

SCRIPT 64:
A WORD PROCESSING PROGRAM
FOR THE COMMODORE 64

Version 2.0

Script 64/40 & Script 64/80

Program by David Foster

Manual by Marc Swanson

Edited by Michael Sweeney

COPYRIGHT:

Richvale Telecommunications
10610 Bayview Avenue
Unit 18
Richmond Hill, Ontario
L4C 3N8

MANUFACTURED BY:

PACIFIC COAST SOFTWARE
7334 HOLLISTER AVE.
SANTA BARBARA, CA. 93117
(805) 685-8282 (805) 685-1131

1941



1. 1941
2. 1942
3. 1943
4. 1944
5. 1945
6. 1946
7. 1947
8. 1948
9. 1949
10. 1950

11. 1951
12. 1952
13. 1953
14. 1954
15. 1955
16. 1956
17. 1957
18. 1958
19. 1959
20. 1960

UPDATES TO THE PROGRAM AND THE MANUAL

Richvale Telecommunications reserves the right to correct and/or improve this manual and the related disk at any time without notice and without responsibility to provide these changes to prior purchasers of the program. Richvale Telecommunications will provide to purchasers of the program, any updates or changes made to the program, at no cost, provided that purchaser send or bring his copy of the disk to Richvale Telecommunications at his own expense. Owners of the program may buy updated versions of the manual from Richvale Telecommunications as they become available.

WARRANTY AND LIABILITY

Neither Richvale Telecommunications, nor any dealer distributing this product, makes any warranty, express or implied, with respect to this manual, the Script 64 disk, or any related items, their quality, performance, merchantability, or fitness for any use. It is the responsibility solely of the purchaser to determine suitability of these products for any purpose.

In no case will Richvale Telecommunications be held liable for damages direct, indirect or incidental resulting from any defect or omission in the manual, the disk, or other related items and processes, including, but not limited to, any interruption of service, loss of business, anticipated profit, or other consequential damages.

This statement of limited liability replaces all other warranties or guarantees, express or implied, including warranties of merchantability and fitness for any purpose. Richvale Telecommunications neither assumes any other warranty or liability nor authorizes any other person to assume any other warranty or liability for it, in connection with the sale of its products.

COPYRIGHT

No one may give or sell copies of the disk or of this manual or of the listings of the programs on the disk to any person or institution, except as provided for by written agreement with Richvale Telecommunications. Purchasers may, however, make backup copies of the accompanying disk for their own use.

The computer programs on the Script 64 disk and those described in this manual are copyright by, and contain proprietary information belonging to, Richvale Telecommunications.

No one may copy, photocopy, reproduce, translate this manual or reduce it to machine readable form, in whole or in part, without the prior written consent of Richvale Telecommunications.

HOW TO USE THIS MANUAL

We have prepared this manual for you -- to make it easy for you to learn Script 64. We hope you will take the time to write us and send your suggestions for improvements we can make in future editions. (See the last page). You probably want to get started! You can do so in three different ways:

1. Load Script 64 and Start Typing

You may want to start by getting some hands-on experience right away. If so, turn to the part of the manual entitled, "Load Script 64 and Start Typing!" This section will show you how to do such things as load the program, enter text into the computer, and print your copy. This practical emphasis will give you a quick overview of Script 64 and let you start entering text and printing it right away. The rest of the manual will explain these procedures in full detail.

OR

2. Use Each SECTION as a Step-by-Step Guide to Learning Script 64

You can use this manual as a step-by-step guide to learning Script 64. Just work through the SECTIONS in order. Read the first SECTION, "The 64 Keyboard and Script 64", then read the second SECTION of this manual. Read each numbered subsection again, applying the techniques described there to some work at hand. Continue working through the SECTIONS in order. Try each operation on your computer, following the instructions step by step. Before you try anything, read the whole subsection.

OR

3. Survey the Field First

You may prefer to gain a thorough understanding Script 64 before you start typing. If so, you can read through the manual first. You will find the going easy. Each SECTION provides a clear and concise explanation of some of the operations of Script 64, giving detailed instructions on how to perform them. One reading of this manual will let you put your finger easily on any information you need. You can then start using Script 64, turning to the detailed instructions as you need them.

Overview of the Manual

The manual presents each of the SECTIONS, as well as the material in each SECTION, in the order that you need them to master the program with ease. You can, therefore, go through this manual, or any of its SECTIONS in order, using it as a step-by-step guide. This technique works best if you apply it using some serious work.

SECTION 1 shows you how to use the computer keyboard with Script 64
SECTION 2 shows how to load Script 64 into the computer
SECTION 3 describes the use of basic screen-editing techniques
SECTION 4 describes printing a "hard copy" of your text on paper
SECTION 5 shows you how to alter the format of a printout
SECTIONS 6 and 7 describe how to use advanced editing techniques for entering and manipulating text
SECTION 8 explains how to use your disk drive or datasette
SECTION 9 explains how to use "variable" names in Script 64
SECTION 10 explains how to use Script 64 for word processing in French
SECTION 11 shows you how to create a dictionary disk and use it to check the spelling in your text
SECTION 12 discusses using your printer

PLEASE READ HOW WE HAVE USED QUOTATION MARKS IN THIS MANUAL

Throughout the manual, words or letters which you are to type on the computer keyboard appear inside quotation marks. Type such words exactly as you see them, but do not type the quotation marks WHICH ENCLOSE THEM.

For example, if you read, "LOAD "DICTIONARY MERGE",8" it is an instruction to type everything starting with the L in 'LOAD', and ending with the '8', including the quotation marks around the words 'DICTIONARY MERGE'. Do not hold down the <SHIFT> key while you are typing these commands.

In this manual, some keys will be referred to this way: <XXX>, for example, <SHIFT>. Press these keys, do not type their names into the keyboard.

NOTE

This manual describes Script 64 Version 2.0, which has two word processors on the program disk: Script 64 and Script 64/80. Script 64/80 not only loads a word processor into your computer, it also turns your Commodore 64 into an 80-column computer. You can run Script 64/80 without any extra hardware but it is also completely compatible with the Data 20 Video Pak 80 cartridge.

Most of the differences between the two word processors are noted in the text of the manual where it is appropriate. Appendix 3 brings together in one section all of the differences between the two programs. Read Appendix 3 before you use Script 64/80.

CONTENTS

How to Use This Manual Load and Start Typing Script 64

SECTION 1 THE 64 KEYBOARD AND SCRIPT 64

- 1.1 Special Keys
- 1.2 Control and Editing Keys
- 1.3 The Gray Function Keys

SECTION 2 LOADING AND QUITTING SCRIPT 64

- 2.1 Loading the Script 64 Word Processor
 - 2.1.1 Loading from Tape
 - 2.1.2 Loading from Single Disk Drive
 - 2.1.3 Loading from Dual Disk Drive
- 2.2 Choosing a Printer
- 2.3 Printer Connection
- 2.4 Formatting a Disk
 - 2.4.1 Formatting Tape
 - 2.4.2 Formatting with Single Disk Drive
 - 2.4.3 Formatting with Dual Disk Drive
- 2.5 Loading from the Disk
- 2.6 Quitting Your Word Processing Session
- Summary - Loading and Quitting

SECTION 3 BASIC EDITING

- 3.1 The Menu Line
- 3.2 Wordstream
- 3.3 Insertions and Deletions
- 3.4 Insertions
- 3.5 Deletions
- 3.6 Moving Text Within/Between SCREENS
- 3.7 The Status Key
- Summary - Basic Editing

SECTION 4 PRINTING

- 4.1 Entering Print Mode
- 4.2 Select SCREEN Sequence
- 4.3 Printing
- 4.4 Printing Across FILES
- 4.5 Print Options
 - 4.5.1 Printing to the Screen
 - 4.5.2 Stopping and Resuming a Printout
 - 4.5.3 Automatic Hyphenation
 - 4.5.4 Printing Selected Pages
 - 4.5.5 Copies
 - 4.5.6 Enumerating SCREENS
 - 4.5.7 Merging with Mail List Files
 - 4.5.8 Printing Through the RS-232 Port
 - 4.5.9 Saving a Print Sequence
- Summary - Printing

SECTION 5 THE CONTROL MAPS

- 5.1 Print Control Maps
- 5.2 Changing Settings on the Control Maps
- 5.3 Explanation of the Large Control Map
- 5.4 Explanation of the Small Control Map
- 5.5 Saving a Control Map
- 5.6 Control Map Errors
- Summary - Control Maps

SECTION 6 MORE ON EDITING AND EDITING MODES

- 6.1 Structured SCREENS
 - 6.1.1 40-Column Mode
 - 6.1.2 80-Column Mode
- 6.2 Tabs
 - 6.2.1 Tab Settings
 - 6.2.2 Automatic Structured Formatting
- 6.3 Underlining
- 6.4 Bold Print
- 6.5 Italics
- 6.6 Shifted Mode
- 6.7 Enumeration
- 6.8 Centering Mode
- 6.9 Superscripts and Subscripts
- 6.10 Numeric Mode

6.11 Redefining the Keyboard
Summary - Editing Modes

SECTION 7 TEXT MANAGEMENT AND GLOBAL FEATURES

- 7.1 Joining Paragraphs Across SCREENS
- 7.2 Comment SCREENS
- 7.3 Relocating SCREENS and FILES
- 7.4 Global Search and Replace
 - 7.4.1 Global and Local Search
 - 7.4.2 Multiple Search
 - 7.4.3 Undetermined Characters
- 7.5 The Script 64 Index
- 7.6 Creating a Blank SCREEN
- 7.7 Deleting a Blank SCREEN
- 7.8 Erasing a FILE
- 7.9 The Script 64 Help Screens
- Summary - Text Management
and Global Features

SECTION 8 DISK AND TAPE OPERATIONS

- 8.1 Loading Data
 - 8.1.1 Loading from Disk
 - 8.1.2 Loading from Tape
- 8.2 Saving Data
 - 8.2.1 Saving to Disk
 - 8.2.2 Saving to Tape
- 8.3 Formatting a Disk
- 8.4 Backing Up a Disk
 - 8.4.1 Backing Up - Dual Disk Drive
 - 8.4.2 Backing Up - Single Disk/Tape
- 8.5 Switching Working Disk Drives
- 8.6 Transferring FILES between Disks
 - 8.6.1 Transferring - Dual Drive
 - 8.6.2 Transferring - Single Drive
- Summary - Disk and Tape Operations

SECTION 9 VARIABLES

- 9.1 The Variable Chart
- 9.2 Combining Script 64
and Scratchpad
- 9.3 Merging with Sequential Files
- 9.4 Reading Subsequent Files

SECTION 10 SCRIPT 64 AND FRENCH

- 10.1 Entering French Text
- 10.2 Choosing a Printer
Summary - French Word Processing

SECTION 11 THE DICTIONARY SPELLING/CHECKER

- 11.1 The Script 64 Dictionary
- 11.2 Creating a Dictionary Disk
- 11.3 Dictionary Mode
- 11.4 Maintaining the Dictionary Disk
- 11.5 Dictionary Merge

SECTION 12 USING YOUR PRINTER

- 12.1 Printer Selection
- 12.2 Printing Problems
- 12.3 Printer File
- 12.4 Special Commands
- 12.5 RS-232 Printers

APPENDICES

- 1 Script 64 File Names and SCREEN Numbers
- 2 Data Compatibility between Word Processors
- 3 Script 64/80
- 4 Configure File
- Index to the Manual

LOAD SCRIPT 64 AND START TYPING

1. LOADING THE PROGRAM

1. If you are loading Script 64 from a tape unit, insert the program cassette into the drive. Type the word "LOAD", then press the <RETURN> key. If you are loading the program from a disk drive, put the program disk in your drive (Drive 0 if you have a dual disk drive) and load the word processor by typing in: "LOAD "SCRIPT 64", 8". Press the <RETURN> key.
2. When the computer reads "READY", type the word "RUN" and press <RETURN>. The screen will display a numbered list of printers, called a printer menu. The cursor will be flashing to the right of the word "Printer".
3. Find your printer on this list and key in the correct number. For example, if you are using the Commodore Graphics Printer, Model 1525, enter the number "1". If you cannot find your printer on this list, enter the number "2", for "ASCII".
4. The next line to appear reads: "Printer: Parallel or Serial?". (If you have a C64-LINK, this line reads: "Printer: Parallel, Serial or IEEE?".) If you are printing with the Commodore Model 1525 Graphics Printer, enter the letter "s". If your printer is connected to the computer or disk drive through an IEEE cable, press the letter "i". If your printer is connected to the computer through a parallel interface, such as the VL-43 cable, press the letter "p".
5. If you are loading Script 64 from tape, the screen display will change and you are ready to start word processing. If you are loading from a disk, one more question will appear: "Is this a new data disk?n". Again, for now, press the <RETURN> key. The printer menu will disappear, and the disk will spin. After a few seconds, the words "62, FILE NOT FOUND" appears at the top of the screen.
6. Press the key marked <C=> twice. Along the top of the

screen is a solid line with a series of letters and numbers above it. This line is called the "menu line". The capital letter "E" is highlighted (printed in reverse field) and the cursor is flashing at the top left position on the screen, below the line. The words: "SCREEN#001" are in the middle of the menu line. What all of those letters mean will be explained later in the manual.

You are now ready to start word processing.

2. WORD PROCESSING

TYPING:

1. Start typing just as though the computer were a typewriter. Type anything you like, copy something from a book, use typing exercises, or best of all, get started on something of your own. You will notice that the letters you type appear on the screen at the spot where the the cursor flashes. As each letter appears, the cursor moves to the next space.
2. Do not press the <RETURN> key when you get to the end of a line. At the end of the line, the cursor will jump to the beginning of the next line, perhaps splitting a word, leaving part on each line. When you print your work on paper, Script 64 will ignore the apparent split and print the word on one line.
3. When you get to the end of a paragraph, press the <RETURN> key. An arrow will appear on the screen at the cursor, and the cursor will jump to the start of the next line.

MISTAKES:

When you make a mistake, use the key marked <INST/DEL> to erase the error. Press this key and the cursor will move backwards one space, erasing the letter that used to be in that space. Continue pressing this key or hold it down until you have erased any mistakes, then carry on typing.

CHANGING SCREENS:

1. Continue typing until you fill about two thirds of the screen. Then press the key marked <f 1>. The screen display will change again to show you a blank SCREEN just like the first one, but with no data in it. This is SCREEN#002. The data you entered on SCREEN#001 is still there and you can look at it by pressing <f 3>. This lets you move back one SCREEN. Press <f 1> to move forward again.
2. Notice that every time you change SCREENS, the cursor goes to the "home" position in the top left corner of the screen.
3. You can enter new data on SCREEN#002. Type it in the same way as you did on SCREEN#001. If you want to go on to more SCREENS, use <f 1> and <f 3> to move back and forth in the SCREENS.
4. If you type to the bottom of a SCREEN, the word "LIMIT" will appear at the bottom of your screen display. This word means you have reached the boundary of that SCREEN, and you must go to the next SCREEN to enter more data.

3. PRINTING

1. When you want to print your work, press the key marked <C=>. Notice that the cursor disappears and all the letters on the menu line light up. Now, press the letter "p". The data you entered will disappear and a box appears on the screen. The heading on this box reads: "SCREEN Sequence".
2. The cursor is flashing inside the box, waiting for instructions about which SCREENS you want to print, and the order you want to print them in. You probably entered something on the first SCREEN (001), the second (002), and possibly the third (003).
3. If you can't remember which SCREENS hold data, go back into edit mode by pressing the <C=> key then the small letter "e". The screen display will change to show the

SCREENS where you entered text. Use <f 1> and <f 3> to find out which SCREENS have data on them. To go back into print mode, press the <C=> key again, then the letter "p".

4. Whatever SCREENS you put data into, type the numbers of those SCREENS into the SCREEN Sequence. Make sure that the numbers you type in the SCREEN Sequence have 3 digits. For example, if you entered text on the first SCREEN, type in "001", not just "1".
5. If your printer is connected properly, and you have paper in it, you can now type in the actual print command: "000".
6. The printer will start to print your text, formatting it correctly. If everything has worked so far, you should have a printout of your work in a few minutes' time. If you have problems, or your printout does not come out properly, try printing again, following closely the instructions in the preceding sections.

A few hints if something goes wrong:

1. You might have selected the wrong printer from the printer menu,
2. Your printer might not be properly hooked up to the disk drive or computer, or you may not have selected the correct printer connection (Parallel, Serial or IEEE).
3. If your printout appears all on the same printed line, then you may not be sending the correct "line feeds" setting. A line feed is a command from the computer to advance the paper by one line every time a new line is started. Some printers automatically advance the paper and require no line feeds. Other printers require the computer to tell them when to advance the paper. Change the line feeds setting in the Large Control Map to agree with your printer (see Section 5.3/16).

MORE

What you have read and done so far previews what follows in the manual. Most of it is as simple as what you have been doing up to this point. Script 64 is a powerful and sophisticated word processor, but you can do excellent word processing without having to learn the entire program.

10
11 12
13
14
15
16
17
18
19
20
21 22
23
24
25
26
27
28
29
30

SECTION 1 THE 64 KEYBOARD AND SCRIPT 64

1.1 SPECIAL KEYS

Many of the keys on the 64 keyboard are the same as those on a typewriter. However, there are a number of keys with special functions, different from those on a standard typing keyboard. This section describes those keys and their major functions in Script 64.

You will find two main groups of these keys:

1. The brown control and editing keys on the main keyboard. On the left side, you will find: <CTRL>, <RUN/STOP>, <C=;>; on the right side: <CLR/HOME>, <INST/DEL>, <RESTORE>, <RETURN> and the two keys marked <CRSR>. Note also the <SHIFT> keys on both sides as well as a <SHIFT LOCK> key.
2. The gray function keys on the right side of the keyboard marked <f 1> through up to <f 8>.

1.2 CONTROL AND EDITING KEYS ON THE MAIN KEYBOARD

<SHIFT>

Hold down the <SHIFT> key while pressing other keys to get capital letters or the character or function shown on the upper part of the key. For example, if you press the key marked "5" with the <SHIFT> key held down, you will get a "%" on your screen and printout. If you hold the <SHIFT> key down and press the key marked <INST/DEL>, you will get the <INSERT> function of that key.

<SHIFT LOCK>

The <SHIFT LOCK> key has the same effect as the <SHIFT> key except that it SHIFTS every character. If you press this key, it will go down and stay there. The computer is not like a typewriter, where you can press <SHIFT> to release

the <SHIFT LOCK> key. Remember to release <SHIFT LOCK> by pressing it again when you no longer want capitals.

<C=> - (COMMODORE KEY)

This key, called the Commodore key, is the most important of the function keys. Use this key to introduce commands that perform various functions, such as printing, loading data, or saving data to disk or tape. All of the functions represented by capital letters on the menu line (the line across the top of the screen display) are accessed through this key. (See Section 3.1 for more on this key and the menu line.)

<RUN/STOP>

Use the <RUN/STOP> key to enter the major editing modes, such as Insert, Delete, Text Centering, and Numeric Modes. Note that when you press this key, the cursor stops flashing, waiting for instructions. (For more on using the <RUN/STOP> key and editing modes, see Sections 3 and 6).

<CTRL> - (CONTROL)

Use <CTRL> to change the colors of the screen background and text. Hold down the <CTRL> key and press one of the color keys along the top row. (See your 64 Owner's Guide for more on the color keys). The first color key you press will change the background of the screen to the color marked on the key. The second color key you press while holding down <CTRL> will change the color of the text.

Hold down both <SHIFT> and <CTRL> while pressing the color keys on the top row to access the other eight colors available through the 64 keyboard. You can change color at any time to make the characters on screen more legible.

<CLR/HOME> - (CLEAR/HOME)

If you hold down the <SHIFT> key and press <CLR/HOME>, you

will clear all of your text from the screen.

Press <CLR/HOME> without pressing <SHIFT> to take the cursor to the "home" position in the top left corner of the screen.

<INST/DEL> - (INSERT/DELETE)

Use the <INST/DEL> key to correct mistakes in your text. Press it and the cursor will move to the left, erasing characters from the screen as the cursor moves over them. Hold the <SHIFT> key down while pressing <INST/DEL> to insert spaces in your text. This will insert a blank space to the right of the cursor and push text forward one space.

<RESTORE>

This key functions like the TAB key on a typewriter. (Tabs are covered in Section 6.2.)

<RETURN>

Use this key to signal the end of a paragraph when you are typing in wordstream (see Section 3.2). It is also used to set up structured SCREENS (see Section 6.1) and to move through the Control Maps (see Section 5).

<CRSR> - (Cursor movement keys)

The two keys marked <CRSR> are used to move the cursor (the flashing block of light on your screen) around on the screen. The cursor will move in the direction shown by the arrows on these keys. To move the cursor down the screen, or to the right, press one of these keys without holding down the <SHIFT> key. To move up the screen or to the left, hold down the <SHIFT> key while you press one of the <CRSR> keys.

