

PeachText 5000™
personal productivity system
for use with

IBM Personal Computer™
COMPAQ™ Portable Computer
Texas Instruments Professional Computer™
Z-100 by Zenith Data Systems

PeachText 5000™ Reference Guide



PeachText 5000™ Reference Guide

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**PeachText™
Word
Processor**

**Random House
Electronic
Thesaurus™**

**Spelling
Proofreader**

**List
Manager**

**PeachCalc™
Electronic
Spreadsheet**

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PeachText 5000

**Personal Productivity System
for the
IBM Personal Computer
COMPAQ Portable Computer
Texas Instruments Professional Computer
Z-100 by Zenith Data Systems**

Reference Guide

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Overview of PeachText 5000

PeachText 5000™ is a comprehensive personal productivity system for word processing and related information-handling tasks. It includes:

- The PeachText™ word processor, a sophisticated package for the creation, editing and printing of a variety of documents.
- The Random House Electronic Thesaurus™, which, used in PeachText's Edit mode, provides an instant screen reference to more than 4,400 key words and 26,000 synonyms.
- Spelling Proofreader, an automated spell-checking system that works with PeachText to isolate misspelled words and typographical errors in documents.
- List Manager, which is a personal list and label manager and report generator.
- The PeachCalc™ electronic spreadsheet, a mathematical analysis system for all types of numerical and formula analysis.

The PeachText Word Processor

What is PeachText?

PeachText is a powerful word processing software package that you can master quickly even if you have never used a computer or word processor before.

What can PeachText do for me?

PeachText has the basic ability to prepare, revise and print a document. Through the use of logical commands, such as If/Then, and variable data, PeachText can make decisions and print selective information. In addition, PeachText interacts with the other PeachText 5000 modules for advanced information processing.

Features of PeachText

- *Menu access:* You will enter all PeachText functions from a simple menu.
- *Self-teaching lessons:* The *Lesson Plan* is devoted to self-teaching lessons with plenty of instructions and examples to guide you in learning how to use PeachText.
- *"Help" display:* Contained within PeachText are several reference displays that you can call to the screen when you need help.
- *Working with two documents:* One of the strong features of PeachText is the ability to edit or look at two documents at once and to print one document while editing another.
- *Joining Documents:* Since PeachText can work with two documents at the same time, you can tell a primary document to look at a secondary document, choose parts from that document, combine the documents and print the results.
- *Printer pause:* PeachText can pause at points during print processing to ask for more data.
- *Conditions and commands:* You may use a set of conditional symbols (=, >, <, >) and commands to tell PeachText to print only selected data.
- *Visible format commands:* PeachText contains a display screen format so you can see what the current commands

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PeachText concepts

are as the document prints.

- *Document on screen:* Any document can be displayed on the screen in the format in which it will be printed. This lets you preview the document before you print it.
- *Proportional printing:* PeachText can print proportionally on specialty printers.

Each document you create is filed on a disk by the name you gave the document. Each file contains both the text of the document and any instructions you embedded on how to print it.

Document name:

- Document names consist of two parts: the document name and the document type or extension.
- The document name may be up to eight characters.
- Some characters, such as the asterisk, question mark and slash, cannot be included in a document name. A blank space cannot be used either.
- The document type, or extension, may be up to three characters long.
- You can use the same characters for the document type as you do for the document name.
- Document types are optional. If you do not assign one to your document, PeachText will assign the type DOC (for Document).
- The document type may help you organize your documents. For instance, you might want to assign all letters a document type of LTR (for Letter). This will help you recognize documents quickly when you look at the directory.
- To include a document type, follow the document name with a period and the document type. Examples: INQUIRY.LTR or JACKSON.BRF or ANUALRPT.STD.
- A period in a document name is not necessary if you do not include a document type. If you end a document name with a period and press RETURN, PeachText will assign no document type.

BAK and \$\$\$ types:

- BAK and \$\$\$ are reserved document types (back-up and output files, respectively) and cannot be used to name a document.
- If you want to edit a BAK or \$\$\$ document, you must save the edited file under another name or rename the document before editing.

Special formatting:

If your output file has any of the following types, PeachText begins Edit in the Program mode: ASC, ASM, BAS, COB, FOR, MAC or PRN.

Modules:

PeachText consists of two modules:

- The Editor.

The Editor controls the document when text is being inputted or edited. You can also print the document in its rough form in the Edit mode; Edit commands control the input, change and movement of text on the screen.

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- The Formatter.

The Formatter controls the document while it is being printed. PeachText takes the document in its rough form and prints it according to the commands you give. Format commands may be embedded in the document or entered from the keyboard at print time.

PeachText functions

There are a number of word processing functions you can perform with PeachText:

Cursor control: Single-stroke commands move the cursor vertically and horizontally within the text, to the beginning of a line or to the top or bottom of the screen or the text.

Character replacement: You can replace characters simply by "typing" over them. For more difficult text changes, use the features described below.

Deletions: You can delete a character, a word, a line or a block of text. The line and block delete commands have safeguards to prevent accidental deletions.

Insertions: You can insert text in two ways: by character or by full (or page) insert.

Block manipulations: You can set off blocks of text that you can then delete, move or copy to a different place in a document. Blocks may also be extracted from a document.

Search and Replace functions: The Search function locates the occurrence of a "string" of characters, which can be a series of characters, a word or a phrase. The Replace function locates each occurrence of a string and replaces it with your designated change. For instance, you could locate each occurrence of "Peachtree Hardware" throughout a document and change it to "Peachtree Software."

Variables: You can use up to 128 variables, of up to 55 characters each, for repetitive jobs such as personalized form letters.

Merging with external data files: You can set up data files that insert information into form letters or similar documents.

File handling: PeachText saves the previous text of edited files as backups. Edited text can be saved under another name or on a different disk; in such a case, the original file remains unchanged. Or you can quit Edit at any time without saving the edited file, leaving the original and its backup intact.

Other features of PeachText include broken or solid underlining, automatically inserted headings and footings and spool printing (printing one file while editing another). For use with specialty printers, the following features are also available: subscripts, superscripts, proportional printing and variable pitch control.

Control keys

Many instructions are given to PeachText through control, or special-function, keys. Simply press the required key to activate the desired command. Some keys are repeatable. For example, if you want to move the cursor to the left, con-

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Continue to hold down the LEFT arrow until the cursor is at the desired location on the screen.

The Random House Electronic Thesaurus™

What is the Thesaurus?

The Random House Electronic Thesaurus™ is a software version of the respected reference book. It puts thousands of synonyms at your fingertips within seconds. By pressing a button on your terminal, you can display a list of synonyms for a word in the PeachText document you are editing, choose one of the synonyms and substitute the synonym for the original word in the document.

Why do I need the Thesaurus?

PeachText 5000 is a complete personal productivity tool, and for writers—of letters, reports or any kind of document—the instant access that the Random House Electronic Thesaurus offers to more than 4,400 key words and 26,000 synonyms is a great boost to creative productivity.

Spelling Proofreader

What is Spelling Proofreader?

Spelling Proofreader is an automated spell-checking system that works with the PeachText word processing system to help you isolate spelling and typographical errors in documents.

What Is automated proofing?

Automated proofreading, or spell-checking, is a way to verify the spelling of words in a document. A spell-checker looks through the document and compares each word to an internal dictionary. It takes only seconds to check each page and inform you of any words not in its dictionary.

Why do I need a proofing system?

Word processing has provided the ability to produce a vast amount of information quickly and easily. Still, we know that mistakes happen and documents must be proofed for editing errors, misspelled words and content. Just imagine how much time can be saved by having the spelling verified for you! You only have to proof a document once for content, rather than doing the multiple proofs previously required to find spelling and typographical errors.

What makes Spelling Proofreader unique?

- *Menu-driven design:* You will call all functions on Spelling Proofreader from a simple menu.
- *Self-instruction:* The *Lesson Plan* has three lessons with plenty of detailed exercises and examples to guide you in learning how to use Spelling Proofreader.
- *"Help" displays:* Contained in Spelling Proofreader are numerous reference displays which you can call to the screen any time you need quick assistance.
- *Ease of use:* The above features work together to make Spelling Proofreader very easy for the first-time user.
- *Accuracy:* Spelling Proofreader is very accurate because it is able to handle difficult word situations with ease. For exam-

Overview of PeachText 5000

ple, Spelling Proofreader takes into consideration hyphenated words, hyphens at the end of lines, "ghost" hyphens and apostrophes.

- **Speed:** Spelling Proofreader is amazingly fast. For instance, a typical floppy-disk system using double-density diskettes can check a 10,000-word document (about 20 pages) in little more than a minute.
- **Flexible capacity:** Spelling Proofreader can check a document of any size with dictionaries of any size as long as the computer system itself meets minimum system requirements. The size of the dictionary and document is limited only by disk storage capacity.
- **Extensive dictionary capabilities:** Spelling Proofreader can contain multiple dictionaries. You can add or subtract dictionaries or customize a particular dictionary to meet your needs.

What if my documents contain words not in the dictionary?

You can add any words you want to the dictionary supplied with Spelling Proofreader, and Spelling Proofreader is able to handle dictionaries that you build. You may want to set up other dictionaries according to your field of specialization.

Some examples are:

- Medicine.
- Law.
- Science.
- Engineering.
- Insurance.
- Data processing.
- Names.

PeachText uses special command symbols or letter combinations to tell the computer how to set up, format and print a document. For instance, a command to change a right margin is *RM*. You can avoid seeing commands as mismatches (words not found in the dictionary) simply by adding them to the dictionary.

Spelling Proofreader will not attempt to match words or letter strings that are over 42 characters. After the document has been proofed, Spelling Proofreader will display a message telling you how many long words were ignored.

Do I still need to proof documents?

Spelling Proofreader cannot do the work required to eliminate all proofreading. You will still have to proof your documents for content to be sure the words make sense. For instance, the document could contain a word that is spelled correctly but is not the proper usage of the word. What if you saw the following sentence in a letter?

"Please send me *too* cases of your excellent product."

The word *too* is spelled correctly, and the dictionary will see it as a legitimate word. But, obviously, this is not the proper use of the word. You must have meant *two*. Spelling Proofreader will not find typos or incorrect usage if they happen to be real words in the dictionary.

Let's look at another example. Suppose the following sentence was in a document being spell-checked.

"It is imperative that the *be bid* submitted tomorrow."

How does Spelling Proofreader work?

This is a transposition. The sentence will make sense only if it reads "It is imperative that the bid be submitted tomorrow." Spelling Proofreader will not find a mistake, because all of the words in the sentence match the dictionary.

This is not a limitation, because a typist will always have to read a document for content. Proofing a document for coherency is much less tedious than the proofing required to find misspellings and typographical errors.

Spelling Proofreader works as follows:

1. The document is prepared using PeachText.
2. "Spell Check Document" is selected from the Spelling Proofreader menu. The document name is entered, and Spelling Proofreader checks the words in the document against those in the dictionary.
3. Mismatched words are presented for review. Words may be added to the dictionary, marked in the document for correction later or skipped.
4. After all mismatched words have been reviewed, Spelling Proofreader adds the indicated words to the dictionary and marks the ones to be corrected in the document with a special character.
5. Spelling Proofreader is ended and the correction process is begun through PeachText. You may use the Search command to locate the special marking characters in the document so the misspelled words can be corrected.

If the document is very long or especially important, Spelling Proofreader may be run again to make sure no errors were made during the correction process.

List Manager

What Is List Manager?

List Manager is an electronic file to help organize information, define and format the appearance of the information, and, if desired, produce mailings. The information is stored in data files that can be used to produce the address labels, reports, screen displays, etc.

List Manager's output can be used with the PeachText word processor to allow information from List Manager to personalize form letters produced by PeachText.

List Manager can also be used as a library or reference aid. Files containing details on parts lists, bibliographies or travel itineraries, for example, can be called to your screen more quickly than you can manually look up the information in a filing cabinet.

Any file may have up to 32,765 records. Since you can tailor the file to your own needs, the exact number of records you may keep on file is subject to the size of the records and the amount of space available on your diskette.

Features of List Manager

- *Menu driven:* All functions in List Manager are selected from a simple menu.
- *"Help" displays:* Within List Manager are several reference aids which can be viewed on the screen.

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- *Customized lists:* List Manager lets you define the information you want to maintain. You don't have to match your list to a predefined format.
- *Speed and ease of use:* List Manager features a powerful screen manager which displays the records you define in an easy-to-use form and allows you to move from item to item to make any changes.
- *File combination:* With List Manager, you can combine files to produce composite lists, even if the files contain different types of information. This allows you to exchange, merge and expand files.
- *Changes to existing files:* You can make changes to your existing data files as information or needs change. Such changes may include providing additional space for a line of address, adding a telephone number or totally reorganizing your file.

The PeachCalc™ Electronic Spreadsheet

What is PeachCalc™?

PeachCalc is a data analysis system that turns the memory of your microcomputer into an electronic spreadsheet, taking the place of a pad of paper, pencil, calculator and eraser. It aids in the development of statistical data by using numbers, formulas, conditional expressions, etc., to compare alternatives and try out myriad possibilities in any situation you design. Even computer novices can soon use the full power of PeachCalc, because the program has helpful prompting, clearly worded messages and protection from inadvertent changes.

What is an electronic spreadsheet?

An electronic spreadsheet is a grid that exists in the memory of the computer. The electronic spreadsheet—or worksheet, as we call it—is a grid consisting of 254 rows and 63 columns. Each row is labeled with a number (1-254), and each column is labeled with a letter (A-Z, AA-ZZ, BA-BK).

This grid contains 16,002 positions. Each position is called a block and is named for the column/row of the intersection. You will enter data into these blocks for the system to analyze.

In the blocks, you may enter alphabetic or numeric information and then establish relationships between blocks. PeachCalc can add, subtract, multiply, divide, find partial sums, minimums, maximums and square roots and do much more. Data is easily altered, replaced entirely or deleted. Values are then recalculated as they are affected by the new or changed data.

Examples

If Row 1, Column C (C1) is to be the sum of A1 and B1, then any number entered into A1 or B1 will directly and immediately affect the total in Column C. This is called an interdependent relationship and is the basis of the PeachCalc system.

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For an even more concrete example, if three columns represent projected sales, overhead and profit, any change in any month's sales or overhead value will cause a recalculation of that month's profit figure.

Why do I need a data analysis system?

With a data analysis system, the guesswork is taken out of planning. Instead of the time-consuming process of manual calculations and reams of paperwork, all the data needed to compare alternatives is available at a keystroke. As you compare the possible consequences of various courses of action or relationships, you can develop accurate, supportive information and translate your ideas into exact and concrete reports. PeachCalc will even save and print these reports.

What type of applications will PeachCalc handle?

PeachCalc is beneficial in business, financial, scientific and engineering applications. Let's take a look at just a few of the ways PeachCalc could be used:

- Forecasting.
 - Profit-and-loss statements.
 - Rate-of-return calculations.
 - Break-even analyses.
 - Manpower assignments.
 - Pricing strategy.
 - Financial planning.
 - Loan amortization.
 - Chemical calculations.
 - Surveys.
-
- *Ease of use.* The manuals you receive teach you everything you need to know to use PeachCalc almost immediately. The Lesson Plan is self-paced so you can study at your own speed without an instructor.
 - *The "Help" key.* Simply pressing "?" at any point in the program will display an extensive list of reference help on the screen.
 - *Ability to merge worksheets.* You may combine one or several worksheets into one or repeat any portion of a worksheet to any other part of a worksheet.
 - *Cursor/block manipulation.* An active block is the one with which you are working at any given time. The cursor moves from one block to another as you direct it, and it moves quickly. There are several shortcuts to block manipulation.
 - *Interpretive prompting.* Each time you give PeachCalc a one-letter command, it automatically fills out the command with an entire word. You can always see exactly what you are doing.
 - *Flexible column width.* Each column can be a different width. This produces beautifully formatted reports.
 - *Protected blocks.* Any block or group of blocks can be protected to insure the retention of valuable material.
 - *Status line.* A status line at the bottom of the screen displays important information, such as the amount of memory available, the current block contents and error messages.
 - *Clear error messages.* When you make a mistake, PeachCalc will inform you of your error in clear, English-language messages.
 - *Editing capabilities.* Block contents can be edited easily

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- either before or after entry to the block.
- *Automatic formatting of printed reports.* Print all of the worksheet or only part of it.
- *Interactive formulas examination.* You can look at formulas in more than one block at a time and can determine their interactive relationships.
- *Value/formula formatting.* With one simple command, you can change a block or group of blocks back and forth between value and formula displays.

Installing PeachText 5000

System Configuration

Copying Your Original Diskettes

- 1 Use your operating system utility to format six new diskettes, placing the operating system on each one as it is formatted.
- 2 On six blank labels write the name that corresponds to each of the six original diskettes. Attach one label to each of the diskettes you formatted in the previous step.
- 3 Follow the proper procedures for your computer to copy all files from the original diskettes onto the corresponding working copies. After you copy all six diskettes, Step 1 is complete.

Configuring Your Working Diskettes

- 1 Place the working copy of the *Configurator* diskette in Drive A and the working copy of the PeachText word processor diskette in Drive B. Load the operating system. When the A> appears, type PCONFIG and press the RETURN key.
- 2 The first prompt, *Enter drive containing program disk*, will appear. Enter the letter *B*.
- 3 A menu listing the available machines will appear on the screen. Enter the number that corresponds to your machine and press the RETURN key.
- 4 The next prompt to appear asks you to confirm that you want to configure PeachText 5000 for the machine type you selected in Step 3. If you want to continue configuring your system, type *Y*. If you want only to configure a printer for your system, type *N*. If you have entered the wrong machine number, press the RETURN key to go back to the A>.
- 5 After the PeachText word processor has been configured, a menu listing the available printers will appear on the screen. Enter the number that corresponds to your printer and press the RETURN key. A message will appear asking you to confirm your selection. Type *Y* if it is correct, or type *N* if you typed the wrong number.
- 6 When the printer configuration is complete, the following prompt will appear on the screen: *Insert disk containing Spelling Proofreader into Drive B and press RETURN*. This step will configure Spelling Proofreader for your machine.
- 7 Similar messages will appear, allowing you to configure PeachCalc and List Manager for your machine. When the List Manager configuration is complete, a message will appear to tell you that the program is complete and the A> will appear. At this point it is a good idea to make back-up copies of your configured working diskettes. If something happened to the working diskettes, you could copy and configure another set from the originals, but it will save you a lot of time and trouble to make a copy of the working diskettes now and have them ready should you need them.

PeachText™ Word Processor

1

Installing PeachText 5000

You are now ready to begin using any of the programs in PeachText 5000.

What Is a menu?

A menu is a display on the video screen that lists the functions you can select. The PeachText 5000 menu is the "control center" for the word processor; any PeachText 5000 function you want to perform is selected from this menu.

Displaying the menu

1

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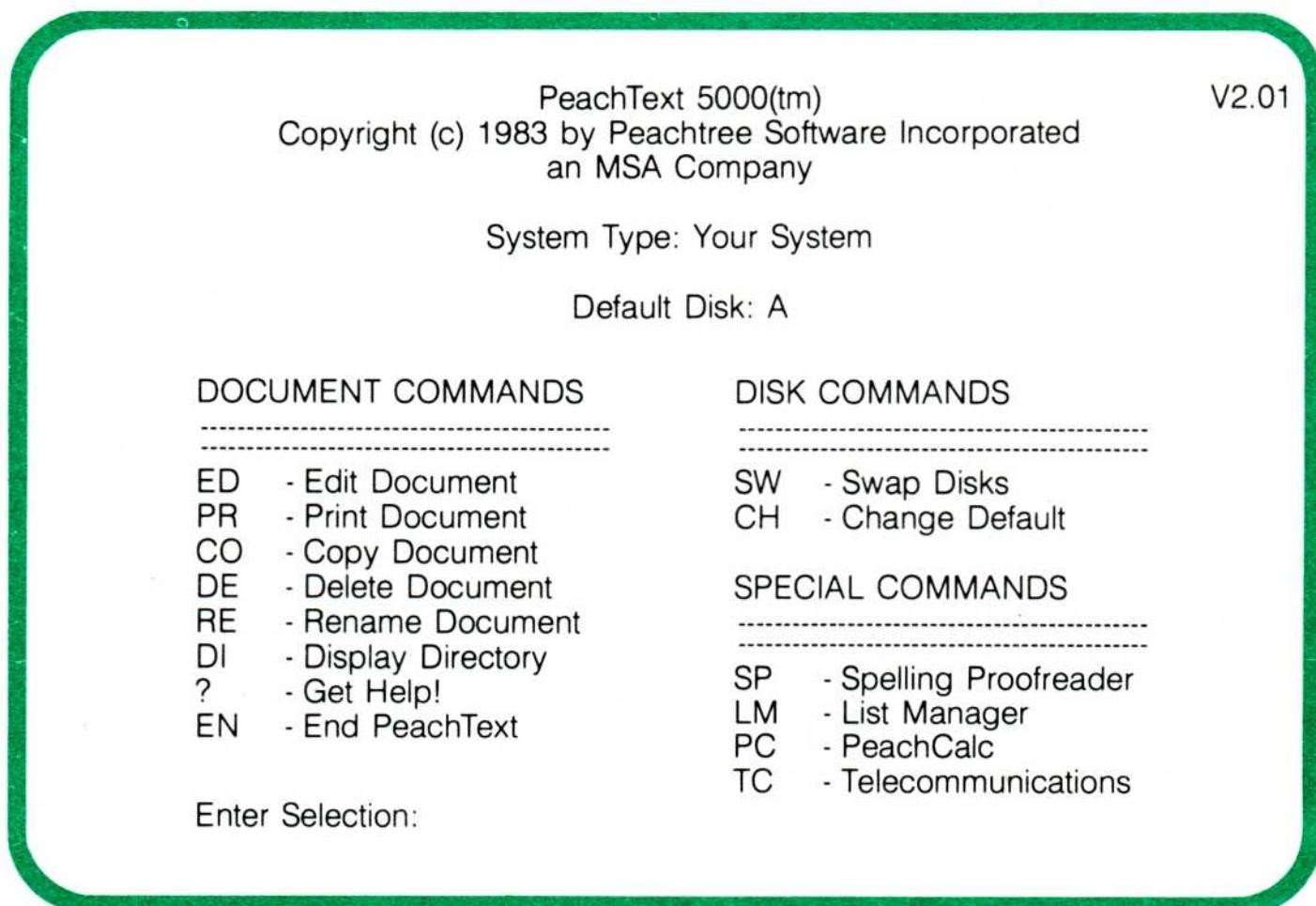
After inserting a PeachText 5000 program disk into the proper drive, you are ready to "display" the PeachText 5000 menu.

Start up the system.

When the drive indicator is displayed, type *PT* (for PeachText) and press RETURN.

Example: *A>PT* or *B>PT*.

The PeachText menu will then appear on the screen.



Document Commands

The document commands are selections that specifically involve handling documents:

- ED: Edit Document. ED is selected when you want to create a document or edit an existing document.
- PR: Print Document. PR is selected when you want to print a document.
- CO: Copy Document. CO is selected when you want to make a copy of an existing document to make changes to data in the document while retaining the original unedited version.
- DE: Delete Document. DE is selected when you want to delete a document you no longer need from the disk.
- RE: Rename Document. RE is selected when you need to change the name of an existing document.
- DI: Display Directory. DI is selected when you need to see a list of the documents on a disk that is in the drive.
- ?: Get Help! ? is selected when you need to see a list of the possible commands in a given situation before you proceed.
- EN: End PeachText. EN is selected when you are finished with PeachText and want to return to the operating system.

Disk commands

The disk commands are selections that specifically involve the treatment of disks:

- SW: Swap Disks. SW is selected when you want to remove a data disk from the drive and replace it with another disk.

- CH: Change Default. CH is selected when you want to change the default drive designation. "Default drive" refers to the drive PeachText looks to for instructions unless it is told otherwise.

Special commands

The special commands are selections that take you to the menus of other PeachText 5000 systems and to the menu of Telecommunications, a modem communications package that can be purchased separately.

- SP: Spelling Proofreader.
- LM: List Manager.
- PC: PeachCalc.
- TC: Telecommunications. (Note: Telecommunications is not supplied as part of PeachText 5000, but if you buy it separately later we have left a "hook" in the PeachText 5000 menu so you can access Telecommunications from the PeachText 5000 menu.)

Edit Document 1

Purpose: The "Edit Document" selection lets you create a document or edit an existing document.

Prompt: *Enter Selection:*

Explanation: Type *ED* and press RETURN. The "Edit Document" screen will appear.

Prompt: *Enter document to edit:*

Explanation: Type the name of the document to be created or edited and press RETURN. If you wish to return to the PeachText 5000 menu, press ESCAPE.

If PeachText does not recognize the name of the document, you will be asked if the document is new: *Are you creating a new document (Y/N)?*

- Enter *Y* if you are creating a new document.
- Enter *N* if you misspelled the name of the document you want to edit and return to Step 2.

If PeachText recognizes the name of the document, the prompt *Loading document: <Filename>* will be displayed briefly while PeachText loads the document into memory.

The Edit Status Screen will appear and you may then create or edit your document. See "Creating and Editing A Document" for more information on the Edit Status Screen.

Print Document 1

Purpose: The Print Document selection prints a document in one of three ways—to the printer, to the screen or to the disk.

Prompt: *Enter Selection:*

Explanation: Type *PR* and press RETURN. The "Print Document" screen will appear.

Prompt: *Enter document to print:*

Explanation: Type the name of the document you want to print and press RETURN. If you want to return to the PeachText 5000 menu, press ESCAPE. The Print Status Screen appears and you are ready to print the document.

Copy Document 1

Purpose: The Copy Document selection copies a document from one disk to another disk or from one location to another.

Prompt: *Enter Selection:*

Explanation: Type *CO* and press RETURN. The "Copy Document" screen will appear.

-
- 2** Prompt: *Enter name of old document:*
Explanation: Enter the name of the document you want to copy. Press RETURN.
- 3** Prompt: *Enter name of new document:*
Explanation: Enter the name of the new document you want to establish. Press RETURN.
- 4** Prompt: *Document copied.*
Explanation: PeachText copies the original document and gives the new document the name you chose.
- 5** Prompt: *Press RETURN to continue or ESC to go to menu:*
Explanation: Press RETURN to return to Step 2 or press the ESCAPE key to go to the PeachText 5000 menu.

Delete Document

- 1** Purpose: The Delete Document selection deletes a document you no longer need.
Prompt: *Enter Selection:*
Explanation: Type *DE* and press RETURN. The “Delete Document” screen will appear.
- 2** Prompt: *Enter document to delete:*
Explanation: Type the name of the document you want to delete. Press RETURN.
- 3** Prompt: *Are you sure (Y/N)?*
Explanation: Enter *Y* if you want to delete the document. Enter *N* if you do not want to delete the document.
- 4** Prompt: *Document deleted.*
Explanation: If you answer *Y* to the prompt above, PeachText deletes the document and displays this message on the screen.
- 5** Prompt: *Press RETURN to continue or ESC to go to menu:*
Explanation: Press RETURN to go back to Step 2, or press the ESCAPE key to go to the PeachText 5000 menu.

Rename Document

- 1** Purpose: The Rename Document selection changes the name of an existing document.
Prompt: *Enter Selection:*
Explanation: Type *RE* and press RETURN. The “Rename Document” screen will appear.
- 2** Prompt: *Enter old document name:*
Explanation: Type the name of the document you want to change. Press RETURN.
- 3** Prompt: *Enter new document name:*
Explanation: Enter the new name you have chosen for this document. Press RETURN.
- 4** Prompt: *Document renamed.*
Explanation: PeachText changes the name of the document and displays this message on the screen.
- 5** Prompt: *Press RETURN to continue or ESC to go to menu:*
Explanation: Press RETURN to go back to Step 2, or press the ESCAPE key to go back to the PeachText 5000 menu.

Display Directory

- 1** Purpose: The Display Directory selection displays a list of the documents on a particular disk.
Prompt: *Enter Selection:*
Explanation: Type *DI* and press RETURN. The “Display Directory” screen will appear.
- 2** Prompt: *Display documents on which drive (A-P):*
Explanation: Type the letter of the drive that contains the disk

- whose files you want to list.
3 The directory displays.
Explanation: The list of files is divided between document files (containing the extension .DOC) and other files.
- 4** Prompt: *More (Y/N)?*
Explanation: This prompt appears at the bottom of the screen if the files take up more than one screen.
- Type *Y* if you want to see more of the directory.
- Type *N* if you want to go back to the PeachText 5000 menu.

- Get Help!** Purpose: The ‘‘Get Help!’’ selection provides a list of helpful instructions so you may choose an appropriate command.
1 Prompt: *Enter Selection:*
Explanation: Type *?* and press RETURN.
2 The first Help screen appears.
3 Prompt: *More (Y/N)?*
Explanation: To look at the next Help screen, press *Y* or RETURN. To go to the PeachText 5000 menu, press *N*.
4 Prompt: *Press RETURN to continue.*
Explanation: When you are finished with the Help screens, press RETURN to go to the PeachText 5000 menu.

- End PeachText 5000** **1** Purpose: The ‘‘End PeachText 5000’’ selection is chosen only when you want to leave PeachText 5000 and return to the operating system.
Prompt: *Enter Selection:*
Explanation: Type *EN* and press RETURN. The drive indicator will appear.

- Swap Disks** Purpose: The ‘‘Swap Disks’’ selection is used to physically exchange data disks in the disk drives. Do not confuse this with the ‘‘Change Default’’ function.
1 Prompt: *Enter Selection:*
Explanation: Type *SW* and press RETURN. The ‘‘Swap Disks’’ screen will appear.
2 Prompt: *Change disk(s) now.*
Explanation: Take the current data disk out of the drive and place the new disk in the drive.
3 Prompt: *Press RETURN to continue:*
Explanation: When the swap is complete, press RETURN to go to the PeachText 5000 menu.

- Change Default** Purpose: The ‘‘Change Default’’ selection allows you to change the drive where files are kept. The computer automatically goes to the default drive for instructions until it is told to go elsewhere. Do not confuse this with the ‘‘Swap Disks’’ function, which refers to physically swapping the disks in the drive.
1 Prompt: *Enter Selection:*
Explanation: Type *CH* and press RETURN. The ‘‘Change Default’’ screen will appear.
2 Prompt: *Enter new default drive (A-P):*
Explanation: Type the letter indicator of the drive you want to designate as the new default drive. The drive you indicate must be a valid drive on your system, and there must be a disk in that drive; otherwise, PeachText 5000 will display an error message.

3

Prompt: Press *RETURN* to continue:

Explanation: Press RETURN to go to the PeachText 5000 menu.

The Edit Status Screen

The Edit Status Screen is the first screen that displays after Edit is loaded. The Edit Status Screen is the “entrance” to the text of the document.

The screenshot shows the Edit Status Screen with a green border. It contains three main sections numbered 1, 2, and 3.

PeachText(tm) ** Edit Status Screen **		
ACTIVITY	DOCUMENT	STATUS
-----	-----	-----
1 Reading Updating	LESSON2.DOC LESSON2.DOC	Finished Active

WORKSPACE

2	Total	100% (54447 characters)
	In Use	3% (1687 characters)
	Remaining	97% (52760 characters)

3 Document Type: Text
Line Width: 80
Tab Columns: 1 9 17 25 33 41 49 57 65 73

Enter edit command or press RETURN to display text screen:
\

1. Document Activity: The Edit Status Screen displays information regarding the activity of the files you are using. Under the heading “ACTIVITY,” there may be several documents and activities listed. (“Writing” and “Updating” will never display at the same time.)

Reading: The input document file read into memory.

Writing: The output document file after editing is ended.

Updating: The document being edited.

Printing: The document being spool-printed.

Including: The document whose contents may be included in the current edit document.

To the right of the activity and document name, the Edit Status Screen indicates whether the file is active, inactive or finished.

2. Workspace: The status of the document in regard to computer memory is displayed under “Workspace.” Each category displays both the percentage of workspace and the number of characters.

Total: Total amount of memory available.

In Use: The amount used for the document so far.

Remaining: The amount of memory still available.

This section should be carefully monitored when you are working with large documents to avoid running out of workspace.

3. Screen Text Format: The Edit Status Screen displays three types of information regarding the format of the text screen. Any of these formats may be changed by typing the appropriate Edit command at the backslash at the bottom of the screen.

Document Type: The type file with which you are working; this is usually a Text file, but may also be a Program or

Special file. (See "Modes" in this section.)

Line Width: The number of characters contained in each line on the Text Screen. This may be any number up to the maximum for your terminal screen.

Tab Columns: The numeric indicators of tab markers, which are initially preset at intervals of eight but can be changed by you.

Edit Procedures

Giving Edit Commands: Type the Edit command at the backslash on the bottom of the Edit Status Screen and press RETURN. You may type the command in either upper- or lower-case letters.

Correcting Commands: If you need to correct a command you entered, you can back up the cursor with either the LEFT arrow or backspace key. If you need to cancel an entire command line, press ESCAPE. PeachText will accept only commands it can recognize. If you mistype a command, PeachText responds with the proper form of the command. You can then retype the command.

Edit Help: If you need more information on possible commands, type ? at the backslash. PeachText will display the information. If you need information on a particular type of command, type ? following the first letter of the command. For example, /? will give you help on the Include command.

Changing Disks While in Edit: When in Edit, you may change disks to extract text from memory with the "X" function or to select a new input file with "C" or "I." Edit keeps you from writing to the wrong disk. When you type END, the computer looks for the directory listing of your output file. If it doesn't exist, you will see the message *Filename.\$\$\$ must be mounted on drive (system drive)*. All you need to do is insert the correct disk and retype the command. It is possible, however, to do considerable damage by writing to the wrong disk. *Exercise extreme care when changing disks!*

Moving to and from the Text Screen: The Text Screen contains the actual text of your document. If you are creating a document, the Text Screen will be blank (except for the cursor), as if it were a blank sheet of paper, ready for you to start typing. If you are editing an existing document, the text of the document will appear on the Text Screen.

To go to the Text Screen from the Edit Status Screen, press the RETURN key without giving a command.

To return to the Edit Status Screen from the Text Screen, press the ESCAPE key.

How to Exit Edit

There are four ways to leave Edit. Each way requires you to type an Edit command at the backslash on the Edit Status Screen.

The End Command: To leave Edit and save the changes to a document, type END and press RETURN. PeachText then saves the document under the name you gave it when you entered Edit. PeachText automatically copies and renames the original document with a BAK extension as a back-up document. If there is an existing BAK document with this

name, PeachText erases it.

The End=<Document> Command: To rename a document when you save it, type *END=<Document>* and press RETURN. The original document and the BAK file are left as is.

The Quit Command: To leave Edit without saving any changes to the document, type *QUIT*. PeachText will then leave Edit without renaming the original document and without making any changes to the document. *QUIT* erases any *.\$\$\$* document and any temporary files.

The Quitx Command: To leave Edit and retain the temporary SAVE document and *.\$\$\$* document, type *QUITX* and press RETURN. This is the only command to leave Edit that retains the temporary documents on the diskette.

Edit Commands

The rest of this chapter describes, in alphabetical order, all Edit commands that can be given from the Edit Status Screen or on the Text Screen. There are two types of Edit commands:

- One- or two-letter commands given at the backslash (\) on the Edit Status Screen.
- Edit control keys that carry out specific PeachText editing functions.

Block Marker

Command: F3 function key.

Purpose: A “block” is a section of text in a document. Blocks may be moved, deleted or copied within the document. Block commands can save you time. You can avoid repetitive actions (such as retyping a block you could have copied) and keep from using more actions than necessary (such as deleting individual lines when you could delete an entire block at once).

A block marker looks like an underscore character (_) on the Text Screen, but since it is placed in the text with the F3 function key it is interpreted differently.

There must be exactly two block markers in the text. If there are more or less than two markers, PeachText cannot identify the exact location of the block and will display an error message.

Procedure:

1

Move the cursor to the first character of the portion of text you wish to mark and press the F3 function key.

2

Move the cursor to the first character following the block. If the block ends with a carriage return, place the marker at the first character of the following line. Press the F3 function key again.

3

Although you did not press the underscore key, you will see two underscore characters at the beginning and end of the block.

You may delete individual block markers with the DELETE key.

Block Copy

Command: BC.

Purpose: You may copy a block of text to another location in the document. However, you may not copy the block to a point within the same block. If the cursor is inside the block when you give the Block Copy command, PeachText will display an error message.

Procedure:

- 1 Mark the block you wish to copy.
- 2 Move the cursor to the point in the text where the block is to be copied and press the ESCAPE key.
- 3 On the Edit Status screen, type *BC* (for Block Copy) and press RETURN.
- 4 Follow the procedure in Step 3 to make as many copies of a block as you wish, within the limits of available memory.
- 5 When you no longer need the original block, delete the markers with the Block Kill command.

Block Delete

Command: BD.

Purpose: The Block Delete command lets you delete a block of text.

Procedure:

- 1 Mark the block to be deleted.
- 2 Make sure the cursor is not left within the block and press the ESCAPE key.
- 3 On the Edit Status screen, type *BD* (for Block Delete) and press RETURN. The screen displays the number of characters in the block and asks if this block is to be deleted, thus preventing accidental deletions.
- 4 If you wish to delete the block, type *Y*. If not, type *N*.
- 5 Return to the Text Screen to continue editing text. The block and the block markers will have been deleted.

Block Extract

Command: XB = .

Purpose: The Block Extract command lets you extract a part of the file in memory. PeachText will extract the marked block and save it under the file name you specify. You can also save a file or portion of a file on a new disk.

Procedure:

- 1 Mark the block to be extracted.
- 2 Make sure the cursor is not left within the block you wish to extract and press the ESCAPE key.
- 3 On the Edit Status Screen, type *XB = filename* and press RETURN. After you finish editing the document, you will be able to go to the directory and see the name of the document that was created with the Block Extract procedure.

Block Marker Kill

Command: BK.

Purpose: Deletes all block markers from the document.

Procedure:

- 1 Enter the Edit Status Screen.
- 2 Type *BK* (for Block Kill). Block markers are not saved with a document. PeachText ignores block markers when it writes a

document to the disk. Any block markers in the document are deleted.

Block Move

Command: BM.

Purpose: The Block Move command lets you move a block of text to another location in the document. However, you may not move the block to a point within the same block. If the cursor is between the markers, the screen will display an error message.

Procedure:

1

Mark the block of text to be moved.

2

Place the cursor at the point in the text where you wish to move the block and press the ESCAPE key.

3

On the Edit Status screen, type *BM* (for Block Move) and press RETURN.

4

When you return to the Text Screen, the cursor will be positioned on the first character of the block that was just moved. The move deletes the block markers; you do not need to delete them.

Change Reading File

Command: C<Filename>.

Purpose: While creating a file, you may want to add text from another file. This can be accomplished by changing the reading active file and adding it to the end of the “writing active” file.

1

Procedure:

Enter C<Filename> on the Edit Status Screen.

2

The new reading file may be on a different disk; if so, change disks before typing the command. This will change the reading file. Even though you changed the name of the “reading active” (input) file, the name of the output file will remain the same.

3

Remember to replace the original output disk before typing *END*, if that’s where you want to write the active file.

After concatenating the new input file, type *R* to read it into memory. You may change the concatenated file as often as you wish in a single session without ending Edit. To add text at some location in memory other than the end of the current text, use the Include command.

Character Delete

Command: DELETE key.

Purpose: Deletes the character at the cursor position.

1

Procedure:

2

Move the cursor to the character you wish to delete.

Press the DELETE key. The system deletes the character and moves all characters on that line one space to the left. If this makes room for the first word of the following line, PeachText moves that word up and rewrites the next line(s).

Character Insert

Command: INSERT key.

Purpose: Inserts a character at the cursor position.

1

Procedure:

Move the cursor to the character in front of which you want to make the insertion. Example: To insert an *a* in *bet* to make *beat*, move the cursor to the *t*.

2

When the cursor is in the correct position, press the INSERT key.

3

Type the character you wish to insert. Each time you press a key, PeachText will place that character on the screen at the cursor location. All the characters from the cursor to the end of the line shift one space to the right. You will continue to insert characters until you press any other control key, such as cursor movement, deletion, etc. For long insertions, use the F8 (Full/End Insert) function key.

Cursor Movement

The cursor is a bar of light indicating your current position on the text screen. Any characters typed onto the keyboard appear on the screen at the cursor position. The arrow keys to move the cursor up, down, left and right have no effect on the text at all.

Pressing an arrow key moves the cursor one space in the indicated direction. The arrow keys are repeating keys; when they are pressed and held down, the cursor continues to move in the indicated direction until the key is released.

Up Cursor

Command: UP arrow key.

Purpose: The UP arrow key moves the cursor up one line. Pressing the arrow key when the cursor is on the top line of a screen causes the text to shift backward one line. If the cursor is at the beginning of text when this occurs, the text screen does not change.

Down Cursor

Command: DOWN arrow key.

Purpose: The DOWN arrow key moves the cursor down one line. Pressing the DOWN arrow key when the cursor is on the bottom line of a text screen causes the text to shift forward one line. You may move the cursor down only one line beyond the end of the text; the cursor ignores any attempt to move it beyond that point.

Right Cursor

Command: RIGHT arrow key.

Purpose: The RIGHT arrow key moves the cursor one space to the right. When the cursor is on the last position of a line, it moves to the first position of the next line.

Left Cursor

Command: LEFT arrow key.

Purpose: The LEFT arrow key moves the cursor one space to the left. Pressing the LEFT arrow key when the cursor is on the first position of a line causes the cursor to move to the last position of the preceding line.

Tab Cursor

Command: TAB key.

Purpose: The TAB key helps position the cursor at specific locations on the Text Screen. When you press the TAB key,

the cursor advances to the next tab marker setting. If the cursor is beyond the last tab marker on a line, pressing the TAB key moves the cursor to the first position of the next line.

Home Cursor

Command: HOME key.

Purpose: The HOME key also helps position the cursor on the Text Screen. When you press the HOME key, the cursor moves to the first position of the line it is currently on. If the cursor is already on the first position of a line, it moves to the first position of the first line on the screen. If you press the HOME key when the cursor is already on the first position of the top line, it moves to the first position of the last line on the screen.

Backspace

Command: Backspace key.

Purpose: Moves the cursor one space to the left, erasing any text at that cursor position.

Display File

Command: D<Filename>.

Purpose: The Display command allows you to look at the contents of any document file without leaving Edit or affecting the document you are editing.

Procedure:

1

Enter the Edit Status Screen.

2

At the backslash, type *D<Filename>*. (It must be the exact name of a document on the disk.)

3

If the document is not on the current drive, type *D<Drive>:<Filename>*. Example: You want to display a document named REPLIES.STD on the disk in Drive B. You would enter *DB:REPLIES.STD*. If Drive B is the current default drive, type *DREPLIES.STD*.

4

On the message line at the bottom of the screen, a line appears with the file name. When PeachText reaches the end of the document, press RETURN to go back to the Edit Status Screen.

Comments:

- When displaying a document, PeachText ignores the current line length and prints a line using the maximum line width for your terminal.
- Automatic wordwrapping does not operate when you display a document, so lines may end in the middle of words.
- The Display command works only on pure ASCII files. If the file is not pure ASCII, PeachText displays an error message on the screen or may display strange characters.

End Edit

Command: END or END = <Document>.

Purpose: Ends Edit and saves the changes made to the document.

Procedure: In most cases, you will leave Edit by typing *END*. PeachText will save the edited document under the name you specified when you entered Edit from the menu. If you did not tell PeachText to save the edited document under a new

name or on a different disk, the original document (before editing) will automatically be renamed with a BAK extension to indicate a backup document. If there is an existing BAK document with this name, it will be erased.

To change the name of an output file:

1 Make the necessary changes to the original document.

2 Type *END=<Filename>* to save the edited document under a new name. Note that PeachText uses the Rename feature to implement this command. Thus, you can't end to a disk other than the default disk indicated by your prompt; e.g., if you entered Edit under a D: default, the output file will be on Drive D, even if you use *END=* to change its name

Extract and Save Text

Command: X or X=<Filename>. (See also Block Extract.)

Purpose: The command X extracts text from memory and places it in a temporary file named SAVE. X=<Filename> extracts text and places it in a file under the name specified.

Procedure:

1 Enter an X on the Edit Status screen. This causes PeachText to save all the file currently in memory in a file called "SAVE." After this file is written, PeachText returns to the Edit Status Screen so you can continue editing. SAVE now contains all the work in memory at the time of the save; any work previously saved and not stored elsewhere is erased.

2 If your work session is interrupted, edit and include SAVE to set you back to the point at which the save was performed. The file SAVE is erased after your work file is written to the diskette with the Write or End command.

3 4 Type the command X=<Filename> on the Edit Status Screen to save current memory in a file whose name you specify. If that file name exists, PeachText will ask if you want to write over it. If you answer Y, the previous file name contents will be erased; if you answer N, the request will be cancelled.

Files Display

Command: F or F<Drive>.

Purpose: The Files command lets you look at the directory on a disk without leaving Edit and going back to the menu.

Procedure: When you need to see which documents are on a disk but do not wish to leave Edit, you may:

1 Go to the Edit Status Screen and type *F<Drive>* to see the files on a specified disk drive. Example: FA tells the program to display the files on Drive A.

2 If you indicated a valid drive, PeachText will display a list of files on the disk in that drive. If you did not indicate a drive, the files on the default drive will be displayed.

3 If the directory is long, it will fill the screen and stop. At the bottom of the screen, the message *Press RETURN to continue:* will appear. Press RETURN to display the next screen of the directory. Pressing ESCAPE will take you to the Edit Status Screen.

4 If a disk is not in the drive indicated, PeachText will "hang up" until a disk is put in the drive.

Important: If you encounter a Disk Full condition, always use

the Files Display command to determine which documents can be erased. If you leave Edit in a Disk Full condition, you will lose the entire current edited document.

Full/End Insert

1

2

3

4

Command: F8 function key.

Purpose: Opens the text from the cursor position so you can add large insertions.

Procedure:

- 1 Position the cursor on the character in front of which you want to insert text and press the F8 function key.
- 2 PeachText will clear the screen from the current cursor position. The line of text following the cursor will be displayed on the message line at the bottom of the screen for reference.
- 3 Type the insertion. You are able to use most control keys when inserting text. If you press the F6 function key, the TOP OF TEXT or BOTTOM OF TEXT control keys or the ESCAPE key, PeachText will end Full Insert.
- 4 When you finish your insertion, press the F8 function key. PeachText will fill in the rest of the screen with the text that was moved to the bottom of the screen.

Comments:

- You may not move the cursor more than one line past the last line of the insertion.
- If you insert more than the screen will hold, the text will move upward as if you were at the end of text. The reference line at the bottom of the screen will disappear to avoid confusion.

Include File Setup

1

2

3

Command: I<Document>.

Purpose: The Include command allows you to open a file on disk and then add all, or a part, of its text to the file you are editing.

Procedure:

- 1 To open an Include file, type <Filename> at the Edit Status Screen. Example: IREPLIES.STD.
- 2 The Edit Status Screen will show <Filename> as an active Include document. (Only one document at a time can be an Include document.)
- 3 <Filename> will remain an Include document until you establish another Include document or exit Edit.

Include Text

1

2

3

4

Command: I or I@.

Purpose: To include a portion of an Include file in the document being edited (after opening the Include file).

Procedure:

- 1 Move the cursor to the place in the current Edit document where you wish to include the additional text.
- 2 Enter the Edit Status Screen. Type / and press RETURN to bring in the Include document.
- 3 PeachText will display the first screen of text from the Include document.
- 4 On the message line, PeachText will prompt you to press Y to

5

include the text on the screen or press RETURN if you do not wish to include it.

6

PeachText will then prompt you to press RETURN to continue to the next screen, press ESCAPE to return to the Edit Status Screen or type in a section name followed by RETURN.

PeachText will repeat this procedure until you press ESCAPE or until the end of the Include document is reached. You will then return to the Edit Status Screen.

Comments:

- As in the Display command, PeachText will not recognize the current line width or automatic word wrapping when displaying the Include document.
- The amount of text you may include is limited only by the available memory. Before a section is included, PeachText fits it into memory on a trial basis. If it does not fit, PeachText will notify you.
- If memory is full, you must write some of your document to disk before continuing the Include sequence.

Formatting: You may use the F7 (Page Feed) function key to help format Include files for separation into distinct screens. During the Include sequence, PeachText will treat a page feed symbol as a section marker. Other than the first screen, each screen of the Include sequence will begin with a page feed symbol and end when it comes to the next page.

Example: If you have established a file of standard responses using a system of codes—A1, A2, A3, B1, B2, B3, etc.—your banners look like this:

^ A1 - Description of Aluminum Widgets

To include a standard response, you would:

1

Type */@<Code>*. The @ symbol tells PeachText to search for a section title. PeachText will search through the file until it reaches *<Code>* and then display that section of text on the screen.

2

Press Y to accept that section. Press N if it is not the correct section.

3

Press RETURN to go to the Edit Status Screen.

Internal Note

*Command: *<Comment>*

Purpose: This command places comments within the text of a document that will not print in the document. Internal notes appear only on the Text Screen.

An example of the use of an Internal Note (*) command is as a reminder of the last date you changed a document:

** Date of last edit was April 15, 1982 (added 2 sections).*

Because PeachText ignores any text following an * until it sees a carriage return or backslash, the Internal Note command must be the last command on a line. Otherwise, PeachText will ignore a command. For example, the command ** Revised 11/15/82, NP* is not valid. PeachText ignores the New Page command.

Kill a File

Command: K<Filename>

Purpose: Deletes a document from the diskette without your having to leave the Edit Status Screen.

- 1** *Procedure:*
On the Edit Status Screen, type *K<Filename>*, where *Filename* is the file you wish to delete. *Do not return to the menu to delete a document* when you see a "Disk Full" message; you will lose the changes you just made to the document being edited.
- 2** PeachText will ask for confirmation that the document is to be deleted. If you answer *Y*, the document will be deleted. If you answer *N*, the Kill command will be ignored.
- 3** After you make room for the document you are saving, you may continue by giving a Write or End command.

Line Delete

Command: F9 function key.

Purpose: Deletes a line from the cursor position to the end of the line.

- 1** *Procedure:*
Move the cursor to the point in the line from which you wish to delete.
- 2** Press the F9 function key two times in a row. This prevents deletion of a line if the F9 function key is pressed by accident. PeachText deletes the line and moves the text on the next line up to the cursor.

You must press the F9 function key twice only for the first line you delete. If you delete several lines, press the F9 function key only once for the second and third lines. If you are going to delete more than a few lines of text, you may wish to use Block Delete instead.

Deleting a carriage return: The DELETE key will delete any character (including control characters) except the carriage return. A carriage return can be deleted only by pressing the F9 function key.

Line Feed

Command: CONTROL ENTER key.

Purpose: You do not need the CONTROL ENTER key unless you are using Edit to program in BASIC. If this is the case, you will use Line Feed to break a program line without ending the line.

- 1** *Procedure:*
Move the cursor to the point at which you want the line feed. Press the CONTROL ENTER key and follow by pressing RETURN. PeachText will display a vertical bar.
- 2** When you get a listing in PeachText, you will notice the carriage return behaves in the usual way. However, when you run a program, PeachText is informed by the CONTROL ENTER character not to end the current program line.

You can delete a line feed with the DELETE key.

Line Width

Command: Ln.

Purpose: The Line Width command sets the maximum number of characters per line that may be displayed on the

screen or printed while using Edit. The Line Width command is for your convenience while using Edit; it has no effect on the way the document is saved on disk or later printed by the Print program.

Default: If you do not give a Line Width command, PeachText will use the maximum number of characters for your terminal.

Procedure:

1
2

Go to Edit Status Screen.

Type *Ln*, where *n* is a number from 2 to the maximum for your terminal. Press RETURN.

Example: To set a line width of 50 characters, type *L50* and press RETURN.

You may change the line width as many times as you wish without affecting the text.

When using automatic wordwrapping, the last character of a line must be a blank, carriage return, page feed or line feed. Since Print takes off blanks at the end of a line, a text with a line width of 60 characters may not look the same when it is printed with the "Print Document" selection as it does when printed with the "Edit Document" selection.

Modes

Commands: MT or MP or MS.

Purpose: In the Edit function, there are three ways, or modes, of formatting the Text screen—Text, Program and Special.

Note: If you will be using Edit only to create and edit documents, you will not use the Program or Special modes.

The differences between modes lie in a few features that affect the way the Text Screen looks while you are using the keyboard:

- Automatic termination of lines only at the end of words (wordwrapping).
- Blank packing.
- Display of the carriage return symbol.

