Integrated
Word Processing
Spell Checking
Thesaurus
and Filer™

Fleet System 2+™

For your Commodore 64

Word Processor

- Includes true on-screen word wrap.
- Pop-Up Windows
- "Extra Text" area (a second 80 column screen) that works like a scratch pad for storing information.
- Perfect for home, school or office use.

Integrated Thesaurus

- Provides thousands of Synonyms (words with "Like" meanings) and Antonyms (words with "Opposite" meanings) at your fingertips in seconds.
- Will improve your reading, writing and vocabulary skills.

Dictionary/Spell Checker

- A Built-in 90,000 word dictionary that has the ability to add an additional 10,000 "Custom" words.
- Will Spell Check a four page document in under 60 seconds.
- It's the Largest and Fastest Dictionary available for Commodore Users.

Database

- Allows users to have up to 2,500 records and 20 fields (text or numeric).
- Text fields are capable of having up to 255 characters.
- Mathematical Functions
- Input and output to Fleet System and most major Word Processors.

Over a quarter of a million programs in use worldwide since 1980.

PSI

Professional Software, Inc.
51 Fremont Street
Needham, MA 02194
(617) 444-5224

Professional Software, Inc.

Fleet System™
User's Guide

For the Commodore C-64 computer

June 1987

A Product of Visiontronics Group Inc.
Designed by Jacques Lebrun

Please include a daytime phone number with any written correspondence sent to Professional Software, Inc. The Technical Support Staff can be reached at 617-444-5224 during the hours of 10:00 am to 4:30 pm Eastern Standard time.

COPYRIGHT NOTICE

TABLE OF CONTENTS

Section 4

Section 5

Section 1
INTRODUCTION

WELCOME

Congratulations... You made a wise decision in selecting Fleet System as you embark into the world of electronic word processing.

Fleet System is the result of many years of research and experimentation. It is a very powerful software program that allows the user to utilize many versatile word processing features easily. Fleet System puts at your disposal the four main functions of word processing - writing, revising, spellchecking and printing - each with a minimum amount of effort.

Fleet System combines the power of integrated spellchecking with a powerful built-in electronic Thesaurus. The Thesaurus provides you with the ability to examine a word and lists alternate words which have the same meaning (synonyms) or opposite meaning (antonyms). This added feature can greatly improve your writing by expanding your vocabulary and adding variety to your writing.

You will discover the tremendous power of your computer and of the Fleet System word processing system as you read this User's Guide.

Have you returned your Registration Card yet? Please be sure to do so, in order to become a Registered Owner. This is the only method in which we can notify you of product enhancements and special offers.

Overview Of Equipment

A bare minimum of equipment is needed to produce quality documents. With the system you have just acquired this bare minimum may be all you will ever need.

1. The Fleet System program itself, on a diskette.
2. A Commodore 64 computer with a properly connected Composite Video monitor.
3. At least one 1541 or 1571 disk drive.
4. A Printer (Dot Matrix or Letter Quality), with any necessary interface, that matches the output of your computer.

The Fleet System Program Diskette

The Fleet System Program Diskette contains a program that will perform both word processing and spellchecking and even includes a built-in Thesaurus. As we proceed through the exercises in this manual, certain information on this diskette will be used. It is important to note that the "top side" of the Fleet System Program Diskette is "Copy Protected". This means that a backup or duplicate copy of this diskette cannot be made.

Please take **extreme** care when handling your Fleet System Program Diskette. Be sure not to touch the surface of the diskette itself (within its protective jacket). Do not allow it to come near any magnetic source, including electrical machinery, monitors and telephones. Do not subject the disk to extreme temperatures. Never place any objects on top of the Program Diskette.

The Computer

The computer is the "brain" of your system. Its function is to understand and send the Fleet System instructions you give it. The keyboard, like the keyboard on a typical typewriter, is your means of talking to the computer. It accepts capital and lower case letters, figures and symbols just like an ordinary typewriter. It also permits you to send commands to peripheral equipment for the sake of performing certain Fleet System functions.

Your screen display will allow you to see 22 lines of text vertically at any one time. Of course, you can easily scroll the text to see your entire document. This can be done by simply scrolling vertically or horizontally. As we will see later, horizontal scrolling is beneficial for you in working with 80 or 120 character lines in the Edit mode. Vertical and horizontal scrolling is also available when you print text on the screen using the "preview" feature.

The Disk Drive

The Commodore disk drive permits you to "load" your Fleet System program and record information on 5-1/4 inch floppy disks.

The magnetic surface of your disk is very delicate. We cannot warn you too strongly about the danger of dust, smoke, and electric or magnetic fields in the areas where the drive is used.

You may also use disk drives that are compatible with your Commodore disk drive. Note however, that these drives must be truly compatible and may not function or load the program properly if this is not the case.

The Printer

Fleet System is designed for use with any properly connected "parallel" or "serial" printer and already has the "drivers" for most popular printers.

User Conventions And Important Keys

Before proceeding with the tutorial examples offered in this manual, we want to explain the terminology (known as User Conventions) that will be used in this manual.

Please carefully study the following:

TYPE — The word "TYPE", followed by boldface print, is used to designate keystrokes that you will make, causing characters to appear on your screen.

PRESS — The word "PRESS" is used in situations such as selecting an option, where no character will appear on your screen after the key or keys are pressed.

[FCN] — The [FCN] "Function" key is the key labeled [RUN/STOP] on the left hand side of the keyboard. When we refer to [FCN] in the manual use this key. Pressing this key causes you to enter, or exit from, "Function mode". Function mode is used to access the "pop up menus", from which you can use many special Fleet System editing features.

[SHIFT] — This tells you to press and *hold* the key marked [SHIFT] *while you press* another key. Pressing the [SHIFT] key alone has no effect. This key changes the effect of other keys pressed while it is being held. Where two characters appear on a key, the *lower* is obtained without [SHIFT] while the *upper* is obtained in conjunction with [SHIFT].

[CONTROL] — This key is similar to the [SHIFT] key in the way that it must be held down *while pressing another* key, in order to have any effect.

[RETURN] — This tells you to press and then release the key marked [RETURN].

[F1] This is the Format Command Checkmark key. It will produce the ✓ symbol, which must start every format command sequence.

[F3] When pressed, this key enters you into the continuous "Insert" mode. You can then type text without overwriting other text to the right of the cursor. Pressing this key again will exit you from this mode.

[F5] This is like a [SHIFT LOCK] key. When pressed, this key puts you into the "Shift" mode. This mode allows you to produce capitalized text without using the [SHIFT] key. Pressing this key again will exit you from the Shift mode. Note: The [SHIFT LOCK] key **must be up** for proper operation of Fleet System.

[F7] This key allows you to "Preview" a document present in computer memory by "printing" it on your screen. In other words, you can see exactly what your document will look like when printed before you ever perform a printout on your printer.

Here are a few examples of how the user conventions will be used throughout this manual:

Example 1 TYPE **Good Morning** This tells you that you should type the words "Good Morning" exactly as they appear. Remember, any boldface text that appears after the word TYPE should be typed.

Example 2 PRESS [FCN] [d] [r] [Ø] **sample 1** [RETURN] tells you to press consecutively the keys marked [RUN/STOP] [d] [r] [Ø], to type the name *sample 1* and finally to press the key marked [RETURN].

Would You Like To See Fleet System At Work?

By following the few simple instructions in this section you can see Fleet System in action even before you read the rest of this User's Guide. Just press the keys or type in the words that are **boldfaced** (whichever is requested) and you will be able to operate Fleet System and print a short document.

Be sure that all your equipment (Computer, monitor, disk drive, printer) is connected with the appropriate cables and then turn each item "on".

Place the Fleet System Program Diskette carefully into the disk drive (drive 0 if you have two drives) with the Program label up and close the door.

In order for Fleet System to print correctly, there is certain information it has to know about your printer. You can specify this information using a separate Basic program named "**setup**", found on your Program Diskette.

Your system should be turned ON and the "Ready" message should be displayed on the screen.

TYPE **load"setup",8** (RETURN) then, at the ready prompt,
TYPE **run** (RETURN)

The following page will give you a brief description of the options found in the Setup program. More detailed information will be given later on.

```
            SETUP PROGRAM
          by Jacques Lebrun

a) LM/Left margin    : 1Ø
b) RM/Right margin   : 7Ø
c) TM/Top margin     : 6
d) BM/Bottom margin  : 6
e) PP/Printer page   : 66
f) PT/Char. pitch    : 1Ø
g) FA/Form advance   : 6
h) SP/Line spacing   : 1
i) Character color   : White
j) Background color  : Black
k) Border color      : Green
l) Secondary address: 5
m) Line feed         : 1
n) Printer driver    : !epson

z) Save setups and exit to basic

Enter letter of selection? ▒
```

The **Setup** program is very easy to use. Just PRESS the letter of the option you want to modify. A prompt will ask for the new default value you would like to work with. TYPE the correct value and PRESS [RETURN]. Once all the information is correct, make sure that your Program Diskette does not have any write protect tab on and PRESS [z]. The setting will be saved on your program diskette. You will not have to go through this procedure again (unless you want to make changes later on). Upon loading, Fleet System will automatically use these default values.

Options **a)** to **d)** set the various margins your document should have. The left and right margins are counted in characters, horizontally. The top and bottom margins are counted in lines, vertically.

Options **e)** and **g)** are closely related. A form advance of **6** means that the system will print 6 lines per inch, vertically. With this setting, an 11 inch long sheet of paper holds 66 lines (11 X 6 = 66).

Option **f)** gives you the width or pitch of the characters. This value is counted in characters per inch, horizontally.

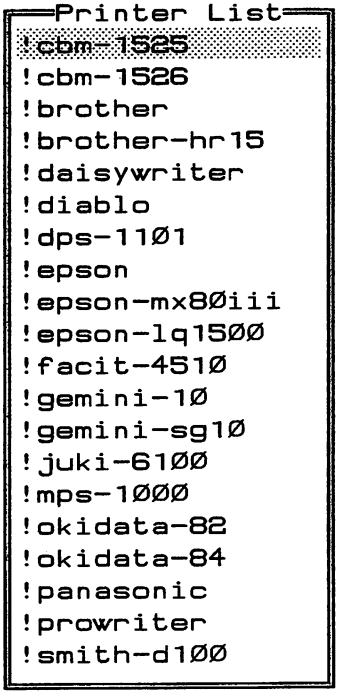
Option **h)** sets the line spacing your document should have. The values are **1** (single), **2** (double) or **3** (triple).

Options **i)** to **k)** set the character, background and border colors you want to work with. We recommend that you choose colors which will not be tiring to your eyes, after hours of work. Also note that if you switch from a monochrome monitor to a color monitor or vice versa, the background color and the character color might look the same, so you won't see anything. In this case, go back to the Setup program and PRESS the [i] and [k] keys as long as you until you get a good match of colors.

Option **l)** sets the secondary address your printer needs. For most printers a secondary address, which accesses a business mode, prints text as pre-formatted or prints upper case and lower case, is best, otherwise with Commodore or Commodore compatible printers, you should choose a value of **0** and with Standard ASCII printers, you should choose a value of **5**. You should set the interface to ***transparent mode***. Most printers are Standard ASCII printers. (See Appendix A)

Option **m)** sets the line feed according to your printer specification. The values are **0** (no line feed) or **1** (line feed). If your printer prints in double line spacing when you asked for single or if your printer always prints on the same line, change the line feed value.

Option **n)** selects the printer driver the system will be working with. A printer driver is a file containing the codes a specific printer needs to change printings modes (bold, double width, etc.). When you PRESS [n], a pop up menu will overwrite the Setup screen, giving you a list of printers to choose from.



Use the [↑] and [↓] keys to move the selection bar on the printer you have. Press [RETURN] when it is on your printer model. If your printer is not on the list, see the section in Appendix A titled "Printer Setup Hints", for printer compatibility. Note that once the selection bar hits the bottom of the list, more printer models will be displayed.

Option **z)** is to choose when all the information is correct. PRESS [z] and the defaults will be saved on disk. You can use the Setup program to change these settings at any time.

The meaning of these default values will be discussed later on. Save all the settings so you won't have to make them again, until you want to change them. At this point we recommend that you put a **write protect tab** over the notch on the right side of the program side of the Fleet System disk.

Your system should display a "Ready" message. Now you can load the Fleet System program into your computer.

1. TYPE **load"fs",8** [RETURN] then, at the ready prompt, TYPE **run** [RETURN]

2. The title screen will appear and say "loading in progress" and then will disappear temporarily. When the loading is complete, the program will prompt you for an **a) 40, b) 80** or **c) 120** column display. For our example PRESS [a].

Printing examples of text

TYPE your name on the first line of the screen. Check that there is paper in your printer and that the printer is connected and turned on. Then on the lower left-hand side of the keyboard, PRESS [FCN], the letter [o], and then the letter [p]. Your name will then be printed on the paper!

NOTE: When there is more than one blank space in a row, Fleet System will automatically insert a "forced space" (which appears as ␣ on screen). This ensures that Fleet System formats your text correctly.

Now, PRESS [FCN] [d] [RETURN] [RETURN] [RETURN]. A listing of all the User text files on the Fleet System diskette will appear. Use the cursor keys to move the selection bar to the file called **sample 1** and PRESS [RETURN]. After a brief delay, the file named "sample 1" will be displayed on the screen.

Please check once again to be sure that there is a fresh sheet of paper in your printer. Now PRESS [FCN] [o]. If you manually feed paper to your printer, make sure that you turn "Continuous" mode OFF by PRESSING [c], since the program sets its default printing mode to "Continuous" each time you access the Output function. PRESS [p]. This will print the first page of the file named "sample 1". If "Continuous" mode was OFF, the printer will stop after the first page is printed. Insert a fresh sheet of paper and then PRESS [c] to continue printing. This will cause the second page of the text to be printed. Please repeat the process until all pages of text have been printed. After finishing the printout, please remove the Fleet System Program Diskette from the disk drive and then turn off each piece of equipment.

As you can see Fleet System is simple and fast to use. The remainder of this User's Guide will teach you how to use all its interesting and powerful features.

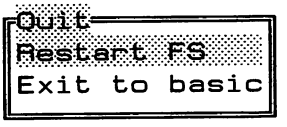
* * * * *

Section 2

GETTING READY TO USE FLEET SYSTEM

Now, to start using Fleet System please reload the program by simply turning "ON" all the equipment and then placing the Fleet System Program disk in the disk drive. Now, TYPE **load "fs",8** [RETURN] and, at the "ready" message, TYPE **run** [RETURN]. When the program is loaded, do not make the column selection. Therefore, stop at the point where the column selection options are displayed on the screen. At this point the program is loaded into the computer and we are ready to start using some of Fleet System's powerful features.

If you have already loaded Fleet System and selected the column selection, PRESS [FCN] [q]. A pop up menu will appear on screen. Since the *selection bar* is already on "Restart FS", you can just PRESS [RETURN]. You could also have pressed [r].



Confirm by using the cursor key [↓] to move the selection bar on "Yes" and PRESS [RETURN]. You could also have PRESSED [y] directly.

With the column selection prompt displayed, you must decide whether you want to edit your text in 40, 80 or 120 character lines. This choice has no effect on the final printout: it is just to make editing easier. If you are going to be working with standard paragraphs of text as in a letter, then 40 will be the better choice because it lets you see all the text on the screen

with no horizontal scrolling. If you are going to be doing tabular work, the 80 or 120 character line will be to your advantage to help you line up columns across the page. For this exercise please choose 40 columns by PRESSING the letter [a].

Whether you are working in the 40, 80 or 120 character mode, the files that you create and store on the diskette are identical. You could create text in one mode, store it on the diskette, restart the Fleet System program and recall the text in another mode. However, if your text uses all the available lines in 40 column editing mode, your file may not fit in 80 or 120 column editing modes. You would then have to split your text in two files, while still in 40 column mode, before you restart the program and change mode. **Please note that storing your text on the diskette BEFORE YOU CHANGE MODES is necessary, because restarting Fleet System erases everything from the memory of the computer.**

Computer Memory And Permanent Storage

As soon as Fleet System is "loaded" in your computer, you have the equivalent of "blank paper" to write on. When you type a character at the keyboard, the character is typed onto this "paper" and you see the character on your screen. At this point, your document is only in memory.

The computer's memory is for **temporary** storage of text only. When you switch off power to your computer, any text in the computer is erased. This is why a separate unit is needed for permanent storage of text. When you wish to keep text, you write that text onto your disk, which is like writing down a list of things to do so you don't forget them.

When text is written on a diskette in the disk drive for storage, it is written one "file" at a time. The contents of the Text area are recorded on the diskette as a file. When you decide to create a file, you simply give a name to the contents displayed and then write (store) those contents to the disk drive under your chosen file name. That's all there is to creating a file.

At some later time when you wish to examine or edit a text file, you will recall it from storage in the disk drive "file cabinet", and copy it into the Text area of computer memory. Once you have examined and/or edited it, you may store the text file on a diskette in the disk drive once again.

In this way the disk drive becomes the equivalent of a file cabinet in which text files are stored.

The Main Text And Extra Text Areas

Before we go any further we should briefly mention that Fleet System divides the available memory of the computer into two parts: the Main Text area and the Extra Text area. The Main Text area, which is the larger of the two, normally holds your working text. The Extra Text area lets you perform certain extra operations on the side without disturbing the Main Text.

When you choose 40, 80 or 120 character lines, the number of lines the editing screen can have will change accordingly. The Extra Text area will always be composed of 22 lines, whatever the width chosen. This is the only difference between the two text areas.

Do not be concerned with totally understanding how the text areas work at this time. A complete explanation is offered when we work with them in-depth later in the manual. Now, let's talk about our current screen display and the Fleet System "Status Line."

The Fleet System Status Line

The separated area at the top of your screen will always be displayed. It keeps you posted on the "status" of your system. Thus, it is called the Fleet System Status Line. The Status Line sometimes provides you with information, and sometimes asks you for information.

```
Fleet System : at your service.
X : R : I : S : N     Ø/Ø    L=  1    C=  1
```

The message present in the first line most of the time is "Fleet System : at your service". This message assures you that all is normal and that the system is ready to do whatever you request, whether to accept a single character of the alphabet from the keyboard and place it on the screen, or to transfer a paragraph from one place to another, or any other task.

The second line could be compared to a set of pilot lights on the dashboard of an automobile. These letters represent the various operating modes which are used to create and revise documents. Each letter lights up to inform you which operating mode you are currently in. For example, PRESS the [FCN] key (the key labeled [RUN/STOP]) and notice the changes to the Status Line:

```
Append Block Check Disk Erase Find Jump
Misc Output Quit Range Special Tab Xtra
```

This is the **FUNCTION MODE** menu. We will examine that menu in a moment. PRESS [FCN] once more to go back to the normal Status Line.