Note: You can also use the space bar to move the cursor to

the right. However, this key erases text under the cursor as the cursor moves. It is different from a typewriter, where the space bar advances the type ball.

1.3 THE GRAY FUNCTION KEYS

You will find these keys located to the right, away from the main keyboard. This section describes their major functions.

To access <f 1>, press the key. To access <f 2>, hold down the <SHIFT> key and press <f 1>.

KEY

FUNCTION

(UnSHIFTed)

<f 1>	Advances to SCREEN with a higher number
<f 3>	Flips back to a lower numbered SCREEN
<f 5>	Begins and ends key redefinition (see Section 6.11)
<f 7>	Used to represent French character "e" (see Section 10.1)

(SHIFTed)

<f 2>	Loads a FILE of 40 SCREENS from the disk, also saving current FILE in memory (see Section 8.1)
<f 4>	Pressed once, it reports the number of unused lines available in the 64's memory; twice, the SCREEN line number where the cursor is positioned; third time, which disk drive is being used (see Section 3.7)
<f 6>	Used to switch working disk drives (see Section 8.5)

<f 8>

Used to represent French character "c"
(see Section 10.1)

Note 1:

Except for the <SHIFT> and <CTRL> keys, no key should be held down while another key is pressed.

Note 2:

In this manual, function keys, or control and editing keys will be printed this way: <XXX>. Press these keys, do not type their names into the keyboard.

Note 3:

In this manual, the word "screen" refers to the display on the monitor or television. The word "SCREEN" refers to the numbered displays of actual data that appear on the "screen" while in edit mode. Turn to section 8.1 for a fuller discussion of the "SCREEN", the basic building block of Script 64.

SECTION 2 LOADING AND QUITTING SCRIPT 64

2.1 LOADING THE SCRIPT 64 WORD PROCESSOR

Refer to your Commodore 64 manual for instructions on turning on your computer and connecting it to your television set or monitor, and other peripherals such as datasette or disk drive.

Before you try to load or run Script 64, you must first insert the "dongle". This is the plastic and metal device in your program binder with a serial number. Insert this dongle in Control Port #1 on the right side of the 64. Without the dongle, the program will not run and the computer will crash back to BASIC.

2.1.1 Loading from Tape

Place the tape in the datasette, label side up. Close the door on your datasette and type, "LOAD". Press the key marked <RETURN>, and the computer will prompt you by printing on the screen, PRESS PLAY ON TAPE. Push down the key marked PLAY, and the screen will read, OK, and SEARCHING. The tape will spin and shortly, the screen will read, FOUND SCRIPT 64. Press the <C=> key. When the program has been loaded, type "RUN" and press <RETURN>. Now go to Section 2.2.

2.1.2 Loading from a Single Disk Drive

Check to make sure your disk drive is hooked up properly. If this is your first time using a disk drive, refer to your owner's manual for instructions on inserting the disk.

To load Script 64 in 40-column mode:

1. Type the words, "LOAD "SCRIPT 64",8", then press the <RETURN> key.
2. The screen will read SEARCHING FOR SCRIPT 64 and LOADING, and the cursor will disappear. When the cursor comes

back, the computer will display the word READY.

3. Type the word, "RUN" and press <RETURN>. Now go to Section 2.2.

To load Script 64 in 80-column mode:

1. Type the words, "LOAD "SCRIPT 64/80",8", then press the <RETURN> key.
2. The screen will read SEARCHING FOR SCRIPT 64/80 and LOADING, and the cursor will disappear. When the cursor comes back, the computer will display the word READY.
3. Type the word, "RUN" and press <RETURN>. Now go to Section 2.2.

2.1.3 Loading from a Dual Disk Drive (Using the C64-LINK)

Refer to the appropriate manuals for the correct procedures on hooking up your C64-LINK interface (available from Richvale Telecommunications), and inserting your disks into the drives. Make sure the program disk is in Drive 0, the drive on the right. Put an unused disk in Drive 1 to store your word processing data.

1. To load Script 64 in 40-column mode, hold down the <SHIFT> key and press <RUN/STOP>. The screen will read SEARCHING FOR * and LOADING. Go to Section 2.2.
2. To load Script 64/80, type at the keyboard: "DLOAD"SCRIPT 64/80"". The screen will read, SEARCHING FOR SCRIPT 64/80 and, LOADING. When the screen shows READY, type "RUN" and press <RETURN>. Go to Section 2.2.

2.2 CHOOSING A PRINTER

The screen display shows the printer menu, which looks something like this:

Script 64

Word Processor

- Printer-
- 1) Commodore
 - 2) ASCII
 - 3) EPSON/Gemini-10
 - 4) Spinwriter
 - 5) Starwriter
 - 6) Centronics 739
 - 7) Printer File

Find your printer on this menu and enter the correct number. For example, if you are using an MX-80, you would key in "3". If you have an MX-80 FTP, (only available in Canada) then you do not have a true MX-80 printer; select "1" for "Commodore". If you do not find your printer on this menu, enter "2" for ASCII.

If you are loading the word processor from tape, enter the letter "t" here, then select your printer. The "t" allows you to save your word processing data to a tape. If you are loading from a disk drive, but wish to store your data to tape, enter a "t", then enter the number of your printer.

A large number of printers work with Commodore computers and the Script 64 word processor. Each differs slightly and requires the program to make adjustments by sending it some different commands.

Selecting the correct printer from this menu allows Script 64 to make adjustments for the individual capabilities of your printer. If you experience difficulties with your printout, make sure you selected the correct printer at this point in loading the program.

If you select "2" for "ASCII" because you do not find your printer listed on the printer menu, some printing features such as bold face or 12-pitch type may not work as expected. Section 12.3 describes setting up a "printer file" for your printer, custom designing the commands to which your printer will respond. After you have set up a printer file, you can select "7" from the printer menu and use all of the features

which your printer and the word processor can create together.

2.3 PRINTER CONNECTION

The next line to appear on the screen reads: "Printer: Parallel, or Serial?s". (If you are using the C64-LINK, the question will read: "Printer: Parallel, Serial or IEEE?i".) Your reply tells Script 64 how you have connected your printer.

Enter "s" for "serial" if you will be printing using the Commodore Model 1525 Graphics Printer.

If you have a C64-LINK, and your 64 is connected to the printer through a gray IEEE cable, enter "i", for "IEEE".

If you have a printer connected to the 64 through a parallel interface, such as the VL-3 cable, press "p", for "parallel".

If you experience difficulty getting output from the printer, check to make sure you pressed the right key at this point in the program.

2.4 FORMATTING A DISK

The next question to appear on the screen reads, "Is this a new data disk?n". Before you can save your word processing data to a disk, it has to be "formatted" - prepared to receive data. This section tells you how to answer this question and format your disk.

CAUTION: Formatting a disk erases all information on the disk.

NOTE: Script 64 stores word processing data by saving it (recording it) on disk or tape. The drive 'writes' data on the disk magnetically in the form of binary code - strings of ones and zeroes. Before any Commodore disk drive writes or erases any code from a disk, it looks for the small square notch on the right side of the disk. If the notch is

covered, the drive will not write anything to that disk.

Write protect tabs are the plastic or metal strips in a box of disks. Place one of these adhesive tabs over the square notch on any disk that has information on it you do not want erased. Formatting a disk clears all code from that disk. If your Script 64 program disk does not already have a write protect tab over the notch, it is an excellent idea to place one there to prevent accidental erasure.

2.4.1 Formatting a Cassette

Remove the program tape from the datasette and insert a blank tape on which you will record word processing data. Tapes do not need to be formatted but read Sections 8.1 and 8.2 before you save word processing data to this tape.

2.4.2 Formatting with a Single Disk Drive

Dual disk drives have two drives called drive "0" and drive "1". The Commodore disk drive model 1541 is a single disk drive which Script 64 treats as drive "0". Script 64 is preset to assume you have a single disk drive, from which you will load the program, and also load and save word processing data.

When the screen prompts you with the question "Is this a new data disk?n":

1. Remove the Script 64 program disk from the drive and insert your data disk.
2. If you have already formatted this disk on Script 64, press the <RETURN> key, or enter "n" for "no". The word processor will load the first SCREEN of word processing data from the disk.
3. If you have not formatted this disk on Script 64, enter "y" for "yes" to this question. The screen display will change to show the first SCREEN where you can enter data. At the top of the screen is a solid line called the "menu line". On the menu line appears the prompt: "Format drive 0?" with the cursor flashing beside the "0". Enter "y" and the red activity light on the disk drive will

come on as the drive formats your disk. When the drive light goes off (in about seven minutes) and the cursor appears on the screen, the disk will be ready to receive word processing data.

4. If, by mistake, you answer this question by keying in "n" while the program disk is still in the drive, the computer will try to load word processing data from the program disk. When it fails to find any data, the words "62, FILE NOT FOUND" will appear on the menu line. Remove the program disk from the drive, and insert a data disk. If the disk does not need formatting, press <C=> then "e" to access edit mode. If the disk needs formatting, press the key marked <C=>, then "f" (for "format"). On the menu line appears the prompt "Format Drive 0?" Now go back to step 3 above.
5. If, by mistake, you press "y" when the disk in the drive has been formatted, wait until the prompt "Format Drive 0?" appears on the menu line. Enter "n".

Turn to Section 8 for more on formatting and working with your disks.

2.4.3 Formatting with a Dual Disk Drive Using the C64-LINK

The C64-LINK allows you to use a Commodore dual disk drive, such as the 8050 or 4040 models, with Script 64, greatly expanding your word processing capabilities. But because Script 64 is preset to assume you are using a single disk drive, you must make one adjustment when loading.

When the question, "Is this a new data disk?n" appears on the screen:

1. Press the <RETURN> key, whether you have formatted the disk in drive 1 or not. The program will try to load word processing data from the disk in drive 0. When it fails to find any data, the words "62, FILE NOT FOUND" will appear on the menu line, the line across the top of the screen.
2. Press the key marked <C=> twice to erase this error

message. Now press the <f 6> key (hold down <SHIFT> and press <f 5> at the same time). Over the menu line appears the prompt, "Use Drive#". Enter the number "1".

3. If you have not already formatted the disk in drive 1 using Script 64, press the <C=> key, let it up and enter "f" for "format". The prompt, "Format Drive 1?" appears on the menu line.
4. Enter "y" and the cursor will disappear, the activity light on your disk drive will come on while your drive formats the disk. When the cursor reappears on the screen, the disk is ready to receive word processing data.
5. If the disk in drive 1 does not need formatting, you may load data from the disk after you have changed drives. To avoid having to switch drives, you could replace the program disk in drive 0 with a data disk.

See Section 8 for more information on loading, formatting and other disk operations.

2.5 IS THIS A NEW DATA DISK?

After you have been through the program several times and formatted at least one disk, the normal procedure is to answer "n" when the question, "Is this a new data disk?" appears. This always loads the first FILE of 40 SCREENS on the disk. But you may want to load the second FILE or the last FILE and loading the first FILE can take up valuable time. There is an easy way around this difficulty.

Answer the question "Is this a new data disk?" by keying in "y" for "yes". The screen display will change to show the first SCREEN with the prompt, "Format drive 0?" on the menu line.

Answer this prompt by keying in "n". Be extremely careful that you do not enter "y" twice and start formatting your disk by mistake.

The Script 64 program is now loaded into the computer and

you may load any SCREEN you want to display.

2.6 QUITTING YOUR WORD PROCESSING SESSION

When you are about to finish your word processing session, make sure your data has been saved to disk or tape (see Section 8.2). To quit the word processor, press the <C=> key and the letter "q". On the menu line appears the prompt, "Quit?" with the cursor flashing beside it.

1. If you enter "n" for "no", you will return to edit mode at the SCREEN you were last working on.
2. If you respond "y" for "yes", the word processor will be cleared from the 64's memory, and the computer returns to BASIC.

SUMMARY - LOADING AND QUITTING

(With a Disk Drive)

Starting up

turn on the computer and disk drive
insert program disk in drive 0
"LOAD "SCRIPT 64",8" or
"LOAD "SCRIPT 64/80"
then "RUN"
select printer type
choose printer connection
answer "Is this a new data disk?"

Quitting

press <C=>, then "q"
enter "y"

(With a Datasette)

Starting up

turn on computer
insert program tape
type "LOAD", press <RETURN>
press PLAY on datasette
type "RUN" , press <RETURN>
enter "t" on printer menu
select printer type
choose printer connection
answer "Is this a new data disk?"

Quitting

press <C=> then "q"
enter "y"

SECTION 3 BASIC EDITING

3.1 THE MENU LINE

The line across the top of your screen, called the "menu line," displays some of the word processing functions you can use. These functions are represented on the menu line by the first letter in the word describing them. For example, the "E" on the menu line stands for "Edit Mode", the mode where you enter and edit your data. As you use a function, the letter representing it will be highlighted (printed in reverse field). The "E" should be highlighted right now, indicating that the program is in Edit Mode. (Some functions, such as "Quit", do not appear on the menu line.)

The capital letters on the left side of the line represent the main functions of the Script 64 program, accessed through the <C=> key. The lower-case letters represent a set of editing functions accessed through the <RUN/STOP> key. The SCREEN number of the current SCREEN appears in the center of the line. On the far right side, the cursor position counter shows the number of the column from left to right where the cursor appears. Between the cursor position number and the SCREEN number is a space where "prompts" appear. A "prompt" is a phrase the program displays that tells you what it is doing, asks you for instructions, or tells you what to do next.

To access the functions represented by capital letters on the menu line, press the <C=> key, then the letter, but do not press <SHIFT> before the letter. Enter all letters in commands in lower case (unshifted). To go into print mode, for example, press <C=> then "p".

These functions will be explained in detail in the rest of the manual. This section briefly defines the letters on the menu line.

LOAD

Script 64 stores word processing data in SCREENS. One

SCREEN is the size of the screen space below the menu line. Each SCREEN has a unique 3-digit number shown in the middle of the menu line. There are 999 such screens available on a disk. Script 64 loads SCREENS in blocks of 40, called a FILE. The load command pulls one FILE of 40 SCREENS from the disk or tape, and "loads" it into the 64's memory.

Script 64/80 loads SCREENS in blocks of 20. In 80-column mode, the load command pulls one FILE of 20 SCREENS from the disk.

For more about loading, see Section 8.1.

SAVE

"Save" is the opposite of "load". Instead of data coming from the disk to your computer, the 'save' command sends data from the computer, saving it to disk or tape. This command saves not only the SCREEN you were working on, but the whole FILE of 40 SCREENS as well. In 80-column mode, the save command saves the whole FILE of 20 SCREENS.

For more on saving, see Section 8.2.

PRINT

This command lets you print a "hard copy" of your word processing data on paper. Printing is covered in Section 4.

EDIT

Edit is the mode where you enter text, create new documents, or revise existing ones. Text entry techniques are covered in the remainder of this section and in Section 6.

CONTROL MAP

Select "c" to display a "control map" on your screen. Printing format instructions such as margin width, line

spacing and number of characters per line, are controlled by this map. The control maps are explained in Section 5.

GLOBAL SEARCH

"Global search" allows you to locate and change any word or phrase in your word processing data. For instructions on performing a global search, turn to Section 7.4.

FORMAT

Executing this command will format a disk, preparing it to receive data from Script 64. You must format a disk before you can use it to store word processing data. Formatting and other disk functions are explained in Section 8.

INDEX

The Index provides you with a place to log the titles of the data you have saved on the disk. Section 7.5 covers using a disk index.

BACKUP

The backup function allows you to make duplicates ("backups") of your disks, if you have a dual disk drive. This procedure is covered in Section 8.4.

DICTIONARY

The Dictionary function acts as a spelling checker. Using a dictionary disk, which you make, you can rapidly check the spelling on any SCREEN or FILE. Section 11 explains how to create a dictionary disk and use it to check your spelling.

The small letters on the menu line, "a:b:s:t", represent editing functions. The "a" is an automatic return feature used in structured SCREENS (see Section 6.1). The bell

function, "b", acts like the bell on a typewriter, warning you of the end of a line (see Section 6.1). The "s" represents a SHIFTed mode explained in Section 6.6, while "t" switches between ways of deleting (see Section 3.5.)

3.2 WORDSTREAM

To enter text in the word processor, type it at the keyboard as if you were using a typewriter. When you type a character, it will appear on the screen display under the cursor. Like a type ball, the cursor will jump forward one space after you have typed a letter. Typing follows behind the flashing cursor, which indicates where the next letter will appear.

When the cursor gets to the end of a screen line, it jumps to the beginning of the next line. This is called "wrap-around". Let the words wrap around the screen; don't worry about things like line spacing or paragraph indents. If a word breaks in the middle when the cursor is at the end of a line, let it happen. Your text will be correctly formatted when you print it out.

Remember that the space bar on a computer wipes out text, unlike that on a typewriter which just advances the ball. Use the <CRSR> keys to move the cursor through text without erasing it.

At the end of a paragraph, press the <RETURN> key. The cursor will jump to the first position on the next line and a "carriage-return arrow" will appear on the screen.

This way of entering text is called "wordstream". It uses the least amount of computer memory and disk space and is the easiest way to enter text.

To move to the next SCREEN in the current FILE, press <f 1> once. To go back to a previous SCREEN, press <f 3>. Notice that, in the first FILE on the disk or tape, you cannot use <f 1> and <f 3> to go lower than SCREEN#001, or higher than SCREEN#040. You have only 40 SCREENS in memory at one time. To get to SCREEN#041, you must load that FILE from the disk (see Section 8.1).

If you have loaded Script 64/80, you have only 20 SCREENS in memory. You cannot use <f 1> or <f 3> to go lower or higher than SCREEN#001 and SCREEN#020.

It is very important to save your data regularly. Unless your work has been recorded on the disk or tape, it will be lost when you quit the word processor, move to a new FILE or accidentally pull the plug from the power outlet. It is a good idea to save your work every few SCREENS once you have formatted a disk. See Section 8.2 for instructions on how to save data.

3.3 INSERTIONS AND DELETIONS

A word processor allows you to correct mistakes easily. One way to correct mistakes is to move the cursor back to the mistake and type over it. This procedure is called "overstriking".

If you want to insert a line, or correct a serious error, overstriking is not much help. Script 64 provides a variety of ways to insert working space into existing text or to delete errors.

3.4 INSERTIONS

After you have entered a paragraph, you may find you have left out a word, or that another sentence is needed in the middle of your text. Putting new data into existing text is called "inserting".

You can insert working space into your text in three ways. The one you use depends on how much data you want to insert.

1. To insert a few letters or words, use the key marked <INST/DEL>. Position the cursor at the spot where you want to insert the space. Hold down the <SHIFT> key and press the <INST/DEL> key once lightly. Starting from the cursor, text moves forward one space and a blank space appears under the cursor. Repeat this procedure by

holding down both the <SHIFT> and <INST/DEL> keys if you need more space. Then type in the word you want to insert.

2. To insert a blank line, position the cursor on the line where you want a blank screen line to appear. Press the <RUN/STOP> key once and the cursor will freeze, waiting for instructions. Press "i". A blank line will appear and text will move down one line from the cursor. To insert another line, press "i" again. When you have finished inserting lines, press <RUN/STOP> again and the cursor will start to flash.
3. To insert long pieces of text, position the cursor at the point where you want to begin typing in the text. Press the <RUN/STOP> key and the cursor will stop flashing. Hold down the <SHIFT> key and press the <INST/DEL> key. A highlighted letter "i" should appear on the menu line, beside the letter "t". If there is no "i" on the menu line, repeat this procedure. This "i" stands for "Insert Mode". Begin typing, and data will move ahead of the cursor to make room for the text you insert. To cancel Insert Mode, repeat this procedure: press <RUN/STOP>, then <SHIFT> and <INST/DEL>.

3.5 DELETIONS

Deletions are the opposite of insertions. Script 64 offers several ways to delete text you no longer want. As with insertions, the method you use depends on the size of the deletion.

To delete small portions of text: use the <INST/DEL> key. Script 64 offers two ways to delete using this key:

1. "Typing Delete" - Place the cursor one space to the right of the word that you want to erase. Press <INST/DEL> once lightly, without holding down <SHIFT>. The cursor will move back one space, erasing the last letter of the word and pulling the text to the right of the cursor along with it. Press several times or hold the key down to move the cursor back over a larger portion of text.

2. "Editing Delete" - Press <RUN/STOP> then "t". The small letter "t" above the menu line is no longer highlighted. Press the key and text to the right of the cursor will be pulled back into the stationary cursor, disappearing as it reaches the cursor.

To toggle back and forth between typing delete and editing delete, press <RUN/STOP> and "t" again.

The typing delete is usually more convenient when you are first typing in text, while the editing delete is better for editing existing text. When you first load Script 64, the "t" is highlighted on the menu line, and the key works in the typing delete mode.

