

Easy Working

TM

WRITER

from



READ THIS MESSAGE!

This program operates on three types of computers: IBM-PC and compatible computers, Apple II Series computers, and Commodore 64 computers. This manual contains documentation for all three of these machines. Please make sure you use only the section which covers your computer! The manual is divided as follows:

- Part 1:** Easy Working Writer for the IBM-PC and Compatibles
- Part 2:** Easy Working Writer for the Apple II Series
- Part 3:** Easy Working Writer for the Commodore 64

Part 1: Easy Working Writer for the IBM-PC & Compatibles

TABLE OF CONTENTS

1.A: INTRODUCTION

What You Need to Know	1
Toggles & Defaults	2

1.B: GETTING STARTED

Backing Up the Program	2
Copying the Program Onto a Hard Disk	3
Loading the Program	3
Setting Up the Program for Your Hardware	4

1 C: FEATURES

Menus	7
Selecting an Option	7
Getting Help	8
Entering Text	8
Entering Filenames	9
Quit	10
Easy Working Writer Menu Options	10
Cursor Movement and Other Special Keys	11
The FILE Menu	12
The EDIT Menu	14
The PRINT Menu	15
The TYPEFACE Menu	16
The OPTIONS Menu	17
The LAYOUT Menu	19
The SETUP Menu	21
The QUIT Command	21

Part 2: Easy Working Writer for the Apple II Series

TABLE OF CONTENTS

2.A: GETTING STARTED	
Backing Up the Program	21
Loading the Program	22
The Main Menu	22
2.B: CREATING, EDITING, AND SAVING A DOCUMENT	
Creating a Document	23
Cursor Movement Keys	24
Saving and Re-loading Documents	24
How to Exit the Program	25
Storage Menu Utilities	25
2.C: ADVANCED EDITING COMMANDS	
Marking Blocks	26
The <A>4 Menu	26
Print Controls	27
2.D: THE OPTIONS MENU	
The Search and Replace Commands	29
Search	30
Search and Replace	30
Preview Text	30
Spell Check	30
2.E: THE SET-UP MENU	
Set-Up Printer	31
Set-Up Screen	31
Set-Up Storage	32
Save Set-Up	32
2.F: PRINTING	
To Printer	32
To File	33
To Printer/Merge	33
Leaving the Program (Exit Command)	34

Part 3: Easy Working Writer for the Commodore 64

TABLE OF CONTENTS

3.A: GETTING STARTED	
Backing Up the Program	34
Loading the Program	34
The Main Menu	35
3.B: CREATING, EDITING, AND SAVING A DOCUMENT	
Creating a Document	36
Cursor Movement Keys	36
Saving and Re-loading Documents	37
Storage Menu Utilities	38
Directory	38
Erase File	38
Format Disk	38
How to Exit the Program	38
3.C: ADVANCED EDITING COMMANDS	
Marking Blocks	39
The F4 Menu	39
Print Controls	40
3.D: THE OPTIONS MENU	
The Search and Replace Commands	42
Spell Check	43
3.E: THE SET-UP MENU	
Set-Up Printer	43
Set-Up Screen	44
Set-Up Storage	44
Save Set-Up	45
3.F: PRINTING	
To Printer	45
To File	45
To Printer/Merge	46
Leaving the Program (Exit Command)	46

PART 1: Easy Working Writer for the IBM-PC & Compatibles

1.A: INTRODUCTION

Easy Working Writer is an easy-to-use program containing both a word processor and a spelling checker. A word processor is like a typewriter with expanded capabilities. Use it to write a document, such as a letter, a paper, or a report, just as though you were using a typewriter. But, unlike a typewriter, you can edit and format your document easily and without retyping. With a word processor, once you type the first draft, you only need to type in corrections and additions to your text--you never need to retype the entire document. Formatting, too, is a simple matter--with a single command, you can change from single spacing to double spacing, center a title, boldface a heading, or place a foreign word in italics.

The built-in Spelling Checker helps you find and replace misspelled words before you print your document.

The simplest way to use EW Writer is:

1. Write the letter or document just as you would on a typewriter, with one difference: don't press **Enter** at the end of the line. The Writer will automatically "wrap-around" to the next line. Only use the **Enter** key at the end of a paragraph.
2. Edit the document as necessary, changing words, correcting misspellings, adding phrases, sentences, or even whole pages as necessary.
3. Use the built-in Spelling Checker on your document.
4. Save the document on your disk.
5. Print the document.
6. Edit the document again, if it's necessary.

You can, of course, save, edit and print the document as many times as you need. Also, you can "re-use" text-- the draft of a letter to one person can be edited into a letter for another.

EW Writer uses default or pre-set settings for all of its features, such as margins and tabs so you can ignore any feature until you're ready for it. Simply start typing. Then, as you want to use a feature, such as a different typeface or a formatting command, look it up in this chapter and put it to work.

We refer to the "current word" or "current paragraph" in this manual. This is simply the word or paragraph on which the cursor is currently positioned in your document.

What You Need To Know

EW Writer is designed for the first-time computer user. You don't need to know how

to use other programs, although it will certainly help. We do assume you know how to turn on your computer and bring up the MS-DOS or PC-DOS operating system. Consult the guide that came with your computer if your unfamiliar with this.

Toggles and Defaults

Two terms you need to know are *default* and *toggle*. A *default* is the information the program uses unless you give it something else. For example, when you run EW Writer on a floppy disk, it assumes the A: drive is where all of its files are kept. If you are keeping word processing files on separate disks, you'll have to tell the program to use the disk in the B: drive. In this case, the default disk drive is A:.

A *toggle* is an option with fixed choices, as in *Yes* or *No*. When you "toggle" an option, you flip between the choices one after the other.

1.B: GETTING STARTED

Before you begin using EW Writer, make a back-up copy of the program and install the program on your hard disk if you have one. Back-ups save time and energy if something should ever happen to your original program disk.

Backing Up The Program

Start your computer with DOS. Depending how your computer is set up, you may have to enter the time and date. The DOS prompt should be on your screen. If you have a hard disk, the DOS prompt should appear as **C>**. If you have a floppy disk, the DOS prompt should appear as **A>**. The letter preceding the ">" identifies the address of the disk drive where the computer was booted from (in most cases, the same disk drive where DOS is located).

Type **DISKCOPY A: B:** and press **Enter**.

The DISKCOPY program (an internal DOS program) will be loaded, and when instructed, put the "source disk" in drive A:, and the "target disk" in drive B:. *Source disk* refers to the disk to be copied, or the source material (such as the original EW Writer program disk.) *Target disk* refers to the disk that will be copied to. Make sure the target disk is new, or contains no valuable information as copying whatever is on it. It is safest to copy onto a new, clean disk.

Drive A: refers to the first disk drive in your computer. If you don't have a hard disk, the drive which contains DOS when you boot your computer is drive A:. If you do have a hard disk and only one floppy disk drive, then the floppy drive is considered to be drive A:. If you have two floppy drives and a hard disk, it gets more confusing. Typically, drive A: is on the left while drive B: is on the right; or drive A: is on the top, and drive B: is on the bottom. A notable exception to this guideline is any computer from Tandy (tm). These computers have their drive A: on the bottom. If you are still

in doubt as to which drive is which, consult your computer's manual.

Drive B: is the second floppy drive in your computer. If your computer has only one floppy disk drive, you can still copy floppy disks. The computer assumes you have two drives, and prompts you to switch the source and target disks back and forth during the copying procedure. Just follow the prompts. When the computer says, "Now insert target disk in drive A: and press Enter," take out the source disk from drive A:, and replace it with the target disk. Then press **Enter**.

The target disk doesn't have to be formatted before using DISKCOPY. When DISKCOPY is used, it creates a mirror image of the source disk on the target. Therefore, when DISKCOPY copies the disk, it also copies the format.

When the message "Diskcopy complete. Copy another? Y/N" appears, type **N** (No). When the DOS prompt appears, you're ready to proceed. Place the original program disk in a safe place, and label the new back up copy of the program.

Copying the Program Onto a Hard Disk

Start the computer with DOS. Then place the EW Writer program disk in drive A:. When the C> prompt is on the screen, do the following:

Type **A:** and press **Enter**. This changes the disk drive from C: to A:. Then type **INSTALL** and press **Enter**. This automatically copies the program from the A drive to the hard disk into a subdirectory called "Easy."

The following lists the names of the files included on the EW Writer program disk.

<u>FILE NAME</u>	<u>FILE FUNCTION</u>
EW.EXE	The main Easy Working Writer program file.
INSTALL.BAT	Program which installs EW Writer in a subdirectory called "Easy" on a hard disk.
PID	A file used by EW.EXE file.
PRINT.MLB	File containing printer configuration information.
PRINTER.LST	Used for selecting a printer.
PRINTERS.LST	Additional file used for printer selection.
ULTIMATE.LST	A list of printers supported by the program.
HELPEWW.HLP	Help files accessible only through EW Writer.

Loading the Program

Once you've made a back up of the program disk, and have copied the program into your hard disk (if you have one), you are ready to load the program. To do this:

Turn on your computer. (If you have a floppy drive system, make sure DOS is in drive A: when you do this.)

HARD DISK USERS:

Make sure you're logged to the C: drive (i.e. C> is on your screen). Assuming you

followed the previous instructions for installing EW Writer on your hard disk:

Type **CD \EASY** and press **Enter**. Then type **EW** and press **Enter** to load.

FLOPPY DISK DRIVE USERS:

Remove the DOS disk from drive A: after booting the computer. Place the EW Writer back up program disk in drive A:. Then:

Type **EW** and press **Enter**.

Setting Up the Program for Your Hardware

The first time you use EW Writer, the program must be configured to your particular computer and printer. To do this:

Press the Right Arrow key until the cursor highlights the option "Setup." Then press **Enter**. (Alternatively, you can simply press **S** to select Setup.) This produces the Setup Menu which has the following options:

Disk Drives
Video
Printer
Save Setup

The first 3 options may or may not require adjustments. The fourth option is used to save the setup changes you make. Once you make these changes, EW Writer will be able to use your Setup configuration every time you start up the program.

• Disk Drives

The option allows you to configure programs to a non-standard computer system. If you have a hard disk and you've followed the **INSTALL** procedure, you won't have to modify the "Disk Drive" option. If you have a floppy disk drive system, this is optional because EW Writer assumes you have the program (EW Writer disk) in drive A:, and a data disk in drive B:. A data disk is a formatted disk where you can store files you create. If you're using a floppy drive system, insert a data disk in drive B any time to save something you've written as the program disk will not allow for data files to be stored on it; so you'll need a blank data disk for storage.

To change the designated disk drive locations:

Select "Disk Drives" from the Setup Menu by pressing the letter **D**, or the **Down Arrow** until "Disk Drives" is highlighted. Then press **Enter** to produce the Select Drives Menu. The following list explains the items on this menu.

Data Files-This tells the program where to find or store any files you create with the program.

Program Files-This tells the program on which drive its own program files are located. These two options are designated by a disk drive letter; **A:** for the A drive, **B:** for the B drive, and **C:** for the C drive (usually the drive address for a hard disk drive).

