, Repaginate document, Unedit the page.*

Get Ending Page

The get ending page instruction enables you to quickly display the last page of a document, and to write the page you are working on to the disk.

1. Type or display a page

2. At the end of the page, press `CTRL` and without releasing `CTRL` type `G`. The get prompts appear.

3. Type `E`.

4. Press `ENTER`. The last page appears.

Alternate instruction

Instead of Step 2, you can use a longer get instruction. Press `ESC`. The escape prompts appear. Type `G`. The get page prompts appear. Follow steps 3 and 4.

Note:

• The instruction to get the ending page is a particularly useful one. You may want to store the following sequence as a user key (see the section on user keys): `ESC` `G` `E` `ENTER` `HOLD` `↓`.

• If the last page of a document is on the screen and you use the get ending page instruction, the system will unedit the page.

See also: *Add new page, Decimal Page, Document F1 create, Document open, Get Beginning Page, Get next page, Get page, Get page number, Get previous page, Repaginate document, Unedit the page.*

Get Next Page

The get next page instruction enables you to quickly display a blank page or to display the page that follows the one you are working on.

To get the next page of a document:

1. Type or display a page.

2. At the end of the page, press `CTRL` and without releasing `CTRL`, type `N`. The page on the screen disappears and is recorded or updated.

   a. If you are typing the document for the first time, a blank page with the format line of the last paragraph you typed appears. The page number in the status line increases by one.

   b. If you have already typed pages in the document, the next page that was recorded appears. The page number in the status line changes to reflect this page number.

Alternate Instruction

Instead of Step 2, you can use a longer get instruction. Press `ESC`. The escape prompts appear. Type `G`, and the get prompts appear.

Notes

• When you create a document or open a document and add new pages to the end of it, and a page has more lines on it than the lines per page prompt from the Create or Open Document menu, the overflow lines are carried to the beginning of the next page.

• When you open a document and an existing page has more lines on it than the lines per page prompt from the Open Document menu, the overflow lines are not carried to the beginning of the next page. To adjust the number of lines per page, repaginate it.

See also: *Add new page, Decimal page, Document F1 create, Document open, Get Beginning Page, Get Ending Page, Get Page, Get page number, Get Previous Page, Repaginate Document*

Get Page Number

The get instruction enables you to add on to an existing document by opening a blank page between two pages that are already recorded. Up to nine pages can be inserted, each containing a "decimal" number from .1 to .9.

To insert a blank page between pages:

1. Display a page of the document.

2. Press `CTRL` and without releasing `CTRL`, type `G`. The get prompts appear.

3. Type a decimal page number to identify the inserted page. The number begins with the page that precedes the inserted page and is followed by a decimal number from .1 to .9. For example, 3.1 indicates a page inserted between pages 3 and 4.

4. Press `ENTER`. A blank page appears with the format of the last paragraph you typed. The page number in the status line shows the decimal number.

Alternate Instruction

Instead of Step 2, you can use a longer get instruction. Press `ESC`. The escape prompts appear. Type `G`, and the get prompts appear.

See also: *Add new page, Decimal Page, Get Beginning Page, Get ending page, Get page, Get previous page*

Get Previous Page

The get previous page instruction enables you to quickly display the page that precedes the page you are working on.

Press ‹ESC› To execute this command:

D*	...Define text block: displays prompts for advanced editing features
DC	...Define Character: highlights character under cursor
DW	...Define Word: highlights word under cursor
DS	...Define Sentence: highlights sentence under cursor
DP	...Define Paragraph: Highlights paragraph under cursor
DA	...Define Above: highlights all text above cursor on page
DB	...Define Below: highlights all text below cursor on page
DM	...Block Move: moves text block into temporary memory and deletes
DD	...Block Dup: moves text block to temporary memory without deleting
	(Note: To recall a Moved or Duplicated block, press [CTRL] [R])
DF	...Block Format: reformats a block of text to current format line
DH	...Block Hyphenate: hyphenates one or more paragraphs of text
DL	...Block Lock: Insures that highlighted block will stay on one page
W*	...Set Window Mode: displays prompts for changing display
WL*	...Line-centering: centers one line of text
WF*	...Format line editing: permits setting of margins and tabs
WE*	...Erase Mode on/off: permits deletions without automatic reformat
WO*	...Outline Mode on/off: turns indent or reverse-indent on or off
WV*	...Full Video Mode on/off: displays symbols such as paragraphs, tabs
G*	...Get Page: displays prompts for moving between pages
GN*	...Get Next page: displays next page on screen
GP*	...Get Previous page: displays previous page on screen
GA	...Add new page: displays a new page at the end of the document
G (number)	Get specified page number: displays a page by number
S*	...Search: moves cursor to next occurrence of specified text string
U*	...Document Utilities: displays prompts for utility features
UP	...Print document: displays full-screen prompts for printing
UG	...Global Find/Delete/Replace: for document-wide repetitive editing
UU	...Un-edit page: cancels all editing changes just made to page
UR	...Repaginate document: evens out all page boundaries
UN	...Number pages: renumbers or re-orders pages in document
UD	...Delete pages: deletes one or more pages from document
UA	...Assemble documents: chains multiple documents together
UM	...Merge: merges text for printing form letters

Q*   QUIT: Closes document and displays disk directory

1 - 0 or ‹SHIFT›1 - 0. execute a user defined key

    Note: to edit a User Defined Key, press [CTRL] [Z]

‹LEFT ARROW›moves left margin to previous Tab
‹RIGHT ARROW›moves left margin to next tab

Print codes:
- (dash) strike through surrounding text
— (underscore) underline surrounded text
= (equals) double underline surrounded text
+ (plus) surrounded text is printed in boldface
. (comma) surrounded text is a comment and not printed
   (period) stops the printer
/ (slash) roll to top of page
? forces end of page

‹UP ARROW›precedes text to be superscripted
‹DOWN ARROW›precedes text to be subscripted

Starred characters may be pressed with CONTROL key — ENTER to see next screen

To get the previous page of a document:

1. Type or display a page.

2. Press [CTRL] and without releasing [CTRL], type [P]. The page on the screen disappears and is recorded or updated. The page that came before the one you were working on appears. The page number in the status line reflects the page number just gotten.

Alternate Instruction

Instead of Step 2, you can use a longer get instruction. Press [ESC]. The escape prompts appear. Type [G], and the get prompts appear.

See also: *Add new page, Decimal Page, Get Beginning Page, Get ending page, Get next page, Get page, Get page number*

Decimal Page

A decimal page is a page that was inserted between two others. The decimal number indicates that the page was inserted.

Notes

• You can insert up to nine decimal pages between two pages. If you need to insert more than nine, you must renumber the pages and then come back and insert the next group of pages.

• Be sure to renumber the pages before printing. If you do not renumber, the pages will be printed with the page numbers they are recorded with.

If you select the renumber or delete utilities, the page numbers for the document appear. You can tell which numbers were inserted by reviewing the decimal numbers.

```
              1HS
              1
              2
              3
              3.1
              3.2
              3.3
              4
```

See also: *Add new page, Get Beginning Page, Get ending page, Footers, Get next page, Get page, Get page number, Get previous page, Headers, Page number code, Renumber pages, Repaginate document*

Help

The Help menu is a summary of the instructions available with SCRIPSIT. See page 37.

To display the Help menu:

1. Type or display a page.

2. Press [ESC]. The escape prompts appear.

3. Type [H]. The first part of the Help menu appears.

4. Look for the instruction you want.

a. Press [ENTER] to see the next Help screen.

b. Press [BREAK] to return to the document.

See also: *Define text block, Document utilities, Format line editing*

Inserting Text

Inserting enables you to add text to a page without retyping any text that follows.

Inserting enables you to add a character, word, or any group of words.

The speaker discussed the of good business.

The speaker discussed the merits of good business.

To insert:

1. Type or display the page you want to insert new text into.

2. Position the cursor on the character where you want to begin inserting.

3. Press. The text that follows the cursor moves down about a line, and a line of "dotted" spaces appears for you to type the new information.

4. Type the new text. As you fill up the dotted spaces, the system adds more, until you run out of room on the page.

5. When you finish typing the insert, press [F2] or [BREAK]. The dotted spaces are deleted and the text closes up.

Notes

• It is a good practice to be in full video mode when you insert text, especially if you are inserting at the end of a paragraph. You can see the position of the enter symbols and soft returns.

• You can press any of the cursor keys while you are inserting. If you move the cursor out of the dotted spaces, remember to move it back to the dotted spaces and to press [F2] to delete the dotted spaces and close up the text.

• If you begin a line by pressing the space bar, the

spaces will appear on the screen, but these leading spaces are ignored when you print. For example,

```
      200 bottles    Chicago
!   1,000 bottles    Detroit
   12,000 bottles    California
    {                +            }
```

If you press the space bar to line up 200 and 1,000 the text, when the page is printed, will look like this:

```
   200 bottles    Chicago
 1,000 bottles    Detroit
12,000 bottles    California
```

To ensure that leading spaces are not ignored, use required spaces instead of regular spaces. To type required spaces,

1. Press ESC .

2. Press SPACE .

3. Repeat steps 1 and 2 until all leading spaces are entered.

- If the cursor is positioned on a "blank" space (between the enter symbol and the text on the next line) and you press F1 , this flashing message will appear: Please move cursor onto a visible character. Press BREAK to clear the message. Then reposition the cursor and press F1 again.

- If you insert more text than will fit on a page, this flashing message will appear: There are too many lines of text on this page. Press BREAK to clear the message, and then define and move text onto another page or repaginate the document.

- If you attempt to overstrike a hard return, insert mode is entered automatically.

See also: *Break, Deleting text, Erase mode, Full-video mode, Overstrike*

Line Spacing

Line spacing is the amount of room between each line of text on the printed page. Text on the screen always appears single spaced, but on your printout, you can specify any line spacing from half a line all the way up to 3 1/2 lines. What's more, you can set different line spacings for each paragraph on a page.

The line spacing indicator in the status line consists of two numbers separated by a slash. The number before the slash gives the line spacing for the current paragraph, the number after the slash gives the line spacing for the next paragraph you type.

If the spacing is:	text in the paragraph will print every:	and between each line will be:
1 (single)	line	no blank lines
2 (double)	second line	1 blank line
3 (triple)	third line	2 blank lines
4	fourth line	3 blank lines
5	half line	
6	one and half lines	1/2 line
7	two and a half lines	1 1/2 lines
8	three and a half lines	2 1/2 lines

(Six, printed, single-spaced lines will fill one inch.)

See also: *Format line editing, Changing the line spacing, Print*

Margins

Margins are the horizontal boundaries for the text you type. They determine the starting and ending position for each line. You can work with one set of margins at a time. They can be close together or far apart, depending on your document requirements. When you select a vertical format, you can set margins anywhere from position 1 to 96. When you select a horizontal format, you can set margins anywhere from position 1 to 156.

The format line displays braces to indicate margin positions. The status line shows the margin positions for the paragraph the cursor is positioned on.

See also: *Cursor movement, Format line, Format line editing, Margin indicator, Saving and recalling a format, Status line, Vertical/Horizontal format*

Messages

Messages are information lines that appear in the status line to alert you that you attempted to enter an instruction incorrectly, that you entered the instruction correctly but the system could not execute the instruction, or that you completed an instruction. Messages flash in the status line area of the screen. You cancel them by pressing BREAK .

The messages you may see when you use SCRIPSIT:

- If the cursor is positioned after an enter symbol on a line and you try to enter text:

Please move cursor onto a visible character.

- If you try to type beyond the maximum line limit (either 84 or 51 lines): on any page but the last.

    There are too many lines of text on this page.

    !

- If you try to enter an instruction by pressing an invalid character. For example, this message will appear if you type ⬚ while editing the format line:

The key just pressed is not a recognized command.

- If the page contains more than 8,192 characters:

    There is too much text on this page.

- If you try to type more than 48 settings on the format line:

    There are too many settings on the format line.

- If you try to type more than one left or right margin symbol in a format line:

    You have set multiple left or right margins.

- If you try to type the right margin before the left or the left after the right:

    The left and right margins are out of sequence.

- If you try to center a line that does not end with an enter symbol:

    Only one-line paragraphs may be centered.

- If you defined a word, sentence, or block of text that does not include a complete paragraph and then try to enter an instruction (such as reformatting the margins) that requires a complete paragraph:

Please re-define this block to cover a full paragraph.

- If you try to move, duplicate, reformat, hyphenate, or lock text without defining it first:

    Please define a text block and try again.

- When you finish copying a document on one disk drive or when you finish assembling a document from other documents:

    Document completed.

- If you try to record a document that contains more than 221 pages (including header, footer, and decimal pages):

    There are too many pages in this document.

- If you try to get a page larger than 999.9:

    Page number too large.

- If you try to un-edit a page that has not been recorded:

    This page has just been created.

- If you try to copy a document that contains no pages:

    There are no pages in this document.

- If you try to renumber incorrectly:

    Pages would be out of sequence.

- If you renumber a document and two standard, even, or odd headers or footers appear in a row with no text pages between them:

Headers or footers without intervening pages found.

- If you try to delete or renumber a page that does not exist:

    There is no such page.

- If you try to record too many pages on a diskette:

    There is no more room for text on this diskette.

- If you define a block for hyphenation and no words in the block require hyphenation:

    Hyphenation unnecessary.

- If you try to repaginate a document that has a header or footer that, combined with the text page, will exceed the lines per page:

    Header and footer will not fit on page.

- If you try to assemble a document from more than one diskette and the diskette is not inserted.

    Disk not found.

- If you try to format a diskette in Drive 0 that will be used in Drive 1, 2, or 3:

Disk formatted in Drive 0 must be for use in Drive 0.

- If you try to revise a document that has a "none" activity level:

Please change activity level before editing document.

- If you try to define text on a blank page:

    There is no text on this page.

- If you try to search for a string that does not exist the way you typed it in a document:

    String not found.

- If you try to recall a block of text that was not defined:

    Please move or duplicate a block of text.

- If you try to search and replace globally and you did not answer the replace string prompt:

    Please enter a replace string.

- If you try to open, copy, or assemble a document and type the password incorrectly:

    Password incorrect.

- If you try to merge and the code names group in the merge file contains more than 2,048 characters:

  Merge group contains too many characters.

- If you try to merge and the code names group in the merge file does not contain one of the code names in the base document:

  Variable not found.

- If one of the variables in the merge file or base document does not end with a closing brace:

  Variable not closed.

- If a code name or variable contains more than 255 characters:

  Variable contains too many characters.

- If a merge file contains more than 255 code names:

  Too many variables in merge file.

- If a code name or variable contains an enter symbol:

  Variable contains more than one paragraph.

- If you assemble a document and an invalid document name is present:

  Incorrect document name found.

