DATA 20

CORPORATION

WORD MANAGER
WORD PROCESSING

INSTRUCTION MANUAL

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LOADING INSTRUCTIONS
FOR THE COMMODORE 64

1. Place the feature strip over the top row of keys.
2. Insert the cassette in the Datassette and reset the counter.
3. Hold down the SHIFT key and press the RUN/STOP key.

At this point the screen will disappear. When the 64 finds the program on the tape, the screen will re-appear and it will read:

FOUND   64WP

If instead you see

FOUND   VWP

Then you have used the wrong side of the tape, rewind and try again.

The computer should find 64WP when the tape counter is at about 5. If the counter goes past 10 and nothing happens, then simply rewind the tape and try again.

In a few moments the screen will disappear once more. After about 2-3 minutes the program will start and you will have a word processor!

If the tape counter goes past 45, then rewind the tape and try again.

LOADING INSTRUCTIONS
FOR THE VIC 20✻

1. Place the feature strip over the top row of keys.
2. Insert the cassette in the Datassette and reset the counter.
3. Hold down the SHIFT key and press the RUN/STOP key.

When the VIC finds the program on the tape, the screen will read:
FOUND   vwp
LOADING

The tape counter should be at about 5. If the counter goes past 10 and nothing happens, then simply rewind the tape and try again.

After about 2-3 minutes the program will start and you will have a word processor!

If the tape counter goes past 60 and nothing happens, then rewind the tape and try again. If you get a LOAD ERROR, then rewind the tape and try again.

If you have a system with more than 8k of expansion RAM, then there are some additional features that are available to you such as the Replace and Merge functions. To load the version which can use more than 8k, type LOAD "vwp+", then press RETURN.

The Maillist is loaded the same way on the VIC as on the 64.

✻If you have a Video Pak Model which requires a SYS command to start, then this must be done before going any further.

TO LOAD THE MAILLIST:

1. Advance the tape to where the tape counter reads about 42 on side A.
2. Hold down the SHIFT key and press the RUN/STOP key.

Follow the same procedure as outlined above. When the 64 finds the Maillist the screen will read:
FOUND   LIST
If the counter goes past 95, then try again.

OPERATING INSTRUCTIONS

Hardware Requirements

To use the word processor with this version, you must have the following system components:

1. Commodore computer.
2. Commodore 1541 disk drive or datassette.
3. DATA 20 Video Pak or Display Manager.
4. A Commodore 1525 or 1515 printer or:
   An RS-232 (serial) printer with an interface, or:
   A Centronics type (parallel) printer with an interface.

Transferring the Wordmanager to Disk

1. Load the word processor from tape using the enclosed printer directions, but do not RUN it!
2. Place a **FORMATTED** disk in the disk drive.
   If you are not familiar with the task of formatting a disk we strongly recommend looking up the NEW command in your 1541 disk drive manual before going any further.
3. SAVE the program to disk.
4. RUN the Wordmanager, then using the LOAD and SAVE options load a document, change disks, then SAVE your document to your backup disk.

5. Keep a backup disk handy and **USE** it. If anything happens to your disk, days and sometimes weeks of work can be saved.

Using the Feature Strip

Almost all the features available in the Wordmanager are listed on the self-adhesive feature strip provided with this software. To use any of these features, simply press "fl" (to tell the computer you wish to execute a function) then press the appropriate key. Most keys have more than one function, so some have to be selected by holding down the SHIFT key then pressing the desired key. You can easily remind yourself which functions are SHIFTed and which are not by looking on the far left side of the feature strip.

There are two functions which are not listed on the feature strip. One is go to the beginning of document, selected buy the sequence "fl", "cursor up key". The other is go to the end of document, selected by the sequence "fl", "cursor down key".

Loading or Saving a Document

You can load a document from disk or tape by using the "fl","l" sequence, and then typing in the name of the document you wish to recall. Saving a document is done in exactly the same way as loading one, except that you use a "fl", "l" sequence instead. Please note that if you load a document, then save it back to disk with the same name, the original version will be gone. Also, cassette operations print messages on the screen.

