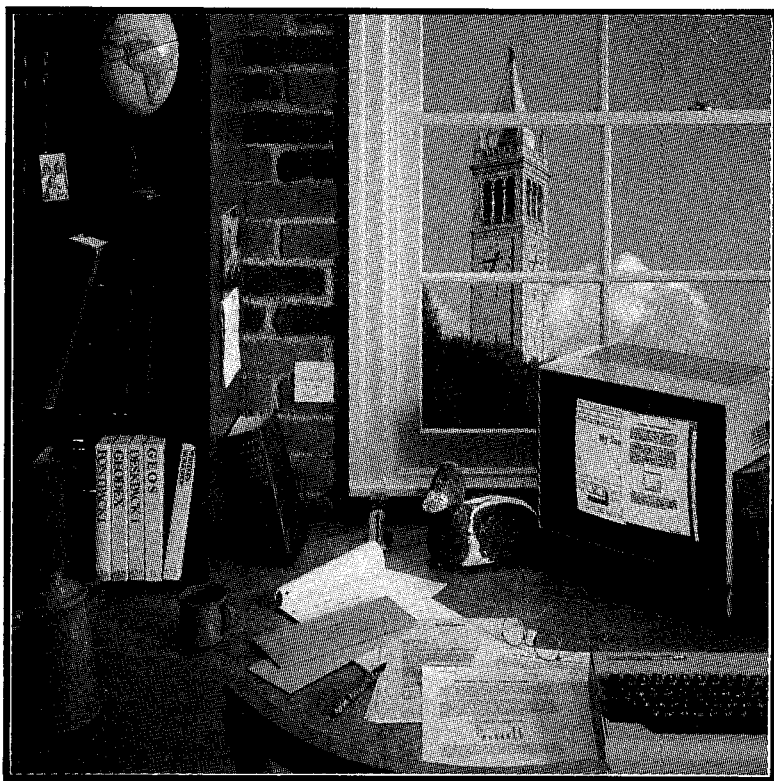


G E O W R I T E W O R K S H O P

THE COMPLETE WRITING ENVIRONMENT FOR USE WITH GEOS™



FOR THE COMMODORE 64, 64c AND 128 COMPUTERS.

B E R L E Y
Softworks

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geoWrite Workshop User's Manual

**Berkeley Softworks
2150 Shattuck Avenue
Berkeley, California 94704**

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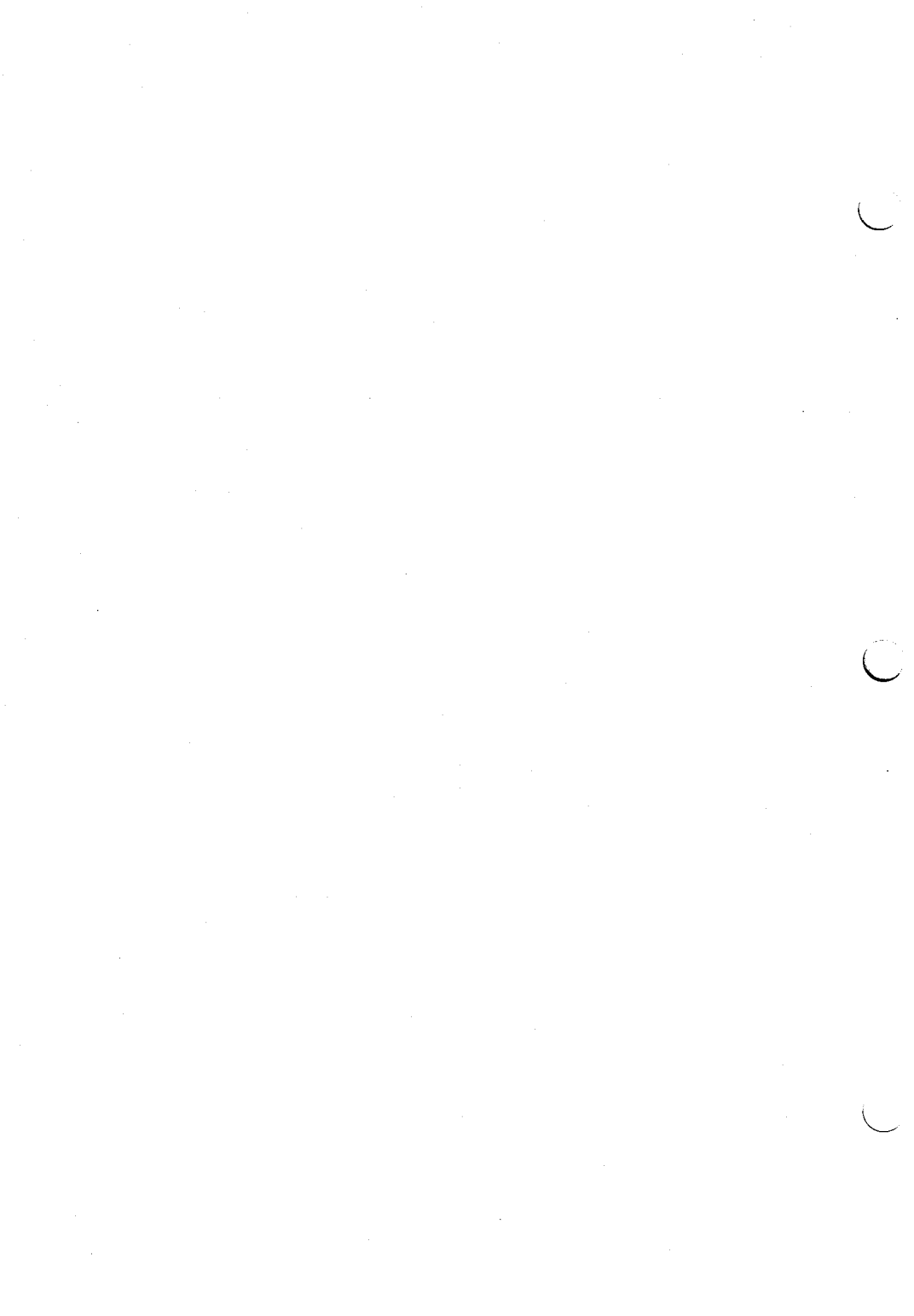
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Welcome to geoWrite Workshop

geoWrite Workshop expands the "whole new world" created by GEOS (Graphic Environment Operating System). This manual is divided into seven chapters.

1. **Before You Begin** instructs you on installing and making a backup copy of your original geoWrite Workshop disk.
2. **geoWrite 2.1** is an enhanced version of the basic geoWrite word processor.
3. **geoMerge** is a mail merge program allowing you to print out customized form letters.
4. **Text Grabber** is an application that reads files from other Commodore word processors and converts them into geoWrite format.
5. **geoLaser** is an application enabling you to print geoWrite files on the Apple LaserWriter™ printer.
6. **New deskTop and Drivers** describes a new GEOS deskTop, new printer, and new input drivers.
7. **Paint Drivers** is an application which enables you to create one or more paint documents of your geoWrite or geoPaint document, by using a special "overlay" feature.

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How to Get Help

We hope that you will find geoWrite Workshop easy to learn and use, and that this manual provides you with most of the answers to the questions you may have about the operation of geoWrite Workshop. However, if you do run across a problem that is not answered by the manual, there are two ways to obtain additional help.

The first, fastest, and recommended way to obtain information about and help with geoWrite Workshop is through the QuantumLink telecommunications network. QuantumLink, or Q-Link, is an online service network designed for Commodore users.

Berkeley Softworks provides Customer Service message boards, along with a Programming message board and other useful services, in the Commodore Software Showcase section of Q-Link. Through these message boards, you can receive the most timely help and information from Berkeley Softworks employees and thousands of GEOS users. In addition, you will have access to programs and products from Berkeley Softworks that are offered through Q-Link, many of them free of charge.

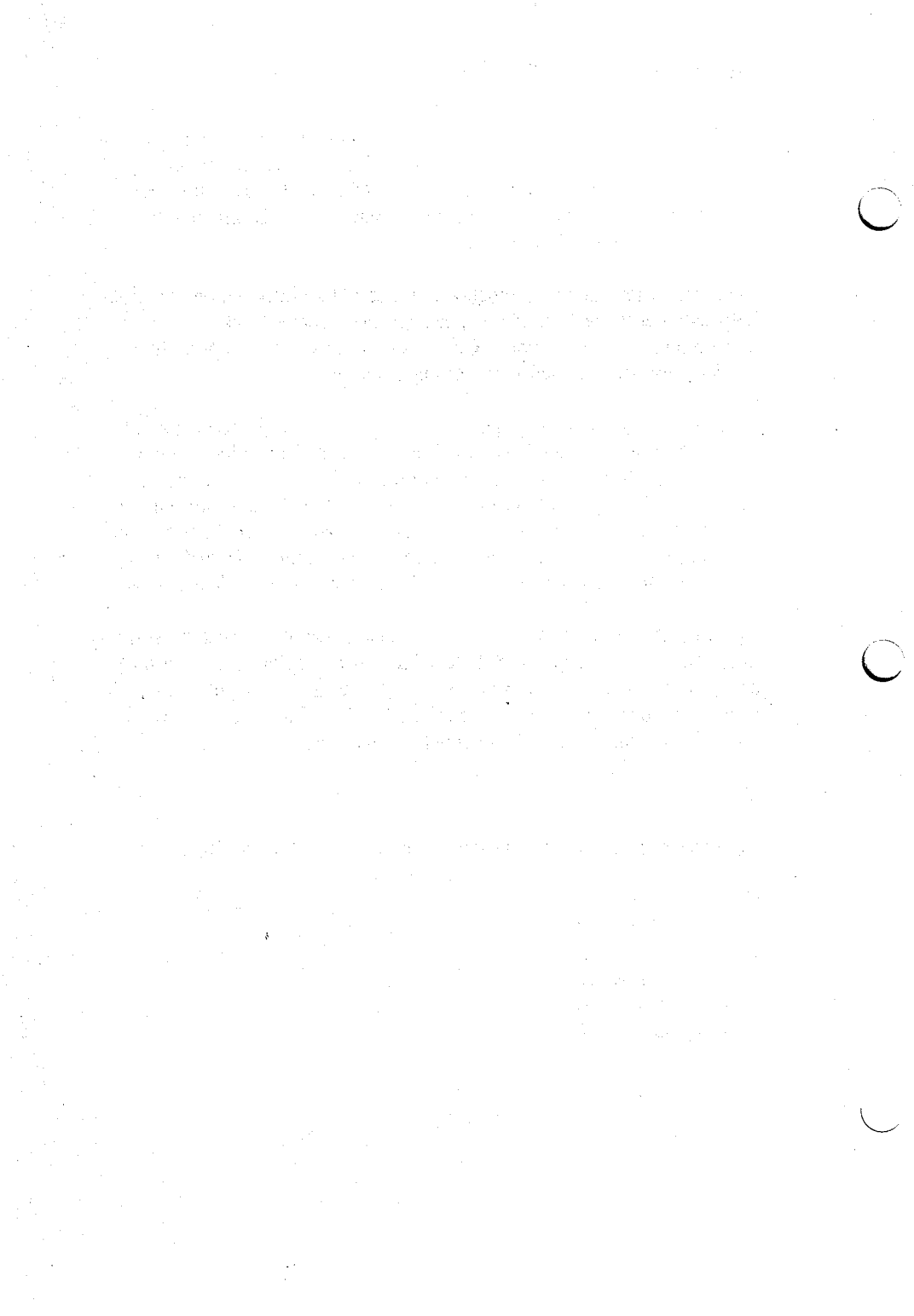
The second way to obtain help is to contact Customer Service at Berkeley Softworks, either by phone or letter. However, the lines are often busy, so we recommend that users write in to us detailing their problems. All correspondence is answered promptly. The Berkeley Softworks customer service telephone number and address are as follows:

Call:

Customer Service: (415) 644-0890, 9 a.m.-5 p.m. Pacific Time

Or write:

Berkeley Softworks
Customer Service Division
2150 Shattuck Avenue
Berkeley, CA 94704



Chapter 1: Before You Begin

Before you start to use geoWrite Workshop, follow these directions. This chapter walks you through installing geoWrite Workshop on your GEOS system, checking the geoWrite Workshop disk for damage, making a backup of your geoWrite Workshop disk, and making work disks.

