EASY SCRIPT

Commodore 64

C= commodore
COMPUTER

EASY SCRIPT USER GUIDE

C64207

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ABOUT THE AUTHOR

Simon Tranmer originally wrote the predecessor of EASY SCRIPT because of a professional interest in COMMODORE computers. To a mainframe engineer, the technical challenge of programming a microcomputer was irresistible. Word processing was chosen because there was no program within the price range of his fellow hobbyists in the Independent Commodore Product User's Group. With their support and encouragement Tranmer's program has developed into an outstanding comprehensive product. He maintains his desire that the price be within the reach of the average computer owner. COMMODORE is proud to be marketing this fine product.

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COMMENTS AND ERRATA REQUEST

TO THE READER

To the best of our knowledge, this manual is technically and typographically correct at the time of going to print. However, no matter how fine we make the sieve for catching errors, sometimes a few slip through.

If you notice any mistakes, we would be grateful if you would notify us of them. Comments, criticisms and suggestions are also earnestly solicited.

COMMODORE BUSINESS MACHINES
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1.1 INTRODUCTION TO EASY SCRIPT

EASY SCRIPT is one of the most powerful word processors available for any microcomputer. It allows you to create, store and modify text easily. This makes EASY SCRIPT ideal for writing reports, letters, books, memos, bulletins, in fact any type of document. The text can be stored on diskette or cassette so that it can be printed or modified as required.

1.2 INTRODUCTION TO THE MANUAL

1.2.1 ARRANGEMENT OF INFORMATION

The EASY SCRIPT User Guide consists of two major parts, a Training Section and a Reference Section. The Training Section is intended to introduce you to the kinds of work that can be carried out with EASY SCRIPT and to teach you how to accomplish them. The Reference Section is organised much like a "cookbook" about how to use the EASY SCRIPT facilities. The manual is divided into ten sections as described below.

SECTION ONE—INTRODUCTION
This section introduces EASY SCRIPT and this manual. It describes the equipment required and outlines precautions to be followed. Notation conventions used in the manual are also included.

SECTION TWO—LEARNING TO USE EASY SCRIPT
This is the initial Training Section. Several step-by-step exercises are provided to show you how to use EASY SCRIPT.

SECTION THREE—MORE EASY SCRIPT EXERCISES
More advanced facilities are described here. Again exercises are provided for you to use these facilities.

SECTION FOUR—SPECIAL APPLICATIONS TRAINING
In this section you are taught how to use the mail merge and form filling capabilities of EASY SCRIPT.

SECTION FIVE—REFERENCE SECTION INTRODUCTION
The organisation of the Reference Section is described here.

SECTION SIX—START UP OPTIONS
The initial parameters that must be established to use EASY SCRIPT are explained in Section Six.

SECTION SEVEN—ENTERING AND EDITING TEXT
This Section covers the techniques used when typing or changing a document.

SECTION EIGHT—FORMATTING AND OUTPUTTING TEXT
The facilities that control the appearance of your document are detailed here. Methods of displaying or printing finished documents are included.

SECTION NINE—FILE HANDLING
Methods of storing, retrieving and manipulating filed documents are explained in Section Nine.

SECTION TEN—LINKS TO BASIC
The relationship of EASY SCRIPT files to BASIC is described here.

APPENDIX A—KEYBOARD NOTES
This explains how to use the cursor control keys and the INST/DEL key.

APPENDIX B—FORMAT EXAMPLES
Several document layouts are shown with the commands to generate them.

APPENDIX C—VARIATIONS BETWEEN PRINTERS
Examples of the various emphasizing and special facilities of COMMODORE printers are shown in this section.

APPENDIX D—ERROR MESSAGES
The error messages generated by EASY SCRIPT are given here with their cause and related corrective action.

APPENDIX E—DEFAULT VALUES
If format parameters are not specified, EASY SCRIPT uses preset values. These are listed here.

GLOSSARY
A list of terms used in this manual and their definitions is given in this section.

1.2.2 NOTATION CONVENTIONS

Within this manual certain abbreviations and conventions are used to represent various functions and keys. These are as follows:

RETURN	press the *RETURN* key
(R)	press the *RETURN* key
F1	press the *F1* function key
F2	press the *F2* function key
F8	press the *F8* function key
SHIFT & CLR/HOME	hold down the *SHIFT* key and press the *CLR/HOME* key
dn	enter the drive number of the drive unit containing the diskette to be used. If you have a single drive unit, dn is always *0*
XX	select numbers to be entered in the instruction
home	press the *CLR/HOME* key (or the *SHIFT and CLR/HOME* key)
/	used to separate the indicators for a series of keystrokes. The / is not typed.

Throughout the manual anything that you are to press or type on your computer's keyboard is shown in italics.

1.3 OVERVIEW OF EASY SCRIPT

EASY SCRIPT is a full function word processor. This section explains how it works and what it can do in very general terms. Detailed descriptions can be found in the Training and Reference Sections of this manual. Consult the index if you require further details.

1.3.1 WHAT IS A WORD PROCESSOR ?

A word processor is simply a means of entering, editing, printing and storing text using a computer. Because of the computer's capabilities many hours of tedious retyping are eliminated by using a word processor. EASY SCRIPT offers very powerful word processing at a reasonable cost.

1.3.2 HOW TEXT IS ENTERED

Normal typing procedures are used to enter text, with one major difference. Carriage returns are not placed at the ends of lines. Instead, the *RETURN* key is pressed only at the ends of paragraphs. The line length is indicated in a format command and EASY SCRIPT measures and arranges the text on output. This is called "free format input", i.e. the layout of the text is not controlled when typing. Other format commands control line spacing, paging, justification, etc.

1.3.3 MAKING CHANGES

By entering a few control commands (a matter of a few keystrokes) it is easy to add or remove text or even to move phrases or paragraphs around. The modification techniques are the most useful features of any word processor. They enable you to create a document and easily recall and update it later. Documents can be built from standard paragraphs. Changes can be made automatically throughout several linked files. These are the features that eliminate time consuming and frustrating retyping.

1.3.4 PRINTING DOCUMENTS

Documents created using EASY SCRIPT can be previewed by displaying them on the screen in their output format. Although the COMMODORE's screen is only 40 columns wide, you may view wider formats with EASY SCRIPT by using the screen as a window through which you view the text. When the document and its format are correct, you can then "output to the printer" to get a paper copy. EASY SCRIPT supports a wide variety of printers from low cost to high speed letter quality.

1.3.5 SAVING TEXT

EASY SCRIPT allows you to save text on a diskette or cassette. Saved documents can be recalled and printed again or revised and then saved and/or printed.

1.3.6 SPECIAL FEATURES

EASY SCRIPT includes an easy-to-use mail merge facility that makes it convenient to generate personalized standard letters. A file of names and addresses, for example, is created and then used to automatically fill specified blanks in a letter.

The same facility can be used to fill in pre-printed or EASY SCRIPT generated forms. The information to go on the form is kept in a separate file and then automatically "read" into the blanks at the time of printout.

1.3.7 SUMMARY

The EASY SCRIPT word processing system is a flexible, convenient, cost-effective way to prepare documents of almost any type, whether long or short.

1.4 THE EASY SCRIPT SYSTEM

1.4.1 HARDWARE REQUIREMENTS

The minimum EASY SCRIPT system consists of:

COMMODORE 64 computer
1541 disk drive
Printer (1525, 1526, MPS-801 or equivalent)
TV or monitor
EASY SCRIPT disk or cartridge

A COMMODORE 1530 cassette unit may be substituted for the disk drive if you wish to save your work on cassette tape rather than disk.

By the use of interfaces, other substitutions may be made. With an IEEE-488 inter-face, COMMODORE systems disk units (4040, 8050, 9060, etc.) may be used. Other COMMODORE printers may be substituted through this interface (4022, 8023, etc.). With an RS232C interface other printers may be used. However, because of the nature of various interfaces and problems that may arise through the use of them, COMMODORE cannot warranty any set-ups utilizing these interfaces. .

1.4.2 TURNING ON THE SYSTEM

Connect the system as shown in the instruction book supplied with your computer. If you are using an interface, follow the instructions supplied with it as well.

Turn on the equipment in the following order:

1. printer
2. computer
3. disk or cassette unit
4. TV or monitor

If your EASY SCRIPT program resides on disk, insert the disk in the disk drive with the notched edge on the left-hand side. Then type:

LOAD "0:*",8,1

and press the RETURN key. The disk unit whirrs and the program loads. As each block of the program goes into the computer, the colours on the screen change. The initial screen is then displayed.

If your EASY SCRIPT program resides on cartridge, the computer must be turned OFF before loading your program. With the computer off, carefully insert the EASY SCRIPT cartridge into the cartridge slot at the rear of your COMMODORE 64. When the cartridge is securely in place, turn on the computer. The initial screen is displayed.

1.4.3 TURNING OFF THE SYSTEM

Turn the equipment off in reverse of the turn-on order, i.e. first turn off the screen, then the disk unit, then the computer and finally the printer.

1.5 PRECAUTIONS

EASY SCRIPT is easy to use and relatively foolproof. However, some simple precautions must be observed to protect the information in your system from being distorted or destroyed.

1.5.1 THE WORKING ENVIRONMENT

In order to gain maximum efficiency and facilitate trouble-free operation, your COMMODORE 64 computer system requires a controlled working environment. Avoid excessive heat, smoke or dust. What is comfortable for you is also satisfactory for the computer. A well regulated power supply is essential as any sudden increase or decrease in power will adversely affect the smooth running of your computer. If you suspect that this is likely to occur, your COMMODORE dealer can analyse the problem and recommend solutions.

1.5.2 CARE OF DISKETTES

Diskettes must be handled with care. The following rules must be obeyed in order to protect the information stored on your diskettes:

1. Keep the diskette in its storage envelope whenever it is not in the drive unit.

2. Store the diskette in a diskette library case or other suitable rigid container.

3. NEVER leave the diskette on top of the drive unit.

4. Keep diskettes away from magnets and magnetic fields such as those generated by transformers, electronic motors, loudspeakers and telephone bells.

5. Do not write on the diskette jacket or label with a lead pencil or ball-point pen. Use a felt-tip pen or fill out the label before attaching it to the diskette.

6. Do not expose diskettes to excessive heat or sunlight. The recommended temperature range for the storage and use of diskettes is 50 to 120 degrees F.

7. Do not touch the diskette surface or centre hole. Hold the diskette only on the encased area.

8. Do not attempt to clean the diskette. Abrasion will result in the loss of stored information.

9. Do not turn the drive unit on or off whilst the diskette is in place.

10. Gently load the diskette into the drive unit. Rough handling or forcing may damage the centre hole.

11. Do not remove the diskette whilst the program is loading.

12. Never remove the diskette from the drive unit whilst the drive-active indicator light is lit or while the disk unit is whirring.

13. Never bend the diskette. Always keep it flat.

14. Do not attach notes to the diskette with a paper clip or staples.

1.5.3 CARE OF CASSETTES

The following rules should be obeyed in order to protect the information stored on your cassettes and care for your cassette unit.

1. Keep the cassette in its box whenever it is not in the cassette unit.

2. Keep the cassettes away from magnets and magnetic fields such as those generated by transformers, electric motors, loudspeakers and telephone bells.

3. Do not expose cassettes to excessive heat or sunlight. The recommended temperature range for storage and use of cassettes is 50 to 120 degrees F.

4. Do not touch the exposed tape as this will leave moisture and dirt on the tape's surface.

5. Make sure that your cassette unit is at least three feet away from the television set or monitor.

6. Keep the lid of the cassette unit closed when not in use.

7. Periodically de-magnetise the cassette heads using a de-magnetiser. The heads should also be cleaned after every ten hours of playing time using a standard head cleaning cassette. Both these products are available from audio shops.

8. Check that the cassette tape is not loose on the spools before inserting it into the cassette unit. Loose tape can be wound tightly onto the spool by inserting a pencil into one of the two holes in the cassette and turning it in the direction required.

TRAINING SECTION

SECTION TWO
LEARNING TO USE EASY SCRIPT

2.1   INTRODUCTION

The purpose of this section is to teach you how to operate the EASY SCRIPT word processing system. Although it is principally intended for those who have never used a word processor before, if you are experienced you will find this section an easy and quick way to learn the EASY SCRIPT system. The Training Section does not cover all the functions available but once you have mastered the basic operations you will have little trouble in understanding how to make the most of EASY SCRIPT. For those of you who have sophisticated word processing applications, an Advanced Section is provided (Section Three) to show how to exploit EASY SCRIPT to the full. Special applications of EASY SCRIPT are covered in Section Four.

Throughout these sections, reference is made to other parts of the manual where you will find more information about the facilities described.

2.1.1   THE EXAMPLE

As part of your training you will first type a short letter and then store it on diskette or cassette. The letter provides the basis for demonstrating other features of EASY SCRIPT, such as altering text, printing copies, saving documents, etc.

2.1.2   GETTING STARTED

Unless you are an experienced word processor user, do not try to complete the Training Section in one sitting. Go slowly and practise each new operation several times. As soon as you have mastered the first few instructions you will be able to use EASY SCRIPT for your own applications. Working through succeeding sections will teach you more efficient and sophisticated techniques which you can then incorporate into your own work.

The Training Section has been designed so that you can stop at almost any time and easily continue from where you left off. In fact COMMODORE recommend that you do not work through the entire section at once. It is wiser to stop and practise what has been presented. By using the fundamental operations in your own work, you will fully master them before moving on to the more advanced functions. Throughout the Training Section you will find RECAP paragraphs. It is at these points that a break for practice is recommended.

2.1.3 PRECAUTIONS

As you work through the Training Section, concentrate on following the instructions carefully and precisely. You need not attempt to understand and remember every detail of the system at once. If a question arises in your mind during your training, work through to the end of the exercise and you will generally find that the query is answered. As you work with EASY SCRIPT you will quickly come to appreciate just how straightforward it is to use.

Before you begin, make sure that:

1. The equipment is properly connected and in working order. (See Section 1.4.2.)

2. You know how to move and position the cursor. (If you are not sure how this is done, practise the exercise in Appendix A.)

3. If you are using a disk drive unit, you have two diskettes, one of which is formatted. (See your disk unit manual for instructions on formatting diskettes. Call your formatted diskette "practice disk".)

4. If you are using a cassette unit, you have two blank C12 (or longer) cassettes.

5. You understand the User Conventions in Section 1.2.2. Here is a brief summary of the conventions used in this section.

RETURN	press the *RETURN* key
(R)	press the *RETURN* key
F1	press the *F1* function key
SHIFT & CLR/HOME	hold down the *SHIFT* key and press the *CLR/HOME* key
dn	enter the drive number of the drive unit containing your diskette. If you have a single drive unit, dn is always 0. For a dual drive unit it is 0 or 1
XX	select numbers to be entered in the instruction. For example, "type lnXX" indicates that you should enter appropriate numbers in place of the XX, e.g. ln2 or ln17, etc.

Throughout the training sections the information or instructions which you are to type are shown in italics.

¡ EASY SCRIPT

HE SYSTEM

RIPT as described in Section 1.4.2, the first screen appears as

FIGURE 2-1   EASY SCRIPT INITIAL SCREEN

2.2.2   START-UP OPTIONS

EASY SCRIPT is waiting for you to answer three initial questions.

ENTER TEXT WIDTH (40-240 COLS)? 40

The first question asks you to specify the number of columns of text on the screen display. Although the screen is 40 columns wide, EASY SCRIPT allows you to set widths from 40 to 240 columns. This is particularly useful when you are preparing tables and far exceeds what is available with most word processors. For general text however, 40 columns is the most useful.

Note that this question only relates to the length of the line displayed on the screen. The width of the printed line is set independently and will be discussed later. It is important to differentiate in your mind between the length of the screen line and the length of the printed line.

Press *RETURN* to select the prompted value. The cursor moves automatically to the next question.

DISK OR TAPE? D

Reply by pressing *RETURN* if you have a disk drive unit connected to your computer, or press *T* and *RETURN* if you have a cassette unit. If you are not storing your text, i.e. have neither a cassette unit nor a disk drive, either letter may be entered.

PRINTER TYPE (0-4)? 0

```
0 = CBM
1 = MX80
2 = SPINWRITER
3 = QUME/DIABLO/8300
4 = Other
```

EASY SCRIPT needs to know what type of printer you are using. Reply by pressing the appropriate number and then RETURN. (See Section 6.2.3 for full details about the printer option.) The screen now appears as in Figure 2-2.
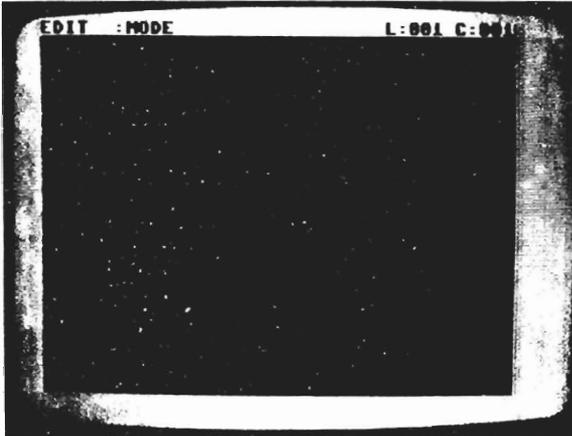
FIGURE 2-2 EDIT MODE

NOTE

While you are using EASY SCRIPT you can change the initial options at any time by holding down the *RUN/STOP* key and pressing *RESTORE*. Use of this facility does not affect any text in memory.

Select a colour combination that you find pleasant and comfortable for viewing. The combination is changed as follows:

Hold down the CTRL key and press:

3 to change the border colour
2 to change the screen colour
1 to change the cursor colour

Each time you press a key another colour appears. The colour combinations can be changed at any time whilst in EDIT mode, as changing them does affect any other setting or operation of EASY SCRIPT.

The broad line at the top of the screen is called the "status line" and is used by EASY SCRIPT to give you information. Get into the habit of watching the status line. The position of the cursor is indicated at the right hand end of this line. At the moment the cursor is in the top left corner of the screen below the status line. L:001 C:001 is displayed indicating line 1 of column 1. Move the cursor around the screen and observe how the line and column numbers change. (Controlling the cursor is explained in Appendix A.) Note that the cursor control keys repeat if held down.

The left hand end of the status line tells you the current "mode" of operation. There are four modes in EASY SCRIPT: EDIT, COMMAND and DISK or TAPE.   EDIT is the mode in which all text operations are performed including typing in and correcting your text. COMMAND mode is used to instruct EASY SCRIPT to perform various functions such as printing. DISK or TAPE mode is used to perform routine operations on your diskette or cassette such as viewing the index, deleting files, etc. Note that DISK and TAPE mode are not both available at the same time. You select one or the other in the initial options.

When you change modes the word "MODE" on the status line blinks slowly and the computer "bleeps" to alert you. At the moment EASY SCRIPT is in EDIT mode with the words steady. If you change to COMMAND mode the word "MODE" flashes. In DISK or TAPE mode, the name of the mode is displayed.

2.3   YOUR FIRST DOCUMENT

You are now ready to prepare a short practice letter. Try to type the letter EXACTLY as it is printed although it does contain some deliberate mistakes. If you make any mistakes of your own, correct them using the INST/DEL key as explained in Appendix A. Take care to press the RETURN key (indicated by (R)), exactly where specified.

2.3.1 TYPING THE LETTER

Using normal typing procedures, type in the letter shown in **Figure** 2-3 following the instructions that follow:
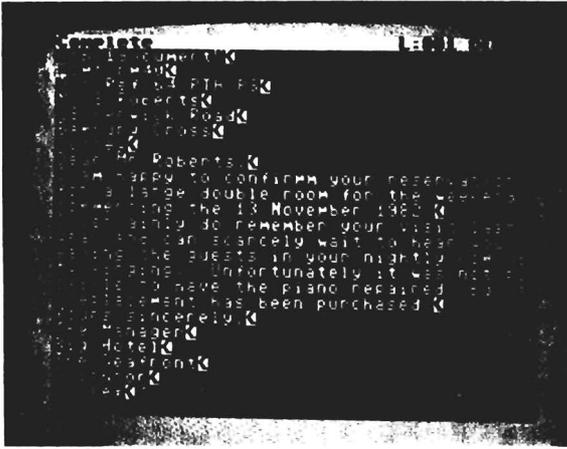
FIGURE 2-3 THE LETTER

Ensure that you are in EDIT mode, (the word "MODE" on the status line should not flash), and that the cursor is in the top left hand corner of the screen below the status line, i.e. the status line shows C:001 and L:001. (If you are not in EDIT mode press *F1*. If you are still not in EDIT mode turn off the computer and begin again at the start of the Training Section.)

Next press the key marked *F3*. A reverse field asterisk appears on the screen to indicate that the characters which follow are not part of the text, i.e. they are displayed on the screen, but do not print out when the document is printed. Type:

nb"1document"(R)

The first line of any document should include the name of the file in this format. Do not forget to include the quotation marks and press RETURN at the end of the line. Notice that pressing RETURN makes a > (less than) sign on the screen. Now type:

■ *lm1:rm40(R)*

This line sets the margins of the document. Remember that the reverse field asterisk is made by pressing the *F3* key.

Now type in the rest of the letter remembering to press *RETURN* wherever the text indicates. If you make a typing mistake the INST/DEL key can be used to back up and type the correct letters. Don 't worry too much about errors. Methods of error correction are explained in Section 2.3.3 and you will then have the opportunity to practise them.

When you reach the end of the line displayed on the screen if you simply continue typing, EASY SCRIPT automatically puts the rest of the word onto the next line. This will first happen when you type the word "leading" if you have followed the usual secretarial convention of putting a single space after commas and two spaces at the ends of sentences. The rest of the letter reads:

Our Ref 64/PTH/PS(R)
Mr S Roberts(R)
28 Henwick Road(R)
Bambury Cross(R)
Surrey(R)
Dear Mr Roberts,(R)
I am happy to confirmm your reservation for a large double room for the weekend commencing the 13 December 1982.(R)
I certainly do remember your visit last year and can scarcely wait to hear you leading the guests in your nightly comunity singing. Unfortunately it was not possible to have the piano repaired, but a replacement has been purchased.(R)
Yours sincerely,(R)
Peter Herbert, Manager(R)
Big Hotel(R)
The Seafront(R)
Brighton(R)
Sussex(R)

When you reach the end of the letter the cursor is in column 1 of line 24. Compare your letter with Figure 2-3.

2.3.2   VIEWING THE LETTER

To check that you are proceeding properly, view the document on the screen in the format it will have on paper when it is printed. To do this:

Press *F1*   to enter COMMAND mode
                 The word MODE flashes on the status line
Press *O*   the status line displays "Output:"
Press *V*   for VIDEO (or screen).

The screen should look like Figure 2-4.
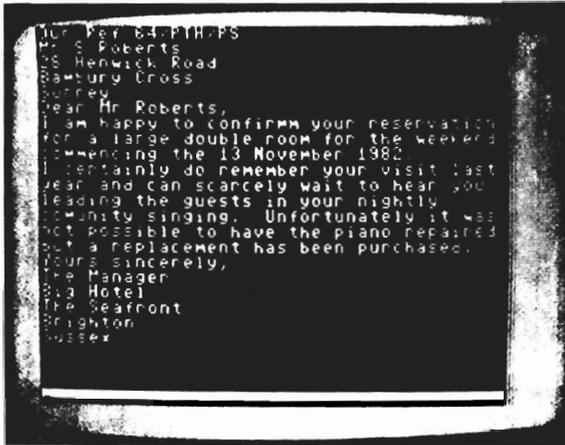
FIGURE 2-4   VIDEO DISPLAY OF LETTER

Notice that the first two lines, i.e. the lines beginning with the reverse field asterisks, have disappeared, as have the RETURN symbols.

Since this is your first EASY SCRIPT document, your letter may not look as it should. The most common cause of an unexpected format is leaving out RETURNs.

Press *RUN/STOP* to return to EDIT mode. The status line displays "Aborted" but you are in EDIT mode and this is confirmed when you touch the next key.

2.3.3   ERROR CORRECTION

The letter contains four deliberate mistakes which can be corrected as explained below. Any other errors that you have made should also be corrected using these techniques.

When making corrections or changes remember that you must use the cursor control keys to position the cursor. If you attempt to move around the screen by pressing the space bar, you will type spaces obliterating the letters. Note also that if you press the RETURN key when the cursor is in the middle of a line of text, you will remove any text to the right of the RETURN. If you hold down the SHIFT key and press RETURN, that text will not be removed. Make sure you are in EDIT mode and proceed as follows.

1. The word "confirmm" in line 9 of the text has two "m's". Position the cursor over the last "m" in this word. Press the *INST/DEL* key. The first "m" disappears and the rest of the text closes up to fill the space.

2. The word "comunity" in line 14 should contain two "m's". Position the cursor over the "m" in "comunity". Hold down the *SHIFT* key and press the *INST/DEL* key. A space is created before the "m" into which you can type the missing letter.

3. The word "December" in line 11 should be the word "November". Position the cursor on the letter "D" in the word "December" and simply type the word *November*. As you type each character it automatically replaces (or overwrites) the other characters.

4. The final mistake is not immediately obvious but you have not left room for the signature. To correct this error, position the cursor over the "T" of "The Manager", i.e. column 1, line 19. Press *F1* to enter COMMAND mode and then hold down the *SHIFT* and press the *INST/DEL* key. This will create a blank line in the text by moving the rest of the lines down. Press *F1* to return to EDIT mode and then press *RETURN*. This procedure can be used to insert blank lines or to open up space to enter additional lines of text.

2.3.4 PRINTING THE LETTER

Your letter will now look like the example but without the deliberate mistakes. To print it, first ensure that the printer is connected and turned on.

Press *F1*   to enter COMMAND mode
Press *0*   the status line displays "Output:"
Press *P*   for PRINT

```
Our Ref 64/PTH/FS
Mr S Roberts
28 Henwick Road
Bambury Cross
Surrey
Dear Mr Roberts,
I am happy to confirm your reservation
for a large double room for the weekend
commencing the 13 November 1982.
I certainly do remember your visit last
year and can scarcely wait to hear you
leading the guests in your nightly
community singing.  Unfortunately it was
not possible to have the piano repaired,
but a replacement has been purchased.
Yours sincerely,


The Manager
Big Hotel
The Seafront
Brighton
Sussex
```

PRINTED LETTER

If the printer fails to operate, check that it is correctly connected and repeat the procedure described above. If it still fails to operate properly consult your printer manual or contact your COMMODORE dealer.

2.3.5 SAVING THE LETTER

When you are satisfied with the letter, save it by storing it onto a diskette or cassette. Anything that is displayed on the screen is also in the computer's memory but it is all lost once you turn off the system. Recording it on diskette or cassette allows you to recall it again when you need it. Both methods are described below. Follow the instructions for the particular storage unit you are using.

2.3.5.1 Saving on Diskette

Insert a formatted diskette in your disk drive unit (drive 0 if you are using a dual disk system).

