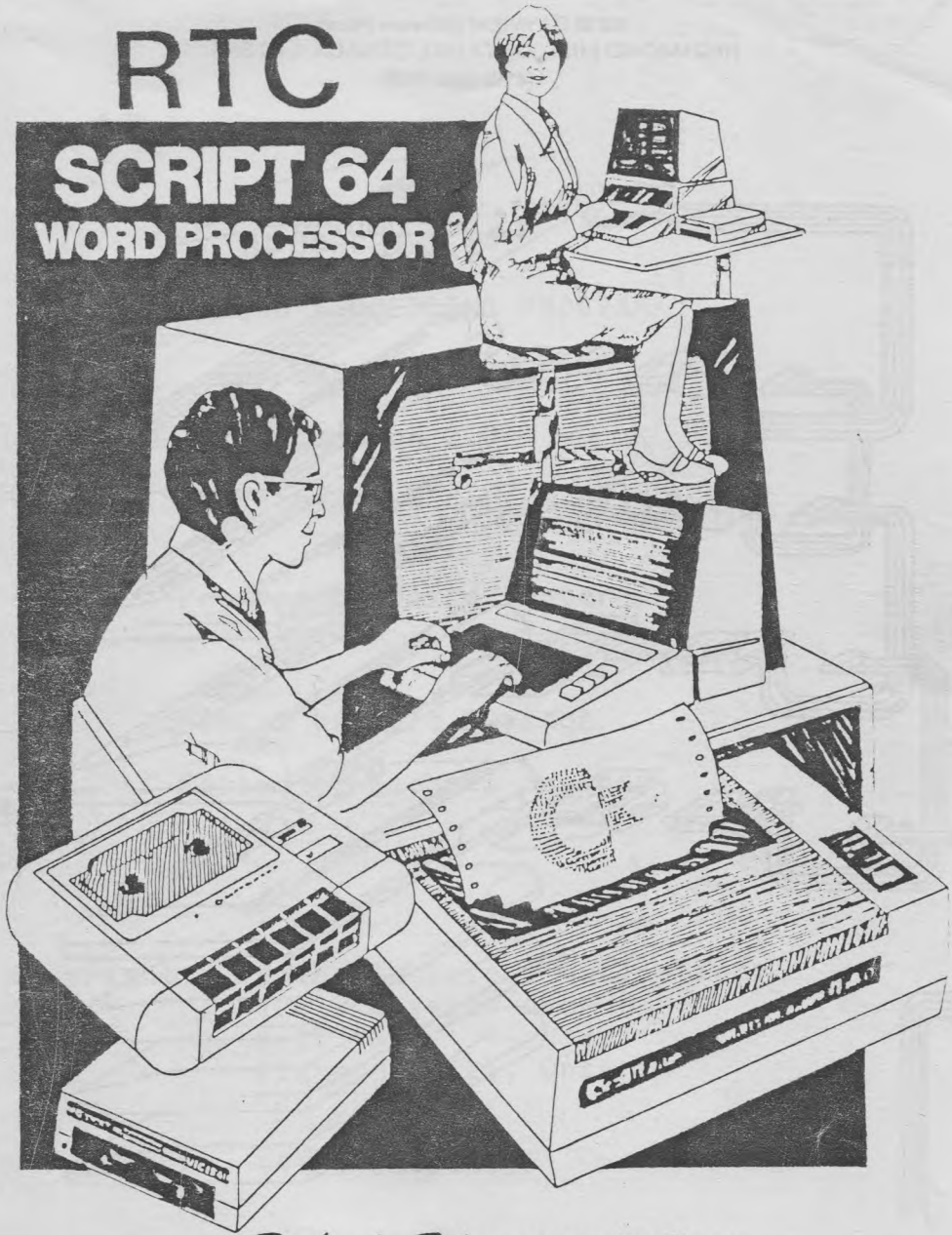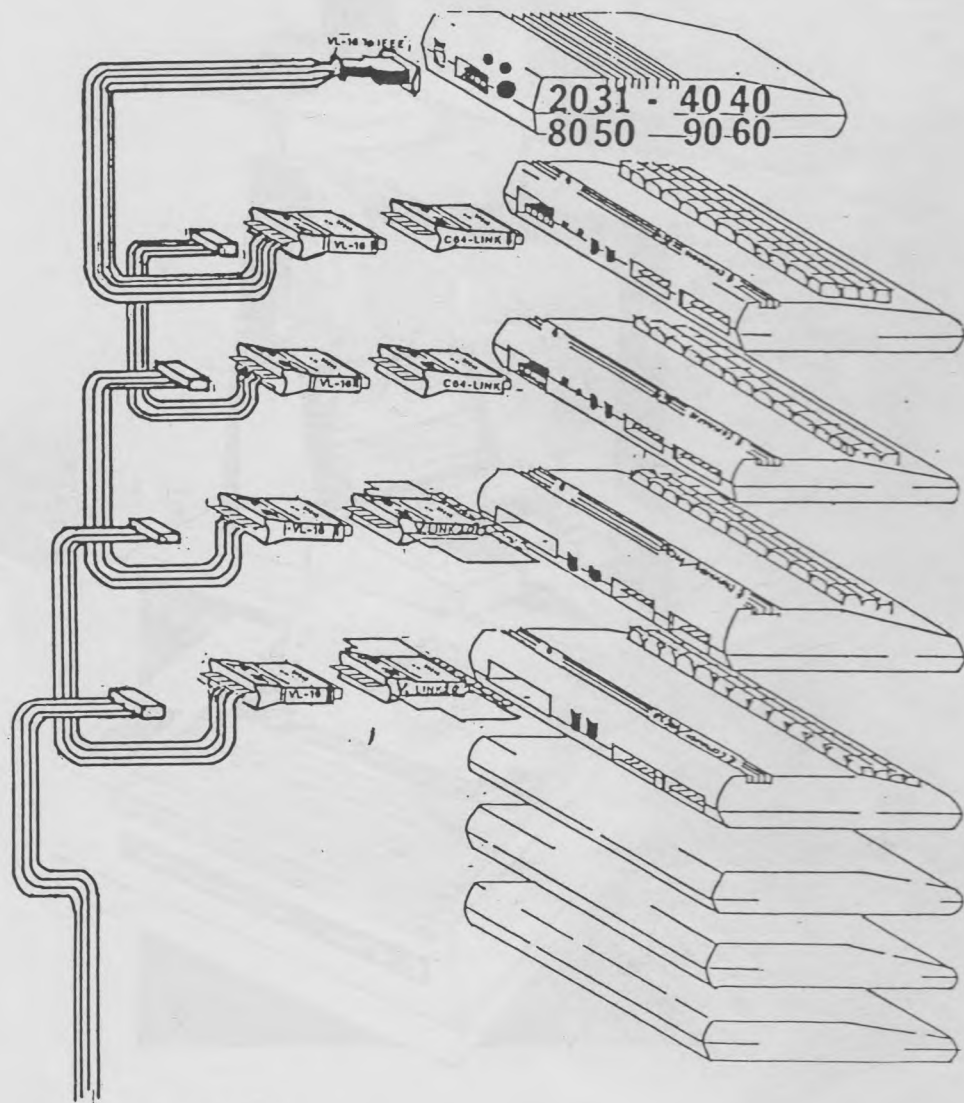# RTC
# SCRIPT 64
## WORD PROCESSOR

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**UP TO TEN**

# NETWORKING with C64-LINK & V-LINK 20

SCRIPT 64:

A WORD PROCESSING PROGRAM

FOR THE COMMODORE 64

Version 2.0

Script 64/40 & Script 64/80


Program by David Foster


Manual by Marc Swanson

Edited by Michael Sweeney

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## HOW TO USE THIS MANUAL

We have prepared this manual for you -- to make it easy for you to
learn Script 64. We hope you will take the time to write us and send
your suggestions for improvements we can make in future editions.
(See the last page). You probably want to get started! You can do
so in three different ways:

### 1. Load Script 64 and Start Typing

You may want to start by getting some hands-on experience right away.
If so, turn to the part of the manual entitled, "Load Script 64 and
Start Typing!" This section will show you how to do such things as
load the program, enter text into the computer, and print your copy.
This practical emphasis will give you a quick overview of Script 64
and let you start entering text and printing it right away. The rest
of the manual will explain these procedures in full detail.

OR

### 2. Use Each SECTION as a Step-by-Step Guide to Learning Script 64

You can use this manual as a step-by-step guide to learning Script
64. Just work through the SECTIONS in order. Read the first
SECTION, "The 64 Keyboard and Script 64", then read the second
SECTION of this manual. Read each numbered subsection again,
applying the techniques described there to some work at hand.
Continue working through the SECTIONS in order. Try each operation
on your computer, following the instructions step by step. Before
you try anything, read the whole subsection.

OR

### 3. Survey the Field First

You may prefer to gain a thorough understanding Script 64 before you
start typing. If so, you can read through the manual first. You
will find the going easy. Each SECTION provides a clear and concise
explanation of some of the operations of Script 64, giving detailed
instructions on how to perform them. One reading of this manual will
let you put your finger easily on any information you need. You can
then start using Script 64, turning to the detailed instructions as
you need them.

## Overview of the Manual

The manual presents each of the SECTIONS, as well as the material in each SECTION, in the order that you need them to master the program with ease. You can, therefore, go through this manual, or any of its SECTIONS in order, using it as a step-by-step guide. This technique works best if you apply it using some serious work.

SECTION 1   shows you how to use the computer keyboard with Script 64
SECTION 2   shows how to load Script 64 into the computer
SECTION 3   describes the use of basic screen-editing techniques
SECTION 4   describes printing a "hard copy" of your text on paper
SECTION 5   shows you how to alter the format of a printout
SECTIONS 6 and 7 describe how to use advanced editing techniques for entering and manipulating text
SECTION 8   explains how to use your disk drive or datasette
SECTION 9   explains how to use "variable" names in Script 64
SECTION 10  explains how to use Script 64 for word processing in French
SECTION 11  shows you how to create a dictionary disk and use it to check the spelling in your text
SECTION 12  discusses using your printer

## PLEASE READ HOW WE HAVE USED QUOTATION·MARKS IN THIS MANUAL

Throughout the manual, words or letters which you are to type on the computer keyboard appear inside quotation marks. Type such words exactly as you see them, but do not type the quotation marks WHICH ENCLOSE THEM.

For example, if you read, "LOAD "DICTIONARY MERGE",8" it is an instruction to type everything starting with the L in 'LOAD', and ending with the '8', including the quotation marks around the words 'DICTIONARY MERGE'. Do not hold down the <SHIFT> key while you are typing these commands.

In this manual, some keys will be referred to this way: <XXX>, for example, <SHIFT>. Press these keys, do not type their names into the keyboard.

## NOTE

This manual describes Script 64 Version 2.0, which has two word
processors on the program disk: Script 64 and Script 64/80. Script
64/80 not only loads a word processor into your computer, it also
turns your Commodore 64 into an 80-column computer. You can run
Script 64/80 without any extra hardware but it is also completely
compatible with the Data 20 Video Pak 80 cartridge.

Most of the differences between the two word processors are noted in
the text of the manual where it is appropriate. Appendix 3 brings
together in one section all of the differences between the two
programs. Read Appendix 3 before you use Script 64/80.

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SECTION 5   THE CONTROL MAPS

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SECTION 10 SCRIPT 64 AND FRENCH

SECTION 11 THE DICTIONARY SPELLING/CHECKER

SECTION 12 USING YOUR PRINTER

APPENDICES

# LOAD SCRIPT 64 AND START TYPING

## 1.  LOADING THE PROGRAM

1. If you are loading Script 64 from a tape unit, insert the
program cassette into the drive. Type the word "LOAD",
then press the <RETURN> key.   If you are loading the
program from a disk drive, put the program disk in your
drive (Drive 0 if you have a dual disk drive) and load
the word processor by typing in: "LOAD "SCRIPT 64", 8".
Press the <RETURN> key.

2. When the computer reads "READY", type the word "RUN" and
press <RETURN>. The screen will display a numbered list
of printers, called a printer menu. The cursor will be
flashing to the right of the word "Printer".

3. Find your printer on this list and key in the correct
number.   For example, if you are using the Commodore
Graphics Printer, Model 1525, enter the number "1".  If
you cannot find your printer on this list, enter the
number "2", for "ASCII".

4. The next line to appear reads: "Printer: Parallel or
Serial?".   (If you have a C64-LINK, this line reads:
"Printer: Parallel, Serial or IEEE?".)   If you are
printing with the Commodore Model 1525 Graphics Printer,
enter the letter "s". If your printer is connected to
the computer or disk drive through an IEEE cable, press
the letter "i".   If your printer is connected to the
computer through a parallel interface, such as the VL-3
cable, press the letter "p".

5. If you are loading Script 64 from tape, the screen
display will change and you are ready to start word
processing.  If you are loading from a disk, one more
question will appear: "Is this a new data disk?n".
Again, for now, press the <RETURN> key. The printer menu
will disappear, and the disk will spin. After a few
seconds, the words "62, FILE NOT FOUND" appears at the
top of the screen.

6. Press the key marked <C=> twice.  Along the top of the

screen is a solid line with a series of letters and numbers above it. This line is called the "menu line". The capital letter "E" is highlighted (printed in reverse field) and the cursor is flashing at the top left position on the screen, below the line. The words: "SCREEN#001" are in the middle of the menu line. What all of those letters mean will be explained later in the manual.

You are now ready to start word processing.

## 2.  WORD PROCESSING

### TYPING:

1. Start typing just as though the computer were a typewriter. Type anything you like, copy something from a book, use typing exercises, or best of all, get started on something of your own. You will notice that the letters you type appear on the screen at the spot where the the cursor flashes. As each letter appears, the cursor moves to the next space.

2. Do not press the <RETURN> key when you get to the end of a line. At the end of the line, the cursor will jump to the beginning of the next line, perhaps splitting a word, leaving part on each line. When you print your work on paper, Script 64 will ignore the apparent split and print the word on one line.

3. When you get to the end of a paragraph, press the <RETURN> key. An arrow will appear on the screen at the cursor, and the cursor will jump to the start of the next line.

### MISTAKES:

When you make a mistake, use the key marked <INST/DEL> to erase the error. Press this key and the cursor will move backwards one space, erasing the letter that used to be in that space. Continue pressing this key or hold it down until you have erased any mistakes, then carry on typing.

CHANGING SCREENS:

1. Continue typing until you fill about two thirds of the
   screen. Then press the key marked <f 1>. The screen
   display will change again to show you a blank SCREEN just
   like the first one, but with no data in it. This is
   SCREEN#002. The data you entered on SCREEN#001 is still
   there and you can look at it by pressing <f 3>. This
   lets you move back one SCREEN. Press <f 1> to move
   forward again.

2. Notice that every time you change SCREENS, the cursor
   goes to the "home" position in the top left corner of the
   screen.

3. You can enter new data on SCREEN#002. Type it in the
   same way as you did on SCREEN#001. If you want to go on
   to more SCREENS, use <f 1> and <f 3> to move back and
   forth in the SCREENS.

4. If you type to the bottom of a SCREEN, the word "LIMIT"
   will appear at the bottom of your screen display. This
   word means you have reached the boundary of that SCREEN,
   and you must go to the next SCREEN to enter more data.

## 3. PRINTING

1. When you want to print your work, press the key marked
   <C=>. Notice that the cursor disappears and all the
   letters on the menu line light up. Now, press the letter
   "p". The data you entered will disappear and and a box
   appears on the screen. The heading on this box reads:
   "SCREEN Sequence".

2. The cursor is flashing inside the box, waiting for
   instructions about which SCREENS you want to print, and
   the order you want to print them in. You probably
   entered something on the first SCREEN (001), the second
   (002), and possibly the third (003).

3. If you can't remember which SCREENS hold data, go back
   into edit mode by pressing the <C=> key then the small
   letter "e". The screen display will change to show the

SCREENS where you entered text. Use <f 1> and <f 3> to find out which SCREENS have data on them. To go back into print mode, press the <C=> key again, then the letter "p".

4. Whatever SCREENS you put data into, type the numbers of those SCREENS into the SCREEN Sequence. Make sure that the numbers you type in the SCREEN Sequence have 3 digits. For example, if you entered text on the first SCREEN, type in "001", not just "1".

5. If your printer is connected properly, and you have paper in it, you can now type in the actual print command: "000".

6. The printer will start to print your text, formatting it correctly. If everything has worked so far, you should have a printout of your work in a few minutes' time. If you have problems, or your printout does not come out properly, try printing again, following closely the instructions in the preceding sections.


A few hints if something goes wrong:

1. You might have selected the wrong printer from the printer menu.

2. Your printer might not be properly hooked up to the disk drive or computer, or you may not have selected the correct printer connection (Parallel, Serial or IEEE).

3. If your printout appears all on the same printed line, then you may not be sending the correct "line feeds" setting. A line feed is a command from the computer to advance the paper by one line every time a new line is started. Some printers automatically advance the paper and require no line feeds. Other printers require the computer to tell them when to advance the paper. Change the line feeds setting in the Large Control Map to agree with your printer (see Section 5.3/16).

What you have read and done so far previews what follows in
the manual. Most of it is as simple as what you have been
doing up to this point. Script 64 is a powerful and
sophisticated word processor, but you can do excellent word
processing without having to learn the entire program.

# SECTION 1   THE 64 KEYBOARD AND SCRIPT 64

## 1.1   SPECIAL KEYS

Many of the keys on the 64 keyboard are the same as those on
a typewriter.   However,   there   are   a   number of keys with
special functions, different from those on a standard typing
keyboard.   This section describes those keys and their major
functions in Script 64.

You will find two main groups of these keys:

1. The   brown control and editing keys on the main keyboard.
   On   the   left   side,   you   will   find: <CTRL>, <RUN/STOP>,
   <C=>;   on   the   right   side: <CLR/HOME>,   <INST/DEL>,
   <RESTORE>, <RETURN> and the two keys marked <CRSR>.   Note
   also   the   <SHIFT> keys on both sides as well as a <SHIFT
   LOCK> key.

2. The   gray function keys on the right side of the keyboard
   marked <f 1> through up to <f 8>.

## 1.2   CONTROL AND EDITING KEYS ON THE MAIN KEYBOARD

### <SHIFT>

Hold   down   the <SHIFT> key while pressing other keys to get
capital   letters   or   the character or function shown on the
upper   part   of   the key.   For example, if you press the key
marked   "5"   with   the <SHIFT> key held down, you will get a
"%"   on   your   screen and printout.   If you hold the <SHIFT>
key   down   and press the key marked <INST/DEL>, you will get
the <INSERT> function of that key.

### <SHIFT LOCK>

The   <SHIFT LOCK> key has the same effect as the <SHIFT> key
except   that   it   SHIFTS every character.   If you press this
key,   it   will   go down and stay there.   The computer is not
like   a   typewriter,   where you can press <SHIFT> to release

the <SHIFT LOCK> key. Remember to release <SHIFT LOCK> by pressing it again when you no longer want capitals.

## <C=> - (COMMODORE KEY)

This key, called the Commodore key, is the **most important of the function keys**. Use this key to introduce commands that perform various functions, such as printing, loading data, or saving data to disk or tape. All of the functions represented by capital letters on the menu line (the line across the top of the screen display) are accessed through this key. (See Section 3.1 for more on this key and the menu line.)

## <RUN/STOP>

Use the <RUN/STOP> key to enter the major editing modes, such as Insert, Delete, Text Centering, and Numeric Modes. Note that when you press this key, the cursor stops flashing, waiting for instructions. (For more on using the <RUN/STOP> key and editing modes, see Sections 3 and 6).

## <CTRL> - (CONTROL)

Use <CTRL> to change the colors of the screen background and text. Hold down the <CTRL> key and press one of the color keys along the top row. (See your 64 Owner's Guide for more on the color keys). The first color key you press will change the background of the screen to the color marked on the key. The second color key you press while holding down <CTRL> will change the color of the text.

Hold down both <SHIFT> and <CTRL> while pressing the color keys on the top row to access the other eight colors available through the 64 keyboard. You can change color at any time to make the characters on screen more legible.

## <CLR/HOME> - (CLEAR/HOME)

If you hold down the <SHIFT> key and press <CLR/HOME>, you

will clear all of your text from the screen.

Press <CLR/HOME> without pressing <SHIFT> to take the cursor to the "home" position in the top left corner of the screen.

## <INST/DEL> - (INSERT/DELETE)

Use the <INST/DEL> key to correct mistakes in your text. Press it and the cursor will move to the left, erasing characters from the screen as the cursor moves over them. Hold the <SHIFT> key down while pressing <INST/DEL> to insert spaces in your text. This will insert a blank space to the right of the cursor and push text forward one space.

## <RESTORE>

This key functions like the TAB key on a typewriter. (Tabs are covered in Section 6.2.)

## <RETURN>

Use this key to signal the end of a paragraph when you are typing in wordstream (see Section 3.2). It is also used to set up structured SCREENS (see Section 6.1) and to move through the Control Maps (see Section 5).

## <CRSR> - (Cursor movement keys)

The two keys marked <CRSR> are used to move the cursor (the flashing block of light on your screen) around on the screen. The cursor will move in the direction shown by the arrows on these keys. To move the cursor down the screen, or to the right, press one of these keys without holding down the <SHIFT> key. To move up the screen or to the left, hold down the <SHIFT> key while you press one of the <CRSR> keys.