Before You Begin...

Install geoWrite Workshop

Validate Your Disk

Make a Backup Copy

Make a Work Disk

Here's How...

A. First, install geoWrite Workshop:

- 1: Boot your GEOS boot disk as described on page 1-4 of your GEOS User's Manual.
- 2: Close your GEOS boot disk.
- 3: Insert the geoWrite Workshop disk in the disk drive and open it.
- 4: Open the geoWrite file by clicking on the geoWrite icon and selecting **open** from the **file** menu, or by double-clicking on the geoWrite icon. A dialog box will appear with the message "geoWrite installed."
- 5: Select **OK** to return to the deskTop.
- 6: Open the geoMerge file by clicking on the geoMerge icon and selecting **open** from the **file** menu, or by double-clicking on the geoMerge icon. A dialog box will appear with the message "geoMerge installed."
- 7: Select **OK** to return to the deskTop.

B. Next, check for damage (validate):

- 1: Make sure the geoWrite Workshop disk is activated and open to the deskTop.
- 2: Select **validate** from the **disk** menu. GEOS will check the geoWrite Workshop disk for damage, and list any errors it finds.

NOTE: If GEOS indicates that your geoWrite Workshop disk is damaged, first check to make sure it is correctly inserted in the disk drive. Check to see if the disk drive is damaged or misaligned: try validating the geoWrite Workshop disk on another disk drive or on one at your local dealer. If the disk is truly damaged, return it to Berkeley Softworks for a replacement. (Our address and phone number can be found in the section entitled "How to Get Help," at the front of this manual.)

C. Make a backup copy:

If your geoWrite Workshop disk is not damaged, make a copy of it: refer to "Copying a Disk," page 3-9, of your GEOS User's Manual.

D. Now, make a work copy:

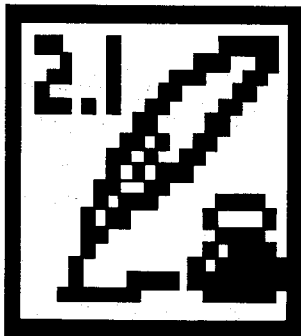
Work disks are fully described in Chapters 2 and 3 of your GEOS User's Manual. There are two ways to make work disks for using geoWrite Workshop:

- If you want to copy the entire disk, (again) refer to "Copying a Disk," page 3-9, of your GEOS User's Manual.
- If you want to copy only certain files of your geoWrite Workshop disk, refer to "Copying a File to Another Disk," page 3-4, of your GEOS User's Manual.

Once you have installed geoWrite Workshop, checked the disk for damage, made a backup copy and a work copy, remove the geoWrite Workshop disk from the disk drive and place a write protect tab on it. As with all disks, store them in a safe place.

You are now ready to use geoWrite Workshop!

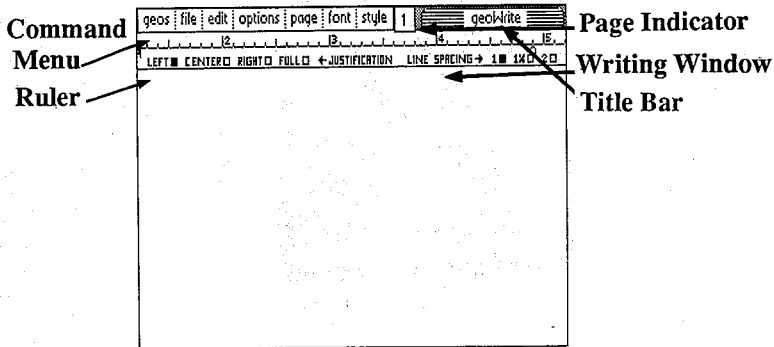
Chapter 2: geoWrite 2.1



This chapter covers geoWrite 2.1, an enhanced version of the basic geoWrite word processor. If you have used geoWrite on your GEOS disk, you will be able to skim through much of this manual, concentrating on the many added features of geoWrite 2.1, including:

- formatting each paragraph individually
- using center, right, and full justification
- using single, one and a half, and double spacing
- using decimal tabs
- moving around a document using cursor keys
- selecting up to an entire page of text
- double-clicking to select a word
- using superscript and subscript
- printing in high, draft, or NLQ modes
- printing part of a document
- using headers and footers
- putting the page number, time and/or date into the header or footer
- searching and replacing text
- producing documents 8 inches wide

The geoWrite Screen



As shown above, the geoWrite **Writing Window** occupies most of the screen and serves as a window into each page of your document. The **Command Menu** lies across the top of the screen. This menu gives you access to some of geoWrite's more specialized commands. The commands are divided into seven groups: **geos**, **file**, **edit**, **options**, **page**, **fonts**, and **styles**. Click on one of these menu names to pull down a menu of additional commands. Then simply click on the desired command.

To the right of the Command menu you will find the **Page Indicator**. This box has two uses: it displays the page number of the page visible in the Writing Window, and it can be used to move the writing window to a different portion of the current page.

The **Title Bar** in the upper right corner displays the name of the document you are working with.

The **Ruler** is located directly below the Command Menu. It lets you change the format of your document.

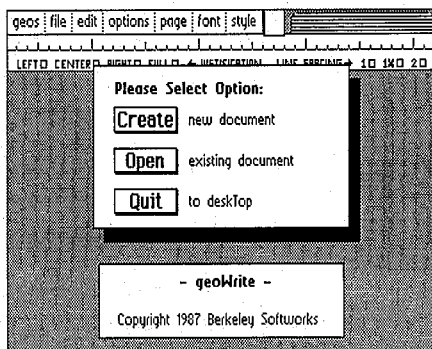
Inside the Writing Window you will notice the **pointer** and **text cursor**. The text cursor indicates your active position in the Writing Window — i.e., where the next typed character will appear. With the pointer you can move around the entire screen area (using your input device — joystick, mouse, etc.) and select (click on) the commands you want to activate.

Entering geoWrite

If you have not already done so, read Chapter 2 of your GEOS User's Manual, "GEOS Training Camp."

Enter geoWrite from the deskTop

When you are in the deskTop, there are two ways to enter geoWrite. You can select the geoWrite icon from the disk note pad, and then select **open** from the file menu, or you can double-click on the geoWrite icon. In both cases, geoWrite will load and display a dialog box on a blank screen. It will contain three options: **Create new document**, **Open existing document**, and **Quit to deskTop**. Select one.



Create a Document

Select **Create** to create a new geoWrite document. A second dialog box will appear displaying the name of the currently opened disk, and asking you to enter a new filename. Enter a name for your new document and press **RETURN**.

If you have installed two disk drives, and would rather create the document on the disk in the other disk drive, click on **Drive**. This will activate the other disk. Enter a name for your new document and press **RETURN**. If you are creating a file on the drive that does not contain geoWrite, a **Disk** box will appear. Clicking on it allows you to insert a new disk into the disk drive, and to create a file on it.

Open a Document

Select **Open** to open an existing document on the disk. A second dialog box will appear displaying the name of the currently opened disk and a list of the first five geoWrite documents on that disk. If there are more than five documents on the disk, click on the lower scroll arrow at the bottom

of the box. Each time you click on this scroll arrow, another document name will scroll into view. Highlight the document you desire by clicking on its name once. Click on **Open** to open that document.

If you have installed two disk drives, and would rather open a document on the disk in the other disk drive, select **Drive**. This will activate the other disk. Click on the document name (it will appear in reverse video), and select **Open** to open the document. If you are opening a file on the drive that does not contain geoWrite, a **Disk** box will appear. Clicking on it allows you to insert a new disk and open a file there.

NOTE: Only the first 15 documents can be displayed in the open dialog box window. It is unlikely you will have more than this on a single disk. If you do, you will have to rearrange the files on the deskTop to be able to access later files through the **Open** dialog box window.

Quit

Select this option to exit geoWrite and return to the deskTop.

Open an Existing Document from the deskTop

Once you have created a document, you can open it by clicking on the document icon in the disk note pad and selecting **open** from the **file** menu. Or you can double-click on the document icon. Either procedure will automatically load geoWrite and then open your document.

Open Files from an Earlier Version of geoWrite

If you have files created with the geoWrite that came with your GEOS disk, they automatically will be converted to geoWrite 2.0 files when they are opened. A dialog box will appear telling you that the file is being converted. If you widen the document's dimensions (see "Widening Your Document's Dimensions," page 2-5), it will be converted to a 2.1 version.

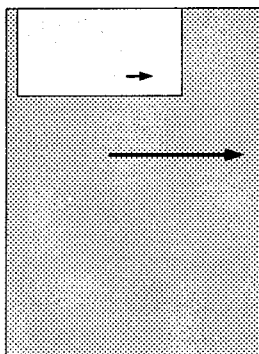
Rename a Document

You can rename the document you are working with by selecting **rename** from the **file** menu (the document must already be open). Press **INST/DEL** to backspace over the old name, then type the new filename into the dialog box and press **RETURN**.

The Writing Window and Its Dimensions

The 2.1 version of geoWrite Workshop's Writing Window has been upgraded to enable you to widen your document's dimensions by two inches. As with earlier versions of geoWrite, the Writing Window displays only two thirds of the document's width; as you move the pointer to the right and left, the Writing Window will flip to that side of the screen. This is called "side flipping."

Writing Window



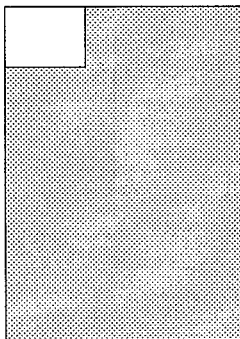
Full Page

Widening Your Document's Dimensions

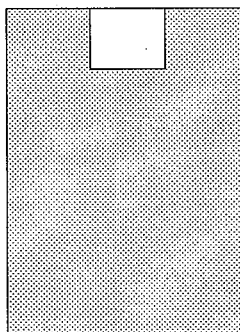
The first time you open a new document, you will note that the document width does not span the entire 8.2 inches of the page. It begins at 1.2 inches and ends at 7.2 inches. If you wish to widen that span so that the document begins at .2 inches and ends at 8.2 inches, select **make full page wide** from the **options** menu. A dialog box will let you know that geoWrite will convert that file to a 2.1 version. Select **OK** to continue.

Once you have done so, side flipping remains. However, because the Writing Window covers a wider area this time, it displays only a third of the document at a time.

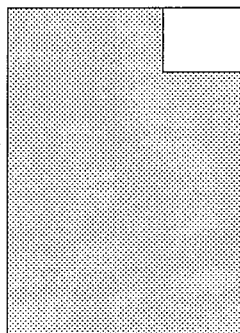
If you move the pointer to the far left:



Then move it once to the right:



Then move it to the right again:

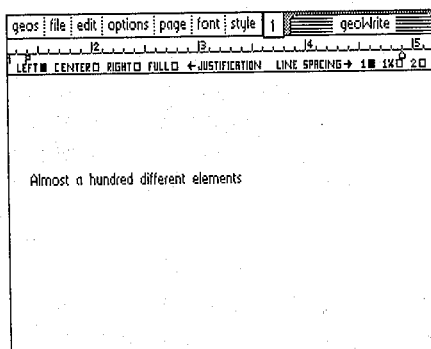


Once you have selected **make full page wide** from the options menu, you cannot revert the document's dimensions to their original width.

Entering Text

Before you start to enter text, you can adjust the margins so that you can view the entire width of your text at once, without having to use side flipping. (See "Set Left and Right Margins," on page 2-12.) When you are ready to print your document, you can move the margin markers back again to their original place.

To enter text into your document, simply start typing. What you type will appear in the Writing Window at the location of the text cursor. To change the position of the text cursor, move the pointer to another location and click. The cursor will be repositioned on that point. If you click the pointer past the last character currently in the document, the cursor will appear after that character. The pointer can also be moved using the cursor keys (located in the lower righthand side of the Commodore keyboard). See "Keyboard Shortcuts," page 2-21.