Text Mode (MT):

In the Text mode all three features are active.

- Lines always stop at the end of a word (unless hyphenation was indicated). When wordwrapping is not active, a line ends at the specified line width or at a carriage return.
- A series of blanks is replaced internally with a tab symbol. This is a shortcut message to PeachText that can save a considerable amount of disk space. (You should need to deactivate this feature only if you are using PeachText to write programs in BASIC or when creating a fixed-length data file.)
- The carriage return symbol displays on the screen.

Program Mode (MP):

In the Program mode, automatic wordwrapping and the display of the carriage return symbol are inactive.

Special Mode (MS):

Any other combination of features is called the Special mode. This can be any of the six possible combinations which are

not Text or Program mode.

If you type *MS* on the Edit Status Screen, PeachText displays the correct setting for MA, MB and MC. (See following discussion on these settings.)

Procedure:

1
2
3

Go to the EDIT Status screen.

Type in one of the mode indicators (*MT*, *MP* or *MS*) and press RETURN.

PeachText changes to the mode you indicated. You can see the change was made by looking at "Document Type" on the Edit Status Screen.

Activating/Inactivating Features:

You can activate or inactivate a feature by giving commands at the backslash on the Edit Status screen.

Automatic wordwrapping: To activate wordwrapping, type *MAY* (for Mode Automatic wordwrapping/Yes) and press RETURN. To inactivate wordwrapping, type *MAN* (for Mode Automatic wordwrapping/No) and press RETURN.

Blank packing: To activate blank packing, type *MBY* (for Mode Blank packing/Yes) and press RETURN. To inactivate blank packing, type *MBN* (for Mode Blank packing/No) and press RETURN.

Carriage return: To activate the visible carriage return, type *MCY* (for Mode Carriage return/Yes) and press RETURN. To inactivate the carriage return, type *MCN* (for Mode Carriage return/No) and press RETURN.

Page Feed

Command: F7 function key.

1
2
3

Purpose: Move the printer forward to the first line of the next page or display text on the screen only as far as the next page feed marker. You will use page feed to format Include files. (See the section under Include Files regarding formatting documents by paragraphs or sections.)

Procedure:

Place the cursor at the point in text where you want the page feed.

Press the F7 function key.

The page feed character is an embedded control key which appears on the screen as a caret (^). It is not the same as the caret that appears when you press the actual character key on your keyboard.

Print from Edit

Command: P or PB or P! or P=.

Purpose: While in Edit, you may print a copy of all or part of your document. Edit prints the text of the document exactly as it looks on the screen (except that the Page Feed and the carriage return symbols do not appear on paper). Edit prints the actual commands you embedded in the document but does not carry out those commands.

Some documents can become quite complicated with the many and varied embedded print and variable commands.

You may wish to print a copy of the document in Edit and check to make sure it is correct before you print it as a formatted document.

You may want to print from Edit if the document was not formatted the way you expected. It may be easier to locate the problem when you look at all the print and variable commands at once.

Procedure:

To print all of a document while in Edit:

1

Go to the Edit Status Screen.

2

Type *P* at the backslash. This tells the computer to print all the document currently in memory. Type *P!* to make the printer skip to a new page and begin printing.

3

Press RETURN.

1

To print a block of text while in Edit:

2

Set block markers around the text to be printed. (See the section on blocks.)

3

Go to the Edit Status Screen.

4

Type *PB* (for Print Block) or *PB!*. Press RETURN.

5

To set print parameters before printing:

1

Type *P=* at the backslash on the Edit Status Screen and press RETURN.

2

The screen clears and displays the print parameters one at a time. As each parameter appears on the screen, press RETURN to accept the value as shown or type the new value and press RETURN.

3

Quick Print Options:

Page Size (01-99) is 66 --

Bottom Margin (00-65) is 09 --

Line Spacing (01-65) is 01 --

Left Margin (00-99) is 00 --

Single Sheet (Y-N) is N --

Start New Page (Y-N) is N --

4

When the following message appears—*Print Options Okay (Y/N)?*—type *Y* to accept them. If print options are not satisfactory, type *N* to make corrections.

5

Go to the Edit Status Screen and type either *P* or *P!* or *PB* or *PB!* and press RETURN.

6

Unless you leave Edit you will not have to reset these values again unless you wish to change them.

To stop or restart printing:

- If you need to stop printing, press CONTROL S.
- To resume printing, press any key on the keyboard.
- To stop printing completely, press the ESCAPE key.

Note: Your computer may take several seconds to stop printing, since it must empty its memory before it can respond to your stop command.

Quit Edit

Command: QUIT or QUITX.

Purpose: To leave Edit without saving the edited document, type *QUIT*. PeachText will then end Edit without renaming the original document or its backup and without making any of

the changes to the document. QUITX does not save the edited document but does retain any text in the temporary SAVE file.

1

It is possible to save a document as it was edited without changing the original document or its backup, even if you did not specify a new name for the new output document. To leave Edit and save the edited document with a .\$\$\$ document extension (the designation of an output document): Go to the Edit Status Screen and type *W* to write the edited document to the disk. Press RETURN.

2

When PeachText has finished writing the document to the disk, type *QUITX*. Press RETURN.

This command leaves the output document (.\$\$\$) as it was when you gave the Write command. You now have three documents—the original (.DOC), the original's back-up (.BAK) and the edited document you wrote to the disk (.\$\$\$).

Watch your memory and disk space when using this command; only the portion of the document that has been written to disk is saved when you give the QUITX command.

Read File Into Memory

Command: R or Rn.

Purpose: The Read command is used to set aside additional memory so you can work with the entire text of a document that is too large for the available memory.

When you select “Edit Document” from the menu, PeachText automatically reads the document you specify into memory. At least 50% of available memory is set aside for additions to the text. However, if the document is larger than the memory set aside, some of the document will not be loaded into memory on the first pass. Should this happen, you will need the Read command to tell PeachText you need to use more memory.

Procedure:

1

Select “Edit Document” from the menu. PeachText will load the document you specified into memory.

2

When all the document has been loaded, PeachText will display the message “Input finished” next to the input file name on the Edit Status Screen. Press RETURN.

3

Type *R* (for Read) to load more of the document. You must tell PeachText to write the current contents of memory to the disk and read the next piece of text until you get to the text to be changed. It won’t happen automatically. PeachText loads more of the document, up to 50% of remaining memory.

4

You may read a specific number of lines into memory by typing *Rn*, where *n* is the number of lines. PeachText reads the document into memory until the number of lines has been read or until memory is full. If you want to edit only the first few paragraphs, type *END* when you finish, and PeachText will save the entire file with the changes.

Example:

You need to make minor changes to a document containing 40,000 characters. However, PeachText will not load all your

document on the first pass. It will only load 50% of the available memory, which is not enough to read your entire document into memory.

Type *R* and press RETURN. You may have to repeat this command several times to read the entire document into memory. By typing *R9999* (assuming the document has fewer than 9,999 lines), you can load the entire document with only one command.

Remember: Each time PeachText carries out a Read command, it has less space for additions to your text. Take this into consideration when you have a very large document that may require extensive additions. When memory is “full,” it has not actually reached its capacity. It still has room for about 250 more characters. This is enough for only minor additions, so write some text to disk immediately. Do not continue typing.

If you need more space than would be left after a Read command, or if your document is larger than the available memory, you must use a combination of Read and Write commands.

Scrolling Text

Moving text backward or forward on the screen is called “scrolling.” Scrolling changes the position of the text on the Text Screen without changing the position of the cursor on the screen. Since your documents will almost always be longer than the text that can be displayed on one screen, you need to be able to move new text onto the screen.

Forward Line Scroll

Command: SHIFT F2 function key.

Purpose: The SHIFT F2 function key moves the text on the screen up one line. This displays the next line of text at the bottom of the screen. You cannot scroll beyond the last line of text.

Backward Line Scroll

Command: SHIFT F1 function key.

Purpose: The SHIFT F1 function key moves the text on the screen down one line. This displays a new line of text at the top of the screen. You cannot scroll beyond the first line of text.

Forward Page Scroll

Command: F2 function key.

Purpose: The F2 function key clears and then rewrites the screen, starting with the last line of text on the previous screen. This is the equivalent of turning to the next page of your document. If you press the F2 function key with less than a full screen of text remaining, PeachText rewrites the last screen, with the last line of text on the same line as the cursor.

Backward Page Scroll

Command: F1 function key.

Purpose: The F1 function key clears the screen and rewrites the text so the first line on the previous screen becomes the last line on the new screen. This is the equivalent of turning the page back in your document. If you press the F1 function

key with less than a full screen remaining at the beginning of the text, PeachText displays the first screen of text in your document.

Top of Text

Command: CONTROL T.

Purpose: CONTROL T clears the screen and displays the first screen of text, with the cursor at the first position of the first line.

Bottom of Text

Command: CONTROL B.

Purpose: CONTROL B clears the screen and displays the last screen of text, with the cursor located on the line following the end of your text.

Search and Replace Functions

Commands: F6 (Search) and F5 (Repeat Search) function keys.

Purpose: A *string* is any series of characters such as letters, numbers, spaces and punctuation. The Search function will look through text for a string and place the cursor on the first character of that string. This ability to go directly to a specific string is a great time-saver when you need to correct or replace a string.

There are four different ways to use the Search function:

- *Search* merely locates a string so you can type a correction.
- *Search and Replace* locates the string and replaces it with specified characters included in the command itself.
- *Multiple Search and Replace* locates and replaces all occurrences of a string with the specified characters.
- *Repeat Search* repeats the last Search or Search and Replace command you gave.

Search

1

To search for a string of characters:

Press the F6 function key. PeachText drops the cursor to the message line at the bottom of the screen and displays a colon (:). This is where you will type the search string.

2

Type in the search string *exactly* as it appears in the text. Press RETURN. Example: :misstake.

PeachText displays the screen with the cursor on the same line it was on when you pressed the F6 function key. For example, if the cursor was on the third line when the search began, PeachText scrolls the text forward and displays the screen so the cursor is on the search string on the third line.

Comments:

- PeachText can find a search string located only between the current cursor position and the end of the text. If you want to search for a string located between the current cursor position and the beginning of the text file, or through the entire file, you must move the cursor to the top of your text file before you begin the search.
- If PeachText does not find the search string, it prints *Cannot find <Search string>* on the command line and returns the cursor to its original location on the Text Screen.
- In addition to the alphanumeric characters on the keyboard,

a search string can include the Page Feed, Block Marker and Return control characters.

- Since pressing RETURN begins the search, the TAB cursor control key must be substituted for RETURN when RETURN is part of your search string.

Example: To search for the next carriage return, you must press the TAB control key followed by RETURN to activate the search.

- If you need to correct your search string as you are typing it, move the cursor to the left with the backspace key and retype the line. After you backspace, PeachText will ignore all the characters to the right of the cursor, beginning with the cursor itself.
- To cancel a Search command, press ESCAPE. This is the only time pressing ESCAPE will not take you from the Text Screen to the Edit Status Screen.
- PeachText assumes nothing about the string you are seeking. It does not know if you are looking for a complete word or that an upper-case letter is the same as a lower-case letter.

Example: If you had "the" as your string, PeachText would find "there" and "other" but would not find "The". It is up to you to make your string unique. In the example above, the best way to designate the word *the* is "*the*", because the leading and trailing blanks set it off as a word.

Search and Replace

1

To search for a string and replace it with another string:

Position the cursor in the proper place and press the F6 function key. PeachText drops the cursor to the message line at the bottom of the screen and prints a colon(:).

Type in the search string *exactly* as it appears in the text. Instead of pressing RETURN after typing the Search string, press the F6 function key again. PeachText displays a second colon after the search string.

Type the replacement string exactly as you wish it to appear, following the rules for the search string outlined above.

When both the search string and the replacement string are exactly as you want them, press RETURN. PeachText will display the screen with the cursor located immediately behind the replacement string.

Comments:

- If you want to delete a search string, press RETURN without entering a replacement string.
- If you backspace over the second colon, the Search and Replace command will be canceled.
- To restore a Search and Replace command, you must press the F6 function key again and type the replacement string.

Multiple Search and Replace

1

To look between the cursor and the end of text for multiple occurrences of a search string and replace them with a new string:

Press the F6 function key. PeachText drops the cursor to the message line at the bottom of the screen and prints a colon(:)

2
3
4
5

Type in the search string *exactly* as it appears in the text.
 Press the F6 function key again.
 Type the replacement string.
 Instead of pressing RETURN, press the F6 function key again. PeachText displays a third colon on the message line following the replacement string.

6

Type the number of times you want the search string to be replaced and press RETURN; e.g., to replace the next three occurrences of the search string, type 3.

7

Example: :people:persons:3
 To replace all occurrences of the search string between the cursor and the end of text, press RETURN without typing a number.

8

Example: :thier:their:<RETURN>
 PeachText displays the screen with the cursor on the last string that was replaced. If you replaced all occurrences of the search string, PeachText displays the number of occurrences found on the message line. PeachText also displays the number of occurrences if less than the number specified.

Repeat Search**1**

To tell PeachText to repeat the last Search or Search and Replace command entered:

2

If the last command was a Search command, press the F5 function key and PeachText will repeat the search for the next occurrence.

2

If the last command was a Search and Replace command, press the F5 function key and PeachText will repeat the Search and Replace.

Comments:

- PeachText performs only one replacement when you press the F5 function key, even if you previously indicated a Multiple Search and Replace.
- If you press the F5 function key without defining a search string, PeachText will search for the first occurrence of an exclamation point (!). This is used in templates for form letters and documents.

Other Commands**Spool Print**

Commands: S<Document> or S or SX.

Purpose: While editing one document, it is possible to print another entirely different document in the background. This is called "spool printing." Some computers may not be able to perform this function at a useful speed.

Procedure:**1**

Make sure the document you wish to print has been written to the disk as a formatted document with a .PRN extension. Select "Edit Document" from the menu and enter the name of the document you wish to edit.

2

Go to the Edit Status Screen.

3

Type S<Filename>. S stands for Spool and <Filename> is the name of the document you wish to print. Press RETURN.

4

If the document is not on the disk, or if it is not pure ASCII

(see the glossary for a definition of "ASCII"), you will receive an error message. You have a chance to change your mind at this point. If the background document has been formatted by Print, it may have non-ASCII characters. This is not a problem, as they are easily interpreted by PeachText. Press RETURN to continue past this point.

6

PeachText displays the Edit Status Screen again. You will see the background document listed as an active Print file.

7

Type S (for Spool) and press RETURN to begin printing.

8

After printing begins, press RETURN to enter the Text Screen to begin editing the other document.

9

Type SX on the Edit Status Screen and press RETURN if you need to stop printing before the end of the document. Type S and press RETURN to resume printing at the point you stopped.

Although you may have only one active Print file at a time, you may establish another document as a background document when the first is finished printing. This lets you print more than one background document in a single session of editing.

Comments: There are several characteristics of background printing you should keep in mind. They could affect what you are attempting to do:

- PeachText does not format the document being printed, so it does not know where to break lines, etc. This is the reason you must write the formatted document to the disk before making it a background document. You can spool print a regular text document (.DOC) in the background, but it will not be a final, formatted document.
- Since the printer and the terminal will be competing for computer time, the keyboard may be sluggish in responding.
- You cannot leave Edit while background printing without stopping the printing entirely.

Tab Markers

Commands: Tn or $Tn1,n2,\dots nx$ or TW or T .

Purpose: Tab markers are set to tell the cursor where to stop when the TAB key is pressed. Tabbing the cursor does not affect the text on the screen.

Comments:

- You may designate as many as 16 tab markers.
- Although markers may be set anywhere (up to the maximum line width for your terminal), you may *not* tab beyond the current line width.
- Current tab settings are indicated on the Edit Status Screen. Initially, the tab markers are set at intervals of eight spaces—at columns 1, 9, 17, 25, 33, 41, 49, 57, 65 and 73.

To change the interval between tab markers:

Type Tn , where n is a number between 1 and 80 for the number of spaces between tabs. Press RETURN.

Example: $T5$ would set markers at columns 1, 6, 11, 16, etc.

To set tab markers at specific columns:

Type $Tn,n1,n2,nx,0$, where n through nx are numbers. Press

RETURN.

Example 1: *T5,20,33,50,0* would set markers at columns 1, 5, 20, 33 and 50.

Example 2: The leftmost column is column 1. If you want to set markers five spaces and 20 spaces from the left margin, type *T6,21,0*.

PeachText sees the final number in a Tab command as an interval, rather than a column number. The command in Example 2 would have set markers at columns 1, 5, 22, 43 and 64 if a zero (0) had not been placed in the last position.

To set markers at specific columns near the beginning of the line, but at intervals thereafter:

Type *Tn,n1,...,nx*, where *nx* is less than or equal to the previous number. Press RETURN.

Example: To set markers in columns 6 and 21 and then at intervals of ten spaces, type *T6,21,10*. The markers would be set at 1, 6, 21, 31, 41, 51, 61 and 71.

Word Delete

Command: F4 function key.

Purpose: Deletes an entire word. A “word” constitutes any group of characters preceded and followed by a blank space.

If a punctuation mark follows a word, such as a comma or period, the punctuation mark is treated as part of the word.

If the cursor is on the first character of a word when the F4 function key is pressed, the entire word will be deleted. The cursor will reappear on the first character of the next word.

Example: If the cursor is on the *t* in *third* when you press the F4 function key, *delete the third word* becomes *delete the word*.

If the cursor is not on the first character of the word, all characters to the right of the cursor are deleted, including the blank space between the word you are deleting and the next word. Any characters to the left of the cursor and the following word are “squeezed” together.

Example: If the cursor is on the *e* in *the* when you press the F4 function key, *this is the wrong position* becomes *this is thwrong position*.

Write Memory to Disk

Command: W or Wn or WC or WR or WCR.

Purpose: The Write command clears all or a portion of your document to the disk. The text is cleared from memory as it is being written to the disk, which provides more memory to continue your text. The Write command is used when there is no memory available for the remainder of the document on which you are working.

Procedure:

From the Edit Status Screen, type *W* to write all of the document in memory to the disk. Press RETURN.

Type *Wn*, where *n* is a number, to write only a specific number of lines to the disk.

Example: To write the first 10 lines of a 30-line document, you

would type W10. The text remaining in memory now begins with line 11.

- 3** Type WC to write from the beginning of the text to the current cursor position. If the cursor is in the middle of a line, the program will write the document to the end of the line preceding the cursor.

To combine the Read and Write commands: There are some circumstances in which you will combine Read and Write commands, such as when a document is larger than the available memory.

- Example:** You have a 40-page document that requires extensive editing. Here is the procedure to edit this document:
- 1** Select "Edit Document" from the menu. The beginning of the document will be loaded into memory, but there is not enough memory for the entire document.
- 2** The Edit Status Screen will display a message that input of the document is not complete.
- 3** Go to the Text Screen and make corrections to this portion of the document.
- 4** Return to the Edit Status Screen and type W. Press RETURN. PeachText will write this portion of text to disk and clear it from memory, giving more memory for editing your document.
- 5** Type R and press RETURN. PeachText will read the next portion of the document into memory. Edit the new portion of text.
- 6** Repeat the above procedure (steps 3 through 5) until all corrections have been made.
- 7** Return to the Edit Status Screen and type END. PeachText will write the text currently in memory to the disk and end Edit.

To combine the Write to Cursor and Read command:

The WCR (Write to Cursor and Read) command also writes to the disk, but only the portion of text from the beginning of memory to the place the cursor was positioned before you went to the Edit Status Screen. For example, you corrected the first five paragraphs of your text. To write the corrected portion to memory and look further into the file:

- 1** Position the cursor at the end of the edited part of your text.
- 2** Press the ESCAPE key to return to the Edit Status Screen.
- 3** Type WCR and press RETURN.

PeachText will write to the disk all text from the beginning of memory to the last cursor position, and will read a similar amount of text from the Reading Active file into memory. Once text is written to the disk, you will have to end and re-enter Edit to get back to the top of the file.

What are recognition characters?

A *recognition character* is a character typed into the text of your document that triggers an action by the program. PeachText recognizes it but does not print it.

When you are entering text in the Edit mode, recognition characters are inserted when you want PeachText to print text in a special way. The recognition character works only as part of text, not as part of a command or the value of a variable. When PeachText sees the recognition character, it processes the text as instructed but does not print the recognition character itself.

For example, if you type the following sentence:

The quick red fox jumped over the lazy brown dog.

and wish to underline the word “jumped,” you would insert the recognition character for underlining before and after that word.

The quick red fox jumped over the lazy brown dog.

But when the sentence is printed, you will see only the underlining; the recognition characters will not appear.

- There are default values for each of the recognition functions, except for the Ignore, Hard Space and Out.
- If you want to set up a new character for any recognition function, you can use any character that is not another recognition function. A character may be the recognition character for only one function at a time.
- When you tell PeachText to recognize a new character, the previous or default character is canceled.

For example, if you define the “at” sign (@) as the recognition character for underlining, not only did you change the current underline character, you also made it impossible to use the “at” sign to boldface type. It is simpler to use the default characters that are preset for each function.

- You must temporarily change or cancel a default recognition character when you want to print that character.

Defaults: There are default values for most of the recognition characters. These are shown on the Print Status Screen in the far right column.

Function	Default Value
Command Marker	\
Boldface	@
Conditional hyphen	&
Superscript	<
Subscript	>
Underline	—

Boldface Type

Purpose: Marks characters to be printed in boldface type.

Default: The default character for boldface type is the “at” sign (@).

Procedure: The boldface character is typed as part of your text. When you come to a character or word you wish to boldface, type an “at” sign preceding and following the character or word to be boldfaced. For example, @boldface@ would be printed as **boldface**. If the last

character to be boldfaced is followed immediately by a carriage return, the trailing boldface recognition character is optional; the carriage return “turns off” the boldfacing command.

Specialty printers: PeachText boldfaces a character by striking it once, moving the print head one increment (this is usually 1/120 of an inch) to the right and striking the same character again. When the print head is finished boldfacing a character, it moves to the right the usual distance before striking the next character.

Draft printers: PeachText boldfaces characters on a draft printer by printing the entire line, then returning to the left side of the page and overstriking the boldface characters.

Intensities of boldface: You may set PeachText to strike a character from one to nine additional times. The more times the printer strikes a character, the bolder (larger and darker) the type will be. It will also take up more space on the page and take longer to print. This is done by typing *BFn*, where *n* is a number from one to nine. You can give this command from the keyboard or embed it in the text of your document.

You cannot set the intensity of boldface higher than nine. If you do, PeachText sees the first number as the intensity and the second number as the recognition character. For example, if you enter *BF10*, PeachText sets the intensity at 1 and changes the boldface recognition character to 0.

Changing the boldface character: You can change the boldface recognition character by typing *BFc*, where *c* is the character you want to use. To restore the boldface recognition character to its original character, type *BF@*. To cancel the boldface recognition character, type *BF*.

Turning off boldface: Since boldface printing can be time-consuming, you may want to temporarily turn off boldface when printing rough drafts. This can be done by typing *BFO* on the Print Status Screen. This does not affect the boldface markers in the text but does keep PeachText from printing extra strikes in the draft.

Command Marker

Purpose: The command marker tells PeachText that characters to follow constitute a command to the system.

Default: The default character of the command marker is the backslash (\).

Giving a Command: Each and every command given to PeachText is preceded by the command marker, whether the command is given from the keyboard, entered on the Edit Status Screen or embedded in the text of the document. For example, to tell PeachText to print a left margin of 10 and a right margin of 50, you would type the command line *\LM10,RM50*. The command marker is already on the Edit Status Screen and the Print Status Screen.

Changing the command marker: To change the command marker, type *CMDc*, where *c* is the character you want to

use. This command can be given from the keyboard or in the text.

- If you change the command marker within the text, you must precede the command with the original marker. You must also end the line with the original command marker. The command marker cannot be changed until the command is carried out, and PeachText does not do so until the command line is finished.

Example: To change the command marker from a backslash to a right bracket, you would type: \CMD\

- If you must change the command marker, do so at the beginning of the text and keep the command marker the same throughout the document to avoid confusion.

Cancelling the command marker: If you type \CMD by itself, PeachText does not recognize any character as a command marker. This means you cannot embed any commands in the text. You can, however, interrupt printing and give commands from the keyboard.

If you have canceled the command marker, it will not appear on the Print Status Screen, but you may still give keyboard commands as usual.

Changing the command marker when doing multiple passes of a document creates confusion. On the second pass, PeachText does not recognize the original command that changed the command marker because it is preceded by a symbol that is no longer the command marker.

If you do change the command marker with an embedded command in a multiple-pass document, you must change the marker back to a backslash at the end of the document. Alternatively, you might change the command marker from the keyboard before you print the document. This way, the command to change the command marker is not part of the actual document and will apply overall.

Conditional Hyphen

Purpose: The conditional hyphen is a symbol placed in a multi-syllable word to indicate where that word may be hyphenated if it cannot fit on a line. (Conditional hyphens are sometimes called phantom or ghost hyphens.)

Default: The default character of the conditional hyphen is the ampersand (&).

Hyphenating a word: The conditional hyphen is typed between syllables where words may be hyphenated if they fall at the end of a line. For example, you might type *sy&/a&b/e* to tell PeachText where the word "syllable" can be hyphenated.

When PeachText comes to a word that does not fit onto the end of the line, it looks for a conditional hyphen. If it sees a conditional hyphen, PeachText checks to see if the word fragment marked by the conditional hyphen will fit on the line. If so, PeachText prints the fragment, replaces the conditional hyphen with a real hyphen and moves the remainder of the word to the beginning of the next line. If the word contains more than one conditional hyphen, PeachText prints the

largest part of the word that will fit on the line. If a word does not need to be hyphenated, PeachText passes over the recognition character.

Changing the conditional hyphen: To change the conditional hyphen to another character, type \HYc, where c is the character you want to use.

To cancel the conditional hyphen, type \HY.

To restore the conditional hyphen to its original character, type \HY&.

Words already hyphenated: PeachText breaks words only at conditional hyphens. If you have a word that is already hyphenated and you would like for it to be broken at the hyphens, you must still insert conditional hyphens.

For example, to break *mother-in-law* at the end of a line, you must type *mother-&in-&law*.

If a conditional hyphen follows a true hyphen, PeachText prints only one hyphen.

Hard Space

Purpose: The hard space character forces a line of text to contain blanks of a set size. For example, contracts occasionally contain a blank area so you can type in individual names. Since PeachText usually squeezes blanks to achieve a certain appearance, your blank areas may not be the size you expect; the length of a blank section of text may not be long enough if it has been squeezed.

Setting a hard space character: To set a hard space character, type \HSc, where c represents the character you want to use. A hard space is a blank area equal to the width of one regular character and is formatted as if it were a printed character. When PeachText is justifying or ending a print line, it can change your spacing unless you use hard spaces.

The hard space character can be either a blank space or a seldom-used character. You will want to choose as a hard space character one that is not often used anywhere else, such as a left bracket (]).

Ignore Character

Purpose: The Ignore character tells PeachText to pass over a character without printing it. The Ignore character is primarily designed for use as a locator with the Skip To print command. It can also be used to temporarily deactivate other recognition characters.

Setting an Ignore character: The Ignore character is set by typing \IGNOREc, where c is the character you want PeachText to ignore. You can have only one Ignore character at a time.

When the Ignore character is used with the Skip To command, you can tell PeachText to skip to a certain character. PeachText will go to that character but will not print it. This gives you mobility within a document.

When you want to print a document and do not want a certain command carried out, you can make the recognition character for that command an Ignore character.

Example: You have text with a number of embedded underline commands. You want to print this document, but you do not want to print the underlines on this pass.

If you typed \UN, you would cancel the recognition character for underlining. This would deactivate the underlining, but then PeachText would print the recognition characters themselves.

The solution is to set the recognition character for underlining as an Ignore character. Now when PeachText sees the recognition character for underlining, it does not print them and the underline command is ignored.

Superscript/ Subscript

Purpose: The superscript character tells PeachText to move the printer carriage down one half line, resulting in a superscripted character, such as 10^3 . The subscript character tells PeachText to move the printer carriage up one half line, resulting in a subscripted character, such as H_2O .

Default: The default character for superscripting is the “less than” sign (<). The default character for subscripting is the “greater than” sign (>). These two commands will work only with specialty printers.

The super/subscript character is typed into the text of a document. When you want a character or word moved up or down one half space from the rest of the text, type the superscript or subscript character just before the first character or word to be moved. For example, if you type 10<32, the superscript character is permanent, i.e., it stays in effect until you change it with the opposite command. So you must follow the super/subscripted text with the opposite character: 10<32>.

When PeachText sees a super/subscript command, it moves the printer carriage down (for superscripting) or up (for subscripting) one half line. The actual measurement of the one-half line depends on the Lines Per Inch setting.

Superscripting and the LINEn commands are the only ways to back up on a page.

Paper slippage: There are three reasons for paper slippage when you are super/subscripting:

- If your paper is not held firmly in place on the printer, it may slip when you attempt to superscript.
- If you attempt to superscript when the number of vertical increments per line is large, the paper may slip.
- If the paper is being held on the printer by a tractor feed, rather than simple friction feed, the printer may not allow the paper enough leeway to move up or down when it sees the super/subscript command.

Changing the super/subscript characters: To change the superscript recognition character to another character, type \SSAc, where c is the character you wish to use. To cancel

superscript, type \SSA. To restore it to the original character, type \SSA<.

To change the subscript recognition character to another character, type \SSBc, where c is the character you wish to use. To cancel subscript, type \SSB. To restore the subscript to its original character, type \SSB>.

Underline

Purpose: The underline recognition character marks text to be underlined.

Default: The default character for underlining is the underline character itself (_).

The underline character is typed just before the first character and just after the last character you want to underline. If the characters to be underlined end at a carriage return, you do not need to type the last underline character.

For example, if you typed _indeed_, PeachText would print the word *indeed* underlined.

Solid underline underlines every character between the two markers. To do this, type \UNS (for *UNderline Solid*).

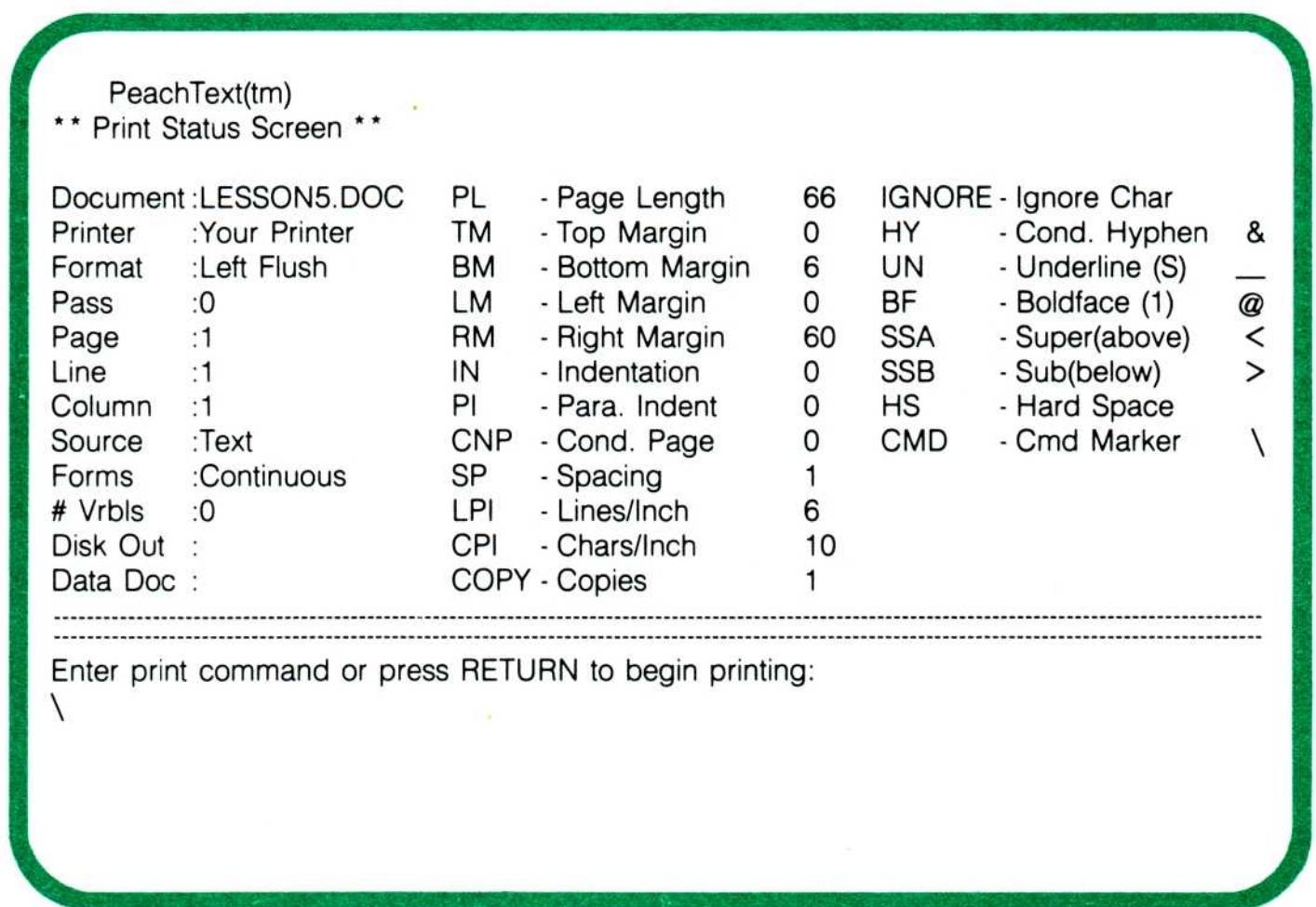
If you have indicated solid underlining but are printing at CPI10 or less, the underlines may not be joined together.

Broken underline underlines letters and numbers but not blanks and punctuation marks. To use broken underlining, type \UNB.

Printing a solid line: To print a solid line, you may either cancel the underline character and type in the line as you would on a typewriter, or you may place two underline markers around a corresponding number of blanks, making sure that PeachText is set on solid underlining. If the line must be a certain length, you can type hard space characters between the underline characters.

The Print Status Screen

The Print Status Screen appears when you select "Print Document" from the PeachText menu. Various items of information about your printer and the document you are printing appear on this screen.



PeachText Commands and Values

The center section of the Print Status Screen lists the name of the document, some of the PeachText print commands and the current value of those commands. The values are those PeachText found at the beginning of the document prior to the first text character. Each time you display a new Print Status Screen, the current values appear. If you did not embed any values in the document, the values shown are the default values.

Command Markers

Message and backslash: Under the boxed section of the screen, the following message appears:
Enter print command or press RETURN key to begin printing:

The backslash under the message is where you will enter keyboard commands. After each command, the Print Status Screen will appear again, with the same message and another backslash. When you are ready to print the document, press RETURN without entering a command.

To pause during the print process: You may pause at any time during the print process by pressing any key on the keyboard except the Control or Shift keys. The Print Status Screen appears with the message and backslash (\). You can then give additional keyboard commands. When you want to continue printing, press RETURN again.

To cancel the print process: To cancel the print process while PeachText is actually printing the document, press any key on the keyboard except the Control or Shift keys. The Print Status Screen appears with the message and backslash. Type *QUIT* and press RETURN to go to the PeachText menu.

You can also press *ESCAPE* to cancel the print process. When you do so, a message appears asking if you wish to

How to Give Print Commands

Keyboard Print Commands

Embedded Print Commands

cancel printing. Type *Y* to cancel; type *N* to continue printing.

There are two ways to tell PeachText how to format and print a document. You may type commands on the Print Status Screen at print time or embed commands in the text of the document during Edit.

You can give most Print commands from the keyboard at the time you start to process the document for printing. All print commands, including those that you embed in text, appear in this chapter.

You may enter keyboard commands at three different times:

1. As you first enter the Print Status Screen.
2. After you pause printing of a document, either manually (by pressing a key on the keyboard) or automatically (by embedding a *WAIT* command in your document.)
3. When PeachText sees a print command and does not know how to interpret it, printing halts and an error message is displayed. At this point you can press any key to display a new Print Status Screen and enter another command.

In contrast to keyboard commands, which you can give at several points during the actual processing of a document, you can also embed print commands directly into the document during Edit.

Entering a command from the keyboard replaces any embedded command in the document. However, every time you reload the document, the embedded commands are again in effect. The only way you can change a command permanently is to change it in your document.

When PeachText sees an incorrect embedded print command, it stops processing the document and displays the appropriate error message. You can then enter the correct command from the keyboard. After you make the correction, press RETURN key again to tell PeachText to resume printing.

- You may use upper or lower case, whichever you prefer; PeachText will convert all commands to upper case before it processes the document. You may find that your document is easier to edit if the embedded print commands contrast with the main body of the text. If most of your text is typed in lower case, the commands will stand out if they are all in upper case.
- You can put more than one command on a command line if you separate the commands with a comma. There are some exceptions, as noted in this chapter.
- An embedded print command line in the document is limited to 256 characters.
- If you want to include a command as part of the text, end the command with a second backslash rather than a carriage return.

For example, PeachText will print the same thing in answer to both of the examples below:

\LM10
\LW60

Heron's...

or:

\LM10,LW60\Heron's...

However, if you end a command line with a backslash that is followed by a carriage return (paragraph marker), the carriage returns becomes part of the text, and the printer will move to the beginning of the next line.

Print commands will not appear in a document when you choose "Print Document" from the menu. PeachText processes each command but does not print it. The commands will, however, be present when you print a copy of the document from Edit.

Specialty Printers and Standard Printers

A specialty printer is equipped to perform certain print functions that a standard printer is not capable of doing, such as superscripting and subscripting text.

A standard printer can move only horizontally by whole spaces and vertically by whole lines. A specialty printer moves both horizontally and vertically by increments. There are usually 120 increments to the horizontal inch and 48 increments to the vertical inch.

For example, if you were printing 10 characters per inch on a specialty printer, the print head would move 12 increments per character (120 divided by 10). If you were printing 12 characters per inch, the print head would move 10 increments per character (120 divided by 12).

PeachText provides a number of commands that relate to incremental movement, but these commands can only be used with a specialty printer. If a command is restricted to specialty printers, it is so indicated in the various sections explaining the commands themselves. Some of these commands are:

- Characters per inch (pitch).
- Superscripting and subscripting.
- Lines per inch.

If you have a document written for a specialty printer that you need to print on a standard printer, you may do so by typing the Draft command (\DRAFT) on the Print Status Screen.

Print Commands

Bidirectional Print

Command: BI ON/OFF.

Purpose: Turns bidirectional print head movement on (BI ON) or off (BI OFF). Most specialty printers alternately print left to right and right to left. You may wish to increase the precision of your printer, or you may wish to use single-direction printing. This command may be embedded in the text or entered from the keyboard during run-time.

If your specialty printer is built to perform automatic bidirectional printing, you will need to enter the command \BI OFF. If you don't, every other line will be scrambled when printed and will look something like this: sdrawkcab.

Bottom Margin

Command: BM_n.

This command sets the bottom margin to *n*, a number between zero and the current page length. This is the number of lines the printer is to leave blank on the bottom of each page.

Purpose: Tells the printer how many lines from the bottom of the page to stop printing the body of the document.

Default: PeachText will automatically set the bottom margin to 6 lines.

Changing the bottom margin: You may increase or decrease the bottom margin by typing in a new margin command or adding to or subtracting from the existing bottom margin. For example, you may change the bottom margin from four lines to five lines by typing either \BM5 or \BM+1.

Center One Line

Command: CTR.

Purpose: Centers one line of text (such as a title). The CTR command will print the line following the command in the center of the current line width. For this reason, PeachText cannot center a line that is longer than the current line width. If this situation occurs, PeachText will print the line in Literal format. (See Literal command.)

After PeachText has centered the applicable line, it will print subsequent lines in the overall format. For example, if you give a command to center a line while you are using flush left format, PeachText will center the next line and then return to the left flush format on the following line.

Center Text

Command: CENTER.

Purpose: Centers each line of text in a document. The CENTER command will print every line of text in the center of the current line width until you change the format. PeachText cannot center a line that is longer than the current line width. PeachText will not break lines at the ends of words while in CENTER format. You must place carriage returns at the end of lines so PeachText knows where the lines end.

Characters Per Inch

Command: CPI_n.

Purpose: Tells the printer how many characters to print per horizontal inch. This is called *pitch*. The *n* in this command represents a common pitch, such 6, 8, 10, 12 or 15. You may change the pitch anywhere in the text—in the middle of a line or even in the middle of a word.

You may increase or decrease the number of characters per inch by typing a new pitch command or by typing \CPI+*n* or \CPI-*n*.

Default: PeachText will default to 10 characters per inch.

Effect of Pitch: When you give a margin command, the correct pitch affects the way PeachText calculates the position. For example, a \LM10 command sets a left margin of one inch at CPI10 but only 5/6 inch at CPI12. For this reason, the

order in which you give commands is critical.
\LM10,RM60,CPI12 is not the same as \CPI12,LM10,RM60.

Once a margin command has been set by PeachText, changing pitch later in the document does not affect the actual size of the margin. For example, a line length of six inches at 10 pitch remains six inches when you change to 12 pitch. However, after the pitch change the Print Status Screen will interpret the line length as 72 (6 times 12) rather than 60 (6 times 10).

Clear Screen

Command: CLS.

Purpose: Clears the display screen and positions the cursor at the first position of the first line.

Use the Clear Screen command in conjunction with the Note, Wait and Show commands to simplify the display. This command must be embedded in text. It will not work when typed from the Print Status Screen.

Example: If you set up a series of commands to display the status of a document as it is processed, you might not want the display to start directly underneath the Print Status Screen. It would look much better on an empty screen. The series of commands might look like this:

\CLS,SHOW "Pass ",%PASS,"Record ",
%REC,"Name: ",:NAME

The subsequent display on a cleared screen would then look like this:

Pass 1, Record 6, Name: Karen Davis.

Conditional New Page

Command: CNPn.

Purpose: Ensures that a small portion of a paragraph is not abandoned on the next page by setting the number of lines in a paragraph to be printed at the bottom of a page. The *n* in this command represents the minimum number of lines to be printed at the bottom of a page.

After you issue a Conditional New Page command, the printer will skip to a new page if, after printing a paragraph, fewer than the specified number of lines remain between the last line printed and the bottom margin and if the next paragraph will take more than the specified number of lines to print.

For example, you place the command \CNP4 at the top of the document. PeachText will count the number of lines it will take to print each paragraph and compare it with the number of lines left before the bottom margin. If fewer than four lines remain above the margin, PeachText will move to a new page to print the paragraph.

Copy Number

Command: COPYn or COPY0.

Purpose: The Copy command tells PeachText how many copies of a document you wish to print. If you wish multiple copies of a document, type \COPY*n*, where *n* is the number of copies to be printed. When PeachText reaches the end of

the document, it automatically begins the next copy and continues to print passes of the document until it completes the number specified.

If you type \COPY0, PeachText pauses at the end of each pass of the document to ask if you want another copy. The message reads *READY TO PRINT (Y/N)?*. If you type *Y*, the next copy starts to print; if you type *N*, printing stops altogether.

Default: If you do not tell PeachText how many copies you wish to print, it will default to COPY1.

Setting NP and PAGE commands: PeachText does not automatically go to a new page, nor does it reset page or line counters (%PAGE and %LINE) when it finishes a document. If you want PeachText to do this, you must embed the commands to do so.

Decimal Format

Command: DECIMAL P/C.
See "Dollar Variable" in the chapter on "Variables."

Disk Print

Command: DISK ON/OFF or DISK<Filename>.

Purpose: DISK ON writes all or part of a processed document to the disk instead of, or in addition to, printing it on the printer.

DISK OFF cancels writing a processed document to disk.
DISK<Filename> writes a processed document to disk under a name different from the original document name.

Print-to-disk document names: When PeachText sees the Disk On command, it creates a document on the same disk as the text file. This document has the same name, but instead of a .DOC (document) extension it has a .PRN (printed) extension to show that the document has been written to the disk as a processed document. This is called an output document or output file. (See "Printing In Background.")

You can also create an output document under a different name or on a different disk. This is done by typing \DISK<Filename>, where *Filename* represents the new name, instead of typing \DISK ON. If there is already a document by that name, PeachText will display an error message and give you a chance to rename the document. To place the new document on a different disk drive, precede the file name with a drive indicator.

Opening and closing files: You may open no more than one disk output file each time you process a document. Any attempt to open a second file is treated as a Disk On command. However, you may open and close the same file any number of times. If you close and reopen the disk output file, PeachText will resume printing to the disk where it left off previously.

You can print to disk without printing with the printer. To turn off the printer while printing to disk, type \DISK ON, PRINT OFF. To resume printing on the printer, type \PRINT ON. You can give several combinations of the Disk and Print com-

mands, depending on how you want to format the processed document.

Spool printing: Any files you print to disk are fully processed for spool printing. (See "Spool Printing.")

- When the printer is turned off, PeachText still treats the text as part of the print file and updates the line and page counters. If you do not want a portion of the file to count toward system variables, you must turn off the line feed by typing \SP0 before turning the Disk Print on. Restore the line feed after you turn off the disk.
- To resume printing at the same place you turned the printer off, store the column number (L) where you left off and then give a command to move Tab to that column. (See L in "System Variables.")
- By turning the disk output file on and off, you can create a variety of documents, such as an address list for labeling envelopes or an index of subjects by page number.

Display Buffer Size

Command: DB.

Purpose: Displays the current sizes of the variable, heading and footing buffers on the screen and tells how much room is left in memory for the document text. PeachText does not indicate how much of these buffers is actually in use.

To calculate the number of characters in the document that will fit memory, multiply the number of records by 128. For example, if you have room for 100 records in memory, you have room for a document containing 12,800 characters.

To calculate the number of characters in the variable buffer, multiply the number of variables by 64.

Display File Variables

Command: DF.

Purpose: Clears the screen and displays the names, current lengths and values of all of the variables defined in a Data statement. This command also tells you the record number currently being processed.

The DF command can:

- Test your mass mailing set-up techniques.
- Track your progress as mass mailings are printed.
- Replace the Show command when dealing with variables whose values are read from data files.

Embedding the DF command in the document is the easiest way to display variables whose values are read from data files. Embedding the DF command in the document is the easiest way to keep track of the current record being processed from the data file.

Display Print Status Screen

Command: DS.

Purpose: Clears the screen and displays the Print Status Screen with the current format values.

Use the DS command to make sure commands are set up the way you want or to check on a particular command value.

Display Variables

Command: DV.

Purpose: Clears the screen and displays the names, current lengths and values of all variables defined in the text of the document.

The DV command locates an error (such as a mistyped variable name) because you will see a variable name with no value attached to it. The DV command displays only the string values of variables. If you need to display the values in a different format, or if you want to display a system variable, you must use the Show command.

Draft Print

Command: DRAFT.

Purpose: Turns off or ignores any command associated with a specialty printer, letting you print a document prepared for a specialty printer on a standard printer.

If you try to print on a standard printer a document that was prepared for a specialty printer without first giving the Draft command, the results will not be those you expect. PeachText will be trying to interpret commands for which it has no capability.

The Draft command must be given before the document has been printed. The command may be embedded in the document, or you may type it from the keyboard at print time. You may not leave Draft mode once you have given the command and started printing.

End Record

Command: END.

Purpose: Tells PeachText to end processing of a document.

If embedded in text, the End command must be the last command on a command line.

The End command is normally used to force a new record to print from a data file. It is embedded within a conditional statement to tell PeachText to go to the next record if the current one does not meet the specified requirements.

The End command is primarily a time-saving device for use with data files. It lets you skip the rest of a document or file rather than processing documents that you do not really need to print.

Footing

Command: FOOTn.

The *n* represents the number of lines following the command that contain text and commands for the footing.

Purpose: Prints a footing at the bottom of a page or document, consisting of text or command lines. The Foot command must be on a line by itself. The carriage return at the end of the Foot command does not count toward *n*.

PeachText begins footing when it reaches the bottom margin of any page, including the first page, or before a New Page command. If the footing contains text to be printed, PeachText begins printing it on the first line of the bottom

margin, immediately after the end of the text. To leave space between the text and footing, you must include a New Line command as part of the Foot command.

Footing Buffer Size

Command: FSIZEn.

The *n* can be any number between 0 and 32767.

Purpose: Sets the size of the footing buffer, which is an area set aside in memory for the footing routine.

Default: 1000 characters.

The FSize command determines the size of the internal buffer that contains the footing routine. Use the FSize command to increase or decrease this buffer if the need arises. FSize should be embedded in Edit if you are going to use the Display commands. DV, DF and DB will not work if the FSize command is given at print time.

If you try to set up a footing routing that is too large for the current buffer, PeachText displays an error message. You can then either reduce the footing routine or increase the size of the buffer. If you ever need more text memory, reduce the size of this buffer.

Form Type

Command: FORMC (continuous) or FORMS (single sheet).

Purpose: Any multi-page or multi-pass document requires more than one page of paper. The Form type command tells PeachText whether you are using continuous form paper or single sheet paper in your printer.

Default: FORMC.

If you are not using continuous-form paper, you must take the time between each page or pass to insert a new sheet of paper into the printer. When you give PeachText a \FORMS command, the printer pauses after each page to allow you to load a new sheet. Press RETURN to resume printing. If you want to stop printing at the end of a page, press ESCAPE instead of RETURN.

Form Feed

Command: FORMFEED ON/OFF.

Purpose: Turns the printer's mechanical formfeed on or off. This command must be used when the automatic formfeed page length on the printer does not correspond to the page length you want to print.

Default: FORMFEED ON is the PeachText default. When PeachText reaches the end of a page or sees a New Page command, it uses the form feed hardware (machinery) in your printer to move the paper. If you are printing a document with page lengths other than those that may be preset on your printer, you do not want this to happen.

For example, if your printer is set for a page length of 66 lines and your document calls for a page length of 22 lines, your printer's mechanical formfeed will move up 44 additional lines at the end of a page. You can probably adjust your printer to a different page length, but this is time-consuming compared to a FORMFEED OFF command from the

keyboard. You would also have to reset the printer when you are finished.

Form Feed In Printer

Command: FF.

Purpose: Forces the paper to feed in the printer but does not update the page or line counters. One of the main uses of the Formfeed command is to reset the paper in your printer by giving a keyboard command rather than pressing a printer switch.

FF and NP are not equivalent commands. If you want to go to a new page while printing the document, use the New Page command. Remember that the Formfeed command will not take page and line counters into consideration, so placing it in the middle of a document can create numbering confusion.

Heading

Command: HEADn.

Purpose: The *n* is the number of lines (ending in a carriage return) that are part of the heading, including the actual text or commands in the heading. The Head command must be on a line by itself. The carriage return at the end of the Head command does not count toward *n*.

For example, the following command prints a two-line heading:

```
\HEAD2  
\LEFT,SP0,:COMPANY  
\RIGHT\PAGE \%PAGE
```

On the left side of the line appears the value of the variable COMPANY. On the right side of the same line, because of the zero spacing command, appears the current page number.

If you are using a heading in the usual sense, it might contain such information as the page number, subject, date and so forth. A heading does not necessarily contain anything to be printed on the page, although this is its usual purpose. You may use the heading section to print information on the screen, print to disk, update a counter or perform any other non-print function.

First pages: PeachText does not process the heading section on the first page of a document unless you give a New Page command immediately after the Text Command.

Top margins: PeachText prints the first line heading on the first line of the page. Be sure your top margin leaves enough room for the heading. If the top margin is not large enough for the heading, PeachText takes as many lines as necessary to print the heading and then begins printing the body of the text immediately after the heading. This will affect the bottom margin.

Format commands in the heading: The format commands in the heading do not have to be the same as the format commands in the rest of the document. When PeachText finishes printing the heading, it automatically returns to the print commands that were in effect outside the heading.

Changing a heading: You may change a heading at any point in the text by giving another Head command. When you change a heading, you erase the previous heading, which PeachText keeps in memory.

Alternate headings/footings: Alternate headings and footings are those headings and footings that print on either the left or the right side of the page, depending upon the page number. They are used for long documents such as books and manuals.