Note: You can also use the space bar to move the cursor to

the right.  However, this key erases text under the cursor
as the cursor moves.  It is different from a typewriter,
where the space bar advances the type ball.

## 1.3    THE GRAY FUNCTION KEYS

You will find these keys located to the right, away from the
main keyboard.  This section describes their major
functions.

To access <f 1>, press the key.  To access <f 2>, hold down
the <SHIFT> key and press <f 1>.

KEY                     FUNCTION

(UnSHIFTed)

<f 1>                   Advances to SCREEN with a higher number

<f 3>                   Flips back to a lower numbered SCREEN

<f 5>                   Begins and ends key redefinition
                        (see Section 6.11)

<f 7>                   Used to represent French character "e"
                        (see Section 10.1)

(SHIFTed)

<f 2>                   Loads a FILE of 40 SCREENS from the
                        disk, also saving current FILE in
                        memory
                        (see Section 8.1)

<f 4>                   Pressed once, it reports the number
                        of unused lines available in the 64's
                        memory; twice, the SCREEN line number
                        where the cursor is positioned; third
                        time, which disk drive is being used
                        (see Section 3.7)

<f 6>                   Used to switch working disk drives
                        (see Section 8.5)

`<f 8>`                    Used to represent French character "c"
                          (see Section 10.1)

Note 1:

Except for the `<SHIFT>` and `<CTRL>` keys, no key should be
held down while another key is pressed.

Note 2:

In this manual, function keys, or control and editing keys
will be printed this way: `<XXX>`. Press these keys, do not
type their names into the keyboard.

Note 3:

In this manual, the word "screen" refers to the display on
the monitor or television. The word "SCREEN" refers to the
numbered displays of actual data that appear on the "screen"
while in edit mode. Turn to section 8.1 for a fuller
discussion of the "SCREEN", the basic building block of
Script 64.

## 2.1  LOADING THE SCRIPT 64 WORD PROCESSOR

Refer  to  your  Commodore  64  manual  for  instructions on
turning   on   your   computer   and   connecting   it   to   your
television  set  or  monitor,  and other peripherals such as
datasette or disk drive.

Before  you  try  to  load  or run Script 64, you must first
insert  the  "dongle".  This is the plastic and metal device
in  your  program  binder with a serial number.  Insert this
dongle  in  Control  Port  #1  on  the right side of the 64.
Without  the  dongle,  the  program  will  not  run  and the
computer will crash back to BASIC.

### 2.1.1  Loading from Tape

Place  the  tape in the datasette, label side up.  Close the
door  on  your  datasette  and  type, "LOAD".  Press the key
marked  <RETURN>,  and  the  computer  will  prompt  you  by
printing  on  the screen, PRESS PLAY ON TAPE.  Push down the
key   marked  PLAY,  and  the  screen  will  read,  OK,  and
SEARCHING.   The tape will spin and shortly, the screen will
read,  FOUND  SCRIPT  64.   Press  the  <C=>  key.  When the
program has been loaded, type "RUN" and press <RETURN>.  Now
go to Section 2.2.

### 2.1.2  Loading from a Single Disk Drive

Check  to  make  sure your disk drive is hooked up properly.
If this is your first time using a disk drive, refer to your
owner's manual for instructions on inserting the disk.

To load Script 64 in 40-column mode:

1. Type  the  words,  "LOAD  "SCRIPT  64",8", then press the
   <RETURN> key.

2. The  screen will read SEARCHING FOR SCRIPT 64 and LOADING,
   and  the  cursor  will  disappear.  When the cursor comes

back, the computer will display the word READY.

3. Type the word, "RUN" and press <RETURN>. Now go to Section 2.2.

To load Script 64 in 80-column mode:

1. Type the words, "LOAD "SCRIPT 64/80",8", then press the <RETURN> key.

2. The screen will read SEARCHING FOR SCRIPT 64/80 and LOADING, and the cursor will disappear. When the cursor comes back, the computer will display the word READY.

3. Type the word, "RUN" and press <RETURN>. Now go to Section 2.2.

## 2.1.3 Loading from a Dual Disk Drive
          (Using the C64-LINK)

Refer to the appropriate manuals for the correct procedures on hooking up your C64-LINK interface (available from Richvale Telecommunications), and inserting your disks into the drives. Make sure the program disk is in Drive 0, the drive on the right. Put an unused disk in Drive 1 to store your word processing data.

1. To load Script 64 in 40-column mode, hold down the <SHIFT> key and press <RUN/STOP>. The screen will read SEARCHING FOR * and LOADING. Go to Section 2.2.

2. To load Script 64/80, type at the keyboard: "DLOAD"SCRIPT 64/80"". The screen will read, SEARCHING FOR SCRIPT 64/80 and, LOADING. When the screen shows READY, type "RUN" and press <RETURN>. Go to Section 2.2.

## 2.2   CHOOSING A PRINTER

The screen display shows the printer menu, which looks something like this:

Script 64

Word Processor

Printer-  1) Commodore
         2) ASCII
         3) EPSON/Gemini-10
         4) Spinwriter
         5) Starwriter
         6) Centronics 739
         7) Printer File

Find your printer on this menu and enter the correct number.
For example, if you are using an MX-80, you would key in
"3". If you have an MX-80 FTP, (only available in Canada)
then you do not have a true MX-80 printer; select "1" for
"Commodore". If you do not find your printer on this menu,
enter "2" for ASCII.

If you are loading the word processor from tape, enter the
letter "t" here, then select your printer. The "t" allows
you to save your word processing data to a tape. If you are
loading from a disk drive, but wish to store your data to
tape, enter a "t", then enter the number of your printer.

A large number of printers work with Commodore computers and
the Script 64 word processor. Each differs slightly and
requires the program to make adjustments by sending it some
different commands.

Selecting the correct printer from this menu allows Script
64 to make adjustments for the individual capabilities of
your printer. If you experience difficulties with your
printout, make sure you selected the correct printer at this
point in loading the program.

If you select "2" for "ASCII" because you do not find your
printer listed on the printer menu, some printing features
such as bold face or 12-pitch type may not work as expected.
Section 12.3 describes setting up a "printer file" for your
printer, custom designing the commands to which your printer
will respond. After you have set up a printer file, you can
select "7" from the printer menu and use all of the features

which your printer and the word processor can create together.

## 2.3   PRINTER CONNECTION

The next line to appear on the screen reads: "Printer: Parallel, or Serial?s". (If you are using the C64-LINK, the question will read: "Printer: Parallel, Serial or IEEE?i".) Your reply tells Script 64 how you have connected your printer.

Enter "s" for "serial" if you will be printing using the Commodore Model 1525 Graphics Printer.

If you have a C64-LINK, and your 64 is connected to the printer through a gray IEEE cable, enter "i", for "IEEE".

If you have a printer connected to the 64 through a parallel interface, such as the VL-3 cable, press "p", for "parallel".

If you experience difficulty getting output from the printer, check to make sure you pressed the right key at this point in the program.

## 2.4   FORMATTING A DISK

The next question to appear on the screen reads, "Is this a new data disk?n". Before you can save your word processing data to a disk, it has to be "formatted" - prepared to receive data. This section tells you how to answer this question and format your disk.

CAUTION:   Formatting a disk erases all information on the disk.

NOTE:   Script 64 stores word processing data by saving it (recording it) on disk or tape. The drive 'writes' data on the disk magnetically in the form of binary code - strings of ones and zeroes. Before any Commodore disk drive writes or erases any code from a disk, it looks for the small square notch on the right side of the disk. If the notch is

covered, the drive will not write anything to that disk.

Write protect tabs are the plastic or metal strips in a box
of disks. Place one of these adhesive tabs over the square
notch on any disk that has information on it you do not want
erased. Formatting a disk clears all code from that disk.
If your Script 64 program disk does not already have a write
protect tab over the notch, it is an excellent idea to place
one there to prevent accidental erasure.

## 2.4.1 Formatting a Cassette

Remove the program tape from the datasette and insert a
blank tape on which you will record word processing data.
Tapes do not need to be formatted but read Sections 8.1 and
8.2 before you save word processing data to this tape.

## 2.4.2 Formatting with a Single Disk Drive

Dual disk drives have two drives called drive "0" and drive
"1". The Commodore disk drive model 1541 is a single disk
drive which Script 64 treats as drive "0". Script 64 is
preset to assume you have a single disk drive, from which
you will load the program, and also load and save word
processing data.

When the screen prompts you with the question "Is this a new
data disk?n":

1. Remove the Script 64 program disk from the drive and
   insert your data disk.

2. If you have already formatted this disk on Script 64,
   press the <RETURN> key, or enter "n" for "no". The word
   processor will load the first SCREEN of word processing
   data from the disk.

3. If you have not formatted this disk on Script 64, enter
   "y" for "yes" to this question. The screen display will
   change to show the first SCREEN where you can enter data.
   At the top of the screen is a solid line called the "menu
   line". On the menu line appears the prompt: "Format
   drive 0?" with the cursor flashing beside the "0". Enter
   "y" and the red activity light on the disk drive will

come on as the drive formats your disk. When the drive light goes off (in about seven minutes) and the cursor appears on the screen, the disk will be ready to receive word processing data.

4. If, by mistake, you answer this question by keying in "n" while the program disk is still in the drive, the computer will try to load word processing data from the program disk. When it fails to find any data, the words "62, FILE NOT FOUND" will appear on the menu line. Remove the program disk from the drive, and insert a data disk. If the disk does not need formatting, press <C=> then "e" to access edit mode. If the disk needs formatting, press the key marked <C=>, then "f" (for "format"). On the menu line appears the prompt "Format Drive 0?" Now go back to step 3 above.

5. If, by mistake, you press "y" when the disk in the drive has been formatted, wait until the prompt "Format Drive 0?" appears on the menu line. Enter "n".

Turn to Section 8 for more on formatting and working with your disks.

### 2.4.3  Formatting with a Dual Disk Drive
####          Using the C64-LINK

The C64-LINK allows you to use a Commodore dual disk drive, such as the 8050 or 4040 models, with Script 64, greatly expanding your word processing capabilities. But because Script 64 is preset to assume you are using a single disk drive, you must make one adjustment when loading.

When the question, "Is this a new data disk?n" appears on the screen:

1. Press the <RETURN> key, whether you have formatted the disk in drive 1 or not. The program will try to load word processing data from the disk in drive 0. When it fails to find any data, the words "62, FILE NOT FOUND" will appear on the menu line, the line across the top of the screen.

2. Press the key marked <C=> twice to erase this error

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message.  Now press the <f 6> key (hold down <SHIFT> and press <f 5> at the same time).  Over the menu line appears the prompt, "Use Drive#".  Enter the number "1".

3. If you have not already formatted the disk in drive 1 using Script 64, press the <C=> key, let it up and enter "f" for "format".  The prompt, "Format Drive 1?" appears on the menu line.

4. Enter "y" and the cursor will disappear, the activity light on your disk drive will come on while your drive formats the disk.  When the cursor reappears on the screen, the disk is ready to receive word processing data.

5. If the disk in drive 1 does not need formatting, you may load data from the disk after you have changed drives. To avoid having to switch drives, you could replace the program disk in drive 0 with a data disk.

See Section 8 for more information on loading, formatting and other disk operations.

## 2.5  IS THIS A NEW DATA DISK?

After you have been through the program several times and formatted at least one disk, the normal procedure is to answer "n" when the question, "Is this a new data disk?" appears.  This always loads the first FILE of 40 SCREENS on the disk.  But you may want to load the second FILE or the last FILE and loading the first FILE can take up valuable time.  There is an easy way around this difficulty.

Answer the question "Is this a new data disk?" by keying in "y" for "yes".  The screen display will change to show the first SCREEN with the prompt, "Format drive 0?" on the menu line.

Answer this prompt by keying in "n".  Be extremely careful that you do not enter "y" twice and start formatting your disk by mistake.

The Script 64 program is now loaded into the computer and

you may load any SCREEN you want to display.

## 2.6  QUITTING YOUR WORD PROCESSING SESSION

When you are about to finish your word processing session, make sure your data has been saved to disk or tape (see Section 8.2).  To quit the word processor, press the <C=> key and the letter "q".  On the menu line appears the prompt, "Quit?" with the cursor flashing beside it.

1. If you enter "n" for "no", you will return to edit mode at the SCREEN you were last working on.

2. If you respond "y" for "yes", the word processor will be cleared from the 64's memory, and the computer returns to BASIC.

## SUMMARY - LOADING AND QUITTING

(With a Disk Drive)

Starting up                    turn on the computer and disk drive
                               insert program disk in drive 0
                               "LOAD "SCRIPT 64",8"   or
                               "LOAD "SCRIPT 64/80"
                               then "RUN"
                               select printer type
                               choose printer connection
                               answer "Is this a new data disk?"

Quitting                       press <C=>, then "q"
                               enter "y"

(With a Datasette)

Starting up                    turn on computer
                               insert program tape
                               type "LOAD", press <RETURN>
                               press PLAY on datasette
                               type "RUN" , press <RETURN>
                               enter "t" on printer menu
                               select printer type
                               choose printer connection
                               answer "Is this a new data disk?"

Quitting                       press <C=> then "q"
                               enter "y"

# SECTION 3 BASIC EDITING

## 3.1 _THE MENU LINE_

The line across the top of your screen, called the "menu line," displays some of the word processing functions you can use. These functions are represented on the menu line by the first letter in the word describing them. For example, the "E" on the menu line stands for "Edit Mode", the mode where you enter and edit your data. As you use a function, the letter representing it will be highlighted (printed in reverse field). The "E" should be highlighted right now, indicating that the program is in Edit Mode. (Some functions, such as "Quit", do not appear on the menu line.)

The capital letters on the left side of the line represent the main functions of the Script 64 program, accessed through the <C=> key. The lower-case letters represent a set of editing functions accessed through the <RUN/STOP> key. The SCREEN number of the current SCREEN appears in the center of the line. On the far right side, the cursor position counter shows the the number of the column from left to right where the cursor appears. Between the cursor position number and the SCREEN number is a space where "prompts" appear. A "prompt" is a phrase the program displays that tells you what it is doing, asks you for instructions, or tells you what to do next.

To access the functions represented by capital letters on the menu line, press the <C=> key, then the letter, but do not press <SHIFT> before the letter. Enter all letters in commands in lower case (unshifted). To go into print mode, for example, press <C=> then "p".

These functions will be explained in detail in the rest of the manual. This section briefly defines the letters on the menu line.

LOAD

Script 64 stores word processing data in SCREENS. One

SCREEN is the size of the screen space below the menu line. Each SCREEN has a unique 3-digit number shown in the middle of the menu line. There are 999 such screens available on a disk. Script 64 loads SCREENS in blocks of 40, called a FILE. The load command pulls one FILE of 40 SCREENS from the disk or tape, and "loads" it into the 64's memory.

Script 64/80 loads SCREENS in blocks of 20. In 80-column mode, the load command pulls one FILE of 20 SCREENS from the disk.

For more about loading, see Section 8.1.

SAVE

"Save" is the opposite of "load". Instead of data coming from the disk to your computer, the 'save' command sends data from the computer, saving it to disk or tape. This command saves not only the SCREEN you were working on, but the whole FILE of 40 SCREENS as well. In 80-column mode, the save command saves the whole FILE of 20 SCREENS.

For more on saving, see Section 8.2.

PRINT

This command lets you print a "hard copy" of your word processing data on paper. Printing is covered in Section 4.

EDIT

Edit is the mode where you enter text, create new documents, or revise existing ones. Text entry techniques are covered in the remainder of this section and in Section 6.

CONTROL MAP

Select "c" to display a "control map" on your screen. Printing format instructions such as margin width, line

spacing and number of characters per line, are controlled by this map. The control maps are explained in Section 5.

## GLOBAL SEARCH

"Global search" allows you to locate and change any word or phrase in your word processing data. For instructions on performing a global search, turn to Section 7.4.

## FORMAT

Executing this command will format a disk, preparing it to receive data from Script 64. You must format a disk before you can use it to store word processing data. Formatting and other disk functions are explained in Section 8.

## INDEX

The Index provides you with a place to log the titles of the data you have saved on the disk. Section 7.5 covers using a disk index.

## BACKUP

The backup function allows you to make duplicates ("backups") of your disks, if you have a dual disk drive. This procedure is covered in Section 8.4.

## DICTIONARY

The Dictionary function acts as a spelling checker. Using a dictionary disk, which you make, you can rapidly check the spelling on any SCREEN or FILE. Section 11 explains how to create a dictionary disk and use it to check your spelling.

The small letters on the menu line, "a:b:s:t", represent editing functions. The "a" is an automatic return feature used in structured SCREENS (see Section 6.1). The bell

function, "b", acts like the bell on a typewriter, warning
you of the end of a line (see Section 6.1). The "s"
represents a SHIFTed mode explained in Section 6.6, while
"t" switches between ways of deleting (see Section 3.5.)


## 3.2  WORDSTREAM

To enter text in the word processor, type it at the keyboard
as if you were using a typewriter. When you type a
character, it will appear on the screen display under the
cursor. Like a type ball, the cursor will jump forward one
space after you have typed a letter. Typing follows behind
the flashing cursor, which indicates where the next letter
will appear.

When the cursor gets to the end of a screen line, it jumps
to the beginning of the next line. This is called
"wrap-around". Let the words wrap around the screen; don't
worry about things like line spacing or paragraph indents.
If a word breaks in the middle when the cursor is at the end
of a line, let it happen. Your text will be correctly
formatted when you print it out.

Remember that the space bar on a computer wipes out text,
unlike that on a typewriter which just advances the ball.
Use the <CRSR> keys to move the cursor through text without
erasing it.

At the end of a paragraph, press the <RETURN> key. The
cursor will jump to the first position on the next line and
a "carriage-return arrow" will appear on the screen.

This way of entering text is called "wordstream". It uses
the least amount of computer memory and disk space and is
the easiest way to enter text.

To move to the next SCREEN in the current FILE, press <f 1>
once. To go back to a previous SCREEN, press <f 3>. Notice
that, in the first FILE on the disk or tape, you cannot use
<f 1> and <f 3> to go lower than SCREEN#001, or higher than
SCREEN#040. You have only 40 SCREENS in memory at one time.
To get to SCREEN#041, you must load that FILE from the disk
(see Section 8.1).

If you have loaded Script 64/80, you have only 20 SCREENS in
memory.  You cannot use <f 1> or <f 3> to go lower or higher
than SCREEN#001 and SCREEN#020.

It  is  very  important to save your data regularly.  Unless
your  work has been recorded on the disk or tape, it will be
lost when you quit the word processor, move to a new FILE or
accidentally  pull  the plug from the power outlet.  It is a
good  idea to save your work every few SCREENS once you have
formatted a disk.  See Section 8.2 for intructions on how to
save data.

## 3.3   INSERTIONS AND DELETIONS

A word processor allows you to correct mistakes easily.  One
way  to  correct  mistakes is to move the cursor back to the
mistake  and  type  over  it.  This  procedure  is  called
"overstriking".

If  you  want  to insert a line, or correct a serious error,
overstriking is not much help.  Script 64 provides a variety
of  ways  to  insert  working space into existing text or to
delete errors.

## 3.4  INSERTIONS

After  you  have  entered a paragraph, you may find you have
left  out  a word, or that another sentence is needed in the
middle of your text.  Putting new data into existing text is
called "inserting".

You  can  insert working space into your text in three ways.
The  one  you  use  depends  on  how  much  data you want to
insert.

1. To  insert  a  few  letters  or words, use the key marked
   <INST/DEL>.  Position  the  cursor at the spot where you
   want  to insert the space.  Hold down the <SHIFT> key and
   press the <INST/DEL> key once lightly.  Starting from the
   cursor,  text  moves  forward one space and a blank space
   appears  under  the  cursor.  Repeat  this  procedure by

holding down both the <SHIFT> and <INST/DEL> keys if you
need more space. Then type in the word you want to
insert.

2. **To insert a blank line,** position the cursor on the line
   where you want a blank screen line to appear. Press the
   <RUN/STOP> key once and the cursor will freeze, waiting
   for instructions. Press "i". A blank line will appear
   and text will move down one line from the cursor. To
   insert another line, press "i" again. When you have
   finished inserting lines, press <RUN/STOP> again and the
   cursor will start to flash.

3. **To insert long pieces of text,** position the cursor at the
   point where you want to begin typing in the text. Press
   the <RUN/STOP> key and the cursor will stop flashing.
   Hold down the <SHIFT> key and press the <INST/DEL> key.
   A highlighted letter "i" should appear on the menu line,
   beside the letter "t". If there is no "i" on the menu
   line, repeat this procedure. This "i" stands for "Insert
   Mode". Begin typing, and data will move ahead of the
   cursor to make room for the text you insert. To cancel
   Insert Mode, repeat this procedure: press <RUN/STOP>,
   then <SHIFT> and <INST/DEL>.

## 3.5 DELETIONS

Deletions are the opposite of insertions. Script 64 offers
several ways to delete text you no longer want. As with
insertions, the method you use depends on the size of the
deletion.

**To delete small portions of text:** use the <INST/DEL> key.
Script 64 offers two ways to delete using this key:

1. **"Typing Delete"** - Place the cursor one space to the right
   of the word that you want to erase. Press <INST/DEL>
   once lightly, without holding down <SHIFT>. The cursor
   will move back one space, erasing the last letter of the
   word and pulling the text to the right of the cursor
   along with it. Press <DEL> several times or hold the key
   down to move the cursor back over a larger portion of
   text.