Use the INST/DEL Key (Delete)

If you make a mistake typing, you can delete one or more characters on the line by using the **INST/DEL** key on the keyboard. This moves the text cursor backwards on the line, deleting characters as it goes.

Word-Wrap

If you reach the right margin of the page while typing a word, geoWrite will pick up the entire word and move it to the beginning of the next line and allow you to continue typing. In most word processing using geoWrite you should let the word-wrap create the new lines within paragraphs, rather than pressing **RETURN**. If you follow this guideline, paragraphs will automatically reformat when you delete words or sentences.

End a Paragraph

To end the paragraph you are currently typing, simply press the **RETURN** key on the keyboard. This moves the text cursor to the start of the next line.

Use Tabs

geoWrite allows you to set several tab-stop positions across the width of your document. Once you have set these tab positions as described in "Set Tab Stops," page 2-13, you can use them to format your document. To skip to a tab position as you are entering text, simply hold down the **CONTROL** key while pressing **I**. The text cursor will advance to the next tab position.

Insert a Page Break

geoWrite allows you to insert a page break at any point in your document. The text immediately following a page break will appear on the top of the next page. To insert a page break, position the text cursor where you want the new page to begin, then select **page break** from the **page** menu.

Delete a Page Break

To delete a page break, position the text cursor at the top left of the page following the page break. Press **INST/DEL**. A dialog box will ask if you want to delete the last character of the previous page. Select **OK**. The page break will be deleted and the cursor will appear at the bottom of the preceding page.

Preview Page

Since the standard geoWrite Writing Window only allows you to view a portion of one page at a time, you may use **Preview Page** to get a full-screen preview of a page. Select **preview** from the **file** menu. Preview is especially useful since it allows you to make decisions about the overall placement and proportions of a page. Once you have examined the page preview, click on **OK** in the dialog box in the lower lefthand corner of the screen.

Moving the Writing Window

"Side-flipping" the Writing Window was discussed under "The Writing Window and Its Dimensions," page 2-5. Other methods of moving the Writing Window are as follows:

Scroll One Line at a Time

Move the pointer to the top or bottom of the screen. This method of moving scrolls the Writing Window one line at a time.

Use the Page Indicator

You can also use the Page Indicator, located at the top of the screen, to move the Writing Window. The Page Indicator box itself represents the size of a page and the small square inside the box represents the area of the page visible in the Writing Window. To change the location of the Writing Window, click once inside the Page Indicator. The small square representing the Writing window will become attached to the pointer. Move the square to the portion of the page you wish to view and click. That section will appear in the Writing Window.

NOTE: The Page Indicator also displays the current page number.

Move Forward or Backward One Page

To move the Writing Window forward or backward one page, select either **next page** or **previous page** from the page menu.

Move to Any Page

To move the Writing Window to any particular page within your document, select **goto page** from the page menu. Enter the page number in the dialog box that appears and press **RETURN**.

Editing the Document

Insert Text

Inserting text into your document is similar to entering text: simply point to where you want to add text and click once to position the text cursor at that spot. Now you may begin typing on the keyboard.

Insert Text into a Multi-Page Document

It is important to realize that when you insert text into a multi-page document the pages following the text you have inserted may also be affected. When you move off this page, or close the document the

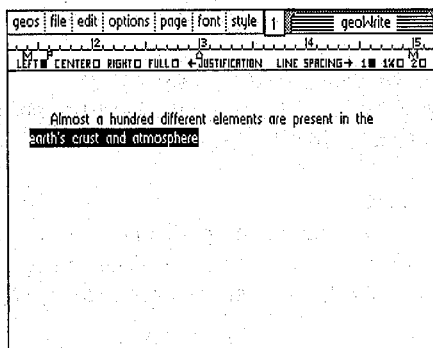
program will update the following pages. You can minimize the amount of additional page reformatting by inserting page breaks at the appropriate places — e.g., the end of sections or chapters.

Delete Text

To delete text, point the text cursor at a point immediately after the character or word you want to delete. This positions the text cursor. Now simply press the **INST/DEL** key to delete the text. To remove larger sections of text, you must first use the "select feature," which is described in the next paragraph.

Select Text to Move, Copy, Delete, or Change Formats

To work with several characters, words, sentences, or paragraphs at a time, you must first highlight (i.e., put in reverse video) this text. Point to the first character of the text. While holding the input device button down move the cursor to the last character, then release the button. The text will be highlighted as you go along. Single words can be selected by pointing at the word and double-clicking. The entire page can be selected by clicking on select page from the options menu.



Options Involving Selected Text

You may perform several different operations on a selected block of text:

To replace selected text:

After you have highlighted the text, simply enter the new text on the keyboard. The highlighted text will disappear and the new text will be inserted.

To delete selected text:

After you have highlighted the text, simply press the **INST/DEL** key once.

To change the font (typeface) or style of selected text:

After you have highlighted the text, select the desired font and size from the **font** menu. If you wish to change the style, highlight the text and select a style from the **style** menu.

NOTE: See "Using Different Fonts and Styles" on page 2-15 for details.

To change the formatting of selected text:

Highlight the text to be reformatted, then use the **Ruler** to change the formatting.

NOTE: See "Formatting," page 2-12, for details.

To cut or copy selected text:

Highlight the text to be moved or copied, then use the **edit** commands to move or copy it to a new location. See the paragraph below for details.

Move or Copy Text

Highlight the text to be moved or copied. Select **cut** (to move) or **copy** from the **edit** menu. Position the cursor at the new location. Select **paste** from the **edit** menu. The text will be moved or copied to that location.

When you select **cut** from the **edit** menu, geoWrite places the selected text into the Text Scrap. The **copy** command also places the selected text into the Text Scrap, but will not remove it from the document. When you select **text** from the **paste** sub-menu, geoWrite copies the current contents of the Text Scrap — in this case, the text you have just selected — to the new location. Since the Text Scrap contents remain as is until you cut or copy other text, you can use **paste** to insert a piece of text as often as you need.

Formatting

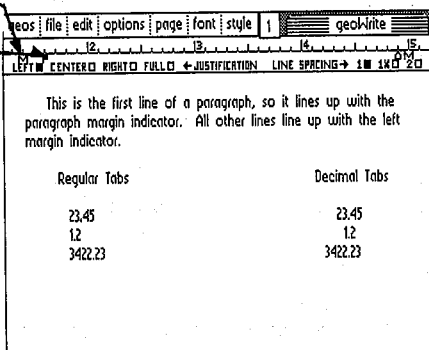
To change the formatting of existing text, you must first select (highlight) it. If necessary, refer to "Select Text to Move, Copy, Delete, or Change Formats" on page 2-10.

The Ruler

Using the Ruler you can change the margins, tab positions, justification and line spacing of the current paragraph (or of several paragraphs if they are selected). As shown below, the ruler appears across the top of the screen:

Paragraph Margin Indicator

Tab Marker



NOTE: There are several indicators displayed on the Ruler. If any two of them are located at the same spot, they overlap. This can sometimes be confusing. If you are having trouble finding a particular marker, it may be overlapped by another.

Set Left and Right Margins

On the left and right sides of the Ruler, you will find two margin markers, which resemble the letter M. These two markers define the left and right margins for your text. To change the position of one of these markers, click on it once, drag it along the Ruler, and click again to drop it.

Set Paragraph Margin

On the left side of the Ruler you will find a paragraph margin marker, which resembles the letter P. This marker sets where the first line of each paragraph should start. To change the position of this marker, click on it once, drag it along the Ruler, and click again to drop it.

For example, setting the paragraph ("P") marker to the right of the left margin ("M") marker has just indented this paragraph.

If you move the P to the left of the left margin marker, you will create a hanging indent, as in this paragraph. This method is also handy for creating indented lists of numbered items:

- 1: Move the left M to a point to the right of the P. For example, move the P to position 1, then move the M to position 1.5. Click on the tab marker and place it at position 1.5, on top of the M. Click again to deposit it. (If needed, see "Set Tab Stops," below.)
- 2: Go back to the text, click to position the cursor at position 1, and begin to enter your numbered list: type "1", press **CONTROL I**, then type the text for item 1. As you type the text, it formats to align with position 1.5, as in this example. When you press **RETURN**, the formatting stops and the cursor goes to position 1 on the next line so that you can enter item 2 on your list.

Set Tab Stops

geoWrite allows you to set up to eight separate tab stop positions on each page. For each tab stop position there is a corresponding tab marker on the Ruler. To set a tab, point to a spot on the Ruler and click once. To change a tab's position, click on it once, drag it along the Ruler, and click again to drop it. To remove a tab, drag it up to the top half of the Ruler and click.

Set Decimal Tab Stops

In addition to normal tab stops, geoWrite has a special type of tab stop that is used to align the decimal point of a column of numbers. The part of the number before the decimal point is printed to the left of the decimal tab; the decimal point and the part of the number after the decimal point are printed to the right of the decimal tab. Decimal tab stops have a solid marker, as opposed to the outline marker used for regular tabs. To make a regular tab into a decimal tab, click on it once (to pick it up), press the space bar, (to change it to a decimal tab) and click again (to set it down). To set it back again, click on it again.

Set Justification

Justification refers to the layout of each line. geoWrite gives you four justification options: **left**, **center**, **right**, and **full**. **Left justification** causes each line to line up on the left side (this paragraph is left justified). **Center justification** centers each line between the left margin (or paragraph margin) and the right margin. **Right justification** causes each line to line up on the right side. **Full justification** causes each line to line up on both the left and right sides. To set the justification, click on one of the justification buttons on the ruler.

Set Line Spacing

geoWrite gives you three options for line spacing: **single spacing**, **one and a half spacing** and **double spacing**. To set the line spacing, click on one of the line spacing buttons on the ruler.

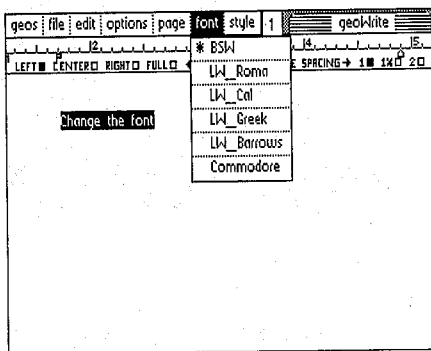
Using Different Fonts and Styles

Choose a Font

You may choose a font (type face) and point size at any time in geoWrite. Simply select the desired font and point size from the font menu and begin typing.

Change the Font of Selected Text

Once you have selected a portion of text (as described in "Select Text to Move, Copy, Delete, or Change Formats," page 2-10), you may choose a new font for it from the font menu. Just pull down this menu and select one of the fonts listed in the menu, then select a point size from the sub-menu.



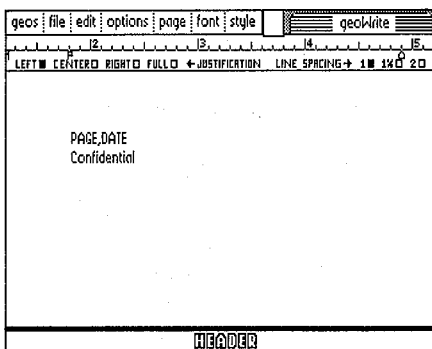
NOTE: If you wish to change only a point size, you must first reselect the current font.

Change the Style of Selected Text

You may also change the style of the text you have selected. First pull down the style menu to reveal the styles available, such as **boldface** and underline. You can select one or more of these styles. Click on one of the style names to enable it. To disable a style change, simply click on the style option again.

Using Headers and Footers

geoWrite allows you to create a section of text (and/or graphics) to be placed at the top of each page (a **header**) or at the bottom of each page (a **footer**).



Create a Header

To create a header, select **open header** from the **options** menu. A new screen will appear, with the word **HEADER** at the bottom of the screen. Now type in the text for the header. You can use fonts, styles, rulers, and pictures just as in the text of your document. When you are finished entering the header, select **close header** from the **options** menu (**open header** changes to **close header** when the header is opened).