PRESS [F3] and see the letter "I" light up.

```
Fleet System : at your service.
X : R : I : S : N    Ø/Ø   L=  1   C=  1
```

This serves as an indicator to tell you that you are in the "INSERT" mode. PRESS the [F3] key again to exit from the "INSERT" mode and notice how the "I" indicator light goes out.

The following is a quick summary of each operating mode:

X: **Extra Text indicator.** When lit, it says that you are in the Extra Text area of Fleet System. When this indicator is not lit, you know that the Main Text area is displayed on the screen.

R: **Range mode indicator.** When highlighted, you have a range memorized in a special buffer. It can be "Pasted" anywhere in the Main Text area, in the Extra Text area or even in a new document.

I: **Insert mode indicator.** This mode allows you to insert new text continuously from the keyboard, within text already on the screen. You can enter or exit from this mode by PRESSING the [F3] key.

S: **Shift mode indicator.** In this mode all the letter keys print capitals without the use of the [SHIFT] key, while all other keys remain normal. To enter or exit this mode you PRESS [F5].

N: **Numeric mode indicator.** This feature allows you to align figures in columns without effort. You enter this mode by tabulating the cursor to a Numeric tab. You will find a complete explanation of the Numeric mode in Section 3.

#/#: **Default drive indicators.** The first digit represents the main drive for recalling, storing or editing texts. The second digit is the default drive for the Dictionary or Thesaurus.

The second line is the one that changes most frequently. If the letters "X R I S N" resemble pilot lights of an automobile dashboard, then the "L=" and "C=" indicators resemble the odometer. "L=" tells you on which screen line the cursor is currently located and "C=" tells you which column on the screen you are currently in.

The horizontal line separating the Status Line area from the rest of your screen is called the Tab Indicator Line. It shows where tabs are currently set. Regular tabs (an arrow) and Numeric tabs (a block) become attached to this line as they are created.

The Function Mode Menu

The Function mode menu allows you to access very powerful word processing functions to modify your document. Here is a brief description of each of those functions. The following functions (and the pop up menus they display) will be shown and discussed in Section 3 of the manual.

Append

With this option, you can define an append variable and copy its content at the cursor position.

Block

This function creates data blocks within your document. They can then be used to merge specific information such as in the case of a Form Letter. This function allows you to manage everything needed for the creation of a Form Letter.

Check

This function gives you access to the Spellchecking of your document and to the Thesaurus function (synonyms and antonyms).

Disk

This gets you into the file management function. You will be able to list or load files/directories, insert files, send various drive commands, set your default configuration of drives and read the error channel.

Erase

You will have the choice of erasing all your text or erasing from the cursor position to the end of text.

Find

This option will be used when you want to find a word or a string of characters throughout your text. You can also search and replace a given word or string by an other.

Jump

With this option, you can jump to a specific line number, to the top or to the end of your document.

Misc

If you are a professional writer paid by the number of words your document has, this function can total the number of words your text holds. It can also turn ON/OFF the musical warning sound.

Output

This function will allow you to select the various output modes for the printout of your document.

Quit

If you want to "Restart" Fleet System to a different editing mode column selection or if you want to "Exit" to Basic, this is the option you will choose.

Range

This option allows you to move text (word, sentences, lines) around to a different location. You can "Cut" text, "Paste" it, "Load" it and "Save" it. If you use the 80 column "Preview" function, the content of the range will be lost.

Special

If you want underline, bold, superscript or subscript printing, use this function. It also creates the format checkmark, a forced space, a ghost hyphen and lets you call for specially defined characters or modes. There is a faster way of accessing these functions, as described later in the manual.

Tab

Use this function to set the regular and numeric tab positions.

Xtra

With this function, you can go from the Main Text area to the Extra Text area and vice versa.

Now you are ready for your journey into "Word Processing". However, before continuing on, we suggest you familiarize yourself with the keystroke summary chart, since these will be used throughout the manual. There is no need to memorize this list, it is just here for your convenience and reference if necessary.

Editing Keystroke Summary Chart

[→] moves the cursor horizontally to the right. This is the [CRSR] key marked with left and right arrows.

[←] moves the cursor horizontally to the left. Hold down the [SHIFT] key while you press the key marked [CRSR] with left and right arrows.

[↑] moves the cursor up. Hold down the [SHIFT] key while you press the key marked [CRSR] with up and down arrows.

[↓] moves the cursor down. This is the [CRSR] key marked with up and down arrows.

[←] This is the LEFT ARROW key. It will allow you to jump the cursor to each tab location.

[↑] In editing mode, it creates the ↑ symbol for definable character calls. In input mode, it can read characters at the cursor position and place them onto the Status line.

[SHIFT][↑] creates the variable delimiter | for appends.

[FCN] (Function key, marked [RUN/STOP]) activates the Function mode. PRESS [FCN] again to exit the mode.

[FCN][→] as long as it is held down, the cursor will rapidly move forward, word by word.

[FCN][←] as long as it is held down, the cursor will rapidly move backward, word by word.

[FCN][↑] as long as it is held down, the cursor will rapidly move upward.

[FCN][↓] as long as it is held down, the cursor will rapidly move downward.

[CLR/HOME] moves the cursor to the top of screen.

[CLR/HOME] twice jumps the cursor to the top of text.

[SHIFT] [CLR/HOME] jumps the cursor to the end of text.

[SPACEBAR] This is the long narrow shaped key located at the bottom of the keyboard. It can be used to delete text, however, when you are in the "Insert" mode it just moves the text to the right.

[SHIFT] [SPACEBAR] will create a forced space symbol ␣

[INST/DEL] deletes the character to the left of the cursor.

[SHIFT] [INST/DEL] inserts a space at the cursor, shifting following text to the right.

[FCN] [INST/DEL] deletes a line as often as you press [INST/DEL] ,up until you press [FCN] once more.

[FCN] [SHIFT] [INST/DEL] inserts a blank line as often as you simultaneously press [SHIFT] [INST/DEL], up until you press [FCN] once more.

[F1] creates the ✓ needed at the beginning of every format command line.

[F3] activates the continuous Insertion mode. You can then type text without overwriting to the right of the cursor. PRESS this key again to exit from the mode.

[F5] activates the Shift mode (to produce capital letters) without using the [SHIFT] key. PRESS this key again to exit from the mode.

[F7] activates the Preview mode. You can visualize on screen what your document will look like, when printed on paper.

[RETURN] prints a RETURN symbol ← on the screen to show the end of single lines or paragraphs. It also serves to confirm a Fleet System function.

[SHIFT] [RETURN] moves the cursor to the first character of the next screen line.

[CONTROL] [:] creates a start underline symbol.

[CONTROL] [;] creates an end underline symbol.

[CONTROL] [8] creates a start bold symbol.

[CONTROL] [9] creates an end bold symbol.

[CONTROL] [1] creates the left data block symbol.

[CONTROL] [r] creates the right data block symbol.

[CONTROL] [u] creates a superscript symbol.

[CONTROL] [d] creates a subscript symbol.

[CONTROL] [-] creates a ghost hyphen symbol.

[CONTROL] [SPACEBAR] creates a data separator symbol.

Spanish Special Characters

If your printer is capable of performing them, Fleet System enables you to use the Spanish Special characters.

SHIFT Ø	prints ¡
SHIFT =	prints ¿
SHIFT +	prints Pt
SHIFT *	prints ñ
SHIFT -	prints ü
SHIFT @ a	prints á
SHIFT @ e	prints é
SHIFT @ i	prints í
SHIFT @ o	prints ó
SHIFT @ u	prints ú

* * * * *

Section 3
FUNCTION MODE COMMANDS

In this section we will investigate the various Function mode options of the Fleet System program. These features allow for quick and easy manipulation of your text on screen. By accessing such features as Insert mode, Search and Replace, and the Range Feature, you can easily tailor your document to your personal specifications.

It is important to note that whether you are working in the 40, 80 or 120 character mode, the files that you create and store on the diskette are identical. You could create text in one mode, store it on the diskette, restart Fleet System by PRESSING [FCN] [q] [r] [y], and recall the text in the other mode. **NOTE:** storing your text on the diskette before you change modes is necessary, because restarting Fleet System clears the memory of the computer.

Another point: your selection of 40, 80 or 120 character mode refers to entering text in "Edit mode" only. When you print the text on paper, it can be any width of your choice up to 160 characters per line.

Using 80 Columns

On the Commodore 64 computer it is only possible to display 40 columns of characters on its screen at one time. So, if you are in the 80 column mode, as you are typing in a line of text, the cursor behaves normally until it arrives at column 36. Then the whole screen begins to scroll to the left, character by character, until it reaches column 76. From 76 to 80 the cursor again moves normally to complete the line. When you put the last word on a line, the cursor jumps to column 1 of the following line as the left-hand half of the text is again displayed on the screen. The Horizontal Scrolling is how Fleet System lets you compose 80 character lines on a 40 character screen.

Using 120 Columns

If you are in the 120 column mode, as you are typing in a line of text, the cursor behaves normally until it arrives at column 36. Then the whole screen begins to scroll to the left, character by character, until it reaches column 116. From 116 to 120 the cursor again moves normally to complete the line. When you put the last word on a line the cursor jumps to column 1 of the following line as the left-hand half of the text is again displayed on the screen. The Horizontal Scrolling is how Fleet System lets you compose 120 character lines on a 40 character screen.

Using the Pop Up Menus

The Function mode uses pop menus to let you have access to its various functions. You don't have to memorize a lot of codes. The selected menu will guide you to your goal in the simplest way. Here is an example of how the pop up menus work.

Access

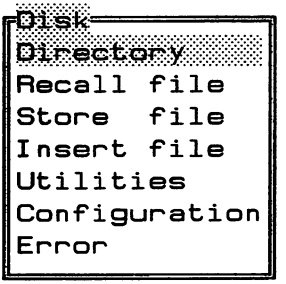
You get to the pop up menus by pressing [FCN] (the [RUN/STOP] key). PRESS [FCN] right now. The status line will show:

```
Append Block Check Disk Erase Find Jump
Misc Output Quit Range Special Tab Xtra
```

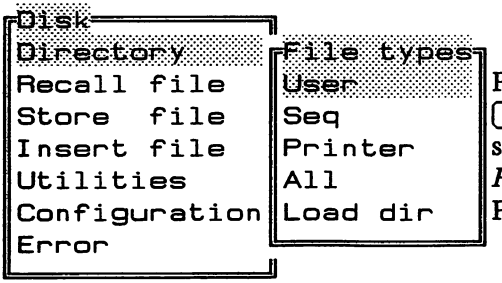
You now have to select the function you want, by pressing the first character (which is highlighted) of that function. Let's suppose, for our example, that you want to see all the *printer files* present on your Fleet System program diskette. You will choose the "Disk" function. PRESS [d].

Selection

A **first menu** gives you the different options of the Disk function. The selection bar will always be on the first option of any menu, except for the default drives. You can move the selection bar with the ↑ and the ↓ keys and then press RETURN to confirm your choice. You could also directly press *the first character* of the option you want, without having to press any RETURN to confirm. Since the selection bar is already on the "Directory" option, just PRESS RETURN.

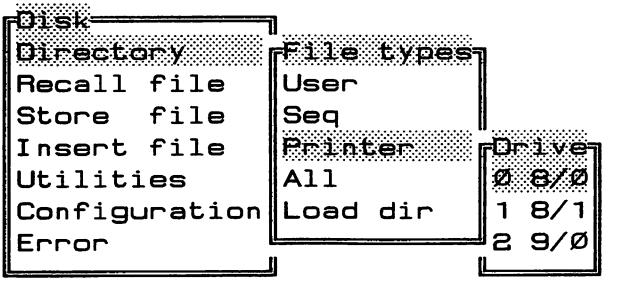


A **second menu** gives you the different file types you could get.



Press P or use the ↓ key to move the selection bar to the *Printer* option and PRESS RETURN

A **third menu** gives you a choice of drives.



You will now have to choose the drive you want to get your printer file directory from. Let's use drive **0** (unit number 8, door 0). Be sure you have your Fleet System program diskette in that drive. PRESS [RETURN].

```
On drive #Ø: Fleet System 2+
X : R : I : S : N :  Ø/Ø   L=  3   C=  1
```

!cbm-1525	S	!cbm-1526	S
!ascii	S	!brother	S
!brother-hr15	S	!daisywriter	S
!diablo	S	!dps-11Ø1	S
!epson	S	!epson-mx8Øiii	S

```
Blocks free = XXX
```

You will in fact see more files than the ones shown above. This list of printers did not erase any of the text you might have had on the screen before. If you press [FCN] (*don't do it right now*), you would get the original screen back as it was before you listed those printer files. This is how you could look at a diskette directory without erasing any of the text already in memory.

If you look at the screen carefully, you will see a selection bar just above the "Block free = XXX". You could use the cursor keys (*don't do it right now*) to move the selection bar on one of the printer files and press [RETURN]. That file would automatically be loaded, **erasing any document you might have had in memory at that time.**

PRESS [FCN] right now to exit the directory screen. All the printer files are erased and your original screen is restored.

This is how easy it is to use the pop up menus with Fleet System. The following pages will explain the various Function mode options available at your finger tips.

Entering Text Using Fleet System

To begin utilizing the many Fleet System "functions", please make sure you are in the **40 column mode** and then type the following text shown in boldface. If you make a typing error, simply use the cursor control keys to move the cursor and then *overtype* the error.

With Fleet System, it is not necessary to press [RETURN] at the end of every screen line. When you enter text in standard paragraph form, you normally press [RETURN] only at the end of each paragraph. In this exercise, press [RETURN] only when specified. Pressing [RETURN] will put a ← symbol on your screen.

Please make sure that the screen is clear of any text. If this is not the case, PRESS [FCN] [e] [a] [y]. The cursor automatically goes to Line 1 Column 1.

Note that it is a special feature of Fleet System to automatically insert a "forced space" (which appears as ␣) when there is more than one blank space in a row. This ensures that Fleet System formats your text correctly.

Now please TYPE the following text:

Fleet System has advanced capabilities that really are worth investigating. These features will certainly benefit you in your daily word processing. [RETURN]
[RETURN]
When editing text, you have the choice of operating in a 40, 80 or 120 column text width. This flexibility allows you to choose the width of display which best suits your word processing application. The 40 column display allows you to easily create text in standard paragraph form. The 80 or 120 column display option is ideal for setting up columns of text. [RETURN]
[RETURN]
The "Preview" feature allows you to view on the screen what your document will look like in its final form before printing it. For your convenience the Preview feature can display your text

in 80 columns. With the 40 column output, you are allowed to display documents up to 120 columns in width because of horizontal scrolling. [RETURN]
[RETURN]
Other advanced features include automatic merging of information to create mass mailing of letters, user friendly pop up menus and an automatic search and replace feature. Time spent exploring these advanced features is time well spent.
[RETURN]
[RETURN]

Please place your cursor in the "home" position by PRESSING the [CLR/HOME] key twice. Now that these four paragraphs have been typed on the screen, we can manipulate this text using the versatile "Function mode" of Fleet System.

Overtyping Characters

The simplest way to edit existing text is by overtyping it. To see this feature, ensure that the cursor is on the letter "F" in the word "Fleet", and OVERTYPE the "F" with a capital letter **X**.

Delete Character

Your cursor should now be located to the right of the "X" just typed. To delete a single character, please PRESS the [INST/DEL] key, located at the top right hand corner of your keyboard. The "X" will be removed from your screen, and following text will move to the left to "fill in".

Insert Character

To insert a single character into your text, PRESS the [SHIFT] and [INST/DEL] key once. A blank space will be inserted in front of the letter "l". With your cursor still located on this blank space TYPE the capital letter **F**.

Insert a Line

In order to insert a blank line at the cursor's line position, PRESS the [FNC] key, then PRESS the [SHIFT] and [INST/DEL] key as often as you need it. Now exit from Function mode by PRESSING [FCN].

NOTE: If you wish to exit from Function mode at any time, *or to cancel any Function Command*, simply PRESS [FCN].

Delete a Line

To delete the blank line just inserted, place the cursor anywhere on that line, PRESS [FCN] and then [INST/DEL] as many times as you need. Then PRESS [FCN] to exit Function mode.

Insert Mode

At this time, we would like to insert some text in the middle of existing text. "Insert" mode is ideal for this application. To enter Insert mode, PRESS the [F3] key. This will cause the "I" on the Status Line to light up. Move the cursor to the first character in the first sentence. Now please TYPE the following:

Fleet System has many features that will make text editing quite easy.

Notice that text to the right of cursor is not overwritten, but rather moved to the right to allow the insertion of text. Before exiting from Insert mode, try using the cursor keys and the [INST/DEL] key. You will find that these keys operate normally, even though you are in Insert mode. To exit from Insert mode PRESS the [F3] once again. (Notice that the "I" is no longer illuminated once you exit Insert mode.)

Shift Mode

This next feature concerns the Fleet System Shift mode, which, when accessed, produces all capital letters without the use of the [SHIFT] key.

Place the cursor on the letter "w" of the phrase "word processing" appearing in the last sentence of this paragraph. PRESS the [F5] key (notice the "S" on the Status Line will highlight). Now TYPE the words **WORD PROCESSING** in the same character positions. Notice that the characters typed are in upper case. Now PRESS [F5] to exit from the Shift mode.

Search for a Word

The "Find" function is useful for locating a word (or string of words up to 25 characters in length) in your text. Fleet System searches for occurrences of the desired word *starting at the cursor position.* Since we wish to begin at the top of the text, PRESS [CLR/HOME] **twice** to move the cursor to Column 1, Line 1. Then PRESS [FCN] [f].

This is the first pop up menu with two sections that we encounter. The bottom part is a list of *modes* under which you can use the upper part, containing the actual functions. The "Search" function can be applied to the text you now have in memory. This is what we call a "Local" search. It could also be applied to a number of files, linked together in a special way so that you can print a very long document. A "Global" search would look for the occurrences of a word throughout linked files.

The "Query" mode is used in two different ways. In the "Search" function, it would ask you if the search should continue with the next occurrence of the word. In the "Replace" function, the "Query" mode would ask for a confirmation on your part, before replacing a word with any other.

The "No Query" mode, when used with the "Search" function, would automatically stop the procedure upon finding the word. In the "Replace" function, the "No query" mode would set the system so that the target word would automatically and unconditionally be replaced by the other word or expression.

A first mode can be turned OFF by your choice of a second mode, incompatible with the first (Local vs Global). The modes found on the bottom half of a function menu usually stay set the way you used them the last time. Other modes, depending on the function menu, can be turned OFF by choosing them a second time.

PRESS [l] to set the "Search" function to "Local". PRESS [q] to set the "Query" mode ON and then PRESS [s]. The prompt "Search for:" should appear at the top of the Status line. At this time, TYPE the word **features**, since this is the word we will try to find in our text. Once the word "features" has been typed, PRESS [RETURN].