2. "Editing Delete" - Press <RUN/STOP> then "t". The small
   letter "t" above the menu line is no longer highlighted.
   Press the <DEL> key and text to the right of the cursor
   will be pulled back into the stationary cursor,
   disappearing as it reaches the cursor.

To toggle back and forth between typing delete and editing
delete, press <RUN/STOP> and "t" again.

The typing delete is usually more convenient when you are
first typing in text, while the editing delete is better for
editing existing text. When you first load Script 64, the
"t" is highlighted on the menu line, and the <DEL> key works
in the typing delete mode.

3. To delete a single line : Position the cursor on the
   screen line you want to delete. Press <RUN/STOP>, then
   "d". The line where the cursor is positioned will
   disappear and the rest of your text will move up one
   line. To delete another line, press "d" again. When you
   are finished deleting or inserting lines, press
   <RUN/STOP> again to return to normal editing.

4. For longer deletions, position the cursor at the
   beginning of the text you want to delete. Press
   <RUN/STOP> and the cursor will freeze. Then press the
   <DEL> key (without SHIFTing it) and a small "d" will
   appear in reverse field beside the "t" on the menu line.
   This "d" stands for "Delete Mode". If there is no "d" on
   the menu line, repeat this procedure. The next step
   involves highlighting the text you wish to delete. You
   can do this in two ways.

a) Move the cursor through to the end of the text you want
   to delete. As the cursor moves, it will highlight the
   text. If you go too far, move the cursor back.

b) press "w" to highlight one word, "s" for a sentence and
   "l" for a line. These pieces of text will be highlighted
   as you press the appropriate letters. Use the <CRSR> key
   to adjust the highlighting if you go too far or if you
   wish to include a few additional characters in the
   deletion.

When you have highlighted all your material, press <DEL> again. The highlighted text will disappear and Script 64 will go out of Delete Mode.

5. To clear an entire SCREEN, Hold down the <SHIFT> key and press the <CLR/HOME> key. The cursor will return to the "home" position in the top left corner. This is not as dangerous as it sounds, because Script 64 sometimes lets you recover text in case of accidental deletions.

**Text Recovery:** Hold down the <SHIFT> key and press the back arrow key (back space key) to restore the text on the SCREEN to the condition it was in when you last entered that SCREEN. Under certain conditions, you can use this technique if you accidentally clear the SCREEN with the <CLR/HOME> key, or if you make changes to the text, and decide to return to the text you had on screen before.

For text recovery to work, your data must be in the memory of the 64. As you type data on the screen, it enters one of the 64's buffers. Until you change SCREENS, this data does not go into the 64's memory. To put data into memory, enter the data on on SCREEN, change SCREENS once, then go back to the first SCREEN. If your data is not put into memory this way, text recovery will not work.

## 3.6   MOVING TEXT WITHIN/BETWEEN SCREENS

Sometimes you will want to move portions of text around within your data without having to retype it. Script 64 allows you to move any portion of text with a few keystrokes.

First, highlight this text as if you were going to delete it (see Section 3.5/4) but DO NOT press the <DEL> key yet. Press "m" for "memorize". The letter "m" will appear on the menu line, replacing the letter "d". The highlighted text is now memorized for recall anywhere on any SCREEN. At this point, you can either delete this text by pressing <DEL>, or leave it on the screen by pressing <RESTORE>. In either case, it will stay memorized.

You can insert the memorized text anywhere you wish as long

as there is room for it on the SCREEN. Position the cursor at the place where you want to insert the memorized text. Press <RUN/STOP>, then "r" for "recall". The text will be inserted, starting from where the cursor was. Existing text is pushed ahead of the insertion.

Memorized text will remain in memory for recall as often as you wish, until you memorize new text or go into the print mode. Then the previously memorized text will be cleared from memory.

**To increase the speed of recall:**

When recalling to a clear SCREEN or at the end of data already on a SCREEN, put in a <RETURN> arrow before recalling. Position the cursor on the arrow, press <RUN/STOP> then "r". You will probably want to erase the arrow after the recall.

## 3.7 THE STATUS KEY

When you first power up your computer, a line appears telling you the number of free bytes in memory. Loading Script 64 uses up some of this memory, leaving the rest for word processing data. In 40-column mode, if you type text on every space in every SCREEN, you cannot fill the memory of your 64 with word processing data. But in 80-column mode, no FILE of 20 SCREENS can contain more than 350 screen-lines of data. If you put too much data in one 20-SCREEN FILE, the prompt "MEMORY FULL" appears on the menu line. This is a signal to save your work and move to another FILE to continue entering any more data. Editing with a "MEMORY FULL" condition is difficult and if you continue to enter data after a memory full condition has been reached, editing will become impossible.

Use the <f 4> key to check the amount of memory left in any FILE. The <f 4> key can also be used to find the cursor line position count and the working disk drive.

1. Press <f 4> once. On the left side of the menu line appears the number of lines of space for data entry left in the current subFILE. This figure applies to one 20

SCREEN half of a FILE. If you are on SCREEN#005 when you press this key, the memory line count reports the free space left in SCREENS 001 to 020, not in the whole FILE of 40 SCREENS. Remember that in 80-column mode, the FILE already has 20 SCREENS. Move to a different SCREEN before you check this figure, because it is only accurate after you have changed SCREENS.

2. The second time you press <f 4>, the menu line displays the cursor line position count - the screen line where the cursor is at the time you press this key. This can be used in a structured SCREEN (see Section 6.1) to find out where a line of text would appear on a printout.

3. The third time you press <f 4>, the menu line displays the disk drive number you are loading from and saving to. This number is either "0", or "1".

# SUMMARY - BASIC EDITING

| | |
|---|---|
| "L" | Loads a FILE from disk or tape |
| "S" | Saves current FILE to disk or tape |
| "P" | Print mode |
| "E" | Editing mode where text is entered |
| "C" | Control maps governing print formats |
| "G" | Global search for specific text |
| "F" | Formats disk to receive data |
| "I" | Index to individual disks |
| "B" | Backs up a disk (dual drive only) |
| "D" | Dictionary/spelling checker |

## INSERTIONS

1. Small insertions   use <INST>
2. One screen line    <RUN/STOP> and "i"
3. Large insertions   <RUN/STOP> and <INST>: Insert Mode

## DELETIONS

1. Small deletions   use <DEL>
   a) Typing delete clears text as cursor moves left
   b) Editing delete pulls text into stationary cursor
      <RUN/STOP> and "t" toggles between delete modes

2. One screen line   <RUN/STOP> and "d"

3. Large deletions:
   a) <SHIFT> and <CLR/HOME> to clear a SCREEN
      <SHIFT> and back arrow key to recover text
   b) Go into Delete Mode by pressing <RUN/STOP> then <DEL>
      Highlight text: with cursor keys, or
      "w" for a word, "s" for a sentence, "l" for a line
   c) Press <DEL> to delete, or <RESTORE> to cancel

## MOVING TEXT

1. Highlight text in Delete Mode, press "m" to memorize.
2. Press <DEL> to delete, <RESTORE> to cancel highlighting.
3. Recall text by pressing <RUN/STOP> and "r".

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## SECTION 4 - PRINTING

### 4.1    ENTERING PRINT MODE

Printing will provide you with a "hard copy" of your
document on paper.

To enter print mode, press \<C=\> then "p". The "P" on the
menu line will be highlighted and the screen display will
change to show a rectangular chart with the heading, "SCREEN
Sequence". Use this chart to enter the numbers of the
SCREENS you want to print, and the order in which you want
them to appear in the final document.

### 4.2    SELECT SCREEN SEQUENCE

Type in the numbers of the SCREENS you want to print, in the
order you want them to appear. All SCREENS must be typed in
as 3-digit numbers.

To print a number of consecutive SCREENS, type in the first
SCREEN number, press "-" (minus key) then enter the last
SCREEN number. Any SCREEN can be repeated as often as you
wish. Enter its number wherever you want it to appear in
the final document.

**Examples of Correct Print Commands**

001, 004, 035, 037

001-004, 021-035

001-009, 027, 009

(Don't worry about putting in the commas; Script 64 does
that automatically.)

Examples of Incorrect Print Commands

1) 10,11,15              SCREEN #'s must be entered as
                         3-digit numbers

2) 004-001              Must be entered as separate SCREENS,
                        Script 64 cannot go backwards this way

If you make a mistake, use the <DEL> key to erase the
incorrect SCREEN number. But if you enter the wrong SCREEN
number, and the cursor has already gone past the comma, you
must re-enter print mode by pressing <C=> then "p".


## 4.3   PRINTING

The actual printout begins when you enter "000" after the
last SCREEN number in the sequence. Script 64 selects from
memory or from the disk or tape all the SCREENS you enter in
the SCREEN Sequence, and prints them in the order you enter
them. Before you begin the printout, make sure that your
printer is turned on and is on-line and that your work is
saved to the disk or tape.

When you print using a datasette, follow menu line prompts
as they appear. The prompts will tell you to rewind the
tape to the beginning, fast forward the tape to the correct
FILE, then press PLAY while Script 64 loads into its memory
the SCREENS you enter in the SCREEN Sequence.

When the printout is finished, the words "End of Output"
will appear on a line at the bottom of the screen. Press
any key to return to edit mode.

The format of your document is determined by the Control
Maps described in Section 5. These control maps are preset
to "default values" when you load Script 64 (press <C=> then
"c" to look at those values). You do not need to change
them to get an excellent printout. You may want to alter
those default values, but you could print without ever
looking at them.

Note: If your parallel printer (see Section 2.3) is
"hung-up", i.e. not printing, after you type in the print

command, press the <C=> key to send the output to screen instead of to the printer (see Section 4.5.1). Use the <RUN/STOP> to abort the printout (see Section 4.5.2).

## 4.4    PRINTING ACROSS FILES

In a printout, Script 64 ignores any space after data on a SCREEN. If your SCREEN is only half full, the empty space after the last character does not go to the printer.

Similarly, if you print data from several FILES, in a very large document, or one entered in several FILES on your disk or tape, the word processor will ignore any empty SCREENS you ask it to print. For example, if you print your whole disk, and the last 200 SCREENS are completely blank, none of that space would go to the printer. The printer waits while Script 64 searches through those SCREENS for data.

If you print outside of the FILE currently loaded in the 64's memory, save your data first, and keep your data disk or tape in the drive. If the disk or tape is not there, the word processor cannot print your work.

## 4.5    PRINT OPTIONS

Script 64 provides you with a number of print options to help make printing easier and your word processing more effective. These options can be used singly or together to help ensure that what appears on paper is what you wanted when you typed in your data.

### 4.5.1 Printing to the Screen

This feature allows you to preview your work on the screen before you send it to the printer. The text will appear on the screen in the same format as it would on paper. This feature allows you to check for errors in your text or format without wasting paper.

To print to the screen:

1. Enter Print mode in the same way you would if you were

going to print a hard copy and enter your SCREEN
sequence. Before entering the final print command,
"000", type in a "v" (for "video print"). The first part
of your document will appear on the screen, exactly as it
would appear on paper. On the right side of the menu
line, the word "Pause" appears.

2. To scroll down through the rest of your document, press
the space bar (but watch it, text scrolls quickly). To
pause the scrolling, press the space bar again. To slow
the scrolling down, hold down <CTRL>.

3. In 40-column mode, you will be able to see only half of
your document at any one time, because most paper is 80
columns wide. However, there is a way to scroll
horizontally and scan the rest of the document. As long
as your video print is paused, you can use the "4" key
and the "6" key to scroll left and right. This feature
allows you to see both sides of your document. You
cannot scroll horizontally with Script 64/80.

4. To view the current FILE in a video print, go into print
mode and enter only "000".

4.5.2 <u>Stopping and Resuming a Printout</u>

1. You can abort the print by pressing <RUN/STOP>. This
will return you to edit mode at the SCREEN where the
printing stopped.

2. If you wish to stop printing temporarily, perhaps while
changing a ribbon, press the space bar. Pressing the
space bar again will resume the printout.

3. To make the printer pause at a precise location in your
text, enter a "*p " in your text where you want the
pause to occur. Press the space bar to resume the
printout. This "*p " will not appear in your hard copy.
Since in structured SCREENS (See Section 6.1) *p takes
up two spaces that do not appear on the printout, allow
an extra two spaces on that line when aligning columns of
text after *p .

4. As long as your printout is paused, you can use the "4"

and "6" keys to scroll the data horizontally. When you resume printing, you can no longer scroll horizontally.

### 4.5.3 Automatic Hyphenation

This option automatically cuts words of more than 6 letters when they occur near the end of the printed line, hyphenating them at the break. Enter "h" before "000" to get this feature in your printout.

If you use this option, it is a good idea to view your work in a video print before getting a hard copy. The word processor does not always hyphenate correctly. If you spot a mistake, go back into edit mode by pressing <RUN/STOP>, and insert the correct hyphenation directly into the word using "-" (minus key) for a hyphen.

### 4.5.4 Printing Selected Pages

If you press "p" while watching any page of a video print, your printer will start printing a hard copy at the start of the next page. For example, if you are viewing page 2 when you press "p", the printer will start printing at page 3. Script 64 numbers the pages of a document. This feature will allow you to start printing a document at the start of any page without changing the pagination.

### 4.5.5 Copies

If you want more than one copy of your document, enter "c" followed by a two digit number for the number of copies you want ("c02" for two copies, "c12" for twelve copies) before you enter "000". For more than 99 copies, type "c00" and the printer will continue to print copies of this document until you use <RUN/STOP> to abort the printout when you have the desired number of copies.

### 4.5.6 Enumerating SCREENS

Enter "n" (for "number") before "000" to print SCREEN

numbers on the left side of the screen or paper. The SCREEN
numbers show where the data in the printout originates on
the disk. This feature works very well with a video print
to help you find on what SCREEN mistakes in your text
occur.

## 4.5.7 Merging with a Mail List

This feature allows you to integrate your printout with data
from the mail list program Scratchpad, or from a sequential
file. Variables entered in Script 64 are replaced with data
from Scratchpad, or sequential files. This printing
technique is covered in Section 9.


## 4.5.8 Printing through the RS-232 Port

This feature allows you to print through the RS-232 port
over a modem to another computer or through a serial printer
connected through the RS-232 port.

To print through the RS-232 port:

1. Make sure your modem or serial printer is connected
   properly to the 64. Refer to the owner's manuals for
   your modem or printer for the correct procedures.

2. Enter the SCREENS you want to send in the SCREEN
   Sequence, but before "000", enter "r".

3. Before you can enter the print command of "000", you must
   select the baud rate (number of bits per second) for your
   printer or modem. For a baud rate of 50, enter "r" then
   the number "1". Use the following table as a guide to
   the possible baud rates:

   | Enter: "1" | for a baud rate of: | 50 |
   |---|---|---|
   | " "2" | " " " " " | 75 |
   | " "3" | " " " " " | 110 |
   | " "4" | " " " " " | 134.5 |
   | " "5" | " " " " " | 150 |
   | " "6" | " " " " " | 300 |
   | " "7" | " " " " " | 600 |

```
Enter   "8"     for a baud rate of  1200
  "     "9"      "   "   "   "    "   1800
  "     "0"      "   "   "   "    "   2400
```

4. After you have entered the baud rate, you must set the
   parity to agree with your printer. Enter "e" for "even"
   parity, "o" for "odd" parity and "d" to "disable" the
   parity. Check your printer manual for more on parity.

5. Enter "000" to send these SCREENS over the modem or print
   them using a serial printer connected through the RS-232
   port.

## 4.5.9 Saving a Print Command

If you find you are printing a document or a portion of a
document over and over again, you can save a long or
complicated SCREEN sequence in one SCREEN. Then you can
print that same document without having to remember or
retype the order or numbers of the SCREENS. When you use
this feature, you only have to enter a particular sequence
of SCREENS once.

To save a print command:

1. Enter print mode as if you were going to print a hard
   copy and enter the numbers of the SCREENS as usual.

2. When you have entered all the SCREEN numbers in this
   printout, enter the letter "s" and the number of a
   completely blank SCREEN inside the FILE currently in
   memory. Make sure the SCREEN number after "s" is both
   blank and inside the current FILE of 40 SCREENS, or
   inside the FILE of 20 SCREENS if you are in 80-column
   mode.

3. The SCREEN Sequence box disappears, and the SCREEN
   entered after the "s" will appear on screen, with a
   series of numbers on it. These numbers represent the
   numbers of the SCREENS just entered. Do not enter any
   other data on this SCREEN.

To use a saved print command:

1. Load the FILE where you saved the command. Enter print
   mode by pressing <C=> then "p", but instead of entering
   the whole SCREEN Sequence again, enter only the number of
   the SCREEN where the command was saved, then "000".

2. Script 64 will now print all the SCREENS entered into the
   print command and saved on this SCREEN.

## SUMMARY - PRINTING

<u>Print Mode</u>              `<C=>` then "p"
                    enter SCREEN sequence
                    enter print command, "000"
Abort print         `<RUN/STOP>`
Pause print         space bar


<u>Options</u>               before entering "000":

Video print         "v"
Hyphenate           "h"
Print selected
   pages            press "p" during video print
                    to print next page
Copies              "c" + 2-digit number of copies
Enumerate           "n"
Merge with
   Scratchpad       "m1"
Merge with
   sequential file  "m2"
RS-232              "r" followed by baud rate
                    and parity

Save print
   Command          "s" + SCN# of blank SCREEN

## SECTION 5 - THE CONTROL MAPS

### 5.1  PRINT CONTROL MAPS

Script 64's control maps set up instructions to format your
document.  Unlike many other word processors, Script 64 does
not require you to embed format commands in your text.

Before printing your document, you can use the print control
maps to change the settings which determine the format of
the final printed page, such as margins, number of
characters per line and page numbers.

There are two control maps: the Large Control Map, accessed
by pressing <C=> and "c";  and the Small Control Map,
accessed by pressing <C=> then <SHIFT> and "c".  A single
large control map formats the entire document.  The 999
small control maps corresponding to the 999 SCREENS on a
disk let you vary the format on any given SCREEN.

1. LARGE CONTROL MAP : The large control map formats the
   entire document no matter which SCREENS you print.
   Frequently used settings called "default" values
   programmed into the large control map will format your
   document for you.  You can change any of the default
   values with a few keystrokes.

2. SMALL CONTROL MAP : There is a small control map
   corresponding to each single SCREEN.  Change the values
   on this map to adjust the format of only that SCREEN.
   The rest of your document will be printed according to
   the values entered in the large control map.  Values
   entered in the small control maps are saved when a FILE
   is saved.  If no changes are made to the small control
   map, Script 64 will use the values in the large control
   map.


### 5.2  CHANGING SETTINGS ON THE CONTROL MAPS

You will find that the large control map already has preset
values which you can leave if you find them convenient.

Values in the small control maps are set to 0's and "n"'s.

Use the <RETURN> key to move the cursor through the settings in both maps, one step at a time, or hold down <RETURN> to move quickly to any value in the map.

When the cursor is over the setting you wish to change, type in the new figure or character. Make sure you enter the new setting in full. For example, if you want to change the characters per line from "060" to "040", don't just type in "04", or the change will not be entered. Type the new setting in full: "040".

## 5.3   EXPLANATION OF THE LARGE CONTROL MAP

To access the large control map, press <C=> then "c" and a chart will apppear on the screen. This section explains the settings and entries on this chart.

1. Margin- 10              (Left margin setting)

This setting controls the position of the left column on the paper where printing will start. Its preset value starts printing text 10 spaces from the left edge of the paper. To obtain a wider or narrower margin on your printout, change this number by typing over the "10". For example, typing in "15" will give a left margin of 15. Use the same technique to reduce the margin.

2. Char/Line- 060          (Line width)

The "Characters per line" setting controls the length in characters of one printed line. Its preset value sets 60 columns as the length of any single line, counting from the left margin. If your margin starts at 10, then the last character on any line will be printed in column 70 of the page. To change this setting, type in a new value over the preset figure.

3. Spacing- 1              (Line spacing)

The "Spacing" setting controls the spacing between lines of

print.  If you leave it at "1", no extra spaces will be
printed.  Change it to "2" or "3" for double or triple
spacing.

4. Para spacing- 2          (Paragraph spacing)

This setting controls the number of blank line spaces left
after each wordstream paragraph.  It is preset to a value of
2 (one blank line) but can be reset for any value up to 9.

Note:  This value cannot be less than the value for line
spacing.  If you make it smaller than the line spacing
value, you will get a control map error (see Section 5.6).

5. Para indent- 00          (Paragraph indent)

This setting will automatically indent the first word of all
wordstream paragraphs in your text the number of spaces
shown.  This setting does not affect structured SCREENS (see
Section 6.1).

6. Lines/page- 050          (Lines per page)

The Script 64 word processor is preset to assume that a page
has a maximum of 66 blank lines on each sheet of paper (11
inch paper times 6 lines per inch).  The "Lines/page"
setting refers to the number of printed lines that will
appear on the final document, as long as you leave the line
spacing at "1".  But if you use double spacing (see item 3
above) and leave this value at "050", then only 25 lines of
text will be printed on your page, because the "lines/page"
setting counts each line, whether it has text on it or not,
as one line of text.

On regular sized paper (8 and 1/2 by 11), this value should
be no larger than "060", in order to leave room for top and
bottom margins, titles and page numbers.