Alternating heading/footing commands involves the use of the Set and If command in addition to variables. Of course, the heading or footing you wish to print will determine the exact form of the commands, but we will use the commands below to show you how to do it.

```
\HEAD6  
IF #SIDE=1,SKIP3  
\SET #SIDE=1  
\RIGHT  
\SKIP 2  
\SET #SIDE=0  
\LEFT  
PEACHTREE SOFTWARE INCORPORATED  
\PAGE \%PAGE
```

Heading Buffer Size

Purpose: The heading is stored in memory. The *n* is the number of characters in the buffer for the heading. PeachText defaults to 1000. If you need more than 1000 characters for a heading, you memory PeachText reserves for the heading. This is done with the HSIZE command. If you are not using all of the allocated memory for headings and find yourself in a situation needing more memory for other functions, you may reduce the HSIZE.

Horizontal Movement by Increment

Command: Hn.

The *n* is a number between zero and the number of increments per inch for your printer. This is true only for specialty printers.

Purpose: Tells the print head how many increments to move to the right before striking the next character.

When you give a Characters Per Inch command, PeachText calculates the number of increments the print head will move for each character. Horizontal Movement by Increment lets you specify this number, rather than depending on standard pitch sizes.

For example, if your printer has 120 increments per inch, the command CPI12 moves the print head 10 increments per character. However, the command CPI11 will not print 11 characters per inch, because PeachText rounds the number of increments per character to 10, which in this case is the same as 12 pitch. The only way to print 11 increments per character is to type \H11.

There are two ways to increase or decrease horizontal move-

ment. You can type in a new increment command ($\text{\textbackslash} Hn$), or you can add to or subtract from the existing command ($\text{\textbackslash} H+n$ or $\text{\textbackslash} H-n$).

Cancelling horizontal movement: Type $\text{\textbackslash} H0$ to stop any horizontal movement by the print head.

Indentation

Command: $\text{\textbackslash} INn$.

The n is any number between zero and the current line length.

Purpose: Sets a temporary left margin within the original left margin.

There are two ways to change an indentation command. You may enter a new indentation or you may add to or subtract from the previous indentation. For example, if you wish to change the indentation from five characters to ten characters, you may type either $\text{\textbackslash} IN10$ or $\text{\textbackslash} IN+5$.

Cancelling indentation: Return to the left margin originally established by typing $\text{\textbackslash} IN0$.

Justification

Command: JUST or JUSTC.

Purpose: Prints text that is even along both the left and right margins. The JUST command inserts space between words to accomplish this. To insert small spaces between characters rather than between words, type $\text{\textbackslash} JUSTC$. The JUSTC command works only on specialty printers capable of inserting the very small spaces required.

Default: PeachText will justify by *blank insertion*.

Standard printers: Standard printers justify by inserting character-sized blanks between the words in the line. Since spaces this large may create unsightly holes in the text, PeachText alternates between inserting spaces on the left, right and middle parts of the line to distribute the spaces as evenly as possible.

Specialty printers: Specialty printers justify by distributing additional blank spaces evenly between all the words on the line. As mentioned above, if you type $\text{\textbackslash} JUSTC$ on a specialty printer rather than $\text{\textbackslash} JUST$, PeachText will insert very small spaces between characters. This is called “character spreading.”

- The fewer spaces PeachText needs to insert into justified text, the better the text will look. To obtain a more even appearance, use a certain amount of conditional hyphenation.
- Spreading out the letters in a word adds a subtle emphasis to that word. If you use JUSTC for character spreading, you may end up emphasizing words unintentionally. Look at the different ways of justification and decide what looks best to you.

Kerning

Command: $\text{\textbackslash} K+n$ or $\text{\textbackslash} K-n$.

The n is the number of increments the print head is to move before striking the next character. Each Kerning command

affects only one character.

Purpose: Increases or decreases the horizontal movement of the printhead for the next character to be printed. *Kerning* is a typographical term referring to a change in the spacing between letters.

The print head normally strikes a character, then moves the prescribed number of increments before striking the next character. Placing a kerning command in front of a character causes the printer to move the number of increments specified in the command before striking the next character. Since the kerning command only applies to one character at a time, you must place the command in front of each character for which you want the printer to move a different number of increments.

For example, the command *K3* increases the number of increments the print head moves before it strikes the next character. *K-3* decreases the number of increments the print head moves before it strikes the next character.

The kerning command can be used to overstrike characters. For example, if you want to accent the phrase *maitre d'hotel* in the proper fashion and you were printing at 10 pitch (12 increments per character), you would type: *ma\k-12\i^tre d'h\k-12\o^tel*, which would be printed as *maître d'hôtel*.

Left Flush Text

Command: LEFT.

Purpose: Sets the format of a printed page to that of a standard typewriter format, in which the margin is even (or "flush") along the left side of the page and the right margin is uneven (or "ragged").

If you change to right flush, centered or justified format, you must give a Left command to restore the left flush format.

Default: PeachText defaults to left flush format.

Left Margin

Command: LM n .

The n is a number between zero and the maximum page width for your printer.

Purpose: Tells PeachText how many characters to leave for the left margin when the document is printed.

Default: PeachText defaults to a zero (0) left margin.

There are several ways to change the left margin during text editing. If you type *\LM+ n* or *\LM-n*, PeachText increases or decreases the size of the margin by the number of characters indicated. For example, if you have a left margin of 10 characters and you type *\LM+5*, your left margin changes to 15 characters. If you type *\LM-5*, the margin changes back to ten characters. However, you could accomplish the same thing by typing *\LM15* and then *\LM10*.

PeachText positions a line on the page by inserting blanks at the beginning of the line. For instance, if you set a left margin of 10, the printer actually prints 10 blanks.

The Left Margin command does not affect the width of the line, only the position of the line on the page.

The Left Margin command sets the minimum left margin. To set a temporary left margin further to the right of the original margin, use the indentation command.

Effect of pitch: The actual size of the margin depends on the pitch (characters per inch) in effect when you give the Left Margin command. For example, `\LM10` in 10 pitch (10 characters per inch) is one inch, but `\LM10` in 12 pitch (12 characters per inch) is 5/6 of an inch.

Line

Command: LINE or LINE-*n*.

The *n* is a number between the current line and the last line for the numerical indicator of the line on which you wish to place the printer head.

Purpose: Tells the printer to move to a specified line on a page.

The negative line command is used for printing two-column text. *The LINE-*n* command will not work if the printer tractor feed is on.*

The Line command moves the print head to a specific line number, regardless of the number of lines you have already printed. For example, if you want a letter to begin on line 10 but you did not know ahead of time how many lines would be in the address, you may type `\LINE 10` after the address lines. The text that follows will begin printing on the tenth line.

The Line command also moves the print head to a particular line number even if the line does not correspond to the spacing you are using. For example, if you are double-spacing a document starting on the first line, you would normally not be able to get to the tenth line. By typing `\LINE10`, you can tell PeachText to move to that line to begin printing.

Lines Per Inch

Command: LPI*n*.

The *n* is a number greater than zero and less than or equal to the number of vertical increments allowed on your printer. (This number is usually 48.)

Purpose: Tells the printer how many single-spaced lines to print in a vertical inch.

Default: 6 lines per inch.

There are two ways you can increase or decrease lines per inch. You may type in the new Lines Per Inch command (`\LPIn`), or you may add to or subtract from the current Lines Per Inch command (`\LPI+n` or `\LPI-n`).

The Lines Per Inch command affects the Page Length, Top Margin and Bottom Margin commands. The Lines Per Inch in effect when you give commands dependent on vertical length tells PeachText how those commands should be interpreted.

For example, after a Lines Per Inch command is given, a Top Margin command could result in a different margin size, depending on the Lines Per Inch previously specified. A Top Margin of six lines will equal one inch when the LPI is set at

six lines per inch, but a top margin of six lines at LPI7 will be smaller than an inch because the printer does not move down as many increments.

For this reason, the order in which commands are given is critical to the end result. For example, if you gave the command \TM6,BM5,LPI7, your margin would be one inch because you gave the Lines Per Inch command after the Top Margin command, and the default value of six was in effect.

- LPI0 is not a command PeachText can interpret, although it looks as if it could be used to stop the paper advance. You should use the SP0 or V0 commands to deactivate the line feed. (See "Spacing" and "Vertical Movement by Increments.")
- Do not confuse the Lines Per Inch command with the Spacing command. The Spacing command does not affect the number of lines on a page; it merely tells the printer how many lines to move down before printing the next line. The Lines Per Inch command does affect the number of lines on a page.

Literal Text

Command: LIT.

Purpose: Prints text in a literal format; that is, the printer breaks the line exactly at the end of the line width, regardless of where the break may fall in a word.

New Line

Command: NL.

Purpose: Tells PeachText to go to the next line on the page. It is the equivalent of pressing RETURN but takes the place of the carriage return when you cannot use one, such as from the keyboard at print time or in conditional print statements.

Example 1: You may have a Wait command embedded in your document to place additional comments into a letter. Since you can enter only 55 characters on a line at print time, and since pressing RETURN signifies you are finished with your entry, you would use the \NL command at the end of each line. (See Wait command.)

Example 2: You are printing a paragraph. In the middle of the paragraph you have a conditional statement. If the statement is true, you want to end the paragraph at that point and skip the remainder of the paragraph. You would need to type: \F <Statement>,NL,SKIP. If the statement is false, PeachText prints the rest of the paragraph.

New Page

Command: NP.

Purpose: Forces PeachText to start a new page in the document. This command helps to format the page to your specification. If a new page is not forced, printing will stop on the last line before the bottom margin, no matter where in the text that breaking point may fall. This break may not suit your format.

When PeachText sees a New Page command prior to the beginning of text, it does not physically force a new page or change the page counter. It does cause any headings in the

document to be printed on the first page.

When PeachText sees a New Page command at any other time, it forces a physical page feed, increases the %Page counter and resets the line counter to zero.

Part of the New Page command is the concluding carriage return. This will affect the way you give some commands. For example, if you type the command \CTR, NP\ the next line would not be centered, because the carriage return in the New Page command turns off the centering switch. The correct way to type this command is \NP, CTR\.

Note

Command: NOTE <Message>.

Purpose: Displays a message on the Print Status Screen to tell you at a glance what is happening in the document. This message, like an internal note in Edit, is not printed on paper when the document is processed.

The Note command might be used to display the name of the document as it is printing, especially if the document is long and you might be leaving your terminal during the print process:

\NOTE Now printing American Widget contract. . .

Your message does not have to be enclosed in quotation marks.

Like the internal note command, the Note command must be the last command on a command line. For messages that take up more than one line, you must use a series of Note commands.

Out

Command: OUTn1,n2,...,nx.

The *n* represents numbers between zero and 255. PeachText checks only to see that *n* is an acceptable number. It is up to you to see that the number is meaningful.

Purpose: Lets you control the actions of your printer by sending it special characters represented by their ASCII values. Although this technique is usually regarded as a programmer's tool, you can use this command to produce printed output not normally supported by PeachText, such as double-width printing on dot-matrix printers.

The Outn command sends to the printer the ASCII character defined by *n*. For example, \OUT65 would send the character "A"; \OUT32 would send a space. The Out command is the only way to send the printer an ASCII character with a value less than 32. These codes, also called control codes, cannot be entered directly into the text files through PeachText, except for the form feed and line feed character.

The values associated with the Out command are sent as soon they are encountered.

Page Length

Command: PLn.

The *n* represents any number between zero and the length of your paper.

Purpose: Sets the number of lines per page.

Default: PeachText defaults to 66 lines per page. If your printer is equipped with a mechanical form feed, any change to the Page Length that differs from the printer settings itself requires a Formfeed Off command.

Page Number

Command: PGn.

The *n* is the number you want to assign as the beginning page number. This can be any number between zero and 32767.

Purpose: Changes the current value of the %PAGE system variable that determines the page number. This lets you number pages to your own specifications rather than the system's.

The Page Number command should be used before the New Page command in files with the page number printed as part of the header on the first page. In this case, set the page number to the desired number minus one. For example, for page 21, type \PG20, NP.

Example 1: You are getting ready to print the second part of a report. The first part ended on page 30 and you want to start numbering of pages of this part at page 31. You would type \PG31.

Example 2: You are printing multiple copies of a four-page document. You need to reset the page counter at the beginning of each pass so each document starts with page 1. At the beginning of the document, just after the Text command, you would type \PG1.

Paragraph Indentation

Command: PI_n or PI-n.

The *n* is the number of characters PeachText is to indent from the left margin.

Purpose: Sets an indentation for text following a carriage return, indicating the beginning of a line or paragraph.

Indentation may be either positive or negative. Positive indentation is used for standard paragraph indentation. Negative indentation is used to set up "hanging" paragraphs.

Since the Paragraph Indentation command can have a negative number to begin with, you must type in the actual command in order to change the indentation. For example, the only way to change the paragraph indentation from -5 to -10 is to type \PI-10.

- Positive indentation is limited by the current line width minus any temporary indentation.
- Negative indentation can be no larger than the current temporary indentation. For example, if IN is five characters, \PI-5 is the largest negative indentation possible.
- When you set an indentation command, the paragraph indentation is added to or subtracted from the current indentation after each carriage return.
- Since PeachText bases indentation on the left margin, it will only recognize paragraph indentation if you are printing left-justified format.

**Print on
Printer**

Command: PRINT ON/OFF.

Purpose: Tells PeachText to process to the Printer (PRINT ON) or to stop processing to the printer (PRINT OFF). This command is given in conjunction with the Disk Print command to control the text as it is processed to the disk and the printer.

**Proportional
Printing**

Command: PROP ON/OFF.

Purpose: Turns proportional printing on or off.

Some specialty printers use proportional print wheels that allocate different amounts of space, depending upon the width of a character. For example, more space is allocated for letters like *M* and *W*, and less space for letters like *i*. This creates a well-proportioned appearance in the document.

Proportional printing contrasts with regular printing, as on a typewriter, which allocates the same amount of space to each character. Sometimes this looks crowded, but (luckily) we don't have to type "MWAMBI" very often.

When printing proportionally, PeachText calculates the number of increments the printer must move for each character. This is done with two internal tables. A spacing table recalls the size of each character and the space between characters, and a location table helps PeachText find the characters on the print wheel. Since this process creates more work for the printer, it does take a little longer to print, but the results are well worth the effort.

Proportional print wheels are not constructed the same as non-proportional wheels, because it is necessary to alternate wide and narrow characters. Consequently, if you try to use a proportional wheel on a non-proportional printer, none of the characters will be in the right spot.

When proportional printing is turned on, the two tables mentioned above are activated. The spacing table moves the printer the necessary number of increments, and the location table tells the printer where the specific character is on the print wheel.

Effect on Pitch: Proportional printing affects a change in Characters Per Inch. PeachText uses the Characters Per Inch command to tab and set margins. Since proportional printing uses less space than regular printing, the printer will not allocate equal amounts of space to all letters. Since the Proportional Print command causes the printer to start saving space, any change in pitch will convert the indentations and margins to the new pitch. If you type \PROP OFF, the setting reverts to the original.

If you type \PROP ON, then \PROP OFF, and the margins do not look right, you need to enter a pitch command to go back to the original pitch or to change the Tab command and margins. If you are typing columns of numbers, you will obviously want straight columns. Proportional printing allocates more space to a 9 than to a 1, and hardly any space to a period. Why not just turn off the proportional printing?

Because you need the location table activated by proportional printing to find the characters.

Variable spacing may also be stopped with an `\H` command to specify the number of increments per character. You may issue this command in midline. After the Horizontal Movement command, the printer will print characters at a fixed pitch, regardless of the information in the space table.

The kerning command can also be used to add or subtract space from a single character.

- Justification by character spreading does not look quite right under proportional printing, due to conflicts between character-spreading logic and proportional spacing logic. If you use word justification instead, you will probably like the results better.
- Hanging paragraph indentation using the `\PI-n` command may not work as you expected under proportional printing. If you type, for instance, `\PI-4`, then type "*This is the first paragraph,*" the word "This" will not be indented as far as the next line, because the four spaces used to indent the subsequent lines will be wider than the four proportional characters "1", "," and ". ". To solve this problem, begin each paragraph with a tab, like this:

`\IN4,PI-4`

1. `\TAB6\This is the first...`
2. `\TAB6\This is the second...`
10. `\TAB6\This is the tenth...`

Now the left margins will line up. (The Tab command uses the blank character size to determine how far to tab over.)

Note: `\TAB"c"nn` can be used to fill the tabbed area with the character indicated. For example, the command `Chapter 1\tAB".25\Page 1` will print as:

Chapter 1.....Page 1

Right Flush One Line

Command: RF.

Purpose: Prints one text line flush with the right margin. The text must follow the RF command on the same line. The printer will then return to the left justified format, if that was the previous format, to print the next line.

The Right Flush command is useful for printing dates or page numbers. If you want to print a letter in left-justified format but you want the date to be printed flush right, type: `\RF\Date: 05/23/81\`. This saves you from having to type `\RIGHT` before the date and `\LEFT` after it.

Right Flush Text

Command: RIGHT.

Purpose: Prints text that is even along the right side of the page; the left margin is uneven (or ragged).

When text is printed in a right justified format, the required number of blanks are inserted at the beginning of the line before printing starts to move the entire text line flush to the right margin.

The most frequent use for the right justified format is to print headings, footings, page numbers, dates, and so forth.

Right Margin**Command:** RMn.

The *n* is the number of characters in the line. For example, \RM60 sets a maximum line width of 60 characters from the left margin.

Purpose: Tells PeachText the number of characters in a line, and so the width of the line; sets the right margin.

Default: PeachText defaults to 60 characters for the right margin.

You may increase or decrease a line width by adding or subtracting from the existing right margin, or by typing in a new right margin. For example, to change a 60-character line width to 55 characters, you may type \RM55 or \RM-5.

Effect of pitch: The actual length of the line depends on the pitch (characters per inch) in effect when you give the command. For example, if you set a line width of 60 characters with the pitch set to 10 characters per inch, the line will be six inches long (60 divided by 10). If you change pitch after the margin has set the line width, the width will stay the same but the number of characters in the line will change. To continue the example above, if you change to 12 pitch after the margin has been set, the line will still be six inches long, but it will hold 72 characters (12 times 6).

You may not set a line at less than the indentation setting. For example, if you set a temporary left margin of 20 characters, you may not change the line width to less than 20 characters; PeachText cannot interpret the conflicting commands and will display an error message.

Command: SCREEN ON/OFF.

Purpose: Displays formatted text on the terminal screen instead of the printer. This lets you preview the text before printing it.

Controlling the speed: The speed at which a formatted document is displayed on the screen can be controlled by typing a number from zero (the fastest) to 9 (the slowest) as the text begins to appear.

Slowest 9 8 7 6 5 4 3 2 1 0 Fastest

Press the space bar to stop the display temporarily.

Press the space bar continuously to display the text one line at a time.

Press a number (0-9) to restart the display at the indicated speed.

Stop the display to enter a command by pressing ESCAPE. PeachText will stop the display, show the command marker on the screen and wait for your command.

Commands entered after you print the text using Screen On Display will not affect the original document. To permanently change any commands, you must re-enter Edit.

How text looks on the screen: The first four columns of the screen are used for line numbering and line spacing codes.

Lines of text are printed on the screen just as they will be printed on the paper page. If a line is too long to fit on the screen, it is continued on the next line with a plus sign beside the line number to indicate the continuation.

Page breaks are indicated by a line of hyphens across the display screen.

A Screen display can tell you where lines and pages will break but cannot duplicate the printing of a specialty printer. Such printers achieve special print effects and proportional spacing by movements of as little as 1/120 of an inch, while terminals use (usually) 80 fixed columns and 24 lines for display. Screens do not have the flexibility of specialty printers.

A number of special symbols and display techniques are used to represent on the screen display the actual effects of specialty printer commands. These techniques are described below.

Boldface: Boldface is indicated by printing a character more than once; the number of times it is repeated indicates the intensity. For example, "dog" with a boldface intensity of 2 will appear on the screen as *ddoogg*. This extra length does not affect line and page breaks, even though more space is taken up on the screen.

Line breaks: Line breaks will be shown correctly under proportional printing. However, justification under proportional printing does not line up on the screen, although the last word on each line is shown correctly.

Underscoring: Underscoring may not line up precisely on the screen, although it will line up accurately enough to show which word is underlined.

Columns formatting: Column formatting may be off by one or two spaces due to the terminal's method of display, but it will line up as nearly as possible to the way the columns will appear in the text.

Sub/superscripting: Subscripting and superscripting can only be indicated by displaying the appropriate command characters: < means superscripting, and > means subscripting. These characters appear only on the screen and not in the printed text. A "+" appears in column 3 of the lines on the screen following a superscript symbol to indicate half-line spacing. This may help to remind you to edit super/subscripting when appropriate.

LINE-n: Reverse line commands are noted on the screen.

Setup

Command: SETUP.

Purpose: Sets off a section of commands that PeachText needs to carry out only once. This command is used primarily with the File and Data statements to set up the printing of multiple data file documents. A Setup section must end with a Text command.

Include in the setup section:

- The definition of any data file that is being used to print multiple documents.
- The heading and footing commands.
- Functions done on the first pass only.
- Formatting commands that apply to the entire document and will not change.

The Setup command should be the first command in the document.

Show

Command: SHOW “text” or SHOW <Variable>.

Purpose: Displays the current value of variables, or literal text, or a combination of both.

- You must enclose literal text in quotation marks, either single (‘) or double (“).
- You must separate each section of literal text and each variable with commas.
- You can also include New Line commands to help you format what is displayed on the screen.
- Spacing must be treated as literal text. Blanks must be enclosed by quotation marks.
- You may print the value of any type of variable: colon(:), number (#), length (&) or system (%).

For example, the current value of the string variable NAME is John Doe and the current record number is 5. If you type

\SHOW “Record No. ”,
%REC, ” ”,:NAME PeachText will display on the screen:
Record No. 5 John Doe

Skip

Command: SKIP or SKIP TO.

The format of the Skip command is *SKIPn*, where *n* is the number of carriage returns to be skipped in the document.

The format of the Skip To command is *SKIP TO c*, where *c* is a character you select as a signal to PeachText. This may be any character except the command marker. Both the Skip and the Skip To commands must be the last command on a command line, since PeachText will pass over any commands that follow.

The format of the If/Skip (To) command when used in combination is: \IF <comparison and condition>, SKIP <or SKIP TO>.

Purpose: Tells PeachText to pass over a part of the document without printing it. The Skip command is rarely used by itself; but when used with the If statement, it allows greater flexibility in building a document. Another form of the Skip statement is the Skip To statement, which tells PeachText exactly where to start printing again.

Example: The If/Skip (To) combination is most commonly used within the body of the document. It allows you to establish certain phrases or information (even variable values) to be printed only if the If condition is true. Entire sections of text can be skipped if the condition is not true. Many times, setting up the body of one document in this manner takes the

place of creating several documents.

Look at this sample section taken from a letter:

Thank you \IF #TIMES>2, = "once"\ \IF
#TIMES>1, = "again"\ for your \IF
\$CONTRIB> = "100", = "generous"\ contribution to the
Committee For Civic Improvement.

\IF \$CONTRIB> = "25",SKIP

We know that \$CONTRIB\ may not seem like very much,
but it is the small contributors like you, \:SALUT\, who make
it possible to make our community a better place to live.

\IF \$CONTRIB <"25",SKIP2

\IF \$CONTRIB >= "100",SKIP

We know that it took a considerable commitment on your . . .

The number of carriage returns to be skipped is given with
the SKIP command. When PeachText sees this command, it
passes over the document, ignoring commands and text, until
it gets to the *n*th carriage return. All carriage returns are
counted toward *n*, whether they end a text line, a command
line or a blank line, so count carefully.

If the command line containing the Skip command ends with
a carriage return, that one carriage return does not count. If
the command line containing the Skip command ends with a
command marker, the next carriage return does count.

If the number of lines is not specified in the Skip command,
the program skips one carriage return.

The particular character PeachText is going to skip to is given
in the command. When PeachText sees this command, it
passes over the document, ignoring commands and text, until
it sees that character. If you do not wish to print that
character, make it an Ignore recognition character.

PeachText skips to the first c whether it is part of a command
line or text. You should be careful that the character you want
to skip to does not appear sooner than you expect.

If c is part of a command line, PeachText prints the line
instead of carrying out the command, because it passed over
the command marker. If you want to skip to a command line,
you must place c in front of the command marker.

Command: SP*n* or SP + *n*.

The *n* may be a number between zero and six. For example,
\SP2 sets the printer for double spacing.

Purpose: Sets the spacing (number of lines skipped) between
printed lines. You must change or restore spacing before a
carriage return if you want to affect the next line.

Default: PeachText defaults to single spacing (SP1).

Half-spacing: To set a specialty printer for half-spacing, type
\SP + *n*, where the + indicates one-half line added to the *n*
that follows. For example, \SP + 1 would be one-and-a-half
spacing, \SP + 2 would be two-and-a-half spacing, etc.

Turning off spacing: To deactivate your printer's automatic line feed, type `\SP0`. This will allow you to print special formats that are not otherwise possible. For example, if you want to print a one-line heading for a document with the customer's name flush left and the date flush right, you would give the following commands:

`\SP0,LEFT\American Widget Co.`

`\SP1,RIGHT\October 23, 1983`

Start Print

Command: `STARTn`.

The *n* designates the first page or record to be printed.

Purpose: Tells PeachText to start processing a document on a particular page or record in a data file.

Stop Print

Command: `STOPn`.

The *n* designates the last page or record to be printed.

Purpose: Tells PeachText to stop processing a document on a particular page or record in a data file.

The Start and Stop commands are independent of each other. If you give a Start command without a Stop command, PeachText starts printing at the record or page you indicate and prints until it comes to the end of the document. If you give a Stop command without a Start command, PeachText starts printing with the first record or page and continues until it has printed the Stop record or page.

Command: `TABn` or `TAB“c”n`.

The *n* is a number between the current and maximum column number to represent the column you want to move to.

Purpose: Moves print head to a particular column to start printing.

If you try tabbing to a column to the left of the current column, PeachText will ignore the command. If you try to tab to a column to the right of the maximum column, PeachText will display an error message.

The Tab command is the only way you can line up columns evenly when you are boldfacing or using a proportional print wheel. This is due to the variance in incremental movement.

The Tab command in Print is different from tabbing in Edit. In Print, a Tab command moves the print head itself to a particular column before starting to print. In Edit, the Tab Key is merely a method of moving the cursor across the Text Screen.

To print a character while tabbing to a column, type `\TAB“c”n`, where *c* is any character you wish to print. For example, to print periods while tabbing to column 40, type `\TAB“.40`. PeachText will print etc., until it reaches column 40.

Text

Command: `TEXT`.

Purpose: Ends the setup section that contains commands to be carried out only once. (See Setup command.)

Top Margin*Command:* TM n .

The n is a number between zero and the current page length (taking the bottom margin into consideration).

Purpose: Tells PeachText the number of lines to reserve at the top of each page before printing the body of the text. A heading, if any, will be printed in the top margin area.

Default: PeachText defaults to a top margin of zero (0).

You may increase or decrease the top margin by typing a new margin or adding to or subtracting from the existing top margin. For example, you may change the top margin from three lines to five by typing either \TM5 or \TM+2.

Vertical Movement by Increment*Command:* V n .

The n is a number from zero to the number of increments per vertical inch allowed for a specialty printer.

Purpose: Tells PeachText the exact number of increments per vertical line you want the printer to move.

To increase or decrease vertical movement, type in a new vertical movement command (\Vn) or add to or subtract from the existing command (\V+n or \V-n).

Deactivating vertical: \VO inactivates the line feed and may be used in the same way as the SP0 spacing command.

Wait*Command:* WAIT or WAIT <Text>.

Purpose: Tells PeachText to stop processing the document and wait for a command or text to be typed from the Print Status Screen.

If a message is included as part of the Wait command, PeachText will display the message on the screen when the printer stops. A message is used to indicate the reason printing is stopped. Example: \WAIT Change print wheel. When PeachText stops printing, you could look at the screen and see that it is time to change the print wheel.

For messages that take up more than one line, use a series of Note commands to write the message. Follow this with a Wait message to stop the processing.

Typing text from the keyboard: When you tell PeachText to wait, you may want to type additional text into your document from the keyboard. This is done with the equals quote (= '=') variable command. To add a postscript to a letter, you would embed the command \WAIT Type postscript now. When PeachText stops printing and you see the message "Type postscript now" on the Print Status Screen, type the postscript using this format:

\= "P.S. Thank you for the complimentary tickets."

If the text to be typed is longer than one line (or if you want to leave space before any text that follows a Wait command), you must use a New Line command rather than a carriage return. Multiple lines should be typed using this format:

\= "P.S. Thanks for the complimentary tickets. We", nl

\= "look forward to visiting your exhibit.", nl, nl

What Is a variable?

A variable is an item that is capable of having more than one value. In other words, a variable may represent one item in one document and something else in another document.

Take, for example, the algebraic equation $X + Y = Z$. X, Y and Z are all variables. Their meaning depends on what we say they mean. This equation could mean $1 + 2 = 3$, or it could just as easily mean $4,309 + 2,553 = 6,862$.

In PeachText, variables can be characters, words or numbers. There are many types of variables and many uses for them. The opposite of a variable is a constant, which always has the same meaning or value.

What makes up a variable?

A variable is made up of two parts—a name and a value.

The *name* of a variable is assigned by you and is used to identify that variable. The name of the variable should indicate the type of information it will represent. Examples of variable names are NAME, ADDR1, ADDR2, CITY and STATE. Think of variable names as the items on a fill-in-the-blank form.

The *value* of a variable is the meaning you assign to the variable name. This is the part of the variable that changes throughout documents. Examples of values for the variable names above are John Doe, 123 Elm Street, Apt. 2B, Ithaca, New York. Think of values as the information you write in the blank spaces on a fill-in-the-blank form.

Naming a variable

There are certain rules you must follow when naming a variable:

- The name of the variable can be up to seven characters.
- The name may be any combination of numbers and upper-case letters as long as the first character in the name is a letter.
- PeachText will accept lower-case letters in a variable name but converts them thereafter to upper case.
- PeachText will not accept an improper variable name. If you try to use an improper name, PeachText will display an error message.
- When referring to a variable, you must use its exact name. For example, ADDRESS and ADRESS are two different variable names. If PeachText ever substitutes blank or incorrect values for a variable, check to make sure you typed the correct variable name.
- Once you have created a variable name, you cannot cancel it. Variables exist as long as print processing lasts.

Assigning values to variables

There are certain rules you must follow when assigning values to variables:

- The value of a variable can be string of up to 55 characters. (A string is a series of letters, numbers, spaces or punctuation and/or special characters.)
- PeachText shortens strings with more than 55 characters to the first 55 characters.
- If you want to refer to only a specific number of characters at the beginning of the string, type $ZV(n)$, where V is the variable name and n is the number of characters between

1 and 55 that you want to print. This does not shorten the actual value of the variable that PeachText keeps in its memory. You can only shorten that value if you set a limit at the time you define the value.

- Any character may be included in the string, including lower-case letters, punctuation marks or blanks.
- You can use recognition characters as part of the value of the variable. As with other command symbols, recognition characters do not carry out recognition when they are part of a variable.
- You can assign a value to a variable only with one of three commands—the Set, Get or Data command.

Placing variables in text

A variable is treated as a command, because you are telling PeachText to place the current value of the variable into the space occupied by the variable name. The variable can appear only as a command in a line preceded by a command marker and ended by a command marker or a carriage return.

When referring to a variable in a command line, PeachText creates a space for that variable in the variable buffer.

Variable sizes

There are several size limits to remember when you are working with variables:

- The name of a variable can be no more than seven characters.
- The value of a variable can be no more than 55 characters.
- You may have no more than 128 variables in one document.
- If you do not tell PeachText you need more variables in a document, it defaults to 32 variables. This is the amount of memory set aside for variables, but it can be increased with the VSIZE.

Where to create and assign variables

A variable is created by referring to it as a variable in a command (\Variable\). It can also be created when included in an If statement.

Types of variables

There are four general types of variables:

- String variables.
- Dollar variables.
- Numeric variables.
- System variables.

Within these general types are different ways of using the variables. For example, the “string” variable includes the colon, equals and dollar variable. Each type of variable uses strings, but PeachText sees them and operates upon them in different ways, depending on what type of variable you have indicated.

Variable type indicators

To indicate a variable type, prefix the variable name with one of these symbols:

- A colon (:) for a string (colon) variable.
- An equal sign (=) for an equals variable.
- A dollar sign (\$) for a dollar variable.
- A number sign (#) for a number variable.

- An ampersand (&) for a length variable.
 - A percentage sign (%) for a systems variable.
- You do *not* need to prefix the variable name with an indicator in a Get, Set, Data or If command unless you want the variable to be used.

Uses of variables

All of the types of variables have special uses. Each one is discussed in detail in this chapter. Refer to the section on each variable type for more information.

Types of Variables

The following section contains a description of each variable type in alphabetical order.

String (Colon) Variable

Purpose: The colon variable is the basic form of the string variable. A colon in front of the variable name tells PeachText to print the value of that variable as a series of characters, with trailing (or filler) blanks removed.

In most situations, you should use the colon variable when you print the value of a variable or refer to a variable as part of a command.

If you want to print the variable on a line by itself, you must either follow the variable with a command marker prior to the carriage return or follow the variable with a New Line command. Example: \:NAME\<RETURN> or \:NAME,NL.

PeachText sets aside 55 characters of memory for the value of each variable you create. The exact value of the variable can, of course, change, but the space is always there for whatever the variable means at that time. This is the variable's *current* value.

If the value of a variable has less than 55 characters, PeachText adds blanks following the last character. It is trying to use all the space it has set aside. When PeachText sees a colon variable command, it prints the current value of the variable without those trailing blanks.

Equals Variable

Command: =<Variable>.

Purpose: Placing an equal sign (=) in front of the variable name tells PeachText to print the current value of the variable with the trailing blanks that are contained in the space set aside in memory.

When you assign a value to a variable with a Get, Set or Data command and do not specify the length of the variable, PeachText stores the actual length of the value in memory.

If you specify a length when you assign a value to a variable, PeachText stores that length as the length of the value and shortens or adds blanks to the value so it is the specified length. For example, if you type \SET DATE(30) = "May 1, 1950" PeachText adds 19 characters behind the 11 characters you typed to make exactly 30 characters.

The equals/quote command: The \= " (equals/quote) is the main use of the equals variable, where you type text into the

printed document from the keyboard at print time. It also lets you print text as part of a conditional command line.

The equals/quote command is used frequently with the Wait command. When PeachText is told to Wait while printing, the text is entered as follows:

\= "P.S. Please call when you are in town."

The equals/quote command is also used with conditional statements to insert phrases to be printed only if certain conditions exist. An equals/quote command entered as part of an If statement might look like this:

\IF#CONTRIB>3, = "continued generosity"

When entering text from the keyboard, the string of characters you type can be no longer than the width of your screen. For example, if your screen is 80 characters wide, the string you type can be no more than 78 characters (you used two characters for = ""). If you exceed this width, PeachText will not accept the additional characters and will start printing what you typed so far.

If the text you want to type is longer than the amount that will fit on one line, you may continue to add text by giving additional equals/quote commands. PeachText will print each equals/quote command right after the previous line without a break.

You must use the New Line command to insert a carriage return into the text while using the equals/quote command.

If the equals/quote command is part of a command line embedded in the text, you must be careful to see that the string does not make the command line go over the 256-character limit. For example, if you precede an equals/quote command with 30 characters of commands, you have 226 characters left for your string.

Characters that are part of your string cannot be used as recognition characters. This means you cannot boldface, underscore, etc., in the middle of a string entered from the keyboard when you use the equals/quote.

Command: \$<Variable>

Purpose: The dollar sign in front of the variable name tells PeachText to print the value of the variable with commas and a decimal point. The primary purpose of the dollar variable is to prepare raw numbers in a data file to be printed as dollar amounts. PeachText works on dollar variables as numeric operators; that is, they may be used in mathematical equations.

The dollar sign in front of the variable name does not automatically print a dollar sign in front of a number. If you want the dollar sign to appear, you must type one into the text before the command marker setting off the variable type and name. For example, \$\\$CONTRIB\\$ would print as \$100.00.

When PeachText sees a dollar variable, it sets the variable up

Dollar Variable

in dollar format; i.e., it inserts a decimal and commas. When converting a value to the dollar format, PeachText ignores all characters except numbers, periods and plus and minus signs.

If PeachText sees a period in the value of the variable, the period is treated as a decimal point and any other periods are ignored. Exactly two characters on the right side of the period are printed. If there is no period, the value is printed as a whole number without a decimal or two decimal places. If PeachText finds less than two numbers after a period, zeros are added. If PeachText finds more than two characters after a period, only the first two are printed.

You may put a dollar sign in front of any variable without seeing an error message. However, if a string value does not contain numbers, the dollar value is zero and will be printed as zeros.

Illustrated below are examples of the way PeachText treats numbers designated as dollar variables:

- 1000 becomes 1,000
- 10000. becomes 10,000.00
- 10000.1 becomes 10,000.10
- 10000.102 becomes 10,000.10

Minus/plus signs: A minus sign (or dash) in the value of a dollar variable prints the value as a negative number. The only way to change this is to place a plus sign later in the same string.

When PeachText prints a negative number, the minus sign follows the last character. Example: 10,000.00-

American/international formats: Numbers in the American format are printed with commas: 10,000,000.00. Numbers in the international format are printed with decimals: 10.000.000.00.

To change to international format from American format, type \DECIMAL C. To change to American format, type \DECIMAL P. The default for dollar variables is American.

Comparing numbers: You may use the dollar variable in conditional commands to compare two numbers. This is the only way to compare very large, fractional or negative numbers. (See "Dollar Comparisons.")

A numeric variable is one whose value is treated as a number and not as a string of characters. The main difference between string and numeric variables is that PeachText can use a number in an arithmetic function. Although a string value can also be numeric (even if it is zero), a string can only be characters to print, not to add or subtract. Numeric variables (or a numeric expression) may be substituted in place of numbers in any command using a number, such as left margin, page length and so forth.

Types of numeric variables: Number (#), length (&) and system (%).

Comments:

- Numeric variables must be whole numbers.
- A number containing a fraction is rounded down to the nearest whole number; for example, 10.5 becomes 10; 1.99 becomes 1.
- A numeric variable may not be larger than 32767 or less than zero, or an error message is displayed.
- The only command that will not take a numeric variable in place of a number is the boldface intensity command (*BFn*), which must be BF1 through BF9.

Adding and subtracting numeric variables: You may add or subtract numeric variables to constant numbers or to other numeric variables. This is done with the Set command. For example:

```
\SET TIMES = #TIMES + 1
\SET LEFT = #LEFT - 1
\SET TOTAL = #PAID = #FREE - #NOSHOW
```

Although you may add and subtract numeric variables and constants to set up counters and perform comparisons, PeachText is only capable of simple arithmetic functions. Any complex calculations should be done before including a number in a text or data file.

Number Variable

Command: #<Variable>.

Purpose: Placing a number sign in front of a variable tells PeachText to treat the value of the variable as a number value. Number variables are used in numeric expressions for addition or subtraction and for comparisons in If statements.

When PeachText reads a string and converts it to a number, it looks at the string character by character. If the character is a number, PeachText continues. When PeachText sees a character that is not a number, it stops.

Decimal points and minus signs are not numbers. This is why PeachText does not recognize fractions or negative numbers when it is using number variables. If the number goes over 32767, an error message is displayed. If the value of the variable is blank or if it starts with a character that is not a number, it is treated as a zero.

The figures in quotations marks below are the string values of variables. The figures across from them are what the strings look like when PeachText treats them as the value of a number variable.

“12345” = 12345
“123,456” = 123
“123.45” = 123
“123 Main Street” = 123
“-12345” = 0
“123456” = Error

Comments:

- You may use a number variable or expression in any command that accepts a numeric parameter. For example, if you want to print a document but do not know ahead of time what the starting page number will be, you can embed

commands in the Setup section of the document as follows:

`\GET PAGE = "Starting page number?"`

`\PG= #PAGE`

However, you cannot use numeric variables to set the intensity of boldface; boldface is limited to 1 through 9.

- You can give a negative value to a number variable as part of the command by placing a minus sign in front of the numeric variable: `\PI-<Variable>, K-<Variable>`.
- You can also compare a number variable to any other numeric variable, expression or constant in an If statement.
- You can use the Set command to set the number value of a variable to any other numeric variable, expression or constant. Quotation marks are not used around the value, since quotation marks indicate a string, not numbers. For example, to set a variable equal to a constant number (say, three), type `\SET<Variable>= 3`.
- You may use the Set command to place counters in the document to keep track of how many times PeachText carried out a particular action. For example, to set up a variable to keep track of how many times you print a particular portion of text, you might type:

`\SET #TIMES= #TIMES + 1`

This command increases the value of TIMES by one each time PeachText makes a pass. It works because PeachText does not change the value of TIMES until after the command is carried out. (See "Counters.")

- You may also use the Set command to store the current value of some other numeric variable. For example, to set a variable to the current page number, type
`\SET #PAGE= %PAGE`.
- All length and system variables are numeric variables. You cannot set a string variable to equal a numeric variable. For example, `\SET PAGE= %PAGE` would be rejected because PAGE is not a numeric variable. Even though you tell PeachText that the variable is a number, the value is stored as a string. You must put the number sign in front of the variable name when you want PeachText to treat it as a number, even if it has only numbers in the string.
- Although PeachText sees a blank variable as zero, you must use the Set command if you actually want to assign a value of zero to a variable. The difference is that a blank value has no length and a value of zero has a length of one. This could make a difference in your document.
- You may add or subtract a number variable from any constant or from any other numeric variable. This is called a *numeric expression*; it is an arithmetic function. PeachText does the arithmetic and then treats the entire numeric expression as one number—the number resulting from the calculation. The resulting number must be between zero and 32767.

Length Variable

Purpose: Placing an ampersand (&) in front of the variable name tells PeachText to measure the length of the string value of the variable, i.e., the length of the colon variable.

The length variable has a numeric value and may be used

like any numeric variable in numeric expressions or commands.

An important use of the length variable is to test the length of a string variable to make sure it will fit in a particular spot. For example, the following series of commands gets the value of NAME from the keyboard, tests its length, and (if longer than 30 characters), shortens NAME to 30 characters. The last two commands tell you what has happened and give you a chance to re-enter the name if necessary.

```
\GET NAME
\IF &NAME = 30,SKIP3
\SET NAME=NAME(30)
\SHOW "Name must be shortened to ",:NAME
\GET NAME= "If OK, press RETURN, else re-enter name"
Another important use of the length variable is to line up variables in columns. This is a tricky situation because you often do not know ahead of print time how long the variables will be.
```

For example, to print the value of NAME with the last character on column twenty, type:

```
\TAB20, -&NAME, :NAME
```

Length variables are also used to test for blank variables. For example, to print the value of ADDR2 only if there is a value for that variable in the data file, type:

```
\IF NOT &ADDR2= " ",:ADDR2,NL
```

Command: %<Variable>.

Purpose: A system variable is a type of numeric variable. System variables keep track of the current status of an internal PeachText function during the processing of a document.

PeachText always keeps track of system variables when processing a document, whether you ask for the information or not. For example, PeachText always knows the value of the variable %PAGE, even if you are not using page numbers in your document. Should you change your mind and decide to work with page numbers, the system variables are waiting for you.

A system variable can be used any place you can use a numeric variable. The system variables are:

- %PAGE — The current page.
- %PASS — The current pass.
- %REC — The current record.
- %LINE — The current line location.
- %LINES — The number of lines printed on page.
- %COL — The current column.

Only a legitimate system variable can be preceded by a percent sign. If you put a percent sign in front of any other variable name, an error message will be displayed. For example, %NAME is not a legitimate system variable.

- You cannot change a system variable with a Get, Set or Data command.
- You can have a variable with the same name as a system variable (such as PAGE or REC), but its value has nothing to do with its relationship to system processing.

System Variables

The following section describes each of the PeachText system variables.

%COL

Command: %COL.

Purpose: The Column system variable keeps track of the current column on the line being processed. It can help you return to a specific column that could not be determined before you started processing the file. This is especially useful if you are trying to line up columns of variables or bold face characters.

If you are printing a document and want to store certain information on the disk without losing your place in the document, you would turn off the printer, turn on the disk, set the spacing to zero and assign %COL to a variable. When you are finished writing to the disk, you would turn the printer on, tab to the column you saved and resume printing at the point you stopped.

When lining up columns of boldface characters or variables, give a command to tab to a particular column (which was previously determined with the %COL variable) before printing the first character.

%LINE

Command: %LINE.

Purpose: The Line system variable keeps track of the current line number on the physical page. (Do not confuse this variable with the system variable LINES.)

The line number is counted down from the top of the page and includes the top margin. For example, if you have a top margin of three lines, the body of the text begins on line four and the value of %LINE is equal to four. Each time PeachText goes to a new page, %LINE is reset to zero. A partial line is rounded down to the nearest whole line.

%LINES

Command: %LINES.

Purpose: The Lines system variable tells you how many more lines are left in the body of the text on the page you are currently printing. The current line is included in the number of lines remaining.

%LINES is used when you do not want to break a section of text at the end of a page.

Example 1: If you are on line 50 of a 66-line page and you have a six-line bottom margin, %LINES is 11. (50 through 60 is eleven lines.)

Example 2: You have a table of figures that uses eight lines, and you want to be sure PeachText does not end a page in the middle of the table. On a command line preceding the table, type \IF%LINES<8, NP. PeachText then checks %LINES to make sure there is enough room for the table before it is printed. If there is not enough room, PeachText goes to a new page to print the table.

%PAGE

Command: %PAGE.

Purpose: The Page system variable keeps track of the current page number of the document you are processing.

A page can be determined in two ways: (1) PeachText counts the available lines between the top margin and the bottom margin and breaks the page at the line before the bottom margin, or (2) PeachText sees a New Page command.

For example, you have a document consisting of three different letters, the printing of which depends on the variables in the data file. You embedded number variables in the file as counters to keep track of how many times each letter is printed. The counters are named LTR1, LTR2 and LTR3. You also have a counter for records that were not printed—LTR0.

After the last record has been processed, you want PeachText to skip to a new page and print a recap showing how many times each letter was printed. The footer commands listed below work with the Pass system variable and the names and values of the letter variables to print the desired report:

```
\FOOT7
\IF%PASS, = 1 END
\FF,CTR \“Recap of processing for”\:DATE\,NL,NL
\“Letter one”\TAB20,:LTR1\“records”,NL
\“Letter two”\TAB20,:LTR2\“records”,NL
\“Letter three”\TAB20,:LTR3\“records”,NL
\“No letter”\TAB20,:LTR0\“records”,NL
\tAB10 \TOTAL \TAB20,%PASS,“records processed”
```

Unlike other system variables, you can change the value of %PAGE with the Number command. This is done by typing PG n , where n is the page number of the first page to be printed.

PeachText does not reset %PAGE at the end of each copy of document. If you want multiple copy documents to start at page 1 each time, you must set the page counter at the beginning of the document with the Page number command.

%PASS

Command: %PASS.

Purpose: The Pass system variable keeps track of the current pass number.

A pass is one complete processing of a document. For a multiple-copy document, such as a letter that uses a data file, one pass is the complete processing of all records for that data file.

%PASS is used most often to display current file information on the screen when you are printing documents from a data file. This is done with the Show command. For example, \SHOW “Pass ”,%PASS,“Record ”,”%REC,“Name: ”:NAME would display on the screen as:

Pass 5, Record 7, Name: International Sales Inc.

%REC

Command: %REC.

Purpose: The Record system variable keeps track of the cur-

rent record number being processed when the document is using a data file. This system variable is used only on multiple-copy documents.

The record variable is primarily used with the Show command to tell PeachText to display information on the screen regarding the record being processed.

For example, by placing the command shown below in your document, the record information will display on the screen while the document is processing. You could then start at any point within the document and still see the pertinent information regarding that record.

```
\SHOW "Pass ",%PASS,"Record ","%REC,  
"Company: ",:COMPANY
```

If you start on Record 6, the screen will display:
Pass 1, Record 6, Company: Medical Labs

Variable Commands

Data Statement

The following section contains PeachText variable commands in alphabetical order.

Command: DATA Var1,Var2, etc.

Purpose: Tells PeachText in which order the lines of a data record are assigned to variables.

A data file is a collection of records and lines of information. The data file has a name to identify it, just as does a text document. The data file usually contains information on a particular person, company, subject, etc.

A data file's primary use is to print multiple copies of a standard letter. Variables are indicated within a document. A data statement tells PeachText where to go to find the necessary information to fill in the values of the variables.

Illustrated below is a sample record from a data file that might be named CUSTOMER. To the right is an explanation of each of the elements in the record.

RECORD 1	(Record Number)
John Smith	(Name of Customer)
258 Mountain Drive	(First Address Line)
Suite 600	(Second Address Line)
Boulder	(City)
Colorado	(State)
80092	(ZIP Code)
Mr. Smith	(Salutation)
200.	(Amount of Largest Order)
6	(Number of Times Ordered)
Y	(On Mailing List? Y or N)
<RETURN>	(Blank Line)

To set up a file:

Determine the type of information you need to include in each record of your data file.

Select "Edit Document" from the menu and create a document. Select a name for the document so it will be identified easily as a data file.

Count the number of lines of information or characters in your records. Records in both text files and fixed files must have

1

2

3

4

the same number of lines or characters.

Beginning with the first record, type the lines. If a particular piece of information does not exist for a record, press RETURN to leave that line blank.

5

When you have entered all records, end Edit.

You may add or subtract from the data file in the same way you edit a document.

With a File command and a Data statement, you tell PeachText to which data file it is to go for the lines corresponding to variables in the document.

PeachText prints one copy of the document using the elements in the first record. With each subsequent pass of the document, it prints the information contained in the next record, then the next, etc.

A sample File command and Data statement might be:

\FILE T9, PROMO

\DATA, COMPANY, ADDR1, ADDR2, CITY, STATE,, SALES

This tells PeachText to access a text file named PROMO, containing nine elements, and use the elements in the second, third, fourth, fifth, sixth and ninth positions.

Each element in a *text* file is an indefinite number of characters ending in a carriage return. In other words, there is one element per line in a text file. Each record in a text file contains a fixed number of elements or lines. Each record in the file must contain the same number of lines.

If the data file is a *text* file, the format of the DATA statement is:

\DATA V1, V2, V3, etc.

V1, V2, V3 etc. are the names of variables. The space following Data is merely cosmetic. It has no effect on the command and may be excluded.

When PeachText sees this command, it assigns the first line of the record as the value of the first variable, the second element to the second variable and so on.

Let's look at an example of a text file data statement. If you have a record containing six elements and you want PeachText to print the second line when it sees the NAME variable, the fourth element as PHONE and the fifth line as REGION, you would type:

\DATA ,NAME,,PHONE,REGION,

DATA tells PeachText to assign the lines in the order they are typed afterward. The first comma tells PeachText that it will not assign the first line (which is often the RECORD NUMBER). The second line is to be the value of NAME. There is an extra comma next, so PeachText will ignore the third line. The fourth line will be printed as the value of PHONE and the fifth will be printed as the value of REGION.

The final comma is optional. Although it represents the sixth line of the record, PeachText ignores lines left over after all the variables have been defined.

If you want to limit the length of a variable coming from a text

file, you may include the length of the variable in the Data statement after the variable name: \DATA, NAME(25),,PHONE,REGION,,

In a *fixed-length* file, each record contains a fixed number of characters; each line in the record contains a fixed number of characters. This type of file is used primarily by programmers.

Fixed length: If the data file is a fixed-length file, the format of the Data statement is: \DATA V1(n1),V2(n2).

V1 and V2 are variable names, and n1 and n2 are the number of characters in the variable.

When PeachText sees this command, it assigns the first n1 characters in the record to the first variable (V1), the next n2 characters to V2 and so forth.

You do not have to assign every line in a record to a variable if you are not going to use that line, but you must tell PeachText in the Data statement that you will be skipping it. This is done by telling PeachText how many characters you are skipping.

Let's look at an example of a fixed-length file data statement. If you have a data file with six lines and you want PeachText to print the first, third, fourth and sixth lines as values of variables, you might type a statement as follows:

\DATA NAME(30),15,ADDR2(20),ADDR2(20),5,SALUTE(15)

When PeachText sees the statement above, it prints the first element in the record, which has 30 characters, as the value of the variable NAME. It skips the next 15 characters because you did not enter a variable. The third and fourth elements of the record are printed as the values of ADDR2 and ADDR3, respectively. The fifth element is skipped, and the sixth element is printed as the value of SALUTE.

PeachText ignores any unassigned characters left over at the end of the record.

You may use more than one Data statement to assign lines in a record variable, as long as you do not assign more elements or characters than you specified in the File statement. If this should happen, PeachText rejects the command and displays an error message.

