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apricot

SuperWriterTM

Users Guide





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PREFACE

Using this Guide

Like the SuperWriter program, this guide is intended to be a useful tool for people with different backgrounds, interests and knowledge. Whatever your previous experience with computers, this guide will help you use the program effectively.

Part One, the Introduction, is a brief explanation of some of the things you can do with the SuperWriter program. It describes some of the concepts behind the SuperWriter program, word processing, and using computers to do your work.

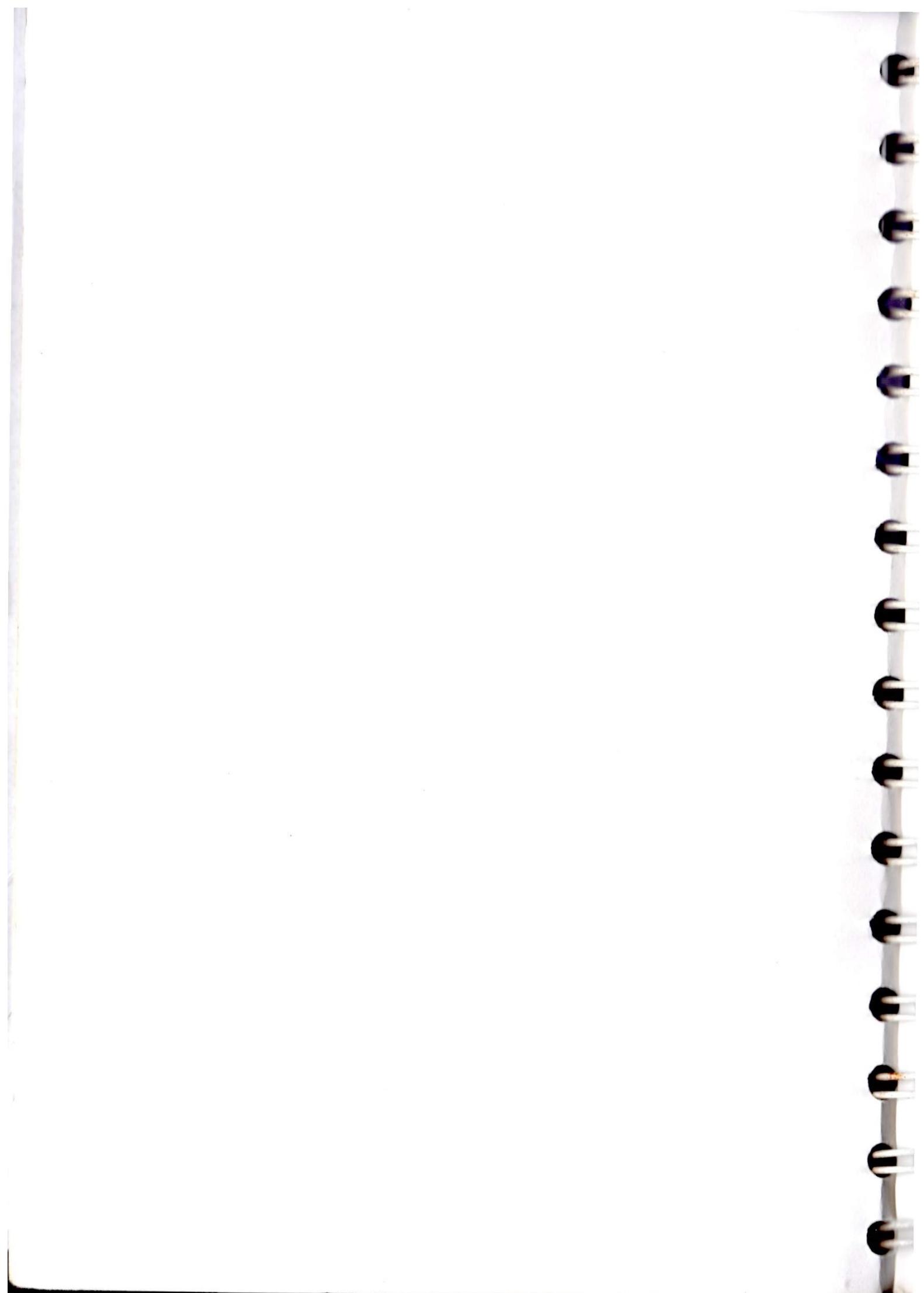
Part Two is an in-depth exploration of the SuperWriter program and its many options. The SuperWriter program is a simple, straightforward and efficient program to use, and this part of the manual closely mirrors the structure of the program.

This section is a detailed reference, but it is also ordered as much as possible to describe features in the same order as you would learn and use them. Every section tells clearly how you get to it, and what happens when you are there.

Part Three, the Appendices, gives you additional references and aids. Two sections here are of particular importance when you are just starting out. The Installation instructions show you how to set up SuperWriter on your system with your printer. If you are new to this game, you should go to this section and also refer to the Getting Started chapter, which begins at page 5. You might also find the Messages Appendix useful. If you don't understand what SuperWriter is telling you, refer to this section for more explanation.

The Index is perhaps the most important part of the manual. Whenever you are in doubt about what to do or how to do it, the Index points you straight to the answer.

This guide was written, edited, and revised using the SuperWriter program.



I. INTRODUCTION

CHAPTER 1

WHAT IS SUPERWRITER?

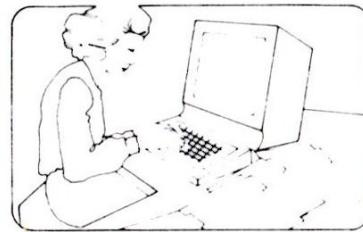
What is SuperWriter?

The SuperWriter program turns your micro-computer into a professional word processor. With the SuperWriter word processing program, you can:

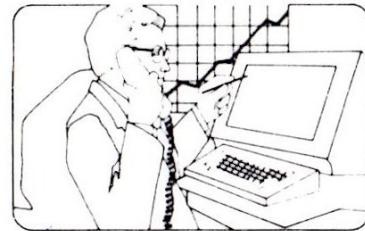
- Write any kind of document, large or small, whether it be a personal letter, business report, school thesis, resume, form letter or computer program, on your computer, and save the document for future reference or revision.
- Determine how you want the finished page to look (page size, line width, margins, headers, spacing and much more) when you are writing a document or when you print out a copy.
- Automatically check your spelling, using the built-in SuperWriter dictionary or a dictionary of your own.
- Combine documents, add sections from one document to another, split a document into separate sections, move blocks of text around, or string sections together to make one long document.

Modern word processing programs like SuperWriter have a large number of features and capabilities. You need, and probably expect, a lot of different capabilities in a word processor just to handle a normal office workload. The SuperWriter program has two special features to make sure you never get lost in a sea of commands. These two features, Menus and AnswerScreens, make the SuperWriter program exceptionally easy to learn and use from the start.

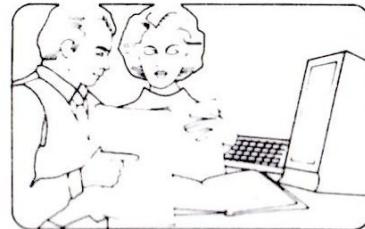
Use SuperWriter for:



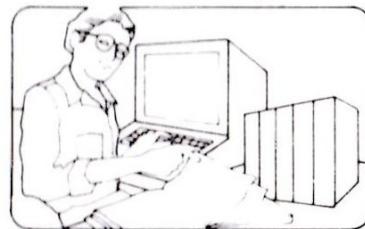
- Correspondence
- Reports
- Financial Statements



- Forecasts
- Promotion
- Proposals



- Briefs
- Contracts
- Forms



- Books
- Theses
- Research Papers

INTRODUCTION**Menus**

A menu is a special *display* on your terminal *screen* that tells exactly what choices or selections are currently available. Throughout the SuperWriter program, you can pick selections from the Menus that describe what you want to do next.

Menus help keep the program and what you are doing with it in perspective. They tell which of the program options you should consider, so that you don't need to worry about all those other commands or options. Menus, written in plain English, also tell a bit more about the options from which you can choose.

AnswerScreens

AnswerScreens are Screens (a full terminal display) that explain available program options. Whenever you are not quite sure about what commands to use, or what a selection really does, press the AnswerKey. The AnswerKey is a special key on your terminal keyboard that shows you the AnswerScreen. On keyboards that have special function keys, one of these keys (usually HELP or F1) is the AnswerKey. CTRL-also works as the AnswerKey on most terminals. (Check your SuperWriter Program Installation instructions to find which key on your terminal is the AnswerKey.)

When you want more explanation for Menu selections, you can also type a question mark (?). Either the question mark or the special AnswerKey shows you the AnswerScreens for each Menu.

Workflow

Workflow is a sequence of operations necessary to do a job. The following table lists an example of the SuperWriter program options which are commonly involved in writing and producing a document.

| SuperWriter Selection: | What you do: |
|------------------------|---|
| EDIT | Create a new document, Determine display format, Write the initial document. Save the document on disk. |
| PRINT | Print a rough draft copy. |
| EDIT | Make additions, changes, or revisions. |
| CHECK Spelling | Use the Spelling Checker to find any misspelled words. Correct words marked by the Spelling Checker, add print format controls. |
| EDIT | Save the final document on a disk. |
| PRINT | Print the final copy of the document. |

There is no one typical workflow. On a long document, you may go through many cycles of writing and revising before the document is ready to print. You may write very short documents and print them with virtually no revision. Some people like to see printed "hard copies" (on paper) of all their work and print drafts many times in the course of writing a larger document. Some people prefer to do all their document input (typing) rapidly, ignoring typing mistakes until a later editing session. Others cannot let a mistake pass and do all correcting and rewriting during the initial typing. Don't be surprised if the way you use SuperWriter changes as you become more familiar with it.

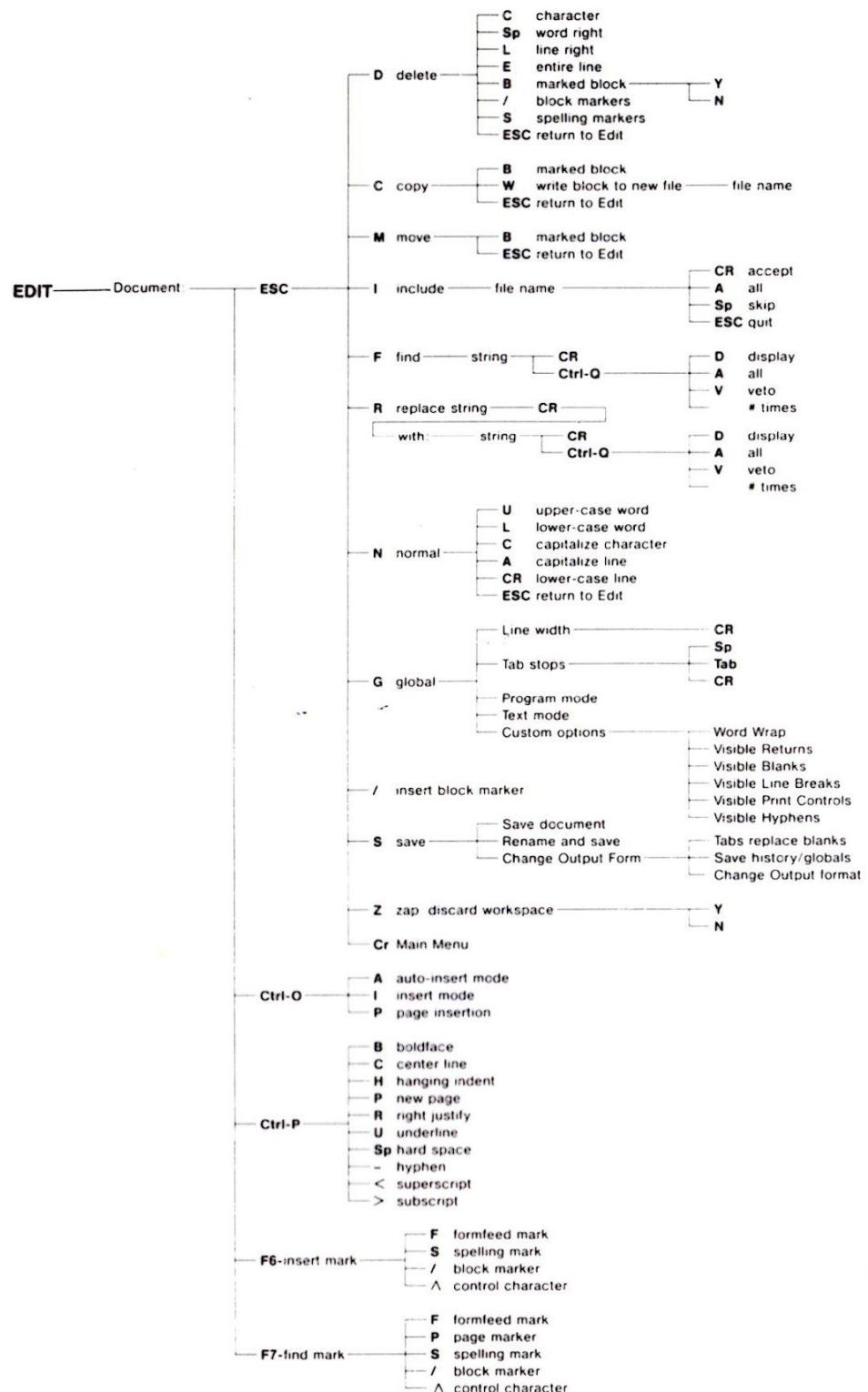
Menu Map

The following chart is called a Menu Map. It is a map or diagram showing how to get from one place to another in the SuperWriter program. It also gives you an idea of the "big picture"—how the program is constructed, and how to move from one operation or procedure to another.

SUPERWRITER

SuperWriter
SuperWriter
SuperWriter

MENU MAP



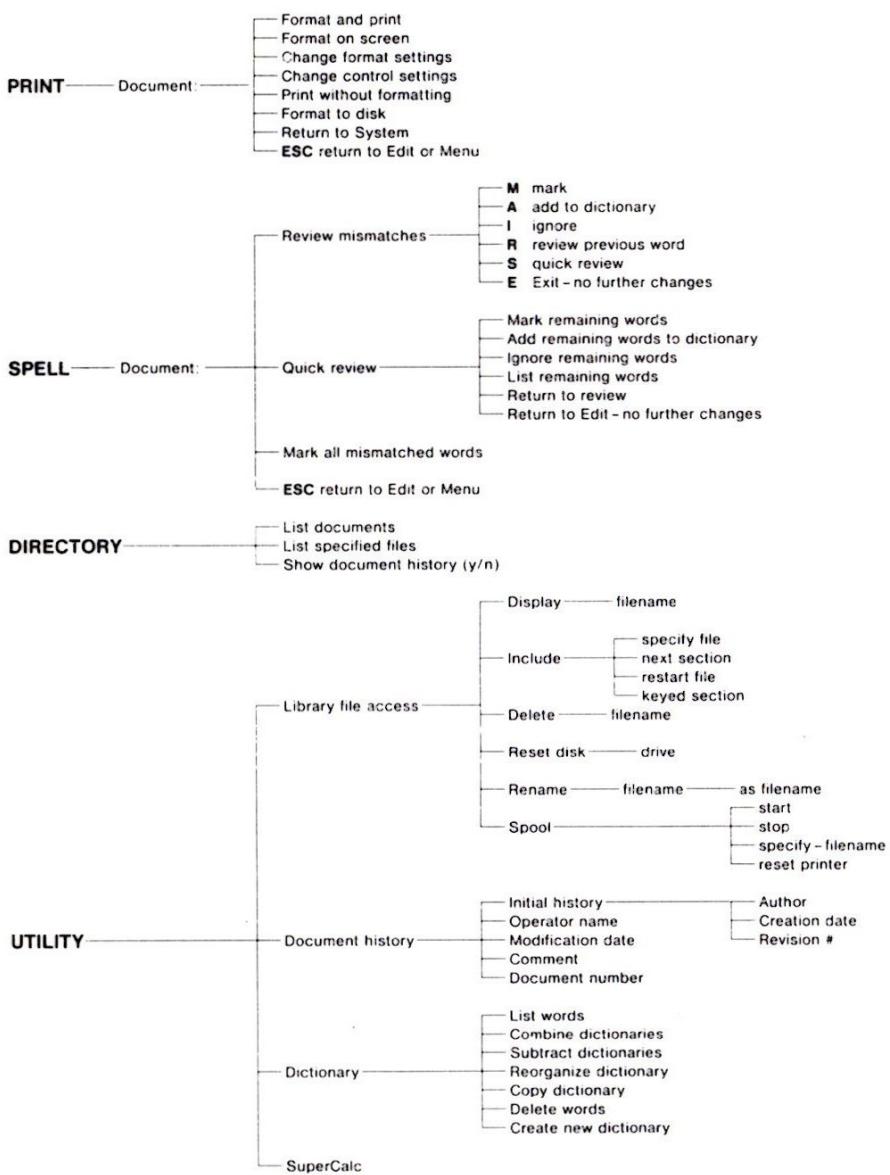
SuperWriter

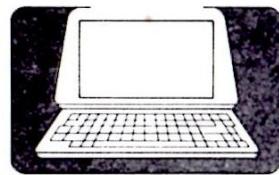
SuperWriter

SuperWriter

SUPERWRITER

MENU MAP





I. INTRODUCTION

CHAPTER 2

GETTING STARTED

For New Users

This section tells you how to start up the SuperWriter program on your system. Before you use a new SuperWriter program, though, look at the Installation Instructions Appendix. SuperWriter must be installed to work on your computer and printer.

In order to help you start to use SuperWriter, which is quite easy, this section also gives you some information about your operating systems.

This additional information is given only as a convenience. This section does not replace the manuals that came with your computer system. It is meant only to give you some essential information and to guide you in what topics to look up in your systems manual.

The topics we will cover are:

1. Powering up your system.
2. Inserting your system disk.
3. Booting (loading) your system.
4. Determining whether or not the SuperWriter program is on the system disk.
 - a. If so, how to start up the SuperWriter program.
 - b. If not, how to place it on another drive, make that drive the logged or default drive, and start the SuperWriter program up on that drive.
5. Removing the disk(s) when you have finished.
6. Shutting down your system.

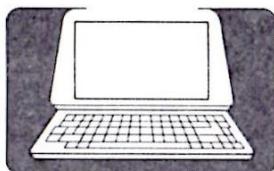
After you have gone through the start-up procedure once, you may find it helpful to make some "mini-documentation" of your own. It doesn't have to be anything fancy, just some simple labels and checklists to remind you of the key points.

Here are examples of the kind of things that can be especially useful during the first few times that you use a system—or when you come back to the system after being away for some time.

- a) START-UP CHECKLIST Your computer system's documentation should include start-up procedures that are more specific than the ones in this guide. If it does not—or if they are not clear and concise—make yourself a checklist and post it near your system. (If the system manual does have something like that, make a copy of it and post it.)
- b) WHICH DRIVE IS WHICH If your disk drives are not labeled (A, B, etc.), put labels on them.
- c) HOW TO INSERT A DISK You may also find it helpful to put labels on your drives that indicate which way the disk should face when you insert it. For example, "DISK LABEL UP" or "DISK LABEL LEFT."

Before starting this practice session, get your system manuals out and have them handy. You should at least have the manual for your operating system and a manual that shows you how to power up and boot (load) your system from a system disk. You will also need a pencil, note pad, and perhaps some labels.

It will be helpful if someone who is experienced with your system can guide you through the start-up procedure the first time, but it is not necessary.



GETTING STARTED

FOR NEW USERS

1. Turning On Your Computer

For this step, you must consult your computer's manual, because different computer systems have different requirements. The procedure is usually very simple. It may be a matter of being sure the system is plugged in and then turning a key or pressing a switch. Or you may have to turn on more than one piece of equipment.

2. Inserting Your System Disk

A "system disk" is one that has the operating system on it, including a portion called the "boot track" which allows it to start itself. The disk should be clearly labeled, but if you are not sure that a disk is a system disk, go ahead and try it. You won't hurt the disk or the system.

Your system's disk drive has slots (probably two or more) where you can insert disks. The slots may be vertical or horizontal, and they may have small doors.

The computer should be running before you insert the disk. Open the door, if there is one, to the slot for drive A. Drive A is usually the "system drive." If you do not know which drive is drive A, check the documentation that came with your disk drives. Your manual may call this "Drive zero", which is the same as "Drive A". (If you cannot locate your documentation, step 3 suggests a way to determine which is the system drive.)

When you insert the disk in the slot, the label on the disk must face a certain way. On most computers, the label should face up or to the right and the disk should be inserted with the open slot first. (If you put the disk in wrong, you won't hurt anything. You can take it out, reverse it and put it back in.)

Slide the disk in. You will hear a change in the sound of the drive, and feel the disk seated in place. You may have to press it into place, but no force is needed. If it does not go all the way in, do not force it. Get assistance.

When the disk is in place, slide the door closed if there is a door.

3. Booting (Loading) Your System

This step gives the operating system control of your computer. It is necessary to do this before you can start the SuperWriter program.

Here again you will have to consult your manual. Some computer systems have a button or a switch to press; some may require you to perform a different sequence of actions. It may even happen that when you have put the system disk in the proper drive, your system will load itself automatically.

For the moment, let's assume that you have a switch or button to press. Do that, and watch the drives. Usually, there is a small light by each drive. When the system attempts to access a disk in a drive, the light for that drive will light.

When you press the button or switch, the light goes on for the drive known as "the system drive." If your system disk is not in that drive, remove it, and put it in the drive which lit. (Most drives have a button that you push to remove the disk. If there is a door, it will slide open, and the disk will move a little distance out, so that you can easily pull it the rest of the way.) Then, insert the disk in the correct drive and proceed. Inserting the disk may be enough; if not, re-boot.

When the system is loaded, it will write some text on your terminal screen and may ask for today's date or other information. Type any requested information.

When the system startup is completed, the system displays a "prompt," such as A>. This prompt means that the system is ready to accept your commands.

GETTING STARTED



4. Determining If The SuperWriter Program Is On The System Disk

Your operating system has a command called "Directory" that will show you a directory of the contents of the disk. Your system manual will give you information on the DIR command.

All you have to do is type DIR and press ← or Return. On your screen you should see a list of the items on your system disk. (If not, check further in the manual, or get assistance.)

When you have the directory, look for an entry of SW followed by COM or CMD (CP/M-86). If you see it, go to step 4a; if not, go to 4b.

4a. Starting the SuperWriter Program From the System Disk

This is easy. Type SW and press ← or Return. The program will be loaded in and will begin running. It will display a page of information, showing the Main Menu. The upper portion of the screen tells the version of SuperWriter and the type of computer terminal that SuperWriter is set up for. If your terminal or computer is different, refer to the Installation Instructions.

If you do not want to begin working with the SuperWriter program right now, here is how to get back to the system:

- 1) Press the Space bar, so that the cursor (the box or underline that moves down the Menu list) is in front of the Quit selection. If you move it too far, just keep pressing the space bar and the cursor will cycle back to the top of the Menu.
- 2) Press ← (Return).

4b. Starting the SuperWriter Program From Another Disk

The first step is to locate the disk with the SuperWriter program on it. It may be nearby and labelled as such. If you cannot find it, get assistance.

Note: If you have only the original SuperWriter disk, be sure that there is a back-up copy before you use it. It is better to reserve the original disk as back-up and run from a copy. Refer to the Installation Instructions.

Insert the disk in drive B and close the door. Let's check the directory for drive B. Type DIR B: and press ← or Return.

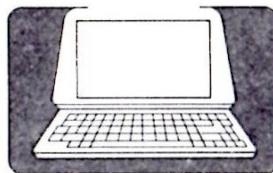
Look for SW followed by COM or CMD. If you find it, continue. If you do not, remove the disk and try another.

At this point we will assume that you have a usable copy of the SuperWriter program on a disk (not the original disk). Insert that disk in a disk drive. For now, let's assume that you have two disk drives, A and B, and you are using drive B for the SuperWriter disk. You may have more drives (C and D and so on). If so, you may use any one of them. Just change the designation in our example (B) to the one you actually use.

The SuperWriter program must be "executed" or "run" on the default or logged-in drive. So when you have the SuperWriter disk in drive B, you must make drive B the default or logged-in drive. This is easy to do: Type B: and press ← or Return.

The prompt on your screen will change from A> to B>, indicating that the B drive is now the default drive.

Now you can load the SuperWriter program and start running it. Type SW and press ← (Return).



GETTING STARTED

SYSTEM CONCEPTS

The program will display a page of information and the Main Menu on your terminal screen. The upper portion of this screen tells the version of the SuperWriter program and the type of computer or terminal that the SuperWriter program is set up for. If your terminal or computer is different, refer to the Installation Instructions.

If you do not want to start working with the SuperWriter program now, you can get back to the operating system:

- 1) Press the Space bar, so that the cursor (the box or underline that moves down the Menu list) is in front of the Quit selection. If you move it too far, just keep pressing the space bar and the cursor will cycle back to the top of the Menu.
- 2) Press ← or Return.

5. Removing the Disk(s) When You Have Finished

On most drives there is a button near the slot. Push it, and you will hear a change in the sound of the drive and see the disk move partly out. Pull it gently all the way out and put it in its protective jacket. Do this with all disks in the drives before shutting down the system.

6. Shutting Down Your System

Here again you will have to consult your system manual. This may be a simple matter of turning off a key or pressing one switch, or you may have to turn off several items of equipment. It is a good idea to make a note for yourself of the appropriate steps for your system.

System Concepts

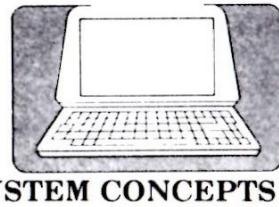
Here are a few operating system concepts that are especially relevant to the SuperWriter program. The information given here is basic and is meant only to suggest further study in your system documentation. These particular concepts have been selected for mention because they affect the following operations:

- loading and executing the SuperWriter program
- using commands to look at file directories, to erase files, to rename documents, and to copy documents.

Useful System Commands

System commands can be directly executed from your terminal only when the system is in control. You cannot use them while you are running the SuperWriter program. Here is a list of commands that will be useful in conjunction with your use of the SuperWriter program and your documents filed on the disks. The commands are explained in your system operations manual.

| | |
|----------|---|
| DIR | — Displays a directory of the files on a disk. |
| REN | — Renames disk files. |
| RENAME | — Renames disk files (PC DOS). |
| COPY | — Copies disk files (PC DOS). |
| DISKCOPY | — Copies an entire disk (PC DOS). |
| PIP | — Copies disk files; also prints disk "text" files (see the .PRN file name extension information below (CP/M)). |
| ERA | — Erases disk files (CP/M). |
| ERASE | — Erases disk files (PC DOS). |
| STAT | — In addition to displaying useful information about disks, this can be used to set "read only" (write-protected) status for disk files and for entire disks. (This is different from physical write-protection for an entire disk.) (CP/M) |



Drive Designation

Document files are assumed to be on the disk in your system drive unless you specify otherwise. This means that you can refer by name alone to any file located on that disk. References to documents on other drives must include a drive designation which consists of the drive's identifying letter and a colon, as in B:LESSON5.TXT.

File Names

Files on a disk have individual names, which are kept in a directory on the disk. Each name on a disk must be unique. (Different disks may have documents with the same name.)

Valid CP/M file names must start with an alphabetic character while PC DOS file names may also begin with any numeral or certain symbols. File names may be from one to eight characters long. The name may not contain blank spaces or any of these characters:

. , : = ; [] * ?

CP/M file names also cannot contain < or >.

File Name Extensions

File names can have an extension of up to three characters, such as in SW.COM or REPORT.TXT. The File name and extension are separated by a "." as shown.

Some extensions have a significance. Some of the possible extensions are discussed briefly here:

1. **.COM** (as in SW.COM). The .COM extension (or the .CMD extension in CP/M-86 systems) identifies a file which can be "loaded" and "executed" by typing its name at the console (the terminal). For example, we load and execute (start up) the SuperWriter program by typing SW (CR). You cannot edit a .COM or .CMD (in CP/M-86 systems) file with the SuperWriter program.

2. **.REL, .INT, .PCO, OVL, .O86, .EXE, .CAL, and .\$\$\$** extensions also identify special types of files. The SuperWriter program will not let you edit a file with one of these extensions.

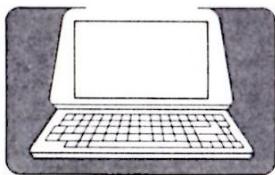
3. **.DIC** (as in SW.DIC). The .DIC extension identifies a SuperWriter Dictionary file. These Dictionaries are used to check the spelling of words in your documents. The SuperWriter program cannot edit a dictionary but you can add words to Dictionaries and maintain Dictionary files with the program's Utilities.

4. **.BAK** (as in REPORT.BAK). The SuperWriter program automatically saves the previous version of a document each time you save the revised version. This previous version is called a "backup" file, and the extension .BAK replaces the previous extension. You cannot edit .BAK files with the SuperWriter program. You can include text from them or rename them (see REN above) and edit the document.

5. **.PRN** (as in REPORT.PRN). This is used for disk files that can be printed by certain system utility programs (for example, the TYPE command or the CP/M command PIP). Such documents are set up in what is called "print image," meaning that the contents of the disk file can be printed as text.

SuperWriter can edit PRN files. PRN files give you a convenient method of editing information from other programs. For example, to include tables from a SuperCalc file in a document, you would first output the tables as a PRN file from the SuperCalc program.

The SuperWriter program allows you to print or display a document and also allows you to save it as a print-image file for later printing. The Print Chapter of this manual describes how to do this.



GETTING STARTED

SYSTEM CONCEPTS

Write-Protecting A Disk

An entire disk can be physically write-protected. When it is protected, no one can write on it or erase it. The system detects this protection and gives you a suitable message if you try to write or erase information on that disk.

The method of physical write-protection varies, depending on whether your disks are 5 $\frac{1}{4}$ inch or 3 $\frac{1}{2}$ inch disks.

With 5 $\frac{1}{4}$ inch disks a silver label is put on them to PROTECT them.

With 3 $\frac{1}{2}$ inch disks there is a write-protect tab which must be removed, turned through 90° and replaced.

Full instructions are supplied with each pack of disks.

Your system disk drive documentation will explain in detail how to write-protect or write-enable a disk.

Write-Protecting A File

The CP/M system allows you to "write-protect" individual files by name on a disk (see CP/M STAT command). When you do this, the file cannot be written over or erased. If you try to write over or erase a protected file, the CP/M system will give an error message. Consult your CP/M manual on the STAT command for information on how to write-protect a file.

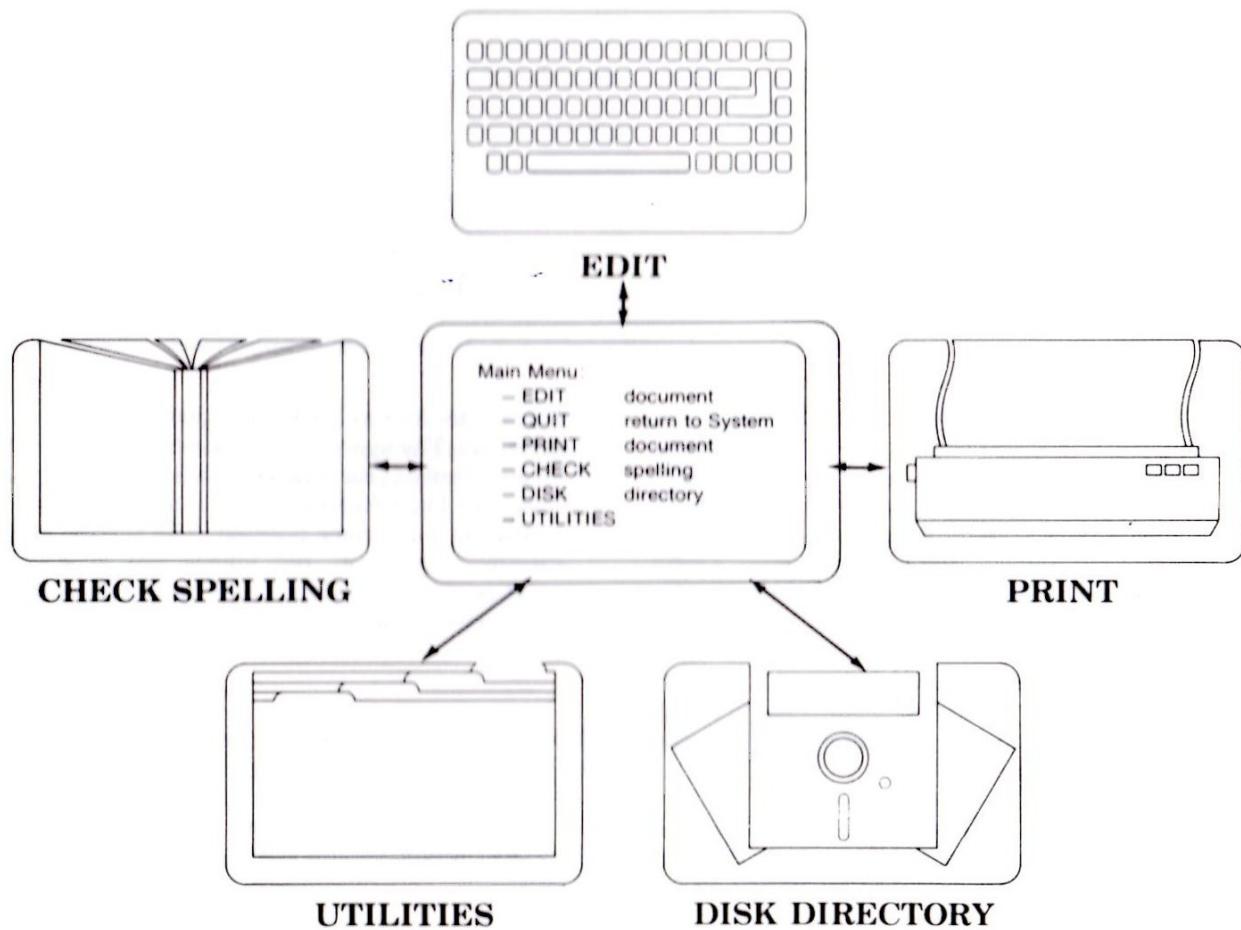
II. THE MAIN MENU PROGRAM ORGANIZATION

Program Organization

The Introduction discussed Menus, and their importance in the SuperWriter program. The natural place to start looking at the program itself is at the Main Menu.

The Main Menu lists the major selections or

operations available in the SuperWriter program. It is usually the first thing you see when you start the program and the last when you finish. It sits at the hub of the program. Every time you need to change from one kind of work to another, go back to the Main Menu and make a new selection.



**edit
print
check**

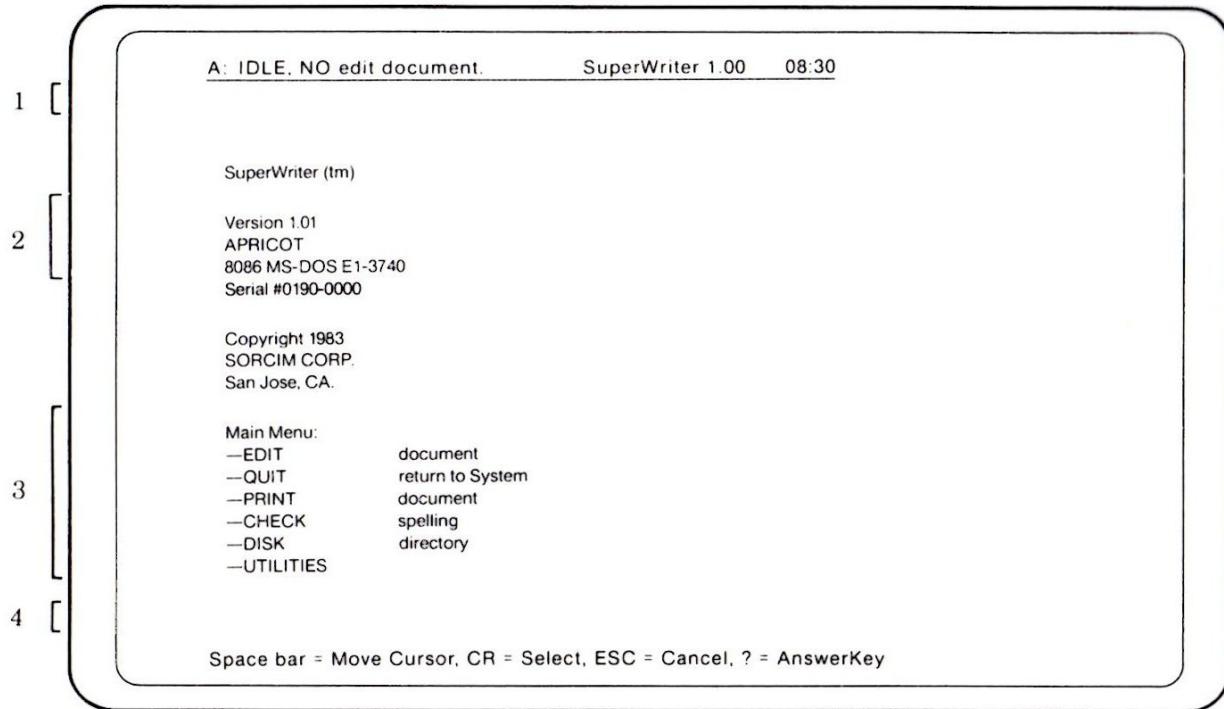
MENU

THE MAIN MENU

Title Screen/Main Menu

How to get here:

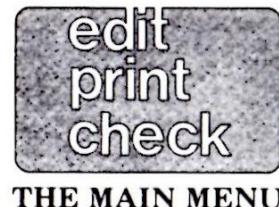
From the system prompt (e.g., A>); type **SW(CR)**



1. The document line is shown with all menus, and tells what document, if any, you are currently working with. It also tells the version of this particular SuperWriter and the time, if your computer has a clock. Knowing the version of the SuperWriter program you are using is useful when talking with your dealer or with Sorcim Customer Service.
2. Terminal type and Operating system identified here should match the equipment you are using. If not, refer to the SuperWriter Program Installation Instructions.
3. The Main Menu allows you to select which of the SuperWriter *activities* you want to do next. These activities are described more fully on the following page.
4. The Status line at the bottom lists responses to the menu. The space bar (or up arrow and down arrow) moves the cursor from selection to selection. The Return key activates the selection at the current cursor position. The Escape key cancels a selection and allows you to make another menu selection. The ? key displays the AnswerKey screen shown below.

With any Menu in the SuperWriter program, if you do not understand what the program is asking, press the AnswerKey key on your terminal. Read the AnswerScreen for more explanation, and then press any keyboard key to return to what you were doing.

MENU



THE MAIN MENU

Main Menu AnswerScreen

How to get here:

From the Main Menu; press ? or AnswerKey

SuperWriter 1.00 AnswerScreen Main menu

EDIT = Create or revise document
- Correct spelling errors
- Add formatting directives
- Save a document on disk

QUIT = End SuperWriter and return to System.

PRINT = Print formatted document
- Print document "as is"
- Print form letters or mailing lists

CHECK Spelling = Find and mark all possible misspelled words

DISK Directory = List documents and document history

UTILITY = Display or include document.
- Delete or rename documents
- Spool document to printer (background printing)
- Revise document history
- Maintain Dictionaries
- Call SuperCalc.

Press any key to continue.

The following chapters in this section examine all the details and 'how to's' of the paths shown in the Main Menu and its AnswerScreen.

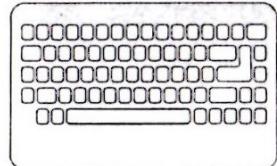
edit
print
check

MENU

THE MAIN MENU

NOTES:

EDIT



II. THE MAIN MENU

CHAPTER 1

EDITING

Document Names

After selecting EDIT from the main menu, the SuperWriter program asks you to:

Type name of document.

You must name a document before you can enter or edit any text. To edit an existing document, enter that document name. To create a new document, enter the name under which you intend to file the document. You can change this name later, if you like.

Document Name AnswerScreen

How to get here:

From "Type name of document:"; press **AnswerKey**.

SuperWriter 1.00 AnswerScreen Document Names

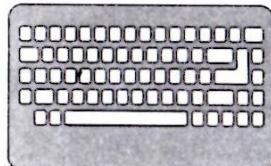
Documents must have a name so that the computer can file and find them again. A complete "File Name" consists of the following:

1) Drive = one letter indicating the disk drive containing the document, followed by a colon (:). The drive name is optional. If it is not given, the SuperWriter program automatically looks for the document either on the disk where the last document was found or, when first starting, on the SuperWriter program disk.

2) Name = one to eight characters, with no spaces. Choose a name you can easily remember or associate with the specific document.

3) Extension = a period followed by three or fewer characters which indicate the type of file, such as .DOC or .TXT. The extension is optional. When you edit a file and save it, the previous version of the file is kept with the same drive and name, but with a different extension .BAK (for backup).

Press any key to continue.



EDIT

DOCUMENT NAMES

- When you first start the SuperWriter program, the default drive, where the SuperWriter program looks to find a document when a drive is not specified, is the logged-in system drive, the drive that the SuperWriter program disk is in.

When you give a drive letter with the document name to specify a document from a different disk, the SuperWriter default drive changes. The SuperWriter program then assumes that all subsequent files you name are on that same disk, until you specify a different drive or end the program.

If your SuperWriter program is in drive A:, but all your document files are on a separate diskette in drive B: for example, you only need to tell the SuperWriter program specifically to find the first file on B:. From then on, when you enter only the file name, the SuperWriter program searches drive B: for the file.

- If the document name has more than eight characters, extra characters are ignored. Any spaces in the name are also ignored; MEMO 1 and MEMO1 are the same name, while MEMO01 is a different name.
- Extensions are generally used to indicate the type of file. For example, a .BAS extension means the file is a BASIC program, a .COM extension means that the file is a command

file (.CMD in CP/M-86), and .PRN is a formatted print file.

The SuperWriter program will not edit a file with one of the following extensions:

.COM, .REL, .INT, .PCO, .OVL, .O86, .EXE, .CAL, .DIC, .\$\$\$, .BAK, .CMD (CP/M-86 systems).

It is not necessary to use extensions with any document or text files you write. You should use the name to distinguish between different documents, rather than relying on the extension. If you do use extensions to distinguish between individual files with the same name, your backup files may be lost.

Having two documents named, for example, LETTER.A13 and LETTER.JO8 could create problems later on. When you revise or edit LETTER.A13 and store the new version on the disk, the old version of the letter is automatically renamed LETTER.BAK. If the LETTER.A13 was damaged, or you decided after saving the file that you did not want to make the changes after all, you still have a 'backup' copy, which you could rename LETTER.A13 and use. If, however, you also rewrite LETTER.JO8, the old version of that file is also automatically renamed LETTER.BAK, replacing the other LETTER.BAK. You will have just lost your backup for LETTER.A13.

