MODEL II SCRIPSIT™ 2.0

A Special Note to
TRS-80 Model II SCRIPSIT 2.0 Users
(Catalog number 26-4531)

To Our Customers . . .

Congratulations on your purchase of SCRIPSIT 2.0. We would like to add a few suggestions to keep in mind when using the **Roll to Top** command. multi-column printing. and Daisy Wheel II Sheet Feeder. There is also a new feature that was not included in the manual.

Top of Form (discussed on page 62) should be labeled **Roll to Top**. This command does not roll the paper to the next page. it rolls to the top of the current page. This allows for convenient entering and altering of text that is to be printed in a columnar fashion.

The **Roll to Top** command (ESC) does not alter the instructions for printing headers and footers. If a header footer is not desired. it should be turned off prior to using the **Roll to Top** command. To turn off a header or footer. create a header footer page with no text. After the final **Roll to Top** page. put in a copy of your original header footer (or a new one if you like).

SCRIPSIT 2.0 will allow the use of the Daisy Wheel II Printer Sheet Feeder (26-1448). SCRIPSIT. however. has been designed to allow you to continue to enter the actual number of lines that will print on a page. The following information should be used for best results.

Paper length	Set Length switch to:	Set Scripsit paper size to:
11 inches	15	66 lines per page
14 inches	dot (•)	84 lines per page
4 inch envelope	8	24 lines per page

Remember! When using the Sheet Feeder. always set Printer type to **F**. You can move your text to the middle of the platen by using the Column Position option.

You may wish to use the ASCII SCRIPSIT CONVERT Utility to load VISICALC print image files. If these files have spaces at the beginning of each line. they will not print correctly (SCRIPSIT always strips off leading spaces before printing).

To prevent this situation. press **V** instead of **A** when initiating the CONVERT. This will cause SCRIPSIT to change the first character of a paragraph to a hard space (if it was a space). VISICALC always ends its print lines with a carriage return. so SCRIPSIT will assume that every line is a new paragraph.

You may also want to look at a selection merge file from PROFILE. If you would prefer to have the data without all of the braces ({ }). type **P** instead of **A** when initiating the CONVERT. All braces will be ignored during the load.

Thanks!

Radio Shack®

A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

MODEL II SCRIPSIT™ 2.0

Developed by
CONCEPT INDUSTRIES INCORPORATED
Stamford, Connecticut

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Introduction

Welcome to SCRIPSIT™ and word processing!

This training package contains four cassettes with narrated information that will help you learn about SCRIPSIT. The training package also includes this Guidebook, which provides explanations, illustrations, exercises, and reviews. As you listen to the tapes, the narrator will tell you when to turn to a specific figure to read information or to begin a short typing exercise. Sometimes you will be asked to work with exercises already recorded on the SCRIPSIT diskette. That way you can concentrate on n feature or instruction without spending a lot of time typing. The training package also includes the SCRIPSIT Reference Manual. It defines SCRIPSIT features and terms.

This kind of programmed learning lets you decide how fast or slow your training should be. If you have used the TRS-80 Model II for a while, you will probably progress through the lessons very quickly. But if you're a little unsure about the system, don't worry. The narrator will lead you through the lessons. You can stop and review part of a lesson or the entire lesson until you understand it completely.

A few suggestions will help make the lessons go faster:

- Try to take the lessons one at a time and at times when you aren't likely to be interrupted. The more you concentrate on each lesson, the faster you will learn.

- Plan to spend about an hour to one and a half hours for each lesson. This will allow you to read, type the exercises, and review.

- At the beginning of each lesson, the first figure contains a footnote that describes whether the lesson is optional or necessary. Lessons 1-4 and 8 are necessary for everyone because they contain basic, essential information. You may want to practice what you learn from these lessons before going on to Lessons 5 and 6. Lesson 7 teaches you how to prepare form letters. Take this lesson if you need it or wait until you have more time to do it.

- At the end of each lesson, a figure lists the features and terms mentioned in the lesson. You may find it helpful to refer to the sources given in the figure and read about these features and terms before you begin the lesson. Then you can reinforce what you're reading as you practice the feature or learn about the term during the lesson. For a final review, go back to the reference source and reread the information after you finish the lesson. This preview, practice, review technique will ensure confident learning.

- The lessons cover the majority of the features and instructions available with SCRIPSIT. A few, however, are not described in detail. When you finish the lessons, be sure to spend extra time reviewing the instructions in the SCRIPSIT Reference Manual. Some features or instructions may not be important to you right now, but the more you work with the system, the more new work applications you'll discover and want to practice.

System Components

In order to use SCRIPSIT, your Model II does not require any extra components. It's a good idea if your system has more than one disk drive, but it's not necessary.

During the lessons, the narrator will describe which keys you should press to enter instructions. Unless the narrator tells you otherwise, you may type the instructions in upper or lower case. (Quite often the instruction you type will appear in upper case on the screen no matter how you typed it.) The Model II keyboard includes three kinds of keys:

The gray keys on the large keypad are the normal typewriter keys.

The black keys on the ends of the large keypad are special. The Shift, Lock, Tab, and Backspace keys are similar to those on a standard typewriter. The Enter key is like the return key. The Caps key is like the Lock key (when you press it, all letters will appear in upper case, but unlike the Lock key, you don't have to press Caps again to unlock when you want to type numbers). The Escape, Control, Break, Hold, and Repeat keys will all be described during the training program.

The gray number keys in the small keypad are the same as the number keys across the top row of the large keypad. Use these keys instead of the typewriter keys if you find it easier to enter numbers as you would on a calculator. To return a line, you can press ENTER on the small keypad instead of pressing ENTER on the large keypad. The arrow keys and the F1 and F2 keys will be described during the lessons.

Now you're ready to begin. Take out the cassette with Lesson 1 on it, insert it in a tape recorder, and listen along as you learn about SCRIPSIT. Enjoy the lessons!

Figure 1-1

Objectives and Materials

In Lesson 1, you will learn:

- How to use the training program.
- How SCRIPSIT turns the TRS-80 Model II into a word processing system.
- How to load the SCRIPSIT program diskette.
- How to make a Backup diskette.
- How to Format a blank diskette.

The materials you will need:
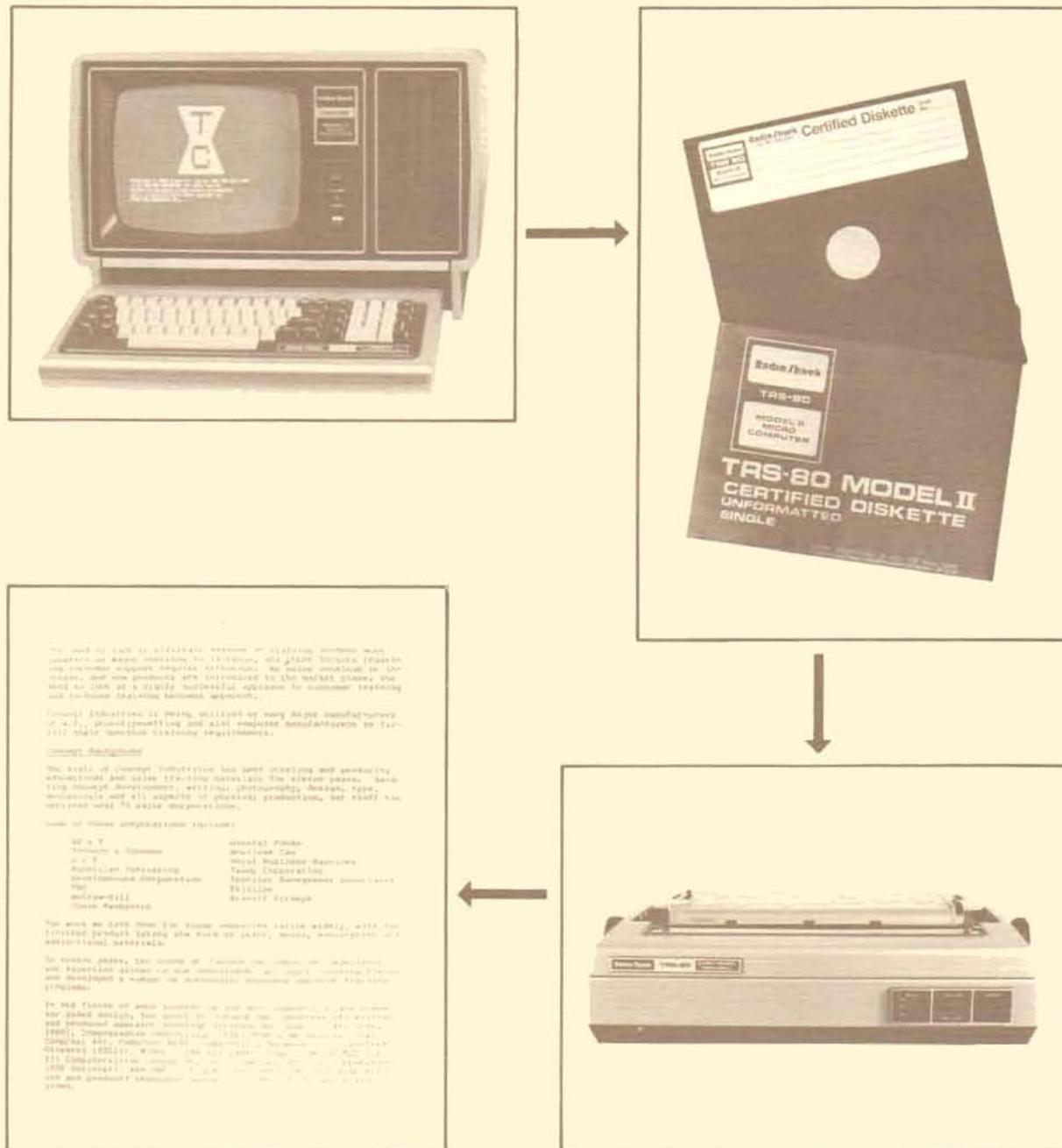
- The TRS-80 Model II.
- The SCRIPSIT program diskette.
- At least one blank diskette.
- The SCRIPSIT Reference Manual.
- The TRS-80 Model II Owner's Manual.
- Pencil and a pad to take notes.

Note

Everyone should take this lesson. If you're already familiar with the Model II, you may be tempted to skip this lesson. However, because the procedures for loading the program, making a Backup diskette, and Formatting a diskette are slightly different from regular Model II procedures, resist the temptation and take the lesson.

Figure 1-2
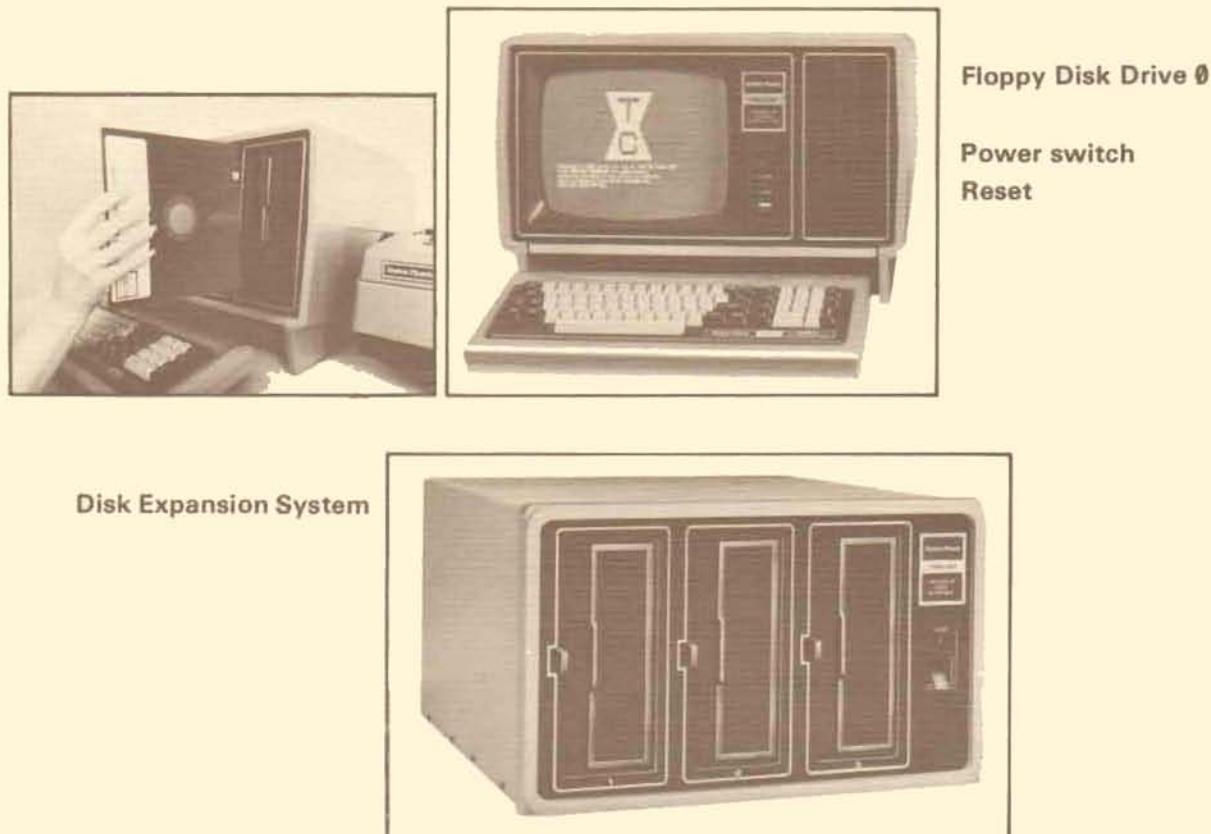
Word Processing Work Flow

The text you type appears on the video screen. You can make revisions or corrections while it's on the screen. The system also stores the text in its memory or can save each page on a magnetic diskette after you type it. When you have finished typing, you can print the document.

