**Digital
Solutions
Inc.**

# Pocket
# Writer™ 2

**Professional Word Processor
for the Commodore 128 and 64**

# Reference Guide

**Serious software that's simple to use.**

# Pocket Writer™ 2

## Professional Word Processor for the Commodore 128 and 64

# Reference Guide

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# Acknowledgements

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# New Features

New features for *Pocket Writer 2* include:

## Editing

- cursor movement by pages
- automatic wordwrap in insert mode (reformats as you type!)
- delete to end/beginning of line
- delete current letter/word/sentence/paragraph
- transpose letters/words/sentences/paragraphs
- fast cursor movement while defining ranges
- change case (UPPER or lower) using ranges
- return arrows can be found and replaced
- text can be deleted using find and replace
- move blocks, including horizontally
- negative paragraph indentation (for point form)
- quick exchange between 40 and 80 columns (64 version)

## Other

- GEOS compatibility
- configure file for pre-selecting options
- word counter
- help can be dumped from memory to use longer files
- scratch files from a directory
- join one file in the middle of another
- trailing spaces at the end of a line no longer cause double-spacing
- Not all these features are avilable in the 80-column version of the 64 program.

## Additional Features for the 128

- mouse compatibility with pull-down menus
- RAM disk for systems with 1700 or 1750 memory expander
- built-in 80-column Spell Checker
- "burst" loading with 1571 drive (loads files faster)
- disk assignment for easy handling of extra drives
- mail merge with selected fields or from an alternate file
- optional 50-line video display

NOTE: *Pocket Writer 2* contains two separate programs:

- Side A—an 80-column word processor and Spelling Checker for the Commodore 128
- Side B—a 40/80-column word processor and Spelling Checker for the Commodore 64 (and the 128 in 64 mode)

# Introduction

Welcome to *Pocket Writer 2:* the power and sophistication of earlier versions of *Pocket Writer,* *plus* enhancements that make word processing easier and faster!

More than ever, *Pocket Writer 2* is probably the best writing tool available for inexpensive home computer systems. Extraordinarily easy to learn and use, *Pocket Writer* also offers many sophisticated controls over your documents, on both the video screen and printed paper.

The philosophy behind *Pocket Writer*—and every software product of Digital Solutions Inc.—is to enable you to start using it as soon as it's loaded into the computer's memory.

In almost every situation, "help" is available at the touch of the < **f7** > or < **HELP** > key. You'll be offered a spectrum of possible courses of action, often in more detail if you press < **f7** > again. You really don't need a manual that takes you away from the screen; use this Reference Guide only to clarify functions you don't understand, to utilize advanced features or to solve problems.

Best of all, what you see is what you get! You can see **boldface,** *italics* and underlining on the screen—and exactly what you see on-screen comes out on printed paper. No fancy codes to memorize that clutter up the screen; no words broken up at the end of a line; no need to guess what a page will look like.

*Pocket Writer* doesn't limit you to the standard 40 columns of the Commodore 64. You may choose to work in 80 columns, the width of most printed documents—no need to scroll sideways to see everything!

You can also load files from Paper Clip™, Word Pro™, Easy Script™ and other popular word processors, enabling you to easily switch to *Pocket Writer's* ease and power.

And a Spelling Checker will help find typing and spelling mistakes. It compares the words in your documents with a dictionary disk you create yourself, or with a 32,000 word disk available separately from Digital Solutions—save proofreading time!

*Pocket Writer for the Commodore 128:* Making full use of the doubled memory, faster speed and 80-column capability of the 128, the program on side A of *Pocket Writer 2,* which loads automatically, adds several new features to the earlier powerful program. You can have two files in memory at once, making cut-and-paste operations a snap. Superscripts and subscripts appear on-screen as raised and lowered. The Spelling Checker is built in, and you can use a RAM disk and mouse, if you have these options.

The program on side B of *Pocket Writer 2* will run on the Commodore 64 and also the 128, but only in 64 mode. On the 128, it won't use the 128's extra speed and capabilities, although the numeric keypad, ESC (escape), TAB and HELP keys will function.

Registered owners of *Pocket Writer 64* and *128* can upgrade to *Pocket Writer 2* for $19.95 U.S. plus $3 for shipping and handling. Write Digital Solutions Inc.

**Note on *Pocket Writer 2:*** The extra features added in this new version require more memory, leaving less for files. That may mean some of your files won't load. However, you can now "dump" the memory required for help screens, which gives you at least as much memory as available previously. See page 55.

Also because of memory limitations, some new features for the 128 program and the 40-column 64 program are not available on the 80-column version of the 64 program.

For the latest information on *Pocket Writer,* Digital Solutions Inc. and other *Pocket* software, see the file called "read me" on the *Pocket Writer* disk after the program is loaded.

**Support:** If you can't get some of the options to work check the Trouble-Shooting section and the Index of this guide for help. If you still have problems, ask the retailer who sold you the program. If you can't get satisfaction from the retailer, write Digital Solutions Inc. at the address in the front of this guide. To receive support from Digital Solutions, you must be a registered owner of the program (you must mail the registration card that you receive with the program to Digital Solutions). Until we receive your registration card you should consult your dealer for support.

# The Joy of Word Processing

*Pocket Writer* offers all the usual benefits of writing on a word processor—and then some! You can write and store long documents without bothering with paper and typewriter ribbons. You can add, subtract or move text without retyping. And when the document is letter-perfect, you can have it printed out automatically.

*Pocket Writer's* other major features include:

- **wordwrap**—no words break at the edge of the screen—as you add and insert text.
- **flexible cursor movement**, including tabs, screen by screen, page by page, and other timesavers.
- **deletion and insertion** of characters, lines and blocks of text.
- **transpose and delete** letters, words, sentences and paragraphs.
- **on-screen text enhancement**, such as boldface, italics, underlining, superscripts and subscripts, and foreign and other characters.
- **easy manipulation of blocks (ranges)** of text for functions such as moving and deleting, even between files.
- **change case and enhancement in ranges**.
- **sorting lists** in order for numbers and letters.
- **aligning and adding numbers** in columns, helpful with tables.
- **variable margins** at left and right, and **paragraph indentation**, including point form.
- **lines centered, justified** or **right aligned**.
- **variable page lengths** and **line spacing**.
- **borders** at top or bottom with optional title lines and page numbers.
- **linked files** to print extra-long documents in sequence.
- **help can be dumped** to make more memory for documents.
- **flexible printer set-up** to allow use with any printer.
- **find and replace** text functions that can be automatic.
- complete or selective **directories** of the files on the disk.
- **scratch files from a directory**.
- **join files** at any point in a file.
- **sequential files** for mail lists and communication with other computers.
- **mail-merge**, to customize form letters for a group of people.
- **16-color choice** on the screen.
- **fast loading** on 1541 and 1571 disk drives.
- **configure file** for pre-selecting options.
- **word counter**.

## Extra features for 128 users:

- **alternate screens**, allowing rapid comparison and swapping.
- **mouse compatibility** with pull-down menus
- **RAM disk** for systems with 1700 or 1750 memory expander
- built-in **80-column Spell Checker**
- **fast "burst" loading** with 1571 drive
- **disk assignment** for easy handling of extra drives

## Using This Guide

The best way to learn *Pocket Writer* is to load it up and start using it (see Let's Go! on page 10). We suggest reading all the Getting Started section before long—but after that, use on-screen help (the < **f7** > or < **HELP** > key) to get clear and simple explanations of the functions; refer to this guide only when you need more detail.

**Getting Started** (pages 9 to 13) describes in detail how to begin working with *Pocket Writer*, and how to create a storage disk. A typical use—writing a letter—is described from start to finish, showing some of the functions at your disposal.

This section also explains basic terms to operate the keyboard, and briefly outlines editing and other options, suggesting that you get help on-screen from memory and disk.

**Function Feast** (pages 13 to 49) details how-to-do-it—simply at first, with more complex details following (if necessary). Once you understand what you want to do, you don't need to read any further. Functions are listed approximately in the order you'll encounter in using the program:

*Within a file (editing)*: cursor movement, text manipulation, text enhancement, ranges and text formatting;

*Between files and printing (< **C** > commands)*: load, save, verify, join, find/replace, directories, disk commands and print.

**Spelling Checker** (page 49) explains how to find spelling errors before you print your document.

**RAM Disk** (pages 51 to 52) and **Mouse** (pages 52 to 54) make maximum use of these hardware options.

**Creating a Printer File** (pages 57 to 60) helps you use all the features available on your printer.

**Trouble-Shooting** (pages 61 to 63) explains disk errors and how to solve problems that aren't dealt with elsewhere.

**Index** lists functions, special keys and commonly understood terms in alphabetical order. Use it to quickly find functions in this guide and to clarify terms.

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*128 Users:* Throughout this guide, sections explaining special features for Commodore 128 users are enclosed in a box like this one for easy recognition (except for small points mentioned in text). In the Contents and Index, items with special information for 128 users are marked with asterisks (∗).

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# Getting Started
## What You Need

*Pocket Writer 2* is designed for the Commodore 64 and 128 computer systems using a 1541 or 1571 disk drive and a TV or monitor. The manuals for your hardware tell you how to connect these components.

If you have two single drives, it's common to load the program (see below) on device **8** (drive **0**) and assign drive number **1** in the **"configure"** file to work with storage disks (page 56).

You'll also need several 5 1/4-inch floppy diskettes (called disks) for storage and back-up, in addition to the one containing the *Pocket Writer 2* word processing program.

You may also have a Commodore 1350 or 1351 Mouse or a joystick to run the program instead of using the keyboard. 128 users may have a 1750 RAM Expansion Module (512 kilobytes) or a 1700 expander (128K), both of which serve as internal on-line disk drives.

And to print your documents on paper (called hard copies), you'll need a compatible printer.

# Let's Go!

## On the 64 — Side B

**LOAD THE PROGRAM:** When the disk drive, monitor and Commodore 64 keyboard are properly connected, put the *Pocket Writer* disk in the disk drive (in drive 0 if you have a dual drive) with Side B facing up.

Now type: **load"\*",8** (which appears in capitals) and press < **RETURN** > (the key near the lower right of the keyboard).

The screen should show: **"SEARCHING FOR \*"**
                                     **"LOADING"**
                                     **"READY."**

Now type: **run** (which also appears in capitals) and press < **RETURN** >.

If the screen shows **"?FILE NOT FOUND"** after you enter **load"\*",8** and press < **RETURN** >, enter **open1,8,15,"i"** and press < **RETURN** >. Now, try to load again.

If your disk drive number is other than 8, you must load *Pocket Writer* using that number in place of **8** in the line **load"\*",8**.

If you want to: work with *40 columns* in a line—press < **f1** >.
                     work with *80 columns* in a line—press < **f3** >.
                     use the *Spelling Checker*      —press < **f5** >.

The screen flashes for about 20 seconds as the program loads.

## On the 128 — Side A

Side A of *the Pocket Writer 2* disk contains an 80-column program, employing the full capabilities of the Commodore 128 computer and all the features available. It loads automatically on the 128 if the program disk is in the drive, with Side A up, when the computer is turned on.

Before turning the Commodore 128 on, make sure the < **40/80 DISPLAY** > key is in the *down* position. This tells the computer you want the screen to show 80 columns.

Also before turning the computer on, put the program disk in the disk drive. Now turn the power on and the program loads automatically, displaying **"BOOTING POCKET WRITER 2…"**.

If the computer is already on when the program disk is put in the drive, load the program by typing **boot** (which appears in capital letters) and pressing < **RETURN** >. As before, **"BOOTING POCKET WRITER 2…"** is displayed on the screen.

If the < **40/80** > key on the 128 computer is *up* (to use 40 columns), **"Turn disk over for 64 version"** appears on the screen. Only Side B has a 40-column program.

—To use the 128 program (80 columns), press the < **40/80** > key *down* and press the computer's reset button (or turn it off and then on).

—To use the 40-column version (64 program), remove the program disk from the drive and re-insert it with Side B facing up. Then enter **load"\*",8** as described above.

## On the 128 — Side B (64 mode)

If you wish to work with 40 columns on-screen on the 128 computer, you may use Side B of *Pocket Writer 2*—the program for the Commodore 64—but only in 64 mode, employing none of the 128's extra speed or the program's extra features. To load the 64 program in 40 columns, switch to 64 mode ("G064") and follow the usual procedure described above.

The 64 program will also load automatically if it's in the drive when the computer is turned on or reset with the < **40/80** > key up, or if you enter **boot** and press < **RETURN** >. You'll arrive at the same menu as in loading on the Commodore 64, as above: a choice of the 40- or 80-column programs (64 mode only) or the Spelling Checker (64 mode).

***Choose a Printer:*** When the program is loaded, the title **"Pocket Writer 2"** appears with a choice of printers. Move the cursor to the name of your printer (choose any if you don't intend to print) and press < **RETURN** >.

If you're using Side B on the 64 and your printer isn't listed, it may be on Side A, in which case you can choose any printer file now (or none, using the Timesaver below) and install the correct one later (page 46). You can also later save the correct one onto Side B so it will appear the next time you load the program.

If no disk contains a file for your printer, see "Creating a Printer File" on page 57.

*Timesaver:* If you're not planning to print, you can save time by holding down the Commodore key (< **C̄** >, at the bottom left of the keyboard) when the program is loading. Even after the title page is displayed with the choice of printers, you can save a few seconds by pressing < **C̄** > instead of choosing a printer. In either case you arrive directly in edit mode.

To print later on without reloading the program, install a printer file (see page 46).

Also, you can specify a printer file in the **"configure"** file (page 54) so a printer file is automatically installed when the program loads. If you wish later to use a different printer, it's easy to install a different printer file after the program is loaded (page 46).

Now you're in Edit mode and can begin work.

To start a new documents, simply begin typing.

To work on a document (file) previously stored on a disk, you must load it into the computer's memory. Assuming you're using a single disk drive, replace the *Pocket Writer* disk with the storage disk in the drive. Now press < **C̄** > (the Commodore key), type **l** (the letter L), enter the file's name and press < **RETURN** >.

Ask for HELP at any time by pressing < **f7** >. The first time you press it, you'll get fast but limited help from memory. Press it again to get more detailed help from the program disk (if the storage disk is in the drive, replace it with the *Pocket Writer* disk). Return to Edit mode from HELP by pressing < **f8** > (shift < **f7** >).

*Creating a Storage Disk:* If a storage disk has never been used on a 1541 or 1571 disk drive, it must be formatted.

Caution: formatting erases *all files* stored on the disk. It only needs to be done once unless the disk is not functioning correctly.

*Never format the program disk—or you'll wipe out the program.*

Press < **C̄** > and then type **c**.

Place the disk to be formatted in the drive. Choose a name for it and a two-character identity (id).

Type: **n0:name,id** and press < **RETURN** > (replace 0 with 1 if the disk is in the drive assigned the number 1.)

**"Format disk in drive 0?N"** appears on the screen. Enter **y** and press < **RETURN** >.

*Disk Drive Error Message:* After about a minute, the disk drive activity light should go out, indicating that the disk is formatted. If it flashes, an error is indicated. To read the error, press < **C̄** >, then type **c** and press < **RETURN** >—see the Trouble-Shooting section of this guide.

*Back-Up:* To protect the copyright, the *Pocket Writer* disk cannot be copied. However, you can purchase a backup copy when you send in your registration card (in the disk envelope) or at a later date (for pricing and other information, see the **"read me"** file on the program disk). The backup sent to you will be the most up-to-date version available.

Note: Also because of the protection system, don't try to validate the *Pocket Writer* disk. See page 44 for details.

# Typical Use—Writing a Letter

The following example of how to write a letter is in a sequence also used (approximately) in this guide.

After loading the *Pocket Writer* program from its disk into the computer's memory, you arrive in **Edit** mode. Now you may type the letter in, ending each paragraph by pressing < **RETURN** >.

In the course of editing, you may **manipulate text** by inserting or deleting characters. You'll **enhance text** if you want to underline, boldface or italicize it. Blocks of text may be moved within a file, or new text brought from other files, using **ranges**.

You'll **format text** to control how the letter will look on the screen or on paper, altering such factors as: how much space is at the top, bottom and sides; whether paragraphs are indented; and whether each page has a title and page number. And you may **link** the letter to another file so they print in sequence.

To store the letter, you may **save** it, giving it a name for reference. You can then see its name listed in the storage disk by looking a **directory** of files on the disk, and can **edit** it again by **loading** it onto the screen (into memory). If you find a spelling error, perhaps in someone's name, you can **find** all occurrences of the error and **replace** them with the correct one.

When you're satisfied with the letter, you can use the **spelling checker** to have the computer find errors. Users of the 64 program (Side B) working in 40 columns may reload the program in 80 columns to see exactly how the letter will appear if printed more than 40 columns wide.

Finally, you can **print** it onto paper.

At any point, you can get **help** (advice on your options) by pressing the < f7 > or < **HELP** > key.

# The Keyboard

*Pocket Writer* uses every key on the Commodore 64 keyboard as indicated on top of the key, with two exceptions: The leftwards arrow key at the top left is used for tabs and the < **RESTORE** > key is not used.

Characters that you may type include letters, numbers, punctuation and #$%+-@*¦↑{}<>= ` (and others—see Text Manipulation). Note the difference between the **0** (the number zero) and **O** (capital letter o). Holding down a character key will repeat it until the key is released.

Function keys < **f1** > through < **f8** > and the Commodore key < **C**x > have special duties. Other functions are performed using the < **CTRL** >, < **SHIFT** > and other keys in various combinations.

In this reference guide, function keys are enclosed by < and > (eg. < **INST/DEL** > and < **f1** >). Most of these should be pressed once and released, but the < **INST/DEL** >, **tab** and the two < **CRSR** > keys may be held down to repeat their functions. < **CTRL** > and < **SHIFT** > don't activate anything by themselves, and should be held down (sometimes together) while other keys are pressed.

To press an even-numbered function key—< **f2** >, < **f4** >, < **f6** > or < **f8** >—press < **SHIFT** > and the corresponding odd-numbered key—< **f1** >, < **f3** >, < **f5** > and < **f7** >.

The two key at the upper right each have two functions. To perform the *lower* function— < **HOME** > and < **DEL** >—simply press them. To perform the *upper* functions—< **CLR** > and < **INST** >—press < **SHIFT** > at the same time.

## 128 Keyboard Additions

All of the Commodore 64's keys are included in the 128 keyboard, and they all—except one—function in the same way in the Side A program. In addition, the 128 keyboard has several new keys which save time and effort, and a numeric keypad.

| These keys: | perform the same function as: | |
|---|---|---|
| < HELP > | < f7 > | (obtains help) |
| < SHIFT > < HELP > | < f8 > | (exits help) |
| < ESC > | < f5 > | (enters/exits text formatting mode) |
| < TAB > | < ← > | (moves forward one tab) |
| < SHIFT > < TAB > | < SHIFT > < ← > | (moves backward one tab) |
| gray arrow keys at top | cursor keys | |
| < ENTER > | < RETURN > | |
| < CAPS LOCK > *replaces* | < CTRL > C | (enters/exits capitals mode) |

< **ALT** > < **LINE FEED** > and < **40/80 DISPLAY** > have functions unique to the 128.

This guide uses < **CTRL** > instead of the 128 keyboard's < **CONTROL** >, and lower case for function keys < **f1** > through < **f8** > instead of the 128's upper case.

# Help

As stated above, you can get help—advise on your options—at almost any time simply by pressing the < **f7** > key (or the < **HELP** > key on the Commodore 128). While you're getting assistance, the text you have on the screen is safe: as soon as you return to edit mode you get the text back.

To return to Edit mode, press < **f8** > (< **SHIFT** > < **f7** >) (or, for 128 users, < **SHIFT** > < **HELP** >).

When *Pocket Writer* is first loaded, six lines at the top of the screen are used to display help. If you want to use these lines to display more text—while losing the ability to get help—hold < **CTRL** > and press **h**. When you want help, press < **CTRL** > **h** again.

You can also "dump" the help from memory to obtain more memory for your files. Press < **CTRL** > **H** (shift h). In this case you won't be able to get help again except by reloading the program. See page 55 for more detail.

Both these options can be specified in the **"configure"** file for when you next load the program. See page 55.

In *Edit mode*, you can get help with cursor movement, text manipulation, text enhancement and ranges. To get help with text formatting, press < **f5** > or < **ESC** > (the text formatting function key) before < **f7** > or < **HELP** >.

To get help *on modes other than Edit*, press < **Cᵇ** > (to change modes) and then < **f7** > (or < **HELP** >). After pressing < **Cᵇ** > and one of **l s v j J f** or **c** (to load, save, verify, join, find/replace or send disk commands), you can get further help.

In other modes, the screen displays help automatically.

# Function Feast, Part One: Within Edit Mode

## 40 or 80 Columns (on the 64)

As described on page 10 of Getting Started, when loading Side B of *Pocket Writer* on the Commodore 64 you're asked to choose between a screen 40 columns wide or 80 columns wide. (You can also choose at this point to use the Spelling Checker). If you switch from one width to another, you may want to change brightness and contrast settings on your monitor.

*40-column screen* (press < **f1** >) is easy to read and has faster response times to commands. Margins are set at **1** on the left and **39** on the right unless you change them.

*80-column screen* (press < **f3** >) lets you see the whole width of a typical printed document (wider than 40 columns) without scrolling sideways. However, it is more difficult to read, has only about half the memory and responds more slowly.

Also, when you put text into boldface or super/subscripts, the immediately preceding character may include an adjacent character. However, it will always be printed correctly.

Margins are set at **1** on the left and **75** on the right unless you change them.

*A suggestion:* If you plan to print more than 40 columns wide, enter and work on the text in the 40-column width. Then save it and look at it in the 80-column width before printing.

Remember that you must reload *Pocket Writer* to change screen widths, which means you must save anything on-screen (in memory) on a storage disk to avoid losing it.

## Cursor Movement

### The Cursor

The flashing square that appears when you first load up *Pocket Writer* is the cursor. It shows exactly where you can enter or delete text or define some commands. It can move down as far as one line below the bottom of the text, and can go to the right indefinitely.

While text is being added at the end of a file, the cursor will move to the next line automatically when the right margin is reached. If the cursor is in the middle of a word when it reaches the margin, the word wraps around—moves in its entirety to the next line.

If text is being typed in before the end of a file, the line that the cursor is on can expand to the right indefinitely (unless you're in insert mode and automatic wordwrap is on—see page 17). When the cursor moves to another line or the text is reformatted, the text off to the right is brought back to fit into the screen.

## Command Line

The line at the very top of the screen, specifies the cursor's position in text. It can't be controlled directly—it just shows where the cursor is.