3. To delete a single line : Position the cursor on the screen line you want to delete. Press <RUN/STOP>, then "d". The line where the cursor is positioned will disappear and the rest of your text will move up one line. To delete another line, press "d" again. When you are finished deleting or inserting lines, press <RUN/STOP> again to return to normal editing.
4. For longer deletions, position the cursor at the beginning of the text you want to delete. Press <RUN/STOP> and the cursor will freeze. Then press the key (without SHIFTing it) and a small "d" will appear in reverse field beside the "t" on the menu line. This "d" stands for "Delete Mode". If there is no "d" on the menu line, repeat this procedure. The next step involves highlighting the text you wish to delete. You can do this in two ways.
 - a) Move the cursor through to the end of the text you want to delete. As the cursor moves, it will highlight the text. If you go too far, move the cursor back.
 - b) press "w" to highlight one word, "s" for a sentence and "l" for a line. These pieces of text will be highlighted as you press the appropriate letters. Use the <CRSR> key to adjust the highlighting if you go too far or if you wish to include a few additional characters in the deletion.

When you have highlighted all your material, press again. The highlighted text will disappear and Script 64 will go out of Delete Mode.

5. To clear an entire SCREEN, Hold down the <SHIFT> key and press the <CLR/HOME> key. The cursor will return to the "home" position in the top left corner. This is not as dangerous as it sounds, because Script 64 sometimes lets you recover text in case of accidental deletions.

Text Recovery: Hold down the <SHIFT> key and press the back arrow key (back space key) to restore the text on the SCREEN to the condition it was in when you last entered that SCREEN. Under certain conditions, you can use this technique if you accidentally clear the SCREEN with the <CLR/HOME> key, or if you make changes to the text, and decide to return to the text you had on screen before.

For text recovery to work, your data must be in the memory of the 64. As you type data on the screen, it enters one of the 64's buffers. Until you change SCREENS, this data does not go into the 64's memory. To put data into memory, enter the data on on SCREEN, change SCREENS once, then go back to the first SCREEN. If your data is not put into memory this way, text recovery will not work.

3.6 MOVING TEXT WITHIN/BETWEEN SCREENS

Sometimes you will want to move portions of text around within your data without having to retype it. Script 64 allows you to move any portion of text with a few keystrokes.

First, highlight this text as if you were going to delete it (see Section 3.5/4) but DO NOT press the key yet. Press "m" for "memorize". The letter "m" will appear on the menu line, replacing the letter "d". The highlighted text is now memorized for recall anywhere on any SCREEN. At this point, you can either delete this text by pressing , or leave it on the screen by pressing <RESTORE>. In either case, it will stay memorized.

You can insert the memorized text anywhere you wish as long

as there is room for it on the SCREEN. Position the cursor at the place where you want to insert the memorized text. Press <RUN/STOP>, then "r" for "recall". The text will be inserted, starting from where the cursor was. Existing text is pushed ahead of the insertion.

Memorized text will remain in memory for recall as often as you wish, until you memorize new text or go into the print mode. Then the previously memorized text will be cleared from memory.

To increase the speed of recall:

When recalling to a clear SCREEN or at the end of data already on a SCREEN, put in a <RETURN> arrow before recalling. Position the cursor on the arrow, press <RUN/STOP> then "r". You will probably want to erase the arrow after the recall.

3.7 THE STATUS KEY

When you first power up your computer, a line appears telling you the number of free bytes in memory. Loading Script 64 uses up some of this memory, leaving the rest for word processing data. In 40-column mode, if you type text on, every space in every SCREEN, you cannot fill the memory of your 64 with word processing data. But in 80-column mode, no FILE of 20 SCREENS can contain more than 350 screen-lines of data. If you put too much data in one 20-SCREEN FILE, the prompt "MEMORY FULL" appears on the menu line. This is a signal to save your work and move to another FILE to continue entering any more data. Editing with a "MEMORY FULL" condition is difficult and if you continue to enter data after a memory full condition has been reached, editing will become impossible.

Use the <f 4> key to check the amount of memory left in any FILE. The <f 4> key can also be used to find the cursor line position count and the working disk drive.

1. Press <f 4> once. On the left side of the menu line appears the number of lines of space for data entry left in the current subFILE. This figure applies to one 20

SCREEN half of a FILE. If you are on SCREEN#005 when you press this key, the memory line count reports the free space left in SCREENS 001 to 020, not in the whole FILE of 40 SCREENS. Remember that in 80-column mode, the FILE already has 20 SCREENS. Move to a different SCREEN before you check this figure, because it is only accurate after you have changed SCREENS.

2. The second time you press <f 4>, the menu line displays the cursor line position count - the screen line where the cursor is at the time you press this key. This can be used in a structured SCREEN (see Section 6.1) to find out where a line of text would appear on a printout.
3. The third time you press <f 4>, the menu line displays the disk drive number you are loading from and saving to. This number is either "0", or "1".

SUMMARY - BASIC EDITING

MENU LINE

"L"	Loads a FILE from disk or tape
"S"	Saves current FILE to disk or tape
"P"	Print mode
"E"	Editing mode where text is entered
"C"	Control maps governing print formats
"G"	Global search for specific text
"F"	Formats disk to receive data
"I"	Index to individual disks
"B"	Backs up a disk (dual drive only)
"D"	Dictionary/spelling checker

INSERTIONS

1. Small insertions use <INST>
2. One screen line <RUN/STOP> and "i"
3. Large insertions <RUN/STOP> and <INST>: Insert Mode

DELETIONS

1. Small deletions use
 - a) Typing delete clears text as cursor moves left
 - b) Editing delete pulls text into stationary cursor
 <RUN/STOP> and "t" toggles between delete modes
2. One screen line <RUN/STOP> and "d"
3. Large deletions:
 - a) <SHIFT> and <CLR/HOME> to clear a SCREEN
 <SHIFT> and back arrow key to recover text
 - b) Go into Delete Mode by pressing <RUN/STOP> then
 Highlight text: with cursor keys, or
 "w" for a word, "s" for a sentence, "l" for a line
 - c) Press to delete, or <RESTORE> to cancel

MOVING TEXT

1. Highlight text in Delete Mode, press "m" to memorize.
2. Press to delete, <RESTORE> to cancel highlighting.
3. Recall text by pressing <RUN/STOP> and "r".

SECTION 4 - PRINTING

4.1 ENTERING PRINT MODE

Printing will provide you with a "hard copy" of your document on paper.

To enter print mode, press <C=> then "p". The "P" on the menu line will be highlighted and the screen display will change to show a rectangular chart with the heading, "SCREEN Sequence". Use this chart to enter the numbers of the SCREENS you want to print, and the order in which you want them to appear in the final document.

4.2 SELECT SCREEN SEQUENCE

Type in the numbers of the SCREENS you want to print, in the order you want them to appear. All SCREENS must be typed in as 3-digit numbers.

To print a number of consecutive SCREENS, type in the first SCREEN number, press "-" (minus key) then enter the last SCREEN number. Any SCREEN can be repeated as often as you wish. Enter its number wherever you want it to appear in the final document.

Examples of Correct Print Commands

001, 004, 035, 037

001-004, 021-035

001-009, 027, 009

(Don't worry about putting in the commas; Script 64 does that automatically.)

Examples of Incorrect Print Commands

- 1) 10,11,15 SCREEN #'s must be entered as
 3-digit numbers
- 2) 004-001 Must be entered as separate SCREENS,
 Script 64 cannot go backwards this way

If you make a mistake, use the key to erase the incorrect SCREEN number. But if you enter the wrong SCREEN number, and the cursor has already gone past the comma, you must re-enter print mode by pressing <C=> then "p".

4.3 PRINTING

The actual printout begins when you enter "000" after the last SCREEN number in the sequence. Script 64 selects from memory or from the disk or tape all the SCREENS you enter in the SCREEN Sequence, and prints them in the order you enter them. Before you begin the printout, make sure that your printer is turned on and is on-line and that your work is saved to the disk or tape.

When you print using a datasette, follow menu line prompts as they appear. The prompts will tell you to rewind the tape to the beginning, fast forward the tape to the correct FILE, then press PLAY while Script 64 loads into its memory the SCREENS you enter in the SCREEN Sequence.

When the printout is finished, the words "End of Output" will appear on a line at the bottom of the screen. Press any key to return to edit mode.

The format of your document is determined by the Control Maps described in Section 5. These control maps are preset to "default values" when you load Script 64 (press <C=> then "c" to look at those values). You do not need to change them to get an excellent printout. You may want to alter those default values, but you could print without ever looking at them.

Note: If your parallel printer (see Section 2.3) is "hung-up", i.e. not printing, after you type in the print

command, press the <C=> key to send the output to screen instead of to the printer (see Section 4.5.1). Use the <RUN/STOP> to abort the printout (see Section 4.5.2).

4.4 PRINTING ACROSS FILES

In a printout, Script 64 ignores any space after data on a SCREEN. If your SCREEN is only half full, the empty space after the last character does not go to the printer.

Similarly, if you print data from several FILES, in a very large document, or one entered in several FILES on your disk or tape, the word processor will ignore any empty SCREENS you ask it to print. For example, if you print your whole disk, and the last 200 SCREENS are completely blank, none of that space would go to the printer. The printer waits while Script 64 searches through those SCREENS for data.

If you print outside of the FILE currently loaded in the 64's memory, save your data first, and keep your data disk or tape in the drive. If the disk or tape is not there, the word processor cannot print your work.

4.5 PRINT OPTIONS

Script 64 provides you with a number of print options to help make printing easier and your word processing more effective. These options can be used singly or together to help ensure that what appears on paper is what you wanted when you typed in your data.

4.5.1 Printing to the Screen

This feature allows you to preview your work on the screen before you send it to the printer. The text will appear on the screen in the same format as it would on paper. This feature allows you to check for errors in your text or format without wasting paper.

To print to the screen:

1. Enter Print mode in the same way you would if you were

going to print a hard copy and enter your SCREEN sequence. Before entering the final print command, "000", type in a "v" (for "video print"). The first part of your document will appear on the screen, exactly as it would appear on paper. On the right side of the menu line, the word "Pause" appears.

2. To scroll down through the rest of your document, press the space bar (but watch it, text scrolls quickly). To pause the scrolling, press the space bar again. To slow the scrolling down, hold down <CTRL>.
3. In 40-column mode, you will be able to see only half of your document at any one time, because most paper is 80 columns wide. However, there is a way to scroll horizontally and scan the rest of the document. As long as your video print is paused, you can use the "4" key and the "6" key to scroll left and right. This feature allows you to see both sides of your document. You cannot scroll horizontally with Script 64/80.
4. To view the current FILE in a video print, go into print mode and enter only "000".

4.5.2 Stopping and Resuming a Printout

1. You can abort the print by pressing <RUN/STOP>. This will return you to edit mode at the SCREEN where the printing stopped.
2. If you wish to stop printing temporarily, perhaps while changing a ribbon, press the space bar. Pressing the space bar again will resume the printout.
3. To make the printer pause at a precise location in your text, enter a "*p " in your text where you want the pause to occur. Press the space bar to resume the printout. This "*p " will not appear in your hard copy. Since in structured SCREENS (See Section 6.1) *p takes up two spaces that do not appear on the printout, allow an extra two spaces on that line when aligning columns of text after *p .
4. As long as your printout is paused, you can use the "4"

and "6" keys to scroll the data horizontally. When you resume printing, you can no longer scroll horizontally.

4.5.3 Automatic Hyphenation

This option automatically cuts words of more than 6 letters when they occur near the end of the printed line, hyphenating them at the break. Enter "h" before "000" to get this feature in your printout.

If you use this option, it is a good idea to view your work in a video print before getting a hard copy. The word processor does not always hyphenate correctly. If you spot a mistake, go back into edit mode by pressing <RUN/STOP>, and insert the correct hyphenation directly into the word using "-" (minus key) for a hyphen.

4.5.4 Printing Selected Pages

If you press "p" while watching any page of a video print, your printer will start printing a hard copy at the start of the next page. For example, if you are viewing page 2 when you press "p", the printer will start printing at page 3. Script 64 numbers the pages of a document. This feature will allow you to start printing a document at the start of any page without changing the pagination.

4.5.5 Copies

If you want more than one copy of your document, enter "c" followed by a two digit number for the number of copies you want ("c02" for two copies, "c12" for twelve copies) before you enter "000". For more than 99 copies, type "c00" and the printer will continue to print copies of this document until you use <RUN/STOP> to abort the printout when you have the desired number of copies.

4.5.6 Enumerating SCREENS

Enter "n" (for "number") before "000" to print SCREEN

numbers on the left side of the screen or paper. The SCREEN numbers show where the data in the printout originates on the disk. This feature works very well with a video print to help you find on what SCREEN mistakes in your text occur.

4.5.7 Merging with a Mail List

This feature allows you to integrate your printout with data from the mail list program Scratchpad, or from a sequential file. Variables entered in Script 64 are replaced with data from Scratchpad, or sequential files. This printing technique is covered in Section 9.

4.5.8 Printing through the RS-232 Port

This feature allows you to print through the RS-232 port over a modem to another computer or through a serial printer connected through the RS-232 port.

To print through the RS-232 port:

1. Make sure your modem or serial printer is connected properly to the 64. Refer to the owner's manuals for your modem or printer for the correct procedures.
2. Enter the SCREENS you want to send in the SCREEN Sequence, but before "000", enter "r".
3. Before you can enter the print command of "000", you must select the baud rate (number of bits per second) for your printer or modem. For a baud rate of 50, enter "r" then the number "1". Use the following table as a guide to the possible baud rates:

Enter: "1"	for a baud rate of:	50
" " "2"	" " " " " "	75
" " "3"	" " " " " "	110
" " "4"	" " " " " "	134.5
" " "5"	" " " " " "	150
" " "6"	" " " " " "	300
" " "7"	" " " " " "	600

Enter	"8"	for a baud rate of	1200
"	"9"	" " " " " "	1800
"	"0"	" " " " " "	2400

4. After you have entered the baud rate, you must set the parity to agree with your printer. Enter "e" for "even" parity, "o" for "odd" parity and "d" to "disable" the parity. Check your printer manual for more on parity.
5. Enter "000" to send these SCREENS over the modem or print them using a serial printer connected through the RS-232 port.

4.5.9 Saving a Print Command

If you find you are printing a document or a portion of a document over and over again, you can save a long or complicated SCREEN sequence in one SCREEN. Then you can print that same document without having to remember or retype the order or numbers of the SCREENS. When you use this feature, you only have to enter a particular sequence of SCREENS once.

To save a print command:

1. Enter print mode as if you were going to print a hard copy and enter the numbers of the SCREENS as usual.
2. When you have entered all the SCREEN numbers in this printout, enter the letter "s" and the number of a completely blank SCREEN inside the FILE currently in memory. Make sure the SCREEN number after "s" is both blank and inside the current FILE of 40 SCREENS, or inside the FILE of 20 SCREENS if you are in 80-column mode.
3. The SCREEN Sequence box disappears, and the SCREEN entered after the "s" will appear on screen, with a series of numbers on it. These numbers represent the numbers of the SCREENS just entered. Do not enter any other data on this SCREEN.

To use a saved print command:

1. Load the FILE where you saved the command. Enter print mode by pressing <C=> then "p", but instead of entering the whole SCREEN Sequence again, enter only the number of the SCREEN where the command was saved, then "000".
2. Script 64 will now print all the SCREENS entered into the print command and saved on this SCREEN.

SUMMARY - PRINTING

Print Mode

Abort print
Pause print

<C=> then "p"
enter SCREEN sequence
enter print command, "000"
<RUN/STOP>
space bar

Options

Video print
Hyphenate
Print selected
pages
Copies
Enumerate
Merge with
Scratchpad
Merge with
sequential file
RS-232
Save print
Command

before entering "000":
"v"
"h"
press "p" during video print
to print next page
"c" + 2-digit number of copies
"n"
"m1"
"m2"
"r" followed by baud rate
and parity
"s" + SCN# of blank SCREEN

SECTION 5 - THE CONTROL MAPS

5.1 PRINT CONTROL MAPS

Script 64's control maps set up instructions to format your document. Unlike many other word processors, Script 64 does not require you to embed format commands in your text.

Before printing your document, you can use the print control maps to change the settings which determine the format of the final printed page, such as margins, number of characters per line and page numbers.

There are two control maps: the Large Control Map, accessed by pressing <C=> and "c"; and the Small Control Map, accessed by pressing <C=> then <SHIFT> and "c". A single large control map formats the entire document. The 999 small control maps corresponding to the 999 SCREENS on a disk let you vary the format on any given SCREEN.

1. **LARGE CONTROL MAP :** The large control map formats the entire document no matter which SCREENS you print. Frequently used settings called "default" values programmed into the large control map will format your document for you. You can change any of the default values with a few keystrokes.
2. **SMALL CONTROL MAP :** There is a small control map corresponding to each single SCREEN. Change the values on this map to adjust the format of only that SCREEN. The rest of your document will be printed according to the values entered in the large control map. Values entered in the small control maps are saved when a FILE is saved. If no changes are made to the small control map, Script 64 will use the values in the large control map.

5.2 CHANGING SETTINGS ON THE CONTROL MAPS

You will find that the large control map already has preset values which you can leave if you find them convenient.

Values in the small control maps are set to 0's and "n"'s.

Use the <RETURN> key to move the cursor through the settings in both maps, one step at a time, or hold down <RETURN> to move quickly to any value in the map.

When the cursor is over the setting you wish to change, type in the new figure or character. Make sure you enter the new setting in full. For example, if you want to change the characters per line from "060" to "040", don't just type in "04", or the change will not be entered. Type the new setting in full: "040".

5.3 EXPLANATION OF THE LARGE CONTROL MAP

To access the large control map, press <C=> then "c" and a chart will appear on the screen. This section explains the settings and entries on this chart.

1. Margin- 10 (Left margin setting)

This setting controls the position of the left column on the paper where printing will start. Its preset value starts printing text 10 spaces from the left edge of the paper. To obtain a wider or narrower margin on your printout, change this number by typing over the "10". For example, typing in "15" will give a left margin of 15. Use the same technique to reduce the margin.

2. Char/Line- 060 (Line width)

The "Characters per line" setting controls the length in characters of one printed line. Its preset value sets 60 columns as the length of any single line, counting from the left margin. If your margin starts at 10, then the last character on any line will be printed in column 70 of the page. To change this setting, type in a new value over the preset figure.

3. Spacing- 1 (Line spacing)

The "Spacing" setting controls the spacing between lines of

print. If you leave it at "1", no extra spaces will be printed. Change it to "2" or "3" for double or triple spacing.

4. Para spacing- 2 (Paragraph spacing)

This setting controls the number of blank line spaces left after each wordstream paragraph. It is preset to a value of 2 (one blank line) but can be reset for any value up to 9.

Note: This value cannot be less than the value for line spacing. If you make it smaller than the line spacing value, you will get a control map error (see Section 5.6).

5. Para indent- 00 (Paragraph indent)

This setting will automatically indent the first word of all wordstream paragraphs in your text the number of spaces shown. This setting does not affect structured SCREENS (see Section 6.1).

6. Lines/page- 050 (Lines per page)

The Script 64 word processor is preset to assume that a page has a maximum of 66 blank lines on each sheet of paper (11 inch paper times 6 lines per inch). The "Lines/page" setting refers to the number of printed lines that will appear on the final document, as long as you leave the line spacing at "1". But if you use double spacing (see item 3 above) and leave this value at "050", then only 25 lines of text will be printed on your page, because the "lines/page" setting counts each line, whether it has text on it or not, as one line of text.

On regular sized paper (8 and 1/2 by 11), this value should be no larger than "060", in order to leave room for top and bottom margins, titles and page numbers.

7. Right just?- y (Right justification)

This setting controls the way the text on the right side of the page will appear. If you leave it "y" (for "yes"), then the printout of all non-structured SCREENS will be 'right justified'. In other words, the last character on the right margin of text will always print in the same column, like this page. If you change it to "n" (for "no"), then text on the right side of the page will print in a ragged format, as if it were done on a typewriter.

This setting does not affect structured SCREENS (see Section 6.1).

8. Top border- 02 (Top of page margin)

This setting controls the number of blank line spaces at the top of the page, before text is printed. The preset value of this setting is "02", which leaves a border of 2 lines. This setting leaves room for page numbers or titles. If you want a 2 inch border, (assuming 6 lines to the inch - see Item 14 below) then change this value from "02" to "12".

9. Page- #001 (Starting page number)

This setting controls the numbering of pages, starting with the first page. Pages are numbered according to the value entered here. Leave this setting at "001" to give the first page of your document the page number "-1-" on it, a "-2-" on the second page and so on. You can vary this setting to print any page number on the first page of your printout. If you don't want your pages numbered, change this setting to "000".

10. Print first page#?- n

Leave this setting at "n" and the program will print no page number on the first page of your printout. For example, if you leave this setting at "n" with page numbers starting at "045", then there will be no page number on the first page, but the number "-46-" will appear on the next page.

Subsequent pages are numbered consecutively.

11. Page (l,r,c,a)- c (Position of page number)

This setting controls the position of the page number on your printed page. If you leave it at "c", the page number prints in the centre of the page. Change it to "l", and the page number will print on the left side. Enter "r" to print the page number on the right side of the page. If you plan to print your document on both sides of the paper, and you want page numbers to print on the outside of the page, away from the binding, enter "a". This value will give you "alternate" pagination.

