MIRAGE CONCEPTS

WORD
PROCESSOR
COMMODORE 64

PREFACE

PREFACE

The WORD PROCESSOR is a personal productivity tool that will help you organize and print the notes, memos, letters, and documents which have become such a common element in all of our lives. As an aid for both business and personal needs, the WORD PROCESSOR is one of the most powerful tools available for the Commodore 64 computer.

The WORD PROCESSOR is easy-to-learn, and its versatility is enhanced by the skill of its user. As you become more familiar with this program, and better able to exercise its powers, you'll be surprised how quickly and efficiently various tasks can be accomplished.

This manual provides step-by-step instructions on how to make use of the full capabilities of the WORD PROCESSOR program.

In the INTRODUCTION you will go through a short indoctrination on the structure of the WORD PROCESSOR and some of its useful functions. The capabilities of the program will then be reviewed, followed by a section which will better acquaint you with the Commodore 64 computer you'll be working with.

The next two sections of the User's Guide are the BEGINNING and ADVANCED TUTORIALS. There are five lessons in the first division, and seven in the second. Each lesson concentrates on explaining the correct steps for executing a related series of program functions. The best way to learn how to use the WORD PROCESSOR is to read these TUTORIAL lessons while typing in, and manipulating the examples they prompt you to enter.

The REFERENCE section is a quick guide to program functions intended for the user who has completed both TUTORIAL sections. It is perfect for those times when you can't quite remember how to accomplish a certain task.

These four main User's Manual sections are followed by APPENDICES which include PROGRAMMER'S NOTES and a GLOSSARY of words which may not be familiar to you (among other things). For quick reference, we've included both a handy INDEX and a removable QUICK REFERENCE CHART for placing next to your computer while running the program.

PREFACE

If you have not already done so, please take a moment to complete and mail the **WARRANTY** registration envelope. With this program registered in your name, you will receive product update information, new product announcements, and tips on using **MIRAGE CONCEPTS'** software more efficiently.

We sincerely hope you enjoy working with your powerful new assistant: the **WORD PROCESSOR** from **MIRAGE CONCEPTS!**

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INTRODUCTION

MIRAGE WORD PROCESSOR OVERVIEW

Origins of the MIRAGE WORD PROCESSOR

The MIRAGE WORD PROCESSOR was written during the first nine months of 1983 by professional programmers who had obtained Commodore 64 computers for home and recreational uses. Realizing the untapped potential of the machine, and the total void of strong application software available for it, these programmers set out to produce a series of programs which would rival those compatible with computers costing thousands of dollars more. Their guidelines were simple: make the programs powerful, practical, and easy-to-use, while keeping the price in a range deemed reasonable by users from all walks of life. We think they succeeded admirably in reaching these goals, and we think you'll agree!

Features and Benefits

MIRAGE CONCEPT'S WORD PROCESSOR makes writing easier than ever before. It will enable you to put your ideas into printed form faster, better than you ever thought possible. Best of all, you can view your compositions in either 40 or 80 column formats on the screen without the need for any additional hardware.

The documentation is full — clear and concise. The TUTORIAL lessons give you step-by-step instructions, and the REFERENCE section is a handy index for help in tackling those special problems you encounter. The program is menu driven, and a special prompt area at the top of the screen keeps you updated constantly as to just what line and page you are working on.

Want to change something? Easy! With the use of over 70 single keystroke commands, you can correct typos, add or delete words, lines, and paragraphs. Move, print, indent blocks of copy. Underline, center, and justify lines. The list goes on and on.

The MIRAGE WORD PROCESSOR is written in 100% machine language, giving it lightning speed in all functions. For hard-to-interface printers and special functions, there's full macro implementation. The program interfaces easily with MIRAGE'S powerful DATABASE MANAGER package.

INTRODUCTION

There's nothing quite like the feeling you get when you know you've got the solution. And there's nothing that can help you solve problems better than the WORD PROCESSOR by MIRAGE CONCEPTS!

Program highlights include:
- 100% Machine Language
- 40/80 Character Display
- True Word Wrap
- Printed Page/Line/Character counters
- Over 70 Single Keystroke Commands
- Global Search and Replace
- Block and Column Functions
- Full Macro Implementation
- Compatible with MIRAGE DATABASE MANAGER

THE COMPUTER

System Requirements

The MIRAGE DATABASE MANAGER requires the following hardware in order to function properly:
- Commodore 64 Computer
- Commodore 1541 Disk Drive
    - or
    Commodore 2031 or 4040 Disk Drive w/Interface
- Commodore 1525 or 1526 Printer
    - or
    Printer with Compatible Interface

WORD PROCESSOR

INTRODUCTION

The Keyboard
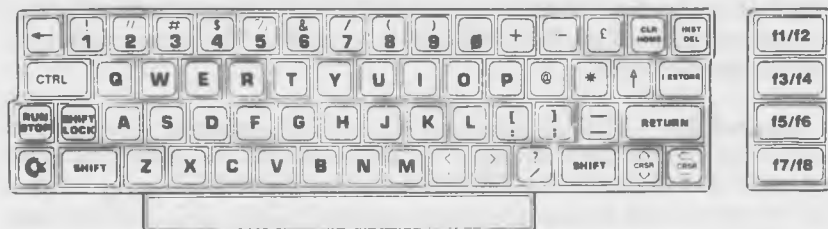
Before you start the BEGINNING TUTORIAL, take a few moments to familiarize yourself with the keyboard of the Commodore 64. You will find it similar to that of a standard typewriter. There are, however, a number of new keys which control specialized functions. Some of these are used in conjunction with the WORD PROCESSOR program, and deserve closer scrutiny.

Return — The "RETURN" key signals the computer to look at the information you've typed and enters that information into memory. It is located on the right side of the keyboard, third row from the top.

Shift — The "SHIFT" key works like that on a standard typewriter, acting as a toggle between upper and lower case type modes. Many keys are capable of dual functions when used in conjunction with the SHIFT key in upper or lower case. There are two SHIFT keys on the keyboard's lower row.

Shift Lock — Just above the SHIFT key on the left side of the keyboard is the "SHIFT LOCK" key. This key serves the purpose of placing all functions in an upper case mode.

Cursor — There are two keys marked "CRSR", one with up and down arrows, the other with left and right arrows. You can use these keys to move the cursor up and down or left and right. Both are located in the lower right-hand corner of the keyboard.

I-3

Insert/Delete — If you hit the "INST/DEL" key, the cursor will move back a space, erasing the character to the immediate left of the cursor. The upper case function of this key (INSERT) allows you to insert information on a line. The INST/DEL key is located in the upper right corner of the keyboard.

Control Key — The first key (on the left) in the second row from the top is the Control Key, labeled "CTRL". This key will *never* be used by itself. You will hold the "CTRL" key down while depressing another key to accomplish a particular function. The WORD PROCESSOR uses the "CTRL" key for functions which will delete or alter text in some manner (LESSON THREE).

Commodore Key — The first key (on the left) in the bottom row is the "Commodore" key ("COM"). This key functions much like the "Control Key". It will *never* be used by itself, but will accomplish a particular function when used in association with another key on the board. The WORD PROCESSOR uses the "COM" key for functions which will *not* alter text in any manner.

Function Keys — On the right side of the keyboard you will find four brown keys arranged vertically and labeled ON THE TOP with the numbers "F1", "F3", "F5", and "F7". These are the "FUNCTION KEYS" which are used extensively throughout the WORD PROCESSOR program. They serve no specific purpose and are "dead" to the user except when programmed through software to accomplish a specific task. Eight separate functions can be defined by a programmer using these keys. "F2", "F4", "F6", and "F8" are values activated with the SHIFT KEY depressed.

There are other keys unique to the Commodore 64 which appear on the keyboard ("CLR/HOME", "RUN/STOP", "RESTORE", etc.). None of these keys are used in the execution of MIRAGE'S DATABASE MANAGER program.

If you need further help in familiarizing yourself with the keyboard of the Commodore 64, consult Chapter Two ("Getting Started") of the 64 *User's Guide*.

INTRODUCTION

THE PROGRAM DISKETTE

The MIRAGE WORD PROCESSOR PROGRAM DISKETTE can be found in the front, inside pocket of your three-ring binder. It is a standard 5.25", single-sided, double density computer diskette. The WORD PROCESSOR program has been expertly copied on the diskette and a write protect tab has been affixed over the notch on the right-hand side to prevent you from inadvertantly writing over the WORD PROCESSOR program. DO NOT REMOVE THE WRITE PROTECT TAB FOR ANY REASON!

The Program Diskette Serial Number

At the top of yor Program Diskette is a label upon which has been printed the MIRAGE CONCEPTS logo and a WORD PROCESSOR heading. A special serial number has also been stamped on it allowing us to instantly identify what program you are using, when it was released, and what version it is. DO NOT REMOVE THIS LABEL OR ALTER THE SERIAL NUMBER. IT WILL VOID YOUR WARRANTY. When communicating with MIRAGE CONCEPTS concerning your program, always refer to the serial number stamped on the program diskette.

How To Obtain a Back-up Copy

A special copy protection system has been used to prevent the unlawful duplication of the WORD PROCESSOR. If you would like a back-up copy of the Program Diskette, enclose a check or money order for $7.00 in the WARRANTY REGISTRATION ENVELOPE when you return it to MIRAGE CONCEPTS. A duplicate Program Diskette will be rushed to you. Only one back-up copy will be issued for each package purchased.

How to Obtain a Replacement Copy

If a Program Diskette fails to perform properly at any time, and the problem can be isolated to the software, a new Program Diskette will be issued to you UPON RECEIPT OF YOUR DEFECTIVE ONE. There is no charge for this service if the program is in warranty, but a copy of your sales receipt must accompany the defective diskette in order to verify the date of purchase. A service charge of $10.00 must accom-

pany Program Diskettes out of warranty. Use the REPLACEMENT DISK FORM in the back of the manual for this purpose.

How to Obtain a Program Update

There is always the possibility that an extremely complex program such as the WORD PROCESSOR, will undergo a fair amount of upgrading in the years to come. These upgrades will be due either to 1) programming error, or 2) user-requested enhancement. In the case of the former type of update (programming error), you will be entitled to a new Program Disk free-of-charge. The latter (user-requested enhancement) will be made available to current owners at a fee based on the degree of program change. In either case, you will be notified of any upgrade and the procedure for obtaining it, using the information received by MIRAGE CONCEPTS on your WARRANTY REGISTRATION. It is, therefore, imperative that you return your WARRANTY REGISTRATION immediately upon opening the program.

THE DATA DISKETTE

The information you enter into the WORD PROCESSOR will not be stored on your Program Diskette (the diskette is write protected). This guards against accidental over-write and prevents unwarranted wear on the most important element of your system (the Program Diskette).

When the program has loaded completely, you will be prompted to remove your Program Diskette and insert your DATA DISKETTE. You may have an unlimited number of DATA DISKETTES, each with one or more files stored on it. Just make sure you label them carefully and insert the one which contains the file you wish to use.

DATA DISKETTES MUST BE FORMATTED TO WORK IN CONJUNCTION WITH COMMODORE DISK DRIVES. This task can easily be accomplished within the WORD PROCESSOR program; the procedure is outlined in LESSON ONE of the TUTORIAL.

INTRODUCTION

CARE OF COMPUTER DISKETTES

Proper care of computer diskettes is essential to the successful performance of the programs they contain. Diskettes should be handled delicately. Folding, bending, and mutilating will decrease the chances of efficient program and data retrieval.

At no time should you touch the actual surface of a diskette (brown or grey plastic).

When not using diskettes, take special care to make sure they are stored properly. Insert them, first of all, in their individual sleeves. Store in a crush-proof container in a cool, dry place free of dirt, lint, and dust. Do not place them in close proximity to T.V. sets, monitors, or magnetic devices of any type.

INSERTING AND REMOVING DISKETTES

To insert diskettes into a Commodore disk drive, first open the door by pushing slightly in and up on the handle. The diskette is slipped into the slot with the label facing upward, as shown in the illustration. The edge of the diskette with the oval cutout should enter the drive first; the edge with the label should enter face up and last.

disk insertion illustration here

Push the diskette gently into the drive. Do not bend it. When it is totally in the drive, close the drive door by pushing it straight down and pulling slightly out.

To remove a diskette, open the door and pull the diskette straight out of the slot. Opening the drive door lifts the read/write head from the diskette surface. If you leave a diskette in a drive for long periods of time without use, it is a good idea to open the door so the read/write head does not rest on the diskette.

Never remove a diskette while the **IN USE** light on the drive is lit. This can permanently damage the diskette and will almost certainly destroy the information on it.

PRINTERS

The programming staff at **MIRAGE CONCEPTS** has written this program to be completely compatible with printers made by Commodore to work **WITHOUT MODIFICATION** on the Commodore 64 personal computer (Models 1525 and 1526). If your printer is not one of these models, the printer/interface combination you are using *must* emulate exactly one of these two machines.

Provisions have been made within the program to accomodate almost any Print Mode your printer is capable of producing. Please consult **LESSON NINE** for the steps you must follow in setting up a "Printer Command File". This File will contain the codes necessary for switching your particular printer in and out of its various performance Modes.

SUPPLEMENTARY MATERIALS

A number of helpful aids have been included in this manual which you should be made aware of *before* you begin **LESSON ONE** of the TUTORIAL.

Take a look at "APPENDIX A" near the back of the binder. It contains "HINTS" from the programmers who collaborated in writing the package. Their insights will be invaluable to you as you learn to run the program effectively.

INTRODUCTION

The **APPENDICES** also contains a **GLOSSARY** of commonly-used computer terms you should be familiar with before you begin the **TUTORIAL**.

Perhaps the handiest aid included in the package is the **QUICK REFERENCE CHART**, the very last item in the User's Manual. This chart, printed on heavy card stock, contains a carefully formatted listing of all the program's functions and the commands which facilitate them. Especially in the beginning, you will want to remove the **QUICK REFERENCE CHART** from the binder and keep it by your side as you work with the **WORD PROCESSOR** program.

TUTORIAL

BEGINNING TUTORIAL

Welcome to the BEGINNING TUTORIAL! In this section, LESSONS ONE to FIVE, we will be laying the foundation for your effective use of the WORD PROCESSOR program. We've named it the BEGINNING TUTORIAL because we assume nothing on your part except the fact that you have read through, and studied carefully the INTRODUCTION to this User's Manual.

Each lesson has been written with you in mind. Complex computer terminology has been eliminated in favor of a tutorial style structured to be informative, yet extremely easy to follow and comprehend. There is no need to rush through each lesson. Study them carefully. Take your time and enjoy learning how powerful and useful your computer can be.

This section of the TUTORIAL will begin with a lesson on how to LOAD the program, CREATE a FILE, toggle between the 40 and 80 column SCREEN DISPLAYS and EXIT the system properly. LESSONS TWO and THREE will cover NON-DESTRUCTIVE and DESTRUCTIVE CURSOR MOVEMENTS (respectively), and LESSON FOUR deals with a number of the miscellaneous functions such as INDENTING, CENTER-ING, and INSERTING which are important to the proper usage of the WORD PROCESSOR program. The BEGINNING TUTORIAL con-cludes with a lesson on all of the BASIC PRINT FUNCTIONS necessary to give you a "hard copy" of the FILES you create.

LESSON ONE
LOAD, EDIT, 40/80 COLUMN TOGGLE, EXIT

This lesson assumes that you have read through the INTRODUCTION and are now ready to begin learning the basics of program operation.

We will first learn how to LOAD the WORD PROCESSOR from the Program Diskette into the computer. With the WORD PROCESSOR loaded, you will be taught how to choose the combination of SCREEN COLORS you wish to work with. The tutorial will continue with a section on how to FORMAT A DATA DISKETTE.

The EDIT FILE portion of Lesson One deals with the preliminary functions of text entry. Once a portion of TEXT has been ENTERED, you will be instructed on how to TOGGLE between 40 and 80 character SCREEN DISPLAYS — a feature which makes the MIRAGE WORD PROCESSOR such a versatile program.

Lesson One will conclude with the important steps for EXITING THE PROGRAM properly.

LOADING THE PROGRAM

Turn on your computer. With this completed, turn on the disk drive and monitor. The screen should like like this:

```
          **** Commodore 64 BASIC V2 ****
        64K RAM SYSTEM 38911 BASIC BYTES FREE

READY
■
```
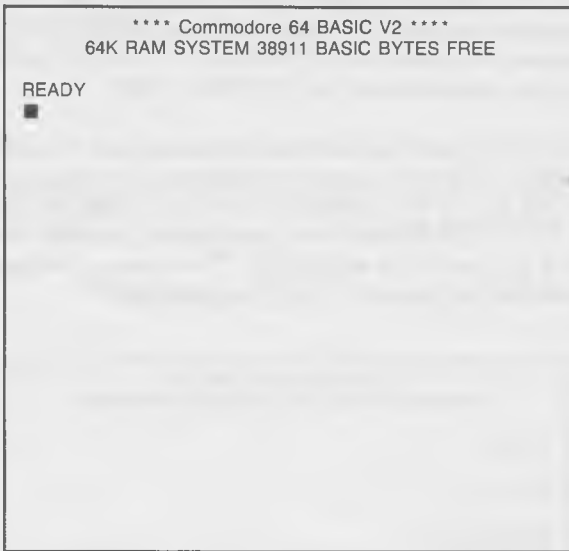
If the screen does not look like this, check your connections and make sure everything is plugged in. If that still does not solve the problem, contact your Commodore dealer for assistance.

The **CURSOR** (the little flashing box) should be under the word **READY**. It indicates where the next character typed will appear.

Insert the **WORD PROCESSOR** Program Disk into the disk drive. (For the correct diskette loading procedure, consult the **INTRODUCTION**.)

With the Program Disk in the drive, type in the following command on the computer keyboard:

LOAD "*", 8

It makes no difference if it is typed in upper or lower case, just as long as the entire word "LOAD" is done in the same case style. The "*" (asterisk) key is the third key from the right on the second row from the top.

When you are finished, press the **RETURN** key. (NOTE: After *many* of the commands you will be using with the **WORD PROCESSOR**, it will be necessary to press the **RETURN** key. You will be prompted when to do so by this abbreviation for **RETURN**: [CR].

The red light on your disk drive will come on and you will hear some whirring noises. A "boot" or start-up program is being loaded into the computer. **THE BOOT PROGRAM NORMALLY TAKES ABOUT** 10-15 **SECONDS TO LOAD.** When it has been loaded, the disk drive will stop spinning and the red light will go off. The screen, assuming that the program has loaded correctly, will look like this:

```
              **** Commodore 64 BASIC V2****
          64K RAM SYSTEM 38911 BASIC BYTES FREE

READY

LOAD "*", 8

SEARCH FOR *
LOADING
READY
■
```

If one minute has passed and your screen does not look like this, turn your computer and disk drive off, open the disk drive door, and remove the Program Diskette. Start over. If you still are unsuccessful, contact your Commodore dealer or phone **MIRAGE CONCEPTS'** Customer Support Department.

```
MIRAGE WORD PROCESSOR — MAIN MENU
     1) EDIT FILE          6) FORMAT DISK
     2) SAVE FILE          7) DIRECTORY
     3) LOAD FILE          8) PRINT FILE
     4) MERGE FILES        9) ADVANCED PRINT
     5) DELETE FILE        0) QUIT

ENTER YOUR CHOICE (0-9) ■
```

This is the **MAIN MENU** from which you will choose options to perform all functions of the **WORD PROCESSOR** program. It works just like the **MENU** in a restaurant. Select the option you desire and press the appropriate number to relay your choice to the program.

FORMATTING A NEW DATA DISKETTE

The first task at hand is to **FORMAT** the blank disk in your disk drive. **THIS DISKETTE MUST BE FORMATTED** before your Commodore computer can write information on it. The process is simple and can be accomplished without leaving the program. The function which facilitates this process is #6 (**FORMAT DISK**) on the **MAIN MENU**. Press the #6 key and the **MAIN MENU** will be replaced by this new screen:

```
FORMAT DISK
  *THIS ROUTINE WILL FORMAT A DISK
  *IT WILL COMPLETE ERASE THE DISK
   IN THE DRIVE
  *DO YOU WISH TO CONTINUE? ■
 ENTER Y (FOR YES) OR N (FOR NO)
```

IMPORTANT: FORMATTING A DISK COMPLETE ERASES ANY IN-FORMATION WHICH MIGHT HAVE BEEN ON THAT DISK. CHECK TO MAKE SURE YOU HAVE REMOVED YOUR PROGRAM DISKETTE FROM THE DISK DRIVE AND THAT A NEW BLANK DISK HAS BEEN INSERTED PROPERLY IN IT.

Press the letter "Y" (for YES) and the computer will format your disk-ette. The disk drive light should come on and the disk drive will make various sounds which may include a kind of grinding noise at the very beginning. If this grinding noise continues, or if the disk drive light begins to blink in a regular pulse, then an error has occured. Check to make sure your diskette is inserted properly and that it is the correct diskette for use with your particular drive (consult the owner's manual).

Wait until the red light goes out and the drive stops (about two min-utes). When it does, the process has been completed and the diskette has been formatted. The screen will return to the MAIN MENU.

EDITING A FILE

As we mentioned in the INTRODUCTION, you will be entering text through the keyboard into the computer's memory as you use the WORD PROCESSOR program. This process is referred to as EDITING. It makes no difference whether you are just beginning to enter information or are using the program to alter existing text in some fashion. The process is one and the same, and it's called EDITING.

Each individual letter, form, or document you create is a FILE. You may work with a FILE in an immediate mode (one time usage), or store it on your Data Diskette for future manipulation. If you choose to save it, you will be asked to give it a name by which you will refer to it in all future operations.

We are now going to learn the process for EDITING a new text FILE. It is very simple to do. From the MAIN MENU, choose Option #1 (EDIT FILE). This screen will appear.

```
EDIT FILE
  *LINES PER PAGE: 055
  *CHARACTERS PER LINE: 065
  *INDENT SPACES: 005
  *[COM-Q] = QUIT
CHANGES? ■
ENTER Y (FOR YES) OR N (FOR NO)
```

The **WORD PROCESSOR** package allows you the option of outputting your text in an almost unlimited number of formats. Whether you work with small notepads, standard stationary, or oversized sheets of paper, the WORD PROCESSOR can adapt to fill almost any space perfectly.

Setting Format Parameters

Because most correspondence work is done on 8.5" X 11" paper, the program has been written with three format parameters to which it will default unless you override the system at this point. They are:

*55 lines per page
*65 characters per line
*5 spaces for paragraph indentations

If these guidelines do not suit your particular purpose for this **FILE**, you can press **Y** (for **YES**) and the program will allow you to change them. (Do **NOT** press **Y** at this time.) With a **YES** response, this screen would appear:

```
EDIT FILE
   *LINES PER PAGE:■
   *CHARACTERS PER LINE:
   *NUMBER OF INDENT SPACES:
   *[COM-Q] = QUIT

INPUT NEW PARAMETERS




```

You could then enter your new parameters into the system. The figures you enter must fall within these limitations:

*Numbers of Lines = 1 to 255
*Number of Characters per Line = 1 to 255
*Number of Indent Spaces = Any number **LESS THAN** the Number
  of Characters per Line

NOTE: The parameters you define here will remain "active" through all of the **WORD PROCESSOR'S** functions (including **PRINT**) unless you physically change them or **QUIT** the program entirely. They are **NOT** stored on the Data Diskette with the text File.

We will stay with the default parameters, so press N (for **NO**). This screen will appear.

```
EDIT FILE

   *PAGE 001            *INSERT:   OFF
   *LINE 001 OF 055     *BLOCK:    OFF
   *CHAR 001 OF 065     *COLUMN: OFF




   ▪                              (EDIT LINE)
```

This is the screen you will be working with most often. It is the **EDIT FILE** screen upon which you will be entering the copy of your letters, notes, and documents. A few comments are needed to acquaint you with what you see before you.

Printed Page Counters

The three lines below the EDIT FILE title comprise the PROMPT area of the screen. The column on the left, which includes the titles PAGE, LINE, and CHAR, are your PRINTED PAGE COUNTERS. These counters will keep you constantly updated as to exactly where the cursor is on the PRINTED PAGE as specified in the parameters you defined (or defaulted to) when you entered the EXIT FILE mode. For example, PRINTED PAGE COUNTERS looking like this:

```
EDIT FILE

 *PAGE 010           *INSERT:  OFF
 *LINE 032 OF 055    *BLOCK:   OFF
 *CHAR 053 OF 065    *COLUMN: OFF
```

would indicate that your cursor is currently on the 53rd CHARACTER of LINE 32 on the 10th PRINTED PAGE of your document.

NOTE: THESE COUNTERS REGISTER THE CURSOR POSITION ON THE PAGE *AS IT WILL BE PRINTED*, NOT NECESSARILY AS IT APPEARS ON THE SCREEN.

The PRINTED PAGE COUNTERS will be continuously updated with no intervention on your part, with one notable exception. IF YOU EXE- CUTE ANY FUNCTION WHICH MOVES THE CURSOR *BACKWARD* THROUGH YOUR TEXT, THE PRINTED PAGE COUNTERS WILL REGISTER ZERO (0) VALUES. IN ORDER TO RESET THEM TO REG- ISTER THE POSITION WHERE YOUR CURSOR IS AFTER SUCH MOVEMENTS, YOU MUST PUSH THE [f1] KEY.

The three functions in the right hand column (INSERT, BLOCK, and COLUMN) will be covered in LESSONS FOUR, SIX, and SEVEN (respectively) of the TUTORIAL.

The Text Area

The PRINTED PAGE COUNTERS will always be at the top of your screen when you are in the EDIT FILE mode. The bottom part of the screen, however, will constantly change as you enter, edit, or delete sections of your document. This TEXT AREA is comprised of 17 open lines running from the PROMPT AREA at the top to the edge of the screen at the bottom. Six lines from the bottom you see one line which is different color (or shade) from the rest. This is the EDIT LINE on which all of your text manipulations will take place. THE CURSOR WILL NEVER LEAVE THIS LINE. The body of the text will scroll through it as you enter, edit, or delete copy.

Text Entry Limitations

You have 16K of work storage available to you in this system. That translates to just over 16,000 characters which you may enter into any *one* sequential FILE. The WORD PROCESSOR is limited to the 16,000 character FILE size due mainly to the fact that the 80 column formatting option consumes a great deal of computer memory.

If your document is formatted at 55 lines/page, 65 characters/line, you will be able to enter approximately 4.5 pages before saving the FILE and establishing a new one. If you do happen to run out of working storage space, a screen will appear to notify you of that fact. YOU WILL NOT LOSE ANY OF THE INFORMATION YOU HAVE ENTERED. The program will allow you to SAVE the section you have completed in its entirety.

To produce documents longer than memory allows, you may chain FILES together using the ADVANCED PRINT option on the program's MAIN MENU (#9).

Soft Carriage Returns

In a few moments, you will be asked to type in a MEMO. As you type, you will find that there is no need to press the [RETURN] key at the end of each line. The WORD PROCESSOR program automatically determines how many full words will fit on a given line and generates what is called a "SOFT CARRIAGE RETURN" when that line is full. SOFT CARRIAGE RETURNS are completely ignored in all of the functions the WORD PROCESSOR executes.

Hard Carriage Returns

THE ONLY TIME YOU SHOULD PRESS [RETURN] WHILE ENTERING TEXT IS WHEN YOU WANT THE NEXT TEXT CHARACTER YOU TYPE TO BE IN THE FIRST POSITION OF A LINE. When you do, you generate a "HARD CARRIAGE RETURN" which is symbolized by a left arrow on the screen. When your printer encounters a HARD CARRIAGE RETURN symbol, it will automatically move to the first position of the next line before it continues printing.

Entering Text

You may now try your hand at entering copy. Type the following MEMO into the system at this time. We will be using it throughout the BEGINNING section of TUTORIAL as we learn to edit text in various fashions. Don't worry about mistakes, we'll learn to correct those later. Just consider this to be a trial run to get you used to the feeling of the WORD PROCESSOR system.

MEMO←

←

TO: All Personnel←
FROM: John Smith, Manager←
RE: Miscellaneous←

←

Effective on June 30, 1990, all outlets
of **THE CLOTHING STORE** chain will be
open from 10:00 am to 6:00 pm, Monday
through Saturday. The Centre City
Plaza store (only) will remain open on
Thursday nights until 9:00 pm. All
outlets will continue to be closed on
Sundays.←

←

Don't forget the annual company picnic
this Sunday, May 14th, at Rotary Park.
Bring a bathing suit, some suntan
lotion, your family (or a friend), and
plan to be occupied from noon until
dusk. There is no cost.←

←

Congratulations to Mary Jones of our
central accounting office on the
celebration of her 15th year with our
company. May there be many more happy
years to come!←

←

That's it for now,←

←

John←

The **WORD PROCESSOR** has been written to simulate, as closely
as possible, the feeling you get when you work on a regular typewriter.
As you type, the "ball" (cursor) moves to the right across the screen
until it reaches the end of the line. At that point, the copy scrolls up
one line and the "ball" returns to the beginning of the next line. You
will learn how to add typewriter sounds ("key clicks" and "margin bell")
in **LESSON FOUR**.

Word Wrap

One of the outstanding features of the **MIRAGE WORD PROCESSOR** is its ability to produce "true" **WORD WRAP**. If you are at the end of a screen line (not necessarily a **PRINTED PAGE LINE**), and you begin to type a word which will not fit *completely* on that line, the *entire* word will be moved to the beginning of the next line. With "true" **WORD WRAP**, you don't have to suffer with trying to read words which are half on one line and half on the next.

40/80 CHARACTER TOGGLE

The most unique feature available to you in this package is the ability to **TOGGLE** (switch between) 40 and 80 character **SCREEN DISPLAYS** without the need for *any* additional hardware. The Function Key which facilitates this command is [f8]. Please note that this is the [f7] Function Key in "Shifted" position.

You may **TOGGLE** between display modes at any time you wish. Because the characters are small in the 80 column mode, we suggest that you work in the 40 column mode, switching to 80 columns when you want to see how your work looks in accordance with the format you have established. The quality of the character display in the 80 column mode will depend *greatly* on the resolution of your television set or monitor (number of "dots" on the screen), it's age, and whether or not it is properly adjusted.

Besides the size of the characters, **WORKING IN THE 80 COLUMN MODE IS EXACTLY THE SAME AS WORKING IN THE 40 COLUMN MODE.** You will, however, notice this one difference: The screen will take a bit longer to reformat itself due to the complex nature of the process which is taking place. This will be most evident during scrolls, line returns, etc.

TOGGLE to the 80 character mode now by pressing [f8] (don't forget to use the "Shift" key). **TOGGLE** back to the 40 character mode by pressing [f8] once again.

Here in the **TUTORIAL**, all of our examples will be presented under the assumption that you are working in the 40 character mode.

EXITING THE EDIT FILE MODE

This should be enough to give you a good taste of what is to come in your use of the WORD PROCESSOR. You probably found that mistakes were quite frustrating, as was the inability to manipulate the cursor into any other movement besides left to right on the EDIT LINE. These functions will be covered in future lessons.

ANY TIME YOU WANT TO EXIT THE *EDIT FILE* MODE, SIMPLY PUSH [COM-Q] (hold down the "Commodore" key and press the "Q" key). This will return you to the MAIN MENU where you can SAVE or PRINT what you have entered.

Press [COM-Q] at this time. The MAIN MENU, if you recall, looks like this:

```
MIRAGE WORD PROCESSOR — MAIN MENU
    1) EDIT FILE        6) FORMAT DISK
    2) SAVE FILE        7) DIRECTORY
    3) LOAD FILE        8) PRINT FILE
    4) MERGE FILES      9) ADVANCED PRINT
    5) DELETE FILE      0) QUIT
ENTER YOUR CHOICE (0-9) ■
```

SAVING A FILE

In order to store our MEMO on the Data Diskette for future use, it is necessary for us to execute the SAVE FILE option (#2 from the MAIN MENU). IF YOU DO NOT SAVE THE FILE YOU HAVE CREATED, IT WILL BE LOST — FOREVER.

Your document will be stored in a standard COMMODORE SEQUEN-TIAL FILE. THE FORMAT PARAMETERS YOU ESTABLISHED WHEN YOU ENTERED THE EDIT FILE MODE WILL *NOT* BE SAVED. If you RE-EDIT or PRINT this FILE in the future, new Format Parameters will need to be entered.

Press the #2 (SAVE FILE) key from the MAIN MENU. When you do, this screen will appear.

```
SAVE FILE
  *ENTER FILE NAME
  *10 CHARACTERS MAXIMUM
  *[RETURN] = FINISHED
  *[COM-Q] = QUIT

ENTER FILE NAME ■
```

The computer will now ask for a name under which this new FILE will be stored on your Data Diskette. The name you give it can be no longer than 10 characters, alphabetic and/or numeric, with periods and dashes. We strongly discourage the use of any other forms of punctuation in relation to FILE names. It is also a good idea to choose a name that will remind you of what that FILE deals with.

IMPORTANT NOTE: A FILE NAME CAN APPEAR ONLY ONE TIME ON A DATA DISKETTE. In other words, if you try to SAVE a File under a name which is already being used on that Data Diskette, you will get a "Disk Error". In order to SAVE a File under a name which is already being used, the File *on the Data Diskette* with that name must be DELETED (LESSON 12) *first.* This will prevent you from accidently overwriting a File you wanted to SAVE.

Let's call our new File "MEMO". After the prompt, ENTER FILE NAME, type-in "MEMO" (without the quotation marks). Press [CR] when you are finished.

The red disk light will come on to indicate that the computer is SAVING your new FILE on the Data Diskette under the name "MEMO". WAIT UNTIL THE MAIN MENU COMES BACK ON THE SCREEN BEFORE YOU TRY TO CONTINUE (about 20 seconds). Although our FILE named "MEMO" is still quite active within the system, a copy of it has been SAVED on your Data Diskette.