> "P=" gives the *page* number.
> "L=" gives the *line* number.
> "C=" gives the *column* number.

*Pages:* When a page break appears in the editing portion of the screen, the number it contains shows the end of a page (i.e. the number represents the bottom of the previous page, not the top of the new one).

To control how many lines a page can have, see "Page Length" and "Printed Lines" on page 34.

The command line also displays the name of the file on the screen and gives other information. When you're moving between modes (performing Commodore Key functions—see page 38) the command line provides space to enter commands. The cursor then moves onto the command line and can be moved left, right or HOME (see below).

If a question requires an answer using letters (often **y** for Yes or **n** for No), you may enter UPPER case or lower case letter. Whatever you enter, the letters appearing on the screen will be upper case. This reference guide usually uses lower case.

### *128 Command Line Changes*

Instead of one area of the command line being used to indicate mode changes, the 80-column program for the 128 reserves space for each one. Thus, each change you make is indicated on the screen—and stays there until you reverse it (instead of an indicator of one mode being overwritten when another mode is used, as in the 40-column program in 64 mode).

| These initials: | indicate these modes: |
|---|---|
| **INS** | insert—< **f1** > |
| **CAPS** | capitals—< **CAPS LOCK** > |
| **NUM** | numeric—< **CTRL** > n |
| **GBL** | global—< **CTRL** > G |
| **64K** or **32K** | memory for current file—< **SHIFT** >< **ALT** > |

## Cursor Keys

The two keys marked "CRSR" with arrows at the bottom right are cursor keys. To move the cursor:

| | |
|---|---|
| *right one space* | —press < **CRSR right** > (at bottom right) and release it. |
| *left one space* | —hold down < **SHIFT** >, press the same cursor key and release it. |
| *down one line* | —press < **CRSR down** > (directly to the right of < SHIFT >), and release it. |
| *up one line* | —hold down < **SHIFT** > (either key), press the same cursor key and release it. |

*to last character in a line* —< **CTRL** > < **CRSR right** >.
*to first character in a line* —< **CTRL** > < **CRSR left** > (< SHIFT >).
*to beginning of next line* —hold down < **SHIFT** > and press < **RETURN** >.

| *down one screen* | —hold down < **CTRL** > and press < **CRSR down** >. The line the cursor is on moves to the top. Repeat, and the text moves up so the former bottom line is now at the top. |

| | |
|---|---|
| *up one screen* | —< **CTRL** >< **CRSR up** > (don't forget to < SHIFT >). The line the cursor is on moves to the bottom. Repeat, and the text moves down so the former top line is now at the bottom. |
| *to a particular page* | —< **CTRL** > **g** (not available in the 80-column version of the 64 program). "**Go to page:N**" appears on the command line, where "**N**" is the current page number (the same as after "**P=**" on the command line). Enter the desired page number and press < **RETURN** >. The page now appears on the screen with line 1 at the top of the page, and the cursor at the top left. |
| *forward one word* | —< **f3** > (among keys at right). |
| *backward one word* | —< **f4** >. |
| *to top left of screen* | —< **HOME** > (< CLR/HOME > at top right). |
| *to beginning of file* | —< **HOME** > again. |
| *to end of file* | —< **f2** >. |

Holding down the cursor keys or < **f3** >/< **f4** > repeats their movements until they're released.

## Tabs

Just like a typewriter, *Pocket Writer* has tabs to move the cursor quickly. When the program is loaded, they're set at 10-column intervals, indicated by marks at the top of the editing space. To:

| | |
|---|---|
| move forward 1 tab | —press < ← > (the arrow key at the keyboard's top left) or < **TAB** > (can be held down for continuous movement). |
| move backward 1 tab | —hold down < **SHIFT** > and press either tab key (continuously, if desired). |
| set or clear a tab | —move the cursor to desired column and press < **CTRL** > < ← > or < **CTRL** > < **TAB** >. |
| clear all tabs | —press < **CTRL** > < **SHIFT** > < ← > or < **CTRL** > < **SHIFT** > < **TAB** >. |

When a file has tabs set at greater than column 40, saving a file on a disk (page 39) uses more storage room. However, it takes no extra memory when the file is on the screen.

## Return

The < **RETURN** > key near the bottom right of the keyboard is used to end paragraphs and begin new ones, or to add blank lines. Outside the edit mode, < **RETURN** > is often used to execute commands.

When visible (see Other Screen Controls, page 25), it shows up as a right-to-left arrow (←)

To move the cursor to the next line without ending or starting a paragraph, press < **SHIFT** > < **RETURN** >.

Pressing < **RETURN** > in the middle of a paragraph breaks it into two separate paragraphs, with the character under the cursor starting the second paragraph. Formatting commands remain with the first paragraph.

When the cursor is on a return arrow, pressing < **RETURN** > creates a new paragraph only when you are in insert mode (page 17). If you aren't in insert mode, pressing < **RETURN** > moves the cursor to the next line as if < **SHIFT** > < **RETURN** > was pressed.

If you have begun to highlight a range by pressing < **CTRL** > **r** (page 21), pressing < **RETURN** > moves the cursor to the next line as if < **SHIFT** > < **RETURN** > was pressed.

# Text Manipulation

Most functions used in editing—such as deleting and inserting text—are text manipulation. This section also includes the advanced features of altering the type of file and handling numbers.

## Delete Character

To delete the character or space to the left of the cursor, press < **DEL** > (the < INST/DEL > key at the keyboard's top right corner). Deletion repeats when the < **DEL** > key is held down.

You can also choose to reverse the direction in which the deletion works, starting with the space or character that the cursor is on. To do this press < **CTRL** > **e** ("**Edit Delete ON**" appears on the command line).

To restore the original deletion type direction, press < **CTRL** > **e** again ("**Edit Delete OFF**" appears on the command line). It's a toggle function: the same command turns it on and off.

### Insert Character

To insert a space to the left of the cursor, press < **INST** > (shift and the < INST/DEL > key).

This function repeats when the keys are held down. The cursor doesn't move, but the text past it is forced further right as spaces are inserted.

### Delete/Insert Line

To delete the line the cursor is on, including all text, press < **CTRL** > < **DEL** >. Text can't be restored.

To insert a blank line above the current line, press < **CTRL** > < **INST** > (remember to shift). The cursor can be anywhere in the line.

Both these functions repeat when the keys are held down.

### Delete Part of Line

To delete text from the cursor to the end of the line, press < **CTRL** > x .

To delete text from the cursor to the beginning of the line, press < **CTRL** > y . Text to the right of the cursor, and the cursor itself, is pulled to the beginning of the line.

In each case, after the deletion the text is reformatted only when the cursor moves off the line. Text deleted this way cannot be restored.

These features are not available in the 80-column version of the 64 program.

### Delete Selected Text

To delete a letter, word, sentence or paragraph, put the cursor on the item you wish to delete and press < **CTRL** > d . Warning: if you already have a range highlighted, this will delete it. (This features is not available in the 80-column version of the 64 program.)

Then "**DELETE: Letter, Word, Sentence or Paragraph (L/W/S/P)?**" appears on the command line ("**DELETE: Letter, Word, Sent or Para?**" in 64 mode).

Now press a letter representing one of the following:

*letter* (any character or space)—press **l**

*word* (a character group separated by spaces)—press **w**

*sentence* (a word group separated by periods, question or exclamation marks)—press **s**

*paragraph* (text and/or space between return arrows)—press **p**

Deleting the current word or sentence (**w** or **s**) memorizes the word or sentence, replacing the previously memorized range (page 21). That means if you now press < **CTRL** > **m** or < **CTRL** > **c**, the word or sentence appears, not the previous range.

A letter or paragraph, however, can't be restored.

To exit to Edit mode without deleting anything after pressing < **CTRL** > d, press < **Œ** >.

Deleting a word followed by a period (no space between) also deletes the period.

### Transpose Selected Text

To transpose a letter, word, sentence or paragraph, put the cursor on the item you wish to transpose and press < **CTRL** > t. (This feature is not available in the 80-column version of the 64 program.)

Then "**TRANSPOSE: Letter, Word, Sentence or Paragraph (L/W/S/P)?**" appears on the command line ("**TRANSPOSE: Letter, Word, Sent or Para?**" in 64 mode).

Now press a letter representing (as above) one of the following:

| | |
|---|---|
| *letter*—press **l** | *sentence*—press **s** |
| *word*—press **w** | *paragraph*—press **p** |

The item selected changes place with the previous item (within the current paragraph in the case of letters, words and sentences). A word at the end of a sentence keeps the punctuation when transposed.

To exit to Edit mode without transposing anything, press < **Œ** > or repeat the transpostion.

Transposing the current word or sentence (**w** or **s**) memorizes the word or sentence, replacing the previously memorized range (page 21). That means if you now press < **CTRL** > **m** or < **CTRL** > **c**, the word or sentence appears, not the previous range.

Transposing a word followed by a period (no space between) carries the period with it.

## Insert Mode

To begin automatic insert, press < **f1** > (at the top of the column of keys at the keyboard's right).

Now "**INS**" appears on the command line, and everything past the cursor moves right as you enter text, rather than being overwritten.

To cancel the automatic insert, press < **f1** > again. (It's another toggle function—pressing the same keys turns it on and off.) Only pressing < **f1** > again or reloading the program cancels insert mode.

To add text to the right of an existing line, there's no need to enter insert mode: simply type the text and spaces automatically fill any gap out to where you are typing.

*Automatic Wordwrap:* Whenever you're adding text to a file that would push the end of the current line past the right margin, insert mode now automatically wraps words at the end of the line onto the next line as you type. This means all the text is continuously formatted on-screen; however, it may slow down the response time on the screen as you type.

To turn the automatic wordwrap *off*, press < **CTRL** > w and "**Wordwrap OFF**" appears on the command line.

To turn automatic wordwrap back on, press < **CTRL** > w again and "**Wordwrap ON**" appears on the command line.

You can preset automatic wordwrap off (the default is on) in the "**configure**" file (page 54 ).

## Clear (Erase) to End of File

To clear (erase) all the text to the end of the file, starting at (and including) the line the cursor is currently on, press < **CLR** > (shift < CLR/HOME >).

As a safety feature, "**Erase text from cursor?N**" appears on the command line. To erase the text, type **y** and then press < **RETURN** >. The text can't be restored.

If you decide *not* to eliminate the text after pressing < **CLR** >, press < **RETURN** > and you'll return to edit mode with nothing changed. Even after typing **y** you can change your mind: Type **n** and press < **RETURN** >.

Deleting text using Ranges (page 23 ) enables recovery of the deleted text.

*Clear the Screen:* To quickly clear all text in a file, press < **HOME** > twice to send the cursor to the top of the file, then < **CLR** >, **y** and < **RETURN** >. When the screen clears, the file name also disappears from the command line, leaving the screen blank for entering a new file.

## Reformatting Text

When a line in a paragraph has been lengthened or shortened, you can readjust the line to fit into its margins by pressing < **f6** >. This may make the text easier to read.

The cursor stays on the current character, even if the character moves to another line.

Moving the cursor off the current line also reformats the text.

As well, pressing < **f5** > twice (for Text Formatting, page 29) or < **C** > twice reformats the text, but these methods are slower and risk errors.

## All Capitals

To have every letter you type entered as a capital, press < **CTRL** > C (shift c). The letters "**CAP**" appear on the command line, although they will not replace "**INS**" if you're in insert mode. Punctuation and functions such as < **DEL** >, < **HOME** > and cursor keys still work, but all letters typed are capitalized.

To return to normal (upper and lower case), press < **CTRL** > **C** again (a toggle).

Pressing < **SHIFT/LOCK** > also makes all letters you enter be capitals, but also locks into the shift position all functions keys that operate differently when shifted (eg. pressing < **INST/DEL** > will not delete characters, only insert them, and the cursor keys will only work upward and leftward.)

## Alter File Type

*Pocket Writer* loads most files as text files (shown as "**prg**" in directories), which permits more flexibility in editing and permits on-screen enhancement.

You may want to change a text file to a *sequential* file ("**seq**" in directories) to handle repetitive data such as mail lists and to communicate between computers. Data entered by merge variables (page 20) must be in sequential form, as are printer files and the "**configure**" file.

A sequential file automatically ends every line with a return symbol. Only characters on the keyboard can be used, because on-screen enhancement (such as underlining) is eliminated. Text formats (such as page breaks and paragraph indentation) are also eliminated.

When you save a file onto a disk, it's saved in the form it had on the screen.

To alter a text file to a sequential file, press < **CTRL** > a.

Now "**Switch to SEQ file?N**" appears on the command line, as a safety feature.

Enter **y** and press < **RETURN** >. "**SEQ**" replaces "**P=**" on the command line.

If you decide *not* to alter the file type after pressing < **CTRL** > a, simply press < **RETURN** >, leaving the "**n**" (No) unchanged. You can also change "**y**" back to "**n**" and press < **RETURN** > if you change your mind.

To change a sequential file to a text file, follow the same procedure (< **CTRL** > a toggles between text and sequential files). Note that end-of-paragraph symbols (return arrows) remain at the end of each line and that there is no text formatting—but now you can insert some.

## Align Numbers

To enter a column of numbers and align their decimal points under a tab, press < **CTRL** > n to enter numeric mode ("**NUM**" appears on the command line).

Put the cursor at the tab at which you want numbers aligned, and enter a number. Now press the < ◄ > (the tab key) or < **TAB** > to align the number and move the cursor to the next tab, or < **RETURN** > to align the number and move to the next line).

For example, to create a table of numbers like:

| | |
|---|---|
| $123.45 | 64.25 |
| 29 | 142.3 |

set two tabs where you want the decimal places. Move the cursor to the first tab on a blank line and enter **$123.45**. Now press the tab key: "**$123.45**" appears with its decimal point under the first tab and the cursor moves to the second tab. Enter **64.25** and press < **RETURN** >: "**64.25**" appears with its decimal point under the second tab and the cursor moves to the beginning of the next line. Enter the second line in the same fashion.

Indentation, margins and other formatting commands (page 30) affect tables of numbers, so make sure indentation is set to 0 and all the table can fit within the current margins.

To turn numeric mode off, press < **CTRL** > n again (toggle). Leaving it on could cause trouble when numbers are entered.

To sort and add columns of numbers, see page 23 in Ranges.

## Summary

| To: | press: |
|---|---|
| delete the character or space left of cursor—< **DEL** > | |
| insert a space left of the cursor | —< **INST** > |
| delete text to the end of line from cursor | —< **CTRL** > x |
| delete text to the beginning of the line | —< **CTRL** > y |

| | |
|---|---|
| delete the line the cursor is on | $-<$ **CTRL** $><$ **DEL** $>$ |
| insert a blank line above the current line | $-<$ **CTRL** $><$ **INST** $>$ |
| clear (erase) text from the cursor down | $-<$ **CLR** $>$, **y**, $<$ **RETURN** $>$ |
| reformat lines of text | $-<$ **f6** $>$ |
| Delete selected text | $-<$ **CTRL** $>$ **d**, then one of: |

<div align="center">

letter—**l**  
word—**w**  
sentence—**s**  
paragraph—**p**

</div>

| | |
|---|---|
| Transpose selected text | $-<$ **CTRL** $>$ t, then one of: |

<div align="center">

letter—**l**  
word—**w**  
sentence—**s**  
paragraph—**p**

</div>

| | |
|---|---|
| Insert mode on/off | $-<$ **f1** $>$ (**"INS"** appears on the command line) |
| Capitals mode on/off | $-<$ **CTRL** $>$ **C** (shift c) on the 64 (**"CAP"** appears) |
| | $<$ **CAPS LOCK** $>$ on the 128 (**"CAP"** appears) |
| reverse direction of deletion | $-<$ **CTRL** $>$ e (**"Edit Delete ON/OFF"** appears) |
| Numeric mode on/off | $-<$ **CTRL** $>$ n (**"NUM"** appears) |
| Alter file type | $-<$ **CTRL** $>$ **a**, **y**, $<$ **RETURN** $>$ (**"SEQ"** may appear) |

# Text Enhancement

### Underline, Boldface, Italics, Superscript, Subscript

The following text enhancement functions work the same way. They enable you to emphasize or otherwise alter the appearance of type on the screen—and on paper if your printer has the capacity.

These enhancements are not available in sequential files, and are eliminated when a text file is altered to sequential (page 18).

You can also use ranges (page 21) to enhance large amounts of text.

Put the cursor at the first character of the text you want to enhance, press $<$ **CTRL** $>$ and:

- **u** for underlining
- **b** for **boldface**
- **i** for *italics*
- **+** for superscript, eg. $r^2$
- **−** for subscript, eg. $H_2O$

Now all text from the cursor to the end of the paragraph is displayed as enhanced.

If you want to stop the enhancement before the end of the paragraph, move the cursor to the first character you do *not* want enhanced. Press $<$ **CTRL** $>$ and the appropriate character again.

***64 Users:*** Superscripts appear as yellow on color monitors and are brighter on monochrome monitors. Subscripts appear as green on color monitors and are not quite as bright in monochrome. These colors can be changed, as described on page 27.)

In 80-column format in 64 mode, boldface, superscripts and subscripts appear only in two-character blocks. Thus, if you enhance text while in 80-column format or switch a file from 40-column to 80-column format, some text enhanced this way may show an adjacent character similarly enhanced. Don't worry—when the document is printed on paper, it will appear accurately. (Italics and underlining display normally.)

***128 Users:*** In the 80-column format, superscripts and subscripts take on their natural appearance on the screen. Superscripts are raised about a third of a line, while subscripts are lowered by the same amount. Both appear in the same color as other normal text.

If you delete the first character of enhanced text, the enhancement is eliminated. You may also remove the enhancement by placing the cursor at the beginning of the enhancement, and pressing < **CTRL** > and the appropriate character.

Superscript and subscript do not override each other. To switch text from superscript to subscript, for example, you must first turn superscript off.

## Merge Variable (for mail list)

*Pocket Writer* gives you special help when sending the same letter to people on a mailing list.

Instead of having to set each letter up individually and type in the name and address of each recipient, you can insert a special character—a merge variable—into the letter. When the letters are printed, the merge variables draw information from a separate sequential file (usually names and addresses) one piece at a time and merge them into each letter.

See page 47 for information on printing documents with merged variables.

To mark where the merged information is to be printed, type < **CTRL** > v , which appears as ■ on the screen—a small block occupying two spaces.

Usually the first variable is a name, and following ones represent parts of the address—the variables must correspond exactly with the order of pieces of information in the sequential file.

*Eliminate Trailing Spaces:* If you're printing form letters drawing names and addressed from a sequential file, you may find leftover spaces inserted between pieces of data.

For example, if the sequential file allows 10 spaces for each name (the names are the data represented by two consecutive merge variables with one space between them in your text file), **John Smith** would be printed as **"John   Smith"**.

However, you can eliminate these "trailing spaces". Enter − (a minus sign) immediately after the merge variable.

In the example above, ■ - ■ - would print, **"JohnSmith"**. To separate them, put a space after the minus sign: ■ -  ■ - produces **"John Smith"**.

In the unlikely case that you wish to print a hyphen immediately after the data (eg. to print **"John-Smith"**), redefine a character as a hyphen. See "Redefine Character", pages 21 and 35.

*Omit Fields:* To omit a field (piece of data) from a sequential file, type < ↑ > (the upwards arrow key beside the asterisk) immediately in front of the merge variable symbol. At the next merge variable found, the printer will skip to the following field in the sequential file.

For example, suppose you want a form letter to begin:

> **name**
> **street address**
> **city, state zip**

and the sequential file you're using has the following fields for each person:

(1) name      (4) state
(2) street address      (5) zip
(3) city      (6) phone number

instruct the printer to leave out the phone number by entering:

> ■
> ■
> ■ -, ■ -  ■ ↑ ■

## Foreign Characters

A set of characters from the French alphabet is available on the screen at the touch of an extra key—although your printer may not print them. Letters from other languages may be substituted; see Creating a Printer File, page 57.

| Press < **CTRL** > and: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | or | 0 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| to get: | é | è | ê | à | â | ù | ô | î | û | or | ç |

The **"french chars"** file on the program disk determines how these characters (< **CTRL** > and a number) appear on screen. You can alter the dot patterns to change the characters on the screen, but they won't change when printed unless you also change the printer file (page 60 ).

## Additional Characters

Press < **SHIFT** > and:    +    −    £    @    ∗    or    ↑
to get:    {    }    |    \    _    or    ~

Not all printers can produce these characters.

**Shift Space:** To bind two distinct words together so they *wordwrap* together at the end of a line, press < **SHIFT** > space (the space bar) between them to produce a space that behaves like a character—it can't be separated from adjacent characters. The screen displays it as a thick line between the two words ( ▬ ), but it prints as a space.

## Redefined Characters

If your printer has characters not visible on the Commodore keyboard or contained in the above sets of foreign and additional characters, you may print them using redefined characters. These are also useful if you want to use a comma in headers and footers (page 35), which interpret commas as separators.

Up to 10 redefined characters are available.

To represent characters on the screen that have been redefined (see page 36 in Text Formatting) press < **CTRL** > < **SHIFT** > and the appropriate numeral.

| < **CTRL** > < **SHIFT** > | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |
|---|---|---|---|---|---|---|---|---|---|---|
| produces: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |

## Summary

| To obtain these enhancements: | press: |
|---|---|
| underlining | < **CTRL** > u |
| **boldface** | < **CTRL** > b |
| *italic* | < **CTRL** > i |
| superscript, | < **CTRL** > + |
| subscript | < **CTRL** > − |
| merge variable | < **CTRL** > v |
| foreign characters | < **CTRL** > 0 to 9 |
| additional characters | < **SHIFT** > + − £ @ ∗ or ↑ |
| redefined characters | < **CTRL** > < **SHIFT** > 0 to 9 |

# Ranges (blocks)

Ranges, sometimes known as blocks, let you delete, move or copy variable amounts of text. You can also use them to enhance text in more than one paragraph at a time, to sort lists and add numbers.

## Define a Range

To define a range of text, put the cursor on the character (or space) where you want the range to begin and press < **CTRL** > r . Now move the cursor to where you want the range to end and press < **CTRL** > r again.

The range is highlighted in reverse (letters appear dark on a lighted background). Italicized text turns red (a lighter shade on a monochrome monitor) everywhere on the screen in the 40-column program on the 64 while a range is defined, returning to italic appearance when the range function is completed.

After you press < **CTRL** > r to begin defining a range, you can move the cursor quickly using nearly all the commands for fast movement as on page 15. This includes forward or backward by a word, tabs, going to the first or last character on the line, down or up a screen, and to top of screen or range (with < **HOME** > once or twice).

There are two exceptions: < **RETURN** > in this case is the same as < **SHIFT** > < **RETURN** > —the cursor moves to the next line. And "Go to page" is not available.