Notice that the cursor jumps to the first character space after the first occurrence of the word you want to find. A window will ask you if the search should continue or not. PRESS [RETURN] and the cursor will "hunt" for the next occurrence of the word "features". When the system cannot find any more occurrences, the cursor will be placed at the right hand side of the last line of text.

If you stopped the "Search" function to modify your text, it is always possible to continue the procedure by PRESSING [FCN] [f] and [RETURN], since the selection bar is already on "Continue".

It is possible to use the question mark as a "**wild card**" in entering text to find. If you ask Fleet System to search for "t??t" the words "test", "text" etc. will all be found.

Fleet System also allows you to perform a "Global" Search. This function will be covered in Section 6.

Replace a Word

With this function you can automatically replace any word or words up to 25 characters in length with another word or words up to 25 characters in length. As with the "Search" function, a "Replace" operation begins *at the cursor position.*

The text you have typed on the screen contains the word "features" in a couple of places. For practice, let us now have Fleet System search for the word "features" and replace it with the word "benefits".

As a first step, "home" the cursor by PRESSING [CLR/HOME] twice. To activate the Replace function, PRESS [FCN] [f]. Since the "Local" mode is still active from the last "Search" you did, you can now PRESS [r]. The Status Line will show "Search for: features". Fleet System remembers the last word you asked it to look for (this includes the word searched for using the "Search" function). This time you also want to look for the word "features". Since this word is already on the Status Line, all you need to do is PRESS [RETURN] to tell Fleet System that this is the word we are searching for.

Fleet System now asks you: "Replace with:" Please TYPE **benefits** [RETURN]. Any Replace function can be stopped by PRESSING [FCN]. When the Replace is finished, the cursor will be located on the right hand side of the last line of text. Don't forget that in "Query mode" the "Replace" is conditional: you will need to tell the system if the word is to be replaced or not.

Fleet System also allows you to perform a **Global** Replace operation, which affects text files stored on diskette. This function will be covered in Section 6.

The Range Function

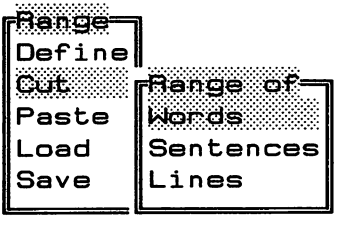
The Range Function is used to move, copy, delete, load or save portions of text consisting of words, sentences or lines.

Cutting the Range

The first step is to always define the portion of text that will be used. This is called "setting a range". Since our objective in this lesson is to move the third paragraph between the first and second paragraphs, we will first set a range to include the third paragraph. Because the paragraph will be erased from its original position, you must use the "Cut" option of the Range menu to set this range. Place the cursor on the first character of the third paragraph and PRESS [FCN] [r].

PRESS [c] to select the "Cut" option.

Then PRESS [l] to select "lines". Now, move the cursor down to highlight all the lines in the paragraph, including the blank line after the paragraph and PRESS [RETURN]. The "R" on the status line is now highlighted, signaling that a range has been set. The paragraph has been erased from your document, but a copy of it has been kept in the range buffer.



Note: When the Range is in the process of being defined (Define or Cut functions), you can use the [↑] and [↓] keys to specify how much text is to be included. You can also PRESS the [w], [s] and [l] keys to move the highlighted zone by "words", "lines" and "sentences" with any type of Range selected from the secondary menu.

Pasting the Range

Now that we have set the range and cut the text from the original location, we want to paste it to the new location. Place the cursor on the first line of the second paragraph and PRESS [FCN] [r] and then [p] to "paste" it. The text that was set in the range is instantly placed at the cursors location. When you paste a range, it will be **inserted** in your text. Since the content is still in the range buffer, you can "paste" it as many times as you like (or until you define or cut a new one).

Copying a Range

If you want to copy a range from one location to another without erasing it from the original location, simply do not use the "cut" option as we did in the above example. Use the "Define" option of the Range menu to set your range, then move the cursor to the location where you want a copy of that range and access once more the Range menu and use the "Paste" option. An exact duplicate of the original range will be made at the cursor position.

Fleet System has the ability to transfer or copy a range into the Extra Text area or you can even recall another file and place the range in the new file.

Loading and Saving a Range

You can save the content of the range buffer onto disk. You can also load into the range buffer a previously saved range or any text which can fit into it. For more details on this function, see Section 8, "Storing Part of a File".

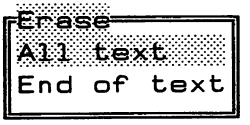
The Range feature is one of the most powerful and useful features in any word processor, so take some extra time to experiment with it.

Paragraph Split/Concat

In Fleet System it is very easy to split or join paragraphs. To split a paragraph, place the cursor at the desired position and PRESS [RETURN]. To join (concat) two paragraphs, simply delete the [RETURN] marker ← at the end of the first paragraph.

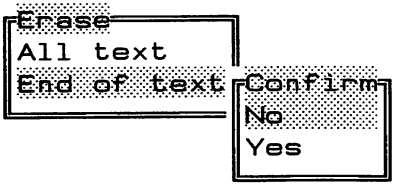
Erasing to End of Text

We have finished working with our text. At this point, to explore two new additional features, we will erase first the end portion of the text and then the entire remaining text.



Position your cursor anywhere you like in the middle of the text on your screen. To erase from that point, first PRESS [FCN] [e].

PRESS [e] once more.



Confirm with [y] and the text will be erased from the position of the cursor to the end of text.

Erasing All Text

For this operation it does not matter where the cursor is positioned. To clear the screen of all text, PRESS [FCN] [e] [RETURN] [y].

Tabs

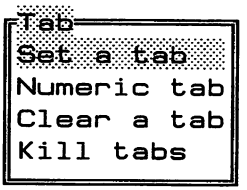
Fleet System gives you a choice of two kinds of tab stops, Regular and Numeric. The horizontal line separating the Status Line area from the Text area is where current tab stops are displayed. It is called the Tab Indicator Line.

Do not use the tab feature to create outlines. We have two commands (*MR* and *IN*) which are discussed in Section 4 which are specifically designed to make doing outlines a snap.

Regular Tabs

Regular tab stops are similar to those on any typewriter. They can be created by moving the cursor to the desired column and giving the command [FCN] [t] [RETURN]. An "up arrow" ↑ will appear on the Tab Indicator Line. (The cursor can be on any line of the screen when this command is given and the command will have no effect on any text already on the screen.)

Try setting a regular tab stop in column 12. Move your cursor to column 12, keeping your eyes on the "C=" indicator at the top right of the Status Line. PRESS [FCN] [t].



PRESS [RETURN] to set the tab. An up arrow will appear on the Tab Indicator Line. Now to see if it works, return the cursor to column 1 and try PRESSING [←] (LEFT ARROW), once. The [←] key is the one to press whenever you want to move the cursor to the next tab.

Now let's "clear" this tab stop in column 12. Your cursor should still be on column 12. PRESS [FCN] [t] and then [c]. The ↑ on the Tab Indicator Line will disappear. The important aspect to keep in mind when clearing a single tab stop is that you need to place the cursor in the column where the tab is located before you call for the function.

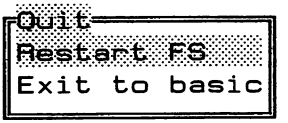
Now set tab stops in columns 15, 20, 25, 30, 35. Then PRESS the [←] key several times to see what happens.

You can clear ALL the tabs with a single command as well. Try this feature by PRESSING [FCN] [t] [k]. The Tab Indicator Line should now be cleared.

If you happen to PRESS [←] when no tabs have been created, you will get an error message stating "No tabs set".

Numeric Tabs

In order to easily go through the remaining of this section, you will have to restart the program and use the 80 column screen. Note that if you already had a text in memory and you want to keep it, you will have to save your text to disk, because restarting the system erases everything in memory.



PRESS [FCN] [q] [RETURN] and confirm with [y]. The program now asks you for the desired line length. PRESS [b] for 80 columns. This selection will allow you to easily align columns of numbers, using horizontal scrolling.

The second type of tab stop that can be created is the "Numeric" tab. This type of tab allows you to right align columns of numbers. Since experience is the best teacher, let's give this feature a try.

Move the cursor to column 15 and create a "Numeric" tab stop by PRESSING [FCN] [t] [n]. A "block" symbol will appear on the Tab Indicator Line at this column location. Now set Numeric tab stops at columns 30, 45 and 60. PRESS ← to jump the cursor to the first Numeric tab stop (at column 15).

Since you have used the [←] key to place the cursor in column 15, the "N" on the Status Line should be lit (this tells you that you are in the Numeric mode). Now TYPE **$1,536.45** See how Fleet System aligns figures to the left of the Numeric tab.

At the second tab, TYPE **(294.48)**, (including the round brackets). At the third tab, TYPE **-12.65** To finish the line at the fourth tab, TYPE **1377.21-** Your line should look like this:

$1, 536. 45 (294. 48) - 12. 65 1377. 21-

The symbols *$ ( )* + - , and . are accepted in the Numeric mode, the "." being recognized as the decimal point. A negative figure may be indicated by any one of three methods: parenthesis around the number, a minus sign before the number, or a minus sign after the number. Commas may be used to separate groups of 3 figures.

Now please restart the system in 40 column mode before you go on to the next section: [FCN] [q] [r] [y] and PRESS [a] for 40 columns.

* * * * *

Section 4
FORMAT COMMANDS

Whatever the purpose for your word processor, your final goal is as "clean and professional" a printout as possible. You will certainly want neat and consistent margins, well centered titles and headings, and reliable spacing. On a regular typewriter, all these things are mostly done through "trial and error" unless you are an experienced typist. With Fleet System you embed "format commands" into your text so that your word processor will do these things for you, automatically.

As Fleet System processes your text for printing (or for preview on the screen), it interprets the format commands you have inserted and automatically sets the margins, spacing, headings and/or other formats in your document. The section that follows will explain Fleet System's "embedded format commands". It will be helpful for you to recall the file named "sample 1" from your Program diskette. First place the cursor in the "home" position, by PRESSING [CLR/HOME] twice.

PRESS [FCN] [d] [r] [Ø] and TYPE **sample 1** [RETURN]

You will notice that the first few lines of this file contain many of the format commands necessary for shaping the output of "sample 1". The examples in the following section will explain their function.

Format commands are always preceded by a Format Command Mark at the very beginning (column 1) of a screen line. **The Command Mark appears as a checkmark ✓ and is created by PRESSING** [F1] (or [FCN] [s] [RETURN]). Note that format commands may be entered between paragraphs of text as well as at the beginning of a file. However, format commands must always be at the beginning of a line, preceded by a ✓ in the first column.

More than one format command can be placed on a line if all commands are separated by a colon (":"). Format commands can also appear on the same line as text as long as the last format command is separated from the text by a semicolon (";"). This will be helpful to you if space becomes a factor in your files.

Please note that in addition to being able to place format commands throughout your text, you can also set several command "defaults" by the SETUP program. A default simply means that if no command is entered in the text, the values in the Setup program will be used. This means that for many of your documents it will not be necessary to enter any format commands at all! The Setup program is accessed by **loading from BASIC** the program named "**setup**".

You would TYPE **load "setup",8** RETURN. At the ready prompt, you would TYPE **run** RETURN and you would follow the instructions.

Below is a complete discussion of all the format commands which can be used throughout your document on a line of their own.

COMMENT LINE ✓ + **cm:** + comments

This format command allows you to enter any notes or comments, which will not be printed when a printout is ordered. The comments may be up to one screen line in length. This format command is normally entered on a screen line by itself and **no other format command should be found on that line.** The first line of any text file should be a comment line specifying the title of the file. This identifies the file by name and allows easy use of the "Screen Read" method in re-storing the file.

Here is an example, valid for any input you might need to type on the Status Line. Let's say that your first line of text looks like this:

✓cm:test 1 ←

Put the cursor on the first "t". Then access the Disk menu and ask for the "Store file" function (FCN d s Ø). You will get the message "File name: _" on the Status Line. Instead of actually typing the name of the file to be stored, just PRESS the ↑ key. The name will actually be read from screen and pushed onto the Status Line. Doing so, you will always be sure that you save and update your text under the same name. And what a time saver!

LEFT MARGIN ✓ + **lm** + number entry

To set the left margin for your document, the "lm" command followed by a number from 1 to 160 specifies the width of the left margin on printout. The left margin value must be less than the right margin. A default left margin can be entered in the Setup program.

The **lm10** entry in **✓lm10:rm75:tm6:bm6:pp66** sets the left margin in the file "sample 1" to 10.

RIGHT MARGIN ✓ + **rm** + number entry

This command will set the right margin to any value from 2 to 160. The right margin must be greater than the left margin. A default right margin can be entered in the Setup program. The **rm75** entry in the example given above sets the right margin in the file "sample 1" to 75.

INCREMENTAL MARGINS ✓ + **lm** + **+**/**-** + number
✓ + **rm** + **+**/**-** + number

In addition to being able to set left and right margins, you can also set incremental margins. For example, if you want to increase your left margin by five you can enter the command **lm+5**. All the text following this command will be positioned five spaces to the right of the existing margin. What's more, you can also use negative numbers (e.g., lm-5). This would decrease the existing left margin.

✓lm+10:rm-10 RETURN

PRINTER PAGE ✓ + **pp** + number entry

There are many different types of paper used for printing. You must use the "pp" command at the beginning of every document or in the Setup program to specify the type of paper you are using. The standard paper sizes you will find on the market are the 66 line North American standard (8 1/2 x 11) and the 72 line (12 inch) international standard. A "pp" command followed by a number specifies the number of lines (single spaced) that your paper will hold. Fleet System will then terminate the pages for you at the right places. A default page length can be entered in the Setup program.

The **pp66** entry (following a ✓) in a format line near the top of "sample 1" sets the printer page at 66 lines. If you set the printer page to 0 (**pp0**), Fleet System will print continuously without top margin, bottom margin, headers, footers or page breaks.

TOP MARGIN ✓ + **tm** + number entry

Most pages will require a top margin. The "tm" command followed by a number will specify how many blank lines to leave at the top of the page before printing begins. If there is a header entry on the page, it will be printed within the top margin. A default top margin can be entered on the Default Values Menu.

The **tm6** entry in the format command line near the top of "sample 1" will leave 6 lines between the top of every page and the first line of text when "sample 1" is printed.

BOTTOM MARGIN ✓ + **bm** + number entry

The "bm" command specifies how many blank lines to leave at the bottom of each page of your document. Please note that if you use a footer command, it must be able to fit within your bottom margin. In other words, if you use a footer, you must have a bottom margin of at least one. A default bottom margin can be entered in the Setup program.

The **bm6** entry in the format command line near the top of "sample 1" sets the bottom margin at the value of 6.

SPACING OF LINES ✓ + **sp** + number entry

This command will produce single, double or triple line spacing just like a regular typewriter. The only numbers accepted following this command are 1, 2, and 3. Note that Fleet System will continue to produce pages of the length specified in the "pp" whatever the value of "sp". A default value can be entered in the Setup program.

The **sp2** command (following a ✓) between paragraphs in "sample 1" turns on double line spacing at that point in the text.

PITCH ✓ + **pt** + number entry

This command allows you to control the spacing per horizontal inch. Standard pica spacing, "pt10", is 10 letters per inch. If you do not enter a "pt" command, Fleet System will print at 10 pitch. Elite spacing, "pt12" is 12 letters per inch. Fleet System will accept any number from 1 to 19. You may want to try them all to see which ones your printer will accept and which are useful to you. Pitch 1 and 2 are usually defined as start and stop Near Letter Quality mode. Pitch 3 and 4 turn on and off Emphasized mode. Pitch 13 and 14 are used for Italics; pitch 18 and 19 will produce Micro characters or colored characters. A default pitch can be entered in the Setup program.

The **pt10** entry in a format command line near the top of "sample 1" says to set the letter spacing in "sample 1" to 10 letters per inch until further notice.

CAUTION! A change in letter spacing gives a different meaning to the right and left margins already defined. At "pt10" an "lm10" entry creates a one inch margin. At "pt15", it takes an "lm15" entry to make a one inch margin.

FORM ADVANCE ✓ + **fa** + number entry

It is also possible to vary the vertical spacing between printed lines. The "fa" command followed by a number (4, 6, 8, 10) will set spacing for your printer. Not all values will be accepted by every printer. You will have to do some experimenting to find out what your printer can reproduce.

The **fa8** command (following a ✓) embedded towards the bottom of "sample 1" causes following text to be printed at 8 lines per inch.

If you do not include an "fa" command in your file, its value will default to 6, which is 6 lines per inch, as on an ordinary typewriter. The default value can be changed in the Setup program.

Beware! The use of nonstandard "lines per inch" will affect the "pp" command. It will also change the effect of "tm" and of the number of lines associated with the commands "hd", "ft" and "fp" (header, footer and forced page).

LINE ADVANCE ✓ + **ln** + number entry

This command is used to insert blank lines in text. For example, the keystrokes [F1] **ln3** [RETURN] will create a format command that produces three blank lines when previewed or printed.

This is a space saving command that is very welcomed because computer memory tends to fill up quickly. A "ln3" command (following a ✓) saves two full screen lines over the alternative, which would be to enter [RETURN] at the beginning of three screen lines in a row.

NOTE: the "ln" command is not subject to any "sp" command. For example, a "ln3" command entered in text being double spaced creates 3 blank lines, not 6.

FORCED PAGE ✓ + fp

Sometimes you will want the next piece of text to start on a new page regardless of how many lines remain to be printed on the page. The "fp" command is used in this situation.

1) With no number following, the "fp" command is definite and unconditional. **✓fp** [RETURN] says "Turn the page right now". Note: **fp** will not jump if the page is not already started (if **fp** is on the first line of a new page).

2) If, however, you follow "fp" with a number, you are telling Fleet System to turn the page immediately unless at least the specified number of lines can fit on the present page.

The **fp6** command (following a ✓) near the end of "sample 1" says to turn the page immediately unless at least 6 lines can be printed before arriving at the number of lines determined by the margin commands.

PAUSE ✓ + ps: + comments

This command will automatically stop the printer anywhere it is embedded in the document. The only limitation is that it must be embedded on a format command line of its own. It is usually followed by a message to the operator as in the following example:

✓ps:Change to Italics [RETURN]

The message following this command will be displayed on the Status Line. To resume printing from this point, PRESS [c]. This command is rarely used, unless you have a daisy wheel printer and you need to change that wheel for a section of your text.

NEXT FILE ✓ + nx: + name of next linked file

Because of the memory size in the computer, it is sometimes necessary to "link" files together. This command, followed by

the name given to the next file, will enable you to tie these files together for any global operation. See section 6 of the manual for more information.

The format command **√nx:sample 2** at the end of "sample 1" tells the computer to start looking for information in the "sample 2" file during a global operation.