PeachText treats each Data statement as if it continues from the previous one. For example, look at this Data statement:

\DATA NAME
\DATA ADDR1
\DATA ADDR2

which is the same as the Data statement below:

\DATA NAME,ADDR1,ADDR2

Non-ASCII characters: You can assign lines to variables only if they contain pure ASCII characters.

An unassigned line in a data record can contain non-ASCII characters. This might happen if you have a fixed file generated by a BASIC program that contains numbers stored in non-ASCII format. You may still use it as a data file as long as you pass over all the non-ASCII characters.

Size limits: There are certain size limits you must keep in mind when working with Data statements:

- A text data record may contain no more than 128 elements.
- A line in a text data record may contain any number of characters; however, you can only use the first 55 characters as the value of a variable.
- A fixed data record may not have more than 32,768 characters.
- You may not assign more than 55 characters from a fixed data file as the value of a variable.
- You may pass over up to 255 characters in a fixed record in one jump.
- Since you may divide a fixed record any way you choose, you may assign more than 55 characters in a row by assigning them to separate variables. In the same manner, you may pass over more than 255 characters by skipping over several elements in a row.

File Command

Command: FILE Tn, <Document> or FILE Fn, <Document>.

Purpose: The File command tells PeachText which data file to access when filling in variable values. A File statement *must* be followed by a Data statement.

\FILE Tn, FILENAME is a text data file command. T represents Text file, n is the number of elements (carriage returns or lines) in each record, and <FILENAME> is the name of the data file. For example, to tell PeachText to look for a data file named CUSTOMER containing 12 elements per record, type \FILE T12, CUSTOMER.

\FILE Fn, FILENAME is a fixed-length data file command. F represents Fixed file, n is the number of characters in each record (but may not exceed 128), and <FILENAME> is the name of the data file.

Important note: A File statement must be followed by a Data statement!

Variable file names: You can use a variable to supply the file name. To do this, type GET FILENAME,FILE T12,:FILENAME. The colon indicates that FILENAME is a variable. Without it, PeachText would look for a file named “FILENAME.”

PeachText will display “Enter FILENAME” on the Print Status Screen, and you can then tell it which data file has the information you need. This gives you the ability to keep one document on file that can be printed from several data files.

The FNAME Command: You may define or change the data file from the keyboard using the FNAME command. The format for this command is \FNAME,<DATAFILE>, where FNAME tells PeachText that you are defining or changing the data file, and <DATAFILE> is the filename.

You may use the FNAME command to change the data file any time before the document begins to print. PeachText does not open the data file until it is ready to actually read the first file record.

You should always place the File command in the setup sec-

tion of your document between the Setup and Text commands. If you do not name a file or if PeachText does not find the file you specified, an error message will be displayed on the screen.

Since the File statement has multiple parts, it must be the last, and preferably the only, command on a line. It must be followed by the Data statement.

Get Value

Command: GET <Variable> or GET <Variable>= "Message".

Purpose: The Get command instructs PeachText to ask for the value of a variable at run-time. You will enter these values from the keyboard when prompted from the Print Status Screen.

A series of Get commands might be:

```
\GET DATE
\GET NAME
\GET ADDR1
\GET ADDR2
\GET CITY
\GET STATE2
\GET SALUT
```

The procedure for establishing and using a Get command is as follows:

1

Embed the Get command in the text of your document by typing \GET Variable.

2

When you select "Print Document," PeachText will see this command and, before printing the document, will display on the screen: *Enter <Variable>*.

3

This message will appear on the Print Document Screen. If you prefer to display the message on the Print Status Screen, place a carriage return on the line preceding the first Get command.

4

Type in the value of the variable and press RETURN.

PeachText assigns the characters you typed as the value of the variable and prints it at an appropriate location in the document.

Prompt statements: You may want to see more information on the screen than the name of the variable when PeachText asks you to enter the value. You can tell PeachText to display a *prompt statement* by setting up the Get command as follows:

```
\GET Variable= "prompt"
```

For example, if you entered a Get command as shown below:

```
\GET Variable= "Full name (last name first)?"
```

then you will not see Enter NAME on the screen. Instead, you will see Full name (last name first)?.

Assigning lengths to variables: PeachText will accept up to 55 characters as the value of a variable. If you want to limit the length of the variable to less than 55 characters, type \GET V(n).

For example, if you want to shorten any name longer than 25

characters to a 25-character limit, you would type \GET NAME(25).

Since you limit the variable length before telling PeachText what the value of the variable is going to be, PeachText will store in memory only the number of characters you indicated.

Sometimes PeachText will ask you to enter the value of a variable, but no value exists for that variable. To blank out the value of the variable, press the space bar before pressing RETURN. If you press RETURN without typing an entry or pressing the Space Bar, PeachText prints the value of the variable from the previous entry.

If (Conditional) Command

Command: IF <Condition>,<Command>.

Purpose: A conditional command is an instruction to PeachText to carry out the command only if a given situation is true. This command is also called an If statement.

When a condition is true, PeachText looks at the rest of the commands in the command line and carries them out.

When a condition is not true, PeachText passes over the remaining commands in that command line. It goes straight to the next line, the next command or the next section of text.

The conditional command consists of two parts. It is easiest to think of them as the If section and the Then section.

Together, they create an expression that sets up the situation and, if the situation is true, carries out the instructions in the second half of the statement.

A conditional expression may contain:

- Variables.
- Constants.
- Combinations of a variable and a constant.

The format of the IF statement is:

\IF (first expression) comparison (second expression),
(“Then” is represented by a comma) (command to be carried out).

One expression in the statement must contain a variable, since you would already know the outcome of the comparison if you were comparing constants.

The following statements are examples of the If statements you use every day:

If you wear a blue suit, then wear black shoes.

If the weatherman forecasts rain, carry an umbrella.

The easiest way to structure If statements is to put the desired action in sentence form. Some examples follow:

\IF CODE= “M2”, END

If the value of CODE equals M2, end this pass of the record without printing. (This can be used to control the printing of letters from a mailing list by making the variable CODE the requirement to print the letter.)

\IF #TIMES >= 5, “very generous”

If the numeric value of TIMES is greater than or equal to 5, print “very generous” in the text.

\IF ADDR2 = “”,nl

If the value of ADDR1 is blank, go to a new line.

If Not statements: You can use Not in an If statement to test if a condition is not true. For example:

\IF NOT #TIMES<5, “preferred customer”

If the numeric value of TIMES is not less than 5, insert “preferred customer” in the text.

Comparisons: There are several comparison symbols you can use in an If statement.

- You can test to see if one expression is greater than (>), less than (<) or equal to (=) the other expression.
- You can test for any two relationships at one time—greater than or equal to (>=), less than or equal to (<=) or greater than or less than, i.e., not equal to (<>).
- Any legitimate command or series of commands can follow an If statement, if separated by a comma.

Multiple conditions: A multiple-condition statement tests more than one condition at a time. There are two kinds of multiple conditions—the “and” condition and the “or” condition.

PeachText does not actually recognize the words “and” and “or”; these conditions must be established by modifying the If statement.

“And” conditions: The “and” condition requires that all of the conditions specified in a series of commands must be true for the second half to be carried out.

To set up an “and” condition, place all statements in the same command line in front of the conditional command. If any one of the conditions is not true, PeachText skips the rest of the command line. Therefore, all must be true for the command to be carried out; you have established an “and” condition. For example: \IF CITY= “Atlanta”, IF \$ZIP= “30341”, SKIP2.

“Or” conditions: The “or” condition is a little more difficult to set up. There are two ways to do it.

One method is to place each condition on separate command lines, with the conditional command repeated at the end of each line. For example, you want to go to a new page if the variable named CODE has a value of A or B. You should type:

\IF CODE= “A”,NP

\IF CODE= “B”,NP

Since CODE cannot be both A and B at the same time, PeachText can only carry out one of the NP commands.

It is also possible to set up an Or condition in which more than one condition can be true at the same time. When this happens, you must make sure PeachText does not carry out the conditional command more than once. For example, you want to go to a new page if CODE equals A or B or if the current page number is less than 2. You should type:

\IF CODE= “A”,NP,SKIP2

\IF CODE= “B”,NP,SKIP

\IF %PAGE<2,NP

If you do not include the Skip commands, you will force two new pages if CODE equals A or B and the current page number is 1. (See "Skip" command.)

"And/Or" statements: You can also combine the conditions in one statement. To do this, reverse the conditions by following If with Not, followed by a Skip command. For example, to rephrase the same commands given in the previous example, you would type:

```
\IF NOT CODE= "A",IF NOT CODE= "B",IF NOT  
%PAGE<2,SKIP  
\NP
```

This accomplishes the same end as the separate commands shown above, because if CODE equals A or B or if %PAGE equals 1, the condition is false and PeachText carries out the New Page command. If none of the conditions is met, PeachText carries out the Skip command and passes over the New Page command.

Set Value

Command: SET <Variable>=String or SET <Variable>=n.

Purpose: The Set command directly assigns a value to the variable. This is done within the document without having to type a value from the Print Status Screen. It also lets you assign a value from the keyboard without using the Get command.

\SET Variable="string"

Setting string value: The above command tells PeachText that a string of characters is the value of the variable. For example, if you type \SET STATE= "Texas" PeachText will print Texas each time it sees STATE. If you type \SET STATUS= "In progress" PeachText will print In progress each time it sees STATUS.

You may also set the value of a variable as a constant number, as in \SET #SIDE= 1.

Setting variable value: Unlike the Get command, the Set command can tell PeachText to insert one variable value as the value of another variable. To do this, type \SET Variable= V1. This command sets the value of a variable to be the same as another variable you are already using. For example, if you type \SET NAME1 = :NAME PeachText will print the value you give :NAME each time it sees NAME1. This command does not affect the second variable.

Use the Set command this way when you need to store the current value of a variable you are about to change to something else. For example, if :NAME has been John Doe, you can use the command illustrated above to make John Doe the value of NAME1, then change the value of :NAME to Jane Doe.

Limiting number of characters: You can also use the Set command to store the limited value of a variable. To do this type \SET Variable(n)= :Variable.

For example, to store the limited value of 25 characters of a name, you would type \SET NAME1(25)= :NAME. Again, this

does not affect the value of the second variable.

Adding/subtracting numeric strings: You can also use the Set command to add to or subtract from a numeric variable or to add or subtract two or more numeric variables. This procedure is covered in detail in the explanation of "Numeric Variables."

Linking strings: You *may not* use the Set command to link strings together. For example, the following commands are not valid; PeachText cannot interpret them:

\SET FULLNAME= :FRSTNAME + :LASTNAME

In the above case, no error message will appear, but PeachText will print only the first variable and ignore the second variable.

Counters and Comparisons

The following section contains information on using variables for counters and comparisons. These functions are constructed by setting up variable commands in a special way.

Counters In a File

Purpose: A counter is a variable used to keep track of how many times a particular action takes place while PeachText is processing a document. It can be compared to system variables, except that PeachText keeps track of system variables automatically.

Counters are primarily used for recaps at the end of a document file. This requires PeachText to count each time an action was taken, but PeachText must be told by you which categories to count.

Format: Counter statements consist of two parts—the category and the counter statement. The format is:

\IF <Variable> <Comparison> <Category>, <Counter>=<Counter> + 1

Let's go through the sentence form of a counter before showing an actual statement.

A sentence might read as follows: If the amount of a contribution is less than \$25, let the counter representing that category increase by one.

The counter command to carry out this statement would be:
\IF \$CONTRIB < "25", SET #CONTSM = #CONTSM + 1

The next command might concern medium contributions:
\IF \$CONTRIB < "100", SET #CONTMED = "CONTMED + 1

Counter recaps: A counter recap is displayed or printed at the end of the file. This is done with the Show command. For example, you could tell PeachText to print a report using a statement such as the one above with the following command:

\SHOW "Amt of Contrib.", "Number of Contributors", NL
\IF #CONTSM>0, SHOW "Small (under \$25)" ",#CONTSM

String Comparisons

Purpose: String comparisons compare a string variable to a constant (not variable) string or to any other string variable.

Format: The format for comparing a string variable to a constant is as follows:

\IF (or IF NOT) Variable= "Constant"

When comparing a variable to a constant string, you must enclose the constant in quotation marks, either single ('') or double (""). The second quotation mark is essential; otherwise, PeachText thinks the commands that follow are part of the constant. An example is:

\If CITY= "Miami", "warm weather"

The format for comparing the value of one string variable to another is:

\IF (or IF NOT) Variable1 =:Variable2

You do not need to prefix the first variable name with a colon or an equal sign (although it doesn't hurt), because PeachText assumes a variable is a string unless it is told otherwise. For example:

\IF :CUSTOMER=:PROSPECT, "free tickets"

PeachText considers two strings to be equal only if they contain the same characters in the same order. It is important to remember that upper- and lower-case characters do not compare as equal.

When PeachText compares strings, it compares them character by character. The first character of one string is compared to the first character of another string, the second character to the second character, etc.

PeachText does not count trailing blanks when testing for equality. If two strings are identical except for trailing blanks, PeachText considers them equal. Because of this, a variable having no characters assigned to it is equal to a variable or string that is made up entirely of blanks.

PeachText does consider leading blanks when testing. For example, " Mr. Brown" is not the same as "Mr. Brown".

Since PeachText compares strings by matching character to character, you should not test to see if string values are greater than or less than each other except in a very few limited cases.

For example, even though you know the expression *IF "300" > "1000"* is not true, PeachText would see it as a true statement because it would match the 3 in 300 to the 1 in 1000 and see it as the larger number. This can be quite unreliable. *To compare numbers accurately, you must use either a numeric or a dollar comparison.*

You may test to see if one string of numbers is greater than another only if they have the same number of characters, such as a ZIP code. Even this will not work sometimes. Since a ZIP code can easily exceed 32767, you cannot rely on a numeric comparison and would need to perform a string comparison. For example, to test to see if a name comes before M in the alphabet, type **\IF NAME<"M"**. Remember, only the first character is important for this comparison.

Comparing portions of a variable: You may compare only a

portion of a variable by enclosing the number of characters you want to compare in parentheses following the variable name. For example, to see if the first character of a name is *M*, type `\IF NAME(1) = "M"`. If the first character is *M*, the expression is true no matter what characters follow.

To compare a fixed number of characters from two variables, you must include the number of characters with each variable name. For example: `\IF NAME(10) = NAME1(10)`.

Dollar Comparisons

Purpose: The dollar, or decimal, comparison compares the numeric value of a variable to another variable or constant.

When deciding whether to use a dollar or a decimal comparison, it is important to remember that the value of the variable does not have to be dollars, as long as it is a number. Think of it as a decimal number, so you will remember that it can be used for both fractions and whole numbers.

The dollar/decimal comparison is the only way to compare numbers that are larger than 32767, that are less than zero, or that are fractions.

Format: In a dollar/decimal comparison, the expression immediately following If must be a dollar variable. The format is:

`\IF $Variable <comparison> Variable or string`

Example:

`\IF $ZIP > 50000, = "west of the Mississippi."`

When doing a dollar/decimal comparison, PeachText automatically puts both sides of the comparison statement in full dollar format, filling in with zeros as necessary. For example:

`10000.1` becomes `000,000,010,000.10`

`-303,030.30` becomes `000,000,303,030.30-`

After placing both sides in a dollar format, PeachText does a string comparison of the two sides. String comparisons match the numbers character by character.

Since the dollar format places the numbers in a fixed format of the same length, the problems associated with comparing strings have been eliminated. Consequently, you may use the dollar comparison to test any relationship—greater than, less than, equal to, etc.

Comments:

- You are allowed up to 12 places to the left and two places to the right of the decimal point. Example:
`265930472834.73`.
- You can use either positive or negative numbers.
- You can include as part of the constant a plus sign or minus sign, commas, a decimal point and a dollar sign, or you can just use a series of numbers.
- You can not use numeric expressions, such as `%PAGE+2`, `TIMES-1`, etc.
- If you are comparing the variable to a constant, place the constant in quotation marks.

- If you are comparing one variable to another, you can put the second variable in dollar format as well.

Numeric Comparisons

Purpose: A comparison is numeric when you use numeric variables such as number (#), length (&) or system (%) as part of the If statement.

If you want to add or subtract numbers as part of a comparison, you must use a numeric comparison.

Format: Either side of the comparison may be a numeric expression instead of a single variable or constant. The format of the command is \IF (numeric variable) (comparison) (numeric variable).

Examples:

```
\IF TIMES + 3 = %PAGE  
\IF &NAME > LENGTH-5
```

Comments:

- You can include only numeric variables, expressions and constants in a numeric expression.
- Do not place quotation marks around the constants in a numeric comparison.
- The same restrictions that apply to numeric variables apply to numeric comparisons as well; the numbers must be positive whole numbers between zero and 32767.
- Numbers greater than 32767 or less than zero are treated as zero.
- If you are comparing one number to another, you should probably use the dollar, or decimal, comparison to avoid the restrictions of numeric variables.

This chapter contains some special features that PeachText can do for you, even though there is no one command to carry out the function. As you become familiar with PeachText, you will probably develop shortcuts and special procedures of your own.

Creating an Index

Procedure

1

2

3

4

5

6

An index is a list of key words and associated page numbers. Since PeachText keeps track of page numbers as it prints, you can use it to construct an index.

The procedure for indexing can best be explained with the following example. Say you are editing a file called "ANIMALS." The following procedure would produce an index file called "ANIMALS.PRN":

This sentence contains the word "aardvark." Type \PRINT OFF, DISK ON.

Type aardvark \%PAGE\.

Type \PRINT ON, DISK OFF.

On the next page, you see the following sentence: This sentence contains the word "emu." Type \PRINT OFF, DISK ON.

Type emu \%PAGE\.

Type \PRINT ON, DISK OFF.

The file ANIMALS.PRN would contain:

aardvark	1
emu	2

The file ANIMALS.DOC, although containing instructions to create ANIMALS.PRN, is not affected.

The following facts should be kept in mind:

You must be at the end of a logical line to begin disk operations. Therefore, a carriage return must precede a Disk On command.

As you write to the disk, PeachText will increment the line number. You may prefer to save the line number using SET LINE=%LINE, write to the disk, then use LINE - LINE to get back to the proper line.

If you extract text in the middle of a paragraph, you may also want to save the column number: \SET COL=%COL). Then, after writing to the disk, tab out to the saved column: \TAB COL. Proportional printing may be a few increments off when you do this, since tabs are a fixed number of increments apart.

Two-Column Text

PeachText has no direct commands for printing text in more than one column, but you can do so with the following procedure. This procedure will not work if your printer is set up with a tractor feed. If it is, you will need to remove it and use the friction feed alone.

Procedure

1

2

3

Type your text and embed the necessary margin commands (LM and RM) to set the desired column width.

Use Print with Screen On commands to look at the resulting text and make any necessary changes.

Using Edit, enter a bottom margin (BM) command and reduce the bottom margin by one line to prevent accidental

4

form feeds.

Next, tell the printer to reverse the carriage and go back to the top of the page on every other "page" (i.e., every other half-page column you print). To do so, enter a `\LINE-n` command after the last word on the page. Note that if the last word on the page is the end of a paragraph, you will need to put `\LINE-n` on the next line, not within the paragraph.

6

Change the left margin setting to correspond to the beginning of the next column. (You don't need to change any other formatting commands.)

7

At the end of the next column, change the left margin back to the original setting. You can set the right margin once and leave it when printing two-column text because PeachText computes total line length by adding Right Margin to Left Margin.

1

To print a partial page in columns:

2

You can easily print only part of your page in columns by using commands similar to the above.

3

Immediately before the text you wish printed in columns, save the current line number as a numeric variable, using the `SET` command: `\SET LINE = %LINE`.

4

Preview the text with the `Screen On` command to determine the halfway point in the text to be printed in columns.

5

As above, immediately after the halfway point, reverse the carriage to the saved line number: `\LINE = %LINE`.

6

Change the left margin setting to the beginning of your next column.

7

At the end of the columnar text, change the left margin back to the original setting.

8

If the columnar section is an odd number of lines, print the extra line in the left-hand column and issue an extra carriage return at the end of the right-hand column.

How to Design and Use a PeachText Template

Procedure

1

Select "Edit Document" and name the document. You may want to select a name such as TEMPLATE, LETTER or CONTRACT that will reflect the type of template.

2

Go to the Text Screen. Type any commands and text that are standard for the document that you will prepare with this template. For example, the return address on a letter template will probably be the same, so type the return address at the appropriate spot on the Text Screen.

3

As you reach a spot in the document at which the text will vary, such as the date, the beginning of the inside address, and the salutation, type an exclamation mark (!).

Place an exclamation mark at spots within the document at which you want to place standard text from Include documents.

4

Go to the Edit Status Screen and end Edit.

Creating a Document with a Template

- 1** Copy, rename and edit the template you want to use.
- 2** Go to the Text Screen of the copied template.
- 3** Press the F5 (Repeat Search) function key. The cursor moves to the first exclamation mark in the document.
- 4** Type the text that belongs at that spot. For example, the first exclamation mark might represent the date.
- 5** Press the F5 function key again to move to the next exclamation mark. Repeat this process until your document is complete.
- 6** If you want to include a section of text from another document, place the cursor using the F5 function key. Delete the exclamation mark to make sure it does not remain in the document. Then go to the Edit Status Screen and carry out the Include procedure.
- 7** When the document is complete, go to the Edit Status Screen and end Edit.
- 8** Print the document.

How to Print Footnotes at the Bottom of a Page

Professional and academic papers require that references be footnoted at the bottom of each page. Although the PeachText Foot command is usually set up to print the same type of footing at the bottom of each page, you can print a different footnote at the bottom of each page with a combination of the Foot command and the Wait command.

Procedure

- 1** At the beginning of the document, embed the following Foot command: \FOOT2 \NL \WAIT.
 - 2** Leave a bottom margin that is large enough to contain the footnote.
 - 3** Type the document, placing superscripted footnote numbers at the appropriate spot.
 - 4** Press ESCAPE to display the Print Status Screen.
 - 5** At the backslash, type the text of the footnote from the keyboard. For example, a two-line footnote might be typed on the keyboard as follows (remember to press RETURN after each line):


```
\= "<3> Booth, Wayne C. The Rhetoric of Fiction.", nl
\= "(Chicago: Univ. of Chicago Press, 1961), pp. 62-66."
```

 This footnote would print as follows:

³Booth, Wayne C. The Rhetoric of Fiction.
(Chicago: Univ. of Chicago Press, 1961), pp. 62-66.
 - 6** If there is to be more than one footnote on a page, give two New Line commands so there will be a blank line between footnotes.
 - 7** After the footnotes for that page are typed onto the keyboard, press RETURN without giving a command. The document will continue to print the body of the text.
 - 8** Follow steps 4-6 each time PeachText stops at the footing.
- Note:* You may have to print one copy of your paper and place New Page and Bottom margins within the document to

make sure there is enough room on each page for multiple footnotes.

**Random House
Electronic
Thesaurus™**

2

Loading the Thesaurus

The Thesaurus is very easy to use and requires only a few commands. To make use of the Thesaurus, you must be editing a text or document file with the PeachText word processor.

Some important things to remember:

- The Thesaurus file (PT.THE) must be on the same diskette as the PeachText programs, or you must be able to replace the PeachText program disk with the Thesaurus program disk. In most cases this diskette is on Drive A.
- The text or document file with which you are working should be on a disk in Drive B.

Looking up a synonym

1

2

Selecting a synonym

1

2

3

4

Place the cursor on the first letter of the word in the text file for which you want to find a synonym. Press the F10 function key to display the synonyms for the chosen word.

If your Thesaurus file (PT.THE) is on a different diskette from PeachText, remove the PeachText program diskette and place the Thesaurus diskette in the drive before pressing the F10 function key.

The Thesaurus listing occupies the lower part of the screen. It is separated from the text by a horizontal broken line. The target word (the word for which you want to find a synonym) is enclosed in brackets ([]).

Press the RIGHT arrow key. The brackets move from the target word to enclose the first synonym in the list.

Press the RIGHT arrow key again, and the brackets move to the next synonym in the list. If you want to go back to an earlier synonym in the list, press the LEFT arrow key.

If the Thesaurus listing will not fit on one screen, the symbol >>> will be displayed in the lower right corner of the screen. To go to the second screen of the listing, press the F2 (Forward Page Scroll) function key or press the RIGHT arrow key until you run out of synonyms on the first screen. The system will automatically position the brackets around the first synonym on the second screen.

1

Move the brackets to enclose the synonym you want to use to replace the target word. Then press the RETURN key. This will remove the target word from the document you are editing and replace it with the synonym you selected. It will also remove the Thesaurus listing from the screen. The synonym will be in the same case letters as the target word it replaced—all lower-case, all upper-case or with an initial capital.

2

If you do not find the word you want in the list of synonyms, press ESCAPE to return to the document you are editing. You may also return by moving the brackets to the target word in the Thesaurus listing and pressing RETURN.

3

Now you are ready to continue with the PeachText word processor. If the PeachText programs and the Thesaurus file are on separate diskettes, remove the Thesaurus diskette from the drive and replace it with the PeachText diskette before continuing.

4

If your target word is not in the Thesaurus, the following message will appear at the bottom of the screen:

<Target word> not in Thesaurus. Found WORD1 and WORD2.

This message tells you that the word you want a synonym for is not in the Thesaurus. It gives you the entry in the Thesaurus that immediately precedes your target word (WORD1) and the entry that immediately follows it (WORD2).

If you position the cursor on a space, punctuation mark, special character or number, the system will display the message *No Word at Cursor*.

The only serious error that can occur using the Thesaurus package is not having the Thesaurus file on the default drive—in most cases, Drive A. If this happens, the system will display the following message:

Thesaurus file PT.THE not found

To correct this, simply change the default to the drive that contains the Thesaurus File (PT.THE) or put the disk containing the Thesaurus file in the current default drive.

**Spelling
Proofreader**

3

Overview of the Menu

How do I get the menu to display?

Place the Spelling Proofreader diskette in Drive A and load the operating system. When the *A>* appears, type *PT* and press RETURN.

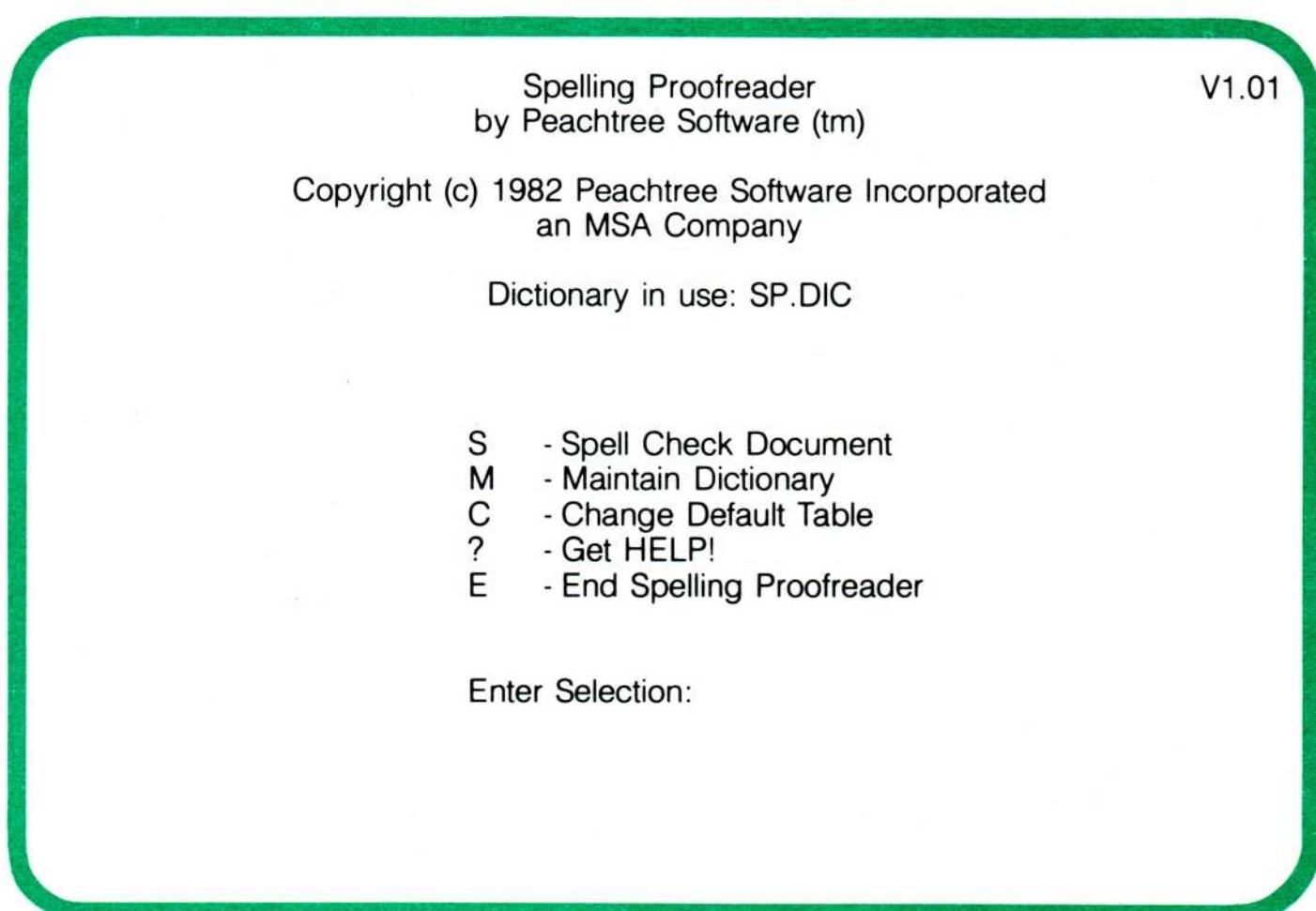
Spelling Proofreader appears on the PeachText menu. Type *SP* at the "Enter Selection:" prompt and press RETURN. The Spelling Proofreader menu will appear.

Chances are that you will want to check the spelling in documents at the time you enter them with PeachText. When you enter the selection *SP* and press RETURN on the PeachText menu, follow the instructions on the screen to remove the PeachText diskette and replace it with the Spelling Proofreader diskette.

One important point to remember is that the document to be checked should be on the diskette in Drive B. It's always a good idea to keep all document files on a separate data diskette rather than put them on the program diskettes.

Illustration of the menu

When you call the Spelling Proofreader menu, it will display on the terminal screen as illustrated.



Menu Selections

Spell Check Document

The selections on the menu represent the basic Spelling Proofreader functions. All selections except "End Spelling Proofreader" involve the display of other screens, called "action" screens.

"Spell Check Document" will be the function you choose most often. This tells the computer that you wish to proofread a document. After the computer locates mismatched words, the words are presented to you for a decision—add, mark or skip. Words may be reviewed individually or as a group.

Maintain Dictionary

"Maintain Dictionary" lets you manipulate the dictionaries in Spelling Proofreader. You may add words to or delete words

from an existing dictionary. You may also combine or subtract dictionaries to create new dictionaries.

Change Default Table

A default table is a list of preset instructions that the computer "remembers" so you will not have to give these same instructions each time you spell check a document. There can be three default tables on a disk at one time. The program follows the instructions in the default table that is "active" at the time you spell check a document.

Help Screens

A short reference aid is built into the Spelling Proofreader system. If you need a quick memory boost, you may enter the "Help!" selection and ask for information on a particular function. This information will display on the screen.

End Spelling Proofreader

This selection is chosen when you are completely finished using Spelling Proofreader. It returns you to the PeachText 5000 menu.

“Spell Check Document” tells the computer to proofread a document for spelling and/or typographical errors and show you all words that do not match words in the dictionary.

How do I choose this option?

The “Spell Check Document” option is selected by typing S at “Enter Selection:”
Example: *Enter Selection:* S.

What happens during the spell check?

Let’s look at what happens during the spell checking procedure:

1. You type the name of the document to be spell checked. Immediately, the program begins to proof the document for mismatches by comparing the document to the words in an internal dictionary. Any words in the document that are not in the dictionary are mismatches.
2. The program shows the mismatched words on the word review action screen. This screen lets you make a decision on what you want to do with that word—add, mark or skip. You may review words one at a time or as a group.
3. The program recaps your decisions—at this point, words are added to the dictionary and marked in the document.
4. The program returns to the Spelling Proofreader menu. If you wish to correct your document at this time, end Spelling Proofreader and go to PeachText to correct the marked words.

Screens

There are four action screens in “Spell Check Document.” The exact messages that appear on each screen are explained in the rest of this section.

Naming and Proofing a Document

The “Spell Check Document” screen is the first screen you see. Two actions take place on this screen:
- The document to be proofed is specified.
- The document is compared to the internal dictionary. (The status of proofing is displayed on the screen.)

Illustration

The first “Spell Check Document” screen appears as illustrated.

Spelling Proofreader
**** Check Spelling ****

Dictionary in use: SP.DIC (20,005 words)

Enter document to spell check: SPELLING

# Words Read	# Words Unique	% Words Unique	# Words Mismatch	% Words Mismatch	% Proofing Done
227	115	50.6%	14	6.1%	100.0%

Spell checking is complete.

Press RETURN to enter Individual Word Review:

Messages

The messages that appear on this screen are:
Spelling Proofreader
**** Check Spelling ****
Dictionary in use: SP.DIC

Explanation

If a specific dictionary is named in the active default table, it will display here.

Otherwise, type the name of the dictionary you wish to use to proof the document. The computer looks for the dictionary on the program diskette. If the dictionary is on another disk drive, you must tell the computer where to look (B:SP.DIC).

Message

Enter document to spell check:XXXXXXX

Explanation

Type the name of the document you wish to spell check. This is an eight-character name, period and a three-character extension, if any. The default extension is DOC. If the document has a different extension, it must be specified. If the document is on a different disk drive from Spelling Proofreader, indicate the drive (B:DOCUMENT).

If a specific document was entered on the active default table, the name will automatically appear and the computer will start proofing at once.

At this point, six status columns appear across the screen.

# Words Read	# Words Unique	% Words Unique	# Words Mismatch	% Words Mismatch	% Proofing Done
nnn	nnn	nn.n%	nn	n.n%	100.0%

The numbers in each column change until 100% of the proofing is done. Figures change in the first three columns while the computer reads the document, then figures appear in the next three columns while the document is compared to the dictionary.

Message	<i>Spell checking is complete.</i>
Explanation	The program tells you when it finishes spell checking.
Message	<i>Press RETURN to enter Individual Word Review.</i>
Explanation	Pressing RETURN takes you to the second screen of the "Spell Check Document" procedure.
Status columns	<p>The numbers in the six columns indicate the status of the document as it is proofed. Column numbers only go up to 65,535, then they revert to zero and start over again. Each column is explained below:</p> <ul style="list-style-type: none">- # Words Read tells how much of the document has been read.- # Words Unique tells how many of the words were different, i.e., not a duplicate of another word. For example, if "the" appears 25 times, it is only one unique word. This figure might be helpful in evaluating your document. For example, your objective in a technical document might be to use as few different words as possible, so the percentage of unique words should be smaller than, perhaps, in a creative document.- % Words Unique tells the percentage of unique words read.- # Words Mismatch tells how many of the words that the program read did not match words in the dictionary.- % Words Mismatch tells the percentage of words mismatched.- % Proofing Done tells the percentage of the document that has been compared with the dictionary.
Intermediate Word Review	If you have a large document, a small dictionary and a small computer, Spelling Proofreader may have to do an intermediate word review. This is the same as the usual word review except that it happens before the entire document has been proofed. The sixth status column will not say that 100.0% of the document was proofed, and only the mismatched words in the first portion of the document are shown for review. Intermediate word review rarely happens, but when it does the program takes care of everything—just follow the directions on the screen. When intermediate word review is finished, Spelling Proofreader goes back and finishes proofing the rest of the document as usual.
Individual Word Review	<p>Individual Word Review shows each mismatched word and lets you make a decision on what to do with the word.</p> <p>When you press RETURN after proofing the document, the second screen, Individual Word Review, displays.</p>

Spelling Proofreader
** Individual Word Review **

Selections:

- | | |
|---|----------------------------------|
| A | - Add Correct Word To Dictionary |
| M | - Mark ("[]") Incorrect Word |
| S | - Skip Word |
| B | - Back Up To Previous Word |
| L | - List Remaining Words |
| T | - Transfer To Group Word Review |
| ? | - Get HELP |
| C | - Cancel Word Review And Quit |

----- PRIOR WORD -----	----- CURRENT WORD -----
WORD <Selection>	NUMBER WORD --> (Your selection)
<hr/>	
#11 MISPELLED-->M	

Messages

SPELLING PROOFREADER

** Individual Word Review **

Selections:

Explanation

There are eight selections for each word. Type the letter that corresponds to the action for each word, under the heading CURRENT WORD.

Message

----- PRIOR WORD -----	----- CURRENT WORD -----
WORD Selection	NUMBER WORD -- (Your selection)
<hr/>	
3 Accident --	

Explanation

After you enter a selection for the first word, the word and your selection will move to the PRIOR WORD column.

The next word for review shows under the CURRENT WORD column, preceded by the number of words left for review. You should now enter a selection for the current word.

Message

Individual Word Review is complete.

Explanation

The program will tell you when you have reviewed the last word.

Message

Press RETURN to continue.

Explanation

Pressing RETURN takes you to the recap screen.

Adding a word to the dictionary

The first action on the Individual Word Review screen is A - Add Correct Word To Dictionary. Type A when a word is spelled correctly and is one that you want to include in your dictionary.

The next time the dictionary sees an added word, it will not appear as a mismatch unless it is truly misspelled. The only limit to the number of words you add to your dictionary is the disk storage space available.

Marking an incorrect word in a document

The second choice is *M - Mark Incorrect Word*. Type *M* when the spelling of the word is incorrect and you wish to place a wordmarker in the document so you can find and correct it. Spelling Proofreader marks every occurrence of the misspelled word in the document. This is done by substituting a special character for the last character of the word. The special character is usually the left bracket symbol (*[*), but you may specify any character you prefer on the default tables.

Skipping words

The third choice is *S - Skip Word*. Type *S* when the word is spelled correctly but is not one that you wish to include in the dictionary (such as places, names or technical terms).

List words

The fourth choice is *L - List Remaining Words*. Type *L* when you need to see a list of all the mismatched words that have not yet been reviewed. When working with a long document, you can list remaining words to decide whether to continue with Individual Word Review or go to Group Word Review.

Group Word Review

The fifth choice is *T - Transfer To Group Word Review*. Type *T* when you wish to use the Group Word Review actions to make a decision on all remaining mismatched words.

HELP!

The sixth choice is *? - HELP!* Type *?* when you have a question or need more information on one of the Individual Word Review actions.

Cancelling word review

The last choice on the screen is *C - Cancel Word Review And Quit*. Type *C* when you do not want to continue word review. This negates anything you have done and takes you back to the Spelling Proofreader menu. No words from the current document are added or marked.

Group Word Review

Group Word Review lets you make one word decision for all the remaining mismatched words instead of reviewing them one at a time. If you are sure that all the words need the same action, this can be a real time-saver.

When you type *T*, the Group Word Review screen displays.

Spelling Proofreader
** Group Word Review **

Selections:

- A - Add All Remaining Words To Dictionary
- M - Mark All Remaining Words In Document
- S - Skip All Remaining Words
- T - Transfer To Individual Word Review
- ? - Get HELP!
- C - Cancel Word Review And Quit

Enter Selection:

Unlike the Individual Word Review screen, the bottom of the screen does not show you the words being reviewed. You should be sure that all words can be decided by one action by listing words on the Individual Word Review screen.

Message

SPELLING PROOFREADER

**** Group Word Review ****

Selections:

Explanation

There are six selections for the remaining mismatched words not yet reviewed. To select an action, type the corresponding letter.

Comment

The four word actions will affect only those words that have not been reviewed. For example, if you have 15 words and have reviewed three before going to Group Word Review, only 12 words will be included in any group word action. Only the Cancel action affects words previously reviewed, in that it tells the program to ignore everything you have done to that point.

Caution

You need to be very sure that you are not adding incorrect words to the dictionary and that you are not skipping incorrect words. It is also possible to mark so many words in your document that you will lose time instead of saving it.

Adding all remaining words to dictionary

The first action on the Group Word Review screen is *A - Add All Remaining Words To Dictionary*. A should be typed only when you are sure that all mismatched words remaining are spelled correctly and should be included in the dictionary. Do not add words that are spelled incorrectly—this could be disastrous for future proofing.

The next time this dictionary is used to proofread and it sees the words that were added, those words will not appear as mismatches unless they are truly misspelled. The only limit to the number of words you add is your disk storage space.

Marking all remaining words in document

The second action is *M - Mark All Remaining Words In Document*. Type *M* when all the words remaining are misspelled and you want to mark them all for correction later.

Each occurrence of the misspelled word is marked in the document by substituting a special character for the last character of the word. This character is usually the left bracket ([), but you may specify any character you wish through the Change Default Table function.

Skipping all remaining words

The third action is *S - Skip All Remaining Words*. Type *S* when you do not wish to add all words to the dictionary or mark any of the words in the document. This is used many times for places, names, technical terms, etc.

Transferring to Individual Word Review HELP!

The fourth action is *T - Transfer To Individual Word Review*, which returns you to the Individual Word Review screen.

The fifth action is *? - HELP!* Type a question mark when you have a question or need more information on one of the Group Word Review actions.

Cancelling word review

The last choice on the Group Word Review screen is *C - Cancel Word Review and Quit*. *C* is typed when you do not wish to continue word review. Selecting this option negates anything you have done during word review up to the point at which you cancel and takes you back to the Spelling Proofreader menu.

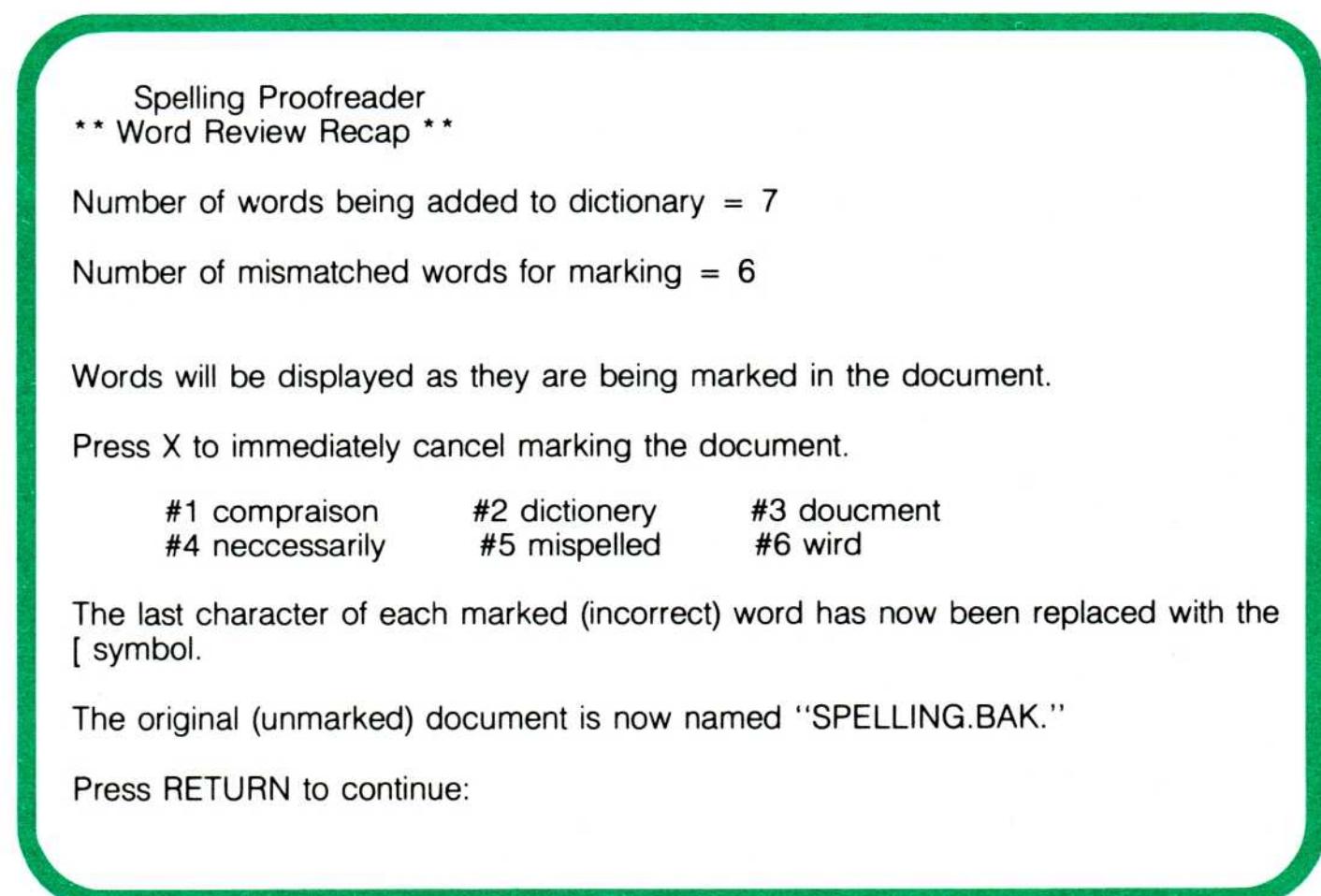
Word Review Recap

After you have finished spell-checking a document, Spelling Proofreader performs a word review recap. Two actions take place on this screen:

- The program recaps your word decisions.
- The program goes on to actually add words to the dictionary and mark words in the document.

Illustration

The following is a sample of the Word Review Recap screen:



Message	<i>Number of words being added to dictionary = n.</i>
Explanation	The program tells you how many words you decided to add to the dictionary.
Message	<i>Number of mismatched words for marking = n.</i>
Explanation	The program tells you how many words you decided to mark with the special character for correction later.
Message	<i>Words will be displayed as they are being marked in the document.</i>
Explanation	The program is about to begin marking words in the document. You will see the words on the screen as they are marked.
Message	<i>There are no mismatched words.</i>
Explanation	This message displays if the number of words marked is zero.
Message	<i>Press X to immediately cancel marking in the document.</i>
Explanation	Press the X key to keep the program from marking the document. This will take you to the menu, and no words will be marked.
Message	<i>1 Word1 2 Word2 etc.</i>
Explanation	Each word that the program marks in the document shows on the screen.
Message	<i>The last character of each marked (incorrect) word has now been replaced with the [symbol.</i>
Explanation	Marking is finished. The program substitutes the special marking character for the last letter in the incorrect word. The symbol in the active default table is the one shown; in this case, the symbol is [, the left bracket.
Message	<i>The original (unmarked) document is now named XXXXXXXX.BAK.</i>
Explanation	If the active default table indicates that a back-up is to be made of each unmarked document, this message will appear to tell you that it has been done. The name of the back-up document is the same as the marked document, except that the extension is BAK.
Message	<i>Press RETURN to continue.</i>
Explanation	Pressing RETURN takes you to the Spelling Proofreader menu. The program will sometimes pause at this point to reorganize the dictionary.

This option helps you maintain your Spelling Proofreader dictionaries so you can make the best possible use of them.

How do I enter this option?

The "Maintain Dictionary" option is selected by typing **M** at "Enter Selection:"

Example: *Enter Selection: M*

Actions for dictionary maintenance

There are seven actions to choose from in the "Maintain Dictionary" function. You may maintain a dictionary by:

- Listing words in a dictionary.
- Combining two dictionaries.
- Subtracting dictionaries.
- Reorganizing a dictionary.
- Deleting words from a dictionary.

You can also:

- Get HELP
- End "Maintain Dictionary."

The Spelling Proofreader Dictionaries**The original dictionary**

The dictionary that you receive on your Spelling Proofreader diskette contains 20,005 commonly used English words. You can expand the dictionary from this point simply by adding words that are correctly spelled words when they appear as mismatched during word review.

The name of this dictionary is SP.DIC.

Other dictionaries

You may create other dictionaries for Spelling Proofreader to check against your documents. These dictionaries are maintained the same way as SP.DIC.

Creating dictionaries

There are several ways to create a new dictionary. You may:

- Combine two dictionaries to make a new, more comprehensive dictionary.
- Subtract one dictionary from another to create a new, more specialized dictionary.
- Build a completely new dictionary from a base of zero words.

Creative dictionary uses

The "Maintain Dictionary" actions are as general as possible to allow you to be creative in its use. Your dictionary helps with complex tasks, such as:

- Building an index for a technical publication.
Use a dictionary that does not contain technical words.
During word review, mark the technical words that appear as mismatches. Use PeachText's Search capability to go through the document and note the pages where technical terms appear.)
- Evaluating word usage.

Before going into word review, list all remaining words. See if the words that appear as mismatches are suitable for your document. Are they clear, concise, appropriate for the context? Or use the Subtract action to see which words have been added to the basic dictionary. What type of words do you use in your documents? Should you change

your vocabulary?

- Writing a document with a predetermined vocabulary. Build a dictionary containing only those words that are to be included in a document (or book, manual, etc.) If a word is mismatched, you know it is either misspelled or is not part of the predetermined vocabulary.

Number of dictionaries

Large or small dictionaries?

Spelling Proofreader dictionaries are limited only by your available disk storage space. If you need more dictionaries, place them on other diskettes. When using a dictionary on another diskette, you must tell the computer where to look for that dictionary file—e.g., B:SP.DIC.

There are two approaches to using dictionaries—one extremely large dictionary or several smaller dictionaries. You might think that it is a good idea to have a very large dictionary, but sometimes the accuracy and efficiency of smaller dictionaries is greater.

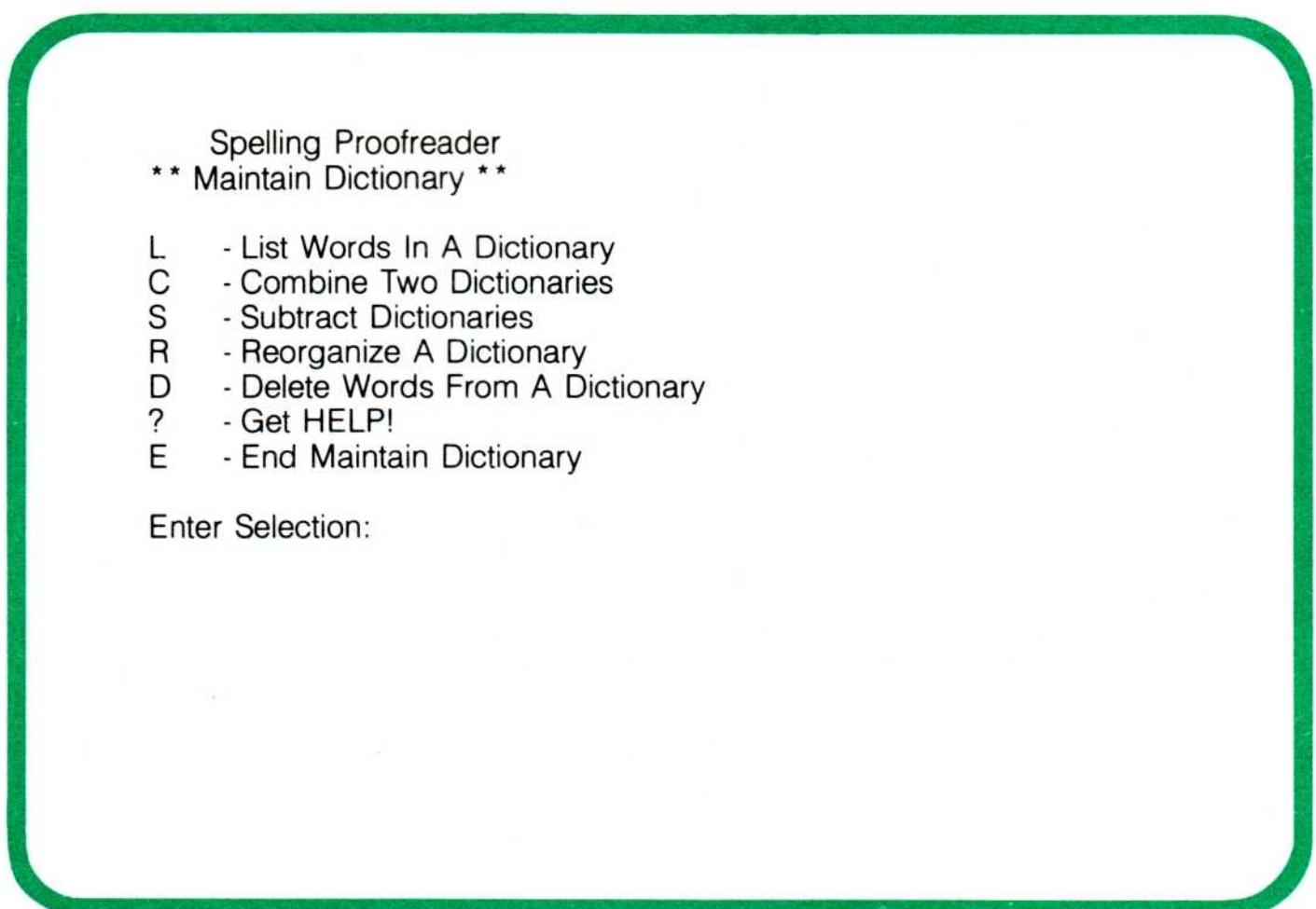
Accuracy: Very large dictionaries can reduce the effectiveness of proofreading. There is always the possibility that you may type a word incorrectly and the incorrect form will be a seldom-used but legitimate word in a large dictionary. Spelling Proofreader would see the word as correct because it is in the dictionary. Smaller dictionaries cut down on the chance of this happening.