- If you try to assemble a document from a document that does not exist on that diskette or open one that does not exist:

  Document not found.

- If you try to assemble a document from documents that are not all in a vertical or horizontal format:

  Document with incompatible V or H format found.

- If you try to create a document with a name that already exists on that diskette or copy a document to one:

  Document already exists.

- If you press **BREAK** while repaginating, assembling, or copying:

  Document not completed.

- If you begin to print, and the printer is not turned on, is out of ribbon or paper, or if the printer is not on-line:

  PRINTER NOT READY Do you want to continue? (Y/N)

- Several functions are not allowed during background printing. If you try to select one of these functions:

Function not available when background print active

- Spelling check, Boilerplate, and Column manipulation will be added at a later time. If you try to select one of these functions:

Function not available

- When the Daisywheel II sheet feeder runs out of paper:

Sheet feeder out of paper -- do you want to continue? (Y/N)

  or

Load sheet feeder with paper -- do you want to continue? (Y/N)

See also: *Help*

Overtyping

Overtyping enables you to quickly replace one character with another.

> By overtyping one character with another, you can correct a typographical mistake. For example:
>
> When you type quickly, some of hte characters are transposed.
>
> When you type quickly, some of the characters are transposed.

To overtype a character:

1. Position the cursor on the incorrect character.

2. Type the correct character.

Note: Besides overtyping characters in a document, you can also overtype a default response on a menu page.

See also: *Backspace, Cursor movement, Deleting text, Inserting text*

Renaming a Document

By using the open document instruction, you can change the name of a document.

To rename a document:

1. Display the SCRIPSIT Directory List.

2. a. If you know the name of the document and know that it appears on a later page of the directory, position the cursor on the diskette name and type Ⓞ. At the bottom of the page you will see this prompt: Please enter document name. Type the document

```
Diskette name
SCRIPSIT
Document name?
(document name)     ,
Format line (1-11) or (D)efault:
D
Author?
(author's name)
Operator?
(operator's name)
Comments/Description?
```

```
Number of lines to store on each page (1-84)?
50
Activity level: High, Medium, Low, or None (H,M,L,N)?
M
```

Number of pages:	XXX		Date created:	xx/xx/xx
Percent of disk:	XX%		Date revised:	xx/xx/xx
		Efficiency: xx%		

name, and if it is less than 16 characters, press `ENTER`. The password prompt appears.

b. Or if the document name appears on the first page of the directory, position the cursor in the cell that contains the document name and type `O`. The password prompt appears. (Note: If you are not sure how a document name was typed and it does not appear on the first page, type `S` to look at the next screen (or page) of the directory until you find the name. Then position the cursor in the cell that contains the name and type `O`.

3. Type the password, and if it is less than 8 characters, press `ENTER`. The Open Document menu appears. Or, if the document does not have a password, press `ENTER`. The Open Document menu appears.

4. Answer the prompts. (See menu above.)

a. You cannot change the response to the first prompt. The response confirms that the document was recorded on the disk in the drive you indicated when you opened the document.

b. Type a new document name. Press `ENTER` to end the line if the name is less than 16 characters.

c. Change other responses to the prompts and then press `ESC`. (You can also press `ENTER` if the cursor is at the beginning of the last prompt.)

5. This prompt appears: RENAME DOCUMENT (Y or N)? If you type `Y`, the name is changed and the first page of the document appears. Make changes or additions to the document, and when you return to the

SCRIPSIT Directory List, the new document name will appear in the listing.

If you type `N`, the directory page reappears and the instruction is canceled.

See also: *Document F1 create, Document open, Passwords*

Scrolling
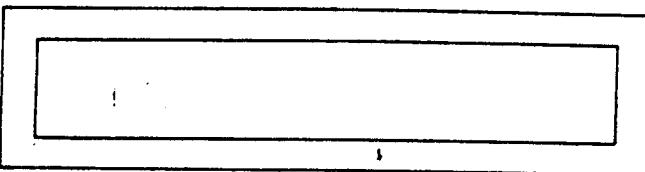
The maximum window area of the screen is 22 lines down and 80 characters across. Scrolling enables you to see beyond the twenty-second line and beyond the eightieth character on a line.

Vertically, text scrolls up and down one line at a time once you move the cursor past the 22nd line. Horizontally, text scrolls right and left one character at a time once you move the cursor across the 80th character position.
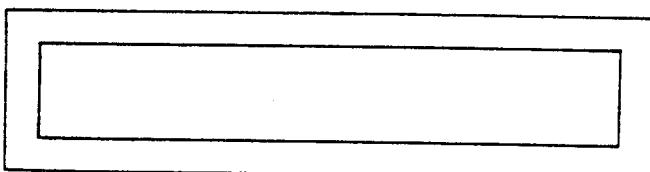
To scroll vertically:

When the cursor is positioned on line 22 and you press `↓`, the system automatically shifts the page up a line. Line 23 appears in the window area, and line 1 moves off the screen. Each time you move the cursor beyond line 22, the text shifts, or scrolls, up. The text scrolls down when you press `↑` to view a line that is out of the viewing area.

Scrolling vertically

Scrolling horizontally

To scroll horizontally:

When you are working with a wide document and you move the cursor beyond the eightieth character, the system automatically moves the text across the screen in one character increments. For example, when you move the cursor to character position 81, all the text moves one character to the left: the window shifts to display your text from character position 2 to character position 81. The window indicator in the status line will confirm that the left edge of the screen begins at character position 2. The text will scroll right when you press | ENTER | or | ← |.

Note:

• To view the text at the extreme left or right edge of your wide margins, you can quickly scroll left or right by pressing | HOLD | | → | or | HOLD | | ← | .

See also: *Cursor movement, Format line editing, Status line, Vertical/Horizontal format, Window indicator.*

Searching

The search instruction enables you to find a group of unique characters (called a string) on a page.

To search for a string on a page:

1. Type or display the page.

2. Press | CTRL | and without releasing | CTRL |, type | S |. This message appears:
Enter search string: _____.

3. Type the string you want to find, and then press | ENTER |. The cursor moves back to the text area and is positioned at the beginning of the first occurrence of the string.

4. To search for the next occurrence of the string, press | CTRL | and without releasing | CTRL |, type | S |. The search string message appears with the string you typed. Press | ENTER |. The cursor is positioned at the beginning of the next occurrence of the string.

Set Window Mode

SCRIPSIT has three screen conditions that affect the appearance of the text you type either while it is on the screen, when it is printed, or both. These modes are:

• Outline, the default mode, which instructs the system to begin each new paragraph at the outline tab setting in the format line. The first line of a paragraph appears indented on the screen and on the printed page.

• Erase mode, which instructs the system to replace deleted characters with spaces. Unless you reformat the text, the spaces remain where you deleted characters, both on the screen and on the printed page.

• Full video mode, which instructs the system to display symbols for enter, soft returns, tabs, and align tabs. These symbols only appear on the screen. They are never printed.

Note: You can select any combination of these modes.

See also: *Erase mode, Full-video mode, Mode indicator, Outline mode*

Erase Mode

The erase mode instruction tells the system to replace characters you delete with spaces. It is one of three screen conditions you can select while working with a document.

In the following example, when you define and delete the word instead of closing up the text, the system inserts blank spaces for each character that was deleted. The spaces are deleted when you reformat or repaginate text.

```
text text text text text text text text text
text text text text text text text text text
text text text text text text text text text
text text text text text text text text text

text text text text text text text text text
text text text text text text text text text
text text text        text text text text text
text text text text text text text text.
```

To select the erase mode:

1. Display a text page.

2. Press | CTRL | and without releasing | CTRL |, type | E |. An E appears in the mode indicator of the status line. Any characters you delete while in the erase mode are replaced with spaces.

Alternate Instruction

Instead of Step 2, you may also press ESC , which makes the escape prompts appear. Then type W , and the window prompts appear. Then type E .
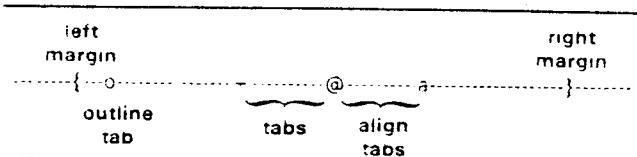
Notes:

- To cancel the erase mode, enter the instruction again.

- You can select the erase mode while the system is in outline and/or full video mode.

- The erase mode is not the default setting; outline mode is. But if you want to change the default setting, select the change disk defaults utility, select the window mode and format line settings, and answer the prompt to change the mode.

See also: *Change disk defaults. Full video mode. Outline mode. Set window mode. Status line*

Format Line Editing

As document requirements change, you will change the default format line to allow for new margins, a different outline tab position, new tab settings, and/or new align tab settings. You can change the format line when you answer the Create Document menu or the Open Document menu, or as often as necessary while working with a page in the document.

To change the format line when you first create a document:

When the SCRIPSIT Directory List is on the screen and you press F1 , the Create Document menu appears. The third prompt asks you to select a stored format line by typing a number from 1 to 11. Type the number for the format line you want and when the screen page appears, the format line will contain the margins, tabs, outline tab, and/or align tabs that are stored in that number.

To change the format line when you open a document:

When the directory is on the screen and you open a document, the Open Document menu appears. The third prompt asks you to select a stored format line by typing a number from 1 to 11. Type the number for the format line you want and when the screen page appears, the format line will contain the margins, tabs, outline tab, and/or align tabs that are stored in that number. This format line may be different from the settings for the paragraphs of the page that is dis-

played because the format line indicates the settings for the next paragraph you type.

To change the format line while working with a page:

1. When you reach the place in the text where you want to change the format line, press CTRL and without releasing CTRL , type F . The cursor moves from the text area to the format line.

2. a. Press cursor right or left to move the cursor across the line. Press HOLD to quickly move the cursor to the beginning of the format line. Press TAB to move to any format character position.

   b. At the place you want a new left margin, type { (left brace). At the place you want a new right margin, type } (right brace). Type hyphens on top of the previous margin settings to erase the old settings.

   c. At the place you want an outline tab, type O . Type a hyphen on top of the previous outline tab to erase it.

   d. At the place you want new tabs, type T , + (the shift position of the "equals" sign), or @ (the shift position of the number 2). Type hyphens on top of previous tab settings to erase the old settings.

   e. At the place you want new align tabs, type A or @ . Type hyphens on top of previous align tab settings to erase the old settings.

3. When you finish typing the new format line, press ENTER . The cursor moves back to the text area.

Alternate Instructions

- Instead of Step 1, you can type a longer instruction. Press ESC . The escape prompts appear. Type W , and the window prompts appear. Then type F , and the cursor moves to the format line.

- You can also change the format line by recalling a saved format line number.

Note: Remember that the new format line affects the "next" paragraph you type. The new format line does not change the settings for any paragraphs that are already typed.

See also: *Change disk defaults. Combination tabs. Format line. Margins. Outline tabs. Regular tabs. Saving and recalling a format*

Changing the Line Spacing

As you work with different documents, you will want to change the line spacing to add emphasis, to indicate a draft or final copy, or to change from text to a chart.

You can change the line spacing in half-line increments from 1/2 to 3 1/2 lines. (See Line Spacing). Single-spaced text has no blank lines between each text line: text is printed on every line.

Double-spaced text has one blank line between each text line: text is printed on every second line. Triple-spaced text has two blank lines between each text line: text is printed on every third line. And so on.

You can change the line spacing for every paragraph; however, the text on the screen always appears single-spaced. The line spacing indicator in the status line changes to reflect the change and when you print the page, the text appears in the spacing you typed.

To change the line spacing:

1. When you reach the place in the text where you want to change the line spacing, press CTRL and without releasing CTRL , type F . The cursor moves from the text area to the format line.

2. a. If you want to change the format line, do it now. Then instead of pressing ENTER to go back to the text area, press ESC . The save/recall/line spacing prompt appears.

b. If you do not want to change the format line, press ESC .

3. Type the new line spacing number and then press ENTER . The cursor moves back to the format line.

4. Press ENTER to move the cursor back to the text area. Each number in the line spacing indicator will be the number you typed.

Alternate Instruction

Instead of Step 1, you can type a longer instruction. Press ESC . The escape prompts appear. Type W , and the window prompts appear. Then type F , and the cursor moves to the format line.

Notes

• The new line spacing affects the paragraph the cursor is positioned in and the next paragraph you type.

• If you move the cursor from one paragraph to another, the first number in the line spacing indicator changes to the line spacing for that paragraph.

• If there are several line spacing changes on a page, you may have to experiment to find the average number of lines that will fit on each printed page.

• When you create or open a document, the system does not calculate the line spacing as you type each page. The lines-per-page indicator shows the actual number of text lines, not the printed lines, on each page. If you do not want to take the time to calculate the correct number of lines for the different line spac-

ings when you create or open a document, keep the default lines per page (50 lines) and when you finish typing, select the repaginate utility. Repagination takes into account the different line spacings and also saves room for headers or footers that should be printed on each page.

See also: *Format line editing, Line spacing indicator*

Saving and Recalling a Format

If you regularly use the same margins and tabs, you can record the format line settings. Then you can request the format line when you create or open a document, or while you type a page.

To save a format:

1. Type or display a page.

2. Press CTRL and without releasing CTRL , type F . The cursor moves from the text area to the format line.

3. Change the margins, tabs, outline tab, align tabs, and combination tabs.

4. Type S . The save/recall prompt appears.

5. Type a number from 1 to 11 or D for default to save your format line (press ENTER if you type a number from 1 to 9). The message disappears, the format line is recorded, and the cursor moves back to the text area.

To recall a format when you create or open a document:

When you create or open a document, one of the prompts on the menu page asks you to select a format. Type a number from 1 to 11 or D for default and when you press ESC , the first page of the document appears with the format line you selected.

To recall a format while typing a document:

1. Type or display a page.

2. At the place you want to change the format line, press CTRL and without releasing CTRL , type F .

3. Type R . The save/recall prompt appears.

4. Type a number from 1 to 11 to recall one of your stored format lines, or type D to recall the default format line (press ENTER if you type a number from 1 to 9). The message disappears, the format line you selected appears, and the cursor moves back to the text area.

Alternate Instruction

Instead of each previous Step 2, you can type a longer save and recall instruction. Press `ESC`. The escape prompts appear. Type `W`, and the window prompts appear. Type `F`, and the cursor moves to the format line. Press `ESC`, and the save/recall/line spacing prompt appears.

Notes

• To correct or delete a saved format, type a new format line and save it with the same number.

• You can type up to 48 settings (tabs, outline tab, align tabs, combination tabs, and the left and right margin) in a format line. If you type more and then try to save the format line, this flashing message will appear: There are too many settings on the format line. Press `BREAK` to clear the message, and then correct the format line and save it again.