The file name must not be more than 16 characters in length. Also, the "nx:" command must be alone on the VERY LAST LINE of the file. The next file in a series will not be called up unless you ask for a "Global" output. More on this later in the section on "Printing Text."

These are the basic format commands used in Fleet System. In the Edit mode, the mode of "sample 1" now on your screen, you don't get the "real" effect of these commands. In order to see their effect, let's "preview" the document by PRESSING [F7]. Notice that none of the format commands themselves are printed out. If you were to print "sample 1" on your printer, it would look exactly as it does on your screen now.

In addition to the basic format commands, Fleet System offers some more advanced formatting options for shaping your text. These advanced commands are shown in the file "sample 2" on your Program Diskette. To recall this file, first exit the Preview mode by PRESSING [←] (LEFT ARROW) a second or two and then [FCN]. Ensure that your cursor is in the home position by PRESSING [CLR/HOME] twice. Now PRESS [FCN] [d] [r] [Ø] and then TYPE **sample 2** [RETURN]. For a different way of recalling the "Next File", see section 8, "Recalling using the Next File".

Note: When you link a series of files with the **√nx:** command, some format commands must be used **only in the *first* file.** These commands are **pp, tm** and **bm.** Since the first file may stop right in the middle of a page and you can call the next file from that point, it is of the utmost importance that you don't give a **pp** command at the beginning of the following file. Doing so would tell the system to start a

brand new page where in fact it was still in the process of finishing one. You can still use these commands (if they are different from the Setup program defaults) for editing purpose while you are working on your second text file. Do not forget to delete them before you store your file back to disk and ask for a "Global" preview or a "Global" printout.

JUSTIFY TEXT ✓ + **ju1** or **ju0**

On a regular typewritten document, it is almost impossible to "justify" or align text with the left and right margin to produce output in a block form. The "ju" command will instruct Fleet System to align the margins automatically. It will evenly space the words on each line so that the last word is aligned with the right margin.

The preceding paragraph was printed without justification, and you can easily see the difference.

The **ju1** command (following a ✓) at the top of "sample 2" tells Fleet System to begin justifying text. A **ju0** command terminates justification.

RIGHT ALIGNMENT ✓ + **ra1** or **ra0**

Often you need to align text with the right margin only, for the closing of a letter, for example. Fleet System does this with the "right alignment" command.

The **ra1** command (following a ✓) instructs Fleet System to begin right aligning text, the left margin being left ragged. In a long text this would look strange but for some applications (e.g. date entries) it is a very useful feature. The command **ra0** terminates right alignment.

CENTERING ✓ + **cn1** or **cn0**

Text such as titles, headings, or entire paragraphs can be automatically centered between set margins by Fleet System.

The **cn1** command (following a ✓) turns on centering.

A **cn0** command turns it off.

HEADER ✓ + **hd** + number + **:** + entry, entry, entry

This command will print a one line "header" or heading on the top of each subsequent page. The "hd" is followed by a number to specify the number of blank lines to be left between the header and the first line of text. The ":" (colon) marks the start of the wording in the header. Three positions are available for printing header entries - left, center and right. The three parts must be separated by commas and the last must be followed by a [RETURN]. It is not necessary to have entries in all three positions. The general principle is that the first entry is aligned on the left, what follows the first comma is centered, and what follows the second comma goes to the right.

✓hd1:PSI,SAMPLE LETTER,Fleet System [RETURN] will place headers in all 3 positions leaving 1 blank line before the text of "sample 1".

✓hd1:,,Fleet System [RETURN] will put "Fleet System" only against the right margin. Notice the commas in the format. They must be entered to "hold" the place of the first two columns if no text is entered in them.

HEADER LEFT MARGIN ✓ + **hl** + number entry

If for any reason the left and right margins are changed in a document, the margins for headers and footers will also change unless header margin commands are used. To keep headers and footers from being affected by temporary changes in margin settings, "hl" followed by a number from 1 to 163 is used.

The **hl5** command (following a ✓) at the top of "sample 1" sets the left margin of only the headers and footers to 5 in "sample 1".

HEADER RIGHT MARGIN ✓ + **hr** + number entry

The right margin for headers and footers can also be set. The command "hr" followed by a number from 2 to 162 will set this margin.

The **hr70** command (following the ✓) at the top of "sample 1" sets the right margin of only the headers and footers to 70.

FOOTER ✓ + **ft** + number + colon + entry,entry,entry

The format command to create one line of descriptive text at the bottom of every page is similar to the one used for headers. The only difference is that the number entry following "ft" specifies the number of blank lines to be left between the footer and the bottom of the page.

Again, be sure to include two commas in specifying the text entries.

✓ft1:PSI,Sample Letter,Fleet System [RETURN] would print footers in all three columns. The footer entries would be printed on the second line above the bottom of the page, because of the number 1 entry following "ft", which specifies 1 blank line.

The format command **ft1:,,Page < >** [RETURN] (following a ✓) will print "Page" and the appropriate page number in the right hand column. When the < > symbol appears in either the header or the footer, Fleet System replaces it with a page number that increases by 1 each time a page is turned. Unless you specify otherwise, page numbering will begin at "1" at the first page of text.

Page < > can be replaced by **Page <->** or **Page <+>** to decrement or increment the page numbering by one.

PAGE NUMBER ✓ + **p#** + page number

This command tells Fleet System that you want to set your page numbering at something other than "1".

The command **p#12** (following a ✓) will set page numbering at "12". As mentioned above, Fleet System will insert page numbers in headers or footers at the symbol "< >".

MARGIN RELEASE ✓ + **ma** + number entry

Often it is necessary to start printing to the left of the left margin for outlines and other applications. The "ma" command followed by a number between 1 and the current left margin value will "outdent" the text of only the first line after it by that number of spaces. You may have noticed that in the text you are now reading the topic headings extend beyond the left margin. This was done with an "ma3" command.

A command of **ma5** (following a ✓) says to start printing 5 characters to the left of the left margin.

INDENT/OUTDENT ✓ + **in** + indent/outdent number

This is an additional format command that lets you indent or outdent paragraphs throughout your file automatically until you shut off the command. This command is great for outlines or documents where you need to number the paragraphs.

For example, to indent the first line of each paragraph, use the command with a positive number. (e.g., **in+5** will automatically indent the first line of every paragraph five spaces until you enter an **in0** command)

To outdent the first line of each paragraph, use the command with a negative number (e.g., **in-5** will automatically outdent the first line of each paragraph until you enter **in0**).

LINE FEED COMMAND ✓ + lf + 0 or 1

For most printers you will not have to use this command, especially since the Auto Line Feed option in the Setup program is designed to cover the same need. If your printer types over and over on the same line, place an **lf1** command (following a ✓) at the beginning of every text file. If your printer gives you double-spacing when you call for single spacing, place an **lf0** command (following a ✓) at the beginning of every file.

Printing the Text to the Screen (Preview)

None of the format commands will affect text in the Edit mode. Let's look at the output of "sample 1" and "sample 2" on your screen. PRESS [FCN] [o] [g] [Ø] then TYPE **sample 1** [RETURN] [v]. This will give you a "global preview" of the two files ("sample 1" and "sample 2") on the disk. To look at a *single* file, already in memory, just PRESS [F7].

Space Saving

For the sake of simplicity, as we have described the various format commands we have suggested placing only one command on a line. But since a whole series of commands can be used for any document, it is more economical use of space to group them together, separating them with **colons**. A typical string of commands at the beginning of a text might be:

✓lm10:rm70:tm6:bm6:pp66:pt12 [RETURN]

If space saving is an important factor, commands and text can be placed on the same line. The commands must be at the extreme left of the line, followed by a **semicolon** separating the last format command from following text. Here is an example:

✓cn1;CENTERED HEADING [RETURN]

Forced Space

When you ask Fleet System to justify text (with the command "jul"), it adds spaces between words until the line is long enough to reach the right margin. You can, however, as you are typing in text, use the command [SHIFT] [SPACEBAR] to create a "forced space" between two words which will tell Fleet System to treat the two words as though they were a single word. A symbol will appear on the screen but it will print out as a normal space.

The two effects of the forced spaces are that the words separated by forced spaces:

1) will never be separated by more than the designated number of forced spaces.
2) will never be divided at the end of a line.

The text sequence **word** [SHIFT] [SPACEBAR] **processor** ties the two words "word processor" together as described above.

Ghost Hyphen

Fleet System allows you to enter a "ghost", or semi-automatic hyphen at the appropriate place in any word in your text. If that word falls at the end of a line and there is not enough space to write the whole word, Fleet System will divide the word at the ghost hyphen, place a real hyphen at the end of the line and put the remainder of the word on the next line. If the word falls in the middle of a line Fleet System will print the word without any hyphen at all. In general, it is good practice to enter a ghost hyphen in the middle of any long word, as you are entering your text.

The command is [CONTROL] [-] and the symbol on the screen is a hyphen, but larger than normal.

Priority of Commands

Three commands have been mentioned that have to do with the right margin of your text:

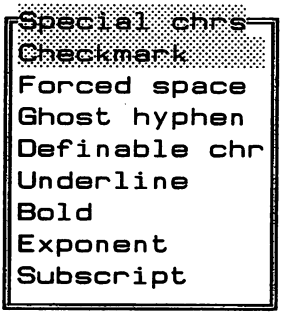
"ra" -- right alignment
"cn" -- center
"ju" -- justify

If the three are active at the same time, Fleet System will disable "cn" and "ju", giving "ra" the priority. In the absence of "ra" (when "ra" is 0), "cn" takes priority over "ju".

Special Printer Features

Some printers are capable of reproducing other than just "normal" text. The special features available on some printers include nonstandard characters, underlining, and doublestrike printing as well as subscripting and superscripting. **Some of these features are not available on all printers.**

If these features are functions of your printer and cannot be accessed with the following commands you may need to refer to Appendix A, "Accessing Special Printer Features."



The Special Printer features can be accessed through the pop menus. Press [FCN] [s], then select the option you want. The options described below will mention the **keyboard shortcut sequence** you can use, so that you won't have to access the Special Character Pop Menu every time. Choose the means you like the most.

Underlining

This feature is used to underline certain parts of your text. When you want to underline something, you tell Fleet System

right in the text where you want the underline to start and where you want it to end.

To **turn on** underline, PRESS [CONTROL] [:]
To **turn off** underline, PRESS [CONTROL] [;]

The underline on and off appears as two small rectangles. However, when you Preview ([F7]) the document in 80 columns, the actual underlining is displayed on the screen. Please note that underlining is automatically terminated at the end of any paragraph.

Boldface Printing

This feature is used to produce **boldface printing.**

To **turn on** boldface, PRESS [CONTROL] [8]
To **turn off** boldface, PRESS [CONTROL] [9]

The boldface on and off will appear as two small symbols, however, when you Preview ([F7]) the document, you actually see reversed characters on screen. Please note that boldface printing is automatically terminated at the end of any paragraph.

Superscripts and Subscripts

This feature is used to perform superscripts and subscripts. (The Special Character Pop Menu refers to superscript as *Exponent.*) Please note that this feature is not supported on all printers. Check your printer manual for details.

To **turn on** superscripting, PRESS [CONTROL] [u]. The superscript symbol on the screen is an underline character on the upper portion of the line. It affects *only* the first character following the symbol.

To **turn on** subscripting, PRESS [CONTROL] [d]. The subscript symbol is an underline character that appears on the lower portion of the line and it too affects *only* one character.

Superscripting is useful for footnoting. The two commands can also be used to produce equations or formulas.

To have *continuous* subscripting or superscripting, you will have to send an Escape Sequence to your printer or define your own pitch command (see Appendix A).

* * * * *

Section 5
PRINTING TEXT

Up to this point in the manual you have been asked from time to time to print portions of text, without any real explanation of the process. In this section the procedures for printing text will be covered in a systematic way.

As you know by now, the layout of your text when it gets printed is controlled by "format commands". When you enter or edit a document, it contains embedded format commands, which are executed only when you actually print your text. For example, if in Edit mode your text contains the format commands "√lm10:rm70", *the commands themselves will not be printed* when you print your text. Instead, these two commands will cause the words of the text following this command to be printed with a left margin of 10 and a right margin of 70.

It is helpful to realize that your text can be printed *from* either of two different sources, and that it can be printed *to* three destinations.

The "source text" for printing may be either text in computer memory (currently visible on your screen), or text stored on diskette in one or more text files.

If you order a "global" printout, you are ordering printout of text files stored on diskette. As each file is printed, the disk drive will automatically recall the next "linked" file to computer memory and then the file is sent to the printer. It is important to note that any text contained in computer memory (displayed on the screen) will be destroyed when performing a "global" printout.

If you do not specify "global" you are ordering a printout of the text file currently in computer memory.

The "destination" of your printed text may be your printer (paper), your video screen (preview) or your disk (printer file).

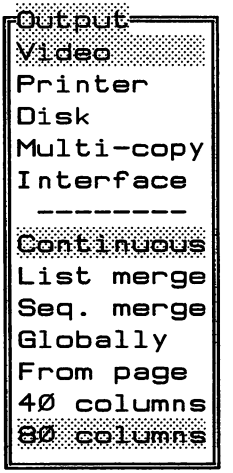
Page by Page/Continuous Printing

In addition, you can perform printing "page by page," so that your printer halts after printing each page. This is needed when you are hand feeding individual sheets of paper. Or you can use the default "continuous" printing, so that your printer continues printing page after page without stopping. This is useful when you have continuous tractor-feed paper.

In order to have a good example text file to work with, please now recall into computer memory the file "sample 1". To do this, first "home" your cursor to the top of the text area by PRESSING the [CLR/HOME] key twice. Then, to actually recall the file, first PRESS [FCN] [d]. Next PRESS [r] to choose the Recall option, specify which drive contains the file by PRESSING [RETURN] (or [Ø]). Then at the prompt "File name? _", TYPE **sample 1** [RETURN].

Ordering a Printout

To order any kind of printout, the first step is generally to enter "Output mode", by PRESSING [FCN] [o]. The only exception is the case of "preview" video printing of text in computer memory to the screen, which can be done directly by PRESSING [F7].



As you can see the defaults are highlighted: video preview, continuous, 80 columns.

40 or 80 columns refer to the video preview mode only.

Printing on single sheets

After you have entered the Output mode with the command [FCN] [o], make sure that the "Continuous" mode is OFF. Pressing [c] a few times would turn that mode ON and OFF. Set it OFF for now. PRESSING the letter [p] will cause a single page of the text in computer memory to be printed. The printer will halt after printing one page (even if there is more text to print) to allow you to insert another sheet of paper. To continue printing once the next sheet is in position, you need to PRESS the letter [c] (or PRESS [FCN] to abort printing).

Printing on continuous paper

If you have "continuous" paper (e.g. tractor feed paper) you should order a "continuous" printout so that your printer does not halt after printing each page. PRESS [FCN] to get the Output menu on screen once more. Since "Continuous" mode is the default mode, you just have to PRESS [p] and a continuous printout will begin.

Halt printing

At any time, while text is being printed, you can tell Fleet System to stop sending text to the printer, by PRESSING the [←] (LEFT ARROW) key a second or two. The [←] key is located on the upper left hand corner of the keyboard. The values for "P= XX" and "L= XX" on the Status Line should stop counting. If the printer itself has a large buffer memory, it may not halt for some time. In this case, you may find it more satisfactory to halt the printing by switching off the printer or PRESS the pause button on the control panel. You can restart printing by PRESSING the letter [c] on the computer keyboard or by PRESSING the PAUSE button on the printer's panel if you halted it there.

If you have halted the printing operation with [←] and do not want to restart it, you can return to Edit mode by PRESSING [FCN]. Therefore, the key sequence for "stopping" a printout and returning to Edit mode is [←] [FCN].

Printing the document in memory

At this point let us print "sample 1" (which is now on your screen) one page at a time. First ensure that your printer is connected and powered on. Now PRESS [FCN] [o] [c] [p]. After the first page is printed, your printer will halt. At that point, roll another sheet into position (if necessary) and PRESS [c] to print the next page. Repeat the process until the entire file is printed.

Printing multiple copies

Using the "multiple copies" feature, you could print several copies of the same document. In fact, you can print up to 255 identical copies of a document. To access the multiple copies feature, you would PRESS [FCN] [o] [m]. The prompt "Number of copies? _" will display on the Status Line. Answer by typing the desired number of copies you want and then PRESS [RETURN] to confirm. As the printing proceeds, a number to the right of the "N=" indicator in the Status Line indicates the number of copies still to be printed.

Printing to Video

It is always a good idea to "preview" text by printing it to the screen before committing it to paper in case any format errors or poor page divisions are present. You can then correct them before using any paper.

There are actually two separate ways to order a video printout of a text file present in computer memory. One way is to PRESS the [FCN] [o]. Don't forget that you can specify if you want a 40 or 80 column video output by PRESSING [4] or [8], if the default value is not the one you like. Now PRESS [v]. There is also a simpler way to "preview" the file in computer memory - using the [F7] key. The [F7] preview feature will always use the last video column setting specified in the Output menu.

Video Scrolling

The scrolling feature used with the video preview function is affected by your choice of 40 or 80 columns.

40 Column Preview Mode

Continuous mode: Your screen display will scroll up continuously. PRESS [←] to stop the vertical scrolling. You are then allowed to scroll horizontally with the [←] and [→] keys and then PRESS [⊂] to continue the vertical scrolling. PRESS [←] [FCN] to abort the preview function.

Page by Page mode: Your screen display will scroll up until the text hits the bottom of the screen. Use the [↓] key to scroll your text vertically. Use the [←] [→] keys to scroll your text horizontally. Use the [←] [FCN] sequence to abort the preview function.

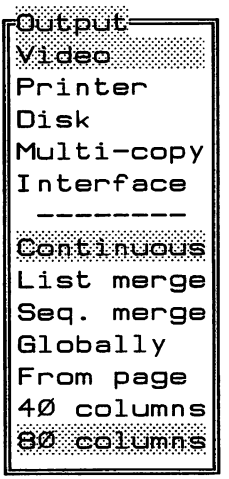
80 Column Preview Mode

Continuous mode: Your screen display will scroll up continuously until it reaches the end of the text. You can stop the scrolling by PRESSING [←] and then PRESS [⊂] to continue. To abort the preview mode, PRESS [←] [FCN].

Page by Page mode: Your screen display will scroll up until the text hits the bottom of the screen. Use the [↓] key to scroll your text vertically. Use the [←] [FCN] sequence to abort the preview function.

Note: You cannot get any horizontal scrolling in 80 column preview mode.

You have now seen how the "**Video**", "**Printer**", "**Multi-copy**" and "**Continuous**" on the Output menu are used. Here is what the remainder of the other options are used for:



Disk: to create a Disk File formatted for printing.

Multi-copy: to print many copies of the same text.

Interface: to choose printer drivers (see Appendix A).

List merge: to insert information from a *list* in the Extra Text area into "variable blocks" in Main Text.