Defining a range "memorizes" it: stores it in the computer memory, from where copy and move functions can recall it. However, the text manipulation functions of deleting or transposing words or sentences (page 16) also employ ranges, thus displacing the one most recently memorized. That means if you memorize a range and then use a delete sentence function, the sentence replaces the previous range as the memorized one.

If **"Not Memorized"** appears on the command line after < **CTRL** > r is pressed the second time, the range is too large to memorize. The text is still highlighted, but you won't be able to move or copy it, just delete or clear it. The previous range is cleared from memory. One way of obtaining more memory is to dump the memory used for help—page 55.

***Sorting and Adding:*** If you're manipulating columns of numbers—see "sort lists" and "add numbers" below—define the range as a block by ending it with < **CTRL** > **b** instead of < **CTRL** > **r** . (In the 80-column version of the 64 program, a block range isn't memorized and can't be moved).

## Clear a Range

If you decide not to proceed with a range after defining one, you can clear it by pressing < **CTRL** > **r** . A text range—but not a block range—will still be memorized (and can be inserted anywhere using the copy or move range functions), but the highlighting disappears from the text and you're able to edit as usual.

Pressing any character key or < **RETURN** > also clears it and types the character or inserts the return arrow as if the range never existed.

At any point, you can clear the existing range from memory by pressing < **CTRL** > **k** . This may be used to make more memory available to enter text, whether by typing or by loading or joining files.

## Move a Range

To move a defined range to another location, put the cursor on the character or space where the range is to be inserted.

Now press < **CTRL** > **m** . The range disappears from its previous location and reappears inserted where the cursor was.

If no range has been defined, the move range function recalls the last range memorized, if any.

***Between Alternate Files:*** To move ranges from one alternate file into another on the Commodore 128, see page 27 in Other Controls. This function can be used to avoid saving and loading while swapping data between files.

***Moving Blocks:*** This function is useful for moving columns of figures horizontally (not available on the 80-column version of the 64 program). First it deletes the block, pulling any text previously to the right of the block over to the leftmost column of the block and then reformatting (i.e. if each line does not end with a return arrow, text on the following lines may be pulled up).

After < **CTRL** > **m** is pressed, the block is inserted at the column the cursor is on; i.e. each line in the block is inserted on the corresponding line in the text starting where the cursor is.

Thus if you move a block into a multi-lined paragraph, the paragraph will emerge jumbled. It's most useful in shifting figures in a table, in which each line ends in a return arrow.

To break the move into two steps, you may wish to delete the block before putting the cursor at the desired location and pressing < **CTRL** > **m** or < **CTRL** > **c** to move or copy it.

## Copy a Range

To copy a defined range (text or block), put the cursor where the copy is to go and press < **CTRL** > **c** . While the range is inserted at the cursor, the identical text remains where it was.

If no range has been defined, the copy range function recalls the last range memorized, if any.

A block range can't be copied in the 80-column version of the 64 program.

***Between Alternate Files:*** To copy ranges from one alternate file into another on the Commodore 128, see page 27 in Other Controls. This function can be used to avoid saving and loading while swapping data between files.

## Delete a Range

To delete a defined range (text or block), press < **CTRL** > **d** . The range disappears from the screen.

To recall it, use Move or Copy—put the cursor where you want the range to be recalled and press < **CTRL** > **m** or **c**.

*For deletion of text ranges only*, there's a shortcut. Start defining the range (with < **CTRL** > **r**), move the cursor to the end and press < **CTRL** > **d**—instead of pressing < **CTRL** > **r** twice and then < **CTRL** > **d**.

If the range to be deleted is too large to memorize—once it's gone you can't get any of it back— **"Range not memorized. Delete?N"** appears on the command line.
 —If you won't want to lose the text, press < **RETURN** >.
 —If you're willing to lose the text, enter **y** and press < **RETURN** >.

If the range being deleted is a block, any text previously to the right of the block is pulled over to its leftmost column and then reformatted (i.e. if each line does not end with a return arrow, text on the following lines may be pulled up).

A block range can't be deleted in the 80-column version of the 64 program.

## Sort Lists

To sort a list—of either words or figures—that are vertically aligned, first *define the range as a block* (press < **CTRL** > **b** instead of < **CTRL** > **r** after starting to define it). The text of the block to be sorted can't have any indentation and must have return arrows at the end of each line; otherwise **"Illegal Range"** will appear on the command line when you try to sort.

Put the cursor *in the column with the first character* (letter or number) by which the block is to be sorted, and press < **CTRL** > **s**.

| Example: | dog | becomes: | cat |
|---|---|---|---|
| | skunk | | dog |
| | cat | | skunk |

| Example: | 789 | becomes: | 55.5 |
|---|---|---|---|
| | 456 | | 123 |
| | 123 | | 456 |
| | 55.5 | | 789 |

| Example: | 789 | becomes: | cat |
|---|---|---|---|
| | dog | | dog |
| | 456 | | 456 |
| | cat | | 789 |

To sort in *reverse order*, press < **CTRL** > **S** (shift s).

| Example: | cat | becomes: | skunk |
|---|---|---|---|
| | dog | | dog |
| | skunk | | cat |

## Add Numbers

To add a column of vertically aligned numbers, first *define them as a block* (see above), ending at the rightmost digit among the numbers to be added. The text of the block can't have any indentation and must have return arrows at the end of each line; otherwise **"Illegal Range"** appears on the command line when you try to add.

Now put the cursor *under the rightmost digit* of the column (leave blank space below the column) and press < **CTRL** > **=** .

For example, to add: 123
456.1
789.23

define them as a block (note that space is left underneath), put the cursor under the 3 in 789.23 and press < **CTRL** > **=** . The total **"1368.33"** appears immediately below the column.

To add a **row** of numbers, define them as a block, put the cursor in blank space to the right of the row and press < **CTRL** > < **SHIFT** > **=** .

To add: 123 456 789

put the cursor at least five spaces to the right of the 9 and press < **CTRL** > < **SHIFT** > **=** .
The total **"1368"** appears with the last digit at the cursor.

*Negative numbers* can also be added, which enables you to subtract numbers simply by putting a minus sign (hyphen) before or after them.

| For example: | $-123$ | or | $123-$ |
|---|---|---|---|
| | 456 | | 456 |
| adds to become | 333 | | 333 |

## Change Enhancement

Ranges may be used to change text enhancement (page 19), to, for example boldface several paragraphs of text (except in the 80-column version of the 64 program).

The first character in the range determines how it's enhanced. For example, if the first character is in italics and you press < **CTRL** > i, the contents of the range lose all italics. Pressing < **CTRL** > i again italicizes the whole range.

These functions do not clear the range—they leave it still highlighted. This enables multiple enhancements without redefining the range.

First define a range so that it's highlighted. Then

| To make a defined range: | press: |
|---|---|
| *italic*/non-italic | < **CTRL** > i |
| **bold**/non-bold | < **CTRL** > b |
| underlined/non-underlined | < **CTRL** > u |
| superscript/non-superscript | < **CTRL** > + |
| subscript/non-subscript | < **CTRL** > − |

Superscript and subscript do not override each other. To switch a range from superscript to subscript, for example, you must first turn superscript off.

## Change Case

To make a defined range of text all UPPER case, press < **CTRL** > < **SHIFT** > +
To make a defined range of text all lower case, press < **CTRL** > < **SHIFT** > −

This function (not available in the 80-column version of the 64 program) also leaves the range highlighted.

## Summary

| | |
|---|---|
| define a text range | −< **CTRL** > r on first and last characters |
| define a block range | −< **CTRL** > r on first character, |
| | < **CTRL** > b on last character |
| clear highlighting from a range | −< **CTRL** > r again |
| clear a range from memory | −< **CTRL** > k |
| delete (erase) a range | −< **CTRL** > d |
| copy a range | −< **CTRL** > c |
| move a range | −< **CTRL** > m |
| sort list in block range | −< **CTRL** > s |
| sort a block range in reverse order | −< **CTRL** > S |
| add column of numbers in block range | −< **CTRL** > = |
| add row   of numbers in block range | −< **CTRL** > < **SHIFT** > = |
| make range: *italic*/non-italic | −< **CTRL** > i |
| **bold**/non-bold | −< **CTRL** > b |
| underlined/non-underlined | −< **CTRL** > u |
| superscript/non-superscript | −< **CTRL** > + |
| subscript/non-subscript | −< **CTRL** > − |
| lower case | −< **CTRL** > < **SHIFT** > − |
| UPPER case | −< **CTRL** > < **SHIFT** > + |

# Other Screen Controls

### Video Display (128)

The Commodore 128 can display 50 horizontal lines on the screen at once instead of the normal 25, allowing you to see more of the current file without scrolling. However, the characters are smaller and some flickering may result.

To display 50 lines on the video screen, press < CTRL > V . If the characters are flickering, try changing some of the colors (page 27), which doesn't affect the colors for 25 lines if you switch back.

To change back to 25 lines on the video screen, press < CTRL > V again (it's a toggle function).

To change the setting in the **"configure"** file, enter **50** or **25** after **"Video Display="**. The default setting is **25**.

Colors for the 50-line display are identified in the **"configure"** file by having **"V"** precede them (eg. **"Vcolor1="**).

### Returns and Spaces Display

To see on the screen all the *return arrows* (symbols ending paragraphs), press < CTRL > < RETURN >.

This can help align tables and ensure all lines and paragraphs end where you want them. Returns will appear on screen until you clear them or reload the *Pocket Writer* program.

To clear the return arrows, press < **CTRL** > < **RETURN** > again (a toggle function).

To see all the *spaces and return arrows* on the screen, press < **CTRL** > **space** (the space bar). Spaces you've put in appear as thin square brackets lying at the bottom of the space (⊔). Spaces inserted by the program—to indent or justify text, for example—are larger brackets (▟).

Seeing the spaces may help you account for spaces on the screen that you can't understand— for example, spaces inserted by paragraph indentation, which you can't eliminate by deleting characters.

To clear the space markers from the screen, press < **CTRL** > **space** again (toggle).

If returns are on the screen and you press < **CTRL** > **space**, the spaces are simply added onto the screen.

If spaces and returns are on the screen and you press < **CTRL** > < **RETURN** >, the returns disappear but the spaces remain.

No spaces or returns ever show up on printed paper.

You can set the **"configure"** file (page 54) to display returns when the program loads.

### Cursor Type

When the program is first loaded, the cursor appears as a flashing block. However, you have options.

When you press < **CTRL** > * (the asterisk key)

| | |
|---|---|
| *once* | —the cursor becomes a solid block |
| *twice* | —it becomes a flashing underline |
| *thrice* | —it becomes a solid underline |
| *a fourth time*—it returns to a flashing block. | |

This feature can be set on the **"configure"** file (page 54).

### Error Bell

Most monitors have a bell that dings when an error is made, such as illegal ranges, disk errors or full memory.

If you don't want to hear the bell, press < **CTRL** > B (shift b). **"Bell OFF"** appears on the command line.

If you want to turn it on again, press < **CTRL** > B again (toggle). Now **"Bell ON"** appears.

This feature can be set on the **"configure"** file (page 54).

### Device Number

The computer identifies devices attached to it, such as disk drives and printers, by a number. For 128 users, drive numbers are set in the the **"configure"** file (page 54) and this function is used only to change the printer device number.

If your device must have a number other than the default (see its manual) or—more commonly—if you have more than one device attached, you may direct the computer to deal with a particular device.

If you have two single drives, you may wish to load the program on device **8** and then change the device number to **9** to work with storage disks.

Press < **CTRL** > **D** (shift d). Now:

**"Disk Device Number:8"** appears on the command line (skipped in the 128 program), referring to the usual number assigned to the disk drive. Change the number if desired and press < **RETURN** >. Next:

**"Printer Device Number:4"** appears, referring to the usual number assigned to the printer. Change the number if desired and press < **RETURN** >. You will then return to edit mode.

## Memory Check

To see how many bytes are left in the computer's memory, press < **CTRL** > **M** (shift m). The command line displays the number of bytes free, taking into account those used by the *Pocket Writer* program, the current file and current range, if any. The number approximates the number of keystrokes you can add to the file before it will refuse to accept any more.

If the number appearing is 1,000 or less, you have little space in which to work. Restore more memory by saving the file and starting a new one (you can link them—see page 37 in Text Formatting and "global mode" below), deleting text or replacing the current range in memory with a short one. Also, you can "dump" the memory used to provide help—see page 55.

## Word Counter

To see how many words the current (on-screen) document contains, simply press < **CTRL** > **W** (shift w) at any time while in Edit mode. This feature is not available in the 80-column version of the 64 program.

Now **"N Words"** appears, with **"N"** being a number representing the number of distinct (separated) character groupings in the document. Headers and footers are not included.

## Global Mode

Global mode lets you see linked text files (page 37 in Text Formatting) on the screen as they would appear when printed.

When global mode is not being used, every file loaded into memory (loaded onto the screen) begins on page 1, line 1. However, linked files print in sequence, carrying the page and line number over from one file to the next. Only the first file in a chain of linked files begins on page 1, line 1; the rest begin where the previous file leaves off.

Global mode enables page numbers, line locations and text formats to be carried over on-screen to the following linked file. Typically, you will load the first file of the chain (with global mode off—so it begins on page 1, line 1) and then turn global mode on before loading the next linked file.

Press < **CTRL** > **G** (shift g, changed from previous versions of the program) and **"Global ON"** appears on the command line (**"GBL"** on the Commodore 128).

Now, if you load a linked file, its page and line numbers will appear as a continuation of the file previously on the screen. The text format of the previous file's last paragraph will carry over to the top of the newly loaded file, unless text formatting commands are changed in the new file.

For example, if file A is linked to file B, turn global on while A is loaded. Now when you load B, its formats and page breaks will appear on-screen as if it were printed after A.

Any file loaded when global mode is on (global is on until it or the program is turned off) shows on-screen as if it were linked to the previous file, whether or not it really is. This makes the page number and page breaks—and likely the text format—inaccurate. Avoid this by turning global mode off when you're finished working in the last linked file, or restore the format (see below).

Turn Global off by pressing < **CTRL** > **G** again (toggle). Now when you load a file, only page and line numbers and text format contained within that file appear on the screen.

See page 39 in "Load" to automatically load a chain of linked files.

Sequential files cannot use global.

## Restore Format

When a linked file is on the screen in global mode, its page and line locations and text format are carried over from the previous file. You can restore its format to treat it as an independent file—without turning off global mode and reloading the file. This may help you separate one part of a document or to escape global mode if you're in it by accident.

Press < **CTRL** > **f** .

Only the current file's format is restored; the next file loaded will assume it's linked to the current one if global is still turned on.

## Color Control

You can change the color of almost anything on the screen—text, background, help and super/subscripts.

Sixteen colors are available by pressing < **CTRL** > and a function key while in edit mode. Each time this combination is pressed, a part of the screen appears in a new color (including black), until the 17th pressing brings you back to the beginning of the cycle.

Colors can be set on the **"configure"** file (page 56) for subsequent loadings of the program. Two colors—bold (color 13) and the bottom help line (color 12)—can be changed only in the **"configure"** file.

| To change the color of: | press < CTRL > and: |
|---|---|
| normal text (in a file) | —< f1 > |
| command line (and other fixed data) | —< f2 > |
| text background, and help text in 128 mode | —< f3 > |
| border (64 mode) | —< f4 > |
| background in help area | —< f5 > |
| text in help area (64 mode) | —< f6 > |
| superscripts (64 mode) | —< f7 > |
| subscripts  (64 mode) | —< f8 > |

**Note:** in the 40-column program italics always appear red in a range, boldface is white and the text format checkmark (at the right of the command line) is yellow. Be careful not to make these indistinguishable.

*Monochrome Monitors:* Color control is helpful in making superscripts and subscripts easy to see on the screen, by producing differing shades. Experiment to find a combination to suits you.

*128 Users:* A second set of color controls exists for the 50-line display (page 55). They work the same as in the 25-line display, and in the **"configure"** file are identified by having "V" in front of the color name.

## *128—Alternate Files*

The 128 program (Side A) leaves up to 64 kilobytes (64K) available for on-screen documents (if help is dumped—page 55; a little less is available otherwise). If the memory holds just one file, that file can be up to 30 pages of 80-column text—much longer than most files.

You can choose to have two files in the memory at the same time, dividing the memory into two units of up to 32K. This enables fast comparison and exchange of text between two files, avoiding continual saving and reloading. The files can't be longer than 32K each, but this is still more than adequate for most uses.

### One File—64K

When *Pocket Writer 2* is loaded, the memory is set up to contain one file. That one document and a memorized range can occupy 64K of memory—a very large amount. As long as memory is set in this maximum position, **"64K"** appears in the command line.

### Two Files—32K

When the memory is changed to be able to contain two files at once, either file can be on the screen. You can switch rapidly between them, moving text from one to the other if you want, without continually saving and reloading.

That means you can alter the text of one file and switch to another without losing the current version of the first. However, to save new versions of both files onto a work disk, you must save them individually.

As long as memory is set to contain two files, "32K" appears in the command line.

Of course, you don't have to have a file in each portion of the memory. However, even if you have only one file in memory, only 32K is available for it and a memorized range—still enough for nearly all uses.

A file created in the 64K memory may be too long to load from the disk into 32K. When that happens, its first 32K is loaded and "Memory full" appears on the command line. You may want to load it in 64K, where you can divide it into two smaller, linked files, clear the current range or dump the help memory before loading it.

*Switching Between Alternate Files*: at any point while editing in the two-file mode, you can switch from one file to the other. Simply press < **ALT** >.

Text in the first file is retained in the memory, but not saved on the disk. Press < **ALT** > again to return to the first file.

If you alter some editing options in an alternate file—including insert, automatic wordwrap, edit delete, cursor type, returns (and spaces) display, help display—they're also changed if you switch to the other file.

*Moving Ranges Between Alternate Files*: To put text from File A into File B, define a range in A as described on page 21. While the range is highlighted, switch to B. Now put the cursor where the test is to appear and press < **CTRL** > m or < **CTRL** > c .

File B must have not have a highlighted range. If B does has a highlighted range, the range from File A will not overwrite it; B's range will be the one moved or copied.

Whether the range is copied or moved into File B, it still remains highlighted on File A. (Of course, you can switch back to A and delete it. You can also move or copy the range within A, or clear it to do other work.) In B, the new range replaces the previous range memorized.

In sum, each file has the capacity to memorize a range. The ranges remain distinct in memory except when you highlight one, switch to the alternate file and move or copy it. Then the two memorized ranges become identical.

*Quitting the Program While in 32K:* as a safety feature to avoid accidental loss of data, "Save alternate file?Y" appears on the command line when you quit the program from the two-file mode—whenever the alternate file contains data.

—To automatically save the alternate file before quitting, simply press < **RETURN** >.

—To quit without saving the alternate file, enter **n** and press < **RETURN** >.

## Switching between 64K and 32K

At any time in Edit mode you can switch between 64K and 32K memories, i.e. choose between one file in memory (which could be very long) or two alternate files. Simply press < **SHIFT** > < **ALT** >.

*From 64K to 32K:* the text on the screen is transferred into one of the two alternate files, unless it occupies more than 32K of memory. In that case, "Text too large" appears on the command line and you remain in the one-file mode (64K). Before trying again to switch, you must reduce the occupied memory, by clearing text or the current range, or dumping help memory.

(One way to keep all the text is to divide it into two files: Save the file in 64K, clear some text, and save the remaining text in a file with a new name. Reload the original file, and clear the text you just saved in the new file. Link the two files if you want.)

*From 32K to 64K:* the text on the screen remains, this time in the 64K memory, while the number of free bytes increases.

If the alternate file contains any text, "Save alternate file?Y" appears on the command line as a safety feature.

—To automatically save the alternate file before switching, simply press < **RETURN** >.

—To switch without saving the alternate file, enter **n** and press < **RETURN** >.

## Summary

| | |
|---|---|
| returns display on/off | —< **CTRL** >< **RETURN** > |
| returns and spaces display on/off | —< **CTRL** >< **space bar** > |
| change cursor type | —< **CTRL** > * one to four times |
| color control | —< **CTRL** > and one of < **f1** > to < **f8** > up to 16 times |
| error Bell off/on | —< **CTRL** > B ("**Bell OFF**"/"**Bell ON**" appears on the command line) |
| Global mode | —< **CTRL** > G ("**Global ON**" appears on the command line in 64 mode and "**GBL**" on the 128) |
| change device number | —< **CTRL** > D, enter number, < **RETURN** > |
| memory check | —< **CTRL** > M |
| word count | —< **CTRL** > W |
| restore format | —< **CTRL** > f |
| switch between one and two files | —< **SHIFT** >< **ALT** > ("**64K**" or "**32K**" appears) |
| switch between two 32K files | —< **ALT** > |

# Text Formatting

*Pocket Writer* offers tremendous control over a document's appearance on the screen or on paper. Twenty-seven text format options are possible, many of which are illustrated in the diagram on the next page. To save you effort, all the options have *default* settings, the standard or most common value.

It's easy to change the settings: Place the cursor within the paragraph you wish to change, and press < f5 > (or < ESC > on the 128) to see the list of possible options. The cursor now appears as a solid bar on "**Left Margin**", the first option. To choose any other, move the cursor as usual (sideways, up and down, even HOME).

(As usual, HELP is available; put the cursor on any option and press < f7 > or < ESC >. If the *Pocket Writer* disk is in the drive, a description of the option will appear.)

When the cursor is on an option, press < RETURN > and the cursor moves into the space below, where the option's current setting are displayed. If it's a new file or the option hasn't been altered above the current paragraph, the default for the option is displayed.

Change the setting if you wish, and press < f5 > or < ESC > to *return to Edit* mode—where a change to the text will usually be apparent on the screen. Or press < RETURN > again to see or change another option. The lower screen contains space to change up to 14 options; in the unlikely case that you want to change more, return to Edit mode, insert a line above the current paragraph and place the remaining format changes on the new line.

In most cases, an option whose setting is changed retains the new setting in the following paragraphs (unless changed again). Page length, printed lines, top border, header and footer commands are usually set in the first paragraph of a document, to define the form of the document and to make them easier to find.

To *delete a setting*—i.e. return to the default or previous setting—put the cursor on the value line below and delete the line (press < CTRL >< DEL >).

To *save setting changes* when you shut off the computer or switch to another file (or perform some Commodore key functions) you must save the file (see page 39 in Commodore Key Commands).

In Edit mode, the *command line* displays "✓" (a check mark) at the far right whenever the cursor is in a paragraph that has a formatting command attached. This helps you see where the format changes.