Disk Errors

There are a number of situations in the SAVING A FILE routine which have the potential for producing "Disk Errors". The disk drive may not be turned on, plugged-in, or interfaced properly, there may be no diskette in the drive, the diskette may be scratched or full, etc. If this is the case, a screen such as the following will appear:

```
┌─────────────────────────────────────────────┐
│  DISK ERROR                                   │
│                                               │
│   *DISK ERROR NUMBER _____                    │
│   *PRESS [CR] TO CONTINUE                     │
│  ┌──────────────────────────────────────────┐│
│  │                                          ││
│  │                                          ││
│  │                                          ││
│  │                                          ││
│  │                                          ││
│  │                                          ││
│  │                                          ││
│  │                                          ││
│  │                                          ││
│  │                                          ││
│  │                                          ││
│  └──────────────────────────────────────────┘│
└─────────────────────────────────────────────┘
```
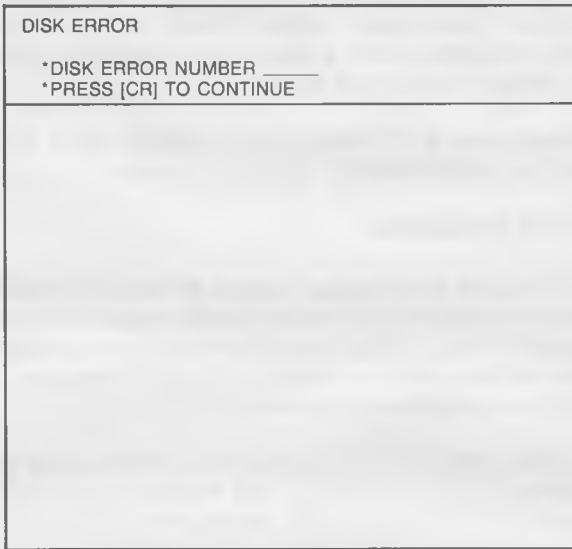
The Disk Error number you see displayed after the prompt "DISK ERROR NUMBER" is indicating precisely what type of problem occurred. The number can be referenced in the back of your disk drive's User's Manual. To "clear" the error, simply press [CR] and you will be returned to the MAIN MENU.

Backing Up Files

IT IS VERY IMPORTANT FOR YOU TO HAVE A "BACK-UP" COPY OF YOUR FILE IN CASE SOMETHING HAPPENS TO THE ORIGINAL. This BACK-UP is an *exact* copy which is stored on either the same Data Diskette as the original or (preferrably) a completely different one.

If you would like to make a BACK-UP copy, simply SAVE it a second time before QUITTING THE PROGRAM or LOADING another FILE. It makes no difference which Data Diskette is in the drive, but if you intend to switch them, do so before you execute the SAVE. If you SAVE the File on the same Data Diskette as the original, be sure to choose a name which is different in some way from the first.

Let's make a BACK-UP of our "MEMO" FILE. Press Option #2 (SAVE FILE), and type-in the name "MEMO.BAK" (without the quotation marks). When you press [CR], a copy of our "MEMO" will be stored on the Data Diskette under that name.

Note: If, during the TUTORIAL, your "MEMO" FILE becomes unuseable, use this "MEMO.BAK" FILE in its place.

QUITTING THE PROGRAM

QUIT the program be pressing Option #0 from the MAIN MENU. A screen reminding you to SAVE your File will appear. We have SAVED our File, so press "Y" (for YES). You will be moved out of the word PROCESSOR program entirely, giving you a "READY" prompt in the computer's immediate programming mode.

IF YOU QUIT THE WORD PROCESSOR PROGRAM WITHOUT FIRST SAVING YOUR FILE, ALL THE WORK YOU HAVE DONE WILL BE LOST, AND THERE WILL BE NO WAY TO RETRIEVE IT.

If you wish to continue with this BEGINNING TUTORIAL, turn to LESSON TWO and begin the section on STARTING UP. If you are finished for the time being, remove your Data Diskette from the drive and store it (along with your Program Diskette) in a safe place. With the diskette removed, turn off all equipment.

SUMMARY

In LESSON ONE you learned how to:
1) LOAD the WORD PROCESSOR program
2) Choose the SCREEN COLORS you desired
3) FORMAT a new Data Diskette
4) Differentiate between the PROMPT and TEXT areas
5) Use the EDIT LINE
6) Tell the difference between HARD & SOFT CARRIAGE RETURNS
7) Enter a FILE
8) Work with the program's WORD WRAP
9) TOGGLE between the 40 and 80 character modes
10) EXIT the EDIT FILE mode
11) SAVE a FILE
12) Define and Clear a DISK ERROR
13) Make a BACK-UP COPY
14) QUIT the WORD PROCESSOR program

LESSON TWO will teach you how to use NON-DESTRUCTIVE CURSOR MOVEMENTS.

LESSON TWO
NON-DESTRUCTIVE CURSOR MOVEMENTS

This lesson assumes that you have finished **LESSON ONE** and entered a **FILE** on your Data Diskette named "MEMO". It is also very important for you to have reviewed the **SCREEN LAYOUT** section of the **INTRODUCTION**.

LESSON TWO explains NON-DESTRUCTIVE CURSOR MOVEMENTS. The commands learned here will enable you to quickly and efficiently move the cursor to virtually any position in the document you have created. For example, if you type a sentence and realize at the end that you forgot to capitalize the first character, a simple keystroke command will place your cursor in the proper position to correct that error.

The term "NON-DESTRUCTIVE", when used in association with a CURSOR, means that *the text will not be altered in any way* when the CURSOR moves across it. A DESTRUCTIVE CURSOR MOVEMENT (covered in **LESSON THREE**) *will alter the text in some manner*, usually by erasing it completely as it passes over.

ALL *NON-DESTRUCTIVE* CURSOR MOVEMENTS WILL BE ACCOMPLISHED IN CONJUNCTION WITH THE USE OF THE COMMODORE [COM] KEY. *DESTRUCTIVE* FUNCTIONS, AND THOSE FUNCTIONS WHICH *REFORMAT* THE TEXT IN SOME MANNER, WILL ALWAYS BE USED IN ASSOCIATION WITH THE CONTROL [CTRL] KEY. This is a very important difference to keep in mind during your use of this system.

Study this keyboard diagram carefully and mark it for quick reference during your review of this lesson. It details the keys (and their respective cursor movement commands) we will be covering in this session.

WORD PROCESSOR

LESSON TWO   TUTORIAL

Note that the main cursor movement keys are situated on the keyboard in a *circular* configuration. The nucleus of this circle is a diamond formed by the "E", "S", "X", and "D" keys. These are the keys you will use most often when editing text. The keys outside the circle are defined in "pairs"; e.g., the left key of the pair will facilitate cursor movement to the left or beginning of a line, paragraph, block, or sentence, while the right key will facilitate cursor movement to the right or end of a corresponding portion of the document. This procedure will become much clearer as we proceed through LESSON TWO.

STARTING UP

To begin LESSON TWO, follow this procedure:
1) Load the MWP program from the Program Diskette
2) Choose the screen colors you desire
3) Remove the Program Diskette and insert your Data Diskette
4) With the MAIN MENU on the screen, you may continue. Problems? Consult the loading procedure outlined in LESSON ONE.

LOADING A FILE

```
MIRAGE WORD PROCESSOR — MAIN MENU
     1) EDIT FILE          6) FORMAT DISK
     2) SAVE FILE          7) DIRECTORY
     3) LOAD FILE          8) PRINT FILE
     4) MERGE FILES        9) ADVANCED PRINT
     5) DELETE FILE        0) QUIT

ENTER YOUR CHOICE (0-9) ■
```

To begin our session on **NON-DESTRUCTIVE CURSOR MOVE-MENTS**, it is necessary to load in the **FILE** called "MEMO" we created in tutorial **LESSON ONE**. To recall that **FILE** from the Data Diskette (now in the disk drive), choose Command #3 (**LOAD FILE**) from the **MAIN MENU**. This screen will appear:

```
LOAD FILE
   *ENTER FILE NAME
   *10 CHARACTERS MAXIMUM
   *[RETURN] = FINISHED
   *[COM-Q] = EXIT
ENTER FILE NAME ■
```

Enter the FILE name "MEMO" (without the quotation marks), and press [CR] to relay that choice to the program. The red light on the disk drive will come on (and stay on) which indicates that it is searching for, and loading the FILE called "MEMO". If you mistyped the word "MEMO", the computer will not be able to find it and the Prompt Line will indicate that a "Disk Error" has occurred. Remember: You must spell the FILE name *exactly* as you did when you initially stored it on the Data Diskette. If you do generate a "Disk Error", simply press [CR] and re-enter the FILE name correctly. If you cannot remember the correct spelling, EXIT the LOAD FILE mode by depressing the [COM-Q] keys and review the diskette's DIRECTORY with Option #7 from the MAIN MENU. This process is detailed in LESSON TWELVE.

If you decide that you do not want to load a FILE at this time, simply press [COM-Q] and you will be returned to the MAIN MENU.

With the file called "MEMO" loaded into the computer, you will be returned to the MAIN MENU.

```
MIRAGE WORD PROCESSOR — MAIN MENU
     1) EDIT FILE          6) FORMAT DISK
     2) SAVE FILE          7) DIRECTORY
     3) LOAD FILE          8) PRINT FILE
     4) MERGE FILES        9) ADVANCED PRINT
     5) DELETE FILE        0) QUIT

ENTER YOUR CHOICE (0-9) ■
```

In order to demonstrate the **NON-DESTRUCTIVE CURSOR MOVE-MENTS** available to you in the **MIRAGE WORD PROCESSOR**, we must enter the **EDIT FILE** mode. Select option #1 (**EDIT FILE**) from the **MAIN MENU**, and this screen will appear:

```
EDIT FILE
   *LINES PER PAGE: 055
   *CHARACTERS PER LINE: 065
   *INDENT SPACES: 005
   *[COM-Q] = QUIT
CHANGES? ■

ENTER Y (FOR YES) AND N (FOR NO)




```

You should remember from LESSON ONE that the program allows you to override the default Format Parameters at this point. We do *not* want to enter new Format Parameters, so press the N (for NO) key. You will be delivered directly to the main EDIT FILE screen and the top part of your FILE called "MEMO" will be displayed on the bottom six lines, the first of which is the EDIT LINE where all your work will be done.

Cursor Movement — Screen (Up/Down)

At times, you will want to breeze through large portions of text in search of a line or section buried deep within a document. This is most easily accomplished by viewing the text an entire screen at a time.

Pressing [COM-W] will replace the entire 17 lines currently being displayed with the 17 lines of text immediately *above* or *before* them. What was the top line of the original screen will become the bottom line of the new display.

Conversely, pressing [COM-Z] will replace the lines currently being displayed with the 17 lines of text immediately *below* or *after* them. What was the bottom line of the original screen becomes the top line of the new one.

Let's give it a try. This is what your screen looks like now:

```
EDIT FILE

  *PAGE 001          *INSERT:  OFF
  *LINE 001 OF 055   *BLOCK:   OFF
  *CHAR 001 OF 065   *COLUMN: OFF




  ■EMO←                              (EDIT LINE)
  ←
  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←
  ←
```

Press [COM-Z]. The bottom (blank) line becomes the top line of the new screen, and this new text has appeared:

```
EDIT FILE

 *PAGE 001        *INSERT:  OFF
 *LINE ? OF 055   *BLOCK:   OFF
 *CHAR ? OF 065   *COLUMN: OFF


 Effective on June 30, 1990, all outlets
 of THE CLOTHING STORE chain will be
 open from 10:00 am to 6:00 pm, Monday
 through Saturday. The Centre City
 Plaza store (only) will remain open on
 Thursday nights until 9:00 pm. All
 outlets will continue to be closed on
 Sundays.←

 Don't forget the annual company picnic
 this Sunday, May 14th, at Rotary Park.         (EDIT LINE)
 Bring a bathing suit, some suntan
 lotion, your family (or a friend), and
 plan to be occupied from noon until
 dusk. There is no cost.←
```

To go back up through the text screen by screen, press [COM-W]. Because our note is short, you will only be able to do this once before you are back to the beginning of the FILE. You can see, however, what a handy aid this will be when working with large amounts of text.

IMPORTANT NOTE: You should NOT use the "HOME" key on the Commodore keyboard to move the cursor to the top of the screen. Instead of moving the cursor to the top of the screen, it will delete a character to the left.

Cursor Movement — File (Beginning/End)

[COM-R] will move the cursor to the very first character of the entire FILE, and [COM-C] moves the cursor to the very last character of the entire FILE. When trying these functions, note how quickly the MIRAGE WORD PROCESSOR moves to these respective positions.

WORD PROCESSOR <superscript>USER'S MANUAL</superscript>

LESSON TWO   TUTORIAL

Turn to the keyboard chart at the beginning of this lesson. Study carefully the layout of the "circle" of commands we have covered so far in LESSON TWO. There are 10 keys laid out in a logical order — an order which will be to your advantage to *memorize* for use with this word processing system.

NON-DESTRUCTIVE CURSOR MOVEMENTS — PAIRS

Cursor Movement — Edit Line (Beginning/End)

There are four pairs of cursor movements we will cover in the final part of this lesson. The first pair will enable you to move the cursor, in a non-destructive manner, to the beginning or end of the text in the EDIT LINE.

Using the [COM-E] (up) or [COM-X] (down) keys, move the cursor to any *full* line of text in our "MEMO" FILE. When you find a likely candidate, press [COM-6]. This is the command to move the cursor to the last character of the text in the current EDIT LINE.

In order to move the cursor to the first character in the EDIT LINE, simply press [COM-5], the partner to [COM-6].

Cursor Movement — Sentence (Left/Right)

[COM-J] and [COM-K] is the next pair of cursor movement functions we will cover. [COM-J] moves the cursor to the end of the previous sentence, and [COM-K] moves the cursor to the end of the current sentence.

The WORD PROCESSOR program defines the end of a sentence as the place where a period, question mark, or exclamation mark appears. Therefore, if you press [COM-K], the cursor will move to the very next one of these symbols to the right of its current position. If you press [COM-J], the program will search to the left for one of these symbols, and place the cursor at that point.

Make this note: If you have a series of periods in a row, such as an elipse (. . .), and press either [COM-J] or [COM-K], the cursor will move only one space at a time.

TUTORIAL   LESSON TWO

Try moving the cursor left or right a sentence using the [COM-J] and [COM-K] commands.

Cursor Movement — Paragraph (Beginning/End)

In LESSON ONE, you were taught that the end of each paragraph is marked with a "HARD CARRIAGE RETURN" (Left Arrow). In most cases, this is the only time the Left Arrow symbol will appear.

The MIRAGE WORD PROCESSOR program has a pair of cursor movement keys which will search forward or backward through your document for HARD CARRIAGE RETURNS (Left Arrows) and direct the cursor to them. To move to the first Left Arrow symbol prior to the current cursor location, press [COM-U]. Technically, you are moving to the beginning of the paragraph you are on. Conversely, by pressing [COM-I] you will be moving to the *next* Left Arrow symbol, or the end of the paragraph where your cursor currently resides.

Remember: The program is looking for the Left Arrow symbol as an indication of where a given paragraph begins or ends. If, while entering text, you executive a "HARD CARRIAGE RETURN" at the end of a line which is *not* the end of a paragraph, the Paragraph (Beginning/End) Cursor Movement will treat it as if it is — it cannot distinguish between the two.

Move the cursor to the beginning and/or end of our sample paragraphs using the [COM-U] and [COM-I] commands.

Cursor Movement — Block (Beginning/End)

In LESSON SIX you will be taught how to mark a section of text for the purpose of moving, copying, inserting, deleting, or indenting it. These are called BLOCK MOVEMENTS, and they are tremendously valuable tools in the manipulation of text.

Although it is a trifle premature at this time, it is appropriate for us to at least mention the proper procedure for moving the cursor to the beginning or end of a text area deliniated as a BLOCK. [COM-7] moves the cursor to the beginning of a BLOCK, and [COM-8] moves it to the end of a BLOCK. Keep these commands in mind as you learn the rest of the BLOCK procedures in LESSON SIX.

EXITING THE EDIT FILE MODE

This brings to a conclusion our review of the NON-DESTRUCTIVE CURSOR MOVEMENT features of the MIRAGE CONCEPTS WORD PROCESSOR. Take a few moments to practice their proper use before you move to the next lesson or leave the system entirely. You will find that memorizing the combinations will save you many minutes of valuable time when entering and/or editing your documents.

When you are satisfied with your command of these functions, you may exit the program or move on to LESSON THREE. If you want to stop for now, press [COM-Q]. If you remember, this command will *always* remove you from the EDIT FILE mode and return you to the MAIN MENU.

IMPORTANT NOTE: IF YOU HAVE MADE CHANGES IN A DOCUMENT WHICH HAD PREVIOUSLY BEEN SAVED ON YOUR DATA DISKETTE, YOU MUST SAVE IT AGAIN AT THIS TIME. IF YOU FAIL TO DO SO, THE FILE ON YOUR DATA DISKETTE WILL NOT REFLECT THE CHANGES YOU HAVE MADE DURING THIS EDIT. Remember, you cannot SAVE the updated version under the same name as the original unless you first DELETE (LESSON 12) that original from your DATA DISKETTE. If you would like to keep a copy of your original document *and* a copy of your edited version, simply save the edited version under a *different* FILE name.

We did not make any changes in our document, so there is no need to save it again at this point. Press Option #0 (QUIT), and you will leave the program and return to the Commodore's immediate programming mode. If you want to continue with LESSON THREE, do not press Option #0; stay with the MAIN MENU and read on.

SUMMARY

LESSON TWO, the section on NON-DESTRUCTIVE CURSOR MOVEMENTS, covered these points:
1) How to SELECT A FILE and load it from the Data Diskette
2) How to move the CURSOR in a SINGLE-SPACED fashion (up, down, left, right)
3) How to move the CURSOR BY WORD to the left or right
4) SCREEN MOVEMENT (up one screen, down one screen)
5) How to move the CURSOR to the beginning or end of a FILE
6) Paired cursor movement to the beginning or end of:
     *Edit Line   *Paragraphs
     *Sentences   *Blocks

LESSON THREE covers DESTRUCTIVE CURSOR MOVEMENTS.

LESSON THREE
DESTRUCTIVE CURSOR MOVEMENTS

This lesson assumes that you have finished **LESSONS ONE** and **TWO**, and have a file on your Data Diskette named "MEMO". Once again, it is quite important for you to quickly review the **SCREEN LAYOUT** chart of this manual's **INTRODUCTION**.

LESSON TWO dealt with cursor movement within a document which would not alter the text in any way, shape, or form. We defined this type of movement as "non-destructive". We are now going to delve into the realm of cursor movement which *does* alter the text in some manner. This is **DESTRUCTIVE CURSOR MOVEMENT**, and it can come in quite handy, especially if you are an error-prone typist.

ALL *DESTRUCTIVE* CURSOR MOVEMENTS WILL BE ACCOMPLISHED IN CONJUNCTION WITH THE USE OF THE CONTROL [CTRL] KEY. *NON-DESTRUCTIVE* CURSOR MOVEMENTS WILL ALWAYS BE USED IN ASSOCIATION WITH THE COMMODORE [COM] KEY. Please continue to keep this difference in mind as you use the program.

Once again, we include here a diagram of the Commodore 64 keyboard. The keys which we will be covering in this lesson are marked clearly for reference purposes. Note that there is once again a circular key pattern on the left side of the board, and three sets of paired commands on the right. There are also two unrelated keys ("Y" and "P") which we will be covering in this session.

Most of the keys will accomplish the same cursor movement they did in the last lesson, except for the fact that the movement this time will be DESTRUCTIVE in nature. This is especially true of our "nucleus keys", the "E", "S", "X", and "D".

Remember, these are DESTRUCTIVE CURSOR COMMANDS! Their use *will alter the text of your document* in some manner. You must, therefore, consider the implications carefully before executing any of them. Unless you have a copy of the FILE you are using stored on a Data Diskette, there will be no way to retrieve deleted text.

STARTING UP

If you are continuing from LESSON TWO, proceed directly to the section titled "DESTRUCTIVE CURSOR MOVEMENTS". If you are just beginning this session, follow this procedure:
1) Load the MIRAGE WORD PROCESSOR program from the Program Diskette
2) Choose the screen colors you desire
3) Remove the Program Diskette and insert your Data Diskette

If you have any problems with these three tasks, consult the loading procedure outlined in LESSON ONE.

4) Load our sample FILE called "MEMO" into the computer. Use the "SELECTING A FILE" techniques you learned in LESSON TWO.

5) Move to the EDIT FILE mode by selecting Option #1 from the MAIN MENU.

6) We do *not* want to enter new Format Parameters, so answer "N" (for NO) to the "default override" question.

REMEMBER: If you ever want to leave the "EDIT FILE" mode, press [COM-Q].

This screen should be on the T.V. or monitor in front of you:

```
EDIT FILE

  *PAGE 001         *INSERT:   OFF
  *LINE 001 OF 055  *BLOCK:    OFF
  *CHAR 001 OF 065  *COLUMN: OFF




  ■EMO←                              (EDIT LINE)
  ←
  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←
  ←
```

REFORMATTING TEXT

In most instances, text will be REFORMATTED for you by the program as you carry out standard editing functions. In some cases, however, the text will *not* automatically REFORM, and it will be necessary for you to manually trigger one of the two commands which accomplish this task.

Reformat a Single Paragraph

To REFORMAT an individual paragraph, simply move the cursor anywhere to the left of where the problem occurs, and switch in and out of the INSERT Mode (covered in LESSON FOUR). The text will automatically be REFORMATTED to the next Carriage Return symbol (arrow).

Reformat an Entire Document

To REFORMAT an entire document, press [COM-O] (the letter, not the number) at *any* point in the document. The document will be REFORMATED from beginning to end (it may take a number of seconds to do).

IT IS NOT NECESSARY FOR YOU TO REFORMAT YOUR DOCUMENT. The way it appears on the screen has nothing to do with the way it is SAVED or PRINTED, as long as the Carriage Returns are in the proper positions.

DESTRUCTIVE CURSOR MOVEMENTS – CIRCULAR AREA

Destructive Cursor Movement – Single-Space (Up, Down, Left, Right)

Note the circular pattern on your diagram established by the ten keys on the left side of the board. The two "nucleus keys" at the center of this circle are labeled "S" and "D". If you hold down the CONTROL KEY [CTRL] and depress "S" [CTRL-S], you will delete the character to the *left* of the current cursor location.

Let's give it a try. Move the cursor in a NON-DESTRUCTIVE manner (using the commands learned in LESSON TWO) to the letter "s" in "Personnel". If you don't remember how, this is the sequence: [COM-X], [COM-X], [COM-D] (11 times). With the cursor on the letter "s", press [CTRL-S]. Note that the letter "r" to the left of the "s" disappears and the entire line moves one space to the left to fill the gap. Try it a few more times. If you push [CTRL-S] when the cursor is on the first character of any given line, the last character of the line *above* it will be deleted.

[CTRL-S] MATCHES EXACTLY THE FUNCTION PERFORMED BY THE COMMODORE 64'S DELETE [DEL] KEY. YOU MAY USE THEM INTERCHANGABLY.

Now move your cursor in a NON-DESTRUCTIVE manner to the beginning of the word "Effective". When it is there, press [CTRL-D]. This will delete the character which is directly *under* the cursor at the time it is pressed. All letters to the right of the cursor are moved one character to the left to fill in the gap. This might sound strange, but in "computerese" this function is called "delete character right", although that is not exactly what is happening. You will get used to it, however, and there shouldn't be much of a problem.

Destructive Cursor Movement — Line (Up/Down)

If you recall from LESSON TWO, pressing [COM-E] moves the cursor to a position one space *above* where it was originally located. [COM-X] moves the cursor one space *below* the original location.

[CTRL-E] and [CTRL-X] serve to accomplish the same functions with one notable exception. All characters between the original location of the cursor and the new location of the cursor will be *erased* and the remaining text will be moved to fill the vacated spaces.

Move your cursor to the "C" in "Centre" in the middle of the first full paragraph of our "MEMO". The screen should look something like this (depending on how much text you deleted above):

```
EDIT FILE

  *PAGE 001           *INSERT:   OFF
  *LINE ? OF 055      *BLOCK:    OFF
  *CHAR ? OF 065      *COLUMN  OFF


  MEMO←
  ←
  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←
  ←
  ffective on June 30, 1990, all outlets
  of THE CLOTHING STORE chain will be
  open from 10:00 am to 6:00 pm, Monday
  through Saturday. The ■entre City              (EDIT LINE)
  Plaza store (only) will remain open on
  Thursday nights until 9:00 pm. All
  outlets will continue to be closed on
  Sundays.←
  ←
```

Now press [CTRL-E]. The program will delete 40 characters of text (80 characters if you are working in that mode) to the *left* or *above* the cursor, and the screen will look this:

```
EDIT FILE

  *PAGE 001          *INSERT:   OFF
  *LINE  ?  OF 055   *BLOCK:    OFF
  *CHAR  ?  OF 065   *COLUMN: OFF




MEMO←


TO: All Personnel←
FROM: John Smith, Manager←
RE: Miscellaneous←

ffective on June 30, 1990, all outlets
of THE CLOTHING STORE chain will be
open from 10:00 am to 6:■entre City          (EDIT LINE)
Plaza store (only) will remain open on
Thursday nights until 9:00 pm. All
outlets will continue to be closed on
Sundays.←
←
```

When you depress [CTRL-X], the program will delete 40 characters of text (or 80 characters if you are in that mode) to the *right* or *below* the cursor, and the screen will look like this:

```
EDIT FILE

  *PAGE 001          *INSERT:  OFF
  *LINE  ?  OF 055   *BLOCK:   OFF
  *CHAR  ?  OF 065   *COLUMN: OFF



  MEMO←

  ←
  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←

  ←
  ffective on June 30, 1990, all outlets
  of THE CLOTHING STORE chain will be
  open from 10:00 am to 6:■remain open on        (EDIT LINE)
  Thursday nights until 9:00 pm. All
  outlets will continue to be closed on
  Sundays. ←

  ←
  Don't forget the annual company picnic
```

Take special care not to confuse this **DELETE LINE UP/DOWN** function with the **DELETE EDIT LINE** function we will be covering later in this lesson.

Destructive Cursor Movement — Word (Left/Right)

In order to delete one word to the left of the current cursor position, simply press [CTRL-A]. The program interprets a space as being the dividing point between two words. It will delete every character to the left between the current position and the next space it encounters. Therefore, if the cursor is in the middle of a word when you press [CTRL-A], it will delete part of that word (to the next space).

Give it a try. Press [CTRL-A] and see what happens. Your screen should look like this:

```
EDIT FILE

  *PAGE 001          *INSERT:  OFF
  *LINE  ?  OF 055   *BLOCK:   OFF
  *CHAR  ?  OF 065   *COLUMN: OFF




  MEMO←

  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←

  ffective on June 30, 1990, all outlets
  of THE CLOTHING STORE chain will be
  open from 10:00 am to■remain open on            (EDIT LINE)
  Thursday nights until 9:00 pm. All
  outlets will continue to be closed on
  Sundays.←

  Don't forget the annual company picnic
```

(Are your Printed Page Counters registering zeros? If so, press the "f1" function key!)

To achieve the deletion of a word to the right, move the cursor one character to the right using the [COM-D] command, and press [CTRL-F]. Your screen will look like this:

```
EDIT FILE

  *PAGE 001          *INSERT:  OFF
  *LINE  ?  OF 055   *BLOCK:   OFF
  *CHAR  ?  OF 065   *COLUMN: OFF




  MEMO←
  *
  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←
  *
  ffective on June 30, 1990, all outlets
  of THE CLOTHING STORE chain will be
  open from 10:00 am to■open on Thursday         (EDIT LINE)
  nights until 9:00 pm. All outlets
  will continue to be closed on Sundays.←
  *
  Don't forget the annual company picnic
  this Sunday, May 14th, at Rotary Park.
```

Be sure to note the relative location of the [CTRL-A] and [CTRL-F] keys. They sit to the left and right (respectively) of your single character deletion keys, [CTRL-S] and [CTRL-D].

Destructive Cursor Movement — Screen (Up/Down)

If you would like to erase everying you see *on the screen* above the current cursor location, press [CTRL-W]. Delete everything you see *on the screen* below the cursor by pressing [CTRL-Z]. Note that these functions closely emulate the commands in the NON-DESTRUCTIVE mode for moving the cursor one screen up and one screen down.

Press [CTRL-W]. Everything to the left and above the cursor will disappear, and the screen will look like this:

```
EDIT FILE

  *PAGE 001        *INSERT:  OFF
  *LINE  ?  OF 055 *BLOCK:   OFF
  *CHAR  ?  OF 065 *COLUMN: OFF




                                                        (EDIT LINE)
  ■pen on Thursday nights until 9:00 pm.
  All outlets will continue to be closed
  on Sundays. ←
  ←
  Don't forget the annual company picnic
  this Sunday, May 14th, at Rotary Park.
```

Do not press [CTRL-Z] at this time.

Destructive Cursor Movement — File (Beginning/End)

[CTRL-R] is a command which will delete all text from the current cursor location to the *beginning* of the FILE. [CTRL-C] is its accompanying command, and will delete all text to the *end* of the FILE when executed. THESE ARE SOME OF THE MOST DESTRUCTIVE OF THE CURSOR MOVEMENTS AT YOUR COMMAND, AND SHOULD BE USED SPARINGLY!

Because we have no text left from the cursor to the top of the screen (we deleted it in the last section), we cannot execute a [CTRL-R]. We can, however, delete everything to the end of the FILE by pressing [CTRL-C]. Give it a try at this time. When you finish, there should be absolutely no text on the screen.

This concludes the overview of the 10 commands in the circular area on the left side of the keyboard. In order to continue with the rest of this lesson, it is necessary for us to reload our "MEMO" FILE from the Data Diskette. Press [COM-Q] to return to the **MAIN MENU. DO NOT SAVE THE DOCUMENT WE HAVE BEEN EDITING.** Choose Option #3 (LOAD FILE). Load in our "MEMO" FILE once again, default to the format parameters inherent in the program, and this screen should appear:

```
EDIT FILE

  *PAGE 001          *INSERT:  OFF
  *LINE 001 OF 055   *BLOCK:   OFF
  *CHAR 001 OF 065   *COLUMN: OFF




  ■EMO←                                    (EDIT LINE)
  ←
  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←
  ←
```

Note that because you did not SAVE the edited version of our "MEMO" FILE, the original was still intact on the Data Diskette.

DESTRUCTIVE CURSOR MOVEMENTS — PAIRS

Destructive Cursor Movements — Sentence (Beginning/End)

There are eight more DESTRUCTIVE CURSOR MOVEMENT keys which you may use in conjunction with the MIRAGE CONCEPTS WORD PROCESSOR. Six are arranged in three pairs, and two work independently of all others.

In order to delete all text from the current cursor position to the *beginning* of the sentence, simply press [CTRL-J]. To delete all text from the current cursor position to the *end* of the sentence, press [CTRL-K]. Remember that the program sees a sentence as everything from one period (.) to the next period.

Move your cursor (using [COM-X] and [COM-D]) to the "T" in the word "Thursday" on the sixth line of paragraph #1 of our "MEMO". Press [CTRL-J]. When you do, the screen will look like this:

```
 EDIT FILE

  *PAGE 001          *INSERT:  OFF
  *LINE 009 OF 055   *BLOCK:   OFF
  *CHAR 016 OF 065   *COLUMN: OFF
 _____

 MEMO←
 ←
 TO: All Personnel←
 FROM: John Smith, Manager←
 RE: Miscellaneous←
 ←
 Effective on June 30, 1990, all outlets
 of THE CLOTHING STORE chain will be
 open from 10:00 am to 6:00 pm, Monday
 through Saturday■hursday nights until        (EDIT LINE)
 9:00 pm. All outlets will continue to
 be closed on Sundays.←
 ←
 Don't forget the annual company picnic
 this Sunday, May 14th, at Rotary Park.
```

Now press [CTRL-K] to delete all parts of the sentence to the right of the cursor location. Your screen will look like this when you are finished:

```
EDIT FILE

    *PAGE 001          *INSERT:  OFF
    *LINE  ? OF 055    *BLOCK:   OFF
    *CHAR  ? OF 065    *COLUMN: OFF



MEMO←
←
TO: All Personnel←
FROM: John Smith, Manager←
RE: Miscellaneous←
←
Effective on June 30, 1990, all outlets
of THE CLOTHING STORE chain will be
open from 10:00 am to 6:00 pm, Monday
through Saturday■All outlets will                    (EDIT LINE)
continue to be closed on Sundays.←
←
Don't forget the annual company picnic
this Sunday, May 14th, at Rotary Park.
Bring a bathing suit, some suntan
```

Note: The program interprets question marks (?), exclamation points (!), and carriage return symbols [CR] as identical to periods (.); e.g., if a sentence ends with one of these punctuation marks instead of a period, the program will delete the sentence to that point.

Destructive Cursor Movement — Edit Line (Beginning/End)

[CTRL-5] and [CTRL-6] are the commands which will delete text to the left and right (respectively) of the cursor on the EDIT LINE. Press [CTRL-6]. You will notice that the words "All outlets will" disappear from the screen. Push [CTRL-6] once again, and nothing happens. If the cursor is in the far right position when [CTRL-6] is depressed, there is nothing to delete. In the same manner, if the cursor is on the first character of the EDIT LINE and the [CTRL-5] function (delete EDIT LINE to the left) is attempted, it will not work.

Destructive Cursor Movement — Paragraph (Beginning/End)

Press [CTRL-I]. When you do, you will delete all text from the current cursor location to the *end* of the paragraph (defined as the next "hard" carriage return [CR]). Note that the remainder of our paragraph on store opening times has disappeared.

The other function of this pair, the [CTRL-U] function, deletes all sections of the paragraph coming *before* the current cursor location.