> Press *F1*   to enter COMMAND Mode
> Press *F*   for FILE

The status line displays "File Name" and the cursor blinks to indicate that EASY SCRIPT is waiting for you to enter the name of the document or file. Type:

> *1document(R)*

This is the name that you typed on the first line of the letter, i.e. following nb. Note, however, that on the status line you must not put the name in quotes. Note also that the cursor control keys cannot be used on the status line but INST/DEL works as normal. After a few moments the status line displays "Complete" indicating that you have successfully saved the document.

> **WARNING**
> **IF THE STATUS LINE SHOWS ANY OTHER MESSAGE, THE SYSTEM HAS FAILED TO SAVE YOUR DOCUMENT. REPEAT THE SAVE SEQUENCE ONCE MORE, i.e. FROM THE BEGINNING OF SECTION 2.3.5.1. IF EASY SCRIPT STILL RESPONDS WITH AN ERROR MESSAGE, SEE APPENDIX D.**

The first line of any document you create should be in the format:

> ■ *nb"filename"*

Filename represents the label you assign to each document. Placing quotation marks around the file name enables you to use a shorthand method of entering it on the status line. Resave your file using this method.

Press *F1*   to enter COMMAND mode
Press *F*   for FILE

The status line displays "File Name". You must now enter the name you have chosen for this document. Instead of typing the new name:

Press *F2* (i.e. hold down *SHIFT* and press the *F1* key).

"1document" is copied to the status line. Press *RETURN* and "REPLACE File?" is displayed because you already have a file saved under this name. Press *Y* for yes to indicate that you wish to overwrite the existing file. The save is completed as indicated on the status line.

When you respond to a prompt by pressing *F2*, EASY SCRIPT starts from the beginning of the text searching for the first phrase enclosed within quotation marks. It then copies this phrase to the status line, in this case "1document". For this reason you have been instructed always to enclose filenames within quotation marks when creating a new document. This is a very useful function. Another practical application of F2 is detailed in Section 2.5.1.4, Directory Scan. Throughout the rest of the Training Section use the F2 technique, where appropriate.

Now continue your training with Section 2.3.6.

2.3.5.2 Saving on Cassette

Ensure that the cassette unit is connected to the computer and insert a cassette into it.

Press *F1*   to enter COMMAND mode

Press *F*   for FILE

The status line displays "File Name" and the cursor blinks to indicate that EASY SCRIPT is waiting for you to enter the name of the document or file. Type:

1document(R)

This is the name that you typed on the first line of the letter, i.e. following nb. Note, however, that on the status line you must not put the name in quotes. Note also that the cursor control keys cannot be used on the status line but INST/DEL works as normal.

After pressing RETURN at the end of the filename the screen displays "Tape mode" and instructs:

Position tape for "1document"
> > > press any key to continue

Ensure that the tape is at a blank section large enough to hold the letter and then press any key. Note that if you position the tape so that the saving overwrites other information, there is no way of retrieving the overwritten material.

The screen displays:

press record and play on tape

Simultaneously press these cassette keys. The screen goes blank for a short period and then the letter reappears and the status line displays "Complete" indicating that you have successfully saved the document. Now press the *STOP/EJECT* key on the cassette unit.

WARNING
IF THE STATUS LINE SHOWS ANY OTHER MESSAGES
THE SYSTEM HAS FAILED TO SAVE YOUR DOCUMENT.
REPEAT THE SAVE SEQUENCE ONCE MORE, i.e. FROM
THE BEGINNING OF SECTION 2.3.5.2.

The first line of any document you create should be in the format:

■ *nb"filename"*

Filename represents the label you assign to each document. Placing quotation marks around the filename enables you to use a shorthand method of entering it on the status line. Resave your file using this method.

Press *F1*   to enter COMMAND mode
Press *F*   for FILE

The status line displays "File Name". You must now enter the name you have chosen for this document. Instead of typing the new name:

Press *F2* (i.e. hold down *SHIFT* and press the *F1* key).

"1document" is copied to the status line. The save procedure now is identical to that described above.

When you respond to a prompt by pressing F2, EASY SCRIPT starts from the beginning of the text searching for the first phrase enclosed within quotation marks. It then copies this phrase to the status line, in this case "1document". For this reason you have been instructed always to enclose filenames within quotation marks when creating a new document. This is a very useful function. Throughout the rest of the Training Section use the F2 technique, where appropriate.

2.3.6 RETRIEVING (OR LOADING) FILES

You have now typed a simple document, printed it, and saved it. To see how easy it is to retrieve, or LOAD documents, carry out the steps below.

> Press *F1* to enter COMMAND mode
> Press *E*   status line displays Erase ?
> Press *A*   indicating ALL

After a moment the screen below the status line clears. If you are using a cassette unit rather than a disk drive, now follow the instructions in Section 2.3.6.2.

2.3.6.1 Loading from Diskette

To load your practice letter:

> Press *F1* to enter COMMAND mode
> Press *L*   for LOAD

The status line displays "Load" and the cursor blinks. Next type:

1document(R)

The name must be typed exactly as it was specified when the file was saved. Make sure you do not use any spaces and do not enclose the file name within quotation marks. If typing errors are made on the status line use the INST/DEL key to move to the error and retype. After a few moments the screen fills with text.

WARNING
IF THE STATUS LINE DISPLAYS AN ERROR MESSAGE, YOUR FILE HAS NOT BEEN LOADED CORRECTLY. REPEAT THE PROCEDURE ONCE MORE. IF THE DOCUMENT STILL FAILS TO LOAD, SEE APPENDIX D.

2.3.6.2 Loading from Cassette

To load your practice letter, first ensure that you are in EDIT mode. Then:

> Press *F1* to enter COMMAND mode
> Press *L*   for LOAD

The status line displays "Load" and the cursor blinks. Next type:

1document(R)

The name must be typed exactly as it was when the file was saved. Make sure you do not use any spaces and do not enclose the file name within quotation marks. If typing errors are made on the status line use the INST/DEL key to move to the error and retype. The screen displays "Tape Mode" and then instructs:

Position tape for "1document"
> > > press any key to continue

Rewind or advance the tape so that it is positioned before the start of this file and then press any key. The screen reminds you to press the PLAY button on the cassette unit. When you do this, the screen goes blank until EASY SCRIPT locates a file and displays:

found "filename"

Press the key with the Commodore logo (at the lower left of the keyboard). The screen again goes blank and if the file name displayed was "1document", the text of the letter appears after a few moments. If another name, i.e. not "1document", appears, pressing the logo key causes EASY SCRIPT to locate the next file and display its name. Repeat the procedure until "1document" is reached. If the correct file is not encountered on the tape, press the RUN/STOP key to abort the process and try again ensuring that you load the correct cassette and begin searching before the start of the file.

When the text of "1document" is on the screen, press the STOP/EJECT button on the cassette unit.

WARNING
IF THE STATUS LINE DISPLAYS AN ERROR MESSAGE, YOUR FILE HAS NOT BEEN LOADED CORRECTLY. REPEAT THE PROCEDURE ONCE MORE. IF THE FILE IS NOT FOUND, THE TAPE WILL READ TO THE END. INSERT THE CORRECT CASSETTE AND EASY SCRIPT WILL KEEP LOOKING. IF YOU HAVE INCORRECTLY SPECIFIED THE FILE NAME YOU MUST TURN OFF THE SYSTEM AND START AGAIN.

2.3.7 RECAP

If you have successfully followed and completed all the instructions and exercises which have been described so far, you have:

1. Initialized EASY SCRIPT
2. Typed in a short letter
3. Corrected the letter
4. Printed the letter
5. Saved the letter
6. Retrieved the letter previously saved.

These are the fundamentals of word processing. Although there are many other techniques to learn, you know enough now to put EASY SCRIPT to work for you. The sections that follow are designed to build on the knowledge and skill you have acquired. Do not proceed any further until you are confident that you have mastered the basic operations described above. This is best accomplished by practising with your own text or letters.

2.4   SOME FORMAT INSTRUCTIONS

EASY SCRIPT has the advantage of allowing you to see what a document will look like before committing it to paper. If you are not satisfied with the appearance of your page, you can use commands that adjust the layout of the printed text. These commands are called FORMAT instructions.

2.4.1   FORMAT INSTRUCTION INDICATOR

Format instructions are always preceded by the reverse field asterisk which is made by pressing the *F3* function key. The format instruction indicator and the commands which follow it can be placed either at the beginning or end of a paragraph or on a line by themselves. More than one format command can follow the asterisk provided that the commands are separated by colons. The command sequence is terminated by a RETURN or, if at the beginning of a paragraph, by a semicolon. The following exercises will clarify these points.

2.4.2   COMMENT LINE

The first line of the practice letter was a comment line. To continue your training reload "1document" as explained in Section 2.3.6. After the loading is completed, the cursor is blinking over the reverse field asterisk in column 1 of line 1. If you now type in a new line, it will replace, or overwrite, the existing line. Change the comment line by following this procedure:

Press *F3* and then type:

nb

Everything following nb on the screen line is a comment, i.e. has no affect on the output document. Comments cannot carry over onto a second line. If you wish to have a comment that is longer than one screen line, you must end the line with RETURN and begin the second line with another reverse field asterisk and nb. Comments must be terminated with a RETURN. A comment is chiefly used to indicate the file name as shown previously but nb can be followed with anything you like. The contents of the line will not appear in the output. Typically it is used to make notes for your own benefit, perhaps to remind you to make three copies of this particular document, or to tell you that this report is only to be made available to senior management. Type:

"xdocument"(R)

Overtype the present second line with the following:

■ *nb 1doc with format instructions(R)*

These two comments differentiate between this example and 1document.

2.4.3 MARGINS

Unless otherwise instructed EASY SCRIPT sets automatic margins, the left margin at 1 and the right margin at 80. These values are acceptable for printing on A4 paper but for checking your input for errors using the output to video, 1 and 40 are more convenient margin values. When you are satisfied that the typing is correct the margins may then be altered to those required for printing and output to video used to check the layout.

First you must insert three blank lines in order to have room for the additional format instructions. To do this, position the cursor in column 1 of line 3 and press *F1* to enter COMMAND mode. Then hold down the *SHIFT* key and press the *INST/DEL* key three times. The blank lines are created.

Press *F1* to return to EDIT mode and type:

■ *lm5:rm70:*

DO NOT PRESS RETURN at the end of this line. This instruction tells EASY SCRIPT to print out your letter with a line length of 65 characters. This has no effect on the screen display in EDIT mode which was set at 40 in Section 2.2.2.

Notice that you can usually have more than one format instruction on the same line as long as they are separated by colons.

2.4.4 LINE SPACING

EASY SCRIPT automatically prints on every line unless you instruct it otherwise. To leave one blank line between each text line the command is "sp1". Two blank lines are achieved by "sp2".

With the cursor in column 11 of line 3, type:

sp1(R)

This leaves a blank line between each line of text.

2.4.5 JUSTIFICATION

When print is "justified" it means that all the words at the right hand edge of every line are aligned as they are in this manual. The command "ju1" switches justification on and "ju0" switches it off. (See Section 8.2.3.1 for information about justification when using the printer.)

2.4.6   CENTERING

This facility is particularly useful when you want headings to appear in the middle of a line, thus:

THIS LINE IS CENTERED

The above line was automatically centered by using the following FORMAT instructions:

■ cn1;THIS LINE IS CENTERED ■ cn0(R)

Notice that if you follow a format command with some text you must put a semicolon before the text. The command "cn1" switches centering on, and "cn0" turns it off. Although many format instructions can be put on the same line (separated by colons) it is good practice not to include centering instructions with others. It is wise to place them with the text being centered. With the cursor in column 1 of line 4 type:

■ cn1;CONFIRMATION OF BOOKING ■ cn0(R)

2.4.7   PAGE LENGTH and TEXT LENGTH

Good presentation of printed documents (especially if they are longer than a single page) is facilitated by the paging commands in EASY SCRIPT. This is essential if you are using sheets of paper and is useful with continuous stationery so that printing does not occur on the fold.

Two parameters must be specified: the page length (plXX) and the text length (tlXX). Both are stated as numbers of lines. The page length indicates the size of the paper, generally 66 or 72 lines. The text length indicates the number of lines to be printed per page. If you do not specify the page length EASY SCRIPT assumes that it has 66 lines available on which to print, i.e. it defaults to 66. The default text length is 60 lines per page since you will usually wish to leave space at the top and bottom of the page.

If you specify a text length that is greater than the page length, you get a format error message when you output and the cursor moves to the error. (See Appendix D.) Now type the justification and printing instructions:

■ ju1:pl40:tl30(R)

2.4.8   VIEWING THE NEW FORMAT

The first few lines of your document now look like this:

■ nb"xdocument"(R)
■ nb 1doc with format instructions(R)
■ lm5:rm70:sp1(R)
■ cn1;CONFIRMATION OF BOOKING ■ cn0(R)
■ ju1:pl40:tl30(R)
Our Ref 64/PTH/PS(R)

Observe the effect of these FORMAT instructions by viewing your document on the screen through the output to video facility. To do this:

Press *F1*   to enter COMMAND mode
Press *O*   for OUTPUT
Press *V*   for Video
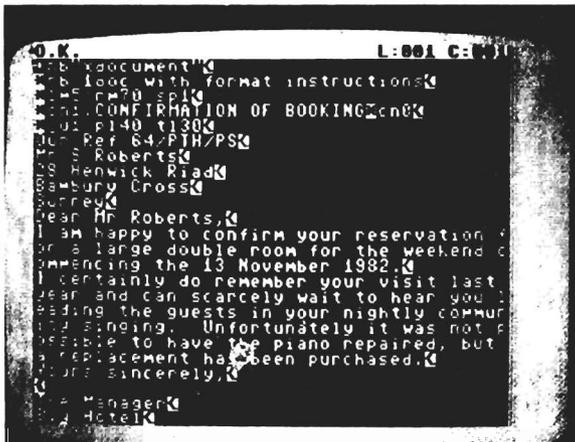
FIGURE 2-5   ALTERNATE FORMAT ON SCREEN

The line length has been set so that you cannot see an entire "printed" line (output) on the screen at once. To view the remainder of the document think of the screen as a window on your printed page. The horizontal cursor control key moves the window back and forth across the screen and the COMMODORE logo key moves it down. Note that you cannot move back up unless you abort the output by pressing *RUN/STOP* and start again. The F7 key tabs across in 20 column increments and F5 in 40. Pressing RETURN at any point takes you to column 1 on the current line. To reach the end of the page quickly, use the space bar by tapping it to start and end scrolling. Practise using these commands.

These new format instructions have also modified the format so that the letter will not fit on one page. The page break is indicated by a row of small squares along a line at the bottom of the screen. When these appear press *C* (for CONTINUE) to view the next page.

When you reach the end of the document you will see a solid bar across the screen below the end of page markers. Press the *RUN/STOP* or *C* key to return to EDIT mode.

Now save "xdocument" so that it can be used again in this Training Section (see Section 2.3.5). You will also need "1document", which is still preserved on your diskette or cassette so do not overwrite or erase it.

Try these FORMAT instructions with your own values in place of the above. Each time you alter an instruction, view the document on the screen to observe its effect.

2.4.9 RECAP

Here are examples of typical FORMAT lines:

■ nb format line example(R)
■ lm5:rm70:pl72:tl64:ju1(R)
■ cn1;ls this centered? ■ cn0(R)

The first line is a comment line; it will not appear when you print the document or use the output to video facility. The second line, which also will not be printed, specifies the format of the printed copy. It sets the left margin at column 5 and the right margin at column 70. The paper length is set at 72 lines but EASY SCRIPT is only to print on 64 lines. Justification is switched on. The line spacing defaults to single spacing since no other is specified. The final line turns centering on, then provides some text to be centered, and finally switches centering off. Make sure you understand what each of these lines means. Review the sections above if you are unsure.

Practise various formats with your own work. When you fully understand these, proceed to the next training exercise.

2.5 "HOUSEKEEPING" MODES

In any business some tasks are necessary to keep things tidy and running efficiently. For example, periodically, outdated material is removed from files and lists of departmental equipment are updated. In order to work efficiently with a word processor, you must periodically check to see what material is stored on your cassettes or diskettes. If you have made several drafts of a document there is little point in keeping the earlier versions. Indeed, if you do not regularly clean up your diskettes or cassettes you run the risk of working on the wrong document. EASY SCRIPT makes it simple for you to perform these routine operations by providing two "HOUSEKEEPING" modes, DISK or TAPE. The choice of DISK or TAPE is made in the initial options (see Section 2.2.2). "HOUSEKEEPING" mode is selected by pressing the *F4* key, i.e. holding down the *SHIFT* key and pressing the *F3* key.

If you are using a cassette to store material go to Section 2.5.2.

2.5.1 DISKETTE "HOUSEKEEPING"

Read through the sections below and then carry out the comprehensive exercise in Section 2.5.8 which gives you the opportunity to practise all the disk handling and file manipulation instructions. **Do not type in any commands before the exercise**.

2.5.1.1 Formatting a Diskette

WARNING
A NEW DISKETTE MUST BE FORMATTED BEFORE USE.
FORMATTING A USED DISKETTE WILL PERMANENTLY
ERASE ALL INFORMATION ON THE DISKETTE.

Before a new diskette can be used for storing information it must be specially prepared, i.e. formatted. To do this a diskette is put into the drive unit, DISK mode is entered (F4) and the following typed:

ndn:diskname,XX(R)

where dn is the number of the drive unit you are using (0 for a single disk drive unit), "diskname" is a name of up to sixteen characters that you select and XX is a unique two character identifier.

"Are you Sure ?" is displayed so that you can say no if you have made a typing mistake or put in the wrong diskette. You can then enter the command correctly or change the diskette and start again. When the command is correct press, Y for yes. The disk drive is activated to format the diskette. When the process is completed the screen displays:

00,OK,00,00
return to continue or stop to exit

Any other message indicates a fault (generally a bad diskette). You can then repeat the process with another diskette.

When the diskette is formatted pressing the RUN/STOP key returns you to EDIT mode. Press RETURN to remain in DISK mode and format another diskette. Note that any text in memory is not lost by the formatting procedure.

It is useful to format several diskettes in succession so that they are ready for use at any time.

2.5.1.2 Displaying the Directory

The diskette directory is an index of the names of the files recorded on the diskette. It also includes an indication of how much space remains on the diskette for other files. This is expressed as "blocks free." (See your disk unit manual for details.) To display the directory of your first diskette, ensure that the cursor is "homed" and that the screen is empty of text (see Section 2.3.6). Put the diskette in the drive unit and press F4 to enter DISK mode. Then type:

$dn(R)

where dn is the drive number. The dollar sign is made by holding SHIFT and pressing the 4 key. If there are more than 23 files on your diskette the directory will more than fill the screen. When the screen is full, the first lines will move off the top of the screen to make room for the rest. This is known as scrolling. To view the list before it scrolls, press the space bar to freeze the display. Continue the display by pressing the space bar again. Pressing the CTRL key slows down the rate of scroll. To return to EDIT mode from the directory press RUN/STOP at any point.

Displaying the directory with this command does not affect any text you have been entering or editing, i.e. you do not need to save it first. However, it is not possible to print the directory thus displayed.

2.5.1.3 Printing the Directory

WARNING
PRINTING A COPY OF THE DIRECTORY OF A DISKETTE OVERWRITES THE DOCUMENT CURRENTLY IN THE COMPUTER'S MEMORY THUS DESTROYING IT. SAVE YOUR DOCUMENT BEFORE MAKING THE PRINTOUT.
(See Section 2.3.5.)

To print the directory, i.e. a list of the names of the files on the diskette, you must first load the directory into the computer's memory. Put the diskette into the drive unit, ensure the screen is empty and that the cursor is homed. Press F4 to enter DISK mode, and then type:

+ $dn(R)

where dn is the drive unit number. EASY SCRIPT displays the directory listing and automatically returns to EDIT mode. Print it in the usual way by pressing F1 (for COMMAND mode), then O (for output), and then P (for print). After the printout is completed you may reload your document if you wish.

2.5.1.4 Directory Scan

This function enables you to scan a diskette directory to see what it contains and to load a file without typing the file name. It is particularly useful when the complete file name is not known.

WARNING
SAVE THE DOCUMENT YOU ARE WORKING ON BEFORE USING THIS COMMAND. USING DIRECTORY SCAN WILL OVERWRITE THE TEXT IN THE COMPUTER'S MEMORY.

To scan a directory first clear the screen, home the cursor, and press F4 to enter DISK mode. Type:

+ $dn(R)

where "dn" is the number of the drive containing the diskette to be scanned. This loads the directory into the computer's memory, displays it on the screen and returns to EDIT mode. To select a file, press F1 for COMMAND mode and then L for LOAD. Next press the F2 key, i.e. hold SHIFT and press F1. The disk name appears on the status line. Each time you press F2 again, the name of a file on the diskette will be shown on the status line. When the name of the file you wish to load appears, simply press RETURN and the text of the chosen file is written on the screen.

When you have diskettes containing several files you will find this method of scanning the directory and loading a file very useful.

2.5.1.5 Deleting Files

It is good practice to check your library of files periodically for unwanted or out of date documents which can be deleted, or SCRATCHed.

WARNING
BE PRECISE WHEN SPECIFYING THE NAME OF THE FILE TO BE SCRATCHED. THERE IS NO WAY TO RETRIEVE DELETED FILES.

The command for scratching a file is:

sdn:filename(R)

where "dn" is the disk number. Enter the DISK mode by using the F4 key, type the command ensuring that the name of the file is exactly as it appears on the directory and press RETURN. The screen displays "Are you Sure?". Type N to abort the scratch operation or Y if you are satisfied that you have specified exactly the file you wish to scratch. The file is instantly removed from the directory and the space it occupied on the diskette is available for other files. The message

"01, files scratched, 01, 00"

appears on the screen to indicate that the scratch is completed.

2.5.1.6 Copying and Renaming Files

It is always wise to have a copy of documents on more than one diskette. This ensures that you will have a useable copy if one diskette becomes lost or damaged. Copying files from one diskette to another is a simple process but the method varies for a single drive unit from a dual drive unit. Use the appropriate procedure below.

COPYING WITH A SINGLE DRIVE UNIT

Because there is only one diskette in use at a time, files to be copied must be loaded into the computer's memory and the diskette in the drive unit exchanged for the back-up diskette. The file can then be saved onto this second diskette. The procedure used is the same as the save used previously. See Sections 2.3.5 and 2.3.6 for instructions. The order of operations is as follows:

1. Load the file.
2. Change the diskette.
3. Save the file.

If you wish to change the name of the file in the process, the procedure is as follows:

1. Load the file.
2. Change the file name on the comment line.
3. Change the diskette.
4. Save the file using the new file name.

COPYING WITH A DUAL DRIVE UNIT

To copy a single file from one diskette to another the above procedure may be used specifying the drive numbers in the save commands along with the file name. The drive number is separated from the file name with a colon, e.g. 1:1document or 0:test2. You may still use the F2 command. Simply type in the drive number and the colon before pressing F2.

With a dual drive unit, it is possible to make the copy without loading the file into the computer's memory. To do this first press F4 to enter DISK mode. Then type:

cdn:newfilename = dn:oldfilename

where c stands for "copy".

2.5.1.7   Renaming Files

You may rename a file on a diskette by using the following command in DISK mode:

rdn:new name = old name(R)

where "dn" is the drive number and "r" is an abbreviation for rename. The colon must follow the disk unit drive number. "New name" is what you choose to call the file. "Old name" is the file you wish to rename. These names are not enclosed in quotes. Be very precise when stipulating the "old name" or you may rename the wrong file and perhaps effectively loose it. When you RENAME a file the first comment line (the labelling line) will no longer match the filename. The next time you use this file remember to alter this line so that it matches the directory name of the file. It is certainly safer, if a little slower, to rename files, or documents, by loading them into the computer's memory changing the comment line and saving the file under the new name and then scratching the copy with the old file name.

2.5.1.8   RECAP

The following exercise allows you to practise the diskette housekeeping operations described above. This exercise assumes that you are using a single disk drive unit. If you have a dual drive disk unit, use drive 0 for this exercise.

First practise formatting a diskette following the steps below:

Insert your second (empty) diskette in the drive unit. Press *F4* to enter DISK mode and type:

n0:data disk,11(R)

Press *Y* in response to the "Are you Sure?" prompt and after a few minutes" delay the message 00,OK,00,00 appears indicating that the diskette is formatted. (If it does not, repeat the procedure with a different diskette.)

Now display the directory. To do this, type:

$0(R)

The directory displayed does not, of course, list any files. What it does show is the name of the diskette, "data disk", and the number 11 which you assigned as the diskette identifier. (The label 2a will appear on all your diskettes. It identifies the particular disk operating system that you are using, but this need not concern you at all.) The directory also displays the number of "blocks free" indicating the amount of storage space available.

Remove the new diskette and insert the diskette on which you stored the previous exercise ("practice disk"). Load this directory into memory and display it by typing (in DISK mode):

+ *$0(R)*

Now load the file "xdocument" using the quick-load method as follows:

Press *F1*, to enter COMMAND mode, and then press *L* for Load.

Press *F2* until the filename "xdocument" is copied to the status line.

Press *RETURN* and this file will be loaded.

Remove "practice disk" from the drive unit and insert "data disk". Save the file "xdocument" onto this diskette by following this procedure:

Press *F1* for COMMAND mode then press *F* for FILE. When EASY SCRIPT displays "File Name" press *F2* to copy "xdocument" to the status line. Press *RETURN* to complete the save process.

Now display the directory of "data disk" again. Notice how the directory has changed. Next rename "xdocument" to "paragraph" by pressing *F4* and then typing:

r0:paragraph = xdocument(R)

Display the directory of "data disk" again to check that you now have a file called "paragraph". Finally, scratch this file to leave you with a blank, formatted diskette. To do this type (in DISK mode):

s0:paragraph(R)

Press *Y* in response to the "Are you Sure?" prompt. Display the directory of "data disk" once more just to check that the file has been deleted.

2.5.2 CASSETTE HOUSEKEEPING

Cassette storage of documents does not offer you all of the flexibility of disk storage. There are no housekeeping commands comparable with those for disk storage. However, with a few exceptions, you can do everything with documents stored on cassettes that can be done on those stored on diskettes. To maximize the efficiency of your system you should adopt the following procedures for your work:

1. Observe the cassette precautions listed in Section 1.5.3

2. Keep your files small and only store one or two per side. Store every two or three pages under a separate file name. This will cut down on loading and saving time when you need to edit only a portion of a document. It will also minimize the likelihood of overflowing the end of a tape with your document.

3. Check the tape counter on the cassette unit and make a note of the position before and after storing a file. Leave space between files on the cassette. If you overwrite an old version with a corrected version and the new file is longer, you will then be less likely to overwrite the following file as well.

4. After you have saved a file, check that the operation was successful by moving the cursor to the end of the text and loading the saved file. Compare the two copies and then erase the duplicate. If any errors are spotted resave the file on another cassette.

5. Label your cassette so that you know what each contains. Use comments (█ nb; see Section 2.3.1) to label the file as well.

