

TeleVideo[®]
TeleWrite[™] User's Manual

TELEVIDEO®
TELEWRITE^{T.M.} USER'S MANUAL

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1. INTRODUCTION

INTRODUCTION

You want to communicate but you may not want to become a word processing expert. TeleWrite is designed for you.

TeleWrite is a memo writer designed to help you get your work done. With TeleWrite you can create memos directly on the computer and save your time for more important tasks. You can create letters, leave notes for yourself, or convert those notes into short reports.

This TeleWrite manual is short so that you don't have to spend a lot of time learning a complex program. At the same time, it is a complete guide to learning and using TeleWrite--TeleWrite is just that easy.

TeleWrite has features to let you easily reorganize your thoughts and change your ideas. You can move text, highlight ideas, and get your work done quickly and effectively.

TeleWrite has several features that make it a unique program. For example, if your computer fails, you do not lose your work. TeleWrite automatically puts every word on your diskette for safe keeping. TeleWrite also has a split-screen feature that allows you to see and work on two files at once. With TeleWrite, you can have your outline on half the screen and the text on the other half.

TeleWrite works the way you work--on several projects at the same time. Priorities can change by the minute and TeleWrite keeps up by tracking each project. A single command gets you from one project to the next--instantly.

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INSTALLATION OF TELEWRITE

Your computer store personnel can help you to install TeleWrite into your TeleVideo computer system and your printer. See Appendix A for basic installation instructions.

HOW TO USE THIS MANUAL

This manual is organized so that there is a short lesson in each chapter. Chapter 1, besides giving you an overview of the program, also tells you how to install the program on your computer system. Chapters 2 through 5 get you started with creating and changing documents. Chapters 6 through 7 discuss working with documents, including how to use the multi-document mode. Chapters 8, 9, and 10 cover special topics such as underlining, searching and replacing, and printer controls. Information about Recover and Error messages, a command reference, and print options are explained in the Appendices.

TeleWrite makes writing a breeze for everyone. No more difficult programs and no more bulky manuals--just a clear-cut solution to your memo writing problems.

Notes to Users of This Manual

Throughout this manual, many symbols are used to communicate a specific message to the user of TeleWrite. Table 1-1 lists these messages.

Table 1-1
Manual Messages

Symbol	Key	Explanation
<CR>	<RETURN>, <ENTER> (carriage return)	This symbol indicates that you are to press the <RETURN> or the <ENTER> key.
<UPPERCASE>		Indicates a particular key.
UPPERCASE		Indicates a particular command.
^	<CTRL>(control)	Press the <CTRL> key simultaneously with the key that follows. For example, ^G indicates to press the <CTRL> and the <G> keys at the same time.
<BAR>	<SPACEBAR>	Press the <SPACEBAR>.
boldface characters		Indicates, when used in a command, the user action. The user is supposed to enter the boldfaced part of the command.

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— <UNDERLINE> Indicates, in an example, the location of the cursor.

WORKING WITH DISKETTES

You received a master diskette for TeleWrite that contains all the programs to make the program work. We recommend that before running TeleWrite that you make a working copy of the master diskette. Use the working copy every day and store the master copy to back up the working copy.

To make a working copy of the TeleWrite master diskette, follow the directions in Appendix A.

2. GETTING STARTED

INTRODUCTION

TeleWrite is a complete memo writer that allows you to think and work directly on a computer. This chapter describes a few concepts that should ease your transition from doing things in a manual mode to working in the computerized mode with TeleWrite.

Chapter 2 also teaches you how to use TeleWrite to do a simple memo. You will learn to start TeleWrite, enter a memo, and print the memo.

GETTING STARTED

To get started with TeleWrite, do the following:

1. Bring up your system using the TeleWrite working diskette.* The CP/M operating system will prompt you with an A>.
2. Type **TW<CR>**.

In a few seconds, your screen should look like the following:

^X Menu	^XE Exit editor	^XP Print
^S Find	^U Undelete	^G Next document
^Z Abort operation	^Q Adjust paragraph	^XC Clear document

—

TeleWrite x.x (Justify) NAME.ME -0%-

Forward

The first three lines at the top of the screen contain the main menu. This menu shows you the important commands in TeleWrite. The middle of the screen is your typing area.

Finally, the bottom two lines are used by TeleWrite to display certain status information. This information includes the current mode (enclosed in parentheses), the current CP/M filename (more about this later), the position of the cursor in your document (expressed in % terms) and the direction status (Forward or Reverse).

*See Appendix A for instructions to make a working diskette.

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The blinking square is called a **cursor** and it indicates where the characters that you type on the keyboard will appear on the screen.

Menus For Step-by-Step Support

TeleWrite contains a series of menus that guide you through your work step-by-step. The commands on the main menu are the most frequently used commands.

```
-----  
^X  Menu                ^XE Exit editor        ^XP Print  
^S  Find                ^U  Undelete          ^G  Next document  
^Z  Abort operation    ^Q  Adjust paragraph  ^XC Clear document  
-----
```

You can look at a sub-menu by entering the MENU (^X) command. Press ^X. This menu is displayed:

```
-----  
Exit editor      Clear document      Ruler line  
Print            One window         Underline on/off  
                Two window         Next Page  
Global replace   Switch window       X-eXtra commands  
Query replace    Move other view      Z-exit menu  
-----
```

These commands perform more advanced tasks which will be explained in the following lessons.

If you enter ^X again, you will see another menu of extra commands as shown below. These commands are explained in later lessons.

REMOVING THE MENU FROM THE SCREEN

Once you have learned TeleWrite, you can remove the TeleWrite menu from the screen to give yourself more room to see your documents. This is particularly useful in the two-window mode.

The ^XXM command is a menu on/off toggle switch. When you enter ^XXM, the menu disappears. When you enter ^XXM again, the menu reappears. Try it.

```
-----  
Set marker      Read file          Enlarge window  
Go to marker    Write file         Toggle mode  
Copy to marker  Position report    Menu on/off  
Delete to marker Line count         Quote character  
Horiz center    Update display     Z - exit menu  
-----
```

Once you have learned TeleWrite, you will find that if you enter commands fast enough, TeleWrite will skip the menus and execute the commands as soon as you give them.

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Many commands use ^X followed by other letters. The trailing letters are TeleWrite sub-menu choices. After typing ^X, you can wait for TeleWrite to prompt you for the next choice, or press ^Z to return to your text.

Recovering From Mistakes

Everyone makes mistakes. It's good to know that TeleWrite is very forgiving. No single keystroke will cause catastrophic results.

To help recover from errors, TeleWrite provides several protective measures:

1. If you accidentally enter a wrong command, use the ^Z, abort operation, command to cancel the command or error message. **ANYTIME YOU NEED TO CANCEL AN ACTION, USE ^Z.** With this command, you can never get "trapped" in a TeleWrite command.
2. If you accidentally erase some text, TeleWrite's **UNDELETE (^U)** command lets you recover the last item you erased. This can be a comfort for fast-fingered typists.
3. If your computer fails for some reason (such as a power blackout or tripping over the power cord), **DON'T WORRY!** TeleWrite saves your text as you type it. Therefore, the **RECOVER** program will recover your work. A more detailed discussion of the **RECOVER** command can be found in Appendix B.