Figure 1-3

Loading SCRIPSIT

Floppy Disk Drive 0

Power switch
Reset

Disk Expansion System

To load SCRIPSIT:

1. Check the disk drives to be sure that they are empty.

2. Turn on the Disk Expansion System.

3. Press the power switch on the computer up. In a few seconds, across the middle of the screen, you will see this message: INSERT DISKETTE.

4. Slide the SCRIPSIT diskette into Drive 0 (located next to the video screen) with the label facing away and last to go in. Stop when the diskette clicks into position.

5. Close the drive door. The program begins to load. An INITIALIZING message appears briefly and the light on the release bar comes on and then goes off. After about ten seconds the TRS-80 copyright appears. The last line of the copyright says: Enter Date (MM/DD/YYYY).

6. Enter the date by typing the number of the month, a slash, the day, a slash, and the complete year. Then press [ENTER]. This prompt appears: Enter Time (HH.MM.SS).

7. If you want to enter the time, type the hour, a period, the minute, a period, and the second. Then press [ENTER]. (If you want to skip the time, you only press [ENTER].)

8. The system begins to load the program. You'll see the SCRIPSIT copyright notice and then, when the program is loaded, the SCRIPSIT directory page.

Figure 1-4

Making a Backup Diskette

The Backup utility duplicates the information from one diskette onto another, blank diskette.

To make a Backup diskette:

1. Display the SCRIPSIT Directory List.
2. Type [U]. The Disk Utilities menu appears.
3. Type [B]. The Backup Diskette menu appears:

```
* * SCRIPSIT—BACKUP DISKETTE * *

Backup from drive (0-3)?
0
Backup to drive (0-3)?
1
Source disk Master password?
PASSWORD
New diskette name (if any)?
_____
New diskette password (if any)?
_____
```

4. Answer the prompts.
   - Press [ENTER] to keep the default response or type the drive number of the original diskette.
   - Press [ENTER] to keep the default response or type the drive number of the Backup diskette.
   - Press [ENTER] to keep default response (PASSWORD) or to type the alternate password (if the master disk is protected with a different password).If the alternate password is less than eight letters, press [ENTER].
   - Press [ENTER] to keep the same diskette name on the Backup or type a new diskette name if you want to change the name. The name can be up to eight characters with no spaces between the characters. Press [ENTER] to end the line if you type less than eight characters.
   - Press [ENTER] to keep the password. The Backup process begins. Or, type a new password if you want to change the default. The password can be up to eight characters with no spaces between the characters. Press [ENTER] to end the line if you type less than eight characters. Then press [ESC] to begin the Backup.

You will see messages that describe what the system is doing during the Backup. If you're using one drive only; prompts will tell you when to switch diskettes. Note that the system, or source, diskette is the SCRIPSIT diskette, the destination diskette is the blank diskette.

The Backup process takes about fifteen minutes. When the Backup is completed, the directory re-appears.

Note

The SCRIPSIT diskette contains documents that you'll use during the training program. When you're finished with the lessons, you may want to delete the practice documents from your Backup copy. You'll learn how to do this in Lesson 4.

Figure 1-5

Formatting a Diskette

Formatting organizes a diskette into working areas (called tracks and sectors). During Formatting, the system checks for flawed areas on the diskette and "locks out" any area that has a flaw.

To be used in the Model II, a new blank diskette must be Formatted. You must also reformat an old diskette after it is erased. You may also want to reformat a diskette to erase the information on it.

To Format a diskette:

1. Display the SCRIPSIT directory.

2. Insert a blank diskette in Drive 1, 2, or 3. If you have only one drive, keep the blank diskette close by.

3. Type U . The Disk Utilities menu appears.

4. Type F . The Format Diskette menu appears:

```
* * SCRIPSIT—FORMAT DISKETTE * *

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
```

5. Answer the prompts.

   - Press ENTER if the blank diskette is in Drive 1, or type 0 , 2 , or 3 depending on the drive you are going to use to Format the diskette.

   - Type a diskette name. The name may have up to eight characters with no spaces between characters. Press ENTER to end the line if you type less than eight characters.

   - Press ENTER to keep the default password, or type a new password. The new password may have up to eight characters with no spaces between characters. Press ENTER to end the line if you type less than eight characters.

   - Press ENTER if you will never use the diskette in Drive 0. Or type Y if you will always use the diskette in Drive 0 (or if you may sometimes use it in Drive 0). Then press ESC .

During the Formatting you will see messages that describe what the system is doing. If you are using two drives, the Formatting will be automatic. If you are using only one drive, prompts will tell you when to change diskettes. Note that the system, or source, diskette is the SCRIPSIT diskette. The destination diskette is the blank diskette.

The Format process takes about ten minutes. When the Formatting is complete, the directory reappears.

- When you Format another diskette you must have the SCRIPSIT diskette in Drive 0.

- If the diskette you Format will be used in Drive 0, then the formatting will automatically make a copy of the SCRIPSIT program and the operating system on the blank diskette.

- If the diskette will never be used in Drive 0, then it's not necessary for the SCRIPSIT program to be on the diskette. Answer the last prompt by typing $\boxed{\text{N}}$. You will have the entire diskette available for your documents.

Figure 1-6

New Features and Terms

Review the list of features and terms. If you're uncertain about any of them, look them up in either SCRIPSIT Reference Manual or the Model II Owner's Manual.

Look in the SCRIPSIT Reference Manual for these features or terms:
- Loading SCRIPSIT
- Format diskette
- Making a Backup diskette
- Diskettes

Look in the Model II Owner's Manual for these features or terms:
- Diskettes
- Tracks
- Sectors

Figure 2-1

Objectives and Materials

In Lesson 2, you will learn:

- What the directory is and how it keeps track of your documents.
- How to create a new document.
- What the Open Document menu is and how to answer its prompts.
- What the "working page" is and how the format line and status line function to control it.
- How to make insertions and deletions.

The materials you will need:

- The Backup SCRIPSIT diskette you made in Lesson 1.
- The TRS-80 Model II.
- The SCRIPSIT Reference Manual.
- Pencil and pad to take notes.

Note

Everyone should take this lesson. The information about the directory, the Open Document menu, and the "working page" is essential for all document preparation.

Figure 2-2

The Directory

NAME	FMT	CREATED	REVISED	AUTH/OPR	PAGES	SIZE	EFF	ACT

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

1. **SCRIPSIT** — CREATED 3/28/81 — DRIVE0
   This Diskette has 20% of its space used for 7 documents

2. **SCRIPSIT Cmmrcl lease** | V | 11/1/80 | 4/ 2/81 | S/S | 5 | 4% | 99% | M
   Lease for Towne Factory, Inc.

3. **SCRIPSIT PROPOSAL** | V | 11/1/80 | 1/13/81 | n/w | 5 | 3% | 99% | M
   standard sales proposal

4. **SCRIPSIT typing with tabs** | V | 11/1/80 | 1/13/81 | rs/rs | 2 | 1% | 99% | M
   suggestions to make typing tabular material easier

5. **SCRIPSIT memo to users** | V | 11/1/80 | 1/13/81 | RS/NZ | 1 | 1% | 99% | M

6. **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!!)

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

The directory is the focus for all document preparation. The directory appears:

- After loading SCRIPSIT.
- After completing a utility.
- When you press `CTRL` `Q` or `ESC` `Q` while working with a document.

Key to Directory Codes

1. **Date.** The date you typed when you loaded SCRIPSIT.

2. **Diskette Title.** This is the name of the diskette. The diskette name is assigned during Format or Backup. Following the name is the date the diskette was created and the drive number in which the diskette is located.

3. **Document Name.** Gives the name of the diskette and document.

4. **Format.** Indicates whether the document is horizontal (up to 156 characters wide and 51 lines per page) or vertical (up to 96 characters wide and 84 lines per page). V is the default.

5. **Created.** The date the document was first typed.

6. **Revised.** The last date a change was made to the document or that the document was examined.

7. **Author/Operator.** Gives the initials of the author and typist. These are optional.

8. **Pages.** The number of pages in each document.

9. **Size.** The percentage of the diskette space used to store the document.

10. **Efficiency.** Indicates the "machine" speed/performance of a document, from first typing through revisions. A low percentage means a slower system response time. The more a document is revised, the lower its efficiency rate.

11. **Activity.** H indicates that the document will have a high number of revisions; M indicates that the document will have a medium number of revisions; L indicates that the document will have a low number of revisions.

12. **Comments/Description.** Notes (to an operator) about the document.

13. **Selection prompts:**
    DOCUMENT Open: to recall an existing document. (Position the cursor in the cell containing the the document name, then type $\boxed{\text{O}}$.)

    Copy: to copy a document
    Print: to print a document from the directory
    F1 Create: to begin a new document
    F2 Delete: to erase a document from the diskette
    NEXT Screen: to see the next group of document names on this diskette
    Disk: to see the directory in Drive 1, 2 or 3
    CELL: 1-6: to move the cursor to one of the six cells on the directory screen
    DISK Utilities: to select one of the utility mini programs
    Time: Starts or stops the display of the system clock.
    End Session: to end the session or jump to TRSDOS.

Figure 2-3

Create New Document Menu

The Create New Document menu contains administrative information about a document.

```
* * 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) ?
M
Vertical or Horizontal format (V or H) ?
V
```

Key to Menu Codes

To answer prompts:

1. **Diskette.** You cannot change the diskette name. The name indicates the diskette the cursor was on when you pressed F1 .

2. **Document name.** Type the name of the document (up to 16 characters). Press ENTER to end the line if the document name has less than 16 characters.

3. **Format line (1-11) or (D)efault?** Type a number from 1 to 11 if you are selecting a stored format. Press ENTER to end the line if the number is only one digit. Press ENTER to keep the default format line.

4. **Author.** Type up to 32 characters. Press ENTER if less than 32 characters.

5. **Operator.** Type up to 32 characters. Press ENTER if less than 32 characters.

6. **Comments/Description.** Type up to 76 characters to describe the document. Press ENTER if less than 76 characters.

7. **Number of lines to store on each page (1-84).** Type a number to change the 50-line default setting.

8. **Activity level.** Type H , M , or , L to change the default.

9. **Vertical or Horizontal Format.** Type H to change to horizontal format. V is the default.

To store the Create New Document Menu, press $\boxed{\text{ENTER}}$ when the cursor is at the last prompt, or press $\boxed{\text{ESC}}$ when the cursor is positioned anywhere within the page.

To cancel the entries and return to the default Create New Document menu, press $\boxed{\text{HOLD}}$.

Figure 2-4

Practice

Type this text. Press $\boxed{\text{ENTER}}$ only where it's noted on the text.

     SCRIPSIT is a new dimension in typing ease, efficiency
and convenience. This Radio Shack software package
encourages finishing touches and last-minute improvements you
don't usually make to a document because of the time and
effort to retype it. *Enter.*

Enter. Throw your correction fluid away and forget messy
erasures. *Enter.*

Enter.
     SCRIPSIT is literally a typist's (and a boss's) dream
come true. Visit your nearest Radio Shack outlet for
details. *Enter.*

Figure 2-5

Moving the Cursor

⊟ To move the cursor left one character
⊟ To move the cursor right one character
⊟ To move the cursor up one character
⊟ To move the cursor down one character

To move the cursor continuously, press [REPEAT] and without releasing repeat, press one of the cursor keys.

[REPEAT] and also ⊟, ⊟, ⊟, or ⊟

To move the cursor to the margins or to the top or bottom of the page press [HOLD] and then press one of the cursor keys.

[HOLD] then ⊟, ⊟, ⊟, or ⊟

To move the cursor up or down a specific number of lines, press [HOLD] and then type [U] or [D]. Then type a number. (If it's a one-digit number, press [ENTER].)

[HOLD] then [U] or [D], and then [#] [#] or [#] [ENTER]

To move the cursor to a specific line number, press [HOLD] and type [L]. Type the number. (If it's a one-digit number, press [ENTER].

[HOLD] then [L], and then [#] [#] or [#] [ENTER]

Figure 2-6

Error Correction Techniques

1. *To overtype, or strikeover:*

   Position the cursor on the incorrect character and type over it with the correct character.

   We're happy to have *h̸item* on the team.

2. *To insert:*

   Position the cursor on the character you want to begin inserting at and press [F1]. The text opens about two lines. Type the new characters or text. Then press [F2] to end the insert.

   The me*e*ting began with a sales presentation by Jane Anderson from the travel

   (Have Fun While You Work

3. *To delete one character:*

   Position the cursor on the unwanted character and press [F2].

   The p*r*romotion campaign for the new ~~new~~ product line begins next week.

4. *To delete quantities:*

   Position the cursor on the first character of the information you want to delete and

   - Press [ESC]. The screen prompts appear in the status line.
   - Type [D]. The quantity prompts appear in the status line.

     or

   - Press [CTRL] and without releasing control, type [D]. This bypasses the "escape" prompts.
   - Type [C], [W], [S], [P], [A], [B], or any combination of these keys. The character, word, sentence, paragraph, text above or below the cursor appear highlighted.
   - Press [F2]. The highlighted text disappears and the normal status line reappears.

Notes

- You can press the backspace key or the cursor keys while you're inserting.
- If you move the cursor while you're inserting, you may have "insert dots" in the text when you end the insert. If this happens, position the cursor at the beginning of the "insert dots" and press [F2].
- To cancel an insert you can press either [F2] or [BREAK].
- If you want to cancel the deletion of highlighted text, press [BREAK].

Figure 2-7

Practice

Make the changes. Then read through the text and correct any other mistakes you may have made.

SCRIPSIT is a new dimension in typing ~~ease, efficiency~~
~~and~~ convenience. This ^new^ Radio Shack software package
encourages finishing touches and last-minute improvements you
don't usually make to a document because of the time and
effort to retype it.

Throw your correction ^papers and^ fluid away and forget messy
erasures.