12. Top/bottom- b (Position of page number)

If you leave this setting at "b", the page number will appear at the bottom of your page. To print it at the top, change this setting to "t".

13. Paper size- 11

This setting assumes you are using standard paper, 11 inches long. Change this setting only if you are using nonstandard paper.

14. Lines/inch- 6

This setting controls the number of printed lines in a vertical inch, and may have to be set or reset to your printer's specifications because not all printers will accept changes to the lines per inch from within Script 64. Consult the owner's manual for your printer if you want to change the number of lines per inch. There are two possible settings: "6" or "8". The default setting of 6 lines to the inch is normal for most printers and for most printing. Any value under 6 will yield a control map error (see Section 5.6).

15. Pitch- 10

(Characters per inch)

"Pitch" measures the number of characters printed in one horizontal inch. Changing the pitch changes the number of character spaces in an inch. The letters will be printed closer together or farther apart by changing the pitch. "10" pitch will print 10 characters per inch. "12" pitch will print 12 characters per inch. With a smaller pitch number, such as 05, the print will take up more space horizontally, so you will need to reset the number of characters per line and the left margin to smaller values to accommodate a new pitch.

The most commonly used pitch values are 05, 08, 10, 12 and 16; though some printers will not accept all these values. Some typefaces look better when they are printed with a lower pitch.

16. Line feeds- n

A line feed is a command from the computer to advance the paper in the printer. Each time the printer begins a new line, the print head returns to the left margin. Some printers advance the paper automatically at this point, and do not need line feeds from the computer. Other printers need a special instruction from the computer to advance the paper when they begin a new line. Such printers do require line feeds.

1. To send line feeds to the printer, enter "y" for "yes".
2. Leave this setting at "n" for "no" to stop the program sending line feeds to the printer.

If you do not know which kind of printer you have, consult your printer manual, or look at a printout. If the printout overprints all on the same line, then your printer requires the computer to send line feeds. Enter "y" for "yes".

If the printout shows doubled spacing (single space becomes double space, double space becomes quadruple space and so on), then your printer can generate its own line feeds. You can leave this setting at "n".

To use some Script 64 printing options, such as bold print and underlining, you will have to set your printer to accept line feeds from the computer. These options require the printing mechanism to make two passes over the same line. You can set most printers not to advance the paper at each carriage return by adjusting a switch, usually one of the dip switches on a circuit board inside the printer. Refer to your owner's manuals for the correct switch settings for your printer.

17. Rough draft? n

Use this setting if you are printing a rough draft and want to save paper. Enter a "y" and you will get a continuous printout, with no page numbers and no top or bottom borders and so on. Leave it at the preset value of "n" if you want to print a good copy.

Remember to cancel this feature when you no longer require a continuous printout.

18 Title (l,r,c,a,)- c (Title position)

This setting controls the position of the title of your document, if you use a title (see item 21 below for entering a title). The default value, "c", is preset to print the title in the centre of the page. A value of "l" will start printing the title at the left margin. If you enter "r", the title will end at the right margin. Change this to "a" and the title will print alternately between the left and the right margin. Use the "a" setting if you want the title to appear on the outside of the page, away from the binding.

You cannot print both the title and the page number at the top or bottom center of the page.

19. Top/bottom- t (Position of title)

This feature gives you the option of printing a title on the top or bottom of the page. Leave it at "t" to make the title print at the top of the page. Change it to "b" to print the title at the bottom.

20. Pause? n (Printer end-of-page pause)

Leave this setting at "n" if you have continuous form, pin-feed or tractor paper and you wish to print without interruption. If you are using single sheets of paper, or if you want the printer to pause at the end of every page, change this setting to "y". When the printer reaches the bottom of a page, it will pause. Over the menu line on the screen display will appear the prompt, "New page ↑". Insert a new sheet of paper, and press the up arrow key to restart the printer.

21. Title= (Document title)

If you are using a title on your document, type it in this space. The cursor keys don't work in the Title space; use the <INST/DEL> key to correct mistakes. When you are finished entering a title, use the <RETURN> key to go back up into the control map. To erase a title, <RETURN> to this section and press the space bar, then the <RETURN> key. If you are not using a title, options 18 and 19 above will have no effect and no title will be printed.

You cannot print the title and the page number together in the center of the page. However, you can print them together at the right or left side of the page. The title will print first, followed by the page number. For example, if your title was the word "Page" and you print the title and page number in the top left corner, then the top border will read "Page 2".

5.4 EXPLANATION OF THE SMALL CONTROL MAP

Every SCREEN has a corresponding small control map. If you

change any value on this map, it will cause that SCREEN, and that SCREEN only, to print according to that special value. When that SCREEN has been printed, the rest of the document will print according to the values in the large control map.

For example, if you have a long quotation on SCREEN#041 and want to print it with a margin of 15 and a 40-character line, then you would give that SCREEN special instructions in its small control map. The changed values in the small control maps are saved when you save the FILE.

To access the small control map, press <C=>, hold down <SHIFT> and press "c". Use the <RETURN> key to move through the values in the map. Change these values by typing over them, as you did in the large control map. When you have no more changes to make, return to edit mode by pressing <C=> then "e". You can use <f 1> and <f 3> to move through the small control maps without returning to edit mode.

In edit mode, when you clear a SCREEN with <SHIFT> <CLR/HOME>, this also clears any changed values in the small control maps.

1. Margin- 00

If you enter a new value in this setting, the margin on your printed document will change only on this SCREEN.

2. Char/line- 00

This feature changes the line length on a single SCREEN.

3. Spacing- 0

This feature changes the line spacing on a single SCREEN.

4. Para spacing- 0

This feature changes the paragraph line spacing on a single SCREEN.

5. Para indent- 00

This sets the paragraph indentation on a single SCREEN. If

you want to change paragraph indentation through the small control map, type in a value that is one greater than the value you want. For example, if you want to indent the printout of one SCREEN 6 spaces, enter a value of "07". If you want no indentation in a SCREEN, enter a value of 01.

6. Right just?

This feature varies the justification on a single SCREEN. Enter a "y" to turn right justification on. Enter "n" to turn it off.

7. Pitch- 00

This feature changes the pitch on a single SCREEN.

8. New page? n

This feature forces the printout to begin a new page when this SCREEN is printed. Leaving this setting at "n" has no effect on the printing of your document. Changing it to "y" will start a new page in your printout beginning with this SCREEN.

On the SCREENS where you use this option, a "*" appears beside the "D" on the menu line in edit mode. This star indicates a new page will begin with that SCREEN, saving you from having to call up control maps to find out where new pages start.

9. Control map? n

This feature stores the values of the large control map in an empty SCREEN. See Section 5.5 for using this feature.

5.5 SAVING A CONTROL MAP

The default values already loaded in the large control map may not be the values you want to use in formatting your document. It is inconvenient to have to change these values every time you load Script 64. By storing these values in a saved control map, you can avoid having to change the large control map every time you load the word processor.

To save a control map:

1. Go to the large control map and change the default values to the settings you require for printing your document.
2. Go to a blank SCREEN in your FILE.
3. Call up the small control map for that SCREEN and use the <RETURN> key to move to the entry marked "Control map?".
4. Enter a "y" in this space and the new values you have entered in the large control map will be entered to the SCREEN as a series of numbers. Save this SCREEN as if it were ordinary word processing data, but do not add any data to this SCREEN.

NOTE: Make sure this SCREEN is blank before you try to save a control map on it. If there is any data on the SCREEN, the control map will not be saved.

To print with these values:

1. Go into print mode by pressing <C=> and "p". The first number you enter in the SCREEN Sequence box should be the number of the screen where the control map has been saved. This will format the entire document according to the values saved in the new control map. After printing, if you look at the large control map, its values will have been changed to the ones in the saved control map.
2. For the balance of your word processing session, you will not have to include the SCREEN with the saved control map as part of the SCREEN Sequence. They will remain there until you alter them, or print with another saved control map, or quit the word processor.
3. To load these values into the large control map, execute a video print (see Section 4.5.1) of the SCREEN with the saved control map. For example, if you have saved the control map you want to use in SCREEN#622, print that SCREEN in a video print. This alters the values in the large control map to the values in the saved control map.

5.6 CONTROL MAP ERRORS

If the words "**** Control Map Error ****" appear on the menu line during a printout, the word processor will 'hang up,' that is, it will refuse to start or continue the printout. If this happens while the SCREEN Sequence box remains on the screen, then there is an unacceptable value in the large control map. If it happens during a printout, then there is an unacceptable value in one of the small control maps. Unacceptable values include having the lines per inch set at "4", or characters per line set at "130". The impossible value will stop the printer.

To correct a control map error, press any key and you will return to edit mode at the SCREEN where the problem occurred. If you cannot find anything wrong in the large control map, use <f 1> and <f 3> to check through the small control maps. Change the incorrect value when you find it and try to print again. Sometimes there will be more than one error in the control maps.

SUMMARY - CONTROL MAPS

<C=> and "c"	accesses Large Control Map used in all SCREENS may be saved through small control map
<C=> then <SHIFT> "c"	accesses small control maps unique to each SCREEN overrides large control map values saved with FILE
<RETURN> key	used to move through values in both control maps change values by overstriking

SECTION 6 - MORE ON EDITING AND EDITING MODES

6.1 STRUCTURED SCREENS

Creating a specially formatted document in wordstream is very difficult. If you enter a column of figures, or the address part of a business letter in wordstream, then Script 64 will format the text with the values in the control maps. These values will make it hard for you to get the data to come out on paper in the format you want. Wordstream is not the only way to enter data into the word processor. Script 64 has another mode of data entry called structured formatting or "structured SCREENS".

You can use structured SCREENS when you want a document or any part of it to follow the precise format you have determined. You would use a structured SCREEN to create a table of numbers, or make a chart, or in setting up the parts of a business letter. Structured SCREENS override some values in the control maps, and allow you to format your data on the screen.

With Script 64/80, the document will be printed almost exactly as you see it on screen. But in 40-column mode, because you are working on a 40-column screen display, and the paper most commonly used (8 and 1/2 by 11) has 80 columns, structured SCREENS may be difficult to visualize at first.

6.1.1 Structured SCREENS in 40-Column Mode

To work in structured mode:

1. Press <RETURN> in the "home" position of a SCREEN. The first space in a structured SCREEN must have a <RETURN> arrow in it.
2. Notice that if you press <RETURN> again, it no longer leaves a carriage return arrow where the cursor was. Instead, the cursor jumps to the beginning of the next line and places an arrow as the first character in that line.

3. Each <RETURN> arrow down the left side of the SCREEN represents one line on the paper.
4. If the data you want to enter on one printed line has 39 or fewer characters in it (including spaces), enter your text and press <RETURN>.
5. If your data has more than 39 characters, including spaces, then do not press <RETURN> at the end of the screen line. Let the text wrap around onto the next line, then press <RETURN>. Do not put more characters on one line than your paper can handle. Use the cursor column counter on the menu line to keep track of the number of spaces you are typing in.

For example, using 10 pitch on 8 and 1/2 by 11 inch paper gives you eighty-five columns. Supposing you have 10-space margins (left margin, 10; char/line 65) you can use only 65 spaces: 39 on the first line and 26 on the second.

6. In structured mode, the control map settings for right justification, paragraph indentation and spacing, and characters per line no longer have any effect on the printout of your text. You must set your own indents, and characters per line.
7. There are two ways to create a blank line in your printout. One way is to place <RETURN> arrows down the left side of the SCREEN. Each arrow on the screen is one blank line on the page. The other way is to hold down the <SHIFT> key and press the <RETURN> key in the space after the last character on a line. This leaves a return arrow, but the cursor does not jump to the beginning of the next line. The second way saves memory and provides more editing room on each SCREEN. To leave several blank lines, repeat either of these procedures.
8. Do not attempt to mix wordstream data and structured data on the same SCREEN.

To prevent your text from exceeding the number of characters per line your paper can handle, you may want to use the automatic return mode.

To access automatic return, press <RUN/STOP>, then "a". Note that the "a" on the menu line is now highlighted. Now go into the large control map and set the "Char/Line" setting to the maximum line length you want to appear on paper.

Return to edit mode and begin typing a structured SCREEN. When the cursor reaches the character line length you set on the control map, the cursor will jump to the next line, taking any partially typed word with it. A carriage return arrow will also be automatically placed in the first character of the new line.

The automatic return feature will not work if there is data below the screen line where you are typing. We recommend you use a blank SCREEN with the automatic return.

You may also want to use the "bell" feature, which acts like the bell on a typewriter. When the cursor reaches a spot five spaces before the right margin, a bell will sound. To access this function, press <RUN/STOP> then "b". The "b" on the menu line will be highlighted.

To cancel both the automatic return and the bell, repeat the procedures for accessing them.

We suggest you try setting up and printing out a few structured SCREENS to get the hang of it before you do any serious work.

6.1.2 Structured SCREENS in 80-Column Mode

To create a structured SCREEN in 80 columns, follow almost exactly the same procedure as with 40-column mode. However, it will be easier because what appears on your screen is almost exactly what will appear on your paper.

You do not need to keep the number of characters on a screen-line at or below 39, but you must still remember not to exceed the number of characters your paper will handle.

The automatic return and the bell function work in exactly

the same way in both 40 and 80-column mode.

6.2 TABS

6.2.1 Tab Settings

To set tabs on the word processor:

1. Go into structured mode by putting a <RETURN> arrow in the HOME position. Tabs can only be used in structured SCREENS.
2. Keep the cursor on the first line and move the cursor to the position where you want a tab set.
3. Hold down the <SHIFT> key and press the <RESTORE> key. A small line will appear under the menu line to show the column where the tab position is set. To set other tabs, move the cursor to the next tab position, hold down <SHIFT> and press the <RESTORE> key.
4. To move to these tab positions on the screen, press the <RESTORE> key.
5. To cancel a tab, position the cursor under the tab you want to cancel. Hold the <SHIFT> key and press <RESTORE>. The mark indicating a tab will disappear.
6. You can set tabs up to 80 columns in 40-column mode and up to 160 columns in 80-column mode. To set a tab beyond 40 columns, position the cursor on the second screen line and perform steps 2 and 3. The tab indicator below the menu line will be thicker than the normal tab indicator. If you set a tab in the 20th column of the second line, it will be positioned at column 60 of your printed document.

6.2.2 Automatic Structured Formatting

This feature combines tabs with the automatic return function (see Section 6.1) This can be an extremely useful feature for entering text in columns.

To use automatic structured formatting:

1. Set the number of characters per line in your large control map to the maximum line length suitable for your paper, but less than 79 characters.
2. Set a tab on the SCREEN in the desired position.
3. Position the cursor under the tab marker. Access the automatic return function by pressing <RUN/STOP> then "a" while the cursor is in the tab position.
4. When you type to the right margin position set on the control map, the cursor will jump to the next line at the tab position, taking any unfinished word with it.
5. To turn automatic formatting off, press <RUN/STOP> "a" again while the cursor is in the same position as the tab.

6.3 UNDERLINING

To underline a section of data:

1. Position the cursor in the first space before the data you want to underline. Press the "↑" (up arrow key) once. A short line will appear on screen, marking the beginning of underlining.
2. Move the cursor to the space after the last letter to be underlined and press the "↑" key again. Another short line will appear, marking the end of underlining.
3. These symbols instruct the printer to underline all text between these two points. No underlining appears on the screen, but it will occur in the printout. In a video print, underlined text will be highlighted.

In wordstream, the underline marker takes up a space on the screen, but not on the printout; so make sure you leave a space before the first underline marker, and after the second. In a structured SCREEN, an underline marker takes

up one space both on the screen and in a printout; so do not leave a space around the underline markers, unless you want extra space.

To underline a line in Centering Mode (see Section 6.8) first type in the data, leave centering mode and put in the underline markers afterwards.

Note: If you are printing using the Commodore Graphics Printer Model 1525, do not use this underline feature. Text after the underline will not print with correct margins or pagination.

6.4 BOLD PRINT

Script 64 produces bold print by printing a line, then overprinting it. The second pass by the printer is slightly shifted, creating the effect of bold print.

To print in boldface:

1. Position the cursor in the space before the text you want to appear in bold print. Press "↑" (up arrow) twice and a small mark will appear where the cursor was. This mark is thicker than the underline mark.
2. Now type in the words you want to be printed in boldface. Put the cursor in the space after this text and press the up arrow twice more. Another mark will appear. All text between these two markers will be printed in boldface.

Make sure you leave a space before and after the bold print markers if you are typing in wordstream, for the same reasons that you did when underlining.

Note: Do not use this bold print feature with the Commodore Graphics Printer Model 1525.

6.5 ITALICS

Some dot matrix printers, such as the MX-80 (with type III ROMs) will permit you to switch to printing in italic script. To begin this mode, position the cursor in the space before the text you want italicized. Press the "↑" (up arrow) key three times and a mark will appear where the cursor was. Move the cursor to the end of your italicized text and press the up arrow key three more times. These mark the beginning and end of italics and all text between the two marks will be printed in italics.

If your printer will not print italic script and you use the italic markers, then text between the italics markers will be both underlined and bold printed.

As with underlining and bold print, make sure you leave a space before and after the marks, if you are typing in wordstream.

6.6 SHIFTED MODE

If you want a large portion of text to appear in capital letters, there are two ways of doing it. You could press the key marked <SHIFT LOCK> and all the keys on the board will be SHIFTeD. But this can be inconvenient because many keys perform different functions when shifted.

The other way is to press <RUN/STOP> then "s". The "s" on the menu line will be highlighted. Any alphabetic keys you enter in this mode will be capitalized, but the number keys, control and editing keys and the function keys will all work in their unshifted mode.

To cancel shifted mode, repeat this procedure, that is, <RUN/STOP> then "s".

6.7 ENUMERATION

Enumeration aligns the text of a series of numbered points a consistent number of spaces to the right of the numbers. This page exemplifies enumeration.

To use enumeration:

1. Type in the number followed by a period or a bracket. Then insert a space or two between the period or bracket and the first letter of text, but remember to keep the number of spaces consistent all the way through your enumerated points.
2. Enter your text in wordstream. When you print, the left margin of text will align under the first word of text rather than under the number as this paragraph illustrates. Note that the number must appear as the first character in a paragraph for enumeration to work. The indentation stops after a <RETURN> arrow.

You can use Automatic Enumeration to align the text of a series of numbered points a consistent number of spaces to the right of the numbers even when you do not know the order of your points.

To use Automatic Enumeration:

1. Enter each point or question in wordstream, as you did in enumeration. Instead of entering a number such as "1", or "2" as the first character in the paragraph, enter "#n". No matter how you rearrange your points, they will be correctly and consecutively numbered.
2. You can start numbering these points beginning with any number. In your SCREEN Sequence, include a SCREEN that redefines (see Section 6.11) the asterisk as your first number, in the form "[*:008]", where "8" is your first number. You could use any starting number, but remember that automatic enumeration will handle no more than 255 points. If you do not include such a redefinition, numbering will start at "1".

6.8 CENTERING MODE

This mode allows you to center text automatically as you type it in. You can use centering mode in making titles or

special purpose documents, such as invitations and announcements. Centering requires structured format.

To center text:

1. Set the characters per line on the large or small control map.
2. You can use centering mode only on structured SCREENS (see Section 6.1) and normally on the top line of the screen display. If you enter centered mode on the top line, the SCREEN will be structured automatically.
3. With the cursor on the line where you wish to type in centered text, press <RUN/STOP> then "c". A highlighted "c" will appear on the menu line, beside the small letter "t".
4. Enter your text. It will be automatically centered as you type. When you are finished one line, press the <RETURN> key to go to the next screen line where you may enter another line of centered text.
5. To cancel centering mode, press <RUN/STOP> then "c" again.

6.9 SUPERSCRIPTS AND SUBSCRIPTS

Many printers, such as the NEC, Centronics, MX-80 and Starwriter, allow you to print superscripts and subscripts. Superscripts are numbers or letters printed half a line above the text line, like this: "See footnote below^c" and are used primarily for footnotes and other annotations. Subscripts print half a line below the printed text, like this: "4_n" and are used mostly in mathematical and scientific writing.

1. To print a superscript, position the cursor where you wish to place the superscript. Press <RUN/STOP>, then hold down <SHIFT> and press the <CRSR> up/down key. A mark will appear. The next character you enter after the mark will be printed as a superscript. Repeat this procedure to create additional superscripts.

2. To print a subscript, repeat the above procedure with no <SHIFT>. A similar mark pointing down appears on screen. The next character you enter after this mark will be printed as a subscript. Repeat this procedure to create additional subscripts.
3. The marks on the screen will not appear on the final printout. The printer will shift up or down half a line to print the superscript or subscript, then return to the line where it was printing before.