The following overview gives you the general idea of what the program is like. The best way to learn it however is to use it. Let's begin by typing a memo.

TYPING A MEMO

You can type your letter, memo, or document just as if you were typing on a typewriter. The following differences should be noted:

1. The key erases the last character you entered.

The key works just like the correction key on advanced typewriters. It erases the previous character entered.

To delete the last letter in this phrase, place the cursor to the right of it.

Now is the time for all b_

Then press .

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2. The <RETURN> (<CR>) key is the same as a carriage return on a typewriter. Both position you at the beginning of the next line.

TeleWrite automatically handles carriage returns in a paragraph. When you reach the end of a line, TeleWrite moves the carriage to a new line for you. You need to adjust to the automatic return because, as you will see later, extra returns will cause unintended results.

3. The <TAB> key allows you to indent paragraphs and move to the next tab stop. (Margins and tab settings are discussed further in Lesson 4.)
4. A typewriter space bar moves the element to the right. In TeleWrite, the space bar actually types a space. To move to the right without typing a space press -> or the ^L key.

Try typing the following one page memo using TeleWrite, for practice. Don't worry about errors in previous lines, for now. A ^XC command will clear any text on your screen, if you have already entered other text into TeleWrite.

To: Marketing<CR>
From: DJA<CR>
Date: Today<CR>
Re: Productivity<CR>
<CR>

I have noticed substantial productivity improvements.
Response time on all aspects of our operations have
improved.<CR>
<CR>

Several customers have noticed the improved response time.
Jerry has eliminated the typing backlog. And I received
this month's advertising, sales, and order summary--ON
TIME.<CR>
<CR>

Keep up the good work.<CR>

PRINTING TEXT

To print a copy of your text, press ^XP. TeleWrite requests print options. Just press <CR> for now. TeleWrite then asks you to check that your printer is turned on. Make sure that your printer is indeed on and press "Y" for Yes. (See Chapter 10 for details on print options.)

In a few seconds, you have a copy of your memo. TeleWrite automatically returns to your text for more changes or to handle another project.

STOPPING

TeleWrite always keeps your text safely on disk, AUTOMATICALLY. If you accidentally turn off your machine, nothing is lost. TeleWrite allows you to recover your document using the **RECOVER** program explained in Appendix B. TeleWrite will then automatically show you the last document.

THE COMMAND TO CORRECTLY RETURN TO CP/M IS **^XE** FOR EXIT. When you receive the CP/M **A>** prompt, open the floppy drive door and safely turn off your computer.

Congratulations! You have just produced the first of many documents using TeleWrite.

3. EDITING DOCUMENTS

INTRODUCTION

Chapter 3 shows you how to edit and make changes to your documents.

BEGINNING THE LESSON

Let's make some corrections to your memo. Of course, if you are perfect and made no errors, we'll have to make changes just for practice.

From the CP/M prompt, type **TW<CR>** to bring TeleWrite up on the screen. Notice that your document is still in TeleWrite.

The Cursor

The flashing square on the screen is your **cursor**. Whenever you make a change, you need to position the cursor on the spot where the change is to be made.

There are many ways to move the cursor. First, note the keys on your keyboard with arrows on them. These are cursor control keys. Press the up arrow key and the cursor moves up one line. Press the left arrow key and the cursor moves left one character. The down and right arrow keys work in the same way.

For keyboards without arrow keys, you can use the **^K** for up, **^V** for down, **^L** for right, and **^H** for left movement of the cursor.

Figure 3-1
Cursor Keys

Arrow Key	Control (^) Key	Function
Up	^K	Moves the cursor up
Down	^V	Moves the cursor down
Right	^L	Moves the cursor to the right
Left	^H	Moves the cursor to the left

When you position the cursor at the right edge of a line and press the right cursor key, the cursor moves to the beginning of the next line. Similarly, the left cursor key moves the cursor to the end of the previous line.

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Try moving the cursor around in the memo you typed in Chapter 2.

Because your screen can only display up to 18 lines at a time, the up and down cursor keys may cause your screen to scroll. If the cursor is positioned on the last line visible on your screen and you press the down cursor key, TeleWrite shows you additional lines as necessary.

Of course, when you position the cursor on the first line of text in your document, the up cursor key does nothing. Similarly, when you position the cursor on the last line of text, the down cursor key does nothing.

MOVING BY BLOCKS

As you use the cursor keys, note the word **Forward** in the bottom right corner of the screen.

```
TeleWrite X.X (Justify)  NAME.ME           Forward
```

When you press the up or left cursor key, the word changes to **Reverse**. When you press the down or right cursor key, it switches back to **Forward**. This indicates the direction of the cursor movement.

You can change the direction of movement with **^R** and **^F** as well. Press **^R** and note the word changes to **Reverse**. Press **^F** and note the word changes to **Forward** again. You will use these keys frequently.

Jumping by Word

Set the direction to **Reverse** by pressing **^R**. Then press **^W** for a word. The cursor leaps to the beginning of a word each time you press **^W**. Notice that you can keep one finger on the **<CTRL>** key and press the **W** key repeatedly to move back several words. Also note that when you reach the beginning of a line, pressing **^W** causes the cursor to jump to the last word of the previous line.

In the forward direction, **^W** makes the cursor jump to the end of the word.

Jumping to Line Edges

The **^E** command moves to either the left (reverse) or right (forward) edge of a line.

Jumping by Sentence

Try **^N** for sentence jumping in the reverse direction. Each time, the cursor jumps to the beginning of the previous sentence. If you try it in the forward direction, the cursor jumps to the end of the next sentence.

mping by Paragraph and Screen

e "P key moves the cursor by paragraph; "J scrolls your cursor e length of your screen, or an entire view. The "J command is rticularly useful for scanning a document one screenful at a me.

mping to Beginning and End

u can use the "B command to move the cursor to the beginning or e end of your document. The direction of these moves depends the direction indicated in the lower right corner of your reen. You can change this direction by pressing "F for forward "R for reverse.

th very little practice, you can use these commands to easily an long documents and to position the cursor anywhere on your xt.

mping to Next Page of Printout

N moves the cursor to the beginning of the next page of your intout. This command enables you to find out where the page eaks will occur and how many pages your printout will be.

LETING TEXT

TeleWrite, deletions are simple. You can delete a character, a ord, whole paragraphs, or whole sections of text.

leting Characters

o delete a character, position the cursor on the space or aracter **following** the undesirable character. Use the key
o delete the previous character. Note that the line to the ght of the current cursor moves left as you press the y. Each time you press the key, one character is leted.

o delete the "n" in "conne" in the following sample sentence, ace the cursor on the character to the right of the "n."