Path-The "Path" is more confusing. It is most relevant for users with hard disk drives. If you don't have a hard disk drive, leave this line blank and skip

this section by pressing **Enter**, or **F2**. If you do have a hard drive, and you don't know what the path is, read on. Computer paths provide a set of directions used to find files. A Path is actually a list of subdirectory names leading to a file. The words "path" and "pathname" are used interchangeably.

Paths and subdirectories are rarely used on systems with only floppy disk drive. Floppy disks usually have only one main directory where all files are stored. However, on a hard disk system, because its storage capacity is so great, certain files are grouped together in one subdirectory. Other groups of like files are grouped together in other subdirectories. Think of a subdirectory as a file heading in a filing drawer. The file folders contained within that heading are like the files contained in a subdirectory.

In a directory system within a hard disk, the main directory (which you can compare to an actual filing cabinet) is called the "root" directory. It is always denoted by a \ (a single backslash standing on its own). Think of the Root Directory as the Table of Contents; subdirectories as chapter headings; and file names as the subsections within the chapters.

In the preceding diagram, the root directory (\) contains three subdirectories called "\spreadsheet," "\wordprocessor," and "\EASY." The subdirectory "EASY" contains its own subdirectory called "\EWWdata." The pathname leading to the EWWdata file from the root would be written as follows: \EASY\EWWdata.

- \ (Root directory)
- \ **spreadsheet** (subdirectory)
- \ **wordprocessor** (subdirectory)
- \ **EASY** (subdirectory containing Easy Working Writer)
- \ **EWWdata** (a subdirectory within the \EASY subdirectory which contains data files created by EW Writer)

The backslash, which is always included in paths, has a dual purpose. It separates subdirectory names. By including the \ (backslash) at the beginning of the pathname, you are also telling the computer to look for the subdirectory in the root directory first. So if you're three or four directory levels down into a certain subdirectory and you want to go to a different directory, that first backslash takes the computer right back to the root in one step.

To return to the root directory, type **CD ** and press **Enter**. (The "CD" means "change directories.") Whenever you are moving from one directory (or subdirectory) to another, type **CD \subdirectory name\file name** and then press **Enter**. Type this command next to the DOS prompt (which is usually C:> for most hard disks). Please refer to the DOS manual which came with your computer for more information on paths and directories. If you are using a hard disk, it is very important that you understand the directory concepts.

• Video

If you have a color monitor, you can choose the colors on the screen and specify whether you have an EGA card. To do this:

Select "Video" from the Setup Menu and press **Enter**. (Or type V.) This produces the Video Menu. Use the Space Bar to display the different options. When the name of the adaptor you're using displays, press F2 to accept it. This produces another screen displaying options you can use. Press the Space Bar until the color combination you like appears. Then press F2 again, and the colors you selected will become the default colors. You can change them back, or change them again if you want.

• Printer

You need to indicate the type of printer you are using. Select "Printer" from the Setup Menu which produces a list of printers. Use the PgUp and PgDn keys to move the cursor through the list. When the name of your printer appears, highlight it and then press **Enter** to select it. This then takes you back to the Setup Menu.

• Save Setup

The last step in configuring EW Writer is to save the Setup information you've just specified. Once you do this, you won't have to do it again (or change the Setup information) unless you change hardware, or want to change the specified disk drives, paths, etc. If you don't save the Setup information, all the specifications you've just made will be lost when you turn off the computer.

When you select "Save Setup," the program checks that all the Disk Drive information you specified is correct. If any of this information is wrong, (i.e. you have specified the wrong path for the program's location), an error message will display. If this occurs, re-select "Disk Drives", check the pathnames to make sure there are no typos, and that you've specified the correct location for the program files. Once the Setup information has been saved, you are ready to use the program.

SPECIAL NOTE

Your DOS disk (the disk you start the computer with) must have file on it called Config.sys which customizes DOS to work correctly with your program. If this file is not on your DOS disk, it can be created easily. From the DOS prompt A> type:

Copy con config.sys and press <Enter> and then **files=20**. Press the <F6> key so that ^Z appears. Press <Enter> again. When the message **1 Field(s) copied** appears, restart your computer.

IMPORTANT NOTE FOR DOS 3.3 USERS:

There is an extra line included in the config.sys file. Do the following at A>:

Type **Copy con config.sys** and press <Enter>, then **files=20 stacks**

64,256. (If the **stacks 64,256** line doesn't exist, add it.) Press the <F6> key so that ^Z appears and press <Enter> again.

If you already have a config.sys, make sure the line Files=20 exists. Once the config.sys file has been made or modified, **restart the computer.**

1.C: FEATURES

Menus

EW Writer uses "pop-up" menus called so because they work like restaurant menus: they offer you a set of choices or options while extending from the Main Menu.

When you first run EW Writer, you will drop directly into the Writer screen. Press **Escape** to return to the Main Menu. To see the pop-up menu choices, press the **Shift** key or your **CAPS LOCK** key. As you use the arrow keys to move through the menu, press **Shift** to cause the different pop-up menus to appear.

Try it now. There are cursor arrow keys on the key pad part of your keyboard. Depending on your computer, you may have a separate set of arrow keys. The File option will be highlighted. Press the key labeled **6 ->**. The highlighted bar will move from "File" to "Edit" to "Print," and so on. If you press **Shift** when "Setup" is highlighted, the Setup Menu will pop up.

(If the highlighted bar doesn't move when you press the **6->**, press your **Num Lock** key once and try again.) You can use the **4 <-** and **6 ->** keys (the left arrow and right arrow keys) to move to the left and right on the menus. If the option you move to has a pop-up menu, press **Shift** to cause the menu to pop up. Options such as "Quit," which don't have a pop-up menu, will just *highlight* the option.

On a monochrome monitor, highlighting changes the option from green (or amber or white) letters on a black background to black letters on a bright background. On a color monitor, highlighting changes the colors of the letters and background.

When you move past the last option, "Quit," the menu will *wrap-around* to the first option. This happens in the other direction, too: when you move to the left of the first option, "File," the "Quit" option will change color or highlight.

Selecting an Option

EW Writer gives you two ways to select options. Use whichever one is most convenient for you. The two ways are:

Graphically. Press the arrow keys until the option you want is highlighted. Then press **Enter** or the down arrow. (The **Enter** key may be labeled "Return" or "Enter" or have an arrow on it: "<-|". We call it the Enter key throughout this

manual. The down arrow key is the key pad 2.)

By Letter. Type the first letter of the option's name. You don't have to press the Enter key--the program will automatically select the option. If you are in the Main Menu and want to select an option on a pop-up menu, first select the option that contains the pop-up menu. For example, to select "SetupPrinter," you must first select "Setup" from the Main Menu.

When you select an option, EW Writer guides you through it. If the program needs more information, such as the name of a file or a start and end page, it displays a screen asking for the information is needed. This screen is called a "dialog box" because it is where EW Writer has a dialog with you, the user.

Getting Help

EW Writer has a built-in help system. Whenever you want help with an operation, just press **F1** and the Help screen pops up. (F1 is the function key labeled "F1." Most PCs have 10 function keys on the left side of the keyboard. Some may have the function keys along the top of the keyboard or they may have more than 10 function keys. Regardless, the keys will all be labeled F1, F2, F3, F4, and so on.)

There are two parts to the help system. The first screen summarizes the keys you can use in EW Writer. Press **F1** again when this screen is showing, and see more information about the operation you were performing when you first asked for Help. Use the **PgUp** and **PgDn** keys to move through this text.

The second part of the help system is a Help Index. For help on a different topic, choose **F2** from the summary screen. You will see a list of the help that is available within the application. Move your cursor to the topic you want to read about and press **Enter**. You will see detailed text about the topic you chose. Use the **PgUp** and **PgDn** keys to move through this text.

Press **Escape** when you're done. The Help menu will disappear and you will return to whatever you were doing. These are the keys you can use when looking at Help:

<u>Key</u>	<u>Function</u>
F1	Show more help. Press F1 again and additional screens appear. Use the PgUp and PgDn keys to move through text.
F2	See a list of Help available. Choose any of these options to see more.
Escape	Leave the Help system. You may have to press Escape more than once, but it will always back you out of the Help system.

Entering Text

When a dialog box asks for information, simply type it in. They're set up so you can only enter text in certain places so you don't type something in the wrong place by mistake. When you're at the end of a screen, press **F2**.

If you notice a mistake, use cursor keys to move to the information. When the cursor is on the information, type the correction over the existing information. If there are extra letters left over, press the **Delete** key to erase them.

These are the keys you can use when you're entering information in a dialog box:

Key	Function
Up Arrow	Jump one field up.
Tab	Jump to the next field.
Down Arrow	Jump one field down.
Shift/Tab	Jump to the previous field.
Home	Jump to the first field in the box.

Note the Tab key, which is usually on the left side of the keyboard, may be labeled "Tab" or have a "--->|" symbol on it. Also, the Home key is on the numeric key pad, although your computer may have an extra set of cursor (or arrow) keys as well.

At times, there are only a few possible choices you can enter. For example, in Setup Video, there are various colors of text and borders to choose from. In cases like this, EW Writer will display the first choice with a message, "**Space select.**"

Press the SpaceBar to see each choice in turn. When you reach the end of the list, it starts over. When the choice you want is shown, press **Enter**. If the list is a long one, press **F3** for a pop-up menu of the available choices. Move your cursor to the choice you want and press **Enter**.

Entering Filenames

Whenever you're asked to enter a filename, whether it be to load or save, write to file or read from file, the Filename Screen will appear. Enter the filename if you know the exact name. The path will default to what you setup in Setup Disk Drives. Enter the path if you want to override the default.

If you're saving file for the first time, choose a name to help remember what the file is about. Type the name, press **Enter**, and it will be saved. If the filename already exists on the disk, the program will ask if you want to overwrite it. Answer yes and the program will replace the old file with the new information you just entered. To keep an old file and while saving a new one, enter a new filename for the current file.

If you forget the exact name of a file, press **F3** to access a directory without leaving the screen. Or type "wildcard" characters in the filename box to narrow down the directory you get (i.e. 'word' would show all files which begin with 'word').

After typing a name or path to narrow down the directory search, press **F3**. A directory will appear containing only those files relevant to the application you're in and the wild card characters entered. Move the cursor to the filename you want and press **Enter**.

Quit

The option "Quit" on the Main Menu takes you out of the program back to DOS.

Easy Working Writer Menu Options

When you first load the program from DOS, you go directly into a document where you can start typing immediately. The top four lines of your monitor display the current layout information. Each of the terms on these lines are explained below:

Memory shows how much computer memory is available. *Typeface* shows the current typeface. *Layout* shows the type of text layout chosen such as ALIGN or CENTER. The left bracket < shows the left margin. The vertical lines | show the position of the tab settings. The right bracket > shows the right margin of your document.

The remaining lines on the screen are for your documents. If a document is less than or equal to 80 characters wide, each line will appear. If a document is wider than 80 columns, the word processor will show as much of it (starting at the left margin) as possible. Any text beyond the right side of the screen will be cut off. To see the rest of the line, move the cursor beyond the right side of the screen. As you do, the screen will be scrolled to the left one character at a time.

• Editing

To edit text you've already entered, use the F3 through F6 keys. You can also choose the editing commands from the Main Menu. "Mark" your block of text by moving the cursor to the beginning of the block you want to mark. Press F3 and then move the cursor to the end of the block. The block you are marking will be highlighted.