7. Right just?- y        (Right justification)

This setting controls the way the text on the right side of the page will appear. If you leave it "y" (for "yes"), then the printout of all non-structured SCREENS will be 'right justified'. In other words, the last character on the right margin of text will always print in the same column, like this page. If you change it to "n" (for "no"), then text on the right side of the page will print in a ragged format, as if it were done on a typewriter.

This setting does not affect structured SCREENS (see Section 6.1).


8. Top border- 02        (Top of page margin)

This setting controls the number of blank line spaces at the top of the page, before text is printed. The preset value of this setting is "02", which leaves a border of 2 lines. This setting leaves room for page numbers or titles. If you want a 2 inch border, (assuming 6 lines to the inch - see Item 14 below) then change this value fom "02" to "12".


9. Page- #001            (Starting page number)

This setting controls the numbering of pages, starting with the first page. Pages are numbered according to the value entered here. Leave this setting at "001" to give the first page of your document the page number "-1-" on it, a "-2-" on the second page and so on. You can vary this setting to print any page number on the first page of your printout. If you don't want your pages numbered, change this setting to "000".


10. Print first page#?- n

Leave this setting at "n" and the program will print no page number on the first page of your printout. For example, if you leave this setting at "n" with page numbers starting at "045", then there will be no page number on the first page, but the number "-46-" will appear on the next page.


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Subsequent pages are numbered consecutively.


11. Page (l,r,c,a)- c     (Position of page number)

This setting controls the position of the page number on
your printed page. If you leave it at "c", the page number
prints in the centre of the page. Change it to "l", and the
page number will print on the left side. Enter "r" to print
the page number on the right side of the page. If you plan
to print your document on both sides of the paper, and you
want page numbers to print on the outside of the page, away
from the binding, enter "a". This value will give you
"alternate" pagination.


12. Top/bottom- b          (Position of page number)

If you leave this setting at "b", the page number will
appear at the bottom of your page. To print it at the top,
change this setting to "t".


13. Paper size- 11

This setting assumes you are using standard paper, 11 inches
long. Change this setting only if you are using nonstandard
paper.


14. Lines/inch- 6

This setting controls the number of printed lines in a
vertical inch, and may have to be set or reset to your
printer's specifications because not all printers will
accept changes to the lines per inch from within Script 64.
Consult the owner's manual for your printer if you want to
change the number of lines per inch. There are two possible
settings: "6" or "8". The default setting of 6 lines to the
inch is normal for most printers and for most printing. Any
value under 6 will yield a control map error (see Section
5.6).

15. Pitch- 10                    (Characters per inch)

"Pitch" measures the number of characters printed in one
horizontal inch.    Changing the pitch changes the number of
character spaces in an inch.  The letters will be printed
closer together or farther apart by changing the pitch.
"10" pitch will print 10 characters per inch.  "12" pitch
will print 12 characters per inch.  With a smaller pitch
number, such as 05, the print will take up more space
horizontally, so you will need to reset the number of
characters per line and the left margin to smaller values to
accommodate a new pitch.

The most commonly used pitch values are 05, 08, 10, 12 and
16; though some printers will not accept all these values.
Some typefaces look better when they are printed with a
lower pitch.


16. Line feeds- n

A line feed is a command from the computer to advance the
paper in the printer. Each time the printer begins a new
line, the print head returns to the left margin. Some
printers advance the paper automatically at this point, and
do not need line feeds from the computer. Other printers
need a special instruction from the computer to advance the
paper when they begin a new line. Such printers do require
line feeds.

1. To send line feeds to the printer, enter "y" for "yes".

2. Leave this setting at "n" for "no" to stop the program
   sending line feeds to the printer.

If you do not know which kind of printer you have, consult
your printer manual, or look at a printout. If the printout
overprints all on the same line, then your printer requires
the computer to send line feeds. Enter "y" for "yes".

If the printout shows doubled spacing (single space becomes
double space, double space becomes quadruple space and so
on), then your printer can generate its own line feeds. You
can leave this setting at "n".

To use some Script 64 printing options, such as bold print and underlining, you will have to set your printer to accept line feeds from the computer. These options require the printing mechanism to make two passes over the same line. You can set most printers not to advance the paper at each carriage return by adjusting a switch, usually one of the dip switches on a circuit board inside the printer. Refer to your owner's manuals for the correct switch settings for your printer.


17. Rough draft? n

Use this setting if you are printing a rough draft and want to save paper. Enter a "y" and you will get a continuous printout, with no page numbers and no top or bottom borders and so on. Leave it at the preset value of "n" if you want to print a good copy.

Remember to cancel this feature when you no longer require a continuous printout.


18 Title (l,r,c,a,)- c    (Title position)

This setting controls the position of the title of your document, if you use a title (see item 21 below for entering a title). The default value, "c", is preset to print the title in the centre of the page. A value of "l" will start printing the title at the left margin. If you enter "r", the title will end at the right margin. Change this to "a" and the title will print alternately between the left and the right margin. Use the "a" setting if you want the title to appear on the outside of the page, away from the binding.

You cannot print both the title and the page number at the top or bottom center of the page.

19. Top/bottom- t          (Position of title)

This feature gives you the option of printing a title on the
top or bottom of the page. Leave it at "t" to make the
title print at the top of the page. Change it to "b" to
print the title at the bottom.


20. Pause? n                (Printer end-of-page pause)

Leave this setting at "n" if you have continuous form,
pin-feed or tractor paper and you wish to print without
interruption. If you are using single sheets of paper, or
if you want the printer to pause at the end of every page,
change this setting to "y". When the printer reaches the
bottom of a page, it will pause. Over the menu line on the
screen display will appear the prompt, "New page ↑".
Insert a new sheet of paper, and press the up arrow key to
restart the printer.


21. Title=               (Document title)

If you are using a title on your document, type it in this
space. The cursor keys don't work in the Title space; use
the <INST/DEL> key to correct mistakes. When you are
finished entering a title, use the <RETURN> key to go back
up into the control map. To erase a title, <RETURN> to this
section and press the space bar, then the <RETURN> key. If
you are not using a title, options 18 and 19 above will have
no effect and no title will be printed.

You cannot print the title and the page number together in
the center of the page. However, you can print them
together at the right or left side of the page. The title
will print first, followed by the page number. For example,
if your title was the word "Page" and you print the title
and page number in the top left corner, then the top border
will read "Page 2".


## 5.4   EXPLANATION OF THE SMALL CONTROL MAP

Every SCREEN has a corresponding small control map. If you

change any value on this map, it will cause that SCREEN, and that SCREEN only, to print according to that special value. When that SCREEN has been printed, the rest of the document will print according to the values in the large control map.

For example, if you have a long quotation on SCREEN#041 and want to print it with a margin of 15 and a 40-character line, then you would give that SCREEN special instructions in its small control map. The changed values in the small control maps are saved when you save the FILE.

To access the small control map, press <C=>, hold down <SHIFT> and press "c". Use the <RETURN> key to move through the values in the map. Change these values by typing over them, as you did in the large control map. When you have no more changes to make, return to edit mode by pressing <C=> then "e". You can use <f 1> and <f 3> to move through the small control maps without returning to edit mode.

In edit mode, when you clear a SCREEN with <SHIFT> <CLR/HOME>, this also clears any changed values in the small control maps.

1. Margin- 00

If you enter a new value in this setting, the margin on your printed document will change **only on this SCREEN**.

2. Char/line- 00

This feature changes the line length on a single SCREEN.

3. Spacing- 0

This feature changes the line spacing on a single SCREEN.

4. Para spacing- 0

This feature changes the paragraph line spacing on a single SCREEN.

5. Para indent- 00

This sets the paragraph indentation on a single SCREEN. If

you want to change paragraph indentation through the small
control map, type in a value that is one greater than the
value you want. For example, if you want to indent the
printout of one SCREEN 6 spaces, enter a value of "07". If
you want no identation in a SCREEN, enter a value of 01.

6. Right just?

This feature varies the justification on a single SCREEN.
Enter a "y" to turn right justification on. Enter "n" to
turn it off.

7. Pitch- 00

This feature changes the pitch on a single SCREEN.

8. New page? n

This feature forces the printout to begin a new page when
this SCREEN is printed. Leaving this setting at "n" has no
effect on the printing of your document. Changing it to "y"
will start a new page in your printout beginning with this
SCREEN.

On the SCREENS where you use this option, a "*" appears
beside the "D" on the menu line in edit mode. This star
indicates a new page will begin with that SCREEN, saving you
from having to call up control maps to find out where new
pages start.

9. Control map? n

This feature stores the values of the large control map in
an empty SCREEN. See Section 5.5 for using this feature.

### 5.5    SAVING A CONTROL MAP

The default values already loaded in the large control map
may not be the values you want to use in formatting your
document. It is inconvenient to have to change these values
every time you load Script 64. By storing these values in a
saved control map, you can avoid having to change the large
control map every time you load the word processor.

To save a control map:

1. Go to the large control map and change the default values
   to the settings you require for printing your document.

2. Go to a blank SCREEN in your FILE.

3. Call up the small control map for that SCREEN and use the
   <RETURN> key to move to the entry marked "Control map?".

4. Enter a "y" in this space and the new values you have
   entered in the large control map will be entered to the
   SCREEN as a series of numbers. Save this SCREEN as if it
   were ordinary word processing data, but do not add any
   data to this SCREEN.

NOTE: Make sure this SCREEN is blank before you try to save
a control map on it. If there is any data on the SCREEN,
the control map will not be saved.

To print with these values:

1. Go into print mode by pressing <C=> and "p". The first
   number you enter in the SCREEN Sequence box should be the
   number of the screen where the control map has been
   saved. This will format the entire document according to
   the values saved in the new control map. After printing,
   if you look at the large control map, its values will
   have been changed to the ones in the saved control map.

2. For the balance of your word processing session, you will
   not have to include the SCREEN with the saved control map
   as part of the SCREEN Sequence. They will remain there
   until you alter them, or print with another saved control
   map, or quit the word processor.

3. To load these values into the large control map, execute
   a video print (see Section 4.5.1) of the SCREEN with the
   saved control map. For example, if you have saved the
   control map you want to use in SCREEN#622, print that
   SCREEN in a video print. This alters the values in the
   large control map to the values in the saved control
   map.

## 5.6   CONTROL MAP ERRORS

If the words "*** Control Map Error ***" appear on the menu
line during a printout, the word processor will 'hang up,'
that is, it will refuse to start or continue the printout.
If this happens while the SCREEN Sequence box remains on the
screen, then there is an unacceptable value in the large
control map. If it happens during a printout, then there is
an unacceptable value in one of the small control maps.
Unacceptable values include having the lines per inch set at
"4", or characters per line set at "130". The impossible
value will stop the printer.

To correct a control map error, press any key and you will
return to edit mode at the SCREEN where the problem
occurred. If you cannot find anything wrong in the large
control map, use <f 1> and <f 3> to check through the small
control maps. Change the incorrect value when you find it
and try to print again. Sometimes there will be more than
one error in the control maps.

<C=> and "c"            accesses Large Control Map used in
                          all SCREENS
                        may be saved through small control map

<C=> then
<SHIFT> "c"             accesses small control maps
                          unique to each SCREEN
                        overrides large control map values
                          saved with FILE

<RETURN> key            used to move through values in
                          both control maps
                        change values by overstriking

SECTION 6 - MORE ON EDITING AND EDITING MODES


6.1    STRUCTURED SCREENS

Creating a specially formatted document in wordstream is
very difficult.  If you enter a column of figures, or the
address part of a business letter in wordstream, then Script
64 will format the text with the values in the control maps.
These values will make it hard for you to get the data to
come out on paper in the format you want.  Wordstream is not
the only way to enter data into the word processor.  Script
64 has another mode of data entry called structured
formatting or "structured SCREENS".

You can use structured SCREENS when you want a document or
any part of it to follow the precise format you have
determined.  You would use a structured SCREEN to create a
table of numbers, or make a chart, or in setting up the
parts of a business letter.  Structured SCREENS override
some values in the control maps, and allow you to format
your data on the screen.

With Script 64/80, the document will be printed almost
exactly as you see it on screen.  But in 40-column mode,
because you are working on a 40-column screen display, and
the paper most commonly used (8 and 1/2 by 11) has 80
columns, structured SCREENS may be difficult to visualize at
first.

6.1.1  Structured SCREENS in 40-Column Mode

To work in structured mode:

1. Press <RETURN> in the "home" position of a SCREEN.  The
   first space in a structured SCREEN must have a <RETURN>
   arrow in it.

2. Notice that if you press <RETURN> again, it no longer
   leaves a carriage return arrow where the cursor was.
   Instead, the cursor jumps to the beginning of the next
   line and places an arrow as the first character in that
   line.

3. Each <RETURN> arrow down the left side of the SCREEN represents one line on the paper.

4. If the data you want to enter on one printed line has 39 or fewer characters in it (including spaces), enter your text and press <RETURN>.

5. If your data has more than 39 characters, including spaces, then do not press <RETURN> at the end of the screen line. Let the text wrap around onto the next line, then press <RETURN>. Do not put more characters on one line than your paper can handle. Use the cursor column counter on the menu line to keep track of the number of spaces you are typing in.

For example, using 10 pitch on 8 and 1/2 by 11 inch paper gives you eighty-five columns. Supposing you have 10-space margins (left margin, 10; char/line 65) you can use only 65 spaces: 39 on the first line and 26 on the second.

6. In structured mode, the control map settings for right justification, paragraph indentation and spacing, and characters per line no longer have any effect on the printout of your text. You must set your own indents, and characters per line.

7. There are two ways to create a blank line in your printout. One way is to place <RETURN> arrows down the left side of the SCREEN. Each arrow on the screen is one blank line on the page. The other way is to hold down the <SHIFT> key and press the <RETURN> key in the space after the last character on a line. This leaves a return arrow, but the cursor does not jump to the beginning of the next line. The second way saves memory and provides more editing room on each SCREEN. To leave several blank lines, repeat either of these procedures.

8. Do not attempt to mix wordstream data and structured data on the same SCREEN.

To prevent your text from exceeding the number of characters per line your paper can handle, you may want to use the **automatic return mode.**

To access automatic return, press <RUN/STOP>, then "a".
Note that the "a" on the menu line is now highlighted. Now
go into the large control map and set the "Char/Line"
setting to the maximum line length you want to appear on
paper.

Return to edit mode and begin typing a structured SCREEN.
When the cursor reaches the character line length you set on
the control map, the cursor will jump to the next line,
taking any partially typed word with it. A carriage return
arrow will also be automatically placed in the first
character of the new line.

The automatic return feature will not work if there is data
below the screen line where you are typing. We recommend
you use a blank SCREEN with the automatic return.

You may also want to use the "bell" feature, which acts like
the bell on a typewriter. When the cursor reaches a spot
five spaces before the right margin, a bell will sound. To
access this function, press <RUN/STOP> then "b". The "b" on
the menu line will be highlighted.

To cancel both the automatic return and the bell, repeat the
procedures for accessing them.

We suggest you try setting up and printing out a few
structured SCREENS to get the hang of it before you do any
serious work.

## 6.1.2 Structured SCREENS in 80-Column Mode

To create a structured SCREEN in 80 columns, follow almost
exactly the same procedure as with 40-column mode. However,
it will be easier because what appears on your screen is
almost exactly what will appear on your paper.

You do not need to keep the number of characters on a
screen-line at or below 39, but you must still remember not
to exceed the number of characters your paper will handle.

The automatic return and the bell function work in exactly

the same way in both 40 and 80-column mode.

## 6.2   TABS

### 6.2.1 Tab Settings

To set tabs on the word processor:

1. Go into structured mode by putting a <RETURN> arrow in the HOME position. Tabs can only be used in structured SCREENS.

2. Keep the cursor on the first line and move the cursor to the position where you want a tab set.

3. Hold down the <SHIFT> key and press the <RESTORE> key. A small line will appear under the menu line to show the column where the tab position is set. To set other tabs, move the cursor to the next tab position, hold down <SHIFT> and press the <RESTORE> key.

4. To move to these tab positions on the screen, press the <RESTORE> key.

5. To cancel a tab, position the cursor under the tab you want to cancel. Hold the <SHIFT> key and press <RESTORE>. The mark indicating a tab will disappear.

6. You can set tabs up to 80 columns in 40-column mode and up to 160 columns in 80-column mode. To set a tab beyond 40 columns, position the cursor on the second screen line and perform steps 2 and 3. The tab indicator below the menu line will be thicker than the normal tab indicator. If you set a tab in the 20th column of the second line, it will be positioned at column 60 of your printed document.

### 6.2.2 Automatic Structured Formatting

This feature combines tabs with the automatic return function (see Section 6.1) This can be an extremely useful feature for entering text in columns.

To use automatic structured formatting:

1. Set the number of characters per line in your large control map to the maximum line length suitable for your paper, but less than 79 characters.

2. Set a tab on the SCREEN in the desired position.

3. Position the cursor under the tab marker. Access the automatic return function by pressing <RUN/STOP> then "a" while the cursor is in the tab position.

4. When you type to the right margin position set on the control map, the cursor will jump to the next line at the tab position, taking any unfinished word with it.

5. To turn automatic formatting off, press <RUN/STOP> "a" again while the cursor is in the same position as the tab.

## 6.3   UNDERLINING

To underline a section of data:

1. Position the cursor in the first space before the data you want to underline. Press the "↑" (up arrow key) once. A short line will appear on screen, marking the beginning of underlining.

2. Move the cursor to the space after the last letter to be underlined and press the "↑" key again. Another short line will appear, marking the end of underlining.

3. These symbols instruct the printer to underline all text between these two points. No underlining appears on the screen, but it will occur in the printout. In a video print, underlined text will be highlighted.

In wordstream, the underline marker takes up a space on the screen, but not on the printout; so make sure you leave a space before the first underline marker, and after the second. In a structured SCREEN, an underline marker takes

up one space both on the screen and in a printout; so do not leave a space around the underline markers, unless you want extra space.

To underline a line in Centering Mode (see Section 6.8) first type in the data, leave centering mode and put in the underline markers afterwards.

Note: If you are printing using the Commodore Graphics Printer Model 1525, do not use this underline feature. Text after the underline will not print with correct margins or pagination.

## 6.4    BOLD PRINT

Script 64 produces bold print by printing a line, then overprinting it. The second pass by the printer is slightly shifted, creating the effect of bold print.

To print in boldface:

1. Position the cursor in the space before the text you want to appear in bold print. Press "↑" (up arrow) twice and a small mark will appear where the cursor was. This mark is thicker than the underline mark.

2. Now type in the words you want to be printed in boldface. Put the cursor in the space after this text and press the up arrow twice more. Another mark will appear. All text between these two markers will be printed in boldface.

Make sure you leave a space before and after the bold print markers if you are typing in wordstream, for the same reasons that you did when underlining.

Note: Do not use this bold print feature with the Commodore Graphics Printer Model 1525.

## 6.5    ITALICS

Some dot matrix printers, such as the MX-80 (with type III ROMs) will permit you to switch to printing in italic script. To begin this mode, position the cursor in the space before the text you want italicized. Press the "↑" (up arrow) key three times and a mark will appear where the cursor was. Move the cursor to the end of your italicized text and press the up arrow key three more times. These mark the beginning and end of italics and all text between the two marks will be printed in italics.

If your printer will not print italic script and you use the italic markers, then text between the italics markers will be both underlined abd bold printed.

As with underlining and bold print, make sure you leave a space before and after the marks, if you are typing in wordstream.

## 6.6    SHIFTED MODE

If you want a large portion of text to appear in capital letters, there are two ways of doing it. You could press the key marked <SHIFT LOCK> and all the keys on the board will be SHIFTed. But this can be inconvenient because many keys perform different functions when shifted.

The other way is to press <RUN/STOP> then "s". The "s" on the menu line will be highlighted. Any alphabetic keys you enter in this mode will be capitalized, but the number keys, control and editing keys and the function keys will all work in their unshifted mode.

To cancel shifted mode, repeat this procedure, that is, <RUN/STOP> then "s".

## 6.7    ENUMERATION

Enumeration aligns the text of a series of numbered points a consistent number of spaces to the right of the numbers. This page exemplifies enumeration.

To use enumeration:

1. Type in the number followed by a period or a bracket.
   Then insert a space or two between the period or bracket
   and the first letter of text, but remember to keep the
   number of spaces consistent all the way through your
   enumerated points.

2. Enter your text in wordstream. When you print, the left
   margin of text will align under the first word of text
   rather than under the number as this paragraph
   illustrates. Note that the number must appear as the
   first character in a paragraph for enumeration to work.
   The indentation stops after a <RETURN> arrow.

You can use **Automatic Enumeration** to align the text of a
series of numbered points a consistent number of spaces to
the right of the numbers even when you do not know the order
of your points.

To use Automatic Enumeration:

1. Enter each point or question in wordstream, as you did in
   enumeration. Instead of entering a number such as "1",
   or "2" as the first character in the paragraph, enter "*n
   ". No matter how you rearrange your points, they will be
   correctly and consecutively numbered.

2. You can start numbering these points beginning with any
   number. In your SCREEN Sequence, include a SCREEN that
   redefines (see Section 6.11) the asterisk as your first
   number, in the form "[*:008]", where "8" is your first
   number. You could use any starting number, but remember
   that automatic enumeration will handle no more than 255
   points. If you do not include such a redefinition,
   numbering will start at "1".