To see the format changes, press < f5 > or < ESC > when the cursor is in the paragraph. Any format changes will appear in the bottom space. You can change them again in the usual way, or *restore the previous value* by putting the cursor on the appropriate line in the bottom section and *deleting the line* (press < CTRL >< DEL >.

Changing text format options usually *changes all subsequent paragraphs* in the file.

The "✓" does not appear on the command line for the following paragraphs whose options have not been directly altered, and the changed values do not appear automatically when < f5 > or < ESC > is pressed while the cursor is in one of the following paragraphs. However, if you move the cursor to an option that has been altered and press < RETURN >, the changed value is displayed.

If you want to guarantee that a format option will remain at its current value—even if the option is changed above—you can type that current value in the appropriate place. But to make it easier to change values for the whole file, it's advisable to avoid unneeded changes.

Most formatting options can be set in the **"configure"** file for future loading of the program (page 57).

## Left Margin

In both the 80- and 40-column format, text normally begins in column **1**, the default setting, as shown in the column indicator (**"C="**) on the command line. Change the left margin simply by entering the number of the column at which you want text to begin.

The left margin can be set in the **"configure"** file for future loading of the program (page 57).

*Fixed Margins:* When a number is entered as a left margin, it is considered "fixed". A fixed margin can be changed only by overwriting the number with another number or deleting it.

*Relative Margins:* If you want to temporarily change the left margin, you can create a relative margin. Then if you change the main margin, a paragraph containing a relative margin begins the same number of columns from the new main margin as it did from the previous main margin—without you having to recalculate and re-enter it. This allows you to change the margins in your document by altering just one value at the beginning, rather than updating every paragraph where a fixed margin is specified.

Enter + or − and the number of columns you wish to move the margin right or left. The value of the fixed left margin plus the relative left margin must be positive, i.e. text can't begin further left than the first column.

End a relative margin by entering +0 in a subsequent paragraph, which returns the margin to its last fixed (non-relative) value. A new fixed margin also automatically ends a relative margin.

Example: to indent a quotation five columns from a main (fixed) margin of 10, enter +5 in the left margin option, and the quotation will begin at column 15. Now, even if a new fixed margin is entered in a previous paragraph, the quotation will start five columns further in.

However, if a new relative margin is inserted above, the text below will remain at its setting of five columns from the last fixed margin.

To end the indentation of the quotation, enter +0 as the left margin of the following paragraph.

In paragraphs below a relative left margin, the number that appears for the left margin text format is the relative margin (a + or − number). A new relative margin will set from last fixed margin.

To change the left margin of only the first line of a paragraph, use indentation or margin release. Also, "Printer Offset" can be used to shift the entire document to the right when printing. (See below.)

## Right Margin

The right margin—the column furthest to the right to which text can extend—functions the same as the left margin but has no practical limit on the screen (although printers are limited in horizontal size). It must be greater than the left margin.

The right margin can be set in the **"configure"** file for future loading of the program (page 57).

*Relative right margins* also work the same way.

In the 40-column format (Side B), the right margin is normally set at column **39**. In 80-column format, (on the 64 or 128 program) the default setting is **75**.

"The Cursor", page 13, explains what happens at the right margin when text is being added.

## Indentation

To indent the first line of the current and subsequent paragraphs from the left margin, enter the number of spaces you want to blank before the text begins. This paragraph, for example, is indented five spaces—the first letter of the first line begins on column 6.

The default setting is **0**, i.e. the first line of each paragraph begins at the left margin. Indentation can be set in the **"configure"** file for future loading of the program (page 57).

***Negative Indentation:*** To establish a series of paragraphs with the first line extending left of the rest of the text, enter − (a negative sign) and the number of columns you wish the first line left of the fixed left margin. Subsequent paragraphs will be similarly indented until the indentation is changed or overridden by a centering command.

This operates the same as "Margin Release" in the current paragraph, but repeats in subsequent paragraphs. It can be used to set up paragraphs in point form with only one format change.

To end negative indentation, enter the previous indentation (or **0** for no indentation) in the paragraph you wish to revert to the previous form.

If the sum of the negative indentation number and the margin is negative, the first line will begin at column 1 and subsequent lines are pushed to the right as many columns as the indentation specifies. That is, it has the effect of pushing the left margin to the right, and indenting the first line negatively.

When you end negative indentation in this case, text then begins the number of columns to the right of the last fixed margin as was entered in negative indentation; to reset it, change the left margin to **+0**.

For most uses, it's easier to set a relative left margin the same number positively as is entered for negative indentation. For example, if the left margin is 10 and you want points with the first line extending 5 columns left of the following text, enter **+5** for the left margin and **−5** for indentation. When you reset the indentation to **0**, also reset the margin by entering **+0**.

For example:

1. Indentation in this paragraph, which has narrower margins than the rest of the text, is set to "**−10**" with the left margin set to "**+10**". That means the first line starts 10 characters left of the main body of the text.

2. This paragraph continues in the same format without any additional formatting. Subsequent paragraphs will be the same until the formatting is altered.

3. This paragraph has indentation reset to **0** and the left margin reset to **+0**, so it's brought back to the normal (narrower) margins of this block of text.

"Centering" and "Margin Release" override positive indentation, which overrides "Justify" and "Right Align".

Negative indentation (but not positive indentation or 0) overrides any "Margin Release", which takes on the same default value as the indentation. So to change the first line of just one paragraph, change its indentation and then reset it in the next paragraph.

## Margin Release (left)

If you want just the first line of just the current paragraph to begin to the left of the current left margin, enter a margin release. This may help set up a note in a contract or a table in which an identifying number on the first line is at the left, and subsequent lines begin further right.

To set up the same format in subsequent paragraphs, you can set margin releases in each paragraph or enter a negative setting in paragraph Indentation.

Enter a positive left margin as many columns to the right as you want the body of the points to begin, and set a negative margin release back as far left as the point is to begin.

Enter − (a minus sign) and the numbers of columns you want the file line to move left from the margin (not the indent). Positive numbers (+ and a number) have the same effect as indentation, but only for the current paragraph.

If the sum of the margin release number and the margin is negative, the first line will begin at column 1 and subsequent lines are pushed to the right as many columns as the margin release number. That is, it has the effect of pushing the left margin to the right, but releasing the first line.

Margin Release overrides (and ignores) positive indentation, but not negative indentation.

## Centering

Lines between the first and last lines of a paragraph are usually set left aligned (also described as "flush left and ragged right")—they're lined up evenly at the left margin and go the right until a word will not fit in the space allowed by the right margin. (That word then moves automatically to the beginning of the next line, a feature called wordwrap).

You can center each line including a
paragraph's first and last lines—between the
current left and right margins. Enter **ON**
instead of OFF in the centering option. This
paragraph is centered (within narrowed margins).

If you are centering a title, remember to turn centering OFF in the following paragraph to avoid centering the rest of your document.

Centering overrides paragraph indentation, "Justify" and "Right Align".

Centering's default setting is off, but can be set on in the **"configure"** file (page 57).

## Justify

Text is normally left aligned (also described as "flush left and ragged right")—lines are even at the left margin and go to the right until a word doesn't fit in the space allowed by the right margin (then it moves to the next line, a feature called wordwrap). One space is usually between each word.

You can make the text line up evenly at both sides, with the lines starting
at the left margin and ending at the right margin. Enter **ON** instead of
**"OFF"** in the justify option. When the paragraph is reformatted, spaces
will be inserted between words, starting at the left, to make the sides
line up evenly.
The last line is set flush left, however, and any paragraph indentation
is retained in the first line. This block of text is justified (within narrowed
margins) and indented.

"Justify" is overridden by "Centering", but overrides "Right Align". Justify's default setting is off, but can be set on in the **"configure"** file (page 57).

Some printers subdivide the spaces between words in justified lines so that the words are evenly spaced (called micro-justification). This reference guide is micro-justified.

## Right Align

Text is normally left aligned (also described as "flush left and ragged right")—lines are even at the left margin and go to the right until a word doesn't fit in the space allowed by the right margin. (That word then moves to the beginning of the next line, a feature called wordwrap.)

You can create the opposite ("flush right and ragged left"),
making the lines even at the right margin but leaving the left side
ragged. Enter **ON** instead of off in the right align option. This
paragraph is right aligned (within narrowed margins).

(If Indentation is also set, the number entered is the minimum number of blank spaces before text begins.)

"Centering" and "Justify" override right align.

## Spacing

Lines of type are normally one line apart (single-spaced). Change the amount of space between lines by entering a number.

**1** is single-spaced (the default setting)
**2** is double-spaced
**3** is triple-spaced
...etc.

Spacing can be set in the **"configure"** file (page 57).

## Pitch

Most printers print **10** characters in one horizontal inch (called "pica" type—the default setting). But some let you alter how close together the letters are; **12** per inch ("elite" type) is also common. For near-letter-quality printing on some dot matrix printers, **11** is a recommended pitch.

To change the number of characters per inch when printing, simply enter a number your printer accepts. Pitches found on printers include: **5 6 8 9 10 11 12 15** and **20**.

Changing this option does not change the text's appearance on the screen.

Changing the number to less than the standard setting on a dot matrix printer usually results in the letters being horizontally wider, which is sometimes used for emphasis. The margins may have to be adjusted.

A larger than standard setting may result in compressed letters.

On daisy-wheel printers, a smaller setting may result in spaces between the letters; a larger setting risks overlapping letters.

Pitch can be set in the **"configure"** file (page 57).

## Forced Page

If you want to be sure that a paragraph (such as a chart or the start of a new chapter) begins on a new page, enter a **space** (press the space bar) on the forced page option. Now the previous paragraph is the last on its page and the current paragraph begins at the top of a new page.

If you enter a **number** on the option, the current paragraph is forced to a new page if the number of printed lines available to the end of the page is less than the number you enter.

Example: If you want to ensure an eight-line paragraph is not split up by the end of a page, enter **8**. Now, if only five printed lines are still available, all eight lines of the paragraph will begin on a new page. But if eight or more printed lines are available on the current page, the paragraph will remain on the current page.

Forced paging with a number can ensure that a section heading isn't separated from the start of text.

To eliminate a forced page command, delete its option line (press < **CTRL** > < **DEL** >).

## Blank Lines

To easily insert a number of blank lines above the current paragraph, enter the number in the blank lines option. The default setting is **0**.

This feature only applies to the current paragraph; blank lines do not repeat automatically on following paragraphs.

Blank lines entered in the first paragraph of a page are *not* inserted. Thus if you want space between two paragraphs that's eliminated if the first paragraph ends a page (and the second one begins a new page), use this option. Lines inserted by pressing < **RETURN** > or < **SHIFT** > < **INST** > would put space between the two paragraphs no matter where they occur.

If you want blank space at the top of a page, use "Top Border" or insert < **RETURN** > arrows.

## Typical Page Layout

Numbers represent the number of lines, with values set at defaults.

Page Length (66)

| Header (2) |
| Top Border (5) (default is 0) |
| |
| Printed Lines (60) |
| Footer (2) |
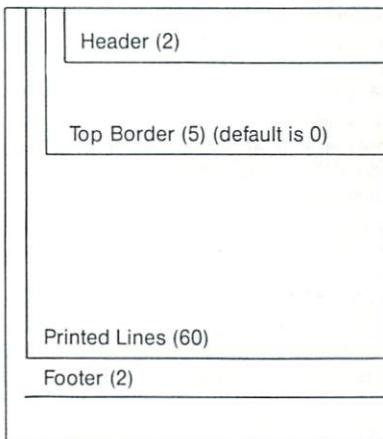
## Top Border

If you want blank lines to appear at the top of a page before the text begins, enter the number you want. The default setting is **0** (which can be changed in the **"configure"** file).

If you insert **6**, for example, the first line with text is the seventh. The screen may not show six blank lines, but the command line will show **"L=7"** when the cursor is on the first line of text.

This feature works in the current page only if it's entered in the first paragraph of the page. If it's entered after the first paragraph, the top border takes effect on the next page (and the following pages unless it's reset).

A top border is part of printed lines but contains the header, if any (see diagram). *A header creates space at the top of the page for itself*; if you want more space at the top, enter a header with a bigger number or a top border larger than the header.

("Blank Lines" doesn't give any blank lines at the top of a page, so don't use it instead of a top border).

## Page Length

The maximum number of lines on a page is the page length, sometimes known as the paper size.

The default setting is **66**, the standard number of lines on *letter-size paper (11-inches)* at six lines per inch (which can be changed in the **"configure"** file). Change it if your paper isn't standard size; the only visible on-screen change in Edit mode is that a check mark will appear on the command line to indicate a text format change.

On *legal-size paper (14 inches)*, the page length is **84** lines at six lines per inch.

Maximum page length is **250** lines.

See "Printed Lines" for the actual number of lines used on the page.

## Printed Lines

To set the number of lines of text in a page—on-screen and printed—enter a number in the printed lines option on the first paragraph of your document. At the point where the text exceeds the number of printed lines you have entered, a new page begins.

The number of printed lines must be no greater than the page length (the maximum number of lines on a page); any difference between the two is assigned to the bottom and is available for a footer (see diagram on page 33). At the top of the page, any top border or header is part of printed lines, leaving that many fewer lines available for text.

The default setting is **60**, for a page length of 66 lines on 11-inch *letter-sized paper* (i.e. the page could hold 66 lines but only 60 are used). The other six lines, which may include a footer, are at the bottom.

A typical setting for 14-inch *legal-size paper* is **78**, again leaving six lines at the bottom for a total of 84.

The Printed Lines default setting can be changed in the **"configure"** file.

## Lines per Inch

Most printers print **6** lines in one vertical inch, the default setting (which can be changed in the **"configure"** file).

Some printers allow **8** lines/inch, which permits more lines to be printed on a page. If you change to 8, remember to adjust the number of printed lines, which increases by a third. Also change the page length, to correspond to the new maximum number of lines on a page.

For example, a standard *11-inch* page has 60 printed lines and a page length of 66 at six lines per inch. At eight lines per inch, the same page has 80 printed lines and a page length of 88. If those two settings are left unchanged (from 60 and 66), the printer will put the 61st line of text on what it considers a new page starting on line 67 (which is still on the first real page).

If your printer allows you to choose a number of lines per inch other than 6 or 8, you likely also have to change the printer file (see page 59) as your printer manual specifies.

## Page Number

The number of the page that the cursor is on shows on the command line (**"P="**), which begins at **1** (though it can be changed in the **"configure"** file) and increases according to how many pages the text occupies. The number can be printed automatically only by using a header or footer (see below).

If you want to begin printing at an arbitrary page number—for example, from pages 8 through 17 of a document—change the page number setting to **8** in the paragraph at the top of the page you want printed as page 8. Subsequent page numbers will print sequentially (from 9 through 17) from that first number. A changed page number is displayed on the command line.

*Page numbers print only if they are established in a header or footer.* The default setting is the current page number shown on the screen.

See Global mode, page 26, for carrying over page numbers between linked files.

## Printer Offset (right)

If you discover when printing a document that it begins too close to the left side, you can shift the whole document to the right without resetting all the margins.

Enter the number of columns you want the document to move horizontally in the printer offset option of the first paragraph to be shifted. All text formatting remains the same; the only indication that printer offset is in effect is a checkmark on the command line while the cursor is in the paragraph containing the command.

The default setting is 0, which can be changed in the **"configure"** file.

## Pause Printer

If you want to limit the amount of a file that is printed, you can temporarily stop the printer at a particular point. This may help you ensure that printing is proceeding as you want before a lot is printed.

Enter a **space** in the pause printer option in the first paragraph below where you want it to stop. The only visible change on the screen in Edit mode is that a checkmark appears on the command line when the cursor is in the paragraph (to indicate a format change).

To *resume* the printout, press any key except < **Œ** >.

If you'll need to make a change in the printer at a particular point, you can enter a *message* of up to 80 characters (eg. **insert next disk** if your document continues on another disk, or **change print wheel** if you have a daisy-wheel printer).

Now the printer will stop printing before the current paragraph and display the message on the command line. The message is never printed on paper.

To *remove* a pause printer command, delete the format command (< **CTRL** > < **DEL** >).

## Header

To print a special piece of text at the top of each page (such as the page number, title and/or author's name), use a header of up to 100 characters. Usually set in the first paragraph, headers repeat on every page unless the're changed or cancelled—but don't appear when you check the format, even of headers, of subsequent paragraphs.

First enter the number **(N)** of lines from the top of the page you want allocated to the header block. The first line of the header text starts printing on the top line of the block; any extra lines below the header text are left blank, so there's no need to create a top border as well.

Next enter a colon (:).

Now enter the part of the header to be left-aligned *(left)*, a comma (,), the part to be centered *(center)*, another comma (,) and the part to be right-aligned *(right)*.

The complete form is: **N:left,center,right** with two commas separating the components. Thus you can't enter **Oct. 28, 1986** for the left part because the comma is a separator: **"Oct. 28"** will appear on the left and **"1986"** in the center, while the comma disappears. To use a comma, you must redefine a character to represent it (see below).

Everything but the separating commas may be left out.

If "N" and the colon are omitted, a default of **2** lines is allocated for the header block.

To print only a centered title, type **N:,title** (remember the first comma; the second isn't needed because no data follows it).

***Printing Page Numbers:*** use < > (the less-than and greater-than symbols) to represent the page number in a header. When printed, these symbols are replaced by the current page number as shown on-screen (it will increase from one page to the next).

The page number doesn't have to be alone as a separate part of the header. For example, − < > − prints hyphens (and spaces) before and after the page number, and **Page** < > prints **"Page 1"**, **"Page 2"** etc.

Example: **2:May,< >,Ted** prints **"May"** at left, the page number in the center and **"Ted"** at the right, all on the top line of the page. The second line of the header block is left blank. The third line from the top is the first line of text on the page.

To print *more than one line* of header text, make sure the number of lines you specify for the header block ("**N**") is enough to accommodate the number of text lines. Now divide the header parts vertically with slash marks (/). For example:

**5:Emma Goldman/Living My Life,– <> –,Chapter 3/Travels in America** prints as:

| | | |
|---|---|---|
| **Emma Goldman** | – [current page number] – | **Chapter 3** |
| **Living My Life** | | **Travels in America** |

[followed by three blank lines; text begins on the sixth line]

To leave a *blank line above the header,* enter / (a slash mark) before each of the three header parts that go on the second line. For example: **5 Emma Goldman/Living My Life,/ – <> –,/Chapter 3/Travels in America**

Headers are part of printed lines (see the diagram on page 24), so the maximum number of lines of text on a page is printed lines minus the number occupied by the header ("**N**").

Also, a top border creates extra blank lines below the header (before the text) only if it occupies more lines than the header, and only to the extent of the difference. If you want blank lines below a header, it's easier to increase **N** by the desired number.

## Footer

To print a special piece of text at the bottom of the page, use a footer. Footers use the same formula as headers but their placement is different: They're at the bottom and *are not* part of printed lines (see diagram on page 33). Thus the difference between page length and printed lines must be enough to accommodate the footer (if not, the footer won't be printed).

In the formula, "**N**" represents the number of lines from the bottom of the last possible printed line on the page (as specified by "Printed Lines") to where the footer begins. The default setting is **2**: If page length is 66 and printed lines are set at 60, one blank line is left on line 61 and the footer's first line of text is on line 62. If the footer has a second line of text, it is printed on line 63, and so on for additional footer lines.

Footers are also usually set in the first paragraph.

However, if you *change a footer* in the first paragraph of a *new* page, the *previous* page's footer also changes when it is printed. To ensure that the old footer prints on the previous page and that the new footer starts at the bottom of the new page, enter a forced page (see above) in the paragraph *before* the footer is changed. Do this by inserting a return arrow (blank paragraph) with a forced page immediately before the paragraph in which the footer changes—either in the new page or at the bottom of the previous page.

A footer will not print at the bottom of a document's last page. If you want it printed there, add enough return arrows at the bottom to start a new page, or enter a forced page in an arrow below the last paragraph.

## Header/Footer Left and Header/Footer Right (margins)

Usually you want the margins for headers and footers to remain constant, even if the document's text is indented or set outside the left margin (with margin release). To ensure consistency, set (usually in the first paragraph):

| | |
|---|---|
| Hdr/Ftr left | to the desired left margin (the default is **1**). |
| Hdr/Ftr right | to the desired right margin (the default setting is **75** in all formats). |

Default settings for both these options can be changed in the **"configure"** file.

## Header Pitch and Footer Pitch

If your printer offers a choice, you may want to use a different pitch (see page 32) in headers or footers to emphasize them. For example, if your document is set at 12 characters per horizontal inch, you may be able to make headers and footers spread out, by using 10 characters per inch.

The default setting is **10** per inch (pica), which can be changed in the **"configure"** file; another common setting is **12** (elite).

## Redefine Character

Your printer may have characters not visible on the keyboard or directly accessible through *Pocket Writer* (see "Redefined Characters" in Text Enhancement, page 21). Or you may wish to print characters not otherwise allowed, such as commas in headers and footers.

To use such a character in a text file, redefine it using the "Redefine Char" option and enter the redefined symbol in place of the original character. Then, if your printer accepts the redefini-

tion, every time the symbol appears in the text (on-screen) the character you want will be printed.

Up to 10 redefined characters are available, represented by "**N**", a number from **0** to **9**.

Enter **N**=[*ASCII value*] in the format setting option and use < **CTRL** > < **SHIFT** > **N** in the text to obtain the character. (ASCII values can be found in your printer manual.) For example, to redefine symbol number 1 to the ASCII character 95, enter **1=95** in "Redefine Char".

You may send more than one ASCII character per definition by entering + (a plus sign) between the ASCII numbers. For example, **1=95+64** sends the codes 95 and 64 respectively when "**1**" is encountered in the text.

You may group several definitions together on a line separating them with colons (:), eg. **1=95+64:2=35**

For *French letters*, try < **CTRL** > and the numbers **0** to **9** before turning to redefined characters (see Text Enhancement, page 20). Remember also that extra characters are available (see page 21).

Characters in sequential files cannot be redefined.

## External File

To print a separate (external) file before the current paragraph, enter the external file's name in the "External File" option. Now the printer will interrupt the current file before the marked paragraph, print the external file, and resume printing the current file.

To keep pagination (the page number and line location) accurate on the screen, enter the number (**N**) of lines the external file will occupy when printed and a slash mark (/) before the external file's name.

For example, entering **15/logo** leaves 15 lines to print the external file names "logo".

If the external file crosses a page boundary, accurate pagination is lost. Also, the external file, which is often a graphic, must be set up so that it may be sent directly to the printer. The current file's text format is not affected by an external file (other than the lines added to the middle of the document). Neither is the external file's format affected by the current file's formatting.