A:

N A M E

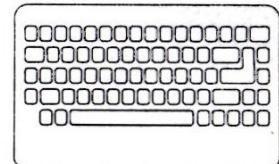
. E X T

DRIVE

NAME

EXTENSION

EDIT



CREATING NEW DOCUMENTS

Backup Files

Backup files are created automatically whenever a file is rewritten onto the diskette. These files are identified by the extension .BAK. Notice that the extension .BAK is in the reserved list above. If you want to edit a backup file, you must first rename it using the system utility.

The following diagram illustrates document file naming.

In naming document files, the following symbols have special significance:

- : may be used only after a disk drive letter.
- . may be used only to start the extension.
- * may not be used (functions as a 'wildcard' in file names).
- ? may not be used (functions as a 'wildcard' in file names).

The SuperWriter program checks that document names are valid. Entering an invalid name will

cause it to either ignore extra characters or repeat the prompt asking you to enter the document name.

Creating New Documents

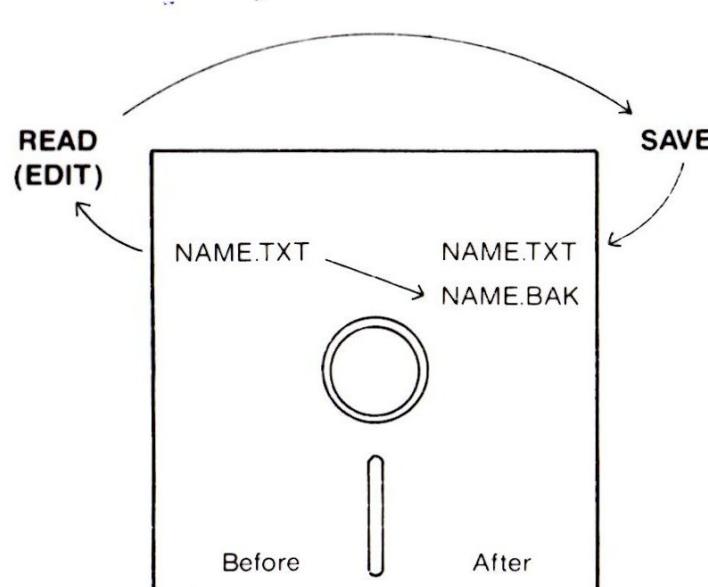
If the document named is not found, SuperWriter prompts:

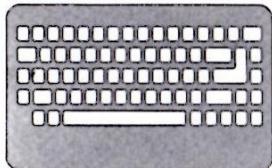
Do you wish to create a new document? (Y/N)

If you want to create a new file with that document name, type the letter **Y** and continue with Document History creation. If not, type the letter **N**. You will be asked to type another name of a document to edit.

When you do create a new document, a document history section is created.

If the document already exists, the SuperWriter program doesn't ask for Initial Document History. Skip to the Edit Commands section.





EDIT

DOCUMENT HISTORY

Document History

SuperWriter keeps a history on every document you create. This Document History is a way of expanding the information you keep on a document. When you have many documents in the system, the document name alone doesn't tell you enough about what each document is.

A Document History is started when the document is first created and may be maintained as a part of the UTILITY activities.

Document History Creation Screen

How to get here:

From the Main Menu; select EDIT and type the name of a new document.

1 [

| | | |
|------------------|------------------|-------|
| Document: A:NAME | SuperWriter 1.00 | 08:35 |
| Comment: | | |
| Doc num: | | |
| Author: | | |
| Operator: | | |

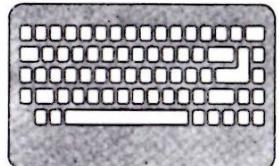
2 [

Revision # 0
Creation Date: 02/01/83
Last Mod Date:

Create Initial Document History:

Type Author's Name:

EDIT



DOCUMENT HISTORY

1. Initial document history. The default Document History, if set up in the Utilities section (or from the last document you edited), shows here. Only the Author's Name and, for some systems, the Creation Date can be entered now. The rest of this information can be reviewed or altered later with the Document History selection of the Main Menu UTILITIES option.
2. The SuperWriter program prompts:
Type Author's Name:

The SuperWriter program also saves the creation date of documents. If your system uses a system date, this date is automatically used as the creation date. If not, you are asked:

Type Date (mm/dd/yy);
Refer to the AnswerScreen for explanations.
Press the Return Key after you finish typing each entry. If you do not want to enter History for this document, the Escape key will skip both the author's name and creation date entries.

Document History AnswerScreen

How to get here:

From Document History Creation; press ? or **AnswerKey**.

| | | |
|------------------|--------------|------------------|
| SuperWriter 1.00 | AnswerScreen | Document History |
|------------------|--------------|------------------|

The following information is requested when any document is created

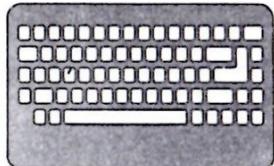
Author The person who wrote this document. This name provides additional information about the document you are writing. The name can be up to twenty characters long, and is displayed in the detailed directory.

Some systems keep a system date. SuperWriter uses this system date if it is available. If not, you are asked

Date Creation date for this document. Enter numbers only. Any other characters are ignored

Press any key to continue

After you have entered the initial document history,
the edit screen appears.



EDIT

EDIT COMMANDS

Edit Commands

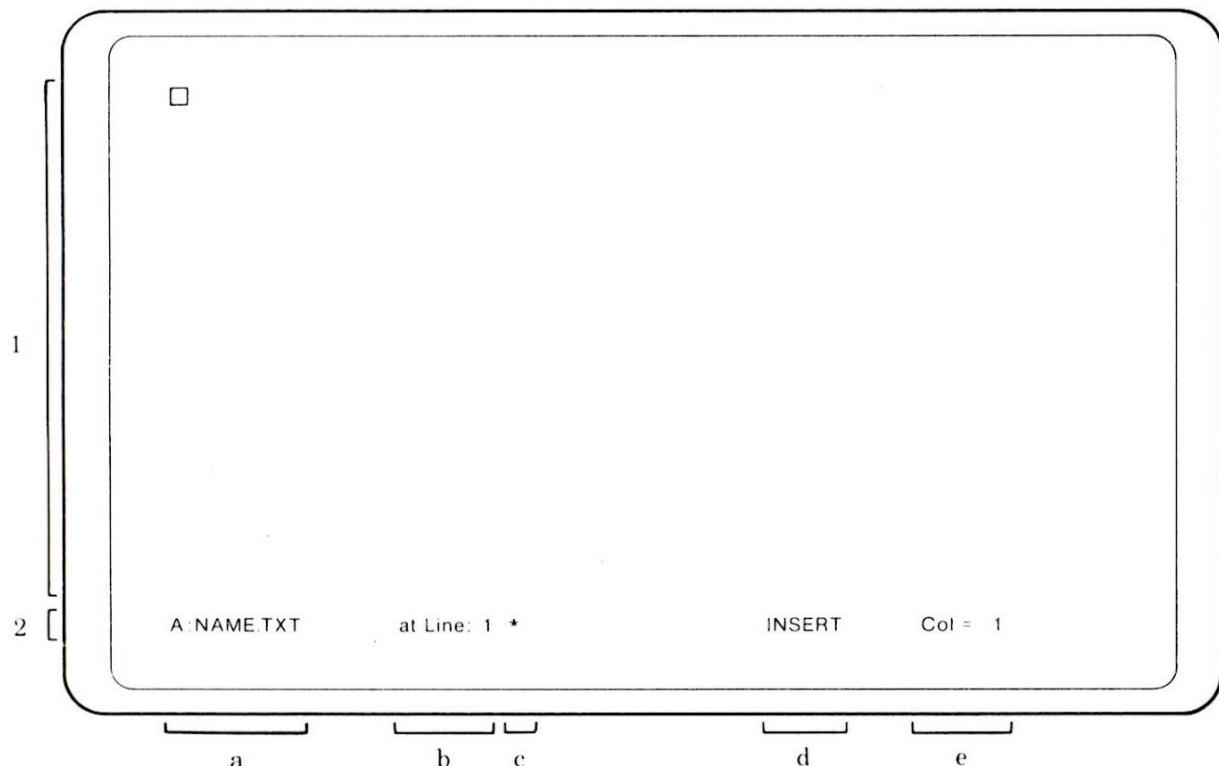
The Edit screen is the space or page on your terminal where you do all the writing and editing of documents.

Whenever you Edit a document, the document is shown in the Edit screen.

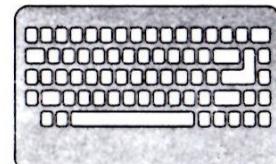
The Edit Screen

How to get here:

- A) From the Main Menu; select EDIT and type the name of an existing document, or
- B) From Document History Creation, or
- C) From the system prompt (e.g., A>); type **SW** and the name of an existing document, or
- D) From other Menus; select Return to Editor.



EDIT



EDIT COMMANDS

1. The Edit screen is a window on the workspace.

The *workspace* is the memory of the computer. It can be likened to a desktop, where the document can be spread out and edited, changed, or added to.

The workspace may hold a document much larger than the area available on the display screen.

When you first see the Edit screen, the first twenty-three lines of the document (or "workspace") are shown. This "window" may be moved up and down or side to side, to show any sections of the document.

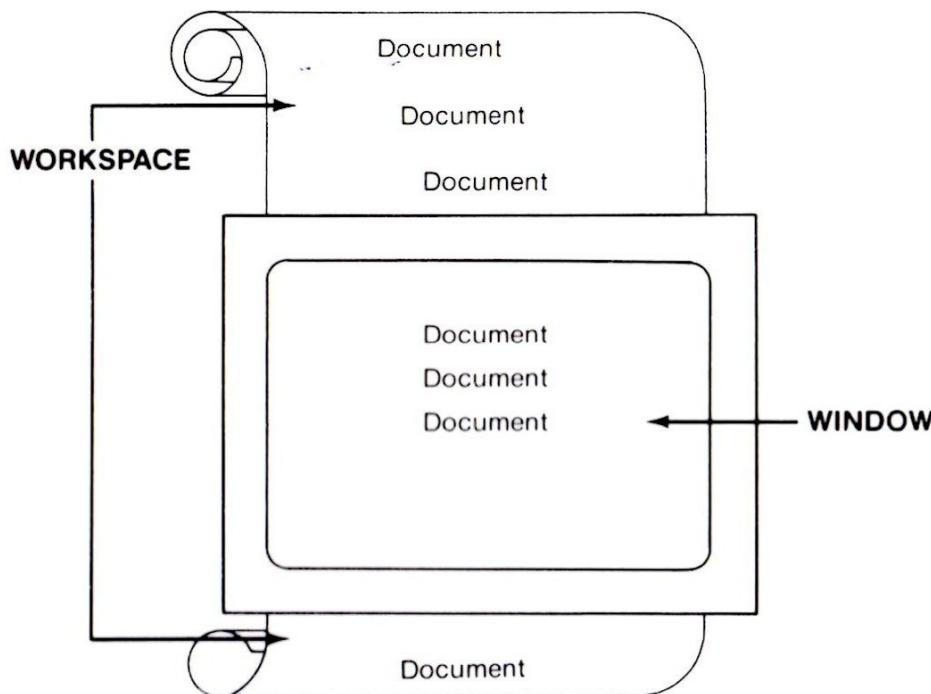
Notice the cursor, an underline or box, in the display.

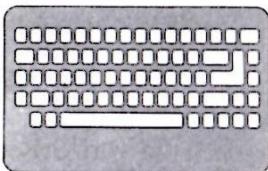
The *cursor* is a pointer to a spot in the document display. It points to the place where new text is entered or changes are made.

2. The last line of the screen is the STATUS LINE. This line tells:

- a) the name of the document you are working on,
- b) the line in the document where the cursor is currently located,
- c) whether the document has been changed since it was last saved (if it has, an asterisk appears after the line number),
- d) whether you are currently in Insert, Auto-
sert or Typeover mode (refer to the Insert section of EDIT),
- e) the column number where the cursor is positioned.

You do all the writing and changing of your documents in the Edit screen. When you Edit a document, you have a set of special commands available. The following screen summarizes these commands, and the remainder of this EDIT section describes in detail how to enter and modify words and text efficiently.





EDIT

EDIT COMMANDS

Edit Command AnswerScreen

How to get here:
From the Edit screen; press **AnswerKey**.

| SuperWriter D1.09 | AnswerScreen. (MS=microscreen keys) | Edit Keys: APRICOT |
|------------------------------|--|--------------------|
| CURSOR MOVEMENT: | | |
| up | Ctrl-E or up arrow | |
| down | Ctrl-X or down arrow | |
| left | Ctrl-S or left arrow | |
| right | Ctrl-D or right arrow | |
| next word | Ctrl-F | |
| back word | Ctrl-A | |
| tab right | Tab key | |
| left margin | HOME | |
| end of line | Ctrl-U | |
| LINE/SCREEN MOVEMENT: | | |
| top of document | Ctrl-T | |
| end of document | Ctrl-B | |
| previous screen | Ctrl-R | |
| next screen | Ctrl-C | |
| line forward | Ctrl-Z | |
| line backward | Ctrl-W | |
| PRINT DIRECTIVES | Ctrl-P | |
| EXIT and SAVE document | ESC S | |
| DELETION: | | |
| cursor character | Ctrl-G | |
| rest of word | Ctrl-Y | |
| rest of line | Ctrl-N | |
| entire line | LINE DELETE CHAR/s | |
| character left | LINE DELETE CHAR | |
| INSERTION: | | |
| change modes | Ctrl-O or MS-1 | |
| blank | LINE INSERT CHAR | |
| line | LINE INSERT CHAR/s | |
| mark | MS-2 | |
| tab | ESC TAB | |
| FIND/REPLACE: | | |
| find next mark | MS-3 | |
| find next spell mark | MS-6 | |
| repeat find | MS-4 | |
| repeat replace | MS-5 | |
| HELP | HELP | |
| ESCAPE OPTIONS | ESC | |
| EXIT and ZAP document | ESC Z | |

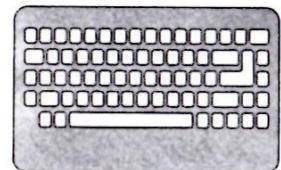
Press any key to continue.

| SuperWriter 1.00 | AnswerScreen | IBM-PC | Edit Keys: |
|------------------------------|-----------------------|-------------------------------------|----------------|
| EDIT OPERATION | PRESS: | EDIT OPERATION | PRESS: |
| CURSOR MOVEMENT: | | | |
| up | Ctrl-E or up arrow | character | Ctrl-G or F10s |
| down | Ctrl-X or down arrow | rest of word | Ctrl-Y or F-10 |
| left | Ctrl-S or left arrow | rest of line | Ctrl-N or F9 |
| right | Ctrl-D or right arrow | character left | Del |
| next word | Ctrl-F or F5 | INSERTION: | |
| back word | Ctrl-A or F5s | character (on/off) | Ctrl-O I |
| tab right | Tab | paragraph (on/off) | Ctrl-O P |
| tab left | Shift Tab | block mark | ESC / or F6 / |
| left margin | Ctrl-^ or HOME | new page | Ctrl-P P |
| end of line | Ctrl-U | Tab | Esc Tab |
| LINE/SCREEN MOVEMENT: | | | |
| top of document | Ctrl-T or F3s | ESCAPE Options: (Press Esc): | |
| end of document | Ctrl-B or F2s | C copy Block or Write block | |
| line forward | Ctrl-Z or F4 | D delete mode M move Block | |
| line backward | Ctrl-W or F4s | F find (repeat F8 marks F7) | |
| next screen | Ctrl-C or F2 | R replace (repeat F8s) | |
| last screen | Ctrl-R or F3 | N upper/Lower-case/Capitalize | |
| PRINT DIRECTIVES | Ctrl-P | I include another document | |
| MAIN MENU | Esc Return | G global: line width and tabs | |
| | | S save Z zap workspace | |

Press any key to continue.

NOTE: The character keys identified on this AnswerScreen differ on different terminals. The terminal type listed on the top line of the screen should be the terminal you are working with (or fully compatible). Refer to the Installation instructions for further information on Key Assignments.

EDIT



EDIT COMMANDS

As the Edit Command AnswerScreen shows, the SuperWriter program uses three classes of keys for various editing commands. The normal "typewriter" keys are interpreted as text entry. For example, when you type the letter "b" in the EDIT, the "b" is considered part of the document, and a "b" appears on the screen as text.

If you press one of the special keys below with the "b", the "b" is interpreted as a command. The command is "executed", and the "b" is not entered as text. The special keys are:

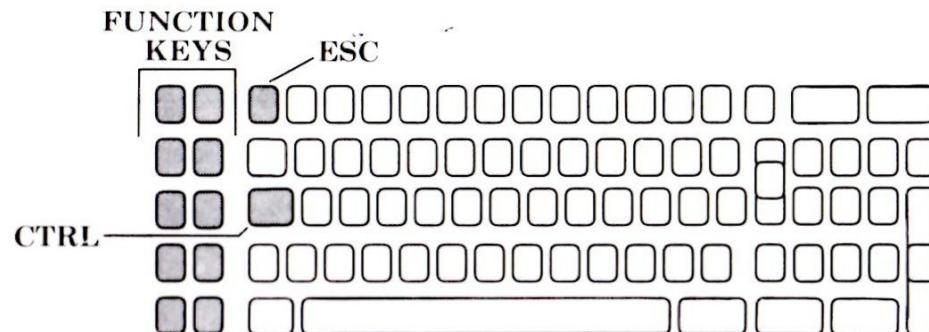
Ctrl or Control: The control key is usually located on the left side of the keyboard and labeled CTRL. It is used like the Shift key. To type a capital A, the Shift key is held down while the "a" key is pressed. Similarly, to type "Ctrl-A", the Control key is held down while the "a" key is pressed.

F or Function keys: Many terminals have several special keys called Function keys. They may be

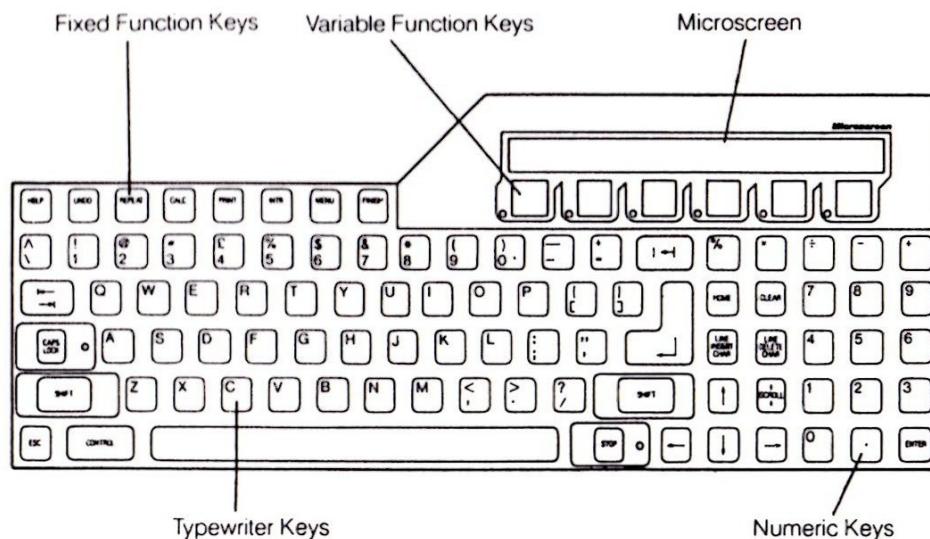
along the top of the keyboard or at either side, but they are not part of the normal "typewriter" keyboard. The Function keys may be labeled "F1," "F2," etc., or just numbered. On some terminals they may also be used with the Shift key to give additional commands. Your terminal may also have special function keys labeled with the function they perform, such as "CHAR DELETE," which deletes the character at the cursor, or an arrow, which moves the cursor in the direction of the arrow.

Function keys generally duplicate Control key commands. You may find it easier to use the function key than the corresponding Control key.

ESC or Escape: The Escape key is usually located on the left side of the keyboard, and labeled ESC. When you press the Escape key, the status line of the screen display changes (as shown on the following page), and the next key or keys you type are interpreted as commands.



or like this:





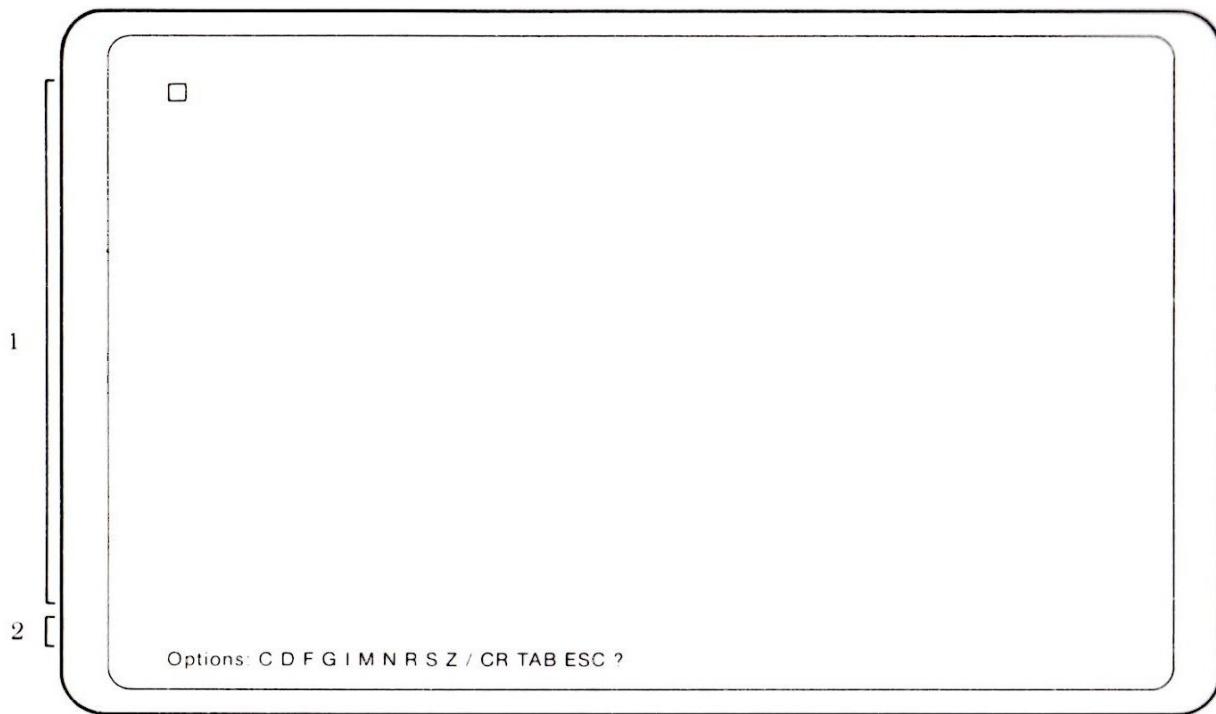
EDIT

EDIT COMMANDS

Escape Edit Commands

How to get here:

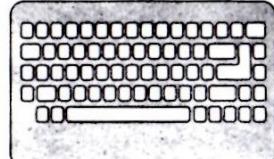
From the Edit screen; press **ESC**



1. The text and cursor position in the Edit screen are unaffected.
2. The new status line lists available options, by key selection. If you press any of these keys, the appropriate Edit command is carried out or "executed." The Escape key returns you to the Edit.

(Pressing any key other than those listed also returns you to the Edit. That key is not interpreted as text.)

The following AnswerScreen tells what each of these letter options will do.

EDIT**EDIT COMMANDS****Escape Edit Function AnswerScreen**

How to get here:

From the Edit Screen press **ESC** and **?** or **AnswerKey**

SuperWriter 1.00

AnswerScreen

Escape Commands:

After pressing the Escape key, choose:

- C Copies marked block (B) within current document or W) into a new file.
- D Delete mode: deletes Block, Character, Entire line, Line right,
/ (block markers), word (to Space)
- F Finds word or string of characters
- G Global: sets line width, tabs, and special character visibility
- I Includes text from another document
- M Moves marked block to cursor position.
- N Normalize: makes word or line Upper or Lower case. Capitalizes word
- R Replaces word or string with another word or string
- S Saves document on disk
- Z Zaps or deletes document in workspace
- / Inserts block marker to identify the start or end of a block of text
- CR Goes to Main Menu selections without ending Edit.
- Tab Inserts a Tab character.
- Ctrl-J Locates next marked word after Checking Spelling.

For complete list of edit keys, press the AnswerKey while editing

Press any key to continue . . .

The following pages describe all of the edit commands, both those listed in the AnswerScreen above and in the previous AnswerScreen.



EDIT

CURSOR MOVEMENT

Cursor Movement

The cursor is a symbol, generally a reverse video box or block or underline, which shows where the next character typed will appear in the document on the Edit screen. Most Edit operations also depend on the cursor position to determine where the operation or command is carried out.

When you first create or begin to edit a document, the SuperWriter program positions the cursor at the top left corner of the screen. As you type, the cursor moves right across the line, always pointing to the place on the screen where the next character will go. At the right end of the line, when it can go no farther, the cursor jumps back to the left margin and starts the next line. As more lines are typed, the cursor moves down the screen.

When the cursor reaches the end of the twenty-third line at the bottom right corner of the screen, it again goes back to the left to begin another line of your document. This time, though, because there are only twenty-three lines of screen to display the document, the document moves up to make more room. The window moves so that the last seven lines still show, and you have room to continue.

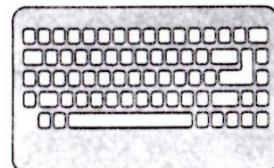
If you move the cursor up, it reaches the top of the screen. If you keep moving the cursor up, the lines of text on the screen start moving down, until the top of the document is at the top of the screen. Similarly, if you move the cursor down, when it reaches the bottom of the screen the document will start to scroll up, until the cursor reaches the bottom of the document.

The cursor can be moved anywhere in the document. The portion of the document where the cursor is currently located will always be shown on the Edit screen.

- The cursor never moves out of the workspace.
- The cursor does not move forward in the document in front of the first character of the document.
- The cursor does not move past the end of the document.
- The cursor does not move past the left or right margin.

There are a number of ways to move the cursor, depending on where you want to go in the document. You can move the cursor directly:

| | |
|--------------------------|------------------------------|
| Right | Ctrl-D or Right arrow key |
| Left | Ctrl-S or Left arrow key |
| Up | Ctrl-E or Up arrow key |
| Down | Ctrl-X or Down arrow key |
| Right to Next Word | Ctrl-F |
| Left Word | Ctrl-A |
| Right to Tab | Tab |
| Left to Tab | Back Tab |
| Left to Margin | Ctrl-~ or HOME |
| Right to End of Line | Ctrl-U |
| Up to Top of Screen | Ctrl-~ twice or HOME twice |
| Down to Bottom of Screen | Ctrl-~ thrice or HOME thrice |

EDIT**CURSOR MOVEMENT**

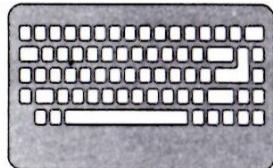
Moving the cursor may move the text showing in the Edit screen. You can also leave the cursor in the same spot on the screen (same screen line and column) but move the text "under" the cursor. You can move the text showing in the Edit screen:

| | |
|--------------------------------------|--------|
| Up (Forward) Line by Line | Ctrl-Z |
| Down (Backward) Line by Line | Ctrl-W |
| Up (Forward) by Screen (22 Lines) | Ctrl-C |
| Down (Backward) by Screen (22 Lines) | Ctrl-R |
| Up to the Beginning of the Document | Ctrl-T |
| Down to the End of the Document | Ctrl-B |

NOTE: These cursor movements are all done using Control keys or Function keys. In some terminals some of these keys are slightly different. We suggest that you look at the

Keyboard charts in the Installation Section of this manual, and note any changes in keys for your terminal in the tables above.

| | | | | | |
|--|----------------------------|-----------------------|----------------------------|--------------------------------|--|
| | Scroll W Up | Up E | Up R Screen | Top T Document | |
| | Left A Word | Left S → | Right D → | Right F Word | |
| | Scroll Z Down | Down X | Down C Screen | Bottom B Document | |



EDIT

INSERTING TEXT

Inserting Text

There are four "modes" of entering characters into a document: *Type-over*, *Auto-insert*, *Insert* and *Page-insertion*. When you are initially entering text, there is no noticeable difference between these modes. As soon as you stop to make a correction or change any of the text you entered you will see the difference.

Type-over Mode

In Type-over mode any character you type will replace the character at the cursor position. Typing in this mode is similar to typing on a correcting typewriter. You can backspace to a mistake and type over errors. Word processing gives you the flexibility to go selectively anywhere in the document (using the Cursor Movement controls) and type over a character. Only the character at the cursor position is affected.

Insert Mode

You can use type-over mode to change words in the middle of a paragraph when the change is the same size as the original text. If the changes are longer than the original, you need to insert characters.

In Insert mode any character you type will be inserted into the text at the cursor position. The character that was at the cursor position is moved to the right, along with the cursor. All other characters and words in the paragraph are moved to make room for the inserted character(s).

Insert mode is essential to add characters, words or another sentence within existing text. When used along with the special delete commands, described later, it is useful for changing or correcting words in a document.

Auto-insert Mode

Auto-insert mode is useful when you need to change or correct single words within a document. You can type the complete word you need to change, and if the change is longer than the original you need not stop and change to Insert mode. If the cursor

moves onto a space, though, any characters you type, except for a space, are inserted at the end of the word. When you press the space bar, the cursor moves right to the next position and, if that position is occupied by a character, the character is replaced by the character you type next.

Auto-insert mode:

typing a letter is easy.

(type "document".)

typing a document is easy.

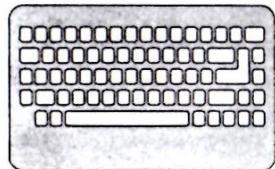
Page Insertion

When you need to insert several lines or more into a text, it is easiest to use Page Insertion. Page Insertion opens a space at the cursor position, where you can type new text as if it were at the end of the document. After entering the new lines, paragraphs, or even pages, just turn Page Insertion off, and the rest of the document will close in after the insertion.

Insert mode is the default (pre-set) mode. When you first create a document, Insert mode will be on. The SuperWriter program remembers what mode was set when you save a document. The next time you Edit that document, the same mode will be set.

The SuperWriter program always uses one or another of these modes. You can change between modes by pressing the Control key and O key at the same time (Ctrl-O). When you press **Ctrl-O**, the Status line prompts you for which mode you want. The following AnswerScreen describes how to change between modes.

EDIT



INSERTING TEXT

Insertion Mode AnswerScreen

How to get here:

From the Edit screen; press **Ctrl-O** and **?** or **AnswerKey**.

SuperWriter 1.00

AnswerScreen

Insert Options.

Type-over—typed characters replace cursor characters, one for one

Auto-Insert—Type-over with Insert at end of word

Insert—typed characters are inserted in text, text is rejustified

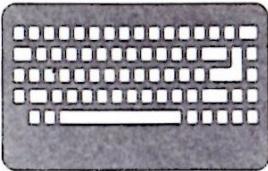
Page Insertion—text is opened for larger insertions

COMMANDS:

- A Turns Auto-insert mode On or Off. When Auto-insert is selected, the Status Line shows Auto.
- I Turns Insert mode On or Off. When Insert mode is On, the Status Line shows INSERT.
- P Turns Page insertion On or Off. When Page insertion is On, one of the other three modes is also On, and the Status Line shows Page in addition to INSERT, Auto, or the blank. When Page Insertion is turned Off, the text closes up.

Press any key to continue.

NOTE: When you move the cursor to the Top or Bottom of Document, do any Block commands or Include, Find or Replace commands, Page Insertion is automatically turned Off.



EDIT

DELETING TEXT

Deleting Text

The SuperWriter program gives several different Control key and Function key commands to delete text. The SuperWriter program also has a special Delete mode for more complicated or extensive deleting of text. Select Delete commands based on how much, or what kind of, text you need to delete.

Control and Function Key Commands

Commands in the following list delete characters relative to the cursor position:

| | |
|--|--------|
| Character | Ctrl-G |
| Character to left of cursor | Del |
| Rest of Word (to the next space) | Ctrl-Y |
| Rest of Line (next line will 'wrap' around and replace deleted text) | Ctrl-N |

Caution: Once you delete text, it is gone!

Delete Mode Commands

Delete mode is useful when you must delete areas of text or make extensive deletions in text. The following AnswerScreen describes delete mode commands and options.

Deleting Words—Ctrl-Y:

before:

delete **W**ords from
delete **□** words.
delete word**i**ng that

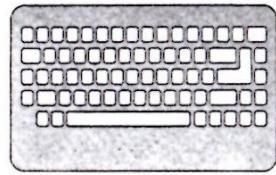
after:

delete **f**rom
delete**□**
delete word **t**hat

Deleting rest of line—Ctrl-N.

When you delete the rest of a line **□** within a paragraph, the following lines automatically wrap to replace the deleted text.

When you delete the rest of a line the following lines automatically wrap to replace the deleted text.

EDIT**Delete Mode AnswerScreen***How to get here:*From the Edit screen; press **ESC**, **D** and **?** or **AnswerKey**.

| | | |
|---|--------------|----------------------|
| SuperWriter 1.00 | AnswerScreen | Delete Mode Commands |
| <p>Press the Escape key and type D to start the Delete mode. In Delete mode any key you press either deletes characters, moves the cursor, or is ignored. The Edit is in Delete mode until you press the Escape key again.</p> <p>COMMAND — ESC, D and:</p> <p>Cursor Left, Right, Up and Down keys move the cursor</p> <p>B Deletes marked block. Two block markers (use Escape / to set block marks) must already be inserted in the current document. The number of lines in that block is counted, and a prompt asks if you want to delete that number of lines (Yes or No).</p> <p>C Deletes the character at the cursor.</p> <p>E Deletes the entire line.</p> <p>L Deletes the remainder of current line, from the cursor right.</p> <p>S Deletes all spelling marks anywhere in the current document.</p> <p>/ Deletes all block markers anywhere in the current document.</p> <p>Space Deletes the remainder of word, from the cursor right.</p> <p>Escape Ends Delete mode, returns to Edit</p> | | |
| Press any key to continue | | |

Deleting a block of text takes several steps. It is much faster than using a series of line deletions. To delete a block of text:

1. Move the cursor to the first character you want to delete.
2. Press the **ESCAPE** key and type a slash (/) to insert a block marker.
3. Move the cursor to the character *after* the block of text to be deleted, the first character you do not want deleted.

4. Press the **ESCAPE** key and type a slash (/) again to add the second block marker.
5. Press **ESCAPE**, **D**, and **B**.
6. The Status Line prompts:
OK to DELETE *n* lines? (Y/N)
(*n* is the number of lines in the marked block).
7. Answer **Y** if you still want to delete the block. The text between the block markers, and the block markers, will be deleted. If you answer **N**, the block will not be deleted, and the block markers will remain positioned in the text.



BLOCK COMMANDS

Moving Text—Block Commands

In the course of writing and editing a document, you will sometimes decide that words, lines, paragraphs or whole pages should be rearranged. Moving blocks of text around is sometimes called “cut and paste.” You can “cut” a section of text out and “paste” it in somewhere else in the document.

In the SuperWriter program, block commands do these “cut and paste” jobs. Block commands can also “cut” or delete a section of text, or “paste” (copy) identical text several different places in your document.

Move Block AnswerScreen

How to get here:

From the Edit screen; press **ESC, M** and **?** or **AnswerKey**

SuperWriter 1.00

AnswerScreen

Move Marked Block:

The MOVE command is used to move a Marked Block of text from one place to another within the current document.

Block Marker: A special character that marks the beginning and end of a block of text (marked block). Block markers are inserted in a document by pressing the Escape key and typing a slash (/), or F6 B.

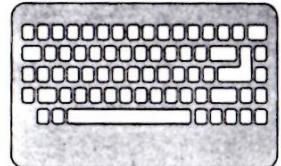
Marked Block: A block of text between two block markers. Two (and only two) block markers must already be inserted into the document before the following commands are used.

COMMAND—ESC, M and:

B Moves marked block to current cursor location. The text is automatically deleted from its old position, and inserted at the cursor position. Block markers are removed and the text is rejustified.

ESC Returns to the Edit without moving text.

Press any key to continue

EDIT**BLOCK COMMANDS**

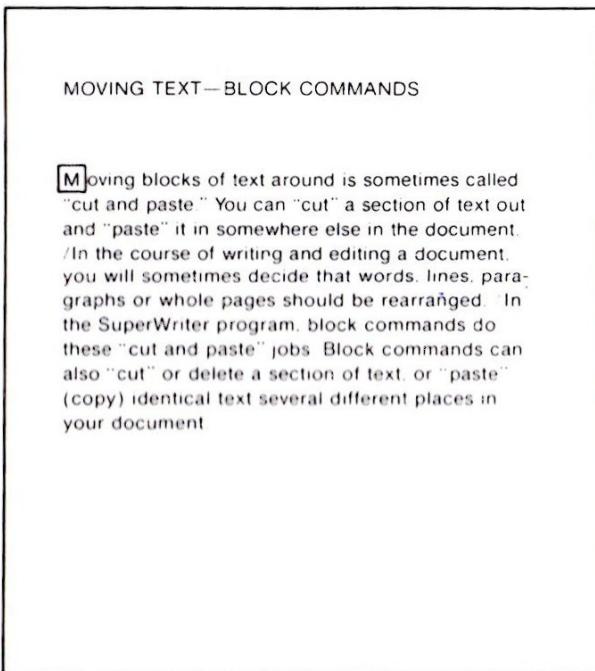
To MOVE a block of text (delete it from its current position and insert it into another location in the same document):

1. Move the cursor to the first character you want to move.
2. Press the **ESCAPE** key and type a slash (/) again to add the second block marker.
3. Move the cursor to the character after the block of text to be moved, at the first character you

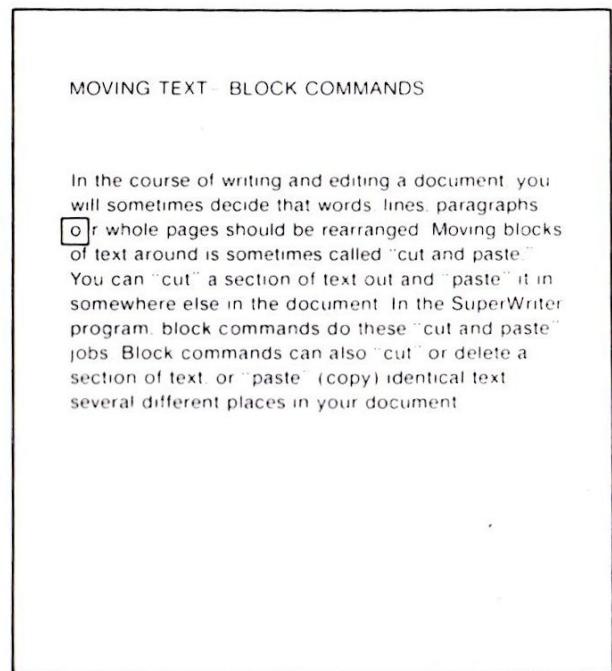
do not want moved.

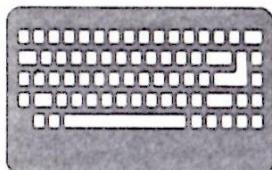
4. Press the **ESCAPE** key and type a slash (/) again to add the second block marker.
5. Move the cursor to the position where you want the text moved.
6. Press **ESCAPE**, **M**, and **B**. The text between the two block markers will be moved from its old location and inserted at the current cursor position, with the block markers removed.

Before:



After:





EDIT

BLOCK COMMANDS

Copy and Write Block AnswerScreen

How to get here:

From the Edit screen; press **ESC**, **C** and **?** or **AnswerKey**.

SuperWriter 1.00

AnswerScreen

Copy or Write Blocks:

The COPY command duplicates a block of text, either in another spot in the same document or in a separate new document filed on disk.

Block Marker: A special character that marks the start and end of a block of text (marked block). Block markers are inserted in a document by pressing the Escape key and typing a slash (/).

Marked Block: A block of text between two block markers. Two (and only two) block markers must already be inserted into the document before the following commands are used.

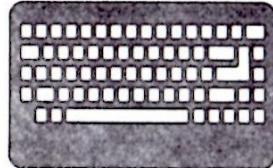
COMMAND — ESC, C and:

- B** Copies the marked block to current cursor location. The text, still enclosed by block markers, remains at its original location, and the same text, without block markers, is inserted at the cursor position, and justified.
- W** Writes the marked block to a separate new file on disk. You must type a document name so that the block can be filed. The marked block is left in place in the current document, as are the block markers.
- ESC** Does not copy block, returns to Edit.

Press any key to continue

NOTE: If a file on your disk already uses the name you type when writing a marked block, the SuperWriter program prompts:
File exists. Write over it? (Y/N)

If you answer by typing a **Y**, the previous file with that name is destroyed and the marked block is saved with the name you assigned.

EDIT**BLOCK COMMANDS**

To copy a block of text (duplicate existing text and insert it at another place in the same document):

1. Move the cursor to the first character you want to copy.
2. Press the **ESCAPE** key and type a slash (/) to insert a block marker.
3. Move the cursor to the character after the block of text to be copied, the first character you do not want copied.
4. Press the **ESCAPE** key and type a slash (/) to add the second block marker.
5. Move the cursor to the position where you want the text copied.
6. Press **ESCAPE**, **C**, and **B**. The text at its original position will be unaffected, and the same text will be inserted directly in front of the cursor. The block markers around the original

Before:

In the course of writing and editing a document, you will sometimes decide that words, lines, paragraphs or whole pages should be rearranged. Moving blocks of text around is sometimes called "cut and paste." You can "cut" a section of text out and "paste" it in somewhere else in the document. In the SuperWriter program, block commands do these "cut and paste" jobs. Block commands can also "cut" or delete a section of text, or "paste" (copy) identical text several different places in your document
□

After:

In the course of writing and editing a document, you will sometimes decide that words, lines, paragraphs or whole pages should be rearranged. Moving blocks of text around is sometimes called "cut and paste." You can "cut" a section of text out and "paste" it in somewhere else in the document. In the SuperWriter program, block commands do these "cut and paste" jobs. Block commands can also "cut" or delete a section of text, or "paste" (copy) identical text several different places in your document
You can "cut" a section of text out and "paste" it in somewhere else in the document
□

block of text remain in place, so you may copy that text somewhere else in the document by repeating steps 5 and 6.

To ERASE Block Markers (after copying text, for example) either:

Move the cursor to the Block Marker and delete the character, or Press **ESCAPE**, **D**, and / to delete all block marks automatically.