See also: *Change disk defaults, Combination tabs, Document F1 create, Document open, Format line, Format line editing, Margins. Outline tabs, Regular tabs*

Full Video Mode

The full video mode instructs the system to display symbols to represent soft returns and the places where you press `TAB`, `CTRL` `T`, or `ENTER`. Seeing the codes enables you to confirm how you typed a page and therefore makes it easier to correct the page.

In the following example, a partial box appears when text wraps around, a small box appears when you press `ENTER`, a left diagonal line appears when you press `TAB`, and a small left diagonal line appears when you press `CTRL` and `T` together.

...Window: 01 LS: 1/1 Marg: 010, 070 Mode: OEV

```
                Viewing Codes ■
■
You can see where text wraps around from one line ¶
to the next. You can see where you press ENTER. ■
And you can see regular tabs and align tabs ■
    \                  12345.54■
    \                  1254.89■
```

To select the full video mode:

1. Display a text page.

2. Press `CTRL` and without releasing `CTRL`, type `V`. V appears in the mode indicator of the status

line, and symbols appear where text wrapped around or where you pressed `ENTER`, `TAB`, or `CTRL` and `T` together.

Alternate Instruction

Instead of Step 2, you may also press `ESC`, which makes the escape prompts appear. Then type `W`, and the window prompts appear.

Notes

• To cancel the full video mode, enter the instruction again.

• You can select the full video mode while the system is in outline and/or erase mode.

• The full video mode is not the default setting. But if you want to change the default setting, select the change disk defaults utility, select the window mode and format line settings, and answer the prompt to change the mode.

See also: *Erase mode, Outline mode, Set window mode*

Line Centering

Line centering adjusts the text on a line so that there is an equal amount of space before and after it. This adds emphasis and draws the reader's attention to the line.

```
            CLOSING OUT SALE!

          EVERYTHING MUST GO!

   Don't miss this fantastic event. Next Thursday, Friday,
                 and Saturday.
```

To center a line immediately after typing it:

1. Type the text. Press `ENTER` to end the line.

2. Press `CTRL` and without releasing `CTRL`, type `L`. The line is centered between the margins.

To center a line after typing other text:

Position the cursor anywhere on the line you want centered and repeat Step 2.

Alternate Instruction

Instead of Step 2, you can type a longer center instruction. Press `ESC`, The escape prompts appear. Type `W`, and the window prompts appear. Type `L`, and the line is centered between the margins and the normal status line reappears.

Notes

• You may center one line at a time, and the line must end with `ENTER`. If you try to center a line

that does not end with [ENTER], this flashing message appears in the status line:

Only one-line paragraphs may be centered.
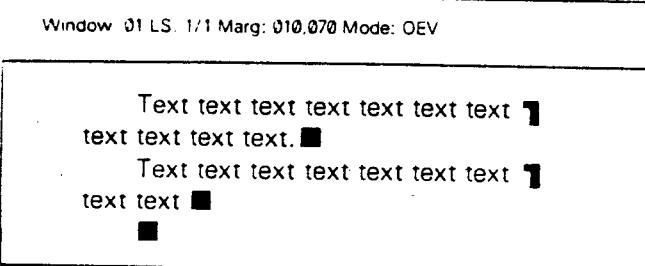
Press [BREAK] to clear the message, and then review the information you are centering. Then enter the instruction again.

- To un-center a line, position the cursor anywhere on the line and type the center instruction again.

- If the centered line is reformatted, it will be centered between the new margins.

- If you insert text into a centered line, the line is automatically un-centered. When you finish inserting, re-center the line.

See also: *Inserting text*

Outline Modes

The outline mode instruction tells the system to automatically indent the first line of every paragraph. It is one of three screen conditions you can select while working with a document.

Window 01 LS. 1/1 Marg: 010,070 Mode: OEV

Text text text text text text text ¶
text text text text. ■
Text text text text text text text ¶
text text ■
■

To select the outline mode (if the system is not in outline mode):

1. Display a text page.

2. Press [CTRL] and without releasing [CTRL], type [O]. O appears in the mode indicator of the status line. Every time you press [ENTER], the cursor automatically moves to the outline tab position set in the format line.

Alternate Instruction

Instead of Step 2, you may also press [ESC], which makes the escape prompts appear. Type [W], and the window prompts appear. Then type [O].

Notes

- To cancel the outline mode, enter the instruction again.

- You can select the outline mode while the system is in erase and/or full video mode.

- If you want to change the default setting, select the Change Disk Defaults utility, select the window

mode and format line settings, and answer the prompt to change the mode.

See also: *Change disk defaults, Erase mode, Full video mode, Indenting, Set window mode, Status line*

Indenting

When you press [ENTER], the first line of the next paragraph automatically begins at the outline tab if you have an outline tab in the format and are working in the outline mode. By changing the position of the outline tab, you can create a "hanging indent" where every line but the first line is indented. By changing the margins, you can also indent paragraphs from both the left and right margins.

Normal paragraph indent

Text text text text text ¶
text text text text text text text ¶
text text text text. ■
Text text text text text ¶
text text text text text. ■
Text text text text text ¶
text text text text text. ■

Hanging indent

Text text text text text text text ¶
text text text text text text. ■
Text text text text text text text ¶
text text text text text. ■
Text text text text text text text ¶
text text text text. ■

Indent from both margins

Text text text text text text text ¶
text text text text text. ■
Text text text text text ¶
text text text text text ¶
text text text text. ■
Text text text text text text text ¶
text text text text text. ■
Text text text text text ¶
text text text text. ■

To indent the first line of a paragraph:

1. Set an outline tab at any position after the left margin setting in the format line.

2. Every time you press [ENTER], the cursor moves to the "o" position on the next line. All the following lines begin at the left margin.

To indent every line but the first:

1. Set an outline tab at any position before the left margin setting in the format line.

2. Every time you press [ENTER], the cursor moves to the "o" position on the next line. All following lines begin at the left margin.

To indent all lines of a paragraph:

1. Reset the left and right margins. (Recall the format line that contains the margins for the indented paragraph if you saved it.)

2. Type the paragraph.

3. Reset the left and right margins to the original margins. (Recall the format line that contains these margins if you saved it.)

To indent a paragraph after it is typed:

1. Reset the margins.

2. Position the cursor within the paragraph that should be indented.

3. Press `CTRL` and without releasing `CTRL`, type `D`. The define prompts appear.

4. Type `P` (paragraph) to highlight the paragraph, and then type `F`. The defined text is reformatted to fit within the new margins.

To quickly change the left margin

You can use `ESC` with either ─↘ or ─↙ to change the left margin to the nearest tab setting. This cascading margin feature allows you to type indented paragraphs quickly.

1. Set tabs anywhere on the format line where you will want to move the left margin.

2. Press `ESC`.

3. Press ─↘ to move the left margin to the next tab setting to the right.
Press ─↙ to move the left margin to the next tab setting to the left.

4. When you use `ESC` ─↘ or `ESC` ─↙ to move the left margin, a combination tab replaces the previous left margin setting.
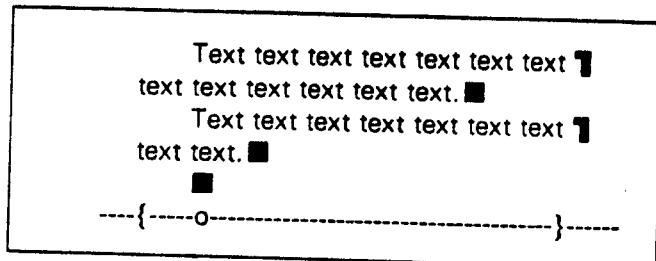
5. You can use `ESC` ─↘, or `ESC` ─↙ to move an outline tab. Just make sure that you have selected outline mode.

See also: *Block format, Block lock, Define paragraph, Define text block, Format line editing, Outline tabs, Repaginate document, Saving and recalling a format*

Outline Tabs

An outline tab instructs the system to automatically indent the first line of a paragraph if you selected the outline mode. Use an outline tab when you want to indent the first line of a paragraph or every line except the first line of a paragraph.
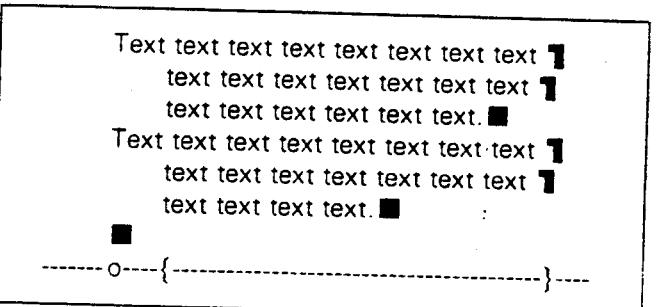
Use an outline tab to indent the first line of every paragraph.

```
        Text text text text text text text ¶
    text text text text text text.■
        Text text text text text text text ¶
    text text.■
        ■
----{-----o----------------------------------}------
```

Use an outline tab to indent every line except the first line of a paragraph. (See top of next column.)

To set an outline tab:

1. If you want to change the outline tab setting, press `CTRL` and without releasing `CTRL`, type

```
        Text text text text text text text text ¶
        text text text text text text text ¶
        text text text text text text.■
    Text text text text text text text·text ¶
        text text text text text text text ¶
        text text text text.■
        ■
------- o----{--------------------------------------}----
```

`F`. The cursor moves from the text area to the format line.

2. If an outline tab is already set, type a hyphen on top of it to delete it.

3. Position the cursor at the place you want the outline tab and type `O`; then press `ENTER`. The cursor moves back to the text area. (Note: If the "o" comes after the left margin, the first line of every paragraph is indented. If the "o" comes before the left margin, all lines except the first line are indented.)

To use an outline tab:

Every time you press `ENTER`, the cursor moves to the next line and is positioned at the outline tab position. When text wraps around to the next line, it begins at the left margin position.

See also: *Align tabs, Combination tabs, Format line editing, Regular tabs*

Status Line

The status line contains information concerning seven items of importance for the current page on the screen. The information in each indicator changes as you type a document.

The status line identifies:

• The document name

- The current page number

- The line the cursor is positioned on and the character position within the line

- The left edge of the window area of the screen

- The line spacing for the paragraph the cursor is in and the line spacing for the next paragraph you type

- The left and right margin positions

- The mode: outline, erase, full video, and/or capture user key

- Locked block

See also: *Changing the line spacing, Cursor, Cursor movement, Cursor position indicator, Document name, Get page, Line spacing indicator, Margins, Margin indicator, Mode indicator, Set window mode, Window indicator*

Cursor Position Indicator
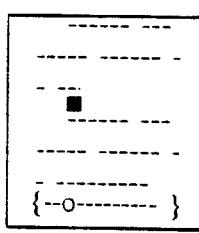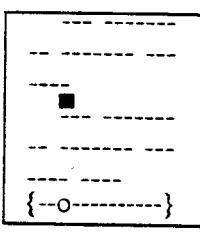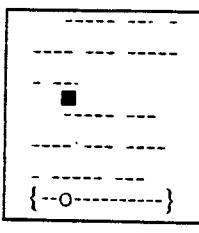
The cursor position indicator appears in the status line of the working page on the screen. This indicator identifies the line number and the character position within the line that the cursor is positioned on.

See also: *Cursor, Cursor movement, Status line*

Line Spacing Indicator

The line spacing indicator appears in the status line of the working page on the screen. The first number indicates the line spacing for the paragraph that the cursor is positioned within; the second number indicates the line spacing for the next paragraph you type. The line spacing indicator will change from one paragraph to another if the paragraphs are typed with different line spacings.

Line spacing on screen:
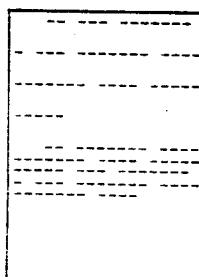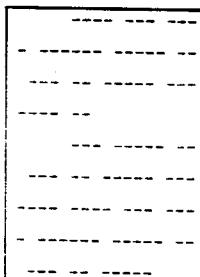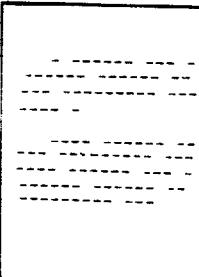
{--O----------} ...Window: 01 LS:1,1...
{--O----------} ...Window: 01 LS:2,2...
{--O--------- } ...Window: 01 LS:2,1...

Line spacing when printed:

When you first load SCRIPSIT, the default line spacing is 1/1. The current paragraph is single-spaced, and the next paragraph will be single-spaced. When you change the line spacing before you type a paragraph, both line spacing indicators will change to the new number. When you move the cursor from one paragraph to another, the first number will change to the line spacing you typed the paragraph with.

When SCRIPSIT is first loaded, the default line spacing is 1/1. You can change this default setting as often as necessary while working with a document.

See also: *Change disk defaults, Changing the line spacing, Format line, Status line*

Margin Indicator

The margin indicator appears in the status line of the working page on the screen. It indicates the left and right margin settings for the paragraph that the cursor is positioned within. The margin indicators change from one paragraph to another if the paragraphs are typed with different margins.

When you first load SCRIPSIT, the default margins are 10 and 70. You can change the default setting as often as needed while working with a document. You can also change the default margins by selecting the Change Disk Defaults utility.

See also: *Change disk defaults, Format line, Saving and recalling a format, Status line*

Mode Indicator

The mode indicator displays the current system mode. It is the last item in the status line.

You can change the default setting as often as needed while working with a document. You can also change the default mode by selecting the Change Disk Defaults utility.

See also: *Change disk defaults, Erase mode, Full video mode, Outline mode, Set window mode*

Window Indicator

The window indicator appears in the status line of the working page. It indicates the viewing area for the page you are working with. When you type or move the cursor beyond character 80, the system shifts, or scrolls, the text on the screen 1 character to the left. This enables you to always see 80 characters on a line at one time.

See also: *Cursor movement, Format line editing, Status line, Vertical/Horizontal format*

Tabs

Tabs permit you to type text with "temporary" margins that are narrower than the current margin settings.

Align Tabs

Align tabs are tabs that instruct the system to display the characters you type from right to left until you type a decimal point, press TAB, press CTRL and T together, or press ENTER to end the line.

When you press TAB, the cursor moves to the next tab setting. When you press CTRL and T together, the cursor moves to the next align tab setting.

```
        \      SUPPLIES \       MATERIALS■
    ■
        \      $1,298.45 \      $3,576.24■
        \         235.98 \          34.56■
    ■

    ---{---------- + -----a --------------- + -----a----------}
```

To set an align tab:

1. Begin to type the page on which the columns will appear.

2. When you reach the point on the page where you want to type columns that are aligned, press CTRL and without releasing CTRL, type F. The cursor moves from the text area to the format line.

3. Position the cursor at the first align tab position and type A.

4. Repeat Step 3 until all align tabs are set; then press ENTER. The cursor moves back to the text area.

To use an align tab:

Press CTRL and without releasing CTRL type T. The cursor moves to the next "a," and any text you type appears and moves left until you type a period, press CTRL and T together again, press TAB, or press ENTER to end the line.