Now is the time for all good men to conne to the

ress .

leting Words

u can also delete words. Position the cursor at the beginning the word to delete. Then press "D~W. The following word is leted and the line to the right closes in. Again, each "D~W etes the next word so you can rapidly delete sections of a ntence.

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To delete "lazy" in this sentence, move the cursor to the first letter of "lazy."

The quick brown fox jumped over the lazy dog.

Press **^D^W**.

Deleting Sentences

You can delete sentences, and paragraphs just as easily. Position the cursor at the beginning of a sentence or paragraph. Then press **^D^N** to delete a sentence or a **^D^P** to delete a paragraph.

Deleting to the End of the Line

You can also delete from the current cursor position to the end of a line using **^D^E** (DELETE TO EDGE command).

To delete the words after "This July," move the cursor to the next character.

This July, we will attempt to overcome the pro

Then press **^D^E**.

Deleting to the End of the Document

You can delete from the current cursor position to the end of the document by pressing **^D^B**.

NOTE! Notice that to avoid accidental erasures, deletions require pressing the <CTRL> key twice.

Deleting in Reverse

If you prefer, you can delete words, sentences, lines, paragraphs in reverse by using the **^Y**, Yank command. To use reverse delete, position your cursor at the end of the word you wish to delete. Then press **^Y^W**. Sentences (**^N**) and paragraphs (**^P**) can be deleted using the **^Y** command. You can even reverse delete from the current cursor position to the edge of a line by entering **^Y^E** or to the beginning of the document using **^Y^B**.

INSERTING TEXT

Insertions are just as simple as deletions. You can insert characters in one of two ways. To enter short amount of text, move the cursor to the point of insertion. Start typing. As you type, the characters to the right of the cursor moves out of the way to allow you to enter more text.

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For example, to add "mainly" to this sentence, move the cursor to where you want to insert it.

The rain in Spain falls on the plain.

pe mainly.

Inserting Using the OPEN Command

When you enter several sentences or paragraphs at one time, existing text is pushed to the right. This can cause confusion. To simplify this, TeleWrite supplies an Open line, ^O, command and Close line, ^C, command for inserting large sections of text.

Use these commands, position the cursor where you want to insert text and press ^O. This command takes the text on the right of the cursor and places it on the next line. You can now type in any additional text.

When your insertions are completed, press ^C to close the paragraph. ^C automatically formats the remaining paragraph.

To add text in this sentence, place the cursor where you want to add text.

Mr. Robert Brink_has joined XYZ Corporation as their

When you press ^O to open the paragraph for insertions. The text to the right of the cursor moves to the next line.

Mr. Robert Brink_
has joined XYZ Corporation as their

When you type any insertions.

Mr.RobertBrink, of Dearborn, Michigan,_
has joined XYZ Corporation as their

Press ^C to close the paragraph.

Mr. Robert Brink, of Dearborn, Michigan, has joined XYZ Corporation as their ...

JUSTIFYING PARAGRAPHS

Notice that as you do deletions and insertions, the right margin is no longer right justified. This is easy to correct. Position the cursor anywhere in the unjustified paragraph and press ^Q. A few seconds, your paragraph is right justified.

Position the cursor on another paragraph and press ^Q again to justify the right margin. This is called **adjusting a paragraph**.

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Because TeleWrite uses carriage returns as paragraph endings, extra carriage returns that you manually enter into a paragraph prevents TeleWrite from correctly adjusting paragraphs. When you have carriage returns in a paragraph, TeleWrite will format only the part of the paragraph up to a carriage return.

Some Hints

Some adjustments can be confusing at first. Here are some hints to simplify usage.

Task	User Action
Deleting a blank line	Position cursor on the blank line and press .
Inserting a blank line	Position cursor at the beginning of the next line and press <CR> for carriage return.
Combining two paragraphs	Position cursor at the end of the first paragraph and press ^C.
Adding text at the end of a document	Position the cursor on the last line by pressing ^F^B, then start typing.
Adding text at the beginning of a document	Position the cursor on the first line by pressing ^R^B, open a line with ^O, and start typing.
Inserting a paragraph.	Position cursor in between two paragraphs and press ^O to open a new line.
Update or redisplay screen	To get rid of any garbage that may have appeared on your screen, press ^XXU to update screen.

4. LAYOUT AND FORMATTING

INTRODUCTION

TeleWrite helps you to create quality documents to your specifications. TeleWrite has features to center text, indent text using variable tabs and margins, and justify every line of text. This chapter covers these features.

CENTER TEXT

To center any line of text between the left and right margin settings, type the line and then, before pressing <CR>, press ^XXH. Your text will be centered automatically. To center a line of text that has already been entered, place your cursor on the line you wish to center, and press ^XXH.

The centering of text depends on the ruler settings discussed below. After changing the ruler settings, you may need to center your text again. Just position the cursor anywhere on that line and press ^XXH. Your text will be centered according to the new margins.

MARGINS AND TABS

You can set indentations, tab stops, and carriage line widths using the ruler command ^XR. When you enter this command, this submenu and a ruler line is displayed.

```
-----
Indent column          Line length          Tab interval
                        Z-exit
Current Settings:
Indent column: 0       Line length: 65       Tab interval: 8
<-----T-----T-----T-----T-----T-----T-----T----->
```

You can select the **I** (INDENT), **L** (LINE LENGTH), or **T** (TAB INTERVAL) subcommands to change the settings. TeleWrite then prompts you for new values.

The **I** (INDENT) command controls the left margin of your document. When you type lists, sub-topics, and other itemized text, the indentation allows you to alter the left margin for subsequent text that you type.

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The **L** (line length) command controls the right margin. Normally TeleWrite automatically does a <CR> if your line exceeds 65 characters. If you set the line length to 70, then you can enter lines up to 70 characters long before the automatic carriage return takes over.

The **T** (tab interval) command controls the action of the <TAB> or <T> key. When you press the <TAB> key, TeleWrite tabs to the next tab stop.

The tab interval has been set to 8, making tab stops every 8 spaces. Let's set the tab interval to 10 spaces using the **T** command.

Press **T** and type **10**.

Now when you press the <TAB> key, TeleWrite jumps to the new tab settings.

The **I** and **L** commands only affect new text that you enter or paragraphs that you adjust using **^Q**. Old text is not changed unless you explicitly change it using **^Q**. The **T** command affects all previous tabs as well.

To return to the main menu, press **^Z**.

POSITION AND LINE COUNT

TeleWrite has two commands that show you the position and line count of the cursor.

Line Count Command

The **^XXL** command shows the line position of the cursor as follows:

Line 9 (Page 1, Line 9) Total Pages 6

In the above example, page refers to how many pages are in the printout; there are 6 pages.

When printing, TeleWrite will break your text on or about line 5! TeleWrite will not, however, allow a single line to be printed on a page by itself. TeleWrite will automatically adjust the page length to incorporate the single line.