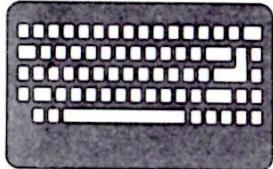
Saving a Block of Text in a Separate File

The COPY commands can also be used to copy or write a block of text into a new document file on disk. This is the easiest way to split up a document that grows too large. It is also useful for pulling out blocks of text which may be used frequently in other documents.

The Copy process does not delete the block from the original document, but duplicates it as a complete new document.

To COPY a block of text (duplicate existing text) and save it in a new document file on the disk:

1. Move the cursor to the first character you want to copy.
2. Press the **ESCAPE** key and type a slash (/) to insert a block marker.
3. Move the cursor to the character after the block of text to be copied, the first character you do not want copied.
4. Press the **ESCAPE** key and type a slash (/) to add the second block marker.
5. Press **ESCAPE**, **C**, and **W**. You are prompted:
Type name of document:
6. Type the document name you want to assign to this block. If the name is valid, the text will be copied and the text at its original position will be unaffected. The block markers around the original block of text remain in place, so you may copy that text somewhere else, delete the text, or remove the block markers.



EDIT

INCLUDING OTHER TEXT

Including Text From Another Document

Text from another document on disk can be included in the document you are writing or editing. You can include the entire document, or individual screens or pages from the other document, anywhere in the current document. In addition, because you do not have to include any of the other document, this procedure can be used just to look at another document while you are working, without ending the Edit.

To include text from another document, move the cursor to the place you want the text inserted. Press:

ESCape key (the status line changes to list Escape edit options),
I (the status line changes and prompts:),
Type name of document:

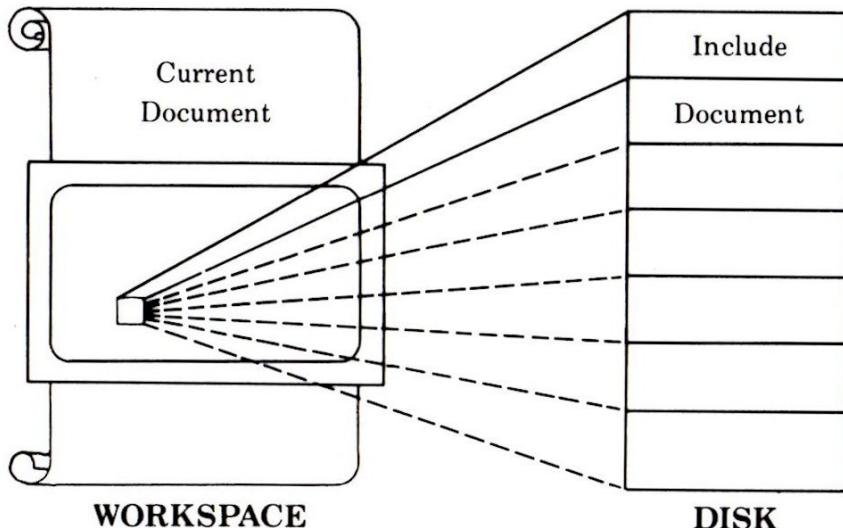
If the document you name is found, the SuperWriter program displays the first screen (23 lines) or section (if the section is less than 23 lines) of the named document. (Sections of text are separated by a form feed character. Refer to the Include discussion in the

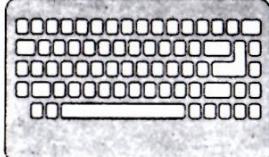
Library File Access section of the Utility chapter for a detailed discussion.) The Status line prompts:

CR = Accept, A = All, Space = Skip, ESC = Quit

If you want to include the text displayed on the screen, press Return. If you want to include the rest of the document, press A. (You cannot include less than one screen or page of another file. If you include more than you want, you can easily delete extra lines.)

If you do not want to include the text displayed in your document, press the Space bar. If the file being "included" is larger than one screen (23 lines) or one page, the next screen is displayed, and the same responses can be given. If you do not want to include any further text from the "included" file, press the Escape key. When you press the Escape key or reach the end of the "include" file text, the current Edit document is redisplayed on the Edit screen, with the new text included. The cursor is positioned on the first character of the included text.





EDIT

GLOBAL SETTINGS

Global Document Settings

Global settings describe how the document you write looks on the display screen. They are Global for each individual document. The same settings apply throughout the document, though different documents can have different sets of settings.

Setting the global document values is similar to setting the left and right margins and tab stops on a typewriter. Because the computer offers many more capabilities than a typewriter, the global settings are also a bit different.

Instead of left and right margins, you set linewidth. The left margin on the computer display is zero, so that you make maximum use of the display screen. (To specify the left margin for printed copies, see the Print Chapter.) Line width, then, is just the difference between left and right margins. Tab stops are set counting from the left margin.

Global settings also control what special characters are visible on your screen. These special characters control the text on the screen and when printed. For example, on a typewriter, the space bar, tab key and carriage return move the carriage or paper so letters you type appear in the proper place. In word processors, when you press one of those keys a special character is put in the text telling the computer display or printer what to do (go to the next tab stop, skip a space, or end that line and begin another).

When you edit or change text, it is often useful to see those characters. When you insert or delete words, for example, the results might look different if you used a tab rather than spaces in that line. On the other hand, sometimes these special characters can be distracting.

The SuperWriter program lets you select whether or not these characters are visible on the display screen. On color monitors these special characters show up in color when visible, while ordinary characters are white. On displays which can show dim or half-intensity characters, they will be dim

when visible. These characters never show up when the document is printed, regardless of the choices you make here.

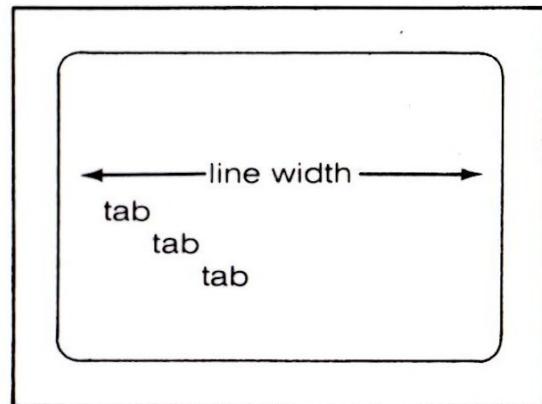
When you set the global values for a given document, those settings are kept as an invisible part of that document, and will remain the same until you change them.

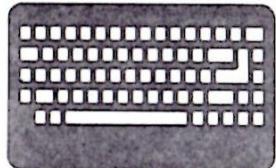
Global settings are pre-set. You do not need to set them every time you create a new document. You need only set them if you want different settings than the preset or default values. These default values for the first document you create (immediately after starting the SuperWriter program) are listed later in this section. After you change layout settings for one document, or edit a document with different layout settings, the new settings become the default Global settings.

Program files are automatically given a different set of Global default settings. Program files are any files with one of the following extensions:

.ACD, .ASM, .A86, .ASC, .COB, .FOR, .BAS, .LIB, .PAS, .PLI, .C, .SUB, .SYM, .TEX.

Global settings are handled in a separate menu. Press the ESCape key and type G. The Edit screen is replaced by the menu on the following page.





EDIT

GLOBAL SETTINGS

Global Settings Menu

How to get here:

From the Edit screen; press **ESC, G**

Document: A.NAME SuperWriter 1.00 08.35

Mode: Text

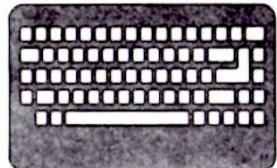
Word-Wrap: Yes Visible Line Breaks: Yes
Visible Returns: Yes Visible Print Controls: Yes
Visible Blanks: No Visible Soft Hyphens: Yes

Line Width: 65 Tab columns:
123456789-123456789-123456789-123456780-123456789-123456789-12345
[---+---(-1----+---2---(+---3---(---+---(---+---(-5----+---6---(]

Change Global Document Settings:
—Change Line width
—Change Tab stops
—Set Program options
—Set Text options
—Select Custom options

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey

1. The name of the document for which these settings apply.
2. The current Global settings for this document. Some of these settings (line width and tab stops) are set directly from the Menu below. The Visible settings are changed indirectly as Program or Text options, or from the Custom Options Menu. As you change these settings, the changes are reflected here.
3. The Global Settings Menu is used to change layout settings. Refer to the AnswerScreen below for an explanation of these selections.
4. As with other menus, space the cursor in front of the setting you want to change and press the Return key. The cursor will remain in this menu for further changes until you press the Escape key, which returns the program to the Edit screen. Pressing ? or the AnswerKey displays the following AnswerScreen.



Global Settings AnswerScreen

How to get here:

From the Global Settings Menu; press ? or **AnswerKey**

| | SuperWriter 1.00 | AnswerScreen | Global Settings: |
|---|---------------------------|--|------------------|
| 1 | SELECT: | SPECIFY BY: | |
| | 'Change line width' | Enter maximum line width (characters / line) up to 250 | |
| 2 | Change Tab stops | Advance the cursor with the Space bar; stop at desired tab column positions and press the Tab key. Continue to right margin or press Return when finished. | |
| | OTHER SELECTIONS: | RESULT: | |
| 3 | Program mode | Characters (not whole words) wrapped, 80 column line width, visibilities set to appropriate defaults for program entry. | |
| | Text mode | Word-Wrap, 65 column line width, visibilities set to appropriate defaults for document editing. | |
| | Custom options | Set word-wrap and special character visibility individually. | |
| | Press any key to continue | | |

1. The SuperWriter program prompts you to:

Type line width:

Type the desired line width and press Return. The cursor returns to the menu, and the line width and tab column line displayed above reflect the new width.

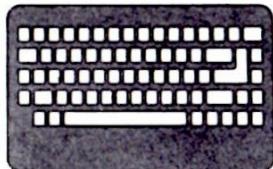
2. When you select Change Tab stops, a dot(period) shows under the two lines for tab columns at column 1. Use the space bar to move space by space to the column where you want the first tab set. Press the Tab key. Space to the next tab setting with the space bar, and set the next tab stop with the Tab key. Continue until you have set all your tabs, and press Return. When you press

Return, all the previous tab stops to the right are cleared. The second line of the Tab columns display is rewritten to show the new tab settings.

If you make a mistake, press Return, select Change Tab Stops from the Menu, and repeat the procedure.

3. The visibility of special characters is determined from default settings in program or text mode. Custom mode allows you to set various visibilities individually, using the following menu.

Refer to the Custom edit mode settings below for additional explanation.



EDIT

GLOBAL SETTINGS

Custom Options Menu Screen

How to get here:

From the Global Settings Menu; Select Custom Options

Document: A.NAME SuperWriter 1.00 08:35

Mode: Text

1 Word-Wrap: Yes Visible Line Breaks: Yes
Visible Returns: Yes Visible Print Controls: Yes
Visible Blanks: No Visible Soft Hyphens: Yes

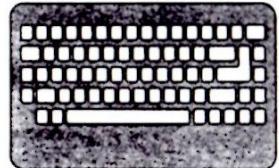
Line Width: 65 Tab columns:
123456789-123456789-123456789-123456789-123456789-123456789-12345
[---+---(-1----+---2---(+----3---(-+----(----+---(-5----+---6----)]

2 Select custom edit options:
— Automatic Word-Wrap (Yes/No)
— Visible Returns (Yes/No)
— Visible Blanks (Yes/No)
— Visible Line Breaks (Yes/No)
— Visible Print Controls (Yes/No)
— Visible Soft Hyphens (Yes/No)

3 Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey

1. Document name and Global settings are the same as on the Global Settings Menu screen. Changes made in the Custom Mode Menu (this menu) are reflected in this display as you make them.
2. The Custom Mode Menu. All six choices are "toggles." Selecting the option changes (toggles) it from Yes to No and vice versa.
3. Like the other Menus, space the cursor in front of the desired selection and press the Return key. The cursor will remain in this menu, allowing additional selections, until you press the Escape key. Pressing the ? or AnswerKey shows the following AnswerScreen.

EDIT



GLOBAL SETTINGS

Custom Options AnswerScreen

How to get here:

From the Custom Option Menu; press ? or **AnswerKey**

SuperWriter 1.00

AnswerScreen

Custom Edit Options:

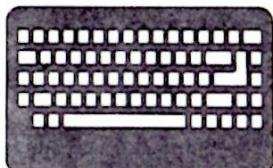
Word-Wrap: Sends words that run into the right margin down to the start of the next line as you type. With no word-wrap words are split at the right margin.

The following options, when set Yes, cause SuperWriter to display special characters or symbols in the document. If your terminal is able to show "half-intensity" characters, these characters will all be shown in half intensity, to distinguish them from actual text characters shown at normal intensity.

Visible Returns: Displays a small triangle on the screen each time you press the Return key in the Edit of the document.
Visible Blanks: Displays an underline character on the screen each time you enter a space by pressing the space bar.
Visible Line Breaks: Displays a plus sign at the end of a line when words are wrapped to the next line.
Visible Print Controls: Displays print formatting commands entered through the Print Directive key (Ctrl-P).
Visible Hyphens: Displays a hyphen for a soft hyphen entered by Ctrl-P -

Press any key to continue

| Control | Character | Visible Symbol |
|---|---|---|
| Visible Returns | ← or Return or Enter Tab or → | ~ or Δ (or ▲ |
| Visible Blanks | Space | — |
| Visible Line Breaks | (inserted and adjusted automatically) | + |
| Visible Print Controls | Ctrl-P B (boldface) Ctrl-P C (center) Ctrl-P H (hanging indent) Ctrl-P P (new page) Ctrl-P R (right justify) Ctrl-P U (underline) Ctrl-P space (hard space) Ctrl-P < (superscript) Ctrl-P > (subscript) | b or full intensity or reverse video c) or ► p r u ' < or ▲ > or ▼ |
| Visible Soft Hyphen (hyphens are always visible at line end) | Ctrl-P - | - |



EDIT

FINDING TEXT

Finding Text

The Find command lets you quickly:

- Move the cursor to a certain place in a large document,
- Find each occurrence of a key name, word, or phrase which you may need to change,
- Locate special characters or symbols, such as page markers, and rapidly “page” through a document.

The Find command is used by pressing:

- ESCAPE key (the Status Line changes to list all Escape Edit options),
- F (the Status Line changes again to prompt for characters to Find:),
- Typing the character(s) to Find, and any Ctrl-Q options (see the Find AnswerScreen).
- CR (the command is carried out).

Find AnswerScreen

How to get here:

From the Edit screen; press ESC, F and ? or AnswerKey

SuperWriter 1.00 AnswerScreen Find Options:

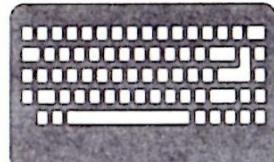
A string is a character or sequence of characters. The string can be up to 25 characters long. If the string you want to find includes a Return, use the Home key (Ctrl-^) to represent the Return character.

PROMPT: ENTER:
Find: string Return (finds next occurrence of string)
Find: string Ctrl-Q option Return (see options below)

OPTION:
D Displays all occurrences of the string after the present cursor position, with a short delay. Escape stops the Find.
V (Veto) Goes to the next occurrence. Pressing the Escape key stops the Find at that string, while pressing the Return key (or Y or N) Finds the next occurrence of the string.
A (All) Reports the number of times that string is found in the remainder of the document. The cursor is placed at the last occurrence of the string.
When a number is entered (do not type the # character), Find displays the next “number” of occurrences. The cursor is placed at the string the specified number of occurrences from the original cursor position.

Press any key to continue

On some terminals, the Find command can be repeated by pressing the Repeat Find function key. (Refer to the Keyboard table in the Installation Section to find which key your terminal uses for the Repeat Find key.)



Replacing Text

The Replace command finds a specified character string (special characters, words, or phrases) as does the Find command. The Replace command also lets you:

- Automatically replace those characters with other characters (or with nothing, to delete them) either the first time they are found, the next several times (you specify the number) they are found, or throughout the rest of the document.
- Display those characters if found and ask if you want the string replaced or not.

The Replace Command sequence is:

ESCape key (the Status Line changes to list all Escape Edit options),

R (the Status Line changes again to prompt for characters to Replace:),

Enter the character(s) to Replace,

CR (the Status line then asks what characters to replace With:),

Enter the replacement characters (if any) and any Ctrl-Q options,

CR (the command is carried out).

On some terminals, the Replace command can be repeated by pressing the Repeat Replace function key. (Refer to the Keyboard table in the Installation Section for your terminal.)

Type: ——————
 ESC R
 Status Line: Replace: word processor (CR)
 Replace: word processor with: SuperWriter (Ctrl-Q)
 Replace: word processor with: SuperWriter VDM # ? V (CR)

For each occurrence, answer Y(es) or N(o)

Text before: the **word processor** program is easy to use. ? Y

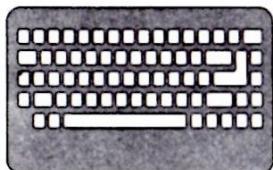
You can use **word processors** for many common ? N

office chores. Often the **word processor** can do ? Y

Text After: if the SuperWriter program is easy to use.

You can use word processors for many common

office chores. Often the SuperWriter can do



EDIT

REPLACING TEXT

Replace AnswerScreen

How to get here:

From the Edit screen; press **ESC**, **R** and **?** or **AnswerKey**

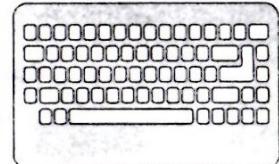
SuperWriter 1.00 AnswerScreen Replace Options:

A string is a character or sequence of characters. The string can have up to 25 characters. If the string includes a Return, use the Home key (Ctrl-^) to represent the Return character.

PROMPT: ENTER: PROMPT: ENTER:
Replace: string1 Return with: string2 Return
 (replaces next occurrence of string1 with string2)
Replace: string1 Return with: string2 Ctrl-Q option Return

OPTIONS:
D Displays and replaces all occurrences of string1 with string2, with a brief delay. Escape stops the Replacement.
V (Veto) Moves the cursor to next occurrence. Typing:
 Y Replaces string1 with string2 and goes to the next occurrence.
 N Leaves string1 as is and goes to the next occurrence.
 ESC Ends the Replacement.
A (All) Automatically replaces string1 with string2 throughout the remainder of the document, and reports how many times the replacement is made. The cursor is positioned at the last occurrence
A number (not a # character) replaces the next "number" of occurrences of string1 with string2. The cursor stops at the last string replaced.

Press any key to continue



EDIT

SPECIAL CHARACTERS

Special Characters

The SuperWriter program uses several special characters as markers in text, such as spelling and block marks and formfeed characters (see the Include Keyed Section discussion in the Utilities chapter). You may also want to include Control characters in the text to prepare files for use with other programs, or to use special terminal or printer capabilities.

One of the Function keys is used to Insert any of these special characters in text, or in a Find or Replace string. On most computers, this key is F6. If your computer or terminal doesn't have an F6 key, refer to your Installation Instructions for the key or key sequence you should use.

Insert Mark AnswerScreen

How to get here:

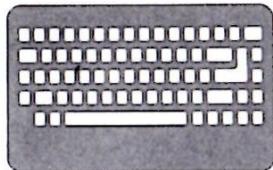
Press F6 (or the equivalent on your keyboard) and the **AnswerKey**.

SuperWriter 1.00 AnswerScreen Insert Mark Options

The following commands insert special control marks in the text of your document at the current cursor position:

- F Inserts a Formfeed character (!), used to identify a Section Key in a file of boilerplate data.
- S Inserts a spelling mark (?).
- / Inserts a block marker (/).
- ^ Followed by a Control character inserts that Control character in the text. The character is displayed in dim or half intensity preceded by a ~. Note that ESC is a control character. Pressing Escape inserts the control character in the text.

Press any key to continue



EDIT

SPECIAL CHARACTERS

The Appendices include an ASCII table which lists Control characters, decimal values and hexa-decimal equivalents.

The Insert Mark options can be used within the Find and Replace strings. If you just want to find

the next or previous mark or special character, use the Find Mark key. On most computers, F7 finds the next mark, while Shift-F7 finds the previous Mark. If your keyboard doesn't have an F7 key, refer to your Installation Instructions for the Find Mark key or sequence.

Find Mark AnswerScreen

How to get here:

Press the Find Mark key (F7 or Shift-F7) and the **AnswerKey**

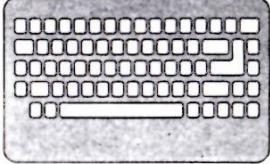
SuperWriter 1.00 AnswerScreen Find Mark Options:

The following commands find special control marks in the text of your document and place the cursor over the next specified mark.

| | |
|---|---|
| F | Finds a Formfeed mark (!). |
| S | Finds a Spelling Mark (?). |
| / | Finds a Block Mark (/). |
| ^ | Followed by a Control character Finds that Control character in the text. |

Press any key to continue

The Appendices include an ASCII table which lists Control characters, decimal values and hexa-decimal equivalents.



EDIT

NORMALIZE

Normalize—Switch Upper/ Lower Case

Normalize is the term the SuperWriter program uses to describe automatically changing the case of characters from upper-case (capital letters) to lower-case (small letters), and vice versa. The Normalize commands are often much easier and faster than retyping characters when you need to change a number of characters.

To Normalize a character, word, or line:

Move the cursor to the left-most character whose case must be changed.

Press the **ESCAPE** key (the Status Line changes showing command options).

Type **N** (the Status line changes to prompt "Normalize: U L A C Cr:").

Type one of the command letters (functions are shown in the AnswerScreen).

Normalize Case AnswerScreen

How to get here:

From the Edit Screen; press **ESC**, **N** and **?** or **AnswerKey**

SuperWriter 1.00 AnswerScreen Case Normalization Commands

Normalize mode is used to change or adjust text between lower case and capital letters. In Normalize mode, all characters are ignored except for the right, left, up and down cursor movement keys and the following command keys:

| | |
|--------|--|
| C | Capitalize character at cursor. All other characters in the word to the right of cursor are put in lower case. |
| L | Lower case all characters from cursor right to end of word. |
| U | Upper case all characters from cursor right to end of word. |
| Return | Lower case all characters from cursor right to end of line. |
| A | Upper case all characters from cursor right to end of line. |
| ESC | Leave Normalize mode and resume Edit. |

Press any key to continue



EDIT

PRINT DIRECTIVES

Print Directives

Centering, Indenting, Paging, Right Justifying, Underlining, Boldfacing, Hyphens, Subscripting, and Superscripting

The SuperWriter program includes a special set of directives for doing several necessary text display features. These features generally affect the appearance of the text on the terminal screen and on printed copies (depending on specific capabilities of your terminal and printer).

These directives insert a special symbol (either a character, a series of characters or a terminal control that affects the appearance of the display) into the text. This symbol is displayed at half-intensity on terminals with half-intensity capa-

bility, or in color on color monitors. The print control characters can be turned off, so they are not visible in your document, by changing the Global document settings (Custom Edit Options). These symbols occupy a screen position, but they do not take up a character space when the text is printed. A line which includes Print Directives could appear longer on your screen than the line width.

These directives are inserted into text using the Control-P command.

Print Directive AnswerScreen

How to get here:

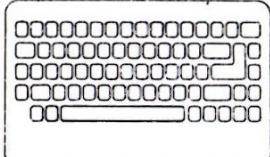
From the Edit Screen; press **Control-P** and **?** or **AnswerKey**

SuperWriter 1.00 AnswerScreen Embedded Print Controls:

The commands under Control-P give you special display formatting features.
Press Ctrl-P and:

- B Boldfaces text to the next boldface directive or Return.
- C Centers the current line of text.
- H Starts a hanging indent at the next tab stop. Subsequent lines until the Return are wrapped to the right of this special tab. A right parenthesis is used to distinguish this indent from a regular tab character.
- P Inserts a Page break to start a new page.
- R Right justifies current line of text.
- U Underlines text to the next underline or Return
- Sp Inserts a Hard Space which is not adjusted by proportional printing.
- Indicates an acceptable place to hyphenate a word, if necessary.
- < Superscripts (raises by half a line) text until the next > or Return.
- > Subscripts (lowers by half a line) text until the next < or Return.
- ESC Returns to Edit without inserting a Print Directive.

Press any key to continue



Boldfacing—Ctrl-P, B

Boldfacing is available on incremental printers (by shadowing).

Boldfacing can be set up in your text using the Boldface directive. The directive boldfaces everything until another Boldface directive or a Return character is encountered.

If you display visible print controls, the Boldface directive is represented as a "b".

This is not Boldfacing.

b This is Boldfacing.

Centering—Ctrl-P, C

A single line of text can be centered on the terminal screen and when it is printed by inserting a Centering directive at the left of that line. The Centering directive centers only the text to the right of the directive on the same line.

If your Global settings call for visible print directives, a small "c" is placed in the document to represent the Centering Directive. To cancel the centering and move the text back to the left, delete the directive (c character).

To center a series of lines, put a Centering directive in front of each line. Each line must end with a Return character.

You cannot use centering and right justification on the same line.

c

Centering

Hanging Indents—Ctrl-P, H

To initially indent a paragraph (only the first line), use the Tab key. The Tab character indents only the first line of a paragraph. Words are wrapped around to the left margin inside the paragraph. Attempting to insert tabs inside a paragraph only confuses the program's word wrapping.

To indent an entire paragraph, use the Hanging Indent directive. When you press Control-P and H, the cursor advances to the next tab stop. Start typing the paragraph. When the cursor reaches the right margin, words are wrapped below the Hanging Indent directive, and not to the left margin. The indent continues until you end the paragraph with a Return.

If you want just part of the paragraph indented (usually all lines after the first, with the first line extending to the left margin) put a hanging indent directive in the line where the indent begins. Words wrap to the right of the directive on subsequent lines.

The Hanging Indent directive character is displayed on the screen as a right parenthesis, as opposed to the left parenthesis used to display a Tab character. If you delete the Hanging Indent Directive character, the text will rejustify to the left margin.

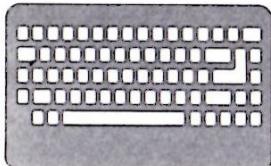
The following indents are done using Ctrl-P H

) With block indents an entire paragraph is indented

1) Numbered lists can also be done with hanging indents. The number precedes the Indent

*) Bulleted lists are also easy to do now

You can also do normal hanging indents (where subsequent lines of a paragraph are indented)



EDIT

PRINT DIRECTIVES

Page Breaks—Ctrl-P, P

The Page Break directive indicates the start of a new page. When you press Control-P P, a dim or half-intensity p is shown (if Print Controls are visible).

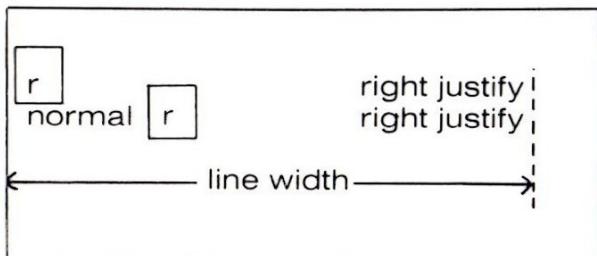
The Print portion of the SuperWriter program monitors the amount of text it tries to put on one page. If you do not include a Page Break directive in the text within the number of lines that fit on a page, the printer will start a new page automatically.

The Page Break directive simply gives you a handy way to control and specify where you think a new page should start, and to see that break easily on the display.

Right Justifying Text—Ctrl-P, R

A single line of text can be right justified using the Right Justify directive. This directive only justifies a single line and not a paragraph, so the line must end with a Return character. When the directive is entered, all characters to the right of the directive will butt up against the right margin.

The Right Justify directive is signified in the text by an "r" character. To left justify the line, delete the directive character.



Underlining—Ctrl-P, U

Some printers can underline text. To specify underlining, insert the Underline directive in front of the text or word you want to underline. All words will be underlined until the next Underline directive or a Return character is entered.

The directive is shown where you insert it as a u character. If your printer is not able to underline, the directive is ignored.

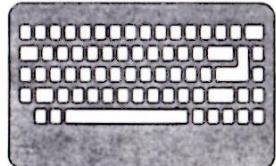
u underlining is easy.

Spacing in Proportional Printing—Ctrl-P, Space

The Hard Space directive is needed only if you are doing true proportional printing with a specialty printer.

In proportional printers, the ordinary spaces you enter with a space bar are essentially ignored. The printer computes its own spacing from its internal spacing tables. Sometimes, though, you don't want spaces recalculated. The Hard Space directive specifies a hard space that the specialty printer is not allowed to modify.

Refer to the Print Formatting section in the Print chapter for more explanation of proportional printing.



EMBEDDED FORMATTING COMMANDS

Hyphenation—Ctrl-P, -

If you want a word hyphenated, you must put in the hyphen. If you used an ordinary dash, though, the word could not be put back together in text when it does not fall at the end of the line.

The Hyphenation directive will break words between the characters you specify if necessary. If a word into which you have inserted a Hyphenation directive does not need to be hyphenated, it will not be.

The Hyphenation directive works both on the terminal screen and on the printer. It is displayed as a dash in the word.

If the global settings show visible soft hyphens, they are displayed every place you enter them. If visible hyphens is set to no, hyphens only show up when the word is broken at line end.

SuperWriter does hyphenation.

Subscripts—Ctrl-P, >

Superscripts—Ctrl-P, <

Some printers are able to subscript and superscript text. Subscripting lowers the text by half a line height, while superscripting raises it by the same amount.

The Subscripting or Superscripting directives lower or raise text. The directives can be turned off by a Return character or by the opposite directive. A Superscript directive turns subscripting off, and a Subscript directive turns superscripting off.

text ^{superscript} text
text _{subscript} text

Superscripts are displayed as < or ▲ in text, while subscripts are shown as > or ▼ if Print Directives are set visible.

Embedded Formatting Commands

Alternate Tabbing, Special Indenting, Text Justification

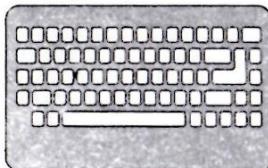
Document formatting refers to the way your document will look when it is printed. Some elements of formatting, such as tabbing and indenting to a tab stop, can be done using the Tab key and Hanging Indent print directive. Each document can have only one set of tab stops. Occasionally you might want to indent or set up tables at different columns than your normal tab stops dictate. You can set this special formatting using Embedded Formatting Commands. These Formatting Commands are placed in the text while you are creating or editing your document and are interpreted when you Format and Print the document. The purpose of Embedded Formatting Commands is to allow you to selectively change the document format.

The Embedded Formatting Commands do not directly affect the text shown on the Edit screen, though the Commands themselves must be entered in the Edit screen and appear in the text as "text." When a document is printed, Formatting Commands are interpreted as commands and are not printed as part of the document.

Embedded Formatting Commands are identified by a command character. Whenever the Print section (Format and Print, in the Print Menu) of the Super-Writer program sees the command character, it interprets all following characters (until it reaches the next command character or Return) as a Formatting Command. It then executes the command and does not print the text of the Command.

Embedded Formatting Commands are inserted into text according to this general format:

- \ (the command character),
- directive, and
- either comma and another command, or
- Return, or
- another command character.



EDIT

EMBEDDED FORMATTING COMMANDS

The Command Character

The default command character for Embedded Formatting Commands is a “\” (backslash). This character is used throughout this manual as the Formatting Command character.

The command character is never printed when a formatted document is printed. All characters following the command character are interpreted as Formatting Commands, until the next command character or Return.

If you need to use the backslash character in your text, as a text character, you will have to first change the command character to some other character. The CMD Formatting Command changes the command character. To change the character from a backslash to a dollar sign, type the command:

```
\cmd$
```

All subsequent Formatting Commands will have to begin with the \$ symbol.

The examples in the following section show how Embedded Formatting Commands may be included in a document.

Special Indentation

Two Commands allow you to indent text from the left margin. IN, which establishes a temporary left margin for all subsequent lines until it is reset, and PI, which establishes a paragraph (first line) indent. Neither of these commands affects the right margin.

The format for the temporary margin Command is IN n, where n is the number of columns (character spaces) the following lines are to be indented from the left margin. The temporary margin established by IN may not be greater than the line width set in the Global settings.

The indent value n may also be negative, which will move text following the Command to the *left* of the

left margin. For example,

```
\IN -4
```

would move the effective left margin left four characters from its current setting. Indenting can not extend to the left of column 0. If the left margin is 5 (set in the Print section) the Command

```
\IN -8
```

is ignored.

The indent Command will affect whatever indent is already set by a previous indent Command. Thus, if the Command

```
\IN -4
```

were issued following a positive indent of

```
\IN 8,
```

the resulting left margin would be four characters to the left of the previous temporary margin, and four characters to the right of the left margin.

To cancel all indentation, insert the special Command

```
\IN 0.
```

The paragraph indent (PI) works just the same as the IN Command, except that it is in force only for one line immediately following a carriage return (the first line of a new paragraph). For example,

```
\PI 5
```

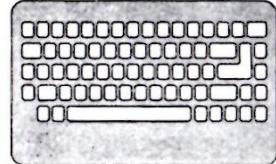
would cause the first line of each paragraph to be indented five spaces. The PI value may also be negative, in which case a paragraph indent to the left of the current left margin (a hanging paragraph) would result.

Like the IN Command, PI remains in effect until reset by

```
\PI 0
```

or another PI Command.

To clarify this, and to also illustrate how these commands can be used in your text, let's see how we could format a numbered list. In this example, we want the number to print at the left margin, and the text indented four spaces.



EMBEDDED FORMATTING COMMANDS

Formatting Commands can be set up in several different forms. To start the list, use one of the following Command forms.

\in4,pi-4

1. Text...

is the same as:

\in 4\pi -4\1. Text...

is the same as:

\in 4

\pi -4

1. Text...

is the same as:

\in 4, pi-4\1. Text...

These four examples all cause the subsequent text to be indented four spaces, with the first line of each paragraph, the numbered line, extending to the left Margin.

At the end of the list, you would have to insert another Command:

\in 0, pi 0\

to stop the special indentation.

Also, if any of the numbered items had more than one paragraph, you would need to stop the paragraph indent. Only numbers extend to the left margin in this example, but the command dictates that the first line of any new paragraph begins at the left margin. Just add the command

\pi 0\

between paragraphs. When you reach the next numbered item, add the command

\pi -4\

and the number is formatted to the left margin.

Note: It is a good practice to always reset indent and paragraph commands back to zero, even if the document ends after the indented portion. If you print multiple copies, the indentation remains set at the start of the second copy unless you reset it.

Special Tabbing

You set tab stops in the Global settings. These tab stops tell what columns the Tab key and Hanging Indent print directive go to when entered. They are the same throughout the document. If you need to use a different set of tabs in a document, you can split the document into two or more documents which you combine when you print them (refer to the Long Documents—Table of Contents Files section in the Print Chapter). You can also use the Tab Formatting Command to set different column advances.

The Tab Formatting Command is TAB n, where n is the number of characters to be tabbed from the left margin currently in effect (that is, the left margin plus any indent or paragraph indent). For example, to tabulate columns of numbers on ten space tab stops, enter:

```
\TAB10\1234.56\TAB20\789.10\TAB30\234.56
\TAB10\ 78.80\TAB20\ 91.01\TAB30\111.21
```

This example is formatted and printed as:

| | | |
|---------|--------|--------|
| 1234.56 | 789.10 | 234.56 |
| 78.80 | 91.01 | 111.21 |

No tab value may be less than one that precedes it, and the largest tab value can not cause printing to go beyond the right margin.

You can also use the Tab Command to fill in blanks with any character using the form TAB "c" n, where c is the character. A line such as this one

tabbing \TAB".20\132

would have this effect:

tabbing 132



EDIT

EMBEDDED FORMATTING COMMANDS

Special Line Advance

If you want a blank line, you ordinarily just type an extra Return character. You may want a larger blank area on the page, with text at the bottom of the page.

The Formatting Command **LINE** causes the printer to advance to a specified line on the page. The general form of the LINE command is LINE n where n is the line number to which you want to advance the paper. The LINE Command will be ignored if n is greater than the number of lines on a page, or less than the line number where it is found.

For example, you might have 10 lines of text on a page, followed by a diagram. If you want more text to start on line 45, after the first ten lines type the Command

\LINE 45\

and type the remaining text. You do not have to show all that blank space on the terminal screen.

Multiple Spacing

If you want a document or part of a document double-spaced or with different spacing between lines, use the SP command. The form of the command is

SP n

where n is the number of lines to advance before printing the next line of text. You can also specify half-spacing with this command. Type a plus sign before the number. To format one-and-a-half spaces between lines, type

\sp +1

The spacing will be followed until you change it with another SP command.

You should format your document for the type of spacing you plan to use for the final text version.

terminal display:

screen shows:
\ line 40 \
and when printed:

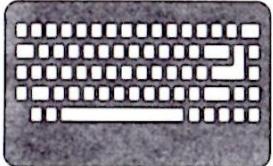
\sp + 1\
line
line
line
\sp 1 \
) Quote or
Reference
\sp + 1\
text
text
text

formatted & printed:

screen shows:

and when printed:

line
line
line
)
Quote or
Reference
text
text
text



MAIN MENU OPTIONS

Text Justification

Formatting Commands are used to shape or justify the text on the printed page. Justification refers to the way text appears at the left and right margins.

The LEFT Formatting Command causes all text to be printed flush to the left margin and ragged on the right, as it appears on the terminal screen or as it would look typed on an ordinary typewriter. Printing flush left is the default for the SuperWriter program, and you do not need to use the LEFT Command unless you use one of the other Justification Commands and want to change back. If the flush left format has been changed, it is restored by typing the Command

LEFT

The RIGHT Formatting Command is the opposite of the LEFT Command and causes all text to be printed flush to the right margin and ragged on the left. To make all following text right justified, type the Command

RIGHT

The RIGHT formatting Command is the opposite of the LEFT Command and causes all text to be printed flush to the right margin and ragged on the left.

The JUST Formatting Command causes the printed text to be fully justified (printed flush to both left and right margins). This effect is achieved by inserting extra spaces between words to make each line occupy the full width allowed by the left margin and line width currently in effect. Lines that do not contain enough text to fill the page to the margins and that are terminated with a carriage return (short lines or the last line of a paragraph) will be printed flush left with no additional spaces added. To cause all text to be fully justified when printed, type the Command

JUST

Note: If you use a printer that can do proportional printing or incremental spacing, the JUST

command fully justifies your text by adding incremental spaces between words. The JUSTC Formatting Command causes the printed text to be justified by inserting small incremental spaces between characters (intra-word spacing). This method of justification results in a different appearance from the JUST Command. If you use the JUSTC Command with a printer that cannot handle the incremental spacing, your text will still be fully justified as if you used the JUST Command.

The CENTER Formatting Command causes all lines following it to be centered between the left and right margins currently in effect. To center lines of text, type the Command
CENTER.

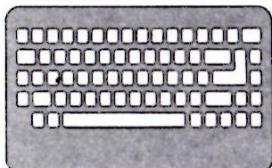
The LIT Formatting Command causes the text to be printed in literal format, breaking lines only when maximum line length has been exceeded, with no word wrap. All other Formatting Commands are recognized in literal format except PI. To cause text to be printed in literal format, type the Command
LIT

Other Main Menu Options

Check Spelling, Printing, Disk Directory and Utilities

The Edit section of the SuperWriter program is used for making all changes and additions to documents. Frequently in the course of editing a document you will want to use other Main Menu selections. You have a choice of ending the Edit and automatically returning to the Main Menu, or going straight to the Main Menu within the Edit.

When you go to the Main Menu within the Edit, you automatically return to the Edit after completing whichever Main Menu option you select. This is convenient when you are working with or "processing" one document at a time. (If you are done with Editing the current document, or plan to print several documents at this sitting, you may find it easier to End the Edit before printing.)



EDIT

MAIN MENU OPTIONS

To go to the Main Menu within an Edit, press:

ESCape (the Escape Edit Commands show on
the status line), and
CR (the Edit screen changes to the
following screen).

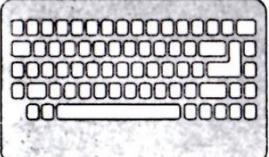
Main Menu Screen

How to get here:

From the Edit screen; press **ESC**, (**CR**)

The screenshot shows the SuperWriter 1.00 software interface. At the top, it displays "Document: A:NAME" and "SuperWriter 1.00 08:35". Below this, section 1 shows document statistics: Workspace contains 55 Words, 335 Characters, 102 Lines, 5 Pages, (32565 Free), and 469 Keystrokes. Section 2 is labeled "Main Menu:" and lists the following options with their descriptions: —EDIT (document), —QUIT (return to System), —PRINT (document), —CHECK (spelling), —DISK (directory), and —UTILITIES. At the bottom, section 4 provides key bindings: Space bar = Move cursor, CR = Select, ESC = Cancel, ? = AnswerKey.

1. The name of the document you are working on. The main menu selections all apply to this document. You will not be asked to enter the name of this document before beginning other Main Menu options.
2. The size of the document you are working with. This screen is useful even if you are not planning to select any other Main Menu options, just to find out how much of the workspace your document is currently using. You can call this screen, see the size, and Escape to return immediately to where you were before in the Edit.
3. The Main Menu selections. Refer to the following AnswerScreen.
4. The space bar or up and down arrow keys move the cursor from selection to selection. The Return key chooses the selection at the current cursor position. The Escape key returns you to the Edit screen, at the exact cursor position where you called the Main Menu. The ? key displays the AnswerScreen shown below.