Notes

• Select the full video mode (press CTRL and V together) when you type or revise columns so that you can see where and what kind of tab you pressed. The left slash indicates that you pressed TAB. The small left slash indicates that you pressed CTRL and T together.

• When you delete a tab character, any spaces after the tab are also deleted. Press F1 and type the correct tab to reposition the characters. If you delete a

column that is typed with align tabs, you may have to retype the line to add extra spaces or to realign the column properly.

See also: *Align tabs, Combination tabs, Format line editing, Regular tabs*

Combination Tabs

Combination tabs are tabs that you can use either as regular tabs or to align columns of figures.

When you press TAB, the cursor moves to the next tab or at-sign. When you press CTRL and T together, the cursor moves to the next align tab or at-sign.

```
        \      SUPPLIES \       MATERIALS■
    ■
        \      $1,298.45         $3,576.24■
        \         235.98             34.56■
    ■

    ---{----------   ---@ ----------------   ---@----------}
```

To set a combination tab:

1. Begin to type the page on which the columns will appear.

2. When you reach the point on the page where you want tabs and/or align tabs, press CTRL and without releasing CTRL, type F. The cursor moves from the text area to the format line.

3. Position the cursor at the first align tab position and type an at-sign, @.

4. Repeat Step 3 until all align tabs are set; then press ENTER. The cursor moves back to the text area.

To use a combination tab:

1. Press TAB when you want to move the cursor to the next at-sign and to use the combination tab as a regular tab.

2. When you want to move the cursor to the next at-sign and use the combination tab as an align tab, press CTRL and without releasing CTRL, type T. The characters you type will appear and move left until you type a period or again press CTRL and T together or press TAB or ENTER.

Notes

• Select the full video mode (press CTRL and V together) when you type or revise columns so that you can see where and what kind of tab you pressed. The left slash indicates that you pressed TAB; the small left slash indicates you pressed CTRL and T together.

- When you delete a tab character, any spaces after the tab are also deleted. Press [F1] and type the correct tab to reposition the characters. If you delete a column that is typed with align tabs, you may have to retype the line or add extra spaces to realign the columns properly.

See also: *Align tabs, Format line editing, Inserting text, Outline tabs, Regular tabs*

Regular Tabs

Regular tabs are temporary starting points within a line. You use regular tabs to type a chart where columns of information begin at different places in the line. A regular tab instructs the system to line up the characters you type beginning at the tab symbol.

When you press [TAB], the cursor moves to the next tab setting. For example:

```
      \     FURNITURE \       LOCATION■
      ■
      \     Executive desk\   Room 204■
      \     Credenza \        Room 204■
      \     2 2-drawer files\ Room 204■

   ----{------ - --------------------- — --------------}---
```

To set a regular tab:

1. Begin to type the page on which the columns will appear.

2. When you reach the point on the page where you want to type the columns, press [CTRL] and without releasing [CTRL], type [F]. The cursor moves from the text area to the format line.

3. Position the cursor at the first tab position, and type [T] or the "plus" sign, [+].

Repeat Step 3 until all tabs are set; then press [ENTER]. The cursor moves back to the text area.

To use a regular tab:

Press [TAB]. The cursor moves to the next "plus"

sign. Type the text, and then press [TAB] to move to the next column, press [CTRL] and [T] together to move to the next align tab position, or press [ENTER] to end the line.

Notes

- Select the full video mode (press [CTRL] and [V] together) when you type or revise columns so that you can see where and what kind of tab you pressed. The left slash indicates that you pressed [TAB]; the small left slash indicates you pressed [CTRL] and [T] together.

- When you delete a tab character, any spaces after the tab are also deleted. Press [F1] and type the correct tab to reposition the characters.

See also: *Align tabs, Combination tabs, Format line editing, Inserting text, Outline tabs*

Working Page

The working page is the area of the screen that displays the text you type. The working page is 80 characters wide and 22 lines deep, but by scrolling the cursor left, right, up, or down, you can type or see text that is up to 156 characters wide or 84 lines long.

The format line, which displays the margins, tabs, outline tab, and align tab settings, appears at the bottom of the screen. It is followed by the status line, which identifies the document name and page number, the cursor position, the window area of the screen, the line spacing, the margins, and the screen mode.

See also: *Changing the line spacing, Cursor movement, Cursor position indicator, Format line, Format line editing, Line spacing indicator, Margins, Margin indicator, Modes, Mode indicator, Scrolling, Set window mode, Status line, Vertical/Horizontal format, Window indicator*

You can print a document either from the directory or from an open document. You can also print directly from the screen.

To print a document from the directory:

1. Bring the directory to the screen.

2. Type the number of the cell that contains the document you want to print.

3. Type [P].

4. Type the PASSWORD or press [ENTER]. The print document menu appears. (See the Print Document Menu below.)

To print from an open document

1. Display a page.

2. Press [CTRL], and without releasing [CTRL], type [U]. The document utility prompts appear.

3. Type [P]. The Print Document Menu appears.

4. Answer the prompts:

a. Type the page at which you want to begin printing and press [ENTER]. Or press [ENTER] to keep the default.

b. Type the last page you want printed and press [ENTER]. Or press [ENTER] to keep the default.

c. Type the length of the paper – in lines – that you are printing on and then press [ENTER]. (There are 6 lines to an inch.) Or press [ENTER] to keep the 66-line default.

d. Type the maximum number of lines you want to print on each page and then press [ENTER]. Or press [ENTER] to keep the 50-line default. This determines where the last line of the footer (if the document has one) will print. **If there are more lines than this on a page, the page will print on two sheets of paper.**

e. Type the horizontal column position (from 1 to 150), and press [ENTER]. Or press [ENTER] to keep the default. (The printer will move the printwheel to this column position and then count to the left margin from there. The Daisywheel II is equipped with a print scale above the roller that shows you where each column position is located.)

f. If you are printing on continuous form paper, type [N] to instruct the system not to stop after printing each page. If you are printing on single sheets press [ENTER] to keep the "yes" default. *Note:* When printing stops, a message will appear asking you to insert another sheet of paper and to type [Y] to continue printing.

g. Type [C] if you want to justify by character increments, [W] if you want to justify by word increments, or [S] if you want to justify by space insertion. Then press [ENTER]. Or if you do not want justification, press [ENTER].

h. Type [1][2] if your printer is set to print in 12 pitch. Then press [ENTER]. Or press [ENTER] to keep the 10-pitch default.

i. Type the number of times you want SCRIPSIT to print the document (or page) and then press [ENTER]. Or press [ENTER] to keep the 1-copy default.

j. Press [ENTER] if you are using a Radio Shack printer. Type [S] or [U] and press [ENTER] if you are using a serial printer or have a special, printer driver for your printer. Type [F] if you are using a Daisywheel II with a form feeder, and press [ENTER].

k. Type [Y] if you want line numbers to appear down the left-hand edge of the page. Press [ENTER] if you do not.

Note: If your printer requires a line feed after each return, see page 73.

Note: An invalid entry for any prompt will not be accepted; you cannot go on to the next prompt until you correctly answer the invalid prompt.

5. When all the prompts are entered, review them to be sure they are correct, and then press [ESC] to begin printing.

6. When printing begins, the print monitor appears on the screen. The print monitor allows you control the printer during printout.

```
Document:                              Page: 1

          ESC     Exit Print Monitor

          S       Stop Printing

          C       Continue Printing

                  Enter Selection
```

Press [ESC] if you want to return to the directory. Type [S] if you want to stop the printer, and if the printer has stopped, type [C] to continue printing. To cancel the print job, type [S] and then press [ESC]. The print job is canceled, and the directory returns to the screen.

Print from page number (Type the number or "B" to print from beginning):
B _____
Print to page number (type the number or "E" to print to end):
E _____   ￬
Paper size in lines (1-99):
66
Maximum number of text lines on each page (include header and footer).
50
Column position for left side of paper (1-150):
1____
Pause between pages (Y or N)?
N
Justify by Character or Word increments, Space insertion, or None (C,W,S,N):
N
Pitch (10 or 12):
10
How many copies (1-254):
1_____
Parallel, Serial, or User-driven printer (P, S, U)?
P
Add line numbers (Y or N)?
N

---

7. If on the print menu you instructed the system to pause between each page, printing will stop after each page is printed. The flashing message, "Print the next page? (Y/N)" will appear on the print monitor.

Insert a sheet of paper and type Y if you want to print the next page. Type N if you want to cancel the print job.

Notes

• If you press ENTER when the cursor is on the last prompt, printing will begin. If you answer the last prompt, however, you must press ESC to print.

• If you want to cancel the new prompts you entered and return to the Print Document menu, press HOLD.

• For more information about the print monitor, see the section "Background Printing" on page 55.

• If you are at the Print Document menu and want to cancel the instruction, press BREAK.

• If you press ENTER while the cursor is at the first character of a prompt, the default response for that prompt is kept, and the cursor moves to the next prompt. If you press ENTER when the cursor is anywhere else on the line, the line is ended at that point.

• Pressing the backspace key does not erase a character when you are answering a prompt.

• If the printer is not ready (out of paper, not on-line, etc.) a flashing message will appear: "Printer not ready -- do you want to continue? (Y/N)" Correct the problem and type Y if you want to continue. Type N if you want to cancel the print job.

• If you are using a sheet feeder and it runs out of paper, a flashing message will appear: "Sheet feeder out of paper -- do you want to continue? (Y/N)" Reset the sheet feeder and type Y to continue printing. Type N to cancel the print job.

When the page finishes, a flashing message will appear: "Load sheet feeder with paper-- do you want to continue (Y/N)?" Resupply the sheet feeder and reposition the paper to print the next page and type Y to continue. Type N to cancel the print job.

See also: *Change disk defaults, Printers, User printer driver, Background printing*

Print from the Screen

SCRIPSIT allows you to print anything that's on the screen — text, menus, prompt lines, format lines, etc.

This is useful if you want to print a copy of your print control codes, or if you want to save a particular menu for reference.

To print directly from the screen:

1. Bring the text or menu that you want to print to the screen.

2. Insert some paper in the printer. Press CTRL and without releasing CTRL , type a period (.).

3. Whatever is on the screen will print verbatim. Graphics characters will print as periods.

Background Printing

Printing with SCRIPSIT is a "Background" function. While printing, you can type or edit another document.

These are the only functions you cannot perform while printing is in progress:

> Backup a diskette
> Copy Document
> Delete all documents from the diskette that contains the document being printed
> Delete the document being printed
> Format a diskette
> List the directory to the printer
> Merge
> Open the document being printed
> Print from the screen
> Repaginate a Document
> Swap Diskettes

When printing begins, the Print Monitor appears on the screen:

1. The print monitor gives you three choices:

a. If you want to perform another SCRIPSIT function while printing is in progress, press ESC to return to the directory. (Once the directory appears on the screen, you can open or create another document to work on while printing is in progress.

b. Press S to stop printing.

c. If printing has stopped, press C to continue printing.

2. If you are printing in the background, you can regain contol of the printer by calling the print monitor back to the screen.

a. From the directory, type P to choose the Print Utility. The Print monitor appears.

b. From an open document, press CTRL , type U . The document utility prompts appear. Press P . The print monitor appears.

3. If you are printing one page at a time, or if the printer stops for any reason (ribbon out, etc.) the message PRINT MONITOR will flash at the bottom of the screen.

a. If you are working in an open document, press CTRL , and without releasing CTRL , type U . The utilities appear. Type P . The print monitor will appear.

b. If the directory is on the screen, type P . The print monitor will appear.

4. If printing has stopped at the end of the page, the flashing message

DO YOU WANT TO PRINT THE NEXT PAGE? (Y/N)

will appear at the bottom of the screen.

Type Y if you want to print the next page, type N if you wish to cancel the print job.

5. If printing has stopped for some other reason (the stop print code, for example) press Y to continue printing. If you want to cancel the print job, type N .

When printing resumes, press ESC if you want to leave the print monitor and return to the directory.

6. If you want to cancel the print job, type S , then press ESC .

Bold Printing

When you want some words on a page to print darker than others, enclose the words with a code that tells the system to multiple-print the characters.

Text on the screen:

Bold words | emphasize | what you are saying.

Printed text:

Bold words **emphasize** what you are saying.

To instruct the system to print words bold:

1. On the space before the first character and after the last character of the word group you want printed bold, press ESC , SHIFT , + .

2. When the page is printed, all characters between the bold codes will be multiple-printed.

Notes

• When you type the print code, ▬ will appear on the screen. If you turn on the full video mode, the code will appear as | .

• Bold printing is available with any printer that can backspace.

See also: *Print, Printers*

Bold and Double Underline Printing

When you want to print some words darker than others and also double underlined. enclose the words with codes that tell the system to multistrike and double underline the characters.

To print bold and double underlined:

1. Before the first character and after the last character of the word group you want to print bold and double underlined. press `ESC` and type `SHIFT` `_`. then press `ESC` and type `=`.

When you print the page. all the characters between the bold and double underline codes will print bold and double underlined.

Note:

- When you type the print codes. ▄ will appear on the screen. If you turn on the full video mode. the codes will appear as | ▄ .

Bold and Underlined Printing

When you want to print some words darker than others and also underlined. enclose the words with codes that tell the system to multistrike and underline the characters. For example:

Printed text:

Bold underlined words **emphasize** what you are saying.

To instruct the system to print bold and underlined:

1. Before the first character and after the last character of the word group you want to print bold and underlined. press `ESC`, `SHIFT` `_`, then press `ESC`, `SHIFT` `_`.

When you print the page. all characters between the bold and underline codes will be multistriked and underlined.

Notes

- When you type the print codes. ▄ will appear on the screen. If you turn on the full video mode. the codes will appear as | ▄ .

- Bold and underlined printing is available with any printer that can backspace.

- The bold and underline codes are not treated as a space when the document is printed; so remember to type spaces where needed.

See also: *Print. Printers. User printer driver*

Column Position

You can set the column position when you answer the Print Document Menu, or in conjunction with the top of form print code.

The column position setting tells the printer where to start counting on the Daisy Wheel print scale to begin the left margin.

For example. if you are working in ten pitch and you set a column position of 10. and a left margin of 12. the printwheel will move to position ten. then count 12 more spaces to the left margin. Your text will begin printing at position 22 on the ten pitch scale.

The default column position on the Print Document Menu is 1. This position is best for most documents.

Using column position with the top of form code to type multicolumn documents:

One of the most useful applications of column position is for typing multicolumn text: you use column position in conjunction with the top of form print codes.

The top of form print code instructs the printer to roll the paper back to the first line. By resetting the column position after each roll back. the system will print the second column beside the first. and so on.