To cut or delete a marked block, press F5. To memorize the block to be pasted or written to a file without erasing the block marked, press F4. To perform any other type of block editing, use the function keys as described below or choose them from the menu that appears when you press Enter after marking a block. For any other Writer feature, return to the Main Menu by pressing the Escape key.

When you select **Quit**, you will return to the Main Menu. To return to the Writer screen from the Writer Main Menu, press **Escape**. A brief summary of the Writer Main Menu options follows:

FILE	Loads and saves documents.
EDIT	Cuts and pastes blocks of text.
PRINT	Prints document, displays printed document on screen, prints to file.
TYPEFACE	Selects different typefaces (bold, italic, underline).
OPTIONS	Searches and replaces text, spell checks your document.
LAYOUT	Changes the format of page (including centering, spacing, etc.)
SETUP	Configures EW Writer to your particular hardware.
QUIT	Leaves the Writer Main Menu and returns to DOS.

Cursor Movement and Other Special Keys

You can use a number of keys to control the cursor and perform other operations. Remember that the Ctrl and Alt keys work like the Shift key:

To press **Ctrl-F**, hold down the **Ctrl** key and press the letter **F**.

To press **Alt-F**, hold down the **Alt** key and press the letter **F**.

CURSOR MOVEMENT KEYS

<u>Key</u>	<u>Function</u>
Down Arrow	Move down one line in your document.
Up Arrow	Move up one line in your document.
Left Arrow	Move one character to the left.
Right Arrow	Move one character to the right.
Enter	Move to the beginning of the next line.
Ctrl-Left Arrow	Move to the beginning of line.
Ctrl-Right Arrow	Move to the end of line.
Ctrl-F	Move forward one word.
Ctrl-R	Move backward one word.
Home	Go to the top of screen.
End	Go to the bottom of screen.
PgDn	Move to the next screenful of text.
PgUp	Move to the previous screenful of text.
Ctrl-PgDn	Move to the next page in the document.
Ctrl-PgUp	Move to the previous page in the document.
Ctrl-Home	Go to the top of document.
Ctrl-End	Go to the bottom of document.
Ctrl G	Move cursor to current bookmark
Ctrl L	Insert page break before current cursor position.
Ctrl S	Bookmark repositioned to current cursor position.

The Function keys duplicate some of the more commonly used commands found on the Main Menu. Use the Function Keys or the Main Menu options interchangeably - the Function Keys are there to make it easier for you.

FUNCTION KEYS

<u>Key</u>	<u>Function</u>
F3	Mark blocks.
F4	Memorize marked block.
F5	Cut to memory.
F6	Paste from memory.
F7	Find text.
F8	Load a document.
F9	Save a document.
F10	Print the current document.

EDITING KEYS

<u>Key</u>	<u>Function</u>
Ins	Toggle between insert and overwrite modes. (Insert pushes existing characters to the right as you type. Overwrite types over existing characters.)
BackSpace	Delete the last character typed.
Del	Delete the current character.
Alt-W	Delete the word at the current cursor position.
Alt-P	Delete the paragraph that currently contains the cursor.
Alt- L	Delete the current line.
Alt-H	Toggle the display to show hard returns.
Alt-F	Search forward for next occurrence of search string.
Alt-R	Search backward for last occurrence of search string.

NOTE: When using *Alt-F* and *Alt-R*, a search string must be specified under "Options" in the Writer Main Menu.

QUICK FUNCTIONS

<u>Key</u>	<u>Function</u>
Alt B	Put the current word in Bold .
Alt U	<u>Underline</u> word at cursor.
Alt N	Put the current word in Normal typeface.
Alt C	Center paragraph.
Alt S	Spell check.

The FILE Menu

FILE lets you load and save document files. It can clear the document you're currently working with and pull another, show a directory listing, and create an ASCII file. (The description of the Write ASCII option explains ASCII files in detail.)

Select the option you want from the FILE menu. When you are done using FILE, use the left or right arrow keys to move to the option you want to use next.

• **Load Text**

This option loads a previously created document.

If you're working on a document when you select **Load Text**, the Writer will ask whether to save the document before loading the new document. Select **Yes** to save the current document. Select **No** to erase it.

A dialog box asks for the filename to load. Enter the name and extension if necessary, and press **Enter**. Remember, you can get a directory of the files available by pressing **F3**. The file will be loaded and you will immediately drop into the EWW screen.

- **Save Text**

This option lets you save the current document into a file.

When you select **Save Text**, a dialog box asks for the name to save the file under. Type the filename and the extension if there is one and press **Enter**. The file will be saved and you will return to the Writer screen.

- **New Text**

New Text erases the current document so you can work on a new one.

When you select **New Text**, the Writer asks whether to save your current document before erasing it. Select **Yes** to save the current document before erasing it. Select **No** to erase the current document without saving it.

- **Write ASCII**

This option lets you save the current document as an ASCII file. An ASCII file is more universally readable than an EW Writer file so they can be imported into other programs.

Most word processors, including this one, put commands into files that control such things as margins, boldfacing and underlining, etc. Each word processor uses a different set of commands which means you can't use a file from one word processor directly in another. So you have to convert files to ASCII, which can be read by almost all word processors, then read the ASCII file into the new word processor.

When would you want to convert a document to ASCII? Save a document as an ASCII file when you want to use it in another program. For example, you might do this to prepare a file so your friend could use it on another word processor.

When you select **Write ASCII**, a dialog box asks for the name you want to save the file under. The current name of the file, if it has one, is shown by default.

- To save the ASCII file under the current filename, press **F2**.
- To save the ASCII file under a new name, enter it and extension, and press **F2**.

CAUTION: *If you save the ASCII file under the current name of the file, you will overwrite the current formatting.*

- **Directory**

The Directory option shows a list of files on a disk. When selected, a box showing the name, size, date and time last edited of all files or subdirectories will appear.

When you are finished looking at the directory listing, press **Esc**. You'll return to the Main Menu. You can also load a file through the Directory by highlighting the file you want to load and pressing **Enter**.

- **Remove File**

This erases a file you've previously saved from the disk. Type in the filename and

press **Enter** (You can also press **F3** to see the directory). When asked if you're sure you want to remove this file, select **Yes** or **No** and press **F2** to accept.

• **Format Disk**

This initializes disks for use by the program. When prompted, insert a new or reusable disk into your floppy drive and press **Enter**. *Make sure you want to reuse the disk, as the Format command will erase anything currently on the disk.*

The EDIT Menu

The EDIT function lets you select a block or paste already saved text into the current document. Cut and paste on a computer works in the same way as cutting and pasting typewritten pages: you cut a portion of text out of one page and paste it on another page. Of course, using EW Writer is a lot less messy.

After you cut or memorize a block of text, it is stored in the computer's memory. Paste it into your document whenever you want. The block will still be in memory after you save the current document, so you can cut a block from one document and paste it into another, using it as much as you want until you exit from the Writer, or until you cut or memorize a new block.

• **Select Block**

Select Block lets you mark a block of text to be cut or memorized.

When you choose **Select Block** from the Edit Menu a dialog box will appear. Move the cursor to the beginning of the text you want to cut and press **F3**.

When the next dialog box appears, move the cursor to the end of the text you want to cut. At this point, you have several choices:

<u>Key</u>	<u>Operation</u>
------------	------------------

F3	Re-mark. Press F3 to erase the beginning of the block and start again. The dialog box will ask you to move to the beginning of the text you want to cut and press F3 again.
-----------	---

F4	Memorize. Use F4 to leave the block where it is and make a copy of the block.
-----------	--

F5	Cut. Use F5 to remove the block from the text and use it.
-----------	--

Esc	Exit. Cancel the operation and return to the Writer Main Menu.
------------	--

Enter	Display the Writer edit menu.
--------------	-------------------------------

Choose one operation and press the appropriate key. After you press **F4**, the Writer will make a copy of the block and the highlighting will disappear.

After you press **F5**, the Writer will cut the block from the text and reformat the document to close up the space where the block of text was.

At this point, use the **Paste from Memory** option or the **F6** key to paste the block into another location in your document.

- **Paste from Memory**

This option lets you insert a block of text into your document. Make sure to cut or memorize the block, using "Select Block," before you try to paste it.

Move the cursor to where you want to place the block. Choose **Paste from Memory** from the Edit Menu. The block will be pasted into the document, starting from the cursor. The text will automatically be reformatted to include the block. If you try to paste a block before you have cut or memorized one, EWW will beep and return you to the Main Menu.

- **Read From File**

This option lets you paste text from a file into your document. Since the cut or memorized block disappears when you leave the Writer, you can only use it for cutting and pasting during one working session. There may be pieces of text you reuse day after day, such as the salutation and heading of a letter. Save these into a file and then use "Read from File" to paste them into your document.

This option can merge two files together, if you have two pieces of one document you work with separately. Simply load the first file and read the second file into the first.

Move the cursor to where you want to place the block. Choose **Read from File** from the Edit Menu. The Writer asks for the name of the file to read. Type in the name of the file and press **Enter**.

The file will be transferred to your document, starting from the cursor. The text will automatically be reformatted to include the block.

- **Write to File**

Mark the block you want to write to a file. Press **Enter** to get to the Writer Main Menu. Select **Write to File** within Edit. When prompted for the filename under which you want to save this block, enter the name and press **Enter**.

The PRINT Menu

This option lets you print the current document. You can specify how many copies will be printed, and whether to print all or a portion of the document. You can also see how a document will look when it's printed, or "print" it to a file.

Select the option you want from the menu. (See explanations that follow.) When you're done using Print, use the left or right arrow keys to move to the option you want to use next.

- **Printer**

Printer sends a document to your printer. It will be formatted according to the Page Layout and Typeface commands. Or print the current document by pressing **F10**.

• View

View will "print" your document on the screen. All formatting will be shown, wherever possible. Typefaces won't appear because of the limitations of the PC screen, but you can see page breaks, the effects of various indentations, and so forth. View will show one screenful at a time. Press any key to see the next screenful. When the document is finished being previewed, press **Esc** to return to the Writer Screen.

• File

File will "print" your document to a file. The file will be properly formatted and will contain the necessary printer commands for different typefaces, page breaks, etc. Printing to a file is useful if you want to print the file at a future date.

Select **File** from the Printer screen. The Writer will ask for the name of the file.

Type in the filename and press **Enter**. If the file already exists you will be asked if you want to overwrite it. Enter **Yes** or **No** and press **F2**.

• Setup

"Setup" allows you to modify the current printer settings. Change the fields that you want to change, and when finished, press **F2**. You can change the following:

<u>Field</u>	<u>Function</u>
No. of Copies	How many copies to print. The default is one. The max is 99.
Start Page	The page at which to begin printing. The default is the first page.
End Page	The page at which to stop printing. The default is the last page.
Pause on Page Feed	If using single sheets of paper, you'll want the printer to pause after each page is ejected so that you can insert a new page. If you're using tractor feed paper (connected sheets with pinholes at the side), enter No .
Use Printer Controls	If you don't want the typefaces to appear, enter No . If you DO want them to appear, enter Yes . This option is useful if you're printing on a different printer than the one for which you set up EW Writer.
Quality Print	If your printer has two print qualities and you've told EEW how to select them (in the Main Menu Printer Setup), you can choose to print Draft Quality (faster but lesser print quality) or Letter Quality (slower, but better quality print). The default is Draft Quality. Enter Yes for Letter Quality print or No for Draft Quality print.
Pitch	Enter 10 for Pica or 12 for Elite. The default is Pica.