If you have more than one disk drive, including a RAM disk on a Commodore 128, you may wish to specify the drive that contains the external file. Enter **N:** (the drive number and a colon) before the external file's name.

Otherwise, the default is the most recent drive accessed, or the drive specified in the **"configure"** file, if any.

## Link Next File

If a document is too long to fit in one file (i.e. it's too large to fit in the memory), it may be split into two or more parts and linked to load and print automatically in sequence. The second file (and subsequent ones) can be treated on the screen as an extension of the first file, so that page number, line location and text format follow in sequence.

Enter the next file's name in the **"Link Next File"** option of the current file's last paragraph. Now, when the document is printed, the next file prints immediately after the current file, adjusting the page number and line location as necessary. The linked file also assumes the text formats of the previous file, unless they're changed in the linked file.

On-screen, if *global* mode is turned on in the first file (page 26) before the linked file is loaded, the new file's pagination and text formats are accurate. The Find and Replace functions (page 41) can also be used globally in a linked file.

For printing, linking files enables them to print automatically in order. For on-screen viewing, linked files just enables them to be loaded in order; use global mode to have them carry previous files' format and location.

The printer ignores anything in the current file that's below a paragraph linked to a next file, but the on-screen memory will still account for it in displaying the pagination. So be sure to establish the link in the current file's last paragraph.

If you have more than one disk drive, including a RAM disk on a Commodore 128, you may wish to specify the drive that contains the linked file. Enter **N:** (the drive number and a colon) before the external file's name.

Otherwise, the default is the most recent drive accessed, or the drive specified in the **"configure"** file, if any.

See Load in Commodore key commands (page 39) for easy loading of linked files.

# Function Feast, Part 2: Between Modes

## The Commodore Key (C=)

When *Pocket Writer* is loaded into the memory of your Commodore 64 or 128, you arrive in Edit Mode. This mode enables you to enter and change (edit) a document in preparation for use.

To *do* something with the document—such as save or print it, or to see a directly of files on a disk—you must enter other modes by pressing the Commodore key. This key at the keyboard's lower left, represented by < C= >, takes you between major functions, which are usually selected by pressing the first letter of their name.

For example, when you want to return to *Edit* from another mode, press < C= > and type **e** . (In most cases, you can also press < C= > again to return to Edit).

As usual, *help* is available at the touch of < **f7** > or < **HELP** >. For general help, press < C= > and then < **f7** >.

For specific help on most Commodore key functions press < C= >, the appropriate letter (**l s v d D j J f c i** or **p**) and then < **f7** >.

Most Commodore key functions require information on the *command line*. When the cursor is on that line, you can usually move it left or right or HOME to edit the information. Usually the function is not performed until < **RETURN** > is pressed; until the function begins, you can return to Edit (or the previous) mode by pressing < C= > twice.

*Run/Stop:* Whenever you must *enter a file name* on the command line during a Commodore key function, the < **RUN/STOP** > key may help. To quickly duplicate a piece of text that currently appears on the screen onto the command line (also called reading text from the screen), place the cursor on the first character that you want duplicated. Now press < C= >, the first letter of the mode you wish to enter (eg. **l** for Load) and then < **RUN/STOP** >. Starting from the cursor, the first 18 characters on the line of text now appear on the command line.

You can also quickly *eliminate characters on the command line* —especially useful if < **RUN/STOP** > displays more text than you want. To delete characters from the cursor to the end of the line, press < **CTRL** > **x**.

In the 64 program, while using a 40-column screen you'll find that the top lines of the screen that are normally blue change to black when information is being sent to or received from the disk drive or the printer. (On a monochrome monitor, the background color turns darker.) Until the normal color is restored, the computer is busy and can't be used. Also, the disk drive's activity light goes on while it is being accessed.

## Load

To take a file from a disk where it's stored onto the screen (into memory) so that you can edit or print it, press < C= > and then **l** (the letter L). Now enter the file's exact name and press < **RETURN** >.

Loading takes a variable amount of time, depending on the length of the file and the type of your disk drive. When finished loading, the file appears on the screen with its name on the command line. *It replaces any text currently on the screen* —save the on-screen file if you want to keep it.

If the name you have entered is not exactly the same as one on the disk, "**File not found**" appears on the command line. Try again with the proper name.

You can also load a file directly, and easily, from a directory (see page 43).

Files from PaperClip™, WordPro™, Easy Script™ and other popular word processors can also be loaded. With Easy Script files, which load as sequential files, switch them to text files (< **CTRL** > **a**) and delete embedded format commands.

*Default Name:* After < C= >, **l** is pressed, the name of the last file encountered during a disk function appears on the command line (after "**Load:**"). This is often the name of the file you wish to load, in which case there's no need to overwrite it.

## Linked Files

To load the *next linked file* from the current file, press < **CTRL** > n when the program asks you for the file name (i.e., after < **C⁻** >, I). Now the name of the next linked file is automatically displayed on the command line: press < **RETURN** > and it loads. If you want to carry over the correct page number, line location and text format from the previous file, enter global mode (press < **CTRL** > G) before loading the next file.

**Automatic Loading:** Using global mode to maintain correct pagination and text format, you can use this process to load a chain of linked files—one at a time—until a particular file is reached. This requires you to continually enter each next file name and load it until the desired file is reached. But you can do the same thing in one operation:

While in the first file, enter global mode, press < **C⁻** > and I. Now, enter / (a slash mark) and the desired file's name, and press < **RETURN** >. The linked files automatically load in order until the desired one is reached.

## Sequential Files

Most sequential files created on the 64 and 128 will be in *Commodore format*. Load these files in the same way as text files: Enter the file name and press < **RETURN** > or load from a directory.

Most files from other computers (or files transferred over a modem) are in ASCII format, although they don't appear different in the directory. To load an ASCII file, press < **CTRL** > a at any time before pressing < **RETURN** > to begin loading. The top line will display "**ASCII**".

If you specify the wrong format of sequential file, it will probably be unreadable when loaded. In that case, try loading again using the other format.

## Pattern Matching

If you can't remember the exact name of a file or it's complicated to type, you can use ✱ (asterisk) to help load it quickly. ✱ is a special instruction that tells *Pocket Writer* to read only what's typed before it.

For example, if you want to load the file "**april8report3**", you can type **april✱** on the command line and press < **RETURN** >. Now the first file the computer finds that begins with "**april**" will load.

However, "**april✱**"—not its actual name—will appear on the command line, so this function is usually used only to examine and print the file. If you later want to save the on-screen version, you'll have to enter a valid name.

**Wild Card:** If you can't remember one character in a file name, you can substitute ? (a question mark). For example, if you enter **april?report3** on the command line, the first file found whose name corresponds to every character but the "**?**" will load. Again, however, the name on the command line will contain the wild card, and you can't save the file using that name.

# Save

If you enter a new file on the screen (in memory) and immediately turn the computer off or load another file, the first file is lost. Also, if you load a file from the disk, change it and turn the computer off (or load another file), only the previous version will be on the disk the next time you load it.

To preserve your work for later use, you must *save* it. It's also a good habit to save files often to protect work from operator mistakes or technical problems.

Press < **C⁻** > and then s. Now enter the file's name and press < **RETURN** >.

"**Drive Number:0**" likely appears on the command line, unless you have specified a drive in the "**configure**" file. If the disk you're saving the file on is in drive 0 (which it usually is if you have a single drive), simply press < **RETURN** >.

If the name of the file you are saving is already on the disk, "**Replace existing file?Y**" appears on the command line as a safety feature. To overwrite the file on the disk with the on-screen file, simply press < **RETURN** >.

The cursor now disappears while the file is being saved. When the cursor reappears, with the file on-screen exactly as before, the file is saved. (To ensure that it is accurately saved, see Verify, below).

If the file on the screen has been *loaded from the disk*, its name is already on the command line when you enter the save mode (unless it was loaded by pattern matching, above). If you want to save the file under the same name (as you usually will), you can press < **RETURN** > without entering the file's name again.

However, if you want to *change the name*, enter the new name at this point.

To save the file onto *another disk*, replace the current disk in the disk drive with the new disk and save the file again (you can use the same name). Do this to create a back-up version of the file, another good habit.

If you change your mind, you can decide *not* to save a file at any time before the save begins. Simply press < **Œ** > twice, and you'll return to Edit mode. If the query "**Replace existing file?Y**" appears and you decide *not* to replace the existing file, enter **n** in place of the "**Y**" and press < **RETURN** >, which puts you back in Edit mode.

***Disk Drive Number:*** If you have more than one drive, the number of the drive you last used appears as "**N**" in "**Drive Number:N**" after you enter the file name and press < **RETURN** >. If you wish to direct the file to be saved onto a disk in a different drive, enter the drive's number before pressing < **RETURN** >.

To *avoid the disk drive query*, enter its number and a colon before the file's name, e.g. **0:name**. (If the name is already on the command line, you can avoid typing the name again by inserting spaces to make room for "**N:**"). Now, after you press < **RETURN** >, the computer skips the query, proceeding directly to save a new file or to the next query if an existing file is being replaced.

# Verify

You can ensure that the file on the screen is identical to a file on the disk, which can be useful in checking that a file you just saved is stored correctly or to see if a file on-screen from one disk matches one on another disk.

Press < **Œ** >, then **v**.

Now, to verify that the current file is saved correctly, simply press < **RETURN** >. To verify the on-screen file against a file on the disk with another name, enter the name of the file on the disk and press < **RETURN** >.

If the files are identical, "**Verify OK**" appears on the command line after about the same length of time required to save the file.

If the files are not identical, "**Verify error**" appears as soon as the computer finds a difference. If this indicates your attempt to save the on-screen file has failed, try the save again, and see Trouble-Shooting (page 62) if it fails a second time.

# Join

To join (or merge) one file to the bottom of another, load one of them onto the screen (into memory). Press < **Œ** >, then **j** (lower case J) and enter the name of the file to be joined. Now press < **RETURN** > and the second file appears at the bottom of the current file.

The joined file takes the name of the *current* file, but the second file doesn't disappear from the disk. In effect, joining adds a copy of the second file to the current file. To eliminate the second file from the disk, you must perform a separate operation (see Scratch under Disk Commands, page 44, and Directories, page 42).

To retain a file link in the first joined file (usually placed in its last paragraph), be sure to delete the link in the first file and enter it at the end of the joined file. Otherwise, everything below the paragraph with the link in it will be ignored in pagination and printing.

Also, make sure that headers and footers are wanted.

If the joined file is too long for the available memory, "**Memory Full**" appears on the command line. Before attempting to join them again, clear some memory: Shorten one or both of the files, shorten the current memorized range (if any) or dump the memory used for help.

Another alternative is to link the files (see page 37 in Text Formatting) and deal with them in global mode.

***Join File at the Cursor:*** To join a file from a disk into the middle of the current file (instead of appending it at the end), press < **Œ** >, **J** (shift j). The file will now appear in the on-screen file where the cursor was.

# Find/Replace

If you wish to locate a specific point in a long document, or to replace a string of text with new text, use the Find and Replace function. This is especially useful if you discover a spelling error that is repeated—each instance can be found and replaced automatically, even in linked files.

You can also use it to save typing. For example, instead of typing **antidisestablishmentarianism** several times in a document, you could enter +− every time the complex word or phrase (up to 32 characters and spaces) appears. Later, you can order **antidisestablishmentarianism** to automatically replace +− everywhere in the document.

## Find

To find text *after the current cursor position* (any occurrence above or at the cursor is ignored), press < **C=** > and then **f** .

"**Find:**" appears on the command line. Enter the text you wish to find (< **RUN/STOP** > may assist you by duplicating text in the file—see above) and press < **RETURN** >.

Next "**Replace:**" appears on the command line. If you simply want to find text, press < **RETURN** > again and the function begins ("**Searching...**" appears on the command line). If the text you want is:

*not found* the cursor moves to the end of the file and puts you back in Edit mode.

*found* the cursor stops on the first occurrence and puts you back in Edit mode.

To find the *next occurrence* of the text, you may repeat the find process. Or press < **C=** > and **F** (shift f) to begin the find function automatically from the current cursor position. This shortcut can be repeated (the text remains in the "find" memory) until you search for different text.

If < **C=** >, **f** or < **C=** >, **F** is still searching at the end of file that's followed by a linked file, the query "**Get Next File?N**" appears.

—To return to Edit mode in the current file, press < **RETURN** >.

—To continue the search in the next linked file, enter **y** and press < **RETURN** >. You'll end up in the linked file; if you want to keep the on-screen version of the current file, make sure it's saved before starting "Find" in the next file.

Normally the program finds any mixture of *upper and lower case* of the text you week. For example, if you enter **cat** any of "**cat**", "**CAT**" and "**Cat**" will be found.

To find a particular combination of upper and lower case, enter a double quotation mark (") immediately before the text. For example, if you enter "**cat** only **cat** will be found; **Cat** and **CAT** will be ignored. (Don't end the text with a second double quote; that will search for the text ending with a quotation mark.)

To find a quotation mark, enter a **space** before entering the quotation mark (followed by the text, if any).

**Wild Card:** A question mark (?) substitutes for any character (but not a space). Thus if you enter **c?t** words or combinations such as "**cut**" and "**C5T**" and will be found, but "**cleric title**" won't.

To avoid finding "**scatter**" when you only want cat, enter a < **SHIFT** > space (which appears on the screen as ▬ ) before and after **cat**, i.e. ▬ **cat** ▬ .

**Finding Return Arrows:** If you wish to find the ends of paragraphs, or replace or delete the return arrows, simply press < ◄— > (the backwards arrow otherwise used for tabs) when entering text on the command line to be found. A return arrow (the same as seen in text on the screen after pressing < **CTRL** > < **RETURN** >) appears on the command line as a character.

You can also find text before the return arrow, but not after it.

Any text can replace found return arrows, including nothing (deletion), as described below.

This feature is not available in the 80-column version of the 64 program.

## Replace

To replace text that has been "found" (see above), enter the new text when "**Replace:**" is displayed on the command line.

Thus to replace "**cat**" with "**dog**", press < **⌖** > and **f**, enter **cat** after "**Find:**" line and press < **RETURN** >.

Now enter **dog** after "**Replace:**" and press < **RETURN** > again. (As with find, < **RUN/STOP** > may assist you by duplicating a piece of text onto the command line—see page 38). And to enter the previous replacement text, press < **SHIFT** > < **RUN/STOP** >

"**Query before replacing?Y**" appears next on the command line.

—To be shown every occurrence of "**cat**" and have the choice of replacing it, press < **RETURN** >.

—To automatically replace every "**cat**" with "**dog**", enter **n** and press < **RETURN** >.

"**Global or Local?L**" appears on the command line now.

—If you just want replacement in the current file, simply press < **RETURN** >.

—If you want every "**cat**" to become "**dog**" in all the linked files below the current cursor position, enter **g** and press < **RETURN** >. Note that you end up in the last linked file. Replacements are made in the previous linked files, which are saved when the next linked file is loaded. But you must save the last linked file to retain its replacement. Also, if no occurrences are found in the current file, it is not saved before the next one is loaded.

*Using Replace to Delete:* To use Find and Replace to delete text, enter < **←** > the backwards arrow usually used for tabs—as the only replacement text. (The same symbol used to delete text in Replace is used to find return arrows in Find.)

This is not available in the 80-column program in 64 mode.

Summary: press < **⌖** > and **f**

    "**Find:**"    —enter **cat** and press < **RETURN** >
    "**Replace:**"—press < **RETURN** > and the find function begins

        —or enter **dog**, press < **RETURN** > and follow this sequence:

    "**Query before replacing?Y**"—press < **RETURN** >
                    —or enter **n** and press < **RETURN** >
    "**Global or Local?L**"    —press < **RETURN** >
                    —or enter **g** and press < **RETURN** >

If you answer **n** (No) to "**Query before replacing?Y**", every "**cat**" is *automatically* replaced by "**dog**". The cursor goes to the end of the file and puts you back in Edit mode.

If you answer **y** (Yes), "**cat**" will flash when it's found, and "**Replace?**" is displayed on the command line. Press **y** to replace it or **n** to leave it as is. The cursor moves to the next occurrence and offers you the same choice. This pattern repeats until the end of the file is reached and you're back in Edit mode.

If you answer **l** (local) to "**Global or Local?L**", the replacement function ends in the current file.

If you answer **g** (global) the function loads the next linked file, performs Find/Replace and loads every subsequent linked file. Thus when the Replace is finished, you're left in the last linked file (in Edit mode) rather than the one you started in.

# Directories

To display at a glance the names of all the files on the disks in the drives that are present, press < **⌖** > and then **d**. A directory (list of files), with the drive number, and disk name and identifier (which were assigned when it was formatted—see pages 11 and 45) at the top.

If the list of files is longer than one screen, they will scroll up until the end of the directory is reached, during which the cursor disappears.

To *stop the directory* from continuing to scroll, press < **⌖** > or < **RUN/STOP** >. Now you can load the files listed on the screen.

To make the directory *pause* while scrolling—so you can see the part on the screen but can't load files—press *any other key*. Press any other key again to resume scrolling.

Each file is displayed on its own line, starting with its name, its *type* (**"prg"** for text, **"seq"** for sequential) and the number of *blocks* it occupies on the disk. A block is a unit of 254 bytes, which is equivalent to about the same number of characters (about four blocks make a kilobyte, 1K).

At the end of the directory (if it hasn't been stopped before reaching the end), **"BLOCKS FREE = N"** is displayed, in which **"N"** is a number. Each floppy disk normally has 664 blocks of storage space available when formatted for *Pocket Writer.* Don't confuse the number of storage blocks free on the disk with the on-screen memory (RAM—random access memory).

Once the directory has stopped scrolling, basic cursor movement functions (including the < **HOME** > key but not some rapid movements) function again. Now you can:

> *load a file*—by putting the cursor on the file's line and pressing < **RETURN** >

> *scratch a file*—by putting the cursor on the file's line and pressing **s** . Then **"Scratch** [*file name*] **on drive N?Y"** appears on the command line (where **"N"** is the number of the drive containing the disk with the file). To scratch the file—it can't be restored—simply press < **RETURN** >. To keep the file, enter **n** and press < **RETURN** >.

> (When the file is scratched, the line in the directory appears blank. The number of free storage blocks increases, but isn't displayed differently until a new directory is obtained.)

> *return to Edit*—by pressing < **Ç** > and then **e** . You return to the previous file on the screen (which means that if you just want to look at the directory, you don't have to save the file first), with the cursor on the same character as before.

### Directories with Patterns

To obtain a directory of the disk in a specific drive, press < **Ç** > followed by the **number** of the drive assigned the number (see page 56).

**"Directory N Pattern:∗"** appears on the command line, with **"N"** being the number.

—To see a list of all the files on the drive, simply press < **RETURN** >.

—To see a directory of just the files with similar names (a pattern), enter a pattern and press < **RETURN** >. Patterns use *wild cards* as in Loading with a Pattern (page 39) and in Find/ Replace (page 41).

For example, < **Ç** > followed by:

    0   obtains a directory of *drive 0* with a pattern
    1   obtains a directory of *drive 1* with a pattern
    2   (on the 128) obtains a directory of *drive 2* (an internal RAM disk for
        128 computers with an expander) with a pattern

For example, to get a directory of every file in drive 0 whose name starts with **"h"**, press < **Ç** > and enter **0**, then type and **h∗** (or insert **h** before the asterisk) and press < **RETURN** >. All such files appear in the directory with their correct name.

To get a directory of every file on the RAM disk with one character varied, eg. files named **"May N report"**, where **"N"** is a number indicating the dates from May 1 to May 9, press < **Ç** >, **2**, enter **May ? report** and press < **RETURN** >.

Note that the number of blocks free doesn't change just because the directory you select doesn't include all the files on the disk.

### Loading a Directory as a File

You may want to print a directory onto paper (make a hard copy). A directory is only a list compiled from the disk—you must load it into the memory as a file before it can be printed.

To load into memory as a file the directory of all drives assigned and present, press < **Ç** >, **D** (on the 128) or < **Ç** >, **3** (on the 64). The directory is converted into a file, which you can then edit and save.

*A loaded directory replaces the on-screen file* —save that file first if you want to keep it.

# Disk Commands

To perform specialized disk functions such as eliminating or renaming a file, you must enter the disk commands mode by pressing < **Ç** > and then **c** . Then you enter precise instructions, including the name of a file or disk, before executing the function.

***Entering File Names:*** When you need to enter the *exact name* of a file or disk on the command line, you may type it or enter it directly from a directory or text using the < **RUN/STOP** > key. This shortcut is also known as reading from the screen.

Before pressing < **C** > and **c**, put the cursor at the first letter of the file (or disk) name in a directory. Now press < **RUN/STOP** >, which duplicates the first 78 characters (38 in the 64 program) starting at the cursor onto the command line. (If more text than the name is entered, you can erase the excess with < **CTRL** > x, as on page 16 ).

Next, insert three spaces between ">" and the file name to make room for the disk command). If you enter the command before pressing < **RUN STOP** >, the command is overwritten.

**Disk Drive Error:** If the error light on the disk drive flashes when you're using any disk command, press < **C** >, **c** and < **RETURN** > to display a description of the error on the command line. See Trouble-Shooting (page 61) for remedies.

## Scratching (deleting) Files

To erase a file from the disk, use the scratch command. This also frees the storage blocks that the erased file occupied on the disk so that more text may be stored. *Scratched files cannot be restored.*

After pressing < **C** > and **c**, enter:

s**N**:[file name] in which "**N**" is the disk drive number (usually 0), and press < **RETURN** >.

For example, entering **s0:letter** will erase the file called "**letter**" from the disk in drive 0.

***Pattern Matching:*** to scratch more than one file at a time or to scratch a file without entering its full name, use the asterisk or question mark wild cards. For example, entering **s0:i ✶** would scratch every file whose name begins with the letter "i", and **s0:May ?** **report** would scratch all "**May N report**" files (where "**N**" might represent a date).

You can also scratch more than one file at once (except from a RAM disk) by entering the second and subsequent file names after the first, separating them with a comma (,), the drive number and a colon (:) but no spaces. For example, **s0:letters,0:reports** scratches the "**letters**" and "**reports**" files on drive 0.

## Renaming Files

To change the name of a file on the disk, rename it.

After pressing < **C** > and **c**, enter:

r**N**:[new name]=[old name] where "**N**" is the drive number (usually 0) and press < **RETURN** >.

For example to change a file named "**field report**" on drive 0 to "**area report**", enter **r0:area** **report=field report** and press < **RETURN** >.

If the new name ("**area report**") is already on the disk, the disk drive's error light flashes and the old name ("**field report**") remains. The screen returns to Edit with nothing changed.

*The name changes only on the disk.* If "**field report**" is on the screen during the change, its name doesn't alter—if you then save it, both "**field report**" and "**area report**" will be on the disk.