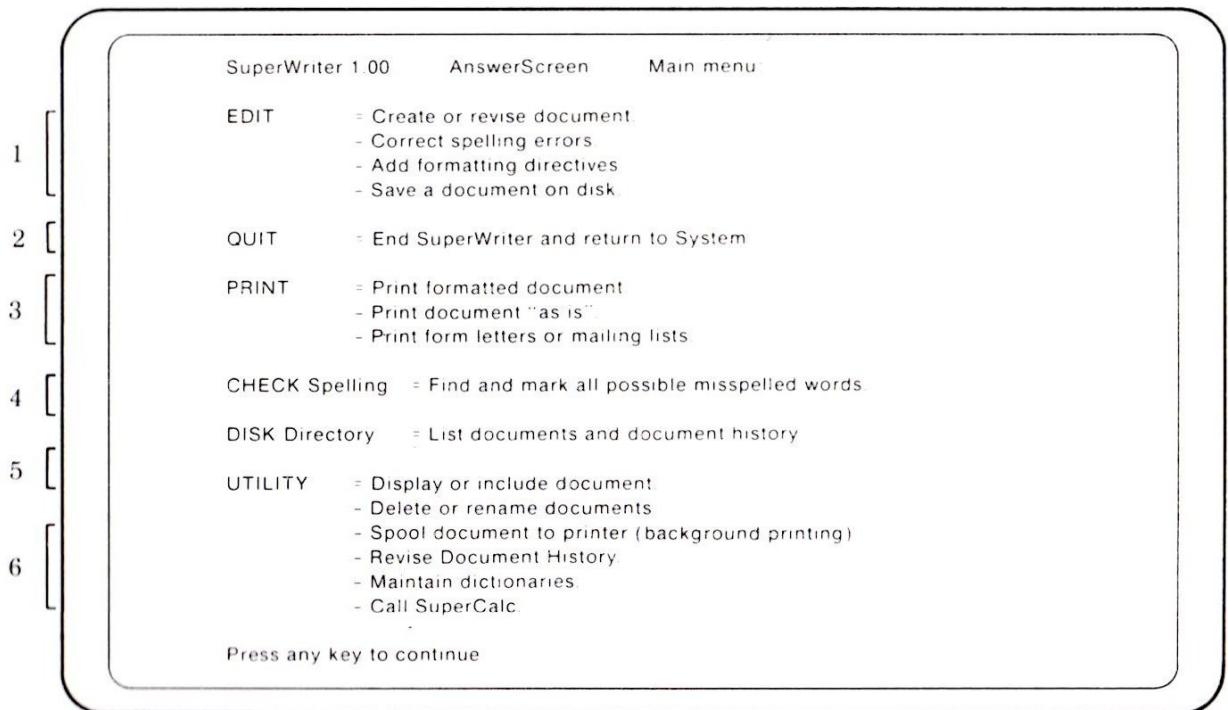
EDIT

MAIN MENU OPTIONS

Main Menu AnswerScreen

How to get here:

From the Main Menu; press ? or **AnswerKey**



1. Edit returns the Edit screen, displaying the same screen and cursor position as was shown when you pressed Escape and Return to call this screen.
2. If you have made no changes in this document since last saving it, Quit ends the SuperWriter program.

If you have changed the document, Quit asks if you want to delete the document from the workspace (see the Zap command). If you answer yes, the workspace is deleted and the SuperWriter program ends.

If you answer no, that the workspace should not be deleted, the Save Menu appears (see the Save command). You can either save the document in the workspace or press Escape and go back into the Edit.

3. Print displays the print format settings and asks how you want this document printed. It also saves or writes the document with any changes onto the disk automatically. After printing a document, you return directly to the Edit of the document, without going through the Main Menu again.



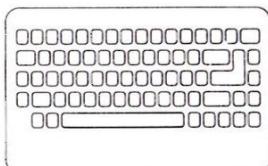
EDIT

MAIN MENU OPTIONS

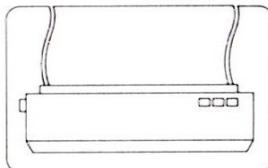
4. Check Spelling automatically starts comparing all the words in this document against the dictionary. It also saves or writes the document with any changes onto the disk automatically before proofreading, and again after review if you choose to mark words in the document. When the Spelling Check ends, the Edit screen automatically reappears, with the cursor at the top of the document.
5. Disk Directory lets you list the names and history of any document files on the disk.
6. Utilities can be used to:
 - Look at another document file without interfering with current Edit,
 - Include text (or keyed sections) from another document into the workspace at the position the cursor was left before going to the Main Menu,
 - Print in background or spool printing; another specially prepared file can be printed at the same time as you go back and resume the Edit, or other operation.
 - Revise or check the Document History.

When Utilities are completed, the SuperWriter program returns to this Main Menu.

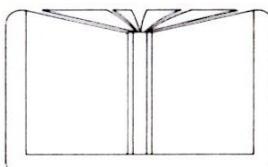
Refer to the following Chapters for more specific information on Main Menu options.



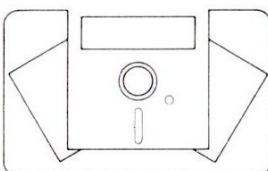
Edit



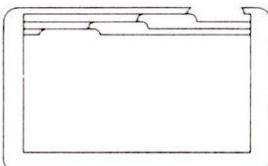
Print



**Check
Spelling**

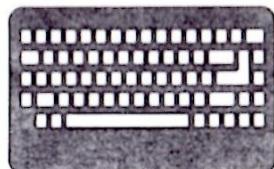


**Disk
Directory**



Utilities

EDIT



ENDING THE EDIT

Ending the Edit

At some point you need to end the Edit, stop working with the document and either start in with another document, or stop altogether. You can end the SuperWriter program altogether after going to print or check the spelling of a document. You can also end the Edit of a document without printing or checking spelling or ending the SuperWriter program in one of two ways. The Save command saves all your work, while the Zap command deletes the document—and any changes you made since last saving the document—from the workspace. Either choice returns you to the Main Menu.

As you Edit a document, all changes are stored in the workspace of the computer. The workspace is a temporary area; if the computer's power is shut off, for example, the workspace, and anything in it, disappears. A document, as it exists in the workspace, is preserved only if you tell the SuperWriter program to save it by writing the document from the workspace onto a disk.

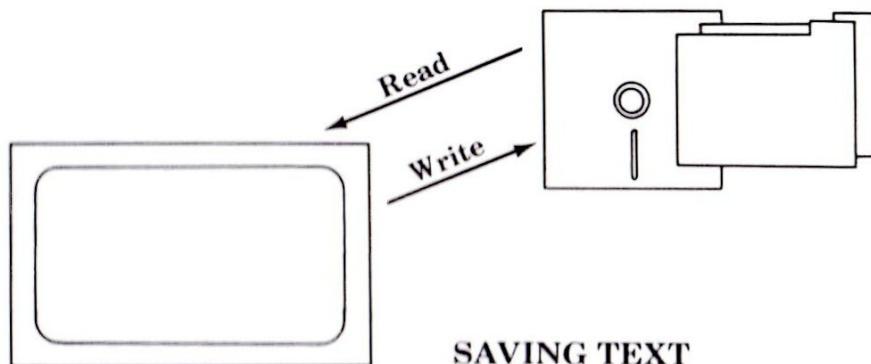
The Save Command

The SuperWriter program automatically writes the document in the workspace onto a disk whenever you print the document or check spelling. You can and should save the document at other times:

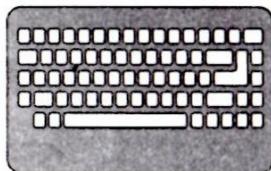
- After completing an edit of the document, when you do not end by printing it, or
- Periodically during an edit, especially if you are doing lengthy changes and you have had any problems with the computer hardware (remember, if you lose any of the workspace, you also lose the changes you have made to the document, and the time you took to make those changes), or
- Before you start to work with another document.

To save a document, write it onto the diskette by:

- ESCAPE key (the Status Line changes to show you all options available),
- S (the following Save Menu screen appears). Choose one of the Save Menu options.



SAVING TEXT



EDIT

ENDING THE EDIT

Save Menu

How to get here:

From the Edit screen; press **ESC, S**

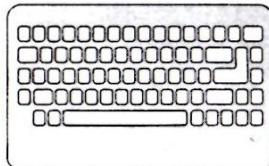
| | | | |
|-----|---|------------------|----------|
| 1 [| Document: A:NAME | SuperWriter 1.00 | 08:35 |
| | Workspace contains: | | |
| 2 | 55 Words | Output form: | S/Writer |
| | 335 Characters | Save History: | Yes |
| | 102 Lines | Tab Insertion: | No |
| | 5 Pages | | |
| | (32565 Free) | | |
| | 469 Keystrokes | | |
| 3 [| Save your document on disk: | | |
| | —Save document | | |
| | —Rename and save document | | |
| | —Change output format | | |
| 4 [| Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey | | |

1. The name assigned to the document in the workspace. In the Save Menu selections, you will have to decide if you want the document filed under this name or another name.
2. The size of the document in the workspace.
3. The Save Menu. You must specify if you want the document filed under its present name or under a different name.

4. As with other menus, use the space bar or up and down arrow keys to position the cursor by the desired selection, press Return to choose the selection, or press Escape to return to the Edit screen.

Note: If a document has not been changed at all, it will not be re-written to the disk. If you want to save an unchanged document, either change it (inserting and deleting a character) or use the Rename and Save option.

EDIT



ENDING THE EDIT

Save Menu AnswerScreen

How to get here:

From the Save Menu; press ? or AnswerKey

SuperWriter 1.00 AnswerScreen Save Options.

These options save the edited document on a disk.

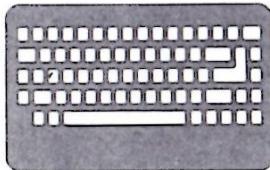
Save document Saves the entire document in workspace, using the same document name. The previous version of that document is renamed with that file name and .BAK extension.

Rename and Save Saves the entire document in workspace on the disk, filed under the name you specify. The previous version of the document remains on disk with its original file name.

Change Output You may switch Output Format controls before saving the document. These controls are only important when using the SuperWriter program to write certain types of computer programs, or when you first save a document created or used with a different program.

Note: Should you decide that you do not want to save the editing changes you made to the document, ESCape from this command and use the Zap command (ESC Z). The document in the workspace will be deleted.

Press any key to continue



EDIT

ENDING THE EDIT

Output Format for Program Listings

The Output format options in the Save Menu allow you to modify the structure of the files you are saving.

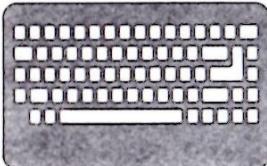
Output Format Menu

How to get here:

From the Save Menu; select Change output format

| | | |
|--|------------------|----------|
| Document: A:NAME | SuperWriter 1.00 | 08:35 |
| Workspace contains: | | |
| 55 Words | Output form: | S/Writer |
| 335 Characters | Save History: | Yes |
| 102 Lines | Tab Insertion: | No |
| 5 Pages | | |
| (32565 Free) | | |
| 469 Keystrokes | | |
| Select recording file characteristics: | | |
| —Tabs replace blanks (yes/no) | | |
| —Save document history/Globals (yes/no) | | |
| —Change Output format (S/Writer, External, System) | | |

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey



EDIT

ENDING THE EDIT

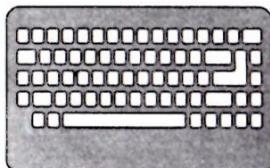
Output Format AnswerScreen

How to get here:

From the Output Format Menu; press ? or AnswerKey

| SuperWriter 1.00 | AnswerScreen | Output File Options |
|---------------------------------------|---|---------------------|
| Tabs Replace Blanks | Converting extra space characters to Tab characters, where possible, saves space on the disk. If you change Tab settings in the document later, you may find the document spacing changes unexpectedly. | |
| Save Document History/Global settings | Certain programming languages either need not or cannot read the record where these data are kept. If you are writing program code, you may not want to save these data. Documents from another program will not have an area set aside for Global settings, so if you want to keep special line widths or settings, you must change this setting to Yes. | |
| Output form: | Format can be changed to allow saving files in either SuperWriter format, External format (for certain other word processors), or System List format. External and System format both convert SuperWriter Print Directives to blank equivalents, and System also puts a CR LF (or hard Return) at the end of each line. | |

Press any key to continue



EDIT

ENDING THE EDIT

The Zap Command—Deleting The Document In Workspace

ZAP discards the workspace. Thus, any changes to the file made since the file was last saved (or written to disk) are lost. You might want to Zap the workspace if you had made undesirable changes to the document. Zapping removes any trace of those changes. Also, since throwing away the workspace is faster than rewriting the document on disks, you would choose to Zap a document that you hadn't changed since the last time the document was saved (in a Printing, for example).

NOTE: An asterisk appears on the status line of the Edit screen when the first change or

addition is made to the document. When the document is saved (written to disk), the asterisk is removed. This can remind you whether it is safe to Zap the workspace.

To Zap a file:

ESCape (the Edit screen Status Line changes to list command options),
Z (the Status Line prompts: IGNORE changes made in this document (Y/N):),
Y (the Starting Main Menu reappears).

ZAP AnswerScreen

How to get here:

From the Edit screen; press **ESC**, **Z** and **?** or **AnswerKey**

SuperWriter 1.00

AnswerScreen

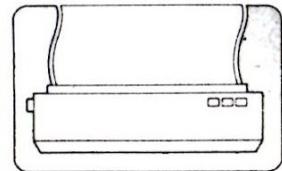
Zapping the Workspace:

Deleting the workspace empties or erases the current document from the computer's memory. It does not affect any documents filed on the disk. If the current document has been saved on the disk it will remain on the disk, but any changes made to that document since last saving, printing or checking spelling will be lost.

Press any key to continue

PRINT

II. THE MAIN MENU CHAPTER 2



PRINT

Printing most documents with the SuperWriter program actually involves two operations, formatting and printing.

Formatting is the process that the SuperWriter program does to interpret your instructions about how the document looks. When formatting a document, the SuperWriter program checks and resolves four different types of settings:

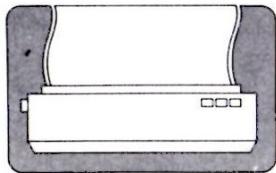
- The Global settings (line width and tab size),
- Print Directives (Ctrl-P options) inserted in your text,
- Embedded Formatting Commands inserted in the text,
- Console Overrides—special Format and Control settings that you enter through the Print Menu.

All of these settings can affect the way your document looks when it is printed.

In some cases, these settings can overlap. Line

width, for example, can be set in the Global settings. Line width can also be entered from the Print Menu before you format the document for printing. It can also be set in a document using an Embedded Formatting Command (described later in this section). The Global setting is used when the document is being edited, but the Format setting takes precedence when the document is formatted for printing. (You can use a full eighty column terminal display but print 65 column lines on paper.) This line width overrides all the other settings. The same order of precedence applies to other formatting settings that can be set in more than one place.

The following section describes the procedures and Menus you use to format and print documents. The later portion of this chapter goes into more detail on formatting settings you can order from the Print Menu or embed in any document.



PRINT

How To Print A Document

Printing is one of the Main Menu options. In order to print a document, you first must get to the Main Menu.

Main Menu Screen

How to get here:

From system prompt (e.g., A>); type **SW**, (CR)

From the Edit screen; press **ESC** and (CR) or **S**, (CR) or **Z**, **Y**

Document A NAME SuperWriter 1.00 08 35

1 Workspace contains:
 55 Words
 335 Characters
 102 Lines
 5 Pages
 (32565 Free)
 469 Keystrokes

2 Documents edited
 A:NAME

3 Main Menu:
 —EDIT document
 —QUIT return to system
 —PRINT document
 —CHECK spelling
 —DISK directory
 —UTILITY

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey

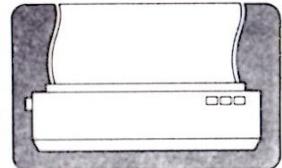
1. If you call the Main Menu while Editing a document (Escape, Return from the Edit Screen), the name of the document being Edited is shown here. When you select PRINT from this Menu, this document can be printed, and you will not be asked to enter a document name. Skip the following Document Name explanation.
2. The size of the document being edited. If there is no Edit document, these sizes will be 0.
3. The Main Menu. Space the cursor in front of PRINT document and press Return.

If a document is not being edited, this line reads:
IDLE, NO edit document.

If there is no edit document when you select PRINT, the SuperWriter program will ask you to:

Type the document name:

PRINT



After you select the Print option of the Main Menu (and specify which document to print) you will see the Print Menu.

Print Menu Screen

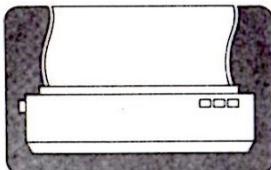
How to get here:

From the Main Menu; select Print option (and specify document)

| | | | | |
|---|--|---|-------------|---------------------|
| 1 | Document: A:NEW | DOCUMENT COMPOSER | 1 00 | 08 35 |
| 2 | Printer: Draft | Pass 1 | Record #: 0 | Start Record #: 0 |
| | Disk: | Page 1 | Line 1 | Stop Record #: Last |
| 3 | Format Settings: | Control Settings: | | |
| | Left Margin (0- 99) is 10 | Copies (1-999) is 1 | | |
| | Line Width (1-250) is 65 | Forms (C.S) is C | | |
| | Spacing (1- 65) is 1 | Begin Page # (1-999) is 1 | | |
| | Page Size (1- 99) is 66 | Last Page # (1-999) is 999 | | |
| | Top Margin (0- 65) is 6 | Proportional (Y.N) is N | | |
| | Bottom Margin (0- 65) is 6 | Pitch (10-15) is 12 | | |
| 4 | Printing Options: | <ul style="list-style-type: none">—Format and PRINT document—Format On-screen—Change Format Settings—Change Control Settings—Print without formatting—Format to Disk—Return to System | | |
| 5 | Space bar = Move Cursor. CR = Select. ESC = Cancel ? = AnswerKey | | | |

1. The name of the document to be printed.
2. Print Status tells the type of printer installed, and the status of the document as it is processed and printed.
3. Default Format and Control settings. The sections following the AnswerScreen fully describe

- what each of these settings does.
4. The Print Menu. Refer to the following AnswerScreen.
5. The Escape key returns you to either the Edit or the Main Menu, depending on where you came from.



PRINT

Print AnswerScreen

How to get here:

From the Print Menu; press ? or **AnswerKey**

| SuperWriter 1.00 AnswerScreen Printing Options: | |
|--|---|
| 1 [| Format and Print Formats document according to formatting directives already placed in the document and begins printing the document. |
| 2 [| Format On-screen Formats and displays the document on the screen. You can see how the formatted document will look before printing it. |
| 3 [| Change Format Changes the six settings shown above the Print Menu (left margin, line width, spacing, page size, top margin and bottom margin). |
| 4 [| Change Control Settings Changes the settings shown above the Print menu (number of copies, type of form, starting page for printing the document, last page to print and, optionally, proportional print and character pitch). |
| 5 [| Print w/o Formatting Prints the document, including all formatting directives. Directives in the text are printed as text and not obeyed. |
| 6 [| Format to Disk Sets the document to be formatted and written to disk as a PRN file. Enter a file name, or press Return to use the same name and PRN extension. Then choose Format and Print. |
| 7 [| Return to System Ends the SuperWriter program. Press any key to continue |

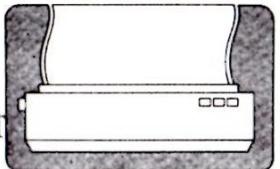
1. *Format and Print* starts the document printing. Printing can be stopped by pressing the Escape key (there may be a delay, however). If you stop the printing with the Escape key, you can either discontinue printing and return to the menu, or continue printing from the point where you stopped. When printing is completed, you return to the Print Menu.

2. *Format On-screen* formats the document just as the first selection does. This choice shows the formatted document on the terminal screen, rather than printing it. This option allows you to make sure that the document looks exactly as you want it before you actually print anything.

3. *Change Format Settings* puts the cursor in the

Format Settings display of the Print Menu screen. You can enter new values (value and Return) or press the Return key alone to leave the current value the same. When you are done, the cursor returns to the Print Menu, and you can print the document with the revised format settings. Again, refer to the following section for an in-depth discussion.

4. *Change Control Settings* puts the cursor in the Control Setting display above the Print Menu to the right of the Format Settings. As with the Format Settings, you can enter new values (value and Return) or press Return to leave the current value the same. When you are through, the cursor returns to the Print Menu.



PRINT

FORMAT SETTINGS

5. *Print without Formatting* prints the document, showing (and not obeying) all the embedded print directives. The remainder of this chapter talks about embedded print directives at length.
6. *Format to disk* tells the SuperWriter program you want to save the document on disk in Formatted form. You are asked to type the output file name. Press Return to use the current document name with an extension of PRN, or enter a new name. This selection only sets up the formatting. To make the formatted file, you must select Format

and Print after this selection. (Other selections will not work.)

If you don't want to also print the document, you must disconnect or turn off the printer before choosing Format and Print.

7. *Return to System* bypasses the Main Menu and ends the SuperWriter program. Because the document is automatically saved when you go to the Print Menu, you can end without needing to go back into the Edit and Save the document.

Format Settings

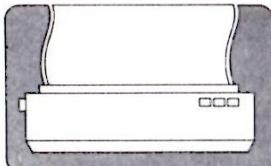
Format Settings AnswerScreen

How to get here:

Select Change Format Settings in the Print Menu and press ? or **AnswerKey**

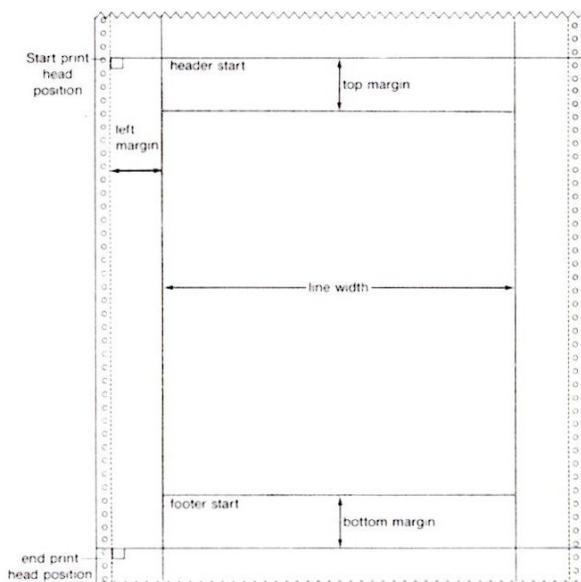
| SuperWriter 1.00 | AnswerScreen | Format Settings |
|------------------|--|-----------------|
| Left Margin | The column number (0-99) for the left margin. A left margin of ten (the preset value) gives a one-inch left margin if you print ten-pitch (ten characters per inch) with the print head at the left perforation | |
| Line Width | The number of print columns from the left margin setting to the right margin. The default line width is taken from the Global setting for this document. A line width of 65 and left margin of 10 gives a right margin of ten when printing ten-pitch on 8½ inch wide paper. | |
| Spacing | The number of spaces between lines. Any embedded SP formatting commands in the file override this setting. | |
| Page size | The number of lines, including top or bottom margins, on each form page. Eleven-inch long sheets should use a page size of 66 (the preset value) if your printer prints six lines per inch. | |
| Top Margin | The number of lines the printer skips, from the starting print head position, before printing the text on each page. If you use headers, they are vertically centered within this region. | |
| Bottom Margin | The number of lines the printer leaves at the bottom of each page before starting the top margin. If you use footers, the footer is vertically centered within this region. | |

Press any key to continue



PRINT

FORMAT SETTINGS



Format Settings

Margins are set uniformly for each document you format and print. The top, bottom, left, and right margins and page size will be the same for every page of a document. Margin settings are determined as follows:

1. *Default settings.* If you do not change any of the margins (as described below) the document is printed with the line width from the Global settings and the default margins shown in the Margin Settings above the Print Menu.
2. *The Change Format Settings option of the Print Menu lets you override any default margin settings. You can set different margins each time you format and print any document.*

3. *Embedded Formatting Commands.* Special margins can be set within the document itself, and will be used every time that document is printed.

These settings must be the first characters in any document (no text or even Return may precede them). They are entered the same as the Embedded Formatting Commands described in the Edit chapter, with a command character (default command character is a “\” backslash), the command, and a Return. The Commands are:

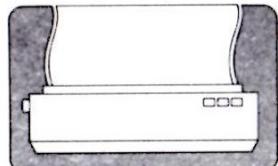
LW — line width (characters)
TM — top margin (lines)
BM — bottom margin (lines)
LM — left margin (characters or columns)
PL — page length (lines)
SP — line spacing

The following example shows how these commands can be used.

Iw 55~
tm 5. bm 5~
lm 15~

The document text begins here. Note that each command above ends with a Return, rather than a command character, and there are no extra Returns before all of the Formatting Commands are given. If you end a Formatting Command with both a command character and a Return, the Return is interpreted as a text character. In order for the Margin settings to be reflected in the Print Menu display, all the Embedded Commands must precede any text characters.

PRINT



CONTROL SETTINGS

Control Settings

Control Settings AnswerScreen

How to get here:

Select Change Control Settings from the Print Menu and press **AnswerKey**

| SuperWriter 1.00 | AnswerScreen | Control Settings: |
|--------------------|--------------|---|
| Copies | | The number of copies of the document you want printed. If you ask for multiple copies of form letters, the letters are printed in multiple passes, so you will get one complete set of letters, then a duplicate set, and so on. |
| Forms | | Either continuous (C) or single (S). Single forms stop the printing after each page so that you can put a new sheet of paper in the printer. If you are printing single pages, press any key except Escape to continue printing after loading a new sheet. |
| Begin Page # | | The first page of the document you want to print. If you set it to "3", the first two pages are skipped and printing starts with the third page (numbered 3). This setting does not affect page numbering. Embed the PG formatting command in the document to also change the page number on the pages printed. |
| Last Page # | | The number of the last page you want printed. **** If SuperWriter is installed for a specialty printer, you can also set: |
| Proportional Pitch | | Select whether this document should be proportionally printed. Select what print pitch (characters per inch) you want. You cannot select Pitch if you are using Proportional printing. |

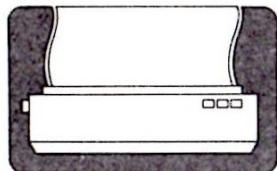
Press any key to continue

Control settings may also be set with Embedded Formatting Commands. Usually these are settings you would choose at print time for special purposes.

1. *Copies* allows you to print multiple copies of the document.
2. *Forms* are either continuous or single. If you type an S for single forms, the printer stops after each page so you can load a new sheet of paper. When you press the Return key, the next page starts printing.

3. *Begin Page* lets you start printing at a page other than the first page of the document. Suppose you started printing a lengthy document, and discovered a mistake in the middle of the document. You can stop printing (Escape, and N at the prompt), return to Edit and correct the problem, and come back and resume printing. You don't need to reprint all the first pages which printed correctly. Just enter the page number where you want to begin printing.

4. *Last Page* lets you specify the last page printed. Begin Page and Last Page let you selectively print just a portion of a document.



PRINT

HEADERS AND FOOTERS

5. If you install SuperWriter for a Proportional or Incremental Printer, you can choose here whether you want to use that proportional capability or not.
6. If you do not select proportional printing, and if your printer can accept a pitch setting from the computer program, you can change the number of characters per inch. If your printer has a character-per-inch or pitch switch, this setting will probably not work.

Headers and Footers

A header is standard text printed at the top of every page, while a footer is standard text at the bottom (though both can change within a document). Headers and footers are usually used only in longer documents, and might give the page number, date, section or document title, or other reference information.

Headers and footers are specified by Embedded Formatting Commands placed in the document itself. You must type them while editing the document. They only need to be embedded once, though, unless you need to change the wording. The header and footer specifications usually are placed at the beginning of the document, along with any embedded margin settings.

Headers and footers are printed within the top and bottom margins. When you specify the margin sizes, therefore, you should take them into account. You cannot print a six line header in a four line top margin.

The easiest header or footer to use is set with the AP Formatting Command. The AP (automatic page number) command automatically numbers the pages of your document sequentially. The form of the AP directive is:

AP P1 P2 P3

where,

P1 = H(header) or F(footer)(default is header)

P2 = R(right-justified) or C(centered)(default is right-justified)

P3 = starting page number (default is 1)

When P2 = R, or is not specified, the page number is right-justified and printed as:

Page n

When P2 = C, the page number is centered and printed as:

-n-

For example,

\AP H R 14

would cause the page number to print in the top margin as a header, at the right side of the page, and the first page of the document is numbered Page 14.

Since the AP directive is numbering pages, it should be placed at the beginning of the document.

More detailed headers and footers can be set up using the **HEADER** and **FOOTER** Formatting Commands.

The format for establishing a header (or footer) is:

\HEADER (or FOOTER)

Line 1

Line 2

Line n

\HE (or FE)

where n is the number of lines (carriage returns) in the header or footer not counting the \HEADER or \FOOTER or end commands.

PRINT

HEADERS AND FOOTERS

Let's look at an example of a header and footer setup. One that we used for the draft version of this manual is

```
\HEADER  
\LEFT, SP0\SuperWriter  
\RIGHT\PRINT  
\HE  
\FOOTER  
e          Page \% Page \  
\FE
```

1. The HEADER command starts the header specification.
2. The LEFT command says that the following text should be left justified. The SP0 command tells the printer not to go down a space when it sees the Return at the end of the current line. We want the next line (PRINT) to print on the same line (as SuperWriter). SuperWriter is the text that is printed as part of the header at the left margin.
3. The RIGHT command tells the printer to right-justify the following text. The word PRINT prints at the right margin of each page in the rest of the document.
4. The HE command ends the header specification.
5. The FOOTER command starts the footer specification.
6. The RIGHT command right-justifies the following text. The word Page is text that prints to the right of the page footer. The %PAGE command is a special command for use in headers and footers. It prints the current page count (page number). This footer is actually the same as using the AP command. The AP command cannot be used if you use the HEADER or FOOTER commands.
7. The FE command ends the footer specification.

Resulting pages look like:



The header and footer format is separate from the rest of the document. You can right-justify the header without affecting your left-justified text. Indents set up in the text do not indent headers or footers, and special spacing in headers or footers, like that used in the example above, does not affect text, and vice versa.

You can change a header or footer at any point in the text by issuing a new HEADER or FOOTER command. If you are changing the header in text following a page break, include the new header information immediately *before* a Page directive. Conversely, if you change a footer by this means, include the new footer information immediately *following* the Page directive.

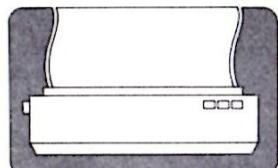
A header will not be printed on the first page of a document or on the first pass through the file unless it is placed at the top of the document before any text character and a special NP Formatting Command (see Additional Formatting Aids later in this chapter) is inserted immediately before the text of the document.

If you want to clear or stop using a header or footer, use the \CCH (clear current header) or \CCF (clear current footer) commands. These commands are the same as \HEADER, HE or \FOOTER, FE.

Note: The default maximum size for a header is 1000 characters. This is about twelve full 80-character lines. You may change the amount of memory reserved for a header or footer with the directives:

HSIZE n or
FSIZE n

where n is the new header or footer size in characters.



PRINT

LARGE DOCUMENTS

Large Documents—Table of Contents Files

You can string documents together so that they print as one large document. Thus you can print a large document, which can be much larger than the workspace, with consistent formatting and page numbering. This document is actually composed of several smaller documents which can be easily edited.

The INSERT Formatting command inserts a separate document file into the document you print. The Insert file can be of any (editable) length, from a small boilerplate paragraph to a separate chapter or section of a book.

The embedded INSERT Command is:

INSERT filename

where filename is the name of the other document file to be inserted.

When the SuperWriter program finds an INSERT command during formatting, it reads in the file "filename" from disk, and begins to format and print it. When the inserted filename is finished, the SuperWriter program resumes formatting and printing the original file.

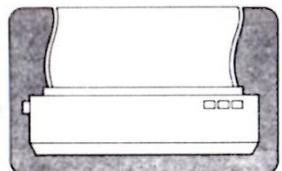
The document you print which has the INSERT command embedded can also be a complete document itself, or it can be a brief "Table of Contents" file.

A "Table of Contents" file is basically composed of Embedded Formatting Commands. For example, to print the draft versions of this manual, we used a file:

```
\footer-
c                               \% p-
\fe-
\justc-
c           SuperWriter Reference Guide-
>insert r0-
>insert r1-
>insert r2-
>insert r3-
>insert r3a-
>insert r3b-
>insert r4-
>insert r4a-
>insert r5-
>insert r6-
>insert r7-
>insert rindex-
```

The files R0 through R7 are the separate chapters of the manual. Each chapter has its own special header, with the chapter title in it, but the same footer (shown here as the centered page number) is used throughout the manual.

To print out an entire book in one piece, just print your "Table of Contents" file.



Specialty Printer Commands

A specialty printer is one that can do proportional printing. Specialty printers adjust the spaces between characters, words, and lines by increments to give true proportional printing.

The following commands are Embedded Formatting commands, and must be set in the text of your document. They send special commands (called escape sequences) directly to the printer. Not all specialty printers can perform all these printer directives. To find out whether or not your printer uses the individual directives discussed below, refer to your printer's operating manual or user's guide.

Characters Per Inch

The CPI printer command sets the number of characters per inch (pitch) at which the printer will print. The general form of the CPI command is:

CPI n

where n is the number of characters per inch. The value of n must be one for which your printer is internally programmed. Preset pitch values are commonly 10, 12, and 15. For example, to set the printer to print at 12 pitch, issue the command:

\CPI12

Horizontal Increments

The H printer command allows you to set the printer's horizontal motion increments to values other than those included under the CPI command. The size of the horizontal motion increments depend on printer type; common values are 1/60" and 1/120". The general form of the H command is:

H n

where n is the number of horizontal increments you want the print head to advance after printing a character.

A printer with horizontal increments of 1/120" moves the print head 10/120" after each character when printing at 12 pitch and 12/120" after each character when printing at 10 pitch (12/120" equals 1/10", or 10 characters per inch). If you attempted to issue a printer command of \CPI11, the printer would round that value (which is not one of the preset ones) down to 10, and you would be printing

at 10 pitch. If you wished to print with a character spacing of 11/120", you would have to issue the printer command:

\H11

The H command can be used with plus or minus values of n (indicated by + or -) to adjust inter-character spacing when printing either with fixed spacing or proportional spacing. Again using the example of a printer with 1 1/60" horizontal motion increments, if you were printing at 10 CPI you could change the inter-character spacing to 11 1/60" by issuing the command:

\H-1

Issuing the command:

\H0

returns the horizontal spacing to the current CPI setting.

Kerning

The printer command K (Kerning) allows you to change inter-character spacing on a character-by-character basis, or to overprint to produce special characters. The general form of the K command is:

K n

where n is the number of your printer's fundamental spacing units (usually 1 1/60" or 1 1/120") that you want to adjust the space between characters.

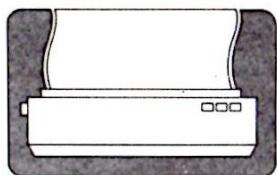
Kerning is sometimes used in typesetting to reduce the normal spacing between characters to produce a more pleasing visual effect. Typical examples would be to tuck the letter "o" back under the cross-bar of the "T" in the word "To", or to move the parallel diagonal lines in combinations such as "WA" or "VA" closer together. To effect one of these spacing changes, you might issue a K command such as:

\K-1\To

or

\K-1\WA

The K command can also be used to backspace and overstrike to produce special effects such as slashed zeros or placing diacritical marks over letters. In the examples that follow, the assumption is made that



PRINT

SPECIALTY PRINTERS

they are for a printer printing at ten pitch and having a fundamental spacing unit of 1/120".

To slash a zero:

\K-12\0\

To place a tilde (~) over the n in "manana":

ma\K-12\~n ana

If you were printing at 12 pitch, the equivalent K command for backspacing would be

\K-10\

Note: The printer strikes a character and then advances the print head to the next position. This means that to affect the spacing after a character you must issue the K command *before* the character is struck.

Lines Per Inch

The LPI printer command establishes the vertical line spacing in lines per inch. The general form of the LPI command is:

LPI n

where n is an integer value greater than zero and less than the number of vertical increments per inch allowed by your printer (usually 48). The default value is 6.

The number n in the LPI command directs the printer to allocate $48/n$ 48ths of an inch per printer line. An n of 6 means that each line will be allocated $48/6$ (8) increments of $1/48"$ to each line, which will result in a spacing of $8/48"$ ($1/6"$) per line. An n of 8 means that each line will be allocated $48/8$ (6) increments of $1/48"$, which will result in a spacing of $6/48"$ ($1/8"$) per line. In other words, the larger n is, the smaller the space allocated for each line will be.

Characteristics of the LPI command you should be aware of are:

- LPI0 may not be used to inhibit paper motion. To keep the paper from advancing, you must use the V0 command described below.
- The LPI command affects the page length, top margin and bottom margin settings. With

LPI = 6, there will be 66 lines on an 11" page; with LPI = 8, there will be 88.

—Be careful not to confuse the LPI command with the SP Formatting Command described in the Edit chapter. LPI alters the amount of space allocated for each line; SP determines how many of the spaces established by LPI will be placed between lines.

Vertical Increments

The V printer command allows you to set the printer's vertical motion increments to values other than those established by the LPI command. (The V command is the vertical equivalent of the H command for horizontal movement.) The size of the vertical motion increment depends on printer type; the most common value is $1/48"$. The general form of the V command is:

V n

where n is the number of vertical increments you want the paper to move after a line is printed. The value of n may be either positive or negative. If n is positive, the paper will advance in the printer in the usual way. If n is negative, the paper will move up, or backward to the normal motion. Few printers can move the paper backwards. If you are printing with tractor-fed paper, be sure that your tractors will allow backward movement before you try to do it.

Note: The printer prints a line and then advances the paper. In order to change the vertical motion after a line, you must issue the V command *before* the line is printed.

Proportional Printing

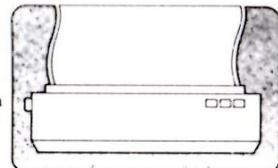
To initiate proportional printing (on a capable printer) use the command:

\PROP ON

To print with proportional spacing, you will also probably have to set some switches on your printer and install a special print element. Be sure your printer is set correctly before you begin the proportional printing, or you will get strange results. To return the SuperWriter program to regular spacing, enter the command:

\PROP OFF

PRINT



SPECIALTY PRINTERS

Bidirectional Printing

Some printers offer bidirectional printing (printing left to right and right to left on alternate lines) to give faster print speeds. Some of these printers require special codes from the computer to activate the bidirectional capabilities.

The printer command BI (ON/OFF) sends these codes to control the printer's bidirectional printing capability. If your printer requires these codes, set bidirectional printing with BI ON and turn it off with BI OFF.

Other Printer Commands

SuperWriter has other commands to control printer operations.

Formfeeds

The printer command FORMFEED (ON/OFF) gives you control of the form feed function in your printer. The printer form feed function advances the paper to the top of a new page.

If your printer does not have a form feed function, or you are using odd length forms (forms with a length different from the setting on your printer) you would not want the printer to jump to where it thinks is the top of forms. To turn the printer's form feed function off, include the printer command:

FORMFEED OFF

The SuperWriter program will space the number of lines needed to get to the new page (from the page length setting) rather than automatically letting the printer go to the top of forms.

Draft Printing

The printer command DRAFT causes the SuperWriter program to ignore any embedded commands for specialty printers (boldface, variable pitch, super- or subscripting). The DRAFT command must be issued before any printing is done from the file. DRAFT may be embedded in text or issued from the keyboard. DRAFT does not have an "OFF" option. You cannot change the status of DRAFT within a document once the command has been issued.

The Draft command is useful when you have both a specialty printer and a standard dot-matrix or draft printer. You can Install SuperWriter and prepare documents for your specialty printer, and then print them on the draft printer by including the Draft command at the beginning of the document.

OUT

The OUT command allows you to output or send control codes to the printer. Some printers have special features that can be controlled by specific character sequences. Often these character sequences are one or more ASCII control codes, different from the alphanumeric characters that comprise your text. The OUT command lets you enter the Decimal Equivalent of these codes. SuperWriter sends these codes to the printer when it encounters an OUT command.

The form of the OUT command is:

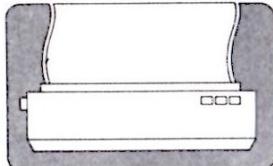
\OUT n1, n2, n3, ...

where the numbers are decimal equivalents (0 through 255). For example:

| SuperWriter | Hex output | BASIC equivalent |
|--------------|---------------------|--------------------|
| Out 27.82.12 | 1B 52 0C ESC R A | CHR\$(27), "R", 12 |

You can also put these same characters in the document with the Insert Mark options (F6^ESCR F6^L).

The Tables and Charts Appendix includes an ASCII code chart.



PRINT

VARIABLES

Printing Variable Text

The SuperWriter program has special capabilities for inserting variable text. This capability can help you quickly print documents in which most of the document is always the same but small segments change.

Sometimes you may want documents to include specific information which you don't know until it's time to print the document. For example, you might need to send out copies of dated material at different times and need to adjust the dates. You may want to reference back to an earlier page in a long document and not know the exact page number until print time. Or you could frequently send the same form-type letter to different people, changing names and addresses each time you print the letter. You could change your document each time by Editing, entering dates or names or addresses or specific information before you Print each document.

An easier way to handle this changeable information, though, is to type the document or letter once, and then be able to insert just the changeable information when you print it, without having to re-edit the document. You can do this by using Variables in your documents.

Variables

Variables are "place holders" in your document. They mark the place in the document where you want to fill in specific data from the keyboard or from a special data file, such as a mailing list.

Suppose you need to send form letters to several companies, and the only difference in the letters is the company name, their account number and balance, and their phone number and contact name. You can assign variable names for these

items. The actual information becomes the variable value.

| Variable Name | Variable Value |
|---------------|----------------------|
| client | Ace Computer Company |
| #acct | 12345 |
| \$balance | 12345.67 |
| phone | (415) 942-1727 |
| contact | Mr. Brown |

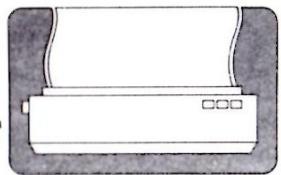
Each item of variable information must be identified by a specific name to be used in your document. Variable names can be up to seven characters long, always begin with a letter and must contain only letters or numbers. Variable values are limited to 55 characters. Numeric variable names are preceded by a "#" or "\$" sign. In the example above, acct is a "numeric" variable, while balance is a "dollar" variable.

When you use the Variable names in your document or letter, the values of the Variables can be printed, compared or changed without having to change the actual document. You can print the document inserting the values shown above, and then print the same document in another pass showing a new set of values:

| Variable Name | Variable Value |
|---------------|--------------------------------|
| client | QuickTemp Office Services Inc. |
| #acct | 33000 |
| \$balance | 123.45 |
| phone | (408) 900-0707 |
| contact | Ms. Lewis |

The Variable names stay the same while the values change during processing.

PRINT



VARIABLES

Printing Variable Values

Once the Variable contains data, you can print the data in any of the following ways:

- | | |
|------------|--|
| \variable | — print the Variable value, trailing blanks removed |
| \#variable | — print the Variable value, full length |
| \&variable | — print the Variable length, trailing blanks removed |
| \%sys | — print a system Variable value (see below). |

You type this variable in the text of your document where you want its value inserted. To substitute the names and numbers shown above in the document:

| Text in Document | Text Printed |
|------------------|--------------------------------|
| \client\ | QuickTemp Office Services Inc. |
| \acct\ | 33000 |
| \balance\ | 123.45 |
| \phone\ | (408) 900-0707 |
| \contact\ | Ms. Lewis |

To change the information printed, just change the Variable value. Later sections show how to assign values to these variables.