NOTE: When you return to your document, the header is invisible on the screen.

Create a Footer

To create a footer, select **open footer** from the **options** menu. The word **FOOTER** will appear at the bottom of the screen. Now type in the text for the footer. You can use fonts, styles, rulers, and pictures just as in the text of your document. When you are finished entering the footer, select **close footer** from the **options** menu (**open footer** changes to **close footer** when the footer is opened).

NOTE: When you return to your document, the footer is invisible on the screen.

Change or Delete a Header or Footer

Select **open header** or **open footer** from the **options** menu. When the header or footer appears on the screen, make any changes as needed, just as you would with the text of your document. To delete the header or footer, delete the contents from the header or footer screen. Return to your document by selecting **close header** or **close footer** from the **options** menu.

Put the Page Number into the Header or Footer

To put the page number into the header or footer, type the word **PAGE** (all in capital letters) into the header or footer. The word **PAGE** will be replaced with the current page number when the document is printed.

Put the Date into the Header or Footer

To put the current date into the header or footer, type the word **DATE** (all in capital letters) into the header or footer. The word **DATE** will be replaced with the current date (as it is set in the preference manager) when the document is printed.

Put the Time into the Header or Footer

To put the current time into the header or footer, type the word **TIME** (all in capital letters) into the header or footer. The word **TIME** will be replaced with the current time (as set in the preference manager) when the document is printed.

When to Create the Header or Footer

When the length of the header or footer is changed, the amount of the page remaining for the main body of the document changes. Because of this, geoWrite must reformat your entire document when the header or footer changes. Since this can take a while on a large document, it is best to set up the header and footer (if you are going to use one) before typing a large document.

Use a Title Page

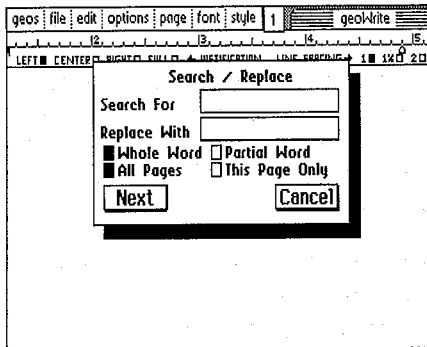
It is often useful not to have the header and footer appear on the first page of a document. To do this, choose **title page** from the **page** menu.

Set the First Page Number for the Document

The **set first page** item in the **page** menu allows you to set the first page number for the document. This lets you to break up a very large project, such as a book, into several smaller files each containing, perhaps, one chapter. Correct page numbers can be maintained throughout a large project by using the **set first page option**.

Using Search For and Replace Text

geoWrite allows you to search for words or phrases and to replace these with other words or phrases. To do this, select **search** from the **options** menu.



Search for a Word

The cursor, a blinking |, will appear in the **Search For** box. Type in the word you want to search for and press **RETURN**, or select **Next**. The **Search For** box will disappear, and you will be returned to your document. geoWrite will find the next occurrence of the word and highlight it for you. To replace this word with a new word, simply type in the new word. To find subsequent occurrences of the word, select **find next** from the **options** menu.

Replace One Word With Another Word

To use this feature, select search from the options menu, then:

- 1: Type in the word or phrase you want to search for in the **Search For** box.
- 2: Move the pointer to the **Replace With** box and click to select it. Type the replacement word or phrase.
- 3: Select whether you wish the search/replace to cover the whole or partial word, or all of the current page. (If needed, see below for details.)
- 4: Select **Next** to decide on each change individually, or select **All** to replace every occurrence of the **Search For** word with the **Replace With** word.
- 5: After you select **Next** or **All** you will be returned to your document. If you selected **Next**, you may select **change**, then **find** from the **options** menu to replace this selected word, or select **find next** from the **options** menu to leave this word unchanged and find the next occurrence of the **Search For** word.

NOTE: The words you have replaced will not change on the screen until you **close** or **update** the file, or have reached the end of the page.


Whole Word vs. Partial Word Search

Clicking on the **Whole Word** button causes geoWrite to look only at complete words while doing a search. For example, searching for **the** would not match with **there**. Clicking on the **Partial Word** button causes geoWrite to find any match, regardless of word boundaries. geoWrite starts in the **Whole Word** mode.

All Pages vs. This Page Only Search





Clicking on the **All Pages** button causes geoWrite to search through every page of your document for a match. Clicking on the **This Page Only** box causes geoWrite to search through the current page only. Since geoWrite must load each page from the disk, the **This Page Only** mode avoids slow searches when editing large documents. geoWrite starts in the **All Pages** mode.

Keyboard Shortcuts







Keyboard Shortcuts allow you to select frequently used menu and ruler items directly from the keyboard. Shortcuts are selected by holding down the Commodore key, , and pressing the particular key for the shortcut desired. The shortcuts for menu items are listed below:

To use the feature: Press  and:





Edit Menu

cut	
copy	
paste (text)	
paste (picture)	








Options Menu

search	
find next	
change, then find	
open header	
open footer	
select page	








Page Menu

previous page	
next page	
goto page	
page break	

Style Menu

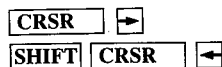
plain text	
bold	
italic	
outline	
underline	
superscript	
subscript	

In the Ruler

left justify	
center justify	
right justify	
full justify	
single space	
one and a half space	
double space	

For Moving Text Cursor

right one character
left one character

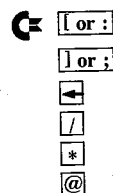


down one line
up one line



Additional Characters

{
}
|
_
~
,



Editing Tips

Let the Word-Wrap Work for You

Be sure to allow the word-wrap to occur for new lines, and only press **RETURN** at paragraph boundaries. This will make reformatting much easier since the software will fill out paragraphs to match the margin boundaries.

Use Page Breaks in Large Documents

geoWrite documents can grow up to 62 pages — assuming enough disk space is available. In large documents, you should insert page breaks wherever appropriate. This will maximize the performance of geoWrite. If, however, you have a large document with no page breaks and you insert a character on the first page, it might push the last character on the first page down to the second page, and so on, causing a ripple down effect that may involve every subsequent page of your document. By inserting a page break, the software only has to ripple the changes down to the next page break.

Update the Document as You Work

After entering a considerable amount of text on a page, you should select **update** from the **file** menu. This will write (save), your current changes to the disk and protect against losing this data. After selecting **update**, the cursor will return to the exact place where you left off in your document.

Recover a Document from the Disk

If you accidentally delete a large section of text from a page, or wish to undo all of your recent editing changes, select **recover** from the **file** menu. This recovers the last saved version of the current page.

Using Graphics from geoPaint

geoWrite allows you to mix geoPaint graphic images with your text. First, read "Pasting the Photo Scrap into a geoWrite Document," page 4-20 of your GEOS User's Manual, to learn how to copy an image into the Photo Scrap. (See also "Using Graphics from geoPaint," page 5-15, of your GEOS User's Manual.) In geoWrite, place the text cursor where you would like the image to begin, and select **paste** from the **edit** menu. Another sub menu will appear. Select **picture**. This will place the picture onto the page, centered left-to-right.

Show and Hide Pictures

Whenever geoWrite displays a page containing a picture, the pixel-by-pixel image data for the picture must be loaded from the disk. Since this will slow geoWrite slightly, you may want to select **hide pictures** from the **options** menu. This will prevent the pictures from appearing in the Writing Window. Space for each picture will still be reserved in the document, and the pictures will be printed when **print** is selected. To show pictures in the Writing Window, select **show pictures** from the **options** menu.

Use the Photo Album

When you select **paste** and then **picture** from the **edit** menu, the current contents of the Photo Scrap file are used. If you have several pictures or charts you wish to create in geoPaint and later paste into geoWrite documents, you will probably want to use the photo manager desk accessory. Selecting the **photo manager** gives you access to any of the graphic images stored in the Photo Albums on the disk; you can then cut, or copy any of the images from the Photo Albums into the geoWrite document. For more details see the "The Photo Manager" on page 6-8 of your GEOS User's Manual.

Using Text from Other Documents

In order for text from one geoWrite document to be inserted into another, the text must first be cut or copied into the Text Scrap (see "Select Text to Move, Copy, Delete, or Format," page 2-10). After you have done this, open the second document and position the Text Cursor where you want the text to begin. Select **paste** and then **text** from the **edit** menu. geoWrite will insert the text into the page.

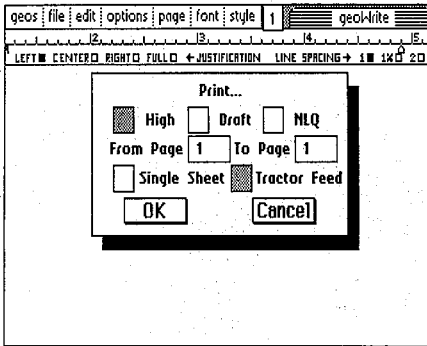
Use the Text Album

The Text Scrap file, used to paste text into a document, only holds one section of text at a time. If you have several text sections that you wish to copy from one geoWrite application to another, you will probably want to use the **text manager** desk accessory. The text manager will let you collect several text "clippings" into a **Text Album**. A text album can be opened, using the text manager desk accessory, while you are working on a geoWrite document, allowing you to cut, or copy text from the Text Albums into the geoWrite document. For more details, see "The Text Manager" on page 6-15 of your GEOS User's Manual.

Printing Your Document

In order for your document to be printed, the correct **Printer Driver** must first be selected, and its file must be on the disk with geoWrite. If you have not already done so, return to the deskTop and select the correct printer driver. (See "Choosing a Printer Driver & Printer," page 2-24, and "Printer Interfaces," page 2-31, of your GEOS User's Manual).

With the correct Printer Driver selected, turn on the printer and align the top of the form. Select **print** from the file menu to print your document. A dialog box will appear. This will allow you to set up how the file is to be printed. Make all the desired changes and select **OK** to print.



High Quality Mode

Click on the **High** button to choose the High Quality mode. This mode produces all of the fonts and styles shown on the screen in the same format as they appear on the screen. This is the "default" and recommended mode for geoWrite output.

Draft Quality Mode

Click on the **Draft** button to choose the Draft Quality mode. This mode **does not** produce different fonts and styles and does *not* produce the same formatting as that which appears on the screen. Draft Quality will print, **however**, much faster than High Quality mode. Use this mode to get quick **rough** drafts of your document. Pictures or graphics cannot be printed in this mode.

Draft Quality mode does not work with some early versions of the printer driver files. Be sure to use the version 2.1 printer driver files supplied on the back side of the Writer's Workshop disk for draft quality printing.

NLQ Mode

Click on the **NLQ** button to choose the Near Letter Quality mode. This mode does *not* produce different fonts and styles but *does* produce the same formatting that appears on the screen. This mode can be used with letter quality printers. To use this mode, all text **must** be in the Commodore 10 font. This font is supplied on the geoWrite Workshop disk. Pictures or graphics cannot be printed in this mode.

A few printers have different page lengths for NLQ printing than for graphics (high quality) printing. Selecting **NLQ spacing** from the **page** menu causes the NLQ page length to be used. Use this option *only* for printing in the NLQ mode.

NLQ mode does not work with the early versions of the printer driver files. Be sure to use the version 2.1 printer driver files supplied on the back side of the geoWrite Workshop disk for NLQ printing.

Select the Page Range to be Printed

Clicking on the **From Page** and the **To Page** buttons allows you to specify which pages of the document to print. For example, to print pages four and five only, click on the **From Page** button and type **4** into the box; click on the **To Page** and type **5** into the box.

Single Sheet vs. Tractor Feed

Clicking on on the **Single Sheet** button causes geoWrite to put up a dialog box between the printing of each page. This allows you to insert a new sheet of paper for each page. Clicking on the **Tractor Feed** button causes geoWrite to print without pausing. geoWrite starts in the **Tractor Feed** mode.