6.10 NUMERIC MODE

This feature of the word processor permits you to align columns of numbers with the decimal place always in line with the tab. You can also use this mode to add or subtract the numbers in these columns. Like tabs and centering text, you can use numeric mode only in structured SCREENS.

To use numeric mode:

1. Set tabs (see Section 6.2.1) where you want the decimal point to be in each column of numbers.
2. Press <RUN/STOP> then "n" for "numeric". A small highlighted "n" will appear on the menu line beside the "a:b:s:t".
3. Tab to the first tab stop, and type in the number you wish to place at that location. If you have additional tabs on that line, press <RESTORE> and as the cursor moves to the next tab position, the number you just typed in will align the decimal point with the tab you set. When all numbers on a line have been entered, press <RETURN>, and the cursor will jump to the beginning of the next line, placing a return arrow in the first position.
4. Each column may be no longer than a single SCREEN, but there may be several columns on one SCREEN. Each column of numbers must occupy its own column on the screen. Do

not overlap columns or enter columns on top of each other.

5. The word processor will make allowance for "\$" (dollar signs), and for commas in large numbers, but make sure you use commas consistently.
6. To subtract a number, put a "-" directly in front of or behind the number, with no spaces between the minus sign and the number. For eg., "-452.32", or "452.32-", but not "- 452.32".
7. To obtain the total of any column, position the cursor under the last digit in the final entry for that column. Press <RUN/STOP> and "+", and the total will appear on that line.
8. To cancel numeric mode, press <RUN/STOP>, then "n" again.

6.11 REDEFINING THE KEYBOARD

This feature allows you to redefine keys on the keyboard as other characters, permitting you to print special characters such as graphics and foreign language symbols that are not on the 64 keyboard. (French can be accessed more directly - see Section 10).

To redefine a key:

1. Select a blank SCREEN and place the cursor in the HOME position.
2. Press <f 5>. It will appear on screen as a left square bracket ([).
3. Enter the key you wish to redefine. It will usually be a key you do not normally use, such as the "|", or "&" keys.
4. Type in a colon - ":".
5. Enter the ASCII number of the character you want to

access. ASCII values are assigned to all letters available through your printer. For example, the ASCII number for the "a" character is 65. Check your printer manual for a listing of the characters your printer recognizes, and their ASCII numbers.

6. Press <f 5> again. It will appear as a right square bracket (]).
7. To redefine other characters, repeat this procedure. You may redefine several characters in one SCREEN.

For example, it is impossible to print the "↑" using Script 64 in normal wordstream, because if you press this key, you will get underlining, not an up arrow. But you can print the "↑" symbol by redefining another key on the keyboard to take its place. If you wish to redefine the "&" sign to be printed as the up arrow (↑) symbol, which has an ASCII value of 94, the redefinition would look like this on your screen display:

[&:94]

To make the up arrow appear in the final printout:

1. Redefine the character as above.
2. Type in the old character wherever the new character should appear. In the above example, wherever a "↑" is supposed to go, enter "&".
3. Include the SCREEN where the character was redefined as the first SCREEN in your print sequence. The new character will be printed instead of the old.
4. In a video print, a redefined character will be highlighted.
5. Do not try to add any data to a SCREEN where you have redefined a character.

You may redefine one character to have several ASCII values, up to fifteen ASCII codes for any single redefined

character. You could, for example, redefine the "&" sign so that it will print five different characters wherever it appears in your text. These characters can be anything allowed in the ASCII code.

To continue with the example above, some printers will not print the up arrow symbol directly. You may need to make the printer first print a circumflex accent, then move the print head back one space to overprint a straight vertical line in the same position. You could redefine one key to print the accent (ASCII value = 94), then a back space (ASCII value = 8) and finally a vertical line (ASCII value = 124). The redefinition would look like this:

[?:94,8,124]

Separate the ASCII numbers in the redefinition with commas.

NOTE: The back space command is one example of sending a special command to your printer using the ASCII code and key redefinition. See Section 12.4.

SUMMARY - EDITING MODES

Structured SCREENS	<RETURN> arrow in HOME position <RETURN> down left side of screen
Set/Cancel Tabs	position cursor, <SHIFT> and <RESTORE>
Move to tab	press <RESTORE>
Underline	position cursor before underlined text, press up "↑" once repeat at end of text
Bold Print	position cursor, press "↑" twice repeat at end of text
Italics	position cursor, press "↑" three times repeat at end of text
Shifted Mode	<RUN/STOP> then "s", repeat to cancel
Enumeration	Enter number and at least one space; enter text normally
Centering Mode	<RUN/STOP> then "c", repeat to cancel
Superscripts	<RUN/STOP> then up <CRSR> key
Subscripts	<RUN/STOP> then down <CRSR> key
Numeric Mode	Set tabs, <RUN/STOP> then "n". enter figures, <RETURN> after each
Totals	Position cursor under last digit of last line. <RUN/STOP> then "+"
Redefine Keyboard	cursor in HOME position of blank SCN, press <f 5>, enter colon (":") enter ASCII number of new character press <f 5>

SECTION 7 - TEXT MANAGEMENT AND GLOBAL FEATURES

7.1 JOINING PARAGRAPHS ACROSS SCREENS

When the cursor reaches the last position on the SCREEN, the word "limit" will appear if you try to continue. You cannot enter any more data in that SCREEN, but you may not have finished your text. The word processor normally treats the beginning of a SCREEN as the start of a new paragraph; so if you continued your text on the next SCREEN in the FILE, you might have an indent where you did not want one. There are several ways around this problem.

1. We strongly recommend that you do not fill an entire SCREEN with text. It is much easier to edit your work and add or remove data if the SCREEN is not full. Don't worry about using up your disk too quickly; the word processor ignores space on a SCREEN after text and you have a thousand SCREENS on a disk. Leave a few lines where you can make changes.
2. If you have filled up a SCREEN, you could relocate some of the data onto the next SCREEN (see Section 3.6).
3. You could also use the back arrow key to join SCREENS together in your final printout.

To join two parts of one paragraph across SCREENS so that the printout will appear as one continuous paragraph, press the back arrow key where the text ends. A block of small dots will appear on the screen. Move to the next SCREEN and continue entering the paragraph. Whatever you type in the home position of the next SCREEN will print on paper starting where the block of dots appears in the previous SCREEN.

You can use this block anywhere on a screen, not only at the bottom. If you use the symbol at the end of a word, make sure to leave a space before pressing the back arrow key, because using this key will join SCREENS directly to each other with no space between them.

7.2 COMMENT SCREENS

If you press the back arrow key in the HOME position of a blank SCREEN, that SCREEN will be reserved for comments that will not go to the printer. This is a useful way to keep word processing memos to yourself. Comment SCREENS will not print, but they will take up both memory and disk space.

7.3 RELOCATING SCREENS AND FILES

You can move an entire SCREEN or even an entire FILE of SCREENS to a new position on your disk with only a few keystrokes. In both cases, the SCREENS should be moved to blank SCREENS.

To relocate a Single SCREEN:

1. To relocate a single SCREEN, inside or outside the current FILE where you are working, hold down <SHIFT> and press the up arrow key once.
2. This prompt will appear over the menu line: "Relocate this SCREEN to SCREEN# ". Type in the number of the SCREEN where you want to put this data.
3. If you relocate a SCREEN inside the current FILE, it will be done without access to the disk drive and with no possible loss of text in any of the remaining SCREENS currently in the 64's memory. If there is already data on that SCREEN, the transfer will not take place.
4. If you relocate to a SCREEN number outside the current FILE, a second prompt will appear on the menu line: "SCREEN outside FILE. Continue? ". If you want to continue, and if you have saved all the data in the current FILE, enter a "y" and the SCREEN will be moved.
5. If you relocate a SCREEN outside the current FILE without saving your data first, you could lose data in the first FILE.

As long as you have saved this SCREEN on your disk at the

first location, relocating it will not erase it from the disk. Relocating a SCREEN does not save it in the new position; make sure you save the SCREEN after relocating it.

To relocate an entire FILE:

1. Hold down the <SHIFT> key and press the up arrow key twice. The menu line will prompt you with: "Relocate file to SCREEN#".
2. Type in the desired SCREEN number and the FILE will be moved to the new location, where the SCREENS will be in the same order and position as they were in the FILE where you were working. Remember to save the relocated FILE in its new position.
3. Relocating a FILE rennumbers the SCREENS in a FILE but does not go to the disk drive. The relocate-a-FILE procedure does not itself erase any data. The data in the first FILE is still there if you have saved it to disk.

7.4 GLOBAL SEARCH AND REPLACE

The global search and replace option allows you to check rapidly through any portion of your disk to locate any combination of letters or words. You have the further option of replacing the letters or words with different ones without having to search through your text examining each SCREEN.

If you are saving your work to tape, the global search option will only scan the FILE of 40 SCREENS currently in the 64's memory.

7.4.1 Global and Local Search:

1. Press <C=> then "g". The "G" on the menu line will be highlighted, and the menu line will prompt with "Search:"
2. Type in the text you want the computer to search for.

This can be up to 30 characters, including spaces. Press <RETURN> and the prompt on the menu line changes to "Replace:".

3. Type in the text you want to change the old text to and press <RETURN>. If you want to search for a word without replacing it, press <RETURN> without typing anything here.
4. The menu line prompt changes to read, "Replace: All or Selective?". Enter "a" if you want the computer to replace every occurrence of the search text with the replacement text. Enter "s", or press <RETURN> if you want the computer to pause each time it finds the search text, allowing you to decide if you want to make the replacement. Be very careful about selecting "All". For example, you might not want to replace "word" with "data" if it turned "sword" into "sdata".
5. The prompt on the menu line again changes to read, "Global or local?". If you enter "l", or press <RETURN>, the word processor will search the rest of the FILE of 20 or 40 SCREENS currently in the 64's memory, beginning with the SCREEN on display. This is called a "local search". If you enter a "g" (disk only), the word processor will search through the rest of the disk, again beginning with the SCREEN on display. This is called a "global search".
6. Wherever Script 64 finds the search text, it will display the SCREEN where it occurs, and highlight the appropriate letters.
7. If you entered replacement text in point 3 above and chose "Selective" replacement in point 4, the prompt, "Replace?" will appear on the menu line. Enter "y" or press <RETURN> to replace the highlighted text with the replacement text. If you enter "n", the word processor will go to the next occurrence of the search text.
8. At the end of the SCREEN, the prompt on the menu line reads, "Continue?". If you enter "y", or press <RETURN>, the word processor will search for the next occurrence of the search text. If you enter "n", you

will return to edit mode at the SCREEN displayed.

9. In a global search outside the current FILE, Script 64 will save the changes it makes before moving to the next FILE. But you should save any changes made in a local search.
10. At the end of a local search, Script 64 will go back to display the first SCREEN in that FILE. At the end of a global search, Script 64 will return to SCREEN#001.
11. To get out of this mode, press the <RUN/STOP> key while the word processor is searching.

7.4.2 Multiple Search:

Global search also allows you to search for and replace several items of text at the same time, so long as they occur on the same SCREEN.

1. To search for different items of text at the same time on the same SCREEN, enter global search mode by pressing <C=> then "g".
2. Type in the search text, then press the back arrow key. A small block of dots appears. Type the next item of search text. You can repeat this procedure for as many characters as the menu line will hold. Separate all items of search text by pressing the back arrow key.
3. When the menu line prompts with "Replace?", type the replacement text for the first item of search text, press the back arrow key again and type in the replacement text for the second item of search text. Repeat this for as many items of search text as you entered in step 2 above. If you do not want to replace any of this text, press <RETURN> when "Replace?" appears.
4. Select "All" to replace any occurrence of both items of search text. Choose "Selective" if you want to decide whether to change or keep. The word processor first finds and highlights the first item of search text, then the second item, then any additional items.
5. The word processor will not find any items of search text

unless they occur on the same SCREEN.

7.4.3 Undetermined Characters

You can use a question mark ("?)") as an undetermined character in your search text. For example, to search for "woman" and "women", enter "wom?n" as your search text. The "?" represents an undetermined character. Use several question marks for more than one undetermined character.

However, be extremely careful of using this key if you are also going to replace text. The question mark could add unwanted space when you type in your replacement text.

Using Global Search, you can find any document, anywhere on your disk. Just type in a few key words, or even parts of a word from the document. For example, if you want to find where the words "James Bay" occurs on your disk, you can search for the words: "James Bay"; or "James" or even "Ja". When the prompt "Replace?" appears, press <RETURN>. Script 64 will scan your disk and locate the document with the word "James Bay" on it.

Remember that computers are very literal, and distinguish between upper and lower case. You could not search for the word "james" in that example.

7.5 THE SCRIPT 64 INDEX (Disk Only)

The "I" on the menu line stands for "Index", a directory of your data disk that you create as a guide to find the documents you have saved on your disk. To load the Index from your disk, press <C=> then "i".

The screen will display a chart with the heading "Index 1" and the cursor will flash at the top of the screen. The chart is divided into two columns, each of which has the heading: "Name SCREEN#".

To make an entry in the Index:

1. Position the cursor on a blank line under the "Name" part

of the column. Enter the name you have chosen for your document.

2. Move the cursor to the right so that it is under the "SCREEN#" part of the column and in line with the document name. Enter the number of the SCREEN where that document starts.
3. You may make as many entries on the Index as it will hold. Press the <RESTORE> key to save your entries.
4. There is a second and a third page to the Index, both of which work in the same way as the first page. To access "Index 2" or "Index 3", press <f 1>. To go back to Index 1, press <f 3>.
5. Press the <RESTORE> key to save new entries before moving from one index to another.

To use the Index, load it from the disk (press <C=> and "1"). Position the cursor on the line and column where you have recorded the SCREEN number of the document you wish to load. Press <RETURN> to load that SCREEN from the disk.

Printing the Index

To print a copy of the index, hold down <SHIFT> and press the <RESTORE> key. Make sure your printer is turned on and on-line before you try to print.

Disk Space

Fresh from the box, a disk is almost completely blank. Formatting the disk prepares the disk for information storage by placing on the disk a series of concentric circular tracks divided into sectors or "blocks". Saving word processing data to your disk fills up blocks. When the disk is full, you can no longer save any more word processing data to that disk.

The number of blocks on your data disk that have not yet been used to store data is shown at the bottom of the Index. Do not try to fill a disk; when your disk has about 50 blocks free, it's time to start a new disk.

Note: The Index feature is not available on tape versions of Script 64.

7.6 INSERTING A BLANK SCREEN

As you go back and edit your data, you may find that you have more text to enter than you thought, but very little space in which to enter it. An extra SCREEN in your FILE would help, and Script 64 provides a simple way to get it.

To insert a blank SCREEN:

1. Make sure the last SCREEN in the current FILE is blank, then go back and display the next SCREEN after the one to which you want to add more text.
2. Press <RUN/STOP>, hold down the <SHIFT> key and press "i" for "insert".
3. This command will insert a blank SCREEN by moving the current and subsequent SCREENS towards the end of the FILE. For example, any text entered on SCREEN#546 will now be found on SCREEN#547. The SCREEN now on display will be blank.
4. For more blank SCREENS, repeat this procedure.

7.7 DELETING A BLANK SCREEN

The process of deleting a blank SCREEN is similar to inserting one.

To delete a blank SCREEN:

1. Display the SCREEN you want to delete. This SCREEN must be blank.
2. Press <RUN/STOP>, then <SHIFT> and "d" for "delete".
3. Every SCREEN following the current SCREEN will be pulled towards the beginning of the FILE by one SCREEN. The

last SCREEN in the FILE will be blank.

4. To delete more blank SCREENS, repeat this procedure.

7.8 ERASING A FILE

Erasing large portions of text by using the <INST/DEL> key or even the <CLR/HOME> key can be tedious and involved. But if a document is no longer useful and you want to erase a large part of it to use your disk for more current work, then you must clear at least some of your text. This feature is useful for tape users when creating a FILE (see Section 8.1.2).

To erase an entire FILE:

1. Bring to display either the first SCREEN in the FILE, or the first SCREEN of the document you wish to erase.
2. Press <RUN/STOP> then hold down <SHIFT> and press "e" for "erase". This erases all text on all the SCREENS to the end of the FILE, including the SCREEN on display and any changed values in the small control maps. This data, however, remains on the disk. To clear it from the disk, erase the FILE and save the blank SCREENS.

7.9 THE SCRIPT 64 HELP SCREENS (Disk Only)

The Script 64 program disk has three Help Screens to help you remember how to execute procedures you are not familiar with. To access the Help Screens, insert the program disk in drive 0, press <C=> then "h". The screen will display Help Screen 1. To go to Help Screen 2, or Help Screen 3, press <f 1>. To go back to one of the previous Help Screens, press <f 3>. Press <C=> then "e" to return to edit mode.

The first Help Screen reviews editing functions accessed through the <RUN/STOP> key. The second help Screen displays some procedures used in edit mode. Help Screen 3 is a brief guide to the use of the <C=> key.

SUMMARY TEXT MANAGEMENT AND GLOBAL FEATURES

To join SCREENS together:

Press back arrow key at end of data on the first SCREEN, continue on next SCREEN.

To make a Comment SCREEN:

Press back arrow key in HOME position of SCREEN.

To relocate a SCREEN:

Press shifted up arrow key once. Enter new SCREEN number and save data in its new location.

To relocate a FILE:

Press shifted up arrow key twice. Enter new SCREEN number and save data in its new location.

Global Search:

Press <C=> then "g". Enter search text and press <RETURN>. Enter replacement text and press <RETURN>. Press "a" to replace all search text, or "s" for selective replacement. Press "g" for global search or "l" to search current FILE. Press "y" to replace highlighted letters; "n" to move to next occurrence. To search and replace multiple items of text, enter the first item, press the back arrow key, enter the second item, and so on. Use "?" for undetermined character.

Index:

Press <C=> then "i". Enter document name and SCREEN location. <RESTORE> saves entries. To load: position cursor, press <RETURN>. To print index, <SHIFT> <RESTORE>.

To delete a blank SCREEN:

Press <RUN/STOP> then <SHIFT> "d".

To insert a blank SCREEN:

Press <RUN/STOP> then <SHIFT> "i".

To erase a FILE:

Press <RUN/STOP> then <SHIFT> "e".

Help Screens:

Press <C=> then "h". <f 1> to go to Help Screens 2 and 3, <f 3> to go back.

SECTION 8 - DISK AND TAPE OPERATIONS

8.1 LOADING DATA

8.1.1 Loading from Disk

Script 64 stores data in SCREENS. There are 999 SCREENS on one disk, in FILES of 40 SCREENS. To load a SCREEN from the disk, press <C=> then "1". The prompt, "Load SCREEN#" appears on the menu line. Type in a 3-digit number and the word processor will go to the disk to find that SCREEN. The drive activity light will come on and the disk will spin. When the computer finds the SCREEN you requested, the word processor will load not only that one SCREEN, but the entire FILE of 40 SCREENS. All 40 SCREENS in the FILE will now be in the memory of the Commodore 64 and the screen you requested on display. To move to a different SCREEN in the FILE, use the <f 1> key to display a SCREEN with a higher number, and the <f 3> key to move back.

You can enter data in this FILE of 40 SCREENS, but you cannot go outside this FILE until you load a new FILE from the disk. For example, if you loaded SCREEN#515 from the disk, SCREEN#515 would appear on the screen, and SCREENS 481 through to 520 would be loaded into the memory of the 64. Using <f 1> and <f 3>, you cannot move past the boundaries of this FILE, SCREEN#481 to SCREEN#520. You must load another FILE to go outside these boundaries.

Script 64/80 works in exactly the same way except that each FILE has only 20 SCREENS. If you loaded SCREEN#515 in 80-column mode, SCREENS 501 through to 520 would be in memory.

Use <f 2> to save the current FILE of 40 SCREENS to the disk then load a new FILE. Note that this feature will not save your work if you key in a SCREEN number from the FILE currently loaded in the 64's memory, it will just go to that SCREEN.

8.1.2 Loading from Tape

Loading from tape is similar to loading from disk, but requires you to follow instructions as they appear on the screen display.

1. Press <C=> then "1". The prompt "Load SCREEN#" appears on the menu line. Enter the 3-digit number of the SCREEN where the data you want is located. (The number of SCREENS on a tape depends on the tape length. You can create 120 SCREENS on one side of one C90 tape.)
2. The prompt, "Rewind tape" appears on the menu line. When the tape has been rewound to the beginning, press the STOP key on the datasette.
3. The next prompt to appear reads, "Press FFWD" (FAST FORWARD). Press it and wait until the "Press STOP" command appears. Then stop the tape.
4. The next prompt reads, "Press PLAY". Press PLAY and the screen will go blank while Script 64 searches for the SCREEN you asked it to load. When the correct FILE has been found, the computer will beep. When the entire FILE of 40 SCREENS has been loaded into the 64's memory, the SCREEN you requested will be displayed.
5. After you have started to load, you may want to stop it. To do this, press <RUN/STOP> when the prompts "Rewind Tape", or "Press FFWD", or "Press STOP" are on the menu line.