Printing a Document

You print a document by first loading it into memory, then using the "fl", "2" sequence. If you wish to stop a printing document, use the "RUN/STOP" key and hold it down until the mode indicator in the lower left corner returns to "edit". The printer will stop at the end of each page and wait for any key to be pressed to continue. If you wish to stop at this time, press "RUN/STOP". The serial bus printer does not support underlining.

Positioning the Cursor

The cursor may be placed anywhere in the document by using the cursor up, down, left, right, home, next page and previous page

commands. In addition, when you press the "Return" key a carriage return character is placed in memory and a "<" is printed on the screen. This is an end of paragraph or end of close marker. To move the cursor to the start of the next line without placing a "<" at the current position, use a shifted "Return".

Setting Tabs and Margins

The format line at the top of the screen can be changed by using the "fl", "O" command. This will put the cursor at the left edge of the format line. Use the "l", "r", and "t" keys (unshifted) to enter the left and right margins and tabs. Use a "." to clear a marker. Use the cursor left/right keys to move the cursor without changing the information, and use the "Return" to enter the changes and return you the edit mode.

Inserting Text

Text may be inserted into an existing paragraph by positioning the cursor where you wish to insert the text, holding down the "SHIFT" key, then pressing the "INST/DEL" key. This will insert a line of spaces starting at the current location and move the rest of the text down one line. At this time, you may insert text by simply typing it in. If more space is needed, simply use the "SHIFT" then "INST/DEL" again. To remove any space left after inserting please see section entitled "Closing the Paragraph".

Clearing a Document from Memory

A document can be deleted from memory by using the "fl", "9" command. When this function is selected, the prompt "Sure?" will appear in the lower left of the screen. You must type "yes" (without quotes) or "y" before this function will execute.

Cursor to Top of Document

This function is selected with a "fl", (cursor up) sequence. The cursor is placed at the top of the first page in the document.

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Cursor to End of Document

This function is selected with a "fl", (cursor down) sequence. The cursor is placed after the last character of the last page of a document.

Read Disk Directory

Select with: "fl", "SHIFT" "-". Displays the disk directory as four columns of file names. **Warning:** it also displays program names. The WP disk should contain only the WP program and WP files. Going to the directory does not erase your present text, just press "Return" to continue editing.

Delete Document from Disk

Select with: "fl", "SHIFT" "9". Deletes the named document from disk. Requires you to answer "y" to the prompt "Sure?". Then it asks for the file name. It may be used to delete non-wp files from disk.

Format New Diskette

A new diskette must be formatted before use. To do so with the WordManager, use the "fl", "SHIFT" (English Pound command). You will be prompted with "Disc Name?", which you must enter in a disk name (up to 16 letters). After you hit "Return", it will prompt "Disc ID?". You must then enter a 2 digit disk ID number. (Any 2 digits are okay). To abort the format, you may use the stop key in the name or ID fields. Warning, if you attempt to format a diskette with information on it, all the information will be destroyed!

Block Move and Block Copy

The Block Move function allows you to move three full lines of text to anywhere in the document by selecting the sequence "fl", "$". The Block Copy function allows you to copy three full lines of text and put them anywhere in the document by selecting the sequence "fl", "4". Only full lines can be moved with these utilities, partial lines must either be retyped or moved, then trimmed using other editing functions. When prompted "Move" or "Copy" "What?", use the

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"cursor down" key to highlight the desired text. You may use the "cursor up" key to erase some of the highlighted text, but you cannot move back beyond the starting line. To cancel the move, press the "RUN/STOP" key. To execute the operation, press "Return". When prompted "To Where?", position the cursor where you want the text to go, then press "Return". This will make room and insert the text.

Changing Storage Device

To select either the disk or cassette drive for storage, use the "fl", "3" sequence. This changes the storage device between the disk and tape. The selected device appears at the left bottom corner of the screen.