SCRIPSIT is ~~literally~~ a typist's ~~(and a boss's)~~ dream
come true. Visit your nearest Radio Shack outlet for
details.

≡ means caps

Figure 2-8

New Features and Terms

Review the list of features and terms. If you're uncertain about any of them, look them up in either the SCRIPSIT Reference Manual or the Model II Owner's Manual.

Look in the SCRIPSIT Reference Manual for these features or terms:

- Menu information
- Directory
- Document F1 create
- Activity level
- Document names
- Lines per page
- Password
- Vertical Format
- Backspace
- Define text block
- Define above
- Define below
- Define paragraph
- Define sentence
- Define word
- Define character
- Deleting text
- Deleting a Character
- Break
- Enter
- Escape
- Format line
- Inserting text
- Margins
- Overtyping
- Status line
- Linespacing indicator
- Margin indicator
- Mode indicator
- Window indicator
- Working page

Figure 3-1

Objectives and Materials

In Lesson 3, you will learn:

- How to change the format line settings.

- How to type documents that have centered lines, financial information, indented lines.

- How to print documents.

The materials you will need:

- The Backup SCRIPSIT diskette you made in Lesson 1.

- The TRS-80 Model II. (Check your printer before you begin the lesson. If it uses continuous-form paper, be sure you know how to feed in and adjust the paper.)

- The Reference Manual for your printer.

- The SCRIPSIT Reference Manual.

- Pencil and pad to take notes.

Notes

Everyone should take this lesson. The information is essential for normal document preparation.

If you are not using a Radio Shack printer, you may have to modify some of the printing defaults before you can print the practice exercises (and your own documents) correctly. Read these sections in the SCRIPSIT Reference Manual: Printers, Changing the Disk Defaults, Printing, and User Printer Driver and then make any necessary changes to the system before you begin this lesson.

Also, no matter what printer you are using, be sure to read the section in the Printer Reference Manual that describes how to connect this printer, how and when to turn it on, and how to load continuous-form paper. Since some printers must be turned on before you turn on the display console, be sure to include this step before you load SCRIPSIT.

Figure 3-2

Practice

Type the announcement. Set the margins at 20 and 60. Erase the outline tab at 15. Answer the Create New Document menu prompts with the information in the left column. Then press ESC to record these prompts and move to the working page.

Document name?
Announcement
 	
Author?
Radio Shack
 	
Operator
(Type your name.)
 	
Comment/Description?
Centering practice
	ANNOUNCING! ■
	
	■
	  The Self-Publishing Writing Seminar ■
	■
	   A TOTAL IMMERSION Workshop ■
	   That Will Change Your LIFE! ■
	■
	What every writer should know about publishing his own book. This seminar explains new concepts for better, faster publishing. ■
	■
	Costs, manuscript preparation, royalties, copyright, contracts, publicity, and much more. ■
	■
	   SIGN UP TODAY! ■

Figure 3-3

Changing the Format Line

The format line indicates margins, tabs, align tabs, and outline tabs for the paragraph you are about to type.

{ **left margin**	t, +, @ **regular tab**	o **outline tab**
} **right margin**	a **align tab**	

The format line settings can be changed anytime while you are typing. They take effect when you begin a new paragraph.

To change the format line settings:

1. Press `CTRL` and without releasing control, type `F`.

2. Press ⬅ or ➡ 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 tab position. The second number after the word Cursor in the status line indicates the cursor position in the line. As you move right, the number increases. As you move left, it decreases.

    At the place you want a new margin, type a left or right brace. Type hyphens on top of the old margin symbols.

    At the place you want regular tabs, type `T`, `+`, or `@`. At the place you want an outline tab, type `O`. At the place you want align tabs, type `A` or `@`. Type hyphens on top of an unwanted tab symbol.

3. When you finish typing the new format line, press `ENTER`. The normal status line appears and the cursor moves back to the text area.

Alternate instruction:

1. Press `ESC`. The screen prompts appear in the status line. Press `W`. The window prompts appear. Press `F`. The cursor moves to the format line.

2. Repeat Steps 2 and 3.

Note

If you begin to change the format line and then want to cancel the settings and return to the original settings, press `BREAK`.

Figure 3-4

Centering

The centering instruction adjusts a line so that it has an equal number of spaces before and after the text. You can center lines with a short instruction or by answering all prompts.

To center a line:

1. Type the text. Press `ENTER` to end the line.
2. Press `CTRL` and without releasing control, type `L`. The line is centered between the margins.

or

1. Type the text. Press `ENTER` to end the line.
2. Press `ESC`. The screen prompts appear in the status line.
3. Press `W`. The window prompts appear.
4. Press `L`. The line is centered between the margins and the normal status line appears.

Notes

- If you want to center lines after typing other lines, position the cursor anywhere on the line that you want to center and enter the instruction.

- To un-center a line, position the cursor anywhere on the centered line and enter the instruction again.

- If you try to center a line that does not end with enter, the status line flashes this message: Only one-line paragraphs may be centered. Press `BREAK` to clear the message; then review the information you are centering and enter the instruction again.

Figure 3-5

Viewing Codes

The full video mode instruction enables you to check exactly how you typed a page. When you select this mode, the system displays symbols or codes that represent where you tabbed or ended a line. The codes are:

■   You pressed `ENTER`.

¶   The "soft" return or space at the end of a line.

\\   You pressed `TAB`.

ˋ   You pressed `CTRL` and `T` together.

To view codes:

Press `CTRL` and without releasing control, type `V`. The codes appear in the text.

or

1. Press `ESC`. The screen prompts appear in the status line.

2. Press `W`. The window prompts appear.

3. Press `V`. The codes appear in the text.

Notes

• If you want to clear the codes from the screen, enter the instruction again.

• The codes appear with the text on the screen, but they are not printed.

Figure 3-6

Printing

Scripsit offers you two ways to print a document. You can print from an open document, you can print a document while the directory is on the screen.

To print from within a document:

The printing utility enables you to produce a finished document on paper. When you enter the print instruction, the system records the information you were typing (or updates the recording) on your diskette.

1. Type or display a page.
2. Press `CTRL` and without releasing control, type `U` . The document utility prompts appear.
3. Type `P` .

To print from the directory:

If you already have a document in the directory, there's no need to open the document before printing, you can print it right from the directory.

1. Position the cursor in the cell containing the document you want to print.
2. Type a `P` to choose the print utility.
3. Type the password and press `ENTER` . (Just press `ENTER` if the document is not protected by a password.

Whether you print from within a document, or from the directory, the same menu will appear:

```
        * *  SCRIPSIT — PRINT DOCUMENT  * *

  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)?
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
```

Answer the prompts.

- Type the page you want to begin printing on or $\boxed{B}$.

- Type the last page you wanted printed or $\boxed{E}$.

- Type the line length of the paper you are printing on. (66 is the default.)

- Type the maximum number of lines you want to print on each page. Note that this number determines where the last line of a footer will print. You'll learn about footers in Lesson 6. (50 is the default.)

- Type the horizontal column position (from 1 to 150), and press $\boxed{\text{ENTER}}$. Or press $\boxed{\text{ENTER}}$ 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.)

- If you are printing on continuous form paper, type $\boxed{N}$ to instruct the system not to stop after printing each page. Because $\boxed{Y}$ is the default, when printing stops at the end of a page, a message will appear asking if you want to continue printing. Insert another sheet of paper and type $\boxed{Y}$ to continue printing.

- Type $\boxed{C}$ if you want the system to justify by inserting space increments (partial spaces) between characters. Type $\boxed{W}$ if you want the system to justify by inserting space increments between words. Type $\boxed{S}$ if you want the system to justify by inserting full spaces between words. (N is the default.)

- Type the pitch you want to print with, either 10 or 12. (10 is the default.) This prompt determines how the system inserts space for character or word increments when you justify. Note that the pitch setting on your printer determines if the page will be printed in 10 or 12 pitch.

- Type the number of original copies you want printed (1 is the default.)

- Radio Shack printers are parallel. If you are using a non-Radio Shack printer, type $\boxed{S}$ or $\boxed{U}$. If you are using a Daisywheel II with a form feeder attached, type $\boxed{F}$. (Read about Changing the Disk Defaults, Form Feeders, Printers, and User-Drivers in the SCRIPSIT Reference Manual before you print.)

- If you want line numbers to appear down the left edge of the paper, type $\boxed{Y}$. (N is the default.)

The system will not accept an invalid entry for any prompt. For example, you cannot type a letter for a response that requires a number. Be careful how you type the responses though, because if you type an incorrect response that is a valid answer, the system will accept and follow it.

When all the prompts are entered, review them to be sure they are correct; then press $\boxed{\text{ESC}}$ to begin printing.

When printing begins, the print monitor appears on the screen. The print monitor allows you to control the printer during printout.

```
* * SCRIPSIT — PRINT MONITOR * *

Document:                              Page: 1

        Exit Print Monitor
        Stop Printing
        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.

- 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 wish to print the next page. Type N if you want to cancel the print job.

- For more information about the print monitor, see the section "Background Printing" in your SCRIPSIT reference manual.

- If you press ENTER when the cursor is positioned at the last response of the Print Document Menu, printing will begin.

- If you want to cancel the new prompts you typed on the Print Document Menu, press HOLD .

- To cancel a print job when the Print Monitor is on the screen, type S , then press ESC .

To print the screen:

Use the print screen instruction to print whatever appears on the screen. You cannot print a multi-page document, but you can print up to twenty lines of text, a page of the directory, menus, format lines or prompts with the print screen instruction.

To enter the instruction to print the screen:

  Insert a sheet of paper in the printer, and then press CTRL and without releasing CTRL type a period . .

Figure 3-7

Practice

Type the catalog page. Set the margins at 10 and 60. Erase the outline tab at 15. Set regular tabs at 16, 42, and 52. Set align tabs at 45 and 57. Answer the Create Document Menu prompts with the information in the left column.

Document name?		Deluxe Work Furnishings■		
Catalog ■				
Author? ■	Part	Description	Each	5+/Each ■
Radio Shack	3412	Small workstation	1,285.75	1,250.25■
Operator?	3413	Wide angle desk	1,295.80	1,268.80■
(Type your name.)	3421	Executive desk	325.50	295.00■
	3428	2-drawer file	325.50	295.00■
Comments/Description?	3429	4-ft bookcase	345.20	315.95■
Aligning numbers	3433	Credenza	1,305.50	1,290.55■

Figure 3-8

Aligning Numbers

The align tab feature enables you to type columns of numbers beginning at the decimal point. The first part of the number appears right-to-left as you type it. At the decimal point, the numbers return to the normal left-to-right pattern.

```
Jelly Beans                          1.79
Marshmallow Bunnies                  2.50
Malted Milk Eggs                      .90
Coconut Nests                        1.15
Solid Chocolate Bunny               5.50
Hollow Chocolate Bunny              3.75