## Validate a Disk

To ensure that a disk is storing files compactly, and to update the remaining free disk space, validate it. This function may also help if a disk does not appear to be storing files correctly.

After pressing < **C** > and **c**, enter:
v**N** , where "**N**" is the number of the drive containing the disk, and press < **RETURN** >.

Validating takes longer than most functions because all the files on the disk are checked. However, once it starts, the cursor returns to the screen and you can edit (but not access the disk until validation is done).

**Warning:** Do not validate the *Pocket Writer* disk (or any other program disk). Because of the protection system, validating the program disk will prevent you from saving any files onto it such as printer files (page 46) and the "**configure**" file (page 54).

### Format a Disk

Before a disk can be used, the whole disk must be formatted by the disk drive (see also page 11 in Getting Started). Formatting maps out the disk into blocks for storage.

*It erases the whole disk,* so be sure nothing you want is stored on it. Formatting only needs to be done once, unless the disk is not functioning correctly or you intend to erase all files.

After pressing < **C=** > and **c**, enter:

**nN:disk name,ID** where "**N**" is the drive number and "**ID**" is any two characters (used for identification) and press < **RETURN** >.

"**Format disk in drive N?N**" appears on the command line (the first "**N**" is actually a number, of the drive, and the second "**N**" stands for No). To format the disk, enter **y** and press < **RETURN** >. To return to Edit without formatting the disk, simply press < **RETURN** >.

Now the disk spins and the current file returns to the screen. During formatting, you can edit but can't access the disk. When the disk drive activity light goes out, the disk is formatted.

When a disk is already formatted, you may use this function to clear it. You may also format a disk to clear repeated disk errors. Make sure you have saved every file that you want onto a different disk.

# Quit the Program

If you wish to stop working in *Pocket Writer* or to switch between the 40-column and 80-column programs, you can turn the computer off and turn it back on and start over. An easier method, which is also less risky for the files stored on the disk, is to quit the program.

If you have a RAM disk (internal memory expansion), quitting preserves files on the disk until the computer is turned off.

*Quitting clears the memory:* Remember to save the current file first if you want to keep it.

Press < **C=** >, then **q** .

"**Quit?N**" appears on the command line. To quit the program, enter **y** and press < **RETURN** >. To remain working in the program, simply press < **RETURN** >.

---

**Quitting While in 32K:** Commodore 128 users may be in an alternate file (page 27) when quitting the program.

As a safety feature to avoid accidental loss, **"Save alternate file?Y"** appears on the command line after you press < **C=** > and **q**—whenever an alternate file is in memory.

—To automatically save the alternate file before quitting, simply press < **RETURN** >.

—To quit without saving the alternate file, enter **n** and press < **RETURN** >.

---

# Exchange Programs (64)

To switch quickly between the 40- and 80-column programs (when using the 64 version), press < **C=** > and then **x** . (Remember to save the current file first, if you want to keep it.)

Next, **"Put program disk in drive. Press a key."** appears on the command line. If the *Pocket Writer* disk isn't in the drive, insert it and press any key but < **C=** >. After you do so, the other program loads.

To exit from the exchange function after pressing < **C=** >, **x**—for example, if you forgot to save the file first—simply press < **C=** > again. You're left in the current file.

In effect, < **C=** >, **x** is a shortcut for all of the following commands:

| | |
|---|---|
| < **C=** >, **q**, < **RETURN** > | (quits the program) |
| **load"*",8,** < **RETURN** > | (reloads the program) |
| **run,** < **RETURN** > | |
| < **f1** > or < **f3** > | (chooses 40 or 80 columns, opposite from what was loaded) |

# Install a Printer File

When you load *Pocket Writer* to begin work, you're asked to select the name of your printer (page 10). This tells the computer how to implement many of the advanced text formats and enhancements that documents may employ for your specific printer.

If you selected the wrong printer, skipped the selection (by pressing $<$ C $>$), want to use another printer or decide to create a disk file in ASCII code (usually to communicate with other computers), this function lets you switch printer codes without reloading the program.

Put the disk with the printer file you want (usually the *Pocket Writer* disk) into the drive, press $<$ C $>$ and then **i** .

"**Install Printer File:**" appears on the command line. Enter the name of the desired printer file and press $<$ **RETURN** $>$.

If the file you entered isn't on the disk, "**File not found**" appears on the command line. Otherwise, the file you selected is loaded and you can print using that printer (or create a disk file using the selected code). The previous printer file, whether selected at the time of loading the program or by installing a printer file, is replaced by this one.

All printer files on the program disk are listed when you load the program. They can be checked at any time by taking a directory of the *Pocket Writer* disk and easily installed by using $<$ **RUN/STOP** $>$ to read the file name onto the command line.

If you wish to create your own printer file (see page 57), you can save it onto the *Pocket Writer* disk. As supplied, the disk contains room for one more printer file if you subsequently wish to add another, scratch a printer file you don't need (or save it onto another storage disk for future use) to create room for it.

Don't validate the *Pocket Writer* disk, or you won't be able to save new printer files onto it.

If your printer is not listed on the program disk, see Creating a Printer File on page 57.

**Pocket Printer Files:** The 128 side (side A) of the *Pocket Writer 2* contains many more printer files than the 64 side (B). Because printer files are ordinary sequential files (interpreted in this case by the program to drive a printer) that can be loaded, edited and saved like any other, you can transfer them to the 64 side—or to any program disk.

A printer file on any *Pocket* program from Digital Solutions Inc. *(Writer, Planner* and *Filer)* can be used with any other. That means you can install a printer file from one program disk when using another program. And you can load a printer file from one program and save it onto another program disk, after which it will be listed with all the printer files when you load the program.

If the printer file you need for the 64 mode of *Pocket Writer 2* is not on side B of the program disk, you may copy it onto side B (it's likely on side A). If side B contains insufficient storage room (up to six blocks are needed), make room by scratching an unneeded file (which you may first wish to save onto side A if it isn't already there).

Note: Remember *never* to validate the program disk. If you do so, because of the protection system you won't be able to save any files onto it.

# Print
## Preparing to Print—Formatting and Hyphenation

When your document is in the form you want it to appear on paper, you may print it at the touch of two keys, $<$ C $>$ and **p** .

But first, you may want to check the document against the Spelling Checker (page 49). If you're using 64 mode, remember to save it first.

Then, if you're working in 40 columns and want the document wider when printed (many business letters run from columns 10 to 70), it's a good idea to check the final appearance in 80 columns. (After saving all files, quit the program, reload it in 80 columns and load the document again.)

This is especially recommended if the document contains any tables or variable margins, or if the location of the page breaks is important.

Next, if the margins are close together or the text is justified, you may want to enter *hyphenation* at the end of lines to make the right side of the text more even or to reduce gaps justification inserts between words. Although hyphenation isn't automatic, it's easy to insert because *Pocket Writer* lets you see exactly how the document will appear on paper.

Starting at the top of the document, find the first significant gap at the right side of a line that's followed by a word you can break up. Insert a hyphen and a space at the break and reformat the text (press < f6 > or move the cursor off the line). Now you can see how the text following the newly divided line will appear when printed. Repeat this procedure until you are satisfied with the document's appearance.

*Check the hyphenation if you alter the format of the body of your document or add or delete text.*

## Simple Printing

To print a file, load it onto the screen and put the cursor on the first line to be printed. Make sure the paper is at the correct place in the printer (usually you want to start at the top of a page).

Now press < **Cͯ** > and then **p**. If your printer is properly connected and turned on, it begins printing the document immediately, scrolling the text when it reaches the bottom of the screen. When printing is finished, you're returned to Edit mode with the cursor at the end of the file.

To *stop printing* part way through a document, hold down < **Cͯ** > until printing ceases and you're in Edit mode (it may not be immediate if the printer is part-way through printing text that has been memorized).

To *resume printing* where it left off, make sure the cursor is on the next line to be printed and press < **Cͯ** >, **p** .

If the printed output is too close to the left side of the paper, you can use "Printer Offset" (see page 35 in Text Formatting) to shift printing to the right without requiring margins to be reset.

For other printing problems, see page 62. If the paper doesn't advance (printing repeats on the same line), see page 58 in Creating a Printer File (128 users should also see page 62).

## Print Options

Pressing < **Cͯ** > and then **p** prints one copy of the file on the screen from the cursor to the end—it assumes a default setting for all five printing options *Pocket Writer* offers.

To utilize any of those options, press < **Cͯ** > and then **P** (shift p). Now the command line displays, in order:

*"Pause at end of page?N"*—If your paper is fanfolded (linked together) and you want the document printed continuously, or if your document fits on one page, press < RETURN >.

But if you feed paper to the printer sheet by sheet, or if you want to examine the printout after every page, enter **y** and press < RETURN >. Now when the printer reaches the end of any page, it pauses and displays "**Insert paper; press any key to continue**".

If you change "N" to **y**, the default becomes "Y" the next time the print option is used (i.e. the most recent value becomes the default).

*"Merge with mail list?N"*—Press < RETURN > except:

—To merge the current document with data in a sequential file, such as to print 50 copies of a form letter (text) with names and addresses in a sequential file, enter **y** and press < RETURN >. The on-screen file (or a file subsequently linked to it) must contain at least one merge variable (see page 20).

**Merge with alternate file?N"** appears (in the 128 program) whenever you're in alternate files (two 32K files), allowing you to replace each merge variable by one line of the alternate file. This may be quicker than merging a file from a disk, especially if you have a short list, because you don't need to create files on storage disks and the program doesn't need to access a disk.

—To print from the alternate file, enter **y** and press < RETURN >. The next question is the number of copies.

—To print from a file on the disk, simply press < RETURN > and you'll be asked to name the file to merge with, as usual.

**"Mail list file name:"** appears, which asks you to enter the name of the sequential file and press < **RETURN** >.

When the document is printed, the program reloads the text file (with linked files, if any) and replaces the first merge variable in the text file with the first piece of data in the sequential file. Then it merges the next piece of data in the sequential file into the next merge variable in the text file, and repeats this until the text file has no more merge variables. Then the text file is printed with all the merged information.

If the sequential file has more pieces of data, the text file is then reloaded, merged and printed until all the sequential file's data has been merged and printed. (The default for the number of copies requested in the next query—see below—automatically becomes 0, which prints the document over and over until the sequential file is exhausted, or the printing has been stopped.)

To *omit* a field (piece of data) from a sequential file, or *eliminate trailing spaces* after a piece of data, see page 20 in Text Enhancement.

If you have a single disk drive, *both the text and the sequential files must be stored on the same disk.* If you have a dual disk drive, the two files can instead be on separate disks, which is faster.

If the computer cannot find the named sequential file when the final query of this series is answered, **"File not found"** appears on the command line and you return to Edit without printing anything.

If it finds the sequential file, but the on-screen file has no merge variable, the document will be printed without any merged data.

**"Number of copies?1"**—If you want only one copy, press < **RETURN** >.

—If you want more copies, enter the number you want and press < **RETURN** >. Now when the printer finishes printing the document, it will be reprinted as many times as you have ordered, as if it were a global file linked to itself.

To begin subsequent copies at the top of a page, enter a Forced Page (see page 33) in the *empty line* at the bottom of the text (which also ensures that a footer, if any, prints on the page and that printing ends at the bottom of a page). If you enter a forced page in a paragraph with a return arrow at the bottom, the second and subsequent copies will include an extra blank line at the top.

Pagination accumulates with each printing unless you specify the Page Number (see page 34) at the beginning of the document. Also, text formats in the last paragraph will carry over to the first paragraph in the next copy unless they're reset at the beginning of the document.

If the number entered is **0** (as created by mail merge, for instance), the document is printed indefinitely—until the process is stopped (in the case of mail merge, when all the data in the sequential file is printed).

**Create disk file instead of printing?N"**—Press < **RETURN** > except in the following case:

—To store a formatted document on the disk in a form that can be sent over a modem to other computers (and retain the format), enter **y** and press < **RETURN** >.

Creating a disk file diverts a document from the printer to the disk as a sequential file, storing all the special information that print mode would send to the printer to a the disk file. Nearly all computers can only receive the file as an ASCII file (see "Sequential Files", page 18), which means the **"ASCII"** printer file must be installed (regardless of your actual printer) (see page 46).

**"Disk file name:"** appears next; enter a new name. After the last query in this series is answered, all text starting at the cursor automatically forms a new disk file under the specified name, at the same time also remaining in the current file.

If the name you enter is already on the disk, **"File exists"** appears on the command line, no new file is created and you're returned to Edit mode.

**"Global file?N"**—If the current file is not linked, or if you want just it printed, press < **RETURN** >.

—But if the current file is linked to files that you want printed in sequence with correct pagination and format, enter **y** and press < **RETURN** >.

Printing begins immediately (unless you're creating a disk file) according to the instructions entered.

If you're printing globally, it continues into the next linked file(s) after the current one. When finished, it returns you to Edit mode *at the end of the last linked file*, which means the on-screen version of the current file is lost—save it before printing, if you want to keep it.

If you change your mind about any of the first four options before answering the **"global"** question, you can press < **Cⁱ** >, **P** to re-enter new printing commands or < **Cⁱ** > twice to re-enter Edit mode.

If you answered yes to the **"pause"** question, it remains at that setting; all other values in these queries return to their defaults.

# Spelling Checker
## 64 mode

To check the spelling of every word in a document, select the Spelling Checker when you load *Pocket Writer* (see Getting Started, page 10). If you want to spell-check a document currently on the screen, remember to save it before quitting and reloading the program. You'll need a dictionary disk, either a blank one you add words to, or Digital Solutions Inc.'s disk which comes with 32,000 words and lets you add another 8,000.

Note: don't spell-check the **"read me"** file on the program disk, or you may not be able to save files onto it.

When the main spelling checker menu appears, move the cursor to the option you want and press < **RETURN** >. You can choose from:

*"Create a Dictionary Disk"*—if you don't have a dictionary disk, put a blank disk in the drive.

"Enter disk name:" appears on the screen; enter a disk name of up to 16 characters and press < **RETURN** >. Now:

"Enter disk ID:" appears; enter a two-character identifier and press < **RETURN** >. This formats the disk to be used as a dictionary, and returns you to the main spelling checker menu.

*"Directory"*—displays a directory of the disk in drive 0, which helps you find the disk the desired file is on and to check the exact spelling of the file's name.

Press any key to make the directory display pause while scrolling, and then any key to resume scrolling. Pressing < **Cⁱ** > stops the scrolling of the directory.

To return to the main spelling checker menu, press < **RETURN** >.

*"Check a File"*—put the storage disk in the drive.

"Enter file name:" appears on the screen; enter the name of the file whose spelling you wish to check. If the file is not on the disk, the error bell sounds and **"Enter file name:"** appears again.

If the file is on the disk, the drive will spin for a while, the bell sounds and **"Place dictionary disk in drive"** appears.

Next, any word in the file not found in the dictionary disk is displayed, one at a time, highlighted (in reverse) with is surrounding text. You have three options. To:

* *skip* the word (leave it and the dictionary unchanged), press **s** or < **RETURN** >.

* *add* the word to the dictionary (accepting the current spelling), press **a**.

* *change* the word in the file (but not in the dictionary), press **c**. Then type the word correctly and press < **RETURN** >.

When the last unrecognized word has been dealt with, any words you have changed are then changed in the file on the disk.

If you haven't chosen to add any words to the dictionary, the main menu for the spelling checker reappears.

If you have added words to the dictionary, the screen instructs you to put the dictionary disk in the drive. It then adds the words to the dictionary disk, and then returns you to the main Spelling Checker menu.

*"Quit"*—this quits the program. Load the program again if you wish to edit a document.

At any time in a Spelling Checker option, you can return to the main Spelling Checker menu by pressing < **C** >. Remember that word changes made in a file aren't saved on the disk until all words not found in the dictionary have been dealt with.

# 128 mode

This new Spell Checker has three advantages: it's part of the 80-column program (you don't have to reload the program), it's faster, and it shows words not found in the dictionary in context.

To check the spelling of the current (on-screen) document, simply press < **C** >, **S** (shift s) at any time while in Edit mode. Now the following sequence appears on the command line:

*"Dictionary drive:N"* (where "N" is the default drive).

—To accept the drive number shown as the one that the dictionary will be in, simply press < **RETURN** >.

—To specify another drive number, enter the number and press < **RETURN** >.

If you have a RAM expander, the Spell Checker works fastest if you copy the dictionary into the RAM disk before starting this procedure, especially if words will be added to a dictionary. Then specify the RAM disk number as the dictionary number.

*"Scanning text..."* (referring to the file on screen). This is very fast, taking up to 15 seconds.

*"Insert DICTIONARY disk. Press any key."* (skipped if the RAM drive was specified above)—Put the dictionary disk in the specified drive number and press a key.

If no disk is in the drive when you press a key, or if the disk doesn't contain a dictionary, **"Create dictionary disk?N"** appears.

—If you've merely forgotten to put the dictionary disk in the drive, simply press < **RETURN** > and you're asked again to insert the dictionary disk.

—If you wish to create a dictionary disk from scratch, make sure a formatted disk is in the drive (a blank disk is recommended for simplicity and maximum capacity). Now enter **y** and press < **RETURN** >. The disk won't be formatted but a file called **"dictionary"** will be added to the disk in the drive after the file is spell-checked.

*"Reading dictionary..."*—This is very fast if the dictionary is on the RAM disk, still fast on the 1571 drive, and slower on a 1541 drive.

The Spell Checker then goes through the current document, stopping at and flashing each word that is not in the dictionary (punctuation and single letters are ignored). For each such word, you're asked:

*"Add, Skip or Change (A/S/C)?"*—To accept the spelling that's flashing and Add it to the dictionary, press **a** .

—To accept the spelling that's flashing without adding it to the dictionary (Skip), press **s** .

—To Change the current spelling, press **c** . Then **"New word:"** appears on the command line, followed by the word that was flashing. Enter the desired spelling, press < **RETURN** > and the word in the text changes the way you specified.

After you decide what to do with a word not found in the dictionary, the next unrecognized word flashes. When the last such word is dealt with, any words so specified are added to the dictionary and **"Adding words..."** appears on the command line. Then you're returned to Edit mode. (Remember to re-save the document if you wish to keep the new version with the changed words.)

If the dictionary is on the RAM disk and you have added some words to it, re-copy the RAM disk onto the dictionary disk before turning the computer off. Otherwise the new words won't be on the dictionary disk.

At any time, you can stop the Spell Checker by pressing < **Ç** >; the cursor appears on the word that was most recently flashing. Changed spellings will remain in the document, but none of the words you've ordered added to the dictionary will in fact be added (they're stored in the computer's memory and added to the dictionary at the conclusion of spell checking).

# RAM Disk (128 users)

*Pocket Writer 2* takes maximum advantage of the extra memory available in Commodore's 1700 RAM Expansion Module (128 kilobytes or 510 storage blocks) or 1750 module (512K or 2046 blocks) to store files for virtually instantaneous access. The extra memory is used as if it were an extra disk drive, called a "RAM disk". It's assigned a number (**2**) like any other disk drive, but it works much faster!

∗ *Storage disks* can be quickly backed up: just copy the disk into the RAM disk, then copy it back out onto a blank disk (however, the 1700's 128K may be insufficient to load a full single-sided disk). In the same way, individual files can also be copied, without loading them into the memory.

∗ *Multiple files* can be quickly accessed: save them onto the RAM disk (either individually after you've loaded them onto the screen, or by copying an entire storage disk), then see how fast they load into memory! When you're finished editing, you can quickly store them by copying back onto a storage disk.

∗ *Spell-checking* is a snap: copy the dictionary disk into the RAM disk, then use the Spell Checker as described on page 50.

**Warning:** Remember that the RAM disk drive is part of the computer's current memory; data you put in it is lost when the computer is turned off—unless you save the data onto a floppy disk.

## Accessing Files

To save an on-screen file into the RAM disk, press < **Ç** >, **s** as usual. Then when "**Save:**[File Name]" appears on the command line (with the current file name, or a name you enter):

∗ if "**2:**" (the RAM disk number) appears before the file name, simply press < **RETURN** >.

∗ if another number and a colon appear before the file name, change the number to **2** before pressing < **RETURN** >.

∗ if no number and colon appear before the file name, insert **2:** before the name and press < **RETURN** >.

To load a file that's on the RAM disk into memory (onto the screen), press < **Ç** >, **l** as usual. Then when "**Load:**[File Name]" appears on the command line (with the current file name, if any), enter **2:** before the file name. This tells the computer to load the file from drive 2, the RAM disk.

Or you can load a file directly and simply from a directory of drive 2, by taking a directory, putting the cursor on the file name and pressing < **RETURN** >.

## Directories

There are two methods of obtaining a directory of files on a RAM disk:

∗ take a general directory—press < **Ç** >, **d** for a directory of all currently assigned and present drives, including the RAM disk as drive 2.

∗ specify the disk—press < **Ç** >, **2** for a directory of just the RAM disk (after you choose a pattern, if any, for the files you want).

## Copying Files

*Pocket Writer 2* lets you easily copy multiple files from a floppy disk into the RAM disk—or vice-versa. The operation is a disk command, begun by pressing < **Ç** >, **c** as usual.

Then enter **c**[drive number to copy to]=[drive number to copy from] on the command line and press < **RETURN** >.

As it's copying file by file, "**Copying** [file name] **to RAM**" appears on the command line.

For example, to copy all the files from drive 0 onto the RAM disk, enter **c2=0** . To copy all the RAM disk files onto a disk in drive 0, enter **c0=2** .

If the disk receiving the files has insufficient room, **"Disk full"** appears on the command line.

—If the current file being copied is going into the RAM disk, none of the file is copied.

—If the current file being copied is going onto a floppy disk, it will not be complete on the disk; "**∗**" will appear beside it in a directory. Before proceeding further, you should validate the disk.

If the name of a file being copied already exists on the disk in the receiving drive, **"Replace?N"** appears on the command line.

—To replace the file on the destination disk, enter **y** and press < **RETURN** >.

—To not replace the file, simply press < **RETURN** >.

*Patterns:* You can specify which files are to be copied from one drive to another by entering a colon (:) and a pattern after the number of the drive being copied from.

For example, to copy all the files starting with "h" from drive 0 into the RAM disk, enter **c2=0:h∗** .

To copy all files whose names have one variable character, use a question mark, eg. **c2=0:April ? report** .

To copy just one file, enter its name after the colon, eg. **c2=0:report** copies the file called **"report"** from the disk in drive 0 onto the RAM disk. This is faster than loading the file into memory and then saving it to the RAM disk.