Position Count Command

The **^XXP** command shows the position report as follows:

Point 758 Length 895 Column 4 Mark 0

These values are measured in characters. The point is the cursor position, the length indicates the length of the document, column is the column position and mark is the position of the marker. (See Chapter 9 for more about markers.)

JUSTIFY, FILL, OVERWRITE, AND NORMAL MODES

As you type, TeleWrite automatically scans your text, knows when you have typed more than one line of text and can automatically break the text into multiple lines--right justifying each line as you type. This is the **JUSTIFY** mode.

Sometimes, you need other modes of operation. For example, the **FILL** mode automatically breaks long paragraphs into multiple lines. However, in the **FILL** mode, TeleWrite does not right justify the text. This paragraph, for example, is typed in the **FILL** mode.

The third mode is the **OVERWRITE** mode. Normally, TeleWrite always inserts any new text in a document, pushing existing text to the right or down. In the **OVERWRITE** mode, any text entered overwrites the existing text in the document. This mode is useful for preparing tabular reports and for replacing large sections of text with new words.

Finally, the **NORMAL** text entry mode supports computer programmers and data entry. It is also useful as a margin release if you need to type an extra long line. The **NORMAL** mode does not provide automatic carriage returns.

The **^XXT** command takes you through the various modes. The current mode is always displayed on the bottom line of your screen.

TeleWrite V1.1 (Justify) NAME.ME

Forward

Every time you enter **^XXT** a new mode appears on the bottom line. Entering **^XXT** four times returns you to the same mode.

You can use the adjust paragraph **^Q** command to reformat paragraphs according to the current mode. Right justified paragraphs can be unjustified, and vice versa.

5. MOVING TEXT

INTRODUCTION

This lesson shows you how to move sentences, paragraphs, and blocks of text.

MOVING SENTENCES AND PARAGRAPHS

Moving text to reorganize your thoughts is simple. Position your cursor at the beginning of a sentence. Press **^D** for delete and **^N** to indicate a sentence. Move the cursor to where you would like your sentence to appear and press **^U** for undelete. Your sentence will reappear.

To move the second sentence to another position in this example, place the cursor on the first character of the sentence.

A for always. B for better. C for change. R for reorder.

Press **^D^N**. The sentence is deleted. Now place the cursor where you want the sentence to appear.

A for always. C for change. R for reorder.

Press **^U** to undelete sentence.

A for always. C for change. B for better. R for reorder.

Undelete, **^U**, recovers the most recently deleted text. Therefore, if you delete a paragraph with **^D^P**, this command recovers the paragraph and places it wherever you would like it to be positioned. Of course, you can move words this way as well by deleting with the command **^D^W** and undeleting with **^U**.

MOVING BLOCKS

Sometimes you might want to move a phrase, part of a paragraph, or several paragraphs. You can mark a block to move as follows:

1. Position the cursor at the beginning of the block to be moved. Press **^XXS** to set a marker.
2. Position the cursor at the end of the block to be moved. Press **^XXD** to delete the entire block.
3. Now position the cursor on the spot where you wish to move. Press **^U** to undelete the entire text.

COPYING BLOCKS OF TEXT

If you want to make a copy of a section, rather than moving it, follow these steps.

1. Position the cursor at the beginning of the block to be copied. Press **^XXS** to set a marker.
2. Move the cursor to the end of the block. Press **^XXC** to copy the entire block instead of deleting it.
3. Move the cursor where you want the block copied and press **^U**.

REPEATING TEXT

You can use **^U** to make multiple copies of text. TeleWrite always remembers the last deleted text and recovers it with the **^U** command. Therefore, if you press **^U** three times in a row, the last deleted text will appear three times.

6. WORKING WITH DOCUMENTS

INTRODUCTION

TeleWrite can maintain several documents at the same time. Your letters and memos are automatically saved until you clear the document. The number of documents depends on the computer you are using. Of course, there is no limit to the number of documents you can create since you can store and retrieve all documents as CP/M files.

This chapter explains how you can create multiple active documents, and how to load and save CP/M files.

CREATING A NEW DOCUMENT

In the last lesson, you created a document. Let's create a new document. Type **TW** again if you have exited the program, and notice that your old document is still there.

To start a new document, press **^G** to go to the next document. When you press **^G**, you see an empty screen for you to start working on a new document.

TeleWrite automatically keeps track of five documents. The specific number of documents varies with your setup and installation (see Appendix A). Each time you press **^G**, TeleWrite goes to the next document. Press **^G** five times, and TeleWrite returns to your original document. Try and see if you can get back to the document from Chapter 2.

You can use this circular system to keep track of your current activities. Your first document may be a monthly report to management, the second is a to-do list, the third is a letter to a client, and so on.

This system allows you to work concurrently on several projects. If you are interrupted on one task, simply move to the next activity with a **^G**.

TeleWrite keeps track of your position in all the documents. When you come back, the cursor will be positioned on the same spot to let you continue.

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CLEARING DOCUMENTS

Once a document is completed, and you have a printed copy, you can delete the document to allow room for another task. The `^XC` command clears the current document from memory.

TeleWrite prompts for confirmation on the clear command. Just respond with a `Y` for yes or `N` for no.

SAVING DOCUMENTS AS CP/M FILES

TeleWrite has space for only five active documents. Should you want to edit a document other than the five active files, you need to save the original five active documents as CP/M files. It takes only a few seconds to save a typical document.

To save data, type `^XXW`. This is the WRITE command, since you are writing the document to a file on CP/M. TeleWrite then asks you for a filename. Each CP/M file stores one document. You create these files to keep documents for future reference, to provide document backup, and to free space in TeleWrite.

Each CP/M file has a filename that identifies the document. The name has three parts:

`B:FILENAME.TYP`

B: An optional disk drive identification character, followed by a colon.

FILENAME A name of up to 8 characters.

TYP An optional type extension of the filename of up to three characters preceded by a period.

CP/M disk drives are assigned names such as drive A, and B. If you supply a drive name, then you need to enter the colon character as well. In most cases, CP/M files should be saved on your B drive as **B:filename**.

The name can be any convenient name as long as the first character is an alphabet character and not a numeral or symbol. Lower-case characters are automatically converted to upper-case.

The filename extension (TYP) is for your convenience. It can help you to identify types of documents. Some examples include `.LET` for letters, `.MEM` for memos, `.TEM` for templates and `.DOC` for long documents.

The following are all valid filenames:

HP.LET	TO-DO.MEM	MAILER.TEM
GEORGE	CHAP1.DOC	APP-A.DOC

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After you save a document to a CP/M file, TeleWrite maintains a copy of the text until you clear it from TeleWrite. You can continue to make changes. When you have finished making changes, be sure to save the document again to CP/M before clearing it from TeleWrite. Clear the document by typing `XC`, or load another document over the current document.