-----------------------------------------a--
```

To align numbers:

1. Set align tabs by typing ⒜ in the format line at the decimal position for each column.

2. When you want to "tab" to the align tab, press `CTRL` and without releasing control, type `T`. (Pressing `TAB` moves the cursor only to regular tabs.) As you type, the characters appear right-to-left until you type a decimal point.

Note

For documents that use both align tabs and regular tabs at the same position, type the "at" sign `@` in the format line. Then when you want the @ to be a regular tab, press `TAB`. When you want the @ to be an align tab, press `CTRL` and `T` together.

Figure 3-9

Practice

Type the memo. Set margins at 15 and 65. Erase the outline tab while you type the first part of the memo; but when you begin to type the numbered items, set an outline tab at 15 and reset the left margin at 20. When you begin to type the "Note," erase the outline tab and set the margins at 30 and 51.

Document name?
Memo

Author?
A. Jackson

Operator?
(Type your name.)

Comments/
Description?
Indents

INTER-OFFICE MEMO

November 2, 1980
TO: All sales reps
FR: A. Jackson
RE: Changes in Tour Series #132

Because of the resounding success of our "Travel Light". tours, our bookings have increased to record-levels. Please note the following changes in the schedules:

1.   12-Days in Europe (London, Rome, Paris, Stockholm, Amsterdam)--January and February are booked solid.

2.   Long-Weekend in Hawaii--Because of the threatened strike, try to book flights on non-striking airlines, even if it means a connecting through Denver. Advise customers of your action.

3.   Executive Club Holiday--effective immediately, the rates have increased 27%.

NOTE

THIS WEEK'S SALES
MEETING IS CANCELLED.
THE NEXT MEETING IS
TUESDAY AT 9 a.m.
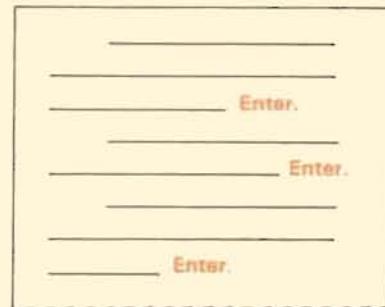
Figure 3-10

Indenting

By setting an outline tab, you can automatically indent the first line of each paragraph. By changing the position of the outline tab, you can also indent every line of the paragraph except the first line. And by changing the margins, you can indent paragraphs from both the left and right margins.

To indent the first line of a paragraph:

1. Set an outline tab by typing $\boxed{\text{O}}$ at any position after the left margin.

2. Every time you press $\boxed{\text{ENTER}}$, you end the paragraph and the cursor moves to the "o" position on the next line.

3. As you type the paragraph, all remaining lines begin at the left margin.

To indent every line of a paragraph, except the first:

1. Set an outline tab at any position before the left margin.

2. Every time you press $\boxed{\text{ENTER}}$, you end the paragraph and the cursor moves to the "o" position on the next line.

3. As you type the paragraph, all remaining lines begin at the left margin.

To indent all lines of a paragraph:

1. Reset the left and right margins.

2. Type the paragraph.

3. Reset the margins at their original positions. In Lesson 5, you will learn a faster way to indent both margins.

Note

You can change the left margin automatically without having to move the cursor to the format line.

1. Set a tab at every position where you will want to have a new left margin.

2. When you want to move the left margin one tab stop to the **right**, press $\boxed{\text{ESC}}$ and then press $\boxed{\rightarrow}$. The left margin will move one tab to the right and start a new paragraph.

   Each time you press $\boxed{\text{ESC}}$ and $\boxed{\rightarrow}$, the margin will move one more tab stop to the right and start a new paragraph.

3. When you want to move the left margin one tab stop to the **left**, press $\boxed{\text{ESC}}$ and then press $\boxed{\leftarrow}$. The left margin will move one tab to the left and start a new paragraph.

   Each time you press $\boxed{\text{ESC}}$ and $\boxed{\leftarrow}$, the margin will move one more tab stop to the left and start a new paragraph.

Figure 3-11

Additional Printing Instructions (Daisy Wheel Only)

The instructions appear as bars ▇▇ on the screen. (In view mode, each instruction appears as a separate character.)

To print underlined words:

Before the first character and after the last character of the word(s) you want underlined, press `ESC` then type `SHIFT` `_` .

To print double underlined words:

Before the first character and after the last character of the word(s) you want underlined, press `ESC` then type `=` .

To print bold words:

Before the first character and after the last character of the word(s) you want bold, press `ESC` then type `+` .

To print bold and underlined words:

Before the first character and after the last character of the word(s) you want underlined, press `ESC` and type `SHIFT` `+` , then press `ESC` and type `SHIFT` `_` .

To print bold and double underlined words:

Before the first character and after the last character of the word(s) you want underlined, press `ESC` and type `SHIFT` `+` , then press `ESC` and type `=` .

To print superscript characters:

Before the first character you want superscripted, press `ESC` , then press `↑` . After the last character you want superscripted press `ESC` then pres `↓` .

To print subscript characters:

Before the first character you want subscripted, press `ESC` , then press `↓` . After the last character you want subscripted press `ESC` then press `↑` .

Comment:

You can instruct the system not to print certain portions of text by typing a non-print 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.

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 `,` .

Stop print:

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.

To resume printing, recall the print monitor to the screen and type `Y` . (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` .)

To print accents of overstriked characters:

If you hold down control while pressing these numbers, the following symbols will overstrike the previous character:

1 ˆ
2 ˋ
3 ~
4 ˊ
5 ¨
7 ˎ

For example,

If you type control 1 followed by the letter a, â prints.

Note

- You can design your own special characters. See "Print Control Code Editing" in your SCRIPSIT reference manual.

Figure 3-12

New Features and Terms

Review the list of features and terms. If you're uncertain about any of them, look them up in either the SCRIPSIT Reference Manual or the Model II Owner's Manual.

Look in the SCRIPSIT Reference Manual for these features or terms:

- Document F1 Create
- Format line
- Margins
- Set window mode
- Format-line editing
- Full video mode
- Outline mode
- Indenting
- Outline tabs
- Status line
- Cursor position indicator
- Linespacing indicator
- Margin indicator
- Mode indicator
- Tabs
- Align tabs
- Combination tabs
- Regular tabs
- Bold printing
- Bold and underline
- Bold and Double Underline
- Double underline
- Non-Print
- Justifying text
- Stop Print
- Super/subscript characters
- Swap codes
- Underlining

- User printer driver
- Document utilities
- Print
- Print Monitor
- Printers
- Print the Screen
- Background Printing
- Indenting text
- Special printer codes
- Line centering

Look in your Printer Manual for information about how to set up, turn on, change ribbons, change print wheels, and load continuous-form paper.

Figure 4-1

Objectives and Materials

In Lesson 4, you will learn:

- How to copy a document.
- How to open a document that is already recorded.
- How to get pages.
- How to add pages to the end of a document.
- How to insert a page between pages.
- How to move and duplicate blocks of text.
- How to delete pages.
- How to delete documents.

The materials you will need:

- The Backup SCRIPSIT diskette you made in Lesson 1.
- The TRS-80 Model II.
- The SCRIPSIT Reference Manual.
- Pencil and pad to take notes.

Notes

- Everyone should take this lesson. The information about these features is necessary for preparing documents that are longer than one page.
- Review the printing notes on Figure 3-6 before you begin the lesson.

Figure 4-2

Long Documents

Besides having more than one page, long documents have unique characteristics.
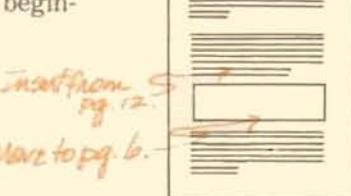
1. Long documents have an overall format that continues from page to page. This gives the documents a consistent and organized look. They also have a "finished" look about them. Headings follow a consistent pattern. The text is often printed justified.

2. On some pages the overall format may be temporarily interrupted with charts, indents, or linespacing changes. However, the text returns to the established format.

3. Long documents are often revised many times. Sections are shifted from one page to another. New information is added at the beginning, middle, or end of the document.

4. Once approved, long documents require few changes. These can be scheduled into the regular work routine. The recorded diskette must be kept active for the life of the document.
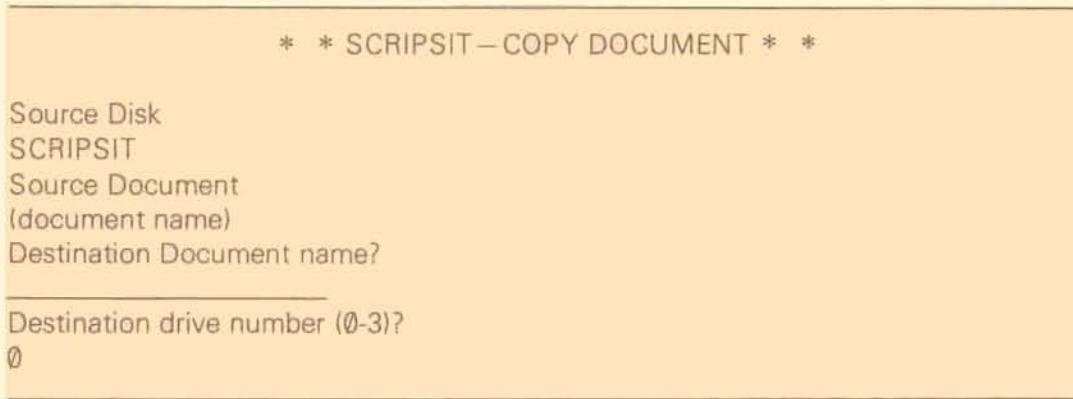
Figure 4-3

Copying a Document

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

To copy a document:

1. Display the SCRIPSIT Directory List.

2. Position the cursor in the cell that contains the document you want to copy.

3. Type $\boxed{\text{C}}$.

4. Type the password (if the document has one) and then press $\boxed{\text{ENTER}}$. The Copy Document menu appears.

```
                    *  * SCRIPSIT—COPY DOCUMENT *  *

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

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

5. Answer the prompts.

   • The Source Disk prompt indicates the name of the disk you are copying from. You cannot change this prompt.

   • The Source Document indicates the name of the document you are going to copy. You cannot change this prompt.

   • For Destination Document, type a name for the duplicate document, then press $\boxed{\text{ENTER}}$. 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.

   • For Drive Number, type the drive number of the diskette you are copying the document onto.

6. Press $\boxed{\text{ESC}}$. The system begins the copy process. As each page of the document is copied, it appears on the screen. When the last page is copied, the directory reappears.

   If the Source and Destination drives are the same, this message will appear:

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

   Answer the prompt by typing $\boxed{\text{N}}$ and pressing $\boxed{\text{ENTER}}$. Or, to keep the default response, press $\boxed{\text{ESC}}$. If you type $\boxed{\text{N}}$, additional messages will appear telling you when to change from the source diskette to the destination diskette.

Figure 4-4

Opening a Document

The opening instruction enables you to recall recorded pages, to change prompts from the Open Document menu, and to revise the document.

To open a document:

1. Display the SCRIPSIT Directory List.

2. Position the cursor in the cell that contains the name of the document you want to open.

3. Type $\boxed{\text{O}}$.

4. Type the password (if the document has one) and then press $\boxed{\text{ENTER}}$. The Open Document menu appears with the responses you typed when the document was first created.

```
            * * SCRIPSIT—OPEN 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%
```
---

5. Answer the prompts. Press $\boxed{\text{ESC}}$ if you don't want to change the responses, or change the necessary responses and then press $\boxed{\text{ESC}}$.

6. The first page of the document appears on the screen. Make the necessary changes; then get other pages and change them.

Note

If you know the name of the document, you can open it another way. Position the cursor on the diskette name and type $\boxed{\text{O}}$. A prompt appears asking you to type the document name. Type the name and press $\boxed{\text{ENTER}}$. Then follow steps 4-6.

Figure 4-5

Practice

Add this page to the end of the Green Grass proposal. Check the format line to be sure the margins are set at 15 and 65. Either type a hypen on top of the outline tab or when the cursor is in the text area, press $\boxed{\text{CTRL}}$ and without releasing control, type $\boxed{\text{O}}$ to cancel the outline mode.

OUR MONEY-BACK ■

GUARANTEE ■

■

If you're ever not satisfied with Green Grass

results, we'll keep working on your lawn, at no

additional cost to you, until you decide you are

satisfied. Or, we'll refund the entire cost of

your last application. ■

■

And you don't have to sign a contract. There isn't

any. No pre-payment either. At Green Grass we

have an old-fashioned way of doing business. We

think a satisfied customer is more important than

any contract in the world. ■

■

We want you to be proud of your office landscape.

It's a reflection on both of us. ■

Figure 4-6

Practice

Insert this page after page 1 of the Green Grass proposal. Remember to change the margins when you type the indented paragraph.

Many of our current customers tell us that when they fertilize, cut, and maintain their lawns, they worry whether they are doing it correctly. The things that really concern them are:■

■

What products should I use... is it the right time to apply the product... did I follow the instructions... is the setting on the spreader right... is the grass too wet or too dry... what if it rains right after I finish... did I overspread or underspread... which weed controls and insecticides should I use... and on and on. ■

■

Green Grass professional lawn care service takes the guesswork out of your lawn care. We treat your office lawn as if it were our own lawn.■

■

We know how important a pleasing office landscape is to the success of your business. We are pleased to present this proposal to you. ■

Figure 4-7

Getting Pages

The get instruction enables you to record or update a page, to display a recorded page, and to insert a blank page 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 control, type `N`. The page disappears and is recorded or updated. The page number in the status line increases one number.

   If the 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. Note that if you are creating a document, the overflow lines will always be carried to the next page. If you opened a document, the overflow lines will only be carried to the next page if you add text to the end of the document.

To display a recorded page:

1. Type or display a page.

2. Press `CTRL` and without releasing control, type:

   - `N` if you want to get the next page. The next page appears.
   - `P` if you want to get the previous page. The previous page appears.
   - `G` if you want a specific page. Answer the get prompts:
     If you want a specific page number, type the number. If you want the first page, type `B` for beginning. If you want the last page, type `E` for ending.
     Press `ENTER` and the requested page appears.

To insert a blank page between pages:

1. Type or display a page.

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

3. Type a decimal to number 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 typed (shown in the format line). The page number in the status line shows the decimal number.

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

1. Type or display a page.

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

3. Type `A`.

4. Press `ENTER`. A blank page appears with the format of the last paragraph typed (shown in the format line). The page number in the status line shows the next available page.

Alternate get instruction:

Instead of pressing ⎡CTRL⎤ and ⎡G⎤ together, you can use a longer get instruction.

1. Press ⎡ESC⎤. The screen prompts appear.

2. Type ⎡G⎤. The get prompts appear.

3. Type ⎡A⎤, ⎡B⎤, ⎡P⎤, ⎡N⎤, ⎡E⎤, or the page number.

4. Press ⎡ENTER⎤. The next, previous, next available, or the specific page appears.

Notes

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.

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.

Figure 4-8

Practice

Get page 3 and move paragraph 2 before paragraph 1.

RESEARCH. Backing up your specialist is the Green
Grass research staff, one of the largest in the
industry. But even more important to you, a LOCAL
agronomist knows what's happening to lawns in your
area, why, and how to help you with any lawn
problems.
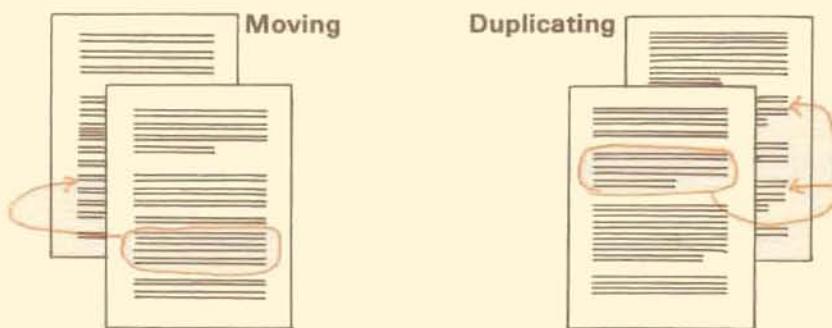
ON-THE-SPOT HELP. Your Green Grass specialist is
just a phone call away. Ready to help you when you
need him, no matter what the lawn problem is. All
you have to do is call. And there's no charge for
this special personal advice.

PRIDE. Your Green Grass specialist is working for
a company-owned business, not a franchise. We
became the state's leader in professional lawn care
by satisfying customers one at a time. Our
reputation still depends on giving you a lawn we
both can be proud of, year after year.

Figure 4-9

Moving and Duplicating

By defining a quantity of text, you can instruct the system to move the text into memory (it is deleted from the screen) until you need it or to make a copy of the text in memory (it remains on the screen) so you can use it repeatedly somewhere else.