1. Type the text for the column with the necessary margins and tabs.

2. At the end of the column. press `ESC` and type `/`. (This will cause the printer to roll the paper back to the first line)

3. Immediately after the print code. type the column position setting you want for your next column.

(For example. if you are working with columns that are 20 spaces wide. and allow for a 5 space gutter. after your first column. type `ESC` `/`, then type `25`. When you print, the printer will print the first column, roll back to the top of the page, and print the second column beginning at column position 25.)

4. Get or add a new page. (Each column must be on a separate page.)

5. Repeat steps 2 through 4 until all the columns are typed. Do not type `ESC` `/` at the end of the last column you want on the printed page.

Note:
- When you type the print code. ▄ will appear on the screen. If you turn on the full video mode. the code will appear as ↑ .

Comment Code

You can instruct the system not to print certain portions of text by typing a comment code before and after the

text. This is helpful if you want to include notes or reminders on the screen that you do not want to print.

To instruct the system not to print:

1. On the space before the first character, and after the last character of the word group that you do not want to print, press ⌈ESC⌋ and then type a comma⌈,⌋.
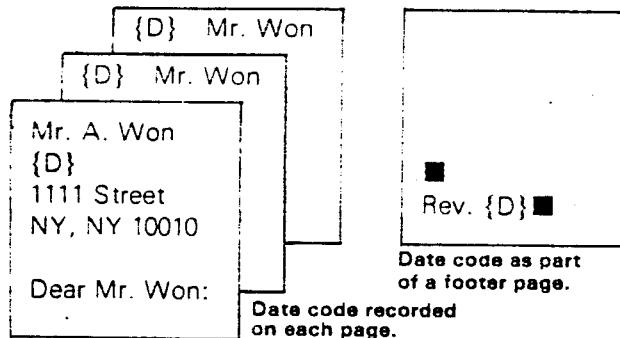
2. When you print the page, the word group surrounded by the non-print code will not print.

Note:

• When you type the code, ▬ will appear on the screen. If you turn on the full video mode, the code will appear as ▐ .

Date Code

The date code instruction tells the system to print the current date (the date you typed when you loaded SCRIPSIT) when the document is printed. You can type the date code on each page of the document or include it as part of the text of a header or footer page.

```
    ┌ {D}   Mr. Won ┐
   ┌─ {D}   Mr. Won ─┐
 ┌─────────────────┐ │
 │ Mr. A. Won      │ │
 │ {D}             │ │
 │ 1111 Street     │─┘
 │ NY, NY 10010    │
 │                 │
 │ Dear Mr. Won:   │
 └─────────────────┘
```

```
 ┌─────────────┐
 │             │
 │             │
 │ ■           │
 │ Rev. {D}■   │
 └─────────────┘
 Date code as part
 of a footer page.
```

Date code recorded
on each page.

To type a date code:

Type ⌈{⌋ ⌈D⌋ ⌈}⌋ (you must type a capital D) at the place on the page where you want a date code. The current date will be printed in place of the code when the page is printed.

Notes

• Be sure you allow enough room at the end of the line for the complete date to print.

• The three characters, {D}, will be replaced by the date. Text to the right will be moved further right to allow room.

See also: *Footers, Headers, Page number code*

Double Underlining

When you want words on a page to be underlined with two lines, enclose the words with a code that tells the system to double underline the characters. Double underlines are primarily used in a financial report to

indicate the total of a column of numbers, although the underlines are also used to add emphasis.

```
┌──────────────────────────────────────────┐
│  Text on the screen:                       │
│                                            │
│     3,467.93           7,926.20■           │
│       241.37             381.89■           │
│    _1,093.10_         _12,365.25_■         │
│    ■                                       │
│    _4,802.40_         _20,673.34_■         │
│    ■                                       │
│  Printed text:                             │
│                                            │
│     3,467.93            7,926.20           │
│       241.37              381.39           │
│     1,093.10             12,365.25         │
│     ───────              ─────────         │
│     4,802.40             20,673.34         │
│     ═══════              ═════════         │
└──────────────────────────────────────────┘
```

To instruct the system to double underline:

1. Before and after the words you want to double underline, press ⌈ESC⌋, and type ═:

2. When the page is printed, all characters between the underline codes will be double underlined.

Notes
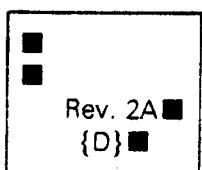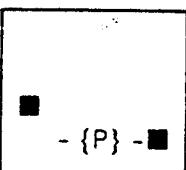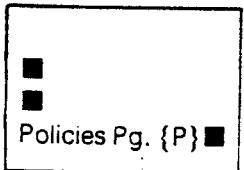
• When you type the print code, ▬ will appear on the screen. If you turn on the full video mode, the code will appear as ■ .

• Double underlining is available only with the Daisy Wheel II Printer. You should not type double underline codes if you are printing on another printer. If you do, the printout will be incorrect and the printer may lock up.

• The double underline code does not take any space when the document is printed.

See also: *Print, Printers*

Footers

Footers are any text, page number, or notation that appear at the bottom of every page or every other page of a document. A footer is typed as a separate page, or pages, of a document, and when the document is printed the text from the footer page appears at the bottom of the text pages.

A footer can have a unique format or be in the same format as the document. It can have any number of lines, but it usually begins with one to three blank lines. A footer can alternate from odd- to even-numbered pages or be the same on all pages. A footer can include a code to print page numbers or a code to print the date.

```
 ■                    ■            ■
 ■            ■                    ■
Policies Pg. {P}■    - {P} -■      Rev. 2A■
                                  {D}■
```

To type a footer page:

1. Create or open the document and display a page.

2. Determine the page number the footer should begin to print on, and then get that page and include **F** for footer and either the letter "s," "o," or "e" with the number. (**S**, or standard, means the footer will appear on every page when the document is printed. **O**, or odd, means the footer will appear on all odd-numbered pages. **E**, or even, means the footer will appear on all even-numbered pages.) For example, to begin a standard footer before page 1, press **CTRL** and **G** together, then type **1** **F** **S**.

3. Press **ENTER**. A blank page with the footer number appears.

4. To type the text of the footer:

a. Change the format (margins, tabs, spacing) if the format of the footer should differ from that of the document. For example, if a document is typed double-spaced and has a two-line footer, the footer usually should be single-spaced.

b. If the footer should include the page number, type an open brace, a capital P, and close brace at the place you want the page number to appear.

c. If the footer should include the date, type an open brace, a capital D, and a close brace at the place you want the date to appear.

5. When you finish typing the footer page, get another page, select a document utility, or go back to the SCRIPSIT Directory List.

Notes

• You can use header and footer pages together in a document.

• You cannot get a footer page on a decimal page.

• You can use several footer pages throughout a document. The new footer replaces the previous one.

• You can type both an even footer page and an odd footer page. The footer will be printed according to the "o" or "e" code.

• You can type a footer page in a document that is not repaginated. Just be sure you have allowed enough room on the pages for the text of the footer. If you do not, the text in the footer may run onto the next page when it is printed.

• If the document you are working with includes decimal pages, be sure to renumber (or repaginate) before printing. Otherwise, the decimal page numbers will be printed. Also, be sure you allow enough room on the line in the footer for the largest page number.

• Be sure you allow enough room on the line in the footer for the complete date.

See also: *Changing the line spacing, Document F1 create, Document open, Format line editing, Headers, Renumber pages, Repaginate document*

Forced End of Page

The end-of-page code instructs the system to override the lines-per-page specification in the Repaginate menu. When the document is repaginated, no other text lines will be included on a page after the end-of-page code.

Normally, you should enter the end-of-page code at the end of a title page or the end of a section or chapter.

To type an end-of-page code:

After the last text line that you want to appear on the page, press **ESC** and type **SHIFT** **?**. This code must be on a line by itself at the end of the page.

Note: Even though the page ends at the code symbol, the system will correctly position a footer when the page is printed. If you want to omit the footer for the page, press **ESC**, and type **SHIFT** **?**, then type a capital **F**. (Note: you must type a capital F.) Do not type anything after the **F**.

Note:
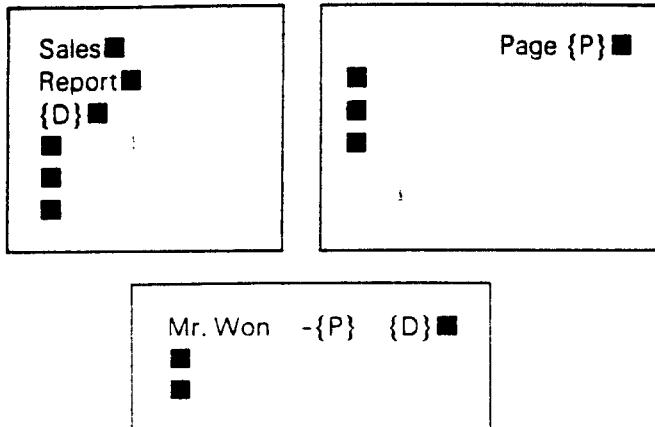
• When you type the code, ▬ will appear on the screen. If you turn on the full video mode, the code will appear as ▌.

See also: *Repaginate*

Headers

Headers are any text, page number, or notation that appear at the top of every page or every other page of a document. A header is typed as a separate page, or pages, of a document, and when the document is printed the text from the header page appears at the top of the text pages.

A header can have a unique format or be in the same format as the document. It can have any number of lines, but it usually ends with three to five blank lines to separate the header text from the text on the page. A header can alternate from odd- to even-numbered pages or be the same on all pages. A header can include a code to print page number or a code to print the date.

```
┌─────────────────────┐  ┌─────────────────────┐
│ Sales■              │  │          Page {P}■  │
│ Report■             │  │ ■                   │
│ {D}■                │  │ ■                   │
│ ■                   │  │ ■                   │
│ ■                   │  │                     │
│ ■                   │  │                     │
└─────────────────────┘  └─────────────────────┘
     ┌─────────────────────────────┐
     │  Mr. Won   -{P}  {D}■        │
     │  ■                          │
     │  ■                          │
     └─────────────────────────────┘
```

To type a header page:

1. Create or open the document and display a page.

2. Determine the page number the header should begin to print on, and then get that page and include ☐H☐ for header and either the letter "s," "o," or "e" with the number. (☐S☐, or standard, means the header will appear on every page when the document is printed. ☐O☐, or odd, means the header will appear on all odd-numbered pages. ☐E☐, or even, means the header will appear on all even-numbered pages.) For example, to begin a standard header before page 1, press ☐CTRL☐ and ☐G☐ together, then type ☐1☐ ☐H☐ ☐S☐.

3. Press ☐ENTER☐. A blank page with the header number appears.

4. To type the text of the header:

a. Change the format (margins, tabs, spacing) if the format of the header should differ from that of the document. For example, if a document is typed double-spaced and has a two-line header, the header usually should be single-spaced.

b. If the header should include the page number, type an open brace, a capital P, and a close brace at the place you want the page number to appear.

c. If the header should include the date, type an open brace, a capital D, and a close brace at the place you want the date to appear.

5. When you finish typing the header page, get another page, select a document utility, or go back to the SCRIPSIT Directory List.

Notes

• You can use header and footer pages together in a document.

• You cannot get a header page on a decimal page.

• You can use several header pages throughout a document. The new header replaces the previous one.

• You can type both an even header page and an odd header page. The header will be printed according to the "o" or "e" code.

• You can type a header page in a document that is not repaginated. Just be sure you have allowed enough room on the pages for the text of the header. If you do not, the last few lines of text on the page may run onto the next page when it is printed.

• If the document you are working with includes decimal pages, be sure to renumber (or repaginate) before printing. Otherwise, the decimal page numbers will be printed. Also, be sure you allow enough room on the line in the header for the largest page number.

• Be sure to allow enough room on the line in the header for the complete date.

See also: *Changing the line spacing, Document F1 create, Document open, Footers, Format line editing, Renumber pages, Repaginate document*

Justifying Text

When you print a document, you can justify the text in three different ways:

• Space insertion. The system will automatically add full spaces between words to spread out the line.

• Word increments. The system will automatically add a fraction of a space to the space between words to spread out the line.

• Character increments. The system will automatically add a fraction of a space between characters to spread out the line.

All printers can justify by space insertions. If your printer can justify by increments, then you may also select word or character when you answer the Print Document menu prompts.

See also: *Print, Printers, User printer driver*

Overstrike

When you want to use diacritical marks for characters, you will use special overstrike codes.

The following combinations define special characters that overstrike the character immediately to the right. (See next column.)

To instruct the system to print one character over another:

1. Type ☐CTRL☐ and without releasing ☐CTRL☐, type the number for the diacritical mark you want. (See the numbers and diacritical marks below.) Then type the character you want to overstrike the first character with.

Type	Text on Screen	Printed Text
CTRL 1b	▋a	à
CTRL 2a	▙a	á
CTRL 3a	▜a	ã
CTRL 4e	◀e	é
CTRL 5a	▟a	ä
CTRL 7c	▌c	ç

2. When the text is printed. the diacritical mark will be printed: then the printer will back up and print the character in the same position.

Notes
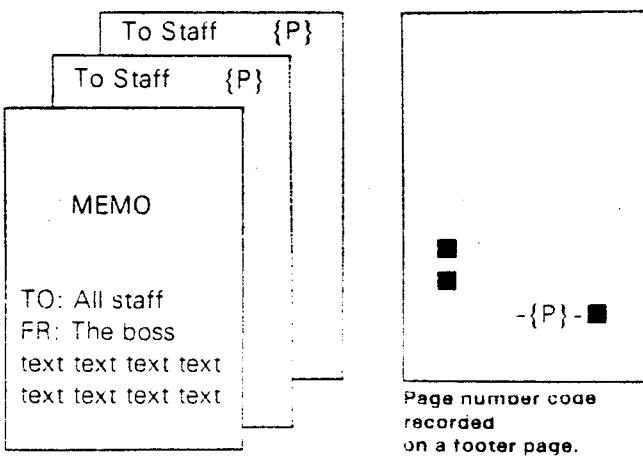
• This printing instruction will work correctly only on printers that can backspace. The special codes are designed to be printed on a Daisy Wheel II. To print them on another printer may require a user printer driver.

• This instruction may be combined with underlining, bold printing, superscripts. and subscripts.

In addition to these codes for diacritical marks. you can instruct SCRIPSIT to print symbols such as £. ˝. ™. etc. See the information on Print Control Code Editing in the Disk Utilities section.

See also: *Bold printing. Print Control Code Editing. Print. Printers, Super/Subscript characters, Underlining*

Page Number Code

The page number code instructs the system to print the current page number (the number or decimal number the page is recorded with) when the document is

Page number code recorded with each page.

Page number code recorded on a footer page.

printed. The page number code can be typed on each page of the document or included as part of the text of a header or footer page.