6.8   CENTERING MODE

This mode allows you to center text automatically as you
type it in. You can use centering mode in making titles or

special purpose documents, such as invitations and announcements. Centering requires structured format.

To center text:

1. Set the characters per line on the large or small control map.

2. You can use centering mode only on structured SCREENS (see Section 6.1) and normally on the top line of the screen display. If you enter centered mode on the top line, the SCREEN will be structured automatically.

3. With the cursor on the line where you wish to type in centered text, press <RUN/STOP> then "c". A highlighted "c" will appear on the menu line, beside the small letter "t".

4. Enter your text. It will be automatically centered as you type. When you are finished one line, press the <RETURN> key to go to the next screen line where you may enter another line of centered text.

5. To cancel centering mode, press <RUN/STOP> then "c" again.

## 6.9   SUPERSCRIPTS AND SUBSCRIPTS

Many printers, such as the NEC, Centronics, MX-80 and Starwriter, allow you to print superscripts and subscripts. Superscripts are numbers or letters printed half a line above the text line, like this: "See footnote below$^2$" and are used primarily for footnotes and other annotations. Subscripts print half a line below the printed text, like this: "$4_n$" and are used mostly in mathematical and scientific writing.

1. To print a superscript, position the cursor where you wish to place the superscript. Press <RUN/STOP>, then hold down <SHIFT> and press the <CRSR> up/down key. A mark will appear. The next character you enter after the mark will be printed as a superscript. Repeat this procedure to create additional superscripts.

2. To print a subscript, repeat the above procedure with no
   <SHIFT>. A similar mark pointing down appears on screen.
   The next character you enter after this mark will be
   printed as a subscript. Repeat this procedure to create
   additional subscripts.

3. The marks on the screen will not appear on the final
   printout. The printer will shift up or down half a line
   to print the superscript or subscript, then return to the
   line where it was printing before.

## 6.10   NUMERIC MODE

This feature of the word processor permits you to align
columns of numbers with the decimal place always in line
with the tab. You can also use this mode to add or subtract
the numbers in these columns. Like tabs and centering text,
you can use numeric mode only in structured SCREENS.


To use numeric mode:

1. Set tabs (see Section 6.2.1) where you want the decimal
   point to be in each column of numbers.

2. Press <RUN/STOP> then "n" for "numeric". A small
   highlighted "n" will appear on the menu line beside the
   "a:b:s:t".

3. Tab to the first tab stop, and type in the number you
   wish to place at that location. If you have additional
   tabs on that line, press <RESTORE> and as the cursor
   moves to the next tab position, the number you just typed
   in will align the decimal point with the tab you set.
   When all numbers on a line have been entered, press
   <RETURN>, and the cursor will jump to the beginning of
   the next line, placing a return arrow in the first
   position.

4. Each column may be no longer than a single SCREEN, but
   there may be several columns on one SCREEN. Each column
   of numbers must occupy its own column on the screen. Do

not overlap columns or enter columns on top of each other.

5. The word processor will make allowance for "$" (dollar signs), and for commas in large numbers, but make sure you use commas consistently.

6. To subtract a number, put a "-" directly in front of or behind the number, with no spaces between the minus sign and the number. For eg., "-452.32", or "452.32-", but not "- 452.32".

7. To obtain the total of any column, position the cursor under the last digit in the final entry for that column. Press <RUN/STOP> and "+", and the total will appear on that line.

8. To cancel numeric mode, press <RUN/STOP>, then "n" again.

## 6.11    REDEFINING THE KEYBOARD

This feature allows you to redefine keys on the keyboard as other characters, permitting you to print special characters such as graphics and foreign language symbols that are not on the 64 keyboard. (French can be accessed more directly - see Section 10).

To redefine a key:

1. Select a blank SCREEN and place the cursor in the HOME position.

2. Press <f 5>. It will appear on screen as a left square bracket ([).

3. Enter the key you wish to redefine. It will usually be a key you do not normally use, such as the "l", or "&" keys.

4. Type in a colon - ":".

5. Enter the ASCII number of the character you want to

access. ASCII values are assigned to all letters available through your printer. For example, the ASCII number for the "a" character is 65. Check your printer manual for a listing of the characters your printer recognizes, and their ASCII numbers.

6. Press <f 5> again. It will appear as a right square bracket (]).

7. To redefine other characters, repeat this procedure. You may redefine several characters in one SCREEN.

For example, it is impossible to print the "↑" using Script 64 in normal wordstream, because if you press this key, you will get underlining, not an up arrow. But you can print the "↑" symbol by redefining another key on the keyboard to take its place. If you wish to redefine the "&" sign to be printed as the up arrow (↑) symbol, which has an ASCII value of 94, the redefinition would look like this on your screen display:

[&:94]

To make the up arrow appear in the final printout:

1. Redefine the character as above.

2. Type in the old character wherever the new character should appear. In the above example, wherever a "↑" is supposed to go, enter "&".

3. Include the SCREEN where the character was redefined as the first SCREEN in your print sequence. The new character will be printed instead of the old.

4. In a video print, a redefined character will be highlighted.

5. Do not try to add any data to a SCREEN where you have redefined a character.


You may redefine one character to have several ASCII values, up to fifteen ASCII codes for any single redefined

character.  You could, for example, redefine the "&" sign so
that  it  will  print  five different characters wherever it
appears  in  your  text.   These  characters can be anything
allowed in the ASCII code.

To  continue  with the example above, some printers will not
print  the  up  arrow symbol directly.  You may need to make
the  printer  first print a circumflex accent, then move the
print  head  back one space to overprint a straight vertical
line  in  the  same position.  You could redefine one key to
print  the  accent  (ASCII  value  =  94), then a back space
(ASCII value = 8) and finally a vertical line (ASCII value =
124).  The redefinition would look like this:

[%:94,8,124]

Separate the ASCII numbers in the redefinition with commas.

NOTE:   The  back  space command is one example of sending a
special command to your printer using the ASCII code and key
redefinition.  See Section 12.4.

## SUMMARY - EDITING MODES

Structured
  SCREENS          &lt;RETURN&gt; arrow in HOME position
                   &lt;RETURN&gt; down left side of screen

Set/Cancel
  Tabs             position cursor, &lt;SHIFT&gt; and &lt;RESTORE&gt;

Move to tab        press &lt;RESTORE&gt;

Underline          position cursor before underlined
                     text, press up "↑" once
                   repeat at end of text

Bold Print         position cursor, press "↑" twice
                   repeat at end of text

Italics            position cursor, press "↑" three times
                   repeat at end of text

Shifted Mode       &lt;RUN/STOP&gt; then "s", repeat to cancel

Enumeration        Enter number and at least one
                     space; enter text normally

Centering Mode     &lt;RUN/STOP&gt; then "c", repeat to cancel

Superscripts       &lt;RUN/STOP&gt; then up &lt;CRSR&gt; key

Subscripts         &lt;RUN/STOP&gt; then down &lt;CRSR&gt; key

Numeric Mode       Set tabs, &lt;RUN/STOP&gt; then "n".
                     enter figures, &lt;RETURN&gt; after each
       Totals      Position cursor under last digit
                     of last line. &lt;RUN/STOP&gt; then "+"

Redefine
  Keyboard         cursor in HOME position of blank
                   SCN, press &lt;f 5&gt;, enter colon (":")
                   enter ASCII number of new character
                   press &lt;f 5&gt;

# SECTION 7 - TEXT MANAGEMENT AND GLOBAL FEATURES

## 7.1  <u>JOINING PARAGRAPHS ACROSS SCREENS</u>

When the cursor reaches the last position on the SCREEN, the word "limit" will appear if you try to continue. You cannot enter any more data in that SCREEN, but you may not have finished your text. The word processor normally treats the beginning of a SCREEN as the start of a new paragraph; so if you continued your text on the next SCREEN in the FILE, you might have an indent where you did not want one. There are several ways around this problem.

1. We strongly recommend that you do not fill an entire SCREEN with text. It is much easier to edit your work and add or remove data if the SCREEN is not full. Don't worry about using up your disk too quickly; the word processor ignores space on a SCREEN after text and you have a thousand SCREENS on a disk. Leave a few lines where you can make changes.

2. If you have filled up a SCREEN, you could relocate some of the data onto the next SCREEN (see Section 3.6).

3. You could also use the back arrow key to join SCREENS together in your final printout.

To join two parts of one paragraph across SCREENS so that the printout will appear as one continuous paragraph, press the back arrow key where the text ends. A block of small dots will appear on the screen. Move to the next SCREEN and continue entering the paragraph. Whatever you type in the home position of the next SCREEN will print on paper starting where the block of dots appears in the previous SCREEN.

You can use this block anywhere on a screen, not only at the bottom. If you use the symbol at the end of a word, make sure to leave a space before pressing the back arrow key, because using this key will join SCREENS directly to each other with no space between them.

## 7.2   COMMENT SCREENS

If you press the back arrow key in the HOME position of a
blank SCREEN, that SCREEN will be reserved for comments that
will not go to the printer. This is a useful way to keep
word processing memos to yourself. Comment SCREENS will not
print, but they will take up both memory and disk space.


## 7.3   RELOCATING SCREENS AND FILES

You can move an entire SCREEN or even an entire FILE of
SCREENS to a new position on your disk with only a few
keystrokes. In both cases, the SCREENS should be moved to
blank SCREENS.

To relocate a Single SCREEN:

1. To relocate a single SCREEN, inside or outside the
   current FILE where you are working, hold down <SHIFT> and
   press the up arrow key once.

2. This prompt will appear over the menu line: "Relocate
   this SCREEN to SCREEN# ". Type in the number of the
   SCREEN where you want to put this data.

3. If you relocate a SCREEN inside the current FILE, it will
   be done without access to the disk drive and with no
   possible loss of text in any of the remaining SCREENS
   currently in the 64's memory. If there is already data
   on that SCREEN, the transfer will not take place.

4. If you relocate to a SCREEN number outside the current
   FILE, a second prompt will appear on the menu line:
   "SCREEN outside FILE. Continue? ". If you want to
   continue, and if you have saved all the data in the
   current FILE, enter a "y" and the SCREEN will be moved.

5. If you relocate a SCREEN outside the current FILE without
   saving your data first, you could lose data in the first
   FILE.

As long as you have saved this SCREEN on your disk at the

first location, relocating it will not erase it from the disk. Relocating a SCREEN does not save it in the new position; make sure you save the SCREEN after relocating it.

To relocate an entire FILE:

1. Hold down the <SHIFT> key and press the up arrow key twice. The menu line will prompt you with: "Relocate file to SCREEN#".

2. Type in the desired SCREEN number and the FILE will be moved to the new location, where the SCREENS will be in the same order and position as they were in the FILE where you were working. **Remember to save the relocated FILE in its new position.**

3. Relocating a FILE renumbers the SCREENS in a FILE but does not go to the disk drive. The relocate-a-FILE procedure does not itself erase any data. The datain the first FILE is still there if you have saved it to disk.


## 7.4   GLOBAL SEARCH AND REPLACE

The global search and replace option allows you to check rapidly through any portion of your disk to locate any combination of letters or words. You have the further option of replacing the letters or words with different ones without having to search through your text examining each SCREEN.

If you are saving your work to tape, the global search option will only scan the FILE of 40 SCREENS currently in the 64's memory.


### 7.4.1 Global and Local Search:

1. Press <C=> then "g". The "G" on the menu line will be highlighted, and the menu line will prompt with "Search:"

2. Type in the text you want the computer to search for.

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This can be up to 30 characters, including spaces. Press <RETURN> and the prompt on the menu line changes to "Replace:".

3. Type in the text you want to change the old text to and press <RETURN>. If you want to search for a word without replacing it, press <RETURN> without typing anything here.

4. The menu line prompt changes to read, "Replace: All or Selective?". Enter "a" if you want the computer to replace every occurrence of the search text with the replacement text. Enter "s", or press <RETURN> if you want the computer to pause each time it finds the search text, allowing you to decide if you want to make the replacement. Be very careful about selecting "All". For example, you might not want to replace "word" with "data" if it turned "sword" into "sdata".

5. The prompt on the menu line again changes to read, "Global or local?". If you enter "l", or press <RETURN>, the word processor will search the rest of the FILE of 20 or 40 SCREENS currently in the 64's memory, beginning with the SCREEN on display. This is called a "local search". If you enter a "g" (disk only), the word processor will search through the rest of the disk, again beginning with the SCREEN on display. This is called a "global search".

6. Wherever Script 64 finds the search text, it will display the SCREEN where it occurs, and highlight the appropriate letters.

7. If you entered replacement text in point 3 above and chose "Selective" replacement in point 4, the prompt, "Replace?" will appear on the menu line. Enter "y" or press <RETURN> to replace the highlighted text with the replacement text. If you enter "n", the word processor will go to the next occurrence of the search text.

8. At the end of the SCREEN, the prompt on the menu line reads, "Continue?". If you enter "y", or press <RETURN>, the word processor will search for the next occurrence of the search text. If you enter "n", you

will return to edit mode at the SCREEN displayed.

9.  In a global search outside the current FILE, Script 64
    will save the changes it makes before moving to the next
    FILE.  But you should save any changes made in a local
    search.

10. At the end of a local search, Script 64 will go back to
    display the first SCREEN in that FILE.  At the end of a
    global search, Script 64 will return to SCREEN#001.

11. To get out of this mode, press the <RUN/STOP> key while
    the word processor is searching.

7.4.2 Multiple Search:

Global search also allows you to search for and replace
several items of text at the same time, so long as they
occur on the same SCREEN.

1. To search for different items of text at the same time on
   the same SCREEN, enter global search mode by pressing
   <C=> then "g".

2. Type in the search text, then press the back arrow key.
   A small block of dots appears. Type the next item of
   search text.  You can repeat this procedure for as many
   characters as the menu line will hold.  Separate all
   items of search text by pressing the back arrow key.

3. When the menu line prompts with "Replace?", type the
   replacement text for the first item of search text, press
   the back arrow key again and type in the replacement text
   for the second item of search text.  Repeat this for as
   many items of search text as you entered in step 2 above.
   If you do not want to replace any of this text, press
   <RETURN> when "Replace?" appears.

4. Select "All" to replace any occurrence of both items of
   search text.  Choose "Selective" if you want to decide
   whether to change or keep.  The word processor first
   finds and highlights the first item of search text, then
   the second item, then any additional items.

5. The word processor will not find any items of search text

unless they occur on the same SCREEN.

### 7.4.3 Undetermined Characters

You can use a question mark ("?") as an undetermined
character in your search text. For example, to search for
"woman" and "women", enter "wom?n" as your search text. The
"?" represents an undetermined character. Use several
question marks for more than one undetermined character.

However, be extremely careful of using this key if you are
also going to replace text. The question mark could add
unwanted space when you type in your replacement text.


Using Global Search, you can find any document, anywhere on
your disk. Just type in a few key words, or even parts of a
word from the document. For example, if you want to find
where the words "James Bay" occurs on your disk, you can
search for the words: "James Bay"; or "James" or even "Ja".
When the prompt "Replace?" appears, press <RETURN>. Script
64 will scan your disk and locate the document with the word
"James Bay" on it.

Remember that computers are very literal, and distinguish
between upper and lower case. You could not search for the
word "james" in that example.


### 7.5    THE SCRIPT 64 INDEX
### (Disk Only)

The "I" on the menu line stands for "Index", a directory of
your data disk that you create as a guide to find the
documents you have saved on your disk. To load the Index
from your disk, press <C=> then "i".

The screen will display a chart with the heading "Index 1"
and the cursor will flash at the top of the screen. The
chart is divided into two columns, each of which has the
heading: "Name      SCREEN#".

To make an entry in the Index:

1. Position the cursor on a blank line under the "Name" part

of the column. Enter the name you have chosen for your document.

2. Move the cursor to the right so that it is under the "SCREEN#" part of the column and in line with the document name. Enter the number of the SCREEN where that document starts.

3. You may make as many entries on the Index as it will hold. Press the <RESTORE> key to save your entries.

4. There is a second and a third page to the Index, both of which work in the same way as the first page. To access "Index 2" or "Index 3", press <f 1>. To go back to Index 1, press <f 3>.

5. Press the <RESTORE> key to save new entries before moving from one index to another.

To use the Index, load it from the disk (press <C=> and "i"). Position the cursor on the line and column where you have recorded the SCREEN number of the document you wish to load. Press <RETURN> to load that SCREEN from the disk.

## Printing the Index

To print a copy of the index, hold down <SHIFT> and press the <RESTORE> key. Make sure your printer is turned on and on-line before you try to print.

## Disk Space

Fresh from the box, a disk is almost completely blank. Formatting the disk prepares the disk for information storage by placing on the disk a series of concentric circular tracks divided into sectors or "blocks". Saving word processing data to your disk fills up blocks. When the disk is full, you can no longer save any more word processing data to that disk.

The number of blocks on your data disk that have not yet been used to store data is shown at the bottom of the Index. Do not try to fill a disk; when your disk has about 50 blocks free, it's time to start a new disk.

Note: The Index feature is not available on tape versions of
Script 64.

### 7.6   INSERTING A BLANK SCREEN

As you go back and edit your data, you may find that you
have more text to enter than you thought, but very little
space in which to enter it.  An extra SCREEN in your FILE
would help, and Script 64 provides a simple way to get it.

To insert a blank SCREEN:

1. Make sure the last SCREEN in the current FILE is blank,
   then go back and display the next SCREEN after the one to
   which you want to add more text.

2. Press <RUN/STOP>, hold down the <SHIFT> key and press "i"
   for "insert".

3. This command will insert a blank SCREEN by moving the
   current and subsequent SCREENS towards the end of the
   FILE.  For example, any text entered on SCREEN#546 will
   now be found on SCREEN#547.  The SCREEN now on display
   will be blank.

4. For more blank SCREENS, repeat this procedure.

### 7.7   DELETING A BLANK SCREEN

The process of deleting a blank SCREEN is similar to
inserting one.

To delete a blank SCREEN:

1. Display the SCREEN you want to delete.  This SCREEN must
   be blank.

2. Press <RUN/STOP>, then <SHIFT> and "d" for "delete".

3. Every SCREEN following the current SCREEN will be pulled
   towards the beginning of the FILE by one SCREEN.  The

last SCREEN in the FILE will be blank.

4. To delete more blank SCREENS, repeat this procedure.


## 7.8   ERASING A FILE

Erasing large portions of text by using the <INST/DEL> key
or even the <CLR/HOME> key can be tedious and involved. But
if a document is no longer useful and you want to erase a
large part of it to use your disk for more current work,
then you must clear at least some of your text. This
feature is useful for tape users when creating a FILE (see
Section 8.1.2).

To erase an entire FILE:

1. Bring to display either the first SCREEN in the FILE, or
   the first SCREEN of the document you wish to erase.

2. Press <RUN/STOP> then hold down <SHIFT> and press "e" for
   "erase". This erases all text on all the SCREENS to the
   end of the FILE, including the SCREEN on display and any
   changed values in the small control maps. This data,
   however, remains on the disk. To clear it from the disk,
   erase the FILE and save the blank SCREENS.


## 7.9   THE SCRIPT 64 HELP SCREENS
### (Disk Only)

The Script 64 program disk has three Help Screens to help
you remember how to execute procedures you are not familiar
with. To access the Help Screens, insert the program disk
in drive 0, press <C=> then "h". The screen will display
Help Screen 1. To go to Help Screen 2, or Help Screen 3,
press <f 1>. To go back to one of the previous Help
Screens, press <f 3>. Press <C=> then "e" to return to edit
mode.

The first Help Screen reviews editing functions accessed
through the <RUN/STOP> key. The second help Screen displays
some procedures used in edit mode. Help Screen 3 is a brief
guide to the use of the <C=> key.

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**To join SCREENS together:**

Press back arrow key at end of data on the first SCREEN, continue on next SCREEN.


**To make a Comment SCREEN:**

Press back arrow key in HOME position of SCREEN.


**To relocate a SCREEN:**

Press shifted up arrow key once. Enter new SCREEN number and save data in its new location.


**To relocate a FILE:**

Press shifted up arrow key twice. Enter new SCREEN number and save data in its new location.


**Global Search:**

Press <C=> then "g". Enter search text and press <RETURN>. Enter replacement text and press <RETURN>. Press "a" to replace all search text, or "s" for selective replacement. Press "g" for global search or "l" to search current FILE. Press "y" to replace highlighted letters; "n" to move to next occurrence. To search and replace multiple items of text, enter the first item, press the back arrow key, enter the second item, and so on. Use "?" for undetermined character.

Index:
Press <C=> then "i". Enter document name and SCREEN
location. <RESTORE> saves entries. To load: position
cursor, press <RETURN>. To print index, <SHIFT> <RESTORE>.

To delete a blank SCREEN:
Press <RUN/STOP> then <SHIFT> "d".

To insert a blank SCREEN:
Press <RUN/STOP> then <SHIFT> "i".

To erase a FILE:
Press <RUN/STOP> then <SHIFT> "e".

Help Screens:
Press <C=> then "h". <f 1> to go to Help Screens 2 and 3,
<f 3> to go back.