Changing Printer Type

To select either the RS-232 or serial bus printer, use the "fl", "#" sequence. This changes between the two printers. When the RS-232 printer is selected, it will prompt you for the parity (space, odd, even, mark, or none), word length (7 or 8 bits), and the baud rate (110, 300, or 1200). To select the next option hit the space bar, to accept the current option, hit the "Return" key.

Search and Replace

The search and replace functions operate by prompting you for the search word and replace word. If you wish to cancel either a search or a replace, you may do so by using the "RUN/STOP"key at any time during the operation. When a search finds the desired word, the cursor will stop at the begining of the word and prompt "RUN/STOP?". If you press the "RUN/STOP" key the search will end there and you will be returned to the edit mode. If you press any other key, the search will continue, repeating the "RUN/STOP" at every occurance of the word until the end of the document. During a replace, you will be prompted "RUN/STOP" at each occurence of the word. If you do not desire to replace the word, simply press the "RUN/STOP" key. Any

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other key will cause the replace to occur. After each replace, you will be prompted "Again?". At this time, hit the "RUN/STOP" to return to the edit mode, or any other key to search for the next occurence of the word. **Caution:** the search will not find words that are wrapped around the end of lines, so it is recommended that you only search for single words (up to 16 characters). In addition, the replace function puts a space at the end of the word, then executes a close split. This may cause problems with columnar work.

Exiting to Basic

To exit the WordManager and reenter BASIC, you must use the "fl", (English Pound Sign) sequence. You must also enter a "y" to the question "Sure?" to exit. When you leave the word processor, you will lose the document in memory, but you may reenter the WordManager by typing in "SYS 2063" for 64 version or SYS 4623 for the VIC version, **only** if you do so without doing anything else.

Deleting Text

A character may be deleted and the rest of the text on the line moved one space to the left by using the "INST/DEL" key, do not use the "SHIFT" or "fl" keys. To delete an entire line, hold down the "SHIFT" key and press the "CLR/HOME" key. This will delete the line you are on, and move up all following text by one line. These two functions are listed on the feature strip for clarity only. You so not need to press "fl" to use them.

Closing the Paragraph

You may remove the spaces left when inserting or deleting text by using the "fl", "-" (backarrow) sequence. You must place the cursor at the position you wish the text to move up to, then use the close paragraph. It will rewrap the lines just as if you had typed them in. However, you must check for sentences that ended at the end of a line, as the close paragraph does not insert two spaces after the end of a sentence.

Tabbing

Tabbing is accomplished by using the "RUN/STOP" key. Each time the key is pressed, the cursor will move to the next tab position. If there are no more tabs left on the line, it will move the cursor to the start of the next line.

Centering a Line

A line of text may be centered by typing it in at the left margin, then using the "fl", ' " ' (shifted 2) sequence. This will automatically center the text between the two margins. If you change a line and wish to recenter it, simply use the center command again. It is more accurate to center text before a RETURN is entered.

Left Justifying a Line

A line may be moved back to the left margin by positioning the cursor anywhere on the line, then using the "fl", "SHIFT" "+" sequence.

Repeat Key On/Off

The auto-repeat function on all keys is turned on or or off by using the "fl", "6" and "fl", "&" commands. Notice that if the repeat is enabled, a message appears on the bottom status line.

Underlining

You can underline text by first turning on the underline mode by using the "fl", "7" sequence, then typing in the text to be underlined. To turn off the mode, use the "fl", " ' " (shifted "7") sequence. If the underlining mode is on, a message will appear on the bottom status line.

Set Merge

To select this function, use the "fl", "8" sequence. This function places a grid like merge character where you want the merging file to go.

Since the Maillist is designed to store name and adress information, the merge character would usually be placed before the main body of text.

When merged, the files from the Maillist will appear on the document in the lines above and including the line the merge character is on. For example:

May 10, 1983

[#]:

Thank you for your inquiry.

Becomes:

May 10,1983

Mr. John Doe
1500 Main St.
Hometown, State 00000

Dear Mr. Doe:

Thank you for your inquiry.