These Variable formats can be combined with other Embedded Formatting Commands in the text. For example, the following Tab command (described in the Edit chapter) can be used to position the last character of the Variable name at position 40:

\TAB 40-&var,:var\

Variable Types

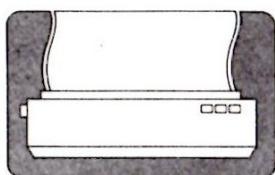
When creating or processing Variables the following restrictions apply:

- | | |
|------------|--|
| #variable | — a positive integer number from 0 to 32767. Numbers less than 0 or greater than 32767 are treated as 0. |
| \$variable | — a positive or negative number with at most two characters to the right of the decimal point. Decimal place is required for trailing zeros to be printed. When too many digits are entered the number is truncated rather than rounded. |
| variable | — a string Variable consisting of any printable characters. It is best to treat numbers which are not added to or subtracted from (such as zip or postal code, social security number or bank-card numbers) as strings. See the Conditionals section later in this chapter for examples of comparisons of numbers stored as strings. |

System Variables

The Superwriter program has several internal Variables which you may use for printing or comparison. You can use the system Variable values exactly as you use any other Variable. The system Variables include:

- | | |
|---------------|--|
| %PAGE (or %P) | Current page number |
| %LINES | Total number of lines |
| %LINE | Current Line |
| %COL | Current Column |
| %PASS | Current Pass |
| %REC | Current Record Number (see Data Files section below) |
| %EOF | End of File (true or false) (see Conditionals section) |



VARIABLES

Assigning Values to Variables

Three commands can declare Variables (set up a new Variable name) and assign values to them. These commands are GET, SET and DATA.

GET

When you print a document with a GET command in it, SuperWriter pauses and prompts you for the value of the Variable. SuperWriter then uses the Variable's value wherever you include one of the print variable instructions.

| | |
|------------------------------------|--|
| \GET name | — pauses and prompts: "ENTER name" |
| \GET name(length) | — pauses and prompts: "ENTER name," limits number of characters allowed for input |
| \GET name = "your prompt text" | — pauses and prompts: "your prompt text" |
| \GET name(length) = "prompt" | — pauses and prompts: "prompt," limiting length |

If you want to Get a numeric or dollar Variable, use a # or \$ before the Variable name.

A common example of the Get command supplies the date for a document. The document or letter includes:

```
\Get Date  
\:Date
```

When SuperWriter processes the first line, it pauses and prompts you to "Enter Date:". Whatever you type before pressing Return is labeled Date, and prints any time the "\:Date" command appears in the text.

You may not know or want to use the requested information. To clear the value of a Variable from the keyboard, press the space bar and then Return. If you press just Return and that Variable already had a value assigned, the prior value of the Variable is kept.

SET

The SET command allows you to assign or change a Variable's value without having to type it when you print the document. These examples show uses of SET.

| | |
|---------------------------|--|
| \SET name = "value" | — a string Variable |
| \SET #name = 12345 | — a numeric Variable ($>=0$ and ≤ 32767) |
| \SET \$name = 12345.67 | — a dollar numeric Variable |
| \SET name1 = name 2 | — copies the value of 'name2' to 'name 1' |
| \SET code(3) = name | — copies three characters of 'name' to 'code' |
| \SET #count = #count+1 | — increments (adds one to) numeric Variable |

These commands must be embedded in the text of the document. You generally wouldn't use them to assign a value to a Variable you then print, but rather to change or save a value that would otherwise be lost.

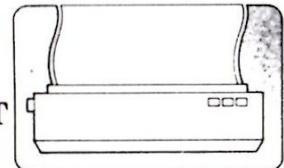
For example, in a longer document you might need to refer to a figure on a previous page. When the figure appears in the text, you could also include a line:

```
\Set #Fig1 = %P  
(%P is the system Variable for the current page).  
Later in the text, you could refer to Figure 1 on page  
\:Fig1\, and the page number, whatever it is, is  
printed.
```

More Variables with 'VSIZE'

Normally SuperWriter reserves space for 32 entries in the Variable table. If you need to use more Variables, use the "\ VSIZE n" command in the document (n is the number of Variables). The maximum allowable number of Variables depends on the release version and computer memory size.

PRINT



FORM LETTER GENERATION

Form Letter Generation

The SuperWriter program includes powerful features to merge or combine data from separate data files with documents you create, rather than having to get the values from the keyboard.

Data Files

If you frequently send out form letters or have mailing lists, you can enter a mailing list as a separate "data file" and let SuperWriter handle the repetitive work. Once you have your mailing list or data file in the computer, you can add Variables to any document, and SuperWriter will print the document over and over, using each successive "record" in the data file to fill in the places held by Variables.

Text and Fixed-length Files

There are two types of data files, TEXT and FIXED.

Text Files

The data in a TEXT file is made up of "records" which are made up of a specific number of "fields." Each field corresponds to a Variable in your document. Each record is a complete set of fields, covering all the variables you want filled from the data file in the entire document.

Each record must have the same number of fields (lines). If a field is not used in any record, the record must contain an empty line in its place. The data in each field can be any length up to 64 characters. Each field ends with a carriage return. Each record ends with a lone carriage return. Here is a sample of two records:

John Baker Company
11 Main St.
Chula
CA
23134
John
(999) 123-4567

Madeline Perkins Products
123 Hill St.
Centerville
OH
23456
Madeline
(888) 777-1234

SuperWriter needs two special commands in the document to use the data file. It needs to know the data file's name, and it needs to know which Variables to fill with the data file values.

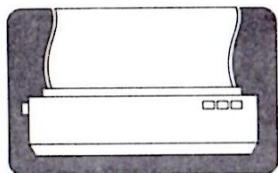
The file name is specified with the FILE command:
FILE Tn, filename.

This command tells SuperWriter to read data from the TEXT data file named 'filename', which contains 'n' fields per record. If our two example records above were in a file called 'CONTACTS' on drive 'B:', the command would be:

FILE T8, B:CONTACTS
for the seven fields and the eighth line at the end of each record.

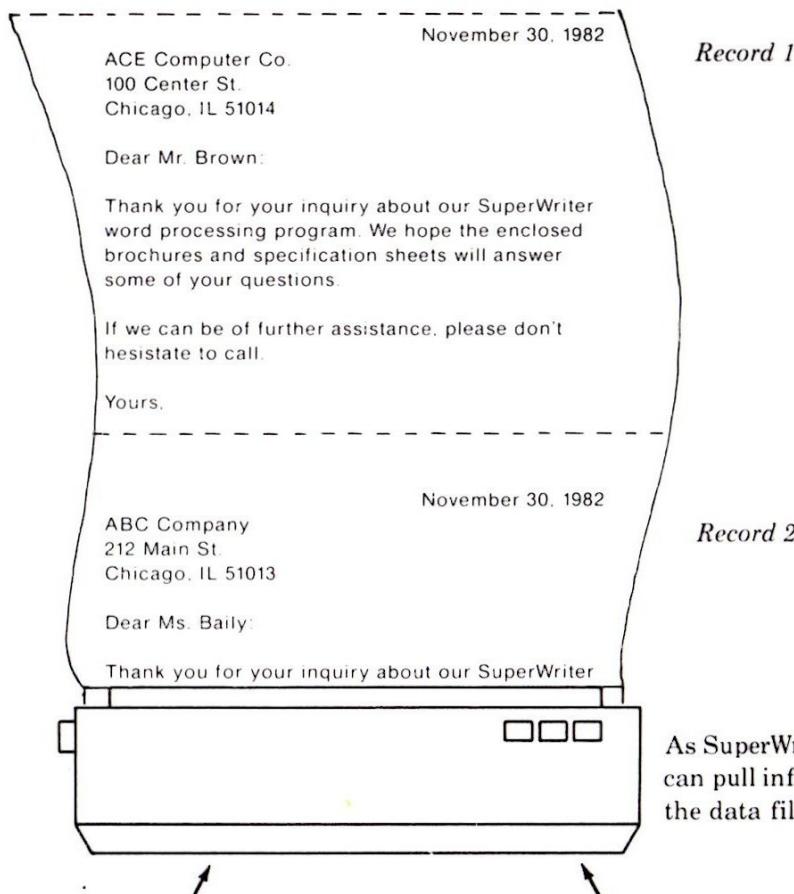
The DATA command both tells SuperWriter which Variables to use for the fields from the data file and assigns the fields from the Data file as the Variable values. The DATA command to read the example records above might be:

DATA coname,street,city,state,zipcode,
name,phone



PRINT

FORM LETTER GENERATION



As SuperWriter prints, it can pull information from the data file.

File: Letter

```
\File T5. Contacts
\Data Coname, Address, City, Name
\If date = "", get date\

r                               \;date\

\;Coname\
\;Address\
\;City\

Dear \;Name\

Thank you for your inquiry about our SuperWriter
word processing program. We hope the enclosed
brochures and specification sheets will answer
some of your questions.

If we can be of further assistance, please don't
hesitate to call.

Yours.
```

File: Contacts

Record 1

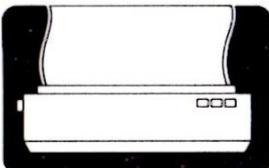
Record 2

Record 3

Ace Computer Co.
100 Center St.
Chicago, IL 51014
Mr. Brown

ABC Company
212 Main St.
Chicago, IL 51013
Ms. Baily

Dan's Company
000 Wall St.
Chicago, IL 51013



PRINT

FORM LETTER GENERATION

When you print the document containing the FILE and DATA commands, the following Variable text is filled with the fields:

| Text in Document | What is Printed |
|------------------|--------------------|
| \<coname\> | John Baker Company |
| \<street\> | 11 Main St. |
| \<city\> | Chula |
| \<state\> | CA |
| \<zipcode\> | 23134 |
| \<name\> | John |
| \<phone\> | (999) 123-4567 |

After the document finishes printing with the above values, SuperWriter recognizes that there are still more records in the data file. It automatically starts printing the document again, replacing the values just used with the values from the next record.

Your data file may have more fields in each record than you need to use in the document. You don't need to assign a Variable for extra fields. Just use an extra comma to skip a field:

\DATA coname,street,city,state,zipcode,,
phone

Fixed-length Record Files

Fixed-length data files are usually created by database or file management programs. The fixed length record limits the number of characters which can be stored in any field and so every record uses the same amount of space. In fixed length format, our two records from above look like this:

| FIELDS | | | | | | |
|--|-----------------------------|----------------------|----------|----------------|------------------|----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| John Baker Company Madeline Perkins | 11 Main St. 123 Hill St. | Chula Centerville | CA OH | 23134 23456 | John Madeline | (999) 123-4567 (888) 777-1234 |
| 18 | 14 | 13 | 2 | 5 | 9 | 13 |

75 Characters per record

While the data in the seven fields may be different in length, within each record each field begins at the same position. This more rigid format means that SuperWriter needs more detailed instructions. It needs the record length and the number of characters allotted to each field. Here are the two commands for fixed length file access with the records shown above:

\FILE F75,B:CONTACTS
\DATA coname(18),street(14),city(13),
state(2),zipcode(5),name(9),
phone(13)

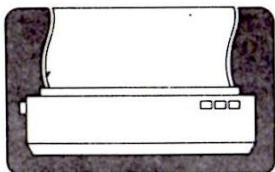
The FILE command tells SuperWriter to use a FIXED data file with 75 characters per record and named B:CONTACTS. The DATA command assigns the first eighteen characters of the record to a Variable named "coname", the next fourteen to "street", the next thirteen to "city" and so on.

This method allows you to use existing data files without converting them to a TEXT format. With this format, though, you can also use only a portion of a field that you need. To skip information with fixed length records you simply enter the number of characters to skip without a Variable name. For example, to skip the name field and the area code, reading just the local telephone number, use this DATA command:

\DATA coname(17),street(14),city(13),
state(2),zipcode(5),15,phone(8)

Three additional rules apply to fixed length files.

- * maximum record length: 32768 characters
- * maximum characters read into a Variable: 55
- * maximum characters passed over at one time: 255



PRINT

FORM LETTER GENERATION

The example on this page shows how SuperWriter can be used to create form letters. In the example below, we are using two files, one the actual form letter and the other a mailing list.

| | |
|---|-------|
| number of lines for each listing | _____ |
| name of mailing list document | _____ |
| leaves out company name if none appears in list (see following section) | _____ |
| nl command puts 'company' on separate line | _____ |

MAILING LIST:

```
Wayne Aaron
American Rentals, Inc.
P.O. 4039
Atlanta, GA 30303

Dennis Adams

975 Johnson Blvd.
Rochester, NY 14625

William Albert
CalData Corp.
895 Gough St.
San Francisco, CA 94108

John Boone
SYGLAM Systems
Box 4385
Pasadena, CA 91106

Columbia Supply Inc.

7800 Columbia Ave.
Portland, OR 97239
```

FORM LETTER:

```
\file t5.list
\data name, company, address, state
\if date = "", get date\

r \date\

\n: name \
\if NOT company = "", ; company, nl
\n: address \
\n: state \

Dear \: name \:

Thank you for your inquiry about our SuperWriter word processing program. We hope the enclosed brochures and specification sheets will answer some of your questions.

If we can be of further assistance, please don't hesitate to call.

Yours,
```

RESULT:

```
November 30, 1982

Columbia Supply Inc.
7800 Columbia Ave.
Portland, OR 97239

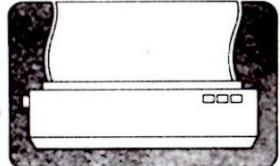
Dear Columbia Supply Inc.:

Thank you for your inquiry about our SuperWriter word processing program. We hope the enclosed brochures and specification sheets will answer some of your questions.

If we can be of further assistance, please don't hesitate to call.

Yours,
```

PRINT



PROCESSING CONTROLS

Processing Controls

What if you don't want to print the entire document, or you don't want to send letters to everyone on your mailing list? The SuperWriter program also has special features to control document processing. You can select which variables or records should be included, and which part of the document should be printed in different situations.

What IF

If you want to do selective processing, you must identify the special conditions SuperWriter needs to watch for, and what SuperWriter should do when those conditions are found. You can do this with a special Formatting Command, the IF command.

The general form of the IF command is:

```
\IF variable comparison expression ,  
    command
```

The 'IF' statement lets you compare two things and process according to the equal (true) or unequal (false) nature of the results. An expression is a variable, a constant, or a combination of a variable and a constant. The comparison always resolves to true or false. If true, the directive following the comma is carried out. If false, the directive is bypassed.

A few examples help to show this command.

```
\IF Date = ' ',Get Date  
  :\Date\
```

If no value has been assigned to the variable "Date," SuperWriter prompts: "ENTER Date:". When you enter the Date and press Return, the next line tells SuperWriter to print the date. If the Date has already been entered, the condition is not true, and processing continues with SuperWriter printing the Date.

If you are printing a series of form letters, you only need to type the Date once when the first letter is printed. When the second letter prints, the variable Date is already assigned.

```
\IF NOT company = ' ',:company, nl
```

If the variable (or field in your data file) for "company" is not blank, print the value of the variable, and start a new line. If "company" is not filled in, the next line in the document starts where "company" would have been printed.

This command is valuable when you print addresses from a mailing list. You should have enough fields available for multiple line addresses, but you don't want the printing to skip a line where extra lines in the mailing file are not used.

```
\IF $Volume > "$10,000", INSERT  
  B:PREFERD.TXT
```

You may assign variables to be able to test for special conditions. In this example, if the dollar variable "Volume" is greater than \$10,000, a separate document, Preferd.txt, is inserted in the text where the IF command is found.

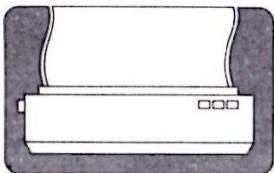
When you compare a dollar variable to a constant, the constant must be enclosed in quotes. The "\$" and comma are optional and don't affect the comparison.

Comparison Operators

Conditions which can be tested with an IF statement are:

| | |
|--------------------------------|----|
| Equal to | = |
| Greater than | > |
| Less than | < |
| Not equal | <> |
| Greater than or equal to | >= |
| Less than or equal to | <= |

The NOT comparison operator reverses the sense of the comparison. When the comparison is "false" the command is carried out, and when true the command is ignored.



PRINT

PROCESSING CONTROLS

Note: If the name of a variable used with an IF statement begins with the letters NOT, you must put a colon in front of the variable name or SuperWriter will interpret it as a negative if statement. For example, a variable named NOTE2 would have to be included in an IF statement as IF:NOTE2.

Comparison Types

String Comparisons

Compare a string variable to any other string variable or quoted literal. The trailing quote is required. String is the default comparison mode.

Strings are equal (true) if they contain the same characters in the same order. Lower case characters do not match upper case characters. Leading spaces are not ignored.

The string test is done character by character. This generally means that the ">" and "<" comparators should not be used unless you are sure that the strings being compared are of equal length (such as zipcode or social security number). The comparison "IF "300" > "1000" " is true because the three is greater than the 1 and is in the same string position.

Strings may be compared for ">" or "<" as in "IF name < "M"." Notice, however that only the first character is compared. "IF "Mabel" < "McGovern" " is false because the leading characters are equal.

When comparing for equality the number of characters being compared can be limited.

\IF name(1) = "M", command
tests whether the first character in the variable "name" is M, while:

\IF newname(10) = oldname(10), command
compares the first ten characters of each.

Numeric Comparisons

Comparisons with numeric variables must have numeric expressions on both sides of the comparison.

\IF &name < # maxlen,:name
compares the length of the string 'name' with a length-limit and if within bounds, prints the name.

In making numeric comparisons between constants, no quote marks are allowed.

Dollar Comparisons

Dollar comparisons are probably your best method to compare evaluated expressions. However, you may not use expressions on either side of the comparison operator. The proper method is to use the \SET command to establish a variable and then compare the variable.

\SET \$var = \$balance - \$credit
\IF\$var = "9999.99", command

Notice that constants must be in quotes with dollar comparisons, unlike numeric comparisons.

- * Both negative and positive numbers are allowed.
- * The variable immediately following the IF must be a dollar type.
- * The second value being compared does not need to be a dollar type.
- * The numbers are aligned (full dollar format) for proper comparison.

213.2 becomes 000,000,000,213.20

8000.1 becomes 000,000,008,000.10

and after the conversion the values are compared like strings.

- * The dollar comparison is the only way to compare numbers greater than 32767.
- * A dollar literal is not allowed.

PRINT



PROCESSING DIRECTIVES

All the preceding discussion of conditional statements sets the stage for bringing up an additional feature. Conditional statements may be combined to establish multiple conditions—that is, AND and OR conditions. For example, the two statements

```
\IF CODE="RED",NP  
\IF CODE="BLUE",NP
```

would be stated, "If the value of the variable named CODE is 'RED' or the value of the variable named CODE is 'BLUE', then skip to a new page." The action of skipping to a new page takes place if either the first condition OR the second condition is true. These two conditional commands cannot be combined as one with an OR between them, though.

Similarly (keeping the last two rules in mind), two statements could be combined into one line:

```
\IF CODE1="RED",IF CODE2="BLUE",  
NP
```

This line would be stated, "If the value of the variable named CODE1 is 'RED' AND the value of the variable named CODE2 is 'BLUE', then skip to a new page." The action of skipping to a new page takes place only if both the first condition AND the second condition are true.

The conditional statement is a powerful tool for controlling your printed output. The ways in which it can be used are limited only by your imagination and creativity. It can greatly speed up repetitive tasks.

Processing Commands

SuperWriter has a special set of Formatting Commands which control the processing of printed documents. These commands are particularly useful when combined with the IF command when you are using data files for multiple copies of a document.

Skip

The SKIP command permits you to pass by a number of lines (Returns) in the text without printing. The general form of the SKIP command is

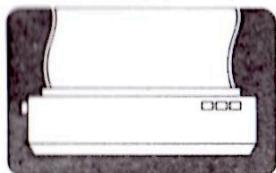
```
SKIP n
```

where n is the number of carriage returns you wish to skip. When SuperWriter encounters a SKIP directive, it ignores all text, including other directives, until the nth carriage return following the directive. SKIP counts all carriage returns except the one following the SKIP command itself, whether they are associated with text, comment lines, or directives. If n is not specified, SKIP will skip one carriage return.

If n is larger than the remaining number of lines in the file SuperWriter skips to the end of the file.

```
\If not State CA.skip 2
```

As you know, the State of California requires that...
(This paragraph continues, giving information only relevant to correspondents within California. The Skip command is only looking for CR characters, so saying "Skip 2" skips the entire paragraph (One CR) and the CR separating this paragraph from the next.)



PRINT

PROCESSING DIRECTIVES

An alternative skip option is

SKIP TO c

where c is any character except the command character (default command character is "\"). When the Printer Program encounters a SKIP TO c command, it ignores all following text until the next occurrence of the specified character.

The specified character c may be in a command or comment as well as in text. If c is in a command, the command containing c will not be treated as a command (the command marker will have been ignored) but will instead be printed as text beginning at c. If you want to skip to a directive, place the specified character c immediately before the command marker.

If you wish to use an uncommon character as c and have the Printer Program recognize it but not print it, first establish c as the IGNORE character.

If SKIP or SKIP TO are included in a command line along with other directives, they must be the last ones on the line since whatever follows them will be ignored.

Start and Stop

The Start and Stop commands allow you to limit the amount of printing. The commands are used only when you are using a data file to assign variable values. Using the START or STOP command when the FILE command is not used generates an error message.

Use the START command to select the first record in the data file to read and process. The general form is:

START n

where n is the record number to begin printing.

When a data file is active, the STOP command determines which record is the last record to be processed. The general form of the command is:

STOP n

where n is the last record to print.

Endpass and Quit

Use the ENDPASS command to terminate the present 'pass' in the current data file record, and begin processing the next record. SuperWriter goes to the beginning of the source document, and looks at the next record in the data file. Processing continues normally.

```
\IF $minimum = " ", Get $minimum =  
"Minimum balance for this run:"  
\IF $balance < minimum, ENDPASS
```

If an ENDPASS statement is in a command line, any command following it will never be executed.

The QUIT command immediately and unconditionally terminates all processing of the text file and returns the SuperWriter program to the Edit or Main Menu. Any command or text on the same line as a QUIT command is not processed.

Additional Document Formatting Aids

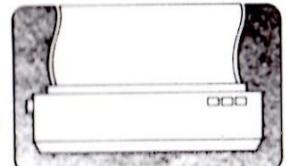
The printer command FF allows you to set your printer to the top of a new page from the keyboard before you start printing. It has exactly the same function as pressing the Top of Form button on the printer. The FF command does not change line or page counters in the SuperWriter program, so do not use it in the middle of a document.

To set the printer to a new page before printing starts, insert the command:

FF

at the beginning of the text file.

The NL command tells SuperWriter to go to a new line. It is like a CR or Return character, but it can be used within other Formatting Commands where a Return character cannot.



The SuperWriter program ordinarily skips to a new page according to the print command for page break (Ctrl-P, P). If you do not insert the page break in the text of the document, a new page starts automatically when all the lines on the old are used (according to your margin instructions). You may, however, also force the printer to skip to a new page with the commands NP, CNP n, and CPB n.

The print command **NP** causes the printer to skip to a new page unconditionally, that is, the printer will go to a new page whenever it encounters an NP command regardless of where it is in printing the current page. It is the same as the Page Break Print Directive. The form of the NP command is:

\NP

The print command CNP n will cause the printer to skip to a new page if there are fewer than n lines remaining to be printed on the current page following an end of paragraph (Return). This avoids inadvertent "orphans", where the beginning of a new paragraph is left at the bottom of a page. The form of the CNP n command is:

\CNPn

When the printer gets within the specified number of lines from the bottom margin, it automatically starts a new page after the first Return character it finds. CNP n is a global command, and will affect all printed pages following its issuance.

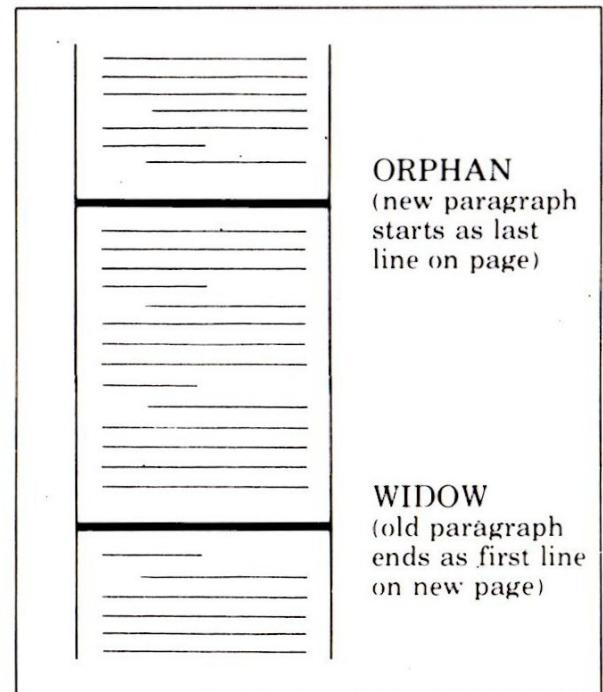
The print command CPB n works just the same as the CNP n command, except that it is in effect for only one page. Its form is:

\CPBn

The IGNORE command tells SuperWriter to ignore a specific character wherever it might occur in the remainder of the document. The command is:

\Ignore c

where c is the character not processed or printed. You may choose to use a little-used character for special purposes, as a find symbol in editing or document processing. The Ignore command would ensure that the character is not printed.

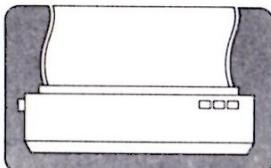


Operator Aids

Operator aids are those features of SuperWriter that do not directly affect the printed text but assist the operator in the use of the SuperWriter program or provide information about the internal condition of the program and variables.

Comments

The "*" command permits the operator to include notes or comments in text that are not printed to either the screen or the printer but that are visible only when the document is edited. Internal notes using the * command might be reminders to the operator of special considerations for a particular file, directions to help another operator who is unfamiliar with the text process the file, or comments about file update status.



PRINT

OPERATOR AIDS

The * command must end with another command character or Return.

The NOTE command causes a note embedded in text to be displayed on the monitor screen. This kind of note may be used to indicate to the operator what point has been reached in processing or, in conjunction with the WAIT command, to provide instructions for operator intervention. The form of the NOTE command is:

\NOTE *Text of note to be printed on screen...*

No quotation marks or other command markers are required. A separate NOTE command must be used for each line to be printed on the screen. A NOTE command must end with another command character or Return.

Wait

The WAIT command causes the SuperWriter program to pause in processing for the operator to enter a command from the keyboard. A message to be displayed on the screen may be included with the WAIT command just as with the NOTE command. The form of the WAIT command is:

\WAIT *Message to be printed on screen...*

For example,

\WAIT Change to italic printwheel.

No quotation marks or other command markers are required. For messages longer than one line, use the NOTE command in conjunction with the WAIT command. A WAIT command must end with another command character or Return.

When the processing pauses at a wait command, the operator may press either Escape to end the processing, or any other key to continue.

Variable Status Display

The SHOW command pauses and causes the current values of specified variables to be displayed on the monitor screen. Any kind of variable may be printed: colon (:), numeric (#), dollar (\$), length (&), or system (%). The general form of the SHOW command is:

\SHOW *show parameters*

Special considerations for using the SHOW command are:

1. Literal text may be included with a SHOW command, but it must be enclosed in either single ('') or double ("") quotes. Any spacing desired must be included as literal blanks enclosed within quotation marks.
2. You must separate different sections of literal text and different variables called for with a comma.

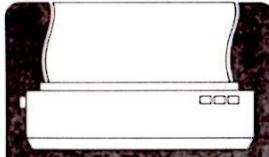
For example, assume that the current value of the variable NAME is John Hopkins and the record number is 5. A SHOW command to display these variables could be

\SHOW "Record no.",%REC," ",:NAME
which would result in
Record no.5 John Hopkins
being displayed on the terminal screen.

The DV command (Display Variables) displays the names, current lengths, and values of all variables currently defined in text. The form of the DV command is:

\DV

Only the string values of variables are displayed. If you want to display values in a different format or display system variables, you must use the SHOW command.



PRINT

OPERATOR AIDS

The DF command (Display File) displays the names, current lengths and values of all variables defined in DATA statements, and the record number currently being processed. The form of the DF command is:

DF

The DF command may be used any time you want to check the record number being processed from a data file.

The DB command (Display Buffers) displays the current sizes of the variable, header, and footer buffers, and how much space remains for the text file. These values are indicated as the number of variables allowed, the size of header and footer buffers in characters, and the number of records of text file that will fit in the workspace. The form of the DB command is:

DB

The information displayed by the DB command may be used to calculate the number of characters in the variable buffer (multiply the number of variables by 64). It may also be used to calculate the number of characters from the text file that will fit in the workspace (multiply the number of records by 128). (For example, if you had room for 67 records in the workspace, you would have room for a text file containing 8576 characters.)

Note that the DB command does not display how much of the buffer is in use.

The CLS command (clear screen) clears the terminal screen and places the cursor in the home (upper left) position. The form of the CLS command is:

CLS

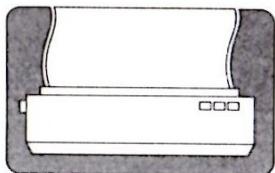
The CLS command may be used to clear the terminal screen at any time.

Setup Blocks—Format Templates

The SETUP and TEXT commands bracket a section of the document that contains only Formatting information for the SuperWriter Printer program. SETUP marks the beginning of this block of instructions; TEXT indicates the end of the control block and the beginning of ordinary text. Because the information in a Setup Block contains commands that will affect the processing of a text file, it should be placed at the beginning of the text file.

A Setup Block contains directives that will be used throughout the processing of a document, such as the definition of variables and of any external data files and global variable assignments (for example, getting the date).

SuperWriter executes all the directives in a SETUP block on the first pass through a text file and ignores it on all other passes. You can specify a mailing list file and assign variables (Data Command) in a setup block. If you put a DV command (Display Variables) in the setup block, though, variables are displayed once (as blanks, before they are assigned) and the command is subsequently ignored.



PRINT

TEMPLATES

ALTERNATE METHOD.

The following example shows how a setup block can be used for form letters. The setup file lists number and names of information supplied, and the name of the data file. The data file contains the information you need to insert into the form letter.

SETUP.\$SW:

```
\$setup  
\$file t5.b:cust.lst  
\$data name, company, address, state  
\$get date  
\$text
```

CUST.LST

Wayne Aaron
American Rentals, Inc.
P.O. 4039
Atlanta, GA 30303

Dennis Adams

975 Johnson Blvd.
Rochester, NY 14625

William Albert
CalData Corp.
895 Gough St.
San Francisco, CA 94108

John Boone
SYGLAM Systems
Box 4385
Pasadena, CA 91106

Columbia Supply Inc.
7800 Columbia Ave.
Portland, OR 97239

LETTER:

```
\$insert b:setup.$sw  
  
r  
\$date  
  
\$name  
\$if NOT company = '' ;\$company, nl  
\$address  
\$state
```

Dear \\$name:

Thank you for your inquiry about our SuperWriter word processing program. We hope the enclosed brochures and specification sheets will answer some of your questions.

If we can be of further assistance, please don't hesitate to call.

Yours,

RESULT:

November 30, 1982

Columbia Supply Inc.
7800 Columbia Ave.
Portland, OR 97239

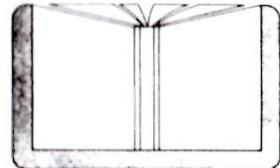
Dear Columbia Supply Inc.:

Thank you for your inquiry about our SuperWriter word processing program. We hope the enclosed brochures and specification sheets will answer some of your questions.

If we can be of further assistance, please don't hesitate to call.

Yours,

CHECK SPELLING



II. THE MAIN MENU CHAPTER 3

CHECK SPELLING

The SuperWriter program includes an automatic spelling checker and a companion dictionary. The spelling check compares each word in your document with the words in the dictionary. If the spelling check finds any words in your document which are not found in the dictionary, it identifies them as 'mismatched' words.

NOTE: The SuperWriter Spelling checker can use any dictionary file which is compatible with the SpellGuard spelling checking program.

Mismatched words are not necessarily misspelled words. You are asked to determine whether each mismatched word is:

- Misspelled, and should be marked as such in the document, or
- Spelled correctly, and should be added to your dictionary, or
- Spelled correctly, but is used only in special cases and should not be added to the dictionary or marked. It should be ignored.

The dictionary supplied with the SuperWriter program contains 20,000 commonly used words.

When your document is proofread, SuperWriter finds all the unique words:

A ABANDON ABOVE ACCEPTABLE ACTION
ACTIONS ACTIVE ADD ADDED ADDING ADDS
ADJECTIVAL AFTER AGAIN ALL ALLOWS
ALPHABETIC ALREADY ALSO ALWAYS AN
AND ANSWER ANSWERKEY ANSWERSCREEN
ANY APPEARS APPENDIX ARE AROUND AS
ASK ASKED ASKS ASSIGNMENT ASSOCIATE AT
AUTOMATIC AUTOMATICALLY BACKUP
BAR BASE BE BECOMES BEEN BEFORE BEGINS
BEING BRING BUILDING BUT BY CALL CAME
CAN CANCEL CARRIED CASES CHANGE
CHANGED CHANGES CHANGING CHAPTER
CHARACTER CHARACTERS CHECK CHECKER
CHECKING CHOOSE CHOSE CHOSEN COLON
COMES COMMAND COMMONLY COMPANION
COMPARES COMPATIBLE COMPLETE COMPLETED
COMPUTER

As you use the spelling checker, you add more words. Gradually your dictionary becomes 'customized' with your personal vocabulary. Normally you find a number of words you use which are not listed in the dictionary when you first use the spelling checker. As you add these words to your dictionary, the spelling check will uncover fewer and fewer words it does not recognize.

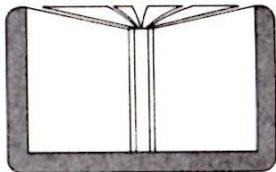
NOTE: The 20,000 word dictionary is large, but remember that each different form of a 'base' word, such as the plural, adjective, or participle form, is itself a separate word.

The spelling checker does not automatically correct words in your document. Rather, it marks them in the document after you identify them as being misspelled. To correct those marked words, you must Edit the document. You can automatically find each marked word in the document (by pressing the Escape Key and Line Feed or Ctrl-J in the Edit screen or F7 S). You correct the spelling or change the word as needed, inserting, deleting or retying the word.

All spelling marks can be deleted while editing a document by pressing Escape D S.

and compares them with the words in its Dictionary:

A ABANDON ABANDONED ABATEMENT
ABBREVIATE ABBREVIATED ABBREVIATING
ABBREVIATION ABBREVIATIONS ABDUCT
ABDUCTION ABDUCTOR ABET ABEYANCE ABHOR
ABHORRENCE ABIDE ABILITIES ABILITY ABJECT
ABLE ABLE-BODIED ABLY ABNORMAL ABOARD
ABODE ABOLISH ABOLISHED ABOLITION
ABOMINABLE ABORIGINE ABORT ABORTION
ABORTIVE ABOUND ABOUT ABOVE ABOVEBOARD
ABRASION ABRASIVE ABREAST ABRIDGE
ABROAD ABROGATE ABROGATION ABRUPT
ABRUPTLY ABSENCE ABSENT ABSENTEE
ABSENTEEISM ABSOLUTE ABSOLUTELY
ABSOLUTION ABSOLVE ABSORB ABSORBED
ABSORBENT ABSORBS ABSORPTION ABSTAIN
ABSTAINER ABSTENTION ABSTINENCE
ABSTINENT ABSTRACT ABSTRACTION



CHECK SPELLING

Using the Spelling Checker

Checking spelling is one of the Main Menu options. In order to check spelling, you first must get to the Main Menu.

Main Menu Screen

How to get here:

From system prompt (e.g., A>); type **SW, (CR)**

From ending the Edit; by Saving or Zapping the workspace

From the Edit screen; press **ESC, (CR)**

The screenshot shows the SuperWriter 1.00 application window. At the top, it displays "Document: A:Name" and "SuperWriter 1.00 08.30". Below this, section 1 provides document statistics: Workspace contains 55 Words, 335 Characters, 102 Lines, 5 Pages, (32565 Free), and 469 Keystrokes. Section 2 is labeled "Main Menu:" and lists the following options with their descriptions:

| | |
|----------|------------------|
| —EDIT | document |
| —QUIT | return to system |
| —PRINT | document |
| —CHECK | spelling |
| —DISK | directory |
| —UTILITY | |

At the bottom of the window, a note states: "Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey".

1. If you call the Main Menu while editing a document (Escape, Return from the Edit Screen), the name of the document being edited is shown here. When you select CHECK Spelling from the Menu, this document will be proofread, and you will not be asked to enter a document name. Skip the following document name page.

If a document is not being edited, this line reads:
IDLE, NO edit document.

When you select CHECK Spelling, the Super-

Writer program asks you to enter the name of the document which you want to proofread.

2. The size of the document being edited. If there is no active Edit document, these sizes will be 0.
3. The Main Menu. Space the cursor in front of CHECK Spelling and press Return.
If there is no edit document, the SuperWriter program will ask you to:
Type the document name:

CHECK SPELLING



Big Dictionaries and Little Disks

You may choose to (or be forced to) keep your Dictionary on a different disk from the SuperWriter disk. In this case, your SuperWriter disk should contain these program files:

SW.COM (Main Program),
SW1.OVL (additional Edit commands),
SW2.OVL (print section),
SW3.OVL (spelling check-main section).

Your Dictionary disk must contain:

SW31.OVL,
SW.DIC or other Dictionaries.

If you have several dictionary disks, copy SW31.OVL onto each of them.

If you have a separate Dictionary disk, when you choose Check Spelling, SuperWriter tells you:

The Overlay file (A:SW31.ovl) is not on the current disk or the A: disk. (Disks may be changed at this time)

Type Disk drive name (A-P) that has the overlay file →

If you press the AnswerKey, you find:

Overlay Not Found AnswerScreen

How to get here:

From Overlay not found message, press **AnswerKey**

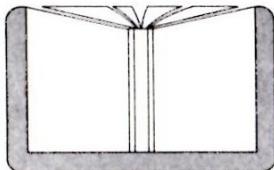
SuperWriter 1.00 AnswerScreen Overlay not found

The portions of the SuperWriter program required for the function you requested are not found on the system or default disk. Either type the letter of the disk drive where those program sections (called overlays and named with .OVL or .O86 extension) are located, or change disks. If you switch program disks, SuperWriter will request the original disk be reinserted when necessary.

Press any key to continue

Most likely you will want to switch your SuperWriter Disk for the Dictionary disk, leaving the document in the other disk drive.

Note: This explanation applies if you have two disk drives. If you have more, you can have a dictionary alone on a third disk, leaving the SuperWriter disk and document disk in the computer.



CHECK SPELLING

DICTIONARY SELECTION

Dictionary Selection

The spelling checker option of the SuperWriter program looks to the SuperWriter disk to locate the dictionary. The default dictionary is a file named SW.DIC on the SuperWriter disk. If the SuperWriter disk (or the Dictionary disk if you switched) has a dictionary file named SW.DIC, the spelling checker immediately begins to proofread your document. Skip this section and continue with the Document Proofreading section.

Custom Dictionaries

You may use custom dictionaries with different names, or organize dictionaries on different disks.

If you use one custom dictionary for all documents, you can name that dictionary SW.DIC. (You should rename the dictionary which comes with SuperWriter. This dictionary is also named SW.DIC, and there can be only one file with this name on your program disk.) The custom dictionary is used as the default dictionary and Document Proofreading continues without any further dictionary specification.

If your program disk does not contain a SW.DIC dictionary file, the SuperWriter program displays the following screen.

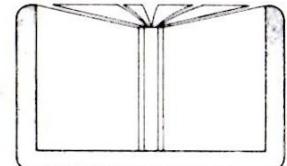
Dictionary Selection Screen

How to get here:

From Main Menu; select CHECK Spelling (If the program disk does not include a dictionary named SW.DIC.)

| | | | | |
|---|-----|--|----------------------|-------|
| 1 | [] | Document: A:NAME | Dictionary Selection | 08:30 |
| 2 | [] | SW.DIC not found on disk A: | | |
| 3 | [] | Do you want to create a new dictionary with this name? | | |
| — Press Y (yes), N (no), or ESC Key to Exit — | | | | |

**CHECK
SPELLING**



DICTIONARY SELECTION

1. The name of the document you will proofread. If this is not the correct document, press the **ESCAPE** key.
2. The name of the dictionary that the spelling checker is looking for. If you answer the prompt (3) with an **N** and then re-enter a dictionary name, and that dictionary is also not found, the name you entered and the drive you specified will be shown on this line.
3. Enter a "Y" if you want to create a new dictionary named with the name given above (in 2). If you want to use an existing dictionary, or create a new dictionary with a different name or on a different disk, enter "N". Press the **ESCAPE** key to return to the Edit or Main Menu without checking spelling (if you need to rearrange files or disks, for example).

If you answer with a Y, the spelling checker tells you:

Please wait while a new Dictionary file is made.

In a moment, the Document Proofreading begins.

If you answer with an N, the spelling checker asks:

Please RE-ENTER the DICTIONARY NAME.

—Type DICTIONARY NAME, ESC to EXIT —Enter the name, with drive letter and colon if the dictionary is on a different disk, and press (CR). If that dictionary is found, Document Proofreading begins. If the dictionary is not found, the name and drive is shown above at 2, and you are again asked if this is a new dictionary. Your options are as before.

If you Press the Escape key, the SuperWriter program resumes with either the Edit screen or the Main Menu.

If you always use the same dictionary:

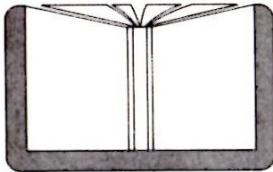
| | |
|--------------------------------------|-------------------------------------|
| Rename (old file) = LEGAL.DIC | as (new file) SW.DIC |
| your dictionary | Dictionary name used by SuperWriter |

If you use different dictionaries for different documents:

| | |
|-----------------------------------|--|
| Rename (old file) = SW.DIC | as (new file) SWSTD.DIC |
| Original SuperWriter dictionary | Alternate name for SuperWriter standard dictionary |

Then you can specify the dictionary to use either (for example):

SWSTD.DIC
or **LEGAL.DIC**
or **MED.DIC**
or **MY.DIC**



CHECK SPELLING

PROOFREADING

Proofreading

When you choose the Check Spelling Main Menu option and specify the document for proofreading, the SuperWriter program finds the default dictionary, SW.DIC, and immediately begins proofreading.

Document Proofreading Screen

How to get here:

From the Main Menu; select CHECK Spelling (and specify document and dictionary names)

1 [Document: A:NAME Document Proof Reading 08:35

2 [Dictionary: SW.DIC Length: 20,000 words

3 [Currently Proof Reading

| # Words Read | # Words Unique | % Words Unique | # Words Mismatch | % Words Mismatch | % Proofing Done |
|--------------|----------------|----------------|------------------|------------------|-----------------|
| 1,345 | 432 | 32.1% | 11 | 0.8% | 100.0% |

4 [Options for Proofing:
—Review Mismatched Words
—Quick Review Mismatched Words
—Mark All Mismatched Words

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey

1. The name of the document being proofread.
2. The name and size of the dictionary used for proofreading.
3. # Words Read is the number of words in the documents being proofread. The spelling checker

counts the number of words in the document.