Before you can load a FILE from a cassette, you have to "create" that FILE. When you format a disk, you create all the FILES that will hold the data; but you can create FILES on a tape only by saving them to the cassette. The first file, SCREENS 001 to 040, is created when you load the word processor. To create a FILE other than 001 to 040, you must relocate an existing FILE.

To prepare a FILE on tape with the Relocate command:

1. Save the first FILE of 40 SCREENS. This creates a FILE on the tape. For this purpose, it does not matter

whether there is any data in this FILE.

2. Before you can load the next FILE of 40 SCREENS, remember that they do not yet exist; you must create them. Hold down <SHIFT> and press the up arrow key twice. The menu line prompts with, "Relocate FILE to SCREEN#". Type in the number of the SCREEN that begins the next FILE, for example, "041". The new SCREEN number will appear over the menu line.
3. If you entered any data in your previous FILE and you no longer require it, use the Erase FILE feature to clear it out (see Section 7.8).
4. Enter new data on these SCREENS and save them to the tape.
5. Repeat the above steps to create additional FILES on your tape.

8.2 SAVING DATA

8.2.1 Saving to Disk :

Saving to the disk is the exact opposite of loading from the disk. To save, press <C=> then "s". The cursor will disappear from the screen, the "S" on the menu line will be highlighted and the menu line will read "Saving all". The entire FILE of 40 SCREENS where you were working will be saved to the disk. Along with your word processing data, you are also saving any changes you may have made to the small control maps in those SCREENS. Any SCREENS you have cleared or left blank will be saved as blank SCREENS.

If you have only made a few changes to some of your SCREENS, you could use the "Saving half" feature to cut the amount of time you spend waiting for your disk drive. Press <C=> and hold down the <SHIFT> key while pressing "s". The menu line reads, "Saving half". This saves only the 20 SCREENS in whichever half of the FILE you are working. For example, if you make a few changes on SCREEN#482 and use the "Saving half" feature, the SCREENS from 481 to 500 will be saved to the disk, instead of the SCREENS from 481 to 520.

Script 64/80 works in exactly the same way except that each FILE has only 20 SCREENS. When you save, the menu line reads, "Saving". With Script 64/80, you cannot save half of a FILE.

8.2.2 Saving to Tape

To save to a cassette tape:

1. Press <C=> then "s". The menu line will prompt with "Rewind tape". Press the REWIND key on the datasette and let it go back to the beginning of the tape.
2. When the tape is at the beginning, press STOP. The menu line prompt changes to, "Press FAST FFWD" (FAST FORWARD). Press this key on your datasette. When the tape has moved to the point where the FILE is located, the menu line prompts, "Press STOP".
3. Stop the tape and the menu line will prompt, "Press PLAY & RECORD". Push these two keys on the datasette down and the screen will go blank while the data is saved to the tape.
4. When the cursor reappears in the "home" position of your SCREEN, the 40-SCREEN FILE in memory has been saved to the tape.

8.3 FORMATTING A DISK

You must format a new disk before you can use it for the first time.

CAUTION: Formatting a disk erases all information on the disk.

When using a word processor, you store data for future use by saving it (recording it) on disk. The drive 'writes' data on the disk magnetically in the form of binary code - strings of ones and zeroes.

The formatting procedure with Script 64 first prepares the

disk to work with your disk drive by having the drive "write" on the disk the particular pattern of circular 'tracks' that this kind of drive expects to find when it reads or writes data. The 1541 model disk drive, for example, requires a different format from an 8050 drive. The drive uses these tracks to find and read data or to decide where to put data when it writes on the disk.

It also creates a "directory" of the disk's contents that you can read from BASIC, but not from within Script 64. The directory will show you all the files that are saved on any disk. To read this directory, quit the program and put your computer in BASIC. Type "DIRECTORY" and press <RETURN>.

You can format a disk from BASIC without using Script 64. The disk drive lays down exactly the same pattern of tracks and sets up the same kind of directory. Formatting a disk from BASIC allows you to create your own "header" (the highlighted top line of the directory) while Script 64 puts the same header on every disk.

However, when Script 64 formats a disk, it also adds some files needed by the program. First, it writes fifty file names on the disk that correspond to the fifty numbered FILES of 20 SCREENS each that Script 64 uses to save or record data on the disk (see Appendix 1). Next, it records the three "Index" files (see Section 7.5). While you can save individual Script 64 FILES on a disk formatted from BASIC, many features of the program, such as global search and print commands, will not run properly.

To format a disk:

1. Insert either a new disk or a disk with data you no longer require in drive 0 if you have a single disk drive, or in drive 1 if you have a dual disk drive.
2. Press <C=> then "f". The "F" on the menu line is highlighted and the prompt, "Format drive 0?", appears if you have a single disk drive; "Format Drive 1" if you have a dual disk drive. Enter "n" to return the word processor to edit mode. Enter "y" to format the disk. The drive will spin and the activity light on the disk drive will light up.

3. Formatting takes between 4 and 8 minutes, depending on which disk drive model you have. When the light goes off and the cursor reappears on the screen, the disk is formatted and ready to use for storing Script 64 data.

NOTE: Formatting erases all data on a disk. If a disk has data you no longer require, you can wipe it clean by formatting it. Be careful not to format an important disk accidentally.

8.4 BACKING UP A DISK

Even experienced operators should always keep at least one or more backup copies of every data disk. A sudden power failure or a damaged disk can result in losing some or even all of the data on your disk, costing you hours of work. You can avoid these problems by making copies of your data disks called "backups". If you have a dual disk drive, you can use the Backup mode of the word processor.

8.4.1 Backing Up with a Dual Disk Drive

1. Keep your data disk in drive 1 and insert a new disk in drive 0.
2. Press <C=> then "b". The "B" on the menu line highlights and the prompt "Backup drive 1 to drive 0?" appears on the menu line.
3. If you enter "n", you will return to edit mode. If you enter "y", the program will copy the entire contents of the data disk in drive 1 onto the disk in drive 0. The drive activity lights will come on and the drives will spin for the time it takes to copy the disk.
4. During the time the disk drive is copying, you may continue to edit text, but you may not access the disk drive or printer. Do not try to load, save or print until the drive activity lights go off.

8.4.2 Backing up with a Single Disk Drive or a Datasette

1. After saving a FILE of 20 or 40 SCREENS to the main disk, remove that disk from the drive. Insert a fresh, formatted disk in the drive and resave the same FILE. Do this with every FILE as you work, switching disks each time you save a FILE.
2. If you prefer not to interrupt your work this way, carry on until close to the end of your word processing session, saving your data to the main disk as you work. Then reload the first FILE where you saved data from the main disk. Remove this disk from the drive and insert a fresh formatted disk. Resave the FILE to this backup disk and repeat this procedure with subsequent FILES until all your data has been saved to the backup disk.

Tape users can use the same procedure as single disk drive users. Save your data to one tape, then insert a new tape and resave the same data for a backup copy of your work.

8.5 SWITCHING WORKING DISK DRIVES

When you load Script 64, the word processor is preset to assume you have a single disk drive, and will load and save data to the disk in drive 0. But if you have a dual disk drive and the C64-LINK interface for your Commodore 64, you have greatly expanded word processing and disk handling capabilities. One way to use this added power is to use both drives for saving and loading data. The Switch Working Drive feature permits you to access two data disks without continually pulling them out of the drives.

To switch working drives, press <f 6>. The menu line will prompt with "Use drive #". Enter "0" or "1", depending on which drive you wish to access. If you have the 1541 or 2031 model disk drive, you can only enter "0".

You can use this feature to load and save data to either drive. Press <f 4> three times to check which drive you are working with.

8.6 TRANSFERRING FILES BETWEEN DISKS

8.6.1 Transferring FILES with a Dual Disk drive

If you have a dual disk drive, you can transfer FILES from one disk to another by switching your working drive (see Section 8.5).

1. Keep your first data disk in drive 1. Remove the Script 64 program disk from drive 0 and replace it with a second, formatted data disk.
2. Load the SCREENS that you wish to transfer from the disk in drive 1 to the disk in drive 0. Switch working drives.
3. Press <C=> then "s" to save the data to the disk in drive 0. The data will be saved to drive 0 with the same SCREEN numbers it had on the disk in drive 1. If the data was in SCREEN#622 on your first data disk, it will also be in SCREEN#622 on the second data disk.
4. If you already have data in SCREENS on the second data disk, saving the new data would erase old data you may still want to keep. To avoid this problem, relocate the data to a blank FILE (see Section 7.3) before saving it to the second disk. It is a good idea to write down the SCREEN numbers from both disks to keep track of where data is coming from and where it is going to. You should also keep track of your data by checking and updating the Indexes on each disk.

8.6.2 Transferring FILES with a Single Disk Drive

1. Load the FILE from the first disk, then remove that disk. Insert a second formatted disk and resave the data.
2. You may want to relocate this data to a blank FILE before saving it to the second disk. Follow the procedure described in Section 7.3 to move the data to a new location before saving it.

SUMMARY DISK AND TAPE OPERATIONS

Loading from Tape:

Press <C=> then "1". Key in SCREEN number and follow menu line prompts to load 40-SCREEN FILE to memory.

Loading from Disk:

Press <C=> then "1" and key in SCREEN number to load 20 or 40-SCREEN FILE into memory. Use <f 4> to load and save at the same time.

Saving to Tape:

Press <C=> then "s" and follow menu line prompts to save FILE in memory.

Saving to Disk:

Press <C=> then "s" to save FILE in memory. <C=> then <SHIFT> "s" saves 20 SCREENS.

Formatting a New Disk:

Insert new disk in drive. Press <C=> then "f". Menu line prompts with "Format drive?". Enter "y". Wait till drive activity stops.

Backing up with a Single Disk Drive:

Alternate backup disk with main disk and save FILES to each.

Backing up with a Dual Disk Drive:

Insert new disk into drive 0. Press <C=> then "b". Enter "y" and wait until drive activity stops.

Switching Drives:

Press <f 6> and enter desired drive number. Check working drive by pressing <f 4> three times.

Transferring FILES between Disks:

(With a Single Drive): Load a FILE from one disk, remove the disk and put in a second disk. Save the data to the second disk.

(With a Dual Drive): Load a FILE from one drive and save to the other by switching working drives.

SECTION 9 - VARIABLES

9.1 THE VARIABLE CHART

If you are using the word processor to write letters or you find yourself frequently entering the same words and phrases over and over again, Script 64 allows you to enter many variable names once into the variable chart. From there, you can call them up with a few keystrokes.

To enter the variable chart in 40-column mode, press <C=> then "v" for "variables". On your screen display, you will see a chart of twenty lines, numbered from 0 to 19. To enter the variable chart from Script 64/80, access the large control map. The variable chart is located below the control map. Press the "*" key to put the cursor on the first line of the variable chart.

Each number has a "*" in front of it and space to enter up to 30 characters. You can enter names or other variable data directly to this chart or you can use the chart to access data from sequential files (see Section 9.3) or to access information prepared through another Richvale program, "Scratchpad" (see Section 9.2).

To enter variables on this chart:

1. Access the variable chart. The cursor will appear on the variable chart next to the top line, "*0".
2. Press the left cursor key and the cursor will move into the line, where it will begin flashing.
3. Type in a variable, any word or words you want to save yourself the trouble of entering over and over again. If this is the first time you have used this feature, try typing in your own name as a test.
4. To go to the next line, press <RETURN>. To enter another variable on this line, repeat steps 2 and 3 above. Note that the cursor keys will not move the cursor on these lines. Use the space bar and <INST/DEL> instead.

To use the variables you have entered:

1. Go back into edit mode and enter data normally until you come to the place where you use one of the variables you have entered on the chart. Enter a "*" followed by the number of the line where that variable appears on the chart. For example, if you used your own name as a variable in the first line of the chart, enter a "*" and a "0" in your data at the place where you want your name to appear. Don't leave any space between the "*" and the number. When you print your document, your name will appear where "*0" was entered.
2. Any variables you enter in this chart will remain unchanged as long as you don't quit the program or enter new data in the variable chart.
3. You can save these variables at the same time that you save a control map (see Section 5.5).
4. When you print, variable names take more room than starred variable numbers. If you are using variables in structured SCREENS (see Section 6.1) make sure you leave enough room for the variables to print on paper where the asterisk appears on the screen, without pushing the rest of the line past the right margin and off the paper.

9.2 COMBINING SCRIPT 64 AND CBM SCRATCHPAD (Dual Disk Drive Only)

CBM Scratchpad, a database program, stores data in a series of screens, each very similar to the variable chart in Script 64. A set of variables stored on Scratchpad data disks can be combined with Script 64 data to create form letters. A single letter in Script 64 can produce many personalized letters.

To combine data from Scratchpad with Script 64:

1. Use the word processor to create the document in which you will use Scratchpad data, a sales letter for example. Enter starred variable numbers in Script 64 which conform

to the line numbers of data in Scratchpad. For example, if you entered surnames on the third line of the Scratchpad disk, enter a "*3" on the Script 64 SCREEN where you want last names to print out.

2. Remove the Script 64 program disk from Drive 0 and insert the correct Scratchpad data disk.
3. Press <C=> then "p" to access print mode. In the SCREEN Sequence, enter the numbers of the SCREENS where you created the sales letter. Then enter "m1" and type "000" for the print command.
4. The screen display changes to a prompt reading, "Print names containing?". If you want to print using every single record on the Scratchpad data disk, press <RETURN>. If you want to access only records with a certain key word in them, enter the key word here. For example, if you are sending this letter only to people living in "Willowdale", type in the word "Willowdale" then press <RETURN>.
5. The next prompt reads, "In item#". Enter the two digit number of the line where the key word you typed in point 4 above occurs on the Scratchpad data disk. In the above example, if city names are on line on the Scratchpad disk, enter "15" here and press <RETURN>. If you want to access every record on the Scratchpad disk, enter "00", and press <RETURN>.
6. The next prompt asks: "Start at?". Data on a Scratchpad disk is arranged alphabetically according to the data on one of the twenty lines, called the "sort line". If the sort line has surnames entered on it and you want to send your letter only to people in the last half of the alphabet, starting with people named, say "Katz", enter that person's name. This could happen if you have already sent out letters to people whose names are on the first part of the disk.
7. Script 64 will then scan the two disks and start printing out your letter, replacing the variables with the data you have specified from the Scratchpad data disk. The printout will continue until the word processor finds no

more variables meeting the conditions you have specified, or until you abort the print by pressing <RUN/STOP>.

8. If the screen display reads: "More data disks?", then one of two things has happened. Either Script 64 has searched the Scratchpad data disk and not found the items you specified in points 4, 5 and 6 above; or it has come to the end of the printout and is waiting for you to insert another Scratchpad data disk. If you want to return to edit mode, enter "n". If you want to print the same document using data from another Scratchpad disk, enter "y".

Note: If you attempt to combine Script 64 and Scratchpad with a saved control map (see Section 5.5), there is a trick to making it work. After the numbers on your saved control map there is a series of back arrows. Delete these arrows and resave the map. You can now combine the two programs using a saved control map in your SCREEN Sequence.

9.3 MERGING WITH SEQUENTIAL FILES

This feature allows you to merge data from sequential files with Script 64 to produce a printout in the same way as you combined Script 64 with Scratchpad.

A sequential file stores data in a series of records divided into fields of varying lengths. The size of each field depends on the amount of data in it. A program or disk drive accesses sequential files starting from the first record and going through to the last.

To combine Script 64 and sequential files:

1. Use the word processor to create the document in which you will use data from sequential files, a sales letter, for example. Enter variables in the word processor so that they conform to the positions in the fields on the sequential file records. For example, if you entered surnames in the third field on a record, enter a "#3 " on the Script 64 SCREEN where you want last names to print out.
2. Remove the Script 64 program disk from Drive 0 and insert

the disk containing the sequential files. To use this feature of Script 64 with the 1541 Model disk drive, you must either limit the SCREENS in your document to the 40 SCREENS in the FILE in memory or keep your sequential files on the same disk as the Script 64 data.

3. Press <C=> then "p" to enter print mode. In the SCREEN Sequence, enter SCREENS where you have written the sales letter. Then enter "m2" and "000" for the print command.
4. The screen display changes to show the prompt: "Sequential file:". Enter the name of the sequential file from which you want to read data, and press <RETURN>. The name you enter here must match exactly the name of the file on the disk.
5. The next prompt to appear reads, "Fields/Record:" (fields per record). Enter the number of fields in one record of the sequential file. If you have 15 fields in each record of this file, enter "15" here, even if the starred variables in your text only go up to 12. This number must have 2 digits. If there are fewer than 10 fields in a record, enter "0" as the first digit, for example, "07". If you enter a number greater than "20", the word processor will ignore any fields after the twentieth.
6. The next line instructs you to "Insert data disk and press ↑". If you have not already inserted the data disk, do so now and press the up arrow key.
7. Script 64 will start to print the document, replacing the starred variable numbers in the Script 64 text with data from the sequential files. Where you have put in "#0 ", the first field in a single record will print. Where you have "#1 ", the second field in the same record will print. When the word processor has gone through all the fields in one record, it will go to the next record and print the document again with the next set of fields and variables.
8. The printout will continue until the word processor comes to the end of the sequential file, or until you abort the print by pressing <RUN/STOP>. When all of the records in

the file have been printed, you will return to edit mode at the last SCREEN accessed in the printout.

Note: If you attempt to combine Script 64 and sequential files using a saved control map in the print sequence (see Section 5.5), there is a trick to making it work. After the numbers on your saved control map, you will find a series of <RETURN> arrows. Delete these arrows and resave the map. You can now combine the two programs using a saved control map in the SCREEN Sequence.

9.4 READING SUBSEQUENT FILES

If you enter variable names in a document prepared using Script 64 and merge the document with data from a sequential or Scratchpad file, the word processor replaces the variable numbers with data from the records in a sequential file or the lines on a Scratchpad screen and prints the document. When it has finished reading from one sequential file record or one Scratchpad screen, Script 64 reprints the document, replacing the starred variable numbers using data from the next record, or the next screen.

The **"*r"** function allows you to merge variable data from different Scratchpad screens or different sequential file records in the same word processing document. The word processor interprets **"*r"** as a command to read from the next record in a sequential file or the next file on a Scratchpad disk. You can use this feature to send the word processor to any sequential file record or any Scratchpad file and merge the data into a document prepared using Script 64. You could, for example, list and summarize the balances for a series of customer accounts.

To use **"*r"**:

1. Enter text using Script 64, putting in starred variable numbers as described in Section 9.1. For example, if the data you want from the first sequential file record or the first Scratchpad screen occurs in line or field 4, enter **"*4 "**.
2. If additional data occurs in the next record on the

Scratchpad or sequential file disk, in line or field 14 for example, and you want to print that data in the same document, enter `"*r"`, then enter `"*14 "`. The `"*r"` will send the word processor to line "14" in the next record.

3. Each additional `"*r"` will send the word processor forward one record in the Scratchpad or sequential file data. For example, if you want to print data from fields in the the first and the sixth records on a file disk, enter the first variable number normally. Then enter `"*r"` five times to send the word processor forward to the sixth record. Now, enter the correct variable number again.
4. If you want to start at a record other than the first to pull data from, say the tenth record, enter `"*r"` nine times, then enter the correct starred variable numbers.
5. The word processor ignores `"*r"` in a printout. Multiple use of `"*r"` will not affect the spacing in a printout of your data, even if you are working in structured SCREENS.

One way to use this feature is to print all the data on a Scratchpad disk, or in a sequential file. Set up the starred variables on a SCREEN in Script 64. At the end of the data, enter `"*r"`. Go into print mode and enter the SCREEN number where you have recorded starred variable numbers. If you want to print the first 10 records on a disk, enter this SCREEN number 10 times in the print sequence. Specify `"m1"` for a Scratchpad disk, or `"m2"` for sequential files (see Sections 9.2 and 9.3). Then enter `"000"` to print the data in the columns and positions which you have specified from Script 64.

SECTION 10 - SCRIPT 64 AND FRENCH

10.1 ENTERING FRENCH TEXT

Script 64 lets you access French characters and accents directly through the keyboard. This text will display on your SCREEN as French text.

1. Press <f 7> to get an "e" (with an acute accent).
2. Press <f 8> to get a "c" (with a cedille).

Since these accents only appear with these letters, these two characters can be accessed with the lowest function key. Both the circumflex accent and the grave accent pair with several letters. They are accessed through the "@" symbol on the 64's keyboard.

3. Press the "@" key to get a grave accent. The accent will appear on the screen but the cursor will not jump to next space. Now type the accented letter. It will appear under the accent and the cursor will jump forward one space.
4. Repeat step 3 with the "@" key shifted to get a circumflex accent.

Note: This procedure will not put an accent over an illegal letter. If you put a circumflex accent on the screen, and then key in a "w", the "w" will appear and the accent will be cleared.

10.2 CHOOSING A PRINTER

When you load Script 64, the screen displays a printer menu from which you select the correct printer. To print French text, you may have to choose a printer in a slightly different way, depending on the type of printer you have.