READING CP/M FILES

You can read old files into TeleWrite for more changes. Old files can be brought into TeleWrite using the `XXR` (READ) command. TeleWrite asks for the CP/M filename. If your current document has something in it, TeleWrite asks if you wish to replace the current document with the contents of the new file.

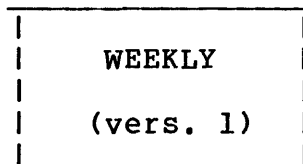
Notice that the `read` command does not affect other documents in TeleWrite. Only the current document is replaced.

Whenever a CP/M file is read from or written to a floppy disk, the name of the file is displayed on the status line. This helps you to remember the filename for the current document.

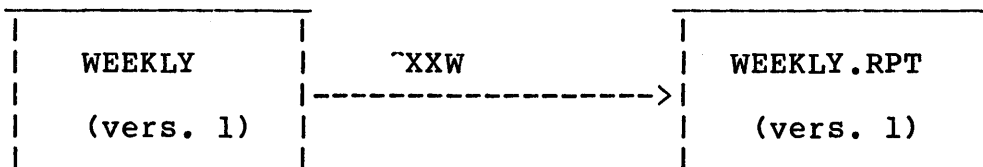
DOCUMENT BACKUP

TeleWrite has its own method of making back-up copies of your documents. This method is best explained in several diagrams.

Whenever a document is created, it is stored in TeleWrite. Suppose you have just created the document WEEKLY.

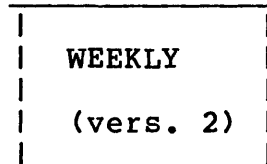


If you decide to save WEEKLY.RPT as a CP/M file, two copies of WEEKLY.RPT will exist, one in the CP/M file (stored as WEEKLY.RPT), and one in TeleWrite.

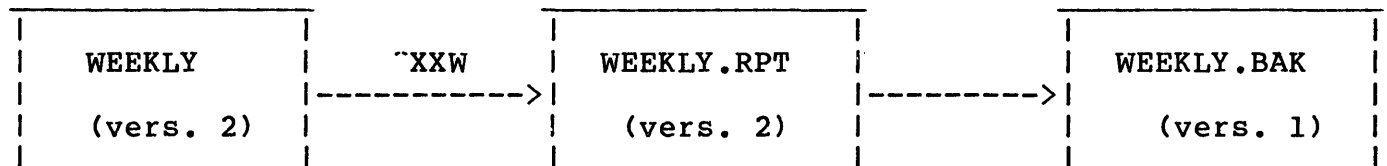


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The next day you edit the WEEKLY document in TeleWrite. You now have a different version of the same document.

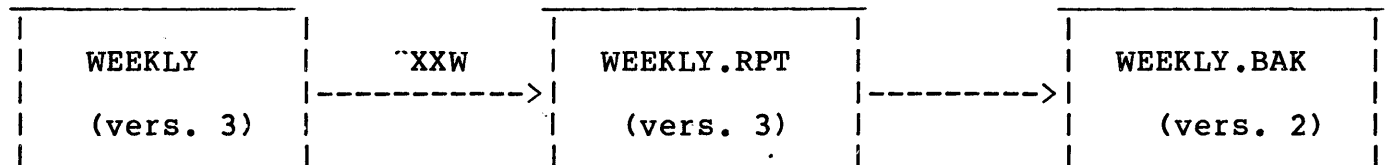


You write the new version (2) of the document to the CP/M file WEEKLY.RPT. This updates the existing CP/M file which contains version 1 of WEEKLY.RPT. To make sure you have a copy of version 1, a CP/M .BAK file that contains version 1 is automatically created.



You now have three copies of the same document in various stages: two copies of WEEKLY version 2, and one copy of WEEKLY version 1.

If you revise version 2 of WEEKLY to create version 3, and write version 3 to the CP/M file WEEKLY.RPT, the file WEEKLY.BAK will contain version 2 of the document.



In summary, whenever you save a document as a CP/M file, you have two copies of that document: the copy in TeleWrite and the CP/M file. If you revise the document in TeleWrite and save the revision under the same CP/M filename, a third back-up file is automatically created. This third file, a .BAK file, contains the first version of the document. You have two copies of the latest version and one copy of the prior version.

7. WORKING WITH TWO DOCUMENTS

INTRODUCTION

Lesson 7 shows you the split-window mode. You learn to work with two documents and to move text from one document to another.

WORKING WITH THE WINDOW MODE

TeleWrite allows you to display two documents at the same time using the WINDOW command.

First you need to create two documents so that you can more easily learn how to use this feature. Let's start by typing this outline in one file.

```
Outline for report
I. current year highlight
    revenue growth 15.2% from $12.3M to $14.7
    profit growth of 17% from $3.1M to $3.9

II. new products
    crazy glue
    economy package

III. new people
```

Now you are ready to experiment with the split-screen feature. Suppose you want to display your outline on the top half of the screen and your report in the bottom half. You can activate the split window feature by entering **^XT** for two windows. A line is drawn through your document splitting it into two pieces.

Now enter **^G** to go to the next document. Now type this section into the new file.

```
Highlights
1983 has been another record year for the household
products division._
```

Notice that only one part of your screen has changed. In fact, you are working on one document in the first window and viewing a different document in the second window.

Press **^XS** to switch to the other window. Notice how the cursor has jumped into the other window. Press **^XS** again and go back to the first window. You can start to enter text at any time.

As you enter text, you can still scroll the outline in the other

window by entering **^XM**. Depending on the direction indicated in the lower-right corner of your screen, you can scroll forward or backward.

If you wish to have one window larger than the other, put your cursor into the window you want to enlarge and enter the **^XXE** (ENLARGE WINDOW) command. To return to the one-window mode, use the **^XO** command.

MOVING TEXT BETWEEN DOCUMENTS

You can move text from one document to another just as easily as moving text within the same document. For example, to move a sentence from one document to the other:

1. Make sure the two documents have been loaded into TeleWrite using **^XXR** to read CP/M files.
2. Set the two-window mode with **^XT**. Use **^G** to put one document in one window and the other document in the second window.
3. Position the cursor at the beginning of the sentence you wish to move. Then press **^D^N** to delete the sentence.
4. Switch windows using **^XS**. Position the cursor at the beginning of a sentence where you want the old sentence to reappear. Press **^U** to recover the sentence.

You can move paragraphs, words, blocks, and even entire documents in the same way.

8. UNDERLINING

INTRODUCTION

Chapter 8 shows you how you can underline sections of your report.

UNDERLINING

Underlining is turned on and off using the **^XU** command. Note the **U** character in the middle of the last line on your screen indicating whether the underline is on or off.

TeleWrite Vx.x (Justify) filename -0% -U Forward

After turning the underlining on, all of the next characters that you type are dimmed. This dimmed portion will be underlined when your document is printed. Press **^XU** to end the underlining.

To underline part of this sentence, follow these directions. Type the sentence and enter the commands in parentheses.