## 8.1   LOADING DATA

### 8.1.1  Loading from Disk

Script 64 stores data in SCREENS. There are 999 SCREENS on one disk, in FILES of 40 SCREENS. To load a SCREEN from the disk, press <C=> then "1". The prompt, "Load SCREEN#" appears on the menu line. Type in a 3-digit number and the word processor will go to the disk to find that SCREEN. The drive activity light will come on and the disk will spin. When the computer finds the SCREEN you requested, the word processor will load not only that one SCREEN, but the entire FILE of 40 SCREENS. All 40 SCREENS in the FILE will now be in the memory of the Commodore 64 and the screen you requested on display. To move to a different SCREEN in the FILE, use the <f 1> key to display a SCREEN with a higher number, and the <f 3> key to move back.

You can enter data in this FILE of 40 SCREENS, but you cannot go outside this FILE until you load a new FILE from the disk. For example, if you loaded SCREEN#515 from the disk, SCREEN#515 would appear on the screen, and SCREENS 481 through to 520 would be loaded into the memory of the 64. Using <f 1> and <f 3>, you cannot move past the boundaries of this FILE, SCREEN#481 to SCREEN#520. You must load another FILE to go outside these boundaries.

Script 64/80 works in exactly the same way except that each FILE has only 20 SCREENS. If you loaded SCREEN#515 in 80-column mode, SCREENS 501 through to 520 would be in memory.

Use <f 2> to save the current FILE of 40 SCREENS to the disk then load a new FILE. Note that this feature will not save your work if you key in a SCREEN number from the FILE currently loaded in the 64's memory, it will just go to that SCREEN.

## 8.1.2 Loading from Tape

Loading from tape is similar to loading from disk, but requires you to follow instructions as they appear on the screen display.

1. Press <C=> then "1". The prompt "Load SCREEN#" appears on the menu line. Enter the 3-digit number of the SCREEN where the data you want is located. (The number of SCREENS on a tape depends on the tape length. You can create 120 SCREENS on one side of one C90 tape.)

2. The prompt, "Rewind tape" appears on the menu line. When the tape has been rewound to the beginning, press the STOP key on the datasette.

3. The next prompt to appear reads, "Press FFWD" (FAST FORWARD). Press it and wait until the "Press STOP" command appears. Then stop the tape.

4. The next prompt reads, "Press PLAY". Press PLAY and the screen will go blank while Script 64 searches for the SCREEN you asked it to load. When the correct FILE has been found, the computer will beep. When the entire FILE of 40 SCREENS has been loaded into the 64's memory, the SCREEN you requested will be displayed.

5. After you have started to load, you may want to stop it. To do this, press <RUN/STOP> when the prompts "Rewind Tape", or "Press FFWD", or "Press STOP" are on the menu line.

Before you can load a FILE from a cassette, you have to "create" that FILE. When you format a disk, you create all the FILES that will hold the data; but you can create FILES on a tape only by saving them to the cassette. The first file, SCREENS 001 to 040, is created when you load the word processor. To create a FILE other than 001 to 040, you must relocate an existing FILE.

To prepare a FILE on tape with the Relocate command:

1. Save the first FILE of 40 SCREENS. This creates a FILE on the tape. For this purpose, it does not matter

whether there is any data in this FILE.

2. Before you can load the next FILE of 40 SCREENS, remember that they do not yet exist; you must create them. Hold down <SHIFT> and press the up arrow key twice. The menu line prompts with, "Relocate FILE to SCREEN#". Type in the number of the SCREEN that begins the next FILE, for example, "041". The new SCREEN number will appear over the menu line.

3. If you entered any data in your previous FILE and you no longer require it, use the Erase FILE feature to clear it out (see Section 7.8).

4. Enter new data on these SCREENS and save them to the tape.

5. Repeat the above steps to create additional FILES on your tape.

## 8.2 SAVING DATA

### 8.2.1 Saving to Disk

Saving to the disk is the exact opposite of loading from the disk. To save, press <C=> then "s". The cursor will disappear from the screen, the "S" on the menu line will be highlighted and the menu line will read "Saving all". The entire FILE of 40 SCREENS where you were working will be saved to the disk. Along with your word processing data, you are also saving any changes you may have made to the small control maps in those SCREENS. Any SCREENS you have cleared or left blank will be saved as blank SCREENS.

If you have only made a few changes to some of your SCREENS, you could use the "Saving half" feature to cut the amount of time you spend waiting for your disk drive. Press <C=> and hold down the <SHIFT> key while pressing "s". The menu line reads, "Saving half". This saves only the 20 SCREENS in whichever half of the FILE you are working. For example, if you make a few changes on SCREEN#482 and use the "Saving half" feature, the SCREENS from 481 to 500 will be saved to the disk, instead of the SCREENS from 481 to 520.

Script 64/80 works in exactly the same way except that each
FILE has only 20 SCREENS.   When you save, the menu line
reads, "Saving".  With Script 64/80, you cannot save half of
a FILE.

## 8.2.2  Saving to Tape

To save to a cassette tape:

1. Press  <C=> then  "s".    The  menu line will prompt with
   "Rewind tape".  Press the REWIND key on the datasette and
   let it go back to the beginning of the tape.

2. When  the tape is at the beginning, press STOP.   The menu
   line prompt changes to, "Press FAST FFWD" (FAST FORWARD).
   Press  this  key  on  your  datasette.  When the tape has
   moved  to  the  point where the FILE is located, the menu
   line prompts, "Press STOP".

3. Stop  the tape and the menu line will prompt, "Press PLAY
   & RECORD".  Push these two keys on the datasette down and
   the  screen  will go blank while the data is saved to the
   tape.

4. When  the cursor reappears in the "home" position of your
   SCREEN,  the  40-SCREEN  FILE in memory has been saved to
   the tape.

## 8.3   FORMATTING A DISK

You  must   format  a new disk before you can use it for the
first time.

CAUTION:   Formatting  a  disk erases all information on the
disk.

When  using  a word processor, you store data for future use
by  saving  it  (recording it) on disk.  The drive 'writes'
data  on  the disk magnetically in the form of binary code -
strings of ones and zeroes.

The  formatting  procedure with Script 64 first prepares the

disk to work with your disk drive by having the drive "write" on the disk the particular pattern of circular 'tracks' that this kind of drive expects to find when it reads or writes data. The 1541 model disk drive, for example, requires a different format from an 8050 drive. The drive uses these tracks to find and read data or to decide where to put data when it writes on the disk.

It also creates a "directory" of the disk's contents that you can read from BASIC, but not from within Script 64. The directory will show you all the files that are saved on any disk. To read this directory, quit the program and put your computer in BASIC. Type "DIRECTORY" and press <RETURN>.

You can format a disk from BASIC without using Script 64. The disk drive lays down exactly the same pattern of tracks and sets up the same kind of directory. Formatting a disk from BASIC allows you to create your own "header" (the highlighted top line of the directory) while Script 64 puts the same header on every disk.

However, when Script 64 formats a disk, it also adds some files needed by the program. First, it writes fifty file names on the disk that correspond to the fifty numbered FILES of 20 SCREENS each that Script 64 uses to save or record data on the disk (see Appendix 1). Next, it records the three "Index" files (see Section 7.5). While you can save individual Script 64 FILES on a disk formatted from BASIC, many features of the program, such as global search and print commands, will not run properly.

To format a disk:

1. Insert either a new disk or a disk with data you no longer require in drive 0 if you have a single disk drive, or in drive 1 if you have a dual disk drive.

2. Press <C=> then "f". The "F" on the menu line is highlighted and the prompt, "Format drive 0?", appears if you have a single disk drive; "Format Drive 1" if you have a dual disk drive. Enter "n" to return the word processor to edit mode. Enter "y" to format the disk. The drive will spin and the activity light on the disk drive will light up.

3. Formatting takes between 4 and 8 minutes, depending on
   which disk drive model you have.  When the light goes off
   and the cursor reappears on the screen, the disk is
   formatted and ready to use for storing Script 64 data.

NOTE:     Formatting erases all data on a disk.  If a disk has
data you no longer require, you can wipe it clean by
formatting it.   Be careful not to format an important disk
accidentally.

## 8.4    BACKING UP A DISK

Even experienced operators should always keep at least one
or more backup copies of every data disk.  A sudden power
failure  or a damaged disk can result in losing some or even
all of the data on your disk, costing you hours of work.
You can avoid these problems by making copies of your data
disks called "backups".  If you have a dual disk drive, you
can use the Backup mode of the word processor.

### 8.4.1 Backing Up with a Dual Disk Drive

1. Keep your data disk in drive 1 and insert a new disk in
   drive 0.

2. Press <C=> then "b".  The "B" on the menu line highlights
   and the prompt "Backup drive 1 to drive 0?" appears on
   the menu line.

3. If you enter "n", you will return to edit mode.  If you
   enter "y", the program will copy the entire contents of
   the data disk in drive 1 onto the disk in drive 0.  The
   drive activity lights will come on and the drives will
   spin for the time it takes to copy the disk.

4. During the time the disk drive is copying, you may
   continue to edit text, but you may not access the disk
   drive or printer.  Do not try to load, save or print
   until the drive activity lights go off.

8.4.2 <u>Backing up with a Single Disk Drive or a Datasette</u>

1. After saving a FILE of 20 or 40 SCREENS to the main disk,
   remove that disk from the drive. Insert a fresh,
   formatted disk in the drive and resave the same FILE. Do
   this with every FILE as you work, switching disks each
   time you save a FILE.

2. If you prefer not to interrupt your work this way, carry
   on until close to the end of your word processing
   session, saving your data to the main disk as you work.
   Then reload the first FILE where you saved data from the
   main disk. Remove this disk from the drive and insert a
   fresh formatted disk. Resave the FILE to this backup
   disk and repeat this procedure with subsequent FILES
   until all your data has been saved to the backup disk.

**Tape users** can use the same procedure as single disk drive
users. Save your data to one tape, then insert a new tape
and resave the same data for a backup copy of your work.

## 8.5 SWITCHING WORKING DISK DRIVES

When you load Script 64, the word processor is preset to
assume you have a single disk drive, and will load and save
data to the disk in drive 0. But if you have a dual disk
drive and the C64-LINK interface for your Commodore 64, you
have greatly expanded word processing and disk handling
capabilities. One way to use this added power is to use
both drives for saving and loading data. The Switch Working
Drive feature permits you to access two data disks without
continually pulling them out of the drives.

To switch working drives, press <f 6>. The menu line will
prompt with "Use drive #". Enter "0" or "1", depending on
which drive you wish to access. If you have the 1541 or
2031 model disk drive, you can only enter "0".

You can use this feature to load and save data to either
drive. Press <f 4> three times to check which drive you are
working with.

## 8.6   TRANSFERRING FILES BETWEEN DISKS

### 8.6.1 Transferring FILES with a Dual Disk drive

If you have a dual disk drive, you can transfer FILES from one disk to another by switching your working drive (see Section 8.5).

1. Keep your first data disk in drive 1.  Remove the Script 64 program disk from drive 0 and replace it with a second, formatted data disk.

2. Load the SCREENS that you wish to transfer from the disk in drive 1 to the disk in drive 0.  Switch working drives.

3. Press <C=> then "s" to save the data to the disk in drive 0.  The data will be saved to drive 0 with the same SCREEN numbers it had on the disk in drive 1.  If the data was in SCREEN#622 on your first data disk, it will also be in SCREEN#622 on the second data disk.

4. If you already have data in SCREENS on the second data disk, saving the new data would erase old data you may still want to keep.  To avoid this problem, relocate the data to a blank FILE (see Section 7.3) before saving it to the second disk.  It is a good idea to write down the SCREEN numbers from both disks to keep track of where data is coming from and where it is going to.  You should also keep track of your data by checking and updating the Indexes on each disk.

### 8.6.2 Transferring FILES with a Single Disk Drive

1. Load the FILE from the first disk, then remove that disk. Insert a second formatted disk and resave the data.

2. You may want to relocate this data to a blank FILE before saving it to the second disk.  Follow the procedure described in Section 7.3 to move the data to a new location before saving it.

**Loading from Tape:**
Press  <C=>  then "l".  Key in SCREEN number and follow menu
line prompts to load 40-SCREEN FILE to memory.

**Loading from Disk:**
Press  <C=>  then "l" and key in SCREEN number to load 20 or
40-SCREEN  FILE  into memory.  Use <f 4> to load and save at
the same time.

**Saving to Tape:**
Press  <C=>  then  "s"  and follow menu line prompts to save
FILE in memory.

**Saving to Disk:**
Press  <C=>  then  "s"  to  save  FILE in memory.  <C=> then
<SHIFT> "s" saves 20 SCREENS.

**Formatting a New Disk:**
Insert  new  disk in drive.  Press <C=> then "f".  Menu line
prompts  with  "Format drive?".  Enter "y".  Wait till drive
activity stops.

**Backing up with a Single Disk Drive:**
Alternate  backup  disk  with  main  disk  and save FILES to
each.
**Backing up with a Dual Disk Drive:**
Insert  new  disk into drive 0.  Press <C=> then "b".  Enter
"y" and wait until drive activity stops.

**Switching Drives:**
Press  <f  6> and enter desired drive number.  Check working
drive by pressing <f 4> three times.

**Transferring FILES between Disks:**
(With a Single Drive): Load a FILE from one disk, remove the
disk  and put in a second disk.  Save the data to the second
disk.
(With  a Dual Drive): Load a FILE from one drive and save to
the other by switching working drives.

## SECTION 9 - VARIABLES

### 9.1    THE VARIABLE CHART

If  you are using the word processor to write letters or you
find yourself frequently entering the same words and phrases
over  and  over  again,  Script  64 allows you to enter many
variable  names  once  into the variable chart.  From there,
you can call them up with a few keystrokes.

To  enter  the  variable chart in 40-column mode, press <C=>
then  "v" for "variables".  On your screen display, you will
see  a  chart  of  twenty  lines, numbered from 0 to 19.  To
enter the variable chart from Script 64/80, access the large
control  map.   The  variable  chart  is  located  below the
control  map.   Press  the  "*" key to put the cursor on the
first line of the variable chart.

Each  number  has a "*" in front of it and space to enter up
to  30  characters  .  You can enter names or other variable
data  directly  to  this  chart  or you can use the chart to
access  data  from  sequential files (see Section 9.3) or to
access  information  prepared  through  another  Richvale
program, "Scratchpad" (see Section 9.2).

To enter variables on this chart:

1. Access the variable chart.  The cursor will appear on the
   variable chart next to the top line, "*0 ".

2. Press  the  left cursor key and the cursor will move into
   the line, where it will begin flashing.

3. Type  in  a  variable, any word or words you want to save
   yourself the trouble of entering over and over again.  If
   this  is  the  first time you have used this feature, try
   typing in your own name as a test.

4. To go to the next line, press <RETURN>.  To enter another
   variable  on this line, repeat steps 2 and 3 above.  Note
   that  the  cursor  keys will not move the cursor on these
   lines.  Use the space bar and <INST/DEL> instead.

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To use the variables you have entered:

1. Go back into edit mode and enter data normally until you come to the place where you use one of the variables you have entered on the chart. Enter a "*" followed by the number of the line where that variable appears on the chart. For example, if you used your own name as a variable in the first line of the chart, enter a "*" and a "0" in your data at the place where you want your name to appear. Don't leave any space between the "*" and the number. When you print your document, your name will appear where "*0 " was entered.

2. Any variables you enter in this chart will remain unchanged as long as you don't quit the program or enter new data in the variable chart.

3. You can save these variables at the same time that you save a control map (see Section 5.5).

4. When you print, variable names take more room than starred variable numbers. If you are using variables in structured SCREENS (see Section 6.1) make sure you leave enough room for the variables to print on paper where the asterisk appears on the screen, without pushing the rest of the line past the right margin and off the paper.

## 9.2   COMBINING SCRIPT 64 AND CBM SCRATCHPAD
### (Dual Disk Drive Only)

CBM Scratchpad, a database program, stores data in a series of screens, each very similar to the variable chart in Script 64. A set of variables stored on Scratchpad data disks can be combined with Script 64 data to create form letters. A single letter in Script 64 can produce many personalized letters.

To combine data from Scratchpad with Script 64:

1. Use the word processor to create the document in which you will use Scratchpad data, a sales letter for example. Enter starred variable numbers in Script 64 which conform

to the line numbers of data in Scratchpad. For example, if you entered surnames on the third line of the Scratchpad disk, enter a "*3 " on the Script 64 SCREEN where you want last names to print out.

2. Remove the Script 64 program disk from Drive 0 and insert the correct Scratchpad data disk.

3. Press <C=> then "p" to access print mode. In the SCREEN Sequence, enter the numbers of the SCREENS where you created the sales letter. Then enter "m1" and type "OOO" for the print command.

4. The screen display changes to a prompt reading, "Print names containing?". If you want to print using every single record on the Scratchpad data disk, press <RETURN>. If you want to access only records with a certain key word in them, enter the key word here. For example, if you are sending this letter only to people living in "Willowdale", type in the word "Willowdale" then press <RETURN>.

5. The next prompt reads, "In item#". Enter the two digit number of the line where the key word you typed in point 4 above occurs on the Scratchpad data disk. In the above example, if city names are on line     on the Scratchpad disk, enter "15" here and press <RETURN>. If you want to access every record on the Scratchpad disk, enter "OO", and press <RETURN>.

6. The next prompt asks: "Start at?". Data on a Scratchpad disk is arranged alphabetically according to the data on one of the twenty lines, called the "sort line". If the sort line has surnames entered on it and you want to send your letter only to people in the last half of the alphabet, starting with people named, say "Katz", enter that person's name. This could happen if you have already sent out letters to people whose names are on the first part of the disk.

7. Script 64 will then scan the two disks and start printing out your letter, replacing the variables with the data you have specified from the Scratchpad data disk. The printout will continue until the word processor finds no

more variables meeting the conditions you have specified, or until you abort the print by pressing <RUN/STOP>.

8. If the screen display reads: "More data disks?", then one of two things has happened. Either Script 64 has searched the Scratchpad data disk and not found the items you specified in points 4, 5 and 6 above; or it has come to the end of the printout and is waiting for you to insert another Scratchpad data disk. If you want to return to edit mode, enter "n". If you want to print the same document using data from another Scratchpad disk, enter "y".

Note:   If you attempt to combine Script 64 and Scratchpad with a saved control map (see Section 5.5), there is a trick to making it work. After the numbers on your saved control map there is a series of back arrows. Delete these arrows and resave the map. You can now combine the two programs using a saved control map in your SCREEN Sequence.

## 9.3   MERGING WITH SEQUENTIAL FILES

This feature allows you to merge data from sequential files with Script 64 to produce a printout in the same way as you combined Script 64 with Scratchpad.

A sequential file stores data in a series of records divided into fields of varying lengths. The size of each field depends on the amount of data in it. A program or disk drive accesses sequential files starting from the first record and going through to the last.

To combine Script 64 and sequential files:

1. Use the word processor to create the document in which you will use data from sequential files, a sales letter, for example. Enter variables in the word processor so that they conform to the positions in the fields on the sequential file records. For example, if you entered surnames in the third field on a record, enter a "#3 " on the Script 64 SCREEN where you want last names to print out.

2. Remove the Script 64 program disk from Drive 0 and insert

the disk containing the sequential files. To use this feature of Script 64 with the 1541 Model disk drive, you must either limit the SCREENS in your document to the 40 SCREENS in the FILE in memory or keep your sequential files on the same disk as the Script 64 data.

3. Press <C=> then "p" to enter print mode. In the SCREEN Sequence, enter SCREENS where you have written the sales letter. Then enter "m2" and "000" for the print command.

4. The screen display changes to show the prompt: "Sequential file:". Enter the name of the sequential file from which you want to read data, and press <RETURN>. The name you enter here must match exactly the name of the file on the disk.

5. The next prompt to appear reads, "Fields/Record:" (fields per record). Enter the number of fields in one record of the sequential file. If you have 15 fields in each record of this file, enter "15" here, even if the starred variables in your text only go up to 12. This number must have 2 digits. If there are fewer than 10 fields in a record, enter "0" as the first digit, for example, "07". If you enter a number greater than "20", the word processor will ignore any fields after the twentieth.

6. The next line instructs you to "Insert data disk and press ↑". If you have not already inserted the data disk, do so now and press the up arrow key.

7. Script 64 will start to print the document, replacing the starred variable numbers in the Script 64 text with data from the sequential files. Where you have put in "*0 ", the first field in a single record will print. Where you have "*1 ", the second field in the same record will print. When the word processor has gone through all the fields in one record, it will go to the next record and print the document again with the next set of fields and variables.

8. The printout will continue until the word processor comes to the end of the sequential file, or until you abort the print by pressing <RUN/STOP>. When all of the records in

the file have been printed, you will return to edit mode at the last SCREEN accessed in the printout.

**Note:** If you attempt to combine Script 64 and sequential files using a saved control map in the print sequence (see Section 5.5), there is a trick to making it work. After the numbers on your saved control map, you will find a series of <RETURN> arrows. Delete these arrows and resave the map. You can now combine the two programs using a saved control map in the SCREEN Sequence.

## 9.4 READING SUBSEQUENT FILES

If you enter variable names in a document prepared using Script 64 and merge the document with data from a sequential or Scratchpad file, the word processor replaces the variable numbers with data from the records in a sequential file or the lines on a Scratchpad screen and prints the document. When it has finished reading from one sequential file record or one Scratchpad screen, Script 64 reprints the document, replacing the starred variable numbers using data from the next record, or the next screen.