Script 64 works with two types of printers in printing French text. Most dot matrix and letter quality printers

print an accent first, then return to the same point to print the letter. The other type of printer actually has foreign language characters, and simply prints those characters. Most typewriter printers, with "dead letters", are like this.

If you do not specify a French printer on the printer menu, Script 64 will default to the first type when you print French text. If you have a typewriter printer, then you must use the following procedure:

1. Instead of selecting a printer by keying in a number, press "f". The "f" will appear and the cursor will freeze.
2. You must key in either "1" or "2" next. If you have a "dead letter", or typewriter printer, press "2" after keying in the "f". If you have a backspacing printer, enter "1". The cursor starts flashing again, but the next line does not yet appear under the printer menu.
3. Now select the number of your printer in the same way as you would normally choose it. The number you select appears under the cursor and the next line appears under the menu line.

Note 1: If you do not press "f" when the printer menu is displayed, you can still print out French text. But Script 64 will default to a backspacing printer if you do not specify a dead letter printer. This means that you don't need to go through the above procedure unless you have a typewriter printer.

Note 2: Not all printers will not print French text. You will have to test your printer to see whether it responds to the French commands from within Script 64.

SUMMARY - FRENCH WORD PROCESSING

CHARACTERS

1. "e" <f 7>
 "c" <f 8>
2. grave accent <@> then enter letter
 circumflex accent <SHIFT> <@> then enter letter

PRINTER

Select "f" on printer menu
Key in: "1" for backspacing printers
 (most printers)
 "2" for typewriter printers
Script 64 defaults to type "1"

SECTION 11 THE DICTIONARY/SPELLING CHECKER

11.1 THE SCRIPT 64 DICTIONARY

The last capital letter on the menu line, "D", represents a "dictionary" mode. Using your own data, you create a dictionary disk to act as a spelling checker for your text. Before you can use the dictionary mode, you must create a dictionary disk.

11.2 CREATING A DICTIONARY DISK

To create a dictionary disk:

1. Quit the word processor and put your Commodore 64 in BASIC. Insert the Script 64 program disk in Drive 0.
2. To load the dictionary maintenance program, type: "LOAD "DICT.MAINT.3.1",8" and press <RETURN>. When the program is loaded and the computer reads READY, remove the Script 64 program disk and insert a fresh, blank disk or a disk that contains data you no longer require.
3. Type "RUN" and press <RETURN> to run the program.
4. After a few seconds, the screen display will change to show two highlighted lines at the top and bottom of the screen. The line on the top reads, "Dictionary Maintenance Program". Prompts will appear in the highlighted line at the bottom of the screen. The two major options of this program are shown on this screen between the highlighted lines.
5. To create your dictionary disk, press the letter "a" to choose the first option, "Initialize the dictionary directory".
6. A warning screen appears telling you that this procedure clears all data from your disk. Like formatting a disk, initializing the dictionary directory erases any data previously stored on the disk. If you do not want to

continue, press "n" to quit the dictionary maintenance program. Press "y" to continue with the initialization procedure.

7. The next question to appear in the bottom line asks, "Do you want to initialize the disk? y/n". Make sure your dictionary disk is in drive 0, then press "y". When the drive activity light goes off, the disk is ready to use with the dictionary mode in Script 64.
8. If you have an 8050 disk drive, there is another option available. When the question "Do you want to initialize the disk?" appears, enter "n" to create a dictionary directory track on your Script 64 program disk without erasing all the other information on your disk. This allows you to use the dictionary mode in the word processor without removing the Script 64 program disk. DO NOT ATTEMPT THIS PROCEDURE IF YOU HAVE THE 1541 OR 4040 OR 2031 MODEL DISK DRIVES.

11.3 DICTIONARY MODE

To use the dictionary mode:

1. Run Script 64 and load word processing data into the computer. Remove the Script 64 program disk from the drive and insert your dictionary disk. Press <C=>, then "d". The "D" on the menu line will be highlighted and the menu line will prompt with: "End Screen#".
2. Type in the number of the last SCREEN where you want the dictionary to check the spelling of your word processing data. This SCREEN can be outside or inside the current FILE of 40 SCREENS, but if you have a single disk drive, the dictionary will stop at the end of the FILE. If you have a dual disk drive and the "End SCREEN" number is outside the current FILE of 40 SCREENS, the dictionary will save any changes you have made to your text through the "Replace" option before loading the next FILE.
3. The dictionary will start to check the spelling of words in the text against the words it has on disk, highlighting each word and comparing it to the words on

the dictionary disk. If the dictionary finds a word spelled the same as a word it has on disk, the highlighting will move to the next word.

4. When a word is highlighted and the program cannot find a word spelled the same way, it will pause on that word. Until you have built up a large vocabulary on your dictionary disk, many words will be highlighted this way. Some small words, such as "is", "the" and "a", were entered on the disk when you initialized the dictionary disk. The dictionary will not pause on these, or on any word beginning with a numeral, such as "64".
5. Each time a word stays highlighted, the menu line will prompt with: "Add/Replace/Skip/End".
6. Add: Enter "a" if this is a new word, correctly spelled, and you want to add it to your dictionary disk. When the word has been added to the disk, the spelling checker will move through the next words, highlighting each until it finds another word it doesn't recognize. The dictionary ignores capital letters. If it has the word "screen" on disk, it will not pause on the word "SCREEN".
7. Replace: Enter "r" if the highlighted word is spelled wrongly or if you want to change it. Take careful note of the word before you press "r", because this erases the word. The cursor will appear at what was the first letter in the word. You can now type the new word in the same way as you would type in "Insert Mode" (see Section 3.4/3). Text in front of the cursor will move ahead of the cursor as you type. Use the key to erase mistakes. When you have finished entering the correct word, press <RETURN> to continue with the dictionary.
8. Skip: Enter "s" to skip the highlighted word, if this is a word you rarely use, or don't want on your disk. For example, you may have spelled a word wrongly on purpose and you do not want your dictionary disk to have the wrong spelling.
9. End: Enter "e" to exit dictionary mode and return to edit mode at the last SCREEN checked by the dictionary.

11.4 MAINTAINING THE DICTIONARY DISK

Once you have initialized your dictionary disk and started to build up its vocabulary, you can view, revise and print the contents of your dictionary disk with the dictionary maintenance program.

To revise your dictionary disk, load the dictionary maintenance program as described in Section 11.2. When the program has been loaded, select option "b".

The screen display changes to show you the dictionary maintenance menu. To select one of the functions in this menu, enter the number beside it. The item you choose depends on the particular kind of maintenance you want to do.

1. BROWSE

Press "1" to access the "browse" function. Select this option to display all the words stored under any letter by keying in the first letter of the words you want to look at. The browse option does not allow you to change or delete any words.

2. EDIT

Press "2" access the "edit" function. This option allows you not only to look at the words starting with a given letter, but to delete any individual word or group of words in the listing.

Enter the starting letter and the words on the disk starting with that letter will be displayed on the screen. Beside the words on the left side of the screen are a series of highlighted letters. Highlighted numbers from 1 to 4 appear over the columns of words. In the bottom appears the prompt "Delete or continue process d/c".

To delete a misspelled or unwanted word, enter "d" and key in the coordinates of that word. As you enter the coordinates, the word will be highlighted. To delete more

words, press "d" when the prompt "Delete or continue process" appears, then enter the coordinates of the word. When you have no more words to delete, press "c" for "continue". The highlighted words will be scratched from the disk and the screen display will return to the maintenance menu.

3. DELETE WORDS

Choose this option if you want to delete words on your dictionary disk without having to view all the words for a given first letter. When you press "3", the prompt "Word #1 -" appears near the bottom of the screen. Enter the word you want to delete and press <RETURN>. The highlighted bottom line prompts with, "Please confirm acceptance of this word y/n". If you want the word deleted, press "y". If you decide not to delete the word, press "n". The bottom line prompt changes to, "Is there another word to be deleted? y/n". To delete another word, enter "y". When you have entered all the words you want to delete, answer this question "n" and the program will scratch these words from the disk.

4. PRINT

Select "4" to print all the words on the dictionary disk, or words beginning with a given first letter. Answer the first question, "Do you want to send line feeds to your printer? y/n" in the same way you answer it in the large control map (see Section 5.3/16). The next question to appear in the bottom line asks if you want to print the whole dictionary. If you answer "y", the complete list of words on your dictionary disk will go to the printer. If you answer "n", another question appears asking you for the first letter of the words you want to print. Enter the letter and only words beginning with that letter will go to the printer. Press "q" to return to the maintenance menu.

5. DIRECTORY

When you initialized the dictionary disk, 650 blocks on the disk were assigned to the dictionary function. A certain number of blocks are allocated to words beginning with each letter of the alphabet, depending on the probability of that

letter starting a word. The "directory" option on the maintenance menu allows you to see how many of these blocks have been used up by any letter or to change the number of blocks for any letter. This option also allows you to make a backup of your dictionary disk.

Select this option and the program will load the disk directory and display it on the screen in columns. The first and second columns tell you the starting and ending positions of the blocks for each letter. For instance, the space allocated to the letter "a" starts at the 2nd block on the disk and ends at the 45th block. The next two columns tell you how many of those blocks have been filled up with words, and how many are still unused.

On the bottom line appears the prompt, "Do you want to copy the dictionary? y/n". If you want to back this disk up, insert a blank disk in drive 1 and press "y". This will create a backup of your dictionary disk. If you answer this question "n", another prompt appears asking, "Do you want to change the space allocated to a letter? y/n".

If you find that several letters are approaching full, you may change the number of blocks assigned to any letter by moving the starting position of the assigned blocks. To increase the number of blocks for the letter "b", for example, you can either move the starting position for the letter "b" back or move the end position up.

Answer "y" to the prompt "Do you want to change the space allocated to a letter?". A new column appears between the first and second columns. The end block number for the letters "a" and "b" are highlighted in this new column. Press <RETURN> to move the cursor down this column. Position the cursor on the letter where you want to change the number of assigned blocks.

For example, to increase the number of blocks assigned to the letter "b" by 5 blocks, position the cursor beside "b" and change the highlighted number "45" to "50". Note that this decreases the number of blocks assigned to "c".

Press <RETURN> and the cursor moves to the next line where the end block number for the letter "c" is shown as a

highlighted number. You can make changes to the number of allocated blocks by entering new numbers and pressing <RETURN> until the cursor reaches the letter "z", but you may have to reduce the number of blocks assigned to some letters to keep within the space permitted on your disk.

When the highlighted cursor reaches the letter "z", the prompt on the bottom line changes to ask, "Is this correct? y/n". If you enter "y", the program will change your dictionary disk directory to fit the space allocations you have entered in this option. If you enter "n", you will be able selectively to rearrange the space allocated to any letter.

6. EXIT

Press "6" to return your Commodore 64 to Basic. You can then reload the Script 64 or turn off your equipment.

11.5 DICTIONARY MERGE (Dual Disk Drive Only)

Use this program to take the words from another dictionary disk and merge them with your own disk. This procedure can rapidly expand the vocabulary on your disk and speed up the dictionary mode as it checks spelling in your text.

To merge 2 dictionary disks:

1. With your Commodore 64 in Basic, insert the Script 64 program disk in drive 0 and load the merge program by typing "DLOAD "DICT.MERGE.2.0". When the computer reads READY, type "RUN" and press <RETURN>.
2. At the top of your screen, a highlighted line appears with the words, "Dictionary Merge Program". Along the bottom is another highlighted line where prompts will appear.
3. Remove the Script 64 program disk and insert your dictionary disk in drive 0. Insert the other dictionary disk in drive 1.
4. The prompt on the bottom line asks if you want to copy

the whole dictionary. If you press "y", you will take all the words from the disk in drive 1 and transfer them to the disk in drive 0.

5. If you press "n", another prompt appears asking which letters you want to copy. Enter a letter, and all the words on the disk in drive 1 beginning with that letter will be transferred to the disk in drive 0. When the transfer is complete, the prompt appears again. To transfer words beginning with another letter, press "y" and enter another first letter. Press "n" to quit the program.
6. This procedure will not duplicate or erase any words. If a word already exists on your master dictionary disk, the program will not take the same word from the disk in drive 1 and duplicate it on the disk in drive 0.

SECTION 12 USING YOUR PRINTER

12.1 PRINTER SELECTION

Choosing the correct printer from the printer menu at the beginning of the program is important for any printing. However, not all printers that interface with Commodore printers are specifically represented on this menu. If you choose one type of printer and find that your printouts are not coming out correctly, try choosing another printer from this menu.

If your printer is definitely not on this list or if none of the printers you select print correctly, you may select "2" for "ASCII". The print routines for "ASCII" are the simplest, allowing you to send only characters to the printer. You will probably not be able to underline, bold print or change the pitch of your printouts.

If you have selected "ASCII", you can use the "Printer file" program described in Section 12.3 to create a printer file on your program disk. This printer file will contain the routines your printer needs to print underlines, bold print, italics, superscripts/subscripts and different pitches.

Once you have created a printer file on disk, you can then select "7 Printer File" from the printer menu. There will be a short pause as the program reads the information from the printer file on disk. If you have set up your printer file correctly, you will be able to print using all the features of Script 64, no matter which printer you have.

12.2 PRINTING PROBLEMS

The most frequent problems in word processing are problems with printers and printing. However, many printer difficulties are the result of obvious problems and are easily cleared up.

If you are getting no output from your printer at all, check to see that the printer is plugged-in and turned on. Make

sure that it is on-line and that the cables connecting it to the computer or disk drive are correctly positioned, and that you have the correct cable or interface. Check to see that the ribbon and the print wheel or print head are not jammed or used up, in the case of ribbons. Make sure there is paper in the printer as some printers will not print if they do not detect paper.

If you are getting some output from the printer, but not the output you wanted, make sure you selected the correct printer from the printer menu. If the printout is overprinted all on the same line or shows doubled spacing, check that you have selected the correct line feeds position in the large control map (Section 5.3/16).

If your parallel printer is hung-up, hold down the <C=> key to convert your output to a video print. From there, you may abort the printout using <RUN/STOP> and check your printer to discover the reason why the printout was hanging.

12.3 PRINTER FILE

If the specific printer that you own does not appear on the printer menu at the beginning of the Script 64 program, you had to enter "2" for "ASCII". But the printer routines designed for "ASCII" do not allow you to use many of your printer's features, such as changing the pitch, bold printing and superscripts.

The program called "SET PRINTER FILE" on your Script 64 program disk allows you to correct this problem. The "SET PRINTER FILE" program allows you to create a sequential file on the Script 64 program disk where the special print routines for your printer are recorded. Using this program, you can custom design Script 64's print routines to match your printer so that you will be able to print with different pitches, underlining, bold print, superscripts/subscripts and italics (if your printer can produce italic script).

This program creates a printer file where the information on your printer's routines is stored on the program disk. Once you have created a printer file, you no longer need select

"2 ASCII" from the printer menu. Instead, select "7" for "Printer File". The program will go to the disk and read the correct print routines for your printer from the disk file.

Keep your printer manual handy while you run this program, as you will need to refer to it to answer the prompts. Remember also to remove the write protect tab from your program disk.

1. LOADING

With your computer in BASIC and the Script 64 program disk in drive 0, type:

LOAD "SET PRINTER FILE",8 <RETURN>.

The screen will display "SEARCHING FOR SET PRINTER FILE" and "LOADING". When the screen shows READY, type "RUN" and press <RETURN>.

After answering any question, press <RETURN>. If you make a mistake at any point in the program, press <RUN/STOP> and <RESTORE> to break into the program. Then type "RUN" and press <RETURN> to start the program from the beginning.

2. COMMODORE/ASCII PRINTER

The first prompt to appear reads, "Commodore or ASCII printer". Enter "c" and press <RETURN> if you have one of the Commodore model printers. Enter "a" and press <RETURN> if you have any other printer.

3. UNDERLINING

The first screen display to appear in the Printer File program has a list of three options:

UNDERLINING

- 1) Backspace
- 2) Two passes
-) Underline on/underline off codes

The options on this screen represent the three possible ways a printer can underline a portion of text. Use your printer manual to find out which type of printer you have and enter the number beside that option.

Select "1" if you have a "backspacing" printer, that is, if your printer prints a character then moves the print head back one space to print each underline character. Select "2" if you have a printer which underlines by making two passes over each line, once to print the characters and again to print the underline. Select "3" if your printer requires special number codes to start and stop underlining.

If you select "1" or "2", press <RETURN> and the program will move on to the next part of the program, bold printing. If you select "3", press <RETURN> and several additional questions will appear.

If you select "3", the first question to appear reads, "Underline on codes - Number of Codes?". Consult your printer manual to discover how many codes are required to turn underlining on and enter this number. For example, the Epson printer model FX-80, requires three codes to begin underlining. You would enter the number "3".

The next line to appear reads, "Code 1". Enter the first number in the sequence of codes. If your printer requires the "ESC" code to begin underlining, then you would enter "27". If more than one code is required, additional lines will appear asking for successive codes, for example: "Code 2", "Code 3" and so on.

When you have entered all the "underline on" codes, the next line to appear reads, "Underline off codes - Number of codes?". Enter the number, usually the same as the number of underline on codes. The above procedure will then be repeated as the screen asks for "Code 1", "Code 2" and so on.

When you have answered all the questions, the screen display will change for Bold Print.

4. BOLD PRINT

Follow the same procedure with bold print as you did with underlining. The same menu of options will appear. Enter the number beside the option that describes your printer. If you select "Backspace" or "Two Passes", then the program will move to the next section, Italics. If you select "Bold Print On/Off Codes", then you will first have to enter the number of codes to turn bold print on and each separate code. Then you will have to enter the number of codes to turn bold print off, with each code.

5. ITALICS

The procedure with italics is slightly different than that for underlining or bold print, because some printers will not print italic script. The screen display shows two options:

ITALICS

- 1) Italics turns on underline and bold
- 2) Italics on/italics off codes

Letter quality printers do not require a special commands to print italics, they require a different print wheel. However, if you select "1" from this options list, your letter quality printer will combine bold printing and underlining when you use the italics command in word processing text.

Select "2" if your printer can print italic script, but requires specific number codes from the computer to start and stop printing italics. Follow the same procedure as with underlining to tell the program the number of codes required and the number for each code.

6. SUPERSCRIPTS/SUBSCRIPTS

The screen display changes to show the two options in superscript/subscript routines:

- 1) None available
- 2) Superscript/Subscript codes

To print superscripts or subscripts, a printer must move the paper up or down one half line feed. Not all printers will do this. Check your printer manual and select "1" if you have the first type of printer.

If your printer requires special codes for superscripts/subscripts, select "2". Follow the same procedure as with entering other on/off codes. Questions about superscripts appear first, followed by questions about subscripts.

7. PITCH

The last part of the program allows you to send the necessary codes to your printer for whatever pitches your printer will handle. The first pitch to appear in this part is PITCH 5, or five characters to the horizontal inch. If your printer can print with a pitch of 5, enter the number of pitch codes, then enter the pitch codes. Before moving to the codes for the next pitch setting, another question appears, "Number of expand codes?".

An expand code is a code repeated at the beginning of each printed line and is usually used to turn expanded print on or off. Expand codes are not needed by all printers, or in all pitches. Commodore printers for example, turn off expanded print at the end of each printed line, and need to be told to turn it back on at the beginning of the next line.

You may want to use a pitch setting of 8 with your printer to print with a pitch of 10 but with expanded print turned off. (This can considerably increase the speed of your dot matrix printer if you are getting a rough draft printout.) When the program asks you for the codes for a pitch setting of 8, enter the codes required for a pitch of 10, then enter the expand codes required to turn expansion off.

The program will ask for the appropriate codes for pitch settings of 5, 8, 10, 12 and 16 as well as their expand codes. If your printer will not handle a particular pitch or if you do not want to use an expand code with any setting, enter "0" when the question "Number of codes?" appears for that pitch setting.

8. PRINTER FILE

After the questions about 16 pitch, the program will go to the disk and create the printer file. When you load the word processor, select "7 Printer file" to use the settings from this printer file.

12.4 SPECIAL COMMANDS

Using key redefinition, described in Section 6.11, you can send some special commands to your printer. Normally, you would use the shifted open and close square bracket keys to redefine one of the characters on the keyboard to print out as another character. However, you can also use this feature to send any control function permitted in the ASCII code.

Instead of redefining a key to be a character, you could redefine a key to be back-space and overprint two characters on each other. You could redefine a key to be half a carriage return to print a line of subscripted text. Check your printer manual for a list of the commands to which it will respond when they are sent this way.

12.5 RS-232 PRINTERS

Instructions for printing with your RS-232 printer can be found in Section 4.5.7. However, if you are experiencing difficulties in printing, it may be because your printer and computer are not sending each other the correct signals.

Few printers can print data as fast as the computer can send it. RS-232 printers generate a "busy signal" that holds up data transmission while the printer catches up with the computer. Your printer must send this busy signal to one of the pins (PB6) on your 64's user port, the "Clear to Send" line. Some printers send a "0" as a busy signal, others send "1". Script 64 is preset to assume that this value will be "1".