Seq. merge: to insert information from a *sequential* file on disk into "variable blocks" in memory.

Globally: to initiate a global print on a whole series of files.

From page: to start printing from a selected page number.

How To Create Long Documents

Fleet System allows you to enter approximately 4 pages of text into a single file. There may be times, however, when you wish to create a document longer than this.

It is simple to create a longer document. Instead of entering all the text in a single text file, you enter the text into two or more separate text files. And you enter special commands to "link" the files together when printing is ordered.

The two files you have been working with, "sample 1" and "sample 2", are examples of linked files. At the bottom of "sample 1" there is a format command:

√nx:sample 2 [RETURN]

This command links "sample 1" to "sample 2". When you wish to print a series of "linked" files, you need to order "Global Printing", as discussed immediately below.

Global printing

After you have entered the Output mode, just before you tell Fleet System where to print, you can PRESS the letter [g] to call for global printing. That is, you can order the printing of a whole series of files linked with "nx:" commands. When ordering a global printout, you need to specify (among other things) the name of the *first* file in the series.

After having PRESSED [g] and selected the drive containing those files, Fleet System will ask you "File name: _" and that is the time to type in the name of the *first* file in the linked series. You then have to specify where your printout should go, video or printer, with [v] or [p]. Here is the whole series of commands you could use:

[FCN] [o] [g] [Ø] **first file** [RETURN] [p].

This will "global print", continuously, a series of linked files, stored on drive 0, starting with the file named "first file" and print it on paper.

[FCN] [o] [g] [Ø] **first file** [RETURN] [v].

This will "global print" to the screen a series of linked files starting with the file named "first file" which is stored on drive 0.

Starting printout from a page

Any time that you wish to initiate printing from a selected page (rather than the first page of the document) you can select the page to begin from by entering an [f] followed by the page number to start from (and then [RETURN]) immediately before PRESSING [v] for Video or [p] for Printer.

For example, suppose that you wanted to print the text file now in computer memory onto your screen, starting with the third page. You should first PRESS [FCN] [o] [f]. The prompt "From Page? _" is displayed. In response to this prompt you would TYPE 3 (the page to start from) and PRESS [RETURN]. Finally, PRESS [v] to send the text to the video screen. The "P= XX" and "L= XX" will start counting, giving you the page number and the line number of your document being process. Once the page counter hits 3, you will get an output on your screen.

As a practical example, let's now try printing some text from the linked files "sample 1" and "sample 2" to the printer, starting from page 3. To do this, please PRESS [FCN] [o] [g] [Ø] **sample 1** [RETURN] [f] [3] [RETURN] [p]. In a few moments your printer will begin printing the text, beginning at page 3. Of course, printing can be ended at any time by PRESSING [←] [FCN]. The capability to print one or more pages of your own selection allows easy editing and reprinting of any portion of a long document.

Order of printing commands

The output commands must be given in the following order:

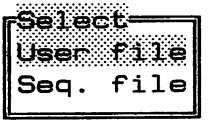
1. [FCN] [o] to enter Output mode
2. [c] [l] [s] [g] [f] [4] [8] *-- if needed*
3. one of the letters [v] [p] [d] [m] *-- to start the output.*

As previously mentioned, a video printout (preview) of the text in computer memory can also be ordered directly by simply PRESSING the [F7] key.

Importing and Exporting Files

Recalling and Storing Sequential Files

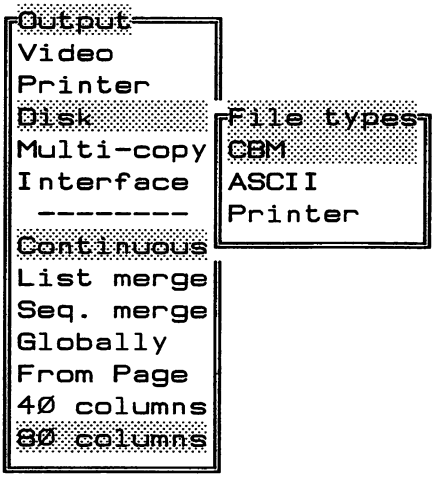
Fleet System's Commodore Sequential File mode enables you to work with sequential files in much the same way you work with a standard text files; you may recall, store and insert them. These files must be in Commodore ASCII. To read (recall) a sequential file, use the normal procedure ([FNC] [d] [r]) and the program will automatically adjust itself to the file type. If you modify it and store it back under *the same name*, it will also be stored under *the same file type.* If you give your file a different name (not found in the directory), then the pop up menu on the left will appear on screen. PRESS [s] to store it as a sequential file. Remember that this feature should only be used to work with sequential files either created in Fleet System, using the method mentioned above, or with files created from another program.



This is the best method if you want to create data for a form letter (see Section 7, Data Merge Applications). To create a **long list of data,** use the Main Text area to type in the information then store it back under the normal procedure: [FCN] [d] [s] [Ø] **file name** [RETURN]. At the prompt to select the "User file" or "Seq. file", PRESS [s]. You will be able to merge back the information created that way into your form letter.

When files are stored in the normal manner, as described in earlier sections, these files are stored in a "User File" format. However, if you are going to use files created with your Fleet System in conjunction with other programs you should select the "Output to Disk" command. To use it, TYPE [FCN] [o] [d]

Creating "Disk" Files



CBM (Commodore) Sequential File

A CBM (Commodore) Sequential file is one that can be accessed directly by a Commodore computer with the ordinary BASIC "input#" command. The characters will not be recognized by another computer without a conversion for Commodore ASCII to true ASCII.

An extra feature let's you use the punctuation marks "," and ":" that are normally excluded by the limitations of the BASIC "input#" command. Without you having to think about it, Fleet System sees to it that every line of a Commodore file begins with a double quotation mark, and that all the double quotation marks within the text are changed to single quotation marks. With this provision, the input command works perfectly.

Another application lets Fleet System prepare lines of text that will be used on the screen during the running of a BASIC program. When using such a sequential file in BASIC, you first open the file, and then "input#" the records as you need them on the screen (or a Commodore Matrix printer). There is no need

to use the slow "get" command. The faster and more convenient "input#" command is sometimes not used because it cannot handle strings longer than 80 characters. However, since Fleet System files are constructed using strings less than 80 characters in length, you can use the "input #" command with files created by Fleet System.

ASCII Sequential File

An ASCII file can be used for purposes similar to those mentioned above under the Commodore file, except that it is stored in true or standard ASCII.

Printer Sequential File

Choosing this type of file sends to the diskette exactly what would be sent to the corresponding printer that you designated when you set up Fleet System. It sends text, line changes, justification, margins and all the rest. Double quotes are not added at the beginning of the lines.

This is the ideal type of file to use for sending a file to another computer through a modem. It is also the type to use if you want a BASIC program to be able to pick up a file from the diskette and send it to the printer with all the characters you have typed, including any foreign accented characters you might have used.

This kind of file is not to be confused with the printer file *drivers*, which have all the necessary codes to properly communicate with your printer.

* * * * *

Section 6
OTHER GLOBAL FUNCTIONS

With this section we are going to perform some special Fleet System functions which will clarify the two different ways that Fleet System files can be edited - "locally" or "globally".

Previously in this User's Guide, we have worked with text within a single file. Performing Fleet System's operations on just a single file is called performing a "local" operation. The term local is used because you are only editing text within a single file displayed on the screen.

Now that you have just about mastered editing files "locally," this section will concern certain "global" functions that can be easily performed. The term "global" means that a Fleet System function can work upon more than one file stored on diskette, as long as the files are "linked" together by means of a special format command called the "next file" command. Near the end of the section just covered (Section 5 "Printing Text"), we printed the two files "sample 1" and "sample 2" globally. By ordering a "global" printout starting with "sample 1" we printed both files, because the files were linked by an "nx:" command.

Suppose that you are writing a document the size of this User's Guide. It is immediately obvious that the whole guide will not fit in Main Text. Somehow, you must be able to have multiple files on disk which can be connected together and treated as a single file so that certain Fleet System functions can be performed on the entire document.

To do this, you would first enter text until you nearly filled the Main Text area. A good place to stop would be around 30 or more lines from the bottom of the capacity of the Main Text area.

You would then enter an "nx:" format command specifying the name of the "next file" that this file will be linked to. You would store this file, clear the screen and begin typing in the next file.

To create the "next file" command (also known as a "linking command"), you would:

PRESS [F1] then TYPE **nx:*name of next file*** [RETURN].

NOTE: When creating "linked" files, do enter the "next file" command as the VERY LAST LINE in the text file. However, do not put the "next file" command on the last line *of the Text area.* We strongly urge you not to fill the entire text area with your text. If you do fill the text area, and the "next file" command is on the last available line of the text area, then the global function you perform will not work properly.

We recommended you stop typing text at about 30 lines from the end of the Main Text area so that you will have plenty of space available to revise and add new text at a later time.

You are already familiar with performing one global function, global printing. Now we will examine some other Fleet System global functions such as Global Search and Global Replace.

Global Search

WARNING: Before using any Global function, be sure to store the current file in memory (on the screen) onto disk, because it will be erased in the course of the operation.

Finding a string of text up to 25 characters long that randomly occurs throughout a series of linked files is easy. For the sake of this exercise, we will perform this global function using the two "linked" files called "sample 1" and "sample 2". First, PRESS [FCN] [f].

PRESS [g] to set the Global option. Press [s]. If you had performed the function before, the last word you searched for will be displayed.

Next, you will need to type the word you would like to find. For this exercise, TYPE the word **command** then PRESS [RETURN]. Specify which drive to use and at the prompt "File name: _", TYPE **sample 1** and PRESS [RETURN].

After a brief delay the file will appear on the screen and the cursor will be positioned after the first occurrence of the word you asked the system to search for: "command".

To continue searching for the many occurrences of the word "command" in this file, PRESS [FCN] [f] and [RETURN], since the selection bar is already on "Continue". Each time [FCN] [f] [RETURN] is pressed, the cursor jumps to the next occurrence of the word.

Once you have finished "searchg for" the word "command" in the file "sample 1", Fleet System will ask you if it has to save the file back to disk (if you have made changes to your text). Answer the prompt by either [y] or [n]. Because you have asked for a "Global" search, Fleet System will now automatically load the second linked file (**sample 2**) into memory and place the cursor on the first occurrence of the word "command" in the second text.

Global Replace

With this function, Fleet System will search for one or more words (of your choice) and automatically replace them with one or more words of your choice. In addition, any changes made during a Global Replace operation will be automatically stored on diskette. Up to 25 characters may be entered either for searching or for replacing.

Do not perform a global Replace using the FLEET SYSTEM program diskette. When using this global function, information is *stored* onto a diskette. To prevent altering our Program Diskette, we will not perform this function with this diskette. After you have created linked files on a Document Diskette in the future, try this global function. The steps you would follow are listed below:

To start the Global Replace function, PRESS [FCN] [f]. PRESS [g] [r] The prompt "Search for:" will appear on the Status Line. If you had performed that function earlier, the last word you searched for would appear. Next, TYPE the words you want to search for and PRESS [RETURN] (or PRESS [RETURN] immediately, if you want to search for the same word as the last time).

The Status Line will display: "Replace with :". You should now TYPE in the new word(s) which will replace the characters you are searching for and PRESS [RETURN]. You then specify which drive to use and TYPE the name of the *first* file to begin with and PRESS [RETURN].

If you had set the "Query" mode ON before pressing [r], then the Replace function would have been conditional. This means that no replacement would have taken place *without a confirmation on your part* for each matching word found.

After a brief delay, (the disk drive is looking for the file you asked for at this time), this first global file will be brought to the screen. Notice, the system begins automatically searching and replacing all occurrences of the text entered.

When the last occurrence is replaced in the *first* file, this file will be automatically re-stored (replaced) on the diskette and then the next linked file will be automatically worked on in the same way. When the Global Replace function has been completed, the *last* linked file (already stored and updated) will be displayed on your screen. The disk drive will stop and the prompt "-finished" will appear on the Status Line.

When many linked files are involved, Global Replace can take some time. If you wish to cancel the operation at any time, PRESS [FCN].

* * * * *

Section 7
EXTRA TEXT AREA

The Extra Text area is a separate work space in computer memory. It can be used to view and edit other files without disturbing or affecting what is in the Main Text area. Anything that can be done in Main Text can also be done in Extra Text. The only difference between Extra Text and Main Text is the size of the text area available.

As you have already seen, when loading Fleet System, you are given the option of selecting the column width. If you choose 80 column mode, you will have around half the lines you had in 40 column mode, but each of them will be twice as wide. The Extra Text area will always be composed of 22 lines, whatever the width chosen.

Switching from Main Text to Extra Text (or vice versa) is a matter of two keystrokes. PRESS [FCN] [x] a few times and you will see how easy it is to "switch" back and forth between the two text areas. You will find the extra text area to be a very useful tool.

One of Fleet System's most powerful features is the ability to transfer text from Extra Text to Main Text as needed. Frequently used items of information such as names, dates, prices, etc. can be placed in the Extra Text area and inserted in your file as you create it.

Form letters can also be created with "data block" gaps left for insertion of variable information. These "data blocks" can be filled "manually" or "automatically" using items stored in the Extra Text area.

Again you can access the Extra Text area very quickly with the command [FCN] [x], and the same command returns you to the Main Text area.

There are two types of variable items that can be sent from Extra Text into Main Text:

1. *Appends*:

   A screen line or group of lines of text can be individually "appended" or brought into Main Text.

2. *Variable Entries for Data Merge*:

   A list of items that can be merged sequentially into "variable blocks" in Main Text.

Appends

It often happens that you may want to use certain words or expressions several times in a document. For example, in this section we have used the term "Extra Text area" frequently. You can use the Extra Text area to define a phrase like this as an "Append".

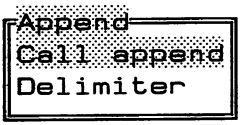
Once a phrase has been defined as an Append, it can be brought into Main Text with just a few keystrokes - a real time saver when a phrase or paragraph occurs repeatedly.

Before continuing, please erase any text that may still be in Main Text by PRESSING [FCN] [e] [a] [y]. To define an Append, first go to the Extra Text area with the command [FCN] [x]. The first step in entering an Append is to give it a "nickname", which should be brief. This nickname will be used when information is merged into Main Text. As you will see below, a special symbol | is used to designate and delimit the nickname.

Short Appends

If the text to be appended is less than 250 characters long, the nickname should be followed by an equal sign (=) and the text of the Append. As an example, please PRESS [FCN] [a]

The nickname for your append variable needs to be clearly defined, so you will have to PRESS [d] to set the left boundary of the nickname. This will a draw a small vertical line |. Now TYPE in the nickname **rb** and once again PRESS [FCN] [a] [d], to set the right boundary of the nickname. You will then tell the system what that nickname stands for: TYPE **=Rowan and Berian, Inc.** [RETURN]. This will define **Rowan and Berian, Inc.** as an Append with the nickname "**rb**". There should be no space between the vertical line and the equal sign. Also, note that you can use the keyboard shortcut [SHIFT] [↑] to create the | delimiter. The first line of the Extra Text area should look like this:



|rb| = Rowan and Berian, Inc.←

Now return to the Main Text area by repeating the command [FCN] [x]. PRESS [FCN] [a]. Since the selection bar is already on "Call append", just PRESS [RETURN]. At the prompt "Append name : _", TYPE **rb** [RETURN] and the entire company name will automatically be inserted at the cursor position.

Longer Appends

If the text to be appended is 250 characters long (a paragraph for instance), the nickname needs to be followed by a [RETURN], instead of an equal sign. As an example, access the Extra Text area once again. On the second line PRESS [SHIFT] [↑], then TYPE **close** and PRESS [SHIFT] [↑] [RETURN].

Now TYPE **Thank you for your time and expertise regarding this matter. If you have any further questions, please feel free to contact me directly.** [RETURN]

The word "**close**" is the nickname of the paragraph. There can be several sentences or paragraphs in an Append, provided there is no blank line (empty line without a RETURN) within the Append.

Your screen display should now look something like this:

|rb| = Rowan and Berian, Inc.←
|close|←
Thank you for your time and expertise regarding this matter. If you have any further questions, please feel free to contact me directly.←

Now go back to the Main Text area. PRESS [FCN] [a] [RETURN] and then TYPE **close** [RETURN]. Your whole paragraph will be inserted above the current line.

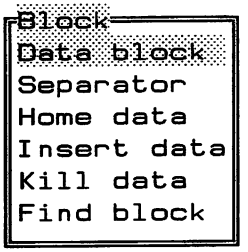
Data Merge Applications

The Data Merge feature is a convenient method for preparing "personalized" form letters by an automatic process. You will need to prepare a document with "data blocks" where information has to be merged into the text. Very frequently, data merging is used to produce a large number of letters (and/or envelopes or mailing labels) addressed to different people.

One word of caution when using Data Merging. When setting up to merge the variable information, be sure that the variable items **and nothing else** are present in the Extra Text area. You cannot have any format commands.

In the present exercise, we will be using a file titled "merge-letter" which is pre-stored on your Program Diskette. To recall this file into the Main Text area, first ensure that the cursor is in the "home" position. PRESS [CLR/HOME] twice.

Next, PRESS [FCN] [d] [r] [Ø] then TYPE **merge-letter** [RETURN].



Notice the "data blocks" in this letter, which actually appear as blocks on the screen. They are created in text by PRESSING [FCN] [b] [RETURN].

Now go into the Extra Text area and recall the file called "list". To do this, first access Extra Text. Then PRESS [FCN] [d] [r] [Ø] list [RETURN].

This file is nothing more than a list of items that can be inserted into a text file. The symbols which appear in between some of the information serve a special purpose. They are known as "separators", and they are created by PRESSING [FCN] [b] [s] (or [CONTROL] [SPACEBAR]). All list items need to be separated by either a separator or [RETURN].

Go back to the Main Text area where the form letter is and TYPE the command [FCN] [b] [i]. This will insert *the first group* of variable items from the "Sending File" residing in the Extra Text area into the empty blocks of the "Receiving File" (the form letter in the Main Text area). To fill the blocks with *the next set* of variable items, use the command [FCN] [b] [i] again.

Each variable item from the Sending File is used only once, unless you tell Fleet System that you want to start the list all over again. This can be done with the sequence [FCN] [b] [h], which will allow you to start at the *beginning* of the list of items again. Returning to the top of the list is known as a "Home data" procedure.

Any time that the data blocks showing on your screen have been filled, you may either print your text on paper or "preview" it by printing to the screen. To print to the screen, you would PRESS the [F7] key. To print on paper, you would PRESS [FCN] [o] [p].

You may "empty" the blocks at any time so that they can be filled "manually" with new items. To do this, place the cursor above the first data block and use the command [FCN] [b] [k] several times. The contents of each data block will be emptied one at a time.