Efficiency: Naturally, the larger the dictionary, the longer it takes the program to compare it to the document.

Spelling Proofreader is flexible enough to approach dictionary usage in either way. Examine your situation and decide what is best for you—one huge dictionary, several smaller ones, or perhaps a reasonably complete basic dictionary used in conjunction with several customized dictionaries.

The “Maintain Dictionary” Screen

This screen displays the “Maintain Dictionary” actions.



Choosing a maintenance action

Action screens

To choose a dictionary maintenance action, type the letter that corresponds to the action at "Enter Selection:"
Example: *Enter Selection: C*

When you select a "Maintain Dictionary" action, the program will display the appropriate screen. Each of the "Maintain Dictionary" screens, with its messages, is explained in detail on the following pages, but the following is a short description of each:

List displays or prints all or a portion of the words in a dictionary. Words are listed in alphabetical order. The listing may begin and end at any point.

Combine adds two dictionaries to make a third dictionary. The newly created dictionary contains all unique words from the two parent dictionaries. Because words are not duplicated, the total number of words in the new dictionary will probably not be the sum of the two parent dictionaries.

Subtract takes the words of one dictionary out of another dictionary to create a third dictionary. This new dictionary will then contain only the words that were in the first, but not the second, dictionary. This is used to develop a specialized dictionary.

Reorganize forces Spelling Proofreader to reorganize the words in a dictionary.

Delete removes words from a dictionary.

Help provides information on the "Maintain Dictionary" screen.

End takes you to the Spelling Proofreader menu.

List Words in a Dictionary

This screen lets you display or print all or part of the words in a dictionary. A dictionary listing screen appears similar to the illustrated one. The messages will appear one at a time.

Spelling Proofreader
** List Words In A Dictionary **

Enter name of dictionary to list: SP.DIC
Dictionary File: "SP.DIC" (20,005 words)

Enter word boundary to begin list: c

Enter word boundary to end list: cushion

NOTE: Press X to immediately cancel the listing.
To pause during the listing, press any key except X.

List to the printer or terminal (P or T)? T

Press RETURN to begin list:

(Words being located.)

Listing displays or prints.

Listing is complete.

Press RETURN to continue:

Message

Enter name of dictionary to list: XXXXXXXX.

Explanation

Enter the name of the dictionary you want to list and press RETURN. (Spelling Proofreader may need to reorganize at this point.)

Message

Enter word boundary to begin list: X... .

Explanation

Enter the word or letter at which the list is to begin and press RETURN. Example: cat or c.

Message

Enter word boundary to end list: X... .

Explanation

Enter the word or letter at which the list is to end. Example: t or table.

Message

NOTE: Press X to immediately cancel the listing. To pause during the listing, press any key except X.

Explanation

These are instructions on how to cancel or pause during the list. Press X to cancel the list completely and go to the menu. Press any other key to make the program pause during the list. Type any key except X to continue the listing.

Message

List to the printer or terminal (P or T)?

Explanation

Type P to list words on the printer. Type T to list them on the terminal screen.

Note: Words display and begin to scroll very quickly when listed on the terminal. If you are looking for a particular word or section, be prepared to use a pause key or list to the printer.

Message

Press RETURN to begin list.

Explanation

Pressing RETURN tells the program to begin the list.

Message

Words being located.

Explanation	The program looks in the dictionary for the section you indicated.
Message	<i>Listing</i>
Explanation	The program lists the words.
Message	<i>Listing is complete.</i>
Explanation	The program is finished with the list.
Message	<i>Press RETURN to continue.</i>
Explanation	Pressing RETURN takes you to the "Maintain Dictionary" screen.
Combine Two Dictionaries	This action combines two dictionaries to create another dictionary that is larger and more complete. The messages appear one at a time.
<p>Spelling Proofreader ** Combine Two Dictionaries **</p> <p>Enter name of first dictionary to be included: SP.DIC Dictionary File: "SP.DIC" (20,005 words)</p> <p>Enter name of second dictionary to be included: WORDS.DIC Dictionary File: "WORDS.DIC" (26 words)</p> <p>Enter name of resulting dictionary: NEW.DIC Dictionary File: "NEW.DIC" (0 words)</p> <p>Dictionaries are being combined...</p> <p>Words So Far</p> <hr/> <p>20,031</p> <p>Dictionary is complete. Press RETURN to continue:</p>	
Message	<i>Enter name of first dictionary to be included: XXXXXXXX.</i>
Explanation	Type in the name of one of the dictionaries you wish to include.
Message	<i>Enter name of second dictionary to be included: XXXXXXXX.</i>
Explanation	Type in the name of the other dictionary you wish to include. Dictionaries do not have to be on the same disk drive. If they are not, precede the name with the drive designation.
Message	<i>Enter name of the resulting (combined) dictionary: XXXXXXXX.</i>
Explanation	Type in the name you wish to give the new, combined dictionary.
Message	<i>Dictionaries are being combined...</i>
Explanation	The program tells you that it is merging the two dictionaries.

Message*Combination is complete.***Explanation**

The program tells you that it has finished combining the dictionaries.

Message*Press RETURN to continue.***Explanation**

Pressing RETURN takes you to the "Maintain Dictionary" screen.

Subtract Dictionaries

This action creates a new dictionary by subtracting the words in one dictionary from another dictionary. The resulting dictionary contains only the words in the first dictionary that are not in the second dictionary.

SPELLING PROOFREADER
 ** Subtract Dictionaries **

Enter name of original (full) dictionary: SP.DIC

Dictionary File: "SP.DIC" (20,005 words)

Enter name of dictionary to be subtracted: OTHER.DIC

Dictionary File: "OTHER.DIC" (5,000 words)

Enter name of resulting dictionary: NEW.DIC

Dictionary File: "NEW.DIC" (0 words)

Dictionaries are being subtracted . . .

Words So Far

17,562Dictionary is complete.
 Press RETURN to continue:**Message***Enter name of original (full) dictionary: XXXXXXXX.***Explanation**

Type the name of the dictionary from which you wish to subtract a portion.

Message*Enter name of dictionary to be subtracted: XXXXXXXX.***Explanation**

Type the name of the dictionary that you wish to subtract. It does not have to be on the same disk drive.

Message*Enter name of the resulting dictionary: XXXXXXXX.***Explanation**

Type the new dictionary name. Choose a name that is unique to your system.

Message*Dictionaries are being subtracted. . .***Explanation**

The program tells you that it is subtracting the dictionaries.

Message*Subtraction is complete.***Explanation**

The program tells you that it has finished subtracting the dictionaries.

Message*Press RETURN to continue.*

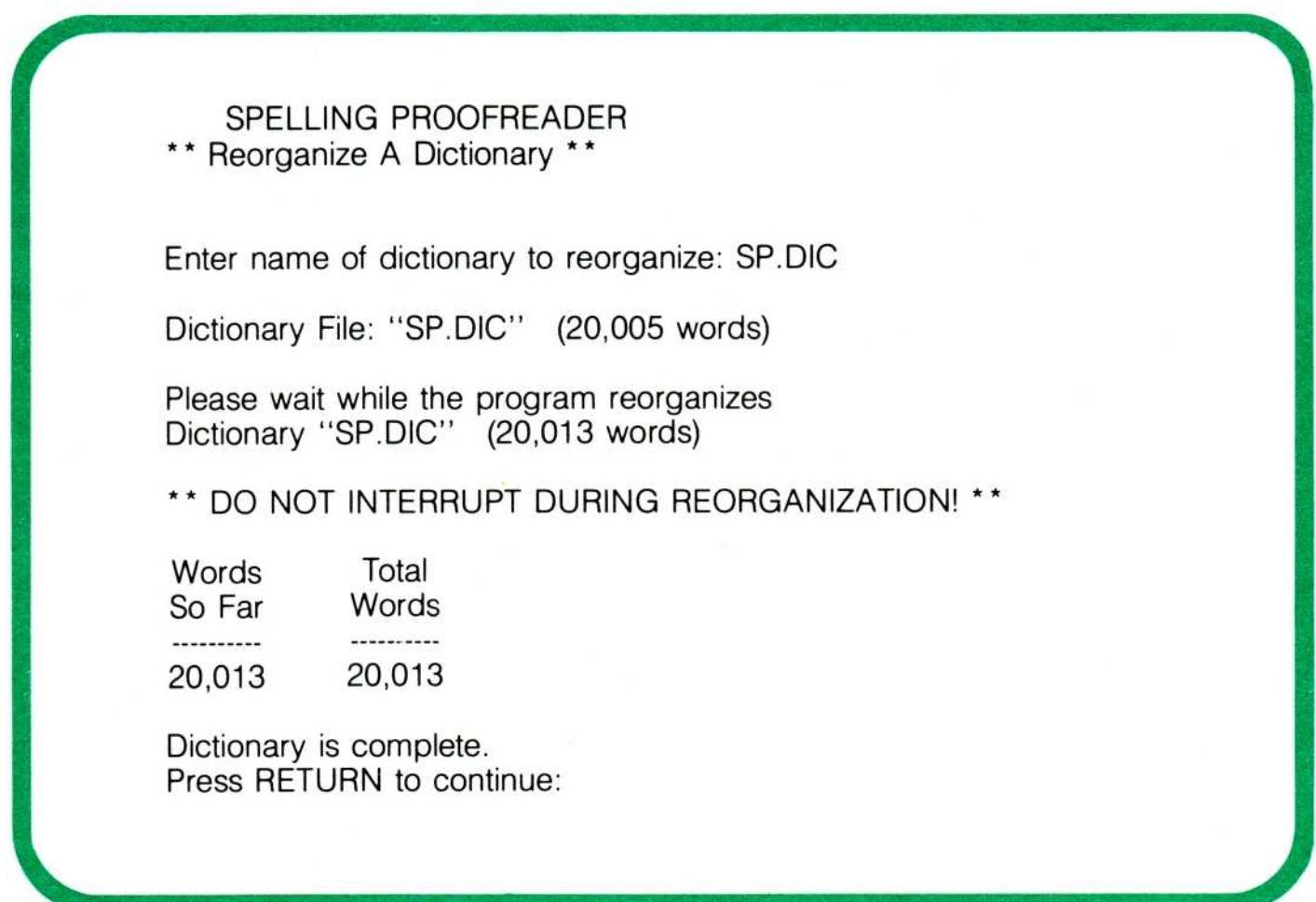
Explanation

Pressing RETURN takes you to the “Maintain Dictionary” screen.

Reorganize a Dictionary

This action lets you force a dictionary reorganization. After about 250 words have been added to a dictionary, Spelling Proofreader must take a few minutes to reorganize. Since the program does this automatically, you will rarely need to use this action. Reorganization also occurs automatically after any addition when you attempt to use further dictionary maintenance functions.

The dictionary reorganization screen will look like the one illustrated. The messages appear one at a time.

**Message**

Enter name of dictionary to reorganize: XXXXXXXX.

Explanation

Type the name of the dictionary to be reorganized.

Message

****DO NOT INTERRUPT DURING REORGANIZATION!****

Explanation

It is very important that you do not interrupt the program (by turning the power off, etc.) during reorganization, as this can destroy your dictionary.

Message

Dictionary is being reorganized.

Explanation

The program tells you that it is reorganizing the dictionary.

Message

Words	Total
So Far	Words
-----	-----
<i>n</i>	<i>n</i>

Explanation

This is a status display of the words reorganized so far compared to the total words in the dictionary.

Message

Dictionary is complete.

Explanation

The program tells you that it is finished reorganizing.

Message

Press RETURN to continue.

Explanation

Pressing RETURN takes you to the "Maintain Dictionary" screen.

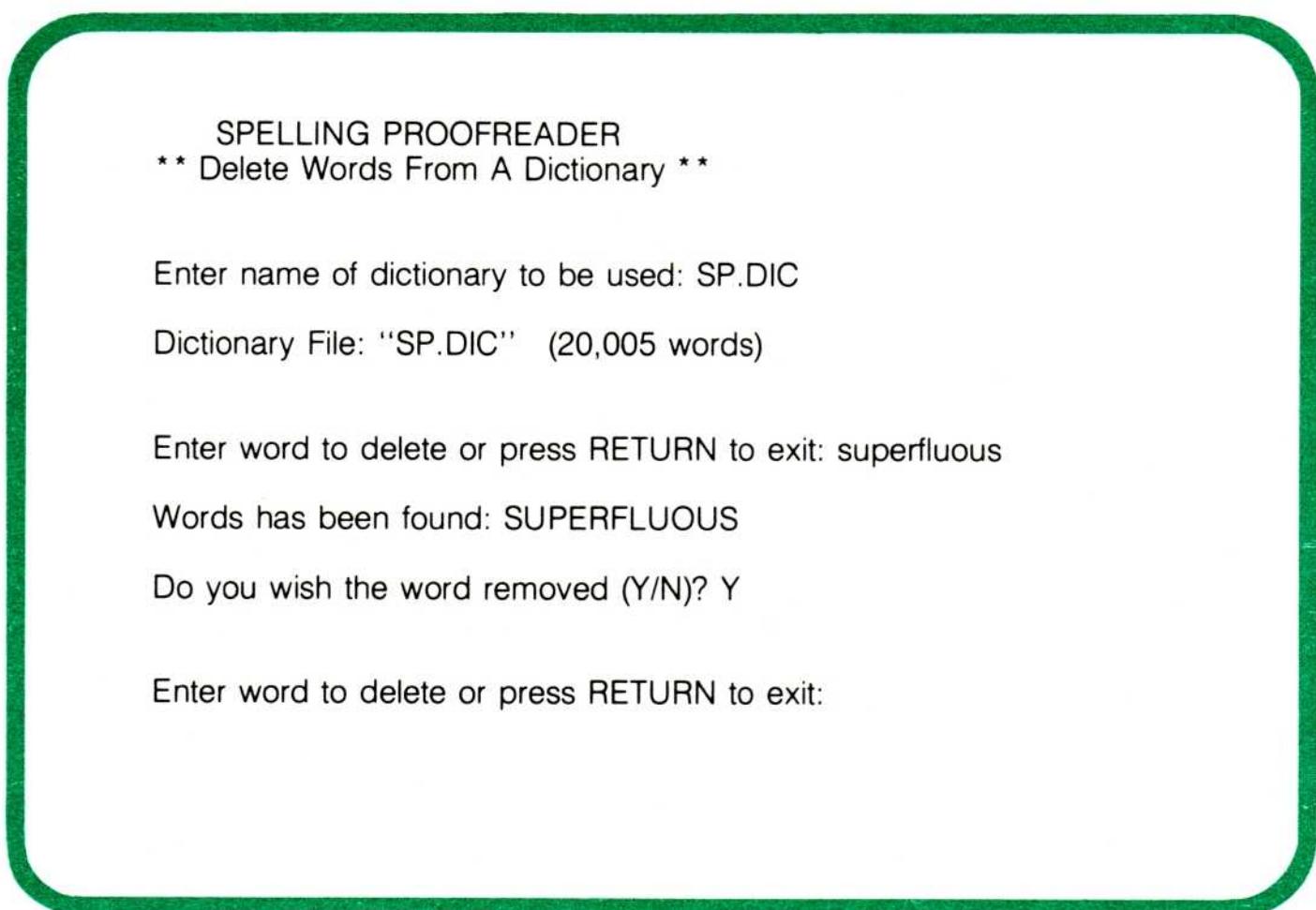
Important!

You must never interrupt a dictionary reorganization by rebooting your system or turning off the computer's power. This will destroy your dictionary! Always keep a recent backup copy of your dictionaries in case the reorganization is accidentally interrupted.

Spelling Proofreader can tell when a dictionary has been interrupted and will refuse to proofread with a bad dictionary.

Delete Words from a Dictionary

This function deletes words from a dictionary. You can determine incorrect or unnecessary words by obtaining a list of words in a dictionary and checking it carefully. The "Delete Words" screen looks like the one illustrated. The messages appear one at a time.

**Message**

Enter name of dictionary to be used: XXXXXXXX.

Explanation

Type the name of the dictionary from which you want to delete the word(s).

Message

Enter word to delete or press RETURN to exit: XXX... .

Explanation

Type the word to be deleted.

Message

(WORD) has been found. Do you wish to delete (Y/N)?

Explanation

The program locates the word and asks you if it is to be deleted. Type Y to delete or N to leave as is.

Message

Enter word to delete or press RETURN to exit: XXX... .

Explanation

This message will continue to appear. Press RETURN when all words are deleted.

**Building a
New
Dictionary**

It is easy to add words to the dictionary that comes with your Spelling Proofreader system—you just tell the program to add them during word review. However, you will undoubtedly want to use the full capabilities of Spelling Proofreader by setting up dictionaries of your own.

There is one main procedure for setting up a new dictionary from a base of zero words. Although it is not strictly a part of the “Maintain Dictionary” menu, we will give you this procedure in detail, since it is a function similar to those carried out with the “Maintain Dictionary” menu.

There are also two other ways of setting up new dictionaries—combining and subtracting. These two procedures are part of the “Maintain Dictionary” action screen.

**How to build
a dictionary****Procedure****1**

This procedure tells you how to set up a dictionary “from the ground up”; that is, you will start with no dictionary name and no words at all and build a dictionary that is completely separate from other dictionaries on your system.

2

Decide upon a name for the dictionary that you are going to build. It should be a name that readily identifies the type of vocabulary it contains. For example, a specialized lawyers’ dictionary might be named *LEGAL.DIC*.

3

Select the “Change Default Table” option from the Spelling Proofreader menu. When the “Change Default Table” screen displays, select “Display or Alter a Default Table.”

4

In Item 2 of a default table, enter the name of the dictionary you are going to create. Example:

*Name of dictionary used in spell checking... *LEGAL.DIC**

5

If you entered the new dictionary name in an inactive default table, select “Change Active Default Table” and make that table active.

6

End Spelling Proofreader.

7

Decide upon the words you wish to put in the dictionary.

There are two ways to go about adding words to a specialized dictionary. You can:

- Add all of the words you have available or can think of that should be in your specialized dictionary. This means that you will not have to add many words when you begin to proof documents.
- Add only a core of words. This saves time when you are building the dictionary, but it will take longer during word review when you add words that come up as mismatches.

8

The approach is entirely a matter of personal preference.

9

Create a document with PeachText that is simply a list of all the words you want to put in your dictionary at this time.

10

Re-enter Spelling Proofreader and select “Spell Check Document.” The program will ask you, “Is this a new dictionary? Press Y, N or RETURN to exit.” Enter *N* if not. Press *Y* if correct, and the program will ask you to wait while a new dictionary file is created.

Proof the document that contains the words you want in the new dictionary.

The program will enter the word review portion of the spell

-
- check program. Tell the program you first want a list of the words remaining. Indicate that the list is to be printed.
- 11** Look closely at the printed listing. Check each word carefully for spelling. If your list contains misspelled words, go back to the document and correct them at this time.
- 12** From the Individual Word Review screen, go to the Group Word Review screen. Select A and add all remaining words to the dictionary.
- 13** When you have finished word review, you have a new dictionary. If you want to check the contents, choose the "Maintain Dictionary" option and ask for a listing.

This selection lets you examine and/or change default tables that control the way Spelling Proofreader proofs and marks documents.

How do I enter this option?

The “Change Default Table” option is selected from the menu by typing C at “Enter Selection:”
Example: *Enter Selection: C*

What Is a default table?

A *default table* is a list of preset instructions that tell the program what to do automatically. This keeps you from having to give these instructions each time you spell check. For instance, if you tell Spelling Proofreader to use the left bracket ({), that is the default marking character. The program will mark incorrect words with a left bracket until you change that value on the default table.

Each time you spell check a document, Spelling Proofreader looks at the default table to find the following information:

- The name of the dictionary to be used for proofreading.
- The name of the document to be proofed.
- The character used to mark incorrect words in the document.
- Whether or not you want a back-up copy of the document without markings.
- The character used by PeachText to denote hyphenation.

The active default table

Spelling Proofreader can handle three default tables on one disk, each with different information. Only one of these three tables can be “active” at a time. The active default table is the one that the program currently looks to for information.

Spelling Proofreader comes to you with a prepared default table. The default table #1 is called STANDARD and is designated the active default table. This table contains information that is preset to let you begin using Spelling Proofreader immediately. After you use Spelling Proofreader, you may want to develop a dictionary for your special needs and enter it in the dictionary item on one of the tables or change some of the other items.

Why do I need three default tables?

By entering different information on the three default tables:

- An experienced Spelling Proofreader operator can set up a default table so a beginning operator can learn the system rapidly and with little training.
- Proofreading can be speeded up by entering all the different types of information your system needs for various documents.

The “Change Default Table” Screen

When you select “Change Default Table” from the menu, the “Change Default Table” screen displays. From this screen, you can choose the action you want to perform on a default table.

SPELLING PROOFREADER
** Change Default Table **

(Active Default Table is: #1 STANDARD)

Selections:

- D - Display Or Alter A Default Table
- L - List Names Of The 3 Default Tables
- C - Change The Active Default Table
- ? - Get HELP!
- E - End Change Default Table

Enter Selection:

Choosing an action

To choose a default table action, type the letter that corresponds to the desired action at "Enter Selection:"
Example: *Enter Selection: D.*

Action screens

When you have chosen a default table action, the program will display the appropriate screen. Each of the "Change Default Table" screens, with its messages, is explained in detail on the following pages.

Display or Alter a Default Table

This screen lets you look at or change the current values of a default table. It will be similar to the one illustrated. Messages appear one at a time.

SPELLING PROOFREADER
** Display Or Alter A Default Table **

Default Tables are: #1 STANDARD (Active)
#2 DEFAULT
#3 DEFAULT

Enter number (1-3) of table to be displayed: 1

Message

*Default Tables are: 1 XX... (Active)
2 XX...
3 XX...*

Enter number (1-3) of table to be displayed: n

Explanation

The default tables are numbered and listed to aid your selection. Type the number that corresponds to the default table you wish to display or change. The table selected does not have to be active.

The six items on a default table display when you enter the number of the table you want to see.

Message

- (1) Name of this Default Table.....XXXXXXX
 (2) Name of dictionary used in spell-checking.....XXXX.DIC
 (3) Name of document to be spell-checked.....XXXXXXXX
 (4) Character to be used to mark incorrect words.....X
 (5) Preserve original document in .BAK file?.....Y (or N)
 (6) Visible soft hyphen character.....X

Enter item number (1-6) to change or RETURN to exit: n

Explanation

If you wish to change one of the items, type the number that corresponds to that item. The line that you indicate will display for you to type a new entry.

Example:

- (1) Name of this Default Table.....XXXXXXX
 The cursor will be at the first character position. Type the new item information.

Each of the six items on the default table is discussed in detail in the next section.

Items on the Default Table

The three default tables in Spelling Proofreader each contain six items of preset information. The tables are made different by the information you type for these items. Sometimes the items on one table may be better suited to a document than another. When this happens, you can change the active default table so Spelling Proofreader looks at the appropriate table.

What are the six items on a default table?

The six items that appear on a default table, which you maintain for your proofing convenience, are:

- The name of the default table itself.
- The name of the dictionary used in spell checking.
- The name of the document to be spell checked.
- The character to be used to mark incorrect words.
- Whether or not to establish a back-up of the unmarked, original document
- The visible soft hyphen character used by PeachText.

The name of the default table

The *name of this default table* should be from one to eight characters and should describe the purpose and use of that table. For instance, the table named STANDARD contains values to be used when proofing regular documents, while a table named TECHDOC could be a table used in proofing technical documents.

The name of the dictionary used in spell checking

The *name of the dictionary used in spell checking* tells the program which dictionary to use for proofing when that table is active. You may have a number of dictionaries, all different, stored on multiple disks. Only one dictionary can be used to proofread at any one time. You may either name a particular dictionary or enter an asterisk (*) for this item. An asterisk tells the program to ask for the dictionary each time it proofreads.

When naming a dictionary, you may wish to use the extension DIC to identify it easily. If the dictionary is not on the same disk, the dictionary name must be preceded by the drive letter and a colon (e.g., B:SP.DIC).

The name of the document to be spell checked

The *name of the document to be spell checked* tells the program which document to proofread. You will probably want to type an asterisk (*) here rather than naming a specific document, since the document name almost always changes each time you spell check. Sometimes, however, you may work with a long document that requires many drafts and is proofed after each revision. You can enter the document name for this item to save you from retyping the document name each time it is spell checked.

The character used to mark incorrect words

The character to be used to mark incorrect words tells the program which special character will replace the last character of misspelled words in the document. We have used the left bracket ([), but some documents (especially in fields that use symbolic language, such as mathematics or chemistry) may already have many brackets in them. In these cases, you can make the symbol an “at” sign (@), quotation marks (“”), a caret (^) or any character that would stand out in a particular document.

Backing up the unmarked document

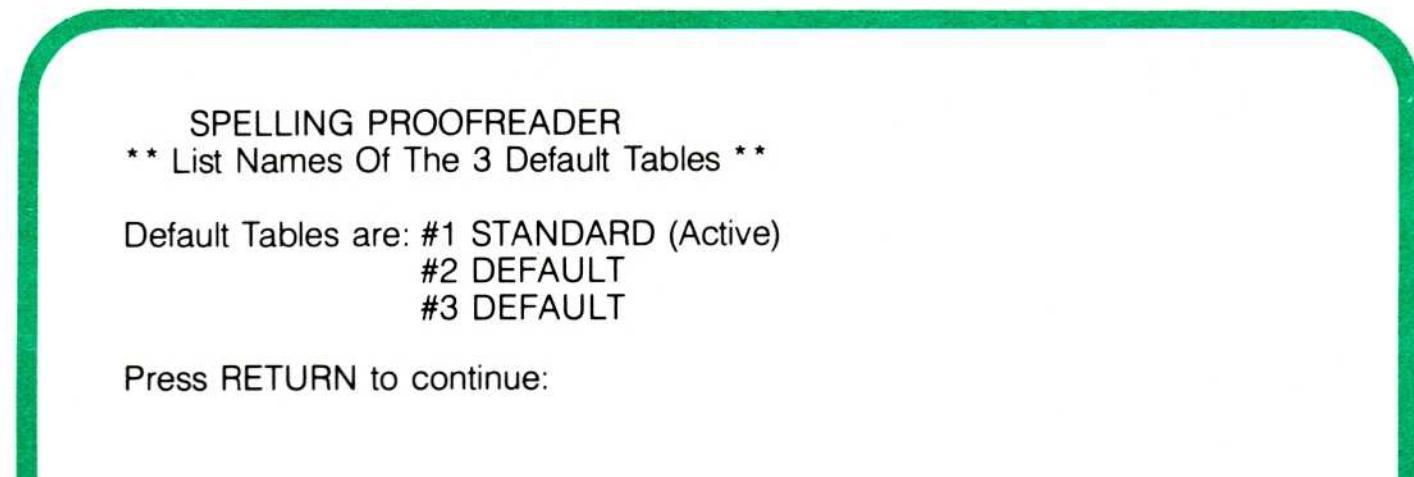
Preserve original document in .BAK file? tells the program whether or not (Y or N) to make a copy of the original document on the same disk as the marked document, but without the special marking symbols. It is good “computer sense” to keep a back-up copy.

The visible soft hyphen character

The Visible soft hyphen character tells the program which character PeachText uses to indicate hyphenation. If the program does not know this, it will proofread a word including a soft hyphen as mismatched, since the dictionary spelling does not include the hyphen symbol. For example, it might see “dictionary” spelled as “dic&tion&a&ry.”

List Names of the Three Default Tables

This screen lets you see a list of the three default tables on your Spelling Proofreader system. The default table list screen looks similar to the one illustrated.

**Message**

*Default Tables are: 1 XXXXXXXX (Active)
2 XXXXXXXX
3 XXXXXXXX*

Explanation

The program lists the default tables on your system. It indicates which table is active.

Message

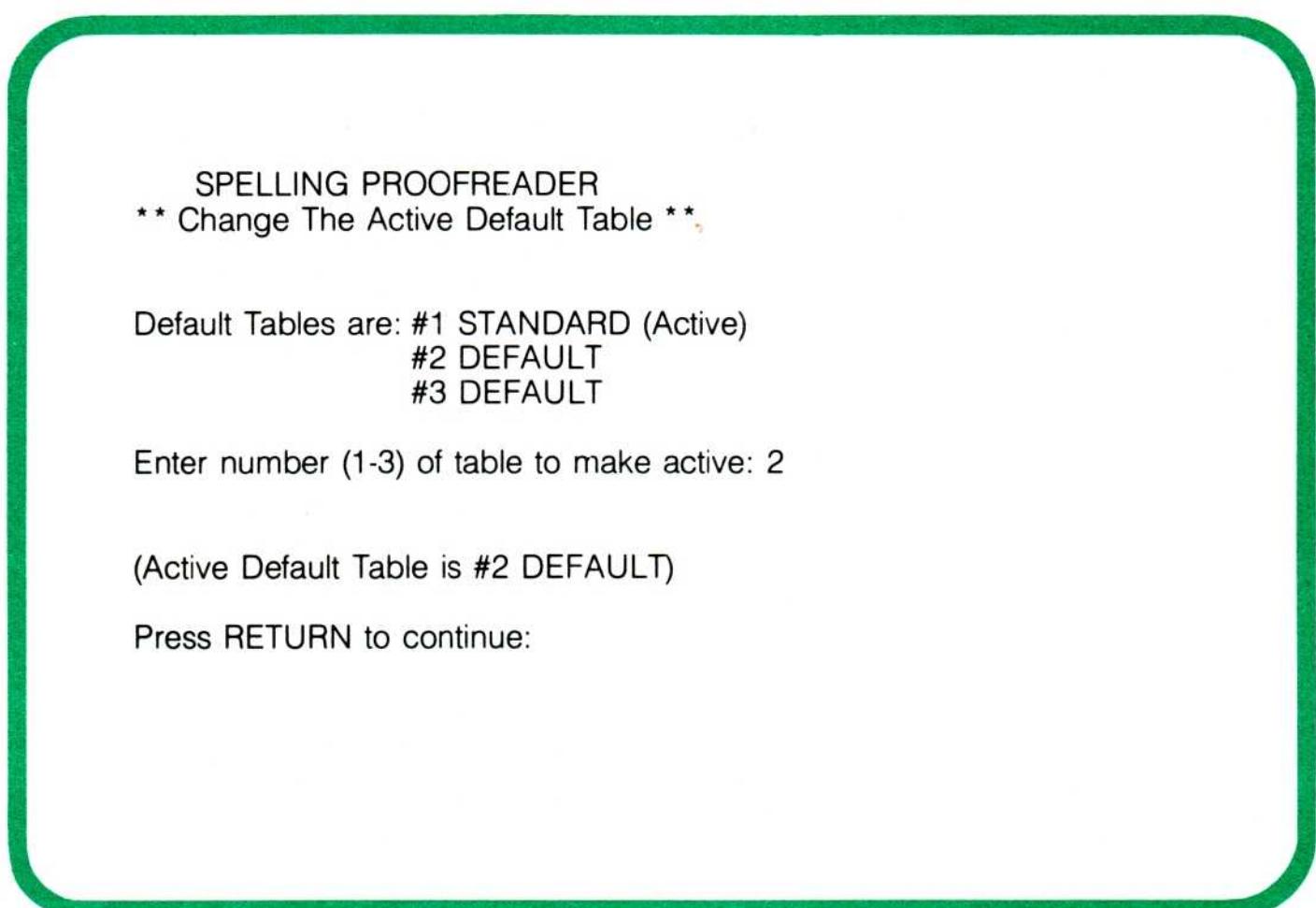
Press RETURN to continue.

Explanation

Pressing RETURN takes you to the “Change Default Table” screen.

Change the Active Default Table

This screen lets you name another active default table. It will look similar to the one illustrated.

**Message**

*Default Tables are: 1 XX... (Active)
2 XX...
3 XX...*

Explanation

The default tables are listed and the active default table is indicated.

Message

Enter number (1-3) of table to make active: n.

Explanation

Type in the number that corresponds to the table to be made active.

Message

Active Default Table is #2 DEFAULT

Explanation

The program displays the number and name of the newly active table.

Message

Press RETURN to continue.

Explanation

Pressing RETURN takes you to the “Change Default Table” screen.

The Spelling Proofreader “Help!” screens give you reference aid when you need to know what to do next. There is a “Help!” screen on the Spelling Proofreader menu and on the action screens for “Spell Check Document,” “Maintain Dictionary” and “Change Default Table.”

**Selecting
“Help!”**

“Help!” is selected from a menu or action screen by typing a question mark.

Example: *Enter Selection:* ?

Messages

The messages below appear on every Spelling Proofreader “Help!” screen. Once you have selected a particular kind of “Help!,” the display will differ according to the menu or screen you are on.

<<< HELP INSTRUCTIONS >>>

Press G for General instructions about the actions.

Press Letter for information about an action.

Press RETURN key to go back immediately to the menu.

—Press G, Letter, or RETURN key:

You may type G to display a reference screen containing general information about the menu or action screen you are using.

You may type a letter that corresponds to any choice on a menu or action screen to display information on that specific choice.

You may press RETURN to return to the menu or action screen from which you entered “Help!”

The command to end Spelling Proofreader simply takes you from the Spelling Proofreader menu back to the PeachText 5000 menu.

**Selecting
“End Spelling
Proofreader”**

“End Spelling Proofreader” is selected from the menu by typing *E*.

Example: *Enter Selection: E*

Result

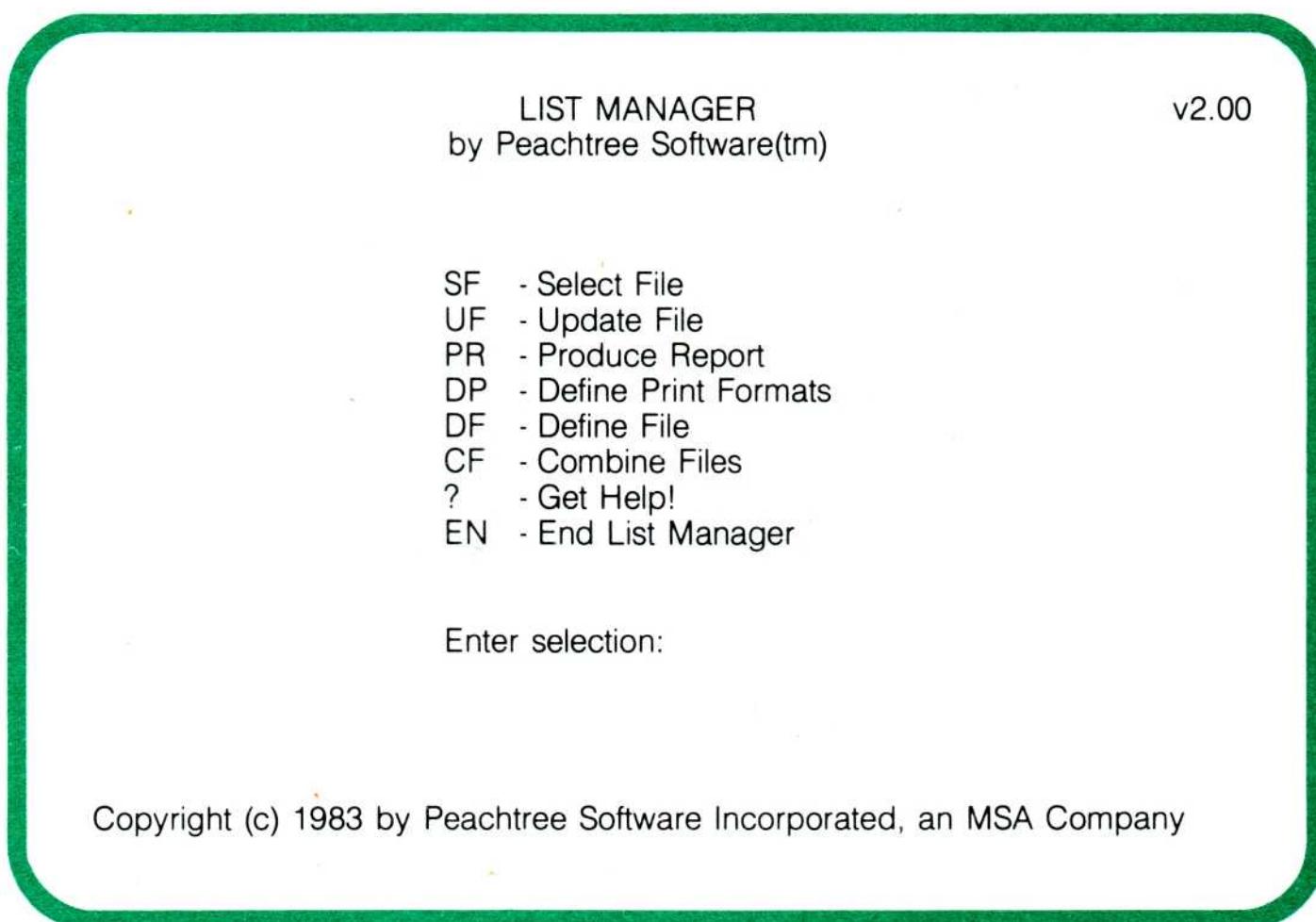
When you enter this selection, the Spelling Proofreader module is ended and the PeachText 5000 menu appears on the screen.

**List
Manager**

4

The List Manager menu is the "control center" for the entire system; it is a screen display listing the functions available. Your selection from the menu tells the computer what you want to do next. This is done by typing a two-letter code from the list on the screen.

The List Manager menu will be displayed on the screen as illustrated.



How do I display the menu?

To run List Manager, insert the disk in Drive A and load the operating system. When the *A>* prompt is displayed on the screen, type *PT* and press RETURN. The PeachText 5000 menu will display. Type *LM* at the "Enter Selection:" prompt and press RETURN, and the List Manager menu will appear.

Menu selections

Each selection on the menu is your entry into a program that carries out one part of the processing of your reports. The choices are as follows:

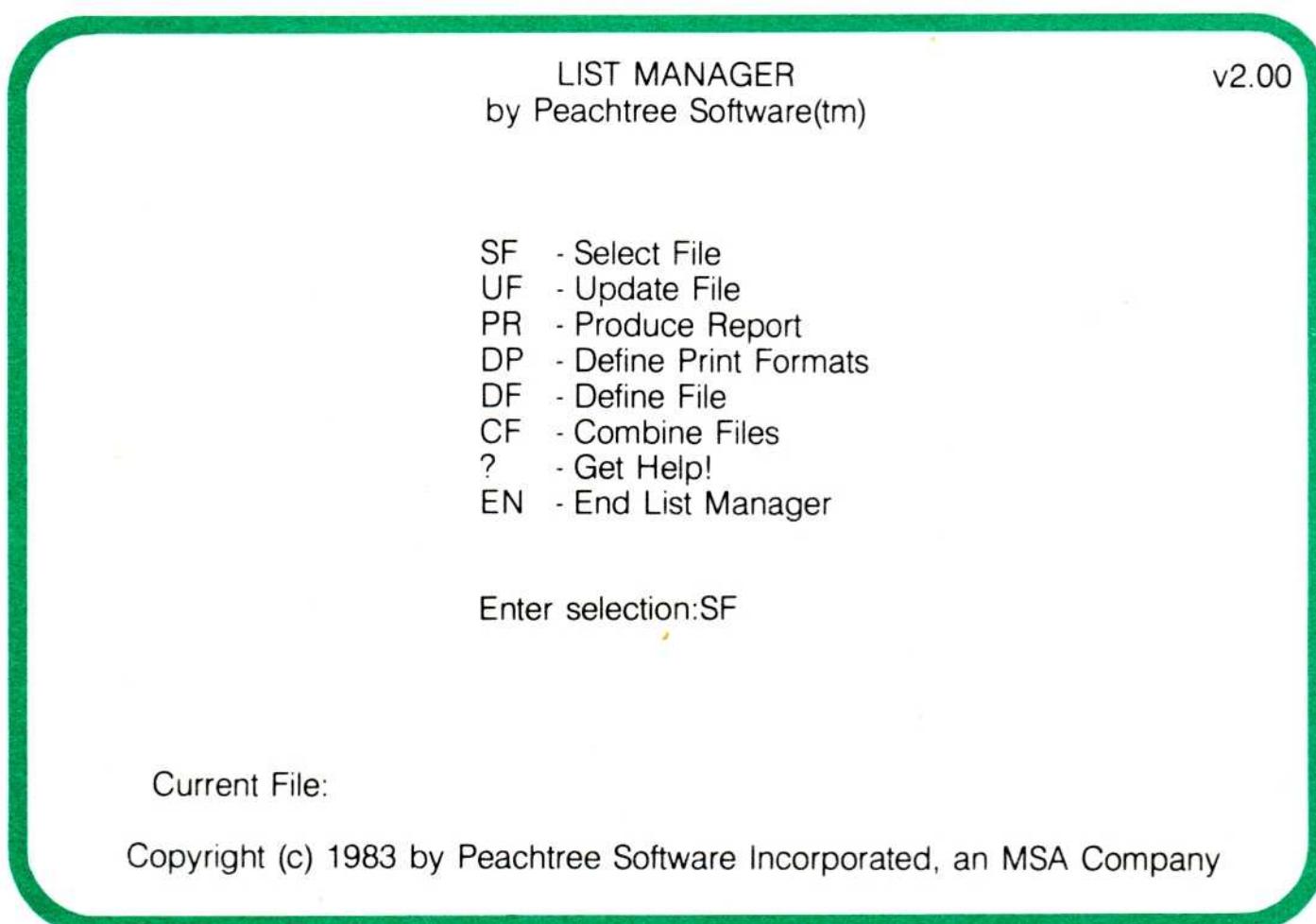
- *SF*: Select File. This selects the file with which you will be working.
- *UF*: Update File. This adds, deletes, changes or examines records within an existing file.
- *PR*: Produce Report. This sorts, selects and prints the records for your report.
- *DP*: Define Print Format. This sets up the format for output to be printed or displayed on the screen.
- *DF*: Define File. This establishes a new file, renames or deletes an existing file or changes the definition of an existing file.
- *CF*: Combine Files. This combines files or converts an existing file to a new definition.
- *?*: Get Help! This displays a list of the possible activities within each program and a description of special function keys.
- *EN*: End List Manager. This exits List Manager with all files closed.

Purpose

Because you may have more than one file on your diskette, the SF selection lets you tell List Manager which file you wish to use.

Selecting a file

When the prompt *Current File:* appears at the bottom of the menu, enter the name of the file you wish to use. Be sure to prefix the file name with the drive designation if the file is not on the diskette in the default drive.



The file name you designate will become the Current File and you will be ready to proceed.

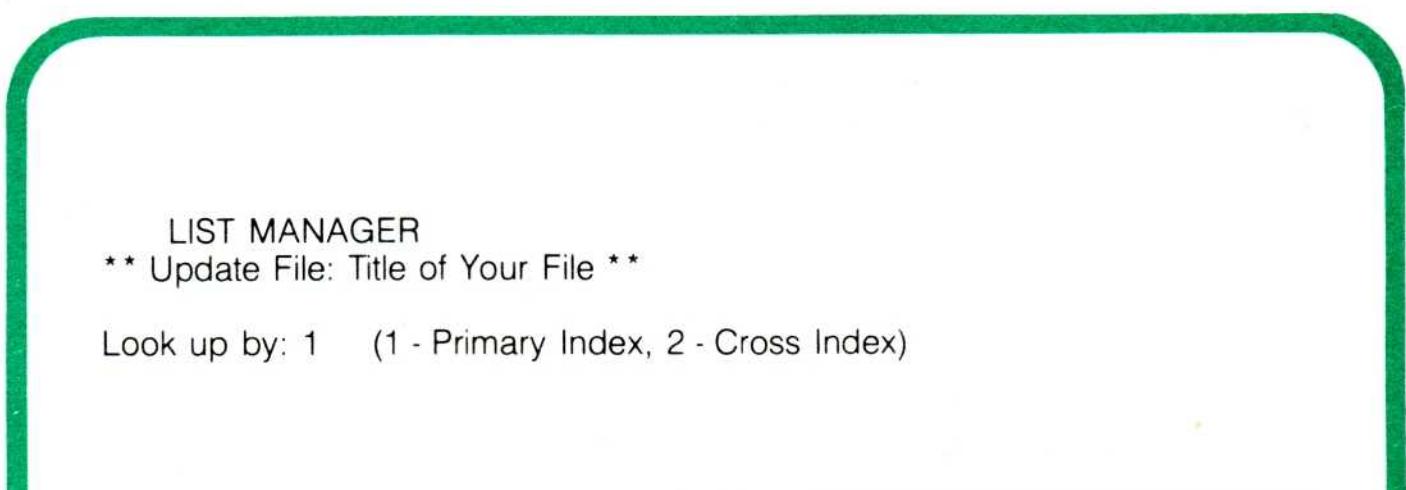
When you define a new file, that file automatically becomes the Current File when you run any other List Manager programs. List Manager will not let you run programs until you select the file you want to use or accept the default Current File. If you want to switch from one file to another, you must select another Current File.

Purpose

Select UF to add new records to a file, change or remove existing records or “browse” through the file to see what information is contained.

Selecting an Index

The following prompt will be displayed on the screen only if you defined more than one index for the file:
Look up by: (list of indices appears here)



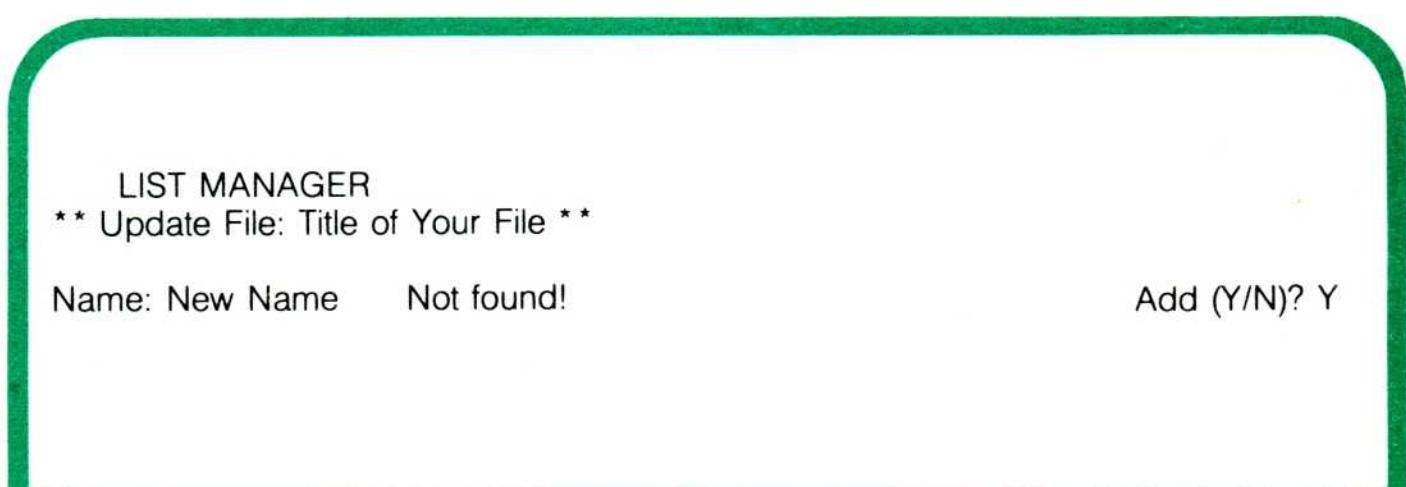
You must select the index you want to use. Enter the number that appears in parentheses next to the index you want, or press RETURN to accept the default value (the primary index). You may change indices at any time; just press ESCAPE until this prompt reappears, then enter the new index.

Using the Index

The name of the index item appears as a prompt in the upper portion of the screen. For example, if you chose to index an item called NAME, List Manager will ask for the name you wish to look up. When you enter text in response to the index prompt, the program will check for records with matching entries.

Adding records

Enter the index value for the record you wish to add. If the program cannot find a record with that value, the *Not found! Add (Y/N)?* prompt appears, and you can indicate that you intend to add such a record and did not mistype the index value. (If you did make a mistake, press ESCAPE to return to the index prompt.) Enter Y to fill out the record. Press the F2 function key to go from item to item; press RETURN when all information has been entered.

**Duplicate records**

If a record matches the index value you entered, that record will be displayed on the screen. Check the record to see if it is the same as the one you are adding. Remember that index values for files are rarely unique; a large file indexed by NAME is likely to have several records with the same name. If you are sure you want to add a new record with the same

Accessing existing records

index value displayed, enter *A* at the *Accept* prompt.

A new record will be displayed with any assumed values filled in for you. Complete the record as desired and accept it, or press **ESCAPE** without accepting it and the record will be canceled.

If an exact match is found for the index value you entered, that record will be displayed. Modify the record by entering *N* at the *Accept* prompt. You may then use the **F2** function key to go to the item and edit or re-enter it.

LIST MANAGER	
** Update File: Members and Contributors **	
Name: Hanson, Samuel T.	
Name : Hanson, Samuel T. Address : 299 Boiling Springs Rd. : Apt. 18-F City : Houston State : Texas Zip : 54499 Phone : 509-399-3883 Member number.: TX-189-389 Contacted..... : 10/19/81 Interests : arms control,ERA,environment,judicial reform	Copies 1
Accept (Y/N)?	
(D = Delete, A = Add, F = Forward, B = Backward)	

You may also access a record by entering only part of the index value. The program can't match your entry exactly, but if you enter *N* to the *Not found! Add (Y/N)?* prompt, List Manager will display the closest match in the index sequence. For example, if you want to find the first "Jones" in a file indexed by NAME, enter *JONES* at the NAME prompt. The first record equal to or greater than JONES will be displayed on the screen. This might be "Jones, Anthony," or, if there are no Joneses in the index, the next consecutive record in the file will appear, such as "Keller, Eric."

Browsing through the file

Once you access an existing record, you may move to the next record by entering *F* (for forward) at the *Accept* prompt or to the previous record by entering *B* (for backward) at the *Accept* prompt. The direction you specify becomes the default value at the *Accept* prompt, and you may "browse" through the file by holding down the **RETURN** key.

You may stop at any record and change the data by entering *N* at the *Accept* prompt. If you continue to browse after changing data in a record, the program automatically accepts the new data, just as if you had entered *Y* at the *Accept* prompt. You may also perform any of the other options at the *Accept* prompt, as if you had accessed the record through the index prompt.

You may "jump" to another portion of the file by entering Y at the *Accept* prompt to return to the index prompt, entering another full or partial index and then continuing to browse. You may also press ESCAPE to return to this prompt, but if you do, any changes made to the last record displayed will not be recorded.

Deleting records

Find the record you want to delete with the index look-up or the browse feature. Select the D option at the *Accept* prompt. The prompt *Delete (Y/N)?* will be displayed on the screen to verify that you intend to delete this record. If so, enter a Y and the record will be erased.

Printing records

How do I "undo" changes?

Setting assumed values

No changes are recorded until you enter Y at the *Accept* prompt or continue to browse through the file. You may revise values until they are correct by entering N at the *Accept* prompt. If you want to start over with the original record, press ESCAPE to return to the index prompt and request the original record again.

When you are adding a number of records that share common values, you can speed up entry by setting assumed values for those items. For example, if the city, state and ZIP code are the same for a number of records, you can set up assumed values for those respective fields, such as Atlanta, Georgia, 30341. Each record entry will appear on the screen with Atlanta, Georgia and 30341 automatically filled in at the appropriate item.