Words Unique is the number of different words in the document. You may use the word "the", for example, a hundred times in a long document, but it is counted only as one unique word.

**CHECK
SPELLING**



% Words Unique is the percentage of total words that are unique in this document. Usually in longer documents you will use the same word more often, and the percentage of unique words will thus be smaller.

Words Mismatch is the number of unique words which are not found in the dictionary.

% Words Mismatch is the percentage of unique words which are not found in the dictionary.

% Proofing Done is 0 while words are counted, and 100 when proofreading is completed.

4. The proofing options menu. Refer to the following AnswerScreen.

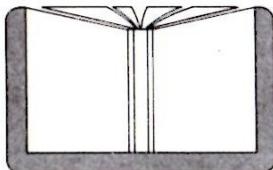
Proofing Options AnswerScreen

How to get here:

From Document Proofreading Menu; press ? or **AnswerKey**

| SuperWriter 1.00 | AnswerScreen | Proofing Options: |
|-------------------------------|--|-------------------|
| OPTION: | DESCRIPTION: | |
| Review Mismatched Words | You can mark (M) an individual mismatched word every time it appears in the original document, ignore (I) a mismatched word, or add (A) it to your Dictionary. | |
| Quick Review Mismatched Words | You can handle all mismatched words in the document at one time. You can mark all mismatched words in the document, add all mismatched words to the dictionary, ignore all words, or list all mismatched words on screen or printer. | |
| Mark All Mismatched Words | You can automatically mark all mismatched words in the document. | |

Press any key to continue



CHECK SPELLING

MISMATCHED WORDS

Mismatched Word Review

When you choose the Review Mismatched Words proofing option, the SuperWriter program displays the following screen.

Word Review Menu Screen

How to get here:

From Document Proofreading Menu; select Review Mismatched Words
From the Quick Review Menu; select Return to Single Word Review

The screenshot shows the 'Word Review' menu interface. At the top, it says 'Document: A:NAME' and 'Review Spelling 08:30'. Below this is a list of actions for word review:

| | |
|---|---|
| 1 | <p>Actions for Word Review: M = Mark word in document A = Add word to dictionary I = Ignore this word R = Review previous word S = Start Quick Review E = Exit to Editor—Void all changes</p> |
| 2 | <p>Recap for Prior Word Word (Action Chosen) Current Word for Reviewing Number Word → (your Response) # 2 MISSPelled →</p> |

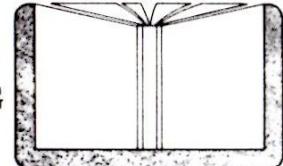
At the bottom, it says 'Options: M A I R S E'.

1. Options for handling mismatched words. You must type one of these letters.
2. Mismatched words are shown individually and in alphabetic order. The number is the number of words, including the current word, remaining to be reviewed.

The previous reviewed word is also shown, with the letter option you chose. You can change this decision for the immediate previous word, but not for any earlier words.

Words are not marked or added to the dictionary until after all mismatched words are reviewed. If

**CHECK
SPELLING**



MISMATCHED WORDS

you make a mistake in reviewing a word previous to the Previous word, you can always ESCape and repeat proofreading. There are other ways to get around mistakes. If you:

Mark a word that shouldn't have been marked, delete the mark in document Edit.

Add a word to the dictionary that shouldn't be added, make a note of the word and delete it from the dictionary using Dictionary Maintenance in the Utility options.

Ignore a word that should have been marked, make a note of the word, and Find it when you Edit the document.

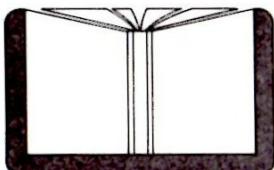
Word Review AnswerScreen

How to get here:

From the Word Review Menu; press ? or **AnswerKey**

| SuperWriter 1.00 | AnswerScreen | Word Review |
|------------------------|--|-------------|
| OPTION: | DESCRIPTION | |
| Mark Word | Will mark the word with a '?' in the document so you can correct it later. You can easily find it in the Edit with the Escape Linefeed (Ctrl-J) command, or F7 S | |
| Add Word to Dictionary | Will add the word to the dictionary, since it currently is not there. (Check spelling before adding the word.) | |
| Ignore Word | Will not mark the word in the document or add it to the dictionary. For example, the word might be jargon or a proper name, acceptable in the current document. | |
| Review Previous Word | Returns to the previous word so you can change the way you specified that word be handled. | |
| Quick Review | Quick Review allows you to mark, add, ignore, or view all remaining mismatched words in one operation. | |
| Exit | Return to Edit. No words are marked or added to the dictionary. | |

Press any key to continue



CHECK SPELLING

MISMATCHED WORDS

Quick Review of Mismatched Words

Quick Review lets you handle all the mismatched words, or all the remaining words you haven't already reviewed, at once. You can use the Quick Review to:

- List mismatched words on the screen or on a printer.
- Add all mismatched words to a dictionary. One

of the fastest ways of building a new dictionary is to add all the words from documents which have already been proofread and corrected to that new dictionary.

- Mark all remaining mismatched words in the document. Then in the Edit you can go through the document and determine whether those words do need to be changed.
- Ignore all remaining mismatched words.

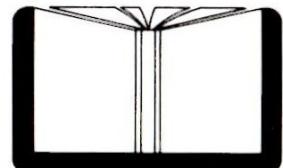
Quick Review Menu Screen

How to get here:

From the Document Proofreading Menu; select Quick Review Mismatched Words
From the Word Review Menu; press S

| | | |
|---|---|-------|
| Document: A:NAME | Quick Spelling Review | 08:30 |
| Actions for Quick Review | | |
| 1 [] | —Mark all remaining words in the document | |
| 2 [] | —Add all remaining mismatched words to the dictionary | |
| 3 [] | —Ignore all remaining words | |
| | —List remaining words on screen or printer | |
| | —Return to Single Word Review | |
| | —Return to Editor | |
| Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey | | |

**CHECK
SPELLING**



MISMATCHED WORDS

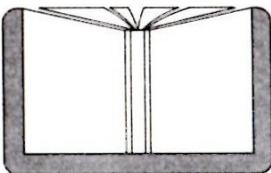
1. The program prompts:
Mark in text ALL (*number*) remaining words?
(Enter Y or N) →
2. The program prompts:
Add to dictionary ALL (*number*) remaining
words? (Enter Y or N) →
3. The program prompts:
Press S (screen), P (printer), or ESC to Exit →

Quick Review AnswerScreen

How to get here:

From the Quick Review Menu; press ? or **AnswerKey**

| SuperWriter 1.00 | AnswerScreen | Quick Review Options: |
|-----------------------------------|---|-----------------------|
| Mark Remaining Words | Marks all remaining mismatched words without further review. Words already reviewed are handled as specified. | |
| Add Remaining Words to Dictionary | Adds all remaining mismatched words to the dictionary without further review. Words already reviewed are handled as specified. | |
| Ignore Remaining Words | Ignores all remaining mismatched words. Words already reviewed are handled as specified. | |
| List Remaining Words | Lists all remaining mismatched words on the terminal screen or printer. After listing words, the program returns to single Word Review and these remaining words can be reviewed. | |
| Return to Word Review | Returns to reviewing individual words at Mismatched Word Review screen. | |
| Return to Editor | Ends Word Review without changing document or dictionary. | |
| Press any key to continue | | |



CHECK SPELLING

DOCUMENT MARKING

Document Marking and Dictionary Expansion

After all mismatched words are handled, either in the individual Mismatched Word Review or in the Quick Review, specified words are added to the dictionary, and the proofread document is rewritten onto the disk with specified mismatched words marked.

The following display tells how the results of the mismatched word reviews are carried out.

Document Marking Screen

How to get here:

From Word Review Menu; review last mismatched word

From Quick Review Menu; select Mark, Add, or Ignore all remaining words

Document: A:NAME Marking Document 08:35

There are 4 words being added to dictionary.

There are 6 words being marked in the document.

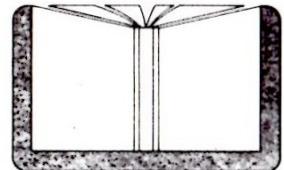
Words will be shown as they are being marked in the text.
Press ESC to IMMEDIATELY ABANDON the document marking.

#1 misspelled #2 worde #3 arr #4 markeed

The words have been marked in document A:NAME
with the character "?".

Press any key to continue

CHECK
SPELLING

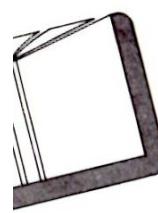


DICTIONARY EXPANSION

If words are added to the dictionary, the dictionary may need to be reorganized. This happens automatically whenever approximately 250 words have been added to the dictionary.

Please wait while the program reorganizes
Dictionary SW.DIC Length 20,298 words

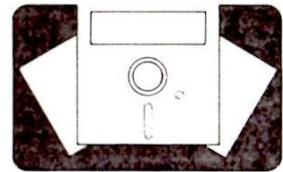
| Words So Far | Total Words | ** DO NOT INTERRUPT DURING REORGANIZATION ** (Always save dictionary backup copies) |
|-----------------|----------------|--|
| 20,298 | 20,298 | Dictionary finished |



CHECK
SPELLING

TEST:

DISK DIRECTORY



II. THE MAIN MENU CHAPTER 4

DISK DIRECTORY

The disk directory tells you what document files you have saved on disks. Only documents which can be edited by the SuperWriter program are shown in the disk directory. The SuperWriter program disk directory will not tell you what program files are on the disks.

The disk directory tells you document names and file sizes. It can also list the Document History for any documents.

The disk directory also only tells you about files on the disks that are actually in disk drives. If you need to change disks without ending the SuperWriter program, you must also reset the disks. Go to the Utilities Main Menu option, under Library File Access, before removing or switching disks.

Disk Directory is one of the Main Menu options and must be chosen from the Main Menu.

Main Menu Screen

How to get here:

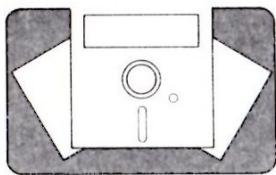
From the system prompt (e.g., A>); type **SW**, (CR)

From the Edit screen; press **ESC**, (CR) or **ESC**, **S**, (CR) or **ESC**, **Z**, **Y**

A screenshot of the SuperWriter 1.00 Disk Directory screen. The screen has a light gray background with a white text area. On the left, there are three vertical brackets labeled 1, 2, and 3, each pointing to a different section of the screen. At the top, it says "Document: A:NAME" and "SuperWriter 1.00 8.35". Section 1 contains workspace statistics: 55 Words, 335 Characters, 102 Lines, 5 Pages, (32565 Free), and 469 Keystrokes. Section 2 shows the document history: "Documents edited A:NAME". Section 3 displays the Main Menu with the following options:

- EDIT document
- QUIT return to System
- PRINT document
- CHECK spelling
- DISK directory
- UTILITIES

At the bottom, a note says "Space bar = Move cursor, CR = Select, ESC = Cancel, ? = AnswerKey".



DISK DIRECTORY

1. If you call the Main Menu while Editing a document (**ESC**, **(CR)** from the Edit Screen), the name of the document being Edited is shown here. If a document is not being edited, this line reads:
IDLE, NO edit document.
2. The size of the document being edited. If there is no Edit document, this area of the screen will show either the size of the (empty) workspace or lines from the last directory you asked for.
3. The Main Menu. Select DISK Directory. The following screen is displayed.

Directory Menu

How to get here:

From the Main Menu; select DISK Directory option

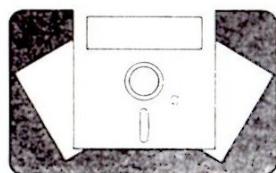
| | | |
|---|------------------|-------|
| Document: A:NAME | SuperWriter 1.00 | 08:35 |
| Workspace contains: | Documents edited | |
| 55 Words | A:NAME | |
| 335 Characters | | |
| 102 Lines | | |
| 5 Pages | | |
| (32565 Free) | | |
| 469 Keystrokes | | |
| Select Disk Directory option: | | |
| — List all documents | | |
| — List specified documents | | |
| — Show Document history (yes/no) | | |
| Show Document History = No. | | |
| Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey | | |

1. The Disk Directory Menu. If you press ? or the AnswerKey, you get the following AnswerScreen.
2. This message tells you how the third menu choice, Show Document History, is set. When you select that option, this message changes.

If you choose List specified documents, you are asked:

Type name of document:
Refer to the AnswerScreen.

DISK DIRECTORY



Directory AnswerScreen

How to get here:

From the Directory Menu; press ? or **AnswerKey**

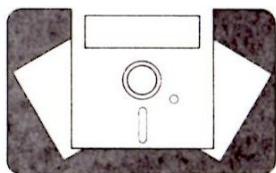
| | | | |
|---------------------------|--|--|-------------------|
| 1 | SuperWriter 1.00 | AnswerScreen | Directory Options |
| | List Documents | Lists all documents on the default drive disk, the disk where the last document read is located | |
| 2 | List Specified Documents | Asks you which document or family of documents to list See the Wildcard explanation below for specifying families of documents | |
| 3 | Show Document History | When you select one of the above options, the directory either shows only the document file size and name, or the file size, document name, and Author, Comment, Operator, Creation Date and Modification Date from the Document History section, depending on how this selection is set | |
| WILDCARD characters | | | |
| 4 | <ul style="list-style-type: none">? Represents any single character at the position in which it is placed in the document name or extension.* Represents any number of characters at that position in the document name or extension. | | |
| Press any key to continue | | | |

1. Because these directories only show files which can be edited, the number of files shown will probably be different from the total files reported in the header of the Directory (see the examples under 3). Backup files (files with a .BAK extension) are not considered editable files even though they are document files, so they do not appear. These directories also tell how much free space remains on the disk.
2. You might want to specify document file names to list documents on a different disk, to list non-editable files on a disk or to get a partial list of documents on a disk.

You can specify document names using wildcard

characters. Item 4 below describes how to use wildcards to specify any files on a different disk, or a family of files.

When you return to the Main Menu screen, the SuperWriter program leaves eight lines of the disk directory display in place on the screen. If you are unsure of the name of the document you want to edit, you can list a directory. When you return to the Main Menu and select Edit, a portion of the directory is still shown so you can easily find the name of the document to edit. If you have a large number of documents on the disk, you may want to use wildcards (see below) so that the files that you are working with fall into that eight-line block.



DISK DIRECTORY

3. The third option in the menu, to show document history, doesn't list any documents by itself. It controls what will happen when you choose either of the first two options. At first, Show Document History is set to "No". If you change it by selecting this menu option, then Document History is shown for every Directory until you

set it back to "No", by reselecting this third option.

When you do not show Document History, listings are displayed in alphabetic order left to right in four columns. The directory header also tells:

| SuperWriter 1.00 Directory for drive: A User: 0 | | | | Page 1 | | | |
|---|--------------|-----|-------------|--------|----------|-----|-----------|
| Free space 158K (Only EDITable files shown) | | | | | | | |
| Total files: 4 | | | | | | | |
| len | Filename | len | Filename | len | Filename | len | Filename |
| 4k | COLLECT .let | 2k | LETTER .031 | 10k | NAME | 8k | TEST .txt |

File sizes and space may be shown as a number of "bytes" or as a number followed by K for thousand-bytes. ("Bytes" are generally the same as characters.)

When you select the Show Document History option setting it to "Yes", and choose either of the List options, the directory displays the following:

| SuperWriter 1.00 Directory for drive: A User: 0 | | | | Page 1 |
|---|-------------|--------|----------|-------------------------|
| Free space 158k (Only EDITable files shown) | | | | |
| Total files: 4 | | | | |
| 2k | LETTER .031 | Author | Operator | 06/13/83 00:00 00/00 |
| Comment | | | | 01/01/83 00:00 |
| 10k | NAME | Author | Operator | 12/31/83 |
| Comment | | | | |

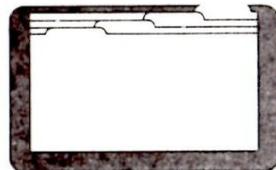
In the example above, the Document History is actually filled in with the title of each History item. If you have not entered History information for a file, the area for the information will be blank.

4. Perhaps the easiest way to describe wildcards is to show some examples:

B:.*.* Lists all files on the disk in drive B.
B:.* Lists all files which have no extension on the disk in drive B.

R.*.* Lists all files whose name begins with R on the default drive disk.
R?.* Lists all files with a two or one character file name which begins with R.
R???. Lists all files which have a three or fewer character file name beginning with R and a one character or no extension.
A:*.TXT Lists all files which have a TXT extension on the A: disk.

UTILITIES



II. THE MAIN MENU

CHAPTER 5

LIBRARY FILE

UTILITIES

The UTILITIES section contains program Options which are not simple to categorize, but are generally useful and necessary, and may apply to more than one document or file.

Some of these Utilities require that there be an Edit document already in the workspace. Others can be used whether there is an Edit document or not.

UTILITIES is a Main Menu option.

Main Menu Screen

How to get here:

From system prompt (e.g., A>); type **SW, (CR)**

From the Edit screen; press **ESC** and **(CR)**, or **S, (CR)** or **Z, Y**

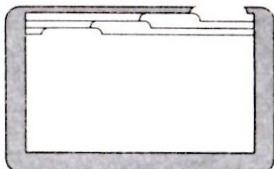
1 Document: A:NAME SuperWriter 1.00 08 35

2 Workspace contains:
55 Words
335 Characters
102 Lines
5 Pages
(32565 Free)
469 Keystrokes

3 Main Menu:
—EDIT document
—QUIT return to system
—PRINT document
—CHECK spelling
—DISK directory
—UTILITIES

Space bar = Move cursor, CR = Select, ESC = Cancel, ? = AnswerKey

1. If you call the Main Menu while Editing a document (Escape, Return from the Edit screen), the name of the document being Edited is shown here. If a document is not being edited, this line reads:
IDLE, NO edit document.
2. The size of the document being edited. If there is no Edit document, these sizes will be 0.
3. The Main Menu. Choose the UTILITIES selection by positioning the cursor in front of UTILITIES (with the space bar or arrow keys) and pressing the Return key.



UTILITIES

LIBRARY FILE

When you select the UTILITIES Main Menu option, you get another menu. The following screen shows options available in UTILITIES.

Utility Menu Screen

How to get here:

From the Main Menu; select UTILITIES option.

Document: A:NAME SuperWriter 1.00 08 35

Workspace contains:
55 Words
335 Characters
102 Lines
5 Pages
(32565 Free)
469 Keystrokes

Documents edited
A:NAME

Utility selections:
—LIBRARY File access
—DOCUMENT History
—DICTIONARY Maintenance
—SUPERCALC

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey

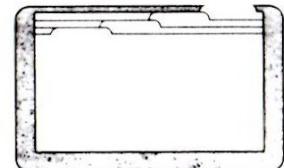
1 []

2 []

3 []

1. If a document is not being edited, this line reads: IDLE, NO edit document.
2. The Utility Menu options. Refer to the following AnswerScreen.
3. To make a selection, position the cursor in front of the option you want (using the space bar or arrow keys) and press the Return key. To return to the Main Menu press the Escape key.

UTILITIES



LIBRARY FILE

Utility AnswerScreen

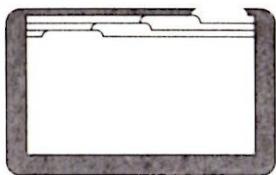
How to get here:

From the Utility Menu; press ? or **AnswerKey**

| SuperWriter | AnswerScreen | Utility Options: |
|------------------|---|------------------|
| LIBRARY | - Quickly display any document (does not allow changes). - Include sections from another document in the document currently in the workspace - Delete a document from the disk - Reset a disk if document disks must be changed - Rename a document - Spool a document (print in background) | |
| DOCUMENT History | = Display and revise Document History for the document currently in the workspace | |
| DICTIONARY | = List or print all the words in a dictionary | |
| Maintenance | - Combine two dictionaries or subtract one dictionary from another. - Reorganize, copy or create a dictionary. - Delete words from a dictionary. | |
| SUPERCALC | = End SuperWriter, begin SuperCalc. SuperCalc must be placed in the current default drive | |

Press any key to continue

Each of these options is examined in the following sections.



UTILITIES

LIBRARY FILE

Library File Access

When you select the Library File Access Utility, you get the following Menu.

File Access Menu Screen

How to get here:

From the Utility Menu; select Library File Access option

Document: A:NAME SuperWriter 1.00 08:35

1

Workspace contains:
55 Words Documents edited
335 Characters A:NAME
102 Lines
5 Pages
(32565 Free)
469 Keystrokes

2

Library file access:
—Display document
—Include document
—Delete document permanently
—Reset disk
—Rename document
—Spool document to printer

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey

1. The top part of the display screen does not change.
2. The Library File Access Menu. Refer to the AnswerScreen on the facing page.

File Access AnswerScreen

How to get here:

From the File Access Menu; press ? or **AnswerKey**

| 1 | 2 | 3 | 4 | 5 | 6 | SuperWriter 1.00 AnswerScreen Library File Access Options: |
|---------|---------|--------|-------|--------|-------|---|
| Display | Include | Delete | Reset | Rename | Spool | Gives you a quick look at a document. This option is intended for quick reference, so tab settings and line widths are ignored. You may read through as much of the document as needed, and Escape back to the menu. The document is only read from disk, not put into the workspace, does not affect a document already in the workspace, and cannot be changed or edited while being Displayed. |
| | | | | | | Adds text from another document into the workspace. A document must already be in the workspace. The Included text is inserted at the last cursor position in the document in workspace. |
| | | | | | | Permanently removes a document from the disk directory. Once a document is deleted, it cannot be recovered. You are asked to verify (Yes or No) whether you really want the file removed. |
| | | | | | | Allows you to change a disk without ending the SuperWriter program. |
| | | | | | | Allows you to rename a disk file. |
| | | | | | | Prints a document from the disk, allowing you to Edit another document at the same time (background printing). For best results, Format the document to be spooled with the Format to Disk option in the Print Menu first. |

Press any key to continue

1. Display allows you to examine one file while editing another.
2. Include is discussed on following pages.
3. Delete allows you to delete any editable files, as well as dictionary (.DIC) and backup (.BAK) files, from the disk. You can also use wildcard characters (*) and (?) to specify the name of a file you want to delete. You must verify that each file actually should be deleted. If you use a wildcard character in the file name, the SuperWriter program asks you specifically about every file it finds that meets the file name specification. Refer to the Directory chapter for an explanation of wildcard characters.
4. If you change disks at any point when the SuperWriter program is running on CP/M systems,

the new disk will be locked (R/O status) until it is reset. If you try to save a document, for example, after changing disks, you may get a disk error. Before you can save the document, you must reset disks. Choose this Menu selection, go back to the Edit, and save the document.

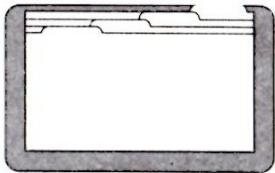
5. You can rename any file on disk without leaving the SuperWriter program. When you choose this option, SuperWriter asks:

Rename (old file):

Type the current file name, press Return, and type the name you want the file changed to after the prompt:

as (new file):

6. Spooling is the process of using the computer's "spare time" to print files from disk while leaving the system free to do other processing. It is discussed at greater length on following pages.



UTILITIES

INCLUDING KEYED SECTIONS

Including Keyed Sections

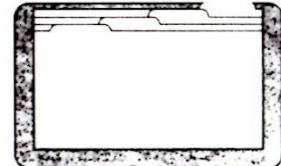
The Include option of the Library Utility is especially useful when you have a large amount of repetitive information (sometimes called "boilerplate") which you use in many documents. (This information might be legal clauses, technical specifications, procedural notes, etc.)

The Include Utility lets you include sections from any document on disk, or from specially prepared Keyed document files. When you include sections from an ordinary document (without keys) you look at the document screen by screen, and indicate whether the screen full of text should be included in the workspace or not.

Keyed File:

- ! C1234a Contract limitations—Engineering
Text of boilerplate...
- ! L998 Liability—personal injury
Text of boilerplate...
- ! L9763 Liability—property 1
Text of boilerplate...
- ! M46 Management status
Text of boilerplate...

UTILITIES



INCLUDING KEYED SECTIONS

When you include sections from a Keyed document file, you can specify the exact section directly, rather than going through the source document screen by screen. A key is a special code or phrase you use to identify a given section. Each key must be preceded by a Form Feed character. Refer to the installation instructions to determine how to enter the Form Feed character. It will usually be F6 F.

A Keyed file usually is used just to keep boilerplate information, text that you use over and over again in document after document. To make a Keyed file, create a file, enter a form feed character (**F6 F**), decide on a Key word or phrase to identify the text and enter it, and then, after the Return, either type or include the boilerplate text.

To use the Include Utility, while Editing the document in which you want the boilerplate included:

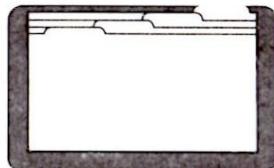
Position the cursor at the place in your document where you want the included section to go. Escape Return (displays the Main Menu). Select the Utility option from the Main Menu. Select the Library option from the Utility Menu. Select the Include option from the Library Menu.

Answer the prompt: Type name of document: by typing the name of your Keyed file.

The Include Menu appears on the next page.

Select Keys:

- C** includes the text under C1234a, starting with "Text".
- L** includes the text under L998, starting with "Text".
- L97** includes the text under L9763, starting with "Text".



UTILITIES

INCLUDING KEYED SECTIONS

Include Document Menu Screen

How to get here:

From the Library File Access Menu; select Include document option and Type name of document to be included.

1 [Document: A:NAME SuperWriter 1.00 08:30]

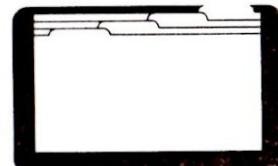
| | |
|---------------------|------------------|
| Workspace contains: | Documents edited |
| 55 Words | A:NAME |
| 335 Characters | |
| 102 Lines | |
| 5 Pages | |
| (32565 Free) | |
| 469 Keystrokes | |

2 [Add text to workspace:
—Specify Include file
—Include next section
—Restart Document
—Include Keyed section

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey

1. The name of the document in workspace into which sections are to be included.
2. The Include Menu.

UTILITIES



INCLUDING KEYED SECTIONS

Include AnswerScreen

How to get here:

From the Include Menu: press ? or AnswerKey

SuperWriter 1.00 AnswerScreen Include Options

The selections on the Include menu are used to add text from another document to the document already in the workspace, at the position the cursor was in when you left the Edit. They also let you use Keyed document files to quickly find the exact text you need.

A Key in a document file is a Form Feed character (represented on your display as "I", entered with F6 F) followed by the Key character or words and Return.

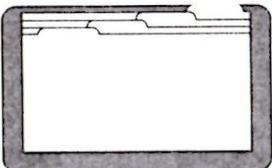
Specify file Type the name of the file that contains text you want to include.

Include next Section The Utility displays the next section and asks you to accept or skip that section.

Reset Document The Utility returns to the top of the document, so that the Next Section is the first screen of the document.

Include Section by Key The Utility prompts you to Type Section Key. Enter the entire Key or the first few letters of the Key. The Utility finds the next occurrence of a Form Feed followed by those specified characters, displays the screen, and prompts you to accept or skip that section.

Press any key to continue



UTILITIES

SPOOLING

Spooling—Background Printing

Spooling is the capability to print a document at the same time you are Editing a different document with the SuperWriter program.

Spooling does not format files. When you spool an ordinary document file, none of the embedded directives (Control-P and formatting directives) are understood. Word wrapping and tabs are left up to the printer. Spooling sends every character in the document to the printer, whether text or command, without interpretation.

The results when you spool a document depend on the form of the file and the capabilities of the printer. A file can be saved in different formats.

.PRN files are files that have been pre-formatted

by the SuperWriter Print program and are saved on disk. Spooling a .PRN file gives the same results as printing the document with the Format and Print Menu selection. To create a .PRN file, go to the print menu, select Print to Disk, and then select Format and Print. The document is saved with a .PRN extension (or with the name you assign after selecting Print to Disk).

SuperWriter format is the normal or default format for documents. When documents in SuperWriter format are spooled, any embedded formatting directives are printed as text and not interpreted as commands. Print Directives (Ctrl-P options) are sent as Control code sequences, which the printer probably won't understand. No carriage returns or line feeds mark the end of lines, so the printer may try to print an entire paragraph on one line. You probably won't like the results.

Spooling Menu Screen

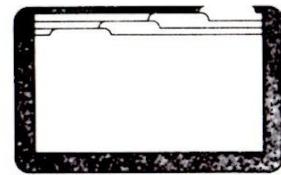
How to get here:

From the Library File Access Menu; select Spool document option

| | | |
|-----------------------------------|------------------|-------|
| Document: A:NAME | SuperWriter 1.00 | 08:30 |
| Workspace contains: | Documents edited | |
| 55 Words | A:NAME | |
| 335 Characters | | |
| 102 Lines | | |
| 5 Pages | | |
| (32565 Free) | | |
| 469 Keystrokes | | |
| Spool (background print) options: | | |
| —Start Spooling | | |
| —Stop Spooling | | |
| —Specify File to Spool | | |
| —Reset Printer | | |

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey

UTILITIES



SPOOLING

External format is one of the Output Format options of the Save command. When you save a document in External format, all of the Print Directives (Ctrl-P options) are converted to blanks. For example, if you center a line in the document and save the document in external format, the special codes are replaced with the appropriate number of spaces. Embedded formatting commands are not interpreted or converted, though, and no carriage returns or line feeds are added to mark the end of a line. If your printer can determine where line ends should occur, you can spool an external format file.

System format is another option you can choose when saving a document. System format converts

Spool Option AnswerScreen

How to get here:

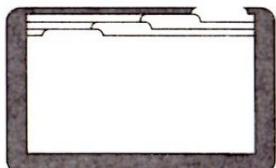
From the Spooling Menu; press ? or **AnswerKey**

| | | | | | | | | | | | | |
|---|--|-------------------|----------------|-------------------------|----------------|---|---------------|---|--------------|--|---------------|----------------------------------|
| SuperWriter 1.00 | AnswerScreen | Spooling Options: | | | | | | | | | | |
| | | | | | | | | | | | | |
| <p>Spooling, also known as background printing, means you can print a specially prepared document from its file on the disk without tying up the computer. This means that you can be using the workspace for Editing one document at the same time another document is printed.</p> <table border="0"><tr><td style="vertical-align: top; padding-right: 20px;">SELECT:</td><td>FOR THIS RESULT:</td></tr><tr><td>Start Spooling</td><td>Starts printing the specified document.</td></tr><tr><td>Stop Spooling</td><td>Stops printing of the spooled document.</td></tr><tr><td>Specify file</td><td>Asks you to name the file you want to spool. Must be done before you can start spooling, and can be redone to restart.</td></tr><tr><td>Reset Printer</td><td>Sets the printer at top of page.</td></tr></table> | | | SELECT: | FOR THIS RESULT: | Start Spooling | Starts printing the specified document. | Stop Spooling | Stops printing of the spooled document. | Specify file | Asks you to name the file you want to spool. Must be done before you can start spooling, and can be redone to restart. | Reset Printer | Sets the printer at top of page. |
| SELECT: | FOR THIS RESULT: | | | | | | | | | | | |
| Start Spooling | Starts printing the specified document. | | | | | | | | | | | |
| Stop Spooling | Stops printing of the spooled document. | | | | | | | | | | | |
| Specify file | Asks you to name the file you want to spool. Must be done before you can start spooling, and can be redone to restart. | | | | | | | | | | | |
| Reset Printer | Sets the printer at top of page. | | | | | | | | | | | |
| <p>Press any key to continue</p> | | | | | | | | | | | | |

Spooling is a background job. It is done when the computer's resources are not being used for something else. You may notice that the printing speed varies while you are editing another document.

The Edit has priority over spooling.

You cannot Check Spelling, Print, or do Dictionary Maintenance while a document is being spooled.



UTILITIES

DOCUMENT HISTORY

Document History

When you start working with more and more documents, you find that the document name alone isn't quite enough to remind you what each document is. You will find, particularly if you use the SuperWriter program in an office, that additional information about each file is most useful. The SuperWriter program lets you save background information about each document, information like who wrote the document, who typed it into the computer, when it was written or last modified, comments, or a numeric code.

To set default Document History information, like the Operator name or Modification Date, type the information with No active edit document. Any settings you specify with No active edit document are applied to all documents saved until you change the default data or end the SuperWriter program.

Document History entered with an active edit document apply to that document and that document only.

Document History Menu Screen

How to get here:

From the Utility Menu; select Document History option

| | | | |
|---|---|-------------------------|-------|
| 1 | Document: A:NAME | SuperWriter 1.00 | 08:30 |
| 2 | Comment: | | |
| | Doc num: | Revision # | 1 |
| | Author: | Creation date: 01/04/83 | |
| | Operator: | Last mod date: | |
| 3 | Alter Document History: —Revise Initial Document History —Update Operator's Name —Update Modification Date —Update Comment —Update Document Number | | |

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerKey

1. The name of the document to which this Document History applies. If no document is being edited and this line says No edit document, values entered through this Menu are set as default values, to be adopted by any document you save later in this session with the SuperWriter program.
2. The current Document History. Default information is not given until after the document has been saved. Default settings also replace whatever information was previously in the file.

UTILITIES

DOCUMENT HISTORY

Revision number is automatically updated by the SuperWriter program every time you save the document.

3. The Document History Menu. Refer to the following AnswerScreen.

Document History AnswerScreen

How to get here:

From the Document History Menu; press ? or **AnswerKey**

SuperWriter 1.00 AnswerScreen Document history:

An area for Document History can be reserved in each document. This optional history can be changed or updated using selections from the Document History menu when the document is being Edited. The current history for the document being Edited is shown on the document history screen above the menu. New history entered through the menu replaces the old history.

1 Initial Document History The initial document history consists of items asked for when a document is first created: The Author's name (20 characters) and, on some systems, the creation date. This choice also lets you change the Revision number (press Return for no change).

2 Other History data which can be kept with a document are:
— Operator's Name (20 characters)
— Modification Date
— Comment (24 characters)
— Document Number (8 characters)

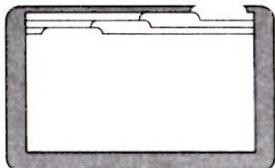
This Document History is for reference only and does not affect file handling.

Press any key to continue

1. The initial document history is requested whenever you create a new document. Ordinarily, though, it should not be changed, other than to correct mistakes.
2. Some of this information can apply to a specific document. For example, the comment could be a more complete document description, and the document number a client code. This History

information must be entered through the Utility when the file is being edited.

Other information pertains more to the time it is entered. For example, the Operator name and Modification Date are usually the same for every document you save in this session with SuperWriter. This information can be set up as default History at the start of the day by entering this Menu with No edit document.



UTILITIES

DICTIONARY MAINTENANCE

Dictionary Maintenance

The SuperWriter program's Check Spelling option automatically maintains dictionaries, allowing you to add words or create a new dictionary, and reorganizing when necessary. In special cases, though, you might want to do some special maintenance on dictionaries. This Utility option gives you that opportunity.

Note: Any document in the workspace is automatically saved when you do Dictionary Maintenance. If you were editing a document, the document will be reloaded when you finish the Maintenance.

Dictionary Maintenance Menu Screen

How to get here:

From the Utility Menu; select Dictionary Maintenance option

The screenshot shows a terminal window titled "Dictionary Maintenance 08:30". At the top left, it says "Default Dictionary: SW.DIC". Below the title, there is a list of "Dictionary Maintenance Options:" followed by a bulleted list of actions. At the bottom, there is a note about keyboard shortcuts.

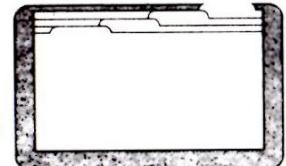
| | |
|----------------------------|------------------------------|
| Default Dictionary: SW.DIC | Dictionary Maintenance 08:30 |
|----------------------------|------------------------------|

Dictionary Maintenance Options:

- List words in a Dictionary
- Combine two Dictionaries
- Subtract two Dictionaries
- Reorganize a Dictionary
- Make a copy of a Dictionary
- Delete words from a Dictionary
- Create a new Dictionary

Space bar = Move Cursor, CR = Select, ESC = Cancel, ? = AnswerScreen

UTILITIES



DICTIONARY MAINTENANCE

Dictionary Maintenance AnswerScreen

How to get here:

From the Dictionary Maintenance Menu; press ? or **AnswerKey**

| | SuperWriter 1.00 | AnswerScreen | Dictionary Options |
|---------------------------|---------------------------|---|--------------------|
| | OPTION: | DESCRIPTION: | |
| 1 [| List words in Dictionary | Lists all the words in a Dictionary or a range of words in a Dictionary. | |
| 2 [| Combine two Dictionaries | Adds two existing Dictionaries together to make a larger, more complete Dictionary. | |
| 3 [| Subtract two Dictionaries | Deletes the words contained in one Dictionary from a larger Dictionary, resulting in a smaller Dictionary. | |
| 4 [| Reorganize Dictionary | Reorganizes the Dictionary to make a more compact Dictionary which can be scanned more quickly during Proofreading. | |
| 5 [| Copy Dictionary | Copies a Dictionary, creating a duplicate Dictionary with a different name. | |
| 6 [| Delete words | Removes any number of words from a Dictionary, one at a time. | |
| 7 [| Create Dictionary | Creates a new (empty) dictionary file. | |
| Press any key to continue | | | |

Note: Wherever you are asked to enter a dictionary name, the extension .DIC is recognized as the default extension. If you type a name without an extension, the SuperWriter program looks for a file with that name and an extension of .DIC.

1. List words asks:

Type name of Dictionary (ESC to Exit)
then:

Type First Word:

Type Last Word:

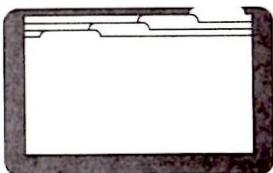
Do you want a copy on the printer? (Y/N)

If you want to list all the words in the dictionary, enter **A** for the first word and **ZZZ** for the last word.

The list of words between the two words you specified either displays on the terminal screen (if you type **N** at the Printer prompt) or prints on the printer.

2. Combine two dictionaries asks you (three times) to:

Type name of Dictionary (ESC to Exit)
Type the names of the two dictionaries you want to combine, and the name you want assigned to the new dictionary you are creating. The third dictionary name must be a new dictionary file. The program also tells you the resulting number of words in all the dictionaries.



UTILITIES

DICTIONARY MAINTENANCE

3. Subtract two Dictionaries asks you (three times) to:

Type name of Dictionary (ESC to Exit)

Type the name of the three dictionaries, the one you are subtracting from, the one being subtracted, and the resulting dictionary. The program reports the number of words in each dictionary.

4. Reorganize Dictionary asks you to:

Type name of dictionary (ESC to Exit)

The dictionary you name is reorganized.

5. Copy dictionary asks you (twice) to:

Type name of Dictionary (ESC to Exit)

First you enter the name of the existing dictionary, then the name of the new dictionary you are creating.

6. Delete words asks you to:

Type name of Dictionary (ESC to Exit)
then:

Type Word to be Removed (ESC to Exit)

If that word is found, the program asks:

Do you want the word removed from the dictionary? (Y/N)

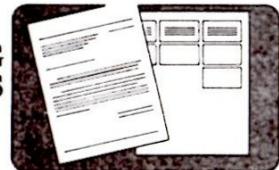
The sequence continues until you press the Escape key.

7. To create a new dictionary, you must:

Type the name of the Dictionary (ESC to Exit)

To add words to a dictionary, type the words into a text file and Check Spelling. If you are confident all words are spelled correctly, you can use the Quick Review option to quickly Add all words to the dictionary.

A ABANDON ABANDONED ABATEMENT
ABBREVIATE ABBREViated ABBREVIATING
ABBREVIATION ABBREVIATIONS ABDUCT
ABDUCTION ABDUCTOR ABET ABEYANCE ABHOR
ABHORRENCE ABIDE ABILITIES ABILITY ABJECT
ABLE ABLE-BODIED ABLY ABNORMAL ABOARD
ABODE ABOLISH ABOLISHED ABOLITION
ABOMINABLE ABORIGINE ABORT ABORTION
ABORTIVE ABOUND ABOUT ABOVE ABOVEBOARD
ABRASION ABRASIVE ABREAST ABRIDGE
ABROAD ABROGATE ABROGATION ABRUPT
ABRUPTLY ABSENCE ABSENT ABSENTEE
ABSENTEEISM ABSOLUTE ABSOLUTELY
ABSOLUTION ABSOLVE ABSORB ABSORBED
ABSORBENT ABSORBS ABSORPTION ABSTAIN
ABSTAINER ABSTENTION ABSTINENCE
ABSTINENT ABSTRACT ABSTRACTION
ABSTRACTLY ABSTRACTNESS ABSURD
ABSURDITY ABUNDANCE ABUSE ABUSING
ABUSIVE ABUSIVELY ABUSIVENESS ABUT
ABUTMENT ABYSMAL ACADEMIC ACADEMICIAN
ACADEMY ACCEDE ACCELERATE ACCELERATED
ACCELERATION ACCELERATOR ACCENT ACCENTS
ACCENTUATE ACCEPT ACCEPTABILITY
ACCEPTABLE ACCEPTANCE ACCEPTED
ACCEPTING ACCEPTS ACCESS ACCESSIBILITY
ACCESSIBLE ACCESSORIES ACCESORY ACCIDENT
ACCIDENTAL ACCIDENTALLY ACCIDENTS ACCLAIM
ACCLAIMED ACCLIMATE ACCLIMATIZE ACCOLADE
ACCOMMODATE ACCOMMODATING
ACCOMMODATION ACCOMPANIED
ACCOMPANIMENT ACCOMPANIMENTS
ACCOMPANY ACCOMPANYING ACCOMPLISH
ACCOMPLISHED ACCOMPLISHMENT
ACCOMPLISHMENTS ACCORD ACCORDANCE



III. APPENDICES

Appendix 1

EMBEDDED FORMATTING COMMANDS

The following commands may be entered (embedded) in a document file.