NOTE: Printers vary as to the amount of the printed page on which they can clearly print. For this reason, geoWrite will produce slightly longer pages on some printers than on others. When geoWrite opens a file that was created on a printer with a different page length, geoWrite reformats the file. This reformatting can take a considerable amount of time.

Leaving geoWrite

You must close the document you are working with before leaving geoWrite. Note that leaving a document automatically updates its contents to disk.

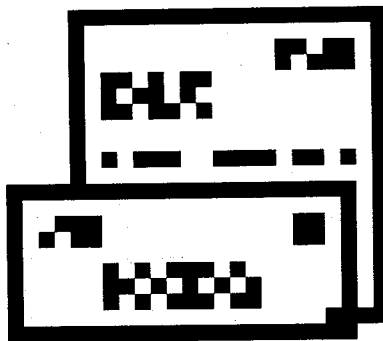
To exit and go to another geoWrite document:

Select **close** from the **file** menu. A dialog box will appear; select one of the three options presented: **Create new document**, **Open existing document**, or **Quit to deskTop**.

To exit directly to the deskTop:

Select **quit** from the **file** menu.

Chapter 3: geoMerge



This chapter describes geoMerge, a GEOS based application that lets you produce multiple copies of a document, where each document can have unique names, addresses, or other data that you define. You can either type in the data yourself, or bring it in from another GEOS program such as geoDex, geoFile, or geoWrite.

This chapter contains a tutorial on geoMerge. In addition you will learn how to:

- Create a Merge Form Document.
- Use <<IF...>> and <<IF...>>...<<ELSE>> statements in your Merge Forms.
- Create a Merge Data file with geoWrite.
- Use a Merge Data file with a Merge Form Document file.
- Print your geoMerge documents.

How geoMerge Works

Essentially, you will use two geoWrite documents: a **merge form document** and a **merge data file**. (The merge data file can also be a geoDex or geoFile document.) The merge form document contains the text of the document you wish to duplicate; in the places where you wish to have unique information (such as names) you will insert special commands which you will learn about in the following tutorial. The merge data file contains a listing of all the unique information you need, such as names, addresses, or special pieces of text.

Once you have created the merge form document and the merge data file, use geoMerge to feed the unique information you listed in the merge data file into the places in the merge form document where you instructed it to go. geoMerge will create multiple copies of the merge form document, each with individualized data.

geoMerge provides you with the option of using both the merge form document and the merge data file to create your individualized documents, or you can use the merge form document only, and enter the data manually. In the following tutorial, you will enter the data manually.

Entering geoMerge

You can enter geoMerge by opening it from the deskTop (as described in the GEOS Manual). But first you must create a "form" document, which is described in the section below.

Using geoMerge: a Quick Tutorial

This tutorial is designed to help you quickly learn the basics of the geoMerge application program. Later sections in this chapter will explain and generalize the procedures outlined in the tutorial.

For now, follow the steps in the tutorial exactly; type in all characters as they appear when directed to do so. Soon you will be creating your own customized merge forms.

A. Create a Merge Form Document

To enter and practice with geoMerge, you must first create a merge form document. To do this:

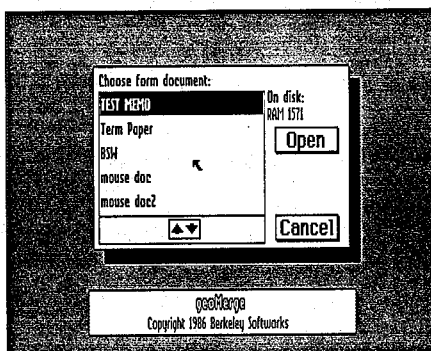
- 1: Open the geoWrite application from the deskTop by double-clicking on its icon.
- 2: Create a document called **test memo**.

- <<firstName>>, meet me at 2PM in the stairwell. Mike.

After typing in the form above, check it for accuracy. Then:

- ## B. Open geoMerge and Select a Merge Form Document

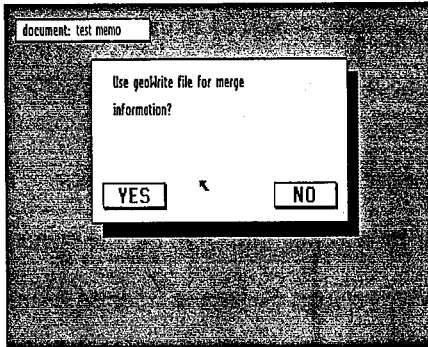
- 1: Open geoMerge from the deskTop by double-clicking on its icon. A dialog box will appear asking you to choose a form document.



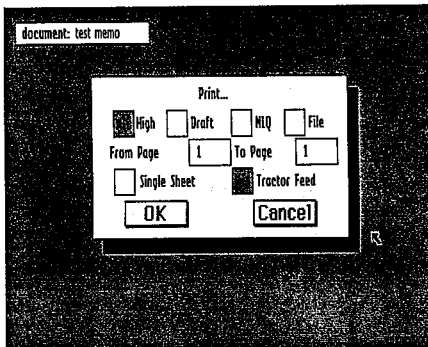
- 2: Click on **test memo**.
- 3: Now click on the **OPEN** icon to select this file as your merge form document. (Clicking on the **Cancel** icon returns you to the desktop.)

C. Type in Merge Data Manually

Once **test memo** has been selected, the program will ask you if the merge data will come from a geoWrite file (i.e., a merge data file).

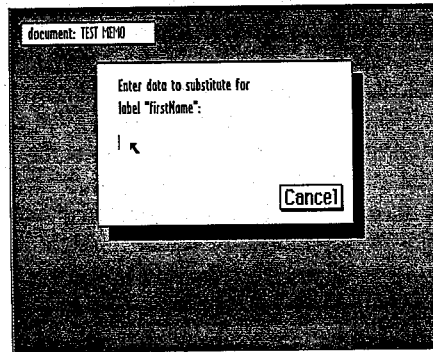


- 1: Click on the **NO** icon (you will be entering data manually). Another dialog box will appear asking you to choose print options:



- 2: Click on the **OK** icon. (An explanation of Print Options for use with geoMerge can be found at the end of this chapter.)

Since you are typing in the merge data manually, the program will now start asking you to supply data each time it encounters a label in the merge form document. In this example, when geoMerge encounters <<firstName>> the following dialog box will appear:



- 3: Type in the name that will be substituted for the label <<firstName>>. You can type in any name. For this example, type in the name Nancy.
- 4: Press **RETURN**.

D. Print Your Document

Once geoMerge has asked for, and you have typed in all of the proper replacements, your printout will be of the form document **test memo** with all of the substitutions made for the labels, provided that:

- your printer is turned on
- it is hooked up correctly
- you have the correct printer driver selected

While geoMerge prints, you will see a **Cancel** icon on the screen. Click on this icon if you wish to stop printing for any reason.

If you have gone through all of the above steps correctly your printout should look like this:

Nancy, meet me at 2PM in the stairwell. Mike.

E. Do Another Merge

When geoMerge has printed the document (or you have canceled the printing process), you will be asked if you wish to do another merge.

If you click on the **YES** icon, the program will again ask you to supply a substitution for the label "firstName". You can then type in a different name and geoMerge will print another document with the new name in place of the <<firstName>> label. Try this with the merge form document that you have created in this tutorial. Type in a different "firstName", press **RETURN** and see what is now printed out.

When you have made as many stairwell invitations as you wish to make, go on to the next paragraph.

F. Quit

If you click on the **NO** icon, you will return to the initial file dialog box, where you can:

- load and print a different merge form, or
- exit the geoMerge program and return to the deskTop.

NOTE: If you are using a two disk drive system you may click on the **Drive** icon to look at a list of the files that are on the diskette that is in the other disk drive. If the file you want is on a different diskette than the one that is currently in the other disk drive, click on the **Disk** icon. (The **Disk** icon appears after you have click on the **Drive** icon.) Now put the correct diskette into the disk drive when you are asked to do so by the dialog box that appears.

Remember that the geoMerge program will not allow you to exchange diskettes in the disk drive that the geoMerge program was originally started or run from.

Merge Form Documents

This section will explain how you can make merge form documents.

Labels

Any geoWrite document can be used as a merge form document. Wherever you want a word, or group of words to vary from printing to printing, add a label with a suitable name. The format for a label is as follows:

<<labelName>>

The <<...>> symbols indicate to the program that this is a label, and "labelName" represents any name that you choose to be the name for that particular label.

The label name cannot contain more than 20 characters, and there cannot be any formatting, such as font changes, within the label name itself. However, you can set the *whole* label, including the brackets, in boldface (or any other style), if you wish the data to appear bold.

In addition, you may not use spaces within a label name. In other words, you may not use **last name** as a label name. Use **lastname** instead.

Any one label name can be repeated as often as you wish throughout the merge form document; geoMerge will ask you only once to supply the data to be substituted for the label in your printout, and will then use that data each time that the label appears in your merge form document.

<<IF...>> Statements

In addition to replacing labels with data, you may wish to have words or groups of words included, or not included, depending on some "key text" contained in a label. For example, if you are writing cover letters to prospective employers, you may want to include a specific portion of text if you have previously spoken with them before, and exclude the text if you have not. This can be done with an <<IF...>> statement.

The format for an IF statement is as follows:

```
<<IF labelName = "key text">>text<<ENDIF>>
```

What this means is, "If the data typed in for labelName is exactly equal to *key text*, then leave *text* in the printout; otherwise leave *text* out of the printout.

NOTE: The quote marks ("...") in the example above are a necessary part of the <<IF...>> statement. They indicate that what is contained inside of them is *key text*.

IMPORTANT: Let's say that you want geoMerge to search for a key text that has quote marks in it such as:

Joe said "hello" to me.

You will need to type a double set of quote marks both before and after the text that is inside of the quote marks when you type your <<IF...>> statement. In the example above you would type:

```
<<IF greeting = "Joe said,""hello"" to me.">>"Hi Joe!"<<ENDIF>>
```

in order to search for data in the label **greeting** which is equal to:

Joe said "hello" to me.

and then to print the statement:

"Hi Joe!"

NOTE: The <<ENDIF>> label tells the program that this is the end of this particular <<IF...>> statement. After an <<ENDIF>> label you could start a new <<IF...>> statement if you want.

Example:

If you have the following merge form document:

Dear <<interviewer>>:

```
<<IF talkedAlready = "true">> I enjoyed speaking with you on <<date>>.
<<ENDIF>> I look forward to interviewing with your company in the future.
```

And when asked to supply data, you type in:

```
Mr. Tibbs for <<interviewer>>
false      for <<talkedAlready>>
June 9th   for <<date>>
```

geoMerge will print the following:

Dear Mr. Tibbs:

I look forward to interviewing with your company
in the future.

If you type in *true* instead of *false* when you are asked to supply data for the label <<talkedAlready>>, your printout will look like this:

Dear Mr. Tibbs:

I enjoyed speaking with you on June 9th. I look forward to interviewing with your company in the future.

<<IF...>>...<<ELSE>> Statements

You may also want to print one portion of text if a label is the same as the key text, and a different portion if it is not. This can be accomplished with an <<IF...>>...<<ELSE>> statement.

The <<IF...>>...<<ELSE>> statement has the following format:

```
<<IF labelName = "key text">>text1<<ELSE>>text2<<ENDIF>>
```

What this means is, "If the data that you type in for labelName is exactly the same as the key text, then print the text (text 1) that immediately follows the <<IF...>>"key text">> statement. If it does not exactly equal the key text, then print the text (text 2) that follows the <<ELSE>> statement.

NOTE: Again, the <<ENDIF>> statement indicates the end of the <<IF...>> statement, or in this case the <<IF...>><<ELSE>> statement.

Example:

If your form contains:

Dear <<interviewer>>:

```
<<IF talkedAlready = "true">> I enjoyed speaking with you  
<<date>>.
```

<<ELSE>> I have heard great things about the salaries you offer.
<<ENDIF>> I look forward to interviewing with your company in the future.

And when you are asked to supply the data to be used you type in:

Mr. Tibbs for <<interviewer>>
false for <<talkedAlready>>
June 9th for <<date>>

geoMerge will print the following:

Dear Mr. Tibbs:

I have heard great things about the salaries you offer. I look forward to interviewing with your company in the future.