And to further emphasize, (^XU) no tardiness (^XU) will be tolerated.

Underline Delete

To remove any underlining, delete the underlined text and retype it.

. SEARCHING AND REPLACING

INTRODUCTION

Chapter 9 tells you how to set place markers in your document for easier editing and to use them to search for and/or replace words or phrases throughout your document.

SETTING A MARKER

You can set a marker in TeleWrite using the **^XXS** command. This marker was used in Lesson 5 to mark the block of text for copying and moving. You can also use the **^XXS** command as a place marker. This means you can edit your work and return to a particular spot using the GO TO MARKER (**^XXG**) command.

SEARCHING

Suppose you want to find a word quickly. Rather than scanning your document page by page, you can supply TeleWrite with a key word. TeleWrite searches your document for the word.

The SEARCH (**^S**) command prompts you for a word or phrase. Be sure to end your key word or phrase by pressing the **<ESC>** key.

After you press the **<ESC>** key, TeleWrite scans your document and rings the text you want to your attention. If it is not the location that you were looking for, you can press **^T**.

The **^T** command tells TeleWrite to continue its search and find the next place in your document that contains the key word. If you refer to give TeleWrite another key word, type **^S**.

Using **^S** you can search forward or backward through your document by setting the direction with the **^F** and **^R** commands.

TeleWrite does have some rules about searching for capitalized words. Lower-case letters in the key word match with both upper- and lower-case letters. An upper-case letter, however, can only match with upper-case letters. Here are some examples.

Write	Matches
capital	capital, Capital and CAPITAL
Capital	Capital and CAPITAL
CAPITAL	CAPITAL

REPLACING WRITES

TeleWrite allows you to search for words and replace them with other words. For example, you can replace the word "find" with "search" throughout this section. Using the Global replace **^XG** command, you can let TeleWrite make all the changes automatically. Replace works in the forward direction only.

With the outline as the current document, enter **^XG**. TeleWrite then prompts for the search words:

Replace <ESC>: **year**<ESC>

After pressing <ESC>, TeleWrite prompts for the replacement word:

With <ESC>: **month**<ESC>

TeleWrite automatically makes all the changes in your document.

Should you wish TeleWrite to find each word and confirm prior to any changes, use the QUERY REPLACE (**^XQ**) command. This command is the same as the **^XG** command except that it stops at each potential change and asks

Replacing 'old' with 'new' - (OK)?

In response, you have the following choices:

- | | |
|----------------------------|--|
| "Y" (Yes) | Make the change |
| "N" (No) | Do not make the change |
| "T" (Try it) | Ask yes or no to confirm the replace |
| "A" (All) | Yes, and replace all following changes automatically |
| "E"
(Exit query) | Exit command |

The SEARCH, QUERY, and REPLACE commands are advanced commands that can save a great deal of time in working with longer documents.

PRINTING DOCUMENTS

INTRODUCTION

You can print several copies of your document, start printing from a specific page number, or pause between pages of printing. Chapter 10 explains all the options available when you request printing of documents.

PRINT OPTIONS

When you choose **^XP** to print your document, TeleWrite asks you for options. Type any combination of options after the TeleWrite prompt **"Print Options <CR>:"**. Notice that each option is preceded by the "-" (hyphen) character and separated from other options by a space. You can choose from the following options:

- | | |
|--------------------|---|
| -n | Number of copies. For example, -4 for printing four copies. |
| -P | Pause between pages to allow you to manually load paper. |
| -PAGE n | Start printing from page n. For example, -PAGE 5 says start with page 5. |
| -Q | The quiet mode to avoid the prompt that occurs right before printing. |
| -L n | This tells TeleWrite to leave a left margin of n spaces. For example, -L 10 means to leave a left margin of ten spaces. |
| -DEV
devicename | If you have several printers, you may find this option useful. This option allows you to choose which printer to use. The device name is the name assigned to that type of printer by TeleWrite (See Appendix A). |

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You can specify any combination of options. For example, after typing **^XP** to print your document, you can respond as follows:

Print Options: **-2 -Page 2 -Q**

This tells TeleWrite to print two copies of the document beginning with page 2, and to leave out all the status messages to the console while printing.

PRINTING SPECIAL CHARACTERS

TeleWrite uses control characters as commands. To insert control characters as text to be printed, you use the **^XXQ** command followed by the control character. The control character is then displayed on the screen with the character in front of it.

For example, you can control page breaks in TeleWrite by entering a printer page feed command as **^XXQ ^L**. On the screen, the **^L** character is displayed. This instructs the printer to feed the paper to the top of a new page.

INTERMEDIATE PRINT FILE

TeleWrite creates an intermediate CP/M file when printing. The file is given the name **TW.T\$\$** to avoid name conflicts with your other files.

You need to make sure you have sufficient space on your system diskette for this file. The size of the file varies with your document. Typically, a one page document will need 1K of file space. If your disk is full and there is not enough room for the intermediate print file, you receive an error message indicating a **DISK WRITE ERROR**.

If TeleWrite does not find the space to create this file, you need to erase files from your system diskette to make room. Alternatively, you can break your document into two pieces and print each piece separately.

PRINTING DOCUMENTS FROM CP/M

You can start the TeleWrite print processor to print copies of your CP/M files from CP/M without entering TeleWrite.

NOTE! When you are typing in the filename followed by an optionlist, it is very important that you leave a space between the filename and the optionlist.

At the **A>** prompt, type:

TWP filename -optionlist

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is command is useful for printing extra copies of documents at you have saved as CP/M files (using the command **^XXW**).

IP is the name of TeleWrite print processor. You need to pply the name of your CP/M file and the print options you wish incorporate.

addition to the print options listed above, you can specify ditional options at the CP/M command level. They include:

- NH Files printed from CP/M to have a header line included with every page. This header includes the filename on the left and the page number on the right. -NH option turns off the header option.
- NM TeleWrite provides margins to center documents on an 8.5" page. The -NM option says to leave no left or right margin.
- NS TeleWrite normally skips over page breaks. This option tells TeleWrite to type over the page breaks.
- T title This option supplies a title for the headers on each page. The title cannot contain any blanks.
- TAB n This option sets the tab stops.

NTROLS DURING PRINTING

en TeleWrite is printing, you can interrupt by using one of the llowing commands:

- ^Z Exits printing and clears the printer.
- ^C Exits printing and TeleWrite program. Takes you back to the operating system.
- ^S Pause momentarily. Press any character to continue with print.
- ^G Quits printing a file and takes you back to TeleWrite to your current file.

