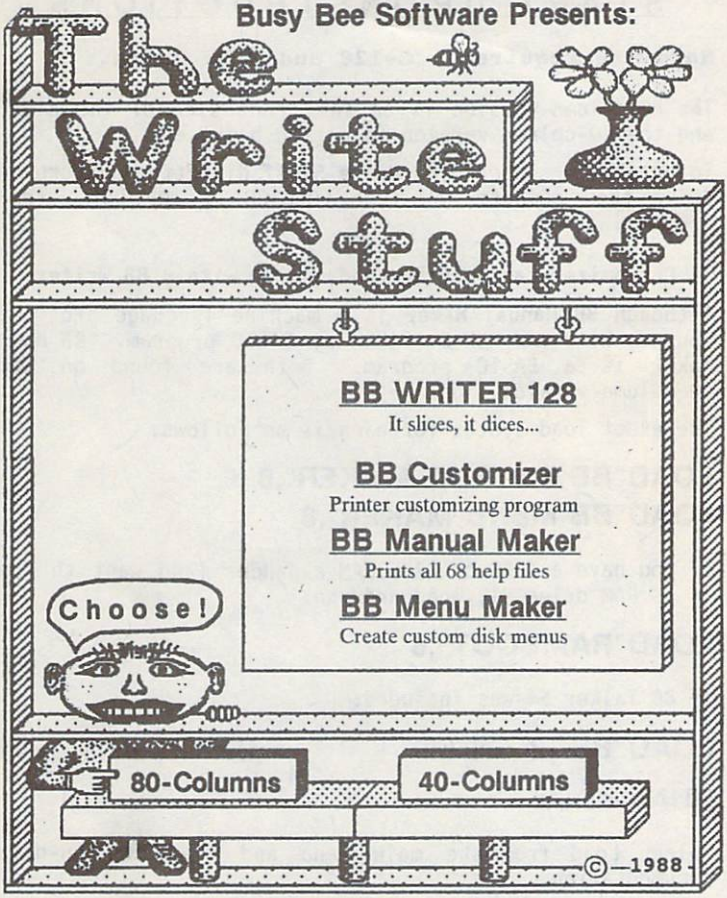

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START UP INSTRUCTIONS

Hardware required: C-128 and disk drive.

The 80-column version is on the front side of the disk, and the 40-column version is on the back.

To autoboot: Insert **The Write Stuff** diskette and turn on drive then computer or type LOAD"BB",8 <RETURN>, then RUN.

BB Customizer can only be loaded from within **BB Writer.**

Although **BB Manual Maker** is a machine language program, you can LOAD and RUN it like any BASIC program. **BB Menu Maker** is a BASIC program. Both are found on the 40-column version side.

The exact load syntax for each is as follows:

LOAD"BB MANUAL MAKER",8
LOAD"BB MENU MAKER",8

If you have a 1700 or 1750 RAM expander (and want to use it as RAM drive 9), load and run:

LOAD"RAMBOOT",8

If **BB Talker 64** was included:

LOAD"BB",8 <RETURN>

RUN <RETURN>

Select Load from the main menu and read the on-disk documentation.

GETTING STARTED

When **BB Writer** has loaded, you will see a cursor flashing in the upper left corner of the screen. The flashing cursor means you are in edit mode and **BB Writer** is waiting for you to begin typing. At the bottom of the screen will be a message: "Press ↑ for Menu." Most keys work normally, but if you press the up-arrow key (next to the RETURN key) the cursor will jump to the bar menu at the top of the screen. You can then use the cursor (CRSR) keys or a joystick to select one of the five main menu options:

Help Edit Print Save Load

The 80-column version offers additional options. If, in edit mode, you press SHIFT & **C** at the same time, a help screen will appear which summarizes information needed by beginners for doing basic word processing. The first menu option, "Help," calls up help menus which allow you to select from the 68 help files on disk. The help files summarize information covered by the on-disk tutorials and should be used for reference only. First-time users, therefore, should **NOT** select "Help," but should select "Load" and read the tutorials first. The tutorials are BB text files and may be loaded, viewed, and printed.

To do basic word processing you need only read two of the many tutorials: "Getting Started" and "Editing by Menu". Experienced users, eager to try out some of the many advanced features, should also be sure to read the tutorials "Command Mode" and "Format Commands."

Although there is extensive on-disk documentation, it is not complete. Most users will find that use of the reference manual and keyboard overlay will make **BB Writer** even easier to use.

WORD PROCESSING BY MENU

Although **BB Writer** is a full-featured, high productivity word processor, it is also intended for use by beginners, children, and occasional users. This flexibility was achieved by making **BB Writer** both menu and command driven. Menus are great for beginners, but slow down experienced users. For this reason only basic word processing features--print, load, save, edit--are menu selectible. The idea is to keep things simple and not overwhelm the novice with too many choices. In "menu mode," users can create, edit, print, save, and load documents without learning any special commands.

The following menu options are available by pressing the uparrow (↑) key:

Help

There are 68 help files on the disk organized under four help menus. Select the menu you want and then the file by using the CRSR keys or a joystick. Use the help files for reference and review.