If you type in *true* instead of *false* when you are asked to supply data for the label <<talkedAlready>>, your printout will look like this:

Dear Mr. Tibbs:

I enjoyed speaking with you on June 9th. I look forward to interviewing with your company in the future.

NOTE: An <<IF...>> or <<IF...>>...<<ELSE>> statement cannot start on one page of a geoWrite document and end on a following page. Also, these statements cannot be "nested"; that is, an <<IF...>> or <<IF...>>...<<ELSE>> statement could not have appeared in either text 1 or text 2 in the previous examples. However, labels could appear within text 1 or 2.

Merge Data Files

Manually typing in the data to be substituted for each label is not the only way to merge data with a merge form document. The data can also come from a "merge data file."

Merge data files are simply geoWrite documents. These files can be created with geoWrite, or with other products from Berkeley Softworks, such as geoDex, geoFile, or geoCalc.

Create a Merge Data File with geoWrite

A merge data file is composed of one **label record** followed by one or more **data records**.

Label Records

A merge data file begins with the **label record**. This is a list of all of the labels to be "substituted for" in the merge form document. Each label must appear on a line by itself. For example, the label record for a form letter might be:

```
firstName  
lastName  
address  
city  
state  
zipCode  
talkedAlready  
*
```

(page break inserted here by the program)

The asterisk at the end of the label list indicates the end of the label record. The program will also automatically insert a page break after this first asterisk.

IMPORTANT: There is only one label record in a merge data file, and it must always be the first record.

Data Records

The next line after the asterisk is the first line of the first **data record**, which lists the actual data you want substituted for the labels in your merge form document. Each data entry in the data record is separated by a

RETURN . A data record might be:

```
Molly  
Thrush  
2424 Mockingbird Lane  
Birdville  
VA  
22203  
true  
*
```

NOTE: A data entry may be up to 200 characters long, and may include several lines of text, *so long as* the **RETURN** key is not pressed within the data entry. For long data entries let the word-wrap create new lines.

IMPORTANT: Each data record must have corresponding data entries, or blank lines, for every line in the label record. In other words, each record following the first must have the same number of lines in it as has the first record.

Whatever characters appear in the first **data** entry in your data file will be substituted for the first **label** in the label record wherever that label appears in your merge form when you make a printout. The second **data** entry, which follows immediately after the first entry in your data file, is substituted for the second **label** entry in the label record wherever that label appears in your merge form, and so on, in a similar fashion for all of the labels in the label record.

A blank line (a **RETURN** on a line by itself), in the data record tells the merge program to substitute a blank for the corresponding label in the label record wherever that label appears in your merge form. In other words, *each data record must have corresponding data entries, or blank lines, for every line in the label record.*

An asterisk on a line by itself indicates the end of the data record. The line following the asterisk is the first line of the *next* data record in your data file. Your data file may contain as many data records as you like.

IMPORTANT: The last data record in your merge data file *must* be followed by an asterisk *and* a **RETURN** before you close and save the merge data file (a geoWrite document) on your diskette.

Labels in geoMerge may be up to 20 characters in length. Labels can contain alphanumeric characters only (letters and numbers), and *no* spaces.

Data entries may be up to 200 characters in length. Data entries may contain any type of character (alphanumeric and non-alphanumeric), and may also contain spaces.

Sample geoMerge Documents

The following sample files and the printout examples demonstrate using a merge data file with a merge form document file.

Form Letter for Use with geoMerge

Merge Form Document:

```
<<firstName>> <<lastName>>  
<<address>>  
<<city>>, <<state>> <<zipCode>>
```

Dear <<firstName>>,

<<IF metThurs = "true">>It was a pleasure meeting with you last Thursday.

<<ENDIF>>Thanks for the check.

Merge Data File:

firstName
lastName
address
city
state
zipCode
metThurs
*

(page break inserted here by the program)

John
Smith
1234 Main Street
Any Town
PA
19152
true
*
Carl
Greenskeeper
141 Country Club Drive
Chicago
IL
60610
false
*

Printouts

First Document:

John Smith
1234 Main Street
Any Town, PA 19152

Dear John,

It was a pleasure meeting with you last Thursday.

Thanks for the check.

Second Document:

Carl Greenskeeper
141 Country Club Drive
Chicago, IL 60610

Dear Carl,

Thanks for the check.

geoMerge Printing Options

Select either **high**, **draft**, or **NLQ** printing mode depending on the format that you want to use. A fourth mode, **File Output Mode**, allows you to direct your document to a geoWrite document first, or to geoLaser.

High Quality Mode

Click on the **high** button to choose the High Quality mode.

This is the "default" and recommended mode for geoWrite (geoMerge) output. High Quality mode produces all of the fonts and styles in the same format as they appear to you on the screen.

Draft Quality Mode

Click on the **Draft** button to choose Draft Quality mode.

This mode does *not* produce different fonts and styles and will *not* produce the same formatting as that which appears on the screen. The draft quality will, however, print much faster than the high quality mode. Use this mode to get quick, rough drafts of your document. Pictures or graphics *cannot* be printed in this mode.

NOTE: Draft Quality mode does not work with some early versions of the printer driver files. Be sure to use the version 2.1 printer driver files supplied on the back side (the side without the disk label), of your geoWrite Workshop 128 diskette for draft quality printing. Copy the file that you need onto the same disk and side that contains your geoMerge application.

NLQ Mode

Click on the **NLQ** button to choose Near Letter Quality mode.

This mode can be used with letter quality printers. This mode does *not* produce different fonts and styles but it *will* produce the same formatting that appears on the screen. Pictures or graphics *cannot* be printed in this mode.

To use this mode, all text *must* be in the Commodore 10 font. The Commodore 10 font is supplied on your Writer's Workshop diskette.

A few printers have different page lengths for NLQ printing than for high quality printing. Selecting the **NLQ spacing** menu item from the **page** sub-menu causes the NLQ page length to be used. The *only* time that you should use NLQ spacing, is when you print in the NLQ mode.

NOTE: NLQ mode does not work with the early versions of the printer driver files. Be sure to use the version 2.1 printer driver files supplied on the back side of the Writer's Workshop diskette for NLQ printing.

File Output Mode

Click on the **File** button to select **File Output Mode**.

Use this feature to have geoMerge send its output to a geoWrite file rather than directly to a printer. This feature allows you to add final touches to a merge file document, or use geoLaser to print your merge file document.

After you select this option, geoMerge will ask you for a filename. Enter the new filename and press **RETURN**. When creating multiple output files, geoMerge will assign a number to the name of the document (e.g., "DocumentName1," "DocumentName2," etc.)

NOTE: Before you use this feature, be sure you have enough room on the disk on which you plan to store the output files.

The **From Page** and **To Page** boxes allow you to print a part of the file. Normally the entire file is printed. To change the pages that are printed out, click inside either of the boxes and enter a new value.

The **Single Sheet** and **Tractor Feed** buttons allow you to print with regular continuous printer paper, or with single sheets fed in one at a time. geoMerge will stop after printing each page if **Single Sheet** is selected so that you can insert a new sheet. Click on the **OK** icon in the dialog box that appears when you are ready to print the next sheet.

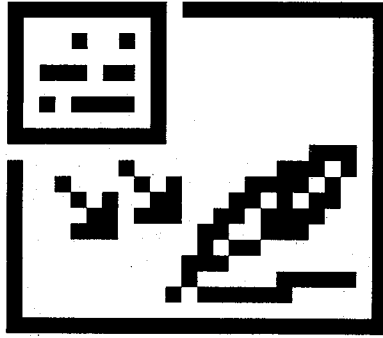
Merging Your Documents

Use the following steps to merge your form document with a data file:

- 1: Create a merge form document.
- 2: Create a merge data file.
- 3: Go to the deskTop and double-click the **geoMerge** icon.
- 4: A dialog box will appear telling you to select a form document. Click on the desired form document and then click **Open** to select it.
- 5: Another dialog box will ask you "Use geoWrite file for merge information?" Click **YES**.

- 6: The next dialog box will ask you to "Choose merge data file." Click on the desired file and select **Open**.
- 7: The print options dialog box will appear. Make the necessary choices and click **OK** when finished. geoMerge will merge your selected documents, and in a moment your merged documents will be printed.
- 8: After your documents are printed, you will be returned to the "Choose form document" dialog box (see Step 4). Either do another merge, or select **Cancel** to return to the deskTop.

Chapter 4: Text Grabber

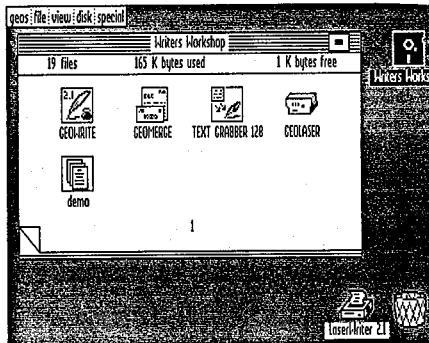


The **GEOS Text Grabber** utility application expands the usefulness of geoWrite. With it, you can take a file that was created with any of the supported Commodore word processors and convert it into a geoWrite data file. The formatting directions from the original word processor will be preserved when converting to geoWrite format (i.e., margins, justification, etc.). If you own a word processor that is not supported, the file can still be converted to a geoWrite document, but the formatting information will be lost.

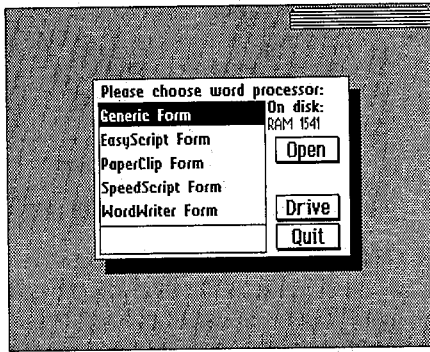
This chapter explains how to use the Text Grabber.

Entering Text Grabber

First, open the Text Grabber file from the deskTop by double-clicking on its icon.



The deskTop will clear and the "Choose word processor" dialog box will appear:



This dialog box displays the word processor conversion programs that are on the disk.

NOTE: If the word processor from which you wish to convert data files is not listed, use the **Generic Form** file. This will simply read in all characters from the source data file, ignoring non-printable characters, and generate a geoWrite document. You will have to reformat the document in geoWrite.

Using Text Grabber

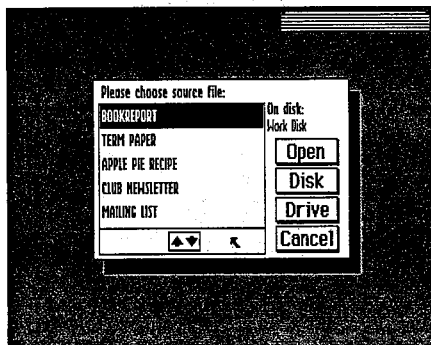
Select Word Processor

In order to use the Text Grabber, you will first need to select the correct word processor from the ones listed in the dialog box shown on the previous page. To do this, simply move the cursor over the name of the word processor from which you want to convert text, and click. That name will appear in reverse video to indicate that it has been selected. Now move the cursor over the word **Open** in the dialog box and click.

NOTE: To return to the deskTop click on **Quit** at the bottom of the "Please choose word processor" dialog box.

Select Source Filename

After you have selected **Open** from the "Choose word processor:" dialog box, another dialog box will appear listing all non-GEOS files that are on your disk. Use the scroll arrows to find the filename of the word processing document you wish to convert to geoWrite format. Move the pointer over the filename and click to select it.



NOTE: Be sure that the non-GEOS file that you select is a word processor file. A box will appear underneath the title bar containing the name of the word processor and the source filename for your information.