If you have difficulty printing with your RS-232 printer,

then one of two things has happened. If the busy signal is not being sent to the correct pin, you have a hardware problem; see your dealer. If the busy signal is going to the right pin but the wrong digit is being sent, you need to change the value of the busy signal. Check your printer manual to find out which number your printer uses as a busy signal. Then load Script 64, but before you RUN the program, type:

POKE 4114,j (where "j" = 0, 1 or 2) <RETURN>.

Replace "j" with "0" if your printer uses "0" as a busy signal. Enter "1" if your printer uses "1". Enter "2" if your printer does not use this feature. If you enter "2", set the baud rate in your print sequence low enough that the printer can keep up with the computer.

Once you have entered the correct poke, type:

SAVE"@0:SCRIPT 64",8 <RETURN>

to resave the program with the correct value for your printer. When you load the program again, this value is preset.

APPENDIX 1

SCRIPT 64 FILE NAMES AND SCREEN NUMBERS

To find out what is on a disk, insert the disk in your disk drive, either drive 1 or drive 0. With your computer in BASIC, enter the words, "CATALOG d0" for drive 0, or "CATALOG d1" for drive 1. The disk drive activity light comes on and the disk spins while the drive reads the information from the disk and displays it on your screen. The top line of a catalog shows the "header", printed in reverse field (highlighted). Below the header appear the names of the files on the disk, inside quotation marks. In front of each file appears the number of "blocks" that file occupies on the disk. To the right of each file appears an abbreviation for the type of file: "seq" (sequential), "rel" (relative) and "prg" (program). The last line of a catalog shows the number of blocks still unoccupied on that disk.

The catalog of any disk formatted using Script 64 will show the identical header: "RTC 4 WP DATA". The file names, appearing in quotation marks, are letters of the alphabet and symbol characters from the keyboard.

These files correspond to Script 64 FILES. The first file on the disk appears inside quotation marks and is called "a".

The amount of data saved in each FILE, measured in blocks, is shown to the left of each file name. If a FILE has no data saved in it yet, this number will be "1".

Use this appendix as a guide to which SCREENS appear in which FILES as those FILES are named in the catalog. Each filename represents 20 SCREENS. On your Commodore 64, you have two of these of these subFILES in memory at any one time, giving you a 40-SCREEN FILE.

Name of File as it
Appears in Catalog

SCREEN Numbers

"a"	001	to	020
"b"	021	"	040
"c"	041	"	060
"d"	061	"	080
"e"	081	"	100
"f"	101	"	120
"g"	121	"	140
"h"	141	"	160
"i"	161	"	180
"j"	181	"	200
"k"	201	"	220
"l"	221	"	240
"m"	241	"	260
"n"	261	"	280
"o"	281	"	300
"p"	301	"	320
"q"	321	"	340
"r"	341	"	360
"s"	361	"	380
"t"	381	"	400
"u"	401	"	420
"v"	421	"	440
"w"	441	"	460
"x"	461	"	480
"y"	481	"	500
"z"	501	"	520
"["	521	"	540
" "	541	"	560
"]"	561	"	590
"{"	581	"	600
" "	601	"	620
" "	621	"	640
"A"	641	"	660
"B"	661	"	680
"C"	681	"	700
"D"	701	"	720
"E"	721	"	740
"F"	741	"	760
"G"	761	"	780
"H"	781	"	800
"I"	801	"	820

Name of File as it
Appears in Catalog

SCREEN Numbers

"J"	821	to	840
"K"	841	"	860
"L"	861	"	880
"M"	881	"	900
"N"	901	"	920
"O"	921	"	940
"P"	941	"	960
"Q"	961	"	980
"R"	981	"	999
"Index 1"			
"Index 2"			
"Index 3"			
XXX BLOCKS FREE			

APPENDIX 2

DATA COMPATIBILITY IN RTC WORD PROCESSORS

Script 64 is only one of the RTC family of word processing programs for Commodore computers. Eventually, RTC's goal is to make all data prepared with one of our word processors using any Commodore computer completely compatible when that data is loaded on any other computer. For the present, however, and as a general rule, remember that data is upwardly compatible but not completely downwardly compatible. In other words, data prepared on a 4032 will easily load on a Superpet but not always the other way around.

This section describes the present compatability of data when you prepare data with one of the word processing programs and one Commodore computer and load it on another Commodore computer.

All RTC Word Processing programs load and save data in SCREENS. The size of one SCREEN varies according to the number of columns and lines in the computer's screen displays. No matter what you computer you use to load the data, it will appear on the same SCREEN.

Data compatibility depends on the amount of memory and the number of SCREEN columns and lines in the computer used to prepare the data and the computer used to load the data.

VicScript for the VIC-20

VicScript works with 20-SCREEN FILES. Each SCREEN has 22 columns and 99 lines. The VicScript word processor is not loaded from a disk or tape. To save on the limited memory in the VIC, we have installed the program in ROM chips on VIC memory expansion cartridges. These cartridges are in 3 sizes of memory: 3K, 8K and 16K. Because the program is in ROM, all of this additional memory can be used for word processing data without ever exceeding the memory capacity of any other Commodore computer. Data prepared using VicScript will load through any of the RTC word processors

with no possibility of data loss.

Data prepared with one of the other computers will load on the VIC using VicScript, but not all of it may appear. VicScript loads as much of the data from any FILE as its memory can hold, up to 20K of data with a 16K memory expander cartridge. VicScript ignores any data after its memory is filled. If the VIC's memory is full halfway into the fourth SCREEN in a FILE, everything after that point will be blank, and no more data can be added to that FILE with VicScript.

Data prepared using VicScript on the VIC-20,
then loaded on:

Compatibility

4032	No data loss
64	No data loss
8032	No data loss
8096	No data loss
Superpet	No data loss

RTC 4 - 4032

The RTC 4 word processing program for the Commodore 4032 works with 20-SCREEN FILES. The maximum number of characters on one SCREEN is 880 (40 columns and 22 lines). Data prepared with this program will load with any other RTC word processor, except the VIC, with no data loss.

Like the VIC, data may not always load the other way. A "Memory Full" warning appears on the menu line when there are 11 lines of memory left in a FILE. This is a signal to save your work and move to another FILE. If the data has been prepared on a computer with more memory than the 4032, then there may be enough data in the FILE to trigger a "Memory Full". Editing may be difficult, and if there is too much data in the FILE, then it may not load at all.

When the data is prepared on an 80-column computer and loaded on a 4032, any character entered on a SCREEN after 880 characters will not appear.

Data that is prepared with RTC 4 on a 4032,
then loaded on:

Compatibility

64	No data loss
8032	No data loss
8096	No data loss
Superpet	No data loss
Vic 20	Depends on RAM in Vic: VicScript will load only the first few SCREENS of data, up to the limit of its RAM. Subsequent data does not appear.

Script 64 for the Commodore 64

Script 64 uses 40-SCREEN FILES. Each SCREEN has 40 columns and 22 lines, or 880 characters per SCREEN. It is not possible to fill the memory of the 64 with word processing data. Data entered with Script 64 may cause a memory full condition when it is loaded on a computer with less memory than the Commodore 64.

Data prepared with another computer and loaded with Script 64 cannot cause a memory full condition but some of the data may not appear. When the data is prepared on an 80-column computer, any character entered on a SCREEN after 880 characters will not appear when the SCREEN is loaded using Script 64.

Data that is prepared using Script 64 on the
Commodore 64, then loaded on:

Compatibility

4032	Depends on how much data was entered in Script 64. If number of blocks in any single FILE is too large, editing will range from difficult to impossible because of a "memory full" condition. If there are few enough blocks in the FILE, then no data loss.
------	--

8032	No data loss
8096	No data loss
Superpet	No data loss
Vic 20	Same as 4032 to Vic 20

RTC 4 for the 8032

The RTC 4 word processor for the Commodore 8032 computer works in 20-SCREEN FILES. Each FILE can hold 150 lines of word processing data, or about 12,000 characters. Data entered using this version of RTC 4 will load with no data loss on a Superpet or 8096 because both those computers have more memory and the same number of columns.

Depending on the number of characters in a SCREEN, the same data may not load on a 4032 or 64. Any characters entered after the 880th character on one SCREEN will not appear on the SCREEN when the data is loaded on a 40 column computer. This position is on or about SCREEN line #11 on an 80-column computer.

Data that is prepared with RTC 4 on an 8032, then loaded on:

Compatibility

4032	All data entered after 880 characters will be lost. Memory full condition may make editing difficult or impossible.
64	Same as 8032 to 4032, but with no memory full
8096	No data loss
Superpet	No data loss
Vic 20	Same as 4032 to Vic 20

RTC 4 for the Superpet and 8096

With both the 8096 and the Superpet, RTC 4 creates 40-SCREEN FILES. Each subfile of 20 SCREENS has 378 lines of memory. Data created with any of the RTC family of word processors will load on either with no data loss.

Data created on the Superpet or 8096 may not always load on

other computers. If the FILE has too much data, it will cause a memory full condition on an 32K computer. On a 40-column computer, anything entered after the 880th character on one SCREEN will not appear.

Data that is prepared using RTC 4 on either a Superpet or an 8096, then loaded on:

Compatibility

4032	Same as 8032 to 4032
64	Same as 8032 to 4032
8032	Same as 64 to 4032
Superpet	No data loss
Vic 20	Same as 4032 to Vic 20

Disk Drive Compatibility

Data compatibility also depends on the disk drive on which the data was prepared. The following models are all read compatible: 1541, 2031, 2040 and 4040. This means that data prepared on any of these drives can be loaded on any of the other drives. However, due to speed differences in the drives, they are not completely write compatible. This means that, most of the time, you can save your data safely. But about 5 percent of the time, saving your data will also erase it.

Disks formatted on any of the drives listed above are completely incompatible with either the 8050 or 8250 disk drives. 8050 disks are read compatible with 8250 disk drives, but not write compatible. 8250 disks are read and write compatible on an 8050 disk drive.

APPENDIX 3

SCRIPT 64/80-COLUMN MODE

Script 64 Version 2.0 has two word processors on the disk, Script 64 and Script 64/80. Script 64/80 not only loads a word processor into your computer, it also turns your Commodore 64 into an 80-column computer. Script 64/80 is compatible with the C64-LINK and the Video Pak 80-Column Board.

Most of the differences between the two word processors are noted in the text of the manual where it is appropriate. Use this section as a quick reference guide to those differences.

LOADING SCRIPT 64/80

To load the 80-column word processor, put your computer in BASIC and type:

```
LOAD"SCRIPT 64/80",8 <RETURN>
```

When the program has been loaded and the computer reads, READY, type "RUN" and press <RETURN> to run the program.

FILE Size

The first and most obvious difference between the two word processors is the number of SCREENS in a FILE. Script 64/80 has only 20 SCREENS to a FILE instead of 40.

Unlike Script 64, you can fill the memory in a Script 64/80 FILE. Each 20-SCREEN FILE can contain no more than 350 screen-lines of data. (If you have loaded the program with the Video Pak 80 board, there is room for only 137 lines of data.) When there is space for 11 lines in a FILE, the menu line will prompt with "MEMORY FULL". Save your work and move to a new FILE.

There is also no saving half feature with Script 64/80.

Press <C=> then "s" to save the whole FILE. Pressing <C=> then <SHIFT> "s" will have no effect.

VARIABLES

To access the variable chart with Script 64, press <C=> then "v". With Script 64/80, the variable chart is located under the large control map. To enter data to the variable chart, access the large control map. Then press the asterisk key ("*") to move the cursor to the first line in the variable chart.

With that exception, variables work the same way in both programs.

STRUCTURED SCREENS

Because you have 80 columns on screen, and most paper is also 80 columns, structured SCREENS are much easier to visualize and create with Script 64/80. What appears on screen will be very close to what appears on paper when you print. You must still remember to keep lines within the length your paper will handle but you do not have to keep each screen-line under 40 columns.

In 40-column mode, you can set tabs beyond 40 columns by positioning the cursor on the second screen-line before setting a tab. In this way, you can set tabs up to 80 columns. In 80-column mode, you can set tabs up to 160 columns in the same way.

PRINTING

To overcome the problem of 40-column screen display, Script 64 lets you scroll a video printout horizontally. Script 64/80 already has 80 columns and does not need this feature.

DATA COMPATIBILITY

Data from Script 64 can be loaded into a Script 64/80 SCREEN

with no data loss, though the format of the data may appear a little unusual. However, data entered with Script 64/80 may not completely load into a Script 64 SCREEN.

Each Script 64 SCREEN can hold up to 880 characters (40 columns by 22 lines). Each Script 64/80 SCREEN can hold up to 1760 characters (80 columns by 22 lines). A Script 64 SCREEN will ignore any data entered after the 880th character on a Script 64/80 SCREEN. This character usually occurs on or about the 11th screen-line.

If you are working in 80-column mode but you want to make sure your work will be readable by the 40-column word processor, press <RUN/STOP> then "x". This procedure prevents the cursor from going to the bottom of the SCREEN. Instead, the cursor will now stop on the last column of the 11th screen-line.

The Script 64/80 Index takes up only the middle half of the screen, in order to keep the Index compatible with Script 64.

SCROLLING

Script 64/80 tends to scroll slowly, both in a video printer and as data appears on a SCREEN. This is normal and does not represent a problem with the software.

APPENDIX 4

CONFIGURE FILE

Normally when you load Script 64, you must select a printer from the menu and answer the questions, "Printer: Parallel, Serial or IEEE?" and, "Is this a new data disk?". However, once you have figured out the correct answers to these questions, you no longer need to go through this procedure. Use the "SET CONFIGURE" program on your Script 64 program disk to create a sequential file that answers these questions, avoiding the need to answer them each and every time you load the program. Once you have set up this configure file and run Script 64, the program will read this file to find out the answers your answers to the loading questions.

The SET CONFIGURE program also allows you to preset the large control map to different default values.

Remember to remove the write protect tab from your program disk before running this program.

With your computer in BASIC and the Script 64 program disk in drive 0, type:

LOAD"SET CONFIGURE",8 <RETURN>.

When the screen displays READY, type "RUN" and <RETURN> to run the program.

The program will prompt you through each phase, allowing you to create a configure file for loading the program or for setting up a new large control map. Follow on-screen prompts as they appear.

In the section of the program that allows you to create a large control map, a set of possible values are shown with each setting. These are the maximum possible values. Some values, even when they are theoretically possible, can combine with others to yield a control map error. We suggest that you refer to SECTION 5 of the Script 64 manual while you go through this portion of the program.

INDEX TO THE SCRIPT 64 MANUAL

	SECTION #
Asterisk see Variables	
Automatic	
Enumeration	6.7
Return Mode	6.1.2
Structured formatting	6.2.2
Backup	
dual disk drive	8.4.1
single disk drive	8.4.2
Bell function	6.1.2
Bold Print	
Printer file	12.3/3
Text	6.4
<C=> key	3.1
Centering	6.8
Comment SCREENS	7.2
Compatibility	
between word processors	Appendix 2
CONTROL MAPS	
Accessing control maps	5.1
Changing settings	5.2
Control map errors	5.6
Large Control Map	5.3
Moving through	5.2
Saving	5.5
Small Control Maps	5.4
Copies	
Printing multiple copies	4.5.5
<CTRL> key	1.2
Cursor Movement	1.2
Deletions	
<CLR/HOME> key	3.5/5
Delete Mode	3.5/4
<DELETE> key	3.5
Editing Delete	3.5/2
FILES	7.8

SCREENS	3.5/5
Typing Delete	3.5/1
Words	3.5
<DELETE> key see Deletions	
DICTIONARY	11
Creating dict. disk	11.2
Merging dict. disks	11.5
Modifying dict. disk	11.4
Printing dict. disk	11.4
Using dict. mode	11.3
Disk drive connection	2.3
DISK OPERATIONS	8
Backup	8.4.1
Changing drives	8.5
Formatting	8.3.1
Index	7.5
Loading	8.1.1
Saving	8.2.1
Disk Space	
Free blocks on a disk	7.5
Dongle	2.1
Drive	
Change working drive	8.5
Display working drive	3.7
EDITING	
see Deleting, Inserting,	
Wordstream, Structured,	
Cursor Movement, etc.	
Editing modes	
Centering	6.8
Delete	3.5/4
Insert	3.4/3
Numeric	6.10
Enumeration	
Automatic enumeration	6.7
Enumerating points	6.7
FILES	8.1
Formatting a Disk	
Entering the program	2.5
From within the program	8.3

Formatting a printout
see Control Maps

FRENCH

Characters

Printing

Function keys

Global Search

Global search

Local search

Multiple Search

Undetermined characters

Help Screens

Hyphenation

in printout

Indentation

Large Control Map

Small Control Map

Index

Accessing

Entries

Printing

Insertions

Insert Mode

<INSERT> key

Lines

Spaces

SCREENS

<INSERT> key see Insertions

Italics

Printer file

Text

Joining SCREENS

Justification

Large Control Map

Small Control Map

10.1

10.2

1.3

7.4.1

7.4.1

7.4.2

7.4.3

7.9

4.5.3

5.3/5

5.4/5

7.5

7.5

7.5

3.4/3

3.4/1

3.4/2

3.4/1

7.6

12.4

6.5

7.1

5.3/7

5.4/6

Key (Dongle)	2.1
KEYBOARD	
Keys	1
Redefining a key	6.11
LOADING	
Script 700 Program	2
FILES/SCREENS	8.1
And saving	8.1
Limit	7.1
Line Feeds	5.3/16
Mail List Merge see Variables	
Margins	
Large Control Map	5.3/1
Small Control Map	5.4/1
Memory Line Count	3.7
Memorizing text	3.6
Menu Line	3.1
Capital Letters	
Load	8.1
Save	8.2
Print	4
Edit	3 & 6
Control Map	5
Global Search	7.4
Format	8.3
Index	7.5
Backup	8.4
Dictionary	11
Small Letters	
Automatic Return	6.1.2
Bell Function	6.1.2
Keypad Cursor	6.12
Shifted Mode	6.6
Typing Delete	3.5/1
Moving through SCREENS	1.1
New Page	
Small Control Map	5.4/8

Numbering Pages
Numeric Mode

5.3/9-12
6.10

Page Numbering
Paging through SCREENS
Paragraph

5.3/9-12
3.1

Indentation
Spacing

5.3/5
5.3/4

Pitch

Large Control Map
Printer file
Small Control Map

5.3/15
12.3
5.4/7

Printers

Choosing a printer
Creating a print file
Interface
Line feeds
Printer file
Problems
RS-232 Printers
Selection
Special printer commands

2.3 & 12.1
12.3
2.4
5.3/16
12.3
12.2
4.5.8 & 12.5
2.3 & 12.1
12.4

see also PRINTING, CONTROL MAPS
PRINTING

Aborting/pausing printout
Accessing print mode
Across FILES
Copies
Dictionary disk
Hyphenation
Index
Merge with Scratchpad
Merge with sequential files
Modem or RS-232 printer
Print mode
Saving a print sequence
to Screen
SCREEN numbers
Selected pages
Video print

4.5.2
4.1
4.4
4.5.5
11.4
4.5.3
7.5
9.2
9.3
4.5.7
4.1
4.5.9
4.5.1
4.5.6
4.5.4
4.5.1

Quitting

2.7

Redefining keys	6.11
Relocating	
FILES	7.3
SCREENS	7.3
text	3.6
<RESTORE> key	
Set up/cancel tabs	6.2
Save index	7.5
Restoring text	3.5/5
<RETURN> key	1.1
<RUN/STOP> key	
Abort printout	4.5.2
Load program	2.2
see also Editing Modes	
Saving	
control map	5.5
FILES	8.2
half of a FILE	8.2
Scratchpad	9.2
SCREENS	8.1
Sequential file	
merge see Variables	
<SHIFT> key	1.1
Shifted mode	6.6
Status signals	
Check working drive	3.7
Memory line count	3.7
SCREEN line number	3.7
Structured Formatting, Automatic	6.2.2
Structured SCREENS	6.1
Subscripts	6.9
Superscripts	6.9
Tabs	6.2
Tape Operations	
Formatting	2.6.1
Backup	8.4.2
Loading FILES	8.1.2
Loading the Program	2

8.2.2
3.5/5
5.3/18-21

12.2

6.3

9.1

9.1 & 5.5

9.2

9.3

9.4

4.5.1

3.1

—

SECRET

SECRET

SECRET

SECRET

SECRET

SECRET

SECRET

SECRET

SECRET

SECRET

SCRIPT 64

OWNER'S REGISTRATION

Date: D M Y Version 2.0

Name: _____

Address: _____

City: _____

State/Prov: _____

Comments: _____

Please send to: Richvale Telecommunications
10610 Bayview Avenue
Richmond Hill, Ontario
L4C 3N8

Tel. (416) 884-4165

Manufactured by: PACIFIC COAST SOFTWARE
7334 HOLLISTER AVE.
SANTA BARBARA, CA. 93117
(805) 685-8282 (805) 685-1131