As a practice exercise, try creating some variable items of your own. Remember that Fleet System will read this information from Extra Text in the exact order that it is present. Go back to the Extra Text area by PRESSING [FCN] [x]. Move the cursor to the first BLANK screen line after the variable entries already displayed and enter some of your own. Enter any items that you want to insert in the letter. Try separating the items using both methods ([RETURN] and [FCN] [b] [s]). If you examine the text closely you will recognize what kind of items are needed to fill each empty variable block. The first data block should take a name, the second a street, the third a city, etc. *It is essential that you respect the exact order of filling the blocks.*

Once you have made some entries in the Extra Text area, return to Main Text and try merging them using the [FCN] [b] [i] sequence. Remember that you can perform a "home data" (return to the TOP of your variable item list) at any time by PRESSING [FCN] [b] [h] before beginning the merge process. Going form Main Text to Extra Text or vice versa will "home data" automatically.

Another point: the keystrokes [FCN] [b] [f] will cause the program to find the next data block and enter Insert mode. This is useful if you wish to manually type entries where data blocks are located, rather than perform data merging into the data blocks.

Creating a long data list

If you need to create a very long data list, one which could not fit in the Extra Text area, please follow this procedure:

1. Go to the Main Text area.

2. Erase all text from the Main Text area.

3. Type each item (separated by [CONTROL] [SPACEBAR]) needed to fill every block of a single form letter and end it with a [RETURN]. This would represent all the data concerning *one* of your customers, for example.

4. Continue the same procedure on the following line for your second customer (separating each entry by a [CONTROL] [SPACEBAR] separator and ending the last one with a [RETURN]).

5. Once every customer is typed in, save your file using the normal procedure: [FCN] [d] [s], specify the drive number and the file name. PRESS [RETURN]. When the window asking you if the file should be stored as a "User file" or a "Seq. File" appears, PRESS [s].

Since the file you have created is too long to fit into the Extra Text area, it will need to be accessed by the "Seq. Merge" mode of the Output menu, instead of the "List merge" mode described in the following pages.

The use of the "Seq. merge" (sequential merge) is quite easy. Load your form letter in the Main Text area then PRESS [o]. You get the Output menu on screen. PRESS [s] to choose the "Seq. merge" option. This tells the system that you need to get information from a sequential file **on disk**, to be used to fill in the data blocks in your letter. Select the drive number then TYPE the filename of the list you have just created and PRESS [RETURN]. You then have to give the destination of the output. PRESS [p], if you want it to be printed on paper.

The **Fleet Filer** program can also be of great help in the management of very long data lists. Information created by **Fleet Filer** can easily be used by **Fleet System**, using the "Seq. merge" mode of the Output function.

Automatic merge-and-print

Many times you will want to fill the data blocks in your text and print copies automatically, one right after the other. For mass mailings it would be time consuming to check every letter and manually tell Fleet System to print it. To save time, you can instruct Fleet System to print your completed document (including the items inserted) to the screen or the printer *continuously*.

To see these functions in operation we will use the file "merge-letter" currently in the Main Text area. Go to the Extra Text area, with the command [FCN] [x]. The file in the Extra Text area should be the one named "list". This is the same data we used for manual data merging. We will use this list of variable items to illustrate how to merge and print files automatically.

Now go back to the Main Text area. When using the Output function, it is not necessary to empty the data blocks or to "home data". If you ask for a "List merge" or a "Seq. merge", this will be done for you automatically. Now, enter the Output mode with [FCN] [o].

PRESS the letter [l] to tell Fleet System that there is a "list" in the Extra Text area, and then [v] for "video" output to the screen. Fleet System will erase the screen, fill the empty blocks with the variable items in the Extra Text area and print the first completed letter on the screen. Once the first letter has been displayed, the next letter will begin to appear automatically, after a short delay. After all the data in Extra Text has been used, a line of up arrows will appear at the bottom of the screen.

PRESS [FCN] to get back to Edit mode. Fleet System will remove the data from the "data blocks", putting the letter back into its original Edit mode condition.

To print on paper, you can PRESS [FCN] [o] [c] [1] [p]. This will tell your printer to stop after each page, so that you can insert another sheet of paper. To continue printing, PRESS [c].

If you have continuous feed paper, you should instead PRESS [FCN] [o] [1] [p]. With this command, Fleet System will continue printing nonstop, until all of the variable information in the Extra Text area is used. As the blocks are filled in with the text, they are displayed on your screen, then the entire letter is printed. If, for any reason, you need to halt the printing, you can PRESS [←] [FCN].

In summary, the normal keystrokes used to perform an automatic merge and print would be:

For page by page printing: [FCN] [o] [c] [1] [p]
For continuous printing: [FCN] [o] [1] [p]
Halt printing (temporarily): [←]
Resume printing: [c]
Cancel printing: [FCN]

Merging in ASCII (sequential) files

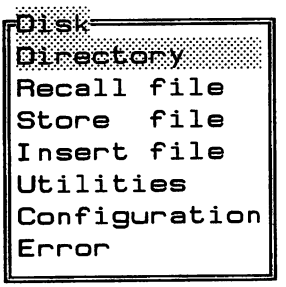
Fleet System has a very powerful feature whereby a "sequential file" (a file from a database or mail list program with a "carriage return" after each item of data) can be merged automatically. This is done, as mentioned before, by selecting [s] after [FCN] [o]. Fleet System will then ask you for the drive and name of your sequential file. TYPE in the name and [RETURN]. Then select a "continuous" or "page by page" output to video or to the printer in the normal way. Your text will print, merging the data from the sequential file on your disk into the data blocks in your text on the screen. This is the feature you would use to merge in a file from **Fleet Filer** to do a mass mailing.

* * * * *

Section 8
FILE MANAGEMENT

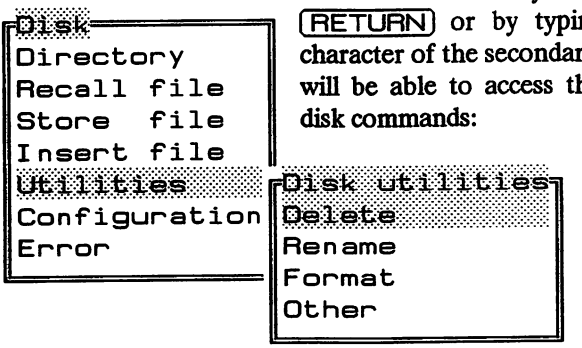
This section will explain Fleet System's File Management functions which include displaying a diskette Directory as well as recalling and storing text files.

Disk Utilities



Fleet System has several disk drive utilities built right in that make it easy to format disks, delete, and rename files without having to exit the program. You access the disk menu by PRESSING [FCN] [d].

Now PRESS [u] to get to the utility option. By moving the selection bar with the cursor keys and pressing [RETURN] or by typing the first character of the secondary menu, you will be able to access the following disk commands:



Delete To delete a file from disk, PRESS [d], select the drive number, enter the name of the file you want to delete and PRESS [RETURN].

Rename To rename a file, PRESS [r], select the drive, TYPE the *existing* name and PRESS [RETURN]. TYPE the *new* name and PRESS [RETURN].

Format To format a disk, PRESS [f], select the drive number containing the disk to be formatted. Enter a name for the disk and PRESS [RETURN] then enter disk ID letters and PRESS [RETURN]. **Exercise caution when using this option because the contents of the disk are lost!** ***Make sure your FLEET SYSTEM DISKETTE is not in the drive.***

In addition to the utilities mentioned above, there are a few others. To access these options you would select [o] (for other). These other utilities are as follows:

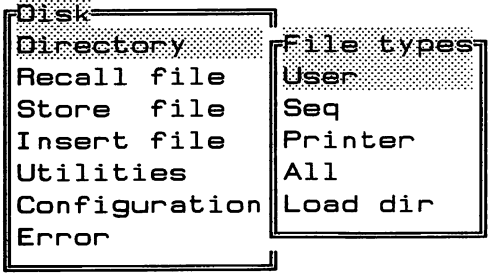
Initialize a disk This feature ensures that the disk is seated properly in the disk drive and that the disk drive head is located at the correct starting point on the disk. To use this option, select "other" and the "greater than" symbol > will appear. Now, TYPE the letter [i] and the drive #. The drive light will come on for a brief second.

Validate a Disk This option, when used, will go through an entire disk and ensure that all files on the disk can be read. To use this option select "other" and the "greater than" symbol will appear. Now, TYPE the letter [v] and the drive #. The drive light will come on and stay lit until the operation is complete. **This feature must not be used on the Fleet System Program disk.** This procedure should be done when a diskette has gone through a lot of "store" or "deletions".

Listing a Directory

A diskette Directory is a listing of the files which are stored on a diskette. Before continuing, please insert your Fleet System Program Diskette into disk drive 0.

By PRESSING [FCN] [d] [RETURN], you will get the following menu on screen:



This secondary menu gives you a choice of different file types to list. **User files** are actual files created using Fleet System, **Sequential files** are files that have generally come from another program and **Printer files** are the files that make Fleet System work with different printers.

Let's say we want to see the user files present on the Fleet System diskette. Since the cursor is already on "User", just PRESS [RETURN] and specify the proper drive.

```
On drive #Ø: Fleet System 2+
X : R : I : S : N :  Ø/Ø   L=  3   C=  1
═══════════════════════════════════════════
editing              U office            U
insert               U sample 1          U
sample 2             U merge-letter      U
list                 U spellcheck        U

Blocks free = XXX
```

PRESSING the [FCN] key at this point would bring you back to Editing mode without losing any text that might have been present in memory before calling for the directory.

Recalling Files from a Drive

The "recall" operation is used to recall a file from the drive into computer memory. Depending on your needs you may choose one of several different methods. Each of these methods is discussed below.

Recalling Files from a Directory

PRESS [FCN] [d] [RETURN] [RETURN] [RETURN] and once more the directory of the Fleet System User files should be displayed on the screen. Move your selection bar up and place it on the file titled "office". Now, simply PRESS [RETURN]. After a brief delay the file will appear on the screen. Using this method, the file being recalled will overwrite and completely replace any text.

Recalling Files "at the Cursor Position"

Another method must be used to recall a file at the current position of the cursor. It does not affect any text above the cursor. In effect, the cursor becomes the zero point of the file being recalled.

Place your cursor anywhere on the first blank line following the last paragraph on your screen. Then perform this key sequence:

[FCN] [d] [r] [Ø]. At the prompt "File name? _", TYPE **list** [RETURN]

This will recall from drive 0 the file titled "list" at the cursor's position. This is the method to use when you want to add text currently stored on the diskette to the end of text that is on the screen.

Note that this method can also be used to recall a new file in place of the file already on your screen. If you first "home" your cursor to the very top of the Text area by PRESSING [CLR/HOME] twice and then recall a file, the file being recalled will overwrite and completely replace any previous text.

"Insert" a File

Recalling a file using this method permits you to add new text "between" text already displayed on your screen. This is different from the second method in that the new text is inserted, not just added on. We will demonstrate this with a file named "insert" that is pre-stored on your Fleet System Program Diskette.

First, place your cursor anywhere on the first line of the second paragraph displayed. It is above this line that you will insert the new text. Enter the File mode by PRESSING [FCN] [d]. PRESS [i] [Ø], then TYPE **insert** and PRESS [RETURN].

Fleet System will insert a small text file titled "insert" while automatically moving down the text starting at the line the cursor was on.

Recalling Using the "Next File"

This recall method is beneficial when you wish to recall the next linked file in a series of global files. To demonstrate how this method of recall operates, we need to first recall a global file (a file containing an "nx:" command) to the text area. So please "home" your cursor to the top line of the Text area and then recall the file named "sample 1". Once this file is displayed PRESS the following sequence to recall the next linked file:

[FCN] [d] [r] [Ø] [CLR/HOME] [RETURN]

The file "sample 2" will be recalled, because it is the next linked file in the series.

Selective Directories

This feature provides the ability to call up a disk directory of only certain file names. For example, you might just want to call files that begin with a certain letter. Please note that when you obtain a directory with this feature (as opposed to the normal procedure) it overwrites whatever happens to be displayed on

the screen. Also, this is the method you would use to obtain a directory longer than 22 lines and still be able to go back to the first line, once the scrolling has stopped. To obtain a selective directory, PRESS [FCN] [d] [RETURN] [1] and the drive number followed by the criteria and [RETURN]. The different selective criteria that can be used are listed below:

Selective Directory Options

*	all files.
abc*	all files beginning with "abc".
?	replaces any letter for "wild card" selection.
xyz???	all files with a 6-letter name beginning with "xyz".
?	all files with a 1 letter name.
??	all files with a 2 or 1-letter name.
a?c	all files with a 3 letter name beginning with "a" and ending with "c".

Don't forget that when you use the "Load dir" option, any text in memory will be erased.

With appropriate use of these methods of recalling text, you have almost limitless potential for constructing and combining text from different files. Learn to use all of these procedures to the best advantage.

Storing Files on a Diskette

Storing a file on a diskette is another File mode operation. Text can be stored either from the Main Text area or from the Extra Text area. Please keep in mind that if you store text presently in the Main Text area, the text in Extra Text *is not* stored simultaneously. In order to store the contents of Extra Text, it is necessary to enter Extra Text mode (by PRESSING [FCN] [x]) and then store the contents of Extra Text in a separate file.

It is a good practice to store your text periodically. In this way you will protect yourself should you experience a power failure or make a mistake while editing your text. When storing files, two possibilities are open to you: storing the whole file as it is

displayed on your screen, or storing a part of it, that has previously been defined as a "Range". Please note that filenames can only contain letters, numbers, hyphens and spaces. You cannot use the following characters in file names:

*? * , @ = " : ; & $*

Storing a Whole File

At this point please recall into computer memory the file titled "office". Now that you have text present in computer memory, it is possible to store it on your Document Diskette. Please remove the *Program Diskette* from drive 0 and insert a properly formatted *Document Diskette*. To store the file on this new diskette, first PRESS [d] [s]. Now PRESS [Ø] (or [RETURN] to choose the default drive) and TYPE **office** [RETURN]. After a brief delay, the file will be stored on the diskette. When storing a file on a drive other than the default drive (first digit in the #/# on the status line), you must specify the drive number.

Note that if the file is stored under a name which is *new* to the directory of the diskette being used, you will have to specify, in response to a pop up menu, if it has to be stored as a "User file" or as a "Sequential file". For normal word processing applications, you should select "User file". If the file already exists on disk, you will have to specify if you want it to be replaced or not by the current text in memory.

Replacing an Existing File

A frequent word processing application is to replace an existing text file. Once the text within the file is revised, you will want to store the changes on diskette so that the changes will be permanently recorded.

In order to practice this technique, please make a few modifications to the file "office", which should still be on your screen. Make any changes that you like. Now, to store these changes, simply store "office" on diskette once again. That is, first PRESS [FCN] [d] [s]. Next, PRESS [Ø] (or [RETURN]

to choose the default drive) and TYPE **office** [RETURN]. Now, since a file titled "office" is already on the diskette, a Replace menu will appear. To confirm that you wish to replace the old version of "office" with the new one, PRESS either [RETURN] or the letter [y]. (To cancel you would PRESS either [FCN] or [n].) The new version of "office" will now be stored on diskette, replacing the older version.

Storing Part of a Text

The feature that permits storing part of the displayed text onto a diskette depends on Fleet System's ability to define a "Range" of text on the screen. The file "office" should still be displayed on the screen. Place the cursor anywhere on the first line of the second paragraph of the text on your screen. Enter the function command that defines a "range of lines", (PRESS [FCN] [r] [d] [1]). The screen line will become highlighted. Enlarge the range to include the entire paragraph by PRESSING the [↓] key. Once the entire paragraph is highlighted, PRESS [RETURN].

The highlighted lines will return to a normal cursor, and the "R" on the status line will be highlighted, to indicate that the Range has been memorized.

The procedure for storing a "Range" is identical to what you have already done, with one exception. PRESS [FCN] [r] [s]. At this point, give the drive number (or [RETURN] for default drive) and then TYPE the file name **partial** and PRESS [RETURN]. The "Range" (the second paragraph of our displayed text) will be stored on the diskette as a new file named "partial".

Erase everything from the screen ([FCN] [e] [a] [y]) and recall the file "partial" you have just stored to prove to yourself that everything worked as expected.

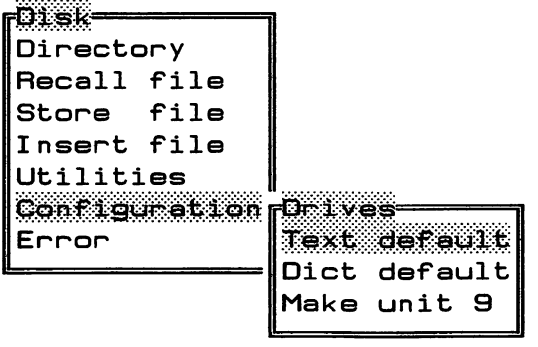
Note that it is possible to move a part of one text file into another text file, by using the "storing part of a file" procedure. Once the portion of text that you wish to move has been stored

on diskette as a separate file, it can be inserted into any other text file. Simply recall the destination file and use the "insert file" procedure described above to insert the text where it is needed. You could also create a range of lines in the first file, load your other file and use the **paste** function to copy the range at the cursor position.

Using more than One Drive

Fleet System is designed to take full advantage of up to three disk drives. Each disk drive has been assigned a number designation by Fleet System. A *single* disk drive is **drive 0**. A *dual* disk drive consists of **drive 0** and **drive 1**. *Two single* disk drives are designated as **drive 0** and **drive 2**.

To use a second single disk drive, that drive must be transformed into a "device 9". It is impossible to have two single drives as "device 8" on line with the computer at the same time. Only one drive must be turned ON when you first load your Fleet System program. PRESS [FCN] [d] [c].



PRESS [m] and the drive that was ON is now transformed into a "device 9". It will then be referred to as **drive 2**. Now is the time to turn ON your second drive, which will power up as a "device 8" and will be referred to as **drive 0**.

The secondary menu shown above could also set the "Text default" drive and the "Dictionary default" (and Thesaurus)

drive. This means that you can specify which drive the program should access to store or recall your text files and which one it should use to read the dictionary/thesaurus data, unless you specify a different one.

Note that some disk drives (CBM-1571) can let you change their device number to **9** by setting some dip-switches to a specific position. Consult your disk drive manual.

Reading the Error Channel

If for whatever reason the disk drive flashes and Fleet System did not report any error message on its Status Line, then access the Disk menu ([FCN] [d]) and PRESS [e]. The Status Line should then display the error message coming from the disk drive. You can look up the meaning of the message in the list given in Appendix B.

* * * * *

Section 9
OVERVIEW OF THE SPELLCHECKER

The capability to automatically check spelling is among the most powerful features of your Fleet System program. Fleet System operates by comparing every word in your document to the over 100,000 words which can comprise the two Spellchecker Dictionaries. Any word in your document that does not match a "dictionary word" will be found as a possible misspelling.