Using Two Disk Drives

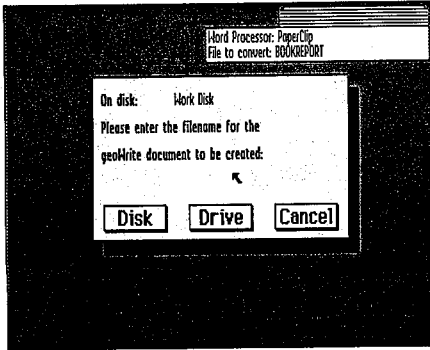
If you have installed two disk drives and would like to convert a document located on a disk in the other disk drive to a geoWrite data file, select **Drive** from the "Choose word processor:" dialog box. This will activate the other drive. Click on the word processor name that you want (it will appear in reverse video) and select **Open**.

NOTE: After selecting **Drive**, an additional button labeled **Disk** will appear in the "Please choose source file" dialog box.

If, after switching drives, you discover that the file you want to convert is not on the disk that is currently in the disk drive, you can click on the **Disk** button and insert the correct disk. The program will ask you to insert a new disk and click on **OK** to continue with your conversion.

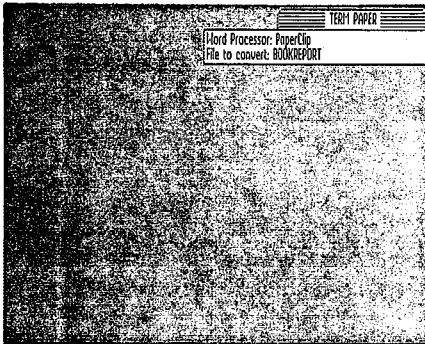
Enter geoWrite Filename

After you have selected a valid source file, and have clicked on **Open**, a dialog box will appear asking you to supply a name for the geoWrite file to be created, as it will appear in geoWrite.



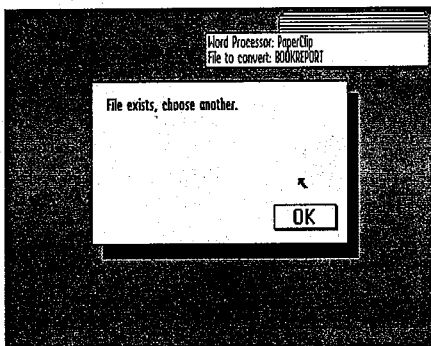
Type in the filename of the file to be created, as you wish it to appear in geoWrite. (Note: Do not enter a filename that already exists on the disk.)

Press **RETURN**. The screen will clear, and the disk drive will activate. After a moment the geoWrite filename will appear in the title bar, located in the upper righthand corner of the screen.



A dialog box will appear and ask you if you wish to have the converted text previewed on the screen. If you select **YES**, a dialog box will display your text as it is being converted. If you select **NO**, the screen will be empty until the conversion process is completed.

NOTE: If you have entered a filename that already exists on the disk, the following dialog box will appear:

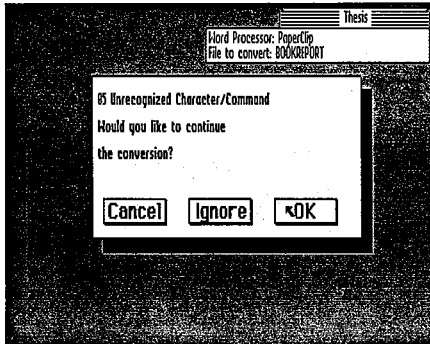


Click on **OK**. The screen will clear and return you to the "Please enter write filename:" dialog box (see above). Re-type the filename and press **RETURN**.

To return to the previous dialog box ("...source filename:", click on **Cancel**.

? Unrecognized Character

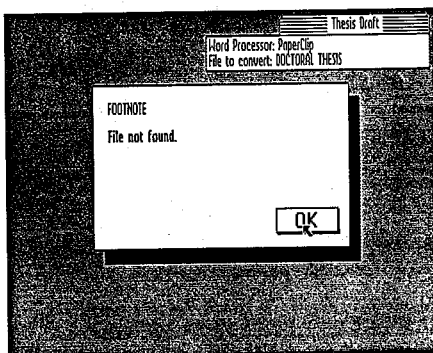
After pressing **RETURN** to begin to convert a file, the following dialog box may appear:



If you click on **Cancel**, you will halt the conversion and return to the "Choose word processor" dialog box. By clicking on **OK** you can continue to convert text, but Text Grabber will insert a ? into the geoWrite file text in the position of the unrecognized character, or command. (With each unrecognized character/command the above dialog box will appear.) When this dialog box appears, you should check the information box in the upper righthand corner of the screen to make sure that Text Grabber is using the proper word processor format information. If this occurs too frequently you may wish to select **Cancel** and use the Generic Form word processor conversion file. If you wish the conversion process to continue without having to answer a dialog box for each unrecognized character, select **Ignore**.

Files That Are "Linked"

In addition to the above dialog box, the following dialog box may appear during the conversion process:



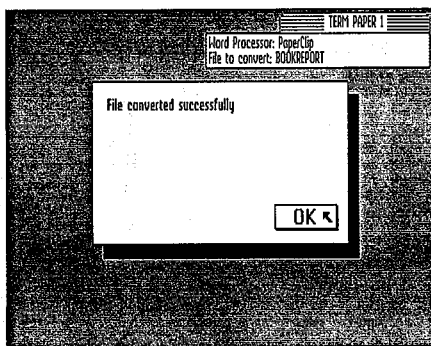
Text Grabber has run into a "link" command (a command attaching one file to another) in the file that you are trying to convert, and the program cannot find the "linked" file on your disk. Select **OK** to return to the "Please choose source file" dialog box. Choose a filename to be linked to the file being converted. If you select **Cancel** here, you will complete the conversion of the original file, but not of the "linked" file.

Disk Error

In the event a "Disk Error" message appears, repair the error if possible (e.g., formatting a disk if necessary). Afterwards, continue with the conversion process by selecting **OK**, or select **Cancel** to return to the deskTop. If you cannot repair the disk error, select **Cancel** to return to the deskTop.

Conversion Completed

If the conversion is successful, the following dialog box will appear:

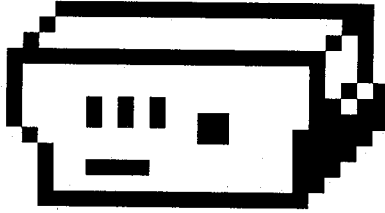


Select **OK** from the dialog box. This will return you to the "Choose word processor" dialog box. You can either repeat the procedure to convert another document, or click on **Quit** to return to the deskTop.

Leaving Text Grabber

To exit Text Grabber at any point, simply select **Cancel** from the current dialog box until you reach the "Choose word processor" dialog box. Once in this dialog box, click on **Quit** to return to the geoWrite Workshop deskTop.

Chapter 5: geoLaser



This chapter describes geoLaser, a powerful tool for producing near typeset quality output of geoWrite files using the Apple LaserWriter™ printer.

Laser Printing Service

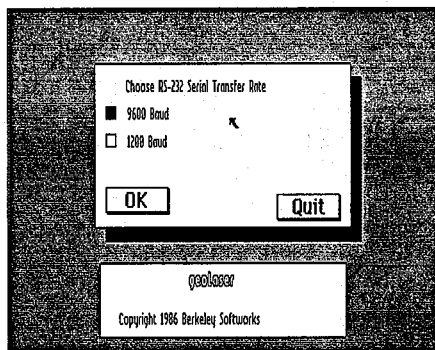
There is an independent laser printing service (using the Apple LaserWriter) which is accessible over Quantumlink. Using it, you can get professional quality output by mail. You can learn more about this service from the GEOS Arena section of the Commodore Software Showcase in Quantumlink.

Connecting Your Computer to a LaserWriter

In order to print using a LaserWriter, you need a RS-232 interface for your computer (connected to the user port). Only the *Jameco JE-232CM* interface card has been tested. Its switch settings are: 1-OFF, 2-ON, 3-ON, 4-OFF. Use a modem cable to connect the interface card and the LaserWriter.

Entering geoLaser

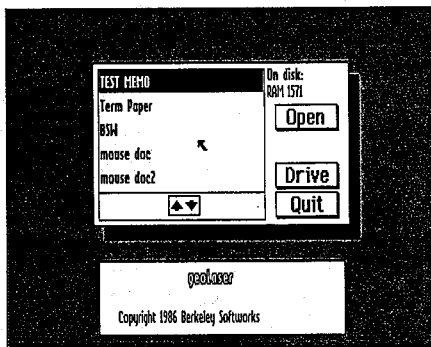
First, open geoLaser from the deskTop by double-clicking on its icon. A dialog box will appear asking you to supply the LaserWriter baud rate.



On the back of the LaserWriter next to the RS-232 connector is a metal dial with four settings. 9600 baud is the normal setting for use with geoLaser, since it is eight times faster the 1200 baud. Select the proper baud rate on the dial, and click on the correct baud rate in the dialog box. When everything is correct, click on the OK box.

Using geoLaser

The **File** dialog box will appear with a list of geoWrite files.

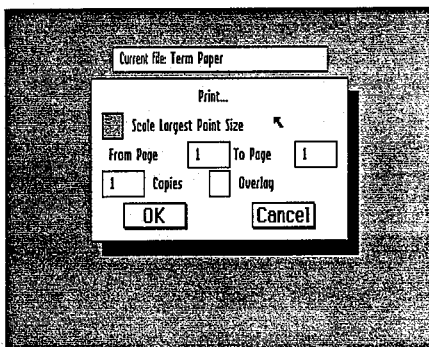


Select a File

Select the file you want to print and click on **Open** to select it. You may also click on **Quit** to return to the deskTop. (Note: On a two drive system you may also select **Drive** to print files from the other disk drive or **Disk** to print files from another disk).

Print Options

Once a file has been selected, the **Print File** dialog box will appear asking:



The **From Page** and **To Page** boxes allow you to print just a part of the file. Normally the entire file is printed. To change the pages printed, click on either of the boxes and enter a new value.

The **Copies** box allows you to print multiple copies of the file. Normally a single copy is printed. To change the number of copies, click on the box and enter a new value.

The **Scale Largest Point Size** button controls the printing of non-LaserWriter fonts. This is explained in the "Non-Resident Fonts" section later in this chapter.

The **Overlay** button allows you to combine or "overlay" separate pages of the file onto one page. For example, a three column page could be created by putting each column in a separate page of the file selected. Each column (or portion of text, or graphic) must be positioned in the place where it will appear on the printed page. This can be done by careful use of the **Ruler**, **page indicator**, **preview page**, and by counting lines on the file's pages. You can produce striking results with this feature. The geoWrite file "Cake," included on the geoWrite Workshop disk, is an example of how the Overlay feature can be used. Note that geoLaser starts with the **overlay** option turned off.

To print a file:

After making any desired changes to the **Print** dialog box, click on **OK** to print the file. To return to the **File** dialog box, click on **Cancel**.

NOTE: If you have selected 9600 baud, and if you are operating in 40-column mode, the screen will go blank during the printer initialization and printing process. If you wish to cancel printing, press the input device button (but do not move the input device). If you are operating in 80-column mode, however, the screen will display the message "Initializing Printer." Another dialog box will appear saying "Printing...". If necessary, you can cancel by clicking the **Cancel** button.

When printing large files, and if you are in 40-column mode, the screen will occasionally change colors. This lets you know that geoLaser is working. After the file is printed, the **File** dialog box will reappear.

How Files Are Printed

The LaserWriter is a very high resolution (300 dots per inch) printer. Working with this printer, geoLaser can print all geoWrite files (version 1.2 or later). Both text and graphics can be printed.

Page Length

All geoWrite files before version 2.0 have the same page length, 720 pixels. Files using geoWrite 2.0 and above have varying page lengths depending on the printer driver used. This is due to the inherent mechanical differences between printers. The LaserWriter has one of the longest page lengths (840 pixels) of all the printers supported by GEOS. When geoLaser prints a document created with a shorter page, the extra space is divided evenly between the top and bottom margins. The LaserWriter printer driver on the geoWrite Workshop disk has the correct LaserWriter page length so that files that have been created with geoWrite 2.0 and above can use the entire LaserWriter page.