To move or duplicate:

1. Position the cursor on the first character of the text you want to move or duplicate.

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

3. Type any combination of these characters: To define the text, [C] (character), [W] (word), [S] (sentence), [P] (paragraph), [A] (text above the cursor), or [B] (text below the cursor). The defined text is highlighted.

4. Type [M] if you want to move the text. The text disappears from the screen and is stored in memory. Type [D] if you want to duplicate the text. The text remains on the screen and but is also stored in memory.

5. Position the cursor at the place you want the text moved or duplicated, either on the same page or any page of a document recorded on diskette.

6. Press [CTRL] and without releasing control, type [R]. The text is inserted.

If you are duplicating the text, repeat Steps 5 and 6 as many times as you need to.

Notes

- If the text is inserted in the middle of a paragraph, it adjusts to fit the margins for that paragraph. If the text is a paragraph (ends with ENTER), it keeps its original format.

- The text remains in memory until you reset the system or turn the power off.
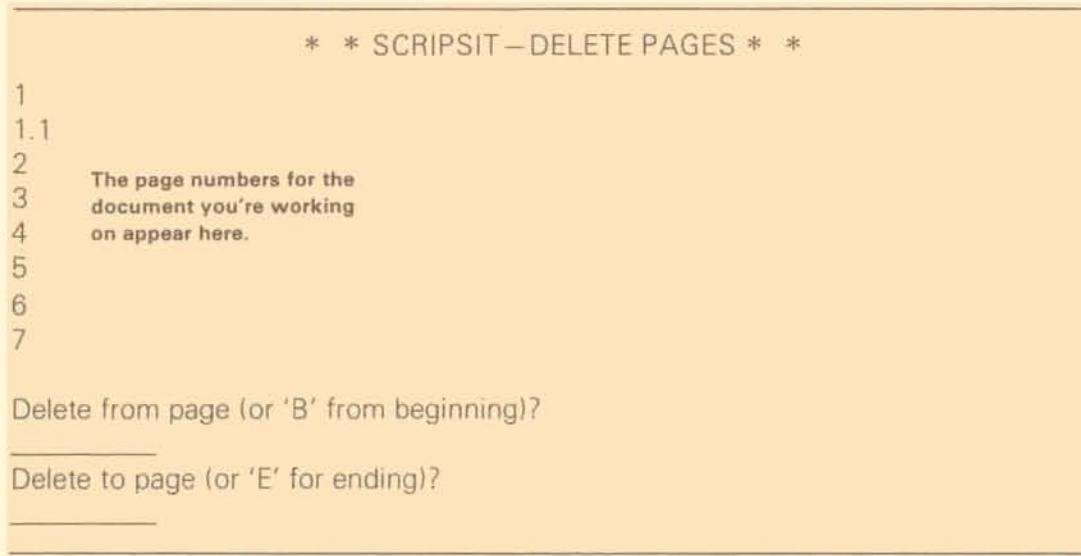
Figure 4-10

Deleting Pages: The Delete Utility

The delete utility enables you to erase a page, or group of pages, while you're working with a document.

To select the delete utility:

1. Press `CTRL` and without releasing control, type `U`. The utility prompts appear.
2. Type `D`. The Delete Pages menu appears:

```
*  * SCRIPSIT—DELETE PAGES *  *

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)?
_____
```

3. Answer the prompts.
    - Type the starting page number or `B`. Then press `ENTER`.
    - Type the ending page number or `E`. Then press `ENTER`.
4. The system begins to delete the pages. The disk light comes on while the pages are deleted and then goes off. When the instruction is completed, the page numbers in the menu change to confirm that the pages are deleted.
5. Press `BREAK` to return to the document. The cursor is positioned on the page that followed the deleted page.

Note

If you delete all the pages of a document, the system displays the directory.

Figure 4-11

Deleting Pages: The Delete Document Instruction

The delete document instruction enables you to erase a document from the directory or to erase the contents of a diskette.

To delete a document:

1. Display the SCRIPSIT Directory List.

2. Position the cursor in the cell of the document you want to delete or in front of the diskette name.

3. Press ⌷F2⌷.

4. This prompt appears at the bottom of the screen:

    DELETE _____ FROM DISKETTE _____ (Y or N)?
    (Document name) **(Disk name)**

    If you are deleting the entire diskette, this prompt appears:

    DELETE ALL DOCUMENTS FROM DISKETTE _____ (Y or N)?
    (Diskette name)

    • Type ⌷Y⌷ if you want to delete the document. Type the document or diskette password and press ⌷ENTER⌷. Or, if there is no unique password, just press ⌷ENTER⌷. The system begins to delete the document. When the document is deleted, the directory appears again.

    • Type ⌷N⌷ if you want to cancel the instruction. The directory appears again.

Note

Enter the instruction carefully. Once deleted, the documents or the contents of the diskette are gone.

Practice

Delete from your diskette these documents:

> Green Grass
> Announcement
> Catalog
> Memo
> Typing Practice

Figure 4-12

New Features and Terms

Review the list of features and terms. If you're uncertain about any of them, look them up in either the SCRIPSIT Reference Manual or the Model II Owner's Manual.

Look in the SCRIPSIT Reference Manual for these features or terms:

- Printers
- Document open
- Activity level
- Lines per page
- Password
- Efficiency level
- Define text block
- Block duplicate
- Block move
- Document utilities
- Delete pages
- Get pages
- Add new page
- Get beginning page
- Get ending page
- Get next page
- Get page number
- Get previous page

Figure 5-1

Objectives and Materials

In Lesson 5, you will learn:

- How to save and recall frequently used formats and changing linespacing.
- How to un-edit a page.
- How to search and replace globally.
- How to renumber pages.

The materials you will need:

- The Backup SCRIPSIT diskette you made in Lesson 1.
- The TRS-80 Model II.
- The SCRIPSIT Reference Manual.
- Pencil and pad to take notes.

Before you begin:

1. Turn the system on and load SCRIPSIT.
2. Copy the Cmmrcl lease document with the name Lease.
3. Open the Lease document.
4. Review the printing notes on Figure 3-1.

Note
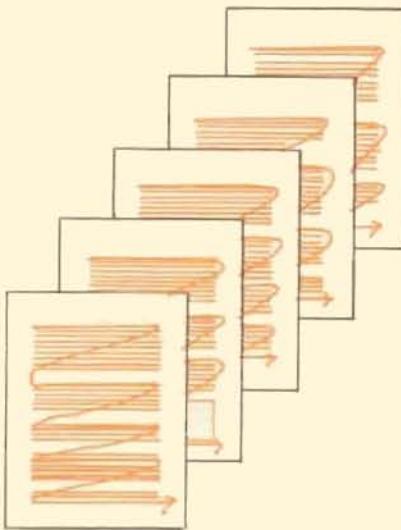
This lesson is optional. If, however, you are responsible for preparing long documents that are often revised and require major changes, then this lesson is necessary.

Figure 5-2

A Document Work Cycle
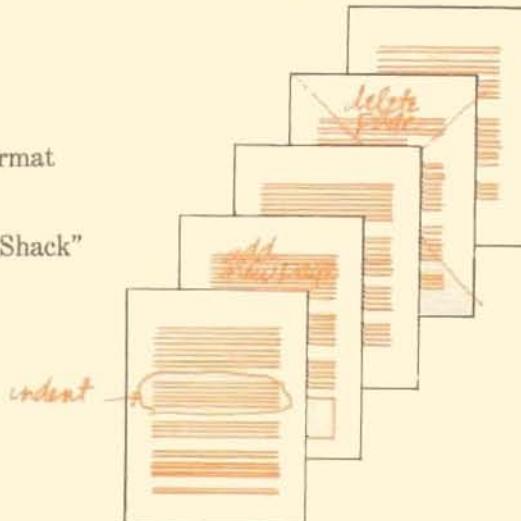
Step 1. Create the document.

- Correct mistakes as you type.

- Add headers or footers or page numbers if these are desired. (You'll learn about these in Lesson 6.)

- Print a draft copy.

Step 2. Revise the document.

- Copy or open document.

- Make all simple corrections.

- Add or delete pages, move or **duplicate** blocks, reformat paragraphs.

- Search globally. For example, "change RS to Radio Shack" throughout.

- Renumber pages.

- Repaginate. (You'll learn about this in Lesson 6.)

- Print.
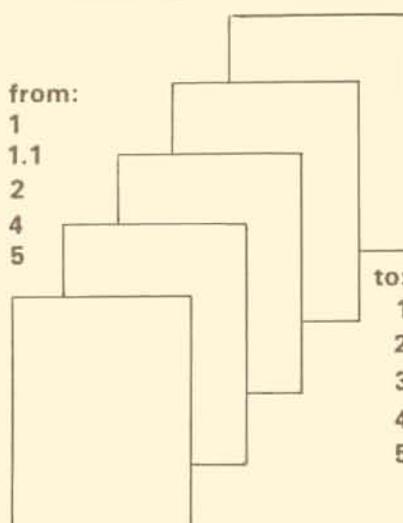
Figure 5-3

## Saving and Recalling Formats and Changing the Linespacing

The save and recall format instruction enables you to record and use up to eleven frequently used margin and tab settings or to change the linespacing.

To save or recall a format:

1. Press `CTRL` and without releasing control, type `F`. The cursor moves to the format line.

2. Type the new margin and/or tab settings.

3. If you want to recall a previous format line or the default format line, type `R`. The recall format line prompt appears: Type format line number (1-11) or (D)efault. Type `D` or a number from 1-11. (Press `ENTER` if you type a one-digit number.) The new settings appear in the format line and the cursor moves back to the text area.

   If you only want to change the linespacing, press `ESC`. The save and recall format line and the change linespacing prompts appear. Type a number from 1-8 and then press `ENTER`. The cursor moves back to the text area and both numbers in the linespacing indicator change to the number you typed.

Notes

- To correct or delete a saved format, type a new format line and save it with the same number.

- The linespacing in the text area doesn't change while you're typing, but it does change when the document is printed.

- If you move the cursor from one paragraph to another, the first number in the linespacing indicator will change to the linespacing it was typed with. The second number indicates the linespacing for the next paragraph you type.

- You can type up to forty-eight settings (tabs, outline tab, align tabs, and the left or right margin) in a format line.

- You can only type one left or right margin setting.

- By saving a format line, you can select it in the Create or Open Document menus. The format you selected will appear and affect any new text that you type.

- While typing, you can indent from the left and start a new paragraph by quickly moving the left margin to one of the tab positions.

   To start a new paragraph and move the left margin one tab stop to the left, press `ESC`.

   To start a new paragraph and move the left margin one tab stop to the right, press `ESC`.

   The left margin moves left or right to the nearest tab position, and a tab stop replaces the previous margin position.

Figure 5-4

Practice

Get page 2. Insert the indented paragraph and indent the last paragraph.

THE ABOVE LETTING IS UPON THE FOLLOWING CONDITIONS

Item: The Landlord covenants that the Tenant, on paying the said rental and performing the covenants and conditions in this Lease contained, shall and may peaceably and quietly have, hold and enjoy the demised premises for the term aforesaid.

Item: The tenant covenants and agrees to use the demised premises as a place of business between normal business hours and agrees not to use or permit the premises to be used for any other purpose without the prior written consent of the Landlord endorsed hereon.

Add Paragraph Indent 5 spaces on left and 10 on right

Note: The Tenant shall not sub-let the demised premises nor any portion thereof, nor shall this lease be assigned by the Tenant without the prior written consent of the Landlord endorsed hereon.

Item: In the event that any mechanic's lien is filed against the premises as a result of alterations, additions or improvements made by the Tenant, the Landlord at its option, after thirty days' notice to the Tenant may terminate this lease and may pay the said lien, without inquiring into the validity thereof, and the Tenant shall forthwith reimburse the Landlord the total expense incurred by the Landlord in discharging the said lien, as additional rent hereunder.

Indent as above

Note: The Tenant agrees to replace at the Tenant's expense any and all glass which may become broken in and on the demised premises. Plate glass and mirrors, if any, shall be insured by the Tenant at their full insurable value in a company satisfactory to the Landlord. Said policy shall be the full premium type, and shall be deposited with the Landlord or its agent.

Figure 5-5

Reformatting Paragraphs

The reformat paragraph instruction enables you to adjust text to fit new margin settings.

To reformat:

1. Reset the margins. (Either change them or recall a saved format.)

2. Position the cursor anywhere inside the paragraph you want to reformat.

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

4. Define the text you want to reformat by typing P , A , or B . The text appears highlighted.

5 Type F . The defined text adjusts to fit the format line settings and the highlighting disappears.

Notes

- A paragraph is the smallest amount of information you can reformat. If you define less than a paragraph, a flashing message tells you to redefine the paragraph correctly. If this happens, press BREAK to clear the message; then enter the instruction again.

- Use this instruction when you want to change a few paragraphs or a page. In Lesson 6, you'll learn how to reformat an entire document.

Figure 5-6

Practice

Make the following changes to page 4 of the Lease.

Item: In the event of the sale by the Landlord of the demised premises, or the property of which said premises are a part, the Landlord or the purchaser may terminate this lease on the thirtieth day of April in any year upon giving the Tenant notice of such termination prior to the first day of january in the same year.

Item: The Tenant has this day deposited with the Landlord the sum of $375.00 as security for the full and faithful *three hundred seventy five dollars* performance by the Tenant of all the terms, covenants and conditions of this lease upon the Tenant's part to be performed, which said sum shall be returned to the Tenant after the time fixed as the expiration of the term herein, provided the Tenant has fully and faithfully carried out all of said terms, covenants and conditions on Tenant's part to be performed. In the event of a bona fide sale, subject to this lease, the Landlorad shall have the right to transfer the security to the vendee for the benefit of the Tenant and the Landlord shall be considered released by the Tenant from all liability for the return of such security; and the Tenant agrees to look to the new Landlord solely for the return of the said security, and it is agreed that this shall apply to every transfer or assignemnt made of the security to a new Landlord. The security deposited under this lease shall not be mortgaged, assigned or encumbered by the Tenant without the written consent of the Landlord.