2.6 MANIPULATING TEXT

The error correction techniques of a word processor always impress new users. It is easy to correct typing mistakes by using the INST/DEL key and this is certainly more convenient than using correction fluid after your words are committed to paper! The functions in this section demonstrate how easily you can move or delete text with a few keystrokes.

2.6.1 A NEW EXAMPLE

If there is any text on the screen, clear it by pressing *F1*, then *E*, then *A*. (A full explanation of this operation follows in Section 2.9.2.) Home (CLR/HOME) the cursor and type the following:

█ *nb"2document"(R)*
█ *lm1:rm40:ju1(R)*
I note, with some trepidation, that you are again bringing your Alsatian dog, Caesar. I must emphasise that if his behaviour does not show a great improvement from last year he will have to be kept outdoors at all times. I had hoped that after the incident involving our housekeeper, Mrs McLaughlin, you might have found alternative accommodation for the dog. I just hope that his barking and pitiful howling does not keep the other guests awake at night, again.(R)
If you agree, I can arrange for Caesar to stay at the "Happy Daze" holiday kennels, which are only three miles from the hotel. Please let me know about this.(R)
Please let me know about this. I note, with some trepidation, that you are again bringing your Alsatian dog, Caesar.(R)

2.6.2 DELETING TEXT

2.6.2.1 Deleting lines

Notice that the last two sentences are duplicates. Remove these unwanted sentences using the DELETE facility as follows:

Position the cursor over the letter "P" of the word "Please" in column 1 of line 19.

Press *F1*   to enter COMMAND mode
Press *D*   for DELETE

Now press the vertical cursor control key once. The line of text is highlighted by being displayed in reverse image and the cursor moves down one line. Press the same key twice more thus highlighting the whole area to be deleted. Now press *RETURN* and the highlighted text is removed. Compare your document to Figure 2-6.
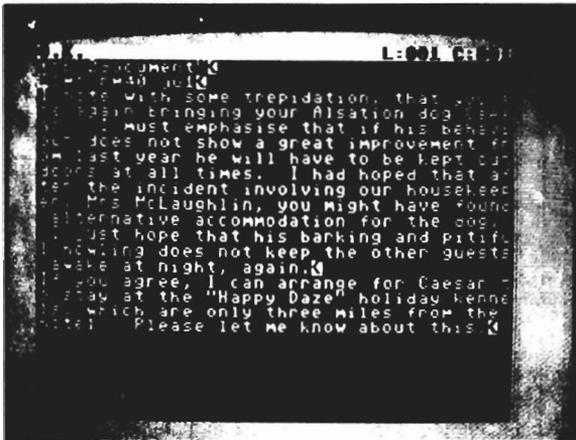
FIGURE 2-6 "2document"

Make corrections if necessary, and then save "2document" on the "practice disk" or on a cassette. (See Section 2.3.5.) You will need it later.

2.6.2.2 Deleting words

The above procedure deletes complete lines of text but partial lines are also easily deleted using the horizontal cursor control key to highlight the area of the text.

Remove the name "Mrs McLaughlin" from line 10 as follows:

Position the cursor over the first comma in line 10, i.e. column 6.

Press *F1*　　to enter COMMAND mode
Press *D*　　for DELETE

Now press the horizontal cursor control key once and notice how the comma is highlighted. Continue to press this key until you have included the next comma (in column 22) in the highlighted area. Now press *RETURN*. The unwanted phrase is deleted and the rest of the text closes up to fill the space.

To remove a few characters the *INST/DEL* key is quicker. However, the above facility is useful for deleting a block of text which does not start or finish at the end of a line. Use the horizontal cursor control key on the partial lines and the vertical cursor control key on the complete lines in the block.

2.6.3 ERASING TEXT

When text is DELETED the document closes up to fill the space. When text is ERASED however, the space that had been occupied is left blank. EASY SCRIPT offers four different erase facilities: You can erase all of the text (A), a paragraph (P), a sentence (S), or the remainder of the document (R).

Practise these functions using "2document". Move the cursor to the beginning of the second sentence, i.e. the one that begins with "I must emphasise." To erase a sentence:

Press *F1*　　for COMMAND mode
Press *E*　　for Erase
Press *S*　　for SENTENCE

When *S* is entered, Easy Script erases everything from the current cursor position up to a sentence terminator. An exclamation mark or a question mark at the end of a sentence is not regarded by EASY SCRIPT as a terminator.

Now erase the rest of the paragraph. There is no need to move the cursor.

Press *F1*　　for COMMAND mode
Press *E*　　for Erase
Press *P*　　for PARAGRAPH

The P instruction causes EASY SCRIPT to erase from the cursor position up to the next RETURN marker.

To practice the R command move the cursor to any point on the last line in the first paragraph, then:

Press *F1*   for COMMAND mode
Press *E*   for Erase
Press *R*   for REMAINDER

The screen is now empty of text below the cursor position.

To practice the "erase all" facility:

Press *F1*   for COMMAND mode
Press *E*   for Erase
Press *A*   for ALL

The screen immediately empties of text (irrespective of where the cursor is positioned) and the cursor is homed. The computer's memory is now also empty of text but you have of course saved "2document" on diskette or cassette.

2.7 TABS

EASY SCRIPT offers a number of tabulation facilities to make typing easier. The exercises in these sections will give you practice in using these. The example that will be used is shown in Figure 2-7.

SALES

(Third Quarter)

	U.K.	Exports	TOTAL
Oct	140	60	200
Nov	105	53	158
Dec	131	101	232
	376	214	590

FIGURE 2-7   SALES FIGURES

2.7.1 SETTING TABS

Follow this procedure to type in the example:

Ensure that the screen is empty of text and that the cursor is homed. The file name of this document is "salesfigures", so type:

■ *nb"salesfigures"(R)*

Next set the margins by typing:

■ *lm2:rm36(R)*

Now type:

■ *cn1;SALES(R)*
(R)
(Third Quarter) ■ *cn0(R)*
(R)
(R)

The above creates two headings and inserts three blank lines. Note that the centering commands for the headings are on different lines. Everything between the "cn1" (centering on) and the "cn0" (centering off) will be placed in the middle of its line.

Move the cursor from its position in column 1 of line 8 to column 10 of line 8. This is where you want the "U" of "U.K." to appear.

To set the first tab:

Press *F1*   to enter COMMAND mode
Press *T*   the status line will display "Set Tab"
Press *H*   for HORIZONTAL Tab, i.e. a position along a line
               The tab is set in column 10
Type   *U.K.*

Now move the cursor to column 18 of line 8 and type *Exports*. The next tab should be set on the letter "p" of the word Exports in column 20, so move the cursor back to the "p" and repeat the horizontal tab setting procedure. Then move the cursor to column 30 and type *TOTAL*. The last tab should be set at the letter "O" in TOTAL, so move the cursor back to column 31 and set it. Now move the cursor one space past the word TOTAL and press *RETURN* twice, once to end the line and once to create a blank line. With the cursor positioned in column 1 of line 10, type *Oct*.

Press *F7* to move to the first tab position and type *140*. Press *F7* again, then type a *space* and *60*. Press *F7* for the last tab on this line and type *200(R)*.

Type the next two lines following the same procedure. Remember to put a RETURN at the end of each line.

Type in horizontal dashes using the minus sign key. Press *RETURN* at the end of the line. Type in the final line using the tab facility once again.

Use the output to video command (see Section 2.3.2) to check that your document now looks like Figure 2-7. Make corrections if required and then save this example using the F2 command. (See Section 2.5.1.8.)

2.7.2 VIEWING TAB POSITIONS

EASY SCRIPT allows you to see where the tabs are positioned. Press *F1* and then press *P* (for PRINT tabs). The tab locations are indicated on the status line by a "/" (slash) mark. This display remains and after a delay you are automatically returned to EDIT mode, although the status line does not indicate this until the next character is typed.

2.7.3 REMOVING TABS

Remove the first tab setting by positioning the cursor in column 10 and typing the following keystroke sequence:

Press *F1*   to enter COMMAND mode
Press *C*   the status line displays "Clear Tabs"
Press *H*   to clear a horizontal tab at the current cursor position, column 10

Print the tab locations again to verify the procedure.

To ZERO or remove all the tab settings, press *F1* and then press *Z*. The status line displays "Zero All Tabs" and the cursor blinks. Now press *H* for HORIZONTAL tabs. (There is no need to press RETURN after "H".) You have deleted all the tabs. If you check the tab settings, you will see a blank status line.

2.7.4 SAVING TABS (Diskette only)

Although you saved the Sales Figures document, the tabs associated with it were not saved with the file. However, they remain in the computer until it is switched off or the tabs are zeroed or another file saved with tabs is loaded. If you expect to add to the document or you are working on a very long document storing tabs would be convenient. If you are storing your files on diskette it is possible to save documents complete with tab settings simply by adding a + (plus sign) to the end of the filename, e.g. "salesfigures + ". When you next load the file with the + sign, the tab settings will be recalled with the document. (See Section 7.3.5.)

2.7.5 DECIMAL NUMBERS

The document "salesfigures" only uses whole (integer) numbers. EASY SCRIPT offers a handy decimal function which can be used with tabs to format non-integer numeric data. They are explained in Section 3.7 of the Training Section.

2.7.6 VERTICAL TABS

In addition to setting tabs at columns along a line (horizontal tabs) you can set vertical tabs with EASY SCRIPT. (See Section 7.3.1.1.)

2.8 MORE FORMAT COMMANDS

FORMAT commands enable you to control precisely how documents will look when they are printed. In the following exercise you will practise those you already know and learn some new commands. The document "salesfigures" will be used, so load it in the usual manner. (See Section 2.3.6.)

2.8.1 LINE FEEDS

In previous exercises you have created blank lines by using the RETURN key. (See Section 2.3.3.) This method works well for a few blank lines in a short document. If many blank lines are needed, RETURN is inefficient and uses up a lot of computer memory. Memory space becomes important when preparing long documents.

A more efficient way of producing blank lines is provided with the LINE FEED instruction. The format of this command is:

■ lnXX

XX is a number that you choose that corresponds to the number of blank lines to be created. For example:

■ ln5(R)

leaves five blank lines in the text.

This instruction is usually included in a line that already contains other format instructions separated by colons (:) or is at the beginning or end of a paragraph, i.e. on a line with text.

Move the cursor down to line 8 column 35 (over the RETURN marker) and type:

■ *ln2(R)*

Delete line 9 by pressing *F1* then the *INST/DEL* key. Press *F1* again to terminate the delete and return to EDIT mode.

2.8.2   HEADINGS

A heading is a line specified to appear at the top of each page of a document. Typically it is used to put a title on every page, or perhaps words such as "CONFIDENTIAL" or "PRELIMINARY". Unlike most format instructions, the header command has to be on a line of its own. An example of a header command is:

█ hd2:,EASY SCRIPT,

The reverse field asterisk at the start of the line tells EASY SCRIPT that what follows is a format instruction. The command "hd2" tells EASY SCRIPT to leave two blank lines between the header inscription and the start of the text. The colon tells EASY SCRIPT that what follows are the words to be printed on the top of each page. EASY SCRIPT allows for three distinct items in every HEADING. The text for each item is separated from the others by commas. The first item will be placed at the left hand margin (left justified), the second will be in the center, and the third at the right hand margin (right justified). This means that every header instruction must contain two commas. The example tells EASY SCRIPT to put nothing in the first area, put the words EASY SCRIPT in the center and put nothing in the last area.

Add a heading to the "salesfigures" document as follows:

Insert one blank line at line three by positioning the cursor at column 1, line 3, pressing *F1* then the shifted *INST/DEL* key and then *F1* again. Now type:

█ *hd2:Sales Figures,,CONFIDENTIAL(R)*

Notice that this command contains the required two commas. Don't forget to press *RETURN* at the end of the line.

Check to see how the document has altered by using the output to video facility. Do not save this version of "salesfigures".

2.8.3   FOOTINGS

Footings, as the name implies, are similar to headings except that they appear at the bottom of the page instead of the top. The format instruction, too, is very similar:

█ ftXX:,THIS WILL BE IN THE MIDDLE,(R)

The value substituted for the XX indicates the number of lines between the end of the paper and the footing. Notice that the instruction must contain two commas and, of course, you must put RETURN at the end of the line. Insert a footer command and again, use output to video to observe the effect of this command.

2.8.4   PAGE NUMBERING

EASY SCRIPT automatically numbers pages in documents if you include special symbols in your header or footer. The symbol is the reverse field hash mark (▓) which is made by pressing F1 to enter COMMAND mode, then pressing the SHIFTed 3 key. The following two commands result in document page numbering for the whole file in both the heading and footing lines:

■ hd2:PRELIMINARY,,Page ▓ (R)

■ ft2:CONFIDENTIAL,Page ▓ ,(R)

The first command generates automatic page numbering at the right hand side of the page and causes EASY SCRIPT to print PRELIMINARY at the left hand margin. The second prints CONFIDENTIAL at the left hand margin and the page number in the middle.

These automatic page numbering instructions start the numbering sequence from 1. You can specify the first number in the page numbering sequence by including in the print format line, or on a line by itself before the heading or footing commands:

p # XX

where XX is the first number required and the hash is not in reversed field (i.e. just SHIFTed 3). For example, p # 25 makes the first page 25, the next 26, the next 27, etc.

NOTE
Remember to take header and footer instructions into account when establishing text length (tl).

The text length is measured from the header line and includes the blank lines specified in the header command, the lines of text and the offset (vertical positioning) at the start of the page, if used. (Not covered in this Training Section. See Section 8.2.5.4.) The footer line and the line(s) between it and the bottom of the page are not counted within the text length parameter. The last line of the text should be calculated to end one or more lines above the footer line so that there is no overlapping. The difference between page length (pl) and text length (tl) must be at least the footer offset plus one.

2.8.5   FORCED PAGE

To improve the readability or appearance, sometimes you may wish to specify the point in the text at which a page ends. This is called forcing a page (fp). The forced page command may be on a line of its own or at the end of a paragraph, or included in a format line. Simply enter:

■ fp0(R)

at the point where you want the page to end. When EASY SCRIPT encounters this command during output it moves to the bottom of the page and prints the footing if you have specified one and then starts a new page. Try entering a forced page in the document. Use output to video to verify its effect.

2.8.6   RECAP

The following exercise uses the document "salesfigures" to demonstrate many of the FORMAT instructions that have been described in the Training Section.

Reload "salesfigures" and position the cursor in column 1 of line 2. Now type the following over the existing line.

■ *lm4:rm37:pl54:tl46:sp2:ju1(R)*

These commands tell EASY SCRIPT the following:

lm4	—set the left margin at 4
rm37	—set the right margin at 37
pl54	—54 lines per page
tl46	—print on 46 lines
sp2	—leave two blank lines between each printed line
ju1	—turn justification on (although its effect is not seen
	in this particular document.)

Insert a header command including page numbering by changing line 3 to read:

■ *hd2:Sales Figures,,Page* 🔳 *(R)*

Insert a blank line at line 4, and type:

■ *ft3:CONFIDENTIAL,,December 1982(R)*

Move the cursor to column 1 of line 16, and type:

■ *ln2;These figures include estimates and projections.(R)*

Your document is now ready for printing but first check its appearance by using the output to video facility. If all is okay, print the document using the following procedure:

Press *F1* to enter COMMAND mode. Press *O* for output then press *P* for print. Compare your result with Figure 2-8.

FIGURE 2-8 FORMATTED SALES FIGURES

Alter line one to read nb"2salesfigures" and save this document. (See Section 2.3.5.)

2.9 INSERT OPERATIONS

2.9.1 INSERTING TEXT

In addition to inserting text by using the INST/DEL key to open up space into which you can then type, EASY SCRIPT has an INSERT option. This is useful when you wish to add more than a few characters. To use this function, position the cursor at the point in your document before which you wish to begin inserting. Then:

Press *F1*   to enter COMMAND mode
Press *I*   the status line displays "Insert ON"

Now you can simply type in the text that you wish to insert. As you type, the character at the cursor and the text to the right of the cursor will move along the screen to make room for the additional text, i.e. you will not overwrite anything.

When you have completed the insertion, press *F1* and *I* again. The status line displays "Insert OFF".

Type in a sentence or two and try out this command. Notice that if you press *RETURN* while the Insert is on, you do not erase the characters to the right of the cursor as normally in EDIT mode. Instead the text to the right is all pushed on to the start of the next line. When you have finished this practice, clear the screen.

2.9.2 MERGING TWO DOCUMENTS

The insert mode enables you to merge two documents.

To see how this works merge "1document" and "2document" into one letter. Clear the screen and load "1document". Then move the cursor to the "Y" of "Yours sincerely," i.e. column 1 of line 18. Next:

Press *F1*   to enter COMMAND mode
Press *I*   to select INSERT mode

When you are working in this mode the status line displays the letter I.

With the cursor still in column 1 of line 18 load "2document". (To load "2document" press *F1* to enter command mode, and then press *L* for LOAD. The status line displays "Load:". Respond to this by typing *2document(R)*.)

"2document" is loaded at the present cursor position. Notice that the rest of "1document" follows it. Move the cursor around the screen to check this. Turn off the Insert mode by pressing *F1* and then pressing *I*. Notice also that lines 18 and 19 apparently interrupt the letter but they will NOT be printed out since lines preceded by a reverse field asterisk are FORMAT commands and not part of the text. Check by using output to video. (See Section 2.3.2.) Compare your document with Figure 2-9.
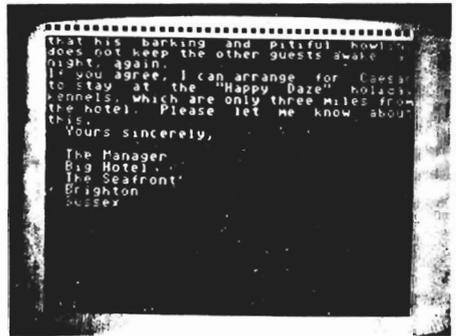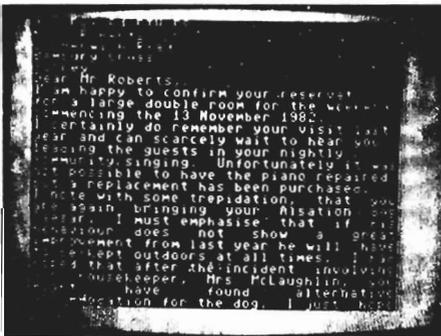
FIGURE 2-9   PAGE 1 AND PAGE 2

COMMODORE recommend that you always INSERT blocks of text on a new line to minimise problems. It is then very easy to line up all the text using the INST/DEL key. Several files can be merged together using this technique.

When you are satisfied with your new document, save it following this procedure:

Alter the first line to read █ *nb"3document"*

Press *F1*   to enter COMMAND mode
Press *F*   for FILE
Press *F2*   to copy the name in quotes to the
             status line

Now press *RETURN* to complete the save process. You now have 6 documents, or files on your diskette, or cassette(s).

These are:

"1document"   - a letter confirming a booking
"xdocument"   - a format variation of 1document
"2document"   - an additional paragraph
"salesfigures"   - a table of figures
"2salesfigures" - a format variation of salesfigures
"3document"   - 1document and 2document merged

2.10   LONG DOCUMENTS

EASY SCRIPT provides many special facilities for handling long documents. Rather than creating a special document by typing in lengthy text, in this exercise you will join together some of the files that you already have. Although these linked files will not make a coherent document, it will serve to demonstrate these facilities.

2.10.1   CREATING LINKED FILES

Files, or documents, that are joined together are known as LINKED files. Some documents that you create may be too large to fit into the computer's memory as one file. However, you can easily create such documents by joining several files together, i.e. LINKing files. In order to create the link, at the end of each file, you must tell EASY SCRIPT the name of the next file in the chain. The instruction for doing this is:

█ lk:nextfilename(R)

This instruction must be the last item in a file and must be on its own line. "nextfilename" is (obviously) the name of the file that continues on from this one. Do not enclose this filename within quotation marks.

Create your first LINKED document by following this procedure:

Load "3document" and move the cursor to the first blank line past the end of the text, i.e. column 1 of line 43. Type:

```
* fp0(R)
* lk:1document(R)
```

Home the cursor and save this document using the "quick method", i.e. by pressing F2 when EASY SCRIPT asks for the filename. When EASY SCRIPT recognises that it already has a file by that name on the diskette, it asks "REPLACE File?". Respond by pressing Y for yes. The status line displays "Complete". (N aborts the save, i.e. does not overwrite the old copy of the file.)

Clear the screen by using the Erase All function. The keystroke sequence is *F1*, then *E*, then *A*.

Now view the document by using the output to video facility for linked files. Press *F1* to enter COMMAND mode, then press *O* for OUTPUT. When the status line displays "Output:" reply with *L*, for LINKED file. Next press *V* for VIDEO and the status line displays L, to remind you that you are dealing with a linked document. It also asks for the name of the first file in the link. Type:

3document(R)

EASY SCRIPT then displays the first part of page one of the first file. Press the COMMODORE logo key to view the rest of that page or the space bar to go quickly to the end of the page and then press C to view the next page. Using this procedure view the whole of your linked files, pressing *RUN/STOP* at the end to return to EDIT mode. Notice that following the termination of the output, EASY SCRIPT does not take you back to the start of "3document" but to the start of the last linked file, in this case "1document". If you want to return to the start of "3document" it is necessary to reload that particular file.

Remember that the document you have created is only intended to allow you to practise certain techniques. For this purpose its content is irrelevant.

2.10.2   PRINTING LINKED DOCUMENTS

In the previous section you used the output to video facility to view the linked files. You can now print the document by following a similar procedure, specifically:

Clear the screen and home the cursor.

Press *F1* to enter COMMAND mode, and then press *O* for OUTPUT.

Type *L* for LINKED file, then *C* for CONTINUOUS and *P* for PRINT. When EASY SCRIPT asks for the file name, respond with *3document* and the whole of the linked file will be printed. Note that if you are not using continuous stationery you should omit the C. EASY SCRIPT will then stop at the bottom of each page to allow you to insert paper. Press *C* when you are ready to continue the printing.

2.10.3 LINKED FILES ON CASSETTE

While it is possible to link files stored on cassette, the next file is not automatically loaded using this medium. Instead when the end of one file is reached you are prompted with the name of the next file in the chain.

2.11 PRINTING MULTIPLE COPIES

To make more than one copy of a document follow the normal printer output procedure (see Section 2.10.2) but type X before you press P. The status line responds by asking "No of Times:". Reply with the number of copies you require and press RETURN then press P and the documents will be printed successively each copy starting on a new page.

2.12 EASY DOCUMENT VIEWING (IN EDIT MODE)

The speed and power of the following instructions are most appreciated when viewing long files. However, they can be used to move quickly around any file. The commands are outlined here and COMMODORE suggests that you practise these at your own pace using "3document".

SHIFT & CLR/HOME	moves the cursor to the start of the text
CLR/HOME	moves the cursor to the TOP left of the screen display
← (left arrow)	moves the cursor to the right hand edge of the screen line above. Press it again and the cursor moves to the last character on the line and so on up the screen

GOTO (G) COMMANDS (Do not type slash (/))

F1/G/E(R)	moves the cursor to the END of the text
F1/G/XX(R)	moves the cursor to screen LINE XX
F1/G/999(R)	moves the cursor to the LAST AVAILABLE line in the current file

SCREEN BY SCREEN

F1/SPACE BAR	displays the NEXT screen, i.e. moves forward 24 lines
F1/SHIFTed SPACE BAR	displays the PREVIOUS screen

PANNING (moving the cursor without holding down a key)

F1/SHIFTed vertical cursor control	- pans up
F1/vertical cursor control	- pans down
F1/horizontal cursor control	- pans right
F1/SHIFTed horizontal cursor control	- pans left
RUN/STOP	- stops panning
SHIFT	- speeds up panning
SPACE BAR	- temporarily halts panning
SPACE BAR again	- restarts panning

2.13   SEARCH AND REPLACE

EASY SCRIPT includes a sophisticated, but easy-to-use, Search and Replace facility. The command hunts through your text looking for a designated sequence of letters and automatically replaces them with whatever word or phrase you have specified. Judicious use of this facility can save you a great deal of typing time. In the preparation of this manual for example, the abbreviation "ES" was used. To prepare the final version the phrase EASY SCRIPT was automatically substituted for the abbreviation throughout the manual.

Search and Replace operates either on the text currently active, i.e. in the computer or on a series of stored linked documents. Practice this facility by completing the following exercise to replace the word "your" with the letters "abc" in "3document".

Clear the screen and home the cursor.

Press *F1* to enter COMMAND mode, and then press *S* (for SEARCH)

The status line displays "Search:" Reply by typing:

   your(R)

The status line responds with "Replace:" asking for your substitution. Type:

   abc(R)

To initiate the Search and Replace:

Press *F1* to enter COMMAND mode, then press the @ key.

The status line displays "Search & Replace". Press *L* which tells EASY SCRIPT that you want it to change a linked document. (M would be used to indicate that the changes should be made to the document currently held in memory, but these changes would not be stored on the diskette.)

The status line asks for the name of the first linked file, so type:

3document(R)

After a few seconds delay the screen fills with the text of the first file in the chain and the desired replacement takes place. Then, after a slight pause, this file is stored and the next file appears, is changed and stored and so on through the list of linked files.

If using cassette storage the Search and Replace operation is not performed automatically . The first document is loaded and changed. You are then prompted to save the file using another cassette. Next you are prompted with the name of the next file in the chain. The status line prompts with the original search and replace requirements which can be accepted by pressing *RETURN* each time.

NOTE

Care must be exercised when using the Search and Replace or undesirable results may be obtained. For example changing "at" to "on" will result in the word "cat" becoming "con" and "date", "done". To avoid this, you should put a space before and after characters that might occur within words, i.e. search for " at " and replace with " on ".

Note that the maximum number of characters that you can use to search and replace is 32.

EASY SCRIPT makes exactly the change you specify, so be precise in entering the responses for this command.

2.14   HUNT

Hunt is a command that is similar to Search and Replace but is used to locate something in a document rather than to change it. For example, this paragraph could be located in the text for this manual by HUNTing for "2.14" as follows:

Press F1   to enter COMMAND mode
Press S   for search
Type 2.14(R)   the status line asks Replace:

Press RETURN   to indicate no replacement

Start the HUNT by pressing F1 then H and then M (for Memory) or L (for Linked Files). When you have found the first occurrence of the search characters you may search for further occurrences by typing this sequence of commands (F1/H/C).

2.15 FINAL EXERCISE

This final exercise provides further practice with most of the facilities described in this Training Section. The exercise is presented as a list of steps. Some key strokes are abbreviated, e.g. F1/O/C/P means press the F1 key then press O, then C and then P.

Remember that XX in any instruction indicates a value or character that you choose, and that the reverse field asterisk is made by pressing the F3 key.

The exercise assumes that you have a single drive disk unit and a COMMODORE printer connected to your computer. If your equipment varies from this you will have to adjust the exercise to suit the particular configuration that you are using.