Resident Fonts

The LaserWriter contains several internal fonts that can be printed with a high resolution. These fonts are: Times Roman, Helvetica, Symbol, and Courier, as well as the bold, italic, and bold-italic versions of these (except for Symbol). It is these internal LaserWriter fonts (referred to as resident fonts) that produce the best printed output. geoLaser instructs the LaserWriter to use these internal fonts in place of certain GEOS fonts. The following table summarizes this substitution:

LaserWriter™ Fonts:

GEOS Fonts:

Times Roman:	substituted for	LW_Roma (also Roma)
Helvetica:	substituted for	LW_Cal (also California)
Symbol:	substituted for	LW_Greek
Courier:	substituted for	LW_Barrows

NOTE: Roma and California (used for Times Roman and Helvetica) do not produce as fine results as the other fonts above (including LW_Roma and LW_Cal).

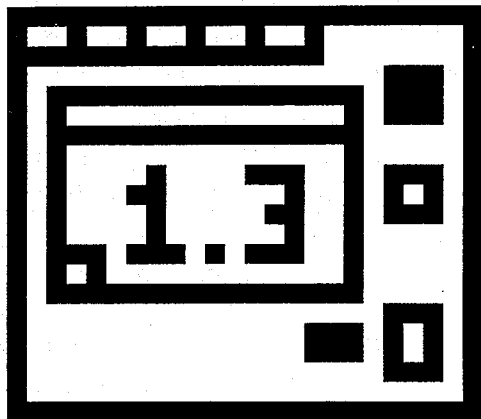
The GEOS fonts (LW_Roma, LW_Cal, LW_Greek, and LW_Barrows) are found on the Writer's Workshop disk.

Non-resident Fonts

geoLaser prints text in non-resident fonts (fonts not supported by the LaserWriter) by sending the LaserWriter a pixel-by-pixel picture of each character. Since GEOS's resolution is 80 dots per inch, non-resident fonts appear jagged and broken compared to resident fonts. Non-resident fonts can also take considerably longer to print than resident fonts.

geoLaser improves the appearance of non-resident fonts by substituting a larger version of the font if one is available. For example, geoLaser will send University 24 point in place of University 10 point (or any other smaller size of University) to the LaserWriter. The LaserWriter then reduces this larger font to the correct size. This font substitution can only happen if the font file contains a larger point size than the one being printed. To turn off this automatic substitution, click on (make the button appear blank), the "Scale Largest Point Size" button in the **Print** dialog box so that it is deselected.

Chapter 6: New deskTop and Drivers



For users of the Commodore 64, geoWrite Workshop features an improved deskTop and newly added GEOS supported printer and input drivers. These features are already available to Commodore 128 users.

New GEOS deskTop

The new GEOS deskTop file — already familiar to owners of the Commodore 128 — is located on the back side of the geoWrite Workshop disk. It contains added features which improve the performance of GEOS.

Current Printer Driver Name Displayed

The new deskTop displays the name of the currently selected printer driver in a box below the printer icon at the bottom of the disk note pad.

Keyboard Shortcuts

If you should boot your GEOS disk and do not have the input device that is set as the default device on that disk, you can use the following keyboard shortcuts to select a new input device, move the cursor around the screen, and open and close your disk:

To open or close the disk:

Press **⌘** **O** to open the disk. To close the disk, press **⌘** **C**.

To change the input driver:

- 1: Press **⌘** **I**. The Select Input Driver dialog box will appear on the screen.
- 2: Use the keyboard cursor keys located under the **RETURN** key to move the pointer to the dialog box.

NOTE: If necessary, refer to "Keyboard Shortcuts," page 2-21.

- 3: Position the pointer over the name of the desired input driver and press **RETURN**.
- 4: Use the keyboard cursor keys to move the pointer to **OK**. Press **RETURN**. The input driver will be selected, and you will be able to use your mouse/joystick to move the pointer around the screen.

NOTE: To change the default setting of the input driver so that your mouse/joystick is selected automatically every time you boot up, refer to "Moving Files Between Disk Notepad Pages," page 3-6, of your GEOS User's Manual.

Installing the New deskTop

You should use the latest version of deskTop with your GEOS applications. To determine which deskTop version is the latest, click on the deskTop icon once so that it is highlighted, then select info from the disk menu. The most recent date will be the latest version. Copy the file of the latest version onto your work disks.

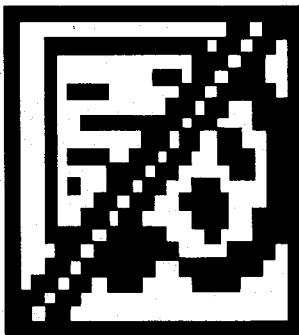
New Input and Printer Drivers

Several new input and printer drivers are now supported by GEOS. A list of them is located in a Read Me file found on the back side of the Desk Pack 1 disk. Copy this file onto a work disk that contains any version of geoWrite and open it. Scroll through the list to find detailed information about your printer and its interface setup.

The input driver and printer driver files are also located on the back side of the Desk Pack 1 disk. You can copy one (or several) of these files onto your work disks in order to print your documents, and to use the new input devices.

NOTE: The new printer drivers are faster than the old drivers, and contain additional features that will improve your printing performance. You should, therefore, replace any old printer driver files that you may be using with copies of the new ones.

Chapter 7: Paint Drivers



This chapter covers **Paint Drivers**, an application which is used to create two unusual "printer drivers," named **Paint OVERLAY** and **Paint PAGES**. Instead of printing to a printer, these drivers create one or more paint documents of your geoWrite or geoPaint document. **Paint OVERLAY** overlays each page of the original document into one geoPaint document named "OVERLAY."

For example, this feature can be used with geoWrite to preview the OVERLAY capability of geoLaser, or to produce a multi-column page ready for dot-matrix printing. **Paint PAGES** produces one geoPaint document for each page of the original document, named "PAGE 1," "PAGE 2," etc.

Special Considerations

Before you attempt to use PAINT DRIVERS, note the following:

- You will need to have plenty of disk space on your disk in order for the new geoPaint file to be created (e.g., 5K). If not enough space is available, the geoPaint document will be incomplete.
- In order to use the paint drivers with some applications, both the application and document may have to be on the same disk. An incomplete or blank geoPaint document may result otherwise.
- Do not try printing documents that have the same name as the geoPaint file that you plan to create. For example, don't print a document named "OVERLAY" using the Paint OVERLAY driver.

Use the **rename** command in the **file** menu to change that file's name first.

- **Paint OVERLAY** will overlay each document printed with any geoPaint file named "**OVERLAY**." When you are finished with one **OVERLAY** file, rename or delete it before starting on the next, or you will wind up with multiple documents all overwritten into one file. This effect can be used intentionally for some interesting effects. A geoPaint file that is an image of a border can be overlaid with a geoWrite page by first renaming the geoPaint file to "**OVERLAY**," and then printing the geoWrite document using **Paint OVERLAY**.

Creating **Paint OVERLAY** and **Paint PAGES**

Paint Drivers will produce geoPaint drivers that match the dimensions of your printer, so that the paint documents produced will appear correct when actually printed on your printer.

To create the drivers:

- 1: Copy the **Paint Drivers** application onto a disk that contains the **GEOS** printer driver you normally use.

NOTE: Make sure that there is at least 5K free space on the disk onto which you will copy the **Paint Drivers** application.

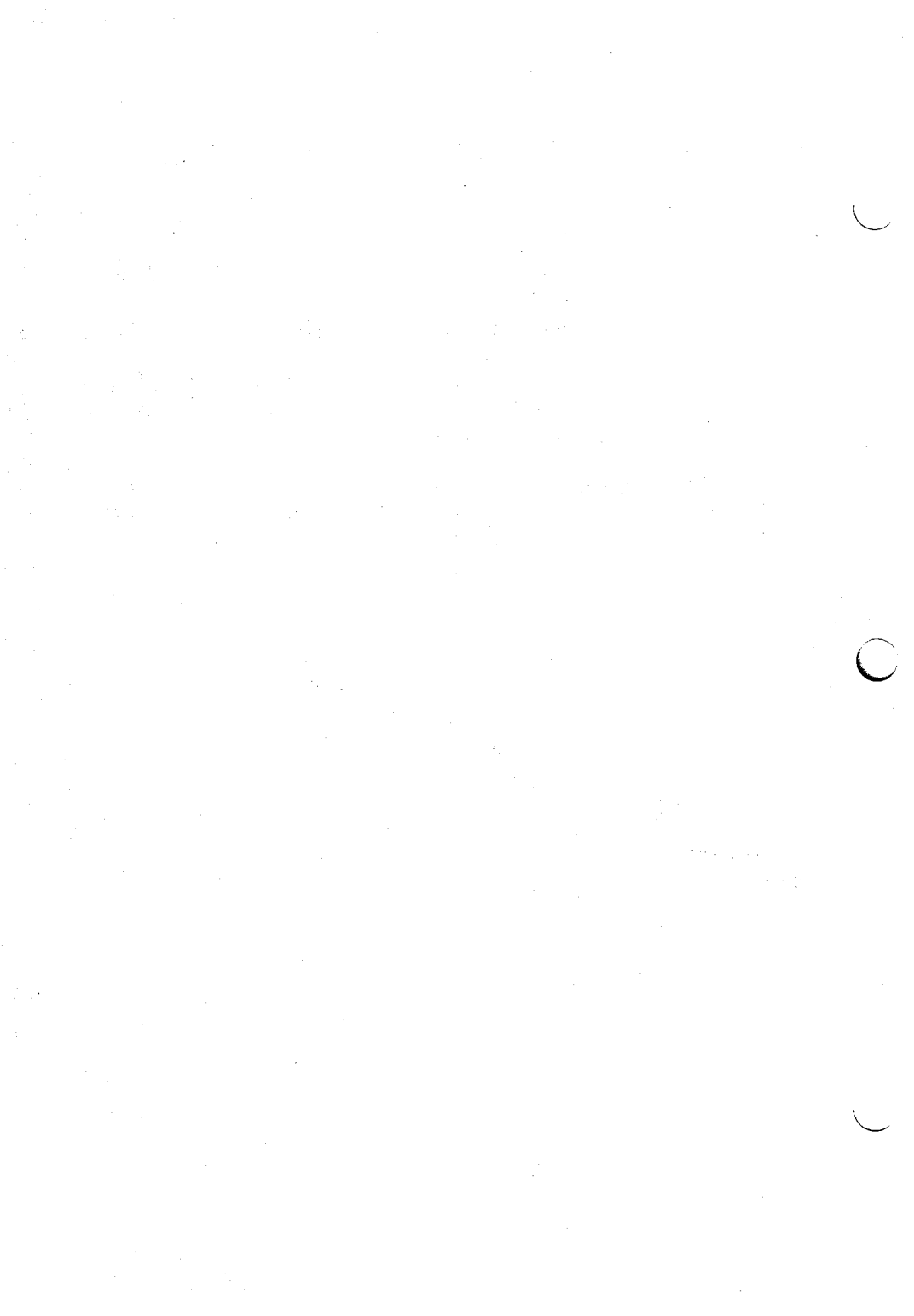
- 2: A dialog box will appear, displaying all the print drivers on that disk. Select the printer driver you normally use, then click **OK**.
- 3: **PAINT DRIVERS** will create the files **Paint OVERLAY** and **Paint PAGES**, then exit to the deskTop.

NOTE: Once you reach the deskTop and if you use the **get info** command on one of these files, you will notice that the text info box mentions the driver is compatible with your normal printer driver.

Using Paint OVERLAY and Paint PAGES

Once you have a document you wish to print into a paint file, you must first select one either Paint OVERLAY or Paint PAGES as your current printer driver. Do this as you select any other print driver: select the **select printer** command from the **geos** menu. Select Paint OVERLAY if you wish for all pages of your document to be overlaid into one geoPaint document, or select Paint PAGES if you wish each page to result in a different geoPaint document.

Once you have selected either Paint OVERLAY or Paint PAGES, any printing you do until you change to another printer driver will result in geoPaint documents being created.



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