*Shortcut:* to copy one file between disks, you can use the < **RUN/STOP** > key to enter the file name. Obtain a directory of the disk containing the file and put the cursor on the file name. Then start the disk command by pressing < **Ⅽ** >, **c** . Now press < **RUN/STOP** >, which reads the file name onto the command line, and insert the copying command before pressing < **RETURN** >.

## Other Disk Commands

*Rename a File*—same as usual, described on page 44.

*Scratch a File*—multiple scratches can't be done from a RAM disk except by using patterns (wild cards); if one or more files are named following the first (separated by commas), only the first file is scratched. Another method of scratching more than one file is from a directory (page 42).

*Validate the Disk*—to validate the RAM disk, specify the drive number as 2. This is likely necessary only if incomplete files (with "∗" appearing in a directory) result from saving into a full disk. It's faster than validating a floppy disk.

*Format the Disk*—a RAM disk doesn't need to be formatted to prepare it to receive files; the only use for this command is to quickly erase all files in the RAM disk. After pressing < **Ⅽ** >, **c** , enter **n2** and press < **RETURN** >. (As usual, you'll then have to answer a safety query.)

## Quitting the Program

If you quit the program using < **Ⅽ** >, **q** , files on the RAM disk remain intact if the computer is left on. This means, for example, that you can create a graph in a compatible spreadsheet program (like Digital Solutions' *Pocket Planner 2*) save it into the RAM disk and quit the spreadsheet program. Then you can load *Pocket Writer 2* and print the graph as an external file.

# Mouse with Pull-Down Menus

*Pocket Writer 2* offers optional use with the 128 program of the Commodore joystick Mouse (the 1350) or proportional Mouse (the 1351) or a joystick. By moving the mouse or joystick and clicking its button, you can move the cursor, define ranges, access pull-down menus, select options and activate them.

The mouse is activated only if you move it; at any time, you can run the entire program using only the keyboard.

Connect the mouse to the side of the computer using "Control Port 1", the first joystick port.

**Loading the Program:** The mouse can be used to select a printer file. Move the cursor to the desired file name by moving the mouse up or down on a.flat surface (or move a joystick, following the arrow on-screen). Then click the button once, and the printer file is installed.

## Cursor Movement

To move the cursor anywhere text can appear on the screen, simply move the arrow to the desired spot and click the mouse's (or joystick's) button. The cursor disappears from its previous location and appears at the tip of the arrow.

**To scroll:**

\* *down* line by line (the same as pressing < **CRSR down** >), move the arrow to the bottom of the screen and hold the button down. As long as you hold the button down, the file scrolls down (until the last occupied line appears).

\* *up* line by line (the same as pressing < **CRSR up** >), move the arrow to the line with tab markers near the top of the screen, or into the help lines if help is on, and hold the button down. (If you move the arrow too far up, into the command line, menus appear instead of scrolling.) As long as you hold the button down, the file scrolls up (until the top line appears).

\* *sideways* (the same as pressing < **CRSR right** > or < **CRSR left** >), move the arrow to the rightmost or leftmost column of the screen, respectively, and hold the button down. Scrolling begins after the cursor reaches the edge of the screen. As long as you hold the button down, the file scrolls sideways (indefinitely to the right, or until the first column to the left).

You can still move the cursor using the normal cursor keys. The arrow remains on the screen, but has no function unless you move it or click the button.

## Ranges

To define a text range using the mouse, move the arrow to the first character of the range and hold the button down until the character appears highlighted. Then, *still holding the button down,* move the arrow to the range's last character (to scroll down or sideways while defining the range, simply move the arrow as described above, and keep the button held down). Then release the button, and all the intervening space is highlighted.

To define a range as a block (to manipulate columns and figures), use the keyboard—press < **CTRL** > **r** at the beginning, move the cursor using cursor keys, and press < **CTRL** > **b** at the end.

To clear a range (remove the highlighting), go to the **"Edit"** menu and choose **"Clear"**, as described below.

## Pull-down Menus

Whenever you move the arrow into the command line, it displays menu titles as follows:

"**FILES FORMAT EDIT FIND PRINT SPELL**"

At this point and as long as you're in a title or pull-down menu, only the mouse (or joystick) will move the cursor.

If you put the arrow on a menu title (except **"FORMAT"**) a pull-down menu appears over top of the existing help lines or text. To select a function, move the arrow down onto the desired function; to perform the function, click the button while the cursor is on it. The first option listed in the menu will be performed if you click the button on the menu title.

The menu for **"FORMAT"** is obtained by putting the arrow on the title and clicking the button.

**Files**—offers most of the Commodore key commands (**"Directory"**, **"Load"**, **"Save"**, **"Verify"**, **"Join"**, **"Disk Commands"** and **"Quit"**). To choose one of these options, move the cursor to the option and click the button (it's like pressing < **Ȼ** > and the appropriate letter). You then can't return to the menu titles except after completing a function or pressing < **Ȼ** > to interrupt.

Choosing **"Directory"** obtains a directory of all disks assigned and present; to obtain a selective directory you must use the keyboard. In a directory, scroll up by clicking the button while the arrow is on the top line or in the help lines; scroll down by clicking the button while the arrow is on the screen's bottom line. To load a file from a directory, put the cursor on the file name and click the button. To return to Edit mode, put the arrow on **"EDIT"** on the command line and click the button.

*Format*—to obtain the text formatting menu, place the arrow on "**FORMAT**" and click the button. The same menu appears as if you had pressed < **ESC** > or < **f5** >; move the cursor using the mouse and select an option by clicking the button. If you prefer to move the cursor using cursor keys, move the arrow down until it's off the menu; cursor keys then operate.

To return to Edit mode, move the arrow to "**EDIT**" on the command line and click the button (or press < **ESC** >/< **f5** >). Any changes you've made in format will be implemented.

*Edit*—gives most of the options available after defining a range of text: "**Move**", "**Copy**", "**Delete**" and "**Clear**". For the first two, click the button on them after moving the cursor to the point where the range is to appear; with the latter two, simply click the button on them.

*Find*—starts the Find and Replace function. To enter new text to be found, click the button over the "**Find**" option. To find the text that was sought the last time you used this function (with the program still loaded), click the button on "**Continue Find**".

*Print*—includes "**Print with Options**" and "**Install Printer File**".

*Spell*—to check the spelling of the document in memory, click the button on the top line of the "**Check Spelling**" option.

### GEOS "Text Scrap" Files

To read from a disk a file created by GEOWRITE (called "**text scrap**" and categorized as "**USR**" in a directory of a disk), simply press < **CTRL** > **R** (shift r).

The file is inserted in the current file at the cursor.

# Configuration (pre-set options)

*Pocket Writer 2* offers controls over the screen and various functions with *default* settings you can change for use the next time you load the program. The settings are in a file called "configure" on the *Pocket Writer 2* disk.

Below this section is a copy of the "**configure**" file with the default settings, which you can load from the *Pocket Writer 2* disk. The brackets after each setting indicate other options that can be entered; for more detail on the option, "see page" refers to the Reference Guide, or see below.

To alter any default for future use, change it in the "**configure**" file and then save the file onto the *Pocket Writer 2* disk. For example, to have the program automatically install a particular printer file when it loads, enter the printer file name after "**Printer=**" and save the "**configure**" file.

While the program is loaded, you can still use the normal commands to operate most of these options (except to change disk drive assignments, or get help once it is "dumped"). For example, if you save the "**configure**"" file with "**Display Help=OFF**", you can get help in Edit mode by pressing < **CTRL** > **h** as usual. And if you've loaded the program with a particular printer file installed, you can install another one by pressing < **⊂** >, **i** as usual.

| | |
|---|---|
| **Display Help=ON** | (help display lines are ON; can be OFF) |
| **Dump Help=OFF** | (help in memory is available; can be ON to clear extra memory for files) |
| **Printer=** | (installs any named printer file—see page 46) |
| Color1=15 | (normal text in a file) |
| Color2=1 | (command line and other fixed data) |
| Color3=0 | (text background, and help text in 128 mode) |
| Color4=2 | (border—64 mode only) |
| Color5=6 | (background in help area) |
| Color6=3 | (text in help area—64 mode only) |
| Color7=7 | (superscripts—64 mode only) |
| Color8=5 | (subscripts—64 mode only) |
| Color12=3 | (bottom line of help) |
| Color13=1 | (boldface) |

| Drive= | (sets the drive number accessed to avoid query; can be 0 to 9.) |
| Disk= | (sets the disk device number—64 mode only) |
| Bell=ON | (sets error bell ON; can be OFF—see page 25) |
| Delete=NORMAL | (< DEL > removes character to left of cursor; to reverse direction, enter EDIT—see page 15) |
| Flash=ON | (cursor flashes; can be OFF—see page 25) |
| Cursor=BLOCK | (cursor is block; can be UNDERLINE—page 25) |
| Return Arrows=OFF | (arrows ending paragraphs aren't displayed; can be ON— page 25) |

**Format=1,75,0,OFF,OFF,OFF,1,10,0,66,60,6,1,0,1,75,10,10**
(left margin, right margin, indentation, centering, justification, right alignment, spacing, pitch, top border, page length, printed lines, lines/inch, page number, printer offset, header left margin, header right margin, header pitch, footer pitch—see page 57)

| Auto Wordwrap=ON | (in insert mode, words wrap into next line as you type; can be OFF—see page 17) |

*128 Users:* your "configure" file also contains:

| Assign0=0,8 | (assigns numbers to drive number, device number) |
| Assign1=0,9 | |
| Assign2=RAM | (memory expansion used as internal RAM disk drive) |
| Assign3=1,8 | |
| Assign4= | |
| Assign5= | |
| Assign6= | |
| Assign7= | |
| Assign8= | |
| Assign9= | |
| Video Display=25 | (25 horizontal lines are displayed; can be 50—see page 25) |
| Vcolor1=15 | (normal text in a file—50-line display) |
| Vcolor2=1 | (command line and other fixed data—50-line display) |
| Vcolor3=0 | (text background and help text—50-line display) |
| Vcolor4=2 | (border—50-line display) |
| Vcolor5=6 | (background in help area—50-line display) |
| Vcolor12=3 | (bottom line of help—50-line display) |
| Vcolor13=1 | (boldface—50-line display) |

## Help Display

If you want the six help lines at the top of the screen turned off (as described on page 13) when you load the program, enter **OFF** . After the program is loaded, you can still get help, by pressing < **CTRL** > h before < **f7** > or < **HELP** >.

## Dump Help

If you want extra memory made available to be able to handle long files, enter **ON** . When you re-load the program, about 5K (kilobytes) more of memory will be available in one long file (64K) or each of two alternate files (32K). However, you will not be able to obtain help, even disk-based.

The help is not dumped from the program disk; it is dumped from the computer's memory when the program loads.

If you have dumped the help and later want to be able to get it, load the "configure" file and enter **OFF** after "Dump Help=". Then quit the program and re-load it; this time you can get help (whether or not "Display Help=" is off).

While using the program (in Edit mode), you can dump the memory allocated help (128 users must be in the 64K file). Simply press < **CTRL** > H (shift h).

## Color Chart

While the program is loaded, colors can be changed by pressing < **CTRL** > and a function key, as described on page 27. In the **"configure"** file, each component changed by a function key is identified by that number before the equal sign (**"ColorN="**, where **"N"** is from 1 to 13, and **"VcolorN="** for 50-line colors on the 128).

For example, normal text is Color 1, because < **CTRL** >< **f1** > changes it.

The color applied to each component, entered after the equal sign, is drawn from the following chart:

| | | | |
|---|---|---|---|
| 0: black | 4: purple | 8: orange | 12: medium grey |
| 1: white | 5: green | 9: brown | 13: light blue |
| 2: red | 6: blue | 10: light red | 14: light green |
| 3: cyan | 7: yellow | 11: dark grey | 15: light grey |

For example, to have normal text load as red, enter **"2"** after **"Color1="**.

**Note:** some colors may vary on the Commodore 128. Also, color 12 (the bottom help line) and 13 (boldface) can be changed only in the **"configure"** file.

## Drive Assignment (128 users)

Whatever your combination of disk drives (single, two singles, dual and/or RAM disk), this feature simplifies identfication of each drive by assigning it a number. Up to 10 drives may be assigned single-digit numbers.

The number *before* the colon (**"AssignN"**, where **"N"** is 0 to 9) is the number used to identify a particular drive; the two numbers *after* the colon (except for the RAM disk) refer to the standard drive number and device number. Standards for different equipment are:

*Single drive* —drive 0, device 8
Second of *two single drives* —drive 0, device 9
                                   (different device number)
Second drive of a *dual drive*—drive 1, device 8
                                   (different drive number)

Default settings given are likely the simplest (and thus the best) for users with only one drive, two single drives and/or a RAM expander. The first drive is identified as **0**; the second (if any) is **1**; and the RAM disk (for those with RAM expanders) is always **2**. A change is recommended below for a dual drive.

**Note:** For this configure option, you can't change the disk assignment after the program is loaded (note that < **CTRL** > **D** now changes only the printer device number). To change the assignment, load the **"configure"** file, change the numbers in it, save it and re-load the program.

Default settings—the numbers you'll use to identify drives—are:

**Single Drive:** 0 (no change from current assignment)

**Two Single Drives:** 0 and 1 (the second drive is identified as **1**, in effect treating two single drives as a dual drive.)

**Ram Expander Disk Drive:** 2

**Dual Drive:** for this system, a change is recommended for simplicity:

| Assign0=0,8 | (unchanged) |
|---|---|
| 1=1,8 | (the other drive of the dual) |
| 2=RAM | (unchanged) |
| 3=0,9 | (an extra single drive, if any) |

## Default Drive

To avoid queries about the drive number, such as when saving a file, enter the assigned number of the drive after **"Drive="**. Then after the program is loaded, any file you save will go onto the disk in that drive unless you specify otherwise.

To specify a drive other than this default, enter its number and a colon (:) before the file name.

For example, if the default drive is **0** and you wish to save the file **"report"** onto drive 1, press < **Œ** > and **s** as usual. Then insert **1:** in front of **"report"**—so it appears as **"1:report"**—before pressing < **RETURN** >.

**128 USERS:** If you have a RAM expander and expect to use both the external and internal drives frequently, we recommend you not specify a drive number here. This would require frequent insertions of the desired drive number. If you don't specify the drive number, the most recent number will appear as a default.

## Formatting

The list following **"Format="** sets most of the text formatting options that are available when you press < **ESC** > or < **f5** >. The ones you can configure are, in an order separated by commas:

    **1**—left margin
    **75**—right margin
    **0**—indentation (of paragraph's first line)
**OFF**—centering (of each line)
**OFF**—justification (except paragraph's last line)
**OFF**—right alignment (of each line)
    **1**—spacing (between lines)
  **10**—pitch (characters per horizontal inch)
    **0**—top border
  **66**—page length (of paper)
  **60**—printed lines (actually used)
    **6**—lines/inch
    **1**—page number (at top of file)
    **0**—printer offset (characters from left)
    **1**—header/footer left margin
  **75**—header/footer right margin
  **10**—header pitch
  **10**—footer pitch

# Creating a Printer File

A printer file contains the codes the printer needs to use all its capabilities. Printers come in two basic types: ASCII or Commodore. Any ASCII printer will function if the **"ASCII"** printer file is chosen and any Commodore printer will work if you select **"801/1525"**. In either case, only the characters on the keyboard and standard spacing will be employed.

To use features specific to your printer—especially pitches and enhancements such as under-lining, boldface, italics and super/subscripts—a printer file must be installed. When the *Pocket Writer* program is first loaded, it offers a choice from several of the most common printer files; if your printer is among them, move the cursor to it and press < **RETURN** >.

(If you have a Commodore 802 or 1526 printer, select **"802/1526"** to be able to use its extra features—although it will function with **"801/1525"**. Use the **"Commodore"** printer file only to create a disk file—see page 48.)

You can also install a printer file when in Edit mode—see page 46. If your printer isn't on the supplied list, you must create a printer file to fully use its features. This is a technical operation that your Commodore dealer may help you with. What follows is how to create a printer file using *Pocket Writer*.

**Load The ASCII Printer File:** Put the *Pocket Writer* program disk in the drive. Now press < **Œ** >, **l** (the letter L), enter **ASCII.pf** and press < **RETURN** >. (You can also get a directory of the program disk, put the cursor on **"ASCII.pf"** and press < **RETURN** >.)

When it's loaded, a file of all possible printing options appears on the screen. A few options have default values. (**"ASCII"** is a skeleton file. You could instead load another printer file and modify it according to your printer.)

***Enter Your Printer's Codes:*** If you want to use an option that's available on your printer, you must enter one or more values beside each option in the file. (If no value is entered, the option will have no effect when printed.)

Values may be entered in any of four formats:

**Decimal**—the normal number system (eg. **77**)

**Hexadecimal**—base 16, using 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, a, b, c, d, e and f, always preceded by **$** (eg. **$4d** is the same as **77** in decimal—four times 16 plus 13).

**ASCII**—characters enclosed in double quotation marks (eg. **"m"** is equivalent to **77** in decimal and **$4d** in hexadecimal). Upper- and lower-case letters have different values.

**ESC** is a code representing ESCAPE that has a special meaning to many printers. ESC has the value of **27** decimal or **$1b** hexadecimal, and is entered without being enclosed in quotation marks.

If more than one value is entered for a specific option, separate the values with commas but no spaces.

# The Options

## Printer Type

"**ASCII:y**"—enter **y** (or leave it) if your printer is of the ASCII type; enter **n** if it's a Commodore printer.

## Printer Interface

"**Device:**"—to set the default printer number at other than **4**, enter the number. You can still change it each time you use the program by pressing < **CTRL** > **D** (see page 25.)

"**Connection:**"—leave it blank or enter **serial** if your printer is connected to the serial port directly or through an interface. Enter **parallel** if your printer is connected through the user's port by a parallel cable.

If your printer is connected through the user's port by an RS232 cable, enter **rs232** and fill in the next five options:

"**Baud:**"—enter the baud rate that you've chosen for the printer. Options are **50, 75, 110, 134, 150, 300, 600** and **1200**.

"**Parity:**"—enter the parity that you've chosen for the printer. Options are: **even, odd,** or **none for no parity.**

"**Bits:**"—set a value to agree with your printer from among **5, 6, 7** or **8**.

"**Stop Bits:**"—set the value agreeing with your printer, **1** or **2**.

"**Handshake:**"—enter **0** if the hand shaking line goes low when the printer is busy, or **1** if the handshaking lines goes high when the printer is busy (the handshaking line from your printer—usually DTR—must be connected to CTS—pin 9—of the Commodore 64 or 128). Enter **2** for no handshaking.

## Paper Advance

If the line feed is automatic when the program sends a carriage return command at the end of a line, enter the carriage return code (usually **13**) after "**CR (no LF):**" (the first query).

If the carriage return command ends the printing of the line without advancing the paper (if it prints over the same line), remove any value in the first carriage return query and enter the carriage return code (again usually **13**) after "**CR (no LF):**". Also, you must enter the code to advance the paper (usually **10**) after "**LF:**"

## Backspace

"**Backspace:**"—enter the code to move the print head back one character (usually **8**).

## Underline Character

"**Underline:95**"—enter the code (usually **95**) to print just an underline (_).

## Printer Secondary Addresses

"**Text Secondary Address:**"—to send the text through a secondary address (necessary with some interfaces), enter the address.

"**Control Codes Secondary Address:**"—to send the control codes through a secondary address.

## Printer Initialization

"**Printer Initialize:**"—this code is sent once, at the beginning of a document. Typically it is used to reset the printer to its default settings.

"**Secondary:**"—enter the secondary address, if any, to send the printer initialization code.

## Line Beginning

"**Line Begin:**"—to send a code at the beginning of each line, enter it here.

## Text Enhancement

"**Underline on:**"—enter the code to turn underlining on.
"**Underline off:**"—enter the code to turn underlining off.
See note below "Microspacing".

"**Bold on:**"—enter the code to turn boldface on.
"**Bold off:**"—enter the code to turn boldface off.
See note below "Microspacing".

"**Italics on:**"—enter the code to turn italics on.
"**Italics off:**"—enter the code to turn italics off.
"**Value to add to italics:**"—instead of on/off codes, some printers require a value to be added to all italicized characters. If applicable, enter the value, usually 128.

"**Superscript on:**"—enter the code to turn superscript on. If your printer doesn't accept this code (or for subscript), see "Superscript Mode" below.
"**Superscript off:**"—enter the code to turn superscript off.

"**Subscript on:**—enter the code to turn subscript on.
"**Subscript off:**"—enter the code to turn subscript off.

## Line Spacing

"**6 LPI:**"—enter the code to set the printer to 6 lines per inch.
"**8 LPI:**"—enter the code to set the printer to 8 lines per inch.
"Optional LPI:"—if you want to set the lines/inch to a setting other than 6 or 8, enter it here.

*"Superscript Mode:"*—if your printer doesn't have on/off codes for super- and subscripts, use superscript mode. It works by printing the superscripts, then advancing the paper one-third of the normal line feed to print regular text, then advancing the paper another third to print subscripts, and then advancing a final third to begin the next line. This is much slower than the on/off code method, risks clashing subscripts of one line with superscripts of the next, and the characters are the same size as regular type (not small as most super/subscripts are).

To use it, answer **y** and set all line spacing codes to three times their normal values (eg. instead of 6 lines per inch, enter the code for 18 lpi on the "**6 LPI**" line).

## Pitch

Put the codes for the pitches (characters per horizontal inch) of your printer beside the appropriate line. These codes must cancel any previous pitch and send the desired one.

"**MS:**" (microspacing)—this allows the printer to insert blank space smaller than one character between words when text is being justified. Thus the distance between each word appears more equal.

For every pitch that you wish to have printed with microspacing, enter a value following "MS:". This value is the number of intervals that a character may be divided into (on a dot matrix printer, it's usually the number of horizontal dots a character may use). Then answer:

"**Microspace Codes:**"—enter the code to send the smallest interval a character may be divided into.

**"Byte position within codes:"**—many printers can save time by accepting the exact number of intervals to leave blank rather than accepting one blank interval at a time, as many times as needed. If your printer permits this, the microspacing codes must include one or two locations that the program can change to the number of intervals it wants printed.

Enter one or two numbers corresponding to how many values past the colon the locations are. For example, if the microspace code is ESC,"L",0,0 the two zeros are the byte positions. Since they're third and fourth in the code, enter **3,4**.

**"Microspace Character:"**—some printers require a certain character representing one interval to be sent after the microspace code, which the program repeats sending as many times as needed to fill a particular space between words. Enter the character, if applicable to your printer.

**"Microspace off:"**—some printers require a code to end microspacing. Enter it.

**"Send pitch after microspace:"**—some printers (usually daisy-wheel) alter the pitch to microspace. Answering **y** here restores the pitch to its previous value.