1. Switch on the system and load EASY SCRIPT.

2. Format a new diskette using the name "work disk". Press *F4* to enter DISK mode, and then type:

   n0:work disk,XX(R)

3. Type *Y* in response to the prompt "Are you Sure?" and wait for the format complete message.

4. Select EDIT mode and type:

   ▉ *nb"1recap + "(R)*

5. Set a horizontal tab in column five *(F1/T/H)* and using the tab (F7) for the paragraph indention, type the following:

   ES is a powerful and very fast word processor. It is not difficult to learn and offers several facilities that are not found in word processors that are considerably more expensive. ES can be used in any aplication where letters and other documents need to be produced with maximum efficiency. ▉ *In1(R)*
   At our request COMMODORE arranged a comprehensive demonstration of ES on January 10th, 1983. We were able to see the system running on all their new computers. A summary of our recommendations follows. ▉ *In1(R)*

6. Save this document complete with tab setting, under the name "1recap + ":

   Home the cursor, press *F1* to enter COMMAND mode, press F for file, press *F2* to copy the file name to the status line and then press *RETURN*.

7. Clear the screen of any text and reload the document. (Erase All. Select COMMAND mode and load "1recap + ".)

8. Insert 5 blank lines between the comment line and the first line of the text and then add some format instructions:

   (Move the cursor down one line, then press *F1* for COMMAND mode. Hold *SHIFT* and press the *INST/DEL* key 5 times.)

9. Select EDIT mode and type:

   ■ *lm8:rm62:pl66:tl60:ju1(R)*
   ■ *hd6:,CONFIDENTIAL,(R)*
   ■ *ft2:JANUARY 1983,,Page H (R)*
   ■ *cn1;EASY SCRIPT* ■ *cn0(R)*
   ■ *ln4:sp1(R)*

10. Go to the end of the present text *(F1/G/E)* and using the tab to indent type:

    ■ *fp0(R)*
    1.   As ES retails at such a reasonable price there is no financial barrier to installing this system throughout our offices. ■ *ln1(R)*
    2.   ES offers a mail-shot facility. This alone will make the changeover cost-effective. ■ *ln1(R)*
    3.   Dedicated word processors perform that single task. Word processing on a microcomputer would provide us with the option of using the equipment for other applications as well. ■ *ln1(R)*
    4.   The COMMODORE computers offer considerable advantages over our present equipment. We should immediately consider the cost benefits of using these computers, both for this application and for financial planning, spreadsheet calculations, etc. ■ *ln1(R)*
    ■ *fp0(R)*
    Details of the last quarter's sales of gruplets follow. ■ *ln1(R)*

11. Save this document under a new name as follows:

    Home the cursor and alter the comment line to read *nb"2esreport + "(R)*. Select COMMAND mode and press *F*. Press *F2* to copy the file name to the status line, and press *RETURN* to complete the save process.

12. View the document using the output to video facility. Press *F1/O/C/V*.

13. Correct errors. The word "aplication" in line 12 should have two 'p's. Move the cursor and correct it. Correct any other mistakes that you may have made.

14. Save the corrected version. Home the cursor and select COMMAND mode. Press *F* and then *F2* in response to EASY SCRIPT's request for filename. Then press *RETURN*. EASY SCRIPT will ask "REPLACE File?" so type *Y* to complete the save process.

15. Make your document into a linked file. To do this, move the cursor past the end of the text *(F1/G/E(R))* and type on the next line:

■ *lk:2salesfigures(R)*

Home the cursor and alter the first comment line to read *"3esreport + "*, and save the file under this name.

16. Now transfer the file "2salesfigures" from "practice disk" to "workdisk" as follows:

Remove the "workdisk" from the drive unit and insert "practice disk".

LOAD the file "2salesfigures"

Remove "practice disk" and insert "workdisk"

SAVE the file "2salesfigures"

Check that everything has been completed properly by displaying the directory of "workdisk". Load the directory by pressing *F4* and typing *+ $0(R)*. It should contain the "1recap + ", "2esreport + ", "3esreport + " and "2salesfigures".

17. View the linked document "3esreport + ", as follows:

Select COMMAND mode, and type *O* for Output, *C* for Continuous, *L* for Linked file, *V* for Video. When the status line asks for the name of the linked file, reply by pressing *F2* until "3esreport + " is copied to the status line and then press *RETURN*.

Use the COMMODORE logo key to scroll down the document or the space bar for a faster scroll.

Notice that the two documents have merged together, although it is necessary to make a few alterations to "2salesfigures" in order to make the best presentation. To do this, delete lines 2, 3, and 4 using the *INST/DEL* key in COMMAND mode. Move the cursor to line 12 and delete the rest of the file, by using Erase Remainder *F1/E/R*. Then save this version of "2salesfigures".

18. Print the new linked file "3esreport + " as follows:

Press *F1* to enter COMMAND mode, then type *O* for Output, *C* for Continuous, *L* for Linked file, and *P* for Print. When the status line asks for the name of the linked file, type *3esreport + (R)*.

19. When the printout is completed clear the screen, home the cursor and load the "workdisk" directory. Somewhere on this diskette in the linked document is the figure 60. Locate the 60 with the Hunt command as follows:

Enter COMMAND mode and type *S* (for search). When EASY SCRIPT asks for the phrase, or string, to be found, type *60 (R)* with a space either side of the figures. Press *RETURN* in answer to the prompt "Replace:" (indicating that there is to be no replacement). Press *F1* for COMMAND mode, then H for Hunt. The status line now asks whether the search is to be confined to its memory (M), or should extend over linked files. Press *L*, for Linked File. Enter the start file name *3esreport +* and press *RETURN*.

The cursor is now flashing one space to the right of 60 in "2salesfigures".

20. Home the cursor reload "3esreport +" and practise the search and replace function by replacing "ES" with the phrase "EASY SCRIPT". To do this:

Press the SHIFT LOCK key and type on the first comment line (after the filename):

" ES " " EASY SCRIPT "(R)

(Don 't forget the spaces.)

Home the cursor, select COMMAND mode, and type *S*. When the status line displays Search: press *F2* twice and ' ES " is copied to the status line. Then press *RETURN*. Press *F2* in reply to "Replace:" until " EASY SCRIPT " is copied to the status line. Then press *RETURN*. Press *F1* for COMMAND mode and then press the @ key.

Press *L* (for linked file), then *F2* to copy the start file name to the status line to execute the Search and Replace on the linked files and then press *RETURN*.

21. Rename the file you have just been using without loading it back into the memory. To do this enter DISK mode by pressing *F4* and type:

r0:esreport + = 3esreport + (R)

Check that this operation has been successful by displaying the directory. Now scratch the file "1recap +" without loading it. To do this, make sure you are in DISK mode and type *s0:1recap +* and type *Y* in response to the prompt. Check that the file has been deleted by displaying the directory once again. Return to EDIT mode by pressing *RUN/STOP*.

22. Clear the screen, home the cursor, and load "esreport +". First change the comment line to match the new filename. Now range the first paragraph, (lines 7-15). To do this, first position the cursor in column 1 of line 7, then press *F1/R* and then press the vertical cursor control key 9 times. Now press *RETURN*.

Insert the paragraph you have just ranged into the beginning of page 3, i.e. line 43. To do this use the following keystroke sequence.

F1/G/43/(R)/F1/I/F1/A

23. Now switch off INSERT *(F1/I)* mode and then delete the original first paragraph using the following keystroke sequence:

F1/I/F1/G/7/(R)/F1 and press the *INST/DEL* (unshifted) key 9 times. Finally press *F1*.

24. The document has four numbered paragraphs. (Lines 14-32). Transfer paragraphs 1 and 4. When you have positioned the cursor at the start of line 14 use this keystroke sequence:

F1/R/cursor down 4 times(R) then *F1/G/26(R)* then *F1/X* and then *F1/G/26/(R)*. *F1/R/cursor down 7 times/(R)/F1/G/14/(R)* and then *F1/X*.

The paragraphs have been exchanged but now need renumbering. Press *F1* to return to EDIT mode and then position the cursor over the number 4 (column 5 of line 14) and press the *1* key. Similarly change the last paragraph number to 4.

Save this version of the report under a new name.

25. Use the output to video facility to review the document, remembering that it is a linked file.

Here are some suggestions for further practice. First reload "esreport +".

Alter the margin settings in line 2 to lm12:rm68.

Alter the blank line instruction in line 6 to ln10.

Move the cursor to line 44, insert a blank line, and type ∎ *fp0(R)*.

When you have made these alterations save this version of "esreport +".

Load "2salesfigures".

Delete the instruction that turns centering off. A quick way to do this is to move the cursor to column 16 and press *RETURN*.

Save this version of "2salesfigures".

Your document is now ready for printing.

26. Print two copies of the document using the following keystroke sequence:

F1/O/X/2/L/(R)/P

entering the name of the first linked file when required.

2.16 SUMMARY

If you have worked through the Training Section carefully, carrying out all the exercises, you have used the principal facilities of EASY SCRIPT. If you have practised the facilities with your own documents, you are word processing already and have first hand experience of its benefits. As was pointed out in Section 2.1 this Training Section does not cover all the commands and operations of EASY SCRIPT. Section Three presents several useful shorthand techniques and additional commands. When you are confident that you can use the material already presented, working through the additional exercises will teach you how to take full advantage of the power of EASY SCRIPT.

SECTION THREE
MORE EASY SCRIPT EXERCISES

3.1 INTRODUCTION

In Section Two, the major facilities of EASY SCRIPT were introduced in a step-by-step fashion to enable you to learn how to word process. The techniques presented allowed you to do all of the essential tasks of entering, editing, outputting, saving and recalling documents.

This section builds on the knowledge you have gained in working through the exercises in Section Two and by practising on your own. The information presented here includes additional useful options and shorthand techniques. Suggestions for good word processing practices are also given.

3.1.1 PRESENTATION

The presentation in this section varies slightly from the previous training. Here several points are presented and then an exercise is given incorporating the points. Carefully read through the material until you come to a RECAP exercise. Then work through the exercise referring back to the text, if required. Do not type any instructions except in the RECAP exercises. As with the previous section, the RECAP exercises are ideal points at which to take a break for practise with your own documents.

3.1.2 EXERCISE CONVENTIONS

The exercises in this Section are presented in shorthand form following the conventions used in the final exercise in Section Two (Section 2.15). Keystroke sequences are shown in abbreviated form, i.e. separated by slashes. Do not type the / symbol. Details of all conventions are found in Section 1.2.2.

3.2 MORE ABOUT FORMATTING

3.2.1 MARGIN RELEASE

When preparing numbered lists, appearance is often improved by setting the numbers out to the left of the text. This is done by releasing the margin with the command:

█ maXX

immediately preceding the line to be released. The value to be substituted for XX is not the new margin value but the number of characters back from the set margin that you wish the line to begin. For example for a left margin of 10, a margin release of 3 would position the first character of the released line in column 7.

Two formats are popular for numbered lists. In one, the numbers appear outside the left margin of the body of the text. In the other the information in the list is indented (see next section) and the margin is released for the numbers so that the numbers are aligned with the left margin of the body of the text. (See RECAP Exercise, Section 3.4 for an example.)

With lists of 10 or more items, it may be necessary to add an extra space before or after numbers below 10 to ensure that the text is in block format. If using justification, the spaces between the numbers and the text should be entered as SHIFTed spaces. This prevents any alteration of this space as part of the justification process.

3.2.2 INDENTION

To indent a section of text such as is done with the notes and warnings in this manual simply set the margin(s) to a new value before the indented text and reset them following it.

3.2.3 EMPHASIS

EASY SCRIPT supports several methods of emphasizing text such as underlining, printing darker, printing double width, etc. The characters to indicate the start of emphasis are placed immediately before the text to be emphasized. No space may appear between the symbol and the first emphasized character. The symbol to stop emphasis is placed immediately after the last character to be emphasized.

Unfortunately all printers do not support all methods of emphasis nor do they all respond to the same emphasis commands. Two common commands are given here. A more detailed list is provided in Section 8.2.10 and samples of COMMODORE printer output are shown in Appendix C.

F1/[	start underline or enhance
F1/]	stop underline or enhance
F1/(	start bold or reverse
F1/)	stop bold or reverse

3.3 SPECIAL CHARACTERS ON STATUS LINE

On the status line you are not able to type any of the special EASY SCRIPT characters. This is inconvenient if for example you wish to delete all fp commands since you would be unable to specify the reverse field asterisk in the search instruction. EASY SCRIPT provides an elegant means of overcoming what appears to be a limitation by making use of F2 to copy characters enclosed within quotation marks to the status line.

To use this facility, create a special comment (nb) line at the start of the document or add to the line containing the file name. On the comment line type the desired search and/or replace phrase enclosed in quotation marks. Be sure any special characters and any necessary spaces are within the quotation marks.

Initiate the search or hunt in the usual manner (see Section 7.5.5, if you need to refresh your memory) using F2 to copy the characters enclosed in quotes to the status line when appropriate, e.g. in response to "Replace:".

3.4 RECAP EXERCISE

The following exercise uses the file "2esreport + " which was created in the final exercise in Section Two.

1. Load "2esreport + ". Use output to video to refresh your memory about its format.

2. In EDIT mode, position the cursor at the start of the numbered list, i.e. directly over the 1, and indicate insert by pressing *F1/I*.

3. Establish an indented margin by typing:

    ■ *lm12*:

4. Release the margin three characters by typing:

    ma3;

5. Move to the fp at the end of the list and reset the margin to the original value. Ensure that the status line indicates I. Position the cursor over the f and type:

    lm8:

6. Move to the end of the previous line by pressing the *left arrow key*. Move to the last character on the line by pressing it again. Press the *left arrow* key until you are at the end of the third item of the list. Then insert:

:ma3(R)

to release the margin for the number on the line following. Move to the end of the second item and then the first, repeating the insert at these locations. Press *F1/I* to turn off insert.

7. Emphasize EASY SCRIPT throughout the document (if your printer supports this function).

Go to line 1 and add:

F3/nb/"/space/F1/[/EASY SCRIPT/F1/]/space/"(R)

Execute a search and replace as follows:

F1/S/space/ES/space(R)

ES is recorded as the characters to be located and the status line displays "Replace:". Press *F2* to copy the emphasized text within quotation marks to the status line. Press *RETURN* twice and then *F1/@* and *M* to begin the replace in memory.

8. Print out the document to see the effect of the changes.

3.5 SPECIAL TEXT FACILITIES

3.5.1 LINKING SPACES

You may prefer that certain phrases be treated as one word when printed, i.e. that the words appear on the same line and are not divided on to two. To specify this, link the words with linking spaces which are made by pressing the SHIFTed space bar.

Linking spaces are indicated on the screen by a block but they are printed as normal spaces. EASY SCRIPT is a good example of a phrase you might like to link with a linking space.

> NOTE
> If you create a linked phrase that is longer than a printed
> line EASY SCRIPT automatically breaks the phrase onto
> the next line.

3.5.2 CAPITAL LOCK

If you type with the SHIFT LOCK engaged all spaces become linking spaces which may result in format difficulties. EASY SCRIPT provides an alternate capital lock which is turned on by pressing *F5* . The Status Line displays "Capitals On" . Press *F5* again to turn off this facility.

When the capital lock is set all alphabetic characters are typed as upper case. However, the number keys still result in numbers and the space bar gives normal (not linking) spaces. The SHIFT key may still be used in the normal way to obtain the other characters on the keyboard and linking spaces.

Capital Lock is especially useful when typing the text of tables made up of numbers and upper case headings.

3.5.3 HYPHENATION

EASY SCRIPT treats a hyphenated word as a single word, i.e. it does not divide the word at the hyphen if it falls at the end of a line. For example "self-taught" would always be printed on the same line.

To ensure sensible formatting, especially when printing with justification, long words may require hyphenation. To indicate that you wish a word to be hyphenated. Press F1 and then type—at the break point. This appears as a thick hyphen on the screen. Then if it falls so that the entire word will not fit on a line, the first part and a normal hyphen will be printed (provided they fit) on the first line and the remainder of the word on the next line. If the entire word is printed on the same line the hyphen will not appear. For example, if you enter the word microprocessor as "micro/F1/- /processor" on output the word will appear as "microprocessor" when it will fit on one line but will be divided if only "micro-" will fit on the line. This type of hyphenation is referred to as a "soft hyphen".

3.6 RECAP EXERCISE

The exercise which follows creates a new example. Type it in using capital lock, linking spaces and soft hyphen where indicated.

1. Type the following at the top of the screen:

    ▮ *nb"ltr + "(R)*
    ▮ *lm1:rm58:ju1:pl72:tl62(R)*

2. Set a tab in column 25 by positioning the cursor there and pressing *F1/T/H*. Type:

Computer Dept.(R)
F7/The University(R)
F7/Windsor ▪ *In1(R)*
F7/Monday 11th ▪ *In1(R)*
Dear Parents, ▪ *In1(R)*
Thank you for your letter and the answer is F5/yes i/F5 eat, sleep, work and play according to the precepts laid down by my honoured parents when I was 5. I am now 21 and faithfully adhere to them still! ▪ *In1(R)*
I know that when we last talked you said there would be no further supplement to my allow/F1/-/ance. I am about to present a case that will convince you to change your mind. ▪ *In1(R)*
A friend of mine has been looking at the F5/commodore/SHIFTed space/64/F5 that Uncle Arthur gave me for my birthday. He is willing to buy a disk drive and a printer (he's rich!) if I buy F5/easy/SHIFTed space/script/F5 (the word processor). We could then each type our own thesis and achieve a presentation that would convince our examiners of our intellectual worthiness. ▪ *In1(R)*
Your loving daughter, ▪ *In4(R)*
F5/h. g. j/F5/ones Ph.D (almost) ▪ *In2(R)*

3. Save the letter as "ltr +" and then print it out (F1/O/P). Change the margin settings in line two:

lm5:rm50

and print the letter again. Do not save this version. Compare the two to see the effect of linking spaces and soft hyphens.

3.7 DECIMAL TABS

Decimal Tabs are used to align the decimal points in a column of numbers. When you use a decimal tab, any characters typed are pushed along to the left of the tab position until a decimal point is entered after which typing carries on as normal. For example if you set a decimal tab and then tab to it to enter the number 123.45, the following is the pattern that the typing generates:

```
        1
       12
      123 .
      123 .4
      123 .45
```

The decimal point is at the tab setting. This means that when setting a decimal tab you must allow for the longest whole number part that you will require.

To establish a decimal tab first indicate Decimal by pressing F6. The status line displays "Decimal On". Now set the tab(s) following the usual procedure:

F1/T/H or V

Finally press *F6* to turn off the Decimal indicator.

When tab locations are displayed (see Section 7.3.2) decimal tabs are indicated by the # symbol. Positioning at decimal tabs is done in the same way as other tabs, i.e. F7 for the next horizontal tab and F8 for the next vertical tab. When a decimal tab is reached in a tabbing sequence, a D appears on the status line as a reminder.

3.8 RECAP EXERCISE

Create a file to be inserted into the previous letter as follows:

1. In EDIT mode, type:

    ▟ *nb"ltr2"(R)*
    I would buy this myself, but I am just about all spent up. ▟ *ln1(R)*
    Income

2. Move the cursor to column 20 and type:

    Expenditure ▟ *ln1(R)*

3. Set tabs as follows:

    Move to column 8 and press *F1/T/H*

    Move to column 23 and press *F6/F1/T/H/F6* (decimal tab)

    Move to column 28 and press *F1/T/H*

4. Check tab settings. *(F1/P)* Note that the decimal tab position is indicated by a # on the status line.

5. Move cursor to start of line below "Income" and type in the table as follows:

    1000/F7/grant/F7/989.99/F7/hall fees(R)
    1000/F7/allowance/F7/172.57/F7/books(R)
    F7/F7/50.00/F7/Clothes(R)
    F7/F7/146.27/F7/travel(R)
    F7/F7/19.99/F7/insurance(R)
    F7/F7/200.00/F7/lunches, etc.(R)
    F7/F7/25.00/F7/student union(R)
    F7/F7/350.00/F7/holiday(R)
    — — — — /F7/F7/space/CRSR left 5 times/— — — — — (R)
    2000/F7/F7/1953.82(R)
    — — — — /F7/F7/space/CRSR left 5 times/— — — — — ▟ *ln1(R)*

As you type, notice how the decimal tab differs from the other tabs. Note that you cannot use the decimal tab to insert the dashes and that the heading "Expenditure" has been located three places to the left of the decimal tab to allow for the heading to be placed over the largest whole number in the column.

6. Check this document with output to video and if all is okay, save it as "ltr2".

3.9 SOME ADDITIONAL COMMANDS

3.9.1 CONDITIONAL FORCED PAGE

Forced page, as was mentioned in Section 2.8.5, is useful for improving appearance. Conditional forced page is a variant of this command which is especially useful if you change your output formats or insert text. It can be used to ensure that a paragraph or most commonly a table is not split over two pages. The command is:

█ fpXX(R)

which says to EASY SCRIPT, "if there are not XX lines left on the page when you see this command, start a new page here".

3.9.2 SAVING A RANGED BLOCK

A block of text can be ranged and then saved as a file of it's own. This command is useful if you wish to copy a portion of text into another document or file.

Establish the range with F1/R moving the cursor to highlight the desired text (see Section 7.5.4.1).

Press RETURN to establish the range. Then press F1 and SHIFTed F. The status line displays "Filename :". Give the block a name and press RETURN to save it on diskette or cassette.

3.10 FILE HANDLING (Diskette only)

3.10.1 ANOTHER LOAD METHOD

When the directory is loaded into the computer's memory, you can load a file without having to type the file name by using the following procedure:

Press *F1*   to enter COMMAND mode
Press *D*   for DELETE

Using the vertical cursor key set a range so that all lines above the name of the file to be loaded are included.

Press *RETURN*	to delete the lines
Press *F1*	for COMMAND
Press *L*	for LOAD
Press *F2*	to copy the filename to the status line
Press *RETURN*	to load the file.

This facility is faster than directory scan for disks with many files (long directories).

3.10.2 DOCUMENTS FROM PARAGRAPHS

A document can be created from standard paragraphs using DISK mode (F4) to copy several files into one file. The command is:

cdn:newfile = dn:pt1,dn:pt2,dn:pt3,dn:pt4(R)

where dn is *0* for a single drive unit and may be *0* or 1 for a dual drive unit, (depending on which drive contains the files) and pt1, pt2 etc. are the file names.

The combined file can be handled just like any other file. Note that only the first file may have tabs saved with it and that a maximum of four files may be concatenated with one command.

3.10.3 LINKING DOCUMENTS WITHOUT USING LK

In Section 2.10 you linked files into one document using the ■ lk command. EASY SCRIPT also allows you to create a special print file that contains a list of files to be printed without the files having the ■ lk command or having to be individually loaded. The files are printed as separate discrete documents.

First create and save a file made up of lines in the format:

■ lk:nextfilename*(R)

The lines must contain the names of the files in the order in which you want them printed. The file names MUST be 16 characters long or have an asterisk at the end. Files saved with tabs cannot be linked by this method.

Clear the memory of the computer and create a file that consists of a single variable block, created by pressing *F1* and then *B* and then *RETURN*. Save this file.

Now print out the document by pressing:

F1/O/L/F/C/P

When EASY SCRIPT asks for the "Linked File:" type in the name of the second file (the variable block file). When "Fill:" is asked give the name of the print list file. The series of files is then printed.

See RECAP exercise 3.12 for an example of this operation. More details about variable blocks and fill files are given in the sections about mail merge, Sections 4.2, 4.3 and 9.6.

3.11 RECAP EXERCISE

1. Recall "ltr+" using the alternate load method. First load the directory *(F4/+$0(R))* and then delete the file names above "ltr+" using *F1/D*. Move the cursor down to the line above "ltr+" and press *RETURN*. Load the file by typing *F1/L/F2(R)*.

2. Save a ranged block. Move the cursor to the end of the file *(F1/G/E(R))* and then up to the Y in "Your loving daughter". Initiate the range with *F1/R*. Move the cursor down two lines and press *RETURN*. Save this block with *F1/SHIFTed F/ltrend(R)*.

3. Move the cursor to the Y again and erase these lines. *(F1/E/R)*. Press *CLR/HOME* to home the cursor and change the first two lines to read:

   ■ *nb"stltr"*
   ■ *lm5:rm58:ju1:pl72:tl62(R)*

   and save this document as "stltr".

4. Erase the memory *(F1/E/A)* and type in another file as follows:

   ■ *nb"ltr3"(R)*
   which leaves me very little for incidentals. ■ *ln1(R)*
   I believe F5/easy/SHIFTed space/script/F5 costs £75.00 including tax which seems to me to be an absolute bargain and in terms of time alone would be worth your investment. Perhaps it would also be a good idea to mention paper saving as well! ■ *ln1(R)*
   ■ *fp4;Should you agree to this idea, I would be happy to type your thesis too! I would also keep a standard letter on the 64 to send you every Monday to prove my continued existence.* ■ *ln1(R)*
   One further thing - I am sure you will like it - there is a spelling checker available. At £50 the cost-effectiveness speaks for itself. ■ *ln1(R)*
   Please give this your earnest attention - finals approach and I"m beginning to panic. ■ *ln1(R)*

5. Save this file under the name "ltr3" and erase the memory *(F1/E/A)*.

6. Create a file containing the end of the letter and a post script as follows:

    Load "ltrend" and type after the signature:

    ▪ * *ln2;F5/p.s./F5(R)*
    ▪ * *ln1;On reading this I think that you may take exception to the cost of the holiday. It is to be my reward to me for working so hard. I feel sure you will not dis/F1/-/agree with this. Think of the prestige you will gain from having such a well qualified daughter.(R)*

7. Save this amended version of "ltrend". Now create a new document from all the bits. Press *F4* to enter DISK mode. Type:

    c0:ltr = 0:stltr,ltr2,ltr3,ltrend,(R)

8. Return to EDIT mode and print out "ltr" with *F1/O/C/L/P*. When the status line asks for the file name type *ltr* and press *RETURN*.

3.12 RECAP EXERCISE

In Section 3.11 the exercise practised printing documents from paragraphs. This short exercise practises linking documents without using the lk command as explained in Section 3.10.3.

Load your "practice" diskette and create and then save the following file, calling it "printlist":

▪ * *lk:1document*(R)*
▪ * *lk:xdocument*(R)*
▪ * *lk:3document*(R)*
▪ * *lk:salesfigures*(R)*

Note that there are no comment or format lines in this type of file.

Clear the memory and create and then save a single variable block file. To do this type:

F1/B(R)

Save this file as "printout". Again there should be no comment or format lines.

Print the file "printlist" with the following sequence of keystrokes:

F1/O/L/F/C/P

When asked for "Linked File:" type *printout* and for "Fill:" reply *printlist*.

The four separate documents are then printed.

3.13   FILE NAMES

3.13.1   NAMING CONVENTIONS

It is a good idea to establish some conventions for naming your files. Filenames can be up to 16 characters long, including spaces and punctuation. You can decide on whatever conventions best suit your needs but here are a few suggestions.