Edit

Some users may be able to get by using only the INST and DEL keys, but to transfer, copy, or delete large amounts of text, select "Edit" to: Eat text by word, sentence, or paragraph; restore text--what is eaten can be regurgitated; clear text by erasing all text above or below the cursor.

Print

Select "Print" to send text to your printer or to an 80-column screen for previewing. Use the Print Menu to change margins and other defaults.

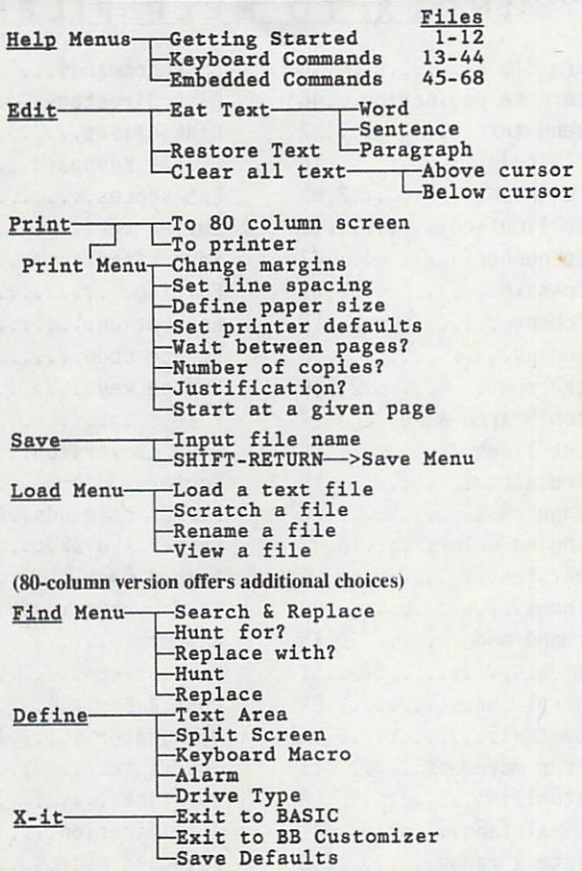
Save

You'll be asked for a file name. Enter one.

Load

Load, scratch, or rename text files.

MENU OPTIONS



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SIDE 1: 80-COLUMN VERSION

Directory of BASIC, Sample & Tutorial files

BASIC Programs

3	"bb"	prg: Boot program--BB
1	"ramboot"	prg: Boots RAMDOS, then BB
3	"fc"	prg: Filecopy for REU
3	"xetec boot"	prg: Boots 2 fonts, then BB

BB Text Files

2	"-Read This"	prg: Brief notes
21	"-Getting Started"	prg: Intro tutorial
8	"-Auto Numbering"	prg: Numbering of lists
8	"-Batch Search"	prg: Do many S & R operations
22	"-BB Outliner"	prg: Sample outline
15	"-Keyboard Macros"	prg: Sample file
1	"-Label Printer"	prg: Print single labels
1	"-2 Label Printer"	prg: Print labels 2 across
12	"-Laser Driver"	prg: For HP/Okidata Lasers
1	"-Macro Printer"	prg: Prints current word macros
5	"-Mail Merge"	prg: Sample file
25	"-Memory Map"	prg: For ML programmers
14	"-Micro Spacing"	prg: Micro pitch/justification
10	"-Printer Macros"	prg: Sample definitions
8	"-Printer Test"	prg: Sample file
3	"-Printer Toggles"	prg: Sample definitions
3	"-Sorting Columns"	prg: Alphabetizing tutorial
4	"-Super Header"	prg: Multi-lined header
3	"-Using Macros"	prg: Word/phrase macros
28	"-128 Features"	prg: Sample file
1	"addresses"	prg: Used by mail merge demo
1	"bb format"	prg: Autoboot format file

SIDE 2: 40-COLUMN VERSION

Directory of BASIC, Sample & Tutorial Files

BASIC Programs

3	"bb"	prg: Boot program--BB
1	"ramboot"	prg: Boots RAMDOS, then BB
3	"fc"	prg: Filecopy for REU
3	"xetec boot"	prg: Boots 2 fonts, then BB
6	"bb manual maker"	prg: Prints help files
20	"bb menu maker"	prg: Create custom menus

BB Text Files

15	"-Introduction"	prg: Intro stuff
21	"-Getting Started"	prg: Intro tutorial
5	"-Editing by Menu"	prg: Delete, copy, transfer
28	"-Command Mode"	prg: Using command mode
9	"-Edit Commands"	prg: Command mode editing
9	"-LOAD and SAVE"	prg: How to load and save
10	"-Format Commands"	prg: Sample file
4	"-File Translator"	prg: File conversion
5	"-Customizing"	prg: Create custom copies
4	"-Sorting Fields"	prg: Sorting records
2	"-Envelo Printer"	prg: Mail merge sample
6	"-BB Manual Maker"	prg: Prints help files
4	"-Text Areas 2-10"	prg: Mulitple text areas
7	"-Hints & Tips"	prg: Sample file
2	"-Misc. Features"	prg: Extra notes
28	"-Unfeatures"	prg: Features not supported
1	"addresses"	prg: Used by mail merge demo
1	"bb format"	prg: Autoboot format file

PRINTER SETUP

BB Writer is setup for a Commodore 1525 or MPS-801 printer. If you have an interface that emulates a 1525 printer, then, except for non-1525 features like underlining (which may or may not work), your printer should work perfectly.