Text Positioning Commands

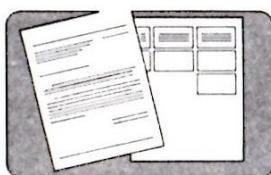
| | |
|-----------|---|
| IN n | Indent n characters |
| PI n | Indent n characters at beginning of paragraph |
| PI -n | Negative indentation of n characters |
| TAB n | Move to column n |
| TAB "c" n | Move to column n, filling blanks with c |
| LINE n | Move down to line n on page |
| SP n | n spaces between lines |
| SP + n | n and a half spaces between lines |
| LEFT | Flush left format |
| RIGHT | Flush right format |
| RF | Flush right current line only |
| JUST | Justify by inserting blanks between words |
| JUSTC | Justify by spreading characters |
| CENTER | Center all lines |
| CTR | Center current line only |
| LIT | Literal format |

Margin Settings

| | |
|------|--|
| LW n | Line width of n characters |
| LM n | Left margin of n characters |
| RM n | Right margin n characters from left margin |
| PL n | Page length of n lines |
| TM n | Top margin of n lines |
| BM n | Bottom margin of n lines |

Control Settings

| | |
|---------------|----------------------------------|
| COPY n | Process n copies of file |
| FORM C | Continuous form paper |
| FORM S | Single sheet paper |
| DISK ON/OFF | Start/stop saving output on disk |
| DISK filename | Format to named file on disk |
| PRINT ON/OFF | Turn printing on/off |



FORMATTING COMMANDS

Appendix 1

Headers and Footers

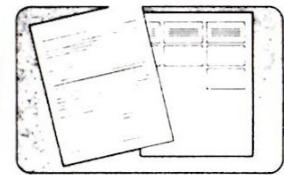
| | |
|--------------------|--|
| AP | Automatically number pages |
| HEADER | Start heading specification |
| HE | End heading specification |
| FOOTER | Start footing specification |
| FE | End footing specification |
| SP 0 | Inactivate line feed |
| %PAGE or %P | Current page number |
| PG n | Set current page number to n |
| CCH | Clear current header |
| CCF | Clear current footer |
| HSIZE n | Reserve n characters in memory for heading |
| FSIZE n | Reserve n characters in memory for footing |

Special Characters

| | |
|-----------------|------------------------------------|
| CMD c | Set c as command marker |
| HY c | Set c as Ghost Hyphen |
| UN c | Set c as underscore symbol |
| UNB | Broken underscoring |
| UNS | Solid underscoring |
| BF c | Set c as bold face symbol (on/off) |
| BF n | Set n(1-9) as bold face intensity |
| SSA c | Set c as superscripting symbol |
| SSB c | Set c as subscripting symbol |
| HS c | Set c as hard space |
| IGNORE c | Set c as character to be ignored |

Specialty Printer Commands

| | |
|----------------------------|---|
| DRAFT | Inactivate specialty print features |
| FORMFEED ON/OFF | Turn on/off mechanical formfeed |
| OUT n1, n2,... | Sends control codes (entered as ASCII decimal equivalents) to printer |
| CPI n | Set pitch of n characters per inch |
| H n | Horizontal movement of n increments per character |
| K n | Add/subtract n increments to next character |
| LPI n | Lines per inch |
| V n | Vertical movement of n increments per line |
| PROP ON/OFF | Turn proportional printing on/off |
| BI ON/OFF | Turn on/off bidirectional printing |
| LINE -n | Reverse carriage up to line n |



Appendix 1

Large Documents—Table of Contents Files

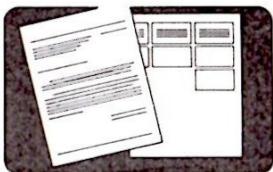
INSERT file name Insert the specified document at this point in text.

Variables

| | |
|--------------------------|---|
| :var | Print VAR truncated to last non-blank character |
| \$var | Print VAR in dollar (decimal) format |
| #var | Print VAR in numeric format |
| =var | Print full length VAR |
| &var | Print truncated length of VAR |
| %PAGE (or %P) | Current page number |
| %LINES | Total number of lines |
| %LINE | Current Line |
| %COL | Current Column |
| %PASS | Current Pass |
| %REC | Current Record Number |
| %EOF | End of File (true or false) |
| VSIZE n | Set n as maximum number of variables |
| SET var= "String" | Set value of VAR as String |
| SET #var=n | Set numeric value of VAR as n |
| GET var | Go to keyboard for value of variable |
| GET var= "Prompt" | Print Prompt on screen |

Data Files

| | |
|---------------------------------|---|
| FILE Tn, (file name) | Set file name as Text File with n elements |
| DATA v1, v2,... | Assign elements to variables |
| FILE Fn (file name) | Set file name as Fixed File n characters long |
| DATA v1 (n1),... | Assign n characters to variables |



FORMATTING COMMANDS

Appendix 1

Conditional Statements

IF Beginning of conditional statement
IF NOT Alternate conditional statement

Processing Commands

SKIP Skip one line of text file
SKIP n Skip n lines of text file
SKIP TO c Skip to next occurrence of c
FF Issue mechanical form feed
NP New Page
CNP n Force new page beginning of paragraph if fewer than n lines remaining on page (global)
CPB n Page break n lines from bottom (one page only)
NL New Line
START n Start/resume processing at nth record
STOP n Stop processing at nth record
ENDPASS End processing of current record
QUIT Return to Edit or Main Menu

Format Templates

SETUP Start set of formatting directives
TEXT Ends setup directives

Operator Aids

* Internal note—not displayed or printed
NOTE Comment displayed on screen
WAIT Go to keyboard for command
SHOW Display value of specific variables on screen
DV Display Value of all variables on screen
DF Display value of file variables on screen
DB Display size of buffers on screen
CLS Clear Screen

III APPENDICES

Appendix 2

MESSAGES

Global Messages

The following messages may be displayed from any SuperWriter function.

Type name of document:

In order to carry out the command, SuperWriter must know which file to read. Enter a valid filename.

WAIT-DISK

SuperWriter is reading or writing a file to the disk.

Press any key to continue

SuperWriter has displayed a message and will clear the screen when you are ready to continue.

ESC=Cancel, CR=Continue

The ESCape key always returns you to the position or selection you came from. RETURN or ENTER continues the current operation.

Global Error Messages

BDOS err on x: select (CP/M Systems only)

Function not accomplished, due to disk error
You may have mis-typed the drive letter, the disk drive door may be open, you may have changed diskettes without performing a Reset (see Utility Chapter) or the diskette may be damaged. Press any key to continue.

Your work hasn't been lost. Figure out what caused the error. Check typing or change disks and reset with the Library File Access 'Reset' Utility, and try again.

— File Not Opened

SuperWriter found the file in the directory but was unable to successfully "OPEN" the file. Check that the proper name was entered. Check that the diskette has not been damaged.

Document Not Found

SuperWriter cannot find the specified document. Check to make sure you were looking on the right disk or typed the name correctly. Press any key to continue.

Invalid file name.

Too many, or illegal, characters in a filename.

FILENAME exists — Write over it (Y/N)?

The file already exists. Do you wish to replace the present contents of that file with the new material, losing the original file in the process? If you answer N, SuperWriter prompts: Specify new file name.

Please choose a new name —

The specified file exists and you did not select to Overwrite so SuperWriter asks for a new name for the output file.

The number is too large.

The entry exceeds the limit allowed for the command or activity.

Disk is full.

No more room exists on the specified diskette. See the following section.

Too many files — cannot create disk output.
The disk directory is full. Save the file on the other disk or use the Library File Access Utilities to either Delete duplicate or backup files or change disks and Reset Disk.

Too many files — cannot continue output.

Although space remains on the diskette, the directory space is full. Delete or move files from the destination disk, or use a different disk for output.



message

MESSAGES

Appendix 2

Edit Messages

Has non-text characters.

This document has embedded control codes. It probably has been created or processed with a different program or system, and SuperWriter doesn't know how to interpret some characters. These non-text characters are not affected, you can change or delete them, or leave them in place.

Need 2 Block markers: found —

You must put a block marker before and another after a block of text before you can move, copy or delete that block. If the prompt tells you there are three or more, you must delete some. Either delete them all (ESC D /) and re-insert them, or go to the top of document and find extra mark(s) (F7/).

Press any key to continue — Cannot find —

Find or Replace cannot find any occurrences of the specified character or string in the remainder of the document.

OK to delete — lines? (Y/N)

You are deleting a block of text. SuperWriter gives you a chance to reconsider. Once you delete it, it's gone.

Cursor is inside block

You cannot copy or move a block inside itself. Move the cursor.

Must be text document to use Print directives.

A program mode file cannot include print directives (Ctrl-P options).

You have made changes in this document. Y(es) will discard them.

When you Zap or Quit with a document in the workspace where edit changes have been made, SuperWriter reminds you that you could lose changes. If you answer N (or any character except Y) you get the Save Menu, and can preserve changes.

Printing Messages

Formatting complete.

Printing complete.

The active printing job is completed and SuperWriter awaits further instructions.

Now printing —

SuperWriter is actively sending characters to the printer.

Insert a new page and press RETURN.

When Forms is set to S to specify Single-Sheet, printing stops at the end of each page and displays this message.

Skipping page n

If you tell SuperWriter to only print part of a document, this tells which parts it is not printing while it searches for the place to Start.

ENTER variable

A GET variable command is in effect. The program pauses until you press Return after entering the value requested.

Reverse to line:

For printers which have reverse carriage control, this message appears when SuperWriter is executing the code to move back n lines to begin a re-print or secondary column.

Printing Error Messages

Command — Parameter in error

SuperWriter found an error in the parameters for the named command.

Do you wish to stop printing? (Y/N)

Displays after a FORMAT error is detected. Allows you to continue the format activity even though the command has not been carried out.

Appendix 2

Printer not available — do you wish to wait (Y/N)?

In systems where the printer must provide positive feedback when ready to print, this message appears when the printer is already in use. If you respond "Y" and place the printer on-line, printing will begin immediately. Otherwise, you will have to re-specify the printing sequence.

Disk I/O error in outputting print file.

The system has returned an error condition saying that it was unable to write the information to the disk. This suggests a faulty diskette but in some systems it may be as simple as the drive being open or empty. Check drive and try again.

Must be C (Continuous Forms) or S (Single Sheets).

C)ontinuous forms generally do not require printing to halt at the end of each page. S)ingle Sheets do require an operator response at the end of each page. Selecting (S) with continuous forms will simply require the operator to respond at the end of each page.

Ignoring

Characters are ignored due to an improper Command string or sequence. Alternately, Super-Writer found a system display command (DB, DV, DF, SHOW) while Formatting On-Screen. Since this would interfere with the screen, the command is ignored until printing is to another device.

Excess data ignored.

More data was entered than was required. Super-Writer identified a valid command and carried it out, ignoring the extra information.

Attempt to tab beyond right margin — ignored.
Too many tabs in a line. This sometimes happens in arranging text into tables. The continuing text is printed on the following line.

Cannot find insert file.

The Insert command cannot find the specified file.

An Insert file is already active.

A file specified by an Insert command must not itself contain an Insert command. That is, the Insert command may not be "nested". If it does processing continues but ignores the "inner" Insert command.

Unrecognizable command.

SuperWriter was unable to find what you entered in its list of valid commands.

The command below is too long or missing delimiter.

Most likely a missing comma. SuperWriter has found a valid command but cannot identify how to process it because a parameter list is incomplete.

The number is too small.

The entry is below the limit allowed for the com-
mand or activity.

Missing required parameter.

A valid command needs an additional piece of infor-
mation to execute.

Parameter must be numeric.

A letter or symbol key was entered where a numeral
was required.

Numeric parameter must be Positive.

Negative parameters are not allowed.

Must be ON or OFF.

These are the only allowable responses in some
circumstances.

First parameter to AP must be H(ead) or F(oot).

If you use the second or third parameter when
specifying AP to automatically number pages you
must also specify the first parameter, header or
footer.

Appendix 2

Second parameter to AP must be C(enter) or R(ight).

If you use the third AP command parameter to specify the starting page number, you must also specify the first and second parameters.

Invalid variable specified.

Variable name exceeds seven characters or contains or begins with an invalid character.

Error in format SET a=b.

An error exists in the source text file specifically trying to use the SET command.

The Variable Table is full — Cannot add Use VSIZE command to increase the table size.

Your source text has attempted to create more variables than SuperWriter has space allotted to process. Use VSIZE to increase the space allotted to variables or use fewer variables.

The default setting is 32 variables. The VSIZE utility allows you to increase the setting to a maximum of 128 (or less in smaller memory size systems).

Not enough memory.

Reduce the number of variables (VSIZE) or the space reserved for Headings (HSIZE) or Footings (FSIZE).

The storage buffer is full.

Use the SIZE command to increase buffer size. There are three buffers to control (Header, Footer, Variables). One of them has been directed to store more than has been allotted. The SIZE command allow you to alter buffer size.

Buffers have already been set —

Cannot change buffer size now.

An attempt was made to change the Header, Footer or Variable buffers after variable has been established.

No such system variable.

In attempting to use one of SuperWriter's internal system variables (identified by the '%' prefix) you have misspelled a name or used an erroneous name. Check your text.

Invalid variable name or format code.

Format variable names may be up to seven characters, alpha or numeric, must begin with an alpha character. If the name is valid, check the spelling of the command itself.

Missing or invalid field definition.

When using a DATA or SET or GET command, then destination variable was not properly specified. Or, in declaring a data file, an illegal number of fields or field length was specified.

Please enter the data file name:

The data file contains the information which will be merged with the document. If a letter-merge, the data file would contain the name, address, city, state, zip, saluation greeting etc. for each person destined to receive the letter.

Missing or invalid Data File name.

A valid filename must be present. The name was left out or the name found contained invalid characters or was too long.

Cannot find data file

The named file could not be found in the directory. Check spelling or the disk specification.

Specify F(ixed) record-length or T(ext) number-of-fields.

In specifying a DATA file you did not properly identify one of the two legal file types.

Invalid explicit length specified.

When using a fixed-length file for data you must specify the length. The specified length exceeds the maximum length allowed for a fixed-length file.

No valid DATA statement found — can not proceed.

You have forgotten to place an identifier properly in the file which tells SuperWriter what variables to assign from the data file.

Too many data fields specified.

Attempt to read in more fields with a DATA statement that were declared with the FILE statement.

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Maximum field length is 55 (255 for null field).
A DATA statement has attempted to read in more characters than can be stored in a variable.

Internal overflow — Losing text character (_).
The size of text input (DATA or GET or SET) was greater than 255 characters.

Total field lengths exceed record length.
In specifying a F(ixed) record-length data file, the combined length of all the fields was greater than the declared record size. Redo your record-length declarations.

Missing relationship =, >, or <.
In using an IF statement, some form of comparison must be made.

Missing compare-to field.
In using an IF statement, the first or second field was omitted.

Compare-to field Wrong
Attempt to compare a number variable to a non-number variable.

Format must be SKIP number-of-lines or SKIP TO character.

The SKIP command was properly entered in text but the skip parameter was incorrectly specified.

Requires single character (x or 'x' or "x").
A command, probably SKIP TO or TAB, requires one character only and has been given none or more than one.

— End of File
Unexpected end-of-file condition

Spelling Check Error Messages

System/Data Error

Code xxxx

This error message deals with data errors, usually WRITE errors. First, attempt the process again. If it works intermittently you may have a memory or hardware problem. Call Sorcim Customer Support.

Dictionary File Damaged.

Dictionary lost, use backup.

Code xxxx

Your dictionary is probably damaged beyond repair. Try to Reorganize the dictionary (Dictionary Maintenance Utility). If this fails, make another copy of your backup dictionary file and try again. If the problem persists with a new copy of the dictionary, call Sorcim Customer Support.

Utilities Messages

Include

No active Include file

You must specify the file where included text is coming from before you include it. Select the menu option.

Must be editing a document to use include

You must have a document already created in the workspace before you can include sections from another document.

Directory

No such files found

Attempt to specify file name(s) which were not in the directory.

Spool

No Active Spooling File

Attempt to START spooling when no filename had been provided.

Document may not be correctly formatted for spooling (Continue? (Y/N))

The file does not contain the correct linefeed/carriage return sequence. You may want to Format to Disk before spooling or Save the file after changing the Output Format to System.



message

MESSAGES

Appendix 2

Error Message Help Screens

Overlay Not Found

This message is most likely to occur in systems with smaller diskette capacity (less than 300K).

SuperWriter 1.00 AnswerScreen Overlay not found:

The portions of the SuperWriter program required for the function you requested are not found on the system or default disk. Either type the letter of the disk drive where those program sections (called overlays and named with .OVL or .O86 extensions) are located, or change disks. If you switch program disks, SuperWriter will request the original disk be reinserted when necessary.

Press any key to continue

Appendix 2

Workspace Full

SuperWriter 1.00 AnswerScreen Workspace Full:

Workspace is full, and you cannot add any more text to this document.

You can save this document now, but you cannot add any more text. If this is an inappropriate place to break off the document, or if you anticipate adding more text in later edits, consider copying the latter part of this document to another document with the Copy command (Escape C W) and then delete the block. Save the document and continue writing in the new document. Remember that you can string documents together for printing with the Insert formatting command.

Press any key to continue



message

MESSAGES

Appendix 2

Disk Full

SuperWriter 1.00 Answer Screen Disk Full:

The disk does not have enough room to save this document. You must either delete files from the disk, or save the document on a different disk.

To delete files—Escape back to the Edit, press Escape Return to go to the Main Menu, choose the Utilities option, then the Library File Access option, and finally the Delete File option of that Menu. You can delete extra files or backup files to get enough room to save the current document.

To save the document on a different disk—follow the above procedure but choose the Reset Disk option of the Library File Access utility. Switch disk drives, specify which drive you switched, and Escape back to the Save Menu to save the document.

Press any key to continue.



III. APPENDICES

Appendix 3

SOFTWARE MAINTENANCE FOR SUPERWRITER

Maintain is a special Sorcim program which:

- Verifies that the various parts of the SuperWriter program are correct and have not been damaged in any way,
- Allows you to make minor revisions or corrections to the SuperWriter program when these changes are authorized by Sorcim.

You should only use the Maintain program when you suspect that your copy of SuperWriter is damaged in some way, or when advised by Sorcim, either directly or through your dealer.

CAUTION: If you make any modifications to the program other than those discussed in this chapter and in the Installation Instructions, the VERIFY and REVISE features cannot be used.

How to Determine Whether the SuperWriter Program is Damaged

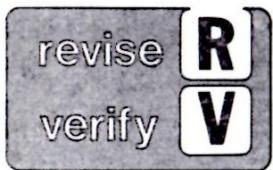
Finding Errors in Disk Copy of Programs

When programs do not function properly, there are at least three possible sources of error. First, the problem could be in the computer hardware. Second, the problem could be a "bug" or error in the program itself. And finally, the problem could be accidental damage to the specific copy of the program being run. Of the three problems, the final one can be extremely troublesome because of confusion with the first two. When something goes wrong, you do not always know where to look for errors.

Magnetic disks are very sensitive and errors can be introduced into a program without your knowledge. Disk errors can sometimes be caused by:

- turning off the computer with a floppy disk in the disk drive. This may cause a random "write" to the diskette. If the "write" occurs in an unused part of the disk, there is no problem. But if the "write" occurs in a program, it is possible that part of the program will be changed. The program may not run correctly again.
- interference from other electrical appliances during disk operations. A small electrical appliance (e.g., a blender) operating on the same electrical circuit can sometimes cause havoc. Some computer systems are more prone to this interference than others.
- power line fluctuations. Even though power line voltages in the U.S. are quite steady compared to some other countries, there sometimes is a sudden fluctuation that can introduce random errors if the fluctuation occurs during a disk operation.
- memory chip failure. Hardware problems can cause damage to files before the problem is noticed or corrected.
- another program which malfunctions and causes damage to files.

You need a reliable way of determining if the copy of SuperWriter being used is running properly. The Maintain program VERIFY option accomplishes this.



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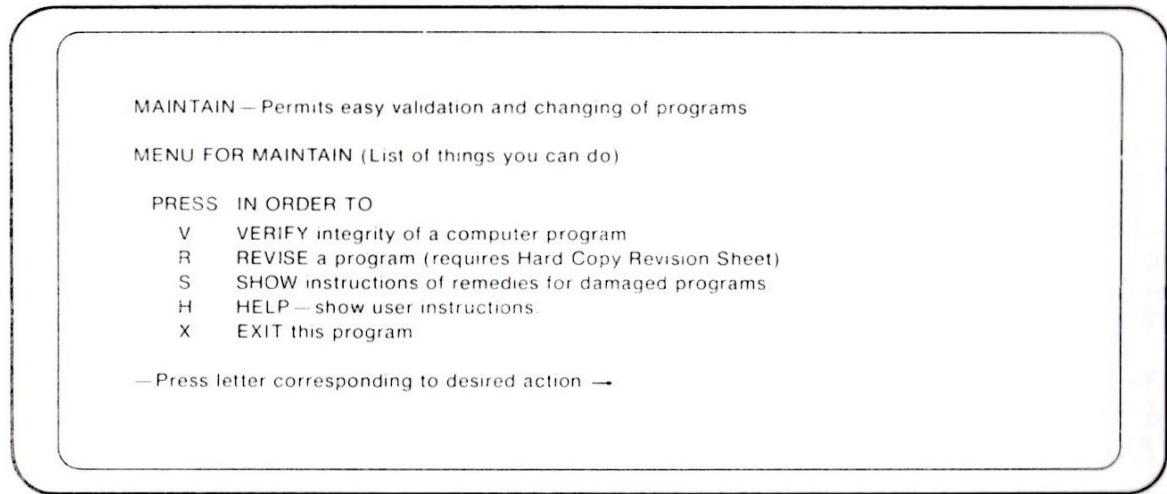
The Verify Feature

The VERIFY feature can accurately determine if any SuperWriter program has been damaged. VERIFY uses sophisticated error checking procedures. If there is a random error in a SuperWriter program, there is less than one chance in one billion that VERIFY will fail to detect it. If VERIFY indicates that the copy of SuperWriter is functioning properly, and there is still an

apparent malfunction, it may be attributed to either an inherent flaw in the program or a problem with the computer equipment.

Running the Maintain Program

To run the MAINTAIN program, type the word MAINTAIN (when the program MAINTAIN.COM is on the currently logged drive). The program starts with the following screen display:



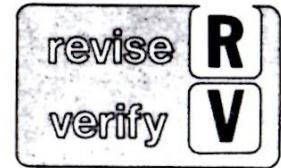
Select the VERIFY option by typing the letter V. MAINTAIN.COM runs a test of RAM (main memory) in the Transient Program Area. If a bad memory location is found, MAINTAIN.COM prints its address.

*** A memory test is being run, please wait a few seconds ***
*** Your memory passed the test with no errors ***

The screen scrolls, and Maintain asks the following questions:

What is the NAME of the file for VERIFICATION?

-- Type file name or press Return Key to EXIT --



Appendix 3

Type the name of the program file you want to verify. SuperWriter includes these program files:

| | |
|----------|---------------------|
| SW.COM | (Edit portion) |
| SW1.OVL | (Edit portion) |
| SW2.OVL | (Print portion) |
| SW3.OVL | (Spelling Checking) |
| SW31.OVL | (Spelling Checking) |

Verify cannot be used with the SuperWriter dictionaries. However, note that dictionaries are themselves checked for internal consistency whenever you proofread a document or do dictionary maintenance.

In this example, we show Maintain verifying the SW.COM program file. After you give VERIFY the name of the program to check, the error-checking procedure is begun. MAINTAIN determines during verification if any authorized revisions have been made to the program file. When a file is verified, the program will list the Revision Reference Number for any revision made to the original program in the same order as the revisions were made.

Then as each section of the program is read, the computer types an asterisk. This lets you follow the program's progress. As long as the asterisks appear, the program is functioning. When VERIFY finishes checking for errors, it tells you if the program on disk is free of errors.

If the VERIFY does not find any errors, the program returns to the list of options on the MAINTAIN Master Menu when you press a key. You may then VERIFY have another program by pressing the V key again, or may return to the system by pressing the X key.

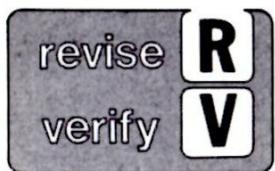
If errors are found, the VERIFY prints possible causes of these problems, and things you might do to correct them.

These instructions can be seen by pressing the S key to select the Menu's SHOW option.

MAINTAIN is now checking File "SW.COM" for possible errors

*** File "SW.COM" has NO ERRORS ***

—Press any KEY to continue →



Appendix 3

Making Sorcim Authorized Modifications to SuperWriter

The REVISE Option OF MAINTAIN

This Maintain option allows you to modify the original SuperWriter program using a special code supplied by Sorcim. No special programming knowledge is required for this interactive program. The possibility of inadvertent typographical mistakes causing errors is thoroughly checked, but all program revisions should be handled with care.

CAUTION: The Revise function is not a feature for the casual program user. Revise should only be performed by the individual responsible for total system operation. Even with the program's internal self-checks, care must be used when making revisions using the Hard Copy Revision Sheets. It is vitally important that Revise only be used with Sorcim Hard Copy Revision Sheets, and that these sheets be carefully followed.

How Does Revise Work?

If it becomes necessary to make minor revisions to SuperWriter, Sorcim may send each registered SuperWriter owner a code sheet which contains the necessary modifications.

The Hard Copy Revision Sheet provided to customers is not a list of computer instructions, but a special code that is only meaningful to the Revise option of the Maintain program.

Example of a Sorcim Hard Copy Revision Sheet:

Revision Code ABEI

Line 1: CNA AAB AAA KBA BOF KLC
Line 2: ADA CMN AFA AAD AAA EMN
Line 3: X

The Revise option of the Maintain program will prompt the user for each line of input, one line at a time. Each line of code contains self-checks which aid in guarding against typographical errors.

NOTE: The Hard Copy Revision Sheet shown above and in the example on the next few pages is for illustration only, and should not actually be used with Revise.

Before using the Revise option of Maintain, a backup copy of the unrevised, old file should be made. Backup protection is very useful if you make any mistakes during revision. It is also a good practice to keep all Hard Copy Revision Sheets.



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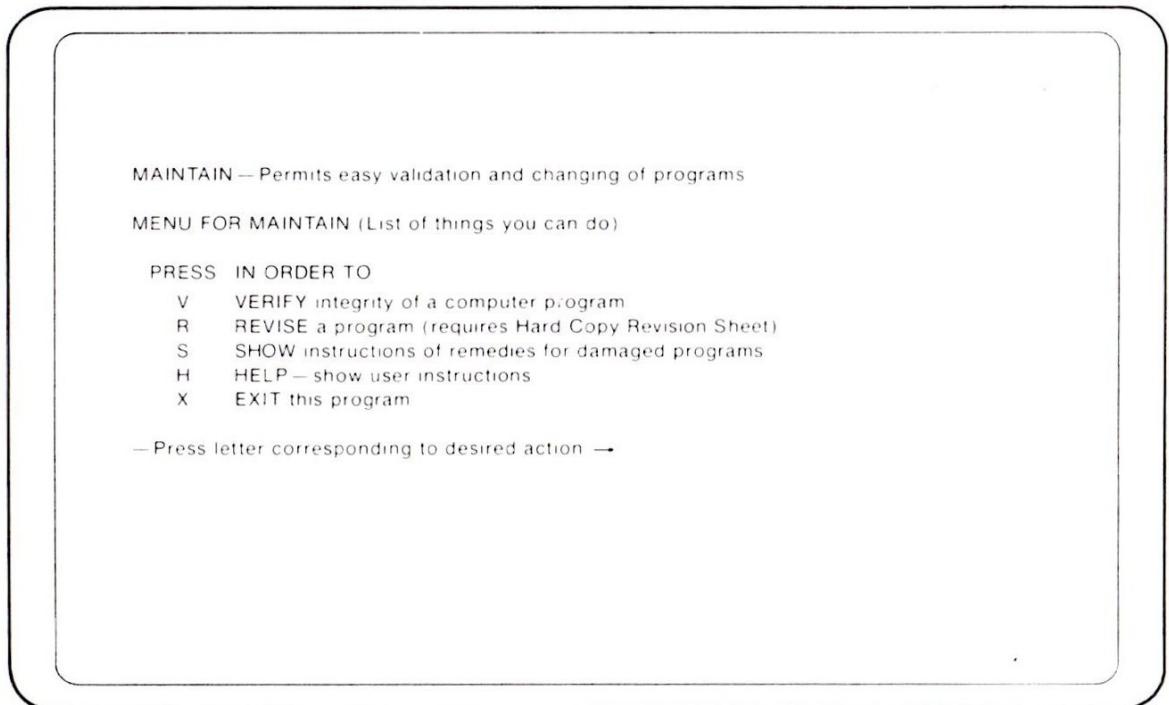
How To Use Revise

1. Make an extra backup copy of SuperWriter programs.
2. Run the MAINTAIN program by typing MAINTAIN.
3. Select the REVISE option by typing R.

4. Follow the instructions presented by the computer.

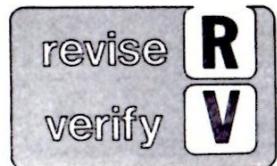
NOTE: Do not run the Revise option unless you have a Hard Copy Revision Sheet from Sorcim.

The program starts with the following screen display:



Select the REVISE option by typing the letter R. MAINTAIN.COM runs a test of RAM (main memory) in the Transient Program Area. If a bad memory location is found, MAINTAIN.COM prints its address.

*** A memory test is being run, please wait a few seconds ***
*** Your memory passed the test with no errors***



MAINTAIN

Appendix 3

The screen scrolls, and Maintain asks the following questions:

—Type file name or press Return Key to EXIT --

Type the name of the program file you need to revise.
SuperWriter includes these program files:

| | |
|----------|---------------------|
| SW.COM | (Edit portion) |
| SW1.OVL | (Edit portion) |
| SW2.OVL | (Print portion) |
| SW3.OVL | (Spelling Checking) |
| SW31.OVL | (Spelling Checking) |

In this example, we show Maintain revising the SW.COM program file. After you give REVISE the name of the program to check, the error-checking procedure is begun. Before revisions can be made in a file, the program must verify that there are no errors in the file.

MAINTAIN determines during verification what revisions have already been made to the program file. When a file is verified, the program will list the Revision Reference Number for each revision made to the original program in the same order as the revisions were made.

This process follows the steps as the Verify option. As each section of the program is read, the computer types as asterisk. This lets you follow the program's progress. As long as the asterisks appear, the program is functioning. When REVISE finishes checking for errors, it tells you if the program on disk is free of errors.

MAINTAIN is now checking File "SW.COM" for possible errors.

* * * * *

* * * * *

*** File "SW COM" has NO ERRORS ***

—Press any KEY to continue —

When you press any key, MAINTAIN will be ready to accept the revision information.

You should have a Sorcim HARD COPY REVISION SHEET. Please type the revision carefully. There are internal checks to find possible typos, but take care. Maintain will not revise a program until all revision lines have been typed correctly.

—Type the Revision Code or Return Key to EXIT →ABEI
Your Input: ABEI Is this correct? Press Y for Yes and N for No

MAINTAIN instructs you to enter the Revision Code. This number is printed at the top of the Hard Copy Revision Sheet. The program makes certain checks on this reference number to determine if it is correct. This code must match a code built into the program to be sure that you do not inadvertently change the wrong program. If the program will not accept a Revision Code, contact Soreim.

Following each input, the program will retype the input and ask you if this is correct. If you indicate that the input is correct, the program will go to the next step. If you say the input is incorrect, the program will let you re-input the information.



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The program now asks you to input the first line of code. Each code line contains information that will allow the computer to determine if there have been errors in typing the line. The code can be typed in groups of three characters, or all at once with no spaces. Typing in groups of three letters is easiest for most people.

Please type Line Number 1 or Return Key to EXIT

Line Number 1 → CNA AAB AAA KBA BOF KLC

Your input: CNA AAB AAA KBA BOF KLC
—Is this correct? Press Y for Yes, N for No → Y

Your input is echoed back so that you can determine if you have made a typing error. Once you indicate that the line is correct, MAINTAIN will check it to see if it can find any errors. If an error is found, you will have the opportunity to re-enter the line.

If no errors are detected, continue with each line until you have entered all of the lines on the Hard Copy Revision Sheet.

NOTE: You can abandon the revision process and return to the MAINTAIN Master Menu at any time by pressing the Return Key before any letters have been typed.

Line #2 → ADA CMN AFA AAD AAA EMN

Your Input: ADA CMN AFA AAD AAA EMN
—Is this correct? Press Y for Yes, N for No → Y

Line #3 → X

Your Input: X
— Is this correct? Press Y for Yes, N for No → Y

After all lines are entered, MAINTAIN will make the necessary revisions in the SuperWriter program. MAINTAIN keeps you informed of revision progress by typing an asterisk as each program record is changed.

The revision is being processed.

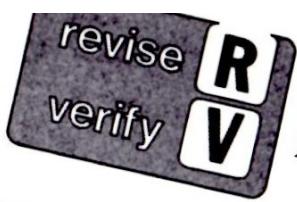
REVISION IS COMPLETED

—Press any KEY to continue—

When MAINTAIN has finished revising the Super-Writer program, it tells you how to make backup copies (not shown here). It is important that all revised copies of SuperWriter be clearly labelled so that another user can determine what revisions have been made to a particular copy. Keeping the Hard Copy Revision Sheets is also important, as is keeping a copy of the original unrevised program.

To avoid confusion, many users find it best to destroy old copies of SuperWriter a few weeks after the revision has been made. The old copies, though, should be maintained at least until you are certain that the revisions have been made correctly, and that no errors have been introduced to the program.

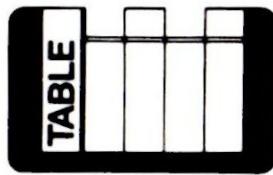
NEVER DESTROY THE ORIGINAL DISTRIBUTED COPY OF SUPERWRITER.



MAINTAIN

NOTES:

Appendix 3



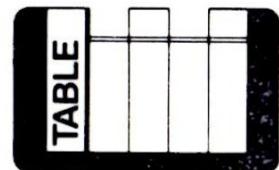
III. APPENDICES

Appendix 4

Function Key Assignments APRICOT

| KEY | normal | shifted |
|-------------|----------------------|-------------|
| HELP | AnswerKey | |
| Microscreen | | |
| 1 | insert mode | |
| 2 | insert mark | |
| 3 | find next mark | |
| 4 | repeat search | |
| 5 | repeat replace | |
| 6 | find spelling mark | |
| HOME | home | |
| LINE | | |
| INSERT | insert blank | insert line |
| CHAR | | |
| LINE | | |
| DELETE | delete left (rubout) | delete line |
| CHAR | | |
| Ctrl-E or ↑ | cursor up | |
| Ctrl-X or ↓ | cursor down | |
| Ctrl-S or ← | cursor left | |
| Ctrl-D or → | cursor right | |
| Ctrl-F | next word | |
| Ctrl-A | back word | |
| → | tab right | |
| Ctrl-U | end of line | |
| Ctrl-T | top of document | |
| Ctrl-B | end of document | |
| Ctrl-R | previous screen | |
| Ctrl-C | next screen | |
| Ctrl-Z | line forward | |
| Ctrl-W | line backward | |
| Ctrl-G | delete character | |
| Ctrl-Y | delete rest of word | |
| Ctrl-N | delete rest of line | |
| Ctrl-O | insert mode | |
| ESC | escape options | |
| ESC ? | escape help screen | |



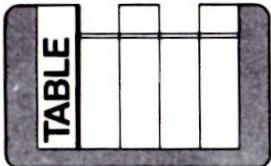


III. APPENDICES

Appendix 4

Function Key Assignments IBM PC

| KEY | normal | shifted | ctl |
|------------|----------------------|-------------------------|--------------|
| F1 | help | | |
| F2 | screen down | end of document | |
| F3 | screen up | top of document | |
| F4 | scroll down | scroll up | |
| F5 | word right | word left | |
| F6 | insert mark | | |
| F7 | find next mark | find next spelling mark | |
| F8 | repeat search | repeat replace | |
| F9 | delete to line end | insert line | |
| F10 | delete word | delete char | |
| Other Keys | | | |
| home | home | 7 | |
| page up | | 9 | |
| end | | 1 | |
| page down | | 3 | |
| → | cursor right | 6 | |
| ← | cursor left | 4 | |
| ↑ | cursor up | 8 | |
| ↓ | cursor down | 2 | |
| del | delete left (rubout) | | word forward |
| ins | insert blank | 0 | word back |



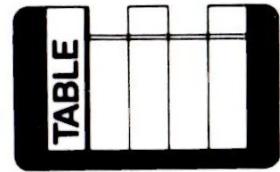
TABLES & CHARTS

Appendix 4

Proofreader's Marks

| | | | |
|-----|--------------------------|--------|-------------------------------|
| ~ | Delete character or word | (lc) | LOWER CASE |
| ^ | Insert material | (caps) | <u>capital letters</u> |
| # | Insert space | (ital) | <u>italic type</u> |
| /s | correct letter space | (rom) | roman (non-italic) type |
| () | Close up space | (lf) | light face |
| (R) | Delete and close up | (bf) | <u>bold face</u> |
| (.) | Insert period | (~) | words transpose or letters |
| (,) | comma | (¶) | New paragraph |
| (;) | semicolon | (no ¶) | No paragraph Run in |
| (:) | colon | (]) | Move right] |
| (`) | apostrophe | ([) | Move left [|
| (“) | open quotes | (L) | Lower |
| (”) | close quotes | (R) | Raise |
| (?) | question mark | (=) | Align horizontally |
| (!) | exclamation point | () | Align vertically |
| (-) | hyphen | (sp) | Spell out ② |
| (() | parentheses | (stet) | let it stand as is |
| (—) | dash | | |
| (^) | superscript | | |
| (_) | subscript | | |

SuperWriter™



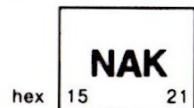
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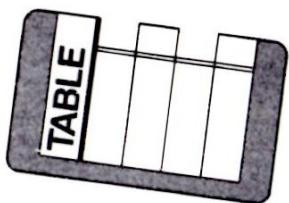
ASCII CODE CHART

| CONTROL | | NUMBERS SYMBOLS | | | | UPPER CASE | | | | LOWER CASE | | | | | | | | | | | | |
|---------|-----|--------------------|-----|----|----|------------|--------|----|----|------------|----|---|----|----|---|----|----|---|-----|----|-----------------|-----|
| 0 | NUL | 0 | DLE | 10 | 16 | 20 | SP | 32 | 30 | 48 | 40 | @ | 64 | 50 | P | 80 | 60 | \ | 96 | 70 | p | 112 |
| 1 | SOH | 1 | DC1 | 11 | 17 | 21 | ! | 33 | 31 | 49 | 41 | A | 65 | 51 | Q | 81 | 61 | a | 97 | 71 | q | 113 |
| 2 | STX | 2 | DC2 | 12 | 18 | 22 | " | 34 | 32 | 50 | 42 | B | 66 | 52 | R | 82 | 62 | b | 98 | 72 | r | 114 |
| 3 | ETX | 3 | DC3 | 13 | 19 | 23 | £ or # | 35 | 33 | 51 | 43 | C | 67 | 53 | S | 83 | 63 | c | 99 | 73 | s | 115 |
| 4 | EOT | 4 | DC4 | 14 | 20 | 24 | \$ | 36 | 34 | 52 | 44 | D | 68 | 54 | T | 84 | 64 | d | 100 | 74 | t | 116 |
| 5 | ENQ | 5 | NAK | 15 | 21 | 25 | % | 37 | 35 | 53 | 45 | E | 69 | 55 | U | 85 | 65 | e | 101 | 75 | u | 117 |
| 6 | ACK | 6 | SYN | 16 | 22 | 26 | & | 38 | 36 | 54 | 46 | F | 70 | 56 | V | 86 | 66 | f | 102 | 76 | v | 118 |
| 7 | BEL | 7 | ETB | 17 | 23 | 27 | ' | 39 | 37 | 55 | 47 | G | 71 | 57 | W | 87 | 67 | g | 103 | 77 | w | 119 |
| 8 | BS | 8 | CAN | 18 | 24 | 28 | (| 40 | 38 | 56 | 48 | H | 72 | 58 | X | 88 | 68 | h | 104 | 78 | x | 120 |
| 9 | HT | 9 | EM | 19 | 25 | 29 |) | 41 | 39 | 57 | 49 | I | 73 | 59 | Y | 89 | 69 | i | 105 | 79 | y | 121 |
| A | LF | 10 | SUB | 1A | 26 | 2A | * | 42 | 3A | 58 | 4A | J | 74 | 5A | Z | 90 | 6A | j | 106 | 7A | z | 122 |
| B | VT | 11 | ESC | 1B | 27 | 2B | + | 43 | 3B | 59 | 4B | K | 75 | 5B | [| 91 | 6B | k | 107 | 7B | { | 123 |
| C | FF | 12 | FS | 1C | 28 | 2C | , | 44 | 3C | 60 | 4C | L | 76 | 5C | \ | 92 | 6C | l | 108 | 7C | l | 124 |
| D | CR | 13 | GS | 1D | 29 | 2D | - | 45 | 3D | 61 | 4D | M | 77 | 5D |] | 93 | 6D | m | 109 | 7D | } | 125 |
| E | SO | 14 | RS | 1E | 30 | 2E | . | 46 | 3E | 62 | 4E | N | 78 | 5E | ^ | 94 | 6E | n | 110 | 7E | ~ | 126 |
| F | SI | 15 | US | 1F | 31 | 2F | / | 47 | 3F | 63 | 4F | O | 79 | 5F | - | 95 | 6F | o | 111 | 7F | DEL (RUBOUT) | 127 |

KEY



ASCII character

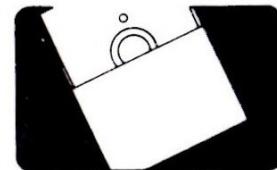


TABLES & CHARTS

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SUPERWRITER INSTALLATION INSTRUCTIONS APRICOT

SuperWriter Files

The SuperWriter program is composed of several different parts, each stored in a separate program file, and shipped on a diskette. The program files are named as follows:

| | |
|--------------|----------------------------|
| SW.COM | Main program |
| SW1.OVL | Additional Edit routines |
| SW2.OVL | Printing |
| SW3.OVL | Spelling Checker |
| SW31.OVL | Spelling Checker |
| SW.HLP | AnswerScreens |
| INSWALL.COM | Installation program |
| INSWALL.OVL | Installation program |
| SWPRT.DAT | Installation data |
| INSWALL.HLP | Installation AnswerScreens |
| MAINTAIN.COM | Maintenance program |
| SW.DIC | SuperWriter dictionary |

Note: You should never use an original distribution diskette for daily work. The following instructions direct you to make one or two copies for regular use. Store your distribution diskettes in a safe place as a back-up.

Background Installation Information

SuperWriter works with many different types of printers. Each printer requires a different set of control codes to operate properly.

The file SWPRT.DAT contains all this control information about most common printers you might use with SuperWriter. Installing SuperWriter with the INSW program transfers needed information about the specific printer you use to the print portion of the SuperWriter program.