1. Use lower case letters for filenames to avoid having to use the SHIFT key.

2. Place the file name enclosed in quotes on a comment line at the start of each document.

3. Establish standard prefixes so that types of documents can be easily identified. For example:

    tm.   for temporary
    m.   for memos
    ltr.   for letters
    ch.   for chapter

    A group of standard letters might be

    ltr.overdue
    ltr.acknowl
    ltr.renew
    ltr.cancel

    An author might establish a set of conventions such as:

    et.ch1.pt1
    et.ch1.pt2
    et.ch2.sum
    et.ch5.outline

    where et. represents the name of the book.

3.13.2   PATTERN MATCHING (Diskette only)

If you establish naming conventions you can take advantage of EASY SCRIPT's pattern matching facility. Two symbols are used in specifying the matching criteria. They are * and ?.

3.13.2.1 Specifying the pattern

The asterisk is used to indicate "with anything else following". For example in the author's conventions above, the pattern "et.*" would match all the files in the list but "et.ch1.*" would only match the first two files. Note that the * may only be placed at the end of the pattern.

The question mark is used to indicate "with any character in this position". For example the pattern "et.ch?.sum" would match the summary of any chapter in the book et. using the conventions above.

The two may be combined. For example the pattern "et.ch?.pt*" would match any chapter part but would exclude summaries and outlines.

3.13.2.2 Using Pattern Matching

The facility of pattern matching can be used with the Load command with the Delete command and with directory operations. Details of the first two operations can be found in Section 9.8.1 and 9.8.3 respectively.

Pattern matching is most useful to obtain a partial directory, e.g. only memos or only summaries. Simply include the pattern in the directory command as follows:

Press *F4* for DISK mode. Type:

$dn:pattern(R)

where dn is the drive number. For example using the conventions above:

$0:ltr.*

would display a list of all letters stored on the diskette in drive 0.

$1:et:ch?.sum

would display a list of all et. chapter summaries filed on the diskette in drive 1.

3.14 RECAP EXERCISE

Use the diskette on which you stored the sections of "ltr" to try out pattern matching. Insert the diskette in drive 0 and carry out the steps below:

1. Press *F4* for DISK mode.

2. Type *$0:ltr*(R)*

The names of all files beginning with letter are listed on the screen. This includes letterhome, ltr1, ltr2, ltr3, and ltrend, but stltr does not appear.

3.15 SUMMARY

You have now been introduced to and have had the opportunity to practise nearly all the functions of EASY SCRIPT. Two special applications are covered in Section Four (personalized standard letters and filling out forms). Work through that section if you will be using either of these functions.

In addition several other minor commands are not covered in the Training Section. COMMODORE suggests that you look them up in the Reference Section and practise them on your own if they will be useful in your work. They include:

Topic	Section
Turning tone off	6.5
Reversing upper/lower case	7.5.6
Horizontal offset	8.2.1.3
Vertical offset	8.2.5.4
Heading and footing margins	8.2.7.5
Right alignment	8.2.3.2
Special printer command	8.2.9
Special printer characters	8.2.11
Pause during printing	8.3.3.2
Change screen line length	9.4.8
Multiple file names	9.3.2

Continued practice is recommended for all the material presented in the training sections for only through practice can you master the skill of word processing. If you need assistance with any command consult the index to locate information in the Reference or Training Sections.

"Diligence in all things is the strong fulcrum of success." M. Tupper.

SECTION FOUR
SPECIAL APPLICATIONS TRAINING

4.1 INTRODUCTION

Training in using EASY SCRIPT for two different applications is included in this section. They have been separated from the remainder of the training because not everyone may have a need for them. The two applications are mail merge (sending personalized standard letters) and form filling. If you will be using either of these applications, carefully work through the examples in this section. If you have no need for these applications, you may still find it useful to read through the section doing the exercises if you have time. All practice is useful.

4.2 MAIL MERGE

In this section you will create a standard letter of invitation to send to all members of a society. The letter will contain several "blanks" which will be automatically filled by EASY SCRIPT as it draws on information from another file. This other file is called a FILL FILE. You will simply type the members' names and addresses into a FILL FILE. By merging the two files with EASY SCRIPT, each member can receive a "personalized" invitation. For invitations to subsequent meetings you would need only to modify the standard letter appropriately, and instruct EASY SCRIPT to print out a new batch.

4.2.1 THE EXAMPLE LETTER

Assume you are the local secretary of a branch of ICPUG. (ICPUG is an independent society of COMMODORE computer owners who exchange information and ideas. If you are interested in joining, contact the Commodore Information Centre in your country.) First, create the standard letter by following this procedure:

Ensure the cursor is homed and that the screen is empty of text. Type:

▪ *nb"membersletter""memberslist"(R)*
▪ *lm12:rm76:pl66:tl56(R)*
▪ *cn1;INDEPENDENT COMMODORE PRODUCTS USER GROUP* ▪ *cn0(R)*
▪ *ln4:ju1(R)*

As explained in earlier sections these lines provide a filename and fill file name, set the format and give the letter a heading. The next 6 lines will be used to hold the name and address of the member, i.e. the information which will change from letter to letter. To indicate this you must insert 6 VARIABLE BLOCKS. These will later automatically be filled by EASY SCRIPT from the file of names and addresses. To set up blocks:

Press *F1* to enter COMMAND mode and then press *B* (for BLOCK).

The status line displays "Block Set" and a small oblong appears on the screen. Since no other text is required on the line, press *RETURN* to end the line. Now add five more variable blocks, one per line, by pressing *F1* then *B* each time. Remember to press *RETURN* after each. The cursor is now in column 1 of line 12 . Type:

■ *ln2(R)*

Now type:

Dear

Be sure to leave a space after the salutation, i.e. the cursor is in column 6 of line 13. A variable block is needed here for the member's name. Press *F1* for COMMAND mode and then press *B* for Block. Next type (on the same line):

,(R)

Your letter now looks like the screen shown in Figure 4-1.

FIGURE 4-1   ICPUG LETTER LINES 1-14

Continue typing the letter as follows:

▪ *ln1:sp1(R)*
I would like to invite you to the next ICPUG meeting to be held in your area.(R).
▪ *ln1;This meeting takes place at Slough College of Higher Education on the 12th December, 1983. It will start at 7.30 p.m. and the guest speaker will be Mrs Sally Kent, who will talk about "The COMMODORE 64 and Sprite Graphics". I look forward to seeing you there.* ▪ *ln1(R)*
Yours sincerely,(R)
▪ *ln3:sp0;Membership Secretary(R)*

Check your letter by using the output to video facility using the cursor control keys to view the parts of the letter that do not fall within the window. Notice the effect of the format instructions, particularly the change of line spacing. If any corrections are required return to EDIT mode and make them. When all is correct save this document under the name "membersletter".

Clear the screen (Erase All) and home the cursor. You are now ready to create the Fill File.

4.2.2 THE FILL FILE

The standard letter has 7 VARIABLE BLOCKS, six for the member's name and address, and one for the salutation. Therefore the FILL FILE will have 7 items or 7 fields for each member. To create the first record:

Press *F1* to enter COMMAND mode, and then type:

Mr J. Robinson(R)
194 St David's Avenue(R)
Redlands(R)
SLOUGH(R)
Berks(R)
SL1 7BU(R)
James(R)

Note that Fill Files do not generally permit the first line of the document to be a comment line containing the filename.

Now save the Fill File as follows:

Press *F1* to enter COMMAND mode, and then press *F*, for FILE. In response to EASY SCRIPT's request for File Name, type:

memberslist(R)

When your document has been successfully saved, home the cursor and reload "membersletter". There is no need to clear the screen as the new document will obliterate what is already there.

Now use the output to video facility to see how EASY SCRIPT uses the Fill File to make one "personalized" letter. To do this:

Press *CLR/HOME*   to position the cursor before the first block
Press *F1*   to enter COMMAND mode
Press *O*   for Output
Press *F*   an "F" will appear on the status line to
                    remind you that you are also using a fill file
Press *V*   for Video

The status line now shows "Fill:", asking for the name of the Fill File that you created. Press *F2* twice to copy "memberslist" to the status line. Now press *RETURN*. After a brief delay the letter appears on the screen with the name and address in the blocks. When the row of dots appears on the screen to indicate the end of the page, press the *R* key to return to EDIT mode.

Now add to your address file as follows:

Go to line 1 and press *F1*, to enter COMMAND mode, and then press *L* (for LOAD). Type (or use F2):

memberslist(R)

and the first record you created appears on the screen. Add three more records to the file so that you have the names and addresses of a total of 4 members. Remember that the record for each member must contain 7 fields. In England there is no such thing as a standard address length but this problem is overcome easily as is shown in the next record. Position the cursor in column 1 of line 8 and type:

Miss C. James(R)
74 Thames Close(R)
SLOUGH(R)
Berks(R)
SL3 6ST(R)
(R)
Chris(R)

This record contains one empty field, the line that simply contains RETURN. It is essential that the number of fields in each record remain consistent otherwise your letters will be useless. Use a blank line (press *RETURN*) to create empty fields where necessary to ensure this. The cursor is now in column 1 of line 15. Type:

Mr M. Gatting(R)
23 Walker Street(R)
Crosslands(R)
LANGLEY(R)
Bucks(R)
LA2 9EL(R)
Martin(R)

Enter a name and address of your choice as the fourth record, ensuring that you have seven fields (lines) in your record.

Save this file as before:

Press *F1* to enter COMMAND mode, and then press *F* for File. Type:

memberslist(R)

in reply to EASY SCRIPT'S prompt for File Name. Since you already have a document stored under this name the status line displays "REPLACE File?". Press *Y* to confirm the instruction. "Complete" is shown on the status line to indicate that your file has been properly saved.

4.2.3 PRINTING PERSONALIZED LETTERS

Now print the 4 letters so that you can see how EASY SCRIPT uses the Fill File. To do this:

Home the cursor and load "membersletter".

Press *F1*   for COMMAND mode
Press *O*   for Output. The status line displays "Output:"
Press *F*   to tell EASY SCRIPT that you are using a Fill File
Press *C*   for continuous (if you have continuous stationery)
Press *P*   for print.

The status line now displays "Fill:" waiting for you to enter the name of the Fill File, so press *F2* twice to copy "memberslist" to the status line and then press *RETURN*.

The blank fields in the letter fill with data from the Fill File and the status line displays "Out of Blocks". The letter is printed immediately, then the next record fills the blanks, the message is displayed, the letter printed and so on. When all the letters are completed, the status line displays "Fill:". Press *F1* and then the *RUN/STOP* key, and you are back in EDIT Mode.

4.3   FILLING IN FORMS

EASY SCRIPT provides two functions to enable you to easily fill in forms. One is the tabulation facility both vertical and horizontal, and the other is measured blocks.

4.3.1 FORMS WITH TABULATION (Diskette only)

With EASY SCRIPT you can set tabs both vertically and horizontally which make it easy to move around a form. Simply set up your form including appropriate tabs and save the tabs with the file (+ at the end of the file name). Then with the tabs, move to the position on the form at which information is to be entered and type it in.

While this method works satisfactorily, better results can usually be obtained with measured blocks. This procedure requires fewer keystrokes when entering and has the added advantage of working with fill files. The procedure is described below.

4.3.2 MEASURED BLOCKS

Filling variable blocks puts you into insert mode automatically (see Section 4.2.) While this is desirable when filling in a letter where the length of the filled material can vary, it would be unsatisfactory for filling in forms where typing must begin at a fixed location.

EASY SCRIPT overcomes this problem with measured blocks. These are created by positioning the cursor where the block is to begin and typing:

F1/B

to indicate the blocks, then moving the cursor back one space and typing.

F1/M

to specify that the block is at a specific (measured) location. A longer block on the screen differentiates a measured block from an insert block. Leave enough blank spaces for the longest copy to be entered at this location and then press *RETURN* or type the next heading.

The F7 key is used to tab to these blocks if you are manually typing in information.

WARNING
SINCE YOU ARE NOT IN INSERT MODE WHEN YOU FILL MEASURED BLOCKS IT IS POSSIBLE TO OVERWRITE OTHER TEXT OR THE NEXT BLOCK. BE SURE TO LEAVE ENOUGH BLANK SPACE FOR THE LONGEST COPY YOU WILL BE ENTERING AT A LOCATION.

Measured blocks can be filled from a fill file as explained in Section 4.2. They can also be filled manually. When the latter is used if the blocks are subsequently emptied with F1/SHIFTed V, the measure is lost and the blocks become normal insert blocks. Instead of emptying ensure that the blank form is on diskette or cassette and reload the file to remove the typed in information.

4.3.3 RECAP EXERCISE

Establish an invoice as shown in Figure 4-2

COMMODORE

BUSINESS MACHINES (U.K.) LTD

INVOICE TO: DATE:

DESCRIPTION   PART NO.   QUANTITY   PRICE

TAX

TOTAL PRICE

FIGURE 4-2 INVOICE

To do this Erase All and then type:

nb"form" "form fill"(R)
lm1:rm50:pl30:tl25(R)
cn1;COMMODORE In1(R)
BUSINESS MACHINES (U.K.) LTD cn0:In1(R)
INVOICE TO: DATE: In1(R)

Now set up your blocks. Type *F1/B/cursor left/F1/M* and then move under the A of DATE and again type *F1/B/cursor left/F1/M*. Move to column 40 and press *RETURN*. Next enter four variable blocks by typing *F1/B/(R)* four times. Next type:

In1(R)
DESCRIPTION   PART NO.   QUANTITY   PRICE(R)

The four headings should start in columns 1, 16, 28 and 40 respectively.

Set up measured blocks below each heading using *F1/B/cursor left/F1/M* in columns 1, 17, 30 and 43. Move to column forty and press *RETURN*. The markers for the blocks occupy screen space but are removed on output. For this reason the blocks are each placed one position (cumulatively) along the line so that on output the information appears under the headings. Next type:

■ *In5;*

move to column 24 and type:

TAX

move to column 38 and type *F1/B/(R)*. Now type:

■ *In1;*

move to column 24 and type:

TOTAL PRICE

Finally establish the last variable block in column 38 and press *RETURN*. Save your invoice under the name "form". Now create a fill file by typing:

Winston Churchill(R)
24 November 1940(R)
Blenheim Palace(R)
Blenheim(R)
Oxon(R)
(R)
Commodore 64(R)
001234(R)
1(R)
300.00(R)
45.00(R)
345.00(R)
George Washington(R)
5 January 1780(R)
The Manse(R)
23 River Road(R)
Arlington(R)
Virginia(R)
Commodore 500(R)
3311(R)
2(R)
2000(R)
(R)
4000(R)

Note that there are 12 entries for each record. Store this information under the name "form fill", Load "form" into the computer's memory and print out your invoices by using the following keystroke sequence:

F1/O/F/P

when the status line asked "Fill:" press *F2* twice to copy "form fill" to the status line.

When printing has finished press *RUN/STOP*. If you are then not in EDIT mode press *F1/CLR/HOME* to close the fill file. The status line displays "Reset Fill File".

Recall "form" and type in your own information using *F7* to move from block to block. Notice how the "I" for insert appears on the status line when you are filling a variable block but does not for measured ones.

REFERENCE SECTION

SECTION FIVE
REFERENCE SECTION

5.1   INTRODUCTION

The information in the following sections is arranged so that you can refer to it if required, while you are using EASY SCRIPT in your work. The preceding training sections have presented the operations of the EASY SCRIPT word processor in a step-by-step fashion with examples. If you have worked through them carefully, you are familiar with EASY SCRIPT and how to use it. Occasionally you may need to remind yourself of some of the operations. Use the pages in this section as you would a "cookbook". The index will help you to locate the information you require. Then follow the instructions provided for that operation.

5.2   REFERENCE SECTION ORGANISATION

The following outlines how the Reference Section is organised.

SECTION SIX—START UP OPERATIONS
Explains the initial selections you must make to set up your EASY SCRIPT system.

SECTION SEVEN—ENTERING AND EDITING TEXT
Describes methods of typing in and changing text. Includes, capital lock, linking space, soft hyphen, tabs. Explains moving around the text and rearranging or removing text.

SECTION EIGHT—FORMATTING AND OUTPUTTING TEXT
Explains how to format text for instance, margin settings, headings, footings, page numbers. Viewing and printing output are also covered including special printer facilities.

SECTION NINE—FILE HANDLING
Covers storing and recalling documents, copying, renaming, linking, etc. Also includes mail merge and form filling.

SECTION TEN—LINKS TO BASIC
Explains how EASY SCRIPT relates to your computer's BASIC operating system.

SECTION SIX
START-UP OPTIONS

6.1 INTRODUCTION

EASY SCRIPT is loaded automatically when the computer is turned on with the cartridge in place. (See Section 1.4.2.) Before you can start on your word processing tasks, some initial parameters must be established. They are explained in this section along with some other useful general information.

6.2 INITIAL OPTIONS

Three questions must be answered before you can proceed. When you answer a question and press *RETURN*, the cursor automatically moves to the next question.

6.2.1 ENTER TEXT WIDTH (40-240 COLS) ?

The width of the text at input is established by your reply to this. You are prompted with 40 which is the most convenient number of columns for general text entering/editing. The option of more columns is available if for example you are setting up tables.

Note that this question only relates to the length of the line on the screen. The width of the printed line is set independently. (See Section 8.2.1.) To accept the prompted value, simply press *RETURN*. To set a width other than 40, type in the desired value and press *RETURN*.

6.2.2 (D)ISK OR (T)APE ?

This indicates the method of file storage you are using. If it is a disk drive unit (whether single or dual) press *RETURN* to accept the prompted D. If you are storing documents on cassette press *T* and then *RETURN*.

If you are not storing files, either letter may be entered.

6.2.3 PRINTER TYPE (0-4) ?

Since all printers do not respond in the same way, you must specify the type of printer as follows:

```
0 = CBM
1 = MX80
2 = SPINWRITER
3 = QUME/DIABLO/8300
4 = OTHER
```

Accept the prompted zero or enter another number and press *RETURN*. Select *0* if you have a VIC printer or CBM 4022 or 8023P. If this is your choice, when you press *RETURN* you are in the mode used for entering and editing text (EDIT mode). If you press any other number, you are asked:

R)S232 (C)ENTRONICS OR (S)ERIAL ?

Respond according to the port to which your printer is connected. (See the diagram in the manual supplied wih your computer.) Centronics printers may be connected to the user port. If you respond *S* or *C* when you press *RETURN* you are in EDIT mode. If you respond *R* and press *RETURN*, you are asked:

CONTROL REGISTER VALUE (0-255) ?

and when you have answered you are asked:

COMMAND REGISTER VALUE (0-255) ?

These questions refer to the "baud rate" (speed) of your printer. Consult your printer manual or RS232C interface manual for details about the values to be entered here. When you press *RETURN* after the answer to the second question you are in EDIT mode.

6.3   CHANGING INITIAL OPTIONS

You can return to the start-up screen and change initial parameter settings by holding down *RUN/STOP* and pressing *RESTORE* at any point within EASY SCRIPT. Doing this does not destroy the text in memory.

6.4   SETTING COLOUR COMBINATIONS

The EASY SCRIPT screen is set at grey on light grey as a colour combination. To change this combination hold down the CTRL key and press:

3   to change the border colour
2   to change the screen colour
1   to change the cursor colour

Each time you press a key the colour is changed. This change can be made at any time. It has no effect on any other setting or operation.

6.5 SOUND ON OR OFF

EASY SCRIPT makes a sound to indicate that various operations have been specified or completed. If you wish to suppress this, press *F1*, then the asterisk (*). Repeating the command restores the sound.

6.6 STATUS LINE

The status line is at the top of the text screen whenever you are entering, editing or printing text. Information about what EASY SCRIPT is doing appears here, e.g. what mode you are in, the position of the cursor, what options are set, etc. The status line disappears in DISK and TAPE mode.

6.6.1 MODES

The principal modes of EASY SCRIPT are EDIT, COMMAND and DISK or TAPE. Entering and editing of text is done in EDIT mode. COMMAND mode is used to instruct EASY SCRIPT to perform various functions and DISK or TAPE mode is used for file handling operations.

Note that DISK and TAPE are not both available at the same time. The choice is made on the initial screen (see Section 6.2.2) but can be changed at any time (see Section 6.3).

When you change from one mode to another the word mode blinks and the computer bleeps.

6.6.2 CURSOR POSITION

The cursor position is indicated on the status line at the right hand end. The notation is:

L:XXX   C:XXX

where the number following the L indicates the line from the top of the document and that with the C indicates the column across the document from the left. These refer to the position of the cursor on the screen and have no reference to the printed or output document. As the cursor location is changed whether by typing in text or by moving around the text (see Section 7.4) these numbers change correspondingly.

6.6.3 OTHER MESSAGES

Several other reminders, indicators or questions appear on the status line. Some examples are listed below:

> Insert ON
> Capitals ON
> Search:
> Replace:
> Output:
> File Name:
> REPLACE File ?
> No. of times:
> Complete:
> Load:

Error messages appear here and you can also display the locations at which tabs are set.

6.7 FILE SIZE

The maximum size of file permitted by EASY SCRIPT is 764 lines at a screen line length of 40. In practice it is wise to limit your files to two-thirds or three-quarters of the limit. This leaves room for inserting additional text if required. About 15 maximum size files can be stored on one diskette.

If you are storing your files on cassette, COMMODORE recommend that you limit each file to a few pages. This will save time when loading files to edit them. When the document is final, the files can be appended (see Section 9.4.1.1) and saved as a larger file, if you wish.

SECTION SEVEN
ENTERING AND EDITING TEXT

7.1 INTRODUCTION

EDIT mode is used to prepare and change the text of a document. This is the "normal" mode of EASY SCRIPT. You enter it immediately after selecting the initial options (see Section 6.2) and generally return to it automatically when other operations are completed. If EDIT mode is not automatically restored, pressing RETURN or F1 will initiate it. EDIT mode is identified by the unbroken highlighted line at the top of the screen (the status line) in which the word "Mode" appears steady. In this mode the cursor is flashing in the area below the line (the text area). See Figure 7-1.
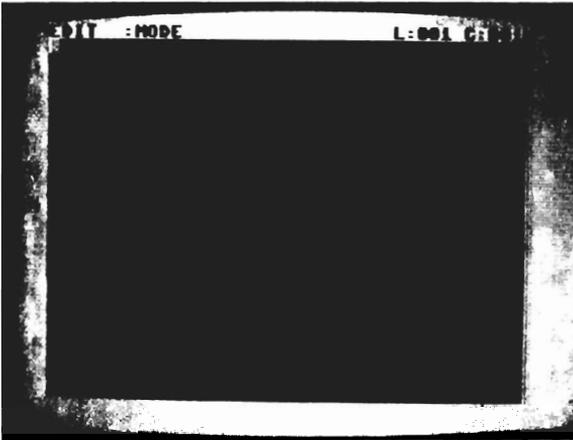
FIGURE 7-1 EDIT MODE · STATUS LINE

Text is input using normal typing procedures and EASY SCRIPT's special facilities. It can be modified using EASY SCRIPT's powerful editing functions. Many special commands enable you to move around the text easily to review or change it. The methods for performing these operations are explained in this section.

NOTE

Within this section keystroke sequences are indicated in
abbreviated form by separating the keys with a slash. Do
not press the / key as part of the command.

7.2 ENTERING TEXT

Normally text is entered by typing it in using standard typing procedures. EASY
SCRIPT uses free format input. This means that you ignore line length when you
are typing in the body of the text, i.e. simply type continuously without RETURN
at the end of each line. When you type to the end of an input line, EASY SCRIPT
automatically moves on to the next line even if you are in the middle of a word.
Split words will not be divided when the document is printed.

7.2.1 END OF PARAGRAPH

Press RETURN at the end of a paragraph or at the end of any line that does not
extend to the right hand input line limit. Note that pressing RETURN displays a
< (a reverse field less than sign) on the screen and moves the cursor to the beginning
of the next line.

WARNING
IN EDIT MODE, IF THE CURSOR IS POSITIONED IN THE
MIDDLE OF A LINE OF TEXT, WHEN YOU PRESS RETURN
ALL TEXT TO THE RIGHT OF THE CURSOR IS ERASED.

7.2.2 BLANK LINES

Do not leave any screen lines blank. Every line within your document must contain
at least one character symbol. To obtain blank lines when the document is printed,
use a RETURN on a line by itself or use the ln command. (See Section 8.2.6). The
latter uses up less memory.

7.2.3 SPECIAL TEXT FACILITIES

7.2.3.1 Linking Spaces

To prevent a phrase from being divided onto two lines when printed, join the words
with linking spaces (SHIFTed spaces). The linking spaces appear as blocks on the
screen but as normal spaces on output.

NOTE

If you create a linked phrase that is longer than a printed
line EASY SCRIPT automatically breaks the phrase onto
the next line.

7.2.3.2 Capital Lock

Capital lock gives upper case characters when the alphabetic keys are pressed unshifted, but all other keys behave as normal. This facility is turned on by pressing F5 and turned off the same way. When capital lock is on, the status line displays C.

7.2.3.3 Soft Hyphen

To indicate where a word should be divided if the entire word will not fit on the end of a printed line press:

F1/—

at the break point. This appears as a thick hyphen on the screen. It is printed as a normal hyphen if required and ignored if not needed.

Soft hyphens are useful to improve the appearance of your document especially if justification is used. (See Section 3.6 for an example.)

7.3 TABS

Tabs may be set and used in EASY SCRIPT much as they are with a typewriter. EASY SCRIPT allows you to use tabs to move quickly to preset column locations in your document. These are called horizontal tabs. Vertical tabs may also be set and used to move down a document.

7.3.1 SETTING TABS

7.3.1.1 Standard Tabs

To set a tab, locate the cursor at the position to be set and press:

F1/T

The status line displays "Set Tab". Press H or V to indicate whether the tab is to be set at this column (Horizontal) or line (Vertical). Up to 50 tabs of each type can be set for your document. (See Section 2.7 for an example using tabulation.)

7.3.1.2 Decimal Tabs

Decimal tabs are used to align the decimal points in a column of numbers. To indicate that a tab is decimal first press F6 (D is displayed on the status line) and then set the tab as shown in section 7.3.1.1. Finally turn off decimal mode by typing F6 again. (See Section 3.7 for an example of decimal tabs.)

7.3.2 DISPLAYING TAB LOCATIONS

The locations where horizontal tabs are set can be displayed by pressing:

F1/P

Decimal tab locations are indicated on the status line by # symbols and other tabs by / (slashes or obliques). A few seconds after the locations are displayed you are automatically returned to EDIT mode. There is no method for displaying vertical tabs.

7.3.3 MOVING TO TAB LOCATIONS

To move to the next tab location to the right of the cursor position, press F7. To move to the next tab below, press F8. If you are beyond the last vertical tab setting when these keys are pressed the screen clears momentarily and you are returned to the first vertical tab position. If no tabs are set pressing F7 or F8 does not move the cursor.

When you move to a decimal tab the status line displays D for Decimal On. Moving to a non decimal tab, pressing RETURN, typing a decimal point or a space turns the decimal off.