To type a page number code:

At the place on the page you want a page number code, type an open brace, a capital P, and a close brace. The current page number will be printed in place of the code when the page is printed.

Notes

• Be sure to allow enough room on the line for the complete page number to print.

• The highest page number that the system will print is 999.9.

See also: *Date code. Footers. Headers*

Required Spaces

When you reformat or hyphenate text. the system will drop spaces that are no longer needed. If you want to type spaces that will not be dropped. or that will serve as a character. type required spaces.

For example. if you type the word M E M O R A N D Ù M. you should separate the letters with required spaces. That way the system will consider the spaces between the letters as characters. and the word will not be divided during reformatting.

To type a required space:

1. Position the cursor where you want to type the required space.

2. Press ESC, then type a SPACE.

Although the required space will print as a space. the system will consider it as a character.

Note:

• When you type the code. it will not appear on the screen. If you turn on the full video mode. the code will appear as ▮.

Stop Print

You can type a code in the text that will cause the printer to stop printing.

To type a code to stop the printer:

1. At the point in the text where you want the printer to stop. press ESC. and type a period ·. When the system encounters this code. it will stop the printer.

2. To resume printing. recall the print monitor to the screen and type C. (To recall the print monitor from an open document. press CTRL. and without releasing CTRL. type U. Then type P. Or to recall the print monitor from the directory. type P).

Note:

- When you type the code, ▬ will appear on the screen. If you turn on the full video mode, the code will appear as ▌ .

Strike Through

When you want to print some words with dashes through them, enclose the words with a code that tells the system to strike through the characters.

Text on the screen:

Dashed characters – appear quite – often in legal documents.

Printed text:

Dashed characters ~~appear quite~~ often in legal documents.

To instruct the system to strike through characters:

1. On the space before the first character and after the last character of the word group you want to strike through, press ESC and - .

2. When you print the page, all characters between the strike-through codes will print with dashes through them.

Notes

- Strike through is available with any printer than can backspace.

- The strike-through codes are not treated as a space when the document is printed.

- The character used to strike through can be changed by patching the SCRIPSIT program.

    PATCH SCRIPSIT A = DDFB F = nn C = mm

where nn is the hex value of the current character and mm is the hex value of the desired character.

See also: *Print, Print control code editing, Printers, User printer driver*

Super/Subscript Characters

Superscript characters are printed a half-line above the text line. Subscript characters are printed a half-line below the text line. For example:

Use superscript numbers to type a footnote reference in scholarly papers or reports. [1]

H_2O is the formula for water.

The two most common applications for super/subscript characters are typing footnote numbers or equations.

To print superscript characters:

1. Type or display the page you want to work with.

2. Before the first character you want superscripted, press ESC and ↑ .

3. Type the character or characters you want superscripted.

4. After the last character you want superscripted, press ESC and ↓ .

Note:

- When you type the print code, ▬ will appear on the screen. If you turn on the full video mode, the code will appear as ⊤ ⊥ .

To print subscript characters:

1. Type or display the page you want to work with.

2. Before the first character you want subscripted, press ESC and ⊤ .

3. Type the character or characters you want subscripted.

4. After the last character you want subscripted, press ESC and · .

Notes:

- When you type the print code, ▬ will appear on the screen. If you turn on the full video mode, the code will appear as ⊥ ⊤ .

- Because the print codes will not print as spaces, be sure to include the correct spacing before and after sub/superscript characters.

See also: *Print control code editing, Print, Printers, User printer driver*

Time Code

Similar to the date code, the time code instruction tells the system to print the current time (the system clock is set when you load the SCRIPSIT program) when you print a document. You can type the time code on each page of a document, or include it as part of a header or footer page.

To type a time code:

Type [T] (you must type a capital T) at the place where you want the current time to print.

Notes:

- Be sure you allow enough room at the end of the line for the complete time to print.

- The three characters [T] will be replaced by the time. Any text to the right will be moved over to allow room.

Top of Form

The top of form code instructs the printer to roll back the paper to the first line. (You can use this code to print multicolumn text. See the "Column Position" section on page 56) Always be sure to type this code at the end of a page.

To roll the paper back to the first line:

1. Type the text up to the point where you want the paper to roll back to the first line.

2. Press `ESC` and type `/` (Make sure that the code is typed at the end of the page.)

3. Print the document. When the printer encounters the code, it will roll the paper back to the first line.

Notes:

• When you type the print code, ▬ will appear on the screen. If you turn on the full video mode, the code will appear as ↑ .

Underlining

When you want words underlined on a page, enclose the words with a code that tells the system to underline the characters.

To instruct the system to underline words:

1. On the space before the first character and after the last character of the word group you want underlined, press `ESC` and type `SHIFT` `-` .

2. When the page is printed, all characters between the underline codes will be underlined.

> **Printer text:**
>
> Underlining <u>draws</u> <u>attention</u> to your words.

Notes

• Underlining is available with any printer that can backspace.

• The underline code is not treated as a space when the document is printed.

See also: *Print, Print Control Code Editing, Printers*

User Printer Driver

If you are using a non-Radio Shack printer, you may need a mini-program that overrides the normal SCRIPSIT printer driver. Someone who understands assembly language programming must create the printer driver. The driver must be stored on the SCRIPSIT diskette with the name PRINTER. The start address to print a character must be at DE00. The code must be loaded between DE00 and DFFF. Each time you print, SCRIPSIT will use your printer driver if you answer `U` to the driver prompt in the print menu.

You can find additional information about writing a printer driver in Appendix 1 and Appendix 2.

Note: If you use the Format utility to create a new diskette, the printer driver will not be on the new diskette. Use the Backup utility if you want the printer driver copied.

See also: *Print, Print Control Code Editing, Printers*

Disk Utilities

Disk utilities affect the way you organize diskettes. They enable you to prepare a diskette for recording, to copy a diskette, to change diskettes, to print the directory for a diskette, to change the SCRIPSIT default settings, user sequence editing, and print control code editing. (See menu below.)

To select a disk utility:

1. Display the directory.

2. Type [U]. The Disk Utilities menu appears.

3. Type the first letter for the utility you want to work with. The menu page for that utility appears. L does not have a menu.

Note

If you change your mind and do not want to select a disk utility, press [BREAK] or [ESC] to display the directory again.

See also: *Change disk defaults, Copying a diskette, Directory, Document utilities, Format diskette, Print, Swap diskette, End session.*

Backup Diskette

The Backup utility duplicates the information from one diskette onto another diskette.

To make a Backup diskette:

1. Display the SCRIPSIT Directory List.

2. Type [U]. The Disk Utilities menu apppears.

3. Type [B]. The Backup menu appears.

4. Answer the prompts:

a. Press [ENTER] if the original, or source, disk-

ette is in Drive 0. Or, type the drive number of the source diskette.

b. Press [ENTER] if the Backup, or destination, diskette is in Drive 1. Or, type the drive number of the Backup diskette.

c. Press [ENTER] to keep the same diskette name on the Backup. Or, type a new diskette name if you want to change the name. Press [ENTER] if you type fewer than 8 characters.

d. If the master password of your source diskette is PASSWORD, press [ENTER]. If your password is different, type it in. Press [ENTER] if your password is less than 8 characters long.

e. Type a new password and if you type fewer than 8 characters, press [ENTER]. Or, press [ENTER] to keep the current password. The Backup process begins. Information will appear during the Backup to verify what the system is doing. If you are using only one drive, prompts will appear telling you when to switch diskettes. Note: The source diskette is the SCRIPSIT diskette; the destination diskette is the blank diskette.

5. The Backup process takes about 10 minutes. When the Backup is completed, the SCRIPSIT Directory List reappears.

See also: *Directory, Disk utilities, Document utilities, Format diskette*

Change Disk Defaults

The default responses to the prompts in the Diskette and Document menus are designed to meet the needs of the majority of SCRIPSIT users. If your work requirements are different, you can change the default responses to meet your requirements.

```
          **  SCRIPSIT — DISK UTILITIES  **

          F    ormat diskette
          B    ackup diskette
          S    wap diskettes
          L    ist directory to printer
          C    hange disk defaults
          U    ser sequence editing
          P    rint control code editing


          >  Enter selection:
```

To change the disk defaults:

1. Display the SCRIPSIT Directory List.

2. Type [U]. The Disk Utilities menu appears.

3. Type [C]. The Change Disk Defaults menu appears.

4. Type the highlighted letter for the settings that you want to change. Then a menu page for the settings or a prompt that tells you what to do appears.

5. Change the settings or answer the prompts; then press [ESC] (or [ENTER] after the last response), and the Change Disk Defaults menu will appear.

6. Select another default to change or press [ESC] (or [BREAK]) to go back the Disk Utilities menu.

7. Press [ESC] (or [BREAK]) again to go back to the SCRIPSIT Directory List.

See also: *Directory, Document, F1 create, Document open, Format line editing, Print, Printers, Repaginate document, User-defined keys*

Create Document Settings

The Create Document menu contains the administrative information about a document. Of the seven prompts in the menu, four have default responses. Change some of the default responses or type a new default response when:

• You are usually the operator and usually want the operator prompt answered.

• You usually want more or fewer than 50 lines per page.

• You usually type documents with a horizontal format.

To change the create document settings:

1. Type [C] to select the Create Document settings.

2. Type the new response in place of the current default response.

3. Press [ESC] (or [ENTER] after the last response) to display the Change Disk Defaults menu again.

See also: *Change disk defaults, F1 Create*

Paginate and Print Document Settings

By selecting the change paginate and print document settings, you can modify the SCRIPSIT default responses to meet your specific repagination or printing requirements.

Paginate Settings

The four prompts in the Paginate menu contain default responses that enable you to automatically repage a document. It is unlikely that you will ever want to change the default format or line spacing settings, but you may want to change the other two default responses when:

• You want more or fewer than 50 lines per page. (For example, legal documents printed on 14-inch paper should have 70 to 72 lines per page.)

• You want to hyphenate a document while repaginating it.

When you type [P] to change the paginate and print-document settings, the Change Paginate Settings menu appears. Change any of the default responses by typing the new response in place of the current default response. Then press [ESC]. The Change Print Defaults menu appears. Note: When you change the paginate defaults, be sure that you change the corresponding default in the Print Document menu.

Print Document Settings

The Print Document menu contains eleven prompts with default responses that enable you to print. Since the first two prompts determine how much of the document you are going to print, you will never want to change the default responses. You may want to change some of the other default responses when:

• You print on paper that is longer or shorter than 11 inches.

• You print more or fewer than 50 lines per page or you changed the lines per page in the Paginate menu.

• You print on continuous form paper.

• You print justified.

• You print with a 12-pitch wheel.

• You print on a non-Radio Shack printer, or with a form feeder.

When you change the paginate default settings and press [ESC], or when you keep the paginate defaults and press [ESC], the Change Print Defaults menu appears. Change any of the default responses by typing the new response in place of the current default response. Then press [ESC] to display the Change Disk Defaults menu again.

See also: *Document Utilities, Print, Repaginate document*

Serial Printer Output Parameters

If you are using a serial printer, you must change the serial printer output parameters before printing to conform to the printer you are working with. When the Change Disk Defaults menu is on the screen and you type $\boxed{\text{S}}$, the Change Serial Printer Output Parameters menu appears.

To change any of the serial printer default settings, type the new response in place of the current default response. Then press $\boxed{\text{ESC}}$ (or $\boxed{\text{ENTER}}$ after the last response) to display the Change Disk Defaults menu again.

See also: *Print, Printers, User printer driver*

Tab-Align Character

The default tab-align character is the decimal point (period). But if you regularly type columns of figures that represent foreign currencies, you will want to change the default align character from a decimal point to a comma because foreign currencies, such as the West German mark, the French franc, and the British pound, use commas in the same way we use decimal points to align columns of figures.

To change the default tab-align character, display the Change Disk Defaults menu and then type $\boxed{\text{T}}$. This prompt appears:

Enter new tab-align character:

When you type the new tab-align character, the Change Disk Default menu appears again.

Note

To cancel the changes you have made to a menu page and return to the Change Disk Defaults menu, press $\boxed{\text{BREAK}}$.

See also: *Tabs, Align tabs, Combination tabs*

Window Mode and Format Line Settings

By selecting the change window mode and format line settings, you can modify the SCRIPSIT default responses to meet your specific format requirements.

Window Mode

The screen "window" reflects three modes of operation: outline, erase, and full video. The outline mode tells the system to automatically indent the first line of a paragraph.

Erase mode tells the system not to close up the text when you make deletions but instead to leave a space for every character that is deleted. Full video mode tells the system to display all tabs, align tabs, and

enter symbols. When you type $\boxed{\text{W}}$ to change the window mode and format line defaults, the first menu page that appears contains one prompt:

Enter window mode settings to be turned on (O, E, V):

To change the window mode default setting:

Type any, all, or none of the three letters. Press $\boxed{\text{ENTER}}$ if you type two or fewer letters. The system records the new default window mode and displays the default format line. Note: If you do not want to change the default format line, press $\boxed{\text{BREAK}}$ to display the Change Disk Defaults menu again.

Format Line Settings

The standard default format line shows margins set at 10 and 70 with an outline tab at 15. When you type $\boxed{\text{W}}$ to change the window mode and format line defaults and then press $\boxed{\text{ENTER}}$ after changing the window mode, a blank screen appears, with the default format line and the cursor positioned at the beginning of the format line. Change the margins, change or delete the outline tab, or add tabs, align tabs, or combination tabs. Then press $\boxed{\text{ENTER}}$ to display the Change Disk Defaults menu again. You may save or recall format lines here, or change the default line spacing.

See also: *Erase mode, Format line editing, Saving and recalling a format, Full-video mode, Outline mode*

Format Diskette

The format diskette instruction enables you to organize the diskette into tracks and sectors. It enables you to check for flawed areas on the diskette and to "lock out" any track that has a flaw.

You must format a new, blank diskette for use with SCRIPSIT. Old diskettes must be re-formatted after they are erased. Diskettes that are not erased may also be re-formatted.

To format a diskette:

1. Display the SCRIPSIT Directory List.

2. Type $\boxed{\text{U}}$. The Utility menu appears.

3. Type $\boxed{\text{F}}$. The Format menu appears.

4. Insert a blank diskette in Drive 1, 2, or 3. If you have only one drive, keep the blank diskette close by.

5. Answer the prompts. (See menu next page.)

a. Type $\boxed{\text{0}}$, $\boxed{\text{1}}$, $\boxed{\text{2}}$, or $\boxed{\text{3}}$ to indicate the drive you are using to format the diskette.

b. Type a diskette name. The name may have up to 8 characters (letters and numbers only) with no spaces. Press $\boxed{\text{ENTER}}$ to end the line if you type fewer than 8 characters.

Drive to use for format (0 to 3)?

1

Diskette name to be assigned?

_____

Password to be assigned?