The TYPEFACE Menu

Typeface lets you customize a document to include different tpestyles, such as **bold**, underlining, *italics*, and so on. Your printer must be able to print these options for them to appear on the page. Use the Setup Menu to tell your printer to use these tpestyles.

Note these typefaces appear highlighted on your screen. Don't worry if a sentence doesn't appear boldfaced or underlined. It will be done when you print the document. There are two ways to use this option:

Select a typeface and begin typing. EWW will use the new typeface until you select a new one. This is most useful when you are first creating the text.

Mark a block, using **F3**, and then select a typeface. The Writer will change the typeface of the marked block. This is more useful if you want to change the typeface of existing text.

Select the typeface you want to use. Your typeface choices are listed below. You can only have one typeface at a time--you can't have underlined AND boldfaced text, for example, only underlined OR boldfaced. However, you can have more than one typeface within the document. Use the two options explained previously. If you select a typeface that cannot be printed, the text will appear as normal text.

<u>Typeface</u>	<u>Appearance</u>
Normal	The normal text.
<u>Underline</u>	The normal text underlined.
Bold	Bold-faced text is printed twice so it is darker than the normal text.
<i>Italics</i>	Italics show up as true italics, if your printer can print them.

The OPTIONS Menu

"Options" provides several additional features: find text, search and replace, and Spell-Checking your document. Select the option you want. (Each is explained below.) When you're done using Options, use the left or right arrow keys to move to the option you want to use next.

• Find Text

Find Text searches for a "string" of text which is simply a group of characters, (letters, numbers, spaces and/or punctuation). EWW can search for strings up to 20 characters long. Choose whether or not the search will be case-sensitive. A case-sensitive search matches the difference between upper and lower case letters in the search string. A case-insensitive search (not case-sensitive) ignores the difference between upper and lower case letters in the search string. This operates from the location of your cursor forward.

Say you want to find the next time the word "will" appears in a letter. A case-sensitive search will not find the word if it appears in the text as "Will" or "WILL." A case-insensitive search will find the word "will" whether or not it appears as "will," "Will," "wiLL," or "WILL."

Select Find Text from the Options Menu and enter the string, up to 20 characters, you want to find. If the search will be case-sensitive, make sure to type the string using the right case.

Specify whether the search will be case-sensitive or not, and press **F2**. The cursor will stop at the next occurrence of the word. To continue finding text, use the **ALT- F** and **ALT- R** keys to search forward and backward.

• **Replace Text**

Replace Text searches for a string of text and replaces it with another string (up to 20 characters long). The two strings don't have to be the same length so you can replace the string: "a nice day" with "a fantastic day" or vice versa.

Choose whether the search is case-sensitive. You can tell the Writer whether to ask or "verify" before replacing a word or to find and replace every occurrence of the word automatically. Find and replace with verify is useful to change some occurrences of a word, whereas find and replace without verify is useful to change every occurrence of a word. This operates from the location of your cursor forward.

Suppose you're writing a short story and decide to change a character's name from Will to George. If you use an automatic case-sensitive find and replace, the Word Processor will change the word "Will" as well as the character's name:

"Will you visit us in the country?" Will asked.

becomes:

"George you visit us in the country?" George asked.

A find and replace with verify is more appropriate in this case. If the character's name was Hannah and you wanted to change it to Rachel, you could use an automatic find and replace, since "Hannah" doesn't have another meaning.

Select Replace Text from the Options Menu, and a dialog box will appear. Enter the string, up to 20 characters, you want to find. If the search will be case-sensitive, make sure to type it using the right case.

Enter the replacement string. Specify whether the search will be case-sensitive or not. Specify whether the Writer should verify the replacement. Press **F2**.

The Writer will look for the first occurrence of the search pattern. If you told the Writer NOT to verify the replacement, it will automatically replace the word and look for the next occurrence of the search pattern and stops when it reaches the end of the text.

If you told the Writer to verify the replacement, it stops when it finds the string and displays a dialog box. Press **F2** to replace the text. It replaces the string and looks for the next occurrence of the search pattern. It will stop at the end of the text.

Press **F3** to leave the original string alone. The Writer will NOT replace the word. It looks for the next occurrence of the search pattern and ask again. It stops at the end of the text. Press **Esc** to cancel the Replace operation.

• **Spell Check**

Spell Check checks the spelling of the words in your document against a dictionary of over 100,000 words. You can also create your own dictionary to include words that aren't in the standard one. It examines the spelling of words from the location of the cursor to the end of your document.

Move the cursor to the position where you want to begin the spell check. To check your entire document, move the cursor to the very beginning. Select **Spell Check** from the Options menu. The Spelling Checker will leap into action.

If no misspelled words are found, the Spelling Checker displays a dialog box with the message: "No Misspelled Words" You'll be returned to the Word Processor Menu. If a misspelled word is found, the word will be highlighted and a dialog box will appear with the word in question. You have the following choices:

- a. *Change the misspelled word by typing in the corrections. These kind of changes are most useful when you notice a typo, such as typing "teh" for "the." Press F2 to continue the Spell Check. To change a misspelled word and correct all occurrences of that word, press F3.*
- b. *Leave the word as it is, and press F2 to continue. Sometimes the word is correct, but isn't in the spelling checker's dictionary (i.e. technical or specialized terms like rhizome or bipolar or proper names).*

Press **F4** to add the "questionable" word to your dictionary if you think you'll be using it a lot. Press **ESC** to quit the spell checking. When you press **ESC**, the spell checking will stop, and you'll return to the Writer Main Menu.

NOTE: *To delete words from your user dictionary, load the file "USR>dct" into your word processor, make the changes, and save it as an ASCII file under the same name using the "Write ASCII" command.*

The LAYOUT Menu

"Layout" lets you customize your document. Specify such things as single- or double-spacing, margins, and so on. Most of these options take effect immediately. For example, when you change a margin from 10 to 15, the Writer will reformat your document using the new left margin. When selected, the LAYOUT menu appears.

Select the option you want from the menu. When you're done using Layout, use the left or right arrow keys to move to the option you want to use next.

• Page Layout

"Page Layout" allows you to define the margins, tab settings, and header and footer of your document. Enter the changes and press **F2**. These changes reformat your document. Feel free to change the layout at any time. You can change:

<u>Field</u>	<u>Function</u>
Left Margin	Set the left margin of the document. The default is 11 spaces from the left edge of the paper.
Right Margin	Set the right margin. The default is 70, which leaves 10 spaces from the last letter to the right edge of the paper.
Top Margin	Specify the number of blank lines from the top of the page to the start of text. The default is 6 lines.

Bottom Margin	Specify the number of lines from the top of the page to the bottom of the text. The default is 61, which leaves 5 lines from the last printed line to the bottom edge of the paper.
Paper Length	Specify how many lines there are on the page. The Writer prints 6 lines per inch, so a standard 8 1/2 by 11 inch page has 66 lines on it (6 lines x 11 inches). The default is 66 lines. Don't change this unless you are using paper that is not 11 inches long.
Tab Settings	Set the tab stops. When you type any number in the tab setting field, the default settings will be deleted. Separate tab settings with a comma: 5, 10, 15, 20 etc.
Number of Title Page Header	Specify how many title pages there are in the document. The header and footer don't appear on title pages. A header is text that appears at the top of every page. It is vertically centered in the top margin.
Center Typeface	Specify whether or not to center the header. Specify the typeface of the Header. Press the SpaceBar to display choices. Press Enter when the one you want is shown.
Text	Type the text of the header as you want it to appear (enter up to 2 lines.) If you want the page number to appear in the header, put a pound sign (#) in your header at the location you want the page number to appear.
Footer	A Footer is text that appears at the bottom of every page. It will be vertically centered in the bottom margin.
Center Typeface	Specify whether to center the Footer. Specify the typeface of the Footer. Press spacebar to display every choice. Press Enter when the one you want is shown.
Text	Type the text of the Footer as you want it to appear. You can enter up to 2 lines of text. If you want the page number to appear in the footer, put a pound sign (#) in your footer at the location you want the page number to appear.

- **Center Text**

This option centers each line of text currently marked according to current left and right margins. If no block is marked, the paragraph where the cursor is located will be centered. If you change the margins, the centering automatically changes to fit.

- **Align Text**

This causes all text in the currently marked block to be aligned on the left margin only. If no block is marked, the current paragraph will be left aligned. It counteracts any centering or justification that has been set on the block or paragraph.

- **Forced Page**

This tells the Writer to break the current page at the current location of the cursor. The Writer insets a double line to show the page break. To delete a forced page break, place the cursor on the first character of the new page and press the backspace key.

- **Single Space**

Sets all of the text within the currently marked block to single spacing. If no block is marked, the current paragraph will be single spaced.

- **Double Space**

Sets all of the text within the currently marked block to double spacing. If no block is marked, the current paragraph will be double spaced.

The SETUP Menu

Please see Part 1, GETTING STARTED, for an explanation of the SETUP Menu.

The QUIT Command

This option returns you to the Main Menu. If you've changed the document since the last time you saved it, you'll be asked if you want to save the document before exiting. Enter **No** to exit the WITHOUT saving any recent editing changes; or type **Yes** to remain in the document.

PART 2: EASY WORKING WRITER FOR THE APPLE II SERIES

2.A: GETTING STARTED

Welcome to Easy Working Writer! Word processing couldn't be easier, even for the first time user! This section of the documentation explains how to use the program on any Apple II series computer. Generally, instructions you should follow and keys you should press to carry out commands appear in **boldface print**. One key which is used often is the RETURN key, or on some keyboards, it is written as the ENTER key. Pressed after typing most commands, it "enters" the command. Throughout this documentation, it is referred to as the **RETURN** key, and appears in boldface type whenever you should press it.

There are two "Apple" keys; one to the left and the other to the right of the Space Bar. The one to the left is the "Open Apple" key and is written as **<A>**. The one to the right is the "Closed Apple" key and is written as **[A]**. There are no Function Keys on the Apple computers. Use the "Open Apple" key followed by the Function Key number when instructions ask for a Function Key. Example: **<A>3** means press "Open Apple" and the number 3 at the same time.

Backing Up the Program

This package contains a disk called the "program disk" because the program is stored on it. Make an additional or "back up" copy of this disk so you have two in

case anything should happen to the original. Instructions for making backups should be in the manual which accompanies your computer.

Also format some blank disks to use as "data disks," where you'll store your files. Again, instructions for formatting disks can be found in your computer's documentation; and in fact, you can format disks from within the program. If you have a single disk drive system, it is possible to store some data files directly on the program disk. If you have two disk drives, it is recommended that you work with the program in Drive A (or Drive 1), and a formatted data disk in Drive B (or Drive 2).

Loading the Program

Insert the EW Writer program disk in Drive #1 and close drive door. Turn on your computer, monitor and printer. The program loads automatically.

The Main Menu

After you load the program, the Main Menu comes onto the screen. At the top left corner of your screen is the name of the program, "Easy Working Writer." In the upper right corner, it says "<A> 2 HELP." This means press the <A>2 to access EWW's Help system. It gives on-screen explanations of the options available. You won't lose your document when you press <A>2; simply press the **Escape** key to leave Help and return to your document.