The "*r" function allows you to merge variable data from different Scratchpad screens or different sequential file records in the same word processing document. The word processor interprets "*r" as a command to read from the next record in a sequential file or the next file on a Scratchpad disk. You can use this feature to send the word processor to any sequential file record or any Scratchpad file and merge the data into a document prepared using Script 64. You could, for example, list and summarize the balances for a series of customer accounts.

To use "*r":

1. Enter text using Script 64, putting in starred variable numbers as described in Section 9.1. For example, if the data you want from the first sequential file record or the first Scratchpad screen occurs in line or field 4, enter "*4 ".

2. If additional data occurs in the next record on the

Scratchpad or sequential file disk, in line or field 14 for example, and you want to print that data in the same document, enter "*r", then enter "*14 ". The "*r" will send the word processor to line "14" in the next record.

3. Each additional "*r" will send the word processor forward one record in the Scratchpad or sequential file data. For example, if you want to print data from fields in the the first and the sixth records on a file disk, enter the first variable number normally. Then enter "*r" five times to send the word processor forward to the sixth record. Now, enter the correct variable number again.

4. If you want to start at a record other than the first to pull data from, say the tenth record, enter "*r" nine times, then enter the correct starred variable numbers.

5. The word processor ignores "*r" in a printout. Multiple use of "*r" will not affect the spacing in a printout of your data, even if you are working in structured SCREENS.

One way to use this feature is to print all the data on a Scratchpad disk, or in a sequential file. Set up the starred variables on a SCREEN in Script 64. At the end of the data, enter "*r". Go into print mode and enter the SCREEN number where you have recorded starred variable numbers. If you want to print the first 10 records on a disk, enter this SCREEN number 10 times in the print sequence. Specify "m1" for a Scratchpad disk, or "m2" for sequential files (see Sections 9.2 and 9.3). Then enter "000" to print the data in the columns and positions which you have specified from Script 64.

# SECTION 10 – SCRIPT 64 AND FRENCH

## 10.1    ENTERING FRENCH TEXT

Script 64 lets you access French characters and accents directly through the keyboard. This text will display on your SCREEN as French text.

1. Press <f 7> to get an "e" (with an acute accent).

2. Press <f 8> to get a "c" (with a cedille).

Since these accents only appear with these letters, these two characters can be accessed with the lowest function key. Both the circumflex accent and the grave accent pair with several letters. They are accessed through the "θ" symbol on the 64's keyboard.

3. Press the "θ" key to get a grave accent. The accent will appear on the screen but the cursor will not jump to next space. Now type the accented letter. It will appear under the accent and the cursor will jump forward one space.

4. Repeat step 3 with the "θ" key shifted to get a circumflex accent.

Note: This procedure will not put an accent over an illegal letter. If you put a circumflex accent on the screen, and then key in a "w", the "w" will appear and the accent will be cleared.

## 10.2    CHOOSING A PRINTER

When you load Script 64, the screen displays a printer menu from which you select the correct printer. To print French text, you may have to choose a printer in a slightly different way, depending on the type of printer you have.

Script 64 works with two types of printers in printing French text. Most dot matrix and letter quality printers

print an accent first, then return to the same point to
print the letter. The other type of printer actually has
foreign language characters, and simply prints those
characters. Most typewriter printers, with "dead letters",
are like this.

If you do not specify a French printer on the printer menu,
Script 64 will default to the first type when you print
French text. If you have a typewriter printer, then you
must use the following procedure:

1. Instead of selecting a printer by keying in a number,
   press "f". The "f" will appear and the cursor will
   freeze.

2. You must key in either "1" or "2" next. If you have a
   "dead letter", or typewriter printer, press "2" after
   keying in the "f". If you have a backspacing printer,
   enter "1". The cursor starts flashing again, but the
   next line does not yet appear under the printer menu.

3. Now select the number of your printer in the same way as
   you would normally choose it. The number you select
   appears under the cursor and the next line appears under
   the menu line.

Note 1: If you do not press "f" when the printer menu is
displayed, you can still print out French text. But Script
64 will default to a backspacing printer if you do not
specify a dead letter printer. This means that you don't
need to go through the above procedure unless you have a
typewriter printer.

Note 2: Not all printers will not print French text. You
will have to test your printer to see whether it responds to
the French commands from within Script 64.

SUMMARY - FRENCH WORD PROCESSING


CHARACTERS

1. "e"                        <f 7>
   "c"                        <f 8>
2. grave accent               <θ> then enter letter
   circumflex accent          <SHIFT> <θ> then enter letter


   PRINTER

   Select "f" on printer menu
   Key in: "1" for backspacing printers
              (most printers)
           "2" for typewriter printers
   Script 64 defaults to type "1"

## 11.1    THE SCRIPT 64 DICTIONARY

The last capital letter on the menu line, "D", represents a "dictionary" mode. Using your own data, you create a dictionary disk to act as a spelling checker for your text. Before you can use the dictionary mode, you must create a dictionary disk.

## 11.2    CREATING A DICTIONARY DISK

To create a dictionary disk:

1. Quit the word processor and put your Commodore 64 in BASIC. Insert the Script 64 program disk in Drive 0.

2. To load the dictionary maintenance program, type: "LOAD "DICT.MAINT.3.1",8" and press <RETURN>. When the program is loaded and the computer reads READY, remove the Script 64 program disk and insert a fresh, blank disk or a disk that contains data you no longer require.

3. Type "RUN" and press <RETURN> to run the program.

4. After a few seconds, the screen display will change to show two highlighted lines at the top and bottom of the screen. The line on the top reads, "Dictionary Maintenance Program". Prompts will appear in the highlighted line at the bottom of the screen. The two major options of this program are shown on this screen between the highlighted lines.

5. To create your dictionary disk, press the letter "a" to choose the first option, "Initialize the dictionary directory".

6. A warning screen appears telling you that this procedure clears all data from your disk. Like formatting a disk, initializing the dictionary directory erases any data previously stored on the disk. If you do not want to

continue, press "n" to quit the dictionary maintenance
program. Press "y" to continue with the initialization
procedure.

7. The next question to appear in the bottom line asks, "Do
you want to initialize the disk? y/n". Make sure your
dictionary disk is in drive 0, then press "y". When the
drive activity light goes off, the disk is ready to use
with the dictionary mode in Script 64.

8. If you have an 8050 disk drive, there is another option
available. When the question "Do you want to initialize
the disk?" appears, enter "n" to create a dictionary
directory track on your Script 64 program disk without
erasing all the other information on your disk. This
allows you to use the dictionary mode in the word
processor without removing the Script 64 program disk.
DO NOT ATTEMPT THIS PROCEDURE IF YOU HAVE THE 1541 OR
4040 OR 2031 MODEL DISK DRIVES.

## 11.3  DICTIONARY MODE

To use the dictionary mode:

1. Run Script 64 and load word processing data into the
computer. Remove the Script 64 program disk from the
drive and insert your dictionary disk. Press <C=>, then
"d". The "D" on the menu line will be highlighted and
the menu line will prompt with: "End Screen#".

2. Type in the number of the last SCREEN where you want the
dictionary to check the spelling of your word processing
data. This SCREEN can be outside or inside the current
FILE of 40 SCREENS, but if you have a single disk drive,
the dictionary will stop at the end of the FILE. If you
have a dual disk drive and the "End SCREEN" number is
outside the current FILE of 40 SCREENS, the dictionary
will save any changes you have made to your text through
the "Replace" option before loading the next FILE.

3. The dictionary will start to check the spelling of words
in the text against the words it has on disk,
highlighting each word and comparing it to the words on

the dictionary disk. If the dictionary finds a word spelled the same as a word it has on disk, the highlighting will move to the next word.

4. When a word is highlighted and the program cannot find a word spelled the same way, it will pause on that word. Until you have built up a large vocabulary on your dictionary disk, many words will be highlighted this way. Some small words, such as "is", "the" and "a", were entered on the disk when you initialized the dictionary disk. The dictionary will not pause on these, or on any word beginning with a numeral, such as "64".

5. Each time a word stays highlighted, the menu line will prompt with: "Add/Replace/Skip/End".

6. Add: Enter "a" if this is a new word, correctly spelled, and you want to add it to your dictionary disk. When the word has been added to the disk, the spelling checker will move through the next words, highlighting each until it finds another word it doesn't recognize. The dictionary ignores capital letters. If it has the word "screen" on disk, it will not pause on the word "SCREEN".

7. Replace: Enter "r" if the highlighted word is spelled wrongly or if you want to change it. Take careful note of the word before you press "r", because this erases the word. The cursor will appear at what was the first letter in the word. You can now type the new word in the same way as you would type in "Insert Mode" (see Section 3.4/3). Text in front of the cursor will move ahead of the cursor as you type. Use the <DEL> key to erase mistakes. When you have finished entering the correct word, press <RETURN> to continue with the dictionary.

8. Skip: Enter "s" to skip the highlighted word, if this is a word you rarely use, or don't want on your disk. For example, you may have spelled a word wrongly on purpose and you do not want your dictionary disk to have the wrong spelling.

9. End: Enter "e" to exit dictionary mode and return to edit mode at the last SCREEN checked by the dictionary.

## 11.4   MAINTAINING THE DICTIONARY DISK

Once you have initialized your dictionary disk and started
to build up its vocabulary, you can view, revise and print
the contents of your dictionary disk with the dictionary
maintenance program.

To revise your dictionary disk, load the dictionary
maintenance program as described in Section 11.2. When the
program has been loaded, select option "b".

The screen display changes to show you the dictionary
maintenance menu. To select one of the functions in this
menu, enter the number beside it. The item you choose
depends on the particular kind of maintenance you want to
do.

### 1. BROWSE

Press "1" to access the "browse" function. Select this
option to display all the words stored under any letter by
keying in the first letter of the words you want to look at.
The browse option does not allow you to change or delete any
words.

### 2. EDIT

Press "2" access the "edit" function. This option allows
you not only to look at the words starting with a given
letter, but to delete any individual word or group of words
in the listing.

Enter the starting letter and the words on the disk starting
with that letter will be displayed on the screen. Beside
the words on the left side of the screen are a series of
highlighted letters. Highlighted numbers from 1 to 4 appear
over the columns of words. In the bottom appears the prompt
"Delete or continue process d/c".

To delete a misspelled or unwanted word, enter "d" and key
in the coordinates of that word. As you enter the
coordinates, the word will be highlighted. To delete more

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words, press "d" when the prompt "Delete or continue process" appears, then enter the coordinates of the word. When you have no more words to delete, press "c" for "continue". The highlighted words will be scratched from the disk and the screen display will return to the maintenance menu.

## 3. DELETE WORDS

Choose this option if you want to delete words on your dictionary disk without having to view all the words for a given first letter. When you press "3", the prompt "Word #1 -" appears near the bottom of the screen. Enter the word you want to delete and press <RETURN>. The highlighted bottom line prompts with, "Please confirm acceptance of this word y/n". If you want the word deleted, press "y". If you decide not to delete the word, press "n". The bottom line prompt changes to, "Is there another word to be deleted? y/n". To delete another word, enter "y". When you have entered all the words you want to delete, answer this question "n" and the program will scratch these words from the disk.

## 4. PRINT

Select "4" to print all the words on the dictionary disk, or words beginning with a given first letter. Answer the first question, "Do you want to send line feeds to your printer? y/n" in the same way you answer it in the large control map (see Section 5.3/16). The next question to appear in the bottom line asks if you want to print the whole dictionary. If you answer "y", the complete list of words on your dictionary disk will go to the printer. If you answer "n", another question appears asking you for the first letter of the words you want to print. Enter the letter and only words beginning with that letter will go to the printer. Press "q" to return to the maintenance menu.

## 5. DIRECTORY

When you initialized the dictionary disk, 650 blocks on the disk were assigned to the dictionary function. A certain number of blocks are allocated to words beginning with each letter of the alphabet, depending on the probability of that

letter starting a word. The "directory" option on the
maintenance menu allows you to see how many of those blocks
have been used up by any letter or to change the number of
blocks for any letter. This option also allows you to make
a backup of your dictionary disk.

Select this option and the program will load the disk
directory and display it on the screen in columns. The
first and second columns tell you the starting and ending
positions of the blocks for each letter. For instance, the
space allocated to the letter "a" starts at the 2nd block on
the disk and ends at the 45th block. The next two columns
tell you how many of those blocks have been filled up with
words, and how many are still unused.

On the bottom line appears the prompt, "Do you want to copy
the dictionary? y/n". If you want to back this disk up,
insert a blank disk in drive 1 and press "y". This will
create a backup of your dictionary disk. If you answer this
question "n", another prompt appears asking, "Do you want to
change the space allocated to a letter? y/n".

If you find that several letters are approaching full, you
may change the number of blocks assigned to any letter by
moving the starting position of the assigned blocks. To
increase the number of blocks for the letter "b", for
example, you can either move the starting position for the
letter "b" back or move the end position up.

Answer "y" to the prompt "Do yo want to change the space
allocated to a letter?". A new column appears between the
first and second columns. The end block number for the
letters "a" and "b" are highlighted in this new column.
Press <RETURN> to move the cursor down this column.
Position the cursor on the letter where you want to change
the number of assigned blocks.

For example, to increase the number of blocks assigned to
the letter "b" by 5 blocks, position the cursor beside "b"
and change the highlighted number "45" to "50". Note that
this decreases the number of blocks assigned to "c".

Press <RETURN> and the cursor moves to the next line where
the end block number for the letter "c" is shown as a

highlighted number. You can make changes to the number of allocated blocks by entering new numbers and pressing <RETURN> until the cursor reaches the letter "z", but you may have to reduce the number of blocks assigned to some letters to keep within the space permitted on your disk.

When the highlighted cursor reaches the letter "z", the prompt on the bottom line changes to ask, "Is this correct? y/n". If you enter "y", the program will change your dictionary disk directory to fit the space allocations you have entered in this option. If you enter "n", you will be able selectively to rearrange the space allocated to any letter.

## 6. EXIT

Press "6" to return your Commodore 64 to Basic. You can then reload the Script 64 or turn off your equipment.

### 11.5   DICTIONARY MERGE
### (Dual Disk Drive Only)

Use this program to take the words from another dictionary disk and merge them with your own disk. This procedure can rapidly expand the vocabulary on your disk and speed up the dictionary mode as it checks spelling in your text.

To merge 2 dictionary disks:

1. With your Commodore 64 in Basic, insert the Script 64 program disk in drive 0 and load the merge program by typing "DLOAD "DICT.MERGE.2.0". When the computer reads READY, type "RUN" and press <RETURN>.

2. At the top of your screen, a highlighted line appears with the words, "Dictionary Merge Program". Along the bottom is another highlighted line where prompts will appear.

3. Remove the Script 64 program disk and insert your dictionary disk in drive 0. Insert the other dictionary disk in drive 1.

4. The prompt on the bottom line asks if you want to copy

the whole dictionary. If you press "y", you will take all the words from the disk in drive 1 and transfer them to the disk in drive 0.

5. If you press "n", another prompt appears asking which letters you want to copy. Enter a letter, and all the words on the disk in drive 1 beginning with that letter will be transferred to the disk in drive 0. When the transfer is complete, the prompt appears again. To transfer words beginning with another letter, press "y" and enter another first letter. Press "n" to quit the program.

6. This procedure will not duplicate or erase any words. If a word already exists on your master dictionary disk, the program will not take the same word from the disk in drive 1 and duplicate it on the disk in drive 0.

# SECTION 12 USING YOUR PRINTER

## 12.1  PRINTER SELECTION

Choosing the correct printer from the printer menu at the beginning of the program is important for any printing. However, not all printers that interface with Commodore printers are specifically represented on this menu. If you choose one type of printer and find that your printouts are not coming out correctly, try choosing another printer from this menu.

If your printer is definitely not on this list or if none of the printers you select print correctly, you may select "2" for "ASCII". The print routines for "ASCII" are the simplest, allowing you to send only characters to the printer. You will probably not be able to underline, bold print or change the pitch of your printouts.

If you have selected "ASCII", you can use the "Printer file" program described in Section 12.3 to create a printer file on your program disk. This printer file will contain the routines your printer needs to print underlines, bold print, italics, superscripts/subscripts and different pitches.

Once you have created a printer file on disk, you can then select "7 Printer File" from the printer menu. There will be a short pause as the program reads the information from the printer file on disk. If you have set up your printer file correctly, you will be able to print using all the features of Script 64, no matter which printer you have.

## 12.2  PRINTING PROBLEMS

The most frequent problems in word processing are problems with printers and printing. However, many printer difficulties are the result of obvious problems and are easily cleared up.

If you are getting no output from your printer at all, check to see that the printer is plugged-in and turned on. Make

sure that it is on-line and that the cables connecting it to
the computer or disk drive are correctly positioned, and
that you have the correct cable or interface. Check to see
that the ribbon and the print wheel or print head are not
jammed or used up, in the case of ribbons. Make sure there
is paper in the printer as some printers will not print if
they do not detect paper.

If you are getting some output from the printer, but not the
output you wanted, make sure you selected the correct
printer from the printer menu. If the printout is
overprinted all on the same line or shows doubled spacing,
check that you have selected the correct line feeds position
in the large control map (Section 5.3/16).

If your parallel printer is hung-up, hold down the <C=> key
to convert your output to a video print. From there, you
may abort the printout using <RUN/STOP> and check your
printer to discover the reason why the prinout was hanging.

## 12.3  PRINTER FILE

If the specific printer that you own does not appear on the
printer menu at the beginning of the Script 64 program, you
had to enter "2" for "ASCII". But the printer routines
designed for "ASCII" do not allow you to use many of your
printer's features, such as changing the pitch, bold
printing and superscripts.

The program called "SET PRINTER FILE" on your Script 64
program disk allows you to correct this problem. The "SET
PRINTER FILE" program allows you to create a sequential file
on the Script 64 program disk where the special print
routines for your printer are recorded. Using this program,
you can custom design Script 64's print routines to match
your printer so that you will be able to print with
different pitches, underlining, bold print,
superscripts/subscripts and italics (if your printer can
produce italic script).

This program creates a printer file where the information on
your printer's routines is stored on the program disk. Once
you have created a printer file, you no longer need select

"2 ASCII" from the printer menu. Instead, select "7" for
"Printer File". The program will go to the disk and read
the correct print routines for your printer from the disk
file.

Keep your printer manual handy while you run this program,
as you will need to refer to it to answer the prompts.
Remember also to remove the write protect tab from your
program disk.

## 1. LOADING

With your computer in BASIC and the Script 64 program disk
in drive 0, type:

LOAD "SET PRINTER FILE",8 <RETURN>.

The screen will display "SEARCHING FOR SET PRINTER FILE" and
"LOADING". When the screen shows READY, type "RUN" and
press <RETURN>.

After answering any question, press <RETURN>. If you make a
mistake at any point in the program, press <RUN/STOP> and
<RESTORE> to break into the program. Then type "RUN" and
.press <RETURN> to start the program from the beginning.

## 2. COMMODORE/ASCII PRINTER

The first prompt to appear reads, "Commodore or ASCII
printer". Enter "c" and press <RETURN> if you have one of
the Commodore model printers. Enter "a" and press <RETURN>
if you have any other printer.

## 3. UNDERLINING

The first screen display to appear in the Printer File
program has a list of three options:

UNDERLINING

1) Backspace
2) Two passes
3) Underline on/underline off codes

The options on this screen represent the three possible ways a printer can underline a portion of text. Use your printer manual to find out which type of printer you have and enter the number beside that option.

Select "1" if you have a "backspacing" printer, that is, if your printer prints a character then moves the print head back one space to print each underline character. Select "2" if you have a printer which underlines by making two passes over each line, once to print the characters and again to print the underline. Select "3" if your printer requires special number codes to start and stop underlining.

If you select "1" or "2", press <RETURN> and the program will move on to the next part of the program, bold printing. If you select "3", press <RETURN> and several additional questions will appear.

If you select "3", the first question to appear reads, "Underline on codes - Number of Codes?". Consult your printer manual to discover how many codes are required to turn underlining on and enter this number. For example, the Epson printer model FX-80, requires three codes to begin underlining. You would enter the number "3".

The next line to appear reads, "Code 1". Enter the first number in the sequence of codes. If your printer requires the "ESC" code to begin underlining, then you would enter "27". If more than one code is required, additional lines will appear asking for successive codes, for example: "Code 2", "Code 3" and so on.

When you have entered all the "underline on" codes, the next line to appear reads, "Underline off codes - Number of codes?". Enter the number, usually the same as the number of underline on codes. The above procedure will then be repeated as the screen asks for "Code 1", "Code 2" and so on.

When you have answered all the questions, the screen display will change for Bold Print.

## 4. BOLD PRINT

Follow the same procedure with bold print as you did with underlining. The same menu of options will appear. Enter the number beside the option that describes your printer. If you select "Backspace" or "Two Passes", then the program will move to the next section, Italics. If you select "Bold Print On/Off Codes", then you will first have to enter the number of codes to turn bold print on and each separate code. Then you will have to enter the number of codes to turn bold print off, with each code.

## 5. ITALICS

The procedure with italics is slightly different than that for underlining or bold print, because some printers will not print italic script. The screen display shows two options:

ITALICS
1) Italics turns on underline and bold
2) Italics on/italics off codes

Letter quality printers do not require a special commands to print italics, they require a different print wheel. However, if you select "1" from this options list, your letter quality printer will combine bold printing and underlining when you use the italics command in word processing text.

Select "2" if your printer can print italic script, but requires specific number codes from the computer to start and stop printing italics. Follow the same procedure as with underlining to tell the program the number of codes required and the number for each code.