These installation instructions also guide you through setting up your disks or diskettes to get the most out of SuperWriter and your Apricot.

Installation Procedure

The Installation procedure consists of:

1. Copying the original SuperWriter diskette.
2. Installing the SuperWriter program to match your computer and printer.
3. Creating your SuperWriter program diskette.

Before You Start

You will need:

- * The SuperWriter Distribution Diskette.
- * The system diskette that came with your computer.
- * Several blank diskettes.

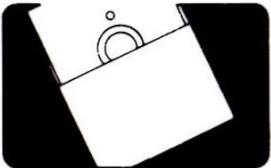
1. Create Your "Back-up" SuperWriter Diskette.

An Apricot diskette may be protected against writing (or erasing) files by turning the write-protect tab through 90°. You should check that your Apricot and SuperWriter Distribution diskettes are 'write-protected' to avoid accidentally erasing any files. The blank diskettes should not be write-protected.

Step 1: Load the Apricot Diskette in drive A.

Step 2: Turn on the power to your system.

In a minute you should hear the disk drive run as it automatically begins to read from the diskette. When the operating system is loaded, it asks you to enter the date. Type today's date and press—.



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Step 3: Format the blank diskettes.

Each blank diskette must be formatted before it can be used in your Apricot.

Use the Apricot Manager utilities to help you format each diskette.

DO NOT FORMAT YOUR SUPERWRITER DISTRIBUTION DISKETTES. Doing so erases them.

Step 4: Create your SuperWriter Program Diskettes.

Use the Apricot Manager to copy the programs from the Distribution Diskette to your newly formatted blank diskette.

The program continues:

```
Enter "d:filename"  
"d:" is the drive containing SuperWriter main program file.  
Then press [CR] (RETURN OR ENTER)  
Example: A:SW [CR]  
Press "?" [CR] for more help  
Enter d:filename
```

Type:

sw

Press—. You should see:

```
Now reading: SW.COM...  
Now reading: SW2.OVL...
```

and then:

```
Current printer = DRAFT  
A. NEC Spinwriter (5510, 5520, 5530)  
B. Diablo (630, 1650, 1750)  
C. Qume (5, 9, 11)  
D. Xerox  
E. Standard printer (no underline)  
F. Draft printer (underline capability)  
X. Exit this menu  
Enter A-F, X, or ? for more help:
```

The actual list may differ, depending on your version of SuperWriter. In this list, the first four printers (A through D) are speciality printers. Since there are differences between models of the same brand name printer, you may see another selection to further describe your printer.

Select the letter that corresponds to the brand name of your printer. INSW asks you to confirm your selection:

```
You have selected the DRAFT printer.  
OKay? (Y/N)?
```

The first four printers (A through D) are speciality printers. Since there are differences between models of the same brand name printer, you may see another selection to further describe your printer.

II. Installing SuperWriter For Your Printer

You are now ready to install your SuperWriter for your printer. Install prompts you for information that SuperWriter needs about your system. Your answers are written to SuperWriter after the last prompt of the program. You may press Ctrl-C (press the Ctrl and C keys at the same time) to stop Install at any time prior to the final confirmation prompt without modifying SuperWriter.

INSW—The Install Program

Type:

insw

Press—. You should see:

```
SORCIM Install Program  
Version: xxxx
```

This program provides SuperWriter with data about your printer.

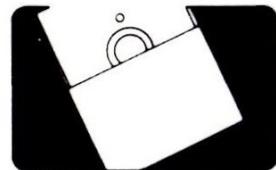
Do you wish to proceed (Y/N) ?

Type "y." An "n" ends the INSW program.

```
You have selected the DRAFT printer.  
OKay? (Y/N)?
```

The first four printers (A through D) are speciality printers. Since there are differences between models of the same brand name printer, you may see another selection to further describe your printer.

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Appendix 5

What if you have more than one printer? If you have one of the listed speciality printers and a draft or dot-matrix printer, install for the speciality printer. You can mark documents with a command to ignore the speciality characteristics so that they print on the draft printer, even though your SuperWriter program can use the full capabilities of the speciality printer.

If you have two different speciality printers, then you need to install two separate versions of the SuperWriter program. Repeat these instructions with a second set of diskettes.

If you have a printer that is not named in the list, such as an Epson, select either Standard or Draft, depending on whether it can or cannot underscore. If you select Standard or Draft, you must answer additional questions about your printer. Check your Printer's Operation manual if you aren't sure about its specific capabilities or requirements. INSW prompts you:

Will your printer accept a standard ASC II form feed code? (Y/N)

Current maximum page width = 080

Do you wish to change it?

Enter Y, N (or ? for Help)

After you answer all the prompts about your printer, INSW informs you:

A. Save your selections
X. Exit installation program.
Enter A or X (or ? for Help)

Up to this point, your SuperWriter program disk has not been altered. INSW remembers your selection but has not put the codes into your SuperWriter program.

When you make Selection A, you see (for example):

You have selected:
Qume Sprint printer.

OKay? (y/n)?

If you type N, INSW asks:

You have not saved selections this session.

Do you wish to exit WITHOUT SAVING SELECTIONS on program disk? (y/n).

If you type X you will go back to the operating system without saving selections.

Type N to select another printer.

If you type Y, INSW puts the relevant printer data into your SuperWriter program and shows:

Now writing new data to a:sw.COM...

Now writing new data to a:sw2.OVL...

You may now use your SuperWriter program.

Your SuperWriter is now ready to use with your printer.

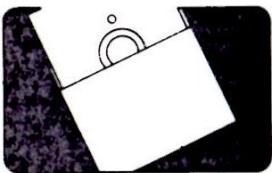
III. Copy Your SuperWriter Working Diskettes

You should make an extra "backup" copy of your installed SuperWriter diskette(s). Earlier you Formatted blank diskettes, and you should still have one or two on hand.

Use the DISK command, described in your manual.

Your back-up diskette should include:

SW.COM
SW.HLP
SW1.OVL
SW2.OVL
SW3.OVL
SW31.OVL
SW.DIC



INSTALLATION

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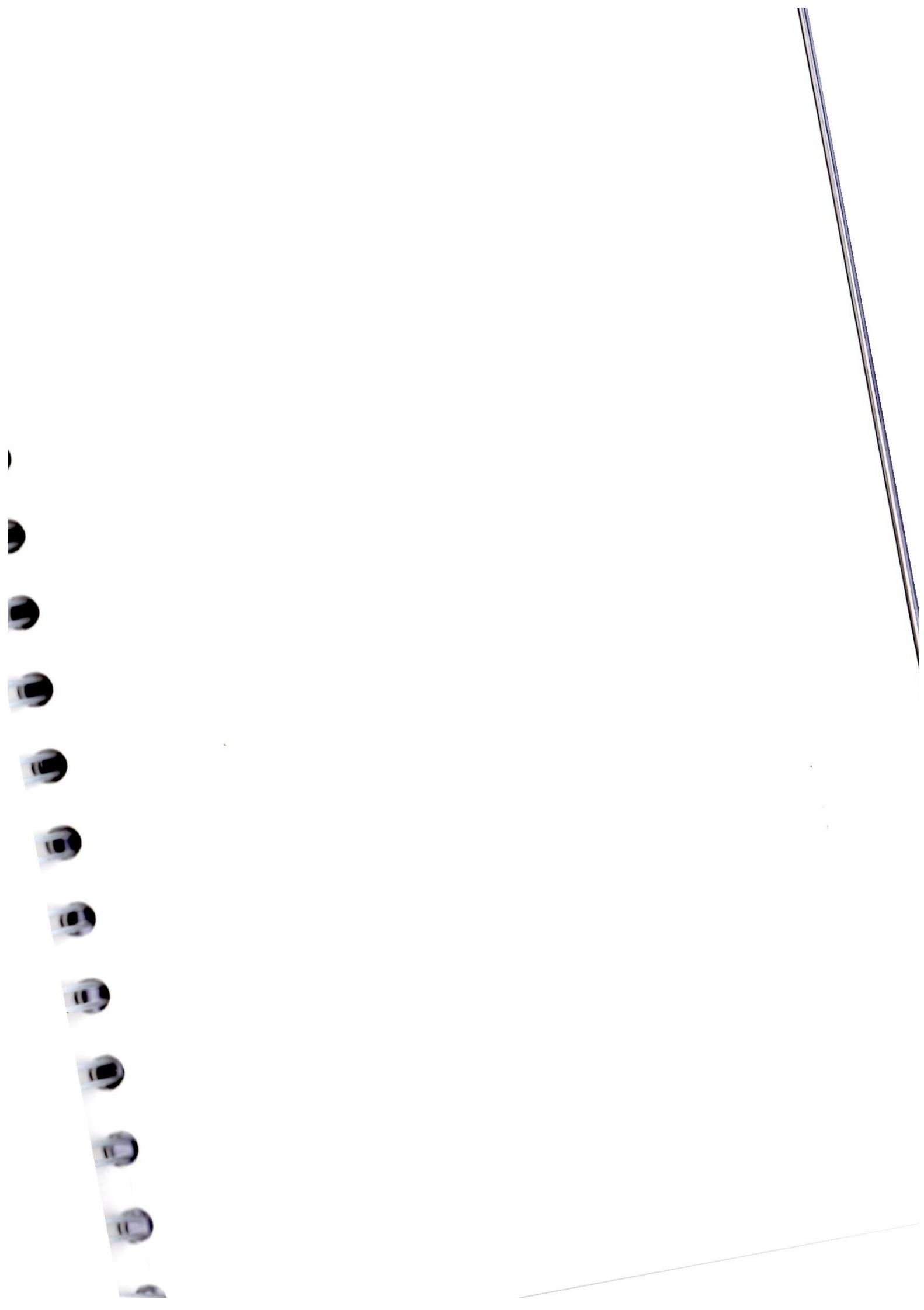
IV Adding SuperWriter to the Apricot Manager

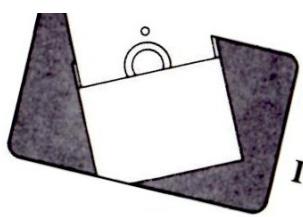
To make your Apricot easier to use you should add the SuperWriter package into the Manager.

Place Disk One into the left-hand drive and press the 'reset button'. This will automatically load the Manager.

The procedure to add SuperWriter to the Manager

- 1) Select 'Tools'.
- 2) Select 'Tailor'.
- 3) Select 'Option'.
- 4) Use the numeric Keyboard to select a box, and then select 'Change'.
- 5) Select 'Name' and enter "SWRIT".
- 6) Select 'File' and enter "SW.COM".
- 7) Select 'Accept' and press 'Finish' until the Manager screen appears.
- 8) When you select "SWRIT" the Manager will prompt you for a disk change to automatically load SuperWriter.

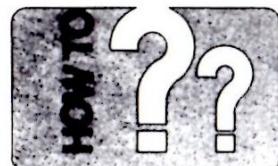




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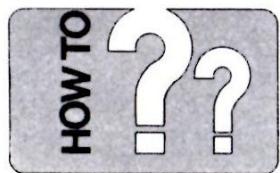
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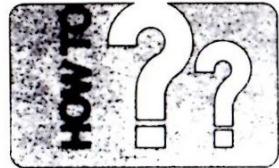
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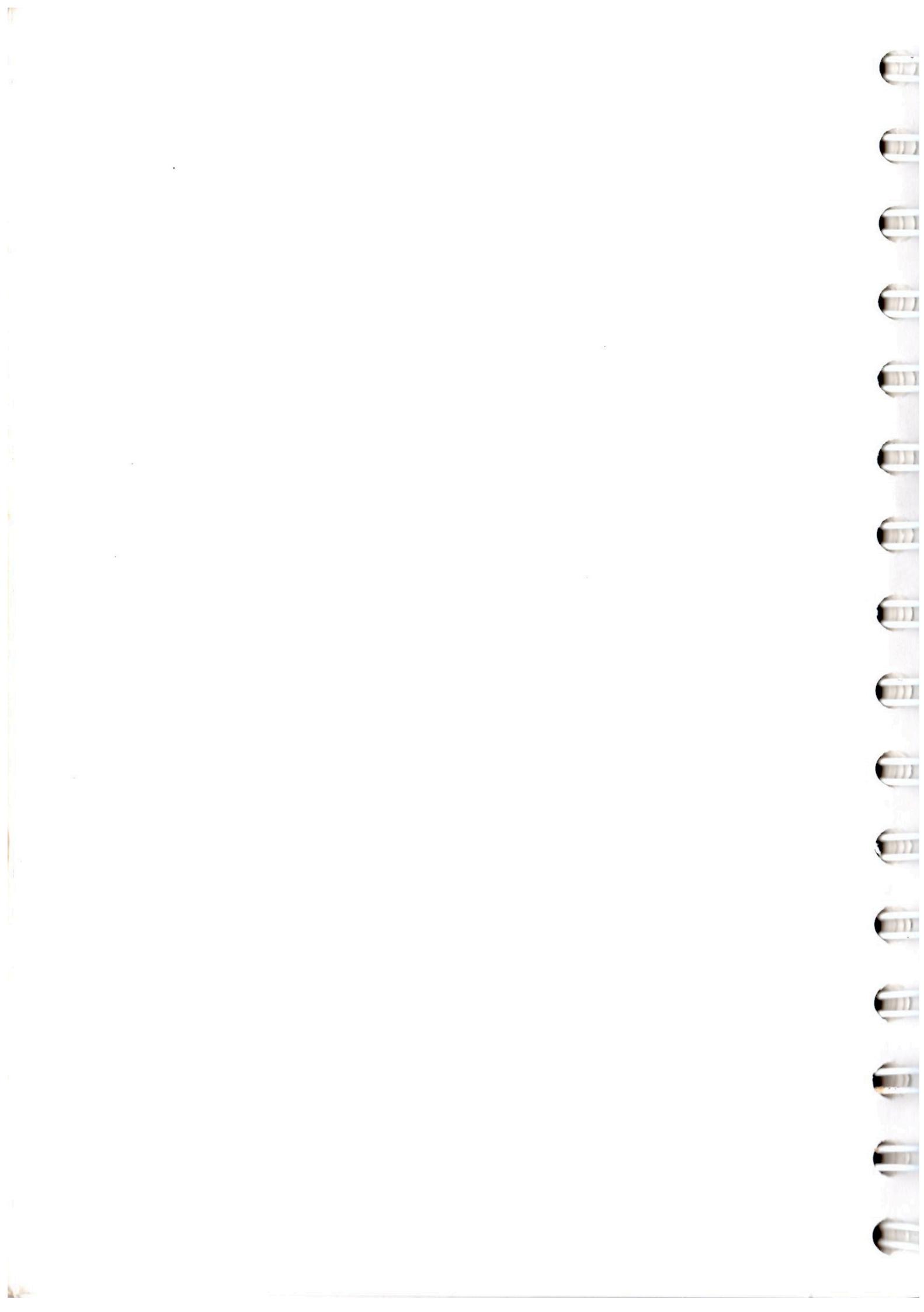
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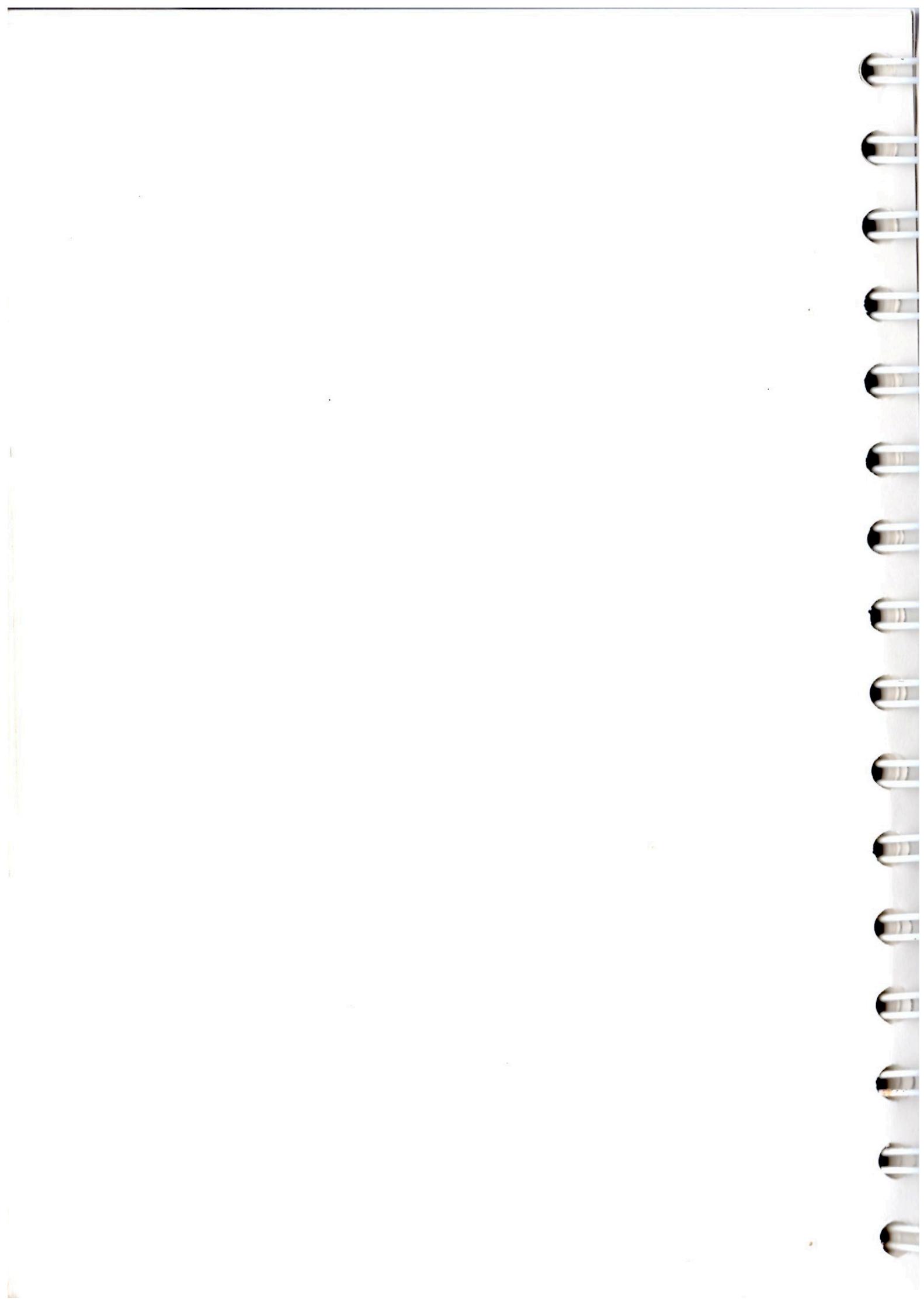






10 minutes to SuperWriter™

***Create
your first
business letter
in 10 minutes
flat.***



SuperWriter™

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SuperWriter
SuperWriter
SuperWriter

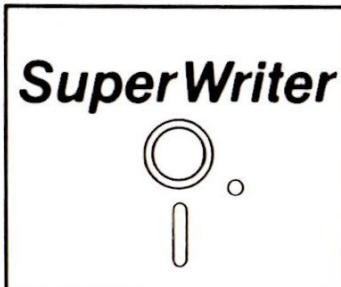
INTRODUCTION

SuperWriter—the easy-to-use, hard-to-beat word processor.

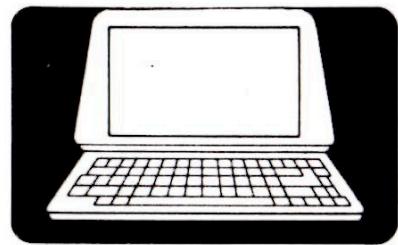
These few pages will get you started in word processing with the SuperWriter program. Using the SuperWriter program is so easy, you can learn enough to write a letter, check spelling, edit, and print a copy, all in the ten or fifteen minutes it takes you to go through this booklet.

Of course, there is a lot more to the program than we can cover here. The SuperWriter program can handle page layouts as complex as you would ever want. These exercises, though, should give you a good idea of the everyday workings of the program, and get you started with the SuperWriter program.

This booklet covers how to start up the SuperWriter program, and how to use it to write a letter. You will see how to write the letter on your computer terminal, how to make simple changes and corrections, how to use the automatic Spelling Check, and how to print one copy or one hundred copies of your work.



Ready? Try it. You'll like it.



GETTING STARTED

SET-UP

If you are just taking a new SuperWriter program disk out of the box, there are two things you need to do before you can begin these exercises. You must copy the SuperWriter program from the distribution disk, and Install the SuperWriter program. Installing the program is easy, and the Installation instructions discuss some of the idiosyncrasies of different terminals. These instructions also guide you through making a backup of the program diskette. Read the Installation instructions before proceeding.

START-UP

After your SuperWriter program is Installed,

1. Start Up Your Computer.

Every computer is different, so we can't tell you how to do this. But when your computer is ready for a program,

2. Put the SuperWriter system disk in the A drive, if it's not already there (if you use another drive, it must be the logged drive),
3. Type **SW** and press the **→** key (**Return** or **Enter** key) to start the SuperWriter program.

Take Off!

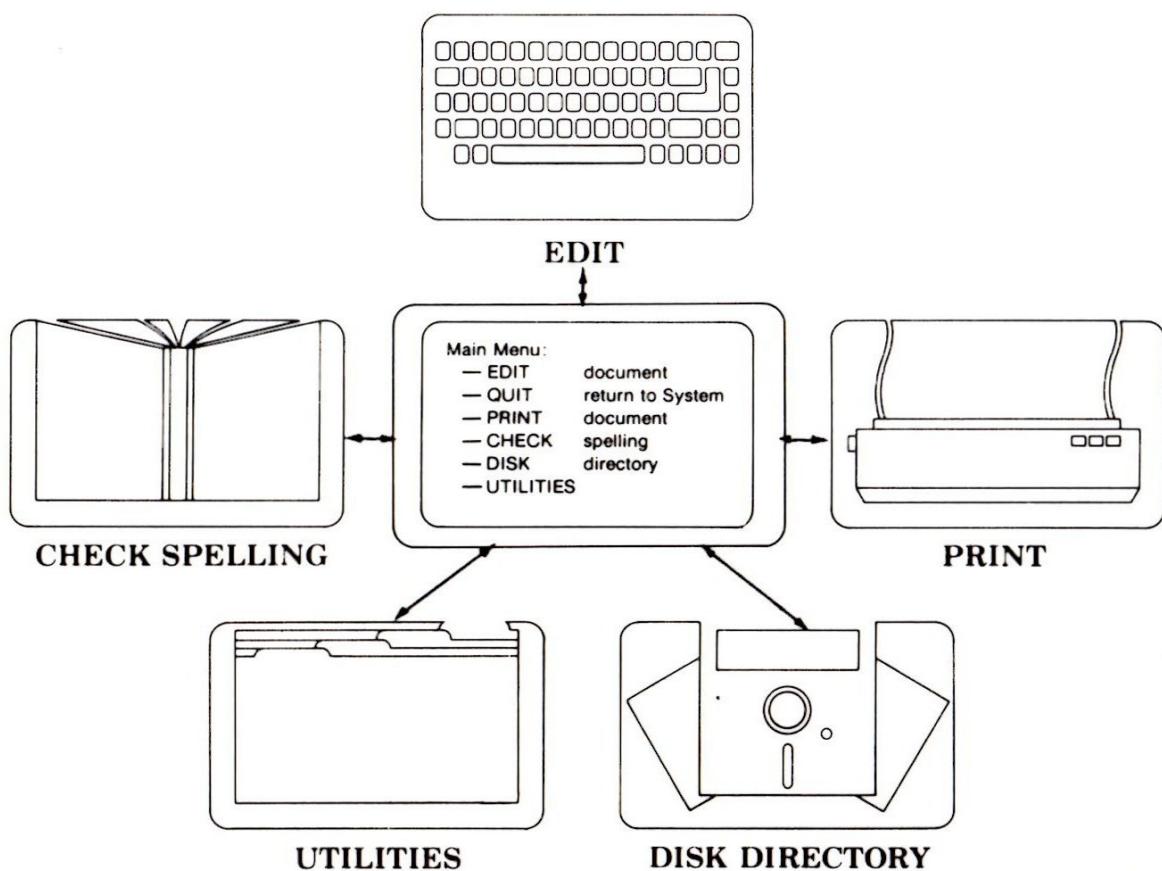
**edit
print
check**

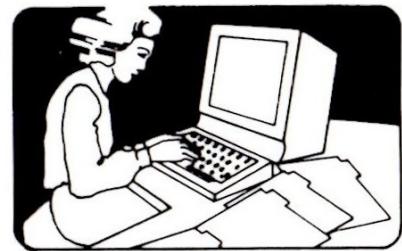
FIRST— THE MAIN MENU

The MAIN MENU is the first SuperWriter display you will see when you start the program. The Main Menu lists the major activities in the SuperWriter program, and lets you immediately go to the selection you need.

The first thing we need to do is to create a document, in this case a letter, to work with.

Select Edit to create a new document:





-
1. The Cursor is already in front of Edit when you start out.
To create a new document,
 2. Press \leftarrow (**Return** or **Enter**).

Before you can start a new document, you must assign a document name. The document will be filed under this name later. The SuperWriter program asks,

Type name of document:

3. Type a name for your document, like **letter**, and press \leftarrow (**Return** or **Enter**).

If no other document on the disk has this name, the SuperWriter program asks,

Do you want to create a new document? (Y/N)

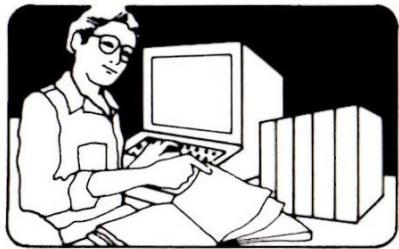
4. Type **Y** (for yes), and turn to the next page.

If someone has already written a document and called it **letter**, the SuperWriter program will show you that document and let you Edit it.

To get back to the Main Menu to create a new document, press the **Escape** key and type **Z** (for zap, to clear the current document out of the workspace), then **Y** (for yes).

If you want to check what document names are already used, list a Directory of all documents:

space (with the **space bar**) the cursor down until it is in front of Disk Directory on the Main Menu, press \leftarrow (**Return**) to select Directory, press \leftarrow (**Return**) again to list all documents, and press the **Escape** key twice to get back to the Main Menu.



CREATING A DOCUMENT

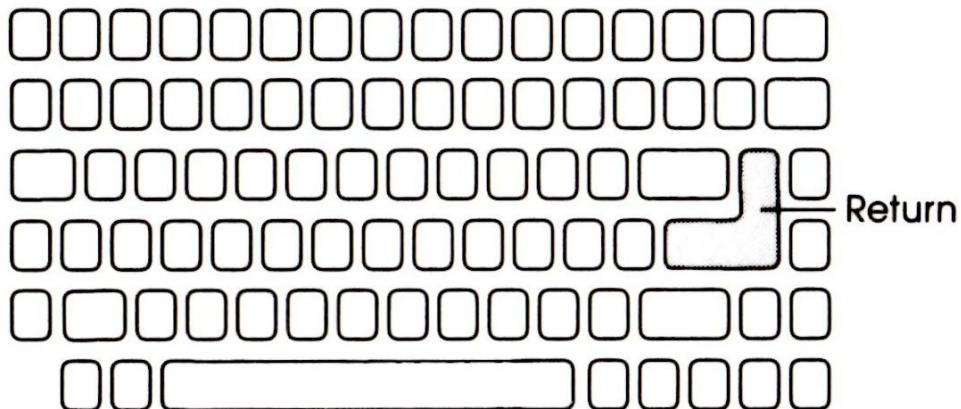
The SuperWriter program lets you keep a complete Document History on every document you write. Often the document name alone isn't enough to help you easily identify the document. The document History becomes a valuable aid to remind you what the document is, who wrote it, and when.

Type Author's name: Type your name, and press ↵ (Return).

If your system does not keep track of today's date, SuperWriter asks for the creation date to record for this document. So, if SuperWriter asks

Type Date: mm/dd/yy

Type two-digit numbers for the month, day, and year. (Slashes are automatically entered).





TYPING

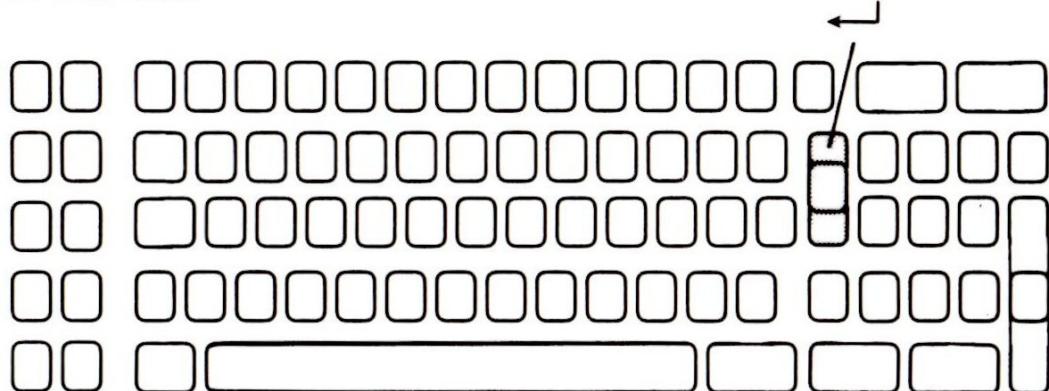
Your terminal is displaying the SuperWriter equivalent of a blank page.

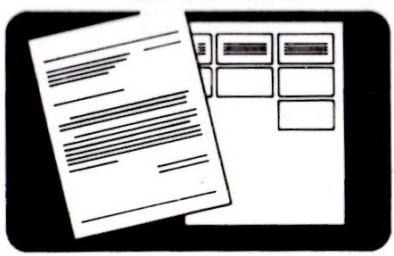
Alright, now start typing. Yep, just like that.

If you aren't sure what to type, try typing the letter on the next page. The page opposite the letter shows some special keys you can use if you type the wrong thing.

△ means press the ↵ (Return) key

If you don't catch a mistake until you are well past it, don't worry, just keep going. The following page (after the letter) is going to show you how to zip around making changes in the text.





△
△
△

November 30, 1982 △

△
△
△

Sorcim Corporation △
2310 Lundy Avenue △
San Jose, California △

△
△

Dear Sorcim: △

△

Was I pleasantly surprised when I got my new computer and your
SuperWriter program! △

△

I had heard all those horror stories about how hard it would be
to figure out some of those other word processors. But here I
am, after just ten minutes, actually writing a letter. If I can
print this letter so quickly, you certainly deserve to receive
it. △

△

Thank you for making computers and word processing so easy. △

△

△

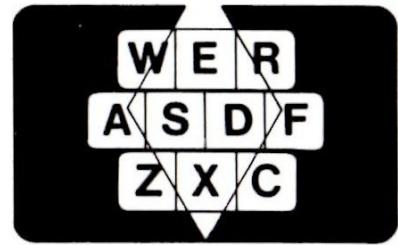
Sincerely yours, △

△

△

Note that there are no △'s at the end of the lines once the
text of the letter starts, only at the end of the paragraphs.
Watch what happens when you try to type past the right
margin.

EDIT TECHNIQUES ON THE FOLLOWING PAGE



What if you make a mistake?

DEL The Delete key (labeled **DEL** or **RUB OUT** on some keyboards) backspaces and erases. If you see a mistake, one of the simplest ways to correct it is to Delete and just retype.

How else can you fix a mistake?

Move the cursor to the place you want to change:

(The cursor is the box or underline that shows where the next character you type will go. Each character you type is placed on the screen at the cursor position.)

Right: or **CTRL D** (Press **CTRL** and **D** at the same time)

Left: or **CTRL S** (Press **CTRL** and **S** at the same time)

Up: or **CTRL E** (Press **CTRL** and **E** at the same time)

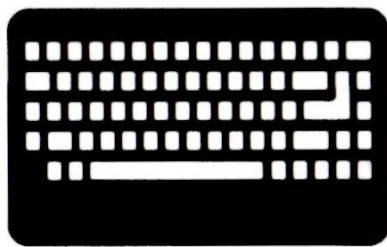
Down: or **CTRL X** (Press **CTRL** and **X** at the same time)

Delete (erase) the character at the cursor:

CTRL G (Press **CTRL** and **G** at the same time)

Add a character at the cursor:

Just type the character



EDITING

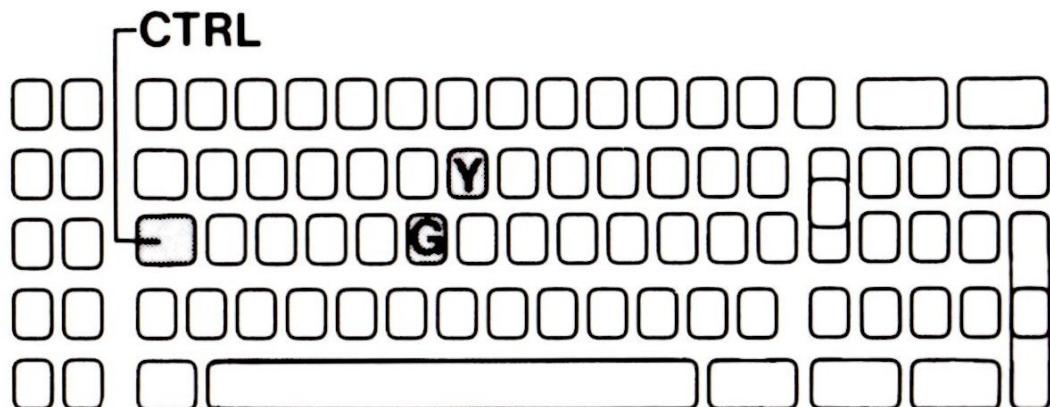
The beauty of word processors is that you don't need to worry about typing being letter perfect the first time. Changing and correcting a letter is easy. Here's a quick introduction to editing and changing your work. Go ahead and try some of these exercises with the letter you just typed.

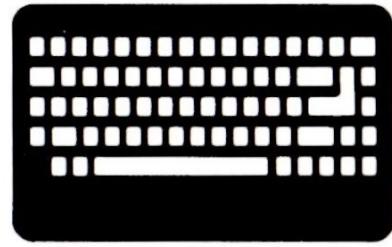
INSERTING AND DELETING

Let's change the letter.

1. Move the cursor to the "c" in "computer" on the first line of the body of the letter. Type the brand name of your computer. Notice how the name is inserted in the text. (Check that the Status line at the bottom of the screen says Insert. If it doesn't, text won't be inserted. Turn Insert on by pressing **Ctrl-O I.**)
2. Move the cursor to the "y" in "your" in that same sentence. Hold the **Control** key down and type the letter **y**.

Ctrl-Y is the command to delete a word.





-
3. Move the cursor down to the word "horror" on the next line, and position it at the second "o." Type "ible." The cursor is still on the second "o." Hold the **Control** key down and press **g**, and **g** again.

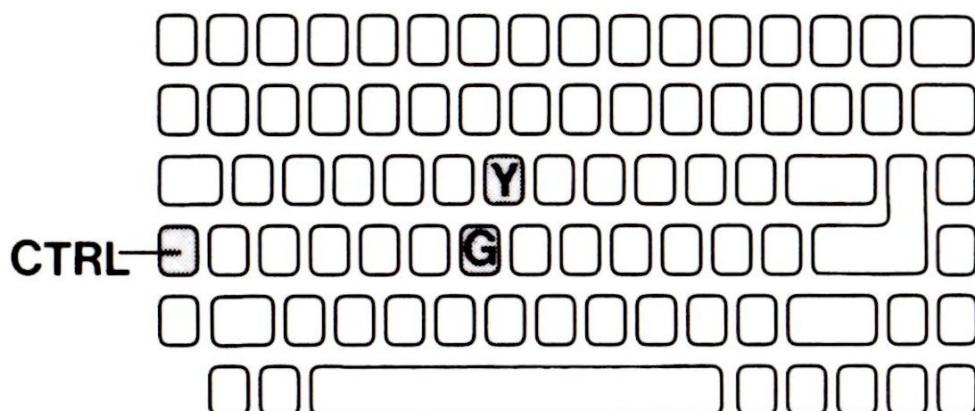
Ctrl-G is the command to delete a character. You have just changed the word horror to horrible.

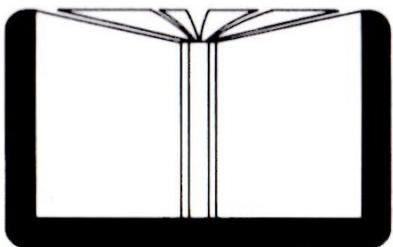
4. Now, move the cursor to the "f" in "figure" in that same sentence. Type, "learn to use."

Use **Ctrl-Y** to delete: "figure out some of."

5. Next, move the cursor up to the "Δ" (**Return**) at the end of the first paragraph. Press **Ctrl-G** to delete the "Δ" and again to delete the next "Δ" Press the space bar twice to insert two spaces between sentences. You have just combined two paragraphs.

Most of the Editing you will need to do is just a matter of deleting one thing and inserting something else, just like we've been doing here. With the SuperWriter program, it's easy to control your text.



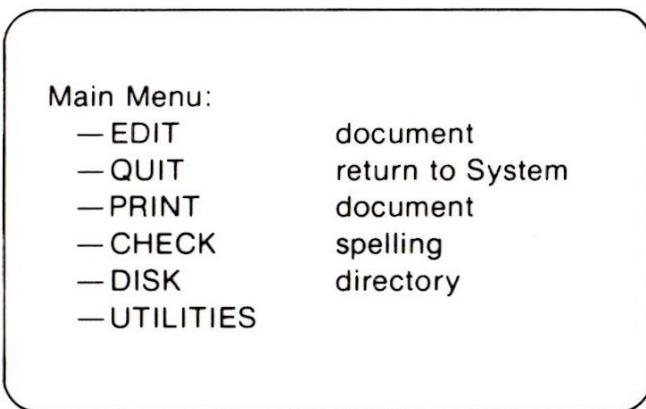


CHECKING SPELLING

Do you want to check your spelling? Here's how easy it is to let the computer do it!

Your letter should be on the screen. We will check if all the words are in the 20,000 word SuperWriter Dictionary.

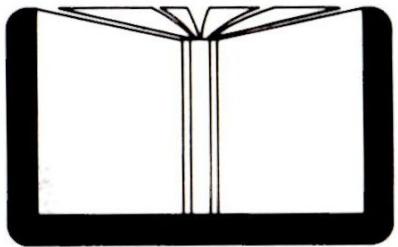
1. Press **ESCAPE** and then **↙ (Return)** to get back to the Main Menu.



2. Space down to the CHECK Spelling option, using the **space bar**.
3. Press the **↙ (Return)** key

Gads, that's all there is! The SuperWriter program tells you:

- The number of words,
- The number (and percentage) of Unique (different) words in your document,
- The number (and percentage) of words you used that aren't in its Dictionary (mismatched words).



Did you spell everything correctly? If you did, and there are no mismatched words, press ↵ (Return) and voila, your document is back in Editing.

If you had a mismatched word in the letter, press ↵ (Return) to select Word Review.

Word Review shows you each mismatched word. You must type a letter command telling the SuperWriter program what to do with the word.

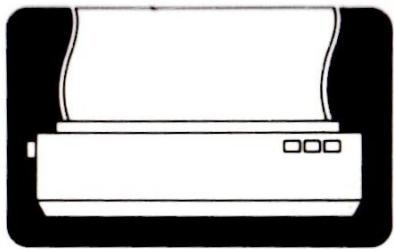
Actions for Word Review:

- M — Mark word in document
- A — Add word to dictionary
- I — Ignore this word
- R — Review previous word
- S — Start Quick Review
- E — Exit to Editor—Make no changes

Type a "?" and read about your options in the Answer-Screen. Then proceed to review words.

After answering for all words, follow the SuperWriter program's prompts back to Editing the letter. Once back in the Edit, with the letter showing on the screen again,

- press the **Escape** key and either the **Line-Feed** key, or **Ctrl-J** to find each word you marked and
- correct each marked word by inserting or deleting characters, as described in the Edit example you just finished. (You should also remove or delete the spelling marks.)



PRINTING

Want to print what you've written? Make sure your printer is properly hooked up, has paper and is ready, and then continue.

Your letter should still be on the screen. You may have noticed that printing is one of the Main Menu options. To get to the Main Menu, press the **Escape** key, and then the ↵ (Return) key.

Use the space bar to move the cursor in front of the PRINT Document selection, and press the ↵ key.

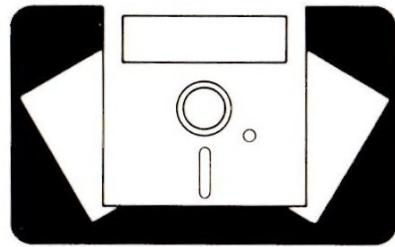
Press the ↵ key again to Format and Print the letter.

You can print the letter as many times as you like. To go back to the Edit, just press the **Escape** key.

Or, to end the SuperWriter program, just space down to the Return to System selection in the Print Menu and press the ↵ key.

- Printing Options:

 - Format and Print Document
 - Print without Formatting
 - Change Format Settings
 - Change Control Settings
 - Format On-screen
 - Print to Disk
 - Return to System



ENDING

QUIT is another Main Menu selection. How do you get to the Main Menu while Editing a document?

ESCAPE ← (Return)

Main Menu:

- | | |
|-------------|------------------|
| — EDIT | document |
| — QUIT | return to System |
| — PRINT | document |
| — CHECK | spelling |
| — DISK | directory |
| — UTILITIES | |

Space down to the QUIT Main Menu selection and press
← (Return).

If you changed the document since printing or checking spelling, the SuperWriter program will ask if it can ignore all those recent changes. If you tell it "No," the SuperWriter program lets you Save the document on the diskette.

Congratulations! You're done!

Proofreader's Marks

| | | | |
|------|--------------------------|--------|-------------------------------|
| ~ | Delete character or word | (lc) | LOWER CASE |
| ^ | Insert material | (caps) | <u>capital</u> letters |
| # | Insert space | (ital) | <u>italic</u> type |
| l/s | correct letter space | (rom) | roman (non-italic) type |
|) | Close up space | (lf) | light face |
| (x) | Delete and close up | (bf) | bold face |
| o | Insert period | (w) | words transpose or letters |
| ^ | comma | (¶) | New paragraph |
| (:) | semicolon | no (¶) | No paragraph Run in |
| (:) | colon | (]) | Move right] |
| ' | apostrophe | ([) | Move left [|
| " | open quotes | (L) | Lower |
| " | close quotes | (R) | Raise |
| ?? | question mark | (=) | Align horizontally |
| !! | exclamation point | () | Align vertically |
| = | hyphen | (sp) | Spell out ② |
| (//) | parentheses | (stet) | let it stand as is |
| /--/ | dash | | |
| ^ | superscript | | |
| ^ | subscript | | |

SuperWriter™

TRADEMARKS

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