7.3.4 CLEARING TABS

7.3.4.1 A Single Tab

To clear or remove a single tab, first position the cursor at the tab to be cleared, then press:

F1/C

The status line displays "Clear tabs". Press H or V depending on which type is at the location being cleared.

7.3.4.2 All Tabs

Horizontal and vertical tabs must be cleared in two separate operations. To remove or zero the tab settings, press:

F1/Z

The status line displays "Zero All Tabs". Press H to clear the column settings or V to remove the line settings.

7.3.5 SAVING TABS (Diskette only)

If you have a disk storage system, tab settings can be saved with the file and restored when it is reloaded. This is valuable when you expect to add to or amend the file. Simply save the file in the usual manner (see Section 9.3) ending the file name with a + sign. Loading a file with tabs will overwrite previous tab settings in the computer. You cannot use the + sign on files stored on cassette.

7.4   MOVING AROUND THE TEXT

Do not use the space bar to move the cursor around the screen. The cursor control keys should be used to position the cursor in the desired location. The keys are marked CRSR, one with horizontal (left and right) arrows and one with vertical (up and down) arrows. When you use these keys you will not accidently delete characters from the text.

The location of the cursor within the text is indicated on the status line by L:XXX C:XXX where L is the line location and C is the column counted from the top left corner.

7.4.1   MOVING LEFT AND RIGHT

The horizontal cursor control key moves the cursor to the right when it is pressed alone and to the left when pressed with the SHIFT key down. Hold the key down to move continuously and release it to stop. When you reach the end of a line the cursor automatically moves to the next character in the direction of movement unless you have set an input text width greater than 40. In this case the cursor left key does not take you up to the previous line. See Section 7.4.2 to move up.

7.4.2   MOVING UP AND DOWN

Use the vertical cursor control key to move along a column within the text. The key alone moves the cursor down and SHIFTed moves it up. Holding the key down moves the cursor continuously until the key is released.

7.4.3   HOMING THE CURSOR

The top left corner of the screen or text is called the "home" position. To quickly move the cursor to the top left of the screen, press the CLR/HOME key. Pressing SHIFTed CLR/HOME moves the cursor to line one, column one.

7.4.4   MOVING UP A LINE

To move the cursor to the end of the previous line, press the left arrow key. If this does not position the cursor over a character, press the key again to move to the last character on the line. This facility is useful when altering print formatting commands that are at the right hand side of the text.

7.4.5   MOVING TO THE START OF NEXT LINE

To move to the beginning of the following line without inserting a paragraph end marker (<), hold down the SHIFT key and press RETURN. This is useful when correcting text. Note that in EDIT mode if you press RETURN without using the SHIFT, any text on the line to the right of the cursor position will be erased.

7.4.6   MOVING TO THE START OF CURRENT LINE

To position the cursor to the start of the line where the cursor is currently located, press the left arrow to move to the end of the previous line and then press the horizontal cursor control key to move forward one position, i.e. to the start of the line on which you began.

7.4.7   MOVING FROM WORD TO WORD

To move to the first letter of the next word hold down the CTRL key and then press W. To move to the last letter of the previous word hold down the CRTL key and then press the left arrow key (←).

7.4.8   GO TO SPECIFIED LOCATIONS

With EASY SCRIPT you can move to a line you specify. These commands are called "go-to's" and are initiated by pressing F1 and then G. You then indicate the line required and press RETURN and the cursor is positioned at that line. There are three go-to commands.

7.4.8.1   GOTO Line

To position the cursor at the beginning of a specific line within the text, type:

F1/G/XX(R)

where XX is a line number within the parameters allowed by the computer. (See Section 6.7.)

7.4.8.2   GOTO End of Text

To move to the end of the last line of text, press:

F1/G/E(R)

This command is useful when you wish to complete or add to a document.

7.4.8.3   GOTO Maximum Line Number

To move to the end of the available space for text enter:

F1/G/999(R)

This is useful as a reminder of the maximum size of a document. Note that it is wise to stop short of the maximum so that you have room for inserting other text.

7.4.9   QUICK VIEWING OF TEXT

Several facilities are available to enable you to quickly look at the text you are working on. Two are screen oriented and the remainder are line oriented.

7.4.9.1   Display Next Screen

To display the twenty three lines of text which immediately follow those on the screen press:

F1/space bar

If less than twenty three lines of text remain, blank lines are displayed to make up the difference.

7.4.9.2 Display Previous Screen

To display the twenty three lines of text ahead of the lines at present on the screen, press:

F1/SHIFTed space bar

If less than twenty three lines precede the present screenful, the first twenty four lines of the document are displayed.

7.4.9.3 Panning

Panning moves the text continuously without a key being held down. The text scrolls line by line or column by column in the direction specified by the command. To pan up or down, right or left, first press F1 and then press the appropriate cursor control key either alone or with the SHIFT key. (See Section 2.12.)

To speed up the rate of panning, hold down or lock the SHIFT key. To pause during the panning, press the space bar. Pressing it a second time resumes the pan. To terminate panning, press the RUN/STOP key.

Whenever you pause or stop you can see the current cursor position indicated by the line and column number on the status line.

7.5 MODIFYING THE TEXT

One of the greatest benefits of word processing is the ease with which errors can be corrected and changes made without retyping the entire document. Methods of error correction are described in this section.

7.5.1 DELETE

When text is deleted, the remaining characters move up so that no gap is left in the text. This differs from Erase (see Section 7.5.2) where the text is replaced by spaces.

7.5.1.1 Deleting Characters

To delete the character immediately to the left of the cursor, press the INST/DEL key. Holding down this key continues to delete characters until the key is released. As characters are removed, the text to the right is pulled along so that no gap is left.

7.5.1.2 Deleting Lines

To delete the line on which the cursor is positioned, press F1 and then the INST/DEL key. The status line displays "Delete: LINE", the current line is removed and the line below moves up to fill the gap, press INST/DEL again to remove the next line, etc. Terminate the deletion by pressing F1 again.

7.5.1.3 Deleting Range

This function is useful for deleting large areas of text. Position the cursor over the first character of the section you wish to delete and press:

F1/D

The status line displays "Delete". Now use the cursor control keys to move right and/or down to indicate the area to be removed. As you move the area is highlighted in reverse video. (You can move up and left to remove highlighting if you go too far). This is called "ranging" the text. Press RETURN when the range has been established. The highlighted area is deleted, the text following fills the gaps and you are returned to EDIT mode. Words, sentences, paragraphs or more can be removed in this manner. To cancel the range without deleting anything, simply move the cursor to the left of the initial character in the range.

7.5.2 ERASE

When text is erased, space is left where the characters had been. This differs from Delete (see Section 7.5.1) where following text fills the gaps.

7.5.2.1 Erasing Characters

To erase a character, overwrite it with a space. Holding down the space bar erases a succession of characters until the bar is released.

7.5.2.2 Erasing a Sentence

To erase the text from the cursor position to the next sentence terminator press:

F1/E/S

The text will not close up. Note that EASY SCRIPT does not recognise a question mark or an exclamation mark as a sentence terminator.

7.5.2.3 Erasing a Paragraph

To erase the text from the current cursor position to the first end of paragraph marker ($<$) press:

F1/E/P

A space appears where the text had been.

7.5.2.4 Erasing to the End of Text (Remainder)

To erase all the text beyond the current cursor position, i.e. the remainder of the document, press:

F1/E/R

7.5.2.5 Erasing All Text

To completely clear the computer's memory of text, press:

F1/E/A

This command can be used with the cursor positioned anywhere within the document. The command returns the cursor to the home position, i.e. line 1, column 1.

WARNING
UNLESS THE TEXT HAS BEEN SAVED ON CASSETTE OR DISKETTE THERE IS NO WAY TO RECOVER IT AFTER ERASE HAS BEEN EXECUTED.

7.5.3 INSERT

7.5.3.1 Inserting a Blank Space/Character

To insert a blank space at the cursor position, hold down the SHIFT key and press the INST/DEL key. The text is moved along to the right to leave a space. Hold down the keys to insert a string of spaces.

To insert characters into the text, generate spaces as above and then overwrite them with the characters. This is the easiest method of correcting the omission of a few characters.

7.5.3.2 Creating a Vertical Space

To open up a space into which new lines can be typed, press F1 and then hold down the SHIFT key and press the INST/DEL key. The status line displays "Insert: LINE" and the text moves down from the cursor leaving it on an empty line. Press SHIFTed INST/DEL again for an additional blank line, etc.

If you inadvertantly inserted too many lines, simply release the SHIFT key and press the INST/DEL key to delete the extras. Terminate the procedure by pressing F1 again.

You can now type into the space that has been opened up.

WARNING
EVERY LINE MUST CONTAIN AT LEAST ONE CHARACTER OR FORMATTING PROBLEMS MAY RESULT. IF YOU HAVE CREATED TOO MANY BLANK LINES, DELETE THE EXTRAS.

7.5.3.3 Inserting Text

To insert more than a few characters into existing text, use the insert facility. Press:

F1/I

The letter I is displayed on the status line. Position the cursor at the point before which you wish to insert and simply type normally. The characters to the right are pushed along automatically to make room for the additional text.

If you wish to insert at another location simply use the cursor control keys to move to that location and type. When all inserts have been made, press F1/I again to return to EDIT mode.

NOTE

When I is displayed on the status line, pressing RETURN does not erase text to the right of the cursor as in EDIT mode. It simply pushes that text to the beginning of the line below and inserts a RETURN marker.

7.5.4 REARRANGE

These commands enable you easily to rearrange blocks of text within your document. The text to be moved is specified by setting a range or "ranging".

7.5.4.1 Setting a Range

This function is used to indicate the text to be copied or transferred. Position the cursor over the first character in the segment or block of text to be ranged and then press:

F1/R

Now move the cursor right and/or down over the text to be included. As you move the text is highlighted in reverse video. (If you go too far move up/or left to remove the highlighting.) When the entire block is ranged, press RETURN to commit it to memory.

If you memorise an incorrect range, simply set a new range and the first will be superceded. To terminate the range operation without setting a range, before pressing RETURN, move the cursor to the first character in the block and then press RETURN. You will be automatically returned to EDIT mode.

A memorized range will remain set until you establish a new range with R. To avoid any confusion it is good practice to range a block immediately before you use it.

7.5.4.2 Transferring Text

To move a block of text from one location to another, range the text to be moved (see Section 7.5.4.1) and then position the cursor at the location where you wish the transferred text to start. Press:

F1/X

The text to the right of the cursor moves down and the ranged text is transferred from its present location to the new position.

If you attempt to transfer text to a destination too close to its original location, the error message "Cursor in Range" may be displayed on the status line. If this occurs, position the cursor at the end of the text (F1/G/E(R), see section 7.4.7.2), make an interim transfer (F1/X), set the range again, position the cursor at the destination and complete the transfer.

7.5.4.3 Duplicating Text (Again)

To repeat a block of text in another location first set a range over the text to be duplicated (see Section 7.5.4.1). Then position the cursor at the location where you wish the duplicate to begin and press:

F1/A

The block of text appears in the document again, i.e. is not removed from its original position. If you require several copies of the same text, this operation can be repeated without resetting the range.

7.5.5 SEARCH

EASY SCRIPT includes commands to locate all occurrences of a particular group of characters in a document. You can simply move the cursor to them or you can delete them or substitute something else for them. These operations can be carried out on the document in the computer's memory or throughout files which have been linked together. (See Section 9.5 for linking files.) The techniques are explained in this section.

7.5.5.1 Hunt

To locate a specific group of characters and move the cursor to that point, press:

F1/S

The status line prompts "Search:". Now type in the characters to be located and press RETURN. When "Replace:" is indicated press RETURN to indicate no replacement is needed, then press F1/H and next indicate whether you want EASY SCRIPT to search the current text beyond the cursor position by pressing M for memory or a group of linked files by pressing L. In the latter case you must specify the name of the first file in the chain. If you wish to search linked files beginning with the current file in memory, press C.

**WARNING
SEARCHING LINKED FILES WILL OVERWRITE THE TEXT
CURRENTLY IN MEMORY.**

When an occurrence of the characters is encountered the cursor stops immediately after the last character. To locate the next occurrence press:

F1/H/C

7.5.5.2 Search and Replace

To substitute a new group of characters for all occurrences of a specific group of characters press:

F1/S

The status line prompts "Search:". Type in the characters to be replaced (maximum 32) and press RETURN. The status line prompts "Replace:". Now type in the new group of characters (maximum 32) and press RETURN.

WARNING

EXERCISE EXTREME CARE WHEN SPECIFYING THE CHARACTERS TO BE REPLACED OR YOU MAY CHANGE THE TEXT IN UNEXPECTED WAYS. TO AVOID REPLACING OCCURRENCES WITHIN WORDS, INCLUDE SPACES BEFORE AND AFTER THE GROUP OF CHARACTERS. SEE SECTION 2.1.3 FOR EXAMPLES.

Next press F1/@ and then either M or L. M indicates that you want the substitution carried out only on the text currently in memory and beginning from the cursor position. L indicates that the substitution is to take place throughout a chain of linked files. You must specify the first name of the file in the chain and press RETURN. For linked documents on diskette the substitution takes place and the new file is stored automatically.

WARNING

SPECIFYING LINKED DOCUMENTS DESTROYS THE TEXT CURRENTLY IN MEMORY.

On cassette you must Search and Replace individual files sequentially, storing the altered documents on a different cassette at the end of each search and replace operation. A different cassette is necessary to ensure that any changes in length due to the search and replace do not cause you to overwrite the start of the next file.

7.5.5.3 Search and Delete

To locate a group of characters and delete all occurrences of them, use the procedure in Section 7.5.5.2 above and press F1 in response to the "Replace" prompt.

7.5.6 UPPER/LOWER CASE REVERSE

A phrase, sentence or more that was typed in upper case can be switched to lower case with a few keystrokes. The reverse (lower to upper) is done the same way. Position the cursor over the first character to be reversed and press:

F1/U

All text after the cursor changes case.

Move the cursor to the character following the last character to be switched and again press:

F1/U

The text after the phrase reverts to the original case leaving the selected phrase in the desired switched case.

SECTION EIGHT
FORMATTING AND OUTPUTTING TEXT

8.1 INTRODUCTION

Several EASY SCRIPT commands allow you to specify how your text will appear when it is output. They are called format commands and are embedded in the text when it is input. These commands do not appear in the output but they affect the layout of the document.

There are two means of output - to the screen (video) or to the printer. Output to video is usually used to verify the appearance of the document before it is printed.

Format commands and output methods are explained in this section.

<div align="center">NOTE</div>

Within this section keystroke sequences are indicated in abbreviated form by separating the keys with a slash. Do not press the / key as part of the command.

8.2 FORMAT COMMANDS

EASY SCRIPT'S format commands give you precise control over the appearance of your documents. Control includes margins, spacing, headings, page numbering, etc.

Initial format commands are usually placed on a format line near the beginning of the text. Changes to these initial parameters can be made within the body of the text by stating the new command. Most format commands can be linked together into format statements. Each linked command is separated from the others by colons (:).

The format command or format statement is indicated by a reverse field asterisk (█) preceding it. This symbol is made by pressing the F3 key. The command or statement can be on a line by itself, or at the start or end of a paragraph. If it is followed by text, a semicolon (;) precedes the text.

Some example formats and their results are shown in Appendix B.

8.2.1　MARGIN CONTROLS

Margin commands are used to specify the width of the text and position of the text across the page.

8.2.1.1　Left and Right Margins

The command to set the left margin is:

　lmXX

and the right margin:

　rmXX

Margins generally are set in an initial format statement, for example:

　■ lm10:rm72

and can be changed anywhere within the text by setting a new value.

Margin values are both measured from the left edge of the paper. The example setting means that printing will begin ten characters from the edge and that there will be 62 characters printed on a line. The maximum right margin setting is 240 and the narrowest column width is 15.

If you do not specify margin values, EASY SCRIPT sets the left margin at 1 and the right at 80.

8.2.1.2　Margin Release

To extend a margin to the left for one line only use the margin release command:

　maXX

immediately before the line to be released. The margin release is measured back from the original margin and therefore cannot be specified at a value greater than the left margin. For example:

■ lm17;This is the standard margin. ■ ma7(R)
This is released.(R)

will result in a printout that looks like this:

　　　　　This is the standard margin.
This is released.

When using the margin release option to produce a list of numbered paragraphs use SHIFTed spaces between the number and the text. If using justification (see Section 8.2.3.1) this will ensure that the first letter of the text is not moved.

8.2.1.3 Offset

This command is useful if you wish to print in columns by passing the paper through the printer more than once. Margins are set as usual and the paper passed through. Then an offset is established using:

ofxx

where the distance is the number of characters from the left margin, i.e. printing begins at the column that is the distance of the offset plus the left margin from the edge. Pass the paper through again for the second column.

8.2.2 LINE SPACING

To specify the number of spaces between printed lines the command is:

spXX

where XX is 0, 1 or 2. Unless you specify otherwise EASY SCRIPT prints on every line (sp0).

8.2.3 TEXT ALIGNMENT

Unless otherwise specified, EASY SCRIPT prints with the text aligned at the left margin and with the right edge "ragged", i.e. not aligned. This can be varied as explained below.

8.2.3.1 Justification

If you specify justification with the command:

ju1

EASY SCRIPT will supply enough extra spaces across a line so that the right margin is aligned as well as the left. To terminate justification, use:

ju0

8.2.3.2 Right Alignment

To align text on the right hand margin and leave the left edge "ragged" use:

ra1

Change the 1 to 0 to terminate right alignment. For example:

■ ra1;This text (R)
is right aligned ■ ra0(R)

will be printed as:

<div align="right">This text
is right aligned</div>

8.2.4 CENTERING

The command to center text between the margins is:

cnX

where X is 1 to turn centering on and 0 to turn it off. It is good procedure to place the centering-on command on the line with the first text to be centered and the off command immediately following the last centered text.

8.2.5 PAGE LAYOUT

8.2.5.1 Paper Length

The number of lines on the paper on which you are printing is specified with the command:

plXX

Generally this value is 66 or 72. Sixty-six is used unless you specify otherwise. If you are unsure of the number of lines on the paper you are using, you can determine the value by measuring the length of the paper in inches and multiplying by six (unless you have changed the lines per inch. See Section 8.2.9.1.)

8.2.5.2 Text Length

To specify the number of lines of printing on a page, use the command:

tlXX

The value specified with this command must be less than the paper length. If no text length is set, 60 lines are printed per page.

8.2.5.3 Forced Page

To indicate a specific point at which a new page begins, insert the command:

fpXX

If XX is 0 the new page will begin immediately after the command. Conditional forced pages may also be indicated. EASY SCRIPT will start a new page if there are fewer than XX lines remaining for printing on the page. This command may be used to ensure that a paragraph is not divided by setting XX to the number of lines (including blanks) in the paragraph following the command. Note that this command must be on its own line.

8.2.5.4   Vertical Offset

The command to set the distance (in lines) from the top of the page to the start of printing is:

vpXX

The command is useful on the title page or on the first page of a chapter but must be turned off using vp0 when no longer needed.

8.2.6   BLANK LINES

To indicate any number of blank lines use:

lnXX

where XX is the number of lines to be skipped before printing resumes. This command uses less memory than a series of RETURNS. The line command can be placed at the beginning or end of a paragraph on the line with the text.

8.2.7   HEADINGS AND FOOTINGS

You can specify copy to appear at the top and/or bottom of every page. The commands for this are explained in this section.

8.2.7.1   Specifying Headings

A heading is a line that appears at the top of every page of a document. Only one heading line may be printed on each page, but it may be changed (or deleted) at any point in the document by specifying a new header command. The header command must be on a line of its own in the format:

■ hdXX:aaaa,bbbb,cccc(R)

where XX is the number of lines between the heading and the top line of the text. As you can see, three distinct heading areas are possible. The text represented by aaaa is left justified, i.e. aligned with the left margin, the text indicated by bbbb is centered between the margins and that shown by cccc is right justified. You need not put text in all three areas but the header command must contain two commas. For example:

■ hd3:,CONFIDENTIAL,(R)

prints the word "CONFIDENTIAL" centered three lines above the first line of the text.

8.2.7.2 Specifying Footings

A footing is a line that appears at the bottom of every page of a document. Only one footing line may be printed on each page but it may be changed (or deleted) at any point in the document by specifying a new footer command. The footer command must be on a line of its own in the format:

■ ftXX:aaaa,bbbb,cccc(R)

where XX is the number of lines between the footing and the bottom of the page. Take care to specify a value that will not overwrite the bottom of the text. As you can see, three distinct heading areas are possible. The text represented by aaaa is left justified, i.e. aligned with the left margin, the text indicated by bbbb is centered between the margins and that shown by cccc is right justified. You need not put text in all three areas but the footer command must contain two commas.

8.2.7.3 Page Numbering

Automatic page numbering can be incorporated into a header or footer command using the reverse ▦ symbol. This symbol is generated by pressing F1 for COM-MAND mode and then pressing the SHIFTed 3 key. For example, the command :

■ ft2:,- ▦ -

prints the page number centrally, set off by dashes two lines above the bottom of each page.

8.2.7.4 Specifying the First Page Number

Unless another number is specified, page numbering begins at one. To start numbering at a different value, include the following command in a print format line or on a line by itself (before the header or footer command):

p#XX

where XX is the first number required. Note that this command is not part of the header or footer command. The hash is not a reverse field hash and is made with the SHIFTed 3.

8.2.7.5 Heading and Footing Margins

The margins for the heading and footing lines will be the same as for the main body of text unless another value is specified in a format command. To change the left margin setting for the heading and footing only the command is:

hlXX

For a new right margin, use:

hrXX

The XX value indicates the distance from the left hand edge of the page. The command must be on a separate line from the header/footer command e.g:

- ft2:aaaa,bbbb,cccc(R)

- hl15:hr75(R)

Note that the margins for the heading and footing cannot be set at different values, i.e. they must be aligned at the margins.

This command is essential if you change the value of the margins within the text, for example by indenting paragraphs. Setting the heading and footing margins separately ensures that they will remain at the same position throughout the document.

8.2.7.6 Effect of Headings/Footings on Text Length

When specifying text length (see Section 8.2.5.2) the header and footer command parameters must be taken into consideration. If a header is used, the text length (tl) is measured from the heading and includes the lines specified with "hdXX" (see Section 8.2.7.1) the offset (see Section 8.2.1.3) and the lines of text. The footing and the lines specified with "ftXX" are not part of the tl parameter. Moreover, the last line of the text must be calculated to end one or more lines above the footer line so that there is no overlapping. The difference between page length (pl) and text length (tl) must be at least the footer parameter plus one.
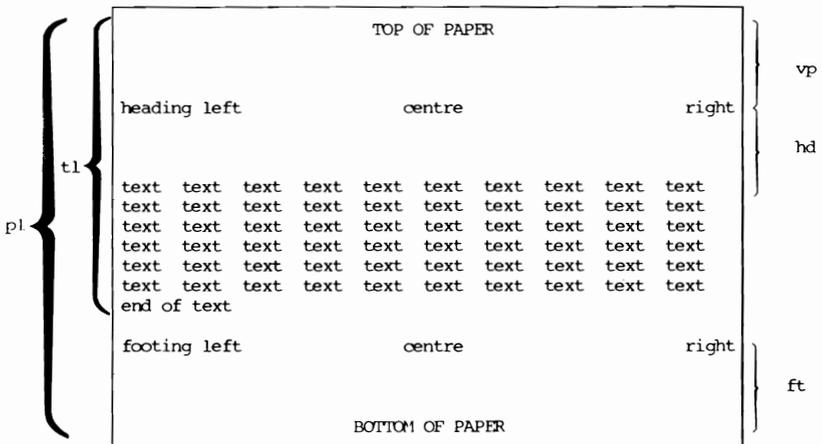

FIGURE 8-1   SIMULATED PAGE

8.2.8 COMMENTS

EASY SCRIPT enables you to include comments within your text. A comment is a line of information that is not output and has no effect on the appearance of the document. To indicate that something is a comment, precede it with:

█ nb

A comment may be on a line by itself or at the end of a text or format line. The comment is terminated by RETURN or by reaching the right limit of the screen line. One major use of comment lines is as a means of labelling each document with the file name on the first line. For example:

█ nb"filename"(R)

8.2.9 SPECIAL PRINTER COMMANDS

EASY SCRIPT allows you to use a wide variety of printers with your computer. Some of these allow you to select options for their control by means of EASY SCRIPT. These are explained in this section. Consult your printer manual for details.

8.2.9.1 Lines per Inch

If the number of lines can be set, the command is:

lp XX

where XX is 4, 6, 8 or 12. If no other value is specified there are 6 lines per inch.

8.2.9.2 Line feed

With some printers RETURN does not generate both a line feed and a return. If this is the case, line feed must be specified with:

lf1

Substitute 0 for 1 to turn off the line feed.

8.2.9.3 Backspace

To generate a backspace, if it is available on your printer, press:

F1/←

8.2.9.4 Characters per Inch (Pitch)

If the number of printer characters per inch can be specified, use:

ptXX

where XX is 6, 8, 10, 12 or 15. If no other value is specified EASY SCRIPT prints ten characters per inch.

8.2.10 ENHANCING AND UNDERLINING

Several facilities are provided to enable you to print words or phrases underlined, emboldened (darker) enhanced (larger) condensed (closer), etc. The commands do not give the same results with all printers. Details for COMMODORE printers (with samples of the output) are included in Appendix C.

The text to be underlined or varied is enclosed in the symbols made by pressing F1 and then one of the pairs below:

[ ]	underline or enhance	
( )	bold or reverse	(on certain printers)
& %	shadow	
! "	red or condense	
'	superscript	(each character)
,	subscript	(each character)
; :	bold	By including the appropriate number of symbols the overprinting can be repeated as many times as is desired.

COMMODORE recommend that you try these symbols with your printer and make a note of what effect (if any) they have.

8.2.11 SPECIAL PRINTER CHARACTERS

8.2.11.1 User-Defined Character

COMMODORE dot matrix printers have a user-definable character which may be preset to a particular symbol in some countries, e.g. the pound sterling sign in the United Kingdom. To print out this character enter the following in the text:

F1/$

The dollar sign appears in reverse on the screen and is printed as the user defined character.

The appearance of this character can be changed by using a format instruction made up of "ch" and six or eight decimal numbers (depending on your printer type), separated by commas, e.g.:

■ ch 1,13,63,77,33,15

This character is indicated in the text as explained above. (See your printer manual for details on user-definition of characters.)

8.2.11.2 Special Characters

Some printers have special characters which do not appear on your COMMODORE keyboard. These can be defined using a format command and the ASCII code for the desired function. There are ten such characters, (0-9 ASCII. See your printer manual). Use the following command in a format statement.

X = ASCII

where ASCII is the value for the function. Call on this function within your text by using:

F1/XX

where XX is a value from 0 to 9. The value appears in reverse indicating the point at which the special printer character is sent.

8.2.11.3 Escape Sequences

In some cases an escape character must precede the special character to get the desired results from the printer. The special character is defined using the procedure in Section 8.2.11.2. Then the character is called by the following:

F1/↑/F1/X

The escape symbol on the screen is a reverse E.