If the Maillist file you merged with looks like this:

- name: Mr. John Doe
addr1:   1500 Main St.
addr2:
city: Hometown
state: State
zip: 00000
sal: Dear Mr. Doe

Note that no ",", ":", or ";" can be used in the salutation line of the Maillist, so be sure to place a ",", ":", or ";" after the merge character if you wish one to appear in your document.

The merge function automatically puts 3 blank lines between the last address line and the salutation line. If address line 2 on the Maillist is left blank, then there will be 4 blank lines between the address and the salutation.

Merge File Name

This function is selected with the "fl", "(" (shifted 8) sequence. This is very much like the PRINT function. When this function is selected, you must enter the name of the list you want your document to merge with. The Wordmanager will automatically find the first name on the list, merge it into your document where you have placed the merge character, then print the document on the printer. To print the document with the next name and address in your list, simply press RETURN and the process will be repeated with the next entry automatically.

Warmstarting the Wordmanager

After exiting the wordprocessor, the document you were working on can be recovered if you are careful. If you have done any BASIC commands, the document may not be recoverable, but this command should work otherwise.

For the Commodore 64: SYS (PEEK(2065) 256+PEEK(2064)+6)

For the VIC: SYS (PEEK(4625) 256+PEEK(4624)+3)

You may have to hit the "HOME" key to see the document.

Non-standard baud rates

You can modify the Wordmanager very easily to work at baud rates that are not provided by using the following method. Simply type in the command listed below.

For 64wp: POKE 2769,BR

For vwp+: POKE 5318,BR

For vwp: POKE 5301,BR

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Use the following values in place of "BR"

BAUD RATE	BR
75	2
150	5
600	7
2400	10

Then select 110 baud on the Wordmanager. The new Baud rate will be used whenever 110 baud is selected.

Save the Wordmanager again before executing it.

Using the Wordmanager with the Cord interface

The Cord interface is a very effective device for interfacing a standard electronic typewriter with a Commodore computer. Using the Wordmanager with this interface is easy if you enter the following commands before you RUNning the Wordprocessor.

For 64wp: POKE 4356,161
             POKE 4357,21

For vwp+: POKE 6898,143
             POKE 6882,31

For vwp: POKE 6881,126
            POKE 6882,31

After entering the appropriate command, the program should be SAVEed under a different name to avoid confusion.

The Cord should be used at 75 or 110 baud, depending on the model of typewriter you are using. The Memory Cord can be used at 1200 baud.

Note: the underlining feature is disabled when using the Cord.

MAILING LIST OPERATING INSTRUCTIONS

Hardware Requirements

To use the mailing list you must have the following system components:
1. Commodore Computer.
2. Commodore 1541 Disk Drive or Datasette.
3. Data 20 Video Pak or Display Manager.
4. Optionally, a printer. This may be either a Commodore printer (1515 or 1525), a printer that uses a serial bus interface to convert to Centronics paralell, or a printer that uses RS-232 serial with the proper RS-232 interface.

Transferring the Mailing List to Disk

1. Load the mailing list into memory by typing LOAD "MAIL" then RETURN. When the READY prompt appears do not RUN it.
2. Place a **FORMATTED** disk in the disk drive. You can do this either by entering in the appropriate command from BASIC (see the disk drive manual for details), or from the word processor (see section "Format New Diskette").
3. Save the mailing list program to disk. This is done by typing in SAVE "MAIL", 8. We recommend that you save the mailing list on at least two separate disks in the event that something goes wrong. That way, at least you have a spare or "backup" copy.
4. The mailing list is now ready for use. Just type in RUN.

Introduction

The Mailing list system from Data 20 is an easy way for you to keep lists of names in your computer. You can put in names, change or

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delete them, list them on the printer, or list them on self adhesive labels. You can even take a list of names and create personalized form letters using the merge function on the word processor.

Setting the Printer Type

Immediately upon running the mailing list, you will be asked if you wish to use the VIC printer. You should answer yes if you want any of the printing to be done on a VIC printer or a printer attached to the serial bus through the appropriate interface. If you have a serial RS-232 type printer, you should answer NO. Because an RS-232 printer needs certain parameters set, you will be asked to enter the speed, the number of bits, and the parity. You should answer according to how your printer is set.

