PeachText 5000
Quick Start Instructions

This insert is designed as a "quick start" introduction to PeachText 5000: specifically, to allow the user to become productive with the PeachText word processor immediately, without extensive recourse to the PeachText 5000 manual. This "quick start" will enable the user to create and produce high-quality PeachText documents before going through the PeachText lessons. But true versatility and complete control of PeachText come only by following the step-by-step tutorial of the *Lesson Plan.*

Creating or Editing a Document

1   Turn on your computer. With a PeachText working disk in Drive A and a data disk in Drive B, type *PT* (for PeachText 5000) at the *A>* prompt. The PeachText 5000 menu will appear.

2   The cursor is positioned at the "Enter Selection" prompt. Type *CH* (for "Change Default") and press RETURN.

3   PeachText will tell you the default drive is currently A and ask for your new selection. Type *B* (for the drive with your data disk in it) and, when requested to by PeachText, press RETURN. The PeachText 5000 menu will reappear.

4   The cursor is positioned at the "Enter Selection" prompt. Type *ED* (for "Edit Document") and press RETURN.

5   PeachText will ask for the name of the document to edit. Type in a name (up to eight characters) and press RETURN. If you enter nothing and press RETURN, PeachText will assign your document the name WORK.DOC.

6   The Edit Status Screen will appear. This gives you valuable information on the amount of workspace you have available for your document.

7   At the command backslash, type *L63* and press RETURN. This will set the display line width of your document to 63 characters, which will correspond to the actual printed line-width command we will set later.

8   Again at the command backslash, type *T6,10* and press RETURN. This will position tab markers at columns 6, 11, 21, 31, 41, 51 and 61. This will allow you a five-space paragraph indentation and evenly spaced tabs all across your display.

9   At the command backslash, press RETURN. This will send you to the blank document screen.

10

At the beginning of the first screen line, enter the following command exactly as it appears below:

\CPI10,TM6,BM6,LM12,RM63,ENDFF ON,SP2

End this line by pressing RETURN.

The command line you entered above contains instructions to PeachText on how to format your document when it is printed. These instructions will give you a nice-looking page format.

CPI10: Pitch of 10 characters per inch.
TM6: Top margin of six lines.
BM6: Bottom margin of six lines.
LM12: Left margin 12 spaces in from left paper edge.
RM63: Right margin 63 spaces from the left margin.
ENDFF ON: At the end of your document, PeachText will automatically "formfeed" your continuous-form paper to the top of the next sheet.
SP2: Set spacing between text lines to 2 (doublespacing).

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You are now ready to compose your document. Type as you would using a typewriter, with a few differences:

- You do not need to press RETURN at the end of each line. PeachText will automatically "wrap" words to the next line when it has reached the limit of the current line. Press RETURN only at the end of a paragraph.

- If you want to underline something, press the underline key (__) immediately before and after what you want underlined. Example: If you enter __underline this phrase__, it will print out as underline this phrase.

- You can "type over" text that you have already entered, delete it with the DELETE key or insert additional text with the INSERT key. In addition, you can manipulate your text in other ways with the function keys, whose uses are explained at the beginning of Appendix A. Take a few moments to look over the section on PeachText's edit control keys.

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When you are finished with your document, return to the Edit Status Screen by pressing the ESCAPE key.

13

At the command backslash, type *END* and press RETURN. PeachText will save your document on the disk in Drive B under the name you selected or, if you chose none, under the name WORK.DOC. The PeachText 5000 menu will reappear.

Printing Your Document

1

At the "Enter Selection" prompt, type *PR* (for "Print Document") and press RETURN.

2

PeachText will ask for the name of the document to be printed. Enter the name of your document; if it was saved under the name WORK.DOC, enter that name. Then press RETURN, and the Print Status Screen will appear.

3

The Print Status Screen will recap the print commands you embedded in your document. It also includes a lot of other information you will find valuable as you become better acquainted with PeachText.

4

If you are using continuous-form paper in your printer, simply press RETURN at the command backslash to print your document. If you are using single sheets of paper, type "FORMS" at the backslash and press RETURN. When the cursor reappears at the backslash, press RETURN to begin printing your document. As PeachText finishes printing each sheet, it will pause and allow you to insert the next sheet of paper.

5

When printing is finished, PeachText will ask you to press RETURN to return to the PeachText 5000 menu.

Going Further with PeachText

This brief exercise has only scratched the surface of PeachText's many capabilities. As you work through the *Lesson Plan*, you will learn how to combine several documents into one, set up templates for form letters and mass mailings and use PeachText in concert with the other components of PeachText 5000.