**"Microspace for bold:"**—if your printer isn't set to print boldface by using on/off codes or by overprinting with two passes, it may be able to do so by backspacing (if you have entered a backspace code). An option using backspacing, if the printer can microspace, is to overprint with an offset of one interval, which produces a darker image. Enter **y**.

### Note on boldface and underlining

The program determines how to print boldface and underlining in the following order:
1. by on/off codes (if available);
2. by backspacing and overstriking (if a "Backspace Character" is entered), offset by one interval if entered;
3. by making a second pass over the line, overstriking the text (if the carriage return doesn't automatically advance the paper).

If you want to use one of the second or third methods, which are slower, make sure the codes for the methods above aren't entered.

## Foreign Characters

**"Foreign on:"**—if your printer requires codes to access foreign characters, enter them here.

**"Foreign off:"**—enter the codes to turn off foreign characters.

Next, a file name appears that refers to a file on the *Pocket Writer* that determines what foreign characters are shown on-screen for the characters accessed by < **CTRL** > **0** to **9**. The file contains 10 dot patterns, one for each character, that are supplied as French characters (the file is called **"french chars"**).

After the file name are 10 lines for the codes that product the characters or symbols.

If your printer has a different set of foreign characters, possibly in another language or for mathematical symbols, you can make their on-screen representations resemble the desired characters by changing their dot patterns. For each dot pattern you change, you must enter the correct printer codes in the corresponding line in the printer file.

# Using a Printer File

Once the printer file is created, you must save it in order to use it. To save it, press < **Œ** >, **s**. Now enter the name of your printer followed by **.pf** and press < **RETURN** >. For example if your printer's name is ABC enter **ABC.pf**.

To use the printer file, you must install it—see page 46.

The most appropriate place to store your printer file is on the *Pocket Writer* disk. As supplied, the disk contains room for one more printer file. If your new printer file won't fit, or if you want to save more than one printer file, first scratch a printer file you don't need from the disk (you might want to store it on another disk in case you want it in future).

Remember not to validate the *Pocket Writer* disk. Because of the protection system, validating would then mean you couldn't save printer files onto the disk.

# Trouble-Shooting

This section is designed to pinpoint trouble with disk operations and suggest remedies.

## Program Loading Problems

If the program won't load, make sure the program disk is in the drive, and that the disk drive device number is **8**. (If it's another number, use the correct number when entering **load"*",8**.)

If your system has a disk drive speed-up cartridge, the program will not function properly. Remove or disable the cartridge before loading.

If **"?FILE NOT FOUND"** appears, or if another file loads, enter **open1,8,15,"i"** and press < **RETURN** > before loading again. **"?FILE NOT FOUND"** also may indicate that the disk drive has a number other than the number for 8 in **load"*",8**.

## Disk and Other Error Messages

When the disk drive light flashes during a disk function, it indicates a disk error. Press < **C** >, c and then < **RETURN** > to have the error displayed.

These errors take the form: two-digit number, message, two-digit number, two-digit number.

The following are some of the more common disk and other error messages (often accompanied by the bell sounding), listed alphabetically:

**"Can't copy""** (between alternate files)—no range is memorized.

**"Device not present"**—the disk drive isn't connected to the computer or no disk drive is present at the specified number. Connect the drive and turn on the power, connect the proper drive or select the proper device number (< **CTRL** > D).

**"Disk full"** after an attempt to save a file—the disk doesn't have enough storage space to save the file. The previous version of the file (if any) is erased, and shows up in a directory as a star file (an asterisk is before the name), while none of the current version is saved.

To avoid trouble in saving this and other files on this disk, validate the disk (see page 44) and shorten the file before saving it again. However, do not validate the *Pocket Writer* disk, or you will be unable to save any printer files onto it (because of its protection system).

**"Disk id mismatch"**—a part or all of the disk isn't working properly. If you're loading a file onto the screen,you won't get all of it. If you're saving a file, save again onto a new disk. Transfer as much as you can from the bad disk onto a new disk and don't use the old disk.

**"Drive not ready"**—the drive door isn't closed or no formatted disk is in the drive. Re-insert a properly formatted disk and close the drive door before attempting a disk operation again.

**"File exists"** when trying to create a disk file through the print mode or renaming or copying a file—a file of that name already exists on the disk. Choose a new name and try the operation again.

**"Illegal range"** when you attempt to define a range—the cursor may be on a line without data, or you may be trying to sort or add numbers (using a block range) in lines that aren't paragraphs by themselves.

**"Illegal track or sector"** when trying to load a file—the disk may be bad, and you may lose files. Try to transfer as many files on the disk as possible onto a new disk.

**"Memory full"** when trying to load a file—the file on disk is too large to fit into available memory. You may be able to free up some memory by clearing the current range from the memory; press < **CTRL** > k. If you're in 32K (an alternate file) on the Commodore 128, it will probably load if you switch to 64 K (page 27).

**"Memory full"** may also appear while trying to load a file in 80-column width that would load in 40-column width. Reload the program in 40 columns and break it into two smaller files: erase about half the text and save the remainder under a new name. Then reload the original file, delete the portion just saved and save the rest (you may wish to link the two files).

**"Not memorized"** when trying to define a range—the range is too big to fit into memory, although it is still highlighted. Try performing the function with a smaller range.

In the case of delete only, pressing < **CTRL** > d instead of < **CTRL** > r to finish defining a range will permit deletion of a range too large to memorize. But you won't be able to get it back again.

**"Printer not present"**—see printing problems, below.

**"Read error"**—either the disk door has been opened during a disk operation, or the disk is bad (see "disk id mismatch").

**"Syntax error"** while a file is being saved—file names containing ✱ or ? can't be saved. Save again, using a different file name.

**"Verify error"** while verifying—file on disk isn't same as file on screen. If you're verifying a file just saved, this means the save failed; try saving onto the same disk again or onto a new disk.

**"Write error"** during a save operation—the disk is bad (see "disk id mismatch").

**"Write file open"** when you try to load a file—the file wasn't correctly saved onto the disk and can't be read. In the directory the file shows up with "✱ prg 0". All you can do is recover the blocks it used and delete it from the directory, by pressing < C⊂ >, c, v0 and < RETURN >.

# Printing Problems

**"Printer not present"'**—the printer isn't connected and turned on, or the printer file doesn't specify the port that the printer is connected to (see Creating a Printer File).

If your printer still isn't working properly, first try using every other printer file available on the *Pocket Writer* disk. If that doesn't work, see if the following remedies help.

If your printer is always printing on the same line, you must enter the line feed code in the printer file (see "LF" in the paper advance section of Creating a Printer File page 58).

If your printer is double-spacing when it should be single-spacing, remove the line feed codes from the printer file and enter an appropriate code for carriage return in the printer file (see "CR" in the paper advance section of Create a Printer File).

If near-letter-quality printing doesn't seem to be working on a dot matrix printer, try changing the pitch (page 32) to **11**.

***Interfaces:*** If you have a non-Commodore printer connected by an interface and your printer produces gibberish, you must lock or make transparent the interface so it doesn't change any codes the *Pocket Writer* program is trying to send to the printer.

(Otherwise, you can select the 801/1525 printer file, which may work but won't produce any enhancements such as boldface and italics.)

Lock the interface by a) setting a dip switch in the interface or b) sending a command to the interface. Instructions for two popular interfaces follow; for other interfaces consult your printer interface manual:

***Cardco:*** some Cardco interfaces have a dip switch you can set. There are two other options:

—before loading the *Pocket Writer* program, type **open4,4,25:print#4,"lock":close4** and press < **RETURN** >.

—in Printer Initialization in the printer file (see page 59), enter **0** after "Printer Initialize:" and **25** after "Secondary:".

***The Connection:*** in Printer Secondary Addresses in the printer file (see page 59), enter **6** after "Text Secondary Address:" and **6** after "Control Codes Secondary Addresses:".

**Line Feed**

If your printer prints everything on same line, press the < **LINE FEED** > key on the Commodore 128 (beside < **HELP** >). This key ignores the line feed code in the printer file (see "Paper Advance", page 58) and sets the line feed on (**"Line Feed ON"** appears on the command line).

If your printer prints everything double-spaced, press < **LINE FEED** > twice. This will ignore the line feed code in the printer file (page 58) and cancels the line feed (**"Line Feed OFF"** appears on the command line).

< **LINE FEED** > doesn't affect the printer file on the disk, and is reset whenever another printer file is installed (the "Paper Advance" setting in the printer file takes precedence).

# Support

If you have any problems using *Pocket Writer*, first examine the Index and Contents of this guide for a remedy. If that doesn't solve the problem, contact the dealer from whom you bought the program.

If you still can't get satisfaction, write Digital Solutions Inc. at the address printed at the front of this guide, citing the program's version number and serial number. If the problem involves printing, send a photocopy of the printer codes from your printer manual.

For Digital Solutions Inc.'s policy on upgrades (improved versions of the program), see pages 7 and 11 of this guide and the **"read me"** file on the program disk. To be advised of major changes, you must send in the registration card supplied with the program disk.

# Integrating Pocket™ Software

All *Pocket* software produces files that can be used and printed in conjunction with one another: **Data from Pocket Filer database files can be merged into word processing files using Pocket Writer's mail merge function.** A typical use is to print form letters than contain individualized names and addresses.

If you want data (eg. the names and addresses) printed in sorted order, make sure the database file has been physically sorted in *Pocket Filer*. (If it's sorted using an index, it will be printed in the original order.)

To ensure that each copy of the word processing file (eg. a letter) begins printing at the top of a new page, enter a forced page into the blank space below the last paragraph of the document in *Pocket Writer*.

Other instructions are in *Pocket Writer's* reference guide under "Merge Variables" and "Print Options".

**Graphs and tables created in a Pocket Planner spreadsheet can be printed in Pocket Writer word-processing files.**
Create a disk file of the table or graph in *Pocket Planner*, calling it a different name than the file it was produced from. Then enter the disk file's name as an external file at the paragraph in the word-processing file above which you want it printed.

In *Pocket Writer*, make sure the word-processing (text) file has enough space on the page for the graph or table (do a trial run if necessary). The first time you print the text file, pagination (the page and line number) in the word-processing file will be inaccurate, because the space taken by the table or graph is unknown. However, the next time you print the text file, pagination is accurate.

Other instructions are in *Pocket Planner's* reference guide under "Print Options" and "Printing Graphs".

The 802/1526 printer can't merge graphs into *Pocket Writer* files, although it can print graphs from *Pocket Planner.*

**Spreadsheets created in Pocket Planner can be loaded onto the screen in Pocket Writer word-processing files.**
Using the **"Commodore"** printer file, create a disk file of the spreadsheet in *Pocket Planner*, calling it a different name. Then in *Pocket Writer* you can join it to the end of a word-processing file, which loads it onto the screen and lets you edit it.

Other instructions are in *Pocket Writer's* reference guide under "Join Files" and in *Pocket Planner's* reference guide under "Print Options" and "Install a Printer File".

**Database files from Pocket Filer (and other database managers using sequential files) can be loaded into spreadsheets on Pocket Planner and used in calculations.**
That means selected numerical data inventory or daily sales records, in a database, for example can easily be entered in a spreadsheet.

Instructions are in *Pocket Planner's* reference guide under "Loading".

**Printer files in any Pocket program can be used with any other.**
RAM disk users can put a graph created in *Pocket Planner* into RAM, then load *Pocket Writer* to print the graph in a word processing files. Lists of data from *Pocket Filer* can be loaded into RAM for use with mail merge.

# You may never misspell another word with Pocket Dictionary 128/64

There's no need to create your own dictionary disk from scratch. With *Pocket Dictionary 2*, you start with 32,000 words on the disk…and can add up to 8,000 more words that you use.

*Pocket Dictionary 2* will make using the Spelling Checker in *Pocket Writer 2* faster and simpler. The two programs are a letter-perfect combination.

# A whole new world discovers Pocket Software! Ecrivain de Poche 2

Now the speed, sophistication and simplicity of *Pocket Writer 2* is available *en franais!* In *Ecrivain de Poche 2*, Digital Solutions Inc.'s powerful word processor has been adapted to offer:

- commands using French words and initials
- reference guide in French
- questions and answers on program options in French
- all French characters
- error messages from the program in French

Soon, the entire *Pocket 2* software line will be available in French, and other languages will follow.

# Upgrading to Pocket 2 software

Registered owners of *Pocket 64* and *128* software can upgrade to the *Pocket 2* versions at reduced prices (available only by writing Digital Solutions Inc.). Also, registered owners of *Datafax* may upgrade to *Pocket Filer* at the same reduced price.

Upgrade prices are $19.95 (U.S.) + $3 (U.S.) for shipping and handling.

## Digital Solutions Inc.

**30 Wertheim Court, Unit 2
Richmond Hill, Ontario
Canada L4B 1B9
(416) 731-8775**

# Make fast work of budgeting and forecasting with Pocket Planner™ 2 computerized spreadsheet

**Checkbook and household accounting, bookkeeping and business forecasting are just some of the jobs you can do on Pocket Planner 2.** A full-featured electronic spreadsheet, *Pocket Planner 2* can create four kinds of graphs and print sideways—functions you'd have to buy separately to use with other spreadsheet programs.

Best of all, *Pocket Planner 2* has the outstanding qualities of all software programs from Digital Solutions Inc. Extensive on-screen help means you rarely need to turn to the reference guide. Commands are sensible and easy to learn, as in *Pocket Writer* and *Pocket Filer*. Even the price is right!

Accurate, sophisticated and easy to use, *Pocket Planner 2* offers standard spreadsheet features, plus:

- **Pocket 2 Software has 128 on one side and 64 on the other**
- **Sideways printing — no need for a separate program**
- **Graphs including bar, stacked, line and pie can be displayed, printed and merged with Pocket Writer 2**
- **On-screen help at any time**
- **Smart evaluation that assures accuracy**
- **Accuracy to 16 digits 8 more than most spreadsheets**
- **Use Pocket 2 with Commodore RAM expander as a RAM disk (128)**
- **Mouse support with pull-down menus (128)**

- 25 or 50 lines of text displayed on screen (128)
- Includes 80 column 128 program plus 40 and 80 column 64 programs
- Easy to remember commands, similar to Pocket Writer 2
- Load and manipulate data from Pocket Filer 2
- Easy file conversion from other software
- Fast load on 1541 and 1571 disk drives

- 1571 Burst Mode for faster file loading (128)
- Automatic configuration for screen color, format and printer selection
- Matrix of up to 250 columns by 250 rows
- Individual column width selection
- Word processing features including wordwrap
- Database features including searching and sorting
- Multiple files in memory with cut and paste capability (128)
- Extensive cell formats including: position, decimals, commas, $ and %
- Global formatting option
- Windows, titles, locks and cell protection
- Extensive mathematical functions including "if . . . then" statements
- Ranges to move, copy, delete, replicate and update cells
- Ability to print mathematical formulae as well as results of calculations
- Grid display for more distinct cell borders
- Overlay multiple spreadsheets
- **And many other features**

# Make keeping files and lists easy with Pocket Filer™ 2 database manager

**Mailing lists, addressed, telephone numbers, recipes, inventories and other information can be stored and easily retrieved on Pocket Filer 2.** Data from this program can be used with graphs created by *Pocket Planner 2* and with *Pocket Writer 2* (or other word processors) to individually customize form letters.

Like all software programs from Digital Solutions Inc., *Pocket Filer 2* has extensive on-screen help, sensible and easy-to-learn commands and surprisingly low price.

Fast, sophisticated and easy to use, *Pocket Filer 2* offers standard database manager features, plus:

- **Pocket 2 Software has 128 on one side and 64 on the other**
- **Up to 2000 characters in up to 255 fields per record; number of records limited only by disk space**
- **Sorts by up to 9 criteria; can save 9 different sorts**
- **Optional protection with passwords, including limiting access to viewing**
- **User definable reports and labels**
- **On-screen help at any time**
- **Easy to remember commands similar to Pocket Writer 2**
- **Files compatible with Pocket Writer 2 and Pocket Planner 2**

- Creates sequential files that may be merged with most word processors
- Converts existing sequential files to work with Pocket Filer 2
- Easy file conversion from other software
- Use Pocket 2 with Commodore RAM expander as a RAM disk for lightning fast speed (128)

- Mouse support with pull-down menus (128)
- Includes 80 column 128 program and 40 column 64 program
- 25 or 50 lines of text displayed on screen (128)
- Fast load on 1541 and 1571 disk drives
- 1571 Burst Mode for faster file loading (128)
- Automatic configuration for screen color, format and printer selection
- Subtotalling on any field
- Flexible full-screen editing when creating record layout, including move, copy and delete
- Field types include alphanumeric, numeric, logic, date and time
- Formatting features including position, decimal places, commas and dollars
- Tabs, delete record and "go to" record
- Automatic entry of repetitive data
- Mathematical calculations during data entry
- High speed sort using dynamic buffering
- Automatic index updating for constantly sorted file
- Searches with wild cards
- Full-screen editing when designing report and label layouts
- Allows data listings and totalling for reports
- **And many other features**

# Quick Reference Chart

| | |
|---|---|
| < f1 > | enters/exits insert mode |
| < f2 > | end of file |
| < f3 > | forward one word |
| < f4 > | backward one word |
| < f5 > or < ESC > | enter/leave formatting menu |
| < f6 > | reformat text |
| < f7 > or < HELP > | get help |
| < f8 > or < SHIFT >< HELP > | exit help |
| < CRSR right > | right one character |
| < CRSR left > | left one character |
| < CTRL >< CRSR right > | to last character in line |
| < CTRL >< CRSR left > | to first character in line |
| < CRSR down > | down one line |
| < CRSR up > | up one line |
| < CTRL >< CRSR down > | down one screen |
| < CTRL >< CRSR up > | up one screen |
| < ← > or < TAB > | forward one tab |
| < SHIFT >< ← > | back one tab |
| < CTRL >< ← > | set/clear tab at cursor |
| < CTRL >  < SHIFT >< ← > | clear all tabs |
| < HOME > | top left of screen |
| < HOME > again | top of file |
| < DEL > | delete one character |
| < INST > | insert one space |
| < CLR >, y, < RETURN > | clear (erase) text from current line to end |
| < CAPS LOCK > | enters/exits capitals mode (128) |
| < SHIFT > + | { |
| < SHIFT > − | } |
| < SHIFT > £ | \| |
| < SHIFT > @ | ` |
| < SHIFT > * | − |
| < SHIFT > ↑ | ~ |
| < CTRL > 1 | é |
| < CTRL > 2 | è |
| < CTRL > 3 | ë |
| < CTRL > 4 | à |
| < CTRL > 5 | ä |
| < CTRL > 6 | ù |
| < CTRL > 7 | ö |
| < CTRL > 8 | î |
| < CTRL > 9 | û |
| < CTRL > 0 | ç |
| < CTRL >< SHIFT > 0 to 9 | redefined characters |
| < CTRL >< f1 > | change text color |
| < CTRL >< f2 > | change tab line color |
| < CTRL >< f3 > | change background color |
| < CTRL >< f4 > | change border color (64 only) |
| < CTRL >< f5 > | change help/format menu color |

| | |
|---|---|
| < CTRL > < f6 > | change color of text in help area (64 only) |
| < CTRL > < f7 > | change superscript color (64 only) |
| < CTRL > < f8 > | change subscript color (64 only) |
| < CTRL > a | alter file type (between text and sequential) |
| < CTRL > b | defines range as a block after < CTRL > r |
| < CTRL > b | starts/ends boldface or boldfaces range/ removes boldface from range |
| < CTRL > B | turns bell on/off |
| < CTRL > c | copies range (inserts current memorized range) |
| < CTRL > C | turns capitals on/off (64 only) |
| < CTRL > d | (highlighting present) deletes range, or finishes defining range and deletes |
| < CTRL > d, then l w s or p | (highlighting not present) deletes current letter, word, sentence or paragraph |
| < CTRL > D | change device number (printer, and in 64, drive) |
| < CTRL > e | turn edit delete on/off (reverse deletion direction) |
| < CTRL > f | restores format of linked file to original |
| < CTRL > g | go to page |
| < CTRL > G | turns global mode on/off |
| < CTRL > h | turns help on/off |
| < CTRL > H | dumps help memory |
| < CTRL > i | starts/ends italics or italicizes range/removes italic from range |
| < CTRL > k | clears current range from memory |
| < CTRL > m | moves range (if no range highlighted, inserts current memorized range) |
| < CTRL > M | displays bytes of memory free |
| < CTRL > n | enters/exits numeric mode |
| < CTRL > r | starts or ends definition of range, clears highlighted range |
| < CTRL > R | loads GEOS file |
| < CTRL > s | sorts block range in alphanumeric order |
| < CTRL > S | sorts block range in reverse alphanumeric order |
| < CTRL > t, then l w s or p | transposes current letter, word, sentence or paragraph with the previous same element |
| < CTRL > u | starts/ends underline or underlines range/ removes underlines from range |
| < CTRL > v | creates merge variable |
| < CTRL > V | alters video display between 25 and 50 lines (128 only) |
| < CTRL > w | turns automatic wordwrap in insert mode on/off |
| < CTRL > W | counts words |
| < CTRL > + | starts/ends superscript or makes range superscript/non-superscript |
| < CTRL > − | starts/ends subscript or makes range subscript/non-subscript |
| < CTRL > < SHIFT > + | capitalizes range |
| < CTRL > < SHIFT > − | makes range lower case |
| < CTRL > * | alters cursor type |
| < CTRL > = | adds column in block range |
| < CTRL > < SHIFT > = | adds row in block range |

| | |
|---|---|
| < C= > | shifts mode or exits current function |
| < C= >, c | disk command: then **c** to copy files |
| | **n** to format a disk |
| | **r** to rename files |
| | **s** to scratch files) |
| < C= >, d | directory of all drives present |
| < C= >, D (< C= >, 3 for 64) | loads directory of all drives present into memory |
| < C= >, e | edit mode |
| < C= >, f | find (and optional replace) |
| < C= >, F | continue previous find |
| < C= >, i | installs printer file |
| < C= >, j | joins file at end of current file |
| < C= >, J | joins file at cursor in current file |
| < C= >, l | loads file |
| < C= >, p | prints from line cursor is on |
| < C= >, P | prints from line cursor is on using options |
| < C= >, q | quits the program |
| < C= >, s | saves the current file |
| < C= >, v | verifies the current file with one on disk |
| < C= >, x | switches between 40 and 80 columns (64 only) |
| < C= >, 0 to 9 | directory (with optional pattern) of |
| | numbered drive |

# Index

*Items with special information for 128 users are preceded by an asterisk*

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