DESTRUCTIVE CURSOR MOVEMENTS — INDEPENDENT

Destructive Cursor Movement — Edit Line (All)

The next DESTRUCTIVE CURSOR MOVEMENT at your disposal in the WORD PROCESSOR program is the deletion of all text on the EDIT LINE. It makes no difference what position the cursor is in on the line. When you press [CTRL-Y], the whole line will disappear and the line of text below it will move up to fill the gap.

Give it a try. Press [CTRL-Y] a few times to get used to how it operates. This function will be one of the handiest at your disposal.

Destructive Cursor Movement — Text (All)

The most destructive command under your control in the EDIT FILE mode is the command to DELETE ALL TEXT. Because of this, safeguards have been built into the system to assure that you don't execute it accidentally.

This is the last function we will cover in this lesson, so let's DELETE ALL TEXT. The command to do so is [CTRL-P], a key far removed from the rest of the ones you've been using. Press [CTRL-P] at this time. The prompt area at the top of your screen will register this question: "THIS COMMAND WILL DELETE ALL TEXT IN THIS FILE. DO YOU WISH TO CONTINUE? Y (FOR YES) OR N (FOR NO)". Because we *do* want to DELETE ALL TEXT, press the "Y" and [CR] keys. The screen will completely clear any text.

You should not need to be reminded to be careful when executing this command. While very helpful in some circumstances, its use can be disasterous in others. Note: The execution of this command in no way effects the copy of the FILE on your Data Diskette *unless* you SAVE the empty FILE.

EXITING THE EDIT FILE MODE

There are 18 different DESTRUCTIVE CURSOR MOVEMENT commands written into the WORD PROCESSOR package. We have covered each one in detail during our presentation in this lesson. Please take note of the fact that there is a direct correlation between the functions of the keys used in the "COMMODORE" mode [COM], and the keys used in the "CONTROL" mode [CTRL]. The same keys move the cursor in a NON-DESTRUCTIVE or DESTRUCTIVE manner, depending upon which prefix key ([COM] or [CTRL]) is first depressed. It will be to your advantage to study this correlation carefully.

Press [COM-Q] and you will be returned to the program's MAIN MENU. DO NOT SAVE THIS EDITED VERSION OF OUR "MEMO" FILE! Choose Option #0 (QUIT) to leave the program. Note: If you intend to continue with LESSON FOUR, you do not need to QUIT the program; stay on the MAIN MENU!

SUMMARY

DESTRUCTIVE CURSOR MOVEMENTS were thoroughly covered in LESSON THREE. A breakdown of highlights includes:
  1) SINGLE-SPACE deletions (left/right)
  2) LINE deletion (up/down)
  3) Deleting a WORD (left/right)
  4) Deleting a SCREEN (up/down)
  5) The deletion of TEXT to beginning/end of the FILE
  6) SENTENCE deletions (beginning/end)
  7) Deletions to the beginning/end of the EDIT LINE
  8) PARAGRAPH deletions (beginning/end)
  9) The deletion of the entire EDIT LINE
  10) The complete deletion of ALL TEXT in the FILE

LESSON FOUR covers a number of MISCELLANEOUS FUNCTIONS which deal with the general use of the WORD PROCESSOR program. There you will find instructions for INDENTING PARAGRAPHS, CENTERING TEXT, INSERTING TEXT, and more.

LESSON FOUR
MISCELLANEOUS FUNCTIONS

Before beginning this lesson, you should have completed the first three lessons of the BEGINNING TUTORIAL. This chapter builds upon the concepts introduced in them.

In LESSON FOUR, we will cover a number of MISCELLANEOUS FUNCTIONS which deal with the general use of the WORD PRO-CESSOR program. We will begin with a review of the AUDIO FEED-BACK function, followed by the proper procedure for INDENTING PARAGRAPHS. CENTERING TEXT will be covered, as will the commands for INSERTING TEXT and BLANK SPACES into your documents. The lesson will conclude with the steps for setting and clearing TAB STOPS, and executing TAB movements.

It will be a good idea for you to have your QUICK REFERENCE COMMAND CHART near by as you proceed through LESSON FOUR.

STARTING UP

If you are continuing from LESSON THREE, skip this portion and move directly to the AUDIO FEEDBACK section. If you are just beginning this session, follow this procedure:
1) Load the MIRAGE WORD PROCESSOR program from the Program Diskette.
2) Choose the screen colors you desire.
3) Remove the Program Diskette and insert your Data Diskette.

If you have any problems with these three tasks, consult the loading procedure outlined in LESSON ONE.

4) Load our sample FILE called "MEMO" into the computer.
5) Move to the EDIT FILE mode by selecting Option #1 from the MAIN MENU.
6) We do *not* want to enter new Format Paramenters, so answer "N" (for NO) to the "default override" question.

When you want to leave the EDIT FILE mode, simply press [COM-Q].

This screen should be on the T.V. or monitor in front of you:

```
EDIT FILE

  *PAGE 001          *INSERT:  OFF
  *LINE  001 OF 055  *BLOCK:   OFF
  *CHAR 001 OF 065   *COLUMN: OFF
```

■EMO←   (EDIT LINE)

TO: All Personnel←
FROM: John Smith, Manager←
RE: Miscellaneous←
←

AUDIO FEEDBACK

The WORD PROCESSOR program has the ability to generate a "click" when any key is depressed and a "beep" when you reach a point ten spaces from the end of any given line. These features, further emulating the performance of a standard typewriter, may be activated (or cancelled) by depressing [COM-*] ("COMMODORE" key and asterisk). This function can be accomplished only in the EDIT FILE mode.

Press [COM-*] to activate the AUDIO FEEDBACK feature. Now type-in this heading *over* the word "MEMO" on your EDIT LINE: "IMPOR-TANT MESSAGE TO ALL EMPLOYEES" [CR]. You will hear a "click" upon the depression of each key. When you reach the letter "O" in "EMPLOYEES", you will hear a "beep" signalling that you are 10 characters from the end of your 65-character line.

If the AUDIO FEEDBACK you are receiving from the program is either too loud or too soft, simply adjust the volume on your T.V. set or monitor. Some monitors do not have built-in speakers. If this is true in your case, you will not be able to take advantage of this AUDIO FEEDBACK feature.

Leave the AUDIO FEEDBACK on if you desire, or turn it off by pressing [COM-*] once again.

INDENT PARAGRAPH

The MIRAGE WORD PROCESSOR program gives you the ability to INDENT a certain number of spaces at the beginning of a PARAGRAPH with a single keystroke command. This command is [CTRL-L], and it can come in very handy during the entry of your text.

If you recall from LESSON ONE, the program defaults to a 5-space indentation unless you override that parameter when you enter the EDIT FILE mode. In simple terms, this means that when you push [CTRL-L] with your cursor *on the first character of a Printed Page line,* the program will move the cursor 5 spaces to the right *automatically.* If there was text on the line already, the text will be moved over and the rest of the paragraph will be reformed.

IF THE CURSOR IS ON ANY OTHER THAN THE FIRST CHARACTER OF A *PRINTED PAGE LINE* WHEN YOU PUSH [CTRL-L], THIS FEATURE WILL NOT WORK.

If 5 characters is not the number of indent spaces you desire, you may override the system parameters when you enter the EDIT FILE mode. For the proper procedure to accomplish this, consult the "Setting Format Parameters" section of LESSON ONE.

Move your cursor to the "T" in "TO" on the third line of our sample FILE. Press [CTRL-L]. The text will be INDENTED 5 spaces and the screen will look like this:

```
┌─────────────────────────────────────────────────┐
│ EDIT FILE                                        │
│                                                  │
│    *PAGE 001         *INSERT:  OFF               │
│    *LINE  ?          *BLOCK:   OFF               │
│    *CHAR  ?          *COLUMN: OFF                 │
│                                                  │
├─────────────────────────────────────────────────┤
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│ IMPORTANT MESSAGE TO ALL EMPLOYEES←              │
│ ←                                                │
│           ■O: All Personnel←          (EDIT LINE)│
│ FROM: John Smith, Manager←                       │
│ RE: Miscellaneous←                               │
│ ←                                                │
│ Effective on June 30, 1990, all outlets          │
│ of THE CLOTHING STORE chain will be              │
└─────────────────────────────────────────────────┘
```

CENTER TEXT

You may automatically CENTER any portion of a *Printed Page* line of TEXT with a single command from the keyboard of your Commodore computer using this WORD PROCESSING package. This eliminates the time-consuming guess work of performing this function on your own.

The command to CENTER TEXT is [CTRL-:], which is a combination of the "CONTROL" and colon (:) keys. When this function is executed, all text from the cursor to the beginning of the *printed Page* line will be CENTERED. It may not appear so on the screen, because the text is being CENTERED on what will eventually become the *Printed Page.*

To CENTER TEXT, position the cursor on top of the last character (or the space immediately to the right of the last character) of the word or phrase to be CENTERED. With the cursor in place, press [CTRL-:]. The text will be automatically CENTERED on the *Printed Page* according to the format parameters you are working under.

Give it a try! Move the cursor to the last "s" in "Miscellaneous" on the fifth line of the FILE. Press [CTRL-:]. The phrase "RE: Miscellaneous" will move to this position on the screen:

```
EDIT FILE

  *PAGE 001        *INSERT:  OFF
  *LINE   ?  OF 055  *BLOCK:   OFF
  *CHAR  ?  OF 065  *COLUMN: OFF




  IMPORTANT MESSAGE TO ALL EMPLOYEES←
  ↓
              TO: All Personnel←
  FROM: John Smith, Manager←
  ▮                    RE:                    (EDIT LINE)
  Miscellaneous←
  ↓
  Effective on June 30, 1990, all outlets of THE CLOTHING
  STORE chain will be open from 10:00am to 6:00pm, Monday
```

It is quite obvious that the phrase is *not* in the middle of the screen *as you see it*. Remember, it has been CENTERED in the middle of a 65 character line, formatted on the *Printed Page*.

Toggle to the 80 column mode using the [f8] key. The format of the text in this mode simulates that of the Printed Page (in this case). Note that the phrase "RE: Miscellaneous" has been centered within the 65 character format.

Return to the 40 column mode by pressing [f8].

There are some important points which must be covered here in relation to CENTERING TEXT:

1) In order to CENTER TEXT, you *must* position the cursor on top of the last character (or the space immediately to the right of the last character) of the word or phrase to be CENTERED. If the cursor is placed two (or more) characters to the right of the word, the program will consider the intermediate space(s) as part of the text to be centered and produce unsatisfactory results.
2) If the character immediately following the word or phrase to be CENTERED is a "hard" Carriage Return symbol [CR], you *may* place the cursor on it and continue the execution of the function.
3) If the word or phrase to be CENTERED is followed by text *on the same Printed Page line*, the word or phrase will be CENTERED and the rest of the text will follow right after it.

The CENTER TEXT function is a simple one to execute, and continued use of the program will clear up any questions you have about its operation.

REPLACE TEXT

The two functions which will come in the handiest when editing your text are REPLACE TEXT and INSERT TEXT. Please study this section and the next section carefully before you continue with the remainder of the LESSON.

If you would like to REPLACE any of the text you have entered with a new set of characters, simply move the cursor to the correct position and type over them. This is called the REPLACE MODE, and is the mode to which you automatically default when you enter the EDIT FILE section of the program.

Suppose all outlets of THE CLOTHING STORE chain were going to change their hours beginning on *June* 30th instead of *July* 30th. All you need to do is move the cursor to the word "July" (in the first full paragraph of our text) and REPLACE it with the word "June". Give it a try.

Before:

Effective on ■uly 30, 1990, all outlets	(EDIT LINE)

After:

Effective on June■30, 1990, all outlets	(EDIT LINE)

Now suppose you want to change the words "Centre City Plaza" to simply "downtown". This is a little more complicated because there are more letters in the original than in the replacement.

Move the cursor to the "C" in "Centre", and type in "downtown". Your EDIT LINE will look like this:

through Saturday. The downtown■ty	(EDIT LINE)

Using the **DESTRUCTIVE CURSOR MOVEMENTS** you learned in **LESSON THREE**, press [CTRL-D] (delete character right) three times, and [CTRL-F] (delete word right) once, and the problem is solved. Note that when you deleted the characters, the rest of the text was automatically reformatted. Your **EDIT LINE** should now look like this:

through Saturday. The downtown■Plaza	(EDIT LINE)

Consider this problem: Suppose that you want to **REPLACE** a section of text with a new set which is larger than the original section. Is it necessary to re-type the entire paragraph? The answer is "NO", and the technique for doing so is covered in the section on **INSERTING TEXT** which follows.

INSERTING TEXT

This word processor gives you the option of literally **REPLACING TEXT** with new copy (covered above), or **INSERTING TEXT** into any location of the document you are working on. At any given time, you are working in either the **REPLACE TEXT** mode (default) or the **INSERT TEXT** mode.

Look at the Prompt Area in the top portion of your display screen. At the top of the right column is a prompt which indicates at all times whether you are in the INSERT mode or the REPLACE mode. If the prompt reads "INSERT: OFF", you are in the REPLACE mode. If it reads "INSERT: ON", you are in the INSERT mode.

When you first enter the EDIT FILE section, the INSERT mode will *always* be "OFF". In the above section of the manual on REPLACING TEXT, we were able to directly type over and REPLACE existing text, because when we entered the EDIT FILE section of the program the IN-SERT mode was automatically "OFF".

If you would like to move to the INSERT mode, simply hold down the "SHIFT" key and press "INSERT" (INST). The "INSERT" key is the first key on the right side of the top row. Pressing [SHIFT-INST] once again will return you to the REPLACE mode ("INSERT: OFF").

"Toggle" back and forth from REPLACE to INSERT mode a number of times. Notice that as you do, the prompt changes from "OFF" to "ON" and vice-versa. Leave the prompt in the "ON" position.

Let's try INSERTING some text into our document. Move the cursor over the "b" in the word "bathing" on the third line of the second full paragraph of our FILE. The prompt line will look like this:

Bring a ■athing suit, some suntan   (EDIT LINE)

We are going to INSERT the phrase "main dish, " into the "MEMO" at precisely this point. With the INSERT mode "ON" (check the Prompt), type-in "main dish, " (don't forget the comma and the space). The text will scroll to the right, and the EDIT LINE will change to:

Bring a main dish, ■athing suit, some   (EDIT LINE)

WHEN YOU INSERT TEXT INTO A DOCUMENT, THE DOCUMENT WILL AUTOMATICALLY BE REFORMED FROM THAT POINT ON WHEN YOU TURN THE INSERT MODE OFF—no intervention is needed on your part.

For many operations, a combination of work in the REPLACE and IN-SERT modes will be handy. If you would like to change "dish" to "course", the most convenient way would be to REPLACE "dish" with "cour", move to the INSERT mode, and finish typing-in the "se". These short-cuts will become second nature as you use the program more and more.

Inserting Spaces

There are some times when it will be to your advantage to INSERT SPACES into the text of your document. The WORD PROCESSOR program allows you to INSERT 40, 80, or 160 spaces with single keystroke commands. They are:
[SHIFT-@] = INSERT 40 spaces
[SHIFT-*] = INSERT 80 spaces
[SHIFT-UP ARROW = INSERT 160 spaces

Move the cursor to the beginning of the last sentence in the second full paragraph of our "MEMO" FILE. The sentence reads "There is no cost - its all on us!". Push [SHIFT-@]. Note that 40 spaces have been INSERTED into the document and the remaining text has been reformatted to accomodate the change. You could, if you desired, type a new sentence into the space that has been vacated.

TAB MOVEMENT

The feature of this word processing system which most closely resembles that of a standard typewriter is the TAB function. With TAB, you can move the cursor forward or backward to one or more predetermined column settings on the *Printed Page* being formatted. For instance, if you were entering three columns of figures on the screen beginning at positions #20, #40, and #60, you could set TABS there and access those positions with simple single keystroke commands instead of "spacing over" to each one.

There are five (5) commands used in relation to the TAB function.
They are:
1) Set TAB STOP = [COM-PLUS SIGN]
2) TAB Forward = [SHIFT-PLUS SIGN]
3) TAB Backward = [SHIFT-MINUS SIGN]
4) Clear Single TAB = [COM-MINUS SIGN]
5) Clear All TABS = [COM-POUND SIGN]

We will cover each command in the order they appear above.

Set TAB Stop

If you would like to set a TAB STOP (the place the cursor will move
to when the TAB function is executed), move the cursor to the position
you desire and press [COM-PLUS SIGN]. You may set as many TAB
STOPS as you wish, providing the number does not exceed that of the
Printed Page line you defined when entering the EDIT FILE mode. The
easiest way to locate the correct position for a TAB STOP placement
is to note the LINE # on the Printed Page prompt at the top of the screen.

For example, place the cursor on the first character of the third
paragraph of our text. To place a TAB STOP at the tenth (10th) column
of your document, move the cursor to that position using the [COM-D]
key (note the counter!), and press [COM-PLUS]. Now place a TAB
STOP at positions #20 and #30 using these same commands.

TAB Forward

The command to move the cursor *forward* to the next TAB STOP is
[SHIFT-PLUS SIGN]. If no TAB STOPS have been established to the
right of the current cursor location and [SHIFT-PLUS SIGN] is de-
pressed, the cursor *will not move*. Also note that the cursor cannot be
moved using the TAB function past the end of any given Printed Page
line.

Let's check the TAB STOPS we set earlier in this TAB section. Move
the cursor to the beginning of the third paragraph once again (use the
[COM-A] command). Now press [SHIFT-PLUS SIGN], the TAB forward
command. Provided you set the TAB STOP properly, your EDIT LINE
should look like this:

| Congratul■tions to Mary Jones of our | (EDIT LINE) |

Press [SHIFT-PLUS SIGN] once again, and the cursor will move to this position:

| Congratulations to ■ary Jones of our | (EDIT LINE) |

Now press [SHIFT-PLUS SIGN] one last time. The cursor will move to column #30:

| Congratulations to Mary Jones■of our | (EDIT LINE) |

Note that all TAB movements are NON-DESTRUCTIVE in nature; e.g., they do not delete or move text in any way when executed. Also note that the status of the INSERT MODE has no effect on TAB function.

TAB Backward

The command to move the cursor *backward* to a previous TAB STOP is [SHIFT-MINUS SIGN]. If no TAB STOPS have been established to the left of the current cursor position and [SHIFT-MINUS SIGN] is depressed, the cursor *will not move.* Also note that the cursor cannot be moved using the TAB function to any previous Printed Page line.

Press [SHIFT-MINUS SIGN] at this time. The cursor will move *back* to the TAB STOP you set at column #20 of this Printed Page Line. The EDIT LINE should look like this:

| Congratulations to ■ary Jones of our | (EDIT LINE) |

Press [SHIFT-MINUS SIGN] once again. The cursor will move to the TAB STOP at column #10.

| Congratul■tions to Mary Jones of our | (EDIT LINE) |

Press [SHIFT-MINUS SIGN] one last time. The cursor remained stationary because the program looked for, but did not find, a TAB STOP from that point to the beginning of the Printed Page line.

Clear Single Tab

All TAB STOPS will remain in place until the EDIT FILE mode is exited or they are physically removed. There are two ways to accomplish this task. One will CLEAR a SINGLE TAB STOP, and the other will CLEAR ALL TAB STOPS.

In order to CLEAR a SINGLE TAB STOP, TAB to the STOP you wish to delete (using the [SHIFT-PLUS SIGN] or [SHIFT-MINUS SIGN] commands), and press [COM-MINUS SIGN]. This is an easy command to remember if you note that [COM-PLUS SIGN] SETS a single TAB STOP and [COM-MINUS SIGN] CLEARS a SINGLE TAB STOP.

Your cursor should be on the first TAB STOP (column #10) we set in this lesson. Let's CLEAR that STOP. Press [COM-MINUS SIGN]. The TAB STOP has been eliminated. To check your work, move the cursor a few spaces to the *left* with the [COM-S] command, then press [SHIFT-PLUS SIGN]. This will move the cursor to the next TAB STOP which is now at column #20.

Congratulations to ■ary Jones of our	(EDIT LINE)

There is no longer a TAB STOP at column #10.

Clear all TABS

To CLEAR ALL TAB STOPS currently in use with a given FILE, simply press [COM-POUND SIGN]. The cursor may be at *any* position on the screen when you do so.

There are two remaining TAB STOPS in our sample FILE called "MEMO". One STOP is at position #20, and the other is at position #30. Let's CLEAR both of them with this single keystroke command.

Press [COM-POUND SIGN]. Don't worry about where the cursor is; it makes no difference. Now press either the [SHIFT-PLUS SIGN] (TAB forward) or [SHIFT-MINUS SIGN] commands. The cursor *will not move* because we have CLEARED ALL of the TAB STOPS.

EXITING THE EDIT FILE MODE

This brings to a conclusion a lesson which includes an overview of some of the most useful functions at your command in the MIRAGE CONCEPTS WORD PROCESSOR. These are commands which you *must* be very familiar with if you are to operate the program successfully in the future. Please review this lesson carefully and mark it for future reference.

You may EXIT the EDIT FILE MODE by pressing [COM-Q]. If you wish to continue with LESSON FIVE, leave the MAIN MENU on the screen and proceed. If this marks the end of this session, choose Option #0 (QUIT), and you will be returned to the Commodore 64's immediate programming mode. In either case, DO NOT SAVE THE EDITED VERSION OF THE "MEMO" FILE we have been working with.

SUMMARY

A number of MISCELLANEOUS FUNCTIONS were covered in LESSON FOUR. These included:
1) The implementation of the AUDIO FEEDBACK feature
2) The proper procedure for INDENTING PARAGRAPHS
3) How to CENTER TEXT
4) How to REPLACE characters by writing over existing text
5) The INSERT TEXT and INSERT BLANK SPACES functions
6) The miscellaneous TAB features
                    *Set TAB STOP
                    *TAB Forward
                    *TAB Backward
                    *Clear Single TAB STOP
                    *Clear All TAB STOPS

LESSON FIVE will give you the basic instructions you'll need to produce a "hard copy" PRINTED version of our "MEMO" file.

LESSON FIVE
BASIC PRINT FUNCTIONS

This is **LESSON FIVE**, the last section of the five chapter **BEGINNING TUTORIAL**. It covers the final commands necessary for you to PRINT a "hard copy" of the document you've been working on. The term "hard copy" refers to the fact that the version of the document which is produced can be physically removed from the computer system. "Soft Copy" reproductions are what you see on the T.V. or monitor in front of you.

We have chosen to divide the material on PRINT functions into four distinct lessons — one in the BEGINNING TUTORIAL (LESSON FIVE), and three in the ADVANCED (LESSONS NINE, TEN, and ELEVEN). In this session, our main tasks will be to cover the correct procedures for ENTERING the PRINT FILE mode (Option #8), SETTING the FORMAT PARAMETERS, physically PRINTING THE DOCUMENT, and EXITING the PRINT FILE mode. Please note that these are BASIC PRINT FUNCTIONS. This lesson will *not* give you the tools for producing special effects such as underlining, vertical & horizontal tabbing, alternate character fonts, superscript/subscripts, etc.

Those of you with more complicated demands such as these will want to carefully study LESSONS NINE through ELEVEN. LESSON NINE, on PRINT COMMAND FILES, will pick-up where this lesson leaves off. You will be briefed on how to create the special effects referred to above, within the text of your documents. LESSON TEN teaches you how to use special ADVANCED PRINT routines for producing documents with headers, footnotes, page numbers, etc. LESSON ELEVEN carefully details the steps you must follow to MERGE information from a DATABASE into the body of your documents.

We are assuming here that you have completed your study of the first four lessons of this BEGINNING TUTORIAL. We also assume that you have a printer properly interfaced to your Commodore 64 computer. The WORD PROCESSOR package has been designed to work with Commodore's 1525 and 1526 printers. If you do not own either of these two models, the printer/interface combination you are using *must* emulate exactly one of these two machines.

STARTING UP

If you are continuing from LESSON FOUR, move directly to the section on ENTERING THE PRINT FILE MODE. If you are just beginning this session, follow this procedure.

1) Load the MIRAGE WORD PROCESSOR program from the Program Diskette.
2) Choose the screen colors you desire.
3) Remove the Program Diskette and insert your Data Diskette.

If you have any problems with these three tasks, consult the loading procedure outlined in LESSON ONE. THIS IS THE LAST TIME YOU WILL BE INSTRUCTED ON THE PROPER PROCEDURE FOR ENTERING THE PROGRAM. All lessons of the ADVANCED TUTORIAL will begin from the WORD PROCESSOR'S MAIN MENU. It is also the last time you will be reminded to press [COM-Q] when you want to leave any of the system's various modes.

ENTERING THE PRINT FILE MODE

The program's MAIN MENU should be on the screen in front of you.

TUTORIAL   LESSON FIVE

```
MIRAGE WORD PROCESSOR — MAIN MENU
     1) EDIT FILE          6) FORMAT DISK
     2) SAVE FILE          7) DIRECTORY
     3) LOAD FILE          8) PRINT FILE
     4) MERGE FILES        9) ADVANCED PRINT
     5) DELETE FILE        0) QUIT
ENTER YOUR CHOICE (0-9) ■
```

Before entering the **PRINT FILE** mode, you must first load a **FILE** into the **WORD PROCESSOR** Program. You may do so by choosing Option #3 (**LOAD FILE**) from the **MAIN MENU**. Press #3, and this screen will appear:

```
LOAD FILE
  *ENTER FILE NAME
  *10 CHARACTERS MAXIMUM
  *[RETURN] = FINISHED
  *[COM-Q] = QUIT

ENTER FILE NAME ■
```

We are going to **LOAD** the **FILE** we have been using throughout this **BEGINNING TUTORIAL**, so type-in "MEMO" (without the quotation marks), and press [CR]. Your "MEMO" **FILE** will **LOAD** into the computer, and you will be returned to the **MAIN MENU**. From there, choose Option #8 (**PRINT FILE**)

SETTING FORMAT PARAMETERS

In **LESSON ONE**, you were taught that the Format Parameters you established when you first entered the **EDIT FILE** mode would remain "active" until you loaded another file or exited the system completely. Therefore, if you move *directly* from the **EDIT FILE** mode to the **PRINT FILE** mode, the Format Parameters registered in the Prompt Area will read exactly the same in respect to number of characters/line and lines/page.

If you *do not* enter the **PRINT FILE** mode directly from the **EDIT FILE** mode, the Format Parameters under which you entered your document *will not be transferred.*

Keep this in mind: Format Parameters *are not stored* on your Data Diskette along with the text of your document. The text is stored in *Sequential Order*, and no regard is paid to the number of characters comprising a line, and the number of lines comprising a page.

This screen should now be on the T.V. or monitor in front of you:

```
PRINT FILE
   *LINES PER PAGE: 055
   *CHARACTERS PER LINE: 065
   *LEFT MARGIN: 007
   *RIGHT JUSTIFY: NO
   *PAUSE BETWEEN PAGES: NO
   *SECONDARY ADDRESS: 007
   *PRINTER COMMAND FILE NAME: NONE
   *COMMODORE 1526 PRINTER: NO
CHANGES?■
```
```
ENTER Y (FOR YES) OR N (FOR NO)
```

If we were entering the **PRINT FILE** mode directly from the **EDIT FILE** and were working under Format Parameters other than the ones defaulted to, they would be reflected in the numbers in the Prompt Area. We are *not* coming directly from the **EDIT FILE** mode, so the program is registering the standard default Format Parameters.

You may choose to **PRINT** according to this set of pre-determined **PRINT** Format Parameters, or enter a new set of these Parameters customized to suit your particular need or purpose.

In setting default parameters, we are assuming that in most cases your work will be printed on standard 8.5″ X 11″ single-sheet or form-fed paper. With this thought in mind, these are the Print Format Parameters the system will default to at PRINT time unless you override them:

*LINES PER PAGE: 055
*CHARACTERS PER LINE: 065
*LEFT MARGIN: 007
*RIGHT JUSTIFY: NO
*PAUSE BETWEEN PAGES: NO
*SECONDARY ADDRESS: 7
*PRINTER COMMAND FILE NAME: NONE
*COMMODORE 1526 PRINTER: NO

Let's look at each category closely in order to make you aware of the guidelines you must work within.

*LINES PER PAGE — The number in this classification must be between 1 and 255. The standard for an 8.5″ X 11″ sheet of paper is 55 lines. You can fit up to 66 lines on the page, but the 55 number allows for margins at the top and bottom.

*CHARACTERS PER LINE — Any number between 1 and 255 is also valid in this section. We have chosen to default to 65 with the thought that most of our users are working with machines which print no more than 80 characters/line. 65 characters on an 8.5″ wide sheet of paper will give you margins on the right and left of 7 and 8 characters. If you have a printer which has a wider carriage, or if you are working with a compressed typestyle, you will want to adjust accordingly.

*LEFT MARGIN — This must be any number less than the number of CHARACTERS PER LINE your printer *will* print, *minus* the number of CHARACTERS PER LINE you've chosen *to* print. For example, if you have an 80 column printer, and are printing 65 characters per line, the LEFT MARGIN must be less than 15 $(80 - 65 = 15)$.

*RIGHT JUSTIFY — This program has the ability to line up the last character in each line to form a column on the right hand side of your text. This is called "RIGHT JUSTIFICATION", and it's accomplished by inserting the appropriate number of spaces between words in the line to make the ends come out even. The program will not RIGHT JUSTIFY unless you override this default parameter. (Note: If your printer is capable of spacing proportionally, this will be covered in LESSON NINE.)

*PAUSE BETWEEN PAGES — Your documents will be printed on either single-sheet or form-fed (tractor) paper. If you are using single-sheets, and your document is over one page long, you will need to have the printer PAUSE between pages for you to remove the old sheet and insert a new one. The default position is "NO" for "NO PAUSE".

*SECONDARY ADDRESS — A SECONDARY ADDRESS is a signal sent to the printer (or interface) which is used, in this case, to specify which print mode you wish to work in. Depending upon which printer/interface you are using, this number will determine whether or not there is an automatic line feed, whether you are in upper, lower, upper and lower, or graphics modes, etc. It is important for you to study your printer and/or interface manual carefully to determine the correct SECONDARY ADDRESS for your particular configuration. This program defaults to a SECONDARY ADDRESS of "7". This is the appropriate ADDRESS for Commodore 1525 and 1526 printers (among others).

*PRINTER COMMAND FILE — In order to use special effects such as underlining, vertical and horizontal tabs, alternate typestyles, doublestrike, superscript and subscript, etc., you will be using a PRINTER COMMAND FILE. Creating (or simply loading) such a FILE is covered in LESSON NINE. A PRINTER COMMAND FILE contains certain codes which will notify your particular printer when to turn these functions on and off. If no PRINTER COMMAND FILE is loaded at this time, there is no way your document will be able to contain any of these special effects.

*COMMODORE 1526 PRINTER — THE COMMODORE 1526 PRINTER uses a slightly interface code than the rest of Commodore's machines. If you are using a 1526, you must override the default parameter of "NO" and enter "YES" at this point.

If you would like to change any of the PRINT Format Parameters, simply press "Y" (for "YES"). The program will allow you to alter them one-by-one. You must stay within the guidelines deliniated in the section above. We do not want to alter any of the parameters at this time, so press "N" (for "NO"). This screen will appear.

```
PRINT FILE
  *ADJUST THE PRINTER
  *[RETURN] = READY
  *[COM-Q] = QUIT

PRESS [RETURN] WHEN READY
```

PRINTING THE DOCUMENT

With all of the format details taken care of, we can move directly to the object of this entire exercise — the actual PRINTING of our DOCUMENT. It is actually simple to do from this point.

Position the paper in your printer. If you are using form-fed tractor paper, position the head of the printer approximately one inch below the perforation. Don't worry about the horizontal location of the head. For single-sheet use, you should also place the head one inch form the top, but you'll have to experiment with horizontal positioning. Each printer has its own distinctive personality, and you must learn how to live within its limitations.

Press [CR] when you are finished. Your printer will start to work and this screen will appear:

```
PRINT FILE
  *PRINTER IN OPERATION
  *[P] = PAUSE
  *[COM-Q] = QUIT
```
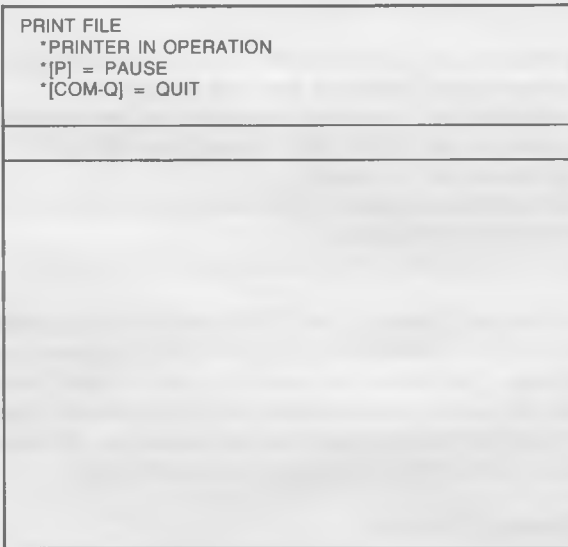
Pause During Print

If you would like to **PAUSE** during the **PRINT** cycle, simply press "P" (for **PAUSE**). Press it only once. The printer will finish printing the line it is working on and then stop. If you would like to begin printing again from the point you left off, press "P" once again.

If the printer is still operating, press "P" to **PAUSE**. To resume, press "P" once again.

Quit During Print

If you decide you do not want to finish the full print cycle, press [COM-Q]. This will stop your printer at the end of the line it is working on and return you to the program's **MAIN MENU**. DO NOT DO SO AT THIS TIME!

Printer Problems

If you pressed [CR] and nothing happened, or if the printer is not printing correctly, here are *some* of the problems which could have occurred:

1) The printer is not plugged into an electrical socket.
2) The printer is not plugged into the computer.
3) The printer is not properly interfaced to the computer.
4) The printer is not "ON LINE" (check the "SELECT" switch).
5) The printer is out of paper.
6) The DIP switches on your printer are not set properly (consult your printer's Owner's Manual).
7) You are sending the printer the wrong **SECONDARY ADDRESS**.