To set up assumed values, enter an asterisk (*) at the index prompt. The message **** assumed values **** appears in the index field and an image of the record is displayed. Use the F2 function key to go to the field for which you are setting the assumed value and type the value for that item. Accept the screen. An assumed value remains in effect until you clear the field (by pressing the F9 function key) or change to another assumed value.

Indexing by last name

If you wish to index the names in your file alphabetically, enter them in LAST NAME, FIRST NAME order. Just remember that you will have to request that List Manager reverse this order to produce labels or letter headings with names in the proper order.

Numbers and dates

List Manager treats all data as if they were text. For sorting, you must enter all numbers with preceding zeros or blanks and all dates in the YY/MM/DD format for proper processing.

Copies

In addition to the items previously described for defining your file, there is another item called COPIES. This item refers to the number of copies to be generated for this record each time you produce reports. This item is usually set to one, although the number can be changed as required for records that always get multiple copies.

Purpose

"Produce Report" offers a variety of ways to convert the information in your data file to labels, lists and reports.

- You may print labels on single or continuous forms or directly on envelopes. You may print all records or only selected records in the file.
- You may create data files of all or selected items from all or selected records within List Manager. Combined with the PeachText word processor, you can create mass mailings.
- You may review records on the screen to see which of them match a given profile. The program will also give you the total number of records matching a profile.

Selecting a file

If there is no Current File when you select this program, the prompt *Current File:* will appear on the screen. Enter the name of the file for which you will be printing records. That file will remain the Current File until you select another file.

Specifying the mailing

To produce a report, you must specify two basic things:

1. What the report will look like, i.e., the format, the order in which the records are listed and whether the file is to be printed or reviewed on the screen.
2. What records are to be included in the report, i.e., the profile.

The following sections tell you exactly how to tailor your reports.

Defined reports

The report procedure is made flexible by many option settings. If you frequently produce the same type of report, you may want to name and record that report procedure so you can repeat the procedure without resetting options each time.

The prompt *Report:* will appear on your screen along with a list of the currently defined mailing procedures. If you wish to use one of these procedures, enter the name at the prompt.

LIST MANAGER	
** Produce Report: Members and Contributors **	
Report: TEST	Current Reports: STANDARD CONTRIB
Accept (Y/N)? Y (D = Delete report)	

If you want to define and record a new procedure, enter a new name of up to eight alphanumeric characters. The

following prompt will then be displayed on the screen: New procedure (Y/N)? Enter Y and you will be allowed to define a new procedure.

If this report requires a one-time-only procedure, press the RETURN key without entering a name. This procedure will automatically be called "Temporary Procedure." List Manager will assume that the option settings are temporary and will not record them.

If you request a previously defined procedure and make changes to the definition, those changes will be recorded in that procedure.

The printing format and output options

The questions that appear on the next screen refer to the format of the report, the sequence in which the records will be produced and the type of output required for this report. If you select a report procedure that has already been defined and you wish to change it at this time, enter N at the Accept (Y/N)? prompt and you will be allowed to go through the fields and make any necessary changes.

Each option is discussed following the illustration.

LIST MANAGER	
** Produce Report: Title of Your File **	
Report: TEST	
Use print format:	[STANDARD]
Sort records by item number:	6 (opt) then by: 0 (opt) then by: 0
Ascending or Descending (A/D):	A
Send data to	
(P-Printer,D-Disk file,C-Crt):	P (if disk) File name:
Continuous forms (Y/N):	Y
Compress blank lines (Y/N):	Y
Compress blank spaces (Y/N):	Y
Reverse halves at comma for item number (0 if not used):	1
Number of copies per record:	1
Current Formats: STANDARD	
1-Name, 2-Address, 3-Address/2, 4-City, 5-State, 6-Zip, 7-Phone 8-Member number, 9-Contacted, 10-Interests, 11-Salutation	
Accept (Y/N)?	Y (D = Delete report)

Print format

The available print formats will be displayed in a column on the right side of the screen. You must select a previously defined print format.

Sort

The sort options available will be displayed at the bottom of the screen. You may enter up to three items for a sort. Only the first item will sort independently; the other two items sort within the first. You may specify whether the sort should be in ascending or descending order.

Ascending order sorts from A to Z, descending from Z to A. Remember that all data are treated as text. If you define a numeric item in your file, be sure you enter preceding zeros to ensure proper sorting. For example, both "1" and "100" would be listed before "2," while "001" and "002" would be

sorted properly.

You may elect to sort by more than one item. For example, you may sort by STATE and ZIP CODE. Your mailing would then be produced in ZIP CODE order within the STATE order. Similarly, if a third sort item were specified, that item would be used to resolve the order of records that have the same values for both the first and second items.

You may sort by any item; however, List Manager sorts fastest by items already set up as indices, because it always maintains those items in sorted order.

Output

You must indicate the type of output required for this report. Enter *P* to print. Enter *C* to review the data on the screen. Enter *D* to build a file for PeachText.

File name

If you elect to create a disk file, you must specify a file name and, if applicable, a drive indicator. A .DOC extension is appended to the file name. If a file already exists by that name, you will be warned that the new file will overwrite the old file.

Continuous or single forms

If you elect to print your report, you may choose between single or continuous forms. To indicate single forms, enter *N* at the *Continuous forms* prompt and the program will pause after each report is printed until you press RETURN to continue. Single forms should be selected if you are printing directly onto individual sheets.

This option has no effect on data reviewed on the screen or compiled into disk files.

Compress blank lines

Entering *Y* for this option will cause data to be adjusted within a record to fill in blank lines that have no set value. This is useful for printing addresses that have an extra line for suite or apartment number. Since not all records require this information, lines that follow would be moved up to fill in any blank line.

It is recommended that you do not select this option when creating a text file for use with the PeachText word processor. PeachText identifies variables by their position within the record, i.e., one line to one variable. If data is moved to compress blank lines, some data may be moved to a position that could result in an incorrect association when PeachText reads the data file.

Compress blank spaces

This option applies to lines on which more than one item will be printed. If you choose this option and the first item on the line does not fill its allocated space, items that follow will be moved to the left to preserve the "relative" spacing defined in the format. That is, if the items are positioned two characters apart in the format definitions, they will be printed two characters apart regardless of the length of the first item. If you do not choose this option, the column positions defined in the format are considered "fixed" locations and the items will not be moved within the line regardless of the length of previous items.

Reverse halves at comma

If you enter data in any item field containing a comma for indexing or sorting purposes, you may request that the comma be removed and the order of the item be reversed when printed.

For example, names entered in LAST NAME, FIRST NAME order can be reversed to print in the proper order. If NAME were Item 3, you would enter 3 at this prompt.

Leave this option set to 0 if there is no such item, or if you wish to preserve the reverse order on output.

Number of copies per record

This field determines the number of copies to be printed for the group of records you are currently processing. The number entered here is multiplied by the number of copies set up in each individual record and the total number of copies is printed.

For example, if all individual records are set for one copy and you enter two in this field, two copies of each record will be printed. However, if some individual records are set up for two copies and you enter two in this field, four copies of those records will be printed.

Note: If you want to print only a single copy of each record regardless of the individual COPIES value, enter 0 for this option.

The report profile

A “profile” is composed of pieces of information that can be joined together to form descriptive phrases such as: *NAME is equal to or greater than JONES or CITY, STATE contains GA*.

Each phrase is composed of three parts: an ITEM name, a COMPARISON and a VALUE to which the item is compared. Complex descriptions are created by joining individual phrases with the “and” or “or” conjunctions.

The next screen describes the profile to be used in selecting which records are to be included in the report and which are to be excluded. The default value is to include all records; if this is your intention, you may simply Accept the default value and all records will be included.

If you wish to enter a more restrictive profile or change a previously defined profile, enter *N* at the Accept prompt and you will be allowed to step through the options and describe those records you wish to include.

LIST MANAGER
 ** Produce Report: Title of Your File **

Report: TEST
 Profile: Include all records for which
 Name equals or is greater than B
 and Name is less than H
 and Contacted equals 10/??/81

Accept (Y/N)?Y

(D = Delete report)

Prompts appear in the lower left-hand corner of the screen.

Item

At the *Item* prompt, enter the number of one of the items in the list at the bottom of the screen. That item name will then appear in the upper portion of the screen as part of the profile description.

Item:
 (defined items displayed here)

Comparison

At the *Comparison* prompt, enter the number of the appropriate comparison. The corresponding text will then be displayed after the item name.

Comparison:
 (1 - less than, 2 - equals, 3 - greater than, 4 - equal or greater than, 5 - equal or less than, 6 - contains, 7 - excludes)

The first five comparisons will test the value you enter against the item value character by character for all occurrences of the item. The CONTAINS and EXCLUDES comparisons test for occurrences of the value you enter anywhere within the item designated. All comparisons are made without respect to case; the value you enter is converted to upper case but will match upper or lower case data in your file.

Value

At the *Value* prompt, enter the value to be compared to the data for that item. The program then completes the display for that phrase. In the example above, you would have typed JONES to complete the first phrase.

Conjunction

At the *Conjunction* prompt, you may continue the profile description with another phrase by selecting a conjunction (the program will then redisplay the ITEM prompt), or you may end the profile description by selecting option 5. The difference between those conjunctions listed in lower case and those listed in upper case is described below.

Conjunction:
(1 - and, 2 - or, 3 - AND, 4 - OR, 5 - DONE)

Making corrections

Using the "wild card" character

If you need to make corrections to your profile description, press the ESCAPE key to back up one step at a time.

Entering the character ? as part of a comparison value has the effect of matching any character in that position. This is easiest to understand in the EQUALS comparison. If your data file contains an item called DATE PAID, the phrase *Date Paid equals 10/??/81* will match all records whose data for that item exactly matched the first and last three characters, regardless of the middle two characters. Effectively, this is all dates in October of 1981.

Wild cards work with other comparisons as well. The best way to understand their effect is to remember that the character positions indicated by the wild card characters are simply ignored during comparisons.

Product Code is equal to or greater than ?B??G????

This phrase would cause a comparison of only the second and fifth characters in a product code string. If the second character is greater than or equal to *B* and the fifth character is greater than or equal to *G*, the record matches at least this portion of the profile.

Trailing blanks in a comparison value are treated as trailing wild cards. For example:

*Name is equal to or greater than
C?????????????????????????*

is the same as

Name is equal to or greater than C
for an item called NAME with a length of 25 characters.

Wild cards with CONTAINS and EXCLUDES

Since the CONTAINS and EXCLUDES comparisons are independent of position, the meaning of wild cards is slightly different.

Dates Paid contains 10/??/81

would match the data in the following item:

*Dates Paid..: 01/12/80, 09/15/80, 05/11/81, 10/11/81,
12/19/81*

Why is this? Because there is an eight-character segment stored in the DATES PAID field, the first three characters of which match *10/* and the last three of which match */81*. When data are stored in this fashion, some sort of separator (such as a comma) is recommended to reduce the possibility of incorrect matches that might overlap from one value to the next.

If you prefix a CONTAINS or EXCLUDES value with wild cards, the comparison starts after the corresponding number of character positions. For example:

Dates Paid contains ???????01/12/80

would not find a match in the above example.

**Upper-case
vs.
lower-case
conjunctions**

When you specify a series of comparisons joined by ANDs and ORs, you must be careful about how the conjunctions apply.

For example:

*COMPANY contains INC.
or COMPANY contains LTD.
and ADDRESS contains SUITE*
could mean either

*COMPANY contains INC.
OR*

*COMPANY contains LTD.
and ADDRESS contains SUITE*

(Include the record if the word "INC." appears in the NAME, or if the word "LTD." appears in the NAME *and* the word "SUITE" appears in the ADDRESS.)

Or it could mean:

*COMPANY contains INC.
or COMPANY contains LTD.
AND*

ADDRESS contains SUITE

(Either the word "INC." or "LTD." may appear in the NAME, but the word "SUITE" *must* appear in the ADDRESS.)

The AND and OR listed in upper case allow you to specify grouping by creating a visual blocking. Without blocking, the program would assume the second interpretation.

**Producing
the output**

After you accept a profile, the program searches the data, locates all matching records and outputs them in the format specified. The number of records printed and the number of records that satisfied the profile description will be displayed on the screen when the report is finished.

Elliot Andrews	CA-377-11	515-488-4774
Samuel T. Hanson	TX-189-389	509-991-8811
James T. McPherson	MA-127-112	419-276-3373

3 Records matched profile.
Press RETURN to continue:

3 Copies printed

**Terminating
printing**

If you wish to stop the program before the report is finished, press the ESCAPE key to terminate processing. The following message will appear:

Do you wish to cancel printing (Y/N)? N

Do you wish to cancel printing (Y/N)? N

If you press RETURN, printing will resume. If you type Y and press RETURN, the program stops printing. The number of copies printed, as in the above example, appears at the bottom of the screen.

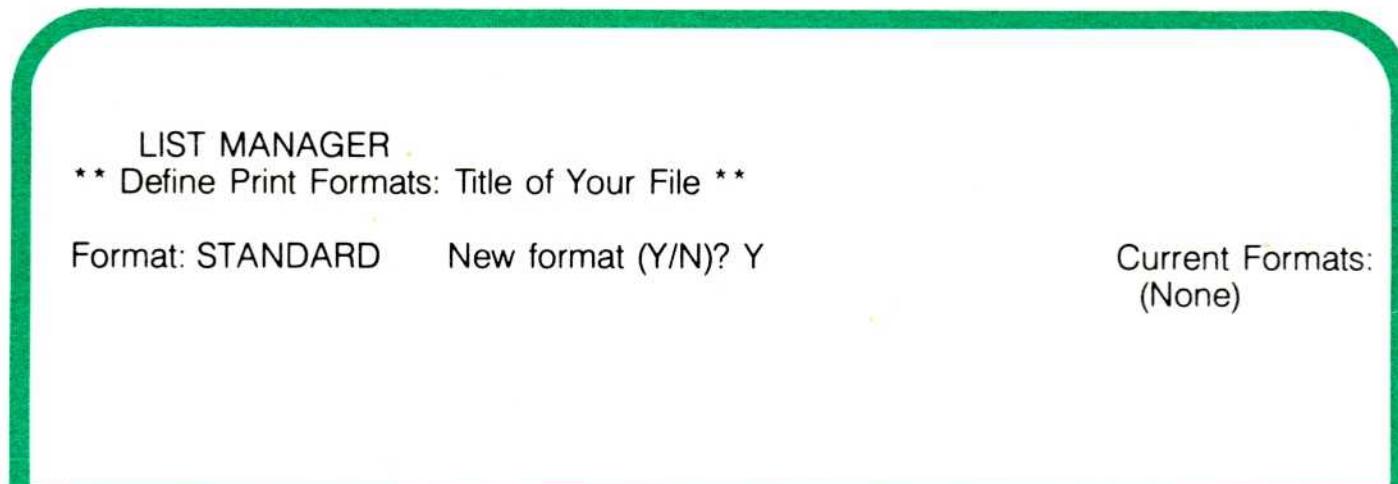
Purpose

“Define Print Formats” lets you design the format, or look, of your report. You may also design formats for the screen displays of your data and select the information to be included in a data file.

If there is no Current File when you select this program, the prompt *Current File:* will be displayed on the screen. Formats pertain to a particular file, so you must specify the file for which you are defining records. The file you select will remain the Current File until you select another file.

Print format

Print formats are designated by a name of eight characters or less. The existing definitions will appear on the right side of the screen. If the name you enter has already been defined, you will be allowed to make changes to the format. If the name you enter is a new name, the prompt *New format (Y/N)?* will be displayed. Enter Y in response to this prompt and you will be allowed to describe a new format.



A print format consists of two parts:

1. Format description: the size and layout of the records within the forms and special instructions for printing.
2. Item positions: the arrangement of file items within the format.

Format description

You can fill out the print description without measuring the format exactly, because you can test print descriptions and make adjustments until it is correct.

LIST MANAGER
** Define Print Formats: Title of Your File **

Format: STANDARD

Print 2 record(s) across
With each record 35 characters wide by 5 lines long
Skip 2 line(s) between records
If more than 1 across, put 3 characters between records
(Optional) Skip 0 extra line(s) every 0 record(s)

Accept (Y/N)?[Y]

Number of columns

A format may have one or more columns of records on a page. Enter the appropriate number of columns on the first line of this screen.

Record size and spacing

The next three lines pertain to the dimensions of the records and the horizontal and vertical spacing between records.

On the second line of the screen, enter the size of one of your records. This is measured by characters across and lines down.

Your entry on the third line tells the program how many lines to skip (vertically) between records.

The fourth line lets you tell the program how many character spaces to skip (horizontally) between records. This is important only when records are to be printed in more than one column or on forms with wide left margins.

Optional settings

The last line makes allowances for two circumstances:

- If the forms you are using have a large top or bottom margin, you can indicate the necessary number of lines that should be left blank after each page has been printed.
- If you are printing on forms that are not a whole number of lines long, you can adjust for the fractional amount with an extra line every two or three records (for example, one brand of continuous-form rotary file cards measures 12½ lines long—effectively a length of 12, skipping one extra line every two records).

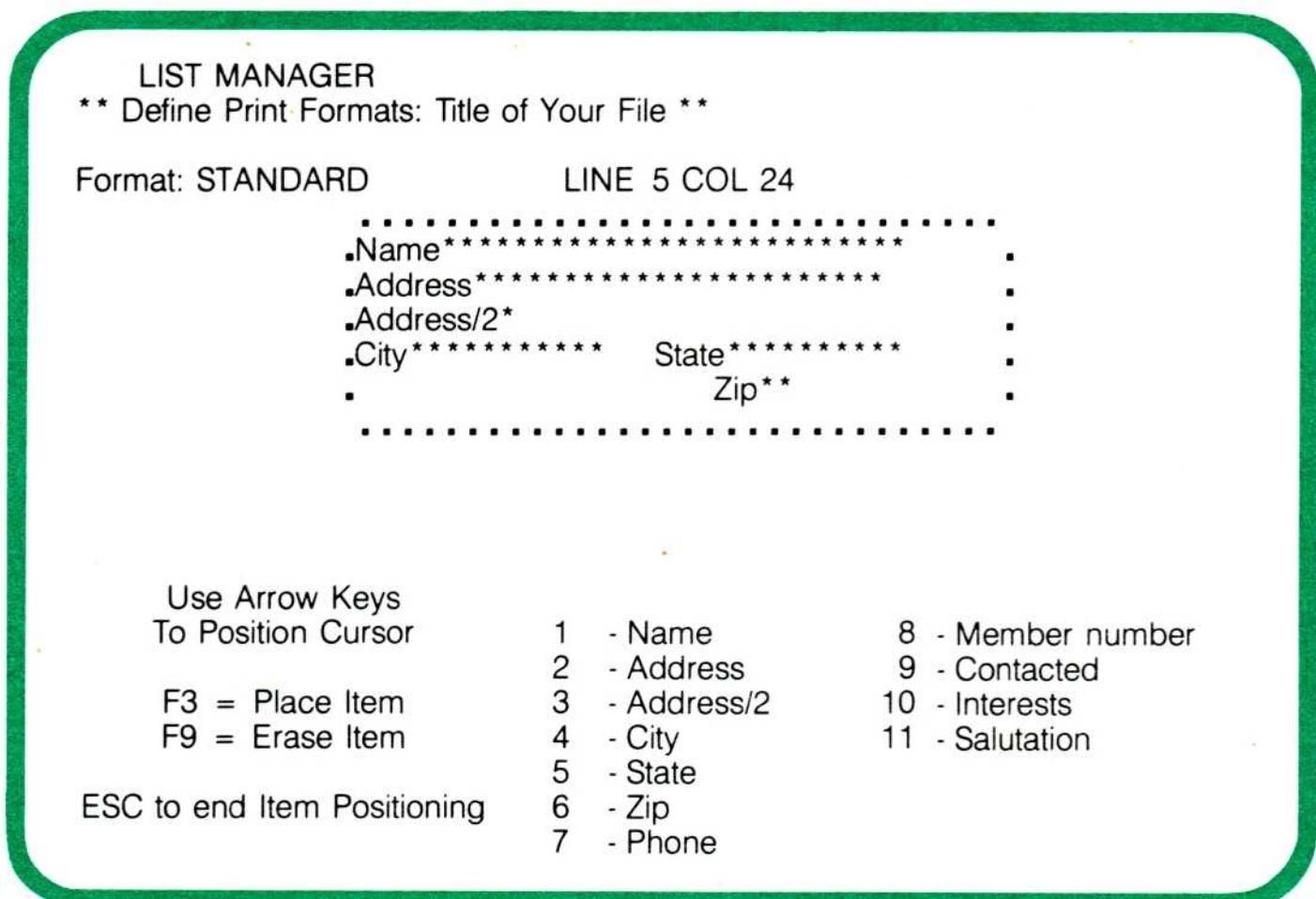
When you have filled in all the description fields, press RETURN and the prompt Accept (Y/N) will be displayed. If all fields are correct, enter Y and proceed to the item positioning fields. If you wish to change any part of the description, enter N and make your changes.

Item positioning

A blank box sized to the dimensions you defined in your format description will be displayed on the screen to assist you

in positioning items on the format.

The items you may place in this format are listed in the lower right portion of the screen. When the box appears, the cursor will be located at the upper left-hand corner.



To begin positioning your items at the cursor location, press the F3 function key. The following prompt will then be displayed at the bottom of the screen: *Place item number:*

Enter the number of the item you wish to place at the cursor, then press RETURN, and the item will appear in the box as it will be printed in the format. As you use the arrow keys to move the cursor within the box, the line and column position will be indicated above the top line in case you need to match a preprinted form. The item representation is filled out with asterisks according to the amount of space reserved for that item. (If the space allowed for an item is shorter than its name, it will be represented by its associated item number.)

To move the item to another location (to center it, for example), simply move the cursor to the desired position and issue another *Place item number* command or press the F3 function key and re-enter the item number.

You may position items flush against each other or at the edge of the format. The program checks to be sure the items don't overlap each other or the edge. If you attempt to position an item that does overlap, the following message will appear on the screen: *(Item name) won't fit there.*

Erasing an Item

To erase an item from the format, press the F9 function key. The following prompt will appear at the bottom of the screen: *Erase item number:*. Enter the number of the item you wish to erase and press RETURN. The default is the last item number referenced. Press the ESCAPE key when items are positioned.

Testing the definition

After you define the print description and item positioning, you can test the definition to see if it matches your forms. Select *T* from the option menu. One record, or one set of records if there is more than one across the page, will be printed.

To test horizontal spacing or the "Skip Extra Lines" parameter, you may need to print several sets of records. Enter *T* each time the option prompt appears and continue printing until you have enough records to test all parameters.

If you need to make adjustments to the print description or item positioning while test printing, enter *F* or *I* at the option prompt and you will be allowed to return to those portions of the definition. Remember, if you change the dimensions, you may need to change the item positioning to preserve the original margins. If the items won't fit in a new position, the following message will be displayed: *The current item positions require at least n characters.*

Vertical alignment

This option is available to change the record alignment on the page when you are printing on forms that contain uneven spacing or large left-hand margins.

When you defined the print description, the number you entered in the "Characters Between Records" field established default values for the column numbers that indicate where the record will be printed. You can override or change these default values if you enter *V* at the option prompt. You will then be allowed to set the starting column number at any point between 1 and 99. The column number determines the positioning of the left edge of each record and does not affect the position of the items printed in the record.

Should there be a discrepancy between the print description and the vertical alignment, whichever setting was specified most recently takes precedence over the other.

Deleting the format

To delete this format, enter *D* at the option prompt. You will then have the chance to reverse your decision if you decide not to delete the format after all. When a format is deleted, you will automatically return to the menu.

Saving the definition

When the format matches the forms in your printer, select the *S* option to record the definition and return to the menu. If you use the ESCAPE key to return to the menu, your definition will not be recorded.

Other formatting options

When you are ready to produce a report, there are two additional options that determine how the format you specified here will be interpreted when records are printed. Be sure you understand the "Compress Blank Lines" and "Compress Blank Spaces" options as explained in the "Produce Report" section of this manual.

Viewing records on the screen

Since List Manager allows you to review a set of records on your screen, you may want to define formats specifically for the screen and use the profile matching feature of the "Produce Report" program for on-line inquiry of your data file.

For example, a print format defined as one line long by 75 characters wide can be used as a line on the screen on which you could position names and one or two other items of information. (Be sure the "Compress Blank Spaces" option in the "Produce Report" program is set to N to ensure that the items line up in the proper columns.)

Similarly, a format of the maximum dimensions (nine lines by 75 characters) would appear as a screen area in which all information in the record could be displayed, particularly for records with large free-form text entries.

Setting up a PeachText data file

Creating a data file for use with the PeachText word processor is just like printing records, except that information is recorded on the diskette rather than printed on paper. Each "report" is treated as a data record. (For a discussion of "merge files" as used by PeachText, refer to the PeachText section of the Reference Guide.)

To specify the order and format of items to be included in form letters produced by PeachText, define a format with a length equal to the number of items you wish to record and a width that will accommodate the items. You should place the items flush with the left side of the format. Do not specify any lines between records. You would normally position only one item per line, because each line is treated as one data item in PeachText. However, you can combine several List Manager items into one PeachText item. For example, if your address file treats CITY and STATE as separate items, and you place them on a single line, you could access them as one item called ADDRESS under PeachText.

Note: When you are creating data files for use with PeachText, care should be taken when using the "Compress Blank Lines" option in the "Produce Report" program. Items in the record are "moved" when blank lines are compressed in an effort to fill in all blank lines. PeachText associates data elements (the "lines" in this "report") with variables, according to the position of the data within the record. Movement of your items for blank line compression could result in an association of the wrong data with the variables. Do not compress blank lines.

Purpose

This program lets you define a new file, rename or change the definition of an existing file or delete a file you no longer need.

Naming the file

Enter the name of the file you wish to create, using up to eight alphanumeric characters. The name may not contain any of the following characters:

Period	(.)	Equals	(=)	Asterisk	(*)
Comma	(,)	Question	(?)	Brackets	([])
Semicolon	(;)	Quote	(")	Slash	(/)
Colon	(:)				

If you wish to create the file on a drive other than the default drive, prefix the name of the file with the drive designation. This drive designation must be a letter from A to P, followed by a colon (:). If no drive is specified, the default drive is assumed.

Example: *FILENAME* or *B:FILENAME*.

LIST MANAGER

** Define File **

File: [FILENAME]

The program checks to see if the file you named already exists.

Defining a new file

If the file you named is not on the diskette, a blank form will be displayed on the screen. Go from field to field using the F2 function key to fill out the form and define the file you are creating. When all fields are complete, press RETURN to accept the information on the form.

LIST MANAGER
** Define File **

File: B:FILENAME
Title: Title of Your File

Item	Length	Item
1: Name	30	
2: Address	30	
3:	30	
4: City	15	
5: State	15	
6: Zip	5	
7: Phone	12	
8: Member number	10	
9: Contacted	8	
10: Interests	60	
11:	0	no.
12:	0	1- Primary index
13:	0	0- Cross index 1
14:	0	0- Cross index 2

Reserve space for

40 records. (82 will fill this disk)

The Title provides a short description of the file and will appear at the top of the screen while you are using this file.

The Item Column identifies the names of the items you will be keeping on file (e.g., NAME, ADDRESS). Item names may be up to 14 alphanumeric characters long and may reflect any names applicable to your needs.

The Length column specifies how many characters will be reserved for each item. For example, if the names you wish to keep on file contain approximately 30 letters each, this would be a suitable length for this item. You should keep the item lengths as short as possible, since the number of records that will fit on your diskette decreases with the increased size of each record.

You may wish to continue a single item over several lines. For example, the item ADDRESS may require two lines. In that case, you do not need to enter an item name for ADDRESS lines following the first, since List Manager will assume they are a continuation of the first line. You must, however, specify a length for the continuation lines.

You may define up to 14 separate items of information for your records. If this is more than you require, leave the remaining fields blank.

Press the RETURN key when you have filled out all the item descriptions you require. The Accept prompt allows you to double check your description. If you wish to change your entries, enter an *N*. If all the information is correct, press RETURN to accept the default value *Y*.

Index selection

After you describe the items in your file and establish their lengths, you must select which of these items will be maintained as indices to the file. An index is significant in two ways:

1. Since you may look up your records by the indices, defining more than one index provides an alternate way to find records in the file.
2. You may "browse" through the file and review or edit records in the sequence specified by the indices, thus collating the records in a logical order.

Note: List Manager will sort and print records in order by any item or for a combination of up to three items as specified in the "Print Report" program under the *Report*: options. This is accomplished by sorting through the file for the items you specify and then printing those records. If you plan to produce records sorted by a single item as a general rule (ZIP code, for example), you may wish to designate that item as an index. No sorting would then be necessary, which would reduce processing time.

A valid index selection must have a *primary* index, and you may establish both a primary and up to two *cross* indices. Enter the item numbers from the left-hand portion of the form to designate which item will be the primary index and which (if any) will be cross indices. Be sure the numbers you enter correspond to items you defined. A continuation line for an

item may not be used as an index.

Creating the File

You must tell List Manager how much space should be reserved on the diskette for your files—that is, how many records you anticipate storing. The maximum number of records for your file is calculated, based upon your file description and the amount of space available on your diskette. This number is shown in parentheses beside the prompt at the bottom of the screen:

Reserve space for nn records (nnnn will fill this disk).

If this number is not large enough, press ESCAPE and go back to the index selection or the item descriptions. Removing an index or shortening the length of your items will decrease the total size of your record and increase the number of records that can be stored in the file. If you are creating your file on the default diskette, you should not fill the diskette completely since some space may be needed for sorting files in sequences other than those specified by the indices.

Once space has been reserved for the file, it is designated as the Current File and is ready to use.

Redefining an existing file

To change an existing file, you must set up a new file description and then use the "Combine Files" function to convert the existing records to the new definition. You could set up the new definition as if it were a new file, but you may want to use the same file name and some of the existing item and index specifications without re-entering all the information. In that case, enter the name of the existing file and the current file definitions will be displayed on the screen, along with a choice of four actions.

Defining a new file from this description

Define new file starting from this description lets you establish the current file definition as the default values for your new file, which may then be added to or changed as needed.

When the prompt *New file name:* is displayed, enter any valid file name that does not already exist. This file need not be on the same drive as the existing file; just be sure to prefix the file name with the appropriate drive designation.

From this point on, the file definition proceeds as with a new file. After selecting the index or indices, you must specify how many records should be reserved for the file. If you are creating this file to replace an existing file, be sure to reserve at least as many records in the new file as are currently in the old file.

The new file will be empty. To complete the conversion of the existing file, use the "Combine Files" function to copy the records from the old file and convert them to the new file format.

Renaming an existing file

You may wish to change the name of an existing file, especially if you are going to define a new version of the file with the same name as the current version. Since two files cannot have the same name, you can rename the current version and leave the name available for the new version.

Press 1 at the *Selection:* prompt. The program will display the prompt *New file name:*. At this point, you may enter any valid file name that does not already exist on the diskette. This file name must specify the same drive as the current file.

Deleting an existing file

Select option 2 to remove a file from the diskette. The program will display the prompt *Delete (Y/N)?* to be sure you actually want to remove this file. If so, enter Y and the file will be erased.

If you are converting a file to a new definition, you may wish to erase the old file *after* its contents have been added to the newly defined replacement.

Purpose

This program lets you add the contents of one file to another file of either a similar or different definition. When used with the "Define File" program, you may also convert an existing file to a new definition.

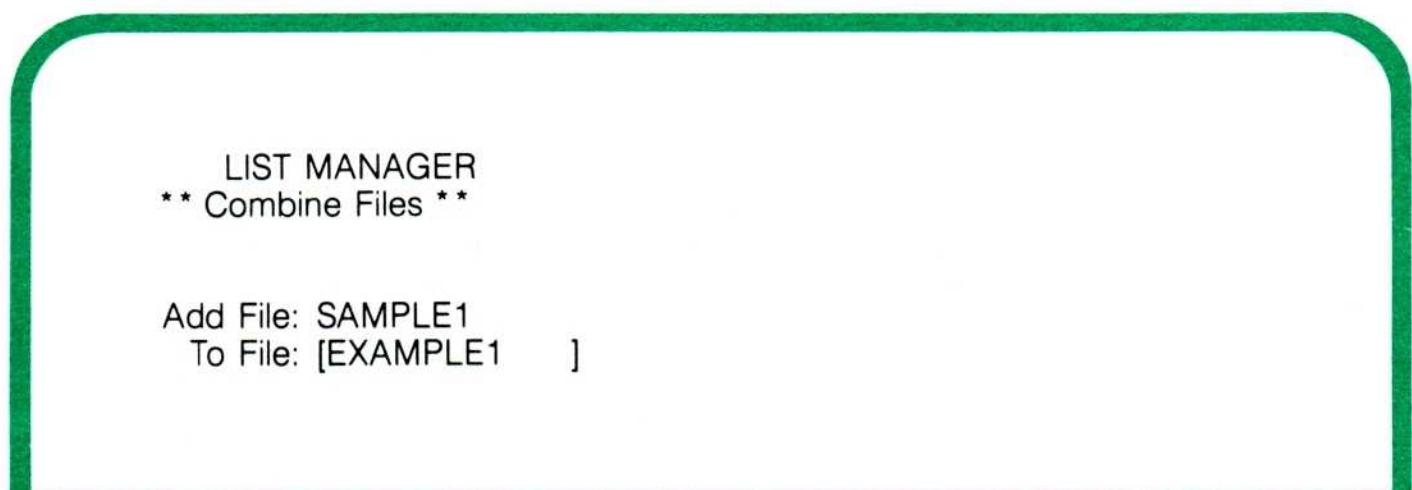
Combining files

You must enter two file names when the following prompt is displayed on the screen:

Add File:

To File:

The *Add File:* name designates the source or original file—the file from which records will be taken. The *To File:* designates the destination file—the file to which records will be added. You may prefix either or both file names with a drive designator if they do not reside on the same drive.



The second file may already contain some records; if this is the case, the second file will ultimately contain both its original records plus the records moved from the first file.

Note: Combining files will alter the *To File:* but does not affect the *Add File:*. If you want to create a composite file while retaining each original file, define a third file and add each of the others to it.

Changing a file

When changing the definition of an existing file, you must first define a new file to replace the existing file. (See "Define File" for details on how to "carry forward" and modify an existing file definition.) The new file will be the *To File:*, containing only the data from the original file, converted to the new file definition.

File space

When you create a file, you must reserve enough space on the diskette for a given number of records. That space may not be exceeded when you add records or combine files. Therefore, the "Number of Records Used" for the source file may not exceed the "Number of Records Remaining" for the destination file. These figures are displayed on the screen for any Current File. If you do exceed the allocated space, the following message will be displayed on the screen:

*Not enough space in (To File:) for the records from (Add File:)
- Press RETURN.*

If you must have a greater amount of space for records in this file, you will need to create a new file with the same definitions, reserve space for a larger number of records and combine the old file with the new if you want to retain the data in the old file.

**Setting up
the Item
corre-
spondence**

When you combine files, you must tell the program which source file items correspond to the items in the destination file. This is done on the correspondence form which appears after you name the files to be combined.

On this correspondence form, you must specify for each item in the first file the number of the corresponding item in the second file. If an item in the source file is not to be included in the destination file, leave its correspondence number set to 0.

If there are items in the destination file that have no corresponding item in the source file, the values of these items will be set to the assumed values for each item. (See "Update File" for more detail.) If there are no assumed values defined for these items, the values will be set to blanks. This feature can be used to preset values for new item fields.

If an item in the source file corresponds to a larger item in the destination file, the item will be padded with blanks to the proper length. If, however, the corresponding item is smaller, only the part of the item that will fit will be copied and truncation of data may result.

Use the F2 function key to move between correspondence entries and press RETURN when all entries are complete. Those items in the source file that will be either deleted or truncated on transfer (if any) are noted on the screen. When you are sure that all entries are correct, press RETURN at the Accept prompt and the records will be copied and indexed.

LIST MANAGER		
** Combine Files **		
File: SAMPLE1	Corresponds	File: EXAMPLE1
Item	To	Item
! Name	0	1 - Name
Contact	1	2 - Address
Address	2	3 - Address/2
* City	4	4 - City
State	5	5 - State
Zip	6	6 - Zip
Phone	7	7 - Phone
! Dealer number	0	8 - Member number
Last order	9	9 - Contacted
! Stocks	0	10 - Interests
! Special instr.	0	

! indicates item will be deleted
* indicates item may be truncated

Accept(Y/N)? Y

Purpose

The “Get Help!” program displays reference information on the screen in case you have a question and are not sure how to proceed.

Messages

When ? is entered from the List Manager menu screen, the first “Help” screen will be displayed, along with the message: *Press RETURN to continue or ESC to exit:*.

Pressing RETURN takes you to the next screen. If you press ESCAPE you will be returned to the menu.

Purpose

“End List Manager” is selected when you wish to leave List Manager and return to the main menu.

Message

When you enter *EN* from the List Manager menu, the List Manager programs end and you are returned to the PeachText 5000 menu.

PeachCalc™
Electronic
Spreadsheet

5

This section describes basic PeachCalc terms and tools. We encourage you to read this information carefully, as it provides a framework that may be helpful.

The worksheet

PeachCalc lets you use the computer's memory as a large worksheet organized in a grid.

Worksheet columns are designated by letters: A through Z, AA through AZ and BA through BK. Rows are designated by numbers: 1 to 254.

The coordinates—for example, A12 or AB5—identify specific locations called "blocks." The block at the upper left of the worksheet is A1. The block diagonally opposite it at the lower right is BK254. There are 16,002 blocks on the grid. The number of columns and rows you can use for a worksheet is determined by the memory size of your particular computer; you may not be able to use all blocks on the grid.

The active block and the worksheet cursor

You enter data into blocks. Only one block is "current" or "active" at any moment. This Active Block is the one immediately available for use. When you enter data, it goes into the Active Block. The row and column that contain the Active Block are called the current row and current column.

The Active Block is always indicated on the screen by the "worksheet cursor." Most terminals use underlining for this, but your terminal may use something else.

When you enter data, PeachCalc automatically moves the worksheet cursor to an adjacent block. This becomes the new Active Block. You can easily specify a different location for the Active Block. You can also set the cursor direction.

Display window

The worksheet is much too large to be seen on your screen at once. Your screen acts as a "display window" through which you see part of the worksheet and manipulate its contents. As you enter data and the worksheet begins to fill up, you can move the window over the worksheet as necessary to keep the Active Block in view.

Scrolling

The movement of the window is called "scrolling." The window can scroll up or down, left or right. You can "lock" some columns or rows in place so they will remain in place when the rest of the window scrolls. This feature is especially useful for titles, so it is called "title lock."

Split window

You can split the display window into two windows, horizontally or vertically, in order to look at separate parts of the worksheet at the same time. The two parts of the screen can scroll separately or together.

Status, prompt and entry lines

At the bottom of the screen (beneath the grid) are three lines—the status, prompt and entry lines. You can learn more about these lines and their contents from the Lesson Plan. PeachCalc uses both the status and prompt lines to display information. In general, the first of the three lines gives you a "status" report on such things as the Active Block and its contents. The second line "prompts" you, asking you what

you want to do next, as well as listing your options at that point. The bottom line on the screen is the entry line. This is where you tell PeachCalc what to do by typing commands or data.

Help available

If you are ever confused or unsure about what to do next or simply need a memory boost, just press the “?” key to ask for help. You can do this at any point—even in the middle of entering a command. The screen will immediately change to give additional information about your choices. You can return to the worksheet display by pressing any other key.

Interpretive prompting

Interpretive prompting means you need to give only the first character of a command on the entry line, and PeachCalc will immediately fill in the rest of the word. The program will also use the prompt line to indicate all options for the next entry.

“/” commands

The slash (/) symbol precedes commands. If you press “/” the character appears on the entry line and the prompt line changes to a list of possible single-letter commands. Suppose you then press B. You have put /B on the entry line. PeachCalc fills out the rest of the command. /B becomes /Blank. In this example, the prompt line will change to ask you which block(s) should be “blanked.”

Modifying commands and entries

The PeachCalc program makes it easy to edit information on the entry line. If you make a mistake while entering a command or data, you can quickly correct the mistake by adding or deleting characters without affecting the correct position of the entry. The Edit command uses the same editing techniques to modify the contents of a block.

Protecting your work

PeachCalc provides several safeguards against accidentally destroying work that should be preserved. You can protect individual blocks or groups of blocks in the worksheet so their contents and format cannot be changed until you unprotect them. Similarly, PeachCalc will check with you before executing commands that have major consequences for your work; for example, clearing the entire worksheet or exiting from the program before saving your new or modified worksheet.

Block format

When you first start the PeachCalc program, blocks are only potential locations on the worksheet and take up no space in the computer’s memory. You can only bring a block into existence by “using” it in some way—by putting an entry into it or by formatting it (that is, preparing it to express an entry in a particular manner, such as an equation, text or numeric value).

When you format a block, you tell PeachCalc how you want the content to look on your screen. This display format can differ from the way the block contents looked when you entered them. For example, you might want a numeric value to display in ordinary notation (1776), with or without a decimal; or in scientific notation (1.776×10^3). You may enter data in whichever format is convenient, and PeachCalc will convert the data into the display format you have specified. You can also change any of a block’s format characteristics

without affecting the actual contents. You can specify formats for individual blocks or groups of blocks, for rows, for columns or for the entire worksheet.

Block contents

A block can hold text, a number or a formula. Text is useful for things like column headings, descriptions or notes. (Examples: January, Discount Sales.) It can be up to 111 characters long. Numbers can contain up to 16 digits in either ordinary or scientific (exponential) notation. Using scientific notation, you can raise these 16 digits by a power of 10, up to 10^{53} , either positive or negative.

Formulas can be calculated based on values stored in other blocks. (Examples: A5 + 10, SUM(B1:B9), E7/9-BK2). PeachCalc has many special functions for use in formulas. You can use formulas to compare values in blocks or groups of blocks and then perform one calculation or another, depending on the result of the comparison. These are called conditional statements.

If you put a formula into a block, PeachCalc also puts into the block the value of the calculated formula. You can display either the original formula or its current value. When a block's value changes, the program will recalculate formulas referring to that block.

Block value

Many PeachCalc operations use the numeric value of blocks—for example, adding an entire column. The value of a block containing a number is the value of that number. The value of a block with a formula is the value obtained by calculating the formula. Blocks that have text, are empty or are blank have a value of zero.

Display width

The display width formatting attribute determines the width of a column you see displayed and is independent of the "width" of the data in the block. For example, you might have a 12-digit number in a block. The program will show as much of the number as it can. With a display width of 12 or more, you could see the entire number; with a display width of 9, you could see 9 digits, and so forth. Whatever the display width, PeachCalc will consider all 12 digits in calculations. You can set display widths from 0-127 characters. Different columns can have different widths. When PeachCalc starts up, columns are set at a standard (or default) width of 9 characters. The status line shows the display width of the column containing the Active Block.

The primary tool of PeachCalc is the large worksheet, which is organized in a grid. You use this worksheet to enter and modify data and prepare reports.

The grid

Columns are designated by letters of the alphabet and rows are designated by numbers. Specific locations on the worksheet are called *blocks* and are named for the column and row in which they appear. For example, the block in the upper left-hand corner of the worksheet is block A1.

The worksheet cursor and the active block

An indicator on your screen tells you where the next character entered will appear. The active block is indicated on the screen by the worksheet cursor, which can be a blinking box, an underscore, a light bar, reverse video or the symbols < >.

Cursor movement keys

The cursor is moved with the arrow keys:
UP arrow: Scrolls the cursor up.
DOWN arrow: Scrolls the cursor down.
RIGHT arrow: Scrolls the cursor to the right.
LEFT arrow: Scrolls the cursor to the left.
The equals sign (=) moves the cursor immediately to the block specified.

The following two keys function only in PeachCalc's Edit Mode:

DELETE key: Deletes one character at the cursor location.
INSERT key: Inserts one character at the cursor location.

The window

Since the worksheet is too large to display all at once, you can look through your window (video screen) at part(s) of it. PeachCalc moves (scrolls) the window over the worksheet in any direction to keep the Active Block in view. You can lock the titles of some columns or rows so they remain still even if the rest of the window scrolls. You can split the window into two parts, either horizontally or vertically, with the WINDOW command. By typing ";" you can move between split windows. You can also scroll one or both windows at a time.

The status line

The status line provides information about the Active Block. It is the first of the three lines displayed at the bottom of the screen. The information on this line includes:

- The current direction of movement of the worksheet cursor.
- The Active Block location.
- Format.
- Protection.
- The contents of the Active Block.

Error messages and information messages will also display on this line.

The prompt line

The prompt line tells you:

- The current block width.
- Memory available.
- The last block used for the current application.
- Options available at any given time.

The command entered determines the prompts displayed.

The entry line

The entry line displays information entered at the keyboard. This is your scratch pad. You can check and edit information before it is committed to the worksheet. As characters are entered, the cursor moves to indicate the location of the next character. The number shown at the beginning of the line, (such as 1>), changes as the cursor moves to indicate how many characters have been typed.

Commands

In order to manipulate the worksheet efficiently, PeachCalc uses commands. You enter a slash (/) and the first letter of the command on the entry line, and the program completes the prompt. (This is called "interpretive prompting.") There are many commands which execute specific functions of the PeachCalc system. See the PeachCalc Reference Card or the "Commands" section of this manual for detailed information.

Formulas

When you enter numerics, block references or functions separated by operators and parentheses, the status line will read *Form=* . These entries are formulas. Non-numeric data is called text. The entry line, like the worksheet, acts as a scratch pad. PeachCalc takes the formula and calculates it and displays the result in the pertinent block(s). See the "Formulas" section of this manual for further details.

Moving Around the Worksheet

Since the worksheet is like a large map and cannot be seen on the display screen in its entirety, you must be able to "move" around the worksheet to the part you wish to see.

Worksheet cursor

The "worksheet cursor" is the method PeachCalc uses to locate the area of the worksheet currently being used. The appearance of the worksheet cursor will depend on the type of terminal you have. It might be any one of the following:

- Reverse video.
- A horizontal bar of light.
- The symbol < >.

The GOTO Command (=)

The GOTO, or "address," command is a quick method of placing the worksheet cursor at a particular location on the worksheet without having to scroll throughout the sheet manually. The GOTO command is given on the entry line by typing =. PeachCalc will ask for the block address. When you enter it, the display on your screen will change. If the designated block is already on the display, it will show as the Active Block. If not, the window will move to show the new Active Block at the upper left corner. There is a special case. If you enter only =RETURN, the window will be adjusted to show the current Active Block at the upper left.

The Current-Block Reference Key (ESCAPE)

The current-block key is the ESCAPE key. When you press it, PeachCalc puts the location of the Active Block onto the entry line for you to use in a command or expression.

What happens when I use the ESCAPE key?

After you press the current-block key, the arrow and alternate-movement keys control the worksheet cursor. If you move the worksheet cursor, the Active Block address on the entry line changes dynamically to reflect the new location. When you press ESCAPE again, the address stops changing

and the arrow and alternate-movement keys can again be used for editing.

The ":" entry

Pressing ":" after the Active Block address is a special case. PeachCalc places another Active Block address after the colon. The address before the ":" is fixed; the address after the ":" can still be dynamically changed. The new Active Block location is temporary. When you press RETURN to enter the command or expression, the worksheet cursor will return to the prior active block location. If you are entering data into a block, it will go into that prior location.

Standard (or Default) Settings

What Is a standard or default setting?

Changing default settings

/Format

PeachCalc uses standard settings for display and formatting and standard modes of reference. These are also called *default* settings or modes.

Standard (or default) settings are preset instructions to PeachCalc that tell it how to perform certain functions. The system will automatically look at these instructions until you change the instructions to other values.

You can change these by choosing among available options. Here is a list of the standard settings and standard modes.

The following default settings can be changed by using the FORMAT (/F) command:

Column Width: 9.

Numeric Display: Right-justified.

Standard numeric format. Blocks that contain formulas will have their values displayed. If the number is too large to fit into the column, it will be displayed in scientific notation.

Text Display: Left-justified.

/Global

The following default settings can be changed by using the GLOBAL (/G) command:

Border Display: Row (1-254) and column designations (A-BK) are always displayed. When the screen is split, the row numbers and column designations are shown for both windows.

Calculation: Automatic calculation upon receiving new or altered data followed by a RETURN.

Order of Calculation: Calculation is performed by rows, left to right and top to bottom.

Numeric Display: Standard numeric display. Blocks that contain formulas will have their values displayed.

Tab Mode: Tab mode is inactive; that is, the cursor cannot jump to preset tabs but advances only to the next block in the current cursor direction.

Automatic Cursor Advancing: Auto-advance mode is active; that is, the cursor will advance to the next block in the cur-

rent cursor direction after data entry followed by a RETURN.

Additional standard operations: When you execute a COPY or REPEAT command, formulas with references to other blocks are automatically adjusted to their new locations unless you choose one of the options provided for these commands.

Concepts and Suggestions

This section gives you some practical suggestions for using PeachCalc's memory efficiently. If you are interested in knowing the concepts behind the suggestions, we also provide you with a nontechnical explanation. The practical suggestions are presented first. If your interest stops there, feel free to skip the explanations. But you may find that knowing how PeachCalc uses memory eliminates the need to memorize arbitrary rules.

Practical suggestions

1. Keep your work in the upper left of the worksheet grid.
2. Keep your work in a rectangular shape. Try to avoid having long columns or rows projecting outside the basic shape.
3. Do not blank blocks, protect blocks or format blocks in the area below or to the right of the area that you actually need. Especially do not put data below or to the right of the area you actually need.
4. When you have extra or interim work on the screen that you can get rid of, use the following procedure to free that space completely:
 - Delete or blank the material you do not need.
 - Move the rest of the work to the upper left of the grid and adjust it as you wish it to display.
 - SAVE your work.
 - ZAP the screen.
 - LOAD again. You are now using the minimum space required for your worksheet.

Memory concepts

Two simple concepts underlie these suggestions:

1. The difference between an "empty" block and a "blank" block and a block with contents.
2. The concept PeachCalc uses in managing your system's memory, the "memory use group."

These concepts are explained below in a nontechnical manner. Here and there, a few technical terms creep in—for example, "byte," the memory unit which holds one letter or digit. We will explain the few such words as these; we use them only to save you time and effort.

Blank blocks, blocks with contents

When you start up PeachCalc, every block in the worksheet is empty. Empty blocks are merely potential locations that you can use. When you use a block, PeachCalc allocates memory space on two levels:

1. A "stub" of two bytes. The stub is reserved for information about the block itself—for example, whether or not it is protected and what its format is. The system's memory retains this information even though you have blanked the block's value or content. Think of a ticket stub, the part that is left

when the ticket taker has torn off the main part of the ticket. The basic information is still there—the time and place of the event. Even after you have seen the performance, you still have the ticket stub to say you have been there.

2. The “contents” space, which varies in size according to the number of digits or letters you enter.

The PeachCalc program automatically creates block stubs for any empty blocks to the left and above the PeachCalc worksheet area where you are entering data. In addition to the block stubs, it will reserve a minimum contents space for these blocks, if you are entering contents below or to the right.

When you blank a block, the contents portion is no longer needed. PeachCalc recycles the space so that it can be reused when needed for any general use. But the stub remains reserved for your use with that particular block. PeachCalc assumes you will eventually reuse the block. In fact, if you blank a group of empty blocks, PeachCalc sets up a stub for each block. It gets ready to use those blocks.

Protecting blocks is always done in the stubs. If necessary, PeachCalc will create stubs. When you unprotect the blocks, those stubs remain. When you put data in a block that was empty, both the stub and the contents are set up. At this point, you can format the block or protect it without using any more memory space, because the stub is available for that purpose. In fact, the stub already has the standard or default information about the block, and when you format or protect the block you just change that information.

In short, formatting or protecting a non-empty block is “free.” No more space is required. But formatting or protecting an empty block takes space.

The memory use rectangle

PeachCalc makes the basic assumption that you will start at the upper left corner of the worksheet grid and work your way to the right and down. This assumption follows from our habit of reading and writing from the left to the right and from the top to the bottom.

As you fill in data on the worksheet, PeachCalc works behind the scenes, keeping track of your work in the system memory. PeachCalc sets up a “memory use rectangle,” which grows as you use it. This rectangle is defined by block A1 at the upper left of the worksheet and a block diagonally opposite A1. This lower-right corner block represents both the rightmost column and “deepest” row you have used.