  Note: Any dispute arising under this lease
  shall be settled by arbitration. Then
  Landlord and Tenant shall each choose an
  arbitrator, and the two arbitrators thus
  chosen shall select a third arbitrator. The
  findings and award of the three arbitrators
  thus chosen shall be final and binding on the
  parties hereto.

Item: No rights are to be conferred upon the Tenant until this lease has been signed by the Landlord, and an executed copy of the lease has been delivered to the Tenant. *and accepted by*

Figure 5-7

Un-Editing a Page

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

To un-edit a page:

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

Figure 5-8

Global Search and Replace

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

To select and work with a global search & replace utility:

1. Press `CTRL` and without releasing control, type `U`. The document utility prompts appear.
2. Type `G`. The Global Find/Delete/Replace menu appears:

```
        * *  SCRIPSIT — GLOBAL FIND/DELETE/REPLACE * *
Find, Delete, or Replace (F, D, R)?
F
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
```

3. Answer the prompts.

- Indicate whether you want to find, delete, or replace the string by typing `F`, `D`, or `R`.
- Type the string you want to search for and then press `ENTER`.
- Type `N` if you do not want to find all of the string's variations (initial caps, all caps, and lower case).

- Type the text you want to replace the search string with and then press ENTER. If you are finding or deleting the search string, don't type anything. Just press ENTER.

- Type the page number you want to begin searching at and then press ENTER. Or type C if you want to begin the search at the cursor position.

- Type the page number you want to end searching on and then press ENTER. E is the default entry. If you want to search to the end of the document, just press ENTER to move to the next prompt.

- If you want to stop at each occurrence, press ENTER and the system begins searching. If you want to search continuously, type R and press ESC. The system begins searching.

If you are finding:

and are stopping after each occurrence, then the cursor is positioned after 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 canceled.

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

Replacing:

The cursor is positioned after 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, and 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 the search string with the replace string. At the last page of the search, this flashing message appears: REPLACED X (where X is the number of times the string was replaced). Press BREAK to cancel the message.

Note that if you ignore the upper/lower case, the replace string will match the initial caps or lower case format of each search string.

If you are deleting:

and are stopping after each occurrence, then the cursor is positioned after 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 and 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 cancelled.

- 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 flashing message appears: DELETED X (where X is the number of times the string was deleted). Press BREAK to cancel the message.

- If you type a search string and there isn't a match on the pages you indicated for the search, this flashing message appears: CAN'T FIND XXXXXXX (where XXXXXXX is the search string). Press ⎢**BREAK**⎥ to cancel the message, and enter the search string on the Search menu page again.

- If you want to search for a string on one page only, display the page and then press ⎢**CTRL**⎥ and without releasing control, type ⎢**S**⎥. This message appears. Enter search string: _____ Type the string you want to find, then press ⎢**ENTER**⎥. The cursor moves back to the text area and is positioned at the beginning of the first occurrence of the string.

- 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 the letters ⎢**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 it ⎢ ⎥ ⎢**S**⎥ ⎢**I**⎥ ⎢**G**⎥ ⎢**N**⎥.
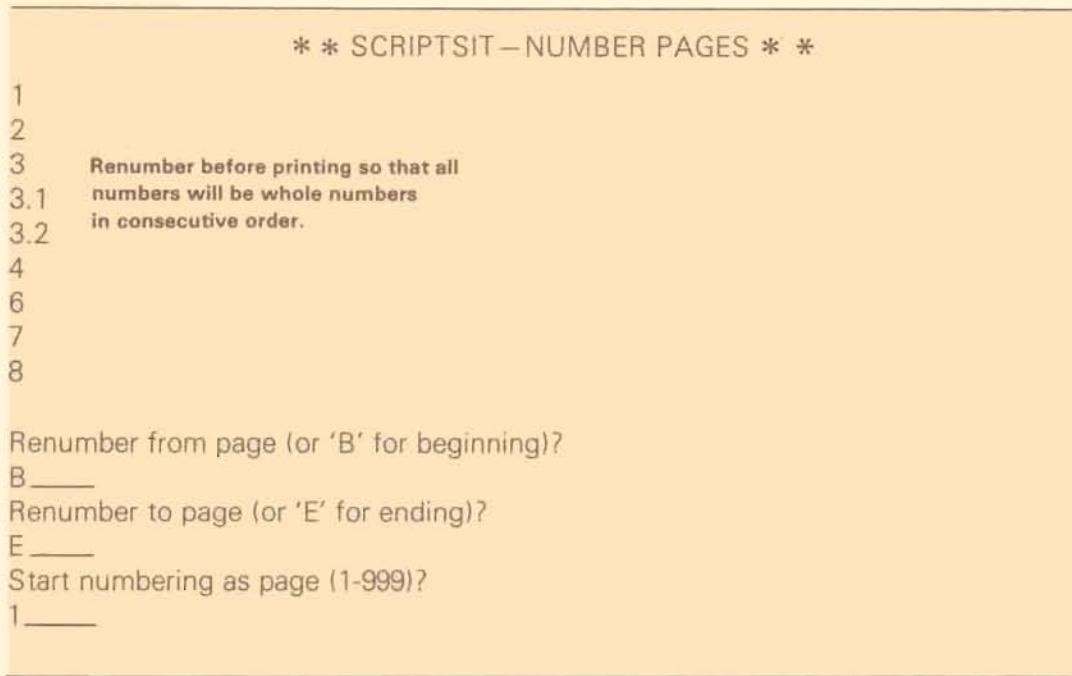
Figure 5-9

Renumbering Pages

The number pages utility enables you to renumber the pages of a document and to rearrange pages within a document.

To select and work with the utility:

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

2. Type N. The Number Pages menu appears:

```
                    * * SCRIPTSIT—NUMBER PAGES * *
1
2
3       Renumber before printing so that all
3.1     numbers will be whole numbers
3.2     in consecutive order.
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____
```

3. Answer the prompts.

   • Type the number of the first page that you want to renumber and then press ENTER.

   • Type the number of the last page that you want to renumber and then press ENTER.

   • Type the number that you want to begin numbering with and then press ENTER. The system begins to renumber the pages. The disk light comes on while the pages are renumbered and then goes off. When the instruction is complete, the page numbers in the menu change to confirm that the pages were renumbered.

   • Press BREAK to return to the document. The cursor is positioned on the last page you worked with (although the page may have a new number).

Applications:

Renumber to insert more than nine pages between pages.

From	To	
1	1	After renumbering, you can insert new pages beginning with page 10.1.
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	
4	12	

Renumber to move a page to another position within a document.

- Renumber page 1. (Renumber from page 1 to 4 and renumber as page 2.)
- Renumber page 5. (Renumber from page 5 to 5 and renumber as page 1.)

From		To	To
1	→	2	1
2	→	3	2
3	→	4	3
4	→	5	4

Figure 5-10

New Features and Terms

Review the list of features and terms. If you're uncertain about any of them, look them up in either the SCRIPSIT Reference Manual or the Model II Owner's Manual.

Look in the SCRIPSIT Reference Manual for these features or terms:

- Document copy
- Document open
- Document utilities
- Global replace
- Renumber pages
- Un-edit page
- Get page
- Format line
- Margins
- Format line editing
- Changing the linespacing
- Saving and recalling a format

Figure 6-1

Objectives and Materials

In Lesson 6 you will learn:

- How to type an automatic header or footer.
- How to enter the code for automatic page numbering.
- How to enter the code for the date.
- How to repaginate a document.
- How to "lock" blocks of text so that they cannot be divided during repagination.
- How to hyphenate blocks of text without repaginating.

The materials you will need:

- The Backup SCRIPSIT diskette you made in Lesson 1.
- The TRS-80 Model II.
- The SCRIPSIT Reference Manual.
- Pencil and pad to take notes.

Before you begin:

1. Review the printing notes on Figure 3-1.
2. Turn the system on and load SCRIPSIT in Drive 0.
3. Make a copy of the "Proposal" document that you work with in Lesson 4. Name your copy "Green Grass."
4. Make a copy of the "cmmrcl lease" document that you worked with in lesson 5. Name your copy "LEASE." Then open your copy and renumber the pages so that they are consecutive (1 - 6).

Note
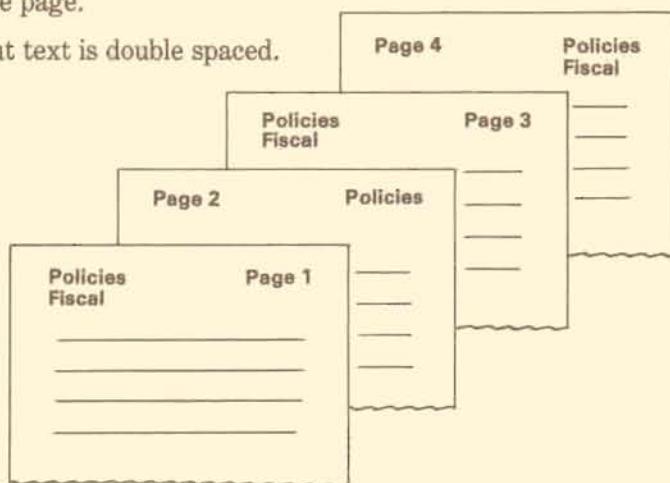
Everyone should take this lesson. The information about these features is necessary to prepare documents that are longer than one page.

Figure 6-2

## Characteristics of Headers
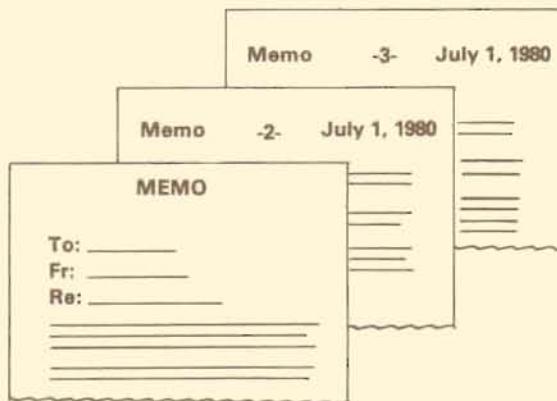
1. In this example:

   - Header is wider than the text on the page.
   - Two-line header is single spaced, but text is double spaced.

2. In this example:

   - The header is in the same format as the text (includes page number and the date).
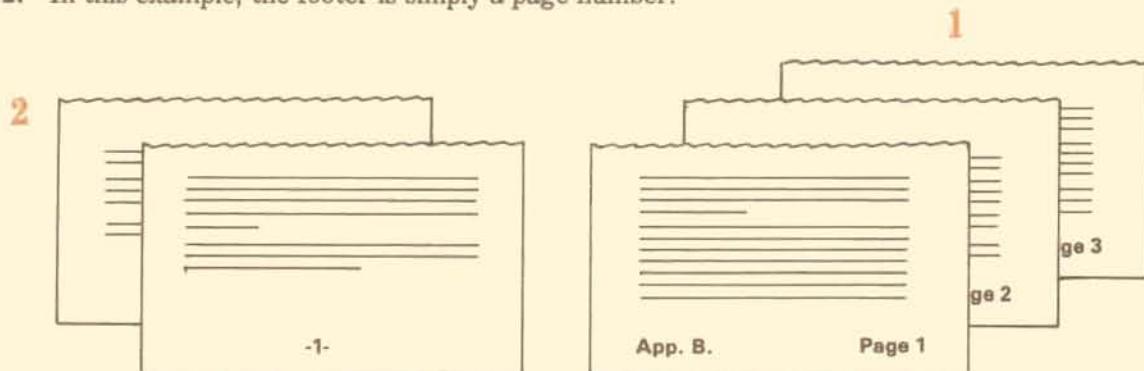
1. A header can have a unique format.
2. A header can have as many lines as you need.
3. A header can alternate on odd and even-numbered pages or it can appear the same on all pages.
4. A header can include a code for page numbers.
5. A header can include a code for the date.
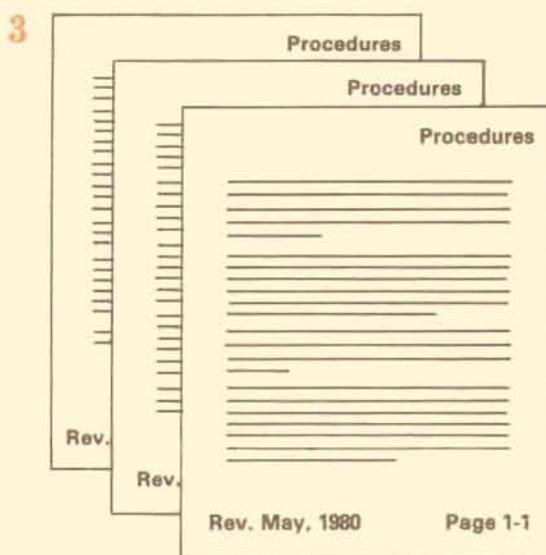
Figure 6-3

Characteristics of Footers

1. In this example, the margins for the footer are wider than the text.
2. In this example, the footer is simply a page number.

3. In this example, the page has both a header and a footer.

1. A footer can have a unique format.
2. A footer can have as many lines as you need.
3. A footer can alternate format on odd and even-numbered pages or it can appear the same on all pages.
4. A footer can include a code for page numbers.
5. A footer can include a code for the date.
6. A footer can be used in combination with a header.

Figure 6-4

Sample Headers and Footers

1. Standard header with a date code to appear on every page of a proposal:

   recorded as page: 2hs
   format: same as document
   text: Proposal for Medical Group Associates   {D} ■
                        ■
                        ■

   Note: Header page appears after title page of proposal.