The use of escape codes may affect formatting, particularly justification. If this occurs, adjust the margin setting to compensate for it and/or manually insert the necessary spaces to maintain justification.

Some printers, including the COMMODORE 3022, 4022 and 8023 use secondary addressing to select some options. To send values to a secondary address, use the following format command.

■ saXX,D,D,D .... (R)

where XX is the secondary address and D is a decimal value to be sent to that address. Up to 20 values separated by commas may be sent. For example to select etter quality printing on COMMODORE 8023, the command is:

■ sa13:sa15(R) to turn on

■ sa16:sa14(R) to turn off

8.3 OUTPUT

EASY SCRIPT has two means of outputting documents. Output to video (screen) is used to preview the printed text to determine that there are no errors and that it appears exactly as you had expected. Output to printer is then used to obtain a typed copy of the document.

A sequence of keystrokes initiates the output. The procedures are explained in the sections which follow.

8.3.1 INDICATING OUTPUT

To tell EASY SCRIPT that you wish to output your document press:

F1/O

Next select the options you desire from those described in the following paragraphs. To specify the option, simply type the letter which indicates it.

8.3.1.1 Continuous Print (C)

Press C to use continuous output. When printing, either fan-fold, roll or cut-sheet feeders can be used with this option. EASY SCRIPT will print every page in the document without stopping, i.e. it automatically moves on the next page. On the screen page break lines will be shown but you may scroll past them using either the COMMODORE logo key for normal scrolling or the space bar for fast scrolling.

8.3.1.2 Device Number (D)

If you have more than one printer press D and the number assigned to the device you want to print the output.

8.3.1.3 Fill File (F)

If you are outputting text containing variable blocks, press F to indicate that a fill file will be included in the output. (See Section 9.6.1.2). After you have completed the output specification EASY SCRIPT will ask you for the name of the fill file unless one is already open, in which case it will be automatically selected.

8.3.1.4 Linked Files (L)

Pressing L tells EASY SCRIPT to automatically print a series of linked files (see Section 9.5.2) chaining them together into one document. After you have completed the output specification, EASY SCRIPT will ask you for the name of the first file in the sequence.

8.3.1.5 Multiple Copies (X)

Press X if you wish to print more than one copy. EASY SCRIPT asks "No of times:". Enter the number you require and press RETURN.

8.3.1.6   Video (V) or Printer (P)

The final command in the output sequence indicates where the output will appear. Press P for printed copy or V for screen viewing.

If any file names are required (see Sections 8.3.1.3 and 8.3.1.4) you are asked to specify them at this point. Type in the file name and press RETURN or use directory scan (See Section 9.4.3) or pattern matching (see Section 9.8) to select the file. Output begins when RETURN is pressed after the file name.

8.3.1.7   Default Values

The simplest output sequence consists of the following keystrokes:

F1/O/P or V

This results in

— a pause at each page break
— printing on device 4 (if P selected)
— no fill file being used
— output of only the file in memory
— the file being output once.

8.3.2   VIEWING VIDEO OUTPUT

When V is pressed the upper left corner of the document (25 lines of 40 columns) appear on the screen. Comments and format commands are not shown. The text is in the format specified by the commands. If the right margin is greater than 40, some of the text will be off the screen to the right. The remaining lines of the document beyond line 25 are also invisible.

The screen can be thought of as window on the page. To view the rest of the page, move around the text using the following keys:

COMMODORE Logo key   to go down
Horizontal cursor control   to go from side to side
F5   to jump right 40 columns
F7   to jump right 20 columns
RETURN   to go to column 1
Space Bar   to fast scroll
Space Bar again   to stop scrolling

Note that you are never automatically advanced to the next line. You must use the COMMODORE logo key or space bar. Note also that you cannot move up the text.

8.3.2.1   Next Page

Unless C has been included in the output sequence only one page may be viewed at a time. At the bottom of a page (broken line across screen) press C to move on to the first line(s) of the next page or press V to view the first twenty-five lines of the next page.

8.3.2.2 Change to Printed Output

When using non-continuous output, to change from output to video to printed output, simply press P after a page break is reached. This feature is useful to print a page from the middle of a document.

8.3.2.3 Return to EDIT Mode

To return to EDIT mode at any time press the RUN/STOP key. If you have not specified L, the cursor is at the same position as when you began the output. For linked files the cursor is at the start of the file printing when the stop was issued.

8.3.2.4 Recommended Review Procedure

To check for typographical errors and misspelling, set the margins to 1 and 40 and use output to video. This will also verify the syntax of most format commands. Make any necessary corrections and then set the margins to the final values desired. Now use output to video to proof the layout of the document.

8.3.3 CONTROL DURING PRINTING

The printer must be turned on before P is pressed as part of the output sequence (see Section 8.3.1). When the key is pressed printing starts. Several keys can be used during the printout.

8.3.3.1 Next Page (Non-continuous)

If you have not specified continous printing (C) in the output sequence, the printer stops at the bottom of each page to enable you to insert a new sheet of paper. Press C when you are ready to print out the next page.

8.3.3.2 Pause during Printing

Planned pauses may be inserted in the document so that you may, for example, change print wheels. This is specified with the format command:

ps

At the point where you wish to stop.

A message of up to thirty characters can be included with the pause command. This message is displayed on the status line during the pause and can be used to indicate the action required at that point, for example:

■ ps Insert print wheel 38140-01.(R)

Press C to continue printing after the pause.

8.3.3.3 Change to Video Output

If C has not been included in the output sequence you can change to screen output at the bottom of a page by pressing V instead of C.

8.3.3.4 Change to Continuous Printing

If C has not been included in the output sequence, pressing SHIFTed P after a page break will result in subsequent pages being printed continuously.

8.3.3.5 Change to Non-Continuous During Video Output

This change must be planned by inserting a pause command (see Section 8.3.3.2) at the point where you want to switch and then pressing V to move to the next page.

8.3.3.6 Return to EDIT mode

To terminate the printing at any point and return to EDIT mode, press the RUN/STOP key. The printing ceases when the printer buffer is empty. At the end of the document you are automatically returned to EDIT mode.

8.3.4 PRINTING SELECTED PAGES

To print a single page or group(s) of pages within a long document use a combination of output to video and printer. Select non-continuous output to video including L and F if appropriate. Move through the text on the screen until you reach the page break from which you wish to print. Press P and the next page will be printed. Press C to send subsequent pages to the printer or V to return to screen output.

SECTION NINE
FILE HANDLING

9.1 INTRODUCTION

EASY SCRIPT enables you to store documents for future use or modification. The file can be stored on diskette or cassette and recalled when required. The selection of storage device is made in the start-up sequence. (See Section 6.2.2.)

In addition EASY SCRIPT includes some useful file facilities. Files can be merged or linked together to form one long document. Information from a "fill file" can automatically be inserted into spaces in another file. Special disk operations are also possible.

The methods to accomplish the above disk operations are explained in this section.

> NOTE
> Within this section keystroke sequences are indicated in abbreviated form by separating the keys with a slash. Do not press the / key as part of the command.

9.2 FILE NAMES

9.2.1 TEXT FILE NAMES

To be able to store and retrieve a file, it must be given a name. File names can be up to sixteen characters long including spaces and punctuation. Suggestions for naming conventions are given in Section 3.13.1.

> NOTE
> Make the first line of your document a comment which consists of the file name in quotation marks, e.g.:
>
> ■ nb"filename"(R)
>
> This enables you to use the shorthand save technique described in Section 9.3.2.

9.2.2 SAVING TABS WITH FILES (Diskette only)

To save tabulation settings (see Section 7.3) with the file, i.e. so that they will be restored when the file is recalled, the final character of the file name must be a plus sign (+).

9.2.3 FILL FILE NAMES

Fill file names follow the same convention as other file names except that they cannot be saved with tabs. Note that the comment line/file name convention cannot normally be used. However a comment (for eaxmple payment record, credit worthiness) may be included in a fill file, but each record in that fill file must then have an initial comment line or blank line, and the main file must have a variable block in the first comment line.

9.3 SAVING FILES

9.3.1 SAVING A TEXT FILE

To initiate the saving of a file, press:

F1/F

The status line prompts "File Name". Enter the name of the file to be saved, either by typing it in or by using the shorthand method described in Section 9.3.2. Then press RETURN. If you have a dual disk drive system precede the file name with the number of the drive on which you wish to save and a colon, e.g. 1:filename or 0:filename.

9.3.1.1 Diskette

A diskette must be formatted before it can be used to store files (see Section 9.7.2). If a file by the specified name already exists on the diskette, the status line prompts "Replace?". Press N to return to EDIT mode without overwriting the existing file. Press Y to overwrite the stored file with the one in memory. The status line displays "Complete" indicating that the document is successfully saved or an error message (see Appendix D) if a problem is encountered.

9.3.1.2 Cassette

The status line displays "Tape Mode" and the screen instructs you to position the tape and press a key when you are ready. You then are prompted to press the PLAY and RECORD buttons on the cassette unit. The screen goes blank while the file is saved and then the status line displays "Complete" or an error message.

COMMODORE recommend that you restrict cassette files to a few pages in length. This saves time when making corrections and enables you to verify the save operations as follows:

1. Move to the bottom of the text
2. Load (see Section 9.4.2.2) the file just saved
3. Compare the two copies
4. Erase the duplicate and save again on another cassette, if required.

9.3.2 SHORTHAND FILE NAME ENTRY

To enter a file name more quickly than by typing it in, make the first line of the file a comment containing the file name enclosed in quotation marks (see Section 9.2) and follow the procedure described here to save the document.

Position the cursor a the top left of the text (home) and press F1 and then F for file. When asked for "File Name" type the number of the drive unit followed by a colon and press F2. The name in the comment line appears on the status line. Press RETURN to start the save.

The remainder of the procedure is as described in Section 9.3.1.1 or 9.3.1.2.

This technique is useful when you wish to save the file under several names or with and without tabs. Simply enter all the names on the comment lines(s), for example:

■ nb"example""example + "(R)

and follow the above procedure pressing F2 until the name you wish appears on the status line. Then press RETURN.

NOTE

This technique can be used to copy anything to the status line. Pressing F2 selects text enclosed in quotation marks. By making use of this, it is possible for example to search and replace linking spaces (see Section 7.5.5.2) or hunt for all comments (see Section 7.5.5.1) since special characters cannot be typed on the status line. An example is given in Section 3.3.

9.3.3 SAVING A RANGED BLOCK

You may wish to save a portion of a document under a separate file name. This is accomplished by first ranging the portion of the document to be saved (see Section 7.5.4.1), then pressing F1 and SHIFTed F. The remainder of the procedure is the same as that for saving any other text file (see Section 9.3.1.) Note that tabs cannot be saved with blocks. Choose a file name appropriate to the contents of the ranged block.

9.3.4 SAVING FILL FILES

Fill files (see Section 9.6.2.1) generated using EASY SCRIPT are saved in the manner described in Section 9.3.1. Note that tabs may not be saved with fill files and that normally no comment or format lines are required.

9.3.5 SAVING LINKED FILES

A file that is part of a link is saved in the usual manner. (See Section 9.3.1.)

9.4 LOADING FILES

9.4.1 LOCATION OF LOADED TEXT

When a file is loaded the first character of the file appears at the cursor position at the time when the load is initiated. Generally you will wish to recall a document on its own and so the cursor should be at the home position (top left). Note that the memory is emptied by this procedure, i.e. EASY SCRIPT overwrites anything that was already in the memory of the computer. For other cursor positions see below.

9.4.1.1 Appending Text

A file may be appended to the text currently in memory by moving the cursor to the line following the last line of the document (use GOTO End of Text, Section 7.4.7.2.) and then initiating the load.

WARNING

YOU CANNOT APPEND A FILE SAVED WITH TABS (SEE SECTION 9.4.3) ATTEMPTING TO DO SO WILL OVERWRITE THE TEXT IN MEMORY. FILES WITH TABS ARE ALWAYS LOADED AT THE HOME POSITION, NO MATTER WHERE THE CURSOR IS POSITIONED.

9.4.1.2 Overwriting Text

If a load is initiated when text follows the cursor position, the loaded text will overwrite the characters beyond the cursor. Doing this is bad word-processing practice. Use Erase Remainder (see Section 7.5.2.4) and then append the new file or merge the new file with the old (see Section 9.4.1.?) deleting any unwanted text (see Section 7.5.1).

9.4.1.3 Merging Files

Files may be merged by loading one file, positioning the cursor at the point where you wish to merge in another file, indicating INSERT (press F1/I, see Section 7.5.3.3) and loading the other file. The text opens up to accomodate the merged file. If the maximum file size is reached before the entire second file is merged into the first, the final lines of the second file are omitted but the first file remains intact.

WARNING

A FILE SAVED WITH TABS (see Section 7.3) CANNOT BE MERGED. ATTEMPTING TO DO SO WILL DESTROY THE TEXT IN MEMORY.

For an example of merging files, see Section 2.9.2.

9.4.1.4   Files with Tabs

Files saved with tabs, i.e. that have a + as the final character in their name will always load starting from the home position irrespective of the location of the cursor. Therefore they will overwrite anything that is in memory. Files saved with tabs cannot be merged or appended.

WARNING
SAVE THE TEXT CURRENTLY IN MEMORY BEFORE
LOADING ANY FILE SAVED WITH TABS OR THE
CURRENT TEXT WILL BE LOST.

9.4.2   LOADING TEXT FILES

First position the cursor at the point where you wish the loaded file to begin. (See previous sections.) To LOAD the file, press:

F1/L

The status line prompts "Load:" Enter the name of the file you wish to put into the computer's memory by typing it in or by using directory scan as described in Section 9.4.3. Then press RETURN. If you have a dual disk drive system, precede the file name with the number of the drive containing the file to be loaded and a colon, e.g. 0:filename or 1:filename. The default drive is 0

NOTE
The name must be entered exactly as it was specified when the file was saved. Do not enclose the name in quotation marks.

9.4.2.1   Diskette

The disk unit is activated by pressing RETURN. Within a few seconds the screen fills with text. If an error message appears, see Appendix D.

9.4.2.2   Cassette

Follow the screen instructions. Insert the correct cassette and use the REWIND button (if necessary) to ensure that you are positioned before the start of the file. Press a key on the computer when you are ready and then press the PLAY button.

The screen goes blank and then displays "found "filefound" ". Press the key with the COMMODORE logo. The screen again goes blank. If "filefound" is the name of the requested file, the text appears after a few moments. If not, the name of the next file on the cassette is displayed. Press the COMMODORE logo key again. Repeat this until the file is loaded.

If the file is not found try another cassette or rewind this cassette and ensure that you enter the file name exactly as it appeared when the file was saved.

When the file has been loaded press the STOP/EJECT button on the cassette unit.

9.4.3   LOADING FROM DIRECTORY SCAN (Diskette only)

The name of the file to be loaded can be selected and entered by scanning the directory of a diskette. The procedure is outlined below.

WARNING
THIS PROCEDURE WILL OVERWRITE THE TEXT IN MEMORY. .SAVE THE CURRENT TEXT BEFORE CARRYING OUT DIRECTORY SCAN.

With the screen cleared and the cursor homed, enter DISK mode by pressing F4. Load the directory into memory by typing:

+ $dn(R)

where dn is the number of the drive containing the diskette to be scanned. The directory appears on the screen. Press:

F1/L/F2

Continue to press F2 until the name of the file you wish to load appears on the status line. Then press RETURN and the text of the selected file appears on the screen.

NOTE
This procedure cannot be used for merging or appending text.

9.4.4   LOADING FROM DIRECTORY DISPLAY

When the directory is loaded into the memory and on the screen, you can quickly load a file by using the delete command (see Section 7.5.1.3) to remove the lines above the name of the desired file. Then press:

F1/L/F2(R)

to LOAD the selected file. This is appreciably quicker than other methods if the directory is long.

9.4.5   LOADING FILES WITH TABS (Diskette only)

To load a file with which tab settings were saved (see Section 9.4.1.4), you must include the + sign in the file name specification. Use the load procedure described in Section 9.4.2 or 9.4.3 or 9.4.4.

WARNING
LOADING A FILE SAVED WITH TABS OVERWRITES THE TEXT IN MEMORY. THE TEXT ALWAYS APPEARS BEGINNING AT THE HOME POSITION. THIS OCCURS EVEN IF YOU ARE IN INSERT MODE.

9.4.6 LOADING FILL FILES

To load a fill file use the procedure in Section 9.4.2. The file name may be entered by typing it in or by using the directory display techniques described in Sections 9.4.3 and 9.4.4.

9.4.7 LOADING LINKED FILES

Linked files are loaded individually by one of the methods described in this Section. (See Sections 9.4.2, 9.4.3 or 9.4.4.)

9.5 USING LINKED FILES

Although an EASY SCRIPT file is large enough to hold several pages of text, a facility is provided for longer documents. By linking together several files they can be treated as one document during certain operations. This is convenient for documents such as books and manuals. An example of linked files is shown in Section 2.10.1.

9.5.1 MAKING THE LINK

To indicate the next file in a chain, a linking command is included as the last line in a file. The command takes the form:

▮ lk:nextfilename(R)

The file name is not enclosed in quotation marks. There is no limit to the number of files that can be linked.

9.5.2 LINKED OPERATIONS

When a linked operation is specified each file in the chain is loaded into memory and processed in turn, if you are using diskette storage. With cassettes you are prompted at the end of each file with the name of the next file in the chain as an aid to loading the next file.

9.5.2.1 Output

By specifying L as part of the output sequence (see Section 8.3.1) EASY SCRIPT will automatically move from one file to the next in the chain. If the files are on diskette and L is specified no further action is required. If the files are on cassette, EASY SCRIPT waits for you to load or position the cassette for the next file in the chain.

You may terminate linked output by pressing the RUN/STOP key. The file in memory at that time may then be edited and saved, if required.

Generally format commands are not required at the start of each file as parameters are carried across the linking as if the files were one document. In practice, however, not repeating these commands at the start of each file makes it impossible to check the appearance of just the file in memory. The whole chain must be output to check the format.

9.5.2.2   Search and Replace

It is possible to Search and Replace a series of linked files with one command (see Section 7.5.5.2) by specifying L. If the files are on diskette each will be automatically loaded, changed and stored. On cassette you must load a file, use Search and Replace and then save the file on a new cassette, load the next file etc. Although with cassettes the operation cannot be automatic, you are prompted with the name of the next file if the documents are linked.

9.5.2.3   Hunt

To hunt through linked files (see Section 7.5.5.1) include an L in the command. To search for the next occurrence of the desired characters repeat the chain of instructions. For cassettes the next file has to be loaded manually.

9.5.2.4   Linked Fill Files

Fill files created by EASY SCRIPT cannot be linked. If you need a fill file greater than will fit in the memory of the computer, write a BASIC program to create the file or if you are using disk, append the files on the disk. (See Section 9.7.8.2.)

9.6   MAIL MERGE

The mail merge facility in EASY SCRIPT provides an easy means of sending, for example, personalized standard letters to any number of people. The text is input with variable blocks indicating where information will be filled in. A separate file (a "fill file") is made up of the information to go into the variable blocks. The two are merged on output so that the personalized letters are created.

The procedure is explained in this section. A step-by-step example is given in Section 4.2.

9.6.1   CREATING THE PARTS

9.6.1.1   Variable blocks

Variable blocks are specially marked areas within a document that receive fill file data when the document is output. They are specified within the text by pressing:

F1/B

This makes an oblong on the screen. When merged with a fill file the block "splits" and data is inserted between the two parts.

Blocks may be specified anywhere within a document. There is no limit to the number of blocks per document. If a block is on a line by itself, be sure to follow it with a RETURN.

9.6.1.2 Measured Blocks

For use with preprinted forms variable blocks are not suitable. EASY SCRIPT provides a measured block which is not filled by insertion but occupies space provided when creating the main file. To create this type of block, press:

F1/B and then move the cursor back one space and press F1/M.

This makes a larger oblong on the screen. RETURN must be placed the required distance from the block to allow for the length of the data inserted.

9.6.1.3 Fill Files

The fill file contains the data that goes into the variable and measured blocks. EASY SCRIPT fill files can be created by simply typing in the information to be inserted. Press RETURN to indicate where one block ends and the next begins. Ensure that all blocks are included (even those to be left blank) for one document before starting the next group of blocks. Blanks are indicated by simply pressing RETURN on a line by itself. For example, to provide information for a document with three variable blocks, the fill file might begin:

Fred Bloggs(R)
Bracknell(R)
Berkshire(R)
Harry Cooper(R)
New York City(R)
(R)
Jeremy Jones(R)
Billerica(R)
Massachusetts(R)
etc.

WARNING
EVERY GROUP OF ENTRIES, i.e. THOSE FOR ONE DOCUMENT, MUST HAVE THE SAME NUMBER OF LINES EVEN THOUGH SOME BLOCKS ARE TO BE LEFT BLANK.

Fill files can be edited just like any other EASY SCRIPT file. However they cannot contain any format commands, tabs or comment lines. When a fill file has been created it can be saved using normal procedures. (See Section 9.3.)

9.6.2 OUTPUT WITH BLOCKS FILLED

To output a document with blocks filled use the standard output sequence (see Section 8.3) including F in the specification. Respond with the fill file name when requested.

When all the blocks in the document have been filled the status line displays "Out of Blocks". When all of the contents of the fill file have been used, the message "Out of Data" appears. A new fill file name may be specified at this point.

WARNING
BLOCKS ARE FILLED BEGINNING AT THE CURSOR POSITION. HOME THE CURSOR BEFORE STARTING THE OUTPUT TO ENSURE THAT YOU FILL FROM THE FIRST BLOCK.

9.6.3 EMPTY BLOCKS

To empty variable blocks on a screen display, press CLR/HOME to return to the beginning of the text and then press F1 and SHIFTed V. This method should not be used for measured blocks but the main file should be recalled from diskette or cassette.

9.6.4 FILL BLOCKS FROM KEYBOARD

To type directly into variable blocks, i.e. fill them from the keyboard rather than from a fill file, home the cursor and move to the first variable block by pressing F7 and type in the data for that position. Move on to the next position with F7 and type. See Section 4.3 for a detailed example of this operation.

9.6.5 CLOSE FILL FILE

Fill files are automatically closed when the end of the file is reached. If output is interrupted before this point the disk drive light will remain on. You MUST close the file by pressing F1 and then CLR/HOME.

9.7 DISK OPERATIONS

DISK mode within EASY SCRIPT allows you to use many of the COMMODORE file manipulation commands available with your disk drive. The disk drive manual contains full details but the operations are outlined in this section.

9.7.1   ENTERING DISK MODE

To enter DISK mode press:

F4

The status line disappears and the screen displays "Disk Mode". Pressing the RUN/STOP key returns you to EDIT mode.

9.7.2   FORMAT A DISKETTE

A diskette must be formatted before it can be used to store information. To format a diskette using EASY SCRIPT put the diskette to be formatted into the drive unit and press F4 for DISK mode. Type:

ndn:disk name,XX(R)

where dn is the disk drive number (0 or 1), disk name is a title of up to 16 characters for the diskette and XX is a unique two-character identifier. The n stands for "new". The screen displays:

Are you sure?

Type Y to format the disk or type N to abort the process.

After several minutes the diskette is formatted and the screen displays:

00,OK,00,00
return to continue or stop to exit.

WARNING
FORMATTING ERASES THE CONTENTS OF A DISKETTE. ANY INFORMATION ON THE DISKETTE IS IRREVOCABLY LOST.

9.7.3   DELETE A DISKETTE FILE

To erase a file from a diskette enter disk mode and type:

sdn:filename(R)

where dn is the disk drive number. S stands for "scratch". The file name must be typed EXACTLY as it appears in the directory. The screen displays "Are you Sure?". Type Y to scratch the file or N to abort the scratch process. When RETURN is pressed, the file is removed from the directory and the space made available for other information.

WARNING
THERE IS NO WAY TO RECOVER A DELETED FILE.

Pattern matching (see Section 9.8) may be used to delete groups of files.

9.7.4 DIRECTORY OPERATIONS

9.7.4.1 Display Directory

To view a list of the files on a diskette press F4 for DISK mode and type:

$dn(R)

where dn is the number of the drive containing the diskette. The directory appears on the screen, scrolling off the top automatically if there are more than 23 files. To stop the scrolling press the space bar. Press it again to resume scrolling. At the end of the scrolling the last file names and the blocks free will remain on the screen with the message "Return to continue or stop to exit". This procedure will not effect any text in memory. Press RUN/STOP to return to EDIT mode.

9.7.4.2 Load Directory in Memory

To load the diretory into memory so that it can be printed, for example, press F4 for DISK mode and type:

+ $dn(R)

where dn is the number of the drive containing the diskette. Scrolling will occur and can be controlled as explained above. When the end of the directory is reached, you will automatically be returned to the start of the directory and returned to EDIT mode.

WARNING
THIS PROCEDURE OVERWRITES ANY TEXT IN THE COMPUTER'S MEMORY.

9.7.4.3 Printing a Directory

To print a directory, first load it into memory (see Section 9.7.4.2) and then output it to the printer by pressing:

F1/O/P

To print a series of directories consecutively, load the directory of the first diskette into memory, position the cursor on the line following the last line of the directory, load the next directory, etc. Then print out the list using the command above.

9.7.5 RENAME A FILE

To rename a file, enter DISK mode (F4) and type:

rdn:new file name = old file name(R)

where dn is the number of the drive unit containing the diskette where the old file is stored. The r stands for rename.

9.7.6 VALIDATE DISK

If you suspect that any files on your diskette have not been closed, validate the diskette by entering DISK mode and typing:

Vdn

where dn is the disk drive number. When the process is complete the message 00,OK,00,00 appears.

9.7.7 MAKING BACKUP COPIES (Dual Disk Drives Only — i.e., CBM 4040 with Interface)

To duplicate an entire diskette press F4 for DISK mode and then type:

dddn = sdn(R)

where ddn is the destination file drive number and sdn the source file number. The initial d represents "duplicate". The destination diskette is formatted as part of this process.

Files may be copied from one diskette to another. To copy a whole diskette type:

cddn = sdn(R)

where ddn is the destination drive number and sdn the source drive number. The destination diskette must be formatted to use this command.

9.7.8 COPY FILES

To copy a single file type:

cdn:new file name = sdn:old file name(R)

To join a series of files together into one file use:

cdn:new file name = sdn:fstfile,secfile,thdfile,fthfile(R)

This command is used to join together, for example, fill files (see Section 9.6.1.3) into a single file that is larger than can be fit into the computers memory at one time. No more than four files only may be joined in this manner.

9.7.9 SUBSEQUENT DISK COMMANDS

When a disk command is complete, and has been successful, you are asked whether you want to continue or stop. If you press RUN/STOP you are returned to EDIT mode and can continue with your normal editing operations. If you press RETURN, DISK mode awaits a further command.