## 6. SUPERSCRIPTS/SUBSCRIPTS

The screen display changes to show the two options in superscript/subscript routines:

1) None available
2) Superscript/Subscript codes

To print superscripts or subscripts, a printer must move the paper up or down one half line feed. Not all printers will do this. Check your printer manual and select "1" if you have the first type of printer.

If your printer requires special codes for superscripts/subscripts, select "2". Follow the same procedure as with entering other on/off codes. Questions about superscripts appear first, followed by questions about subscripts.

## 7. PITCH

The last part of the program allows you to send the necessary codes to your printer for whatever pitches your printer will handle. The first pitch to appear in this part is PITCH 5, or five characters to the horizontal inch. If your printer can print with a pitch of 5, enter the number of pitch codes, then enter the pitch codes. Before moving to the codes for the next pitch setting, another question appears, "Number of expand codes?".

An expand code is a code repeated at the beginning of each printed line and is usually used to turn expanded print on or off. Expand codes are not needed by all printers, or in all pitches. Commodore printers for example, turn off expanded print at the end of each printed line, and need to be told to turn it back on at the beginning of the next line.

You may want to use a pitch setting of 8 with your printer to print with a pitch of 10 but with expanded print turned off. (This can considerably increase the speed of your dot matrix printer if you are getting a rough draft printout.) When the program asks you for the codes for a pitch setting of 8, enter the codes required for a pitch of 10, then enter the expand codes required to turn expansion off.

The program will ask for the appropriate codes for pitch settings of 5, 8, 10, 12 and 16 as well as their expand codes. If your printer will not handle a particular pitch or if you do not want to use an expand code with any setting, enter "0" when the question "Number of codes?" appears for that pitch setting.

## 8. PRINTER FILE

After the questions about 16 pitch, the program will go to the disk and create the printer file. When you load the word processor, select "7 Printer file" to use the settings from this printer file.

## 12.4    SPECIAL COMMANDS

Using key redefinition, described in Section 6.11, you can send some special commands to your printer. Normally, you would use the shifted open and close square bracket keys to redefine one of the characters on the keyboard to print out as another character. However, you can also use this feature to send any control function permitted in the ASCII code.

Instead of redefining a key to be a character, you could redefine a key to be back-space and overprint two characters on each other. You could redefine a key to be half a carriage return to print a line of subscripted text. Check your printer manual for a list of the commands to which it will respond when they are sent this way.

## 12.5    RS-232 PRINTERS

Instructions for printing with your RS-232 printer can be found in Section 4.5.7. However, if you are experiencing difficulties in printing, it may be because your printer and computer are not sending each other the correct signals.

Few printers can print data as fast as the computer can send it. RS-232 printers generate a "busy signal" that holds up data transmission while the printer catches up with the computer. Your printer must send this busy signal to one of the pins (PB6) on your 64's user port, the "Clear to Send" line. Some printers send a "0" as a busy signal, others send "1". Script 64 is preset to assume that this value will be "1".

If you have difficulty printing with your RS-232 printer,

then one of two things has happened. If the busy signal is not being sent to the correct pin, you have a hardware problem; see your dealer. If the busy signal is going to the right pin but the wrong digit is being sent, you need to change the value of the busy signal. Check your printer manual to find out which number your printer uses as a busy signal. Then load Script 64, but before you RUN the program, type:

POKE 4114,j (where "j" = 0, 1 or 2) <RETURN>.

Replace "j" with "0" if your printer uses "0" as a busy signal. Enter "1" if your printer uses "1". Enter "2" if your printer does not use this feature. If you enter "2", set the baud rate in your print sequence low enough that the printer can keep up with the computer.

Once you have entered the correct poke, type:

SAVE"@0:SCRIPT 64",8 <RETURN>

to resave the program with the correct value for your printer. When you load the program again, this value is preset.

# APPENDIX 1

## SCRIPT 64 FILE NAMES AND SCREEN NUMBERS

To find out what is on a disk, insert the disk in your disk drive, either drive 1 or drive 0. With your computer in BASIC, enter the words, "CATALOG d0" for drive 0, or "CATALOG d1" for drive 1. The disk drive activity light comes on and the disk spins while the drive reads the information from the disk and displays it on your screen. The top line of a catalog shows the "header", printed in reverse field (highlighted). Below the header appear the names of the files on the disk, inside quotation marks. In front of each file appears the number of "blocks" that file occupies on the disk. To the right of each file appears an abbreviation for the type of file: "seq" (sequential), "rel" (relative) and "prg" (program). The last line of a catalog shows the number of blocks still unoccupied on that disk.

The catalog of any disk formatted using Script 64 will show the identical header: "RTC 4 WP DATA". The file names, appearing in quotation marks, are letters of the alphabet and symbol characters from the keyboard.

These files correspond to Script 64 FILES. The first file on the disk appears inside quotation marks and is called "a".

The amount of data saved in each FILE, measured in blocks, is shown to the left of each file name. If a FILE has no data saved in it yet, this number will be "1".

Use this appendix as a guide to which SCREENS appear in which FILES as those FILES are named in the catalog. Each filename represents 20 SCREENS. On your Commodore 64, you have two of these of these subFILES in memory at any one time, giving you a 40-SCREEN FILE.

```
Name of File as it        SCREEN Numbers
Appears in Catalog

          "a"           001 to 020
          "b"           021  "  040
          "c"           041  "  060
          "d"           061  "  080
          "e"           081  "  100
          "f"           101  "  120
          "g"           121  "  140
          "h"           141  "  160
          "i"           161  "  180
          "j"           181  "  200
          "k"           201  "  220
          "l"           221  "  240
          "m"           241  "  260
          "n"           261  "  280
          "o"           281  "  300
          "p"           301  "  320
          "q"           321  "  340
          "r"           341  "  360
          "s"           361  "  380
          "t"           381  "  400
          "u"           401  "  420
          "v"           421  "  440
          "w"           441  "  460
          "x"           461  "  480
          "y"           481  "  500
          "z"           501  "  520
          "["           521  "  540
          "£"           541  "  560
          "]"           561  "  590
          "↑"           581  "  600
          "←"           601  "  620
          "-"           621  "  640
          "A"           641  "  660
          "B"           661  "  680
          "C"           681  "  700
          "D"           701  "  720
          "E"           721  "  740
          "F"           741  "  760
          "G"           761  "  780
          "H"           781  "  800
          "I"           801  "  820
```

| Name of File as it<br>Appears in Catalog | SCREEN Numbers | | |
|---|---|---|---|
| "J" | 821 | to | 840 |
| "K" | 841 | " | 860 |
| "L" | 861 | " | 880 |
| "M" | 881 | " | 900 |
| "N" | 901 | " | 920 |
| "O" | 921 | " | 940 |
| "P" | 941 | " | 960 |
| "Q" | 961 | " | 980 |
| "R" | 981 | " | 999 |
| "Index 1" | | | |
| "Index 2" | | | |
| "Index 3" | | | |
| XXX BLOCKS FREE | | | |

# APPENDIX 2

## DATA COMPATIBILITY IN RTC WORD PROCESSORS

Script 64 is only one of the RTC family of word processing programs for Commodore computers. Eventually, RTC's goal is to make all data prepared with one of our word processors using any Commodore computer completely compatible when that data is loaded on any other computer. For the present, however, and as a general rule, remember that data is upwardly compatible but not completely downwardly compatible. In other words, data prepared on a 4032 will easily load on a Superpet but not always the other way around.

This section describes the present compatability of data when you prepare data with one of the word processing programs and one Commodore computer and load it on another Commodore computer.

All RTC Word Processing programs load and save data in SCREENS. The size of one SCREEN varies according to the number of columns and lines in the computer's screen displays. No matter what you computer you use to load the data, it will appear on the same SCREEN.

Data compatibility depends on the amount of memory and the number of SCREEN columns and lines in the computer used to prepare the data and the computer used to load the data.

### VicScript for the VIC-20

VicScript works with 20-SCREEN FILES. Each SCREEN has 22 columns and 99 lines. The VicScript word processor is not loaded from a disk or tape. To save on the limited memory in the VIC, we have installed the program in ROM chips on VIC memory expansion cartridges. These cartridges are in 3 sizes of memory: 3K, 8K and 16K. Because the program is in ROM, all of this additional memory can be used for word processing data without ever exceeding the memory capacity of any other Commodore computer. Data prepared using VicScript will load through any of the RTC word processors

with no possibility of data loss.

Data prepared with one of the other computers will load on
the VIC using VicScript, but not all of it may appear.
VicScript loads as much of the data from any FILE as its
memory can hold, up to 20K of data with a 16K memory
expander cartridge. VicScript ignores any data after its
memory is filled. If the VIC's memory is full halfway into
the fourth SCREEN in a FILE, everything after that point
will be blank, and no more data can be added to that FILE
with VicScript.

Data prepared using VicScript on the VIC-20,
then loaded on:

## Compatibility

| 4032     | No data loss |
|----------|--------------|
| 64       | No data loss |
| 8032     | No data loss |
| 8096     | No data loss |
| Superpet | No data loss |

## RTC 4 - 4032

The RTC 4 word processing program for the Commodore 4032
works with 20-SCREEN FILES. The maximum number of
characters on one SCREEN is 880 (40 columns and 22 lines).
Data prepared with this program will load with any other RTC
word processor, except the VIC, with no data loss.

Like the VIC, data may not always load the other way. A
"Memory Full" warning appears on the menu line when there
are 11 lines of memory left in a FILE. This is a signal to
save your work and move to another FILE. If the data has
been prepared on a computer with more memory than the 4032,
then there may be enough data in the FILE to trigger a
"Memory Full". Editing may be difficult, and if there is
too much data in the FILE, then it may not load at all.

When the data is prepared on an 80-column computer and
loaded on a 4032, any character entered on a SCREEN after
880 characters will not appear.

Data that is prepared with RTC 4 on a 4032,
then loaded on:

| | |
|---|---|
| 64 | No data loss |
| 8032 | No data loss |
| 8096 | No data loss |
| Superpet | No data loss |
| Vic 20 | Depends on RAM in Vic: VicScript will load only the first few SCREENS of data, up to the limit of its RAM. Subsequent data does not appear. |

## Script 64 for the Commodore 64

Script 64 uses 40-SCREEN FILES. Each SCREEN has 40 columns
and 22 lines, or 880 characters per SCREEN. It is not
possible to fill the memory of the 64 with word processing
data. Data entered with Script 64 may cause a memory full
condition when it is loaded on a computer with less memory
than the Commodore 64.

Data prepared with another computer and loaded with Script
64 cannot cause a memory full condition but some of the data
may not appear. When the data is prepared on an 80-column
computer, any character entered on a SCREEN after 880
characters will not appear when the SCREEN is loaded using
Script 64.

Data that is prepared using Script 64 on the
Commodore 64, then loaded on:

Compatibility

| | |
|---|---|
| 4032 | Depends on how much data was entered in Script 64. If number of blocks in any single FILE is too large, editing will range from difficult to impossible because of a "memory full" condition. If there are few enough blocks in the FILE, then no data loss. |

```
8032               No data loss
8096               No data loss
Superpet           No data loss
Vic 20             Same as 4032 to Vic 20
```

## RTC 4 for the 8032

The RTC 4 word processor for the Commodore 8032 computer
works in 20-SCREEN FILES. Each FILE can hold 150 lines of
word processing data, or about 12,000 characters. Data
entered using this version of RTC 4 will load with no data
loss on a Superpet or 8096 because both those computers have
more memory and the same number of columns.

Depending on the number of characters in a SCREEN, the same
data may not load on a 4032 or 64. Any characters entered
after the 880th character on one SCREEN will not appear on
the SCREEN when the data is loaded on a 40 column computer.
This position is on or about SCREEN line #11 on an 80-column
computer.

Data that is prepared with RTC 4 on an 8032,
then loaded on:

### Compatibility

```
4032               All data entered after 880 characters will
                   be lost.  Memory full condition may make
                   editing difficult or impossible.
64                 Same as 8032 to 4032, but with no memory full
8096               No data loss
Superpet           No data loss
Vic 20             Same as 4032 to Vic 20
```

## RTC 4 for the Superpet and 8096

With both the 8096 and the Superpet, RTC 4 creates 40-SCREEN
FILES. Each subfile of 20 SCREENS has 378 lines of memory.
Data created with any of the RTC family of word processors
will load on either with no data loss.

Data created on the Superpet or 8096 may not always load on

other computers. If the FILE has too much data, it will
cause a memory full condition on an 32K computer. On a
40-column computer, anything entered after the 880th
character on one SCREEN will not appear.

Data that is prepared using RTC 4 on either a
Superpet or an 8096, then loaded on:

### Compatibility

| | |
|---|---|
| 4032 | Same as 8032 to 4032 |
| 64 | Same as 8032 to 4032 |
| 8032 | Same as 64 to 4032 |
| Superpet | No data loss |
| Vic 20 | Same as 4032 to Vic 20 |

### Disk Drive Compatibility

Data compatibility also depends on the disk drive on which
the data was prepared. The following models are all read
compatible: 1541, 2031, 2040 and 4040. This means that data
prepared on any of these drives can be loaded on any of the
other drives. However, due to speed differences in the
drives, they are not completely write compatible. This
means that, most of the time, you can save your data safely.
But about 5 percent of the time, saving your data will also
erase it.

Disks formatted on any of the drives listed above are
completely incompatible with either the 8050 or 8250 disk
drives. 8050 disks are read compatible with 8250 disk
drives, but not write compatible. 8250 disks are read and
write compatible on an 8050 disk drive.

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## SCRIPT 64/80-COLUMN MODE

Script 64 Version 2.0 has two word processors on the disk, Script 64 and Script 64/80. Script 64/80 not only loads a word processor into your computer, it also turns your Commodore 64 into an 80-column computer. Script 64/80 is compatible with the C64-LINK and the Video Pak 80-Column Board.

Most of the differences between the two word processors are noted in the text of the manual where it is appropriate. Use this section as a quick reference guide to those differences.

### LOADING SCRIPT 64/80

To load the 80-column word processor, put your computer in BASIC and type:

LOAD"SCRIPT 64/80",8 <RETURN>

When the program has been loaded and the computer reads, READY, type "RUN" and press <RETURN> to run the program.

### FILE Size

The first and most obvious difference between the two word processors is the number of SCREENS in a FILE. Script 64/80 has only 20 SCREENS to a FILE instead of 40.

Unlike Script 64, you can fill the memory in a Script 64/80 FILE. Each 20-SCREEN FILE can contain no more than 350 screen-lines of data. (If you have loaded the program with the Video Pak 80 board, there is room for only 137 lines of data.) When there is space for 11 lines in a FILE, the menu line will prompt with "MEMORY FULL". Save your work and move to a new FILE.

There is also no saving half feature with Script 64/80.

Press <C=> then "s" to save the whole FILE. Pressing <C=> then <SHIFT> "s" will have no effect.

## VARIABLES

To access the variable chart with Script 64, press <C=> then "v". With Script 64/80, the variable chart is located under the large control map. To enter data to the variable chart, access the large control map. Then press the asterisk key ("*") to move the cursor to the first line in the variable chart.

With that exception, variables work the same way in both programs.

## STRUCTURED SCREENS

Because you have 80 columns on screen, and most paper is also 80 columns, structured SCREENS are much easier to visualize and create with Script 64/80. What appears on screen will be very close to what appears on paper when you print. You must still remember to keep lines within the length your paper will handle but you do not have to keep each screen-line under 40 columns.

In 40-column mode, you can set tabs beyond 40 columns by positioning the cursor on the second screen-line before setting a tab. In this way, you can set tabs up to 80 columns. In 80-column mode, you can set tabs up to 160 columns in the same way.

## PRINTING

To overcome the problem of 40-column screen display, Script 64 lets you scroll a video printout horizontally. Script 64/80 already has 80 columns and does not need this feature.

## DATA COMPATIBILITY

Data from Script 64 can be loaded into a Script 64/80 SCREEN

with no data loss, though the format of the data may appear a little unusual. However, data entered with Script 64/80 may not completely load into a Script 64 SCREEN.

Each Script 64 SCREEN can hold up to 880 characters (40 columns by 22 lines). Each Script 64/80 SCREEN can hold up to 1760 characters (80 columns by 22 lines). A Script 64 SCREEN will ignore any data entered after the 880th character on a Script 64/80 SCREEN. This character usually occurs on or about the 11th screen-line.

If you are working in 80-column mode but you want to make sure your work will be readable by the 40-column word processor, press <RUN/STOP> then "x". This procedure prevents the cursor from going to the bottom of the SCREEN. Instead, the cursor will now stop on the last column of the 11th screen-line.

The Script 64/80 Index takes up only the middle half of the screen, in order to keep the Index compatible with Script 64.

## SCROLLING

Script 64/80 tends to scroll slowly, both in a video print and as data appears on a SCREEN. This is normal and does not represent a problem with the software.

# APPENDIX 4

## CONFIGÚRE FILE

Normally when you load Script 64, you must select a printer from the menu and answer the questions, "Printer: Parallel, Serial or IEEE?" and, "Is this a new data disk?". However, once you have figured out the correct answers to these questions, you no longer need to go through this procedure. Use the "SET CONFIGURE" program on your Script 64 program disk to create a sequential file that answers these questions, avoiding the need to answer them each and every time you load the program. Once you have set up this configure file and run Script 64, the program will read this file to find out the answers your answers to the loading questions.

The SET CONFIGURE program also allows you to preset the large control map to different default values.

Remember to remove the write protect tab from your program disk before running this program.

With your computer in BASIC and the Script 64 program disk in drive 0, type:

LOAD"SET CONFIGURE",8 <RETURN>.

When the screen displays READY, type "RUN" and <RETURN> to run the program.

The program will prompt you through each phase, allowing you to create a configure file for loading the program or for setting up a new large control map. Follow on-screen prompts as they appear.

In the section of the program that allows you to create a large control map, a set of possible values are shown with each setting. These are the maximum possible values. Some values, even when they are theoretically possible, can combine with others to yield a control map error. We suggest that you refer to SECTION 5 of the Script 64 manual while you go through this portion of the program.

# INDEX TO THE SCRIPT 64 MANUAL

\*\*\*\*\*\*\*\*\*\*\*          <u>SCRIPT 64</u>          \*\*\*\*\*\*\*\*\*


OWNER'S REGISTRATION

Date: <u>D</u>   <u>M</u>   <u>Y</u>   Version 2.0

Name: _____

Address: _____

City: _____

State/Prov: _____

Comments: _____

_____

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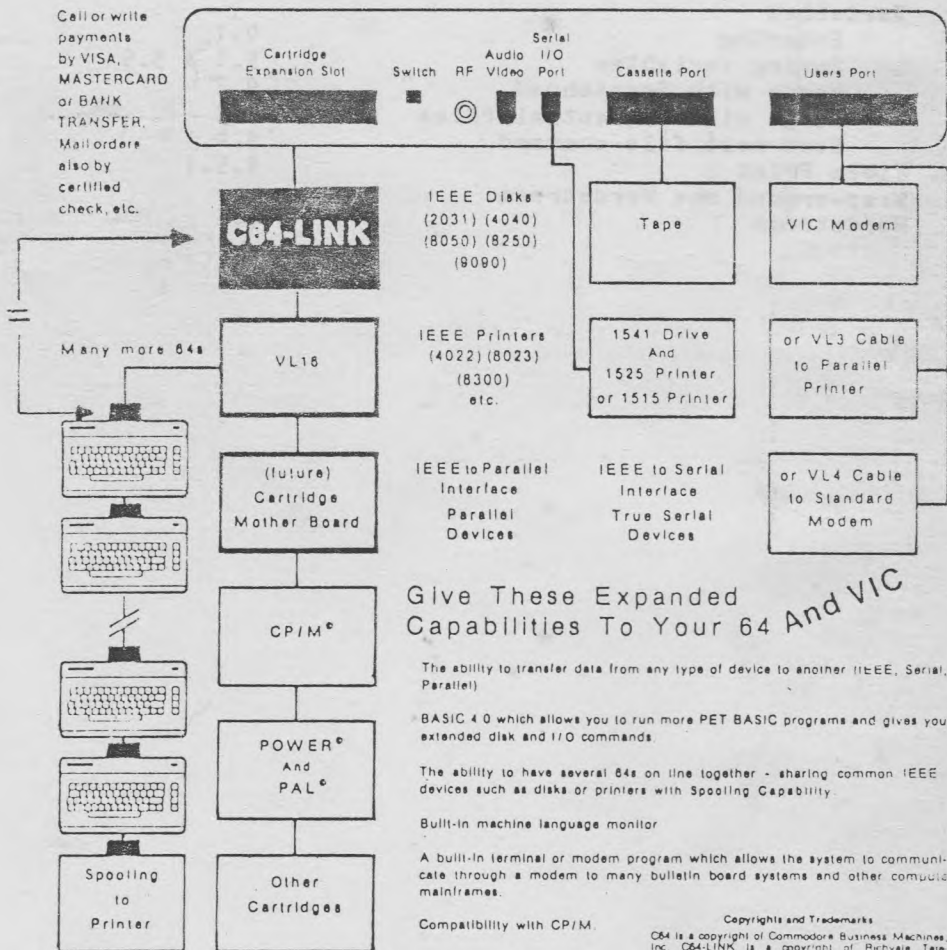Richmond Hill, Ontario
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