Due to disk space constraints, the Fleet System Spellchecker Dictionaries are located on the reverse side of the Program Diskette. When you wish to spellcheck, ensure the Fleet System dictionary has been properly inserted into the disk drive.

The Fleet System Spellchecker uses both a Program Dictionary and a User Dictionary. The **Main** Dictionary contains about 90,000 standard business text words. The second dictionary, the **User** Dictionary, allows the user to enter specialized words not found in the Main Dictionary. For example, a family name would not be a typical business word. However, the user has the ability to add it to the **User** Dictionary, so that the family name will not be considered a misspelled word, when proofreading future documents. You can add approximately 10,000 words to the User Dictionary.

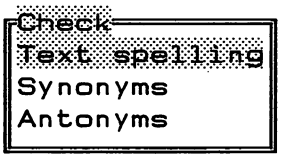
Please note that the Dictionary Diskette can be copied but you must use a separate copy utility program. As you add several thousand words, the revised User Dictionary can be copied to another diskette. However, this is only necessary after adding several thousand words. Please also note that, while the Dictionary side can be copied, the Word Processor side cannot.

Operating the Spellchecker

Simply recall the text file you wish to spellcheck to the screen. To see Fleet System's spellchecking feature in action, recall the file named "spellcheck" from the program side of the Fleet System Diskette. Next, insert the Dictionary side facing up in the disk drive. As you will always spellcheck your document, it is a good idea to get in the habit of storing the text before performing a spellcheck operation. In this way, you are protected should you experience a power failure.

NOTE: When using more than one disk drive it is possible to use the dictionary in the other drive. This is discussed in Section 8 of this manual. For now, please use drive 0.

Like other Fleet System features, spellchecking can be initiated with one simple command. Please PRESS [FCN] [C]



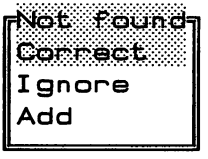
PRESS [RETURN], since the selection bar is already on "Text spelling". Fleet System will begin to count the total number of "Unique" Words that exist in the document and post the total on the Status Line briefly. A Unique Word can be defined as every occurrence of a different word. It is important to note that if a word appears several times in a document, the Unique Word Counter will count the word just once.

If the message "File not found" appears, then the Dictionary Diskette has not been inserted in the drive properly.

Also, ensure that the "Write Protect Tab" for the Dictionary is removed. This will allow you to add words to the User Dictionary on the diskette.

Fleet System will automatically begin proofreading your document. The screen display will disappear. If you HOLD DOWN the [C] key, you will see, on the Status Line, the module (letters a-z) which is currently being checked. When Fleet

System has finished spellchecking, it moves into the Spellchecker Edit mode. Please note that Fleet System enables you to store the User Dictionary (it is a sequential file named "total2") on a disk other than the Program Disk. The reason you may want to do this in the future is that obviously there would be much more space available for adding words to the User Dictionary (up to 10,000 words). However, do keep in mind that you can easily fit several thousand words right on the existing dictionary disk. If you do choose to copy the User Dictionary to a separate disk, Fleet System will ask you to insert that disk during each Spellcheck operation after the Main Dictionary has been checked.



In the Spellchecker Edit mode, notice that certain words of your document are highlighted. The highlighted words are called **Suspect** words. These are words Fleet System suspects to be misspelled since they were not found in either the Program Dictionary or the User Dictionary. At this point, three options are present **Correct Ignore Add**. The function of each option is described below:

Add The first suspect word ("Jefferson") is correct but is not in either of the Spellchecker Dictionaries. By PRESSING [a], we can add this Suspect Word to the User Dictionary. Please now PRESS [a]. The highlighting of the word just added will disappear and the word will be placed in computer memory for addition to the User Dictionary at the end of the spellcheck process. The cursor will automatically jump to the next Suspect Word.

Ignore The next word which is highlighted ("mononucleosis") is also correct but comes up so infrequently that we do not want to bother adding it to our User Dictionary. By PRESSING [i], we can "ignore" this Suspect Word. The flashing highlight will then automatically move to the next Suspect Word. Ignoring a Suspect

Word leaves the word intact in the text and does not add the word to the User Dictionary.

Correct The last word "softwhare" which is now highlighted is in fact a misspelled word. Please now PRESS [C] in order to correct the misspelled word. The Suspect Word is on the Status Line and a flashing cursor will be on the first character. You can move the cursor horizontally by PRESSING the [←] and [→] keys. Also, you may use the [INST/DEL] key to insert or delete text within a Suspect Word. Let's correct the word "softwhare" by simply deleting the letter "h". When you finish editing the Suspect Word, PRESS [RETURN] to accept the corrected word. Notice that the cursor has moved to the next occurrence of the same incorrectly spelled word and that the word is displayed on the Status Line. This is another powerful feature of Fleet System which will be explained next.

Correcting Identical Suspect Words

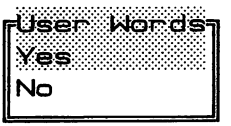
Often times, there may be several occurrences of a particular Suspect Word in a document. Once you make the correction at the first occurrence, Fleet System will automatically find the next occurrence of the identical word. Then, you may use the corrected version of the Suspect Word you have previously entered by pressing [RETURN] or make additional editing changes.

When all of the corrections are completed, the word "Jefferson" is added to the User Dictionary, the message **Spellchecking completed** will appear in the Status Line area. If any additional Suspect Words had existed, PRESSING [RETURN] would have caused you to proceed to the next occurrence of a Suspect Word. When Fleet System reaches the last occurrence of a Suspect Word, it will move to the next *different* Suspect Word.

In summary, whenever the last Suspect Word of a document is edited (there are no additional spelling errors in our example), words designated to be "added" will be added to the User

Dictionary and the prompt **Spellchecking completed** will appear to signify that the entire process is completed. You would now want to replace the Dictionary Diskette in the disk drive with your Document Diskette, and store the spellchecked version of your text file. Remember, the spelling corrections are not made on disk until you store the spellchecked version of the text file.

Note:



This pop up menu will be shown if Fleet System cannot find the "User dictionary" (*total2* file) on your dictionnary diskette. If this file is on another diskette, insert it in your drive then PRESS [y]. If you don't have any user dictionary, then PRESS [n].

The "Options" Program

Besides the ability to quickly proofread text, Fleet System offers other features which allow you to customize your User Dictionary or to obtain various kinds of information about your text files. These extra features are on the program side of the Fleet System Diskette.

Since the "op" program cannot be accessed while Fleet System is in computer memory, you will need to exit the Word processor and return to BASIC by PRESSING [FCN] [q] [e] [y].

To load the Options program, TYPE **load"op",8** [RETURN] then at the "ready" prompt, TYPE **run** [RETURN]. After several seconds, the "Option Menu" will be displayed. It may be useful to note that from almost any point within the Options Program there is a "Print Screen" (Hard Copy) feature available. This means that at almost any time you can print the contents of the screen on the printer by PRESSING the [F7] key. This feature is handy for printing words after a search is completed or before a deletion is performed. To select any option, simply TYPE the corresponding number and PRESS [RETURN]. The function of each option is described below:

1. **Printing Destination** - This option is used to select the destination of the printing which can be performed using Option 3 or 6. With this option, you are given the choice of printing to the screen, to a printer with continuous paper or to a printer handling single sheets. To select one of these options, TYPE *the option number* and PRESS [RETURN]. After selecting the desired destination, PRESS the number [Ø] to exit from this option and return you to the Main Menu. This option needs to be selected prior to using Option 3 and 6. The option that you select will remain in effect until you exit the Options Program.

2. **Update User Dictionary** - This option "compresses" the words stored in the User Dictionary, which provides more available space for future words to be entered in the User Dictionary. During the update process, a total count of the words contained in the User Dictionary is provided.

   It is recommended that you update the User Dictionary after adding words, because it will reduce the length of time spent spellchecking future documents.

3. **Print User Dictionary** - Before utilizing this option, be sure to access Option 1 in order to specify the destination of printing. This option allows you to print all the words stored in the User Dictionary. Printing either to the screen or to your printer can be accomplished, depending on the settings made using Option 1.

4. **Search Word in User Dictionary** - This option allows you to find out if a particular word or words have been stored in the User Dictionary.

   To search for a single word, simply enter the word and PRESS [RETURN]. Upon finishing its search, Fleet System will indicate if the word has been found or not found.

   It is also possible to search for a word or words using a "wild card" entry. Two types of "wild card" searching exist. The first is a multiple character search called the "asterisk"

method. For example, if you tell Fleet System to search for the text **abc***, any words stored in the User Dictionary that begin with these letters will be displayed on the screen. The asterisk must be the last character of your entry. The entry ***abc** will not be accepted by the system.

The second type is a single character search which uses the "question mark" character. After you enter the search string **a?c**, Fleet System will find all words that are three letters in length and that begin with "a" and end with "c". Whichever search method is used, all words found will be displayed and you may PRESS [F7] to obtain a hard copy, or PRESS [e] to exit, or PRESS the [SPACEBAR] to go to the Options Menu.

5. **Delete Words from User Dictionary** - This option allows you to delete any unwanted words that have been stored in the User Dictionary.

   After entering the word you wish to delete, PRESS [RETURN]. Make sure the disk containing the User Dictionary is in the proper drive and PRESS the [SPACEBAR] to continue. While the delete operation is in progress, several messages will be displayed on the screen. After the word is found, a "confirmation" prompt will be displayed, asking if you are sure about deleting this word. If you wish to delete the word, then PRESS [y] for yes followed by [RETURN]. If you decide not to delete the word, simply PRESS [n] (for no) or [e] to exit this option.

6. **Frequency and Statistics Reports** - Be sure to specify the destination of printing by using Option 1 before accessing this option. This option provides you with various kinds of information about any Fleet System text file. The Frequency Report (also known as the "Word Frequency Report") provides you with a listing of all selected words and the number of times each word appears in the document.

The Statistics Reports include detailed information about all words, sentences and paragraphs of the text file.

To begin, simply insert the disk containing the text file you wish to use, enter the name of that text file and PRESS [RETURN]. Next, you will be asked if you want to check any files that are linked to this file. If you answer [y] for yes, the report will include all linked files. If you answer [n] for no, the report will only concern the one text file.

The next prompt allows you to create a Word Frequency Report. If you PRESS [n] (for no) or [RETURN], Fleet System will not create this report at all and will skip to the Statistics Reports. If you PRESS [y] for yes, then you will be asked two questions.

The first question regards the order in which the words will be printed. Printing the words in alphabetical, descending or ascending order is offered. If you select descending order, the most frequently used words will appear first in the report, and the least frequently used words will appear last. If you select ascending order, the sequence would be reversed.

After you select the order of printing, a second question is displayed. This question allows you to select words that occur within a specified range of frequency. For example, you can ask for those words that appear in a document 3 to 5 times. Fleet System will then print only these words and not the ones that appear with any other frequency. To do this, you would TYPE **3,5**. If you PRESS [RETURN] instead, then Fleet System will report the frequency of every word in the document.

In a few moments, the selected words along with their respective frequency of occurrence will be displayed or printed. When the last word has been printed, the first Statistics Report will be displayed by PRESSING the [SPACEBAR]. This report indicates the "number of words by length" - i.e., how many words had one letter, how many had two letters, etc.

To view the second Statistics Report simply PRESS the [SPACEBAR].

The information provided on the second Statistics Report concerns the following:

No. of Different Words	Average Word Length
No. of Unique Words	No. of Words/Sentence
No. of Sentences	No. of Words/Paragraph
No. of Paragraphs	No. of Sentences/Paragraph

0. **Exit** - When you have finished using the Options Program, this feature can be used to exit to BASIC.

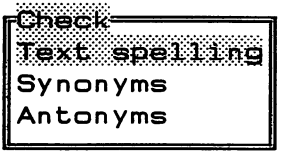
* * * * *

Section 10
USING YOUR FLEET SYSTEM THESAURUS

What is a Thesaurus? Have you ever been in the middle of writing something and tried to think of a word that has the same meaning (or opposite meaning) as another word? If you have, then you have already experienced the need for a Thesaurus! Fleet System's Thesaurus can be used to provide a list of several different words that have the same meaning (e.g., big, huge, large, tremendous, mammoth, etc.) These words are called **synonyms**. Fleet System's Thesaurus can also be used to provide words which have exact opposite meanings (e.g., fast-slow, big-small). These words are called **antonyms**. Fleet System's Thesaurus will help you quickly find alternative word choices for many words and will help improve your reading, writing and vocabulary skills immediately.

Please note that not all words will be found in the Thesaurus. Most of the entries in a Thesaurus are either verbs (walk, run, go), adverbs (slowly, quickly, quietly) or adjectives (big, small, smooth, strong.)

To use the Thesaurus, first make sure that the Thesaurus disk is located in the default dictionary drive (second digit in the **#/#** on the status line).



PRESS [FCN] [c] [a]. The prompt "Antonym: _" will appear on the Status Line. TYPE the word **big** and PRESS [RETURN]. Within a few seconds a window will start to appear on the screen containing several antonyms (words which mean the *opposite* of "big".) Notice that the first word in the window is highlighted. You can select the word by using the cursor keys and PRESSING [RETURN]. PRESS [FCN] to return to the Edit mode.

There is also another method of using the Thesaurus. Please TYPE **This is a big job** [RETURN] and then place the cursor on the letter "b" in the word "big". PRESS [FCN] PRESSING [c] [s]. The prompt "Synonyms: _" will appear on the Status Line. Now simply PRESS the [↑] (UP ARROW) key. The word "big" will be automatically placed on the Status Line. At this point PRESS [RETURN]. A window will start to appear containing several synonyms (words with the same meaning as big). To automatically replace the word "big", place the selection bar on the word of your choice and PRESS [RETURN]. The new word will automatically replace the word "big". That's how easy it is to use the Fleet System Thesaurus! Note that if you wanted to place two consecutive words on the Status Line (e.g., a phrase like "pin point"), you could PRESS [↑] a second time before PRESSING [RETURN].

Please note that *not all words have synonyms or antonyms*, so the message "Word not found" will appear if no alternate words are found. If this happens, try another form of the word by removing any prefixes or suffixes (e.g., "running" to "run" or "tries" to "try").

Below we have outlined the sequence of events you would normally follow to get the most from your Fleet System program.

- Load the Fleet System program.
- Recall a document from disk. (optional)
- Place the Thesaurus in the drive.
- Write or Edit the document using your Thesaurus as needed.
- Place your Document disk in the drive and save the document.
- Place the dictionary disk in the drive and spellcheck the file.
- If any spelling corrections are made, be sure to replace the document disk and save the file to disk once more.

* * * * *

Appendix A
ACCESSING SPECIAL PRINTER FEATURES

The ability to access special printer functions is referred to as the Special Character feature. This feature allows you to order certain special printing functions (condensed print, underlining, enhanced print, italics or superscripting) from your printer. Some of these special printing functions were already covered in the Fleet System manual. However, the methods discussed earlier in the manual will not work with all printers, because not all printers can perform certain functions and not all printers use the same ASCII control codes.

If your printer is capable of performing a given function (e.g. doublestrike) and the method explained earlier in the Fleet System manual does not work, then you should use the method discussed here. Also, if the printer function is entirely different from anything covered elsewhere in your manual (e.g. italics or condensed print) then you should use this method also.

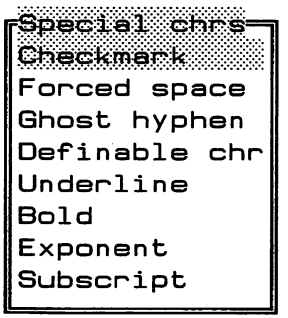
Your printer manual will indicate the ASCII control codes (sometimes referred to as ESCAPE codes) required to access each printer function.

The first step is to assign *a sequence of ASCII control codes* to a "Special Character Number" (**0** through **9**). This needs to be done on a format command line (a line beginning with a √), usually at the top of the text file. Then for each sequence of ASCII control codes that your text needs, define a special character number by relating it (**by the = sign**) to the specific sequence of codes your printer needs, as in the following examples:

√0 = 27,87,49:1 = 14:2 = 15:3 = 18:4 = 20←
√5 = esc,"W1"←

The number on the *left* of the first "equal sign" (**0** in the 0=27,87,49 entry) is the Special Character Number being defined, and the numbers on the *right* (**27**, **87** and **49**) are the actual ASCII control codes (in decimal values) for the printer feature requested. The above example sets Special Character Number **1** equal to ASCII 14, Special Character Number **2** equal to ASCII 15, etc. Remember, these are only examples. You need to use the appropriate ASCII value of the particular application to be executed on your own printer.

After having created and having defined them on a format command line of their own, we may now access or "call up" any of the Special Character Numbers within the body of the text. To access a Special Character Number in Edit mode, first PRESS [FCN] [s]



Next, PRESS [d] and TYPE the Special Character Number you need (**0** to **9**). Note that we access the Special Character by its ***number*** and not by its ASCII value(s). If you had typed **1** as Special Character Number, then you would obtain ↑1 on your screen.

Please note that, in our sample format line and in the example shown above, the ASCII value 27 was used (in the 0=**27**,87,49). Decimal value 27 happens to be a special ASCII code called the "Escape Code". Most printers use an "Escape Code Sequence" or "Control Codes" to access printer functions such as underline, boldface or any of many special *modes* of printing. A control code sequence usually begins with the Escape Code (ASCII 27). Like any other ASCII code, the escape code 27 must be part of the values given, on the format command line, to a Special Character Number. Your printer manual should tell you the specific control codes needed to access various functions.

There may be times, depending on your printer, when an Escape Code Sequence includes a character not accessible from the keyboard (a manual might say: CHR$(15)). You must then use the decimal value **15**. If, on the other hand, the escape sequence uses characters accessible from the keyboard (usually shown in manuals within quotes), you can TYPE them directly, **using double quotes** and separating them from non-keyboard codes by a **comma**. The following example gives you 4 ways of defining the same control sequence:

Example 1: **√0=27,87,49←**
Example 2: **√0=27,"W1"←**
Example 3: **√0=$1b,$57,$31←**
Example 4: **√0=esc,"W1"←**

Example 1 defines Special Character **0** using decimal values. *Example 2* does the same thing using a decimal value (27) and 2 characters typed from the keyboard (W and 1) within double quotes. *Example 3* uses the hexadecimal values for the same sequence. *Example 4* uses the term **esc** instead of decimal **27** for the ESCAPE code (ASCII 27).

To *send* the above mentioned sequence to the printer, you would TYPE: [FCN] [s] [d] [Ø] (or [↑] [Ø]) followed by the portion of the text to be affected by that command. That specific example would turn on DOUBLE WIDTH CHARACTERS on some printers. The codes will vary depending on the printers used. **NOTE:** The upper case "W" and lower case "w" are different characters! **You must use the exact character shown in your printer manual.**

The Special Characters **0** to **9** should be used to send escape sequences that turn ON or OFF specific *printing modes* (double width, italics, etc.). They will not appear on the video preview nor will they be printed on paper, but they will be understood by the printer and will change *the way* the printer reacts. That is why they will not be counted as part of the text and so will not affect justification.