9.8 PATTERN MATCHING

File name pattern matching is available with EASY SCRIPT and can be used with LOAD (see Section 9.4.2), DELETE (see Section 9.7.3) and with directory operations (see Section 9.7.4.) Two symbols are used for pattern matching: * or ?. The * signifies "with anything following". For example, "easy*" indicates:

    easy script
    easyfile
    easy spell
    easy office
    easycalc
    easy, isn"t it.

The * must be the last character of the name.

The ? is used to indicate any single character. For example, f??.1 includes:

    fix.1
    fff.1
    fre.1

but excludes fix, file 1 or afx.a. The two can be combined, e.g. com????r* to specify "commodore" and "computers" but not "combination".

9.8.1 WITH LOAD

When a file name is typed into a LOAD instruction using the pattern matching format, the first file on the diskette directory or cassette which matches the pattern is loaded.

NOTE

You cannot load a file saved with tabs using * since the + must be typed as the last character in a file name to signify "with tabs".

9.8.2 FOR DIRECTORY OPERATIONS

To see a list of the files on the diskette that match a pattern, include the pattern in the directory command, e.g.:

$dn:pattern(R)

Where dn is the number of the drive containing the diskette. This technique is valuable if you adopt a naming convention for your files, e.g. all letters begin "ltr" and all memos "mm". Then by using the pattern "ltr.*", for example, you can see a list of all the letters on the diskette.

9.8.3 WITH DELETE

Exercise extreme care when using pattern matching with DELETE. Always display the directory of the names as above before using this facility.

WARNING
THERE IS NO WAY TO RECOVER A FILE THAT HAS BEEN DELETED.

When a file name is specified with pattern matching for DELETE, all files whose names match the pattern are removed from the diskette.

SECTION TEN
LINKS TO BASIC

10.1 INTRODUCTION

This section explains how EASY SCRIPT and its files can interact with the BASIC operating system of your COMMODORE computer.

10.2 FILE STRUCTURE

10.2.1 TEXT FILES

EASY SCRIPT text files are normal COMMODORE ASCII sequential files. No special formatting is done within the files as is the case with some other word processors, i.e. no spaces or other symbols are added to the lines of text. Reverse field characters are stored as CHR$(128) followed by the normal ASCII code for the character. The marker for the end of a paragraph is CHR$(13). Use GET # to read from EASY SCRIPT files in BASIC because the string length may be greater than 80 characters.

10.2.2 FILL FILES

EASY SCRIPT fill files are also normal COMMODORE ASCII sequential files. A return character CHR$(13) separates the fields of the file. The same reverse character convention is used as in text files.

10.3 INCLUDING BASIC PROGRAMS IN YOUR TEXT

A BASIC program file (listing) can be merged into an EASY SCRIPT document using normal merge (see Section 9.4.1.3) or append (see Section 9.4.1.1) techniques, provided the program has been stored on diskette or cassette as a sequential file. To do this, with your program in the computer's memory, type:

OPEN 8,8,8,:"0:newfilename,S,W":CMD8:LIST (R)

PRINT #8

CLOSE 8(R)

This stores the program as a sequential file under the name "newfilename". Now turn off the computer and load EASY SCRIPT. The BASIC program can be placed in the EASY SCRIPT document in memory by simply specifying "newfilename" in a normal load instruction. Note that there is no way to reverse this process, i.e. turn the sequential file back into a program file.

10.4 SYSTEM RESET

When you press the F1 key and the RUN/STOP key, you reset the EASY SCRIPT system to the power-up condition. The status line prompts:

Reset Program?

Type N to continue to use EASY SCRIPT or Y to reset the system. If you reply Y, you are asked:

Are you sure ?

Type N to continue to use EASY SCRIPT or Y to clear the computer of EASY SCRIPT and start again.

WARNING
ANY TEXT IN MEMORY IS LOST WHEN YOU USE THIS
PROCEDURE. SAVE YOUR TEXT BEFORE USING THIS
COMMAND.

Pressing RUN/STOP with the RESTORE key held down returns you to the initial options without affecting what is in memory.

10.5 EXIT TO BASIC

You may not leave EASY SCRIPT and use the BASIC operating system with the EASY SCRIPT cartridge in place.

APPENDICES

APPENDIX A
KEYBOARD NOTES

CONTROLLING THE CURSOR

The cursor is the flashing block below the READY which appears on the screen when you turn on the computer. The position of the cursor determines where the characters will appear on the screen when you type them. There are two keys on the keyboard of your computer which control the principal movement of the cursor on the screen. These are the keys marked CRSR, one marked with horizontal (left and right) arrows and one with vertical (up and down) arrows.

Depressing the key marked with the horizontal arrow will move the cursor one space to the right. Pressing this key whilst holding down the SHIFT key will move the cursor back to the left. Similarly, the vertical CRSR key will move the cursor down and with the SHIFT key depressed will move it up. If you want the cursor to return directly to the upper left corner of the screen which is called the HOME position simply press the key marked CLR/HOME. Practice moving the cursor around the screen using these keys.

If you are an experienced typist you will find this method of moving around the screen unusual. Remember that you cannot use the space bar to move along the line as this will overwrite the characters on the screen with spaces. Similarly, do not try to move down the screen using the RETURN. Pressing RETURN deletes all characters to the right of the cursor.

CORRECTING TYPING MISTAKES

Before starting to use your COMMODORE program, you should know how to correct typing errors so that you need not worry if you press the wrong key from time to time. Correcting errors is simple on the COMMODORE computer. Try it.

Type the following, complete with mistakes, anywhere on the screen:

Where errorrs are conserned the ky to scksess is to try.

To correct 'errors', place the cursor over the 's'. Now press the INST/DEL key once. You will now have.

errors

The DELETE function takes the letter under the cursor 'pulls' it, along with all the following text, one position to the left. This action covers whatever was originally in the position to the left of the cursor.

Next place the cursor over the 's' in 'conserned' and press the 'c' key. Notice how the computer simply overwrites whatever is under the cursor.

Now place the cursor over the 'y' in 'ky'. Hold down the SHIFT key and press the INST/DEL key once. Notice how the INSERT function 'pushes' the character at the cursor and the text to the right of the cursor one position to the right, leaving a blank space under the cursor where you can now type the missing 'e'.

Try out these techniques yourself by correcting 'scksess'.

Before proceeding with any other activity on the screen, press RETURN. The computer will display the message:

    ?syntax error
    ready

Now turn off your computer, insert the EASY SCRIPT cartridge as explained in Section 1.4.2 turn the computer on and proceed with the Training Section.

APPENDIX B
FORMAT EXAMPLES

Much time is saved when working with a word processor by the use of standard formats for frequently prepared documents such as letters, memos, reports etc. This appendix gives some suggestions for formats and for storing these in readily accessible form.

LETTERS

Prepare and save the following format using the file name "letter format + " on diskette or "letter format" on cassette.

* nb"letter format + "(R)
* lm10:rm75:pl66:tl56(R)

The values given should be altered to suit the letter paper you use. Set tabs for the date and for paragraph indents if required. Save this standard format on the diskette you use for letters or on one reserved for standard formats. If using cassette storage you are not able to save the file with tabs so remind yourself of tab settings in the initial format line e.g.:

* nb"letter format" set tabs at 5 and 30(R)

Save all the standard formats on a cassette reserved for this purpose.

When typing a letter load "letter format + ", alter the file name in the first comment line and prepare, save and print your letter.

Two further formats are suggested here which should be stored on appropriate diskettes for use as above.

MEMOS

* nb"memo format + "(R)
* lm10:rm70:sp2:pl66:tl56(R)
TO: FROM
                                 LOCATION:(R)
                                 DATE:(R)
* ln2:sp1(R)

The tabs should be set at 4 and 30 and the word FROM should start at column 20. Adjust the values given to suit your own application and save the file.

REPORTS

■ nb"report format"(R)
■ lm10:rm75:pl66:tl56:ju1(R)
■ hd5:F1/B,,F1/B(R)
■ ft2:,Page F3/#,(R)
■ cn1;F1/[F1/B F1/](R)
■ ln3;F1/[F1/B F1](R)
■ ln3;F1/[F1/B F1/] ■ ln7:cn0(R)
F1/[PURPOSE F1/] ■ ln2(R)
(R)
(R)
■ ln3;F1/[DISTRIBUTION F1/](R)
(R)
(R)
(R)
■ ln3;F1[AUTHOR ;F1/](R)
■ fp0(R)

These format instructions provide headings and footings for the whole report with automatic page numbering and the headings and footings margins fixed. The first two variable blocks are filled with the report title and report number for the headings. The next two blocks are again the report title and number but this time for the title page and the last block is for the date. All of these are printed enhanced. Use F1/F7 to tab to the variable blocks. The headings, PURPOSE, DISTRIBUTION and AUTHOR are also formatted for enhanced printing. The correct printing symbol if different from the above should be subsituted. The relevant information for the report should be inserted in the space provided, and the rest of the report typed as usual.

Note that the block markers remain and would be printed in the headings due to the justification involved. The four markers in the heading should therefore be removed using the INST/DEL key before printing.

APPENDIX C
VARIATIONS BETWEEN PRINTERS

The requirements for using some of the most popular printers with EASY SCRIPT are described in this section. Examples of set up procedures and printouts are shown and some connection details are given.

COMMODORE PRINTERS

Serial Printers – 1515/1525

Printer prompt – select 0.

Enhanced text is produced on this printer by enclosing the text within the symbols F1/[and F1/].

Reversed text is produced on this printer by enclosing the text within the symbols F1/(and F1/).

Reversed and enhanced text is produced on this printer by enclosing the text within the symbols F1/(/F1/[and F1/)/F1/].

IEEE Interfaced Printers

USER DEFINED CHARACTERS

To print a pound sign £ or a user defined character on the 4022 or 3023 printer you must enter a format line as follows:

F3/0 = 254:sa5,2,26,126, 154,154,66

Whenever you want your defined character to be printed enter F1/0 and a reversed field 0 will be printed as the character previously defined in the format line.

A user defined character may also be enhanced or reversed if required.

4022

Printer prompt – select 0

Enhanced text is produced on this printer by enclosing the text within the symbols F1/[and F1/].

Reversed text is produced on this printer by enclosing the text within the symbols F1/(and F1/).

Reversed and enhanced text is produced on this printer by enclosing the text within the symbols F1/(/F1/[and F1/)/F1/].

8023p

Printer prompt – select 0

Enhanced text
is produced on this printer
by enclosing the text within
the symbols F1/ [and F1/].

Reversed text is produced on
this printer by enclosing
the text within the symbols
F1/(and F1/).

**Reversed and
enhanced text**
is produced on this printer
by enclosing the text within
the symbols F1/(/F1/ [and
F1/)/F1/].

8300

Printer prompt – select 3

(R)S232 (S)ERIAL (C)ENTRONICS – select S

Underlined text is produced on this printer by enclosing the
text within the symbols Fl/[and Fl/].

Bold text is produced on this printer by enclosing the text
within the symbols Fl/; and Fl/:.

You can repeat the Fl/; command to produce bolder text than
the above like this. (Fl/; repeated 5 times)

Superscripts are produced by using Fl/' eg. x^{12} is keyed in
like this xFl/'Fl/'2.

Subscripts are produced by using Fl/, eg. H_2SO_4 is keyed in
like this HFl/,2SOFl/,4 .

OTHER PRINTERS

RS232C Interfaced Printers

Connected via Commodore 1011A cartridge or equivalent.

Diablo 63Ø set to: ready on, 12ØØ baud, mark parity)

Cable connections:

   Interface end   Printer end

     pin 2   to pin 3
     pin 3   to pin 2
     pin 5   to pin 2Ø
     pin 6   to pin 6
     —   pins 4, 5, 6 & 8 together

Printer prompt – select 3

(R)S232 (S)ERIAL (C)ENTRONICS – select R

Control register value 8
Command register value 17

```
Underlined text is produced on this printer by enclosing the
text within the symbols Fl/[ and Fl/].

Bold text is produced on this printer by enclosing the text
within the symbols Fl/; and Fl/:.

You can repeat the Fl/; command to produce bolder text than
the above like this. (Fl/; repeated 5 times)

Superscripts are produced by using Fl/' eg. x12 is keyed in
like this xFl/'Fl/'2.

Subscripts are produced by using Fl/, eg. H2SO4 is keyed in
like this HFl/,2SOFl/,4 .
```

Smith Corona TP1 and EL2ØØØ

Cable connections

   Interface end   Printer end

     pin 2   to pin 3
     pin 3   to pin 2
     pin 5   to pin 2Ø
 pins 6 & 4 together   —

Printer prompt – select 4

(R)S232 (S)ERIAL (C)ENTRONICS – select R

Control register value 8
Command register value 17

Underlined text is produced on this printer by enclosing the
text within the symbols Fl/[and Fl/].

Bold text - is produced on this printer by enclosing the text
within the symbols Fl/; and Fl/:.

You can repeat the Fl/; command to produce bolder text than
the above like this - . (Fl/; repeated 5 times)

Note that the following values for RS232C printers are obtained from the
following charts:

Command Register Map.

Control Register Map.
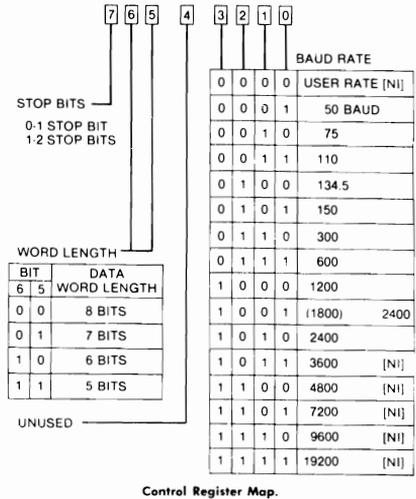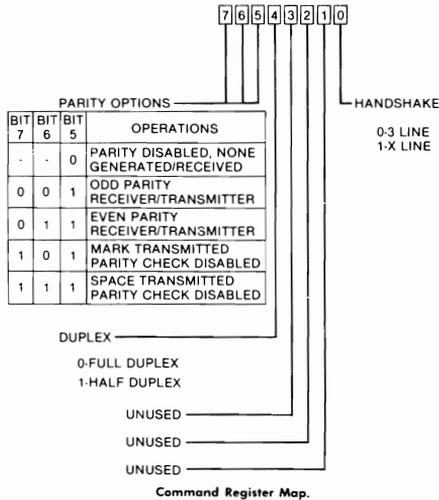
User Port (direct connect)

Centronics 737

Printer prompt – select 4

(R)S232 (S)ERIAL (C)ENTRONICS – select C

OKI Microline

Printer prompt – select 4

(R)S232 (S)ERIAL (C)ENTRONICS – select C
(can also be connected through RS232C.)

MX 8∅ PRINTERS

These printers can be set up to run as Centronics, RS232C or IEEE-488. In
reponse to the printer prompt, select 1. Then select RS232, Centronics or Serial
(for IEEE) as appropriate. Refer to the register maps in this section to determine
the values to be entered for the RS232C registers.

APPENDIX D
ERROR MESSAGES

OPERATIONAL ERRORS

If you specify an operation incorrectly a message appears on the status line:

No Range Set!   No range has been set for a command requiring a range such as transfer mode. Section 7.5.4.1.

Out of Memory!   There is insufficient text area left to perform the current command, for example inserting lines. Section 9.4.1.3.

Cursor in Range!   When attempting to transfer or append a range the cursor is in a position where the new piece of text would overwrite the original range set in the previous range command. Section 7.5.4.2.

Too Many Tabs!   Maximum of 50 vertical or horizontal tabs allowed. Section 7.3.1.

Search Failed   A Hunt command failed to find the string specified. Cursor may not be at start of text. Section 7.5.5.1.

Out of Data   No more data is available from the current fill file. Section 9.6.2.

Out of Blocks   No more blocks can be found in the current text file. Section 9.6.2 and 4.2.3.

Printer Error   Incorrect status has been received from the printer. Turn printer on before typing output sequence. Section 8.3.3. Some printers give this error message even though they are on. POKE 0,0 before starting EASY SCRIPT.

The above error messages are largely self-explanatory. If you need further details, turn to the appropriate REFERENCE section.

PRINT FORMAT ERRORS

When outputting to screen or printer EASY SCRIPT detects errors in format commands and stops the output, positioning the cursor at the point of the error. A message on the STATUS LINE indicates the type of error. The message states:

Format Error Type X

where X is a letter indicating a particular error as outlined below:

A Format command does not exist.

B Invalid character after command. Must be colon, semi-colon or RETURN. Section 8.2.

C Number too large for command.

D Invalid number (non-numeric, invalid pitch or form advance). Section 8.2.9. Or wrong number of commas in ch command. Section 8.2.11.1.

E tl number greater than pl number. Section 8.2.5.1.

F Wrong number of commas in header or footer. Section 8.2.7.1 and 8.2.7.2.

G Header or footer too long (max 132 characters) or pause message too long (max 30). Section 8.3.3.2.

H Print width too narrow (rm minus lm is less than 15). Section 8.2.1.1.

J Left margin = 0

K Left margin greater than right margin. Section 8.2.1.1.

L Header number too large (must be less than tl minus 1). Section 8.2.7.6.

M Too many (more than 20) control characters in line.

N Format command not at beginning or end of line. Section 8.2.

DISK ERRORS

Standard COMMODORE disk error messages are displayed on the STATUS LINE, or the top line of the screen. See your disk drive manual for further information if required. The message states:

Disk Error Type X

where X is a number indicating a particular error as outlined below:

0 Routine terminated by the STOP key
1 Too many open files
2 File already open
3 File not open
4 File not found
5 Device not present
6 File is not an input file
7 File is not an output file
8 File name is missing
9 Illegal device number

APPENDIX E
DEFAULT VALUES

lm	left margin	1
rm	right margin	80
hl	left margin for header and footer	lm
hr	right margin for header and footer	rm
pl	printer page length	66
tl	number of lines to be printed	60
vp	vertical positioning on page	0
of	offset from edge of page to start of printing	0
lf	line feed after carriage return	0
sp	spaces between lines	0
ju	right justification	0
cn	text centering	0
ra	right alignment	0
fa	printer lines per inch	6
pt	printer characters per inch (pitch)	10

GLOSSARY

A list of terms used in this manual.

ALIGNED
The edge of the text lines up, i.e. spaces are added so that the last and/or first character of each output line is in the same column as the line above.

APPEND
Load a file at the end of the text currently in memory.

BAUD RATE
Rate of data transfer between the computer and a peripheral.

BLOCKS
Specially marked areas within a document that are automatically filled with information from another file (fill file), when the document is output.

CAPITAL LOCK
Gives upper case characters on the alphabetic keys and lower case characters on all others. Established by pressing F5.

CHARACTER
A single symbol that appears on the screen. Created by pressing a key or combination of keys.

COMMAND MODE
Used to instruct EASY SCRIPT to perform various functions. Entered by pressing the F1 function key.

COMMENT
A line or partial line of information that is not output and has no effect on the appearance of the document.

CONDITIONAL FORCED PAGE
The point at which a new page begins if the number of lines specified in the command will not all fit on the current page.

CONTINUOUS PRINT
Each page in a document is automatically printed in succession.

CURSOR
The flashing block on the screen that indicates where the next character which is typed will appear.

CURSOR CONTROL KEYS
Marked with CRSR and arrows. Used to move the cursor round the text.

DECIMAL TABS
Used to automatically align the decimal point in a column of numbers.

DEFAULT VALUES

Those values which EASY SCRIPT assigns to parameters if no others are specified.

DELETE

Remove text without leaving a gap, i.e. the remaining characters move up to fill the space that had been occupied by the deleted text. (Contrast with 'erase'.)

DIRECTORY

A list of the names of the files on a diskette.

DIRECTORY SCAN

Reading successive file names from a directory to the Status Line by pressing F2.

DISK MODE

When you are using a diskette unit this mode is entered to load or save files, to view directories and to perform other disk operations. Entered by pressing the F4 key.

DOCUMENT

Any text created using EASY SCRIPT.

EDIT MODE

Used when you are inputting or editing text. This is the mode you generally return to when operations in other modes are completed. If not automatically restored, it is entered by pressing the F1 function key.

ERASE

Remove text leaving a blank space in the document where the erased text had been. (Contrast with 'delete'.)

FILE

Text or document stored on cassette or diskette. The maximum file size is 764 lines at a text width (screen line length) of 40.

FILL FILES

A file containing a list of information that automatically goes into measured or variable blocks in a document. The information in the file is used in sequential order.

FOOTING

A line of text that appears on the bottom of every page. May include the page number.

FORCED PAGE

The point at which a new page begins irrespective of the number of lines remaining on the current page.

FORMAT

The arrangement or appearance of printed text.

FORMATTING

Preparing a diskette to receive information.

FREE FORMAT INPUT
Typing into a word processor without indicating the ends of lines.

FUNCTION KEYS
The four keys to the right of the computer keyboard.

HEADING
A line of text that appears at the top of every page. May include the page number.

HIGHLIGHT
Display in reverse of the normal character/background colour combination.

HOME POSITION
The top left corner of the screen or text. The cursor can be moved to the top left of the screen by pressing CLR/HOME and to the top left of the text by holding down the SHIFT and pressing CLR/HOME.

HOMING THE CURSOR
Moving the cursor to the home position.

HORIZONTAL CURSOR CONTROL KEY
Marked with CRSR and left and right arrows. Used to move the cursor across the text. Press to go right, hold down the SHIFT and press to go left.

HORIZONTAL TABS
Selected positions along the text line to which the cursor may be moved by pressing F7.

HUNT
Locate a specific group of characters and move the cursor to the end of the group.

INITIAL PARAMETERS
Those values which are set on the first EASY SCRIPT screen, i.e. text width, disk or tape, and print type.

INSERT
Add characters, words or lines in between other characters, words or lines in a document.

JUSTIFIED
Edges of text are aligned.

L:001 C:001
The Status Line indicator for the home position of the cursor. The L (line) and C (column) values change as the cursor moves around the screen.

LINKED FILES
Several files chained together. They are treated as one document for some operations.

LINKING SPACE

Used to link words that are not to be divided over two output lines. Made by typing a SHIFTed space.

LOAD

Take a file that is on a cassette or diskette and copy it into the computer's memory.

MAIL MERGE

Automatically filling variable blocks in text with information from a fill file. Used for sending personalized standard letters, etc.

MEASURED BLOCKS

Blocks that always begin in a fixed position in the text no matter what their length.

MEMORY

That part of the computer where your document is held. The contents of memory are erased when the computer is turned off.

MERGE

Insert a file into the text currently in memory.

PAN

Move the text continuously without a key being held down. Activated by pressing F1 and then the cursor control key for the desired direction of the pan.

PATTERN MATCHING

A method of selecting files whose names conform to a stated pattern, e.g. all the file names start the same way or all have certain letters in specific locations.

PITCH

The number of printed characters per inch.

RAGGED

The edge of the text is not aligned.

RANGE

Establish a portion of text to be acted upon e.g. deleted, moved, etc. Ranged text is highlighted by pressing F1/R and then the appropriate cursor control keys.

RECALL

Load into the computer's memory a file from a cassette or diskette.

REVERSE FIELD

Displayed with the character and background colours exchanged.

SAVE

Take a file that is in the computer's memory and copy it onto a cassette or diskette.

SCRATCH

Remove a file from a diskette.

SCROLL
Display successive lines in the document automatically, the top line of text disappearing off the screen as a new line is added at the bottom.

SOFT HYPHEN
Used to indicate where a word should be divided when the entire word does not fit at the end of a printed line. Indicated by pressing F1 and then the hyphen.

STATUS LINE
The line at the top of the screen when you are entering, editing or outputting text. This line displays information about the mode you are in, the cursor position, etc.

STORE
Save a file from the computer's memory onto a cassette or diskette.

TABS
Selected positions on the text area to which the cursor may be moved by pressing F7 or F8.

TAPE MODE
When you are using a cassette unit, this mode is entered to load or save files by pressing the F1 key.

TEXT LENGTH
The number of lines printed on an output page.

TEXT WIDTH
The width of the screen line onto which you type your document. This value is selected on the initial screen.

VALIDATE
Close all files on a diskette.

VARIABLE BLOCKS
Blocks that open out to accommodate the size of the information being put into them.

VERTICAL CURSOR CONTROL KEY
Marked with CRSR and up and down arrow. Used to move up and down through the text. Press to go down. Hold down the SHIFT and press to go up.

VERTICAL OFFSET
The number of lines from the top of the page where printing is to begin.

VERTICAL TABS
Selected positions down the text to which the cursor may be moved by pressing F8.

VIDEO
Screen display.

INDEX

USING THE 1520 PRINTER PLOTTER
WITH EASY SCRIPT

To use the 1520 Printer Plotter with Easy Script requires secondary addressing. The secondary address format command is described in the Escape Sequences Section of the Easy Script User Guide.

The secondary addresses and the values you need to send to them are as follows (* indicates the Easy Script reverse field asterisk):

Pen Colour:
*sa2,48 gives pen colour = Black
*sa2,49 gives pen colour = Blue
*sa2,50 gives pen colour = Green
*sa2,51 gives pen colour = Red

Character Size:
*sa3,48 gives 80 characters per line
*sa3,49 gives 40 characters per line
*sa3,50 gives 20 characters per line
*sa3,51 gives 10 characters per line

Character Rotation:
*sa4,48 gives normal horizontal mode
*sa4,49 gives 90 degree rotation to the right from the horizontal mode

Upper/Lower Case:
*sa6,48 gives upper/lower case reversed
*sa6,49 gives upper/lower case as in Easy Script text

Reset Plotter:
*sa7   resets the Plotter, the addresses are reset to the default values, i.e. normal horizontal mode, 40 characters per line, pen colour black and upper/lower case reversed. See the section entitled "Reset the Plotter" in the 1520 Printer Plotter manual.

The values after the comma in the secondary address format commands are the ASCII values for 0 (48), 1 (49), 2 (50) and 3 (51). The numbers 0, 1, 2 and 3 are the colour, character size, character rotation, and upper/lower case numbers as given in the appropriate sections of the 1520 Printer Plotter manual.

Each secondary address command must be on a line by itself and preceded by one or more lines of text and/or blank lines.

Here is an example of secondary address commands included at the beginning of an Easy Script document ((R) = Press RETURN key):

*nb"test"(R).
*lm10:rm70:p166:t160:ju1(R)
(R)
*sa3,48(R)
(R)
*sa2,49(R)
(R)
*sa6,49(R)
Text text text etc.

The secondary address format commands in this example select (in order) 80 characters per line, pen colour blue and upper/lower case as in Easy Script text.

These options can be changed at any point in the Easy Script document by entering the appropriate secondary address format command. An option for a feature, once selected, stays selected, no matter how many Easy Script documents you create and print, until another option is selected for that feature.

Commodore recommends that a "header" document is set up containing the secondary address format commands which give the conditions most frequently required, e.g. 80 characters per line, upper/lower case as in Easy Script text. This document is then filed on diskette to be retrieved and output each time the Easy Script program is loaded or the plotter is reset. The plotter reset command is used when there have been several changes of features and you wish to make a "fresh start". Remember in setting up the "header" document that a blank line or some text must precede each secondary address format command.

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