2. Odd header to appear on odd-numbered pages of a lease:

   recorded as page: 1ho
   format: Tab set at 35.
   text: Smith, Jones, & Mitchell, Inc.■
                        ■
                        ■

   Even header to appear on even-numbered pages of a lease:

   recorded as page: 2he
   format: same as document
   text: Smith, Jones, & Mitchell, Inc.■
                        ■
                        ■

3. Standard footer with page numbering code to appear on every page of a document:

   recorded as page: 1fs
   format: same as document
   text: ■
                        ■
                                            -{P}-■

Figure 6-5

Typing a Header or Footer

To prepare a document with a header, footer, or both a header and a footer:

1. Create the document and type the text, or open the document and display the first page.

2. Determine the page number the header should begin on. Then get that page number but include `H` (for header) or `F` (for footer) and then either `S`, `O`, or `E` (for standard, odd, or even). For example, to begin an odd footer before page 3, press `CTRL` `G`, `3` `H` `O`, then press `ENTER`. A blank page with the header or footer page number appears. (You can verify this by looking at the status line.)

3. Type the text for the header or footer.

   - Change the format (margins, tabs, spacing) if the header or footer will have a format different from the document format.

   - At the place you want to number pages, type an open brace `{` a capital `P`, and a close brace `}`.

   - If the header or footer will include the date, at the place you want the date to appear, type an open brace `{`, a capital `D`, and a close brace `}`.

4. Get another page, select a document utility, or go back to the directory to record the header or footer page.

Notes

- You cannot ask for a header or footer on a decimal page.

- You can change a header or footer throughout a document. The new header or footer replaces the previous one.

- You can type header and footer pages in any order: odd before even, even before odd, headers before footers, footers before headers. The header or footer will be printed on the next even or odd page according to the `O`, `E`, `S` code.

- If you are not repaginating the document, be sure you have allowed enough room on the page for the text and the header or footer. If you don't, the text (and the footer) may run off the page when it's printed.

- The only way to create a header or footer page is with the get instruction for a specific page. Once you create the header or footer page, you can use the get next or previous page instruction to recall the page.

Figure 6-6

Practice

To type a footer for the Lease document:

1. Open the Lease document and when the first page is on the screen, get page 1 F S.

2. Type this information:

   ■
   ■

   Page {P} ■

3. Center the last line.

4. Select the print utility and print the Lease document.

Optional Practice

If you also would like to type an alternating header for the Lease document:

1. After you complete Step 3 above, get page 1 H O.

2. Type this information:

   Set a tab at position 35. Then press tab and type the header text.

   Smith, Jones, & Cooper■

   ■
   ■

3. Get page 1 H E and type this information:

   Smith, Jones, & Cooper■

   ■
   ■
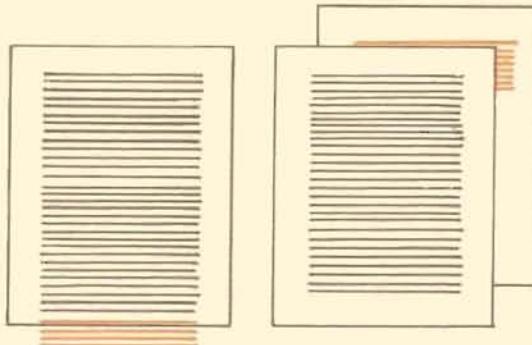
4. Select the print utility and print the Lease.
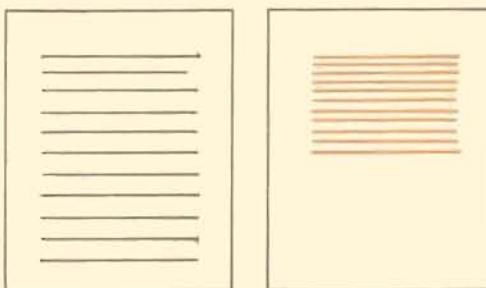
Figure 6-7

When to Repaginate
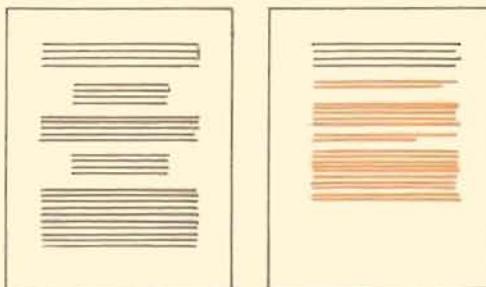
1. When revisions make the page unequal: after deleting, inserting, or moving blocks of text or after inserting or deleting complete pages. Repaginating enables you to redistribute the number of lines on each page.

2. When you want to change the linespacing for the entire document.

3. When you want to change the format.

4. When you want to tighten up the margins. Repagination tells you where to hyphenate a document.

Figure 6-8

Practice

Open the "Green Grass" document and repaginate it with 50 lines per page and single spacing. Hyphenate where possible while you repaginate.
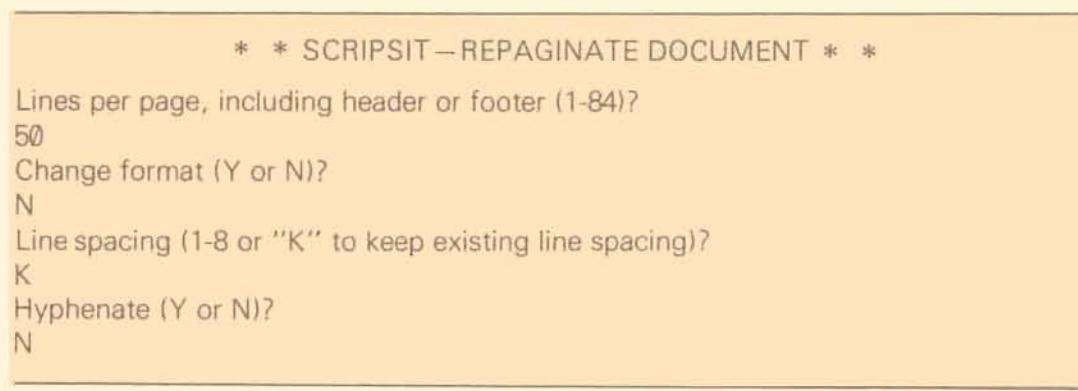
Figure 6-9

Repagination

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

To repaginate:

1. Open the document and display a page.

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

3. Type R . The Repaginate Document menu page appears:

```
          *  *  SCRIPSIT—REPAGINATE DOCUMENT  *  *
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
```

4. The prompts have default responses. If you don't want to change the responses, press ESC to begin repaginating the document. Each page appears briefly on the screen and then is updated. When the repagination process is complete, the first page of the document reappears.

5. To change the default responses:

    *   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 in the document and in the header or footer if the spacing is different.)

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

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

    *   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 this message appears at the bottom of the screen:

        Left and Right arrows position cursor, F1 inserts hyphen, BREAK exits

Decide whether to hyphenate the word. *To do that,*

- Press ⬚ or ⬚ 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 the [F1] key. This moves the highlighted characters to the end of the previous line, erases the highlighting, and inserts a "machine," or "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 don't want to hyphenate the highlighted characters, press ⬚ . Nothing happens to these characters, the highlighting disappears, and the cursor moves to the next hyphenation point.

- If you want to cancel the repagination process, press [BREAK]. The cursor moves to the beginning of the first page and the repagination process is canceled at this point.

Notes

- If you press [BREAK] while the document is being repaginated, you will cancel the repagination. This flashing message: Break key recognized appears in order to verify that you canceled the repagination, and after a few seconds, the first page of the document appears.

- If you press [BREAK] while the Repaginate Document menu is on the screen or when the Change Format Menu is on the screen, you will cancel the instruction.

- If you change the format line before repaginating a document that contains tabular material, be sure to include tabs in the new format line. You can use repagination to change the tab positions for text throughout an entire document.

- To insure a page is ended at a desired point in text, a Forced End of Page code must be inserted (refer to Reference Manual).

Figure 6-10

Practice

Open your copy of the Lease document, and display the beginning page. Repaginate the lease with 54 lines per page and new margins. The new margins, of 5 and 80, are stored as format line number 4. (When the blank screen with format line appears, type $\boxed{R}$, $\boxed{4}$, and press $\boxed{ENTER}$ to recall format line number 4.)

Figure 6-11

Locking Blocks

When you want to protect a block of text so that it will not be reformatted or split over two pages during a repagination, define the text and "lock" it.

To define and lock text:

1. Position the cursor at the beginning of the text you want to lock.

2. Press $\boxed{CTRL}$ and without releasing control, type $\boxed{D}$. The define prompts appear.

3. Define the text by typing a combination of these characters: $\boxed{P}$ (paragraph), $\boxed{A}$ (above the cursor), or $\boxed{B}$ (below the cursor). The defined text appears highlighted.

4. Type $\boxed{L}$. The highlighting disappears and the text is locked. (Locked paragraphs are 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.

Notes

- If you lock one block right after another, the system will interpret them as a single block. For example, if you lock the last paragraph of a page and the first paragraph of the next page, then during repagination the two blocks will be treated as one long, locked block.

- To unlock a block, enter the instruction again.

- You can reformat a locked block by entering the reformat instruction.

- A paragraph is the smallest amount of text you can lock. If you try to define less and then type $\boxed{L}$ to lock it, this flashing message will appear:

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

  Press $\boxed{BREAK}$ to clear the message and then redefine the block and type $\boxed{L}$ again.

- If a locked block is longer than a page, it will be divided into two pages during repagination.

Figure 6-12

Hyphenating a Block of Text

When you only want to hyphenate a few paragraphs on a page, you don't have to repaginate the entire document and hyphenate every page. *Instead:*

1. Display the page and position the cursor at the beginning of the text you want to hyphenate.

2. Press `CTRL` and without releasing control, 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), or `B` (below).

4. Press `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. This message appears at the bottom of the screen:

   Left and Right arrows position cursor, F1 inserts hyphen, Break exits

5. Answer the prompts.

   - Press `→` or `←` 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.)

   - Press the `F1` key to move the highlighted characters to the end of the previous line. This erases the highlighting, and inserts a "machine," or "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.

   - Press `↓` if you don't want to hyphenate the highlighted characters. The highlighting disappears from these characters and the cursor moves to the next hyphenation point.

   - Press `BREAK` if you want to cancel hyphenating. The cursor moves to the beginning of the block being hyphenated and the hyphenation process is canceled at this point.

   - If no hyphenation points are found, this flashing message appears: Hyphenation unnecessary. Press `BREAK` to clear this message.

Figure 6-13

New Features and Terms

Review the list of features and terms. If you're uncertain about any of them, look them up in either the SCRIPSIT Reference Manual or the Model II Owner's Manual.

Look in the SCRIPSIT Reference Manual for these features or terms:

- Define text block
- Block hyphenate
- Block lock
- Document utilities
- Repaginate document
- Date code
- Page number code
- Footers
- Headers
- Forced end of page

Figure 7-1

Materials and Objectives

In Lesson 7, you will learn:

- How to create a base letter.
- How to create a merge file.
- How to create a master format for envelopes and labels.
- How to merge a base letter with a merge file.

The materials you will need:

- The Backup SCRIPSIT diskette you made in Lesson 1.
- The TRS-80 Model II.
- The SCRIPSIT Reference Manual.
- Pencil and pad to take notes.

Before you begin:

1. Review the printing notes on Figure 3-1.
2. Turn the system on and load SCRIPSIT in Drive Ø.

Note

This lesson is optional. Take it if you are responsible for preparing form letters. During the lesson, we will use only one disk drive, but for merging to be practical, your Model II should have the Disk Expansion System.

Figure 7-2

Practice

Create and type this letter. Set margins at 15 and 65. Single space. No outline tab. Answer the Create New Document menu prompts with the information in the left column.

Document name?
recipe letter

Author?
L. Loin

Operator
(Type your name.)

Comments/Descripton?
merging practice

```
TODAY'S DATE

MR.    ┐
MRS.   ├─NAME
MISS   │
MS.    ┘
ADDRESS
CITY, STATE, ZIP

         MR.  ┐
DEAR MRS.    ├─NAME:
         MISS │
         MS.  ┘

It's always a pleasure to hear from an
enthusiastic "Skinny Chef."  I enjoyed your
recipe and plan to include it in my column as
soon as possible.  Look for it in your local
newspaper.

I've enclosed the recipes for RECIPE 1, RECIPE
2, and RECIPE 3 that you requested and am
adding your name to the "Skinny Chef" mailing
list.  From time to time, you'll receive bonus
recipes.  I hope you enjoy them.

Keep in touch and keep fighting the calories!

Sincerely,


Lorraine Loin
The "Skinny Chef"
```

Figure 7-3

Sample Code Names

{D}■

■
{TITLE} {FNAME} {LNAME}■
{ADDRESS}■
{CITY/STATE/ZIP}■
■
Dear {TITLE} {LNAME}:■
■
It's always a pleasure to hear from an enthusiastic "Skinny Chef." I enjoyed your recipe and plan to include it in my column as soon as possible. Look for it in your local newspaper.■
■
I've enclosed the recipes for {RECIPE 1}, {RECIPE 2}, and {RECIPE 3} that you re-quested and am adding your name to the "Skinny Chef" mailing list. From time to time, you'll receive bonus recipes. I hope you enjoy them.■
■
Keep in touch and keep fighting the calories!■
Sincerely,■
■
■
■
Lorraine Loin■
The "Skinny Chef"■

Figure 7-4

Practice

Create and type this merge file. Keep default margins, but erase the outline tab. Single space. Answer the Create Document Menu prompts with the responses in the left column. As you type, press **ENTER** at the end of each line and between each group of variables.