For example, you may have material in A2-A4, B2-B9 and D1-D5. The memory use group in this case is defined by blocks A1 and D9. Every block in this group will have a stub, and even if it appears blank it will have a minimum “contents” space. Adding material to the right of the group sets a new maximum column. Adding material below the group sets a new maximum row. Adding new material to the right and below sets a new maximum column and row. It is a good idea to keep your work in the upper left area of the

**An example
of memory
use**

worksheet and to keep it basically rectangular.

You might like to try this example of the memory use rectangle. It is exaggerated, but it shows how the concept works.

Start with an empty worksheet. (Either load in PeachCalc fresh or ZAP the worksheet after saving anything you want to keep.) Make a note of the space available, shown as *nnn* on the alternate status line. The number stands for “kilobytes,” which means 1,024 bytes of space. Remember that each block stub uses two bytes. Therefore, one kilobyte will hold 512 stubs.

Use the GOTO (/=) command to go to P32. This block is 16 columns to the right of and 32 rows down from A1. If you use this block, you will define a “use group” of 512 blocks (16 x 32). Now format the block: for example, set its format to /F, E, \$.

You will see on the status line that you have one kilobyte less memory than you had before. What happened? By formatting that block, you defined a memory use rectangle that required one kilobyte of stubs.

Now enter the value in P32, such as 123. Notice the increase in space required. You now have a minimal contents space reserved for each block in the group.

Blank the group A1:P32. You release the minimal contents space but still have the stubs. At this point, even if you delete Column P or Row 32, you will not regain space. The area from A1 to P32 now consists of block stubs; all the other blocks are empty.

Why should PeachCalc do such a thing? The reasoning is based on the assumption that you will find it convenient to work from the upper left (A1) to the lower right. Even though you started at P32, PeachCalc assumes that you just happened to start there and will be making use of the area to the left and above. It prepares that area for your use.

**Facts you
should know**

Here are some facts about the memory use rectangle:

- The rectangle grows as needed. The lower right block defines its limits and therefore its minimum size. Adding material to the right or below (or both) expands the rectangle.
- Adding contents within the group or blanking blocks within the group will cause additional memory space to be used or released from use but does not change the size of the group.
- Remember that the display width of a column has nothing to do with its actual contents. A blank column takes the same space, whatever its display width is. Squeezing down the display of a column with contents does not save any actual memory space.
- When you delete a column or row within the group, the portion of the column or row inside the group becomes blank blocks. The portion to the right and below the group

still consists of empty blocks.

- In some cases the memory use group will have an inside group at the upper left, in which each block has a stub and a minimum contents space, and the rest of the group will have stubs only. The maximum row and column with actual contents define the inside group; the rest of the group is left over from delete operations or the blanking of outside columns and rows.
- The only way to unburden the memory rectangle of unnecessary blank columns and rows is to save and reload. Move your work to the upper left, deleting or blanking unnecessary material below and to the right. SAVE the worksheet, ZAP the screen and LOAD again. When the sheet is saved, PeachCalc considers the blank columns to the right of your work, and blank rows below, empty. They are not saved.

The status line

What does this line tell me?

Example

The status line is the first of the three lines at the bottom of the PeachCalc screen. This line always displays information about the Active Block.

The information displayed includes:

- The current direction that the cursor is moving.
- The Active Block location.
- The Active Block's specific format and protection status.
- The textual contents of the Active Block.

Here is an example of a status line:

> A5 L\$TR P Text= "February [xxxxx ERROR]

Here is what it means:

1. >.

The current direction of the worksheet cursor, set by the last arrow key pressed. It may be ^, V, > or <.

2. A5.

The Active Block location. Data entered will go into this block. Commands that use the current column or row will go into the column or row containing that block; in this case, it would be Column A and Row 5.

3. L\$TR.

Active Block format settings; in this case, numbers Left-justified, dollar (\$) format and Text Right-justified. This information displays only when the FORMAT entry option has been selected for the block. The detailed reference for FORMAT gives full information on such settings.

4. P.

Data protection. P if the Active Block is protected, blank if it is unprotected.

5. Text= "February".

The contents of the Active Block, in this case text. Repeating text is indicated by Rxtxt=. Numbers or formulas are indicated by Form—for example, Form= 73 or Form= 12*B9.

6. [xxxxx ERROR].

PeachCalc also uses the status line to display error or informational messages. These messages disappear and the status information reappears as soon as you press any key.

The prompt line and global status

The middle of the three information lines serves a dual purpose: while you are entering a command, this line “prompts” you by outlining the choice of possible entries you may make.

For example, after you have entered /D (for DELETE), the prompt line reads *R(ow) or Column*. This indicates you must next tell the PeachCalc program whether you wish to delete a row or a column. If you then enter *R*, the prompt line changes to *Enter Row Number*. This reminds you that a row is specified by a number.

The HELP reference

When you are using PeachCalc and you need information about your current entry options, press the ? key. The display screen will change to show a list of entries that you can

make, depending on your present position within PeachCalc. This HELP function is available at any time and in any mode. Press any key to return to the previous display.

Global status

When you have finished entering a command, the middle line reverts to its other function, global status. It then gives your worksheet's current status.

Example

An example of global status is:

Width:9 Memory:32 Last Block:J10 ? for HELP

This information tells you:

1. *Width:9.*

Column width. This is the display width of the column that contains the Active Block. The standard or default setting is 9, but you can specify a different width. You can set all columns to the same width or set different widths for different columns. In the event that you change the default setting, the status line will list the display width that you have selected.

2. *Memory:32.*

Available memory in kilobytes (a kilobyte is the memory space sufficient to store 1,024 characters or digits). This number changes as you add data to the worksheet.

3. *Last Block:J10.*

This tells you the lower right-hand corner of an imaginary rectangle that defines the extent of your worksheet. In other words, J is the right-most column you have used, and 10 is the lowest row (biggest row number).

4. *? for HELP.*

This reminds you that typing ? will always give you an explanation of the options you have at that moment. If you press ?, you will receive an explanation of your choices.

The “/” symbol

The slash (/) symbol precedes commands. If you press it, the prompt line will change to list possible entries and the “?” symbol. Pressing ? will display an explanation of the choices listed on the prompt line.

As you proceed within commands, or make other possible entries, the prompt line will change to show the current choices. Whenever you press ?, a short but detailed explanation of options will be displayed on the screen.

The entry line and display

The entry line at the bottom of the worksheet is where you tell PeachCalc what to do by typing commands or data. This section provides some detailed information about the data you can put into blocks and the formats you can use to display that data.

Limits for data entry

Numbers: 16 significant digits, plus optional decimal point and optional sign for ordinary numbers. Sixteen significant digits, plus decimal point and optional sign, for exponential numbers (scientific notation). These 16 digits can be raised to the 63rd power of 10.

Largest ordinary number: 9999999999999999.

Smallest ordinary number: -9999999999999999.

Largest exponential number: 9.99999999999999e62.
 Smallest exponential number: -9.99999999999999e62.

Text: 115 characters. Must be preceded by " or '.
 Example: "Expenses, January.

Formulas: 116 characters.

Examples: $7 + A5$, $9 + 5^*E7$, $SUM(B1:B9)$, $MIN(A4,D4,G4)$.

Distinguishing between numbers, text and formulas

Numbers start with digits (0-9), +, - or a period. An entry that begins with a period is assumed to be a decimal entry beginning with zero and a decimal.

Text starts with quotation marks.

Formulas can start with the same characters as numbers—0-9, +, - or a period. They can also start with an opening parenthesis—(. You can put arithmetic expressions, relational operators, functions and references to blocks within formulas.

Numbers

Ordinarily right justified; optionally, left.

The way in which numbers appear when displayed depends on the display format selected, not on the way they looked when entered into the block. The content of the block is not affected by the display format.

Display options

Display options allow numbers to be displayed in the following ways:

- General (ordinary numbers if they fit column display width; otherwise, exponential).
- Exponential (scientific notation), rounded if necessary.
- Integer (integers only; if there is a decimal number, round it up or down to make it an integer).
- Dollar amounts, rounded to the nearest cent; ".00" is appended to whole numbers.
- Graphic display, using asterisks (*) to show relative values in bar graph form.
- For any display format, if the numeric display cannot fit into the column, then >>>> fills the column.
- A column can be widened to display a number or text in full. Column width can be set from 1 to 126.
- Text. Ordinarily left-justified; optionally, right.
- If text is too large for the column, the text display will continue into the adjoining blank block(s) to the right. If it cannot continue into adjoining columns, it is cut off at the right.
- Formulas. Ordinarily the resulting value is displayed; optionally, the formula. On the status line, the formula is displayed. When the formula is displayed in a block, it can continue into adjoining blank blocks as text does.

Editing an entry

There are several methods of correcting commands or data while they are on the entry line:

- LEFT arrow: to backspace one character.
- RIGHT arrow: to move right one character.
- INSERT key: to insert one blank character.
- DELETE key: to delete one character.

There is also a way of correcting a command or data entry after it has been committed to the worksheet. This is the EDIT command.

The EDIT command

The EDIT command allows you to use the edit process and enter the altered contents into the Active Block after you have committed the entry to the worksheet.

Horizontal cursor movement

The left and right arrow keys move the data-entry cursor non-destructively across the entry so the cursor can be positioned where the change is to be made. Because a block can contain 116 characters, which is longer than can be shown on the entry line, PeachCalc will scroll your entry during the EDIT process, allowing you to examine any portion of it.

Inserting or deleting characters

Wherever the cursor is, a new character can be entered to replace the old one.

The DELETE key deletes a character each time it is pressed. The cursor stays in position.

The INSERT key inserts a new space at the cursor location each time it is pressed. The cursor stays in place, and spaces fill out to the right of it. The space(s) can then be filled with additional characters.

Accepting data

Remember, what you see on the entry line is what gets entered into the Active Block. When you finish making your changes and enter the data or execute the command, PeachCalc takes everything on the entry line, not just the material to the left of the cursor.

What Is a PeachCalc command?

A PeachCalc command consists of the slash symbol (/) and a single letter. The letter stands for a specific instruction to the PeachCalc system. There are 18 commands, which give PeachCalc instructions on data, worksheet adjustment, building data or the worksheet, protection, saving/restoring, display and printing.

How do the commands work?

All of the commands are entered with “/” and the first letter of the command. The rest of the command is automatically filled on the entry line. For example, “/B” is filled in as “/Blank.” The prompt line lists the choices available to you for that command. When you enter “/”, the prompt line shows the possible one-letter entries. When you choose one, the prompt line changes to show the choices available for that particular command. Whenever you wish further information about options, you can press the “?” key.

Levels of entry

Some commands have several levels of entry; that is, there will be a sequence of prompts and entries before the command is executed. An example is the command to copy from one location to another. If you are entering one of these multi-level commands, it is possible to back out of your current entry by using the LEFT arrow. In fact, you can back entirely out of the command without executing it. You may also cancel any command by entering CONTROL Z (holding down the CONTROL key while pressing Z).

Editing commands

Commands, like data, can be edited with the in-line editor. Remember that when you press the RETURN key, everything visible on the entry line will be executed—not just the part of the command to the left of the cursor.

Specifying the current block

A few commands use only the current block, column or row. Most allow you to specify which block, column or row in the command line. Column addresses may be entered as either capital or lower-case letters; PeachCalc will convert lower-case column entries to capitals. If you want to specify the current block, column or row (as appropriate) in such commands, simply press “,” (comma) to enter the current location into the command line.

The current-block key (ESCAPE)

The current-block key (ESCAPE) can also be used to enter the current block, column or row into the command line. (If only the column or row is needed, the other part of the current block location is ignored.) Once you press the ESCAPE key, you can move the Active Block temporarily to a new location. Its address changes on your entry line and can be used in your command. Pressing “::” allows you to develop two block addresses, such as B5:E5, which is convenient for many commands.

The carriage return

The carriage return (RETURN) ends a command, causing it to be executed. In some cases, a comma can also end a command, because pressing the comma enters the last item of information needed in the command line. The command is complete, so the PeachCalc program executes it.

The BLANK Command (/B)

BLANK (/B) erases the contents and clears the format of a block, a partial or complete column or row or a group. BLANK clears the formatting of the block if it has been formatted by itself, that is, at the E level (see FORMAT). Formatting for a row or column is not affected, even if every block in it is blanked. Only the FORMAT command can change the format for a column or row. Protected blocks will be bypassed.

Prompt: "Enter Range."

Examples

/B, c7, RETURN.
 /B, c7:c12, RETURN.
 /B, c7:h7, RETURN.
 /B, c7:h12, RETURN.

The COPY Command (/C)

COPY (/C) makes a one-to-one copy of a block, a partial column or row or a group to a new location. Options give a choice of formula adjustment or copying values only.

Adjusting formulas

When you choose the Ask option, each formula that qualifies for possible adjustment is displayed on the entry line. Its source and destination address are shown on the prompt line. PeachCalc positions the cursor at each block reference on the entry line, and you are asked to reply "Y" or "N." Y means, "Yes, automatically adjust." N means, "No adjustment, transfer as is."

Examples

Copy block to block: /C, b9, c12, RETURN.
 Copy partial column to partial column: /C, b9:b15, e9, RETURN.
 Copy partial row to partial row: /C, b9:g9, h12, RETURN.
 Copy group to group: /C, b9:g15, k20, RETURN.
 Copy without adjustment: /C, b9, c12, N, RETURN.
 Copy, ask for individual choice of adjustment: /C, b9, b15, e9, A, RETURN.

The DELETE Command (/D)

The DELETE command (/D) deletes a column or row.

Prompt: "R(ow) or Column.)"

If you reply R, the prompt becomes: *Enter Row Number*. You may then enter a number from 1 to 254, or "," for the current row.

If you reply C, the prompt will be: *Enter Column Letter*. You may enter a letter designation from A to BK, or "," for the current column.

Protected blocks

The DELETE command causes the contents and formatting of the specified row or column to be deleted. The command will not execute if a protected block is in that row or column.

How the worksheet adjusts

The rest of the worksheet adjusts as follows:

- Rows below the deleted row move up, and all row numbering adjusts. If Row 4 is deleted, Row 5 moves up and becomes the new Row 4, and so on.
- Columns to the right of the deleted column move left. If Column D is deleted, Column E moves and becomes col-

umn D, and so on.

All formulas on the worksheet are automatically adjusted as necessary. The adjustments preserve references to block contents by giving their new location.

Example: Row 3 is deleted. A prior reference was SUM(B2:B5). That reference becomes SUM(B2:B4). The contents that were in B5 are now in B4. A reference to B3 itself would cause an error if Column B or Row 3 is deleted. This is because the contents vanish, and there can be no new reference to them. PeachCalc cannot assume that this is a special case, one where you want the old formula to refer to the new contents of block B3.

Example: Block A6 has the formula SUM(B3,F3,G3). Column B is deleted. Block A6 will now display “ERROR,” because the contents of B3 have vanished. To correct the error, you must correct the reference to B3 in block A6.

Examples

/D, R, 5, RETURN.

/D, C, E, RETURN.

The EDIT Command (/E)

The EDIT command (/E) edits the contents of a specified block and places them in the Active Block. If the Active Block is protected, you cannot edit anything in it.

Prompt: “From?”

Specify a block; “,” means the current or Active Block. The block contents come to the entry line, replacing the command on the line.

How EDIT works

Editing is done with the in-line edit function. Use the arrow keys to move the cursor non-destructively left and right to characters you want to change. The character that will be altered is the one under the cursor. You can replace characters one-for-one simply by typing new characters over them. You can delete characters, including blanks, by pressing the DELETE key. You can insert blanks by pressing the INSERT key. Then, if you wish, you can replace the blanks by typing other characters over them.

Example

The Active Block contains “Janaurry.”

Enter /E and “,” to bring this to the entry line. Use the LEFT arrow key to move the cursor to the second “a” in “Janaurry.” Type “ua.” Move the cursor right to one of the “r’s. Press the DELETE key to delete it, then press RETURN. (Remember, pressing RETURN puts the entire entry into the block, no matter where the cursor is positioned). The Active Block now contains “January.”

The FORMAT Command (/F)

FORMAT (/F) specifies formatting for a block or group of blocks, a column, a row or the entire worksheet.

Choices of formats (one or more)

Numeric display: Ordinary, scientific, both; dollar amounts; right- or left-justified.

Text display: Right- or left-justified.

Column width: Specify display width for one column or all columns.

Prompt

"Enter Level: G(lobal), Column), R(ow), or E(ntry)."

Specifies the format for displaying numbers or text in the entire worksheet (G), in a column (C), a row (R) or a block or group of blocks (E). If you reply C or R, you are asked to specify the column or row; "," will specify the current column or row. If you reply E, you can specify a single block or a range of blocks; that is, a partial column or partial row. Using E to specify formatting at the block level gives the highest priority of formatting.

The next prompt message you receive depends on the level of formatting you specified.

A level of G or C has this prompt:

*Define Formats: (I, G, E, \$, *, R, L, TR, TL, D, column width).*

A level of R or E has the same prompt, except that "column width" is not included because it is not a valid choice.

You may enter as many of the formats as you wish.

Possible format choices

Here is a list of the possible format choices:

I: Display numbers as integers. Decimal fractions are rounded up or down to convert them to whole numbers.

E: Exponential. Display numbers in scientific notation, as a power of 10. For example, 1776 is 1.77e3. 1,000,000 is 1.0e6. Round if necessary.

G: General. Display the number as an ordinary number if it fits in the column width; otherwise, display it as an exponential number.

\$: Dollar amount. Round to the nearest cent; append ".00" to whole numbers. No \$ is displayed.

***: Graphic display for numbers. Use asterisks to show the relative sizes of numbers. Allows bar graph display.

R, L: Right, Left Justify. For numbers.

TR, TL: Text Right, Text Left Justify. For text.

0-126: Column width, for the specified column or for the worksheet.

D: Default. Reset to the next level of formatting. See Note 2 below.

Contradictory entries

When your entries are contradictory, PeachCalc will act on the one entered last. For example, if you enter "R, L, I, G," then L and G will take effect and R and I will be ignored.

Notes

1. FORMAT does not apply to data entry. The contents of a block are kept as entered; FORMAT specifies how the contents are displayed.

2. Where formats differ, the order of precedence is first the

block (E), then row (R), column (C) and finally worksheet or “global” (G). That is, block formatting overrides any format for the column or row where the block is. Where row and column intersect, row formatting overrides. Any of these override the global settings.

Default settings

When the program is started up, these global format settings are in effect: general numeric display (G), numeric right justify (R), text left justify (TL) and a column width of 9.

Examples

/F, C, E, 12, RETURN.
/F, R, TR, RETURN.
/F, G, \$, 11, RETURN.
/F, E, E, RETURN.

The GLOBAL Command (/G)

The GLOBAL command (/G) sets worksheet options.

Prompt: “F(ormat), N(ext), B(order), T(ab), R(ow), C(ol.), M(an.), A(uto).”

If you respond to the prompt by pressing *F*, the display window will show the formulas contained in the blocks instead of the values that result from the formula calculations. If formulas are currently being displayed, pressing *F* will cause the values to be displayed.

If you respond to the prompt by pressing *N*, “auto-advance” of the cursor will occur (in the “current direction”) after the data is entered into a block. If auto-advance of the cursor is already in effect, then pressing *N* causes no auto advance of the cursor after the data is entered into a block.

If you respond by pressing *B*, the display of the worksheet border will be suppressed. If you already suppressed the border display, then pressing *B* will restore it. (“Border” refers to the column and row designations across the top and down the left side of your display window).

Responding with *T* activates Tab mode. If PeachCalc was already in Tab mode, then pressing *T* will deactivate the Tab mode. In Tab mode, advancing between blocks skips all empty or protected blocks. Therefore, a protected or an empty block can never be selected as the Active Block in this mode.

Options

Options *R*, *C*, *M* and *A* concern recalculation.

R means recalculate by rows, from the top down. (Rows are recalculated left to right.)

C means recalculate by columns, from the left across. (Columns are recalculated from the top down.)

If you reply *A*, then recalculation is automatic. If you reply *M*, recalculation is done on your request whenever you press the “!” key.

The INSERT Command (/I)

INSERT (/I) inserts a new empty column or row.

Prompt: “R(ow) or Column?”

If you reply *R*, the new prompt is: "Enter Row Number." You may enter a number from 1 to 254, or "," for the current row.

If you reply *C*, the prompt is: "Enter Column Letter." You may enter a letter or letters from A to BK, or "," for the current column.

This inserts a new row or column of empty blocks between existing rows or columns. A new row appears above the specified row, a new column to the left of the specified column.

How the worksheet adjusts

The rest of the worksheet adjusts. Columns move right, rows move down. The contents of each column or row are preserved but have a new designation. The contents, if any, of the last row (254) or column (BK) are discarded. The command will not execute if that last row or column contains a protected block.

All formulas on the worksheet are automatically adjusted as necessary. The adjustments preserve references to block contents by giving their new location.

Example:

Row 3 is inserted. A prior reference was SUM(B2:B5); that reference becomes SUM(B2:B6). The contents that were at B5 are now at B6. A prior reference to B3 itself will become a reference to B4 when a new Row 3 is inserted.

Examples

/I, *R*, 5, RETURN.
/I, *C*, *D*, RETURN.

The LOAD Command (/L)

The LOAD command (/L) loads the worksheet contents and settings from a disk file. You may load all or part of a worksheet at a location you specify. Options give a choice of formula adjustment or loading values only.

Prompt: "Enter File Name (or RETURN for directory)."

Enter the name of the file, with the drive designation if the disk is not on the system drive. The file name must have the extension ".CAL." This extension is assumed, and you do not have to enter it. Do not leave blank spaces in the file name.

For example: SAL

For example: SALESFEB, (RETURN) or B:SALESFEB, (RETURN).

The prompt then becomes: "A(/I) or P(part)?"

If you reply *P*, then further questions appear on the prompt line:

"From? (Enter Range)": Specify the position of the saved worksheet that you wish to load.

"To? (Enter Range), then RETURN or "," for options": Enter the block address at the upper left of your destination, which may be a new location for that portion of your worksheet.

Press RETURN if you wish automatic adjustment of formulas for the new location; otherwise press "," for options. The

options are: "N(o Adjust), A(sk for Adjust), V(alue)." See COPY for an explanation of these options.

If there are protected blocks in the destination area, they will remain unchanged.

Examples

/L, QUARTER3, RETURN.
/L, B:QUARTER3, RETURN.

The MOVE Command (/M)

The MOVE command (/M) moves one column or row to a new location.

Prompt: "R(ow) or Column?"

If your reply is *R*, the prompt is: "Enter Row Number." You may enter a number from 1 to 254, or "," for the current row.

If you reply *C*, the prompt is: "Enter Column Letter." You may enter a column designation from A to BK.

After you have specified a row or column, PeachCalc will ask the destination of the move. The prompt is: "To?" Reply with a row or column designation, whichever is appropriate. Pressing "," or the current-block key (ESCAPE) will designate the current row or column.

How the worksheet adjusts

MOVE adjusts the worksheet without destroying any data or any formatting. It moves a specified column left or right and inserts it in a new location, or moves a specified row up or down and inserts it in a new location. The columns or rows in between move to fill the old location. They move in the opposite direction to the basic move.

All formulas on the worksheet are automatically adjusted as necessary. The adjustments preserve references to block contents by giving their new location.

For example: Row 3 is moved to Row 5. The former rows 4 and 5 move up to become new rows 3 and 4. The former Row 3 becomes Row 5. A prior reference was SUM(B2:B5). That reference becomes SUM(B2:B4). The contents of B5 are now at B4.

Examples

/M, R, 5, 12, RETURN.
/M, C, E, A, RETURN.

The OUTPUT Command (/O)

OUTPUT (/O) writes part or all of the worksheet to the printer, the terminal or a disk text file. You can write out a partial column, partial row or block. If you write the report to a disk file, you can use your system text editor to add further information or modify formats before printing or to include the PeachCalc report within other text.

The worksheet information can be written out in the way it is displayed or as the actual block contents.

Prompt: "D(isplay) or C(ontents) report?"

Enter *D* to generate a report in rows and columns as it currently appears on the display.

Enter C to list the actual contents (text or formula) instead of the current values of the blocks.

The prompt then becomes "Enter Range."

Enter the range of blocks to output in the format *nn:nn*; for example, A1:B2. This would include the information in all blocks from A1 to B2.

The prompt becomes "Enter Device: P(rinter), S(etup), C(onsole), or D(isk)."

Enter *P* to print the report.

Enter *S* to print with special set-up codes or page dimensions.

Enter *C* to preview the report on the screen.

Enter *D* to output the file to disk with a .PRN extension.

The PROTECT command (/P) protects a block, partial column, partial row or block. It protects block contents and formatting from change. Data cannot be entered into, or edited into, a protected block.

Prompt: "Enter Range."

BLANK, FORMAT, COPY, REPEAT and LOAD will all bypass affected protected blocks. That is, the commands will operate on surrounding blocks but leave the protected blocks unchanged. DELETE will not work if a protected block is in the specified row or column.

Exception: There is one exception: the ZAP command overrides protection.

Examples

/P, c3, RETURN.

/P, c3:c9, RETURN.

/P, c3:g3, RETURN.

/P, c3:g9, RETURN.

The QUIT Command (/Q)

QUIT (/Q) allows you to exit from PeachCalc and return to the operating system.

Prompt: "EXIT PeachCalc? Y(es) or N(o)."

If you reply *Y*, you return to the operating system. If you reply *N*, you return to the PeachCalc program. Any other reply is ignored.

If you have work that could be lost when you quit, PeachCalc gives you a chance to save the work before leaving the program.

The REPEAT Command (/R)

REPEAT (/R) makes a one-to-many copy of a block to a group of blocks, a partial column to a group of partial columns or a partial row to a group of partial rows. Options give a choice of formula adjustment or repeating values only.

Prompt: "From (Enter Range)."

Specify a block, partial column or partial row, followed by a

comma. The next prompt is: "To? (Enter Range), then Return; or “,” for options."

Repeat makes a one-to-many copy of its source into a destination that is larger than the source:

- A block into a partial column or partial row.
- A partial column into a group of partial columns. The destination address is given as the left and right block addresses on the top row of the destination group. The partial column will be copied once for each block in that portion of the row.
- A partial row into a group of partial rows. The destination address is given as the upper and lower block addresses for the left column of the destination group. The partial row will be copied once for each block in that portion of the row.

Specify the destination and press RETURN, or, if you wish a choice of options for copying formulas, press “,” (comma).

Options

The options are the same as those for COPY. If you press RETURN, formulas are automatically adjusted. You may specify no adjustment at all, adjustment or not for each reference to another block address or repetition of values only, without formulas.

If you press “,” to select options, PeachCalc will prompt: “N(o) Adjustment, A(sk) for Adjust, V(alues) only.”

N: Copies formulas exactly as they are.

A: Allows you to choose for each reference to another block address within a formula whether to copy it as is or to have the PeachCalc program adjust it.

V: Copies the values only, without formulas.

Adjusting formulas

When you choose the Ask option, each formula that qualifies for possible adjustment is displayed on the entry line. Its source and destination address are shown on the prompt line. PeachCalc positions the cursor at each block reference on the entry line, and you are asked to reply “Y” or “N.” Y means “Yes, automatically adjust.” N means “No adjustment, transfer as is.”

Examples

Repeat a block into a partial column: /R, b12, e3:e8, RETURN.

Repeat a block into a partial row: /R, b12, e3:j3, RETURN.

Repeat a partial column into a group of partial columns: /R, b3:b7, d3:j3, RETURN. In this example, the partial column is five blocks deep. The result will be a group of blocks repeating that partial column seven times. The top of that block is on Row 3.

Repeat a partial row into a group of partial rows: /R, b3:e3, g5:g7 RETURN. The partial row here is four blocks across. The result will be a group of blocks repeating the partial row three times. The left side of that block is Column G.

Repeat without adjustment: /R, b12, e3:e8, N, RETURN.

Repeat, ask for individual choice of adjustment: /R, b12, e3:j3, A, RETURN.

Note

COPY and REPEAT. As a special case, REPEAT can make a one-for-one copy just as COPY does. COPY cannot repeat (make multiple copies). COPY can, however, do something that REPEAT cannot do; it can copy a group.

The SAVE Command (/S)

The SAVE command (/S) saves the worksheet contents and all settings on a disk file. Options give a choice of saving all contents or values only.

Prompt: “Enter File Name (or RETURN for directory).” Enter the name you have chosen for saving your worksheet. Also enter the drive designation if you do not want to write it to the disk in the the drive currently in use. The PeachCalc program will automatically give the file the extension “.CAL”. You do not need to enter it as part of the file name.

The next prompt is: “A(ll) or V(alues).”

A specifies that all block contents are to be saved; V that values will be saved without formulas. For either case, all of these are saved: format settings, global options, title locking, window splitting and Active Block location.

Note: If you specify the name of a existing file, the program will display the following prompt: “File already exists: C(hange name), B(ackup) or O(verwrite)?”

Examples

/S, WORK5, RETURN.
/S, B:WORK5, RETURN.

The TITLE Command (/T)

TITLE (/T) locks columns, rows or both into their places on the display window. Locked information will not scroll; other information on the screen can scroll. TITLE lock uses the current row and column.

Prompt: “H(oriz.), V(ert), B(oth), or C(lear)?”

H: Locks the current row and all rows above it.

V: Locks the current column and all columns to the left of it.

B: Locks both the current row and column and all rows above and columns to the left.

C: Removes the title lock.

A new title lock replaces a prior one.

The UNPROTECT Command (/U)

UNPROTECT (/U) removes protection from block, partial row or group. Allows block contents or format to be changed. (There is no error if you try to remove protection from something that is not protected.)

Prompt: “Enter Range.”

Examples

/U, c3, RETURN.
/U, c3:c9, RETURN.
/U, c3:g3, RETURN.

The WINDOW Command (/W)

WINDOW (/W) splits the display window into two parts. Each portion can have separate format settings and options. Window uses the current row or column.

Prompt: “H(oriz.), V(ert.), C(lear Split.), S(yncrh.) or U(nsynch.).”

H: The screen is split horizontally, with the current row moving down to be replaced by a second border. The Active Block moves up one block in its column.

V: The screen is split vertically, with the current column moving right to be replaced by a second border. The Active Block moves left one block in its row.

Note: In both these cases, there is an alternate Active Block in the original location. You can switch between the two Active Blocks by pressing “;”. They move independently.

C: Clear the split screen. The portion that was above or to the left is the “primary” screen; it is now displayed in full.

S: Synchronize scrolling in the two portions.

U: Unsynchronize scrolling. The two portions will scroll independently.

Split options

Within the two portions of the screen, formatting and global options can be set independently. It is possible to show the same data with different formatting and options; for example, to show the same column as values and as formulas.

When the split is cleared, the options and formats for the primary screen remain. The primary screen is the portion above or to the left.

EXECUTE (/X) carries out the instructions contained in a command file. The character strings in the file represent the exact characters that are typed on the terminal keyboard when using PeachCalc.

Prompt: “Enter filename (or <RETURN> for directory).”

If you press RETURN, you will be told the disk drive and the name of the file with which you are currently working. You will also be given options for changing the disk drive or displaying a directory of files on the working disk or a directory of PeachCalc format files only.

If you enter a file name, the PeachCalc program reads each of the commands in the specified file and executes them one character at a time. If the file is not in the proper format or a command is in error, a message is displayed on the status line and the EXECUTE command is aborted. You can also terminate the command by pressing CONTROL Z.

Note: The default extension for command files is .XQT. If your file has no extension, you must put a period at the end of the filename.

Command files

Command files can be created using PeachText or another word processor or text editor or by using PeachCalc. Each

line of the file contains the exact keys you would press to execute a specific command within the PeachCalc program.

Every operation available to you in PeachCalc is also available for use in an executable command file. This includes cursor movement (represented by ^, V, < and > for up, down, left and right) and data entry. One exception to this is the EDIT command, which should only be used as the last command in a file.

You can also create a command file in PeachCalc. Each command line is entered as text, and then the file is saved. You should save PeachCalc files in two ways:

1. By using the OUTPUT command and creating a .PRN file that can be read by the EXECUTE command.
2. By using the SAVE command to save the file for editing later. If you have not created a .CAL file, you cannot edit your command file using PeachCalc. .PRN files are not loadable by the PeachCalc program but can be maintained with PeachText word processor.

Note: Before you create a .PRN file, remember to remove the borders, since the EXECUTE command cannot read a .PRN file that has them.

Example

```
/ZY
/FCA,20
/LB:BALANCE,A
/GF/GM/FGD,$
/IR23
=A23
“Tax Rate
/P
>IF(B21<=1800,.3,.32)
/RB23,C23:N23
=B24
B23*B21
/RB24,C24:N24
/GFDALL,C
```

/X, Filename or RETURN for directory, RETURN.

Note: On Line 4 commands have been combined to avoid unnecessary RETURNS, which would advance the worksheet cursor even though you wouldn't want it to do so.

The ZAP Command (/Z)

ZAP (/Z) clears the contents and formatting from the entire worksheet. All blocks become empty. All format settings and modes of operation revert to their standard settings. Everything starts fresh, as if you had just started up the PeachCalc program.

Prompt: “Entire Worksheet Y(es) to clear everything, else N(o).”

Comments

ZAP is the only command that can override protection of blocks. Remember, when you ZAP the worksheet, nothing remains. You have not, however, destroyed the file on the disk if it was saved previously.

Example

/Z, Y.
/Z, N.

Formulas specify calculations and comparisons. Formulas use values in other blocks (which may be themselves the result of formulas), constants and built-in functions.

What types of formulas can I use?

These values are combined using arithmetic and relational operators:

- + : Addition.
- : Subtraction.
- * : Multiplication.
- / : Division.
- $^$: Raising to a power.
- = : Is equal to.
- <> : Is not equal to.
- < : Is less than.
- \leq : Is less than or equal to.
- > : Is greater than.
- \geq : Is greater than or equal to.

Built-In functions

The functions that are built into PeachCalc are:

ABS(value): Absolute value.

AVERAGE(list): Arithmetic mean of the nonblank values in the list.

COUNT(list): The number of nonblank entries in the list.

ERROR, NA: Display “ERROR” or “NA” (not available) for the block having this function and for any block with a formula referring to this block.

EXP(value): Raise a number exponentially. “Value” is the exponent.

OR(expression 1, expression 2): Results in “true” (value of 1) if either expression 1 or expression 2 is true (non-zero), otherwise results in “false” (value of 0).

AND(expression 1, expression 2): Results in “true” (value of 1) if both expression 1 and expression 2 are “true” (non-zero), otherwise results in “false” (value of 0).

NOT(expression): Results in “true” (value of 1) if expression is “false” (zero), otherwise results in “false” (value of 0).

IF(expression 1, expression 2, expression 3): If expression 1 is true, then use expression 2, otherwise use expression 3. Expression may be combined with AND, OR or NOT to form expression 1.

INT(value): Integer portion of value. The value is not rounded. This is not to be confused with the FORMAT / command, which will round off numerical entries.

LOOKUP(value,column/row range): Search the range for the last value less than or equal to search value given. Return the adjacent value from the column to the right of the search column or the row below the search row. Assumes the search range is in ascending order of values.

Ln(value), LOG10(value): Natural log, log base 10, of the value.

MAX(list): The maximum value in the list.

MIN(list): The minimum value in the list.

NPV(discount, column/row range): Net present value of a group of cash returns at the given rate of discount. The cash amounts are assumed to be projected for equal time periods, such as every year; and the discount rate is for that interval. The first cash entry is discounted once, the second twice, and so forth, and added to form the total value.

PI: Pi to 16 significant digits.

SIN(value): Sine of the value, given in radians.

ASIN(value): Arc sine of the value, given in radians.

COS(value): Cosine of the value, given in radians.

ACOS(value): Arc cosine of the value, given in radians.

TAN(value): Tangent of the value, given in radians.

ATAN(value): Arc tangent of the value, given in radians.

SQRT(value): Square root of the value.

SUM(list): Sum of the values in the list.

Value

Value is a constant, the value of a block or a combination of these values made by using the arithmetic operators.

Examples

Constants: 12, 5.9, 3.4e3.

Block values: A12, B19, BK54.

Combinations: 12 + 5.9, B19-3, A12*B14, (9 + E5)/4.

Expressions

The combinations are also called “expressions.” They are evaluated from left to right; * and / are evaluated before + and -. Use parentheses to group terms in your expressions so that PeachCalc will evaluate them in the order you want.

Examples

$5 + 4 * 3 + 1 = 18$ (that is, $5 + 12 + 1$)

$(5 + 4) * 3 + 1 = 28$ (that is, $9 * 3 + 1$)

$5 + 4 * (3 + 1) = 21$ (that is, $5 + 4 * 4$)

$(5 + 4) * (3 + 1) = 36$ (that is, $9 * 4$)

Functions with values

Here are some examples of functions with values:
ABS(A12), SQRT(9.5*E7), LN(3.5e4), TAN(C5 + E5)

Range

Range is simply a partial column or partial row, such as B4:B12 or B4:H4. Here are some examples of functions that use both a value and a range:

LOOKUP(7,C5:J5)

LOOKUP(A4,D3:D12),

NPV(.18,D12:H12)

NPV(B4,G3:G8)

List

You can mix all of the above. A list can have values, expressions and ranges. Here are some examples:

SUM(A12,B9,D5)

SUM(C12:E12,H3:H7)

SUM(MAX(E3:B9),MAX(C12:E12))
COUNT(E3:E12,F8:J8)
AVERAGE(B7,B8:H8,C12:C20)

Some commands cause formulas to be moved into new locations. It is usually desirable to have formulas adjusted for their new locations.

For example, block D4 has the formula “+B4*C4.” If the contents of blocks B4, C4 and D4 are moved to T7, T8 and T9, the formula in T9 should read “+T7*T8.” PeachCalc ordinarily makes such adjustments automatically.

Effects of commands

For some commands, options allow you to move formulas without adjustment or to be queried so that you can choose for each block reference of each formula whether or not it should be adjusted. Some commands also have an option to move values only; formulas are not transferred, only their values.

Below is a list of commands that cause or allow formula adjustment.

Automatic adjustment

DELETE, INSERT and MOVE all cause automatic formula adjustment. They have no options. Deleting a column or row that contains a block upon which a formula outside the range of the deletion depends will cause an error.

Optional adjustment

COPY and REPEAT allow formula adjustment. Adjustment is automatic, unless you specify otherwise by selecting one of the options. The options allow you to disable formula adjustment or to choose individually for each outside reference whether or not PeachCalc should adjust it.

The LOAD adjustment

LOAD will adjust formulas if the material is being loaded into a worksheet location different from the one where it originated. In this case, you have the same options as in COPY and REPEAT. Naturally, there will be no adjustment if you are loading into the original worksheet area.

Appendices

6

Displaying the Menu

Since all PeachText 5000 functions are selected from a menu, you must tell your computer to display the menu on the screen of your terminal.

1. Start up your system.
2. With a PeachText 5000 program disk in Drive A, enter *PT* (for PeachText 5000) at the A>.

Document Commands

ED: Create a new document or edit an existing one.

PR: Print a document.

CO: Copy an existing document.

DE: Erase a document from the disk.

RE: Change the name of an existing document.

DI: List documents and other files on a disk.

?: Display HELP screens.

EN: Leave PeachText 5000 and return to the operating system.

SW: Replace a program disk in a drive.

CH: Change default drive designation.

SP: Display Spelling Proofreader menu.

LM: Display List Manager menu.

PC: Display PeachCalc menu.

TC: Display Telecommunications menu. Note: The Telecommunications package must be bought separately, but it can be used from the PeachText 5000 menu.

Control Keys

The following keys perform their usual functions in PeachText, PeachCalc and List Manager:

UP arrow: Move cursor up.

DOWN arrow: Move cursor down.

LEFT arrow: Move cursor left.

RIGHT arrow: Move cursor right.

BACKSPACE key: Move cursor to the left, erasing characters.

DELETE key: Delete character at cursor.

INSERT key: Insert character at cursor.

HOME key: Move cursor to beginning of current line, then alternately between top of screen and bottom of screen.

CONTROL T: Top of text.

CONTROL B: Bottom of text.

F1 function key: Backward page scroll.

F2 function key: Forward page scroll.

PeachText Special Function Keys

**PeachText
Edit
Commands**

- SHIFT F1 function key: Backward line scroll.
SHIFT F2 function key: Forward line scroll.
F3 function key: Set block marker.
F4 function key: Delete word.
F5 function key: Repeat search/replace.
F6 function key: Search/replace.
F7 function key: Page feed.
F8 function key: Full/end insert.
F9 function key: Delete line.
F10 function key: Activate Thesaurus.
CONTROL ENTER: Line feed.
- BC: Copy a block of text.
BD: Erase a block of text.
BK: Kill block markers.
BM: Move a block of text.
- CDocument*: Change reading file to *Document*.
DDocument: Display *Document* on screen.
END: End Edit and write to disk.
END=*Document*: End Edit and write to disk as *Document*.
Fdrive: List files on *drive*.
- IDocument*: Set up *Document* as an Include document.
I: Begin an Include sequence.
I@: Restart Include file.
I@Code: Begin Include sequence at Code.
KDocument: Kill (erase) *Document*.
Ln: Set Line width at *n* characters.
MS: Display Special Mode status.
MP: Display Program Mode.
MAY/N: Automatic word wrapping (yes/no).
MBY/N: Blank packing on output (yes/no).
MCY/N: Display carriage return (yes/no).
MT: Display Text Mode.
P: Print text in memory.
PB: Print block of text in memory.
P=n: Set margins/spacing at *n* for printing.

PI or PB!: Reset printer before printing.
QUIT: Quit Edit (including SAVE).
QUITX: Quit Edit (leave SAVE, if any).
R: Read file into memory until full.
Rn: Read *n* lines into memory.
*S*Document: Set up *Document* for background printing.
S: Begin/restart background printing.
SX: Stop background printing.
Tn: Set tab markers *n* spaces apart.
Tn1,n2...nx: Set tab markers at columns.
TC: Cancel tabs.
TW: Change to word tabbing.
T: Change to tabbing by columns.
W: Write to disk entire file in memory.
WC: Write to disk from beginning to cursor.
WR, WCR: Follow write to disk with read.
X: Save memory as temporary file SAVE.
X = Document: Write memory to disk as *Document*.
XB = Document: Write block to disk as *Document*.

PeachText Print Commands

The Print Status Screen appears when you select "Print Document." The values of any embedded commands are indicated, as are the lines, column, pass status, etc. Keyboard commands are typed at the backslash.

PeachText Formatting Commands

BMn: Set bottom margin to *n* lines.
CENTER: Center all lines.
CTR: Center one line only.
CPI_n: Set pitch to *n* characters per inch.
DECIMAL P/C: Change decimal format.
Hn: Move *n* horizontal increments per character.
INn: Indent *n* characters.
JUST: Justify by blank insertion.
JUSTC: Justify by character spreading.
Kn or K-n: Add/subtract *n* increments to next character (kerning).
LEFT: Set flush left format.
LINE_n: Move to line *n* on page.
LINE-*n*: Move backwards to line *n*.

LIT: Set literal format.
 LMn: Set left margin at *n*.
 LPln: Set *n* lines per inch.
 NL: Force new line.
 Pln: Indent *n* characters at beginning of paragraph.
 PI-n: Negative indentation of *n* characters (hanging paragraph).
 PLn: Set page length at *n* lines.
 PROP ON/OFF: Turn proportional printing on/off.
 RIGHT: Set flush right format.
 RF: Set flush right one line only.
 RMn: Set right margin *n* characters from left margin.
 SPn: Set line spacing at *n* lines.
 SP + n: Set line spacing at *n* and a half lines.
 SP0: Inactivate line feed.
 TABn: Move to column *n*.
 TAB“c”n: Move to column *n*, filling with *c*.
 TMn: Set top margin at *n* lines.
 Vn: Move vertically by *n* increments.

**PeachText
Printer
Commands**

BI ON/OFF: Turn bidirectional printing on/off.
 DISK*Document*: Save output on disk as *Document*.
 DISK ON/OFF: Start/stop saving output on disk.
 DRAFT: Inactivate specialty functions; print rough draft.
 ENDFF ON/OFF: To execute or disenable form feed at end of printing document.
 FF: Keyboard command to formfeed.
 FORMC or FORMS: Continuous or single-sheet paper.
 FORMFEED ON/OFF: Turn mechanical formfeed on/off.
 OUTn1,n2..nx: Output series of ASCII characters to printer.
 PRINT ON/OFF: Turn printer on/off.

**PeachText
Multi-Page
Commands**

CNPn: Force new page at beginning of paragraph if fewer than *n* lines remain on page.
 COPYn: Set *n* copies of document.
 COPY0: Copy indefinite number.
 NP: Force new page.
 PGn: Set page number to *n*.

**PeachText
Variables**

GET Variable: Go to keyboard for input of variable value.

GET Variable = "Message": Display message on screen; wait for input of variable data.

SET Variable = "String": Establish variable value as string of characters.

SET Variable = n: Establish numeric value of variable as *n*.

:Variable: Colon (string) variable; series of characters, no trailing blanks.

= Variable: Equals variable; series of characters, includes filler blanks.

\$Variable: Dollar variable; prints value of variable in decimal format; no limitations.

#Variable: Number variable; prints value of variable in number format; cannot exceed 32767.

&Variable: Length of variable.

%Variable: System variable.

FILE Tn,Document: Set *Document* as text data file, *n* elements long.

DATA v1,v2,etc.: Assign variables to elements in the data file.

FILE Fn,Document: Set *Document* as fixed-length data file, *n* characters long.

DATA v1(n),v2(n),etc.: Assign *n* characters in data files as values of variables.

**PeachText
Screen
Display
Commands**

*****: Internal note; does not display.

CLS: Clear screen.

DB: Display buffer sizes.

DF: Display file variables.

DS: Display current status.

DV: Display all variables.

NOTE: Internal note; displays on screen.

SCREEN ON/OFF: Display formatted text on screen.

SHOW: Display variable values on screen as processed.

WAIT: Pause; wait for keyboard command.

**PeachText
Recognition
Characters**

BFc: Set *c* as boldface character.

BFn: Set *n* (1-9) as boldface intensity.

BF0: Turn off boldface.

CMDc: Set *c* as command marker.

HSc: Set *c* as hard space character.

**PeachCalc
Commands**

HYc: Set c as ghost hyphen.

IGNOREc: Set c as ignored character.

SSAc: Set c as superscript character.

SSBc: Set c as subscript character.

UNc: Set c as underline marker.

UNB: Change to broken underscoring.

UNS: Change to solid underscoring.

/B: Blank. Range, RETURN. Removes contents of all unprotected blocks in a specified range or a single block.

/C: Copy. Range, destination block. Copies contents of range of blocks to another location on the worksheet.

/D: Delete. Deletes the specified block, row, column or range. R(ow): row number; Column: column letter; F(ile): file name.

/E: Edit. Source block, RETURN. Allows editing of block contents.

/F: Format. Changes the display format of blocks, columns, rows or entire worksheet. G(labal): Options—
I,G,E,\$,R,L,TR,TL,* ,D; Column: letter; R(ow): number;
E(ntry): block location; width, RETURN.

Format Options:

I(nTEGER): Displays numbers rounded to a whole number.

\$: Displays numbers with two digits following the decimal point.

E(xponent): Displays numbers in scientific notation.

G(eneral): Displays numbers as they “best fit” into a block.

*: Displays numbers graphically as a string of stars.

R(ight): Formats numbers to be right-justified.

L(eft): Formats numbers to be left-justified.

T(ext) R(ight): Displays text strings right-justified.

T(ext) L(eft): Displays text strings left-justified. (Long text will continue to display in unoccupied adjacent blocks.)

Default: Resets “window” (screen display) to G(eneral) format, R(ight)-justified numbers and T(ext) L(eft)-justified.

While formatting Global or Column, a column width of 0-127 may be specified.

/G: Global. Changes Global display or calculation options. These options affect calculation or display attributes.

Calculation Options

R(ow-wise): Specifies that calculation of worksheet be done by row (all of Row 1, all of Row 2, etc.).

Column-wise): Specifies that calculation of worksheet be done by column (all of Column A, all of Column B, etc.).

A(utomatic Calculation): Specifies calculation of worksheet be done after each number is entered.

M(anual Calculation): Specifies calculation of worksheet be done only when you enter “!”, which is the symbol used to force recalculation.

Display Options

B(order): Controls display of row numbers and column letters regardless of window scrolling.

F(ormula Display): Controls whether actual formulas or current values are displayed or not.

N(ext): Controls whether or not cursor advances automatically to next block (in current direction) after data is entered in the block.

T(ab): Controls whether empty or protected blocks are skipped during cursor advancement (or not).

/I: Insert. R(ow) number or Column) letter, RETURN. Creates a blank space for a new row or column.

/L: Load. File Name. A(l) or P(art), Source Range, Destination Block, RETURN. Reads entire or partial worksheet from disk.

Load Options:

A(l): Loads entire worksheet and resets global column/row formats, column widths, display mode settings, etc., from saved worksheet.

P(part): Loads any portion of saved worksheet into any portion of current memory worksheet. Global flags and settings are not affected.

/M: Move. Moves rows and/or columns to a new location on the worksheet. R(ow): from row number to row number. C(olumn): from column letter to column letter. RETURN.

/O: Output. Enter Report Option, Range, Device Option, File Name, RETURN. Displays contents or values of blocks onto the disk, console or printer.

Output Report Options:

D(isplay): Generates reports formatted in rows and columns.

C(ontents): Lists the exact contents, text or formulas, rather than current block values, one per line.

Output Device Options:

P(rinter): Prints reports from worksheet using setup specifications.

S(etup): Prints reports as “P” but allows special printer setup codes or page dimensions.

C(onsole): Allows you to preview a report on the screen.

D(isk): Outputs report to a disk file for later use.

/P: Protect. Range, RETURN. Prevents alteration of contents in a block or group of blocks.

/Q: Quit. Y(es) or N(o). Allows you to exit. Worksheet data is not saved.

/R: Repeat. Enter Source Range, Destination Range, RETURN. Repeats current partial rows and/or columns to another location on the worksheet.

/S: Save. Enter File Name, RETURN for directory, option. Writes current worksheet to disk.

Save Options:

A(ll): Saves text, formulas and current values for the entire worksheet onto the disk.

V(alue): Saves only the text and current values of formulas for the entire worksheet.

/T: Title. Locks columns and/or rows so they do not scroll off the window (screen).

Title Lock Options:

H(orizontal): Locks current row and all rows above it.

V(ertical): Locks current column and all those to the left of it.

B(oth): Locks horizontal and vertical simultaneously.

C(lear): Erases all locks.

/U: Unprotect. Range, RETURN. Allows alteration of protected data in a single block or group of blocks.

/W: Window. Splits or unsplits screen display, depending on which command is used in conjunction.

Window Options:

H(orizontal): Splits current screen display into two windows at current row.

V(ertical): Splits current screen display into two windows at current column.

C(lear): Erases split windows. Returns to single window.

S(yncronize): Causes both windows to scroll simultaneously when moving parallel to split.

U(nsynchronize): Causes only current window to scroll, regardless of direction.

/X: Execute. Accepts commands and data from a file formatted just as it would be if keyed in on the PeachCalc command line. The file can be created by PeachText or by PeachCalc.

/Z: Zap. Y(es) or N(o). Erases all data (including global setup from worksheet. Resets program to original default settings.

Formula Adjustment Options

Copy, Load, Repeat: Determines how block references in a formula are adjusted for their new position(s) during COPY, LOAD or REPEAT. If no option is requested, all references are adjusted.

N(o Adjust): Leaves all block references unchanged.

**PeachCalc
Formulas**

A(sk): Allows specified adjustment or no adjustment of individual block references.

V(alues): Moves only the current value(s) of specified block(s).

Formulas are numeric calculations and comparisons. Formulas may reference or use the values of other blocks (which may be the result of formulas), constants and built-in functions. These values are combined using arithmetic operators.

Symbols:

+	addition
-	subtraction
*	multiplication
/	division
A	raising to a power
<	is less than
>	is greater than
=	is equal to
<>	is not equal to
<=	is less than or equal to
>=	is greater than or equal to

Maximum number = 16 characters.

Maximum text = 116 characters.

Maximum mathematical expression = 116 characters.

Number types allowed:

Integer (5): a whole number.

Decimal (12.82).

Scientific or exponential (1.6e14).

ABS: Supplies the absolute value (without minus sign).

AVERAGE: Supplies the sum of the list divided by the list count.

COUNT: The number of non-blank, non-text blocks in the list.

INT: Supplies the integer portion of a value but is not rounded.

MAX: Supplies the greatest value of all list entries.

MIN: Supplies the lowest value of all list entries.

SUM: Supplies total value of list entries.

Expression is any formula.