Basic printer setup can be done using the Print Menu. Select "Print" from the main menu and move the pointer down to change the defaults for printer device number and secondary address if necessary. Try printing a paragraph of straight text. If all text prints on the same line, turn on the auto linefeed option. If lower case characters are printed in upper case, turn on the true ASCII feature. If you are using a daisywheel printer, indicate that "Yes" you are using a "LQ Printer."

If you still cannot print straight text, check all printer and interface connections. Try putting your interface in "transparent mode" if it has one. If your printer has any special features such as underlining, boldfaced, or near letter quality, **BB Writer** offers single character support for most features. For example, a reverse video "u" turns underlining on and off. To turn a feature on and off, certain control codes are sent to the printer. These codes differ between printers, and so the default values used by **BB Writer** may not work with your printer. Before trying out these special features you should tap CTRL,x and load **BB Customizer** to compare the values listed with those in your printer's manual.

Advanced users can use the file "Printer Macros" to define up to 32 printer macros for complete printer control. See the tutorial on "Format Commands," and try printing the file "Printer Test."

EMBEDDED (RVS) COMMANDS

CTRL 1 formats

a Alternate pagination
b Boldface toggle
c Centering toggle
d Double-width
e Emphasized print
f Forced page
i Italics toggle
j Justification toggle
l Linked file
m Margin release
n Non-printing note
q LQ/Draft toggle
r Right alignment
R Reverse field toggle
s Subscript 1 character
S Superscript 1 letter
u Underlining toggle
w Wait...pause printing
x External file
. Condensed print toggle
- Soft hyphen
- Hard hyphen
E Escape code CHR$(27)
Print page
Print Roman nuerals
- - - - - - - - - - -
l0:linked file
x0:mail merge data
1=27,53,27,15 (macro)
1=E&l24X (ASCII macro)
u=27,45,1:27,45,0 (tog)

CTRL 2 formats

ai5 Auto-indent
ai-5 Outdent paragraphs
bl4 Blank Lines
bm10 Bottom Margin
cm0 Column Margin
fo5; Footer
fp5 Forced Page
he5; Header
hl8 Header/Footer lm
hr8 Header/Footer rm
lm10 Left Margin
lm+5 Left Margin+5
lm-5 Left Margin-5
ls1 Line Spacing
mr4 Margin Release lm-4
oe1 Odd/Even page print
of20 Offset all text
oF10 Offset odd # pages
ou7 Outliner on
ou0 Outliner off
pl66 Paper Length
pn1 Page Number
pp4 Print Page 4
pt0 Pitch--micro
pw80 Paper Width
rm10 Right Margin
rm+5 Right Margin+5
rm-5 Right Margin-5
sa7 Secondary Address
tm10 Top Margin
<1> Form-fill marker

KEYBOARD COMMANDS

(To enter Command mode: Tap CTRL key.)

a	ASCII toggle
Sh-A	Autoboot on/off
c	Change case
d	Decimal tabs on/off
Sh-D	Drives: 1, 2, dual?
¢ D	Define Keyboard macs
e	Eat text (w,s,p)
Sh-E	Eat more text
h	Hunt text for phrase
Sh-H	Define Hunt phrase
¢ H	Hyphenator
i	Insert mode toggle
j	Alarm clock
k	Key click toggle
Sh-K	Keyboard--Dvorak?
¢ K	Keyboard macs tog
l	Load/Merge/Append
m	Macros on/off
Sh-M	Edit word macros
¢ M	Print to Memory
p	Print (preview)
Sh-P	Preview
¢ P	Screen dump
r	Restore text
Sh-R	Restore & sort text
s	Save
Sh-S	Search & Replace
¢ S	Resume S & R
t	Set or clear a tab
Sh-T	Clear all tabs
v	Verify a SAVE
w	Word-wrap toggle
x	Exit/SAVE Defaults
?	Encrypt/Decrypt text
=	Word count
Sh =	Split Screen (80)
↑	Send disk command
Sh-↑	Autocaps toggle
0	Limit line length
Sh-0	Strip RETURN marks
1	Enter 1 RVS format
2	Enter format(s)
3	Calculator
4	Disk directory
@	Replace word/phrase
Sh-@	Define replace word
Sh-+	Define text areas
q	Goto next text area
*	Edge effect toggle
/	1581 sub-directory
DEL	Delete a line
INST	Insert a line
HOME	Clear/Erase text
SPACE	Eat spaces
RETURN	Indent/linefeed
CTRL/RET/<	Exit/ESCape