Some of these problems can be corrected with the material you will be taught in **LESSONS NINE** through **ELEVEN**. You may want to move directly to those chapters at this point in order to get these problems taken care of. If you are not satisfied with your system's performance, consult your local computer dealer or software store. If they can't help, call **MIRAGE CONCEPTS'** Customer Support Line.

Another Printing Example

Before we finish up this lesson, let's print-out one more version of our "MEMO" FILE. From the **MAIN MENU**, select Option #8 (PRINT FILE) once again. The Format Parameters screen will appear, and you will be asked if you want to override the default values. This time we *will* change the Format Parameters, so answer "Y" (for "YES").

Enter these values:

*LINES PER PAGE: 030
*CHARACTERS PER LINE: 050
*LEFT MARGIN: 015
*RIGHT JUSTIFY: YES
*PAUSE BETWEEN PAGES: YES
*SECONDARY ADDRESS: 007
*PRINTER COMMAND FILE: NONE
*COMMODORE 1526 PRINTER: NO

You are telling the program to place only 30 lines on each page, with 50 characters on each line instead of 65. The left margin will be moved in 8 spaces to 15, and the right column will be justified. Also note that a pause will be generated between pages in order that you might change pieces of paper. You are not altering the last three values in any manner.

This screen should be on the T.V. or monitor in front of you:

```
PRINT FILE
  *ADJUST THE PRINTER
  *[RETURN] = READY
  *[COM-Q] = QUIT

PRINTER [CR] WHEN READY




```

We will assume that you are using single-sheet paper. You may position the head of the printer on any line of the page you desire, just as long as there are 35 lines or so between the head and the bottom of the page. The program is going to print 30 lines of text, issue the proper number of carriage returns [CR] to move it to the same starting point on Page Two, wait for your signal to continue, and print the remainder of the "MEMO".

As soon as you are sure that your printer is set-up properly, press [CR]. The printer will once again spring into action. This time, however, the format of our "MEMO" FILE on the page is markedly different. The screen is the same as before, until the point where the printer stops, waiting for you to change sheets of paper. It will look like this:

```
PRINT FILE
  *CHANGE SHEETS OF PAPER
  *[RETURN] = READY
  *[COM-Q] = QUIT

PRESS [RETURN] WHEN READY
```

Take out the first sheet of paper and insert a new one. Move it to the exact line you want it to begin printing on and press [CR]. Do not expect the program to generate any more line spaces before printing. It will not.

You may place headings, footnotes, page numbers, etc., on these pages by accessing the ADVANCED PRINT FUNCTIONS outlined in LESSON NINE.

EXITING THE PRINT FILE MODE

When the printer has printed the last character of the FILE, you will EXIT THE PRINT FILE MODE and be returned to the program's MAIN MENU. Note that there is no way to SAVE the Format Parameters you registered when you entered the PRINT MODE. They must be re-entered with each runoff.

From the MAIN MENU, choose Option #0 (QUIT), or stay right where you are to begin the ADVANCED TUTORIAL. Before you do, however, make sure you are very familiar with all of the functions covered in BEGINNING TUTORIAL LESSONS ONE through FIVE. They form the foundation for all that is to come.

SUMMARY

LESSON FIVE, the final lesson of the BEGINNING TUTORIAL, covered all of the BASIC PRINT FUNCTIONS. In it, you learned how to:
1) Enter the PRINT FILE mode.
2) Set FORMAT PARAMETERS.
3) PRINT your DOCUMENT.
4) PAUSE during PRINT.
5) QUIT during PRINT.
6) TROUBLESHOOT printer problems.
7) EXIT the PRINT FILE mode.

In LESSON SIX of the ADVANCED TUTORIAL you will learn how to SEARCH for certain words or key phrases within your text and REPLACE them with new copy.

ADVANCED TUTORIAL

Welcome to the ADVANCED TUTORIAL! With this section of the User's Guide we assume that you are familiar, and have worked extensively with all of the functions detailed in the BEGINNING TUTORIAL (LESSONS ONE to FIVE). Do not attempt to proceed with the ADVANCED TUTORIAL until you have mastered the material covered in the first five lessons.

Here in the ADVANCED TUTORIAL we will cover commands that will enable you to define a portion of your document as a BLOCK and manipulate that BLOCK in a number of different ways (print, indent, move, copy, etc.). The same functions will also be reviewed as they pertain to COLUMNS of numbers or text within your document. From there, we will cover all of the features of the GLOBAL SEARCH AND REPLACE function which is under your command in the MIRAGE WORD PROCESSOR. LESSONS NINE, TEN, and ELEVEN pick up where LESSON FIVE left off in regard to PRINT FUNCTIONS, giving you all of the advanced capabilities of the system. The ADVANCED TUTORIAL concludes with an overview of some of the commands available to you from the MAIN MENU which are not covered in any other portion of this User's Guide.

Each of the five lessons will begin with the following assumptions:
1) You have completed all prior lessons.
2) The MWP program has been loaded properly.
3) A formatted Data Diskette containing our tutorial files has been inserted.
4) The MAIN MENU is on the screen.

You will not always be prompted to press the RETURN [CR] key to enter commands, and the procedure for EXITING the system will not be outlined. You should be well familiar with those functions by this time.

Continue with the ADVANCED TUTORIAL, and GOOD LUCK!

LESSON SIX
BLOCK FUNCTIONS

LESSON SIX deals with the BLOCK FUNCTIONS which are at your command when using the MIRAGE WORD PROCESSOR. A "BLOCK" is any consecutive portion of your document from a single character to the entire FILE. Once a BLOCK has been defined (beginning and end points have been established), you may copy or move it to another section of the document, save it to a new file, print it, indent it, or delete it entirely.

For example, if a certain paragraph or phrase appears a number of different times in a document, that paragraph may be defined as a BLOCK and just copied over and over as the need arises. If that BLOCK is to appear in a *completely different* document, it may be saved on your Data Diskette and loaded into the new document at the appropriate point.

As you can imagine, the BLOCK FUNCTIONS of the WORD PRO-CESSOR are some of the most useful tools which are placed at your disposal.

STARTING UP

In all five of the ADVANCED TUTORIAL lessons, we are assuming that you have properly loaded the program, removed the Program Diskette and replaced it with your Data Diskette, and now have the MAIN MENU on the screen in front of you.

Before we can begin showing you how to execute the various BLOCK FUNCTIONS, it is necessary for you to load a FILE from your Data Diskette. Let's use the same one we did in the BEGINNING TUTORIAL. If you recall,, we named it "MEMO", and you can select it by choosing Option #3 (LOAD FILE) from the MAIN MENU. Now type in the name "MEMO" (without the quotation marks) as the FILE you wish to use. We will default to the inherent system parameters, so answer N (for NO) to the question asking if you'd like to make any changes. This screen will appear:

```
┌─────────────────────────────────────────────────────┐
│  EDIT FILE                      ▾                     │
│                                                       │
│     *PAGE 001        *INSERT:  OFF                    │
│     *LINE  001 OF 055 *BLOCK:   OFF                   │
│     *CHAR 001 OF 065 *COLUMN: OFF                     │
│  ─────────────────────────────────────────────────   │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│  ■EMO←                              (EDIT LINE)       │
│  ┬                                                    │
│  TO: All Personnel←                                   │
│  FROM: John Smith, Manager←                           │
│  RE: Miscellaneous←                                   │
│  ┬─                                                   │
└─────────────────────────────────────────────────────┘
```

With our tutorial file called "MEMO" loaded into the computer, we can begin the section on BLOCK FUNCTIONS.

DEFINING A BLOCK

Before you can copy, move, delete, save, insert, print, or indent a BLOCK, you must define the beginning and end of the text you want to include in it. The commands are simple. The [f5] Function Key is used to mark the beginning of a BLOCK, and the [f7] Function Key is used to mark the end of a BLOCK. It makes no difference what comes between these two points (letters, numbers, or blank spaces) — they all become part of the BLOCK.

You may only have one BLOCK or COLUMN defined within your FILE at any given time (COLUMNS are covered in LESSON SEVEN). Unless you clear an "active" BLOCK or COLUMN, you will not be allowed to define a new one. You may tell whether a BLOCK or COLUMN is "active" by looking at the appropriate prompts at the top of your screen. If either reads "ON", then a BLOCK or COLUMN has been defined somewhere in your document.

We are going to define the first full paragraph of our "MEMO" as a BLOCK. Move your cursor to the first character of that paragraph. The screen should look like this:

```
EDIT FILE

  *PAGE 001         *INSERT:  OFF
  *LINE   ? OF 055  *BLOCK:   OFF
  *CHAR  ? OF 065   *COLUMN: OFF



  MEMO←
  ←
  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←
  ←
  ■ffective on June 30, 1990, all outlets        (EDIT LINE)
  of THE CLOTHING STORE chain will be
  open from 10:00 am to 6:00 pm, Monday
  through Saturday. The Centre City
  Plaza Store (only) will remain open on
  Thursday nights until 9:00pm. All
```

With cursor on the letter "E" of the word "Effective", press the [f5] Function Key to mark this point as the beginning of our new BLOCK. Note that the "E" is now highlighted, indicating precisely where the starting point of the BLOCK has been established. You could have placed the cursor on the blank line above the word "Effective" and pressed [f5], but the *spaces* between the cursor and the beginning of the paragraph would have been included in the new BLOCK.

Now move the cursor to the period (.) after the last sentence of this same paragraph (following the word "Sundays"). Press the [f7] Function Key to mark this point as the end of our new BLOCK. When you do, all text between the beginning and end points is highlighted, defining exactly the limits of the new BLOCK. The BLOCK status prompt at the top of the screen will also be changed to read "ON".

Don't worry if you push the wrong Function Key. Safeguards have been built into the system to keep you from damaging your document in doing so.

Editing Text Within a Block

You may edit text within a block. If you DELETE characters, the program will work in a completely standard manner. If you ADD characters, however, they will NOT be highlighted, but they WILL be included in all BLOCK functions later performed on that section of text.

COPYING A BLOCK

When you COPY A BLOCK, you make an exact replica of it and move it to a different section of the same document. The original BLOCK is not changed in any way. The command which achieves this purpose is [COM-V].

Let's take a look at how it works. Move your cursor to the first space of the blank line between the first and second paragraphs of our "MEMO" FILE. Press [COM-V]. An exact COPY of paragraph one is placed in the document beginning at this point. If the cursor had been in the *middle* of the blank line when [COM-V] was pushed, the BLOCK would have begun there and been reformatted to the end of the paragraph.

When a COPY function such as this is performed, there is usually some edit work which must be done to achieve the most desirable results. You may want to insert a line return, some extra spaces, etc. to make your document more pleasing to the eye. This comes with practice.

Now move the cursor back to the original paragraph we defined as a BLOCK. You should observe two things. First, it has not been changed in any way. Second, the highlight which marked the BLOCK has NOT been removed. WHEN THE "BLOCK COPY" FUNCTION IS EXECUTED, THE HIGHLIGHT WHICH MARKED THE ORIGINAL BLOCK IS NOT CANCELLED. The procedure for CANCELLING A BLOCK is covered in the last section of this lesson.

LESSON SIX   TUTORIAL

MOVING A BLOCK

When you MOVE A BLOCK, you physically change its position within a document. You take it from one point, and MOVE it to another point. This function is executed with a [COM-N] command.

You should now have two copies of paragraph one in your tutorial "MEMO" FILE—the original (which is still highlighted), and the one we COPIED above. Let's MOVE the original one using the MOVE BLOCK function. Position the cursor on the line below the last full paragraph of our "MEMO"—the one which ends "May there be many more to come!" The screen should look like this:

```
EDIT FILE

  *PAGE 001        *INSERT:  OFF
  *LINE   ?  OF 055  *BLOCK:   OFF
  *CHAR   ?  OF 065  *COLUMN: OFF
```

```
this Sunday, May 14th, at Rotary Park.
Bring a bathing suit, some suntan
lotion, your family (or a friend), and
plan to be occupied from noon until
dusk. There is no cost.←
←
Congratulations to Mary Jones of our
central accounting office on the
celebration of her 15th year with our
company. May there be many more happy
years to come!←
■
That's it for now,←                    (EDIT LINE)
←
John←
```

Press [COM-N] to carry out the MOVE BLOCK function. When you do, the paragraph defined as a BLOCK is pulled from the position it was originally in and placed in the new location. The text is reformatted to fill in the space which was left. The BLOCK has been cancelled, and the highlighting is gone.

FORMATTING ERRORS

IMPORTANT NOTE: IF THE SCREEN FORMATTING IS INCORRECT FOR ANY REASON, IT MAY BE NECESSARY FOR YOU TO CORRECT IT MANUALLY. For the correct procedure, consult LESSON TWO.

DELETING A BLOCK

You may DELETE A BLOCK completely (remove it from your document entirely) with a simple [CTRL-V] command. Note that the command is a "CONTROL" command because it is "destructive" in nature. When you DELETE A BLOCK there is absolutely no way to retrieve it—it is gone forever.

Let's DELETE the BLOCK we just MOVED to the bottom of our "MEMO". Mark the first letter ("E" in "Effective") with [f5], and the last symbol (the period) with an [f7]. The paragraph will return to a highlighted state. Now press [CTRL-V] to DELETE it. Be careful with this function, because there is no second check or reminder screen to buffer your action. Once you push [CTRL-V], that's it—the BLOCK is gone, and there is no way to retrieve it. Note that the text is reformatted to fill the gap which was left by the DELETION.

SAVING A BLOCK

There may be occasions when you will want to SAVE a portion of your text under a completely different FILE name on your Data Diskette. This is especially true when that certain portion is INSERTED over and over again into the various documents you produce. For instance, if you are writing letters to all of your relatives, you could save that part of one original letter which pertains to all of the eventual recipients, and just INSERT it at the proper point in all of the ones which follow.

The command to SAVE A BLOCK of text is [COM-B]. This is a COMMODORE [COM] command because it is non-destructive in nature. When executed, it will not alter the original BLOCK in any way.

This is how it's done: Mark the beginning of any sample paragraph with an [f5] (BEGIN BLOCK) signal. Mark the end of that same paragraph with an [f7] (END BLOCK) pointer. The entire paragraph should be highlighted at this time. Now push [COM-B] for SAVE BLOCK. This screen will appear:

WORD PROCESSOR USER'S MANUAL

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```
SAVE FILE
   *ENTER FILE NAME
   *10 CHARACTERS MAXIMUM
   *[RETURN] = FINISHED
   *[COM-Q] = QUIT
ENTER FILE NAME ■
```

The computer is asking for a name under which this new **FILE** (**BLOCK**) will be stored on your Data Diskette. The same rules that you learned in **LESSON ONE** for naming **FILES** apply here. **REMEMBER:** The name under which you **SAVE** this **BLOCK** must be different in some manner from any other **FILE** on the Data Diskette. For instance, our original **FILE** is named "MEMO". A good name for this portion of that "MEMO" **FILE** would be "MEMOSUB".

Type-in "MEMOSUB" (without the quotation marks), and press [CR]. When you do, the **BLOCK** will be **SAVED** on your Data Diskette under that name, and you will be returned to the original document (the **BLOCK** highlights are cancelled).

Disk Errors

If any error occurs during the **SAVE** process (the disk is not turned on, a **FILE** with the same name already exists, the Data Diskette is full, etc.), a "Disk Error" message will appear in the Prompt Line of the screen. Part of that message is a number which will indicate precisely what the problem was. To reference this number, consult your disk drive's User's Manual.

6-8

To clear the error, simple press [CR] and you will be returned to your document with the BLOCK intact.

INSERTING A BLOCK

Any Commodore-standard Sequential FILE may be INSERTED into the document you are currently editing. It makes no difference if that FILE was created by this program or not, just so long as it is a Commodore-standard Sequential FILE.

The procedure is quite simple. Move the cursor to *precisely* the point where you want the new text to begin. Press [CTRL-B]. A BLOCK DOES *NOT* HAVE TO BE DEFINED TO DO SO.

This screen will appear:

```
INSERT FILE
    *ENTER FILE NAME
    *10 CHARACTERS MAXIMUM
    *[RETURN] = FINISHED
    *[COM-Q] = QUIT

ENTER FILE NAME ■
```

Type-in the name of the FILE you wish to INSERT. If you don't remember it's name, press [COM-Q] and you will be returned to the MAIN MENU where you can choose the DIRECTORY option.

When you have entered the appropriate FILE name, press [CR]. The program will automatically INSERT your FILE beginning at the location you chose, returning you to the EDIT FILE mode.

Let's give it a try. You should have a FILE on your Data Diskette with the name "MEMOSUB" which we created in a previous section. Move the cursor in your "MEMO" to a point which is between two paragraphs (it could be placed *anywhere*). When you've done that, press [CTRL-B]. The screen asking what FILE you would like to INSERT will appear. Enter "MEMOSUB" (without the quotation marks), and press [CR]. The FILE will be properly INSERTED, and you will be returned to the EDIT FILE mode.

Inserting a Block Which is Too Large

There is one limitation which you must beware of before you attempt the INSERT A BLOCK function. If you recall (from LESSON ONE), the working area of this WORD PROCESSOR is 16K or just over 16,000 characters per FILE. This 16,000 figure is the maximum number of characters which any one FILE can include. If a document is larger than that limit, it must be split and "linked" together with the ADVANCED PRINT option.

The problem with INSERTING A BLOCK should be obvious by this time. If the total number of characters of the FILE currently being EDITED and the FILE to be INSERTED are greater than 16,000, only a portion of the FILE being INSERTED will be transferred when the command is executed. If this happens, an error message such as this will appear on the screen:

```
OUT OF MEMORY

   *TEXT MEMORY IS FULL
   *[RETURN] = CONTINUE
```

```
PRESS [RETURN] TO CONTINUE
```

When you press [CR], you will be placed in the EDIT FILE mode once again. That portion of the FILE to be INSERTED which DID make it into the program's TEXT MEMORY will be at the END of your document (NOT in the proper position).

In order to get around this problem, we suggest that you SAVE a portion of your original document under a completely new FILE name, delete that portion from the original to give you more memory to work with, and *then* carry out your transfer.

PRINTING A BLOCK

You will find that one of the handiest features of the MIRAGE WORD PROCESSOR is its ability to "dump" a BLOCK of text to your printer—immediately—without having to EXIT the EDIT FILE mode. This is especially useful when you must have a "hard copy" of just a *portion* of your document for edit and review purposes.

You will be defining the beginning and end of the BLOCK you wish to send to the printer (using the [f5] and [f7] keys), pressing [COM-H], and selecting a Secondary Address. No other steps are necessary (providing your printer is set up properly).

Two special notes apply to this PRINTING A BLOCK function:
1) You may NOT create a special print format for the BLOCK you are "dumping". THE BLOCK WILL BE PRINTED USING THE FORMAT YOU DEFINED (OR DEFAULTED TO) WHEN YO ENTERED THE EDIT FILE MODE.
2) The BLOCK will *always* be PRINTED beginning with the first character flush to the left column. It makes no difference if you defined your BLOCK as beginning in the middle of a line; when it is printed it will be moved all the way to the left.

We are going to PRINT a BLOCK of text at this time. Make sure your printer is turned on and interfaced properly. Insert a piece of paper. Now, using your keyboard, define a paragraph as a BLOCK using the [f-5] and [f-7] keys. With this accomplished, press [COM-H] and this screen will appear:

```
PRINT BLOCK
    *SECONDARY ADDRESS: 007
    *COMMODORE 1526 PRINTER: NO
CHANGES?■

ENTER Y (FOR YES) OR N (FOR NO)
```

The **SECONDARY ADDRESS** number is the same one you research-ed in **LESSON FIVE** when you set up your printer to work with this package. In most cases, that **SECONDARY ADDRESS** is "7" (our default value), although you may have found yours to be different.

In the same manner, if you have a **COMMODORE 1526 PRINTER**, you will need to override the default value at this point to have it work properly with this program.

To change the **SECONDARY ADDRESS** or to set the system up for use with a **COMMODORE 1526 PRINTER**, press Y (for YES) to the ques-tion of "Changes?" Enter the appropriate **ADDRESS** and/or answer "YES" to the question of "COMMODORE 1526 PRINTER", then press [RETURN].

When you press [RETURN], or if you answered "N" (for NO) to the question of "Changes?", the machine will start to work and the **BLOCK** will be printed automatically. You will be returned to the **EDIT FILE** mode.

INDENTING A BLOCK

There are times when it will be advantageous to **INDENT A BLOCK** of text by moving in the left-hand margin and decreasing the length of the line. This is especially true of paragraphs which are direct quota-tions or step-by-step instructions. You may also want to temporarily **IN-DENT A BLOCK** to a certain set of parameters before you **PRINT** just that **BLOCK** (covered below). Otherwise, you have no control over the format used when the **PRINT BLOCK** function is executed.

To **INDENT A BLOCK**, begin by defining the limits of your **BLOCK**. Use the [f-5] and [f-7] keys in the same way you have throughout this lesson.

Define one of the paragraphs of your "MEMO" FILE as a **BLOCK** at this time. With a **BLOCK** so defined, press [CTRL-N]. This screen will appear:

```
INDENT BLOCK
    *INPUT LEFT MARGIN
    *[RETURN] = FINISHED
    *[COM-Q] = QUIT

INPUT LEFT MARGIN:■
```

The program is asking you to input the column you would like the BLOCK to begin in. You may enter any number you like, just as long as it is less than the number of characters per line that you intend to print out. Remember, the length of the line to be printed is determined during the PRINT FILE routine; it may, or may not be the same as the format you set up (or defaulted to) when you entered the EDIT FILE mode.

Let us assume that these will be our Format Parameters when we go to PRINT this FILE:
                *NUMBER OF CHARACTERS PER LINE: 65
                *LEFT MARGIN: 007

65 characters will be placed on each line beginning at column 7. The Left Margin for the BLOCK you are INDENTING can be any number from 1 to 65. If you choose the number 5, the INDENTED BLOCK will begin at column 12 (7 + 5).

We are going to INDENT our BLOCK 5 spaces. Enter "5" (without the quotation marks), and press [CR]. This screen will appear:

```
INDENT BLOCK
    *INPUT LINE LENGTH
    *[RETURN] = FINISHED
    *[COM-Q] = QUIT


INPUT LINE LENGTH:■
```

You are now being asked for the number of characters you want each line of your **INDENTED BLOCK** to consist of. This can be any number which is not greater than the number of Characters per Line you chose (or defaulted to) when you entered the PRINT FILE mode *minus* the column number you just chose your BLOCK to begin in (Formula: New Line Length + New Left Margin = Characters per Line).

Because that's hard to comprehend, let's give a clear example. We said above that these are the Format Parameters we intend to use when we go to the **PRINT FILE** mode:

> *CHARACTERS PER LINE: 65
> *LEFT MARGIN: 007

We set our **INDENTED BLOCK** to begin 5 spaces in from the Left Margin. The number we enter as the Line Length of our **BLOCK** must not be greater than 60, which is the number of **CHARACTERS PER LINE** (65) *minus* the Left Margin of our BLOCK (5). To center our **INDENTED BLOCK** we would set our Line Length at 55, giving us 5 spaces at the beginning and 5 at the end.

Enter "55" (without the quotation marks), and press [CR]. The BLOCK will automatically be reformatted (although it may not look like it) to the new parameters. To check your work, move to the 80 column mode [f8]. The changes will be reflected there. When you return to the EDIT FILE mode, the highlights on the BLOCK have been removed.

Note on INDENTING BLOCKS: If, after INDENTING A BLOCK, you would like to return it to the same format as the rest of your text, execute the entire INDENTING A BLOCK function once again. This time, however, enter the same number of Characters per Line as the rest of your text and define your Left Margin as "0".

CANCELLING A BLOCK

You may have only one BLOCK or COLUMN DEFINED at any given time. If you would like to CANCEL one in favor of DEFINING another, simply press [CTRL-1]. It is important to note that IT IS NOT NECESSARY FOR YOU TO CANCEL BLOCKS BEFORE EXITING THE EDIT FILE MODE. They will NOT, however, be stored along with the document on your Data Diskette.

This completes LESSON SIX. If you QUIT the program at this time, do not SAVE the edited copy of this "MEMO" File we have been working with.

SUMMARY

In LESSON SIX you learned how to:
1) DEFINE a portion of text as a BLOCK
2) Make a COPY of a section of text
3) MOVE a BLOCK to another part of your document
4) DELETE a portion of your document completely
5) Create a completely new FILE and SAVE a portion of text in it
6) INSERT the text of a FILE into the one you are working on
7) PRINT a BLOCK of your document without leaving the EDIT FILE mode
8) CANCEL a BLOCK

LESSON SEVEN is a short chapter which will teach you how to do some of these same functions with COLUMNS instead of BLOCKS.

LESSON SEVEN
COLUMN FUNCTIONS

The purpose of LESSON SEVEN is to acquaint you with the COLUMN FUNCTIONS at your command in the EDIT FILE mode of the MIRAGE WORD PROCESSOR package. A "COLUMN" is a portion of text which has not been defined in a consecutive manner; e.g., it does not necessarily include all characters on all lines between the beginning and end marks (as in a defined BLOCK). The limits of your COLUMN will be defined when you establish an upper left corner and a bottom right corner. The program will automatically mark the square or rectangle you've determined with these points as a COLUMN, upon which a number of processes can later be performed.

Here is the difference between a BLOCK and COLUMN in graphic terms.

BLOCK
Includes all
characters of all
lines between
point "A" and
point "B"

```
0000000000000000AXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXB000000000000
```
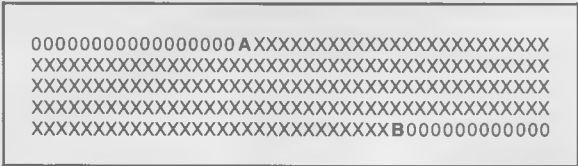
COLUMN
Includes all
characters in the
rectangle or
square formed by
point "A" and
point "B"

```
0000000000000000AXXXXXXXXXXXX000000000000000
0000000000000000XXXXXXXXXXXX000000000000000
0000000000000000XXXXXXXXXXXX000000000000000
0000000000000000XXXXXXXXXXXX000000000000000
0000000000000000XXXXXXXXXXXB000000000000000
```
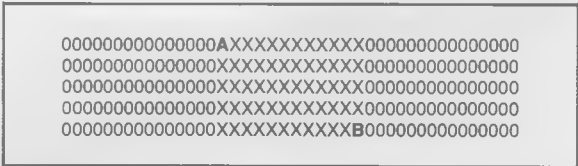
Most of the COLUMN FUNCTIONS will be executed in regard to a list of numbers or names you want to manipulate in some manner. For example, if a list of numbers is too close to the right margin of your document, you can define it as a COLUMN and move it, in its entirety, to the left.

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Although there are not as many functions which can be performed on COLUMNS as there are for BLOCKS, you will find that in combining the two you will be able to accomplish almost all of the tasks you are faced with. We will be careful to deliniate these associations as LESSON SEVEN unfolds.

STARTING UP

The easiest way for us to tackle the use of the various COLUMN FUNCTIONS is to create a completely new TUTORIAL File using the techniques we learned in LESSON ONE.

From the MAIN MENU, choose Option #1 (EDIT FILE). To the question of "CHANGES?" in the Format Parameters, answer Y (for YES). Leave all of the Parameters the same *except* for the "NUMBER OF CHARACTERS PER LINE" Change that entry from "065" to "040".

When the EDIT FILE screen appears, enter the following information in the middle of the work area:

```
AAAAAAA    BBBBBBB    CCCCCCC
AAAAAAA    BBBBBBB    CCCCCCC
AAAAAAA    BBBBBBB    CCCCCCC
AAAAAAA    BBBBBBB    CCCCCCC
AAAAAAA    BBBBBBB    CCCCCCC
```

When you are finished, the screen should look like this:

```
EDIT FILE

*PAGE 001          *INSERT:  OFF
*LINE   ?  OF 055  *BLOCK:   OFF
*CHAR   ?  OF 040  *COLUMN: OFF




              AAAAAAA   BBBBBBB   CCCCCCC
              AAAAAAA   BBBBBBB   CCCCCCC
              AAAAAAA   BBBBBBB   CCCCCCC
              AAAAAAA   BBBBBBB   CCCCCCC
              AAAAAAA   BBBBBBB   CCCCCCC
     ■                                        (EDIT LINE)
```

DEFINING A COLUMN

Before any of the COLUMN FUNCTIONS can be carried out, the COLUMN we want to manipulate must be defined. As mentioned in the Introduction to this lesson, we will establish an upper left corner beginning point, and a lower right corner ending point.

For our first example, let's define all of the "B"'s on the screen as a COLUMN. The command to establish the upper left hand corner of a COLUMN is [COM-1]. Move the cursor to the upper left hand "B", and press [COM-1]. When you do, the letter will "reverse" itself (indicating that it has been marked as the beginning point of a COLUMN.

To define the bottom right corner, move to the last "B" on the bottom row (right) and press [COM-2]. You do not have to define the beginning of the COLUMN first and the ending of the COLUMN second, but you *must* use the appropriate command for each application.

All characters in the square or rectangle deliniated by the two points you've defined are now placed in "highlights". Don't worry if this highlighted area does not form a perfect square or rectangle on the screen. If you recall, the screen is not necessarily set-up to display text as it will eventually be printed.

Note that the "COLUMN" heading in the Prompt Area of your screen now reads "ON". IF A COLUMN OR BLOCK HAD BEEN DEFINED (AND NOT CANCELLED) PRIOR TO YOUR USE OF THE [COM-1] OR [COM-2] KEYS, PRESSING THEM WILL HAVE NO EFFECT. In other words, if either the "BLOCK" or "COLUMN" headings in the Prompt Area read "ON", you may not proceed to enter a new BLOCK or COLUMN until they are cancelled.

You will, in time, want to experiment with just what types of COLUMNS can be defined. Your findings will reveal that a COLUMN may consist of just one character over any number of different lines and that defining a COLUMN with beginning and ending points on the *same* line is the same as defining it as a BLOCK. It makes no difference how wide a COLUMN is, but if it is the same width as an entire line, it can serve very little purpose.

MOVING A COLUMN

There are two functions which can be executed in relation to COLUMNS. One is MOVING that COLUMN (horizontally), and the other is ERASING it altogether. Although this may seem somewhat limiting at this time, we will proceed to explain how to work within this structure to achieve almost any function you can possibly conceive.

You may only MOVE A COLUMN horizontally; e.g., you may move it back and forth on a given set of lines, but NOT up and down within the body of your text. To do so, place the cursor (*on ANY line*) in the position where you want that COLUMN'S *left* margin to begin. With the cursor in place, press [COM-3]. The COLUMN will be moved, and the rest of the text (in COLUMNS) on those lines will be reformed to accommodate.

Let's give it a try. Move the cursor until it is directly *over* the first "A" in *any* line. Press [COM-3]. The COLUMN will be moved, and the screen will display thusly:

```
EDIT FILE

*PAGE 001          *INSERT:  OFF
*LINE   ?  OF 055  *BLOCK:   OFF
*CHAR   ?  OF 040  *COLUMN: OFF




            BBBBBBBAAAAAAAA     CCCCCCC
            BBBBBBBAAAAAAAA     CCCCCCC
            BBBBBBBAAAAAAAA     CCCCCCC
            BBBBBBBAAAAAAAA     CCCCCCC
            BBBBBBBAAAAAAAA     CCCCCCC
   ■                                      (EDIT LINE)
```

It is important for us to analyze exactly what transpired when this function was executed. The section of "B"'s which were defined as a COLUMN was lifted from its original position and placed in front of the "A"'s. The "A"'s, in turn, were pushed to the right to fill the gap which was left. Because we did NOT define the blank spaces on either side of the "B"'s as part of the COLUMN, they were left intact in their original positions. The COLUMN (highlighting) was cancelled, and the prompt at the top of the screen returned to: "COLUMN: OFF".

Please note that NO VERTICLE MOVEMENT OF COLUMNS CAN (OR DID) TAKE PLACE.

If you would like to center the "A"'s, simply define them as a COLUMN and move them a few spaces to the right.

YOU MAY DEFINE "BLANK SPACES" IN THE SAME MANNER YOU DEFINE REGULAR CHARACTERS AND MOVE THEM TO ANY POSITION (HORIZONTALLY) YOU DESIRE. If you do not like the spacing between regular COLUMNS, just insert one or more COLUMNS of blank spaces in the proper position.

Let's try it again. Re-define all of the "B"'s as a COLUMN to be manipulated using the [COM-1] (Beginning) and [COM-2] (End) commands. With this done, move the cursor to a point above the fourth "C". in *any* line. Press [COM-3] to facilitate a COLUMN MOVEMENT to that point. The screen should now look like this:

```
EDIT FILE

*PAGE 001          *INSERT:   OFF
*LINE   ?  OF 055  *BLOCK:    OFF
*CHAR   ?  OF 040  *COLUMN: OFF




                 AAAAAAA       CCCBBBBBBBBCCCC
                 AAAAAAA       CCCBBBBBBBBCCCC
                 AAAAAAA       CCCBBBBBBBBCCCC
                 AAAAAAA       CCCBBBBBBBBCCCC
                 AAAAAAA       CCCBBBBBBBBCCCC
  ■                                               (EDIT LINE)


```

The "B"'s were lifted from the beginning of the line and placed between the "C"'s, and the "A"'s moved to the left to fill the gap which was left.

That's all there is to **MOVING A COLUMN**, except for this important note: If you **MOVE A COLUMN** to a point where it potentially will "overflow" the right margin, that **COLUMN** (and the rest of the text) will be moved to the left to accommodate.

ERASING A COLUMN

You may recall from **LESSON SIX**, that when you **DELETE A BLOCK**, the text which surrounded that **BLOCK** "flows in" to fill the space which was vacated. After you **ERASE A COLUMN**, the text surrounding the **COLUMN** which was **ERASED** does **NOT** reformat to fill the empty space which was left behind. It's as if the **COLUMN** was physically cut out of the page, leaving a hole in the paper where it once had been. The hole is formed by an appropriate number of **BLANK COLUMNS**. The command to **ERASE A COLUMN** is [COM-4].

This procedure will be easy to see upon executing this example: We are going to **ERASE** the **COLUMNS** of "B"s from our tutorial File. Mark this section of text as a **COLUMN** (using the techniques you learned above), and press [COM-4]. All of the "B"'s will disappear, and blank spaces will be inserted in their places. The screen should look like this:

```
EDIT FILE

*PAGE 001        *INSERT:  OFF
*LINE   ?  OF 055   *BLOCK:   OFF
*CHAR   ?  OF 040   *COLUMN: OFF




            AAAAAAA    CCC      CCCC
            AAAAAAA    CCC      CCCC
            AAAAAAA    CCC      CCCC
            AAAAAAA    CCC      CCCC
            AAAAAAA    CCC      CCCC
    ■                                    (EDIT LINE)


```

Note that the letters which remained following the **ERASURE** were **NOT** reformatted to fill the vacated space.

Once a **COLUMN** has been **ERASED**, there is absolutely no way to recall it.

COMBINING COLUMN AND BLOCK FUNCTIONS

As we mentioned in the Introduction to this lesson, you will be able to obtain a much higher level of flexibility when you combine **COLUMN** functions with those available to you in the **BLOCK** mode. The functions available to you in the **BLOCK** mode are, by far, the more powerful of the two.

The only limiting factor you encounter will be the inability to place **COLUMNS** on the same lines as existing text using either the **COLUMN** or **BLOCK FUNCTIONS**. It simply cannot be done.

Copying a Column

To COPY A COLUMN, you must first define it as a BLOCK. Choose for your beginning point the first character on the PRINTED PAGE LINE which immediately preceeds the upper left corner of the COLUMN you want to COPY. For your BLOCK'S ending point, choose the last character on the PRINTED PAGE LINE which follows the lower right side of your COLUMN.

Now move the cursor to the position where you want the BLOCK moved. COPY the BLOCK using the [COM-V] command, and delete all of the COLUMNS to the immediate left and right of the COLUMN you wish to leave intact.

Note: By combining the ERASE COLUMN and GLOBAL SEARCH & RESEARCH features of this program, you can COPY A COLUMN automatically. Please refer to the "PROGRAMMER'S HINTS" APPENDIX for the proper procedure.

Saving a Column

To SAVE A COLUMN, carry out all of the steps detailed in the "COPYING A COLUMN" section which immediately preceeds this paragraph. When you are finished, simply SAVE that COLUMN of letters or numbers with a SAVE BLOCK [COM-B] command.

Inserting a Column

To INSERT A COLUMN which has been stored in a File on a Data Diskette into the body of your text, treat it exactly the same as you would a BLOCK. Put the cursor on the first character of any PRINTED PAGE LINE and press [CTRL-B]. The program will ask for the BLOCK'S File name. After you enter the name of the BLOCK which has your COLUMN in it and press [CR], the BLOCK will appear on the screen. The COLUMN will be at its appropriate point within the BLOCK.

Make this one note in regard to INSERTING A COLUMN: The Line Length Parameter of the document you are INSERTING the COLUMN into must be equal to, or larger than that of the BLOCK at the time it was stored on the Data Diskette. If it is not, your COLUMN will not be formatted properly in your destination document.

Printing a Column

To PRINT A COLUMN, carry out all of the steps detailed in the "CO-PYING A COLUMN" section which preceeds this paragraph. When you are finished, simply PRINT that COLUMN of letters or numbers with a PRINT BLOCK [COM-H] command. If you are unfamiliar with this procedure, consult the "PRINTING A BLOCK" section of LESSON FIVE.

CANCELLING A COLUMN

You may have only one COLUMN or BLOCK defined at any given time. If you would like to CANCEL one in favor of defining another, simply press [CTRL-1]. It is important to note that IT IS NOT NECESSARY FOR YOU TO CANCEL BLOCKS BEFORE EXITING THE EDIT FILE MODE. Although they remain "active", they will not effect the other operations of the WORD PROCESSOR package in any manner. COLUMN and BLOCK highlighting is NOT stored on the Data Diskette along with the rest of the text.

SUMMARY

It was the purpose of LESSON SEVEN to teach you how to:
1) Determine the difference between a COLUMN and a BLOCK
2) DEFINE a portion of text as a COLUMN
3) MOVE COLUMNS to a different portion of text in a horiztonal fashion
4) Use COLUMN functions in association with the BLOCK mode
5) CANCEL a COLUMN

LESSON EIGHT is one entitled "GLOBAL SEARCH AND RE-PLACE". It deals with the functions which give this program the ability to seek out, and re-define automatically certain words and/or phrases within the body of any document.

LESSON EIGHT
GLOBAL SEARCH AND REPLACE

There will undoubtedly be times when you want to search for a certain character, word, or phrase within the body of a document for the purpose of review and/or replacement. For instance, if you are producing the same letter to a number of different people, you could enter the letter once, print it, then tell the program to replace all occurrences of that name with the next person's name on your list, print it, and repeat the process over and over again.

The function of the **WORD PROCESSOR** which facilitates this type of text manipulation is called **GLOBAL SEARCH AND REPLACE**. To use it, you simply type in the character, word, or phrase you want to find, and the set of letters or numbers you want to **REPLACE** them with. The program will either **REPLACE** all occurrences of the original set automatically, or stop at each match and ask if you want to **REPLACE** the phrase and/or continue the **SEARCH**.

The **GLOBAL SEARCH AND REPLACE** feature is a very powerful one, and a thorough understanding of its various applications will greatly enhance your word processing capabilities.

STARTING UP

From the **MAIN MENU**, select Option #3 (LOAD FILE). LOAD the File called "MEMO" which we have been using throughout the TUTORIAL. It should still be in its original form (as long as you have not saved an edited version at the conclusion of any previous lesson).

With the File loaded, choose Option #1 (EDIT FILE). The **GLOBAL SEARCH AND REPLACE** feature is operational only in this mode. Do not override any of the Format Parameters — move directly to the **EDIT FILE** screen. It should look like this:

```
EDIT FILE

 *PAGE 001          *INSERT:  OFF
 *LINE  001 OF 055  *BLOCK:   OFF
 *CHAR 001 OF 065   *COLUMN: OFF




 ■EMO←                              (EDIT LINE)

 TO: All Personnel←
 FROM: John Smith, Manager←
 RE: Miscellaneous←
   ←
```

ENTERING THE GLOBAL SEARCH AND REPLACE MODE

To enter the GLOBAL SEARCH AND REPLACE mode, simply press [COM-G]. As we mentioned above, this can only be done while you are in the EDIT FILE section of the WORD PROCESSOR system.

IF, AT ANY TIME, YOU WANT TO EXIT THE GLOBAL SEARCH AND REPLACE MODE, PRESS [COM-Q], THE STANDARD QUIT COMMAND.

ENTERING THE SEARCH PHRASE

The moment you press [COM-G] to enter the GLOBAL SEARCH AND REPLACE mode, the screen prompting you to enter the character, word, or phrase to want to SEARCH for will appear. It looks like this:

```
GLOBAL SEARCH AND REPLACE
 *ENTER THE CHARACTER, WORD, OR
  PHRASE YOU ARE SEARCHING FOR
 *LENGTH = 1 TO 35 CHARACTERS
 *[RETURN] = FINISHED
 *[COM-Q] = QUIT

■
```

You are being asked to enter the combination of letters, numbers, symbols, and blank spaces you want the program to find within the body of your text. The combination can be one letter or number, a word or part of a word, a phrase, or even a whole sentence, just so it does not exceed 35 characters in length. There is one exception to this rule: YOU CANNOT INCLUDE A "CARRIAGE RETURN" (ARROW) IN YOUR SEARCH PHRASE. You may enter capital letters if you like (a "CASE MATCH" option will appear later in this sequence). There is no need to use quotation marks or asterisks (*) in your SEARCH entry.

If you are SEARCHING for a word which has the potential for being embedded in another word (such as "an"), you will want to enter a blank space on either side of it (" an "). If you do not, *all* occurrences of that word will be found, even if they appear in the middle of another word ("M*an*ager").

YOU CANNOT SEARCH FOR TWO DIFFERENT PHRASES AT THE SAME TIME.

In the "MEMO" we composed to the employees of THE CLOTHING STORE chain, we used the word "Sunday" twice — once at the end of the first full paragraph, and once at the end of the first sentence of the second paragraph. Using the GLOBAL SEARCH AND REPLACE feature, let's change the second "Sunday" to read "Saturday".

Type-in "Sunday" (without the quotation marks) as the word you want the program to SEARCH for. Press [CR] when you are finished.

ENTERING THE REPLACEMENT PHRASE

After you have entered the combination of letters, numbers, symbols, and blanks which comprises your SEARCH phrase and pressed [CR], this screen will appear:

```
GLOBAL SEARCH AND REPLACE
   *ENTER THE CHARACTER, WORD, OR
    PHRASE YOU WANT TO REPLACE WITH
   *LENGTH = 0 TO 35 CHARACTERS
   *[RETURN] = FINISHED
   *[COM-Q] = QUIT

 ■
```

You are now being asked to do the same for the phrase you want to REPLACE the original one with. This can be one letter or number, a word or part of a word, a set of words, or even a whole sentence, just so it does not exceed a total of 35 characters (and blanks) in length. If you so desire, you do not have to enter *any* characters at all (just press [CR]). In doing so, you are telling the program, in essence, to DELETE occurrences of the SEARCH phrase. You may NOT include a "Carriage Return" (arrow) in your REPLACEMENT phrase, but you can use capitals. There is no need to use quotation marks or asterisks (*).

YOU MAY ONLY REPLACE WITH ONE PHRASE AT A TIME. When the function is eventually executed, this is the ONLY combination of characters you will be able to use for a REPLACEMENT value. You must run a separate GLOBAL SEARCH AND REPLACE for each REPLACE-MENT value you want to enter, or SEARCH for a particular phrase, break out of the G.S.&R. mode, and REPLACE it independently (covered in the last section of this lesson).

We want to REPLACE the second "Sunday" in our "MEMO" document with "Saturday". "Sunday" was entered as our SEARCH value in the section above. Now type-in "Saturday" (no quotation marks) as the REPLACEMENT value. Press [CR] when you are finished.

One you have entered the REPLACEMENT VALUE and pressed [CR], this screen appears:

```
┌─────────────────────────────────────────────────┐
│  GLOBAL SEARCH AND REPLACE                        │
│                                                   │
│    *IGNORE CASE?                                  │
│                                                   │
├─────────────────────────────────────────────────┤
│  ENTER Y (FOR YES) OR N (FOR NO) ■                │
│                                                   │
│                                                   │
│                                                   │
│                                                   │
│                                                   │
│                                                   │
│                                                   │
│                                                   │
│                                                   │
└─────────────────────────────────────────────────┘
```

Case Match

The letters which comprise your document and the field upon which you intend to execute your SEARCH were entered in either "capitals" or "small letters"; e.g., there are in either upper or lower CASE.

Do you want the program to IGNORE CASES when it does its SEARCH? If you do, you would enter Y (for YES) at this time. With a "NO" answer, these two words would NOT be identified as a match: "Sunday" & "sunday". They are not a match because one is capitalized, and one is not.

If you DO want these two words to be identified as a match, answer "YES" to the CASE MATCH question. The program, in this case, will ignore any capitals, treating them as if they are lower case letters.

We DO want to have our CASES MATCHED, so enter "N" (without the quotation marks).

PROMPTED REPLACEMENT

A screen dealing with the **PROMPTED REPLACEMENT** option will now appear.

```
┌─────────────────────────────────────────────────┐
│  GLOBAL SEARCH AND REPLACE                       │
│                                                  │
│    *PROMPTED REPLACEMENTS?                        │
│                                                  │
├─────────────────────────────────────────────────┤
│  ENTER Y (FOR YES) OR N (FOR NO) ■               │
├─────────────────────────────────────────────────┤
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
└─────────────────────────────────────────────────┘
```

When the program encounters each match to the **SEARCH** phrase you have entered, it will either **REPLACE** that phrase automatically or give you the **OPTION** to **REPLACE** it. If you want to see each match, and have the **OPTION** to substitute the **REPLACEMENT** value for it, you will want to answer "YES" to this question. This feature is called "PROMPTED REPLACEMENT". If you answer "NO", you will have no choice as to which occurrences are, or are not changed — they *all* will be.

We **DO** want to have the option to change "Sunday" to "Saturday" in our "MEMO" file (we are changing the second, but not the first), so press "Y" (without the quotation marks).

EXECUTING A GLOBAL SEARCH AND REPLACE

The moment you answer either "YES" or "NO" to the "PROMPTED REPLACEMENT" question, the program will begin to SEARCH for the first match to the phrase. You will NOT see the text being reviewed on the screen.

When it finds the first match, one of two things will happen. If you chose NOT to have PROMPTED REPLACEMENTS, it will REPLACE that phrase with the new one automatically, moving through the entire File in a likewise fashion. When it gets to the end of the File, it will reformat the entire document and return you to the EDIT FILE mode.

Since you chose to be PROMPTED, however, it will stop at each occurrence. This is what should appear on the screen in front of you:

```
GLOBAL SEARCH AND REPLACE
 *DO YOU WISH TO REPLACE
  THIS OCCURRENCE? ■
 *[COM-Q] = QUIT

ENTER Y (FOR YES) OR N (FOR NO)

TO: All Personnel←
FROM: John Smith, Manager←
RE: Miscellaneous←
←
Effective on June 30, 1990, all outlets
of THE CLOTHING STORE chain will be
open from 10:00 am to 6:00 pm, Monday
through Saturday. The Centre City
Plaza store (only) will remain open on
Thursday nights until 9:00 pm. All
outlets will continue to be closed on
Sundays.←                                    (EDIT LINE)
←
Don't forget the annual company picnic
this Sunday, May 14th, at Rotary Park.
Bring a bathing suit, some suntan
lotion, your family (or a friend), and
```

The occurrence ("Sunday") will appear on the **EDIT LINE**, in its proper place amidst all of the surrounding text. It is your option to REPLACE this phrase with the new one you specified when you entered the G.S.&R. mode. Press "Y" if you want to REPLACE it, and "N" if you don't.

We do NOT want to REPLACE it, so press "N" (without the quotation marks). The program will SEARCH for the second occurrence of the word "Sunday" and stop at that point. The screen will look like this:

```
GLOBAL SEARCH AND REPLACE
 *DO YOU WISH TO REPLACE
  THIS OCCURRENCE? ■
 *[COM-Q] = QUIT

ENTER Y (FOR YES) OR N (FOR NO)

←
Effective on June 30, 1990, all outlets
of THE CLOTHING STORE chain will be
open from 10:00 am to 6:00 pm, Monday
through Saturday. The Centre City
Plaza store (only) will remain open on
Thursday nights until 9:00 pm. All
outlets will continue to be closed on
Sundays.←
←
Don't forget the annual company picnic
this Sunday, May 14th, at Rotary Park.        (EDIT LINE)
Bring a bathing suit, some suntan
lotion, your family (or a friend), and
plan to be occupied from noon until
dusk. There is no cost.←
←
```

It found "Sunday" in the first sentence of the second paragraph. This *is* the word we would like to REPLACE, so press "Y" (without the quotation marks). The word "Saturday" will automatically be inserted in its place.

When you pressed "Y", the program SEARCHED for any more occurrences of the word "Sunday". Because it encountered none, the "MEMO" was reformatted and you were returned to the **EDIT FILE** mode.

If, in either the PROMPTED or UNPROMPTED mode, no matches are found, you will automatically be returned to an EDIT FILE status.

IMPORTANT NOTE: IF THE PHRASE YOU ARE LOOKING FOR INCLUDES AN EMBEDDED CARRIAGE RETURN, THE PROGRAM WILL *NOT* BE ABLE TO MATCH IT.

SUMMARY

LESSON EIGHT included instructions on how to:
1) ENTER the GLOBAL SEARCH & REPLACE mode
2) DEFINE a SEARCH phrase
3) DEFINE a REPLACEMENT phrase
4) SET a CASE MATCH
5) SEARCH & REPLACE in either PROMPTED or UNPROMPTED modes

LESSON NINE will pick-up where LESSON FIVE left off in regard to PRINTING your File. Advanced techniques for facilitating printer functions will be covered.

LESSON NINE
PRINTER COMMAND FILES

The printers being manufactured today are pretty amazing tools. There seems to be no end to the number of unique and useful functions they have been designed to produce. Depending upon the brand of printer you have purchased, some of the special features at your command might include: correspondence quality print, alternate font styles, emphasized and enhanced print, superscripts and subscripts, vertical and horizontal tabbing, and underlining. This section of the WORD PROCESSOR'S User's Manual will enable you to use your printer to the fullest of its capability.

PRINT MODES

Each of the functions available to you through your printer is called a "Print Mode". For example, when your printer is in the "Emphasized Mode", it will strike each letter two or three times to give it the preeminence within the text the user desires. We have, therefore, a number of different modes into which a printer can be placed.

PRINTER COMMANDS

A printer is placed into a given Mode by sending it a special PRINTER COMMAND at precisely the point in the text where that Mode is to begin. To cancel the Mode, another COMMAND is placed within the text at the point where the effect is to end.

Unfortunately, the COMMAND numbers used by the various printer manufacturers are not standardized. We cannot, therefore, put together a listing of PRINTER COMMANDS which are guaranteed to work on your particular printer.

If your printer is capable of switching to *any* special print Modes at all, there should be a table somewhere in the printer's User's Guide which lists those Modes and the **PRINTER COMMANDS** which facilitate them. Look for a section which reads: "Control Codes" or "Function Codes". (NOTE: The **PRINTER COMMANDS** for some of the more popular printers are listed in this manual's **APPENDIX C''**.) The information for one print Mode in that reference might read something like this:

FUNCTION DESCRIPTION	ASCII	HEX	DECIMAL
1) Bold Print On	ESC-1	1B,32	27,49

This entry states that in order for the printer to switch to the "Bold Print" Mode, a **PRINTER COMMAND** of "27,49" (in decimal) must be sent from the program to the printer.

Two other codes (**ASCII & HEX**) are given for each Mode. The **WORD PROCESSOR** program works *only* with the **DECIMAL CODE**.

NOTE: If the **PRINTER COMMAND** section of your printer's manual does **NOT** give the **DECIMAL** equivalent of a **HEXADECIMAL** number, **YOU** *must* convert it.

How is a **PRINTER COMMAND** sent from the text of a document to a printer? It is, quite obviously, impossible to type in "27,49" each time you want to switch to the "Bold Print" mode. Besides being cumbersome, there is no way for the program to tell the difference between the COMMAND "27,49" and the standard numbers "27,49". You must, therefore, have a special way for representing these **COMMANDS** within the text of your documents.

ALPHABETIC INDENTIFIERS

This is a simple task with the **WORD PROCESSOR** package. Each **PRINTER COMMAND** will have a corresponding **ALPHABETIC IDENTIFIER** which will be **EMBEDDED** into the body of your document where you want that Mode to be triggered. The **ALPHABETIC IDENTIFIER** will *always* be preceeded by a [COM-P]. The [COM-P] will appear on your screen as a check mark (✓).

For example, you might give the **PRINTER COMMAND** of "27,49" an **ALPHABETIC IDENTIFIER** of the small letter "b" (for "Bold"). Everytime you want the printer to switch to the "Bold Print" Mode, you would type-in "[COM-P]b" (without the quotation marks). It would appear on the screen as " ↙b".

PRINTER COMMAND FILES

Using a **BASIC** program named "PCF.CREATE" on your Program Diskette, you will be creating what is called a "PRINTER COMMAND FILE". This **PRINTER COMMAND FILE** will include a listing of all the **PRINTER COMMAND CODES** you have at your disposal while printing any given document. The program, in its **PRINT FILE** or **ADVANCED PRINT** modes, will access this **PRINTER COMMAND FILE** for instructions on what **COMMANDS** to send to the printer.

Before you begin creating this **PRINTER COMMAND FILE**, you should write out the **COMMANDS** you want to enter on a piece of paper. There should be three columns, one for the Function Name, one for the Alphabetical Identifier, and one for the Decimal Equivalent. It *might* look something like this:

FUNCTION	ALPHABETICAL IDENTIFIER	DECIMAL EQUIVALENT
Double Width	d	31
Correspondence	c	27,49
10 Characters/Inch (Standard)	s	30
Underline (On)	u	27,67
Underline (Off)	o	27,68
Etc.		

(WARNING: These may **NOT** be the codes for your printer.)

You may have up to 26 **PRINTER COMMANDS** (one for each letter of the alphabet). You may choose any letters you want.

SAVE THIS CHART! It is the only copy you will have of the **ALPHABETICAL IDENTIFIERS** (and what they represent). If you forget what functions the **IDENTIFIERS** represent, you will have to create the **PRINTER COMMAND FILE** over again.

9-3

CREATING A PRINTER COMMAND FILE

Let's create a PRINTER COMMAND FILE at this time. There should be no reason for ever creating it again if it is done properly (unless you buy a new printer).

If you are just beginning this session, insert the Program Diskette into your disk drive. DO NOT LOAD THE WORD PROCESSOR PROGRAM. If you are beginning from the MAIN MENU, choose Option #0 (QUIT) to EXIT the program.

With a "READY" prompt on the screen in front of you, type-in LOAD "PCF.CREATE",8. Press [CR]. The disk drive will begin to work and the program will LOAD into the computer. Eventually, the "READY" prompt will return to the screen.

When you have created your PRINTER COMMAND FILE with the "PCF.CREATE" program, you will NOT be allowed to SAVE it on the Program Diskette (it is "Write Protected"). You *must* transfer the "PCF.CREATE" program to a Data Diskette *before* you create the PRINTER COMMAND FILE.

Put *any* formatted Data Diskette into the disk drive. Type-in SAVE "PCF.CREATE",8 and press [CR]. The "PCF.CREATE" program will automatically be SAVED on that Data Diskette.

When the disk drive finishes, and the word "READY" reappears on the screen, type-in "RUN" (without the quotes), press [CR], and this screen will appear:

```
PRINTER COMMAND FILE
  *ENTER FILE NAME
  *10 CHARACTERS MAXIMUM
  *[RETURN] = FINISHED
  *[COM-Q] = QUIT

ENTER FILE NAME ■
```

Enter the name you want your **PRINTER COMMAND FILE** to be stored under on the Data Diskette. Follow the same guidelines for naming Files that we've used in the previous lessons of this **TUTORIAL**. An appropriate name might be "PRINTCOM". Enter it at this time.

When you are finished, and have pressed [CR], this screen will appear:

```
┌─────────────────────────────────────────────┐
│ PRINTER COMMAND FILE                          │
│   *ENTER THE DATA FOR EACH COMMAND            │
│   *FOLLOW EACH ENTRY WITH A [RETURN]          │
│   *[COM-Q] = QUIT                             │
│                                               │
├─────────────────────────────────────────────┤
│ PRINTER COMMAND #1                            │
├─────────────────────────────────────────────┤
│                                               │
│ ALPHA I.D. ("end" TO STOP):■                  │
│                                               │
│ DECIMAL CODES ("0" TO STOP):                  │
│                                               │
│   DECIMAL #1:                                 │
│   DECIMAL #2:                                 │
│   DECIMAL #3:                                 │
│   DECIMAL #4:                                 │
│   DECIMAL #5:                                 │
│   DECIMAL #6:                                 │
│                                               │
│                                               │
│                                               │
└─────────────────────────────────────────────┘
```

The program is asking you to enter the first command from your list. Our list above shows that we want our "Double Width" characters to be represented by the letter "d". Type-in the letter "d" (without the quotes) in the space following the **ALPHABETICAL IDENTIFIER** label. Press [CR].

The Double Width character decimal code our printer must receive is "31". Enter "31" (without the quotes) in the space following the DECI-MAL #1 prompt, and press [CR]. Because no other code is needed, type-in a zero (0) after the prompt DECIMAL #2. WHENEVER THERE ARE NO MORE DECIMAL NUMBERS TO BE ENTERED TO COMPLETE A CODE, ENTER ZERO (0) IN THE NEXT FIELD AND PRESS [CR].

When you enter a zero, the program assumes that you have completed that **PRINTER COMMAND** and moves you to the next one. Note that the Prompt Line now reads "PRINTER COMMAND #2". Remember, you may enter up to 26 commands.

Let's enter one more. COMMAND #2 (Correspondence) has an AL-PHABETICAL IDENTIFIER of "c" and the Decimal numbers of "27 and "49". Type-in the letter "c" and press [CR]. After the DECIMAL #1 prompt enter "27", and after the DECIMAL #2 prompt enter "49". To close out the sequence, enter "0" after the DECIMAL #3 prompt. When you press [CR], the program will move to a point where you can enter "PRINTER COMMAND #3".

When you have entered all of the printer commands comprising your new PRINTER COMMAND FILE, enter the word "end" (lower case) after the ALPHABETICAL IDENTIFIER prompt and press [CR]. The PRINTER COMMAND FILE will automatically be SAVED on your Data Diskette under the name "PRINTCOM", and you will be returned to your computer's immediate programming mode.

It is a good idea to have a copy of your PRINTER COMMAND FILE on *each* of your Data Diskettes. To do so, LOAD the File into the computer, switch Data Diskettes, and SAVE the File to the new diskette.

Because we have no way of knowing what type of printer you are using and cannot set up an applicable PRINTER COMMAND FILE, it is impossible for us to lead you step-by-step through the actual application of the COMMANDS within the body of a document.

We suggest that you set-up your own PRINTER COMMAND FILE at this time. SAVE it under a *different* name than the File we created above ("PRINTCOM"). Make sure a copy of the PRINTER COMMAND FILE you create resides on the same Data Diskette as our sample File named "MEMO".

When you are finished, load the WORD PROCESSOR Program from the Program Diskette. Then, from your Data Diskette, load the demo File we have been using called "MEMO". When it is in the computer, move to the EDIT FILE mode.

EMBEDDING PRINTER COMMANDS IN A DOCUMENT

You may now experiment with placing your PRINTER COMMANDS at various points within the body of the "MEMO". You could have entered these PRINTER COMMANDS as you entered regular text, but since we have this File available, we will make use of it.

Move the cursor to the point where you want a particular print mode to begin and press [SHIFT-INST]. This will turn the INSERT MODE "ON". If you do not move to the INSERT MODE, the PRINTER CODES you enter will *type over* (and erase) the text of your document. Now press [COM-P]. A "Check Mark" (✓) will appear on the screen. Following the "Check Mark", type-in the ALPHABETICAL IDENTIFIER which corresponds to the function you have chosen. MAKE SURE IT IS ENTERED IN THE LOWER CASE!

IMPORTANT NOTE: THE "CHECK MARK" AND ALPHABETICAL IDENTIFIER *WILL* BE COUNTED BY THE PROGRAM AS REGULAR TEXT CHARACTERS BY THE "PRINTED PAGE COUNTERS" AT THE TOP OF THE SCREEN. It is wise, therefore, to enter you entire document without the PRINTER COMMANDS to make sure it is formatted to your satisfaction. When it is, *then* enter the PRINTER COMMAND.

You may enter PRINTER COMMANDS at any point in a document. Remember, however, that when you move to a particular print Mode, that Mode will stay "ON" until you send another COMMAND to the printer to turn it "OFF". With very few exceptions, the printer will not turn a print Mode "OFF" for you.

Enter whatever PRINTER COMMANDS you wish at this time. When you are finished, EXIT the EDIT FILE Mode with a [COM-Q]

SAVING A FILE WITH EMBEDDED PRINTER COMMANDS

You may SAVE a File with embedded PRINTER COMMANDS in exactly the same manner as you SAVE any other File. The PRINTER COMMANDS *will* be SAVED on the Data Diskette along with the rest of the File.

Remember, however, that if you use this standard Sequential File in association with a word processing program produced by another company, that program will not be able to interpret the **PRINTER COMMANDS** we have set up. We suggest that you edit them out of the text before you attempt to transfer the File.

DELETE the copy of our "MEMO" which is currently on the Data Diskette (Option #5). When you have done so, SAVE the copy of the "MEMO" File we have been working with. SAVE it under the File name "MEMO".

PRINTING A FILE WITH EMBEDDED PRINTER COMMANDS

The Data Diskette with our sample File named "MEMO" and a copy of the new **PRINTER COMMAND FILE** should be in the disk drive. If it is *not*, insert it at this time. With this done, choose Option #8 (PRINT FILE) from the **MAIN MENU**. This screen should now be in front of you:

```
PRINT FILE
   *NUMBER OF LINES PER PAGE: 055
   *NUMBER OF CHARACTERS PER LINE: 065
   *LEFT MARGIN: 007
   *RIGHT JUSTIFY: NO
   *PAUSE BETWEEN PAGES: NO
   *SECONDARY ADDRESS: 7
   *PRINTER COMMAND FILE: NONE
CHANGES? ■
─────────────────────────────────────────
ENTER Y (FOR YES) OR N (FOR NO)
```

In order for your printer to recognize the PRINTER COMMANDS you have embedded within the body of your document, the name of your PRINTER COMMAND FILE *must* appear after the "PRINTER COMMAND FILE" prompt on this screen. If you attempt to print a File with embedded COMMANDS for which no PRINTER COMMAND FILE has been specified, the printer will *ignore* the COMMANDS. It will treat them as if they aren't there. It will do the same for ALPHABETICAL IDENTIFIERS which have been placed in the text but have no corresponding Decimal Code in the PRINTER COMMAND FILE.

Enter a "Y" (for YES) to the question of "CHANGES?", press [CR] until the cursor is opposite the prompt which reads "PRINTER COMMAND FILE". Type-in the name of your PRINTER COMMAND FILE, and press [CR]. A screen asking if the printer is adjusted properly will appear. Press [CR] when it is, and the File will be printed out. Your printer will print using the various Modes as you specified, and you will eventually be returned to the program's MAIN MENU.

HINTS ON SUCCESSFUL PRINTER COMMAND FILE USE

A few hints may be helpful at this point:

1) Be sure to save the chart you made outlining the functions available to you and the PRINTER COMMANDS which you have established to facilitate those functions. If you do not, you will be relegated to guess work.
2) It will be most convenient for you to save a copy of your PRINTER COMMAND FILE on each Data Diskette you create. That way, you will not have to switch diskettes at PRINT time.
3) Remember that the COMMANDS for turning a function "OFF" are different from those which turned that function "ON". Develop your list of 26 PRINTER COMMANDS accordingly.
4) If you have more than 26 PRINTER COMMANDS you would like to use, it is possible for you to set-up more than one PRINTER COMMAND FILE. Remember, however, that only one of the FILES you have created can be used at print time.

SUMMARY

This concludes **LESSON NINE** on **PRINTER COMMAND FILES**. During this session you have learned:
1) What a **PRINT MODE** is
2) What **PRINTER COMMANDS** are and how they change **PRINT MODES**
3) How to create a **PRINTER COMMAND FILE**
4) How to embed **PRINTER COMMANDS** in the body of your document
5) The proper procedure for **SAVING** a text File with embedded **COMMANDS**
6) How to **PRINT** a File with embedded **PRINTER COMMANDS**
7) Special **HINTS** for successful **PRINTER COMMAND FILE** use

LESSON TEN describes the various functions of the **ADVANCED PRINT PROGRAM** which are available to you through Option #9 of the **MAIN MENU**.

LESSON TEN
ADVANCED PRINT FUNCTIONS

There are a number of functions which the **WORD PROCESSOR** can perform in relation to the actual printing of a document which are accessed through what is called the **ADVANCED PRINT** program (Option #9 on the **MAIN MENU**). Using this program, you will be able to format the "hard copy" of your documents in a myriad of different ways. Commands for obtaining page numbers, changing line spacing, setting headers and footers, and more are included in this **ADVANCED PRINT** program.

Any *special* printing parameters you establish with the **ADVANCED PRINT** program *can* be SAVED on your Data Diskette.

The ADVANCED PRINT program has been stored in a File on your **MIRAGE WORD PROCESSOR** Program Diskette. **LESSON TEN** will begin with an explanation of how to load that program. It will continue with a brief explanation of what each of the functions available to you are, and conclude with a section on how they operate.

LOADING THE ADVANCED PRINT PROGRAM

To begin the process of LOADING the ADVANCED PRINT program, select Option #9 (ADVANCED PRINT) from the MAIN MENU. This screen will appear:

ADVANCED PRINT

*HAVE YOU SAVED YOUR FILE?

ENTER Y (FOR YES) OR N (FOR NO) ■

IF THERE IS A TEXT FILE IN THE PROGRAM'S MEMORY WHICH HAS NOT YET BEEN SAVED ON YOUR DATA DISKETTE, YOU *MUST* DO SO AT THIS TIME. When the ADVANCED PRINT program is loaded into the computer, it will *destroy* the Text File which is resident.

We did not EDIT a File before we began, so we have nothing to SAVE. Therefore, answer Y for YES, and this screen will appear:

```
ADVANCED PRINT
  *REMOVE THE DATA DISKETTE AND
   INSERT THE MIRAGE PROGRAM DISKETTE
  *[RETURN] = FINISHED
  *[COM-Q] = QUIT
```
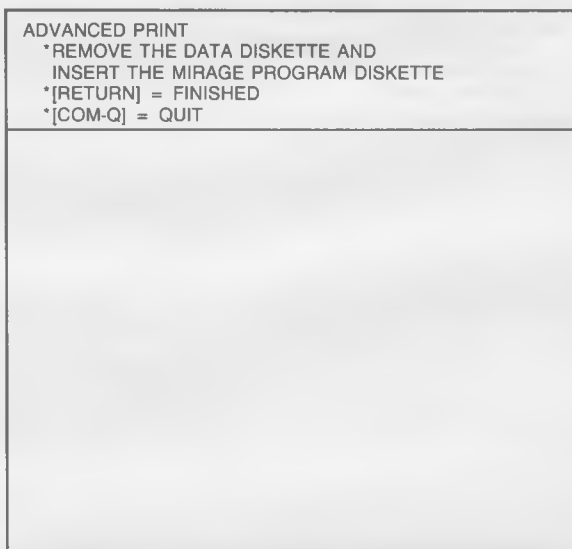
As we mentioned earlier, the **ADVANCED PRINT** program resides in a File on your **WORD PROCESSOR** Program Diskette. In order for it to be loaded into the computer, the Program Diskette must be in the disk drive. Check to make sure this is the case. Press [RETURN] when you are finished.

The **ADVANCED PRINT** program will load into the computer at this time. It will overwrite any Text File in memory, so make sure you SAVED it prior to this point.

When the **ADVANCED PRINT** program is finished loading, this screen will appear:

```
ADVANCED PRINT
  *INSERT YOUR DATA DISKETTE
  *[RETURN] = FINISHED
  *[COM-Q] = QUIT
```
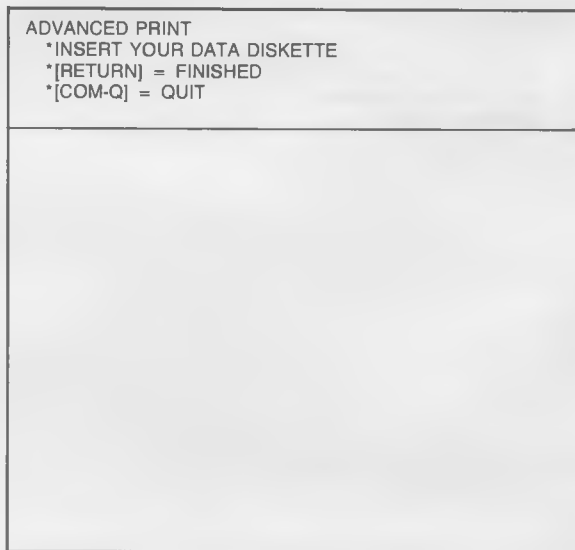
Remove your Program Diskette from the disk drive and insert the Data Diskette which has our "MEMO" and PRINTER COMMAND Files on it. Press [RETURN] when you are finished. This is the next screen in the sequence:

```
┌─────────────────────────────────────────────────────┐
│ ADVANCED PRINT PARAMETERS                             │
├─────────────────────────────────────────────────────┤
│ *PAGE SIZE                          066   LINES       │
│ *LINES PER PAGE                     055               │
│ *CHARACTERS PER LINE                065               │
│ *LEFT MARGIN                        007   SPACES      │
│ *RIGHT JUSTIFY                      NO                │
│ *PAGE NUMBERING                     NO                │
│     ODD/EVEN OR CENTERED            N/A               │
│     FIRST PAGE # IN FILE            N/A               │
│     START PRINTING PAGE             N/A               │
│     END PRINTING PAGE               N/A               │
│ *LINE SPACING                       001               │
│ *HEADER                             NO                │
│ *FOOTER                             NO                │
│ *COPIES TO PRINT                    001               │
│ *PAUSE FOR PAPER INSERT             NO                │
│ *CHAIN FILES                        NO                │
│ *PRINTER COMMAND FILE: NONE                           │
│ *DATABASE FILE: NONE                                  │
│ *PARAMETER FILE: NONE                                 │
├─────────────────────────────────────────────────────┤
│ CHANGES? ■  Y (FOR YES) OR N (FOR NO)                 │
└─────────────────────────────────────────────────────┘
```

The **ADVANCED PRINT** program is now resident in the computer's memory. **ANYTIME YOU WOULD LIKE TO EXIT FROM THIS PROGRAM, PRESS [COM-Q].** You will be returned to the **MAIN MENU.**

ADVANCED PRINT FUNCTIONS

The following is a review of the functions at your command in the **ADVANCED PRINT** program. They are covered in the order they appear on the **ADVANCED PRINT PARAMETER** screen. You will be taught how to alter them later in this lesson.

Page Size (Default: 066 Lines)

You may recall from **LESSON FIVE** that you could not adjust to print on pages of any other size than 8.5″ X 11″ with the basic **PRINT FILE** option from the **MAIN MENU** (#8). With the **ADVANCED PRINT** program, you *can* adjust for varying paper size.

Most printers are set to print six (6) lines in each inch of paper.

Therefore, if the paper you intend to print on is 5" long, its **PAGE SIZE** would be "30" (6 X 5). You may enter any number between 1 and 255.

Because most of us use paper which is a standard 8.5" wide by 11" long, we have chosen 66" as the **PAGE SIZE** the **ADVANCED PRINT** program defaults to.

Lines per Page (Default: 055)

The number in this classification must be between "1" and "255". The standard for an 8.5" X 11" sheet of paper is "55" lines. As we mentioned above, you can fit up to 66 lines on the page, but the "55" number allows for margins at the top and bottom.

NOTE: If you plan to include Headers, Footers, or Page numbers in your document, you will want to adjust this figure accordingly. For example, if you plan on having a two line Header and a two line Page Number, you should choose *51* as the number of LINES to printed **PER PAGE.**

Characters Per Line (Default: 065)

At this point, you are allowed to enter the number of **CHARACTERS PER LINE** you want to print. It can be any number from "1" to "255". We have chosen to default to "65" characters with the thought that most of our users will be working with machines which print no more than 80 **CHARACTERS PER LINE.** If you have a printer which has a wider carriage, or if you are working with a compressed typestyle, you will want to adjust accordingly.

A section on **VARIABLE CHARACTERS PER LINE** is included at the end of this lesson.

Left Margin (Default: 007 Spaces)

This must be any number less than the number of CHARACTERS PER LINE your printer *will* print, minus the number of CHARACTERS PER LINE you've chosen *to* print. For example, if you have an 80 column printer, and are printing 65 CHARACTERS PER LINE, the LEFT MARGIN *must* be less than "15" $(80 - 65 = 15)$.

We have chosen to default to a LEFT MARGIN OF "7". If you are using 8.5" X 11" paper, properly positioned in an 80 column printer, your document of "65" CHARACTERS PER LINE will print in the middle of the paper (horizontally).

Right Justify (Default: No)

This program has the ability to line up the last character in each Printed Page line to form a column on the right hand side of your text. This is called "RIGHT JUSTIFICATION", and it's accomplished by inserting the appropriate number of spaces between words in the line to make the ends come out even. The program will *not* RIGHT JUSTIFY unless you override the default parameter of "NO" with "YES". (Note: If your printer is capable of spacing proportionally, this is covered in LESSON NINE.)

The fewer the number of CHARACTERS PER LINE, the worse RIGHT JUSTIFICATION looks.

Page Numbering (Default: No)

If you desire, the ADVANCED PRINT program will place a PAGE NUMBER at the bottom of each page of your document. To do so, the Default Parameter of "NO" must be changed to "YES". When it *is* changed to "YES", you will have four more options at your command:

Odd/Even or Centered (Default: Centered)
   This is the option which allows you to choose where you want the
   NUMBERS to appear on the bottom of the **PAGES**. "Odd/Even"
   will place the **EVEN** numbered pages on the left margin, and the
   Odd numbered page numbers on the right margin. **PAGE NUM-
   BERS** which are "Centered" will appear in the middle of the page.
First Page # in File (Default: 001)
   The program has no way of knowing what the first Printed Page
   of the File you are working with should be NUMBERED. In most
   cases, it will be "1", but if the File is the third of five Files which
   comprise a large document, the first **PAGE NUMBER** *of that File*
   might be "15".
Start Printing Page (Default: 001)
   You do *not* have to print an entire File each time you enter the
   ADVANCED PRINT sequence. If you have made corrections to
   only one or two pages of a File, you may print *just* those pages.
   Simply tell the program at this point what **PAGE NUMBER** you
   would like to begin printing on. IMPORTANT NOTE: This option,
   and the one which follows it (End Printing Page), are very closely
   related to the **PAGE NUMBER** you entered in the "First Page #
   in File" section immediately preceeding this one. For example,
   if the first Printed Page of the File you are working on is numbered
   "15", and you want to print the third page in the File, you would
   enter "17"
End Printing Page (Default: "END")
   With this option, you are telling the **ADVANCED PRINT** program
   where to **END PRINTING**. The program *will* begin printing at the
   page that you specified above. ("Start Printing Page"), and con-
   tinue until it has finished printing the page whose number you enter
   at this point. Both of these numbers are *inclusive.* If you want to
   print only page "17" of a File, your "Start Printing Page" number
   would be "17", and your "End Printing Page" number would be
   "17".

If the **PAGE NUMBER** prompt reads "NO", none of the above default
values will be listed. They will all register "N/A" for "Not Applicable".

Line Spacing (Default: 001)

Unless you override this default value, your document will automatically be printed in a SINGLE SPACED format. If you want it formatted in any other fashion, you would enter a new value at this point. Any value from "1" to "5" is acceptable.

Note: A section on VARIABLE LINE SPACING appears at the end of this LESSON.

Header (Default: No)

A HEADER is a word or phrase that you want to appear at the top of *every* page of your document. When you turn this feature on with "YES", you will be prompted to enter the number of lines (up to "5") you want to use for your HEADER. The number of lines you specify must include any blank lines you desire between the HEADER and the first line of your text.

Once you have specified the number of HEADER lines you desire, you will be asked to enter the text you want on each of those lines. You should not enter any lines which are longer than the CHARACTERS PER LINE you specified above. For Blank Lines to be used as spacers, you will enter just a [RETURN].

All HEADERS, when printed, will begin in the first column on the left side of the paper. If you would like them centered, insert an appropriate number of spaces when you are entering them.

Footer (Default: No)

A FOOTER is a word or phrase that you want to appear at the bottom of *every* page of your document. It works in *exactly* the same manner as a HEADER, except for the fact that it is printed at the bottom of each page instead of the top.

Copies to Print (Default: 001)

Most of the time you will be printing only one copy of each document. It is possible, however, to print more than just that one document — without any intervention on your part. You may enter any number between "1" and "255" after this prompt. When the program prints your File, it will automatically make the number of copies you have specified.

To stop printing anytime during the print cycle, press [COM-Q].

Note: If you are executing a DATABASE MERGE and specify more than one copy, a document will first be generated for each Record in the DATABASE. When that is completed, it will start over, generating another document for each Record in the DATABASE. It will continue until it has completed the number of copies you specified. (For help, consult LESSON ELEVEN.)

Pause for Paper Insert (Default: No)

This feature allows you to use "Single Sheet" paper instead of "Tractor/Form Fed" paper for printing your document. If "YES" is entered, the printer will PAUSE when it has completed printing a full page. This allows you time to remove a completed sheet and insert a blank one. To restart the printer, press *any* key (except [COM-Q]).

Chain Files (Default: No)

You may "CHAIN" (print in sequence) an unlimited number of Files at print time. If this Default Value is changed to "YES", the program will stop when it has finished printing a File and prompt you for the next File to be printed. It will not change PAGE NUMBERS, print head position or anything else. It will pick up *exactly* where it left off.

Printer Command File (Default: None)

If you have any embedded PRINTER COMMANDS in your Text File, you must load your PRINTER COMMAND FILE at this time. To do so, type in the name of your PRINTER COMMAND File and press [CR]. The PRINTER COMMAND File will be loaded, and you will be returned to the next PARAMETER prompt.

We strongly recommend that a copy of your **PRINTER COMMAND FILE** be on each of your Data Diskettes. If a copy of your **PRINTER COMMAND FILE** does *not* reside on the Data Diskette currently in the drive, change it *before* you enter that File's name and press [RETURN].

For further information on **PRINTER COMMANDS**, see **LESSON NINE**.

Database File (Default: None)

If you intend to execute a **DATABASE MERGE**, your **DATABASE'S** File name must be entered here. For the proper procedure, consult **LESSON ELEVEN**.

Parameter File (Default: None)

You will learn in just a short while that it is possible to **SAVE** a set of custom **ADVANCED PRINT PARAMETERS** created with this program. This is called a **PARAMETER FILE**, and it should be stored on the same Data Diskette as the Text File it was created for.

This is the point where you would enter the name of the **PARAMETER FILE** you want to use in association with the Text File you intend to print. When you enter a **PARAMETER FILE** name and press [CR], the program will find it on your Data Diskette and **LOAD** it into the computer. **IT WILL COMPLETELY OVERRIDE ALL OF THE PARAMETERS CURRENTLY IN THE SYSTEM.** The new values will appear at their proper positions on the screen.

We strongly recommend that a copy of your **PARAMETER FILE** be on the same Data Diskette with the Text File it accompanies. If it is *not*, you must change it *before* you enter that File's name and press [RETURN].

EXECUTING AN ADVANCED PRINT

Changing Advanced Print Parameters

This screen should still be on the monitor or T.V. in front of you:

```
ADVANCED PRINT PARAMETERS

 *PAGE SIZE                      066   LINES
 *LINES PER PAGE                 055
 *CHARACTERS PER LINE            065
 *LEFT MARGIN                    007   SPACES
 *RIGHT JUSTIFY                  NO
 *PAGE NUMBERING                 NO
     ODD/EVEN OR CENTERED        N/A
     FIRST PAGE # IN FILE        N/A
     START PRINTING PAGE         N/A
     END PRINTING PAGE           N/A
 *LINE SPACING                   001
 *HEADER                         NO
 *FOOTER                         NO
 *COPIES TO PRINT                001
 *PAUSE FOR PAPER INSERT         NO
 *CHAIN FILES                    NO
 *PRINTER COMMAND FILE: NONE
 *DATABASE FILE: NONE
 *PARAMETER FILE: NONE

CHANGES? ■ Y (FOR YES) OR N (FOR NO)
```

If you would like to make any **CHANGES** in the **PARAMETERS** listed, enter Y for YES. The "CHANGES?" prompt at the bottom of the screen will disappear, and the cursor will move to a position opposite the prompt which reads "PAGE SIZE". If this is the first **PARAMETER** you want to alter, simply type in the new value and press [RETURN]. If you do *not* want to change it, don't press anything except [RETURN]. Make note of the fact that you will skip the four choices below the prompt which reads "PAGE NUMBERING" unless you register "YES" as your response.

Move through the list in this fashion until you reach the last prompt which reads "PARAMETER FILE". When you press [RETURN] from this field, you will be given another chance to make **CHANGES** to the **PARAMETERS**. The "CHANGES?" prompt will return to the bottom of the screen.

If all of the **PARAMETERS** are correct, press "N" for "NO".

Saving Advanced Print Parameters

This screen will appear:

```
ADVANCED PRINT PROGRAM
  *DO YOU WANT TO SAVE THE
   ADVANCED PRINT PARAMETERS?
  *[COM-Q] = QUIT

ENTER Y (FOR YES) OR N (FOR NO)
```

If you *do* want to save the **PARAMETERS** you've created, press **Y** for YES. A screen asking you to enter a File name will appear. Enter a valid File name (see **LESSON ONE**), and press **[RETURN]**. The File will be SAVED on the **PARAMETER FILE** on the *same* Data Diskette as the Text File it was created to be used with.

Loading and Printing the Text File

If you do *not* want to SAVE the **PARAMETERS** listed, enter N for NO, and press [RETURN]. A screen asking for the name of the File you want to have **PRINTED** will appear.

—

```
FILE TO BE PRINTED
  *ENTER FILE NAME
  *10 CHARACTERS MAXIMUM
  *[RETURN] = FINISHED
  *[COM-Q] = QUIT

ENTER FILE NAME ■
```

The program is now asking for the name of the File you wish to **PRINT**. Enter the name of the File we have used throughout this **TUTORIAL** — "MEMO" (without the quotation marks). Press [**RETURN**].

The screen asking you to **ADJUST THE PRINTER** will appear. Make sure everything is set-up properly, and press [**RETURN**] once again. This screen will come up, and the printer will start to work:

```
ADVANCED PRINT
  *PRINTER IN OPERATION
  *[P] = PAUSE
  *[COM-Q] = QUIT


FILE NAME     = MEMO
COPY NUMBER   = 001 OF 001
PAGE NUMBER   = 001
LINE NUMBER   = 001
```

The printer is printing our **MEMO** File in accordance with the **PA-RAMETERS** we set-up (or defaulted to) during the **ADVANCED PRINT** program. You may monitor its progress by watching the prompts in the middle of the screen.

When the document (or documents) have been finished, you will be returned to the **ADVANCED PRINT PARAMETER** screen from which you can exit to the program's **MAIN MENU** by pressing [COM-Q].

MISCELLANEOUS EMBEDDED PRINT COMMANDS

There are two features available to you which should be covered before we conclude this **LESSON**. Both are indirectly related to the **ADVANCED PRINTING** capabilities of the **WORD PROCESSOR** program. They involve embedded **PRINT COMMANDS** which are entered into text during the **EDIT FILE** mode.

Variable Characters Per Line

You may vary the number of CHARACTERS PER LINE from within text by embedding this code: ".CLXXX" (without the quotation marks). "CL" stands for "CHARACTERS PER LINE", and "XXX" represents the number of characters you've chosen to print. For example, 80 CHARACTERS PER LINE would be represented by the Code ".CL080". The Code for 125 CHARACTERS PER LINE would be ".CL125".

If for any reason, you would like to switch the number of CHARACTERS PER LINE in the middle of text, press [RETURN], enter your code on a line *by itself,* press [RETURN] once again, and resume typing. The Hard Carriage Return preceeding the Code will be honored, but the Code itself and the Carriage Return which follows it will have no effect on the format of the text besides changing the number of CHARACTERS PER LINE at print time. You may enter as many of these embedded commands as you desire.

Variable Line Spacing

In the same manner, you may vary the number of SPACES between LINES using a similar embedded command. That command is ".LSXXX". The "LS" stands for "LINE SPACING", and the "XXX" stands for number of lines you've chosen. For example, the Code for switching to "Triple LINE SPACING" is ".LS003" (without the quotation marks).

Implement this command exactly like you did that which changed the number of CHARACTERS PER LINE (above.)

SUMMARY

In **LESSON TEN**, the lesson detailing **ADVANCED PRINT** functions, you learned:

1) The proper procedure for **LOADING** the **ADVANCED PRINT** program
2) What the various **ADVANCED PRINT** functions are
3) How to execute an **ADVANCED PRINT**
4) How to alter **ADVANCED PRINT PARAMETERS**
5) The correct procedure for saving **PARAMETERS**
6) How to **LOAD** a Text File into the **ADVANCED PRINT** Program
7) About two miscellaneous embedded **PRINT COMMANDS** you can use.

LESSON ELEVEN will conclude our overview of the **WORD PROCESSOR'S** print capabilities. There you will learn how to execute a **DATABASE MERGE**.

LESSON ELEVEN
DATABASE MERGE

One of the most powerful features available to you in the MIRAGE WORD PROCESSOR program is the DATABASE MERGE function. With the DATABASE MERGE function you will be able to take information from a DATABASE, created by a DATABASE MANAGEMENT program (such as MIRAGE'S DATABASE MANAGER), and insert it directly into the body of a document you are printing. In a short amount of time, you can produce letters, memos, and other documents which have been customized in some manner for the companies or individuals which will eventually receive them.

Any DATABASE MANAGEMENT program which has the capability of producing a Commodore-standard, *SEQUENTIAL* FILE may be used in conjunction with this package. If you have questions as to whether or not the DATABASE MANAGEMENT system you own produces such Files, consult your Commodore dealer.

If you do not have a DATABASE MANAGEMENT system, it *is* possible to create a Sequential File, structured exactly like that produced by a DATABASE MANAGER, using this WORD PROCESSOR. The process will be discussed in this section.

DATABASE STRUCTURE

It may be helpful at this time to briefly discuss the most common structure of DATABASES being created by Commodore 64 DATABASE MANAGEMENT programs.

A DATABASE is much like a filing cabinet. In that filing cabinet are RECORDS which are being stored for future reference. Each RECORD is comprised of a number of FIELDS, storing individual items of information (or DATA).

For example, a doctor might have a DATABASE (or FILE) with all of his patient RECORDS in it. Each RECORD stores information on an individual which the doctor has treated. These RECORDS are comprised of any number of FIELDS of information such as Name, Address, City, State, Zipcode, etc.

These fields are stored "sequentially" in a DATABASE File. Field #1 of Record #1 begins the File. It is followed by a Hard Carriage Return [CR], Field #2 of Record #1, and another [CR]. It proceeds through all of the Fields of Record #1 in a like fashion, then begins on Field #1 of Record #2. ALL FIELDS OF ALL RECORDS ARE STORED SEQUENTIALLY WITH EACH BEING SEPARATED BY A HARD CARRIAGE RETURN.

**CREATING A SEQUENTIAL DATABASE FILE
WITH THE WORD PROCESSOR**

It is simple to create a Sequential File which simulates one which would be produced by a DATABASE MANAGEMENT program. Move to the EDIT FILE mode from the MAIN MENU using Option #1. Do not override the parameters. A blank screen with the PRINTED PAGE COUNTERS at the top should be in front of you.

Let's create a DATABASE with our WORD PROCESSOR which has three Fields of information on each of five Records. This will be our "EMPLOYEE" File. The three Fields we want to include are: Full Name, Phone, and Familiar Name. This is the information we'll use:

	FIELD #1 FULL NAME	FIELD #2 PHONE	FIELD #3 FAMILIAR NAME
RECORD #1	Albert Lowe	292-5531	Al
RECORD #2	Vincent Murphy	439-3576	Vince
RECORD #3	Juli Hilton	229-6811	Juli
RECORD #4	Roy Howard	767-8900	Skip
RECORD #5	Douglas Ford	368-7561	Doug

Type-in the contents of Field #1, Record #1 (Albert Lowe). Press [RETURN]. Without pressing the Space Bar, type-in the contents of Field #2, Record #1 (292-6831) and press [RETURN] once again. After you've done the same for Field #3 of Record #1, continue to Field #1 of Record #2. Go through the whole File in this manner, remembering to press [RETURN] between each Field.

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When you are finished, press [COM-Q] to QUIT, and SAVE your File with Option #2 from the MAIN MENU. IT MUST BE SAVED ON THE SAME DATA DISKETTE AS THE TUTORIAL FILE YOU'VE CREATED AND NAMED "MEMO". Name this File "EMPLOYEES". We will use it later in this lesson.

This is the technique for entering a Sequential File which simulates that produced by a DATABASE MANAGEMENT program, and many of the functions we've discussed in this manual can be applied to rearranging and/or updating the information which has been entered.

USES OF A DATABASE MERGE

Many of the documents you produce will be sent to a number of different companies or individuals. In most cases, there will be at least one portion of the document which is customized in some manner; e.g., a company name, an address, a personal name, etc., appears somewhere in the body of the text. The place where it appears is the same in each document, but the information being entered is different.

There are two ways you can accommodate producing such documents. First of all, you can type one document at a time, making the desired changes as you go along. While this is done much more simply with a computer and word processing program than a standard typewriter, it still can be a tedious, time-consuming task.

The second, and by far the best way to produce documents with customized entries is by using the DATABASE MERGE feature of the WORD PROCESSOR program. When doing so, the WORD PROCESSOR will print your document to the point where the first custom entry is to appear, go to your DATABASE and find that entry, print it, reformat text (if necessary), and continue printing to the next entry (or end of document). Documents are printed one after another, and an optional "Pause Between Pages" for changing paper can be generated.

ENTERING DATABASE MERGE INDICATORS

The first step in preparing to execute the DATABASE MERGE function is entering DATABASE MERGE INDICATORS into the body of your text. These INDICATORS will be placed at precisely the points in your document where information from your DATABASE is to appear.

From the MAIN MENU, select Option #3 (LOAD FILE). Load our TUTORIAL File named "MEMO" into the computer's memory. You will be returned to the MAIN MENU. Now move to the EDIT FILE mode (Option #1). The screen in front of you should look like this:

```
EDIT FILE

  *PAGE 001        *INSERT:  OFF
  *LINE  001 OF 055   *BLOCK:   OFF
  *CHAR 001 OF 065   *COLUMN: OFF




                                              (EDIT LINE)
  ■EMO←
  ←
  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←
  ←
```

The DATABASE we created earlier in this lesson named "EMPLOY-EES" contains five RECORDS which are comprised of three different FIELDS. If you recall, these three FIELDS are: Full Name, Phone, and Familiar Name.

To make the "MEMO" more personal, let's place the "Full Name" of the employee after the prompt "TO:", and the "Familiar Name" of the employee at the beginning of the second full paragraph of text.

To begin, number on a piece of paper *every* FIELD *in the order they appear on a single RECORD*. It is very important that they be numbered in the sequence they appear on the DATABASE. IF YOUR DATABASE HAS MORE THAN NINE (9) FIELDS, IT CANNOT BE USED IN A DATABASE MERGE. If you have more than nine, we suggest that you create a Subfile which includes *only* the Fields you intend to use during the MERGE.

Our sample would look like this on paper:

> 1 = Full Name
> 2 = Phone
> 3 = Familiar Name

When the DATABASE MERGE function is executed, RECORDS will be brought from the DATABASE one at a time, and each FIELD will be represented by the numbers we've assigned to it.

Wherever you want the contents of a certain Field to appear in your document, simply position the cursor at that point, move to the INSERT MODE [SHIFT-INST] to prevent overwrite, and press the [UP ARROW] key (second key from the right on the second row from the top of the keyboard). With the [UP ARROW] symbol in place, type in the number which represents the FIELD you want inserted.

The [UP ARROW] symbol, along with its trailing number, is called a DATABASE MERGE INDICATOR. These INDICATORS, much like the EMBEDDED COMMANDS we discussed earlier in this lesson, are transparent during the Print phase, but *are* counted along with the rest of the text characters on the prompts at the top of the page. They should, therefore, be entered *after* all of the rest of the copy in the File. DATABASE MERGE INDICATORS *are* stored along with the rest of text on your Data Diskette.

We need to place two **DATABASE MERGE INDICATORS** in the body of our "MEMO". Move the cursor to the "A" in "All Personnel". Press [CTRL-6] to delete the words on the Edit Line to the right of the cursor position. Now press the [UP ARROW] key. This symbol will appear on the screen: "↑". Following the arrow, enter the number "1" (without the quotation marks). If you recall, we used the number "1" to represent the "Full Name" Field on the list above. If we had wanted the "Phone" Number to appear at this point instead of the "Full Name", we would have entered the number "2".

Your screen should look like this:

```
 EDIT FILE

   *PAGE 001          *INSERT:  OFF
   *LINE   ?  OF 055  *BLOCK:   OFF
   *CHAR   ?  OF 065  *COLUMN: OFF




   MEMO←
   *←
   TO:    ↑1←                              (EDIT LINE)
   FROM: John Smith, Manager←
   RE: Miscellaneous←
   ←
   Effective on June 30, 1990, all outlets
   of THE CLOTHING STORE chain will be
```

Now move the cursor to the first character of the paragraph which reads "Don't forget the annual...". It should be directly over the letter "D". Toggle to the **INSERT MODE [SHIFT-INST]** to prevent typing over text when you enter your **INDICATOR**. Press the [UP ARROW] key, followed by the number "3" (without the quotation marks). "3" is the number we gave to the Field called "Familiar Name". To be grammatically correct, you should put a comma after the number, followed by a blank space. The capital "D" should also be changed to lower case.

Your screen should now look like this:

```
EDIT FILE

 *PAGE 001          *INSERT:  OFF
 *LINE   ?  OF 055  *BLOCK:   OFF
 *CHAR   ?  OF 065  *COLUMN: OFF


RE: Miscellaneous←


Effective on June 30, 1990, all outlets
of THE CLOTHING STORE chain will be
open from 10:00am to 6:00pm, Monday
through Saturday. The Centre City Plaza
store (only) will remain open on
Thursday nights until 9:00pm. All
outlets will continue to be closed on
Sundays.←


↑ 3, don't forget the annual company        (EDIT LINE)
picnic this Sunday, May 14th, at Rotary
Park. Bring a bathing suit, some
suntan lotion, your family (or a
friend), and plan to be occupied from
```

It makes no difference where the **DATABASE MERGE INDICATORS** appear in the body of the document. They need not appear in numerical order, and one number can be used an unlimited number of times.

EXECUTING A DATABASE MERGE

When the **INDICATORS** have been placed at the proper positions in the text, you are ready to execute the **DATABASE MERGE** function. Return to the **MAIN MENU** by pressing [COM-Q], **DELETE** the existing File named "MEMO" *from your Data Diskette*, and **SAVE** the File we've been working on under the name "MEMO". If you attempt to store it under the name "MEMO" without first **DELETING** that File on the diskette, you will get a "Disk Error".

IMPORTANT NOTE: THE TEXT FILE WHICH INCLUDES YOUR DATABASE MERGE INDICATORS *MUST* BE STORED ON THE SAME DISKETTE AS YOUR DATABASE FILE. They cannot be stored on different Data Diskettes.

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When you have SAVED your "MEMO" on the same Data Diskette as the File called "EMPLOYEES", you will be returned to the MAIN MENU. From that point, select Option #9 (ADVANCED PRINT). You cannot execute a DATABASE MERGE using Option #8 (PRINT FILE). This screen will appear:

```
ADVANCED PRINT

   *HAVE YOU SAVED YOUR FILE?