The Main Menu

The main menu allows you to perform the different operations on a given list of names. There are six options:

1. entry/update-used to enter, change or delete a name
2. print labels-prints the mailing list on mailing labels
3. print list-prints the mailing list on paper
4. load-loads the mailing list from tape or disk
5. save-saves the mailing list to tape or disk
6. exit to basic-used to perform system functions

Entering, Changing, or Deleting Names

This is done by selecting menu option one. Upon entering the entry/update mode, you will be informed how many names are available for use, how many are actually being used, and you will be asked: a-add e-edit ⟨return⟩ -menu. Taking this one thing at a time, the number of names available for use is how many names are allowed in a mailing list. You may go beyond this number by having more than one mailing list, but you can only work on this number at any given time. The number of names in use tells you how many names in this mailing

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list are actually being used. Notice that the number is 0 when you first use it because the mailing list doesn't yet have any names in it.

The question a-add e-edit < return > -menu requires that you answer one of three ways: a to add a new name, e to change (edit) a name, or just with a RETURN to take you back to the main menu.

The a option will add a new name on the end of the mailing list. You will be asked the name, two address lines, city, state, Zip code and salutation (used in the form letter feature). The highlighted section tells you how many letters a particular piece of information may have. If you should exceed the limit, the information will be cut off at the maximum. You will have the opportunity to correct this later when you have entered all the information on that entry. Individual mistakes can be corrected by using the inst/del or the cursor left keys as the backspace key. The city, state and Zip code may only be 30 letters all together (the program keeps track of this for you). And finally, no punctuation marks are allowed in an entry and if entered they will be converted to spaces.

After entering all the information for given entry, you will be asked . next entry change # < return > ok. This will allow you to enter the next name, change an item on the entry, or exit to the entry/edit menu. The . option causes the program to ask for the next entry when adding names. By entering a number you can change an item on the currently displayed entry. Simply pressing the return sends you back to the entry/edit menu.

The edit (e) option works almost the same as the a option above. As soon as the e option is entered you will be asked to enter a number. This number corresponds to the entry number each name has. These numbers can be found by looking at the mailing list printout as outlined in a later section.

The edit option also allows you to delete an entry. This is done by first selecting the appropriate entry and responding to the question d-delete change # < return > with a d. The program will ask if you really want to take out the entry, and if so, will remove it.

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Printing Labels

The mailing list has provisions to print self adhesive labels (the one across type—available from most good stationery stores) from your mailing list. This is done by selecting option 2 on the main menu. Upon selecting this option, you will be asked align labels or ⟨ return ⟩ menu. This allows you to print a sample label to check the alignment by answering y or yes. If you just hit the return, you will go back to the main menu.

If you answer N or no to the above you will be asked a starting and ending number. Answering these will cause printing of the labels starting at the starting number entry and ending with the ending number entry. After printing the labels, you are returned to the main menu.

Printing the List of Names

This option allows you to print all the information on all the entries. It is selected by option 3 on the main menu. The only thing you will be asked on this entry is if the printer is ready. Answer y or yes if the printer is ready or just press the return to go back to the main menu.

Loading a List

Mailing lists may be stored on either tape or disk. The first question asked by this option (number 4 on the main menu) is if the list is on tape or disk. Responding t will select tape, d will select disk and just pressing return will return you to the main menu. You will then be asked for the name of the mailing list. The name may be up to 16 letters in length. You should not answer this question with just a return.

Saving a List

Save (main menu option 5) has the same questions as load above and
except for saving, works the same as load. You can use the save and
load to copy from one list to another as well as from tape to disk or
vice-versa.

Exit to Basic

The exit to basic is selected by option 6 on the main menu. It is used for
certain system operations such as formatting new disks and loading
the word processor. Selecting this option does not clear the mailing
list program and it may be restarted by typing in RUN.

Exit to WP

The exit to WP is selected by option 7 on the main menu. When
selected, it will LOAD and RUN the Wordmanager automatically. If
you are using tape then make sure it is rewound before selecting this
function.