PASSWORD

Will this diskette be used in drive 0 (Y or N)?

N

---

c. Type a new password if you want to change the default password. The password also may have up to 8 characters (letters and numbers only) with no spaces. Press `ENTER` to end the line if you type fewer than 8 characters.

d. Type `Y` if the diskette will only be used in Drive 0 or if it "may" be used in Drive 0.

6. Press `ESC`, and the formatting begins. Information will appear during the formatting process that verifies what the system is doing.

a. If you are using two drives. the formatting will be automatic.

b. If you are using only one drive, prompts will appear telling you when to change diskettes. Note: The source diskette is the SCRIPSIT diskette; the destination diskette is the blank diskette.

7. The format process takes 10 minutes. When the formatting is complete, the directory reappears.

Note: The SCRIPSIT program must always be stored on the diskette in Drive 0. If the diskette you format will only be used in Drive 0. and you answer the last format prompt by typing `Y`, the format process will automatically make a Backup copy of the SCRIPSIT program on the diskette. If the diskette will never be used in Drive 0. it is not necessary for SCRIPSIT to be on the diskette.

If you are using a User Printer Driver, you must use the Backup utility if you want the printer driver on the new diskette.

See also: _Backup diskette. Disk expansion system. Disk utilities, Document utilities, Password_

List Directory to Printer

The list directory to printer utility enables you to print a copy of the directory of the diskettes in the system.

To list the directory:

1. Display the directory for the diskette you want to list.

2. Type `U`. The Utilities menu appears.

3. Turn on the printer.

4. Insert a sheet of paper in the printer.

5. Type `L`. When the first page of the SCRIPSIT Directory List is printed. a flashing message appears and asks if you wish to continue printing.

6. a. The directory will reappear after the first page is printed if there were six or fewer than six entries in the directory.

b. Insert another sheet of paper. and type `Y` to continue if the directory continues onto another page. Repeat this as necessary until the directory reappears.

c. Type `N` if you do not want to print any more of the directory. The message disappears and the directory reappears.

Notes

• Be sure your printer is properly set up before you list the directory. The flashing message:

<div align="center">

PRINTER NOT READY!

DO YOU WANT TO CONTINUE? (Y/N)

</div>

will appear if your printer is not ready. Check and correct the printer. then type `Y` to continue. or `N` to cancel the utility.

• Be sure you change the printing defaults before you list the directory if you are using a serial printer.

See also: _Change disk defaults. Directory, Disk utilities_

Print Control Code Editing

With SCRIPSIT, you can define your own print codes or change the default print codes.

By choosing the Print Control Code Editing utility. you can define any letter from A through Z as a print code designed to your own specifications. Then to execute one of your defined print codes. you press `CTRL` and without releasing `CTRL` type the letter `X` followed by the letter you have defined.

(If you are unfamiliar with the ASCII print codes, refer to your Model II owners manual before reading this section.)

To define a print code:

1. Bring the directory to the screen and type ☐U☐ to display the disk utilities menu. Type ☐P☐ to choose Print control code editing.

2. The "Scripsit Printer Control Codes" appear on the screen:

a. *User Defined Print Codes:* The two highlighted columns list all the alphabetic characters which you can define.

b. *ASCII Length:* the first number states the number of two character Hex codes that comprise the defined code.

c. *Justification Value:* The second number states the number of spaces SCRIPSIT will assign to the character(s) when justifying text that contains the defined character.

d. *The ASCII Code:* The ASCII code tells the system what characters or instructions to send to the printer.

e. *Memo:* SCRIPSIT provides a space you can use to describe the key definition for future reference.

3. Answer the prompt by typing the letter you want to define. The cursor moves to the ASCII length column for the character you typed.

4. Type the number that describes the length of the ASCII code you will use. For example. if your definition of the key will contain 3 two-character ASCII codes, type the number ☐3☐.

5. Type the number that describes how many spaces you want the system to use when justifying your defined character. For example, if your defined character is to print as one character, type ☐1☐. The cursor moves to the ASCII code column.

6. Type the ASCII code that specifies the character(s) or instructions you want to print. Press ☐ENTER☐. The cursor moves into the memo area. (See the lists --Control Codes and Printable Characters -- at the end of this section.)

7. Type a description of the key you have defined for future reference. You can type up to 11 characters in the memo area. After typing your memo, press ☐ENTER☐.

8. Once you have typed in the information for your user defined print code, you have three choices:

a. Press ☐ESC☐ to write your definition to the disk and to return to the disk utilities menu.

b. Press ☐BREAK☐ to cancel the definition and return to the disk utilities menu.

c. Press ☐HOLD☐ to restore the original codes to the screen.

Using a Defined Print Code

After defining a print code. its definition is stored on your SCRIPSIT diskette.

To use a defined print code:

1. Position the cursor at the place in the text where you want your defined character to appear.

2. Press ☐CTRL☐ and without releasing ☐CTRL☐, type ☐X☐. The prompt. "Print code A-Z" will appear.

3. Type one of the letters that you have defined. An X and your defined letter will appear on the screen in a highlighted box: ☐xA☐.

When you print the document the system will print the character(s) you have defined when it encounters the print code. Also, the system will justify the character(s) as specified in the justification value column.

SCRIPSIT PRINTER CONTROL CODES

A	de	d	c				
xA	11	80	grave a	xN	31	GE087E	Spanish nya
xB	00			xO	10	0E	underlyn off
xC	20	1B0A	Reverse L/F	xP	11	A3	Eng. Pound
xD	20	1B0E	12 pitch	xQ	00		
xE	20	1B0F	10 pitch	xR	00		
xF	20	1B11	PS	xS	00		
xG	00			xT	11	A9	tm
xH	11	9C	c-cedilla	xU	10	0F	underlyn on
xI	00			xV	00		
xJ	00			xW	00		
xK	00			xX	00		
xL	00			xY	00		
xM	00			xZ	00		

The Default Print Codes

Some print codes are already defined on your SCRIPSIT diskette. These are the default print codes and they consist of some of the more commonly used symbols. You can, of course, change these definitions by calling the Print Control Code Editing menu to the screen.

The default print codes are:

		SCRIPSIT PRINTER CONTROL CODES						
a	bc	d	e					
xA	11	80	grave a	xN	31	6E087E	Spanish nya
xB	00			xO	10	0E	underlyn off
xC	20	1B0A	Reverse L/F	xP	11	A3	Eng. Pound
xD	20	1B0E	12 pitch	xQ	00		
xE	20	1B0F	10 pitch	xR	00		
xF	20	1B11	PS	xS	00		
xG	00			xT	11	A9	tm
xH	11	9C	c-cedilla	xU	10	0F	underlyn on
xI	00			xV	00		
xJ	00			xW	00		
xK	00			xX	00		
xL	00			xY	00		
xM	00			xZ	00		

Once you use a print code to change pitch, the printer will continue to print in the pitch specified by the print code. Moreover, you cannot use the Pitch Switch on the front of the printer after using a pitch control print code.

If you want to change the pitch again use another print code, or turn off the printer and turn it back on to return pitch control to the Pitch Switch.

Control Codes

According to the American Standard Code for Information Interchange (ASCII), there are 32 control codes in addition to the codes for the printable characters. (Control codes are sent as data, but the receiving device interprets them as abbreviated instructions, communication-status messages, etc.)

The Daisy Printer II recognizes the following control codes and ignores any others.

Hex	Function
08	Backspace one character width
0A	Line feed.
0D	Carriage return with line feed
0E	Disables underline printing
0F	Enables underline printing
1B. 01	1/60" space
1B. 02	1/30" space
1B. 03	1/20" space
1B. 04	1/15" space
1B. 05	1/12" space
1B. 06	1/10" space
1B. 0A	Reverse line feed.
1B. 0E	1/12" space mode set
1B. 0F	1/10" space mode set
1B. 11	Proportional space mode set
1B. 1C	Half line feed
1B. 1E	Reverse line feed (half)

Printable Characters

The Daisy Wheel Printer II can produce all Modified ASCII characters. Here's what they look like:

Code	Char	Code	Char	Code	Char	Code	Char
Hex		Hex		Hex		Hex	
20	SP	40	@	60	`	80	
21	!	41	A	61	a	9C	¢
22	"	42	B	62	b	A3	£
23	#	43	C	63	c	A5	
24	$	44	D	64	d	A6	
25	%	45	E	65	e	A7	
26	&	46	F	66	f	A8	
27	'	47	G	67	g	A9	TM
28	(	48	H	68	h	AA	
29	)	49	I	69	i	AB	
2A	*	4A	J	6A	j	AC	1/4
2B	+	4B	K	6B	k	AD	3/4
2C	,	4C	L	6C	l	AE	1/2
2D	-	4D	M	6D	m	AF	
2E	.	4E	N	6E	n	BB	
2F	/	4F	O	6F	o	BC	
30	0	50	P	70	p	BD	
31	1	51	Q	71	q	BE	
32	2	52	R	72	r	BF	
33	3	53	S	73	s	C0	
34	4	54	T	74	t	CC	
35	5	55	U	75	u	DB	
36	6	56	V	76	v	DC	
37	7	57	W	77	w	DD	
38	8	58	X	78	x	DE	
39	9	59	Y	79	y	DF	
3A	:	5A	Z	7A	z	EB	
3B	;	5B	[	7B	{	EC	
3C	<	5C	\	7C			ED	
3D	=	5D	]	7D	}	EE	
3E	>	5E	^	7E	~	EF	
3F	?	5F	_	7F	(Blank)		

Swap Diskette

The swap diskette utility instruction enables you to tell the system to lock the directory for the diskette you are working with and then, when you remove the diskette, to prepare itself for another diskette you insert in Drive 0, 1, 2, or 3.

When you finish working with a diskette and want to insert another one, select the swap diskette utility before you remove the diskette from the disk drive.

1. Display the SCRIPSIT Directory List.

2. Type [U]. The Disk Utilities menu appears.

3. Type [S]. The Swap Diskettes menu appears.

4. Remove the diskette from the disk drive.

5. Insert the other diskette in the disk drive.

6. Press [ENTER]. The Disk Utilities menu appears again.

7. Press [BREAK] or [ESC] to display the directory.

User Sequence Editing

SCRIPSIT allows you to define 20 keys according to your own specifications. You can define these user keys to carry out a sequence of instructions, to display text, in short, to perform any combination of keystrokes.

Each user key can be defined to hold a sequence of up to 255 keystrokes. In addition, you can combine the keys: instruct one user key to execute another. (You can combine, or "nest" no more than ten deep.)

These 20 user keys (the numerical keys in both the shift and unshift position) may be defined according to your own specifications:

1	6	!	^
2	7	@	&
3	8	#	*
4	9	$	(
5	0	%	)

Scripsit offers two ways to define a user key: through the Disk Utilities, or from an open document.

To define or edit a user key through the disk utility

1. Display the Scripsit Directory

2. Type [U]. The disk utilities menu appears.

3. Type [U]. The "User Sequence Editing" screen appears.

```
** SCRIPSIT EDIT USER KEYS **

USER KEY = __          TOTAL CHARACTER COUNT


┌─────────────────────────────────────┐
│                                      │
│                                      │
│                                      │
│                                      │
│                                      │
│                                      │
│                                      │
└─────────────────────────────────────┘
```

4. Answer the prompt by typing one of the 20 user keys you want to define.

5. If the key has *not* been previously defined, the cursor moves into the editing box. All subsequent keystrokes are accepted verbatim.

If the key has been previously defined, the existing sequence of keystrokes is displayed in the editing box, and a prompt appears:

(E)dit current sequence or (C)lear and enter new sequence

6. Press [ENTER] if you want to edit the sequence or type [C] and press [ENTER] if you want to clear the existing sequence and type a new one.

To type a new sequence

If the key has not been previously defined, or if you typed [C] [ENTER] to clear the sequence, the cursor moves to the empty editing box.

1. Define the key by typing the sequence of keystrokes you want.

2. When you've finished typing the sequence, press [CTRL] and without releasing [CTRL] type [Z].

The sequence is written to the disk and the disk utilities menu returns to the screen.

Notes:

- Every single keystroke is accepted verbatim as part of the sequence, even cursor movements. For example, if you press [←] the code LT appears for "move cursor left."

- You cannot edit while typing a new sequence. For example, if you type [F2] to delete, F2 appears in the box as part of the sequence.

- If you make a mistake while entering the sequence, press [CTRL] and without releasing [CTRL] type [Z] to end the sequence. Type [U] to bring the editing box back to the screen, and type the user key you were defining. Then edit the sequence, or clear it and start over.

To edit an existing sequence

If the key has been previously defined, you can edit the sequence by pressing [ENTER] when this prompt appears:

(E)dit current sequence or (C)lear and enter new sequence

The cursor moves into the editing box where the sequence for the key is displayed.

1. Move the cursor to any place in the sequence where you want to make a change. (While editing a sequence, the cursor movement keys function normally.)

2. To *insert* an instruction in the sequence, press [F1]. A highlighted box appears. The next keystroke is accepted verbatim as part of the sequence. Each and every time you want to insert a keystroke, you must first position the cursor and press [F1].

3. To delete a keystroke from the sequence, position the cursor on it and press [F2].

4. To complete the sequence and write it to the disk, position the cursor at the end of the sequence and press [CTRL] and without releasing [CTRL] type [Z].

(If you insert the instruction [CTRL] [Z] at any point within the sequence, all keystrokes following ∧Z are deleted, and the sequence up to that point is written to the disk.

Examples:

In this sequence, ESfr2ENESdpf ∧Z if you position the cursor over the second ES and press [F1], a highlighted space appears

ESfr2EN ESdpf ∧Z

the next keystroke you type is accepted verbatim. If you press [→] the letters RT are inserted in the highlighted space.

ESfr2ENRTESdpf ∧Z

(E)dit current sequence or (C)lear and enter new sequence
(E)

Control Character Codes

You can type text, instructions, and control characters in a defined keystroke sequence. Here is a list of the control characters and the codes that appear in the editing box:

Keyboard	User key	Keyboard	User key
HOLD	HD	ESC	ES
F1	F1	←	LT
F2	F2	→	RT
BREAK	BR	↑	UP
CTRL-D	^ D	↓	DN
CTRL-E	^ E	CTRL-1	^ 1
CTRL-F	^ F	CTRL-2	^ 2
CTRL-G	^ G	CTRL-3	^ 3
BACK		CTRL-4	^ 4
SPACE	BS	CTRL-5	^ 5
TAB	TB	CTRL-7	^ 7
CTRL-L	L	CTRL-=	^ =
ENTER	EN	CTRL-.	^ .
CTRL-N	^ N		
CTRL-O	^ O		
CTRL-P	^ P		
CTRL-Q	^ Q		
CTRL-R	^ R		
CTRL-S	^ S		
CTRL-T	^ T		
CTRL-U	^ U		
CTRL-V	^ V		
CTRL-W	^ W		
CTRL-X	^ X		
CTRL-Z	^ Z		

Defining or editing a user key from an open document

Not only can you define or edit a user key as a disk utility, but you can also define or edit a user key while working in an open document.