<u>ACTION</u>	<u>KEY</u>
Get Help	<A>2
Leave Help	Escape

To move through the options on the Main Menu, use the Arrow keys (also referred to as the Cursor Keys). Press **Right Arrow** to move the cursor right; use the **Left Arrow** key to move the cursor to the left. Each of the Main Menu options (except Quit) have sub-menus. For example, with the cursor on "Print," press **RETURN**. This produces the Print sub-menu. Use the **Up** and **Down Arrow** keys to move through the sub-menu, and press **RETURN** to select the option of your choice. You can also select a sub-menu option by pressing the first letter of the command desired. To leave a sub-menu and return to the Main Menu, press **Escape**.

The following list shows the keys most often used when the Main Menu and other sub-menus are on your screen.

<u>KEY</u>	<u>FUNCTION</u>
Right/Left Arrow	Moves through Main Menu options
Down Arrow	Produces sub-menu for highlighted option when available
RETURN	Selects highlighted option
Escape	Cancels selection
<A>1	Accepts an input box
<A>2	Accesses Help system

Note the <A>1 key "accepts an input box." An input box gives you a choice of what to do next by asking a question(s) on the screen. If it says to press the <A>1 key to accept what the screen currently says, check to make sure the correct selection is highlighted, and then press the <A>1 key to continue.

Each of the Main Menu options is briefly described below. The options are explained in greater detail in the remainder of this documentation.

- **Edit** - Select Edit to enter the editing mode to create a document, or to edit the document currently residing in memory.
- **Print** - Select Print to print all or a portion of your document. You can send output to a printer, or to an ASCII file. Also use this command when you are merging two files, i.e. an EW Planner file with an EW Writer file, etc.
- **Option** - Use Option to access advanced editing commands like Search and Replace, Preview Text before printing, Merge, and Spell Check.
- **Storage** - Use Storage to create new files, open existing files, save files, and to erase files. Also use Storage to review the names of files stored in the current directory. You can also format blank disks for data storage using this command.
- **Set-Up** - Use Set-Up to prepare the software for your hardware (i.e. to specify what kind of printer you have, on screen colors, drives, etc.) You can save these specifications so they'll be in effect automatically each time you load the program.
- **Quit** - Select Quit to leave the program and return to the operating system. Be sure to save your document before selecting Quit.

2.B: CREATING, EDITING, & SAVING A DOCUMENT

If you're using a double disk drive Apple, and you plan to save files on a disk in Drive B, be sure that the drive is set to B in the Set-Up Storage Menu. Detailed instructions about this menu can be found in Part 5, section 5.C.

Creating A Document

Once the correct drives are established, you can create your first document. With the Main Menu on the screen:

Move the cursor to Edit and press **RETURN**. This brings you into the editing mode where you can enter documents. You're ready to start entering text.

An alternative way to enter a document is to use the Storage option on the Main Menu. To do this:

Move the cursor to "Storage" and press **RETURN**, which produces the Storage sub-menu. To open a new document, move the cursor to "New Text," and press **RETURN**. (If you've been working on another document, save it before using "New Text" as it deletes whatever is currently on the editing screen.)

Or, if you have a document on screen and you need to return to the Main Menu, use the **Load Text** command to return to your document. Both "Load Text" and "Edit" automatically load the document you've been working on most recently.

Cursor Movement Keys

The following is a chart listing the keys that will help move the cursor around the screen for faster editing. Remember, the "open Apple" key is written as **<A>** and the "closed Apple" key is written as **[A]**.

<u>COMMAND</u>	<u>KEY</u>
Up one line	Up Arrow
Down one line	Down Arrow
Right one character	Right Arrow
Left one character	Left Arrow
Screen up	<A> 6
Screen down	<A> 5
End of line	<A> 7
Beginning of line	<A> 8
Forward one word	<A> F
Backward one word	<A> B
Top of screen	<A>
Top of document	[A]
Bottom of screen	<A>
Bottom of document	[A]
Delete	Delete
Delete word	<A> D
Backspace	<A> Delete
Tab	Tab
Page feed	<A> E

Take notice of the line of information which is at the top of your screen. When you are in the editing mode (i.e. entering a document), the row and column numbers which reflect the current cursor location are listed at the top of the screen. The row number tells you how many lines down the cursor is from the top of the page. The program is pre-set for 55 lines of text on an 8 1/2" x 11" sheet; this can be changed - see Part 3, section 3.C.5. The column number reflects how many characters in the cursor is from the left margin. The top line of the editing screen also indicates how much memory is available (in bytes) for the storage of data. Finally, in the right corner, you are reminded about the Help system which is accessible by pressing **<A>2**.

Saving and Re-loading Documents

When creating a document, "save" it every 10 minutes or so even if you haven't finished entering text, which makes a copy of your text file on the disk. This prevents the accidental loss of data in case the power should go out, or someone inadvertently shuts off your computer. To save your document:

Press **Escape**. This moves the cursor back to the Main Menu. Select "Storage" and press **RETURN** to produce the Storage sub-menu. Move the cursor to "Save text" and press **RETURN**. This produces a message which reminds you to insert a data disk in the drive on which you will save this file. Press **RETURN** when the data disk is in the correct drive (if it isn't already).

When prompted, enter the filename (with a path name if you're using a hard disk). It is recommended to use a maximum of 8 characters for a file name. Press **<A>1** to accept the file name.

When you create a file in this program, it is automatically assigned the file extension **.LIS**. A *file extension* is a three character combination separated from the file name by a period. It helps to identify files. For example, in the file **LETTER1.LIS**, "LIS" is the file extension, and "Letter 1" is the filename. If there were also some imported Easy Working Filer (database program) data files also stored on this disk, they would have the file extension **.IED**. Other programs use other file extensions.

How to Exit the Program

When you are ready to leave the program, always make sure that your most recent document has been saved. Then do the following:

Press **Escape** to return to the Main Menu. Move the cursor to "Quit" and press **RETURN**.

Storage Menu Utilities

The last three options on the Storage Menu are utilities which allow you to review the names of files currently stored on your disk, to erase files from the disk, and to format data disks without exiting the program.

• **Directory**

Use this command to display a list of all files stored on the current disk. Use the **Up** and **Down Arrow** keys to scroll through the filenames as all filenames will not always fit in the display window. For a very large directory, use the following keys to scroll through the filenames:

<u>SCROLL</u>	<u>KEY</u>
One screen up	<A> 6
One screen down	<A> 5

To select a file to load, move the cursor to it and press **RETURN**. You can recognize all the EW Writer files because they have a **.LIS** file extension. To leave the directory without loading a file, press **Escape**.

• **Erase File**

Select this command to erase a file without leaving the program. You will be asked to supply the name of the file being erased. Once gone, an erased file cannot be retrieved. *Be careful when erasing files!*

• Format Disk

Use this command to format disks to use for data storage. You will be asked to enter the the drive name (Drive A, or B, or 1, 2, etc.) where the disk is to be formatted. Be sure you insert a blank disk to be formatted (or a disk you want erased) as formatting a disk erases all previous data stored. **Do not format your program disk!**

2.C: ADVANCED EDITING COMMANDS

This chapter covers commands used to manipulate "blocks," to change the appearance of regular text to boldface, underline, etc., and finally to set tabs, margins, and center text. It's best to practice using these commands with two or three paragraphs of text to see how they affect it.

Marking Blocks

A "block" is an area of text you specify by marking it. After you "mark" it, you can cut it out of the document temporarily, and then paste it back in at another location. You can also mark a block and delete it from your document, or copy a block to another location. To mark a block:

Move the cursor to the top left corner of the block to be marked (or to the first character of the block) and press **<A>3**. Then move the cursor to the bottom right corner of the block (or the last character) and press **<A>4**. This produces the **<A>4 Menu**.

If you decide not to do anything with the marked block, press **[A]3**.

The following chart shows the keys that are used when working with blocks.

<u>FUNCTION</u>	<u>KEY</u>
Mark block	<A>3
Produces the F4 Menu	<A>4
Clears marked block	Ctrl 3
Cut marked block; put in temporary storage area	Ctrl C
Paste block from temporary storage into document	Ctrl P

The <A>4 Menu

Once you mark a block, press **<A>4** to produce the **<A>4 Menu** which lists functions to manipulate text. Be sure you've marked the block *before* using any of the following block commands. The first command on the **<A>4 Menu** is "Cut to Memory."

• Cut to Memory

Select this command to cut the block out of the current document, and to store it in a temporary data storage area. Then use the "Paste From Memory" command to paste

the cut block back into the document at another location. You can also cut by marking the block and then pressing **Ctrl C**. This puts the block in the temporary storage area until you exit from the program when it will be erased.

- **Cut to File**

Select this command to cut the block out of the current document, and to store the block in its own file on the disk. You are asked to enter a filename for the block being written to its own file. "Cut to File" is useful for storing text you'll reuse often such as your address.

- **Copy to Memory**

This command copies the block into a temporary storage area. Then move the cursor to another location in your document, and use "Paste From Memory" to insert the block. It will then appear in two locations in your document. Whenever you cut or copy to memory, the cut or copied block only exists in the memory within the current file. Once you save the file and open another one, the data stored in the temporary storage area is deleted.

- **Copy to File**

This command copies the block to its own file on the disk. You are asked to enter a filename for the block being copied into its own file.

- **Paste from Memory**

Use this command to paste or insert data into your document which you've cut or copied to memory. The data is inserted at the cursor location. Or use the shortcut command **Ctrl P** to paste the block from temporary storage into your document.

- **Paste from File**

Use this command to paste or insert a block which you have written to its own file. You will be asked to enter the filename of the incoming block, and the block will be inserted at the cursor location. This is also a quick way of combining two files.

- **Delete Block**

This command deletes the block marked. Its a convenient way to get rid of a large amount of unwanted text; but, be careful you don't delete data you might need.

Print Controls

This section explains the commands available in the Print Control Menu which can only be accessed when in the editing mode (creating a document). To access the Print Control Menu, press **<A>1**. The first seven commands in this menu actually control the "fonts" used when printing the document. The last seven commands on are used for merging files, setting tabs and margins, turning on and off justification, centering text, entering headers and footers, and linking files.

• The Printer Font Controls

A *font* refers to a style of type. **Boldface** is a font, as is *italics*. To use different fonts, your printer must be able to print them. Also, you need to set up your printer correctly in the Set-Up Menu (see Part 5, section 5A). Whenever you put a print control in a document, you'll see a special character display. The special character must be placed directly before the first character to be affected, and again directly after the last character to be affected. You can tell what the special character stands for by placing the cursor over it and watching the second line at the top of the screen. An explanation of the special character appears there. Remember, whenever you insert a print control character to turn on a font (like boldface), you must insert another boldface print control character to turn it off.

Boldface - to highlight or emphasize certain word(s).

Underline - to underline and emphasize word(s).

Compressed Print - if you have large document you want to fit on a small page, or if you simply want small type.

Expanded Print - for emphasis.

Quality Print - to produce close to letter quality drafts of your documents, even if you have a dot matrix printer.