Document name? **merge document**	{TITLE}■
	{FNAME}■
Author? **L. Loin**	{LNAME}■
	{ADDRESS}■
Operator? **(Type your name.)**	{CITY/STATE/ZIP}■
	{RECIPE 1}■
Comments/ Description **5 names**	{RECIPE 2}■
	{RECIPE 3}■

{TITLE}■
{FNAME}■
{LNAME}■
{ADDRESS}■
{CITY/STATE/ZIP}■
{RECIPE 1}■
{RECIPE 2}■
{RECIPE 3}■
■
{Mrs.}■
{Cornelia}■
{Immennsee}■
{111 Mexican Hat Street}■
{Orlando, Florida XXXXX}■
{Skinny Chef Cream Sauce}■
{Heavenly Thin Hors d'ouvres}■
{Lo-cal Munchie Dip}■
■
{Mr.}■
{Joseph}■
{Wasteland}■
{5 Desert Drive}■
{Sandy, Arizona XXXXX}■
{Calorie-Thin Cheesecake}■
{Legal Chocolate Chip Cookies}■
{Dieter's Donuts}■
■
{Dr. and Mrs.}■
{Matthew}■
{Bernard}■
{999 Mollusk Drive}■
{Omaha, Nebraska XXXXX}■
{Nutritious, Lo-cal Lobster Bisque}■
{No-fat Seafood Tidbits}■
{Skinny Chef Poached Salmon}■
■
{Miss}■
{June}■
{Taylor}■
{1112 Summer Street}■
{Sunnyvale, California XXXXX}■

{Lo-cal Cola}■
{Hi-protein Lemonade}■
{Lucky Light Sugar-free Fruit Pie}■
■
{Ms.}■
{Polly}■
{Saturates}■
{12388 Heavy Way}■
{Tubalard, Louisiana XXXXX}■
{Skinny Chef Southern Fried Chicken}■
{Almost French Fries}■
{Country Baked Chicken Fried Steak}■
■
■
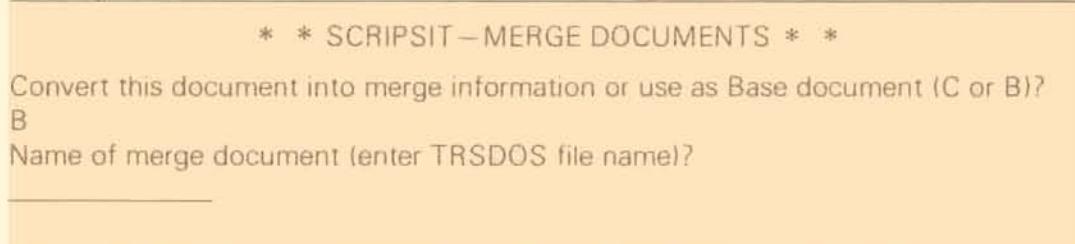
Figure 7-5

Preparing the Merge File

The merge file contains the list of code names and the groups of variables that will be merged with the base letter.

To create 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 (that has been formatted according to DOS procedures) in Drive 1, 2, or 3.

3. Create the merge file document on the SCRIPSIT diskette.

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

5. Type M. The Merge Documents menu appears:

```
      * * 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)?

_____
```

6. Type C to answer the first prompt. (The cursor moves to the next prompt.) Type a valid TRSDOS file name, for example, MERGFILE:1, and press ENTER . The system converts the merge file into a DOS format and copies the merge file onto the DOS diskette in Drive 1, 2, or 3. 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.

   The TRSDOS name can have up to eight characters: 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, check the instructions on pages 1-12 of the TRS-80 Model II Owner's Manual.

Notes

- A TRSDOS file name will not appear in the SCRIPSIT Directory List; a directory for a DOS diskette also will not appear.

- A merge file can be created on a one drive system, providing there is sufficient room (see Appendix 3 of the Reference Manual).

Figure 7-6

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. You must enclose a code name in braces.

4. You can begin a code name on one line and end it on another, but you cannot include an enter symbol in it.

5. A code name may appear more than once in the base document.

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

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

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

Code names and variables in the merge file:

1. Always begin the merge file 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. Enclose every code name and every variable in braces.

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

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

6. Separate one group of variables from another by pressing $\boxed{\text{ENTER}}$ twice. End the variables document by pressing $\boxed{\text{ENTER}}$ three times.

7. You may include in the merge file 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 may include in the merge file a "null" variable (an open and close brace with nothing between) if you don't have a variable to insert into the base document.

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

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

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

Figure 7-7

Merging the Base Letter With the Merge File

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 letterhead.

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

5. Press $\boxed{\text{CTRL}}$ and without releasing control, type $\boxed{\text{U}}$. The document utility prompts appear.

6. Type $\boxed{\text{M}}$. The Merge Documents utility menu appears.

7. Answer the prompts.

    *   Answer the first prompt by typing $\boxed{\text{B}}$.

    *   Answer the second prompt by typing the DOS name of the merge file (including the disk number) and then press $\boxed{\text{ENTER}}$.

8. The Merge Documents menu appears on the screen. If you want to change any of the printing specifications, do so, then press $\boxed{\text{ESC}}$ to begin printing your base letter.

9. 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 $\boxed{\text{Y}}$ to continue. Repeat Step 8 until you are finished.

Notes

*   The merge documents menu uses the default setting on the Print Document menu, and you can answer any of the Print Document menu prompts when you merge.

*   To interrupt and cancel the merge, press $\boxed{\text{BREAK}}$. Printing stops and a message appears asking if you want to cancel. Type $\boxed{\text{Y}}$ to cancel. The cursor will move back to the text area of the letter.

*   If this flashing message appears: Merge group contains too many characters, then the code names group contains more than 2048 characters and the merge is automatically canceled at this point. Shorten code names. (Be sure to correct them in the base letter.) Enter the merge again.

*   If a variables group is too long (if it contains more than 2048 characters), then the group is skipped and the merge continues.

*   If this flashing message appears: Variable not found, then the base letter has a code name that does not appear in the merge file. Check to be sure the code names in both documents are spelled the same way, correct them if necessary, and enter the merge again.

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

*   If this flashing message appears: Variable contains more than one paragraph, then there is an enter symbol within the braces of one of the code names. Delete the enter symbol and then begin the merge again. If one of the variables in a group has an enter symbol, then the merge will continue; but the variable group will be skipped. The first line of the variables group is printed for identification.

*   You can convert a TRSDOS file, such as your variables file, into a SCRIPSIT document by using the "ASCII/SCRIPSIT Convert" document utility. You'll find more information about this utility in your SCRIPSIT reference manual.

Figure 7-8

Merge File Variations

Merge files created with Profile II:

If you already have a merge file created with Profile II, then follow this merge procedure:

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 Documents utility.

6. Answer the prompts and print the merged letters.

Merge files created from other TRS-80 programs:

If you have a merge file created with another TRS-80 program, follow these guidelines:

1. Be sure that the information in the merge file follows the merge file format.

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

3. Follow Steps 3-6 above.

Figure 7-9

Preparing the Envelope Format

Besides merging the base letter with the merge file, you can also create a base document that contains the information for printing envelopes. *To do that:*

1. Measure the envelope to determine the depth and an approximate left margin. Convert the information to lines and characters (6 lines to an inch and either 10 or 12 characters to an inch).

2. Create a new document.

3. Set the format for the envelope.

    *   Margins for a suitable starting point (40 and 80 for a number 10 envelope)
    *   No outline tab
    *   Single space

4. Type returns until you reach the "starting" line and then type the code names for the name, address, city-state-zip. (The returns enable you to insert the envelope and position the top edge at the paper indicator in the printer. When the envelopes are printed, the printer will advance the blank lines and always begin printing on the same line.) For example,

```
■
■
■
■
■
■
■
■
■
■
{TITLE} {FNAME} {LNAME}■
{ADDRESS}■
{CITY/STATE/ZIP}■
```

5. The envelope document becomes the base document. Merge it with the merge file.

Notes

*   You will want to change the default settings in the merge Document menu before you merge the envelope format with the merge file in order to plan the correct "paper size." In addition, you may also want to change the pause between pages, etc.

*   For mailing labels, measure the label and plan in the same way.

*   Be sure to plan the margins for the longest name.

Figure 7-10

New Features and Terms

Review the list of features and terms. If you're uncertain about any of them, look them up in either the SCRIPSIT Reference Manual or the Model II Owner's Manual.

Look in the SCRIPSIT Reference Manual for these features or terms:

- Disk Expansion System
- Printers
- Document utilities
- Assemble
- Merge
- Base document
- Code names
- Merge file
- Variable codes
- Print
- Date code
- Page number code
- User printer driver
- Serial printer output parameters

Look in the TRS-80 Model II Owner's Manual (pages 1-12) for information about file names.

Look in the Profiles II Manual for information about creating a file and using it with SCRIPSIT.

Look in your Printer Manual for the specific procedures you should follow to print a document.

Figure 8-1

Objectives and Materials

In Lesson 8, you will learn:

- How to change the SCRIPSIT disk defaults.
- How to work with a user-defined key
- How to get help while you are working with a document.

The materials you will need:

- The Backup SCRIPSIT diskette you made in Lesson 1.
- The TRS-80 Model II.
- The SCRIPSIT Reference Manual.
- Pencil and pad to take notes.

Before you begin:

- Turn the system on and load SCRIPSIT in Drive 0.

Note

Everyone should take this lesson. The information about changing disk defaults is essential if you work with different paper sizes, want different default margins, or tabs; or are using a serial printer.

Figure 8-2

Changing the Disk Defaults

The default responses to the prompts in the diskette and document utility menu pages are designed to meet the needs of the majority of SCRIPSIT users. If your work requirements are different, you can change the default responses for a diskette to meet these requirements.

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:

```
 *  * SCRIPSIT – CHANGE DISK DEFAULTS  *  *

         W   indow mode and format line settings

         P   aginate and Print-Document settings

         C   reate-Document settings

         S   erial printer output parameters

         T   ab-align character

         >   Enter selection:
```

4. Type the highlighted letter for the settings that you want to change. 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). The Change Disk Defaults menu will appear.

6. Select another default to change or press ESC or BREAK to go back to the Disk Utilities menu.

7. Press ESC or BREAK again to go back to the directory.

Changing the Window Mode and Format Line Settings

Changing the 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.

Outline mode is the standard default window mode setting. Erase mode tells the system not to close up the text when you make deletions but, instead, to leave a space for every character you delete. View mode tells the system to display all tabs, align tabs, and enter symbols.

When you type 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): O__

To change the window mode default setting, type any, all, or none of the three letters. Press `ENTER` if you type two, one, or no letters. The system records the new default window mode and displays the default format line. (Note: If you don't want to change the default format line, press `ENTER` or `BREAK` to display the Change Disk Defaults menu again.

Changing the format line settings:

The standard default format line shows margins set at 10 and 70 with an outline tab set at 15. When you type `W` to change the window mode and format line defaults and then press `ENTER` after changing the window mode, a blank screen with the default format line and the cursor positioned at the beginning of the format line appears. Change the margins; change or delete the outline tab; or add tabs, align tabs, or combination tabs. Press `ENTER` to display the Change Disk Defaults menu again.

Changing the Paginate and Print Document Defaults

Changing the paginate defaults:

The four prompts in the Change Paginate Defaults menu contain default responses that enable you to automatically repage a document. It's unlikely that you will ever want to change the default format or linespacing settings; however you may want to change the other two default responses when you always want

* More or less than 50 lines per page. (For example, legal documents printed on 14-inch paper may have 70-72 lines per page.)

* To hyphenate a document while you're repaginating it.

When you type `P` to change the paginate and print document defaults, the Change Paginate Defaults 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.)

Changing the print defaults:

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're going to print, you'll probably never want to change the default responses. You may want to change some of the other default responses when you always print

* On paper longer or shorter than 11-inches or when you are merging a mailing list with a master envelope or label format. (Change the paper size and lines per page default in the Print Document menu before you merge the envelopes or labels; then change it back after you finish merging.)

* More or less than 50 lines per page or you changed the lines per page in the Change Paginate Defaults menu.

* On continuous-form paper.

* Justified.

* With a 12-pitch wheel.

* On a non-Radio Shack printer.

* On a non-Radio Shack printer or on a Daisywheel II 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.

Changing the 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. You may want to change some of the default responses or type a new default response when you always

- Are the operator and always want the operator prompt answered.

- Want more or less than 50 lines per page.

- Type documents with a horizontal format.

To change the create document defaults, type the new response in place of the current default response. Then press ESC (or ENTER after the last response) to display the Change Disk Defaults menu again.

Changing the Serial Printer Output Parameters

If you are using a serial printer, before printing you must change the serial printer output parameters to conform to the printer you are working with. When the Change Disk Defaults menu is on the screen and you type S , the Change Serial Printer Output Parameters menu appears.

```
 *  * SCRIPSIT—CHANGE SERIAL PRINTER OUTPUT PARAMETERS *  *

Baud rate (1 = 110, 2 = 150, 3 = 300, 4 = 600, 5 = 1200, 6 = 2400, 7 = 4800, 8 = 9600)?
3
Word length in bits (5, 6, 7, 8)?
7
Parity Even, Odd, or None (O, E, N)?
E
How many stop bits (1 or 2)?
1
```

Change any of the serial printer default settings by typing the new response in place of the current default response. Then press ESC (or ENTER after the last response) to display the Change Disk Defaults menu again.

Changing the Tab-Align Character

The standard, 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 German mark, French franc, and British pound) use commas in the same way that 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 T . This prompt appears:

Enter new tab-align character:

When you type the new tab-align character, the Change Disk Defaults menu appears again.

- When changing any of the disk defaults, to cancel the changes you've made to a menu page and return to the Change Disk Defaults menu, press BREAK.

- The default settings you change only affect the diskette you are working with (the diskette name the cursor is positioned on when you select the disk utilities).

Figure 8-3

New Features and Terms

Review the list of features and terms. If you're uncertain about any of them, look them up in either the SCRIPSIT Reference Manual or the Model II Owner's Manual.

Look in the SCRIPSIT Reference Manual for these features or terms:

- Printers
- Help
- Disk utilities
- Change disk defaults
- Create-document settings
- Paginate and print-document settings
- Serial printer output parameters
- Tab-align character
- User-defined key
- Window mode and format-line settings

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