An example of the use of special characters will look like this on your editing screen:

```
√0=esc,"W1":1=esc,"W0":2=esc,"4":3=esc,"5"←
This is normal text←
←
This is ↑0double width↑1←
←
Normal once more←
←
Now, ↑2italics↑3 and finally normal.←
←
```

But the output to printer might look like this:

This is normal text

This is double width

Normal once more

Now, *italics* and finally normal

There is another type of Special Characters accessible by FLEET SYSTEM: **Special Letters a to z.** Those 26 letters can be defined exactly like the Special Numbers:

√a=27,"R",0,"@",27,"R",7←

Those letters, once defined, are accessed within the body of the text in the same way: FCN s d a, which will give on screen ↑a.

The Special Letters should be used when you want to print, for example, a foreign symbol from one of the many International Character Sets available on some printers. The example given

above accesses the American Character Set, asks for the "at sign" (@), then goes back to the Spanish Character Set, which was the default character set.

Each of the Special Letters should be used to ask for a *single "printable" character*, because each special letter will be counted as part of the text. They will be shown on a video preview as reverse video letters. They will not affect justification of the text, as long as each of them is a single printable *character* and is not a printing *mode* only. Do not use more than 15 codes for each definition of a special number or of a special letter.

The syntax used to define those special characters is identical to the one used to define your own printer drivers, which will be described below.

Create/Modify a Printer File (Driver)

If your printer does not work properly with any printer driver selectable in the Setup program, you may have to define (or modify) a printer driver. It must describe all the codes used by your printer to change character size, line spacing, set bold, underline, subscript and superscript, etc. To modify a printer driver, recall it like any other file in the Fleet System text area. To define one, load the !ASCII driver and TYPE your printer's name on the first line. Remember that the name of a printer driver *always starts with an exclamation mark (!)*.

Once the printer driver is loaded, you can change any definition and save it back onto your disk. To see your new file at work, you must then **ACTIVATE** it by TYPING FCN o i followed by the corresponding drive number. You will be asked, on the status line, "Printer file: _". TYPE the name of your printer driver (including the "!"). The file will be loaded and decoded in memory, then you will be asked to specify the proper secondary address needed for your printer. You can look it up in the Printer Setup Hint Chart given at the end of this Appendix. This function can also be used to try all the printer drivers on the diskette until you find the most appropriate one for your printer.

To change a printer driver, just TYPE over the previous definitions. **Do not insert or delete any line in the printer file.** Doing so will prevent Fleet System from printing correctly with that printer driver. **Make sure every line ends with a [RETURN]. Each code must be separated by a comma with no extra spaces.**

A. To *empty* a definition, leave a space after the colon before you hit [RETURN].
B. Join your codes by a comma without any blank space.
C. Never forget to close the quotes when you open them.

A. Correct pt07: [RETURN]
Incorrect pt07:[RETURN]

B. Correct lp04: esc,"3",54[RETURN]
Incorrect lp04: esc, "3",54[RETURN]

C. Correct bold: esc,"G"[RETURN]
Incorrect bold: esc,"G[RETURN]

Example of a printer driver

Definition	*Description*
!epson	name of a printer driver
type: 1	printer: 0 = CBM 1 = ASCII
init: esc,"@",esc,"R",7	initialization codes
hmi.:	for future use
pt01: esc,"x1"	start Near Letter Quality
pt02: esc,"x0"	end Near Letter Quality
pt03: esc,"E"	start emphasize
pt04: esc,"F"	end emphasize
pt05: 18,esc,"P",esc,"W1"	set pitch 5
pt06: 18,esc,"M",esc,"W1"	set pitch 6
pt07:	available
pt08: esc,"P",15,esc,"W1"	set pitch 8
pt09:	available
pt10: esc,"W0",18,esc,"P"	set pitch 10
pt11:	available

pt12: esc,"W0",18,esc,"M"	set pitch 12
pt13: esc,"4"	start italics
pt14: esc,"5"	end italics
pt15:	available
pt16:	available
pt17: esc,"W0",esc,"P",15	set pitch 17
pt18: esc,"S0"	start micro characters
pt19: esc,"T"	end micro characters
lp04: esc,"3",54	set fa4 (1.5 spacing)
lp06: esc,"3",36	set fa6 (single spacing)
lp08: esc,"3",27	set fa8 (0.75 spacing)
lp10: esc,"3",22	set fa10 (0.6 spacing)
sups: esc,"S0"	start superscript
sups: esc,"T"	end superscript
subs: esc,"S1"	start subscript
subs: esc,"T"	end subscript
line: esc,"-1"	start underline
line: esc,"-0"	end underline
bold: esc,"G"	start bold
bold: esc,"H"	end bold
"¿",$5d	**¿**
"¡",$5b	**¡**
"ñ",$7c	**ñ**
"Pt",$23	**Pt**
"ü","u",8,123	**ü**
"á",8,39	**á**
...	
...	
...	

- Codes can be entered in many ways. Hexadecimal values must be preceded by a dollar sign ($5d). Characters must be enclosed in double quotes ("E" or "W1"). The ESCAPE code (value 27 or $1b) can be typed in as **esc**. Anything else, is regarded as a decimal value (39).

- *If the printer type is* ***0***, text will be sent as Commodore ASCII. This is usually used with secondary address **0** (sometimes **7**). *If the printer type is* ***1***, text will be sent as

Standard ASCII. Most non-Commodore printers are Standard ASCII printers, and usually use secondary address **5**, which should set their interface in *transparent mode.*

- The "init" command is sent before printing all of the text. Do not exceed 9 codes to initialize the printer.

- The "hmi" is the offset used on some daisy wheel printers to print bold instead of Double strike. Leave it empty for normal bold operation.

- The "ptxx" is sent to the printer every time a Pitch command is used. Pitch 5, 6, 8, 10, 12, 15, 17, are common. Other pitches can be defined. Use pitch 1 and 2 to define NLQ, pitch 3 and 4 to define emphasized characters, pitch 13 and 14 to define italics, pitch 18 and 19 to define micro characters or color. These commands can be combined: "pt1:pt12" will give 12 characters per inch in Near Letter Quality mode. Do not exceed 7 codes per pitch command.

- The "lpxx" command is used to change the line spacing on the printer every time a Form Advance command is used. Do not exceed 5 codes.

- The "subs", "sups", "line" and "bold" commands are used to start and stop the subscript, superscript, underline and bold on the printer. Leave them empty if your printer does not have some of them. A maximum of 5 codes can be used to define each one.

- The remaining lines can be used to define characters on the printer. The first code is the character to define and the remaining codes on that line will be sent to the printer instead of the character.

Printer Setup Hints

This chart is designed to help you make the best selection in the Fleet System **setup** program for the printer driver and the secondary address, if your printer is not on the list shown on screen.

If you own:	*Select:*	*Sec. add.:*
MPS-801, MPS-803	**!cbm-1525**	**0**
MPS-802, HOMEWRITER	**!cbm-1526**	**0**
DPS-1101, Olympia-RO, Juki	**!dps-1101**	**0**
MPS-1000	**!mps-1000**	**128**
MPS-1200	**!epson**	**5**
Comriter, Olympia-2, Comrex-CR1	**!brother**	**5**
Comriter-CR2	**!brother-hr15**	**5**
Comrex-CR2, Daisy-2000, 6400	**!diablo**	**5**
BlueChip-LQ, Silver-Reed, 8300p	**!diablo**	**5**
RX, FX, JX, LX, Gemini-NX10	**!epson**	**5**
Citizen, Fujitsu, BlueChip-Mtx	**!epson**	**5**
Admate	**!epson-mx80iii**	**5**
Gemini-15, Delta-10	**!gemini-10**	**5**
Gemini-SG15	**!gemini-sg10**	**5**
Okidata-92, 93, Okimate-84	**!okidata-84**	**5**
Roland-PR1011, Roland-PR1212	**!panasonic**	**5**
SmithCorona-D200, D300	**!smith-d100**	**5**
Printer not on list	**!ascii**	**5**

DPS-1101: Switch 1 and 3 on bank 1 are ON.
MPS-1000: Switch 1 and 3 are ON, switch 2 is OFF.
MPS-1200: Switch 2 and 3 are ON, others are OFF.

* * * * *

Appendix B
ERROR MESSAGES

The following list consists of Messages displayed when using Fleet System. While most messages are error messages, some must rather be considered as functioning messages. They are listed alphabetically to serve as a quick reference.

1st char. not a letter
The first character of a file name must be a letter.

Bad header/footer margins
The margin set in a header or footer margin format command is incorrect.

Cannot find thesaurus file
The thesaurus disk is not located in the specified drive.

Data not all used
This message occurs during Data Merging when more variable items are waiting to be merged into variable blocks.

Dictionary file error
The Fleet System Dictionary Disk has not been inserted in the disk drive.

DISK CHANNEL ERROR
The disk drive cannot be accessed. Usually caused by a loose or detached cable or disk drive turned off.

DISK FULL
The diskette cannot accept any more information. You will have to format a new diskette, or scratch some files that you no longer need to free some space. A good rule to follow is to use a new diskette when the number of blocks free is between 50 and 100. This will allow you to add to some of the files on your diskette without the danger of getting a "DISK FULL" error.

DISK ID MISMATCH
The diskette has a bad header or is not formatted properly.

DOS MISMATCH
You have tried to read a diskette formatted for another kind of disk drive that is not compatible with yours.

DRIVE NOT READY
The disk unit cannot find any diskette in the drive mentioned. Most often the diskette is not there at all. This error message may also appear if you try to read a diskette formatted for another kind of disk drive.

End of blocks and data
A Data Merge Application has been executed and the number of "variable blocks" match the number of "data blocks".

File error
The file you are trying to access is damaged. Try again and return to backup if necessary.

File not found
You have tried to recall a nonexistent file. The cause may be a spelling mistake in the name or that the file you requested is not on the disk. Can also be caused by a Spellcheck request and the Dictionary disk is not in the Default Dictionary drive.

FILES SCRATCHED
The message appears after a request to delete a file. The first number that follows "FILES SCRATCHED" is the number of files deleted.

FILE TYPE MISMATCH
You have tried to recall a file that is not compatible with Fleet System.

Header > Top Margin
The value given to the "hd" command cannot be greater than that given to the "tm" command.

Illegal command
General message when printing, indicating that an error has been detected or the text is too wide for the current margins.

Left Margin > Right Margin
The right margin must always be greater than the left margin. Make the necessary change. The minimum left margin is 1.

Line beyond limit
You have given a command to "jump" to a line that is beyond the limits of the computer memory.

Line spacing illegal
Only the values 1, 2 and 3 are permitted for line spacing.

Margin error
An incorrect margin format command (commonly seen as those in the header and footer margins) has been entered.

No antonym found
There is no antonym in Thesaurus for the word you asked.

No blocks found
You have called for a data merge operation using a text file containing no variable blocks.

No range defined
You have called for a Range operation and no Range has been defined.

No tabs set
You have used the "tab" key ⟵ when there are no tab stops set on the Tab Indicator Line.

No text
You have asked Fleet System to print or to count words or to define a range when there is no text in the Text area in which you are working.

No variable found
Occurs if you attempt to call in an append or specify a variable name that does not exist.

Non-global operation
You are trying to restart a global operation when the previous operation was not global.

Not enough data for blocks
There are not enough variable items to fill the variable blocks in the document.

Not enough space for paste
Pasting has not been successfully completed because the Text area is full.

Out of text
The message will appear when you try to define a range and the cursor is not inside the text.

Paragraph too long
The paragraph has exceeded 2500 characters in length.

Printer file error
The printer file that you created contains an error on the specified line.

Printer file not found
You have entered the name of a printer file that does not exist. Check the spelling and make sure that you have included the exclamation point.

Printer not present
You have tried to output text to a printer that has not been turned on or not connected properly to the computer.

Range pasted
The text set in the range is pasted at the cursor location.

READ ERROR
This message appears when a diskette is poorly inserted in the slot of the disk drive, or when the door is not properly closed, or when the diskette is not well centered, or when the magnetic surface is dirty or damaged. If the problem persists be sure the disk drive heads are clean, and if this fails ask your Commodore dealer for help.

Right margin > 160
The highest value you can give to the right margin is 160. Please keep in mind that there are not many printers that will handle lines that long.

Right Margin = 0
The minimum right margin that Fleet System will accept is 2.

Sequential file suspended
An error has been encountered in the sequential file. You should recreate the file.

-stopped
This message appears when the execution of a Function has been interrupted.

Spellchecking completed
The Spellchecking procedure is properly completed.

Syntax error
There is a mistake in a format command, in the way it is written: incorrect command letters, a comma in the wrong place, a colon missing, a title that is too long, the letter O or l used instead of the number 0 or 1, etc.

Text area full
The text area is full; You cannot insert any more lines. Or you have recalled a file into a text area that does not have enough space to accept the whole file. In other words, the file you're recalling is larger than the text area. (If you are in Extra Text area, try returning to Main Text area!)

Word exceeds text width
A word is too long to fit within the present margin settings.

Word not found
The word is not in Thesaurus.

WRITE ERROR
When you are writing a file on a diskette, whether it is with the "store" or the "copy" function, the disk drive system reads periodically what has just been written and compares it with the original. If there is any difference, the "write error" message will appear. In that case begin the function over again.

Write file open
The file was not stored on the disk correctly by the disk drive, This problem is usually caused by a defective area on the data disk. In most cases the file cannot be recovered.

WRITE PROTECT ON
This message tells you that the notch of the diskette is covered and that the disk drive cannot write any data on the diskette.

* * * * *

Appendix C
TROUBLESHOOTING AND PROBLEM SOLVING

Here is a list of the most common problems which can sometimes arise when using Fleet System.

Problem:
The Disk drive starts loading the program, but after a few moments the drive stops but the light on disk drive remains on.

Solution:
- Program disk is damaged -- Replace it.
- Disk drive is out of alignment -- Try disk on another computer.
- Make sure that the Caps Lock button is in the UP position.

Problem:
The printer will not print but the Line and column counters are moving.

Solution:
The Secondary Address is improperly set. Commodore or Commodore compatible printers use a Secondary Address of 0. Most other printers use 5. This setting can be changed in the Setup program menu.

Problem:
The printer appears to work fine, except it puts a character at the top of the very first page of the document when a printout is ordered.

Solution:
The interface being used is not set in transparent mode. Some interfaces have switches to obtain transparent mode, others

require an open statement. If it is a Cardco interface, use the open statement we supply below before loading the program:

OPEN4,4,25:PRINT#4:CLOSE4

Problem:
The printer is printing in reverse casing.

Solution:
- Again, the interface is not set in transparent mode
- The printer is a Commodore or Commodore compatible printer. The user has not selected a CBM setting.

Problem:
"Syntax error" or "Invalid command" is displayed when a Print or Preview command is issued.

Solution:
A format error has been made. The cursor will stop on the error. Common errors are:

1. Command is spelled wrong.
2. Return marker missing at end of line.
3. Semicolons and colons are used improperly.
   Colons - separate one command from another.
   Semicolons separate commands from text.
4. Two commas have not been included in the header or footer command.
5. A blank space exists between the command and the return marker.

Problem:
My printer is not listed in the program and does not seem to work 100% with Fleet System.

Solution:
Use the instructions for creating a custom printer driver. See Appendix A, "Create/Modify a Printer File".

Problem:
The Spellchecker goes through a certain letter and stops or a "dictionary file" error occurs.

Solution:
The dictionary disk has become damaged. Use your backup disk or contact Professional Software.

* * * * *

Appendix D

CONVERTING WORDPRO 3 PLUS/64 FILES TO FLEET SYSTEM FILES

WordPro 3 Plus/64 text files can be retrieved by Fleet System. Before these files can be used by Fleet System, a simple conversion must be made by a utility program contained on your Fleet System Program disk. Please note that once these files are converted, they can only be used with Fleet System. Also note that each converted file will replace the original file. For these reasons and for safety sake, we recommend that you use a copy of the files to convert.

The steps to convert an existing file are as follows:

1. Turn on your system and place the Fleet System Program diskette in the drive.

2. TYPE **load "convert",8** [RETURN]. When the "ready" prompt appears, TYPE **run** [RETURN].

3. From this point, the Convert program will prompt you for all the necessary information concerning each file you wish to convert.

4. When the desired text files have been converted, those files are ready for use with the Fleet System.

* * * * *

INDEX

Important:

Please complete and mail this card so that you may be eligible to receive:

- **Customer Support**
- **Information on Software enhancements**
  (Customers will be eligible to receive product updates at special savings.)
- **Timely product information**

Fleet System Customer Registration

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Daytime Phone Number: _____ Date of Purchase: _____

Purchased from: _____

Which Fleet System purchased? _____

Where did you hear of the Fleet Program?

_____ Computer Dealer _____ Another User _____ Other _____

_____ Advertisement in _____

_____ Review in _____

What Computer do you use?

_____ C-64 _____ Apple II Series

_____ C-128 _____ Amiga

Primary Use of Computer:

_____ Office _____ Home

_____ School _____ Other _____

On a scale of 1 to 10, please rate your level of satisfaction with Fleet System _____

Other Comments: _____

_____

Signature: _____ Date: _____

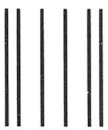
Enjoy!

SPECIAL OFFER TO PURCHASE A BACKUP PROGRAM DISKETTE

As a new owner of Fleet System, you are eligible to purchase *one* Backup Program Diskette at the special price of $15.00. To take advantage of this special offer, you must purchase your Fleet System Backup Program Diskette when you return your Registration Form. We will allow up to a maximum of 30 days from your original date of purchase for you to return the Registration Form with your request for a Backup Program Diskette. Your order for a Backup Program Diskette must accompany your Registration Form. Make checks payable to PSI. Massachusetts residents, please add 5% sales tax.

Again, please return this Registration Form—and your request for a Backup Program Diskette—without delay!

Thank you.



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY CARD

FIRST CLASS PERMIT NO. 701 NEEDHAM, MA

POSTAGE WILL BE PAID BY ADDRESSEE

Professional Software, Inc.
CONSUMER DIVISION
51 FREMONT STREET
NEEDHAM, MA 02194

PROFESSIONAL SOFTWARE IS MOVING!

Dear PSI Customer,

In order to provide the best services possible to our customers, PSI has moved its operations to a new expanded facility. Please take a moment to note our new address and phone numbers.

Professional Software, Inc.
Lakeside Office Park
599 North Avenue - Door 7
Wakefield, MA 01880

Sales/Administration: 617-246-2425

Tech Support: 617-246-1416
Fax Number: 617-246-1443