APPENDIX A INSTALLATION

To create a TeleWrite system disk on systems with two floppy drives, do the following:

1. Insert the computer system diskette in drive A. Insert a blank diskette in drive B.
2. Follow the instructions that are in the User's Manual for your system to format the blank diskette.
3. Make the diskette in drive B bootable by using the SYSGEN utility program.
4. Copy the CP/M PIP.COM file onto your new diskette in drive B by entering

PIP b:=pip.com<CR>
5. Remove the system diskette and store it in a safe place.
6. Remove your new diskette from drive B and insert it in drive A. Insert the master TeleWrite diskette in drive B. Press ^C, and type:

PIP A:=B:*. *[V]<CR>
7. When the file is copying and the A> prompt appears remove the TeleWrite master diskette from drive B and put it away for safe keeping. Label the new diskette in drive A as your TeleWrite working diskette.

You can now use the TeleWrite working diskette in drive A and store your files on a formatted diskette in drive B.

Systems with Limited Diskette Space (8-Bit Systems)

Your system may have limited space for files on a diskette. To make room for your documents, the following is a list of the files that **MUST** reside on the TeleWrite system disk. They are:

TW.COM	28K	TeleWrite command file.
TW.OVL	24K	TeleWrite overlay.
TW.SWP	*	TeleWrite swap file for active documents.
CONFIG.DAT	10K	Configuration data for terminals & printers.

* Recommended 64K - can be as small as 16K.

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With these files you can do all editing, but cannot print using the ^XP command. To enable ^XP, you need the following files:

TWP.COM	26K	TeleWrite print command.
TWP.OVL	12K	TeleWrite print command overlay. (optional)
TW.T\$\$	*	Temporary print file. (optional)

* Depends on size of document - generally less than 10K

The following TeleWrite files do not have to be on the system disk. Instead, create a separate TeleWrite utility diskette with the following files:

RECOVER.COM	18K	Recover swap file.
CONFIG.COM	22K	Configuration program.

SELECTING THE TERMINAL

This section is only for nonTeleVideo terminals. TeleWrite has already been configured for your TeleVideo System. If your CRT is built into your computer, then you can skip this section. TeleWrite has already been customized for your CRT. Otherwise, customize TeleWrite for your terminal by using the CONFIG program as follows.

If you have the TeleWrite CONFIG.COM program on a separate utility disk, you need to do the following to configure your terminal:

1. Insert your TeleWrite system disk in drive A and your utility disk in drive B.
2. Type **B:<CR>**.
3. Type **CONFIG<CR>** and follow the instructions given above.
4. Type **A:<CR>** to return to the system disk.

If none of the available options work with your terminal or you are only partially successful with your installation, you may need to contact your computer store for support.

Type **CONFIG<CR>**. Your screen will show the following:

1. AAAmbassador	2. ADDS Viewpoint
3. ADM31	4. ADM3A
5. Bantam	6. Haz1500
7. HDSSC100	8. HP2621A
9. HP2645	10. MicroAngelo
11. *TeleVideo Ts 803/TS 1603	12. SuperBrain
13. Teleray1061	14. TVI9xx
15. VT52	16. VT100
17. ZenithZ19	

*Displays the model you are using.

If you do not want to change the current CRT type, press <CR>. A list of printer names will appear on your screen; skip to the next section for further instructions.

If you want to change the current CRT type, type in the number that corresponds to your CRT, and then press <CR>. If your terminal is not in the available list, try a selection that is similar to your terminal. Many terminals emulate each other.

After you make your selection, the CONFIG program continues with a list of printers.

Selecting Your Printer Type

Now that you have selected your CRT type, it is time to select your printer. The following list of printers is displayed on your screen:

- | | |
|----------------|--------------|
| 1. Vanilla | 2. Plain |
| 3. Epson | 4. Pro10 |
| 5. Pro12 | 6. ProPS |
| 7. Diablol10 | 8. Diablol12 |
| 9. DiabloPS | 10. Spin10 |
| 11. Spin12 | 12. SpinPS |
| 13. IDS10 | 14. IDS12 |
| 15. IDSPS | 16. Qume935 |
| 17. RSDaisy II | 18. Cent737 |
| 19. CentPS | 20. File |
| 21. Console | |

The default printer type is Plain. Most printers other than the ones listed above work with the Plain or Vanilla selection. If you do not want to change the current printer type, press <CR> and refer to the next section.

If you want to change the current printer type, select the printer from this list by typing the appropriate number and press <CR>. Refer to the next section for more instructions.

After you make your printer selection, you see the message:

Do you wish to see the default parameters menu?

Type N to skip the menu. This terminates the CONFIG.COM program, and you return to CP/M.

If you want to change the menu, type Y. This part of the program is designed for advanced features and fine tuning. If you do not know the necessary data for this section, DO NOT MAKE ANY CHANGES. Contact your computer store if you need help.

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Making TeleWrite Compatible to WordStar

TeleWrite has the option to provide WordStar compatibility at the control key level. This allows users who are familiar with WordStar's Control key conventions to use the same control keys, while gaining the advantage of TeleWrite's multiple document, split window, auto save, and other advanced features.

To set up your TeleWrite disk for WordStar compatibility, enter the following CP/M commands:

```
REN TW.800=TW.OVL<CR>
REN TW.OVL=TW.WS<CR>
```

In addition, for the 16-bit systems you need to enter the following CP/M commands:

```
REN TWA.CMD=TW.CMD<CR>
REN TW.CMD=TW.W.CMD<CR>
REN TWA.OVL=TW.OVL<CR>
REN TW.OVL=TW.WS<CR>
```

These commands change the TeleWrite control keys to do the following WordStar functions:

Key	Compatible Function
^Q	Main menu
^W	Move reverse word
^E	Move cursor up one line
^R	Scroll previous page
^T, ^Y	Delete word
^I	Tab key
^O	Toggle on/off screen menu
^P	Main menu
^A	-not implemented--use ^W above
^S	Move reverse character
^D	Move forward character
^F	Move forward word
^G	Delete current character
^H	Move backward character
^K	Main (block) menu
^L	Locate (search) command
^X	Move cursor down one line
^C	Scroll next page
^V	Toggle format mode
^B	Justify (reformat) paragraph
^M	Return key

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The following control keys are unique TeleWrite commands which have either been retained or adapted to provide an important TeleWrite feature:

Key	Function
^Z	Abort Command
^N	Go to next document (in swap file)
^U	Undelete command

The function keys remain the same. However, the cursor keys are now different from the normal TeleWrite, since they are now compatible with WordStar cursor keys.

INSTALLING TELEWRITE WITH MmmOST

TeleWrite can be installed on the TS 806/20 and TS 816/40 under MmmOST. Install TeleWrite on the common drive B for all users as follows:

1. Insert TeleWrite in the floppy drive.
2. Copy all files to drive B as follows:
B:PIP B:=C:*. *[v]<CR>
3. Erase the TeleWrite swap file from drive B by entering:
ERA B:TW.SWP<CR>

Each user should have their individual TeleWrite swap file for managing their documents. Therefore, make sure you do not have a swap file on the common drive (drive B). If two users access the same swap file on drive B at the same time, the results may be unpredictable.

Each user should have a swap file on their private drive (drive A). This swap file can be created by each user using the following commands:

```
A>B:RECOVER -CREATE <swap file size>
B>TW
```

More information about Swap Files is given in Appendix B.