User Format #1 and #2 - You can enter one or two fonts your printer may support, such as subscript or superscript. Remember, it's necessary to define these two formats in the Set-Up Menu if you plan to use them

• Merge Mark

This refers to the mark inserted in a document to import a file from EW Filer or Planner, a database and a spreadsheet program which are both compatible with EW Writer. If you're importing a database file from EW Filer, successive fields of data from the database file will be inserted at each merge mark. You will be asked to supply the name of the EW Filer file being merged. Note that imported EW Filer files have .IED file extensions; not .LIS like EW Writer. Be sure to check the change in file extension when importing an EW Filer file.

It's also necessary to make sure the database file being merged is set up properly. It needs to have only one field per line, and a forward slash / on a line by itself to indicate the end of the record. For example:

Mr. Brandon Smith
123 Newborn Street
Exton, PA. 19341

• Set Tabs

Select this command to re-set the tabs for your document. They are pre-set at every five characters. To re-set them, select the "Set Tabs" command. Then enter the column numbers, separated by commas, where you want tab settings to be.

- **Justification**

Select this to turn on (and then off) justification. When a document is justified, the right margin is a straight vertical line. Justification is *off* unless you turn it *on*. If you turn it on, place the command in column 1 of the first line to be justified.

- **Setting Margins (Page Format Command)**

Use this to set left, right and top margins, lines per page, and line spacing. These are pre-set at 10, 70, 5, 55 and 1 respectively. These settings produce an attractive document on a standard 8 1/2" x 11" sheet with ample margins all around the text. If you change these settings, put the command in column 1 on a line by itself.

- **Centering**

Select this option to center a line of text between the left and right margins. Please place the command in column 1 of the line to be centered.

- **Headers and Footers**

A "Header" is a line of text (up to 80 characters) which appears at the top of each page of your document when printed. You can include the page number in the header by placing a pound sign # in the header text. You won't see the header until you print the document.

A "Footer" is similar to a header except that it appears at the *bottom* of every page when printed. To include the current page number in your footer text, place a pound sign # in the footer text (you can have a maximum of 80 characters). Place the commands for headers and footers in column 1 on a line by themselves.

- **Linking Files (Chain File command)**

Use this to link another file to the current file so when the first file has finished printing, the linked file prints without issuing a separate print command. Enter the command in column 1 on a line by itself.

2.D: THE OPTIONS MENU

The commands on this menu allow you to search for a string of characters and optionally replace them with other user specified text. The command "Preview Text" gives you a look at what your document will look like when it is printed, and the final command "Spell Check" runs a spelling check on all the words in your document to make sure that they're spelled correctly.

The Search and Replace Commands

The "Search and Replace" command finds a specified string of characters and then replaces the string with another specified character string. This can be helpful if you discover that you have misspelled a word throughout a document. You can search for the misspelled version and replace it with the correctly spelled version.

Search

Use this command to search your document for a string of up to 20 characters, beginning at the location of the cursor in your document. You'll be asked if you want the search to be *case sensitive* or not. A case sensitive search finds only those occurrences of the words which are exactly the same as the characters you specify. For example, if you do a case sensitive search for the word **Day**, the cursor will not consider the word **day** to be a match. If you choose *not* to do a case sensitive search, the search will ignore the difference between upper and lower case letters, and both **day** and **Day** would be considered as a match.

Search and Replace

Use this command to search your document for a string of up to 20 characters and replace it with another character string. The search begins at the cursor location, and you will be asked if you wish the search to be case sensitive. You can specify whether or not you want to verify each replacement. If you respond **Y** (Yes), the cursor will stop at each occurrence of the search string and ask if you want it replaced with the replacement string. Generally, it's a good idea to verify all replacements.

Preview Text

Select this command to see your document as it will appear when printed. The only portion of your document which will *not* appear as it will when printed is the printer fonts. They will not appear until the final document is sent to the printer. If the document is wider than the screen, use the **Arrow Keys** to see all of it. Press **<A>3** to see next screen of text.

Spell Check

Use the spelling checker to check the spelling of all the words in your document. It reviews all words in your document beginning at the cursor location. You'll be asked to insert the reverse side of the program disk into your drive. If no misspelled words are found, the message "No misspelled words found" displays, and you return to the Main Menu. A spell check can take time; especially if you have a long document.

If a misspelled word *is* found, the cursor moves to the location of the first misspelled word. The word will be highlighted, and a window appears at the bottom of the screen containing the word in question. To change the word, type the correct spelling and press **<A>1**. If you do not wish to change the word, simply press **<A>1**. This process will repeat until all misspelled words have been checked. When complete, you will be returned to the Main Menu. To abandon the spell check during the procedure, press **Escape**.

2.E: THE SET-UP MENU

Use this option to set up the program so that it works with your equipment. There are

four options on this menu which have the following functions:

<u>OPTION</u>	<u>FUNCTION</u>
Set-Up Printer	Configures the software so it works with your printer
Set-Up Screen	Allows you to change the colors used on your monitor (opt)
Set-Up Storage	Specifies on which disk drive you wish to store data
Save Set-Up	Saves all Set-Up data until you change it again

Set-Up Printer

Select this option to configure the program to work with your printer. Before changing any of the printer set-ups, we recommend that you try printing a document. Include some **boldface**, *italic*, underlined, compressed, and expanded text in your trial document to see if these fonts print out.

If after this trial, you are unable to print, go into the Set-Up Printer Menu and make the recommended changes. You may need to refer to the manual which came with your printer. The following list explains the items on the Set-Up Printer Menu.

- **Interface Type**

Type the appropriate number (1-5) of your printer interface being used. Refer to the list of 5 interface types below this option.

- **Slot**

The slot number should be 1 when using an Apple II series computer.

- **Linefeed**

Some printers require that a "linefeed" command be sent after each line has finished printing. Most do not, therefore the default for this is N (No). If your printer *does* require that a separate linefeed command be sent, type Y (Yes) next to Linefeed. Please check your printer manual if you are not sure.

- **Serial Baud Rate**

If you are using a serial printer, enter the appropriate baud rate here. If you are unsure of what it is, please refer to your printer manual.

- **Printer Control Codes**

In order for your printer to use special fonts such as **Boldface**, *Italics*, etc., you need to enter the appropriate printer control codes. Again, you will need to refer to your printer manual for these codes. When you have found where they are listed, enter the "On" and "Off" codes in the space given on this menu. Enter the ASCII decimal character(s) in the allotted space, separating each two digit number with a comma (example: 27, 36,1).

Once you've entered the above information, and issued the "Save Set-Up" command, you will not have to repeat the procedure unless you change printers. Remember to save all your set-up information.

Set-Up Screen

This option only applies if you are using a color monitor. *Even if you do have a color monitor, this option is completely optional.* We have set up the program so the

optimum colors are used for all menus, and changing them can make the menus difficult to read on the screen. However, if you do want to change the display colors, place the cursor on the color you want to change. Then press the **Space Bar**. When you've finished changing the colors, press **<A>1**.

Set-Up Storage

This is where you specify on which disk drive you want to save your files. The following list explains the items on the Set-Up Storage Menu:

- **Program Files: Drive**

Enter the number of the drive in which the program resides. This is usually Drive 1.

- **Program Files: ProDOS Prefix**

If you have a hard disk drive, enter the appropriate Directory/Path in which the program resides. For example, if the program is in Drive 1 in the EW directory, type 1 next to "Drive," and type \EW next to "ProDOS Prefix."

- **Data Files: Drive**

Enter the number of the drive in which data files are to be stored.

- **Data Files: ProDOS Prefix**

If you have a hard disk drive, enter the appropriate Directory/Path in which data files are to be stored.

When you've entered the information on the Set-Up Storage Menu, press **<A>1**.

Save Set-Up

Once you have entered your set-up information, use the "Save Set-Up" command to save it. You won't have to re-enter the set-up information each time you use the program; it will be automatically loaded. Change printer controls or drive/path settings temporarily by entering changes on this menu without saving them. These changes will be in effect until you quit the program.

2.F: PRINTING

Select this command when you are ready to print your document. When selected, the following options come on to the screen:

<u>OPTION</u>	<u>EFFECT</u>
To Printer	Send file to printer for a printed copy
To File	Send file to disk in ASCII format
To Printer/Merge	Merge with specified file and send to printer

To Printer

To print a copy of your document, select "To Printer." When selected, a sub-menu comes onto the screen with options which are explained in the following list. If you decide you do *not* want to print your document after issuing the Print command, press **Escape**. Once printing has commenced, also press **Escape** to stop printing, or press **Ctrl S** to pause the printer momentarily, and **Ctrl S** once again to re-start.

When you issue the "To Printer" command, you'll be asked the following questions:

- **Paper Length**

Enter the length of the paper (lines per page). The default for this option is 66, because there are 66 lines on a standard sheet of 8 1/2" x 11" paper (when printing 6 lines per inch). If you are unsure of what to do here, try printing a setting of 66 before you change it.

- **Page Feed**

If you want the software to issue a page feed command (i.e. automatically advance the paper to the next page) after printing a page, leave the default **Y** (Yes). If you do not want the printer to issue a page feed command after printing a page, type **N** (No).

- **Continuous Paper Feed**

If you are using continuous feed paper with a tractor-feed device in your printer, leave the default **Y** (Yes). If you are using a sheet fed printer, type **N** (No). If you type **N** for a manual fed printer, printing will stop automatically at the end of a page and will restart when you insert a new sheet and issue the **Ctrl S** command.

NOTE: If the error message, "Printer Connection Failed" appears when you issue the Print command, check to see your printer is turned on, and that it is "on line."

To File

Use this option if you want to send an ASCII version of your file to disk. This will allow you to use your file with another program. To send an ASCII version of a file to disk, select the **To File** option. This produces the message "Insert data disk in drive B" (or whatever drive is specified as your data disk drive). Press **RETURN** when ready, or **Escape** to abort this operation.

To Printer/Merge

Select this option to print a file which includes a merge command. A merged file is one that combines files from two programs, usually one from EW Writer and one from EW Filer. Instructions for merging files can be found in Part 3, section 3.C.2, and in the documentation of the program whose files are being merged.

When you select this option, you are asked to insert the appropriate data disk in the data disk drive (i.e. the disk which contains the file being merged.) When ready, press **RETURN**. Press **Escape** to abort this routine all together. You are then asked to enter the name of the file that is being merged (including its path name, if relevant). Press **<A>1** when ready to print.

Note the default file extension of files being merged is .LED (the extension used in EW Filer). If merging a file with a *different* file extension, use the **Down Arrow** to move the cursor into this field, and change the extension name.

NOTE: It is easiest to copy the file being merged onto the same disk as the file it is being merged with.

Leaving the Program (Exit Command)

When you are ready to leave the program, select "Exit" from the Main Menu. You'll be asked if you are sure you want to leave the program and return to the operating system. Type **Y** (Yes) if you do want to exit, or **N** (No) if you want to abandon this command and continue using EW Writer.

Part 3: Easy Working Writer for the Commodore 64

3.A: GETTING STARTED

Welcome to Easy Working Writer! Word processing couldn't be easier, even for the first time user! Generally, instructions to follow and keys to press to carry out commands appear in **boldface print**. The **RETURN** key is used throughout the program, and it appears in **boldface** type whenever you should press it to enter a command. Function Keys are written as **F1**, **F2**, **F3**, and so on. There is also a "Commodore" key on the Commodore-64. It is located at the lower left corner of the keyboard, and has a "C" on it. It is referred to as the **CMDR** key. Finally, the Commodore is often referred to as the "C-64" in this documentation.