ENTER Y (FOR YES) OR N (FOR NO)■




```

You should recall from LESSON NINE that the FILE in the program's memory *must* be SAVED before the ADVANCED PRINT program is loaded. We have alread SAVED our "MEMO" File, so answer Y for YES. This screen will appear:

```
ADVANCED PRINT
      *REMOVE THE DATA DISKETTE AND
       INSERT THE MIRAGE PROGRAM DISKETTE
      *[RETURN] = FINISHED
      *[COM-Q] = QUIT
```
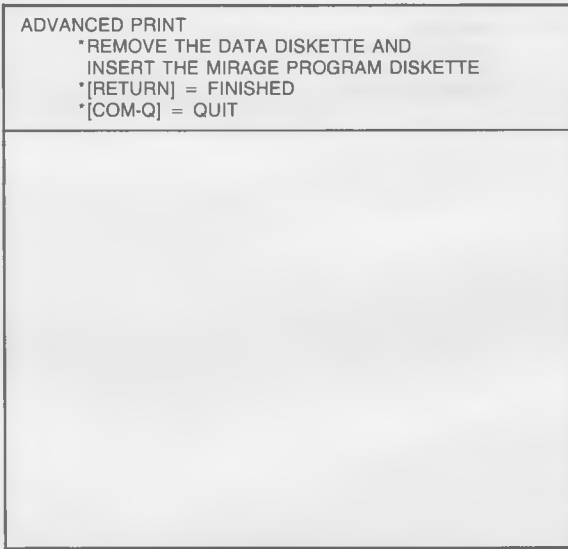
Remove your Data Diskette and insert the **MIRAGE WORD PRO-CESSOR** Program Diskette. Press **[RETURN]** when you are finished. The **ADVANCED PRINT** program will load into the computer at this time. It will overwrite the text File in memory, so make sure you **SAVED** it prior to this point.

When the **ADVANCED PRINT** program is finished loading, this screen will appear:

```
ADVANCED PRINT
    *INSERT YOUR DATA DISKETTE
    *[RETURN] = FINISHED
    *[COM-Q = QUIT
```
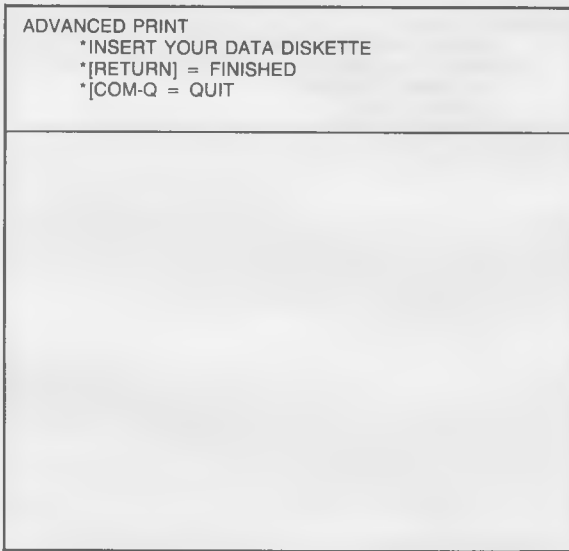
Remove your Program Diskette from the disk drive and insert the Data Diskette which has our "MEMO" and DATABASE Files on it. Press [RETURN] when you are finished. This is the next screen in the sequence:

```
┌─────────────────────────────────────────────────┐
│ ADVANCED PRINT PARAMETERS                         │
├─────────────────────────────────────────────────┤
│ *PAGE SIZE                          066 LINES     │
│ *LINES PER PAGE                     055           │
│ *CHARACTERS PER LINE                065           │
│ *LEFT MARGIN                        007 SPACES    │
│ *RIGHT JUSTIFY                      NO            │
│ *PAGE NUMBERING                     NO            │
│    ODD/EVEN OR CENTERED             N/A           │
│    FIRST PAGE # IN FILE             N/A           │
│    START PRINTING PAGE              N/A           │
│    END PRINTING PAGE                N/A           │
│ *LINE SPACING                       001           │
│ *HEADER                             NO            │
│ *FOOTER                             NO            │
│ *COPIES TO PRINT                    001           │
│ *PAUSE FOR PAPER INSERT             NO            │
│ *CHAIN FILES                        NO            │
│ *PRINTER COMMAND FILE: NONE                       │
│ *DATABASE FILE: NONE                              │
│ *PARAMETER FILE: NONE                             │
├─────────────────────────────────────────────────┤
│ CHANGES? ■ Y (FOR YES) OR N (FOR NO)             │
└─────────────────────────────────────────────────┘
```

ANYTIME YOU WISH TO EXIT THE ADVANCED PRINT PRO-
GRAM, PRESS [COM-Q]. You will be returned to the WORD PRO-
CESSOR'S MAIN MENU.

Assuming that you will be printing on form-fed or tractor-driven
paper, there is only one PARAMETER which must be changed in order
for the DATABASE MERGE to be carried out properly. The name of
our DATABASE FILE must be entered after the appropriate prompt.
If you recall, our File is named "EMPLOYEES".

Answer "Y" for "YES" to the question "CHANGES?". The prompt
at the bottom of the screen will disappear, and the cursor will move
to a position opposite the prompt which reads "PAGE SIZE".

Press [RETURN] thirteen (13) times, and the cursor will be positioned
opposite the prompt which reads "DATABASE FILE:". Type in the name
of the DATABASE FILE you want the WORD PROCESSOR to pull the in-
formation *from*. Our DATABASE FILE is named "EMPLOYEES". Enter
that name, and press [RETURN]. This screen will appear:

```
ADVANCED PRINT
     *HOW MANY FIELDS ON ONE
      RECORD OF YOUR DATABASE?
     *[RETURN] = FINISHED
     *[COM-Q = QUIT

ENTER A NUMBER (1-9)■
```

The program is asking you to enter the number of Fields *one* Record of your DATABASE contains. You may enter any number from 1 to 9. Our DATABASE named "EMPLOYEES" contains 3 Records (Full Name, Phone, and Familiar Name), so enter the number "3". Press [RETURN].

Pass through the PARAMETER FILE Field by pressing [RETURN] once again. You will have one last chance to make changes to the AD-VANCED PRINT PARAMETERS screen. The "CHANGES?" prompt will reappear at the bottom of the screen. Answer N for NO, and press [RETURN]. This will appear:

```
ADVANCED PRINT
       *DO YOU WANT TO SAVE THE
        ADVANCE PRINT PARAMETERS?
       *[COM-Q] = QUIT

ENTER Y (FOR YES) OR N (FOR NO) ■
```

We do *not* want to save the **PARAMETERS** we've created, so press
N for NO. This screen will appear:

```
FILE TO BE PRINTED
      *ENTER FILE NAME
      *10 CHARACTERS MAXIMUM
      *[RETURN] = FINISHED
      *[COM-Q = QUIT

ENTER FILE NAME ■
```

Enter the name of the File to be PRINTED, and press [RETURN]. The File which has our embedded commands in it is named "MEMO". Type it in, and press [RETURN]. The screen asking you to ADJUST THE PRINTER will appear. Make sure everything is properly set-up, and press [RETURN] once again. This screen will come up, and the printer will start to work:

```
ADVANCED PRINT
      *PRINTER IN OPERATION
      *[P] = PAUSE
      *[COM-Q] = QUIT


FILE NAME      — MEMO

COPY NUMBER — 001 OF 001
PAGE NUMBER — 001
LINE NUMBER  — 001
```

The printer is generating the first of five MEMOS to be printed in this sequence. At the two points we specified, the program will go to the DATABASE named "EMPLOYEES", find the correct information, and print it without any intervention on our part.

When the first of the five MEMOS is completed, the paper will scroll up and the second MEMO will be printed. The names from Record #2 will be inserted at the proper positions. The printer will continue until the fifth MEMO has been finished. You will be returned to the AD-VANCED PRINT PARAMETERS screen from which you can exit to the program's MAIN MENU with a [COM-Q].

IF THE FIELD YOU ARE INSERTING DOES NOT FIT ALONG WITH THE REST OF THE TEXT ON A PRINTED PAGE LINE, THAT LINE (AND THE REST OF THE TEXT) WILL AUTOMATICALLY BE REFORMATTED.

EXECUTING A MANUAL DATABASE MERGE

There is a second way to use this DATABASE MERGE feature. You may *manually* enter the information to be inserted in a document just before that document is printed, completely eliminating the need to be tied to a DATABASE.

To do so, enter the word "KEYBOARD" (Upper Case) when you are asked for the DATABASE you want to use. The program will work exactly as if it were working in association with a DATABASE, with one exception. Before each document is printed, a screen will appear asking you to enter the contents of the three Fields to be inserted in that document. Enter the information, and press [RETURN]. It will print the entire document, inserting the information you've entered at the proper positions, then stop and wait for you to enter the data for the next document.

To stop this mode of operation, press [COM-Q] when the program is on a data entry screen.

SUMMARY

This completes our overview of the DATABASE MERGE features of the MIRAGE CONCEPTS WORD PROCESSOR. In LESSON ELEVEN you learned:
1) How DATABASES are structured
2) How to create a DATABASE with the WORD PROCESSOR
3) What the uses of a DATABASE MERGE are
4) How to enter DATABASE MERGE INDICATORS into the body of your text
5) How to execute a DATABASE MERGE
6) How to execute a manual DATABASE MERGE

LESSON TWELVE, the final chapter in this TUTORIAL, covers some of the miscellaneous features at your command in the WORD PROCESSOR which were not covered elsewhere in the manual.

LESSON TWELVE
FILE COMMANDS

You have come to LESSON TWELVE, the final lesson of the WORD PROCESSOR User's Guide. It follow eleven complete chapters crammed full of information on how to create a document and manipulate it in a myriad of ways. We trust that these lessons have been useful to you.

LESSON TWELVE is none-the-less important for you to study carefully because it deals with three of the FILE COMMANDS from the system's MAIN MENU which have not been covered in other sections of this TUTORIAL. These commands are: #4 (MERGE FILES), #5 (DELETE FILE), and #7 (DIRECTORY).

If you wish to review the rest of the commands available to you from the MAIN MENU, they can be found at these points in the User's Manual.

```
#1  (EDIT FILE) . . . . . . . . . . . LESSON ONE
#2  (SAVE FILE) . . . . . . . . . . LESSON ONE
#3  (LOAD FILE). . . . . . . . . . LESSON TWO
#6  (FORMAT DISK) . . . . . . . LESSON ONE
#8  (PRINT FILE). . . . . . . . . . LESSON FIVE
#9  (ADVANCED PRINT). . . . LESSON TEN
#0  (QUIT) . . . . . . . . . . . . . . . LESSON ONE
```

LESSON TWELVE will review the three FILE COMMAND functions in the order they appear on the program's MAIN MENU. The MERGE FILES feature, which gives you the ability to append the text of one File with that of another, will come first. An overview of the DELETE FILE function follows, setting forth the necessary commands to completely remove an unwanted File from your Data Diskette. LESSON TEN concludes with a section which gives the proper steps for producing on your screen a DIRECTORY of the Files which are on your Data Diskette.

FILE COMMAND OPTION #4
MERGE FILES

There are times when it will be advantageous for you to take one File and append it to the bottom of another. The function which facilitates this type of movement is called MERGE FILES (Option #4 on your MAIN MENU).

The MERGE FILES function achieves much the same purpose as the "Insert Block" feature discussed in LESSON SIX. There is one notable exception: When you MERGE two Files, the additional text is automatically placed at the *bottom* of the destination File. When you "Insert a Block", the additional text is placed in the spaces following the cursor which can be *at any point* in the destination File.

Before you can begin the execution of the MERGE FILES process, you must LOAD a File into the WORD PROCESSOR program. The file which is "active" in the computer's memory at the time the MERGE FILE option is chosen is the one which will be MERGED *TO*; e.g., it is the "Destination File".

Press Option #3 (LOAD FILE), and type-in "MEMO" as the File you want to load into the computer. The computer will carry out your command, and you will be returned to the MAIN MENU.

With the Destination File so defined, you may begin execution of the MERGE FILES process. Choose Option #4 (MERGE FILES) at this time. This screen will appear:

```
MERGE FILES
  *ENTER FILE NAME
  *10 CHARACTERS MAXIMUM
  *[RETURN] = FINISHED
  *[COM-Q] = QUIT
ENTER FILE NAME ■
```

You are being asked to enter the name of the File whose text you wish to place at the bottom of your "MEMO" FILE. If you can't remember it's name, press [COM-Q] and you will be returned to the MAIN MENU from which you can look at the DIRECTORY of your Data Diskette using Option #7 (DIRECTORY).

We want to add the text from a File we created in the "Saving a Block" section of LESSON SIX. If you recall, we named this File "MEMOSUB". Type "MEMOSUB" (without the quotation marks) into the program and press [CR] when you are finished.

The MERGE FILES function will be carried out automatically, and you will be returned to the program's MAIN MENU — *unless* some type of error occurs.

Disk Errors

There are two types of common errors which could take place at this point of the program. The first of the two is a "Disk Error". If this happens, you will be notified of the fact in the Prompt Line of your video display. A "Disk Error" number will be indicated — a number which you can reference in the closing section of your Disk Drive's Owner's Manual. The most common "Disk Error" you will encounter is "File Not Found" A "File Not Found" error means that you entered the name of a File to MERGE FROM which does not exist on the Data Diskette currently in the disk drive.

The second error you might encounter is "Out of Memory". If this phrase appears in the Prompt Line, it indicates that the File MERGED TO, when appended with the File MERGED FROM, overflows the 16,000 character maximum File size. The best way of handling this problem is discussed in the "Inserting a Block Which is Too Large" section of LESSON SIX.

To "clear" either of these two errors, simply press [CR]. In both cases, you will be returned to the MAIN MENU. A "Disk Error" will not effect your "Destination File" in any way. A review of your "Destination File" following an "Out of Memory" error, however, will reveal that the File has been appended with as much of the MERGE FROM File as would possibly fit.

Let's review our "MEMO" File to make sure the program carried out this MERGE FILES function properly. The program's MAIN MENU should be on the display in front of you at this time. Select Option #3 (EDIT FILE). Do not override the Format Parameters — move directly to the EDIT FILE screen.

Press [COM-C]. This is the command which will move the cursor to the last character of the entire File. From that point, you should be able to see that the paragraph which was stored on the Data Diskette under the File name "MEMOSUB" has been appended to the bottom of the "MEMO" File.

Press [COM-Q] to return to the MAIN MENU.

SPECIAL NOTE: This function MERGES the text of two Files in the computer's memory ONLY. It does not effect the contents of either File *on your Data Diskette* unless you SAVE it under one of those two existing File names.

FILE COMMAND OPTION #5
DELETE FILE

The fifth option on the MAIN MENU allows you to DELETE a File from your Data Diskette. It is a simple function to execute, but it is important to carefully consider its ramifications before putting it into action. When you DELETE a File from your Data Diskette, you destroy any possible chance of ever accessing the document it contains. It is gone FOREVER.

Press the #5 (DELETE FILE) key from the MAIN MENU. This screen will appear:

```
DELETE FILE
   *ENTER FILE NAME
   *10 CHARACTERS MAXIMUM
   *[RETURN] = FINISHED
   *[COM-Q] = QUIT

ENTER FILE NAME ■
```

Type in the File name "MEMOSUB" (without the quotation marks).
When the DELETE FILE command is executed, this File will be stricken
from the Data Diskette. When you press the [RETURN] key to enter the
name, this double-protection screen will appear:

```
DELETE FILE
  *ARE YOU SURE YOU WISH TO
   DELETE THIS FILE?
   (LAST CHANCE)
  *[COM-Q] = QUIT

ENTER Y (FOR YES) OR N (FOR NO) ■
```

THIS IS YOUR LAST CHANCE TO ABORT THE DELETE FILE
FUNCTION. Press "N" or [COM-Q] to Exit before DELETING the File.

Press the Y for YES key and the program will DELETE the File named
"MEMOSUB" from your Data Diskette. You will be returned to the MAIN
MENU.

FILE COMMAND OPTION #7
DIRECTORY

It is possible to review the names of the Files on your Data Diskette
without completely exiting the WORD PROCESSOR program. This is
accomplished from the MAIN MENU using Option #7 (DIRECTORY).

With a Data Diskette inserted in the disk drive, press #7 from the **FILE COMMAND MENU**. This screen will appear:

```
DIRECTORY

  *THE FOLLOWING IS A DIRECTORY
   OF YOUR DATA DISKETTE

LOADING DIRECTORY
```
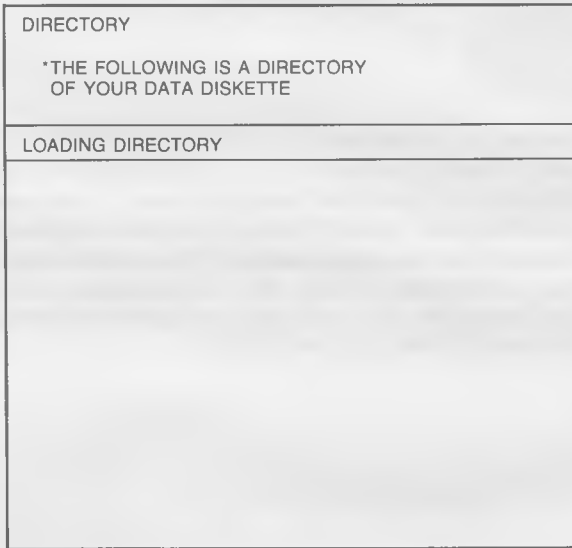
It will stay on the screen for a few moments while the **DIRECTORY** is loading from the disk drive. The screen will then clear and a **DIRECTORY** listing will begin to scroll on the screen from the top. If the listing is longer than one screen, and you wish to slow the scrolling down, depress the **CONTROL [CTRL]** key on the left side of your keyboard. When the **DIRECTORY** has been completely listed, the program will stop and ask if you wish to return to the **MAIN MENU**. Press the **RETURN [CR]** key to do so.

Due to the nature of the Commodore Disk Operating System, a **DIRECTORY** of the Files on your Data Diskette may not appear the First time you press Option #7. If it does not, press the "7" key again and a **DIRECTORY** *will* come upon the screen.

12-7

SUMMARY

LESSON TWELVE detailed the steps for executing three MAIN MENU FILE FUNCTIONS. Those functions were:
1) MERGE FILES
2) DELETE FILES
3) DIRECTORY

This concludes the twelve lessons of the ADVANCED TUTORIAL. All of the tools necessary for the proper implementation of the WORD PROCESSOR program now have been provided. If you need further assistance, the REFERENCE SECTION of this User's Manual will serve as a useful resource. An occasional review of these twelve tutorial lessons would also be a good idea. At any rate, we wish you good luck and many hours of enjoyable and profitable computing using the WORD PROCESSOR from MIRAGE CONCEPTS!

APPENDIX "A"   PROGRAMMER'S HINTS

Here are some "HINTS" from the programmers of the WORD PRO-CESSOR which will help you get the most out of the program:

1) 80 COLUMN CURSOR MOVEMENT

It does take a split second longer to update the screen in the 80 COLUMN mode than the 40 COLUMN mode. Therefore, when you are working in the 80 COLUMN mode, use the cursor movement which achieves the broadest movement possible. In other words, if you are at the end of a paragraph, and want to go to the beginning of that paragraph, *don't* go a line at a time, do it all at once with the "Move to Beginning of Paragraph" function. This will cut the screen update time down considerably.

2) GLOBAL SEARCH AND REPLACE FOR EDITING

You can use the GLOBAL SEARCH AND REPLACE feature to bring a word or phrase into the EDIT LINE. Do a GLOBAL SEARCH AND REPLACE with prompting "ON". When the word or phrase you are looking for appears, press [COM-Q] and you will be returned to the program's MAIN MENU. From there, move to the EDIT FILE Mode. You will find that the cursor still rests at the beginning of the word or phrase you found with the GLOBAL SEARCH. It will be defined as a BLOCK.

3) DATABASE MERGE FOR INSERTING STANDARD WORDS OR PHRASES

You can use the DATABASE MERGE feature to INSERT standard words or phrases. If, for example, you are doing a term paper or magazine article on the "JUXTABRACHIAL SECRETIONS OF LOWER MOLLUSKS", the word "JUXTABRACHIAL" can be entered in text through the DATABASE MERGE feature and you'll save your fingers a lot of typing.

4) NON-EDIT AREA SCREEN COLORS

When you select the screen colors you are going to be working with, remember that the background of the PROMPT AREA and all BORDERS will be the same color as the CHARACTER COLOR you select. The CHARACTERS in the PROMPT AREA will be the same as the BACKGROUND COLOR you select.

PROGRAMMER'S HINTS   APPENDIX "A"

5) SCREEN SPLIT LINE

When you are working in the 80 COLUMN mode, you MAY notice a black line between the PROMPT and EDIT areas of the screen. This is an *unavoidable* consequence of the screen splitting function, and will not affect the performance of the program in any way.

ALPHANUMERIC Consisting of letters, punctuation marks, numbers, and special characters.

APPLICATION A specific task involving information processing which a company or individual wishes to perform in an automated fashion.

ASCII American Standard Code for Information Interchange. A widely accepted code used to represent alphanumeric characters when communicating between computers, disk drives, display devices, printers, etc.

BACKUP Storing one or more copies of a file or program as a precaution against its loss or destruction.

BASIC Beginner's All Purpose Symbolic Instruction Code. A popular high-level language frequently used with microcomputers.

BLOCK A term for any kind of grouped data handled as a single unit.

BOOT The process of loading a program or an operating system into the computer from a diskette.

CANCEL To stop or abort a command or procedure in progress.

CARRIAGE RETURN A non-printable character that: (1) causes the cursor to return to the beginning of the line; (2) is used to signify the end of a command line.

CATALOG (See DIRECTORY)

CHANNEL Any electronic communication link between two points (transmitter and receiver).

CHARACTER A letter, number, or language symbol.

COMMODORE/ CONTROL KEYS An ordinary keyboard key which has been designated to perform a particular function in a computer program for the purpose of making the program easier to use.

CURSOR The flashing white rectangle displayed on the screen. It indicates where the next character typed will appear.

DATA Information that is input to a computer system. It usually consists of numbers, facts, letters, or systems.

DATABASE An organization of data files containing information or reference material on a particular subject, or subjects. It is typically structured so that headings or key words can be referenced easily, which allows efficient access to records. The individual files are further structured into a hierarchy of records and fields.

DATABASE MANAGEMENT SYSTEM Programs and documentation for setting up and using a database.

DEFAULT VALUE Values supplied by the computer system intself when no explicit value is received from the program or user.

DELETE The process of removing a character, word, or phrase from a document, or a file from a diskette.

DIRECTORY A listing of all the files on a diskette.

DISKETTE A removable magnetic recording media used to store information. Diskettes can contain programs or data.

EMBEDDED COMMAND One or more characters inserted into the text, which do not print but instruct either the printer or the word processing program to carry out a task; for example, go to half spacing, end of page, etc.

EXIT The process by which a user terminates the operation of a particular part of a program.

FAN FOLD PAPER Continuous sheets of paper connected with perforations, folded in an accordian fold and used with a printer to provide a continuous feed without operator assistance.

FIELD A portion of a record in which data of a particular type is stored.

FILE A group of organized data, assembled for one particular purpose and considered as one unit. It is stored in permanent off-line storage such as a disk drive.

FORMAT (DISKETTE) The process by which a floppy diskette is made compatible with a computer.

FRICTION FEED In a printer, a method by which paper is moved between the primary roller and the pinch roller (as in a standard typewriter).

FUNCTION KEYS Keys on a computer keyboard which can be programmed through software to accomplish a specific task or purpose.

GLOBAL SEARCH A routine that searches for every occurrence of a character, word, or phrase, within a text file.

HARD COPY Output of information in permanent form, usually on paper, as opposed to temporary display on a monitor or TV.

INITIALIZE (DISKETTE) (See FORMAT — DISKETTE)

JUSTIFICATION Spacing of text or graphics to produce an even, vertically aligned right or left margin.

LOAD The process of transferring a program or data from a diskette into the computer's memory.

MEMORY	Chips in a computer that are able to retain coded patterns representing instructions or data which are utilized by the other parts of the computer.
MERGE (DATABASE)	The process of inserting information from certain fields of a database into the body of a document.
MENU	The list of functions that you can choose from at a given time.
PARAMETER	A definable characteristic, or one of a set, whose value determines the values and limitations of a system.
PERIPHERAL	A device, usually for input/output such as storage or printing, connected to a computer and under its control to some degree.
PIN FEED	The pin mechanism of a printer, which guides the punched holes of fan fold paper through the sprocket.
PROGRAM	A set of instructions, arranged in sequential order, for directing the execution of a specific task, or the solution of a problem, by a computer.
QUIT	The process by which a user terminates the operation of a particular program and returns to the computer's **READY** mode.
RANDOM ACCESS	The process of obtaining data from or placing data into a storage location in which access is not restricted by sequential search of the data.
READY	A screen prompt which signals the operator that the computer is waiting for a command to be entered.
RECORD	A group of related fields of information treated as a unit for organizational purposes. A record may be one of many within a file.

REPLACE   The process of substituting one set of characters in a document with another set of characters.

RELATIVE FILE   A type of file which allows the records to be accessed in random order instead of sequentially.

RUN   A BASIC language command which begins the execution of a program currently residing in the computer's memory.

SAVE   The process of transferring a program or data from a computer's memory onto a diskette.

SCROLL   The process of removing a line of information from a temporary display such as a monitor, then moving all other lines up or down so as to permit a new line of information to be displayed in the area vacated by the line that has been removed.

SEARCH AND REPLACE   The ability of a word processing program to find a specified character, word, or phrase each time it appears in the text, and to replace it with another character, word, or phrase.

SEQUENTIAL FILE   A file whose data is accessed by retrieving the first record and each subsequent record in order until the desired record is accessed.

STORE   To place data or programs in the computer for later use.

SUBSCRIPT   Characters printed below the normal line of type.

SUPERSCRIPT   Characters printed above the normal line of type.

TRACTOR FEED   A printer attachment that guides paper using advancing sprockets, or pins, that fit into holes in the paper.

WORD PROCESSOR   A software program which facilitates the entry, manipulation, storage, and display or words and numbers on a computer system.

WORD WRAP   Automatic placement of a word on the next line if that word would otherwise extend beyond the margin.

APPENDIX "C"   PRINTER COMMANDS

If your printer is capable of switching to *any* special print Modes, there should be a table somewhere in the printer's *User's Guide* which lists those Modes and the PRINTER COMMANDS which facilitate them.

If you can't find such a table, or don't know how to read the one you've found, consult the charts in this APPENDIX. They give the PRINTER COMMANDS for some of the most popular printers currently being interfaced to the Commodore 64 computer. They are listed alphabetically by the printer.

To the best of our knowledge, these are the correct COMMANDS. They are taken directly from the manufacturer's manuals. If there seems to be an error in the PRINTER COMMAND we've listed, refer directly to your printer's *User's Manual*.

Some of the printers whose COMMANDS we have listed are capable of switching to many other Modes of operation. The COMMANDS herein are for only the most commonly used functions. Once again, refer to your printer's *User's Manual* for a complete listing.

COMMODORE-1525

Code	Function
14	Double width characters
15	Standard width characters
17	Cursor down mode
18	Reverse field
145	Cursor up mode
146	Reverse field off

APPENDIX "C"   PRINTER COMMANDS

EPSON FX80

Code	Function
14	Enlarged width on
15	Condensed print on
18	Condensed print off
20	Enlarged width off
27,4	Alternate mode on
27,5	Alternate mode off
27,45,49	Underline on
27,45,48	Underline off
27,69	Emphasized print on
27,70	Emphasized print off
27,71	Double strike on
27,72	Double strike off
27,77	Elite
27,80	Pica
27,83,478	Superscript on
27,83,49	Subscript on
27,84	Super/Subscript off
27,80,1	Proportional print on
27,80,0	Proportional print off (see note)
27,48	1/8 inch line spacing
27,49	7/72 inch line spacing
27,50	1/6 inch line spacing

NOTE: When a code series requires a null (0) as an item of input, it must be the last code in the series. The **PRINTER COMMAND FILE** handler will check for two zeroes in a row at the end of a printer command. If it finds two in a row, one will be transmitted. The other is assumed to designate the end of the command.

EPSON MX80

Code	Function
27,87,61	Double width characters
20	Double width off
15	Compressed print
18	Compressed print off
27,45,1	Underline on
27,45,0	Underline off (see note)
27,48	Line feed = 1/8 inch
27,49	Line feed = 7/72 inch
27,50	Line feed = 1/6 inch
27,52	Italic characters
27,53	Italic characters off
27,69	Emphasized
27,70	Emphasized off
27,71	Double Strike
27,72	Double Strike off
27,83,0	Superscript (see note)
27,83,1	Subscript
27,84	Cancel super/subscript

NOTE: When a code series requires a null (0) as an item of input, it must be the last code in the series. The PRINTER COMMAND FILE handler will check for two zeroes in a row at the end of a printer command. If it finds two in a row, one will be transmitted. The other is assumed to designate the end of the command.

APPENDIX "C" PRINTER COMMANDS

GEMINI 10

Code	Function
27,87,1	Double width characters
20	Double width off
15	Compressed print
8	Compressed print off
27,45,1	Underline on
27,45,0	Underline off (see note)
27,48	Line feed = 1/8 inch
27,49	Line feed = 7/72 inch
27,50	Line feed = 1/6 inch
27,52	Italic characters
27,53	Italic characters off
27,66,1	10 characters per inch
27,66,2	12 characters per inch
27,66,3	17 characters per inch
27,69	Emphasized
27,70	Emphasized off
27,71	Double Strike
27,72	Double Strike off
27,83,0	Superscript (see note)
27,83,1	Subscript
27,84	Cancel super/subscript

NOTE: When a code series requires a null (0) as an item of input, it must be the last code in the series. The PRINTER COMMAND FILE handler will check for two zeroes in a row at the end of a printer command. If it finds two in a row, one will be transmitted. The other is assumed to designate the end of the command.

NEC SPINWRITER 3500 SERIES

Code	Function
27,80	Proportional print on
27,81	Proportional print off
27,61	Auto center on
27,77	Auto justify on
27,88	Auto center/justify off
27,79	Auto bold on
27,87	Auto shadow on
27,38	Auto bold/shadow off
27,69	Underscore on
27,82	Underscore off

NEC SPINWRITER 7710/7720

Code	Function
27,42	Auto bold on
27,43	Auto shadow on
27,44	Auto bold/shadow off
27,45	Underscore on
27,96	Underscore off

NEC SPINWRITER 7715/7725

Code	Function
27,79	Auto bold on
27,87	Auto shadow on
27,38	Auto bold/shadow off
27,69	Underscore on
27,82	Underscore off

OKIDATA MICROLINE 82A

Code	Function
30	10 characters per inch
29	16.5 characters per inch
31	Wider characters
27,54	6 lines per inch
27,56	8 lines per inch

OKIDATA MICROLINE 92

Code	Function
30	10 characters per inch
28	12 characters per inch
29	17 characters per inch
31	Double width characters
27,48	Data Processing quality
27,49	Correspondance quality
27,50	Downline loadable characters
27,54	6 lines per inch
27,56	8 lines per inch
27,67	Underline
27,68	Underline off
27,72	Emphasized priunt
27,84	Enhanced print
27,73	Stop emphasized/enhanced
27,74	Superscript
27,75	Superscript off
27,76	Subscript
27,77	Subscript off

APPENDIX "D"   PRINTER COMMAND FILE
STRUCTURE

The **PRINTER COMMAND FILE** is a "Sequential File" which is 256 bytes long. A single entry consists of an "Identifier" (a lower case letter, codes 1-26), a series of numbers, and a terminating null character (0). Any positions in the FILE not filled by data must be filled with zeros. For example:

a,26,45,0,b,34,23,56,c, ... ,0,0,0,0

The "Identifier" code will be matched against the **PRINTER COMMAND** as listed in the **TEXT FILE**. If no match is found, the command is ignored. If a match is found, the printer channel is closed, re-opened under the alternate **PRINTER COMMAND** secondary address, and the codes are transmitted. Following the **PRINTER COMMAND FILE** code transmission, the channel is again closed, re-opened under the normal secondary address, and normal text transmission is continued.

When using these command codes for device commands, the user should make sure that closing and opening the channel does not cause unwanted reset of the receiving device.

REFERENCE

This is the REFERENCE section of the MIRAGE CONCEPTS WORD PROCESSOR *User's Manual.* In it you will find a brief, but concise, procedural listing for all of the program's commonly-used functions.

THE REFERENCE SECTION IS NOT AS COMPLETE AS THE TUTORIAL SECTION. It is not intended to be a substitute for the ten TUTORIAL lessons which precede it. A thorough study of that section is mandatory for a proper understanding of the WORD PROCESSOR program and how it operates.

Use this REFERENCE section at those times when you can't quite remember how a TUTORIAL lesson instructed you to accomplish a certain task. You will find that it provides just the facts. No frills are added.

The REFERENCE section is arranged alphabetically. Instructions are consecutively numbered within functions, and should be executed in the order they appear. "Screen:" prompts indicate the main headings of the program as they appear on the screen at that point of program execution. The "Enter:" prompt signifies the proper keyboard entry command to complete the next operation in the function sequence.

We trust that you will find this REFERENCE section both handy and helpful!

40/80 CHARACTER TOGGLE — You may **TOGGLE** back and forth between the **40** and **80 CHARACTER** screen displays at any point while in the **EDIT FILE** mode.

1) Screen: EDIT FILE
2) Enter: [f8]
3) If you were working in with a 40 character screen display, the screen will switch to 80 columns. If you were working with 80 characters, the screen will switch to 40 columns.

AUDIO FEEDBACK — To emulate the performance of a standard typewriter sound-wise, you may turn on the **AUDIO FEEDBACK** feature. This is how it's done:

1) Screen: EDIT FILE
2) AUDIO FEEDBACK can only be changed while in the EDIT FILE mode. It may be turned on or off at any point while EDITING.
3) Enter: [COM-*]
4) The program will produce AUDIO FEEDBACK sounds at this time. To adjust the volume, use the appropriate control on your monitor or TV. If your display unit does not have sound, this feature will not work.
5) To turn off AUDIO FEEDBACK, enter [COM-*] once again.

BLOCK — There are a number of functions at your command in the **WORD PROCESSOR** program which revolve around **BLOCKS** — consecutive portions of a document (from a single character to an entire File). These functions are detailed below.

Defining a Block

1) Screen: EDIT FILE
2) Move the cursor to the beginning of that portion of text you want to define as a BLOCK.
3) Enter: [f5]
4) The first letter of what will become a BLOCK is highlighted.
5) Move the cursor to the end of that portion of text you want to define as a BLOCK.
6) Enter: [f7]
7) The entire BLOCK will now be highlighted, and the "BLOCK" prompt at the top of the screen will read "ON".
8) Screen: EDIT FILE

REFERENCE

Cancelling a Block

1) A BLOCK must be defined before this function is attempted.
2) Screen: EDIT FILE
3) The cursor may be *anywhere* in the body of the document.
4) Enter: [CTRL-1]
5) The BLOCK will be cancelled. Highlights will be removed, and the "BLOCK" prompt at the top of the page will read "OFF".
6) Screen: EDIT FILE

Copying a Block

1) A BLOCK must be defined before this function is attempted.
2) Screen: EDIT FILE
3) Move the cursor to the position in the File where you want the first character of your defined BLOCK to appear.
4) Enter: [COM-V]
5) An exact COPY of the BLOCK you previously defined will be placed in text beginning at this point. The remainder of the document will be reformatted.
6) Screen: EDIT FILE

Deleting a Block

1) A BLOCK must be defined before this function is attempted.
2) Screen: EDIT FILE
3) The cursor may be *anywhere* in the text of the File.
4) Enter: [CTRL-V]
5) The BLOCK you previously defined will be DELETED from text, and the remainder of the File will be reformatted.
6) Screen: EDIT FILE

Indenting a Block

1) A BLOCK must be defined before this function is attempted.
2) Screen: EDIT FILE
3) The cursor may be *anywhere* in the text of the File.
4) Enter: [CTRL-N]
5) Screen: INDENT BLOCK — "Input Left Margin"
6) Enter the new Left Margin [CR]
7) Screen: INDENT BLOCK — "Input Line Length"
8) Enter the new Line Length [CR]
9) The BLOCK will automatically be reformatted to the new parameters (it may not look like it on the screen).
10) Screen: EDIT FILE

Inserting a Block

1) Screen: EDIT FILE
2) Move the cursor to the point in text where you want the BLOCK to be INSERTED.
3) Enter: [CTRL-B]
4) Screen: INSERT FILE — "Enter File Name"
5) Enter: (The name of the File whose contents you want to INSERT at this point) [CR]
6) The text from the File you named above will be INSERTED into your document beginning at the point where the cursor resides. The text will be reformatted.
7) Screen: EDIT FILE

Moving a Block

1) A BLOCK must be defined before this function is attempted.
2) Screen: EDIT FILE
3) Move the cursor to the position in the File where you want the first character of your defined BLOCK to appear.
4) Enter: [COM-N]
5) The BLOCK you previously defined will be MOVED from its original position to this point.
6) Screen: EDIT FILE

Printing a Block

1) A BLOCK must be defined before this function is attempted.
2) Screen: EDIT FILE
3) The cursor may be *anywhere* within the text of the File.
4) Enter: [COM-H]
5) Screen: PRINT BLOCK — "Parameter Changes?"
6) There are only two Parameter changes which may be made when printing a BLOCK — one allowing you to switch Secondary Addresses, and the other giving you an option for using the Commodore 1526 printer. Enter Y (for YES) if you would like to make either change.
7) Enter: N (for NO)
8) The printer will give you a hard copy of the BLOCK you previously defined, and you will be returned to the program's EDIT FILE mode.
9) Screen: EDIT FILE

REFERENCE

Saving a Block

1) A BLOCK must be defined before this function is attempted.
2) Screen: EDIT FILE
3) The cursor may be *anywhere* in the text of the File.
4) Enter: [COM-B]
5) Screen: SAVE FILE — "Enter File Name"
6) Enter the name you wish this BLOCK to be stored under on the Data Diskette. [CR]
7) The disk drive will start to work, and the BLOCK you defined will be SAVED. You will be returned to the EDIT FILE mode (the BLOCK will be cancelled).
8) Screen: EDIT FILE

CENTER (TEXT) — You may automatically CENTER any portion of a *Printed Page* line of text with a single command from the keyboard.

1) Screen: EDIT FILE
2) Position the cursor on top of the last character of the word or phrase to be CENTERED.
3) Enter: [CTRL-:]
4) The text will automatically be CENTERED on the *Printed Page* according to the format parameters you are working under. The text may not look as if it is CENTERED. Remember, it is formatting for the *Printed Page*.

COLUMN — There are a number of functions at your command in the WORD PROCESSOR program which revolve around COLUMNS — portions of a document (from a single character to an entire File) which are *not* necessarily consecutive in nature. These functions are detailed below.

Defining a Column

1) Screen: EDIT FILE
2) Move the cursor to the beginning of that portion of text you want to define as a COLUMN.
3) Enter: [COM-1]
4) The first letter of what will become a COLUMN is highlighted.
5) Move the cursor to the end of that portion of text you want to define as a COLUMN.
6) Enter: [COM-2]

7) The entire COLUMN will now be highlighted (it may not appear so on the screen). The "COLUMN" prompt at the top of the screen will read "ON".
8) Screen: EDIT FILE

Cancelling a Column

1) A COLUMN must be defined before this function is attempted.
2) Screen: EDIT FILE
3) The cursor may be *anywhere* in the body of the document.
4) Enter: [CTRL-1]
5) The COLUMN will be cancelled. Highlights will be removed, and the "COLUMN" prompt at the top of the page will read "OFF".
6) Screen: EDIT FILE

Erasing a Column

1) A COLUMN must be defined before this function is attempted.
2) Screen: EDIT FILE
3) The cursor may be *anywhere* in the text of the File.
4) Enter: [COM-4]
5) The COLUMN you previously defined will be ERASED from text. The remainder of the File will *not* be reformatted.
6) Screen: EDIT FILE

Moving a Column (Horizontal Only)

1) A COLUMN must be defined before this function is attempted.
2) Screen: EDIT FILE
3) Place the cursor (on ANY line) in the position where you want the COLUMN'S left margin to begin.
4) Enter: [COM-3]
5) The COLUMN you previously defined will be MOVED from its original position to this point.
6) Screen: EDIT FILE

REFERENCE

DATABASE MERGE — With the **DATABASE MERGE** feature you can take information from a **DATABASE** and insert it directly into the body of a document as it is being printed.

Entering Database Merge Indicators

1) We are assuming that you are entering INDICATORS into a text File which has already been created and currently resides in the computer.
2) Screen: EDIT FILE
3) Move the cursor to the position in text where you want information from your Database inserted.
4) Enter: [SHIFT-INST] to prevent typing over existing text
5) Enter: [UP ARROW]
6) An arrow (pointing up) will appear on the screen. This is the DATABASE MERGE INDICATOR. It *must* be followed by a number which represents which FIELD of the DATABASE RECORD the information to be inserted will be drawn from.
7) Enter: (DATABASE FIELD NUMBER...1-9)
8) You may enter as many DATABASE MERGE INDICATORS as you wish. They *will* be stored on the Data Diskette along with the text of the File. The text File *must* be stored on the same Data Diskette as the DATABASE you will be drawing information from.
9) Screen: EDIT FILE

Executing a Database Merge

1) Screen: MAIN MENU
2) Enter: Option #9 (ADVANCED PRINT)
3) Screen: ADVANCED PRINT — "Have You Saved Your File?"
4) If you were working on a text File when you entered the AD-VANCED PRINT mode, you must SAVE that File before continuing.
5) Enter: Y (for YES) or N (for NO) — We assume you answered Y (for YES)
6) Screen: ADVANCED PRINT — "Remove Data Diskette and Insert Program Diskette"
7) Remove the Data Diskette and Insert the Program Diskette into the drive. [CR]
8) When you press [CR], the disk drive will start-up, and the AD-VANCED PRINT program will be loaded into the computer.
9) Screen: ADVANCED PRINT — "Insert Your Data Diskette"

10) Remove the Program Diskette which has the text File to be printed on it. (REMEMBER: Your text File and the DATABASE it is to draw information from *must* be on the same diskette. [CR]
11) Screen: ADVANCED PRINT PARAMETERS
12) You *must* make changes in the PARAMETERS listed, so press Y (for YES) [CR].
13) Enter: [CR] (13 times)
14) With the cursor opposite the prompt reading "DATABASE FILE", enter the name of your DATABASE File. [CR]
15) Screen: ADVANCED PRINT — "How Many Fields in Your Database?"
16) Enter: The number of Fields per Record in your DATABASE. [CR]
17) Enter: [CR] The question asking for "CHANGES" will appear once again.
18) Enter: N (for NO)
19) Screen: ADVANCED PRINT PARAMETERS — "Do You Want To Save the Advanced Print Parameters?"
20) If you want to save the ADVANCED PRINT PARAMETERS on your Data Diskette, press Y (for YES) [CR]. If not, press N (for NO) [CR]. We assume that you pressed N (for NO).
21) Screen: FILE TO BE PRINTED
22) Enter the name of the File from your Data Diskette you want to PRINT. [CR]
23) Screen: PRINT FILE — "Adjust the Printer"
24) Adjust the printer and press [CR]. The printer will begin printing your document. The information from the proper Fields of your DATABASE will be inserted at the designated points.
25) When the printer is finished, you will be returned to the ADVANCED PRINT PARAMETER screen.
26) Enter: [COM-Q]
27) Screen: MAIN MENU

DELETE (FILE) — Using the DELETE (FILE) feature, you can remove a File from your Data Diskette.

1) Screen: MAIN MENU
2) Enter: Option #5 (DELETE FILE)
3) Screen: DELETE FILE — "Enter File Name"

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4) Type in the name of the File you wish to DELETE *exactly* as it appears on the Data Diskette's DIRECTORY. [CR]
5) Screen: DELETE FILE — "Are You Sure You Wish to Delete This File?"
6) If you are sure that this is the File you want to DELETE, press Y (for YES). [CR]
7) The File will be DELETED from your Data Diskette.
8) Screen: MAIN MENU

DELETE (TEXT) — **These are the various DESTRUCTIVE CURSOR MOVEMENTS available to you while working in the EDIT FILE mode of the WORD PROCESSOR. All movements are relative to the current cursor position. They are listed alphabetically.**

Character (Left)........[CTRL- S]

Character (Right........[CTRL- D]

Edit Line (Beginning)....[CTRL- 5]

Edit Line (End) ....[CTRL- 6]

Edit Line (All) ....[CTRL- Y]

Line (Down) ....[CTRL- X]

Line (Up) ....[CTRL- E]

Paragraph (Beginning)...[CTRL- U]

Paragraph (End) ....[CTRL- I]

Screen (Down)..........[CTRL- Z]

Screen (Up) ....[CTRL-W]

Sentence (Left) ....[CTRL- J]

Sentence (Right) ....[CTRL- K]

Text (All) ....[CTRL- P]

Text (Beginning) ....[CTRL- R]

Text (End) ....[CTRL- C]

Word (Left) ....[CTRL- A]

Word (Right) ....[CTRL- F]

DIRECTORY — The DIRECTORY function will allow you to review the names of the files on your Data Diskette without having to EXIT the program.

1) Insert a Data Diskette into the disk drive.
2) Screen: MAIN MENU
3) Enter: Option #7 (DIRECTORY)
4) Screen: DIRECTORY
5) A DIRECTORY of the Data Diskette in the drive will appear.
6) Screen: MAIN MENU

EDIT (FILE) — You may enter new text or change existing text when working in the EDIT FILE mode.

1) Screen: MAIN MENU
2) We will assume that you are working with a new File. (To work with an existing File, see "LOAD (FILE)".)
3) Enter: Option #1 (EDIT FILE)
4) Screen: EDIT FILE — "Parameters"
5) The Parameters the program will default to in the EDIT FILE mode are listed. To change them, enter Y (for YES). If no changes are required, enter N (for NO).
6) Enter: Y (for YES) or N (for NO) [CR]
7) Screen: EDIT FILE
8) You may enter new text at this time.
9) To EXIT the EDIT FILE mode, press [COM-Q] at any time.
10) Enter: [COM-Q]
11) Screen: MAIN MENU

FORMAT (NEW DISK) — The FORMAT function allows you to take a blank diskette and set it up to be used for data storage in a Commodore computer.

1) Place a blank diskette in the disk drive. (Make sure it is the proper type of diskette for your model.)
2) Screen: MAIN MENU
3) Enter: Option #6 (FORMAT DISK) [CR]
4) FORMAT will completely erase any information on disk at time of FORMAT.
5) Screen: FORMAT DISK — "Do You Wish to Continue?"
6) Enter: Y (for YES) [CR]
7) The Disk Drive will work for approximately two minutes.
8) Screen: MAIN MENU

REFERENCE

GLOBAL SEARCH AND REPLACE — You may SEARCH for a certain character, word, or phrase within the body of a document for the purpose of review and/or REPLACEMENT with this function.

1) Screen: EDIT FILE
2) Enter: [COM-G]
3) Screen: GLOBAL SEARCH AND REPLACE — "Enter Search Phrase"
4) Enter the character, word, or phrase you want to SEARCH for within the body of your document [CR].
5) Screen: GLOBAL SEARCH AND REPLACE — "Enter Replacement Phrase"
6) Enter the character, word, or phrase you want to REPLACE the original [CR].
7) Screen: GLOBAL SEARCH AND REPLACE — "Ignore Case?"
8) If you want the program to ignore the cases (upper/lower) of the matches to the SEARCH phrase, enter Y (for YES). If not, enter N (for NO).
9) Enter: Y (for YES) or N (for NO)
10) Screen: GLOBAL SEARCH AND REPLACE — "Prompted Replacements?"
11) If you want the program to stop with each match, giving you the opportunity to decide if a REPLACEMENT should be made, enter Y (for YES). If not, enter N (for NO).
12) Enter: Y (for YES) or N (for NO)
13) The program will begin the SEARCH/REPLACE phase at this time. If you chose PROMPTED REPLACEMENTS, it will stop with each match and as if want to REPLACE that occurance. Answer Y (for YES) or N (for NO).
14) When the entire File has been scanned, you will be returned to the EDIT FILE mode.
15) Screen: EDIT FILE

INDENT (PARAGRAPH) — You have the ability to INDENT paragraphs a certain number of spaces with a single keystroke command.

1) Screen: EDIT FILE
2) Move the cursor to the first character of a *Printed Page Line*.
3) Enter: [CTRL-L]
4) The program will move the cursor to the right the same number of spaces you specified (or defaulted to) when you entered the EDIT FILE mode. If there is text on the line, that text will be moved over and the rest of the paragraph will be reformed.

INSERT (TEXT) — The WORD PROCESSOR program allows you to INSERT characters, words, or phrases into the text of your document.

   1) Screen: EDIT FILE
   2) Move the cursor to the position where the new text is to be INSERTED.
   3) Enter: [SHIFT-INST]
   4) Type in the characters, words, or phrases you wish to add.
   5) Enter: [SHIFT-INST]
   6) You will be returned to the EDIT FILE'S normal typing mode.

LOAD (FILE) — In order to LOAD an existing text File from a Data Diskette into the WORD PROCESSOR program, follow this procedure.

   1) Screen: MAIN MENU
   2) Enter: Option #3 (LOAD FILE)
   3) Screen: LOAD FILE — "Enter File Name"
   4) Enter: The name of the File you wish to LOAD [CR]
   5) The disk drive will start to work, and the File will be LOADED into the computer. The length of time required depends upon the size of the file to be LOADED.
   6) Screen: MAIN MENU

LOAD (PROGRAM) — This is the proper procedure for LOADING the WORD PROCESSOR program into the computer's memory.

   1) Turn on the computer, disk drive,, and monitor/TV (in that order).
   2) Screen: COMMODORE 64 BASIC V2
   3) Insert the Program Diskette into the disk drive.
   4) Enter: LOAD "*", 8 [CR]
   5) This will load a boot program into the computer. It will take approximately 10-15 seconds.
   6) The disk drive will stop running (the light will go out), and the word "READY" will appear on the screen.
   7) Enter: RUN [CR]
   8) Screen: MIRAGE WORD PROCESSOR — "Set Screen and Text Colors"
   9) You are being asked to enter the BACKGROUND COLOR.
  10) Enter: The color of your choice (0-15) [CR]
  11) You are being asked to enter the TEXT COLOR.

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12) Enter: The color of your choice (0-15) [CR]
13) You are being asked to enter the HIGHLIGHT LINE COLOR.
14) Enter: The color of your choice (0-15) [CR]
15) Screen: MIRAGE WORD PROCESSOR — "Now Loading"
16) Once you have chosen your three SCREEN COLORS, the disk will once again begin to spin, and the actual program will be loaded into the computer. It will take approximately 45 seconds.
17) Screen: MIRAGE WORD PROCESSOR — "Remove the Mirage Program Diskette and Insert Your Data Diskette"
18) Take the Program Diskette out of the disk drive and store it in a safe place. Insert a Data Diskette into the disk drive.
19) Enter: [CR]
20) Screen: MAIN MENU

MERGE (FILES) — With the WORD PROCESSOR, you can take one text File and append it to the bottom of another. The process for doing so is described below.

1) LOAD a File into the computer. This will become the File you will be MERGING *TO*.
2) Screen: MAIN MENU
3) Enter: Option #4 (MERGE FILES)
4) Screen: MERGE FILES — "Enter File Name"
5) You are being asked to enter the name of the File whose contents you wish to place at the bottom of the File currently in the computer's memory.
6) Enter: (The name of the File you are adding) [CR]
7) When you press [CR], the text of this File is automatically added to the bottom of the File in the computer's memory.
8) Screen: MAIN MENU

MOVE (CURSOR) — These are the various CURSOR MOVEMENTS available to you while working in the EDIT FILE mode of the WORD PROCESSOR. All movements are relative to the current cursor position. They are listed alphabetically.

Block (Beginning) ...... [CTRL- 7]

Block (End) .... [CTRL- 8]

Character (Left) .... [CTRL- S]

Character (Right) .... [CTRL- D]

Edit Line (Beginning) . . . [CTRL- 5]

Edit Lie (End) . . . . [CTRL- 6]

Line (Down) . . . . [CTRL- X]

Line (Up) . . . . [CTRL- E]

Paragraph (Beginning) . . [CTRL- U]

Paragraph (End) . . . . [CTRL- I]

Screen (Down) . . . . [CTRL- Z]

Screen (Up) . . . . [CTRL-W]

Sentence (Left) . . . . [CTRL- J]

Sentence (Right) . . . . [CTRL- K]

Text (Beginning) . . . . [CTRL- R]

Text (End) . . . . [CTRL- C]

Word (Left) . . . . [CTRL- A]

Word (Right) . . . . [CTRL- F]

PRINT (BASIC) — To produce a hard copy of your document in which none of the Advanced Print functions are called upon, follow this procedure.

1) In order to PRINT a File, you must first LOAD a File into the computer (See LOAD — FILE).
2) Screen: MAIN MENU
3) Enter: Option #8 (PRINT FILE)
4) Screen: PRINT FILE — "Parameters"
5) The Parameters the program will default to in the PRINT FILE mode are listed. To change them, enter Y (for YES). If no changes are required, enter N (for NO).
6) Enter: N (for NO)
7) Screen: PRINT FILE — "Adjust the Printer"
8) Adjust the printer and press [CR]. The printer will begin printing your document.
9) To "PAUSE", press [P]. To restart, press [P] once again.
10) To "QUIT" during PRINT, press [COM-Q].
11) When the printer is finished, you will be returned to the MAIN MENU.
12) Screen: MAIN MENU

REFERENCE

PRINT (ADVANCED) — **Commands for obtaining page numbers, changing line spacing, setting headers and footers, and more are included in the ADVANCED PRINT program.**

1) Screen: MAIN MENU
2) Enter: Option #9 (ADVANCED PRINT)
3) Screen: ADVANCED PRINT — "Have You Saved Your File?"
4) If you were working on a text File when you entered the AD-VANCED PRINT mode, you must SAVE that File before continuing.
5) Enter: Y (for YES) or N (for NO) — We assume you answered Y (for YES)
6) Screen: ADVANCED PRINT — "Remove Data Diskette and Insert Program Diskette"
7) Remove the Data Diskette and Insert the Program Diskette into the drive. [CR]
8) When you press [CR], the disk drive will start-up and the AD-VANCED PRINT program will be loaded into the computer.
9) Screen: ADVANCED PRINT — "Insert Your Data Diskette"
10) Remove the Program Diskette and insert the Data Diskette which has the text File to be printed on it. [CR]
11) Screen: ADVANCED PRINT PARAMETERS
12) If you would like to make any changes in the PARAMETERS listed, press Y (for YES) [CR] and make the desired alterations.
13) If no changes in the PARAMETERS are required, press N (for NO) [CR].
14) Screen: ADVANCED PRINT PARAMETERS — "Do You Want To Save the Advanced Print Parameters?"
15) If you want to save the ADVANCED PRINT PARAMETERS on your Data Diskette, press Y (for YES) [CR]. If not, press N (for NO) [CR]. We assume that you pressed N (for NO).
16) Screen: FILE TO BE PRINTED
17) Enter the name of the File from your Data Diskette you want to PRINT. [CR]
18) Screen: PRINT FILE — "Adjust the Printer"
19) Adjust the printer and press [CR]. The printer will begin printing your document.
20) To "PAUSE", press [P]. To restart, press [P] once again.
21) To "QUIT" during PRINT, press [COM-Q].
22) When the printer is finished, you will be returned to the AD-VANCED PRINT PARAMETER screen.
23) Enter: [COM-Q]
24) Screen: MAIN MENU

PRINTER COMMANDS — You may embed various **PRINTER COM-MANDS** in the body of your text which will switch your printer in and out of the modes it is capable of producing (bold type, underlining, subscript, etc.). These are the steps for setting-up and embedding those **COMMANDS**.

Creating a Printer Command File

1) Screen: COMMODORE 64 BASIC V2
2) Insert the Program Diskette into the disk drive.
3) Enter: LOAD "PCF.CREATE",8 [CR]
4) The disk drive will begin to work and the program will LOAD into the computer.
5) Screen: READY
6) Remove the Program Diskette and insert a Data Diskette into the Disk Drive.
7) Enter: SAVE "PCF.CREATE",8 [CR]
8) The disk drive will once again go to work.
9) Screen: READY
10) Enter: RUN [CR]
11) Screen: PRINTER COMMAND FILE — "Enter File Name"
12) Enter the name under which your PRINTER COMMAND FILE will be stored on the Data Diskette. [CR]
13) Screen: PRINTER COMMAND FILE — "Enter Data"
14) Enter the data for PRINTER COMMAND #1. The ALPHABETICAL IDENTIFIER (small letter "a-z") should be entered opposite the "ALPHA I.D." prompt. The DECIMAL CODES should be entered one-at-a-time after the appropriate "DECIMAL I.D." prompts. If you have no more DECIMAL I.D.'s for PRINTER COMMAND #1, enter "0" (without the quotation marks) and press [CR]. For help in determining ALPHA I.D. and DECIMAL CODES, consult LESSON NINE of the ADVANCED TUTORIAL.
15) Enter the data for the remainder of the PRINTER COMMANDS you wish to include in your File. Enter "end" [CR] in the space following the "ALPHA I.D." prompt when you are finished.
16) The PRINTER COMMAND File will automatically be SAVED on the Data Diskette in the drive, and you will be returned to the computer's immediate programming mode.
17) Screen: READY

REFERENCE

Embedding Printer Commands

1) Screen: EDIT FILE
2) Assuming that you are placing EMBEDDED PRINTER COM-MANDS in an existing text File which has already been loaded into the machine, move the cursor to the point in your File where you want the printer to switch to a different print mode.
3) Enter: [SHIFT-INST] to prevent typing over existing text.
4) Enter: [COM-P]
5) A "Check Mark" will appear on the screen signifying the position for an EMBEDDED PRINTER COMMAND.
6) Enter: The ALPHABETICAL IDENTIFIER (a-z). It *must* be in lower case.
7) You may embed PRINTER COMMANDS at any point in the document. They *will* be stored on the Data Diskette with the text of the File.

Printing a File with Embedded Printer Commands

1) We are assuming that you are using the program's basic printing Option #8 (PRINT FILE) from the MAIN MENU.
2) LOAD the text File with your EMBEDDED PRINTER COM-MANDS into the computer. The Data Diskette in use *should* also have a copy of your PRINTER COMMAND FILE stored on it.
3) Screen: MAIN MENU
4) Enter: Option #8 (PRINT FILE)
5) Screen: PRINT FILE — "Parameters"
6) The Parameters the program will default to in the PRINT FILE mode are listed. You must change them, so enter Y (for YES).
7) Enter: Y (for YES)
8) Press [CR] until the cursor is opposite the "PRINTER COMMAND FILE" prompt.
9) Enter: (The name of your PRINTER COMMAND FILE) — Make sure a copy of the PRINTER COMMAND FILE resides on the Data Diskette currently in the disk drive. [CR]
10) Enter: N (for NO) to the question of "CHANGES?"
11) Screen: PRINT FILE — "Adjust the Printer"
12) Adjust the printer and press [CR]. The printer will begin printing your document. When each PRINTER COMMAND is encountered, the program will access the PRINTER COMMAND FILE for the appropriate code.
13) When the printer is finished, you will be returned to the MAIN MENU.

QUIT (PROGRAM) — This is the correct procedure for **QUITTING** **(EXITING)** the **WORD PROCESSOR** program.

1) Screen: MAIN MENU
2) Enter: Option #0 (QUIT)
3) Screen: SAVE FILE — "Have You Saved Your File?"
4) Be sure you have SAVED your File before you QUIT the program. If you QUIT before SAVING the File, the contents of that File will be lost.
5) Enter: Y (for YES) [CR]
6) Screen: (BLANK) — "Ready"

REFORMAT (TEXT) — In some cases, the text will not automatically REFORMAT. To REFORMAT manually, follow these steps.

Reformat a Single Paragraph

1) Screen: EDIT FILE
2) Move the cursor anywhere to the left (or above) of the place where the format problem occurs.
3) Enter: [SHIFT-INST]
4) Enter: [SHIFT-INST] (a second time)
5) The text will automatically be REFORMATTED to the next Carriage Return symbol (arrow).

Reformat an Entire Document

1) Screen: EDIT FILE
2) The cursor may be *anywhere* in the File.
3) Enter: [COM-O] (Capital Letter "O" — NOT Zero)
4) The document will be REFORMATTED from beginning to end (it may take a number of seconds to do).

SAVE (FILE) — The **SAVE FILE** option from the **MAIN MENU** allows you to store the File with which you have been working on a Data Diskette for future use.

1) Screen: MAIN MENU
2) Enter: Option #2 (SAVE FILE)
3) Screen: SAVE FILE — "Enter File Name"
4) Enter: The name under which the File will be stored on the Data Diskette. [CR]
5) The disk drive will execute the process of SAVING your File. The time it takes will vary with the size of the File.
6) Screen: MAIN MENU

REFERENCE

<u>TAB</u> — The **TAB** feature, much like that of a standard typewriter, allows you to move the cursor forward or backward to one or more predetermined column settings on the *Printed Page* being formatted.

Set TAB Stop

1) Screen: EDIT FILE
2) Move the cursor to the position where you want the **TAB** Stop to appear.
3) Enter: [COM-PLUS SIGN]

TAB Forward

1) Screen: EDIT FILE
2) Enter: [SHIFT-PLUS SIGN]
3) If a **TAB** Stop had been established to the right (or below) the cursor, the cursor will now move to that Tab Stop.

TAB Backward

1) Screen: EDIT FILE
2) Enter: [SHIFT-MINUS SIGN]
3) If a **TAB** Stop had been established to the right (or above) the cursor, the cursor will now move to that Tab Stop.

Clear Single TAB

1) Screen: EDIT FILE
2) **TAB** to the Stop you wish to Clear.
3) Enter: [COM-MINUS SIGN]
4) The Tab Stop will be eliminated.

Clear All TABS

1) Screen: EDIT FILE
2) The cursor may be *anywhere* in the File.
3) Enter: [COM-POUND SIGN]
4) All Tab Stops will be eliminated.

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REPLACEMENT DISK FORM

Use this form to order a replacement
diskette for one which is found to be
defective in material or workmanship as
described in the limited warranty statement.
If it is within the ninety (90) day limited
warranty period, enclose the faulty diskette
and a copy of your original sales receipt. If
it is past the warranty period, enclose the
faulty diskette and a check or money order
for $10.00 (U.S. Dollars).

Please type or print legibly.

Name _____

Title _____ Dept. or P.O. Box _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Country _____

Mirage Concepts Program Name _____

Mirage Concepts Serial No. _____

Date Purchased _____ Computer Mfg./Model _____

Nature of Problem _____

_____

_____

I have enclosed a check or money order in the amount of $ _____.

Note: Prices subject to change without notice.

SEND TO:

MIRAGE CONCEPTS, INC.
2519 W. Shaw — Suite 106
Fresno, CA 93711

Please type or print legibly.

Name _____

Title _____ Dept. or P.O. Box _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Country _____

Mirage Concepts Program Name _____

Mirage Concepts Serial Number_____

Date Purchased _____ Computer Mfg./Model _____

I have enclosed a check or money order in the amount of $ _____.

I have read the enclosed software license agreement and agree to its terms.

(Signature) _____

WARRANTY REGISTRATION

Use this envelope to register your purchase with Mirage Concepts. If you would like a back-up copy of your program diskette, enclose a check or money order for $7.00 (U.S. Dollars).

How did you learn about this product?
- ____ Dealer
- ____ Advertisement

- ____ Another User
- ____ Other _____

What is your primary use of the computer?
- ____ Home
- ____ Education
- ____ Marketing/Sales
- ____ Other _____

- ____ Financial
- ____ Word Processing
- ____ Training

Periodicals you read regularly:
- ____ Byte
- ____ Commander
- ____ Commodore
- ____ Compute!
- ____ Compute! Gazette
- ____ Creative Computing

- ____ Infoworld
- ____ Interface Age
- ____ Micro — The 6502 Journal
- ____ Midnight Software Gazette
- ____ Personal Computing
- ____ Popular Computing
- ____ Other _____

WORD PROCESSOR
USER'S MANUAL

for the Commodore 64

MiRAGE
CONCEPTS
INCORPORATED

Comments about this documentation should be sent to:

>Mirage Concepts, Inc.
>2519 West Shaw, #106
>Fresno, California 93711

Rev. A, October 1983

To complete the loading of the program, type:

RUN [CR]

Setting Screen Colors

The screen should now look like this:

```
MIRAGE WORD PROCESSOR
  *SET SCREEN AND TEXT COLORS
  *PRESS [RETURN] AFTER YOUR ENTRY

CHOOSE BACKGROUND COLOR:■

      0 = BLACK          8 = ORANGE
      1 = WHITE          9 = BROWN
      2 = RED           10 = LIGHT RED
      3 = CYAN          11 = DARK GRAY
      4 = PURPLE        12 = GRAY
      5 = GREEN         13 = LIGHT GREEN
      6 = BLUE          14 = LIGHT BLUE
      7 = YELLOW        15 = LIGHT GRAY
```

At this point, the WORD PROCESSOR program allows you to choose the screen colors you want to work with. You will be asked to make three choices:

*Background Color — That part of the screen against which the text is displayed (except on the Highlight Line)
*Text Color — The actual letters you type
*Highlight Line Color — The background color of the line upon which all of your editing is done.

The screen you see before you is asking you to enter your chosen BACKGROUND COLOR. Type in the number of the color you desire and press [CR]. A screen asking for your TEXT COLOR choice will now appear. Enter your choice in the same manner. On the final screen you will determine your preference for the background color of the HIGHLIGHT LINE. Be sure to press [CR] when you are finished.

NOTE: Although you may technically use any combination of the 16 colors available, you will find many to be undesirable to work with. We suggest the following combinations for extended use with the system:

   *Monitor (Green/Black or White/Black) — Gray background, Black
      text, White highlight line
   *Monitor (Color) — Dark Gray background, Black text, Light Gray
      highlight line
   *T.V. (White/Black) — Dark Gray background, Black text, Light
      Gray highlight line
   *T.V. (Color) — Dark Gray background, Black text, Light Gray
      highlight line

If you wish to experiment, consult the Color Combination Chart supplied in your *Commodore 64 User's Guide.*

Once you have entered the screen and text color combinations you desire, and have pressed the [CR] key, the disk drive will once again begin to spin. The actual MIRAGE WORD PROCESSOR program is now loading into the computer. Note the screen prompt which states: "NOW LOADING — PLEASE WAIT". THE PROGRAM WILL TAKE APPROXIMATELY FORTY-FIVE SECONDS TO LOAD COMPLETELY. If you have waited for two minutes and the following screen has not appeared, follow the error instructions detailed above.

```
MIRAGE WORD PROCESSOR
  *REMOVE THE MIRAGE PROGRAM DISK
  AND INSERT YOUR DATA DISKETTE

PRESS [RETURN] WHEN YOU ARE FINISHED
```

TAKE YOUR PROGRAM DISKETTE FROM THE DISK DRIVE and insert a BLANK diskette in its place. This diskette need not be formatted. We will format it in just a moment. It should, however, be the proper model for use with your disk drive (consult your drive owner's manual).

With a BLANK diskette in the drive, press [CR]. The WORLD PRO-CESSOR'S MAIN MENU will appear on the screen. It looks like this:

```
EDIT FILE

  *PAGE 001          *INSERT:  OFF
  *LINE 001 OF 055   *BLOCK:   OFF
  *CHAR 001 OF 065   *COLUMN: OFF




                                              (EDIT LINE)
  ■EMO←
  ←
  TO: All Personnel←
  FROM: John Smith, Manager←
  RE: Miscellaneous←
  ←
```

NON-DESTRUCTIVE CURSOR MOVEMENTS — CIRCULAR AREA

Cursor Movement — Single-Space (Up, Down, Left, Right)

You may recall from the Introduction to this lesson that the most fre-
quently used cursor movement keys are layed out in a circular shape
on the Commodore's keyboard. At the nucleus of this circle of com-
mands are the "E", "S", "X", and "D" keys which form the shape of
a "diamond". These four keys are single-space cursor movement keys,
meaning that their use will change the position of the cursor just one
character position (up, down, left, or right) with each key depression.

REMEMBER: ALL NON-DESTRUCTIVE CURSOR MOVEMENTS
ARE ACCOMPLISHED IN CONJUNCTION WITH THE USE OF THE
"COMMODORE" [COM] KEY. In order to achieve any given cursor
movement, hold down the [COM] key and then depress the second key
in the sequence. You will *not* be reminded to push these keys in com-
bination from this point on.

[COM-S] will move the cursor one space to the left, and [COM-D] will move it one space to the right. Give it a try. Press [COM-D] once and watch the cursor move to the "E" in "MEMO". Notice that it did not erase (destroy) the "M" as it passed *over* it. Press [COM-S] and the cursor will move to its original position — one space to the left.

Did you notice that the Printed Page Counters went to zero values when you cursored backwards (up or to the left) through the text? Remember, you must reset them by pressing the "F1" function key. ANYTIME YOU FIND THE PRINTED PAGE COUNTERS REGISTERING ZERO, PRESS THE F1 KEY TO RESET THEM.

Now press [COM-D] five times in a row. The cursor will move *over* the "E", "M", "O", and "Arrow" to the first space of the second (blank) line of text. Note that when the cursor came to the end of the line, the screen "scrolled" up and brought the second (blank) line of text into the EDIT LINE of the screen.

Press [COM-D] once again. Note that if there is no text on a line, a right cursor movement skips that line and moves to the first character of the next. Now keep pressing [COM-S] until the cursor moves to the "M" of "MEMO" — our original position.

[COM-E] will move the cursor one space up, and [COM-X] will move it one space down. Press [COM-X] once. The second (blank) line of your text will scroll into the EDIT LINE. Now try this: hold (COM-X) down for an extended period of time. As you do, the "repeat key" feature of the WORD PROCESSOR will engage, and the cursor will scroll rapidly through the text of your document.

From wherever you are in the "MEMO", try depressing [COM-E]. This combination will move the cursor one space up, bringing the line direclty above the cursor into the EDIT LINE. Now hold [COM-E] down until the cursor is positioned on the "M" of MENU", the first character in the FILE. Note that the program will not allow you to cursor *above* the first line of the document.

Remember: [COM-E] is cursor up, [COM-X] is cursor down, [COM-S] is cursor left, and [COM-D] is cursor right. You can recall their functions easily by etching their "diamond" pattern in your mind. Take some time to experiment.

NOTE: SINGLE-SPACE CURSOR MOVEMENTS CAN ALSO BE ACCOMPLISHED THROUGH THE USE OF THE "CRSR-ARROW" KEYS LOCATED ON THE LOWER RIGHT HAND PORTION OF THE COMMODORE KEYBOARD. These keys, used in either "unshifted" or "shifted" positions, will function exactly like the four key combinations detailed above.

Cursor Movement — Word (Left/Right)

You will often find it necessary to move the cursor through a great deal of text rapidly in order to edit a portion of text far removed from the current cursor location. A number of "short cut cursor movements" have been programmed into the WORD PROCESSOR to facilitate these functions. The first of these is cursor movement by Word.

The [COM-A] command moves the cursor one word to the left. Conversely, the [COM-F] command moves the cursor one word to the right. Note the position of these keys. The "A" key is one key to the left of the "S" key which is the one used for left single-space movement. The "F" key is one space to the right of the "D" key which facilitates right single-space movement. Remember the logic behind this pattern.

Press [COM-F]. Note that the cursor moves to the next blank space to the *right*. The program assumes that a blank space marks the dividing point between words, and "homes-in" to that spot. Press [COM-F] a few more times. Each time you do, the cursor moves to the next blank space. Hold the [COM-F] keys down and the cursor races through the blank spaces of your text.

Now try pressing [COM-A]. This command works exactly like the [COM-F] function, except that instead of moving right to the next blank space, the cursor moves left to the next blank space. Skip back to the beginning of our "MEMO" by depressing the [COM-A]. Note that the cursor never leaves the EDIT LINE. The text is scrolled through that area in response to the cursor commands issued to the program.

MiRAGE CONCEPTS