Now, if you want to invoke TeleWrite type:

```
A>B:<CR>
B>TW<CR>
```

TeleWrite automatically finds the right swap file at each user station.

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Printing under MmmOST

If you have only one printer on your system, please note the following. TeleWrite does not support automatic release of printers in the current version (1.0). This means only one user can access the printer at any time. The first user has control of the printer until exiting from TeleWrite.

If another user attempts to print, their reports are queued inside MmmOST. Their results will be printed only after the first user releases the printer.

Before printing with TeleWrite, you can use the MmmOST PRNT command to check for printer availability. The PRNT D command allows you to have the printer for your exclusive use. Finally, the PRNT X command allows you to release the printer.

If you have multiple printers, TeleWrite allows each user to configure their station for different printers. For example, station A can use an Okidata printer with highlighting features while station B uses a letter-quality printer.

In order to assign different printer types, do the following:

1. Log on to drive B (public drive)
2. Enter

PIP A:=B:CONFIG.DAT<CR>

Each user must execute the command for their own system.

To erase CONFIG.DAT on drive B enter:

ERA CONFIG.DAT<CR>

Each user can now modify their CONFIG.DAT by entering:

CONFIG<CR>

APPENDIX B RECOVER AND ERROR MESSAGES

If you turn off your computer before exiting TeleWrite with the ^XE command, the next time you use TeleWrite, you may see the following message:

Swap file is invalid, please run RECOVER.

If this message appears, enter **RECOVER<CR>** at the **A>** prompt.

The TeleWrite swap file (TW.SWP) is the file that contains your five active documents. By running the **RECOVER** program, TeleWrite verifies that your document area has a problem, corrects it, and displays some messages on the screen. These messages describe the length of each of your documents in the swap file and the errors encountered. After the **RECOVER** program is complete, and your swap file recovered, enter **TW<CR>** to get started again.

If you have the TeleWrite **RECOVER.COM** file on a separate utility disk, insert the TeleWrite system disk in drive A and the utility disk in drive B. Type **B:RECOVER<CR>**.

SETTING DOCUMENT SPACE

You can also use the **RECOVER** program to create a new document space for your system. If you are using a hard disk or a floppy diskette with more capacity, you should set aside as much space as possible for TeleWrite documents.

The alternative use of **RECOVER** is as follows:

RECOVER -CREATE size [documents]

size is the number of pages reserved for TeleWrite documents. It can be any value from 16 to 248 pages. Each page corresponds to 1K of storage and approximately 1 page of text.

documents is the number of concurrent documents active in TeleWrite. You can choose any value from 1 to 7 documents. If omitted, TeleWrite allows five concurrent documents.

For example, if your floppy diskette holds 330K, we recommend the following:

RECOVER -CREATE 64

This command reserves 64 pages of space for your active documents with five concurrent documents.

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For a hard disk system, you might choose:

RECOVER -CREATE 128 7

NOTE! **RECOVER with the CREATE option erase all active documents in TeleWrite. Therefore, save any documents as CP/M files or set up a new TeleWrite system diskette prior to using RECOVER in the CREATE mode.**

UNKNOWN COMMAND

When you press a strange key, TeleWrite displays this message:

Unknown command

Press **^Z** to clear the message and continue with your work. If you accidentally enter a wrong command, use the **^Z** command to cancel the action. ANYTIME YOU NEED TO CANCEL AN ACTION, USE **^Z**.

APPENDIX C REFERENCE SECTION

CURSOR CONTROL

Up arrow, ^K	up
Down arrow, ^V	down
Right arrow, ^L	right
Left arrow, ^H	left
^F	forward
^R	reverse
^W	Word
^E	Edge of a line
^N	seNtence
^P	Paragraph
^J	Jump (screen page)
^B	Jump to begin/end of document

DELETION

 Delete character

^D	Delete forward
^D^W	word
^D^E	edge of line
^D^P	paragraph
^D^N	sentence
^D^B	document
^Y	Delete reverse
^Y^W	word
^Y^E	edge of line
^Y^P	paragraph
^Y^N	sentence
^Y^B	beginning of document
^U	Undelete (last deleted item)

OTHERS

^T	Search again
^G	(Go to) Next document
^S	Search (find)
^X	Menu
^Z	Exit operation, return to main menu

INSERTION

^O	Open line
^C	Close
^Q	Adjust paragraph

EXTENDED COMMAND MENU

```

-----
Exit editor      Clear document      Ruler line
Print            One window          Underline on/off
                  Two window
Global replace   Switch window        X-eXtra commands
Query replace    Move other window    Z-exit menu
-----

```

Command	Description	Arguments
^XE	Exit from TeleWrite (editor)	
^XP	Print (current document)	-optionlist Y/N
^XC	Clear document	verify?
^XG	Global replace of text	old<ESC> new<ESC>
^XQ	Query replace of text	old<ESC> new<ESC>
^XO	One window mode	
^XT	Two window mode	
^XS	Switch window	
^XM	Move other window	
^XN	Jump to next page of printout	
^XR	Ruler settings	
	I Indent	number of columns
	L Line width	number of columns
	T Tab interval	number of columns
^XU	Underline on/off	
^X^X	Extra commands	

Keys

 Delete. Erases the last character you entered.

<CR> <RETURN> key. Is the same as a carriage return key on a typewriter.

<TAB> Indents paragraphs and moves to the next tab stop.

<SPACEBAR> Enters a space.

Adding Text

^F^B Add text at end of document

^R^B^O Add text at beginning of document

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EXTRA COMMANDS MENU

```
-----  
Set marker          Read file          Enlarge window  
Go to marker        Write file         Toggle mode  
Copy to marker      Position report    Menu on/off  
Delete to marker    Line count        Quote character  
Horiz. center       Update display    Z-exit menu  
-----
```

Command	Description	Arguments
^XXS	Set marker at cursor	
^XXG	Go to marker	
^XXC	Copy block from cursor to marker	
^XXD	Delete block from cursor to marker	
^XXH	Center the current line (horizontally)	
^XXR	Read CP/M file	filename
^XXW	Write CP/M file	filename
^XXP	Position report	
^XXL	Line count	
^XXU	Update screen	
^XXE	Enlarge window	
^XXT	Toggle mode (see Modes)	
^XXM	Menu on/off	
^XXQ	Quote next character (for inserting control characters in text)	

Controls During Printing

^Z	Exits printing and clears printer
^C	Exits printing and TeleWrite program. Takes you back to operating system.
^S	Pauses momentarily. Press any character to continue print
^G	Quits printing a file and takes you back to TeleWrite to your current file.

Modes

DEFAULT	Moves text to right when inserting new text
JUSTIFY	Automatically right justifies paragraphs
FILL	Leaves a ragged right edge to paragraphs
OVERWRITE	Allows you to type over characters
NORMAL	Does not provide automatic carriage returns