Backing Up the Program

The package contains a disk called the "program disk" because the program is stored on it. Make an additional copy or "back-up" of this disk so you have two in case anything should ever happen to the original. Instructions for making backups should be in the manual which accompanies your computer.

Also format some blank disks to use as "data disks" where you'll store your files. Again, instructions for formatting disks can be found in your computer's documentation; and in fact, you can format disks from within the program. If you have a single disk drive system, it is possible to store some data files directly on the program disk. If you have two disk drives, it is recommended that you work with the program in Drive A (or Drive 1), and a formatted data disk in Drive B (or Drive 2).

Loading the Program

Insert the EW Writer program disk in the disk drive and close the drive door. Turn on the computer, drive, monitor and printer. (On the Commodore 128, hold down Commodore Key and turn on computer.) Type **LOAD ""*,8,1** and press **RETURN**.

The Main Menu

After you load the program, the Main Menu comes onto the screen. At the top left corner of your screen is the name of the program, "Easy Working Writer." In the upper right corner, it says "F2 HELP." This means press the F2 key to access EW Writer's Help system. It gives on-screen explanations of the options available. You won't lose your document when you press F2; simply press **STOP** to leave Help and return to your document.

<u>ACTION</u>	<u>KEY</u>
Get Help	F2
Leave Help	STOP

To move through the options on the Main Menu, use the Arrow keys (also referred to as the Cursor Keys). Press **Right Arrow** to move the cursor right; use the **Left Arrow** key to move the cursor to the left. Each Main Menu option has sub-menus. For example, with the cursor on "Print," press **RETURN**. This produces the Print sub-menu. Use the **Up** and **Down Arrow** keys to move up and down the sub-menu options, and press **RETURN** to select the option of your choice. You can also select a sub-menu option by pressing the first letter of the command desired. To leave a sub-menu and return to the Main Menu, press **STOP**.

The following list shows the keys most often used when the Main Menu and other sub-menus are on your screen.

<u>KEY</u>	<u>FUNCTION</u>
Right/Left Arrow	Moves through Main Menu options
Down Arrow	Produces sub-menu for highlighted option when available
RETURN	Selects highlighted option
STOP	Cancel selection
F1	Accepts an input box
F2	Accesses Help system

Note the F1 key "accepts an input box." An input box gives you a choice of what to do next by asking a question(s) on screen. If it says to press F1 to accept what the screen currently says, make sure the correct selection is highlighted, and then press the F1 key to continue. Sometimes input boxes offer a "Y/N" (Yes/No) response. If you want to respond **Yes**, simply type Y directly over the N (No), or vice versa.

- **Edit**
Select Edit to enter the editing mode to create a document, or to edit the document currently residing in memory.
- **Print**
Select Print to print all or a portion of your document. You can send output to a printer, or to an ASCII file. Also use this command when you're merging two files, i.e. an EW Planner file with an EW Writer file, etc.

- **Option**

Use Option to access the advanced editing commands like Search and Replace, Preview Text before printing, Merging, and Spell Check.

- **Storage**

Use Storage to create new files, open existing files, save files, and to erase files. Also use Storage to review the names of files stored in the current directory. You can also format blank disks for data storage using this command.

- **Set-Up**

Use Set-Up to set up the software so it works with your hardware. Use it to specify what kind of printer you have; to change the colors on the screen (if you have a color monitor), and to specify the drive on which to store files (with correct path and directory instructions if you're using a hard disk system). You can save these specifications so they'll be in effect automatically each time you load the program.

- **Quit**

Select Quit to leave the program and return to the operating system. Be sure to save your document before selecting Quit.

3.B: CREATING, EDITING & SAVING A DOCUMENT

Creating a Document

Once the correct drive are established, you can create your first document. With the Main Menu on the screen:

Move the cursor to Edit and press **RETURN**. This brings you into the editing mode; the mode in which you can enter documents. You can begin.

An alternative way to enter a document is to use the Storage option on the Main Menu. To do this:

Move the cursor to "Storage" and press **RETURN**. This produces the Storage sub-menu. To open a new document, move the cursor to "New Text," and press **RETURN**. (If you've been working on another document, save it before using the New Text command as it deletes what's currently on the editing screen.)

Or, if you have a document on the screen and need to return to the Main Menu, use the **Load Text** command to reload the current text. Both "Load Text" and "Edit" load the document currently in memory.

Cursor Movement Keys

The following chart outlines the keys that will help you move the cursor around the screen for faster editing.

<u>COMMAND</u>	<u>KEY</u>
Up one line	Up Arrow
Down one line	Down Arrow

Right one character	Right Arrow
Left one character	Left Arrow
Screen up	F6
Screen down	F5
End of line	F7
Beginning of line	F8
Forward one word	Ctrl F
Backward one word	Ctrl B
Top of screen	Home
Top of document	Shift/Home
Bottom of screen	Ctrl
Bottom of document	CMDR
Delete	Left Arrow
Delete word	Ctrl D
Backspace	Delete
Tab	Ctrl T
Page feed	Ctrl E

Practice using these keys to see how they affect the cursor in your document. Notice the line of information at the top of your screen. When you're in the editing mode (i.e. entering a document), the row and column numbers which reflect the current cursor location are listed at the top of the screen. The row number tells you how many lines down the cursor is from the top of the page. The program is pre-set for 55 lines of text on an 8 1/2" x 11" sheet. The column number reflects how many characters in the cursor is from the left margin. The top line of the editing screen shows how much memory is available (in bytes) for the data storage. In the right corner, you are reminded of the Help system that's accessible by pressing **F2**.

Saving and Re-loading Documents

When creating a document, "save" it every 10 minutes or so even if you haven't finished. It will make a copy of your text file on the disk, which prevents the accidental loss of data in case the power should go out, or someone inadvertently shuts off your computer. To save your document:

Press **Stop**, which moves the cursor back to the Main Menu. Select "Storage" and press **RETURN** to produce the Storage sub-menu. Move the cursor to "Save text" and press **RETURN**. Insert a data disk in the drive on which you will save this file. Press **RETURN** when the data disk is in the correct drive (if it isn't already). When asked to enter the filename, why not keep it simple so you can recognize their content easily. (Maximum of 8 characters.) Press **F1** to accept the file name.

When you create a file in this program, it's automatically assigned the file extension **.LIS**. A *file extension* is a three character combination separated from the file name by a period. It helps to identify files. In the file **LETTER1.LIS**, "LIS" is the file

extension and "LETTER !" is the filename. If there were also some imported EW Filer (database program) data files stored on this disk, they'd have the file extension **.IED**. Other programs use other file extensions.

Storage Menu Utilities

The last three options on the Storage Menu are utilities which allow you to review the names of files currently stored on your disk, to erase files from the disk, and to format data disks without exiting the program.

Directory

Use this command to show a list of files stored on the current disk. Use the **Up** and **Down Arrow** keys to scroll through the filenames. Many times, all the filenames will not fit in the display window at one time. For a very large directory, use the following keys to scroll through the filenames:

<u>SCROLL</u>	<u>KEY</u>
One screen up	F6
One screen down	F5

To select a file to load, move the cursor to it and press **RETURN**. You can recognize all the EW Writer files because they have a **.LIS** file extension. To leave the directory without loading a file, press **STOP**.

Erase File

Select this command to erase a file without leaving the program. You'll be asked to supply the name of the file being erased. Once gone, an erased file cannot be retrieved. *Be careful when erasing files!*

Format Disk

Use this command to format disks to be used for the storage of data. Enter the drive name (Drive A, or B, or 1, 2, etc.) where the disk is to be formatted. Be sure to insert a blank disk or a disk you want to erase and reuse as formatting a disk erases all previous data stored. **Do not format your program disk!**

How to Exit the Program

To leave the program, make sure your most recent document has been saved. Then do the following:

Press **Stop** to return to the Main Menu. Move the cursor to "Quit" and press **RETURN**.

3.C: ADVANCED EDITING COMMANDS

This section covers commands used to manipulate "blocks," to change the appearance of regular text to **boldface**, underline, etc., and finally to set tabs,

margins, and center text. It's best to practice using these commands with two or three paragraphs of text to see how they affect it.

Marking Blocks

A "block" is an area of text you specify by marking it. After you "mark" it, you can cut it out of the document temporarily, and then paste it back in at another location. You can also mark a block and delete it from your document, or copy a block to another location. To mark a block:

Move the cursor to the top left corner of the block to be marked (or to the first character of the block) and press **F3**. Then move the cursor to the bottom right corner of the block (or the last character) and press **F4**. If you decide not to work with a marked block, press **Ctrl F3**.

The keys used when working with blocks are:

<u>FUNCTION</u>	<u>KEY</u>
Mark block	F3
Produces the F4 Menu	F4
Clears marked block	Ctrl F3
Cut marked block, and put in temporary storage area	Ctrl C
Paste block from temporary storage into document	Ctrl P

The F4 Menu

Once you mark a block, press **F4** to produce the F4 Menu which lists functions for manipulating text. Be sure you've marked the block *before* using any of the following block commands. The first command on the F4 Menu is "Cut to Memory."

• **Cut to Memory**

Select this command to cut the block out of the current document, and store it in a temporary data storage area. Use the "Paste From Memory" command to paste the cut block back into the document at another location. As a shortcut, use the Cut command by marking the block and pressing **Ctrl C**. This also puts the block in the temporary storage area where you can store it until you exit the program.

• **Cut to File**

Select this to cut a block out of your document, and to store the block in its own file on the disk. Enter a filename for the block being written to its own file. "Cut to File" is useful for storing text you'll use often, such as your address.

• **Copy to Memory**

This command copies the block into a temporary storage area. Move the cursor to another location in your document, and use the "Paste From Memory" command to insert the block. It will then appear in two locations in your document. Whenever you

cut or copy to memory, the cut or copied block will be deleted as soon as you exit from the file.

- **Copy to File**

This command copies the block to its own file on the disk. Enter a filename for the block being copied into its own file.

- **Paste from Memory**

Use this command to paste or insert data into your document that you've cut or copied to memory. The data is inserted at the cursor location. Or use the shortcut command **Ctrl P** to paste the block from the temporary storage area.

- **Paste from File**

Use this command to paste or insert a block you've written to its own file. Enter the filename of the incoming block, and the block will be inserted at the cursor location. This is also a quick way of combining two files.

- **Delete Block**

This deletes the block marked. It's convenient way to get rid of a large amount of unwanted text; however, be careful you don't delete data that you might need.

Print Controls

This section explains the commands available in the Print Control Menu which can only be accessed when you are in the editing mode (creating a document). To access the Print Control Menu, press **F1**. The first seven commands actually control the "fonts" used when printing the document. The last seven commands are used for merging files, setting tabs and margins, turning on and off justification, centering text, entering headers and footers, and linking files.