IF(expression, formula 1, formula 2): Formula 1 is used if expression is “true” (non-zero); otherwise, formula 2 is used. The IF function results in either the value of formula 1 or formula 2.

OR(expression 1, expression 2): OR results in “true” (value of 1) if either expression 1 or expression 2 is “true” (non-zero); otherwise, it results in “false” (value of 0).

AND(expression 1, expression 2): AND results in “true” (value of 1) if both expression 1 and expression 2 are “true” (non-zero); otherwise, it results in “false” (value of 0).

**PeachCalc
Arithmetic
Functions****PeachCalc
Conditional
Expressions**

**PeachCalc
Trigonometric
Functions**

NOT(expression): NOT results in “true” (value of 1) if expression is “false” (zero); otherwise, it results in “false.”

Trigonometric calculation of the value. Results are given in radians. These functions are: SIN, ASIN, COS, ACOS, TAN, ATAN (all value).

Pi: To 16 significant digits.

LN (value), LOG 10 (value): Natural log, log base 10 of the value.

SQRT: Square root of value.

EXP (value): Raise “e” exponentially. Value is the exponent.

**PeachCalc
Miscellaneous
Functions**

ERROR, NA: Display “Error” or “NA” (not available) for the block having this function and for any block with a formula referring to this block.

LOOKUP (value, column/row range): Range search for the last value less than or equal to given search value. Assumes search range is in ascending order of values.

NPV (discount, column/row range): Current net value of a group of cash returns at a given discount rate. Cash entries are discounted and added to form total value.

Value: A constant, block value or a combination of values.

Expression: Combination of values. Evaluated left to right and before addition and subtraction.

Range: A partial column or row.

List: Mix of all of the above. You can list values, expressions and/or ranges.

**List Manager
Function
Keys**

The following keys have the following special functions in List Manager.

F1 function key: Prior field. This causes the cursor to move to the previous field instead of the next on multiple-field screens. If the cursor is in the first field on the screen when you press this key, then the prior field is the last field on the screen.

F2 function key: Next field. Press this key to enter data in a field and proceed to the next field, or use it to “step through” fields to the desired field. The cursor may be in any position when you press the F2 function key. When you press it while in the last field on the screen, the cursor proceeds to the first field on the screen.

F3 function key: Beginning of field. Moves the cursor to the beginning or leftmost position of an alphanumeric field.

F4 function key: End of field. Moves the cursor to the end or rightmost position of an alphanumeric field.

F9 function: Clear field. Erases all data in the current field and the cursor moves to the beginning or leftmost position of an alphanumeric field or the rightmost position of a numeric field.

HOME key: First field. Moves the cursor to the first field of a multiple-field screen.

ESC: Escape. The current entry is stopped immediately and you are returned to the menu or prior entry point. The computer ignores any new data on the current screen, or any entry in progress. This allows you to back out of a file without changing the current screen.

RETURN key. This ends the entry field information on a multiple-field screen.

This section contains some notes that will assist you to customize and maintain the PeachText system.

File definition

The Edit mode will support ASCII files according to operating-system conventions and may, therefore, be used to maintain data files and source programs. *The following notes apply primarily to non-text applications.*

Edit uses the ASCII characters 32-126 (blank through tilde), carriage return (13), line feed (10), form feed (12) and tab (9). End of file is determined by a CONTROL Z (26) or by the physical end of the file.

PeachText will replace any Tab characters you enter with blanks (up to the next "eighth" column), according to standard usage. To conserve disk space when "saving" a file while in the Edit mode, the system will compress blanks into tabs whenever possible. The use of tab characters (or blank packing) is independent of the TAB key and tab settings in the Edit mode, which are used solely to position the cursor.

The Print mode will ignore a line feed (LF), while the Edit mode will tolerate them, which is consistent with standard usage. Edit strips the LF from each CRLF pair as a file is input and restores them when the edited file is output. Edit will accept a line feed character as an ASCII character of no special significance and will allow a line feed followed by a carriage return to accommodate Microsoft BASIC conventions. (See section on Microsoft BASIC, following.) The LFCR pair suppresses the trailing line feed normally added at output for each carriage return.

Edit will ignore the high-order bit of each input byte as well as any nulls in an input file. All non-standard characters will be replaced with blanks. When you open a file in the Edit mode (whether for input, display, Include or printing), the system will scan the first sector for any non-standard characters; if any are found, a warning message will be displayed. (This will prevent any "garbage" from being loaded, while allowing you to salvage partially damaged files.)

Mode Settings

Edit has three processing options to define the operating mode. These options may be set or reset at any time during an edit, although the mode should not usually require resetting. The two most frequent combinations of these options are designated "Text Mode" and "Program Mode." Any other combination is considered "Special Mode." (See section on "Special Formatting Features" in the Edit notes.)

Edit will establish the initial mode setting based upon the output file type. File types ASM, MAC, COB, FOR, BAS and PRN automatically call for the Program Mode. File type ASC calls for the Special Mode with all options off. (See the section on Microsoft BASIC, following). If the file type is not one of these, the system will default to the Text Mode. Note: You may set the line size and tab markers to conform to any special formats required by your language processor.

**Microsoft
BASIC**

Microsoft BASIC requires some special considerations in accepting standard text files directly from the Edit mode. Most of your programs should be created in BASIC in order to take advantage of the automatic line numbering and renumbering features. To edit a program created in BASIC, you must first save it in the ASCII format (e.g., SAVE "PROGNAME.ASC",A). The file type ASC allows you to take advantage of Edit's assumption of Special Mode and to distinguish it from the compressed BAS file type. The Special Mode invoked by file type ASC is the Program Mode with the Blank Packing option turned off.

Tab characters should be avoided while creating the file since BASIC assumes tabbing to every tenth, rather than eighth, column. This difference in tabbing should not affect program processing but may cause erratic spacing in program listings. If you inadvertently edit a BASIC output file that contains tabs, you can run a dummy edit with Blank Packing turned off to change the tabs into blanks.

In BASIC, a line feed entered alone is stored as an LFCR to distinguish it from a CRLF, indicating the end of a logical line. The line feed control key is recognized by Edit for this situation. Note: A line feed character must be followed immediately by a carriage return to remain compatible with BASIC usage.

Edit will not prevent you from including duplicate, out-of-sequence or unnumbered lines, and you *could* make these errors. If you do, the program may not load properly. If this happens, list the code that was loaded successfully to find the area in which the error occurred. Then re-enter Edit to make the corrections.

Data files

You may use Edit to create or modify data files in text format (such as BASIC Input/Print) just as you would with any other text files. You may also edit files with fixed-length records (such as BASIC Get/Put requires), if they contain only the ASCII characters described above. For fixed-length files, line width should be set to an even divisor of record length, e.g., 128-byte records occupy two lines of 64 characters (L64). Mode settings for fixed-length files should be the same as for file type ASC-MAN, MBN and MCN. (Blank Packing must be suppressed.) Since Edit does not limit the length of a text line, you may create a fixed-length file without a single carriage return. Note: If you include carriage returns, remember that the system will insert a line feed character following the CR (unless you precede it with an LF), and, consequently, the carriage return will occupy two spaces in the fixed record.

**Miscellaneous
Considerations**

To locate a string at the beginning of a line (e.g., a line number or variable name), precede the string with a carriage return (i.e., by pressing the TAB key). The system will then go directly to the line beginning with the string without encountering every reference to that string within the source program. Example: The sequence <F6 function key, TAB key, A, B, C, RETURN> will locate the program line that defines ABC, and the cursor will be positioned at the beginning of

the line, rather than at the carriage return on the preceding line.

You may use the Include command to merge part of one program with another program. If your program file was not formatted as an Include file, you must page through the file screen by screen until you reach the section you wish to include. You may need to include some additional lines from the program in order to include all the desired material, but you can easily delete the extra lines with either the Line or Block Delete functions.

If there are routines you frequently include in programs, you should create a library file by inserting markers at the beginning of each of those routines so they can be included by name, just as in boilerplate text applications. (Refer to the section on the Include command in the Edit notes.)

Listed below in alphabetical order are error messages that an operator might encounter while working from the menu.

Message: DISK ERROR.

Description: PeachText could not read the selected program or file.

Correction: This error may indicate a serious disk problem. Repeat the operation. If the problem continues, you will need to recover the disk. Consult your computer representative for assistance.

Message: DISK IS WRITE PROTECTED.

Description: You have tried to write to a disk that has a write-protect tab on it.

Correction: Remove the write-protect tab or insert a disk that is not protected.

Message: DOCUMENT ALREADY EXISTS. DO YOU WISH TO DELETE IT (Y/N)?

Description: The document you entered already exists on the specified drive.

Correction: If you want to delete the existing document, enter a Y and press RETURN. If you made an error when entering the document name, enter an N, press RETURN and enter the correct name.

Message: DOCUMENT NOT FOUND.

Description: You have specified a document that does not exist on the disk.

Correction: Check to see that you entered the correct document name. Check the default disk. You may need to replace the disk you are using with one containing the document.

Message: DRIVE NOT IN SYSTEM.

Description: The drive you selected is not configured for your system.

Correction: Select a valid drive.

Message: DRIVE NOT READY.

Description: The drive selected is not ready for use—e.g., door open or no disk in it.

Correction: Close drive door or insert a disk.

Select a valid drive.

Message: <Filename> EXISTS. WRITE OVER IT (Y/N)?

Description: You have tried to give a new document the name of an existing document.

Correction: Enter Y to write over the existing document. Type N to leave the document as it is.

Message: HELP FILE NOT FOUND.

Description: The "Help" file is not on the disk you are using.

Correction: Replace the disk you are using with one containing the Help file. All PeachText disks should contain this file.

Message: INVALID COMMAND.

Description: PeachText does not recognize the command you have given.

Correction: Check the spelling and format of your entry.

Message: INVALID DISK DRIVE.

Description: An invalid drive designation was indicated.

Correction: Change the drive designation. Valid drive entries are "A" through "P."

Message: INVALID DOCUMENT NAME.

Description: The name you tried to give a document has too many letters, or you tried to use invalid characters in the document name.

Correction: Use a valid document name.

Message: NEW DOCUMENT ALREADY EXISTS.

Description: You are attempting to give a document the name of one that already exists.

Correction: Choose another name for the document or delete the existing document.

Message: NO DIRECTORY SPACE.

Description: The directory on the disk you are using has reached its capacity.

Correction: Delete any unnecessary documents from this disk before proceeding.

Message: OUT OF DISK SPACE.

Description: The disk you are using has reached its capacity.

Correction: (1) You may change disks and place the document on the new disk. (2) You may delete any unnecessary documents from the disk you are using.

Message: PROGRAM NOT FOUND.

Description: PeachText is looking for a program on the disk in the current default drive but cannot find it.

Correction: Use the disk command CH to change the default drive to one containing the program. Replace the disk with one containing the program or insert a disk containing the program into the new default drive.

Listed below in alphabetical order are error messages that an operator might encounter while editing a document.

Message: CANNOT FIND <string>.

Description: You have specified a search string that PeachText cannot locate.

Correction: No correction is necessary.

Message: CURSOR IS INSIDE BLOCK MARKERS.

Description: You are trying to move or copy a block to a location within the block itself.

Correction: Move the cursor to a position outside of the block markers.

Message: DISK ERROR.

Description: PeachText cannot read the selected program or file.

Correction: This error may indicate a serious disk problem. Repeat the operation. If the problem continues, you will need to recover the disk. Consult your computer representative for assistance.

Message: DISK IS EMPTY.

Description: You are trying to do an "F" command on a disk that has no files.

Correction: Indicate the disk containing the files you need.

Message: DISK IS FULL.

Description: The disk you are using has reached its capacity.

Correction: Look at the directory (with the D command) to determine which documents are not needed and can be "killed" with the K command. This will give you space on the disk to end Edit and save the document. Do not end the document without killing files from the Edit Status Screen; you will lose the changes you just made.

Message: DISK IS WRITE-PROTECTED.

Description: You tried to write to a disk that has a write-protect tab on it.

Correction: Remove the write-protect tab or insert a disk that is not protected.

Message: DOCUMENT ALREADY EXISTS. DO YOU WISH TO DELETE IT (Y/N)?

Description: The new document you entered already exists on the specified drive.

Correction: If you want to delete the existing document, enter a Y and press RETURN. If you entered an incorrect document name, enter an N and press RETURN.

Message: DOCUMENT NOT FOUND.

Description: You have specified a document that does not exist on the disk.

Correction: Check to see that you entered the correct document name. Check the default disk. You may need to replace the disk you are using with one containing the document.

Message: DRIVE NOT IN SYSTEM.

Description: The drive you selected is not configured for your system.

Correction: Select a valid drive.

Message: DRIVE NOT READY.

Description: The drive selected is not ready for use—e.g., door open or no disk in it.

Correction: Close drive door or insert a disk.

Message: <Filename> MUST BE MOUNTED ON DRIVE <n>.

Description: The file name specified in the message must be on the disk in the drive indicated before you end Edit.

Correction: Make sure the correct disk is in the drive indicated.

Message: ILLEGAL DOCUMENT TYPE. ".CMD/.BAK/???" NOT ALLOWED.

Description: You have specified a document extension of a type that is not allowed by the system.

Correction: If you need to edit a text document with a BAK or ??? extension, rename the document with an allowed extension.

Message: INVALID DISK DRIVE.

Description: An invalid drive designation was indicated.

Correction: Change the drive designation. Valid drive entries are "A" through "P."

Message: INVALID DOCUMENT NAME.

Description: The name you tried to give a document has too many letters, or you tried to use invalid characters in the document name.

Correction: Use a valid document name.

Message: MINIMUM WIDTH IS 2, MAXIMUM WIDTH IS 80.

Description: You have entered a line width that exceeds the maximum width as specified by PeachText.

Correction: Enter a valid line width within the range 2-80.

Message: NAME MUST BE TYPED EXACTLY TO END THE EDIT.

Description: When ending Edit, you did not spell out the word "END" or "QUIT" completely.

Correction: Retype the word.

Message: NEED TWO BLOCK MARKERS, FOUND <n>.

Description: You have indicated too few or too many block markers. The Editor does not know where to mark the block for move, copy or delete functions.

Correction: Enter no more than two block markers to indicate the beginning and end of the block. Add or delete markers as necessary.

Message: NON-TEXT CHARACTERS FOUND IN <Filename>. TYPE RETURN TO CONTINUE, ESCAPE TO STOP.

Description: You are trying to edit a file that contains non-ASCII characters.

Correction: Be sure you are not editing a file that was renamed from a system program. If you decide to continue, press RETURN and the Editor will replace all non-ASCII characters with blanks.

Message: NOT ENOUGH WORKSPACE or TOO LITTLE WORKSPACE. SPECIFY NUMBER OF LINES.

Description: There is not enough workspace to complete the command you have entered.

Correction: Using the W command, write some of the document you are working with to the disk. This will give you additional space.

Message: NOTHING TO INPUT.

Description: The last segment of a file, too large to fit into memory at once, has been read, and there is nothing left to input to the buffer.

Correction: No correction necessary.

Message: NOTHING TO PRINT.

Description: You are attempting to print in background, but you have not yet given PeachText the name of the document to print.

Correction: Type *S<Filename>*.

Message: PRINTER IN USE.

Description: You are attempting to give a P command while the Editor is spooling and the printer is printing in background.

Correction: Either wait until the background printing is complete before giving another P command or suspend spooling with the SX command.

Message: SEARCH/REPLACE REQUEST IGNORED.

Description: You have made a mistake in your Search/Replace request, either by entering nothing as a replacement string or too much as a replacement string.

Correction: Enter the correct Search/Replace string and press RETURN, or go to the Edit Status Screen.

Message: <Section> NOT FOUND.

Description: PeachText cannot find the section you indicated as an Include section.

Correction: Look at the first screen of the Include file to make sure the section is there. If so, give the Include command again; type the section name exactly as it appears on the screen, i.e. upper case or lower case.

Message: SORRY. TOO MANY DOCUMENTS ON DISK ALREADY.

Description: You have reached the maximum number of file names allowed for this disk type.

Correction: Look at the directory to determine which files are no longer needed and kill these documents. This will give you the space to add the new document name.

Message: THAT DOCUMENT EXISTS. KILL IT OR CHOOSE ANOTHER NAME.

Description: On the Edit Status Screen, you have given a document the name of one that already exists.

Correction: Choose another name for the document or use the *K<filename>* function to kill the existing document.

Message: WORKSPACE NEARLY FULL.

Description: You have less than 255 characters remaining in your workspace. This message will be accompanied by a beep alarm.

Correction: Escape to the Edit Status Screen and use the W command to write some of the document to the disk. This will give you more workspace.

Message: WORKSPACE FULL! USE THE W COMMAND TO WRITE TEXT TO DISK BEFORE CONTINUING.

Description: The disk has no more workspace available.
Correction: Escape to the Edit Status Screen and use the W command to write some of the document to the disk. This will give you more workspace.

Listed below in alphabetical order are error messages that an operator might encounter while printing.

Message: ATTEMPT TO TAB BEYOND RIGHT MARGIN - IGNORED.

Description: You have tried to tab past the right margin previously indicated. The tab has been ignored. Printing will begin at the current position.

Correction: Reset the right margin before printing again.

Message: BUFFERS HAVE ALREADY BEEN SET.

Description: You are duplicating an FSIZE, VSIZE or HSIZE command. Only one of each type is allowed.

Correction: Remove the duplicated command.

Message: CANNOT ACCEPT DATA UNTIL FILE HAS BEEN SPECIFIED.

Description: You have entered a data statement before or without entering the file statement.

Correction: Enter the appropriate file statement or place the file statement before the data statement.

Message: CANNOT FIND DATA DOCUMENT.

Description: The data file you indicated cannot be located.

Correction: (1) Check to see that the document name is typed correctly. (2) Check to see that the data file is on the disk you are using.

Message: THE COMMAND BELOW IS TOO LONG OR MISSING DELIMITER.

Description: You have given a command that is too long or lacks a delimiter.

Correction: Re-enter the command, using the correct length or format.

Message: COMPARE-TO FIELD MUST BE DECIMAL REFERENCE.

Description: In an IF statement, you are trying to compare a numeric variable to a non-numeric variable. Example: If 5 is greater than Monday.

Correction: Re-enter Edit and set up a logical comparison.

Message: DATA DOCUMENT VARIABLES FOR RECORD 0 — DOCUMENT NOT OPENED.

Description: You asked for a display of file variables (DF), but the data file has not been established.

Correction: Re-enter Edit and set up the data file with the FILE and DATA commands.

Message: DISK ERROR.

Description: PeachText could not read the selected program or file.

Correction: This error may indicate a serious disk problem. Repeat the operation. If the problem continues, you will need to recover the disk. Consult your computer representative for assistance.

Message: DISK I/O ERROR ON OUTPUT PRINT DOCUMENT.

Description: Your operating system has been unsuccessful in writing your document to the disk.

Correction: Use another disk to output this document.

Message: DISK IS FULL.

Description: The disk to which you are writing has reached its capacity.

Correction: (1) You may change disks and write the document to the new disk. (2) You may delete any unnecessary documents from the disk you are using.

Message: DISK IS WRITE-PROTECTED.

Description: You have tried to write to a disk that has a write-protect tab on it.

Correction: Remove the write-protect tab or insert a disk that is not protected.

Message: DOCUMENT ALREADY EXISTS. DO YOU WISH TO DELETE IT (Y/N)?

Description: The new document you entered already exists on the specified drive.

Correction: If you want to delete the existing document, enter a Y and press RETURN. If you entered an incorrect document name, enter an N and press RETURN.

Message: DOCUMENT NOT FOUND.

Description: You have specified a document that is not on the disk you are using.

Correction: Check to see that the name you entered is correct. If it is, replace the disk you are using with one containing the document.

Message: DRIVE NOT IN SYSTEM.

Description: The drive you selected is not configured for your system.

Correction: Select a valid drive.

Message: DRIVE NOT READY.

Description: The drive you selected is not ready for use; e.g., door open or no disk inserted.

Correction: Close drive door or insert a disk.

Message: ERROR IN FORMAT. SET A = B.

Description: You have used the SET command improperly. A variable exists that has no assigned value.

Correction: Re-enter Edit and give a value to the variable.

Message: FORMAT MUST BE SKIP NUMBER-OF-LINES OR SKIP-TO CHARACTER.

Description: You are attempting to set up a Skip-To statement without giving a destination.

Correction: Enter a command to (1) skip a certain number of lines or (2) skip to a specific character.

Message: IGNORING <remainder of command line>.

Description: The portion of the command line is being ignored for one of the reasons below.

Correction: In each of the following instances, you must re-enter Edit to correct the command.

Message: THE NUMBER IS TOO LARGE/SMALL.

Description: The number you entered is not within acceptable limits for this command.

Message: MISSING REQUIRED PARAMETER.

Description: A value is missing for a command. Example: a left margin was indicated, but a number of spaces was not entered.

Message: EXCESS DATA IGNORED.

Description: More information was entered than was needed for this command. Example: Left margin 40,50,60.

Message: PARAMETER MUST BE NUMERIC.

Description: A non-numeric value was entered for a numeric command. Example: A left margin command of DOWN.

Message: INVALID EXPLICIT LENGTH SPECIFIED.

Description: A variable has been indicated to be a specific length, but you have entered a longer number, a negative number or zero.

Correction: Re-enter the number with the correct length.

Message: INVALID VARIABLE NAME OR FORMAT CODE.

Description: The name or format code you entered for a variable is not valid; the first character is a number, there is a space within the name, or it is longer than seven characters.

Correction: Choose a valid variable name or format.

Message: INVALID VARIABLE SPECIFIED.

Description: You tried to fill in a variable that has not been created.

Correction: Re-enter Edit and set up the needed variable.

Message: MAXIMUM FIELD LENGTH IS 55 (255 FOR NULL FIELD).

Description: You specified a field in a data statement that exceeds the maximum field length. A variable field may not exceed 55 characters. A null field (one that is not assigned to a variable) may be 255 characters.

Correction: Re-enter the statement correctly.

Message: MISSING COMPARE-TO FIELD.

Description: Your IF statement is missing a comparison.

Example: IF apples = . Where is "red"?

Correction: Complete the comparison.

Message: MISSING OR INVALID DOCUMENT NAME.

Description: Your file statement contains a missing or incorrect data document name.

Correction: Check to see if the data document name is misspelled or if it is on the disk being used.

Message: MISSING OR INVALID FIELD DEFINITION.

Description: Your data statement contains a field definition that is missing or wrong, according to the data file.

Correction: Check to see that the file statement, data statement and data file are in agreement.

Message: MISSING RELATIONSHIP.

Description: Your IF statement is missing a relationship

indicator.

Correction: Insert the appropriate indicator into the IF statement—equal to (=), greater than (>), less than (<) or not equal to (<>).

Message: MUST BE C (CONTINUOUS FORMS) OR S (SINGLE SHEETS).

Description: You entered an invalid FORM command. The options are C or S. Example: FORMC is correct. FORMY or FORM3 is wrong.

Correction: Enter either C or S.

Message: MUST BE ON OR OFF.

Description: You specified an invalid command to an on/off parameter, such as FORMFEED ON/OFF or SCREEN ON.

Correction: Enter ON or OFF.

Message: NO SUCH SYSTEM VARIABLE.

Description: You tried to indicate a system variable that does not exist. Example: %DOLLAR is wrong.

Correction: Determine the correct system variable indicator and re-enter it.

Message: NO VALID DATA STATEMENT FOUND. JOB CANCELED.

Description: PeachText could not find a data statement.

Correction: Enter the correct data statement in Edit and reprocess.

Message: NOT ENOUGH MEMORY. REDUCE THE NUMBER OF VARIABLES (VSIZE) OR THE SPACE RESERVED FOR HEADINGS (HSIZE) OR FOOTINGS (FSIZE).

Description: PeachText has no more memory available, so you cannot continue to print.

Correction: You may recover some memory by reducing: (1) the number of variables (VSIZE), (2) the size of your headings (HSIZE) or (3) the size of your footings (FSIZE).

Message: REQUIRES SINGLE CHARACTER (X OR 'X' OR "X").

Description: A recognition character must consist of a single character. Your document contains an invalid recognition character. This message may be displayed after the IGNORE message.

Correction: Re-enter Edit and change the recognition character.

Message: SPECIFY (F)IXED RECORD-LENGTH OR (T)EXT NUMBER-OF-FIELDS.

Description: Your file statement must indicate the type of data file being chosen—a fixed record length or a text number-of-fields type.

Correction: Enter F or T.

Message: SPECIFY P FOR 999,999,99 OR C FOR 999.999.99 FORMAT.

Description: Dollar figures may be printed in one of two formats: (1) the American format (999,999.99) or (2) the European format (999.999.99). You entered an incorrect indicator. Only P or C is correct.

Correction: Enter P or C.

Message: THE STORAGE BUFFER IS FULL. USE THE FSIZE COMMAND TO INCREASE BUFFER SIZE.

Description: Your footing is too large for the allocated space. Default size is 1,000 characters.

Correction: Use the FSIZE command to allocate more space or reduce the size of the footing itself.

Message: THE STORAGE BUFFER IS FULL. USE THE HSIZE COMMAND TO INCREASE BUFFER SIZE.

Description: Your heading is too large for the allocated space. Default size is 1,000 characters.

Correction: Use the HSIZE command to allocate more space or reduce the size of the heading itself.

Message: THE VARIABLE TABLE IS FULL. CANNOT ADD NN. USE VSIZE COMMAND TO INCREASE TABLE SIZE.

Description: You are attempting to use more than the default value of 32 variables allowed.

Correction: Use the VSIZE command to increase the size of the variable buffer at the beginning of the document or reduce the number of variables in the document.

Message: TOO MANY FIELDS SPECIFIED.

Description: Your data statement contains too many fields.

Correction: Check the data file to determine the correct number of fields.

Message: TOO MANY DOCUMENTS. CANNOT CONTINUE OUTPUT.

Description: You have reached the maximum number of documents that can be stored on this disk. (This message will display after your document has started to print to disk.)

Correction: Delete any unnecessary documents and process again.

Message: TOO MANY DOCUMENTS. CANNOT CREATE DISK OUTPUT.

Description: You have reached the maximum number of documents that can be stored on this disk. (This message will display before your document starts to print to disk.)

Correction: Delete any unnecessary documents and process again.

Message: TOTAL FIELD LENGTHS EXCEED RECORD LENGTH.

Description: Your data statement contains too many fields.

Correction: Check the data file to determine the correct number of fields, then correct the data statement.

Message: UNRECOGNIZABLE COMMAND.

Description: You have entered a command that cannot be interpreted. This message will be followed by an INVALID or IGNORING message.

Correction: Check your command to see that it contains a proper recognition character, a command marker, or is in the acceptable format.

Operator's Notes

We have provided some suggestions here to help you get the most from your Spelling Proofreader system.

Copying a dictionary for faster proofing

Spelling Proofreader proofs faster when the dictionary is copied onto a newly formatted disk. This makes the dictionary the first file copied onto the disk and means that the spaces set aside for the dictionary are all next to each other. The result is that the disk head does not have to move as much to search the dictionary file.

Dictionaries longer than 65,535 words

Spelling Proofreader dictionaries can handle more than 65,535 words; however, the word counter statistics on the "Spell Check Document" screen will not be accurate, since the counters must "roll over" like the mileage on a car. For example, a dictionary with 65,536 words will display as having 0 words.

Care in adding words to the dictionaries

Mistakenly adding incorrectly spelled words to a dictionary will naturally reduce its ability to proof accurately. Be very careful when adding words to dictionaries. If you should add misspelled words, remove them with the "Delete Words" function.

Hyphenated words

Spelling Proofreader treats words that end a line with a hyphen differently during word review. If a hyphenated word appears in a dictionary (with or without the hyphen), Spelling Proofreader sees it as a match and it will not appear for review. If a word is not in the dictionary, Spelling Proofreader displays a message that the word ended the line with a hyphen and shows the word in its hyphenated form. You are asked to make a word decision as if you saw the word in the middle of a sentence, so the computer knows whether the word was correct in its hyphenated form or was only hyphenated because it occurred at the end of a line. If you tell the program that the word was incorrect in the middle of a line, Spelling Proofreader then displays the word in unhyphenated form for review.

For example, if Spelling Proofreader proofreads the hyphenated word "pre-tend," it first tries to find the words "pre-tend" or "pretend" in its dictionary. If they are not found, they are both assumed to be mismatches. This is why the "countdown" of words on the Individual Word Review screen seems to skip certain numbers.

Proofreading accuracy

After a document has been spell checked with Spelling Proofreader, you can assume it to be free of typographical errors and misspellings as long as five conditions are met:

- If the document does not contain typographical errors that are real words. If you type "boom" instead of "room," Spelling Proofreader will not find a mismatch. These errors are easy to locate, because the sentences usually make no sense.
- If the dictionary itself has no errors. The dictionary that you receive with Spelling Proofreader contains 20,000 words and great care has been taken to ensure its accuracy. You should also take great care during word review to make sure no misspelled words are added to the dictionary. Some

errors can be subtle and easily overlooked. If misspelled words are added, they can be deleted with the "Maintain Dictionary" option.

- If the program recognizes all hyphen/apostrophe usage. Internal procedures handle apostrophes and hyphens in certain ways. An "apostrophe-S" ('s) is always allowed at the end of a word. Hyphens have been discussed above. Other than this, apostrophes and hyphens are treated like any other character.
- If the words are 42 characters or longer in length. Character combinations longer than 42 characters will be ignored by Spelling Proofreader, but you will see a message to that effect.
- If the upper- and lower-case versions are correct. The Spelling Proofreader dictionary is upper-case only and makes no differentiation between upper and lower case, so it cannot make decisions regarding capitalization.

Finding Invalid words In a dictionary

1

2

**3
4**

What Is a Spelling Proofreader "word"?

Error Messages

An "invalid" word is any word that does not belong in your dictionary, such as misspellings or infrequently used words. The procedure below tells you how to locate and delete invalid words.

When you receive Spelling Proofreader, or shortly thereafter, make a copy of the original dictionary and rename it something like ORIGINAL.DIC or TEST.DIC.

When you wish to check a dictionary for invalid words, subtract the original dictionary from the dictionary you wish to test. (See "Maintain Dictionary" section.) The resulting dictionary will contain all newly added words.

List these words on the printer and review them.
Delete invalid words.

A Spelling Proofreader "word" is measured from one space, number or special character (\$, ", etc.) to another space, number or special character. For example, a word like ACCOUNT1 would be read as "account" because Spelling Proofreader does not "see" the number as part of the word.

When Spelling Proofreader sees a mistake, either in typing information or choosing an inappropriate action, etc., the screen will display an error message. These messages are listed below with explanations for their occurrence and solutions to resolve them.

Message: <Dictionary>.DIC not found on Disk <n>: Enter dictionary name or RETURN to exit.

Description: You have typed the name of a dictionary wrong, or the dictionary is not on the default disk or the drive you indicated.

Correction: Type the correct dictionary name, or tell the computer on which disk the dictionary is residing.

Message: Dictionary already exists. Please re-enter the name of a new dictionary. Enter dictionary name or RETURN to exit:

Description: When attempting to build a dictionary by combining or subtracting, you have typed a name for the new dictionary that is already taken. You must use another name.

Correction: Choose another dictionary name and type it in.

Message: Invalid entry. Try again.

Description: The letter/number/etc. you have typed is not one that the program recognizes for this menu or action screen.

Correction: Retype your entry in its correct form.

Message: Prior word is unavailable. Press RETURN to continue.

Description: On the Individual Word Review screen, you have tried to back up more than one word. The program is unable to do this.

Correction: Type a word decision for the current word and continue with the word review.

Message: Word has not been found: <word>.

Description: When deleting words, you have typed a word that is not in the indicated dictionary.

Correction: Proceed to the next word or press RETURN if there are no more words to delete.

Message: <n> words (or character combinations) are longer than 42 characters and have been ignored during this proofreading.

Description: Spelling Proofreader cannot read a string longer than 42 characters.

Correction: You will need to look through your document to proof this string of characters.

Message: <XX> is not recognized. Press RETURN to continue.

Description: During Individual Word Review, you have typed a character that is not one of the action letters.

Correction: Press RETURN and type an action letter for the current word.

Purpose

The following suggestions are provided to help you get the most out of List Manager.

Don't be afraid to experiment

When defining formats or report procedures, one of the best ways to find out if your specification is correct is to go ahead and try it. These functions are designed so you can easily modify the option settings if the results are not what you expected. Remember, too, if you are in doubt about what the system is going to do, you can review the report on the screen or you can terminate (using the ESCAPE key) without having to wait to finish a report procedure.

How much space to reserve for your file

It's hard to know in advance how many records you will be storing in your file. If you keep your data file on a diskette separate from the program diskette and do not need to store other files on that data diskette, you might as well reserve space for the maximum number of records allowed. Note, however, that this will immediately reserve the entire diskette; you will not be able to use it for anything else, even if your file is not completely full.

On the other hand, if you keep your data file on the program diskette and you regularly produce reports that require sorting the data in an order not maintained by the indices, you should leave some space on that diskette for the temporary "work area" required to sort large files.

What to do when your file is full

If your file is full and there are no records you want to remove, you can use the "Define File" program to create a larger file with the same definition on another diskette and then move the old data to the new file. If the old file has already used the maximum space available on your diskette, one possible solution is to decrease the number or size of items in each record for your new file definition, creating smaller overhead for each record. Removing an index or substituting a shorter index can also increase the maximum number of records you can store.

How to copy your file to another diskette

Your file is actually a set of files, all with a common root name and separate file extensions. You should remember this when copying your data to another diskette with a utility such as the operating-system copy function. To copy an address file called CUSTOMER from Drive A to Drive B, type COPY A:CUSTOMER.* B: to copy all files making up that set of files.

How to recover from disk read errors or Index file problems

While List Manager is designed to be resistant to the type of disk errors encountered in some programs, there is the possibility that hardware failures, power outages or disk medium problems could occur. The recovery procedure is identical to the procedure used to convert a file. Carry forward the definition to create a new file and use the "Combine Files" program to move the old data, or as much of it as can be read by the program, to the new file.

Numeric data

List Manager treats all data as text, so any numeric data you intend to use for indexing or sorting must be entered with blanks or zeros preceding it. For example, in a three-character field, "100" and "1" would both sort or index

before "2," while "001" and "002" would produce the desired sort.

Indexing by ZIP code

The most common bulk rates for mailings require labels to be sorted by ZIP code. If this is the case for your mailings and diskette space permits, you might want to index by the ZIP code, even though you would probably never look up records in the file by that index. This will allow the "Produce Report" program to omit sorting the file, since indices are maintained in sorted order.

Partial indices for fast look-up

Since the "Update File" program will locate the closest match if the exact indexed value can't be found, you can save a lot of time by typing in only enough of the name to narrow the search down to a few records. Then, if the closest match is not the one you want, you may quickly "browse" forward or backward to find the correct record.

Changing the Help file

You may use PeachText to alter the contents of the List Manager Help file and make it even more helpful to you. Since it is a text file, you may edit it as you would any other document file. Use the "page feed" character to separate pages of the text in the Help file.

Error Messages

When List Manager sees a mistake in typed information or an inappropriately chosen action, an error message will be displayed on the screen. These messages are listed below with explanations of their occurrences and solutions. In parentheses after each message is the menu abbreviation of the program(s) in which the error can occur.

Message: FILE ALREADY EXISTS - PRESS RETURN (DP).

Description: This message appears if (1) you tried to rename an existing file and entered the name of another existing file or (2) you tried to define a new file using an existing file as the starting definition and the new file name is the same as that of an existing one.

Correction: Choose another name for the new file, or use the Rename function to change the name of the existing file. You may also delete the existing file if it is no longer needed.

Message: FILE EXISTS - WILL OVERWRITE (PR)

Description: You have elected to send output to disk, but the new file name specified already exists on that disk.

Correction: Choose another name for the file, or use the MS-DOS RENAME function to change the name of the existing file. You may also delete the existing file if it is no longer needed.

Message: FILE NOT FOUND - PRESS RETURN (SF, CF, UF, PR, DP).

Description: The file name you entered is not on the disk.

Correction: If you entered a valid file name, check to be sure you have the correct disk. If not, enter the correct file name.

Message: INVALID DRIVE OR FILE NAME - PRESS RETURN (all programs).

Description: The name you entered is not a valid file name or contains an incorrect drive specification.

Correction: Valid drives are A-B on two-drive systems, A-D on a four-drive system. See “Naming the File” for rules on naming your files.

Message: INVALID INDEX SPECIFICATION (DF).

Description: Your definition for a file index refers to item numbers that are not defined or are continuations of a multi-line item.

Correction: Enter a valid item number for this file index.

Message: INVALID OUTPUT (PR).

Description: You must select C to display on the screen, D to send output to a PeachText file or P to print your output.

Correction: Go to the *Send output to* prompt and make the correct entry.

Message: INVALID SORT DESCRIPTION (PR).

Description: The sort description does not specify either ascending or descending order, or does not reference valid item numbers for this file.

Correction: Go to the part of the sort description that is in error and make the correct entry.

Message: <ITEM NAME> WON'T FIT THERE! (DP)

Description: Your item is too long for the position in which you are trying to place it on the printout.

Correction: Move the cursor to another location where there is sufficient space for the item, or make the print area wider, if possible.

Message: ITEM NN CANNOT EXCEED XX CHARACTERS IN LENGTH (DF).

Description: When defining a new file, the item indicated has been assigned too many characters. In general, items can be as long as will fit on the screen (about 60 characters, depending on the length of the longest item name).

Correction: Reset the item's length to a number less than or equal to the number represented by XX in the error message. Any other items having the same length should probably be reset as well, since the system will only report one problem at a time.

Message: ITEM NN IS NOT DEFINED (PR).

Description: The specification for a report procedure refers to an item number that is not defined in the current file.

Correction: Refer to the list of defined items at the bottom of the screen and correct the entry.

Message: NO MORE THAN 5 LABELS ACROSS (DP).

Description: The system cannot accommodate a format of more than five records horizontally.

Correction: Redefine a number of records across as a number between one and five.

Message: NOT ENOUGH SPACE IN <File1> FOR THE RECORDS FROM <File2> (CF).

Description: You attempt to add the contents of File 1 to File 2, and there is not enough space in File 2 for all the records from File 1.

Correction: Create a third file, reserving space for at least as

many records as the sum of the records used in each of the two original files. Then combine these files into the third file.

Message: NOT ENOUGH SPACE ON THIS DISK TO CREATE A FILE - PRESS RETURN (DF).

Description: Even the smallest file requires a minimum amount of disk space; this disk has less than the required amount.

Correction: Use another disk with a greater capacity, or delete one of your obsolete files.

Message: PRINT FORMAT NOT DEFINED! (PR)

Description: The report description references a print format that has not been previously defined for this file.

Correction: Choose a format from the list of defined formats on the right of the screen.

Message: XXX RECORDS LOST DUE TO DISK READ ERRORS (CF).

Description: There is unreadable data in the source file (the file being copied from) when combining files. Unreadable data is caused by problems with the disk or disk material. This message indicates the number of records that are not recoverable.

Correction: If this occurs elsewhere in the system, a BASIC error results, and you may need to run the "Combine Files" program to recover your data by combining it into a new file with the same definition.

Message: TOTAL LENGTH IS NN CHARACTERS TOO LONG! (DF)

Description: The sum of all item lengths may not exceed 509 characters.

Correction: Reduce the length of one or more items (or remove an item) to reduce the record size by the number of characters indicated.

Message: WIDTH MAY NOT EXCEED 75 CHARACTERS! (DP)

Description: The width referred to is that of a single report, which may not exceed 75 characters.

Correction: Go to the width part of the description and enter a number less than or equal to 75.

Message: DRIVE NOT IN SYSTEM. PRESS RETURN TO CONTINUE.

Description: The drive letter entered is not configured in your system.

Correction: Press RETURN and re-enter the correct drive letter.

Message: INVALID DISK DRIVE. PRESS RETURN TO CONTINUE.

Description: The drive letter entered is invalid (not A-P).

Correction: Press RETURN and re-enter the correct drive letter.

Message: DRIVE NOT READY. PRESS RETURN TO CONTINUE.

Description: The disk drive door is open or there is no disk in

Disk Error Messages

the drive.

Correction: Insert a disk and make the drive ready. Press RETURN to continue.

Message: DISK IS WRITE-PROTECTED. PRESS RETURN TO CONTINUE.

Description: The disk has a write-protect tab installed.

Correction: Remove the write-protect tab and press RETURN to continue.

BASIC Error Messages

Message: ** BASIC ERROR xxx *** SEE MANUAL FOR EXPLANATION ***

* * LINE NUMBERxxxxx PRESS RETURN TO END

Description: This message generally indicates a hardware malfunction or a software problem involving the unexpected breakdown of the system.

Correction: BASIC error numbers can be found in any IBM PC-BASIC or Microsoft BASIC reference manual, but generally this error message indicates a problem that should be reported to your dealer and may require maintenance.

Operator's Notes

Here are some helpful hints for using PeachCalc. Some of this material is covered elsewhere but is repeated here briefly for convenience. Some is unique to this appendix.

Display

A command, text or formula too long for the entry line information on the entry line will scroll left when it reaches the end of the line. You can enter a command, text or a formula that is too long to display in its entirety. You can then use the in-line editor to examine any part of the entry by moving the cursor to the left or right. The information will scroll to show the hidden part of the line. When you want to enter the line, press RETURN. PeachCalc will take the entire entry, not just the portion to the left of the cursor.

Column width greater than screen width

You may sometimes want to make the width of a column greater than the width of your screen. In such cases, you can scroll to see all of the display. If you have a printer with a wide carriage, you can use the OUTPUT command to print the full width of the information. This can be useful for long text notes, explanations or graphic display of numeric values.

To see same information in different formats

The WINDOW command lets you look at the same information in different formats simultaneously. Split the single display window into two smaller windows. After you have split the screen, you can move one window so it shows the same information as the other. Each part of the screen can have its own format settings for entries, rows, columns or the entire worksheet. Each can have its own global options settings. By using this technique, you could display both values and formulas for the same block contents.

When you set formats or global options for a split screen, remember that the portion above or to the left on your screen is "dominant." That is, when you cancel the split, the settings that were in effect for the upper or left window will remain in effect for the entire single display window.

Building worksheets

Combining worksheet portions to build new worksheets with the SAVE command saves the entire worksheet, but the LOAD command can load all or part of a worksheet. It can place the part loaded at any worksheet location. This means that you can construct the nucleus of a new worksheet from parts of one or more existing worksheets.

When you have a fully developed worksheet with data, you can save it both with and without data. For example, you have developed a monthly report, which you SAVE. Then you BLANK all the variable contents of the report and SAVE only the information that will not change, such as titles, formatting, the general layout of the sheet, formulas and any constant values. Next month you can LOAD this file, fill in the new information and SAVE it as your current monthly report.

Using PROTECT to build new worksheets from old

Summing a partial column or partial row

The BLANK, COPY, LOAD and REPEAT commands all bypass protected blocks, leaving their contents unchanged while changing the surrounding blocks. You can use this capability to combine information in detail, protecting key information and then surrounding it with new information by using LOAD, COPY or REPEAT.

When developing a worksheet, you may often find yourself inserting new columns or rows within a range covered by a SUM formula. This can be awkward. Inserting or deleting at the top or bottom of an existing column or at the left or right of an existing row can mean reworking your formula. For example, you wish to insert a new Row 12 and have to change the formula $SUM(C2:C12)$ to $SUM(C2:C13)$.

Here is a way to avoid this difficulty. Include a header or title at the top or left and an extra block at the bottom or right within your sum. For a column, the extra block could have “-----” as a total line.

Example: As text, C1 and C10 have a zero value. Including them in the sum makes no difference. We can insert or delete rows from 2 through 9 and have the SUM formula adjust automatically to the new situation.

Security

Security involves protecting your work from accidental loss or change and protecting confidential information in your worksheet.

1. SAVE your work often.

It is important to SAVE your work frequently while you are entering data or building worksheets. This insures against losing the time and effort you have invested. It protects against problems that are completely out of your control, such as power failures or hardware problems with the disk drive.

The Update option of the SAVE command is a convenient way to do this. Every time you save your work, use the same name; for example, “TRIALBAL.” The first time you save your work, it is stored on the disk as TRIALBAL.CAL. The second time you save it, the PeachCalc program will tell you that there is a file of that name (TRIALBAL) and ask what to do. If you choose the Update option, your new worksheet will be saved as TRIALBAL.CAL and the earlier one will become TRIALBAL.BAK, your back-up file. Whenever you use the Update option again, PeachCalc will give you the two most recent files as FILENAME.CAL and FILENAME.BAK; it will erase any earlier files.

Having a back-up file can be very convenient; you may want to use that file in case a change does not work out in actual operation. You can use your operating system to change the file names so that FILENAME.BAK becomes FILENAME.CAL. Or you can directly LOAD the file by giving its full name including the .BAK extension.

2. Protecting your worksheets.

Your operating system allows you to specify files or entire disks as “read only.” Designating worksheet files as “read

only" allows others to examine them or print reports from them, but not change or erase them.

3. Protecting information with "values only."

The PeachCalc option to save "values only" offers another protection. Your full worksheet may have important proprietary information within its formulas or look-up tables. After you have saved a full copy for yourself, you can save a "values only" worksheet for others to use. In that worksheet, you may wish to remove look-up tables.

Similarly, you can use the OUTPUT command to put a "values only" copy of selected portions of your worksheet on a disk file for others to use. They can print that file or use the system text editor to include it in their own text file.

Memory management

These memory hints are given in "Memory Use—Hints and Concepts." They can be summarized as follows:

- Keep your work in the upper left corner of your worksheet.
- Try to keep the pattern of your work in an approximate rectangle or square.

Using a full column or row in BLANK, PROTECT or UNPROTECT

It is possible to specify a full column or row in the BLANK, PROTECT and UNPROTECT commands. For example, the command /B, 3 will blank all blocks in Row 3. This can use a great deal of memory unnecessarily, as explained in "Memory Use—Hints and Concepts." /B, 3, RETURN, followed by /B, D, RETURN, would fill the entire worksheet with block frames even if you had done nothing else.

If you do want to use the full column or full row version of these commands for convenience, be sure to keep an eye on the available memory space. (Check the status information.) When space gets low, SAVE the worksheet, ZAP the screen to start fresh and reload the worksheet. This eliminates unnecessary frames.

Error Messages

This section provides you with a detailed list of the error messages that can appear while you are using the PeachCalc system. They are discussed in alphabetical order. Included for each error message is a brief description of its cause and its correction.

Some of these errors come from your operating system rather than the PeachCalc program. They are included for your convenience.

Message: COLUMN ERROR.

Description: You named an incorrect column.

Correction: Specify a letter from A to Z or two letters from AA to BK. Use the in-line editor to correct the entry and re-enter the command, or cancel the command with CONTROL Z.

Message: DISK ERROR.

Description: PeachCalc could not read the selected program or file.

Correction: This error may indicate a serious disk problem. Retry the operation. If the problem continues, you will have to recover the disk. Consult your computer representative for assistance.

Message: DISK FULL.

Description: The receiving disk does not have enough space.

Correction: PeachCalc will ask if you want to restart the operation (Y/N?). If you do, remove the disk, insert another one that has enough space, then press Y. If you press N, the operation is aborted, and you return to PeachCalc.

Message: DISK IS WRITE PROTECTED.

Description: You have tried to write to a disk that has a write-protect tab on it.

Correction: Remove the write-protect tab or insert a disk that is not protected.

Message: DRIVE NOT IN SYSTEM.

Description: The drive you selected is not in your system configuration.

Correction: Select a valid drive.

Message: DRIVE NOT READY.

Description: The drive selected is not ready for use; e.g., the door is open or there is no disk in it.

Correction: Close door or insert disk.

Message: FILE NOT ON DISK.

Description: This occurs with the LOAD command. The file name given is not found on the drive specified.

Correction: Check your command entry. (1) Check the drive designation implied in the entry. If you don't specify one, PeachCalc assumes you mean the system drive. (2) Check the spelling of the file name. (3) Is the correct disk on the drive? For cases 1 and 2, use the in-line editor to correct the drive designation or the file name and re-enter the command. For case 3, either place the correct disk in the drive or, if this is not feasible, cancel the command with CONTROL Z.

Message: FORMULA ERROR.

Description: There are two possible causes: (1) You entered text without a leading ". PeachCalc assumed you meant to enter a formula, and it does not recognize the entry as a formula. (2) There is an error in the way you specified a formula. Check it for correct specification of function name, correct use of expressions, balanced parentheses, valid block names, etc.

Correction: Use the in-line editor to correct your entry and re-enter, or cancel the entry with CONTROL Z.

Message: MEMORY FULL.

Description: Too much content in the worksheet. (This is a different case from WORKSHEET FULL, described below, where there are too many block stubs on the worksheet.)

Correction: Blank any spare contents. Move material to the upper left of the worksheet in a roughly rectangular shape. SAVE the worksheet, ZAP the screen and re-LOAD the worksheet. If this does not free enough space, then you must break the worksheet into convenient portions for future work. To do this, ZAP the screen and re-LOAD selected portions of the saved worksheet. Build two or more worksheets out of these portions, saving them as separate worksheets.

Message: OVERLAY ERROR.

Description: This occurs if you are trying to load a file from a write-protected disk.

Correction: If you want to load the specified file, type Y to continue. In order to be able to save the file again, you will have to remove the write-protect tab. If you do not want to continue, type N and enter another command.

Message: WINDOW PARAMETER ERROR.

Description: This occurs during the WINDOW command. You are trying to split the screen with the WINDOW command when the Active Block is at the left or right edge or the top or bottom row of the display screen. Because of the way the command works, the split cannot be made at the edges of the screen.

Correction: Either move the Active Block away from the edge of the display window or scroll the screen to provide an additional column or row between the edge and the location you desire for the split.

Message: WORKSHEET FULL.

Description: The worksheet is too large in size; there are too many block stubs. (This is different from the case described above in MEMORY FULL, where the worksheet has too much content.)

Correction: If possible, BLANK any unnecessary contents and move the other contents to the upper left, trying to keep a roughly rectangular shape. SAVE the worksheet, ZAP the screen and then re-LOAD. The section entitled "Memory Use—Hints and Concepts" explains how it is possible to create (unintentionally) far more block stubs than you need. You may get a WORKSHEET FULL message even though you have few contents and they are at the upper left. In such a case, SAVING, ZAPPING and re-LOADING will get rid of unnecessary block stubs.

Description: This is a serious error that prevents PeachCalc from being used. It is caused when PeachCalcc can't find the overlay program PC.OVL.

Correction: Copy PC.OVL from your PeachCalc master disk to your PeachCalc working disk.

Message: PROTECTED ENTRY.

Description: This message may appear as the result of an error or as an informational note. If it is the result of an error, it will reappear during data entry or the EDIT command when you attempt to enter data into an Active Block that is protected. You must remove the data from the entry line or cancel the EDIT command.

Correction: If you wish to put data in that block, use the UNPROTECT command on that block and try the operation again. (1) This message appears as an informational note during BLANK, COPY, LOAD or REPEAT commands. If there are protected blocks in the area being blanked or in the destination area of the command, the protected blocks in the area remain unchanged; other blocks in the area have been changed. If you meant to leave the protected blocks unchanged, all is well. If not, you may wish to unprotect them and restart the command.

Message: RANGE ERROR.

Description: Incorrect specification of a range. A range may be a single block, a partial column or a partial row.

Correction: Use the in-line editor to correct the entry and re-enter the command, or cancel the command with CONTROL Z.

Message: ROW ERROR.

Description: Incorrect specification of a row. Correct specification is a number from 1 to 254.

Correction: Use the in-line editor to correct the entry and re-enter the command, or cancel the command with CONTROL Z.

Message: REPEAT DEFINITION ERROR.

Description: The destination may be specified incorrectly, or the destination area may be too small. (1) Specification error for the destination: (a) if the source is a single block, the destination should be a partial column or partial row; (b) if the source is a partial column, the destination should be specified as blocks on the upper row of the destination; this will look like a partial row; (c) if the source is a partial row, the destination should be blocks in the column on the left of the destination; this will look like a partial column. (2) Destination area is too small (will not fit): (a) given the size of the source and the destination location, the result will not fit within the worksheet boundaries.

Correction: Correct the specification with the in-line editor and re-enter the command or cancel the command with CONTROL Z. Note: PeachCalc caught the error before trying to execute the command.

Message: SPECIFIED DISK IS WRITE PROTECTED,
CONTINUE (Y/N)?

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