This is especially helpful if, for example, you realize that a particular word or keystroke sequence is called for often. You can define or edit the user key sequence you need without having to return to the directory.

1. While the cursor is in the text area, press [CTRL] and without releasing [CTRL] type [Z].

2. The text leaves the screen. The user key editing box and prompt appear:

USER KEY = ____

3. Type the key you wish to define.

4. If the key has *not* been previously defined, the text returns to the screen and all subsequent keystrokes are captured.

If the key has been previously defined, the current definition is displayed in the editing box, and a prompt appears:

(Edit) current sequence or (C)apture succeeding keystrokes. E .

5. Press `ENTER` if you want to edit the existing sequence, or type `C` and press `ENTER` to clear the current sequence and enter a new sequence.

6. If the key has not been previously defined, or if you typed `C` `ENTER` to clear the existing sequence, the text returns to the screen. Every keystroke you enter, up to 255, is captured for the key. When you complete the sequence you want to define, press `CTRL` and without releasing `CTRL` type `Z`. The sequence is written to the disk.

7. If the key has been previously defined, or if you pressed `ENTER` in answer to the prompt, the cursor moves into the editing box so that you can edit the existing sequence.

The procedures for editing a user defined key from an open document are the same as editing from the disk utility. See User Sequence Editing on page 69.

To complete the edit, press `CTRL` and without releasing `CTRL` type `Z`. The text returns to the screen.

Using a user key

To use a user defined key, you must be working in an open document.

1. Position the cursor where you want to execute the sequence defined for the key.

2. Press `ESC`

3. Press the key you have defined.

The sequence of keystrokes defined for the key is executed.

Some User Key Applications

There are endless applications for user defined keys. Below are some sugestions:

Vocabulary: If you are typing a document that contains long, difficult to spell words or phrases such as technical terms, user defined keys can save you the trouble of typing them over and over.

Formatting: If you are typing a document with many varied formats, such as an outline, you can save the keystroke sequence for resetting margins and tabs in a user defined key.

Standard Memo or Letter Heading: If you often type a standard memo or letter, there's no reason to retype the heading every time. Just save the keystroke sequence for each heading as a user keys.

Print Codes: If you use a print code, or combination of print codes, throughout a document, user defined keys allow you to input them more speedily.

Nesting user keys

Remember, you can link or "nest" user Defined keys. For example, you can define user key 1 so that it executes key 2, and so on. You can nest up to ten times.

An example of nesting user keys:

User key 1 = The ES2 program ES4 works better than some other ES3 ing Z
User key 2 = SCRIPSIT ES3 ing Z
User key 3 = word ES4 Z
User key 4 = process Z

Fine tuning SCRIPSIT to your needs

There are several modifications that you can make to SCRIPSIT to change the way it performs. These changes include: selecting the way that the cursor will look; printing line feeds after carriage returns; printing slashes through zeros; changing the strike through character, the number of strikes for bold characters, backspace distance, and 10 & 12 pitch character widths.

These changes are made by making patches to the SCRIPSIT program. The locations of these patches and the current defined settings are shown in the following table:

LOC	SET TO	DESCRIPTION
DDF5	'N'	Line feed after carriage return
DDF6	'N'	Print slashes through zeros
DDF7	0861	Cursor character
DDFB	'-'	Strike through character
DDFC	00	Distance for backspace
DDFD	05	Number of strikes for bold characters
DDFE	06	Width of a 10 pitch character
DDFF	05	Width of a 12 pitch character

Making a patch to SCRIPSIT:

1. You must first be at TRSDOS READY. To get there from the SCRIPSIT program, you will go to the directory and type E. Respond to the prompt by pressing ESC The message TRSDOS READY appears. If you are loading SCRIPSIT, you may press HOLD and then ENTER at the date prompt. The message TRSDOS READY will appear.

2. Type PATCH SCRIPSIT A= (be sure to use all capital letters) and the location that you want to change. Follow this with a space (See below for an example.)

3. Type F= (find) and the characters shown in the "Set to" column. Follow with a space.

4. Type C= (change) and the characters that define your new selection (see text below). Press ENTER . The message Patch Complete should appear. If it doesn't, check the line you typed and try again.

5. Write down the change that you made and put it in a safe place. The next time that you want to change this setting, you will need to use it in step 3 in place of the characters in the "Set to" column.

EXAMPLES

```
PATCH SCRIPSIT A=DDFB F='—' C='='
PATCH SCRIPSIT A=DDF5 F='N' C='Y'
PATCH SCRIPSIT A=DDF7 F=0861 C=0965
PATCH SCRIPSIT A=DDFD F=05 C=02
```

Line feed after carriage return

If your printer requires a line feed to be printed after every carriage return, change this setting to Y . You will know that you need this if you print a document and all of the lines print in the same place.

```
PATCH SCRIPSIT A = DDF5 F = 'N' C = 'Y'
```
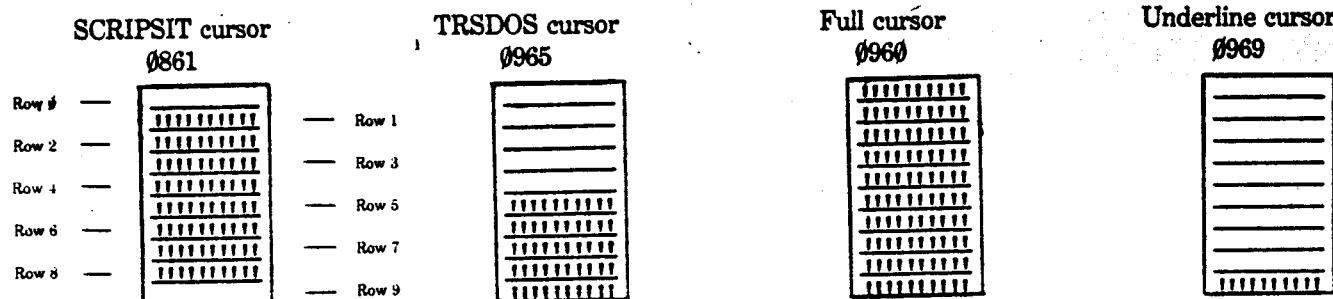
Print slashes through zeros

In some applications it is desireable to make the letter '0' and the number '0' more easily distinguishable. This is usually accomplished by overstriking the '0' with a '/'. With this change made, all zeros will be slashed.

```
PATCH SCRIPSIT A=DDF6 F='N' C='Y'
```

Changing the cursor character

Each individual has their own preference for a cursor. Some want a BIG solid cursor. Some want a small flashing one. SCRIPSIT allows you to pick the cursor that you want to use.

SCRIPSIT cursor	TRSDOS cursor	Full cursor	Underline cursor
Ø861	Ø965	Ø96Ø	Ø969

1. In the 4 digit cursor specification number, the first digit (Ø861) is always a Ø.

2. The second digit (Ø861) is the row that you want for the bottom of the cursor.

3. The third digit (Ø861) is the flash rate. You may select fast flash (change to 4), slow flash (leave the 6), no flash (solid on - change to Ø), or off (not recommended since if the cursor is off, you will never know where it is - change to 2).

4. The fourth digit (Ø861) is the row position that you want for the top of the cursor.

PATCH SCRIPSIT A=DDF7 F=Ø861 C=ØØ69

Change the strike through character

The strike through character can be changed to any character that you desire.

PATCH SCRIPSIT A=DDFB F='—' C='='

Distance for backspace

Some printers require a distance to be sent after every backspace character. If your printer requires this, change this distance from ØØ to the distance your printer requires.

PATCH SCRIPSIT A=DDFC F=ØØ C=Ø8

Number of strikes for bold characters

When SCRIPSIT prints a character that has been designated as BOLD, that character is printed 5 times in exactly the same position. This creates a very nice bold character on the Daisy Wheel II printer. If your printer works better with a different number of strikes, change this number.

PATCH SCRIPSIT A=DDFD F=Ø5 C=Ø7

Width of 10 and 12 pitch characters

When justifying text by character or word increments SCRIPSIT must know the number of increments that each character in the specified pitch will require. If your printer has a different number of increments per character than the Daisy Wheel II, change these selections to match your printer. Note that SCRIPSIT doesn't mind if you change one of the pitches to handle an odd pitch (like 16.7 on the Line Printer IV).

PATCH SCRIPSIT A=DDFE F=Ø6 C=Ø8
PATCH SCRIPSIT A=DDFF F=Ø5 C=ØØ

Special printer initialization

Some printers require special initialization codes to be printed before they will work with SCRIPSIT. The manual for your printer will describe any special codes that are necessary.

SCRIPSIT can handle initialization for both serial and parallel printers. Parallel printers can be initialized during the Startup phase of SCRIPSIT. The procedure for this is as follows:

1. You must first be at TRSDOS READY. To get there from the SCRIPSIT program, you will go to the directory and type $\boxed{E}$. Respond to the prompt by pressing $\boxed{ESC}$. The message TRSDOS READY appears. If you are loading SCRIPSIT, you may press $\boxed{HOLD}$ and then $\boxed{ENTER}$ at the date prompt. The message TRSDOS READY will appear.

2. Type "AUTO START UP" follow this with the HEX codes for your printer's initialization requirements (see examples). Then press $\boxed{ENTER}$. From now on SCRIPSIT will send these codes to your printer as it is beginning execution after a RESET or after you turn the machine on.

"AUTO STARTUP 1B14"	Initialize Line Printer IV to 16.7 pitch.
"AUTO STARTUP 141B0E1B14"	Initialize Line Printer VIII to 8.3 pitch.

To initialize a serial printer, these codes must be set up in the Printer Control Codes section and printed at the beginning of each document.

Note:

Any patch that you make to SCRIPSIT will remain in effect on that diskette until you change it. If you Backup the diskette, the Backup will also have the patch.

Writing a Printer Driver for SCRIPSIT

SCRIPSIT has very little in the way of protocol for the printer driver that it uses. The following is a complete list.

1. On entry, the character to be printed is in the B register.

2. On return, SCRIPSIT will check the carry flag. If it is set, the print job will be aborted. If it is reset, SCRIPSIT will assume that everything was OK.

3. All registers except AF must be preserved.

4. The printer driver must handle its own errors.

5. Just before printing the character (and inside any loops) the FORGRD routine must be called. Failure to call FORGRD will have an adverse effect on foreground activities.

6. The driver must be stored in file "PRINTER" and ORGed at DE00H.

The following is an example of a printer driver.

```
                            ;STANDARD PRINT DRIVER - GETS LOADED AT (PRINTER)
                            ;ENTRY: B = CHAR TO PRINT
                            ;EXIT       Carry flag set if user wants to exit
                            ;           from a printer error.
                            :
0012              PRCHAR    EQU    12H            TRSDOS print character routine
F400              ERRORP    EQU    0F400H         SCRIPSIT error print routine
                                                  ENTRY: HL =    message (1 byte is length)
                                                  EXIT: Z flag set if    was typed
                                                        Registers left intact
F403              SAVREG    EQU    0F403H         Saves all registers
F406              RSTREG    EQU    0F406H         Restores saved registers
F41B              FORGRD    EQU    0F41BH         Gives foreground control temporarily
                  :
DE00                        ORG    0DE00H
DE00              DRIVER    EQU    S
DE00    CD1BF4              CALL   FORGRD         Give Foreground a chance
DE03    3E12                LD     A,PRCHAR       Try to print character
DE05    CF                  RST    8
DE06    C8                  RET    Z              Return if OK
DE07    CD03F4              CALL   SAVREG
DE0A    2117DE              LD     HL,MESSAG      "PRINTER NOT READY"
DE0D    CD00F4              CALL   ERRORP
DE10    CD06F4              CALL   RSTREG
DE13    20EB                JR     NZ,DRIVER      TRY AGAIN?
DE15    37                  SCF                   NO - PRINT ERROR - SET CARRY
DE16    C9                  RET

DE17    1B        MESSAG    DEFT   "THE PRINTER IS NOT READY!!!"

DE00                        END    DRIVER
00000   Assembly  Errors
```

Creating a Scripsit Disk with Free Space

If you use the ASCII/SCRIPSIT convert to create several ASCII files, or if you accumulate a large number of ASCII variables files, your SCRIPSIT disks may soon fill up.

One solution is to create a special SCRIPSIT disk for your ASCII files.

1. Format a SCRIPSIT diskette. (Type $\boxed{Y}$ in answer to the prompt asking if the disk will be used in Drive 0.)

2. Insert your newly formatted SCRIPSIT diskette and load TRSDOS.

     a. When you first load SCRIPSIT, answer the date prompt, and when the cursor moves to the time prompt, press $\boxed{\text{HOLD}}$, then press $\boxed{\text{ENTER}}$.

<div align="center">OR</div>

     b. From SCRIPSIT, bring the directory to the screen. Type $\boxed{E}$ for End session then press $\boxed{\text{ENTER}}$.

3. When TRSDOS ready appears on the screen, type the following instructions.

     a. KILL DOCUMENT/CTL:d

     b. CREATE DOCUMENT/CTL:d NGRANS =xxx (The new file will have respectively less space allocated.)

Note:

Minimum NGRANS = 103. Attempting to run SCRIPSIT/CCF on a diskette with less space than 103 NGRANS will result in an ERROR 27 (Disk Space Full)

     c. CREATE DUMMY:d NGRANS = yyy (This file will fill in the desired free space.)

     d. KILL DOCUMENT CTL:d (The newly created file)

CAUTION: Do not kill DOCUMENT/CTL from the <u>master disk.</u>

     e. Enter SCRIPSIT CCF d Y D58E (d=drive number)

     f. KILL DUMMY:d

A new document control file will be created on the newly formatted diskette. This new file is smaller than the original file thus allowing more space for ASCII files.

Print Codes

Here are the SCRIPSIT print codes as they will appear on the screen in both the normal and full video mode. Shown with each is the keyboard input necessary to type them.

Function	Keyboard	Video Display Normal	Full Video
Acute (´)	CTRL 4		
Bold face	ESC +		
Cedilla (,)	CTRL 7		
Circumflex (^)	CTRL 1		
Comment	ESC .		
Diaresis (¨)	CTRL 5		
Double underline	ESC =		
Force end of page	ESC ?		
Grave (`)	CTRL 2		
Required space	ESC ☐		
Roll to top*	ESC /		
Stop printer	ESC ·		
Strike through	ESC −		
Subscript	ESC ↓		
Superscript	ESC ↑		
Tilde (~)	CTRL 3		
Underline	ESC ⊟		

*Note: Do not use with Sheet Feeder.

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