- **The Printer Font Controls**

A *font* refers to style of type. **Boldface** is a font, as is *italics*. To be use different fonts, your printer must be equipped to print them. Also, you need to set up your printer correctly in the Set-Up Menu (see Part 5, section 5A). Whenever you put a print control in a document, you'll see a special character display. The special character must be placed directly before the first character to be affected, and again directly after the last character to be affected. You can tell what the special character stands for by placing the cursor over it and watching the second line at the top of the screen. An explanation of the special character appears there. Remember, whenever you insert a print control character to turn on a font (like boldface), you must insert another print control character to turn off boldface.

Boldface - Use **boldface** to highlight or emphasize certain word(s).

Underline - Use underline to underline and emphasize word(s).

Compressed Print - Use compressed print if you have large document that you want to fit on a small page, or if you simply want small type.

Expanded Print - Use expanded print for emphasis.

Quality Print - Use quality print to produce close to letter quality drafts of your documents, even if you have a dot matrix printer.

User Format #1 and #2 - You can enter one or two fonts your printer may support, such as subscript or superscript. Remember, it's necessary to define these two formats in the Set-Up Menu if you plan to use them

• Merge Mark

This refers to the mark you insert in a document to import a file from EW Filer or Planner, a database and a spreadsheet program which are both compatible with EW Writer. If you are importing a database file from EW Filer, successive fields of data from the database file will be inserted at each merge mark. Enter the name of the file being merged. Note that imported EW Filer files have .IED file extensions; not .LIS like EW Writer. Check the change in file extension when importing an EW Filer file.

It's also necessary to make sure the database file being merged is set up properly. It needs to have only one field per line, and a forward slash / on a line by itself to indicate the end of the record. For example:

Mr. Brandon Smith
123 Newborn Street
Exton, PA. 19341

• Set Tabs

Select this command to re-set the tabs for your document. They are pre-set at every five characters. To re-set them, select the "Set Tabs" command. Then enter the column numbers, separated by commas, where you want tab settings to be.

• Justification

Select justification to turn on (and then off) justification. When a document is justified, the right margin is a straight vertical line. Justification is *off* unless you turn it *on*. If you turn it on, place the command in column 1 of the first line to be justified.

• Setting Margins (Page Format Command)

Use this to set left, right and top margins, lines per page, and line spacing. These are pre-set at 10, 70, 5, 55 and 1 respectively. These settings produce an attractive document on a standard 8 1/2" x 11" sheet with ample margins all around the text. If you change these settings, put the command in column 1 on a line by itself.

• Centering

Select this option to center a line of text between the left and right margins. Please place the command in column 1 of the line to be centered.

• Headers and Footers

A "Header" is a line of text (up to 80 characters) which appears at the top of each page of your document when it's printed. You can include the page number in the

header by placing a pound sign # in the header text. You will not see the header until you print the document.

A "Footer" is similar to a header except it appears at the *bottom* of every page of your document when it's printed. To include the current page number in your footer text, place a pound sign # in the footer text (you can have a maximum of 80 characters.) Place the commands for headers and footers in column 1 on a line by themselves.

- **Linking Files (Chain File command)**

Use this to link another file to the current file so when the first file has finished printing, the linked file will print without issuing a separate print command. Enter the command in column 1 on a line by itself.

3.D: THE OPTIONS MENU

The commands on this menu allow you to search for a string of characters and replace them with other user specified text. "Preview Text" shows how your document will look when it's printed, and the "Spell Check" runs a spelling check on all the words in your document to make sure they're spelled correctly.

The Search and Replace Commands

The "Search" command finds occurrences of a string up to 20 characters (a string is a group of characters - letters, numbers, etc.). The "Search and Replace" command finds a specified string of characters and replaces it with another specified character string. If you discover a misspelled word throughout a document, you can search for the misspelled version and replace it with the correctly spelled version.

- **Search**

Use this to search your document for a string of up to 20 characters. The search will begin wherever you position the cursor. You'll be asked if you want the search to be *case sensitive* or not. A case sensitive search will find only those occurrences of the words which are exactly the same as the characters you specify - including the case. For example, if you do a case sensitive search for the word **Day**, the program won't consider the word **day** to be a match. If you choose *not* to do a case sensitive search, the search will ignore the difference between upper and lower case letters, and both **day** and **Day** would be considered as a match.

- **Search and Replace**

Use this to search your document for a string of up to 20 characters and replace it with another character string. The search begins at the cursor location, and you'll be asked if you want the search to be case sensitive. You can specify whether or not you want to verify each replacement or not. If you respond **Y** (Yes), the cursor will

stop at each occurrence of the search string and ask if you want it replaced with the replacement string. It's a good idea to verify all replacements.

• **Preview Text**

Select this command to see your document as it will appear when printed. The only portion that will *not* appear as it will when printed is the printer fonts. They won't appear until the final document is printed. If the document is wider than the screen, use the **Arrow Keys** to see all of it. Use the **F3** key to move down and see next screen of text.

Spell Check

Use the spelling checker to check the spelling in your document. This procedure reviews all words in your document from the cursor forward and leaves the cursor at the end of the last word checked. You'll be asked to insert the reverse side of the program disk into your drive. If no misspelled words are found, the message "No misspelled words found" displays, and you return to the Main Menu. A spell check can take time; especially if you have a long document.

If a misspelled word *is* found, the cursor moves to the it's location. The word will be highlighted, and a window appears at the bottom of the screen containing the word in question. To correct the word, type the correct spelling and press **F1**. If you do not want to change the word, press **F1**. This process will repeat until all misspelled words have been checked. When complete, you'll be returned to the Main Menu. To abandon the spell check during the procedure, press **STOP**.

3.E: THE SET-UP MENU

Use this option to set up the program so it works with your equipment. This should be done before using the program for serious word processing. There are four options on this menu which have the following functions:

<u>OPTION</u>	<u>FUNCTION</u>
Set-Up Printer	Configures the software so it works with your printer
Set-Up Screen	Allows you to change the colors on your monitor (optional)
Set-Up Storage	Specifies on which disk drive you want to store data
Save Set-Up	Saves all Set-Up data until you change it again

Set-Up Printer

Select this to enter the information the program requires to work with your printer. Before changing any of the printer set-ups, we recommend you try printing a document. Include some **boldface**, *italic*, underlined, compressed and expanded text in your trial document to see if the fonts print out.

If after this trial, you are unable to print, go into the Set-Up Printer Menu and make the recommended changes. You may need to consult the manual that came with

your printer. The following explains the options:

- **Device #** - The Device/Slot should be 4.
- **Command Address** - This refers to the secondary address.
ASCII - Next to "ASCII," type **Y** (Yes) if your printer is an ASCII printer, or **N** (No) if it isn't.
- **Linefeed** - Some printers require a "linefeed" command to be sent after each line has finished printing. Most do not, therefore the default for this is **N** (No) which means no linefeed command will be sent after each line has finished printing - it is automatically built into the printer. If your printer *does* require that a separate linefeed command be sent, type **Y** (Yes) next to Linefeed. Please check your printer manual if you are not sure.
- **Printer Control Codes** - For your printer to print using different fonts like Boldface, *Italics*, etc., enter the appropriate printer control codes. Again, you will need to refer to your printer manual for these codes. When you have found where they are listed, enter the "On" and "Off" codes in the space given on this menu. Enter the ASCII decimal character(s) in the allotted space, separating each two digit number with a comma (example: 27,36,1).

Once you've entered this information, issue the "Save Set-Up" command. You won't have to do so again unless you change printers.

Set-Up Screen

This option only applies if you are using a color monitor. *Even if you do have a color monitor, this option is completely optional.* We have set up the program so the optimum colors are used for all menus. Changing them can make the menus difficult to read on screen.

However, if you want to change the display colors, place the cursor on the color you want to change. Press **RETURN**. When you have finished changing the colors, press **F1** to accept all the changes.

Set-Up Storage

This is where you specify on which disk drive you want to save your files. The following list explains the options on the Set-Up Storage Menu:

- **Program Files: Device** - Enter the appropriate device number for your disk drive. It is usually 8.
- **Program Files: Drive** - Enter the number of the drive where the program is currently residing. If you're using a single disk drive, this should be 0 (zero).
- **Data Files: Device** - Enter the appropriate device number of the disk drive on which files are to be stored.
- **Data Files: Drive** - Enter the drive number where the data files are to be stored.

When you're finished entering the file storage information, press **F1** to accept it.

Save Set-Up

Once you've entered all your set-up information, use the "Save Set-Up" command to save it. Then you will not have to re-enter the information each time you use the program; it will be automatically loaded. You can change printer controls and other settings *temporarily* by entering changes on this menu without saving them. That way, they will be in effect until you quit out of the program.

3.F: PRINTING

Select this command when you are ready to print your document. When selected, the following options come on to the screen:

<u>OPTION</u>	<u>EFFECT</u>
To Printer	Send file to printer for a printed copy
To File	Send file to disk in ASCII format
To Printer/Merge	Merge with specified file and send to printer

To Printer

To print a copy of your document, select "To Printer." When selected, a small sub-menu appears with options explained in the following list. If you do *not* want to print your document after issuing the Print command, press **STOP**. Once printing has commenced, press **STOP** to stop printing, or press **Ctrl S** to pause the printer momentarily, and **Ctrl S** once again to re-start it.

Once you issue the "To Printer" command, the following questions are asked:

- **Paper Length** - Enter the length of the paper (in lines per page). The default for is 66, because there are 66 lines on a standard sheet of 8 1/2" x 11" paper (when printing 6 lines per inch). If you are unsure of what to do here, try printing with this option set at 66 before you change it.
- **Page Feed** - To issue a page feed command (i.e. advance the paper to the next page) after printing a page, leave the default **Y** (Yes). If you don't want the printer to issue a page feed command after printing a page, type **N** (No).
- **Continuous Paper Feed** - If you are using continuous feed paper with a tractor-feed device in your printer, leave the default **Y** (Yes). If you are using a sheet fed printer, type **N** (No) here to indicate to indicate this. If you type **N** for a manual fed printer, printing will stop automatically at the end of a page and will restart when you insert a new sheet and issue the **Ctrl S** command.

NOTE: If the error message, "Printer Connection Failed" comes onto the screen when you issue the Print command, check to see that your printer is turned on, and that it is "on line."

To File

Use this option to send an ASCII version of your file to disk. This will allow you to use your file with another program. This produces the message "Insert data disk in drive

B" (or whatever drive is specified as your data disk drive). Press **RETURN** when ready, or **STOP** to abort this operation.

To Printer/Merge

Select this option to print a file which includes a merge command. A merged file combines files from two programs, usually one from EW Writer and one from EW Filer.

You'll be asked to insert the appropriate data disk in the data disk drive (i.e. the disk which contains the file being merged.) When ready, press **RETURN**. Press **STOP** to abort this routine all together. You're then asked to enter the name of the file that is being merged (including its path name, if relevant). Press **F1** when ready to print.

The default file extension of files being merged is **.IED** which is the extension used in EW Filer. If merging a file with a *different* file extension, use the **Down Arrow** to move the cursor into this field, and change the extension name.

NOTE: *It is easiest to copy the file being merged onto the same disk as the file it is being merged with.*

Leaving the Program (Exit Command)

To leave the program, select "Exit" from the Main Menu. This produces a message that asks if you're sure you want to leave and return to the operating system. Type **Y** (Yes) if you do want to exit, or **N** (No) if you want to abandon this command and continue using EW Writer.

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